

PITSTONE PARISH COUNCIL SPORTS AND LEISURE COMMITTEE

NOTICE IS HEREBY GIVEN OF the committee meeting
to be held at Pitstone Pavilion on Thursday 10 November 2022 at 7.30pm

Laurie Eagling, Clerk to the Council

Pitstone Pavilion, Marsworth Road, Pitstone, LU7 9AP

Tel: 01296 767261

Signed *L Eagling*

Date: 3 November 2022

A G E N D A

1. ATTENDANCE AND APOLOGIES

To note attendance and apologies.

2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

To consider declarations & interests from committee members on matters to be considered at the meeting.

3. PUBLIC PARTICIPATION SESSION - QUESTIONS FROM MEMBERS OF THE PUBLIC AND PRESS

The public opportunity to put questions or provide information to the committee.

4. MINUTES OF PREVIOUS MEETING

To resolve that the minutes of the previous meeting held on 13 October 2022 are a true and accurate record of the meeting.

5. CLERK'S REPORT ON MATTERS ARISING

To note receipt of the report on ongoing matters. For information only.

6. CORRESPONDENCE

To note the correspondence received by the committee.

7. PAVILION MATTERS

1. To note pavilion financial summary.

2. Groundkeeping:

- To receive monthly report from groundkeeper and agree actions arising.
- To discuss potential groundskeeping budget for 2023/24 for both the pavilion and recreation ground sites.

3. To receive updates from P&IUFC on:

- Completion of dug outs to specification required by league.
- Installation of sponsor wall (was due to be installed over summer closure).
- Timing of proposed sponsorship event & details of packages etc (postponed from 9/7/22).
- Funds raised by club towards capital development required for Step 6.

4. To note outcome of GPR Survey and reconsider pitch barrier project.

5. Floodlights and other Capital Development

- To note that BC had refused permission for the change to LED bulbs to be treated as a non-material amendment to the existing planning application.
- To consider/approve submitting a full planning application for LED floodlights.
- To discuss timing of any re-tender for floodlights.

6. To consider feedback from Environmental Health re freezer and matters arising.

7. To consider any Warm Bank/Welcoming Spaces initiatives for the pavilion for this winter.

8. To note update on external storage review.

9. Legionella

- To note results of bi-annual legionella risk assessment and water sampling undertaken by First Environment.
- To approve replacement of home and away shower room main TMVs.
- To conduct the annual review of the Water Treatment and Control System/Records.
- To conduct the annual review of legionella duty holder, responsible person and training requirements.

10. Policy and Risk Assessment Review

- To carry out the annual review of Pavilion Fire Risk Assessment, Fire Policy & associated Emergency & Evacuation Plan.
- To carry out the annual review of Pavilion Health & Safety Policy and Risk Assessment.
- To carry out annual fire safety & evacuation drill for committee.
- To note annual Ambivent service of heating / gas / air conditioning / TMV service and drain/flush calorifier being scheduled.
- To conduct the annual review of the maintenance schedule and requirements, once know results of legionella testing.

11. Repairs and Maintenance

- To note repairs and maintenance undertaken during the month.

8. OPEN SPACE MATTERS

1. To note repairs and maintenance undertaken during the month.
2. To consider/approve quotation to fix any soil erosion / safety matting issues within the play spaces.

9. OTHER/REPORTS

To note any reports submitted to the committee.

10. REFERRAL TO FULL COUNCIL

To determine any matters outside the terms of reference of the committee that require referral to full council.

11. DATE, TIME AND MATTERS FOR NEXT MEETING

To confirm the anticipated agenda items for the 1 December 2022 meeting.

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR COMMITTEE MEETINGS
AND TO ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION.
WE LOOK FORWARD TO WELCOMING YOU.**