

**Minutes of the Meeting of Girton Parish Council on Wednesday 17th November 2010  
at St Vincent's Close Community Centre at 7.30pm.**

**Present:** Cllrs de Lacey (in the Chair), Bromwich, Cockley, Ford Smith (to Item 10/144), Garner, Godby, Johnson, Noble, Taylor (to Item 10/144), Thorrold, Hiley (from Item 10.139.1)  
District Councillor Bygott (to Item 10/136.3)  
PCSO Bujar Mani and PCAnil Soni (to Item 10/136.4)  
1 member of the public  
In attendance: Linda Miller (Acting Clerk) Natalie Stone (PFO),

**10/133 Welcome from the Chairman**

The Chairman welcomed Councillors and members of the public.

**10/134 Apologies and reasons for absence**

Apologies were received from Cllrs Barnard and Martin, and from the Clerk. The Chairman accepted their apologies. An apology was also received from County Councillor Reynolds, who regretted he could not arrive before 8.30.

**10/135 Members' declarations of interest for items on the agenda**

None.

**10/136 Public Participation session on agenda items & matters of mutual interest**

1. Members of the public

No member of the public wished to speak.

2. County Councillor's report

Cllr Reynolds was not present, and had not submitted a report..

3. District Councillors' reports

Cllr de Lacey's report had been circulated and is included at Appendix A.

Cllr Bygott reported that a Sustainable Parishes Energy Partnership show was being held in Comberton on 27th November. The show would be offering free advice on recycling and sustainability. Cllr Bygott was asked when SCDC set their budget. He replied that the budget is already under consideration and will be set at the SCDC Council Meeting in February. Cllr de Lacey noted that the SCDC website is asking for finance initiatives to be put forward.

*Cllr Bygott left the meeting at this point.*

4. Police Report:

PCSO Mani reported 4 burglaries this month at Orchard Close; Hicks Lane; Thornton Close and Girton Social Club. There had been two vehicle break-ins in Gretton School car park and the Pavilion car park. Suspicious behaviour had been reported at Wellbrook Court.

The Chairman voiced concern about the level of damage to property as this has not been seen in Girton before. Cllr Ash requested more information in future on police response to reported incidents.

**10/137 To confirm the minutes of Parish Council meeting of 20 October 2010.**

Prop. Cllr de Lacey Sec Cllr Godby. The Minutes were approved with 1 abstention.

**10/138 Matters arising from the Minutes**

10/127.6	The Pavilion floor has been satisfactorily repaired and looks good. It will be sanded and sealed the week after Christmas.
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**10/139 Business items requiring a decision, or consideration by the Council**

1. To receive a report from the Chairman on the future running of the Council attached at Appendix B.

*Cllr Hiley joined the meeting at this item.*

Although the report contained no specific motion there was an extensive discussion on how the Council might manage, in the current situation. A straw poll indicated interest in an Extraordinary

Meeting to discuss options. The Chairman thanked Councillors for their contributions and asked them to continue to offer suggestions.

2. That the Parish Clerk, the Parish Council Chairman and the Parish Council Vice-Chairman (*ex officio*) be authorised as signatories to indemnities for Section 106 payments  
Prop. Cllr de Lacey Sec. Cllr Cockley.  
Approved unanimously.

3. To approve a new signatory for the bank account and building society account following the resignation of Cllr Wilson  
Cllr de Lacey prop Cllr Thorrold Sec. Cllr Bromwich.  
Approved with 2 abstentions.

4. To ratify the decision of 17th March 2010 in which it was decided to replace the existing Building Society Account with two Business Saver Accounts, one for general reserves and one for specified reserves  
Prop. Cllr de Lacey Sec. Cllr Bromwich.. The RFO confirmed £130,000 in allocated reserves and £20,000 unallocated funds  
Approved unanimously.

