

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – JULY 2016

Item 16L/120

Community and Leisure Facilities Committee Minutes Meeting held in the Village Hall on Tuesday 21st June 2016 at 7.30pm

Present: Cllrs Mudd (Chair), Berenger, Morris, Nicholas, Andy Ward (S&SC), Alan Raven (Cricket) and the Clerk

- 16L/099. Chairman's Introduction and Apologies** – apologies accepted from Cllrs Richards (holiday) and Young (illness), David Munns (personal) and Bob Lee (personal).
- 16L/100. Public participation – Standing Orders to be suspended** – no public present. Cllr Hodson arrived at 7.31pm.
- 16L/101. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – no declarations.
- 16L/102. Minutes** - To resolve that the minutes of the Committee meeting held on the 17th May be signed as a correct record. **RESOLVED.**
- 16L/103. Reports**
- **Clerk** – report circulated prior to the meeting. Alarm testing now moved to 30th June. Aquarius have been in touch regarding pump inspection due in July. Suggestion that it is moved to September and they also check the Pavilion pump at the same time. Clerk to liaise with Cllr Morris re. request from Kids Only for additional keys. Cllr Collier arrived at 7.35pm.
 - **Playground safety** – report circulated prior to the meeting. Clerk to complete sign off required for installation of the new playhouse.
 - **Changing Rooms** – Cllr Morris working with Cllr Richards and Alan Raven to complete the measurement & evaluation report for the Football Foundation.
 - **User Contracts** – As per report. Meeting being arranged with Rascals.
 - **Festival 2016** – We've been let down by St John's Ambulance regarding first aid arrangements however we've checked with the insurance company and they have said that it isn't necessary to have formalised first aiders. Have had a surge in stall bookings. Need to push evening band tickets. Cllr Richards organising It's a Knockout team event.
 - **Youth Projects** – It was commented that the Connections Bus numbers showed a little improvement. Need to follow up on purchase of bollards for car park. Cllr Collier to reinstate signage. Need to advertise babysitting course before the end of the school term.
- 16L/104. Village Hall redevelopment** – to consider layout and fitness for services – Cllr Morris outlined the latest plans. The internal layout is the same for both external options A and B. Some fine details to be ironed out but we should be good to go for planning permission now (whether outline or full to be decided). Andy Ward queried the location of the Club Room in relation to the balcony – members would have to go via Function Area B to access the balcony and could only do this when the room wasn't being used. Further feedback welcomed from the Sports & Social Club members on this matter. FLAC are looking at the financials next week and then a business model will be put together. Cllr Hodson queried whether renewables would be included in the design; unfortunately these will push up the capital costs and there aren't any grants available to us.
- 16L/105. Defibrillator** – to consider relocation of defibrillator – Cllr Mudd outlined the current issues. Request Cllr Richards to check feasibility of moving into the kitchen (need to give access keys to the Bowls Club). Cllr Morris to look at costs/locations for a possible external defibrillator.
- 16L/106. Major projects** – to consider items for the wish list/4 year strategy – Cllr Morris ran through a suggested wish list. It was noted that County are remodelling the Victory Way junction so we may want to consider a replacement bus shelter sooner. Additional suggestions of outdoor table tennis tables, pedestrian gate for WARG Field, water playground and additional

recreational land/possible footpath from Tenison Manor tree belt to Recreation Ground. Cllr Morris touched on how the medical facilities would be funded (money from CPC, possibly NHS England and potential developments). The building would then be rented from CPC in a similar way to Ladybirds.

- 16L/107. Neighbourhood Plan** – update on draft Neighbourhood Plan policies for Cottenham’s public open spaces – Cllr Morris outlined report in the pack. Having a meeting with SCDC this Thursday to discuss draft policies.
- 16L/108. Banners** – Resolution to allow siting of banner on the Green only to advertise Cambridge Open Studios event. **RESOLVED.** (original request included the Pond but in line with previous requests this was refused).
- 16L/109. Youth survey** – Resolution to issue a survey to students at the Village College to get insight into their preferences (for 2017/18 youth provision budget purposes). **RESOLVED.**
- 16L/110. Balancing Pond** – consider update regarding meeting with Persimmon about adoption – Cllr Morris stated that the Persimmon rep was now talking with the solicitors. Nobody knows who owns a small section of the Little Cut but there is a legal avenue available to resolve the problem. Need to make a list of maintenance items on Tenison Manor and send to Persimmon.
- 16L/111. Repairs to zip wire** – Resolution to accept quote for £100 + VAT to repair the zip wire on the Recreation Ground. **RESOLVED.**
- 16L/112. Tree works** – Resolution to accept quote for £160 + VAT for works to remove ivy from trees on The Dunnocks. **RESOLVED.**
- 16L/113. Grass cutting** – to consider resident request for cutting of additional grass verges on Tenison Manor – Clerk outlined. Resident should firstly check their deeds to ensure the land in question is not theirs. Clerk to also add to list of maintenance items to pass to Persimmon (we can obtain a quote for the work should they wish).
- 16L/114. Matters for consideration at the next meeting** – Tenison Manor tree belt maintenance.
- 16L/115. Date of next meeting** – 12th July 2016
- 16L/116. Close of Meeting** – 9.02pm

