

TWYFORD PARISH COUNCIL
MINUTES OF A PARISH COUNCIL RECREATION COMMITTEE

held on

Thursday 12th January 2017 at 7.30pm in the Parish Hall Gilbert Room, Twyford

Attendances	Apologies/Absences	Present
Cllr Cornwall (Chair)	Cllr Forder-Stent	T. Bronk (Clerk)
Cllr Cook	Cllr Lawton	
Cllr Sellars		
Cllr Wheeler		

Business transacted

R38/16	Apologies for absence
	Apologies from Cllr Forder-Stent and Cllr Lawton for their absence were accepted.
R39/16	Declaration of interests
	There were no declarations made.
R40/16	Public participation - questions from members of the public
	No members of the public attended. The Representative of the Hunter Park Allotment Holders Association sent his apologies for being unable to be present and provided the Clerk with comments for consideration when Item R43/16 was discussed.
R41/16	To approve and sign-off, as a true record, the minutes of the meeting held on 29th September 2016
	<p>The previously circulated minutes of the Recreation Committee meeting dated 29th September 2016 were considered.</p> <p>Resolved: "The Minutes of the meeting held on 29th September 2016 are approved as an accurate record of the meeting".</p> <p>Proposed by Cllr Cornwall, seconded by Cllr Wheeler and carried unanimously.</p> <p>The update at Annex 1 on actions brought forward and previously circulated was noted.</p>
R42/16	Hunter Park and Northfields
R42.1/16	To consider correspondence received from the Kindling Forest School and to agree a response concerning the facilities that are available for hire and the fees for such hire.
	Cllrs noted information provided by the Owner/Manager of the Kindling Forest School about the extent and nature of the use of the school's use of the Pavilion. It requested a reduction in the £20 daily rate previously agreed instead of the standard hire charge for use of the Pavilion of £10.00 per hour or part thereof, in particular because Referee Room 2 had also been available to the Owner/Manager on an exclusive basis, (prior to the Committee's

	<p>decision in April to offer only a small store cupboard).</p> <p>The hours of use by the Owner/Manager of the Kindling Forest School each week, since September, were explained as follows: "We access the Pavilion for 30 minutes at the beginning of all sessions and 1.5 hours at the end of kindergarten sessions (Tues. Weds.), 1 hour after our parent and toddler sessions which have less washing up and kit required (Mon. Thurs, Fri.)."</p> <p>Councillors discussed the reasons for the previous agreement to charge a special rate of £20 for daily use of the Pavilion twice a week at the start and finish of Kindling Forest School sessions and the large storage space of the Referee room. It was noted that daily usage had commenced in September albeit that storage space had become restricted and the nature of use by the Kindling Forest School restricted use by other potential hirers.</p> <p>Councillors discussed whether there was any opportunity to provide more storage space within the Pavilion. It was concluded that this was not very feasible but that the possibility of constructing a storage shed adjacent to the southern wall should be investigated.</p> <p>Resolved: The fee payable by the Kindling Forest School for use of the Pottinger Pavilion, based on the nature and period of use specified on 9 January 2017 shall remain £20 for each date of such use, with no additional charge for use of the storage cupboard in the Home Changing Room for the period to 31st August 2017.</p> <p>Proposed by Councillor Cornwall, Seconded by Councillor Sellars and carried unanimously.</p> <p><u>Action:</u> Recreation Committee members are to consider what type and size of potential storage shed might be built for users of Hunter Park, to enable a formal proposal to be considered.</p>
R42.2/16	To consider correspondence concerning dog fouling at Hunter Park, Northfields and other Twyford parish locations and to agree any further action to be taken (including any related expenditure approval).
	<p>Councillors noted that since the last meeting the Hunter Park groundsman had expressed concern about dog fouling, referring to 14 places with excrement; and that the litter bin inside the play area and outside the Pavilion were both being used for bags instead of the Red Bin near the car park.</p> <p>The Winchester City Council Dog Warden had been contacted and visited Hunter Park on 29th December and 11th January. Some fouling had been identified near the car park and discussion with users of the Park had suggested that was a problematic area.</p> <p>Councillors noted the existing Red bin had been relocated so as to be more prominent. They also considered the cost and difficulty in arranging for the emptying of another Red bin elsewhere in the park. They concluded that signs by the above two rubbish bins should be improved, replacing the existing laminated ones with something more substantial. Signs should request use only of the Red bin for excrement; and that other park users should report persons who did not use the Red bin.</p>

