

## **COMMUNITY & LEISURE FACILITIES COMMITTEE**

### **AGENDA REPORTS PACK – November 2019**

## Item 20L/004. – Minutes

### DRAFT Community and Leisure Facilities Committee

Meeting held in the Village Hall on Tuesday 17<sup>th</sup> November 2019 at 7.30pm

**Present:** Cllrs Wilson (Chair), Dewey, Morris, Louise Cooke (Tennis), Bob Lees (CUFC), Alan Raven (Cricket), Andy Ward (S&SC) and the Clerk

- 19L/084. Chairman’s Introduction and Apologies** – Apologies accepted from Cllrs Hewitt (work), Young (work), Andrew King, Eddie Murphy and Ian Stuchbury.
- 19L/085. Public participation – Standing Orders to be suspended** – None present.
- 19L/086. To accept Declarations of Interest and Dispensations** – None given.
- 19L/087. Minutes** – Resolution that the minutes of the Committee meeting held on the 21<sup>st</sup> May 2019 be signed as a correct record. **RESOLVED.** John Bowstead (Colts) arrived at 7.32pm. Resolution that the minutes of the Committee meeting held on 17<sup>th</sup> September 2019 be signed as a correct record. **RESOLVED.**
- 19L/088. Reports**
- **Clerk report** – report noted. One of the Pavilion crash bars isn’t functioning; caretaker investigating. Carol donations coming in. Parentmail sent by CVC regarding alleging drug dealers at the Rec; Clerk has sent response. Need to finalise Operation London Bridge arrangements.
  - **Health & Safety reports** – Report noted. Toddler area going into storage during nursery construction. Some larger items (net climbing frame and swings) will be cordoned off.
  - **Major developments** – Report noted.
  - **Village Hall & Nursery update** – Report noted. Working to principle of handing over site on 2<sup>nd</sup> December. Early car park work will be done. Pre-demolition survey has been undertaken (non-invasive); low risk shown of asbestos in 2 of the changing rooms and signage installed accordingly.
  - **Youth report** – Report noted.
- 19L/089. Medical Centre** – consider possible ways and means to deliver a Medical Centre in Cottenham – Cllr Morris ran through the report. Links to Neighbourhood Plan which indicated high demand for a medical centre. The Neighbourhood Plan is now nearly complete and the working party are meeting tomorrow to discuss suggested changes by our Inspector. The medical centre would need money, land and the CCG on board. Would residents be agreeable to a £1-2 per week increase on the precept (based on Band D)? Ballot would be required. Add feasibility study to 2020/21 budget.
- 19L/090. 2020/21 budget** – consider expense and capital budget items for 2020/21 – Suggestions put forward were: medical centre feasibility study (£30k), drainage (£2k), LED floodlights (£40k), cricket nets (£40k), tennis court maintenance (£4k), Ladybirds building maintenance (£10k), play area restoration (£5k), Connections Bus (£12k), trees (£2k). Mrs Cooke to write brief report detailing tennis court usage. Noted that user agreement for the courts could work (as per football clubs); Cllr Morris to look into contractual problems. Floodlights on the tennis courts may be an issue due to nearby properties. Hard courts would cost approx. £100k with floodlights. Clerk to check summer Connections Bus attendance figures.
- 19L/091. Matters for consideration at the next meeting** – tennis courts, Colts tournament 24<sup>th</sup> May 2020.
- 19L/092. Date of next meeting** – 21<sup>st</sup> January 2020
- 19L/093. Close of Meeting** - 8.46pm

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

## Item 20L/088 - Reports

### Clerk

#### Recreation ground

- Tennis courts fencing has been damaged by cricket sight screens. Waiting quote for repair.
- Damage sustained to slide steps. Fenland Leisure has been contacted to survey and quote for repairs. Quote received. CALF now investigating removal of mound altogether.
- Neighbouring willow tree has fallen onto our fence on 3<sup>rd</sup> field. Owner contacted accordingly to arrange removal and repair. No response received to date.
- **Damaged skatepark sign to be installed.**
- **Car park closure from 22<sup>nd</sup> Jan: all users contacted re. closure (2 wks) and parking arrangements.**

#### Pavilion

- Nets are getting badly damaged.
- Some damage to one of the kitchen shutters and boards on side facing pitch 1.
- **Temporary lighting has been installed to aid visibility for evening meetings etc.**

#### Misc admin

- Need to purchase metered standpipe for village sign. Anglian Water have confirmed cost of standpipe to be approx. £69pw. Cottenham Club approached to see if appropriate to install outside tap but unwilling.
- Operation London Bridge – Need to decide location(s) for condolence books. Need to purchase photo frame, black tablecloth and ribbon.
- New Life on the Old West – ACRE have now submitted their Heritage Lottery fund application and are expecting to hear back by March 2020. **Onsite meeting being arranged for 12<sup>th</sup> February.**
- **Chat bench signs to be installed.**
- **Groundsman undertook visual inspection of trees following Storm Brendan.**

## Health & Safety report

### Playground Inspection Checklist

Cottenham Parish Council

Site: Cottenham Recreation Ground

Date of Inspection: 13<sup>th</sup> January 2020

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
- ⤴ Rotator – Bowl (New)
- ⤴ Aerial Runway
- ⤴ Rotator – Pole (New)
- ⤴ Slide – Embankment
- ⤴ Space Net
- ⤴ Himalayan Uniplay
- ⤴ Swing Group
- ⤴ Seats and Picnic Tables
- ⤴ Swings (4 swing Unit)
- ⤴ Single Swing Inclusive
- ⤴ Trim Trail
- ⤴ Waste Bins
- ⤴ General Condition of Area

#### 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 John Wilson

Councillors Signatures: .....

