

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – OCTOBER 2017

Item 17L/117



DRAFT Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 19th September 2017 at 7.30pm

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

17L/097. Chairman's Introduction and Apologies – apologies accepted from Alan Raven (Cricket).

17L/098. Public participation – Standing Orders to be suspended – none present.

17L/099. 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/100. Minutes - Resolution that the minutes of the Committee meeting held on the 18th July 2017 be signed as a correct record. **RESOLVED.**

17L/101. Reports

- **Clerk** – Cllr Mudd queried the item re. rough sleepers; the matter has been reported to SCDC Cllr Harford. Discussions regarding the kitchen trolleys. Works to the slide have now started. Ceiling leak now fixed.
- **Health & Safety report** – Reseeding has been done and rubbish bin is back in situ. Ian Stuchbury arrived at 7.37pm.
- **Major developments** – Cllr Morris ran through the report. Issues with Bellway this week which have been rectified and apology issued to neighbouring residents. Gladman have now withdrawn from the appeal. County now not planning to build on the Rec 3rd field but the CPS extension will impact it. CCC Cllr David Jenkins has been trying to get County to withdraw the application without success. CPC have met with John Macmillan, County's Group Asset Manager to review their revised plans and give County a list of our requirements.
- **Neighbourhood Plan** – Having to revise the plan following the recent planning permissions. Working on making it compliant to NPPF policies. A mini-survey is to be distributed with the next village newsletter for a 3 week consultation.
- **Youth Provision inc. summer term report** – Figures are looking good. Babysitting course at CVC has now started and there is a waiting list so a second course may run in January 2018. Clerk to request breakdown of those attending the course. Cllr Mudd commented on parking issues at the Rec; need to utilise the bollards.
- **Village Hall** – Architects have been working on revised design for the approach road to the Rec. County won't let us extend the car park (concerned that more people will drive to school) and require a restriction on numbers using the car park. We will need to prepare a traffic management plan and event management plan. It was noted that the car park is regularly full at weekends with weekday use being sporadic. Any extension to CPS would give a second access from Rampton Road but that is several years away. In the meantime we'll have to accept some constraints. Without the nursery the payback on the Village Hall will be a much longer period too. NB: the business plan figures don't include the approved development S106 monies which will make it more viable. It will be harder to make the numbers work without the nursery however the S106 towards the nursery will nearly finance the build. Working party meeting to be arranged.

17L/102. Recreation Ground – to consider review of pitch layout and usage – Mr Stuchbury took exception to the wording in the report stating that it' a 'narrow group of users'. Cllr Collier responded to say that it is a perception of some residents that the Council is spending a considerable amount of money on just a small minority. Mr Miles said that currently the Colts have 200 children on the roll, plus taking into consideration the parents it equated to approx. 600 people involved; then there are 50 girls playing football at the school, plus CUFC, Cricket

and Rugby. CPC spend approx. £25k per year on the Recreation Ground and this is the first year that the Colts haven't been able to use the CPS sports field. Going forward will cost more due to intensification of use. NB: need to schedule rest time for the fields to allow them to recover. Mr Miles said that there was more pressure on the 9v9 pitch and realistically we are short of one pitch. Asst Clerk mentioned that there are still issues with bookings not being correct; the situation is getting better but still needs improvement. Suggestion that report is produced detailing pitch usage. Groundsman could mark up a 9v9 pitch on F2M1 for minimal use by the girls team only. Agreed that this would be acceptable.

