

# PITSTONE PARISH COUNCIL SPORTS AND LEISURE COMMITTEE

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**NOTICE IS HEREBY GIVEN** to attend the committee meeting  
to be held at Pitstone Pavilion on Thursday 14 March 2024 at 7.30pm

Laurie Eagling, Clerk to the Council  
Pitstone Pavilion, Marsworth Road, Pitstone, LU7 9AP  
Tel: 01296 767261

Signed    *L Eagling*     
Date: 7 March 2024

## 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 8 February 2024 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 any correspondence received by the committee.

**7. PAVILION MATTERS**

**1. To note pavilion financial summary**

**2. Groundkeeping**

- To receive feedback from groundkeeper and approve any actions arising.
- To consider/approve summer renovation proposals and costs, for both the pavilion and recreation ground, submitted by the groundkeeper.

**3. Car Parking**

- To consider/approve draft car park signage re Network Rail / Anglian Water.
- To consider/approve car parking requests and determine maximum number of bays the council is able to rent out without disadvantaging pavilion hirers.

**4. Repairs and Maintenance**

- To note the repairs and maintenance required during the month and/or being arranged and resolved to accept the associated costs.
- To consider/approve the installation of a 4G connection for the monitoring system due to BT analogue switch off.
- To approve the maintenance contracts with ACE for fire alarm monitoring & service, plus intruder alarm monitoring and service.
- To approve the quotation to replace the two failed TMVs in the changing room.
- To consider quotations for the maintenance and service of the heating / air conditioning system.
- To consider further feedback re the water quality at the pavilion.

- To resolve to approve the costs associated with the annual PAT tests for the youth café equipment.
- To stress to all hirers that only recyclable materials can be deposited in the recycling wheelie bin.

**5. P&IUFC**

- To receive update from the club on the condition and repair of the dugouts.
- To consider the quarterly financial update from the club.

**6. P&IJFC**

- To receive monthly update from P&I Junior Football Club, including any update on the memorial for their welfare officer.

**7. Taylor Wimpey**

- To note any response from TW regarding the adjoining land, adoption of the balancing pond and/or fence remedials.

**8. Funding Opportunities**

- To consider the change in scope for the grass pitch maintenance fund which now includes parish councils as eligible applicants and determine whether to progress with PitchPower report and funding application.

**9. Events**

- To consider the updated information supplied by HouseMouse and determine response/actions arising.
- To consider the updated information supplied by Party in the Park and determine response/actions arising.

**8. OPEN SPACE MATTERS**

- To note remedial works undertaken during the month and approve remedial works required / all associated costs.
- To consider/approve the appointment of a contractor to undertake the annual playground inspection reports.
- To approve and reissue the contract for groundkeeping of the Recreation Ground.

**9. HIRE FEES AND PITCH STRATEGY**

- To determine pavilion and recreation ground hire fees for 2024/25 season and any amendments required to the associated terms and conditions of hire.
- To determine any changes to the pitch strategy for both sites.
- To determine open space/event hire fees for 2024/25 and any amendments required to the associated policy.

**10. OTHER/REPORTS**

- To note any other reports submitted to the committee.

**11. REFERRAL TO FULL COUNCIL**

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

**12. FUTURE MEETINGS**

- To note agenda items for the April 2024 meeting.

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR COMMITTEE MEETINGS  
AND ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION  
YOU CAN ALSO KEEP UP-TO-DATE BY READING THE MINUTES PUBLISHED TO [WWW.PITSTONE.CO.UK](http://WWW.PITSTONE.CO.UK)**