

## **COMMUNITY & LEISURE FACILITIES COMMITTEE**

### **AGENDA REPORTS PACK – OCTOBER 2018**

## Item 18L/118 – Minutes



### DRAFT Community and Leisure Facilities Committee Meeting Minutes

held in the Village Hall on Tuesday 17<sup>th</sup> July 2018 at 7.30pm

**Present:** Cllrs Morris (Chair), Gledhill, Mudd and Young, Andy Ward (S&SC), Alan Raven (Cricket), Karl Miles (Colts) and Asst Clerk.

**In attendance:** 11 members of public

**18L/086. Chairman's Introduction and Apologies** – Apologies accepted from Cllr Wilson (Holiday) and Clerk (Sick)

**18L/087. Public participation** – Standing Orders suspended at 7.31pm, 2 members of public attended to endorse item 18L/093 Cricket Nets; current nets at CVC not fit for purpose, looking to relocate, desirable to have cricket facilities all on one site. Standing Orders reinstated at 7.32pm.

**18L/088. To accept Declarations of Interest and Dispensations** – None declared. Ian Stuchbury (CUFC) arrived at 7.33pm.

**18L/089. Minutes** – Resolution that the minutes of the Committee meeting held on the 19<sup>th</sup> June 2018 be signed as a correct record. **RESOLVED.**

#### **18L/090. Reports**

- **Clerk** – Cllr Young queried toilet vandalism at the Rec, how can we make it more robust. Spend v demolition costs to be checked. Andrew King (Groundsman) arrived at 7.36pm. Clerk to chase FECA re defibrillator grant application.
- **Health & Safety report** – tallies with ROSPA Report 18L/096.
- **Major developments** – Cllr Morris outlined; Bellway – ongoing issues referred to SCDC, Persimmon – reserved matters on CPC Planning Agenda 19<sup>th</sup> July, Gladman – no changes, CCC – meeting with This Land being set up in an attempt to mitigate harm to our sports provision etc. 1 member of public arrived at 7.39pm. SCDC not keen on building near to Les King Woods. Some land between the allotments and Ramphill Farm might be secured for sports provision.
- **Neighbourhood Plan** – Cllr Morris invited attendees to view NP on display at the meeting, in the library or the Village Hall on Saturday and to comment online. Consultation ends 7<sup>th</sup> August.
- **Village Hall & Nursery update** – planning applications sent to SCDC on 13<sup>th</sup> July. Once plans have been validated, a decision would be due in approx. 8 weeks. Next phases will be technical design, borrowing sought and works put out to tender. In theory, work could commence in January 2019 with a 12 month build. Existing hirer's arrangements to be discussed when/if planning approval comes through.
- **Youth Provision** – Cllr Gledhill to report at next meeting.

**18L/094. Cottenham Cup (Brought forward)** – Chris Richards has reluctantly called the event off in view of safety risks owing to extreme weather conditions.

**18L/093. Cricket nets (Brought forward)** – Alan Raven outlined; nets at CVC are no longer fit for purpose. New ones needed, preferably near cricket pitch and pavilion and could be used for pre-match warmups, coaching and training. Better facilities could attract more players and provide an opportunity for rental income from other users. Nets would be positioned behind the pavilion, adjacent to the allotments; from the edge of the tennis courts to the start of the bund. Finished surface would mostly be artificial grassing. Access would be via a coded locked gate. Mr Raven has sourced 3 quotes – the cheapest quote offers the best design, higher quality netting and all works needed, including ground prep. Mr Raven has visited another site installed by the same company and was satisfied with the quality of workmanship. NB: Other

quotes were £2-3,000 higher and required the Cricket Club to carry out some of the work. Concerns raised regarding ownership, purchase (CPC or Cricket Club), use of charity land, security, and loss of mobile goals storage. **Standing Orders suspended at 7.55pm.** Cllr Morris asked opinions of members of public in attendance - generally seen as a positive addition, not encroaching on any existing usage, historically tennis club had hoped to use the location but this use is no longer possible due to underground storage tanks and utilities, the facility would be narrower than tennis courts and nearer to allotment fence than pavilion. **Standing Orders reinstated at 8.00pm.** Cllr Morris agreed that in principle it was a good idea and agreed to help look at how the project might be progressed with the Parish Council whose approval will be required to proceed. Any grant applications will need to be supported by usage details; numbers of players, teams, training sessions, coaching sessions and matches played.

