

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 Wednesday 25th August 2010 at Orchard Close Community Centre

Present: Cllrs M Wilson (Chairman), V Godby, P. Johnson with CMR Wilson, G. Clare, L Miller

10/76 Apologies had been received from Cllrs Noble, Bromwich and de Lacey

10/77 Members declaration of interest for items on the agenda
None

10/78 Public session for items on the agenda or other matters of interest
No members of the public were present

10/79 To confirm the Minutes of the meeting held on the 23rd June 2010
Cllr Wilson prop, Cllr Johnson sec. Unanimous.

10/80 Matters arising from these Minutes:

1. 10/51.3 Dog Signage: initial signs had been installed along the dog route
2. 10/51.4 Pavilion Hall Floor – The Chair reported correspondence between the Chairman of the PC and architects was still ongoing.
3. 10/51.5 the Ditch work has been carried out
4. 10/51.8 Door closures – this work still has to be done (Acting Clerk to follow up)
5. 10/54 Wellbrook LEAP – the Chair noted he had passed on the Committee's robust recommendation on the need to replace the fence before handover.
6. 10/56 Vic Watson plaque: It was suspected that the letter had not been sent (Chair and Acting Clerk to follow up)

10/81 To receive notes of a meeting held 28th July 2010
This meeting had been inquorate but the record of discussion provided background to the paper at item 10/87. The notes were received.

10/82 To receive nominations for and to appoint a Vice-Chair
Cllr Godby proposed Cllr Johnson, who was willing to be nominated. Cllr Wilson second.
Cllr Johnson appointed.

10/83 To permit on a trial basis Histon Early Toys Library to operate on the grassed area
outside the Pavilion facing the school at no cost
Cllr Wilson prop, Cllr Johnson sec. Unanimous.

10/84 To review and approve specification for 3 year grass cutting contract specification prior
to tender.
It was agreed to amend so that the St Johns Field is cut to the same specification as the

10 Acre Field.

Several other items would require consultation with the Environment Committee before finalising the document.

- (i) item 5 – Cutting of Girton Wood paths and the “panhandle”. Is this specification still valid and will the Parish continue to be reimbursed by the Woodland Trust for this work?
- (ii) item 8 – Perimeter hedges. These hedges needed to be specified in greater detail as those surrounding or dividing the three recreational fields. C. Wilson reported initial discussions with others and recommended a three year cycle of hedge trimming with a third cut each year to encourage and protect biodiversity. The work should be scheduled and carried out in consultation with the Groundsman. There was a case that the hedge work could be transferred to the brief of the Environment Committee on this basis but the Chair noted that if a new independent body was set up to administer Sport and Recreation facilities (see below item 10/87 and Appendix Two) this responsibility may well shift back from the Environment Committee again.

Action Clerk/Chair

10/85 To review and approve specification for 3 year cleaning contract specification prior to tender. The specification was agreed subject correction of a typographical error in final term – replacing “is” with “as”. The Chair clarified that “extra to contract” meant that if additional cleaning work was required and if a club was responsible any additional costs could be passed on.

Cllr Wilson prop, Cllr Godby sec. Unanimous.

10/86 To consider and approve User rate fee rates for 2011/12 (a proposed fee schedule had been circulated in advance). Following on from the notes of the discussion on 28 July the Chair summarised the proposed increases. Members confirmed they had read the fees risk assessment document and had no issues to raise. The following discussion came to the following conclusions.

General increases: Based on May CPI inflation rates of 3.2% - this would equate to a 70p increase on a fee of £22. A simpler formula of rounding up increase of this type to nearest pound/50p/25p was agreed by the Committee to be more straightforward. Fees have therefore been rounded up to an appropriate level.

Separate fee rates for pre-season friendly football matches. These were removed from the fee schedule.

Cricket fees. These fees had been increased annually by £10 increments over the last few years to bring them into parity with other users and comparable local rates. It was agreed not to uplift by this amount for 2011/12 and to just apply the standard inflation based increase this year.

Storage fees. As notional charges these would not be increased.

The fee schedule as amended by the above (as attached as Appendix One) was then put for approval

Cllr Wilson prop, Cllr Godby sec. Unanimous.

10/87 To receive and approve a Committee Plan with goals for 2011/12 – 2013/14 (a paper had been circulated in advance of the meeting) Following discussion and amendment the revised document as presented as Appendix Two was put for approval

Cllr Wilson prop, Cllr Godby sec. Unanimous.

