

## **COMMUNITY & LEISURE FACILITIES COMMITTEE**

### **AGENDA REPORTS PACK – MARCH 2019**

## Item 19L/029 – Minutes

### DRAFT Community and Leisure facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 19<sup>th</sup> February 2019 at 7.30pm

**Present:** Cllrs Wilson (Chair), Dewey, Kidston, Morris, Young, Peter Hewitt, Andrew King, Karl Miles (Colts), Andy Ward (S&SC) and the RFO

**In attendance:** 3 members of the public

**19L/014. Chairman's introductions and Apologies** – David Munns arrived at the meeting at 7.35pm. Cllrs Mudd (Sick), Nicholas (Sick), Smith (Absent), Ian Stuchbury (CUFC), Louise Cooke (Tennis) Alan Raven (Cricket) & Clerk

**19L/015. Public participation** – 3 members of the public present – made a comment on later item 19L/019.

**19L/016. To accept Declarations of interest and Dispensations** – None given

**19L/017. Minutes** – Resolution that the minutes of the Committee meeting held on the 22<sup>nd</sup> January 2019 be signed as a correct record. **RESOLVED**

**19L/018. Reports**

- **Clerk** – Report noted. Two fire extinguishers in the sports and social club bar were not tested and we need to arrange for these to be tested. The defibrillator has yet to be installed in the phone box, the door of the phone box was jammed but has now been released. Cllr Wilson dealing with the telecom people. The work on the tennis court surface repairs has now been commissioned by the Clerk. Quotes for paint repairs to bench at the balancing pond need to be obtained.
- **Health & Safety report** – Report noted. The inspection on the 6<sup>th</sup> February was fine with no action necessary. It was agreed that Cllr Wilson will do the next Health & Safety inspection with Cllr Mudd on the 6<sup>th</sup> March.
- **Major developments** – Report noted. Bellway – still concerns over the drainage and current plans for the ditch. SCDC have arranged a meeting to review all the unadopted ditches in Cottenham on Monday 25<sup>th</sup> February (Cllr Morris attending). Welcome pack seems well received. Persimmon – 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 certain aspects of the Persimmon Reserved Matters permission.  
County Council – Sale of the 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. Gladman – no further news
- **Village Hall & Nursery update** – Report noted. Working party meeting on the 20<sup>th</sup> and 28<sup>th</sup> of February to review the design of both buildings. Cllr Morris shared a map with the committee to show the current site plans. We have applied to borrow up to £2.8M up to a 30-year period. Discussions with Ladybirds ongoing. Car park works being planned to allow continuous operation by Kids club and Ladybirds. Installation of mains gas to both the new building and Ladybirds. Current provisional timescales are: Expressions of Interest to be placed on ContractsFinder on 22<sup>nd</sup> February 2019; main requirements issued to short-listed tenderers on 25<sup>th</sup> March 2019; tenders expected on 19<sup>th</sup> April 2019; Borrowing approval obtained around the 3<sup>rd</sup> May 2019; Draft contract negotiation completion on the 24<sup>th</sup> May 2019; FLAC review on the 28<sup>th</sup> May 2019; Council go/no go decision on the 4<sup>th</sup> June 2019; site handover to contractors on the 24<sup>th</sup> June 2019 and site handover to CPC on 29<sup>th</sup> June 2019.
- **Youth report** – Report noted. Babysitting and Generation game courses are going ahead.

**19L/019. Colts Tournament** – arrangements for the tournament in May were discussed. Standing orders suspended at 8.04pm to allow the public to feedback, standing orders reinstated at 8.05pm. It was decided that the plan for the tournament is as per usual arrangements.

- 19L/020. Publicity banner** – Resolution that we give permission for the Fun Run publicity banner to be installed on the Green from the 6<sup>th</sup> April to the 4<sup>th</sup> May 2019 - **RESOLVED**
- 19L/021. Sheltered Communal Room Review** – Cllr Morris fed back information about the sheltered communal room review. SCDC are conducting a review of its 41 community rooms, issuing a questionnaire and meeting residents in each of the sheltered schemes. CPC to respond to the survey. Brief discussion on possible support from CPC perhaps supplying information on improved letting arrangements as currently out of date or building it into our booking system when we have one up and running for the new village hall.
- 19L/022. 4-year plan** – The committee considered the 4-year plan detailed in the agenda pack and were satisfied with the current plan.
- 19L/023. Matters for consideration at the next meeting** – Potential use of primary school field for football.
- 19L/024. Date of Next meeting** – Tuesday 19<sup>th</sup> March 2019
- 19L/025. Close of meeting** –8.32pm

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

## Item 19L/030 - Reports

### Clerk

#### Recreation ground

- The FA sign has been damaged.
- **New battery ordered for Pavilion defib.**
- **Batteries for emergency lighting in Pavilion ordered.**
- **Annual RoSPA playground/skatepark inspection due in April.**
- **Ladybirds still without second boiler (waiting replacement) so have temporary heating facilities.**
- **Waiting on repairs to Pavilion heating.**

