

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 12 February 2026
at Pitstone Pavilion, commencing at 7.30pm

General Matters:

SL97/25 ATTENDANCE AND APOLOGIES

1. Council present:
Cllr Hawkins (Acting Chair & Vice Chair), Cllr Nicholls, Cllr Mrs Crutchfield, Cllr Weber plus the Parish Clerk Mrs Eagling.
2. Others present: M Seaton plus N & M Payne (P&IUFC), P Randell (P&IJFC) plus J Groom (Groundkeeper) throughout. Plus M Scott, D Cook and P Winton (part of meeting).
3. Apologies:
It was **RESOLVED** to accept apologies from Cllr Saintey and M Roberts (P&IUFC).

SL98/25 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations requested, or interests were declared.

SL99/25 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from the public gallery.

SL100/25 PRESENTATION RE PADEL TENNIS COURT(S)

D Cook presented information about this growing sport, court requirements, financials etc. It was noted that the court could not be dual marked for traditional tennis or netball. Units would operate in isolation, which combi codes for access, and pre-set lighting etc.

P&IUFC requested consideration be given to the requirements of their league for an enclosed site, the Clubs entrance fees and car parking capacity.

It was **RESOLVED** to: revert to full council and to request further updates from 1st Ivinghoe and Pitstone Scouts plus Pitstone Town Lands Charity.

SL101/25 HOUSEMOUSE 16/5/26

- It was noted that HouseMouse had now been able to make arrangements for installation of the Big Top/Marquees on Wednesday 13/5/26 which negated the clash with the existing senior football club match.
- It was noted that there would just be the HouseMouse event on Sat 16/5/26 and no Comedy / Community event earlier in the week.
- It was **RESOLVED** to approve the request to trial an extension of the end time from midnight to 1am. It was noted that consideration would be given to any specific complaints that arise about that additional hour, when considering the end time of any future event.
- It was **RESOLVED** to approve the content of the remainder of the application re siting of equipment etc.
- It was **RESOLVED** to approve the request to locate a 20ft shipping container for HouseMouse use at the Pavilion.
 - It was noted that HouseMouse had been given to understand from BC that no planning permission was required, but HouseMouse committed to seek permission should it become necessary.
 - Location to be at right angles to the existing container, along the fence line.
 - It was **RESOLVED** that HouseMouse would affix net skirts to the container to help prevent vermin access.
 - It was **RESOLVED** to just prepare bases for the four corners, rather than the whole footprint.
 - It was **RESOLVED** that the container would be placed in position via lift over the adjacent wooden fence, rather than across the pitch.
 - It was **RESOLVED** to enter into an Occupational Licence with HouseMouse regarding the storage of their container on site, and HouseMouse agreed to the rental fee (£25 + VAT per month) and outlined terms.

- It was noted that the pitch barrier panels were not currently stored in the required space so no action was required to move them.

David Cook and Mark Scott were thanked for their time and attendance and then departed the meeting.

SL102/25 MINUTES OF THE MEETING held on 11/12/25

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

SL103/25 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 and 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&IUGC Matters
 - Step 6 ground improvements – in discussion with P&IUGC.
 - Investigate possibility of changing terms of Premises Licence – in discussion with P&IUGC.
 - Potential use of deep fat fryer – information provided to P&IUGC for consideration.
 - Permission was granted to the club to erect a sponsor wall in the Platinum Room (outstanding); erect signage 'Home of P&IUGC' on the turnstile and main sliding doors (outstanding); and put artificial turf in front of the dug outs (outstanding).
 - Occupational licence to be updated to reflect the barrier and advertising discussions – Cllr Weber drafting.
- APLH Training & Personal Licence for Cllr Nicholls – in progress.
- Ladder safety training for Cllr Nicholls – in progress.
- Fire Warden refresher training – completed by Facilities Manager. In progress for Clerk.
- 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 – works due to commence 2/2/26 for 2 weeks.
- Playground signage – order placed as have the new .gov email address. Staff member will arrange to remove the old signs and erect the new signs upon delivery.
- Repairs to bee springer on Recreation Ground – complete.
- 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 – undertaken in December. A number of units had reached the end of their life and required replacement, increasing the cost to just over £500 (approved by the sports and leisure committee electronically) New extinguishers now in place.
- Car parking – Neil Douglas hiring the additional 5 spaces per month from 1/1/26. Occupational licence updated and signed by both parties.
- Full council approved for HouseMouse 2026: 16/5/25. Big Top on site 13-18/5/26.
- Pavilion pitch summer renovation: 19/5/26 to last weekend in July.

