

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – SEPTEMBER 2015

Item 15L/120

Minutes of the Community and Leisure Facilities Committee

Meeting held in the Village Hall on Tuesday 21st July 2015 at 7.30pm

Present: Cllrs Mudd (Chair), Collier, Mcarthy, Morris, Nicholas and Young and Terry Keeble, David Munns, Alan Raven, Andy Ward and Jo Brook (Clerk)

In attendance: 1 member of the public

- 15L/117. Chairman's Introduction and Apologies** – apologies accepted from Cllrs Berenger (illness) and Richards (holiday) and Assistant Clerk.
- 15L/118. Public participation – Standing Orders to be suspended** – Barry Lawrence attended on behalf of the Bowls Club in relation to item 15L/133.
- 15L/119. 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/120. Minutes** – Resolution that the minutes of the Committee meeting held on the 16th June 2015 be signed as a correct record. **RESOLVED.**
- 15L/121. Reports**
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Clerk has received another complaint regarding the players tunnel which must be kept clear because it is a fire exit. Been notified of several friendlies (6 for the Colts and 4 Cup + possible Cambs FA). Colts and CUFC have been notified of possible extra charges from the groundsman.
 - **Playground safety** – report circulated prior to the meeting
- 15L/122. Playground repairs** – To receive details on repair costs as highlighted in the safety report – Clerk has received one quote for repair work. Two further quotes required. David Munns has some paving slabs which we can use so we just need to get them laid. Clerk has spoken to groundsman about the condition of the slide mound but work can't be undertaken until the autumn when usage will lessen. Suggestion that we utilise some of the spoil from the changing rooms to build up the mound under the slide and then seed. Clerk to follow up Rospa comments regarding the notched chain links.
- 15L/123. New skatepark** – To receive an update on the project – the opening went well until it rained and there was a good atmosphere. The facility is very heavily used with skaters from outside of the village regularly using it. The working party were thanked for their hard work.
- 15L/124. Changing rooms** – To receive an update on the project – Cllrs Morris and Mudd met with Joe Goude and Chris Barry today onsite to show them round the facility. There were very impressed with the works and will be coming to the opening. Cllr Morris presented a sample of the kitchen which is being donated by Travis Perkins.
- 15L/125. Fen Reeves** – To consider maintenance work needed – Cllr Mudd stated that Andrew Snelson had contacted us because the area is overgrown again. Groundsman has already been down to cut the rides but further work may be required. Andrew Snelson will check and refer back. Item deferred.
- 15L/126. Additional outside electrical socket at rec** – To consider installation of an outside electrical socket feeding from one of the floodlights – Clerk outlined the suggestion received. Andy Ward stated that an electrician had already said that it was not possible to add the socket.
- 15L/127. Street snooker** – To consider installation of street snooker at the rec – Cllr Collier outlined. Would like to get funding for the whole project, with a standalone wall costing approx. £10k. Item to be added to project wish list. Defer for further information.
- 15L/128. Basketball** – To consider installation of basketball hoop at the rec – Terry Keeble outlined idea. Space would be an issue. Item to be added to project wish list.