- 10/88** To approve expenditure of £87 + VAT £15.23 for the purchase of pair of football nets
Cllr Godby prop, Cllr Wilson sec. Unanimous.
- 10/89** To approve expenditure of £44 + VAT £7.70 for the purchase of brushes for boot scraper
Cllr Wilson prop, Cllr Godby sec. Unanimous.
- 10/90** To receive any reports of accidents or other incidents since the last meeting
There were none
- 10/91 Correspondence.** Email correspondence regarding possible training use of one field by
Histon FC was noted. This had been a plan of the manager of the team who had now
resigned and the issue was shelved.

The meeting ended at 9.55pm.

Appendix One.

Schedule of fees – excel spreadsheet accompanies minutes.

Appendix Two

Sport and Recreation Committee Planning Document 2010 for period 2010/11-2013/14

The following report and recommendations build upon the Report from the previous year.

Introductory:

1. Remit as revised July 2010.

Sport and Recreation Committee Remit:

1. To oversee and administer sporting and recreational facilities in the Village which are owned or leased by the Parish Council, including the upkeep and maintenance of the Pavilion, all LEAPs, the Trim Trail, all exterior sporting facilities, and all equipment used for sporting facilities together with the marking of sports pitches.
2. To administer the use of such facilities by the public and to ensure public safety at any event held on or using such facilities.
3. To assess future needs of residents of Girton for new sporting and recreational facilities and where appropriate to draw up a budget for the provision thereof.
4. To liaise with the YouthWorks programme and to consider facilities for youth in the Village.

The Committee will work with the Environment Committee on areas of mutual interest or where the Environment Committee holds primary responsibility and expertise (e.g. drainage, hedging, gates/fencing, tree-work, public benches or seating, and litter and dog bin provision). A standing item on the agenda of meetings will be:

Matters of concern to/raised with the Environment Committee

Appendix A.

Definitions: Geographical scope

For the purposes of administration the phrase “Recreation Ground” in any documentation or correspondence is, unless expressly stated, understood to refer to the entirety of:

1. The area comprising the Recreation Ground proper bordered by the Parish Church and Girton Glebe School including the Pavilion building, tennis courts, multi-use games area (MUGA) and car park.
2. Ten Acre Field to the rear of the Recreation Ground bordered by private land, St John's field and a strip of land owned by the Woodland Trust.
3. St John's field abutting the Recreation Ground along its northern side.

Appendix B.**Definitions: Amplification of the role of the Committee**

To Oversee – The Committee is responsible for taking the long view – one that takes into account more than one set of users’ wants and wishes and which balances general access of the community to recreational facilities with exclusive organised activities which attract charges.

To Administer – The Clerk and Bookings Administrator both actively manage the main site on a day to day basis. Bookings are essential tools to protect the investment of the Council. We know who is using a facility and when – they are guaranteed exclusive use for a set period and know the terms on which that use is granted, to observe regulations over use and report back any problems. The Committee is responsible for establishing and monitoring systems to achieve these ends.

To Maintain – The Council has a moral and legal obligation to ensure all its facilities are in a safe condition and fit for purpose. This covers the cleaning of the Pavilion, litter picking around the Recreation Ground and other play areas, grounds maintenance, inspections and repairs. If not properly maintained facilities will be less well used and the Council will lose income.

To Assess future needs – within budgetary and space constraints the Committee can highlight possible future projects – replacement of aging facilities or equipment for example – this area is also one where engagement with the larger community is important.

15 June 2010 –.

Revised 9 July 2010

2.Finance and Resources.

1. Concern was expressed that the allocated reserve funds had not been protected for the current financial year as had been requested. Unless these reserves were adequately ring fenced and replenished to their established levels

Games surfaces: £8000

Pavilion fabric: £10000

Play equipment: £3500

long term planning and long term health of sport and recreation in the Village would suffer and the goals and objectives outlined below will not be met.

2. The Council is urged to do what is necessary to produce more accurate financial data for the preparation and reporting of Council finances.

3. From the perspective of developing a four-year forward plan it is clear that in the current year (April 2010-March 2011) the S and R budget has very little flexibility beyond essential commitments.

4. Additional income would be required to take forward any new plans for subsequent years. Some of this increase in income would be anticipated to come from increases in user fees but an increased contribution from the Council's precept income would also be required.

5. Income from fees. The variability of income from fees year to year was noted. The previous year had seen a significant loss of income from MUGA due to extreme weather conditions and from the Hall due to heating problems. Other modifications in charging models introduced last year will be reflected in the income seen this year. Following a year of no increase a compound two year inflationary increase on fees for 2010/11 had been approved last year. A further increase for 2011/12 is considered essential.

6. Initial consideration of charges for 2011/12. Current (May) CPI inflation rate is 3.2% - this equates to a 70p increase on a fee of £22. A simpler formula of rounding up increase to nearest pound was generally considered by the Committee to be more straightforward. This would be presented as a proposal to the Sport and Recreation Committee. Further increases linked too inflation rates in subsequent years could be considered on an annual basis.

