

## **COMMUNITY & LEISURE FACILITIES COMMITTEE**

### **AGENDA REPORTS PACK – MAY 2016**

## Item 16L/088

### Community and Leisure Facilities Committee Minutes Meeting held in the Village Hall on Tuesday 19<sup>th</sup> April 2016 at 7.30pm

**Present:** Cllrs Morris (Chair), Berenger, Collier, Hodson, Richards, Young and Alan Raven (Cricket), Andy Ward (S&SC) and the Clerk

**Public:** 2 members present

- 16L/067. Chairman's Introduction and Apologies** – apologies accepted from Cllrs Mudd (illness), Bob Lee (personal) and David Munns (personal).
- 16L/068. Public participation – Standing Orders to be suspended** – no questions.
- 16L/069. 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 received.
- 16L/070. Minutes** - Resolution that the minutes of the Committee meeting held on the 15<sup>th</sup> March be signed as a correct record. **RESOLVED.** Cllr Nicholas arrived at 7.35pm. Item 16L/076 brought forward.
- 16L/076. Rainbows** – consider request from Rainbows to put 'pop up' tents and campfire (contained within fire pit) on the Rec for evening sessions on 25/26 May (not staying overnight) – Standing Orders suspended at 7.36pm. Deanna Raven ran through the details of the event which would involve 15 girls (aged 5-7) plus 3 leaders and 2 young leaders. The girls aren't allowed to camp at their age so the event is intended to give them a 'taster'. There will be one extra adult solely to look after the fire and one for the hot chocolate. All adults are DBS checked and have first aid qualifications. The children would all require parent permission to attend. Risk assessment would be undertaken. Would like permission to use toilets in the Pavilion. Event to take place 6-7pm. Standing Orders reinstated 7.40pm.  
Resolution to approve use of Recreation Ground by Cottenham Rainbows for a 'camp' on the evenings of 25<sup>th</sup> and 26<sup>th</sup> May. **RESOLVED.** Alan Raven to open Pavilion and Cllr Richards will close.
- 16L/071. Reports**
- **Clerk** – Cllr Collier suggested adding a disclaimer notice to the new gym equipment. Clerk to check notes on what WARG Field to be used for. Add to next CALF agenda.
  - **Playground safety** – Cllrs Mudd and Nicholas met with RoSPA Inspector. Notches on swing queried (noted in 2015 report) – this Inspector said work not needed. Suggestion to replace the gates to the toddler area. Issues with drainage at the skatepark and Wheelscape are due to attend.
  - **Changing Rooms** – continuing to work through snagging list. Cllr Richards and Alan Raven thanked for their work in the kitchen.
  - **User Contracts** – need to revisit the contracts in due course. Meeting with Bowls Club tomorrow.
  - **Festival 2016** – skatejam now arranged. Need to announce winner of public art competition.
  - **Youth Projects** – Cllr Collier designing advert for first aid course (taking place on 18<sup>th</sup> May). Community Centre to host yoga/mindfulness course which has been funded privately. Cllr Young left the room at 7.57pm.
- 16L/072. Colts 5 a-side tournament** – consider request to remove part of the mound (closest to Bowls Club) to allow vehicle access to third field for parking (cars won't use the new roadway) – Cllr Young returned to the meeting at 7.58pm. Suggested that cars enter the field from the village hall side. Add to next full agenda. Cllr Morris to speak with groundsman.
- 16L/073. Village Hall replacement** – consider initial plans provided by W&B – VH Working Party met with architects last night. Initial plans circulated – same internal layout for all 3 designs. Need to re-think the bar area to make it more flexible. Costs estimated at £2.5-2.7m. Time wise we could

get outline permission by mid-July. Need to look further into funding. Provisional timeline would start building in April 2017 with a 12 month build time. PWLD could fund 100% loan and the percentage rate is fixed.

- 16L/074. Queen's 90<sup>th</sup> Birthday Celebrations** – consider update on arrangements for beacon lighting ceremony – Cllr Richards outlined plans. 150 cupcakes have been ordered. Scouts/Cubs will do a bbq and assault course. Need to purchase dry power extinguisher. Cllr Richards to provide pop-up gazebo. Groundsman to bring tables. Cllr Morris to provide PA.
- 16L/075. Playhouse replacement** – consider quotes for replacement for existing equipment at Rec – Resolution to recommend purchase of 'Basic 750' playhouse. **RESOLVED.** To be ratified by full council.
- 16L/077. Neighbourhood Plan** – consider some project options arising from the Neighbourhood Plan survey – Cllr Morris ran through the latest presentation. Cllr Collier left the meeting at 8.57pm.
- 16L/078. Grant funding** – to consider potential projects for funding by grant schemes – Item deferred.
- 16L/079. Slide mound**– consider solutions and quote for surfacing to the slide mound – Only one quote received to date. Need to add further soil to the site and then look further at surfacing options.
- 16L/080. Balancing Pond** – consider update regarding possible meeting with Persimmon about adoption – Item deferred.
- 16L/081. Matters for consideration at the next meeting** – Festival update.
- 16L/082. Date of next meeting** – 17<sup>th</sup> May 2016
- 16L/083. Close of Meeting** – 9.03pm.

