

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – NOVEMBER 2015

Item 15L/177

Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 20th October 2015 at 7.30pm

Present: Cllrs Mudd (Chair), Berenger, Morris, Nicholas, Terry Keeble, David Munns, Alan Ravan, Andy Ward and Clerk (Jo Brook)

- 15L/157. Chairman's Introduction and Apologies** – Chair stated that a letter had been received from the Cricket Club who have donated £1k towards the purchase of furniture in the new pavilion. Apologies accepted from Cllrs Collier (personal) and Young (work).
- 15L/158. Public participation – Standing Orders to be suspended** – none present.
- 15L/159. 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/160. Minutes** - Resolution that the minutes of the Committee meeting held on the 15th September 2015 be signed as a correct record. **RESOLVED.**
- 15L/161. Reports**
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. No further updates.
 - **Playground safety** – report circulated prior to the meeting.
 - **Changing Rooms** – update on the project. The building is not yet safe to use but this is being looked at tomorrow. The risk assessment needs reviewing. In principle the building can be used on Saturday under supervision.
- 15L/162. Signage at rec ground** – To purchase 2 signs to state 'no balls against the Village Hall' up to a value of £150. **RESOLVED.**
- 15L/163. WISER** – Resolution to hold an electrical recycling collection in January 2016. **RESOLVED.**
- 15L/164. Advertising banners** – Resolution that Cottenham Theatre Workshop be granted permission to site an advertising banner for panto on the Village Green only. **RESOLVED.**
- 15L/165. Ladybirds fencing** – Resolution to accept quote for replacement Ladybirds fence (recycling fencing from old skatepark) at a cost of £840 inc VAT. **RESOLVED.**
- 15L/166. Playhouse** – To consider obtaining quotes for replacement playhouse for the toddler playground. Item to be put forward for 16/17 budget.
- 15L/167. Cottenham Festival 2016** – To consider holding event at the recreation ground in June 2016 – Need to decide whether the event will be Saturday/Sunday or just one day as per 2014. Proposed date 25/26 June 2016. Resolution to put working party together consisting Cllr Berenger, Clerk, Alan Raven, David Munns. **RESOLVED.** NB: further reps to be approached as necessary.
- 15L/168. Projects** – consider where we are on our 2015/6 activity list; what we have completed, what is still ongoing and what we need to review – Cllr Morris outlined. Clerk to obtain quote for one piece of equipment for trial on Tenison Manor. Rugby drainage trial is ongoing. Resolution to recommend deep clean of the Village Hall. **RESOLVED.**
- 15L/170. KGV 90 Fund** – To consider submitting a grant application for a capital project. NB: item moved up the agenda to be heard before 15L/169. Suggestion that we submit bid for cricket square extension. Alan stated that Mel Pooley had said it would cost approx. £5k per strip and a minimum of 3 are needed. If we could extend further then the current junior pitch wouldn't be required, freeing up space on the first field. Mel can recommend a supplier to do the work. There is a very short timescale in which to complete an application. Resolution that working party consisting of Cllr Mudd and Alan Raven to submit a grant application to the KGV 90 Fund. **RESOLVED.**

15L/169. Projects 2016/17 – to consider project list for 2016/17 budgeting process – Cllr Mudd outlined potential projects:

- Health & Safety survey – carried out 30/9/15. Matters needing attention: 1. Toddler area gate entrance. Trip hazard created by installation of concrete slab to cover the muddy area. Levelling off necessary. 2. Himalayan Uniplay. Surface area has a trip hazard as there is a protrusion that needs to be removed. Costs minimal.
- WARG field – swing, bench, trees & wildflower seeds (possibly could be dealt with in 2015/6 & maybe consider other play equipment) - £4,000 – would be more if other play equipment introduced.
- Disabled access path + fence to skatepark area - £15,000.
- Fitness equipment – Recreation ground and Old Village Green, Broad Lane - £15,000.
- Additional cricket squares - £15,000.
- Basketball net / board - £500.

Total £49,500

It was also decided that the following items should be included:

1. War Memorial cleaning - £2,000.
2. Notice Boards – improving - £1,000.
3. Outdoor defibrillator - £1,000.
4. Kickboard - £500.
5. Pocket parks on Tenison Manor & Brenda Gautrey Way – 2 x 2bay swings & benches - £5,000.

£15k needs to be added to the suggested list for the Village Hall refurbishment. Terry Keeble left the meeting at 8.53pm. Resolution that request be made to FLAC for £59k + £15k VH refurbishment for our 2016/17 budget. **RESOLVED.**

15L/171. Matters for consideration at the next meeting – Open space money (how to use). Cllr Berenger left the room at 9.11pm and took no part in discussions. Cllr Morris stated that we have a developer contribution of £145k that we need to use for open space. This could be cemetery improvements or even a rugby pavilion. Cllr Berenger returned at 9.13pm. Public art, BMX/dirt track (Cllr Berenger).

