

**COTTENHAM PARISH COUNCIL**

**COMMUNITY & LEISURE FACILITIES COMMITTEE**

**AGENDA REPORTS PACK – DECEMBER 2014**

## Item 14L/113

### COTTENHAM PARISH COUNCIL

#### Community and Leisure Facilities Committee Minutes

Held in the Village Hall, Lambs Lane on Tuesday 18<sup>th</sup> November 2014 at 7.30pm

**Present:** Cllrs Mudd (Chair), Berenger, Heydon, Leeks, Morris, Richards, Alan Raven (Cricket), Terry Keeble (Colts), Andy Ward (S&SC) and Clerk

**In attendance:** 1 member of the public

- 14L/082. Chairman's Introduction and Apologies** – Cllr Mudd mentioned that tennis club have been in touch regarding new courts. Apologies accepted from Cllr Collier and Young.
- 14L/083. Public participation – Standing Orders to be suspended** – none present.
- 14L/084. 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.
- 14L/085. Minutes** – Resolution that the minutes (circulated) of the Committee meeting held on the 21<sup>st</sup> October be signed as a correct record. **RESOLVED.**
- 14L/086. Reports**
- **Clerk** – report circulated prior to the meeting. Complaint has been received from Rascals re. kitchen usage. Colts and Rascals to liaise going forward.
  - **Playground safety** – report circulated prior to the meeting. Clerk to contact Mike Overall regarding finger entrapment issue.
- 14L/087. Signs for Parish noticeboards & rec ground** – Resolution to obtain quotes for putting signs on the noticeboards + replacement of existing signage at the rec at a cost of £136.99 + VAT. **RESOLVED.**
- 14L/088. Deep clean of village hall** – Resolution to obtain quotes for getting the village hall deep cleaned at a cost of up to £350 + VAT. **RESOLVED.**
- 14L/089. Toddler swing seats** – Resolution to obtain quotes for 2 replacement toddler swing seats. **RESOLVED.**
- 14L/090. FEFF 2015** – Resolution to give permission for FECA to use the village green from 18<sup>th</sup>-22<sup>nd</sup> June 2015. **RESOLVED.** NB: need to see copy of public liability insurance.
- 14L/091. Recreation ground user agreements** – To consider formal user agreements – Item deferred.
- 14L/092. Village hall user agreements** – To consider amendments to current user agreements. Long term user agreements deferred. One-off agreements have been circulated. Need to add daytime hire with no bar facilities and look at insurance. Hirer to be responsible for cleaning and setting up/taking down.
- 14L/093. Village green hire agreements** – To consider amendments to current hire agreement. Item deferred. Agreements to come into force in April 2015. Need to add in a waiver for charities.
- 14L/094. Village hall cleaning contract** – To consider drawing up of formal contract – Cllrs Mudd has met with Nick West to find out what his role entails and it is considerably more than just cleaning. Need to separate the cleaning and maintenance roles. Suggestion that a basic heads of agreement is set up. Need to check insurance. Resolution that Cllrs Morris and Mudd have the delegated authority of CALF to set up a heads of agreement. **RESOLVED.**
- 14L/095. Changing rooms** – To receive an update on the project – Cllrs Morris gave an update. Now going through the process and getting detailed costs from the 2 lead contractors. Change to pumped sewerage rather than holding tanks which may push the price up. This will be offset against leaving the spoil on site. Cllr Mudd has spoken to the Football Foundation who has reassured that CPC won't lose the grant at this stage because we are so close to completion. CPC need permission from the funders before the contracts can be signed. 28 day payment terms have been agreed which will aid cashflow.

