

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – JULY 2018

Item 18L/089 – Minutes



DRAFT Community and Leisure Facilities Committee Minutes Meeting held in the Village Hall on Tuesday 19th June 2018 at 7.30pm

Present: Cllrs Wilson (Chair), Morris, Young, Andy Ward (S&SC), the Clerk and Assistant Clerk

In attendance: 1 member of the public

18L/073. Chairman's Introduction and Apologies – apologies accepted from Cllrs Mudd (personal), Nicholas (sick), Andrew King (groundsman), Alan Raven (cricket) and Ian Stuchbury (CUFC). Cllr Gledhill arrived 7.31pm.

18L/074. Public participation – Standing Orders suspended 7.31pm. Resident, on behalf of the Tennis Club, wanted to know the status of the Recreation Ground development and S106. Mr Miles arrived at 7.32pm. Cllr Morris stated that nothing had been set in stone yet and there is no guarantee of the development going ahead (reserved matters application not yet submitted or approved). Money has been set aside for open space/facilities as part of the s106 but it's for specific projects and we can't easily deviate from those but it can be done (legal process involved). The big problem is that there isn't enough land at the existing Recreation Ground. Noted that the original Tennis Club business plan wasn't well received at the time. Resident stated that the club had doubled in size since last year. Money for suggested tennis court refurb would be better spent on installing hard courts. They must have dedicated courts to access money from the Lawn Tennis Association. Discussions regarding lease on the land. It would cost approx. £100k for 2 hard courts plus floodlighting and money is available from the LTA. Resident has spoken to Fields in Trust who say the Club could lease the court land from the Parish Council. Rent as per the other sports clubs would work. The Club has very restricted hours at CVC which impedes them. Discussion on the value of refurbishing the existing grass courts. Noted that the courts could be at a different location from the existing rec. Parish Council require evidence of demand so business plan would need to be re-worked. Standing Orders reinstated 7.58pm.

18L/075. 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.

18L/076. Minutes – Resolution that the minutes of the Committee meeting held on the 15th May 2018 be signed as a correct record. **RESOLVED** with minor amends.

18L/077. Reports

- **Clerk** – Basketball hoop to be located as originally agreed. Environmental Health has been called regarding human waste in area behind skate park. FECA grant towards phone box defibrillator has been submitted. Meeting company on Thursday regarding Japanese Knotweed in the Pound.
- **Health & Safety report** – Follow up required re. large swings. Clerk to speak to Groundsman.
- **Major developments** – There are enforcement issues at the Bellway site which are being dealt with. Cllr Morris has met with County to see if there is a compromise on site layout; requires further meeting with This Land. Cllr Morris outlined the planning process regarding Persimmon and County. Touched on Minerals and Waste consultation which aligns with the Amey waste incinerator application.
- **Neighbourhood Plan** – We are now in consultation. Cllr Morris ran through the remaining stages. Earliest SCDC will consult is early September then we would look at going to referendum towards Christmas.
- **Village Hall & Nursery update** – Architects are making minor amends to accommodate the pre-application reports. Highways want bigger parking spaces and turning circles so we will only gain 20 spaces. Working party are meeting on 28th June. Noted that the new car park gate

reduces the number of 'normal' spaces by over half which would cause issues during peak times (i.e. school run). Discussions regarding gate location and closure. Gate should be moved so we maintain the status quo. Mini pitch will be lost on 1st field during the build to enable safe access space around the site to Ladybirds.

- **Youth Provision and user survey results** – report noted.
- **Update on football pitch provision** – Accepted that Club will now need to use CVC as well to accommodate teams. Adults play Saturday and will only be 2 teams for the next 2 years. Should we look at Colts going somewhere else? Need longer term plan. An additional Rec would need to be a similar size to the existing one. Will lose the mini league pitch next season (during the building works) and lose the 3rd field in a couple of years. Already looking into possibility of a 3G pitch which would increase playability. Noted that timing of matches is dictated by the League, with most games played on a Saturday. Parking concerns if too many games played at the same time; Colts will juggle if they see any major clashes. Suggestion to use the 3rd field during the early season and move to the 2nd field later on when 3rd field gets waterlogged – will save grass. Should be able to fit 2 pitches per age group with the mini league by the skate park. Combine mini league and training area. If County insist on their land we would lose the full size pitch on the 3rd field. Colts to come back with a list of how many pitches are needed along with training requirements. Question raised regarding adults training July/August; Asst Clerk to check.

