

## **COMMUNITY & LEISURE FACILITIES COMMITTEE**

### **AGENDA REPORTS PACK – FEBRUARY 2018**

## Item 18L/019 – Minutes



### DRAFT Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 23<sup>rd</sup> January 2018 at 7.30pm

**Present:** Cllrs Collier (Chair), Morris, Young, Andrew King (Groundsman), Alan Raven (Cricket), Andy Ward (S&SC), the Clerk and Asst Clerk

**In attendance:** 2 members of the public (Colts)

**18L/001. Chairman's Introduction and Apologies** – apologies accepted from Cllrs Mudd (sick), Nicholas (sick) and Ian Stuchbury (CUFC) and Karl Miles (Colts).

**18L/002. Public participation – Standing Orders to be suspended** – no questions.

**18L/003. To accept Declarations of Interest** - None given.

**18L/004. Minutes** – Resolution that the minutes of the Committee meeting held on the 19<sup>th</sup> December 2017 be signed as a correct record. **RESOLVED.**

#### **18L/005. Reports**

- **Clerk** – pump inspection has taken place and everything is ok. Emergency works took place at the Rec due to the recent gale. Trees on the Rec and Green being inspected 29<sup>th</sup> January. War memorial repairs have been completed. Memorial bench has been installed at Aldreth High Bridge. Have a contact re. tennis court refurbishment.
- **Health & Safety report** – As per report.
- **Major developments** – As per report. Clerk and Cllr Morris are meeting at SCDC on 30<sup>th</sup> Jan to discuss forthcoming County Council appeal. SCDC are close to having a 5 year land housing supply and have an ongoing Local Plan consultation. Two additional developments have come in: 23 houses on land off Oakington Road and 50 on land off Beach Road.
- **Neighbourhood Plan** – As per report.
- **Youth Provision & youth bus termly report** – As per report.
- **Village Hall, Nursery and access road** – Cllr Morris has met with the architects. Some amendments have been made to the plans to accommodate fire safety regs. Almost ready for pre-application meeting.
- **Future pitch layouts** – Cllr Morris ran through the current situation. It should be a priority to purchase the '4<sup>th</sup> field'. Should we be looking to install a 3G pitch? This would mean we could use the land more intensively. Resolution that Cllr Morris writes to Heidi Allen MP asking for support of our resistance to the County Council planning application (using the evidence papers from the NP). **RESOLVED.** Letter to be shared with the sports clubs.

**18L/006. Hire of Rec Ground pitches** – to consider “fairer” allocation of pitches to clubs – Standing Orders suspended 8pm. Colts reported that any rain affects the 3<sup>rd</sup> field greatly and it seems that more games are being cancelled. Given the growth of the Colts they should be given the same usage of the 1<sup>st</sup> field as CUFC and with the mobile goals this would now be easier to do. Agreed that this would be fairer. Noted that number of girls teams is growing. Can't change games to a Sunday because the matches have been fixed by the League. Groundsman to look at putting 7v7 on the 1<sup>st</sup> field on a trial basis to the end of the season. To be reviewed by CALF in April. Clerk and Cllr Morris to arrange meeting with CPS to discuss pitch use.

**18L/007. Match cancellation at Rec Ground** – to consider key criteria for match cancellation – Item covered under 18L/007. Noted that it's possible for larger pitches by to be used by the Colts by coning off sections.

**18L/008. Recreation Ground pitch maintenance** – to consider possible long-term measures to improve pitch quality – Standing Orders reinstated 8.29pm. Resolution that we shockwave and sand slit the two pitches on the 2<sup>nd</sup> field plus the training area in autumn 2018 up to a value of £9k + VAT. **RESOLVED.** Item to go to full council.

- 18L/012. Rec Ground Overseeding** – to consider overseeding of pitches as part of annual maintenance works – Standing Orders suspended 8.31pm. Groundsman hoping to undertake work in April whilst the ground is still moist; this would put pitches out of action for approx. 1 month. As a minimum the 1<sup>st</sup> field pitch and furthest on the 3<sup>rd</sup> field require overseeding. Discussions as to how the Colts tournament in May would affect the works (cars running over the fields/parking). Need to look at how to shut off the 2 pitches on the 2<sup>nd</sup> field during the tournament. Standing Orders reinstated 8.40pm. Would need to let the League know by June as to whether the pitches would be unavailable in September – could agree to no home games during that period. Item deferred to next meeting for Groundsman to consider further options.
- 18L/009. Village Hall deep clean** – Resolution to have the kitchen and toilet areas of the Village Hall deep cleaned up to a value of £600 + VAT. **RESOLVED.**
- 18L/010. Lambs Lane bus shelter** – to consider repairs to bus shelter roof – Clerk to obtain quotes for roof repairs and replacement shelter.
- 18L/011. CPS fireworks** – to consider correspondence regarding safety/security of Rec Ground during event – To be added to meeting discussions with CPS.
- 18L/013. Matters for consideration at the next meeting** – treeworks, noticeboard repair quotes, cleaning quotes, bench refurbishment quotes, tennis court refurbishment.
- 18L/014. Date of next meeting** – 20<sup>th</sup> February 2018
- 18L/015. Close of Meeting** – 8.57pm

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

## Item 18L/020 - Reports

### Clerk

#### Village Hall

- Clerk obtaining quotes for painting of anti-climb paint.
- Clerk obtaining quotes for VH clean.