- 17L/103. Hi-viz vests** – Resolution to purchase 25 hi-viz vests for use at litter picks/events at a cost of £5.65 + VAT & £20 screen set up. **RESOLVED.**
- 17L/104. Rec Ground litter** – to consider solutions for improving bin usage at the Rec Ground – We have issues with bins being moved/damaged on the Rec. Need suitable fixings and also additional bin(s) for the 3rd field. Clerk to obtain costs for up to 5 bins and item added to full council agenda.
- 17L/105. Groundsman contract** – to consider revisions to contract from December 2017 – Cllr Morris ran through the report. Suggested need for any additional items or those which could be moved.
- 17L/106. Bullfinch Way ditch clearance** – to consider clearance of ditch alongside green area off Bullfinch Way – Clerk outlined the problem. Cllr Mudd has been to see the resident affected. Ditch has never been cleared in recent memory. Groundsman has suggested removal of tree closest to the road. Resolution to accept quote for £200 + VAT for clearance of Bullfinch Way ditch. **RESOLVED.**
- 17L/107. Skatepark graffiti** – to consider allowing users to ask permission to create artwork on the skatepark surface only – Cllr Collier outlined the situation. The graffiti itself has merit, we just don't want it spreading to other areas. Situation to be monitored.
- 17L/108. Village noticeboards** – to consider provision of additional/replacement public noticeboards – Item deferred.
- 17L/109. War Memorial** – to consider methods of protection during public events – Clerk outlined. Suggestion that fencing be used going forward – we can supply if the pub installs. Clerk to speak to Landlord.
- 17L/110. Pavilion usage** – to consider allowing use of the Pavilion on Friday 6th October (11am-2pm approx.) for a drop-in café/space for CVC students – Clerk outlined the request. Resolution to permit usage subject to standard hire charge; internal corridor to be locked to the changing rooms and adequate supervision. **RESOLVED.**
- 17L/111. Matters for consideration at the next meeting** – village noticeboards, car parking at Rec.
- 17L/112. Date of next meeting** – 17th October 2017
- 17L/113. Close of Meeting** – 9.15pm.

Signed _____ (Chair) Date _____

Item 17L/118 - Reports

Clerk

Village Hall

- Hydroboil is broken. Contractors has been called to look at it and **purchase order raised for £250 to get repairs done.**
- Clerk obtaining quote for painting of anti-climb paint.

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.**
- Hedging plant behind 70 Lambs Lane has died, causing gap in the hedge. Need to decide how to rectify. Residents have requested herras fencing either side as an interim.
- **Repair works to slide mound completed w/e 22nd Sept. Cllrs Mudd & Nicholas have inspected. Positive reaction from parents.**
- Repair works to roundabout surfacing and multi-swing surfacing ordered and due to commence w/c 16th October.
- **Vertidrainning 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 rubbish bins.**
- **Mobile goalposts have been ordered. FLAC to sign off invoice 23rd October.**
- **Groundsman has actioned clearance of slide steps as per Inspection Report.**

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.
- Hibbitts have been contacted regarding hairline crack on war memorial; they will send someone out to inspect. NB: grants are available via the War Memorials Trust. Groundsman has reported broken slab.
- Treeworks to weeping ash on The Pond have been ordered.
- Treeworks on BGW have been ordered (17th 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 flailed 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.
- Village Green damaged by Lawson's Circus when leaving (rained heavily the previous night). Groundsman to advise how to repair but may need to wait until the spring. **Monies now received and once the cheque has been cashed the bond will be returned.** Additionally Cambridge Water came out twice due to illegal standpipe being used. We have the option of hiring one going forward but would need to pass the cost on.

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 28 September 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: Thursday 28 September 2017

Next Inspection on 26 October 2017

Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 27 September 2017

Note: Items mentioned on previous reports are in the process of being rectified.

1. Grass growing at edge of each steps could be a trip hazard for children. Suggest removing grass from infringing edges of steps.



Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date: 28 September 2017

Tony Nicholas.....Date: 28 September 2017

Action Plan to be sent to Clerk, and Chair and Members of the Community & Leisure Facilities Committee in order to progress the repairs noted in report.

NOTE: All items that have been notified to CALF previously and probably now, hopefully, in the course of being actioned!

Major developments update



BH Bellway have outline approval for 50 homes of Oakington Road; they have not yet submitted the full “reserved matters” application.

GD Gladman have outline approval to build up to 200 homes and up to 70 residential places with care off Rampton Road. They have not yet submitted the full “reserved matters” application.

PH Persimmon has effectively got outline approval to build up to 126 homes off Oakington Road (subject to signing an S106 agreement). They have not yet submitted the full “reserved matters” application.

CCC County Estates has been refused permission to build up to 154 homes of Rampton Road but have stated an intention to appeal this decision. In the meantime they have submitted a new application (S/3551/17/OL) for 137 houses. This application will be considered by the Parish Council on 19th October. Residents are able to comment directly on the application via the SCDC website.

