

# GIRTON PARISH COUNCIL

Clerk: Mrs. Yvonne Murray  
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The Pavilion  
Girton Recreation Ground  
Cambridge Road, Girton  
Cambridge, CB3 0FH

**NOTICE of MEETING:** GIRTON PARISH COUNCIL  
**MEETING** FULL COUNCIL  
**DATE & TIME:** Wednesday 13<sup>th</sup> September at 7.30pm  
**VENUE:** Girton Recreation Ground, Cambridge Road Girton

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

**Members: 12      Vacancies: 3      Quorum: 5**

**Members:** Cllr Carney (Chair), Cllr Muston (Vice-Chair) Cllr Betts, Cllr Brown, Cllr Clare, Cllr Giles, Cllr Hayat, Cllr Lampe, Cllr Linton, Cllr Marshall, Cllr Williams, Cllr Wright.

Mrs. Yvonne Murray – Clerk to Girton Parish Council  
7<sup>th</sup> September 2023

## **AGENDA**

Agenda Item	Item Description	Action/ Power
23FC/091	Welcome from the Chair	
23FC/092	To Receive Apologies and Reasons for Absence	For Decision
23FC/093	Council to Approve co-option of new Councillor/s	For Decision
23FC/094	To Receive Members' Declarations of Interest and Dispensations	To Note
23FC/095	<b>Public Participation</b> <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
23FC/096	To Receive Reports <i>(for information only)</i>	10 Mins
23FC/096.1	County Councillor	
23FC/096.2	District Councillors	
23FC/096.3	Girton Town Charity	
23FC/096.4	Girton Neighbourhood Plan	
23FC/096.5	Clerk's Report	
23FC/096.6	Chair's Report	
23FC/097	To Approve Minutes of Girton Parish Council Full Council Meetings: 9 <sup>th</sup> August 2023	For Decision
23FC/098	Matters arising from Previous Meetings <i>(for information only)</i>	For Information
23FC/098.1	Action List (To be shown at meeting)	
23FC/098.2	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items	

Agenda Item	Item Description	Action/ Power
23FC/099	To Receive update from GPC Committees & Working Groups <i>(For information only)</i>	To Note
23FC/099.1	Environment Committee	
23FC/099.2	Local Nature Recovery Working Group	
23FC/099.3	Footpath Officer's Report	
23FC/099.4	Water Management Report	
23FC/099.5	Finance & Resource Management Committee	
23FC/099.6	HR Committee (to include CAPALC Report)	
23FC/099.7	Planning Committee	
23FC/099.8	Sport & Recreation Committee	
23FC/099.9	Events Working Group	
23FC/099.10	Wellbrook Way Activities Task & Finish Group: (See Agenda items 23FC/101.1 & 23 FC/101.2)	
23FC/099.11	Pavilion Refurbishment Task & Finish Group	
23FC/100	To Approve Finance and Resource Management	For Decision
23FC/100.1	To note payment of accounts under delegated approval	To Note
23FC/100.2	To Approve payment of outstanding accounts due	For Decision
23FC/100.3	To Receive a report from Facilities Manager on Amounts paid in	To Note
23FC/100.4	To Consider and Approve next steps on payments of Heras Fencing and Wellbrook Way electricity and water during construction of WCCC	For Decision
23FC/101	Business items requiring a decision, or consideration by the Council	For Decision
23FC/101.1	To review and approve proposal recommended by Sport & Recreation Committee for provision of Toilets at Wellbrook Way Bowling Green in 2023/2024 Budget.	For Decision
23FC/101.2	To review and approve proposal recommended by Sport & Recreation Committee task for provision of a Club House at Wellbrook Way Bowling Green in 2024/2025 Budget.	For Decision
23FC/101.3	To consider and approve engagement of a Maintenance Person for a period of 6 months as recommended by Finance & Resource Management with a view to making this a permanent position for GPC to increase regular maintenance of Council Assets at Girton Recreation Ground and the rest of the village.	For Decision
23FC/101.4	To consider and approve plan for installation of 2 x Table Tennis Tables at Girton Recreation Ground as recommended by Sport & Recreation Committee.	For Decision
23FC/101.5	To consider and approve replacement of play surfaces at Wellbrook Way at a cost of £7,644 excluding VAT as recommended by Sport & Recreation Committee.	For Decision
23FC/101.6	To consider and approve movement of some of the Girton Parish Council reserves to instant access Unity Trust Bank Savings account with an interest gross rate of 2.8% as recommended by Finance & Resource Management Committee.	For Decision
23FC/101.7	Council to consider and approve having regular Food Trucks at Girton Recreation Ground to increase services in the village after discussion with existing village businesses	For Decision
23FC/101.8	Council to consider and approve possible correspondence with CCC Highways	For Decision
23FC/102	To Receive Correspondence addressed to the Council.	To Note
23FC/103	To Approve Communication of items from this Agenda <i>This item is designed to ensure that Council can approve key items of communication from this meeting on Council Website, Facebook, and Twitter.</i>	For Decision
23FC/104	Date of next meeting(s): 11 <sup>th</sup> October 2023 at 7.30pm	To Note

## **Guidance For Visitors to Girton Parish Council**

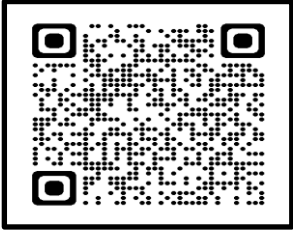
**The Pavilion, Recreation Ground, Cambridge Road, Girton, Cambridge CB3 0FH.**

**Tel: 01223 618619**

### **NOTICES FOR MEMBERS OF THE PUBLIC**

#### **Parish Council 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-council/> 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 Council 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](mailto:clerk@girton-pc.gov.uk). Members of the public may address the Council 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 Council are open and transparent about how we make decisions. The Council may record public meetings. Recording, filming and photography at Council, 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 Council proceedings. We also allow the use of social media during meetings to bring Council 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 Council meeting.

# Cllr Edna Murphy

MONTHLY REPORT SEPTEMBER 2023

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## ADULTS & HEALTH

**Dentistry access crisis:** The lack of availability of NHS dentistry has been well documented. It is of course a national problem but also affecting Cambridgeshire. Responsibility for NHS dentistry has been given to the new Cambridgeshire and Peterborough Integrated Care System (ICS), but without any new resource. The County's Health Scrutiny will be programming in a session on NHS dentistry as it is clearly urgent.

**Access to primary care and providing primary care services in new ways** –Clearly there are huge pressures on GP surgeries everywhere. While some GP surgeries are operating well or even outstandingly well, it is against a backdrop of unreasonable pressures. For example workforce: there is not the supply coming through to replace those leaving through retirement. Also the responsibilities and liabilities of GP as business, and its premises, can be a disincentive to join the profession. With this background the Committee is thinking through what changes might be made that could improve access to primary care – though this is a huge subject and a national issue so there won't be an easy fix. Fundamentally the service needs more staff, more money and time to improve.

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## CHILDREN & YOUNG PEOPLE Reinforced Autoclaved Aerated Concrete (RAAC) in schools - situation in Cambridgeshire

A Government order to schools to immediately shut buildings made with aerated RAAC concrete until safety work can be undertaken has been prominent in the news as term starts.

RAAC is a lightweight, bubbly form of concrete usually found in roofs and occasionally in walls and floors. It looks like standard concrete but is weaker, less durable, deteriorates over time, and is also prone to collapse when wet. The problem has been known for a long time, but the *Building Schools for the Future* rebuilding programme was scrapped by Michael Gove in 2010. Attention returned to the use of the material in schools in 2018 when the roof of a primary school in Kent collapsed 24 hours after signs of structural stress began to appear.

Fortunately as of the start of this month all but three of Cambridgeshire's schools have been surveyed and no RAAC has been found. The Council has no concerns about the remaining 3 schools to be inspected but at the time of writing each requires a survey to rule out RAAC. Following assessments and surveys, the County Council has also been able to confirm that none of its public buildings have been found to contain RAAC.

## RAAC elsewhere

RAAC has been found in a number of hospitals including Hinchingsbrooke and especially the Queen Elizabeth Hospital in Kings Lynn where last October a total of 2,482 wooden and steel props were required to hold up the building. The hospital has been promised a rebuild estimated to cost £862M but this will not be open until 2029 at the earliest.

## **Childminders and restrictive covenants**

A council motion successfully proposed to the County Council by my colleague Cllr Firouz Thompson in Northstowe has prompted change at national level. The motion drew attention to the fact that many new developments had covenants placed on homes so that they could not be used for childminding. This was leading to shortages of childminding capacity in many places.

This motion has attracted national interest, and the relevant Government minister has now written to developers as well as housing associations and landlords, asking them to better support prospective childminders and remove these barriers to parents seeking to return to the workforce.

Cllr Thompson found that while in 2019 there were 641 childminders in Cambridgeshire, by January 2023 this had reduced to 456, a drop of 17%. Additionally, the data shows that the number of childminders operating in new developments is significantly lower than those within surrounding villages, despite demand.

## **COMMUNITIES, SOCIAL MOBILITY & INCLUSION (COSMIC) Cambridgeshire Priorities Capital Fund**

A reminder that this fund is open until 24 September, for bids of up to £40,000 for capital projects to improve or upgrade community buildings and assets. It is open to Parish Councils to apply, but also to other organisations, charities and even businesses, provided they meet the criteria. [www.cambridgeshire.gov.uk/council/communities/cambridgeshire-priorities-capital-fund](http://www.cambridgeshire.gov.uk/council/communities/cambridgeshire-priorities-capital-fund)

## **Libraries of Sanctuary award**

Libraries throughout Cambridgeshire have been awarded Libraries of Sanctuary status. This national award celebrates libraries that work hard to demonstrate hospitality, solidarity and welcome to new arrivals in the area. The title was awarded by City of Sanctuary UK, a nationally coordinated network of organisations and services, including councils, universities, theatres and libraries that welcome and support refugees and people seeking asylum.

## **ENVIRONMENT & GREEN INVESTMENT Major planning applications updates**

- The Wisbech incinerator planning examination closed on Monday 21 August. The County Council submitted a joint letter with Fenland District Council stating its final position and itemising remaining areas of disagreement with the proposal.
- A decision from the Secretary of State on the Sunnica solar farm application is expected by the end of this month. The Chair of the County Council's Environment & Green Investment Committee wrote to Michael Gove, to draw his attention to the applicant's poor level of engagement with local communities.
- The process for the Cambridge Waste Water Treatment Plant Relocation (from North East Cambridge to Horningsea) is ongoing. This is one of the schemes that Michael Gove has said his planning 'hit squad' for his 'Cambridge 2040' project will aim to speed up, though it is not clear how. The same can be said of the proposal for a new Fens Reservoir in the Doddington-Wimblington area.

## **Weekly food waste collection**

The County Council has responded to the Department for Environment, Food and Rural Affairs (Defra) within its 4 August deadline, rejecting 'transitional arrangements' for district councils in Cambridgeshire to move to weekly food waste collections.

Under the Government's proposals, the district councils would receive financial support to move to the new arrangements, but the County Council would not, despite having submitted evidence showing that the move would incur considerable ongoing costs for the County Council.

This all shows how difficult it can be to manage waste in a 'two tier' council system, when one council is responsible for collecting waste and another council is responsible for disposing of it. It has been encouraging to see the determined attempts by the local councils in Cambridgeshire to work together as a 'whole system' for waste despite this barrier.

## **Government delays 'extended producer responsibility' scheme**

The Government has confirmed that the Extended Producer Responsibility (EPR) scheme will be deferred for a year. The decision means first payments to councils from the scheme will now be expected in October 2025. The delay is disappointing for councils such as Cambridgeshire, and it is critical the scheme is introduced in ways that cover the full costs for councils and incentivise industry to reduce unnecessary packaging and increase recyclability.

The aim of Extended Producer Responsibility (EPR) is for producers to pay the full net costs of managing and recycling the packaging waste they produce. This will help to reduce unnecessary and difficult to recycle packaging and increase recycling.

## **Carbon footprint**

The Government has recently published new data on the greenhouse gas emissions of each local authority area for 2005 to 2021. This shows that the carbon footprint of the whole of Cambridgeshire was 6.78M tonnes CO<sub>2</sub>e in 2021. Transport is now the highest emitting sector in the county. Work is also still under way collating data on the County

Council's own organisational carbon footprint for the financial year 2022-23. This will be presented to the Environment & Green Investment Committee later in the year, alongside further details of the county-wide emissions.

## **Renewable energy updates**

- All the solar carports are now in place in the first part of the main car park at Babraham Park & Ride. Electrical work is currently under way to complete phase 1. Solar carport structures and modules in the remainder of the car park will follow in the coming months in phases 2 and 3.
- As at the end of July, 84 properties at Swaffham Prior had their external connections to the new community heat scheme completed, with 40 of those customers fully connected to the heat network and receiving heat. 23 Sanctuary Housing Association properties are among those with their external connection completed. One fully connected property is a Grade II listed building.

## **HIGHWAYS & TRANSPORT Weeds**

I'm aware of growing complaints about weeds in various parts of the district and across the county. The County Council's current Highways Operational Standards state that the Council will apply weed killer using a targeted approach at agreed locations identified on the basis of risk, rather than cyclically as before. This policy affects about 30% of the highway network in Cambridgeshire, as only kerbed urban areas were previously cyclically treated for weeds.

The County Council's policy remains to remove hazardous weeds, or weeds causing safety issues or nuisance. Where the use of chemical weed killer is part of wider maintenance activity it is still carried out—for example weeds should be cleared before slurry sealing footways or surface treating carriageways. A mid-season review of the policy has already been programmed in, and I will certainly be reporting back residents' concerns.

## Winter gritting

Once again the County Council is inviting gritting volunteers for the winter season 2023/2024. Under this scheme, parish councils decide which routes in their area are important to the local community and agree them with the County Council. Local volunteers then grit these as required in freezing weather.

Parish councils looking to join the scheme should submit their completed form by 31 October 2023. Each volunteer will need to submit a form, including those who have volunteered before. The form is required annually to ensure health and safety standards are being met. Paper forms are also available on request. [http://cambridgeshire-self.achieveservice.com/service/Community\\_gritting\\_registration\\_form](http://cambridgeshire-self.achieveservice.com/service/Community_gritting_registration_form)

Further information about the scheme is available online.

