

**COTTENHAM PARISH COUNCIL**

**COMMUNITY & LEISURE FACILITIES COMMITTEE**

**AGENDA REPORTS PACK – JANUARY 2015**

## Item 15L/004

### COTTENHAM PARISH COUNCIL

#### Community and Leisure Facilities Committee Minutes

Held in the Parish Office on Tuesday 15<sup>th</sup> December 2014 at 7.30pm

**Present:** Cllrs Leeks (Chair), Berenger, Collier, Morris, Richards, Alan Raven (Cricket), Terry Keeble (Colts), Dave Partridge, Andy Ward (S&SC) and Clerk

- 14L/110. Chairman's Introduction and Apologies** – apologies accepted from Cllrs Heydon (holiday) and Mudd (illness)
- 14L/111. Public participation – Standing Orders to be suspended** – none.
- 14L/112. 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 arrived at 7.32pm. Cllr Young arrived at 7.33pm.
- 14L/113. Minutes** - Resolution that the minutes (circulated) of the Committee meeting held on the 18<sup>th</sup> November be signed as a correct record. **RESOLVED.**
- 14L/114. Reports**
- **Clerk** – report circulated prior to the meeting.
  - **Playground safety** – report circulated prior to the meeting
- 14L/115. New skatepark** – To consider next steps following WREN decision – Cllrs Berenger stated that WREN had allocated us a grant for £45k. Cllr Morris said that there is some paperwork to complete and that we need to go to tender for a contract administrator. Hope to start in March/April. Chair thanked all those who had worked on the proposals and grant application.
- 14L/116. Changing rooms** – To receive an update on the project – Cllr Richards declared a non-pecuniary interest. Cllrs Morris stated that we had received the go ahead from both the Football Foundation and Sport England today. Wilby & Burnett will advise the contractors accordingly. The total project cost is £640k with £390k of that being paid from grants. We still need to look at the finishing and also an opening ceremony (requirement of Sport England grant). Cllr Richards has 'sold' one roof truss already (sponsorship) and the sports clubs are looking at various other fundraising ideas. There are a few minor fixtures that still need funding i.e. mirrors/soap dispensers and kitchen cupboards.
- 14L/117. Lawson's Circus** – Resolution to grant permission for Lawson's Circus to use the village green on 1<sup>st</sup> to 4<sup>th</sup> October 2015. **RESOLVED.** Clerk to send new booking form.
- 14L/118. Ladybirds building** – Resolution to allow Ladybirds to paint an 'achievement tree' on an internal wall. **RESOLVED.**
- 14L/119. Hedging on rec ground** – To consider removal of hedging between the 2<sup>nd</sup> and 3<sup>rd</sup> fields – Clerk outlined the intention which is to open up the area between the 2 pitches by removing some of the hawthorn hedging. Would need to retain some hedging as a windbreak. Need to determine optimum length to remove and obtain quotes for the work.
- 14L/120. Verti-draining** – Resolution that CALF recommends deep-tine aeration at rec ground at a cost of up to £220+VAT per pitch. **RESOLVED.**
- 14L/121. Hire & partnership (user) agreements** – To consider progress & next steps – Item deferred. Clerk to remind residents to ask prior permission to install advertising banners on the village green. Fee to be introduced for commercial advertising.
- 14L/122. CALF Budget delegation and scrutiny** - currently the CALF Committee can identify wishes and needs but can only act on those needs by requesting financial authority at the next Council meeting which, while providing proper scrutiny, wastes Council time. Could we operate more effectively and accountably with a delegated budget (or three budgets covering Open Spaces, Village Hall and Changing Rooms)? Cllr Morris outlined. Cllr Young

reminded that we need to ensure that the money went against the right cost centre. Suggestion that budget delegation is tied in with the budget setting process. Resolution that CALF has a delegated budget covering Open Spaces, Village Hall and Changing Rooms. **RESOLVED.** In terms of budget setting Dave Partridge mentioned the need to look at security of the allotments and onsite for the changing rooms. Dave to email Clerk details of grant request for allotment security.

**14L/123. Village Hall** – To consider scoping a project for 2015/16 – we are likely to have some CPC budget for a Village Hall “makeover” which we could supplement with grants and increased lettings – how can CALF take the initiative on this? - Cllr Morris outlined. We are expecting approx. £23k in S106 money from the Beach Road development but currently there is no timescale for the receipt of monies. There may also be a capital fund available if we look later this year (once money is recouped from changing room grants). Cllr Berenger suggested using talent in the village i.e. a DIY SOS project. Cllr Berenger will look into solid wall insulation and associated grants. Cllr Morris is seeing Morgan Sindall on Friday and has contacted Mick George for further information regarding their grant scheme. Resolution to set up working party consisting of Cllrs Berenger, Collier, Morris & Richards to scope village hall improvement projects. **RESOLVED.**

**14L/124. Open spaces** – To consider scoping a project or two for 2015/6: we are likely to have some CPC budget for additional “open space” facilities which we may be able to supplement with grants or donations – how can CALF move this forward? – Cllr Morris outlined. Item deferred.