- 18L/078. Benches at Recreation Ground** – to consider possible locations for benches on the Rec and picnic tables in the play area – Need to look at additional bench (to what has been suggested) closer to the Pavilion for disabled use. Costs required.
- 18L/079. Village Hall front door** – to consider installation of Yale lock on front entrance (request from Cambridge Kids Club) – Request declined.
- 18L/080. Review of RoSPA reports** – to consider actions arising from annual playground and skatepark safety inspections – Item deferred.
- 18L/081. Lambs Lane bus shelter** – to consider quotes for replacement bus shelter – Item deferred. Need more certainty that the existing pad would be compatible with the shelters suggested.
- 18L/082. Village Green tree works** – to consider quotes for works to fell 2 trees and deadwood a further 13 on the Village Green – Resolution to accept quote 1 for felling of oak and lime on Village Green and removal of dead branch on Recreation Ground at a cost of £390 + VAT. **RESOLVED.** Dead wooding on Green to be deferred until after nesting season.
- 18L/083. Matters for consideration at the next meeting** – bus shelter, benches/picnic table costs, RoSPA report, alarm inspection (Hall).
- 18L/084. Date of next meeting** – 17th July 2018. Apologies given by Cllrs Wilson (holiday) and Young (work).
- 18L/085. Close of Meeting** – 9.45pm.

Signed _____ (Chair) Date _____

Item 18L/090 - 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. **Increased problems with rubbish on the Rec at the moment, including from the kebab van.**
- Quote being obtained for repairs to tennis courts.
- Swing damaged (4 bay). **Groundsman has fitted 8 new shackles accordingly.**
- Groundsman has overseeded all pitches and training areas (with the exception of the 3 smaller pitches on the 3rd field). Some remedial seeding may be required after the event.
- **Pump inspection took place 2nd July.**
- Issues with human waste in hedgerow between fields 1 and 2 and also by the skatepark. EH notified.
- **Broken tree branch on Poplar will be removed 3rd August.**
- **Fenland Leisure have been to inspect broken zip wire. The wire itself appears fine but a new cassette is needed and replacement board on the ramp. Waiting for quote.**

Village Hall

- **Issue with persistent vandalism to outside toilet.**

Misc admin

- Les King Wood – Tree guards still require removal.
- **BGW - Clerk and Cllr Morris met with Brian Heffernan on 26/6/18. Clerk and Cllr Morris met with Dean Warmisham from TW on 27th June.**
- Incident at the Moat has left an area of turf needing replacement. Groundsman to action. NB: Appears that children have been using metal detectors and digging in the scheduled area of the Moat.
- WWI Centenary working party met 21st May. Piper confirmed and provisional timetable of events scheduled, including an exhibition in the Community Centre and afternoon tea. Planning application needs submitting for addition of eyelets on the railings to secure wreaths.
- Working with Ladybirds re. applying for SCDC energy grant towards roof insulation. Waiting for quotes from Ladybirds before we take forward. NB: Community Energy grant scheme has been temporarily closed to allow members to review the eligibility criteria.
- Suggestion by Centenary working party to replant an English oak on the Green as part of the events and look into using the public art money to install a commemorative tree guard.
- Tree surveys undertaken for the Pond/WARG Field/Old Rec/Moat/Tenison Manor/BGW. **Report received and circulated.**
- **Grant application has been submitted to FECA for money towards the defibrillator.**
- **Basketball hoop/board has been delivered which will be installed on one of the floodlight posts on the Rec. Having to get brackets made to attach to post.**
- New public footpath from Broad Lane to Les King Wood – seeded w/c 21st May. Will be inspected mid-June before a decision on when it will be formally opened.
- **Treeworks have been ordered to fell the Red Oak and Lime on the Green plus remove a dead branch on the Rec. CALF decided to defer decision on dead wooding on the Green. Works to be undertaken 3rd August.**
- Pond has been created on Brenda Gautrey Way near the Leopold Walk end. Groundsman has confirmed that it doesn't inhibit grass cutting. Will be monitored going forward.
- Spoken to The Chequers (Greg) re. roping off war memorial during beer festival.
- **Additional remedial works required on Tenison Manor tree belt. Groundsman obtaining quote.**
- **Met with Eco Control Solutions at The Pound on 28/6/18 re. weed problem. Quote due w/c 2nd July. Looking at approx. 2 ½ years work and we'd receive a 10 year guarantee when completed.**

Health & Safety report

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection 29th June 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:.....