- 15L/129. Signage at rec ground** – To consider quote for updated signage – Resolution to accept quote for £63.31 for 2 signs. Additional sign required showing plan of the Rec and total cost for the 3 signs not to exceed £100. **RESOLVED.** NB: Clerk to check with groundsman where the ‘no dogs’ sign has gone.
- 15L/130. Ladybirds fencing** – To consider replacement of Ladybirds fence with metal fencing recycled from the old skate park – Cllr Collier outlined. The fencing from around the skatepark would be recycled but new posts would be required at a cost of approx. £800. 2 more quotes to be obtained.
- 15L/131. Security at rec ground** – To consider additional security measures at the rec. Andy Ward clarified that this related to the side gate padlock and work was in hand.
- 15L/132. Bowls Club rubbish** – To consider arrangements for Bowls Club rubbish – Cllr Mudd suspended Standing Orders at 7.40pm. Barry stated that the Bowls Club only use the green bin to put recyclable waste in. On average this amounts to one small bag per week with one every other week during the winter. Bowls Club have contacted the allotment society and they now have a pen for all of their green waste which will be used for manure. Recently they held a social event which generated more rubbish than usual. They have over 100 members and hold open events for the community as well as supporting community events i.e. Festival and FEFF. Barry has been shouted at across the Rec Ground for using the bins and has been dismayed by comments made about the Bowls Club usage of the bins. Cllr Morris mentioned the need to put a formal agreement in place which will stipulate bin usage. Andy Ward confirmed that all 3 bins at the Rec were for trade waste. It was agreed that the Bowls Club can continue using the green bin and Barry was thanked for coming to the meeting. Standing Orders reinstated at 7.53pm.
- 15L/133. Projects** – to consider a refresh of the capital projects and maintenance budgets in the 4-year wish list – Cllr Morris reminded the Committee that we need to submit budget items to FLAC in September. Outlined how the current list was compiled. Need ‘champions’ for items to take them forward. Clerk to add wish list to agenda and ensure full Council has had the opportunity to comment.
- 15L/134. Football pitches 2015/16 season** – To consider update on way forward for pitches following meeting with Cambs FA – Item combined with 15L/135. Alan Raven met with Mel from the Groundsman Association. Suggested best option is that we use a ground breaker which opens up new channels in the opposite direction to the existing ones. Cost is £250 + VAT per pitch. This is considered better than vertidrainage and would need doing before the ground gets too wet. Maintenance is needed on the ground every 4-5 years. Cllr Morris suggested using the drainage budget to get 2 pitches done. Alan to send Mel’s details to Cllr Mudd. Resolution that unless the pitch is out of action for more than 2 weeks that we get 2 pitches treated up to a value of £500 + VAT (subject to Cllrs Morris and Mudd + groundsman meeting with Mel). **RESOLVED.** NB: cricket club have been quoted £5k per new strip and they would need 3. Add to project wish list.
- 15L/135. Football pitch drainage** – To consider update on drainage solutions following meeting with Groundsman Association rep – See item 15L/134.
- 15L/136. Crowlands Moat** – To consider quotes for additional signage by Bullfinch Way entrance – Resolution to purchase 2 metal signs stating ‘dogs must be kept on a lead’ at a cost of no more than £35 + VAT and delivery. **RESOLVED.** Clerk to speak to Groundsman to see whether signs could be purchased via Weatherheads.
- 15L/137. Foxes on the rec** – to consider methods of deterrent – Cllr Mudd outlined. There is a fence between the third field and neighbouring farm which was damaged by a contractor working for the farmer some time ago. Clerk has contacted County Farms to request that the fence is repaired. May also need to consider spraying again with ‘Scoot’ or similar.
- 15L/138. August meeting** – to consider proposal to abolish meeting in August – Resolution to abolish CALF meeting in August. **RESOLVED.** Can hold an EOM if required.
- 15L/139. Matters for consideration at the next meeting** – Project wish list, street snooker, signage (no balls against VH).
- 15L/140. Date of next meetings** – TBC
- 15L/141. Close of Meeting** – 8.58pm.

Signed _____ (Chair) Date _____

Item 15L/146 - CLERKS REPORT – Sept 2015

CLERKS REPORT – Sept 2015

Village Hall

- We've received a flurry of kids party bookings for September and October.
- Issues with users not being out of the building before the next user which is causing knock-on effects. Meetings to be set up and finalising of contracts required.

Recreation ground

- County Farms has been contacted regarding getting damaged fence on 3rd field repaired. No response received to date.
- Damage has been sustained to 2 items of the wooden trim trail. Playdale will be undertaking the repairs which will be paid by groundsman insurance. **Have chased for a further update re. when the works will be undertaken. Work was initially scheduled for w/c 20th July.**
- Gate (to link with Les King Wood) has been installed. Need to install signage to state no dogs on the rec.
- Have received report from Connections Bus of users reporting other youngsters using the playhouse for 'illicit activities'! Police have been asked to visit the rec when in the vicinity.
- Reports of weeds (nettles) and dog poo around the play area. Groundsman has been contacted to investigate.

