

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – SEPTEMBER 2017

Item 17L/100



DRAFT Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 18th July 2017 at 7.30pm

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

In attendance: 1 member of the public

17L/084. Chairman's Introduction and Apologies – Apologies accepted from Ian Stuchbury

17L/085. Public participation – Standing Orders suspended 7.31pm. Christine Ward (Sustainable Cottenham) attended the meeting re. item 17L/089. A risk assessment has been undertaken for the litter picks which has highlighted the need for hi-viz vests. The suggestion is to have CPC printed on them. Need to consider where they would be stored. Cllr Nicholas queried the number of people attending the litter picks; usually around 20. Standing Orders reinstated 7.35pm.

17L/086. 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/087. Minutes – Minor amends made. Resolution that the amended minutes of the Committee meeting held on the 20th June 2017 be signed as a correct record. **RESOLVED.** Alan Raven (Cricket) arrived at 7.37pm.

17L/088. Reports

- **Clerk** – Additional items: Cricket Club are requesting a water boiler for the kitchen; Colts are to supply an urn in the interim. Cllr Morris warned that whilst the equipment was relatively cheap the cost of the plumbing may make it prohibitive. Dead hedging plant in boundary which is affecting 70 Lambs Lane – need to look at solutions. Pest control have been called out to deal with a wasps nest in the playground. Order has been put in for new noticeboard on Coolidge Gardens. Tennis winder handle to go on full council agenda. Cllr Mudd queried court usage; have had a steady stream of requests for the access code. Day Centre due to move out on 12th August.
- **Health & Safety report** – Clerk to speak to Groundsman about missing rubbish bin lid and new lock for electricity box (needs to have same key). Clerk has already spoken to the Groundsman about the gate not closing properly and he will look at rectifying.
- **Major developments** – Cllr Morris stated that the Endurance/Bellway reserved matters scheme was expected in August. Gladman – SCDC may apply to have the approval quashed for S/1411/16/OL. Gladman have now submitted a 3rd application but the criteria that SCDC use to determine will be harsher. Cllr Morris outlined the planning policy changes which would affect future applications. Cllr Nicholas commented on the Bellway exhibition – layout appears better than the original plan.
- **Neighbourhood Plan** – Currently going through the consultation feedback. Meeting Planning Inspector to go through the Plan (2nd & 16th August). Now working to ensure that the document works closely with the NPPF and SCDC policies and will work with the Inspector on this. Almost certainly there will be a re-run of the Regulation 14 consultation. Working party meeting on 15th August.
- **Youth Provision** – Babysitting course is now being actively advertised.
- **Village Hall** – Following the meeting with Julie Ayre at SCDC it looks pretty certain that we can't do what we want to do. Working party to meet soon. The 2 problems are the mass/scale and access. SCDC still don't believe we've justified the need for a nursery. If we wait to apply for planning we may have a new rule in place or alternatively we may decide to shrink the building and apply sooner. If we adopt the suggestions of the Urban Design Officer, by dropping the height, it would take the size down to just over 1000sqm. If we drop the nursery the ground floor can be used as event space. If we take the building down to under 1000sqm it would make the application easier. We need to spend a few thousand on a

highways application then apply for full pre-application advice. Need to re-visit the financial model. Cllr Collier mentioned that the sqm requirements for early years space has increased which will make the addition of a nursery harder in the future.

- 17L/089. Hi-viz vests** – to consider purchase of hi-viz vests for use at litter picks/events – Noted that the quality of the vests can vary so need to compare like for like. Andy Ward to obtain sample. Defer.
- 17L/090. Tenison Manor ditch clearance** – Resolution to accept quote for clearance of reeds from ditch in front of Moat area at a cost of £150 + VAT. **RESOLVED.**
- 17L/091. Play area surfacing** – to consider quotes for resurfacing for roundabout and multi-swing areas – Clerk outlined that as highlighted in the RoSPA report the surfacing for both the multi-swing and roundabout required repairs. Item to go to Full Council with clear reason for replacement. Cllr Mudd to prepare wording.
- 17L/092. Play area slide mound** – to consider quotes for improvement works to slide mound – Clerk outlined reason for repairs which were highlighted in the RoSPA report. Item to go to Full Council with further information. Cllr Mudd to prepare wording.
- 17L/093. August meeting** – Resolution to cancel August CALF Committee meeting. **RESOLVED.**
- 17L/094. Matters for consideration at the next meeting** – Groundsman’s contract, War Memorial (protection of during events)
- 17L/095. Date of next meeting** – 19th September
- 17L/096. Close of Meeting** – 8.44pm.

