

## **COMMUNITY & LEISURE FACILITIES COMMITTEE**

### **AGENDA REPORTS PACK – NOVEMBER 2016**

## Item 16L/173



### Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 18<sup>th</sup> October 2016 at 7.30pm

**Present:** Cllrs Mudd (Chair), Berenger, Collier, Hodson, Morris, Nicholas and Young, Bob Lee (Colts), Alan Raven (cricket), Andy Ward (S&SC) and the Clerk

**16L/153. Chairman's Introduction and Apologies** – Apologies accepted from Cllr Richards (sick).

**16L/154. Public participation – Standing Orders to be suspended** – no public present.

**16L/155. 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 Berenger declared a pecuniary interest in item 16L/157 (developments) and will leave the room during discussions.

**16L/156. Minutes** - Resolution that the minutes of the Committee meeting held on the 20<sup>th</sup> September be signed as a correct record. **RESOLVED.**

**16L/157. Reports**

- **Clerk** – Tree works required on the Green in preparation for Christmas lights; agreed to quote for £100 + VAT from groundsman. Dog fouling has got considerably worse since the mornings/evenings have got darker. A new 'dog poo fairy' has been recruited. Clerk was thanked for sorting out issues with unexpected arrival of Thurston's Fair. Need to progress tree/hedge works on Brenda Gautrey Way; Clerk to write to residents affected. Need to look at solutions for deterring foxes from the Recreation Ground. Clerk to obtain quotes for repair of downpipe on Village Hall.
- **Balancing Pond** – we are now in the closing stages of negotiating the commuted sum for maintenance.
- **Major developments** – as per the report.
- **Youth Projects** – Cllr Collier reported that she had attended 2 meetings with other neighbouring parishes re working collaboratively on youth projects. Looking at following the Girton model of having a youth worker employed by the YMCA. Cost would cover YMCA looking after payroll/pension/personal development etc. This would be a separate venture to the Connections Bus. Currently drawing up a wish list and obtaining a quote which can then be tailored. It may be too soon for Cottenham to join in and we may require further information before Council is ready to move forward with this idea for the 2017/18 budget. Next meeting on 3<sup>rd</sup> November.  
The babysitting course was postponed due to poor take up and will be rescheduled for the new year.

**16L/158. Village Hall redevelopment** – to consider recommending to Council to take design to full planning permission – Cllrs Morris said that we had now received the pre-app report. We anticipated an issue with the height and W&B have managed to shrink the building 1m below the Primary School height (was previously 1m above). Internally the room heights have come down to 2.5m. Ian Stuchbury (CUFC) arrived at 7.50pm. NB: the pre-app advice is based solely on the drawings and location. Concerns were raised about potential increase in noise although our survey doesn't indicate a problem. To create a barrier W&B have added a closed end to the balcony to screen closest properties. We may have to consider limiting the number of large events or a sound limiter as part of the conditions. The fact that the building is in the open countryside is a big issue. We have to show the need for the nursery and function rooms in this location. Cllrs are meeting with the policy team at SCDC tomorrow and get further advice on policy DP/7. NB: even though there has been a building on site for 50 years and providing a service this doesn't count since we are demolishing and starting again.

Resolution that CALF recommends that Council proceeds to apply for planning permission for a new Village Hall on the basis of the current design. Cllr Young requested a recorded vote. Resolution proposed by Cllr Collier, seconded by Cllr Berenger. 6 votes for, 1 abstention (Cllr Young). **RESOLVED.**

