

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – MAY 2017

Item 17L/058



DRAFT Community and Leisure Facilities Committee Minutes Meeting held in the Village Hall on Tuesday 18th April 2017 at 7.30pm

Present: Cllrs Mudd (Chair), Morris, Nicholas, Richards, Alan Raven (Cricket), Andy Ward (S&SC)

In attendance: 2 members of the public

17L/038. Chairman's Introduction and Apologies – Cllrs Collier (personal), Hodson (personal), Young (personal).

17L/039. Public participation – Standing Orders to be suspended – no comments.

17L/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. Noted that none received. Ian Stuchbury (CUFC) arrived at 7.33pm.

17L/041. Minutes - Resolution that the minutes of the Committee meeting held on the 21st March 2017 be signed as a correct record. **RESOLVED.**

17L/042. Reports

- **Clerk** – There have been a few issues with Cambridge Kids Club which have been reported directly to them. Clerk to chase RoSPA Inspector for date. Community Payback team have done a good job clearing the treebelt/ditch behind Woodlark Drive/Kingfisher Way. Groundsman thanked for his assistance during collection of the abandoned ponies. Cllr Nicholas queried the location of the public footpath through the Landing Stage at Smithy Fen. Clerk to circulate map detailing proposed new County bridleway/footpath.
- **Health & Safety report** – Clerk has notified Groundsman of trip hazard on skatepark.
- **Major developments** – Cllr Morris reported that the inquiry into the 225 houses + 70 homes with care was adjourned and is unlikely to resume before the end of September. S106 document being negotiated for the 200 houses + 70 homes with care.
- **Neighbourhood Plan** – Cllr Morris reported that things were moving slowly.
- **Youth Provision** – Termly report shows that number are healthy.
- **Village Hall** – Delays are being caused by SCDC. We have submitted a revised statement and traffic assessment and are about to submit soakaway tests. This has delayed a decision until the end of May.

17L/043. Hire charges – to consider approving the budgeted tariff and charges for Sports Clubs– Ian Stuchbury introduced his Vice Chair and Treasurer. Cllr Morris acknowledged that the recent invoice sent was incorrect. CUFC understand the hire increase due to the new facilities and the reason for the VAT however this has equated to an increase of 30% which is a considerable uplift. If they were to increase their fees accordingly it would put players off using the facilities and they may need to reduce the number of teams from 3 to 2. They have already incurred fines this season due to not fielding teams. Cllr Richards queried the decision to cut the number of teams and suggested that the Club would struggle if they went down this route. Cllr Morris suggested freezing the rates for 3 years based on a recovery plan and give relief but there would be a requirement for the Club to do some work themselves on fundraising etc. He also mentioned that the hire fees hadn't previously been increased for 5 years. It was confirmed that of the 70 registered players only 25-30 were from Cottenham. Cllr Richards mentioned that several other local teams had folded so Cottenham had picked up some new players. CUFC are trying to work more closely with the Colts however they are going for an U17 and U18 league so CUFC will miss out on these players. Treasurer confirmed that they had looked at VAT registration but it wasn't possible because they aren't big enough. Cllr Richards asked if CUFC, the Sports & Social Club and Cricket Club would combine under one banner (as they did previously) to get group registration; CPC would invoice just one entity and this would

save the clubs the VAT. Clubs to investigate further. Alan Raven mentioned that they would be playing 5-6 less games this season due to only having 2 junior teams; invoice will be adjusted to reflect decrease in number of matches. Andy Ward mentioned that the S&SC income will dwindle during the Village Hall building works. Resolution that the hire rate for CUFC be frozen for 3 years and that CUFC apply for a grant of £250. **RESOLVED.** Clerk to send grant form to Ian Stuchbury. Standing Orders suspended at 8.30pm. Treasurer asked for clarification of the fees. Cllr Mudd said that if there was a significant change to the usage we will look at the fees again. Standing Orders reinstated 8.32pm.

