

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 10 November 2022
at Pitstone Pavilion, commencing at 7.30pm

General Matters:

SL63/22 ATTENDANCE AND APOLOGIES

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

SL64/22 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.

SL65/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL66/22 MINUTES OF THE MEETING held on 13/10/22

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 13 October 2022 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL67/22 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 advised would complete installation after the barriers were installed, see agenda item re other related matters.
- 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. In the meantime PPC has extended the grant of permission for the clubs to display vinyl banners provided by their sponsors on the wooden perimeter fence (at zero charge to the clubs).
- 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
- Health & Safety and First Aid training being undertaken by Facilities Manager.
- 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)
 1. Planning permission for Halide lights valid until 3-8-2023 but a new full planning application required for LED lights (FF will no longer fund Halide). See agenda item.
 2. 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 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.
- Car park signage – Will be considered at subsequent meeting – Cllr Nash drafting.
- Pavilion forecourt advertising – artwork graphics in progress. Then leaflets will be printed and opportunity marketed.
- 1st Ivinghoe & Pitstone Scouts – to respond to the parish council in due course re scout hut at the pavilion site – chased, as year passed since visit
- 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 – overdue with Wicksteed, chased
- Additional skate park signage installed.
- Roller shutter emergency handle adaptation installed by Royal Industrial Doors.
- Town Lands Charity – full council exploring opportunities with the charity. The charity has no update for the council at the present.

SL68/22 CORRESPONDENCE

The list of correspondence received was noted.

SL69/22 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted.

2. Grounds Maintenance

- The groundskeeper provided a report. Weather has been mild so still mowing. Held meeting with JFC re full sized goals on recreation ground.
- Potential budget for 2023/24 – likely to require a minimum of 12.5% uplift in labour costs plus unknown materials increase.

3. P&IUFC Updates

- P&IUFC advised that they now intended to complete the dug outs with ply instead of Perspex and no fixed seating would be required at current step 7 level. Eta within the next couple of months.
- Installation of sponsor wall tbc.

4. P&IUFC / Step 6

- P&IUFC advised that they were putting any plans for promotion on hold and would not be seeking step 6 this winter. The planned sponsorship event had not taken place and given the recession/cost of living crisis that many individuals and companies were facing, the club did not feel it was appropriate at the current point in time. The club advised that they would update the council if/when the situation changed, but that no further work should be undertaken until further notice.
- It was therefore **RESOLVED** to place the pitch barrier, paths, stadia and floodlight projects on hold until further notice.
- It was further **RESOLVED** therefore, not to reapply for planning permission for floodlights in case the FA and/or the FF change their permitted specification/criteria again.

5. Freezer / Feedback from Environmental Health

P&IUFC advised that the Environmental Health requirements were not deliverable by the club, so they would not be pursuing the provision of a freezer at the pavilion.

6. Warm Bank / Welcoming Spaces

The complications being experienced by Pitstone Memorial Hall were noted and it was **RESOLVED** to continue to monitor the situation but not to plan any activity at the present.

7. External Storage

Following a site visit, it was **RESOLVED** not to purchase an additional shipping container, but to make initial enquiries into shelving/wall brackets etc for the existing unit to maximise space. Quotations for consideration to follow.

8. Legionella

It was noted that the bi-annual risk assessment had been conducted by First Environment but that their report was not yet available. Therefore all related matters to carry forward to the next meeting.

It was noted that the main TMV above both the home and away showers required replacement and **RESOLVED** to accept the associated costs.

9. Policy and Risk Assessment Review

All to carry forward to the next meeting.

The council carried out the annual fire safety and evacuation drill for the committee.

10. Repairs and remedial works

The following updates were noted:

- Emergency lighting annual testing, PAT tests & turnstile electrical fault – scheduled for 14/11/22.
- Shutters adapted for emergency access handle.
- Double door handles re-affixed as working loose.
- Anglian Water main meter replaced 10/11/22.

P&IUFC advised that the flush on the gent's toilet in the main corridor was not working very efficiently and sometimes caused the unit to block – it was **RESOLVED** to repair.

SL70/22 OPEN SPACE MATTERS

1. Repairs and Maintenance

Replacement padlock and combi chain required for recreation ground play space.

2. Ground works in play areas

It was **RESOLVED** to commission Groom Ground Maintenance to carry out the minimal repairs required to the matting / to address soil erosion in the play areas.

SL71/22 OTHER & REPORTS

There were no other reports to discuss.

SL72/22 REFERRAL TO FULL COUNCIL

It was **RESOLVED** to advise full council of the ground keeping budget update, and the notification from P&IUFC that any step 6 capital development proposals should be placed on hold.

SL73/22 DATE AND TIME OF NEXT MEETING

It was **RESOLVED** that no meeting was required in December, so the next meeting will take place on 19 January 2023 (moved from 12th). The only agenda item currently stipulated is the quarterly financial update from P&IUFC.

There were no additional items tabled for the agenda.

SL74/22 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20:30.

Signed: *R Saintey*

Date: 19/1/23

Chairman