

# Girton Parish Council

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

## Minutes of the Parish Council Meeting held at 7.30pm on Wednesday 16<sup>th</sup> September 2009 at St Vincent's Close Community Centre

**Present:** Cllrs D de Lacey (Chairman), S Clift (Vice Chairman), E Bullman (*until Item 09/113/9*), R Hiley, V Godby, J Thorrold, R Gordon, R Martin (*until Item 09/112*), B Bromwich, M Wilson, L Sparling, P Starling, & C Starling.

Cllr T Bygott (South Cambridgeshire DC), Mr Brian Stinton & colleague, and two members of the public

**In attendance:** R Stone (Clerk) and Mrs N Stone (PFO)

### **09/103 Welcome from the Chairman**

Cllr de Lacey welcomed Councillors, Brian Stinton and his colleague from Cambridgeshire County Council, and members of the public.

### **09/104 Apologies**

Cllrs M Taylor, and J Ford-Smith; and Cllr J Reynolds (Cambridgeshire CC)

### **09/105 Members' declarations of interest for items on the agenda**

Cllr de Lacey declared a personal interest in 7 & 8, and 10 under business item 09/113.

### **09/106 Public Participation session on agenda items & matters of mutual interest**

1. Brian Stinton of Cambridgeshire CC – Mr Stinton gave a presentation explaining the proposed 20mph trial in Girton, and plans for local consultation. He explained that 20mph speed limits were Government policy, successful trials had been held elsewhere, and that Girton had had a significant number of accidents involving cyclists. A legal process and local discussions with residents would be needed for a trial to go ahead in Girton. A budget of £100,000 was available for trials across the county. These would be run for 12 months and then reviewed by Cambridgeshire CC. The timetable required Orders to be made before Xmas for 2010/11 trials.

What were the views of Girton Parish Council? Councillors were doubtful of the success of such a scheme. Neither the current 30mph limit through the village, nor the current 20mph limit by Girton Glebe School were observed, or enforced. Traffic entering the village from Oakington often exceeded the 40mph speed limit on the approach to the village. It was not realistic to expect drivers on a long stretch of open road to comply with a 20mph limit. Concerns were also expressed about the effect of a 20mph limit on bus timetables into and out of the village. The service already struggled to run on time.

Q. What facilities would be installed under the new scheme?

A. New road signs would be erected.

Q. Would the scheme be made permanent after 12 months?

A. Possibly. Cambridgeshire CC would review its success.

Q. What monitoring would be done?

A. Discreet automatic equipment would be installed.

The Chairman asked for an informal show of hands to indicate support or otherwise for the scheme. Two Councillors voted in favour, three abstained and the remainder opposed the proposal.

2. Members of the public – Helen Wilson of Girton Operatic spoke in support of business item 09/113/7 explaining that current storage facilities at Girton College were being withdrawn. Girton Operatic had run in the village for 20 years, and was appreciated by residents. She was requesting temporary storage in The Pavilion for small items, and permission for a shed or container on Council land in Girton. The space adjacent to the carton banks would be ideal.
3. Police Report – PCSO Karen Mahoney’s report was tabled. During the period 11<sup>th</sup> August to 12<sup>th</sup> September 14 crimes had been reported in Girton compared to 16 in the previous month. Cllr Godby commented that the next Neighbourhood Watch meeting would be on 6<sup>th</sup> October. A representative from the Bobby Scheme would be attending.
4. District Councillors’ reports – Cllr de Lacey’s report had been circulated in advance of the meeting. (Appendix A)  
Cllr Bygott reported that South Cambridgeshire District Council was launching a business support fund of £50,000 in liaison with Business Link. Grants of up to £1000 would be available per business. The District Council was also running a Healthy Living Course for children between 7 and 12 years.
5. County Councillor’s report – Cllr Reynold’s reports had also been circulated in advance. The Chairman raised concerns about the Cabinet Meeting report, and in particular about S106 contributions. Developers were trying to reduce their obligations. This would result in pressure to reduce the level of community infrastructure. He was also worried about the poor publicity given to a major consultation exercise by the East of England Regional Assembly. He would be writing to Cllr Reynolds on these issues.  
**Action:** Cllr de Lacey
6. Girton Town Charity – Cllr Hiley reported that Girton Town Charity had submitted a planning application for 7 houses, and King Street Housing for 4 houses on Wellbrook Way. Modifications had been made to the plans to permit disabled use. Improvements had also been made to the “green” specification of the houses.
7. Parish Plan – Cllr John Thorrold’s report was tabled. Kirsten Bennett, Chief Executive of Cambridgeshire ACRE, had advised on plans produced by other communities to improve their villages. Cost of input of data was still an issue that needed to be resolved before further progress could be made.
8. Fields in Trust – Cllr Wilson reported that the draft recommendations must be taken forward as formal agenda items at a later meeting. **Action:** Cllr Wilson/Clerk
9. Youth Works - Cllr Hiley said there was nothing to report other than the youth leader had health problems, and that youth club was not meeting at present.
10. Footpaths and Rights of Way – Cllr Peter Starling said that Cambridgeshire CC had carried out works on Footpath 4 next to St Vincents Close. This had been cut back but the height of the hedge needed to be reduced. The footpath from Thornton Road to St Margarets Road needed shearing; and similar works were required on the footpath from Thornton Close to Whitehouse Lane. Footpath No.1, and the new bridleway from Oakington Road had been cut.

