

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – JULY 2015

Item 15L/120



Minutes of Community and Leisure Facilities Committee Held in the Village Hall on Tuesday 16th June 2015 at 7.30pm

Present: Cllrs Mudd (Chair), Berenger, Collier, Morris, Young and Terry Keeble, David Munns, Alan Raven, Andy Ward and Clerk, Jo Brook and Assistant Clerk, Sam McManners

- 15L/096. Election of Chairman** – Cllr Mudd was re-elected as Chair.
- 15L/097. Chairman’s Introduction and Apologies** – Apologies accepted from Cllrs Nicholas (personal) and Richards (holiday).
- 15L/098. Public participation – Standing Orders to be suspended** – no public present.
- 15L/099. 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/100. Minutes** - Resolution that the minutes of the Committee meeting held on the 19th May 2015 be signed as a correct record. **RESOLVED.**
- 15L/101. Reports**
- **Clerk** – report circulated prior to the meeting. The Tenison Manor ditch needs flailing – would cost £20ph and need doing approx. 4-5 times a year. FEFF organisers are liaising directly with groundsman re. parking.
 - **Playground safety** – report circulated prior to the meeting. A number of issues need addressing. Need to action and get quotes. Resolution that any urgent safety matters will be actioned by the Clerk and that quotes acquired for non-urgent items. **RESOLVED.**
 - **Connections Bus** – half term update – Cllr Collier reported that there have been some staffing issues which means a session was cancelled. Alan is working on this but funds are an issue. Need to check payment arrangements with the RFO – do we pay in advance? We will get a more detailed report at the end of the term.
- 15L/102. New skatepark** – To receive an update on the project and to agree arrangements for opening event including the provision of prizes at a cost of £200 - Cllrs Berenger reported that the kids are ‘over the moon’ with the new skatepark. Wheelscape are taking care of the opening event and will run the jam with the pro-skaters. They can provide various prize packages. The boys will donate £100 and would like CPC to donate £200. Cllr Morris highlighted that project is well within budget however there is some signage and the path to sort out. The Cambridge News and SCDC reps are attending. Resolution that CPC donates £300 towards prizes for the skatepark opening. **RESOLVED.** NB: the skatepark users are to pay £100 per year so the £100 donated with cover that cost. Resolution that Cllr Morris cuts the ribbon. **RESOLVED.**
- 15L/103. Changing rooms** – To receive an update on the project – Cllrs Mudd has seen the site manager today and reported that they had caught up slightly. The roof trusses are now on. Phase 3 is the fitting out and we need to do a quick review so meeting tomorrow to go through. Still looking at final details of the access road and signage. The 4th cycle of grant claims is going through at the moment.
- 15L/104. WARG Field** – To consider next steps for project including ground preparation following inspection by Cllr Richards and groundsman – Clerk outlined. We need to decide whether to remove any of the existing trees then the area would need spraying, cutting and levelling. Cllr Morris will compile a plan ready for next full Council meeting.
- 15L/105. Village Green bench plaque** – To consider request from a resident to put a memorial plaque on a bench on the Village Green – Clerk reported that resident asked for this item to be removed.
- 15L/106. Energy Surveys in community buildings** – To consider response to survey from SCDC – No response required.
- 15L/107. Connections Bus** – To receive an update on the project – covered under reports.

