

**TWYFORD PARISH COUNCIL**  
**MINUTES OF A PARISH COUNCIL RECREATION COMMITTEE**  
held on

Thursday 18<sup>th</sup> January 2018 at 7.30pm in the Parish Hall Gilbert Room, Twyford

Members Present	Members Apologies/Absences	Attendees
Councillor Wheeler (Chair)	Cllr Lawton	J Nicholson - Clerk
Councillor Cook		
Councillor Pullen		
Councillor Sellars		
Councillor Forder-Stent		
Councillor Mitchell		
Councillor Cornwall		

**Business Transacted**

<b>R66/18</b>	<b>Apologies for absence</b>
	Apologies were received from Cllr Lawton
<b>R67/18</b>	<b>To receive declarations of interest in accordance with the Council's Code of Conduct</b>
	Standard registered declarations were received, in addition the playgroup by Cllrs Sellars and Wheeler, and the Parish Hall as a trustee from Cllr Wheeler
<b>R68/18</b>	<b>Public participation - questions from members of the public</b>
	None received
<b>R69/18</b>	<b>To approve and sign-off, as a true record, the minutes of the meeting held on 23<sup>rd</sup> November 2017</b>
	The previously circulated minutes of the Recreation Committee meeting dated 23 <sup>rd</sup> November 2017 were considered a true record of events. Proposed by Cllr Sellars and seconded by Cllr Forder-Stent Cllr Wheeler signed the Minutes.
<b>R70/18</b>	<b>Update on matters arising from that meeting not on Agenda</b>
	<b>Trees at Northfields:</b> The sycamore trees on Parish Council land at Northfields which are in a poor state are yet to be addressed. Cllr Wheeler has been liaising with WCC, and since their inspection Cllr Wheeler has been trying to access the report by Cliff Budgen, but no further action has been taken by them. Cllr Cook has provided assistance and arranged for Ivan Gurdler to meet Cllr Wheeler. <b>Actions:</b> <b>Ivan Gurdler to meet Cllr Wheeler and assess all of the trees at Northfields, and advise which trees need to be addressed, in accordance with regulation.</b> <b>In line with the assessment from Ivan Gurdler, Cllr Cornwall and Cllr Wheeler will organise 3 quotes to carry out the recommended tree surgeon work.</b>
	<b>R65/17: Priority footpath cutting list with HCC</b> After reviewing the footpaths that fall within the Parish Boundary, it was decided to confirm to HCC to cut the same footpaths they cut last year; 2, 4, 8, 20, 24, 27. <b>Action:</b> <b>Clerk to confirm to HCC</b> <b>Cllr Sellars to meet with Clerk and share knowledge of footpath network within the Parish</b>

	<p><b>to facilitate the Clerk's training.</b></p> <p><b>R65/17</b> The Clerk updated that the moss has been removed from Northfields play area by Green Smile. When the weather improves the surface will be sprayed to prevent re-growth.</p>
<b>R71/18</b>	<p><b>Northfields play equipment replacement of springer / spinner</b></p> <p>Cllr Cook had a verbal quote from Panda fencing to install a springer at Northfields. Cllr Wheeler has two other quotes. Panda fencing quotes present considerable cost savings. Dependent on receiving the quotes, it will be recommended to the FPC on 25<sup>th</sup> January to appoint Panda Fencing to install the springer. The quotes are to be circulated to the FPC as soon as possible so they can be viewed in advance of the meeting.</p> <p><b>Actions:</b> <b>Cllr Cook and Cllr Wheeler to circulate written quotes to the FPC ahead of 25<sup>th</sup> January</b> <b>Clerk to review the finances to provide options of how the springer can be funded, to aid discussion on 25<sup>th</sup> January.</b></p>
<b>R72/18</b>	<p><b>Outstanding invoices – Twyford Bulls</b></p> <p>The Clerk has had contact with Twyford Bulls, they have queried the invoice they received (return of key deposit) which is in the process of being sorted.</p> <p>The Clerk queried whether an amount was agreed to invoice St Mary's School PTA for the fireworks event. The Committee agreed to invoice them for the hire of the pavilion. It was clarified that all future bookings made with the school (or pre-school) needs to come to the Clerk so a booking form can be completed for each event. It was agreed that the charge for charity events would be determined by whether the pavilion was used, and if so, the standard pavilion charge would be attributed (to cover costs of cleaning). No charge would be made for events the PC had agreed could be held on the grounds.</p> <p><b>Actions:</b> <b>Clerk to send invoice to the PTA for the firework event use of the pavilion.</b> <b>When Clerk sends invoice include a request for future firework dates to not clash with Remembrance Day.</b></p>
<b>R73/18</b>	<p><b>Policy and Procedures / Health and Safety update</b></p> <p>Cllr Pullen is acting as Health and Safety Representative. The Clerk has started drafting policies and procedures. The Clerk and Cllr Pullen aim to produce a checklist of what needs to be done, and when it needs to be completed. This will include any risk assessments which need to be conducted, and walk around the village documenting risks.</p> <p><b>Actions</b> <b>Clerk to arrange a meeting with Cllr Pullen to walk around the village documenting risks</b></p>
<b>R74/18</b>	<p><b>St Mary's School PTA charity run from Hunter Park</b></p> <p>St Marys PTA is planning a fund raising run 5km, 10km going from Hunter Park. A child run is being organised, where children will do laps of Hunter Park pitches (avoiding cricket outfield). The PTA have been in touch with the Clerk to liaise on dates and requirements of the Parish Council. The 28<sup>th</sup> April has been agreed upon, and the PTA are organising the event with Muddy Runners. It was agreed that the school would be charged £10 an hour for</p>

