



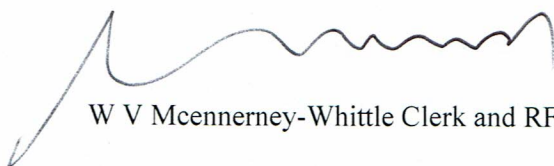
**W V McEnnerney-Whittle**  
**7, Bilsborough Meadow**  
**Lea**  
**PRESTON**  
**PR2 1YY**

**Tel : 01772 733829 E-mail : clerk@leacottam-pc.gov.uk**

25<sup>th</sup> June 2025

## NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on Monday the 30<sup>th</sup> June 2025 at Cottam Community Centre Haydocks Lane commencing at 7.30pm



W V Mcennerney-Whittle Clerk and RFO

## AGENDA

1. To receive apologies
2. To consider and approve the Minutes of the Meeting held on the 12<sup>th</sup> May 2025 (enclosed)
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public discussion

*Please note that the Council may not make any lawful decision during this session – any items raised by members of the public may be considered for a future agenda. Members of the public are defined as any person present other than parish council members or officials.*

*It is anticipated that Shirley Parkinson will be present to talk to members and answer questions concerning the recent audit of playgrounds undertaken by PCC which has identified several playgrounds that are fast coming to the end of their life, and which include several within Lea and Cottam Parish – See the attached report which provides the background to her visit so that all members are aware of the current position.*

5. To approve the following payments:

17/04/2025	EON NEXT ELECTRICITY SUPPLY	1	18.23
24/04/2025	BARTLETT LENGTHSMAN TEAM	2	744.00
24/04/2025	CONCEPT LANDSCAPES POND WORKS	3	4293.96
24/04/2025	COTTAM CC ROOM HIRE	4	35.00
24/04/2025	GGs LENGTHSMAN TEAM	5	2357.65
24/04/2025	SAVOY TIMBER LENGTHSMAN MATERIALS	6	59.21
24/04/2025	AT CROSS LENGTHSMAN TEAM	7	844.25
24/04/2025	THOMPSON DAGNALL WAR HORSE PROJECT	8	2200.00
24/04/2025	FITZPATRICK LENGTHSMAN TEAM	9	558.00
24/04/2025	BG FENCING NEW BENCH BASE	10	259.85
24/04/2025	SOFT SURFACES WAR HORSE PROJECT	11	3522.00
24/04/2025	VISION ICT EMAIL ANNUAL SUBSCRIPTION	12	285.95
30/04/2025	BANK CHARGES	13	7.50
02/05/2025	ICO - DATE PROTECTION REGISTRATION	14	47.00
12/05/2025	ZURICH INSURANCE RENEWAL	15	520.38
12/05/2025	S WISEMENA INTERNAL AUDIT FEE	16	190.00

12/05/2025	FRETFOIL BIN LINERS	17	132.80
12/05/2025	COTTAM CCOMMUNITY ASSOC ROOM HIRE	18	35.00
19/05/2025	EON NEXT ELECTRIC SUPPLY	19	17.64
21/05/2025	VIKING DIRECT STATIONERY	20	142.82
21/05/2025	A BARTLETT LENGTHSMAN TEAM	21	441.00
21/05/2025	AT CROSS LENGTHSMAN TEAM	22	653.10
21/05/2025	GGs LENGTHSMAN TEAM	23	2574.90
21/05/2025	AMBEROL REPLACEMENT LAMP POST BRACKET	24	30.00
21/05/2025	PRESTON CC OPEN SPACE CONTRIBUTION FOR 2024/5	25	32812.00
30/05/2025	SOFT SURFACES 50% MULCH WAR HORSE PROJECT	26	2249.10
31/05/2025	BANK CHARGES	27	7.95

6. To consider and agree on the best method of giving feedback for current ongoing projects
7. To consider the latest location proposal (enclosed) from Preston City Council for the trim trail /outdoor gym which this Council has already approved and set aside a budget of £39K. Please note that this change of location will increase the cost due to the additional drainage and pathways that will need to be created, however the estimate (no confirmed quotation has been received) still remains slightly less than the allocated budget at this time.
8. To consider the enclosed documentation and quotations regarding the installation of a drainage soak away scheme on Miller Green and tree planting which Cllr Coward has obtained following this Council's agreement that he and Cllr Casterton (now resigned) should form a working group to investigate enhancements to Miller Green which included soak aways and tree planting (minute 48/24 item 7 & minute 69/24 items 2 and 4) refer.

