

**TWYFORD PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL RECREATION COMMITTEE**  
held on  
Thursday 11 August 2016 at 7.30pm in the Pavilion, Hunter Park, Twyford

<u>Present</u>	<u>Apologies / Absences</u>	<u>In attendance</u>
Cllr Cornwall (Chair)		T. Bronk - Clerk
Cllr Cook		
Cllr Forder-Stent		
Cllr Lawton		
Cllr Sellars		
Cllr Wheeler		

<b>R11/16</b>	<b>Apologies for absence</b>
	All members of the Committee were present.
<b>R12/16</b>	<b>Declaration of interests</b>
	Cllr Cornwall declared a personal interest concerning Item R18.1/16 which was noted but was not sufficient to require exclusion from that part of the meeting.
<b>R13/16</b>	<b>Public participation</b>
	No members of the public attended the meeting.
<b>R14/16</b>	<b>To sign as a correct record the minutes from the last meeting on 28<sup>th</sup> April 2016</b>
	The previously circulated minutes of the Recreation Committee meeting dated 28 <sup>th</sup> April 2016 were considered.  <b>Resolved:</b>  "The Minutes of the meeting held on 28th April 2016 are approved as an accurate record of the meeting".  Proposed by Cllr Wheeler, seconded by Cllr Sellars and carried unanimously.
<b>R15/16</b>	<b>Pavilion</b>
R15.1/16	To discuss the general cleanliness and state of repair of the interior of the Pavilion, its condition after departure of users; and to agree on any action to be taken to address identified concerns.
	It was noted that despite existing signage users were not leaving the Pavilion in a clean and tidy state; lights were being left on, food waste was left in bins and litter and dirt was not being swept up.  <u>Action.</u> The Clerk is to emphasise to all users their responsibility to leave the Pavilion in a clean and tidy state, to remove food waste, turn off lights and taps and ensure all doors and windows are locked.  The current cleaning arrangements provide for 2.5 hours per week but if use of the Pavilion

	<p>increases and in particular, if Sunday football bookings result in morning and afternoon matches attendance on some Sundays would become necessary.</p> <p><u>Action</u>. The Clerk is to discuss with the Cleaner the potential for changes to the current cleaning arrangements.</p>
R15.2/16	<p>To agree what action shall be taken concerning Referee Rooms 1 and 2; and the Home and Away storage cupboards.</p>
	<p>Concerns were expressed that Referee Room 2 was being used as a storeroom to which Council access was restricted; and that if maximum use of football pitches was achieved, both rooms would be required.</p> <p>Hire of the Away storage cupboard since April was noted but that the Home cupboard continued to hold items left by various unknown persons. The Clerk confirmed that Twyford Cricket Club had been approached to try to locate the owner of a box of papers but these and other miscellaneous items remained unclaimed and in the cupboard.</p> <p><b>Resolved:</b> “The contents of the Home Changing Room Cupboard shall be removed by 1<sup>st</sup> September to leave the cupboard empty and available for hire by regular users of the Pavilion.</p> <p>The current user of Referee Room 2 shall be asked to cease their use of that room by 14<sup>th</sup> September and be given an opportunity to use the Home cupboard as an alternative, but without exclusive access.”</p> <p>Proposed by Cllr Wheeler, seconded by Cllr Sellars and carried unanimously.</p> <p><u>Action 1:</u> The Clerk is to dispose of the contents of the Home Changing Room Cupboard.</p> <p><u>Action 2:</u> The Clerk is to notify the current user of Referee room 2 of the above resolution.</p>
R15.3/16	<p>To discuss arrangements for hire of the Pavilion including the use of its storage facilities; and to agree the terms and conditions including charges for hire; in particular:</p> <ul style="list-style-type: none"> <li>- whether to adopt a requirement to make payment in full in advance of an ad hoc booking;</li> <li>- whether to require a deposit from regular users, the amount and whether any deduction is made from it for failure to extinguish lights or other reasons to be specified; and</li> <li>- what steps shall be taken to secure payment from debtors.</li> </ul>
	<p>Use of the Pavilion over the last year was discussed; whilst there were two regular users (non-sports related) there were also several ad hoc daytime and evening bookings. All use is currently invoiced after use, one ad hoc booking this financial year has resulted in two reminders that the invoice remains unsettled.</p> <p><b>Resolved:</b> “Occasional bookings of the Pottinger Pavilion shall require full payment in advance of the date of use, refunds shall only be given if the Council withdraws use of the facility.</p> <p>Regular users of the Pottinger Pavilion shall be required to pay a refundable deposit of £50.00 from which a deduction of £10.00 shall be made for any breach, following each session of use, of the conditions of hire concerning requirements to extinguish lights, remove food waste and to leave the Pavilion clean and tidy.</p> <p>The Clerk is authorised to inform debtors that the Council will seek recovery of sums owed to it through a ‘court claim’, for which the Council will also seek full recovery of its costs; and if payment is still not forthcoming the Clerk may make a ‘court claim’.”</p>

