

# PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 14 August 2025  
at Pitstone Pavilion, commencing at 7.30pm

## General Matters:

### SL29/25 ATTENDANCE AND APOLOGIES

1. Council present:  
Cllr Saintey (Chairman), Cllr Nicholls, Cllr Mrs Crutchfield, Cllr Weber plus the Parish Clerk Mrs Eagling.
2. Others present:  
M Roberts, M Seaton, M Forbes and N Payne (P&IUFC) plus J Groom (Groundkeeper) and 1 member of the public.
3. Apologies:  
It was **RESOLVED** to accept apologies from Cllr Hawkins (Vice Chair) and P Randell (P&IJFC).

### SL30/25 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

### SL31/25 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

### SL32/25 MINUTES OF THE MEETING held on 12/6/24.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 12 June 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SL33/25 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) – TP1 Transfer enacted by Gateley Legal. Horwood and James to now submit the necessary forms to Land Registry.
- Step 6 ground improvements – on hold pending identification of funding. Informal discussion being arranged with P&IUFC in September.
- 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.
- 1st Ivinghoe & Pitstone Scouts – June 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 signage 'Home of P&IUFC' on the turnstile and main sliding doors.
- Replacement trackway to garage – complete.
- Fire door remedials approved by full council – complete.
- Corridor noticeboards – full council resolved not to replace these with locked versions.
- Public Liability Insurance details from hirers – all now received for both sites (except BC)
- Replacement slide for Windsor Road – full parish council determined the product and supplier they wish to commission, details of which have been submitted to BC for approval of release of S106.

- Replacement cross member bars for the Clatterbridge in Hever Close – full council approved the cost and order has been placed with Wicksteed.
- Replacement parts for bike springer in Recreation Ground play ground – full council approved the cost and the order has been placed with Huck Teck.

#### **SL34/25 CORRESPONDENCE**

- The list of correspondence received was noted including:

#### **SL35/25 GROUND-KEEPING (ALL SITES)**

- The groundkeeper provided his monthly report. The grass growth is struggling due to the prolonged hot weather. No action required at present. Still watering.
- It was **RESOLVED** to approve treatment of the pavilion pitch with a sports acidifier to deter chafer bugs and thus later the badgers (approximately £500 + VAT).

#### **SL36/25 PAVILION MATTERS**

##### **1. Financial summary**

The pavilion financial summary was noted. Operating loss of £12.4k for the first 4 months which is subsidised by the Parish Council precept.

##### **2. Car parking**

It was noted that the parish council is still 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:
  - Hearing Loop relocation – to be undertaken.
  - Fault identified in the away changing room shower block – complete
  - 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 now repaired – complete
  - 6 monthly service of air conditioning due by Ambivent.
  - Goal repairs – complete
  - Light in home changing room needed replacing - £60 + VAT Vita Electrical
  - Turnstile service booked for 11 Aug 2025 (contract renewed by full council)
- It was **RESOLVED** to approve the quotations in relation to moving the TMVs above the referee's showers to ensure they are accessible:
  - Ambivent (the necessary plumbing) – £632 + VAT
  - Vita Electrical (the necessary lighting) – approx. £228 + VAT
  - R Leonard Ltd (the necessary boarding)
- It was **RESOLVED** to approve the annual maintenance contract for the shutters (Royal Industrial Doors £335 + VAT).

##### **4. P&I/UC**

- Accounts: It was **RESOLVED** to note receipt of the quarterly accounts from the Club.
- Monthly update: M Seaton provided the monthly update from the Club.
- Occupational Licence: It was **RESOLVED** to enter the revised Occupational Licence, to now reflect both the First and Reserve Teams. Mark Roberts signed on behalf of the Club and Cllr Saintey signed on behalf of the Council. It was noted that a further revision would be required once the pitch barrier and advertising implications had been resolved.
- It was **RESOLVED** to approve the alcohol sales letter for the Club, naming Bob Beesley and Tammy Manning, for the forthcoming season. It was noted that further volunteers had agreed to undertake the necessary training and obtain their Personal Licence. Mark Roberts signed on behalf of the Club and Cllr Saintey signed on behalf of the Council.
- It was noted that the footpath installation had been completed.
- It was noted that the pitch barrier installation was in progress.
- An initial discussion took place regarding infill panels for the barriers and advertising strategy. It was **RESOLVED** that the committee would ask full council to consider

contributing approximately £5.5-6k to fund 144 panels at approximately £37 per panel + delivery + brackets. All other associated matters eg split of advertising revenue, to be negotiated with the Club.

