

PITSTONE PARISH COUNCIL

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

General Matters:

SL1/24 ATTENDANCE AND APOLOGIES

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

SL2/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

SL3/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL4/24 MINUTES OF THE MEETING held on 14/3/24.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 14 March 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL5/24 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 over the summer closure period.
- 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.
- P&IJFC – permission granted for banner re recruitment for junior girls' team.
- P&IJFC – permission granted for replacement goals for the junior pitch, grant funded by a Football Foundation Grant.
- Defibrillator training for all hirers to take place at P&IJFC Presentation Day on 11/5/24.
- Renovations: 40 tonnes of 60/40 sports mix ordered from CML for delivery in May.
- Annual playground inspections booked for 15/7/24.
- ACE Fire Alarm/Intruder Alarm Maintenance & Monitoring contracts: now renewing in June and not February.
- ACE 4G installation re analogue switch-off: being scheduled.

SL6/24 CORRESPONDENCE

- The list of correspondence received was noted.
- The concerns raised by the user of the skate park were considered. It was noted that the signage already stated that "users under 8 should be supervised by a responsible

adult at all times". It was **RESOLVED** to push out further information via the website, social media and PPP (July), advising parents of young children to be mindful of other users and their needs, for the safety of both their children and the more proficient skaters.

- The groundkeeper raised no concerns about the proposed <10s tournament in July so it was **RESOLVED** to advise the customer that this would be possible.

SL7/24 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted. Operating loss for the financial year of £27,994 to 18/3/24.

2. Ground Maintenance and Summer Renovation

- The update from the groundkeeper was noted – mainly mowing and marking.
- The topsoil had been ordered for the summer renovation, and the grass seed/fertiliser would follow at the appropriate point.

3. Car parking

- Network Rail / Anglian Water signage – carry forward to next meeting.
- It was noted that the Neil Douglas agreement had been effective since 1 April 2024.

4. Repairs and Maintenance

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

- Fallen fence repaired. Drain down of calorifier eventually completed by Ambivent. Radiator fixed in the Platinum Room. PAT tests completed for the youth café equipment. Removed the strainers from the taps in the kitchen & medical room, cleaned & disinfected re water quality recommendations.
- Following consideration of the quotations it was **RESOLVED** to appoint Brad Sinfield Services to undertake the replacement of the TMVs above the showers (£80 per hour with an estimate of £240-320 for the job, plus the cost of the TMVs at £1,347 + VAT).
- It was **RESOLVED** to re-appoint Ambivent to undertake the annual service/maintenance agreement at a cost of £995 + VAT, and the Chair was duly authorised to enter the contract on behalf of the council.
- It was **RESOLVED** that, as and when work requirements arose throughout the year, that the facilities manager could appoint whichever of the above two contractors was most appropriate/applicable.
- It was further **RESOLVED** to purchase a small stock of regularly required spare parts eg TMVs & filters to speed up repair processes.

5. P&IUFC

- The Club was not present at the meeting.
- The Club had not provided an updated financial summary, so this agenda item was carried forward to the next meeting.
- It was **RESOLVED** to approve the clubs request to invoiced match-by-match for the remainder of the current season. However, the council wished to revert to monthly invoicing for next season.
- As no other changes to the occupational licence had been requested by the club, it was **RESOLVED** to issue the 2024-25 licence to P&IUFC for their signature.
- It was also **RESOLVED** to remind P&IUFC that the dug outs did need to be properly repaired over the summer closed period and fit-for-purpose before the start of the next season.

6. P&IJFC

- The Club was not present at the meeting but had provided a written report, the contents of which were noted.
- It was also noted that P&IJFC had decided on an annual trophy to be presented to remember Alison Broad, their welfare officer.

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

The groundkeeper had assessed the requirements of the Pitch Power report and associated funding opportunity. It was **RESOLVED** that in our particular circumstances it was not viable / provided very little gain for the large amount of work involved and therefore would not be progressed.

9. Solar Panels

It was **RESOLVED** to apply for a National Lottery Awards for All grant towards the installation of solar panels to improve energy efficiency.