	<p>It was noted that eleven sites for signs had been suggested, but Councillors preferred to erect permanent signs only in strategic sites at the three entrances to Hunter Park, the grass by the car park and the two litter bins. Other sites could have laminated signs if those areas were found to have an ongoing problem.</p> <p>The possibility of introducing a requirement that dogs be kept on a lead was raised but not progressed, whilst the impact of improved signage remained to be assessed.</p> <p>Resolved: Six permanent signs shall be erected in appropriate Hunter Park locations to seek to deter dog owners from not picking up after their dog or to encourage them to place deposits only in the Red bin.</p> <p>Proposed by Councillor Wheeler, Seconded by Councillor Sellars and carried unanimously.</p> <p><u>Action:</u> Clerk to obtain appropriate signs and arrange for them to be installed.</p>
R42.3/16	<p>To consider the following proposed resolution:</p> <p>The Parish Council shall commence steps to implement a prohibition on dogs within the play and sports area known as Northfields.</p> <p>Proposed by Councillor Wheeler, Seconded by Councillor Cornwall.</p>
	<p>It was reported that dog fouling had been identified as a regular ongoing problem within the Northfields play and sports area; and that increased signage had not resulted in any improvement. It was noted that Ballard Close was a dog free area and that this prohibition was well observed, Councillors therefore agreed that the next step to be taken to resolve the problem was to approve the resolution.</p> <p>Resolved: The Parish Council shall commence steps to implement a prohibition on dogs within the play and sports area known as Northfields.</p> <p>Proposed by Councillor Wheeler, Seconded by Councillor Cornwall and carried unanimously.</p> <p><u>Action</u> Cllr Cornwall to ascertain what procedures must be followed to obtain authority to prohibit dogs from Northfields and to enforce that prohibition.</p>
R42.4/16	<p>To consider a request for a 'Memorial Bench' (which would be donated by the family of Mr. 'Ted' Unsworth) and if relevant to agree its specifications and location within Hunter Park.</p>
	<p>Councillor Wheeler explained the request for a bench to be sited near to the allotment formerly used by Mr Unsworth.</p> <p>It was agreed that if agreement was reached for the family to obtain a bench of similar quality and appearance to that recently purchased by the Council for use in Hunter park that it could be placed in Hunter Park on the grassed area near to the relevant allotment.</p>
R42.5/16	<p>To consider a prohibition on the flying of drones from or over Hunter Park and Northfields.</p>

	<p>It was noted that the flying of model aircraft was already prohibited but that persons flying helicopters and drones had claimed their craft were not prohibited.</p> <p>Dangers to park users and the flight path to Southampton airport were discussed.</p> <p>Resolved: All use of airborne equipment over Hunter Park and the Northfields play area shall be prohibited.</p> <p>Proposed by Councillor Wheeler, Seconded by Councillor Cornwall and carried unanimously.</p> <p><u>Action:</u> Clerk to revise existing signs</p>
R42.6/16	To consider whether to repair or to remove and replace the existing 'Spinner' at Northfields and to consider and approve any other play equipment repair and maintenance expenditure in 2016/17.
	<p>It was reported that repair of the existing Spinner was difficult because the existing broken wooden board could not be easily accessed to enable it to be replaced. Repair costs with replacement of bearings to ensure the Spinner had a reasonable period of ongoing use had been costed at £935.20 (plus VAT). The board already obtained for the repair was £398.00, this had been obtained before the supplier found it could not be fitted without replacement of a bearing.</p> <p>Councillors discussed the cost of a refurbished Spinner and considered the alternative of installing an alternative item and seeking some recovery of the cost of the board. Several alternative items of equipment and their cost were referred to. It was acknowledged that if refurbishment is not carried out, the existing spinner should be removed as soon as practicable.</p> <p><u>Action</u> Cllr Sellars to investigate further the cost of an alternative item of equipment and also the practicality of removal of the Spinner in the meantime.</p>
R42.7/16	To consider the extent of tree and hedge cutting in Hunter Park and to agree if necessary to seek permission to cut back a tree by the cricket pitch subject to a Tree Preservation Order.
	<p>The Clerk reported on the quote obtained for tree works requested at the September meeting and sought confirmation that the nature of the works was consistent with Councillors' expectations.</p> <p>It was agreed that the works as specified were needed and that further quotes should now be obtained in accordance with Standing Orders applicable to such expenditure.</p> <p><u>Action:</u> Clerk to obtain additional quotes for Hunter Park tree works and seek consent to cut back a tree subject to a tree preservation order.</p>
R42.8/16	To determine arrangements for handling enquiries about the use of Hunter Park for private events prior to any formal involvement of the Recreation Committee.
	The Clerk referred to various requests received in 2016 to use parts of Hunter Park and that

