

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – NOVEMBER 2018

Item 18L/129 – Minutes



DRAFT Community and Leisure Facilities Committee Minutes

Meeting held in the Cottenham Village Hall, Recreation Ground on Tuesday 16th October 2018 at 7.30pm

Present: Cllrs Wilson (Chair), Dewey, Kidston, Morris, Young, Martin Carter (CUFC), Alan Raven (Cricket), Andy Ward (S&SC) and the Clerk

In attendance: 2 members of public

- 18L/115. Chairman's Introduction and Apologies** – Cllrs Dewey and Kidston were welcomed to the Committee. Apologies accepted from Cllrs Mudd (sick) and Nicholas (sick), Andrew King and Ian Stuchbury.
- 18L/116. Public participation** – Standing Orders suspended 7.31pm. Eddie Murphy apologised on behalf of the Rugby Club for poor communication regarding stopping training at the Rec. They would like to resume when the weather is drier i.e. March. They will remove the scrum machine asap and have given the key to the Clerk. Standing Orders reinstated 7.32pm.
- 18L/117. To accept Declarations of Interest and Dispensations** – None received.
- 18L/118. Minutes** – Resolution that the minutes of the Committee meeting held on the 17th July 2018 be signed as a correct record. **RESOLVED.** Paul Shadrack (CUFC) arrived at 7.34pm.
- 18L/119. Reports**
- **Clerk** – UKPN have given notice of a power outage at the Rec on 26th October; Clerk to check whether wider area involved. Karl Miles (Colts) arrived 7.36pm. Tennis Club have written with details of their requirements (4 tennis only courts – can't use MUGA). Until we've had a meaningful conversation with This Land we can't take the discussion forward. Need to have 1st field discussion too. Issues with side gate not being unlocked in the mornings – part of S&SC contract. Work has started to clear the CPC side of the treebelt on Brenda Gautrey Way. Tree surgeon will be required for some areas. Defib – Cllr Morris has looked at the electricity supply in the phone box and there are special fixings; need to look at contract for purchase of phone box. CHT are also querying supply with BT on our behalf. Mr Ward asked when the Lambs Lane bus stop would be replaced; due to be installed this month.
 - **Health & Safety reports** – Noted.
 - **Major developments** – Bellway liaison group being set up. This Land has stalled slightly but they are still keen to meet up shortly. Summary s.106 figures have been provided in the EOM reports pack (Clerk to circulate to rest of Committee).
 - **Village Hall & Nursery update** – Cllr Young queried the number of loan years (25 in this report vs 30 in EOM report). Cllr Morris confirmed that we can't afford the loan rate over 25 years and need to borrow for 30 years however we may be able to repay sooner as s.106 monies come in and the number of houses in the village increases.
 - **Youth Provision** – Noted.
 - **Cricket nets** – Need to make formal planning application. Cllr Morris to action.
 - **WWI Centenary** – Waiting for cost for bespoke tree guard (cost to come from public art budget). 2000 flyers to be distributed with abridged event timings. There But Not There figures have been distributed. Colts are kindly doing the refreshments. Need more exhibitors.
- 18L/120. Cradle swing seat** – consider replacement seat for cradle swing on Rec Ground – Deferred until after Nursery planning application decision.
- 18L/121. Curry Palace party** – consider any legal, safety or security implications of the event – Cllr Morris outlined the event. Need to consider potential problems. Marshalls required for parking/keeping access clear. Must have Public Liability Insurance for event. Marquee will be up for 2-3 days and access must be maintained to Ladybirds and Kids Club. S&SC need to know details re. glasses/drinks – Cllr Morris and Mr Ward to discuss separately. Groundsman has confirmed

there will be no material damage to the grass. Standing Orders suspended 8.13pm. Mr James (S&SC) stated that the marquee would be erected on the Sunday. He queried why the 1st field pitch hadn't been moved already. Standing Orders reinstated 8.14pm. Could get additional shockwave treatment if pitch compacted by event. Mr Carter mentioned that the 2nd pitch hadn't been marked out on Saturday and there were no corner holes for the posts. He believed that the condition of the 3rd field was poor however it was noted that it can't be rolled due to dry conditions. Clerk to check with Groundsman and get guidance on when the 1st field would be playable. Mr Miles confirmed that the Colts were happy with their arrangements.

18L/122. CALF Terms of Reference – consider amendment to membership of the Committee – Defer.

18L/123. Matters for consideration at the next meeting – Terms of Reference, Village Hall update, Carols update, pitches.

