

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – JULY 2017

Item 17L/087



DRAFT Community and Leisure Facilities Committee Minutes Meeting held in the Village Hall on Tuesday 20th June 2017 at 7.30pm

Present: Cllrs Collier (Chair), Mudd, Nicholas, Young, Andy Ward (S&SC) and the Clerk

In attendance: 1 member of the public (groundsman)

- 17L/071. Chairman's Introduction and Apologies** – Cllr Mudd stated that following the meeting last month whereby Cllr Collier was the shadow him for 3 months she will now be taking over the Chair's role with immediate effect. Apologies accepted from Cllr Morris (meeting) and Alan Raven.
- 17L/072. Public participation – Standing Orders to be suspended** – no comments.
- 17L/073. 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 given.
- 17L/074. Minutes** - Resolution that the minutes of the Committee meeting held on the 16th May 2017 be signed as a correct record. **RESOLVED.**
- 17L/075. Reports**
- **Clerk** – Updates from report: dead tree branch removed from the Green. Clerk and Groundsman to do visual check of the whole Village Green prior to Fen Edge Festival. Request received for nettles to the rear of Kingfisher Way to be sprayed; Groundsman to action. No response as yet from Environmental Health regarding ice cream van; Clerk to escalate to District Councillors. Ian Stutchbury arrived at 7.37pm. War Memorial – Clerk to contact Hibbits to inspect. Cllr Nicholas requested update on bench refurbishment; is now with Chris Richards and will be ready for mid-September. Andy Ward mentioned that the outside toilet was locked at the request of the Caretaker and not the S&SC. Cambs FA Support Day – Ian Stutchbury is preparing report but they are struggling to get someone for daytime meeting due to work commitments. Clerk to speak to Cllr Morris to see if time can be re-arranged. Agenda to be shared. Ian Stutchbury queried whether the drain issue in the Pavilion had been sorted; yes. He mentioned that remedial devices are available which we may need to investigate going forward. Clerk highlighted issues with football training not being booked via the online system. Standing Orders suspended at 7.55pm. CUFC are concerned about bookings for the Rec with the Colts being unable to use CPS any more – clashes/over use. The Colts will require an extra adult pitch this season; how will the 1st pitch work with the Colts on a Saturday? From September 2017 the 3rd field will be full of pitches so there's less training space (the only formal training area being under the floodlights/behind the skate park). Groundsman can fit the extra pitches in but it's just a longer walk. The requirement is: 4x adult pitches, 1x 9x9 pitch, 2x 6x40 pitches and 1 mini league. Don't yet know how many teams there will be and this could problems. Cllr Young queried if it was worth looking into the cost of the insurance for use of CPS; Cllr Mudd to investigate. Groundsman said that ideally would like grass to rest during the cricket season. Going forward there is to be no training on the pitches and all training must be booked via the online system. Standing Orders reinstated 8.15pm.
 - **Health & Safety report** – No electronic report submitted due to technical issues. Nothing new to report from last month.
 - **Major developments** – report as per pack.
 - **Neighbourhood Plan** – report as per pack.
 - **Youth Provision** – Connections Bus showing good attendance. This is possibly due to the new outreach worker who is organising the babysitting course in September. Summer sessions are booked and this is a good indicator of what activities are needed going forward.
 - **Village Hall** – report as per pack.

- 17L/078. Recreation Ground 3rd Field** – to consider contingency plans for 3rd field – Item brought forward. Appears that the 2017/18 season won't be affected. The loss of the CPS field is a big issue. Ian Stutchbury is obtaining quotes for mobile goals which can be used on the other fields. Will take approximately 3 years to get a new field up to playing standard. Need to clarify the CPS situation and further information gathering is required. Ian Stutchbury requested a copy of the Parish Council grant application form. Clerk/RFO to forward.
- 17L/076. Defibrillator** – to consider the most appropriate location given security issues – Cllr Mudd outlined. Resolution to relocate defibrillator to the Pavilion and explore cost of external box. **RESOLVED.** Clerk mentioned that the Red Cross are currently offered a free 2 hour emergency first aid course including defibrillator training; will contact user groups to gauge interest. NB: battery to be checked and replaced if necessary.
- 17L/077. Recreation Ground car park** – to consider expansion of car park – Clerk outlined. To proceed with the car park extension only no planning permission would needed and no improvements required to the access road. Groundman suggested that if the the grass alongside the Pavilion roadway was used for the extension it then would affect the pitch. Resolution to extend Recreation Ground car park in principle. **RESOLVED.** Cllr Young left the meeting at 9.03pm.
- 17L/079. Phone Box** – to consider possible use of refurbished phone box – Box is looking better following refurbishment. Siting of defibrillator doesn't seem viable. Maintain in current state for the moment.
- 17L/080. Child Protection** – to consider updates to our Child Protection statement – Cllr Collier to look at document further and advise of possible updates.
- 17L/081. Equal Opportunities** – to consider the Equal Opportunities Act and items to implement into the Parish Council EO statement – Point 1 – add Sports Pavilion. Resolution that CALF recommends formal adoption (subject to minor amendment). **RESOLVED.**
- 17L/082. Matters for consideration at the next meeting** – child protection policy; Groundsman to join CALF as a rep (add to Full Council agenda).
- 17L/083. Date of next meeting** – 18th July 2017
- 17L/084. Close of Meeting** – 9.17pm.

