

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – OCTOBER 2016

Item 16L/158



Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 20th September 2016 at 7.30pm

Present: Cllrs Mudd (Chair), Berenger, Morris, Nicholas, Richards and Alan Raven (cricket), Andy Ward (S&SC) and the Clerk

16L/134. Chairman's Introduction and Apologies – Apologies accepted from Cllr Young (holiday) and Bob Lee. Cllr Hodson arrived at 7.31pm.

16L/135. Public participation – Standing Orders to be suspended. No public present.

16L/136. 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.

16L/137. Minutes – Resolution that the minutes of the Committee meeting held on the 19th July be signed as a correct record. **RESOLVED.**

16L/138. Reports

- **Clerk** – BC Trust have contacted us regarding dens being built in the vicinity of the Moat. Decision to monitor for the moment. Cllr Collier arrived at 7.33pm. Ian Stuchbury arrived at 7.36pm. We've received a request from English Heritage for overnight accommodation in the Village Hall. Building is unsuitable; request denied. Day Centre have reported a problem with the hob in the kitchen. Clerk to contact electrician.
- **Playground safety** – report circulated prior to the meeting. Wasps have been dealt with.
- **Youth Projects** – Good reports received from the Connections Bus. It was commented that the investment in the Bus was worthwhile. Need a process for putting out the bollards and reinstate the signs. Babysitting course – CVC won't send out posters via Parentmail anymore. Course leader hoping to go into the School. Cllr Collier attended event with Oakington/Bar Hill/Longstanton Cllrs to discuss how to share youth resources; not very straightforward.
- **Neighbourhood Plan** – There are 6 topics relevant to CALF: Village Hall, medical centre, additional land & MUGA, additional play areas on Brenda Gautrey Way & Tenison Manor, safe links between key locations and making waterway walks more accessible. The village needs 2 more hectares of land to have the required average (essentially the 4th field on Rampton Road). If County get planning permission they would swap for the 3rd Field but if they don't get permission they may come back to us regarding buying/renting this land. Cllr Mudd queried how much more information was needed for the Plan. The working party are meeting next week then they will probably meet with SCDC again then we will have a better idea of what else is required before going to consultation. Nobody is yet sure how much weight the final document will carry whilst SCDC have a 5 year land housing shortage.
- **Village Hall redevelopment** – Cllr Morris distributed plans showing the external layout and garden area. The phasing has changed and we have had to provide more studies to accompany the application than originally anticipated. There is a pre-app meeting next week. The application will take 5 days to validate and, subject to all the paperwork being correct, 13 weeks for the application to (hopefully) be approved (January?) We need to decide whether to do the technical spec prior to gaining permission which would save approx. 2 months; this is £30-40k worth of work. The tender process is expected to take 2-3 months. The plan is to demolish the existing building in the summer holidays instead of April to minimise disruption to Ladybirds and the Primary School. Looking to upgrade the carpark (February?) as soon as permission is granted and put in the pedestrian pathway to the Pavilion before the winter. We've been told that we can't have flood lighting installed on the building and it would need to go on posts closer to the pitch. Need to also look at possible location of a MUGA.

- **Balancing Pond** – Two contractors have been appointed and have authority to do most of the required maintenance. Persimmon are working on funding of the commuted sum. There doesn't appear to be a problem with getting the roads on the Tenison Manor estate adopted.
- **Major developments** – County consultation is underway. Cllr Morris attended the Assets & Investment Committee meeting last week and there were 3 items pertaining to Cottenham. They have refused our request to buy/lease the '4th field' on Rampton Road adjoining the Recreation Ground. They have also turned down the request for a Community Land Trust on the proposed development site but may consider one on some of their other land in the village. Results of the consultation will be made public.

