

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – APRIL 2016

Item 16L/042

Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 15th March 2016 at 7.30pm

Present: Cllrs Mudd (Chair), Hodson, Morris, Nicholas, Bob Lee (Colts), David Munns (Football), Alan Raven (Cricket), Andy Ward (S&SC) and the Clerk

- 16L/039. Chairman's Introduction and Apologies** – Cllrs Berenger (personal) and Young (work). Simon Rose from the Colts was hoping to attend but unable to do so for personal reasons.
- 16L/040. Public participation – Standing Orders to be suspended** – no public present.
- 16L/041. 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.
- 16L/042. Minutes** - Resolution that the minutes of the Committee meeting held on the 16th February be signed as a correct record. **RESOLVED.**
- 16L/043. Reports**
- **Clerk** – Colts have responded with parking numbers for FA event in April (40-50 cars). LKW should read Fen Reeves.
 - **Playground safety** – There is some damage to the path caused in November during a Colts game. Clerk to obtain quote from groundsman for repairs. Regarding the skatepark damage, this needs to be looked at by the groundsman.
 - **Changing Rooms** – working through the snagging list. Cllr Richards arrived at 7.40pm.
 - **User Contracts** – end period is flexible because the Village Hall may be demolished beforehand. Rascals need to be added to the list and a meeting set up.
 - **Festival 2016** – Ice cream van booked. Struggling to get a band at the moment. Cllr Richards speaking to teams for the It's a Knockout tournament.
- 16L/044. Cricket square** – consider removal of small cricket pitch on 1st field (request from Groundsman) – Under 11's may need the pitch but not until next season. Cllr Richards asked what was required to get new squares up and running. Work would need to be undertaken at the end of the 2016 season. Need to progress item for square extension using £15k budget allocated for 2016/17.
- 16L/045. Land at rear of Pavilion** – update following discussion with netball & other sports clubs – Cllr Richards has met with netball reps who love the idea of coming to the Rec. Court size would need to be 30x15m and they currently have 3 courts at CVC (shared with tennis which requires a different surface to a standalone netball court). There are 5 adult and 2 junior teams, playing twice a week (45 adults + 45 kids 11 years +). The under 14's team is particularly good. Waiting list to join and there is the possibility of obtaining grants. Training costs £210pm at the College + £20 per match. Would need floodlights and other teams might be interested in playing on the courts so there could be a new revenue stream. Most leagues currently play at Impington. Land behind the pavilion is too small to house courts and we can't do anything at this stage. Possibility of moving the containers to the vacant land and replacing with cricket nets. Alan Raven asked if the Cricket Club could store the covers on the land behind the Pavilion. Resolution that the Cricket Club be allowed to store covers behind the Pavilion whilst a partnership agreement with CPC is in place. **RESOLVED.**
- 16L/046. Colts contract** – consider amendment to event fee – Cllr Richards requested clarification of what the £500 event fee was for. Fee is for use of the Village Hall and is not £500 because 20% is taken off plus a further 15% so the figure is actually £340. Don't have to pay this in advance so would not be due rather than being funds that needed to be refunded.

Resolution that the Colts contract is amended so that event fee will be reduced to zero in the case that there is no damage to the facilities. **RESOLVED.** Bob Lee and David Munns left the meeting at 8.40pm.