Signed _____ (Chair) Date _____

Item 17L/088 - Reports

Clerk

Village Hall

- Issues w/c 12th June with public toilet not being cleaned, no toilet rolls in the ladies/gents toilets and Rec gate not being opened. Nick West on holiday without notifying in advance or apparently arranging adequate cover. Caretaker requested groundsman to lock the public toilet without going via Clerk for authorisation. Have mailed Nick West; waiting response.
- Items still in freezer from Colts tournament. These will be cleared over the next month.
- Defib to be moved to the Pavilion. **Battery has been checked and is working.**
- **Pump inspection has taken place and everything is satisfactory.**

Recreation ground

- The FA sign has been damaged.
- Quotes being obtained for remedial works in playground following RoSPA inspection – painting of benches.
- **Table of playhouse has been replaced.**
- Clerk and Cllr Morris have snagged the new Pavilion pathway with the contractor and W&B. Several issues to be resolved inc. broken edging, uneven and loose slabs, general finishing). **Contractors returned on 5th July but unsure whether they have finished since there are still some outstanding matters.**
- CUFC and Colts bookings not being made via the system in advance. Groundsman has raised concerns that with there being no break between the official end of the football season and the start of the new season that the grass isn't being given sufficient time to recover. All training to be on the 3rd field going forward.
- As a follow up to the grant received towards the Pavilion there is a Cambs FA Support Day meeting on Monday 24th July at 10.30am. The Support Day is an opportunity for the Football Foundation and County FA (CFA) to review how the project is delivering against the original Football Development Plan (FDP).
- **Tennis – we don't have our own winder handle for tightening the nets to may want to consider purchasing one with a fixing screw so that it can't be removed. Would require 2 @ a cost of approx. £25-40 plus VAT per handle.**
- **Groundsman has reported lots of broken beer bottles in the car park following possible under age drinking. Has been mentioned to PCSO.**

Misc admin

- Les King Wood – Tree guards still require removal.
- Have contacted All Saints re. putting dog bin back following rebuilding of wall. They have requested replacement from SCDC but are still waiting. SCDC Cllr Harford following up. **Chased SCDC 13/7/17 – ref WK316378.**
- Bench (in need of some remedial work) has been delivered to Chris Richards. Once refurbishment completed over the summer the bench will be sited on WARG Field. Dedication event to be scheduled for end of September. Clerk liaising with Tony Fry regarding wording for plaque.
- Issues with children building dens in the Scheduled area of the Moat and also accessing the site under the fence/through hedge.
- WARG Field – bluebell planting/dedication event scheduled for end of September.
- Repairs to be undertaken to electricity box on the Green (work couldn't be done over winter).
- Treeworks required on the Village Green – removal of deadwood (some removed prior to FEF) plus additional work required to a chestnut and maple.
- Treeworks required on BGW (area near ditch and around the Tree of Heaven) – quotes to be obtained.
- **Inspection required of weeping ash on The Pond – Groundsman has reported cracking.**

- **Red Cross Emergency First Aid course – takers so far are: Day Centre, Bowls Club, Rugby Club. May want to consider opening up more widely.**
- **Works appear to have finished on Tenison Manor although some equipment still remains. Clerk has requested removal.**
- **Hibbitts have been contacted regarding hairline crack on war memorial; they will send someone out to inspect. NB: grants are available via the War Memorials Trust.**
- **Resident sourcing new noticeboard for Coolidge Gardens; waiting further information.**
- **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. Works are currently out for tender.**

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 29 June 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: Thursday 29 June 2017

Next Inspection on 26 July 2017

Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 29 June 2017

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

1. Rubbish bin on Skateboard Park has lid missing.
2. Gate on Third field: Latch still not engaging properly, gate swings freely.