The Council are asked to approve the proposals and allocate a budget from CIL funds.

Other quotations are being sought and may be available at the meeting – Cllr Coward will also be able to respond to questions and any clarifications that are required before any decision is made.

9. To note that the next meeting is scheduled for the 1<sup>st</sup> September 2025.



MINUTES of the **ANNUAL PARISH COUNCIL MEETING** held on  
Monday the 12th May 2025 at Cottam Community Centre Haydocks Lane commencing at 7.30pm

Present: Cllrs Abram, Butler, Brown, Gibson, Jewell, Lambert, Parker, Rayfield, Harper and Smith  
There was one member of the public present

33/25 To elect the Chairman for the following 12 months

*Cllr Butler was elected Chairman for the following 12 months; he duly signed the Acceptance of Office form.*

34/25 To elect the Vice Chairman for the following 12 months

*Cllr Gibson was duly elected as the Vice Chairman for the following 12 months.*

35/25 To receive apologies

*Cllrs Whitham and McFarlane*

36/25 To consider and approve the Minutes of the Meeting held on the 7<sup>th</sup> April 2025 (enclosed)

*It was resolved that the minutes of the meeting held on the 7<sup>th</sup> April 2025 should be approved and signed by the Chairman as a true and accurate record.*

37/25 To receive Declarations of Interest

*None*

38/25 To adjourn the meeting for a period of public discussion

*The resident who was present commented that the replacement trees in Cottam looked very good.*

*He also asked about further works to pond areas and it was confirmed that the double pond on Valentines was on the list of high-profile ponds that this Council had agreed to investigate for further enhancement works.*

*He also mentioned that Ingol and Tanterton Neighbourhood Council were intending to write to Central Government raising concerns that dwellings were often being used as Children's Homes under the existing permitted development legislation which meant that they did not need planning permission. The concern being that in some cases issues with the occupants had arisen, causing concern amongst local residents. The Chairman indicated that this Council would be interested in whatever response was received.*

39/25 To approve the following payments:

19/03/2025	EON NEXT ELECTRIC SUPPLY	122	15.46
27/03/2025	PRESTON CC XMAS TREES	123	5418.31
27/03/2025	GGs LENGTHSMAN TEAM	124	2556.00
27/03/2025	G THOMPSON LENGTHSMAN TEAM	125	540.00

27/03/2025	A BARTLETT LENGTHSMAN TEAM	126	540.00
27/03/2025	S FITZPATRICK LENGTHSMAN TEAM	127	720.00
27/03/2025	A CROSS LENGTHSMAN TEAM	128	900.00
27/03/2025	SOFT SURFACES 50% PROJECT COST WAR HORSE	129	3522.00
27/03/2025	W V MCWHITTLE 4 <sup>TH</sup> QTR SALARY	130	2956.57
27/03/2025	HMRC 4TH QTR	131	2252.41
31/03/2025	BANK CHARGES	132	7.05

*It was resolved that the payments mentioned above should be approved*

40/25 To approve the enclosed Financial Statement as at 31<sup>st</sup> March 2025

*It was resolved that the Financial Statement as at 31<sup>st</sup> March 2025 should be approved*

41/25 To receive and note the Internal Auditors Report for the year 2024/25

*It was resolved that the Internal Auditors Report should be noted*

42/25 To approve Section 1 Annual Governance Statement 2024/25 and Section 2 Accounting Statements 2024/25 (enclosed) being part of the Annual Governance and Accountability Return 2024/25 and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council.

*It was resolved that Section 1 Annual Governance Statement 2024/25 and Section 2 Accounting Statements 2024/25 being part of the Annual Governance and Accountability Return 2024/25 should be approved and that the Chairman and Clerk/RFO should sign them on behalf of this Council*

43/25 To consider the following report regarding potential additional work to the War Horse area.

