

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 12 June 2025
at Pitstone Pavilion, commencing at 7.30pm

General Matters:

SL15/25 ATTENDANCE AND APOLOGIES

1. Council present:
Cllr Nicholls, Cllr Mrs Crutchfield, Cllr Hawkins (Acting Chairman and Vice Chair) plus the Parish Clerk
Mrs Eagling and Parish Assistant Mr Davies.
2. Others present:
M Roberts & M Seaton (P&IUFC) plus J Groom (Groundkeeper).
3. Apologies:
It was **RESOLVED** to accept apologies from Cllr Saintey (Chairman), Cllr Weber and P Randell (P&IJFC).
4. Change to committee structure:
It was noted that at the annual council meeting on 15/5/25 Cllr Weber had stepped down from the position of Vice Chair to this committee but remains an active member, and Cllr Hawkins adopted the role of Vice Chair. There remains a need for three councillors to always be in attendance for the meeting to be quorate.

SL16/25 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

SL17/25 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL18/25 MINUTES OF THE MEETING held on 10/4/24.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 10 April 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL19/25 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. One panel vandalised and on the floor behind the MUGA - both NKH and BC have been informed – NKH advise will be repaired/replaced on 6/6/25.
- Bellway/Vicarage Road LEAP (locally equipped area for play) – TP1 Transfer enacted by Gateley Legal. Horwood and James to now submit the necessary forms to Land Registry.
- 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 1 members of council – in progress.
- Legionella training for 1 member of staff – 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 turfed the mound by the tunnel slide Turf pinned due to steepness of bank from damage & fence erected at the bottom.. To be completed: weed kill the edges of the wet pour in Hever Close and Windsor Road.

- Replacement playground signs – in progress.
- Fire Risk Assessment actions – in progress.
- Updated Terms and Conditions of Hire issued, alongside notification of price increases (effective 1/6/25). Will affect invoices issued at the start of July for June hire period.
- Water Management Policy – in progress.
- Vandalised boot scraper now repaired & reinstalled. Invoice to cross-charge issued.
- Replacement trackway to garage – in progress. Maydom confirmed drainage channel can adequately support the groundkeepers roller.
- Annual Playground Inspections booked with Wicksteed for the play space & skate park at the Recreation Ground, Tun Furlong, Hever Close and Windsor Road.

SL20/25 CORRESPONDENCE

- The list of correspondence received was noted including:
- Request for a 'local' <16 girls team to use the '11-a-side' pitch as their home ground – liaising with JFC and responded to originator.
- Correspondence with both British Gas and IMServe re metering/billing issues for pavilion – ongoing.

SL21/25 GROUND-KEEPING (ALL SITES)

- The groundkeeper provided his monthly report: the goal mouths have been turfed this year instead of seeded, other areas of renovation seeded, fertiliser applied. Run out of grass seed.
- It was **RESOLVED** to purchase an additional 2 x bags of grass seed.
- It was noted that the Recreation Ground mini pitch closest to the Memorial Hall will need to be rotated by 90 degrees and moved closer to Vicarage Road next season as it is badly worn and has large areas that are bald of grass seed. It was **RESOLVED** to advise P Randell and request that managers are asked to train on the Marsworth Road side of the Recreation Ground, to help spread wear, as always training closest to the Memorial Hall was also having an adverse impact on this mini pitch.
- It was noted that the groundkeeper had provided a document specifying all works he undertakes. It was **RESOLVED** to keep this on file for future re-tendering if/when required.
- It was noted that all pitches were currently 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 do some initial investigation into rainwater harvesting for the pavilion site.

SL22/25 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted. Operating loss of £1.75k for the first 2 months which is subsidised by the Parish Council precept.

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 - complete
 - Hearing Loop relocation – to be undertaken.
 - PAT testing senior FC items – complete.
 - Down pipe repair – Temporary repair by staff seems to be holding.
 - Fault identified in the away changing room shower block – replacement push buttons and TMVs complete (£945 + VAT), two new cartridges being installed (£235 + VAT). Now all installed and all showers working.
 - 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 – still pending with Maydom and two others (both taps in the ladies) now showing similar fault so have asked if can replace all 3 cartridges at the same time.
- Two tables currently unsafe – relocated to the container and replacement parts being sought.
- 6 monthly service of air conditioning due by Ambivent.
- Ladders in container now locked up. Code on 1Password.
- Waiting spares for the goals (2 replacement wheels, 4 caps and more net clips - £138 for supply only), at which point they can be locked together.
- CCTV on Facilities Manager phone – complete.

