

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – September 2020

Item 20L/054. – Minutes

DRAFT Community and Leisure Facilities Committee Minutes

Meeting held via Zoom on Tuesday 21st July 2020 at 7.30pm

Present: Cllrs Hewitt (Chair), Bailey, Henderson, Jones, Morris, Martin Carter (CUFC), Louise Cooke (Tennis), Karl Miles (Colts), Eddie Murphy (Rugby), Alan Raven (Cricket), Sarah Tyler (Netball) and the Clerk

In attendance: 1 member of the public

20L/039. Chairman’s Introduction and Apologies – Apologies accepted from Ian Stuchbury (CUFC).

20L/040. Public participation – No comments.

20L/041. To accept Declarations of Interest and Dispensations – none given.

20L/042. Minutes – Resolution that the minutes of the Committee meeting held on the 19th May 2020 be signed as a correct record. Proposed Cllr Bailey and seconded by Cllr Morris.
RESOLVED.

20L/043. Reports

- **Clerk report** – Report noted. Clerk has instructed Groundsman to undertake maintenance works at Fen Reeves and to rear of Woodlark Drive.
- **Health & Safety reports** – Report noted. Metal signs need installing. Some signage has been removed. Cllr Stewart and a member of the public joined the meeting at 7.43pm.
- **Major developments** – Report noted.
- **Access Road closure update** – Report noted.
- **Village Hall & Nursery update** – Report noted.
- **Youth report** – Report noted.

20L/044. Football re-start – Consider permission for re-starting of football-related activities at the Recreation Ground – Cllr Morris outlined. Mr Murphy asked if the rugby club would be able to use the facilities on a Tuesday evening; a full risk assessment would be required and Mr Murphy to liaise with the Clerk accordingly. Cllr Hewitt outlined the requirements. CUFC wish to train Monday and Wednesday evenings (3rd Field) and Colts wish to train Tuesday to Thursday nights plus Saturday morning. Colts have already provided details of pitch requirements and timings.

20L/045. Cricket re-start – Consider permission for re-starting of cricket-related activities at the Recreation Ground – Mr Raven to provide risk assessment. Need to confirm dates for usage.

20L/046. Tennis Court maintenance – Consider end of/closed season maintenance to the courts at the Recreation Ground – Mrs Cooke stated that likely income from club and coaching will be around £200. There have been 86 additional public bookings to date. Acknowledged that the court condition was better than it had been previously but further out of season work is required before Christmas (scarify/vertidrain); fairy ring to be left for now. Concerns raised regarding future use once the Tennis Club returns to CVC. Re-assess usage in August. Need proposition as to costs for the works.

20L/047. This Land – Consider current and future implications of latest planning submission on sports activities at the Recreation Ground – Cllr Morris ran through the plans. We will lose 2/3rd of the 3rd field at some point in the future. Cllr Hewitt ran through the land ownership. 3rd field has 2 layers of protection and can’t be used for house building. The

area marked G2 on the map could be purchased but the purchase price is unknown or the difference between costs for installing grass pitches or MUGA.

20L/048. Matters for consideration at the next meeting – CUFC charges for 2021/22 season.

20L/049. Date of next meeting – 15th September 2020

20L/050. Close of Meeting – 8.45pm.

Signed _____ (Chair) Date _____

Item 20L/055 - Reports

CLERKS REPORT – September 2020

Anything in bold is new or an update.

Recreation ground

- Tennis courts fencing has been damaged by cricket sight screens. Waiting quote for repair.
- **Signage installed informing people of the access road closures weekdays (term time only) between 2.30-3.30pm. Bowls, Ladybirds, Kids Club and SEH French all contacted accordingly.**

Pavilion

- Nets are getting badly damaged.
- **Hand sanitisers installed by tunnel entrance (inside) and Officials toilets. Asst Clerk has installed signage ready for sports events.**
- **Caretaker to look at repairs to cracked toilet seat. Need plumber to replace leaking tap and carpenter to resolve issues with dropped doors (preventing locking of several rooms). Still issues with broken lights.**
- **Shutters broken (4/9/20) and Charter called out to repair and will return end of September.**

Misc admin

- New Life on the Old West – ACRE have been successful with their Heritage Lottery fund application. Project start date looking to be early autumn 2020.
- SCDC contacted with request for a larger dog bin for Broad Lane.
- Amendments ongoing to the Community Directory document.
- Commemorative Oak on green hasn't survived and requires replacing. Groundsman has 'spare' but we can't plant until the autumn.
- Gate has been stolen from rear access to Fen Reeves. Police notified accordingly. Need to source new gate. Site is also being used as a toilet and requires clean up.
- **Groundsman has cleared the majority of the rides through Fen Reeves. However he has reported that more serious work is required to make the rides wider, possibly involving the removal of a row of trees.**
- **Tree works scheduled to low hanging tree on The Dunnocks (£100).**
- **Remembrance Parade details are being discussed with an external working party; the Legion have now passed all civic events over to us.**
- **WI tree on The Pond has died and they have removed.**
- **Knotweed works due to be undertaken in The Pound on 14th September.**

