

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – APRIL 2018

Item 18L/048 – Minutes



DRAFT Community and Leisure Facilities Committee Meeting

Meeting held in the Village Hall on Tuesday 20th March 2018 at 7.30pm

Present: Cllrs Collier (Chair), Morris, Mudd, Young, Alan Raven (Cricket), Ian Stuchbury (CUFC), Andy Ward (S&SC) and the Clerk

18L/025. Chairman's Introduction and Apologies – Apologies accepted from Andrew King.

18L/026. Public participation – Standing Orders to be suspended – None present.

18L/027. To accept Declarations of Interest - None given.

18L/028. Minutes – Resolution that the minutes of the Committee meeting held on the 23rd January 2018 be signed as a correct record. **RESOLVED.** Cllr Nicholas arrived 7.31pm.

18L/029. Reports

- **Clerk** – Karl Miles (Colts) arrived 7.32pm. Swings – waiting quote from Wicksteed for replacement parts. Existing swing approx. 15 years old. Deep clean was done at the weekend. Anti-climb paint has been done and signs purchased. Problem with weeping ash at the Pond – Eastern Landscapes have removed the remaining limb leaving us with a trunk and 2 stubby branches. Waiting call back.
- **Health & Safety report** – As report. Cllr Nicholas has inspected the 4 bay swing on 19th March. Noted that the issue can't be seen unless the swing shackle is taken apart.
- **Major developments** – Cllr Morris updated the report to state: Gladman – don't yet know the outcome of the sale. Persimmon – Reserved Matters application now submitted. CCC – difference of opinion at the appeal regarding SCDC 5 year housing supply figures; will know outcome in approx. 6 weeks. Lots of discussion at the appeal regarding how the site could be laid out better – would be a condition of an approval that any land given to use has to be within the existing site. Doesn't explicitly include the road to the primary school expansion but our lease does allow for such a road. Noted that the proposed Local Plan designates the 3rd field as Local Green Space which could cause problems with development. Cllr Morris has written to SCDC to complain about the lack of consistency at the appeal. If CPC feel that the Inspector was misled (i.e. the two differing 5 year housing supply figures) then we could push for a judicial review. Manor Oak – S106 Officer has raised an issue regarding play provision and suggested fewer homes are built on the site.
- **Neighbourhood Plan** – As per report. Cllr Morris said that the next step is to make it more 'digestible' and make more people aware. The working party met last night and have decided to delay the Regulation 14 consultation until after the elections and the CCC appeal result. Mr Stuchbury queried what affect the NP would have on the current speculative developments. It won't count for much against the approvals but where it will have an affect is on the Reserved Matters applications (the design details).
- **Youth Provision** – Noted that there had been a couple of recent cancellations due to the weather and mechanical issues.

18L/030. Representation on CALF - to consider CALF representation to be broadened, as we plan more amenities and facilities for the village. Cllr Morris said that that the CALF Committee was intended to be more widely represented than it is. Need to look at how we broaden. Discussion regarding how meetings would work with additional membership. Resolution to invite representatives from other village clubs to participate in the Committee. **RESOLVED.**

18L/031. Neighbourhood Plan - to consider any necessary revisions to the amenities proposed in the draft Neighbourhood Plan – Cllr Morris outlined. May need to consider either moving or intensifying usage of the Rec with a 3G pitch. Money will come in from the developments over time and if Council Tax stays at the current level we'll receive additional monies due to the population increase which would give us the ability to bring the precept down. Discussion

regarding what would happen if decide to move the Rec. Need to be aware over the next few weeks and spread the word regarding the Neighbourhood Plan – this is a chance to express an opinion. Neighbourhood Plan working party members to arrange meetings with the various clubs.

