

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 11 November 2021
at Pitstone Pavilion commencing at 8.30pm

General Matters:

SL50/21 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Others present

J Groom (Groundkeeper), F Tierney (P&IUFC) and R Woodford (P&IUFC).

3. Apologies

Cllr Crutchfield (unwell) and Cllr Heyman, M Roberts (P&IUFC).

SL51/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations or interests were declared.

SL52/21 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL53/21 MINUTES OF THE MEETING held on 14/10/21

It was **RESOLVED** that the draft minutes of the sports & leisure committee meeting held on 14 October 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL54/21 CLERK'S REPORT ON ONGOING MATTERS

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

- Open 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 – 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 advertising – details to be confirmed as part of pitch barrier project.
- Pavilion external noticeboard – received 4/11/21. Installation being arranged.
- Pavilion freezer – P&IUFC asked for this to be reviewed in December.
- 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 spectator protective netting – for review at the end of the calendar year.
- Pavilion 12-month remedials – Beacon Surveying Solutions and Neville Special Projects agreed the required remedial works. Awaiting confirmation of dates.

- Pavilion black out blinds – The full parish council resolved to purchase black out blinds for the community room. Installation tbc.
- Pavilion roller shutters – The full parish council resolved to convert the 3 x roller shutters to electric operation. Works being refined. Installation tbc.
- Pavilion sound absorbing panels – Work to specify the necessary works ongoing. Will be referred to full parish council due to the cost.
- Pavilion tables – The full parish council resolved to purchase additional 6ft rectangular Lifetime tables & rubber mat for the pavilion.
- Recreation Ground double cricket nets – I&PUCC S106 grant application (£5,500) was successful. I&PUCC to progress installation.
- 1st Ivinghoe & Pitstone Scouts – to respond to the parish council in due course re scout hut.
- Hopscotch & Alphabet Snake – installation date etc w/c 8/11/21.
- Windsor Road slide – welding approved by full council.

SL55//21 CORRESPONDENCE

The list of correspondence received was noted.

SL56/21 PAVILION MATTERS

1. Financial summary

The monthly summary for the site was noted.

2. Ground keeping

Badger and fox damage continues. Using wildlife camera to determine most prolific access points. Grass continuing to grow. Table tennis table may need relocating to the grass area outside the garage.

3. APLH Training / Personal Alcohol Licence

It was noted that Cllr Weber was unable to undertake this additional role. Waiting for response from Cllr Heyman.

4. Storage Agreements

It was **RESOLVED** to approve the updated storage agreement with P&IUFC to now include the grill and updated information about moving the bottle fridge.

5. Booking update

Bookings continue to increase. New dog training classes commencing on a Monday evening.

6. Recruitment of Facilities Manager and Cleaner

It was noted that a Facilities Manager had been appointed and would commence employment w/c 22/11/21. It was noted that it was hoped that the cleaning situation would be resolved very shortly.

7. Carpark signage

Carried forward to December meeting to enable further investigation.

8. Repairs and remedial works

Only minor issues needed to be addressed this month. Alfafence visiting site later in the month to discuss possible netting protection for the gutter.

9. Policies and Risk Assessments

It was **RESOLVED** to approve the annual review of the following documents, and the Chairman was duly authorised to sign on behalf of the council:

- Fire Risk Assessment
- Fire Policy
- Emergency & Evacuation Plan
- Health and Safety Policy
- Health and Safety Risk Assessment

10. Fire Evacuation Drill

It was **RESOLVED** to undertake the annual fire evacuation drill for council members after the committee meeting (NB hirers already required to undertake their own evacuation practice).

11. P&IUFC Integration with TSEL and Implications Arising

A brief discussion was held regarding the above. The club is in the early stages of dialogue with the parish council. Further information will follow once available.

SL57/21 OPEN SPACE MATTERS

1. Remedial works

Only minor remedial works had been required during the month.

2. Recreation Ground football pitch

It was noted that P&ICU FC had advised that the club was folding, however it now seems that there may be a possibility of it being reinstated. This is the only club that utilise the adult pitch at the Recreation Ground. The Recreation Ground Charity will advise P&ICU of potential non-availability due to the forthcoming works. The Charity will also review the potential pitch position with other local clubs either (a) after the skate park completes or (b) at the end of the football season.

3. Skate Park installation

It was noted that Bendcrete hoped to commence works shortly. Drainage and access still to be finalised before construction timetable can be confirmed.

SL58/21 OTHER & REPORTS

1. It was noted that the parish council had not yet received a response from the Town Lands Charity re adjacent plot of land.
2. No other reports had been submitted to the committee.

SL59/21 REFERRAL TO FULL COUNCIL

It was **RESOLVED** to refer the TSEL integration to full council.

SL60/21 DATE AND TIME OF NEXT MEETING

The next meeting of the sports and leisure committee is scheduled for 9/12/21 at Pitstone Pavilion.

December agenda items were noted as:

- Annual review of Events and Open Space Hire Policy due
- Quarterly finance update from P&IUFC
- Anglian Water sewerage rebate - renegotiate for next 12 months.
- After water test results, carry out Annual review of water treatment control system/records
- After water tests, carry out annual review of legionella duty holder, responsible person and training requirements
- Finalise details for car park advertising.

No additional items were tabled.

SL61/21 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 21.05.

Signed:

Date:

Chairman