

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

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**NOTICE IS HEREBY GIVEN OF THE** committee meeting  
to be held at Pitstone Pavilion on Thursday 13 February 2025 at 7.30pm

Laurie Eagling, Clerk to the Council

Pitstone Pavilion, Marsworth Road, Pitstone, LU7 9AP

Tel: 01296 767261

Signed \_\_\_L Eagling\_\_\_\_\_

Date: 6 February 2025

## **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 12 December 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 receipt of the price increases for 2025 advised by Ambivent.
- To note other correspondence received by the committee.

### **7. GROUND-KEEPING (ALL SITES)**

- To receive feedback from groundkeeper and approve any actions arising.
- To note progress with works specification documentation.
- To note that the grounds will be closed for renovation from 1/6/25.

### **8. PAVILION MATTERS**

#### **1. To note pavilion financial summary**

#### **2. Car Parking**

- To note that the parish council is hoping to arrange a meeting with Network Rail.

#### **3. 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 approve supply and replacement of tap in gents toilet.
- To consider quotation to convert trackway to garage from type 1 to concrete.

#### **4. Changes to UK Waste Regulations**

To note the changes to UK Waste Regulations coming into force on 31/3/25 and the associated actions arising.

## **5. Fire / Health and Safety**

- To note that the annual reminder to all hirers regarding their legal responsibilities in respect of fire safety and their need to practice fire evacuation is being issued.
- To consider/approve the annual review of the Fire Risk Assessment carried out by S Davies along with all the associated recommendations.
- To consider/approve the annual review of the Fire Safety Policy.
- To consider/approve the updated Health and Safety Risk Assessment.

## **6. Legionella**

- To note receipt of the bi-annual Legionella Risk Assessment prepared by 1<sup>st</sup> Environment and consider the actions arising.
- To note the comments arising from the independent review of the Risk Assessment and Sample results.
- To note receipt of the reassurance water samples prepared by 1<sup>st</sup> Environment and consider the actions arising.
- To consider and approve the Annual Review & Audit of the Water Treatment Control System and Records.
- To consider and approve the Annual review of legionella duty holder, responsible person and training requirements.

## **7. ACE**

To consider/approve the annual service and monitoring contracts for both intruder alarm and fire alarm with ACE Fire and Security.

## **8. P&IUFC**

- To receive monthly update from the club including presentation of the quarterly accounts.
- To receive update from the club regarding side panels for the dug outs.
- To receive an update regarding the clubs request re the microwave.
- Separate meeting re Step 6 to be arranged.

## **9. P&IJFC**

- To receive monthly update from the club.
- To discuss proposed JFC Safeguarding Policy for pavilion and recreation ground sites.
- To note that no further response has been received from Rainbow Roast Café with regard to an Occupational Licence.

## **10. Events**

- To consider any updates and actions arising relating to the upcoming events at the pavilion.

## **11. Taylor Wimpey**

- TW still to respond regarding the adjoining land, adoption of the balancing pond and/or fence remedials.

## **9. OPEN SPACE MATTERS**

- To note remedial works undertaken during the month and approve remedial works required / all associated costs.
- Hever Close playground clean  
To consider quotations from Groom Ground Maintenance re Enclean algicide treatment and from Core Clean re playground cleaning services.
- Slide at Windsor Road  
To note that the inner legs of the slide are rusting through and will require remedial work within the next 12-months.

## **10. OTHER/REPORTS**

- To note any 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 future agenda items and meeting dates.

**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  
THE MINUTES WILL BE PUBLISHED TO [PITSTONE.CO.UK](http://PITSTONE.CO.UK)  
YOU CAN ALSO REACH US AT ANYTIME VIA PHONE, EMAIL, SOCIAL MEDIA OR POST**