- 17L/044. Cricket pitch rental** – to consider hiring of cricket pitches on Sunday and associated hire charges – Resolution to permit usage of the cricket pitches at a cost of £400 + VAT on the basis of supplying own kit. **RESOLVED.**
- 17L/045. Pavilion drains** – to consider further investigation into issues with drains in the changing rooms – Issue still with a bad smell around the kitchen hatch (external), public toilets and Officials room 1. Caretaker has been topping up the traps which has improved matters. Cllr Richards thought that possibly the gullies weren't deep enough. Area towards kitchen end of the building is the worst. Need to look at the drawings to see where the flow goes.
- 17L/046. Tennis courts** – to consider maintenance of tennis courts – Clerk outlined issued. Lock to be replaced and code changed monthly. Groundsman to decide when the courts will be available.
- 17L/047. Pavilion hire** – Resolution to grant usage of the Club Room to Cambridge Kettlebells at a cost of £20 + VAT per session. Mats to be used to protect the floor. **RESOLVED.**
- 17L/048. Hire charges** – to consider amendments to hire charges for Village Hall and Pavilion – Andy Ward outlined reasons for reducing Village Hall evening hire rates. Resolution that Village Hall hire for evening events be set at £75 + VAT until October 2017. **RESOLVED.**
- 17L/049. Connections Bus** – Resolution to book up to 6 sessions of the Connections Bus over the summer holiday period. **RESOLVED.**
- 17L/050. Bowls Club** – to consider permission for installation of 1x1m advertising boards along hedge line – Cllr Morris to check what is permitted under King George 5th regulations. Planning permission may also be required – Clerk to check and liaise with Bowls Club.
- 17L/051. Matters for consideration at the next meeting** – Rospa report, WARG bench/opening event.
- 17L/052. Date of next meeting** – 18th May 2017
- 17L/053. Close of Meeting** – 9.15pm.

Signed _____ (Chair) Date _____

Item 17L/059 - Reports

Village Hall

- Cllr Richards arranging replacement door in men's toilets (to replace damaged door).
- Cllr Richards has purchased anti-climb paint (as agreed by CALF)
- Problems with the lock/front door. Cllr Richards replaced the lock but hinges have also worn/dropped and need replacing.
- **Issue with fuse tripping in the kitchen (possibly from sockets). Nick West to investigate.**

Recreation ground

- Cars parked at own risk sign has been removed completely. The FA sign has also been damaged.
- Bowls Club have given notice of a large event planned for 10th June (approx. 30 parking spaces required).
- Colts 5 aside tournament booked for 28th May. **Several dead hedging plants have been removed to create access to second field for parking (will enter via the gate and drive parallel to the driveway).**
- Issues with youths on the Rec abusing staff/children at the Primary School. Checking with our users to see whether they have experienced any difficulties. Clerk & Cllr Morris to meet with the School.
- Met with RoSPA Inspector on 26th April. Major issue with slide mound and quotes being sought.
- **Groundsman has actioned minor items from RoSPA inspection – grass seed by playhouse (to be done in the autumn), oiling of shackles on toddler swing, cutting back of exposed bolts on back of inclusive swing, replacing soil around the edge of the rubber mulch (Himalayan climbing frame).**
- **Tennis courts have been marked out and nets up. New padlock installed and code will be changed each month.**

Misc admin

- Les King Wood – Tree guards still require removal.
- Have contacted All Saints re. putting dog bin back following rebuilding of wall. They have requested replacement from SCDC but are still waiting. SCDC Cllr Harford following up.
- Bench (in need of some remedial work) has been delivered to Chris Richards. Once refurbishment completed the bench will be sited on WARG Field.
- **We're Watching You - dog fouling stickers have now arrived.**
- Groundsman has reported hairline crack (about 2ft long) on war memorial - side facing The Chequers. May require inspection and possible remedial works (grants available).
- Conversation with Robert Timmins in County Farms who has confirmed that a new bridle/footpath is being created from Broad Lane (Fen Bridge Farm) to Les King Wood. He is getting quotes for the work at the moment and hopes to have the path open in October. James Stringer is arranging registration.
- Issues with children building dens in the Scheduled area of the Moat and also accessing the site under the fence/through hedge.
- Village Hall to be used as polling station on 8th June. Users notified accordingly.

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 26 April 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: Wednesday 26 April 2017 Next Inspection on Wednesday 31 May 2017

Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 26 April 2017

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

Gates on both sides of the Toddlers play area require either repainting or, as it was noted by the RoSPA Inspector, they need to be renewed.

A full RoSPA Report is available via the April 2017 Annual RoSPA Inspection of the Play Area and Skate Board Park. No play units identified as unsafe for use.

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date: 26 April 2017

Tony Nicholas.....Date: 26 April 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

SCDC's Planning Committee decided almost unanimously to defer discussion of the **Persimmon** application.

There was:

- a) considerable discomfort that the Officer "rebuttal" of our heritage assertions were complex and only presented orally at the 11th hour, so there had been no opportunity for members to absorb the information or for the public to be given sight of it before the meeting;
- b) awareness that the "23rd March" conditional approval (including the roundabout and heritage implications) is still pending determination as no s106 has yet been signed, no planning decision issued nor has the subsequent 6-week period in which we could initiate a Judicial Review even begun;
- c) knowledge that the determination date for Persimmon is not until 31st July.

The Parish Council has taken up the Inspector's invitation for us to request "Rule 6" status at the **Gladman** Planning Inquiry when it resumes in September; that will allow us to present, defend and challenge the evidence. We will shortly consider, after taking legal advice, whether or not to request a Judicial Review of the SCDC "23rd March" Gladman decision.

