

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – November 2021

Item 21L/045. – Minutes

DRAFT Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 21st September 2021 at 7.30pm

Present: Cllrs Hewitt (Chair), Bailey, Faulkner, Loveluck, Stewart, Ward, Louise Cook (Tennis), Karl Miles (Colts), Alan Raven (Cricket), Chris Richards (CUSSC) and the Clerk

21L/029. Chairman’s Introduction and Apologies – Apologies accepted from Cllr Hutchison (holiday) and Andrew King

21L/030. Public participation – None present.

21L/031. To accept Declarations of Interest and Dispensations – None given.

21L/032. Minutes – Resolution that the minutes of the Committee meeting held on the 20th July 2021 be signed as a correct record. Proposed Cllr Loveluck and seconded by Cllr Bailey.

RESOLVED. Ian Stuchbury (CUFC) arrived 7.34pm.

21L/033. Reports

- **Clerk report** – Report noted. Kids Club have been reminded of their contract obligations following several issues. The main outstanding issue is their missing food hygiene certification. Clerk waiting for paperwork from Colts and Cricket required under the terms of their contracts. CUFC have supplied most of the information. Connections Bus due back on 7th October. Cllr Hewitt and the Clerk met with Alan Webb from Connections. The marked bus area is unsuitable so they will therefore park along the Rec side of the carpark in the 5 bays immediately next to the emergency access road; these will required bollarding off each week.
- **Health & Safety reports** – Report noted. Repairs covered under item 21L/036.
- **Major developments** – Report noted. Following resident complaints we are contacting Tilia regarding the condition of Les King Wood. Design for chicane on Oakington Road being reviewed at the moment.
- **Village Hall & Nursery update** – Report noted. Bookings going well and the building is generally busy in the evenings. FECA grant has been successful. Discussion around timings of the bar, payment methods and facilities. Mrs Cooke (tennis) arrived 7.46pm. The nursery is looking to open w/c 4th October.
- **Youth update** – Report noted. Cllr Faulkner mentioned that Sally Gibson from Living Sport is looking at a youth ‘Dragons Den’ project and is after admin support from the Parish Council. Cllr Faulkner to provide further info for the Full Council meeting in October.

21L/034. Floodlights – consider improvements to the existing floodlights – Mr Miles stated that the Colts would like to see the area covered by the lights extended with the use of brighter bulbs. Need to look at if we can upgrade what’s there currently. Mr Richards to speak to Alan Mappedoram to see if it’s possible to change to LED’s. Clerk to check s106 monies and what’s already available.

21L/035. Recreation ground fees – consider revised contract fees for sports club usage of the Recreation Ground facilities – Cllr Hewitt ran through the proposals and rationale for the increases. It costs in the region of £25k to maintain the Recreation Ground currently and we only get around £5k income from the sports clubs. Research has been undertaken to compare income with other local venues. Discussion regarding Colts kiosk. Figures look high due to the user figures being updated to be more realistic to match current usage. Colts and CUFC to come back with dates for meeting to discuss further. Noted that need to amend FF discount to 30%.

- 21L/036. Playground** – consider high level 2 year draft plan for improvements to the playground area – Cllr Stewart ran through the various issues with the playground and toddler area in particular. Need approx. £5k just for the outstanding maintenance. Prices of equipment have gone up 250% since Covid. Noted that grass had been cut too short which has damaged the matting and trim trail needs treating with preservative due to trimmer damage; should be hand cut instead. Repairs must be done by someone with Public Liability Insurance. Discussion regarding implication of reducing hedge height between F2 and the play area. Ran through plans and what was needed. All play suppliers currently have very long lead times. The priority is the maintenance and repairs. Resolution to obtain quote for restoration of the pre-school area and support development of a 2 year playground improvement plan. Proposed Cllr Ward and seconded by Cllr Bailey. **RESOLVED.**
- 21L/037. 2022/23 budget** – consider items to put forward or inclusion in the 2022/23 budget – Clerk highlighted a few potential projects. Additional ideas include the 2 year playground plan; consultant for sports pitches on Tilia land; Connections Bus; skatepark maintenance.
- 21L/038. Colts/CUFC equipment** – consider sports equipment storage at the Recreation Ground and hiring of equipment – Discussion regarding Milton VSSC hiring CUFC goals. Agreed that they could use the goals at a cost of £10. CPC to charge directly and pay to CUFC on an as used basis.
- 21L/039. Matters for consideration at the next meeting** – Rights of Way (Cllr Loveluck).
- 21L/040. Date of next meeting** – 16th November 2021
- 21L/041. Close of Meeting** – 9.14pm

Item 21L/046. - Reports

Pavilion

- 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. Asst Clerk has ordered replacement strip lights. **Electrician now required due to lights still not functioning.**
- Getting quotes to repaint the club room and hall areas.
- Significant damage to boards at the rear of the building. CCTV being checked and report has been made to the police with names given. Repairs will be needed to ensure building is watertight.

