

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – JUNE 2016

Item 16L/102

Community and Leisure Facilities Committee Minutes Meeting held in the Village Hall on Tuesday 17th May 2016 at 7.30pm

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

- 16L/084. Election of Chair** – Cllr Mudd elected as Chair for the time being but wishes to stand down when possible.
- 16L/085. Chairman’s Introduction and Apologies** – Apologies accepted from Cllr Berenger (illness).
- 16L/086. Public participation – Standing Orders to be suspended** – no public present.
- 16L/087. 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.
- 16L/088. Minutes** – Dave Munns added to list of those present. Resolution that the minutes of the Committee meeting held on the 19th April be signed as a correct record. **RESOLVED.**
- 16L/089. Reports**
- **Clerk** – report circulated prior to the meeting. Police have agreed to carry out patrols of the Recreation Ground. There has been a bonfire on the third field, possible CVC students. The new playhouse is due for delivery/installation in 6 weeks time.
 - **Playground safety** – report circulated prior to the meeting. Wheelscape due to come back. Cllr Morris to chase.
 - **Changing Rooms** – report circulated prior to meeting. Cllr Richards has met with W&B and Planning Officer re. carpark extension and W&C have submitted notes from the meeting.
 - **User Contracts** – need to review rates in September for 2017/18 budget. Need to give longer term users update on Village Hall redevelopment. Meeting required with Rascals to agree contract. Cllr Nicholas queried the skatepark club contract; this was set up so that we can claim the VAT. It was clarified that the contract for Broad Lane Recreation Ground was in case of possible future hire.
 - **Festival 2016** – Waiting confirmation from Ladybirds whether they are running the kids disco or not (Clerk to let Colts know if not). Bob Lee may have someone to do the PA if required. Need to press on with advertising.
 - **Youth Projects** – TJ Training are running the emergency first aid course tomorrow. Now have someone lined up to run the babysitting course (10 weeks). Aiming to start course in September.
- 16L/090. Vandalism at Rec** – to receive report regarding damage caused to new Pavilion – Cllr Morris outlined. Need system with motion detection and good quality pictures and sends notifications. Resolution to develop a specification and obtain competitive quotations for two CCTV monitoring systems covering both the new pavilion and Village Hall/Ladybirds buildings. **RESOLVED.**
- 16L/091. Child Protection Policy** – consider amendments and clarification to appendix 1 – Clerk clarified use of the phrase ‘non-organic failure to thrive’ as being delayed growth not due to illness i.e. poor nutrition, neglect, abuse or mental trauma. No amendments necessary.
- 16L/092. CALF Terms of Reference** – review of Terms of Reference – Resolution to amend Section 1a to read ‘up to 9’. Section 5: add the word ‘normally’ before within (in relation to production of minutes and distribution to library). **RESOLVED.**
NB: need to go through the Neighbourhood Plan and update the project list. Add ToR to full council agenda.
- 16L/093. Balancing Pond** – consider update regarding meeting with Persimmon about adoption – Cllrs Morris, Mudd and the Clerk met with Daniel Hadaway from Persimmon today. Tour conducted on the Cut/balancing pond and Moat areas. Will need to have a meeting with Anglian Water

and Vine (solicitors) at some point. Persimmon wish to transfer ownership of the pond and little cut to CPC in exchange for a commuted sum. The first step is remedial works by Persimmon. The commuted sum would need to cover 15 years maintenance. The transfer of ownership is the only barrier to getting the Tenison Manor estate adopted.

- 16L/094. Public Liability Insurance** – consider amends to requirements for private hire of Village Hall – Cllr Richards reported that the need for PLI was putting off private hirers. Provided there are no ticket sales the event should be covered by our own PLI. Need to inform the insurers on a case by case basis (they have previously indicated they would be comfortable for non-commercial events). Cllr Mudd to check and report back.
- 16L/095. Kids Only** – Resolution to allow Kids Only to store two leather sofas at the Village Hall. No seconder. Motion **FAILS**.
- 16L/096. Matters for consideration at the next meeting** – location of defibrillator
- 16L/097. Date of next meeting** – 21st June 2016
- 16L/098. Close of Meeting**- 8.35pm.