18L/124. Date of next meeting – 20th November 2018

18L/125. Close of Meeting – 8.29pm.

Signed _____ (Chair) Date _____

Item 18L/130 - Reports

Clerk

Recreation ground

- The FA sign has been damaged.
- Shockwave works have been ordered for 2x pitches on second field plus training area. Should be done November.
- No youth bus on 6th & 13th December due to events at the Primary School.
- 2x benches and picnic tables have been ordered. Benches due to arrive end of November.
- **Aquarius due to do pump inspections 8th January 2019.**

Misc admin

- Les King Wood – Tree guards still require removal. Chased County Farms 7/8/18.
- Post box on Twentypence Road has been missing since approx. March/April 2017. Now appears that box will be reinstated but a small distance from the original location (due to health & safety issues). The relevant scans/checks have taken place and Royal Mail are now waiting for the box from the manufacturer. Unable to say how long this will take.
- Working with Ladybirds re. applying for SCDC energy grant towards roof insulation. Waiting for quotes from Ladybirds before we take forward. NB: Community Energy grant scheme has been temporarily closed to allow members to review the eligibility criteria.
- New public footpath from Broad Lane to Les King Wood – County Farms confirmed 20/8 that the path is physically available to use. The legal order to formally create the bridleway has now been sealed by the county solicitor and the next stage will be for a small advertisement to be placed in the Cambridge News. A press release is now with the press team for release.
- Weed issue on The Pound – **contractor has undertaken second round of treatment.**
- Couple of bird boxes down in the Moat. Groundsman to reinstate.
- Defib equipment has arrived. Struggling with electricity supply and waiting response from CHT.
- Replanting has taken place under village sign and neighbouring resident has offered water supply until the Centenary events to get the plants established. Need to purchase metered stand pipe.
- **Replacement bus shelter on Lambs Lane has been installed.**

Health & Safety report

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 30th October 2018

Person/s carrying out Inspection:

Cllr David Mudd

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
- ⤴ 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: Cllr David Mudd

Councillors Signatures:.....

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**Dated: Tuesday 30th October 2018
Next Inspection on Wednesday 28th November 2018**

Major developments

- Bellway move on apace with their 50 homes. Looking to complete Jan 2020.
- No sign yet of Reserved Matters being agreed for Bellway or Persimmon.
- Discussions with This Land are progressing in this direction:



- NE and NW boundaries are, as yet, uncertain as is the route of a school access road.

Village Hall & Nursery update

- Village Hall design is under way
- Nursery planning permission on the way with design to follow.
- Both projects will aim for competitive tender early in 2019 and completion by end of 2019.

Youth Provision

Week beginning:

- 03 Sep – 18
- 10 Sep – 26
- 17 Sep – 27
- 24 Sep – 23
- 01 Oct – 27
- 08 Oct – 34
- 15 Oct – 30

We have seen a total of 56 individuals.

Provision of Youth Services for the 2019/20 Financial Year

The current financial year has been a busy one seeing the refurbishment of our older youth bus the launch of a new club in Willingham and a major contract for our Generation Game course and bus sessions in East Cambridgeshire and Fenland over the next 18 months.

We continue to be the largest provider of open-access youth work in the county and work closely with the county council early help hubs when working with young people with particular needs or issues.

We were successful in seeking additional funding for the refurbishment work and so have kept the ethos of low overheads without effecting the quality of the services we provide. As a result, in working out our provisional budget for the 2019/20 financial year we have been able to again keep any increases at a minimum with approximately a 1.5% increase in costs to you.

The fee for providing youth services to Cottenham from 8 April 2019 will be £253 per session. The fee is calculated on the basis that you book the same number of sessions as you did during the current financial year, and assumes that at least seven villages continue to use our services.

I would ask that you consider the needs of your young people and continue to value the work that we carry out with them. Would you then please let me know how you wish to proceed in the next financial year, by Monday 14 January 2019.

As you may be aware, the charity also offers two courses for young people: 1. Babysitting – 10 week course providing young people with the essential skills, first aid, agreements, expectations etc. 2. Generation Game – an intergenerational 10 week course for young people interested in volunteering with older people. This course usually involves linking with a local retirement home. There is a small charge for each course of about £1500 plus a fee of £15 payable by each young person (maximum of 15 per course). Do get in touch if this is something you would be interested in acquiring.

If you have any questions as a result of this letter, please do get in touch.

Yours sincerely
Alan Webb Project Manager

Cricket nets

- Planning application submitted, awaiting validation.

