

# PITSTONE PARISH COUNCIL

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

## General Matters:

### SL83/25 ATTENDANCE AND APOLOGIES

1. Council present:  
Cllr Saintey (Chair), Cllr Nicholls, Cllr Mrs Crutchfield, Cllr Weber plus the Parish Clerk Mrs Eagling and Parish Assistant Mr Davies.
2. Others present: None.
3. Apologies:  
It was **RESOLVED** to accept apologies from M Roberts, M Seaton & N & M Payne (P&IUFC), P Randell (P&IJFC) plus J Groom (Groundkeeper) and Cllr Hawkins (Vice Chair).

### SL84/25 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

### SL85/25 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

### SL86/25 MINUTES OF THE MEETING held on 13/11/25.

It was **RESOLVED** that the draft minutes of the Sports & Leisure Committee meeting held on 13 November 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SL87/25 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&IUFC Matters
  - Step 6 ground improvements – in discussion with P&IUFC.
  - Investigate possibility of changing terms of Premises Licence – in discussion with P&IUFC.
  - Pitch surround/advertising panels/marketing – in discussion with 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).
  - 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.
- 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 – BC now approved release of S106 and supplier/unit so order can be placed.
- Playground signage – on hold pending new .gov email address.
- Repairs to bee springer on Recreation Ground – parts now from Huck Tek and with the contractor.
- 5-yearly mains electrical installation, emergency lighting, intercom/access system annual maintenance & service – complete

- Reassurance water samples – 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
- Replacement of CO monitor in plant room and cylinders in taps – booked with Ambivent.
- Annual service of fire alarm and intruder alarm systems completed by ACE. Due to return to fix the external fire alarm which isn't sounding.
- Annual fire extinguisher service and repair – taking place during December.
- HouseMouse potential container – on hold pending further information from HouseMouse.
- Car parking – Neil Douglas hiring the additional 5 spaces per month from 1/1/26.

#### **SL88/25 CORRESPONDENCE**

The list of correspondence received was noted.

#### **SL89/25 GROUND-KEEPING (ALL SITES)**

The groundkeeper was not in attendance so no report presented.

#### **SL90/25 PAVILION MATTERS**

##### 1. Financials

- The pavilion financial summary was noted. Operating loss of £20.9k loss to 19/11/25 which is subsidised by the Parish Council precept.

##### 2. Car parking

- It was noted that the parish council is still to write to Network Rail.

##### 3. Repairs and Maintenance

- The maintenance undertaken/required (below) was noted and it was **RESOLVED** to meet the associated costs:
  - Relocation of TMVs above referees showers – outstanding.
  - Four tables broken – assessing if can be repaired.
- It was **RESOLVED** to approve the annual service of firefighting equipment, repair of extinguishers (eg replacement pins etc) and replacement of necessary extinguishers (approx. £300 + VAT via Aylesbury Fire Systems).

##### 4. P&IUFC

- Quarterly accounts: Had been circulated electronically by M Roberts, who had advised that data for the last 3 weeks was not included.
- Monthly update: The Club were not present so no report provided.
- Barrier Installation and Dug Out Amendments: The Club were not present so no report provided.
- Barrier Infill Panels: It was noted that the Parish Council had now placed the order for the infill panels. Total ordered 140, 10 of which to be delivered asap as advertisers waiting. Total cost £5,885 + VAT for infill panels and clips and delivery.

##### 5. P&IJFC

- The Club were not present so no report provided.

##### 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

###### • **Paul Winton Fitness**

- It was **RESOLVED** to advise P Winton that the Council would seek £350.00 per month for an occupational licence relating to the proposal submitted.
- It was **RESOLVED** that any hire of the changing village or indoor facilities would be charged at the normal rate.
- It was **RESOLVED** that the indoor hall was only suitable for activities involving the individual clients themselves eg body weight or HIT and would

not be suitable for any classes with equipment eg slam balls & battle ropes due to the nature of the floor.

- Draft water **hygiene management policy** was in the process of being drafted. Method statements for testing to be added.

#### **SL91/25 OPEN SPACE MATTERS**

##### 1. Remedial Works

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

- Matting removed from zip line again & relocated to skate park – R Leonard uplifted and will reattach with stronger pegs.
- Screw loose on Tun Furlong slide – R Leonard repaired.
- Bin loose in the Recreation Ground playground again – R Leonard to reattach with new fittings.
- The mound in the Recreation Ground will require further works – site meeting to be arranged to discuss options.

##### 2. Annual Playground Inspections

- Sourcing of quotations ongoing.

#### **SL92/25 POLICIES**

- The Parish Assistant provided an update on the progress to date with the Fire Risk Assessment requirements, and the outstanding works.
- It was **RESOLVED** to approve the annual review of the Fire Risk Assessment, Fire Policy and associated Emergency & Evacuation Plan, and the Chairman was duly authorised to sign on behalf of the Council.
- The annual review of Pavilion Health & Safety Policy and Risk Assessment to carry forward to the next meeting.

#### **SL93/25 OTHER & REPORTS**

- There were no other reports to discuss.

#### **SL94/25 REFERRAL TO FULL COUNCIL**

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

#### **SL95/25 DATE AND TIME OF NEXT MEETING**

- Future meeting dates: 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.
- P&IUCF quarterly accounts due October (June-Aug), January (Sept-Nov), April (Dec-Feb) and July (Mar-May).
- Items for the February agenda:
  - Issue Occupational Licence to I&PUCC prior to season commencing in April (if not on Recreation Ground Charity meeting).
  - Obtain quotes for ACE monitoring contracts.
  - No other agenda items were requested.

#### **SL96/25 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 20.35.

Signed: *J Hawkins*

Date: 12/2/26

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Chairman