

# PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 12 August 2021  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### SL26/21 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chair), Cllr Mrs Crutchfield, Cllr Heyman and Cllr Weber plus the Parish Clerk Mrs Eagling.

A warm welcome was extended to Cllr Jack Heyman who joined the parish council at the election in May and has joined the Sports & Leisure Committee.

2. Others present

J Groom (Groundkeeper) (until 21.40), F Tierney (P&IUFC) and M Roberts (P&IUFC).

3. Apologies

Cllr Saintey.

### SL27/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations or interests were declared.

### SL28/21 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

### SL29/21 MINUTES OF THE MEETING held on 10/6/21

It was **RESOLVED** that the draft minutes of the sports & leisure committee meeting held on 10 June 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SL30/21 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 being discussed with Nicholas King Homes.
- Huck Teck play space on Recreation Ground – Huck Teck returned to undertake remedials w/c 26/7/21 except for the mound by the slide which requires a period of rain and/or autumn as too hard at present. 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 still missing, which are being sourced by P&IUFC, before the units can be concreted into place.
- Cages for P&IUFC equipment in pavilion container – P&IUFC now determined that cages were not required.
- 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 for evaluation.
- Pavilion sponsor Wall – P&IUFC previously expressed an interest in installing an acrylic sponsor panel in the main corridor. Permission was granted but this is yet to be installed by the club.
- Pavilion NSP building contract – Just 12m remedials and final payments (due Oct) outstanding.
- APLH Training & Personal Licence for Cllr Nicholls – in progress. Add possible extra person to undergo training to the next agenda.
- 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.
- Potential Lease of pavilion land to 1st Ivinghoe & Pitstone Scouts – Draft Heads of Terms provided for their consideration in April 2020.
- Recreation Ground double cricket nets – I&PUCC S106 grant application (£5,500) was successful. I&PUCC to progress installation.
- Recreation Ground T22 Ash & Oak – were reinspected and OK. Silver birch identified as dead and subsequently removed.
- Annual playground inspection minor remedial works – contractors appointed by full council.
- Recreation Ground skate park – Bendcrete won the tender process and were appointed by full council. Public design meeting held 28/7/21 on site. Amended designs/costs etc being developed and should be submitted to full council for approval at August meeting.
- Pavilion noticeboard – on order eta 10 weeks.

### SL31//21 CORRESPONDENCE

The list of correspondence received was noted.

### SL32/21 PAVILION MATTERS

#### 1. Financial summary

The monthly summary for the site was noted. Need to increase revenue streams to improve profit & loss.

#### 2. Ground keeping

- In general, both pitches are looking excellent.
- Some limited badger damage at far end of site.
- Off pitch grass growth continues to be a struggle for another couple of months.
- Possible Fairy Ring which will require treatment.

#### 3. Booking update

The booking position was noted. A couple of new hirers had utilised the facilities during the month.

The Ambulance Service Fundraising Event had been a success with approximately 400 attendees, raising £2k for the ambulance service and £700 for P&IUFC. A few minor learning points to take forward for any similar events in the future.

#### 4. Recruitment of Facilities Manager and Cleaner

Ongoing. May need to advertise further afield or review job specifications.

#### 5. Carpark signage

Carried forward to September meeting to enable further investigation.

#### 6. Pitch barrier system

- All parties **RESOLVED** to approve the revised detailed site layout prepared by PEP to meet the National Ground Grading for Category G. It was noted that there may be flexibility to move the junior pitch further right, above the sunken drains.
- It was noted that P&IUFC had commenced fundraising. It was **RESOLVED** to review the situation at the end of December, then request an updated quotation at the point the project was financially able to proceed.

#### 7. Pitch side advertising

- It was **RESOLVED** to carry this forward to the September meeting as the site visit to the supplier had needed to be postponed.
- The draft charges were discussed, along with those charged by Tring Rugby Club.

