

# PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 14 January 2021  
via electronic log-in commencing at 7.30pm

## General Matters:

### SL252/20 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  
M Roberts (P&IUFC), F Tierney (P&IUFC) and J Groom (Groundkeeper).
3. Absent  
Cllr Weber.

### SL253/20 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations or interests were declared.

### SL254/20 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No members of the public were present. No questions were tabled.

### SL255/20 MINUTES OF THE MEETING held on 10/12/2020.

It was **RESOLVED** that the draft minutes of the sports & leisure committee meeting held on 10 December 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SL256/20 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 2020.
- Bellway/Vicarage Road LEAP – PPC to adopt once Bellway opened and maintained for period of 24 months.
- Dug Outs: P&IUFC commenced but not completed installation.
- Painting of Container: P&IUFC arranging painting.
- APLH Training & Personal Licences for Cllrs Nicholls & Frearson – in progress.
- Fire Marshall and Legionella Training for 2 members of staff – in progress.
- Stadia seating – not required until the March after P&IUFC promotion. Funding to be identified before can progress.
- Pitch barriers / advertising panels – would be required before P&IUFC need to apply for promotion. This should be the next capital project. Funding required.
- Hard standing/footpaths – would be required before P&IUFC need to apply for promotion. Funding required.
- Pavilion reservations – Covid lockdown prevents use of community multi-function facilities unless on the list of exceptions.
- Review of licence with PJC Driving School – to be undertaken once Covid restrictions permit driving lessons to operate.
- Pavilion sewerage rebate – expired 5/12/20, applied to Wave for renewal. Progressing through Wave systems. Ongoing.

- Recreation Ground play space: 'Assistance dogs only' signs on order.
- Tree works on recreation ground: scheduled for February.
- Replacement trees on recreation ground: waiting for date from Buckland Landscapes.
- T22 Ash to be re-inspected in May 2021 as possibly need felling due to Ash Dieback.

## **SL257/20 CORRESPONDENCE**

The list of correspondence received was noted.

## **Pavilion**

### **SL258/20 REDEVELOPMENT AND RE-OPENING OF PAVILION SITE**

#### 1. Construction and Progress Update & Outstanding Works

- Privacy panel for gent's toilet installed (query outstanding with BSS). External bin supplied (will affix both bins to floor once resurfaced in spring). Shelving to small cleaning cupboard & main cleaning cupboard in changing village installed. Handle for floodlight cupboard installed. Reflective tape for lamp columns obtained. Combi lock fitted to senior pitch goals. Pedestrian gate installed at boundary (spring to be adjusted). Latch fitted to keep side gate open. Letter & parcel drop box installed. Royal Mail allocated official postal address. Office furniture and printer installed. Faulty main alarm access control panel replaced. Additional access control panel installed in groundkeepers store (some minor reprogramming of user codes to be undertaken). Outstanding:
  - Resurfacing of right-hand car park (spray and chip) cannot be undertaken until the spring as really needs warmer / dry weather.
  - Ground renovation to grass, pitch side, cannot be undertaken until the spring.
  - Concrete base for memorial bench, cannot be undertaken until the spring.
  - Removal of spilt concrete in disabled parking bay, to be undertaken in the spring.
  - Openreach/IT – surveyor attended on 7/1/21, engineer attended 12/1/21, back now with Zen to complete.
  - CCTV / alarm / fire alarm – external signs on order, CCTV units cleaned but additional works may be required.
  - Main entrance/ticket office signage – on order
  - Container cages – MR investigating.
  - Shelving/racking to parish store – scheduled for 15/1/21.
  - Front ramp / path – PPC approved removal of bonded gravel and replacement with tarmac.
  - Induction loop – investigating operation with NSP.
  - Replacement maintenance gates and fencing panels – scheduled for February 2021 (long lead time on gate supply).
  - Spare fob for garage door – on order.
  - Imported soil – raise issue of integrity of imported soil with QS.

#### 2. Funding and grants

- Football Foundation grant completed and closed. FF confirmed no further funding available at step 7, so no funding available until likely to be promoted to step 6.
- S106 grant claims ongoing to include the final NSP invoices, remaining authorised fit out and 12m retention (in 12m time).

