



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 20th September 2016

Present:

Cllr Mrs R Poulton (Chairman)
Cllr Dr S Bhattacharya
Cllr S Crocker

Cllr T Hudson
Cllr Dr G Mehboob
Cllr G Thompson

In attendance: John Vickery Parish Clerk
 Liz Pinchen Deputy Parish Clerk

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

1. **APOLOGIES**

Apologies for absence had been received from Cllr J Patel. An acceptable reason for absence had been given.

It was:

RESOLVED that the apologies for absence from Cllr J Patel be received and approved.

2. **MINUTES**

It was:

RESOLVED that the Minutes of the meetings held on Tuesday 21st June 2016 (M67) were a correct record and duly signed by the Chairman.

Cllr Dr G Mehboob joined the meeting at this point.

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

Cllr S Crocker declared a personal non-disclosable interest in items on the agenda as a District Councillor

Cllr S Crocker and Cllr G Thompson declared a personal non-disclosable interest in item 7.5 as a member of Everyone Active.

Cllr S Bhattacharya a personal non-disclosable interest in in item 7.2 as an allotment holder.

4. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made no announcements.

Signed

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7.3 PLAYGROUNDS, OPEN SPACES, SKATEPARK AND FOOTPATHS

It was agreed to bring this item forward on the agenda as members of the public were present for this item.

Correspondence had been received from a resident of Broad Street regarding the removal of two benches from the Eco Park. The two benches concerned are located near to the rear of the housing and regularly attract large groups of rowdy youths who cause disturbances late into the night and leave large quantities of litter.

It was:

RESOLVED that the correspondence be received and that the two benches and adjacent litter bins be removed as soon as the work can be programmed in and that the relocation of the benches and bins be discussed at a future meeting.

5. BLUE SCHOOL

The Parish Clerk reported that Ian Wilson of Cambridgeshire County Council was under the impression that the transfer of the Blue School had taken place. This is not the case and an extension of the lease had been requested. Ian Wilson is taking the matter up with the County Council's solicitors. An extension to the lease has been requested so the Parish Council can continue to operate the letting of the building.

Every weekday evening and many weekend and weekday daytime slots have been filled.

It was:

RESOLVED that the report be received.

6. CYP

The Deputy Parish Clerk reported that Nigel Taylor had sent the following short report.

The CYP were pleased to be able to attend the Fete on 10th September and we had a number of good conversations with Cambourne residents, including parents who came with their children and were interested to find out more about the Clubs we run. We also had a steady stream of young people who came to the stand to take part in art/craft activities and talk to the youth/children's workers.

It was:

RESOLVED that the report be received.

7. REPORT ON FACILITIES

7.1 BURIAL GROUND

A second burial has taken place at Cambourne Cemetery. A burial involves the following steps to be undertaken by the Clerk or Deputy Clerk:

- Meetings with Family members about the burial and dealing with the paperwork and agreeing the plot. This includes visiting the cemetery on more than one occasion.
- Ensuring the Cemetery is looking at its best for the funeral service.
- Liaising with the undertaker on the phone regarding the time and date of

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the funeral service and when they anticipate arriving at the cemetery. Also understand any special requirements.

- Meeting the undertaker to show them the plot, confirming the orientation of the grave, position of the headstone, confirming access details.
- Meeting the grave digger to show them the plot, confirming the orientation of the grave.
- Visiting the site ahead of the funeral to confirm the depth of the grave and safety of the surrounding area.
- Attending the burial service to check that the name on the coffin corresponds with the name on the green form so the burial can take place.
- Visiting the cemetery to ensure the grave digger has left the grave in a tidy and safe manner after the filling.
- Completing the green form and sending it to the Register Office confirming the burial. This has to be done within 96hrs of the burial.

It was:

RESOLVED that the report be received.

7.2 ALLOTMENTS

Allotment renewal letters have been sent out this month. Tenants have until 30th September to return their form and payment. After this date, plots that are overgrown will be cleared of weeds and can then be re-let to residents on the waiting list.