	Proposed by Cllr Forder-Stent, seconded by Cllr Wheeler and carried unanimously.
R15.4/16	To note the recent PAT test results and to agree a programme for periodic testing
	<p>The completion of PAT tests on the Pavilion's kitchen equipment, the findings and resultant action to discard an urn and replace a kettle was noted.</p> <p><b>Resolved:</b> "Annual PAT testing of electrical items in the Pavilion shall be adopted as part of the same annual arrangements in place for testing items used in the Parish Hall."</p>
R15.5/16	To agree any steps to be taken concerning the access code for the external key cupboard and the recovery of keys to the front door.
	<p>The problem of identifying who has left doors unlocked and lights on when many individuals have, over time, been given the key safe number, was acknowledged. It was therefore agreed that steps should be taken to reduce the number of persons able to gain access to the Pavilion.</p> <p><b>Resolved:</b> "The number to the Pavilion key safe shall be changed after 27<sup>th</sup> August and be changed regularly thereafter".</p> <p>Proposed by Cllr Cornwall, seconded by Cllr Sellars and carried unanimously.</p> <p><u>Action:</u> The Clerk is to change the key safe access code after 27th August and notify the Recreation Committee, Groundsman, the representative of each existing regular user and occasional user.</p>
<b>R16/16</b>	<b>Football / Cricket</b>
R16.1/16	<p>To discuss and agree the terms and conditions for use of outdoor facilities at Hunter Park, including coaching and training events; and the arrangements and charges for hire; in particular:</p> <ul style="list-style-type: none"> <li>- whether to retain a higher charge for 'Outside' teams and if so to agree the definition of 'Outside';</li> <li>- what charges shall apply to teams that have expressed an interest in booking football pitches for their 2016/17 season; and</li> <li>- what charging arrangements shall apply to teams that cancel any booked session.</li> </ul>
	<p>Use of the Hunter Park football and cricket facilities over the last year and potential football bookings for the current year was discussed. Two cricket and two football clubs used the facilities during 2015/16 and three football clubs have expressed an interest for the coming season. Some ad hoc bookings have also been taken. It was noted that hire of sports facilities requires that VAT is levied unless all conditions set by HMRC are fulfilled to make a club's bookings exempt. Only one club met one of those requirements which is to book and undertake to pay for 10 sessions that must be no more than 14 days apart. The costs of maintaining Hunter Park as a whole considerably exceed the income it generates.</p> <p>It was agreed to change the basis of charging and increase the scale of charges from those applied during the 2015/16 financial year (and to date). It was noted that the three football clubs interested in booking football pitches for the forthcoming season will benefit from</p>

