



## 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 23<sup>rd</sup> September 2014.

Present:

Cllr Mrs R Poulton  
Cllr Mrs L Doidge  
Cllr T Hudson

Cllr Dr G Mehboob  
Cllr J Patel  
Cllr Mrs L Selway  
Cllr Dr S Smith

In attendance:

John Vickery Parish Clerk  
Liz Pinchen Deputy Parish Clerk

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

#### 1. **APOLOGIES**

Apologies for absence were received from Cllr Mrs P Vaughan.

It was:

**RESOLVED** that the apologies for absence be approved.

#### 2. **MINUTES**

It was:

**RESOLVED** that the Minutes of the meetings held on Tuesday 17<sup>th</sup> June 2014 (M57) 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 disclosable pecuniary interest in item 5 as he is Treasurer of the CYP.

Cllr Dr S Smith declared a personal non disclosable interest in item 6.2 as she has an allotment.

Cllr Mrs R Poulton declared a personal non disclosable interest in item 14 as she knows one of the correspondents.

#### 4. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made no announcements.

#### 5. **LITTER AT CROW HILL**

**Jenny Mackay of the Wildlife Trust and resident Jordan Hardwidge were in**

Signed

Date 18<sup>th</sup> November 2014

**attendance for this item.**

Jordan Hardwidge reported that, as a young resident of Cambourne, he had not been involved in the littering at Crow Hill but wanted to speak in support of the youths of Cambourne in that they are just enjoying themselves but he personally feels the littering is inexcusable. The youths have previously been gathering at the path in the Eco Park behind Broad Street but have moved to Crow Hill so as to be away from residential areas. There are no litter bins on Crow Hill but it is understood that there are issues with the area being a nature reserve and with collection of the rubbish. It is felt amongst the youth population that the pub is unwelcoming to 18 to 20 year olds so there is a lack of anywhere for them to congregate.

In the past the visits by the youth worker have been welcomed and the young people have been able to relate more to the approach of the youth worker than the approach of the police.

Jenny Mackay reported that the main issue for the Wildlife Trust is the impact of the rubbish. The rubbish, which is often scattered over a wide area, has to be cleared by Wildlife Trust staff, which is a cost to the charity. There is also a problem with broken glass bottles which can cause injuries to children and dogs. Glass bottles are left in the long grass which sometimes cannot be easily seen and have in the past caused a tractor window to be smashed. Quantities of gas canisters have also been found.

The Wildlife Trust have no issue with youths gathering only with the littering.

It was felt that there is a need to increase the understanding of the youth population on the impact of littering and the importance of Crow Hill as a wildlife site. It was reported that the Cambourne Youth Partnership (CYP) are restarting some detached youth work in Cambourne. The Wildlife Trust will liaise with the CYP to arrange visits to Comberton Village College and to visit the youths.

The Chairman thanked Jenny Mackay and Jordan Hardwidge for their attendance.

**It was:**

**RESOLVED** that the report be received.

**6. CYP**

Cllr J Patel reported that a timetable for youth activities had been produced and that a specialist youth worker, Jackson Nazombe will be working with Jonathan Buwert and Jane Brooks.

The new information regarding youth activities in Cambourne needs to be sent out to the Secondary Schools so that it can be sent out to pupils via their weekly email system.

The Parish Clerk reported that the Parish Council is now carrying out the cleaning of the Cambourne Soul Building and that the bookings system is in the process of being set up. The Parish Office awaits confirmation of the times the CYP are using the building. The Parish Clerk is in the process of obtaining prices for the extension and repair of the alarm system.

**It was:**

**RESOLVED** that the report be received

## 7. REPORT ON FACILITIES

### 7.1 BURIAL GROUND

Work is progressing on the installation of the footways around the site. Works have been carried out to the pond to remove non-native trees and all dead trees. The profile of the pond has been adjusted to give shallower banks as requested by the SCDC Landscape Officer. With this re-profiling and tidying up hopefully local residents will stop using it as a dump for their grass cuttings. Subsequently the burial rows and columns will be marked out to establish the layout of the burial plots.

The documentation and charging for the Burial Ground needs to be finalised and approved prior to any inhumations taking place.

