



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

LEISURE & AMENITIES COMMITTEE

A meeting of this Committee was held at The Hub Community Centre, Cambourne on Tuesday 22nd April 2014.

Present:

Cllr Mrs R Poulton

Cllr T Hudson

Cllr J Patel

Cllr Mrs P Vaughan

In attendance: John Vickery Parish Clerk

2 members of the Public were in attendance for the meeting.

1. APOLOGIES

Apologies for absence were received from Cllr S Crocker, Laura Selway and Cllr Dr G Mehboob

2. MINUTES

It was:

RESOLVED that the Minutes of the meetings held on Tuesday 28th January 2014 (M55) were a correct record and duly signed by the Chairman.

3. MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION for items on the agenda.

Cllr J Patel declared a personal non disclosable interest in item 5 as he is a Trustee of CYP.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made no announcements

5. CYP

Cllr J Patel reported that Nigel Taylor had been appointed as the new chairman of CYP with new committee appointments. The financial records are being updated prior to handing over to the new treasurer. The next Trustee meeting is 27th May at Cambourne Village College to develop the plans for the Summer and onwards.

The sport centre is to let CYP have details of their schedule for summer activities.

Signed

Date 17th June 2014

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It was:
RESOLVED that the report be received

6. REPORT ON FACILITIES

6.1 BURIAL GROUND

The transfer of the Burial Ground is now complete awaiting the commuted sum. The application for the Discharge of Conditions has been submitted and works to the Burial Ground will be carried out as soon as this is approved subject to availability of Grounds Staff.

It was:
RESOLVED that report be received.

6.2 ALLOTMENTS

6.2.1 General

All plots are let with the exception of the area of Brace Dein that has been subject to flooding problems which is still waiting to have the level raised with topsoil to alleviate the issues.

6.2.2 Crow Hill Wind Turbine

The wind turbine transfer document is being progressed. Once the transfer is complete works will be progressed subject to agreement with the Wildlife Trust to ensure that access avoids any ground nesting birds.

It was:
RESOLVED that the report be received.

6.3 PLAYGROUNDS, OPEN SPACES AND FOOTPATHS

6.3.1 Lower Cambourne Play Area

Work was programmed to commence week beginning 21st April but due to issues with the confirmation of the order work will now commence week beginning 12th May to be completed prior to the May half term.

6.3.2 Eco Park Play Area

Work is due to start with the replacement of the safety surface week beginning 21st April. Orders have been placed for the supply of the equipment with installation by the Grounds Staff.

6.3.3 Great Cambourne Green Play Area

The Parish Clerk has agreed with the Chairman of the L & A Committee to order a replacement bridge as the existing one is becoming unsafe. This should be installed in about two weeks along with some other minor repairs and improvements.

6.3.4 Upper Cambourne Play Area Extension.

Work is scheduled to start on the 28th April 2014 as the H & S and CDM issues have been resolved. In relation to the Parish Council funding the purchase of a zip wire, the Parish Clerk has established that there was a s106 agreement for UC11 Part 2 for provision of open space amounting to over £9,000 plus indexation. This has been requested from South Cambs District Council and it could be put against the cost of the zip wire leaving more money in the budget

for play park projects.

It was:
RESOLVED that the reports be received.

6.4 THE HUB

6.4.1 General

The new curtains have been installed. The users' survey is still ongoing but the feedback so far has been generally positive.

6.4.2 Hub Extension

The Parish Clerk reported that the drawings were progressing well and the Design and Access Statement was being finalised ready for the Planning Submission.

It was:
RESOLVED that the report be received.

6.5 CAMBOURNE SPORTS FACILITIES

6.5.1 Sports Centre

Shane Railley from Everyone Active was in attendance for this item and gave the following report

Participation; Increased by 2% on children activity and party codes and remained steady on all other codes

Membership base; steady at 1400 members.

Attendance avg per month; Steady at 11,000.

Avg group exercise occupancy; 72%

Awards Recently won;

Environmental management site of the year for the east region

Digital communication management site of the year for the east region

Finalist but yet to be decided for the Activity Manager of the year

Cricket Nets; Still yet to receive any information on the removal of the cricket nets and still waiting for the £500 invoice to be paid for the loss of income for the removal.

