

COTTENHAM PARISH COUNCIL

Community and Leisure Facilities Committee Minutes

Meeting held in the Parish Office on Tuesday 15th July 2014 at 7.30pm

Present: Cllrs Beckford (Chair), Berenger, Leeks Morris, Mudd, Richards, Young and the Clerk

- 14L/001. Chairman's Introduction and Apologies** – Apologies accepted from Cllrs Collier and Heydon.
- 14L/002. Public participation – Standing Orders to be suspended** – none.
- 14L/003. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – Cllr Richards declared a non-pecuniary interest in item 14L/012.
- 14L/004. Reports**
- **Clerk** – report circulated prior to the meeting and there were some updates. Agreement given for the kettlebelle sessions. The village hall sign to be sited below the rec ground sign on Lambs Lane. The car park sign at the rec ground should be moved to the wall of the building instead to reduce vandalism of the sign. Items on noticeboards, village sign maintenance, scrubber/drier, hand driers and signage to go on the next agenda. Regarding maintenance of the 2 benches (The Pond and Cottenham Club) various suggestions were made. Cllr Beckford will speak to the College to see if there are any apprentices requiring work experience. Clerk to contact Community Payback and Cllr Richards to speak to Nick Parker.
 - **Playground safety** – Cllr Mudd to circulate.
- 14L/005. Co-option of members from user groups** – To consider co-option of up to 5 members from main user groups – Cllr Beckford to invite all of the key users onto the Committee and advise them of the revised contracts. Defer item.
- 14L/006. Changing Rooms project** – Update the committee with situation – It was confirmed that the tenders are invalid and as such they won't be opened and the process would need to start again. Cllrs Mudd/Young and Beckford have met and will produce a report as will the Finance Committee. Cllr Leeks confirmed that following a meeting with the FA they have stated that the grant is still on the table until November. We would need to be close to having signed contracts in place by this time to safeguard the grant and longer. NB: it's worth noting that they aren't making any further large grants of the size currently secured. The FA reps were confused about the level of specification for the building and services and the quality of the fit would appear excessive. They have therefore recommended that a third party (Alan Lamb) look at the spec who they thought would do it free of charge. Finance Committee to look at the legal implications regarding our existing contract with W&B. Facilities Committee now need to go through the business plan in terms of the users to see what the possible income will be – this is to be done for the September meeting. Cllr Beckford will draw up a business plan by the end of the week. We also need to arrange to see Alan Lamb; following that meeting the report can be finalised. Suggestion of a working party to meet mid-August consisting of FLAC and Facilities. Cllr Richards left the meeting at 8.25pm.
- 14L/007. Skate Park** – Check on project and set tasks – Cllr Morris provided a report prior to the meeting and several references have been received. The design is nearly finalised. VAT is recoverable but final clarification is being sought by the RFO. There is a possibility that Wheelscape could do the work this year. In theory we could apply for grants from Amey Cespa and Awards for All but the outcome wouldn't be known until 2015. The alternative is to find private funders which would deliver the project 6 months earlier. Need to get legal advice regarding the contractor administrator agreement. Cllr Beckford to speak to a quantity surveyor on this matter. It was decided that we should go for a grant funded approach. Cllr Morris to speak to King & Co to get legal advice.

- 14L/008. Adopt a phone box** – To receive and consider adoption of the phone box on the High Street (near Denmark Road at a cost of £1 – Need to decide what, if anything, is done with the phonebox once adopted. Resolution that CPC adopt the phone box on the High Street (near Denmark Road) at a cost of £1. **RESOLVED.** Clerk to complete application and contact Bob Lee.
- 14L/009. Swing seat** – To consider insurance claim for replacement – Resolution amended to CPC purchasing a new seat rather than claiming via insurance. Resolution that replacement swing seat is purchased. **RESOLVED.**
- 14L/010. Aerial runway seat** – To consider ordering replacement at a cost of £52 + VAT – Resolution that replacement aerial runway seat is purchased. **RESOLVED.**
- 14L/011. Flat out in the Fens 21st June 2015** – To consider making village hall available at no cost for this annual event – Defer item. Need to find out whether this is non-profit organisation first.
- 14L/012. Cottenham Charity Cup** – To consider permission for event to be held from 21st July – 3rd August, with BBQ – Resolution to give permission for the Cottenham Charity Cup to be held at the recreation ground to raise money for Cancer Research. **RESOLVED.**
- 14L/013. Contractor parking** – To consider parking requirements for building contractors during primary school extension work – Cllr Beckford has been in discussion with the contractor regarding their requirements. 8 spaces will be offered near to the bowls club end of the car park with specific time restrictions to minimise movements during busy periods. The spaces are for the use of minibuses and vans only and Monday-Friday. Resolution that up to 8 parking spaces be made available for contractor parking, Monday-Friday between the hours of 7/8am-4.30pm. **RESOLVED.**
- 14L/014. Matters for consideration at the next meeting** – contracts (fees for rec users); The Pound.
- 14L/015. Dates of next meetings** – 19th August, 16th September, 21st October, 18th November.
- 14L/016. Close of Meeting** – 9.24pm.

Signed _____ (Chair) Date _____