Likely s.106 contributions

Trigger points probably 2 years (Bellway) to 4 years (Gladman / Persimmon) away

Item	Bellway (50?)	Gladman (200?+70?)	Persimmon (126?)	Totals due to the Parish
Affordable housing	40% - 20	40% - 160	40% - 50	
Affordable Rent	70% - 14	70% - 110	70% - 35	
Affordable Inter	30% - 6	30% - 50	30% - 15	
Locality	1 st 8 + 50%r - 14	1 st 8 + 50%r - 84	1 st 8 + 50%r - 29	
Early Years	£59,400	£286,200	£194,400	£540,000
Primary	£148,500	£715,500	£486,000	
Library	£7,502.50	£30,010	£18,906	
Transport		£88,281.70	£13,000	
Sport	£77,000	£115,000	£60,000	£252,000
Play	£21,000	£75,000+	£70,000	£166,000
Comm Facilities	£50,000	£197,000	£130,000	£384,000
Health	£16,400	£80,220	£41,420	£138,040?
Burials		£56,700	£26,460	£83,160
Comm Transport		£133,334	£84,000.42	£217,334.42

Neighbourhood Plan



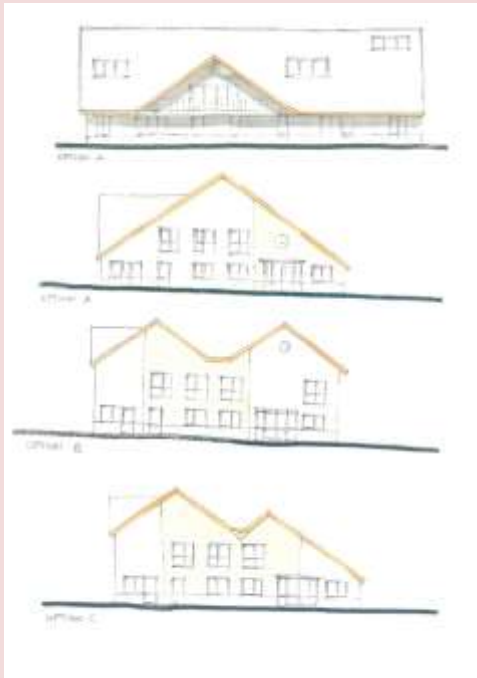

Timing-wise, we are currently running three parallel activities:



- Cleaning up the core draft plan so it tells our story, complies with what we must, and supports our key planning objectives.
- Undertaking a parish-wide mini-consultation on seven “preference” questions; that survey is scheduled to end on 22nd and should, within a few days, inform a few minor revisions to the draft plan.
- Undertaking (by AECOM) a Housing Needs Assessment which may lead to some revisions of the draft plan towards the end of October.

All this is geared to a re-run Regulation 14 consultation either just before (implying 4th November to 15th December) or just after the Christmas period so time is precious.

We reviewed the feasibility and sensibility of the Reg14 timing at the weekend, and

Village Hall

<p>We tried to get planning permission for this 1,344m² gross area integrated multi-purpose Village Hall & Nursery</p>	<p>Permission was eventually refused. Reasons were:</p>	<p>After review with SCDC and Highways, we are now working on three pre-app reports:</p>
	<p>A Mass and scale of the building in the open countryside – despite all those housing approvals which make both the improved hall and nursery more necessary.</p>	<p>1 We are working to scale down the building, even after separating out the Nursery.</p> 
<p>And discussed some alternatives to reduce mass and scale and increase roof pitch</p> 		<p>This stand-alone Village Hall design would have:</p> <ul style="list-style-type: none"> • 1st Floor 426m² • Gd Floor 608 m² (as before) <p>But we want to shrink it a little to bring overall size below 1,000 m² gross area and increase the roof pitch without increasing overall height. These measures should make permission easier, and reduce costs without seriously affecting the functionality or revenue potential.</p>
<p>And may have ended up with this one:</p>		 <p>2 A separate Nursery, extendable from this basic 50-place design. Essential for Cottenham but could it be built somewhere else within the village?</p>