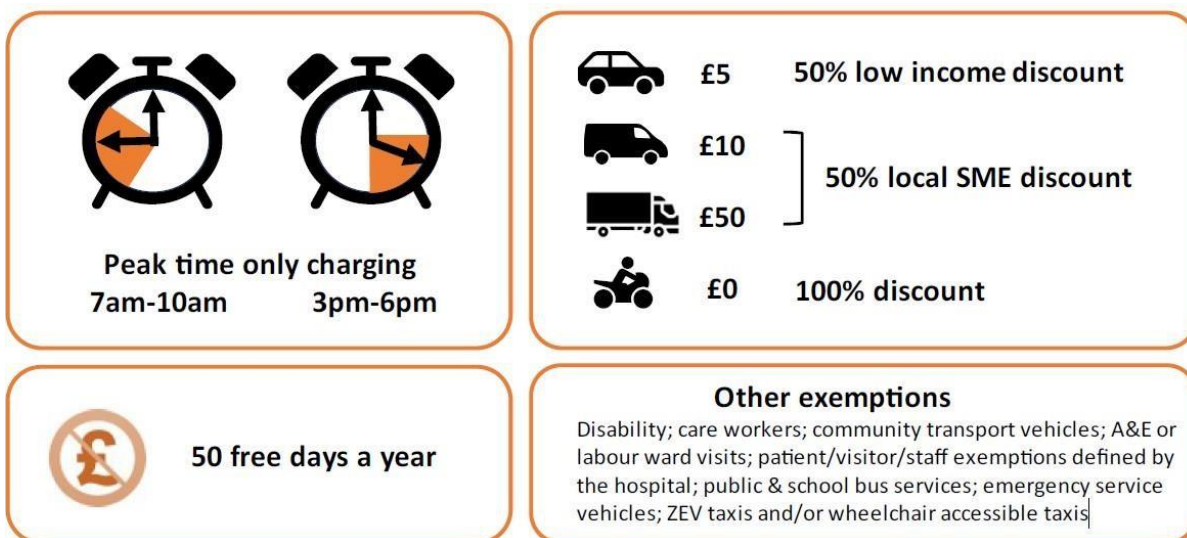
<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-andpathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow/>

## Greater Cambridge Partnership (GCP)

Following last autumn's public consultation on the GCP's proposals for a Sustainable Travel Zone in Cambridge including a congestion charge, GCP officers have drawn up revisions to the proposals. These include

- A reduction in the hours of operation to morning and evening peaks only
- No charge for motorcycles
- A discount for local small and medium size businesses
- A discount for those on low incomes
- Fifty 'free days' per household

There would also be other exemptions as in the diagram below.



However there have been concerns that even the modified proposals will not command public support and as a result the County Council administration has released this statement:

*'The Joint Administration that leads the County Council shares the aims of improving public transport provision across Cambridgeshire and the quality of the environment. We have always recognised the high levels of public concern about elements of the Making Connections proposals. This is why the results of the GCP consultation and listening to the feedback from the public, businesses and representative groups will guide our future decision making.'*

*“It is important that County Councillors have the time to properly debate and scrutinise the best way forward, in the light of the responses to the public consultation. We will continue to do that conscientiously and in a constructive manner. As a ruling administration, we remain committed to working together within the Council, and with partner organisations, to achieve the objective of better public transport in a way that attracts public support.”*

## **Pavement parking**

The Chair of the Highways and Transport committee at Cambridgeshire County Council is calling for pavement parking action from the Department for Transport. Cllr Alex Beckett has written to the Department for Transport (DfT) asking for an update on what the current plans are for any changes in legislation and an estimated timescale.

In November 2020, the DfT ran a consultation asking whether a change in existing parking legislation should occur. The County Council responded and said it would like to see a ban on pavement parking being put in place, outside of London, with a new process for exempting areas from the ban without using the current Traffic Regulation Order (TRO) process.

Cllr Beckett said:

“Parking on the pavement is a persistent problem and an ongoing concern for Cambridgeshire residents. It causes safety issues for everyone; it damages our pavements and prevents access for pedestrians and cyclists. There are many areas across our network where we would want to prevent pavement parking, particularly where a lack of enforcement is abused by anti-social drivers.

“Currently, we must make a TRO, which is expensive and time-consuming. We responded to this consultation almost three years ago, so I have written to the Rt. Hon. Mark Harper MP to ask for an update as we have not seen any action or changes.”

Districts with Civil Parking Enforcement can enforce against inconsiderate parking. It is likely that civil parking enforcement will soon be in place everywhere in Cambridgeshire except East Cambridgeshire.

## **New LHO for Bar Hill Division**

Neal Stevens has started as our new Local Highways Officer and is making rapid progress, establishing what has not been dealt with or needing to be fast tracked. There is a huge amount for him to get to grips with but this is a major improvement for us in the area and it should mean more information and more response. He does have a backlog to get through but our first all parish clerks meeting is on 21 September and hope we can report progress then.

**Cllr Edna Murphy**

**Edna.murphy@cambridgeshire.gov.uk**

## District Councillors' Report for Girton Parish Council, September 2023

Cllr Corinne Garvie 07780 932267 [cll.garvie@scamb.gov.uk](mailto:cll.garvie@scamb.gov.uk)

Cllr Richard Stobart 07950 934793, [cll.stobart@scamb.gov.uk](mailto:cll.stobart@scamb.gov.uk)

### Cambridge 2040: Gove's plans for Cambridge

There are still a lot of unknowns. The DLUHC website provides information on Cambridge 2040 here: [Long-term plan for housing - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/long-term-plan-for-housing). There is no evidence base for 250K homes. As far as the Council knows, the Cambridge Delivery Group has not yet been set up or whether they plan to have any local representatives on it. It is also unclear whether the group will be looking to develop through some form of independent body (such as a Development Corporation) or through the usual planning processes. The former would likely have its own planning powers.

### Changes to bin collections From 18<sup>th</sup> September

From week beginning 18 September many residents will have a change to either their bin day or the sequence of their bin collections.. Even those that are not affected may be caught out by a change to the time that crews reach their property, so need to know that bins must be ready for collection by 6am. All the information about the changes can be found at [www.scamb.gov.uk/binchanges](http://www.scamb.gov.uk/binchanges). **Letters will be sent to all addresses which will have a change. Bin collections will not change for any resident who does not receive a letter.**

Residents of South Cambridgeshire can [check their bin collection dates online](#) There will also be reminders on the councils' social media channels and websites.

### Flood Action Conference – Thursday 21<sup>st</sup> September 2023 – St Ives

Community groups and residents are invited to a [Flood Action Conference](#) on Thursday 21st September 2023 at Burgess Hall in St Ives from 10:15 to 16:30. The conference has been organised by the Community Flood Action Programme team (part of the Flood Risk team) and is open to any residents and community groups with an interest in learning more about flood resilience or establishing their own flood group. This conference includes talks and workshops by Cambridgeshire County Council, the Environment Agency, Anglian Water, Internal Drainage Boards and industry leading experts. There will also be the 'Floodmobile' at the event, a vehicle demonstrating over 50 examples of flood resilience measures that householders and businesses can install. Tickets can be booked here [Flood Action Conference 2023 Tickets, Thu 21 Sep 2023 at 10:15 | Eventbrite](#)

For additional information contact the Flood Risk team at [CFAP@cambridgeshire.gov.uk](mailto:CFAP@cambridgeshire.gov.uk)

### Stagecoach is making changes to fares on Sunday 17th September 2023.

Stagecoach report that "The first objective of fares is to cover the costs of service provision and while the majority of this fare increase is down to rising cost, we've also been making important investments to give you an even better experience when travelling on our network. The new ticket prices will add on average just 43p on to the cost of daily adult bus travel in the Town zone. From Sunday 17th September 2023, we will continue to offer the same ticket types, but at slightly different prices."

### Business News

On the SCDC website there is an "Open for Business" page (<https://www.scamb.gov.uk/business/>) where you can sign up for a newsletter. Items include: The Energy Efficiency Campaign and Female Entrepreneurs Campaign

### Apprenticeship Events

Apprenticeships are a great way to support your business from up-skilling your existing employees on to an apprenticeship as well as recruiting new talent to your workforce. How to start the process can seem overwhelming; these two events, one in-person, the other online, will help make it clearer.

### Love2learn - Apprenticeships: everything you want to know

Join the [Growth Works](#) team at the Marriott Hotel, Huntingdon on **22 September 2023** to find out more about apprenticeships and how they can benefit your business and employees. You will hear from a panel of expert

apprenticeship training providers, hear how a leading employer has benefited from apprenticeships in their business and find out more about Degree Apprenticeships from Anglia Ruskin University.

**Webinar: Demystifying apprenticeships for businesses**

We are hosting a free webinar on **5 October**, from 10am to 11am, to help local employers understand the facts behind how apprenticeships work. Howard Cordingley, Skills and Business Relationship Manager for Growth Works, and Richard Stittle, Head of Apprenticeships at North Cambridge Training Centre will explain how apprenticeships can benefit your business, improve recruitment and retention, what the apprenticeship levy is and how it works, and identify apprenticeship opportunities.

## **NEIGHBOURHOOD PLAN: REPORT 7 FOR GIRTON PARISH COUNCIL**

The results of the SWOT survey have been shared with GPC. The NP Team will be using the strategic elements to help shape the main Parish Survey. The results are also on the website.

HM Government has confirmed funding for 2023/24 on the same basis as previous years, i.e., £k10 for general help and another £k8 if certain additional facets regarding identifying housing sites and design guide preparation are included. The NP Team is minded not to pursue the latter aspects in order to keep the Neighbourhood Plan simple.

We met on 7 September to discuss preparation of the Parish survey and hence how to apply for grants. This remains a live topic, but draft questions are being put together for end of September.

The Housing Needs survey by Cambridgeshire Acres had an end date of 11 August. Does GPC know when the results will be available to GPC, and hence the NP?

We are using the Girton logo on our documents which will broaden its usage.

We have started conversations with landowners and adjoining parishes in conjunction with the Parish Clerk and other relevant parties within Girton.

Useful contacts at the EA on flooding risks and regarding air quality at SCDC have been made.

### Specific Current areas of work

- 1) Continuing to gather evidence from various sources.
- 2) Council tax and business rate data being obtained by the Clerk so it can be reviewed.
- 3) Discussions with landowners and neighbouring parishes have started.
- 4) Assembling contact email addresses for all organisations in the parish – will be ongoing.
- 5) Drafting questions for Parish survey based on evidence and SWOT survey.

### Next milestones

- 1) Taking final decision on how best to carry out the full Parish survey – how much done internally and when to use external expertise?
- 2) Applying for grants.

### Public Consultation

SWOT survey summary for GPN.



Andrew Muston

8 September 2023

## **Clerk's Report**

### **September Full Council**

On 28<sup>th</sup> September 2023 I will have been in post as Clerk of Girton Parish Council and Angie Vidler, our Facilities Manager have been in post two years in October 2023.

#### **Highways Issues**

The state of Highways is one of the most pressing issues for Girton and indeed many Parish Councils in our area and nationally. Girton Parish Council have been in regular contact with CCC Highways putting the case for improvement of our pavements and other issues raised by residents. As per Cllr Edna Murphy's report this month, there is a new Highways Officer, and we will be meeting with them on 21<sup>st</sup> September to further highlight Highways issues in Girton. We have confirmation that work in Woody Green will be completed within the next 12 months and Cambridge Road has been reviewed again by the new Highways Officer, Neal Stevens on 12<sup>th</sup> September and has been added to two new budgets.

#### **GPC Committees, Active in August**

Girton Parish Council Committees are now back up and running and increasingly active in considering recommendations brought to Full Council as you can see from September's Agenda. An Events Committee has been formed approved by Full Council which supports GPC's work to engage with the village to better understand the requirements for Girton. At the end of August, we had some very active Committee meetings where Councillors considered Mission & Vision, Terms of Reference and Policy's required by Council to increase GPC's ability to deliver. These are now being reviewed by Council and will be brought to October Full Council for approval.

#### **Budget Considerations**

October's Agenda will also include projects to be included in GPC's budget for the remainder of this year and for 2024/2025 and beyond for consideration and review.

#### **Recommendation for Maintenance Person for GPC**

You will see that in September's agenda there are some new recommendations including that of a Maintenance person to increase our ability to be more proactive in supporting and maintaining Girton Parish Council's responsibilities throughout the village. I have been posting on Girton Village Community Facebook page some of the maintenance that has been completed including the gate at the bottom of the Recreation ground.

#### **Competition Winners**

Congratulations to our Competition Winners mentioned in September edition of Girton Parish News. GPC has been in touch with Girton Glebe School to arrange a presentation to the winners. I also apologise for the length of time it has taken to deliver the prizes. All prizes will be delivered by the time of this Committee.

#### **Outreach**

GPC has continued to visit local organisations throughout the summer, and we were pleased to attend events organised by Arlington Manor, Girton Social Club and Club 55. Thank you for the invitations and for everything we learnt about the village. Please see Girton village Community website for many more events being organised over the coming months in the village.

#### **Girton Corner Telephone Box**

A big shout-out and thank you to the team who have done such a great job with Girton Corner Telephone Box. It now provides an excellent entry to our Village and is ready to be stocked with books. Thank you also to everyone who raised funds to allow this transformation to happen.

**Bowls Club Proposals/Girton Recreation Ground Bollards - Thank you to all organisations involved in proposals.**

Thank you to the Wellbrook Way Activities Task & Finish Group including GBC, GTC and GPC for the work on consideration of Toilets and a Club House for the Bowls club. A lot of work has been undertaken to consider the requirements from January 2023 including all organisations which has resulted in the submission of Agenda Items: 23FC/101.1 and 23FC/101.2 recommended by the Working Group and subsequently by GCP Sport & Recreation Committee.

The red and white bollards have caused some concern throughout the village, these are temporary as confirmed in Girton Parish News (September edition). These have enabled much more orderly parking allowing the whole path to be kept clear even at busy times. New steel bollards are expected to be fitted week beginning 18<sup>th</sup> September 2023. Thank you to GTC for meeting with a working group including GPC, GTC and David Daniels for coming to a decision on fitting these bollards after many years of discussions.

**Yvonne Murray**

**Clerk to Girton Parish Council**

**8<sup>th</sup> September 2023**

# **Girton Parish Council:**

## **Chair's report September 2023**

Cllr Daniel Carney

Following last month's very constructive meeting regarding the safety issues of the Pavilion car park footpath I am pleased that the temporary measures have been implemented so quickly. This action is long overdue, and we should be following up with the more permanent solution very soon.

I hope that by the time of this month's meeting further constructive talks will have been held with representatives of the Cotton Hall and Girton Golf Club regarding licensing and hosting of food vans in the village. I personally am in favour of expanding the opportunities for properly licensed trading within the village, but it is important that all the parties who currently are, or are seeking to, allow and promote trading at their sites work together rather than in competition with each other.