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

## Item 16L/089

### CLERKS REPORT – May 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)
- Broken bracket on kitchen shutters has been reported. Nick to repair.
- **Guttering between the high roof and flat roof has been damaged and requires repair.**
- **Problems with toilets flushing constantly in ladies toilets. Nick has adjusted ballcock.**
- **Alarm panel has been replaced and additional sensor placed in players tunnel. Key fobs have been allocated to those opening up/alarming the building. Users have been informed of additional sensor. (alarm wasn't working properly and there were a series of attempted/break-ins to the players tunnel).**
- **Boiler service booked for 3<sup>rd</sup> June.**

#### Recreation ground

- Repair/maintenance work due to be undertaken on picnic benches (date TBC).
- Bowls Club are holding tournament on 11<sup>th</sup> June. Cricket Club require 12 parking spaces on the same day and have informed opposition.
- Cars parked at own risk sign has been removed completely by vandals. The FA sign has also been damaged.
- **Following the RoSPA report the 'snail' in the toddler area has been cleaned and the matting under the multi-swing has been pegged down. Need 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 has been ordered. Installation to be confirmed.**
- **Following an incident whereby a toddler was injured the police have stepped up patrols on the Rec. They have advised that any incidents of antisocial behaviour is reported via 101 so they have a record.**
- **Connections Bus summer sessions confirmed as Wednesday night at 7.30pm.**

#### 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.
- Public art grant competition has been launched. The deadline for applications is 7<sup>th</sup> June.
- **Groundsman has reported possible oil spots on Green following Yesteryear event. Will monitor.**
- **Connections Bus have had a couple of sessions whereby they've been unable to park at the Rec due to Colts training. Signage going back up and have spoken to Colts about leaving spaces free. Bollards being ordered.**
- **S106 grant forms have been sent to Dissenters regarding replacement fence.**
- **Beacon event was well attended.**
- **Advertising youth first aid course on 18<sup>th</sup> May.**
- **Litter pickers have been ordered.**
- **Les King Wood – Anna Hicks has been in touch again and it appears there has been a change of heart. Car park- she has arranged for the delivery of plainings which arrived on Wednesday morning and appointed a contractor to spread and compact the material. This will hopefully be completed by the Tuesday next week. 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.

#### Correspondence

- Thanks received from Yesteryear organisers for use of the Green.

Site: Cottenham Recreation Ground

Date of Inspections: 27 April 2016

**Location**

**Skate Board Area**

Water now gone as of 27 April but ground does not drain efficiently, hence muddy. Needs attention.



NOTE: These are photos as of 22<sup>nd</sup> April during which the RoSPA Inspection was being carried out. Previously on 30<sup>th</sup> March the grassed area was very muddy, indicating the drainage was not working properly



**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 27 April 2016**

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date 27 April 2016

Tony Nicholas.....Date 27 April 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 April 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 27 April 2016**

**Next Inspection on Wednesday 25 May 2016**

## Changing Rooms

Durman Stearn have completed remedial work on the tennis court, grass access road and utility trenches.

Murfitt is slowly progressing the outstanding remedial actions on their list.

Cllr. Richards and W&B have met SCDC Planning Officer regarding permissions needed for the access pathway and extended car park.

## User Contracts

User	Contract state	In effect?	Comments
CUSSC	Finalised	Yes to March 2018	Associated services
Aerobics	Finalised	Yes to March 2016	Signed
Day Centre	Fee changes proposed	Yes to March 2016	Fee reduction in lieu of grant
Kids Only	Payment changes proposed	Yes to March 2016	SO after arrears cleared
CUFC	New contract from April 2016	Revision April 2016	Signed
Skate Club	New contract		Signed
Colts	No contract discussion		Signed
Cricket	New contract from April 2016	Revision April 2016	Signed
Bowls	No contract discussion		Draft offered
Rugby	Finalised	Yes to March 2017	Signed
Village Hall	New contract	Yes	All bookings now CPC contracts
Rec ground	New contract	Yes	
Village Green	New contract	Yes	
Broad Lane Rec	New contract	Yes	

## Festival 2016

### So far:

- Date now confirmed as Saturday 2<sup>nd</sup> July. Starting at 10.30am
- Bouncy castles have been booked
- Kids disco to take place in the early evening before band. Ladybirds may run this - TBC
- 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 booked to do first aid
- 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
- Several stalls booked already but need to push this more
- Skatejam organised

**To do:**

- Book PA system - Cllr Berenger
- Start contacting sports clubs and other village groups to see who wants to have a stall etc.
- Car parking – need to leave space for the cricketers so look at alternative arrangements
- Marshalls on the day
- Clerk to get poster designed

## **Youth Projects**

First Aid course has now been arranged for 18<sup>th</sup> May and will be held in the Pavilion (3.30/45 – 5.45pm). Max 16 delegates. Cost is £150 + travel exps. Need to provide some refreshments. Asst Clerk will unlock the building and Cllr Collier will attend. To date we have 6 attendees booked.

Babysitting – may have found someone locally to provide the course. Cllr Collier liaising with Andrea Cramp.

## **16L/090. Vandalism at Rec**

There has been a spate of vandalism over recent weeks involving damage to both the old Changing Rooms and Sports Pavilion probably by the same small group of individuals.

To date the damage has been minor and, although the Police have been informed, the problem continues and may be escalating.

It may be time to consider installing professional CCTV equipment that would allow identification of individual miscreants. Questions arise on whether the system(s) should cover only the area around the new pavilion or both the new pavilion and Village Hall/Ladybirds buildings etc. Some discussion will be needed with Ladybirds management and system recording of that area may need to be restricted to “out of hours”.

“consider developing a specification and obtaining competitive quotations for two CCTV monitoring systems covering both the new pavilion and Village Hall/Ladybirds buildings”

## **16L/095. Kids Only**

They have been approached by the local Youth Worker. She has explained that the Coffee shop are wanting to give the two leather sofas away and wondered if they would like them. Kids Only could definitely make use of them, however it was about where they would be stored each day. Their thoughts were maybe they could be kept on the stage or even at the back of the hall where the double doors are.