

COTTENHAM PARISH COUNCIL

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – SEPTEMBER 2014

Item 14L/036

COTTENHAM PARISH COUNCIL

Minutes of Community and Leisure Facilities Committee
Held in the Village Hall, Lambs Lane on Tuesday 19th August 2014 at 7.30pm

Present: Cllrs Beckford (Chair), Collier, Heydon, McCarthy, Mudd, Richards and Clerk

In attendance: 5 members of the public

- 14L/017. Chairman's Introduction and Apologies** – apologies accepted from Cllrs Berenger (sick), Morris (holiday), Young (holiday)
- 14L/018. Public participation – Standing Orders to be suspended** – no questions.
- 14L/019. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – Cllr Beckford declared a non-pecuniary interest in item 14L/025.
- 14L/020. Minutes** - Resolution that the minutes (circulated to members) of the meeting of the Committee meeting held on the 15th July be signed as a correct record. **RESOLVED.**
- 14L/021. Reports**
- **Clerk** – report circulated prior to the meeting. Clerk reported that the aerial runway seat would be delivered 20th August. A call had been received from a disabled resident requesting permission to park by the tennis courts to watch Colts matches. Cllr Richards reported that another disabled resident already did this and permission was granted. Regarding ad-hoc football pitch bookings from other clubs it was noted that the posts belong to CUFC and not CPC. This needs to be discussed separately as to how to proceed in future.
 - **Playground safety** – Cllr Mudd reported that the next inspection was scheduled for 20th August.
- 14L/022. CPC noticeboards repairs and signage** – To consider repairs to and new signage for the Parish Council noticeboards – Clerk circulated report prior to the meeting and will obtain quotes.
- 14L/023. Maintenance of The Pound** – Resolution to consider cutting back or removal of large shrubs at the front of The Pound and thinning out of smaller shrubs. **RESOLVED.**
- 14L/024. Skatepark grant application** – Resolution that Cllr Collier is granted permission to co-sign the WREN grant application form. **RESOLVED.**
- 14L/025. Renegades Rugby** – To consider hire of recreation ground for training purposes – Clerk read out request from Renegades for training to be held once a week on Wednesday evenings (7-8pm) from mid-September to April. Since this was an ongoing booking permission was granted.
- 14L/026. Floodlights maintenance** – To consider replacement of bulbs in the floodlights at the rec ground with LEDs – Clerk outlined the current issues with many of the bulbs blowing constantly. LEDs would be more cost-efficient to run. Cllr Beckford will get quotes for the work. It was also mentioned that the light in the car park had been smashed and this will be included in the quotes. NB: The lights will be required from mid-September so the quotes need to be available for the September full Council meeting.
- 14L/027. Rec ground user contracts** – To consider new contracts and rates for all users of the rec ground facilities – Cllr Beckford outlined the rationale for getting contracts in place and it is essentially just a housekeeping exercise to safeguard both CPC and the users. There is no mention of rates increasing at this stage. Clerk circulated the simple document that is used by Histon & Impington Recreation Ground and this may be used as a template. Cllr Richards reported that CUFC have met with the groundsman and they will be going down to 2 pitches next season. The Colts have contacted us about their requirements and an onsite meeting will be set up asap.
- 14L/028. Changing Rooms** – To consider recommendation to Full Council that, contrary to previous motions, the changing rooms project be separated into 4 separate lots to achieve best value for money while ensuring a timely start to the work on-site - Cllr Mudd gave an overview of the report circulated prior to the meeting. A meeting has now been held with W&B who have

agreed to the proposed new route. Phase 1 is groundworks and a meeting has taken place with Durman Stearn to discuss.

Resolution that CALF recommends that the Changing Rooms project, contrary to previous motions, be progressed as four lots to achieve best value for money while ensuring a timely start to the work on-site. RESOLVED.

Cllr Mudd raised the matter of Alan Lamb's services as suggested by Cambs FA. He will advise Cambs FA of the proposed new route and that currently we won't contact Alan. Cllr Mudd will also contact Sport England to give them an update. NB: the RICS Standard Form of Consultant's Appointment (supplied by W&B) mentions that copyright in all documents remains the property of the Consultant but the documents can be used by another Consultant.

