

# PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 13 February 2025  
at Pitstone Pavilion, commencing at 7.30pm

## General Matters:

### SL87/24 ATTENDANCE AND APOLOGIES

1. Council present:

Cllr Saintey (Chairman), Cllr Nicholls, Cllr Mrs Crutchfield plus the Parish Clerk Mrs Eagling and the Parish Assistant Mr S Davies.

2. Others present:

M Seaton (P&IUFC) and M Roberts (P&IUFC), J Groom (Groundkeeper) and P Randell (P&IJFC).

3. Apologies:

It was **RESOLVED** to accept apologies from Cllr Weber (Vice Chairman) & Cllr Hawkins.

### SL88/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

### SL89/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

### SL90/24 MINUTES OF THE MEETING held on 12/12/24.

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

### SL91/24 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 - 3 completed and passed. 1 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: Groom Ground Maintenance to undertake the following in the spring: turf the mound by the tunnel slide and weed kill the edges of the wet pour.
- 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.
- Hire of car park spaces – if further car parking capacity becomes available, two Portland House tenants would be interested in renting them.

### SL92/24 CORRESPONDENCE

- The list of correspondence received was noted.

#### SL93/24 P&IUFC

- It was **RESOLVED** to bring forward the agenda item for P&IUFC as Mark Seaton needed to depart early.
- Treasurer, Mark Roberts, presented the latest accounts and explained that the club were in the process of changing bank supplier. Manager in process of recouping fines from players.
- The Club will review the side panels for the dug outs as part of their upcoming investigations.
- The Club has decided not to progress with a microwave in the kitchen at present as there is no suitable place to site it.
- The Club are obtaining quotations and proposals for concrete pathways around 3 sides of the senior pitch, and installation of pitch barriers. The Club are also investigating implications with the league. Once in receipt of the information, the club will arrange a separate meeting re Step 6 with the parish council.

#### SL94/25 GROUND-KEEPING (ALL SITES)

- The groundkeeper provided the monthly report. The weather had been very wet, and the pitches were suffering in terms of wear and tear. Mainly just marking out had been required. The anti-badger treatment had proved successful and there had been little damage this year, so consider again in September.
- Groundkeeper in the process of drawing up documents specifying all works/where/when etc in case ever need to re-tender.
- The grounds will be closed for renovation from 1/6/25, immediately after the P&IUFC tournament. It was noted that the senior FC tournament may not now be taking place, so renovation work may be possible earlier in May. Estimated re-opening: 25/7/25, if weather/renovations permit.

#### SL95/24 PAVILION MATTERS

##### 1. Financial summary

The pavilion financial summary was noted. Operating loss of £25k for the 10 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:
  - Door handles reattached in main corridor (had worked loose).
  - Gullies cleaned and cleared in changing rooms.
  - Thanks to Mark Roberts for clearing the hirers store
  - Pedestrian gate works and repairs to wooden slat fence by the car park gate – completed.
  - Oven clean being rescheduled.
  - Dishwasher clean of bottom lip.
  - Hearing Loop relocation – to be undertaken.
  - PAT testing senior FC items – to be undertaken.
  - Down pipe repair – to be undertaken.
  - We have an issue with the changing room shutter brake spindle – Facilities Manager liaising with Royal Shutters
  - Fault identified in the away changing room shower block – investigating
  - Ambivent TMV service scheduled for 12/2/25
  - Ace CCTV, Access control, Intruder and Fire service scheduled 12/2/25
  - TMVs above the referees showers – need relocating nearer loft hatch and will then need some sections of boarding. Email Circulated electronically to council members.
- **Replacement Tap** - It was **RESOLVED** to get a further quotation from Maydom as the one supplied by Ambivent seemed expensive.
- **Trackway to Garage** – It was **RESOLVED** to get a further quotation from Maydom as the one from R Leonard Ltd seemed expensive.

#### 4. Changes to UK Waste Regulations

- It was noted that new legislation comes into force on 31/3/25 requiring non-domestic premises to arrange for the uplift of recyclables (already do), general waste (already do) and food waste generated during the production of food. The food waste must be presented for collection separately. Left over food disposed of by individuals can still be put in the general waste bin.
- It was **RESOLVED** to:
  - Order a 23L food caddy for the kitchen from Buckinghamshire Council.
  - Order a 140L food waste bin from Buckinghamshire Council.
  - Arrange for a monthly uplift of the food waste bin from Buckinghamshire Council.
  - Brief all hirers, particularly those that prepare food.
  - Erect signage in the kitchen.
  - Update the terms and conditions of hire.
  - Purchase a supply of compostable bin liners.

#### 5. Fire and Health & Safety

- It was **RESOLVED** to approve the annual review of the Fire Safety Policy, and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to approve the annual review of the Fire Risk Assessment (10/2/25 update) and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to undertake the actions identified within the risk assessment review (and meet the associated costs), including implementing enhanced monitoring of hirers compliance to their duties, upgrading corridor noticeboards and repairing double fire doors to ensure tighter close.
- It was **RESOLVED** to approve the updated Health and Safety Risk Assessment, and the Chairman was duly authorised to sign on behalf of the council.
- It was noted that the annual reminder to all hirers of their duties as the temporary responsible person throughout their hire period would be refined in light of the advice received from the fire risk assessor before being issued.

