

PITSTONE PARISH COUNCIL

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

General Matters:

SL101/24 ATTENDANCE AND APOLOGIES

1. Council present:

Cllr Saintey (Chairman), Cllr Nicholls, Cllr Mrs Crutchfield, Cllr Hawkins plus the Parish Clerk Mrs Eagling.

2. Others present:

M Roberts, Michelle and Nigel (P&IUFC), J Groom (Groundkeeper)

3. Apologies:

It was **RESOLVED** to accept apologies from Cllr Weber (Vice Chairman), Paul Randell (P&IJFC) and Mark Seaton (P&IUFC)

SL102/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

SL103/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL104/24 MINUTES OF THE MEETING held on 13/2/24.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 13 February 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL105/24 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'.
- 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.
- Hever Close playground lichen cleaning – complete. Before and after photographs provided.
- New Waste Regulations – new food caddy now in operation in the kitchen, wheelie bin installed in bin store, terms & conditions updated, and hirers informed.
- Fire Risk Assessment actions – in progress.

SL106/24 CORRESPONDENCE

- The list of correspondence received was noted.

SL107/25 GROUND-KEEPING (ALL SITES)

- The groundkeeper provided the monthly report – nothing new to report. Mainly pitch marking.
- Groundkeeper in the process of drawing up documents specifying all works/where/when etc in case ever need to re-tender.
- It was noted that the P&IUFC tournament had been cancelled. It was **RESOLVED** to close the pitch for renovation from 20/5/25 with the exception of the charity match booked for 24/5/25. Estimated re-opening: 25/7/25, if weather/renovations permit.
- It was **RESOLVED** to order 40 tonnes of topsoil (60 soil/40 sand mix) for the summer renovation, delivery date 26 May 2025.
- It was noted that the Recreation Ground should only need patch remedials. The footfall at the Recreation Ground is now too great to undertake any major remedials.
- It was noted that the Bucks/Berks FA Development Support team were due to arrange a site visit to both the Pavilion and Recreation Ground to undertake PitchPower reports.
- It was **RESOLVED** to approve the annual renewal of the contract with Grooms Ground Maintenance for maintenance of the Recreation Ground, and the Chairman was duly authorised to sign on behalf of the council.

SL108/24 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted. Operating loss of £26k for the 11 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:
 - Oven clean being rescheduled.
 - 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 – when the second one in turns off, it turns off the next 2 in line as well – investigating.
 - Ambivent TMV service – completed.
 - Rebounder on front door re-tightened.
 - March 12th Ace -CCTV, Access control, Intruder and Fire service
 - Balancing Pond gate had been left open (padlock was open on the inside) & subsequently blown about in the high winds which had distorted it – staff have repaired, and the bolts now work.
 - TMVs above the referees' showers – need relocating nearer loft hatch and will then need some sections of boarding – awaiting quotes.
 - Tap issue in gent's toilet – Maydom are going to try and change the cartridge to see if that resolves the issue (rather than replacing the whole tap unit).
 - Water Management Policy – pending.

4. Trackway to Garage

It was **RESOLVED** to recommend to full council that they accept the quotation from Maydom of £5,650 + VAT to replace the stone track with concrete. Specification provided. Funds would need to be reallocated from the Pavilion emergency repairs accrual as no specific budget was provisioned in either 2024/25 or 2025/26. This quote reflects that plant hire will already be on site from path installation works being planned by the P&IUFC.

5. Ambivent Maintenance Contract

Carry forward to the next meeting, quotation not received.

6. Fire

- It was **RESOLVED** to approve the annual review of the Emergency and Evacuation Plan for the Pavilion and Temporary Responsible Person.
- It was **RESOLVED** to purchase 2 x hi-vis Fire Warden vests to be kept at the pavilion.
- It was **RESOLVED** to approve the refresher Fire Warden training for the Parish Assistant.
- It was **RESOLVED** to approve the updated Terms and Conditions of Hire to reflect the new fire regulation requirements. There were no further comments on the Fire Evacuation observation form or the hirers fire risk assessment template.

7. P&IUFC

- Monthly update: M Roberts introduced Michelle and Nigel from the Club. The Club were doing well in the league and were currently 4th. The administration within the Club had improved.
- It was **RESOLVED** to approve P&IUFC's request to install perimeter footpaths around three sides of the senior pitch, at their cost, during the summer closure period. Specification was provided. Work would be undertaken by Maydom at the same time as the council garage track works. The dug outs would be re-situated to concrete bases at the same time.

8. P&IJFC

- P Randell had provided a general update and revised Safeguarding Policy. The committee had no further comments.

9. Taylor Wimpey

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

10. Music Licence

It was **RESOLVED** to renew the annual renewal of the PRS/PPL Music Licence for the Pavilion £476.04 + VAT.

SL109/24 OPEN SPACE MATTERS

1. Remedial Works

It was noted that no remedial works had been required during the month.

2. Slide at Windsor Road

It was noted that several companies had now advised that the slide was beyond economic repair. It was noted that Buckinghamshire Council had advised that may be possible to access the remaining Croudace S106 sports and leisure funds towards a replacement if it offered greater play value (ie not just a slide) or was part of an overall improvement to the area. It was **RESOLVED** to seek quotations for a similar height replacement slide that may offer additional play value eg climbing/pole/seating etc as well as just the slide.