The minutes of these meetings were confirmed following the removal of Michael Wilson's name from the list of attendees on 15<sup>th</sup> July, and Cllr Godby's name from the attendees on 19<sup>th</sup> August.

#### **09/108 Matters arising from minutes**

15/7 Item 09/95/1 Fencing of play area	Arrangements were in hand to erect the fencing.
15/7 Item 09/95/6 Burger van.	The van appears to have ceased trading.
19/8 Item 09/102/1 To set up a GPC Working Group on SCDC's Gypsy & Traveller consultation	Established . Cllrs deLacey, Martin, Gordon, and Clift, Thorrold & co-opted J. Ash. A meeting had been arranged on 17 <sup>th</sup> September 2009.

#### **09/109 Correspondence received**

The correspondence detailed below was circulated at the meeting. The Chairman also made reference to a letter proposing that Girton Parish Council receive a gift of a sculpture by a local artist. He would make further inquiries.

Donation of £150 by Girton College for new bus shelter on Huntingdon Road	A new shelter was being arranged by GPC.
Invitation to Consultation events on future of rural Cambridgeshire	Arranged by Cambridgeshire ACRE
Cambridgeshire Emergency Management Team requesting volunteers to staff new Antiviral Collection Centres.	Advertised for volunteers in GPN. List of 10 volunteers emailed to Cambridgeshire CC.
Letter of thanks from Chris Starling for Council's assistance with Girton Feast Week.	-
Cambridgeshire Transport Commission report.	Circulated to members of Girton Parish Council.
Email from resident supporting 20mph limit.	-
Andrew Lansley MP attaching his letter to SoS on proposed Gypsy & Traveller sites in SCDC.	-
University letters on NW Cambridge development.	-
Andrew Lansley MP forwarding letter from Microsoft on software donations to charities.	To be advertised in GPN.
Girton Operatic requesting assistance	See 09/113, business items 7 & 8.
SCDC requesting help with flu vaccination centres	St Vincents Close Community Centre recommended.
SCDC Emergency Planning Seminar 1/10/09	Clerk attending 6pm meeting if possible.
SCDC Legal on new S106 agreements	See 09/113, business item 5
Resident querying obnoxious smell in Girton.	Not identified.
Complaint from resident about bus service.	Response from Stagecoach.
Correspondence on Girton/Madingley boundary.	Relates to Beck Brook Farm and proposed clay pits
Complaint to SCDC about recycling in car park	Follows problems with overflowing containers.
Taylor Wimpey on roads at Wellbrook Way	Correspondence provided by a resident.
Wimpey email promising road works in October.	2 <sup>nd</sup> phase promised early in 2010.
Victim Support requesting a donation.	Response sent recommending contact with GTC.
Residents raising parking issues at Duck End	Advice from Highways Dept, CCC to be obtained.

#### **09/110 Finance & resource management**

##### **1. To approve payments from 19<sup>th</sup> August to 15<sup>th</sup> September 2009.**

The schedule of payments (Appendix B) circulated by Mrs Stone, the Finance Officer, was approved by the Council.

**2. To receive the finance report from 1<sup>st</sup> April 2009 to 31<sup>st</sup> August 2009.**

Tabled by the Finance Officer. No queries were raised by Councillors.