- It was **RESOLVED** to carry forward the offer for clubs to erect vinyl banners on the inside of the wooden fence, free-of-charge, for the forthcoming season as the pitch barrier advertising was not yet in place. To be reviewed ahead of the 22/23 season and/or when the barrier system was installed.
8. Other advertising opportunities
- It was **RESOLVED** to further investigate the possibility of fence advertising inside the car park area, following 2 requests for such advertising. Similar basis to pitch surround advertising. Costs and process to be confirmed at next meeting following site visit to suppliers.
  - It was **RESOLVED** that post and flag advertising were not appropriate.
9. Kitchen window protection
- It was **RESOLVED** to place one panel of Heras fencing in front of the bi-fold window as a temporary measure.
  - It was **RESOLVED** to investigate the cost of spectator netting for the section in front of the bi-fold window and potentially some sections in front of the community room.
  - It was noted that Beacon Surveying Services had been asked to raise the issue with the architect.
10. Rear gutters
- 4 sections damaged to date. This has been raised via Beacon Surveying Solutions with Neville Special Projects as a potential 'not fit for purpose' defect.
11. Recycling and bins
- It was noted that only recyclable materials could be put in the recycling wheelie bin ie no black sacks.
  - It was noted that further external bins may be required and **RESOLVED** to trial one double hoop unit which will enable 'recycling' and 'general' waste as a trial to see if spectators effectively sort their waste or if the recycling becomes contaminated (approx. £260 + VAT + installation).
  - It was noted that bins may be required by the dug outs in a future review of external bin provision.
  - It was **RESOLVED** to now concrete in the 2 existing external bins as the ground renovations were complete.
  - It was **RESOLVED** to review the space in the kitchen to see if an additional recycling bin could be accommodated.
12. Freezer
- It was noted that P&IUFC had requested a freezer on site, which went against previous advice from Environmental Health. Mark Roberts requested that this was reviewed in a month or so once they had hosted several home games and their catering needs were more clearly understood.
13. Key policy
- It was **RESOLVED** to retain the existing key policy. Unauthorised keys must be returned. PPC to write to the Club Chairman.
14. Amendments to external door
- It was **RESOLVED** to get quotations to change the rear door to a lock barrel with thumb turn to improve lone worker safety.
15. Damage / parking on grass
- The standard hire conditions relating to damage caused during periods of hire was noted.
  - It was noted that parking would be at a premium for bigger events such as P&IUFC matches. It has not been an issue for other hirers to date. There is plenty of on road parking available along Westfield Road.
  - It was **RESOLVED** to include information about parking on the grass on the car park signage.
  - It was **RESOLVED** to investigate 'no parking on grass' signage to locate in the middle of the grassed areas to prevent access/damage rather than chains/ropes/fencing.

#### 16. Signage

- It was **RESOLVED** to erect 'this is a no smoking site' signage at the entrance gates etc.
- It was **RESOLVED** to erect 'assistance dogs only on match days' signage at the wooden side pedestrian gate.
- It was **RESOLVED** to provide P&IJFC details of the Devolved Services Charity Event advertising banner policy supplied by Buckinghamshire Council.
- It was **RESOLVED** to ask Groom Ground Maintenance to trim the hedge away from the P&IUFC match day signage, ahead of the main hedge cut in the autumn.

#### 17. Urn/water boiler

It was **RESOLVED** to replace the existing urn with a similar free-standing model (not plumbed / wall mounted), but which sits higher up enabling the tea pot to be placed under the spout. Approx. cost £100-150.

#### 18. External works

- It was **RESOLVED** to install a concrete plinth & reinstate the Ben Wesley memorial bench now that the ground renovations are complete. The groundkeeper requested that this was located adjacent to the railing or far enough away for the mower to fit behind.
- It was noted that P&IUFC were still utilising the metal spectator benches as additional seating for the dug outs and therefore these could not be properly installed at present, but they could be hammered into location via the stakes.
- It was **RESOLVED** to move the wooden dug outs across to the container area, away from the perimeter fencing.
- See previous notes re dug outs & bins.

