

## **COMMUNITY & LEISURE FACILITIES COMMITTEE**

### **AGENDA REPORTS PACK – JUNE 2017**

## Item 17L/074



### **DRAFT Community and Leisure Facilities Committee Minutes** Meeting held in the Village Hall on Tuesday 16<sup>th</sup> May 2017 at 7.30pm

**Present:** Cllrs Mudd (Chair), Collier, Morris, Young, Alan Raven (cricket), Andy Ward (S&SC) and the Clerk

- 17L/054. Election of Chairman** – to elect a Chair for the Committee. Cllr Mudd to continue as Chair for a further 3 months. Proposed by Cllr Morris and seconded by Cllr Collier. **RESOLVED.** Cllr Mudd to be shadowed by Cllr Collier.
- 17L/055. Chairman’s Introduction and Apologies** – Apologies accepted from Cllrs Berenger (personal) and Nicholas (personal), Bob Lee (Colts) and Ian Stutchbury (CUFC). Chris Richards was thanked for his significant contribution, having resigned from the Council.
- 17L/056. Public participation – Standing Orders to be suspended** – none present.
- 17L/057. 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 received.
- 17L/058. Minutes** - Resolution that the minutes of the Committee meeting held on the 18<sup>th</sup> April 2017 be signed as a correct record. **RESOLVED.**
- 17L/059. Reports**
- **Clerk** – Kids Club have asked if hot tap temperature in kitchen can be reduced; Andy Ward to check but temperature may be required for Legionnaires regulations. Village Green – Groundsman has removed 2 dead birds and fallen branch today. Clerk to contact Chris Richards to request delivery of anti-climb paint to Groundsman. Fan cover needs replacing on outside of the building. Brenda Gautrey Way – ditch still not adopted; Cllr Morris to investigate pushing forward with this. Village Hall break in – Groundsman has bollard which can be installed adjacent to allotment fence to prevent vehicles driving in. Metal plate also required on the grill at front of Sports & Social Club. Clerk to authorise under emergency powers.
  - **Health & Safety report** – as per report.
  - **Major developments** – Rule 6 status has been granted. We now have until 13<sup>th</sup> June to provide the statement of case. Gladman could sign the S106 agreement in the meantime which means that SCDC will grant permission. Endurance – have now sold the plot. 3 years from November 2016 to submit a reserved matters application.
  - **Neighbourhood Plan** – Consultation started on 9<sup>th</sup> May. Have applied for a grant for the next printed version of the printed booklet + venue hire.
  - **Youth Provision** – Issues with parking on the Rec. Clerk to arrange for replacement ‘no parking’ signage on the fence. Clerk to ask groundsman to put out bollards in the first instance (also consider utilising Kids Club). Alan Raven confirmed that the cricketers have been asked not to park there on a Thursday. Cllr Collier left the meeting at 8pm (unwell).
  - **Village Hall** – infiltration tests have been done incorrectly so are being re-done this week. Pushing for meeting with the case officer.
- 17L/060. Review of RoSPA Inspection** – to review inspection report and to take action where necessary
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- Slide mound – various suggestions including removal of mound and replace with free-standing slide. Obtain quotes.
- Benches – get quotes for re-painting/staining. Clerk to speak to Cllr Ward as to whether Sustainable Cottenham may be able to help. Consider asking for parents with suitable skills.
- Gates – get quotes for replacements.
- Surfacing – check guarantees for the grass matting and wetpour. Obtain quotes as appropriate.

