

**COTTENHAM PARISH COUNCIL**

**COMMUNITY & LEISURE FACILITIES COMMITTEE**

**AGENDA REPORTS PACK – MARCH 2015**

## Item 15L/041

### COTTENHAM PARISH COUNCIL

#### Community and Leisure Facilities Committee Minutes

Held in the Village Hall on Tuesday 17<sup>th</sup> February 2015 at 7.30pm

**Present:** Cllrs Mudd (Chair), Berenger, Collier Leeks, Morris and Terry Keeble, Alan Raven, Andy Ward

- 15L/023. Chairman's Introduction and Apologies** – Clerk (holiday)
- 15L/024. Public participation – Standing Orders to be suspended** – None present.
- 15L/025. 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 declared.
- 15L/026. Minutes** – Resolution that the minutes of the Committee meeting held on the 20<sup>th</sup> January 2015 be signed as a correct record. **RESOLVED.**
- 15L/027. Reports**
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting
  - **Playground safety** – report circulated prior to the meeting
- 15L/028. New skatepark** – To receive an update on the project – Cllr Morris gave an overview of the position. Wheelscape are looking at the situation regarding the underground electricity cables. They have approached UK Power Networks who may allow us to build over or move (at a cost). Access road concerns raised for concrete diggers. Original plan was track matting which would be approx. £10k. Looking at the cycle learning path the first quote is a further £4.5k on top of that figure. Feedback required whether to incorporate path with access required while work is progressing. The £10k track matting is possibly 'dead money'. Suggestion to talk to Durman Stearn and Cllr Morris will look at quotes. Cllr Collier is signing the WREN grant papers on our behalf for £45k. Hopefully Wheelscape will be on site as soon as possible with work expected to last 6 weeks.
- 15L/029. Changing rooms** – To receive an update on the project – Durman Stearn commenced on 2<sup>nd</sup> Feb and will be completed by April 6<sup>th</sup>. The foundations have started and are on track. Completion of the whole project expected end of August. We have now formally registered for VAT. Do not have to charge Ladybirds or Bowls Club. We are ready to start claiming from the grant bodies after first valuation on March 2<sup>nd</sup>. The first invoice is expected to be approx. £60k.
- 15L/030. Village Hall door mats** – Resolution to accept quote for replacement of door mats at the Village Hall at a cost of £98 + VAT. **RESOLVED.**
- 15L/031. Picnic tables/benches** – to consider installation of picnic tables/benches at the Moat at a cost of £220 + VAT – We need 3 picnic tables at the Moat and these need to be chained down. Put to full council in March.
- 15L/032. Surfacing for aerial slide and Himalayan climbing frame** – to consider removal of timber edging and banking of soil + grassing and installation of safety matting under the slide – Andrew has already carried out removal of the edging since it was in poor repair and a potential hazard. Clerk to obtain quotes for remaining work.
- 15L/033. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed. Andy, Terry and Alan left the meeting.  
*It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.*
- 15L/034. Hire & partnership (user) agreements** – To consider progress & next steps (closed item) – Cllrs Richards arrived at 8.25pm.
- 15L/035. Matters for consideration at the next meeting** – look at projects under the CALF budget (Cllr Morris), Village Hall working party update, changing rooms, skatepark.
- 15L/036. Dates of next meetings** – 17<sup>th</sup> March 2015
- 15L/037. Close of Meeting** – 8.44pm.

## Item 15L/042 - CLERKS REPORT – March 2015

### Village Hall

- Lockable cabinet for the cleaning products is being supplied by Cllr 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 being obtained for banking, installing safety matting and seeding/turfing.
- 2 x Cradle swing seats have been ordered and received from Online Playgrounds. Waiting installation.
- 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 24<sup>th</sup> 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.
- The Rugby Rascals will be holding a tournament on 29<sup>th</sup> March. Parking measures to be confirmed.
- 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 investigate.
- Emergency vehicle access plans have been agreed with Durman Stearn and this has been communicated to the sports clubs.
- 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.

