

## **COMMUNITY & LEISURE FACILITIES COMMITTEE**

### **AGENDA REPORTS PACK – DECEMBER 2017**

## Item 17L/151



### DRAFT Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 21<sup>st</sup> November 2017 at 7.30pm

**Present:** Cllrs Collier (Chair), Morris, Mudd, Nicholas, Karl Miles (Colts), Alan Raven (Cricket), Andy Ward (S&SC), Andrew King (Groundsman), the Clerk and Asst Clerk

**In attendance:** 5 members of the public

**17L/129. Chairman's Introduction and Apologies** – apologies accepted from Cllr Young (work) and Ian Stuchbury.

**17L/130. Public participation** – Standing Orders suspended 7.31pm. Resident 1 was pleased that tennis was being mentioned under item 17L/143. No mention of it in the recent NP 7 questions and wanted to know what CPC's response was to Sport England's recommendation to keep 2 grass courts with floodlights and have 3 mini courts. Cottenham Tennis Club is keen to work with the Parish Council and wanted to know the likelihood of moving the Club to the Rec Ground - in the 2014 business plan it was seen as the only way of growing the Club. Wants to know if the document can be revisited. CVC courts are in bad condition. Resident 2 mentioned that the Tennis Club always used to be based at the Rec Ground. Resident 3 wanted to know the possibility of Cambridge Scooter Club holding an event in June 2018 on the 1<sup>st</sup> field. Would consist of up to 150 classic scooters and they would need access to shower facilities, kitchen and a room to hold music event plus there would be camping onsite. It is a not for profit event. Groundsman confirmed he was amenable to the idea of using 1<sup>st</sup> field. Resident 3 understood the need to respect the pitch and could move to the 3<sup>rd</sup> field if necessary. Wanted to know what insurance they would need; confirmed the Public Liability would be required. They are experienced in organising these events. Further details would be required to go to Full Council. Concerns raised about vehicle movements in/out of the site but noted that it would be no different from the Colts 5-a-side tournament. Resident 3 confirmed there would be no movements allowed between 11pm and 7am. They also have their own security. Event would run from Friday lunchtime, with events on the Friday and Saturday night, to midday on the Sunday. Alan Raven confirmed that space would be required for cricket on the Saturday for 2 teams – won't know fixtures until end of February but possibility of receiving information by Christmas. CPC would need to inform Bowls Club. In case of demolition of the Village Hall then a marque would be used and Resident 3 has the relevant drinks licence. Proposal to be put together and sent to Clerk. Standing Orders reinstated 7.55pm.

**17L/131. To accept Declarations of Interest** - To receive disclosures of pecuniary and other interests from Councillors on matters to be considered at the meeting. None received.

**17L/132. Minutes** - Resolution that the minutes of the Committee meeting held on the 17<sup>th</sup> October 2017 be signed as a correct record. **RESOLVED.**

#### **17L/133. Reports**

- **Clerk** – Report noted. Fen Reeves requires coppicing; need to decide whether to engage volunteers or get quotes for the work.
- **Health & Safety report** – Report noted.
- **Major developments** – Report noted.
- **Neighbourhood Plan** – Report noted. A lot of things regarding sport won't be in the Plan – it only covers change of use of land. The next version will start being more specific about locations.
- **Youth Provision and half term update** – Session on 7<sup>th</sup> December to be cancelled (clash with CPS Christmas Fair). For 14<sup>th</sup> December need to insist that CPS provide car park marshalls (school play).

