

**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 of 12 November  
 2008 at Orchard Close Community Centre at 7.30pm**

Present: Cllrs S Clift (PC Vice Chair); M Wilson (Chairman); V Godby, R.Hodgkinson, L.Sparling, C. Starling, J. Thorrold. Co-opted members: CMR Wilson, & L.Miller  
In attendance: Robert Stone

<b>Item</b>	<b>Agenda</b>	<b>Action</b>
<b>08/131</b>	<b>Apologies for absence</b> None	
<b>08/132</b>	<b>Members declaration of interest for items on the agenda</b> None	
<b>08/133</b>	<b>That Standing Orders be suspended for an open session</b> No members of public present	
<b>08/134</b>	<b>That Standing Orders be reinstated</b> No members of public present	
<b>08/135</b>	<b>To confirm the minutes of the meeting of the Sport and Recreation Committee with Users held on 10 September 2008 as a true record</b> Minutes received but not confirmed.	
<b>08/136</b>	<b>To confirm the minutes of the meeting of the Sport and Recreation Committee held on 17 October 2008 as a true record</b> Proposed Cllr Wilson Seconded Cllr Godby Confirmed by a majority vote. Two abstentions: Cllrs Clift & Hodgkinson.	
<b>08/137</b>	<b>Matters arising from the Minutes of the meeting held on 10 September 2008 (without Users).</b> Previously circulated and confirmed. (i) 08/112 (08/82) Corridor flooring. The new surface has been installed. (ii) 08/115 Inspection of ditches. The Chairman noted that the matter had been referred to the Chair of the Environment Committee. (iii) 08/118 Location of all weather wickets. Chris Wilson has discussed with Simon Pawley & Stephen Tyrell. Further discussions on site including the Chairman of the Committee had been requested and would be arranged.	Linda Miller to arrange meeting
<b>08/138</b>	<b>Matters arising from minutes of the users meeting of 10 September 2008:</b> (i) 08/103 Trees on 10 Acre Field. The concerns of the Aero	

	<p>Modelling Club had been passed to the Environment Committee.</p> <p>(ii) 08/103 Litter on 10 Acre Field. It was noted that large amounts of plastic litter, particularly bottles were a problem on the recreation areas, particularly the 10 Acre Field and in and around the Pavilion over weekends. It was agreed to monitor use of sports facilities to identify when, where and by whom bottles are being dropped; to place a notice(s) in the changing rooms, and the recreation ground encouraging users to take items home for recycling; and to write to each club inviting them to a meeting to discuss how they could help with this issue. There was little support at this stage for the provision of bins at the Ten Acre Field which would be the responsibility of the Parish Council and not that of the District Council.</p>	
<b>08/139</b>	<p><b>Matters arising from the minutes of the meeting held on 17 October 2008</b></p> <p>(i) 08/130 Budget Proposal 2009/10. The Chair noted that the Budget Committee met on 30<sup>th</sup> October to review proposed Girton PC budgets for 2009/10. In agreeing a draft proposed Budget for approval by the full Council it had decided to increase forecast income for the Pavilion to £27,300. The allocation for Pavilion maintenance would be covered by transferring £5,000 directly from the Pavilion Maintenance Reserves. The transfer to Play Equipment Reserves had been reduced to £2,500 from £3,500. No funds would be allocated to Play Surfaces Reserves for this year.</p>	Linda Miller to arrange meeting
<b>08/140</b>	<p><b>To receive financial reports: Profit and Loss Budget vs Actual 1 April – 28 Oct 2008</b> Received.</p>	
<b>08/141</b>	<p><b>Pavilion Balcony: To consider whether adjustments to the gutters have resolved the problem, if further investigative work is required, or if quotations for restoring the affected exterior woodwork should now be sought.</b></p> <p>It was reported to the committee that the gutters have been re-aligned but water was still dripping from the balcony. It was agreed proper investigation, and appropriate remedial works were required. If this cost more than the remaining £2,000 in the budget monies would need to be transferred from the reserves subject to the approval of the Parish Council. Further advice and quotes were needed prior to any decision. To proceed with requesting quotations Proposed: Cllr Wilson, Sec. Cllr Godby. Unanimous.</p>	Linda Miller – request quotes. Clerk – to add to PC Agenda
<b>08/142</b>	<p><b>Pavilion Hall floor: To consider quotations for resurfacing and resealing of Hall floor and to make a recommendation to the Parish Council.</b></p> <p>Three quotes were considered: Anderton &amp; Groom £1214; Jaques Helin £2800; and Back 2 Natural £1995. Following discussion it was agreed to recommend the lowest quote to 19<sup>th</sup> November 2008 meeting of the Parish Council. Proposed: Cllr L Sparling Seconded Cllr Wilson. Unanimous.</p>	Clerk – to add to PC