**14L/125. Matters for consideration at the next meeting** – security of allotments, Ladybirds fence, skatepark and changing rooms updates.

**14L/126. Dates of next meetings** – 20<sup>th</sup> January 2015

**14L/127. Close of Meeting** – 8.37pm.

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

## **Item 15L/005 - CLERKS REPORT – January 2015**

### **Village Hall**

- Users have been contacted re. keeping the alarm cupboard locked at all times and a note put on the door as a reminder. Additionally it has been requested that children are kept out of the kitchen. Monitoring of the situation confirms that the process is working.
- ABCO have now repaired the gutting on the side of the building.
- Deep clean for kitchen was booked for mid-December but needs to be re-arranged due to staff illness.
- Waiting delivery of waterproof thermometer for Legionnaires testing.
- Quotes being obtained for new front door and mats.

### **Recreation ground**

- More of the retaining woodwork around the aerial pit has fallen off and quotes are being sourced.
- Quotes being chased for replacement toddler swing seats.
- Bowls club have nearly completed installation of security cameras.

### **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 (which was the earliest available slot).
- Amazon Tree Surgery have been contacted regarding carrying out of works on BGW and at the Recreation Ground.
- Noticeboard signs have been ordered.
- Still waiting to see whether height issues with dog bins will be rectified as part of the SCDC programme being rolled out in September. Dog bin on Rampton Road by the allotments has been moved to alleviate the vision problems for drivers.
- WEEE recycling – we had a huge amount of interest from residents prior to the event and it was great to see so much electrical waste for collection on the day of the event. There were issues with some residents whose items weren't collected and I have liaised with WISER regarding this. Apparently they were overwhelmed by the amount of waste we had and ran out of daylight hours! A second collection was arranged for the next afternoon and residents notified accordingly. We will receive £40 per tonne of waste collected and the money is to be used towards community projects.
- Moat – over the Christmas period BC Trust removed the post and rail fence alongside the ditch outside of the site to enable better access to the ditch for maintenance purposes. They had been informed that permission had not been given by full Council for this work but went ahead anyway. The posts were significantly rotted and I have been presented with one as evidence!
- I have met with Rob Lewis, Education Officer at County. He wanted to discuss early years provision in the village and to find out how the village hall was used by Kids Only along with any issues experienced. He mentioned possible early years S106 funding which may be available for minor hall improvements; he will look into this and report back.

**Item 15L/005**

**Playground Inspection Action Report**

**Cottenham Parish Council**

**To follow**

## Item 14L/006

### Skatepark update

- On Monday 15<sup>th</sup> December, we received formal notice of a grant offer of £45K towards the SkatePark. Along with the £2K4 from SDC and agreed s106 viring from CPC reserves, all funding is now in place.
- WREN additional material sent / grant sign-off imminent.
- The “input VAT recovery” position has been clarified and will apply provided we treat the SkatePark as a business by charging a User Club a nominal £100+VAT per annum for non-exclusive use; the Skatepark will remain open to any (responsible) user to satisfy our grant providers.
- Wheelscape have been contacted and will advise their Q2/Q3 availability etc in the coming days.
- There is some scope to combine the (currently separate) proposed access pathway with construction of the Skatepark, possibly with assistance from Durman Stearn, Morgan-Sindall or Mick George.
- Expressions of Interest for Contract Administrator have been requested by advertisement on the SourceCambridgeshire website with several replies who will shortly receive an outline brief for their proposals which will be due on Friday, February 13<sup>th</sup>.
- Once a provisional construction timetable is available, we will:
  - arrange a meeting with a representative group of users to check user acceptance of the proposed design.
  - agree contracts with Wheelscape (meeting arranged for 19<sup>th</sup> January)
  - appoint a Contract Administrator

## Item 14L/007

### New Changing Rooms update

- Following receipt of tenders on 31<sup>st</sup> October and the issuing of the initial Tender report, various clarification discussions took place with two of the potential Contractors to agree several changes of scope, particularly related to the foul water treatment system, provision of electricity, gas and water services and some fittings.
- Following a meeting with ECB, the Cricket Club are developing their Business Plan to support an application for an interest-free £50K loan
- The funding pot was topped up nicely by the Football Club's Quiz Night in November. Other endeavours are under way by the Football and Cricket clubs.
- Following issuing of the final Tender Report on 5<sup>th</sup> December, and provision of various supplementary information we secured confirmation of all three sources (Football Foundation, Sport England and SCDC, of external funding (£390K total) on Monday 15<sup>th</sup> December.
- Formal acceptance of offers (total £590K) has been issued to the two contractors – Durman Stearn and C J Murfitt.
- Approximately £18K of professional services fees have been identified across various parties, including Wilby & Burnett, Northmore Associates and Peter Dann Limited.
- Preliminary discussions with Calor and others have resolved specific design issues related to the concrete base and protective fencing but overall costs are well within the retained provisional sums.
- Issues around VAT registration have been clarified so that registration with HMRC can be initiated with all our buildings "opted-in" for VAT purposes.
  - Users, except registered Charities, will need to be charged VAT, although this can be absorbed.
  - The Changing Rooms must be exclusively used for VAT-chargeable purposes for 10 years to avoid HMRC's Capital Goods Scheme being applied to prevent full input VAT recovery.
- Work has progressed with our Accountants to restructure our management accounts to provide better progress-checking, not only for the capital projects but also for all budget lines so budgets can be monitored more closely.
- Durman Stearn have been on site to conduct preliminary drainage and foundation tests.
- A formal pre-contract "kick-off" meeting is scheduled for 16<sup>th</sup> January.
- Thoughts are circulating in anticipation of a formal opening, including attendance by our finance providers and other supporters.

