

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 11 March 2021
via electronic log-in commencing at 7.30pm

General Matters:

SL279/20 ATTENDANCE AND APOLOGIES

1. Council present
Cllr Saintey (Chair), Cllr Nicholls, Cllr Mrs Crutchfield, Cllr Weber plus the Parish Clerk Mrs Eagling.
2. Others present
M Roberts (P&IUFC), F Tierney (P&IUFC) and J Groom (Groundkeeper).
3. Absent
Cllr Dr Frearson.

SL280/20 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations or interests were declared.

SL281/20 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL282/20 MINUTES OF THE MEETING held on 11/2/21.

It was **RESOLVED** that the draft minutes of the sports & leisure committee meeting held on 11 February 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL283/20 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 - NKH commenced construction. Estimated completion by April 2021. NKH agreed to incorporate netball markings. BC will inspect and independent post installation will be carried out before hand over to the parish. Final eta July 2021.
- Purchase of Leisure Land – Parcel 2 completed and now progressing through Land Registry (who have a backlog of several months eta Mar 21).
- 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 installation but not completed. Some parts missing, which need to be sourced by P&IUFC.
- Painting of Container: P&IUFC arranging painting in the spring.
- 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 – P&IUFC to explore opportunities and carry out fundraising.
- Hard standing/footpaths – would be required before P&IUFC need to apply for promotion. Funding required – P&IUFC to explore opportunities and carry out fundraising.
- Pavilion reservations – Foodbank operating on a Friday morning until at least the end of March. Yoga and Beacon Pilates booked for Tuesday morning / Tuesday evening / Wednesday morning. Further enquiries pending.

- Review of licence with PJC Driving School – to be undertaken once covid restrictions permit driving lessons to operate.
- Recreation Ground play space: 'Assistance dogs only' signs on order (had to re-order with smaller plates)
- 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.
- Repair of interceptor commissioned – date tbc.
- Replacement zip wire sleeve provided to contractor – date tbc.
- Windsor Road slide repairs/welding commissioned – now completed.

SL284/20 CORRESPONDENCE

The list of correspondence received was noted.

Pavilion

SL285/20 REDEVELOPMENT OF PAVILION SITE

1. Outstanding Works

- Resurfacing of right-hand car park (spray and chip) cannot be undertaken until the spring as really needs warmer / dry weather.
- Front ramp / path removal of bonded gravel and replacement with tarmac – to be undertaken in the spring.
- Ground renovation to grass, pitch side, cannot be undertaken until the spring.
- Concrete base for memorial bench and external bins, cannot be undertaken until the spring.
- Removal of spilt concrete in disabled parking bay, to be undertaken in the spring.
- Decorators to return and repair gent's toilet door.
- CCTV potential extra actions – DN monitoring.
- Container cages – MR investigating.
- Induction loop – ACE fixed 4/3/21.
- Heating – Ambivent fixed 4/3/21.
- Ongoing issue with Opus re electricity invoicing and metering

2. Non construction updates

- TV Licence – still chasing hard copy.

3. Storage/alteration agreements

- P&IUGC to bring microwave to site in due course to review if sufficient space.
- P&IUGC suggested a fee of £25 per month would be appropriate for the storage of all their equipment on site. It was **RESOLVED** that this would be acceptable. To be invoiced monthly.

SL286/20 OTHER PAVILION MATTERS

1. Financial Position

The financial position was noted.

Further LRSG funding received in March, which was very welcome.

Closed Business Lockdown Payment (CBLP) (potentially £4k) may be available. Buckinghamshire Council are waiting for further guidance. Eta 22/3/21. Applications must be submitted by 31/3/21 and will not be paid until April.

2. Ground keeping

- The groundkeeper provided a general update on ground keeping and badger damage.
- Replacement net ground posts installed at Hever Close goal.
- It was **RESOLVED** to only undertake limited renovation this year due to the lack of wear and forthcoming demands for the summer. It was therefore **RESOLVED** to just lay grass seed (approximately £400-500) in March.