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date: 29 June 2017

Tony Nicholas.....Date: 29 June 2017

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

Endurance - S/1952/15/OL (50)

- site sold to Bellway Homes; exhibition held on 12th July in Cottenham
- CPC likely to assess compliance with our emerging Neighbourhood Plan
- Reserved Matters application due by November 2019

Gladman - S/1818/15/OL (225/70)

- appeal due to resume on 21st September for 4 days
- CPC provided "Statement of Case" on 13th June
- Heritage Impact Assessment commissioned
- Noise Impact Assessment commissioned
- SCDC (strangely) inviting comment on documents transferred from S/1411/16/OL
- Important to send (traffic, roundabout, noise, heritage etc) comments to planning@scambs.gov.uk quoting S/1818/15/OL as soon as possible

Gladman - S/1411/16/OL (200/70)

- Approval decision notice issued following signature of s.106
- Judicial Review application made by CPC on 30th June
- Reserved Matters application due by November 2019
- Application to go back to SCDC Planning Committee on 2nd August along with a dozen others that received resolution to grant before the Supreme Court judgment

Gladman – S/2413/17/OL (200/70)

- New application which appears to 'replace' S/1411/16/OL

Persimmon - S/1606/16/OL (126)

- Deferred by SCDC pending Judicial Review

County Council - S/2876/16/OL (154)

- Deferred by CCC Commercial & Investment Committee pending Judicial Review

Neighbourhood Plan

- "Regulation 14" consultation on Draft Plan has now ended.
- Site assessment and Heritage & Character assessments under way by AECOM
- Compliance statement, consultation statement and evidence document being prepared
- Photos and improved diagrams for next version in hand with volunteers
- WP need to review next steps shortly.

Youth Provision

- Summer holiday sessions will take place on a Wednesday (to include new Year 7 students)
- Babysitting course being arranged for September at the College.

Village Hall

We have augmented our Working Party (now Cllrs Collier, McCarthy, Morris, Nicholas, Young + Clerk & RFO) ready to re-assess options.

Cllr Morris attended a meeting set up by SCDC Cllr Simon Edwards with Julie Ayre (planning) and our architects. It is clear that our application did not go to plan and there are doubts as to exactly which version of some information was used in reaching the decision to refuse.

That said, we did not prove that the Nursery, especially, had to be located in the open countryside and that was a major driver of the building's bulk and height (as well as driving the financial model). As it stands therefore, DP/7 applies and only allows buildings for agriculture and recreation on the Recreation Ground. We also have to resolve the Highways objection.

- 1) The Neighbourhood Plan, once adopted, could open the planning route to allowing it, but will take time.
- 2) We could shrink the building significantly by dropping the nursery (at least for the moment). With more efficient use of space overall, we could probably reach an acceptable design quite quickly.
- 3) We might be able to come up with a design that allows a nursery to be added later (once the NP is in place), possibly as a separate building.

Whichever route we take, we will need to:

- Apply for a Highways pre-app to sort out an acceptable entrance route (£Kfew)
- Run a SCDC pre-app to review the proposed design (free). This would have Julie's personal attention.
- Re-assess the financial aspects.

Meeting of the WP to be set up, possibly with our architects, to go through possibilities

17L/089. Hi-viz vests

As part of the risk assessment for village litter picks it has been noted that hi-viz vests are advised for those working alongside the roads and this is evident for other village litter picks. The suggestion is to purchase a number of vests which could also be utilised for other events. Having checked 4 online retailers the prices vary from 99p to £3.20 + VAT. Would need approx. 25.

17L/090. Tenison Manor ditch clearance

Groundsman has flailed the ditched and cleared the culverts however reeds are still preventing the proper flow of water along the ditch (area in front of the Moat). To dig out approx. 70m of ditch (leaving spoil on the Moat side of the pathway) will cost £150 + VAT.

17L/091. Play area surfacing

Multi-swing

Matta:

Swings total price to resurface all 4 flat swings would cost £2827.50 plus VAT. Total sqm here is 48.75 with one swing 3.5m x 7.5 and the other 3m x 7.5m. Again Natural Green would look great. The old matting would simply stay in place and we dress with top soil, stabilising mesh and Safety Matta.

Looking at the large single point swing the area is considerable and again the old surface would remain and we would dress with soil and seed. This has an 8m Diameter. Total price £3480.00 plus VAT.

