

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – FEBRUARY 2016

Item 16L/021

Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 19th January 2016 at 7.30pm

Present: Cllrs Morris (Chair), Collier, Nicholas and Richards and Bob Lee (Colts), Dave Munns (CUFC), Alan Raven (Cricket), Andy Ward (S&SC), Clerk and Assistant Clerk

- 16L/001. Chairman's Introduction and Apologies** – Apologies accepted from Cllrs Berenger (personal), Mudd (illness) and Young (personal). Bob Lee was welcomed to the meeting as Colts rep.
- 16L/002. Public participation – Standing Orders to be suspended** – none present.
- 16L/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 – none given.
- 16L/004. Minutes** - Resolution that the minutes of the Committee meeting held on the 16th December 2015 be signed as a correct record. **RESOLVED.**
- 16L/005. Reports**
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Correspondence received re. youth grants. Meeting Fenland Playgrounds next week to go over items for repair.
 - **Playground safety** – report circulated prior to the meeting. Cllr Nicholas ran through the report.
 - **Changing Rooms** – update on the project. Some building control items to finish off before we get the SCDC grant. Murfitts still have a few items to complete. Caretaker doing regular checks.
- 16L/006. Dog Fouling** – consider update on a village-wide 'clean up after your dog' campaign – Cllr Collier finalising design and will arrange distribution.
- 16L/007. Online booking system** – Clarification needed as to whether the system is operating effectively. Cllr Morris outlined. The system is not quite up and running yet. Some CUFC and Renegades bookings are in the diary with others to follow. Dave Munns asked how we would deal with short notice bookings/changes re. pitches. These will be at groundsman discretion. Cllr Richards raised concerns about non-sports club members booking the pitches. CPC would need to look at priorities. The pitches are public access but currently CUFC and Cricket have priority due to their contracts. Need to look at conditions of single use booking form to cover this eventuality.
- 16L/008. User contracts** - Review current state of play on contracts for Rec/Village Hall facilities – Cllrs Morris stated that the Skatepark, Renegades and Cricket contracts have now been signed. CUFC is in the pipeline. Colts meeting has been postponed until February.
- 16L/009. Village Hall refurbishment** – Cllr Richards to provide some proper sketches of the works. Cllr Richards/Alan Raven to bring to next meeting.
- 16L/010. Public art** – To consider process for selecting projects – Clarification needed that a kickboard / sightscreen could be considered as Public Art. It is unlikely that the kickboard would qualify as public art. Cllrs Berenger/Richards/Sports reps to follow up on artwork for the Sports Pavilion.
- 16L/011. Festival 2016** – Update on plans for event to be held in the summer – Event to be held on 1st/2nd July with a kids event on the Friday night. NB: there is a cricket match on the Saturday afternoon but Alan confirmed that the two events wouldn't interfere with each other. Need to allow parking for cricketers.
- 16L/012. BGW ditch** – to consider agreement with Taylor Wimpey – Item deferred.
- 16L/013. Balancing Pond** – to consider agreement with Persimmon and Anglian Water – Item deferred.
- 16L/014. Queen's 90th birthday** – to consider holding an event to celebrate – Cllr Collier left the room at 8.20pm. There is a national beacon event on 21st April. Resolution to participate in ceremony on 21st April by lighting a gas beacon (purchase price £299+VAT). **RESOLVED.**

- 16L/015. Matters for consideration at the next meeting** – Working party to take forward youth provision (full council), trade waste, ideas for use of land at back of sports pavilion.
- 16L/016. Date of next meetings** – 16th February 2016
- 16L/017. Close of Meeting** – 8.25pm.

Signed _____ (Chair) Date _____

Item 16L/022

CLERKS REPORT – Feb 2016

Village Hall

- New heater has been installed in the kitchen.
- Several private booking enquiries received. AC sending hire forms accordingly.
- Kids Only set the fire alarm off and Cromwell were called out to deactivate. Charges to be passed on.

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.
- User meetings ongoing to finalise contracts. Colts meeting pencilled in for end of Feb.
- Repair/maintenance work to be undertaken on picnic benches 19th Feb.
- Colts have requested use of Rec for FA Next Generation Festival on 23rd April and 1st May.