- 17L/143. Future Recreation Ground layout** – to consider possible reconfiguration of site – Item brought forward. The challenge is that when CPS expands 2/3<sup>rd</sup> of the 3<sup>rd</sup> field won't be available, however we will be given an equivalent amount of land (which currently is near the allotments). Cricket pitches can't be moved and need to see where we can put the MUGA, village hall and nursery. Play area may need reconfiguring. Having the training area, MUGA and skatepark together would be a benefit because they could share the floodlights. The issue with the tennis business plan was that the Parish Council were expected to fund the courts; the other catch was exclusive use rather than community use. It was noted that lots of residents are now playing outside of Cottenham and the CVC courts can't be used during the daytime. The LTA are having a massive push for funding but the club would have to own or lease the land. Cllr Morris stated the complication was that the tennis club wouldn't be able to do either of these because it's King George charity land. Sport England had suggested replacing with hard courts. Noted that the area behind the Pavilion was unsuitable. Standing Orders suspended 8.30pm. Resident 1 stated that the tennis club would need a minimum of 3 courts, preferably 4. 2 on the existing grass courts and use of the MUGA could work as a compromise. Not worth resurfacing the existing grass and money could be put towards hard surfacing. Resident 1 to look at grants. Would need planning permission for the floodlights. Currently the club is down to 15 members plus family members. Standing Orders reinstated 8.45pm. Groundsman commented that there weren't enough football pitches currently. Two 7v7 and one mini pitch at the moment. If County don't get planning permission we may be able to buy/lease additional land. Could also purchase allotment space in the future. Cllr Morris and Clerk meeting with County/SCDC next week and the matter will be discussed.
- 17L/134. Mobile goalposts (Colts)** – Resolution to accept quote from MH Goals. Goalposts to be owned by CPC but maintained by Cottenham Colts. **RESOLVED.**
- 17L/135. Pitch usage at Rec Ground** – to consider usage issues – Karl Miles to speak to Jason Leach regarding field 2 being used for training. There are now 10 teams playing which is causing parking problems. Colts to look at how games could be better staggered to resolve pitch and parking problems. Noted that adult matches start at 2pm (1pm arrival). Could look at rescheduling mini and 7v7 games. Noted that Colts were warming up off pitches. Games will only be called off when pitches are wet or frozen.
- 17L/136. Cricket nets** – to consider siting of cricket nets behind the Pavilion – Alan Raven outlined the needs. Should be able to fit a 2 lane net around the cesspit. At 3.6m high it will require planning permission. Would be purchased and maintained by the cricket club. Could be open or fenced with a coded gate which would be the preferred option. Alan to obtain quotes.
- 17L/137. Recreation Ground Hedging** – to consider replacement for diseased hedging plants – Groundsman outlined the issue. May need to replace with a different plant. Herras fencing to put used as a stop gap.
- 17L/138. War Memorial** – Resolution to accept quote from Brown & Ralph for repairs to the War Memorial. **RESOLVED.**
- 17L/139. Youth provision 2018/19** – Resolution to provide youth bus for 2018/19 – **RESOLVED.**
- 17L/140. Traffic Plan** – to consider possible arrangements for Rec Ground access and parking – Item deferred.
- 17L/141. Village Hall** – to consider possible layout and location of new Village Hall – Cllr Morris outlined. The proposed building is now smaller due to the removal of the nursery. Working party meeting architects on 30<sup>th</sup> November. Noted that a bar to be added downstairs.
- 17L/142. Nursery** – to consider possible layout and location of Nursery – Cllr Morris outlined. This will now be a standalone building. Existing play area would need to be reconfigured. We will submit 3 pre-apps shortly for the nursery, village hall and access road. Noted that the building would have a capacity of 50 but the new developments will mean an extra 120 children, however not all may need nursery provision.
- 17L/144. 2018/19 Budget** – to consider provisional revenue and capital budget requests – Cllr Morris stated that FLAC had already gone through the main items.
- 17L/145. Matters for consideration at the next meeting** – 2018 Remembrance event
- 17L/146. Date of next meeting** – 19<sup>th</sup> December 2017
- 17L/147. Close of Meeting** – 9.34pm.

## Item 17L/152 - Reports

### Clerk

#### Village Hall

- Clerk obtaining quotes for painting of anti-climb paint.
- **Outside lights – front and side now repaired.**
- **Cromwell Fire have serviced the extinguishers in the Hall and Pavilion. No repairs/replacements necessary. NB: invoice should show discount agreed due to timing error.**

#### Recreation ground

- The FA sign has been damaged.
- Quotes being obtained for remedial works in playground following RoSPA inspection – painting of benches. May now need to wait until the spring.
- Hedging plant behind 70 Lambs Lane has died, causing gap in the hedge. Groundsman to put hedges fencing in as a stopgap.
- **Vertidrainage to 3 smaller pitches on 3<sup>rd</sup> field completed.**
- Issues with graffiti on skatepark being monitored.
- 3 rubbish bins have been badly damaged and require replacement. Clerk liaising with Groundsman regarding requirements for up to 5 new bins.
- Problems again with traps in the Pavilion.
- Quote requested for repairs to tennis courts. NB: **this may be superseded by November CALF meeting and request by tennis club for replacement hard courts.**
- **Colts mobile goalposts have been delivered.**
- Have agreed with Groundsman that he can close the car park gates during icy periods to enable safe clearance/gritting of the pathway.