#### 19. Repairs and maintenance

It was noted that the following repairs/maintenance had needed to be undertaken during the month: 4 sections of gutter repaired following ball damage. 1 broken toilet handle fixed. 1 disabled door handle fixed. 2 new chains/combi locks provided for portable goals as previous ones lost. Modification for external CCTVs commissioned – waiting for return visit date. 2 sticking taps replaced. Broken key safe fixed. Broken key replaced. Sticking roller shutter fixed. Front door locking mechanism error fixed. Kitchen fire extinguisher now wall mounted instead of free standing. Carpark floodlights fixed. Piece of cladding fallen off by office window – raised with Beacon Surveying Solutions.

#### 20. Lost property policy

It was **RESOLVED** to retain the existing lost property policy and sell or donate any suitable items that are not claimed.

#### 21. Hospitality television licence

It was **RESOLVED** to renew the annual hospitality television licence (£159) and further **RESOLVED** to move to direct debit.

#### 22. Miscellaneous charges

It was **RESOLVED** to draw up a draft schedule of miscellaneous charges that may be incurred by hirers at the pavilion site eg for additional cleaning, release from car park etc.

#### 23. Football club team usage for 2021/22

- It was **RESOLVED** to approve 6 x P&IJFC teams utilising the pavilion as their home ground, 2 on the senior pitch (1 x Saturday and 1 x Sunday) and 4 on the junior pitch.
- It was **RESOLVED** to approve 2 x P&IUFC teams utilising the pavilion as their home ground, both on the senior pitch on a Saturday.
- It was **RESOLVED** to approve 1 x P&ICU team to utilise the recreation ground pitch as their home ground, on a Sunday.
- P&IUFC confirmed that they required access to the changing village by 1pm ie 1 hour before kick-off.
- Both clubs intended to try and limit training use at the site to preserve ground conditions for match days.

- The bookings were in line with existing policy to permit a maximum of 4 teams to utilise the senior pitch in any season, for the senior pitch to only be utilised twice on any given day, and for no training to take place on the senior pitch.

#### **SL33/21 OPEN SPACE MATTERS**

##### 1. Remedial works

It was noted that the following remedial works had needed to be undertaken during the month: Tree 55 one dead branch at bottom removed. Brambles cut back and works identified on annual risk assessment reports undertaken.

##### 2. Windsor Road swings

It was noted that Creative Play denied any knowledge of any failure of the swing brackets, as mentioned within the annual inspection report. It was noted that changes to the equipment would invalidate the certification. It was therefore **RESOLVED** to go back to Wicksteed and request further evidence from their inspector and seek advice on how to proceed.

##### 3. Windsor Road thermoplastic graphics

It was **RESOLVED** to investigate installing an alternative graphic inside the Windsor Road playground to reduce the need to burn off the existing Buckinghamshire Council graphics.

It was further **RESOLVED** to enquire with Huck Teck if the Windmill hopscotch graphic might still be available, along with the dimensions and cost.

#### **SL34/21 OTHER & REPORTS**

- It was noted that the quarterly financial update for P&IUGC was not due until September.
- It was **RESOLVED** to purchase a clock for the community room.
- No other reports had been submitted to the committee.

#### **SL35/21 REFERRAL TO FULL COUNCIL**

It was **RESOLVED** to add the P&IUGC request for banner roadside advertising to the full council agenda for 26/8/21.

#### **SL36/21 DATE AND TIME OF NEXT MEETING**

The next meeting of the sports and leisure committee is scheduled for 9/9/21 at Pitstone Pavilion. No additional items currently scheduled for the agenda and no matters were raised for inclusion.

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

It was noted that P&IUGC wished to request a separate meeting with PPC in approximately one month's time once they had hosted several home match bookings.

#### **SL37/21 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 21.55.

Signed: *D Nicholls*

Date: 14/10/21

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Chairman