SL104/25 CORRESPONDENCE

The list of correspondence received was noted.

SL105/25 GROUND-KEEPING (ALL SITES)

- Advised that fireworks had apparently been let off on the Recreation Ground, inside the cricket square, on New Years Eve. This was illegal activity. No permission had

been granted. No safety measures had been put in place. 5 adults were apparently present at the time, and they had been asked to desist and leave, but had continued to light their fireworks. Remnants are still being recovered from the cricket square now. As the identity of the individuals was unknown, no action could be taken.

- The Pavilion senior pitch was still struggling to recover after a charity match on 1/2/26 in the pouring rain. The technical areas and dug outs remained out of use. The goal mouth and centre circle had been repaired as best as could be done at this time of year.
- The wet weather means that the groundkeeper is constantly having to overmark, as the paint gets washed/played away. The suppliers are running out of coloured paint – trying to source new supplier.

SL106/25 PAVILION MATTERS

1. Financials

- The pavilion financial summary was noted. Operating loss of £23k loss to 22/1/26 which is subsidised by the Parish Council precept.

2. Car parking

- It was noted that the parish council are writing to Network Rail regarding access through and use of our car park.

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 – new lighting installed. R Leonard advises there are too many cables and pipes in the loft void to board the requested area. Ambivent advise they can't move the TMVs without the boarding in place. Trying to resolve.
 - 5 broken tables now repaired. 2 more now broken and awaiting repair. Likely to require replacements at some point.
 - 1 fence panel blown sideways in storm – R Leonard repaired.
 - New CO2 monitor tripped gas supply off, Ambivent attended and temporarily routed into air conditioning system but the main panel then needed a Firmware update from Flamefast which has now been carried out & it has been rerouted into the correct system. Flamefast recommend an annual servicing/maintenance for their panels.
 - Vita Electricals replaced the light sensor, switch and programmer to resolve the issues with the strip of ceiling lights in the Platinum Room.
 - The underfloor heating system to the main corridor & toilets had a failed secondary pump so not much heating getting through – Ambivent resolved.
 - Quote to replace the rear door bar – DB arranging with Richard
 - Cartridges and retaining rings replaced in 2 shower heads. Ordered a further 4 more of each, then all heads in both away & home will have been replaced.
 - The outside security light, closest to the main pitch goal, has been struck by a ball and needs a replacement cover. Vita Electrical ordering 2, so we have a spare.
- It was noted that a quotation was being sought for the repair of the car park pot holes.

4. Water

- It was **RESOLVED** to note receipt of the annual reassurance water testing results. All results were ok and no issues or actions were arising.
- It was **RESOLVED** to approve the annual review of the water treatment control system and records, and the Chairman was duly authorised to sign on behalf of the Council.
- It was **RESOLVED** to approve the annual review of the legionella duty holder and responsible person(s). It was noted that the Duty Holder is the Sports & Leisure Committee, and in particular Bob Saintey as Chair of that Committee. The Responsible Person is Laurie Eagling, Parish Clerk, who oversees the Deputy Responsible Person who is Dave Burton, the Facilities Manager. Stephen Davies, Parish Assistant, assists with the weekly flushing and provides holiday cover for the Facilities Manager. The Chairman was duly authorised to sign on behalf of the Council.
- It was noted that there were no training requirements at present. All 3 members of staff undertook refresher training last year.

- It was **RESOLVED** to approve the Water Hygiene Management Policy and the Chairman was duly authorised to sign on behalf of the Council.