Air Conditioning; still have ongoing issues with studio air conditioning we have had an independent company survey the studio, who have identified inadequacies in the air handling and have made recommendations for two further units to be installed at a cost of 10K. Building contractors have arranged for their engineers to attend to review and report back, but in the meantime we are receiving a lot of dissatisfied customer complaints and a high volume of cancellations. In members, term we have 950 participants per week who use the studio of which 43% are unique visits, so that's £408 members at an average membership price of £30 that's £1230 per month of potential lost membership if this situation is not resolved, not including the negative PR the club is receiving!

Energy Efficiencies; a request has been made to the council for £1000 for installation costs for energy efficiencies in the gym lighting which will reduce consumption on those lights by 50% and have a return on investment of 3.5 years

Notice Board; a request has been made to the council to display an AO notice board to contain 8 A4 posters to advertise out services at the centre. These will not conflict with activities in The Hub.

6.5.2 New Cricket Pavilion & Pitches

The Parish Clerk reported that the application for the pitch extension is to be combined with the Cricket pavilion to form one application resolving the Parking issue that caused the original application to be withdrawn. The Cambourne Tennis Club, working with the Parish Council, has been offered £31,000 towards the construction of the new tennis courts.

It was:

RESOLVED that the report be received and the grant be accepted.

7. SKATEPARK EXTENSION

The Skate Park is not meeting the needs of the Youth in Cambourne. It is a victim of its own success and is often heavily used with a conflict between the older more confident skaters and the younger and inexperienced skaters. The Chairman, Parish Clerk and Deputy Parish Clerk have been working with a group of youngsters to develop a proposal for enhancing the existing skate park to meet the growing needs of the community.

A request should be made to the police to arrange for interaction with the skate park users to develop a good relationship.

The Sports Centre as part of their duty care to the wider community have been dealing with some incidents at the skate park. Which the committee thanked them, for this even though it was outside their site.

It was:

RESOLVED that the report be received and a working party made up of Cllr Mrs R Poulton, Cllr Mrs P Vaughan, Cllr T Hudson and members of the skating community.

6.6 BOWLS CLUB

6.6.1 Bowls Club

The Bowls Club are restarting their regular weekly open sessions at the end of April. They will be held on Mondays and Thursdays at 6.30pm.

6.6.2 Bowls Green Gullies

The Parish Clerk reported that a number of the channels had failed and Randal Thorpe had been approached as a potential latent defect and they are arranging for the channels to be replaced to the whole perimeter of the green. McA have agreed to pay for the works rather than enter into protracted discussions with the suppliers which would delay the resolution of the problem.

It was:

RESOLVED that the reports be received.

6.7 SPORT IN CAMBOURNE

The Parish Clerk reported that there was progress in the upgrading of the kitchen in the sports pavilion.

It was:

RESOLVED that the report be received

6.8 TRAILER PARK

Some non-Cambourne residents have now been evicted to allow space for Cambourne residents. The situation will be reviewed again in six months' time and further notices will be sent out as required.

It was:

RESOLVED that the report be received.

8. TENNIS COURT HIRE POLICY

Consideration was given to the draft policy, a minor amendment to item 5 with the addition of an umpires chair is permitted, was agreed (revised copy attached).

It was:

RESOLVED that the Policy be adopted with the amendment.

9. CORRESPONDENCE

Tracey Ashford, Club Secretary, Cambourne Eagles – Email regarding request for additional storage container.

There was a detailed discussion on the provision of an additional container in the vicinity of the existing containers or on the pitches. There is no space available next to the existing containers and with the development of the new facilities there is limited space available. The District planners are reluctant to have more containers in the area of the pitches as there are already four on the site. The committee considered the installation of a partition and locked door for the club with shelving to take their nets and equipment as already agreed. The council had offered to supply the materials free of charge.

It was:

RESOLVED that the email be received and the existing container should be adapted by the club to provide a secure area for their equipment.

Chris Threadgold – Letter regarding vehicles parking on verges.

It was:

RESOLVED that the letter be received and the County Council be approached on their approach to parking on verges.

10. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Exclusion of the press and the public.

