

## **COMMUNITY & LEISURE FACILITIES COMMITTEE**

### **AGENDA REPORTS PACK – FEBRUARY 2019**

## Item 19L/017 – Minutes

### DRAFT Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 22<sup>nd</sup> January 2019 at 7.30pm

**Present:** Cllrs Wilson (Chair), Kidston, Morris, Mudd, Louise Cooke (Tennis), Andrew King, Karl Miles (Colts), Eddie Murphy (Rugby), Andy Ward (S&SC) and the Clerk

- 19L/001. Chairman’s Introduction and Apologies** – Newly co-opted members welcomed. Apologies accepted from Cllrs Nicholas (sick), Young (personal), Ian Stuchbury (CUFC) and Alan Raven (cricket).
- 19L/002. Public participation** – None present.
- 19L/003. To accept Declarations of Interest and Dispensations** – None given.
- 19L/004. Minutes** – Resolution that the minutes of the Committee meeting held on the 18<sup>th</sup> December 2018 be signed as a correct record. **RESOLVED.**
- 19L/005. Reports**
- **Clerk** – Report noted. Picnic bench on Moat has been damaged; Clerk to follow up repair. Drugs hangout has been removed from third field. Floral memorial noted and will respectfully be moved when appropriate.
  - **Health & Safety report** – Report noted. Bin to be replaced. Groundsman to remove wood around the roundabout and fill with soil/seed.
  - **Major developments** – Bellway - need to add item to welcome packs re. how to look after permeables/reduce flooding. Also need information from clubs. Persimmon – CPC being consulted regarding flood risk conditions and surface water drainage. County – This Land are working on a revised layout and want to reassign the lease from County this financial year.
  - **Village Hall & Nursery update** – Report noted. Working party need to meet shortly. Have completed the forms for borrowing.
  - **Youth Termly report** – Report noted.
- 19L/006. Colts Tournament** – consider arrangements for tournament in May – Can’t park on 2<sup>nd</sup> field. Pavilion can be used if Hall not available by then. First field available until construction starts. Plan A: play on 3<sup>rd</sup> field and part on 1<sup>st</sup> field. Plan B: play on 1<sup>st</sup>/2<sup>nd</sup> fields and park on 3<sup>rd</sup> field. Plan C: as per usual arrangements. Plan D: park at CVC. Continue to evolve plans as timings for Village Hall become more stable.
- 19L/007. 4 year plan** – consider refreshing the 4-year project strategy – Cllr Morris. Neighbourhood Plan items to take priority. Add cricket nets and resurfacing to tennis courts to list. Mrs Cooke to obtain quotes for surfacing.
- 19L/008. Sheltered Communal Room Review** – consider response to questionnaire from SCDC – Response required prior to the open days. Clerk to request extension accordingly and Cllr Morris will attend the events. Item deferred.
- 19L/009. User Contracts** – consider possible revisions to the “general requirements” that form the basis (with “user- specific conditions” and usage tariffs”) for use of Parish Council facilities – Cllr Morris outlined the need to review the contracts, both expiring or expired. Will need to update with the new building. Check compliance with Children Act 2004. Need to add wi-fi usage policy for public (see Community Centre policy).
- 19L/010. Youth provision** – consider running babysitting and ‘Generation Game’ courses as part of youth provision – Clerk outlined. Resolution to grant £2,400 for two pilot projects to be undertaken in the next 12 months and subject to usual grant conditions. **RESOLVED.**
- 19L/011. Matters for consideration at the next meeting** – 4 year plan.
- 19L/012. Date of next meeting** – 19<sup>th</sup> February 2019
- 19L/013. Close of Meeting** – 8.44pm.

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

## Item 19L/018 - Reports

### Clerk

#### Village Hall

- Fire extinguishers serviced 1<sup>st</sup> Feb (and Pavilion). Fire alarms being serviced 25<sup>th</sup> Feb.

