

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – September 2019

Item 19L/076. – Minutes

DRAFT Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 16th July 2019 at 7.30pm

Present: Cllrs Morris (Chair), Dewey, Kidston, Noel Hughes (tennis), Andrew King, Karl Miles (Colts), Ian Stuchbury (CUFC), Andy Ward (S&SC) and the Clerk

In attendance: Liz Dall’aglio (Cojags) and Chris Richards (Cottenham Cup)

19L/060. Chairman’s Introduction and Apologies – Cllrs Dahlqvist (holiday), Wilson (holiday) and Young (personal), Louise Cooke (tennis), Eddie Murphy (rugby) and Alan Raven (cricket).

19L/061. Public participation – no comments.

19L/062. To accept Declarations of Interest and Dispensations – None received.

19L/063. Minutes – to resolve that the minutes of the Committee meeting held on the 21st May 2019 be signed as a correct record. Item deferred.

19L/064. Reports

- **Clerk report** – Issues with sports clubs booking events without checking what other events are on; this has caused several large clashes. Mr Stuchbury reported that there will be no CUFC home games in September on Saturdays, only mid-week (formal fixture list still to be released by the FA). NB: need to update Sport England data regarding teams; Cllr Morris to send email.
- **Health & Safety reports** – Clerk to chase quote from Fenland Leisure.
- **Major developments** – Report noted. Persimmon – concerns received from Almshouse Trustees regarding location of the bus shelter. Redrow – meeting in the next few days to go through their plans. Neighbourhood Plan will move forward without This Land meeting. Discussions regarding future Rec Ground proposals; nothing is possible at the moment until we know the layout of the This Land site.
- **Village Hall & Nursery update** – Report noted. Hoping to bring revised proposition forward in September.
- **Youth report** – Report noted.

19L/065. CPS field – consider quotes for 2x gates at Rec Ground/Primary School playing field for football (Colts) – Mr Miles has now received quotes for the gates. In principle the Colts will contribute half the money. Resolution that CPC approves installation of the gates and will contribute up to 50% of the money. **RESOLVED.**

19L/066. 11v11 goals – consider disposal of old 11v11 goals – there are 3 sets of goals in the containers which need disposing of plus a training goal in the tunnel which also needs removing. Resolution that CUFC and Colts can dispose of the goals. **RESOLVED.** Groundsman to remove the sockets.

19L/067. SCDC Fly-tipping event – consider request from SCDC to assist with a fly-tipping event – Issues raised regarding legality. Unable to assist with the event.

19L/068. Chat bench – consider possible location for a ‘chat bench/es’ (resident request) – Clerk ran through the background to the idea which is to help combat loneliness. Support the idea in principle. Resolution to trial a ‘chat bench’ on the Village Green for a period of 6 months. **RESOLVED.**

19L/069. The Pound – consider process for breaches of parking regulations in The Pound – Clerk is getting ownership details of abandoned vehicle from DVLA. Ran through Gov.uk information on how to deal with the situation – we have a duty to remove vehicles in the ‘open air’, must give 15 days notice prior to removal and have a right to dispose of the vehicle. Clerk to draft letter. Item to go on Full Council agenda.

19L/070. Matters for consideration at the next meeting

19L/071. Date of next meeting – 17th September 2019

19L/072. Close of Meeting – 8.35pm.

Signed _____ (Chair) Date _____

Item 19L/077 - Reports

Clerk

Recreation ground

- Several lights along the Pavilion pathway don't work; electrician contacted. Clerk to mark up.
- Tennis courts fencing has been damaged by cricket sight screens. Waiting quote for repair.
- Damage sustained to slide steps and drainage crates at skatepark. Fenland Leisure has been contacted to survey and quote for repairs. Quote received.
- Roof repairs to Ladybirds authorised and **work completed**.
- One of the floodlight poles fell during the high winds. Electricity supply has been made safe but this only leaves 3 lights working. **Electrician contacted re. how to get remaining 2 lights operational. Due to visit w/c 9/9/19.**
- **Cricket club to put the covers and screens away weekend of 14th Sept.**
- **Cricket and tennis courts have had end of season works done.**
- **Wheel on one of the mobile goals has been damaged by persons unknown. All teams reminded that goals are to be replaced behind/next to the pavilion after use so they are within the scope of our CCTV.**

Village Hall

- All sports clubs have been contacted to check/remove old equipment from the tunnel and changing rooms before the end of July. Chased 20/8 and CUFC have now checked their items.
- Nick West to check whether possible to use old changing room toilets for spares/replacement for broken outside toilet.