**Dated: Friday 29th June 2018
Next Inspection on Wednesday 25 July 2018**

Playground Inspection Action Report

Site: Cottenham Recreation Ground Date of Inspection: Friday 29 June 2018

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

The following items that require attention are shown below

Swing – Inclusive – Surface with hard or sharp projections. Tree root to be removed as coming through the surface.

Swing – Group – Supporting components to be dismantled and inspected according to manufacturer's instructions. Manufacturer to be involved. RoSPA request.

Carousel – Rotator – Pole – Tighten / replace bolts as they are loose.

Cableway – repairs needed; quotes in hand. Timber supports need restraining.





Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date: 29th June 2018

Tony Nicholas.....Date 29th June 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 continue to cause problems for site neighbours by ignoring their planning obligation or conditions and, following a Planning Committee resolution, are one of the subjects raised directly with SCDC's CEO.
- Persimmon's Reserved Matters application has been discussed by CPC's Planning Committee but not yet by SCDC.
- Gladman Developments remains under the radar as regards any sale or Reserved Matters application.
- County Council – another meeting, this time including This Land – the intended owner, is being set up in an attempt to mitigate harm to our sports provision etc.

Neighbourhood Plan

As approved at the last Council meeting, after a few last-minute glitches, our Pre-Submission draft Neighbourhood Plan is now out for public comment until 7th August 2018.

You'll see the banner on the Green and board outside the Hall with reminder postings in shop windows etc. around the village in the next few weeks. Some events have already occurred and there'll be more opportunities to see what it all means and why:

- **Library exhibition** – an opportunity to browse the plan in full or as its "pocket version".
 - 9th July to 19th July during opening hours
- **Village Hall exhibition** – an opportunity to discuss the plan with Councillors - in full or as its the "pocket version".
 - 21st July 10am to noon
- **Coffee Shop drop-in chats** – take a look at our pull-up poster and chat about the "pocket version" of the plan.
 - 18th July 10am to noon

A Neighbourhood Plan gives local people the power to agree a shared vision for their area. The plan sets out policies for the development and use of land covered by the Neighbourhood Plan Area – Cottenham Civil Parish. Those proposals will, if compliant with a number of conditions, be put to a local referendum and, if a majority of those voting approve the plan, it becomes part of planning policy alongside South Cambridgeshire's Local Plan and has formal weight in deciding future planning applications. Hard copies of summaries of the draft plan are available on request and full reference versions are available in Cottenham Library during opening hours and at the Parish Council Office by appointment. Comments can be made on-line at www.tinyurl.com/ctmnpbox, by email to cottenhamnp@gmail.com or by post to the Parish Council.

In parallel, AECOM have prepared a "scoping report" for the Strategic Environment Assessment which is now out for comment with three statutory consultees:

- Environment Agency
- Historic England
- Natural England

The scoping report poses a number of questions for the consultees to consider.

Sometime in September, we can consider our readiness for the next step – revision of the plan to a "Submission Plan" for further consultation and independent examination.

Village Hall & Nursery

Following approval by the Parish Council to apply for full planning permission on both elements of the project, as a result of favourable pre-application reports, progress was reviewed by the Working Party last week and the applications is imminent.

- the main change is to the SE façade (facing access road) of the Hall, introducing a central bay effect and changes to the cladding and window lines to make the appearance less monolithic.
- this change increases the internal dimensions slightly near the building entrance
- there is a minor change to cladding lines on the NW façade (facing Ladybirds).
- there have been changes to the parking arrangements in response to the request for larger parking bays and a turning circle in front of the gate to the “hidden” spaces. This has reduced the total available spaces although still an increase (15 standard and 4 disabled bays) over today.
- a closer examination of the proposed structure has led to a small increase in building height to allow for deeper I-beams within the structure while keeping the roof pitch the same as the pavilion.
- the ecological report has found no serious issues but recommends various wildlife-friendly additions including some additional trees.
- the ground contamination and tank removal methods seem OK.
- the Design Access & Heritage Statements have been updated, ensuring consistency with the NP Evidence paper and draft Business Plan
- the Transport Statement has been updated to align with the proposed position of the security gate and parking distribution.

