

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – APRIL 2019

Item 19L/040 – Minutes

DRAFT Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall, Recreation Ground, Cottenham on Tuesday 19th March 2019 at 7.30pm

Present: Cllrs Wilson (Chair), Dewey, Morris, Louise Cooke (Tennis), Eddie Murphy (Rugby), Alan Raven (Cricket) Andy Ward (S&SC) and the Clerk

19L/026. Chairman's Introduction and Apologies – Apologies accepted from Cllrs Kidston (holiday), Nicholas (sick), Young (personal) and Andrew King.

19L/027. Public participation – None present.

19L/028. To accept Declarations of Interest and Dispensations – None given. Karl Miles (Colts) arrived 7.32pm.

19L/029. Minutes – Minor amend made. Resolution that the minutes of the Committee meeting held on the 19th February 2019 be signed as a correct record. **RESOLVED.** Mr Murphy left the meeting 7.34pm.

19L/030. Reports

- **Clerk report** – report noted. Issues at recent Colts match with car parking and players warming up on first pitch. Need to look at pre-approved traffic management plan for events with more than 30 cars in future (in line with Village Hall planning application). Defib battery has been installed. Signage in Pound still to be made/installed. Need quotes for the Pound pillar/wall repairs.
- **Health & Safety reports** – Report noted. Mr Ward reported that there may be a problem with the swings; Clerk to ask Groundsman to check. Ian Stuchbury (CUFC) arrived 7.48pm.
- **Major developments** – Report noted. Bellway – Cllr Morris attending meeting tomorrow regarding pavement installation. There has been a suggestion that the site/houses are higher than expected. Persimmon – have agreed to pay for the carriageway improvements regardless of contributions from Gladman. County – were rushing to sell lease to This Land by 31st March but we've had no further correspondence.
- **Village Hall & Nursery update** – Report noted. Loan permission: need to answer some further questions but looking promising. Mobile classrooms: a single temporary building near the Pavilion (with the use of the kitchen/toilet facilities) would save several tens of thousands of pounds.
- **Cricket nets** – Planning application approved subject to condition of a tree works schedule. Will need to requote for the works.
- **Youth report** – Report noted.

19L/031. CPS field – consider potential use of Primary School playing field for football (Colts) – Item deferred.

19L/032. Recreation Ground fencing – consider installation of 6m high net fencing adjacent to Rec Ground car park to prevent footballs going into neighbouring gardens – Hedge was previously used as access by CUFC to regain footballs from adjacent gardens. Quote has been obtained for proposed net fencing to prevent balls going over the new fence. Nets would be on a pully system so not in situ constantly. Considered that the costs were high and the cost value couldn't be demonstrated. Cllr Morris stated that the pitch will be moved further back which may reduce the number of balls going over the fence in future. Suggestion to speak to the landowner to seek his comments regarding installation of a gate (with coded lock) into the fence to access his garden to retrieve balls. Item deferred.

19L/033. Recreation Ground signage – consider signage for designated no smoking areas on the Recreation Ground (resident request) – Clerk outlined resident suggestion. Although there is no major issue with cigarette ends on the Rec a policy of no smoking has been adopted by other local parishes, particularly in play areas. Mr Miles said there was also an issue with adults smoking during the Colts games in close proximity to the children. Would like to see no smoking

signage added to the respect lines. Resolution to designate smoking area in front of the Sports & Social Club and to install 'please don't smoke in this area' signage in the play area. **RESOLVED.**

19L/034. Matters for consideration at the next meeting – CPS field, fencing for football, Tennis Club event (18/19 May).