It was:

Resolved that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

CONFIDENTIAL ITEMS

11. SPORTS CENTRE AIR CONDITIONING /HEATING

This was covered in the facilities report.

12. GROUNDS STAFF

The Parish Clerk gave an update on the recruitment process.

It was:

RESOLVED that the report be received.

**13. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

It was:

Resolved that the confidential business having concluded, the Press and Public be re-admitted to the meeting.

14. DATE OF NEXT MEETING – 17th June 2014



CAMBOURNE PARISH COUNCIL
District of South Cambridgeshire

Monkfield Tennis Courts.
(Special Events)
Primarily for the use of Cambourne residents.

BOOKINGS:

Should be made via the Parish Office.
(There is no online booking facility).

1. EMAIL: you can e-mail the bookings clerk direct at :-
bookings@cambourneparishcouncil.gov.uk

2.

PHON
E: Contact the Parish Office on **01954 714403**
Monday – Friday between 9.00am – 5.00pm or leave a
message.



CAMBOURNE PARISH COUNCIL
District of South Cambridgeshire

Monkfield Tennis Courts. (Special Events)

The site is as marked on the attached plan:

**The premises are available for events from 8.00am and
the premises must be cleared and locked up by 10.00pm.**

We operate a damage waiver system of £100.00 per Community Booking. (These amounts to be paid by cash only). This will be used to cover any damage or to clear any mess left behind. Your damage waiver will be returned back to you within a 48 hour period once your event has taken place; the site has been inspected for litter or damage. If the cost of cleaning or repairing the site exceeds the damage waiver an invoice will be raised against the hirer.

**Monkfield Tennis Courts
Cambourne Parish Council
Monkfield Lane
Great Cambourne
Cambridge
CB23 6AJ**

The Management and Operation of Tennis court is by Cambourne Parish Council

Signed

Date 17th June 2014
8-12

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CAMBOURNE PARISH COUNCIL
District of South Cambridgeshire

Monkfield Tennis Courts. (Special Events)

Letting Conditions

1. All Users must act with courtesy to the Cambourne Community.
2. No smoking is allowed on Tennis Courts.
3. Insurance: Most activities should be covered by **The Parish Council's** insurance. **The Parish Clerk** however will check with the insurers in case of doubt and an additional premium may be requested from the Hirer unless they are covered by their own insurance policy.
4. Hirers must comply with any instruction of **The Parish Council** relating to the security, maintenance, good order and Health and Safety of The Event and Tennis Courts.
5. In case of accidents the Parish office should be notified within 48 hours.

Hirers/Users will not, without the consent of **The Parish Clerk**, introduce equipment, alter fixed installations, alter or remove safety equipment, or otherwise take any action which may create a hazard for persons using the Tennis Courts. (An umpires chair is permitted).

It is the Hirer/User's responsibility to ensure that all equipment brought onto the Tennis Courts meets current safety regulations. **The Parish Council** cannot be held responsible for any accident that involves any equipment the Hirer/User or his/her Agent has brought onto the premises. The Hirer/User must advise the Booking Officer at the time of Booking of any equipment he/she or their Agent intends to bring onto the site.

7. The access road must be kept clear at all times for emergency vehicles. Patrons should be encouraged to use the settlement centre car parks.
8. **The Parish Council** reserves the right to refuse to hire, or may cancel with or without notice any agreed hire if, in their opinion, such use could be detrimental to the fabric of the Tennis Courts, curtilage or its fixtures, fittings, contents or be contrary to the principles of use for which the premises is intended.

No signage or posters are to be erected internally or externally to parish assets. Notices and decorations may only be affixed to designated notice boards.

9. The Hirers shall not do, or permit, nor suffer to be done on the Tennis Courts or within the curtilage of its boundaries including the car park, paths and surrounds anything which may invalidate the insurance of the site or increase the premium of such insurance and/or which may cause a noise or be of annoyance to the general public or occupiers of surrounding properties.