**09/111 To receive Parish Councillor reports:**

1. **Parish Chairman** (Appendix C) - This had been circulated in advance of the meeting by the Chairman. No queries were raised.
2. **S&R Chairman report on Strategic Planning** – No queries were raised on Cllr Wilson's report on Girton Parish council's sport and recreation facilities at Appendix D.
3. **Cllr Chris Starling on Feast Week 2009** (Appendix E) - Cllr Starling added that if the Feast was to go forward next year a decision would need to be made soon. Finance was an issue if a bigger and better event was to be organised. The marquee needed to be larger. Much of the equipment used this year had been borrowed. He would welcome assistance in organising next year's event, and would be delighted if someone else could take the lead.

**09/112 To receive unconfirmed Committee minutes for the Planning, Sports & Recreation, and Environment Committees (if available)**

The Council received unconfirmed minutes for the Sports & Recreation Committee meeting of 19<sup>th</sup> August, and the Planning Committee of 7<sup>th</sup> September 2009.

**09/113 Business items requiring a decision, or consideration by the Council**

1. **To approve the recommendation of the Sports & Recreation Committee for repair work to be carried out to the balcony of the Pavilion from The Pavilion Repair fund.**  
(*Local Government Act 1972 S.133*)

These works are required to waterproof the balcony of The Pavilion in accordance with the structural engineer's report. Cllr Wilson said three quotes had been obtained, as follows:

- i) Pascuzzi Bros £1775 (+vat); ii) Camflat £867 (+vat) plus paving slabs; and iii) BSV £3789 (+vat)

The Sports & Recreation Committee's recommendation to accept the Pascuzzi Bros's quote was approved by the Council.

2. **To approve the recommendation of the Sports & Recreation Committee for repair the surface at the Rainbow Play Equipment on the play area of the recreation ground from the play equipment maintenance fund.** (*Local Government Miscellaneous Provisions Act 1976 S.19*)

Cllr Wilson explained that this was needed to repair damage to surface of Rainbow Play Area (next to the churchyard wall). Replacing the whole of the surface had been considered but this option would have been considerably more expensive. Three quotations had been obtained to repair the surface. This should

cover short term use over the next three to four years.

- i) SSP £1053 (+vat); ii) Fenland Leisure £ 240 (+vat); and iii) Sportsequip £1050 (+vat)

The Sports & Recreation Committee recommended approval of the SSP quote as it appeared to be offer the most comprehensive and largest area of repair. This was accepted by the Council which voted to approve repair by SSP.

**3. To approve a Complaints Policy for the Council.**

The Council asked for a number of amendments to be made to simplify the proposed procedure and for the revised policy to be resubmitted for reconsideration at the October meeting.

**Action:** Clerk

**4. To approve Clerk's attendance at SLCC Regional Conference on Friday 18<sup>th</sup> September at The Bretton Centre, Peterborough. Conference fee of £5 plus travel expenses to be refunded.**

The Council approved the Clerk's attendance, conference fee, and refund of travel expenses at 40p per mile.

**5. To approve the Chairman and Clerk as the authorised signatories for Girton Parish Council for the Section 106 agreement for Wellbrook Way.**

The Council approved the Chairman and Clerk as its authorised signatories for the Section 106 agreement for Wellbrook Way.

**6. To approve the draft contract for Chris Wilson as groundsman of Girton Parish Council with effect from 1<sup>st</sup> October 2009.**

The contract was approved by the Council. It will come into effect following signature by the Parish Council Chairman, and Chris Wilson.

**Action:** Cllr de Lacey/Clerk

**7. To approve a request by Girton Operatic to station a shed or container on Girton Parish Council land. (See Correspondence at Item 109)**

The Council decided not to approve this request. The motion fell.

**8. To approve a request by Girton Operatic to store props and other stage items for a temporary period in the roof void of The Pavilion.**

The Chairman referred to the correspondence at Item 109, and the Council's current contract with Girton Operatic dated August 2001. This permitted Girton Operatic to have temporary storage space in the roof void of The Pavilion for its costumes, but stated it was Girton Operatic's responsibility to ensure its own insurance policies covered their costumes whilst in temporary storage on council property. One month's notice could be given for vacation of the roof void; and that a fee for storage may be required in the future.

Following discussion the Council agreed that this arrangement could be extended to store props and other items for a temporary period subject to inquiries being made of Girton Parish Council's insurance company to ensure that this did not affect insurance cover for The Pavilion.

