

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 14 October 2021
at Pitstone Pavilion commencing at 7.30pm

General Matters:

SL38/21 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chair), Cllr Hawkins and Cllr Weber plus the Parish Clerk Mrs Eagling.
Cllr Hawkins was thanked for standing in to ensure the meeting was quorate.

2. Others present

J Groom (Groundkeeper), P Randall (P&IUFC) and M Roberts (P&IUFC).

3. Apologies

Cllr Saintey (holiday), Cllr Crutchfield (unwell), Cllr Heyman and F Tierney (P&IUFC).

SL39/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations or interests were declared.

SL40/21 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL41/21 MINUTES OF THE MEETING held on 12/8/21

It was **RESOLVED** that the draft minutes of the sports & leisure committee meeting held on 12 August 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL42/21 CLERK'S REPORT ON ONGOING MATTERS

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

- Free access MUGA (multi use games area) within PDA development – Numerous ongoing queries being discussed with Nicholas King Homes.
- 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. P&IUFC progressing.
- Pavilion storage – P&IUFC no longer have imminent plans for second fold up bar. 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. Will follow in due course.
- Pavilion pitch barrier project – P&IUFC requested review funding position at end of December 2021.
- Pitch & car park advertising – site visit to sign supplier undertaken. Pitch signs £200 + VAT and they manage the artwork process with the customer as well as attending site to install the sign. 10-year lifespan. Smaller signs can be manufactured for display in the car park – site visit to be arranged.
- Pavilion external noticeboard – delayed by supplier.
- Pavilion freezer – P&IUFC asked for this to be reviewed once they have hosted more home matches.
- 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 conduct fundraising. Planning permission valid until 3-8-2023.

- Pavilion senior pitch hard standing/footpaths – would be required before P&IUGC need to apply for promotion. Funding required – P&IUGC to explore opportunities and conduct fundraising.
- Recreation Ground double cricket nets – I&PUCC S106 grant application (£5,500) was successful. I&PUCC to progress installation.
- Recreation Ground skate park – RoSPA Pre Installation Inspection report received. Bendcrete working on drainage with PEP. Bendcrete to supply updated construction timetable to enable a pre-construction meeting with Beacon Surveying Services.

SL43//21 CORRESPONDENCE

The list of correspondence received was noted.

SL44/21 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.
- Badger damage continues.
- It was **RESOLVED** that the parish council would issue a reminder to all football clubs to please raise the goal bars & tie up the nets with the ropes provided.

3. Ground keeping budget for April 2022-March 2023

The ground keeper will provide an update prior to the 28 October 2021 parish council meeting.

4. 12-month remedials

Building inspected by Neville Special Projects and Beacon Surveying Services and list of 12-month remedial works required were agreed. The most complicated issue to resolve being the gutter issue, where NSP are investigating protective ball-stop netting with Alpha Fence.

5. Spectator Protective Netting

It was **RESOLVED** that the Heras fencing was adequate as a temporary measure and the permanent netting solution could be postponed until later in the season. Refined quote outstanding from Net World Sports.

6. APLH Training / Personal Alcohol Licence

It was **RESOLVED** to enquire with Cllr Heyman. Cllr Nicholls to provide Cllr Weber with further information for consideration.

7. Tariff of Miscellaneous Charges

It was **RESOLVED** to approve and adopt the tariff of charges outlined below, and update the Pavilion Terms and Conditions of Hire accordingly:

- Charge for damages (including ground damage plus damage to property, facilities, or loaned items) – full cost of repair / replacement will be charged to the event organiser (including the VAT) plus a 15%/£20 admin fee (whichever is the higher).
- Failure to comply with the terms and conditions of hire – up to 100% of the deposit.
- Any action (or inaction) that compromised the safety of the public or staff - up to 100% of the deposit.
- Cleaning fee if pavilion not cleaned prior to departure - £25 per hour (fee quoted by commercial cleaning contractor) plus a 15%/£20 admin fee (whichever is the higher).
- Litter removal fee if unacceptable level of litter left at pavilion after departure - £25 per hour (fee quoted by commercial cleaning contractor) plus a 15%/£20 admin fee (whichever is the higher).
- Charge to attend and open/close on behalf of a hirer who is already key trained - £18 per hour plus a 15%/£20 admin fee (whichever is the higher).
- Charge to set up/pack away room on behalf of hirer - £18 per hour.
- Charge to attend and release car locked in car park – £30 on weekdays / £60 on weekends or bank holidays.