- 15L/108. Baby clinic** – To consider formal contract for use of the Village Hall on a regular basis – Cllrs Morris has drawn up a draft agreement based on the standard form. Resolution that formal agreement for the Baby Clinic be put in place for regular use of the Village Hall. **RESOLVED.**
- 15L/109. Toy Library** – To consider formal contract for use of the Village Hall on a regular basis from September for soft play sessions on Friday mornings for 2 hours (term time only) – Item deferred. Can't undertake further storage until situation with existing users is resolved. Revisit in the new year.
- 15L/110. Football pitches 2015/16 season** – To consider update on way forward for pitches following meeting with Cambs FA – Item deferred.
- 15L/111. Football pitch drainage** – To consider quote for vertidrainage + sand slitting – Cllr Mudd has details of a company who may be able to look at drainage issues. We need to action to free up the 3rd field to maximise usage of the rec. We also need to pursue Steven Conrad at County regarding a land swap. Alan reported that he was meeting with someone from the Groundsman Association on Friday to look at the cricket pitch so he could also walk him round to look at the other pitches. Clerk to follow up quote for 2nd field 3rd pitch for vertidrainage with sand – to go to full Council.
- 15L/112. Tenison Manor buffer zone** – To consider regular ongoing maintenance – Item deferred.
- 15L/113. Crowlands Moat** – To consider additional signage by Bullfinch Way entrance – Clerk outlined. Signs needed to state: Dogs to be kept on a lead and Please use dog bins provided. Clerk to obtain quotes.
- 15L/114. Matters for consideration at the next meeting** – basketball (Terry), Street snooker (Cllr Collier), Signage re. no balls against the building, Ladybirds fence, Security at rec, Bowls Club rubbish
- 15L/115. Date of next meetings** – 21st July 2015
- 15L/116. Close of Meeting** – 8.40pm.

Signed _____ (Chair) Date _____

Item 15L/121 - CLERKS REPORT – July 2015

CLERKS REPORT – July 2015

Village Hall

- Litter pick – 11th July was attended by 15 people.

Recreation ground

- Cllr Richards has been assisting electrician re. repairing floodlights. Cherry picker needed to investigate. Look at possibility of borrowing from Durman Stearn.
- Aquarius will be on site on Thursday 23rd July.
- Damage has been sustained to 2 items of the wooden trim trail. Playdale will be undertaking the repairs which will be paid by groundsman insurance. Have chased for an update re. when the works will be undertaken and have been informed they will be scheduled for w/c 20th July.
- Work to aerial slide surfacing has been completed.
- Gate (to link with Les King Wood) has been ordered but there is a delay of up to 5 weeks for delivery.
- Car park will be closed for up to 3 days w/c 27th July and users have been notified. This is to enable sewerage works by Durman Stearn. A pedestrian access will be maintained.

Misc admin

- WI will be planting a Rowan tree as part of the centenary celebrations on 16th September on the Pound. Would like groundsman to attend to assist. Time 11am. Press will be in attendance and Cllrs have been invited.
- WARG field has now been cut and is ready for further site visit. Andrew has advised that we may not need to plough it.

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground
Person/s carrying out Inspection:

Date of Inspection: 26 June 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

Newly Constructed Skateboard Park: Official Opening 12 July 2015

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)
- ⤴ 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- 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: Friday 26 June 2015

Next Inspection on Wednesday 29 July 2015

Location

Attention Required

Skateboard Park

New facility now constructed. Opening 12 July 2015.

However, use is being made by skateboarders as the unit is open aspect. There has been an incident when a skateboarder was injured and an ambulance was called to assist. First aid was given by adult members of the after-School group.

There is an indication, that on the periphery edge (see photo) that some form of graffiti has been attempted. It appears to have been masked by application of cement to cover the wording. Clearly on investigation some well used words, now faintly perceptible, have been paint sprayed onto the concrete surface.

The leading edge comprising a metal bar that encompasses the whole of the front edge of the skatepark, (see photo), may perhaps be a trip hazard for those entering the skateboarding surface. The metal bar stands proud by at least 2.5cms. It may well be part of the design and is quite appropriate.

Main Play Area

Multiplay – Himalayan Uniplay

Skirting board now removed to avoid trip. Ground surround levelled with top soil and seeded.

Aerial Runway

Now back to running order. (See photo). Accidental damage to one of the TrimTrail units caused when repairs being carried out on Aerial Runway. Damaged section removed. (See photo)

Recent RoSPA Inspection Report found Chain Connectors Notched. Noted that Chain Connectors should be replaced in accord with ISO 1834 Standard.

Swing – Inclusive

Recent RoSPA Inspection Report noted that Chain Links Notched. Worn links should be removed and replaced in accord with ISO 1834 Standard.