- 16L/047. Additional security at Village Hall** – consider additional security measures for Village Hall – Andy Ward stated that there was an issue with people climbing onto the flat roof which is causing damage.
Resolution to spend up to £500 on anti-vandal paint and signage to protect the flat roof.
RESOLVED.
- 16L/048. Car parking** – consider how to take forward plans to increase amount of parking spaces – Tie into meeting with W&B on 21st March. W&B would be able to draw up plans and put in the planning application.
- 16L/049. VH booking requests** – consider requests to hold 18th and 21st birthdays at the Village Hall – Agree to 21st. 18th would require a minimum of 10 adults and 2 people on the door at all times. Emphasize that invitation only. Deposit of £250 required.
Resolution to accept booking for 21st birthday on 17th September 2016. **RESOLVED.**
Resolution to accept booking for 18th birthday on 19th November with conditions. **RESOLVED.**
- 16L/050. Trade waste** – consider update following discussions with Ladybirds – Clerk to advise users that the bins are for everyday use and not trade waste.
- 16L/051. S&SC Contract** – consider amendment to Sports & Social Club contract in relation to hall hire – Cllr Mudd outlined the amendments.
Resolution to, subject to agreement by CUS&SC, add a supplementary clause to the agreement with CUS&SC to add SIX free Village Hall hires to CUS&SC's allocation for use during the period from 1st January 2016 to 31st March 2017 by member clubs with valid signed Partnership Agreements with the Parish Council. The free hires are only to be used by the member club to raise funds for its own use. **RESOLVED.**
- 16L/052. Queen's 90th Birthday Celebrations** – consider arrangements for beacon lighting ceremony – Suggestion that Bob Ward is approached to light the Beacon (also 90 years old). Clerk to approach The Chequers to provide bar. Cllr Richards to speak to Barkers Bakery regarding the provision of cakes.
- 16L/053. Dog fouling** – consider potential methods of deterrent following rise in resident complaints – Clerk outlined.
Resolution to purchase 6 cans of biodegradable spray marker paint up to the value of £50.
RESOLVED.
- 16L/054. Youth projects** – consider how to take agreed projects forward – Cllr Hodson to pick up projects whilst Cllr Collier is on maternity leave.
Resolution for Cllr Hodson and the Clerk to organise the setting up of youth courses. **RESOLVED.**
- 16L/055. Les King Wood** – consider response to County Farms re. contributing £175 towards cost of repairs to the car park. NB: we would also incur additional costs from groundsmen for spreading of the load – Clerk outlined request from County.
Resolution for CPC to contribute £175 towards the cost of repairs to the Les King Wood car park.
RESOLUTION FAILS.
- 16L/056. Grant funding** – to consider potential projects for funding by grant schemes i.e. Community Chest or Tesco Bags of Help – Cllr Mudd outlined. Cllr Nicholas left the room at 9.29pm. Item deferred.
- 16L/057. Public art** – consider draft process paperwork for applications/claims – Cllr Morris summarised. Entries required by 7th June and the winners will be announced at Festival on 2nd July. Cllr Nicholas returned to the room at 9.31pm.
Resolution to open a public art competition. **RESOLVED.** Cllr Morris to draw up application documents.
- 16L/058. CALF Terms of Reference** – Resolution to request that Council adds the following clause to CALF's Terms of Reference – review every request for ad-hoc hiring of Parish Council-owned rooms and/or grounds, rejecting any which appear to present an unacceptable risk of disruption or damage to Council assets or reputation, even where this is covered by insurance. This review can be delegated to the Clerk for low risk events (during daylight hours and involving no more

than 40 people, including at least 4 adults) for which standard contract terms apply, provide these are reported to the next Committee meeting. **RESOLVED.**

Resolution to request that Council adds the following clause to CALF's Terms of Reference – review every request for discounted hiring of Parish Council-owned rooms and/or grounds by a registered local charity; such discounts must not reduce the hire fee below actual costs involved in opening, operating and securing the hired facility. **RESOLVED.**

- 16L/059. Playhouse replacement** – consider quotes for replacement for existing equipment at Rec. Item deferred.
- 16L/060. Slide mound**– consider solutions and quote for surfacing to the slide mound. Item deferred.
- 16L/061. BGW ditch** – consider next stage of possible adoption – Cllr Mudd outlined the background. Until the planning conditions are resolved regarding 2 Denmark Road we can't move forward. Item deferred.
- 16L/062. Balancing Pond** – consider update regarding possible meeting with Persimmon about adoption. Item deferred.
- 16L/063. Whyatts Fair** – Resolution to accept request for use of the Green from 4th – 8th May. **RESOLVED.** Clerk to send booking form.
- 16L/064. Matters for consideration at the next meeting**
- 16L/065. Date of next meeting** – 19th April 2016
- 16L/066. Close of Meeting** – 9.40pm.

