

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 13 October 2022
at Pitstone Pavilion, commencing at 8.00pm

General Matters:

SL50/22 ATTENDANCE AND APOLOGIES

1. Council present:
Cllr Weber (Acting Chair), Cllr Crutchfield, Cllr Hawkins plus the Parish Clerk Mrs Eagling.
2. Apologies:
Cllr Saintey, Cllr Nicholls, Cllr Heyman, B Beesley (P&IUFC), M Roberts (P&IUFC).
3. Others present:
J Groom (Groundkeeper) plus P Randall (P&IJFC).

SL51/22 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Cllr Crutchfield has a standing dispensation in matters relating to Pitstone Memorial Hall.
No other dispensations requested or interests were declared.

SL52/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL53/22 MINUTES OF THE MEETING held on 14/7/22

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 14 July 2022 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL54/22 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 (locally equipped area for play) – 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, see agenda item.
- Pavilion sponsor Wall – P&IUFC to install in the function room over the summer closure period – club to update, see agenda item.
- Pitch advertising – to be considered further once the barrier / advertising system project progresses. See agenda item re vinyl banner advertising in the meantime.
- 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 – complete. Health & Safety and First Aid training to be arranged.
- Pavilion senior pitch stadia seating – not required until the March after P&IUFC promotion. P&IUFC fundraising. Grant application to FF once match funding identified. 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.
 - Application submitted (and costs met by the parish council) for non-material amendment to the existing planning permission to convert the proposals from Halide to LED. Eta 16/8/22. BC indicated that they were minded to refuse. Full planning application must be submitted. See agenda item.

- 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 and match funding identified.
- Pavilion sound absorbing panels – installation complete.
- Pavilion irrigation system – quotations now received from Anglian Water and supplier. To form part of full council budget discussions.
- Pavilion Air conditioning filters – commissioned Ambivent to change at next six-monthly service.
- Pavilion loft access to air vent – under investigation by Facilities Manager.
- Pavilion 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
- Car park signage – 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.
- Hever Close wet-pour repair – booked with Wicksteed eta now 28/10/22.
- Additional skate park signage – waiting for installation by Signs Realm
- ASB in the recreation ground car park/ball court/skatepark – no further noise/asb complaints. TVP have spoken to both the main older youth group (no longer being seen at the site) and a younger group who were identified via PMH CCTV following vandalism there. 1 complaint of smell of cannabis & litter pickers report discarded dealer bags – TVP aware. Parents made their children return to remove inappropriate graffiti that they had been witnessed doing – PPC is grateful for their support.
- Town Lands Charity – full council exploring opportunities with the charity. The charity has no update for the council at the present.

SL55/22 CORRESPONDENCE

The list of correspondence received was noted.

SL56/22 PAVILION MATTERS

1. Financial summary

- The pavilion financial summary was noted.
- To help reduce costs, it was considered whether to shorten the amount of time that the changing village heating was operational before bookings and **RESOLVED** in the meantime only to utilise the heating once the weather was colder.
- JFC to advise if any heating at all was required, or just hot water.

2. Grounds Maintenance

- The groundskeeper provided a report. 80 litres of iron have been applied to both pitches. Continue to suffer badger damage but can't apply the soil conditioner until November.
- Groundkeeper to investigate the free pitch survey tool available from Football Foundation.
- More clarity on potential budget for 2023/24 to be provided at next meeting. It was noted that currently only budgeted £5k per pitch vs the current FA guideline of £16k per pitch. Might need to increase to at least £7-8k per pitch.

3. P&IUFC Updates

- P&IUFC had advised that they were not intending to complete the dug out installation until after the pitch barriers. As P&IUFC were not in attendance, other dug out update discussions were postponed until the next meeting.
- As P&IUFC were not in attendance, any update from the club on the sponsor wall was postponed until the next meeting.
- As P&IUFC were not in attendance, any update from the club on the sponsorship event, marketing materials and sponsorship packages was postponed until the next meeting.

