

COTTENHAM PARISH COUNCIL

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – AUGUST 2014

Item 14L/020

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 _____

Item 14L/021

Community & Leisure Facilities Committee

Village Hall

- Village hall sign has now been installed on Lambs Lane.
- One-off booking taken for a charity event in October.
- Kids Only have ordered a new fridge/freezer however it is too big for the space and they have requested that one of the small cupboards to the side of the oven is removed to make space.
- A replacement microwave has been requested by users.

Recreation ground

- Groundsman has fitted to 'd-ring' to the Himilayan climbing frame.
- Replacement seat for the aerial runway has been ordered. Expected delivery mid-August.
- Replacement boat seat has been ordered. Expected delivery mid-August.
- We may want to consider improving the signs for no dogs/no bbqs/no model aircraft along the driveway/front of building – for Sept agenda.
- Booking was accepted for Soham FC to play a friendly however it was called off due to severe weather.
- The tractor has an oil leak so groundsman has called RJW to look at it.

Misc

- Rampton Road dog bin has finally been replaced. Waiting confirmation re. Coolidge Gardens bin.
- Poppies at the war memorial have been removed before they started seeding.
- Groundsman has reported that a replacement litter bin is needed on the Twentypence layby – the bottom of the existing one is rusted through.
- Resident has written to ask why the grass verges outside the houses on the right hand side of Tenison Manor (when entering the estate) aren't also mowed when the PC do the other main areas.
- Abco have been asked to look at some holes in the roof over the Ladybirds building.

Item 14L/022

CPC noticeboards

The PC have 4 boards which are located on Tenison Manor, Shaun's newsagents, the Post Office and Primary School.

Two of the boards are proving hard to open/close and the door needs taking off and re-aligning. Additionally the Perspex window on 2-3 of the boards has discoloured and needs replacing.

Additionally the boards themselves need an identity so that people know they are the CPC boards. The simplest, and perhaps cheapest option, would be to have a long thin sign made which could just be screwed/stuck along the top of the window frame. Whilst a larger, wooden sign attached to the top of the boards would be desirable it isn't practical. The two wall-mounted boards have flashing along the top which would prevent anything being added to the top; this could however be an option for the two free-standing boards (Tenison Manor & Primary School).

Clerk

Item 14L/023

Maintenance of The Pound

The Clerk has met onsite with Andrew King (groundsman). The 2 large beds at the front, bordering the High Street, are very overgrown and messy with several shrubs/trees having self-seeded in the beds. The beds themselves are also hiding a lot of rubbish. The shrubs are also protruding over the wall onto the High Street.

The bed along the length of the back wall has also got several self-seeded shrubs which need removing and the hedge just needs trimming back. Groundsman has been told to proceed with this work.

Groundsman has requested permission to remove the largest shrubs from the front beds to thin it out and allow some of the smaller shrubs to thrive. Given the 'tangled' nature of the larger shrubs some later replacement planting may be necessary but this can be addressed later.

Ideally the car park will need to be closed to the public whilst the work is undertaken (no more than 1 day).

Clerk



Item 14L/028

Changing Rooms

Situation

Cottenham Parish Council hopes to build new Changing Rooms primarily for football and cricket clubs and has secured considerable, but time-limited, offers of nearly £400,000 in grant support from third parties.

Complication

Competitive tendering rounds have not yielded an acceptable offer within financial capital limits set by the Parish Council during 2013 and there are reservations over the long-term operating costs which are beyond the means of the relevant amateur sports clubs. Council needs to consider and agree a reasonable level of both capital and operational support for this project.