19L/035. Date of next meeting – 16th April 2019

19L/036. Close of Meeting – 8.38pm

Item 19L/041 - Reports

Clerk

Recreation ground

- The FA sign has been damaged.
- Cricket net planning application approved with conditions. Waiting formal decision notice.
- Batteries for emergency lighting in Pavilion have been replaced (couple of faulty fittings to be replaced).
- Annual RoSPA playground/skatepark inspection due in April.
- Ladybirds still without second boiler (waiting replacement) so have temporary heating facilities.
- Pavilion heating service scheduled for after Easter.
- Leaky shower head in Pavilion (Away2) – plumber being arranged.
- Several lights along the Pavilion pathway don't work; electrician contacted.
- **Tennis courts have been sprayed for weeds again. Groundsman has list of required maintenance works required to get courts playable for May.**
- **Groundsman to action repairs on the playground as per H&S report.**
- **No smoking signs to be erected in play area. Designated smoking area outside the Sports & Social Club.**
- **County Council Cycling Projects Team are undertaking an audit of publicly accessible bike parking spaces within the Greater Cambridge boundary. As such they wanted to know the number of public body-owned spaces. Details given accordingly.**
- **Issues with teenagers racing moped up/down carpark with no helmet and older group smoking drugs reported to the police. Clerk moved both parties on by closing gate to bowls club.**

Village Hall

- **All power went off overnight 9/4/19. Emergency electrician called. Issue with box on driveway. UKPN to repair 11/4/19. Building had to close as a result and Colts training cancelled.**
- **Outside toilets have been vandalised again and are unusable.**

Misc admin

- Les King Wood – Tree guards still require removal. Chased County Farms 7/8/18.
- Defib – Community Heartbeat Trust are to provide installer. **Chased 5/4/19.**
- Need to purchase metered stand pipe for village sign.
- Quotes being obtained for paint repairs to bench at the balancing pond.
- Short-term parking signs to be made and erected in The Pound.
- On advice of the police, the College has been contacted regarding pupils lighting fires at the Rec. Waiting response.
- **Fen Edge Festival booking form and risk assessment completed and returned.**

Health & Safety report

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 4th April 2019

Person/s carrying out Inspection:

Cllr John Wilson

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 John Wilson

Councillors Signatures:

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**Dated: 4th April 2019
Next Inspection on 2nd May 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 (4th 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 for relocation of underground cables etc.
- Gladman seem to be struggling to get a Reserved Matters application submitted before their 9th August deadline.
- County Council – still no news re. the lease which was supposed to be transferred by 31st March. CC Tim Wotherspoon following up.

Village Hall & Nursery update

- Application for borrowing approval, including repayment plan, cleared by NALC and approved by 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 25th 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.
- 6 contractors invited to tender. One has since dropped out but W&B have suggested a replacement to bring us up to the full quota.
- “Reference” visits have been undertaken where short-listed contractors are not known to us.
- Tender closure extended to noon on 10th May, 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 has been reviewed by FLAC.
- Update to Annual Parish Meeting on 2nd May and Annual Meeting on 7th May.
- Formal proposal to CPC probably on 4th June.

19L/043. Tennis for Free 19th May

Request from Cottenham Tennis Club to hold free event at the grass courts on 19 May. It will be from 10am to 1pm. It will be advertised on the LTA website. There will be coaching for kids age 4-15, 3 sessions, no charge, and hopefully attending adults will play on the other court.

Questions:

- a) How can we ensure the courts are booked for CTC use on this day?
- b) Could the football goals please not be stored against the courts that weekend?
- c) Could the pile of topsoil next to the courts be removed?
- d) Can we put up an event shelter and if so where?
- e) Can we sell soft drinks & refreshments?
- f) Could we have a BBQ?
- g) Can we have banners advertising the day, 1 on the village green and 1 either at the courts or on the school railings at the end of the lane leading to the Rec off Lambs Lane? These would be up from 5 May - 19 May.
- h) Are there any other events planned at the Rec or Pavilion that day?
- i) Locals will be asked to walk to ease parking.
- j) We could take bookings on the Clubspark booking system so we know how many will be attending but don't want to discourage people from just turning up on the day.
- k) At least 3 club members will be on site.
- l) What toilet facilities can be arranged and at what cost?
- m) If the weather makes the grass courts un-playable we will try and host at the Sports Centre. If it is really raining hard it would be cancelled altogether.
- n) Is there anything you would need from CTC or from Over & In, who are offering the coaching session?

19L/044. Cambridge Open Studios banner

Request for permission to put up a COS banner on the Green during the month of July. As before, the banner measures 90cm x 170cm.