

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – SEPTEMBER 2016

Item 16L/137



Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 19th July 2016 at 7.30pm

Present: Cllrs Mudd (Chair), Collier, Hodson and Richards and Andy Ward (Social Club) and the Clerk

- 16L/117. Chairman's Introduction and Apologies** – apologies accepted from Cllrs Berenger (holiday), Morris (Holiday), Nicholas (personal) and Young (work), Alan Raven (personal), David Munns (new rep to be appointed).
- 16L/118. Public participation – Standing Orders to be suspended** – none present.
- 16L/119. 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.
- 16L/120. Minutes** – Resolution that the minutes of the Committee meeting held on the 21st June be signed as a correct record. **RESOLVED.**
- 16L/121. Reports**
- **Clerk** – Bob Lee arrived at 7.35pm. Work to the picnic benches has now been completed. There are problems with the zip wire and we are struggling to find a replacement part. Clerk to liaise with groundsman to get further info. The litter pick was well attended. Maintenance quotes for Tenison Manor have been forwarded to Persimmon. Following complaints it was agreed to move the defibrillator into the first aid cupboard in the kitchen and take the box down. Have advertised for a contractor to refurbish the phone box; suggested that Clerk check with Oakington PC since there's has also recently had work done. Request from Renegades for touch rugby pitch – we are in favour of the request. Clerk to check costs with groundsman. Agreement document may need to be drawn up. Request for mobility gate at the Moat – Clerk to check whether permission required from Natural England.
 - **Playground safety** – as per report in pack.
 - **Changing Rooms** – as per report in pack.
 - **User Contracts** – as per report in pack.
 - **Youth Projects** – Course to be run at the end of September and is 10 weeks duration. Already a lot of interest. Advertising will begin at the start of the new college term.
 - **Neighbourhood Plan** – as per report in pack.
 - **Village Hall redevelopment** – following a meeting with W&B last week the plans are currently being amended.
 - **Balancing Pond** – as per report in pack.
 - **Major developments** – as per report in pack.
- 16L/122. BBQ area** – to consider installing a dedicated BBQ area on the Recreation Ground – Cllr Richards suggested that pit be installed near the willow tree on the third field. If filled with sand (with hardcore underneath) it wouldn't affect mowing. Resolution to obtain quotes for installation of BBQ area (approx. 5x3m) on the third field. **RESOLVED.** Cllr Richards to meet with groundsman to discuss.
- 16L/123. Wiser community payment** – to consider suitable projects for use of the money – Possible use for item 16L/122. Item deferred.
- 16L/124. PRS consultation** – to consider response to 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”) – No response to be submitted.
- 16L/125. Post Office bench** – to consider siting of a bench outside the new Post Office. Need to investigate suitable location and costs.

- 16L/126. See-saw** – Resolution to obtain quotes for see-saw following resident request for additional equipment to playground. **RESOLVED.** NB: there is £700 left over from the purchase of the new playhouse which could be put towards this project or the Wiser money.
- 16L/127. Tenison Manor tree belt** – to consider maintenance works to the tree belt bordering Tenison Manor – Defer to September meeting. NB: work must be done by the end of February.
- 16L/128. Grants** – to consider projects whereby grants may be available – Suggested that WARG Field may be a suitable project for the Tesco Bags of Help scheme. It's currently closed until late Summer (Clerk to check details and also whether decision has previously been agreed as to what work we will do to the Field). Works would need to start in the autumn if we are planting.
- 16L/129. Carol Concert** – Resolution to hold a carol concert on 13th December 2016 on the Village Green. **RESOLVED.** Working party convened to organise the event consisting of Cllrs Berenger, Collier and Hodson.
- 16L/130. Cottenham Feast** – Resolution to permit use of the Green for the annual Feast event on 16th October. **RESOLVED.**
- 16L/131. Matters for consideration at the next meeting** – Tenison Manor tree belt
- 16L/132. Date of next meeting** – 20th September 2016
- 16L/133. Close of Meeting** – 8.30pm.

Signed _____ (Chair) Date _____

Item 16L/138

CLERKS REPORT – August 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.
- 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.**

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 or cricket squares. Work to be carried out in the autumn.
- **Pump inspection took place on Tuesday 6th September.**
- **5 new cricket pitches installed 14/15 September.**

Misc

- 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. 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.
- Cllr Morris has chased Royal Mail regarding response to our request for additional letter box.
- **Huge amount of hedge/tree work required to the rear of Brenda Gautrey Way. Clerk and groundsman have met onsite to discuss. The majority should be taken down below head height. There are numerous self-seeds which needs to be removed entirely. Suggested that trees behind the 2 garages are removed entirely to enable better resident access for maintenance. Groundsman has offered to do the work free of charge over the winter if acceptable. Would suggest that CPC write to residents in the vicinity to inform them of the works which will initially look quite drastic.**
- **Brief being drawn up for phase one of works to maintain tree belt behind Kingfisher Way/Tenison Manor.**

Playground Inspection Action Report

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspections: 26 July 2016 and
31 August 2016

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

Picnic Tables:

The nine missing bolts/bolt heads on the picnic table adjacent to the Toddlers Play Area and four adjacent to the hedge, have now been replaced.