**18L/091. Football pitches** – consider applying to Football Foundation for partial grant-funding of an all-weather floodlit football pitch at the Recreation Ground. Cllr Morris outlined; challenge is that we do not have enough space to accommodate all the village’s sporting needs. One improvement could be to provide an all-weather 3G pitch and Multi Use Games Area (MUGA), with the front field being the best position due to the proximity to changing rooms, village hall (viewing balcony) and less likely to raise planning objections to the floodlights. A MUGA is easier to maintain than grass pitches – normally 8-10 years wear, and there would be fewer match cancellations. There are unanswered questions - Would Cottenham benefit from this and would it be sufficiently used, is there a demand for such services? – Evidence of likely usage above 43 sessions per week will be needed to support any grant applications and/or loans. Concerns were raised by CUFC and Colts regarding loss of pitches and training areas, spectator provision, security, access to all. **Standing Orders suspended at 8.10pm.** Cllr Morris showed diagrams of possible layouts and asked opinions from members of public in attendance; CPC applauded for considering project, however, football clubs have concerns, claiming that field 1 has the best playing surface, field 2 regularly has games cancelled due to weather, field 3 unplayable. Other sports facilities have concrete paving to 3G pitch. Cambs FA are understood to be looking at creating a football hub – probably at Northstowe. CPC is looking for additional land for sports use. 1 member of public arrived at 8.20pm. Has field 2 been considered as a location? Yes, but thought to cost approx. £100k to move cricket – which has already been moved from 1<sup>st</sup> to 2<sup>nd</sup> field. Would it be available for tennis? Yes. LTA will only contribute if court is for exclusive tennis use. Tennis Club would like 4 all-weather courts. Is refurbishment of current courts (2) a possibility, with 2 courts on MUGA? Concerns raised as to whether we would be taking business away from CVC. Netball also crying out for courts as CVC’s are unsuitable. 3G pitch would cost in the region of £700K, a MUGA around £500k – criteria to be investigated regarding grant applications, use of charity land, use of developer funding etc. Questions were asked regarding vehicle access; unsure at this stage; pending CCC’s planning permission. Assertion that housing demands override sport provision; if we were offered a land swap (for part of the 3<sup>rd</sup> Field) the land would need to be up to Sport England’s specifications. Working party will be needed to investigate possibilities and develop a plan for Council consideration. S106 monies might be used towards the costs, but none of this will be available until 50% of homes on a site have been constructed and this would need a council decision. **Standing Orders reinstated at 8.30 pm.** Resolution to form a Working Party to investigate the feasibility of upgrading the first field to an all-weather floodlit facility including both a 3G football pitch and a 3-court MUGA as a basis of an application to the Football Foundation and others for partial grant funding. **RESOLVED.** Working Party to consist of Cllrs Gledhill and Morris, Andy Durman, Ian Stuchbury, Chris Richards and a Colts representative, probably Karl Miles. Cllr Morris to arrange September meeting, with a view to report back to Full Council Meeting in October.

**18L/092. Football pitch requirements for 2018/19 season** – consider requested pitch provision (teams, matches and training sessions in reports pack) for Colts. **Standing Orders suspended at 8.32pm.** CUFC queried as to why the Cottenham Cup had been cancelled, why can’t 3<sup>rd</sup> field be used? Due to unprecedented weather conditions, the ground is too hard and grass would get ripped up. The conditions have affected other parishes too, it’s not just a Cottenham problem.

Queries about seniors and Colts pre-season games. Resident believed 2<sup>nd</sup> field was playable. 2<sup>nd</sup> field is marked up for cricket use and football pitch would encroach. 3<sup>rd</sup> field is unlevel and if used now would become damaged and thus unplayable when football season starts. We need considerable rainfall to bring pitches back to a safe playable condition. Colts helpfully offered to move their training to CVC. **Standing Orders reinstated at 8.43pm**. Pitch marking for 2018/9 season confirmed as: 3<sup>rd</sup> field - 1 x 11v11, 1 x 9v9, 2 x 7v7, 2<sup>nd</sup> field - 1 x 11v11, 2 x ML, 1<sup>st</sup> field - 1 x 11v11 plus some possible parking space (whilst dry). Colts can play 11v11 on Saturday for the time being, review situation in September and then again later in year based on condition of 3<sup>rd</sup> field. 9 members of public left at 8.50pm.