14L/029. WARG Field (Histon Road) – To consider use for the gifted land – Clerk reported that before an agreement could be set in place with Hundred Houses regarding permission to cross the land in front of the field that it was necessary to decide how the land would be used. Various ideas have been suggested. Cllr Heydon asked if there were any restrictions on the use and the Clerk will check. Cllr Mudd will speak to a farmer who has informally approached us re. use of the land to get full details. Item deferred.

14L/030. Matters for consideration at the next meeting – use of Festival money (Cllr Beckford), additional car parking (Cllr Richards), co-option of user group members, purchase of scrubber drier and replacement hand driers for village hall, provision of additional village noticeboard, maintenance to village sign and benches.

14L/031. Dates of next meetings – 16th September, 21st October, 18th November.

14L/032. Close of Meeting – 8.45pm.

Signed _____ (Chair) Date _____

Item 14L/037

Community & Leisure Facilities Committee – Clerk's report

Village Hall

- Issue regarding Kids Only new fridge/freezer has been resolved.
- Still waiting for work around the kitchen fan to be finished off.
- There is a loose tile in the centre of a hall floor which needs gluing. Has temporarily been taped down.
- The pipes along the window side of the room have been stood on resulting in them being badly bent and coming away from the walls. Need to look at a more permanent way of protecting them.
- Little Bugs have approached us regarding a potential long term booking on Wednesday mornings. They are a charity (off-shoot of Ladybirds).

Recreation ground

- Replacement boat seat has been ordered. Still waiting for delivery date.
- We may want to consider improving the signs for no dogs/no bbqs/no model aircraft along the driveway/front of building.
- The tractor has an oil leak so groundsman has called RJW to look at it.
- 500l of red diesel has been ordered.
- The Connections Bus has had problems with parking at the rec over the summer due to football matches taking place. Groundsman will cone off parking space going forward to ensure there are no further issues.

Misc

- Rampton Road dog bin has finally been reinstated. Waiting to see whether height issues with other bins will be rectified as part of the SCDC programme being rolled out in September.
- Groundsman has reported that a replacement litter bin is needed on the Twentypence layby – the bottom of the existing one is rusted through.
- Abco have been asked to look at some holes in the roof over the Ladybirds building. Waiting confirmation that the work has been done.
- Abco will undertake the work to remove the Lambs Lane bus shelter at the end of September.
- Groundsman has started work to cut back the undergrowth at The Pound. Both front sections have been significantly reduced and it has been suggested that the beds are barked/mulched. Approx cost £68.
- Kingfisher Way – following an onsite meeting with residents I have met with 2 tree surgeons so far to discuss how we tackle cutting back/maintenance of the strip behind the houses. Residents are unhappy with the amount of overhang into their gardens and the amount of light they have lost due to the lack of maintenance of this area. The job is probably best tackled in 2 stages; firstly to remove the overhang and secondly to deal with the bulk of the trees. NB: both surgeons to date have been of the opinion that the area has been badly/incorrectly planted and that the only way of dealing with it would be to thin out the trees before establishing an on-going maintenance regime. Awaiting quotes and will be contacting another supplier to get a third quote.

Connections Bus summer report

There have been 5 visits by the bus during the summer holidays. A total of 25 individual young people attended with an average attendance of 10. (NB: last year the total of individuals was 14 with average attendance of 5).

Age	11	12	13	14	15	16	17	18+
Number Male	9	3	1	1	1	0	0	1
Number Female	1	0	1	2	2	0	2	1

Session	1	2	3	4	5
Attendance	14	10	7	11	10

29 Jul – Good number considering the late decision to run summer sessions, football game on the field did mean we couldn't do anything outside, everyone mixing and playing together well.

05 Aug – did questionnaires with young people on behalf of the parish council. Quiz and games consoles popular. Most out playing football at the end of the session with youth workers.

