

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 13 July 2023
at Pitstone Pavilion, commencing at 7.30pm

General Matters:

SL25/23 ATTENDANCE AND APOLOGIES

1. Council present:
Cllr Saintey (Chair), Cllr Heyman, 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 Weber (Vice Chairman) (annual leave), M Roberts (P&IUF) (work commitment) and B Beesley (P&IUF) (personal commitment).
3. Others present:
J Groom (Groundkeeper) and P Randell (P&IJFC)

SL26/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

SL27/23 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL28/23 MINUTES OF THE MEETING held on 8/6/23.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 8 June 2023 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL29/23 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. Working through papers provided.
- Pavilion Dug Outs & Sponsor Wall – to be completed by P&IUF.
- APLH Training & Personal Licence for Cllr Nicholls & Cllr Heyman – in progress.
- Health & Safety training being undertaken by Facilities Manager.
- Pavilion forecourt and pitch advertising – opportunities 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 – latest estimated date from supplier is now August. IPUCC to liaise and finalise occupational licence.
- Pavilion Platinum Room walls – now repainted by Facilities Manager.

SL30/23 CORRESPONDENCE

- The list of correspondence received was noted.
- The recent email received from P&IUF re a potential Mini Tournament on Sunday 17 September was discussed. P&IJFC advised that they could request away matches that day if it would assist. It was **RESOLVED** that there had been insufficient information provided by the club to fully consider the event and/or the most appropriate pricing structure. It was therefore **RESOLVED** to ask the club to submit full proposals for consideration by the full council on 27/7/23.

SL31/23 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted. Operating loss of approximately £7.5k to the end of June.

2. Grounds Maintenance

- Site currently closed for summer renovation, but the groundskeeper confirmed that it could be re-opened from 22 July 2023 for friendlies (as requested by P&IUFC). It was noted that the groundskeeper had not needed to purchase any turfs and the seed growth was progressing well.
- It was noted that P&IUFC had advised the groundskeeper that their first league game would be on 5/8/23. No bookings had yet been received, but a new Booking Clerk has been appointed by the Club, and it was **RESOLVED** that the Parish Clerk should write to the club and request visibility of as many matches as possible and to request the Hallmaster bookings are initiated so that the council knows when it can release the room to other hirers.
- Groundskeeper advised that there should be **NO** warming up on the junior pitches by any team. The junior pitches are more fragile, and have greater usage, than the senior pitch, so can't accommodate warming up etc. P Randell to advise the JFC managers. Clerk to advise P&IUFC.
- After initial investigation into an external water pump, it did not currently seem beneficial for the pavilion site. The groundskeeper will investigate further and advise next month if it should be pursued or not.
- P&IJFC to confirm to the groundskeeper, the size of all the junior pitches for the pavilion and recreation ground sites for the forthcoming season.

3. Car park signage

General signage now ordered and awaiting delivery. 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 Roller Shutters had been serviced by Facilities Manager (saving approximately £140).
 - A blocked toilet in the gents had been cleared.
 - Mouse droppings had been found in the hirers store. It was **RESOLVED** that the Clerk should write to P&IUFC and remind them to remove all foodstuffs.
- It was **RESOLVED** to approve the quotation submitted from Security Solutions to service the turnstile twice per annum for a cost of £435.75.

6. Systems Maintenance Agreements

- It was **RESOLVED** to (a) ask ACE if they would be willing to match the prices quoted by The Alarm Surgery and if not (b) to move the contracts to The Alarm Surgery with effect from February 2024 & provide ACE with the required 3 months' notice.

7. P&IUFC

- The changes to the Club structure advised by B Beesley were noted.

No representative present, so all the following were carried forward to the next meeting and it was **RESOLVED** that the Clerk should write to P&IUFC and advise:

- P&IUFC to sign and return the Occupational Licence for the pavilion for the forthcoming year ahead of the start of the season. It was **RESOLVED** to query if they now required training as well as matches as this is not currently included within the licence.
- The groundskeeper confirmed that P&IUFC had been training at the Recreation Ground twice per week. It was **RESOLVED** that the clerk should ask the club for details of training already undertaken and remind the club that any use of the

Recreation Ground should be booked via Hallmaster and would be invoiced for by the Recreation Ground Charity.