- 16L/139. Pitch layouts** – to consider reviewing layout of sports pitches on the Recreation Ground – Cllr Morris outlined suggestions. Provisionally move 2 mini and 1 full pitch onto the third field. If County get planning permission then we'd need to look at the location of the pitches on the swapped '4th field'. County Education don't have an objection to us doing a deal with CPS to purchase additional land to widen the access road.
- 16L/140. Water heater** – Resolution to obtain quotes for the purchase an installation of water heater in the kitchen of Sports Pavilion. **RESOLVED.** Cllr Morris to obtain. NB: Colts are willing to contribute to the cost.
- 16L/141. Grounds maintenance Contract** – to consider reviewing scope of contract for groundsman – Contract is due for renewal during the next financial year. Need to include additional items i.e. £1k to cover additional cricket pitch maintenance, spraying of weeds on roads, hedge & tree maintenance, Narrow Lane, Leopold Walk and Wilkin Walk maintenance, and additional open spaces. Cllr Nicholas left the room at 8.45pm and returned at 8.50pm. Bring item to next meeting along with suggestions for other jobs to be included as part of revised contract
- 16L/142. The Moat access** – Resolution to install mobility gate at the Moat up to a value of £500 to include installation. **RESOLVED.** NB: gravel to be replaced with earth/paving as necessary to create hard standing.
- 16L/143. Outdoor gym equipment** – to consider purchase and location of 2 further items of outdoor gym equipment – Discussions about suitable locations. Clerk to write to residents on Brenda Gautrey Way + SCDC regarding Coolidge Gardens and Victory Way and clarify whether we can install at those locations. Resolution to contact residents on Brenda Gautrey Way with a view to installing a piece of outdoor gym equipment. **RESOLVED.**
- 16L/144. WARG Field** – Resolution to purchase up to £600 of hedging (250m) for the boundary of WARG Field. **RESOLVED.** Clerk to obtain quote from groundsman for the tree works to tidy copse to rear of the Field.
- 16L/145. Post Office bench** – Resolution to site a bench outside the new Post Office. No proposer. **RESOLUTION FAILS.**
- 16L/146. Wiser community payment** – Resolution to use the £450 received from electrical recycling events for the installation of mobility gate on the Moat. **RESOLVED.**
- 16L/147. Fen Edge Family Festival** – Resolution to grant permission for use of the Village Green 22nd – 27th June 2017 with a condition that CPC be allocated stall space on the Green. **RESOLVED.**
- 16L/148. Bus Shelters** – Resolution to clean village bus shelters (£20 each). **RESOLVED.**
- 16L/149. Dog Fouling Poster campaign** – Resolution to hold a competition for young people to design 'pick up your dog poo' posters and have winning designs made into stickers that can be displayed. Total cost £250 inc prizes. **RESOLVED.** Cllr Collier to contact village youth groups.
- 16L/150. Matters for consideration at the next meeting** – budget 2017/18, moveable goal posts.
- 16L/151. Date of next meeting** – 18th October 2016
- 16L/152. Close of Meeting** – 9.25pm.

Signed _____ (Chair) Date _____

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CLERKS REPORT – September 2016

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)
- Guttering between the high roof and flat roof has been damaged and requires repair.
- Need to give kitchen keys to Bowls Club and Kids Only.
- Day Centre have reported problems with the cooker hob. No issues for other users. Electrician to inspect.

Recreation ground

- Cars parked at own risk sign has been removed completely by vandals. The FA sign has also been damaged.
- Following the RoSPA report we need to move some soil to build up the area by surfacing abutting the Himalayan climbing frame (may be able to use some of the soil from bund removal).
- **Groundsman has reported major issue with foxes.**

Misc admin

- Fen Reeves - site looks like the trees need thinning and Cllr McCarthy is inspecting. Several dead trees at bottom near caravan site where it floods. Need to decide whether to remove or cut down and leave for wildlife. Lots of general deadwood which needs tidying.
- Groundsman has reported possible oil spots on Green following Yesteryear event. Will monitor.
- Les King Wood – Anna Hicks would like our opinion on the style/ piece of wood to the left of the kissing gate. Would this be better if a normal post and rail fence was created or would we prefer it left as it is? Anna is ordering a dog bin for the site, again would like our opinion please on the best location for this bin. Grass rides and maintenance - appointed a contractor who will carry out two seasonal cuts to the site. Tree guards- in the process of organising for these to be removed. Clerk to meet with her onsite.
- Huge amount of hedge/tree work required to the rear of Brenda Gautrey Way. Clerk and groundsman have met onsite to discuss. The majority should be taken down below head height. There are numerous self-seeds which needs to be removed entirely. Suggested that trees behind the 2 garages are removed entirely to enable better resident access for maintenance. Groundsman has offered to do the work free of charge over the winter if acceptable. Would suggest that CPC write to residents in the vicinity to inform them of the works which will look quite drastic.
- Brief being drawn up for phase one of works to maintain tree belt behind Kingfisher Way/Tenison Manor.
- 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.
- Carol concert – Tree order (unfortunately nothing as big as previous year available so we've had to go with 27'), electrician lined up, sound/lighting technician booked, poster and advertising banner being designed and letters have been sent out for sponsorship. **Sponsorship money coming in.**
- **Issue with Thurston's Fair arriving unexpectedly. Liaised with Feast organisers to avoid clash and RFO collected monies due.**
- **Request from a circus re. use of the Green in 2017. Liaising with them re. dates.**
- **Tree works are scheduled to undertaken to the weeping ash on the Green.**

Balancing Pond

- Persimmon-funded work is under way to strip back 15 years of vegetation and open up the Broad Lane ditch, Balancing Pond area and Little Cut.
- Persimmon negotiating with Vine/Beazer over funding of commuted sum.