Signed _____ (Chair) Date _____

Item 16L/121

CLERKS REPORT – July 2016

Village Hall

- Cllr Richards arranging replacement door in men's toilets (to replace damaged door).
- Cllr Richards has purchased anti-climb paint (as agreed by CALF)
- Guttering between the high roof and flat roof has been damaged and requires repair.
- **Following the Cromwell inspection of the fire alarm and emergency lighting we have received a defect notice to say one of the lights isn't work. Clerk has actioned repair.**
- Outside toilet currently out of order. Nick has ordered new part from Travis.
- **Need to give kitchen keys to Bowls Club and Kids Only.**
- **There has been a leak in the men's toilets which is now fixed however there is still an issue with the ladies toilets which can't cope with large-scale usage, water then backs up and causing flooding. Nick arranging for plumber.**
- **Complaints received from the Day Centre regarding re-siting of defib box – keep hitting themselves on it.**

Recreation ground

- **Repair/maintenance work due to be undertaken on picnic benches 8th July.**
- Cars parked at own risk sign has been removed completely by vandals. The FA sign has also been damaged.
- Following the RoSPA report we need to move some soil to build up the area by surfacing abutting the Himalayan climbing frame (may be able to use some of the soil from bund removal).
- Small amount of graffiti on the skatepark.
- **We have received a request from Renegades Rugby for the installation of a touch rugby pitch on the third field. Need to give an indication of costs involved and notify club accordingly.**

Misc admin

- Fen Reeves - site looks like the trees need thinning and Cllr McCarthy is inspecting. Several dead trees at bottom near caravan site where it floods. Need to decide whether to remove or cut down and leave for wildlife. Lots of general deadwood which needs tidying.
- Groundsman has reported possible oil spots on Green following Yesteryear event. Will monitor.
- Les King Wood – Anna Hicks has been in touch again and it appears there has been a change of heart. Car park- plainings have arrived and been spread/compated. The kissing gate – she has appointed a contractor to install a new gate, lay stone and add a geotextile layer in the hope that this will ensure the entrance stays a bit drier and cleaner. Would like our opinion on the style/ piece of wood to the left of the kissing gate. Would this be better if a normal post and rail fence was created or would we prefer it left as it is? The dog bin- she is ordering a dog bin for the site, again would like our opinion please on the best location for this bin. Grass rides and maintenance - appointed a contractor who will carry out two seasonal cuts to the site. Tree guards- in the process of organising for these to be removed. Clerk to meet with her onsite in the next few weeks.
- Cllr Morris has written to Royal Mail regarding the additional letter box. Currently waiting response.
- **List of Tenison Manor maintenance issues has been passed to Persimmon.**
- **It has been confirmed that Rascals rugby is folding. They have thanked the Council for their support.**
- **Resident has requested some form of mobility access gate is installed at the Moat.**

Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 29 June 2016

Note: Items mentioned on previous reports are in the process of being rectified

However, there are still nine missing bolts/bolt heads on the picnic table adjacent to the Toddlers Play Area and four adjacent to the hedge, as yet, not been replaced as of 29 June 2016

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date 29 June 2016

Tony Nicholas.....Date 29 June 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: 29 June 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

- ⤴ Kompan Playhouse – New unit
- ⤴ 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 29 June 2016

Next Inspection on Wednesday 27 July 2016

Changing Rooms

Need to prepare a "Measurement & Evaluation" Report for Football Foundation once Sport England's profile of the ground is updated.

Minor vandalism needs to be repaired (and CCTV considered – will put to tender in August))

User contracts

No overall change since last month; most, excluding Bowls, agreements in effect. Sad to hear about demise of Rascals.

Aerobics, Day Centre, Kids Only, Ladybirds and CCC (possible nursery) informed of plans and possible timescales for new Village Hall.

Village Hall redevelopment

Council selected design "A" aligning style with the Sports Pavilion and the WP is refining the design with the architects ready to apply for full planning permission in August.

Informal discussions with some current and potential partners in the project have confirmed suitability of the building and indicated interest in increased use of the building allowing development of a draft provisional business plan.

The building will need part-time manager and caretakers, supported by a proper booking and event management system with personal tags / codes rather than lots of keys.

Layouts will be subject to further revision (especially the nursery, club room and bar store) as the planning permission and design process continues. Building footprint is slightly larger (towards the field) than today's Hall.