3. Marsworth Road trees

It was noted that an unknown contractor had cut back several trees along Marsworth Road including those owned by the Parish Council. They had left lots of big branches on various green space areas/verges. The Parish Council has not been able to identify who the contractor may have been. Bucks Highways advise that they have not carried out any work in the area. One of the trees is privately owned, but it is unlikely they would have commissioned works to a number of public trees as well. If the contractor can't be identified, the council will seek a contractor to remove the branches to enable access by our grass cutting contractor.

4. Playground Inspections

It was **RESOLVED** to appoint Wicksteed to undertake playground inspections at Windsor Road, Hever Close, the Recreation Ground (play area and skate park only, not MUGA) and the new play area at Tun Furlong (which will shortly be transferring to the Parish Council). Cost = £114 + VAT per site.

SL110/24 TERMS AND CONDITIONS, CHARGES & PITCH STRATEGY FOR BOTH SITES

1. Pavilion Terms and Conditions of Hire

It was **RESOLVED** that no other amendments were required to the Terms and Conditions other than those re Fire and Waste detailed above, and the prices approved below.

2. Events and Open Space Policy

It was **RESOLVED** that no further amendments were required to the Events and Open Space Policy other than the prices approved below.

3. Pricing for 2025-26

- It was **RESOLVED** to approve the 10% increase in hire prices originally proposed within the budgeting process (to account for rising utility and ground keeping costs) for both the Pavilion site, the Recreation Ground pitch hire, and the hire of Open Space for Events. All price increases to be effective from June 2025 (after the close of the current football season).
- Event charges will increase to £122 per day for a small-scale event, £330 per day for a medium event and £660 per day for a large-scale event (all + VAT).
- Recreation Ground pitch hire will increase to £40 per match (not VAT registered).
- Pavilion pitch hire will increase to £37 for a junior training session, £58 for a senior training session, £49.50 for a match on a junior pitch and £82.50 for a match on the senior pitch. Not vatable.
- Pavilion room hire will increase to £16.50ph for regular hirers, £22ph for local residents & clubs and £27.50ph for ad-hoc/other bookings (all prices quoted inclusive of VAT).

4. Recreation Ground Pitch Strategy

- It was **RESOLVED** to continue with the current strategy as this site is operating above maximum capacity already.
- Football pitches: P&IJFC have primary use as their requirements exceed capacity levels. Matches determined by their ability to schedule (given that smaller pitches are overmarked sideways on bigger pitch). The extra smaller pitches by the cricket outfield can continue for 2025-26. No training or warm up permitted in the goal mouths or centre circle. No external hire capacity, unless ad-hoc by exception and JFC do not require eg a charity match.
- Cricket pitch: I&PUCC have sole use as their requirements exceed capacity levels. Schedule of matches and training to be determined by I&PUCC. No external hire capacity.

5. Pavilion Pitch Strategy

- It was **RESOLVED** to continue with the current strategy as this site is operating above maximum capacity already. Strategy also reflects JFC's safeguarding requirements.
- Senior Pitch: Maximum of 4 teams in any one season. Maximum of 2 games on any one day. No other matches to be taking place when P&IUFC matches are scheduled. No other clubs permitted to hire pitch space when P&IJFC matches are scheduled. Already operating at/above capacity, so no external hire available, unless ad-hoc by exception eg a charity match and not required by either P&IUFC or P&IJFC. No training or warm up permitted in goal mouths or centre circle.
- Junior Pitch: Team capacity determined by JFC ability to schedule (given that smaller pitches are overmarked sideways on bigger pitch). No training or warm up permitted in goal mouths or centre circle. No other clubs permitted to hire pitch space when P&IJFC matches are scheduled. Already operating at/above capacity, so no external hire available.

SL111/24 EVENTS

- P&IJFC annual presentation day 10/5/25 - No-one from the club present to provide an update.
- HouseMouse 17/5/25 – No matters raised for consideration by the committee. Invoice issued.
- P&IUFC fundraising tournament 31/5/25 – now cancelled.

- Windmill Fest 27/7/25 – it was noted that a site meeting had taken place between Hatters and the Ground Keeper re the area that any inflatables/small children's rides should be located to avoid damage to the newly renovated pitches. Hirer to submit application form and apply for TEN. Invoice to be issue upon receipt of form.
- Party in the Park 12/7/25 – no matters raised for consideration by the committee. PitP to revert to the Parish Council re litter picking. Licence to be applied for. Invoice issued.

SL112/24 OTHER & REPORTS

- There were no other reports to discuss.

SL113/24 REFERRAL TO FULL COUNCIL

It was **RESOLVED** to refer approval of the quote for the replacement track to the garage to full council for consideration/approval.

SL114/24 DATE AND TIME OF NEXT MEETING

- Upcoming meeting dates: 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.
- Items for the next agenda were noted as:
 - Review and re-issue occupational licence to P&IUFC for pavilion.
 - Annual review of CCTV policy and data impact risk assessment
 - Check with John Groom if there is a way to put a white line / box around an area of grass that we are not renovating that the youth café could still use? At the moment they are allowed no rear access for the last half a term
 - P&IUFC quarterly accounts due October (June-Aug), January (Sept-Nov), April (Dec-Feb) and July (Mar-May).
 - No other agenda items were requested.

SL115/24 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.15.

Signed: *D Nicholls*

Date: 10/4/25

Chairman