Signed _____ (Chair) Date _____

Item 16L/103

CLERKS REPORT – June 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.
- **Cromwell have been in touch regarding fire alarm and emergency lighting service. Arranged for 21st June and users notified accordingly.**
- **Outside toilet currently out of order. Nick has ordered new part from Travis.**

Recreation ground

- Repair/maintenance work due to be undertaken on picnic benches (date TBC).
- 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).
- Groundsman has requested that all training now takes place on the third field. He has closed the training area to re-seed (by the floodlights).
- **New playhouse was installed on 11th June.**
- **Small amount of graffiti on the skatepark.**
- **Tennis nets have been put up. The grass is in very poor condition. Has been mowed but there are a lot of stones etc. from the building works and the grass is very straw-like at the moment. Can't do anything further until the weather dries up.**

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.
- **Litter pickers have arrived.**
- 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/compacted. 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.
- **Groundsman has adjusted gate at WARG Field to make it easier to open/close (bolts on hinges were loose and looked potentially as if they had been interfered with).**
- **Metal detectors have been seen being used on the Moat and there have been some ground disturbance. A scheduled monument is protected against ground disturbance or unlicensed metal detecting. Written consent must always be obtained before any work on a scheduled monument can begin. FB message issued and signs being erected.**

Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 25 May 2016

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

However, the missing bolts and bolt heads on the picnic tables adjacent to the Toddlers Play Area are, as yet, not been replaced as of 25 May 2016

General Tidiness of Area:

Lot of rubbish strewn across some areas of Play Ground. Bins over flowing and some contents had been blown out and onto the grass area. High winds had been the predomination weather feature in the last few days. Groundsman has been informed.

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date 25 May 2016

Tony Nicholas.....Date 25 May 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: 25 May 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

Untidy

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
- Untidy

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: Wednesday 25 May 2016

Next Inspection on Wednesday 29 June 2016

Changing Rooms

Some more snags fixed by Murfit; some to go.

Need to prepare a "Measurement & Evaluation" Report for Football Foundation – mostly with CUFC.

Slightly wider usage now happening with Cricket Club regulars and occasional day-time users.

Minor vandalism needs to be repaired (and CCTV considered).

User contracts

No overall change since last month; most, excluding Bowls and Rascals, agreements in effect.

Aerobics, Kids Only and Day Centre informed of plans and possible timescales for new Village Hall.

Bowls Club licence to be finalised.

Festival 2016

So far:

- Date now confirmed as Saturday 2nd July. Starting at 10.30am and ending at 5pm.
- Bouncy castles have been booked
- Ladybirds to run kids disco to take place in the early evening before band.
- Fairground rides have been booked
- Holy Schnitzels & Cottenham Kebabs have confirmed (need to get booking forms completed)
- Cottenham Fire Station has been approached and engine provisionally booked
- St John's has let us down again regarding provision of first aid. Having checked with insurance company no cover is required.
- Various bands to play during the day in the VH. Organising PA equipment
- Bar will be open in the VH
- Event has been advertised on FB
- Cllr Richards organising It's a Knockout-style tournament which will be open to all (teams of 6)
- Band booked and deposit paid.
- Booking form has been revised and is available on the website.
- Ice cream van booked
- S&SC to run BBQ
- Skatejam organised
- **Poster has been designed and distributed**
- **PA system booked**
- **Cllr Richards has been contacting people re. submitting teams for It's a Knockout competition.**
- **Now have x stall bookings confirmed.**

To do:

- Car parking – need to leave space for the cricketers so look at alternative arrangements
- Marshalls on the day
- What are CPC's requirements?
- Sell band tickets
- Who is setting up?

Youth projects

Attendance figures for the youth bus for the first half of this term.

Week Commencing

11 Apr – 15

18 Apr – 13

25 Apr – 20

02 May – 13

09 May – 15

16 May – 18

23 May – 15

Alan will be promoting to year 6s in the primary school to allow them to attend before the end of term.