Signed _____ (Chair) Date _____

Item 16L/071

CLERKS REPORT – April 2016

Village Hall

- Cllr Richards arranging replacement door in men's toilets (to replace damaged door).
- Cllr Richards has purchased anti-climb paint (as agreed by CALF)
- **Broken bracket on kitchen shutters has been reported**

Recreation ground

- Repair/maintenance work due to be undertaken on picnic benches (date TBC).
- Meeting held with Fenland Leisure re. H&S report items. Actions passed onto groundsman. Quote now received for surfacing option for slide mound which will be presented to CALF. Alternative quotes to be sourced.
- Bowls Club are holding tournament on 11th June. Cricket Club require 12 parking spaces on the same day and have informed opposition.
- **Cars parked at own risk sign has been removed completely by vandals. The FA sign has also started to be damaged.**
- **Several break in's to the players tunnel. Police have upped patrols. Emergency spend used to authorise works for new alarm panel (current one not functioning properly) and additional detector in the tunnel. Work should be done in the next couple of weeks.**

Misc admin

- **Sovereign have installed gym equipment on Tenison Manor. Equipment has been sited so that it has no direct impact on surrounding houses and doesn't encroach onto the main grassed area. It's pretty discrete and blends in well with the surroundings.**
- Fen Reeves - site looks like the trees need thinning and Cllr McCarthy is inspecting. Several dead trees at bottom near caravan site where it floods. Need to decide whether to remove or cut down and leave for wildlife. Lots of general deadwood which needs tidying.
- **Official opening of new Post Office took place on Friday 8th April at 11am. Heidi Allen MP attended.**
- Public art grant competition has been launched. The deadline for applications is 7th June.
- **WARG Field – fencing has now been installed. The ground has levelled naturally due to being mowed and apart from one small area near the front (right side as you enter) doesn't appear to need any further levelling work. The trees at the bottom end of the field need some thinning (remove self-seeds) and brambles removing – groundsman to quote. This area would lend itself to some woodland bulbs (Snakeshead Fritillary & Wood Anemone, both which like damp ground). Plus there are some well-established trees which could take the addition of a bird or bat box. Hedging – 250m will cost around £600 (plus labour) if planting 3 hawthorn plants per metre (90-120 high bare root plants). For more immediate effect you can plant up to 7 per metre. This is based solely on hawthorn but we may want to consider a mix (dogwood, blackthorn and hazel would also be suitable). NB: takes around 3-7 years to grow to desired height. Groundsman to provide catalogues detailing meadow mixes. Ideally needs to be planted March/April or Aug/Sept and will take approx. a year to establish. Suggested not to sew the entire field and leave the rest of the grass to grow as per the Old Rec – if cutting rides you would then need to collect and dispose of the cuttings (can't leave meadow cutting because unlike grass it won't come back and continue to flower). There are various different mixes available so could go for a butterfly/bee mix in one area and a perennial wild flower mix in another etc. We have already resolved to install a bench (with plaque thanking donors) and swing. With no parking allowed on site we may want to consider installing some bike racks.**

Correspondence

- Cottenham Environmental Audit Group have stated that they are happy in principle to donate the remaining £400 balance of monies to us for work to WARG Field (landscaping - planting of hedges/wildflower sowing).

Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 30 March 2016

Location

Skate Board Area

There is evidence of water retention at one end of unit surface.



NOTE: These are photos as of 22nd April during which the RoSPA Inspection was being carried out. Previously on 30th March the grassed area was very muddy, indicating the drainage was not working properly



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

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date 30 March 2016

Tony Nicholas.....Date 30 March 2016

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!

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground
Person/s carrying out Inspection:

Date of Inspection: 30 March 2016
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

- ⤴ San Hose Playhouse
- ⤴ 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
 - ⤴ Fencing
 - ⤴ 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:.....