- 14L/096. 2015/16 budget** – To consider projects/items to be put forward to the Finance Committee for inclusion in the next budget – Cllr Mudd outlined. Expenses: proposal put to FLAC; looking for £65k capital with £5.5k maintenance. All of the project ideas have come from the Vision Plan or by residents/users etc. Village Hall costs will be ‘neutralised’ by the Beach Road S106 agreement. It should be possible to get grant for the skatepark path. Tree budget has already been reduced. Next FLAC meeting is 25<sup>th</sup> November. Intention is that precept should not go up as a result of the budget. Resolution that budget figures of £65k + £5.5k for 2015/16 are put forward to FLAC. **RESOLVED.** Income: Need to amend the Ladybird wording on the budget document to read ‘reimbursement’. Cllr Mudd ran through the suggested figures. Some discussion about sports income and whether it is reflected in the new facilities. Cllr Berenger left the meeting at 9.03pm. Need to recognise the improved facilities without breaking the clubs financially. Resolution that income of £30k net be put forward as 2015/16 budget to FLAC. **RESOLVED.**
- 14L/097. Hand dryers** – Resolution to purchase of 2 replacement hand dryers for the village hall at a cost of £79.99+VAT each. **RESOLVED.**
- 14L/098. Village hall front door + mat** – To consider obtaining quotes for a replacement door (2/3<sup>rd</sup> width + 1/3<sup>rd</sup> to enable better disabled access) and new front door mat for the village hall – Clerk outlined the current access problems for those with disabilities. Resolution to obtain quotes for a fully automatic door with push-button access and new door mats. **RESOLVED.**
- 14L/099. Dog bins** – Resolution to obtain quotes for 2 additional dog bins; locations to be decided. **RESOLVED.**
- 14L/100. Playground signage** – To consider obtaining quotes for playground safety signage – Cllr Mudd outlined that although there was currently disclaimer signage by the skatepark there was nothing on the main playground. Resolution to obtain quotes for playground safety signage. **RESOLVED.**
- 14L/101. Village noticeboards** – Resolution to obtain quotes for 2 village noticeboards. **RESOLVED.**
- 14L/102. Storage of cleaning products** – To consider improvements to current storage of cleaning products in the Village Hall – Cllr Mudd outlined issues around the alarm cupboard being left unlocked by users. The sports clubs don’t allow children into the kitchen on safety grounds and this suggestion will be rolled out to include all users going forward. Some existing cleaning materials to be removed from the cupboard. Clerk to monitor user adherence to safety over the next month and report back.
- 14L/103. Legionnaires Disease** – To consider follow-up of report into Legionnaires hazards – Resolution that Andy Ward will run checks every Sunday. **RESOLVED.** NB: need to purchase thermometer.
- 14L/104. Cycle event summer 2015** – To consider resident request to hold a cycle event around Cottenham. It was considered that more information was required about the traffic management. Item deferred.
- 14L/105. Security camera** – To consider giving permission for Bowls Club and A. King to install a security camera at the recreation ground – Cllr Mudd has spoken to the bowls club. They would need to install adequate signage. Resolution that CALF agrees in principal to installation of security cameras in the vicinity of the bowls club, subject to adequate signage. **RESOLVED.**
- 14L/106. Verti-draining** – To consider deep-tine aeration with sand at recreation ground at a cost of up to £1355+VAT per pitch. Terry mentioned that water from the adjacent farmland is running onto the rec ground and that possibly a ditch should be cut first. Approval would be needed by County Farms which could take some time. Item deferred. Resolution that CPC contact County Farms to speak about our drainage. **RESOLVED.**
- 14L/107. Matters for consideration at the next meeting – Removal of hedging between 2<sup>nd</sup>/3<sup>rd</sup> fields on rec.**
- 14L/108. Dates of next meetings** – TBC

14L/109. Close of Meeting – 10.20pm

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

## **Item 14L/114**

### **CLERKS REPORT – November 2014**

#### **Community & Leisure Facilities Committee**

##### **Village Hall**

- ABCO have now repaired the gutting on the village hall.
- Deep clean for kitchen was booked for mid-December but needs to be re-arranged due to staff illness.
- Waterproof digital thermometer has been ordered for the water testing.
- Replacement signs have been ordered.
- Quotes being obtained for new front door and mats.
- Users have been informed that no children are allowed in the kitchen and this is being adhered to.
- Aquarious Liquid Engineering have completed the annual pump inspection.

##### **Recreation ground**

- More of the retaining woodwork around the aerial pit has fallen off and quotes are being sourced.
- Quotes being chased for replacement toddler swing seats.
- Bowls club have nearly completed installation of security cameras.

##### **Misc admin**

- Waiting to see whether height issues with dog bins will be rectified as part of the SCDC programme being rolled out in September. Dog bin on Rampton Road by the allotments has been moved to alleviate the vision problems for drivers.
- Christmas - tree has been installed with the new fairy lights and the lights around the green. We have received a hugely positive response from residents to the tree this year. Meeting has taken place with a lighting technician in the village who will be floodlighting the trees in the vicinity of the concert. The carol sheets are being re-typed and made into a booklet format which will also make them easier to read. Ladybirds are providing a BBQ and The Chequers will provide mulled wine & mince pies.
- WISER Recycling – a collection has been arranged for Tuesday 6<sup>th</sup> January. Further advertising of this event will be arranged via website/Facebook/posters. This is a great opportunity to raise some money towards community projects so we need to promote heavily.
- Fen Reeves has been inspected and needs some maintenance. Groundsman has cleared 'rides' and strimmed around the pond area. Possible tree work needed in addition.
- Noticeboard signs have been ordered.

## Item 14L/114

# Playground Inspection Action Report

# Cottenham Parish Council

Site: Cottenham Recreation Ground  
Person/s carrying out Inspection:

Date of Inspections: 26 November 2014  
Cllrs David Mudd and Tony Nicholas

## Location

## Attention Required

### Skateboard Park

Gate Entrance\*

Finger Entrapment on side of gate. Adjust gate and posts and fit new rubber buffer to ensure a spacing of at least 12mm throughout the range of the gate to remove the entrapment. The 12mm gap also should apply on the hinge side of gate. The left hand gate post (hinge side) **is not** vertical. Position checked with spirit level and found that to be correct.