*This Council has already set a £10K budget in order to bring the War Horse area back into a good state of repair which included works to rectify damage to the sculpture itself, replacement of the immediate surrounding area with resin mulch and wet pour. These works have been completed in line with quotations received. It was envisaged that the area to the front would then be cleared and grassed by our own lengthsman team.*

*It was discovered, once clearance started that the underlying ground was not soil as originally thought. The frontage appears to be made up of dark grey shale which had over time become overgrown with weed and whilst the weed has now been cleared the remaining shale is considered unattractive in comparison to the works that have been undertaken. The area is therefore not conducive to laying grass.*

*Quotations which are enclosed have been obtained to cover the frontage with either resin mulch or wet pour to match with the already undertaken enhancement works (colour to be agreed) at up to £3381.00.*

*The costs of this project so far are:*

*Sculpture £2200*

*Wet Pour and Rubber Mulch £5870*

*Total Expenditure £8070*

*There remains £1930 available from the existing allocated budget*

*Members are asked to consider the quotations received, agree what further work should be undertaken and increase the budget by the shortfall between the existing available allocated funds and whichever quotation is accepted. (Maximum additional £1431 bringing project cost to £11431)*

*It was resolved that the quotation of £3381.00 plus Vat to install Premium Grade Bonded Rubber Mulch should be approved and the overall project budget increased to the maximum as outlined above. It was further resolved that a colour chart should be obtained and circulated by the Clerk to give members an opportunity to choose a suitable colour such as a sand colour if possible.*

44/25 To note that the next meeting is scheduled for the 30<sup>th</sup> June 2025.

*It was noted that the next meeting is scheduled for the 30<sup>th</sup> June 2025*

## **PLAYGROUNDS BACKGROUND REPORT REFERRED TO AT PARISH COUNCIL MEETING 30<sup>TH</sup> JUNE 2025**

During 2024 a suggestion was brought to Council that our existing playgrounds needed additional equipment / refurbishment. A working group comprising Cllrs Smith, Gibson and Brown was created, and they put forward proposals to introduce some new equipment to some of the playgrounds located in our Parish which are in the ownership of PCC. It was envisaged that CIL funds would be used to pay for the improvements which would need the permission of Preston City Council.

Cllr Gibson, representing the working group attended a meeting between with PCC, our Chairman and Clerk at which the Parish Council proposals were put forward.

It transpired that PCC themselves were about to complete their own playground survey across the City and in the light of this it was not possible for them to agree to our own proposals since the playgrounds in our Parish were part of this exercise.

In June 2024 Shirley Parkinson, the new Operations Manager, contacted us advising that 7 playgrounds in the area had a limited life, the playgrounds being known to them as:

Cottam Ponds

Cottam Village Green

Horse riding path

Roseberry Ave

The Gables

Cottam Local centre

Dunnock Lane

In the light of this the Working Group together the Chairman and Clerk met with PCC in Cottam informally to discuss potential solutions since the existing equipment would need to be replaced and PCC felt quite strongly that there were too many small limited use playgrounds in the Cottam Area which might be better replaced with a larger bespoke playground with a better range of equipment which would suit a wider age range. Such a project however would require substantial monies probably requiring external funding as PCC did not have sufficient funds themselves. No final conclusions were drawn.

The purpose of the visit by Shirley Parkinson is to bring us up to date with the whole playground review, what if anything is to be done to those in our area and to gauge the Council's immediate reaction to the suggestion of a larger multi used facility in the Parish.

No decision can be made at this meeting; however, it is an opportunity to get an update first hand which might lead to a substantive proposal going before the Council in the future probably through the already established working group.

Thank you for letting me know and your suggestions re new more central site.

I will await your revised drawing and estimates which hopefully I can get to our 30th June 2025 meeting. (I need information by 23rd June 2025 at the very latest)

Regards

Bill

-----Original Message-----

From: "Michael Aitchison" <[M.Aitchison@preston.gov.uk](mailto:M.Aitchison@preston.gov.uk)>

Sent: Friday, 13 June, 2025 11:23

To: "Lea Cottam" <[clerk@leacottam-pc.gov.uk](mailto:clerk@leacottam-pc.gov.uk)>

Cc: "Mark Taylor" <[m.a.taylor@preston.gov.uk](mailto:m.a.taylor@preston.gov.uk)>, "Shirley Parkinson" <[S.Parkinson@preston.gov.uk](mailto:S.Parkinson@preston.gov.uk)>

Subject: RE: Jubilee Avenue POS Outdoor Gym

Good morning Bill,

Further to my previous message I have managed to discuss the matter of safety conflict between the play area and gym equipment with the consultant. Unfortunately it will not be possible to site the gym equipment in such close proximity to the play area.