Pavilion

- Tap in kitchen broken; plumber contacted to repair.
- **Patio area has been pressure washed.**

Misc admin

- Need to purchase metered standpipe for village sign. Groundsman has cleared flower bed ready for replanting but unable to do so until we have a water source. **Anglian Water have confirmed cost of standpipe to be approx. £69pw. Groundsman expecting follow up call regarding alternatives.**
- Quotes being obtained for paint repairs to bench at the balancing pond.
- Eco Control (knotweed treatment) next due October.
- Operation London Bridge – Need to decide location(s) for condolence books. Need to purchase photo frame, black tablecloth and ribbon.
- Fly tipping in BGW ditch reported to SCDC.
- Chat bench sign is in situ on the Green. Was removed after just 2 days by person(s) unknown. Replacement organised. **Trial extended to bench at top of Broad Land.**
- Some tree damage sustained during high winds – branches down on Green and small tree down on Bullfinch Way. Need to go through tree inspection reports to check what works are due.
- **Pound wall repair expected by end of September.**
- **Bus shelters have been cleaned.**
- **Carols on the Green – struggling to obtain large tree; Asst Clerk following up leads. Two stalls already booked.**
- **Autumn planting at war memorial and village sign will be undertaken early October.**

Health & Safety report

Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 3rd September 2019

Person/s carrying out Inspection:

Cllr 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 – **grass area beyond concrete surface showing wear again and drainage basket visible**
- ⤴ Ramps and surface area checked for safe use by skateboarding users

Equipment Main Area

- ⤴ Carousel – Inclusive - **wooden edging to play surface still missing**
- ⤴ Rotator – Bowl (New)
- ⤴ Aerial Runway
- ⤴ Rotator – Pole (New)
- ⤴ Slide – Embankment - **missing step and insect penetration in subsoil of some steps**
- ⤴ Space Net
- ⤴ Himalayan Uniplay – **plastic covers wearing as previously reported**
- ⤴ Swing Group
- ⤴ Seats and Picnic Tables - **'migrating' – need fixing down**
- ⤴ Swings (4 swing Unit)
- ⤴ Single Swing Inclusive
- ⤴ Trim Trail - **rotating wooden element needs freeing (doesn't rotate)**
- ⤴ Waste Bins
- ⤴ General Condition of Area – a number of pits dug in sand around equipment – could do with filling and plastic webbing to reduce further erosion

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 – deep sandy pit near one gate
- ⤴ 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 Mary Kidston

Councillors Signatures:

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**Dated: 3 September 2019
Next Inspection October 2019**

Major Building Developments

The unplanned developments continue to need attention, whether ensuring the surface water management is sensible and enduring, checking that the designs are not all bland and out of keeping with the rest of Cottenham, or insisting that as many of the internal roads as possible will be adopted by the County Council. In these, Persimmon and Redrow seem more co-operative so far; but Oakington and Rampton Roads are taking a beating with traffic disruption set to continue for some time. This-Land, the County's developer, is unwilling to come up with a development solution that will add to our sports provision and not annoy their Rampton Road neighbours.

Overall:

- Bellway – all 50 permissions in place; most houses built; pavement and access “bridge” to be completed. Participant in Liaison meetings.
- Persimmon – all 121 permissions in place. Initial site preparation works started; roundabout work imminent. Participant in Liaison meetings.
- Redrow – RM application for 200 homes is with SCDC; CPC expressed some access and layout concerns.
- Gladman – (57-place care home) RM application with SCDC; CPC expressed some serious concerns about mass and scale.
- This-Land – recent meeting highlighted issues with planned road through sports provision, double-stacked housing behind Rampton Road and housing at edge of Rampthill Farm; 154 houses are laid out on less ground than appeal-permitted and a road bisects the site. Draft plans are with our major projects group then likely to be presented BEFORE CPC meeting on 1st October prior to submitting pre-application.

Village Hall/Nursery update

The value engineering exercise has been completed and a revised price expected.

Initial discussions with Cambridgeshire County Council regarding their commitment to pass over the s106 contributions towards early years provision are stalled pending resolution of two main issues:

- They regard the s106 cash as “their” money and want more control, including a lease on the premises which could jeopardise the revenue stream.
- They are questioning the process under which we appoint a nursery operator, arguing that it may need to go to competitive tender, against the advice of the previous Education advisor who preferred Ladybird Pre-School to “step-up”.

IF Value Engineering etc. works out, our “go/no-go” decision could be made at an EOM towards the end of September.