5. P&IUFC

- Quarterly accounts: Were due for presentation for the September to November period. No accounts had been circulated prior to the meeting and the Treasurer was not present. Carry forward to the next meeting.
- Monthly update: The Club advised that lots of fixtures had been cancelled due to the condition of other clubs pitches so they were anticipating a run of mid-week matches towards the end of the season as the League tried to catch up. Only one weekend had been unavailable for the Pavilion.
- Dug Out Amendments: The Club advised that the work to the side panels, replacement seats and the artificial turf frontages was still to be carried out.
- Pitch Barriers: The Club advised that installation work had been delayed due to the weather conditions and the dark evenings. The Club raised queries about the extent of pitch barrier removal required for the summer community events. It was **RESOLVED** that the Clerk would seek confirmation from HouseMouse, WindmillFest and JFC regarding the extents and timings, but it was anticipated that much of the barrier would need to be de-mounted, as previously agreed.
- Barrier Infill Panels: Panels had been delivered and paid for by Pitstone Parish Council. They would be insured by the Council and added to our Asset Register. Awaiting installation by P&IUFC. P&IUFC still to confirm promotional plans for selling advertising space and supply their draft materials for approval. Likely to focus on sales for 2026-27 season as nearing the end of the current season.
- Deep Fat Fryers: The Parish Council had obtained advice from the Fire Protection Association about the additional fire safety equipment and other measures that would need to be implemented should P&IUFC decide they wish to utilise deep fat fryers at the Pavilion premises. It was stressed to the Club that this was a public building and both parties had to comply to the associated legislative requirements. P&IUFC asked if they could use an air fryer instead. It was **RESOLVED** that the Clerk would make enquiries with the appropriate bodies.

6. P&IJFC

- The Club advised that they now had 257 local children enrolled. They were content with the quality of the pitches at present.
- P&IJFC had requested 9/5/26 as the date for their Presentation Day. It was noted that P&IUFC had a match booked for their Reserves Team on that day, and that I&PUCC had a match scheduled on the Recreation Ground. P&IUFC declined to re-arrange to an away match. It was **RESOLVED** to take consideration of this issue outside of the meeting.

7. Taylor Wimpey

Balancing pond, transfer of land and fence remedials – It was noted that there had been no further feedback from Taylor Wimpey.

8. Martyn's Law

- It was noted that new updates had been published:
 - It looks like the Recreation Ground/freely accessible open space will now be as out of scope within the Premises requirements.
 - The Pavilion would be out of scope as it doesn't reasonably expect to regularly host more than 200 people.
 - Events are in scope if they have more than 800 people on site (not just 200) & entry is controlled eg ticketed/club membership + guests. The Event Organiser is still responsible for advising the Security Industry Advisor that their event will be in scope, and all these events now have to meet the enhanced tier level of protection.
- So HouseMouse (<800) and JFC Presentation Day (if <800 and open to all, rather than just Club members) now seem to be out of scope. As part of their general risk assessments, it would still be sensible to consider the basic level of public protection procedures eg how you would evacuate, invacuate, lockdown and communicate with your guests in the event of an incident.

- Party in the Park, if free entry on the Recreation Ground, may be out of scope, but if they charge for tickets and there are more than 800 people then it is in scope and qualifies for all the enhanced tier requirements.
- To meet our own obligations, the Parish Council will need to see evidence that the event has been registered and the terms complied with, in order to grant permission for the event to be held at our premises.
- It is recommended that anyone responsible for premises, or events (of any size), undertake the free ACT (Action Counters Terrorism) training on the Protect UK website. Link provided. P&IJFC completed. 3 members of council staff completed. 3 councillors completed.
- Protect UK quick guide cards printed and displayed at the pavilion, giving advice about what to do in most likely situations.
- It was **RESOLVED** to purchase 1 x Ready to Respond Stop the Bleed kit from Citizen Aid (cost £85) to enhance the first aid offering at the Pavilion, and Clubs were encouraged to do likewise to ensure sufficient quantity of supplies in case the need arose to treat multiple wounds.

9. Other

- Front double doors: It was **RESOLVED** to improve the signage, review the operating instructions and speak to affected groups as part of their fire risk assessments, rather than changing the operational status of the front door security tabs.

