

# PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 10 June 2021  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### SL14/21 ATTENDANCE AND APOLOGIES

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

### SL15/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations or interests were declared.

### SL16/21 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

### SL17/21 MINUTES OF THE MEETING held on 8/4/21

It was **RESOLVED** that the draft minutes of the sports & leisure committee meeting held on 8 April 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SL18/21 CLERK'S REPORT ON ONGOING MATTERS

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

- Potential Tennis/Netball/5-aside on additional land by the pavilion – no update from the landowner, who is not yet able to negotiate with the parish council.
- Open access MUGA (multi use games area) within PDA development – Numerous ongoing queries raised with Buckinghamshire Council and Nicholas King Homes. Discussions ongoing.
- Huck Teck play space on Recreation Ground – Huck Teck returning to undertake remedial work to ground surface/matting, mound, exposed beams & infill by double slide and affix extra ropes by high slide. 12m retention payment due in the summer.
- Bellway/Vicarage Road LEAP – PPC to adopt once Bellway opened and maintained for period of 24 months.
- Pavilion Dug Outs - P&IUFC commenced installation but not completed. Some parts missing, which are being sourced by P&IUFC.
- Cages for P&IUFC equipment in pavilion container – P&IUFC investigating.
- Pavilion storage – P&IUFC previously expressed an interest in storing both a microwave and second fold-up bar at the pavilion. Permission for bar granted (club not yet purchased so c/f). Consideration for microwave to be reviewed once the club bring the unit to site (no eta).
- Pavilion sponsor Wall – P&IUFC previously expressed an interest in installing an acrylic sponsor panel in the main corridor. Permission was granted. Not yet installed.
- Pavilion NSP building contract – Just 12m remedials and final payments (due Oct) outstanding.
- Pavilion car park column lighting – issues now resolved by NSP.
- Pavilion air conditioning, heating and ACE systems have all received their 6-monthly service.
- APLH Training & Personal Licence for Cllr Nicholls – in progress.
- Pavilion senior pitch stadia seating – not required until the March after P&IUFC promotion. Funding to be identified before can progress.

- Pavilion senior pitch floodlights – Funding required – P&IUFC to explore opportunities and carry out fundraising. Planning permission valid until 3-8-2023.
- Pavilion senior pitch 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 container roof – contractor appointed to treat with waterproof coating.
- Pavilion footpath by hirers store – contractor appointed to install tarmac path.
- Pavilion wooden fence – contractor appointed to install half height concrete support posts to extend life of bowing sections of fence.
- Potential Lease of pavilion land to 1st Ivinghoe & Pitstone Scouts – Draft Heads of Terms provided for their consideration in April 2020. Have continued to chase for response & update on their intentions/proposals/timescales for the mound.
- Recreation Ground double cricket nets – I&PUCC S106 grant application (£5,500) under consideration by Buckinghamshire Council.
- Recreation Ground T22 Ash & Oak to be re-inspected in June 2021.
- Recreation Ground, Windsor Road & Hever Close annual playground inspections due to be undertaken 7/6/21. Once resulting reports received, will undertake Play Risk/Benefit Assessments and review Play Policy for 24/6/21 full council meeting.
- Recreation Ground skate park tender in progress. Council is working with the companies that were carried forward to the short list to refine construction and design prior to consideration by full council on 24/6/21.
- Windsor Road thermoplastic alphabet snake and hopscotch – council has approved associated expenditure to replace these items. Buckinghamshire Council has granted permission for them to be renewed. Working to identify suitable supplier and refine costs.
- Occupational Licences – renewed with P&IUFC, P&ICUFC and I&PUCC.

#### **SL19/21 CORRESPONDENCE**

The list of correspondence received was noted.

#### **SL20/21 PAVILION MATTERS**

##### 1. Financial summary

The monthly summary for the site was noted. Some hire income finally beginning to be generated but ongoing covid restrictions will limit this over the forthcoming months.

##### 2. Groundkeeping

- The groundkeeper advised that he may need to commence watering the pitches if no rain is forthcoming in the near future. The pitch needs a treatment of fertiliser and overseeding by the half way line/centre circle.
- P&IJFC advised that they only had 2 weeks of matches left. However senior football friendly matches then commence.
- P&IJFC praised the condition of the senior football pitch, saying that it was the best pitch in the league and they regularly received positive feedback on the facilities from the visiting teams.
- It was **RESOLVED** to request that P&IUFC remove their herras fencing from the site as the grass seed has now germinated. Clerk to write and thank P&IUFC and request uplift.