**It was:**

**RESOLVED** that that the Committee Chairman and Cllr T Hudson be delegated to work with the Parish Office and the Burial Ground Working Party to finalise the documentation and charging ready for agreement at a future meeting of the Council.

### 7.2 ALLOTMENTS

#### 7.2.1 General

Works to alleviate the flooding issues has commenced and are due to be complete by the end September.

The renewal notices have been sent out and are being processed. The new allotment software is now being used and is working very well.

#### 7.2.2 Allotment Fees

We have had a large number of requests for skips to be available twice a year to enable plot holders to tidy up their plots. They have suggested that the cost be shared between all holders through an increase in the annual rental fee.

**It was:**

**RESOLVED** that the report be received and that it be agreed in principle to increase the allotment fees to allow for the provision of twice yearly skips subject the provision and approval of costings.

### 7.3 PLAYGROUNDS, OPEN SPACES AND FOOTPATHS

#### 7.3.1 Eco Park Play Area

The installation of the new equipment is now complete and the park is being well used.

#### 7.3.2 Great Cambourne Green Play Area

A larger area of wetpour has recently been repaired following damage sustained at the park. The manufacturers have been informed of the issues we are experiencing and this being followed up by the Parish Clerk

#### 7.3.3 Upper Cambourne Play Area Extension

A report from Randall Thorp has been received on the progression of the work:

- Secure compound & perimeter fencing erected.
- Site set out according to coordinates
- Paths, water paly and sand play areas excavated to subgrade levels ensuring correct falls for water play.

- Earth mounds profiled and top soiled.
- Filter/carrier drains have been excavated and installed.
- Water supply pipe excavated and installed.
- Geotextile laid and sub base for concrete imported and spread.
- Some boulders and play equipment have been delivered.

#### **7.3.4 Upper Cambourne Village Green Car Park.**

We are waiting for Bovis Homes to arrange the resurfacing of the car park which will enable us to programme in works for the demarcation of parking bays.

**It was:**

**RESOLVED** that the report for 7.3.1 to 7.3.4 be received.

#### **7.4 THE HUB**

##### **7.4.1 General**

The installation of the LED lighting is now complete including the hallway now being equipped with a movement sensor to reduce the amount of time the lights are switched on.

##### **7.4.2 Hub Extension**

The Planning application has been approved and tender documentation is being produced ready for tenders for the work to be sought.

**It was:**

**RESOLVED** that the reports for 7.4.1 & 7.4.2 be received.

#### **7.5 CAMBOURNE SPORTS FACILITIES**

##### **7.5.1 Sports Centre**

Shane Railley from Everyone Active was in attendance for this item. (Report Attached)

It was suggested that when the football nets are required to be replaced that these are purchased by the Parish Council and that there be one set of nets stored in the container for each pitch.

Concern was raised regarding unauthorised use of the MUGA and that the ability to turn off the lighting when the MUGA is not booked would help to alleviate this issue. The Parish Clerk will meet with Shane Railley to discuss the options.

Concern was raised regarding the flow of traffic in the Sports Centre car park and it was requested that a barrier be placed at the entrance to the car park from the slip road at the side of the building. It was also requested that the Parish Council consider remarking five of the accessible parking bays to be dual purpose as accessible and parent & child parking.

Shane Railley reported that the first year of managing the pitches on behalf of the Parish Council had been successful however the agreed fee did not cover the costs involved. It was requested that the Parish Council review the Pitch Management agreement.

**It was:**

**RESOLVED** that the management agreement fee for managing the booking and invoicing of the pitches be reviewed.

### **7.5.2 New Cricket Pavilion & Pitches**

The Planning application for the Pavilion has been approved and tender documentation is being produced ready for tenders for the work to be sought. Work is ongoing with the Cambs FA in relation to the provision of the Artificial Turf Pitch up the FIFA one star standard.

**It was:**

**RESOLVED** that report be received.

**Cllr Mrs L Doidge and Cllr J Patel left the meeting at this point.**

### **7.6 BOWLS CLUB**

#### **7.6.1 Bowls Club**

The Bowls Club reported at the Sport In Cambourne meeting that due to low player numbers they are currently unable to enrol in the local leagues.

