

# **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 March 2025

Pitstone Pavilion, Marsworth Road, Pitstone, LU7 9AP  
Tel: 01296 767261

Signed *L Eagling*  
Date: 6 March 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 13 January 2025 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 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 receive update from P&IUFC re tournament, and potentially agree an earlier pitch closing date (currently 1/6/25).
- To consider if any post football / pre cricket remedials are going to be required on the Recreation Ground to ensure safe cricket play and determine any actions arising.
- To consider the outcome of the Bucks/Berks FA Development Support Team's PitchPower report into the ground conditions of the pitches at both the Recreation Ground and Pavilion.
- To approve entering the drafted annual agreement with Groom Grounds Keeping for maintenance of the Recreation Ground.

### **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 consider quotations to convert trackway to garage from type 1 to concrete.
- To consider/approve the renewal of the annual maintenance contract with Ambivent.

#### **4. Fire**

- To approve annual review of the Emergency and Evacuation Plan for the Pavilion / Temporary Responsible Person.
- To approve refresher Fire Warden training for Parish Assistant.
- To approve the updated Terms and Conditions of Hire to reflect the new fire regulation requirements.
- To consider/approve the drafted Fire Evacuation Observer Checklist.

#### **5. Annual Review of the General Terms and Conditions of Hire, Hire Fees and Pitch Strategy**

- To undertake the annual review of the above (for both sites), confirm 2025/26 hire prices and implementation date, and confirm pitch strategy.

#### **6. P&IUFC**

- To receive monthly update from the club.
- To consider/approve the clubs request to install concrete footpaths to 3 sides of the senior football pitch (at their cost).
- To receive update from the club regarding side panels for the dug outs.

#### **7. P&IJFC**

- To receive monthly update from the club.

#### **8. Taylor Wimpey**

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

#### **9. Music Licence**

- To consider/approve annual renewal of the PRS/PPL Music Licence for the Pavilion.

### **9. OPEN SPACE MATTERS**

- To note remedial works undertaken during the month and approve remedial works required / all associated costs.
- Slide at Windsor Road – to note the feedback from three organisations and determine actions arising.
- Trees along Marsworth Road – to note the feedback from the site assessment and determine actions arising.
- Annual Playground Inspections – to consider the quotations provided and determine actions arising.

### **10. EVENTS**

- To consider any updates and actions arising relating to the upcoming events.
- To undertake the annual review of the Open Space and Events Policy and determine 2025/26 prices and implementation date.

### **11. OTHER/REPORTS**

- To note any reports submitted to the committee.

### **12. REFERRAL TO FULL COUNCIL**

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

### **13. 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  
YOU CAN ALSO REACH US BY PHONE, EMAIL, POST OR SOCIAL MEDIA AT ANY TIME  
THE MINUTES WILL BE PUBLISHED TO PITSTONE.CO.UK