A very productive meeting was held by representatives of the Parish Council, Girton Town Charity, and Girton Bowls Club to look at the very long-standing of lack of toilet, changing, and clubhouse facilities at the bowls green on Wellbrook Way. Thanks to the work of the Clerk and the Facilities Manager we now have a much clearer picture of how much income and expenditure there is for all of the sports supported by Parish Council facilities. With this data in place, it has been possible to properly assess two business cases put forward by Girton Bowls Club to build community facilities that can support ongoing activities, particularly bowls, at Wellbrook Way. By also involving Girton Town Charity in these discussions we can be clear that no other options could be found, with regards to the facilities at the adjoining William Collyn Community Centre, that was to the satisfaction of all parties, and that the proposed route forward does not encroach on the usage of WCCC.

Some residents have contacted the Parish Council regarding trees from Parish Council-owned land overhanging their gardens. It is fairly well-established legally that if a tree that is not subject to a Tree Protection Order or in a Conservation Area crosses a property boundary then the landowner may cut that tree back to the boundary of their property. However, if the encroachment is, or is likely to be, causing direct damage to property then it is likely to be the responsibility of the owner of the land on which the tree is planted. If the landowner is GPC, then that is something we will investigate to determine next steps.

# GIRTON PARISH COUNCIL

Clerk: Mrs. Yvonne Murray  
 Telephone (01223) 618619  
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The Pavilion  
 Girton Recreation Ground  
 Cambridge Road, Girton  
 Cambridge, CB3 0FH

**NOTICE of MEETING:**            **GIRTON PARISH COUNCIL**  
**MEETING**                            **FULL COUNCIL**  
**DATE & TIME:**                   **Wednesday 9<sup>th</sup> August at 7.30pm**  
**VENUE:**                              **Girton Recreation Ground, Cambridge Road Girton**

**Members: 12            Vacancies: 3            Quorum: 5**

**MINUTES**

Agenda Item	Item Description	Action/ Power
<p><b>Members: [Eight]</b> Cllr Muston (Vice-Chair) Cllr Brown, Cllr Clare, Cllr Hayat, Cllr Lampe, Cllr Linton, Cllr Marshall, Cllr Wright  <b>Present:</b> Yvonne Murray (GPC Clerk)  <b>Members of Public: Six</b> (including Cllr Richard Stobart, Cllr Corinne Garvie)</p>		
23FC/076	<p><b>Welcome from the Chair</b>                      Cllr Muston thanked everyone for attending GPC August Full Council.                      She confirmed that this meeting was a trial with an aim to increase inclusion and input of members of the public at Council meetings. She noted that Cllr Carney, Chair of GPC was away, and she was chairing Full Council in his absence.</p>	
23FC/077	<p><b>To Receive Apologies and Reasons for Absence</b>                      Cllr Betts, Cllr Carney (Chair), Cllr Giles, Cllr Williams. Cllr Murphy (County Councillor) Apologies were noted.   <i><b>Approval:</b> Cllr Muston proposed. Cllr Brown seconded. Unanimous.</i></p>	<b>To Note</b>
23FC/078	<p><b>To Receive Members' Declarations of Interest and Dispensations - None</b></p>	<b>To Note</b>
23FC/079	<p><b>To discuss the role of Parish Council and Parish Councillors in the village</b>   <b>Cllr Muston confirmed that Standing Orders were suspended to allow Members of the Public to ask questions.</b>                       Each of the Councillors and GPC Clerk explained why they had joined the Council and the importance of everyone's role.                       Member of the Public raised the issue that Pavements and Byways were in a poor state of repair. Hedges were overgrown and obstructing the paths and there were weeds in gulleys. He noted the difficulties caused by 'No Mow May' in blocking gutters and potentially causing fire Risks. There was also potential for localised floods due to the blockages.                       He asked if Girton Parish Council had a Footpath/Highways Officer and if they were looking at the state of the paths. He noted he had not seen SCDC brushing the roadway for many weeks.</p>	<b>For Discussion</b>

Agenda Item	Item Description	Action/ Power
	<p>He noted that the SCDC website noted that every area within South Cambs should be visited on a 10-weekly cycle.  See <a href="https://www.scams.gov/environment/street-care-and-cleaning/">https://www.scams.gov/environment/street-care-and-cleaning/</a>  He noted that Girton was a beautiful village but had been left to go wild.</p> <p>Cllr Muston thanked the members of the public for their comments and confirmed that GPC Chair, Cllr Carney is our Footpath Officer and works very hard to raise issues on the pathways.</p> <p>Cllr Marshall noted that volunteers had been working to cut back hedges and more volunteers are needed.</p> <p>Wellbrook Way was mentioned, and Cllr Muston confirmed that this road was not yet adopted.</p> <p>Cllr Muston noted that Girton Parish Council were looking at the potential of appointing a 'Parish Ranger' so that GPC could be more proactive throughout the village.</p> <p>The overgrown hedges at Weavers Field and Pepys Way were noted and action was called for.</p> <p>Finally, the member of the public noted that Section 154 of the Highways Act overrides No Mow May and Bird Nesting.  <a href="https://www.legislation.gov.uk/ukpga/1980/66/section/154">https://www.legislation.gov.uk/ukpga/1980/66/section/154</a></p>	
23FC/080	<b>Council to Approve co-option of new Councillor/s</b>	<b>Not Applicable</b>
23FC/081	<b>Public Participation - No further public participation</b>	
23FC/082	<b>To Receive Reports (for information only)</b>	<b>10 Mins</b>
23FC/082.1	<b>County Councillor (No Report, Cllr Murphy on vacation)</b>	
23FC/082.2	<p><b>District Councillors</b></p> <p><b>Cllr Muston noted the following:</b></p> <ul style="list-style-type: none"> <li>• Requirement for local bus raised by a resident at Lexis.</li> <li>• Outstanding question on whether the camera at Washpit lane was working?</li> </ul> <p><b>Cllr Stobart noted the following:</b></p> <ol style="list-style-type: none"> <li>1. An excellent visit to Eddington took place including Girton Parish Council team members and Andrew Muston, Lead of Neighbourhood Plan. He noted the importance of engaging with people and visiting their Patch.  Actions: SCDC to review water issues and come back to GPC.</li> <li>2. U-Bus was being extended but only as far as Girton College Gates as it was not easy for the bus to turn around after that point. He would add discussion about the U-Bus to his discussion with Eddington going forward.</li> <li>3. Planning Training for GPC and Neighbourhood Plan group has been made available. GPC Clerk was to distribute possible dates for confirmation.</li> <li>4. The planning application for Jack Gelato's change of use (mentioned in GPC Chair Report had been approved without solar panels. The issue was that they</li> </ol>	

Agenda Item	Item Description	Action/ Power
	<p>would appear in the Green Belt. They had been asked to withdraw the solar panels from the application. There would be a separate second application to consider approval of Solar Panels. He stated that Jack Gelato's goal towards Low Carbon/Net Zero was admirable.</p> <p>5. SCDC Parish E-Bulletin is a comprehensive set of news. Any feedback on the bulletin should be passed to Cllr Stobart or Cllr Garvie.</p> <p><b>Debate Highlights:</b></p> <p>Cllr Hayat asked if Cllr Stobart to pass on GPC Thanks to Eddington Team</p> <p>He asked:</p> <ul style="list-style-type: none"> <li>• if the landscaping plans and other substantial plans for Eddington would in future be passed to Girton?</li> <li>• How much input would Girton have in plans for Eddington? He had the impression that there was very little input from Girton.</li> </ul> <p>Cllr Stobart noted that the interplay between Girton Neighbourhood Plan and Eddington would be significant. It was a question to bring up in Planning training to ask how much Girton could contribute to the pre-planning process.</p> <p>Cllr Stobart confirmed that Section 106 money needs to be negotiated and a multi-way discussion always takes place that GPC could take part in.</p> <p>Jack's Gelato second application regarding solar panels will come in front of Girton Parish Council</p> <p>Cllr Muston thanked Cllr Stobart for his update.</p> <p>She asked what SLA was in place for Fly-tipping. Cllr Stobart noted there is an SLA in place that he would circulate to GPC. He noted that members of the public should not touch it as it could be toxic e.g., Asbestos.</p> <p>Cllr Garvie noted the slides she had received from the SCDC forum meeting that she would circulate.</p> <p>Cllr Muston noted the danger of light pollution on Oakington Road if additional street lighting was put in place on Oakington Road as part of the LHI Scheme.</p>	
23FC/082.3	<b>Girton Town Charity (No Reports this month)</b>	
23FC/082.4	<p><b>Clerk's Report</b></p> <p>GPC noted the completion of Budget documents and Policy/Process was a priority for the somewhat quieter month of August.</p>	
23FC/082.5	<b>Chair's Report - No questions in Cllr Carney's absence</b>	
23FC/083	<p><b>To Approve Minutes of Girton Parish Council Full Council Meetings: 12<sup>th</sup> July 2023</b></p> <p><b>Approval:</b> Cllr Marshall proposed, Cllr Linton seconded. 7 in Favour. 1 Abstention.</p>	<b>Approved</b>
23FC/084	<b>Matters arising from Previous Meetings (for information only)</b>	<b>Noted</b>

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> <li>• Cllr Muston highlighted the action taken on Fly Tipping and that the question around the camera had not been answered.</li> <li>• She also highlighted the inclusion of a Neighbourhood Plan update report.</li> </ul>	
23FC/084.1	<b>Action List (To be shown at meeting)</b>	
23FC/084.2	<b>Any other Matters arising – A chance to raise any comments/concerns on previous agenda items</b>	
23FC/085	<b>To Receive update from GPC Committees &amp; Working Groups (For information only)</b>	<b>To Note</b>
23FC/085.1	<b>Environment Committee</b> (No Report this month, due to vacation)	
23FC/085.2	<b>Local Nature Recovery Working Group</b> (No Report this month due to vacation)	
23FC/085.3	<b>Footpath Officer's Report</b> (See Chair's Report)	
23FC/085.4	<b>Water Management Report</b> (No Report this month)	
23FC/085.5	<p><b>Finance &amp; Resource Management Committee (Verbal Update)</b></p> <p>Cllr Muston highlighted the benefit to Girton of Girton Town Charity funding the AGE UK Warden and also providing allotments which were normally the responsibility of Parish Councils.</p> <p>Spend on the car park was noted and also the potential for GPC to review their savings accounts to generate more interest on the money they hold.</p>	
23FC/085.6	<p><b>HR Committee (No Report this month)</b></p> <p>Cllr Muston highlighted the ongoing work to review.</p> <ul style="list-style-type: none"> <li>- Staff team needed by Girton.</li> <li>- The need to have policies in place outside the key policies on website.</li> </ul>	
23FC/085.7	<p><b>CAPALC Report (No Report this month)</b></p> <p>Cllr Muston highlighted Scribe webfest which is to be held in September and the usefulness of this event. She urged Councillors to sign up and attend. Once Councillors sign-up then they will be sent recordings from the event.</p>	
23FC/085.8	<p><b>Planning Committee (No Report this month)</b></p> <p><b>Debate Highlights:</b></p> <p>Sloe Fen Farm highlighted the need for training.</p> <p>12, The Brambles highlighted that more information was needed</p> <p>The council discussed the need for more information and a concern that neighbours may not have been informed at all or in good time.</p> <p>GPC to increase communication to village around planning issues.</p> <p>The number of possible unoccupied homes was noted as a possible concern. How could Council find out about these?</p>	
23FC/085.9	<p><b>Sport &amp; Recreation Committee</b></p> <p>Cllr Hayat highlighted there was a report on progress of Pavilion Refurbishment</p> <p>He confirmed the next Sport &amp; Recreation Committee would look at the S&amp;R projects and turn these into business cases for approval.</p>	
23FC/085.10	<p><b>Events Working Group (Verbal update)</b></p> <p>Cllr Marshall confirmed his thinking that everything GPC does could be considered an Event.</p>	

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	<p>He noted that the more engagement from our residents the easier GPC's job could become.</p> <p>He noted that people were beginning to get involved who had may not been involved with Council for a very long time. He noted that residents were getting engaged with e.g., Litter Picking, Funding Telephone Boxes.</p> <p>He noted the need for extra funding for events.</p>	
23FC/085.11	<p><b>Wellbrook Way Activities Task &amp; Finish Group (No Report this month)</b></p> <p>GPC Clerk noted she expected to hear from GBC soon regarding dates for a meeting of the working group.</p>	
23FC/085.12	<p><b>Pavilion Refurbishment Task &amp; Finish Group (Verbal update)</b></p> <p>Cllr Marshall highlighted the importance of progressing this project and referred to two distinct areas of work:</p> <p><b>1. Operational Maintenance</b></p> <ul style="list-style-type: none"> <li>• Some areas of work had not been progressed for some time and should be completed as routine operational work.</li> <li>• He noted that this could become the responsibility of the Facilities manager.</li> <li>• If money or guidance was needed, then the Facilities manager should raise with Council.</li> </ul> <p><b>2. Pavilion Refurbishment Project</b> Items noted by Cllr Marshall:</p> <ul style="list-style-type: none"> <li>• GPC should not work in silos and should include user groups.</li> <li>• There were other issues on the Recreation Ground that potentially should be within the scope of this group.</li> <li>• The need to invest in expert advice to make sure that the plan is fully thought through.</li> <li>• The potential to work with other Parish Councils and consider that by working together we could consider facilities across neighbouring parishes.</li> </ul> <p><b><u>Debate Highlights:</u></b></p> <ul style="list-style-type: none"> <li>• Council discussed the increase in our village of 4k people.</li> <li>• Important need to make sure Girton is fit for purpose.</li> <li>• New development at Eddington and Darwin Green was noted.</li> <li>• Cllr Hayat noted the work underway to ensure that the position of the Cricket wicket and the playground adhered to safety standards. He noted the need for signage to highlight Risks. GPC needed to check that they were sure of their obligations in terms with safety in this area.</li> </ul>	
23FC/086	<b>To Approve Finance and Resource Management</b>	<b>For Decision</b>
23FC/086.1	<b>To note payment of accounts under delegated approval</b>	<b>Noted</b>
23FC/086.2	<p><b>To Approve payment of outstanding accounts due</b></p> <p><i><b>Approval:</b> Cllr Marshall proposed, Cllr Brown seconded. 7 in Favour. 1 Abstention.</i></p>	<b>Approved</b>
23FC/086.3	<b>To Receive a report from Facilities Manager on Amounts paid in</b>	<b>Noted</b>
23FC/087	<b>Business items requiring a decision, or consideration by the Council</b>	<b>For Decision</b>

