

## **COMMUNITY & LEISURE FACILITIES COMMITTEE**

### **AGENDA REPORTS PACK – MARCH 2018**

## Item 18L/028 – Minutes



### DRAFT Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 23<sup>rd</sup> January 2018 at 7.30pm

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

**In attendance:** 2 members of the public (Colts)

**18L/001. Chairman's Introduction and Apologies** – apologies accepted from Cllrs Mudd (sick), Nicholas (sick) and Ian Stuchbury (CUFC) and Karl Miles (Colts).

**18L/002. Public participation – Standing Orders to be suspended** – no questions.

**18L/003. To accept Declarations of Interest** - None given.

**18L/004. Minutes** – Resolution that the minutes of the Committee meeting held on the 19<sup>th</sup> December 2017 be signed as a correct record. **RESOLVED.**

#### **18L/005. Reports**

- **Clerk** – pump inspection has taken place and everything is ok. Emergency works took place at the Rec due to the recent gale. Trees on the Rec and Green being inspected 29<sup>th</sup> January. War memorial repairs have been completed. Memorial bench has been installed at Aldreth High Bridge. Have a contact re. tennis court refurbishment.
- **Health & Safety report** – As per report.
- **Major developments** – As per report. Clerk and Cllr Morris are meeting at SCDC on 30<sup>th</sup> Jan to discuss forthcoming County Council appeal. SCDC are close to having a 5 year land housing supply and have an ongoing Local Plan consultation. Two additional developments have come in: 23 houses on land off Oakington Road and 50 on land off Beach Road.
- **Neighbourhood Plan** – As per report.
- **Youth Provision & youth bus termly report** – As per report.
- **Village Hall, Nursery and access road** – Cllr Morris has met with the architects. Some amendments have been made to the plans to accommodate fire safety regs. Almost ready for pre-application meeting.
- **Future pitch layouts** – Cllr Morris ran through the current situation. It should be a priority to purchase the '4<sup>th</sup> field'. Should we be looking to install a 3G pitch? This would mean we could use the land more intensively. Resolution that Cllr Morris writes to Heidi Allen MP asking for support of our resistance to the County Council planning application (using the evidence papers from the NP). **RESOLVED.** Letter to be shared with the sports clubs.

**18L/006. Hire of Rec Ground pitches** – to consider “fairer” allocation of pitches to clubs – Standing Orders suspended 8pm. Colts reported that any rain affects the 3<sup>rd</sup> field greatly and it seems that more games are being cancelled. Given the growth of the Colts they should be given the same usage of the 1<sup>st</sup> field as CUFC and with the mobile goals this would now be easier to do. Agreed that this would be fairer. Noted that number of girls teams is growing. Can't change games to a Sunday because the matches have been fixed by the League. Groundsman to look at putting 7v7 on the 1<sup>st</sup> field on a trial basis to the end of the season. To be reviewed by CALF in April. Clerk and Cllr Morris to arrange meeting with CPS to discuss pitch use.

**18L/007. Match cancellation at Rec Ground** – to consider key criteria for match cancellation – Item covered under 18L/007. Noted that it's possible for larger pitches by to be used by the Colts by coning off sections.

**18L/008. Recreation Ground pitch maintenance** – to consider possible long-term measures to improve pitch quality – Standing Orders reinstated 8.29pm. Resolution that we shockwave and sand slit the two pitches on the 2<sup>nd</sup> field plus the training area in autumn 2018 up to a value of £9k + VAT. **RESOLVED.** Item to go to full council.

- 18L/012. Rec Ground Overseeding** – to consider overseeding of pitches as part of annual maintenance works – Standing Orders suspended 8.31pm. Groundsman hoping to undertake work in April whilst the ground is still moist; this would put pitches out of action for approx. 1 month. As a minimum the 1<sup>st</sup> field pitch and furthest on the 3<sup>rd</sup> field require overseeding. Discussions as to how the Colts tournament in May would affect the works (cars running over the fields/parking). Need to look at how to shut off the 2 pitches on the 2<sup>nd</sup> field during the tournament. Standing Orders reinstated 8.40pm. Would need to let the League know by June as to whether the pitches would be unavailable in September – could agree to no home games during that period. Item deferred to next meeting for Groundsman to consider further options.
- 18L/009. Village Hall deep clean** – Resolution to have the kitchen and toilet areas of the Village Hall deep cleaned up to a value of £600 + VAT. **RESOLVED.**
- 18L/010. Lambs Lane bus shelter** – to consider repairs to bus shelter roof – Clerk to obtain quotes for roof repairs and replacement shelter.
- 18L/011. CPS fireworks** – to consider correspondence regarding safety/security of Rec Ground during event – To be added to meeting discussions with CPS.
- 18L/013. Matters for consideration at the next meeting** – treeworks, noticeboard repair quotes, cleaning quotes, bench refurbishment quotes, tennis court refurbishment.
- 18L/014. Date of next meeting** – 20<sup>th</sup> February 2018
- 18L/015. Close of Meeting** – 8.57pm