#### Misc admin

- Les King Wood – Tree guards still require removal.
- Issues to noise nuisance from ice cream van reported to EH. EH now following up but struggling to find details of the van using the registration number.
- Treeworks required on the Village Green – removal of remaining deadwood plus additional work required to a chestnut and maple.
- Red Cross Emergency First Aid course – takers so far are: Day Centre, Bowls Club, Rugby Club. May want to consider opening up more widely.
- War Memorial repairs ordered.
- Residents in BGW are liaising directly with Brian Heffernan (County) re. maintenance to the ditch on the estate and TDS regarding maintenance of vegetation etc. Some confusion with Taylor Wimpey as to what part of the treebelt they own. They have only been maintaining a very small section at the College end behind 3 houses at the College end. TW don't believe they own the treebelt/hedge adjacent to the ditch from near Sovereign Way up to Beach Road, this appears to differ from our own records. TW would like to know whether the Council wish to take over the 600mm strip. May have a resolution regarding the ditch clearance. Brian Heffernan was onsite 1<sup>st</sup> Sept and is liaising with landowners. He is prepared to act as go between with TW and CPC. Meeting took place on 13<sup>th</sup> October. To be followed up.
- Post box on Twentypence Road has been missing since approx. March/April. Still chasing Royal Mail for replacement since June and have lodged a complaint re. slowness of response. Further chase up revealed that the incident still hadn't gone to the correct person however it now appears that a new box has been ordered and may be in situ in the next month.
- Treeworks to weeping ash on The Pond have been ordered and application is with SCDC (will be revised by our Planning Committee on 9<sup>th</sup> Nov).

- Some treeworks needed to section alongside Bullfinch Way with several trees showing signs of decay. One severely rotted branch and dead trunk to be removed to groundsman asap. NB: none of the trees are of good quality, being tall and spindly due to overcrowding.
- Quotes being obtained for repair works to the noticeboards on the Pond and Village Green.
- Contacted Bovis re. getting broken streetlight on Tenison Manor estate repaired. Will be advised of timescales.
- **Works have started on new bridlepath between Broad Lane and Les King Wood. Whilst the LKW section should be completed before Christmas the path won't be 'joined up' until approx. May 2018.**
- **Following meeting with Ladybirds the issues of sound proofing and refurbishment were brought up (painting in less vibrant colours).**

# Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 4 December 2017

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 by: Cllrs David Mudd and Tony Nicholas

Councillors Signatures: .....

Dated: Monday 4 December 2017

Next Inspection on Wednesday 27 December 2017

## Major developments

- Bellway Homes have outline permission for 50 homes off Oakington Road but seem to be struggling to achieve an acceptable design.
- Gladman has outline permission for up to 200 homes and 70 places with care but may not yet have sold the permission on to a builder.
- Persimmon Homes has outline planning permission for up to 126 homes following filing of s.106 agreement
- Each of the above has promised substantial financial contributions to key aspects of the Neighbourhood Plan.
- Those permissions mean that far more houses will be built here in the coming years than are required under SCDC's emerging Local Plan, but this has still not been adopted. The final consultation is due to start shortly, including the claim that SCDC now has a 5-year land supply if the "Liverpool" method is applied; with adoption possible – Examiner permitting - in Spring 2018.
- The County Council is attempting to get permission (S/3551/17/OL) for a less ambitious (125 homes) but more disruptive plan - using land we would prefer for sports use.
- There is likely to be a consultation next year on how and where to expand the primary school.

## Neighbourhood Plan

- We are developing a summary of "Cottenham's housing need" that will identify the true local need.
- We have a Neighbourhood Plan Examiner's constructive views on our draft plan and have met SCDC's Planning Policy team to review next steps.
- We are also proposing to include the Village Hall and Nursery within the NP's revised Development Framework so they will not be in the "open countryside".
- A multi-party discussion about the proposed Medical Centre should happen soon and lead to a feasibility study (may need budget?)
- However many houses get built speculatively even the "politically affordable" ones will be beyond reach of most local people who might want them. Cottenham Community Land Trust has a grant to set up legally, then launch publicly on 16th January with the goal to address the unmet need for truly affordable homes.
- The draft NP may identify where "rural exception sites" could be permitted for those truly affordable homes.