- The cost of officers called out to site - an officer charge of £30 per hour usual working hours: (£60ph on Sunday / Bank Holiday).
8. Booking update
As well as normal activity: >60s using community facilities once per month on third Thursday 1.30-4.00pm; Village Health Centre running vaccination clinic every Wednesday from 22 September through to Christmas (8am to 5.30pm); booked for use as training centre for Buckinghamshire Council on various ad-hoc occasions; weekly children's music class from 9am-2pm on a Friday. However, government removed need for drivers to pass a test prior to towing, so driving lesson use currently cancelled. Morning yoga classes stopped as instructor no longer available at that time slot (evenings continue).
 9. Recruitment of Facilities Manager and Cleaner
Ongoing.
 10. Carpark signage
Carried forward to November meeting to enable further investigation.
 11. Fence repairs
It was **RESOLVED** to approve the quotation of £180 to repair & reposition the gravel boards where needed and supply wooden stays.
 12. Lock barrel with thumb turn
It was **RESOLVED** to approve the replacement of the original key lock on the rear doors with thumb turn (still key lock on outside) to improve lone worker safety. Work undertaken by staff, so just cost of parts (£35) + normal labour.
 13. Disabled toilet
It was **RESOLVED** to note/approve the replacement of the bowl in the disabled toilet which had been broken during a hire period. Cost: £284.17 + VAT.
 14. P&IUFc request re bottle fridge
It was **RESOLVED** to amend the storage agreement to reflect that (a) the bottle fridge needed to be stored in the hirers store (b) it did not need power whilst in the store as only takes 25 minutes to chill (c) P&IUFc were permitted to move the fridge into the community room during hire periods but (d) a protective rubber/carpet mat must be utilised beneath the fridge when it is in the community room to protect the floor and (e) P&IUFc to accept all liability and responsibility for any damage whatsoever to the pavilion, or its property, arising as a result of the fridge being moved (eg knocks to walls or scratches to floor) whether arising from the fridge/pallet/trolley etc.
 15. Sponsorship signs
It was reiterated that the clubs had only been granted permission for vinyl banners to be erected on the wooden fence at the pavilion and **RESOLVED** to instruct that the old Masons shop signage was removed immediately.
 16. P&IUFc match hire fee / duration
 - P&IUFc requested access to the changing rooms until later in the afternoon. P&IUFc advised that once the clocks go back their kick-offs move to 2pm & the teams have to be ready by 1.15pm so earlier access is not possible. It was **RESOLVED** to host a separate Zoom meeting between Mark Roberts & Feargal Tierney to discuss and seek resolution.
 - It was noted that the original P&IUFc match rate was set at £100 + VAT based on an estimated 5.5 hours of hire time. Now that the club have been able to host several home matches, they estimated that the standard hire period would be closer to 7 hours. PPC **RESOLVED** to extend the standard hire duration to 7 hours and amend the cost to £114 + VAT (community room use for regular users = £11.70 per hour including VAT x 1.5 hours, minus the odd pence), thus reducing the need for P&IUFc to advise of their finish time each week as they'll only need to advise if this extended period is exceeded. Mark Roberts advised that he needs to take the matter back to the P&IUFc committee.
 17. Conversion of roller shutters to electric
It was **RESOLVED** to obtain quotations to convert the manual shutters to electric operation to help prolong the life of the shutter, reduce user errors, and improve access for less able hirers.

18. Blinds / curtains

It was **RESOLVED** to obtain quotations for black out roller blinds for the community room, at the request of two hirers.

19. Sound absorbing panels

It was **RESOLVED** to obtain quotations for sound absorbing panels for the community room, to help reduce the level of echo in the room.

20. Tables

It was **RESOLVED** to obtain quotations for additional tables for the community room to provide greater flexibility to hirers. This would also give rise to a need for a further storage trolley/solution.

P&IUFC advised that they all used tables (round and rectangle) during their post-match sessions.

It was noted that there was a sufficient level of chairs to meet the room capacity, so no additional chairs were required.

21. Annual review of pavilion maintenance schedule

It was **RESOLVED** to approve the annual review of the schedule and the Chairman was duly authorised to sign on behalf of the council.