The **County Council** application has not yet rounded the last corner before appearing at SCDC Planning Committee. It is crippled by the Persimmon decision.

Not forgetting **Endurance Estates**, who have outline approval to build up to 50 houses off Oakington Road and until November 2019 to submit a "reserved matters" application to get full permission.

Neighbourhood Plan

The draft Pre-submission plan was launched at the Annual Parish Meeting and is hosted on the Parish Council website.

A formal consultation on the draft has been announced; the consultation is open until 30th June 2017
Formal invitations to comment on the draft have been sent out (apologies if you receive more than one!)

Site assessment and Heritage assessment studies are under way by AECOM and will inform the later "submission version" – the next stage, hosted by SCDC.

Some consultation events are being arranged.

17L/060. Review of RoSPA Inspection

On the whole the inspection was very positive. No issues found on the skate park. Smaller issues in the play area have been passed to the groundsman and already actioned (see Clerk report).

Items which require attention:

Bench

Wooden bench is covered in algae which needs cleaning off. This bench also needs treating with preservative.

NB: the small picnic table in the toddler area wasn't treated last year so we may want to get that done at the same time. Additionally the painted wooden bench next to the swings and the metal benches in the toddler area could do with sanding/re-painting.

Gates

Gates to toddler area not self-closing and latches could cause injury - consider replacing. This has come up previously.

Wet pour (roundabout)

Joints are opening up and need repair.

Grass matting (multi-swing)

Surface requires repair. Use of matting not ideal and will continually need replacing. Long term solution is to use rubber mulch or wet pour.

Slide mound

Ground eroded exposing concrete foundations.

Clerk met with Inspector and talked through various options and he said that the grass matting would not be suitable. His suggestions were:

- A. Rubber mulch or artificial grass (quick, would only need to close the slide for a couple of days, long lasting, expensive to do)
- B. Dig out the slide to make trenches then turf and peg down (cheaper to do but slide would be closed around 6-8 weeks)

In the interim he did suggest that we try and chip some of the concrete away to reduce its size. Obviously we're now hitting peak usage time so any works are going to cause disruption to users.

17L/061. Cambridge Kettlebells

Usage as follows:

Day: Monday

Time: 10:00am to 11:00am

Start date: 8th May

No booking on 29th May due to school half term

Finish Date: 24th July

Total sessions booked: 11

Council previously agreed a fee of £20 + VAT for use of the Pavilion. Trainer would now like permission to use the Rec instead; he has used the Village Green in previous years at a cost of £8ph.

17L/062. Bluebells

Resident has asked if it has ever been mooted that bluebells should be seeded/planted in any of our local woodlands?

Suggested that it would be wonderful if a patch in the Les King or wherever were to be awash with native bluebells at this time of year?

They need dappled shade ideally so Fen Reeves and/or the little patch at the end of WARG Field might be the best candidates. LKW probably wouldn't work because you can't really get in amongst the trees either to plant or to view the carpet effect of the flowers. Either need to plant 'in the green' bulbs now or normal bulbs in the autumn which is most likely given we're now mid-May!

See recent article taken from Clerks & Councils Direct magazine:



17L/063. Inflatable fun day

We are enquiring to see if it's possible to have an inflatable wristband fun day on the Village Green for the public while the kids are on school holidays.

We would be looking at supplying a range of inflatables such as bouncy castles, slides and other items like bungee trampolines and for the public to pay one price for a wristband and play all day. Looking to run the event from 10am - 6pm in two 4 hour sessions.

All our equipment is manned at all times and is fully insured with £5million public liability insurance cover, pipa safety tested and all electrical items are pat tested.

Our equipment can be found on our website www.Jmainflatables.co.uk or by visiting our Facebook page jma inflatables.

We would also supply a male and female toilet facility and can also supply a small drinks unit.

17L/064. Equal Opportunities

The Equality Act 2010 imposes on the Parish Council a “public sector equality duty” under section 149 which ensures due regard is made to eliminate discrimination against those with protected characteristics, including age, infirmity, gender, etc. Are there any areas we can identify that we need to address and, if so, how?

- Are we doing enough to include the aged and youth in our provision?
- Are we doing enough to include girls and women in e.g. sport?

If not, what should we add to our plans?

17L/065. Fen Edge Festival 2017

We may get a late request to use our fields for overflow parking.

Last time there was a request and a suggested charge (to remediate damage to the playing field) which was not taken up.

In the event of a request, what should we /charge say this time?

17L/066. WARG Field

Can we set a date for an official opening event in the summer?

If so, what form should it take?

17L/067. Logs

Resident has asked if they could have the logs which have been left on the tree belt behind Woodlark Drive following the recent maintenance works. Would be used for burning.