

PITSTONE PARISH COUNCIL

SPORTS AND LEISURE COMMITTEE MEETING AGENDA

NOTICE IS HEREBY GIVEN OF a meeting of the Parish Council Sports and Leisure Committee to be held at the **Pavilion on Thursday 13 July 2017** at 7.30pm

Laurie Eagling, Clerk to the Council
9 Warwick Road, Pitstone, LU7 9FE
Tel: 01296 660791

Signed _____
Date : 7 July 2017

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**
4. **MINUTES** to resolve that the minutes of the meeting held on 8 June 2017 be signed as a correct record
5. **CLERKS REPORT** note updates
6. **CORRESPONDENCE** note correspondence received by the committee
7. **APPOINTMENT OF A VICE CHAIR**
8. **REDEVELOPMENT OF THE SPORTS PAVILION SITE**
 - 8.1 Phase I New ball stop netting, replacement fencing & relocation of senior pitch (estimate Summer 2017)
 - i. Note update on Football Foundation grant application, and confirm appointments
 - 8.2 Phase II New building, external storage, outside perimeter, car park etc (estimate Summer 2018)
 - i. Approve appointment of architect
 - ii. Note meeting with Pitstone Memorial Hall Charity scheduled for 16/7/17
 - iii. Note update re CAD survey of building
 - iv. Review Design Brief provided to architects and determine if areas require more clarity
9. **GROUND KEEPERS REPORT**
 - 9.1 Set annual budget for ground-keeping/maintenance/renovation for pavilion site
 - 9.2 Receive general report from ground keeper
10. **OTHER PAVILION MATTERS**
 - 10.1 Consider/approve remedial works required at pavilion & note works undertaken since last meeting
 - 10.2 Approve commission of annual tests: water samples, flush of calorifier and service of TMVs
 - 10.3 Approve annual review of following:
 - i. Pavilion Health & Safety Policy and Risk Assessment
 - ii. Pavilion Fire Risk Assessment and associated Emergency Plan
 - iii. Pavilion Manual and Terms & Conditions of Hire/Departure Checklist
 - 10.4 Approve annual review of licence to driving school
11. **OTHER OPEN SPACE MATTERS**
 - 11.1 Play Areas/Open Space:
 - i. Consider/approve remedial works required at open spaces, note works undertaken since last meeting and items being monitored

- ii. Approve annual review of the Play Policy and associated Risk/Benefit Assessment and Play Audit
- 11.2 Allotments:
- i. Note appointment of Brian Brooks as Chair of Pitstone Allotment Association
 - ii. Consider request from PAA to approach National Trust re use of poly-tunnels
 - iii. Note PAA approved use of (non-noise generating) bird scarers
 - iv. Note PAA approved bee keeping by trained keepers
 - v. Consider request from PAA re signage to advertise vacant plots
- 11.3 Trees:
- i. Note urgent works commissioned to Oak tree on Recreation Ground (£280 + VAT)
 - ii. Approve commission of investigation into beef steak fungus from Patrick Stileman Limited (£315 + VAT)
 - iii. Note update from Lantra Basic Tree Risk Assessment course and approve purchase of nylon mallet (£12)
12. **REPORTS**
- 12.1 Note awards received by P&IUFC for 2016/17 season and consider any actions arising
13. **MATTERS FOR REFERRAL TO FULL COUNCIL** – approve any matters for referral to full council
14. **DATE AND TIME OF NEXT MEETINGS**