#### 6. Legionella

- It was **RESOLVED** to note receipt of the bi-annual legionella risk assessment carried out by First Environment. Both the Chairman (as Duty Holder) and the Clerk (as Responsible Person) was authorised to sign acceptance of the document.
- It was **RESOLVED** to book refresher Legionella training for 3 members of staff via High-Speed Training (cost £31 + VAT per person).
- It was **RESOLVED** to meet the printing cost for copies of the as-built water records to be duplicated into the Legionella File.
- It was noted that the kitchen tap had been cleaned/sanitised/flushed, and the traps and overflows had been dismantled cleaned and returned. It was **RESOLVED** to increase the frequency of this level of cleaning as the bacterial issue had arisen due to hirer hygiene issues.
- It was noted that our written 'scheme of control' needs expanding into a full 'water management policy'. Cllr Dr Frearson drafting a document. Facilities Manager also trying to get a template/best practice document from First Environment.
- Cllr Dr Frearson advised that the risk assessment "indicates that the hot water cylinder requires an annual internal inspect internally by removing the inspection hatch or using a borescope and clean by draining the vessel. While technically true, there is no inspection hatch as far as I am aware and the boroscope action is relatively expensive. The HSG274 pt2 allows a drain sample to be taken for visual inspection (also a good idea to have this analysed for Legionella as well), so recommend this is implemented instead."
- It was **RESOLVED** to note receipt of the reassurance water samples prepared by First Environmental. All were ok with no issues arising other than the poor hirer hygiene in the kitchen.

- It was **RESOLVED** to approve the Annual Review and Audit of the Water Treatment Control System and Records, and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to approve the annual review of the legionella duty holder, responsible person and training requirements:
  - The Duty Holder is the Sports & Leisure Committee, and in particular Bob Saintey as Chair of that Committee. There is no change to this.
  - The Responsible Person is Laurie Eagling, Parish Clerk, and the Deputy Responsible Person is Dave Burton, Facilities Manager. There is no change to this.
  - Training requirements – see above, all 3 members of staff require refresher legionella training this calendar year.

#### 7. ACE

- It was **RESOLVED** to renew the intruder alarm maintenance (£309 per annum) and monitoring (£89 per annum) contracts with ACE.
- It was **RESOLVED** to renew the fire alarm maintenance (£246 per annum) and monitoring (£89 per annum) contracts with ACE.

#### 8. P&IJFC

- P Randell provided a general update about the club. They now have an extra <6 team which they are having to field on Ivinghoe Lawn as all the pitches in Pitstone are operating a maximum capacity.
- The safeguarding concerns relating to the use of toilets by parents/siblings/other pavilion users was discussed. P&IJFC to continue to explore options and seek advice from the league.
- It was noted that there had been no further correspondence from Rainbow Roast Café and therefore the draft occupational licence would be put on hold until such a time as they reverted to the parish council.

#### 9. Events

- P&IJFC annual presentation day on 10/5/25.
- HouseMouse 17/5/25 – it was **RESOLVED** to grant permission was granted for a greater area of the tent to be undercover in case of inclement weather, it was noted that the committee were still investigating other potential community uses for the Big Top, it was noted that the organisers would seek dialogue with the Railway Cottages, TEN application will be submitted.
- P&IJFC fundraising tournament 31/5/25 – may not now take place. Club to advise.
- The grounds would be closed immediately after the tournament for summer renovation.
- Windmill Fest 27/7/25 – it was **RESOLVED** to grant permission for this family friendly event. Site meeting to be organised between the groundkeeper and the fairground operator to ensure protection for the renovated pitches. TEN application will be submitted.
- Car Wash Event(s) – the parish council thanked the Junior Football Club for offering to liaise with the young person who was trying to raise funds towards a Camps International trip to Peru.

#### 10. Taylor Wimpey

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

#### **SL96/24 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:
  - Various minor works with nuts-and-bolts etc – contractor employed
- **Tree works** – It was **RESOLVED** to seek advice from R Landers regarding the Recreation Ground/Crescent trees that are now overhanging Marsworth Road highway and one of which is blocking the streetlight.
- **Hever Close** – It was **RESOLVED** to engage Core Clean to carry out an initial deep clean of all the wet pour, equipment, benches, fences and gates at a cost of £300. If

the algae return, the groundkeeper has a sample bottle of Enclean that he can utilise to spot treat any problem areas.

- **Slide at Windsor Road** – it was noted that the central inner legs had rusted through and would require remedial work / replacement. If this could not be carried out, council may need to replace the whole slide unit. Wicksteed had advised that they were unable to carry out the repair. Further advice being sought.

#### **SL97/24 OTHER & REPORTS**

- There were no other reports to discuss.

#### **SL98/24 REFERRAL TO FULL COUNCIL**

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

#### **SL99/24 DATE AND TIME OF NEXT MEETING**

- It was **RESOLVED** to grant permission for the WI to hold their birthday party at the pavilion on 8/5/25 and to cancel that night's committee meeting.
- Upcoming meeting dates: 13 Mar 2025, 10 April 2025, (no meeting on 8 May 2025), 12 June 2025, 10 July 2025, 14 August 2025, 11 September 2025, 9 Oct 2025, 13 Nov 2025, 11 Dec 2025.
- The next meeting would take place on 13 March 2025. Items for the next agenda were noted as:
  - PAT tests for youth café equipment over Easter holidays
  - Annual review of pavilion and event hire fees (budgeted for 10% increase)
  - Annual review of the Terms & Conditions of Hire plus Open Spaces Policy
  - Annual review of the pitch strategy
  - Obtain quotations for playground inspections, due May.
  - Check with groundkeeper if the Recreation Ground will require any post football / pre cricket remedials.
  - Consider/approve quotation from Ambivent for annual maintenance contract, expires April 2025.
  - Re-issue annual contract for groundskeeping at the Recreation Ground.
- P&IUGC quarterly accounts due October (June-Aug), January (Sept-Nov), April (Dec-Feb) and July (Mar-May).
- No other agenda items were requested.

#### **SL100/24 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 20.55.

Signed:

Date:

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Chairman