

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – APRIL 2015

Item 15L/041

COTTENHAM PARISH COUNCIL

Community and Leisure Facilities Committee Minutes

Held in the Village Hall on Tuesday 17th March 2015 at 7.30pm

Present: Cllrs Morris (Chair), Berenger, Young and Terry Keeble, Alan Raven, Andy Ward

- 15L/038. Chairman's Introduction and Apologies** – apologies accepted from Cllrs Collier (personal), Leeks (personal), Mudd (sick) and Richards (holiday)
- 15L/039. Public participation – Standing Orders to be suspended** – no public present.
- 15L/040. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting. None received.
- 15L/041. Minutes** - Resolution that the minutes of the Committee meeting held on the 17th February 2015 be signed as a correct record. **RESOLVED.**
- 15L/042. Reports**
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Request received from Rev Coffee asking permission to put a banner on the village green. This is a non-profit event so permission granted. Cllr Young asked for an update on the situation regarding the rugby club. Rascals requests have been agreed but Renegades are on hold until both the changing rooms and drainage has been sorted.
 - **Playground safety** – report circulated prior to the meeting
- 15L/043. New skatepark** – To receive an update on the project – Cllrs Berenger outlined. The UKPN cheque has been sent and work will start in the next 4-6 weeks. The cable will be laid in a trench dug by Wheelscape, who have given a provisional start date of mid-April. £22.5k is on the way from WREN (50% of the grant). Clerk to contact Bar Hill PC again to see if still interested in purchasing the old equipment. Cllr Berenger has spoken to the users re. setting up a wheeled sports club and this is in hand. We need to consider an opening ceremony and Wheelscape may be able to assist with this.
- 15L/044. Changing rooms** – To receive an update on the project – Cllrs Morris outlined. There have been a few ongoing logistical matters relating to the LPG tank. We are talking to Durman Stearn regarding the road finishing which is currently quite rough. Getting a quote for tarmac and considering a few additional car parking spaces. Emergency vehicle access via the site has been sorted for the sports clubs. We've received our first invoice. Have already received £36k from SCDC with further grant monies on the way. Terry highlighted that there are some issues with site security (building blocks have been thrown onto the pitches). Need to monitor this.
- 15L/045. Green waste at the Rec** – To consider how best to dispose of grass cuttings/clippings – Clerk outlined. Cllr Berenger suggested installing a compost bin and it was proposed that it was located on the allotments. Clerk to ask Cllr Mudd to speak to allotment holders.
- 15L/046. Village Hall working party** – To receive an update on plans to date – Cllrs Berenger outlined. Cllr Morris has come up with a potential revenue model. There may be some grants available for renewables. The plans need to be put to full Council and floated to the village + a business plan needs to be produced. Possibly look at a village DIY SOS and get local tradesmen involved with the project. The working party will meet before the next full Council meeting to get more specific ideas together – comments welcome.
- 15L/047. CALF projects 2015/16** – To consider specific projects under the CALF budget for 2015/16 – Cllr Morris outlined. Gym equipment – Tenison Manor suggested as an alternative location for a 'pocket park'. Would bring the equipment to residents rather than the other way round + the residential location could reduce vandalism. Need to compile shopping list of items. Bike trail – Morgan Sindall have already suggested painting lines on the new changing room access road. Would need to consider safety aspects. Andy pointed out that the existing road towards the bowls club is already used informally in this manner. Agreed that it would need adequate signage to warn of learner cyclists + a gate. Circular walk – Clerk liaising with Rambling Club re. grant. It was suggested that we

change the current policy of no dogs on the rec. Already get a lot on leads during football games. Would need to provide dog bins. Add to full Council agenda. Skatepark access road – consider a purpose built path and there is some S106 money that we could use for this project. 3rd field drainage – pursue after speaking to the Renegades.

15L/048. WARG Field – To consider use of S106 monies for the enhancement of the field - Cllr Morris outlined. It has already been agreed to keep the field for wildlife use, therefore requiring minimal maintenance. The field is very wet so may only be moderately used; this is a concern vs the amount needed to be spent on fencing etc. Cllr Berenger suggested hedging as an alternative which would also be more conducive to wildlife. Clerk to investigate hedge grants.