- 18L/032. Colts 5 aside** - to consider arrangements for tournament on 25th May – Agreed that over seeding can take place after the last Colts game (28th April). Clerk to confirm with Groundsman which areas are to be seeded. CUFC have a game on 5th May but can be played on 2nd field. Parking for the tournament to be on the 2nd field. Mr Miles asked if the weather stays dry, when could the Colts use the 3rd field for training; Clerk to confirm with Groundsman. Mr Stuchbury requested that the Colts didn't use the remaining 1st pitch for warming up; noted.
- 18L/033. Ladybirds building maintenance**- to consider applying for an energy improvement grant for insulation, in addition to installing a suspended ceiling and repainting of rooms – Clerk outlined what had happened during thermal inspection. No sign of significant heat loss from the building. Noted that heating/thermostat not working properly in 'red room'; plumber to be contacted. Window to rear of the red room cloakrooms is showing signs of damp; consider either bricking up (if Ladybirds agree) or re-sealing and replacing windowsill. Clerk to ask Ladybirds to obtain quotes for roof insulation/ceiling works + other maintenance works required. Need to check SCDC grant conditions.
- 18L/034. Basketball nets**- to consider installing basketball practice hoop(s) in the village (resident request) – Committee was supportive of the idea but need to consider the logistics. Clerk to contact resident for further information.
- 18L/035. Family fun day** – consider permission for charity event at the Rec on 5th August (resident request) – Not viable to have Cottenham Cup on the same day. If more than 40 cars there must be a marshall. Resolution to grant permission for charity family fun day event at the Rec on 5th August subject to: parking, adequate public liability insurance. **RESOLVED.** NB: must be stated that it isn't a CPC event.
- 18L/036. Pitch hire** – consider permission for Histon U15's to hire one pitch for the 2018/19 season – Unviable due to pitch availability.
- 18L/037. CUSSC Village Hall hire** – Resolution to give free use of the Village Hall for a fundraising event on 21st April. **RESOLVED.**
- 18L/038. CVS event** – Resolution to permit CVS to hold event in July to support local community groups. **RESOLVED.** NB usual hire agreement to apply. Due to times the venue would either be Pavilion or S&SC.
- 18L/039. Noticeboard repairs**- Resolution to accept quote of £260 for repairs to the two village noticeboards. **RESOLVED.**
- 18L/040. Connections Bus** – Resolution to host up to 6 summer sessions of the youth bus during the school holidays. **RESOLVED.**
- 18L/041. Wreaths**- to consider better methods to secure wreaths to the Memorial (resident request) – Andy Ward suggested using wire to link the wreaths together; will trial this year. Clerk to check what method is used in Histon/Impington.
- 18L/042. Matters for consideration at the next meeting** – items to be sent to the Clerk.
- 18L/043. Date of next meeting** – 17th April 2018
- 18L/044. Close of Meeting** – 9.14pm.

Signed _____ (Chair) Date _____

Item 18L/049 - Reports

Clerk

Recreation ground

- The FA sign has been damaged.
- Issues with graffiti on skatepark being monitored.
- Clerk liaising with Groundsman regarding requirements for up to 5 new bins.
- Quote being obtained for repairs to tennis courts.
- Received notification that the RoSPA inspection is due April/May.
- Swing damaged (4 bay). Groundsman has repaired however it was noted that the swing shackle was worn. Wicksteed have been contacted for quote for replacement to all 8 shackles.
- Groundsman to oversee 1st field and further pitch on 3rd field after final Colts game on 28th April. Pitches will need 'resting' for approx. 1 month but 1st field will be playable for Colts tournament at end of May. Some remedial seeding may be required after the event.

Village Hall

- Oven clean scheduled for 17th April.

Misc admin

- Les King Wood – Tree guards still require removal.
- Red Cross Emergency First Aid course – takers so far are: Day Centre, Bowls Club, Rugby Club. May want to consider opening up more widely.
- Defib – BT Payphones has confirmed that the Denmark Road kiosk does have a power supply. BT Payphones work closely with The Community Heartbeat Trust and recommend them to supply defibrillators due to their compliance to BS7671 electrical safety standards. If we go via another route for the defibrillator then we would need to ensure that the defibrillator cabinet is class 2 and compliant to BS7671-416/417 in its construction and manufactured by a ISO 9001/2 certified manufacturer. When the cabinet has been installed we need to let BT know and they will guarantee the power supply for 7 years. Have contacted CHT for advice. They have said that our £1500 + VAT budget may fall a bit short and we may need to consider increasing slightly. CHT will register the box and get written confirmation from the ambulance service, run a training seminar for residents, provide signage (to change 'telephone' to 'defibrillator', provide online governance system for checks, counselling service for anyone who is involved in a situation whereby the equipment is used plus backup and support as required. Can use our own electrician to install but they need to provide a certificate of installation. CHT can meet with us to go through suitable options to match our requirements and will send written proposal.
- Incident at the Moat has left an area of turf needing replacement. Groundsman to action in the spring. NB: Appears that children have been using metal detectors and digging in the scheduled area of the Moat.
- **WWI Centenary working party met 9th April. Has been confirmed by the Commonwealth War Grave Commission that we can add a wrought iron stay to the Memorial (to keep wreaths in place).**
- Working with Ladybirds re. applying for SCDC energy grant towards roof insulation. All 3 District Cllrs have pledged support for the grant. **Waiting for quotes from Ladybirds before we take forward.**
- **Noticeboard repairs (Village Green and the Pond) are ongoing.**
- **PICUS test to 2 trees on Green scheduled for 19th April.**
- **Meeting with Ian Lorman on 19th April to go around the areas identified for tree surveys.**