Curry Palace party

- Despite our concerns, the party was attended and enjoyed safely by around 500 guests.
- Facilities hired included the entire Hall and Pavilion supported by a large marquee.
- Professional security and traffic management was in place overnight and during the event.
- Over £4,000 was raised for charity.
- A similar, larger ticketed event for local charity has been suggested for August 2019.

Carols on the Green

- Posters and banner to go up shortly.
- Call for donations towards additional lights.
- Will need extra marshals on the night.

18L/131. CALF Terms of Reference

Terms of Reference Community & Leisure Facilities Committee

1 Membership

- a) Membership is 9 members of the Parish Council, including Chair and Vice Chair “ex-officio”
- b) Membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year
- d) The Committee can co-opt up to 5 ad-hoc members from the main users of the facilities (currently After-School, Pre-School, Sports & Social Club, Football and Cricket); co-opted members do not have a vote
- e) Councillors not on the Committee but wishing to attend may do so BUT do not have a vote

2 Quorum

The quorum necessary for the transaction of any business shall be 3. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish Council meeting or the next meeting of the Committee.

3 Frequency of meeting

The Committee shall normally meet monthly, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chair shall require:

- a) at least one meeting per quarter shall be called to draft the Committee’s quarterly report to the Parish Council, including advance notice of any strategic projects it is considering that may require finance and/or approval of the Parish Council
- b) at least one meeting shall be called to draft the Committee’s annual report to the Parish Council

4 Notice of meetings

a) ordinary meetings

The Parish Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the Committee meeting.

b) extra ordinary meeting

An extra ordinary meeting can be called by the Chair or two Parish Councillors in writing specifying the agenda item to be discussed. The Clerk must then call the meeting within 14 days publishing the agenda at least 5 clear days before the meeting date.

5 Minutes of meetings

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked “draft, subject to amendment”) on the website normally within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

6 Areas of responsibility

The Community & Leisure Facilities Committee has delegated authority to:

- a) develop a 4-year strategic framework, reviewed at least annually, for desirable improvements to leisure, recreation and sports facilities within the village
- b) consider and make representations to the appropriate authorities on any matter or document that may affect the Parish from a leisure, recreation or sport perspective
- c) review annually the rent and/or fees for hiring out Parish Council-owned rooms and/or grounds
- d) ensure all hirers and lessors of Parish Council-owned rooms and/or grounds have written contracts, based on templates provide by Finance, Legal and Administration Committee, in place before the relevant event
- e) discuss, review (at least annually) and manage the safe and cost-effective operation of all Parish Council owned or managed equipment, facilities and land
- f) discuss, review (at least annually) and manage provision of allotments
- g) prepare an annual bid for consideration by the Finance, Legal and Administration Committee for precept assessment process
- h) review every request for ad-hoc hiring of Parish Council-owned rooms and/or grounds, rejecting any which appear to present an unacceptable risk of disruption or damage to Council assets or reputation, even where this is covered by insurance. This review can be delegated to the Clerk for low risk events (during daylight hours and involving no more than 40 people, including at least 4 adults) for which standard contract terms apply, provide these are reported to the next Committee meeting.
- i) review every request for discounted hiring of Parish Council-owned rooms and/or grounds by a registered local charity; such discounts must not reduce the hire fee below actual costs involved in opening, operating and securing the hired facility.

7 Delegation of powers

- a) For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.
- b) Noting emergency financial delegation policy for the Clerk, the Chair of the Committee and Clerk together with one other person serving on the Committee may approve spending, up to £1,000 plus VAT in a quarter, on professional advisory services without referring to the Parish Council, provided that the Committee and Responsible Financial Officer (RFO) are notified, and a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.
- c) When authorised by a Committee vote, the Committee may approve spending, up to 25% of the budget in a quarter on a delegated maintenance line item or approved project without referring to the Parish Council, provided that the Responsible Financial Officer (RFO) is notified. In addition, any funds donated by third parties for a specific purpose within CALF's scope can be applied in addition.

8 Precedence

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

18L/132. Pitches

- We will shortly resume use of pitch F1M on the First Field
- It is important to keep using the 3rd Field as long as possible
- Suggestion:
 - F1M to be allocated to CUFC 1st or 2nd Team or CUCFC U17 for 1 match each Saturday
 - F2M continues to be used for 11v11 matches but F3M drops out of use.
 - F1M will be additionally marked up for either 9v9 or 7v7 as 3rd Field becomes unusable.
 - Discuss and agree.