Swing – Junior 2 Bay 4 Seat with Anti-wrap

Recent RoSPA Report indicated that a swing had loose seat eye-bolts. Action referred as tighten up bolts.

Slide-Embankment (new)

Slide embankment looking rather tatty, (see photo). Serious thought needs to be given to improve this new unit that is well-used by the younger children, with parental supervision. The unit does not do justice to the Parish Council's endeavours to provide safe and enjoyable play facilities .

Benches	Cracks in wooded seating and some graffiti drawn on table top. (black spray paint tag) Efforts made to remove same from bench.
San Hose Playhouse	<p>Entrance area in need of ground levelling. Depression retaining water and making unit unsuitable for children's activity. Filling in might solve the problem. General state of unit is in need of painting/refurbishment</p> <p>Recent RoSPA Inspection Report note delamination of wood. Advised repairing delaminated wood.</p>
Gate Entrance to Play Area	Entrance facing the Main Area. This would benefit from filling in to avoid water retention and making it easier 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 26 June 2015

Tony Nicholas.....Date 26 June 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!



Graffiti and raised metal bar



Item 15L/123. New skatepark

- Project complete with successful informal opening on 12th July.
- Wheelscape organised several jams and a good time was had by all, until it rained.
- Well within budget; final claims to be made on WREN and SCDC.
- Small retainer held for warranty defects over next 12 months or so.



Item 15L/124. Changing rooms

- C J Murfitt progressing well; now into phase 3, the fitting out; aiming for handover in early September.
- Much of the internal pipework, including for the underfloor heating, has been laid.
- Floor screed and external panelling under way now.
- First-fit electrical stuff is beginning and our kitchen crew have approved the electrical layout.
- Sample of the kitchen furniture is available.
- Access roadway specification now nearly finalised.
- Project still expected to be within budget envelope.
- Opening provisionally set for 10th October with work to be done on format and invitations etc.

Item 15L/133. Projects

- Last year we developed a project wish list from various sources, including the Vision Plan
- We then did a prioritisation exercise based on how many people might benefit compared to capital and maintenance costs with some extra priority given to projects that helped the disabled or disadvantaged.
- That led to a suggested phasing to underpin our budget request.
- Our budget then included for this year:

<i>Old rec ground (Broad lane)</i>	500
<i>Crowland manor site</i>	5000
<i>Memorial/Open spaces</i>	200
<i>Tree works</i>	2000
<i>Tenison manor</i>	2000
<i>Brenda Gautrey way</i>	1000
<i>WARG field</i>	200
<i>Fen Reeves expenditure</i>	500
<i>Additional grass cutting (+ 2PA)</i>	500
<i>OS fitness kit on Recreation ground/Broad lane</i>	11250
<i>OS Bike learning trail</i>	7500
<i>OS circular path</i>	7500
<i>Rugby development - trial drainage</i>	5000
<i>New changing rooms - LPG</i>	3000
<i>New changing rooms - Water/Sewerage</i>	375
<i>New changing rooms - Electricity</i>	263
<i>New changing rooms - Insurance</i>	1125
<i>New changing rooms - Cleaning</i>	3900
<i>New changing rooms - Maintenance</i>	2250
<i>Village hall refurbishment</i>	5,000
<i>Recreation ground building maintenance</i>	3,500
<i>Repairs and renewals</i>	1,000
<i>Village hall cleaning costs</i>	10,000
<i>Annual deep clean of village hall</i>	1,000

- In addition, there is labour our Groundsman provides under his contract.
- It is clear that we missed some things and were too ambitious with others.

Now is the time to restart this process so we get a better understanding by late September when we need to submit next year's proposals. I suggest each proposal has a named sponsor to argue the case for its inclusion and be willing, with support, to pursue it.

Item 15L/136. Crowlands Moat signage

Off the peg 'keep dogs on lead' signs vary from £4.50 (plastic 200x300) to £17 (metal 300x400). Ideally we'd need 2 – one for each entrance.