SL107/25 OPEN SPACE MATTERS

1. Remedial Works

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

- Screw loose on Tun Furlong climbing frame with slide – R Leonard repaired
- Bolt missing from toddler swing chain in Tun Furlong – R Leonard made emergency attendance and repaired.
- Base plate worked loose on bike spring in Hever Close – R Leonard repaired.
- Cracked foot plate on elephant springer in Windsor Road – R Leonard ordering a replacement foot plate (£90) and will replace.
- Bracket wearing on swinging plank in Windsor Road – R Leonard advises it should be ok for a further 12 months, so asset checkers will continue to monitor.
- See saw in Windsor Road making an unusual sound but is working correctly – R Leonard will take the panel off and assess what the problem is/what work is required.
- Screw missing from the bus shelter roof by the Recreation Ground – R Leonard repaired.
- Old stickers on skate park sign and Rushendon Furlong bus stop – staff member trying to remove.

2. Recreation Ground Mound/Tunnel/Slide

Following a site visit by Cllrs Nicholls and Saintey, the committee noted that the ground has severely compacted and dropped, and older users keep ripping up the turf and digging chunks of soil out. There are now clear gaps under the slide, and all the fixings for both the slide and the tunnel are exposed, along with all the missing chunks of soil, this creates several potential trip hazards that will continue to become worse. The tunnel itself has been repaired a few times due to vandalism and there is now a growing bulge in the bottom. There is a concern that Council could spend thousands trying to reinstall and reshape the mound, only for the tunnel to need to be removed and the cost be wasted (the tunnel is not replaceable without the whole mound being deconstructed). The area is all well used, especially the embankment slide. The other end of the mound has the trim trail working up it.

Huck Tek were asked to look at that area (on paper) and see if it would be feasible to make the embankment slide into a free standing slide or join it to another item of suitable parent/toddler multi play equipment (with or without a tunnel) & either remove or reduce the mound, with a view to investigating whether Council can rework that feature into something more durable.

Huck Tek recommended removal of the tunnel and the adjacent mound, using that soil to build back up around the embankment slide and adding a stepped access up to the slide

using timber or composite sleepers. At the end of the trim trail, the mound could be graded back to ground level. Maybe another trim trail element could be added in the gap left by the tunnel.

It was **RESOLVED** to ask Huck Tek to prepare a quotation and visual based on the above.

3. Annual Playground Inspections

- It was **RESOLVED** to note receipt of the ongoing schedule of works. Many tasks had now been completed by Ross Lawry, R Leonard and RML Tree Care. Creative Play works scheduled for w/c 2/2/26.
- It was **RESOLVED** to note the works now undertaken by R Leonard Ltd. The following items remain outstanding:
 - The old pedestrian gate next to the maintenance gate at Windsor Road is dragging on the floor. It is not adjustable so will require replacement. R Lawry advises that he never opens this extra section to gain access, only using the maintenance gate itself. It was therefore **RESOLVED** to replace with a short section of black bow top fencing to match the existing. R Leonard Ltd to provide quotation.
 - The blue roundabout at Tun Furlong has bearings showing signs of wear. The manufacturer confirms that these are not covered by the warranty. They are based abroad so arranged for a quote from Caloo to supply and fit the replacement bearings - £1,086 + VAT. Labour cost high as whole roundabout has to be dismantled to reach the bearings. Richard Leonard investigating if he has the equipment and can quote.
 - Gate into Huck Teck playground has buckled. R Leonard Ltd to remove, straighten and rehang.
- Groom Grounds Maintenance provided an update on the ground works identified. Appropriate works would be undertaken in March/April when the weather improves. It was **RESOLVED** to meet the cost of turfs / seed / soil as appropriate to enable the repairs.
- It was **RESOLVED** to approve the revised quotation from Huck Tek to carry out the repairs to the Recreation Ground equipment, of £3,220.50 + VAT.
- It was noted that Huck Teck had suggested there may be a possible maintenance saving by lowering the launch mound for the aerial runway. As the savings weren't guaranteed, and the cost of reducing the mound and re-installing the equipment were likely to be significant, it was **RESOLVED** not to pursue this. Council to ask Huck Tek to advise if they source any alternative supplier/more robust equipment in the future.
- It was noted that one quotation had been received for the wet pour repairs, but the second was still outstanding. Carry forward to a subsequent meeting.
- It was noted that there was non-offensive graffiti on the rear wall of the skate park that staff had been unable to remove. It was **RESOLVED** to leave as-is for the time being, monitor any new graffiti, and if necessary to paint over the appropriate face of the skate park should anything offensive not be removable.