Misc admin

- Dog bin on Lyles Road was due to be installed in mid-October. New date of 10th Feb given.
- Fly tipping reported at Les King Wood and this has been reported to County. Car parking area is also badly rutted and needs attention. Response received from Anna Hicks. She has inspected and there is now no sign of fly tipping. **Potholes in car park** - agreed they require attention however would like a contribution from CPC! **Kissing gate**- agree this needs sorting and will look into this. Provision of **dog bin** - will discuss prospect with colleagues, but suspects if they agree that County can supply a dog bin, the maintenance and emptying responsibility will most definitely not be something that they would want to take on. **Grass rides** - there were small areas of slight overgrowth which they will deal with when it dries up a bit, but nothing that looked like it needed urgent attention. **Tree guards** - These do need to be removed and Anna will look into possible options. In terms of the longer term ideas, the interpretation board looks as though it could do with a clean in the first instance, if it still looks faded and dirty they could look at replacing it then.
- Arranged with groundsman for cleaning of bus shelters (£20 each). Glazier being arranged to fit glass to Histon Road shelter.
- Yesteryear Road Run confirmed and user agreement sent and completed form received.
- Cottenham Brass have been pencilled in for Carol Concert on 13th December.

Playground Inspection Action Report Council

Cottenham Parish

Site: Cottenham Recreation Ground

Date of Inspections: 27 January 2016

Location

Skate Board Surface Area

There are at least 6 cracks that have appeared on the

surface of the skate board area. They have been plastered over in what is basically is an 'elastoplast' attempt to cover up the cracks. Looks very amateurish job. **Why have such cracks appeared? It does need investigating.**

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 27 January 2016

Tony Nicholas.....Date 27 January 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: 27 January 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 Wednesday 27 January 2016

Next Inspection on Wednesday 24 February 2016

Changing Rooms

- Changing Rooms operational; various snags and omissions to be resolved.
 - Arranging a snagging cycle shortly, including kitchen completion
- Caretaker and Assistant Clerk now dealing with most first-line issues
- Six main key-holders; four to be on call-out list once safety rules established.
- Completion has triggered Business Rates demands for Pavilion and VH

User Contracts

- CSP/MRG – Cricket, CUFC, Renegades agreed in principle; CUFC not signed
 - Colts & Rascals discussions TBA
- Skatepark - agreed and signed
- Bowls Club – follow-up discussion due
- VH - Aerobics, CUS&SC, Day Centre, Kids Only - agreed; Aerobics & CUS&SC signed
 - Implications of VH rebuild to be discussed with users

Fitness equipment

Waiting installation date from Sovereign. Exact location to be decided and site visit may be required.

Festival 2016

So far:

- Date now confirmed as Saturday 2nd July.
- Bouncy castles have been booked
- Kids disco to take place in the early evening before band
- Fairground rides have been contacted; waiting confirmation

To do:

- Book Disco Dave for the kids disco (anyone got contact details?)
- Book band(s) for the Saturday night
- Book PA system
- Start contacting sports clubs and other village groups to see who wants to have a stall etc.
- Think about holding silly games tournament again (would have to be in the morning if cricket were to be involved). Just sports clubs or open it up and people register a team?
- Decide actual timings for the event (when starting on the Saturday?)
- Do we want music during the day a bit like the buskers tent at the FEFF? Could have this in the Hall so it's less distraction for cricket and it would draw people into the bar or just have a marquee outside
- Book some food stalls – Kebab + there's now www.holyschnitzels.co.uk streetfood van in the village + (<http://www.foodparkcam.com/traders.html>)
- Beer tent outside instead?
- Book ice-cream van – Cllr Berenger
- Book fire engine
- First aid (we were let down by St Johns last time)
- 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
- Once timings are sorted we can get poster designed

16L/023. WARG Field

- Fencing-off and mowing to be arranged

16L/024. Rec play equipment repairs

Clerk met with rep from Fenland Leisure on 27th January to look at items for repair. The following observations were made:

Aerial runway: no notching found to chain connectors, contrary to RoSPA report. Checked tension of wire and this was within acceptable limits. If it needs tightening it is an easy job for groundsman to do and no specialist assistance is necessary. Will look at replacement tyre (awaiting quote).

Slide embankment: awaiting quote for surfacing. Possible suggestions include grass matting or rubber mulch (as per the Himalayan climbing frame). It may also be possible to put in a climbing wall between the slide and steps but it would need to be positioned closer to the steps since 2m is needed alongside the slide for safety reasons. Suggested building up the soil under the slide as and when possible; this is something that the groundsman could do.