- The main football pitch will need to move several metres towards Rampton Road, losing the two former mini-pitches and junior cricket pitch (this may be a planning issue), to make room for the building and a fenced path along its front
- The pitch also has to move several metres towards the tree-line to make room for the extra car parking

It appears pragmatic to buy a set of movable goal-posts to facilitate the changes which will be needed between October 2016 (permission target could enable pre-tendered car park extension contract) and March 2017.

- At some stage, there will be Council decisions on whether, when or not to:
 - proceed with detailed design
 - initiate a formal tender process
 - delegate authority to deliver the project
- Nominal demolition date is April 2017 with construction complete by April 2018

The design was well-received at the Cottenham Festival as was the current suggested financing method of "add up to £1 per week to the Band D precept, with less lower on bands, more on higher ones)

Neighbourhood Plan

Survey findings and suggested options have been translated into draft planning policies for discussion with SCDC. We now have a lot of feedback from SCDC to work through before a “pre-submission” consultation based on our website plus meetings etc during the next few months.

We are under some pressure to submit preliminary draft plan to SCDC as part of the defence against poorly-scaled or located speculative applications (e.g. Gladman, Persimmon and County Council) but care is needed not to “open too many new doors”

Balancing Pond / Tenison Manor adoption

Key stage is ownership transfer to CPC of Broad Lane drainage ditch, Little Cut and the Balancing Pond after appropriate restoration and receipt of commuted sum for maintenance.

Although we now probably understand the site history (going back to the 1960s), some ownership transfers are not yet clear so may further delay progress. This may require some technical procedure to sort out.

Currently maintenance of roadways, verges etc on Tenison Manor is Persimmon’s responsibility and we have submitted “Jo’s list” and a quote from Andrew to clear up much of the problem (not roads or pond). It seems likely that Persimmon will pay Andrew to do the work in September.

Major developments

Despite our opposition, Endurance Estates have received planning permission from SCDC to build up to 50 houses on Oakington Road just past the Rowells.

Gladman Developments had their first application for a large estate on Rampton Road turned down but have lodged an appeal and made a second, slightly smaller application; both are being resisted by the Parish Council in line with the feedback in the Neighbourhood Plan survey. More news expected in October.

Persimmon have just applied for permission to build up to 126 homes on Oakington Road; CPC has voted to oppose. Again more information in October.

The County Council have not yet showed their hand but have requested a meeting to discuss our request to buy or lease a “4th field” next to Ramphill Farm.

16L/123. Wiser community payment

Following the electrical waste recycling in Cottenham last year we have now received a payment of £452.11 which has to be spent on community projects. Possible ideas are bench (see item 16/125), see-saw (see item 16/126), additional large tables for the village hall or new crockery for the hall (this has become an issue when renting out the kitchen).

16L/124. PRS consultation

Have your say in our Local Authorities consultation

PRS for Music has launched a formal consultation on a newly proposed tariff to simplify the licensing of its members copyright music within premises owned and managed by or on behalf of local authorities and town and other councils (“local authorities”).

We are proposing to make it easier for local authorities to comply with the requirements of their *PRS for Music* licences by:

1. Reducing the administrative burden associated with the number of tariffs currently applied to local authorities.
2. Simplifying and reducing the number of questions required to be answered by a local authority in order to enable *PRS for Music* to calculate the licence fees payable by the authority.

Please visit [our website](#) to access the consultation paper and provide your feedback in our online questionnaire.

The consultation will run from **22nd June to 17th August 2016**.

16L/125. Post Office bench

It has been suggested that residents would appreciate a bench of some sort outside the new Post Office so they could have a breather before walking back home. The old PO had one and it was appreciated. Possibly room either to the south of the post box or (probably less acceptable) under the parish notice board.

16L/126. See-saw

We have received a letter from a young resident stating that although they love the playground it would benefit from the addition of a see-saw in the main area. There is space available to install something should we wish. Possibility to use additional budget remaining from purchase of new playhouse?

16L/130. Cottenham Feast

We have received a written request on behalf of the Cottenham Feast Parade Committee regarding the event happening in Cottenham on Sunday 16th October 2016.

On this day between the hours of 13.30 and 15.30, traffic will be reduced to a walking pace. The area will be from Twenty Pence Road junction with Cottenham Business Park to Cottenham High Street junction with the green. The nature of the obstruction will be a rolling parade consisting of decorated floats heading from the business park to the village green, where it will be pulled onto the green away from the road.

Traffic heading north will not be obstructed, however, for between 80-120 minutes traffic moving south will be at walking pace. Identifiable marshals will attend each road junction with the high street. The event will have adequate identifiable Marshalls on the route. Organisers have notified the bus company, the fire service, the ambulance service and the police of this event.

As has happened in previous years, would it be possible to have use of Village Green and the electric point?