Agenda Item	Item Description	Action/ Power
23FC/087.1	<p><b>Council to consider and approve spend on Car Park Safety. (Separate Slide Deck)</b></p> <p><b><u>Approval:</u></b> Cllr Hayat proposed, Cllr Marshall seconded. 7 in Favour. 1 Abstention.</p> <p><b><u>Debate Highlights:</u></b></p> <p>Council approved a spend of up to £12K for a short-term fix of a temporary barrier in car park and the longer-term fix of metal bollards for Girton Recreation Ground Car Park.</p> <p>Cllr Marshall noted that the above expenditure was important to fix this issue which had been outstanding for many years. He noted the collaboration across GPC and GTC on this project.</p> <p>Cllr Linton, as a father of two small children, noted his concern around vehicle safety and felt it was very important to get bollards in place as soon as possible. He noted the fact that larger vehicles often parked over the kerb.</p> <p>GPC also noted the flooding in the car park and that GPC clerk was speaking with previous contractors to look at the cost to fix this issue.</p> <p>Cllr Marshall noted the wider plan being discussed as part of Pavilion refurbishment.</p>	Approved
23FC/087.2	<p><b>Washpit Lane Bench - To note repair required.</b></p> <p>Council noted the repair required, which was likely to be a maximum of £500.00. GPC Clerk to ring the resident who had mistakenly caused the damage to ask if it could be paid for by insurance or contribution.</p> <p>Note: Subsequent to this meeting, the bench has been mended by a local volunteer free of charge. GPC Clerk has posted a Thank you on Social media after speaking to Neighbourhood Watch team.</p>	Noted
23FC/087.3	<p><b>Recreation Ground Tree - Council to consider and approve maintenance of Tree.</b></p> <p>This item was deferred to allow GPC Clerk to obtain a quote for the work for this tree as the work had been outstanding for a long while.</p> <p>Cllr Marshall noted that whilst the tree may not be owned by GPC, any damage to the tree could affect GPC land.</p>	Deferred
23FC/087.4	<p><b>Council to consider and approve actions to be taken on Sloe Farm &amp; 12 The Brambles Planning Applications post discussions with GCP during July 2023</b></p> <p><b><u>Approval:</u></b> Cllr Marshall proposed, Cllr Brown seconded. 6 in Favour. 1 Abstention.</p> <p><b><u>Debate Highlights:</u></b></p> <p>Clerk to write to SCDC regarding planning information provided for Sloe Farm and 12 The Brambles.</p> <p>To note the difficulty of making an object decision when full information is not available.</p> <p>To note the difficulty to Girton residents when information is missing or misleading.</p> <p>To note the need for full information to be posted on the portal.</p>	Approved
23FC/087.5	<p><b>Budgetary process - To consider and discuss budgetary process for 2024/2025</b></p> <ul style="list-style-type: none"> <li>- Cllr Muston noted that Committee meetings were now in calendar.</li> <li>- Aim was to create an itemized budget and aim to compile a 3-year plan for all Committees.</li> </ul>	Noted
23FC/088	<p><b>To Receive Correspondence addressed to the Council.</b></p> <p><b>Items of Correspondence noted:</b></p> <ul style="list-style-type: none"> <li>- Email sent to Felix Hotel</li> </ul>	Noted

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> <li>- Email sent to GPC Planning re: Brambles, Sloe Farm</li> <li>- Slides from Police to be distributed.</li> <li>- Information on Wellbrook Way non-adoption from CCC</li> <li>- Information on parking problems at Bandon Road</li> </ul>	
23FC/089	<p><b>To Approve Communication of items from this Agenda</b></p> <p><i>This item is designed to ensure that Council can approve key items of communication from this meeting on Council Website, Facebook, and Twitter.</i></p> <p><b><u>Approval:</u></b> Cllr Marshall proposed, Cllr Wright seconded. 7 in Favour. 1 Abstention.</p>	Approved
23FC/090	Date of next meeting(s): 13 <sup>th</sup> September 2023 at 7.30pm	Noted
<b>Meeting ended: 21:33</b>		

## **Environment Committee September Full Council**

This month the environment committee has been working on:

- The local nature recovery plan - by the time of the meeting we will have had a second open day at Town End Close as part of Open Cambridge and we are working on plans for exciting improvements to the Hibbert Ware Memorial Garden. We continue to work towards declaring Town End Close a Local Nature Reserve.
- Creating a list of questions to be researched so that we can create a strategy for providing electric vehicle charging points in the village (or a rationale for not providing them)
- Overseeing the installation of new dog bins around the village and taking part in a pilot project for recycling bins which is going well
- Approving our terms of reference, mission and vision (which should be available online soon, subject to approval from full council).

Our current priorities are:

- Working on the next LHI bid, probably for double yellow lines around the Thornton Road area
- Working on policies on No Mow May, tree planting etc. for consideration by full council in October and November
- Further research on electric vehicle charging points
- Continuing to work with the LNRP on projects around the village.

Our next meeting will be on the 29<sup>th</sup> of November.

**Alison Giles**

## **Finance & Resource Management Committee**

### **September Full Council**

The Finance and Resource Management Committee met on 6 September and, to my mind, had a very productive team meeting. Although there is still much to do before we can be considered a Gold Standard Council, we are on the road to it. There may be some repetition in this report from previous reports but for some, this will be the first time they have engaged with what we are doing and so a brief recap is necessary. Being open, transparent and fair is important to us.

In the meeting, we looked at our Mission and Vision statement, Terms of Reference and spent most of the meeting on the budget and setting process. We are on a journey which is allowing us to identify where money should have been spent in the past and rectify this. Last year, we were unable to even think about setting a precept at this point in the year. We have already researched the precepts of other local parishes and for those who like figures, in 2023-2024 the precept was raised by just 92p for a band D house. In the last 5 years, the overall total has only been £7.03 for a band D house. We are also looking at what is the best value for money in terms of gaining interest on our reserves. My thanks to Cllr Carney for researching this and presenting it at the meeting.

This year, we are working on individual committee budgets. This includes itemising them and then categorizing them. My thanks go to all the hard work Cllr Hyatt and the RFO have done to produce detailed summaries on which we can reflect and act accordingly. We have identified mandatory spend, asset management and new projects with realistic data to back this up, our decisions should be made easier. Advance warning, some may feel that the costs are too high but without action now we are storing up greater costs for the future. GPC recognise that we need to spend on bringing our assets up to a reasonable standard to begin looking at new projects for the village. We also have legal requirement regarding health and safety. Some people may think that progress is slower than they would like but it is important they we work using data to come to informed decisions. What we have now can be reviewed and tested for due diligence. There will be a motion to approve the engagement of a maintenance person for a period of six months, as recommended by this with a view to making this a permanent position. This will include regular maintenance of council assets, recreation round on the rest of the village. Attending other committees in my role as Vice Chair, I am aware that there are many areas which need attention and that those in attendance at meeting realise that the amount paid to GPC to use our assets needs to be reviewed to allow for a clear, transparent and fair use of the resources we need to maintain and offer. The greater involvement of people from across clubs and societies has been insightful and appreciated. Thank you to all who have contributed so far. If on reading this, you have something to offer, do come along to meeting and get involved in whatever way you can. Communication and teamwork is the key to our success!

It is clear that some things take years to resolve, and we are steadily working through them, bear with us, most of us have full time employment on top of the time we are giving to support you. Currently, are working with instructed solicitors to look into the adoption of Wellbrook Way.

I look forward to meeting more residents during the year at various events.

**Ann Muston**

## Human Resources Committee (including CAPALC Report) September Full Council

At the last Human Resources committee on 30<sup>th</sup> August, Counsellor Nas Hyatt was co-opted on to the committee. The knowledge he has from his own employment is a great asset to us all. During the meeting we discussed our Mission and Vision statement, Terms of Reference and Polices. The budget was discussed. We have still not been officially notified of the pay rise for our employee, which when it comes will be back dated to April. In addition, we are looking at engagement of a maintenance person for a period of six months with a view to making this a permanent position. Due to time constraints, the review of the revised contracts, people specification and job descriptions was deferred. These are on going and will form part of the staff appraisals in November.

The HR Committee remains committed to supporting training for both employees and councillors. The CAPALC training will take place as soon as we can make it cost effective. In the meantime, all councillors have been directed to training videos put on SharePoint and encouraged to sign up for Scribe-Fest on Thursday 21 September.

**The annual conference will be held on Friday 15 September at Wyboston Lakes Resort entitled “Share the Vision, Shape the Future”. At the time of writing this report an operational decision has not yet been made about who will attend.**

A reminder that as members of CAPALC Girton Parish Council agrees that its members will agree to the following:

- Abide by the Council’s Code of Conduct & the seven Nolan Principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty & Leadership
- Have a training budget for Clerks, council staff & Councillors.
- Maintain good standards of governance & financial control of public funds.
- Be open & transparent in how it conducts its meetings & dealings with the public.
- Ensure all council staff have a contract & job description & regular performance reviews.
- Nominate a voting member for CAPALC AGMs & other Association meetings.
- Provide CAPALC with up-to-date full contact details of the Clerk & Chairman

In return we expect a commitment to provide a range of advice and professional services to member councils in an efficient and timely manner through our telephone and email helpdesk on topics such as:

- Training opportunities for Clerks, Chairmen & Councillors
- Local Council Awards Scheme
- Borrowing Applications
- Council statutory powers & duties
- Council & committee meeting procedures
- Councillors Code of Conduct
- Councillors Declarations of Interest
- Council budgets, precepts & finance
- Agendas & Minutes
- Risk Management
- Employment, staff contracts & job descriptions
- HR & Disciplinary procedures
- Responding to planning applications & working with the planning process
- The Localism Act & the opportunity & challenges for local councils
- The General Power of Competence.

## **Sport and Recreation Committee Report**

### **September 2023**

The committee met on Thursday 31<sup>st</sup> August 2023.

There is still a lot of work to do on getting the processes and procedures in place for all committees but as with other committees it was agreed to look the Mission, Vision and Terms online with the view that we can finalise this at the next meeting so that they can be taken forward to full council after that.

There was a little frustration shown by the committee on how slow things are progressing, however it was agreed that the current project list would be put up onto SharePoint and links emailed out to all. It was agreed that anyone could make a start on a business case for any of the projects and just needed to let the clerk (Yvonne) know that they were working on the business case.

Three business cases were discussed by the committee the bowls club toilets, a clubhouse on next to the bowls green and a table tennis table on the recreation ground. The committee approved these three business cases to be put forward to the full council.

The costs for refurbishing the basketball are also being looked at to be put forward to the full council as part of the operation spend by the clerk and facilities manager. This work is urgently needed to bring the basketball court back to a fit for purpose condition.

The Facilities manager (Angie) is working with our Groundsman (Chris) to look at what is required to get the school field ready for use by footballers this season.

A workshop is being planned for later this month/next month to look at the project list and some of the documents being updated online.

**Nas Hayat**

## **Events Committee (First Report)**

### **September Full Council**

GPC Events working group was approved to become a GPC committee on 14th June Full Council, see Agenda item, 23FC/057.8

The first meeting will be scheduled for 20th September at 7.30pm to follow the Pavilion Refurbishment meeting.

There will be a draft Budget and program of events to review and one of the first events to be proposed will be a GPC Team Building event. Along with all other GPC Committees, this committee will consider and approve Mission/Vision, Terms of References and Policies required to allow robust delegation and greater responsibilities for our committee teams.

**Cllr Stuart Marshall**  
**10<sup>th</sup> September 2023**

## **Pavilion Refurbishment Report**

### **September Full Council**

This group met on Thursday 8th July and prepared a detailed wish list of requirements which has now had an initial review.

On examination of this list, it appears that the scope of work will likely be as follows. This was mentioned in the Full Council minutes of 9th August 2023. See agenda Item 23FC/085.12.

1. Operational/Maintenance work that should have been carried out over past years on a scheduled basis e.g., repair and replacement of Facias, Soffits, cleaning of roof and gutters and other external/internal maintenance. (Please note: - Some work may incur higher initial costs due to them not having been done sooner. Therefore, more extensive repairs may be necessary and in some cases replacement of the fabric of the building).

Please cross-reference with comments included in the monthly report from Finance & Resource Management. You will note that September's agenda includes a motion to consider engaging a Maintenance Person to undertake some of the above in a program of work.

Also, to oversee specialist contractors, where needed and approved. This work will largely be overseen by our Facilities Manager. Failure to carry out this work as promptly as possible is likely to incur a much greater cost to the village in the longer term.

2. Having walked round the pavilion and conducted a preliminary inspection with GPC Clerk and Keith Benton it has become clear that when considering a wider scoping 'refurbishment' a discussion is needed by the Pavilion Refurbishment Group on carrying out a feasibility study in order to formulate a strategy for any work and a clear business case to put as a proposal in front of the village before any major work is undertaken. Due to the age of the building significant repairs e.g., a new roof should not be considered until a Long-Term plan is carried out.

A second meeting of the group will take place to discuss the above on Wednesday 20th September at 6.30pm.

**Cllr Stuart Marshall**  
**10<sup>th</sup> September 2023**

## Finance & Resource Management - Outstanding Amounts/Amounts due under delegated Approval.

Status	Contact Name	Invoice Number	Invoice Date	Incl. VAT	VAT	Excl. VAT	Description
For Approval	Avanit Systems Limited	20365	07/09/2023	40.00	6.67	33.33	Projector Hire
For Approval	Avanit Systems Limited	20364	07/09/2023	40.00	6.67	33.33	Projector Hire
For Approval	Avanit Systems Limited	20363	07/09/2023	40.00	6.67	33.33	Projector Hire
For Approval	Pestforce Cambridge	1169554 - 1	05/09/2023	80.00	0.00	80.00	Clear Wasp Nest
For Approval	MC Garden Maintenance	119	05/09/2023	978.00	163.00	815.00	Grass Cutting
For Approval	Streets Whitmarsh Sterland LLP	SWS-0107566	31/08/2023	600.00	100.00	500.00	VAT Recommendation
For Approval	Avocet	17929	31/08/2023	548.40	91.40	457.00	Cleaning - Aug 2023
For Approval	Payroll	Sep-23	01/08/2023	4,818.99	7.50	4,811.49	Payroll
Paid	SCDC	3030115017 August	05/09/2023	526.00	0.00	526.00	Business Rates
Paid	Microsoft	E0400ON0KW	27/08/2023	22.56	3.76	18.80	MS365 Business
Paid	Microsoft	E0400OMTYA	27/08/2023	110.45	18.41	92.04	MS365 Standard
Paid	Barriers Direct	275802	23/08/2023	2,012.30	335.38	1,676.92	Bollards - Girton REC Car Park
Paid	British Gas	838441954	22/08/2023	695.32	115.88	579.44	Pavilion Electricity
Paid	Zoom	INV215728510	21/08/2023	15.59	2.60	12.99	Zoom - Aug/Sept 2023
Paid	NHBS	Order S1228851	20/08/2023	271.99	45.34	226.65	LNRP: Bird Nest Box
Paid	EverFlow Ltd:	2418465	20/08/2023	290.29	0.00	290.29	Pavilion Water - July 2023
Paid	Amazon	GB357JVVKAEUI	17/08/2023	44.18	7.36	36.82	Lawn Scarifier (Cricket)
Paid	EverFlow Ltd:	2464154	17/08/2023	61.92	0.00	61.92	Bowling Green Water - July to Sept 2023
Paid	EverFlow Ltd:	2464153	17/08/2023	140.53	0.00	140.53	Pavilion Water - Sept 2023
Paid	EverFlow Ltd:	2464152	17/08/2023	40.09	0.00	40.09	Nature Reserve Water - July to Sept 2023
Paid	British Manufacturing Solutions	INV-25973	16/08/2023	257.40	42.90	214.50	Dew Brush (Cricket)
Paid	Mythic Beasts Ltd	183304	11/08/2023	28.06	4.68	23.38	Website Hosting

# GIRTON PARISH COUNCIL

## Income Report August 2023

Village Planter Sponsorship	£60.00
Cricket Square	£482.90
Football Pitches	£85.50
MUGA	£330.35
Pavilion Hall	£842.00
Recreation Ground	£245.00
Tennis Courts	£33.00
<b><u>Total Turnover</u></b>	<b><u>£2,078.75</u></b>

Angie Vidler  
Facilities Manager

## Heras Fencing/Wellbrook Way Electricity & Water update/decision

Update on GPC progress on claiming money for:

- Heras Fencing
- Electricity
- Water

During construction of William Collyn Community Centre

Girton Town Charity met in April 2023 and approved an ex-gratia payment of £7,000 for Heras Fencing as below:

### Heras fencing:

- GTC Trustees have agreed to pay GPC £7,000, but as an *ex-gratia* payment due to lack of clarity in terms of VAT, records, etc.

