

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 14 July 2022
at Pitstone Pavilion, commencing at 8.00pm

General Matters:

SL38/22 ATTENDANCE AND APOLOGIES

1. Council present:

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

2. Apologies:

Cllr Mrs Crutchfield, Cllr Heyman, B Beesley (P&IUFC), M Roberts (P&IUFC).

3. Others present:

J Groom (Groundkeeper) (SL44/22.9 onwards), R Woodford (P&IUFC) plus P Randall (P&IJFC).

Mr Randall explained that F Tierney had resigned as Chairman of P&IJFC and would no longer be attending the sports & leisure committee meetings as their representative. The council wished to express their sincere thanks to Mr Tierney for his contributions and support of the council / Pitstone facilities over the years of his attendance.

SL39/22 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested or interests were declared.

SL40/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL41/22 MINUTES OF THE MEETING held on 9/6/22

It was **RESOLVED** that the draft minutes of the sports & leisure committee meeting held on 9 June 2022 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL42/22 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 by Buckinghamshire Council
- Bellway/Vicarage Road LEAP – PPC to adopt once Bellway opened and maintained for period of 24 months. Bellway preparing transfer plans.
- Pavilion Dug Outs - P&IUFC to complete works to the dug outs over the summer closure period – club to update.
- Pavilion sponsor Wall – P&IUFC to install in the function room over the summer closure period – club to update.
- Pavilion pitch barrier project – PPC approved the commission of a GPR survey to identify the exact depth and location of the under-pitch drainage system, ahead of any decision relating to the potential purchase of a pitch barrier / advertising system.
- Pitch advertising – to be considered further once the barrier / advertising system project progresses.
- Pavilion car park commercial advertising – launching soon.
- Pavilion senior pitch hard standing/footpaths – would be required before P&IUFC need to apply for promotion. To be progressed after the barriers.
- APLH Training & Personal Licence for Cllr Nicholls & Cllr Heyman – in progress
- Legionella Training for Facilities Manager – to be arranged.
- Pavilion senior pitch stadia seating – not required until the March after P&IUFC promotion. P&IUFC fundraising. Grant application to FF in December. Sponsorship opportunities to be discussed further if a sponsor is identified.
- Pavilion senior pitch floodlights (training lights no longer required)

- Planning permission valid until 3-8-2023.
 - The full parish council resolved to apply for a non-material amendment to the existing planning permission to convert the proposals from Halide to LED approx. cost £250.
 - Must be installed by the Sept after promotion but planning & funding must be approved before promotion so a grant application & plan would need to be submitted to the Football Foundation in December.
 - Need to retender in August, so quotes submitted by October.
- Pavilion sound absorbing panels – partly installed 27/5/22 however issues arose. Different fixings ordered.
 - Pavilion irrigation system – under investigation and will be tabled for consideration at a future meeting. Site meeting being arranged with Evergreen Irrigation from Pitstone (July/August), and Rigby Taylor (based in Bristol) (August/September).
 - Pavilion pitch summer renovation & closure dates: Closure dates 22 May to 5 August inclusive.
 - Air conditioning filters – commissioned Ambivent to change at next six monthly service.
 - Loft access to air vent – under investigation by Facilities Manager.
 - Servicing/monitoring contracts for intercom/access, CCTV, fire maintenance & monitoring, intruder alarm & monitoring, 36m with ACE expires November 2023, comparison quotes being obtained for consideration
 - P&I UFC Occupational Licence – with council for countersignature.
 - P&I UFC Alcohol Sales agreement – with council for countersignature.
 - Car park signage – Cllr Weber drafting. Will be considered at subsequent meeting.
 - 1st Ivinghoe & Pitstone Scouts – to respond to the parish council in due course re scout hut at the pavilion site.
 - I&PUCC double cricket nets (a) planning permission granted (b) final few questions to be resolved re occupational licence (c) supplier can't install until March 2023.
 - Playground Inspections & subsequent matters arising plus risk/benefit assessments etc considered by the full parish council on 30/6/22. See minutes for actions arising including repair of wet pour surface in Hever Close.
 - DDA play consultation briefed for July edition of PPP, with supporting social media posts.
 - Springer bike – waiting for delivery of more spare parts that seem to have been misplaced in post.
 - Aerial runway/zip wire – commissioning repair via installer.
 - Town Lands Charity – full council exploring opportunities with the charity. PPC is waiting for feedback from the charity.
 - Recreation Ground fence – 3 additional support posts to be installed by contractor.

SL43/22 CORRESPONDENCE

The list of correspondence received was noted.

SL44/22 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted. No questions arose.