#### Recreation ground

- The FA sign has been damaged.
- 2x benches and picnic tables have arrived.
- **Hedge (towards bowls club) has been removed and fencing being installed. This is 'phase 1' of the car park extension.**
- **Quotes being obtained for tennis court surfacing repairs. Coming in considerably less than the agreed resolution figure of £9k and subject to comparison the work can begin immediately to get them playable this summer. NB: noted that it is worth the courts being used over the winter to aid compaction – even if with studded footwear.**

#### Misc admin

- Les King Wood – Tree guards still require removal. Chased County Farms 7/8/18.
- 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. 4/1/19 – signage has been delayed but should be installed w/c 4<sup>th</sup> Feb. **Now officially open.**
- Defib equipment has arrived. Struggling with electricity supply and waiting response from CHT. **Cllr Wilson has reported issue opening the door and groundsman will inspect.**
- Replanting has taken place under village sign. Need to purchase metered stand pipe.
- **Broken bench on the Moat is being repaired.**
- **Quotes being obtained for paint repairs to bench at the balancing pond.**
- **Work has begun on a welcome pack for Bellway (working with SCDC). Very comprehensive list of clubs and activities gathered along with useful info; currently running to 17 pages. SCDC will print copies for the new developments however we may want to consider our own version on the website or printing for existing residents.**

## Health & Safety report

### Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 6<sup>th</sup> February 2019

Person/s carrying out Inspection:

Cllrs David Mudd & Mary Kidston

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: Cllrs David Mudd & Mary Kidston

Councillors Signatures:.....

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**Dated: 6<sup>th</sup> February 2019  
Next Inspection on 6<sup>th</sup> March 2019**

**Matters needing attention**

- Bin near to skateboard area – needs replacing as both bin and lid damaged (Groundsman has spare). REPAIRED.
- Timber steps up to the main slide – steps 3, 5 & 6 are wobbly. Additional soil to be provided under each step to make the steps solid. REPAIRED

## Major developments

- Bellway
  - progress looks like being stalled by difficulty getting carriageway access to install a pavement (and their unpermitted wish to “stop” the roadside ditch).
  - Welcome booklet seems well-received.
- Persimmon
  - Persimmon were granted Reserved Matters permission by SCDC Planning Committee on 25<sup>th</sup> January.
  - CPC has issued a Protocol letter to SCDC advising of a possible request for a Judicial Review challenging aspects of the Persimmon Reserved Matters permission
  - Possible late update ...
- County Council – This Land
  - Sale of land seems to be taking precedence over other activity
  - Proposals regarding amendment and transfer of the 3<sup>rd</sup> Field lease are currently unacceptable.
  - Possible late update ...
- Gladman
  - No news
- General
  - SCDC arranging a joint CCC-SCDC-CPC meeting (25<sup>th</sup> Feb) to review the “unadopted ditches” issue around Cottenham.

## Village Hall & Nursery update

- Borrowing powers applied for
  - Up to £2M8 over up to 30 years
- Village Hall design is well advanced as can be seen from the plans extract available at the meeting
  - Design review meetings set up for 20<sup>th</sup> and 28<sup>th</sup>.
- Nursery design is also quite well advanced
  - Design review meetings set up for 20<sup>th</sup> and 28<sup>th</sup>.
  - Discussion with CCC being set up.
  - Discussions with Ladybird pre-school ongoing.
- Car Park and other enabling works being defined to allow:
  - Continuous operation by Kids Club and Ladybirds while work progresses
  - Installation of mains gas to both new buildings and retrofitted to Ladybirds
  - Lighting of car park
- Current provisional milestone projection:

○ Outline plans available to Working Party / CALF	19 <sup>th</sup> February 2019
○ EoI invitations to be placed on ContractsFinder	22 <sup>nd</sup> February 2019
○ Main requirements issued to short-listed tenderers	25 <sup>th</sup> March 2019
○ Tenders expected	19 <sup>th</sup> April 2019
○ Borrowing approval obtained	3 <sup>rd</sup> May 2019
○ Draft contract negotiation completion	24 <sup>th</sup> May 2019
○ FLAC review (JCT key element overview)	28 <sup>th</sup> May 2019
○ Council go/no-go decision on contract(s)	4 <sup>th</sup> June 2019
○ Site handover to Contractors	24 <sup>th</sup> June 2019
○ Site handover to CPC	29 <sup>th</sup> June 2020

## Youth Report

Babysitting and Generation Game courses going ahead (expected delivery April and September). Noted that during recent discussions with the users they were unaware of the redevelopment of the Rec. Consider how we better advise younger residents of our activities.

## 19L/019. Colts Tournament

Event planned for Sunday 26<sup>th</sup> May, last bank holiday weekend in May.

Plan A: play on 3<sup>rd</sup> field and part on 1<sup>st</sup> field. Plan B: play on 1<sup>st</sup>/2<sup>nd</sup> fields and park on 3<sup>rd</sup> field. Plan C: as per usual arrangements. Plan D: park at CVC. Continue to evolve plans as timings for Village Hall become more stable.