Major developments

- Gladman's first application likely to be at public inquiry in May 2017
- Gladman 2 and possibly Persimmon likely to be at SCDC Planning in December
- No County application as yet.

16L/158 New Village Hall

- Take a look at the current design
- Review the briefing paper
- Ask any questions
- Decide whether or not this is what Cottenham needs



Cottenham New Village Hall & Nursery

Village Hall redevelopment – provisional design and financial overview - October 2016

Summary

The project will replace today's Village Hall with a larger, modern Hall integrating purpose-built all-year-round day-care nursery alongside a multi-purpose modern version of today's Hall with a larger flexible business and function space on the upper floor. More users, more of the time.

What will it offer?

Ground Floor

Building footprint is slightly larger (towards the field) than today's Hall and several metres higher.

- Zone 2 downstairs is essentially a direct replacement for today's Main Hall with more integrated user-specific storage, larger kitchen and toilets, including for disabled. This can now be "locked-down" for use by Day Centre, Kids Only, Parish Council meetings etc, while the rest of the building is used for other purposes.
- Zone 1 downstairs is designed to host a nursery/creche, complementary to Ladybird and CambridgeKidsClub / KidsOnly, with all year round weekday 7.30am to 6pm care for up to 50 children.
- Other downstairs facilities include a secure Parish Council / Manager's office, drop-in business area, external public toilet etc.

First Floor

Upstairs is substantially larger than today's 119m² Main Hall and overlooks the playing fields from windows and balcony. It can be used in two main ways, each with bar and kitchen facilities, independently of each other and of events downstairs:

- A core 65m² "Members' Club" area with optional expansion to 125m², 206m² or 245m² including balcony access

- A core 39m² “Cocktail Bar / Coffee Club” area with optional expansion to 120m², 180m² or 245m² including balcony access

“consider CALF recommending that Council proceeds to apply for planning permission on the basis of the current design”

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16L/159 CALF possible projects – what are your priorities?

2017/8 CALF Capital Project Ideas	Facility	1st Cost	In Draft NP?
VH 50 4-zone 2-Floor Rebuild with extra CPs and paths to SP and CSP	CF	£2,500,000	Yes
All-weather floodlit basketball, netball, tennis MUGA	OS	£250,000	Yes
Additional / alternative land at Rec 4th field N ha?	OS	£100,000	Yes
Medical/Day Centre (Feasibility study > Planning Application > Design > Construction)	CF	£30,000	Yes
Footpaths around village	CALF-OS?	£30,000	Yes
Nature Trail and pond - Broad Lane Rec / Amenity Area?	CALF-OS?	£10,000	Yes
Fen Reeves - car parking	CALF-OS?	£10,000	Yes
Drainage of 3rd field	CALF-OS?	£5,000	Yes
Main Field Floodlighting	CALF-OS?	£20,000	
Brenda Gautrey Way 20m * 20m LEAP	CALF-OS?	£10,000	
Tenison Manor tree belt - phase 2	CALF-OS?	£6,000	
Skatepark extension and floodlighting	CALF-OS?	£5,000	
Minor Sports Improvements (what? where?)	CALF-OS?	£3,000	
Replacement LED floodlights for the training ground.	CALF-OS?	£3,000	
Mobile goalposts	CALF-OS?	£3,000	
Minor Improvement Works (Village Sign, War Memorial, Notice Boards, Orchard, Bins)	CALF-OS?	£2,000	
Other			
Other			
Other			

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Youth – anything else needed?		
Youth provision	Y	£12,000
		£12,000

CALF General Maintenance – anything wrong or missing?		
Sports Pavilion Changing Rooms	S	£3,200
Village hall annual deep clean, routine cleaning, minor maintenance	VH	£5,000
LadyBird	R	£0
Trees	T	£2,000
Tree survey (Parish Council + Conservation Area)	T	£2,000
SkatePark	PA	£425
Village General	R	£5,000
Memorial	CF	£250
Play Areas general	PA	£1,600
GENERAL MAINTENANCE		£19,475

16L/160 grounds maintenance contracts

Village Maintenance - mostly Groundsman – anything wrong/missing?		
Village General	CF	£5,000
Monitor / replace dog / litter bins		
The Pound	CF	£500
Litter/weed/prune		
Memorial	CF	£1,000
Plant flowers, Weed / water plants		
Notice Boards	CF	£250
Litter check		
Village Hall	CF	£5,000
Clear bin areas		
Village Sign	CF	£250
Weed / water plants		
Car Park / Access Road	CF	£2,000
Daily litter / debris check; bin clearance		
Seasonal snow clearance / salting		
CONTRACT VILLAGE GROUNDSWORK		£14,000

