

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 19 January 2023
at Pitstone Pavilion, commencing at 7.30pm

General Matters:

SL75/22 ATTENDANCE AND APOLOGIES

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

SL76/22 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.

SL77/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL78/22 MINUTES OF THE MEETING held on 10/11/22.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 10 November 2022 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL79/22 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. Bellway preparing transfer plans and instructing legals.
- Pavilion Dug Outs & Sponsor Wall – to be completed by P&IUFC.
- Step 6 ground improvements – all projects cancelled by P&IUFC.
- APLH Training & Personal Licence for Cllr Nicholls & Cllr Heyman – in progress
- Health & Safety and First Aid training being undertaken by Facilities Manager.
- Pavilion irrigation system – investigations confirmed that the project is too expensive to pursue at present. Will seek to repair existing travelling sprinkler instead – see agenda item.
- 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 forecourt and pitch advertising – opportunities now live, literature issued.
- 1st Ivinghoe & Pitstone Scouts – Nov 22 confirmed that they are still interested in pursuing a new scout hut within the pavilion grounds. Will revert to the parish council in due course.
- 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.
- Town Lands Charity – full council exploring opportunities with the charity. The charity has no update for the council at the present.

SL80/22 CORRESPONDENCE

The list of correspondence received was noted.

SL81/22 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted.

2. Grounds Maintenance

The groundskeeper was not present, so this agenda item was deferred.

3. Container Storage

- PPC is waiting for an updated quote and illustration of the proposed shelving.
- P&IUGC to review their contents and advise.
- It was **RESOLVED** to purchase a rechargeable light for the container (cost approx. £40+ VAT).

4. Storage Agreements

- New agreement with P&IUGC approved, reflecting updated list of items.
- P&IUGC agreement to be updated once they have completed their review of items held at the site, and once decided if any of their kitchen equipment can be left in the kitchen (P&IUGC to set up such items in the kitchen for assessment by the council).

5. Legionella

- It was **RESOLVED** to note receipt of the bi-annual legionella risk assessment conducted by First Environment and the approve the update to the recommendations contained.
- It was **RESOLVED** to approve the updated written system of controls.
- It was **RESOLVED** to note receipt of the water samples, no issues identified.
- It was **RESOLVED** to approve the annual review of the Water Treatment and Control System records.
- It was **RESOLVED** to approve the annual review of the legionella duty holder and responsible person. No further training required as all 3 members of staff trained. It was **RESOLVED** to approve the summary of appointment of duties to the duty holder and responsible person.

6. Policy and Risk Assessment Review

- It was **RESOLVED** to approve the annual review of the Pavilion Fire Risk Assessment, Fire Policy and associated Emergency Evacuation Plan.
- It was **RESOLVED** to approve the annual review of the Pavilion Health and Safety Policy and Risk Assessment.
- It was **RESOLVED** to approve the annual review of the maintenance schedule and requirements.

7. Community Use on Saturdays

It was **RESOLVED** to note the assistance provided by the Spartan South Midland league to enable greater community use of the pavilion facilities when not required for football.

8. Christmas Decorations

It was **RESOLVED** to purchase an 8ft artificial Christmas tree, coloured lights, and decorations for use at the pavilion in future years.

9. Car Parking Signage

It was **RESOLVED** to mock up two signs – 1 for general car park users and 1 specifically for Network Rail / Anglian Water.

10. Solar Panels

It was noted that full council had resolved to explore if grant funding could be obtained to install solar panels at the pavilion.

11. Repairs and remedial works

The following updates were noted, and it was **RESOLVED** to meet the associated costs:

Undertaken:

- Emergency lighting annual testing and PAT tests – completed.
- Anglian Water main meter installed.

- Ambivent 6 monthly servicing of water systems – complete
- Sliding door stopper for hirers store replaced.
- TMVs above showers re-tested and found to be working correctly so don't need replacing.
- Gents' toilet adjusted to facilitate better flushing.
- Post box locking mechanism – fixed.
- Front door magnetic closing mechanism – fixed.
- Floodlight on/off times adjusted.
- CCTV scrolling issue resolved.
- Bread knife gone missing – replacement purchased.
- Main outside tap developed a split – staff replaced and lagged.
- Urinal leaking – staff repaired.

Required:

- Turnstile electrical fault identified as installation issue – referring back to turnstile service company.
- Ambivent air filtration system filter change – date tbc.
- Changing village shutter intermittently sticking – maintenance company being engaged – attended 9/1/23 and identified a brake failure which was causing the safety cut out mechanism to activate to prevent the door falling on users. Part ordered. It was **RESOLVED** to accept the associated costs: £595 + VAT to supply & carry out works, plus initial visit fee.
- Fire equipment annual service £91.95 Aylesbury Fire Systems Ltd required to be undertaken in January (9th), so approved electronically as the December meeting was cancelled.

SL82/22 OPEN SPACE MATTERS

1. Repairs and Maintenance

Hever Close wet pour repair by roundabout now complete and invoice received.
Replacement padlock and combi chain required for recreation ground play space.

2. Hever Close S106

It was **RESOLVED** to note that there is now only £170 left of the initial S106 maintenance monies left, so this play space will now also need to be funded by the precept.

SL83/22 OTHER & REPORTS

- It was **RESOLVED** to note receipt of the latest accounts from P&IUFC.
- P&IJFC advised that the pitch sharing trial was going well at both the pavilion and recreation ground sites.
- It was **RESOLVED** to speak to PMH and offer to pay for the yellow hatching by the rear maintenance area to be repainted as this enables emergency vehicle access to the recreation ground and people are currently parking there.
- It was noted that some anti-social behaviour takes place on the bench under the walkway outside the hall and sometimes undesirable items are left behind. It was **RESOLVED** to enquire with PMH if there were any plans to anchor the bench in an alternative location.
- There were no other reports to discuss.

SL84/22 REFERRAL TO FULL COUNCIL

It was **RESOLVED** that there were no issues to refer to full council.

SL85/22 DATE AND TIME OF NEXT MEETING

It was **RESOLVED** that no meeting was required in February, so the next meeting will take place on 9 March 2023.

There are currently no additional items tabled for the agenda.

SL86/22 CLOSURE OF MEETING

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

Signed: *R Saintey*

Date: 9/3/23

Chairman