

# PITSTONE PARISH COUNCIL

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

## General Matters:

### SL62/23 ATTENDANCE AND APOLOGIES

1. Council present:

Cllr Saintey (Chair), Cllr Hawkins, 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 Heyman, M Roberts & M Seaton (P&IUFC) and J Groom (Groundkeeper).

Others present:

P Randell (P&IJFC).

### SL63/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

### SL64/23 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

### SL65/23 MINUTES OF THE MEETING held on 12/10/23.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 12 October 2023 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SL66/23 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 Out repair, Sponsor Wall and 'Home of P&IUFC' sign for turnstile door – to be completed by P&IUFC, also see later minute re dug outs.
- APLH Training & Personal Licence for Cllr Nicholls & Cllr Heyman – in progress.
- Health & Safety training being undertaken by Facilities Manager.
- 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.
- Sewerage Rebate showing as 'complete' on the website but need to check when next bill arrives.
- Annual service of emergency lighting etc commissioned.

### SL67/23 CORRESPONDENCE

The list of correspondence received was noted.

### SL68/23 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted. Operating loss of approximately £17.6k to the end of October.

2. Ground Maintenance

Groundkeeper not present so no report presented.

3. Car parking

- Network Rail / Anglian Water signage – carry forward to next meeting.

- Cloud & More car parking agreement – carry forward to next meeting.

#### 4. Solar Panels

It was noted that the Community Board had advised that they were not funding solar panels this year so were unable to assist. Other options will be investigated, and council advised in due course.

#### 5. Repairs and Maintenance

- Blocked gent's toilet cleared. Sticking shower heads stripped and fixed. CCTV water ingress fixed (all by staff).
- Ambivent attending 20/11/23.
- Annual water samples booked.
- It was **RESOLVED** to approve the commission of the annual emergency lighting maintenance and service.
- Sinking drain cover – waiting for quotation.
- Boot scraper vandalised during youth café this week – Clerk to approach the Café Manager. It was **RESOLVED** to commission the necessary repair and seek some recompense from the people involved.

#### 6. P&IUFC

The football club was not in attendance at the meeting, so the following items are to be carried forward:

- It was noted that the Football Foundation do not have a suitable funding stream for pitch barriers at step 6. P&IUFC to provide an update on local funding plans.
- It was noted that the council was still waiting for a response from Network Rail re shrub clearance by the balancing pond.
- No accounts had been submitted, so this item was carried forward to the next meeting.

It was also **RESOLVED** that the Clerk should write to the Club stressing that the dug outs must be repaired to the proper standard to ensure the safety of all the users of the site.

#### 7. Policies and Risk Assessments

- It was **RESOLVED** to note receipt of the new Fire Safety Requirements for non-domestic premises.
- It was **RESOLVED** to approve the renewal of Fire Risk Assessor training for one member of staff (approx. cost £1,675).
- The fire safety drill for the committee was undertaken.
- It was **RESOLVED** to approve renewal of Fire Warden Training for 2 members of staff (£35 per person) as this requires updating every 3 years.
- It was **RESOLVED** to carry forward the following items:
  - To approve the annual review of Pavilion Fire Risk Assessment, Fire Policy & associated Emergency & Evacuation Plan.
  - To approve the annual review of Pavilion Health & Safety Policy and Risk Assessment.
  - After annual water test results known, to consider/approve the annual review of the water treatment control system/records.
  - After annual water test results known, to approve the annual review of legionella duty holder, responsible person and training requirements.

#### **SL69/23 OPEN SPACE MATTERS**

It was noted that the springer had been vandalised in the Recreation Ground play space. The area has been made safe. Staff members will attempt a repair and Huck Teck asked to quote if it can't be resolved internally.

#### **SL70/23 OTHER & REPORTS**

- JFC advised that the club was doing very well. It was **RESOLVED** to grant permission for a vinyl banner to be displayed in front of the pavilion advertising vacancies for more girls to join their girls' teams. A discussion followed about a potential summer event request that both PPC & JFC had recently been made aware of, and the club's views were noted.

- Cllr Saintey advised that the Community Board / Youth café meeting had been postponed until the following week.
- There were no other reports to discuss.

**SL71/23 REFERRAL TO FULL COUNCIL**

It was **RESOLVED** to advise council about the solar panel grant application outcome, and to table the event request onto the next full council agenda for consideration.

**SL72/23 DATE AND TIME OF NEXT MEETING**

The meeting dates for 2024 were confirmed as: 11 Jan, 8 Feb, 14 March, 11 April, 9 May, 13 June, 11 July, 8 Aug, 12 Sept, 10 Oct, 14 Nov and 12 Dec.

Items for the January agenda will include:

- Fire extinguisher service

No other agenda items were requested.

**SL73/23 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 20.22.

Signed:

Date:

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Chairman