

# **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 14 August 2025

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

Signed *L Eagling*  
Date: 7 August 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 June 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 approve treatment of sports acidifier to deter chafer bugs – approx. £500 + VAT

### **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/approve the quotations relating to moving the TMVs above the referees showers.
- To consider/approve renewal of the annual shutter maintenance contract - £335 + VAT with Royal Industrial Doors.

#### **4. P&IUFC**

- To note receipt of the quarterly accounts from the Club.
- To receive monthly update from the club.
- To consider/approve entering into the annual review of the Occupational Licence to P&IUFC for the forthcoming season – updated to reflect fielding two teams.
- To consider/approve the alcohol sales authority letter for P&IUFC.

- To receive update from the Club on the footpath and barrier installations and determine any matters arising.
- To consider advertising/panel/marketing proposals, and determine matters arising..
- To note a separate information meeting is being arranged re Step 6.

**5. P&IJFC**

- To receive monthly update from the club.
- To receive feedback following Presentation Day.
- To receive/approve final JFC pitch requests for 2025-26.

**6. Taylor Wimpey**

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

**7. Other**

- To consider/approve the purchase of a microwave for the pavilion kitchen.
- To note update on receipt of FRA documents from hirers and determine any matters arising.
- To note update from HouseMouse re potential container.
- To note upcoming period without Facilities Manager services.
- To note request from Paul Winton Fitness – site visit to be arranged for informal discussion.
- To note update on the draft Water Hygiene Management Policy.

**9. OPEN SPACE MATTERS**

- To note remedial works undertaken during the month and approve remedial works required / all associated costs.
- To consider the annual inspection reports for the four play areas, the remedial works arising and determine matters arising.
- To consider/approve the annual review of the Play Policy and Strategy, Parish Play Audit, and Play Space Risk/Benefit Assessments.
- To consider/approve the updated quotation for replacement playground signage (all playgrounds).

**10. EVENTS**

- To consider any updates following the recent events. No further events scheduled at present.

**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  
THE MINUTES WILL BE POSTED TO PITSTONE.CO.UK**