

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 12 November 2020
via electronic log-in commencing at 7.30pm

General Matters:

223/20 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Saintey (Chair), Cllr Nicholls, Cllr Mrs Crutchfield, Cllr Dr Frearson plus the Parish Clerk Mrs Eagling.

2. Others present

F Tierney (P&IJFC), M Roberts (P&IUFC) and J Groom (Groundkeeper).

3. Absent

Cllr Weber.

224/20 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No interests were declared.

225/20 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No members of the public were present.

226/20 MINUTES OF THE MEETING held on 8/10/2020.

It was **RESOLVED** that the draft minutes of the sports & leisure committee meeting held on 8 October 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

227/20 CLERK'S REPORT ON MATTERS ARISING

The following updates were noted by the council but were not discussed in detail.

- Tennis/Netball/5-aside – no update from the landowner, who is not yet able to negotiate with the parish council.
- Open access MUGA within PDA development - full planning granted by BC. Full council entered MUGA Agreement with NKH on 30/1/2020 to ensure delivery. NKH estimate completion by end March 2021.
- Purchase of Leisure Land – Parcel 2 completed and now progressing through Land Registry (who have a backlog of several months).
- Potential Lease of land to 1st Ivinghoe & Pitstone Scouts – No response to draft Heads of Terms provided for their consideration in April.
- Online booking system – clerk will update room information etc once the new building is open.
- Bellway/Vicarage Road LEAP – PPC to adopt once Bellway opened and maintained for period of 24 months. Open to the public.
- Dug Outs: P&IUFC arranging installation. PPC added to insurance.
- Windsor Road Swings: Installation eta w/c 30/11/20. Pre-installation site survey to be undertaken 17/11/20.

228/20 CORRESPONDENCE

The list of correspondence received was noted.

Pavilion

229/20 REDEVELOPMENT AND RE-OPENING OF PAVILION SITE

1. Construction and Progress Update

The pavilion was structurally completed and handed back to the parish council. However, the second national Coronavirus lockdown then came into effect, so the building has been closed again.

Both clubs have visited site. Baby change, sanitary ware, felt boards, wipe boards, key boxes, kitchen equipment, sanitary equipment, cleaning/hygiene/sanitisation equipment

installed. Interior & coronavirus signage installed. Car park space in left hand car park laid out. Missing panel of cladding now affixed. Outside window edging now replaced. Emergency light in Away changing room activated. Chain across walkway installed as per league request. Induction loop installed. Operational and Health & Safety manuals supplied. Test certificates supplied. Hole for gate support reinstated. Gate & floodlights reinstated. Mechanical and IT training undertaken.

The following items are outstanding:

- Re-surfacing of right-hand car park (spray tarmac)
- Openreach installation & completion of IT installation
- Ground renovation – probably next spring
- Concrete base for memorial bench – next spring post ground renovation
- Extra benches for officials' rooms – on order
- Latch for 2 x sliding doors – on order
- Replacement light fitting for community room – on order
- External bin – on order.
- Stainless steel cooker splashback – on order.
- Container lock – replacement lock does not fit. It was **RESOLVED** that the clerk needs to contact a mobile locksmith to resolve.
- Container re-paint to grey – thank you to P&IUFC for volunteering to carry out this work
- Container shelving – It was **RESOLVED** to purchase 2 racks of strong adjustable shelving.
- Hirers Store shelving – Later in the meeting, it was **RESOLVED** to accept a donation of shelving from the Youth Café Manager for this store.
- Made to Measure shelving for 2 x cleaning cupboards, parish store and ticket office shelf – contractors to visit once NSP cleared their items from the stores
- Main Entrance & Ticket Office signage – contractor visited site to measure up, awaiting quote
- CCTV – one not currently operational. Signage to be erected with Ace return to finish installation.
- Door mats – under investigation.
- Path to hirers store – NSP to install.

