

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 8 August 2024
at Pitstone Pavilion, commencing at 7.30pm

General Matters:

SL26/24 ATTENDANCE AND APOLOGIES

1. Council present:
Cllr Saintey (Chairman), Cllr Weber (Vice Chairman), Cllr Mrs Crutchfield, Cllr Nicholls plus the Parish Clerk Mrs Eagling.
2. Others present:
J Groom (Groundkeeper) (part) plus M Roberts & M Seaton (P&IUFC).
3. Apologies:
It was **RESOLVED** to accept apologies from P Randell (P&IJFC) and T Manning (P&IUFC). Cllr Hawkins was absent.

SL27/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

SL28/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL29/24 MINUTES OF THE MEETING held on 13/6/24.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 13 June 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL30/24 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.
- Ladder safety training for 4 members of staff/council – 1 completed, 3 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 4G installation re analogue switch-off, Ambivent air conditioning control panel replacement, replacement goal parts, Wicksteed playground remedials and purchase of additional tables: all complete
- Ross Lawry Agricultural Services commissioned to take on the grass cutting in the front and around the perimeter of the site.
- Full council approved: replacement battery installation by ACE, turnstile annual maintenance contract, shutter annual maintenance contract. Associated works in process of being booked.
- Purchase of spare part stock (e.g. TMVs/filters) ongoing.
- Solar panels: back on hold as no grant funding currently identified. Review in June 2025 or sooner if grant streams come online.
- Hirers noticeboard: received, in process of being erected.
- Asset register and insurance amendments re donated goals – complete
- Crown gas contract for the pavilion commences 1/9/24.

- Increased hire fees to be effective from 1/8/24 – hirers notified, website and terms & conditions updated. Reminders issued on all July & August invoices.

SL31/24 CORRESPONDENCE

The list of correspondence received was noted.

- The correspondence regarding someone filming at the skate park was noted. It was **RESOLVED** to monitor the situation.
- The correspondence from Safran was noted, enquiring about capacity to hold a weekly 5-a-side match. It was **RESOLVED** to seek clarification from both clubs about training requirements, to determine if there is any capacity that can be offered until the clocks go back.

SL31/24 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted. Operating loss of £12,135 for the 4 months to 23/7/24. The deficit is always largest at this point of the financial year, as all the renovation costs have been incurred and the hire income has yet to be realised.

2. Ground Maintenance

- May need to continue with sprinkler if the dry weather continues. Fertiliser has been applied.
- It was **RESOLVED** that the parish council was willing to purchase a white lining machine for use at the pavilion and recreation ground sites. Cost estimated in the region of £600-£1000. The Groundkeeper will attend Saltex at the end of October and investigate if any good discounts are being offered.
- It was **RESOLVED** to ask JD Ballers to move the goals back off the pitch at the end of their hire period to assist with ground maintenance.

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:
 - kettle temporarily fixed. Spare kettle purchased in case fails again.
 - Air conditioning seems to be on all the time in the changing village – calling Ambivent back out.
 - CO2 panel in the boiler room says it needs recalibrating again – calling Ambivent back out.
 - Network Rail vehicle collided with the post box, replacement to be ordered and installed, awaiting confirmation from NR's insurers that they will meet the costs.
 - Richard Leonard Ltd advised that the double maintenance gates can be adjusted, so he's adding these to his work list, will only be minor charge unless any new gate furniture is required.
- It was noted that Pitstone Memorial Hall Charity had offered the use of their new floor scrubber, and the Facilities Manager was exploring logistics with their Facilities Manager. It was further **RESOLVED** to obtain a quotation from CleanaMotion in Aylesbury, as they have connections to the P&IUFC and may be able to offer a competitive rate.
- It was **RESOLVED** to approve a deep clean of the oven/extractor via Oven Gleam, cost approx. £89.
- Whilst council was in favour of installing one, it was **RESOLVED** to postpone consideration of the quotations for the installation of a limescale catcher on the cold-water supply until the September meeting whilst some queries were resolved.
- It was **RESOLVED** to approve the quotation from RD Leonard Ltd of £360 to partially board the loft void to enable access to the air conditioning unit and TMVs to enable safe servicing. It was further **RESOLVED** to approve the quotation of £190 + VAT from Vita Electricals to installing lighting to this area of loft void.
- It was **RESOLVED** to approve the quotation from RD Leonard of £145 to fix the pedestrian gate and install a gate stay to improve access for the disabled/pushchairs.

- It was noted that Royal Industrial Services had carried out the shutter service and two units needed the canopies removed and further remedial works. It was **RESOLVED** to accept the associated costs of the works arising.

5. Licences

- It was **RESOLVED** to approve renewal of the annual Premises Licence with Buckinghamshire Council, cost £70.
- It was **RESOLVED** to approve renewal of the annual broadcast Television Licence, cost £169.50.
- It was noted that the PRS/PPL licence had been renewed in March at a cost of £456.70.