12 Aug – made key rings with the boys and played games, nice quiet evening. Good catch up chats with the lads who were there.

19 Aug – drug quiz lead to interesting conversations about drugs. Chatted a lot about holidays and the police in America. Conversations about apprenticeships and a young person targeting international sports.

26 Aug - quiet session, good catching up with few young people we haven't seen in a while, games upstairs. Most off at the park making the most of the light evenings.

Playground safety report
Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 20 August and
28 August 2014

Person/s carrying out Inspection:

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 to be correct.

should

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

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
200mm

The barrier does not meet 1200mm high within
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 skirting board has now **another large** section missing and is a danger likely to result in trips and falls for users.

Aerial Runway

Seat on unit now replaced. New seat much smaller in diameter than previous seat. (**Query: If this seat was ordered from the original manufacture of unit, then why was a much smaller seat delivered and fixed?**)

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.

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. Finger entrapment does require a child to press their fingers into the outer edge gap. (See photo)

Perhaps a warning notice to Mum's to be aware of this type of freak occurrence and to be watchful of young children: to also use the unit as prescribed.

Swing Boat

New unit seat not in place at inspections. Still awaiting delivery and fixing to unit

Toddlers Play Area

No actions required

NB:

Photos of area mentioned in Action Report can be viewed in Inspection Report for February, March, April, May and June 2014 (if applicable)

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date 20 August 2014

Tony Nicholas.....Date 28 August 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.

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 20 August 2014
and 28 August 2014

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

- ⤴ 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 - 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 Littered

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 20 & 28 August 2014

Next Inspection on Tuesday 30 September 2014

Item 14L/039

Changing Rooms

Situation

The project has a specification, design and planning permission but procurement stalled.

Complications

Earlier bid rounds failed to attract a build price within expectations and processes and not all costs have been formally budgeted.

Suggested re-phasing has raised concerns about interlocking of phases, overall costs and financing to ensure project completion without raising the precept.

Finance is only partly secured and some grants are under threat if the project does not start soon.

- CPC has grant offers totalling over £400K (including FA, SE, SCDC and Football Club)
- CPC has allocated capital funds of £125K from reserves and £25K from 2014/5 CapEx
- CPC has budgeted for an amenity loan at £36Kpa and CR running costs (part year) of £12K
- CPC has not yet addressed VAT recovery by registration.

Phasing

CPC has approved a re-phasing of the project to facilitate an early start “on-site” and provide time for a design rework to reduce costs, especially on the building fit-out. Anticipated 6m build time.

Interlocking

Sufficient progress has been made on the building design review to enable preferred suppliers of lots#2 and #3 to be identified before work is started in November on lot #1, provided Council approval of the invitations to bid is given at the latest by end September. There will be lead-time to negotiate further specification and price changes, especially on lot #3.

Budget

Detailed review of an earlier bid has led to substantial revisions, especially of the “fit-out” specification but also exposed some unbudgetted items. Combined with an “at-cost” offer for some £85K of the work by Durman-Stearn, these changes, including replacement of mains gas supply by LPG, simplification of the internal fit-out and increased flexibility on suppliers, are expected to yield savings relative to that earlier bid. The current goal is to set budgets by main lot:

- Lots #1a, #1b: groundworks/sub-structure - about £110K+VAT depending on scope
- Lot #2: shell - about £110K plus overheads/profit and contingency, say £135K+VAT
- Lot #3 fit-out - about £250K plus overheads/profit and contingency, say £300K+VAT
- Contract administration & CDM Co-ordination, quoted by W&B at approx. £7k5+VAT
- White Goods and furnishings, say £10K+VAT

Finance

Previous assumptions involved financing a £560K+VAT project from reserves, grants and a long-term Public Works Loan costing some £40Kpa plus operating charges less charges to users.

A £650K+VAT (or even higher) project could be financed within the same envelope provided VAT is recovered by registration, the same grants stay in place and any necessary “working capital” is financed as short-term loans, partly internally and partly from the Public Works Loan Board.