08/143	<p>Cost to be allocated to S&amp; R budget - Pavilion maintenance.</p> <p><b>Trim trail: To approve expenditure of £215 + VAT on replacement of damaged swing ropes on an element of the Trim trail. Quotation from Fenland Leisure Products Limited</b></p> <p>Proposed Cllr L Starling Seconded Cllr R Hodkinson. Unanimous. Expense to be allocated to S &amp; R budget – Play equipment maintenance.</p>	Agenda
08/144	<p><b>Monkey Bars: To agree to proceed with the disassembly and removal of Logworld monkey bars from the Recreation Ground play area including making good safety surface prior to replacement.</b></p> <p>Three quotes were considered: Wicksteed £450 + VAT; Fenland Leisure £750 + VAT; &amp; Chapman &amp; Tabor £405 + VAT. Following discussion it was agreed to recommend the Fenland Leisure quote to 19<sup>th</sup> November 2008 meeting of the Parish Council as this company was best placed to repair the safety carpet of the play area pending a new piece of play equipment being installed.</p> <p>Proposed Cllr L Sparling seconded Cllr R Hodkinson. Unanimous. Expense to be allocated to S and R Play Equipment Reserves.</p>	Clerk – to add to PC Agenda
08/145	<p><b>Tennis Courts: To consider proposals by the Tennis Club to construct a practice wall as a replacement of an existing fence panel to the tennis courts; and subject to funding by the club, to approve construction of such a wall and to proceed with requesting planning permission if required.</b></p> <p>A specification together with quotations indicating the expected costs had been received from the Tennis Club. The Committee considered the proposed location and noted that this would cause an undesirable blind spot in the sightlines through towards the multigoal area and MUGA. A preferable location suggested was along the side of the court facing the rear of the Pavilion. The Chairman noted that he had requested clarification of the Tennis Club plans for funding the project. He would also prepare a risk assessment for this item and noted one issue that the assessment would cover was the costs of maintaining and repairing the wall. Some members were of the opinion that such costs should rest with the club rather than with the Council. Following discussion it was agreed in principle to support the project subject to: the location plan for the new wall being redrawn in accordance with the Committee’s advice; a source of funding being identified by the tennis club. The next steps were to: discuss the position of wall, to confirm funding, probable timetable and other details with the Tennis Club; for a revised proposal to be presented to the Parish Council, and for planning permission and building regulations to be applied for by the Tennis Club if required.</p>	i)Chairman to discuss with Tennis Club ii) Clerk to add to PC Agenda Clerk to confirm if Planning Permission was required.
08/146	<p><b>Car parking: To consider weekend problems with parking of vehicles in and around the Pavilion car-park, and to discuss options.</b></p> <p>It was agreed to include a discussion of these problems together with</p>	

08/147	<p>control of litter in a special meeting with user groups (see also minute 138 (ii))</p> <p><b>To note annual service inspection of Power Roller has been completed and to approve expenditure of £148.05 for replacement fuse to starter motor.</b></p> <p>The expenditure was noted as including cost of inspection and replacement fuse.</p>	<p>Clerk to request quotations and to add to next S&amp;R agenda</p>
08/148	<p>Expense to be allocated to S and R budget - Equipment Repair.</p> <p><b>To note recent worm fungicide spraying of recreation fields, approve expenditure, and agree future procedure.</b></p> <p>Expenditure of £280 noted. Expense to be allocated to Football maintenance. In future proposed expenditure will be submitted to the S&amp; R Committee in advance for approval. Items above its delegated authority require approval by the Parish Council. The Clerk advised that he had delegated authority to approve expenditure of up to £500 in an emergency.</p>	
08/149	<p><b>To consider independent safety inspections (ROSPA and other organizations) of Parish play equipment at Recreation Ground, Weavers Field, and Wellbrook Way and the Trim Trail from 2009.</b></p> <p>The principle of independent safety inspections was approved.</p>	<p>Chairman to arrange date</p>
08/150	<p>Proposed Cllr Wilson Seconded Cllr L Sparling Unanimous.</p> <p><b>Health and Safety: To confirm date of Annual Safety Inspection and arrangements for weekly inspections</b></p> <p>Not discussed in the absence of Graham Clare. The Chair undertook to fix a date convenient for G. Clare, the Clerk and himself.</p>	
08/151	<p><b>Health and Safety – To review progress with car-park risk assessment</b></p> <p>No progress to report</p>	<p>(i)Linda Miller (ii)Cllr Clift</p>
08/152	<p><b>Health and Safety: To receive verbal report of any incidents</b></p> <p>No incidents were reported.</p>	
08/153	<p><b>Health &amp; Safety: To review and make changes if appropriate to emergency procedures and policy regarding provision of access for emergency vehicles to the playing fields.</b></p> <p>As PC officers, and contractors, are not necessarily present at events on the playing fields they are not available to advise on the access code used on the combination padlocks. Neither do all emergency services necessarily have bolt cutters. Notices, keys, held in the Pavilion, and circulation of mobile telephone numbers were discussed. Two actions were agreed:</p> <ul style="list-style-type: none"> <li>i) to circulate the padlock combination numbers to club secretaries in confidence; and</li> <li>ii) to make contact with emergency services to discuss possible solutions to permit them to gain access.</li> </ul>	
<p>The meeting ended at 9.10pm.</p>		