

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – NOVEMBER 2017

Item 17L/132



Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 17th October 2017 at 7.30pm

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

- 17L/114. Chairman's Introduction and Apologies** – apologies accepted from Cllr Mudd (illness) and Ian Stuchbury (CUFC)
- 17L/115. Public participation – Standing Orders to be suspended** – none present.
- 17L/116. To accept Declarations of Interest** - To receive disclosures of pecuniary and other interests from Councillors on matters to be considered at the meeting – none given.
- 17L/117. Minutes** – Resolution that the minutes of the Committee meeting held on the 19th September 2017 be signed as a correct record. **RESOLVED.**
- 17L/118. Reports**
- **Clerk** – Need to chase date for vertidrainning of 3rd field. Playground surfacing repairs due to take place 20th October.
 - **Health & Safety report** – noted.
 - **Major developments** – County have now lodged an appeal. Noted that new application doesn't touch the 3rd field. The early years money will go to County by it is committed to us for the provision of a new nursery. Ran through the S106 figures.
 - **Neighbourhood Plan** – Cllr Morris ran through the report. Have hired a freelance Neighbourhood Plan examiner to clean up the Plan. The aim is to get the regulation 14 consultation done before Christmas with a view to holding the referendum in May.
 - **Youth Provision** – Cllr Collier said that the babysitting course was going very well and has a large waiting list.
 - **Village Hall** – working party are meeting tomorrow with architects to push forward with the pre-app. Need to conduct a survey with all users to get a profile of the car park usage. This will be compared with the transport assessment.
- 17L/119. 2017/18 budget** – to review expenditure to date vs projects – Ran through expenditure and which projects could be completed within this financial year. Cllr Morris confirmed that if we don't spend the money in the CALF budget it doesn't roll over. Resolution to contact Wheelscape to quote for approx. 1m extension to the landing surface to the skatepark. **RESOLVED.** Cllr Morris to contact Wheelscape. Clerk to obtain quote from Bury Turfcare for removal of 20mm of the grass tennis surfacing. Mr Miles mentioned the need for a mobile set of 9v9 goal posts for the Colts and will obtain quotes.
- 17L/120. 2018/19 budget** – to consider recommendations for next budget – Need to start looking at project ideas to put forward to Finance Committee. Suggestions put forward include: swing and picnic table for WARG Field, cycle racks at the Old Rec, picnic table and replacement benches at Balancing Pond, increase in youth provision to cover additional courses (first aid, exercise, mental health etc), possible WWI event to mark 100 years of remembrance. Christmas cost should read £1800. No Festival to be held in 2018. Need to add in figure for cleaning of portacabins during Village Hall build.
- 17L/121. Babysitting course** – to consider funding a second babysitting course from January 2018 – Item deferred pending breakdown of attendees. Add to Full Council agenda.
- 17L/122. Village Green water source** – to consider water source for the Village Green, whether permanent connection or via standpipe hire – Clerk outlined issues with recent visit from circus. Resolution to add clause to user agreement to say that CPC aren't responsible for water supply and that permission should be sought from Cambridge Water. **RESOLVED.** Cllr Morris to draft.

- 17L/123. Noticeboards** – to consider refurbishment of the Pond and Village Green noticeboards – Boards require stripping of posters, possible replacement board (or staples removed), sanding & painting. Clerk to obtain quotes.
- 17L/124. Memorial bench** – Resolution to grant permission for the siting of a bench near Aldreth High Bridge by Edward Gilbert. **RESOLVED.**
- 17L/125. War Memorial** – to consider repairs required to the Memorial – Item deferred. Cllr Morris to speak to church wardens for suggestions of contractors.
- 17L/126. Matters for consideration at the next meeting** – 2018/19 budget, noticeboards, traffic plan, skatepark extension, war memorial repairs, siting of cricket nets behind Pavilion.
- 17L/127. Date of next meeting** – 21st November 2017
- 17L/128. Close of Meeting** – 9.01pm.