16L/104. Village Hall redevelopment

Further meetings with the architects have:

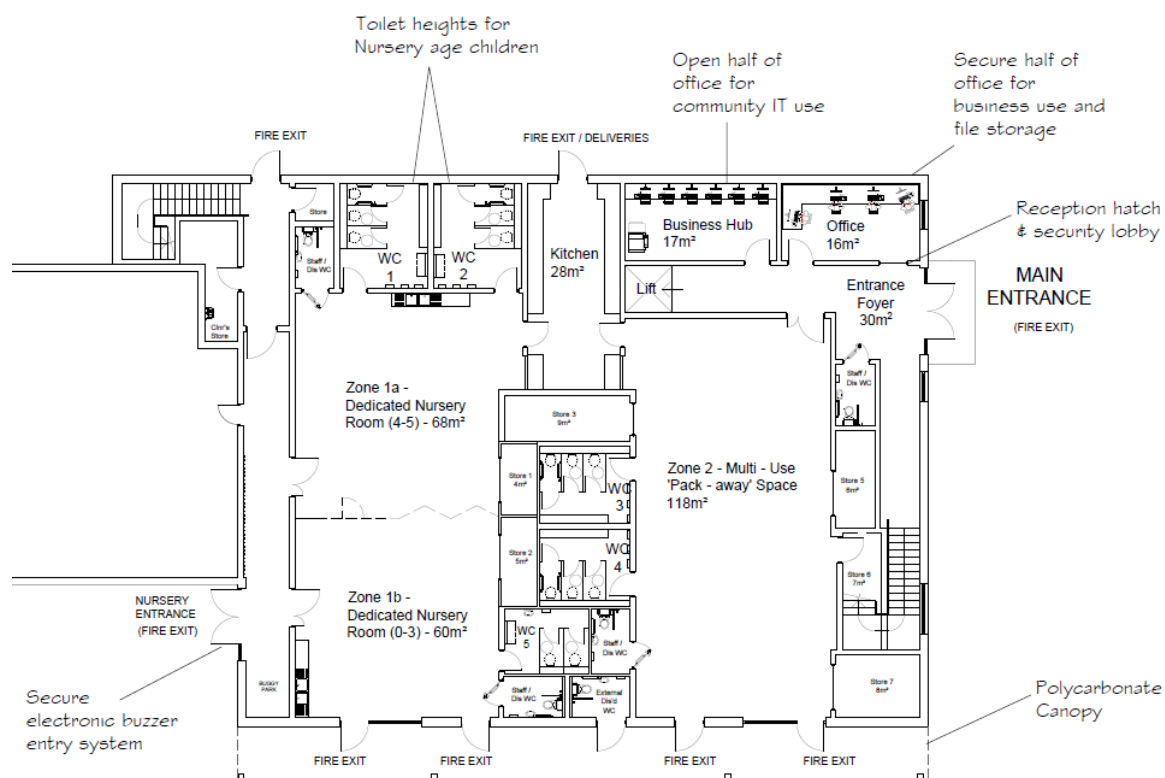
- reduced the overall footprint by around 10%,
- eliminated one external design
- re-configured the internal layouts

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 management system.