Hall or Pavilion – use this for refreshments, selling food, hot and cold drinks and somewhere for people to get a break from the sun if it is very hot.

Toilets – would need access to some toilets male and female either in Hall or Pavilion.

Power – run tea urns on the day and fridges so would need somewhere to be able to power these. Again either the Hall or Pavilion can be used.

## 19L/020. Publicity banner

We write on behalf of Fen Edge Community Association (FECA).

FECA propose to organise a community inclusive running race, early May 2019, around the village. Any profit made will be donated to a charitable partner, chosen by FECA.

We hereby **request permission**, from Cottenham Parish Council, to display a **publicity banner** for the run, located on **Cottenham village green**.

Details as below.

- Banner size; 2400mm long x 1200m high
- Banner location; to be positioned between pair of trees, located directly opposite mini roundabout at Histon Road / High Street junction. Banner to be suspended between tree trunks. Bottom edge of banner approximately 1600mm above ground level.
- Dates; banner will be in position from 6<sup>th</sup> April 2019 to 4<sup>th</sup> May 2019.

## 19L/021. Sheltered communal room review

- SCDC is conducting a review of its 41 Community Rooms, issuing a questionnaire and meeting residents in each of the 43 sheltered schemes.
- In some less-used places, residents have asked SCDC to change the use of the Rooms to a bungalow or even a Village Hall.
- Cllr Morris attended two sessions – one in Stevens Close, the second in Franklin Gardens.
- Both venues are well-equipped with a large, dividable meeting space, comfortable chairs, separate kitchen, lobby etc for up to 50 people.
- Operational costs, including 4 hours Estate Management time, are charged back, net of any hiring income, to residents of both leased and rented homes.
- There are some common issues:
  - Fewer people now use the rooms than 25 years ago as more people are still working and/or still fit enough to drive and travel elsewhere.
  - Loss of residential wardens some years ago is still felt as they not only looked after their residents but also organised social activities.
  - The replacement 4 hours per week of Estate Officer time is not enough to maintain cohesiveness and newer residents are less likely to join in social activities.
  - The £5/hour rental charge is not enough to cover the damage and disruption that often occurs.

- Bookings are managed at SCDC but it is residents who often have to clear up.
- There is some scope to:
  - increase bookings to trusted hirers (possibly integrate bookings with the CPC system as it develops?)
  - increase hiring fees to incentivise residents to allow disruption caused by outside hirings.
  - Introduce a hiring bond to protect against repair costs etc.
- Some of these issues could be addressed by greater involvement of CPC – if we chose:
  - Help promote the use of the rooms, advising on contract forms, supervising the bookings etc.
  - Provide some or all of the increased Estate Management time, including organising events to help mitigate loneliness.
  - Holding some Council / Committee / WP meetings in the Community Rooms.
  - Taking over the management of the Rooms once we have a larger local staff, integrating their operation with the new Village Hall etc.
- Question for us – beyond responding to the survey - is how pro-active we might wish to be in supporting these community facilities, especially if SCDC support were to decrease.



## 19L/022. 4 year plan

Here is the current list of capita; items suggested so far with their current status –is anything missing or wrong?

Capital Project Ideas	In Neighbourhood Plan?	CPC approval?	S106 funding?	Status 2019Q1
Village Hall	Yes	June?	Some Probable	Detailed design
Early Years Nursery	Yes	June?	Some Probable	Detailed design
Medical / Day Centre	Yes		Some Probable	Preliminary
Ladybird refurbishment				Preliminary
All-weather upgrade for part of Rec	Yes		Some Probable	
All-weather multi-court MUGA	Yes		Some Probable	
Training area upgrade	Yes		Some Probable	
Swing for WARG field (Histon Road)				
Fitness Trail (cf Gladman?)				
Re-surface grass tennis courts		Budget		Pending installation
Minor Works (Village Sign, War Memorial, Notice Boards, Bins)		Budget		
Outdoor defibrillator		Budget		Pending installation
OS disabled access path/fence to SkatePark				
Indoor Sports Hall			Some Probable	
Swimming Pool	No			
Additional / alternative sports land	Yes		Some Probable	
Outdoor table tennis				
Pitch improvement		Budget	Some Probable	
Kickboard				
Street Snooker			Some Probable	
All-weather tennis			Some Possible	
Reconfigured Play Area	Yes	Yes	Some Probable	Detailed design
Fen Reeves car parking				
Cricket training nets		Planning	Some Probable	