Swing Group:

Matting beneath the swing has a section loose and requires securing to make good the surface.

Groundsman to attend this.

Aerial Runway:

Zip wire requires tensioning . Groundsman has now done this task.

Wasps Nest:

On 24th August a wasps nest was evident on the Embankment Slide steps. Clerk was informed and subsequently took action to have the wasps removed by a specialist team. Area was roped off whilst work was completed.

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date: 26 July/31 August 2016

Tony Nicholas.....Date: 26 July/31 August 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

Date of Inspection: 26 July 2016 and
31 August 2016

Person/s carrying out Inspection:

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:.....

.....

Dated: Wednesday 26 July 2016 and 31 August

Next Inspection on Wednesday 28 September 2016

Youth Projects

Numbers

There have been twelve visits by the bus during the term and we have seen 41 young people

Age	11	12	13	14	15	16	17	18	19	20+
Number Male		2	11	6	2	2	1			1
Number Female		1	5	2	3	4	1			

Session	1	2	3	4	5	6	7		8	9	10	11	12	13	14
Attendance	15	13	20	13	15	18	15	Half term	16	23	-	19	13	-	10

Activities

Craft activities available on the bus this term have included pebble painting, fantasy film art, Hama beads, letter beads, making leather key rings, badge making, shrinkies, jewellery making, making Fathers day cards and painting stained glass

Quizzes have been held on pets, St Georges day, earth day, asthma, sun awareness, cryptic clues for sweet names, hunger and BBQs, oceans, blood donation, Battle of the Somme, disabilities and At what can you do things

General

Week 1 Car park full had to use layby. Busy and loud to start with but calmed down with usual conversations. Enjoyed pebble painting craft and quiz on pets.

Week 2 Unable to use car park again. Spoke to those involved in incident last week (reported by Parish Council) and generally to all about behaviour outside the bus. One-to-one about friendship issue.

Week 3 Busy session with lots of football outside. Conversations about school, operations, drugs, smoking, football and relationships. Also one-to-one about bullying at school.

Week 4 Had to use lay-by as polling station at hall. Also fair on green so most young people only stayed briefly.

Week 5 Had to use lay-by again. Enjoyed leather craft activity. Conversations about school suspension and bullying.

Week 6 Good well behaved session with conversations about Asperger's, sexual health, exclusion and bone disease.

Week 7 Loud lively session. Enjoyed colouring, football, connect 4 and computers. Conversations about school issues, holidays, friendships and music.

Half Term

Week 8 Good use of sports field with football and chatting outside on the grass. Conversations about divorce and other shared experiences.

Week 9 Busy session in lay-by again. Very wet so lots on bus. Noisy with lots of use of equipment which meant few conversations.

Week 10 Cancelled due to staff sickness

Week 11 Good busy session. Conversations about teachers email hacked, prom, photos of prom dresses. One-to-ones about being kicked out of lessons.

Week 12 No space in car park. Steady flow of young people onto the bus. Conversations about school, family, bullying, parents and reading.

Week 13 Cancelled due to school fete and nowhere to park.

Week 14 Surprisingly quiet session as years 6s should have received flyer. Enjoyed football and popped on to bus briefly.

Summer sessions:

We made 6 visits to Cottenham during the school summer holidays 2016 and saw 40 young people

Session	1	2	3	4	5	6		
Attendance	11	14	19	18	16	21		
Age	11	12	13	14	15	16	17	22
Number Male	2	5	9	5		1	2	
Number Female		2	4	1	1	4	3	1

Activities

Craft and other activities available on the bus have included dingbats, badge making, nail art, scratch art, balloon modelling and Hama beads.

Week 1 - 17th July - Had to use lay-by as no room in car park. Very hyper on energy drinks with young people coming and going. Enjoyed crafts and quiz. One-to-one about issue with friendships.

Week 2 - 3rd August – Cones out which meant we could park! Good busy session with football outside, chill out room and chatting. Conversations about holidays, friendships, issue from last week resolved, horses, growth injections, broken bones and accidents. Potential young volunteer identified.

Week 3 - 10th August - No cones out made it difficult to park. Young people a bit manic and bit of stirring going on. However, good relationships building with youth workers with conversations about horse riding, being fostered, adoption and holidays. Also had old member pop in to catch up about university etc.

Week 4 - 17th August - It was a bit tight in the car park as the kebab van was further back. Young people on and off the bus a lot as the weather was good.

Week 5 - 24th August - Good busy session again. Tight parking on recreation ground (still no cones). Enjoyed playing karaoke. Conversations about Bear Grylls race, jobs, Willingham yth club.

Week 6 - 31st August - Busy start with lots of coming and going. Football, games consoles and listening to music popular. Conversations about horse riding competition, holidays, readiness for school, parent in hospital and being dumped.

Neighbourhood Plan

Two areas will need attention:

- We should have approx. 2 hA more space for sport (equivalent of “4th field”) – what do we do if CCC continue to block?
- We have a good play area but should have some play areas for younger children closer to Brenda Gautrey Way and Tenison Manor – what are the options?