Open Space Maintenance - Groundsman, BC Trust & Old West IDB – anything wrong / missing?		
Town Ground 2 ha	OS	£0
Coolidge Gardens 0.27 ha	OS	£0
Victory Way 0.24 ha	OS	£0
Twenty Pence Landing Stage .1 ha	OS	£20
Dunstal Field 0.17 ha	OS	£0
WARG Field 0.5 ha?	OS	£240
Monitor / trim trees, cut grass/hedges		
Tenison Manor 0.33ha	OS	£120
Monitor / trim trees, cut grass/hedges		
Broad Lane Rec 1.77 ha	OS	£720
Monitor / trim trees, cut grass/hedges		
Main Rec 4.66ha+2ha+3ha?	OS	£10,000
Daily Litter/debris clearance		
Weekly Grass-cutting; match preparation - cut, roll, mark etc; pre-match inspection; post-match pitch repair		
Monthly Harrowing; Slitting/Spiking sports fields		
Bi-annually end-of-season pitch renovation, fertilising, weed treatment		
Annually		
Racecourse View	OS	£0
Play Area (NEAP) 0.26 ha	OS	£800
Daily litter / debris check		
Skatepark	OS	£800
Daily litter / debris check		
Village Green 0.59 ha	OS	£240
Monitor / trim trees, cut grass/hedges		
Special event prep/clearance inc elec / water usage		
Christmas tree lights		
Wilkin Walk Square	OS	£20
cut grass		
Brenda Gautrey Way 0.63 ha	OS	£240
Monitor / trim trees, cut grass/hedges		
Crowlands Moat	OS	£4,000
Monitor / trim trees, cut grass/hedges, clear banks, slub ditch bottom		
Fen Reeves	OS	£500
Monitor / trim trees, cut grass/hedges		
Kingfisher Way tree-belt (new)	OS	£1,250
Monitor / trim trees,		
Tenison Manor ditches	OS	£2,000
Monitor / trim trees, cut grass/hedges, clear banks, culvert clearance, slub ditch bottom		
Little Cut / Pond (new)	OS	£5,000
Monitor / trim trees, cut grass/hedges, culvert clearance, clear banks, slub ditch bottom		
CONTRACT OPEN SPACE GROUNDSWORK		£25,950

16L/161 Recreation Ground Tariffs – Sports Clubs (sessions and fees to be reviewed)

Suggested 2017/8 usage fees based on subsidised real costs for both preparation and wear and tear.

Fees for tournaments involving extended match play or multiple matches to be arranged separately in advance

	Prep	Rate	CUFC		Colts		Cricket		Rugby	
	£	£	Sessions	£	Sessions	£	Sessions	£	Sessions	£
Field #1 Main pitch 96*70	4	16	20	400						
Field #2 Pitch #1 100*60	3	12	20	300	40	600				
Field #2 Pitch #2 100*70	3	12	20	300	40	600				
Field #2 Mini-pitch	1	3			40	160				
Field #2 Train pitch	1	2			20	60				
Field #2 Train floodlit	1	7			20	160			50	400
Field #2 Cricket	4	12					27	432		
Field #3 Pitch #1	1	6								
Field #3 Area #2	0	0								
Field #3 Area #3	0	0								
Field #3 Area #4	0	0								
Pitches sub-total				1000		1580		432		400

CSP Suite #1	10	15	30	750	7	175	15	375		
CSP Suite #2	10	15	30	750						
CSP Club Suite (inc T)	10	30	0				15	600		
CSP Kitchen (nocook)	5	5			40	400				
CSP Toilets	5	5	30	300	40	400				
CSP Sub-total				1800		975		975		0

Event fees *	250	250		500*	1	500*		500*		500*
Pitch investment										

Sub-total				2800		2555		1407		400
Block discount			20%	-560	20%	-511	20%	-281.4	20%	-80
FF partner discount 20%			30%	-840	15%	-383.3		0		0
Total ex VAT				1400		1660.8		1125.6		320
VAT			20%	280	20%	332.15	20%	225.12	20%	64
Total				1680		1992.9		1350.7		384

* Event fee chargeable in the event of excess wear / tear and/or damage

16L/162 CCTV security system for pavilion

Some time ago we decided to develop a specification and get quotations.

To date only one quotation has been received from five invited vendors.