The basic point here is that a child could play on the gym equipment (thinking it as part of the play equipment) and injure themselves in some way, making the Council liable to an injury claim.

Therefore, I will have to look at an alternative position, which will of course change the estimated price.

I will look at the details next week, but my initial thought would be to site it as per the appended pdf.

If the residents concern is proximity to houses then the siting needs to be more central to the space and that will require a longer path & drainage to make it feasible.

Regards,

Mike

**Michael Aitchison**

RE: Jubilee Avenue POS Outdoor Gym

<https://webmail.visionict.com/versions/webmail/19.0.28-R>

**RE: Jubilee Avenue POS Outdoor Gym**

From: Michael Aitchison <M.Aitchison@preston.gov.uk>

Sent: Wed, 18 Jun, 2025 at 13:37

To: clerk@leacottam-pc.gov.uk

Cc: Mark Taylor, Shirley Parkinson

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Jubilee Ave Outdoor Gym location Rev 2.pdf (300.8 KB)



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Good afternoon Bill,

I have worked up another alternative location for the outdoor gym which would be further away from the perimeter and also remote from the play area.

Please see attached simple google maps view of the position, which will be 23 metres away from the western path edge and approx. 30 metres away from the northern path edge. I will work up a drawing in due course.

The estimated revised overall cost is £38,114.00.

This allows for additional drainage, connecting paths & associated works.

Regards,

Mike

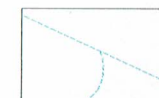
**Michael Aitchison**

Landscape Design Manager

Telephone Telephone: +441772906545

Location Neighbourhood Services - Parks and Horticulture Services  
Argyll Road, Preston, Lancashire, PR1 6JY

