

**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 14<sup>th</sup> January 2009 at  
 St Vincents 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 & Graham Clare.  
In attendance: Robert Stone

Item	Agenda	Action
09/01	Apologies for absence None.	
09/02	Members declaration of interest for items on the agenda None.	
09/03	That Standing Orders be suspended for an open session. Not applicable as no members of the public were present.	
09/04	That Standing Orders be reinstated -	
09/05	To confirm the minutes of the meeting of the Sport and Recreation Committee on 12th November 2008 as a true record. Proposed: Cllr Wilson; seconded Cllr Godby. Minutes confirmed (5 for 1 abstention).	
09/06	Matters arising from the Minutes of the meeting held on 12th November 2008  (i) 08/137 Ditches. Chris Wilson said he had inspected the ditches, and reported that they needed to be cleared to the Environment Committee. The Clerk was obtaining quotes.  (ii) 08/137 Cricket wickets. Meeting has yet to be arranged.  (iii) 08/138 Meeting with clubs on litter and traffic. To be arranged.  (iv) 08/142 Pavilion Floor resurfacing. Recommended bid approved by Parish Council. Work carried out week beginning 5 <sup>th</sup> January 2009. This had been done very well.	Clerk  MW/ LM?  MW/ LM?
09/07	To receive financial report: Profit and Loss Budget vs Actual 1st April to 31 <sup>st</sup> December 2008. The report was tabled. The Chairman noted that income should reach the 2008/09 target of £26,000.	

<p><b>09/08 Pavilion Balcony:</b> To consider quotations for investigative work to resolve leak.  <i>S and R Budget: Pavilion Maintenance Reserves</i></p> <table border="0"> <tr> <td>Thackray</td> <td>£1,300 + VAT</td> </tr> <tr> <td>B.S.V. Construction Services Limited</td> <td>£1,000 to £1,500 max (excl VAT)</td> </tr> <tr> <td>Coulson &amp; Son Limited</td> <td>£1,013.44 + VAT</td> </tr> </table>	Thackray	£1,300 + VAT	B.S.V. Construction Services Limited	£1,000 to £1,500 max (excl VAT)	Coulson & Son Limited	£1,013.44 + VAT	
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<p>The Chairman explained that works were needed to identify where rainwater was penetrating the surface of the balcony. The flashing would need to be removed and slabs lifted. If the problem was minor it may be possible to solve it during the investigation. As the cost was above the delegated limit of £500, the matter would need to go to the Parish Council.</p>							
<p>After some discussion Cllr Wilson proposed recommending to the Parish Council that the quote from BSV Construction Services be accepted. This was seconded by Cllr Godby. Unanimous.</p>	<p>Clerk to add item to PC agenda</p>						
<p><b>09/09</b> To receive a report on the Fire Risk Assessment for the Pavilion</p> <p>Graham Clare advised that he had produced the assessment working to the same professional standard required by his company. The Action Plan (page 7) detailed tasks to be done in the short term, and those that did not have the same priority.</p>							
<p>Moving the electrical boxes from wood to breeze blocks within the upstairs store was the most urgent item. Quotes would be required to be approved by the Parish Council.</p>	<p>Clerk</p>						
<p>He would put up no smoking signs, but smoke detector alarms were also needed. Advice was needed from the Fire Service on the current requirements for community halls. These may need to be a higher specification than domestic alarms, and wired into the mains. Quotes would then be needed from specialist fire protection companies.</p>	<p>GC Clerk Clerk</p>						
<p>Now that the fire extinguishers had been serviced, and correctly positioned he said he would ensure that they were correctly signed, and that current fire escape signs were in place &amp; visible.</p>	<p>GC</p>						
<p><b>09/10</b> To agree further actions as advised by Fire Risk Assessment Report:</p> <ol style="list-style-type: none"> <li>1. A maintenance contract for the servicing of Fire Protection equipment <ul style="list-style-type: none"> <li>- A three year contract with Cromwell Fire Protection Ltd was suggested in view of their excellent reputation and modest rates.</li> </ul> </li> <li>2. Add Fire risk documentation to hire form <ul style="list-style-type: none"> <li>- This would need to be produced, and drawn to the attention of hirers. Advice would also be needed on evacuation procedures. The Council should also make rule that the numbers of adults present should be proportionate to numbers of children within the hall.</li> </ul> </li> <li>3. Ensure extinguishers are checked on a monthly basis <ul style="list-style-type: none"> <li>- discussed and accepted but lead person not immediately identified. Graham</li> </ul> </li> </ol>	<p>Clerk/ LM  LM/ Clerk/ MW</p>						