#### **7.6.2 Bowls Green Gullies**

The gullies have been installed but there have been issues with the repairs to the pathway which are being resolved between Randall Thorp and Proscape.

**It was:**

**RESOLVED** that reports be received.

### **7.7 SPORT IN CAMBOURNE**

The Parish Clerk reported that a meeting had recently been held and that the clubs all have strong youth development programmes except the Rugby Club who are looking at developing a youth side.

The storage issues for the Netball and Tennis Clubs have been resolved.

The sporting ethos in Cambourne is very strong and that the youth teams are now working much better together.

**It was:**

**RESOLVED** that the report be received.

### **7.8 TRAILER PARK**

A request from a user of the Trailer Park for a Notice Board to be placed in the compound for purpose place for sale adverts and other caravan related notices. It was felt that this would be difficult to administer.

**It was:**

**RESOLVED** that the report be received and the request for a Notice Board be declined.

## **8. YOUTH FACILITIES**

The Parish Clerk reported that the possibilities are being reviewed; the needs of the youth are being re-evaluated in order to identify the floor area needed and to establish costs. The possibility of a phased building is being considered.

**It was:**

**RESOLVED** the report be received and the Parish Council continue to work with the CYP to provide suitable accommodation.

## 9. SPORTS BUILDINGS

### 9.1 Sports Centre

The Parish Clerk reported that there had been an issue with the air-conditioning in the Dance Studio. There has been a conflict between the original specification and what was provided. The works required to rectify the situation are at a cost of £5,140 of which Allied, the contractor, has agreed to pay 50%. SLM Ltd are willing to fund 50% of the remaining £2,570 if the Parish Council would fund the other 50%. The addition of blinds to the windows would reduce the heat gain; the cost for this would be in the order of £950. Everyone Active would contribute 50% and Cambourne Parish Council would pay the balance.

#### It was:

**RESOLVED** the report be received and that the Parish Council would contribute £1,285 to the cost of rectifying the issues with the Sports Centre air conditioning system and 50% of the cost of blinds to the windows to ensure the current problem is finally rectified.

### 9.2 Sports Pavilion

The Sports Pavilion is now being used at the weekends for private functions and is proving a popular venue. New fridges have been installed in the bar area and a key to these has been passed onto the Rugby Club. Prices are being obtained for altering the electrics in the kitchen to allow for a new cooker and prices are being obtained for a cooker and microwave.

A quotation has been received for the redecoration of the Clubroom and associated accommodation.

#### It was:

**RESOLVED** the report be received and that the quotation for the redecoration be approved and proceeded with for the sum of £1860.

## 10. BUDGET 2015-2016

The Parish Clerk reported that this is the first opportunity for the Committee to suggest items for inclusion in the budget for the next financial year.

- The repairs and renewals budget should be maintained o give opportunity for further enhancements or to rebuild the fund.
- That consideration be given to installing bollards or a gate at the entrance to the Sports Centre from the maintenance road to improve pedestrian safety in the car park.

#### It was:

**RESOLVED** the report be received and consideration be given to including the above items in the budget for 2014-2015.

## 11. FUNFAIR & CIRCUS

A request to discuss the Funfair and Circus had been received from a resident. Overall it was felt that this year's visit from the Funfair had been successful and there were no major concerns. Another resident, whose property is adjacent to the Green has met with both Larry Gray of the Fun Fair and John Lawson of the Circus, both of whom were happy to discuss his concerns and address them accordingly.

The Parish Clerk reported that two members of the Grounds staff were on duty each evening of the Fun Fair to ensure that the Fair was closed on time and they reported no issues.

Signed

Date 18<sup>th</sup> November 2014  
6-10

At present there is no other suitable site in Cambourne to host the Fun Fair and Circus.

**It was:**

**RESOLVED** the report be received and that the Parish Clerk will respond to the resident confirming that after careful consideration it was agreed to continue to use Great Cambourne Green for the Funfair and Circus and other community events.

## 12. UC11 INDEMNITIES

The Parish Clerk reported that the Indemnity for s106 monies for the maintenance of the UC11 LAP is required to be signed by the Chairman and Vice Chairman.

It was:

**RESOLVED** that that the Chairman and Vice Chairman of the Council be authorised to sign the indemnity on behalf of the Parish Council.