### What next?

- Key parts of the draft plan will be re-written and submitted to SCDC early next year to check the likely extent of its environmental impact.
- Once assessed and possibly modified, the formal consultation will begin, leading eventually to the referendum where everyone can truly "have their say".

## Youth Provision

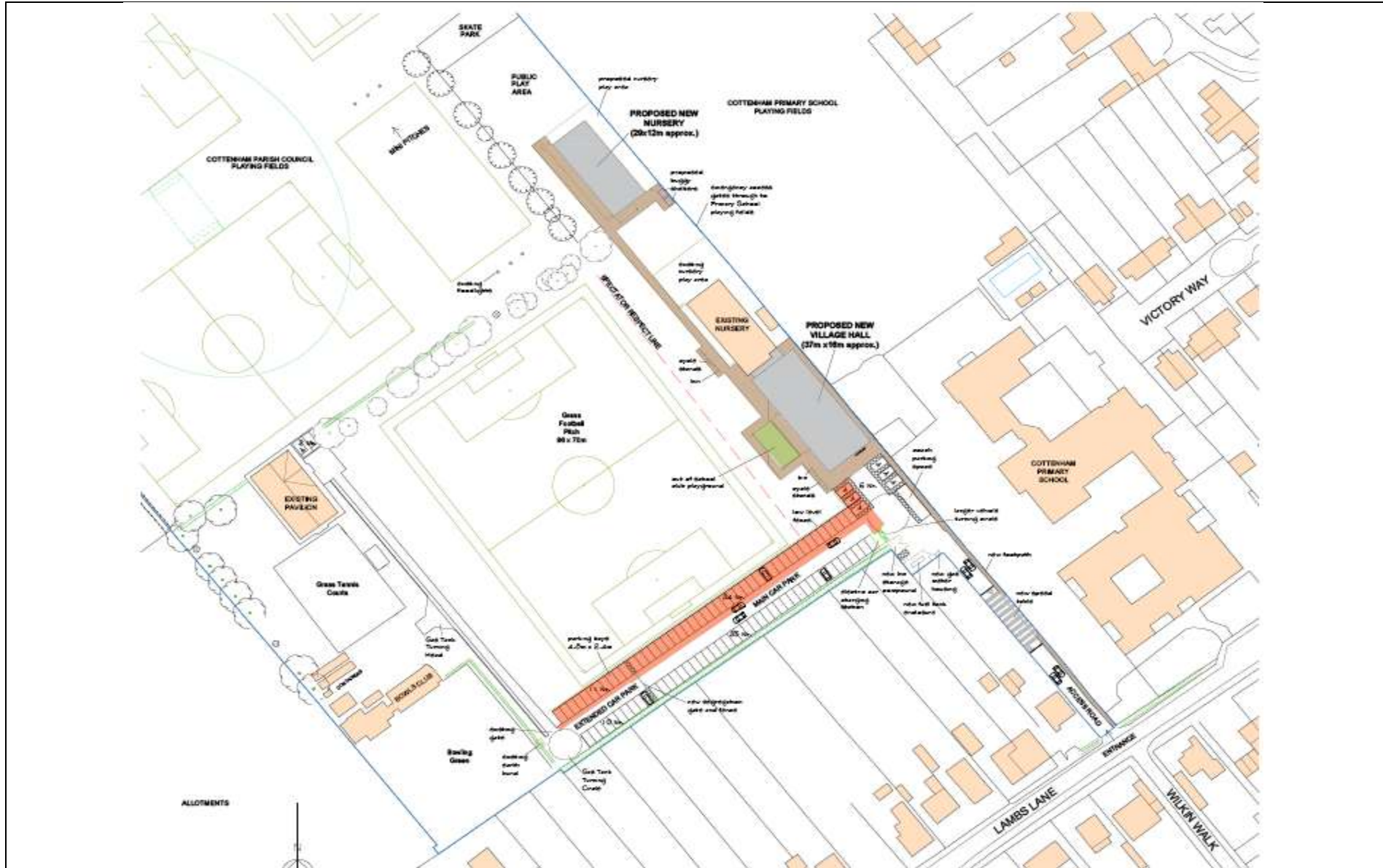
For info: Connections Bus are running a 10 week 'Generation Game' project from January 2018. This is a tailor made course to help young people gain a basic level of knowledge, understanding and learning to be a safe and caring visitor for older people. As well as offering practical and hands-on experience, they will complete a portfolio of work and receive a certificate on successful completion of the course, including First Aid and Food Hygiene.