2. Hard standing access to ground-keeping store and pitch (for ambulances)

It was **RESOLVED** to accept the quotation from NSP of £2,885 + VAT to reduce level by average of 150mm deep, spread excavated material to rear of old container location, install timber edgings, lay terram, lay recycled type 1 x 150mm tick, level and compact fill as a contract amendment to enable ambulance access to pitch and tractor access to store, as the reinstated soil is too boggy and heavy vehicles would otherwise sink.

3. Funding and grants

All VAHT, P&IUFC, P&IJFC and New Homes Bonus grant funding now fully spent. One further Football Foundation grant application to be submitted once the final NSP invoice received. S106 claims ongoing.

4. Non construction updates

- TV & Licence – P&IUFC were thanked for their donation of widescreen TV. The unit, along with aerial and all necessary sockets etc, have been installed by the parish council and added to our insurance. The licence has been purchased by the parish council (hard copy outstanding). TV available for use.
- Defibrillator – currently a fault with the heater / wiring to the lockbox but the defibrillator itself is back in its location & operational. Replacement part being supplied by WelMedical.
- Wheelie waste bins – delivered, installed and operational.
- Estimation of contingency accrual – outstanding from BSS.

- Insurance – contract works insurance expired. Building valuation received from BSS & submitted to Came & Co. Adjustment made to insurance. Other capital works eg car park & lighting added to insurance. New contents, TV and dugouts added to insurance.
- Rateable Value – Buckinghamshire Council advised that works now complete and they will arrange for a revaluation of the rateable value and advise in due course.
- Ground grading – Spartan South Midland League Chair and Vice Chair inspected the site and happy with the building once the chain added across the walkway & a physio table installed.

5. ACE Maintenance Agreements

It was noted that the new access control system, CCTV, fire alarm and intruder alarm systems would require ongoing maintenance contracts with ACE. The council is investigating some possible amendments to the system that may be required which may affect the draft agreement provided. It was **RESOLVED** to enter into the agreements once the correct information was contained therein. Approximate cost £1,500 per annum, which includes call outs and servicing.

6. Hiring Agreement and Terms & Conditions of Hire

It was **RESOLVED** to approve the Hiring Agreement, and further **RESOLVED** to approve the standard Terms and Conditions of Hire, and the Special Conditions relating to hirers of outdoor space. The Chairman was granted authority to sign on behalf of the council.

7. Storage and alteration agreements

It was **RESOLVED** to grant permission to P&IUF to erect an acrylic sponsors' board in the main corridor and to display memorabilia on the community room wall on the reverse of the sponsors' board.

It was noted that the request from P&IUF to store a bottle fridge at site was outstanding and would be considered once NSP had vacated the hirers store and accurate measurements could be taken.

P&IUF advised that they had been donated a commercial microwave and a griddle that they would like the parish council to consider granting permission to store at the site. PPC & P&IUF to review on site once dimensions etc known.

All users were reminded that no items can be stored at the site, nor alterations made, without the prior approval of the council.

8. Covid secure

Currently closed due to second national lockdown. All Covid PPE measures installed.

In line with government guidance for community buildings, all showers will remain unavailable unless essential for safeguarding eg disabled athletes. Signage erected.

Capacity signage erected on both changing rooms and all toilets. Hand washing signage erected by all sinks. Waste disposal signage erected by all bins. QR code on display on main entrance, corridor, and parish office. Face mask signage on display at all entrances. Sanitiser signage on display by all sanitisers. Social distancing signage on display along walkway and in corridors. Summary posters on display at entrances.

The parish council will advise users if/when it is able to offer cleaning services during customer hire periods. It should be noted that there will be a cross-charge to users for this service if/when it becomes available.

It was **RESOLVED** to adopt the Covid Risk Assessment and the Special Conditions of Hire arising because of Coronavirus. The Chairman was duly authorised to sign on behalf of the council.

All users were reminded that they would need to update and submit their own Coronavirus Risk Assessments for this site, prior to their first booking.