Signed _____ (Chair) Date _____

Item 17L/101 - Reports

Clerk

Village Hall

- Hydroboil is broken, there are issues with the kitchen sink water temperature and a leak in the ceiling; plumber has been called to look at it.
- Clerk obtaining quote for painting of anti-climb paint.
- **2x trolleys from the kitchen have been taken from by the Day Centre. Waiting return.**

Recreation ground

- The FA sign has been damaged.
- Quotes being obtained for painting of benches in playground following RoSPA inspection.
- Hedging plant behind 70 Lambs Lane has died, causing gap in the hedge. Need to decide how to rectify. Residents have requested hedges fencing either side as an interim.
- Repair works to slide mound ordered.
- Repair works to roundabout surfacing and multi-swing surfacing ordered and will commence either w/c 9th or 16th October.
- **Couple of instances of people sleeping rough. Has been reported to SCDC Cllr Harford.**

Misc admin

- Les King Wood – Tree guards still require removal.
- WARG Field – bluebell planting/dedication event scheduled for 30th September. Groundsman has offered to donate towards the cost.
- Issues to noise nuisance from ice cream van reported to EH. EH now following up but struggling to find details of the van using the registration number.
- **New electricity box and base have been installed on the Green. Electrics to go in w/c 18th Sept.**
- Treeworks required on the Village Green – removal of remaining deadwood plus additional work required to a chestnut and maple.
- Red Cross Emergency First Aid course – takers so far are: Day Centre, Bowls Club, Rugby Club. May want to consider opening up more widely.
- Hibbits 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. Groundsman has reported broken slab.
- Post box on Twentypence Road has been missing since approx. March/April. Still chasing Royal Mail for replacement since June and have lodged a complaint re. slowness of response.
- **Treeworks to weeping ash on The Pond have been ordered.**
- **Treeworks on BGW have been ordered (17th Nov).**
- **Carols – Tree and reindeer ordered. BBQ, bar and brass band booked. 1 stall booking.**

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 27 July 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 27 July 2017

Next Inspection on 31 August 2017

Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 27 July 2017

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

1. Rubbish bin on Skateboard Park has lid missing.
2. Area in front of Komplan Playhouse is in need of re-seeding.

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date: 27 July 2017

Tony Nicholas.....Date: 27 July 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!

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Major developments

1. **Bellway** have outline approval for 50 homes of Oakington Road; they have not yet submitted the full “reserved matters” application.
2. **Gladman**, following three successive applications, has effectively got outline approval to build up to 200 homes and up to 70 residential places with care off Rampton Road. They have not yet submitted the full “reserved matters” application. All our legal activities are now completed.
3. **Persimmon** has effectively got outline approval to build up to 126 homes off Oakington Road. They have not yet submitted the full “reserved matters” application.
4. **County Estates** has been refused permission to build up to 154 homes of Rampton Road. I’m assured by SCDC that any subsequent re-application will have a very rough ride unless they can convince the Parish Council of its merits; a key part of which, among other things, will be securing proper provision for sport at the Recreation Ground. The school expansion site will now be critical for us.

Neighbourhood Plan

We are now working with Freelance Planning Inspector funded by SCDC to:

- Ensure the plan is compliant with National and Local Planning Policy
- Gets to the finishing line successfully as soon as practicable.

We are revising the draft plan to accommodate the approved planning applications and resolve a number of choices in readiness for another round of consultations, possibly in November / December.

In the next few weeks we will be distributing a survey asking residents to answer about seven questions to help with the refinements. Do look out for it and note that everyone aged 16 or over can respond.

Youth Provision

- Problems with parking again and people ignoring the signs not to park in the bays on Thursday evenings.
- The babysitting course is full of 15 young people and will start on Tuesday 26th September. A new booklet of all the handouts so their portfolios will have a new look and therefore be even more impressive. Sarah Cloughly will be lead worker and will have an assistant youth worker working alongside her.

Connections Termly Report - April to July 2017

Numbers

There have been 12 visits by the bus during the term and we have seen 63 young people.