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

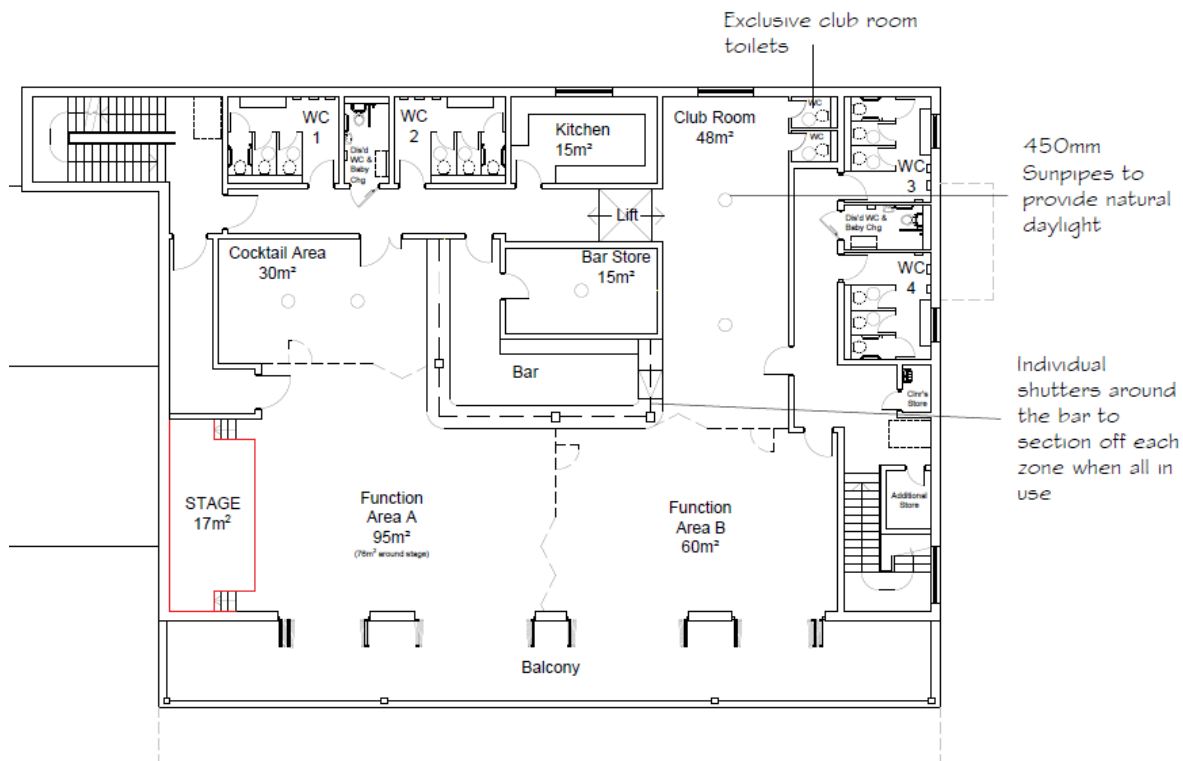
- Zone 2 downstairs is essentially a direct replacement for today's Main Hall with more integrated user-specific storage, larger kitchen and toilets, including for disabled. This can now be "locked-down" while the rest of the building is used for other purposes.
- Zone 1 downstairs is being designed to host a nursery, complementary to Ladybirds and KidsOnly, offering weekday 7.30am to 6pm care.
- Other downstairs facilities include a secure Parish Council / Manager's office, drop-in business area, external public toilet etc.



Upstairs is substantially larger than today's 119m² Main Hall and can be used in two main ways, each with bar and kitchen facilities, independently of each other and of events downstairs:

- A core 48m² "Members' Club" area with optional expansion to 108m², 203m² or 233m² including balcony access
- A core 30m² "Cocktail Bar" area with optional expansion to 125m², 185m² or 233m² including balcony access

Apart from possible weekday day-time use for extensions to child-care, the spaces should meet the needs of local commercial events and parties, including dances, dinners and wedding receptions.



Key dates include:

- CALF, tonight, to comment on fitness for likely users
- FLAC, on 28th, to review the provisional business plan
- Council on 5th July to select the external design and decide whether to proceed with outline an application for planning permission or move directly to full permission.
- 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

16L/106. Major projects

CALF should review items that are on our “4-year wish list” for several reasons:

- We should plan to improve facilities (not just sports, not just for the boys) over a period
- We can budget for some items or arrange long-term finance for others
- We have some reserves that can be used to fund community facilities or open space projects
- “windfall” cash does appear from time to time and developer cash (s106 contributions) is now only allowable against specific projects

This list is based on the previous one with some strong “wishes” added from the Neighbourhood Plan survey. The Swimming Pool has been excluded as no way has yet been found to make it sustainable (likely income would not exceed finance and operating costs)

Capital Project Ideas	Facilit	1st Cost	Annual
Swing, bench, trees and meadow seed for WARG field (Histon Road) – swing £2-3k	OS	£3,000	5%
Extending the fitness trail - £1900-3k per item	OS	£10,000	3%
Minor Sports Improvements (what? where?)	OS	£5,000	5%
Minor Improvement Works (Village Sign, War Memorial, Notice Boards, Orchard, Bins)	OS	£5,000	5%
Outdoor defibrillator	CF	£1,000	10%
CCTV system	CF	£15,000	10%
Victory Way Bus Shelter	CF	£4,000	5%
VH 50 4-zone 2-Floor Rebuild with extra CPs and paths to SP and CSP	CF	£2,500,000	5%
Additional / alternative land at Rec 4th field N hA?	OS	£100,000	3%
Additional Cricket Squares	OS	£15,000	7%
Skatepark extension and floodlighting	OS	£5,000	7%
All-weather floodlit basketball, netball, tennis MUGA	OS	£75,000	7%
Nature Trail and pond - Broad Lane Rec / Amenity Area?	OS	£30,000	1%
Medical/Day Centre	CF	£1,200,000	7%
Street Snooker	OS	£12,000	7%
Footpaths around village	OS	£30,000	1%
Drainage of 3rd field	OS	£30,000	10%
Replacement LED floodlights for the training ground.	OS	£3,000	7%
Main Field Floodlighting	OS	£20,000	7%