2. Grounds Maintenance

- The groundskeeper had provided a written report.
- It was **RESOLVED** to retain the existing Platinum Jubilee tree in its current location and determine a new location for the replacement tree.
- It was noted that the maintenance gates had required some remedial works during the month to realign the gates/bolts. It was **RESOLVED** to carry out further repairs eg strapping the split post & replacing bolts with full coach bolts. Quotation & advice

being sought. It was further **RESOLVED** to purchase replacement, stronger, padlocks.

- It was noted that some damage to the car park permeable parking sheets had occurred at the balancing pond end of the site. The groundkeeper believes the damage was caused by Network Rail. Cllr Nicholls to review the CCTV footage to determine if any supporting evidence exists that could be used to support a compensation claim.
- It was noted that the new senior pitch goal sockets had now been installed.
- It was noted that the groundkeeper had now completed the turfing of the bald patch on the football pitch at the recreation ground.
- It was **RESOLVED** to support the quotation for turf treatment to try and eradicate the chafers and leather jackets. Approx. cost £500 + VAT. But the committee wished to refer the matter to full council for approval/ratification.

3. P&IUFC Sponsorship Event 9/7/22

R Woodford advised that the event had been postponed. No new date set.

4. Turnstile Maintenance

It was **RESOLVED** to appoint Security Solutions (manufacturer) as the maintenance partner for the turnstile. Maintenance Agreement is £415 + VAT for 2 service visits per annum.

5. Ground Penetrating Radar (GPR) Survey

It was **RESOLVED** to appoint M K Surveys to carry out the GPR survey to accurately plot the underground pitch drainage system (£990 + VAT) as this information was required prior to the installation of the pitch barriers, floodlights and irrigation systems.

6. Significant Water Leak

The event of 6/7/22 was noted. It was noted that Ambivent had fixed the faulty joint and were returning to replace any loft insulation that had not successfully dried out, replace the light unit & to paint the water damaged ceiling.

It was **RESOLVED** that no insurance claim was required.

7. Double maintenance gates

- See minute SL44/22.

8. Freezer

Awaiting response from BC Environmental Health. Carry forward to August meeting.

9. JFC Trials for the Forthcoming Season

- It was noted that the commissioned work to re-turf the bald area of the recreation ground full size pitch had been carried out and that all 4 additional pitches had been created on Hallmaster.
- P&IJFC confirmed their ideal pitch size for the junior pitch at the pavilion site as 90 x 50.
- J Groom to confirm costs associated with paint and line marking. J Groom confirmed that all 4 mini-pitches would be painted with blue paint for this season. JFC confirmed that this was acceptable.
- P&IJFC believe there is sufficient space in the pavilion container to accommodate their tamba goals.
- P&IJFC + J Groom to review space in Memorial Hall garage to confirm if can accommodate tamba goals. J Groom to relocate any large ground-keeping equipment that is not required over the winter to the pavilion garage.
- P&IJFC confirmed that they would be providing the extra corner flags for both site and that they could copy their existing keys for recreation ground store/goals if required.
- It was **RESOLVED** that JFC would erect the Recreation Ground goals/nets for the senior pitch and provide the manager/team with appropriate training as they were very heavy. It was not felt appropriate to leave the goals in the sockets due to goal mouth wear and concerns that members of the public may try to uplift them.

10. Repairs and remedial works

It was noted ACE had carried out the CCTV maintenance visit on 15/7/22.

It was **RESOLVED** to replace the toilet bowl in the gents toilet as the crack was increasing.

SL45/22 OPEN SPACE MATTERS

1. Repairs and Maintenance

The minor repairs and remedial work undertaken during the month were noted. The status of outstanding repairs was noted within the matters arising section. It was noted that the parish was continuing to experience ongoing issues with graffiti throughout the play areas etc – staff trying to remove as soon as practical.

SL46/22 OTHER & REPORTS

1. It was noted that the P&IUC Treasurer had provided their draft annual accounts which had been circulated to all council members.
2. No other reports had been submitted to the committee.

SL47/22 REFERRAL TO FULL COUNCIL

It was noted that the committee wished to refer the purchase of the turf treatment to full council but that there were no other matters for referral.

SL48/22 DATE AND TIME OF NEXT MEETING

The next meeting of the sports and leisure committee is scheduled for 11/8/22 at Pitstone Pavilion at 8pm. Cllr Saintey tendered his apologies. Cllr Weber or Nicholls will Chair.

August agenda items:

- Renew TV licence
- Renew Premises Licence
- There were no additional items tabled for the agenda.

SL49/22 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.45.

Signed: *K Weber*

Date: *13/10/22*

Chairman