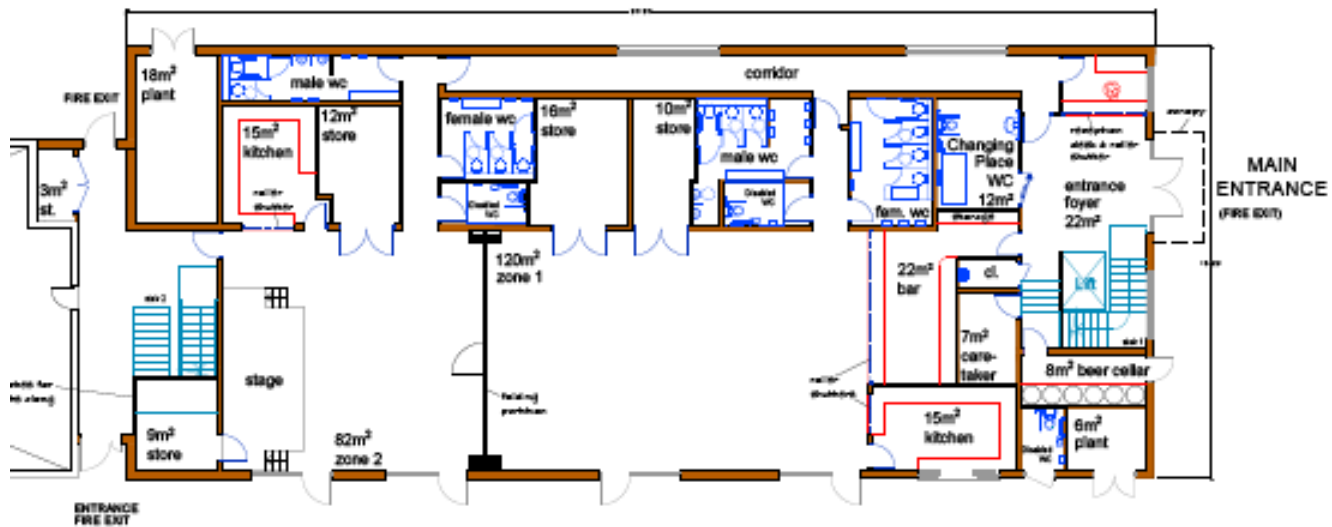
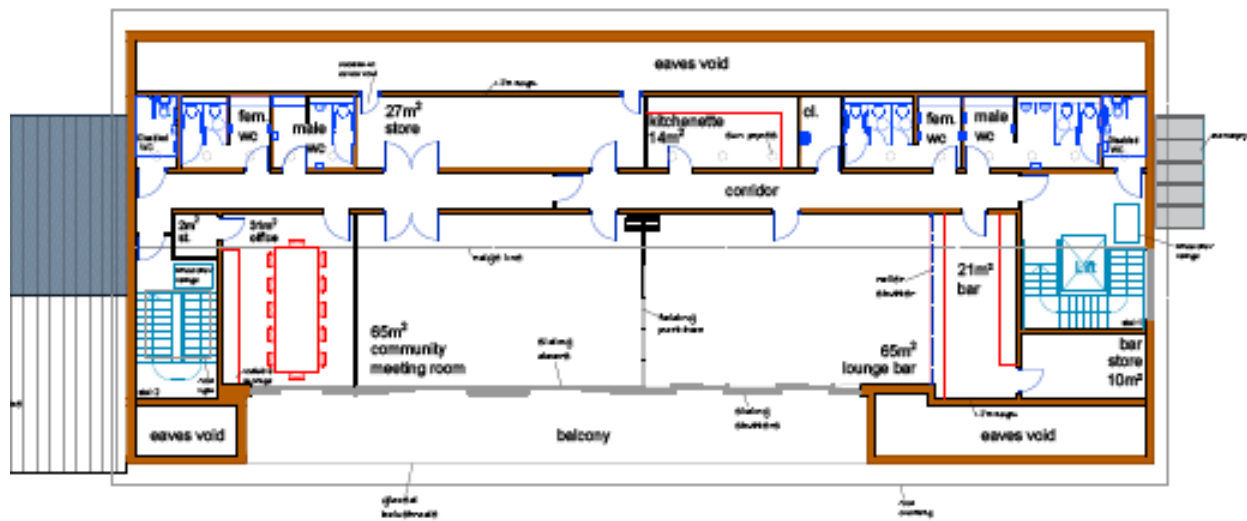
They are requesting £2k to run a further 2 babysitting courses – one after Easter and another in either Sept or Jan 2019.