### Water bills:

- Since 2017 the sensory garden has had its own, metered water supply, so this will not be in usage of GPC supply.
- In the construction of WCCC Godfrey & Hicks had charged GTC for water usage and, as such, it is they who GPC should be pursuing for reimbursement.
- Ann and/or Marc will look for some documentation to show that this was the agreement between G&H and GTC.

### See below details of Charges for Heras Fencing

Responsibility	Typ	Invoice Type	Sum of Total Value	Sum of Tax	Sum of Net
GPC	INV	DAMAGE INV.	12.75	2.12	10.63
GPC	INV	HIRE INV.	10,657.24	1,775.47	8,881.77
GPC	INV	LOSS INV.	266.68	44.43	222.25
GPC	INV	SALE INV.	537.60	89.56	448.04
GPC	DRJ	.	184.75	30.78	153.97
<b>GPC Total</b>			<b>11,659.02</b>	<b>1,942.36</b>	<b>9,716.66</b>
GTC	INV	HIRE INV.	8,995.11	1,498.56	7,496.55
GTC	DRJ	.	70.00	11.66	58.34
<b>GTC Total</b>			<b>9,065.11</b>	<b>1,510.22</b>	<b>7,554.89</b>
<b>Grand Total</b>			<b>20,724.13</b>	<b>3,452.59</b>	<b>17,271.54</b>

Note:

GTC charge shown above for the period beginning 1 January 2015 and ends on 30th November 2018

DRJ appear to be Legal Fees

Further to advice from Streets it appears that the request to GTC is for Invoices net of VAT.

The payment of £7k was received from Girton Town Charity was received on 12<sup>th</sup> May 2023.

GPC are following up on Electricity & Water payments with Godfrey & Hicks.

# Girton Bowls Club - Toilets, Changing, and Club Room

Prepared August 2023

## Background

Girton Bowls Club was founded in 2013 and the bowls green was constructed with the help of Girton Parish Council and Girton Town Charity. The original plans for toilets, changing rooms and a club room were delayed and subsequently no facilities were provided at all. The William Collyn Centre was built by the Town Charity but access to the bowls club was not provided for.

Discussions with both the Parish Council and Town Charity have been ongoing for many years but intensified in 2022. The bowls club held informal discussions with Nick Twitchett, the architect for the WCC project, and proposed creating a new external door and minor revision to the security alarm coverage to provide access to the toilets only. This was rejected by GTC, as was any solution that provided access when WCC was not staffed, including providing keys to a limited number of bowls club members.

The bowls club has grown successfully over the past 10 years but cannot hope to advance further without its own suitable facilities.

## Investigation

On 11<sup>th</sup> January Girton Bowls Club brought a Business Case to Girton Parish Council Full Council. In that meeting GPC agreed to form a taskforce to include Girton Bowls Club and Girton Town Charity, led by Girton Parish Council, to investigate options for toilets and a clubhouse. Members of this taskforce were agreed by all Village Organisations. See Agenda Item 22/224.8: Council to consider and approve next steps on paper received from Girton Bowls Club. <https://www.girton-cambs.org.uk/wp-content/uploads/2023/02/Girton-Parish-Council-Approved-Minutes-11th-January-2023-at-7pm.pdf>

The conclusion of the above discussions were confirmed on 12<sup>th</sup> April at GPC Full Council meeting. See Agenda item 23FC/010/1: Girton Parish Council Wellbrook Way Activities Task & Finish 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.

[https://www.girton-cambs.org.uk/wp-content/uploads/2023/05/Girton-Parish-Council-@Full-Council-Approved-Minutes-12<sup>th</sup>-April-2023-at-7pm.pdf](https://www.girton-cambs.org.uk/wp-content/uploads/2023/05/Girton-Parish-Council-@Full-Council-Approved-Minutes-12th-April-2023-at-7pm.pdf)

Further discussions were held with Girton Town Charity, including Tom Lee and Andrew Muston, to examine what access could be provided to toilets for the 2023 bowling season but no solution was possible.

The bowls club suggested that they could utilise expertise and contacts within the club to expedite the project and reduce costs, and began work on this project. Girton Parish Council were kept informed of progress via the clerk who kept Cllr Carney informed that GBC would confirm a date to update Girton Parish Council on requirements as soon as initial requirements had been fleshed out by GBC.

GBC started by identifying our requirements as follows:

- Toilets to include disabled access
- Changing room/area
- Kitchen area
- Members area

It was decided that the project could be carried out in 2 phases if necessary given that toilets were our urgent priority, although this might incur increased cost.

One area of investigation was pre-fabricated units. There are several companies providing pavillions, building site facilities, etc

The alternative approach was to construct a purpose-built building. For this we met with Keith Benton, a Girton resident and the quantity surveyor that was originally approached for the clubhouse proposal almost 10 years ago. Keith spoke with Nick Twitchett who was able to provide valuable information about sewer layout and ground conditions, but did not want to be involved in case of any conflict of interest with Girton Town Charity. We have also engaged with a builder who has examined the sewers and other services.

We also visited many bowls clubs and examined their facilities and questioned their members to look for solutions while confirming our requirements.

The 'gold standard' solution would be a brick-built building with tiled roof with dimensions of 16x7m  
However, the estimate for this is £150-200K + VAT

Alternative construction with rendered walls or timber with felt roof would reduce costs slightly but the longevity of the building would be greatly reduced and maintenance costs would be very significant.

We have rejected this approach as unaffordable

Having identified a proposal Dave Fryer rang Yvonne Murray, GPC Clerk to confirm they were ready for a meeting with full task-force to give details on their findings and potential requirements. They met with the clerk on 15<sup>th</sup> August 2023 to understand the required documentation of GPC and the best timing for the meeting.

GBC then asked for a meeting with the task-force on 22<sup>nd</sup> August 2023 having documented their proposal for discussion on the standard Business Case form used by GPC.

## Proposal

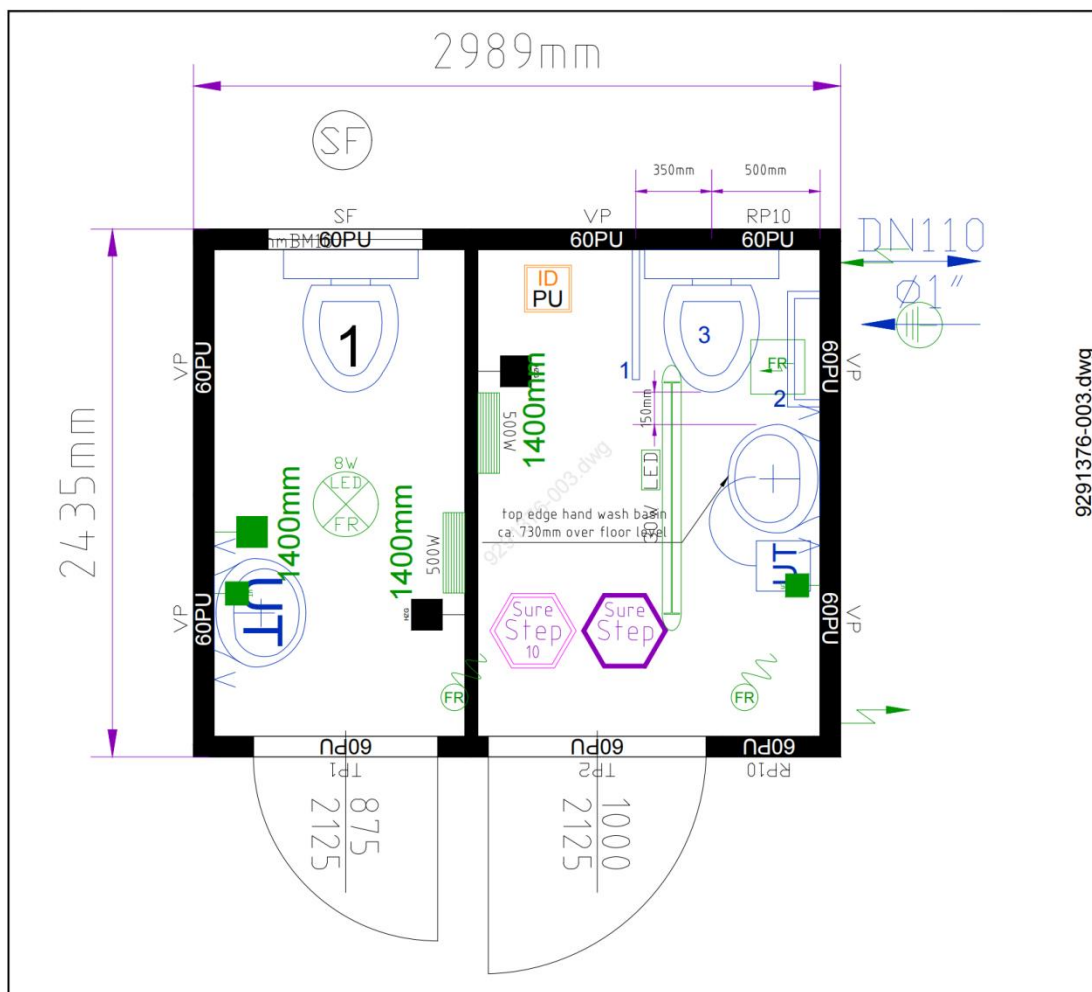
### Toilets

Great Chesterford Bowls Club has recently purchased a self-contained toilet block from Containers Direct Ltd. This provides a double toilet block, one fully equipped for disabled access at a cost of £12,350 + VAT. Groundworks to provide a suitable concrete base with sewer connection can be carried out for approximately £6500 + VAT (the exact routing of the sewer will determine the cost).

Lead time is 16 weeks so would need to be ordered by 1<sup>st</sup> December 2023 for delivery by 1<sup>st</sup> April 2024 in time for the start of bowls season.

It is suggested that the toilets are positioned next to the green equipment container where the marquee is currently situated.

The bowls club proposes to undertake all cleaning and minor maintenance of the toilets at our own cost so that ongoing costs to the Parish Council should be none or negligible.



### Clubhouse

We have identified an excellent solution from Eco Garden studios who build, deliver, and install bespoke buildings. They provide a 25 year guarantee for the wall cladding and 30 years for the roof. Details of construction materials can be found on their website at [www.ecogardenstudios.com](http://www.ecogardenstudios.com)

The maximum depth is 16 feet (4.8m) but length can be specified. We have calculated that 50ft (15.25m) will meet our minimum needs to accommodate at least 30 people for post-match refreshments, with sufficient room at one end for changing and storage of bowls bags and clothing during matches. However, increasing the length to 60ft (18.25m) will increase overall space by 20% and the club room area by 25%, allowing sufficient space to hold social events (quizzes, bingo, etc) which we propose to open to Girton residents.

A partition with door and hatch will be included to create a kitchen space.

A screened changing area at one end provides flexibility when holding social events.

Total cost for supply, delivery, and installation on ground screws is £38,780+VAT (50ft) or £42,780+VAT (60ft).

It is expected that planning permission will be needed for this building which will be situated on the current grassed area alongside the bowls green.

A qualified electrician will be required to connect to the existing electricity source, estimated £1000 parts and labour.

The kitchen will need fitting out to include a sink, hot water, worktops, drawers & cupboards, fridge, etc. The bowls club will utilise expertise within the club to perform all works so costs will be for materials only, estimated £3000.

The total Project Cost is estimated at £43-47K + VAT depending on the building size.

**Girton Bowls Club recommends that we purchase the 60ft building which for an additional £4000 (9.3%) provides a 20% increase on total space with a 25% increase on the size of the main room.**

We anticipate that the building would be owned by Girton Parish Council and the bowls club would receive assurances of continued access.

It is hoped that GPC might source some funding from the County Council or other grants, or the Town Charity. While the bowls club currently provides approximately £6000 of materials and labour to the upkeep of the Parish Council bowls green and surrounds, we are happy to discuss making a further financial contribution to the clubhouse project.

