

# PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 12 December 2024  
at Pitstone Pavilion, commencing at 7.30pm

## General Matters:

### SL74/24 ATTENDANCE AND APOLOGIES

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

### SL75/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

### SL76/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

### SL77/24 MINUTES OF THE MEETING held on 14/11/24.

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

### SL78/24 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'.
- Solar panels: on hold as no grant funding currently identified. Review in June 2025 or sooner if grant streams come on-line.
- Playground ground remedials completed by Groom Ground Maintenance. The following items will need to be undertaken in the spring instead: turf the mound by the tunnel slide and weed kill the edges of the wet pour.
- Clatterbridge and Bike Springer remedials to be undertaken by R Leonard Ltd.
- Replacement playground signs – in progress.
- Wave/Anglian Water granted a non-return to sewer discount of 6% (in respect of the water used on the pitch) which has been applied to the latest invoice and will be applicable for the upcoming year, until we submit next summers' readings.

### SL79/24 CORRESPONDENCE

- The list of correspondence received was noted.

## SL80/24 GROUND-KEEPING (ALL SITES)

As the ground keeper was not present, all items carried forward to the next meeting.

## SL81/24 PAVILION MATTERS

### 1. Financial summary

The pavilion financial summary was noted. Operating loss of £24k for the 8 months.

### 2. Car parking

- It was noted that the parish council is trying to arrange a meeting with Network Rail.
- It was **RESOLVED** not to increase the number of parking spaces available for rent at present, to ensure sufficient parking remained available for hirers. Review again in 12 months.

### 3. Repairs and Maintenance

- The maintenance undertaken/required (below) was noted and it was **RESOLVED** to meet the associated costs:
  - Fire equipment service complete and annual service of heating & air conditioning complete.
  - Pedestrian gate works and repairs to wooden slat fence by the car park gate – R Leonard to complete.
  - Oven clean being rescheduled.
  - Hearing Loop relocation – to be undertaken.
  - Down pipe repair – to be undertaken.
  - Bi-annual legionella risk assessment & water samples undertaken on 9/12/24 – waiting for sample analysis.
  - Ladies toilet & toilet paper dispenser had been stood upon, pulling the dispenser off the wall & bending the locator peg on the seat – repaired by staff.
  - Section of exterior cladding trim fell off from edge of window – repaired by staff.
  - Windows cleaned.
  - Still waiting for quote re replacing the stone track to the garage with concrete.
  - Turnstile service completed.
  - A-board located for use by hirers. Repair Café to arrange directional arrow signage for it.
  - Front floodlights have blown a rectifier. Contractor attended to repair.
  - Staff changed 2 x TMVs from the gents and medical room toilets.
- **Turnstile** - It was noted that the engineer had advised that the latest health and safety regulations in relation to the turnstile state that it must always be left in the 'on' position so that it rotates to allow exit from the ground only. It can't be left in the 'free' position as this then leaves it open to misuse and allows for the possibility of injury. To allow customers to enter, the ticket office operator just has to press the button once for each visitor. In the event of a fire, the fire alarm will release the turnstile into 'free' mode. Users have been advised.

### 4. P&IUFC

- M Seaton provided the monthly update for P&IUFC – all is ok.
- M Seaton advised that the club were currently looking at Perspex panels for the sides of the dug outs and could then apply beading around the edges.
- The discussions with the SSM League were noted. The League had raised no further queries with the club or council at the time of the meeting. The Club would advise if any further actions arose.
- Separate meeting with P&IUFC and PPC to discuss Step 6 requirements and possible ways to be arranged for 2025.
- It was **RESOLVED** that P&IUFC would see if their donated microwave could physically be accommodated within the kitchen, allowing for all the necessary ventilation clearances to back/top/sides given the nature of the existing fittings. The matter then to be discussed at the next committee meeting (re responsibilities etc). The item will then need to be PAT tested prior to use.

- It was advised that an instruction manual for the dishwasher is located in the wall cupboard immediately above the dishwasher. Consumables are provided in the same cupboard. The club advised that the bottom strip, where the door closes, needed cleaning. It was **RESOLVED** to advise the Facilities Manager.
  - P&IUGC advised that they wished to add a small bottle fridge to their storage agreement. Item to be PAT tested prior to use.
  - It was **RESOLVED** to email JFC to request their assistance on a Saturday to ensure the main corridor and toilets had been swept and cleaned prior to their departure & the arrival of the seniors.
5. P&IUGC
- All P Randell was not in attendance, the agenda items were carried forward to the next meeting.
  - P Randell had circulated a report and had thanked the parish council for their assistance over the prior 12-month period.
6. Events
- It was noted that P&IUGC wished to hold their annual presentation day on 10/5/25.
  - It was noted that HouseMouse wished to hold their event on 17/5/25.
  - P&IUGC advised that they wished to hold a fundraising tournament on 31/5/25.
  - The grounds would be closed immediately after the tournament for summer renovation.
7. Taylor Wimpey
- Balancing pond, transfer of land and fence remedials – It was noted that there had been no further feedback from Taylor Wimpey.

#### **SL82/24 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:
  - nut missing from Ariel run way, nut missing from bottom of flat seat swings and screw coming loose from Cheops maxi – contractor employed
- **Hever Close** – Ground keeper to provide an update re Enclean algicide at the next meeting.

#### **SL83/24 OTHER & REPORTS**

- It was noted that with effect from 2025, all Repair Cafes will be held at Pitstone Pavilion and there will no longer be a presence in Ivinghoe. P&IUGC had been consulted prior to agreeing.
- There were no other reports to discuss.

#### **SL84/24 REFERRAL TO FULL COUNCIL**

It was **RESOLVED** that no matters required referral to full council.

#### **SL85/24 DATE AND TIME OF NEXT MEETING**

- It was **RESOLVED** that no meeting was required in January 2025.
- Upcoming meeting dates: 13 Feb 2025, 13 Mar 2025, 10 April 2025, 8 May 2025, 12 June 2025, 10 July 2025, 14 August 2025, 11 September 2025, 9 Oct 2025, 13 Nov 2025, 11 Dec 2025.
- Items for the next agenda were noted as:
  - Annual review of Pavilion Fire Risk Assessment, Fire Policy & associated Emergency & Evacuation Plan – postponed to the December agenda as the Parish Assistant training is 11-15/11/24.
  - 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.
  - Obtain quotation to replace stone track from maintenance gates to the garage, with concrete or tarmac equivalent – not yet available from R Leonard.

- P&IUC quarterly accounts due October (June-Aug), January (Sept-Nov), April (Dec-Feb) and July (Mar-May).
- No other agenda items were requested.

**SL86/24 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 20.00.

Signed:

Date:

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Chairman

DRAFT