

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – MAY 2019

Item 19L/052 – Minutes

DRAFT Community and Leisure Facilities Committee Minutes

Meeting held in Cottenham Village Hall on Tuesday 16th April 2019 at 7.30pm

Present: Cllrs Young (Chair), Dewey, Kidston, Peter Hewitt, Alan Raven (Cricket), Andy Ward (S&SC), and the Clerk

19L/037. Chairman's Introduction and Apologies – Apologies accepted from Cllrs Morris (holiday), Nicholas (sick), Wilson (holiday), Louise Cooke (Tennis), Andrew King and Eddie Murphy (Rugby).

19L/038. Public participation – Standing Orders to be suspended – None present.

19L/039. To accept Declarations of Interest and Dispensations – None given. Cilla Reid (Tennis) arrived 7.32pm.

19L/040. Minutes – Resolution that the minutes of the Committee meeting held on the 19th March 2019 be signed as a correct record. **RESOLVED.** Karl Miles (Colts) arrived 7.33pm.

19L/041. Reports

- **Clerk report** – Pound Parking: clarification sought over the wording. Agreed Mon-Sat. Broad Lane Old Rec: dog poo signs to be replaced. Mr Miles mentioned a change to local by-laws; Clerk to follow up. Have chased New Life on the Old West project (was expecting information end of March). Litter at Cow Lane/Broad Lane bridleway junction has been reported to SCDC Envirocrime. Histon Road cycle studs work will be done June/June; 130 new studs to be added rather than just replacing broken ones. Welcome pack is going well but final document completion pushed back to end of April due to holidays at SCDC. Defib installation has been chased again. Have had several discussions with the police and they have been undertaking foot patrols of the Rec (including drug searches), Moat and Broad Lane area. Noted that ground already dry on both tennis courts and cricket square; groundsman already having to water.
- **Health & Safety reports** – Report noted. Groundsman to complete repairs. RoSPA inspection due this month.
- **Major developments** – County – sold its Rampton Road development site to This Land on Friday 12th April 2019. The area of land included in the sale excluded the area of land currently leased to the Parish Council. However This Land has an option to acquire the land at a later date. Clerk to query whether there are any conditions relating to the option on the lease. Bellway – have chased re. queries on forthcoming pavement works. No details yet as to when works will commence.
- **Village Hall & Nursery update** – Report noted. Clerk meeting tendering contractors onsite. One tendering contractor has pulled out so W&B to appoint additional company. Tender deadline pushed back to 10th May accordingly.
- **Youth report** – termly report received. Clerk has spoken to Alan Webb regarding drug issues at the Rec and they will do a session with the Bus users accordingly.

19L/042. CPS field – consider potential use of Primary School playing field for football (Colts) – Mr Miles now has the gate measurements and agreement in principle however final details to be agreed. Defer.

19L/043. Tennis for Free 19th May – consider permission for use of Rec Ground courts for 'Tennis for Free' event to be held by Cottenham Tennis Club (in conjunction with the LTA) and associated arrangements – Mrs Reid outlined the event, which is an LTA initiative. Agreed that it was a good way to get more interest in the sport and getting more use from our courts. Resolution to permit Tennis for Free event on 19th May, giving free use of the Pavilion (kitchen/toilets/club room) and allow an advertising banner on the Village Green and courts. **RESOLVED.**

19L/044. Cambridge Open Studios banner – Resolution to permit installation of banner on the Green during July on behalf of Cambridge Open Studios. **RESOLVED.**

19L/045. Matters for consideration at the next meeting – CPS Field

19L/046. Date of next meeting – 21st May 2019

19L/047. Close of Meeting – 8.13pm.

Item 19L/053 - Reports

Clerk

Recreation ground

- The FA sign has been damaged.
- Ladybirds liaising directly with Barton Oil to arrange installation of new boiler over May half term.
- Leaky shower head in Pavilion (Away2) – **plumber has checked and in process of repairing.**
- 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. Having to water courts already. Fencing has been damaged by cricket sight screens.
- Groundsman to action repairs on the playground as per H&S report.
- Chain on one of the swings (4 bay) has broken.
- **Problem with ladies toilet in Pavilion has been fixed.**
- **Adult goal posts have been moved to rear of Pavilion.**

Village Hall

- Outside toilets have been vandalised again and are unusable.
- 2 sets of electric sockets in the Hall aren't working.