Recreation Ground

- Meetings ongoing with sports clubs re. new contracts.
- Defib box ordered from Community Heartbeat Trust.
- **Issues with lack of parking for Hall users on Saturday mornings due to Colts matches.**

Village Hall

- Snagging issues ongoing and meeting attended with W&B to discuss issues; Cllrs Henderson and Hewitt also in attendance. M&E contractor to attend building w/c 23rd August and some of the heat recovery units are now working properly, resulting in a drop in electricity usage. Following meeting with ceiling tile manufacturer we are still waiting date for clipping works to be done (have asked for works to be completed before w/c 6/9/21) and for the EV charger works to be finished. Email sent to W&B has noted that currently the full retainer payment can't be justified. Further snags have been identified and Clerk and Cllr Hewitt liaising. **Waiting**

for Cam Alarms to rectify issues with the link between Hall and Ladybirds. Ceiling tile contractors expected 16/11/21. Trying to set up further meeting with W&B to discuss snagging.

- Venues4Hire listing has been updated with new details. Added listing to HallsHire.com

Misc admin

- New Life on the Old West – Project Manager (Howard Jones) has been in contact and the revised project start date looking to be spring 2021. They've obtained a fluvial flood risk assessment of the Old Rec site to support the planning application and have submitted it to SCDC. Planning application is now out for consultation but ecology report needs to be done and submitted. Environmental site visit carried out on 1st Sept. Cllr Loveluck has requested assistance from District/County Cllrs to speed up planning issues.
- Gate has been stolen from rear access to Fen Reeves. Need to source new gate.
- Works required at Fen Reeves prior to the groundman being able to clear the rides.
- Continued liaison with Vine Technical regarding transfer of the Balancing Pond. Persimmon have reinstated maintenance works following recent health & safety issue. Waiting feedback from sewer contractor meeting.
- Continued liaison with Neighbourhood Policing Team re. issues at the Rec and across the village. **Have raised concerns about parking during the roadworks and during school run.**
- Info received on 'pollinator training' by Cambs ACRE (New Life project); Cllr Loveluck to attend.
- Christmas tree ordered. Cottenham Brass lined up to play and first sponsor has come forward. Quote required for new lights around the green (to prevent tripping as per previous year). Greg Mould (Chequers) doing the drinks again. Have approached Long Horn re. bbq and Ladybirds re. hot chocolate/soft drinks. Sponsorship emails have been sent and to date **we have £3055 pledged.**
- Asst Clerk co-ordinating the Chestnut nursery contract.
- **Remembrance oak tree has been replanted.**
- **Memorial and village sign planting has been refreshed.**
- **SusCott have planted the trial mini-meadow on the Village Green.**

Health & Safety report

To follow

Major Building Developments

Persimmon roundabout and footpath; no further news regarding sign-off of the S278 agreements

Bellway – waiting update regarding the works undertaken to the ditch and drainage implications. Enforcement action may be taken regarding outstanding condition for pavement improvements between Oakington Road and Histon Road.

Redrow – further discussions required regarding the location of the Toucan crossing on Rampton Road.

Tilia – Reserved matters application approved. There will be a further consultation regarding the drainage. A meeting has been held regarding the possibility of putting a pedestrian link through to the recreation ground.

Village Hall pre-launch task & finish WG – September 2021

- **Hall bookings:** bookings building up. Balcony Room hosted a party for 90 people and a wake at end of August and looked stunning. Social marketing activity beginning, aimed at filling the daytime slots on the ground floor and more prestigious Balcony Room. Now that S106 money has arrived we have been able to order tables, chairs and kitchen white goods for autumn functions. We are also planning a ‘breakfast’ event in early October to allow businesses and groups to see the facilities.
- **Bar:** Discussions have begun with CUSSC to see whether they are interested in running a community bar. They have made it clear that the VH as built is not suitable for continuing as CUSSC previously operated, for example with pool table/satellite TV etc as fixtures in a dedicated area. And some of the aspirations of operating a community bar are different from the way CUSSC had been operating and would require a change to their constitution. Our vision is for a family-oriented space serving coffee/tea/soft drinks as well as alcoholic drinks to rec visitors as well as sports teams. CUSSC are planning to hold an EGM on 15th Oct to discuss whether they are interested in running a community bar. If they come up with a proposal to do so which meets the Parish Council’s aims then we would hold a public meeting jointly with CUSSC to assess interest amongst a wider pool of volunteers. In the meantime, the VH working group plans to open a weekly volunteer-run bottle bar by the end of September probably on a Wednesday evening to service training teams, hall users and rec visitors. We also plan to hold a family day/hirers’ showcase towards the end of October.
- **Kiosk:** Cottenham Primary PTCA and Ladybirds have started running a kiosk service (soft drinks, bagged snacks etc). we will get a % of turnover. Initially Thursday afternoons but they hope to increase the slots. Colts may also use the kiosk on Saturdays.
- **Funding:** We have received £104k in S106 money from Persimmon which has allowed us to schedule further kitting out. Our application to FECA for contribution to cost of installing an audio system will be assessed next week.