Signed _____ (Chair) Date _____

Item 17L/133 - Reports

Clerk

Village Hall

- **Hydroboil is broken beyond repair. Kettle has been purchased.**
- Clerk obtaining quote for painting of anti-climb paint.
- **Issues with outside lights – front and side broken. Repairs ordered.**

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.
- Vertidrainage to 3 smaller pitches on 3rd field ordered.
- Issues with graffiti on skatepark being monitored.
- Clerk liaising with Groundsman regarding requirements for up to 5 new bins.
- Mobile goalposts arrived 3rd November. NB: they are self-assembly to CUFC are organising a working party. They have also applied for a Community Chest grant.
- Problems again with traps in the Pavilion.

Misc admin

- Les King Wood – Tree guards still require removal.
- 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.
- Treeworks to weeping ash on The Pond have been ordered and application is with SCDC (**reviewed by our Planning Committee on 9th Nov**).
- Carols – Tree and reindeer ordered. BBQ, bar, sound, lighting and brass band booked. 3 stall bookings. Will start to formally advertise at the Feast.
- Ditch clearance adjacent to Bullfinch Way ordered. Groundsman has failed however only a small section borders our land, with the rest belonging to the building plot on the High Street. Rowan tree growing in ditch and requires removal.
- 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.
- Babysitting course being run at CVC is fully booked (with a waiting list). Interest shown in second course being run in January 2018. Waiting further information from organiser.
- Quotes being obtained for repair works to the noticeboards on the Pond and Village Green.

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 31 October 2017

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 by: Cllrs David Mudd and Tony Nicholas

Councillors Signatures:

Dated: Tuesday 31 October 2017 Next Inspection on Wednesday 29 November 2017

Major developments

- Bellway Homes have submitted a “Reserved Matters” application setting out the detailed site layout, house designs etc. The designs are generally good, if a little bland but there is concern over the lack of attention to drainage.
- Gladman have outline permission but have not yet submitted a Reserved matters application
- Persimmon have not yet signed their section 106 agreement so, technically do not yet have outline planning permission
- County Council application has not yet been determined; CPC, while objecting to the proposal, will participate in s.106 discussion.

Neighbourhood Plan

The draft plan is being revised to take into account:

- A deep review by a freelance Neighbourhood Plan Examiner
- Results of the “7 issues” survey”
- Provisional findings from a Housing Needs Assessment for Cottenham
- Findings from an independent site assessment

Next week we will have a meeting with SCDC Planning Policy team to agree next steps and provisional timings.

Youth Provision and half term update

Week commencing

04 Sep - 24

11 Sep – 22

18 Sep – 23

25 Sep – 25

02 Oct – 30

09 Oct – 32

16 Oct – 28

17L/134. Mobile goalposts (Colts)

MH Goals

Aluminium Freestanding 16x7 Self weighted goal package

- Aluminium Elliptical Freestanding football goals 16 x 7 (4.88 x 2.13m)
- Made from 100 x 110mm Re enforced elliptical aluminium.
- Fully welded corners
- Moulded channel to incorporate enclosed net hook system
- Durable powder coated finish.
- UV stabilized nylon net hooks
- Internal weighted bars – no need for extra anchor to conform to BS8462:2012
- International back supports made from 32mm zinc plated steel tubing
- 8 lift and lower wheels per pair
- Heavy duty zinc plated brackets and plastic coated easy grip handle
- 260mm diameter micro cellular polyethylene non puncture tyres
- White Polyethylene 16 x 7 (4.88 x 2.13m) Nets 3mm

FT-320 Package Price £2030.00 per pair (1 Pair Requested)

Total price £2030.00 inc Carriage and VAT

Please note the above goals will be delivered flat packed and required assembly

Sports Equip (2017)

QTY	OUR PRODUCT CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.00	FBL-437P	4.88m x 2.13m 9v9 3G Weighted Portagoal Pack comprising : 1 pair FBL-435 9v9 3G Goals and 1 pair FBL-360 4mm White Nets	2,830.00	2,830.00
0.00	M	This quotation will remain firm for acceptance until 31st December 2017	0.00	0.00

Sports Equip (2018)

QTY	OUR PRODUCT CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.00	FBL-437P	4.88m x 2.13m 9v9 3G Weighted Portagoal Pack comprising : 1 pair FBL-435 9v9 3G Goals and 1 pair FBL-360 4mm White Nets	3,085.00	3,085.00
0.00	M	This quotation will remain firm for acceptance until 31st March 2018	0.00	0.00