The reports did not indicate any direct changes to the Nursery were required.

18L/091. Football pitches

Grass pitches, as we know, require a lot of space and are not usable for a high proportion of the time to minimise wear and tear when wet or very dry or when it is too dark for safe play.

The County Council planning permission restricts our options on how we can cater for the additional demand for sports provision at the Recreation Ground over recent years and in future.

Moving to all-weather surfaces that are floodlit increases available space by about *3 so one all-weather football pitch in place of an existing pitch would increase our capacity by at least 50%.

Cost and location are the key issues.

- Replacing either second field pitch would disrupt provision for cricket and the third field is probably too far away to be feasible (non-muddy paths are needed to the facility). If we secure land between the Allotments and Ramphill Farm, a 3G pitch could be constructed there although play would not be visible from the new Village Hall or Sports Pavilion and floodlighting may be an issue for neighbours. Locating the pitch on the 1st Field has many advantages but the complication of re-arranging the Charity land again if that can be done.
- A 3G project costs around £700,000+VAT. Initial discussion with the Football Foundation indicates that a 50% grant is likely provided we can demonstrate, among other things, sustained usage above 42 sessions per week. We may receive enough relevant s.106 developer contributions and/or other grants to make up the shortfall.

We also have the ambition diversify the appeal of the Recreation ground by adding a Multi-Use Games Area to host several sports on all-weather surfaces that are floodlit and have secured substantial s.106 funding towards such a project but, as yet, nowhere to put it. This could be located on the Recreation ground or, although not ideal and costlier, on part of the Green Belt if we obtained land and built a small pavilion.

Possible resolution: to form a Working Party to investigate the feasibility of upgrading the first field to an all-weather floodlit facility including both a 3G football pitch and a 3-court MUGA as a basis of an application to the Football Foundation and others for partial grant funding.

18L/092. Football pitch requirements for 2018/19 season

CUFC have 2 teams playing – Sat Afternoons – 2 x 11v11 pitches

Colts require:	Following on from Groundsman's advice, we can do:
2 x ML (4 teams, Sat am)	1 ML pitch
2 x 7v7 (4 teams, Sat am)	2 7v7 and 1 9v9 OR 1 7v7 and 2 9v9
2 x 9v9 (4 teams, Sat am)	2 7v7 and 1 9v9 OR 1 7v7 and 2 9v9
2 x 11v11 (5 teams, 1 on Sat and 4 on Sun)	No 11 v 11 on Sat (wear and tear)

Must leave sufficient time in between matches that are staggered, e.g. cars tuning up for next match whilst first match still playing – need to let 1st match leave site before allowing next match traffic on.

Training

CUFC have training on F2 Tues and Thurs 7.00pm – 9.00pm

Rugby have training on F2 Weds 7.00pm – 9.00pm (floodlit area)

Bootcamp on F2 Tues 7.00-8.00pm (floodlit area)

Colts training TBC.



18L/093. Cricket nets

Report circulated separately



18L/094. Cottenham Cup

Due to the extreme weather conditions concerns have been raised as to the viability of this tournament. The issues are two-fold:

- Ground – has been baked solid and could cause health & safety issues
- Grass – lack of water has resulted in the grass drying out significantly. Because it is now so dry it will rip out of the ground very easily and cause further damage which will affect the start of the new season.

Scheduled matches: 23rd, 24th, 26th, 30th and 31st July, 2nd and 5th August (2 matches on 5th).

18L/095. Lambs Lane bus shelter

Needs re-roofing and repairs or replacing - roof has disintegrated, hinders visibility exiting Victory Way. Used as a youth club, climbing frame and toilet.






Current Shelter

	DEMOLITION/CLEARANCE	RE-ROOF/REPAIR
Bridgeman Maintenance	£460	Unable to quote at this time
Andrew Turner Builders Ltd	£750	TBC
G V Harrison Building Contractors Ltd	£1,574	TBC
Ben Cooper	£1,100	TBC

Replacement

If demolished the existing concrete base would be left in situ. Base measures 2.6m x 1.45m, depth approx. 180mm. Replacement shelters need at 150- 200mm depth (fixing bolts are 100mm) and base needs to be 100mm wider all round – all the shelters below meet these requirements.