- 18L/095. Lambs Lane bus shelter** – Resolution to accept quote from Bridgeman Maintenance for the demolition of brick shelter at a cost of up to £460. **RESOLVED**. Resolution to accept quote from Shelterstore for a Halton Anti-Vandal Bus Shelter at a cost of £2,450, including delivery and installation. **RESOLVED**. Asst Clerk to double check base measurements.
- 18L/096. RoSPA reports** – Resolution to remove cradle seat due to sharp edges as highlighted on RoSPA report. **RESOLVED**. Groundsman to action. To be reviewed after Nursery Application is approved. Groundsman has tightened Carousel.
- 18L/097. Zipwire repairs** – Resolution to accept quote for repairs to zipwire on Rec Ground at a cost of £1,033.33 + VAT. **RESOLVED**.
- 18L/098. Cottenham Feast** – Resolution to grant permission for use of the Village Green for Feast on 14<sup>th</sup> October subject to provision of free stall for Parish Council use **RESOLVED**
- 18L/099. Matters for consideration at the next meeting** – Football Pitches
- 18L/100. Date of next meeting** – 18<sup>th</sup> September 2018
- 18L/101. Close of Meeting** – 9.10pm

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

## Item 18L/119 - Reports

### Clerk

#### Recreation ground

- The FA sign has been damaged.
- Shockwave works have been ordered for 2x pitches on second field plus training area. Date TBC.
- **Outside toilet has been vandalised again. Nick awaiting parts.**

#### Village Hall

- **Kids Club have received reminder regarding proper locking up/switching lights off etc.**

#### Misc admin

- Les King Wood – Tree guards still require removal. Chased County Farms 7/8/18.
- Post box on Twentypence Road has been missing since approx. March/April 2017. Now appears that box will be reinstated but a small distance from the original location (due to health & safety issues). The relevant scans/checks have taken place and Royal Mail are now waiting for the box from the manufacturer. Unable to say how long this will take.
- Working with Ladybirds re. applying for SCDC energy grant towards roof insulation. Waiting for quotes from Ladybirds before we take forward. NB: Community Energy grant scheme has been temporarily closed to allow members to review the eligibility criteria.
- New public footpath from Broad Lane to Les King Wood – County Farms confirmed 20/8 that the path is physically available to use. The legal order to formally create the bridleway has now been sealed by the county solicitor and the next stage will be for a small advertisement to be placed in the Cambridge News. A press release is now with the press team for release.
- Weed issue on The Pound – **contractor due to undertake second round of treatment on 17<sup>th</sup> Oct.**
- BGW – Groundsman is scheduled to start work on clearing the tree/hedge line date TBC.
- Couple of bird boxes down in the Moat. Groundsman to reinstate.
- **Defib equipment has arrived. Currently have issues with electricity supply which Cllr Morris is following up.**
- **Clerk & Cllr Morris met with CPS Governors Health & Safety Committee. They originally contacted us in January following issues at the 2017 fireworks. Issue was discussed at CALF however Governors didn't respond to request to meet. Initially they required some/all of the skatepark to be cordoned off and were going to check with Kimbolton Fireworks; we provided maps of the Rec/CPS playing fields with a view to item being discussed by CALF. Have since been informed that matter doesn't need discussion at CPC level. RFO has checked with insurance company and they are of the opinion that as it is not our event we would not be liable for any insurance claims re injury that occur on our land. They did say that if we did decide to get any fencing that the fencing would be covered under our existing cover with no extra charge but that the expectation going forward (from the school) would be that we would have to erect fencing every year.**

## Health & Safety report

### Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection 30<sup>th</sup> August 2018

Person/s carrying out Inspection:

Cllr David Mudd

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: Cllr David Mudd

Councillors Signatures:.....