Health & Safety report

Site: Cottenham Recreation Ground
Person/s carrying out Inspection:

Date of Inspection: 31 August 2020
Cllr Michelle Stewart

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 - *checked*
- ⤴ Fitting and Fixtures (present and secure) - *checked*
- ⤴ Guard rails - *checked*
- ⤴ Sharp edges or other protrusions – *checked, none found*
- ⤴ Working of moving parts - *checked*
- ⤴ Swings, Seats and Shackles - *checked*
- ⤴ Slide surfaces - *checked*
- ⤴ Base plate of spring items secure - *checked*

Play Area: Skateboard Park

- ⤴ General area surveyed for possible damage – *checked*.
- ⤴ Ramps and surface area checked for safe use by skateboarding users - *checked*

Equipment Main Area

- ⤴ Carousel – Inclusive - *checked*
- ⤴ Rotator – Bowl (New) - *checked*
- ⤴ Aerial Runway - *checked*
- ⤴ Rotator – Pole (New) - *checked*
- ⤴ Slide – Embankment - *checked*
- ⤴ Space Net - *checked*
- ⤴ Himalayan Uniplay - *checked*
- ⤴ Swing Group - *not present*
- ⤴ Seats and Picnic Tables – *checked. Picnic table underside black sticky residue, near space net*
- ⤴ Swings (4 swing Unit) - *not present*
- ⤴ Single Swing Inclusive - *not present*
- ⤴ Trim Trail - *checked*
- ⤴ Waste Bins - *checked*
- ⤴ General Condition of Area - *checked. Good, tidy condition*

Equipment in Toddler Area

- ⤴ Kompan Playhouse -New unit - *not present*
- ⤴ Multiplay- New - *not present*
- ⤴ Swing - Toddler -1 Bay 2 seat (new) - *not present*
- ⤴ Swing - Toddler - 1 Bay 2 Seat (old) - *checked*
- ⤴ Play Train (New) - *checked*
- ⤴ Stepping Posts – Rubber - *checked*
- ⤴ Rocker Seesaw (New) - *checked*
- ⤴ Rocker - Bike (New) - *checked*
- ⤴ Rocker Snail - *not present*
- ⤴ Seats/Picnic Table - *checked*

- ⤴ Gates – deep sandy pit near one gate - *not present*
- ⤴ Fencing - *not present*
- ⤴ General Condition of Area - *checked. Good, tidy condition*

Warning Signs and Notices

- ⤴ Present and in good condition – *not all present*

**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 Michelle Stewart

Councillors Signatures:

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**Dated: 31 August 2020
Next Inspection September 2020**

Matters needing attention

- School fence can be crawled underneath to gain access to school, near conifers at back of slide mound. Groundsman to add more soil.

Major Building Developments

- Bellway – 50 homes S1972/. /OL with s106
 - Homes mostly built out; awaiting carriageway and footway work in October.
- Persimmon – 121 homes S/1606/. /OL with s106
 - Persimmon have applied to defer pre-commencement conditions
 - Carriageway and footway improvements deferred to October.
 - Oakington /Rampton Road roundabout works unlikely before Summer 2021
 - CPC reviewing long-term inspection/maintenance of SUDS.
- Redrow – 199 homes S/2413/. /OL with s106
 - No detectable evidence of work starting
- This Land – 200 homes S/2786/. /OL with s106
 - S/4207/19/RM – Officer report could have been written by the Applicant
 - Was set for 9th September Planning Committee but deferred.

Village Hall/Nursery update

- Access Road – mostly upgraded; awaiting gates and footway
- Utilities – mostly connected – thanks to CW, TW etc; gas connection (October)
- Car Park – mostly complete; awaiting gates and EV chargers
- Nursery – External doors/windows fitted; PV panels to be fitted; 1st and 2nd M&E fix
 - Operations arrangements outlined (see 20/166)
- Hall – roof tiling and PV fitting in hand; moving to first fix and under-floor heating
- Overall completion around mid-December
- Planning permission granted for car park/access road lighting

Youth update

Four consecutive weeks of detached youth work sessions on Tuesdays 3-5pm and Thursdays 6-8pm during the school summer holidays.

It was not possible to promote these sessions due to COVID-19 restrictions on the numbers of people meeting together in public spaces. Two youth workers met each time in the village and explored various areas where young people might meet, and engaging with those that were there.

28 July – 12 young people

Good useful session being a visible presence, talked to several yp and adults. All willing to chat and give ideas about where to find yp. Conversations about lockdown, home-schooling and being verbally abused by other yp. Off duty police officer stopped and asked if we knew what the two boys we had been speaking to were doing, but no info to give.