SL108/25 POLICIES

It was **RESOLVED** to approve the annual review of the Pavilion Health and Safety Policy and Risk Assessments. The Chairman was duly authorised to sign on behalf of the Council.

SL109/25 OTHER & REPORTS

- Structural Damage to Pitstone Memorial Hall
 - It was noted that there had been vehicle collision damage at Pitstone Memorial Hall. The site has been assessed by a structural engineer who has requested that no-one accesses the groundkeepers/sports store until that area of the building is repaired and can be guaranteed as safe. The other areas of the hall have reopened.
 - It was noted that the Recreation Ground Charity had been asked to grant permission for a temporary storage container to be located on their land, for use by the groundkeeper and sports clubs until the facility at the hall could be repaired. It was **RESOLVED** to provide the Memorial Hall Charity with details of the type, size, security and access requirements that would be required for such a container by the groundkeeper/clubs.

- It was **RESOLVED** to advise Pitstone Memorial Hall Charity that access to an external water supply, and external power supply, both currently situation inside the prohibited store, would also be required.
 - It was also **RESOLVED** to enquire about the practicalities of transferring the equipment to the container, if the store was out-of-bounds.
 - It was **RESOLVED** to provide the quotation for the replacement post and rail fencing to Pitstone Memorial Hall so that this could be included as part of their overall claim.
- There were no other reports to discuss.

SL110/25 REFERRAL TO FULL COUNCIL

It was **RESOLVED** to refer a request to further investigate padel tennis courts to full council, along with the approval of terms with Paul Winton (see below).

SL111/25 DATE AND TIME OF NEXT MEETING

- Future meeting dates: 12/3/26, 9/4/26, no meeting in May, 11/6/26, 9/7/26, 13/8/26, 10/9/26, 8/10/26, 12/11/26, no meeting in December.
- It was **RESOLVED** to note that the May and December meetings had been cancelled to enable WI bookings.
- P&I/FC quarterly accounts due October (June-Aug), January (Sept-Nov), April (Dec-Feb) and July (Mar-May).
- Items for the March agenda:
 - Obtain quotes for ACE monitoring contracts.
 - Confirm pavilion hire fees effective from June 2026 – NB currently +10%
 - Annual review events/open space policy & charges
 - Approve updated schedule of charges
 - Annual review pitch strategy and charges for recreation ground pitch
 - Appoint Playground Inspections contractor
 - Check with John Groom what renovation the Recreation Ground is going to need over the summer & at what cost
 - Ambivalent contract renewal
 - Annual review of contract for ground keeping of Recreation Ground
 - Annual renewal of PPL/PRS music licence
 - BC to re-issue renewal papers and price list for waste collection service
 - Arrange spraying weed killer on the weeds in the pavilion chip car park etc (JG recommends twice per annum)
 - Clubs were reminded that if they wished any agenda items to be considered they must legally supply the full details to the Clerk at least 10 working days in advance of the appropriate meeting. No other agenda items were requested.

In accordance with the Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meeting and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press were excluded from this section of the meeting due to the confidential/sensitive nature of the business to be transacted.

SL112/25 PAUL WINTON FITNESS

- Paul had attended an earlier part of the meeting to meet the council (after the groundkeepers report) and had then departed again.
- It was **RESOLVED** that Council were happy with the latest submitted proposal including the staged rental payments and the longer term of the licence.
- It was **RESOLVED** that no CAD drawing was required, but they would appreciate the area being marked out so that they could visualise better, and it could help to identify any issues such as underground utilities and the relocation of the tree etc.
- It was **RESOLVED** that Council will draft an Occupational Licence for consideration.
- Paul Winton to progress with the next steps to measure up the site and develop his business model.

SL113/25 CLOSURE OF MEETING

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

Signed:

Date:

Chairman

DRAFT