

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 10 April 2025
at Pitstone Pavilion, commencing at 7.30pm

General Matters:

SL1/25 ATTENDANCE AND APOLOGIES

1. Council present:

Cllr Nicholls, Cllr Mrs Crutchfield, Cllr Hawkins plus the Parish Clerk Mrs Eagling.

2. Others present:

M Roberts & M Seaton (P&IUFC) plus Paul Randell (P&IJFC).

3. Apologies:

It was **RESOLVED** to accept apologies from Cllr Saintey (Chairman), Cllr Weber (Vice Chairman),) and J Groom (Groundkeeper).

It was **RESOLVED** that Cllr Nicholls would act as Chairman for this meeting.

SL2/25 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

SL3/25 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL4/25 MINUTES OF THE MEETING held on 13/3/24.

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

SL5/25 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) – Bellway has now completed the outstanding remedial works. Their solicitor to now enact the transfer. Parish Council Asset Checkers advised. Replacement signage to be arranged.
- Step 6 ground improvements – other than the footpath, 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. Identified actions in progress.
- Fire Warden refresher training for Parish Assistant – completed.
- 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.
- Fire Risk Assessment actions – in progress.
- Terms and Conditions of Hire to be issued, alongside notification of price increases (effective 1/6/25) – in progress.
- Annual Playground Inspections booked with Wicksteed for the play space & skate park at the Recreation Ground, Tun Furlong, Hever Close and Windsor Road.

SL6/25 CORRESPONDENCE

- The list of correspondence received was noted.

SL7/25 GROUND-KEEPING (ALL SITES)

- The groundkeeper was not present to provide the monthly report.
- Groundkeeper in the process of drawing up documents specifying all works/where/when etc in case ever need to re-tender.
- All clubs were reminded that all pitches would be closed for renovation from 20/5/25 until at least 25/7/25 (opening date dependent on weather and grass growth so may be later).
- It was **RESOLVED** to approve the quotation of £59.98 per tonne from CML for 40 tonnes of topsoil (60 soil/40 sand mix) for the summer renovation, delivery date 26 May 2025.
- It was noted that the PitchPower report had not been progressed as the league had advised there would be an associated cost and as per the previous discussions, it was felt that the outcome would not tell us anything we did not already know.

SL8/25 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted. Operating loss of £26.5k for the 12 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.
 - Royal Shutters attended site on 31/3/25 and repaired the roller shutters.
 - Fault identified in the away changing room shower block – repairs in progress.
 - Rebounder on ladies toilet and entrance hall repaired by staff.
 - Ace - CCTV, Access control, Intruder and Fire service completed on 12/3/25.
 - 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 – pending with Maydom.
 - Water Management Policy – pending, trying to source a draft template.
- Boot Scraper

It was noted that the boot scraper had been vandalised during a hire period earlier in the week and was currently not available for use. The hirer has been contacted and advised that an invoice will be issued. A contractor will assess the damage, determine if it can be repaired or requires a replacement, and advise the associated costs over the upcoming weekend.

• Trackway to Garage

It was noted that full council had approved the quotation from Maydom of £5,650 + VAT to replace the stone track with concrete. A separate quotation had been requested to provide a small concrete base for the basketball hoop.

• Ambivent Maintenance Contract

It was **RESOLVED** to approve the annual renewal of the maintenance contract with Ambivent Facilities Management, cost £1,095 + VAT, and the Chairman was duly authorised to sign on behalf of the council.

4. P&IUFC

- Monthly update: M Roberts provided the monthly update from the Club. The Club were doing well in the league and were likely to finish 4th or 5th. The Club had no outstanding debts and the administration had improved.

- The Club provided a quarterly financial update. No questions arose.
- The Club advised that they had scored 5*s on their Environmental Health inspection. They had now purchased an updated food handling guideline book, were arranging for extra kitchen staff to undertake their food hygiene/handling training and were also looking to get 2 more volunteers to undertake their alcohol training & obtain a personal licence from Buckinghamshire Council (as T Manning would be leaving soon).
- Senior Pitch Path Work
 - It was **RESOLVED** to grant approval to P&IUFC to create a hard standing disabled visitor area adjacent to the container, to enable a view of the pitch and easy emergency exit via the gates.
 - It was noted that the Club planned to investigate whether it was viable for this area to be covered, to provide some shade/shelter. Club would submit proposals for approval before undertaking.
 - It was noted that the Club would install concrete bases for the dug outs as part of the work, finish the Perspex work, and potentially install new seating/benches in the dug outs. The Club queried the required location. It was felt this was determined by the League guidelines. The Clerk will forward another copy.
 - It was **RESOLVED** that Maydom should bring welfare facilities rather than utilise the changing village.
- Pitch Barriers
The Club enquired if they were able to erect pitch barriers as part of the works. No details or specifications have been supplied to the council at present. It was **RESOLVED** to resupply the requirements, so the Club could submit their proposals for consideration.
- Occupational Licence
It was noted that P&IUFC wished 2 matters to be reconsidered. It was **RESOLVED** to refer to the Full Council as neither the Chair nor Vice Chair were present.
 - The clause relating to the payment of player fines – can this be removed (as it is a club issue and not a parish council issue)?
 - Can the council consider if there is any room for a lower price increase for the forthcoming year, given that the club is investing heavily in ground improvements this year?

