

# PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 12 October 2023  
at Pitstone Pavilion, commencing at 7.30pm

## General Matters:

### SL49/23 ATTENDANCE AND APOLOGIES

1. Council present:

Cllr Saintey (Chair), Cllr Heyman, Cllr Weber (Vice Chairman), Cllr Nicholls and Cllr Mrs Crutchfield plus the Parish Clerk Mrs Eagling.

2. It was **RESOLVED** to accept apologies from:

Cllr Hawkins & M Roberts (P&IUFC).

Others present:

M Seaton (P&IUFC). J Groom (Groundkeeper) and P Randell (P&IJFC).

### SL50/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

### SL51/23 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

### SL52/23 MINUTES OF THE MEETING held on 10/8/23.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 10 August 2023 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SL53/23 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) – in negotiation with Bellway.
- Pavilion Dug Outs, sponsor wall & 'home of P&IUFC' sign for sliding turnstile door – to be completed by P&IUFC.
- 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.
- 1st Ivinghoe & Pitstone Scouts – August 23 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.
- Wooden car park posts relocated and reinstalled. No parking signs installed on emergency gates. Viking swing repaired.
- Sewerage Rebate application submitted to Wave on 14/9/23 re summer irrigation.

### SL54/23 CORRESPONDENCE

The list of correspondence received was noted.

### SL55/23 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted. Operating loss of approximately £15.3k to the end of August.

2. Ground Maintenance

- Badger activity causing minor damage. Grass still growing and needing weekly mowing.

- Could clubs please do shuttle runs in the off-pitch areas, instead of the part of the floodlit area that overlaps the pitch.
  - It was **RESOLVED** not to progress with a water booster pump.
  - It was **RESOLVED** to review the ground bee situation in the spring, as they would shortly be dying back for the winter.
  - It was noted that the groundkeeper anticipated between 10-15% increase in material costs for the next financial year.
3. Car parking
- General signage installed. Signage specifically for Network Rail / Anglian Water to be drafted and presented to the next sports & leisure committee meeting for consideration.
  - It was noted that 2 parking spaces were being rented during weekday daytimes by Cloud & More who had taken tenancy at Portland House. Permits issued.
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. Environmental Health Inspection
- It was noted that following the inspection, the parish council had been awarded 5/5 and provided with the appropriate door sticker. They were impressed with the general levels of cleanliness and the records kept.
  - P&IUGC had been subject to their own inspection.
6. Repairs and Maintenance
- Kitchen roller shutter: Now repaired.
  - Turnstile maintenance – conducted by Security Solutions. 5 end caps needed replacing, additional cost of £45.
  - Ambient heating service (under maintenance contract) being arranged (including TMVs)
  - Fire alarm panel – main panel board now replaced and fully operational again.
  - It was **RESOLVED** to approve the annual review of the maintenance schedule for the pavilion and the Chairman was duly authorised to sign on behalf of the council.
  - It was **RESOLVED** to commission the annual water samples.
  - It was **RESOLVED** to commission the annual emergency lighting maintenance and service, along with the other elements covered by Vita.
7. P&IUGC
- Currently using floodlit area at the pavilion on Thursday evenings but finding there isn't enough power to the lights so investigating moving to astro turf.
  - It was noted that the club did not require a 10-year rolling licence for the Football Foundation, as the parish council owned the site and acted as joint applicant.
  - P&IUGC advised that they believed that they were eligible for 70% funding towards pitch barriers from the Football Foundation. This had not previously been the case. It was **RESOLVED** that the clerk would contact the FF to clarify.
  - It was **RESOLVED** that the clerk would contact Network Rail to ask for permission for P&IUGC to clear a section of the balancing pond land to enable ball retrieval.
  - It was noted that the Treasurer was not present, and no accounts had been submitted, so this item was carried forward to the next meeting.
8. Over 60's
- It was **RESOLVED** to extend the use of the pavilion for the Over 60's, on the current terms, for a further year.

#### **SL56/23 IVINGHOE & PITSTONE UNITED CRICKET CLUB**

- It was **RESOLVED** to grant permission for the use and storage of mobile cricket pitch covers by the club at Pitstone Recreation Ground. The Club to revert to the Parish Council if they need to submit a grant application.

- It was **RESOLVED** to approve the amended Occupational Licence for the cricket nets and the Chairman was duly authorised to sign on behalf of the council. The gates to the nets will be padlocked in the short term and the club will display a sign stating whom members of the public should contact to obtain the combi-lock code so they can utilise the new facility.

**SL57/23 OPEN SPACE MATTERS**

- Full council approved replacement handle for busy bee springer that had been vandalised.
- The skate park area received lots of stickers one weekend (from Torquen event) and graffiti inside tunnel. Both removed by member of staff.
- Other repairs: none

**SL58/23 OTHER & REPORTS**

- JFC advised that the club was doing very well with a record number of young players now participating. Their purchase of additional goals for the pavilion site was in progress. No financial assistance was required.
- There were no other reports to discuss.

**SL59/23 REFERRAL TO FULL COUNCIL**

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

**SL60/23 DATE AND TIME OF NEXT MEETING**

The next committee meeting is scheduled for 9 November 2023 at 7.30pm (the groundkeeper tendered apologies).

Items for the November agenda will include:

- Annual review of Pavilion Fire Risk Assessment, Fire Policy & associated Emergency & Evacuation Plan
- Annual review of Pavilion Health & Safety Policy and Risk Assessment
- Carry out annual fire safety & evacuation drill for staff/members/council.
- Ensure fire warden training repeated at least every 3 years for staff at pavilion (clerk & assistant trained 2020)
- After water test results, carry out Annual review of water treatment control system/records.
- Annual review of legionella duty holder, responsible person and training requirements
- Annual legionella water testing
- Annual Ambivent service of heating / gas / air conditioning plus annual service TMVs plus drain/flush calorifier. Said on Nov 22 job sheet that would need to bring "service kit to clean out boiler" on next visit – remind them when confirming appointment.
- Confirm meeting dates for 2024.

No other agenda items were requested.

There is no committee meeting in December, so the November meeting will be the last until January.

**SL61/23 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 20.30.

Signed: *R Saintey*

Date: 9/11/23

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Chairman