STILTON PARISH COUNCIL

Minutes of the Pavilion Committee meeting that took place on Tuesday 5 August 2025 - held at the Church Meeting Room, Stilton at 7.30pm.

Present: Councillors: J Leonard (Chairman), Ayres and Murtagh

Clerk: Lawrence

Others: 6 members of the public

PVC01/08/25 APOLOGIES FOR ABSENCE

No apologies had been received. Cllrs Green and Vickers were not present.

PVC02/08/25 DECLARATIONS OF INTEREST/DISPENSATIONS

No Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011, were declared or any dispensation requests put forward.

PVC03/08/25 PUBLIC PARTICIPATION

Representatives of YES (Young people Engagement Stilton) asked about future whole Pavilion area development following on from a discussion about a YES building and the wish for a commitment from the Parish Council to look at the needs of young people in the village**. Pavilion parking was highlighted as an issue needing priority attention prior to further development** (former Steering Committee member to send the planning Accessibility Statement to the Clerk to provide further information).

Resurfacing of the hall floor was highlighted as a need – **Clerk to look into.**

Meeting documents added to the website with the agenda, etc was requested – **Clerk to action.**

Matting needs from the Community Garden into the Pavilion was highlighted (and on other entrance doors) – **Clerk to research costs.**

PVC04/08/25 MINUTES

The Minutes of the Pavilion committee meeting held on Tuesday 6 May 2025 were confirmed as a true record and signed by the Chairman.

PVC05/08/25 PAVILION USER GROUPS

Pavilion user groups had been invited to feedback on any concerns or suggestions. Feedback already received included a request to consider the impact of substantial hire charge increases and good communication between footballers and the Parish Council. The need for increased toilet provision, a PA system/projector and storage provision/restriction of the Community Room was brought to the Committee's attention.

PVC06/08/25 PAVILION ADMINISTRATOR'S REPORT

The Clerk (PA on annual leave) talked though the report. This included:

- Regular and non-regular user updates
- High windows mechanisms breaking – **solutions put forward**
- Concerns over hot weather/hot building – **air conditioning to be considered in the future**
- Field gate security – **to be continued as is.**

PVC07/08/25 BOUNCY CASTLES

The Clerk reported on recent issues and advice from the Parish Council's insurers.

Resolved

Terms and Conditions to be put forward for revision to the Parish Council at the meeting on 12/08/25, to detail £5million public liability insurers for events with under 100 attendees (private events) and £10million public liability insurance for events with over 100 attendees, or those that involve members of the public.

PVC08/08/25 PAVILION TABLES

Cllr Murtagh and the Clerk reported on research into replacement tables and chairs (PVC05/05/25).

Resolved

PVC08/08/25.1 Cllr Murtagh to forward contact details to the Clerk of a company who can refurbish chairs (21 currently damaged)

PVC08/08/25.2 Clerk to carry out further table research and report to the next meeting.

PVC09/08/25 PAVILION GARDEN

Cllr Murtagh presented ideas for awnings (PVC06/05/25.1).

Resolved

Quotes to be sought – Clerk to source.

PVC10/08/25 WEDDINGS

A 'How to' guide for Weddings (PVC07/05/25) was deferred until the next meeting.

PVC11/08/24 TERMS OF REFERENCE

The Clerk put forward suggested changes to the Terms of Reference for committee to consider regarding advising the Amenities Management Committee on Skate Park, Pavilion Play Park and Community Field needs.

Resolved

Revisions to be put to the next meeting of the Parish Council at the meeting on 12/08/25 for approval.

PVC12/08/25 PAVILION MAINTENANCE

Recent maintenance work was outlined with any resultant repair requirements including the Aqua Boss system (**pressure gauge replacement - Clerk to confirm this has happened**), the underfloor heating service and thermostat control upgrade (**HDC to arrange port opening in the data rack for the router to be plugged in).**

The annual boiler service was recorded as having taken place - a boiler fan issue appears to be intermittent and will be monitored re replacement needs. Annual alarm and emergency lighting servicing also recorded as having been completed – both Parish Room and Pavilion systems need works (to be detailed at a Parish Council meeting once quotes received).