It was:

RESOLVED that that the report be received.

7.3 PLAYGROUNDS, OPEN SPACES AND FOOTPATHS

Skatepark

Initial contact has been made with the secondary school regarding a graffiti art project and the school are keen to be involved. The project will be put off however until the completion of the informal MUGA. The design of the informal MUGA needs to be reviewed due to the accommodation of a basketball court. A single larger MUGA may be preferable to two smaller MUGAs.

General

Concern was raised that the removal of the bins from the Eco Park would result in more littering in the area and it was suggested that one of the new dual litter bins be placed at the end of the footpath leading to the Eco Park.

Concern was raised regarding the amount of litter in the area in front of Caxton House generated by the food outlets. These bins are the responsibility of Carter Jonas, who managed the building and this is being followed up with them.

The Chairman reported that the Ark is due to be removed and the possibility of turning this area into a garden and relocating the benches from the Eco Park was raised. The Parish Clerk reported that the land is currently leased to the Church by MCA and the Church, under the terms of the lease will have to reinstate the area as a verge. The area will eventually be transferred to the Parish Council. Once this process is complete a garden could be installed.

There have been reports by residents of late night disturbances in some of the

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play areas. All such disturbances should be reported directly by residents to the Police using 101. A request for residents to do this will be put in the next Cambourne Crier article.

Upper Cambourne Water Park

The Head Groundsman and Randall Thorpe are aware of the issues with standing water the Upper Cambourne Water Park and are working on getting it drained and a solution to prevent a re-occurrence. A disinfectant that can be used safely is also being looked into. The Water Park should be closed with immediate effect until the problems with standing water are resolved.

It was:

RESOLVED that the reports be received and that the Water Park be closed until the issues with standing water are resolved.

7.4 THE HUB

The new Caretaker, Scott Myers is undertaking a review of all maintenance required in The Hub and in the Lower Cambourne Cricket Pavilion in order that a quotations may be obtained in time for the preparation of the next budget.

It was:

RESOLVED that the report be received and that two additional quotations be requested.

7.5 CAMBOURNE SPORTS FACILITIES

Shane Railley had sent his apologies for being unable to attend.

The Parish Clerk gave a report on the 3g pitch contract (report attached) and on parking issues in Monk Drive during football matches (report attached)

It was:

RESOLVED that the reports be received and that the actions taken by the Parish Clerk be confirmed.

7.6 BOWLS CLUB

The Bowls Club had their last open evening on the 15th September 2016.

It was:

RESOLVED that report be received.

7.7 SPORT IN CAMBOURNE

There was no report from Sport in Cambourne.

7.8 TRAILER PARK

There have been some Trailer Park tenants leave the site, but they have quickly been replaced by new tenants over the last month. There are currently 2 spaces available at the site.

It was:

RESOLVED that the report be received.

8. INFORMAL MUGA AND OUTDOOR GYM

These projects will be put on hold until the spring as there will some funding

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from the s106 for the SB02 site on Back Lane.

It was:

RESOLVED that the report be received.

9. GREAT CAMBOURNE GREEN USAGE

The Chairman raised concern about damage that had been caused to Great Cambourne Green this year by the Funfair. The Parish Clerk reported that he had met with Larry Gray following the departure of the Funfair and had inspected the damage with him. Larry Gray had reported that a new member of staff had been left on site to oversee the removal of a lorry and was unaware of procedures that should have been in place. A sufficient proportion of the damage waiver was withheld in order to cover the cost of the repairs.

It was:

RESOLVED that the report be received.

10. UPPER CAMBOURNE PLAY AREA

The Chairman reported that the gate to the young children's play area currently does not close properly and needs a metal gate latch. It is requested that this be addressed.

The area is suitable for a mixed age range of children and the supervision of all children in the play areas is the responsibility of the parents or carers.

It was:

RESOLVED that the report be received and that the gate to the young children's play area be repaired.

11. CORRESPONDENCE

No correspondence had been received.