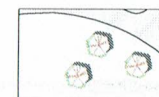
## LEGEND



Proposed Land drainage.  
French/Filter drain & soakaway



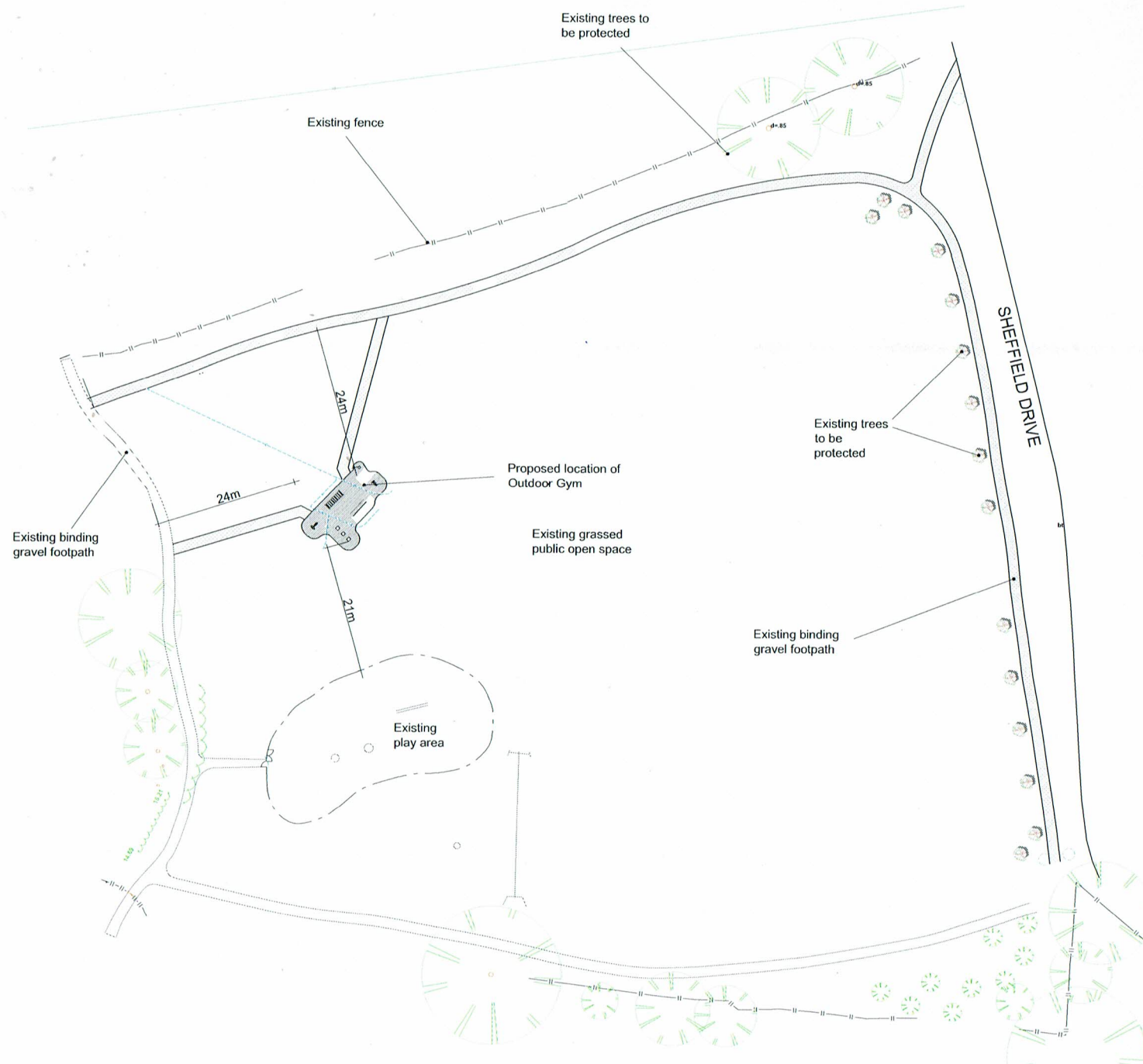
Area of proposed Outdoor Gym



Existing trees



Existing & proposed binding  
gravel footpaths.



Drawing Status:

Job Title  
JUBILEE AVENUE PUBLIC OPEN SPACE  
OUTDOOR GYM

Drwg Title  
Layout drawing  
Hardworks  
Site context

Contact Name: M K Alchison Contact Tel. No.: 01772 906545  
Contact Email: m.alchison@preston.gov.uk

Director of Environment & Property, A Robinson, IRRV (Hons).



Section Landscape Design

Scale 1:500 @ A2

Date 19.06.2025

Drawn By MKA Checked By

Ref No. 03.003.0448

Drwg No. Rev.

Telephone: 01772 906471

LJU.0448.007

CLlr John Coward



16/6/ 2025

**Quotation for Drainage Works at Miller Field Cottam**

To Carrying out drainage works in 3 Phases

**Phase One**

**Working from the top left of the field Nr the planter**

200 Mtrs of trench's 450mm deep 450mm wide into soak away 2mtr x 2mtr 1.5mtr deep.

We intent to install soak away crates X 6 to hold the water for slow release back into the ground.

Reinstate with original turf or re seed where possible. Remove fencing and replace tidy up.

Waste spoil to be removed off site via grab wagons possible X 3 wagons.

60 ton of pea gravel/ 110mm Soak pipe 200mtrs

Our Services; Including Plant/Labour/Bog mats /3men

Plant/Materials/Labour £7,080.00

Jason Finnerty L.C.G. Inst. Mech Eng IMI , Managing director

**Approved Contractors to:**

Fylde B C, Preston City Council, Lancashire County Council & United Utilities

Member of Institute of Civil Engineers & Construction Mechanical Plant Engineers

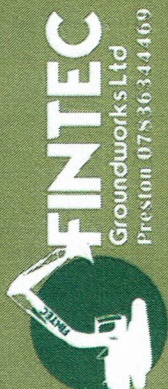
Mobile: (+44) 07836 34469

Email: fintec367@gmail.com

Address: Cotton Court, Church Street, Preston, PR1 3BY

Company Number 10213666

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CLlr John Coward  
Preston City Council



16/6/ 2025

**Quotation for Drainage Works at Miller Field Cottam**

To Carrying out drainage works in 3 Phases

**Phase Two**

**Working from the top towards Hoyles Lane dip**

150 Mtrs of trench's 450mm deep 450mm wide into soak away 2mtr x 2mtr 1.5mtr deep.

Into the dipped area that would be planted with trees to be discussed with Ian from LCC.

Reinstate with original turf or re seed where possible. Dig out area and turn the soil and Import compost and mulch supplied by others and mix in ready for planting.