Net World Sports

Description of goods	Unit cost	Quantity	Subtotal (£)
16' x 7' FORZA Alu110 Freestanding Football Goal - With Wheels and Weights - Pair https://www.networldsports.co.uk/16-x-7-forza-alu110-freestanding-football-goal.html	£1,916.66	1	£1,916.66
Subtotal:			£1,916.66
Delivery:			£191.61
VAT:			£421.65
Total GBP:			£2,529.92

Please include the invoice reference number above

17L/135. Pitch usage at Rec Ground

Because the 11v11 pitch is now being used on a Saturday by the Colts, if it's wet the pitches get cut up and then the Sunday matches get called off. Complaints received (from parents) regarding matches being cancelled. The extra Saturday matches are causing parking concerns. Still issues with F2 being used instead of F3 for training.

17L/137. Recreation Ground Hedging

The hedge line towards the Bowls Club has suffered the loss of a couple of plants. This has caused small gaps into neighbouring properties. To ensure security we need to consider methods to plug the gaps i.e. additional hedging, herras fencing etc.

17L/138. War Memorial

Brown & Ralph

To replace the 1no broken Portland stone slab.

To cut out failed pointing and re-point 1 joint (Green facing) in lime and Portland stone dust mortar, approx. 1M long.

For the sum of £433.20+VAT.

17L/139. Youth provision 2018/19

Dear Cottenham Parish Councillors

The current financial year has seen opportunities for the charity to expand its building based youth work with Histon, Sawtry and Milton all taking up our services during the year. We have also been able to provide training courses for young people which are gradually being spread into new parts of the county. We continue to be the largest provider of open-access youth work in the county and the go to organisation when the County Council has had to step back from this area of work.

We continue to keep our costs as low as possible recruiting additional sessional youth workers keeping staff involved in frontline face-to-face youth work as much as possible and limiting the office hours required. We have also attracted a contract to use the youth bus during the day for a new provider in children and young people mental health services. As a result, in working out our provisional budget for the 2018/19 financial year we have been able to again keep any increases at a minimum.

The fee for providing youth services to Cottenham from 1 April 2018 will be £249.40 per session (a 1% increase). The fee is calculated on the basis that you book the same number of sessions as you did during the current financial year, and assumes that at least seven villages continue to use our services.

I would ask that you consider the needs of your young people and continue to value the work that we carry out with them. Would you then please let me know how you wish to proceed in the next financial year, by Monday 8 January 2018?

The charity is seeking new trustees, if you might be interested, please check out the details on our website or get in touch. It is a commitment of just 5 meetings a year with occasional correspondence inbetween.

If you have any questions as a result of this letter, please do get in touch.

Yours sincerely

Alan Webb Project Manager

17L/140. Traffic Plan

Following the refusal of planning permission, the working party is working on a revised arrangement for site access and parking. We understand that our proposed revisions will enable the replacement of our Village Hall and possible addition of the Nursery provided various restrictions on site access and parking can be designed and enforced. Key concerns are:

- Pedestrian safety on the access road – we cannot widen the pavement and road enough to support peak traffic demands
- Additional parking spaces will increase access road traffic and undermine safety

We need to identify practical measures that will manage traffic, especially:

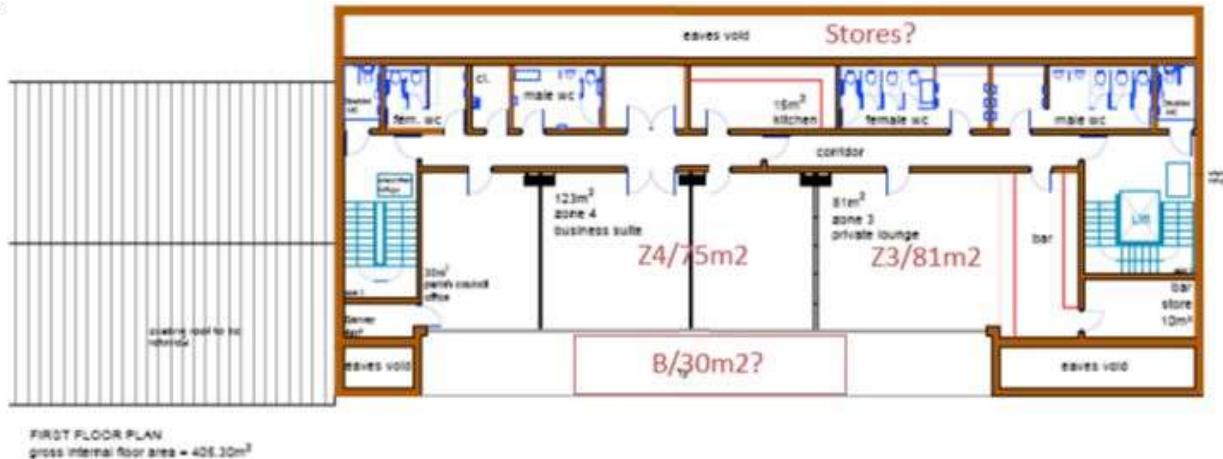
- During school drop-off and pick-up times
- During “events” if more than X cars are expected to pass through the road within Y hours.