- 17L/061. Cambridge Kettlebells** – to consider permission for use the of Recreation Ground to hold Kettlebell sessions – Clerk to check rate for other Rec Ground users and approve hire of Rec Ground accordingly.
- 17L/062. Bluebells** – to consider planting of native bluebells in wooded areas of the parish (resident request) – Both Fen Reeves and WARG Field would be suitable. Start initially with WARG Field with a view to doing Fen Reeves at a later date. Clerk to get quotes for bulbs.
- 17L/063. Inflatable fun day** – Resolution to permit JMA Inflatables to hold a fun day on the Village Green during the school holidays. **RESOLVED.**
- 17L/064. Equal Opportunities** – to consider the Equal Opportunities Act and items to implement into the Parish Council EO statement – Cllr Morris outlined. This new guide has replaced previous acts. There is an implication for the Almshouses and public bodies have a duty to protect the elderly. We are already improving diversity/inclusiveness for sport, youth provision etc. but is there more we can do? Cllr Mudd said more needed to be done for disabled residents. Project for Pathway to skatepark needs to be progressed. Football now has women playing. The addition of a MUGA at the Rec would cover netball etc. The new Village Hall will provide facilities for all residents. Cllr Morris suggested pushing the idea of women in sport at the next Festival on the Rec. Alan Raven said that the All Stars Cricket project is open to both young boys and girls and they already have one girl playing U11 cricket. He will speak to the ECB to see if they have anything regarding getting more women playing cricket. Cllr Young suggested getting a female sports representative on board to make suggestions. Item to kept on the agenda going forward.
- 17L/065. Fen Edge Festival 2017** – to consider use of the Recreation Ground as overflow parking during the Festival – Clerk has delegated authority to approve if requested. Conditions: not if wet, must be marshalled, £100 fee to cover repairs.
- 17L/066. WARG Field** – to consider siting of bench and opening ceremony – Suggestion of having the ceremony in September to tie in with the bluebell planting. Clerk to contact Chris Richards regarding bench refurbishment. Clerk to contact Tony Fry regarding suggested wording for a plaque.
- 17L/067. Logs** – to consider permission to dispose of logs behind the Tenison Manor tree belt – Logs have been left in situ as a wildlife habitat. Clerk to respond to resident accordingly.
- 17L/068. Matters for consideration at the next meeting** – contingency plans for 3<sup>rd</sup> field (Cllr Morris)
- 17L/069. Date of next meeting** – 20<sup>th</sup> June 2017
- 17L/070. Close of Meeting** - 8.45pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

## Item 17L/075 - Reports

### Village Hall

- Issue with fuse tripping in the kitchen (possibly from sockets). Nick West to investigate.
- **Issues w/c 12<sup>th</sup> 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. S&SC requested groundsman to lock the public toilet without going via Clerk for authorisation.**

### Recreation ground

- The FA sign has been damaged.
- Bollard to be installed next to allotment fencing to prevent vehicles accessing along the fence (as per recent break in).
- Quotes being obtained for remedial works in playground following RoSPA inspection – painting of benches, surfacing repairs, slide mound and self-close gates in toddler area.
- Table of playhouse has been damaged by fire. Quote being sought for replacement and cost to be passed on to culprits.
- 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).
- **CUFC and Colts bookings not being made via the system in advance – inc. training and friendlies, not just matches. 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.**
- **As a follow up to the grant received towards the Pavilion there is a Cambs FA Support Day meeting on Monday 24<sup>th</sup> 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).**

### 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.
- 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.
- Groundsman has reported hairline crack (about 2ft long) on war memorial - side facing The Chequers. May require inspection and possible remedial works (grants available).
- 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 to be scheduled for end of September.
- Wooden fence at the Old Rec on Broad Lane has been damaged. Groundsman to quote for new posts and rails.
- **Issues to noise nuisance from ice cream van reported to EH.**
- **Minor cutting back required to rear access to Fen Reeves reported to groundsman.**

### Correspondence

- **Thanks received from Cottenham Childminders in relation to use of Fen Reeves.**

## Major developments

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

- site sold to Bellway Homes, who will shortly hold an exhibition 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](mailto: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 to be made by CPC before 30<sup>th</sup> June
- Reserved Matters application due by November 2019

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

Draft Plan published on CPC website for "Regulation 14" consultation up to 30th June

- Comments invited via [cottenhamnp@gmail.com](mailto:cottenhamnp@gmail.com)

Formal and informal consultation events set for 31st May, 13th June, 17th June, 24th June (FEF), etc.

- 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

Attendance figure for the first half of this term.

Week Commencing

17 Apr – 25

24 Apr – 19

1 May – 21

8 May – 23

15 May – 21

22 May – 28

## **Village Hall**

Our current plan has been refused permission by SCDC on four grounds – bulk/height; scale, form and design; traffic safety; and flood risk; some of which we can resolve.