## Village Hall, Nursery and access road

Larger-scale versions of the revised plans distributed separately for comment.







Village Hall



SOUTH EAST ELEVATION



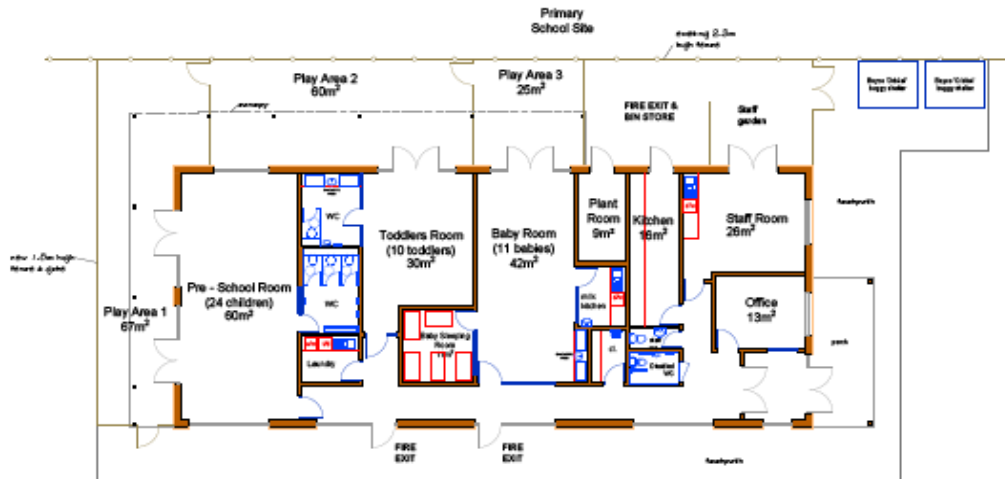
SOUTH WEST ELEVATION



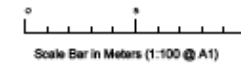
NORTH WEST ELEVATION



NORTH EAST ELEVATION



GROUND FLOOR PLAN  
gross internal floor area = 326m<sup>2</sup>



NEW NURSERY BUILDING at  
COTTENHAM RECREATION  
GROUND, CB24 8TA

COTTENHAM PARISH  
COUNCIL

ELEVATIONS & FLOOR PLAN  
AS PROPOSED



OCTOBER 2017 GB

1:100 @ A1 LT

3202P10

## Future pitch layouts

We need to understand the consequences of both the Village Hall (no mini-pitch on Field #1) and Primary School expansion (land substituted for 3<sup>rd</sup> field)

### 17L/153. 2018/19 Budget

It would be helpful to have some tangible ideas to support a possible £25K budget.

### 17L/154. Recreation Ground traffic

We all know that traffic on the access road is an issue but what can we do to:

- reduce the 200+ people movements in the morning and afternoon school rush hour?
- reduce the number of cars visiting the site:
  - School drop-off and pick-up
  - Saturday club matches
  - Sunday club matches
  - Colts 5-a-side tournament
  - Cottenham Cup matches

### 17L/155. Fen Reeves

- Fen Reeves has some very dark some areas which suggests we should start to coppice some of the hazel stools to create more diversity in the wood. This was part of our original grant-funded management plan when the project was started in 1993.
- Winter would be the best time for this work. It could be contracted out and paid for by the PC, or it could be done by a work party of volunteers.
- Suggest we don't coppice all the hazel stools at once but start to do them on rotation. Could probably do about 20 stools this year, with a view to doing the same next.
- 10 volunteers could probably do 20 stools in a morning with hand tools. Wouldn't need to bring out the 'timber' but just leave it stacked in the wood. Ideally volunteers would bring their own equipment (bowsaws and gloves) and the main task would be publicising to get some people to turn up. Don't know if there are any requirements or constraints from an insurance perspective?
- A professional contractor with a chain saw could probably achieve the same output in a day.