4. P&IUFC

- Monthly update: M Seaton provided the monthly update from the Club. The Club did well in the league and finished 5th. The Club had no outstanding debts and the administration had improved.
- P&IUFC advised that they wished to field a Reserves Team next season and would be requiring use of the senior football pitch and refreshment facilities. It was noted that the pitch strategy provisioned for a maximum of 4 teams on the senior pitch to avoid over-wear (as had previously been evident when the council accepted 5 teams previously) and to stay within the FA guidelines for pitch use. P&IUFC had now expressed a wish for 2 teams, and P&IJFC had expressed a wish to field 4 teams on the senior pitch at the pavilion (potentially 5 if the <16 girls come on board) but none on the Recreation Ground pitch, bringing the total to either 6 or 7 teams. It was **RESOLVED** to urgently contact P&IJFC to explain the situation and seek a review of their proposed pitch usage to try and find solutions to ensure as many teams as possible can be accommodated within the guidelines that had been recently re-approved.
- It was **RESOLVED** to speak to the Repair Café and see if they could accommodate an earlier departure from the kitchen, and/or more coordinated handover, in the October to March period as the 1pm finish caused some difficulties for P&IUFC.
- P&IUFC provided an update on progress with the installation of the pathway around the senior pitch and the creation of a disabled hard standing area.
 - The groundkeeper advised that Maydom's machinery had created a deep rut in an important area of the pitch. It was **RESOLVED** that the groundkeeper and M Roberts/Seaton would review the problem after the meeting and M Roberts would then speak to Maydom to determine the most appropriate remedial/making-good work.
 - The groundkeeper advised that Maydom had enquired about top soil. It was **RESOLVED** that Maydom would need to bring in any top soil required for remedial works around the edge of the pathway, if sufficient quantities hadn't already been retained on site from the excavation. It was **RESOLVED** that the grass seed being purchased by the groundkeeper could be utilised to seed these areas if necessary.
- The Club agreed to enter into the Occupational Licence with no further amendments and signed their section of the agreement. It was **RESOLVED** that the council would enter into the licence and the Chairman was duly authorised to sign on behalf of the Parish Council.
- It was noted that P&IUFC had identified a sponsor for a pitch barrier system for the senior pitch and an order had been placed. This would not include the wire mesh panels for advertising and P&IUFC proposed to charge the advertiser for the cost of a panel when they placed their initial order. Details of how the advertising/sponsorship would work were all to be confirmed. No details of the barrier system ordered had been supplied to the parish council for consideration/approval. P&IUFC to urgently supply full details of the specification of the system ordered, installation details, proposed dates etc.
- P&IUFC to supply draft artwork for consideration/approval for the 'home of P&IUFC' sign for the turnstile area (1200 x 1200). The Club sought additional approval to erect a second sign on the main entrance. It was **RESOLVED** that this was acceptable in principle, pending receipt of the draft artwork.

5. P&IJFC

- The Club was not represented at the meeting so their monthly update and feedback from the presentation day will carry forward to the next meeting.

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 approve the updated caretaking and maintenance schedule and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to investigate whether there was sufficient space in the kitchen for a small/domestic microwave. If a suitable location could be identified it was **RESOLVED** that the committee would be open to providing one (subject to acceptable quotations).
- It was **RESOLVED** to approve the quotation from J&L Carpentry of £150 for half days labour plus £20 for materials, to make the necessary fire door adjustments to ensure it meets fire regulations.
- After careful consideration, it was **RESOLVED** to recommend to full council that the committee did not invest £675 + VAT in replacing the corridor noticeboards with locked fire retardant versions. Given that the corridor is mainly concrete block, in a no-smoking building, with no sources of ignition, soft furnishings etc and 2 fire extinguishers, it was felt that the chance of the paper notices mounted on the boards (the boards themselves are currently retardant) being set alight to cause a blaze was negligible. Given that the building had closed the 2-months at the start of the current financial year with a loss of £1.75k, it was felt that it would not be appropriate to invest a further £675 + installation costs in this matter given the low likelihood detailed above.
- It was noted that the car park combi lock had been vandalised and replaced.
- It was noted that only 2 hirers had provided their public liability insurance details (the Parish Council's insurance company now requires us to hold these), further follow up would take place.
- It was noted that only 2 hirers had completed their Fire Risk Assessment / Evacuation Plans. It was further noted that the individual members of the committee could be held personally liable in the event of an incident, if a hirer does not have suitable measures in place. It was **RESOLVED** to advise hirers that they FRA must be submitted by 10/7/25 (the date of the next committee meeting) or the council would need to review whether their hire periods would need to be suspended until the documentation had been completed. S Davies to contact hirers by telephone and to offer to go to their next hire period to assist with the completion of the necessary papers.

