

COTTENHAM PARISH COUNCIL

Community and Leisure Facilities Committee Minutes

Held in the Village Hall, Lambs Lane on Tuesday 18th November 2014 at 7.30pm

Present: Cllrs Mudd (Chair), Berenger, Heydon, Leeks, Morris, Richards, Alan Raven (Cricket), Terry Keeble (Colts), Andy Ward (S&SC) and Clerk

In attendance: 1 member of the public

- 14L/082. Chairman's Introduction and Apologies** – Cllr Mudd mentioned that tennis club have been in touch regarding new courts. Apologies accepted from Cllr Collier and Young.
- 14L/083. Public participation – Standing Orders to be suspended** – none present.
- 14L/084. 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.
- 14L/085. Minutes** – Resolution that the minutes (circulated) of the Committee meeting held on the 21st October be signed as a correct record. **RESOLVED.**
- 14L/086. Reports**
- **Clerk** – report circulated prior to the meeting. Complaint has been received from Rascals re. kitchen usage. Colts and Rascals to liaise going forward.
 - **Playground safety** – report circulated prior to the meeting. Clerk to contact Mike Overall regarding finger entrapment issue.
- 14L/087. Signs for Parish noticeboards & rec ground** – Resolution to obtain quotes for putting signs on the noticeboards + replacement of existing signage at the rec at a cost of £136.99 + VAT. **RESOLVED.**
- 14L/088. Deep clean of village hall** – Resolution to obtain quotes for getting the village hall deep cleaned at a cost of up to £350 + VAT. **RESOLVED.**
- 14L/089. Toddler swing seats** – Resolution to obtain quotes for 2 replacement toddler swing seats. **RESOLVED.**
- 14L/090. FEFF 2015** – Resolution to give permission for FECA to use the village green from 18th-22nd June 2015. **RESOLVED.** NB: need to see copy of public liability insurance.
- 14L/091. Recreation ground user agreements** – To consider formal user agreements – Item deferred.
- 14L/092. Village hall user agreements** – To consider amendments to current user agreements. Long term user agreements deferred. One-off agreements have been circulated. Need to add daytime hire with no bar facilities and look at insurance. Hirer to be responsible for cleaning and setting up/taking down.
- 14L/093. Village green hire agreements** – To consider amendments to current hire agreement. Item deferred. Agreements to come into force in April 2015. Need to add in a waiver for charities.
- 14L/094. Village hall cleaning contract** – To consider drawing up of formal contract – Cllrs Mudd has met with Nick West to find out what his role entails and it is considerably more than just cleaning. Need to separate the cleaning and maintenance roles. Suggestion that a basic heads of agreement is set up. Need to check insurance. Resolution that Cllrs Morris and Mudd have the delegated authority of CALF to set up a heads of agreement. **RESOLVED.**
- 14L/095. Changing rooms** – To receive an update on the project – Cllrs Morris gave an update. Now going through the process and getting detailed costs from the 2 lead contractors. Change to pumped sewerage rather than holding tanks which may push the price up. This will be offset against leaving the spoil on site. Cllr Mudd has spoken to the Football Foundation who has reassured that CPC won't lose the grant at this stage because we are so close to completion. CPC need permission from the funders before the contracts can be signed. 28 day payment terms have been agreed which will aid cashflow.

- 14L/096. 2015/16 budget** – To consider projects/items to be put forward to the Finance Committee for inclusion in the next budget – Cllr Mudd outlined. Expenses: proposal put to FLAC; looking for £65k capital with £5.5k maintenance. All of the project ideas have come from the Vision Plan or by residents/users etc. Village Hall costs will be ‘neutralised’ by the Beach Road S106 agreement. It should be possible to get grant for the skatepark path. Tree budget has already been reduced. Next FLAC meeting is 25th November. Intention is that precept should not go up as a result of the budget. Resolution that budget figures of £65k + £5.5k for 2015/16 are put forward to FLAC. **RESOLVED.** Income: Need to amend the Ladybird wording on the budget document to read ‘reimbursement’. Cllr Mudd ran through the suggested figures. Some discussion about sports income and whether it is reflected in the new facilities. Cllr Berenger left the meeting at 9.03pm. Need to recognise the improved facilities without breaking the clubs financially. Resolution that income of £30k net be put forward as 2015/16 budget to FLAC. **RESOLVED.**
- 14L/097. Hand dryers** – Resolution to purchase of 2 replacement hand dryers for the village hall at a cost of £79.99+VAT each. **RESOLVED.**
- 14L/098. Village hall front door + mat** – To consider obtaining quotes for a replacement door (2/3rd width + 1/3rd to enable better disabled access) and new front door mat for the village hall – Clerk outlined the current access problems for those with disabilities. Resolution to obtain quotes for a fully automatic door with push-button access and new door mats. **RESOLVED.**
- 14L/099. Dog bins** – Resolution to obtain quotes for 2 additional dog bins; locations to be decided. **RESOLVED.**
- 14L/100. Playground signage** – To consider obtaining quotes for playground safety signage – Cllr Mudd outlined that although there was currently disclaimer signage by the skatepark there was nothing on the main playground. Resolution to obtain quotes for playground safety signage. **RESOLVED.**
- 14L/101. Village noticeboards** – Resolution to obtain quotes for 2 village noticeboards. **RESOLVED.**
- 14L/102. Storage of cleaning products** – To consider improvements to current storage of cleaning products in the Village Hall – Cllr Mudd outlined issues around the alarm cupboard being left unlocked by users. The sports clubs don’t allow children into the kitchen on safety grounds and this suggestion will be rolled out to include all users going forward. Some existing cleaning materials to be removed from the cupboard. Clerk to monitor user adherence to safety over the next month and report back.
- 14L/103. Legionnaires Disease** – To consider follow-up of report into Legionnaires hazards – Resolution that Andy Ward will run checks every Sunday. **RESOLVED.** NB: need to purchase thermometer.
- 14L/104. Cycle event summer 2015** – To consider resident request to hold a cycle event around Cottenham. It was considered that more information was required about the traffic management. Item deferred.
- 14L/105. Security camera** – To consider giving permission for Bowls Club and A. King to install a security camera at the recreation ground – Cllr Mudd has spoken to the bowls club. They would need to install adequate signage. Resolution that CALF agrees in principal to installation of security cameras in the vicinity of the bowls club, subject to adequate signage. **RESOLVED.**
- 14L/106. Verti-draining** – To consider deep-tine aeration with sand at recreation ground at a cost of up to £1355+VAT per pitch. Terry mentioned that water from the adjacent farmland is running onto the rec ground and that possibly a ditch should be cut first. Approval would be needed by County Farms which could take some time. Item deferred. Resolution that CPC contact County Farms to speak about our drainage. **RESOLVED.**
- 14L/107. Matters for consideration at the next meeting – Removal of hedging between 2nd/3rd fields on rec.**
- 14L/108. Dates of next meetings** – TBC
- 14L/109. Close of Meeting** – 10.20pm

Signed _____ (Chair) Date _____