Age	11	12	13	14	15	16	17	18	19	20
Number Male	1	8	7	10	7	1	1	2	1	
Number Female		1	5	4	3	3	6	1	1	1

Session	1	2	3	4	5	6		7	8	9	10	11	12	13
Attendance	25	19	21	23	21	28	Half term	34	29	20	26	19	-	12

Activities

Craft and other activities available on the bus this term have included Hama beads, jewellery making, badge making, scratch art, shrinkies, fantasy film art, making bead bracelets, making Father’s day cards, making leather key rings, badge making and dingbats

Quizzes have been held on pets, St Georges day, asthma, energy saving, sun awareness, world hunger and BBQs, oceans, blood donation, insects, world population and international kissing day

General

Week 1 A good start back after Easter. Enjoyed Hama bead craft and catching up. Very loud argument outside at one point but did not require intervention. Conversations about health, exams, holidays, counselling, losing weight and horse riding

Week 2 Jewellery making and origami was popular. Good conversations about school and life, not drinking alcohol for 6 weeks, cutting down on energy drinks and relationships. Good to see young person who has been distant, interacting better with youth workers.

Week 3 Parked by school. Calmer evening which meant good use of badge making craft activity and conversations about asthma, heritage, travellers, school, teachers, death of nan, and family member having MRI.

Week 4 In school lay-by again due to football on the recreation ground. Good busy chilled session until nearing the end when there was a dispute between two young people that escalated outside the bus and needed physical intervention by youth workers. Completed mental health survey and enjoyed the energy saving quiz and scratch art craft. Conversations about school, subject choices, mental health, maths, music types, creativity, proms, alcohol, smoking and anxiety

Week 5 Better session now back on recreation ground. Enjoyed chatting and games consoles. Conversations about GCSEs, school, teachers, anger issues and moving because of bad neighbours

Week 6 Busy on and off session with good weather. Enjoyed chance to play football and sit outside. A couple of young people from Smithy Fen signed up and joined in. Conversations about exams, ADHD, anger, family, heritage and languages and break up of relationships.

Half term

Week 7 Busy session (in lay-by due to election). Lots of coming and going. Conversations about internet safety, fights, illness, half-term activities and exams

Week 8 Enjoyable warm evening with young people spending time outside. Karaoke on the outside screen was very popular, as was the blood donation quiz. Conversations about exams, future, illness, school, revision, part-time jobs, support for anger issues and family illness

Week 9 Quieter evening and very warm. Enjoyed karaoke on outside screen. Conversations about prom, school, work experience, skating and language

Week 10 Mainly the younger ones tonight who enjoyed the opportunity to be without older ones. Played outside with football and rocket ball. Conversations about work experience, prom preparations, tests and ADHD.

Week 11 Busy session with young people organising impromptu water fight. A few couldn't handle this and had to be persuaded to calm down. Important one-to-one about physical wellbeing.

Week 12 Cancelled due to staff shortage

Week 13 Quieter evening but good chance to chat and catch up on return of previous youth worker. Conversations about exams, work experience, injuries, prom and listening to music

Connections Summer Term Report:

We made 5 visits to Cottenham during the school summer holidays 2017 and saw 42 young people

Session	1	2	3	4	5	6
Attendance	17	Canc	14	22	25	15

Age	11	12	13	14	15	16	17	18
Number Male	1	8	5	6	1	0	0	1
Number Female	1	3	2	5	3	1	3	2

Activities

Craft activities available on the bus included shrinkies keyrings, Hama beads, scratch art and face paints. Quiz topics covered saving energy, insects, oceans, world's population as 100 people, and disabilities.

Week 1 - 26th July - good chilled session, on and off the bus a lot using recreation ground. Conversations about sexual health, drugs, education, prom, holidays and future studies/work.

Week 2 – 2nd August – cancelled due to MOT failure

Week 3 - 9th August - good laid back session with lots of coming and going. Enjoyed listening to music and having conversations about exam worry, college plans, clothing fashion, baby-sitting course and drama project. A scooter was thrown over school fence and retrieved by YP despite being warned not to.

Week 4 - 16th August - Warm evening, enjoyed playing outside with football and vortex. Also bit of karaoke and craft. Conversations about careers advice, relationships, joining forces, health issues, results, dangers of sharing indecent images, reducing violence and college courses.

Week 5 – 23rd August - busy evening playing outside with good weather and enjoyed face painting. Conversations about moving to Trumpington and possible youth clubs, new scooter and Segway, alcohol dangers, dyslexia, school, new school, birthdays and friendships.

