

Girton Parish Council

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The Pavilion
Girton Recreation Ground
Cambridge Road, Girton
Cambridge CB3 0FH

Minutes of the Sport and Recreation Committee Meeting held on Thursday 3rd July 2008

Present: Cllr. S Clift (PC Vice Chairman), Cllrs. M. Wilson, J. Thorrold,
L.Sparling, V.Godby, C.Starling, R.Hodgkinson; C.M.R. Wilson, G. Clare, L.Miller

08/60 Apologies for absence

Apologies had been received from Cllr de Lacey

08/61 To receive nominations for and elect a Chairman for the year

PC Vice Chairman Sam Clift nominated Cllr M. Wilson as Chairman, Cllr Godby sec. unanimous.

08/62 To receive nominations for and elect a Vice-Chairman for the year

None were received.

08/63 To receive members declaration of interest in items on the agenda

None.

08/64 That Standing Orders be suspended for an open session with members of the public

No members of the public were present.

08/65 That Standing Orders be reinstated

Standing Orders had not been suspended.

08/66 To confirm the Minutes of the meeting of the Sport and Recreation Committee held on 1st May 2008 as a true record

Cllr.Godby prop. Cllr Sparling sec. unanimous

08/67 Matters arising from the Minutes not covered by the current agenda

i. 08/44 Verbal report on progress on investigation of leak and wood treatment of Pavilion

Cllr Wilson communicated the following from Cllr de Lacey : *“During a rainstorm I noticed that the gutter ends were positioned so that water was running horizontally across the mouth of the gutter and into the soffits rather than falling onto the tiles below. The Clerk therefore asked our handyman to bend the gutters so that this would not happen. We now need heavy rain to see if this has solved the problem; meanwhile members will note that the stalactites do appear to have stopped.”* The Committee welcomed this news and will await confirmation that this has resolved the problem.

ii. 08/46.3 Car Parking verbal report on discussions with Girton Glebe School

Cllr Wilson noted that discussions were continuing.

iii 08/52 To consider recommending that the Parish Council explore placing the playing fields in the ownership of the Council ‘in trust’ as promoted by Fields in Trust. This issue will be addressed by an Advisory Group as set up by the PC at its June meeting.

iv 08/56 That the Booking Administrator liaise with the Tennis Club to establish an exact specification for their proposal to replace a section of Tennis Court fencing with a solid practice wall and to request quotations for such work. We are still awaiting a clear specification from the club so no quotations can be sought or any view taken on the proposal.

v. That detailed specifications together with quotations are sought for the installation of a lift in the Pavilion. L Miller is still awaiting information requested from the Architects.

08/68 That all business of this Committee shall be conducted according to the Standing Orders of the Council and the Rules of Debate therein.

Cllr.Wilson prop. Cllr. Starling sec. 5 in favour , 1 abstension.

08/69 That the regular dates for future meetings of this Committee be agreed as the second Wednesday of the month in September, November, January, March and May.

Cllr. Wilson prop. Cllr. Starling sec. unanimous.

08/70 That a separate Strategic Planning meeting be held in the month of July 2008 and a date for this meeting to be agreed.

In response to a question Cllr Wilson explained that the purpose of this meeting was that strategic matters as opposed to more short term issues should be reviewed early in the year not least because that any new initiatives can be costed and included in the budgeting process for the following year in the autumn. A date of Wednesday 23rd July 2008 was agreed at a venue to be arranged. An agenda would be circulated shortly.

08/71 That the Committee co-opt Linda Miller, Chris Wilson and Graham Clare as non-voting members

Cllr. Wilson prop. Cllr Hodkingson sec. unanimous.

08/72 To receive Booking Administrator's Report (to be tabled)

Received. Congratulations were accorded to Chris Wilson for his Groundsman Award from the Cambridgeshire Football Association. Graham Clare noted that the 10 Acre Field is looking very good.

08/73 To receive Financial Reports

The *Profit and Loss Budget vs Actual* report for the period 1 April to 2 July 2008 was tabled. The Chairman noted that generally income and expenditure against budget so far were proportionate. The cost to date of electricity was worrying. Cllr Wilson also noted that the figure of £1640 (additional fencing for multi-goal) charged to Play Equipment Maintenance had been intended to be charged against Play Equipment Reserves. He would raise this with the Clerk.

08/74 To note communication from Girton Cricket Club that they are investigating the possibility of replacing the existing all weather wicket with two full length training wickets (to be funded by Club)

This project was in the early stages and funding was currently being sought by the Cricket Club. C. Wilson reported that the Cricket Club intended to return their present all weather wicket back to a grass one. He stated that there were several areas for all weather wickets to be placed away from the Square but none was without complications. One would be in the far corner of the Recreation Ground where the storage containers are located but this would mean relocating one Container. The most practical location looked to be part between the MUGA and the far hedge but this would mean losing an access point onto the Recreation Ground. The wickets need to be placed somewhere convenient and within eyesight of the Pavilion to discourage vandalism. Cllr Wilson queried whether two wickets would fit in by the Tennis Courts on the left hand side of the Pavilion however this option would also block vehicular access to the site.

08/75 To note ongoing plans for the construction of a Local Equipped Area of Play (LEAP) at Wellbrook Way (verbal report)

Cllr Clift reported that following discussions with South Cambridgeshire District Council the Wellbrook Committee were now in a position to go to the Architects to get plans drawn up. Taylor Wimpey had indicated that they would be moving off the site in December. It is imperative therefore that the LEAP plans are agreed before this deadline. Cllr Wilson summarised the guidelines that the LEAP would have at least 3 pieces of equipment for Toddlers and 6 pieces of equipment for the 4 to 12 year age group. A meeting of the Wellbrook Committee would be convened to finalise suggestions.

