

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – DECEMBER 2015

Item 15L/195

To: Members of Cottenham Parish Council **Community and Leisure Facilities Committee**
Meeting held in the Village Hall on Tuesday 17th November 2015 at 7.30pm

Present: Cllrs Mudd (Chair), Berenger, Collier, Morris, Nicholas, Richards and Andy Ward (S&SC), David Munns (CUFC), Alan Raven (Cricket), and Clerk, Assistant Clerk and Pete Boyden (Caretaker)

In attendance: 2 members of the public

- 15L/174. Chairman's Introduction and Apologies** – Pete Boyden, new Caretaker, was welcomed to the meeting. Apologies accepted from Cllr Young (work).
- 15L/175. Public participation – Standing Orders to be suspended** – Representatives from Cottenham Cares attended to give details of this new organisation in the village. They are organising various events in the village over the forthcoming months and were seeking permission to camp out overnight on the Village Green in January to raise awareness of the plight of Syrian refugees. This will be a fund raising event and they will encourage residents to join them for breakfast. Money raised will be going to Save the Children and Medicins San Frontiers. No temporary toilet facilities will be required – would use neighbouring houses. Cllr Morris enquired about insurance. All participants would take part at their own risk and be required to sign a disclaimer. Standing Orders reinstated at 7.40pm.
- 15L/176. 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.*
- 15L/177. Minutes** – Item 15L/169 amended. Total figure to read £58k. Resolution that the minutes of the Committee meeting held on the 20th October 2015 be signed as a correct record. **RESOLVED.**
- 15L/178. Reports**
- **Clerk** – report circulated prior to the meeting. Groundsman has nearly completed work to replace Ladybirds fence. First gym quote has been received.
 - **Playground safety** – report circulated prior to the meeting.
 - **Changing Rooms** – Cllr Morris reported that the Pavilion is now under control of the Caretaker. The oven is yet to be wired up. Setting up a training course on how the systems work. Going through snagging list with W&B.
- 15L/187. Village Green** – to consider permission for use of the Green for an overnight camp in January to raise money in aid of refugees (resident request) – Cllr Nicholas wanted to know who would be camping. Standing Orders suspended at 7.46pm. Confirmed that it would be adults only. Standing Orders reinstated at 7.48pm. Resolution to permit camping on the Village Green for up to 2 nights by Cottenham Cares. **RESOLVED.**
- 15L/179. Dog Fouling** – consider a village-wide 'clean up after your dog' campaign (resident request) – Cllr Mudd outlined resident request. Other problems areas in the village were mentioned, including Wilkin Walk which has 2 dog bins already. Cllr Collier asked whether there should be a general 'community campaign' to look after our village to include considerate parking/rubbish/dog fouling. Cllr Collier to investigate further. Clerk to look at costs of providing dog poo bags.
- 15L/180. Online booking system** - Consider arrangements for on-line booking of pitches and operation of the Sports Pavilion – Cllr Morris outlined how the new system works. It will give a better understanding of usage. Cllr Richards pointed out that changes are often made at the last moment but it was confirmed that this can be managed. CUFC to send a fixture list to Assistant Clerk.
- 15L/181. Neighbourhood Plan** - Consider role of Cricket and Football Clubs in promoting the Neighbourhood Plan survey – Cllr Morris stated that today we received formal designation of the civil parish of Cottenham. The working party have gone to various groups in the village and now want to extend

to the sports clubs to spread the word and encourage people to complete the questionnaire, which will come out mid-December. This will be sent to every household and also be available online. For every form completed 50p will be donated to a registered charity in the village. Andy asked if it would be possible to have some paper copies available in the S&SC. Cllr Morris to confirm whether this will be possible following the meeting with the consultants tomorrow.

- 15L/182. User contracts** - Review current state of play on user contracts – Cllrs Morris/Mudd outlined. Some chasing up still required.
- 15L/183. BMX/dirt track** – To consider use of spoil heap from pavilion as a dirt track – Cllr Berenger has spoken to BMX users regarding thoughts to utilise the dirt mound from the Pavilion build into a track. We could either go down the DIY route as per Wilburton or get one built as per the track in Melbourn which has recently been opened. Cllr Mudd to look at insurance aspects with RFO. It was confirmed that the location wouldn't affect the cricket pitch. Cllr Berenger to investigate further and will bring details to future meeting.
- 15L/184. Public art** – To consider method of approving projects suitable for public art grant donations and potential projects – CPS are unveiling their art project this Thursday. Cllr Morris stated that we still have nearly £20k left which must be spent in the next 9 ½ years. Suggestions of a plaque in the Pavilion or bespoke bench on the Recreation Ground. Resolution that some form of public artwork installed in the Community Room at the Pavilion up to a value of £10k. **RESOLVED.** Working party to consist of Cllrs Berenger, Collier, Richards + sports reps.
- 15L/185. Open Space S106** – To consider use of developer contributions (approx. £145k) – Cllr Morris outlined. Need ideas as to what to spend the money on e.g. purchase of additional land for leisure facilities. Clerk to check with the S106 Officer when money will be forthcoming.
- 15L/186. Youth projects** – To consider spending up to £500 on first aid and babysitting courses for young Cottenham residents – Cllr Collier outlined course details from the reports pack. The Community Centre are prepared to host the first aid course. This course would be from Year 8+ and the babysitting for over 14 years old. The courses would provide young people with a recognised qualification. Resolution to spend £235 on one first aid course. **RESOLVED.** Babysitting course to go to Full Council in December.
- 15L/189. Picnic table repairs/maintenance** – Resolution to accept quote for £285 to renew missing fixings, clean mildew/remove graffiti and retreat wood. **RESOLVED.**
- 15L/188. Matters for consideration at the next meeting** – items to be submitted to the Clerk.
- 15L/190. Date of next meetings** – Monday 14th December 2015 (NB: may get moved to Wednesday 16th subject to hall availability).
- 15L/191. Close of Meeting** – 8.57pm