The survey of current usage will help our traffic consultants devise a suitable scheme which, apart from the improved access road, may involve lockable gates and additional “event only” parking.

17L/141. Village Hall

Following the refusal of planning permission, the working party is working on a revised plan for a Village Hall, similar in character to that proposed but substantially smaller mass, scale and lower height. Over the next few months the evolving design (Fig. 1) will be submitted to SCDC for a pre-application report. The general approach was mostly supported in the recent survey; what does the Committee think of the proposed layout and appearance?

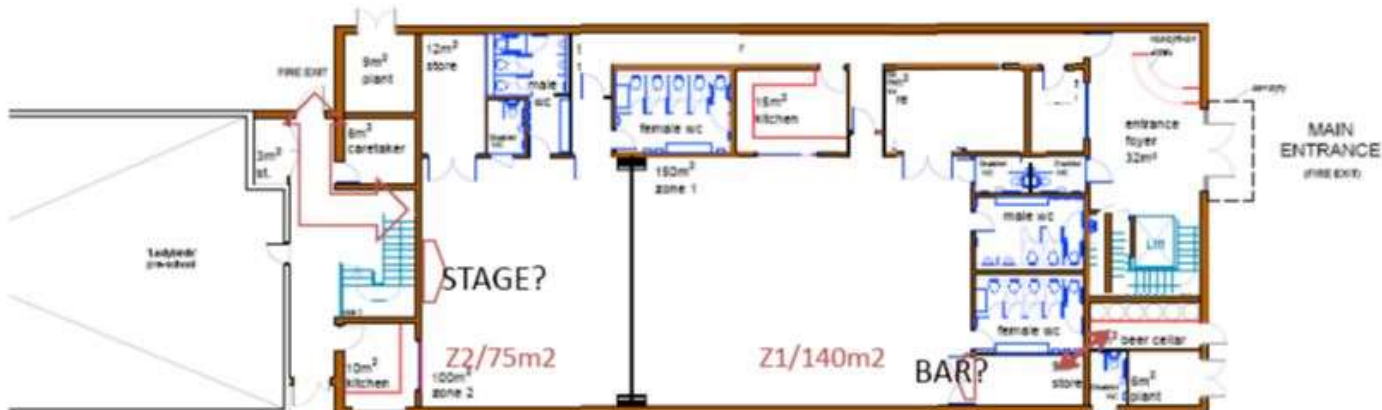
116.1



Rough cut of where we ended on 15th

Q1 Is this big/small enough (10% smaller than option R)?