Dig out gate post and reset vertical to gate. This should give ample space to satisfy avoidance of finger entrapment at gate.

[Note: This has been reported to the relevant Committee for action.](#)

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.

### Main Play Area

Multiplay – Himalayan Uniplay

Part of surface area needs repair. Notify contractor. Skirting board coming loose and detached from safety surface area. (see photo). [Note: This has been reported on last inspection and referred to the relevant Committee for action](#)

Aerial Runway

Skirting board wooden edging to hold in surface bark has eroded in places and needs replacing. On both sides of runway skirting board sections are missing.

The side nearest the Himalayan House is the latest one. [Note: This has been reported many times and is now 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.

Carousel – Inclusive Received a comment from a Mum who stated that a little girl had caught her hair between the the base/floor of the Carousel and the surrounding edge. Base/floor of Carousel spins within the outer edge of the unit. Comments also included children can catch their fingers between the base/floor and the outer edges of the unit. When asked how this could occur, the reply was that the little girl’s resulting hair entanglement was due to the fact she was laying flat on the base/floor and, as a result flowing hair came into contact with outer edge and the vortex of the spinning base/floor enabled the strands of hair to be sucked into the gap that allows free rotational movement of the Carousel.

Perhaps a warning notice to parents to be aware of this type of freak occurrence and to be watchful of young children to only use the unit as prescribed.

### Toddlers Play Area

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. **See photos.** 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. **See photo.**

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date 26 November 2014

Tony Nicholas.....Date 26 November 2014

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

WARNING: Some of the above have been reported over many months and nothing has been done to repair the noted items. Parish Council could be in serious trouble if legal action is taken by parents' due to child injuries suffered as a result.

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

Photo references.

- ✦ San Hose Playhouse.
- ✦ Gate entrance



## Item 14L/122

### To consider CALF Budget delegation and scrutiny

- Currently the CALF Committee can identify wishes and needs but can only act on those needs, other than for professional services, by requesting financial authority at the next Council meeting.
- This restriction provides proper scrutiny by Council and allows our RFO/FLAC to track expenditure, but does waste Council time and resources as issues are debated twice.
- Council's newly-adopted Financial Regulations provide for further limited delegated expenditure per quarter so that CALF could, having identified a specific need, obtain proper estimates and quotations and commission the work.
- CALF would still need to follow current practices for expenditure above, say a maximum of £3,000 or 10% of the annual allocated budget, on any item or in any quarter; allowing many items to be processed more effectively and efficiently.
- Formal "commitments to buy" would only follow a resolution at a CALF meeting and be advised to the RFO and implemented by the Clerk.
- Some formal "new CALF commitments" list would be provided on a monthly basis for inclusion in the Council and CALF agenda reports packs.
- Such delegated budgets are likely to be allocated to three CALF "cost centres" – New Changing Rooms, Open Spaces and Village Hall.
- CALF may choose to request that budgets are delegated to it within various controls and against various costs centres to facilitate a more rapid and effective delivery of maintenance and improvements.

## Item 14L/123

### To consider the scope of a phased Village Hall "makeover" project in 2015/6

- We are likely to have limited CPC budget for a Village Hall "makeover" unless we can supplement very limited internal funding with grants and increased lettings
- Current suggested elements include:
  - Floor replacement
  - Lighting upgrade
  - External surfaces rework
  - Disabled facilities
  - Roof refurbishment
  - Improved storage facilities
  - etc
- Depending on inflows of Beach Road s106 funding and additional grants, income etc we may be able to accelerate and/or extend our scope.
- CALF may choose to request a higher overall budget allocation for 2015/6 and/or request the option to "vire" funds between the allocated CALF budgets.
- CALF may wish to consider, once budgets are allocated and priorities reviewed, how such projects are moved forward and by whom.

## Item 14L/124

### To consider the scope of a phased Open Spaces project in 2015/6

- We are likely to have CPC budget (£30,000?) for several projects and we could supplement internal funding with grants and donated labour or materials
- Current suggested elements include:
  - Path/fence to SkatePark
  - Fitness kit on Broad Lane and Lamb's Lane Recs
  - Learning trail for new cyclists
  - Circular path
  - LED Christmas lights for the green
  - etc
- Depending on additional grants, donations etc we may wish to move any surpluses within this funding to the Village Hall
- CALF may choose to request a higher overall budget allocation for 2015/6 and/or request the option to "vire" funds between the allocated CALF budgets.
- CALF may wish to consider, once budgets are allocated and priorities reviewed, how such projects are moved forward and by whom.