



CAMBOURNE PARISH COUNCIL  
District of South Cambridgeshire

**LEISURE AND AMENITIES COMMITTEE**

A meeting of this Committee was held at The Hub, Community Centre, Cambourne, on Tuesday 20<sup>th</sup> October 2009.

Present:

Cllr Mrs R. Poulton (Chairman)                      Cllr R Hume  
Cllr R Clements  
Cllr T Hudson

In attendance: Mr John Vickery, Parish Clerk  
There were nine members of the Public in attendance at the meeting.

1.     **APOLOGIES**  
Apologies for absence were received from Cllr D Tilley
2.     **MEMBERS DECLARATION OF INTEREST** for the following items on the agenda.  
Cllr R Clements declared a personal interest in item 5 as an allotment holder.
3.     **CHAIRMAN'S ANNOUNCEMENTS**  
The chairman made no announcements.
4.     **MINUTES OF LAST MEETING**  
It was:  
**RESOLVED** that the Minutes of the meeting held on 22<sup>nd</sup> September 2009 (M31) be approved as a correct record and signed by the Chairman.
- 5     **ALLOTMENTS**  
To consider future arrangements for Cambourne Allotments.

The Parish Clerk reported on the delay in transfer of the Brace Dean Allotments caused by the need to have a water main and associated easement included in the Transfer documentation.

There was a discussion on the possible arrangements for the future of the management of the Allotments. A meeting was arranged for Tuesday 20<sup>th</sup> October 2009, but was postponed due to John Flavill being unwell, this is

Signed

Date 15<sup>th</sup> December 2009  
1-7

being rescheduled.

During the discussion the meeting was adjourned to allow members of the Public to contribute their views to allow the committee reach a conclusion.

It was:

**RESOLVED** that Brace Dean Allotments should have its own association. When the tenancy agreements are issued they should have an additional fee for membership of the Brace Dean Allotment Association to be passed on when a suitable working association was in place after an inaugural meeting of all allotment holders.

It was:

**RESOLVED** that Crowe Hill Allotments association should have its own association. When the tenancy agreements are issued they should have an additional fee for membership of the Brace Dean Allotment Association to be passed on when a suitable working association was in place after an AGM open to all allotment holders.

## 6. TREES

To consider diseased and replacement trees in Cambourne  
The Parish Clerk reported that a meeting is being arranged with the Wildlife Trust to inspect the trees and seek advice.  
Existing trees that have been removed are to be replaced. Drawings show where they should be placed and types.  
SCDC will provide updated Tree Preservation Lists for areas and can provide replacement trees/hedging.

It was:

**Resolved** that the report be received.

## 7. LAND TRANSFERS

The Parish Clerk reported that:

- The allotment transfer has been confirmed by the developers, but they have identified there is a water main that crosses the allotments which a drawing is being produced for inclusion in the transfer documentation. This is likely to take a couple of weeks.
- Cricket Wicket the transfer documents are being progressed.
- They are also stating to work on the documents for the transfer of the Entrance Park and part of School Lane not transferred to the County Council.

It was:

**RESOLVED** that the report be received.

## 8. THE HUB

To receive progress report on recommended improvements.

Further quotes are being obtained for:

- The installation of new asymmetrical doors and automation of the same.
- The installation of a pull cord alarm in the accessible toilet with a

Signed

Date 15<sup>th</sup> December 2009

suitable notice. Three quotes have been obtained.

- For installing induction sound loops (for people who have a hearing impairment) in the Hall and meeting room.
- In the car park marking for disabled bays.

It was:

**RESOLVED** that the report be received

#### 9. **GROUNDS MAINTENANCE**

To consider a report from the Parish Clerk and Charge hand (Copy Attached)

There was a debate on the report and the following recommendations were made:

It was

**Recommended** that the Parish Council agree to the appointment of an additional Grounds Maintenance Operative employed from April to October.

and

It was

**Recommended** that the Parish Council agree to vire the money to the Plant and Equipment budget and purchase the equipment as listed with the exception of the Tiller/Rotovator to allow the Parish Council to meet the expectations of the residents.

#### 10. **BUDGETS 2010-2011**

To consider projects for 2010-2011

The following items should be considered for inclusion in the budget exercise for 2010-2011.

- Baby Swing.
- DDA Compliance review to Cricket Pavilion.
- Stage, lighting and Store.
- Additional Temp Changing room for MUGA
- Youth Grant for CYP
- Youth Council Grant

#### 11. **DATE OF NEXT MEETING** – 15<sup>th</sup> December 2009

CAMBOURNE PARISH COUNCIL  
District of South Cambridgeshire

LEISURE & AMENITIES MEETING 20<sup>th</sup> October 2009

**GROUNDS MAINTENANCE**

**To consider a report from the Parish Clerk and Charge hand;**

**BACKGROUND**

The Parish Clerk and Charge Hand held a review of the work carried out on areas owned by the Parish Council. The Parish Council maintain a wide range of land from small verges up to the Playing fields.

I have attached a copy of the schedule of land owned or maintained by the Parish Council.

Ideally during the Summer Months

**The Sports Pitches**

- Are cut weekly
- Marked weekly
- Surface dressed annually
- Fertilizing quarterly
- Moss twice a year
- Aerating scarifying fortnightly
- The allotment common areas are cut fortnightly
- Compost bins manage and maintain as required clear annually
- Litter picks are carried out twice dedicated plus when cutting.

