

**COTTENHAM PARISH COUNCIL**

**COMMUNITY & LEISURE FACILITIES COMMITTEE**

**AGENDA REPORTS PACK – FEBRUARY 2015**

## Item 15L/026

### COTTENHAM PARISH COUNCIL

#### Community and Leisure Facilities Committee Minutes

Held in the Village Hall on Tuesday 20<sup>th</sup> January 2014 at 7.30pm

**Present:** Cllrs Beckford, Collier, Morris, Mudd, Andy Ward, Alan Raven, Terry Keeble, David Munns

**In attendance:** 4 members of the public

- 15L/001. Chairman's Introduction and Apologies** – Cllrs Leeks and Young (work). Cllrs Berenger and Richards will arrive late following defibrillator training.
- 15L/002. Public participation – Standing Orders to be suspended** – Simon Rose, Chair of Colts, spoke re. item 15L/011. For the past couple of years they have been struggling for pitch space in Cottenham. The CPS field is currently not available and this has compounded the situation. They don't want to incur fines from the FA for cancelling games. The Colts require continuity to enable them to make long term plans. Dave Partridge spoke regarding the knock-on effect of possible additional rugby provision on the cricket outfield.
- 15L/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 Beckford declared a non-pecuniary interest in item 15L/010 (he is a member of the Renegades).
- 15L/004. Minutes** – Amendment under Present: Partridge should read Munns. Resolution that the minutes of the Committee meeting held on the 15<sup>th</sup> December 2014 be signed as a correct record.  
**RESOLVED.**
- 15L/005. Reports**
- **Clerk** – report circulated prior to the meeting. Have received notification that Cambridge Rambling Club will give us a grant towards the new gate between the 3<sup>rd</sup> field and Les King Wood to create a new circular walk (Need identified in the Vision Plan). Clerk to obtain quotes for mobility kissing gate. Clerk to contact Tree Warden (Cllr Bolitho) re. carrying out a survey of all PC-owned trees to ascertain their condition. Eastern Landscapes to be contacted regarding Village Green tree requiring follow-up picus test.
  - **Playground safety** – report circulated prior to the meeting
- 15L/006. New skatepark** – To consider next steps following WREN decision – Cllr Collier reported that a meeting had taken place onsite with Wheelscape. They have had a cancellation and could potentially begin work within the next couple of weeks which is several months ahead of expectation. Cllr Morris reported that there are still some technical issues to resolve including the location of an electric cable but this is being checked. The WREN offer is expected this week. We may be able to remove the fencing but this needs checking with Rospa (the advantage being that it will create further space). A track will be put along the side of the village hall. Originally planned to use track matting however if possible we will replace this with the installation of a sub-structure which can be utilised afterwards to provide disabled access and a cyclepath. Some of the bund by the car park will have to be removed and a container sited for the duration of the road build.
- 15L/007. Changing rooms** – To receive an update on the project – Cllrs Morris stated further to the report submitted that following a meeting of all contractors, engineers, Wilby & Burnett and CPC representatives, Durman Stearn will begin onsite on 2<sup>nd</sup> February for 9 weeks, followed by CJ Murfitt for 21 weeks. Careful juggling will be required of the invoicing.
- 15L/008. Rubbish bins** – To consider purchase of 2 replacement litter bins – Clerk to obtain quotes.
- 15L/009. Trees on village green** – To consider maintenance to remove epicormic growth from trees to the level of Christmas lights – Clerk to obtain quotes. Tree Warden to be requested to do a survey of all CPC owned trees.