5. P&IJFC

- The Club had supported one young resident with their car washing event to raise funds towards their trip to Peru. Mark Roberts agreed to provide the date of the remaining senior match to P Randell, to pass along to the young man, in case he wished to attend their final match as well.
- The Club apologised for a manager removing the corner flags from the pavilion grounds. The Club have now purchased 2 sets of corner flags for each location so that the issue does not arise again.
- The Club apologised for the misplaced goal locks. The Clerk to liaise with the groundkeeper to determine how many spare locks we currently have, order additional locks to ensure full coverage, and then cross charge to P&IJFC. All managers advised to keep the goals locked.
- P Randell provided an update on their forthcoming Presentation Day. Plans progressing. Now 259 young players in the Club.
- P&IJFC will be issuing fire, health and safety, and safeguarding information to all away clubs for the forthcoming year. Full set to be provided to the club.

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. Other

- It was **RESOLVED** to note receipt of the Non-Domestic Rate Bill for 2025/26 had been received from Buckinghamshire Council (£2,020.95) and small business relief of the full amount had been credited again this year.

- It was **RESOLVED** to note receipt of the Pavilion Waste Collection Agreement from Buckinghamshire Council. No changes were required.
- It was **RESOLVED** to approve the annual review of the CCTV Policy and Privacy Impact Assessment. The Chairman was duly authorised to sign on behalf of the council.
- It was noted that the Parish Council had registered with British Gas for their Peak Savers for Business Scheme, providing half price energy on Wednesdays.

SL9/25 OPEN SPACE MATTERS

1. Remedial Works

It was **RESOLVED** to note the following remedial works, and approve the associated costs:

- A replacement chain/lock had been required for the Windsor Road maintenance gate following vandalism.
- It was noted that the rope from the trim trail on the Recreation Ground had failed again (different connection this time). R Leonard had attended to make safe. The contractor had advised that he could remove the bracket and make new metal plates, as he has done for the other failed joints. It was **RESOLVED** to approve.

2. Slide at Windsor Road

Currently seeking possible quotations.

SL10/25 EVENTS

- P&IJFC annual presentation day 10/5/25 – See above. No matters for consideration by the committee.
- HouseMouse 17/5/25 –
 - It was noted that the banners had been delayed whilst the comedy night was being confirmed but were now ready to be displayed. Permit to be issued.
 - It was **RESOLVED** to thank HouseMouse for the enquiry about accepting a donation of 200 plastic chairs but to politely decline as there was nowhere to store these at the pavilion on an ongoing basis and historically there had been no enquiries received by any third party relating to such chairs.
- Windmill Fest 27/7/25 – Hirer to submit application form and apply for TEN. Invoice to be issue upon receipt of form.
- Party in the Park 12/7/25 –
 - PitP confirmed that they would be willing to meet the labour costs of the parish council litter picker to attend during & after the event.
 - It was noted that the premises licence application had been submitted, and the required notification would be published in Pitstone Parish Post. It had also been published on the council website, Facebook and X. Invoice issued.

SL11/25 OTHER & REPORTS

- There were no other reports to discuss.

SL12/25 REFERRAL TO FULL COUNCIL

It was **RESOLVED** to refer consideration of the P&IUFC requests to the full council meeting.

SL13/25 DATE AND TIME OF NEXT MEETING

- Upcoming meeting dates: 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:
 - 6-monthly service of air conditioning due by Ambivent.
 - Inspect goals and book/carry out remedial works required
 - P&IUFC quarterly accounts due October (June-Aug), January (Sept-Nov), April (Dec-Feb) and July (Mar-May).
 - No other agenda items were requested.

SL14/25 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.35.

Signed:

Date:

Chairman

DRAFT