**Action:** Clerk

Cllr Wilson added that it may be necessary to consider a modest fee for storage in line with other users. If this is to apply consideration will also be needed relating to YMCA equipment stored in The Pavilion. A consistent approach should apply to charging for users' property.

**9. To authorise the Clerk to make an application to the Future Jobs Fund for a temporary clerical assistant.**

The Chairman proposed an amendment to add the words "and temporary grounds maintenance operative" after "clerical assistant". This was seconded and approved.

Concern was raised by Cllr Hiley about legal costs to check the wording of any short term contracts to ensure that these appointments did not become permanent but the Council agreed by majority vote to initial applications being made to the Future Jobs Fund subject to the full Council being consulted prior to any appointments being made. **Action:** Clerk

**10. To grant a dispensation to Councillor Ford-Smith from the requirement to attend Girton Parish Council meetings for the remainder of his term of office.**

Cllr Godby proposed the following amendment to the motion which was seconded and agreed by the Council.

“To grant dispensation to Councillor Ford-Smith not to attend meetings of Girton Parish Council until 30<sup>th</sup> November 2009.”

Members expressed goodwill towards Cllr Ford-Smith recognising his contribution towards the community. Efforts should be made to assist him to attend Girton Parish Meetings if it was possible for him to do so. **Action:** Chairman/Clerk

**09/114 Matters raised by Councillors including items for the next Agenda.**

**Cllr Robin Hiley** – stated that the willow tree needed cutting back at Woody Green.

**Cllr Sam Clift** – asked Members’ views on having Xmas lights on the Recreation Ground car park, and raised the possibility of having a Xmas Fair. This could be done with the Friends of St Andrews. Cllr Thorrold suggested adding a quiz to any Xmas event. Cllr C Starling said this would be a useful form of fundraising for next year’s Feast Week.

**Cllr Ray Gordon** – asked for papers to be double sided in future. *(Clerk – This will be done once the current broken duplex printer is replaced.)*

**Cllr de Lacey** – raised the issue of traffic counting. He would be grateful for Councillors’ views. The issue of the sculpture should be discussed at Committee level prior to be approved or otherwise by the Council.

The meeting ended at 9.43pm.

**SCDC September 2009 Report to Girton Parish Council**

Wellbrook Way is moving towards completion. The Ecological Officer from SCDC spent an afternoon with some of us walking the site, noting the status of all the planting both in what are now private gardens and in the public open space. He made copious notes and subsequently provided the Parish with a revised Management Plan and Wimpey with a shopping list. I have kept badgering Wimpey over the road: I have just had a message from a top executive saying that they plan to start work on finishing it next month.

On the night of the 6/7 August we had 43mm (2") rain. I received reports that both lagoons at Wellbrook were completely full, but no-one (anywhere in the village) reported flooding. 24 hours later the lagoons were more-or-less back to normal: it's pleasing to know that they work, though one contains rather a lot of sludge which will need to be checked before the Parish takes over responsibility. Cllr Brian Bromwich said this was a good excuse to effect a project he had long thought of doing. So I acted as his chain-man, and we now have a full survey of the main road through Girton from the lagoons at Wellbrook to the brook at Oakington Road, which will allow us to gather hard data on any flooding which occurs in the future. It will also be extremely valuable when developers at Northstowe, NIAB or the University Farm site try to pull the wool over our eyes.

Halfway through August, Councillors received an email announcing yet another consultation, on a new secure Government communication system which (inter multa alia) would enormously adversely affect Councillors' email communication (which currently most of us have forwarded to private addresses). We had 9 days to respond, and almost before I submitted mine we were told that the PFH had made his decision. Given that I had identified options other than those entioned, and other concerns, I objected, and the decision was Called In by the Scrutiny Committee. And by a quirk of fate I was on the Committee as Substitute for an absent Member. However, the majority group on the Committee managed to pass a vote that no further action be taken.

I also attended the scheduled meeting later the same day, at which we looked at the CDRP and its very negative Annual Audit and call its chairman to account. In particular he was asked, if money was the problem, how much more would they need; and if there were no chance of getting a bigger budget, should the current budget not go to other causes. But the Committee failed to press the point.

I have just spent an interesting afternoon on a conference run by The Commission for Architecture and the Built Environment. Some very important points to be borne in mind when we come to discuss Northstowe or the NIAB development. And an affirmation of what I fear: that when the economy picks up, smaller sites (like NIAB) will be developed before giants like Northstowe.