At present, we seem to have two main options:

- Begin the application process again with pre-application advice from both SCDC and CCC. If a way forward can be identified, much of the consultation work can be re-used but, depending on the degree of re-design necessary, there will be some direct additional costs.
- Failing an acceptable way forward, we could – within 6 months – appeal this decision.

There may be other possibilities:

- Our draft Neighbourhood Plan currently sets out to allocate the site for the Village Hall & Nursery; that could enable permission in due course.
- The Inspector examining the SCDC Local Plan has asked whether community facilities should be allowed in the open countryside.

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

## **17L/076. Defibrillator**

The location of the defibrillator (in the kitchen) has been questioned as to whether it was the most sensible bearing in mind access. However the British Heart Foundation have been approached, and they said that to locate outside was a security risk. Mention has been made of using the telephone box at the corner of Denmark Rd and the High St, but what about security?

The Bowls Club have their own – could that be used in an emergency?

Siting it in the Sports Pavilion might be the answer with a view of being readily accessible to the sports clubs. If that is agreed then how do we accommodate the Day Centre, for instance?

## **17L/077. Recreation Ground car park**

1. In principle, we could extend our Car Park alongside the first field during the summer holiday to minimise disruption to the Primary School. Much of the first field would be out of use during most of this time, allowing the “root work” to be done as well.
2. We could buy a pre-app report from County Highways and, if that identified a workable solution to the access road, might consider upgrading that at the same time (but there are gates and power re-location to sort out too).
3. It is unlikely that the acquisition of the neighbour’s corner could be resolved in that time. It will need agreement on price/scope, approval by Council, title transfer, fence and resurface.

Resolution-wise, we have an approval in place for most of 1 (need to add the root work)

Discuss the implications of the suggested programme above ...

## **17L/078. Recreation Ground 3<sup>rd</sup> Field**

We know that the Primary School Governors have decided that they will no longer allow their parties, including the Colts, to use their pitches from September 2017.

If the Primary School is extended in some way on or near the existing site by the County Council, they are likely to want to rescind our lease on the Third Field and we will be limited to the First and Second Field for some time during any rework etc.

This will bring more pressure on our first and second fields.

We are likely to take the First Field out of use for several weeks during the summer, partly to rest the grass and partly to enable the car park extension – which also needs some ground preparation near the trees, followed by an “all over” Shockwave treatment in September.

All this when our Neighbourhood Plan assessment is that we need an additional 2 hectares of formal sports space, preferably adjacent to the current space.

We need a plan for how the Football Clubs can operate, and hopefully expand, successfully despite these challenges. I suggest we need that plan before the meeting with FA on 24<sup>th</sup> July.

Ideas ...

### **17L/079. Phone Box**

The phone box has now been painted and glass replaced. We now need to consider potential uses for the box. Previous suggestions have been book exchange and for housing of defibrillator.

### **17L/080. Child Protection**

The wording was adopted under Resolution 13/147 in November 2013. The is wording taken from “Every Child Matters” and Cambridgeshire Local Safeguarding Children’s Board. Appendix 1 refers to “Signs and Symptoms of Child Abuse 2010.

An investigation is needed to ascertain whether there are any updates, and whether we feel that any adjustments should be made, particularly relating to Cottenham Parish Council, and our involvement with children.

### **17L/081. Equal Opportunities**

Apart from tidying up which Acts we need to comply with, the following suggested specific (1, 2, and 3 for CALF; 4 for Highways) objectives will be added – unless you suggest otherwise!

“Four specific objectives have been set:

1. To work further to improve accessibility to Parish Council operated facilities - including the Play Areas, Public Open Spaces, SkatePark and Village Hall
2. To promote broader participation in Parish Council sponsored recreation and sporting activities at, for example, the Cottenham Festival
3. To provide a range of recreation and sports facilities and services to encourage broader participation by age and gender
4. To co-operate with others to improve accessibility of key village facilities and services - including GPs, library, Post Office, schools and shops – and, especially by routes used by residents of sheltered housing and Almshouses.”