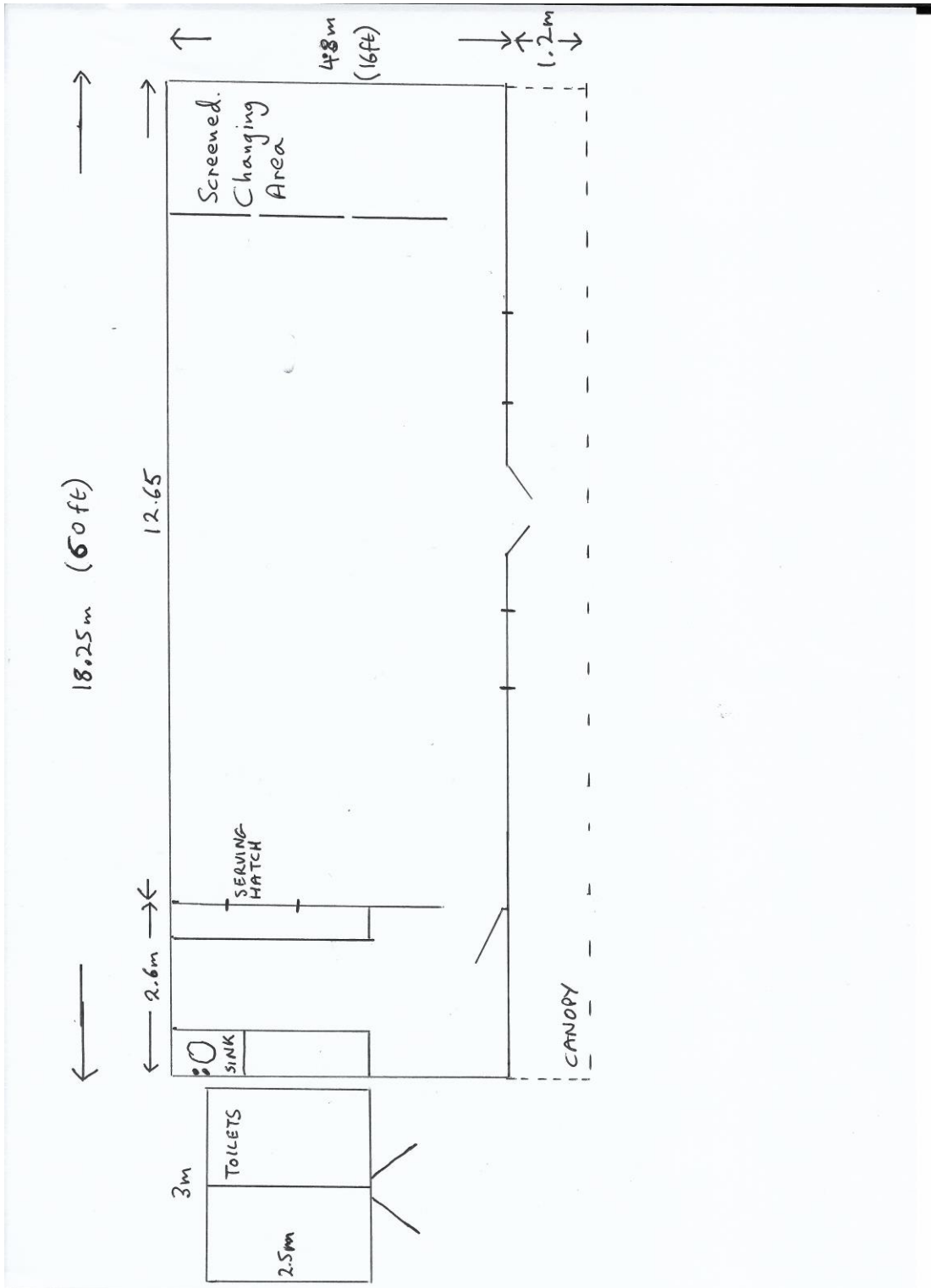
#### **Specification:**

##### **60x16ft EcoStudio delivered and fully installed including-**

- FSC sourced, treated, insulated timber base using 5' x 2' timbers and ground screw foundations.
- 1x UPVC French door in white or grey with toughened safety glass.
- 2x UPVC single doors in white or grey with toughened safety glass.
- UPVC top opening windows in white or grey with toughened safety glass & chrome hardware.
- UPVC fixed windows in white or grey, toughened safety glass & chrome hardware.
- Windows to be confirmed.
- Firestone EPDM single piece rubber roof system.
- Kitchen area Partition walls including door.
- Fully insulated base, walls and floor using EcoQuilt Expert multifoil insulation.
- SPC premium flooring including Eco Tec floor foam insulation underlay.
- Exterior walls painted colour of choice.
- Exterior trims painted colour of choice.
- Moisture resistant interior MDF cladding.
- Interior walls and ceiling painted 'White'.
- Full brushed steel electric pack including –
  - o First fix wires hidden in framework.
  - o double sockets.
  - o double switch.
  - o ceiling spotlights.
  - o exterior ip65 canopy spotlights.
  - o exterior up / down wall lights.
  - o Number of sockets and lighting TBC
  - o WIFI wall heater.

***Please note we will run all cables to one corner of the room, from there it will be your responsibility to arrange your electrician to run power cable, connect to supply, supply and commission consumer unit.***

**Plan view of proposed toilets and clubhouse**



**Pictures of an Eco Studio building (6x4m)**



## **Appendix A - Feedback regarding current toilet facilities**

Two members of the bowls club left several years ago specifically citing the need for normal toilet facilities as the only reason for leaving.

In May 2022 three women that had previously only bowled indoors came to our club night to try lawn bowls. When leaving they mentioned the lack of toilets and did not return. They have since joined another bowls club with a very poor bowling surface.

### **Correspondence**

Thank you for your hospitality last Friday. We enjoyed our visit to the Girton Bowls club despite the result! You must have one of the best bowling greens in the league. It is a great shame that thanks to the local authorities your ancillary facilities do not match. The Community centre at the back of the green looks excellent. Since bowls is a great community activity suitable for all age groups and especially appropriate for people to play well into old age it is a shame that you cannot use the facilities of this centre free or for a very low fee as is common elsewhere.

Yours sincerely

Peter Green

Chairman and Secretary, Burwell Bowls club.

I am Secretary at Littleport Bowls Club, and we play your Club as a member of the Ely and District Bowls League. We visited your Club on the afternoon of Monday 4th July and were very impressed with the bowling green. However, the same cannot be said for the other facilities. The only toilet facility is a portable toilet which, in this day and age, is not acceptable and does not provide adequate facilities for disabled people. In addition, with the threat of Coronavirus ever present, better hand washing facilities would be beneficial. I know that several of our members were prepared to endure a 40-minute journey home rather than use these facilities. It was a very warm afternoon, and we enjoyed a cup of tea and biscuits half way through the game. This was served to us from a gazebo which has no running water. All credit to your members for working in such circumstances.

Your Sincerely

Linda Wright

Honorary Secretary

Littleport Bowls Club

Copies to: J Lowe - Secretary Ely and District Bowls League

I am writing to you on behalf of Stretham Bowls Club to register our extreme disappointment at the lack of suitable facilities to visitors who visit your Club.

You have a wonderful green on which to play but your facilities do not in any way match the quality of the green. When we come to your Club, we are told that we must now use a porta-loo and a tent in which to take our refreshments.

These facilities are inadequate and totally unacceptable and are the worst of any Club in the Ely & District Bowls League and I suspect the Cambridge & District too. It must be an embarrassment to your Club and to its members to have to offer visiting teams such awful facilities. The porta-loo, whilst serving a purpose, is not totally hygienic for long term use and it does not provide acceptable washing facilities and the tent can only provide the most basic of facilities in which to socialise and take refreshments.

I apologise for having to write to you in this vein, but it is only right that you should know how visiting Clubs feel about your less than basic facilities. We will of course continue to visit your Club and play competitive bowls against your members, and it is to be hoped that at some stage we may see some improvement to your toilet and hospitality arrangements.

Dave Pither

Chairman

Stretham Bowls Club

Just feel I have to say, that I played at Girton Bowls Club today Monday 30th May 2022, my second match I have played there, and cannot believe that there are no changing rooms !!! And worse than that there is one Portable Toilet, for Ladies and Men!!! Unacceptable in this day and age!!!!!!

Glenda Camps

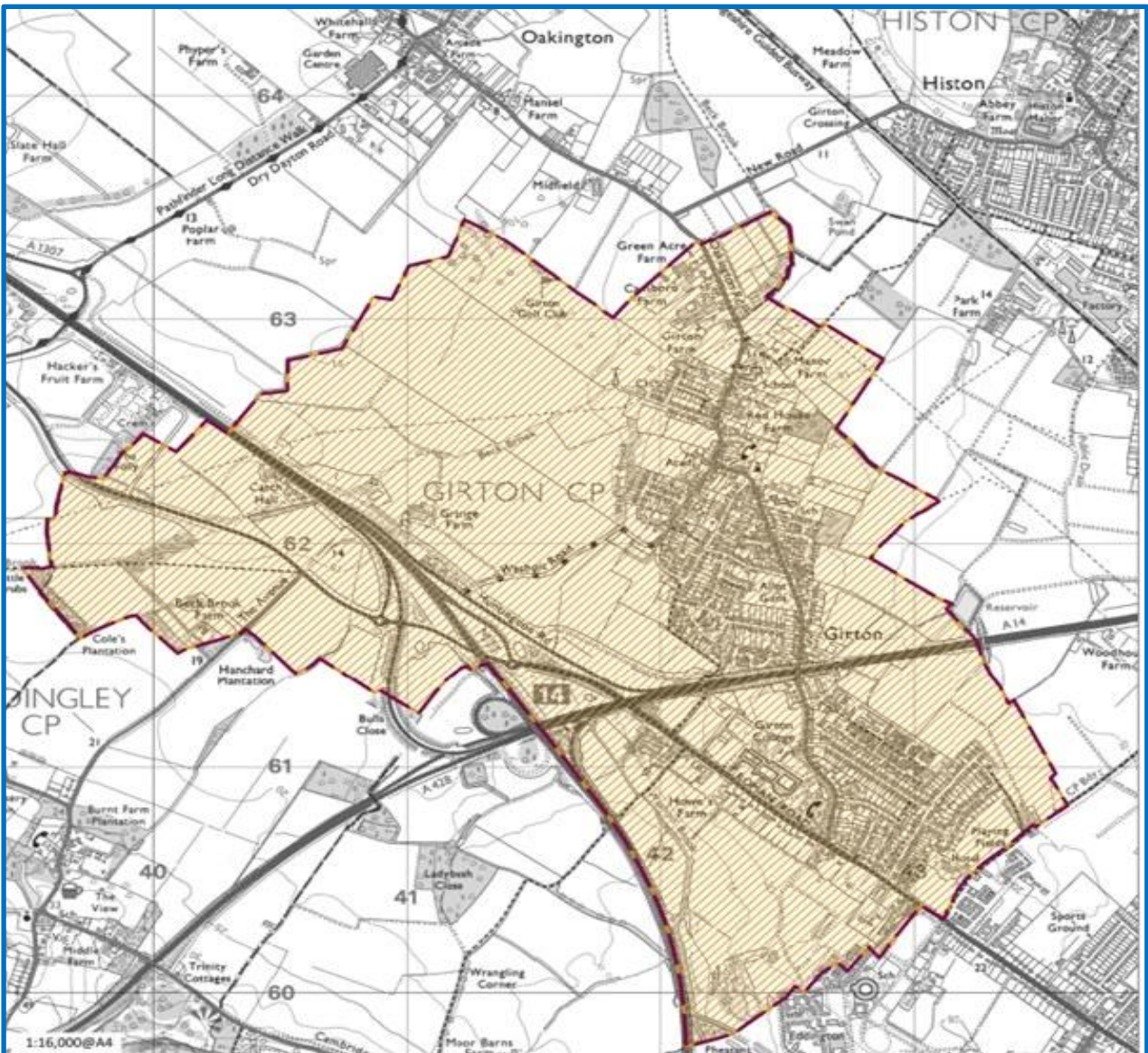
<b>Committee</b>		<b>Sports and Recreation Ground Committee</b>
<b>Name of project</b>		<b>Girton Bowls Club Toilets</b>
Primary Reason for project		<p>Since the village bowls club was formed in 2013 there have been no dedicated toilet facilities. The club has had to hire a portable toilet which was deemed to be a temporary measure until a proper toilet facility was available. The William Collyn Centre is not available at the times required and when open the cost of hire is prohibitive for a village sports club.</p> <p>The bowls club is thriving with success in league and cup competitions and is a strong ambassador for the village. However, the club cannot expand its playing membership particularly to younger individuals and also those with disabilities without proper toilet facilities.</p> <p>We have received correspondence from visiting bowl's teams stating that the current toilet facilities are inadequate, and we are also aware that at least 5 people have left the club due to this reason.</p>
Description of project		<p>The Bowls Club has investigated various solutions in order to find suitable toilet facilities at a reasonable cost.</p> <p>Visits have been made to other villages to look at the toilet arrangements and a self-contained toilet unit has been identified at a reasonable cost.</p> <p>This facility would meet the needs of the bowls club and rectify the long-standing problem of having no adequate facilities at the bowls green.</p>
Capital sum requested		<p><b>£20,000</b> +VAT This figure comprises a double toilet including a disabled access toilet with hand wash basins and water heaters at a cost of £12,350 +VAT together with associated ground works and services at a cost of £7,650 + VAT.</p> <p>This quote for the self -contained toilet unit is from Containers Direct Ltd.</p> <p>There is a 12-14 week lead time for this unit so with committee approval for this project to be included in the budget we would hope that funds would be brought forward to allow delivery and installation of the unit before the start of next season's fixtures commencing in April 2024.</p>
Ongoing revenue (if any) per year		None
Ongoing costs per year		The Bowls Club would undertake to carry out cleaning and general maintenance of the facility. All units are sold with a 12 month warranty and the supplier is ISOQAR 9001 approved for its quality management systems.
What benefits does the project bring?	Digital village	N/A
	Sustainable community	Yes, This facility would be an asset to the village
	Diverse & Inclusive	Yes, The bowls club is looking to be inclusive as possible in attracting new members to the club.
	Heritage & design	Yes, The unit would be screened and therefore would not impact of the neighbourhood or street scene.
Status of Project		Request to be presented to Sports and Recreation Ground Committee on 31 <sup>st</sup> August 2023 to seek its recommendation for subsequent presentation to the Full Council Meeting on 13 <sup>th</sup> September 2023

<b>Committee</b>	<b>Sports and Recreation Ground Committee</b>
<b>Name of project</b>	<b>Girton Bowls Club Toilets</b>
Other comments/information	<p>The Bowls Club has previously presented its business case for toilet facilities at the bowls green at Wellbrook Way. The business case we believe clearly identified the need for toilets, this proposal now provides a fully costed solution to the problem.</p> <p>The Bowls Club has been operating for 10 years without adequate toilets at the bowls green and it is vital for the future of the club that this issue is resolved without further delay.</p> <p>Additional useful information is available in Jan-2023 Approved GPC minutes, Apr-2023 Approved GPC minutes and the overview document prepared by GBC.</p>
Clerk to committee	Yvonne Murray
Chair of committee	Cllr Nas Hayat
Vice Chair to committee	Cllr Stuart Marshall

<b>Committee</b>		<b>Sports and Recreation Ground Committee</b>
<b>Name of project</b>		<b>Girton Bowls Club Changing Rooms and Club Room</b>
Primary Reason for project		<p>Girton Bowls Club was founded in 2013 and the bowls green was constructed with the help of Girton Parish Council and Girton Town Charity. Unfortunately, the original design plans for toilets, changing rooms and a club room were amended and as a result no facilities were provided at all. The bowls club has grown successfully over the past 10 years but cannot continue to advance without its own proper facilities.</p> <p>A separate proposal for toilets has been submitted but this still leaves the club without a changing room or club room.</p> <p>This proposal seeks to gain approval for a cost-effective building that would fulfil the requirements for a changing and post-match refreshments area.</p>
Description of project		<p>Girton Bowls Club have had considerable playing success with promotion to Division 1 of the Cambridge and District League recently secured.</p> <p>The bowls green which is looked after by club members is now recognised as one of the very best in the county.</p> <p>There is now, more than ever, a need to provide better facilities for playing members, visiting teams and supporters and to enable the club to grow by attracting individuals new to the game of lawn bowls and to promote a safe environment for all adults, juniors, and any vulnerable persons.</p> <p>Without any facilities the bowls club cannot hope to expand or widen its demographic base.</p> <p>Through the efforts and expertise of its members a building has been identified that that meet the needs of both a changing and club room area</p> <p>This building would be located on the green area next to the bowls green and would fit in with the surrounding area with no detrimental impact on the neighbourhood.</p>
Capital sum requested		<p><b><u>£47,000+VAT</u></b></p> <p>The building is supplied by Eco Garden Studios</p> <p>A significant advantage of this type of building is that it is mounted on ground screws which suit the type of ground and eliminate the need for expensive ground works.</p>
Ongoing revenue (if any) per year		
Ongoing costs per year		No initial ongoing costs for GPC. The building has a 30-year guarantee on the roof and is very low maintenance. The Bowls Club will undertake to deal with routine maintenance issues.
What benefits does the project bring?	Digital village	N/A
	Sustainable community	Yes, An asset for the village
	Diverse & Inclusive	Yes, The facility will enable a more diverse demographic to join the Bowls Club
	Heritage & design	Yes, The building will be sympathetic to the surrounding area. We expect that planning permission will be required
Status of Project		Proposal to be submitted to the Sports and Recreation Ground Committee to be held on 31 <sup>st</sup> August 2023.