- As P&IUFC were not in attendance, any update from the club on funds they have raised towards capital development required for step 6 was postponed until the next meeting.
 - It was noted that Bob Beesley had stepped down as Chairman of P&IUFC at the club's AGM (remaining as Vice Chairman) and Danny Greaney had taken over the Chairman role.
4. GPR Survey and Pitch Barrier Project
- The results of the MK Surveys GPR survey were noted. It had not been possible to accurately plot the side drainage pipes, just the main pipe, despite 3 site surveys. A 50% reduction in costs had been offered (and gratefully accepted).
 - As P&IUFC were not in attendance, and the project required their input, it was **RESOLVED** to postpone further discussions until the next meeting.
5. Floodlights and other capital development
- It was **RESOLVED** to note that BC had refused permission for the change to LED bulbs to be treated as a non-material amendment to the existing planning permission, and therefore the application had been withdrawn.
 - As P&IUFC were not in attendance, and the project required their input, it was **RESOLVED** to postpone further discussions around whether to submit another full planning application for LED floodlights, and the timing around any potential tender for such floodlights, until the next meeting.
6. Vinyl Banners
- It was **RESOLVED** to extend the grant of permission for vinyl sponsorship banners to be displayed on the wooden perimeter fence for the 2022/23 season as the pitch barriers were yet to be installed.
7. Freezer / Feedback from Environmental Health
- As P&IUFC were not in attendance, and the project required their input, it was **RESOLVED** to postpone further discussions until the next meeting.
8. Pest Control
- It was noted that J&H Pest Control had found no evidence of any rats at the site but due diligence has been completed at the cost of the parish council.
 - It was noted that discarded sugar cubes in the kitchen had attracted ants, but had subsequently been cleared.
 - PPC reiterates to hirers that no food stuffs should be stored in the pavilion kitchen or hirers store.
9. Pavilion Forecourt Advertising
- It was **RESOLVED** to approve the marketing materials, and the outlined charges.
 - It was **RESOLVED** to ask Cllr Nicholls to create the mock-up photograph.
10. JFC Trials for this season
- The updates were noted.
 - New format very successful to date. Pitches holding up well. Recreation Ground site popular with parents who visit the park / skatepark / tea shop whilst there. However, this is creating some parking pressures around the recreation ground – JFC will write to parents again and provide some suggested alternative parking locations. JFC subscriptions up 12% this year – potentially as the club is now more visible in the heart of the village.
 - It was noted that the corner of the recreation ground pitch was now in satisfactory condition for play.
 - P&IJFC advised that when they used the smaller cross pitches, they used both at the same time, therefore it was **RESOLVED** to charge the same amount for a pair of smaller cross pitches as for the standard sized pitch at both sites.
 - It was **RESOLVED** that the groundkeeper would purchase/install a replacement retaining bolt for the recreation ground socketed goals plus 2 new combi padlocks, and to add them to the next invoice.

11. TV Licence and Broadcasting

- It was **RESOLVED** to renew the annual hospitality TV licence required by P&IUFCA at a cost of £159.00 to the parish council.
- P&IUFCA to note the information provided by both Amazon Prime and BT Sport regarding the restrictions on viewing Premier League fixtures this season, and to note that the pavilion is not subscribed to either service.

12. Premises Licence

It was **RESOLVED** to renew the annual premises licence required by P&IUFCA at a cost of £70.00 to the parish council.

13. Over 60's Club

It was **RESOLVED** to extend the offer to provide free room hire to the Over 60's Club to 2023 (monthly from February to December) as it was felt important to support this sector of the community, especially given the current financial climate.

14. Warm Bank / Welcoming Spaces

It was **RESOLVED** to await feedback from Pitstone Memorial Hall charity and then reconsider any activity that the parish council may need to undertake.

15. Pavilion Booking Update

The booking update was noted, with weekday evenings very busy but some remaining availability during the daytime.

It was noted that Saturday bookings (normally party requests) were difficult to honour, especially for a Saturday during football season, as the league required the function room to be available every Saturday in case a home match was scheduled, but P&IUFCA had not been asked to pay a retainer for weeks when no match was scheduled, giving rise to an opportunity-lost deficit. It was **RESOLVED** to speak to the league to establish how far in advance fixtures were set and what flexibility the parish council would have in light of football fixtures and league requirements to offer set dates as being available for general hire.

16. Hire Prices for Pavilion

It was **RESOLVED** to support our hirers, at this time of economic uncertainty, and not to increase the hire charges at present. It was **RESOLVED** to reconsider once the new Pitstone Memorial Hall charges were known and/or after a further 6 months and/or there is a significant increase in operating costs etc.

17. Additional Shipping Container(s)

It was **RESOLVED** to postpone further discussion so that council members could undertake a site visit and further refine any potential requirements.

18. EV Charging Point

It was **RESOLVED** not to pursue the current Buckinghamshire Council project as the car park would have to be available to residents 24 hours per day. Details had been provided to Pitstone Memorial Hall charity as their car park would already comply.

19. Repairs and remedial works

The following updates were noted:

- Emergency lighting annual testing – being scheduled with Vita.
- Flameguard sensor in boiler room needed replacing – fixed by Ambivent (£180).
- Defibrillator needed software update & new consumables – update completed via Welmedical (FOC), new battery purchased (£170) and installed, new pads purchased (£86) and installed.
- Gents toilet replaced, as per resolution at last meeting (£476).
- Further repairs to enhance the fixtures on the wooden double maintenance gates by Jack Cadman completed (£90).
- Turnstile serviced (£415). However, now has an electrical fault and fuse keeps blowing, being referred to Vita.
- Shutters serviced – plus see below.
- Water leak repairs – completed.
- Broken blind chain – on order.

- Light out in ladies toilet – replaced (£100)
- Polydrain inspection chamber cover outside front sliding door broken – replaced.
- Anglian Water main meter broken – surveyed by Anglian Water and replacement ordered.

20. Bi-annual Legionella Risk Assessment and Water Samples

It was noted that the full council had approved appointing First Environment to undertake the bi-annual legionella risk assessment and annual water sampling (£395). The works have been arranged for 25/10/22 so the results would be reviewed at the November meeting.

