

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – February 2022

Item 22L/004. – Minutes

DRAFT Community and Leisure Facilities Committee Minutes

Meeting held in the Village Hall on Tuesday 16th November 2021 at 7.30pm

Present: Cllrs Hewitt (Chair), Faulkner, Loveluck, Stewart, Ward, Andrew King (groundsman), Louise Cooke (Tennis), Alan Raven (Cricket), Chris Richards, Ian Stuchbury (CUFC) and the Clerk

21L/042. Chairman's Introduction and Apologies – Apologies accepted from Cllrs Bailey (personal) and Hutchison (personal) and Karl Miles (Colts).

21L/043. Public participation – None present.

21L/044. To accept Declarations of Interest and Dispensations – None given.

21L/045. Minutes – Resolution that the minutes of the Committee meeting held on the 21st September 2021 be signed as a correct record. Proposed Cllr Faulkner and seconded by Cllr Loveluck. **RESOLVED.**

21L/046. Reports

- **Clerk report** – report noted. Remembrance event marshalling went well; need to have chairs more readily available for next year. Have received correspondence from King & Co re. possible parcel of land available for the Parish; waiting response. Need helpers for the carol event on 14th December. Cam Alarms have been out to look at issues with false alarms/connectivity problems with Ladybirds. Ceiling contractors have been out to start work on clipping the tiles.
- **Health & Safety reports** – No report available.
- **Major developments** – Report noted. Working towards having a footpath via the recreation ground to the Tilia development. Following meeting yesterday with various officers from CCC and SCDC, Highways have admitted that the roundabout won't mitigate against increased traffic. Looking at repositioning the proposed Toucan. County Assets are going to look at why they are holding onto the land-locked field. Some S106 monies will come to us now that the Tilia site is approved. Need to redefine wording in the agreement as to usage. The size of the land on offer won't be sufficient to develop for further recreational facilities as we want and will need external funding and help with the overall design. The aim is to recruit a consultant to do the design work. The FA and LTA have made suggestions for contractors but we need to see whether we can use some of the S106 to pay for that part of the project.
- **Village Hall & Nursery update** – Report noted. Really need a caretaker asap to take pressure off staff. Bar going well but quiet. Meeting tomorrow to further discuss the NYE event. Weekend bookings are particularly busy. Family disco event was a big success. Rates have been amended. Contractor has been instructed to install the hearing loop and PA.
- **Youth update** – Report noted.

21L/047. Vertidrainage – Consider vertidrainage of football pitches at a cost of £1k to improve drainage – Cllr Hewitt reported that under normal circumstances we would just get the work done however we currently have no money for the project and we need to justify to Full Council why it needs doing. Groundsman has already done F1 and the 11v11 on F3. Noted that other local grounds have recently received grants for grounds work. Mr Stuchbury to look into potential FA grants. Cllr Hewitt to speak to the Colts. Needs doing annually. Work to be deferred until outcome of grants is known.

21L/048. Padlock – Resolution to purchase of additional padlock/chain for Colts goals. Proposed Cllr Loveluck and seconded by Cllr Stewart. **RESOLVED.**

- 21L/049. Skatepark** – consider charging Shredder Skate School for use of the Rec Ground skatepark – Cllr Stewart reported that currently Shredder don't get charged for the use of the skatepark however they do charge their clients. Noted that they don't get charged for use elsewhere. Currently we don't do any maintenance to the skatepark but we're not generating an income either. Resolution for Cllrs Hewitt and Faulkner to arrange meeting with Shredder to discuss use. Proposed Cllr Ward and seconded by Cllr Loveluck. **RESOLVED.**
- 21L/050. Playground groundworks** – Consider quote for levelling of ground in proposed new toddler play area – Cllr Hewitt outlined the need to level and prepare the ground now. Needs to settle prior to installation of equipment in the spring. Cllrs Hewitt and Stewart are putting forward proposals for funding. Resolution to accept quote for levelling of ground in the proposed new toddler play area. Proposed Cllr Faulkner and seconded by Cllr Stewart. **RESOLVED.** Clerk to add to December full council agenda.
- 21L/051. Pavilion ASB** – Consider measures to reduce ASB around the Pavilion at the Recreation Ground – Cllr Ward ran through the problems with mess, drugs and damage. Suggestion to get the outside lights repaired, tidy the area behind the pavilion and remove the bench. Clerk to contact electrician re. lights. Groundsman to move bench and get a quote for a skip.
- 21L/052. Pavilion maintenance/repairs** – Consider maintenance works required to the Pavilion – Report noted. Clerk to send legionella guidelines to Cllr Hewitt.
- 21L/053. 2022/23 budget** – consider items to put forward or inclusion in the 2022/23 budget – Add £1k veridrainning and £2.5k for tennis maintenance. Cllr Stewart to obtain quote from Tom Wykes re. skatepark repairs and bench refurbishment. Mr Stuchbury to get details for floodlights from the FA; Cllr Hewitt will also speak to Mr Miles regarding requirements. Cllr Hewitt to provide figure for playground maintenance to RFO. Add separate budget line for rec ground trees. NB: need to look at youth club for 2023/24.
- 21L/054. Matters for consideration at the next meeting**
- 21L/055. Date of next meeting** – 18th January 2022
- 21L/056. Close of Meeting** – 9.05pm