<b>Committee</b>	<b>Sports and Recreation Ground Committee</b>
<b>Name of project</b>	<b>Girton Bowls Club Changing Rooms and Club Room</b>
Other comments/information	<p>The development of the bowls green and facilities was overtaken by the building of the William Collyn Community Centre, and it is with huge disappointment that the design of the centre did not incorporate facilities for the village bowls club.</p> <p>Further to agreement on 11<sup>th</sup> January at Girton Parish Council - Full Council meeting a task force including GPC, GBC and GTC discussions to find a solution began. On 12<sup>th</sup> April, Full Council meeting the solution was agreed and GBC took the lead in taking the feasibility study forward. See Approved GPC Minutes and Overview document.</p> <p>It was agreed the only solution that appears to meet GBC's needs at this time was for a new building to be constructed on the Parish Council's land next to the bowls green this building to incorporate a changing area and club room that was originally envisaged.</p> <p>The bowls club is a net contributor to the Parish Council's funds to an amount in excess of £6,000 per annum, this is due to club members looking after the bowls green and the club paying for seed, top dressing and other materials. This means that the bowls club will effectively self- fund the building after 6 years.</p> <p>In return the Bowls Club is seeking adequate facilities to enable it to grow and enhance its standing in the bowls community across the county.</p> <p>The club needs support from the Parish Council for this project the Bowls Club is willing to contribute to the funding of this building.</p> <p>With agreement to this proposal, we would hope to achieve detailed planning permission by Autumn 2024 and be in a position to take delivery in early 2025.</p>
Clerk to committee	Yvonne Murray
Chair of committee	Cllr Nas Hayat
Vice Chair to committee	Cllr Stuart Marshall

# GIRTON PARISH COUNCIL



## GIRTON PARISH RANGER APPLICATION PACK

### GIRTON PARISH COUNCIL

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

[www.girton-cams.org.uk/girton-parish-council-2/](http://www.girton-cams.org.uk/girton-parish-council-2/)

Tel: 01223 618619

Email: [clerk@girton-pc.gov.uk](mailto:clerk@girton-pc.gov.uk)

# Job Description

## Parish Ranger to Girton Parish Council

### Purpose:

The Parish Ranger is responsible for the security and day to day maintenance of Girton Parish Council's land and other assets.

Under the management of Girton Parish Clerk the Parish Ranger will undertake general maintenance and oversight of Girton Parish Council land and assets.

Girton Parish Ranger will ensure that Girton Parish Council buildings, land and other assets for which Girton Parish Council are maintained to a high standard, meet health and safety requirements and are secure.

**Accountable to:** Reports to Girton Parish Clerk

**Hours:** 8 hours per month.

**Estimated payment:** £13,500 per annum

### Main Responsibilities and Tasks:

- Ensure that Girton Parish Council are maintained and reviewed in line with Health & Safety policy policies and procedures to include:
  - Weekly Recreation Ground inspections
  - Monitoring all facilities on Girton Recreation Ground and other Parish Council areas
  - Keeping facilities and surrounding areas free from litter, debris and weeds
  - Supporting South Cambridgeshire District Council in keeping the bin areas neat and tidy
  - Treating and Cleaning benches, poles and signs as required.
  - Supporting the Groundsman as and when required.
  - On a weekly basis check door closer, seals on doors, to ensure they are operating correctly.
  - Once a month check that smoke alarms are in working order, and changes batteries in the smoke alarms as required.
- Responsible for weekly Health & Safety checks on play equipment and outdoor gym equipment in all areas in village. Each month ensures the Parish Council's play equipment is lubricated.
- Undertaking minor maintenance and repairs within boundaries administered by Girton Parish Council, working with Girton Parish Council Staff team. This will include internal and external areas.
- Arrange emergency repairs working with Girton Parish Clerk to minimise disruption to residents of Girton/Eddington. This may include arranging annual maintenance and safety checks.
- Responding to urgent requirements from Girton residents to keep village clean, safe and tidy.
- Agree with Clerk, daily and weekly maintenance priorities and ensure work completed to required standard and within appropriate time scales.
- Working with GPC Staff team share responsibility for ensuring contractors (other than for Groundman duties) carry out their responsibilities in line with their agreed contracts and best practice to maximize benefits of using Contractor support for village maintenance.

- To prepare and maintain sports 'pitches and grounds including grass-cutting in collaboration with the Parish Groundsman. Support sporting facilities working with the Groundsman and in his absence.
- Work with Staff team on new and existing contracts to ensure they correctly reflect Parish requirements.
- Identify equipment and supplies required and sources, refer to Girton Parish Clerk for purchase.
- Work with Girton Parish Council staff team to develop an Asset Register and an annual program of works to inform GPC workload and inform GPC Councillors, annual budgets and three-year plans.
- To identify, plan and complete projects in collaboration with the Parish Council staff and councillors' projects and tasks that are suitable for winter months both in to include pruning trees, hedging and shrubs taking all necessary safety precautions.
- Responsible for identifying and creating new relationships with businesses, key village groups and residents to increase collaboration and understanding of village requirements. Focusing on retaining village heritage and promoting Eco Friendly opportunities.
- Working with Facilities Manager to ensure that all allocated equipment and materials are stored safely and securely to prevent unauthorized access and potential accidents/misuse.
- Ensure all records and associated paperwork are complete in line with GPC requirements and to meet processing deadlines.
- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to Girton Parish Clerk immediately.
- To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal operations, immediately to Girton Parish Clerk. Those where specialist contractors may be required to be confirmed.
- Tree maintenance in line with appropriate guidelines issued by Health Safety Executive and others.
- All work, especially tree maintenance work to be undertaken within the sensible safety limits of a Parish Ranger working on his own or as a two-man team.
- Any other duties commensurate with the post that may be agreed from time to time.
- To maintain and improve the part of the church yard which is the responsibility of Girton Parish Council

**This Job Description will be reviewed on an annual basis and may be subject to amendment or modification at any time after consultation with the post holder.**

**Girton Parish Council aims to select on merit, irrespective of race, sex, disability, age, or any other protected characteristics.**

# Person Specification

The tables below indicate the essential and desirable qualities we expect applicants to possess, and the stages of the application process at which these will be assessed.

	Essential	Desirable
<b>QUALIFICATIONS/EXPERIENCE/KNOWLEDGE</b>		
Knowledge of COSHH and the safe use of chemicals		X
Understanding of health & Safety Regulations and Risk Assessment requirements		X
Be willing to improve their knowledge and understanding of the role	X	
Be willing to support Groundsman Tasks as and when required	X	
<b>ABILITY/SKILLS</b>		
Experience of undertaking a range of Maintenance and Caretaking duties	X	
Physically fit, agile and dextrous	X	
Ability to work effectively and supportively as a member of Girton Parish Council team	X	
Ability to work in an organised and methodical manner	X	
Ability to maintain confidentiality	X	
Ability to work independently (where appropriate)	X	
Ability to act on own initiative, dealing with any unexpected problems that arise	x	
<b>DISPOSITION</b>		
Willingness to undertake all maintenance and related duties in any area of Girton Parish as requested by Staff team and Councillors	X	
Willingness to take personal responsibility for standard of work carried out.	X	
Understanding and following Health and Safety Rules	X	
Will need to be able some heavy lifting	X	
Efficiency and discretion	X	
Honesty and integrity	X	
Motivation and flexibility	X	
Understanding and carrying out agreed tasks	X	
Energetic and enthusiastic with a naturally positive outlook.	X	

GIRTON PARISH Council is committed to safeguarding and promoting the welfare of Girton Parish and expects all staff and volunteers to share this commitment. Appointment to this post will therefore be subject to:

- An enhanced Disclosure and Barring Service check
- Receipt of two satisfactory employer references (ideally one of which must be from your current or most relevant employer)
- Satisfactory verification of relevant qualifications.

# Selection Process

The first step in the selection process is the application, please complete Girton Parish Council (GPC) application form and make sure you read through the Person Specification and Job Description carefully.

Applicants should provide a covering letter and/or documents to demonstrate how they meet all areas of the Person Specification.

The application form, a covering letter and any supporting documents should be submitted, preferably by email ([clerk@girton-pc.gov.uk](mailto:clerk@girton-pc.gov.uk)) by [TIME] On [DATE]. Any applicant wishing to post, or hand deliver their application should deliver it to Girton Parish Council office addressed to Girton Parish Clerk.

Interviews to be held on [DATE].

If the selection panel or governing body does not feel that it is appropriate to make an appointment from the people who have applied for the post, applicants will be advised accordingly.

Any appointment will be subject to the receipt of satisfactory references and pre-employment checks.

## **Contact details:**

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

[www.girton-cambs.org.uk/girton-parish-council-2/](http://www.girton-cambs.org.uk/girton-parish-council-2/)

Tel: 01223 618619

Email: [clerk@girton-pc.gov.uk](mailto:clerk@girton-pc.gov.uk)

<b>Committee</b>	<b>Sports and Recreation</b>
<b>Name of project</b>	<b>Outdoor Table Tennis Table</b>
Primary reason for the project	<p>We are proposing the installation of a table tennis table at the Girton recreation ground as a valuable addition to the community.</p> <p>This initiative aims to enhance the overall appeal and utilisation of the recreation ground, promoting physical activity, social interaction, and community engagement. By investing in a table tennis table, the Parish Council can contribute to the well-being and recreational needs of residents, ultimately fostering a healthier and more vibrant community.</p> <p>The Girton recreation ground serves as a central hub for leisure and outdoor activities. However, there is currently a lack of diverse recreational options available to the community. Introducing a table tennis table will offer a low-cost, inclusive activity suitable for people of all ages, abilities, and backgrounds. The sport is widely recognised for its health benefits, requiring physical exertion, hand-eye coordination, and strategic thinking.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• <b>Promote Physical Activity:</b> The installation of a table tennis table will encourage individuals to engage in regular exercise and improve their overall fitness levels.</li> <li>• <b>Foster Social Interaction:</b> Table tennis is a social sport that brings people together, facilitating new friendships, networking opportunities, and community cohesion.</li> <li>• <b>Enhance Recreation Ground Appeal:</b> The addition of a table tennis table will attract more visitors to the recreation ground, increasing footfall and utilization of the facility.</li> <li>• <b>Provide an Inclusive Activity:</b> Table tennis can be enjoyed by people of all ages and abilities, making it an ideal choice for promoting inclusivity within the community.</li> </ul>
Description of project	<p>We have approached a few suppliers and got quotes going with the one that was more proactive, and we felt would offer us good value for money.</p> <p>If the budget is approved, we will need to identify an appropriate location within the recreation ground for the table tennis table installation. This may be impacted by the work being carried out by the Task and Finish group for the Pavilion Refurbishment as a hard surface is required for the table tennis table to sit on and this could be looked at as part of the overall plans for the Pavilion.</p>

	<p>Once installed we may need to create a maintenance schedule to ensure the table remains in good condition and safe for use.</p> <p>We can promote the new addition through our website local media, and social media platforms to maximize awareness and engagement.</p> <p>Contacting Table Tennis England we have found that they are currently subsidizing the cost of purchasing outdoor table tennis tables using Lottery and other money. These tables are not concrete and could get damaged with misuse, however they are coming in at £685 (including delivery) per table allowing us to purchase up to 2 tables.</p> <p><a href="https://www.tabletennisengland.co.uk/shop/ping-in-the-community/outdoor-static-table-package/">https://www.tabletennisengland.co.uk/shop/ping-in-the-community/outdoor-static-table-package/</a></p> <p>The space beside the basketball courts has been identified and looking at the space available we could put 2 tables side by side in this area. It is felt that with 2 tables at this subsidised price is good value for money and would encourage greater use with maybe some competitions being organised and a club forming around them.</p> <p>To place the tables in this space we will need to put a hard surface down as well as get some netting up against the fence to stop the balls from going onto the MUGA and Tennis courts.</p>
Capital sum requested	<p>2 x £685:           £1370.00</p> <p>Groundworks:   £ 800.00</p> <p>Netting:           £ 230.00</p> <p>Capital Budget required £2400.</p>
Ongoing revenue (if any) per year	<p>There could be a charge allocated to book the table and rent equipment, but it is felt that allowing residents to bring their own table tennis bats and balls will increase the use of the table.</p>
Ongoing costs per year	<p>Cost of cleaning (maybe annually)</p>
Status of project	<p>In Progress, Awaiting Approval</p>
Other comments/information	<p>It is felt that installing a table tennis table at the Girton recreation ground is a worthwhile investment that aligns with the Parish council's goals of promoting community health, engagement, and inclusivity. By diversifying recreational options and providing a space for social interaction (which includes other</p>

	activities being looked at), the council can enhance the appeal of the facility, fostering a stronger and more connected community.
Clerk to Committee	Yvonne Murray
Chair of Committee	Nas Hayat
Vice Chair to Committee	Gary Betts

# PRO 510

THE RIGHT CHOICE  
FOR COLLECTIVITIES



The 510 table is a stable and durable choice for your outdoor table tennis table. This ping pong table is well designed and particularly resistant to ill treatment. Its 100% steel (aluzinc) structure, high-density, and solid laminate table top, can afford to take a few hits, whether they're from rackets or weather conditions. This model has been favored by various holiday centers, schools, hotels, and campsites over the last 10 years..