- 16L/159. CALF 2017/18 budget** – to consider budget items to put forward to FLAC – Cllrs Morris, Mudd and the Clerk have met to come up with some initial ideas as per the report. The MUGA can't currently be done until we know the situation regarding additional land. Footpaths were defined as 'off road'; possibility of creating one behind Tenison Manor estate as part of the tree belt works. Medical centre – we'll know in November whether the CCG have the money to do an initial survey. Wish list of capital projects was pared down and we need to pick and choose which we will put forward up to a value of £30k.  
Resolution that CALF sets a provisional budget for 2017/18 of £30k for capital projects, £12k for youth provision and £20k for general maintenance. **RESOLVED.**
- 16L/160. Grounds maintenance Contract** – to consider reviewing the scope of the contract – Cllr Morris stated that the current grounds maintenance contract runs until the end of 2017. There are other pieces of work being taken on that either need to be included in the contract or put out to tender. Crowlands Moat maintenance contract is already out to competitive tender. Currently the Moat work is listed as a separate line in the accounts. Would like this simplified to just 2 lines: village maintenance and open space maintenance.  
Resolution that CALF sets a provisional budget for 2017/18 of £15k for village maintenance and £30k for open space maintenance. **RESOLVED.**
- 16L/161. Recreation Ground tariffs** – to review charges for use of the Recreation Ground – Cllr Morris ran through the existing figures. Ian Stuchbury stated that CUFC were unhappy with the increase in rates for use of the new building. Cllr Morris pointed out that there is a special dispensation for sports clubs which means they could reclaim the VAT and that the increase was to reflect the better facilities. Alan Raven confirmed that the cricket club were already looking into VAT reclaim. Current contracts are valid until March 2017. Sports clubs to confirm usage to the Clerk. Bob Lee left the meeting at 9.08pm.
- 16L/162. CCTV** – to consider placing a contract for installation of CCTV on the sports Pavilion – Cllr Morris summarised. Has gone out to further tender. Item deferred.
- 16L/163. Tariffs** – to consider annual review of charges for use of the Parish facilities – Clerk has received some complaints about Village Green hire charges, which have gone up significantly over the past few years and are higher than other parishes. Andy Ward mentioned loss of Hall bookings due to demolition.  
Resolution to keep hire tariffs at current levels. **RESOLVED.**
- 16L/164. Neighbourhood Plan** – to consider an endorsement of the scope for the amenities and facilities extract – Cllr Morris outlined the extracts.  
Resolution that CALF believes that the extract appears to summarise the key issues facing Cottenham and the projects identified will achieve the objectives for improved amenities and facilities. **RESOLVED.** The working party were thanked for their work to date on this project.
- 16L/165. Phone box** – Resolution to accept quote up to £500 + VAT for the refurbishment of the phone box on Denmark Road/High Street (to include toughened glass). **RESOLVED.**
- 16L/166. Rubbish bins** – Resolution to install a rubbish bin at the Pound at a cost of up to £250. **RESOLVED.**
- 16L/167. Matters for consideration at the next meeting** – youth provision and 2017/18 budget.
- 16L/168. Date of next meeting** – 15<sup>th</sup> November 2016
- 16L/169. Close of Meeting** – 9.35pm.

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

## Item 16L/174

### CLERKS REPORT – October 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. Handyman being contacted accordingly.
- Need to give kitchen keys to Bowls Club and Kids Only.
- Day Centre have reported problems with the cooker hob. No issues for other users. Electrician to inspect.
- **Ladybirds alarm test arranged for 5<sup>th</sup> December.**
- **Day Centre users have been requested not to smoke by the front entrance following complaint from other Rec users.**
- **Vermin issue in kitchen and store cupboard. Nick West dealing.**
- **Light cover in main hall has fallen down. Nick West to reinstate.**

#### Recreation ground

- 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 reported major issue with foxes.
- Groundsman is repairing worn surfacing next to entrance of toddler playground (soil needs replacing).
- **Groundsman has reported issues with vermin in the vicinity of the containers (coming from allotments). Traps have been set.**

#### 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.
- Les King Wood – Anna Hicks 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? Anna 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.
- Huge amount of hedge/tree work required to the rear of Brenda Gautrey Way. Letter to be circulated to residents stating that it will be undertaken w/c 9<sup>th</sup> January 2018.
- Have contacted All Saints re. putting dog bin back following rebuilding of wall. They have requested replacement from SCDC but are still waiting. SCDC Cllr Harford following up.
- Carol concert – Tree ordered (unfortunately nothing as big as previous year available so we've had to go with 27'), electrician lined up, sound/lighting technician booked, poster and advertising banner being designed and letters have been sent out for sponsorship. **Sponsorship money coming in. Longhorn Farmshop to provide bbq. Banner to be installed on Green shortly.**
- Tree works to be undertaken to the lower branches of all trees to enable Christmas lights to be installed.
- **Mobility gate for Moat has been ordered (won't be ready until late December). Recycle existing gate at WARG Field.**
- **Works due to be undertaken on Kingfisher Way tree belt 28-30<sup>th</sup> November. Residents notified accordingly.**
- **Contractor appointed to undertake repairs to phone box on Denmark Road/High Street.**