	<p>use of the pavilion. The Parish Council is not responsible for any other aspects of the run, and will leave the organisation to the School. The PC did note that the School will need to notify Highways, residents of Park Lane, and make the village generally aware of the event in case they are affected.</p> <p><b>Actions:</b>  <b>Clerk to send the PTA a booking form, and points noted above.</b></p>
<b>R75/18</b>	<b>Allotment update – proposed meeting with holders 26<sup>th</sup> April 2018</b>
	<p>There will be an allotment holders meeting on 26<sup>th</sup> April. The fees will be considered at the next Recreation Committee meeting.</p> <p><b>Action: Clerk to inform David Lea and allotment holders of the date</b>  Cllr Pullen requested some details on the allotments to add to the website.</p> <p><b>Actions</b>  <b>Cllr Wheeler to send Cllr Pullen the words for the website</b>  <b>Cllr Wheeler to ask allotment holders (via David Lea) to send us photographs of their plot for the website.</b></p>
<b>R76/18</b>	<b>Green Smile review</b>
	<p>3 months after commencement of the contract on Hunter Park, Cllr Lawton, Cllr Wheeler and the Clerk will meet with Green Smile to review how things are going. No other Councillors had any points they wish to raise, other than general positive feedback.</p> <p><b>Action: Clerk to inform Cllr Wheeler and Cllr Lawton time of meeting.</b></p>
<b>R77/18</b>	<b>Memorial bench replacement</b>
	<p>Cllr Wheeler updated that the work on the bench by the cricket club will not be completed until the Summer. As the current bench is unsafe, it was agreed the PC will request that Clint Foard will remove and dispose of the existing bench.</p> <p><b>Action: Clerk to instruct Clint Foard</b></p>
<b>R78/18</b>	<b>AOB</b>
	<p><b>Postcode of Pavilion</b>  The Clerk has a draft of the sign for the entrance to Hunter Park, but has queried the postcode of Hunter Park. The sign on the pavilion reads SO21 1QU, and the postcode on the Business Stream water bills read SO21 1QS.  The Committee confirmed to use the postcode on the pavilion sign, SO21 1QU.</p> <p><b>Open Space Funding</b>  The Clerk has put in the submission for the Open Space funding towards the new play equipment at Hunter Park. There is some funding still available for sports equipment, which could be allocated to the play equipment.  The Committee confirmed to allocate the sports funding towards the play equipment.</p> <p><b>Basketball Court at Hunter Park</b>  Cllr Mitchell asked about the options to improve the basketball court. Previous considerations on this yielded a quote for £30,000 to have the court re-surfaced. The Committee collated the following options to work through:</p> <ol style="list-style-type: none"> <li>1. Green Smile to look at the court, and recommend what they could do to improve it, including cut out the edges.</li> <li>2. Jet wash the surface to clear of weeds and growth (with trial first to estimate damage to overall surface)</li> </ol>

	<p>3. Use parts of the court for other projects requiring a hard core base, eg. Locate future play equipment on the surface</p> <p>4. Dig up the tarmac and use the hardcore on the footpath to Gabriel’s Copse, and grass over the area of the court.</p> <p><b>Action: Clerk to ask Green Smile for their ideas when they meet for the review</b></p> <p><b>New play equipment at Hunter Park</b>  Cllr Cook has had some concerns raised over the new slide, as parents have reported their child going fast off the end and are worried they will get injured.  <b>Action: Clerk to ask VitaPlay if they have any views on this, and if it can be overcome</b></p> <p><b>Rail on footbridge</b>  A damaged hand rail had been reported by the Clerk to Highways, and Cllr Pullen updated that he had seen the new fix. Closed.</p>
<b>R79/18</b>	<b>To agree the date of the next meeting as 22<sup>nd</sup> March 2018 and agree any items for that agenda</b>
	The date of the next meeting was confirmed as 22 <sup>nd</sup> March 2018

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