Item 22L/005. - Reports Clerk

Pavilion

- Need 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 has checked non-functioning internal lights and will provide quote. The external lights which had been repaired have broken again so need to investigate further.
- Getting quotes to repaint the club room and hall areas. Contact made with Co-op manager (Amin) - their community team might be able to assist.
- 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. **Quote for repairs has been accepted; waiting date for works.**
- Brush head for boot scraper requires replacement. **Replacement brush head ordered and caretaker to fit.**
- **Asst Clerk updating key holder log.**

Recreation Ground

- Meetings ongoing with sports clubs re. new contracts.
- Defib box ordered from Community Heartbeat Trust.

- **Fencing boards damaged during school run. Witness has come forward and incident captured on CCTV.**
- **Following advice received from insurance provider at CAPALC drop-in event, we need to regularly check the condition of the containers/sheds & install 'do not climb' signage. Log must be kept of when the checks were done. Who is going to do this?**

Village Hall

- Snagging issues - Contractors have completed the ceiling tile works in the rest of the building. Paint issues have been rectified. Meeting undertaken with French and W&B to go through issues. **Further ceiling tile fell on 5th Jan in the Hall. Waiting further progression of issues with EV charger.**
- **Lift serviced. We are now out of the warranty period.**
- **Kitchen cupboard door repaired and plumber has inspected suspected leak in ground floor ladies toilets.**

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. WARG Field pond creation undertaken on 20th December. Coppicing at Fen Reeves undertaken 6th Jan. **Approval for planning application re. works to Old Rec Ground (Broad Lane) expected very shortly. 3 apple trees have been planted at WARG Field. More works due at Fen Reeves early March.**
- 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. Most works have been undertaken however AW have rejected the proposed headwall grilles and clarity is being sought as to what they would like to be installed. The works will therefore resume sometime in the new year; however, it is unclear as to how soon that will be based on AW decision and several other factors. The compound is still on site even though the contractor is no longer there. There was no point in taking it all away to the bring it back again after the new year. As previously mentioned, when the works are completed, they will ensure that the ground is made good. Headwall damage following car accident has been reported.
- Asst Clerk co-ordinating the Chestnut nursery contract.
- Clerk liaising with King & Co on next steps re. land off Tenison Manor. They are waiting further instructions from their client.
- **Clerk & Asst Clerk attended Cambridgeshire Local Councils conference – see separate report.**
- **Weekly village litter picks have been undertaken by year 10 student Daisy Garner as part of her Duke of Edinburgh Awards scheme.**

Health & Safety report

To follow

Major Building Developments

Persimmon – Looking to schedule their pavement works for 8th April but this is subject to Streetworks approval (delayed due to Anglian Water works taking priority). There will be 2-way lights in operation during off-peak hours. The road resurfacing will be more disruptive. The speed limits will be amended at the same time and lighting installed. Works will take around 6 weeks. Major issues with trigger dates which are tied up with Bellway, Redrow and Tilia. Bellway not completing their outstanding condition for works between the Almshouses and Histon Road by the green is having a huge knock-on. Currently have 100 properties occupied and another 22 expected by June. Problems with the roundabout design/planning permission and Section 73 approval. 3/2/22: contacted by Persimmon due to Cadent being given approval to undertake works from 8th April, therefore pushing the pavement works back to July. CCC Neil Gough liaising with Streetworks.

Bellway – No further news re. getting the 3rd element of their conditions resolved (widening of footpath from Oakington Road to the B1049 by the Green. Waiting response from SCDC Planning in next 2 weeks on next move.