Misc admin

- Les King Wood – Tree guards still require removal. Chased County Farms 7/8/18.
- Defib – Installation due 20th May.
- Need to purchase metered stand pipe for village sign. Groundsman has cleared flower bed ready for replanting but unable to do so until we have a water source.
- Quotes being obtained for paint repairs to bench at the balancing pond.
- Short-term parking signs to be made and erected in The Pound in accordance with British Parking Association guidelines.
- New Life on the Old West project – detailed plans received.
- **The gate on the entrance to the balance pond has some bits of wire protruding at the bottom of it; groundsman to repair.**

Health & Safety report

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 14th May 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: Tuesday 14th May 2019
Next Inspection in June 2019**

Matters still needing attention

- Timber steps up to the main slide – step 6 from the bottom is still wobbly. Work is required to make the steps solid.
- Roundabout: wooden edging on field side rotten, still needs replacing and soil building up level
- Himalayan Uniplay: walkway at rear, strapping is losing its plastic covering exposing the chain. We need to discuss with the manufacturers possible replacement of the chains with plastic covering
- Large hole in soil near gateway between main Play Area and small children’s play area has appeared and needs filling (trip hazard)
- One swing on the 2-bay/4-swing unit is missing: do we know where it is?
- Other points from the RoSPA report should be addressed but few appear to represent a significant risk
- I was accompanied on the Skate Park inspection by 3 young adult users who, (other than reporting flooding in winter at the far end where the grill is), agreed with my conclusion that the Skate Park was in good repair generally.
- Grass had been recently cut but NOT in the small children’s play area

Major developments

Bellway is well on the way to completing their site early in 2020.

- There will be roadworks disruption for several weeks from mid-May, well into the summer as they sort out the pavement etc.

Persimmon is preparing to start work on their site in June.

- There will be further disruption of Oakington Road, especially towards the end of 2019 and early 2020 when the Oakington Road / Rampton Road roundabout will be re-engineered and speed-calming measures introduced.

This-Land have bought their development land from the County Council.

- This excludes any of our 3rd Field and puts pressure on where the developer can fit their 154 houses between Les King Wood and what will become our land.
- Clerk and Cllr Morris had a constructive meeting with their team last week and have provided info on our pitch layouts etc.
- We expect to set up a meeting with our “major developments” team within a few weeks; then it will be on to a pre-application and full Reserved Matters application.

Gladman are rumoured to be submitting a pre-application report request. Their outline planning application expires on 9th August unless they submit a RM application before then.

Village Hall & Nursery update

We received six bids for both the Village Hall and Nursery. Unfortunately none of these are within our budget. We have arranged a first “value engineering” meeting with the lowest cost bidder on Thursday 23rd May with the following starting points:

- 1) Parts of the Nursery design and specification are determined by “must have” features in the County Council specification; other parts may be over-specified.
- 2) Our building safety and security features may have been interpreted too generously, both in the specification and the response.
- 3) There is scope to review VH kitchen and bar provision.
- 4) There should be scope to reduce VH toilet provision and specification.
- 5) There are almost always lower-cost alternate solutions and /or suppliers of similar functionality that are overlooked in a short procurement exercise.
- 6) The visual appearance has some flexibility, especially within the scope of the planning permissions.
- 7) Finishes for the car park etc will be revisited.
- 8) Energy strategy c.f. gas especially will be revisited.
- 9) Our spatial envelope for the buildings is constrained; a larger footprint might allow a single-storey solution but might bring planning objections (Sport England, Fields in Trust and/or SCDC – Local Green Space) and a delay of up to 6 months for the planning process to be exercised.
- 10) Your idea here.

If we have a viable approach, a financing plan will be presented to FLAC on 28th May

The aim is to get at least in principle approval at the Council Meeting on 4th June, although this may now slip.

Tennis Courts update

The courts have now been scarified, sprayed, dressed, fertilised and cut. Whilst they are now much better than they were they still aren't suitable for a proper match or coaching due to lack or irregular bounce.

Tennis for Free event on 19th May being held at the Rec (subject to weather). Verbal update at the meeting.

Youth update

The last term session will be on Thurs 11 July.

Thurs 18 July – no session as primary school have their fete and they can't get the bus near the area let alone down the driveway.

Summer sessions start Wed 24 July 7-9pm with last session on Wed 28 August

Autumn term will then start on Thurs 5 September.

NB: There is the option of running an earlier session if we are interested (either 1-3pm or 4-6pm) for something different. In which case it could be on a Thursday still.

19L/055. RoSPA report review

Click on this link or copy and paste the link into your internet browser. NB: choose the 2019 document

<http://playbase.ospaplaysafety.co.uk/Inspections/index.php?ID=D73860F7-E576-0E4B-9358-73CB0044F7C8>