

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – DECEMBER 2018

Item 18L/139 – Minutes



DRAFT Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 20th November 2018 at 7.30pm

Present: Cllrs Wilson (Chair), Dewey, Kidston, Morris, Young, Karl Miles (Colts), Alan Raven (Cricket) and the Clerk

In attendance: 3 members of the public

18L/126. Chairman's Introduction and Apologies – Apologies accepted from Cllrs Mudd (sick), Nicholas (sick), Andrew King (Groundsman) and Andy Ward (S&SC).

18L/127. Public participation – Standing Orders suspended 7.31pm. Tennis representative stated that the Club was about to take a vote on whether the existing courts should change to hard courts or to wait until know where additional recreation land is. Cllr Morris stated that the location is unknown at this time. We are looking at approximately 5 years time – s.106 won't come through until half way through the developments are built. Cllr Wilson commented that the report from the Tennis Club had been received. Standing Orders reinstated 7.35pm.

18L/128. To accept Declarations of Interest and Dispensations – None given.

18L/129. Minutes – Resolution that the minutes of the Committee meeting held on the 16th October 2018 be signed as a correct record. **RESOLVED.**

18L/130. Reports

- **Clerk** – Shockwave treatment scheduled for 29th November (2nd field + training area). Clerk and Cllr Morris are meeting with cable company on Brenda Gautrey Way on Thursday to ascertain their requirements. Query whether the 3rd pitch could be rolled; will check with Groundsman. No update regarding defibrillator. Mr Stuchbury (CUFC) arrived at 7.39pm. Chair thanked Asst Clerk and Clerk for work done in getting the bus shelter reinstated.
- **Health & Safety reports** – Noted. Clerk mentioned issue with loose wooden slide step and has asked Groundsman to instigate repair.
- **Major developments** – Met recently with This Land. We should be able to get access from Rampton Road to the Pavilion. We will loose most of the 3rd field but they are willing to give us a single contiguous space and releasing it early to bring it up to spec. Exact locations not yet decided. Will possibly gain around 1.5h extra green space but usage to be decided. May know more in a couple of weeks times. Full details are vague until This Land submit their reserved matters application.
- **Village Hall & Nursery update** – Looking to demolish late March/early April. Nursery approval; we have to wait 21 days for Secretary of State to say whether approval is an acceptable deviation from the Local Plan. Hoping to start works at the same time. Noted that there will be some damage to the 1st pitch as a result of crane and soakaway; this will have to be made good.
- **Youth Provision** – 2019 rates have been given to FLAC for budgeting purposes.
- **Cricket nets** – Planning application has been submitted and waiting validation. Grant applications on hold until we know the outcome. Tenders will need to go through Contract Finder.
- **Curry Palace party** – No damage to pitch. Potential August event requires careful consideration. Tentative date of 24th August suggested. Mr Raven to liaise to ensure no cricket matches played that weekend.
- **Carols on the Green** – Sponsorship money starting to come in.

18L/131. CALF Terms of Reference – consider requesting CPC to relax the number and nature of ad-hoc members of the Committee (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) – Cllr Morris outlined the possible changes. Standing Orders suspended 8.15pm. Tennis representative asked if we have to take other existing facilities in the village into account. Cllr Morris said we may need to specify that it is Parish Council facilities. Netball representative stated that they are short of one indoor court and queried whether it would be better to make the existing CVC sports hall bigger. Currently they can't play any regional matches locally. Tennis rep mentioned that Living Sport are keen to engage regarding the facilities in Cottenham and the new Business Direction at CVC is trying to do some fundraising. Cllr Morris mentioned that County have got a sports facility plan which we'd need to take into account. Mr Stuchbury stressed the need to undertake a proper consultation. Standing Orders reinstated 8.25pm.

Resolution to amend CALF Terms of Reference: 1a to be amended to 7 members (from 9). 1d to be amended to 'The Committee can co-opt up to 7 ad-hoc members from current and potential users of the Parish Council facilities; co-opted members do not have a vote'. **RESOLVED.** Take to Full Council.

- 18L/132. Pitches** – consider revisions to the football pitch “fair allocation” policy following recovery of First Field and Shockwave treatment of Second Field pitches – F1M will be marked out shortly. Mr Stuchbury mentioned that CUFC are looking to get back to 3 teams again. Need to look at how we juggle loss of F1M during construction. Mr Miles confirmed that the Colts growth had come from the new girls teams. Look at getting 7v7, 11v11 and mini league on F2M. Need to be aware of pitch congestion and all games to be notified to Asst Clerk in good time. Defer decision on usage of F1M.
- 18L/133. Matters for consideration at the next meeting** – 2019/20 budget; 4 year strategy (vision plan); co-option.
- 18L/134. Date of next meeting** – 18th December 2018
- 18L/135. Close of Meeting** – 8.52pm.

Signed _____ (Chair) Date _____

Item 18L/140 - Reports

Clerk

Village Hall

- **Both pumps had to be replaced due to wipes being put down the toilets.**

Recreation ground

- The FA sign has been damaged.
- 2x benches and picnic tables have been ordered. **Benches have arrived.**
- Aquarius due to do pump inspections 8th January 2019.
- **Shockwave treatment has been completed.**

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. **Now reinstated!**
- 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.
- 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. Need to purchase metered stand pipe.

Carols on the Green

- **Well attended, cold but dry - positive feedback from stall holders and approx. 250 children that visited grotto.**

Health & Safety report

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 10th December 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: Monday 10th December 2018
Next Inspection on Wednesday 9th January 2019**

Major developments

Bellway are well under way to construct 50 homes on Oakington Road by early 2020.

Persimmon's Reserved Matters decision was deferred due to concerns over:

The SCDC Planning Committee decided to defer Persimmon's Reserved Matters application S/2281/18/RM due to reservations over:

- Road layout/design and related drainage/flood risk
- Site layout/design

It will come back of course; hopefully improved.

Gladman are seeking permission to develop the Homes and Care Place separately.

Manor Oak (50-Beach Road) and Lau (23-Oakington Road) appeals not yet heard.

Village Hall & Nursery update

Village Hall design well under way
Nursery design to start soon

Intention to put both projects out to tender in mid-February.

Youth Provision - to follow

18L/141. 2019/20 budget

Provisionally (subject to CPC decision in January) FLAC has allocated £14K in next year's budget for small improvement projects.

What might they be?

18L/142. 4 year plan

Several years ago, we developed a prioritised list of projects to implement over the Council's period in office, based on suggestions in the Vision Plan and Neighbourhood Plan surveys.

Many of the those projects have been completed, are in hand or have been abandoned.

Is it time to conduct a survey of resident "wish-lists" for the coming years and, if so, what form and extent of survey is appropriate?

18L/143. Co-option

Consider contacting occasional and future users of CPC facilities who may wish to be represented on CALF. Who and how to engage?

18L/144. Replacement of Car Park hedge

Consider conserving field space and reduce maintenance costs by removing the remaining park-side hedge and replacing with close-board fencing to match that along the access road. Approx cost £4,840 +VAT.

If approved, the car park upgrade project will provide a reinforced barrier when the second row of parking spaces is provided.