9. To follow / outstanding

- Post box installation and registration with Royal Mail.
- Office furniture and fit out.
- Maintenance schedules for staff once received details from contractors.
- Completion of Safety & Operational Manuals with any elements not covered in documentation provided by NSP.
- Compilation of new hirers manual.

- Updating Hallmaster.

10. Health and Safety Policy and associated Risk Assessment

It was **RESOLVED** to adopt the Health & Safety Policy plus the associated Risk Assessment. The Chairman was duly authorised to sign on behalf of the council.

11. Virtual opening event

Given the ongoing Coronavirus restrictions, it was **RESOLVED** to try and organise a Virtual Opening Event from film segments and photographs of the site. All grant funders to be asked to contribute.

230/20 OTHER PAVILION MATTERS

1. Premises Licence and alcohol sales

Licence approved and issued by Buckinghamshire Council. Copies provided to the users and displayed at the pavilion. This licence forms part of the Terms and Conditions of Hire.

It was **RESOLVED** to approve the application from P&IUGC to sell alcohol at matches, with the named Personal Licence Holder (R Beesley) on site whenever sales being made. The Chairman was duly authorised to sign on behalf of the council.

It was **RESOLVED** that Cllrs Nicholls and Frearson would undertake the online training (Level 2 award for personal licence holders) at a cost of £125 + VAT per person and obtain a personal licence at a cost of £37 per person. This would ensure that the parish council understood the legislation and could ensure it was being implemented by hirers.

2. Fire safety

Fire equipment installed by Ardenoak. Independent Fire Risk Assessment completed by Combat Fire and report circulated. Actions arising undertaken or in progress. It was **RESOLVED** to approve the draft Fire Policy and Emergency Plan. The Chairman was duly authorised to sign on behalf of the council.

It was **RESOLVED** that both the clerk and the cleaner/caretaker should undertake the online Fire Marshall/Warden training at a cost of £35 + VAT per person, as may be lone working.

It was **RESOLVED** to erect a sign on the rear exit to remind users that the shutter must be open & the door unlocked throughout their hire period, as a secondary fire exit.

3. Water safety

Independent Legionella Risk Assessment undertaken by First Environment. Awaiting report.

4. Floodlights

The existing floodlights remain in situ and operational, but training area very muddy and not fit for play.

Buckinghamshire Council granted planning permission for both match day floodlights and training floodlights. Increased electricity supply and meter funded by the parish council as part of the building construction works. League confirmed that the club would have until September 2021 to install, should they be promoted at the end of the season.

Anticipated cost in the region of £40k. A Football Foundation grant would fund 70% of the cost (approximately £28k). If the parish council jointly procures, it could claim back VAT on the joint FF grant element. The remaining 30% needs to be sourced/fundraised by P&IUGC. It should be noted that the parish council can't claim VAT back on this element, as the club would receive the benefit of utilising the lights, and therefore the club would also need to raise the VAT for this element (total approximately amount required to raise = £14.5k).

It was **RESOLVED** to approve the tendering documents. Bids to be received prior to Christmas to enable a joint grant application to be submitted to the Football Foundation in January.

5. Pitch Barriers with advertising panels, Spectator Seating and Footpaths

It was noted that the League had advised that these elements would need to be installed by March 2021 ie before promotion. Therefore, Football Foundation grant funding was not available. The Parish Council stressed that it did not have available funds in the current financial year to assist P&IUGC with this, nor was it likely to have spare resource capacity due to other capital projects that needed to be delivered.

It was **RESOLVED** to review with both the league and Football Foundation. It was **RESOLVED** that P&IUGC would investigate other potential sources of funding.

6. New socketed goal nets

P&IUFc were thanked for their donation of new football nets for the senior goals. Clerk to add to the parish council insurance.

It was **RESOLVED** that the groundkeeper and P&IJFC would take the old nets to the recreation ground to see if they could be reutilised at that site, and feedback to the parish council if they were not suitable and new nets were required.

7. Hallmaster

It was **RESOLVED** to renew the annual subscription to Hallmaster, cost £137.