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

## Item 18L/029 - 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. Groundsman has repaired but the shackle is very worn which could account for the swings not swinging properly. Need to look at replacement parts or if not possible, replacement of the whole unit.**

#### Village Hall

- **Deep clean being undertaken 18<sup>th</sup> March.**
- **Anti-climb paint works have been completed to the Hall and Pavilion.**

#### Misc admin

- Les King Wood – Tree guards still require removal.
- Post box on Twentypence Road has been missing since approx. March/April 2017. 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 completed by Groundsman.**
- 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.
- **Broken tree branch removed from tree by The Dunnocks.**
- 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.**
- **Village Green tree survey undertaken 14<sup>th</sup> March. Rec delayed until 19<sup>th</sup> March.**
- **Groundsman has put road plantings in entrance to Moat to reduce slub.**

## Health & Safety report

### Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection 19th January 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 Dated: 19th January 2018

Next Inspection: End February 2018

# Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection 26<sup>th</sup> February 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

Far end is muddy near to the drain – is it working ok?

### Equipment Main Area

- ⤴ Carousel – Inclusive (New)
- ⤴ Rotator – Bowl (New)
- ⤴ Aerial Runway Muddy at both sides
- ⤴ Rotator – Pole (New)
- ⤴ Slide – Embankment (New) LHS of steps is bare
- ⤴ 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.

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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 Dated: Monday 26 February 2018

Next Inspection: TBC



## Major developments

Bellway Homes (50 homes off Oakington Road) have obtained full planning permission following their successful Reserved Matters submission.

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 will follow.

County Council (up to 154 homes off Rampton Road) appeal is under way; Inspector due to report within 2 to 6 weeks.

Manor Oak Homes (up to 50 homes off Beach Road) has not yet been considered by SCDC.

Lau (23 homes off Oakington Road) has not yet been considered by SCDC.

## Neighbourhood Plan

Following the endorsement by the Parish Council of the key policies within the draft Neighbourhood Plan, the Working Party has developed various formats to convey the policies within the plan in a more digestible form.

They are considering the consultation timetable taking account, in particular, of:

- possible outcome of the Planning Appeal by the County Council
- consequences of the environmental impact screening

An update will be available at the meeting.

## Item 18L/030 - Representation on CALF

CALF's Terms of Reference include:

"The Committee can co-opt up to 5 ad-hoc members from the main users of the facilities (currently After-School, Pre-School, Sports & Social Club, Football and Cricket); co-opted members do not have a vote."

As we plan more amenities and facilities for the village, should representation on CALF be broadened? If so, who – subject to Council approval – should we invite?

- Football champion
- Sports & Social Club champion
- Netball/Tennis?
- Youth organiser?
- Village Hall champion?
- Nursery champion?
- Other?

If the discussion begins now, it could be timely to have any changes in place before any work begins on the upgrades.

## **18L/031. Neighbourhood Plan**

Bear in mind this is a 15 year evidence-based plan for implementation so things can change as the evidenced need evolves.

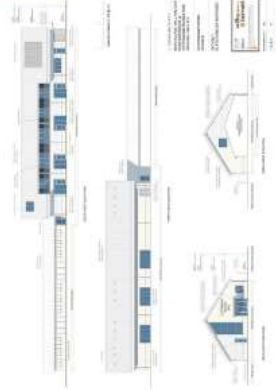
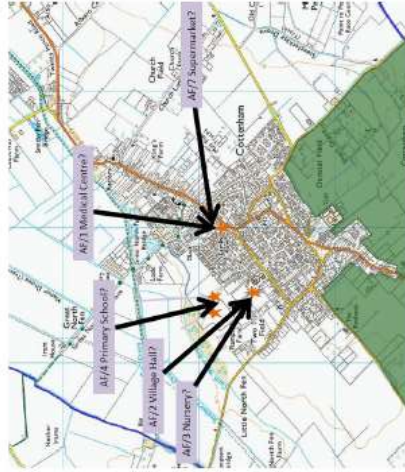
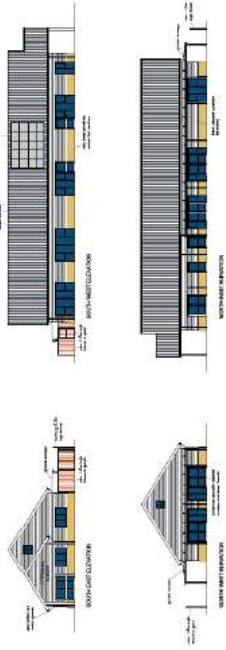
Capital costs are high but the village population is very likely to expand bringing:

- At least 50% of the Nursery cost
- At least 25% of the Village Hall cost
- A substantial contribution to land and/or all-weather surface costs
- A possible modest contribution to the Medical Centre
- Most of the Burial Grounds costs

The cash receipts are some years away and more residents will be paying Council Tax (and expect more services).

FLAC will need to work out how we finance what is needed.

A big question, if we lost sports land is whether we could compensate by intensification using all-weather surfaces or whether we must move to a new site.



**AF/1 Medical Centre p42**

Cottenham's two GP practices have insufficient capacity for the current village size and the recent planning permissions will make this situation worse. The Neighbourhood Plan seeks to provide a modern building, to be shared by the two practices with additional services such as X-ray, minor operations, social services etc. If feasible, it should include a "Drop-in & Chat" Centre for elderly/less mobile to help combat loneliness.

**AF/2 Multi-purpose Village Hall p46**

A growing village population will increase pressure on our tired Village Hall but will bring developer contributions to help offset the cost of replacement. The Neighbourhood Plan would approve the building of a modern, energy-efficient, multi-functional Village Hall to provide more appropriate community facilities including out-of-school childcare, a day-centre for the elderly and drop-in facilities for businesses and community groups including the Parish Council.

**Theme 3i**

**Improving indoor amenities and facilities**

**AF/3 Nursery p52**

The 400 new homes will add around 120 pre-school children, aggravating today's under-capacity for early years child care. An all-day, all-year-round, 50-place nursery for babies up to school-aged children. would provide child care for working families.

This complements the existing Ladybirds pre-school which provides 2 – 3 hours/day for children aged 2+ during term-time only.

**AF/4 Primary School extension p56**

Nearly 400 newly approved homes will trigger the need for approx. 120 more Primary School places. The Neighbourhood Plan supports an extension to the Primary School.

**AF/6 Supermarket p62**

Relocation of the existing supermarket (in consultation with The Co-op), ideally to a larger site, provided this:

- a) is in the village core
- b) creates safer traffic movements, and
- c) releases the current site for any of the purposes in the Neighbourhood Plan

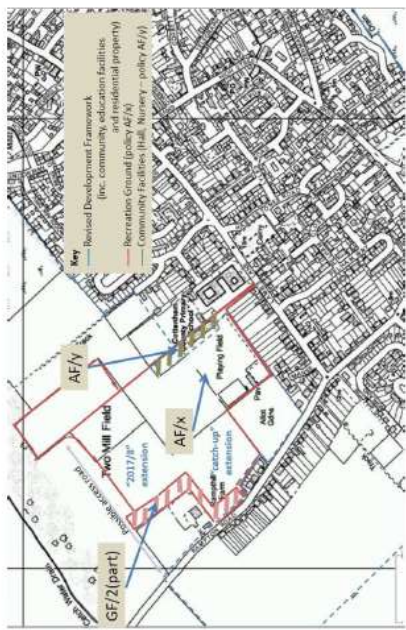




## Theme 30 Improving outdoor amenities and facilities

**AF/7 Burial grounds p66**  
Extension of the village's burial grounds to meet anticipated local needs.

**AF/5 Sports facilities p58**  
Although the Colts have a girls' football team, most sport supported by the Parish Council is for boys and men. The village will receive developer funds to build an all-weather floodlit 3-court Multi-Use Games Area (MUGA) for basketball, 5-a-side football and netball. An extension to the Recreation Ground is required for the MUGA and to meet the existing shortfall in outdoor sports facilities, which could include an all-weather full-size football pitch.



**Our plan  
Our village  
Our future**

## 18L/032. Colts 5 aside

Parking, pitches, over seeding etc.

## 18L/033. Ladybirds building maintenance

Clerk and Cllr Morris have previously met with Ladybirds and during discussions it was mentioned that the 'Red Room' had a tendency to be cold due to the high pitch of the roof and it was asked whether it was possible to bring the ceiling height down. Repainting of rooms was also mentioned.