15L/049. Matters for consideration at the next meeting – defibrillator (Andy Ward)

15L/050. Dates of next meetings – 16th April 2015

15L/051. Close of Meeting – 8.32pm.

Signed _____ (Chair) Date _____

Item 15L/042 - CLERKS REPORT – April 2015

- **Village Hall**

- Lockable cabinet for the cleaning products is being supplied by Graham Beckford. This will be situated in the alarm cupboard.
- New door mats have been installed.

Recreation ground

- Woodwork around the aerial runway has been removed. Quotes obtained for banking, installing safety matting and seeding/turfing.
- 2 x Cradle swing seats have been installed.
- New signs for 'no dogs/bbqs/camping' to be installed.
- RoSPA have been in touch re. carrying out the annual inspection sometime in April. Skatepark inspection has been cancelled for this year.
- Cllr Richards has been assisting electrician re. repairing floodlights. Cherry picker hired to investigate.
- It has been agreed that for the Colts football tournament on 24th May that parking will be on the first field. They have agreed to pay for the verti-draining of the field after the event at a cost of up to £250 + VAT. The event itself will be held on the third field.
- It has been agreed with the Renegades that all training will be moved to the lit area behind the existing training pitches. This is to allow the grass time to recover. From April onwards it should be light enough for them to use the third field for training purposes.
- Ladybirds gate has broken. Cllr Richards to repair.
- Emergency vehicle access plans have been agreed with Durman Stearn and this has been communicated to the sports clubs.
- Lorry access plans for the skatepark build have been communicated to all rec ground users.
- There have been parking issues relating to vehicles parked close to the entrance of the car park which have impeded lorry access. Bollards have been used but these either get moved or disappear. More permanent solution required. NB: this issue will hopefully be rectified for the duration of the skatepark build.
- Flying of model aircraft to be permitted on the 3rd field following agreement at the full Council meeting on 6th April. Agreement/regulations to be drawn up. Need to amend signage.

Misc admin

- Residents have requested a dog bin for Lyles Road (end of private road linking to Lambs Lane) following dog walkers bagging but then throwing the bags in residents hedges. The dog bin on Coolidge Gardens is still missing and SCDC have been contacted accordingly. Still waiting response and SCDC Cllr Harford is following up for us.
- Waiting to hear from Rob Mungovan at SCDC re. suitability of bushes/trees for WARG field. SCDC Lynda Harford is following this up for us. The Woodland Trust can provide free tree planting packs and they may have something to meet our needs. Need to apply by 3rd Sept.
- The SCDC Community Chest Grant fund is now open. Applications are awarded up to £1500. The pot of money isn't huge so it is recommended to get applications in quickly.
- Work on the village sign is progressing. 8 hours work to date on just 3 of the pictures with the worst one still to go. Waiting decision from the WI as to what they want doing with the original.

Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 25 March 2015

Location

Attention Required

Skateboard Park

Railings:

Now that all have been removed it leaves the posts in situ. The posts pose a likely hazard inasmuch as a small child could catch their face on one of any of the posts.

Posts have been taped up.

Driveway with Grind Rail*

Rivet damage/loose/missing. Five rivets missing
Repair as necessary.

The grind rail end should be flush with the surface.

Flat Ramp/Platform Bank

The barrier does not meet 1200mm high within 200mm from the front of the barrier.

Quarter Pipe

As above findings for this unit.

Note: Both of the above relates to the manufacturers construction and installation of unit.

Surface

Some burn damage to the tarmac. Monitor area.

NOTE: In the coming weeks the area units may well be removed as work commences on new Skate Park facilities. However, children may well still be using the units: therefore safety check is still relevant until units are removed.

Main Play Area

Multiplay – Himalayan Uniplay

Skirting board removed to avoid trip. Ground surround levelled with top soil and seeded.

Aerial Runway

Skirting board wooden edging removed to avoid trips.

Note: This has been reported and referred to the relevant Committee for action.

Benches

Cracks in wooded seating and some graffiti drawn on table top. (black spray paint tag) Efforts made to remove same from bench.