Space net: anchor points checked and no action necessary.

Himalayan climbing frame surfacing: the 'protrusion' is a previous edging post point. There is some scope for the remaining post to be removed or cut down further as has happened with the others. Again this is something for the groundsman to do. Checked rest of surfacing and no issues found.

Roundabout surfacing: can be cleaned up using pressure washer, broom and fungal cleaner.

16L/025. Playhouse replacement

Looked at playhouse during meeting with Fenland Leisure. The area is quite large and a number of replacements are possible. It was commented that the key types of play were already covered within the toddler area (role play covered by the train) so we may want to consider something else instead of a direct playhouse replacement i.e. activity panels. Clerk has also contacted Ladybirds for feedback on ideas for a suitable replacement item. Waiting response.



16L/026. Cottenham Environmental Audit Group

Email received as follows:

I'm writing on behalf of the Cottenham Environment Audit Group which delivered a joint project for the Cottenham Village Design Group, the Cambs Wildlife Trust and the Fen Edge Footpath Group in the mid-2000's. The project was completed by publication of a booklet 'The Cottenham Landscape' in 2008.

The Group continues to exist now only insofar as there is a small balance of money [about £400] remaining from the project which should go towards something of public benefit related to conserving landscape features or developing access to or appreciation of the countryside around the village - for instance footpath development, signage/interpretation, seating, community orchard, etc.

This follows on a previous contact made with you on the same matter in Feb 2014 in connection with the 'Vision Plan' for the Recreation Ground. We would be happy to donate our remaining fund to the PC [or an appropriate village-based charity] if there is a proposal or project in hand which would fit our criteria. I realise that at the moment you are very taken up with the Neighborhood Plan but hopefully you may be able to suggest planned or potential improvements that our fund could help with.

We'd be glad to hear your thoughts on this.

Kind regards
Jane

16L/027. Phone Box

Resident has contacted us to suggest using the phone box as a book/dvd exchange (as pic). As yet no decision has been taken as to repairs to the existing box or future use.



If we wish to paint the box as part of the refurb we will need to purchase: 2.5 litres of undercoat, and 2.5 litres of colour 539 Currant Red (gloss) from the BS381C range (approx. cost £75). Some of the glass also needs repairing.

Other uses for boxes around the country have included: art galleries, micro pubs, defibrillator boxes and information points (leaflets/adverts etc).

16L/031. Trade waste

- Our two trade-waste bins are often overflowing but cost around £800pa to have emptied
- Should we consider adding another?
- If so, how do we apportion the cost between the main users?

16L/034. Public art

Input from local public art consultant received via email:

To me any new public art work is best commissioned in the context of a broader need or purpose related to a particular setting, so that it is not just art for art's sake, but comes out of thinking about its contribution to, for example, how a building functions or how open spaces are used and enjoyed. In a village setting, I think public artworks should be discrete or understated and may not be perceived as 'art' at all - for example, an artist might work with an architect on texture, pattern or colour for a building exterior; or with a landscape designer on improvements for an open space or pedestrian route.

The Racecourse View S106 money is evidently not restricted to use within that development but is available to be spent anywhere in the village. Something external might be appropriate, given that part of the money has been used for an internal work at the school. £20,000 is a modest budget for a commission, especially one robust enough for an external setting, but an integrated work may achieve better value from the money available.

16L/035. Cambridge Acre

For many years Cambridgeshire ACRE has received a grant from Cambridgeshire County Council to provide advice and support to Parish Councils. This money allows us to provide online services, email and phone advice, newsletters, factsheets, visits and networking events, community led planning support and village halls advice.

The way this funding is provided is changing and Cambridgeshire County Council has asked us to send a survey to you to find out your views and help shape the future grant provision provided to voluntary and community infrastructure organisations. Cambridgeshire ACRE will be required to tender for any future funding it receives from September 2016.

We would be very grateful if you could complete this short (5 minute) online questionnaire by clicking [here](#) and giving your views. It is important to us that all aspects of our work are represented and that those living and working in rural communities have a say about what advice and support will be needed in the future.

The closing date for responses is Friday 4 March 2016.

With best wishes

Kirsten