

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 14 March 2024
at Pitstone Pavilion, commencing at 7.30pm

General Matters:

SL98/23 ATTENDANCE AND APOLOGIES

1. Council present:
Cllr Saintey (Chair), Cllr Mrs Crutchfield, Cllr Nicholls, Cllr Dr Frearson plus the Parish Clerk Mrs Eagling.
2. Others present:
J Groom (Groundkeeper), M Roberts & M Seaton (P&IUFC) and G Hollands (Party in the Park)
3. Apologies:
Cllr Weber (Vice Chairman) & P Randell (P&IJFC). Cllr Hawkins was absent.

SL99/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

SL100/23 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No members of the public were present, so no questions were tabled.

SL101/23 MINUTES OF THE MEETING held on 8/2/24.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 8 February 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL102/23 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.
- Step 6 ground improvements – on hold pending identification of funding.
- APLH Training & Personal Licence for Cllr Nicholls – in progress.
- 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.
- Solar Panels – review possible funding options in Spring 2024.
- P&IJFC – permission granted for banner re recruitment for junior girls' team.
- P&IJFC – permission granted for replacement goals for the junior pitch, supplied by the club.
- P&IJFC – permission granted for a memorial item for their welfare officer, club to confirm in due course.
- Replacement round table – note that having investigated the costs & options the committee decided not to replace the round table at present.
- Replacement playground gate for the Windsor Road park – on order eta April.
- Defibrillator training for all hirers to take place at P&IJFC Presentation Day on 11/5/24.

SL103/23 CORRESPONDENCE

- The list of correspondence received was noted.

- It was **RESOLVED** to grant permission for the WI to hold their birthday party at the pavilion on 9/5/24, and to cancel the May sports & leisure committee meeting.
- It was noted that the Winter Pitch Maintenance webinar notes had been Circulated electronically for all members of the committee to better understand the work that the groundkeeper undertakes.
- It was noted that draft Repair Café dates for 2024 & 2025 had been provided to P&IUFC for approval.

SL104/23 PARTY IN THE PARK

G Hollands and M Roberts provided an update on proposals for Party in the Park.

- Their committee to supply details of the TEN restrictions on capacity and how these will be managed on site during the event.
- PitP to provide details on capacity management for indoor space to ensure fire regulations are complied with.
- PitP to explore cost options for portable toilets.
- First Aid – propose to have a gazebo outside but for the nominated first aider to have the key for the medical room so that it can be accessed if required.
- Parking – PitP will encourage attendees to walk to the event if possible, and will provide a management plan to ensure the safety of pedestrians through the car park etc.
- Glass/waste/litter – PitP will provide extra bins for use during the event and hire a skip for disposal of waste at the end of the event.
- PitP asked the parish council to enquire if any members of council staff would be willing to be in attendance during and after the event to litter pick/resolve any issues that arise eg blocked toilets. PPC to enquire.
- Non storage of alcohol – PitP will review with P&IUFC who are providing the bar and provide confirmation of the proposed management plan.

SL105/23 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted. Operating loss of £26,948 to 28/2/24.

2. Ground Maintenance and Summer Renovation

- The update from the groundkeeper was noted. A JFC match had taken place on the senior pitch approx. 2 weeks ago when the ground was really too wet and it has been a struggle to repair the pitch damage.
- It was **RESOLVED** to purchase 40 tonnes of soil from CML of 60 soil / 40 sand mix for delivery on 20/5/24 or 21/5/24, for summer renovation of both the pavilion and recreation ground pitches.
- It was **RESOLVED** that the groundkeeper would purchase the necessary grass seed and fertiliser for both sites.

3. Car parking

- Network Rail / Anglian Water signage – carry forward to next meeting.
- It was **RESOLVED** that the maximum capacity of parking spaces that the council could rent out to commercial companies would be 15, to still allow sufficient parking for hirers of the pavilion itself.
- It was therefore **RESOLVED** to advise Neil Douglas that we could accommodate their request for 15 spaces (@ £30 per space per month) but may not be able to extend that provision in future years.
- It was also therefore **RESOLVED** to advise Cloud & More that unfortunately no further parking provision was available at present.

4. Repairs and Maintenance

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

- Paxton door entry panel replaced. Sinking drain fixed. Fallen fence outstanding but should be complete by the end of March. TMVs serviced. Drain down of calorifier outstanding (chasing Ambivent).