## 13. SKATEPARK

### 13.1 Grant Funding

The Parish Clerk reported that a grant offer for £15,000 had been awarded from AmeyCespa subject to the acceptance documentation being received by them. Once the funding is accepted arrangements for can be made for the works to commence. A grant of £1,500 has also been applied for form South Cambs District Council community Chest Fund.

It was:

**RESOLVED** that the Grant of £15,000 from the AmeyCespa Community Fund is accepted and the Acceptance form is signed by the Parish Chairman and the Chairman of the Leisure & Amenities Committee.

### 14.2 Repairs to existing Skatepark

The Parish Clerk reported that emergency repairs to the Skatepark to have been undertaken to remove ridges that had arisen where the some of the ramps had settled slightly into the tarmac and were causing a safety hazard. The cost was £1250.

**It was:**

**RESOLVED** that the report be received and the actions confirmed.

## 14. CORRESPONDENCE

### Neil Thompson, Cambourne Cricket Club

Email regarding U10's Cricket Tournament

**It was:**

**RESOLVED** that the email be received.

### Michal Stefanow

Email regarding setting up of a weekend Dad's Group

It was felt that this was a good idea and that the Cricket Pavilion could be used as long as the children were fully supervised and that priority is given to the Cricket Club.

Signed

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**It was:**

**RESOLVED** that the use of the Cricket Pavilion is approved for the purpose of setting up a weekend Dad's Group subject to adequate supervision arrangements and priority being given to the Cricket Club.

**Kate Day – Project Manager, Local Infrastructure & Street Management, Cambridgeshire County Council**

Email regarding booking form for the Parish Paths Meeting South Area.

**It was:**

**RESOLVED** that the email be received

**Allyson Mills**

Email regarding Dog and Litter Bins in Lower Cambourne

**It was:**

**RESOLVED** that the email be received and that arrangements be made for the additional litter and dog bins to be installed.

**Julie Anderton**

Email regarding proposed event.

**It was:**

**RESOLVED** that the email be received and that the event be approved to go ahead subject to the hire fee being received in advanced and the damage waiver being received and a strict ticket only policy.

**15. DATE OF NEXT MEETING – 18<sup>th</sup> November 2014**



**Cambourne Fitness and Sports Centre  
YTD (1<sup>st</sup> April 2014-31<sup>st</sup> August 2014)**



**Feel better for it**

**Overall Achievements:**

- 1400 members in total (adult & child)
- Circa 11,000 visits per month
- 72% group exercise occupancy (average)
- 43 + group exercise classes per week (growth of 12%)
- 51 + children's activities per week (growth of 12%)
- Year 2 made a profit ☺
- Strong relationship with CPC / local clubs / local media
- Successful Y1 management of CPC grass pitches
- Energy Capex projects ROI YTD 17% Electricity savings
- Activity Camps Successfully accommodating 20+ children per day of operation