With a cost of around £4,000+VAT for a 5 camera system which appears not to meet the specification in terms of external access.

If these issues can be resolved it may be possible to initiate a single tender purchase.

If not, we'll re-issue the specification more widely.

16L/163 Recreation ground tariffs – ad-hoc rentals

Facility	Current fee (+bonds/deposits + VAT)	New fee for 2017/8?
Village Hall - day	£25/2 hours + £20/kitchen	?
Village Hall – evening up to midnight	£150 = £20/kitchen	?
Pavilion Club Room - day	£30/2hours +£10/hour + £20/kitchen	?
Pavilion Club Room - evening	£50/2hours + £15/hour + £20/kitchen	?
Recreation ground – limited space	£7/hour	?
Village Green	£100/day	?
Old Recreation Ground	£100/day	?

16L/164 Neighbourhood Plan

A draft “pre-submission” Neighbourhood Plan is being prepared in anticipation of a local consultation on our website and in hard-copy etc. Here are some relevant extracts for CALF to consider endorsing or challenging:

Why should Cottenham have a Neighbourhood Development Plan?

Cottenham risks becoming an expensive dormitory town for rapidly-growing Cambridge, with through-traffic increasing as commuters move to lower-priced housing further away. Too much development and the character of the village would be lost forever. A Neighbourhood Development Plan, sitting alongside South Cambridgeshire’s Local Plan, can control where and how much of that development is allowed.

1. Key issues

A sustainable community is one that provides ample opportunity for sociability, personal development, and community participation. That requires a combination of amenities and facilities that are readily accessible to most residents, preferably by being affordable and within easy walking distance.

Cottenham’s key issues which can be addressed within the Neighbourhood Plan are:

- limitations of our facilities and services for education – both early years and primary – medical, welfare and day-care, leisure and recreation
- shortages of homes that are truly affordable for local people

Other concerns not directly addressable in the NP include:

- limitations of our local road network, especially if developments do not create local employment or increase local provision of services – increasing noise and pollution as certain junctions become heavily congested

In addition, any improvements must respect the village’s character as a rural working village developed around a Conservation Area rich in architectural heritage.

2. Vision and objectives

Vision

By 2031 Cottenham will still be a safe rural village, proud of its character and retaining its sense of community with improved amenities and facilities, reduced impact of traffic, especially in the core of the village, and having more affordable housing for the next generation of residents.

Objectives

From the vision, there are five clear objectives, which link to specific issues:

	objective	related issues
A	Improving amenities and facilities	<ul style="list-style-type: none">• day centre, education, medical centre, nursery, village hall
B	Making housing more affordable for the next generation of residents	<ul style="list-style-type: none">• Community Land Trust, Linked housing clusters
C	Encouraging employment opportunities	<ul style="list-style-type: none">• employment, arts, sports facilities, teens, green spaces
D	Reducing the impact of traffic, especially in the core of the village	<ul style="list-style-type: none">• Encouraging business relocation and linked housing clusters
E	Conserving the character of the village as a safe community	<ul style="list-style-type: none">• character (Conservation Area, rural and new build), design, trees, events promotion, HGV limitation,

Objective A: Improving amenities and facilities

Sustainability considerations require improved leisure, medical and recreational facilities within 800 metres of the village centre to reduce the need for car-borne travel outside the village and encourage walking within the village.

Projects

Six projects have been selected as the means to meet the priorities.

- *Medical Centre, bringing together GPs, X-ray, other medical facilities and social services*
- *Multi-purpose Village Hall (for Out-of-School Club, Day Centre etc) and Nursery*
- *Additional land for sport, including a Multi-Use Games Area (MUGA)*
- *Additional Equipped Play Spaces on Brenda Gautrey Way and Tenison Manor*
- *Safe off-road links between key village locations*
- *Accessible waterway walks*

“consider whether or not CALF believes that the extract appears to summarise the key issues facing Cottenham and the projects identified will achieve the objectives for improved amenities and facilities”

16L/165. Phone box

We have now received a quote from a local contractor to undertake the necessary restoration of the phone box on Denmark Road/High Street.

Thoroughly prepare, scraping back, rubbing down and filling any defects. Spot prime exposed substrates with Weathershield Preservative Primer. Refinish with one full coat of Weathershield Undercoat followed by one full coats of Weathershield Exterior Gloss. Lightly sanding between each coat.

Apply two coats of Multi surface gold paint to crowns

Replace four large panes of glass and one small pain of glass

Replace two hinges and two retaining Strips on door

Clean all glass

£448.00 + VAT @ 20% **Total Cost: £537.60**

The price stated is inclusive of all labour and materials costs.