Outstanding EICR works were considered (following June25 PC meeting) – **Cllr J Leonard to forward the list of C2 works for re-evaluation within the next 2/3 weeks to enable actioning**.

Cllr Murtagh reported on outstanding Pavilion works (haunches around the cess pool) and additional maintenance to be added to the schedule (PVC11/05/25.6). The need for a scissor lift (or podium step) were put forward to enable high window maintenance, painting at height and gutter clearing **– to be researched further**. Issues with unpleasant smells/water ingress into the Plant Room were debated. The Clerk advised outstanding works following the recent fire risk assessment were still being drawn up, Working at Height training has taken place for the Caretakers so that gutter clearing can be undertaken (PVC11/05/25.1) and put forward a request for 2 tonnes of gravel at the field entrance (King Charles Coronation bench location).

Resolved

PVC12/08/25.1 Cess Pool Tank servicing, gutter clearing, solar panel cleaning and lighting protection to be added to the annual maintenance schedule

PVC12/08/25.2 Kitchen deep cleans and equipment check to be put in place (staff overtime may be necessary to carry these out)

PVC12/08/25.3 Clerk to arrange monthly fire walks to check emergency exits clear, signs in place and no fire hazards have arisen

PVC12/08/25.4 The drain in the Plant Room to be cleaned and flushed out

PVC12/08/25.5 A quote for 2 tonnes of irregular shaped granite chips to be sourced.

PVC13/08/25 DRAINAGE

Cllr Murtagh suggested action following the Dalrod drainage report (2024) and solutions re drainage and liability to enable continued use of the Play-park carousel.

Resolved

PVC13/08/25.1 Clerk to contact Dalrod for invert levels for manholes

PVC13/08/25.2 A quote for repairing the carousel to be put to the next Parish Council meeting on 12/08/25 for approval.

As the 2-hour meeting limit was approaching, the Chairman advised there would be a 15-minute meeting extension.

Agenda points PVC14/08/25 – PVC16/08/25 to be recommendation to the Finance, General Purpose and Communication committee meeting to support precept planning, taking place at their October meeting.

PVC14/08/25 ASSET REPLACEMENT

Requirements for adequate asset replacement were considered.

PVC14/08/25.1 A suggested £4,000 allocation to be added to the FY26-27 budget to enable provision of a sinking fund for asset replacement

PVC14/08/25.2 The asset replacement plan to be completed.

PVC15/08/25 PAVILION USE FEES FY26-27

Pavilion hire fees requirements for FY26-27 were considered – **to be deferred to the Parish Council for further consideration (Clerk to update the fee report from last year).**

As the meeting limit was approaching, the Chairman advised there would be a 30-minute extension.

PVC16/08/25 FOOTBALL

Pitch fee requirements for FY26-27 were reviewed alongside the need for a Football Agreement for clubs using Community Field pitches. Suitability of changing rooms, toilets and showers are to be considered further as part of asset replacement.

Resolved

PVC15/08/25.1 Training matches to be charged at £8.00 per match with a £1.00 increase onto each match for FY26-27

PVC15/08/25.2 Clerk to draw up a Football Agreement.

PVC17/08/25 DEVELOPMENT

Pavilion development, following on from requests for additional toilets and storage, was considered. Parking provision (PVC13/05/25) along with office provision for staff working on site and possible development of the Skate Park area and options for placing a new Skate Park/Pump track were drawn attention to.

Resolved

PVC17/08/25.1 Car parking to be considered as a priority before looking at additional toilets, storage or future Skate Park provision

PVC17/08/25.2 The Staffing Sub Committee to consider suitability of the office for staff working on site and possible creation of a new Parish Office at the Pavilion.

Meeting closed: 22:13

Next meeting – Tuesday 28 October 2025 at 7.30pm