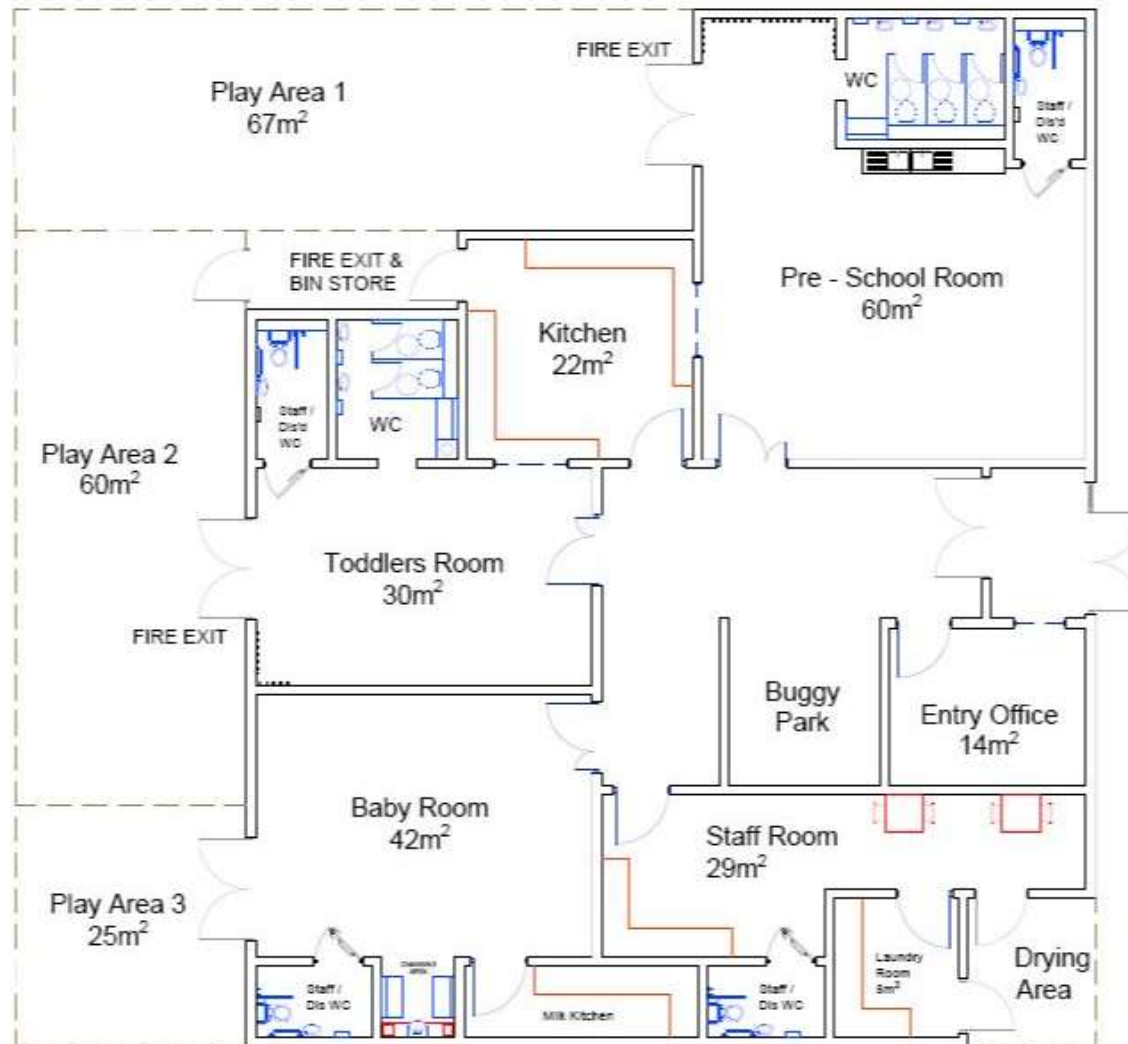
Q2 Should the Social Club be in Zone 2 (with bar where kitchen is)?