Redrow – Completion of 2nd site access has been delayed due to scheduling issues with Streetworks. Currently have 15 occupancies with another 5 expected over the next month.

Tilia – Discussions ongoing regarding potential pedestrian access through to the Recreation Ground. South Staffs Water have been in contact re. water connection to the main which is on the Redrow site; this will require a full road closure on Rampton Road but only over 1 or 2 weekends; rest of the works will be done under 2-way lights. Provisionally looking at late April/early May. Cambs Water/South Staffs will need to connect to the 10" main on Oakington Road (south of the Persimmon site). Highways have suggested that they do this at the same time as the Persimmon roadworks. Tilia met with contractor last week re. Les King Wood. They will be doing some tidying, hedge removal and thinning before March. Currently working on getting discharges to conditions with a view to starting work in April. Cllr Hewitt is liaising regarding the foot/cycle path through to the Recreation Ground. Tilia have stated that for health & safety reasons they probably can't hand over the additional land to us for at least a year. They have been contacted by the S106 Officer re. the initial monies due prior to commencement.

Village Hall Working party

- **Hiring:** the resurgence of COVID/Omicron has continued to reduce use of the VH in January but there has been a steady stream of enquiries for future months – including multiple bookings for a budgie show.
- **Bar & Events:** The community bar sessions and events have been suspended until people feel less cautious about socialising. Members of the VH working group have met again with residents keen to get full use of the village hall and bar for the community and drawn up a provisional list of events, including the Platinum Jubilee.
 - Sat 2nd April wedding bar for evening (to be confirmed)
 - Fri 22nd April Custard Comedy evening: bar and event to organise
 - Sat 30th April Family Disco afternoon bar (to be confirmed)
 - Sun 29th May Colts Tournament all day bar
 - Thurs 2nd June Jubilee beacon light - evening bar
 - Sat 4th June Jubilee Family Disco - afternoon bar
 - Sun 5th Jun Jubilee Big Lunch - all day bar
 - July/Aug Cottenham Charity Cup bar on multiple evenings/days (to be confirmed)
 - 24 Sept 80s dance event & evening bar (to be confirmed)

- Oct (?) Soul night event and evening bar (to be confirmed)
- Nov/Dec World Cup matches afternoon/evening bars
- 31st Dec NYE party
- A draft framework for the working group has been prepared for discussion and commented on by FLAC. An article has been submitted for Cottenham Newsletter due out early Feb, publicising the bar & events facilities at the village hall and asking for additional people to volunteer for the bar and/or organising committee.
- **VH facilities management** we are still struggling to fill the post of part-time caretaker. We will look again as how we can adapt the job description to make it more attractive.
- **Audio system and hearing loops:** Still waiting for a date when Avanit can install an audio system and hearing loop – they are waiting for equipment delivery.

Youth update – term report Sept-Dec 2021

The term started with using the youth van and then switched to the youth bus as soon as it was available. It was necessary to move sessions to a fortnightly basis for some of the term due to a shortage of staff. Numbers There have been 9 youth club sessions run this term and we have seen 25 young people (since the youth bus returned).

| Age | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|----------------------|----|----|----|----|----|----|----|----|
| Number Male | 8 | 5 | 3 | | | | | |
| Number Female | 7 | 2 | | | | | | |

| Session | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
|-------------------|----|----|----|----|----|---|------|---|---|----|----|------|----|----|----|
| Attendance | 12 | 18 | 15 | 11 | 18 | | canc | | | 16 | | canc | 13 | 18 | 20 |

Week 1 – Youth Van Warm and dry evening. Great, busy session with lots of activity leading to big game of football. Conversations about school, getting lost, making new friends. Some concerns about safety of yp in car park, having conversation with Parish Clerk to help resolve.

Week 2 – Youth Van Dry warm evening enjoying large game of rounders, manhunt, table tennis, table football and UNO. Conversations about phobia of being sick, issue getting along with people at school, friendships.

Week 3 – Youth Van Dry and mild. Played football, spikeball, table tennis. Conversations about horses, pets, school and holidays.

Week 4 – Youth Van Windy and dark from start to finish. Only used cones and balls from equipment. Lots of fun challenges and games played on the field. Chatted about: friends/school/game rules/being cunning/their wish for the bus to come!! Lots of tuck consumed. One yp spent the whole session eating and didn't really join in with the group as she was getting rid of the evidence of sweets before heading home!