5. To receive the Minutes of a meeting between the Planning & Resources Committee and the Bowls Club  
The minutes were received and are included at Appendix C

6. To approve the working group established by the Planning & Resources Committee to work on the operating relationship between the Council and the Bowls Club as established by the Planning & Resources Committee on 20th September 2010 (See Appendix D) and approved at the joint meeting mentioned in item 4  
Prop Planning & Resources Committee. The Council nominated Cllrs Noble, Taylor and Thorrold.  
Approved unanimously

#### **10/140 Finance & resource management**

1. To approve payments from 21 October 2010 to 17 November 2010.  
This item was postponed until after 10/143.

2. To approve the balance sheet at 31 October 2010:  
Prop Cllr de Lacey. Sec Cllr Godby.  
Approved with 1 abstention.

3. To receive the finance report from 1 April 2009 to 31 October 2010  
The report was received.

4. To receive a draft budget for consideration by the Finance & Budget Committees.  
The budget was received and is included at Appendix E. A discussion ensued as to the principles underlying the composition of the budget: it was noted that little attention appears given to actual adherence to current year figures. It was agreed that Cllr Garner should liaise with the Chairman of the Environment Committee and the Vice-Chairman of the Sport and Recreation Committee before the budget was submitted to the Finance Committee.

#### **10/141 Correspondence received**

1. Letter from Girton Parish Council to a resident dated 15th October 2010 re overhanging bushes.	
2. Letter from NATS received on 18 October regarding airspace change proposals.	
3. Grant request from MAGPAS dated 20th October 2010.	
4. Plans from South Cambs DC dated 22 October 2010 re drains in Girton/Histon area.	
5. Letter from a resident dated 24 October 2010 re article about combined noise and solar cells.	
6. Letter from a resident dated 27 October 2010 re Childrens'	

play equipment at recreation ground.	
7. Letter from Januarys dated 1 November 2010 re building plot at the rear of 121 Girton Road, Girton	
8. Letter from South Cambs DC dated 2 November 2010 re Appeal by Mr J Calladine: Land to west side of Oakington Road. The appeal has now been closed and the inquiry which was to take place on 23 November 2010 has been cancelled.	
9. Letter from CAMTAD dated 4 November 2010 thanking us for the cheque for £25.00 in respect of the hearing loop.	
10. Letter from University of Cambridge, North West Cambridge Project dated 5th November 2010.	
11. Exchange of e-mail correspondence dated 10th November between the Girton Bowls Club and the Parish Council	

**10/142 To receive reports:**

1. Chairman's Report

The Report was received and is included at Appendix F, and the Chairman reported verbally on a consultation with Philip Kratz, a lawyer specialising in Council Law, concerning January's offer (see Correspondence item 7). Cllr Hiley declared an interest as Chairman of Girton Town Charity, and left the room during this verbal report. The Chairman reported on his meeting with the Glebe Headmaster and suggested the Council as a whole might wish to have a presentation from Mr Atkin at a subsequent Council meeting. The Chairman also re-emphasised the need for Councillor training.

2. Girton Town Charity

Cllr Hiley reported that there has been no further movement on the almshouses which are not now likely to be built before Spring 2011. The Charity is purchasing a house in Girton for use as an office. The Abbeyfield development is not likely to begin until February 2011, with completion in summer 2012 at the earliest.

3. Girton Youth Club

There was no report.

4. Footpaths and Rights of Way.

Cllr Bromwich referred to his earlier report attached at Appendix G and noted that he had suggested to the County Council that FP13 should be tarmacked but the County was unwilling to do so. FP7 also needs attention. It was noted that the surfaces of the footpaths are the responsibility of the County.

**10/143 To receive unconfirmed Committee minutes.**

No minutes were ready for circulation.

**10/141.1 To approve payments from 21 October 2010 to 17 November 2010.**

Prop. Cllr Godby Sec. Cllr Cockley

It was noted that telephone charges and utility bills seemed very high and that the Council ought to investigate possible savings. A councillor asked how we monitor the work of litter picking and the Chairman agreed to look at this issue.

Approved unanimously.

**10/144 Matters raised by Councillors, including items for the Agenda of 15 December 2010.**

Cllr Hiley drew attention to the state of some of the Village's roads and pavements, particularly the pavement at the building site behind the Post Office.

Cllr Bromwich reported that the bus shelter at Thornton Road corner is in a very bad state and should be replaced as soon as possible.

Cllr Ash noted that the NW Cambridge Project has responded to our first letter and the second should now be sent.

*Cllrs Taylor and Ford-Smith left the meeting at this point.*

Cllr Noble requested an update on the situation re Wimpeys. The Chairman reported that he has asked for a meeting with a Director of the company.

Cllr Godby reported fly-tipping at Gretton Court:

The meeting closed at 9.04 pm.