- 15L/010. Rugby** – To consider request from Renegades and Rascals for additional use of the Recreation Ground facilities – A proposal was circulated prior to the meeting. The Clerk has since spoken to Stephen Conrad at County and during the conversation the possibility of a land swap was discussed (see 15L/018). This needs to be investigated further. Cllr Beckford ran through the proposal and stressed that the Renegades were looking for equal rights to the pitches. Concerning use of the existing changing rooms Cllr Morris pointed out that there was a cost consideration regarding the immersion heater which was very expensive to run. There is no issue re. kitchen sharing with the Colts. Suggestion that rugby/football/cricket reps get together with CPC to ascertain long-term requirements. Resolution that CALF recommends that the that Rascals be allowed non-exclusive use of the existing changing rooms and kitchen facilities until such time as the long term future of the building is decided (subject to suitable contract agreement). **RESOLVED.** NB: there will also be occasions when the new changing rooms are available for use by the Rascals.
- 15L/011. Colts** – To consider request to accommodate further pitches at the Recreation Ground – Cllrs Berenger and Richards arrived at 8.39pm. Standing Orders suspended at 8.40pm. Simon Rose gave an overview of the primary school field issues. The club would be happy to support the PC with draining improvements. They are governed by FA rules on pitch conditions. They would be willing to fundraise etc. to help. Standing Orders reinstated at 8.45pm. Clerk to contact CPS to ascertain when their pitches would be available again. Meeting arranged onsite with Colts for Saturday 24<sup>th</sup> January at 10am – Cllrs Beckford and Richards to attend with groundsman.
- 15L/012. Risk assessment** – To consider review of current procedures for storage of cleaning items at VH. Cllr Mudd confirmed that we are covered under our insurance policy. Cllr Beckford offered to donate a lockable storage box for the cleaning products which will be located in the alarm cupboard.
- 15L/013. PHS Contract** – Resolution to sign revised contract for collection of sanitary bins. **RESOLVED.** NB: Signage needed in the ladies toilets accordingly.
- 15L/014. Morgan Sindall** – Cllr Morris gave an overview of the report (previously circulated) following meeting with Laura Deadman.
- 15L/015. Allotment security** – This item was covered under 15L/014.
- 15L/016. Ladybirds fence** – This item was covered under 15L/014.
- 15L/017. Hire & partnership (user) agreements** – Cllrs Morris & Mudd reported that the process of drafting the agreements was ongoing.
- 15L/018. Drainage issues on 3<sup>rd</sup> field, Rec Ground** – To consider seeking approval from County Farms as to whether CPC can arrange for a trench to be dug on County land to help with the drainage problems – Cllr Mudd said that County haven't given a firm yes or no regarding putting in a trench. Clerk has spoken to them at length and they wouldn't be keen on land being taken out of production. Additionally any land would have to be put back to its original condition at the end of the tenancy. We still need to look at vertidrainning with sand on the 2<sup>nd</sup> pitch once the weather is better. Defer item until further information obtained from County re. land swap options.
- 15L/019. Facilities Committee Terms of Reference** – To consider amendment to CALF terms of reference to include delegated expenditure authority for up to 10% per quarter of the annual budget on each of various specified maintenance and council-delegated projects (as per resolution 15/016 13<sup>th</sup> Jan 2015) – Cllr Morris gave an overview. The additional clause will be under Section 7. Resolution that the CALF Terms of Reference are amended to include delegated expenditure authority for up to 10% per quarter of the annual budget on each of various specified maintenance and council-delegated projects. **RESOLVED.**
- 14L/020. Matters for consideration at the next meeting** – skatepark, changing rooms, defibrillator
- 14L/021. Dates of next meetings** – 17<sup>th</sup> February 2015
- 14L/022. Close of Meeting** – 9.05pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

## **Item 15L/027 - CLERKS REPORT – February 2015**

### **Village Hall**

- Deep clean for village hall has been carried out.
- Hydroboil has been leaking and Nick is investigating.

### **Recreation ground**

- More of the retaining woodwork around the aerial pit has fallen off and Andrew King is removing the remaining top sections and posts to even it out as an interim measure.
- Quotes still being chased for replacement toddler swing seats.

### **Misc admin**

- Kingfisher Way trees – the work at the back of residents houses was carried out w/c 15<sup>th</sup> December. The rest of the work on the other side of the ditch has been scheduled for 19/20<sup>th</sup> February 2015.
- Amazon Tree Surgery have carried out works on BGW and at the Recreation Ground.
- WEEE recycling – following the success of the first event they would be interested in holding a second event in July subject to Council approval.
- Quotes being obtained for tree works on the Village Green.
- All rec ground users have been contacted about reminding their users re. keeping to the 5mph speed limit on the driveway/carpark.

# Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 29 January 2015

## Location

## Attention Required

### Skateboard Park

#### Gate Entrance

Railings and gate no longer on site: they have been removed. Clearance due to imminent new Skate Park.

#### Driveway with Grind Rail\*

Rivet damage/loose/missing. Five rivets missing  
Repair as necessary.

The grind rail end should be flush with the surface.

#### Flat Ramp/Platform Bank

The barrier does not meet 1200mm high within 200mm from the front of the barrier.

#### Quarter Pipe

As above findings for this unit.

Note: Both of the above relates to the manufacturers construction and installation of unit.

#### Surface

Some burn damage to the tarmac. Monitor area.

NOTE: In the coming weeks the area units may well be removed as work commences on new Skate Park facilities

### Main Play Area

#### Multiplay – Himalayan Uniplay

Skirting board coming loose and detached from safety surface area.. Note: This has been reported on last relevant Committee for action. Has this been actioned?

#### Aerial Runway

Skirting board wooden edging to hold in surface bark has eroded in places and needs replacing. On both sides of runway skirting board sections are missing.

The side nearest the Himalayan House is the latest one. Note: This has been reported many times and is now referred to the relevant Committee for action.

#### Benches

Cracks in wooded seating and some graffiti drawn on table top. (black spray paint tag) Efforts made to remove same from bench.

#### Swing: 1 bay 2 seat (old)

Rubber edging splitting at edges on seating. Advise replacement of the two swings. Advice taken and is being actioned after report sent to the relevant Committee.

#### San Hose Playhouse

Entrance area in need of ground levelling.  
Depression retaining water and making unit unsuitable

for children's activity. Filling in might solve the problem.

Gate Entrance to Play Area

Entrance facing the Main Area. This would benefit from filling in to avoid water retention and making it difficult for young children to enter without problems associated with water and mud.

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date 29 January 2015

Tony Nicholas.....Date 29 January 2015

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 above 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: 29 January 2015  
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

- ⤴ Quarter pipe/Platform
- ⤴ Flat Ramp/Platform Bank
- ⤴ Grind Rail
- ⤴ Grind Box Step up
- ⤴ Driveway with Grind rail
- ⤴ Fencing
- ⤴ Gate

### 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 Boat
- ⤴ Trim Trail (New)
- ⤴ General Condition of Area

Tidy

**NOTE: Replacement of bark may be necessary on some units. Groundsman usually identifies and takes the necessary course of action to replace same.**

### Equipment in Toddler Area

- ⤴ San Hose Playhouse
- ⤴ Multiplay – Toddler (new)
- ⤴ Two Cradle Swing
- ⤴ Swing - Toddler -1 Bay 2 seat (new)

- ⤴ Swing - Toddler - 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: .....

.....

Dated: Thursday 29 January 2015

Next Inspection on Wednesday 25 February 2015



## **Item 15L/028**

### **Skatepark update**

- Permission to protect/cover buried power cables being sought from UK Power Networks
- Plans now includes, subject to budget, sub-structure of permanent pathway through to Skate Park (to be part of Kids Bike learning track etc)
- WREN contract received following project registration with ENTRUST; signing arrangements to be finalised.

## **Item 15L/029**

### **Changing Rooms update**

- Durman Stearn site possession commenced on February 2nd
- Handover to C J Murfitt expected around April 6th
- Material completion expected within August allowing a few final weeks of fitting out.
- CPC VAT registration completed WEF 1st January; monthly claims begin after February; Bowls Club and LadyBirds have been "opted-out" for tax purposes.
- Invoicing, payments and claims schedule being developed – some cheques need to be signed at FLAC meetings

## **Item 15L/030**

The existing matwells are extremely worn and virtually non-existent (by front door and fire exit to side of hall).

*To supply and fit:*

*Coir matting to two matwells £ 98.00 plus VAT*