

# PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 9 March 2023  
at Pitstone Pavilion, commencing at 7.30pm

## General Matters:

### SL87/22 ATTENDANCE AND APOLOGIES

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

### SL88/22 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

### SL89/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

### SL90/22 MINUTES OF THE MEETING held on 19/1/23.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 19 January 2023 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SL91/22 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 training being undertaken by Facilities Manager. First Aid, Legionella and Fire completed.
- 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 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 – I&PUCC to confirm installation date & finalise occupational licence.

### SL92/22 CORRESPONDENCE

The list of correspondence received was noted.

### SL93/22 PAVILION MATTERS

#### 1. Financial summary

The pavilion financial summary was noted. It was also noted that Wave were reissuing the water bill as they had substantially over-estimated usage via the new meter (billed £6,828 and rebilling £177. Funds taken from our account by direct debit should be returned within 10 working days.)

## 2. Grounds Maintenance

- The groundskeeper provided his report for the month, mainly just pitch marking required due to weather/lack of grass growth. Very little badger damage at present. It was noted that only half a pot of coloured line marking paint remained for use over the remainder of the season.
- It was **RESOLVED** that the groundkeeper would obtain a quotation for replacement wheels for the travelling sprinkler, rather than purchasing a new unit.
- The summer shut-down for renovation was confirmed as 28 May (day after the Junior Football Club presentation day) to 4 August inclusive. Should weather conditions and grass growth permit, an earlier opening day may be considered but cannot be guaranteed.
- It was **RESOLVED** that to effectively carry out the pitch renovations that the youth café would have to be restricted to the front car parks and indoor space for June and July, otherwise there is no opportunity to renovate the junior pitch.
- It was **RESOLVED** that the groundkeeper would present a fully costed proposal to the April committee meeting for approval. Initial thoughts were that full renovation of both pitches would require 40+ tonnes of soil, plus grass seed (potentially an extra 1-2 bags for the recreation ground pitch), fertiliser and weed killer.

## 3. Container Storage

It was noted that full council had approved the shelving and installation was scheduled for this week.

## 4. Storage Agreements

P&IUFC 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&IUFC to set up such items in the kitchen for assessment by the council).

## 5. Car Park Signage

It was **RESOLVED** that draft signage would be circulated to all councillors for consideration at the full council meeting on 30/3/23.

## 6. Solar Panels

The council is waiting for a response to their grant application to the Wing and Ivinghoe Community Board.

## 7. Repairs and Maintenance

- It was noted that the following repairs had been undertaken during the month:
  - Turnstile now working correctly.
  - Ambivent changed air conditioning filters.
  - Changing village shutter brake mechanism replaced.
  - Fire equipment serviced.
  - Turnstile serviced 1/3/23.
  - Sliding security door at pavilion sticking – fixed by staff.
  - Pedestrian swing gate at pavilion sticking – staff fixed and attached a latch.
  - Section of front guttering down 25-26/2/23 – contractor fixed.
- Required: nothing new arisen at the pavilion that hasn't already been approved or is detailed below.
- It was **RESOLVED** to renew the annual Ambivent service contract which now includes the TMV servicing etc (cost £1,155 + VAT).
- It was **RESOLVED** that no further actions were currently required re pest control but the situation would continue to be monitored.

## 8. Hirer update

It was noted that the first Ivinghoe & Pitstone Repair Café had been a success and Pitstone & Ivinghoe United Football Club were thanked for their assistance and cooperation.

#### 9. Gas Contract

The market comparisons provided by Utility Aid were considered. It was **RESOLVED** to contract with EDF Energy on a 12m contract for gas and enter into the necessary associated direct debit etc (anticipated 64.7% uplift in cost due to current market conditions and the cheapest option available).

#### 10. Commercial Waste

It was **RESOLVED** to note the 9% increase in commercial waste costs being imposed by Buckinghamshire Council effective April 2023 plus their introduction of an annual £85 fee for the production of the associated Waste Transfer Notice and Duty of Care.

### SL94/22 OPEN SPACE MATTERS

#### 1. Repairs and Maintenance

- It was noted that the graffiti in Hever Close play space on bench has been removed by staff
- It was **RESOLVED** to approve the quotation of £490 from R D Leonard Ltd to repair 2 sections of wooden fence that are now wobbling – 1 on the recreation ground by the bus stop and 1 on land by The Crescent by the village sign plus re-install the green bin by the sports entrance to the memorial hall which has been uprooted.
- It was **RESOLVED** to approve the quotation of £497 from R D Leonard Ltd to fix the gate on the recreation ground metal fencing by the Memorial Hall.
- It was **RESOLVED** to approve the quotation of £375 from R D Leonard Ltd to replace the yellow hatching on the emergency access to the recreation ground.
- It was **RESOLVED** to approve the quotation from Huck Teck of £650 to make safe and repair the internal damage to the tunnel in the recreation ground play space arising as a result of vandalism.

#### 2. Contract with Groom Grounds Maintenance for Recreation Ground Maintenance

- It was **RESOLVED** to enter the agreement for 2023-2024, including pitch marking for the smaller junior pitches and excluding fertiliser.
- It was **RESOLVED** that Groom Grounds Maintenance could aerate the Recreation Ground this year and submit the associated invoice.

#### 3. Annual Playground Inspections

It was **RESOLVED** to appoint Wicksteed Leisure to carry out the annual playground and skatepark inspections at a cost of £270 + VAT for the 3 sites plus an extra £90 + VAT for the skate park as it counts as an extra site (£360 + VAT in total) as this was still cheaper than via RoSPA.

#### 4. Skatepark 12m Retention

It was noted that the 12m post installation retention inspection had taken place on 27/2/23. No faults had been identified. The final completion certificate had been issued by Beacon Surveying Services, final invoice submitted by Bendcrete and release of S106 funds applied for.

### SL95/22 HIRE FEES

- It was **RESOLVED** to increase all pavilion, recreation ground and open space fees by approximately 10% in light of the increasing costs of operation. To be effective 1 June 2023.
- It was **RESOLVED** that all terms and conditions, open space/event policy and recreation ground use/strategy policies required no amendments.

### SL96/22 OTHER & REPORTS

- It was **RESOLVED** to grant permission to P&IJFC to purchase and store 2 further junior goals on the junior pitch for use with the smaller pitches. Goals to be padlocked together when not in use, as per existing goals.
- It was **RESOLVED** to note that the P&IJFC presentation day was scheduled for 27 May and over 200 children and their parents were anticipated to attend. The members thanked P&IJFC for the invitation to attend the event. It was noted that Tring Brewery would be operating a drinks wagon at the event and P Randall will check that they hold/have applied for the appropriate TEN licence.
- There were no other reports to discuss.

**SL97/22 REFERRAL TO FULL COUNCIL**

It was **RESOLVED** to refer the draft wording for car park signage (for comment), and notification of the hire price increase (just for info) to full council.

**SL98/22 DATE AND TIME OF NEXT MEETING**

It was noted that the next meeting will take place on 13 April 2023.

Items for the April agenda will include:

- Quarterly financial update from P&IUFC
- Need to notify football clubs of any dates that the pavilion won't be available in following season.
- Review and re-issue occupational licence to P&IUFC for pavilion
- Annual review of CCTV policy

Mark Roberts tendered his apologies for the April meeting.

**SL99/22 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 21:00.

Signed:

Date:

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Chairman