#### Recreation ground

- The FA sign has been damaged.
- Quotes being obtained for remedial works in playground following RoSPA inspection – painting of benches. May now need to wait until the spring. **ROSPA Inspection due Apr/May – Asst Clerk obtaining quotes for benches/table refurb.**
- Hedging plant behind 70 Lambs Lane has died, causing gap in the hedge. Groundsman to put hedges fencing in as a stopgap.
- Issues with graffiti on skatepark being monitored.
- 3 rubbish bins have been badly damaged and require replacement. Clerk liaising with Groundsman regarding requirements for up to 5 new bins.
- Quote requested for repairs to tennis courts. NB: this may be superseded by CALF meeting and request by tennis club for replacement hard courts.
- Have agreed with Groundsman that he can close the car park gates during icy periods to enable safe clearance/gritting of the pathway.
- Colts mobile goalposts had incorrect parts but issue has been resolved with the supplier.
- New 6 week booking taken for bootcamp classes.
- **Pump inspection for Rec and Ladybirds undertaken 19<sup>th</sup> January. All ok.**
- **Emergency works undertaken due to fallen telegraph poles (result of gale) which knocked out the phone line to the Hall and Ladybirds as well as damaging the school fence. RFO checking with insurers as to whether it's worth making a claim. Waiting to hear from CPS re. fence repairs.**
- **Tree also fell during the gale and getting the remaining inspected 29<sup>th</sup> Jan. Advised that full tree survey is required and consultant has been contacted accordingly.**
- **As agreed by CALF, 1x 7v7 junior pitch has been marked up on the 1<sup>st</sup> field, with a 9v9 on the 2<sup>nd</sup> field for a trial period only; this is due to waterlogging issues on the 3<sup>rd</sup> field and Colts having several matches cancelled.**
- **Full Council has approved CALF request to shockwave and sand slit the two pitches on the 2<sup>nd</sup> field plus the training area in autumn 2018 up to a value of £9k + VAT**

#### Misc admin

- Les King Wood – Tree guards still require removal.
- Issues to noise nuisance from ice cream van reported to EH. EH now following up but struggling to find details of the van using the registration number.
- Treeworks required on the Village Green – removal of remaining deadwood plus additional work required to a chestnut and maple.
- Red Cross Emergency First Aid course – takers so far are: Day Centre, Bowls Club, Rugby Club. May want to consider opening up more widely.
- War Memorial repairs carried out – **Clerk has inspected the repairs; the crack on the side facing the pub is still visible; have contacted contractors accordingly.**
- Residents in BGW are liaising directly with Brian Heffernan (County) re. maintenance to the ditch on the estate and TDS regarding maintenance of vegetation etc. Some confusion with Taylor Wimpey as to what part of the treebelt they own. They have only been maintaining a very small section at the College end behind 3 houses at the College end. TW don't believe they own the treebelt/hedge adjacent to the ditch from near Sovereign Way up to Beach Road, this appears to differ from our own records. TW would like to know whether the Council wish to take over the

600mm strip. May have a resolution regarding the ditch clearance. Brian Heffernan was onsite 1<sup>st</sup> Sept and is liaising with landowners. He is prepared to act as go between with TW and CPC. Meeting took place on 13<sup>th</sup> October. To be followed up.

- Post box on Twentypence Road has been missing since approx. March/April. Still chasing Royal Mail for replacement since June and have lodged a complaint re. slowness of response. Further chase up revealed that the incident still hadn't gone to the correct person however it now appears that a new box has been ordered and may be in situ in the next month.
- Treeworks to weeping ash on The Pond have been ordered and application is with SCDC (will be reviewed by our Planning Committee on 9<sup>th</sup> Nov).
- Some treeworks needed to section alongside Bullfinch Way with several trees showing signs of decay. One severely rotted branch and dead trunk to be removed to groundsman asap. NB: none of the trees are of good quality, being tall and spindly due to overcrowding.
- Quotes being obtained for repair works to the noticeboards on the Pond and Village Green.
- Contacted Bovis re. getting broken streetlight on Tenison Manor estate repaired. Will be advised of timescales. Chased 16<sup>th</sup> Jan.
- Phase 3 Tenison Manor treebelt works have taken place.
- Works have started on new bridlepath between Broad Lane and Les King Wood. Whilst the LKW section will be completed before Christmas the path won't be 'joined up' until approx. May.
- Carols on the Green well attended and a positive event. Tree and lights were removed 5<sup>th</sup> January.
- Following meeting with Ladybirds the issues of sound proofing and refurbishment were brought up (painting in less vibrant colours).