## **Appendix A**

### **District Councillor de Lacey's Report to Girton Parish Council**

A very quiet month in the District, which considering what has been happening at Parish level is perhaps just as well. For many of the issues of concern to Girton, the results of the Comprehensive Spending Review -- specifically the shelving of the A14 -- have entailed a major re-think which will set them all back several months.

The Head of ICT has produced his promised report. We are promised a simplified login process, but as this entails a new dongle (possibly a replacement but it looks like an addition) and a 'new secure ID' it is not clear that this is simplification. We shall see.

The redundancy policy was taken back to the PFH, and on 2 Nov we had a Member Briefing on redundancy. Despite the wording on the last Council agenda, our policy has been completely re-written so it is quite difficult to see where the changes are. We were assured that there should be very little enforced redundancy, and that the redundancy package was still significantly better than the legal minimum. The main changes are that the number of year of service on which the payment is based will no longer include all service (even if interrupted, eg to bring up a family) but only continuous service; and there will no longer be an automatic multiplier of the resulting calculation by 1.5. However, we have added a lower cap to protect the lowest-paid. My suggestion of an upper cap, in the ratepayers' interest and since the best-paid are also likely to find alternative employment more easily, attracted little enthusiasm.

I mentioned last month the embarrassment of the Charter for Elected Member Development which the opposition refused to sign. It is now suggested that this should be re-introduced, unamended, at a Cabinet meeting where if anything goes wrong at least no-one will notice. It remains a manifest nonsense, but whether it is worth taking time to debate it again is another question. The Cabinet are discussing many more significant issues which I would prefer to focus on, including the redundancy policy. I am still trying to get my head round the papers for the other big issues: a report on our performance management -- I'm not even sure I know quite what that means -- and a report on the Cambridgeshire Local Investment Plan, which is certainly great on Vision but I haven't got as far as discovering how we are supposed to implement any of it.

I have arranged a 1:1 meeting with the new CEO on the morning of 26 November, when I shall show her the sights of Girton and discuss developments here as well as procurement and ICT issues. If there is anything else you would like me to bring up please let me know.

Douglas de Lacey

## **Appendix B**

### **Report on the State of the Council**

As longer-standing Councillors will be aware, the resignation of Cllr Wilson deprives the Council of one of its most dedicated and hard-working members. For many years he has chaired the Sport & Recreation Committee; and its effectiveness in providing and maintaining our facilities - which are rated by our users and their guests as excellent -- is due on no small part to the hours he has put in, on an almost daily basis, to staying abreast of the many demands of the role.

As well as the routine management of all our sporting and recreational activities, Michael also chaired the Planning and Resources Committee. In this capacity he was working on two large projects for the Council: looking to protect our sports fields for the Village through the Fields in Trust initiative, and exploring the possibility of setting up a Trust to manage all our sporting activities and thus (perhaps) avoid the need to register for VAT and thereby protect our users from a 20% increase in fees.

I am writing this not to eulogise Michael but to indicate how unlikely I think it will be for any Councillor, however dedicated, to be able to fill these roles as he did. I deem therefore that we have reached a crisis in the way our Council is run. What models of progress are available to us?

Model 1: Proceed as Before

If we could find two Councillors prepared to give up a significant portion of each week to assimilate

the needs of the two Committees and to meet their demands, conceivably we could carry on as now.

#### Model 2: Parcel Out the Business

If every Councillor committed to taking on part of the function of running the Council we could re-allocate the business of the S&R and P&R committees. Apart from reducing the coherence of our planning, this would require someone to spend a great deal of time and energy working out the details.

#### Model 3: Prune the Brief

A more radical solution would be to re-assess what we see the Council's role as being, and seek to achieve less.