**Dated: Friday 30<sup>th</sup> August 2018  
Next Inspection on Wednesday 26<sup>th</sup> September 2018**

# Playground Inspection Action Report

# Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: Thursday 30<sup>th</sup> August 2018

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

The following items that require attention are shown below

Swing – Inclusive – Surface with hard or sharp projections. Tree root to be removed as coming through the surface. Seat removed. On Next CALF agenda.

Swing – Group – Supporting components to be dismantled and inspected according to manufacturer's instructions. Manufacturer to be involved. RoSPA request. To be done.

Carousel – Rotator – Pole – Tighten / replace bolts as they are loose. Done

Cableway – repairs needed; quotes in hand. Timber supports need restraining. Done

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date: 30<sup>th</sup> August 2018

Tony Nicholas.....Date 30<sup>th</sup> August 2018

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!

# Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 26<sup>th</sup> September 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
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Tidy

### Equipment in Toddler Area

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- ⤴ 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.**

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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:.....

.....

**Dated: Wednesday 26<sup>th</sup> September 2018  
Next Inspection on Wednesday 31<sup>st</sup> October 2018**

## Major developments

Bellway continues, with considerable disruption, to construct their 50 homes off Oakington Road. SDC is setting up a liaison group including the builder.

Neither Gladman nor Persimmon have yet received full planning permission for their developments, although Persimmon are making significant progress towards that.

We expect This Land (the CCC developer) to bring an outline “for discussion” proposal to CPC in October. The “Future First Field” discussion has been postponed into November to allow consideration of This Land proposals.

## Village Hall & Nursery

An Extra Ordinary Meeting of the Parish Council has been called for Wednesday 17<sup>th</sup> October with four provisional resolutions:

- a) Consider investing up to £150K from reserves to prepare competitive tender documentation for the upgraded Car Park, replacement Village Hall and Nursery.
- b) Consider investing up to £60K from reserves on competitively-tendered preparatory groundworks related to the improved access road and car park.
- c) Consider applying to MHCLG for borrowing powers to support loans, repayable from reserves and within the nominal £1/week precept on a Band D equivalent home over no more than 25 years, to complete the Car Park, Village Hall and Nursery projects.
- d) Consider negotiating appropriate transition contracts with users of the current Village Hall.

If these are approved, attention will be given to the revised location of the pitches on the First Field.

## Youth

### Termly report – April to July 2018

#### Numbers

There have been 9 visits by the bus during the term and we have seen 56 young people

Age	11	12	13	14	15	16	17	18	19
Number Male		1	8	9	8	3	1	1	
Number Female			9	3	5	3	2	2	1

Session	1	2	3	4	5	6	7	8	9	10	11	12	13	
Attendance	23	17	16	-	26	21	Half term	21	-	-	17	19	24	-

Quizzes were held on pets, St George, asthma, sun awareness, the royal wedding, oceans and the Armed forces

Crafts and other activities available on the bus this term included bingo, fantasy film art, shrinkies, badge making, alphabet beads, jewellery making, painting royal wedding plates and making leather bookmarks

#### General

Week 1 19<sup>th</sup> April

Very hot so most just trying to stay cool. Played on games consoles and internet. Conversations about holidays, school trips, European cities, Germany and Jews, apprenticeships, social media, making new friends, relationships, fairground rides and support at college

Week 2 26<sup>th</sup> April

Had to park in lay-by due to football. The fair was on the green tonight, so some of the young people going between there and the bus. Enjoyed games consoles and chatting. Conversations about school trip, holiday, liking writing, English, jobs, counselling, problems with mum and social worker

Week 3 3<sup>rd</sup> May

Had to use layby due to voting. Good public presence with a few dropping in to see what we were doing. Conversations about home life, school, giving up weed, how to give up smoking, dog's death, passing Maths GCSE, energy drinks and mother's eating disorder.

Week 4 10<sup>th</sup> May

Cancelled due to bus fault

Week 5 17<sup>th</sup> May

Good busy session. Enjoying sitting and chatting and doing alcohol dilemma cards. Also user surveys completed. Conversations about alcohol, safety of jumping in rivers, computer games, body shapes, sexual behaviour, jobs, social workers, smoking (supply from 18 year old), enjoying Centre School, counselling at school, depression symptoms and CRC.