17L/142. Nursery

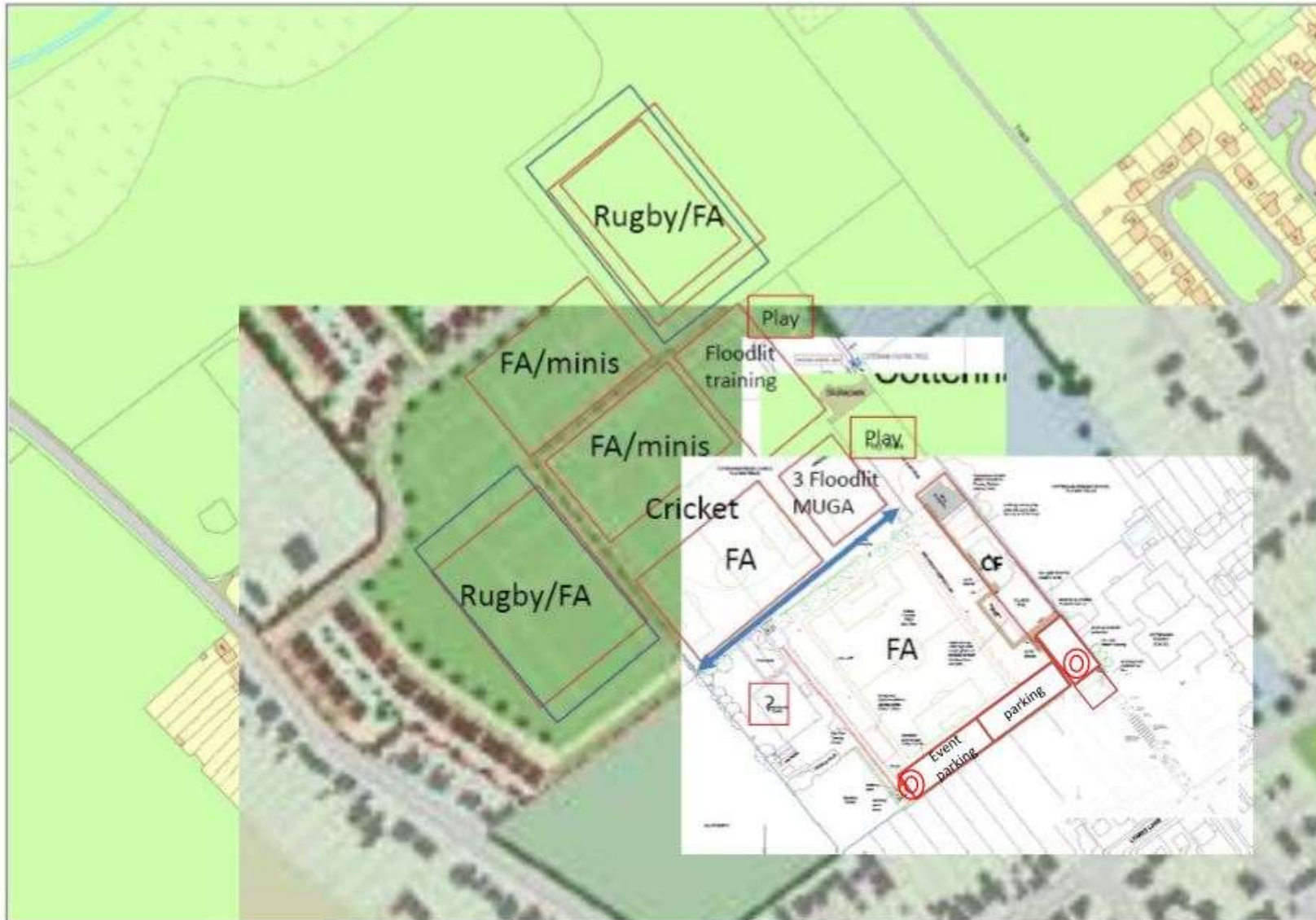
Following the refusal of planning permission for an integrated Village Hall and Nursery, the working party is working on a revised plan for a standalone nursery building close to the Primary School as supported in the recent survey. Over the next few months the evolving design (Fig. 2) will be submitted to SCDC for a pre-application report. The suggested location will involve some rework of the Play Area. What else do we need to consider?

Fig.2



17L/143. Future Recreation Ground layout

When the Primary School expands it is likely that we will lose a substantial part of the 3rd Field which will be replaced by at least an equivalent parcel of County Farms land between Ramphill Farm and our Sports Pavilion – will this work and will it be enough?



17L/144. 2018/19 Budget

Revenue "allocation" for projects, subject to justification, is £25K
Ideas?

Other provisional "CALF" allocations are:

Expenses

Open spaces	£46000
Pavilion	£10000
Village Hall	£4000
Play Area	£3000
Youth provision	£15000

Capital items we know (numbers are provisional £K) about are:

Pavilion pathway (retention)		£3	OS
Land purchase		£15	OS
VH / Nursery pre-apps (3)		£13	CAP
Village Hall (concept design /planning app)	975	£24	CAP
Nursery (concept design planning app)	250	£6	CAP
Roadworks (design/tender)		£15	CAP
Village Hall (1Km2 detailed design/tender)	975	£195	CAP
Nursery (250m2 detailed design/tender)	250	£50	CAP
Temp accommodation		£80	CAP
Roadworks / services construction		£150	CAP
VH construction	975	£1,650	CAP
Nursery construction	250	£423	CAP
Fittings / Art		£50	CAP