The Inspectors have now ruled on our NIAB site and University Farm developments. On the latter they want to decrease the green separation between Girton and the city(!) and increase the housing. A deeply disappointing decision against which there is no appeal.

The Planning PFH has decided on major changes in the Planning Department. Hitherto we have saved applicants' (and our own officers') time by offering informal discussions before an application is lodged; this enables applicants to understand the system and put in applications likely to succeed. Now we shall be charging for this service. For the time being, private extensions and alterations will be exempt.

Douglas de Lacey





**PARISH CHAIRMAN'S REPORT FOR SEPTEMBER 2009**

On 28 July we hosted a JAG meeting which was extremely well attended including a full quorum of the SCDC Cabinet. Everyone was impressed at the quality of the evening, which focused on A14 noise. As a result our letter to Barbara Follett was copied to the City MP, David Howarth, who has asked Ms Follett for a copy of her reply. (You will recall she said, effectively, that it is a planning matter and nothing to do with her.) At a recent meeting with Andrew Lansley I established he has not yet had a response from Lord Adonis. Meanwhile Defra has confirmed that Girton has higher levels of ambient noise than surrounding villages.

JAG intends a similar meeting on A14 pollution with a preliminary date of 22 October and a guest speaker who is a pollution expert at the Department of Environmental Sciences, UEA.

On 29 July the Glebe School hosted an exhibition on the GTDPD consultation. Owing to very poor publicity it was poorly attended, but it gave me, and other Councillors who attended, quality time with officers. We have now established a working group to assess the documents and report back to the Council in due course: JAG is thinking of a joint response on the overall parameters of the exercise.

During August the main activity was at Town End Close, where Sam Clift and Ray Gordon, with help from others, have put in more secure fencing and a drinking trough for cattle, and arranged the connection of the latter to the water main. The farmer surprised us by introducing the cattle a week earlier than we had planned, and I want to pay tribute to Ray for ensuring that the trough was kept full, with water he had to transport from his own home. All seems now to be running smoothly.

The Open Space at Wellbrook should by now have been mown, and I am in discussion with the Bowls Group over a business plan, but they do not feel they can have it ready for this month's meeting. Meanwhile the Clerk is in discussion with the County Council over the S86 road agreement, and I have just received a surprising message from Wimpey to state that they intend to begin the surfacing of the road in October this year. So a lot of dogged nagging appears to have paid off. The SCDC S106 officer is liaising with Wimpey over the details of the hand-over of the Open Spaces and commuted sum.

Following the exceptionally heavy rain on the night of 6/7 August (43mm; 2") Stephen Tomkins, Brian Bromwich and I had an opportunity to check the balancing lagoons at Wellbrook. They seemed to function well, though one of them may need some attention before we adopt them. See my SCDC report for further details.

Saville's (the agent for St John's College) having initially raised concerns about our management of St John's Field seem now to be satisfied, and we hope an agreement for the next 10 years will shortly be ready. Meanwhile they raise no objection to our continued use. Sarah Shepherd, of SCDC, may be able to help us to fulfill our obligations here, as she has with Town End Close.

Douglas de Lacey

## **Report from Chair of the Sport and Recreation Committee Strategic planning July 2009**

The Sport and Recreation Committee reviewed and updated their Strategic Planning Document. This document covers:

- The objectives of the Council
- The remit of the Sport and Recreation Committee
- Budget performance and activities
- Bookings and fees
- Assets
- User relations
- Goals set in the previous year.

Motions addressing the key issues are to be proposed at the next meeting of the Committee.

### Main points of the discussion

1. Clear definition of where responsibility for the management of the Car Park resides needs to be made. The view of the committee was that at present the car park seems to be viewed as a joint responsibility of both Environment and Sport and Recreation Committees – the Environment Committee is looking at the remodelling of the entrance to the site and the recycling bins while the S and R is seen as responsible for repairs, health and safety etc., but that this demarcation was unclear and largely depended on the views of the Chairman on any particular issue rather than a fixed policy. There is a lack of effective cross committee consultation to fill this gap.

As a result neither Committee had identified a budget to cover repairs to the Car Park surface. Emergency repairs had been paid for this year from Pavilion maintenance under Sport and Recreation.

2. Current accurate balances for Sport and Recreation allocated reserves funds need to be confirmed.

3. Accurate and realistic running maintenance costs for the Pavilion and surroundings need to be built into the annual operating budget. This figure should include provision for new maintenance contracts, safety inspections and tests, and effective CCTV. The Committee felt that this should not be financed by the diversion of funds previously allocated annually to the Pavilion fabric reserve. This reserve should be utilised for large scale refurbishment projects only as identified and charged directly.