#### 3. Non construction updates

- TV Licence – still chasing hard copy. Will submit written complaint if not resolved within 2 weeks.
- Estimation of contingency accrual – outstanding from Beacon SS
- Insurance – continue to add new capital items as received.
- Rateable Value – updated value still outstanding from Buckinghamshire Council & Valuation Office Agency. Notifications have been sent to both.

- ACE maintenance agreements – to be entered into once systems finalised.
- Storage/alteration agreements – Discussion re microwave pending once P&IUFCAble to bring to site for assessment. Reminder for all users that no items can be stored at site, nor alterations made to site, without the prior approval of council.
- Covid secure – Covid Tier 4 restrictions meant community room was closed and senior football was suspended. New national lockdown means all football suspended & site closed to hirers.
- Maintenance schedules for staff – drawn up. Training being undertaken.
- Virtual opening video – to be organised.
- Corner flags – please note that all corner flags need to be stored in the container. The lock has been replaced on the container so access should be easier. Note that the padlock does not remove - enter key into padlock & turn, then unscrew pin which will drop down and enable the door to be opened. Flags should not be stored in the main corridor, the changing village, or the ticket office. All clubs have access to the container key, which is on the set of keys provided to all hirers of the outside space.

## **SL259/20 OTHER PAVILION MATTERS**

### 1. 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.

Council is awaiting the outcome of an application for further LRSG funding relating to tier 4 and lockdown closures.

### 2. Step 6 Capital Project Requirements

The updated report and associated funding requirements were noted. The league and Football Foundation positions was noted.

It was sadly **RESOLVED** that the current floodlight tendering would need to be declared void (1) P&IUFCA were not being promoted at the end of the current season & therefore no FF funding was available (2) FF would not accept a grant application this year & carry it forward to next year, it would need to be submitted with up-to-date quotes next December (2021) (3) FF had changed their floodlight funding criteria from only accepting halide applications to only accepting LED applications. Therefore, the procurement process will have to be reviewed in Winter of 2021 if P&IUFCA have sourced sufficient match funding & installed the pitch surrounds & path by that deadline.

## **SL260/20 GROUNDKEEPING REPORT**

### 1. General Report

The groundkeeper provided a report on work undertaken at the site. It was **RESOLVED** to purchase a new chain/combi lock for the bottom goals as one has been misplaced.

It was noted that some juveniles were still climbing into the site both during the day and in the hours of darkness. P&IUFCA & the groundkeeper are speaking to anyone they locate at the site. CCTV is in operation and anyone causing damage will be reported to TVP.

### 2. Wildflower Meadow

It was **RESOLVED** to plant the area covering the sunken tank with wildflower meadow seed mix instead of normal grass seed. Would improve biodiversity and reduce maintenance requirements. (£35 + VAT for one kilo).

### 3. Pitch Drainage Access Hatch

Groundkeeper has commenced work. Having trouble purchasing the pre-cast slabs. Cllr Saintey to investigate.

## **Open Space**

### **SL261/20 OPEN SPACE MATTERS**

#### 1. Remedial works

Several minor remedial matters had been identified and reported to the contractor for action. Coronavirus signage replaced as required.

#### 2. Double Cricket Nets

I&PUCC removed the old nets. Some grant funding possibilities being considered when I&PUCC can convene a meeting. Will feedback to PPC of what assistance is required.

3. Skate Park

Awaiting revised documentation from Beacon Surveying Services.

**Other**

**SL262/20 REPORTS**

No reports had been submitted to the committee.

**SL263/20 REFERRAL TO FULL COUNCIL**

It was **RESOLVED** to just update council on the floodlight tendering position. No matters referred for full council resolution.

**SL264/20 DATE AND TIME OF NEXT MEETING**

The next meeting of the sports and leisure committee is scheduled for 11/2/21. PPC to update and re-issue the recreation ground contract to the groundkeeper.

Meeting dates: 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.

**SL265/20 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 20.34.

Signed: *R Saintey*

Date: *11-2-21*

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Chairman