	<p>discounted charges under the new basis for charging and in recognition that those clubs will receive limited notice it was decided to limit the increase from last season's level.</p> <p><b>Resolved:</b> "The basis of charging and scale of fees for the use of Hunter Park facilities shall be as set out in Annex 1.</p> <p>The Clerk shall contact the Hunter Park Tennis Association to give notice that the Council intends to recommence charging for use of Hunter Park and that £1 per week (or part thereof) shall become payable from 1<sup>st</sup> October 2016 for the remainder of the financial year 2016/17."</p> <p>Proposed by Cllr Forder-Stent, seconded by Cllr Cornwall and carried unanimously.</p> <p><u>Action 1:</u> The Clerk is to notify the prospective football clubs as soon as practicable.</p> <p><u>Action 2:</u> The Clerk is to contact the Hunter Park Tennis Association.</p>
R16.2/16	To note receipts in 2016/17 to date and bookings and enquiries for use
	<p>The summary of receipts and payments for Q1 previously circulated to the Full Council and numbers for July were noted; in particular the nature of the timing mismatch between incurring costs and receiving payment. Q1 receipts of £1,240 therefore related to bookings during the financial year 2015/16. Receipts for 2016/17 are £295 but payment for regular cricket use since April has not yet been made.</p> <p>It was noted that if the prospective football bookings are confirmed, resulting in Sunday morning sessions most weeks and Sunday afternoons on alternate weeks (with some breaks for potential cup games whose draw is not yet confirmed) the senior pitch will almost be used to its operational capacity.</p>
R16.3/16	To note the 2015/2016 season response to the Football Foundation M&E Survey
	The response by the Clerk to the 2015/16 Survey was noted.
R16.4/16	To note the delivery of the wicket cover
	Delivery of the wicket cover (purchased for £1,000 in conjunction with Twyford Cricket Club in the previous financial year) was noted.
<b>R17/16</b>	<b>To discuss the report of the inspection of play areas at Hunter Park and Northfields, to note the instruction for emergency works to be undertaken and to agree a course of action for outstanding recommendations</b>
	<p>It was noted that some of the emergency repairs had been completed but that the Northfields 'roundabout' repair remained pending whilst the required base was sourced. A decision on non-urgent recommendations was deferred for the next meeting.</p> <p><u>Action 1:</u> Cllr Sellars to keep the Clerk informed of the progress of the Northfields repair.</p> <p><u>Action 2:</u> The Clerk to send Cllr Sellars another copy of the inspection report.</p>
<b>R18/16</b>	<b>Open Space funding</b>
R18.1/16	To discuss and agree proposals for new goal posts at Northfields

