

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 11 January 2024
at Pitstone Pavilion, commencing at 7.30pm

General Matters:

SL74/23 ATTENDANCE AND APOLOGIES

1. Council present:
Cllr Saintey (Chair), Cllr Hawkins, Cllr Weber (Vice Chairman), Cllr Nicholls, Cllr Mrs Crutchfield and Cllr Dr Frearson plus the Parish Clerk Mrs Eagling.
2. Others present:
M Roberts & M Seaton (P&IUFC), P Randell (P&IJFC) and J Groom (Groundkeeper) plus one Member of the Public.
3. It was noted that Cllr Jack Heyman had resigned from his post on the council due to a change in personal circumstances and would therefore no longer be attending these committee meetings.

SL75/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

SL76/23 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled by members of the public.

SL77/23 MINUTES OF THE MEETING held on 9/11/23.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 9 November 2023 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL78/23 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.
- APLH Training & Personal Licence for Cllr Nicholls – in progress.
- Fire Warden refresher training - completed by Clerk and in progress for Facilities Manager
- Health & Safety training for Facilities Manager – completed.
- 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.
- Cloud & More – car park space rental no longer required.
- Solar Panels – review possible funding options in Spring 2024.
- Recreation Ground springer – completed.
- P&IJFC – permission granted for banner re recruitment for junior girls team.

SL79/23 CORRESPONDENCE

- The list of correspondence received was noted.
- The correspondence from B Beesley regarding the condition of the senior pitch was discussed. The issues have arisen due to the level of rainfall during December / early January and an increase in home match allocations for P&IUFC, rather than 'over-use' by JFC, who only field the pre-agreed 2 teams on this pitch.

SL80/23 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted. Operating loss of approximately £22.5k to the end of December.

2. Ground Maintenance

The update from the groundkeeper was noted. The weather has been too wet to carry out much maintenance, except pitch marking (which wears off quickly in wet conditions). The pitches will need spiking once the conditions dry out.

3. Car parking

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

4. Repairs and Maintenance

The maintenance undertaken/required (below) was noted and it was **RESOLVED** to meet the associated costs:

- Shower heads all being stripped and cleaned – 3 still to be done.
- PAT testing (extension lead failed so replaced, 2 items of P&IUFC in kitchen also tested) and emergency lighting annual checks completed.
- Annual emergency lighting tests completed. Emergency light in the plant room failed the longevity test – Vita Electricals sourcing alternative.
- Ambivent carried out annual service 20/11/23 – some works required in plant room (control panel bulbs needed replacing, valve on manifold supplying underfloor heating to disabled toilet needed replacing) – approved by full council & carried out, see below.
- Ambivent attended 11/12/23 to fix the circulation pump, underfloor heating actuator, small boiler leak and panel lights on control box.
- Ambivent attended 27/12/23 in response to emergency call out when leak found in the boiler room by the release valve to the changing room under floor heating – made safe and part ordered.
- TMV's - Ambivent are getting more information as removal and refitting can damage the pipes that supply them. They can failsafe each valve to make sure it works properly.
- Annual water samples – taken and results due back imminently.
- boot scraper vandalised and subsequently repaired.
- fire extinguisher service completed 11/12/23.
- fire meeting point for car park – new signage purchased and erected (had previously been on the tree that had to be felled).
- It was **RESOLVED** to accept the quotation to fix the sinking drain cover (R Leonard Ltd £85) and fit additional fence post to the front post & rail fence which is now wobbly (R Leonard Ltd est £45).
- It was **RESOLVED** to accept the quotation from Vita Electricals (£1,100 + VAT) to replace and reprogram the Paxton door entry panel.
- Balancing Pond site (re ball loss, balancing pond, NR) – Taylor Wimpey confirmed that the transfer to Network Rail did not complete. They are re-investigating whether this remains a possibility. They will investigate the status of the transfer of the balancing pond to Anglian Water. They will investigate the possibility of fence repairs and scrub clearance.

5. P&IUFC

- Club are performing well on the pitch. Team composition now includes lots of local people, which is good.
- It was noted that the Football Foundation do not have a suitable funding stream for pitch barriers at step 6. P&IUFC do not currently have available funds but installation remains an aspiration.
- It was noted that the club will arrange a full and suitable repair of the dug outs.

- The clubs' submitted accounts were noted. The club advised that things were currently financially difficult, due to phasing of matches etc, and they were operating match-to-match. The club are currently considering other income streams.

6. Defibrillator Training

- It was noted that Geoff Bratt (Community First Responder) had offered to provide defibrillator training to everyone that attends the P&IJFC Presentation Day including players, families, managers, coaches etc.
- It was noted that P&IJFC were willing for P&IUFC and other pavilion hirers to attend the presentation day so that they could also receive the defibrillator training.
- Clerk to advise of the Presentation Day date (agreed for 11/5/24) and confirm any associated costs etc.

7. Policies and Risk Assessments

- It was **RESOLVED** to approve the annual review of the Pavilion Fire Risk Assessment, Fire Policy & associated Emergency & Evacuation Plan, and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to approve the annual review of Pavilion Health & Safety Policy and Risk Assessment and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to approve the new snow policy for the pavilion and the Chairman was authorised to sign on behalf of the Council.
- Annual water test results still pending, so it was **RESOLVED** to carry forward the annual review of the water treatment control system/records and the annual review of legionella duty holder, responsible person and training requirements.

SL81/23 OPEN SPACE MATTERS

It was noted that all previously commissioned repairs were now complete. Padlock replaced on Recreation Ground playground fence. Vandalised springer now repaired and re-installed. Windsor Road gate not shutting within the prescribed timeframe – R Leonard Ltd commissioned to adjust.

SL82/23 OTHER & REPORTS

- JFC advised that the club was doing very well. They were pleased with the facilities and condition of both Pitstone locations.
- It was **RESOLVED** to grant permission for P&IJFC to install either a memorial bench or dug outs for the junior pitch, in memory of Alison Broad, their Child Welfare Officer for 12-years, who had sadly passed away. Club to advise in due course how they wished to proceed, and what assistance was required.
- Cllr Saintey advised that the Community Board / Youth café meeting had still not been re-arranged by the Board.
- There were no other reports to discuss.

SL83/23 REFERRAL TO FULL COUNCIL

It was **RESOLVED** that there were no matters for referral to full council.

SL84/23 DATE AND TIME OF NEXT MEETING

Future meeting dates: 8 Feb, 14 March, 11 April, 9 May, 13 June, 11 July, 8 Aug, 12 Sept, 10 Oct, 14 Nov and 12 Dec.

No items in the forward file for the February agenda.

No other agenda items were requested.

It was noted that the February meeting would commence at 8.30pm, instead of 7.30pm, as a Planning Committee had been convened prior to the Sports & Leisure Committee meeting.

SL85/23 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.00.

Signed: *R Saintey*

Date: 11/2/24

Chairman