Review

A desk review (Cllr Morris) has led to several interim conclusions:

1. The two bids for which we have reasonable detail both included substantial costs based on out-of-date, over-prescriptive quotations and provisions.
2. The tender specification is over-prescriptive in terms of specific products and suppliers to be used and, although substitution is theoretically allowed at tender stage, not much was attempted by bidders.
3. It is not clear the extent to which the erroneous rejection of timber frame construction has driven the price, although this is likely to be marginal as additional arson-protection of a wooden-framed building may offset the apparently lower construction costs.
4. The project as defined in the tender specification is not deliverable within the proposed £560K+VAT lump sum envelope; and this cost is likely to be rising.
5. Inviting tenders under £600K+VAT against this specification will not solve the problem and may well just waste everyone's time.
6. In addition, not all the VAT will be recoverable since the CR is a business activity and we already claim a substantial part of the £7,500pa we are allowed under our partial exemption.

Meeting (Cllrs Morris & Mudd) with W&B:

- W&B/RICS terms and conditions of engagement were not provided to CPC, nor did they include details of the W&B RICS Complaint Handling Procedure; we are now assuming that South Cambs DC terms apply
- W&B claim they expected that the project could be built within CPC's budget and insist they were surprised at the high tender prices.
- W&B confirm that we have non-exclusive rights to use the intellectual property in all the designs for alternative quotes etc.
- W&B were given 2 days to respond to a new approach based on four lots:
 - Phase 1 - grounds works and substructure; subject to a CPC motion in September (waive So30), we could invite Durman-Stearns to re-tender non-competitively on the understanding that their offer will be "at cost" - if accepted, they could be on-site within weeks, dealing with the grant expiry question.
 - Phase 2a - floor, walls, ceiling etc; subject to a minor revision of the tender specification and a suitable CPC motion (SO30 to be partially waived) this could be put out to competitive tender within a few weeks with bids due in, say October for start in November.
 - Phase 3 - internal fit-out; requiring a more radical revision of the tender specification to eliminate the single source bias and encourage innovative alternatives that reduce either

- capital or operating costs. The revision does not need to be done by W&B and we could let this additional work competitively if we are unhappy with W&B's response.
- Phase 2b - An added simplification is to unbundle the gas supply from the CR project. As to long-term energy provision on the site, we should be looking at ground heat and/or solar as sources of heat/cooling of air/water at least as a supplement to gas.

Implications

Subject to feedback from W&B (expected 13th August) and a meeting with Durman-Stearns (arranged for 15th August) to test their continued interest, CPC need to consider endorsing the above phased approach taking account of the risk that the project, once started may be still too expensive to complete if we cannot achieve enough value engineering of the phase 2 "fit-out".

Recommendations:

1. If W&B "play ball" with our suggestions, we continue with a new set of tendering rounds as outlined above
2. If they don't we will need to appoint a new Contract Administrator and CDM Co-ordinator for step #1 and a new Architect/QS for the remainder, all doable with non-exclusive rights to use the IP in the drawings and specifications (we may need to carry over Northmore etc as advisors).

Implementation

The full Council, with CALF's help, needs to consider endorsing the approach.

This short report can be used in support of a motion (under Standing Order 11a) from – if CALF agree - Community & Leisure Facilities Committee to full Council, something like:

"CALF recommends that the Changing Rooms project, contrary to previous motions, be progressed as four lots to achieve best value for money while ensuring a timely start to the work on-site."

Hopefully CPC will agree to suspend SO30c(i) (advertising in a local newspaper) to enter a non-competitive contract with DS (assuming they are willing). That suspension motion needs 2 weeks notice and must carry the names of (not actually signed by) two Councillors. David and I have proposed the following motion for full Council (under Standing Order 32b) as a written notice bearing the names of two Councillors – Mudd and Morris

"CPC, in the interests of achieving best value for money and earliest project commencement, suspends Standing Order 30c(i) to enable negotiations on a non-competitive basis for the procurement of preparatory groundworks and substructure up to Damp-Proof Course for the new Changing Rooms."

We also need a formal CPC motion – under my name:

"Following legal advice, CPC instruct W&B to return unopened all tenders received under the recent round with an accompanying letter thanking bidders for responding, explaining that the Parish Council can no longer pursue this procurement as specified and is therefore returning all bids unopened. CPC hope that bidders will participate in a revised invitation to tender which will be issued in the next few months."