

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 11 September 2025
at Pitstone Pavilion, commencing at 7.30pm

General Matters:

SL43/25 ATTENDANCE AND APOLOGIES

1. Council present:

Cllr Nicholls (Acting Chair), Cllr Mrs Crutchfield, Cllr Nash, Cllr Dr Frearson plus the Parish Clerk
Mrs Eagling.

2. Others present:

M Roberts, M Forbes and N Payne (P&IUF) plus J Groom (Groundkeeper).

3. Apologies:

It was **RESOLVED** to accept apologies from Cllr Hawkins (Vice Chair), Cllr Saintey (Chair), Cllr Weber, M Seaton (P&IUF) and P Randell (P&IUF).

SL44/25 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

SL45/25 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL46/25 MINUTES OF THE MEETING held on 14/8/24.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 14 August 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL47/25 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&IUF 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&IUF: permission was granted to the club to erect a sponsor wall in the Platinum Room (outstanding) and erect signage 'Home of P&IUF' on the turnstile and main sliding doors (outstanding).
- 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 re the release of S106. BC advise the committee meeting has been postponed until December.
- Replacement cross member bars for the Clatterbridge in Hever Close – replaced.
- Replacement parts for bike springer in Recreation Ground play ground – parts now received.
- Full council approved renewal of MPLC and TV Licences – complete.
- Full council approved renewal of Premises Licence – complete.

- Playground signage – in progress.
- Investigate possibility of changing terms of Premises Licence – to be undertaken.
- Microwave – order placed.

SL48/25 CORRESPONDENCE

- The list of correspondence received was noted including an accident report at the Recreation Ground play space, which was not related to the equipment.

SL49/25 GROUND-KEEPING (ALL SITES)

- The groundkeeper provided his monthly report. Grass growing now we have had rain. Badgers digging near the covered walkway (not pitch) and that area hadn't been treated last year.
- Recreation Ground grass improving. Two further golf balls found. Two junior football goals moved to the Recreation Ground from the pavilion and stored next to the double cricket nets.
- Acidifier – waiting for proforma invoice from supplier to enable a bacs transfer to be arranged.
- Reminder to all clubs to please properly raise and secure the socketed goals at the end of each hire period so that John can mow & use his line marking equipment without having to undo and redo each time.

SL50/25 PAVILION MATTERS

1. Financial summary

The pavilion financial summary was noted. Operating loss of £17.8k for the first 5 months which is subsidised by the Parish Council precept. The water bill alone for the summer renovation has been £4k.

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.
 - 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 – DB to source alternative plumber
 - 6 monthly service of air conditioning due by Ambivent – booked for 17/9/25.
 - Ambivent heating systems service booked for 22/9/25.
 - Turnstile service booked for 16/9/25.
 - Shutter service undertaken 10/9/25
 - Relocation of TMVs above referees showers – outstanding.
 - Garage fobs needed replacing as all in disrepair
 - Section of rear gutter repaired by staff
 - Reflective tape on lamp posts replaced
 - Windows cleaned
 - Portable goal G11 – one padlock missing and back section angular support broken already – raised queries with JFC

4. P&IUFC

- Monthly update: M Roberts and N Payne provided the monthly update from the Club.
- Barrier Installation: P&IUFC advised that the installation machine had broken causing a delay but works were due to recommence shortly. It was confirmed that the installed sections of fencing opposite the emergency access gates would be removed and replaced with the pitch maintenance access gates once they had been delivered.
- Infill Panels/Advertising:
 - It was noted that the Parish Council had offered £6k for the purchase and installation of infill panels to enable advertising around the pitch and help prevent animal access.

- Offer dependent upon further discussions with P&IUFc regarding the division of revenues arising.
 - It was confirmed that the full parish council had agreed that, as previously, revenues generated would be ring-fenced towards care and maintenance of the pitch to the required standards (eg the summer renovation water bill of £4k).
 - It was noted that the Occupational Licence would need to be further revised upon conclusion of the discussions regarding pitch surrounds, infill panels and revenues.
 - It was noted that a separate meeting to discuss Step 6 had been arranged for 22/9/25.
 - Hirers store: It was noted that the youth café had now cleared their goods and a discussion had taken place between P&IUFc and the Repair Café.
 - Dugouts: It was noted that full council had granted permission for the requested works to be undertaken by the Club, at their cost. Works to be completed.
5. P&IUFc
- The Club was not represented at the meeting so no update discussed.
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
- To note update on receipt of FRA details from hirers – just missing the submission from the Scouts.
 - HouseMouse potential container – carry forward to future meeting.
 - Facilities Manager operation was postponed to October.
 - Paul Winton Fitness request – carry forward to future meeting.
 - It was noted that a draft water hygiene management policy was in the process of being drafted. Method statements for testing to be added.

SL51/25 OPEN SPACE MATTERS

1. Remedial Works

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

- Chain broken on the Recreation Ground swing – R Leonard Ltd removed to make safe and will repair and reinstall.
- One of the ropes on the climbing frame in the Tun Furlong play space has been untwisted so is in solo threads, still secured at the top and bottom but potential loss of strength and/or tangle hazard. Will seek a quote to fix.
- Play in the uprights on the Tun Furlong climbing frames – R Leonard Ltd attended and tightened.

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.

SL52/25 OTHER & REPORTS

- Non return to sewer allowance applied for from Wave. A total of 1361 units of water utilised on the pitch irrigation this summer (vs 422 last year) and 16 units of water consumed in the building over the same time period.
- The 3-month update from the skate park instructor was noted. No issues have arisen. They will notify the council if anything changes (eg times or frequency of classes).
- There were no other reports to discuss.

SL53/25 REFERRAL TO FULL COUNCIL

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

SL54/25 DATE AND TIME OF NEXT MEETING

- Upcoming meeting dates: 9 Oct 2025, 13 Nov 2025, 11 Dec 2025.
- Agenda items for October:
 - Review annual budget for pavilion and ground (for submission to full council as part of budget planning process)
 - Ensure confirmation of forthcoming years meeting dates is included on agenda & identify any that fall during school holidays/Xmas in case they need to move
 - Annual review maintenance schedule arrangements for pavilion
 - Book 5 yearly Electrical Installation Check for Pavilion in 2025, and annual portable electrical appliance check for pavilion
 - Book induction loop, emergency lighting, refs intercom in the changing village, disabled toilet alarm, and the intercom/access annual maintenance/service for pavilion
 - Water samples due from pavilion
 - Annual review of occupational licence with cricket club for the nets due
- No other agenda items were requested.

SL55/25 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.00.

Signed: *R Saintey*

Date: 9/10/25

Chairman