## **Item 15L/010 - Rugby**

Background on both the senior and junior sides now playing in Cottenham:

### ***Rascals ( Junior )***

The Rascals has been set up for children under 7 and then the youth section is for under 14's. Rascals numbers have now swelled to in excess of 50 and at our last tournament at the rec we had numbers exceeding 250 attend. As you are currently aware the youth teams train and play at the recreation ground. Since our formation only a couple of seasons ago, we have been able to avoid having too many home fixtures, and have been largely nomadic seeking fixtures away for a number reasons. Some of these were based around our lack of knowledge in respect of how to host such events, and around the lack of need. However as the youth sides develop and grow we will need to host such fixtures which in turn should boost our strength and profile. As things currently stand hosting fixtures is troublesome with the domestic arrangements in respect of the lack of toilet/changing and catering facilities as sharing with the footballers is difficult purely due to the combined numbers involved.

### ***Renegades Senior***

The senior side has been going for over 25 years but only in the last 6 years joining the RFU and gaining league status. The side has over 40 members and 25 Company Sponsors. The club runs one side and has in the last two seasons won the County Junior Cup and also won the league gaining promotion into Eastern Counties Greene King Division Two West. As you are aware the club currently plays at the Village College, and we play on one of the best pitches in our league (the showers are not so good). Afterwards we socialise at the Cottenham club where we are also looked after extremely well. We have no great need to move and could just enjoy the status quo, however we are a community club and wish to be endorsed as that and as such believe we should play at the recreation ground.

### **The Proposition:**

- For the Rugby Club ( both Senior and Junior ) to take over the existing changing / storing facilities that the football club presently use but will be vacating
- For kitchen facilities to be available for the junior side to use
- Training pitch available for the junior side ( same as already being provided )
- Training pitch for the senior side to use ( same as already being provided )
- A senior playing pitch to use. This we would like to be of a good standard, what we don't want is to be in the situation where games are being cancelled because the pitch provided is on a known flooding area. What we would also expect is to be treated with the same respect as the football club and cricket club and therefore the location of our pitch would take precedent over the football clubs second team pitch.

### **How we would contribute:**

- Pay a fee in line with all other users
- Assist and help towards to altering / repairing the old changing rooms if required
- Supply and install a set of rugby posts
- Support recreation ground funding events

This we feel enables the Parish Council to earn an extra income at the recreation ground with no initial expenditure and also enables the Rugby Club to finally have a permanent home and feel a bigger part of the community.

## **Item 15L/011 - Colts**

Due to the building works at the school the Colts have lost use of the school playing field so they need to see if there is any possibility of a 7 v 7 pitch being located on the Rec.

They are also having major issues on the 9 v 9 pitch and mini league pitch at the top end of the rec due to waterlog issues. As a result, they have not been able to play a game on the 9 v 9 pitch since end of Nov and the Mini league is looking unlikely to take a game until end of Jan if there is any further rain.

They are now desperate for additional pitches as the club and village grows and we need to consider how we can accommodate.

## **Item 15L/014 – Meeting report with Morgan Sindall**

Cllrs Berenger and Morris plus the Clerk met the Morgan-Sindall Site Manager and Quantity Surveyor on-site at the Primary School on 15<sup>th</sup> January.

The meeting was very positive. Their priority must of course be finishing the school project on time but they are keen to “do something” to help the community (they are already involved with the litter pick)

We discussed the collaborative options on our wish list and also the possible security gate between our site and the allotments. They will now take a closer look at some of the suggestions to see if/how they may be able to help us with a mixture of free labour, at-cost contract labour and recycled materials etc. We can then work out how to take some of these mini-projects forward.

1. The SkatePark temporary access road to be provided by Wheelscape might be re-specified from track matting to some form of hard-core base for the construction phase; then MS would help with reinstatement/finishing to bring the construction pathway up to use as a fenced multi-use path for disabled access to the Play Areas / SkatePark, mum/pushchair access to Ladybirds etc. and a bike learner pathway (possibly with simulated road markings etc.)
2. The need for additional parking spaces might better be met by ensuring that the NCR construction compound uses the same ground as we might later dedicate to additional parking spaces, asking DS to do the finishing off for us.
3. The fencing repair alongside Ladybirds might be feasible
4. The safety-related and running repairs of the Play Area and Skate Park might possibly be put right by MS.
5. The need for a security gate between the allotments and our land might be met using a recycled gate
6. The Dissenters’ cemetery fencing looks too extensive to consider and obelisk-cleaning probably best avoided for the moment.