Signed _____ (Chair) Date _____

Item 15L/196 - CLERKS REPORT – Dec 2015

Village Hall

- Plumber called to check on radiators not working – reported by Day Centre.
- **Damage sustained to men's toilets on 28th Nov during morning matches.**

Recreation ground

- County Farms has been contacted regarding getting damaged fence on 3rd field repaired. No response received to date. Chased again and enquiry has now been passed to Lorna Thomsen.
- Items for repair are being looking at (as per safety inspection report) and manufacturers have been contacted accordingly.
- Need to install signage on new gate by Les King Wood to state no dogs on the rec.
- Issues with guttering to Ladybirds building + rotten windowsill. Abco investigating.
- **New fencing has been installed at Ladybirds.**
- **Repair/maintenance work due to be undertaken on picnic benches.**
- **Situation on 22nd November re. a Rascals tournament which we hadn't been made aware of. This clashed with several Colts league matches. Despite being told Rascals were sharing the kitchen with the Colts there were problems which impeded the Colts usage. No marshalling of car park and we received several complaints from residents about the knock-on effect to local roads. Rascals were told only to use the 3rd field but used 2 football pitches on the 2nd field without prior permission. I have written to the Rascals but as yet received no response.**
- **Cromwell Fire have carried out annual inspection of extinguishers. No issues found but a couple of the units have been replaced due to being out of date.**

Misc admin

- **Dog bin on Lyles Road was due to be installed in mid-October. Asst Clerk has chased Heidi Duffett for update.**
- Fly tipping reported at Les King Wood and this has been reported to County. Car parking area is also badly rutted and needs attention. Waiting response.
- Thurstons Funfair would like to book Green for 29/30th Sept – 1st October 2016.
- **Christmas tree eventually erected after a few issues.**

Item 15L/197 Community Campaign

I have an idea for the care for your community campaign.

My friend has a rather large Dalmatian and a very tiny spaniel puppy. The slogan I have come up with so far is:

'No matter how big or small you are take care of our community'

'Pick up your poo!'

(Alongside a picture of them both sitting by a poo bin)

'Care for Cottenham Community'

I will put a mock poster together over the course of the week. Next on the list is a parking slogan...

15L/198. Online booking system

Renegades have booked every the training pitch Wednesday evening following signing their contract. The Sports Pavilion is not yet "signed off" regarding a number of snags which are slowly being cleared. There are now six security key-holders to cover all opening and closing for booked sessions.

15L/199. User contracts

Slow progress!

User	Contract state	In effect?	Comments
CUSSC	Finalised	Yes to March 2018	Associated services
Aerobics	Finalised	Yes to March 2016	
Day Centre	Fee changes proposed	Yes to March 2016	Fee reduction in lieu of grant
Kids Only	Payment changes proposed	Yes to March 2016	SO after arrears cleared
CUFC	New contract from April 2016	Revision April 2016	Close to agreement
Skate Club	New contract		Signature outstanding
Colts	No contract discussion		
Cricket	New contract from April 2016	Revision April 2016	Close to agreement
Bowls	No contract discussion		Fees, utilities and services TBA
Rugby	Finalised	Yes to March 2017	Wednesday night training
Village Hall	New contract	Yes	All bookings now CPC contracts
Rec ground	New contract	Yes	
Village Green	New contract	Yes	
Broad Lane Rec	New contract	Yes	

15L/200. Village Hall refurbishment

No progress.

15L/201. Village Hall replacement

Council has approved a process, broadly as follows:

1. The Working Party (Alex, Chris, Frank, Sarah) have identified criteria against which to judge the proposal and has selected 2 bidders to present their approach so as to make a recommendation to Council in February so work can start early in 2016.
2. The presentation meetings on 18th January will be open to a small number of observers, probably major users and Councillors, with the recommendation staying with the WP (as they will be working most closely with the appointed firm).
3. Later, we will hold a public meeting, including the chosen architect, to discuss broad design options, and possibly financing methods, at some stage in the New Year.