**Playgrounds**

- Cut and strim weekly
- Inspections three times a week during the summer
- Repair and maintenance as required.

**MUGA**

- Drag net weekly
- Litter Pick daily
- Inspection daily
- Muga and tennis court fence maintenance monthly

**The Hub:**

- Maintenance and weeding of flower beds at The Hub Car Park is carried out monthly
- Cutting of Grass at fortnightly
- Sweeping Car park monthly

Signed

Date 15<sup>th</sup> December 2009  
4-7

**Bowling Green requires:**

- Cutting daily
- Edging weekly
- Scarifying fortnightly
- Aerating fortnightly
- Verti-cutting fortnightly
- Moss twice yearly
- Fertilising monthly
- Brushing daily
- Hedge maintenance twice a year
- Boarder weeding monthly
- Top dressing annually

**Cricket wicket:**

- Cutting twice a week
- Scarifying weekly
- Aerating weekly
- Verti-cutting weekly
- Moss twice yearly
- Fertilising monthly
- Top dressing annually
- Rolling weekly
- Marking weekly
- Brushing weekly
- Crease Maintenance weekly
- Watering daily subject to weather

**Cricket Outfield:**

- Cut weekly
- Strim Fortnightly
- Weed control twice a year
- Fertilising annually

**Cricket Pavilion:**

- Grass cutting fortnightly
- Strim fortnightly
- Sweeping Carpark monthly

**Tennis courts:**

- Spraying moss twice a month
- Sweeping fortnightly
- pressure washing twice a year

**Trailer Park**

- Grass cutting fortnightly
- Spraying Car park access road quarterly
- General levelling of gravel to access road annually

### **Skate Board Park**

- Grass cutting fortnightly
- Strim fortnightly
- Sweeping park fortnightly
- Inspections three times a week during the summer
- Repair and maintenance as required.

### **General Maintenance**

- Hedge trimming annually
- Ditch maintenance annually
- Ponds twice a year
- Tree maintenance six times a year
- The verges are cut on a fortnightly basis
- The village greens are cut and strimmed weekly
- Vandalism regular basis 2/3 times a month
- General maintenance of Parish Buildings, tables, seats, bins, etc regular basis normally 2/3 times a week
- General fencing maintenance twice yearly inspections, but regular maintenance due to design.

### **Notice Boards**

- Notice boards at least fortnightly, but often more regularly

The Eco Park requires surface dressing to improve the condition it would then need maintaining at the same level as sports pitches.

This year the grounds men struggled to achieve the number of cuts required on all the areas and were unable to carry out all the required surface dressing of the pitches to a suitable standard and are playing catch up with the pitch maintenance because of this.

The extent of the work load will increase next year with the transfer of the Second Cricket Wicket, Brace Dean Allotments, additional Verges from the County Council, additional Verges from the developers and the main entrance park area. These will bring in additional funding that will go towards covering the cost of the position.

We currently are paid by Bovis and the County Council to carry out grass cutting on their behalf

### **GROUNDS MAINTENANCE OPERATIVES**

After carrying out a review of the work over the last year in light of the works that they are required to carry out over the summer season by the Charge Hand and the Parish Clerk it was assessed that the Ground Staff would have been more able to meet the required cutting requirements to keep Cambourne up to the standards the Ground Staff set for themselves and the residents expect. It was found that a third Grounds Maintenance Operative employed from April to October enable the Council to fulfil the expectations of the residents.

Signed

Date 15<sup>th</sup> December 2009

We currently are paid by Bovis and the County Council to carry out grass cutting on their behalf. This money would cover 92% of the cost of the post this would have a negligible impact on the precept of approx £600.00.

It Is

**Recommended** that the Parish Council agree to the appointment of an additional Grounds Maintenance Operative employed from April to October.

## GROUNDS MAINTENANCE EQUIPMENT

After carrying out a review of the work load over the last year in light of the works that are required to be carried out over the summer season the Parish Clerk and Charge hand carried out a review of the current equipment and what is required to make them more efficient and allow them to work to their fullest potential.

The top dressing of the sports pitches took an extended period and was not as effective as the men would have liked with the existing tractor having to be changed from the top dresser to brush to roller to do each pitch this was time prolonged the time required to carry out the work. This had a negative impact on other works that required to be done. Having two tractors would enable the pitches to be dressed more effectively with one tractor doing the top dressing with the second following on with the brush. This would free up the other Ground Staff to work on the other areas with the other equipment. The second mowing deck would also assist in cutting the second phase pitches which was not carried out to the same standard as they were being allowed to stabilise, allowing the other equipment to be used on other areas.

A second tractor	£17,750.00
Front loader for tractor	£ 4,125.00
Second cutting deck	£ 2,500.00
Tiller/Rotovator	<u>£ 1,825.00</u>
Total	£26,200.00

After setting the budget last year the Parish Council received a contribution for maintenance for the second phase of Sports Pitches and Bowling Green which can be vired to the Plant and Equipment budget:

Sports Pitches	£18,400.56
Bowling Green	<u>£ 6,307.52</u>
	£24,708.08

There is currently	<u>£ 3,577.93</u> left in the budget.
Total available	£28,286.01

It Is

**Recommended** that the Parish Council agree to vire the money to the Plant and Equipment budget and purchase the equipment to allow the Parish Council to meet the expectations of the residents.

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Date 15<sup>th</sup> December 2009