Off the top of my head, I can't see any further options. These are some of the projects which the Council is currently engaged in or planning to develop:

#### Wellbrook Way:

- Negotiate with TW adoption of LEAP and land at acceptable standard
- Plan and construct the bowling green
- Negotiate construction of a multi-use building
- Appraise planting through the site and ensure TW replant where necessary: develop a management plan for the estate

#### Sports Fields:

- Put playing fields into FIT (and/or Jubilee Playing Fields)
- Investigate security of tenure for other green areas

#### Sports and play facilities:

- Develop full safety and maintenance inspection schedules for all areas
- Plan for maintaining and replacement at end of life
- Plan for expansion or redevelopment
- Investigate putting all facilities into a Trust

#### Parish Plan:

- Adopt, promulgate, implement the Plan
- Look at longer-term (10, 20 year?) plans for the Village
- Be prepared for the Planning Applications for NIAB, NW Cambridge and Northstowe, and a PI on the A14

#### Open spaces:

- Management of TEC with Natural England funding
- Hibbert-Ware, Smithy Green and Rec frontage: major development

#### St John's Field:

- Register with Land Registry
- Develop a full management plan

#### Asset Register:

- Keep up-to-date, develop a depreciation strategy

#### Other:

- Respond to the FoI request put in by Mr Horton
- Negotiate with Januarys over 121 Girton Road

We shall need as a Council to decide how we can manage all this.

Douglas de Lacey 13. 11. 2010

## Appendix C

### Minutes of the Meeting held between Girton Bowls Club and Girton Parish Council Cotton Hall 13th October 2010 8.00pm

Present:

Girton Bowls Club

Noel Knights(NK)

Peter Gibbs(PG)

Paul Tippett(PT)

Graham Rowney(GR)

Roger Pawley(RP)

Graham Jones(GJ)

Derek Anderson(DA)

Jenny Knights- (Minutes)

Girton Parish Council

Michael Wilson(MW)

Douglas de Lacey(DL)

Joanne Garner(JG)

John Ash(JA)

Carol Noble(CN)

Chris Green(CG) – Chair

Minutes based on points of action and discussion paper presented by the Bowls Club.

Those who attended introduced themselves and their roles.

**1. PC clarifies the current situation with respect to the handover of the 106 land.**

Everyone present had seen an extract of the minutes of the PC Wellbrook Way Committee and MW distributed a spreadsheet of the anticipated costs to develop a Bowls Green and associated services and equipment.

In view of the shortfall the Girton Town Charity (GTC) Chair had approached the PC to ask what this shortfall amounted to. GPC Planning & Resources Committee is trying to define the costs and then the PC can discuss matters with the GTC. MW produced for the meeting a spreadsheet detailing prospective budget items.

The handover of the site from Wimpey's had reached a stumbling block in that Wimpey has installed a substandard fence around the LEAP. It is possible that the PC may accept the site but exclude the LEAP for the time being.

**2. PC clarifies the anticipated amount of 106 money they will receive.**

DL said that it was anticipated that the 106 monies would be about £125,000.

**3. PC to inform the BC what their budgetary figure was for the Bowls Club and how this was arrived at. For example, did it include the cost of the fencing, car park, provision of services?**

This was covered in No.1.

**4. Discuss ways of covering the shortfall. Ask if and when the PC are likely to receive some 106 money from the NIAB development.**

MW noted that in March he had met with representatives of the GTC.

DL confirmed that approximately £125,000 should come from Wimpey.

CG observed that the shortfall appears to be in the region of £50,000+

MW warned that the shortfall might be much more than that. (The spreadsheet is not exhaustive.) The GPC were not asking the BC to raise the shortfall. The GTC may consider this as beneficial and as 'good for the village'.

NK asked if the project did not happen and only a grass area was laid would the PC still have the entire 106 monies.

DL replied that GPC has 10 years to use that money on the POS. After 10 years Wimpey could reclaim any monies unaccounted for. The approximately £125K is to be spent on the 1 acre POS; there is a 106 maintenance budget for the other public spaces on the development as a whole.

PG asked about the monies from the NIAB development.

MW said that was a complete red herring and no monies would come from that. He then stated that the community building would nevertheless be needed. The GTC might be interested in this project.

**5. Suggest that a working party is formed, with members drawn from both the Bowls Club Steering Committee and the Parish Council**

NK said that the BC and the PC must work together and the BC would need to be informed as progress was made. This would ensure that both parties were well prepared once the 106 monies were made available.

CG suggested that a joint working party should be set up. This was agreed by all the members of the PC and the BC present at this meeting. A working group could be established by the PC Planning and Resources committee, to which it would report, at a meeting on 1 Nov.

DL emphasised that a working party cannot bind the PC. Decisions will have to be ratified the whole PC.

MW stated that the PC subcommittee has to refer to the whole PC. The Planning and Resources Committee meetings dealt with issues, other than just Wellbrook Way. He suggested that the BC be copied into minutes and can attend the meetings to keep up with progress.