Youth update

Numbers: There have been 10 youth club sessions run this term and we have seen 63 young people

Age	11	12	13	14	15	16	17	18
Number Male		1	2	6	13	9	3	1
Number Female		2	2	4	8	7	4	1

Session	1	2	3	4	5		6	7	8	9	10	11
Attendance	25	43	30	28	Canc	Half term	28	22	29	31	23	15

Reports

Week 1 – 25th April

Enjoyed chatting, Singstar and football. Conversations about horses, riding competitions, knives and suspicions, being grounded, not having to see dad again and being sober. Caught up with old regular who had not been for a while (looking positive). Other conversations included ex-members baby being induced, racism and family choices for boyfriend, lyrics in raps and possible transfer to IVC.

Week 2 – 2nd May

Very busy night and wet outside so lots on the bus. Enjoyed games consoles, badge making and socialising. Conversations about school exams, family, babysitting and babysitting course, clothing, issues at CVC, fights at CRC, school trip, friend dying suddenly and birthdays. One-to-ones: warning given about suspected cannabis use, struggling with alcohol use and self-harm.

Week 3 – 9th May

Lots of coming and going on a chilly evening. Enjoyed football outside, listening to music and games consoles. Conversations about football results, relationships, new baby in family, HIV/AIDS difference, sun awareness, exams, family issues, music tastes, suspension from school and meningitis injections.

Week 4 – 16th May

Good busy session with Singstar, Uno and Connect 4 in good use. Conversations about exams, smoking, relationships, trainers, grief (Dad died 5 years ago), wages and young fathers. Police drove into car park turned round and left with no contact

Week 5 – 22nd May Cancelled due to staff shortage

Half term

Week 6 – 6th June

Chilled evening sitting around chatting and catching up after half-term. Some used games consoles and PCs. Conversations about fishing, parents, step-parents, pets, subject choices, friends having babies, selfharm, being caught smoking weed, holidays and relationships

Week 7 – 13th June

Leisurely evening with a few younger ones staying on the bus whilst others went down to skate park. Enjoyed UNO and Connect 4. Conversations about youth clubs, fishing, cheating, mutual break-ups and police interview about inappropriate text messages.

Week 8 – 20th June

Sunny warm evening so lots sitting out on the grass. Cannabis was smelt on some when returned to bus so warned about use and legalities and implications. Conversations about bus conversions, how to join the police, alternative careers, dangers of smoking to replace self-harm, different family rules, girls groups at school falling out (cross social economic groups) and double standards in relationships (girls v boys)

Week 9 – 27th June

Enjoyed chill out room, games consoles and outside. Conversations about school tests, subject choices and futures, sexual health, contraception, football career, weight loss, parents evening, revision, horses, prom, the law and motorcycles. Observed two mopeds being ridden on the recreation ground (one with no helmet) but riders not known to us. Adult approached young people about football being kicked against window. Staff went out to follow up with offenders (neither of which are bus users)

Week 10 – 4th July

Very warm evening so mostly outside enjoying Frisbee, games consoles and animal quiz. Conversations about football, school, detentions, animals, Glastonbury, performers and clothing (sexual or not), making own music, moods, friend talking about suicide, horses and riding. Couple of one-to-ones about missing counselling session and feeling better as stopped smoking

Week 11 – 11th July

Had to park in school layby as footballers parked in spaces. Chilled session chatting about smoking, selfharm, school, exams, future college, horses and teachers. There was some tension between a couple of girls but fight that was mentioned did not happen.

Babysitting

Session	1	2	3	4		5	6	7	8	9	10
Attendance	11	11	12	12	Half term	10	11	11	9	11	8

Reports**Week 1 – 30th April**

Great first session with good rapport among the group. Parent feedback said daughter has had a lot of fun.

Week 2 – 7th May

Fun session looking at expectations. Young people engaged well and asked every question imaginable with lots of discussion.

Week 3 – 14th May

Covered building relationships and listening skills. Used discussion and role played to show how to introduce ourselves. Engagement from young people was excellent.

Week 4 – 21st May

First aid training. Fantastic engagement from all. Lots of laughter, questions and queries. One-to-one about recent bereavement.

Half term**Week 5 – 4th June**

What babies need. Fun practical session that was well received. One-to-one update on improvement with issues following support from staff

Week 6 – 11th June

Fun session looking at toys, games and activities. Young people engaged well.