Week 6 24<sup>th</sup> May

Enjoyed games consoles, music and chatting. Conversations about counselling at school and difficulties, being in isolation, family issues and eating problem

### Half term

Week 7 7<sup>th</sup> June

Mostly outside in good weather but some stayed on the bus for computer use. Conversations about school, internet safety, riding, work, money and drinking.

Completed Substance Misuse Advice survey on behalf of CASUS.

Week 8 14<sup>th</sup> June

Cancelled as bus was in the workshop.

Week 9 21<sup>st</sup> June

Cancelled due to staff shortage

Week 10 28<sup>th</sup> June

Warm evening again with football on TV. Smelt cannabis as some arrived but said had nothing on them. Conversations about personal issues, possible safeguarding situation at school, appropriate clothing, sexual health, use of alcohol/drugs, football, prom, wedding, modelling, completing GCSEs and next steps

Week 11 5<sup>th</sup> July

Lots of conversations and catch ups. Discussed British forces, incident at school and exclusions, football and nationality. One-to-ones about counselling and step-dads. There was a visit from some travellers and their father who was very impressed.

Week 12 12<sup>th</sup> July

New young people from Smithy Fen, stayed for a while and enjoyed facilities. Lots of one-to-ones about counselling, family issues, work experience, depression etc

Week 13 19<sup>th</sup> July

Cancelled in advance as school event would restrict bus access.

### Summer Report:

There were 5 of the planned 6 visits to Cottenham during the school summer holidays and a total of 36 young people attended.

Session	1	2	3	4	5	6
Attendance	Canc	9	17	17	15	15

Age	11	12	13	14	15	16	17	18
Number Male		4	2	7	6	4		
Number Female		7	1	3	1	1		1

## Activities

Craft activities available on the bus included Hama beads, scratch art, alphabet bracelets and bingo. Quiz topics included European countries, famous logos, insects and well known sayings.

25 July – cancelled due to mechanical failure, text sent to young people

01 August – Good chilled session enjoying chatting after a couple of weeks cancelled. Conversations about alcohol dilemmas, football and family issues. One-to-one from previous weeks has resulted in young person talking to parent about possible depression with positive results.

08 Aug – Lots of chatting and doing quiz. Conversations about GCSEs, plumbing course, cars, mechanics, anger management, depression support and carers group. One-to-one about operation coming up.

15 Aug – Lots of conversations about subject choices, relationships, friend sleeping with over 16 year old, family, school and changes in interests.

22 Aug – Nice evening mainly playing football outside. Conversations about football, holidays, summer plans, friendships, relationships and one-to-one about approach by an older man that had happened earlier in the week.

29 Aug – Chilled evening enjoying chatting and outside fun. Conversations about family funeral and carrying the coffin, family illness, school, uniform changes, photoshoot and annoyance over being picked up by mother.

## Cricket nets

SCDC has confirmed they need a formal planning application. This will be submitted this week.

## WW1 Armistice Centenary

The Parish Council is supporting a number of activities to be held on 11<sup>th</sup> November this year. Activities include a “piper at dawn”, the usual Remembrance Parade and service at the War Memorial, dedication of an Oak Tree and decorative screen on the Green “lest we forget”, coffee/tea and scone/cup-cake in the Community Centre, a concert and community singing on the Village Green prior to the lighting of our Beacon, sounding of the Last Post and a peal of bells from All Saints’ Church. Cottenham Newsletter and the event poster have all the details.

“There But Not There” clear silhouettes are appearing in indoor locations around the village alongside the event poster. These are likely to get Press coverage.

## 18L/121. Curry Palace party

As most will know, the Curry Palace won the overall prize as best South Asian Restaurant in the Asian Restaurant & Takeaway Awards following nomination by over 700 customers and creation of a special curry dish.

The owner, Mr Miah, wants to thank his customers for their support by holding a party in Cottenham for around 300 guests. In the absence of our new Village Hall, finding a suitable venue was impossible, especially for 29<sup>th</sup> October.

We have offered to hire a combination of our current Village Hall with a large marquee alongside – avoiding the likely football pitch location- with the Sports Pavilion providing changing facilities and additional toilets. Although we have standard contracts for hiring out the Village Hall, the Recreation Ground and the Pavilion separately, we have not considered all the implication of a simultaneous booking of all three.

What legal, safety or security aspects do we need to consider?