	<p>It was noted that the former wooden posts had been removed in April and there was an urgent need for robust new goals to be installed. Details of wooden, steel and aluminium goal posts (suitable for 7 and 5 a-side played by under 10's) were distributed. As a new installation will be funded by existing open spaces funds currently held by Winchester City Council it was agreed the costs must be no greater than £1,712.00.</p> <p><b>Resolution:</b> "The Clerk shall arrange the purchase and installation at Northfields, at the earliest opportunity, of robust goalposts from Fitnesssports at a cost that shall not exceed £1,712.00".</p> <p>Action: The Clerk is to arrange the purchase and installation of football goal posts.</p>
R18.2/16	To discuss and agree proposals for purchase of other sport and play equipment within the outdoor spaces budget
	<p>It was noted that existing open spaces funds currently held by Winchester City Council for play purposes total £4,550. Details of nest swings similar to that in Northfields and which is considered very popular were discussed. A timber frame, consistent with other timber equipment in Hunter Park was considered to be most appropriate. Other equipment and potential opportunities to secure funding from other sources such as the organisers of the Boomtown festival were also discussed.</p> <p><u>Action 1:</u> The Clerk shall liaise with Playdale Playgrounds limited and Inspirational Play for Parks Schools and Nurseries to ascertain more details of their respective nest swings, their installation costs and any other requirements for the use of their product in Hunter Park.</p> <p>Action 2: Cllr Sellars to make enquiries into the possibility that the Council might obtain a 'spring rocker'.</p> <p>Action 3: Cllr Cook to make enquiries into the possibility of other sources of funding for play equipment at Hunter Park.</p>
<b>R19/16</b>	<b>To agree the position of safety signage for the Outdoor Gym installation in Hunter Park</b>
	<p>A sign referring to the possible uses of the Outdoor Gym equipment and containing the advisory safety warning was referred to.</p> <p><u>Action:</u> Cllr Cornwall to liaise with the Clerk to determine the location for the sign.</p>
<b>R20/16</b>	<b>To discuss and agree steps to be taken regarding the contract for Maintenance of Hunter Park</b>
	<p>The Agreement for Grounds Maintenance with Matt Riley – We Can Specialists for the two year period to 31 March 2016 and its subsequent extension for one year was discussed. It was noted that users had praised the quality of the cricket wicket (Area B) but that an external specialist contractor needed to be hired to cut the hedge top which falls within Area E. It was also noted that Area F was no longer being maintained to an appropriate standard because access to Pumphret Bank had been made more difficult following the erection of a fence by the landowner; and a health and safety risk assessment by Mr Riley prevented him from tending to the Bank (the other two locations had also become untidy and had been added to tasks for the Lengthman's visits). It was further noted that Area D is now maintained by Green Smile.</p> <p><b>Resolution:</b> "The Grounds Maintenance Contract covering Areas A to F (and such other locations as may be added during preparation of the documentation) shall be put out to tender</p>

	<p>before 31 December 2016.”</p> <p><u>Action:</u> The Clerk shall arrange for the retender of Areas A to F to enable consideration of the outcome and contracts to be put in place from 31<sup>st</sup> March 2017.</p>
<b>R21/16</b>	<b>To discuss and agree arrangements for the cutting of hedges around the perimeter of Hunter Park and Northfields</b>
	<p>It was noted that the top of the hedge on the boundary of the allotments and Park Lane had been cut by a specialist and that the hedge on the access lane to Hunter Park itself had also been cut. The Clerk has asked the firm involved to inform him when they are in the vicinity in 2017 so that the costs of transport to the site can be minimised.</p> <p><u>Action:</u> The Clerk is to contact Green Smile to ask when they plan to cut the Northfields hedges in accordance with the contract specification for Area D which requires that cutting occur twice a year.</p>
<b>R22/16</b>	<b>Allotments Update</b>
R22.1/16	To receive an update on current status of plots; in particular, the results and resultant correspondence from the Allotment Inspection and to agree any further steps to be taken
	<p>Cllr Cornwall reported on the recent inspection of the allotments: that 6 plot holders had been sent a formal warning letter (seeking a satisfactory explanation for the lack of cultivation or untidiness of the plot and undertaking to remedy the situation) and a further 4 plot holders had been sent a pre-warning letter seeking an improvement to the plot. The warning letter requests a response within 28 days, 3 responses received to date and the nature of the Council’s responses was discussed</p> <p><u>Action:</u> The Clerk is to respond to the 3 plot holders accepting the undertakings given (and include caveats specified for one plot holder) and keep the Committee informed of the responses and any action taken with regards the 3 plot holders who have not yet responded.</p>
R22.2/16	Review the Waiting List and to discuss and agree the policy for transfer of plots
	<p>It was noted that a temporary plot share was agreed for the applicant at the top of the waiting list. It was agreed that this arrangement will remain under review and the plot holders affected will be informed during the Autumn whether the plot will be split permanently. 10 other applicants remain on the waiting list.</p> <p>It was noted that a range of considerations have historically been taken into account when a request is made to transfer a plot to a person connected to the named tenant. It was agreed that some transfers should continue but that plot holders should be made aware via the Tenancy Agreement of the general nature of the nature of the discretion exercised.</p> <p><u>Action:</u> The Clerk is to prepare a draft of the Tenancy Agreement giving effect to the following: inclusion of a transfer policy, ineligibility upon change of primary residence from Twyford Parish and such other enhancements as the Clerk recommends for adoption.</p>
R22.3/16	To note the current sharing arrangement for plot 24 and to agree whether a division of plot 24 shall be made permanent
	A decision on the future of the plot was deferred pending the outcome of the recent inspection