Misc admin

- 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. **Heidi Duffett is inspecting.**
- WI will be planting a Rowan tree as part of the centenary celebrations on 16th September on the Pound. Would like groundsman to attend to assist. **Time 11am. Press will be in attendance and Cllrs have been invited.**
- WARG field has now been cut and is ready for further site visit. Andrew has advised that we may not need to plough it.
- Report received of rubbish dumped at Fen Reeves. Groundsman to investigate.

Playground Inspection Checklist

Cottenham Parish Council

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

Date of Inspection: 29 July 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

Newly Constructed Skateboard Park: Official Opening 12 July 2015

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: Friday 29 July 2015

Next Inspection on Wednesday 26 August 2015

Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 29 July 2015

Location

Attention Required

Main Play Area

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 Connectors should be replaced in accord with ISO 1834 Standard.

Swing – Inclusive

Recent RoSPA Inspection Report noted that Chain Links Notched. Worn links should be removed and replaced in accord with ISO 1834 Standard.

Swing – Junior 2 Bay 4 Seat with Anti-wrap

Recent RoSPA Report indicated that a swing had loose seat eye-bolts. Action referred as tighten up bolts.

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 .

Benches

Cracks in wooded seating and some graffiti drawn on table top. (black spray paint tag) Efforts made to remove same from bench.

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.

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

Entrance facing the Main Area. This would benefit from filling in to avoid water retention and making it easier 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 29 July 2015

Tony Nicholas.....Date 29 July 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: 26 August 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)
- ⤴ Wast 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
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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: Friday 26 August 2015

Next Inspection on Wednesday 30th September 2015

Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 26th August 2015

Location

Attention Required

Main Play Area

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 Connectors should be replaced in accord with ISO 1834 Standard.

Hags play to be asked to attend to check the matters raised by RoSPA

Swing – Inclusive

Recent RoSPA Inspection Report noted that Chain Links Notched. Worn links should be removed and replaced in accord with ISO 1834 Standard.

Sutcliffe to be contacted for advice

Swing – Junior 2 Bay 4 Seat with Anti-wrap

Recent RoSPA Report indicated that a swing had loose seat eye-bolts. Action referred as tighten up eye bolts.

Andrew to possibly deal with this

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.

Benches

Cracks in wooded seating and some graffiti drawn on table top. (black spray paint tag) Efforts made to remove same from bench.

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

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.

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date 26 August 2015

Tony Nicholas.....Date 26 August 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!



Cottenham Village Termly Report April to July 2015

Numbers

There have been 12 visits by the bus during the term and we have seen 36 young people with an average attendance of 13. The term has been spoilt by the inability to park in the recreation ground car park due to lack of space. We have had to park in the junior school layby.

Age	11	12	13	14	15	16	17	18	19	20
Number Male	1	14	6	2						1
Number Female	1	4	2	1	3	1				

Session	1	2	3	4	5	6	7	8	9	10	11	12	13
Attendance	11	16	15	14	Can c	12	15	14	15	12	11	16	9

Activities

Craft activities available on the bus this term have included tile decorating, badge making, making shrinkies keyrings, fantasy film art, scratch art, making bead bracelets, making Father's Day cards, making leather key rings, glitter tattoos, nail art, Hama beads and loom bands

Quizzes have been held on bird identification, earth day, space, the General Election, hunger, map symbols, women in sport, food safety, deaf awareness, alcohol, Wimbledon and nature

General

Week 1 Enjoyed outdoors fun on playground and playing football. Talked about sports, family and nick names.

Week 2 Lot of playing outside and fair in village. Youth Workers dealt with a theft of someone's tuck money on the bus. Conversation with older member about career choices.

Week 3 Calm friendly session. Many out on field playing football. Conversations about prank calls, being respectful in relationships and how to contact the police.

Week 4 Had to use lay-by as polling station in use. Good one-to-one conversations and support. Used Nerf rocket out on rec. Conversation about mock election at school.

Week 5 Cancelled due to insufficient staff.