21. Shutters

It was **RESOLVED** to approve the quotation of £290 from Royal Industrial Doors to correctly install the manual emergency override to the 3 shutter sets.

22. PAT Tests/ Electrical Works

It was **RESOLVED** to appoint Vita Electricals to conduct the annual PAT tests for the pavilion, at the same time as the Emergency Lighting annual service & any works arising, and fixing the turnstile fuse issue.

SL57/22 OPEN SPACE MATTERS

1. Repairs and Maintenance

- ongoing issues with graffiti (being experienced in many communities) – staff trying to remove as soon as practical. Floodlight in recreation ground play space is now turned off to see if this reduces the anti-social behaviour but still find youths in there after dark.
- Recreation ground wooden fence reinforced by J Leonard (£200).
- Replacement parts for Bike Springer fitted and unit returned to operation by J Leonard (£75)
- The memorial picnic bench in Hever Close play space was vandalised again, with the two seat slats on one side being forcibly removed. Repair completed by J Leonard Ltd (£100).
- Rolling log in Hever Close needed oiling – completed by J Leonard Ltd. Stopped working again, J Leonard Ltd attended
- Handle snapped off springer in Windsor Road play space – 2 new handles obtained (£87) and J Leonard replaced (£50).
- Swing in Windsor Road – play in top joint caused by drying out of wood over summer, J Leonard attended and tightened.
- Zip wire spring and seat unit mechanism replaced by Huck Teck (£1,825).
- Abandoned scaffolding pole removed from Huck Teck play space.
- Fire lit inside the play tunnel causing damage to base. J Leonard could not repair. Huck Teck attended and repaired with resin compound. (£435)

2. Bi-Annual DDA Consultation

It was noted that the parish council had appealed for feedback from families of disabled children on the equipment, textures, facilities etc in our playgrounds. No requests received for additional equipment to meet specific needs and thus **RESOLVED** to repeat in 2 years.

3. Ground works in play areas

It was noted that some matting/ground works were required in the recreation ground and Windsor Road – groundkeeper to supply quotation for consideration.

It was **RESOLVED** that works were not viable for the Hever Close goal area given the constant use.

SL58/22 OTHER & REPORTS

1. Hedge Cutting

It was **RESOLVED** to ratify the pavilion and open space hedge cutting requirements for 2023: recreation ground/Marsworth Road (£100), Local Green Space/Marsworth Road (£70), Windsor Road play area (£90) and all pavilion hedges (£200), the insides of the

hedges at the recreation ground play area (which hasn't been cut by NKH) and the inside of the hedges at the Hever Close play area (TW will cut the top/outside).

It was noted that PAA will commission the cutting of the allotment hedge again this year.

2. 2023 Meeting Dates

- 19 January 2023 (moved from 12 January 2023)
- 9 February 2023
- 9 March 2023
- 13 April 2023
- 11 May 2023
- 8 June 2023
- 13 July 2023
- 10 August 2023
- 14 September 2023
- 12 October 2023
- 9 November 2023
- 14 December 2023

It was **RESOLVED** to return the meeting start time to 7.30pm with immediate effect.

3. The quarterly financial update supplied by P&IUFCA was noted. It was noted that there was currently insufficient guaranteed fundraising identified to fulfil the 30% match fundraising requirements for any grant application to the Football Foundation in respect of Step 6 capital development.
4. No other reports had been submitted to the committee.

SL59/22 FINANCIAL

It was **RESOLVED** that, due to the significant costs involved (both revenue and capital budgets), and the importance of the pavilion site, that the budget for sports and leisure should be considered by the full council rather than the limited S&L committee.

SL60/22 REFERRAL TO FULL COUNCIL

It was **RESOLVED** to refer discussion & consideration of both the revenue and capital budgets for all sports and leisure matters to the full council.

SL61/22 DATE AND TIME OF NEXT MEETING

The next meeting of the sports and leisure committee is scheduled for 10/11/22 at Pitstone Pavilion at 7.30pm. Cllr Weber tendered his apologies.

November agenda items:

- Annual review of Pavilion Fire Risk Assessment, Fire Policy & associated Emergency & Evacuation Plan.
- Annual review of Pavilion Health & Safety Policy and Risk Assessment.
- Carry out annual fire safety & evacuation drill for committee.
- After water test results, carry out Annual review of water treatment control system/records.
- Annual review of legionella duty holder, responsible person and training requirements.
- Annual Ambivalent service of heating / gas / air conditioning / TMV service and drain/flush calorifier. Plus renewal of maintenance contract.
- Annual review of the maintenance schedule and requirements, once know results of legionella testing etc.
- There were no additional items tabled for the agenda.

It was **RESOLVED** to move the December meeting from 8th to 1st December, to permit the WI to hold their annual Christmas party at the site on 8th. Apologies were tendered by Cllr Weber. Cllrs Saintey, Crutchfield and Hawkins confirmed attendance. Cllrs Heyman and Nicholls tbc.

SL62/22 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 22.05.

Signed: *R Saintey*

Date: 10-11-22

Chairman