16L/107. Neighbourhood Plan

Survey findings and suggested options have been translated into draft planning policies for discussion with SCDC.

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”

We may need to consider hiring planning professional and/or illustrator to refine the draft.

Your comments are specifically welcomed on:

1. The **Public Open Spaces** (map at ...) and footpaths or pavements linking them will be promoted as a key part of the Cottenham Neighbourhood Plan.
 - a) The *Village Green* will be conserved as a central feature of the village to:
 - i. encourage a variety of annual events and shared activities for the benefit of all age groups of the local community
 - ii. provide a central green space planted with mature indigenous trees

- b) The priorities for the *King George V Field* will be to:-
- i. provide a mix of recreational opportunities including play areas, sports and informal recreation facilities
 - ii. create safe dog-walking opportunities segregated from the formal sports areas
 - iii. enhance community facilities by providing a multi-use Village Hall / Early Years centre including accessible toilets
 - iv. encourage annual events and shared activities for the benefit of all age groups of the local community
 - v. create a network of pedestrian and cycle links to the park from all the main residential areas of the village to reduce reliance on car use
 - vi. provide adequate on-site car parking for Recreation Ground users
- c) The *Broad Lane Recreation Ground and neighbouring Amenity Area* will be developed to:
- i. provide a mix of recreational opportunities including play areas and informal recreation space
 - ii. create safe dog-walking opportunities
 - iii. create a network of pedestrian and cycle links to the ground from all the main residential areas of the village to reduce reliance on car use
- d) The Public Open Spaces on *Brenda Gautrey Way, Coolidge Gardens, Franklin Gardens, Stevens Close and Tenison Manor* will be equipped with informal fitness equipment for adults to form a circular exercise route. The spaces on Brenda Gautrey Way and Tenison Manor will also have small equipped play areas for children to supplement the larger area on the King George V Field
- e) The *Pond, WARG field* and other smaller open spaces will be conserved mostly to provide green spaces planted with suitable indigenous trees.
- f) Trustees of the *Cemeteries* will be encouraged to develop them as peaceful Public Open Spaces planted with indigenous trees and having safe pedestrian and cycle links to other Public Open Spaces in the village

16L/108. Banners

We've received a request from a resident asking permission to put up two Cambridge Open Studio banners in the village. Would like to place one on the village green and the other on the Pond at the top of Broad Lane.

COS happens during July so would need to put up the banners as soon as possible and they would stay up until the end of July. At least one was put up at the end of Broad Lane last year. The banner measures 170cmx90cm approximately.

16L/110. Balancing Pond

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.

Persimmon representative visited site with Cllr Morris and Mudd and the Clerk to inspect the site and assess the restoration work needed.

The Balancing Pond site could, in principle, be opened to use by dog-walkers. There was CPC action to post "no dogs" notices following some problems with fouling.

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.

Currently maintenance of roadways, verges etc. on Tenison Manor is Persimmon's responsibility and Jo is preparing a list to submit to them.

16L/111. Repairs to zip wire

To tighten the zip wire (including hire of scaffolding for working at height) is £100 + VAT

16L/112. Tree works

The line of trees by the Dunnocks is being overrun by ivy etc. As well as being unsightly it is masking some deadwood and branches have already fallen in previous high winds.

To cut back debris and brambles, removing all trimmings to give access to trees. To cut ivy around base of trees. £160 + VAT.

16L/113. Grass cutting

We have received complaints from a couple of residents regarding the 4 strips of grass outside the houses on the right as you enter the Tenison Manor estate. These areas currently aren't cut by our contractor. The request is that we cut them at the same time as the rest of the grass to keep the estate looking its best. NB: groundsman has offered to include these 4 strips in his current contract.