

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 9 October 2025 at Pitstone Pavilion, commencing at 7.30pm

General Matters:

SL56/25 ATTENDANCE AND APOLOGIES

1. Council present:

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

2. Others present:

M Seaton and N Payne (P&IUFC), P Randell (P&IJFC) plus J Groom (Groundkeeper).

3. Apologies:

It was **RESOLVED** to accept apologies from Cllr Weber and M Roberts (P&IUFC).

SL57/25 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

SL58/25 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL59/25 MINUTES OF THE MEETING held on 14/8/24.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 11 September 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL60/25 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) – Documents submitted to Land Registry with an eta of 18 months to process.
- Step 6 ground improvements – being investigated.
- APLH Training & Personal Licence for Cllr Nicholls – in progress.
- Ladder safety training for 1 member 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 (outstanding) and erect signage 'Home of P&IUFC' 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.
- Playground signage – in progress.
- Investigate possibility of changing terms of Premises Licence – in progress.
- Microwave – complete.
- Repairs to springer on Recreation Ground – complete.

SL61/25 CORRESPONDENCE

- The list of correspondence received was noted.

SL62/25 GROUND-KEEPING (ALL SITES)

- The groundkeeper provided his monthly report. Grass still growing. Acidifier for pavilion due to be delivered next week (had temporarily been out of stock).
- For the purposes of budget planning for 2026-27, the groundkeeper anticipates approximately 5% uplift in labour costs but up to 10% uplift in material costs.

SL63/25 PAVILION MATTERS

1. Financials

- The pavilion financial summary was noted. Operating loss of £19.9k for the first 6 months which is subsidised by the Parish Council precept.
- It was **RESOLVED** to submit a proposal to full council that a 10% uplift in both costs and revenue be provisioned for within the budget planning for 2026-27 (for both the pavilion and recreation ground sites).

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 – 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 – DB to source alternative plumber.
 - 6 monthly service of air conditioning due by Ambivent – completed.
 - Turnstile service – completed.
 - Shutter service – completed.
 - Relocation of TMVs above referees' showers – outstanding.
 - 2 wheels & fixings broken on portable goal, replacement parts obtained, and groundkeeper repaired – complete.
 - 2 portable goal padlock chains lost/broken (plus one on the recreation ground) – replacements completed.
 - Bin store fencing panels damaged – **RESOLVED** not to replace at present as the damage isn't significant.
- It was **RESOLVED** to replace some of the portable goal nets that were nearing the end of their life – JFC to advise which.
- It was **RESOLVED** to approve the commission of the 5-yearly mains electrical testing and annual PAT testing for the pavilion. Contract with Vita Electrical.
- It was **RESOLVED** to approve the commission of the annual emergency lighting, induction loop testing, referee's intercom, disabled toilet alarm and intercom/access annual service/maintenance. Contract with Vita Electrical.
- It was noted that 2 heat pumps had needed replacing (main corridor and function room) following failure. The cost had been approved by full council (as an emergency expenditure) for Ambivent to undertake, and installation was completed on 6/10/25. It was **RESOLVED** to officially ratify this expenditure by this committee. Approx £1,200 + VAT.
- It was **RESOLVED** to approve the commission of the annual reassurance water samples via First Environment.
- It was **RESOLVED** to approve the annual review of the maintenance schedule for the pavilion, and the Chairman was duly authorised to sign on behalf of the Council.

4. P&IUFC

- Quarterly accounts: As M Roberts was not in attendance these were not available for discussion. M Roberts to circulate electronically to council members.
- Monthly update: M Seaton and N Payne provided the monthly update from the Club.
- Barrier Installation and Dug Out Amendments: P&IUFC advised that this work was ongoing.
- It was noted that the proposals regarding advertising panels/marketing and the club's aspirations re Step 6 were to be considered by the full council on 30/10/25.

- It was noted that the occupational licence between the Club and the Council would need to be updated following the conclusion of the discussions regarding the barriers and advertising panels.

5. P&IJFC

- The Club advised that it was a bit of a struggle to accommodate all their teams now that they could only field 2 teams on the senior pitch at the pavilion.
- However, the current pitch arrangements/sharing seemed to be working OK at the moment.
- Now over 260 children in the Club, all playing in Pitstone.
- See maintenance section above re need for new portable goal nets (and replacement of wheels, already undertaken).

6. Taylor Wimpey

Balancing pond, transfer of land and fence remedials – It was noted that there had been no further feedback from Taylor Wimpey but **RESOLVED** to seek a meeting with them.

7. Other

- HouseMouse potential container – carry forward to future meeting.
- Facilities Manager – operation undertaken on 9/10/25 so now absent for several weeks. The Clubs were asked for their cooperation to ensure the site was left after each hire period in the condition that they would wish to find it.
- Paul Winton Fitness request – site meeting arranged for 17/10/25.
- Draft water hygiene management policy was in the process of being drafted. Method statements for testing to be added.
- It was **RESOLVED** to continue to provide the Pavilion facilities to the Pitstone Over 60's Club free of charge as part of the Parish Council's ongoing support for this sector of the community.

SL64/25 OPEN SPACE MATTERS

1. Remedial Works

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

- Older children were witnessed pulling up all the turfs from the side of the mound in the Recreation Ground playground. Not replaced at present as further discussion needs to take place re the long-term aspiration for this mound.
- It was noted that a second swing chain had been broken in the Recreation Ground playground – R Leonard attended to make safe and repair.
- It was noted that the bee springer had been vandalised and snapped at the spring, in the Recreation Ground playground – R Leonard attended to make safe. It was **RESOLVED** to meet the cost of another replacement spring and fixings.
- It was noted that safety matting had been ripped up from the aerial runway launch area and taken to the rear of the skate park. R Leonard attended to make safe and will refit in due course, but there is a risk that this (or another) mat will be ripped up.

2. Annual Playground Inspections

It was noted that quotations were being sought for the identified works, which will be considered at the following committee meeting.

3. Occupational Licence with I&PUCC re Training Nets

It was noted that the parish council was waiting for feedback from the cricket club.

SL65/25 OTHER & REPORTS

There were no other reports to discuss.

SL66/25 REFERRAL TO FULL COUNCIL

It was **RESOLVED** to submit the budget recommendations and P&IUF's step 6 aspirations to full council for discussion at the 30/10/25 meeting.

SL67/25 DATE AND TIME OF NEXT MEETING

- Upcoming meeting dates: 13 Nov 2025 and 11 Dec 2025.
- It was **RESOLVED** to set the following meeting dates for 2026:

No meeting in January, 12/2/26, 12/3/26, 9/4/26, 14/5/26, 11/6/26, 9/7/26, 13/8/26, 10/9/26, 8/10/26, 12/11/26, 10/12/26.

- Agenda items for November:
 - Adjust the pavilion front lights to accommodate the Christmas illumination requirements of 3pm to midnight.
 - Annual review of Pavilion Fire Risk Assessment, Fire Policy & associated Emergency & Evacuation Plan.
 - Annual review of Pavilion Health & Safety Policy and Risk Assessment.
 - Annual review of Pavilion snow policy.
 - After water test results, carry out Annual review of water treatment control system/records.
 - Annual review of legionella duty holder, responsible person and training requirements.
 - Annual service TMVs plus drain/flush calorifier.
 - Annual health and safety checks for pavilion.
 - Annual renewal of Hallmaster subscription.
 - Annual review pavilion car parking capacity available for external hire.
- No other agenda items were requested.

SL68/25 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 19.55.

Signed: *R Saintey*

Date: *13/11/25*

Chairman