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Dated: Wednesday 30 March 2016

Next Inspection on Wednesday 27 April 2016

Festival 2016

So far:

- Date now confirmed as Saturday 2nd July. Starting at 10.30am
- Bouncy castles have been booked
- Kids disco to take place in the early evening before band. Ladybirds may run this - TBC
- Fairground rides have been booked
- Holy Schnitzels & Cottenham Kebabs have confirmed (need to get booking forms completed)
- Cottenham Fire Station has been approached and engine provisionally booked
- St John's booked to do first aid
- Various bands to play during the day in the VH. Organising PA equipment
- Bar will be open in the VH
- Event has been advertised on FB
- Cllr Richards organising It's a Knockout-style tournament which will be open to all (teams of 6)
- **Band booked and deposit paid.**
- **Booking form has been revised and is available on the website.**
- **Ice cream van booked**
- **S&SC to run BBQ**
- **Couple of stalls booked already.**

To do:

- Book PA system - Cllr Berenger
- Start contacting sports clubs and other village groups to see who wants to have a stall etc.
- Car parking – need to leave space for the cricketers so look at alternative arrangements
- Skatejam? (Would need to be before 1.30pm when cricket starts) – Cllr Berenger investigating
- Marshalls on the day
- Clerk to get poster designed

Youth Projects

First Aid course has now been arranged for 18th May and will be held in the Pavilion (3.30/45 – 5.45pm). Max 16 delegates. Cost is £150 + travel exps. Need to provide some refreshments. Asst Clerk will unlock the building and Cllr Collier will attend.

Babysitting – currently struggling to find someone to run the course. Cllr Collier liaising with Andrea Cramp.

Connections Bus - Cottenham Village Termly Report January to March 2016

Numbers

There have been 9 visits by the bus during the term and we have seen 37 young people. Average attendance was 16.

Age	11	12	13	14	15	16	17	18	19	20+
Number Male		2	10	4	2	1		1		2
Number Female		2	4	1	3	2	2		1	

Session	1	2	3	4	5	6		7	8	9	10
Attendance	-	13	15	21	19	13	Half term	19	12	15	11

Activities

Craft activities available on the bus this term have included making badges, making shrinkie key rings, fantasy film art, making bead bracelets, making Valentine's cards, hama bead, scratch art and sequin art

Quizzes have been held on types of birds, Winnie the Pooh day, Australia day, world cancer day, Chinese New Year, internet safety, Fairtrade, smoking and Ireland

General

Week 1 Cancelled as bus would not start after Comberton

Week 2 Noisy but good humoured session. Enjoyed doing shrinkies. Conversations about behaviour, deafness and difficulties making friends.

Week 3 Loud and lively session with no issues. Visit from some travellers who were very pleasant.

Week 4 Most outside running around. Caught up with some older ones and talked about being picked on at school and autism.

Week 5 Busy and noisy but good natured. Engaged in computer games, playing music, bubble writing which included good positive interact with youth workers.

Week 6 Quieter than usual because finished for half term. Long conversation about adoption, conversations also about travel and jet lag.

Week 7 Busy, lively session with conversations about relationships, holidays, injuries and hobbies. Some need was identified for information about personal hygiene and personal safety.

Week 8 Good session which was very lively. Conversations about school, energy drinks and sugar. Energy drinks did cause some unhelpful behaviour but a conversation with parent was possible.

Week 9 Great session with young people coming and going. Lots of conversations about school, crutches, drugs, wages, bullying, swearing, autism and history of abuse. Young People reported that car outside (silver golf) smelt heavily of cannabis

Week 10 Usual session with conversations about school, relationships, conflicts and how to avoid lashing out.

16L/074. Queen's 90th Birthday Celebrations – 21st April

- Brownies will be decorating trees. Scouts are providing a BBQ and hosting an assault course.
- **Event starting at 7.30pm with the beacon being lit at 8.15pm.**
- **Beacon has been tested. Groundsman to set up safety cordon for the event.**
- **Bob Ward to light the beacon.**
- **150 cupcakes ordered from Barkers Bakery**
- **The Chequers are doing the bar.**

16L/072. Colts 5 a-side tournament - May

Parking: Colts were looking at playing the event on the front field with the primary school as support field, we were then hoping to park all cars in the 3rd field area, I understand that there is a worry over using the new driveway as this may not be bedding it yet and may get damaged, after looking at it with Andrew (clearly this is just a suggestion and they would work with the PC) they could look at cutting through the mound next to or near the gated end, this would allow them to take the cars up alongside the road, along the trees and then through the training area and straight into the third field for parking. The Colts are happy to organise a section of the mound being removed for the event and then put back afterwards so they do not create any issues following the event.