## **Balancing Pond**

- More of the restoration work completed
- No news yet on the financial settlement

## **Major developments**

- Gladman 1818 (225 homes + 70 care) – Inquiry next May
- Gladman 1411 (200 homes +70 care) – Planning Committee recommended rejection despite changes; likely to be considered by SCDC in December
- County Council (154 homes) – application submitted with major disruption of Rec Ground; due at our Planning Committee later this week

## 16L/175. New Village Hall income

Need more ideas on possible, preferably income-generating, uses – especially for upstairs spaces

- Monthly events upstairs?
- Exhibitions?
- Business Club?
- more

## 16L/176. New Village Hall funding

Need some ideas on fund-raising

- Sponsorship / naming of rooms?
- Print your name on a brick for £100?
- Lottery?
- Mini-bond scheme?
- More?

## 16L/177. Dog fouling

Information from Keep Britain Tidy:

### ***“We are Watching You” Dog Fouling Campaign***

#### **We’re watching you ... the background**

From the charity’s 60 years of experience, Keep Britain Tidy knows what an emotive issue dog fouling is and how much it matters to people. As it is often cited as a key area of complaint and dissatisfaction from residents, we know how much it matters to you too.

That is why we looked for an innovative way to tackle dog fouling and help make positive changes to people’s behaviour. Our research showed that some dog owners act irresponsibly when they think they aren’t being watched. So as part of our Defra-funded “Social Innovation to Prevent Littering” programme we tested this idea and trialled a way to use it to reduce dog fouling.

#### **We’re watching you ... the experiment**

We worked with 17 land manager partners, across 120 dog-fouling hot-spot sites to trial this innovative glow-in-the-dark eyes signs. We monitored dog fouling incidents both at the target sites where the signs were displayed and at displacement sites up to 100m away. Overall the experiment showed a 46% reduction in dog fouling incidents.



We trialled variations of the sign, all with the same glowing eyes and “thoughtless dog owners we’re watching you” message, but each with a slightly different angle. So whether your authority is currently focused on an

enforcement message, or would like to use positive reinforcement or peer influence to make your point, we have different signs to suit your needs. Each sign type showed a greater than 40% reduction in dog fouling incidents.

### **We're watching you ... the campaign**

Now we have done the research, we want as many partners as possible to take part in our national campaign to reduce dog fouling around England. We launched the campaign with over twenty new partners in November 2014 and will continue to roll out the campaign in March 2015.

The press and public have shown great interest as we've launched the campaign, and coverage has included national press (e.g. the telegraph), national TV (e.g. Good Morning Britain and BBC 1), national radio (e.g. Five Live), a range of regional press and wide web/social media coverage.

By taking part in our "We're watching you" campaign you can,

- be involved in a national campaign, with a much wider reach than simply your local area
- use posters that are based on research and have been rigorously tested
- benefit from the PR and publicity around this national campaign
- launch a campaign quickly and easily, that has already shown a 46% reduction in dog fouling.

### **We're watching you ... in Parish Councils and community groups**

As we launch the campaign nationally, we would like as many partners as possible to get involved, but we appreciate that Parish Councils and community groups do not have huge budgets. We've therefore developed a reduced price, smaller campaign package for you.

**The campaign package includes the campaign guidance pack, A3 glow-in the dark correx signs at £25 per sign plus vat (minimum order 10), with signs 3 and 4 available. You can also purchase A4 bin stickers at £5 each plus vat when you purchase the signs. Please note: the stickers cannot be purchased as a standalone order.**

These costs apply to our current stock of signs; supplies are limited so place your orders soon. Simply complete the booking form below and return to us, with a purchase order number or a cheque (payable to Keep Britain Tidy), via [network.enquiries@keepbritaintidy.org](mailto:network.enquiries@keepbritaintidy.org) or Keep Britain Tidy, Elizabeth House, The Pier, Wigan, WN3 4EX.