12. ITEMS FOR A FUTURE AGENDA

- Bus shelter in Broad Street
- Land at the Ark

It was:

RESOLVED that the above items be added to the next Leisure and Amenities Agenda

13. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Exclusion of the press and the public.

MOVE: 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.

14. PLANNED REPLACEMENT OF MAINTENANCE EQUIPMENT

The Parish Clerk presented a report to the Committee

It was:

RESOLVED that the report be received.

15. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Re-admittance of the press and the public.

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

16. DATE OF NEXT MEETING – 22nd November 2016

ITEM 7.5 - 3G PITCH CONTRACT REPORT

The contract is being run under the Football Association Framework which required the appointment of a consultant to do the funding application and business plan etc. This was Castele Ltd, recommended by the FA

Project management, tendering, contract management etc. had to be by a Framework approved consultant. The FA put forward, RLF (Robson Low Francis LLP), to do this role. Adrian Haden of RLF is the Associate dealing with the project. They took the approved planning drawings for the project and prepared the tender documentation and reports as required under the FA Framework. Because of this appointment and the FA Framework the Council has no direct day to day control of the contract. This role is carried out by RLF. Contractually the only input is to give instructions to RLF for the contractors to carry out. Monthly progress meetings have been organised by RLF where progress has been reported. At both meetings the programme was challenged but the programmed completion of the 29th September with handover on 3rd October was confirmed.

I am contractually not allowed to give instructions direct to the appointed contractor, SC Slatter/Fieldturf, everything has to go through RLF.

As the client's representative I have been daily, after work, visiting the site to try and gauge progress. Because of this I challenged Steven Ayres, FA/RFU Framework Manager of SC Slatter, if they were still able to meet the programme. He said that he thought they may be running about a week late. I asked him to confirm this in an email so I had a definitive answer as the Leisure Centre and the Clubs were getting anxious about using the 3g. After chasing I received a copy of an email sent to the Contract/Project Manager stating that they were running a week late.

I am awaiting input from RLF but Adrian Haden is out of the office.

Signed

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ITEM 7.5 – PARKING DURING FOOTBALL MATCHES

Monk Drive

It is a condition of the planning approval that there is no parking in Monk Drive. The football clubs agreed to send out letters to members to request that they do not park on Monk Drive and also to advise visiting teams. Complaints have been received from residents that coaches and parents are parking on Monk Drive and blocking Drives, when asked to move the drivers were rude to the residents. If parking persists in Monk Drive we will be forced to close the pitches and lose their use. We will be placing traffic cones along Monk drive this week end hopefully the coaches and members of the football clubs will not park there. The residents are threatening to take the issue up with the Planning enforcement officer to resolve the issue.

Leisure Centre Car Park and Back Lane.

A number of phone calls have been received regarding the inconsiderate and dangerous parking by people attending matches at the weekend a number of cars were parked in the accessible parking bays restricting access to the sports centre and pitches for people with restricted movement. Also there were a number of cars badly parked on Back Lane on bends, opposite junctions and so that buses were unable to get along Back Lane. Cars were parked on paths blocking fire escapes which nearly meant that the Leisure Centre would have had to close as it was unsafe in case of an emergency as they would not be able to evacuate the building. The centre staff placed notices on cars on paths and the accessible bays, some of the drivers screwed them up and went into the centre and threw them at the receptionist which is unacceptable behaviour. The football clubs are requested to ask parents attending to walk to ease the parking issue and request that visiting teams car share to reduce the impact. I am talking to Shane Railley, Sports Centre Manager on how the situation can be managed. If the teams are unwilling to discourage car use the options are to limit the number of games at any one time slot and further stagger start times so there will be less need for parking spaces. There is currently no additional space for parking unless we close some pitches and use them for parking. This would be unacceptable due to the number of teams and their requirements. The Police have been requested by residents to take action against cars in a dangerous locations or causing an obstruction. At the recent fete this meant a number of cars getting fixed penalty notices.