NK felt that there was a need for the BC to be involved at the early planning stages so the correct construction and layout etc. could be agreed.

MW said that the prices were now out of date as the preliminary plans were compiled two years ago. There was need for a review and update of these. This was something that the BC could do to assist the PC in moving the project forward.

PG agreed and said the onus would be on the working party to do this. The BC would help in every way they could.

#### **6. Has the PC any plans for the remainder of the 106 land?**

General discussions took place about a community building on the 106 land.

MW said the PC would go to the GTC and suggest that they build it. There is already outline planning permission for that area.

NK said that Neil Cook ( an architect) had drawn up the original plans of a building on which the outline planning permission is based .

DL said that he was sure that the GTC would wish to brief their own architect if they took over the project..

MW said the building would be 300m<sup>2</sup>. The working party could coordinate this with the GTC joining in later. He would take everything back to the PC and discuss it. He said that discussions would need to be held between the PC, the BC and the GTC. It had been suggested that the PC lease the building area to the GTC on a long lease.

NK said it would have to be a Community building and not a Bowls Pavilion. The GTC had discussed this.

A discussion followed as to the PC not having to foot the bill for everything.

NK said the BC could not justify the cost of a pavilion for the Bowls Club alone and it had never been the intention of the BC or the GTC for it to be so. It was always considered it was going to be a community building that the BC could use.

JG said that it had been put to the residents of Wellbrook way that there would be a community facility and a Bowls Green.

CG asked about the remainder of the land.

MW said landscaping could be discussed by the working party.

DL said that plans for the site had been approved by South Cambs. Any change of plan would need a new Planning Permission and this would, inevitably, cause a delay.

#### **7. Discuss insurance options**

PG asked for clarification of what was meant by ‘repairing and insurance lease’.

JA stated that the PC sees this is very important. 3rd Party harms and damage to the land need to be considered. There was a need for the BC to identify the risks and set aside an adequate sum to cover, e.g. a fuel leak into the aquifer. The PC must not be held liable for such an event. JA explained that vulnerability includes environmental torts and gave examples of leaking pollutants or invasive tree roots.

PG asked about what happens if these were there before construction.

JA said that did not create liability under the tort he was discussing. The PC need to ensure that they are held harmless. JA said that a typical incident could be a fuel tank that was vandalised. If the tank was not adequately protected the BC would be held liable by the PC for any damage caused to the land.

NK asked if the PC have that kind of cover for the Recreational Ground and its equipment.

DL said not, as the PC own the land themselves. However they do have Public Liability Insurance for the tree branches etc.

NK said that all BCs have public liability insurance as standard procedure for their operation.

JA emphasised the need to build a fund to cover every eventuality for which the risk was retained..

CG agreed this would be the BC's responsibility.

JA noted the PC are stewards of the land and are duty bound to protect it. The PC cannot give the BC insurance at the public's expense.

**8. Discuss who pays for ongoing services such as water and electricity**

JA noted that the BC were to pay for water and electricity used for or by the Bowls Club.

NK commented that he felt the costs for the service installation appeared very high.

PG said that the BC were aware that the PC subsidise other sports.

MW disagreed. They only cover running costs and then charge the club accordingly.

JA said the PC cannot act as a Bank – that would be unjustifiable as a general principle.

NK said PC accounts show expenditure as subsidising sports facilities.

MW said the Bowls Green would be for one sport only and not for multiple use, as the Recreation Ground is.

NK queried whether the costings for installation of services only went as far as the boundary.

DL replied that the costs to the boundary should be included in the S106 but it had been drawn up when the site of POS was the other side of the spine road. This was causing complications.

MW thought these problems were not unmanageable. If the BC and the PC can agree on a workable partnership it can be seen to be moving ahead with the Bowls Green.

**9. Discuss ad hoc financial assistance from the PC**

It was generally agreed that should the BC require financial assistance this could only be considered on an ad hoc application to the PC.

**10. Discuss the length of the lease and what might happen when the lease expires and the PC wishes to take the Bowls Green away from the BC.**

CG asked about the length of the lease to the BC.

MW felt this should be fluid at the onset. To have to pay out legal fees every time it was altered would not be sensible. Once the PC and the BC were happy it could be settled as a much longer period. Lines of communication would stay open.