SL23/25 OPEN SPACE MATTERS

1. Remedial Works

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

- Rope from the trim trail now fixed.
- Protective matting by zip line checked by groundkeeper.
- Litter bin in Recreation Ground play area come out of ground, along with the concrete base. This is the second bin on the recreation ground to do this. Identified alternative fixings with Glasdon and 3 sets on order so we have some spares for when another fails.
- A resident reported that the bracket holding the basket swing was wobbling when in use. Contractor couldn't replicate the fault when they attended. Bolts tightened. Advised resident, who will let us know if they witness the fault again.
- Bike Springer in Hever Close playground has loose bolts on the base plate – R Leonard Ltd engaged to tighten.
- Windsor Road playground gate closing outside of the recommended time parameters – R Leonard Ltd engaged to adjust.
- Hever Close rope bridge is getting rusty footplates at the start/finish. These have not been re-painted for several years. It was **RESOLVED** to engage a contractor to treat these with anti-rust paint.
- It was **RESOLVED** not to prune the Recreation Ground tree that is blocking some of the street light until the autumn.

- It was **RESOLVED** to seek guidance from Patrick Stileman, Arboriculturist, about the concerns relating to the further deterioration of the Cherry Tree (number 38) on the Open Space by The Crescent.

2. Skate Park

- The Google review enquiry regarding sweeping was noted. It was noted that this had been discussed with the user group during construction. The older members advised that skaters tended to carry brooms in their cars for this purpose because leaves/dust/mud could get on the surface at anytime which can be dangerous for skate wheels but it was recognised that it was probably hard to manage for owners as the debris could instantly come back (depending on location/weather/users etc). The possibility of having a locked broom cupboard on site had also discussed with users and then dismissed, the feeling being that it would be abused/stolen etc. It was **RESOLVED** that no further action be taken at present.
- It was noted that an individual had been granted permission to host small group skateboarding lessons at the skate park four times per week (7-8pm on Tuesday and Thursday, 10-11am on Saturday for beginners and 11-12 noon on Saturday for improvers). Public liability insurance and DBS certificate holding had been checked. This would be reviewed in 2 months to ensure it wasn't impacting too heavily on general public use.

3. Slide at Windsor Road

Currently seeking possible quotations from 9 potential suppliers. It was noted that the maximum budget for the project would be £27k if Buckinghamshire Council agree to release the £7, 431 of S106 from the Rushendon Furlong development for this project, as the Parish Council has a ring fenced fund of £20k. It was also noted that the cost needed to be under £30k to facilitate the current level of tendering regulations. Council hoped that the project could be completed at much lower cost, but acknowledged that replacement wet-pour safety surfacing for any larger multi-feature slide would significantly increase the cost.

SL24/25 EVENTS

- HouseMouse 17/5/25
 - It was noted that no negative feedback had been received this year and that the organising body were very pleased with both the comedy night and the HouseMouse evening.
 - It was noted that HouseMouse would like to locate a 20ft container at the site, adjacent to the existing container, at right angles to the existing ie parallel to the fence. HouseMouse would purchase the container and arrange installation. It was noted that this area now had the new base for the basketball hoop and the disabled hard standing viewing area. It was **RESOLVED** to ask Mark Scott to attend a site visit with the Facilities Manager to measure up the proposed location. It was **RESOLVED** to advise that the parish council did not have available funds to contribute to this project so the costs of hardstanding/purchase/installation would need to be fully met by the HouseMouse team. It was further **RESOLVED** that the council would charge the standard £25 per month fee for the container to be stored at our site.
- Windmill Fest 27/7/25
 - Application form received. Site layout and TEN outstanding.
 - Invoice issued.
 - TEN being applied for. Max 500 capacity.
- Party in the Park 12/7/25
 - Eclipse invoice for the stage hire due 1/6/25 for payment at June meeting.
 - Premises Licence granted by Buckinghamshire Council.
 - No other matters arising at present.

SL25/25 OTHER & REPORTS

- There were no other reports to discuss.

SL26/25 REFERRAL TO FULL COUNCIL

It was **RESOLVED** to refer ratification of the proposal regarding the noticeboards to the full council, along with the decision regarding non submission of fire risk assessments from hirers.

SL27/25 DATE AND TIME OF NEXT MEETING

- Upcoming meeting dates: 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 renew alcohol sales authority letter for P&IUCF for forthcoming season (check name of personal licence holder for forthcoming season)
 - Renew annual turnstile maintenance contract
 - Renew annual shutter maintenance
 - once playground inspection report received, conduct play policy risk/benefit annual assessments for approval at meeting
 - consider draft water management policy
 - No other agenda items were requested.

SL28/25 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.50.

Signed: *R Saintey*

Date: *14/8/25*

Chairman