6. P&IUFC

- The year-end accounts for the club were discussed.
- P&IUFC quarterly accounts to be presented in October (June-Aug), January (Sept-Nov), April (Dec-Feb) and July (Mar-May).
- It was confirmed that the Club had cleared the arrears owing from last season. It was **RESOLVED** to approve the updated Occupational Licence for 2024-25 and the Chairman was duly authorised to countersign on behalf of the council.
- It was **RESOLVED** to approve the Alcohol Sales Permit for the 2024-25 season and the Chairman was duly authorised to countersign on behalf of the council.
- The dug outs had been inspected prior to the start of the meeting and the Club were congratulated on carrying out a sturdy repair to the backs of the units and installing them in the correct location. The lack of side panels was discussed, and it was agreed to continue without side panels for the time being and review at a later date. It was **RESOLVED** that the units were now in an acceptable and sound condition and could therefore be adopted by the Parish Council, who would meet the ongoing costs of repair/insurance, for the current format, moving forward.
- The Club advised that they would be removing their consumables eg chocolates at the end of each match and that no lockable storage in the kitchen was required.
- It was noted that no items should be left in the fridge at any time, as it is not checked regularly enough to meet environmental health requirements.
- It was noted that the Club had moved their vinyl banners to the perimeter fence as no banners are permitted on the metal railings of the walkway.
- It was noted the Club still has permission for the following matters, but did not need to be completed 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&IUFC' sign for turnstile door (requested by the club & outstanding since August 2023)

7. P&IJFC

No matters for discussion this month.

8. Taylor Wimpey

Balancing pond, transfer of land and fence remedials – It was noted that there had been no further feedback from Taylor Wimpey.

9. Events

a. **Party in the Park 12/7/25**

The committee will meet at the end of 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.

b. **P&IUFC Family Fun Day 27/7/24**

The event had been cancelled as there had been insufficient teams submitted for the tournament. Will look to schedule again for 2025, but before the schools break up for the summer.

SL32/24 OPEN SPACE MATTERS

1. It was **RESOLVED** to meet the costs of the following remedial works that had been required during the month: tape around the end of the Viking Swing in the Recreation Ground play space being replaced by R Leonard Ltd, and the rope traverse in the trim trail element of the Recreation Ground play space was fixed by R Leonard Ltd (metal fixings came off at one end again, suspect had lots of people standing along it).
2. Remedials Arising from the Annual Playground Inspection Reports:
 - It was noted that the Wicksteed remedials to see-saw and wet pour in the Windsor Road playground were now complete.
 - It was **RESOLVED** to engage Groom Ground Maintenance to undertake the following minor ground remedials in November when conditions more favourable:
 - Windsor road
 - Remove vegetation from cracks in paving by tables and round edges of wet pour
 - Remove weeds from by bench
 - Reinstate surface under bird and elephant springers
 - Recreation Ground
 - Check matting and side of mound by zip wire
 - Reinstate surface in front of metal bench hard standing
 - Reinstate surfaces by picnic benches
 - Reinstate surface under basket swing
 - Traverse ropes & embankment slide & toddler multiplay & spring bike– tuck in edges of grass mat to remove trip hazards
 - Reinstate surface of the mound where eroded and subsided, and by the exits to the tunnel
 - Reinstate surrounding surface levels to remove trip points from matting etc by embankment slide
 - Remove pins from grass mats in impact area for spring bike and replace with cable ties where necessary
 - It was **RESOLVED** to engage R Leonard Ltd to undertake the following remedials:
 - Clatterbridge in Windsor Road – slats moving again, try to identify a solution
 - Bike springer in Hever Close – base plate slightly loose again & needs tightening
 - It was noted that Taylor Wimpey had attended and cut back the foliage/shrubs along the path into the woods from Hever Close playground.
 - It was **RESOLVED** to engage Huck Teck to carry out various work to, and inspection of, cable runway (£685 + vat).
 - It was **RESOLVED** to purchase updated signs for Windsor Road (x 3) and Hever Close (x 1) and Recreation Ground (x2) £136 + VAT each from Online Playgrounds.
3. It was **RESOLVED** to approve the annual review of the Play Policy and associated Risk/Benefit Assessments and Play Audit. The Chairman was duly authorised to sign on behalf of the council.

SL33/24 OTHER & REPORTS

There were no other reports to discuss.

SL34/24 REFERRAL TO FULL COUNCIL

No matters required referral to full council.

SL35/24 DATE AND TIME OF NEXT MEETING

Future meeting dates: 12 Sept, 10 Oct, 14 Nov and 12 Dec. Items for the September agenda (Cllr Saintey tendered apologies) were noted as:

- Consider application from Rainbow Roast mobile café van to attend JFC fixtures.
- Consider any initial input into the council budget for 2025/26.
- Annual review of the Over 60's free hire of the pavilion once per month for 12 months (third Thursday 1.30-4)

- Reminder to both of the clubs to properly raise and store the socketed goals at the end of each hire period so that John can mow & use his line marking equipment without having to undo and redo each time.

No other agenda items were requested.

SL36/24 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.30.

Signed: *K Weber*

Date: *12/9/24*

Chairman