4. Improvements to user interaction. Although the existing plan of twice yearly user meetings was seen as sufficient further work was required to include user input in multi-year planning. User groups and clubs need to plan ahead and inform the Committee of suggestions for new equipment/lights or other improvements in advance so that these can be considered as part of a multi-year planning and budget process. The Recreation Ground is the Council's key asset and any genuine improvement is an improvement to the Council's facilities even though most of the benefit through use may appear to be accruing to a particular club. Advance planning (looking years ahead) by both clubs and the Committee should include an honest assessment of the scope for local fund-raising and seeking external sources of funding (NOT using the GTC as first port of call for example).

5. User charges for 2010/11. As most fees had been frozen for 2009/10 an increase aiming to cover inflation over 2 years was initially approved as appropriate. Using the current annual 2.3% Consumer Price Index inflation rates fees will be recommended to rise by approximately 4.5% rounded to the nearest £1, 50p or 25p.

5.1 To cover the increased labour costs incurred Cricket charges were to be increased by £10 (day game) and £5 (evening game) per game as in the previous year.

5.2 The policy of not charging for cancelled games due to inclement weather which are then un-rescheduled games also needed to be reconsidered in the fees structure. Postponed football matches were normally replayed as were evening “cup” cricket ties. League cricket games if rained off were however not rescheduled even though the work to prepare the wicket has been done. To ensure income is not lost a new formula for the Cricket Club was suggested: The total number of scheduled home league fixtures multiplied by the per match fee = a total season charge for league games whether called off or not. Additional games to be charged as present on a per match basis.

5.3 The free use of the recreation ground by Girton Glebe School and Cottontails Pre School for their Sports Days, and Girton Colts for their Presentation Day also needed to be reviewed. The presumption that reserved use is a formality based on precedent – including in one case the marking of the field without notice meant that the booking process was being circumvented. At the very least formal bookings were needed for these one off events. The default position of the Committee should be that the existing half day reserved use fees will be charged in future.

5.4 A new fee formula would be prepared for the Cambridge Academy of English based on MUGA session fees.

5.5 Fees for storage by user groups within the Pavilion (in storage cupboards or other areas) will be included in the fee proposals for the year.

5.6 It was noted that clubs block booking the MUGA on behalf of multiple teams/coaches who then did not use the slot was a concern to the Booking Administrator as presently a club negotiates fees for sessions actually used rather than booked. Any unused pre-booked slot is therefore unavailable for use by another customer but produces no income. A new policy requiring payment for all reserved bookings will be proposed and amendments to the booking form to include block bookings drawn up.

5.7 Following the proposals at 5.2 and 5.6 invoices for regular/seasonal users will be raised on a monthly basis to ensure steady income rather than single large payments.

5.8 The Clerk has requested that football and cricket teams inform him of their planned home fixtures at as earlier a date as possible, and in advance of the date by which any changes have to be confirmed with the relevant leagues, to ensure that there are no potential conflicts with other use of the Recreation Ground.

6. Pavilion. The refurbishment and improvement of The Pavilion, including bringing the loft space into use and installing a lift, were established goals from previous years. Extending the Pavilion to provide adequate changing facilities for the existing use of the facilities was desirable and may attract some funds from the Cambridgeshire FA. Enlarging the footprint of the building may however face objections during the planning approval process. The Clerk reported on a costing of £20,000 to bring the loft space into use as a community room. (*The cost of the lift was not included in this estimate but expected to be broadly similar*). Proceeding with the provision of a lift and the loft conversion were thought to be the first priority, possibly as the first phase of a complete redevelopment. In looking how this project (especially the Pavilion extension) would best be taken forward the possibility was raised that a new sub-committee of the Council (perhaps evolving from the Wellbrook Committee with a broader remit as a Facilities Development/Review Committee) should consider these proposals in concert with other proposed community facilities. It was hoped that in proposing this that proceeding with lift and loft conversion will not suffer further delay.

7. The Parish Council had approved the Committee’s proposal for a revised dog-walking route. The renewal of the lease for St John’s Field was currently under discussion via the College’s agents but was expected. The availability of the field as a dog running area was a significant element in the new route and confirmation was required before the Committee can proceed with new signage for the route as delegated by the Council.