- It was **RESOLVED** that the Clerk should enquire if P&IUFC envisage any ongoing use of the Recreation Ground, as an Occupational Licence would need to be drawn up if this was the case, and proposals considered alongside those from P&IJFC.
- P&IUFC to provide details for the renewal of the alcohol sales authority letter prior to the start of the forthcoming season to comply with the terms of our Premises Licence. It was **RESOLVED** that the Clerk should remind the Club.
- The Occupational Licence requires that P&IUFC are represented at the sports & leisure committee meetings each month. It was **RESOLVED** that the Clerk should remind the Club as no agenda items relating to the Club can be transacted without their presence.
- P&IUFC had requested an agenda item to update the committee on Club strategy following their AGM and any renewed aspirations regarding ground improvements. It was **RESOLVED** to carry forward to the August meeting and that the Clerk should remind the Club that no council capital development funds were carried forward to the current financial year.
- It was **RESOLVED** to carry forward P&IUFC's request for the council to consider granting permission for additional Club signage by the turnstile (Club signage already in place by the entrance from Marsworth Road).

8. 2023/24 Season

- It was **RESOLVED** to approve the usage of the Pavilion site and Recreation Ground sites put forward by P&IJFC, for training and matches. Capacity will replicate last season, as 2 new teams have replaced 2 that have ceased.
- P&IJFC advised that they should get advanced visibility of their fixtures in August and would upload to Hallmaster in due course.
- P&IJFC advised their AGM had taken place last night, and copies of the minutes will be provided to PPC.
- It was **RESOLVED** to grant permission to P&IJFC to purchase 2 new sets (4 goals) of mobile goals (on wheels) for the crossway pitches at the pavilion. JFC to consider if they wish to 'donate' the goals to the parish council so that they can appear on our asset register and be covered by our insurance, or if they wish to self-insure/maintain.
- It was understood that P&IUFC may require some training capacity this season, but it was unclear which site/when. It has been presumed that P&IUFC will only be fielding one team this season. It was **RESOLVED** that the Clerk should write to the Club and ask for clarity on their match and training requirements for both the pavilion and recreation ground sites for the forthcoming season.

SL32/23 OPEN SPACE MATTERS

1. Independent Playground Inspections

- It was **RESOLVED** to accept the quotation from Wicksteed of £253.22 + VAT to repair the springers at Hever Close, but to monitor the wet pour situation at Windsor Road for the time being and review again in due course.
- It was **RESOLVED** to ask R Leonard Ltd to fix the planks on the Clatter Bridge in the Windsor Road playground.
- It was **RESOLVED** to accept the quotation from R Lawry Agricultural Services (£30ph for 2 people) to cut back brambles/nettles and clear weeds from beneath benches/around edges of wet pour in both the Hever Close and Windsor Road playgrounds.
- It was **RESOLVED** to accept the quotation from R Haynes to pressure wash the wet pour in the Hever Close play area (£750).
- It was noted that the Huck quotation re the Recreation Ground play space had already been approved by full council.
- As a reminder, no football should be played on the Recreation Ground pitches if the weather conditions are too wet or the ground is frosty.

2. Play Policy, Audit & Risk/Benefit Assessments

It was **RESOLVED** to approve the annual updates to the Play Policy, the Play Audit and the Risk/Benefit Assessments for each site and the Chairman was duly authorised to sign on behalf of the council.

3. Repairs and Maintenance

- Huck were undertaking the repairs to the Cheops Pyramid next week, the replacement parts for the Aerial Runway were on order and they would need to return in the autumn to carry out the remedial works to the matting.
- The groundskeeper has fitted new net pegs and bungee straps to the Hever Close goal.

SL33/23 OTHER & REPORTS

- As no P&IUGC representatives were present, it was **RESOLVED** to carry forward feedback from the Club's AGM to the next meeting.
- P&IUGC had supplied their year-end accounts. It was **RESOLVED** to raise a couple of queries with the Club.
- It was noted that the Ambivent 6-monthly service of the air conditioning and cleaning of the TMVs was being rescheduled as the parts had not arrived on time.
- J Groom advised that the latest information from the supplier was that the cricket nets would not now be installed until August.
- There were no other reports to discuss.

SL34/23 REFERRAL TO FULL COUNCIL

It was **RESOLVED** that there were no issues to refer to full council, except the Mini Tournament proposals from P&IUGC.

SL35/23 DATE AND TIME OF NEXT MEETING

The next committee meeting is scheduled for 10 August 2023 at 7.30pm.

Items for the August agenda will include:

- All requested updates from P&IUGC.
- Annual renewal of the TV Licence.
- Annual renewal of the Premises Licence.

No other agenda items were requested.

Cllr Heyman tendered his apologies for 10/8/23 (annual leave) and Cllr Saintey advised that he would need to confirm closer to the date.

SL36/23 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.45.

Signed: *R Saintey*

Date: *10/8/23*

Chairman