

# PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 8 June 2023  
at Pitstone Pavilion, commencing at 7.00pm

## General Matters:

### SL13/23 ATTENDANCE AND APOLOGIES

1. Council present:  
Cllr Saintey (Chair), Cllr Weber (Vice Chair), Cllr Nicholls and Cllr Mrs Crutchfield plus the Parish Clerk Mrs Eagling.
2. It was **RESOLVED** to accept apologies from:  
Cllr Hawkins (annual leave), Cllr Heyman (annual leave) and M Roberts (P&IUFC) (work commitment).
3. Others present:  
J Groom (Groundkeeper) and P Randell (P&IJFC)

### SL14/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

### SL15/23 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

### SL16/23 MINUTES OF THE MEETING held on 13/4/23.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 13 April 2023 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SL17/23 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.
- APLH Training & Personal Licence for Cllr Nicholls & Cllr Heyman – in progress.
- Fire training being undertaken by Facilities Manager.
- Pavilion forecourt and pitch advertising – opportunities now live, literature issued.
- Step 6 ground improvements – all projects cancelled by P&IUFC.
- 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 – latest estimated date from supplier is July. IPUCC to liaise and finalise occupational licence.
- P&IJFC – purchased two further sets of junior goals, located at the pavilion.
- Pavilion Platinum Room walls – full council resolved to re-paint the function room walls. Work to be carried out during holidays/closed summer season when there are less hirers.

### SL18/23 CORRESPONDENCE

- The list of correspondence received was noted.
- It was **RESOLVED** to place the recent correspondence re Ravensmoor onto the full council agenda.

## SL19/23 PAVILION MATTERS

### 1. Financial summary

The pavilion financial summary was noted. Operating loss of approximately £9.6k to the end of May.

### 2. Grounds Maintenance

- Site now closed for summer renovation. Scarifying done. Junior pitch seeded and top dressed. Senior pitch commenced seeding on 8/6/23.
- It was **RESOLVED** that the grounds keeper could order 20 turfs if required for the goal mouths.
- The grounds keeper advised that he didn't believe a gas banger bird scarer would be beneficial, so it was **RESOLVED** not to progress.
- It was agreed to carry forward consideration of an external pump for the water supply to increase pressure, in case the pressure this year made the travelling sprinkler too slow.
- The grounds keeper requested that the recreation ground football pitches are not played on if there is a frost or it is too wet, as this causes damage to the grass with that particular soil composition.

### 3. Car park signage

General signage was approved at the last full council meeting – seeking production. Signage specifically for Network Rail / Anglian Water to be drafted and presented to the next sports & leisure committee meeting for consideration.

### 4. Solar Panels

The council is waiting for a response to their grant application to the Wing and Ivinghoe Community Board who carried forward the funding request to 2023/24.

### 5. Repairs and Maintenance

- It was noted that the following repairs had been undertaken during the month:
  - Annual goal check undertaken. Pack of 100 net clips and 4 x 90-degree clamps ordered from Mark Harrod (£100).
  - Eight new chain/locks purchased for goals.
- Required: nothing new arisen at the pavilion that hasn't already been resolved

### 6. Systems Maintenance Agreements

- It was noted that the contracts with ACE ran until February 2024 and **RESOLVED** to meet the intervening costs.
- Induction loop - not specified in an ACE agreement, so moved maintenance to Vita Electrical
- Emergency lighting - not specified in an ACE agreement, so moved maintenance to Vita Electrical
- Referees' intercom in changing village - not specified in an ACE agreement, so moved maintenance to Vita Electrical
- Disabled toilet alarm - not specified in an agreement, so moved maintenance to Vita Electrical
- Intercom and access control maintenance - contract with ACE runs until February 2024. It was **RESOLVED** to meet the intervening costs and then move maintenance to Vita Electrical
- CCTV maintenance - contract with ACE runs until June 2024. It was **RESOLVED** to meet the intervening costs and then move maintenance to Vita Electrical
- Fire alarm maintenance and monitoring – signed Feb 21 so have to stay with ACE until Feb 24 but need to provide 3 months' notice ie determine at October council meetings – seeking alternative quotes but proving difficult.
- Intruder alarm maintenance and monitoring – signed Feb 21 so have to stay with ACE until Feb 24 but need to provide 3 months' notice ie determine at October council meetings – seeking alternative quotes but proving difficult.

### 7. P&IUFC Licence

No representative present, so carried forward to the next meeting.

## SL20/23 OPEN SPACE MATTERS

### 1. Independent Playground Inspections

- It was **RESOLVED** to ask Huck Teck to quote for the various works identified on the Recreation Ground, including the safety matting, and meet the associated costs.
- It was **RESOLVED** to ask Wicksteed to quote for the various works identified at Hever Close and Windsor Road, plus the safety matting for the Recreation Ground, and meet the associated costs.
- It was **RESOLVED** to ask R Leonard Ltd to clear the brambles and weeds from all sites and meet the associated costs.
- It was **RESOLVED** to ask R Leonard Ltd if they could jet wash the wet pour at Hever Close and Windsor Road, and if not, to source an alternative supplier, and meet the associated costs.

### 2. Play Policy, Audit & Risk/Benefit Assessments

It was **RESOLVED** to carry forward to the next meeting.

### 3. Repairs and Maintenance

Full council approved repair to rope traverse in the Recreation Ground playground – now completed.

Cheops pyramid retaining stay removed from ground peg – now re-instated.

## SL21/23 OTHER & REPORTS

- P&IJFC provided feedback from their very successful presentation day. They expressed thanks to both the grounds keeper and the parish council for their assistance and support.
- No P&IUFC representatives were present, so presentation of their quarterly accounts was carried forward to the next meeting.
- There were no other reports to discuss.

## SL22/23 REFERRAL TO FULL COUNCIL

It was **RESOLVED** that there were no issues to refer to full council, except the new correspondence regarding Ravensmoor.

## SL23/23 DATE AND TIME OF NEXT MEETING

The next committee meeting is scheduled for 13 July 2023 at 7.30pm.

Items for the July agenda will include:

- Quarterly financial update from P&IUFC.
- Review and re-issue occupational licence to P&IUFC for pavilion.
- Review and renew alcohol sales authority letter for P&IUFC for forthcoming season (check name of personal licence holders for forthcoming season).
- Feedback from P&IUFC AGM on 22/6/23.
- Renew annual turnstile maintenance contract.
- Renew annual shutter maintenance contract.
- 6-monthly service of the air conditioning due from Ambivent.

It was noted that there would be no meeting on 14/12/23 as the room had been released to the WI for their Christmas party.

## SL24/23 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 19.25.

Signed: *R Saintey*

Date: 13/7/23

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Chairman