Waste spoil (Trench's) to be removed off site via grab wagons possible X 3 wagons.

60 ton of pea gravel/ 110mm Soak pipe 150mtrs

Our Services; Including Plant/Labour/Bog mats/Fencing /3men

Plant/Materials/Labour £5,650.00

Jason Finnerty L.C.G. Inst. Mech Eng IMI , Managing director

**Approved Contractors to:**

Fylde B C, Preston City Council, Lancashire County Council & United Utilities

Member of Institute of Civil Engineers & Construction Mechanical Plant Engineers

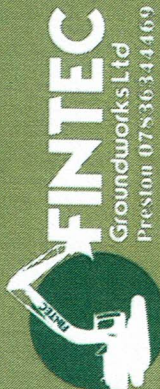
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Cllr John Coward  
Preston City Council



16/6/ 2025

**Quotation for Drainage Works at Miller Field Cottam**

To Carrying out drainage works in 3 Phases

**Phase Three**

**Working from the righthand side of the field following the hedge**

150 Mtrs of trench's 450mm deep 450mm wide into soak away 2mtr x 2mtr 1.5mtr deep.

Into the dipped area that would be 6 X soak away creates with all pipes leading into.

Waste spoil (Trench's) to be removed off site via grab wagons possible X 3 wagons.

60 ton of pea gravel/ 110mm Soak pipe 150mtrs

Our Services; Including Plant/Labour/Bog mats/Fencing /3men

Plant/Materials/Labour £5,650.00

Jason Finnerty L.C.G. Inst. Mech Eng IMI , Managing director

**Approved Contractors to:**

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Address: Cotton Court, Church Street, Preston, PR1 3BY

Company Number 10213666

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## FW: RE: Miller Green

From: [cllr.coward@leacottam-pc.gov.uk](mailto:cllr.coward@leacottam-pc.gov.uk) <[cllr.coward@leacottam-pc.gov.uk](mailto:cllr.coward@leacottam-pc.gov.uk)>

Sent: Tue, 17 Jun, 2025 at 11:01

To: [clerk@leacottam-pc.gov.uk](mailto:clerk@leacottam-pc.gov.uk)

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## -----Original Message-----

From: "Wright, Ian" <[Ian.Wright2@lancashire.gov.uk](mailto:Ian.Wright2@lancashire.gov.uk)>

Sent: Monday, 16 June, 2025 08:38

To: "cllr.coward@leacottam-pc.gov.uk" <[cllr.coward@leacottam-pc.gov.uk](mailto:cllr.coward@leacottam-pc.gov.uk)>

Cc: "Melia, Aileen" <[Aileen.Melia@lancashire.gov.uk](mailto:Aileen.Melia@lancashire.gov.uk)>

Subject: RE: Miller Green

Hi John

The orchard tree planting can be fully funded through the Coronation Living Heritage Fund. This is a grant pot which specifically funds community orchards. That funding pot is held by our team at LCC. I'm putting together a draft application, which I just need to cost at next season's prices. When that's done, which should be tomorrow, I'll send you the completed draft for you to review. If you're happy with it as it is, you'll just need to complete the relevant blank fields and return it to us. We can then get the grant out to you, so that the trees can be planted once the drainage contractor has completed their work on that part of the green. As discussed on site last week, we're here to help you with organising and running a planting day.

As for the Miawaki micro forest; we'll get some costings to you ahead of the meeting on the 30th.

We've been in touch with Jason Finnerty since the site meeting, to discuss this further. If his team are carrying out the drainage and soakaway works, it would be cleaner, cheaper and more efficient if they could do the ground preparation work for the micro forest as part of that job. So, with this in mind, Jason has been sent a specification for micro forest groundworks, and we've asked him to get back to us with a price as soon as possible. He's going to meet with his quantity surveyor early this week, then get back to us. We'll then get back to you, once we have a price from the tree nursery.

As with the orchard, the planting of the micro forest would be organised and carried out by our two organisations in partnership, using volunteer labour from the local community. If previous experience of these days is anything to go by, it will prove to be very popular, as long as we don't do something like organise it for Mother's Day, which we did recently!

So, I'll be back in touch in the week with a fully funded proposal for the orchard, and, later, costings for the micro forest.