10. In the interest of safety only plastic glasses are permitted to be used on the Tennis Courts at any time.
13. All use of The Tennis Courts and facilities is subject to the users accepting responsibility, for returning furniture and equipment to their original placing and to leaving the **premises and grounds in a clean and tidy condition. This will include sweeping up and cleaning as necessary.** If the Tennis Courts and grounds are not left in a satisfactory condition in the case of a single hirer the deposit will be forfeited and all reasonable additional charges may be incurred. Persons hiring the Tennis Courts will be held liable for any damage to buildings or other property that is caused due to this hiring, and a claim for repair or replacement of such buildings or other property will be made. Please report all damage in writing to the Booking Clerk.
14. Litter, rubbish including cigarette ends and all waste must not be left in or about the Tennis Courts and grounds; **all rubbish must be removed and placed in appropriate waste containers** at the end of any function or event.

If the Tennis Courts are left in a condition where rubbish or litter needs to be cleared by staff, the user group will be charged for the clearance or in the case of single hirers all or part of the deposit will be forfeited all reasonable additional charges may be incurred.
15. **The Hirer is responsible for all conditions of hire.**
16. The Hirer is responsible for First Aid, Fire Safety, including evacuation to designated areas, and the security of the Tennis Courts. Exits must not be locked or obstructed. That person will be given a key to keep and this will be signed for.
18. The Parish Council do not accept any responsibility whatsoever for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending The Event. Cars and their contents are left at owners risk in the Public Car Parks. In all cases users of The Event should avoid undue noise on arrival and departure.
19. No animals are allowed on the Tennis Courts, except in the case of trained assistance dogs.
20. Hirers and organisers of events on The Tennis Courts are responsible for ensuring that the noise level of their functions is such that it does not interfere with nor causes inconvenience for the occupiers of nearby houses and property.
21. **All groups involving children must submit their Child Protection Policy to the Booking Clerk at the time of booking. They must ensure that the correct ratio of adult leaders to children is maintained at all times. Adults should be CRB checked as required. The Parish Council reserve the right to see the Disclosure Documents at any time.**
22. All bookings must be made through the Booking Clerk designated by **The Parish Office.**
23. The Parish Council reserves the right to terminate any arrangement where there is evidence of public nuisance.
24. Hirers are expected to adopt, a 30 minute cooling down period after functions have finished allowing the gradual dispersion of users.
25. A risk assessment for any event should be supplied to the Parish Clerk detailing the level of stewarding and how the safety and wellbeing of users is to be achieved. The document

must be circulated a minimum of 14 days prior to the event. The event organiser is responsible for contacting the relevant authorities about the said event.

The risk assessment should in addition to the level of stewarding, first aid provision, responsible person for the event and emergency contact information, what notifications have been made to the emergency services and the Local Authority etc.

26. The Parish Council has a responsible officer who is on duty or is easily contactable in the event of any complaint arising from a licensed event.
27. Contact details for all events to be on display at the front of the site.
28. Parents and Carers are responsible for the supervision of their children during events at all times.
29. **If any event is terminated due to breach of the above letting conditions, there will be no refund given and the damage waiver will be retained.**



CAMBOURNE PARISH COUNCIL
District of South Cambridgeshire

Application Form for Hire of:

Monkfield Tennis Courts. (Special Events)

Please Complete and return to:

Our Invoice No:
The Hub
Our Receipt No:
Cambourne Community Centre
High Street
Cambourne
Cambridge
CB23 6GW
Tel: 01954 714403

Name: of organisation/individual making the application	
Address: of person to whom all correspondence should be addressed	
	Post code: Tel No: E-Mail:
Date(s) of Hiring: (If regular booking please fill in attached Calendar)	
Time of Hiring:	From ____ am/pm To ____ am/pm
Use: Purpose for which facilities and accommodation required.	
Status: I am a Cambourne resident a non-resident a semi-commercial user a Commercial user	*Yes/No *Yes/No *Yes/No *Yes/No

I _____ (name) of _____ (organisation)

Hereby apply for the hire of the Tennis Court at Monkfield Lane, Cambourne, in accordance with the particulars set out above.

A fee of £100 (payable in cash only) for the damage waiver which I hereby agree to pay the **48 hours** before the commencement of the hiring.

I am hiring on my own behalf * / on behalf of an organisation * (whose authority I have) and by signing I agree to be bound by the conditions set out on the Letting Conditions which I have read and understood.

_____ Date _____
(signature)

Signed

Date 17th June 2014
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