JA noted that the PC would retain an audit responsibility to ensure that BC rules and behaviour did not contravene the law.

It was mentioned that any lease would have exit clauses for both parties.

NK asked what would happen if the PC wanted to sell the land or if it was taken over by Cambridge City. The agreement of the meeting was that if the Green was put into the Trust for the village sports areas this would not be a problem.

There was discussion over who pays the legal fees for the setting up of an agreement between GPC and the BC. It was agreed that the anticipated legal fees should be part of the application to the GTC.

**11. Ask for clarification of the proposed sinking fund.**

MW said that a sinking fund should be set up for long-term needs, and those at the meeting agreed as appropriate to build that measure into the BC business plan.

**12. Discuss pros and cons of the Green being in a Trust.**

MW said that if the idea of the 'Trust' for all sport land in the village happened it would provide an assurance that the Bowls Green could not be taken over by the City Council. The PC were actively looking at that. New developments at NIAB and NWC would bring in more members. He emphasised that the PC did want the BC to be a success. If it didn't thrive then other uses would have to be sought for the site.

With reference to the minutes of the Planning and Resources Committee of the PC, dated 20 September 2010

1. agreed.

2. agreed

3. agreed.

4. agreed. Adhoc requests for support could be made to the PC but not regular payments by the PC.

5. agreed

6. agreed. The PC must be allowed access as owners of the land.

7. agreed

8. agreed

**Other matters discussed:**



NK said that if the Green was laid in the Spring it would be two years before it could be played on. Hopefully, by then the rest of the infrastructure would be there.

NK said that Abbeyfield had said they would help with providing temporary facilities for the BC until such a building was available. By the time the 2 years were up Abbeyfield would be up and running and then there was no pressure, as far as the BC was concerned, for the building to be built in a hurry.

CN said we must look forward 20 years. It must all be done well so that nothing needs altering in that period.

CG stated that was in everyone's interest to have a good facility and for it to be well maintained and long lasting.

DA said that the Parish Plan must be considered and any facility coherent to that.

CG then referred to Item 10.18 of the minutes distributed by MW.

RP said that few villages don't have a Bowls Green.

A discussion followed about the Pavilion being built with Sport England grant and that had to show that £10,000pa was spent on sport in the village.

NK said the BC would not start fundraising until an agreement for construction was signed by the PC and an agreement was finalised between the BC and the PC re the usage of the Bowling Green.

It was noted that In the package requesting support from the GTC, including legal fees would seem sensible. NK said that the GTC chair felt the Trustees were keen to give a help with set up costs as a separate grant to the BC.

MW was certain that the GTC wanted to get the project moving forward.

JA said the PC were still exploring scenarios to see what could be done about the VAT issue.

JG explained that it was illegal to issue invoices before the work was completed. To do so would allow companies to avoid a pending increase in VAT.

Landscaping:

CN said that nothing ever gets maintained and the BC should look after it.

NK and PG both said that the maintenance responsibility for internal planting would be the BC's responsibility but anything outside the bowls fence would need to be the PC's responsibility as they owned the land.

In the context of responsibility for the fencing, JA said it would be dreadful if the Bowls green was damaged by vandals.

MW said that came back to the fencing issue.

NK said 1.5 /1.8m would be sufficient to deter vandals.

MW said that the internal plan of the building would be GTC's decision but the orientation of the building would be discussed by the PC.

The Bowls Green and the Club might be considered to be part of the 'Trust' once it is formed.

A professional contractor would lay the green and maintain it. The BC members would be responsible for grass-cutting and hedge-trimming. These would almost certainly be undertaken by two different contractors. One would lay the green, another would maintain it, after the guarantee period with the contractor who had laid it had elapsed.

The maintenance of the Bowling Green would be the responsibility of the contractor who laid the green during its guarantee period, and of the BC thereafter. The BC would take over all maintenance inside the leased area, once the guarantee period has expired.

MW and NK will come forward with names for members of the Working Party.

MW said that the Planning Committee of the GPC next meeting is 1st November and they would discuss the formation of a joint working party.

There was no budget for notice boards, bins, 12 months maintenance agreement, shed, base for shed, plumbing etc. Parking would be required, as would compound fencing and perimeter paving. These items will be looked into by the joint working party.

The fencing costs had been included. It had been specified by Sam Clift and so would be easy to update the pricing of that.