Week 6 Had to park in lay by again as car park is over full. Conversations about homophobia, racism, family members and careers.

Week 7 Had to park in school lay by again as park too busy. Quiet session as some went off to play at park. Conversations about exams and primary school trips. Possible young volunteer identified.

Week 8 Young people alternating between field and bus. Couple did bead bracelet craft. Two boys from traveller families attended for whole session.

Week 9 Young people using field but returned later. Conversations about binary clocks, family situations, siblings and fathers.

Week 10 Lots of comings and goings to park. Conversations on further education and careers.

Week 11 Quiet night as most spent the evening on the recreation ground in the heat. Long conversation with 2 young people about families and death.

Week 12 All enjoyed doing glitter tattoos. Most headed down to the park, but busy end to the session.

Week 13 Junior School had summer fair so busy in Lambs Lane. Meant session dominated by traveller family believed to be underage. Flyers have been given to year 6s in junior school.

New Changing Rooms update

The project is entering its last few weeks with building handover expected on or soon after 18th September prior to a week of system commissioning.

- C J Murfitt are about to complete the vinyl floor cladding and complete minor final fit and snagging work.
- Electricity, LPG services and alarm systems also need finalising in the next few weeks
- Councillor Richards and friends will be donating their time and expertise to fit out the kitchen over the next few weekends with products donated by Travis Perkins and Magnet.
- Durman Stearn will return to site to complete paving and finish the access road etc

Although approximately three weeks late due to problems earlier in the contract, overall costs remain within budget.

New Changing Rooms opening etc

- Once systems are clear, we could arrange small group preview visits by appointment to allow Team Managers especially to become familiar with the layout, operational and security arrangements.
- Formal Opening Event (10th October, time TBD) might look like:
 - Private (invitation-only) modest reception and walk-throughs for a representative group of Funders (including CPC), Contractors and Football/Cricket Sports Club Managers
 - Proper Opening (from Sheltered Gallery) by Star Footballer
 - Guided tours for groups of ~6 at a time?
- Caretaker is being sought (CN advert etc) from around end October
- We need some interim ad-hoc cleaning/tidying support once the building is opened informally until that time, especially when real use/hire begins. Budget has already been allocated.
- Costs of modest budget reception can be covered within the overall project budget.

Item 15L/151. Projects

- Last year we developed a project wish list from various sources, including the Vision Plan
- We then did a prioritisation exercise based on how many people might benefit compared to capital and maintenance costs with some extra priority given to projects that helped the disabled or disadvantaged.
- That led to a suggested phasing to underpin our budget request.
- Our budget then included for this year:

<i>Old rec ground (Broad lane)</i>	500
<i>Crowland manor site</i>	5000
<i>Memorial/Open spaces</i>	200
<i>Tree works</i>	2000
<i>Tenison manor</i>	2000
<i>Brenda Gautrey way</i>	1000
<i>WARG field</i>	200
<i>Fen Reeves expenditure</i>	500
<i>Additional grass cutting (+ 2PA)</i>	500
<i>OS fitness kit on Recreation ground/Broad lane</i>	11250
<i>OS Bike learning trail</i>	7500
<i>OS circular path</i>	7500
<i>Rugby development - trial drainage</i>	5000
<i>New changing rooms - LPG</i>	3000
<i>New changing rooms - Water/Sewerage</i>	375
<i>New changing rooms - Electricity</i>	263
<i>New changing rooms - Insurance</i>	1125
<i>New changing rooms - Cleaning</i>	3900
<i>New changing rooms - Maintenance</i>	2250
<i>Village hall refurbishment</i>	5,000
<i>Recreation ground building maintenance</i>	3,500
<i>Repairs and renewals</i>	1,000
<i>Village hall cleaning costs</i>	10,000
<i>Annual deep clean of village hall</i>	1,000

- In addition, there is labour our Groundsman provides under his contract.
- It is clear that we missed some things and were too ambitious with others.

Now is the time to restart this process so we get a better understanding by late September when we need to submit next year's proposals. I suggest each proposal has a named sponsor to argue the case for its inclusion and be willing, with support, to pursue it.