Youth update

The fee for providing youth bus services to Cottenham from April 2022 will remain at £266 per session. This assumes that we book a minimum of weekly term time sessions (usually 39 in a year).

Current there is a shortage of youth workers and sessions are fortnightly. They hope to have recruited sufficient staff in the near future to enable sessions to return to weekly. We need to let Connections know how we wish to proceed in the next financial year, by Monday 10 January 2022.

21L/047. Vertidrainning

Consider vertidrainning of all football pitches at a cost of £1k to improve drainage.

21L/048. Padlock

Consider purchase of additional padlock/chain for Colts goals.

21L/049. Skatepark

To follow

21L/050. Playground groundworks

Two men and a digger for one day to level and removal of tree root from small play area - £700
Allowing one months hire of Heras Fencing and to erect - £150

21L/051. Pavilion ASB

There have been a number of issues at the Pavilion including graffiti of the building and damage to the external boards. What measures can be taken to help reduce the problems?

21L/052. Pavilion maintenance/repairs

Cottenham Pavilion issue log

Date	Issue	Action required	Date completed	Follow up action (if required)
Ongoing	Legionnaires from water supply	No action when in use on a weekly basis	Ongoing	If empty for periods run taps/showers on weekly basis and flush toilets
June 2021	Gutters - leaves	Removal	June 2021	Further removal June 2022
13 th Sep 2021	Shower heads descale.	Full clean of heads	25 th Sep 2021	Full clean required again march 2022
12 th Aug 2021	Strip lights not working in Home 1 shower, Away 1 changing area	Change strip lights	Strip lights changed 26 th Oct 2021	Lights still not functioning, no visible starters. Possible built-in unit, electrician will be required to possibly change fitting.
12 th Aug 2021	2D lights not working in Home 2 , 1 above sink, one above toilet. Away 1 , 1 above sink. Officials 1 , 1 above shower, 1 above toilet. Away 2 , 1 above toilet. Ladies , 1	Change 2D bulbs	2D changed 12 th Aug 2021	Electrician will be required some have fittings still removed from previous electrician visit, others have new bulbs fitted but still not working

	above toilet. Corridor , 1 next to officials 1			
19 th August 2021	Damage to external panels of the pavilion facing cricket field	Replacing, photos sent by email.		Contractor will need to attend
23 rd Sep 2021	Hot tap in home 1 would not stop running.	Switched off underneath to stop flow of water.		Plumber will be required to replace.
14 th Oct 2021	Graffiti on area near serving hatches	Graffiti to be removed if possible	Removed 15 th Oct 2021	

21L/053. 2022/23 budget

Items and provisional figures put forward to the Finance Committee to date are:

- Youth provision - £15k
- Playground improvements - £30k (could this come from S106?)
- Ladybirds maintenance (new doors/windows) - £7k
- Upgrade to floodlights - £?
- Restoration of 3 benches - £?
- Installation of pavilion cycle racks - £1k
- Skatepark repairs - £?

Are the figures correct/sufficient? What has been missed? What could be pushed back?

Maintenance work possibly Andrew

Grass cutting every quarter, grass cuttings taken away from park area, grass kept longer to protect safety matting, length to be confirmed - It has been brought to our attention cutting the grass short and using the tractor cutting is possibly damaging the play safety mats around the park equipment which are very expensive some of which are urgent to be replaced.

Hand cut around wooden park equipment to avoid further damage-The strimmer has caused permanent damage to the bottom of the wood equipment, taking of the protective waterproof layer, it needs to be re-sealed and checked for rot on a regular basis

Hedges to be cut between parks to approximately 4 ft -to allow adults to supervise children on other side of fence- the hedges have not been cut for a while (although started recently)

Additional Maintenance at an additional cost

Remove swing frames and matting from area and put to storage-possible at Tracy's
Put permanent fence up on Nursery side and temporary fence around the rest in order for the maintenance to take place.

Level of ground in Preschool park area, using soil hill, airiate and grass seed

Level of ground outside side of nursery, using soil hill, airiate and grass seed

Airiate ground in main park to assist with weather.

Trees require pruning -at the moment a lot of branches are over park equipment which is a possible safety issue

21L/037. 2022/23 budget

We need to start considering projects and costs for consideration in the 2022/23 budget – FLAC start looking at the budget in October. Starters for 10:

- Cycle racks by the sports pavilion
- Signage on the sports pavilion (to match Village Hall)
- Re-decoration of the sports pavilion. NB: need an ongoing maintenance budget line
- ????

21L/038. Colts/CUFC equipment