Supplier		Cost inc del & inst exc VAT
Shelter Name		
Macemain Amstad		£4,476
Clifton Roadside Shelter		
*this is the only shelter than can have a non-transparent roof.	http://www.macemainamstad.com/products/shelters/clifton-roadside-shelter	

<p>Shelterstore</p> <p>Halton Anti-Vandal Bus Shelter</p>	 <p>https://www.shelterstore.co.uk/product/halton-anti-vandal-bus-shelter</p>	<p>£2,450</p>
<p>Shelterstore</p> <p>Open Fronted Smoking Shelter (with 2 benches, pic shows 1 bench)</p>	 <p>https://assets.shelterstore.co.uk/media/catalog/product/cache/2/image/85e4522595efc69f496374d01ef2bf13/o/p/open-fronted-smoking-shelter_main_1.jpg</p>	<p>£2,290</p>
<p>Shelter Solutions</p> <p>domed roof half end panel Bus Shelter</p>	 <p>http://www.shelter-solutions.co.uk/bus-shelters?gclid=Cj0KCQjwpvzZBRcbARIsACe8vyl5F5rvso4mvSkc_BmbjvN-JLkVy3r1mkVDnvhgBc1HF941g8-kQM4aAvszEALw_wcB</p>	<p>£3,250</p>

<p>Ace Shelters</p> <p>Heritage Bus Shelter</p>	 <p>https://www.aceshelters.co.uk/product/heritage-bus-shelter</p>	<p>TBC</p>
<p>Shelter Expert</p> <p>Best Buy Smoking</p>	 <p>http://www.theshelterexpert.co.uk/smoking-shelters/bestbuy-smoking-shelter.html</p>	<p>£1,319</p>

(NB Lambs Lane has a road closure 20th – 27th August for patching works)

18L/096. RoSPA reports

Reports circulated separately.

18L/097. Zipwire repairs

The RoSPA report highlighted some repairs required to the ramp. Furthermore the 'trolley' has stopped working (the part that goes along the wire) and the tyres are showing signs of wear.

NB: cradle swings – there is an issue with one of the shackles which could be fixed either with just a new Nyloc nut or glue!

Cableway - Replace Start Ramp				
Code	Product	Qty	Each	Value
MAINTIM020	Hexagrip deck panel upto 930mm x 300mm - Cut to size with sealed edges.	1	70.00	£70.00
COMHARBOL0025	F1 - M10 x 30mm Coachbolt	5	0.50	£2.50
COMHARNUT0002	F7-10 - M10 Nyloc Nut (T) - BZP	5	0.15	£0.75
COMHARWAS0002	F6-10 - M10 Washer - BZP	5	0.10	£0.50
COMPLACAP0028	F14 - M12 / M10 2 Part Cap Black	5	0.80	£4.00
Subtotal:				£77.75

Cableway - New Tyres				
Code	Product	Qty	Each	Value
COMTYR0001	Tyre	2	47.00	£94.00
Subtotal:				£94.00

Cableway - Replace Trolley				
Code	Product	Qty	Each	Value
COMSTEMIS0002	AC3 - Cableway Trolley	1	125.00	£125.00
DESLAINS006	To travel to site and re-tension aerial cableway and re-commission	1	300.00	£300.00
Subtotal:				£425.00

Cradle Swings - Replace x 4 Shackles				
Code	Product	Qty	Each	Value
COMSWISHA0011	SW15-12REC - Record/Sutcliffe Play Shackle / Bolt 12mm X 26mm X 50mm (box 100pcs)	4	3.30	£13.20
Subtotal:				£13.20

Code	Product	Qty	Each	Value
DESLAINS002	To carry out maintenance work and fit parts as described above including all consumables and travel. All work carried out to EN1176 and EN1177	1	213.00	£213.00
DESC	Labour: 1. CALBLEWAY - REPLACE BOTTOM BOARD ON START RAMP 2. CALBLEWAY - x2 NEW TYRES 3. CALBLEWAY - REPLACE TROLLEY	1	0.00	£0.00
DESC	Labour: 4. CRADLE SWINGS - REPLACE x4 SHACKLES ON FRAME	1	0.00	£0.00
BASE39	Environmental disposal of waste generated from Maintenance work. Waste License No:CBDU124380	1	13.16	£13.16
BASE43	To prepare and submit Risk Assessments and Method Statements covering construction phase to client hand over.	1	0.00	£0.00
Subtotal:				£226.16

Net Total	£836.11
VAT	£167.22
Gross Total	£1,003.33