#### Misc admin

- Les King Wood – Tree guards still require removal. Chased County Farms 7/8/18.
- **Defib – Community Heartbeat Trust to provide installer.**
- Replanting has taken place under village sign. Need to purchase metered stand pipe.
- Quotes being obtained for paint repairs to bench at the balancing pond.
- One bench on the Moat requires repairs to the legs.
- **Tree down in the Moat (2 branches in 2 weeks). Stump is rotten so decision made to remove the remaining 2 branches and leave the stump for wildlife. Bird box relocated to neighbouring tree. Logs left on site.**

## Health & Safety report

### Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 7<sup>th</sup> March 2019

Person/s carrying out Inspection:

Cllrs John Wilson & Frank Morris

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: 7<sup>th</sup> March 2019**  
**Next Inspection on 4<sup>th</sup> April 2019**

**Matters needing attention**

- Timber steps up to the main slide – steps 6 & 7 from the bottom are slightly wobbly. Additional soil or cement to be placed under each step to make the steps solid.
- Roundabout: wooden edging on field side rotten, needs replacing and soil building up level
- Himalayan Uniplay: walkway at rear, 3 bolts are loose, strapping is losing its plastic covering exposing the chain. Needs replacing
- Trim Trail: section with yellow bars (4<sup>th</sup> from the skate park end), end post is loose, needs driving in further

## Major developments

- Bellway is struggling to get highways access to undertake the carriageway reprofiling to make space for the pavement etc.
- Persimmon are making progress following their RM permission as evidenced by on-road surveying – presumably for relocation of underground cables etc.
- Gladman seem to be struggling to get a Reserved Matters application submitted before their 9<sup>th</sup> August deadline.
- County Council is hiding something – what’s new?

## Village Hall & Nursery update

- Application for borrowing approval, including repayment plan, cleared by NALC; now with MHCLG
- Ongoing research into additional revenue streams and recent experience elsewhere.
- Research into “fit-out” grants (for kitchens etc) and sponsorship started.
- Design specs being finalised ready for issue to 6 tenderers on 25<sup>th</sup> March.
- Detail of Kids Play Area temporary relocation to pavilion-side being developed.
- Proposal to deploy a single mobile class-room alongside the pavilion for continuity of operations during construction.
- Discussions with Greene King regarding bar fit-out etc ongoing.
- 16 long-listed contractors, mostly from ContractsFinder responses, due to reply to PQQs by 19<sup>th</sup> March; with 6 to be invited to tender
- “Reference” visits to be arranged where short-listed contractors are not known to us.
- Tender closure will be noon on 26<sup>th</sup> April, with sealed bids opened by Clerk plus a Councillor etc later that day so Tender Report can be produced and follow-up due diligence arranged.
- Proposed form of JCT contract to be reviewed by FLAC on 26<sup>th</sup> March.
- Update to Annual Parish Meeting on 2<sup>nd</sup> May and Annual Meeting on 7<sup>th</sup> May.
- Formal proposal to CPC probably on 4<sup>th</sup> June.

## Cricket nets

- Planning permission - with a pre-commencement “tree works schedule” condition - imminent.

## Youth Report

Attendance figures for the youth bus up to half-term.

Week commencing

7 Jan – 22

14 Jan – 24

21 Jan – 25

28 Jan – 28

4 Feb – 34

11 Feb – 26

## **19L/032. Recreation Ground Fencing**

Since the removal of the hedge and installation of a fence along the car park at the Rec Ground it has been more difficult for CUFC to retrieve any balls that go over into neighbouring gardens. The proposal is to install netting similar to that used for the cricket pitch to protect the pavilion.

Option 1: To supply and install 30m long, 6m high 48mm sports netting to rear of car park to protect against balls going into private property. Onto 80mm (OD) posts concreted into ground. Supplied with pulleys on posts for ease of use.

All for the sum of £3452.00 exc. VAT

Option 2: To supply and install 50m long, 6m high 48mm sports netting to rear of car park to protect against balls going into private property. Onto 80mm (OD) posts concreted into ground. Supplied with pulleys on posts for ease of use.

All for the sum of £5200.00 exc. VAT

NB: Any installation would be subject to planning at an approximate cost of £250. Applications take around 8 weeks to process.

## **19L/033. Recreation Ground Signage**

Resident has requested that we consider banning smoking on all areas of the Recreation Ground. Other local Parish Councils have already banned smoking from their sites either fully or partially (i.e. play area). Histon Rec Ground has been designated a no smoking site following an independent fire risk assessment. There are now signs on the site; they do acknowledge that this will be difficult to police but can at least they can refer 'offenders' to the signs. Longstanton and Fen Ditton have no smoking signs on their Recs. NB: we don't have a big issue with cigarette butts on the grass; only areas are around the pavilion and very occasionally the Social Club/car park. We do have an issue with fires being lit outside the pavilion and on the picnic tables.