

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 10 October 2024
at Pitstone Pavilion, commencing at 7.30pm

General Matters:

SL49/24 ATTENDANCE AND APOLOGIES

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

SL50/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

SL51/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL52/24 MINUTES OF THE MEETING held on 12/9/24.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 12 September 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL53/24 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 - 2 completed and passed. 2 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&IUFC: permission was granted to the club to erect a sponsor wall in the Platinum Room and erect turnstile signage 'Home of P&IUFC'.
- Purchase of spare part stock (e.g. TMVs/filters) ongoing.
- Solar panels: on hold as no grant funding currently identified. Review in June 2025 or sooner if grant streams come on-line.
- White lining machine – the groundkeeper is to explore options at Saltex in October 2024 (agreed budget £600-1000).
- Network Rail compensation re damage to the post box – complete.
- Playground ground remedials to be undertaken by Groom Ground Maintenance in November.
- Clatterbridge and Bike Springer remedials to be undertaken by R Leonard Ltd.
- Huck Teck cable runway remedials – complete.
- Replacement playground signs – in progress.

- I&PUCC to provide an update in due course following ground grading inspection at the Recreation Ground.

SL54/24 CORRESPONDENCE

The list of correspondence received was noted.

SL55/24 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted. Operating loss of £16,672 for the 6 months to 23/9/24. 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

- The groundkeeper provided a general update.
- It was **RESOLVED** to purchase 8 plastic goal socket covers (approximately £25) for the Recreation Ground as one has been lost as leaves a trip hazard.
- It was **RESOLVED** to purchase 4 x 10l of Tour Turf SDA acidifier to deter the badgers, £445.52 + VAT. It was **RESOLVED** to accept the labour costs for the groundskeeper to apply this, at approximately £150. It was noted that a second treatment may be required in the spring.
- It was noted that a replacement padlock was required for the Recreation Ground goal as one has been lost leaving the stored goals unsafe, and **RESOLVED** to purchase a replacement if we don't already have a suitable sized spare.
- It was noted that the request for the summer sewerage rebate had been submitted to Wave.

3. Car parking

- It was noted that the parish council is trying to arrange a meeting with Network Rail.
- It was **RESOLVED** not to pursue an electric vehicle charging point agreement with Rural EV Charging as the council could not comply with the required terms.

4. Repairs and Maintenance

- The maintenance undertaken/required (below) was noted and it was **RESOLVED** to meet the associated costs:
 - CO2 panel in the boiler room – work to be included with next Ambivent visit.
 - Ambivent to install the limescale catcher.
 - Pedestrian gate works and repairs to wooden slat fence by the car park gate – R Leonard to complete.
 - Oven clean being rescheduled.
 - Return visit for shutter work scheduled being arranged.
 - More teaspoons and beer glasses ordered following depleted stock take.
 - The rear gutter downpipe has been damaged, staff will try and source spare parts and fix.
- **Hearing Loop:** It was **RESOLVED** to accept the quotation from Vita Electricals to move the microphone outlet to the office wall, hall side for £150 + vat and to purchase/mount a secure cabinet to hold the materials.
- **Annual Electrical Maintenance:** It was **RESOLVED** to meet the costs of Vita Electrical carrying out the annual service/maintenance checks of the PAT testing, induction loop, emergency lighting, referee's intercom in the changing village, disabled toilet alarm, and the intercom/access (provisionally booked for 28/10/24).
- **Bi-annual legionella risk assessment and six-monthly water sample check :** It was **RESOLVED** to accept the quotation from First Environment of £450.
- To was **RESOLVED** to approve the annual review of the maintenance schedule for the pavilion.

5. P&IUFC

- M Seaton provided the monthly update for P&IUFC.
- M Seaton to review the dug-out side panels and trim, and report back to the next meeting.

6. P&IJFC

- P Randell provided the monthly update for P&IJFC. It was noted that the club now had so many young people enrolled that they were at total pitch capacity across both the pavilion & the Recreation Ground and would need to review additional sites for future seasons. It was noted that the Club had received a donation from the House Mouse event.
- **Rainbow Roast Café:** It was noted that the occupational licence had been issued to the Café and the parish council was waiting for a response.

7. Fire Risk Assessor Training

It was noted that the Fire Risk Assessor training for the Parish Assistant had been available at a discounted rate if a one-year membership to the Fire Protection Association was in place, so it was **RESOLVED** to opt for the one-year membership and reduced training rate option.

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

The updated proposals for Party in the Park 12/7/25 were considered. It was noted that the committee wished to revert to the Recreation Ground site for 2025, whilst this committee did not foresee an issue, it would be tabled on a future Recreation Ground Charity meeting agenda.

SL56/24 OPEN SPACE MATTERS

- It was **RESOLVED** to meet the cost of the following remedial works that had been carried out / identified as necessary during the month: the Clatterbridge in the Hever Close playground needs some T-clips tightening/replacing; the Hever Close goals needs some replacement cable ties/stays; the Birds Nest Carousel in the Recreation Ground playground needed lubricating and the joint refuse/recycling bin by the skate park on the Recreation Ground has been subject to vandalism by the sign which needs removing and making safe (the sign on the bin, not the whole bin).
- It was noted that the ground on the read side of the tunnel slide has been severely eroded/cut/dug away. The groundkeeper will review in November to see if there are any remedials that could be suggested.
- It was **RESOLVED** to replace the broken wooden bin on the Recreation Ground by the Sunken Trampoline with a standard Topsy Jubilee bin (£313.38 + VAT from Glasdon) and meet the costs of the bin and labour costs to remove/dispose/install.
- It was noted that the parish council had not received any feedback nor requests for additional special needs play equipment following its bi-annual consultation with residents. Therefore no specific actions arising.

SL57/24 OTHER & REPORTS

- The feedback from the groundkeeper regarding likely cost increases for the following financial year was considered. It was **RESOLVED** to submit a request to full council for an 8-10% overall increase in the 2025-26 budget for the pavilion (expenditure and associated income).
- There were no other reports to discuss.

SL58/24 REFERRAL TO FULL COUNCIL

- It was **RESOLVED** to notify full council of the decision regarding electric vehicle charging points and to submit the budget recommendation.
- It was **RESOLVED** to refer Party in the Park 2025 to both full council and the Recreation Ground Charity.

SL59/24 DATE AND TIME OF NEXT MEETING

Future meeting dates: 14 Nov and 12 Dec. Items for the November agenda were noted as:

- Annual review of Pavilion Fire Risk Assessment, Fire Policy & associated Emergency & Evacuation Plan
- Annual review of Pavilion Health & Safety Policy and Risk Assessment
- Annual review of Pavilion snow policy

- After water test results, carry out Annual review of water treatment control system/records.
- Annual review of legionella duty holder, responsible person and training requirements
- Annual legionella water testing due.
- Annual Ambivalent service of heating / gas / air conditioning plus annual service TMVs plus drain/flush calorifier.
- Obtain quotation to replace stone track from maintenance gates to the garage, with concrete or tarmac equivalent.

No other agenda items were requested. It was noted that Cllr Weber tendered his apologies for the November meeting.

SL60/24 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.17.

Signed: *R Saintey*

Date: *14-11-24*

Chairman