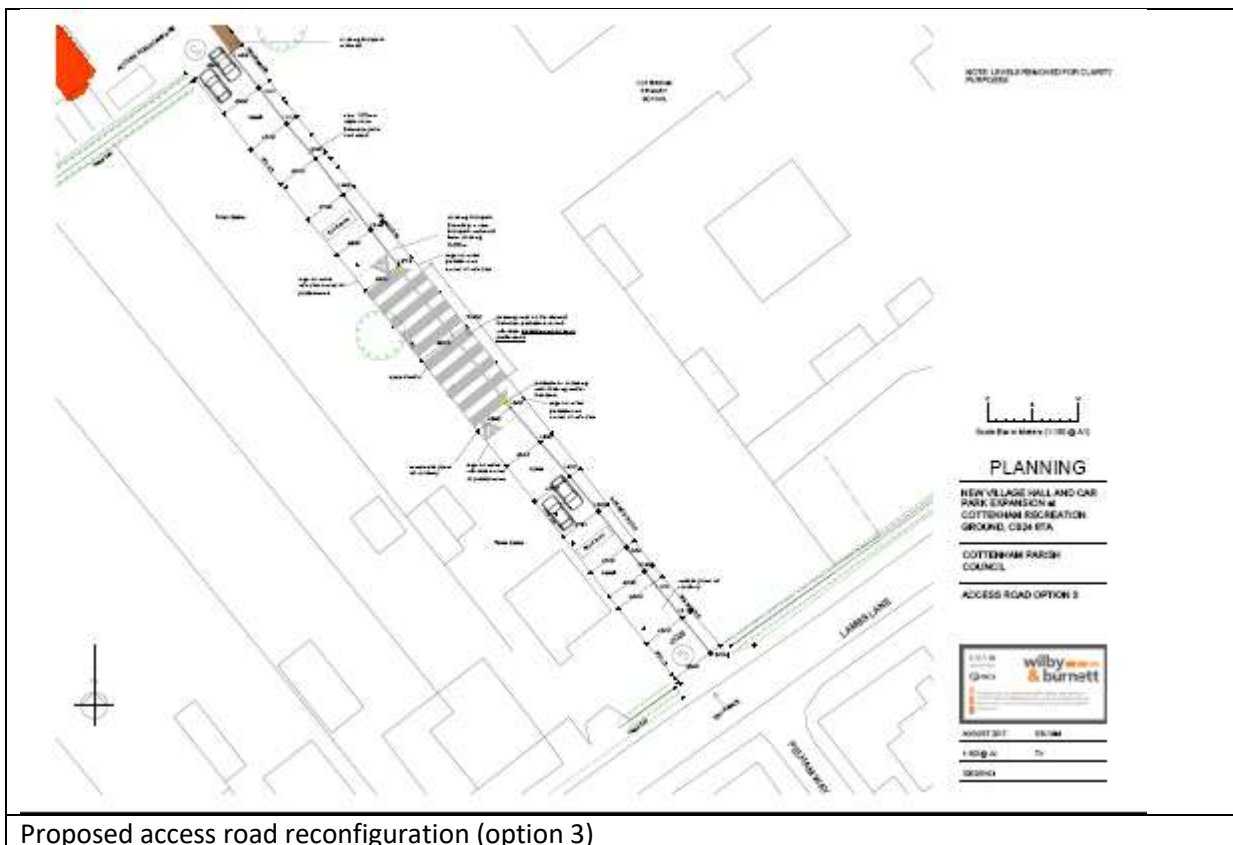
Week 6 – 30th August - Sitting around chatting. Boys a bit boisterous and loud. Conversations about GCSE results and entrance to college, work, energy drinks and university studies.

Village Hall

Following resolution 17/183 we have commenced a traffic pre-app study with County Highways and SCDC to find a solution to the limited access we currently have.

Our architects and I have worked up three configurations for the access road; one of which (pictured) is close to satisfying County Highways needs, subject to some serious restrictions on car access to the site (no additional parking spaces and tougher event management).

Using the separated Hall & Nursery approach, this should clear the way for a successful planning application for the reduced scale Village Hall. The Nursery needs additional work to justify its location on the Recreation Ground.



Basically, we introduce a “shared space” pedestrian-priority speed table in the middle of the access road and segregated (raised) pavement along the roadside so we protect pedestrians and allow wider vehicles to pass one another with no risk of reversing back onto the public highway.

We would introduce the mains gas feed and remove the electricity feeds during the works.

It is not a perfect solution and, until we can widen the road or develop an alternative entrance, we will have to restrict traffic flows. Those measures include:

- No additional permanent parking places (we will be able to provide a limited amount of “event parking” for occasional – but limited – use).
- Development of a Traffic Management Plan as part of the planning application; this will show how we propose to manage the additional traffic arising from our development.
- Development of an Event Management plan for the whole site with compliance by all users; this will require more specific event permits for all but the smallest event bring cars onto the site – with enforcement by SCDC if breached.
- Development of a Travel Plan, especially for the Nursery, to show how we can limit and control traffic generation.