	<p>B Concerns about pedestrian safety on access road if traffic increases, especially at primary school drop-off and pick-up times.</p>	<p>3 We have met the County Highways team and can improve safety now we have removed the hedge and plan to install a mid-point speed table and proper pavement.</p>
	<p>C Concerns about drainage arrangements, which were resolved by repeating the tests.</p>	 <p>There will be some conditions.</p> <ul style="list-style-type: none"> • No additional parking spaces • Better control of access during school drop-off and pick-up times • Better event management to avoid overloading the car park
		<p>This one is resolved.</p>

17L/119. 2017/18 budget

CALF Projects for 17-18		Spent (approx.)	Expected (approx.)
	£30,000		
Medical/Day Centre feasibility study			
Drainage of 3rd Field		£600	
BGW LEAP			
Tenison Manor Tree Belt - phase 2		£4,000	£2,000
Skateboard extension & Floodlighting			
Minor Sports Improvements			
Replacement LED Floodlights for training area			
Mobile goalposts		£2,500	
Minor improvements (Village sign/War Memorial/Notice Boards/Bins)		£900	
WARG Field		£500	
Footpaths around the village			
Play Area maintenance		£6,000	

17L/120. 2018/19 budget

CALF Projects for 17-18		Spent (approx.)	Expected (approx.)	2018/9?
	£30,000			
Medical/Day Centre feasibility study				
Drainage of 3rd Field		£600		???
BGW LEAP				
Tenison Manor Tree Belt - phase 2		£4,000	£2,000	
Skateboard extension & Floodlighting				
Minor Sports Improvements				
Replacement LED Floodlights for training area				
Mobile goalposts		£2,500		
Minor improvements (Village sign/War Memorial/Notice Boards/Bins)		£900		
WARG Field		£500		
Footpaths around the village				
Play Area maintenance		£6,000		
???				

Grounds	£40,000			£44,000?
General Groundswork				£38,000
Restorative drainage (Shockwave etc)				£3,000
Tenison Manor ditch / pond (from Persimmon)				£5,000
Trees				£3,000

Hall				????
Cleaning & Maintenance				£0
Materials				£0

YOUTH PROVISION				
	£12,000		£14,000	???

Pavilion				£10,000?
Staff				£5,000
Materials / Utilities				£5,000

OTHER				£3,000?
Xmas concert costs	£1,000			£1,000
Cottenham Festival costs				£2,000
Remembrance wreath	£35			£50
	£1,035			

Council projects (funded from reserves)		2017/8 H1	2017/8 H2	2018/9
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Pavilion path		£10,000	£3,000	
Land			£15,000	
Hall (pre-apps)		£3,000	£8,000	
Hall (outline designs)			£15,000	
Nursery (outline design)			£5,000	
Car Park / Access Road			£75,000	
MUGA				
Hall			£140,000?	£1,000,000?
Nursery			£40,000?	£400,000?

17L/121. Babysitting course

Following the success of the babysitting course (being run from September at CVC) there was a considerable waiting list. As a result we've been asked whether we would consider funding a second course which would run from January 2018. The cost is £1k.

17L/122. Village Green water source

Following the recent visit from Lawsons Circus there were issues concerning the water supply whereby Cambridge Water came out twice in relation to the illegal use of a standpipe.

17L/123. Noticeboards

The noticeboards on the Pond and Village Green are in need of refurbishment, both to the frame and board itself. It has been established via Mike Mason that both boards belong to the Parish Council.

17L/124. Memorial bench

We have been approached by a family who would like to put up a Memorial bench, in memory of a family member who lost their battle with cancer. The site they have in mind is near Aldreth High Bridge, on land which is in the parish of Cottenham, as this is a place they regularly walked to. The site they would like to place the bench is currently over grown and would need tidying up first, the site is set back about 2 meters from the main foot path and they believe the bench would be regularly used. They would supply the bench and carry out all the ground works as they farm the land around the site and have access and equipment to do the work.

17L/125. War Memorial

The war memorial has suffered some damage to the paving slabs around the bottom in addition to the appearance of a 3ft hairline crack on one of the faces. Hibbitt Masonary, who have done repair work previously, have been asked to inspect. There may be the possibility of obtaining a grant from the War Memorials Trust for any works.