

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 13 November 2025
at Pitstone Pavilion, commencing at 7.30pm

General Matters:

SL69/25 ATTENDANCE AND APOLOGIES

1. Council present:

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

2. Others present:

M Seaton (P&IUF), P Randell (P&IJFC) plus J Groom (Groundkeeper).

3. Apologies:

It was **RESOLVED** to accept apologies from M Roberts & N & M Payne (P&IUF)

SL70/25 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

SL71/25 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

SL72/25 MINUTES OF THE MEETING held on 9/10/24.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 9 October 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL73/25 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.
- P&IUF Matters
 - Step 6 ground improvements – in discussion with P&IUF.
 - Investigate possibility of changing terms of Premises Licence – in discussion with P&IUF.
 - Pitch surround/advertising panels/marketing – in discussion with 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).
 - Occupational licence to be updated once the barrier and advertising associated discussions are completed.
- 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 – complete
- 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.
- 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 November.
- Playground signage – on hold pending new .gov email address.
- Repairs to bee springer on Recreation Ground – awaiting parts from Huck Tek.

- Induction loop - complete.
- PAT tests, referees intercom service/test, disabled toilet alarm service/test – complete
- 5-yearly mains electrical installation, emergency lighting, intercom/access system annual maintenance & service – booked 17/11/25
- Reassurance water samples – £310 + VAT. Being undertaken in December. After water test results, carry out Annual review of water treatment control system/records and annual review of legionella duty holder, responsible person and training requirements
- Portable goal nets – P&IJFC had notified that no replacement nets were required.
- HouseMouse potential container – on hold pending further information from HouseMouse.
- Facilities Manager – currently due back to work 1/12/25.

SL74/25 CORRESPONDENCE

The list of correspondence received was noted.

SL75/25 GROUND-KEEPING (ALL SITES)

The groundkeeper provided his monthly report. Grass still growing as the weather has been mild. Acidifier applied.

SL76/25 PAVILION MATTERS

1. Financials

- The pavilion financial summary was noted. Operating loss of £19.4k loss to 27/10/25 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.
- It was **RESOLVED** to offer a further 5 car parking spaces to Neil Douglas if they required them.

3. Repairs and Maintenance

- The maintenance undertaken/required (below) was noted and it was **RESOLVED** to meet the associated costs:
 - 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
 - Relocation of TMVs above referees showers – outstanding.
 - CO monitor in boiler room may need replacing – investigating
 - Annual service TMVs plus drain/flush calorifier – arrange with Ambivent
 - Annual health and safety checks for pavilion – to be undertaken December.
 - External fire alarm not sounding at full volume – ACE service call booked
 - Annual service of fire alarm system – ACE service call to be booked
 - Annual fire extinguisher service – to be booked

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 provided the monthly update from the Club, and requested that N Payne and M Forbes were added to the distribution list for agendas/minutes.
- Barrier Installation and Dug Out Amendments: P&IUFC advised that this work was ongoing. The dug out end panels were at Colbree. The barrier gates had been delivered, and a further supply of screws had been ordered.
- Barrier Infill Panels: P&IUFC to supply details of the preferred supplier for the panels.

5. P&IJFC

- Enquired about Martyn's Law – Clerk to forward the current information held to the two clubs.

- P Randel advised that there was a problem with the goal padlocks at the Recreation Ground. Replacement padlocks provided and a new supply of spare locks to be ordered. P&IJFC to revise the locking/unlocking procedures.

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

- Paul Winton Fitness request – It was noted that discussions continued with P Winton.
- Draft water hygiene management policy was in the process of being drafted. Method statements for testing to be added.

SL77/25 OPEN SPACE MATTERS

1. Remedial Works

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

- Rolling Log in Hever Close not rolling - R Leonard carried out remedial work
- Play panel in Tun Furlong has play in the ground fixings – R Leonard carried out remedial work
- The mound in the Recreation Ground will require further works – councillors to view and discuss separately.

2. Annual Playground Inspections

- It was **RESOLVED** to enquire if Huck could offer any movement/discount, prior to accepting the quotation.
- It was noted that other quotations were still 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 **RESOLVED** to approve the updated Occupational Licence with I&PUCC.

SL78/25 POLICIES

It was **RESOLVED** to approve the annual review of the Snow Policy and the Chairman was duly authorised to sign on behalf of the Council.

SL79/25 OTHER & REPORTS

- It was **RESOLVED** to renew the annual subscription to Hallmaster (£154 + VAT minus ACRE discount).
- There were no other reports to discuss.

SL80/25 REFERRAL TO FULL COUNCIL

It was **RESOLVED** that there were no matters to refer to full council.

SL81/25 DATE AND TIME OF NEXT MEETING

- Upcoming meeting dates: 11/12/25, 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 December (J Groom tendered his apologies):
 - Send reminder to all pavilion hirers each Jan, re must raise the rear shutter during their hire period and practice a fire evacuation
 - Annual review of Pavilion Fire Risk Assessment, Fire Policy & associated Emergency & Evacuation Plan (postponed from November)
 - Annual review of Pavilion Health & Safety Policy and Risk Assessment (postponed from November)
- No other agenda items were requested.

SL82/25 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.16.

Signed:

Date:

Chairman

DRAFT