

NOTICE of MEETING: **GIRTON PARISH COUNCIL**
MEETING **Sport & Recreation Committee**
DATE & TIME: **Wednesday 7th June at 7pm**
VENUE: **Girton Recreation Ground, Cambridge Road Girton**

All Members of the Sport & Recreation Committee are hereby summoned to attend for the purposes of resolving Committee. Business to be transacted at the meeting, as set out below. Members of the public and press are invited to address the Committee under the Public Participation item. Advance notice of questions and/or issues would be appreciated.

Members: 7 + 2 Ex Officio Vacancies: 1 Quorum: 3

Members: Cllr Hayat (Chair), Cllr Betts (Vice-Chair), Cllr Blom, Cllr Clare, Cllr Marshall, Cllr Williams, Cllr Carney (Ex-Officio), Cllr Muston (Ex-Officio),

Mrs. Yvonne Murray – Clerk to Girton Parish Committee
 1st June 2023

AGENDA

Agenda Item	Item Description	Action/ Power
23SR/16	To elect Chair of Sport & Recreation Committee	For Decision
23SR/17	Welcome from the Chair	
23SR/18	To elect Vice Chair of Sport & Recreation Committee	For Decision
23SR/19	To Co-opt Members to the Committee: Councillors/Non-Councillors	For Decision
23SR/20	To Receive Apologies and Reasons for Absence	
23SR/21	To Receive Members' Declarations of Interest and Dispensations	
23SR/22	Public Participation <i>To allow a total of 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda. Individual presentations to be limited to 5 minutes on any single issue</i>	15 Mins
23/SR23	To Approve Minutes of Sport & Recreation Committee: 19 th March 2023	For Decision
23/SR24	Matters arising from Previous Meetings (<i>for information only</i>)	For Information
23/SR24.1	Action List	
23/SR24.2	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items	
23SR/25	Facilities Manager Report	To Note
23SR/26	Groundsman's Report	To Note
23/SR27	Business items requiring a decision, or consideration by the Committee	For Decision
23SR/27.1	Committee to review and note Sports & Recreation Committee Budget	To Note
23SR/27.2	To review inspection report of Girton Cricket Pitch from English Cricket Board and approve next steps	For Decision
23SR/27.3	To review Pitch Power report of Girton Football Pitches and approve next steps	For Decision

Agenda Item	Item Description	Action/ Power
23SR/27.4	To review information from Cambs FA and Football Foundation visit to Girton Recreation Ground and approve next steps	For Decision
23SR/7.5	To consider whether MUGA update should be added to Cambs FA regional plan?	For Decision
23SR/27.6	To receive update from Girton Bowls Club and approve next steps	For Decision
23SR/27.7	To consider inclusion of a full size MUGA	For Decision
23SR/27.8	To receive update from Girton Tennis Club	For Decision
23SR/27.9	To receive update from Girton Netball Club	For Decision
23SR/27.10	To consider documentation of Terms and conditions and User Charges methodology	For Decision
23SR/7.11	To review information from Play Equipment inspection and confirm next steps	For Decision
23SR/7.12	To discuss Agenda format going forward to include updates from all Sports Clubs	For Decision
23SR/27.13	To confirm Pavilion Refurbishment Work Shop format for Thursday 8th June 2023	For Discussion
23SR/27.14	To consider how GPC and William Collyn can work together	For Discussion
23SR/27.15	To review Sport & Recreation Report for submission to Full Council	For Discussion
23SR/16	To Receive Correspondence addressed to the Committee.	
23SR/17	To Approve Communication of items from this Agenda <i>This item is designed to ensure that Committee can approve key items of communication from this meeting on Committee Website, Facebook, and Twitter.</i>	For Decision
23SR/18	Date of next meeting(s): To be confirmed	

Guidance For Visitors to Girton Parish Committee

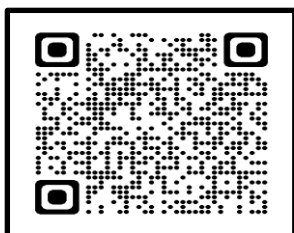
The Pavilion, Recreation Ground, Cambridge Road, Girton, Cambridge CB3 0FH.

Tel: 01223 618619

NOTICES FOR MEMBERS OF THE PUBLIC

Parish Committee Agenda

A full copy of this agenda with appendices and reports may be found on the Parish website at <https://www.girton-cambs.org.uk/girton-parish-Committee/> or requested from the Clerk. Our Village Noticeboards will include a copy of the agenda only including this guidance page. Webpage QR Code below.