Health & Safety report

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection 20th March 2018

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

- ⤴ 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

- ⤴ Kompan Playhouse -New unit
- ⤴ 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
- ⤴ 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: Cllrs David Mudd and Tony Nicholas

Councillors Signatures:.....

Inspection Date: Tuesday 20 March 2018

Next Inspection: Wednesday 11 April 2018

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection 11th April 2018

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

- ⤴ 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

- ⤴ Kompan Playhouse -New unit
- ⤴ 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
- ⤴ 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: Cllrs David Mudd and Tony Nicholas

Councillors Signatures:.....

Inspection Date: Wednesday 11 April 2018

Next Inspection: Wednesday 9 May 2018

Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground Date of Inspection: Wednesday 11 April 2018

Note: Any items mentioned on previous reports are in the process of being rectified.

The following items that require attention are shown below.

Flooding on skate board area due to poor drainage.



Loose nut on chain attached to overhead bar. Nut needs to be re tightened.
This is the identified swing



The nut to be tightened



Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date: 11 April 2018

Tony Nicholas.....Date: 11 April 2018

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!

Major developments

- Bellway Homes (50 homes off Oakington Road) have obtained full planning permission following their successful Reserved Matters submission. Construction has begun.
- Gladman Developments site (up to 200 homes and 70 residential care places) sale is imminent; a Reserved Matters application will follow in due course.
- Persimmon Homes (up to 126 homes off Rampton Road) has outline permission; a Reserved Matters application has been submitted; CPC reviewing this week.
- County Council (up to 154 homes off Rampton Road) appeal is under way; Inspector due to report later in April. Some issues with the s106.
- Manor Oak Homes (up to 50 homes off Beach Road) is likely to be refused by SCDC.
- Lau (23 homes off Oakington Road) decision by SCDC on 24th April – Case Officer approving?
- Heidi Allen MP approached to facilitate a multi-agency review of increased flood risk arising from these and other local developments.
- Amey “Energy from Waste” proposal to incinerate ¾ of landfill waste into energy with some air pollution risks – further consultation events likely before CCC make a planning decision.

Neighbourhood Plan

- Have pre-consultation review feedback from SCDC – 2.5 months after request.
- Have commissioned Locality to do a Strategic Environment Assessment
- Have prepared banner, a series of posters, and on-line and hard copy pamphlets
- Have applied for Locality grant to take us through consultation
- Awaiting result of CCC Appeal

Village Hall & Nursery update

- Pre-app report awaited from SCDC
- On-site and Cambourne meetings seemed positive.
- Council now has a £400,000 fund for planning application, technical design and tender.
- Hall demolition likely around 5 – 6 months after CPC go-ahead for Planning application.

Youth Provision

Numbers

There have been 9 visits by the bus during the term and we have seen 48 young people

| Age | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|---------------|----|----|----|----|----|----|----|----|----|
| Number Male | 1 | 3 | 6 | 9 | 3 | 1 | | | |
| Number Female | | | 4 | 4 | 4 | 2 | 3 | 4 | 1 |

| Session | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 |
|------------|---|----|----|----|----|---|-----------|----|---|----|----|----|----|
| Attendance | - | 23 | 25 | 27 | 27 | - | Half term | 19 | - | 14 | 17 | 21 | 26 |

Quizzes were held on- STIs, Winnie the pooh, World religion day, Australia, Chinese new year, Fairtrade, bird identification, smoking and Easter

Crafts available on the bus this term included - Badge making, alphabet beads, shrinkies, bingo, jewellery making, potting crocuses for Mother's day and Easter crafts

Reports

Week 1 4th January

Cancelled due to generator failing

Week 2 11th January

Lots of conversations about Christmas, college, parents evening, trying to stop swearing and jobs. A couple of one-to-ones about health and about school (follow-up required). Two young people brought alcohol onto the bus and were asked to leave for rest of session (appeared to not see the problem!).