- It was **RESOLVED** to grant permission for the P&IJFC matches to continue until the end of June. It was noted that the senior leagues had not yet determined their position for the end of the current year.
 - It was **RESOLVED** to grant permission for the P&IUFC charity match & fun day on the afternoon of 1/8/21 for East of England Ambulance Service. It was **RESOLVED** to waive the hire charges on this occasion.
 - It was noted that league football might start early for the 2021/22 season.
 - The Groundkeeper & Council thanked Cllr Saintey for his donation of paving slabs which had been laid by the new pedestrian gate. Council also thanked the groundkeeper for his donation of further paving slabs which will be utilised by the short access paths if necessary.
3. Maintenance Agreements
- ACE contracts: CCTV (£462) postponed until system fully operational. Full info Circulated electronically previously.
 - It was **RESOLVED** to enter into the maintenance agreement with Ambivent (£750) includes maintenance of water / heating / gas.
 - It was noted that water legionella/potable sampling is excluded from Ambivent and will need to be arranged separately.
 - TMVs/strainers/filters & showerheads should be descaled/serviced/disinfected annually. This is not included within the Ambivent contract and will need to be arranged separately.
4. CCTV Policy
- It was **RESOLVED** to approve the CCTV policy and the Chairman was duly granted authority to sign on behalf of the council.
5. Pavilion Hire Fees
- Given the difficulties of the past year, it was **RESOLVED** to retain the fees at the current level for 2021/22.
6. Other
- It was noted that the balancing pond gate had been vandalised overnight 27/2/21. Groundkeeper has carried out repairs. Monitor the situation. New gate may be required in due course.
 - Window Cleaning – It was **RESOLVED** to obtain the quotation on 15/3/21 and then to book the works once the NSP outdoor remedials have taken place.
 - PPL/PRS Licence – investigating if licence required by venue as well as hirers.

Open Space

SL287/20 OPEN SPACE MATTERS

1. Remedial works
- The Hever Close goal had suffered another lost net peg which the groundkeeper was replacing. It was noted that additional stocks would be required shortly.
2. Double Cricket Nets
- I&PUCC to respond in due course. Carry forward to next meeting.
3. Skate Park
- Updated topographical survey commissioned and completed. PEP Ltd plotting constraints, pathways, and skate park boundaries. Professional team meeting scheduled for 18/3/21. Final tender proposals to be signed off by full council on 25/3/21 and then issued.
4. Tree 34
- The groundkeeper declared a pecuniary interest and did not participate in this agenda item discussion.
- It was **RESOLVED** to accept the quotation from Groom Ground Maintenance of £180 to lift the crown, remove debris and tidy up the common lime.

5. Tree 22

It was **RESOLVED** to arrange a site meeting to discuss tree 22 and then place on the full council agenda for 25/3/21.

6. Annual Playground Inspections

After considering 2 quotations, it was **RESOLVED** to appoint Wicksteed Leisure to undertake unaccompanied inspections of the 3 play areas (£60 + VAT per play area).

7. Recreation Ground use over the summer

P&IJFC enquired if training could continue, on the recreation ground into the summer, to enable them to space out with bubbles of 6. The groundkeeper advised that this would be acceptable so long as any cricket bookings were avoided (booked into Hallmaster already so clubs have visibility) and so long as no football pitch was required.

Other

SL288/20 REPORTS

- P&IJFC had supplied their Q3 accounts.
- Acre issued guidance for community buildings on likely activities permissible as come out of lockdown & summary circulated. Key points to note:
 - 21 June - outdoor events with more than 30 people can take place and restrictions removed from indoor & outdoor.
 - no indoor exercise classes until step 3, 17 May (notified hirers)
 - no indoor hospitality until 17 May & then must operate at 50% capacity and follow rule of 6.
 - 12 April - spectators can be permitted at sports match, subject to rule of 6. Food & alcohol can be served (without need for a meal) outside only.
 - 12 April - indoor children's activities can open e.g. youth cafe.
 - 29 March - outdoor grassroots sport can resume & outdoor organised children's activities e.g. youth cafe can resume.
 - Annual Assemblies - only 50% capacity from 17 May, full attendance could be permitted from 21 June, legally required to be held between 1/3 and 30/6, so likely to need to be scheduled for between 21-30 June (as late as possible in case any slippage) and to plan for Zoom attendance as well to keep numbers on site down.
- Driving lessons due to be permitted to resume from 12 April at earliest.

SL289/20 REFERRAL TO FULL COUNCIL

It was determined that there were no matters to refer to full council for approval.

SL290/20 DATE AND TIME OF NEXT MEETING

The next meeting of the sports and leisure committee is scheduled for 8/4/21.

April agenda items:

- Year-end figures
- Annual Playground Inspections due
- Need to notify football clubs of any dates that the pavilion will not be available in following season.
- Review and re-issue occupational licence to P&IJFC for pavilion
- Check if any matting/areas in Huck play space need lifting and filling / re-seeding / turfing.
- Check what renovation the Recreation Ground is going to need over the summer & at what cost.

Forthcoming meeting dates were noted as: 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.

It was **RESOLVED** to hold the 9/12/21 meeting via Zoom (legislation permitting) to enable the WI Christmas Party to take place in the Pavilion Community Room that evening.

SL291/20 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.40.

Signed: *R Saintey*

Date: 8/4/21

Chairman