Public Participation

Members of the public are welcome to attend this meeting and any other Girton Parish Committee public meeting. If you wish to raise a question or topic at the meeting it will help us if you contact the clerk, who will be pleased to explain the procedure. Clerk email: clerk@girton-pc.gov.uk. Members of the public may address the Committee within an allotted time of **15 minutes** during Public Participation on the agenda.

Exclusion of Press and Public

The press and public are likely to be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(A)4 of the Local Government Act 1972, exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act, as amended.

Items to be confirmed here/

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Toilets

Public toilets are available on the ground floor of the Pavilion in the corridor through the double doors in the Community Hall. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

Girton Parish Committee are open and transparent about how we make decisions. The Committee may record public meetings. Recording, filming and photography at Committee, Committee and other meetings is allowed where members of the public can attend, so long as proceedings at the meeting are not disrupted. Members of the public may not speak during Committee proceedings. We also allow the use of social media during meetings to bring Committee issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent/ vibrate mode.

Smoking

No one can smoke at any time within the Pavilion or at any Committee meeting.

Clerk: Mrs. Yvonne Murray
 Telephone (01223) 618619
 Email: Clerk@girton-pc.gov.uk
 Website: <https://www.girton-cambs.org.uk>

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

NOTICE of MEETING: GIRTON PARISH COUNCIL
MEETING Sport & Recreation Committee
DATE & TIME: Wednesday 19th April at 7pm
VENUE: Girton Recreation Ground, Cambridge Road Girton

Members: 7 + 2 Ex Officio Vacancies: 1 Quorum: 3

MINUTES

Agenda Item	Item Description	Action/ Power
<p>Members: Cllr Hayat (Chair), Cllr Betts (Vice-Chair), Cllr Marshall, Carney (Ex-Officio), Cllr Muston (Ex-Officio), Co-opted Members: Graham Clare, Andrew Richardson Present: Yvonne Murray (Girton Parish Clerk), Angie Vidler (Assistant Clerk) Members of the Public: None</p>		
23SR/001	Welcome from the Chair	
23SR/002	<p>To Receive Apologies and Reasons for Absence Cllr Blom, Cllr Clare, Cllr Williams, Andrew Hawkes, Andrew Chapman Work, Holiday, and Illness</p>	Approved
23SR/003	<p>To Receive Members' Declarations of Interest and Dispensations Cllr Hayat - Son plays for Girton Colts Cllr Betts - Member of Girton Cricket Club Graham Clare - Member of Girton Bowls Club Alan Richardson - Member of Girton Tennis Club Cllr Hayat explained Conflict of Interest to co-opted members</p>	
23SR/004	<p>Public Participation <i>No members of the public present</i></p>	
23SR/005	<p>To Approve Minutes of Sport & Recreation Committee: 28th February 2023</p> <p>Approval: Cllr Hayat approved; Cllr Carney seconded. 4 in favour. 1 Abstention</p> <p>Cllr Hayat noted a change to Sports & Recreation draft minutes. Agenda item 22/55.2, paragraph 9. The word 'County' to be inserted before 'matches.'</p> <p>He informed the Committee that GBC are now being asked to host matches due to the quality of the Green. He believes it is one of the finest Bowls Greens in the County due to a lot of hard work by volunteers and a significant amount of money invested.</p>	Approved
23SR/006	<p>Committee to approve co-option of Sport & Recreation Members</p> <p>Approval: Cllr Hayat proposed, Cllr Muston seconded. Unanimous Approval.</p> <p>Tom Lee, new manager of William Collyn Community Centre was co-opted in his absence.</p>	Approved
23SR/007	Matters arising from Previous Meetings (for information only)	For Information

