

**PITSTONE PARISH COUNCIL**  
**SPORTS AND LEISURE COMMITTEE**

**NOTICE IS HEREBY GIVEN OF** a meeting of the Parish Council Sports and Leisure Committee to be held **in the Millennium Room at Pitstone Memorial Hall on Thurs 12 September 2019 at 7.30pm**

Laurie Eagling, Clerk to the Council  
9 Warwick Road, Pitstone, LU7 9FE  
Tel: 01296 767261

Signed \_\_\_\_\_  
Date : 6 September 2019

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**A G E N D A**

1. **ATTENDANCE AND APOLOGIES**
2. **RECEIVE DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** on matters to be considered at the meeting.
3. **RECEIVE QUESTIONS FROM THE PUBLIC** or any points raised by members with declarations.
4. **MINUTES** to resolve that the minutes of the meetings held on 11/7/19 be signed as a true and correct record.
5. **CLERKS REPORT** To note receipt of the report on matters arising.
6. **CORRESPONDENCE** To note correspondence received by the committee.
7. **PHASE 2 IMPROVEMENTS OF THE SPORTS PAVILION SITE (building and grounds)**
  - 7.1 **Funding:** To note S106 grant application of £540k submitted, other applications ongoing.
  - 7.2 **Tendering:**
    - a) To note the resolutions made by full council in respect of the procurement process, structural engineer and principal designer/cdmc.
    - b) To consider/complete/approve the Expression of Interest for issue to potential builders.
    - c) To consider quotations and appoint Mechanical/Electrical Engineer to prepare information for Employers Brief required for tender pack.
    - d) To consider quotations and appoint architect.
    - e) To consider quotations and appoint QS to prepare information for Employers Brief required for tender pack.
8. **GROUND KEEPERS REPORT:** To receive report and consider any issues arising.
9. **OTHER PAVILION SITE RELATED MATTERS**
  - 9.1 Consider/approve remedial works required at pavilion and note works undertaken since last meeting and to note requirements for kit/equipment on site.
  - 9.2 Online Booking System for all Sports & Leisure Facilities – To receive any feedback from Hallmaster trial.
  - 9.3 Water Management – To consider results of water testing and conduct annual review of water management/treatment.
  - 9.4 PIE Container – To countersign Licence to Occupy re PIE container.
  - 9.5 Club Safety Checks – To receive update on return of confirmation forms from clubs.
10. **OTHER OPEN SPACE MATTERS**
  - 10.1 Consider/approve remedial works required at open spaces, note works undertaken since last meeting.
  - 10.2 Cricket
    - a) To consider/approve renovation of 1 x strip by I&PUCC.
    - b) To consider I&PUCC enquiry re larger practice nets.
11. **REPORTS:**
  - 11.1 To receive quarterly financial update from P&IUFC.
  - 11.2 To note the miscellaneous reports.
12. **MATTERS FOR REFERRAL TO FULL COUNCIL** – approve any matters for referral
13. **DATE AND TIME OF NEXT MEETING** – 7.30pm on 10/10/19 in the Millennium Room.

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR MEETINGS AND ADDRESS  
COUNCIL DURING THE PUBLIC PARTICIPATION SESSION**