Village Hall redevelopment

- Preparations for the Planning Application well under way
 - Delayed by additional reports required by SCDC for >1000m² building
- Some residual questions on scope of planning application:
 - Location of nursery play area(s)
 - Location of pitches on plans (3 full, 3 mini, training, MUGA etc)
 - Flood-lighting?
- Architect / WP meeting set for 28th
- Final pre-app advice meeting set for 30th
- Three phases now likely:
 1. Illuminated hard path to pavilion – within next few months
 2. Extended and upgraded car park – early 2017 following planning permission
 3. Hall demolition and re-build (subject to Council approval) – July 2017-July 2018

Balancing Pond / Tenison Manor adoption

- Awaiting discussion of maintenance sum
- Restoration work should begin soon

Major developments

- No change on Gladman or Persimmon applications
- County Council “consultation” under way with planning application likely in early October
 - CCC Asset & Investment Committee met on 16th to discuss:
 - Our request to buy or lease the 4th field
 - Our request for a Community Land Trust to buy all the Rampton Road site
 - Their plan to build 120+ homes on some of the land

16L/139. Pitch layouts

- To make room for the Village Hall, we need to reconfigure 1st field pitches
 - Junior cricket pitch effectively moved onto 2nd field main pitch
 - Mini-pitches to be shown as on 3rd field alongside a full pitch?
 - Where could a 3-court MUGA fit?

16L/140. Water heater

Consider buying and installing a fixed water-heater in the Sports Pavilion kitchen for safety and convenience of users (up to £500+VAT)

16L/141. Grounds maintenance Contract

Although the current contract does not expire yet, we should review whether there are additional items we might add either now or before contract renewal. Some examples:

- Ditch and drain work around Tenison Manor, once adopted
- Grass-cutting around village, if County agree to “delegate” this
- Regular repositioning of “speed indicating device” if we buy one
- Maintenance of the Moat (following a competitive tender exercise)
- Etc.

(include current “scope of work” appendix)

16L/142. The Moat access

We have been approached by several residents and the Sustrans ‘Walk Local’ scheme regarding better access to the Moat. Currently there is a kissing gate on both sides which means it is difficult for those with limited mobility or even pushchairs to access the Moat. By installing a mobility-friendly gate (as per Les King Wood/Recreation Ground) the Moat area would be more inclusive. Previous costs were £194 + VAT for the gate and £150 + VAT installation. Could be a possible use of the Wiser money (see 16L/146)

16L/143. Outdoor gym equipment

The Air Walker, installed as an experiment, on Tenison Manor has been in use for some months.

It is still there; it has been used with few complaints.

Is it time to add the next two as budgeted?

If so, where?

16L/144. WARG Field

Resolution in September 2014 (14L/047) to keep WARG Field as a public open space with a small playground and fruit trees. It has been suggested, but not resolved, that we hedge the boundary and sow a meadow mix both of which would provide a wildlife habitat. There are several options available:

Hedging (need 250m) – could apply for a Woodland Trust tree pack. These are free and sent out in either November (September applications) or March (late January applications). Would hear within 2 weeks whether we’ve been successful. NB: the saplings are only 20-60cm tall and would take several years to establish. Each pack contains six each of hawthorn, hazel, holly, dog rose and dog wood – this will create eight meters of easy-to-manage hedging.

Alternatively to purchase 25 hawthorn bushes (60-90cm tall) would cost £14/ 100-125 tall would cost £25. Available mid-November to March.

Hedging – 250m will cost around £600 (plus labour) if planting 3 hawthorn plants per metre (90-120 high bare root plants). For more immediate effect you can plant up to 7 per metre. This is based solely on hawthorn but we may want to consider a mix (dogwood, blackthorn and hazel would also be suitable). NB: takes around 3-7 years to grow to desired height.

The trees at the bottom end of the field need some thinning (remove self-seeds) and brambles removing – groundsman to quote. This area would lend itself to some woodland bulbs (Snakeshead Fritillary & Wood Anemone, both which like damp ground). Plus there are some well-established trees which could take the addition of a bird or bat box if we want to encourage more wildlife.

Fruit trees - £18 each (collection only) are 5-6ft tall. See www.choicesforthehome.com for more information on varieties. Available from November.

Meadow - Ideally needs to be planted March/April or Aug/Sept and will take approx. a year to establish. Suggested not to mow the entire field and leave the rest of the grass to grow as per the Old Rec – if cutting rides you would then need to collect and dispose of the cuttings (can't leave meadow cutting because unlike grass it won't come back and continue to flower). There are various different mixes available so could go for a butterfly/bee mix in one area and a perennial wild flower mix in another etc.

16L/145. 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/146. 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.

16L/149. Dog Fouling Poster campaign

Consider running a competition (as with road signs) where the children of the village design a 'pick up your poo' poster to encourage villagers to pick up after their dogs. Aim to get entries in by 1st Dec for judging by CALF and the winning 3 designs to be made into stickers that can be displayed on residents bins/Windows/ poo bins etc. Purchase 100 stickers to distribute to residents?