10. Events

a. **HouseMouse**

It was noted that they had been granted their TEN and plans/ticket sales were progressing well. It was noted that full council had responded to the latest requests and there were no issues tabled for the committee to discuss.

b. **Party in the Park**

It was noted that Buckinghamshire Council required their committee to apply for a full premises licence for the event (as they anticipated between 1-2,000), rather than a TEN, and to provide a more detailed Safety Assessment Group (SAG) form. The committee were working through the requirements and would report back to the May meeting. Part of the requirement was to produce an Event Management Plan including details of designated roles & volume of marshals. There was accordingly no input needed from the committee as present.

11. CCTV Policy

It was **RESOLVED** to approve the annual review of the CCTV policy and associated privacy impact assessment, and the Chair was duly authorised to sign on behalf of the council.

SL8/24 OPEN SPACE MATTERS

- The following remedial works undertaken during the month were noted and it was **RESOLVED** to meet the associated costs: Missing nut & bolt replaced on toddler walkway.
- It was noted that the cricket covers were arriving next week.
- It was noted that JFC would be relocating their goals from the Recreation Ground store to the pavilion container on 21/4/24, ahead of the cricket season.

SL9/24 HIRE FEES AND PITCH STRATEGY

1. Hire fees.

- Pavilion
 - It was **RESOLVED** that no changes were required to the terms and conditions, other than the hire fee increases described below. The chair was granted authority to sign on behalf of the council once the amended document was available.
 - It was **RESOLVED** to increase the platinum room hire fees to: £25 per hour for ad-hoc hires, £20 per hour for residents and £15 per hour for regular hirers.
 - It was **RESOLVED** to increase the fee for a match on the senior pitch to £75 & a junior pitch to £45.
 - It was **RESOLVED** to retain the training session prices at the current rates.
 - It was **RESOLVED** to increase the Miscellaneous Charges to £25 admin fee, £21 per hour (whichever is the higher), and officer call out charges to £35 on weekdays/£70 on bank holidays or Sundays.
- Recreation Ground
 - It was **RESOLVED** to increase the match fee to £36.
- Other prices to remain unchanged. All price increases to be effective from 1/8/24.

2. Pitch Strategy

- It was noted that full council had resolved to continue with the existing pitch strategy for both sites:
- **Pavilion pitch strategy:**
 - Pavilion Senior pitch – maximum of 4 teams in any one season (2 adult and 2 junior), maximum of 2 games on any one day, no training/warm up in goal mouths/centre circle etc, no external hire capacity.
 - Pavilion junior pitches – capacity determined by JFC ability to schedule, no training/warm up in goal mouths/centre circle etc, no external hire capacity.
- **Recreation Ground pitch strategy:**
 - footpath pitches – capacity determined by JFC ability to schedule, no training/warm up in goal mouths/centre circle etc, no external hire capacity.
 - cricket pitch – no external hire capacity, schedule to be determined by I&PUCC

3. Open Space/Event Hire Policy and Fees

- It was **RESOLVED** that no changes were required to the policy / terms. The Chair was duly authorised to sign on behalf of the council once the price increases below had been included in the updated document.
- It was **RESOLVED** to increase the hire fees/charges by approximately 10%/rounded to appropriate whole figures.
- Price increases to be effective from 1/8/24.

4. Notification to Clubs of any dates that grounds would be unavailable

- Repair Café dates agreed with P&IUFC. This doesn't affect the pitch but does affect their indoor set-up time/ability.
- No other 'event' bookings have been requested for 2024/25 football season, but it may be wise for the clubs to provision for a repeat of HouseMouse and Party in the Park.
- No known dates that the recreation ground will not be available within the normal parameters of football/cricket.

SL10/24 OTHER & REPORTS

There were no other reports to discuss.

SL11/24 REFERRAL TO FULL COUNCIL

No matters required referral to full council.

SL12/24 DATE AND TIME OF NEXT MEETING

No meeting in May. Future meeting dates: 13 June, 11 July, 8 Aug, 12 Sept, 10 Oct, 14 Nov and 12 Dec. Items for the June agenda were noted as:

- Review the policy on use of the recreation ground/village green for regular hall hirers.
- Review and reissue occupational licences to P&IUFC
- 6monthly service of air conditioning due. Ambivent. Service contract.
- Pavilion pitches closed for summer renovation – inspect goals and book/carry out remedial works required.
- Revised date for ACE fire alarm & intruder alarm maintenance/monitoring contracts to renew.

No other agenda items were requested.

SL13/24 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 21.00.

Signed: *R Saintey*

Date: 13/6/24

Chairman