Care is needed to leave sufficient reserves/funds for other projects, including the Skate park if S106 funds are inadequate or the WREN application fails and the fall-back AmeyCespa grant succeeds.

Irrespective of overall project cost between £515K+VAT to £650K+VAT, the project is fundable. There need be no risk of having to raise the precept, within acceptable regulatory limits, and there are no long-term financial obligations beyond running and, eventually, maintenance costs. Even at an overall project cost of £650K+VAT, a Public Works Loan of £170K over 6 months would keep the Council finances within Financial Regulations, assuming our grant sources are dependable.

Current Steps (approved by full Council)

- Wilby & Burnett are providing revised design specifications, phasing and timetable
- Invitation to Durman-Stearn to bid non-competitively for two lots:
 - Groundworks and sub-structure up to damp-proof course
 - Other works, including site access road
- Invitation via SourceCambridgeshire website for Expressions of Interest Pre-Qual Qs in two lots:
 - Lot #2 - Main structure of Changing Rooms
 - Lot #3 - Internal fit-out of Changing Rooms

Next Steps

September

- Review recharging/absorption policy for VAT (CALF note)
- Review VAT Strategy (FLAC note)
- Approve Procurement Strategy / budget envelope – ITTs (extraordinary CPC meeting)

October (ordinary meeting)

- Approve procurement lots #2 and #3
 - Approve ITTs to 6 bidders (reps, end October)
 - Receipt, opening and review of tenders (reps, early November)

November (ordinary meeting)

- Apply for VAT registration (needs CPC resolution, early November)
- Apply for short-term PWL, if required (needs CPC resolution, early November)
- Kick-off Durman-Stearn contract (may need CPC resolution, early November)
- Award contract on lot #2 (needs CPC resolution in early November)
- Negotiate scope/terms on lot #3 (reps)
- Award lot #3 contract (may need CPC resolution as soon as feasible, possibly early November)

Item 14L/042
Festival money

The Festival, which was held in the summer, made a profit of £682.88. It needs to be decided how to spend this money to best benefit the village.

Item 14L/043

CPC noticeboards & benches

The PC have 4 boards which are located on Tenison Manor, Shaun's newsagents, the Post Office and Primary School. Two of them are particular are proving hard to open/close due to issues with the hinges. The following work needs doing:

Tenison Manor board – re-decorate and treat legs with preservative

Newsagents board – re-decorate and change hinges

Post Office board – redecorate, change hinges and replace plastic screen.

Additionally the boards themselves need an identity so that people know they are the CPC boards. The simplest and cheapest option would be to have a long thin sign made which could just be stuck along the top of the window frame. Suggestion that quote obtained for this work.

Furthermore the bench at the Pond and outside of the Cottenham Club are in need of refurbishment (sanding off, treating with preservative & re-finish).

We have received a quote of £394.70 + VAT from Martin Graves Carpentry Ltd.

Item 14L/044
Village noticeboards

We have been approached by residents saying that there is a need for more, better located noticeboards for the village. It is acknowledged that there is an issue with fly posting along the High Street which makes the area look untidy. Recently Histon & Impington PC have installed new noticeboards which have successfully reduced the amount of fly posting in the village.

The suggested boards would be enclosed but not locked to allow access. These are a more expensive option to open boards.

Possible areas for siting of the boards include at the recreation ground (on the fence where there is current fly posting), outside the school (next to the PC board), outside the newsagents (next to the PC board) or near the Co-op (wall-mounted if permission gained). We may also want to consider removing the board at the Pond and replacement of the one on the Green. NB: although situated on PC property the boards themselves aren't believed to belong to the PC.

Item 14L/045
Carol concert

In previous years an event has been held on the village green which has proved successful. The PC has a budget of £1k for an event. The main expense is the Christmas tree, repairs to the lights around the green and a PA system for the event. Last year we asked for sponsors for the event and the tree was donated to us.

The event itself normally consists of carols played by Cottenham Brass Band, a small choir from the Primary School, mulled wine/mince pies and a visit by Father Christmas who hands out sweets to the children.

It is also proposed that a working party is set up to organise the event.