## USES



Home & private use
Club & Tournament
School
Public parks
Hotels Resorts
Entreprises Special Event



**cornilleau**

**7mm**

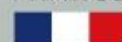
GRIS BLEU

**60mm**

**OUTDOOR  
LAMINATE  
ANTI GLARE  
COATING  
MATTOP**



MADE IN  
FRANCE



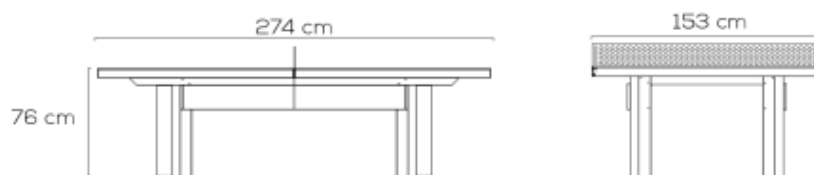
**Table-Tennis-Tables.co.uk**

# PRO 510

## TECHNICAL DETAILS

<b>Name</b>	PRO 510 OUTDOOR
<b>Colours of tops - Reference</b>	Blue new : 125615 / Grey : 125617
<b>Playing surface</b>	7 mm Laminate
<b>Coating</b>	MATTOP (Anti-glare x10)
<b>Frame height</b>	60 mm / Aluzinc®
<b>Locking System</b>	Stationnary
<b>Compact Technology</b>	-
<b>Leg type / dimensions</b>	Steel curve
<b>Adjustable leg pad</b>	-
<b>Net type</b>	Steel Fixed (Kit with Advance net available)
<b>Adjustable net</b>	Tension - Height (with Advance net Kit)
<b>Wheel type</b>	-
<b>Ball storage</b>	-
<b>Bat storage</b>	yes / 4 bats *not included
<b>Corner protection pads</b>	yes
<b>Additional features</b>	2 ball dispensers Ground fastening system
<b>Category (European Standards)</b>	EN 14468 - CLASS B
<b>Agrément</b>	FFTT Leisure
<b>Poids table</b>	87 kg
<b>Poids emballé</b>	99 kg
<b>Garantie</b>	10 years - Repairable 20 years

Dimensions of the playing surface: 274 cm x 152.5 cm

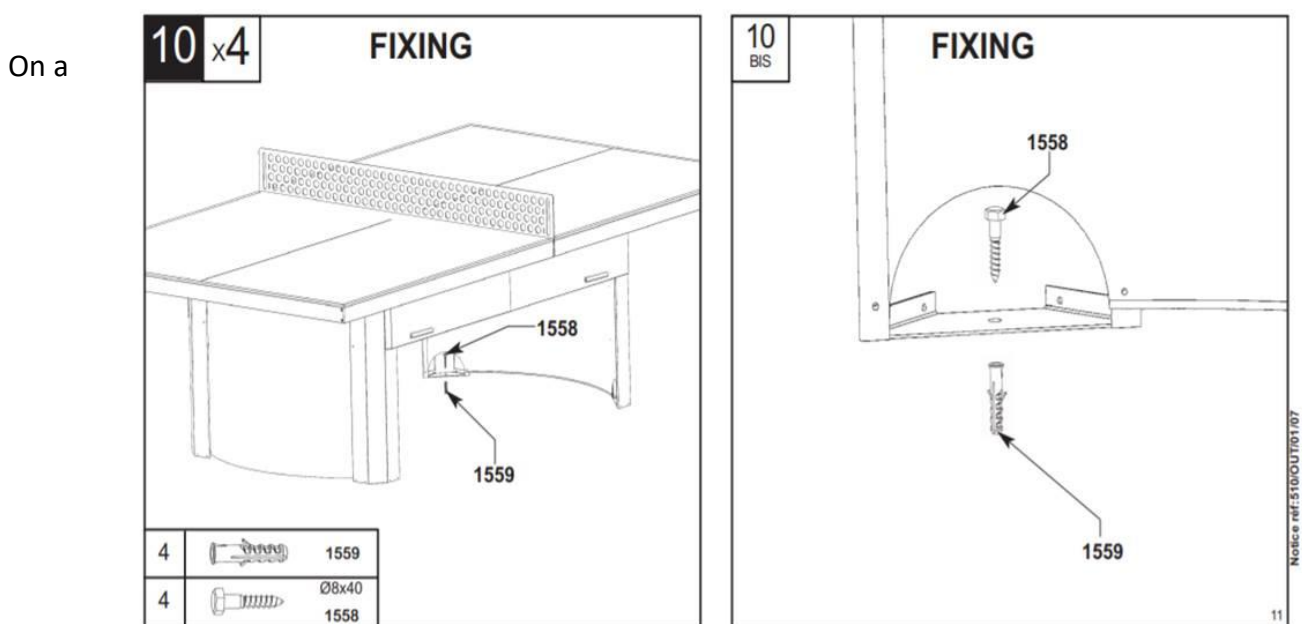


## Table Installation Considerations - Partners

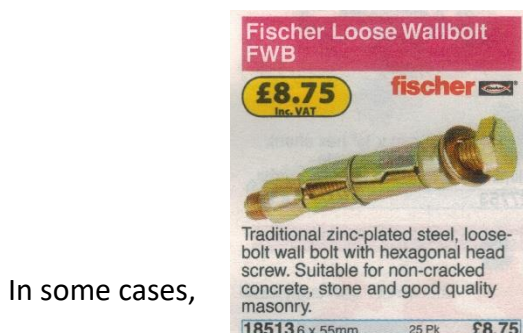
Table Tennis England/Ping! can offer guidance in fixing these tables (semi-permanent/permanent options), the final decision and execution of any groundworks should always be the responsibility of the recipient (or land owner) as only the people on site will be able to access the ground conditions and the possibility of underground services at the location.

Tables are at least 80kg, not 'easily' moved, but have been known to shift slightly with extreme winds so we **always** advocate on some form of fixing in position/installation.

The semi-permanent (Cornilaeu tables have a hole predrilled in each corner of the leg assembly, to take the supplied M8 x 40 Bolts & Plastic Plugs. On a good concrete/hard standing surface, these are sufficient although useful to recommend the type of expansion bolt, widely available from hardware stores.



Tarmac or Grass surface, partners have sometimes preferred to use of "Rock Tent Pegs" as these can be screwed into the ground and are effective against inclement weather/wind and mild antisocial behaviour.



partners have laid a flat concrete/gravel base for

these tables, but at their own expense and having weighed up financially viability.



Partners have opted to add grass matting around the tables, again at their own expense and had their own rationale for doing that, i.e. preserve grass/look nice. Grass matting can add value and appeal to tables, preserving the ground and minimising trip/slips hazards.



<b>Committee</b>		<b>Sports and Recreation Ground Committee</b>
<b>Name of project</b>		<b>Replacement of Play Surfaces at Wellbrook Way</b>
Primary Reason for project		The play surfaces at Wellbrook Way are in a poor state of repair which are large enough to cause trip hazards to children playing in the park.
Description of project		<p>To overlay the existing Wetpour pads with a green carpet material which is very hard wearing and has the best guarantee of 8 years. Please see some additional information on this type of surfacing and photos showing the carpet finish which has overlaid existing surfaces.</p> <p>The cost to overlay each of the Wetpour areas with the carpet surfacing would be:</p> <p>Roundabout &amp; seesaw pad - £2,880 + VAT  Slide Unit – £1,884 + VAT  Cradle Swing - £1,329 + VAT  Flat Swing - £1,551 + VAT</p>
Capital sum requested		<b><u>£7,644 + VAT</u></b>  Materials submitted by Wicksteed Leisure Ltd.
Ongoing revenue (if any) per year		N/A
Ongoing costs per year		No ongoing costs
What benefits does the project bring?	Digital village	N/A
	Sustainable community	Yes, improves GPC facility
	Diverse & Inclusive	Yes, removed
	Heritage & design	N/A
Status of Project		For Full Council Approval
Other comments/information		<p>Note: 2<sup>nd</sup> Option given by Wicksteed Leisure Ltd:</p> <p>The second option would be to repair the existing Wetpour as follows which would come with a 1-year guarantee.</p> <p>Please be aware that when butting up and sealing to existing safety surfacing, the old and new wet pour will expand and contract at differing rates which can lead to separation over time.</p> <p>This would be approximately £5,500 + VAT</p> <ul style="list-style-type: none"> <li>○ Patch repair 1m2 of eco-fleck Wetpour holes in total – by roundabout &amp; swing</li> <li>○ Infill 15m of cracks in the surface – in total around each of the items as highlighted attached.</li> <li>○ Cut back 200mm and repair the whole perimeter around the slide unit – 24m at 50mm thick</li> </ul>
Clerk to Committee		Yvonne Murray

<b>Committee</b>	<b>Sports and Recreation Ground Committee</b>
<b>Name of project</b>	<b>Replacement of Play Surfaces at Wellbrook Way</b>
Chair of Committee	Nas Hayat
Vice Chair to Committee	Gary Betts



## Improvement of Interest Rates for Girton Parish Council Money

Bank	Account name	AER (Aug '23)	AER type	min deposit	# days notice
Cambridge & Counties	95 day business, trust and charity notice	4.30%	variable	£ 10,000	95
Cambridge & Counties	6 month fixed rate bond	4.20%	fixed	£ 10,000	n/a
Cambridge & Counties	1 year fixed rate business and charity bond	5.00%	fixed	£ 10,000	n/a
Cambridge & Counties	2 year fixed rate business and charity bond	5.00%	fixed	£ 10,000	n/a
Cambridge & Counties	3 year fixed rate business and charity bond	5.00%	fixed	£ 10,000	n/a
Cambridge & Counties	5 year fixed rate business and charity bond	5.00%	fixed	£ 10,000	n/a
Cambridge Building Society	Council Saver	1.95%	variable	£ 1,000	0
Natwest	Liquidity Manager 35 day Notice Account	3.25%	variable	£ -	35
Natwest	Liquidity Manager 95 day Notice Account	4.25%	variable	£ -	95
Co-Operative	Instant access business saver	1.53%	variable	£ -	35
Co-Operative	35 Day Notice business saver	2.04%	variable	£ -	95
Co-Operative	95 Day Notice business saver	2.42%	variable	£ -	0
Unity	Instant access business saver	2.77%	variable	£ -	0
Unity	12-month deposit business saver	5.00%	fixed	£ 100,000	n/a
Unity	24-month deposit business saver	5.20%	fixed	£ 100,000	n/a

### Note:

A council should typically hold between 3 and 12 months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.

[The-Good-Councillors-Guide-to-Finance-and-Transparency-2018.pdf \(devonalc.org.uk\)](https://www.devonalc.org.uk/The-Good-Councillors-Guide-to-Finance-and-Transparency-2018.pdf)

## Operating Expenses

Year-End	GPC: Total Operating Expenses			
	12 Months	9 Months	6 Months	3 Months
31/03/2024	182,455	136,841	91,228	45,614
31/03/2023	195,466	146,599	97,733	48,866
31/03/2022	176,859	132,644	88,430	44,215
31/03/2021	131,345	98,508	65,672	32,836

**Current General Reserves: August 2023: £247,214.57**

# CCC Weedkilling Service Review/Policy

Extract by Daniel Carney

Link to policy: [Business Case Summaries \(cmis.uk.com\)](https://cmis.uk.com)

## 1. Driver / reason for the activity

Weedkilling is carried out on highways to reduce the nuisance and damage caused by weeds growing at the back of paths, top of kerbs and in channels:

- Weeds at the back of paths over time cause minor damage to the path surface which can lead to trip hazards.
- Weeds on the path edge at the kerb over time cause minor damage to the path surface which can lead to trip hazards.
- Weeds in the channel (road edge adjacent to the kerb) over time cause damage to the road surface. The weeds trap debris and detritus which then affects the flow of water to the drainage gullies which can cause flooding.
- Weeds are generally considered unsightly and a sign of a lack of care in our built environment.
- Most weedkilling occurs within communities in the urban and suburban areas.

Weedkilling is carried out on a cyclic and reactive basis. Cyclic weedkilling using chemicals is the most efficient method of controlling weeds.

In recent years the chemicals authorised for use have had to change to avoid health issues and environmental impact. There is now less support for chemical weed clearance within communities as a result of better environmental understanding. The Highways service, in partnership with Cambridge City Council, is trialling ceasing cyclic weed clearing to reduce chemical use.

## 2. Proposed activity or intervention(s)

To move from network wide chemical weedkilling, to priority based weed removal by non-chemical means.

The new approach is to cease all cyclic weedkilling using chemicals. The new service would adopt a reactive approach to weed removal. Where we are notified of weeds by the community, we would assess and decide whether to remove the weeds. Only weeds causing an immediate safety hazard would be removed.

We estimate that the assessment and notification of our intended action, in response to the community notifying us, would take up to 14 days and any removal would take up to eight weeks from notification of the issue to removal (if that is what is decided by technical officers carrying out the assessment).

Removal of noxious and injurious weeds would continue as now and not be affected by the changed approach.

We expect there to be an increase in public enquires and a reduction in satisfaction of the Highways service in general.

Implementation will require investment in community engagement to gain buy in from town and Parish Councils. This will need to take place in the first quarter of 23/24. Estimated cost of engagement work is £40k in the first year. We anticipate a saving of £125k overall with the new reactive approach.

The cessation of chemical weed killing would contribute to reducing the risk of long-term illness from operatives and improve the natural environment.

## 3. Equality, Diversity & Inclusion (EDI) and Socio-economic inequalities Assessments undertaken to inform the proposed activity

Has an Equality Impact Assessment been completed? Yes

## Summary of key points to consider in terms of benefits, negative impacts and any mitigations:

The proposed changes will not directly impact (positively or negatively) any persons with protected characteristics or people experiencing socio-economic inequalities, as the network is available for all users.

There is expected to be a positive impact on staff (Operatives) with reduced exposure to chemical weed killers.

## 4. Financial Impact on Business Plan 2023-2028

### Revenue Implications:

This table is completed in recurring format as per the Business Plan.

Revenue	One off or Permanent	2023-24 £000	2024-25 £000	2025-26 £000	2026-27 £000	2027-28 £000	2028-29 £000	2029-30 £000
Saving	Perm.	-125						
Income								
Investment		40	-40					
Debt charges (inc. MRP)	Perm.							
Pressure								
Total								

For pressures / investments only, please provide further details regarding:

What is the service's forecast outturn for the current financial year?  
£229,000

What financial mitigations have been considered?  
None

What other funding sources have been explored?  
None

Could you meet the costs from your own budget?  
No