CG then summarised that the BC must ensure that everything was included in the list and these should be presented as two lists: one for set up costs, i.e. the Bowls Green, and one for running costs, e.g the mower and equipment, which the BC would be responsible for. The BC would need to source the prices. These prices should be as precise as possible

MW said that the Parish Clerk might assist with this. NK agreed.

CN emphasised that the project needs to get going.

NK said that the BC had every faith in 'Two Counties' as the contractor. Only a small number of greens were laid in the UK each year. The green needs to be laid by a competent company as, if costs were cut now, the performance and maintenance costs could become unacceptable to the BC. PG said that approximately 130 people were interested already. Abbeyfield will generate more.

### **Summary**

The Parish Council are dealing with the problems with the LEAP. Once this is sorted out the land and the 106 monies should be handed over to the PC.

It was agreed that it would be beneficial to both the PC and Bowls Club if a joint working party was formed. This agreement would need to be ratified by the PC's Planning and Resources Committee meeting in November.

This would allow both parties to work on the specification and costings in readiness for when the land is handed over.

Girton Town Charity would be approached by the PC to help with the shortfall of the funding relating to the construction and the BC for help with their set up costs.

The BC agreed in principle with the outlined preferred model of the operating relationship between BC and PC as presented by Michael Wilson.

The community building project would, hopefully, be adopted by Girton Town Charity in the coming years.

### **Appendix D**

#### **Extract from Minutes of the Planning and Resources Committee Meeting held on 20<sup>th</sup> September 2010 at the Cotton Hall**

Present: Cllrs. M Wilson (Chair), D. de Lacey, J Ash, M Taylor, with Natalie Stone and L. Miller in attendance.

Cllr Taylor left at item 10/18

#### **10/18 To discuss and decide on a preferred model of an operating relationship between the Council and Girton Bowls Club as a pre-requisite of the project proceeding. (Paper previously circulated)**

Following discussion there was general agreement to negotiate with the Club on the basis that:

1. The Parish Council should lease the Green, infrastructure and surrounding landscaped area to the Girton Bowls Club at a peppercorn rent but on a repairing and insurance lease.
2. The Club should be established as a "community amateur sports club" see : [http://www.hmrc.gov.uk/casc/casc\\_guidance.htm](http://www.hmrc.gov.uk/casc/casc_guidance.htm)
3. The Club will be solely responsible for maintenance contracts and payments of all costs related to maintenance of the Green.
4. The Council will not perform any administrative work or provide any financial contribution to the Club.
5. Lease terms should ensure that the Club cannot transfer legal or financial risk to the Council.
6. The Council will be able to inspect the Green in order to inspect the condition and require additional works if required.
7. Liaison between Club and Parish Council would be via the existing Sport and Recreation Committee (or any subsequently formed Trust if established with a similar mission to that of the Committee).
8. A sinking fund to build up funds for long term renovation of the Green (or the cost of redeveloping the community land for another purpose) should be established with a suitable amount set aside each year.

### **Appendix E**

#### **Declaration - Cambridge Building Society (this is taken from the application form)**

We declare that:

- 1 We understand that this account does not convey membership or voting rights within the Society.
- 2 We agree to be bound by the Rules of the Society which are available from any branch office
- 3 We accept the terms and conditions applicable to this account
- 4 We agree that Cambridge Building Society may use our information as stated in the 'How we use your personal information' section of the application form
- 5 The application form will be completed to the best of our knowledge and belief

6 The accounts we are opening on behalf of the organisation and the money we are investing or will invest is on behalf of Girton Parish Council. We hereby certify that the organisation has the power to open the account applied for and that if required we will produce evidence of the appropriate authority to confirm that the deposit may be made

7 We authorise you to act on the instructions of the authorised signatories and we agree to provide you with a list of authorised signatures for each authorised signatory. We also agree and acknowledge that we will not hold the Society responsible if the organisation suffer a loss as a result of you acting on the authority and instructions of the authorised signatories. We will tell you immediately in writing if the authorised signatories are to be changed

8 We will also agree that we will notify the Society should the organisation's tax status change.

The Society is authorised to accept any 2 of the authorised signatories as a discharge for withdrawals. The maximum number of signatories is four.