7. It is very probable that the Council will need to charge VAT for certain users of the facilities on top of these rates.

8. Cricket fees have been increased by £10 increments over several years to bring them to parity with other fees and other local cricket pitch charges. There was discussion over whether a further increment should be made or for the application of a general percentage increase. Both options will be brought forward to the Committee meeting setting fees.

Forward Planning

9. In looking at the three years beyond the current year the priorities appear to be:

- Resurfacing of the MUGA which has an estimated remaining life expectancy (with maintenance) of another 3-4 years.
- Fitting out of loft space and installation of lift in Pavilion (both noted as overdue by Sport England in 2003).
- Responding to issues raised/recommendations of Disability audit.

10. Planning for the first two projects to be taken forward towards the end of the four year cycle will mean that consultation could proceed while funds and options were being identified. In particular the replacement of the MUGA would require extensive consultation over the purpose of this court as it was noted there was a tension between demands for exclusive football use and the needs of other sports for an all weather outdoor surface.

11. The fitting out of the roof space as requested by Sport England for youth club/sporting activity was seen to fit in well with reports of informal contact with the youth leader who had indicated a need for additional interior space in the village centre (as opposed to Wellbrook Way) for youth club activities.

12. Several other aspects of future planning could be taken forward through a small sub-group of the Committee looking at the footprint of the Recreation Ground now that the car-park fence has been installed. This group could identify where if possible additional features could be accommodated eg.

Additional seating around play area etc (noted as desirable by RoSPA inspections etc.)

Picnic table provision.(comments received)

Teen-age shelter(lack of teenage provision)

Cricket all weather practice wicket (location of a double practice facility requested by club)

Signage (Notices of general responsibility and emergency contacts are lacking)

This group should also establish how the village performs against national standards such as the NPFA Six Acre Standard for provision of open play space, pitches and equipped play space per 1000 population.

13. Dedicated user meetings held on a six monthly basis will continue to be held but the attendance and user feedback at these meetings should benefit from the Committee's focus on multi-year planning.

14. The idea of establishing a separate charitable trust to manage Sports and Recreation facilities rather than being directly managed by the Council has been raised and the matter delegated to the Planning and Resources Committee for initial investigation. The relative advantages and pitfalls of adopting this model of governance will need to be carefully assessed and if finally approved would require a transitional plan to be developed. The Committee's four year plan therefore has been drafted based on the existing model. The Committee does not wish that the possible change in governance is used as an excuse to starve the Committee of resources or create "planning blight".

15. Demarcation of responsibility within the Council between Environment and Sport and Recreation Committees was highlighted as a major issue last year. The revised Council Committee structure may resolve some of the problems noted then but issues such as ditches and hedge maintenance required regular checking to make sure if action was being taken. A case could be made for taking this aspect of site management back within the S and R orbit. More significantly demarcation issues would need to be absolutely clear if a separate Trust is managing the Recreational facilities in place of this Committee.

16. At the time of composition no final decisions have been made over the proposed Bowling Green at Wellbrook Way and the responsibility for that Green if constructed. A significant role may be required and this may deflect work from the goals outlined below.

Plans and goals by year

2010/11 (by March 2011)

- Maintain existing facilities within available resources.
 - use of allocated reserves for: Hall Floor repair/relaying; Replacement of “crash boards” MUGA/Multicourt.
- Establish a Footprint Working Group to make recommendations on possible enhancement or reorganisation of facilities on the Recreation Ground (item 11).
- Invite Clubs and public to meetings of the FWG for their input.
- Consider and respond to Disability audits.
- Prepare outline plans/brief/costs for refurbishment of roof space and lift.
- Advance proposals for Fields in Trust

2011/12 (by March 2012)

- Maintain existing facilities within available resources.
- Act on initial reports of the FWG within funds available. Note: a small (£2000) section 106 payment for off site play provision from a development in Dodford Lane area should be available in this or previous FY – and use on enhancement of the Rec Ground would be appropriate use).
- Establish options and outline costs of new Multi Games Surface/Artificial Pitch and start consultation with users/potential users.
- Review and refurbish Weaver Field LEAP within available funds.

2012/13 (by March 2013)

- Maintain existing facilities within available resources.
- Act on remaining recommendations of the FWG within funds available.
- Continue/conclude consultation with users/potential users of new Multi Games Surface/Artificial Pitch and prepare proposals/draft tender for PC.

2013/14 (by March 2014)

- Maintain existing facilities within available resources.
- Act on any remaining FWG recommendations within funds available.
- Work on new Multi Games Surface/Artificial Pitch begins.

Approved by Committee 25 August 2010.