Swing: 1 bay 2 seat (old)

Rubber edging splitting at edges on seating. **Advise** replacement of the two swings. **Advice taken and is being actioned after report sent to the relevant Committee.**

San Hose Playhouse

Entrance area in need of ground levelling.

Depression retaining water and making unit unsuitable

for children's activity. Filling in might solve the problem.

Gate Entrance to Play Area

Entrance facing the Main Area. This would benefit from filling in to avoid water retention and making it difficult for young children to enter without problems associated with water and mud.

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date 25 March 2015

Tony Nicholas.....Date 25 March 2015

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 above 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
Person/s carrying out Inspection:

Date of Inspection: 25th March 2015
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

- ⤴ Quarter pipe/Platform
- ⤴ Flat Ramp/Platform Bank
- ⤴ Grind Rail
- ⤴ Grind Box Step up
- ⤴ Driveway with Grind rail
- ⤴ Fencing
- ⤴ Gate

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 Boat
- ⤴ Trim Trail (New)
- ⤴ General Condition of Area

Tidy

NOTE: Replacement of bark may be necessary on some units. Groundsman usually identifies and takes the necessary course of action to replace same.

Equipment in Toddler Area

- ⤴ San Hose Playhouse
- ⤴ Multiplay – Toddler (new)
- ⤴ Two Cradle Swing
- ⤴ Swing - Toddler -1 Bay 2 seat (new)

- ⤴ Swing - Toddler - Bay 2 Seat (old)
- ⤴ Play Train (New)
- ⤴ Stepping Posts - Rubber
- ⤴ Rocker Seesaw (New)
- ⤴ Rocker —Bike (New)
- ⤴ Rocker Snail
- ⤴ Fencing
- ⤴ 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:

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Dated: Wednesday 25th March 2015

Next Inspection on Wednesday 29th April 2015

Item 15L/043. New skatepark

- Wheelscape began work on 9th April
- Ground conditions seem to obviate need for track matting
- Final call put out for existing kit
- 50% of WREN grant claimed and paid; 90% of SCDC grant will now be claimed
- Early stages of excavation should be visible to spectators on 21st April
- Completion expected by 12th June

Item 15L/044. Changing rooms

- Phase 1 nearing completion by Durman Stearn (wind posts now clearly visible)
- C J Murfitt taking over the site post-Easter as Phase 2 begins
- Some overlapped working between two Contractors over next several weeks
- Some Phase 1 work deferred to minimise conflict with SkatePark construction
- First monthly cycle of grant claims made and paid; second cycle in hand
- UK Power Networks will be engaged to install mains power cable by CPC directly (approx. £4K)
- Reconciliation of on-site water-metering needed
- Options to finish off access road (turning circle, width/finish) being evaluated
- Significant progress on external walls should be visible to spectators on 21st April
- Shopping list of “19 room final fit” items / budget being prepared
 - Cupboards
 - Loose furniture
 - Blinds
 - Fire extinguishers / blankets
 - Cooker / dishwasher
 - Shelving
 - Coat hooks
 - Soap dispensers
 - Paper holders
 - Mirrors
 - Whiteboards
 - Notice boards
- On track for completion towards end of August

Item 15L/046. Cricket square

The current cricket square on the second field is very heavily/over used. It is now under increased strain because the junior sides are unable to use the smaller pitch on the first field. Need to consider how we take this forward.

Item 15L/046. Refreshments on the Rec

It has been suggested by residents that it would be nice to access to refreshments/snacks at the rec ground after school/during holidays. The kitchen is currently in use term time by Kids Only but during school holidays it is free on Tuesday afternoons (when the Day Centre has finished). The suggestion is that we trial having the hatch open on the afternoon of Tuesday 26th May during half term. Items available could consist of tea/coffee/cans + snacks including ‘ice pops’ which would prove popular in the warmer weather. Going forward the kitchen in the new changing room building could be available up to 5 afternoons a week during term time and daily during school holidays. We should investigate whether groups in the village would want to

run the facility on a rota basis and they would keep all/a proportion of the profits. It may be for the trial session that CPC runs it. The facility would also be weather dependent.