15L/172. Date of next meetings – 17th November 2015

15L/173. Close of Meeting – 9.15pm.

Signed _____ (Chair) Date _____

Item 15L/178 - CLERKS REPORT – Nov 2015

Recreation ground

- County Farms has been contacted regarding getting damaged fence on 3rd field repaired. No response received to date. **Chased again and enquiry has now been passed to Lorna Thomsen.**
- **Items for repair are being looking at (as per safety inspection report) and manufacturers have been contacted accordingly.**
- Need to install signage on new gate by Les King Wood to state no dogs on the rec.
- **Issues with guttering to Ladybirds building + rotten windowsill. Abco investigating.**
- **User meetings being arranged to finalise contracts.**
- **Concerns have been raised with Wheelscape re. possible drainage issues at the skatepark. Working party to monitor and document.**
- **Issue with clashes re. kitchen/pitch use/parking by numerous clubs on Sunday 22nd November. Liaising with all parties to try to resolve.**

Misc admin

- Dog bin on Lyles Road due to be installed in mid-October.
- **Fly tipping reported at Les King Wood and this has been reported to County. Car parking area is also badly rutted and needs attention. Waiting response.**
- **Thurstons Funfair would like to book Green for 29/30th Sept – 1st October 2016.**
- **Maintenance work has started on the tree belt behind Kingfisher/Woodlark. Slower going than expected but main entrance has now been cleared. Will stockpile the brush and use a chipper later so it can be done in one hit.**

Playground Inspection Checklist

Cottenham Parish Council

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

Date of Inspection: 30 October 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

- ⤴ 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

- ⤴ San Hose Playhouse
- ⤴ 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
 - ⤴ 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 30 October 2015

Next Inspection on Wednesday 25 November 2015

Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 30 October 2015

Aerial Runway

Aerial cable appears to be somewhat slack and perhaps needs to be tightened up in order to raise the height.

Recent RoSPA Inspection Report found Chain Connectors Notched. Noted that Chain Connector should be replaced in accord with ISO 1834 Standard.

matters

Hags play to be asked to attend to check the raised by RoSPA. HAS THIS BEEN DONE??

Slide-Embankment (new)

Slide embankment looking rather tatty. Serious thought needs to be given to improve this new unit that is well-used by the younger children, with parental supervision. The unit does not do justice to the Parish Council's endeavours to provide safe and enjoyable play facilities. PREVIOUSLY REPORTED AND NOTED

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. General state of unit is in need of painting/refurbishment

Recent RoSPA Inspection Report note delamination of wood. Advised repairing delaminated wood.

The Playhouse has seen better days and we [PC] should consider a replacement unit. Budget item for 2016/17. MATTER IN PROGRESS

Space Net (New)

Anchor Point on unit requires attention due to the undue degree of compressibility when stood upon. It becomes a trip hazard.

Gate Entrance to Play Area

Possible trip hazard associated with the entrances to the Toddlers Play Area. Slabs have been put down to avoid muddy areas being created by rain fall. Attention needed to counteract trip hazards created by the new slabs. Possibly Andrew could use soil from the NCR mound or apply concrete to level of the hazard.

NEEDS TO BE MONITORED

Himalayan Uniplay

At edge of surrounding surface area facing Skatepark, there is a protrusion that needs to be removed (see photo). STILL NOT DONE



Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date 30 October 2015

Tony Nicholas.....Date 30 October 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 that have been notified to CALF previously and probably now, hopefully, in the course of being actioned!

Item 15L/179

Yet again, I am E Mailing you to state that Dog Owners are continuing to fail to clear up behind their dogs. It is not just a problem down Millfield but around the village.

Would it be possible to put a reminder about Dog Fouling and the consequences in the an item on the Parish Council Agenda to see if a "Clean up your Dog Mess Campaign" can be made.

15L/180. Online booking system

- If Sports Clubs expect continued timely provision of pitches and clean Changing Rooms, they must provide advance notice (not just word of mouth a few days before).
- Fixtures Secretaries should be advised to check the entries in the on-line system on the CPC website or risk their teams turning up with nowhere to change or play.

15L/181. Neighbourhood Plan

- Sports Clubs, like all Cottenham residents, have an interest in how Cottenham evolves.
- Hopefully Club leaders will encourage their members to participate in the imminent survey.
- Hopefully, Club members will also encourage all their family, friends, and workmates to participate too.