Agenda Item	Item Description	Action/ Power
23SR/007.1	<p>Action List - Project List to be made available online asap.</p> <p>All members to review project list and consider what projects they wish to own and comment online.</p> <p>Graham Clare asked where does the Bowls Club feature on that list? Cllr Hayat confirmed that £5k recommended by the GPC Bowls Club Working Group had been approved at Full Council on 12th April. Agenda Item: 23FC/010.1 as below:</p> <p>Girton Parish Council Bowls Club Working Group recommend to GPC - Full Council approval of a £5,000 contribution to: Create a designated reserve for an immediate feasibility study to scope required facilities for activities at Wellbrook Way.</p> <p>Cllr Carney asked why a new Working Group was required. Cllr Marshall noted that he believed the task of the original working group was now complete with the above proposal for a solution brought to fruition.</p> <p>There was a discussion about whether the existing working group would put that forward. Cllr Hayat stated that the recommendation was that the initial working group would be dissolved, and another working group created to complete the Feasibility Study. This motion would be put forward to Full Council.</p> <p>Cllr Betts queried why the facilities mentioned were for Wellbrook Way rather than just Girton Bowls Club.</p> <p>Cllr Muston stated that activities of all groups/residents in the village should be considered as GPC considers spending of public money. She noted that the use of WCCC was unable to be fully considered as WCCC Trustees were unable to meet in March.</p> <p>GPC Clerk confirmed.</p> <ul style="list-style-type: none"> - All members of the GPC Bowls Club Working group had agreed on the motion to look at activities more broadly than requirements of GBC. (Members of Working group represent GBC, GPC, GTC) - Feasibility Study agreed in April Full Council should be advanced as quickly as possible. - All members of working Group had agreed that the original working group should be dissolved post the April Full Council motion if it was agreed at Full Council. 	
23SR/007.2	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items	
23SR/008	Business items requiring a decision, or consideration by the Committee	For Decision
23SR/008.1	<p>Committee to consider and approve change of committee name to Sport, Recreation and Well-being</p> <p>Cllr Carney asked if this item could be deferred as this item may be too broad and the word ‘Well-being’ was not clear as to scope.</p> <p>Cllr Muston stated the Oxford English Dictionary definition: Well-being meaning is a state or experience of health, happiness, and prosperity. It can include physical, mental, and social aspects, as well as thoughts, emotions, actions, and experiences. It</p>	Approved

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	<p>is what is intrinsically valuable or ultimately good for someone. It is more than in the moment happiness, but also involves life satisfaction, sense of purpose, and ability to manage stress⁵.</p> <p>A further definition was found: Connect, be active.</p> <p>Cllr Muston stated that Sport & Recreation was part of Well-Being, but it may not be worth considering Wellbeing as part of the name of this committee.</p> <p>Graham Clare raised the point that Bowls was supporting people in the village as many of the oldest players taking part and improving their wellbeing.</p> <p>It was felt that GPC should be supporting and helping the Community.</p> <p>Alan Richardson asked why would you include Well-being in Sport & Recreation?</p> <p>Cllr Marshall asked why include in Sport & Recreation? Cllr Marshall considered forming a committee that takes Wellbeing into account. He stated that he felt Well-being needs to be at the heart of Girton Parish Council.</p> <p>GPC Clerk asked Graham Clare if he was Chair Club 55 in Girton, which he confirmed. This is another organisation looking after well-being in Girton.</p> <p><u>Amended Motion:</u> <i>Committee to consider and approve inclusion of Well-being in Sport & Recreation Terms of Reference.</i></p> <p><u>Amended Motion Approval:</u> <i>Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.</i></p>	
23SR/008.2	<p>Committee to approve Mission, Vision & Terms of Reference (including Scheme of Delegation)</p> <p><u>Approval:</u> <i>Cllr Hayat proposed. Cllr Carney seconded. Unanimous Approval.</i></p> <p><u>Debate Highlights:</u> Cllr Hayat stated that GPC would make the above available online for everyone to comment.</p> <p>Finalisation of Mission, Vision & Terms of Reference delegated to Clerk/RFO. Review and comments to be provided by Sport & Recreation Committee Members.</p> <p>Aim for this Agenda Item to be approved at next Full Council.</p>	Approved
23SR/008.3	<p>Committee to review and approve recommendation of 2023/2024 Sport & Recreation Operational Budget to Full Council</p> <p><u>Approval:</u> <i>Cllr Hayat proposed. Cllr Betts seconded. Unanimous Approval.</i></p> <p><u>Debate Highlights:</u></p>	Approved

