

# PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 14 November 2024  
at Pitstone Pavilion, commencing at 7.30pm

## General Matters:

### SL61/24 ATTENDANCE AND APOLOGIES

1. Council present:  
Cllr Saintey (Chairman), Cllr Nicholls, 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 Weber (Vice Chairman), Cllr Hawkins and M Roberts (P&IUFC).

### SL62/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

### SL63/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

### SL64/24 MINUTES OF THE MEETING held on 10/10/24.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 10 October 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SL65/24 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 mainly undertaken by Groom Ground Maintenance. It was noted that the Windsor Road & Hever Close wet pour may require treating with weedkiller in the spring. It was noted that the Recreation Ground mound may need reurfing in the spring. It was noted that replacement bungee straps and metal stakes had been ordered to carry out remedials to the Hever Close goal.
- Clatterbridge and Bike Springer remedials to be undertaken by R Leonard Ltd.
- Replacement playground signs – in progress.
- Party in the Park 2025 – the organisers wish to hold this event on the Recreation Ground so the matter has been referred to the full council and recreation ground charity.

## SL66/24 CORRESPONDENCE

- The list of correspondence received was noted.
- The request relating to Christmas Day hire of the tables/chairs was considered and it was **RESOLVED** that we could not fulfil this service.
- The request to permanently locate samba goals on the Recreation Ground was considered and it was **RESOLVED** that this was not practical, but JFC agreed to try and liaise with JD Ballers regarding the use of their goals.
- The request from House Mouse was considered, along with a new request from P&IUFC regarding a summer tournament (possibly 31/5/25?). Both P&IUFC and P&IJFC (re their presentation day, possibly 10/5/25?) agreed to return to the next meeting with their proposed dates so that availability could be confirmed to House Mouse (possibly 17 or 24/5/25?).
- The issue of joint access between 11am and noon on a Saturday, whilst P&IUFC wish to set up the function room and P&IJFC will still be using the pitches/changing room was discussed. It was **RESOLVED** that the two clubs would liaise to see if a confirmed list of P&IUFC individuals requiring access during that period could be provided and these people DBS checked.

## SL67/24 GROUND-KEEPING (ALL SITES)

1. The groundkeeper provided a general update on works being undertaken. Hopes to spray the acidifier (to deter chafer bugs & related badger activity) at the weekend. The pitches are being heavily used and currently require marking every two weeks instead of every three, due to wear.
2. It was noted that Anglian Water had granted the non-return to sewer rebate in respect of the 422 units of water used to irrigate the pitches over the summer renovation period. Will be reflected in the next invoice.
3. It was **RESOLVED** to purchase the white lining machine and side marking kit identified by Groom Ground Maintenance at Saltex, along with the associated 20% show discount. Approx cost £700 + VAT.
4. I&PUCC advised that the pitch grading inspection had only highlighted that a large clock needed to be clearly visible during play. The Club has a clock and will arrange to hang it from the tree on match days.

## SL68/24 PAVILION MATTERS

### 1. Financial summary

The pavilion financial summary was noted. Operating loss of nearly £20k for the 7 months.

### 2. Car parking

It was noted that the parish council is trying to arrange a meeting with Network Rail.

### 3. 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 – complete.
  - Installation of the limescale catcher – complete.
  - Shutter work – 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 – eta end November.
  - Down pipe repair – to be undertaken.
  - Bi-annual legionella risk assessment & water samples – ordered, date tbc.
  - PAT testing, annual induction loop checks, emergency lighting checks, refs intercom in the changing village check, disabled toilet alarm check – complete.
  - Annual Ambivalent service of heating / gas / air conditioning plus annual service TMVs plus drain/flush calorifier – covered under service contract, booked for 27/11/24.
- It was **RESOLVED** to approve the annual service of the fire extinguishers and fire-fighting equipment - provisionally booked for 25/11/24 - approx. cost £100 + VAT.

#### 4. P&IUFC

- M Seaton provided the monthly update for P&IUFC – all is ok.
- M Seaton to review the dug-out side panels and trim, and report back to the next meeting.
- M Seaton advised that P&IUFC were investigating running a fundraising tournament at the end of the season before the pitch is closed for renovation. Potentially on 31/5/25. Date to be confirmed at the next meeting.
- P&IUFC request a separate meeting be arranged between PPC and the Club to discuss Step 6 requirements and possible ways to fund.

#### 5. P&IJFC

- P Randell provided the monthly update for P&IJFC – all is ok.
- **Rainbow Roast Café:** It was noted that Rainbow Roast Café had come back with a number of queries regarding the occupational licence including a request for a power supply. The parish council will respond.
- **Youth Café:** P&IJFC will consider/enquire if any of their older players would be interested in occasionally attending the youth café to teach football skills to the attendees.
- **Saturday access:** P&IJFC and P&IUFC to liaise regarding joint access to the function room/toilets between 11am and 12 noon on a Saturday (e.g. DBS check those that will be attending).

#### 6. Taylor Wimpey

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

#### 7. Policies

- It was **RESOLVED** to approve the annual review of the Pavilion Health & Safety Policy and Risk Assessment, and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to approve the annual review of the Pavilion snow policy, and the Chairman was duly authorised to sign on behalf of the council.

### **SL69/24 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:
  - broken screw on spring chicken in Windsor Road play space reported to contractor for remedial work.
  - one bench on the recreation ground needed replacement ground bolts.
  - the memorial bench at Glebe Close appears to have been hit by a mower – the 'vandal proof' bench has withstood the knock but it needed 4 new fixings to make safe / reinstate.
  - The 'No golf' sign on the recreation ground needed cleaning.
  - A Topsy Jubilee bin keeps being moved around the Recreation Ground and placed on the top of the climbing whirl/zip line etc. Contractor removed, returned to base and relocked on each occasion.
- **Hever Close** – Having sought further advice from Wicksteed, it was **RESOLVED** to engage Groom Ground Maintenance to spray Enclean algicide on the wet pour, equipment and gates to try and remove the lichen. It was noted that the purchase cost was approx. £70 per litre. It was noted that Dec-Feb were the only months that treatment was not recommended due to the weather conditions.

### **SL70/24 OTHER & REPORTS**

- It was **RESOLVED** to approve the annual subscription to the Hallmaster booking software - £10 discount awarded as we are a member of ACRE, therefore £144.17 + VAT.
- There were no other reports to discuss.

### **SL71/24 REFERRAL TO FULL COUNCIL**

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

#### SL72/24 DATE AND TIME OF NEXT MEETING

- Future meeting dates remaining in diary: 12 Dec 2024.
- It was **RESOLVED** to approve the following meeting dates for 2025:
  - It was **RESOLVED** to consider if a meeting was required in January 2025 at the December meeting.
  - 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 December 2024 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&IUFC quarterly accounts due October (June-Aug), January (Sept-Nov), April (Dec-Feb) and July (Mar-May).

No other agenda items were requested.

#### SL73/24 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.45.

Signed: *R Saintey*

Date: *12/12/24*

---

Chairman