15L/182. User contracts

User	Contract state	In effect?	Comments
CUSSC	Finalised	Yes to March 2018	Associated services
Aerobics	Finalised	Yes to March 2016	
Day Centre	Fee changes proposed	Yes to March 2016	Fee reduction in lieu of grant?
Kids Only	Payment changes proposed	Yes to March 2016	SO after arrears cleared
CUFC	New contract from April 2016	Revision April 2016	Close to agreement
Skate Club	New contract		Signature outstanding
Colts	No contract discussion		
Cricket	New contract from April 2016	Revision April 2016	Close to agreement
Bowls	No contract discussion		Fees, utilities and services TBA
Rugby	No contract discussion		
Village Hall	New contract	Yes	All bookings now CPC contracts
Rec ground	New contract	Yes	
Village Green	New contract	Yes	
Broad Lane Rec	New contract	Yes	

15L/184. Public art

- CPC has agreed, subject to contract, a grant of £8K towards an installation at the Primary School
- There are some conditions that have to be met
- There is scope for further grants or projects up to around £20K
- Should we recommend:
 - Holding a competition within the next 12 months? If so, how?
 - Reserving some of the money for an installation in the Sports Pavilion?
 - Reserving some money for an installation in the proposed new Village Hall?

15L/185. Open Space S106

- Open Space developer contributions cannot be spent on closed facilities, such as a Village Hall
- Should we consider:
 - Using some of the money to fund “current account” open space spend?
 - Using some of the money to buy additional land?
 - Using some of the money as a contribution to a new Rugby pavilion?

15L/186. Youth projects

Proposal to provide:

Basic emergency first aid course

First aid can be a life-saving skill, and you never know when you may need to use it. Come along to one of the following 2 hour basic emergency training courses and ensure you have the skills and knowledge to know how to help.

When: xxx

Course 1 will run from 4.00 – 6.00pm

Course 2 will run from 6.30 – 8.30pm

Where: Cottenham Village College? Cottenham Community Café?

What: The course duration is 2 hours and covers the following:

- Calling for Help
- Dealing with Emergency Blocked Airway
- Bleeding
- Basic CPR Procedures
- Provides the candidate with a 1 Year Attendance Certificate

Why: To enable young people to help someone else who has been injured or taken ill before the arrival of a medical professional.

Another qualification you can add to your Curriculum Vitae.

Who: This course is available to all young people at CVC in all year groups.

Maximum of 15 people attending each session.

How: XXX Complete a registration form. Enclose payment of £5 cash or cheque made payable to Cambridgeshire County Council.

Pass registration form and payment to Andrea Cramp, Youth Worker for Histon & Impington Parish Council via The Finance Office at IVC or at The Parish Office, Histon & Impington Recreation Ground.

Budget: Staff	Andrea Cramp	part of contracted hours	£0
	Instructors from TJ Training	£150 per 2 hour course	£300
	Room Hire	Community Room	£0
	Refreshments	drinks and biscuits	£10
	Income from bookings	£5 pp x 15 seats	-£75
	Total cost to Youth Committee Budget		£235

Cost of £7.83 per young person to complete the course from Parish Council Budget.

ADVERT & BOOKING FORM EXAMPLE

Basic Emergency First Aid Course

First aid can be a life-saving skill, and you never know when you may need to use it. Come along to one of the following 2 hour basic emergency training courses and ensure you have the skills and knowledge to know how to help.

When: INSERT DATE HERE

Course 1 will run from 4.00 - 6.00pm

Course 2 will run from 6.30 - 8.30pm

Where: INSERT VENUE HERE

What: The course duration is 2 hours and covers the following:

- Calling for Help
- Dealing with Emergency Blocked Airway
- Bleeding
- Basic CPR Procedures
- Provides the candidate with a 1 Year Attendance Certificate

Why: To enable young people to help someone else who has been injured or taken ill before the arrival of a medical professional.

Another qualification you can add to your Curriculum Vitae.

Who: This course is available to all young people at CVC in all year groups.
Maximum of 15 people attending each session.

How: Complete a registration form. Enclose payment of £5 cash or cheque made payable to **COTTENHAM Parish Council**.

Pass registration form and payment to **xxxxxx**

Basic Emergency First Aid Course - Booking Form

Name: _____ Form: _____

Address: _____

Contact phone number: _____

Contact email address: _____

Confirmation and reminder will be sent to you by text/email.

I would like to book on the course on:

INSERT DATE

Course 1 will run from 4.00 - 6.00pm

Course 2 will run from 6.30 - 8.30pm

I give permission for my son/daughter to attend the above training session. In case of emergency you can reach me on:

Telephone: _____ Parents signature _____

I enclose payment of £5 cash/cheque (made payable to **COTTENHAM Parish Council**).

Pass registration form and payment to **XXXXXX**

COTTENHAM BABYSITTING DRAFT QUOTE

Lead Youth Worker	£9.70 per hour	X 3.5 hours a week	X 12 weeks	£407.40
Youth Worker	£8.07 per hour	X 2.5 hours a week	X 12 weeks	£242.10
Venue hire	£10 per week	X 39 weeks		£390
Resources	£10 per week	X 39 weeks		£390
First Aid Training Fee	£200			£200
On costs	15%			£97.42
Management Fee	20%			£129.90
Parental Contribution	£10 each			-£150
Total				£1576.92