- It was **RESOLVED** to approve the installation of a 4G connection for the monitoring system due to BT analogue switch off (£345 + VAT by ACE).
 - It was **RESOLVED** to approve the maintenance contracts with ACE for fire alarm monitoring & service, plus intruder alarm monitoring and service. Prices previously agreed by the committee for these two elements where the business could not be switched to Vita because of the monitoring requirements. The chairman was duly authorised to sign on behalf of the council.
 - Two failed TMVs in the changing room – it was noted that Ambivalent have quoted £1,231.00 + VAT. Comparison quotation being sought.
 - It was **RESOLVED** to postpone consideration of the maintenance contract for the heating / air conditioning etc until the April meeting whilst alternative quotations are being sought.
 - Annual water samples – First Environment report circulated electronically and had advised that all was satisfactory with no actions were arising. Cllr Dr Frearson had advised that the figures for the kitchen and medical room were slightly raised and had recommended removing, descaling and refitting the strainers in the relevant sinks. This work has now been carried out. It was **RESOLVED** that it was not necessary to commission a re-sample of the water.
 - It was **RESOLVED** to accept the costs associated with the annual PAT tests for the youth café equipment by Vita Electrical – booked for the Easter holidays (3/4/24 tbc).
 - All hirers to please note that only recyclable materials can be deposited in the recycling wheelie bin. Buckinghamshire Council won't uplift the recycling bin if it is 'contaminated' with materials that are non-recyclable such as food, plastic bags, black sacks, used disposable plates/cutlery etc.
5. P&IUFC
- The Club advised that they planned to repair the dug outs over the summer closed period.
 - The Club advised that their financial summary would be provided electronically ahead of the April committee meeting.
6. P&IJFC
- The Club was not present at the meeting. Update on the memorial feature for their welfare officer to be provided at the next meeting.
7. Taylor Wimpey
- Balancing pond, transfer of land and fence remedials – It was noted that there had been no further feedback yet from Taylor Wimpey.
8. Funding Opportunities
- It was noted that there had been a change in scope for the grass pitch maintenance fund which now includes parish councils as eligible applicants. Before any application can be submitted, we would need to commission a PitchPower report, as the funding available depends on the current rating of the condition of the pitch and the measures it determines may be required. It was **RESOLVED** that the groundkeeper would investigate the requirements of the report and advise at the next meeting whether to progress.
 - It was noted that the Premier League Stadium Fund (replaced the Football Stadia Improvement Fund) is still only available for clubs within steps 1-6. There appears to be no changes to the scope of what can be applied for at step 7 or the budget per club.
9. Events – HouseMouse
- It was **RESOLVED** that:
- HouseMouse could run a water pipe from the pavilion to the site area for medical provision and to enable guests to hydrate. Clerk to remind the organisers that such a drinking water supply would require specific food grade hose. Outside tap already available outside the changing rooms.
 - HouseMouse could take power from the pavilion for the exit festoon lighting. Outside sockets already available above kitchen.
 - The car park lighting would be operational for the event. Cllr Nicholls to adjust timer if necessary.

SL106/23 OPEN SPACE MATTERS

- The following remedial works undertaken during the month were noted and it was **RESOLVED** to meet the associated costs:
 - The cap at the top of the mini bird's nest carousel worked loose - R Leonard managed to tighten.
 - The kicking goal at Hever Close had some loose straps and missing bungee cords – Groom Grounds Maintenance attended and resolved.
 - One wooden fence rail snapped in half on the Local Green Space by The Crescent, and one nut/bolt missing from the fence around the recreation ground playground – R Leonard scheduled to replace both.
- It was **RESOLVED** to appoint Wicksteed to carry out an un-accompanied inspection at Hever Close, Pitstone Recreation Ground (including the skate park) and Windsor Road playgrounds at a cost of £396.00 + VAT. It was noted that the parish council was entitled to a discount of £14.85 which will reduce the cost to £381.15 + VAT. It was noted that the current lead time is 12-16 weeks.
- It was **RESOLVED** to approve and reissue the contract for ground keeping at the Recreation Ground with Groom Grounds Maintenance for April 2024-March 2025 with a quarterly fee of £1,330 + VAT.

SL107/23 HIRE FEES AND PITCH STRATEGY

- It was **RESOLVED** to postpone consideration of the pavilion and recreation ground hire fees for the 2024/25 season, and associated terms and conditions, until the April meeting.
- It was **RESOLVED** to postpone consideration of the open space/event hire fees for 2024/25, and associated terms and conditions, until the April meeting.
- It was **RESOLVED** to defer the pitch strategy for both sites to the full council meeting on 21/3/24.

SL108/23 OTHER & REPORTS

- There were no other reports to discuss.

SL109/23 REFERRAL TO FULL COUNCIL

It was **RESOLVED** that just the pitch strategy should be referral to full council.

SL110/23 DATE AND TIME OF NEXT MEETING

Future meeting dates: 11 April, 13 June, 11 July, 8 Aug, 12 Sept, 10 Oct, 14 Nov and 12 Dec. Cllr Saintey tendered his apologies for the April meeting. Items for the April agenda were noted as:

- Need to notify football clubs of any dates that the pavilion won't be available in following season
- Review and re-issue occupational licence to P&IUCF for pavilion
- Annual review of pavilion terms and conditions of hire due
- Annual review of CCTV policy
- PAA to provide allotment risk assessment (undertaken each March)

No other agenda items were requested.

SL111/23 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.40.

Signed: *K Weber*

Date: *11/4/24*

Chairman