8. Christmas lights

Full council delegated authority to the committee to consider the possible installation of Christmas lights into the tree in the front car park of the pavilion as this will be the new community building and parish office. NSP confirmed that the car park lights on the building were sensor activated and the car park lighting columns operated via light sensor and timer switch, so it should therefore be possible to take power from the column to the tree. It was **RESOLVED** to accept the quotation of £1,606 + VAT for 2,500 lights (as per recreation ground) to be installed, removed, stored for 12 months and for the power connection to be installed. It was noted that there should be available funds within the lighting budget.

9. Youth café

It was **RESOLVED** to trial the reduced youth café at the pavilion after Christmas, due to the ongoing non-availability of Brookmead School due to coronavirus. Café Manager visited site and will produce the necessary risk assessments. Skate ramps and basketball hoops to be relocated to the pavilion for use in the left-hand tarmac surface car park. Other equipment and volume to be determined.

It was **RESOLVED** to accept a donation of 3 x shelving units for the hirers store from the Café Manager.

It was **RESOLVED** to purchase a second-hand desk from the Café Manager for £50 if this meets the size requirements of the parish office.

10. Financial Position

The financial position was noted. It was noted that the site was suffering heavy loss this financial year due to the ongoing ground & renovation costs but the absence of any hiring income. £15k loss to date vs £8k loss in the previous financial year.

It was noted that the parish council had not been eligible for any of the previous grants but would continue to investigate potential funding options.

11. Cleaner/Caretaker

Applications received. Interviews to be arranged. Recommendation to be referred to full council for consideration/approval on 26/11/2020.

231/20 GROUNDKEEPING REPORT

It was noted that Anglian Water had cleared the culvert at the balancing pond. J Groom to provide a copy of his version of the pitch drainage schematic to the clerk for comparison to existing.

It was noted that badger repairs had been ongoing. The extra topsoil had now been fully used. The open goal had been re-erected at Hever Close. On the recreation ground, the cricket square had been moved over to original location.

Open Space

232/20 OPEN SPACE MATTERS

1. Remedial works

It was noted that no dogs/only assistance dogs signs had been ordered for the Huck Tek play space. Additional Covid signs had been erected to remind users of latest guidelines. One recreation ground bin padlock had been tampered with and needed removing & replacing. The Hever Close clutter bridge had a bolt work loose, which had been rectified by contractor.

2. DDA consultation

Several items of play equipment at the new recreation ground site are DDA compliant and accessible. Bi-annual DDA consultation included in last issue of PPP and via social media, with no requests or comments arising from parishioners. Repeat in 2 years.

3. Double Cricket Nets

I&PUCC to measure out the nets and then PPC/I&PUCC to review on site.

4. Skate Park

Tender documents to be drafted by the clerk and circulated.

5. Recreation Ground football pitch

It was **RESOLVED** that the groundkeeper would advise if payment frequency or rate ever need amending, or if any ad-hoc additional payments need to be raised to ensure that all costs are met.

6. Tree Risk Assessment

The results of the Independent Tree Risk Assessment were noted. It was **RESOLVED** to seek quotations for the works identified and, if available in time, to ask full council to consider/approve.

Other

233/20 REPORTS

No other reports were submitted to the committee.

234/20 REFERRAL TO FULL COUNCIL

It was **RESOLVED** that consideration of the various tree work quotations and pavilion procurement items would be referred to full council if they were available in time.

235/20 DATE AND TIME OF NEXT MEETING

The next meeting of the sports and leisure committee is scheduled for 10/12/20. No requests were received for items be tabled.

Meeting dates: 14/1/21, 11/2/21, 11/3/21, 8/4/21, 13/5/21, 10/6/21, 8/7/21, 12/8/21, 9/9/21, 14/10/21, 11/11/21, 9/12/21. All to be held virtually until government guidance changes and will then be held in the community room at the pavilion.

236/20 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 21.20.

Signed:

Date: 10 Dec 2020

___*R Saintey*_____

Chairman