30 July – 4 young people

Very warm sunny evening. Long conversation with yp known to us about fallout with other yp, fight and police being called, spending lockdown in London. One young person known to us chose to ignore greeting. Hearsay about cannabis use around flat opposite The Hop Bind Pub.

4 August – 0 young people

Young people seen in distance but appeared to be running around playing games and engaging appropriately. Warm and dry day. Conversations with some adults about where yp meeting.

6 August – 2 young people

Spent whole time chatting with these two young people as seemed quite agitated when arrived. Conversations about issues with parents, sneaking out to meet up during the night, going swimming, not wanting to go home. Explained from parent's point of view and about safety. Much calmer when left and agreed to make peace with parents and try playing by the rules for a bit.

11 August – 0 young people

Very very hot afternoon based at recreation ground. Very few people about. Conversation with mother and child about what we were doing. They said how older yp are tolerant of young ones on skate park.

13 August – 0 young people

Extremely heavy rain meant youth workers were unable to leave the car! After waiting 40 minutes decided to abandon session. No one was seen out!

18 August – 4 young people

Warm and cloudy day. Several people around but outside of our age group. Covered skatepark, woods, Broad Lane and Tennyson Manor. 3 boys met on Broad Lane who were happy to chat. Looking forward to returning to school, lockdown was hard for them but better when they could meet friends.

20 August – 6 young people

Warm and dry evening. Lots of YP going to football training, some on skate park and out exercising. Covered skate park, Milken Walk, Coolidge Gardens, Co-op. Useful conversations about how bad lockdown was, courses at CRC, wanting to move away from Cottenham (does not approve of peers behaviour – drugs).

20L/056. Ladybirds refurbishment

- As Building Owner / Landlord we retain an obligation related to upkeep of the building which will, inevitably, look a little tired alongside its newer 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

- We need to find around £10K for the above
- We will need a manager to organise quotes etc. so the selected work might be done during a holiday period.
- Longer term we should research options to reduce its dependency on fossil fuels.

20L/058. Youth work

The charity is taking guidance from the Nation Youth Agency (NYA) with regard to the youth work it can provide and what steps are required as and when provision that has previously been offered can be recommenced. The NYA publish a COVID-19 Readiness Level along with a more detailed full guidance on what measure are needed. This level is currently set at Amber and allows for the following youth work to take place:

- ☑ Online and digital youth services
- ☑ Detached local youth activities, including pre-planned outdoor activities
- ☑ 1-2-1 indoor session with young people
- ☑ Indoor group session in bubbles of 15 plus multiple bubbles if COVID-19 secure

All of the above must have the following in place:

- ☑ Assessment that the risk to workers, young people and the community can be safely managed
- ☑ Ability to meet core government guidance
- ☑ Effective safeguarding arrangements
- ☑ All children and young people should be safeguarded
- ☑ Enhanced cleaning arrangements are in place
- ☑ Ability to comply with social distancing requirements which is underpinned by UK law
- ☑ Ability to ensure hygiene levels are maintained, including for frequent hand washing/cleansing with alcohol gel
- ☑ The risk to workers, young people and the community being safely managed
- ☑ Whether the most vulnerable in society can be effectively safeguarded

The trustees and staff have considered this information and combined with the knowledge they have of the young people the charity has worked with and the expertise within the charity, here is an update on the strands of youth work that have previously been offered.

Youth Bus Sessions

Due to the limited space available in the youth buses it would not be possible to comply with social distancing requirements and so are not able to be offered.

Building Based Youth Zones

Space and staffing levels in all of these venues would mean limiting attendance to just 15 young people who should be of the same age. Buildings shared with other users would require enhanced cleaning arrangements between different users. Social distancing guidance must be observed in all areas, including queue management, pinch point identification. Any equipment should be cleaned between uses by different individuals. No food or drink to be offered except when in line with government guidance for high street cafes. Face masks must be worn in community centres. Contact information to be collected on all attendees.

Currently this is not considered practical for an informal youth club. However if you believe that your community building risk assessments and resulting guidelines and procedures make this possible, then get in touch.

Babysitting and Generation Game Courses

The same guidelines apply as in Building Based Youth Zones however because this is a more formal classroom style activity, then provided the venue has suitable COVID-19 procedures in place, these can be offered. Attendance would be limited to 15 young people. The Generation Game would not include practical experience due to restrictions on contact with vulnerable people. First Aid trainers have confirmed they can provide COVID-19 secure course.

These can be offered from September where there is a suitable venue. Babysitting may be able to be offered via Zoom.

Detached Youth Work Sessions (£180 per session)

Requires all staff and young people to follow social distancing guidelines and restrictions on numbers of people meeting in a public space. Unable to promote sessions as would be encouraging gatherings in a public space.

These can continue to be offered.

20L/060. Multi-use Courts -- Cllr Hewitt