Kind Regards

Ian

Ian Wright

Community Engagement Officer (Treescapes)

Lancashire County Council

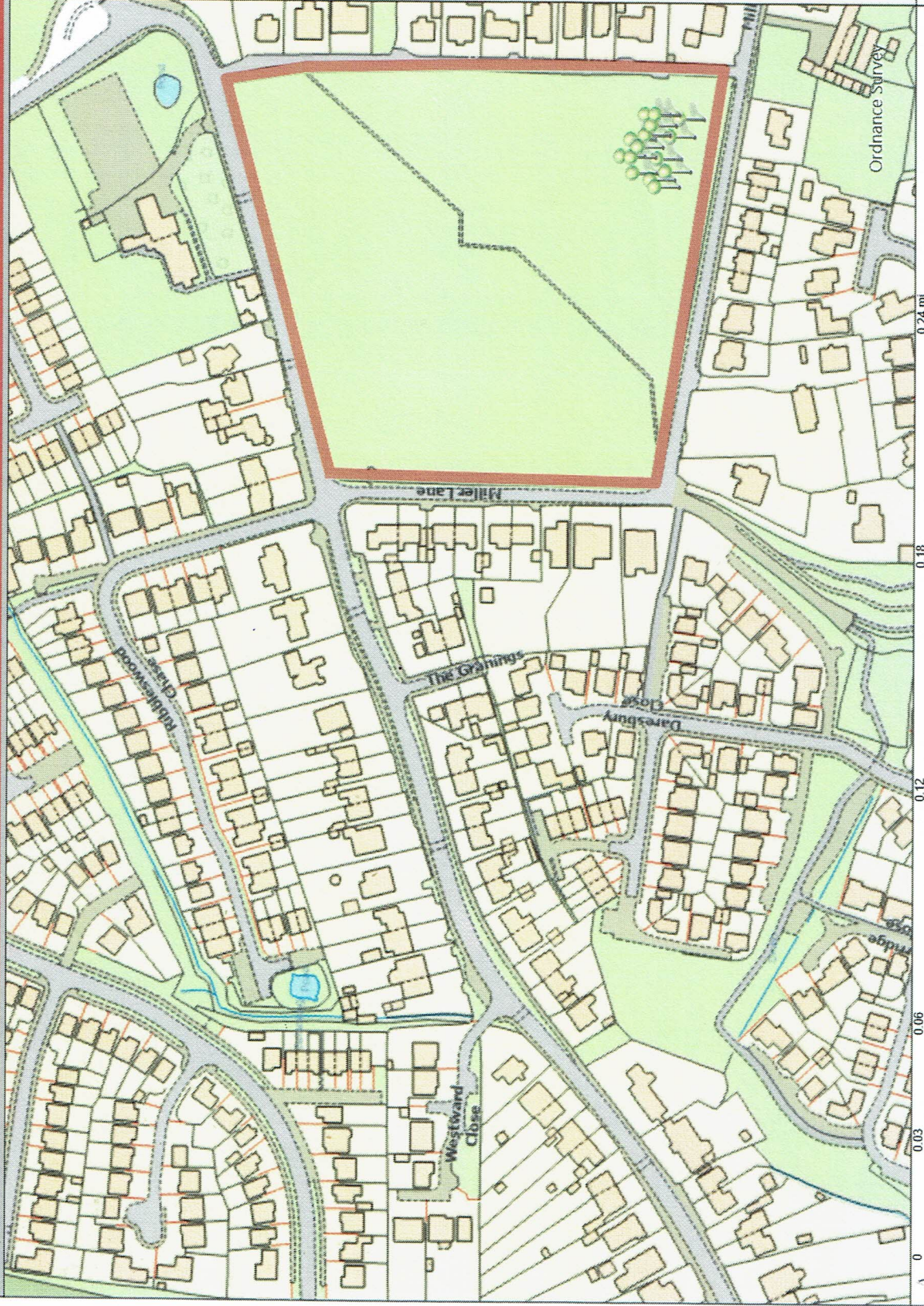
T: 01772 534 216

E: [ian.wright2@lancashire.gov.uk](mailto:ian.wright2@lancashire.gov.uk)

# Miller Green Community Orchard

Author:

Date Created: 10/06/2025



Map Scale: 1:2,500  
Map Centre: 349942E 432526N