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	<p>Council reviewed Operational Budget which had been updated by Clerk post significant expenses in March 2023. This review included data provided by Committee and also by Recreation user.</p> <p>Need to review cost of LED lights to include in estimate was noted by the Committee and given as an action to GPC Clerk.</p> <p>Discussion centred around clear ownership of operational budget by staff team to allow proactive management of operations.</p> <p>Committee approved recommendation to be put to Full Council that the Operational Budget plus 5% increase and £10K Contingency noted in the 2023 precept calculation would be managed by the staff team.</p> <p>Any item that exceeds the operational budget limit of</p> <ul style="list-style-type: none"> • Operational Budget + 5% need to be highlighted. • Any spend on the contingency amount by Sport & Recreation committee to be delegated to Sport & Recreation Chair, Finance Chair & GPC Clerk. • Scheme of Delegation for above to be put in place. • Financial Regulations to be checked to ensure the policy supports the above. <p>All amounts to be noted by Full Council in next Council meeting following any spend.</p> <p>Council to put in place Key Performance Indicators (KPI's) to increase oversight of the above.</p>	
23SR/008.4	<p>Committee to consider Income Report - Is there scope for generating further income for investing in Community projects?</p> <p><u>Debate Highlights:</u></p> <p>Cllr Hayat highlighted the potential for GPC to reinvest any increased revenue for the benefit of our community by maximising use of Council's assets. Therefore, all our charges should be realistic.</p> <p>Cllr Marshall highlighted the need to ensure our income and expenditure is sustainable.</p> <p>Cllr Muston highlighted GPC should aim for the best possible facilities.</p> <p>Cllr Carney stated the need for GPC to identify: Asset Management (both ongoing and periodic) and early identification of potential new projects.</p> <p>Graham Claire noted the importance of ensuring clear ownership of assets by GPC or Recreational user e.g. The Bowls Club Sprinkler system, which party is responsible for this asset.</p> <p>GPC Clerk highlighted the need for consistent and detailed Terms and Conditions for all Recreation users. Cllr Carney noted the current documentation is either non-existent or vague and this can lead to disagreement at a very late state. The need for documentation is needed.</p>	Noted

Agenda Item	Item Description	Action/ Power
	<p>Alan Richardson noted that Tennis Courts are a classic example in that question over booking can arise. Cllr Muston highlighted the need to ensure clarity of asset ownership is required.</p> <p>Items considered for increasing revenue:</p> <ul style="list-style-type: none"> • Licence for serving Alcohol. • Improving facilities both outdoor and indoor for use by other teams • Making use of Field owned by Girton Glebe <ul style="list-style-type: none"> • Assistant Clerk confirmed conversations had taken place with Mr Butler of Girton Glebe • Field needed to be made match fit. • Initial work and maintenance would be needed. • Girton Glebe were happy to work with Girton Parish Council • Discussion took place on importance of local teams being given priority to the facilities and fees being reduced. • Need for further Community Engagement needed to identify village requirements. • Data needed to identify current usage and capacity of the Pavilion. • Aim for optimum use of all Girton Parish Council assets. • Look at areas of Lane that may be underdeveloped e.g., could Wellbrook Way area be used for a Pump Truck • Identify amount of 'Community Contribution' that Parish Council should provide to Recreation users. • Proactively pursue grants available. • Partnerships with external users e.g., WCCC, GTC, Trustees of Cotton Hall should allow best way of delivering facilities across the village. <p>Cllr Hayat confirmed the Pavilion Task and Finish Group were meeting to take forward refurbishment.</p> <p>Cllr Muston highlighted that if Girton Parish Council met all the requirements including a CILCA qualified clerk then the General Power of Competence could be used for GPC to run a business if required.</p>	
23SR/008.5	<p>Committee to review and approve recommendation of Project list to Full Council</p> <p>- To include</p> <ul style="list-style-type: none"> • CCTV Blue-Tooth • Fire Assessment <p><u>Approval:</u> <i>Cllr Hayat proposed. Cllr Muston seconded. Unanimous Approval.</i></p> <p><u>Debate Highlights:</u></p> <p>Cllr Hayat confirmed that GPC Clerk would put the project list on the SharePoint site for review.</p> <p>All members then review the list, provide any comments, and input their name against any projects they wish to own.</p> <p>Additional projects discussed and added to list:</p> <ul style="list-style-type: none"> • External Table Tennis Table (Cllr Hayat) • Zip Wire (Cllr Hayat) • Trim Trail - Adult Exercise (Asst Clerk) 	Approved

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	<p>Cllr Betts supports the first two additional items. He had discussed with a resident the need for equipment for teenagers.</p> <p>Chris Wilson (Groundsman) stated that the Trim Trail equipment might just need freshening up and some repairs.</p>	
23SR/009	<p>To Receive Correspondence addressed to the Committee.</p> <p>Letter received from Year 6 Students at Girton Glebe School: ‘We can Improve the Basketball Court.’</p> <p><u>Debate Highlights:</u></p> <p>Council requested that GPC Clerk wrote to Thank the students and to confirm GPC next steps on their initiative.</p>	Noted
23SR/010	<p>To Approve Communication of items from this Agenda</p> <p><u>Approval:</u> Cllr Carney proposed, Cllr Betts seconded. Unanimous Approval.</p> <p><i>This item is designed to ensure that Committee can approve key items of communication from this meeting on Committee Website, Facebook, and Twitter.</i></p>	Approved
22/011	Date of next meeting(s): 24 th May 2023	
Meeting Ended: 8.33pm		