Eventually, we need further improvements or another site entrance, if the County Council is willing, as part of:

- Expansion of CPS which is likely to open a road access from Rampton Road
- Trading off a sliver of CPS land alongside the access road for some of our land further into the site.
- Gaining access via Rampton Road as part of development of our 4th field.

In the meantime, we can begin developing the supporting documentation to resolve the access issue ready, subject to Council approval in October, for making two pre-application requests on SCDC:

1. New Village Hall, smaller than before but similar in functionality (bar the Nursery), and
2. New Nursery, especially the site justification and travel planning stuff.

17L/102. Recreation Ground

We have revised the locations and marking out of pitches and training areas BUT, while there may now be enough pitches for match days and times, they do need to be managed.

There is a limit to how much additional money can be made available from the public purse for the benefit of a narrow group within the community who currently only contribute a small part of the costs of maintaining, providing and marking out these pitches.

It is also likely that the pitches are being used too intensively and, following FA and Groundsman recommendations, we need to introduce specific rest periods each year for every pitch area.

In recent months or imminently the Parish Council has:

- Provided additional strips for cricket and this will increase maintenance costs by around £1,000 p.a.
- Marked out additional pitches which, if maintained, will cost an additional £1,000 p.a.
- Verti-drained all the football pitch areas to reduce compaction and improve drainage at a cost in excess of £1,500; each field will need treatment annually in future.
- Maintained the Recreation Ground and Sports Pavilion at a cost of £18,000 p.a. to £20,000 p.a..
- Agreed to provide some mobile goal posts to improve pitch utilisation at a cost of several £ thousands. It is likely that a set will be needed on each field, and safe storage is an issue.

The Parish Council will shortly begin its annual budget round. Sport is important but so are many other priorities.



17L/103. 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. Would need approx. 25. Sample provided at a cost of £6.38 + VAT. Printing would be extra. Talking T's: £5.65 + VAT & £20 screen set up (this is for a printed vest meeting the same spec as the sample).

17L/105. Groundsman contract

We are approaching budget time. We currently budget:

- £65,000 on Administration
- £45,000 on maintenance of Open Spaces (from War Memorial, Moat to Rec)
- £35,000 on CALF projects (from Medical Centre to drainage, tree belt and WARG)
- £34,000 on Highways & Pavements (from signage to improvements)
- £22,000 on Shared Services (mostly utilities)
- £14,000 on Youth provision
- £10,000 on Sports Pavilion (cleaning, maintenance and utilities)
- £8,000 on the Village Hall (cleaning and maintenance)
- £6,000 on the Play Area (refurbishment and safety)

Inflation will drive these costs up; are there areas for savings?

And receive about £30,000 including:

- £10,000 from Kids Club
- £10,000 from Sports & Social Club
- £4,000 from Sports Clubs

Our Grounds Maintenance contract is up for renewal later this year. It covers five broad areas, costing over £30,000 p.a. in total.

- Recreation Ground – driveway, car park, hall, skatepark and BBQ areas added
- Recreation Ground – sports; from pre-season, via pitch prep to post-season
- Village – footpaths, bus shelters, graffiti, litter, weeds etc.
- Village – grass / tree safety etc.; maintaining our areas safe, free from litter etc.
- Village – ditches and drains; mostly new stuff taken on from Persimmon

We know this could cost about 20% more due to increased scope, unless we find savings.

17L/106. Bullfinch Way ditch clearance

The ditch along the side of the Bullfinch Way grass area is getting overgrown and needs proper clearance. Groundsman has previously flailed but now unable to do so due to the wire fence on the opposite bank falling over. The cost for slubbing out using a mini digger would be approx. £200+VAT for a half day (may take less time). We may also need a skip for any rubbish.

17L/109. War Memorial

During a recent event the Memorial sustained some minor damage. Additionally complaints were received about children, and some adults, standing and playing around the Memorial which was seen to

be inappropriate/disrespectful. Need to come up with suitable ideas for protection during future public events.

17L/110. Pavilion usage

'In principle' request received from Andrea Cowley (Asst Manager, Connections Bus). Friday 6th October is a training day at CVC and wanted to know about the possibility of using the pavilion as a drop-in café/space for young people to meet up and chill out together.

Approx. timing 11 – 2pm. Would need 2 staff.

It could be used as a way of market research for future youth projects and courses in Cottenham.