SCDC are offering grants of up to £3k (see below) which could enable us to provide better roof insulation and combine this with installing a suspended/false room then making good. An ideal time to do any work would be over the summer holidays to minimise disruption.

NB: Clerk and Justin Hiscock scheduled to undertake thermal imaging survey on 20<sup>th</sup> March. Interim results will be made available at the meeting.

### **Background:**

South Cambridgeshire's community groups can now bid for a share of a £55,000 grant pot, made available by the District Council, to help them be greener.

The authority's Community Energy Grant Fund has today (1 March) been officially launched. It allows groups to bid for funds to spend on measures that make them more energy efficient, and so reduce the amount of energy they use.

Parish councils, charities, sports and social clubs, not-for-profit organisations and other voluntary groups are being invited to bid for up to £3,000 each to spend on initiatives like insulation, lighting and heating controls and efficient boilers for their buildings, battery storage to help make the most of solar panel installations and electric car charging points for community use.

For groups that are just starting out on the road to becoming more energy efficient, grant applications can be made to fund a community building energy survey. A community building self-survey is also available on the Council's website.

The £3,000 funding limit means a wide range of projects throughout South Cambridgeshire will be able to benefit. A total of £55,000 will be available each year.

The money is coming from business rates that the Council retains from renewable energy generation sites in the district, such as solar farms. This fund ensures some of the benefits from these large-scale sites are reinvested in the green energy sector, but at a community level.

Applications will be considered regularly at the Finance and Staffing Portfolio Holder's Meetings, which are usually held every month.

[Further details and an online application form can be found on this part of our website.](#)

Additionally, a separate loan fund for residents, businesses and community groups to borrow funds to spend on green energy measures is also being established by South Cambridgeshire District Council. This is due for launch in mid-July. The authority is also investigating ways it can be greener itself, such as by looking at the potential for installing solar canopies in the car park of its Cambourne HQ and renewable energy generation schemes at the planned new Sports Pavilion and Community Centre sites at Northstowe.

### **18L/034. 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.

### **18L/035. Family fun day**

A fundraising event on the Recreation Ground on 5th August 2018, to raise funds for Addenbrookes Oncology Day Unit and/or the Arthur Rank Hospice.

I am looking at organising a fundraising event in memory of my mother in law to raise money for the oncology day unit at Addenbrookes. She lived here for many years about 40 I think, all 3 children went to the schools, her grandchildren attend them now and all 3 sons are still residents here. My husband Julian is watch commander at Cottenham Fire Station. Money will either go to Addenbrookes oncology day unit or the Arthur Rank Hospice. The Social Club will be open so we will not be selling alcohol but i will look into liability insurance. It will be a "family" fun day, rounders match, face painting, tombola, BBQ those sorts of things.

**NB:** It is usually the weekend of the Cottenham Cup final, but does not have to be (confirmed with Chris R), cricket have no matches (confirmed by David Partridge)

### **18L/036. Pitch hire**

Histon U15's are looking for use of one pitch on the Rec for the whole of the 2018/19 season.

### **18L/037. CUSSC Village Hall hire**

Event on 21<sup>st</sup> April to raise funds for Steve Gates who has had a brain tumour removed. He is self-employed and sings in the Ramshackle Daddies rockabilly band. He will be off work about 6 months so the S&SC would like to try to help out!

### **18L/038. CVS event**

Cambridge CVS have been asked by SCDC to provide some infrastructure support to local community groups and as part of this they are offering to run an late afternoon/evening event in Cottenham, which is also open to community and sports groups from other nearby villages. They've run similar events in collaboration with Histon, Swavesey and Cambourne parish councils in the last year and one at Sawston Village College and the feedback has been very positive.

They would like to hold the event in early July, and envisage it consisting of a training slot 4-6pm on trustee training – outlining the essential responsibilities of trustees, followed by a short networking opportunity and then 6.30 to 8pm a series of informal talks given by funders where people can ask questions. People can attend all or part of the event.

They are happy to run the training and organise the event for free if the parish council would be willing to provide a venue, basic refreshments and help to publicise it to local groups.

### **18L/039. Noticeboard repairs**

Repairs to the 2 village noticeboards:

Sand, prep and paint notice boards at the top of Broad Lane and on the Green, paint in white gloss and replace wooden baking board. £260

### **18L/040. Connections Bus**

Same arrangements as per previous years and would be a Wednesday rather than Thursday night.

### **18L/041. Wreaths**

Resident has commented on fact that the wreaths aren't fixed securely and therefore have a tendency to blow off the Memorial. Consider ring fixings at the corners? Alternatives?