Week 3 17th January

Fairly chilled evening with young people enjoying own company. Conversations about relationships, school, moving to Cornwall and support at school. Feedback from contact with school given to two young people.

Week 4 25th January

Lots of coming and going this evening. One young person arrived tipsy and needed observation all evening (other young people were looking after her). Conversations were held on school support, diets and exercise, lessons, new bike, jobs, future careers, teachers and dangers of supply alcohol to under 18s

Week 5 1st February

Used lay-by as roadworks prevented access to car park. Games consoles in good use, loads of walking in and out. There were three new members. Conversations about school, English test, alcohol, smoking. Also one-to-one about job hunting and possible pregnancy.

Week 6 7th February

Cancelled due to staff sickness Half term

Week 7 22nd February

Played a few computer games and chatted in groups. Conversations about school, college, work experience, bike riding and road safety. Bit of hearsay about relationship involving previous attendees

Week 8 1st March

Cancelled due to extreme cold

Week 9 8th March

Fairly relaxed session enjoying video games. Conversations about college, family, health (Cancer, meningitis, vaccinations), energy drinks, rugby, football and birthday.

Week 10 15th March

Good session enjoying chance to chat and play computer games. Conversations about school, giving up chocolate for Lent, trying to give up energy drinks again, work, wages, injuries, football trials, swearing, mock exams, fights, birthdays, shopping and teachers harassing students.

Week 11 22nd March

Games consoles well used this week along with enjoying music and coming in and out. Conversations about school, moving to Centre School, hanging out with traveller boys, buying drinks for younger girls, talking to adult about problems, smoking, family and Dad dying (being afraid of him when younger)

Week 12 29th March

Very wet evening so more on the bus than usual. Enjoyed games consoles and sitting around chatting. Conversations about injuries, what to do with nose bleed, incident at work experience, computer games, threatening phone calls and friendships.

Generation Game

| Session | 1 | 2 | 3 | 3.5 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 |
|------------|----|---|---|-----|---|-----------|----|----|---|---|---|----|
| Attendance | 10 | 8 | 8 | 9 | - | Half term | 11 | 11 | 9 | - | 7 | 9 |

Week 1

Good start to Generation Game with 10 young people enrolling. Very positive session getting to know each other and looking at the course contents

Week 2

A couple were off ill and one was involved in a sporting event at school so reduced numbers tonight. There was one new young person. Good use of templates to explore what makes a good or bad visitor, and how to do a good handshake

Week 3 - Tuesday

Three young people off sick. Visit from Care Network staff looking at reminiscence and useful activities.

Week 3 - Saturday

First Aid & Hygiene – 2 on holiday. All successfully completed the courses.

Week 4 6th February

Cancelled due to staff sickness

Half term

Week 5 20th Feb

Dementia Friends session with visit from funders. All went very well.

Week 6 27th Feb

Covered boundaries and safeguarding

Week 7 6th March

Great session identifying strengths and achievements plus planning of activities.

Week 8 13th March

Cancelled due to staff sickness

Week 9 20th March

Great session with visit from elderly members of community. Had conversations while learning 5-a-side chess.

Week 10 27th March

End of course. Met local community contacts, gave presentations about course and looked at volunteering opportunities.

18L/050. Basketball nets

14 year old resident has contact us regarding facilities for teenagers within the village. Spends a lot of time at the Rec with friends and wondered if it would be possible to have a basketball post there or on the green space in Tenison Manor. Wants the ability to play basketball out of school/in the holidays but either has to pay CVC to use their courts or travel to one of the surrounding villages to use the facilities at their Recs; not always possible due to lack of transport. The facility would provide something for the older children of the village. **UPDATE:** Resident has confirmed that grass would be an acceptable surface therefore a hoop and backboard could be attached to one of the floodlights for example. The idea is to provide shooting practice rather than being able to play a full game!

18L/052. Additional mobile goalposts

Colts have obtained a grant of £1500 towards the purchase of another set of 11v11 goalposts. Need to source a further £1300 towards the cost.

18L/053. APM report

Annual Parish Meeting is taking place on Thursday 10th May. What items does the Committee want to include?

- Achievements over past 12 months
- Ongoing projects
- Future aims?