Item 15L/046. Cambridgeshire Community Fair

Cambridgeshire ACRE is hosting the **Cambridgeshire Community Fair** to be held on **Tuesday 2 June 2015**, from **3pm – 9pm** at the **Burgess Hall, St Ives**. The tagline for the event will be *'Helping communities to fund, build and do more'*.

The event will be run quite informally, with no pre-booking required by attendees, to make it as simple as possible for people just to turn up on the day and dip in and out of the various sessions. Topics covered will include writing funding bids, governance of community buildings and neighbourhood planning. NB: the event clashes with a full Council meeting but subject to sessions attended it may be possible to attend both events.

Item 15L/046. Outdoor gym equipment

Quotes being obtained based on 4 pieces of equipment: skier, leg press, 'space walker' and chest press. Quotes currently of £13,156 + VAT (Fenland Leisure) and £7985 + VAT (Fresh-Air Fitness). NB: we haven't decided on the final equipment items so these quotes are based on some of the more popular items seen in other parks.

Need to look at suitable locations on Tenison Manor and consult with residents. NB: planning permission may be required.

We have contacted by Amey Cespa who are offering grants of up to £50k which could be used for this equipment. Closing date for applications is 31st May 2015 with a decision date by 30th June 2015. Equipment must be installed before 31st October 2015.

Item 15L/046. Pedestrian gate

A suitable 2-way pedestrian gate has now been sourced to link up the rec ground with Les King Wood. This will be paid for by the Cambridge Rambling Society (cost £194 + VAT). We will need to arrange collection/delivery from the local supplier in Caxton. A quote of is being obtained for the installation.

Item 15L/046. WI 100th Anniversary tree

The WI have approached us re. planting of a tree to celebrate their 100th anniversary, preferably in a conspicuous place. They would prefer the tree to have blossom but they are willing to purchase one that the Parish Council thinks would be suitable for the right position.

Item 15L/046. Moat

Following 'removal' of the fence posts on the outside of the Moat stumps have been left in the ground which are causing issues when mowing. Quote of £144 inc VAT.

Item 15L/046. Baby clinic

The Longstanton branch of the South Cambs Health Visiting team have been using the Village Hall without the Parish Council knowing anything about it! It appears that there is a sub-let arrangement in place with Ladybirds, who invoice the clinic, which has not been agreed by CPC. The clinic use the hall for 1.5 hours on the first Wednesday of the month. This could unwittingly have led to a double booking of the hall. Clerk has spoken to the manager, Helen Greathead and the team would like to continue using the facilities indefinitely.

Going forward they may be interested in moving to the NCR's which would mean they could operate during the school holidays. Still need to speak to Ladybirds to find out what rate they are charging at.

Item 15L/046. Rubbish bins

We need to consider the purchase of up to 4 new rubbish bins to replace existing ones (i.e. Twentypence Road layby) and new locations (next to new Costcutter – a bin was in situ previously but was re-utilised in another location). Approx. cost £300 each.

Item 15L/046. Tenison Manor buffer zone

Currently residents are permanently parking on the grass area in front of the access gate to the buffer zone (which runs behind houses on Tenison Manor, Kingfisher Way and Woodlark Drive). This area has been used unofficially for a while without written permission or a resolution by the Council.

Item 15L/046. Rec ground pumping station

Aquarious Liquid Engineering has contacted us re. the latest routine service which is due. On the last visit, they reported that the guide rails are showing signs of corrosion and therefore need replacing. If they were to replace these at the same time as carrying out the inspection, this would save on extra labour/travel costs.

Therefore the cost to carry out the inspection, to supply and install the guide rails, including labour and travel would be £496.20 + VAT. We need to advise if we would like this work scheduled in or just require the service to be carried out.

Item 15L/045. Green waste at the Rec

Groundsman previously disposed of waste in an area that is now within the building compound. Need to find a new location or look into collection services. Additionally the bowls club have previously added their waste to ours so if we incur any charges going forward these would need to be passed on.

Item 15L/046. Defibrillator

Currently the equipment is located in the players tunnel. This means that access is limited to when the groundsman is around and the equipment isn't very visible. Need to consider re-located in a purpose designed box outside of the building. These boxes have an access code which could be made available to key user groups and for others by ringing an emergency number. Approx. cost £230-£450.