- It was noted that a separate meeting to discuss Step 6 had been arranged for 22/9/25.
- It was noted that the Club were introducing new club email addresses, and that all correspondence should be sent to Michelle Forbes for onward distribution. Any invoices/financial matters to still be sent to Mark Roberts as Treasurer.
- Hirers store: It was noted that the hirers store was becoming quite congested and would benefit from all users attending one afternoon to take everything out, dispose of unwanted items, and re-order required equipment back into the store.
- Storage of alcohol: It was **RESOLVED** that the council would investigate the implications of permitting alcohol storage at the site (at the request of the Club) and bring this back to a subsequent meeting.
- Dugouts: It was noted that the Club wished to install acrylic side panels with the Club logo on, remove the bench seating (supposed to be spectator seating), install bucket seats, and place artificial grass in front of the dugouts to protect the area in front from the inevitable wear during the winter. It was **RESOLVED** to seek permission from full council, as this had not been an agenda item.

#### 5. P&IJFC

- The Club was not represented at the meeting but had submitted a written report.
- It was noted that the presentation day had been a success, with over 500 visitors during the day and over £3,000 raised for the Club.
- It was noted that the information submitted by P Randell and that submitted by N Newton didn't match in all instances (eg PR's email still shows 4 teams on the senior pitch at the pavilion), so some confusion still exists about the pitch allocation requests for the forthcoming season. The Council to discuss separately with the Club and confirm in writing.
- It was noted that the Club wished to relocate the 4 new goals from the pavilion to the recreation ground. It was **RESOLVED** to arrange a separate site meeting to discuss potential locations and necessary security to ensure that they are not utilised by the general public (eg may need bolting to a retaining pole as per the socketed goals) but beside the cricket nets (potentially).
- It was noted that there can not be a 'training pitch' at the Recreation Ground as requested by P&IJFC as that space is needed for the relocated Pitch 9 (original area not suitable this season due to uneven ground wear).

#### 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

- The advice of BC health & safety officers and the fire trainer was noted. It was **RESOLVED** to purchase a standard 30l microwave (nor combi or grill) for approx. £120.00. To be located in the right hand corner by the tri-fold serving hatch. To be cleaned by users after each use.
- It was noted that most hirers had now completed their fire risk assessments with just BC and P&I Scouts outstanding.
- It was noted that HouseMouse would revert to the Parish Council in due course regarding their proposals for a container.
- It was noted that there would be no Facilities Manager at the site from 20/8/25 for approximately one month. Signs will be erected to remind hirers that their cooperation would be appreciated, to fulfil their terms and conditions of hire and clean thoroughly prior to departure. Health and Safety checks will be undertaken by alternative members of staff.
- It was noted that a site visit would be arranged with Paul Winton Fitness regarding his request for a fitness unit.
- It was noted that a draft water hygiene management policy was in the process of being drafted. Method statements for testing to be added.

## SL37/25 OPEN SPACE MATTERS

### 1. Remedial Works

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

- Locking nuts on aerial runway missing – asked R Leonard Ltd to replace
- Bolts missing from two Tun Furlong items of play equipment – asked R Leonard Ltd to replace
- Cables on Windsor Road wobbly bridge – asked R Leonard Ltd to check.
- Skate park sign raised and tightened by R Leonard Ltd.
- Rolling log in Hever Close playground stopped rolling – R Leonard Ltd to oil/grease
- Chain broken on a swing in the Recreation Ground – R Leonard Ltd attending to make safe and repair

### 2. Annual Playground Inspections

- It was **RESOLVED** to note receipt of the annual Playground Inspection Reports provided by Wicksteed.
- It was noted that quotations were being sought for the identified works, which will be considered at the following committee meeting.

### 3. Play Policy, Strategy, Play Audit and Play Space Risk/Benefit Assessments

It was **RESOLVED** to approve the annual review of all the above documents, and the Chairman was duly authorised to sign on behalf of the council.

### 4. Replacement Playground Signage

It was **RESOLVED** to approve the quotation of approximately £800 to replace all the playground signage at all council owned sites. Old signs to be removed, and new signs to be installed, by member of staff.

## SL38/25 EVENTS

- Feedback anticipated from Party in the Park in due course.
- WindmillFest had been a success.
- No other events currently scheduled.

## SL39/25 OTHER & REPORTS

- There were no other reports to discuss.

## SL40/25 REFERRAL TO FULL COUNCIL

It was **RESOLVED** to refer P&IUF's request regarding the dug outs, and the committee's proposal regarding the pitch barrier infill panels, to the full council for consideration at the meeting on 21/8/25.

## SL41/25 DATE AND TIME OF NEXT MEETING

- Upcoming meeting dates: 11 September 2025, 9 Oct 2025, 13 Nov 2025, 11 Dec 2025.
- No other agenda items were requested for the 11/9/25 meeting.

## SL42/25 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 21.10.

Signed: *D Nicholls*

Date: 11/9/25

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Chairman