<p>said he would draw up inspection sheets. To be revisited.</p>	<p>GC/LM</p>
<p>4. Clear papers and combustible items from corridors and CCTV equipment - Flammable materials on escape routes in corridors, and stairwells must be moved in the near future.</p>	<p>LM/ Clerk</p>
<p><b>09/11</b> That the Committee consider the need for storage cupboards within the Pavilion hall in the light of Fire risk inspection carried out 22nd December 2008, and authorize the Clerk to request quotations for this work.</p>	
<p>It was agreed that the current storage arrangements using the “lift shaft” cupboard, and space under the stairwell were liable to generate smoke in the event of a fire, blocking escape routes, and were a potential H&amp;S issue with toys being jammed into inadequate storage space. The Clerk should obtain quotations for built-in cupboards within the hall.</p>	<p>LM/ Clerk</p>
<p><b>09/12</b> To approve expenditure of £94.99 plus VAT for a replacement urn for the kitchen <i>S and R Budget Pavilion Supplies/Furnishings</i></p> <p>Proposed: Cllr Wilson Seconded Cllr Clift Unanimous.</p>	
<p><b>09/13</b> To approve a risk assessment document prepared for the construction of a practice wall on the tennis courts as discussed at the last meeting</p> <p>The Chairman noted several new issues that were raised by the draft document. Some further concerns were also expressed about future maintenance and upkeep of the Wall. In the circumstances it was agreed that any action should be deferred until the risk assessment was complete. The Chairman asked for additional contributions to the risk assessment prior to further consideration by the Committee.</p>	
<p><b>09/14</b> To approve expenditure of £227.10 plus VAT for the purchase of a noticeboard with dimensions of 1050 x 1010mm. <i>S and R Budget Pavilion Supplies/Furnishings</i></p> <p>The Clerk advised this was required to allow him to post minutes of Parish Council meetings, and Committees outside the Parish Office. The present arrangement of using the Church porch for this purpose was inappropriate. The new notice board could also be used for Recreation Ground notices, including emergency numbers.</p> <p>Proposed: Cllr L Starling; seconded Cllr Hodkinson. Unanimous.</p>	
<p><b>09/15</b> To consider what action to take to control dog owners permitting dogs to run on and foul the 10 Acre Field</p> <p>In discussion it was agreed that a dog route and signage needed to be established on the extended recreation ground. Ways of enforcing these including enforcement orders needed to be investigated. When these actions were complete publicity was required in the GPN, village notice boards, and website. Cllr Clift &amp; Chris Wilson agreed to make a site visit, and look at potential routes.</p>	<p>SC/CW</p>

<p><b>09/16</b> To receive a verbal report of a meeting of the Chairman with the principal of the Cambridge Academy of English</p> <p>The Chairman said that he had met with the Principal. He would circulate a written Report.</p>	MW
<p><b>09/17</b> To receive a report from the Clerk on recent anti-social incidents around the Recreation Ground</p> <p>The Clerk reported that there had been a series of incidents in December when local youths had intimidated users of The Pavilion in the evenings by knocking footballs against doors, windows, and the balcony railings. These incidents had culminated in a group drinking too much, losing their inhibition and “mooning” outside the windows of the hall during a party for teenage girls.</p> <p>The police were phoned but did not attend until a second call alerted them to events really getting out of hand when some of the girls helped them to gain access and fire extinguishers were set off. The policemen who arrived took names and addresses and advised the boys to go home. This appears to have had a sobering affect in that problems at the Pavilion had decreased.</p>	
<p><b>09/18</b> To review schedule of play equipment safety inspections planned for 2009/2010 and consider a proposal (with costs) of (a) adding quarterly external operational inspections of play equipment to an annual external inspection, an annual in-house inspections and weekly visual inspections and (b) to agree to an initial external risk assessment of the Councils play facilities.</p> <p>An external annual inspection was agreed, and a quarterly safety inspection recommended. Weekly visual inspections by trained volunteers were also desirable. The budget for inspections would need to be increased from £250 to around £500 based on known costings (e.g. Cambridgeshire ACRE charged £50 per play area.) and Girton PC will have three once the Wellbrook LEAP is built. The trim trail in 10 Acre field would also need to be inspected.</p>	NS
<p>The initial external risk assessment was a legal requirement. This would be done in 2008/09 if possible. An approach would be made to RoSPA. Graham Clare agreed to provide training for volunteers doing weekly inspections.</p>	Clerk/ LM GC
<p><b>09/19</b> Health and Safety: To note Annual Safety Inspection carried out 10th Jan 2009</p>	
<p>The Chairman confirmed the inspection had been carried out. He would circulate a written report. Minor repairs were being arranged.</p>	MW/ LM
<p><b>09/20</b> Health and Safety - Car-park risk assessment and update on insurance claim</p>	
<p>Graham Clare said the car park risk assessment was in hand. The Clerk advised that he been in contact with the insurance company about the current claim. This dated back</p>	

<p>to an incident in 2007 that had not been reported until 2008. The facts were in dispute both as regards the date, and lights that were working. The insurance company was investigating.</p> <p><b>09/21 Health and Safety:</b> To receive verbal report of any incidents None reported.</p> <p><b>09/22 Correspondence:</b> Savills. Lease of St Johns Field and conditions of lease.</p> <p>A letter had been received from St Johns College’s agent asking whether Girton PC wished to continue leasing the field next to the main recreation ground, and pointing out that conditions of the lease regarding fencing, and tree works had not been complied with. Legal costs may be high.</p> <p><b>09/23</b> To recommend that the Parish Council renew the lease of St Johns Field from 24<sup>th</sup> April 2009</p> <p>Proposed: Cllr Wilson; seconded Cllr Clift. Unanimous.</p>	
<p>The meeting ended at 9.50pm.</p>	