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Dated: 13 January 2020  
Next Inspection February 2020

**Matters needing attention (no change since last report)**

1. Slide step no. 6 still missing on mound
2. Estimate needed for removal of mound, as discussed at CALF
3. Roundabout: wooden outside edge strip needs replacing
4. Skate Park: drainage cover (playing field side) needs repairing
5. Need to discuss removal of small kids' area, and children's safety measures generally, when VH/Nursery building work commences

## Major Building Developments

- Bellway have nearly completed their 50 houses off Oakington Road and expect to be off site before May. Persimmon have begun to build their 121 houses (occupations commencing in March 2020 with full occupancy, subject to sales, by 2022) further along Oakington Road. We are awaiting updated details on the timing of the roundabout work.
- Redrow and This Land have submitted “Reserved Matters” applications defining the design and layout of their sites for scrutiny by the SCDC Planning Committee (possibly 12<sup>th</sup> February). Our “post-examination” Neighbourhood Plan should have some planning weight at this time.
- There is a community liaison meeting on 30<sup>th</sup> January.
- Note that there is an “Issues & Options” meeting about the next Local Plan in the Community Centre on 31st January.

## Village Hall/Nursery update

- Work is well under way as the old Hall begins to disappear.
- Unfortunately some disruption is inevitable during the works. The Connections Bus and Kebab van may not always be where you expect them and the equipment in the young children’s Play Area will be mothballed during the project ready for a refurbishment once it is completed.
- Kids Club and Parish Council activities are now located in the Portakabin and Pavilion across the field with some additional path lighting imminent.
- Ladybird Pre-School, despite being surrounded by construction activity, continues to operate safely in the existing buildings, now using a dedicated oil tank.
- Watch the Parish Council Facebook page and website for details of progress as we extend the Car Park, remove the Asbestos and begin construction.
- Day #1 (2<sup>nd</sup> January) of the main project included SEH French taking possession of the Hall site until mid-November 2020.

## Youth update

### Numbers

There have been 11 youth club sessions run this term and we have seen 51 young people

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

Session	1	2	3	4	5	6	7		8	9	10	11	12	13	14	15
Attendance	17	22	15	-	21	-	21	Half term	15	25	10	16	21	-	20	Ice skating trip

### Week 1 – 5th September

Enjoyed challenging puzzle quiz, Connect4, watching TV and chatting. Did some one-to-one work with two young people on C.V. preparation and finding work. Conversations about resitting maths and English, minimum wage, family arguments, school subject options, being asked to have sex for £100, supply of tobacco between young people, studying and reading for fun

**Week 2 – 12th September**

Games consoles and computers in constant use. Conversations about earning money, finding a job, saving for a holiday, preparing a CV and smoking

**Week 3 – 19th September**

Quieter evening with lots across the field out of sight (conversations with others suggested that there may have been cannabis use) but not sufficient evidence to report anything. Conversations about smoking, school changes, food and health. Younger ones reported there had been a fire (possibly by the playground) but that they had put it out.

**Week 4 – 26th September**

Cancelled due to staff sickness

**Week 5 – 3rd October**

Quiet start but picked up during the evening. Enjoyed games consoles and PCs. Conversations about health, bus missing last week, social media, being safe in dark and horse riding

**Week 6 – 10th October**

Cancelled due to staff sickness

**Week 7 – 17th October**

Lots of sitting around and chatting. Conversations about contraception, sexual health, clothes, passing on clothes, parental situations and injuries while riding

**Half term****Week 8 – 31st October**

Chilly evening with most of the Young people having been trick or treating. Conversations about fairness (taking sweets from bowls on trick or treat), traditions, costumes, family life and restarting school. One to ones: challenging racism, custody hearing for baby sister.

**Week 9 – 7th November**

Cold evening so lots on the bus. Enjoyed games consoles, 5-second rule, Connect4 and firework quiz. Conversations about weed, legalities, car meets, controlling anger and constructive ways to deal with anger. One-to-one about father's breakdown and constructive ways to deal with anger. One-to-one about father's breakdown and getting counselling.

