

# PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 13 June 2024  
at Pitstone Pavilion, commencing at 7.30pm

## General Matters:

### SL14/24 ATTENDANCE AND APOLOGIES

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

### SL15/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

### SL16/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

### SL17/24 MINUTES OF THE MEETING held on 11/4/24.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 11 April 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SL18/24 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.
- Step 6 ground improvements – on hold pending identification of funding.
- APLH Training & Personal Licence for Cllr Nicholls – in progress.
- 1st Ivinghoe & Pitstone Scouts – April 2024 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.
- ACE Fire Alarm/Intruder Alarm Maintenance & Monitoring contracts: renewed in June.
- ACE Fire Alarm/Intruder Alarm 6-monthly service visit: 3/7/24.
- ACE 4G installation re analogue switch-off: 3/7/24.
- Purchase of spare part stock (e.g. TMVs/filters) ongoing.
- Solar panels: investigation into potential grant funding continues.
- Goal parts: 2 net stanchions ordered for Hever Close goal and 1 replacement upright ordered for pavilion socketed goal for summer renovation, approved by full council. Groundkeeper liaising with Mark Harrod re incorrect upright delivery.
- Increased hire fees to be effective from 1/8/24 – hirers notified, website and terms & conditions updated.

### SL19/24 CORRESPONDENCE

The list of correspondence received was noted.

## SL20/24 PAVILION MATTERS

### 1. Financial summary

The pavilion financial summary was noted. Operating loss of £4,654 for the 2 months to 21/5/24.

### 2. Ground Maintenance and Summer Renovation

- Groom Ground Maintenance has carried out a full renovation of both pitches. Will fertilise in a couple of weeks. Has been a difficult renovation with lots of equipment failures.
- Issues had arisen with the attendees at the youth café as they'd managed to disconnect the cable of the travelling sprinkler (now fixed by the groundkeeper) and had thrown wood/stones on the pitch which damaged the ground-keeping equipment. It was **RESOLVED** that the clerk would remind the Café Manager that there is no access to the rear of the site for the café during the last half term.
- Quotation from Ross Lawry Agricultural Contractors re care of the outfield and front still pending. Carry forward until next meeting.
- The pavilion pitches will re-open on 27 July 2024. The recreation ground will re-open on 10 August 2024 (but the JFC goals can't be relocated to the memorial hall garage until after the first weekend in September as this is the date of the last cricket match).

### 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 TMVs replaced by Brad Sinfield Services,
  - Ticket office handle/lock replaced by Aylesbury Lock and Key,
  - Gents' toilet flush mechanism adjusted by staff,
  - All home changing room showers now stripped down, cleaned and decalcified.
  - 6-monthly service of air conditioning system carried out by Ambivent (see additional actions arising below),
  - Fan in the disabled toilet fixed by Ambivent.
- It was **RESOLVED** to obtain a quotation for a deep clean of both the internal flooring and the oven during the closed football season.
- It was **RESOLVED** to purchase a set of window cleaning equipment.
- It was **RESOLVED** to purchase a basic tool kit to enable on-site repairs.
- It was **RESOLVED** to obtain a quotation for the installation of a limescale catcher on the cold-water supply.
- It was noted that a quotation to repair the pedestrian gate to Marsworth Road was pending from R Leonard Limited and this would appear on the next agenda.
- It was **RESOLVED** to purchase an internal noticeboard for the main corridor to enable hirers to display their class materials etc (cost approx. £40).
- It was **RESOLVED** to purchase 2 additional 6ft Lifetime rectangular almond tables (cost approx. £170).
- It was **RESOLVED** to accept the quotation from Ambivent for the supply and installation of new Nuair touchscreen controller (cost £940 + VAT).
- It was **RESOLVED** to obtain quotations for partial loft boarding to enable access to the air conditioning system and TMVs.

### 5. P&I UFC

- The Treasurer was not present at the meeting and no accounts had been circulated. Mark Seaton agreed to ask Mark Roberts to circulate the report electronically to the members of the council.
- It was noted that the Club was nearly £800 in arrears from the 2023-24 season and currently had no means to settle this account. It was noted that the Club hoped to

raise this money via their Family Fun Day on 27/7/24 (see below). The Council **RESOLVED** to grant an extension of payment period to the Club until the end of July to clear the outstanding monies owed (either via the Fun Day, sponsorship, or other means). However, the Club noted that the balance does need to be cleared before the occupational licence can be approved or any 2024-25 matches can take place.