08/76 To receive and discuss the development of proposals for the replacement of the Logworld Monkey Bars and the installation of fencing and dog prevention measures

Cllr Wilson said that there were sufficient funds in the Play Equipment Reserves to cover the cost of replacement for this piece of equipment. Several illustrations of possible new play equipment were tabled for discussion. It was agreed that it was important for the children of Girton Glebe School to be involved and indicate their preferences before we proceed.

The matters of fencing and dog prevention measures were briefly discussed but were considered more appropriate for full discussion as part of the Strategic Planning meeting.

08/77 To receive and comment on a draft Annual Safety Inspection checklist and to set a date for the Inspection (papers circulated)

No major changes to the documents were proposed. Cllr Sparling was concerned over the lack of specific comments on used needles and how they should not be handled. It was agreed to carry out the inspections and amend the documentation in the light of experience. Cllr Wilson noted that a section on safety procedures and training was included on the form but it was agreed that the Litter Picker would be advised on the correct procedure. Cllr Wilson and G. Clare would arrange a date for the Inspection.

08/78 To agree scope and frequency of regular maintenance inspections of play/equipment Trim Trak (paper circulated)

It was agreed that a weekly inspection programme for play equipment and surrounding areas should be established using the form as circulated, to be amended in the light of experience. It was considered appropriate that the Security Officer be asked to carry out at least part of the full weekly inspection as part of his duties but in order to ensure periods of sickness and holidays were covered Cllr Wilson suggested that further individuals become capable of carrying out the inspections and that a rota may be required. G. Clare volunteered to undertake inspections of the Trim Trak and Weaver's Field.

08/79 To receive a verbal report of any accidents or incidents reported in the accident book

An accident report had been received from a supervisor of Bobtails Toddler Group involving one of the helpers and the metal tables stacked in the storage cupboard. Mrs Miller noted that the tables were heavy and the Committee agreed that the method of storage needed to be improved.

08/80 To receive and consider quotations for lightweight tables and table storage trolleys for the Pavilion

Following from the previous item the Committee considered replacement for a number of tables and a table trolley for storage and movement.

The following quotations were tabled:

Gopak – C/AB2 Contour Folding Table £92.80 @ 12 £1,113.60 (10% discount) £1002.24
+ VAT £175.39 total : £1777.63

A3001 Small Table Trolley £168.63 @ 2 £337.26 (10% discount) £303.53
+ VAT £53.12 total £356.65

Malcolm Andrew – Rectangular Height Adjustable Table L1120 x W600mm @ £72.05 (1 – 9)
£69.83 (10 – 24) £68.03 (25+) each

Rectangular Height Adjustable Table L1830 x W760mm @ £78.11 (1 – 9)
£74.38 (10 – 24) £72.71 (25+) each

Universal Table Trolley (up to 12 tables) H1550 x L1850 x W 850mm @ £288.83 each

Morleys - As above - Table L1120 x W600mm - £75.55 (1 -9) £73.39 (10 – 24) £71.23 (25+)

As above - Table L1830 x W760 mm - £82.02 (1 -9) £79.87 (10 – 24) £77.71 (25+)

Table Trolley (up to 12 tables) £289

It was proposed to recommend that the Parish Council approve purchase of six tables plus a table trolley to be charged to Pavilion Supplies/Furnishings budget. Based on the figures presented the Committee agreed to recommend the supplier Malcolm Andrew but that revised quotations for the lesser number of tables at a size to be agreed were to be confirmed and presented to the full Council.

Cllr. Wilson prop. Cllr. Godby sec. unanimous.

08/81 To receive three quotations for the installation of CCTV cameras to cover the MUGA

- 1) Dent Security Systems Limited - £2018 + VAT
- 2) Briar Security Systems Limited - £3490 + VAT
- 3) Advance Security Limited - £3695 + VAT

The quotations were received and discussed but it was decided at this time to look for additional options for ensuring the security of the MUGA perimeter.

08/82 To receive three quotations for the installation of new flooring for the Pavilion corridors

- 1) Sawston Carpet Flooring – Prime and Latex Floor £380 = VAT
Polysafe Standard - £1157.50 + VAT
Polysafe Astral - £1342.70 + VAT

- 2) Cambridge Flooring Company Limited
Changing Room corridor : fitted in one piece £642.81 + VAT
Fitted with joins £477.51 + VAT
Toilet corridor £728.51 + VAT

- 3) Florstor Carpet and Vinyl Centre £940.94 + VAT
Changing Room corridor £940.94 + VAT

The quotations were received and it was agreed to recommend to the Parish Council that Cambridge Flooring Company Limited be requested to supply and fit the standard flooring without joins, to be charged to Building maintenance budget. Cllr Godby prop. Cllr Wilson sec. unanimous.

08/83 To receive three quotations for the provision of a path from the Pavilion to the Tennis Courts

- 1) Town and Country Landscapes - £1071 + VAT - £187.42 = £1258.42
- 2) Wellsolved - £1208
- 3) LJ Parker - £1095 + VAT - £191.62 = £1286.62

It was noted that no budget had been allocated to cover for this potential expenditure and that the location of the proposed path may conflict with the siting of the Cricket Club's proposed practice nets (see item 08/74). Further consideration of this item was therefore deferred until after the Strategic Planning meeting.

08/84 To receive any correspondence

None

Date of next meeting : Wednesday 10th September 2008 – following the meeting with Users

The meeting ended at 9.25