Week 5 - Good first bus session. Lots of noise enjoying exploring the bus, singing, card games, PCs, games consoles, football. Conversations about fortnightly sessions and wearing masks.

Week 6

Week 7 Cancelled staff sickness, no replacements Half term

Week 8

Week 9 - Great session with YP excited with us being back. Enjoyed games consoles, karaoke, scratch art, football and rocket ball outside, Uno and PCs. Conversations really about getting to know the YP but also about school and music preferences.

Week 10

Week 11 - Cancelled, last minute COVID contact alert for member of staff

Week 12 - Very cold evening. Missing a large group of the girls (possibly at panto). Good use of Singstar, PCs, table top games, YouTube, genie game. Conversations about pets, wanting a dog, holidays, school and family.

Week 13 - Enjoyed PC games, YouTube, Singstar, UNO, Boggle, making Christmas cards, singing and dancing. Conversations about relationships (boyfriends/girlfriends), school, teachers, COVID and Christmas. Some concern about one yp who seemed quite immature and was sharing other people's personal lives without permission.

Week 14 - A more subdued evening but enjoyed Christmas crafts, table top games, YouTube, PC games and dance routines. Conversations about how first term of 2ndary school has been (whether as expected or not), falling out with friends, COVID cases, being unwell, what to wear for non-uniform day

22L/006. Colts tournament

Consider facility requirements for Colts tournament on 29th May.

- Parking arrangements/marshalling
- Hall requirements
- Toilets
- Need for vertidrainage post-tournament
- What else?

22L/007. Cycle racks

As part of the 22/23 budget we have £1k for the provision of cycle racks (with additional paving) by the Pavilion. This could be a 'quick win' project to line up now with a view to commencing work in April. Need to decide style of racks (Sheffield?) and obtain quotes for paving/installation.

22L/008. Queens Platinum Jubilee

Over the weekend of 2-5th June we will be hosting various events at the Recreation Ground as part of the Jubilee celebrations. There are various opportunities for village groups to get involved and raise funds. Could be food/snack stalls, pimms, games, competitions etc.

Programme of events to date:

Thursday 2nd June: Beacon lighting

- 7pm onwards bar to be open
- Food trucks to be available (how many? – had 3 at the carols on the green but should have been 4)
- Entertainment, possibly a film to be shown i.e. the coronation? Alternative ideas?

- Village Society to host exhibition of past Cottenham jubilee photos in the Balcony Room which will be in situ for the entire weekend
- 9.35pm – Piper(s): do we want this?
- 9.40pm – Bugle call (Cottenham Brass have agreed to do this)
- 9.45pm – Beacon to be lit. Need to decide who to light it: any ideas?
- 9.45pm – as the beacon is lit a choir to sing specially composed song; TyrannoChorus have been approached.
- That is officially the end of the event.
- Will need a compare and PA system for the event and possibly lights; who?

Saturday 4th June – Family disco

- To run either 3-5pm
- Bar to be open for the duration.
- Possible ice cream van
- NB: cricket match from 1.30pm on F2.

Sunday 5th June – Big Thank You Lunch

- 12 noon to 6pm (work/school day the next day and there will be tidying up to do)
- Bar to be open for duration.
- Encourage residents to bring a picnic
- Ice cream van booked; do we want other food trucks?
- Suggestion that we ask Guides/Scouts to help with litter picking
- Band(s) to play from the balcony? C5 can do 2x 30 minute sets with an interval. Do we need something else? Cottenham Brass/a jazz band?
- Other entertainment: 'Daphne & Clarissa' (Chloe Watson and Barbara Duckworth) might be able to do royal skit. Otherwise do we have a DJ just to play 'background' music?
- Cllr Tracy Hutchison has agreed to run a fancy dress competition and possibly tug of war

With the Village Newsletter deadline on 20th February it would be good to get as much pinned down before it goes to print so we can get information out to residents.

22L/009. Sports photos/trophies

The sports clubs have a number of photos photos and trophies which have been 'homeless' since the demolition of the old village hall. Consider housing these in the pavilion; cricket trophies in the club room and football photos perhaps along the corridor walls. Both would help 'dress' the building and create a focus to the building.

22L/010. Bird boxes

As part of the New Life on the Old West project a number of bird boxes are being made (in conjunction with the Scouts). The suggestion is to consider installation some of the box at WARG Field in addition to Fen Reeves. NB: Fen Reeves has already been agreed as a location under a separate resolution (22/008).