- For the avoidance of doubt, the extension in terms applies to the outstanding balance from the 2023-24 season only (not the ongoing storage fee invoices etc).
- It was agreed to send a copy of the latest statement of account to Mark Seaton (previously issued to the Treasurer).
- It was agreed to send a copy of the hire costs for the 2024-25 season to Mark Seaton (prices increase from 1/8/24 as agreed at the April sports & leisure committee meeting).
- The Club confirmed that they wished to field just the one team next season (as per the draft occupational licence).
- The Club advised that Mark Roberts would provide a signed copy of the Occupational Licence for 2024-25 to the parish council. The Club noted that the arrears from last season would need to be cleared prior to the new season and the Chairman being able to countersign the licence.
- The Club agreed to complete all the following over the summer closed period (i.e. before 26 July 2024):
  - All Dug Outs to be repaired to acceptable and safe standard in line with the manufacturer guidelines (outstanding since we re-opened the new building). It was reiterated by the council that this is urgent as it is a health and safety matter and must be complete before any football can be permitted at the site for the 2024-25 season.
  - To clear all goods from the undercounter shelf in the kitchen and clean. The Club is to advise the council of any goods that the club wishes to retain in the kitchen at the pavilion so that it can be considered/added to the clubs list. Please clearly label anything that the club gets approval to keep in the kitchen, so that other hirers are aware that they shouldn't use it, and/or consider purchasing lockable wire baskets to keep it in on the under-counter shelf if the club require it to be inaccessible by other hirers (any such storage or locks to be approved by the council prior to purchase and/or installation). NB: Please note that no items should be left in the fridge at any time, as it is not checked regularly enough to meet environmental health requirements.
  - To move the vinyl banners to the perimeter fence as no banners are permitted on the metal railings of the walkway.
- The Club still has permission for the following matters, but these don't need to be completed over the summer closed period if the Club do not require them for this season:
  - Install acrylic Sponsor Wall (requested by the club & outstanding since we re-opened the new building)
  - 'Home of P&IJFC' sign for turnstile door (requested by the club & outstanding since August 2023)
- The Club already has access codes for the site. It was **RESOLVED** that the clerk would provide Mark Seaton with the contact details for the Facilities Manager in case he required training in use of the codes/keys and/or if there were any access issues.

#### 6. P&IJFC

- The Club advised that their Presentation Day had been a great success with £2,500 of funds raised. The defibrillator training had been very popular and all managers etc were now trained.
- It was noted that the league dates for 2024-25 had been specified as: 10/8/24-10/5/25.
- It was **RESOLVED** to approve the following team/pitch/usage requests from JFC for the 2024/25 season for both sites. This replicates the 2023-24 usage and doesn't represent an increase in wear-and-tear:
  - U7s, U8s - Sunday's Pavilion Junior pitch (X2 small pitches)
  - U11s, U12s, U13s, U14s - Sunday's Pavilion Junior pitch (Full size)
  - U18s girls / U16s - Saturday Pavilion Senior Pitch (Rec Senior pitch if there is more than one team at home)
  - U9s / U10s - Sunday Rec (X2 small pitches)

- U11s girls - Saturday Rec (X1 small pitch)
  - It was **RESOLVED** to accept the kind donation from JFC of 2 sets of 12x6 freestanding goals with wheels, valued at £3,799.98 + VAT. The parish council **RESOLVED** to add these to our asset register & insurance profile and to accept all ongoing liability for maintenance and care of the goals. The Club were thanked for their generosity.
7. Taylor Wimpey
- Balancing pond, transfer of land and fence remedials – It was noted that there had been no further feedback from Taylor Wimpey.
8. Events
- a. HouseMouse**
- The event appeared to have been very well organised and successful. All 480 tickets sold. Only 1 complaint re noise disturbance. No ground or building damage. No issues arising.
- b. Party in the Park 12/7/25**
- The committee had advised that the 2024 event had been cancelled. They will meet again in September 2024 with a view to organising an event for 2025. The Parish Council had already paid a non-refundable deposit towards the stage hire, and it was noted that Eclipse had agreed to carry forward the booking to 12/7/25.
- c. P&IUFC Family Fun Day 27/7/24**
- The papers submitted by the Club were discussed and no issues were arising. It was **RESOLVED** to proceed and for the Club to provide updates on progress/notification of issues to be considered, ahead of the full council meeting on 27/6/24 and the sports & leisure committee meeting on 11/7/24.
- It was noted that the Club would liaise with the Groundkeeper re the size of pitches required for the tournament element of the event.
- The event invoice has been issued to the Club and is due for payment by 17/6/24.

#### **SL21/24 OPEN SPACE MATTERS**

- The playground inspection reports provided by Wicksteed were considered.
- It was **RESOLVED** to accept the quotation from Wicksteed of £1,574.05 to carry out remedial works to the see-saw link assemblies and wet pour surfacing in the Windsor Road play space.
- It was **RESOLVED** to arrange for the other minor remedials recommended and noted that some may need to take place at the appropriate time of year e.g. make-good of ground erosion by springers.
- It was noted that no other remedials had been required to the play equipment during the month.

#### **SL22/24 OTHER & REPORTS**

There were no other reports to discuss.

#### **SL23/24 REFERRAL TO FULL COUNCIL**

No matters required referral to full council.

#### **SL24/24 DATE AND TIME OF NEXT MEETING**

Future meeting dates: 11 July, 8 Aug, 12 Sept, 10 Oct, 14 Nov and 12 Dec. Items for the July agenda were noted as:

- Review and renew alcohol sales authority letter for P&IUFC for forthcoming season (check name of personal licence holder for forthcoming season)
- Renew annual turnstile maintenance contract.
- Renew annual shutter maintenance.

No other agenda items were requested.

**SL25/24 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 20.18.

Signed: *R Saintey*

Date: 8/8/24

---

Chairman