8. Play equipment and maintenance. Periodic mechanical inspections of equipment were considered desirable in addition to weekly visual checks. It was agreed that a separate element of the budget for play equipment maintenance should cover repainting as preventative maintenance with an amount to ensure all equipment can be covered by an annual rolling programme of work.

Much of the equipment at the Recreation Ground was now quite elderly and a review of whether replacement for any pieces was required should also be added to the calendar. Following on from this the provision at Weavers Field was mentioned as particularly weak and in need of a revamp and re-fencing.

9. Youth: The Committee would welcome the new youth leader to its meetings and to feed into its planning process.

10. Safety. Despite progress during the year in setting up a schedule of Inspections the regime was still actively being reviewed.

Michael L Wilson  
8 September 2009

## ANALYSIS FOR GIRTON FEAST WEEK 2009

### STRENGTHS

So many people wanted to be involved and so many people turned up on the day so there is a desire that we do something. More events than expected. More people turned up during the day on the Saturday than expected. Felt well organised in terms of health and safety eg briefings, equipment, etc. Help and advice from Pavilion staff. Enthusiastic local publican. We were able to raise funds for designated regional charities in addition to the local fundraising that took place.

### WEAKNESSES

Lack of stewards and those we had could have been organised better including a rota.

Funding - although generously supported by the Parish Council and with extra financial support from the GPN and GTN, we were working on a shoe string from many points of view. Insurance was a major expenditure as it was not a Parish Council organised event. To cut costs we had the cheapest marquee we could find which was adequate but not really large enough and to save on the cost of paying for professional flooring or staging we joined some pieces of wood together to form a floor for performers (it was not possible to ask to borrow Girton Operatic's staging since it would have been too high for the marquee).

Advertising - we relied on the GPN to get the message out which we assumed everyone would read but it appears that we need to do more to inform the village that the fair is taking place and also the individual events taking place during the week.

Did not anticipate the need for parking area and specific parking stewards.

Misunderstandings with bookings for the pavilion and recreation ground including organiser events and some stall holders expecting the feast working party to have complete control of such matters which was not possible.

### OPPORTUNITIES

A major opportunity is to build on this year's event for the future while there is interest and enthusiasm to do so from those who were involved and those who now see the potential to be involved.

A reasonable sum of money is now in the Feast bank account following this year's event and so forms the basis of a future budget (this has been reported upon separately).

More use of Ten Acre field eg for parking and/or Feast displays etc and to organise stewards more effectively.

To work more closely with the Girton Show in the future now it is established that two events on one day are beneficial (that's not to say one cannot be a success without the other).

To have more involvement of pavilion users (groups might now be aware of the possibilities for them to have open sessions to the public and how the feast might affect their regular bookings).

Now that we have established a viable Feast, there might be increased opportunities for sponsorship in the future.

The possibility of holding a number of smaller events throughout the year in order to raise funds for the next Feast.

### THREATS

There was a real threat of a danger with children running across the 'arena' while vehicles were travelling at speed - can be overcome by increased awareness of the risk and tighter stewarding.

Lack of finance for future (possibly larger) events.

Potential for over-indulgence, rowdiness etc (did not occur on this occasion but there is potential).

Damage or theft of equipment left on village green (eg marquee. PA equipment etc.)

### CONCLUSIONS

For any future events we need to sort out how they will be run, in particular, funding. We also need to establish when the next event will take place (linked to funding) eg annually, alternate years etc.

There is room for improvement eg improved organisation, maybe an alternative marquee, more and

better lighting, PA, flooring etc. If more funding were to be available it would be advisable to consider the purchase of professionally produced banners, bunting etc in order to promote the feast week more widely throughout the village. Although we had a working party to organise the event we need additional volunteers to physically help with the erection of banners, bunting, moving chairs and tables etc etc.

### **QUESTIONS**

Does the format need to change?

Should the Parish run the feast eg Sub-Committee? (Entertainment Committee?) This will enable the organising group concerned not only to have the responsibility but also the authority of the Parish Council. An Entertainments Committee would have the benefit of a broader remit than simply the Feast.

### **FINALLY...**

I want to see the Feast continue and grow and will do all I can to help. For example, being a point of contact, sorting out problems when they arise. However if anyone wants to chair or join the working group or any Committee that is established, I should welcome their input and do as much as I can to help. I would welcome the Parish Council's views as to how we might best take this forward.

Chris Starling  
September 2009