## Health & Safety report

### Playground Inspection Checklist

### Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection 19th January 2018

Person/s carrying out Inspection:

Cllrs David Mudd and Tony Nicholas

Items checked and report issued if any item needs repair/maintenance. (see action report sheet)

**General Condition of Equipment: All equipment checked for the following:**

- ⤴ Stability and condition of frames
- ⤴ Fitting and Fixtures (present and secure)
- ⤴ Guard rails
- ⤴ Sharp edges or other protrusions
- ⤴ Working of moving parts
- ⤴ Swings, Seats and Shackles
- ⤴ Slide surfaces
- ⤴ Base plate of spring items secure

#### Play Area: Skateboard Park

- ⤴ General area surveyed for possible damage
- ⤴ Ramps and surface area checked for safe use by skateboarding users

#### Equipment Main Area

- ⤴ Carousel – Inclusive (New)
- ⤴ Rotator – Bowl (New)
- ⤴ Aerial Runway
- ⤴ Rotator – Pole (New)
- ⤴ Slide – Embankment (New)
- ⤴ Space Net (New)
- ⤴ Himalayan Uniplay (Newly adapted)
- ⤴ Swing Group (New)

- ⤴ Seats and Picnic Tables
- ⤴ Swings (4 swing Unit)
- ⤴ Single Swing Inclusive New)
- ⤴ Trim Trail (New)
- ⤴ Waste Bins
- ⤴ General Condition of Area        Tidy

**Equipment in Toddler Area**

- ⤴ Kompan Playhouse -New unit
- ⤴ Multiplay- New
- ⤴ Swing - Toddler -1 Bay 2 seat (new)
- ⤴ Swing - Toddler - 1 Bay 2 Seat (old)
- ⤴ Play Train (New)
- ⤴ Stepping Posts - Rubber
- ⤴ Rocker Seesaw (New)
- ⤴ Rocker - Bike (New)
- ⤴ Rocker Snail
- ⤴ Seats/Picnic Table
- ⤴ Gates
- ⤴ Fencing
- ⤴ General Condition of Area        Tidy

**Warning Signs and Notices**

- ⤴ Present and in good condition    Yes

**General Declaration of Intent by Cottenham Parish Council  
regarding Health and Safety in respect of this report.**

**All areas/items will be checked only by means of Visual Inspection to identify any obvious hazards resulting from use, vandalism or weather conditions. These will be logged and notified to the Parish Clerk.**

**To avoid any doubts as to whether or not the areas/items have been Visually Inspected, the Cllrs will sign and date the report issued to the Parish Clerk. On Inspection of all units, any that are found, in the opinion of Cllrs, to be a problem regarding operation or stability, then if it cannot be corrected without delay, the PC will be advised to immobilise or remove the unit.**

**Councillors who check the areas/units are fully aware of the importance of the safety to all users of the Play Area.**

**Visual Inspection carried out by: Cllrs David Mudd and Tony Nicholas**

**Councillors Signatures:.....**

**Inspection Dated: 19th January 2018**

**Next Inspection: End February 2018**

## Major developments

Bellway	outline permission; Reserved Matters application to be determined.
Gladman	outline permission; the site is now up for sale with offers due by 2nd March; at least one known bidder.
Persimmon	outline permission; no immediate prospect of Reserved Matters application.
County Council (2876)	refusal appealed; appeal due 14th March; Rule 6 participation unavailable.
County Council (3551)	no immediate prospect of application coming to Planning Committee
Lau (Oakington Road 23)	refusal recommended; minor amendments considered by CPC on 8th Feb
Manor Oak (Beach Road 50)	refusal recommended; possible Rural Exception site in NP

## Neighbourhood Plan

- John Slater (Inspector) support has helped with several (converging) iterations of the plan.
- Draft v4 now with SCDC to obtain report on impact on Environment and Habitat Regulations.
- Sixteen “NP planning evidence papers” published on our website as v4.1a is being finalised.
- Draft Plan being cited in planning applications.
- Regulation 14 “local consultation” arrangements being prepared.

## Youth Provision – to follow

### Item 18L/021 - Representation on CALF

CALF’s Terms of Reference include:

“The Committee can co-opt up to 5 ad-hoc members from the main users of the facilities (currently After-School, Pre-School, Sports & Social Club, Football and Cricket); co-opted members do not have a vote.”

As we plan more amenities and facilities for the village, should representation on CALF be broadened? If so, who – subject to Council approval – should we invite?

- Football champion
- Sports & Social Club champion
- Netball/Tennis?
- Youth organiser?
- Village Hall champion?
- Nursery champion?
- Other?

If the discussion begins now, it could be timely to have any changes in place before any work begins on the upgrades.