**SWOT Analysis:**

|   |  |
|---|--|
| <p><b>Strengths</b></p> <ol style="list-style-type: none"> <li>1. Strong community membership base (70% for Cambourne community)</li> <li>2. Sports Course 70% occupancy</li> <li>3. Successful colleague development, up skilling colleagues across the Cambourne business</li> <li>4. Regional achiever for PR stories and community engagement</li> <li>5. Exemplary H &amp; S record</li> <li>6. Proactive Environmental strategy in place</li> <li>7. Now selling Sports and Fitness retail</li> <li>8. Successful launch of two more children's party packages</li> <li>9. Successful ownership of the Day Care holiday Activity provision</li> <li>10. Successful relocation of two cricket nets to Cambourne Village College</li> <li>11. Strong relationship with local and national charities</li> <li>12. Investment in new Equipment has been positively received by the customers</li> <li>13. Inclusion of 4 more new children's activities</li> <li>14. Exceptional standards of cleanliness</li> <li>15. passed internal Gold Standards for Fitness, FOH, H&amp;S, Sales &amp; Children's Activities</li> </ol> | <p><b>Weaknesses</b></p> <ol style="list-style-type: none"> <li>1. Limited storage space for activity expansion</li> <li>2. High Colleague turnover (career progression)</li> <li>3. Customer Cancellation due to inadequate air conditioning in the studio</li> <li>4. GP referral scheme lost pace, South Cambs structure changes has effected the service</li> <li>5. Limited access to Instructors due to location so have issues when trying to cover classes</li> <li>6. MUGA space not being utilised to aid viability</li> <li>7. MUGA security and running costs not efficient</li> <li>8. Car Parking at the Weekend limited due to use of Grass pitches having an effect on centre users, especially those with children</li> <li>9. too many Disabled / Accessible bays needs to be 50/50 with parent &amp; child</li> <li>10. Clubs want more hours for expansion of service but no space</li> <li>11. New clubs want to use our facility but no space</li> </ol> |
| <p><b>Opportunities</b></p> <ol style="list-style-type: none"> <li>1. Installation of a waste water recycle system £2.5K invest with a 2 year ROI and a circa 70,000 litres saved per month</li> <li>2. Launch Archery course following the EA groups successful funding application for 10K</li> <li>3. Development of off-peak centre use to increase attendance and participation</li> <li>4. increase management fee of CPC grass pitches</li> <li>5. Swimming Pool and golf course management – long term</li> <li>6. Still exploring the inclusion of a Post Office at the CFSC site</li> <li>7. Introduction of Changing Room inspection monitors to continue to provide highest standards of cleanliness</li> </ol>   | <p><b>Threats</b></p> <ol style="list-style-type: none"> <li>1. Belfry soon to have capital investment into their leisure provision</li> <li>2. limited housing growth in the community</li> <li>3. Cambourne Village College provision for activities</li> <li>4. Government increase national minimum wage and potential increase to living wage will have a knock on effect to future profitability</li> <li>5. Limited senior career progression within the site due to facility offering so colleagues may be lost to competitor or other EA sites</li> <li>6. No Pool</li> </ol>   |

Signed

Date 18<sup>th</sup> November 2014  
9-10

## Current Sports Hall Occupancy

|                               | MON | TUES | WED | THUR | FRI | SAT | SUN |
|-------------------------------|-----|------|-----|------|-----|-----|-----|
| Total Space Available (HRS)   | 52  | 52   | 52  | 52   | 52  | 52  | 56  |
| Pre Bookable Activities (HRS) | 10  | 6    | 16  | 16   | 17  | 4   | 17  |
| Set Up/Down (HRS)             | 4   | 9    | 5   | 5    | 6   | 8   | 6   |
| Total pre-booked HRS          | 14  | 15   | 21  | 21   | 23  | 12  | 23  |
| Clubs / Associations HRS      | 14  | 24   | 14  | 12   | 0   | 10  | 6   |
| Casual HRS Available          | 24  | 13   | 17  | 19   | 29  | 30  | 27  |
| Daily % Casual Space          | 46  | 25%  | 27% | 37%  | 56% | 58% | 48% |

### Key

**Pre-bookable Activities** – Any activity that is not open to casual use, but includes activities that the public can use if booked in or on a pay as you go basis (e.g. Active Ants, Adult Trampolining etc).

**Casual HRS Available** – Hours available for casual / Turn up and play availability (e.g. Badminton). Times when nothing is booked in the Sports Hall in theory so available for casual bookings to take place.

**Clubs / Associations HRS** – Hours used by hosted registered clubs and associations

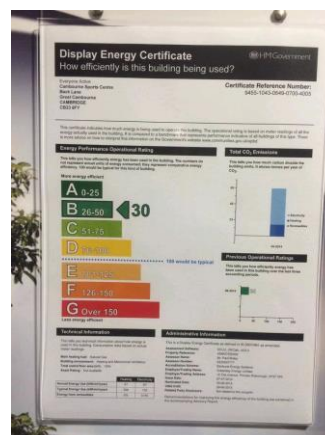
### Awards:

Everyone Active East Region Energy Management Site of the Year

Everyone Active East Region Data Management Site of the Year

Through to the finals night of the Health Club Awards taking place in Birmingham on Tuesday 30<sup>th</sup> September

Achieved B rating in our DEC Inspection



## Profit and Loss accounts

Submitted to John Vickery to be presented to Full Council

Signed

Date 18<sup>th</sup> November 2014  
10-10