##### 3. Pitch barrier system and advertising

- It was **RESOLVED** to continue the work to specify the barrier requirements. Requirements refined to include (a) white finish (b) steel throughout (not PVC hand rail) (c) access gates not points. Accurate CAD drawing of site and requirements being produced, which will enable accurate installation plans and costs. P&IUFC seeking remaining additional funds.
- It was **RESOLVED** that more quotes would be sought from potential advertising board suppliers to refine costs and materials. Cllr Saintey to provide details of firm used at Cheddington Bowls Club. Clerk to contact Tring Rugby Club re company based in Northchurch.

- It was noted that all parties need to quote the same advertising charge rates. P&IUGC suggested £600 for 2 years if same artwork retained or £400 per year.
- Advertising space sold by clubs either as part of sponsorship packages or as stand alone advertising will generate a charge to the club from PCC of £100 per annum for use of our advertising space. The funds received by the parish council will be ring fenced towards the care and maintenance of the pavilion pitches and facilities, so will be reinvested in the site. The clubs will be free to determine how they utilise the funds they receive.
- Proceeds arising from advertising space sold directly by the parish council will all be ring fenced towards the care and maintenance of the pavilion pitches and facilities, so will be reinvested in the site.
- All proposed costs re advertising to be confirmed.

#### 4. Other

- It was **RESOLVED** to renew the annual agreement with PJC/South Beds Driving with no changes to the terms and conditions. The Chair was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to purchase a dedicated pavilion noticeboard to be located in the front verge of the pavilion site to promote council activities and provide support to pavilion hirers. Clear header, to be visible from Westfield Road junction. It was noted that Buckinghamshire Council would not object. Cost approx. £1,600 + VAT + installation to be funded from pavilion capital and street furniture cost centre funds.
- The bookings update was noted. It was **RESOLVED** to decline the Saturday night booking for September as this would clash with P&IUGC reservations.
- It was noted that consideration of the terms / job description etc for the Pavilion Facilities Manager role would be undertaken by the Staffing Committee in July.
- It was **RESOLVED** that no changes to the CCTV equipment was required so long as regular cleaning was built into the responsibilities for the Facilities Manager.
- It was **RESOLVED** to enter into the CCTV maintenance agreement with ACE (£462 + VAT).
- It was **RESOLVED** to enter into the amended Fire Alarm agreement with ACE to activate monitoring & response service (as opposed to audible only) (£286 + VAT).
- It was **RESOLVED** to install power/USB/HDMI connection points on the wall beneath the TV as these sockets are difficult to reach given the fixed nature of the stand.
- It was noted that the wildlife camera was capturing images of visiting wildlife and helping to identify badger routes and numbers. No further action required at present.
- It was noted that further legal advice was required before the council can refine and define car park signage requirements, therefore this item to carry forward.
- It was **RESOLVED** to accept the ongoing costs for the groundkeeper to treat weeds growing through the car park surface. Groundkeeper holds necessary licences and certificates.
- It was noted that Ardenoak Fire are to supply 2 inserts for CO2 stands & pin tags.

#### **SL21/21 OPEN SPACE MATTERS**

##### 1. Remedial works

- It was **RESOLVED** to install further additional support posts to the wooden fence on the Local Green Space by The Crescent (£110) to prolong the life of the fence.

#### **SL22/21 OTHER & REPORTS**

- It was **RESOLVED** to note receipt of the quarterly financial update provided by P&IUGC.
- It was noted that a 5m extension lead had been purchased for the community room to meet the needs of hirers and **RESOLVED** to meet the associated cost.
- No other reports had been submitted to the committee.

#### **SL23/21 REFERRAL TO FULL COUNCIL**

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

**SL24/21 DATE AND TIME OF NEXT MEETING**

The next meeting of the sports and leisure committee is scheduled for 8/7/21 at Pitstone Pavilion.

July agenda items to include:

- Review and re-new alcohol sales authority letter for P&IUGC for forthcoming season (check name of qualified Personal Licence Holder that must be on site whenever P&IUGC make alcohol sales).

Forthcoming meeting dates were noted as: 8/7/21, 12/8/21, 9/9/21, 14/10/21, 11/11/21, 9/12/21.

**SL25/21 CLOSURE OF MEETING**

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

Signed: *D Nicholls*

Date: *12/8/21*

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Chairman