22. Operating system service / checks

It was **RESOLVED** to book a full suite of annual services/testing including:

- i. Water sample testing
- ii. Flush & purge of expansion chambers
- iii. Drain, check, and clean the calorifier
- iv. Change water filters
- v. Service of Heating & Water systems & gas safety certificate
- vi. Service of fire equipment
- vii. Service of ACE systems eg fire alarm & emergency lighting, CCTV, intruder alarm and entry systems
- viii. PAT tests for electrical equipment
- ix. And to add insulation to external taps ahead of winter

23. Repairs and maintenance

Several sections of gutter damaged by footballs (council confirmed that it would not pass charges for damaged gutter sections to the hirers). Disabled toilet cracked & chipped inside bowl – see above. Leak from cleaners sink in gents – fixed. Slow constant flushing in referee's toilet – fixed. Shutter closed too quickly and engaged safety mechanism – fixed. Intercom circuitry blown so non-operational – fixed. Home changing room gully blocked – fixed by P&IUFC. Exposed CCTV cameras fitted with rear insulation to prevent fogging. Extra bins installed in kitchen to enable waste & recycling to be separated. Double hoop external litter bin & fixing kit ordered. Clocks installed in referee one and community room. Memorial bench and external bins now concreted into place. Replacement water boiler now provided in kitchen, along with extra tea pot. No parking on the grass signage & wooden posts installed in car park. Assistance dogs only signage installed by pedestrian gate. No smoking site signage installed in the rear of the grounds by both the turnstile and side gate entrances. JFC determined no additional corner flags required. Hedge cutting completed. It was **RESOLVED** to meet the costs of the above. It was **RESOLVED** to book the window cleaner.

SL45/21 OPEN SPACE MATTERS

1. Remedial works

It was noted that the following remedial works had needed to be undertaken during the month: Covid signs keep getting ripped down from two sites. Brambles getting bad at all three playgrounds but should be rectified with hedge cutting. Broken T-bar replaced from Hever Close net A-frame climber. Wooden picnic bench severely burned by a portable BBQ, replacement slats on order. Rolling Log at Hever Close ceased – contractor attended and oiled. It was **RESOLVED** to meet the costs associated with the above.

2. Windsor Road swings

Wicksteed advised "Our inspector advised as follows: This was an issue raised by Keith Dalton some time ago. Keith is the Technical Director at the RPII. I think there was maybe only 1 instance of a joint failing. The problem is that we cannot inspect the internal parts

without dismantling, which is not possible on site. On the TPIC app there is the standard finding for this, which is what I quoted on my report. As the customer has referred this to Creative Play, and they say there is no issue, I do not think the customer needs to do anything more at this stage. I also spoke to our Managing Director who said that you need to keep the communication from Creative Play stating there is no issue with the inspection report. You have then covered yourself regarding this issue.”

Creative Play had advised that there was no issue with the joints and that my adapting the swings to fit secondary safety devices, the unit would no longer comply with the relevant safety standard not guarantee.

Council **RESOLVED** to keep all correspondence on file as recommended, and just monitor the situation ongoing.

3. Benches in Recreation Ground play area

It was **RESOLVED** to accept the quotation of £440 from J Leonard Ltd to affix the two wooden benches near the sunken trampoline into concrete bases to prevent tipping.

4. Windsor Road thermoplastic graphics

It was **RESOLVED** to accept the quotation from Wicksteed of £1,124.50 to burn off the old hopscotch and alphabet snake markings and replace with new. This being the most cost-effective quotation obtained.

SL46/21 OTHER & REPORTS

1. It was **RESOLVED** to re-apply to the Town Lands Charity to enquire if they were able to re-open discussions with the parish council regarding the land designated for leisure use within the Neighbourhood Plan now that the Vale of Aylesbury Local Plan has been adopted by Buckinghamshire Council.
2. It was **RESOLVED** to note receipt of the quarterly financial update from P&IUGC.
3. It was **RESOLVED** to set the following dates for 2022 meetings:
20/1/22 (instead of 13/1/22), 10/2/22, 10/3/22, 14/4/22, 12/5/22, 9/6/22, 14/7/22, 11/8/22, 8/9/22, 13/10/22, 10/11/22 and 8/12/23.
4. No other reports had been submitted to the committee.

SL47/21 REFERRAL TO FULL COUNCIL

It was **RESOLVED** to refer the following pavilion quotations to full council: blinds, sound absorbing panels, shutters & tables. It was further **RESOLVED** to advise full council of the outcome of the thermoplastic graphic replacement considerations.

SL48/21 DATE AND TIME OF NEXT MEETING

The next meeting of the sports and leisure committee is scheduled for 11/11/21 at Pitstone Pavilion.

November agenda items were noted as:

- Annual review of Pavilion Fire Risk Assessment, Fire Policy & associated Emergency & Evacuation Plan
- Annual review of Pavilion Health & Safety Policy and Risk Assessment
- Conduct annual fire safety & evacuation drill for staff/members/council
- After water test results, conduct Annual review of water treatment control system/records
- Annual review of legionella duty holder, responsible person, and training requirements

No additional items were tabled.

SL49/21 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 21.32.

Signed: *R Saintey*

Date: 11/11/21

Chairman