	of allotments and the possibility of other plots becoming available.
R22.4/16	To discuss the location of the Red Bin and whether and where it might be relocated
	<p>It was noted that the smell from the bin sometimes affected allotment users, but that it was important that the bin remain prominent and easy to access.</p> <p>Resolution: The red bin shall be moved to a prominent location at the top (southern end) of the car park.</p>
<b>R23/16</b>	<b>Date of the next meeting</b> [Thursday 22 <sup>nd</sup> September 2016]
	<p>It was established that a quorum would not be possible on 22<sup>nd</sup> September and that the next meeting should instead be held in the Pavilion on 29<sup>th</sup> September.</p> <p>The meeting closed at 10.00pm</p>

<b>SENIOR Football Pitch:</b>	<b>Other facilities</b>	<b>Price before VAT</b>	<b>Price plus VAT where applicable</b>
Regular User (5 or more sessions) (Club/ Association eligible for VAT exemption)	Home and Away changing and Referee rooms <i>Kitchen and Function room is NOT included</i>	£60.00 per session	£72.00
Occasional User (fewer than 5 sessions)	Home and Away changing and Referee rooms <i>Kitchen and Function room is NOT included</i>	£85.00 per session	£102.00
<b>JUNIOR Football Pitch:</b>			
Regular User (5 or more sessions) (Club/ Association etc. eligible for VAT exemption)	Home and Away changing and Referee rooms <i>Kitchen and Function room is NOT included</i>	£30.00 per session	£36.00
Occasional User (fewer than 5 sessions)	Home and Away changing and Referee rooms <i>Kitchen and Function room is NOT included</i>	£35.00 per session	£42.00
Junior pitch only	<i>No use of any Pavilion facilities</i>	£20.00 per session	£24.00
Junior training only	<i>No use of any Pavilion facilities</i>	£5.00 per session	£6.00
<b>Store Cupboards:</b>			
Store Cupboard (Home) Note – Shared use with another key holder		£1.00 per week	£1.00
Store Cupboard (Away)		£2.00 per week	£2.00
<b>Pavilion Kitchen and Function Room</b>	<i>Home and Away changing and Referee rooms NOT included</i>	£10.00 per hour	£10.00
<b>CRICKET</b>			
<b>WEEKENDS</b>			
Regular User (5 or more sessions) (Club/Association etc. eligible for VAT exemption)	Home and Away changing rooms Kitchen and Function room	£75.00	£90.00
Occasional Club/Association etc. User (fewer than 5 sessions)	Home and Away changing rooms Kitchen and Function room	£85.00	£102.00
Corporate User	Home and Away changing rooms Kitchen and Function room	£100.00	£120.00
Regular User – Juniors (5 or more sessions)	Home and Away changing rooms Kitchen and Function room	£30.00	£36.00
Occasional User Juniors (fewer than 5 sessions)	Home and Away changing rooms Kitchen and Function room	£35.00	£42.00
<b>WEEKDAY EVENINGS</b>			
Regular User - Seniors	Home and Away changing rooms Kitchen and Function room	£50.00	£60.00
Occasional User - Seniors	Home and Away changing rooms Kitchen and Function room	£65.00	£78.00
Corporate User	Home and Away changing rooms Kitchen and Function room	£100.00	£120.00
Regular User – Juniors (5 or more sessions)	Home and Away changing rooms Kitchen and Function room	£30.00	£36.00
Occasional User Juniors (fewer than 5 sessions)	Home and Away changing rooms Kitchen and Function room	£35.00	£42.00