Safety Matta is the only lugged and glued grass matting in the UK and fitted by in house Matta fitters. Other tiles are prone to sinking as has happened here or they don't stay connect as they are either cable tied or in the case of the single point swing, simply clipped. Safety Matta is fire retardant and guaranteed for ten years. Safety Matta is pinned using 250mm self-fixing pins and 5 to every 500mm edge. Extremely robust and secure.

Fenland Leisure:

The Pendulum Swing – we have removed a 3m x 3m area of the grasslok matts and replaced with the rubber fibrefall to give a hardwearing area.

Fibrefall under Pendulam Swing

Code	Product	Qty	Each	Value
BASE07	Removal of Wetpour / Tiles / Carpet / Rubber Mulch per m2 * GRASSLOK UNDER PENDULAM SWING	9	8.50	£76.50
BASE25	Skip on site for rubber waste including - Wetpour and Tiles. All waste is transferred to a registered recycling for further processing. (8yd skip = 70m2 x 50mm)	1	96.39	£96.39
FF001	50mm Forest Green fibrefall resin bound recycled rubber mulch encapsulated with colour PU polymer pigment tested to EN1177 providing upto 1.5m CFH	9	68.00	£612.00
Subtotal:				£784.89

Plus VAT

Sovereign:

Removal of existing 3x 0.5sqm grass guard tiles; Install 6x Grassguard tile (1.5 x 1m); 9sqm turf £1,081.57 + VAT

Roundabout**Fenland Leisure:**

The Roundabout – here we have allowed to remove a section of the rubber and replace with new, we have done this in black so as to not show up that it'll be a different shade of red.

Edge repair around Roundabout

Code	Product	Qty	Each	Value
BASE10	Edge preparation to receive wetpour repair in Linear metres consisting of cutting back 200mm of rubber, base consolidation and edge priming per L/m * ROUNDABOUT	7	9.45	£66.15
BASE25	Skip on site for rubber waste including - Wetpour and Tiles. All waste is transferred to a registered recycling for further processing. (8yd skip = 70m2 x 50mm)	1	18.74	£18.74
WET02FLP	40mm Black Wetpour consisting of a 20mm SBR impact base layer and a 20mm EPDM wearing course providing a 1.3m critical fall height.	1.75	68.75	£120.31
Subtotal:				£205.20

Plus VAT

Sovereign – option 1: Edge repair

Black wetpour band repair £606.68 + VAT

Sovereign – option 2: Complete replacement

30sqm black wetpour recessed @ 40mm (inc timber edging and 25% 100mm groundworks top up allowance) £1,864.30 + VAT

Sovereign also require:

Heras type fencing and signage for duration £648.75 + VAT

Security container for overnight storage £643.75 + VAT

NB: edge repairs aren't guaranteed whereas complete replacement would be guaranteed for 10 years.

17L/092. Play area slide mound**Matta:**

The Mound requires substantial top soil and work to achieve a good curved finish before we would lay our Natural Green Safety Matta and stabilising mesh. This would take around 3-4 days work. Area surfaced are all the frontal areas effected, this is around 9sqm to the left as you look up the slide and to the right, 6m down and 3m across. 4 sqm to the front of the slide. Levelled here with top soil and we would double mesh here as the feet cause the dipping.

Total cost £3739.00 plus VAT. All materials and labour.

Fenland Leisure:

The Mound –For this we have allowed to rebuild the mound with MOT stone and then lay a stabilising mesh over these to help hold it in place, we will then use 80mm of fibrefall (as opposed to the standard 50mm) to help smooth this out and give a more even finish across the area of the mound.

Mound Slide – Rebuild and Surface

Code	Product	Qty	Each	Value
COMMATSAF003	SG10 - Ground Protection Mesh for under Grass Mats - supplied per 60m2 roll (30 x 2m)	1	140.00	£140.00
SG3	SG3 Ground Pins - Black 130mm (10 in an packet)	10	3.50	£35.00
BASE08	Stone - 100mm deep MOT Type 1 granite supplied and compacted to 75mm to form free draining Foundation for wetpour surfacing per m2	20	30.45	£609.00
FF005	70mm Forest Green fibrefall resin bound recycled rubber mulch encapsulated with colour PU polymer pigment tested to EN1177 providing upto 1.8m CFH	40	88.00	£3,520.00
DESLAINS002	To travel to site and carry out maintenance work and fit parts as described above including all consumables. All work carried out to EN1176 and EN1177	1	800.00	£800.00
Subtotal:				£5,104.00

Plus VAT