## **Appendix F**

### **Chairman's Report to Girton Parish Council**

9. 11. 2010

It is a delight to welcome Jo Howard as our Clerk. We have agreed that to begin with she will work Monday, Tuesday and Wednesday in the office 9.30--12.30, and be available on Thursday and Friday mornings to answer phone calls while Linda holds the fort. She is also happy to try to attend all council and committee meetings with the exception of the Sport and Recreation Committee which Linda will continue to manage. We shall re-assess these arrangements in the new year.

I regretfully accepted Councillor Michael Wilson's resignation on 5 November. In the light of that we may need to reassess how we run the Council.

While we digest the ramifications of the CSR one thing is clear: the A14 project will have to go back to the drawing-board. Meanwhile it is encouraging to note that the average speed camera system is to be extended

to cover the whole length from Spittals to Fen Ditton. If this helps to prevent traffic 'bunching' it will do a lot for our air quality.

Girton Glebe School has launched a community questionnaire about admissions on its website: keen eyes may have noticed reference to it in the latest GPN. Being concerned about both the timescale and the content I contacted the School and have arranged to discuss these with Mr Atkin on 11 November.

Negotiations over Wellbrook continue to be glacial: I have requested a meeting with one of the Directors of Taylor-Wimpey so far without a response.

Sam Clift's Millennium Wood celebration was well attended and the District Council's ecology officer gave a fascinating guided tour. I think I now understand what the Woodland Trust is trying to achieve here.

There was also a Celebrating Age event in our pavilion hosted by SCDC and a dismal failure: I counted about 5 members of our community attending. I discussed tactics for next year with the organisers.

Following neighbour complaints of overhanging trees and shrubs at Hibbert-Ware, the NW boundary has been considerably tidied and a Cotoneaster pollarded.

There have been two incidents of fly tipping over the past month: one has received an FPN and the other is pending.

Douglas de Lacey

**Appendix G**  
**Report on Footpaths – October 2010**

There are approx. 4.17 km of public footpaths within the Girton Parish Boundary as shown on Table 1 attached. All of these, apart from FP7, were inspected during October 2010 and their condition assessed. It was impossible to access FP7 because the adjacent arable field had recently been sown and the ploughing was so close to the hedge line as to leave insufficient space for walking. Despite the sign on The Avenue proclaiming, “Public Footpath Girton 1 Mile”, FP7 seems to come to a dead end at the base of the A14 road embankment and from there, there is no obvious right of way which walkers could use to reach Girton.

Part of FP8 is similarly restricted because ploughing is too close to the hedge line. This suggests that FP7 and FP8 are rarely used as a means of pedestrian access between Dry Drayton and Girton although they may have been used more in earlier times before the construction of the complex A14/M11 interchange.

With regard to FP3 and FP4, some minor repairs to cracks in the tarmac surface would be beneficial to prevent further deterioration during winter frosts.

In the case of FP10 and FP13, consideration should be given to providing tarmac surfaces to the same standard as can be seen on FP14.

Brian Bromwich  
 17 October 2010

**TABLE 1 – INSPECTION OF PUBLIC FOOTPATHS WITHIN GIRTON PARISH IN OCTOBER 2010**

Footpath No	Approx. Length Metres	Location	Type	Remarks
1	320	East of Manor Farm Road	Tarmac/Gravel/Grass	
2	30	West of Oakington Road, opposite Manor Farm Road	Grass	Unmarked
3	150	Connects Church Lane with High Street	Tarmac	Some minor surface cracks
4	1300	Connects M11 underpass with Woody Green	Tarmac	Some minor surface cracks
7	400	Connects The Avenue with the base of the A14 road embankment	Grass path along edge of arable field (sown)	Ploughing too close to hedge line
8	980	Connects “Little Shrubs” with The Avenue (between Dry Drayton and Girton)	Grass path along edge of arable fields (western field ploughed; eastern field stubble)	Ploughing too close to hedge line in western field
10	200	Runs along SE Parish boundary connecting FP 48 with FP5	Mud and gravel	Needs resurfacing
13	230	Connects Thornton Close with FP48	Mud and gravel	Needs resurfacing. Especially muddy adjacent to the close boarded timber fence beside No 76 Thornton Close over a length of 25 metres
14	80	Connects Dodford Lane with Northfield	Tarmac	Good Condition
48	480	Runs along SE Parish boundary between Huntingdon Rd and FP10	Concrete access road	