### Misc.

- CGM have carried out vertidrainage at the rec.
- 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.
- BC Trust have been contacted re. posts which they 'removed' from around the far side of the Moat. There are still stumps sticking up in numerous locations. Clerk and Cllr Mudd investigated and agreed that proper removal was required.
- Village sign – the picture is being photographed w/c 16<sup>th</sup> March prior to CB Creative digitally retouching. NB: The side with the 4 separate pictures on is very badly damaged. As well as the varnish 'tarnishing' the colours it has flaked away very badly in some areas which has completely removed the paint. This means that some degree of 'artistic interpretation' will be required in parts of the painting.

# Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 25 February 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. (see photo).

**RECOMMEND posts be removed promptly OR the protruding elements be taped up. (this has been done and completed Thursday 12 March 2015.**

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.

removed

**NOTE: In the coming weeks the area units may well be as work commences on new Skate Park facilities**

### Main Play Area

Multiplay – Himalayan Uniplay

Skirting board removed to avoid trip. Ground surround levelled with top soil and seeded. (see photos).

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 February 2015

Tony Nicholas.....Date 25 February 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: 25<sup>th</sup> February 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: .....

.....

Dated: Wednesday 25<sup>th</sup> February 2015

Next Inspection on Wednesday 25 March 2015

### **Item 15L/043. New skatepark**

- Quote received from UK Power Networks to divert cables; **needs cheque in advance**
- Reversion to track matting – alternative sub-structure of permanent pathway through to Skate Park due to higher cost and logistics
- Wheelscape contract now being drafted
- Provisional contract start in mid-April
- WREN offer of 50% advance grant payment being investigated

### **Item 15L/044. Changing rooms**

- Durman Stearn site possession commenced on February 2nd
- Handover to C J Murfitt expected around April 6th
- Material completion expected within August allowing a few final weeks of fitting out.
- Invoicing, payments and claims schedule developed – some cheques need to be signed at Committee meetings
- LPG supply arrangements (tank base, tank, pipework, supply) in hand with DS/Calor
- Roadway finishing discussed, awaiting quote
- Final fit list (kitchen, mirrors, blinds, etc) to be prepared
- First valuation > invoice > claim cycle last week; first cash on the way

### **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. Village Hall working party**

Group has met twice. Separate short PDF report adds detail to these headings:

- What is wrong with what we have?
- Possible project goals
- What should we think about?
- Key considerations
- First concept
- Next steps, including wider consultation

### **Item 15L/047. CALF projects 2015/16**

Council has now approved:

*When authorised by a Committee vote, CALF may approve spending, up to 10% of the budget in a quarter on a delegated expense line item without referring to the Parish Council, provided that the Responsible Financial Officer (RFO) is notified.*

This proposal delegates spending authority (within FRs and ToR) in the following sections to CALF

- Open Spaces – all budget lines
- Sports – all budget lines



- Village Hall – all budget lines
- Play Area – all budget lines
- Streets – Bus Shelter Cleaning

Much of these budgets are for maintenance but we do need to consider specifics of things like:

- OS fitness kit on both Recs £11K+ – maybe get quotes for “starter kits” on both Recs
- Bike learning trail £7K5 – save cash if part of the “finishing-off” of the Pavilion access road
- OS circular path £11K+ – is this viable this year?
- Disabled access pathway to Skatepark ~£6K – grants and/or use some OS s106 cash?
- Third field trial drainage £5K – not needed if we switch land; needs “future of rugby” chat
- Village Hall refurbishment £5K – WG might get architectural input to expand ideas?
- LED Christmas lights on The Green – no budget, will we fund-raise?

### **Item 15L/048. WARG Field**

Cllrs Morris and Richards have been to inspect the site and were surprised how wet it was. Have calculated it would probably cost about £2000 to £2500 to fence it off from neighbouring fields. Also we need to think what we do in way of drainage as neighbouring field are even wetter so this could be a problem going forward.