16L/075. Playhouse replacement



This lovely play unit contains a multitude of manipulative fun details that stimulate the hand-eye coordination, makes children communicate and wonder. The megaphone, the abacus and the clock/alphabet panel help children play with sounds, cause-and-effect and introduces letters, numbers and mass.

£2169 + £637 installation + VAT



The KOMPAN playhouse can become whatever the child wants it to be. A house a fort or even a den. The Play House allows for imagination and creativity.

£1543 + £637 installation + VAT



With its multitude of benches, tables and play surfaces this playhouse certainly lives up to all modern requirements. There is even a corner bench on the veranda that is big enough to allow an adult to join in the world of Let's Pretend, and the split level table on the outside gives an extra dimension to the game.

£2565 + £637 installation + VAT

Please note for orders where the supply of kit is less than £5,000 the freight will be at 11% of the value of the kit, for orders over £5,000 the freight will be 6%.

16L/076. Rainbows

The idea is for the evenings of 25th and 26th May they would just have some pop up tents and sleeping bags up for the hour they do rainbows. If possible they would like to be allowed to have a small campfire in their fire pit, so they can toast some marshmallows - they are very experienced with campfires and would have a leader there purely for this. Also hoped to take a table and one of their simple gas jobs and make the kids some hot chocolate. It would just be about 1.5 hours by the time they have packed up. They do not actually want to stop the night down there.

They wondered if they could do it in the space behind the new pavilion so they are not disturbing anyone else.

If it is raining they will just have the evening at their usual meeting place - minus the campfire!

16L/077. Neighbourhood Plan

The survey expressed strong support for some major projects.

Some graphics (circulated separately) highlight the demands and some possible solutions are being prepared for the next round of consultation on options for inclusion in the proposed draft Neighbourhood Plan which will itself be the subject of extensive consultation and review prior to the referendum.

16L/078. Grant funding

Tesco – Bags of Help

We will award grants each year in around 400 Tesco regions to make sure the funding is spread evenly across England, Wales and Scotland*. In total the Bags of Help programme will support thousands of projects each year.

Because we're expecting there to be a major demand for grants, Groundwork will assess all of the applications received and then provide a shortlist of the applications received for a Tesco Shortlisting panel to agree three successful projects to forward to a vote in Tesco stores.

Tesco customers will vote over two weekends in their store for their favourite shortlisted local project. Grants will then be awarded as follows:

- 1st place in Tesco customer vote: £12,000 grant
- 2nd place in Tesco customer vote: £10,000 grant
- 3rd place in Tesco customer vote: £8,000 grant

What the grants will fund

It will fund capital projects that **provide community benefit** that do not charge for access.

The grants programme will be open to organisations such as: voluntary/community organisations, registered charities, health bodies, Parish/Town councils, social enterprises, Community Interest Companies, schools, hospices, community councils, local authorities and housing organisations. Other not-for-profit organisations might also be eligible.

Projects that would typically receive funding include:

- Parks, pocket parks and urban green spaces
- Green corridors – river and canals, cycle ways
- Formal and informal play areas
- Open access sports facilities within public parks and recreation grounds – eg football pitches, tennis courts and cricket pitches

- Informal outdoor recreation facilities; eg gym equipment, trim trails and woodland walks
- Nature reserves, community woodland, ponds and village greens
- Churchyards
- Seafront improvements
- Community allotments, community gardens, orchards and city farms
- Spaces in the grounds of hospices and day centres
- Allotments
- School grounds
- Community spaces on housing estates or residential areas

You do not need to have any matchfunding for your project, but if you do include matchfunding, this must not be higher than 25% of your total project costs. Your project can be a stand-alone project or a discrete, self-contained part of a larger scheme or part of a phased project. You will need to complete your project **within twelve months** of receipt of the grant.

You will need the landowners permission and you might also need other permissions such as planning permission. These need to be in place before you submit your application.

Applying for a grant

The first round of funding is now closed. Round 2 is scheduled to open in April 2016