Week 7 – 18th June

Child protection sessions. Engagement from all was outstanding. Sensitive and mature in discussions. Conversation about DBS checks and how criminal records can affect career choices

Week 8 – 25th June

Fire safety and risk assessments. Lots of chat about exam results, personal experience of fires, work experience and Generation Game

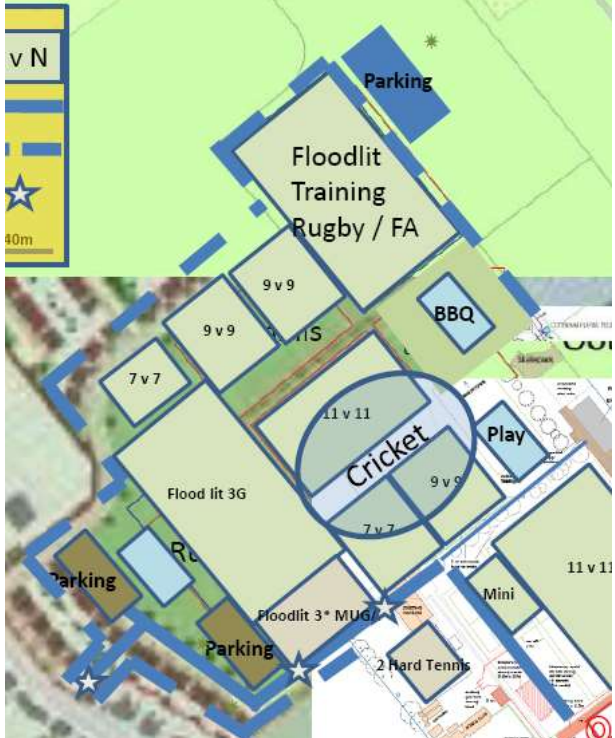

Week 9 – 2nd July

Went through contract and evaluation forms, preparing a visit and dealing with challenging situations. Good session, lots of stories being shared.

Week 10 – 9th July

Some away on work experience. Completed scenarios and handed in folders. Spoke about work experience, injuries, gymnastics, school rules. Young people have really enjoyed the course, and folders have now been returned with fantastic well-presented work.

19L/078. Recreation Ground layout

Our aspiration	Issues
	<p>This was our proposed future layout, adding Rampton Road access and floodlit MUGA and 3G spaces. Play area might be too close to cricket pitch.</p>
This-Land suggestion	Issues
	<p>Inadequate space for MUGA AND 3G Unlikely to be enough run-off / Respect space Noise / lost ball issues with neighbours Time needed to prep new pitches Where do we flood light? Where does the play area go? etc</p>
<p>Floodlighting? Play area?</p>	

19L/079. Verti-draining

We need to consider verti-draining the football pitches on the Recreation Ground at a cost of £250 per adult pitch. Currently we have 3 adult pitches (1 on 1st field and 2 on the 2nd field), with a mini-league and training area on the 2nd field and 1x 9v9 and 2x 7v7 on the 3rd field.

For info: Aerating the soil assists drainage, improves the soil structure, aids root development of the turf and aids thatch control. This results in an improved harder wearing playing surface that can be played on even in periods of extreme wet and healthier more vibrant looking turf. Aeration also assists the turf to uptake fertiliser easier thereby saving money by reducing the amount of fertiliser required.

Aeration is one of the single most important treatments to perform on turf and ideally should be conducted annually. However heavily used pitches including sand-based pitches or those growing on heavy clay soil would benefit from two aerations a year.

19L/079. Banner

We've had a request from the Rampton Fairies regarding whether it would be possible to put a banner between the 2 trees on the Histon corner of The Cottenham Green to promote the next round of breakfasts at the Rampton Pop Up Breakfast Café. Ideally they would have the banner in position from the weekend of the 14th September till the 13th October. The breakfasts run from Saturday 28th September for 3 consecutive weeks until the 12th October. NB: CPC gave permission for this last year.

19L/080. Playground repairs

Some of the slide steps are decayed and require replacement.

Mound Step Replacement				
Code	Product	Qty	Each	Value
	New Mound step supplied ACQ Treated timbers	1	300.00	£300.00
DESLAINS002	To carry out maintenance work and fit parts as described above including all consumables. All work carried out to EN1176 and EN1177	2	48.75	£97.50
Subtotal:				£397.50

Preliminaries				
Code	Product	Qty	Each	Value
BASE31	To carry out site set up and preliminaries including setting up area and marking up site for installation.	1	375.00	£375.00
BASE09	Skip on site for general waste including - Soil, Bark, Timbers, Equipment. All waste is transferred to a registered recycling for further processing.	1	340.00	£340.00
BASE47	To hire, erect and remove Fencing per panel including block feet and clips - per panel (3.5m)	20	15.00	£300.00
BASE50	Return to site and collect security fencing once concrete foundations have cured / project is complete	1	175.00	£175.00
BASE40	To supply staff welfare facilities whilst working on site as required under the Workplace (Health, Safety and Welfare Act) Regulations 1992	1	173.00	£173.00
BASE43-LRG	To prepare and submit Risk Assessments and Method Statements covering construction works to client hand over. - Large Projects	1	300.00	£300.00
Subtotal:				£1,663.00

NB: some of the preliminary figures are based on doing other work (removal of playground equipment pre-nursery build) so a revised figure would be required. VAT to be added.