15L/202. Open Space S106

Currently there are three main contenders for the £120K Open Space contribution:

1. Possible grant support to the Dissenters CIO for landscape improvements to the cemetery
2. Expansion of the King George V Playing Field Car Park
3. Lease or purchase of a fourth field from County Farms

In addition, the "£25K" Community Facilities contribution is likely to be split between:

1. A project at the Community Centre
2. Our own minor refurbishment of the Village Hall

15L/203. Budget 2016/17

CALF Projects

Agreed by FLAC to be presented to Full Council in January:

OS Fitness Kit on Rec / Broad Lane £10,000

WARG Field £3,000

Cricket Squares £15,000

Total £28,000

15L/204. Public art

Currently there are four possibilities:

1. Cottenham Primary School has been awarded £8K subject to conditions
2. A modest artwork is to be commissioned for the Sports Pavilion
3. A modest bid may be made by the Dissenters CIO as part of their cemetery upgrade
4. A possible installation within the new Village Hall, timing and process TBD

15L/205. Yesteryear Road Run

Consider usual request for use of the Green. Item to be referred by CALF to Council if fees are to be waived.

15L/206. Annual bike show

Consider usual request for use of the Green in accordance with standard contract terms.

15L/207. Youth provision

In addition to the connections bus I would like to propose that we provide an 'enrichment programme' for young Cottenham residents. This would include a series of courses that would benefit young people as individuals or the village as a whole.

We have already started to do this by approving

- . First Aid Course for 15 young residents - approved by CALF and being set up for Jan/Feb 2016
- . Babysitting Course - approved by full council hopefully set up for after Feb half term.

Other courses I would like to include would be

- . Yoga and mindfulness course. 6 week programme at £18 hall hire and £25 a session. I would ideally like to approve this at the Jan full meeting/CALF
- . Food hygiene course
- . Self defence course - Poss grant funding available via Police & Crime Commissioner.

There will be others but these are what I have contacts for currently. We may wish to repeat courses again in the year if they are successful.

I would like to propose that we add an additional £4,000 to the youth provision section of next years budget.

15L/208. Tenison Manor tree belt

Item 15/195 of the minutes dated 04/08/15 sanctioned 4 months work up to £2,000 with a progress report after the first month.

The BC Group carried out some tidying up work a couple of months ago. Invoice dated 05/10/15 received for £372.60. Details – Travel & use of equipment to carry out as required the first visit to clear trees and scrub within the tree belt and chipping costs.

Email received 01/12/15 stating that the BC Group have had another detailed look and consider that the best way forward is to clear the trees in 7 days total, including chipping the timber. The cost of a team of 5 men plus a tracked chipper would be £1,104.00 per day or £7,728.00 for the week.

Reference to “clear the trees” rang alarm bells so the BC Group were met on site 04/12/15 to discuss exactly what was proposed.

The work relating to the figures shown in the email dated 01/12/15 comprises removing trees/saplings/bushes/bramble etc the houses side of the ditch and the line of trees etc just the other side of the ditch. This is from the Tenison Manor entrance into the site down to the last house in Kingfisher Way on the left hand side i.e. the first house of the block of terraced houses.

The BC Group’s estimate of costs included dealing with the trees etc. behind this terraced block. This is not really necessary and would be difficult to access to do the work properly. With that work omitted the overall cost would be less than £7,000. The BC Group give estimates rather than quotations as at the start of a project like this they are never sure of the full works necessary. The cost come down but equally could go up.

On 18th November 1999 it was confirmed by Peter Giddens & Co that we had agreed to a commuted sum of £6,000 under S106 for a “Landscape Buffer Zone” of 1.2 acres. In view of the time that has passed since then and the clear out of S106 monies last year we cannot utilise this commuted sum.

We have never had a progress report after the work was carried out 2 months ago, and this should be requested again, although we have seen the work that was carried out.

Due to the amount involved 2 more quotations should be sought. This has proved difficult to obtain in the past, so it was agreed that we employ the BC Group for the initial work, although none of this work needs their expertise when it comes to heritage or ecology issues – newts, voles and the like.

The BC Group have been told that the whole matter will be discussed at our January Full Council Meeting.

Whatever is agreed we have to recognise that any work cannot conflict with the nesting of birds or affect any other wildlife in a detrimental way.

If we advertise via Source Cambridgeshire for a few weeks then we need a specification of the work needed.

15L/209. Removal of hedging at Rec Ground

Full Council has agreed to extend the existing car park by removing the hedging (which we need to inform neighbours about) and moving the bund + first pitch. SCDC Cllr Harford has confirmed that planning permission would be required for the car park itself. Removal of the hedging doesn't require permission but the works would need to be done before the official nesting period starting 1st March. To date we have received two quotes:

A: £800 + VAT. NB: whole hedge would be removed including roots

B: £750 + VAT. NB: stumps to be left at ground level and poisoned

All waste would be removed in both cases. We would also need to close the driveway whilst works are being undertaken (1 day).