<b>Name of Parish Council or community group</b>	
<b>Contact name</b>	
<b>Contact email</b>	
<b>Contact phone number</b>	
<b>Number of sign 3 required @ £25 each (min orders apply)</b>	
<b>Number of sign 4 required @ £25 each (min orders apply)</b>	
<b>Number of bin stickers required @ £5 each</b>	
<b>Total cost (please add vat)</b>	
<b>PO number. If you you want to send a cheque, let us know and we'll email an invoice</b>	
<b>Delivery FAO name</b>	
<b>Delivery address</b>	

*\*Please note these signs are non returnable/refundable unless there is a fault on the product*

**Order now – these prices only apply to current stocks**

## 16L/178. Tesco Bags of Help

Bags of Help is Tesco's local community grant scheme where the money raised from the 5p bag levy in [Tesco](#) stores is being used to fund thousands of community projects across the UK. The projects must meet the criteria of promoting community participation in the development and use of outdoor spaces. Bags of Help is administered by [Groundwork](#) and supported in Scotland by [greenspace scotland](#).

### How does Bags of Help work?

Bags of Help is now is always open to applications from community projects.

Groundwork assesses all of the applications received to ensure they are eligible. This is followed up by Tesco shortlisting groups who decide which projects go forward to the in-store vote.

Three local community projects will be voted on in Tesco stores each month across Tesco regions throughout England, Scotland and Wales. In each region, the project that received the most votes from all stores in their region will receive a grant of up to £5,000. The second placed project receives up to £2,000 and third placed up to £1000. Every year, over 7000 projects will receive funding through this scheme.

### Key points

- Bags of Help is funded by Tesco customers through the 5p carrier bag levy
- Three projects will be shortlisted to go forward to a public vote in each of the Tesco regions every month
- Each month three projects in each region will be awarded a grant based on the number of votes received: first place receives up to £5000, second place up to £2000 and third place up to £1000.
- Grants are available to projects in England, Wales and Scotland  
Projects in Northern Ireland are not covered by this scheme\*
- Projects must deliver a physical environmental improvement and/or encourage use and long term sustainability of outdoor spaces

### Which types of projects are eligible?

Grants will be awarded to voluntary or community organisations (including registered charities/companies), schools, health bodies (eg Clinical Commissioning Groups (CCGs), NHS Hospital Trust, Foundation Trust), Parish/Town Councils and local authorities, social housing providers.

This list is not exhaustive and there will be many other types of organisations that will be funded.

Applications will not be funded where individuals have applied as groups must be fully constituted. Profit-making organisations are also ineligible for funding.

Sites solely used for religious or political purposes will not be eligible, nor will sites where a charge is made to access the project location such as a children's farm, or play area provided on private land.

Bags of Help can fund 100% of your project costs so you do not have to have any match funding. However, if you secured additional funding, there is no limit to what this amount can be and any funding awarded by Bags of Help can form part of your wider project costs.

Your project can be a stand-alone project or discrete, self-contained part of a larger scheme or part of a phased project. You will need to complete your project within twelve months of receipt of the grant.

For any projects that are making a physical improvement to an outdoor space, you will need the landowner's permission and you might also need other permissions – eg planning permission. These need to be in place before you submit your application and the landowner permission form will need to be completed and signed as part of your application



### **What types of projects will Bags of Help fund?**

Bags of Help will fund projects that deliver a physical environmental improvement or encourage the use and long term sustainability of outdoor spaces.

Projects that would typically receive funding include (but are not limited to):

- Developing nature trail in a local park or nature reserve
- Purchasing bee hives and seeding wildflower meadow on a community allotment
- Providing forest school sessions in a primary school for 12 months
- Developing a garden in a hospice, purchasing plants, benches and pergola
- Supporting artist in residence to work with the community to develop an art trail.
- Setting up a growing project for sheltered accommodation residents
- Supporting a gardening project which helps local isolated residents form a gardening club
- Supporting practical training for young people learning horticultural skills
- Funding a series of summer events in a local park
- Funding a programme of beach clean up events
- Repainting swings and play equipment in a park
- Supporting community run summer sports and leisure activities in parks.
- Helping to set up Britain in Bloom local group, purchasing plants, planters, forks, spades and compost.
- Developing a community garden or orchard
- Supporting local football club with the purchase of nets, balls and coaching sessions for under 12's

### **16L/179. Pavilion**

Currently there is no signage for or on the new pavilion to identify it and those attending are unsure which building it is. Following on from comments in the Issues Log Cllr Collinson suggested that CALF investigate possible signage options.