**Week 10 -14th November**

Much quieter evening (possibly because of CVC letter to parents). Raised the contents of the letter with the young people that attended. Conversations about school, alternatives to violence, cars, relationships, ice skating trip, family and dangers of smoking and drugs. When took the chance to check outside it was very quiet, few customers for kebab van and group of cars down by bowls club

**Week 11 – 21st November**

Enjoyed sitting around and chatting with conversations about weapons, carrying knives, family situation, smoking, recent tattoo, awaiting counselling and low school attendance. Incident outside bus resulted in young person being hit in the stomach, parents were called and friend came to pick up.

**Week 12 – 28th November**

Very wet evening, with lots of conversations about weed, diagnosis of ADHD, being kicked out of CRC, losing apprenticeship placement, doing better in subjects, plumbing work, illness and racism. Smell of cannabis noted in the car park, two young people in alcove at side of building might have been source but no evidence. Reported to 101.

**Week 13 – 5th December**

Cancelled due to access issues as event at primary school

## **20L/006. Colts tournament**

It may not be feasible to host this at the Recreation Ground in 2020.

- First Field will be considerably smaller than now reducing the number of pitches that can be provided.
- The Car Park will be larger but still not large enough to avoid on-field parking – which is never ideal and sometimes impossible.
- Much of the Second Field is out of bounds for cricket use.
- Access to the Third Field might be possible by reconfiguring the project's Haul Road but parking has to be weather-dependent.
- Pavilion/portakabin only offer limited refreshment capacity.

## **20L/007. User contracts**

- Time passes and facilities are changing. It is timely to review/replace user contracts and, in some cases, the user tariff.
- Please let us know of any issues with the current contracts and booking arrangements asap.
- Plan is for FLAC to approve draft text on 10<sup>th</sup> March and to hold meetings with Club representatives soon afterwards.
- Please ensure that Debbie has contact details of relevant representatives and your PLI is up to date.

## **20L/008. Sport for all/second recreation ground**

- Policies COH/4-1 and COH/4-4 outline the aspirations to develop further our recreation and sports facilities. A policy covering provision of a second Recreation Ground was ruled out by the Examiner mainly on grounds of prematurity due to the developments.
- The "This Land" planning application remains a threat to our ability to provide any additional space at the Lambs Lane site and a future expansion of the current Primary School site could reduce available space on both the Third and Second Fields, although there should be compensatory space released.
- The developments will also provide £400K+ towards outdoor facilities over the next 3 or 4 years, including purchase of land and/or pavilion; although some is locked to provision of a MUGA etc.
- We seem to have three basic options:
  - Wait and see how the This Land and School developments progress over the next say three years.
  - Wait, say 12 months, to assess outcome of This Land planning application and, if suitable, apply for planning permissions to provide multi-purpose, all-weather facilities on land between Allotments and Rampthill Farm.
  - Explore additional land purchase – possibly commissioning an estate agent to make enquiries (and purchasing an option on) on availability and likely price of 10 hectares of suitable Green Belt land on which we could develop basic all-weather "non-football" facilities.

## **20L/009. Connections Bus**

Need to consider whether we wish to proceed with summer holiday bookings and value for money. Overall we need to look at how safe it is to house the Bus at the Rec during the building works – proximity to site, access etc.



## 20L/010. Ladybirds

- February 2019 marked repayment of the loan that CPC acquired 25 years earlier to finance building of the core of the pre-School (at 8 <sup>1</sup>/<sub>8</sub>% interest!
- 2020 sees us replacing the adjacent Hall and adding a purpose-built Nursery either side of the Pre-School which will remain in operation.
- As Building Owner / Landlord we retain obligation related to upkeep of the building which will, inevitably, look a little tired alongside its neighbours.
- The Pre-School Manager and trustees have suggested a number of refurbishments we could consider:

Proposed Work	Internal/External	Location/Room
External Paint	External	Whole Building
Replacement Door/Window	External	Red/Blue Room Entrance
Windows Replaced	External	Whole Building
Repair/Replace Guttering	External	Whole Building
Dropped (false) Ceiling	Internal	Blue & Red Room
Renew Flooring	Internal	Whole Building
Repaint Walls & Woodwork	Internal	Whole Building

- The Hall/Nursery project originally included a budget to upgrade the Pre-School heating to gas-firing but, following urgent replacement of one oil-fired boiler recently, the need to find a non-gas solution during the demolition and construction, and the excessive cost of an upgrade, a dedicated oil-tank has been provided at considerably lower cost.
- Thus the major project could provide some funding for some of the above but we will need a manager to organise quotes etc. so the selected work might be done during the summer holiday.
- Longer term we should research options to reduce its dependency on fossil fuels.

## 20L/011. Dog poo bins

Can a larger bin be put at the balancing pond on Broad Lane? The balancing pond bin is probably the most used bin in the village and regularly overflows at the weekend, prior to being emptied on a Monday.

## 20L/012. Les King Wood

In December the entrance to Les King Wood by Rampton Road was flooded, making entrance into the woods impassable. The flooding seems to be due to a drain which runs under entrance area being blocked. How do we get this cleared? Secondly, in heavy rain many of the footpaths in the woods become very hazardous. As part of the This Land development ask for the main perimeter footpath to be gravelled or hardened in some way?