	<p>enquirers needed responses before the next scheduled meeting of the Recreation Committee. Councillors confirmed that they are keen to hear of potential events, such as a summer ball that might involve erection of a Marquee, as in the past, but that they must consider each proposal. The Parish website could therefore refer to the potential availability of Hunter Park for occasional events but any enquirer must be informed that the Recreation Committee must be circulated with details and they will decide whether, on what conditions and fee basis any hire might occur.</p> <p><u>Action:</u> Clerk to review website text about the potential uses of Hunter Park.</p>
R43/16	Allotments
R43.1/16	To discuss and agree whether the “Twyford Parish Council – Allotment Association Tenancy Agreement” should be replaced by a version offered by the National Association of Local Councils.
	<p>It was noted that a number of amendments were needed to the existing agreement used for the Hunter Park Allotments and that a version offered by the National Association of Local Councils, with some minor amendments, addressed those requirements.</p> <p>The proposed alternative agreement had been circulated by email to all existing allotment holders and those on the waiting list. Only favourable comments from some allotment holders had been received</p> <p>Resolved: “Twyford Parish Council – Allotment Association Tenancy Agreement” shall be replaced by a slightly modified version of the agreement offered by the National Association of Local Councils.</p> <p>Proposed by Councillor Cornwall, Seconded by Councillor Wheeler and carried unanimously.</p> <p><u>Action:</u> Clerk to issue new agreements in time for the start of the new tenancy period commencing on 1st April 2017.</p>
R43.2/16	To discuss and agree whether the fees for allotment plots should be increased and if so the amounts to be charged for 2017/18 and whether the existing basis for the charge should remain or one based on square metres should be adopted.
	<p>Councillors reviewed the circulated tables (summarised at Annex 2) showing how the existing fees would change by the adoption of a fee per metre, based on the measurements submitted and used for 2016/17 fees which grouped allotment garden plots into four size categories.</p> <p>Councillors noted that although the allotments were showing a surplus in the 2016/17 accounts to date, there had not been some of the additional expenditure costs often incurred each year, such as skips for clearance. It was agreed that receipts must be at a level sufficient to cover all costs arising from the allotments.</p> <p>Councillors reviewed the impact of potential price rises, noting that with a 15% rise 9 plot</p>

	<p>holders would nonetheless pay less than in 2016/17 because of adoption of the per metre basis. The cost of an allotment garden plot in Twyford was also considered in comparison to the benefits of having access to an allotment garden, that there is a waiting list and that the cost per square metre of a plot in another local authority is double (although it has a concession for those over 60 years of age).</p> <p>Resolved: fees for allotment garden plots shall be based on square metres and the fee for 2017/18 increased from 18pence to 20.7pence.</p> <p>Proposed by Councillor Cornwall, Seconded by Councillor Wheeler and carried unanimously.</p>
R43.3/16	To note the status of the current waiting list for allotments.
	The Clerk reported that the waiting list currently has 8 applicants.
R44/16	To note that the existing CONTRACT FOR GROUNDS MAINTENANCE has been extended to 1 st September 2017 and to discuss any changes to be included in the tender for those services thereafter
	<p>Councillors noted that the contract for grounds maintenance had been extended from 31st March and confirmed that the end date of 1st September should remain.</p> <p>It was noted that the Lengthsman had been requested to tend to some areas also covered by the contract. The Clerk was asked to raise this with the Contractor so as to ensure that they were tended to in 2017 in accordance with the terms of the contract. Where the existing contract is vague about when services are to be provided, the Clerk shall liaise with the Contractor to seek agreement to a schedule of services for 2017.</p> <p>Councillors discussed the risk to users of Hunter Park from equipment stored near the metal containers and requested that the Clerk liaise with the groundsman to arrange for these to be stored safely and be screened off to deter access to it.</p> <p>Councillors noted that leaves covered an area of grass in the southwest corner of the park and agreed that the clerk should liaise with the Groundsman to establish whether these should be cleared.</p> <p><u>Action:</u> Clerk to liaise with the Groundsman to clarify the schedule for works required under the contract for grounds maintenance and to ensure all equipment is stored safely.</p>
R45/16	To agree the date of the next meeting
	<p>The next meeting was confirmed to be on Thursday 9th March in the Gilbert Room of the Parish Hall.</p> <p>The meeting closed at 9.00pm</p>

ANNEX 1

Actions Carried Forward from the Recreation Committee Meeting of 29th September 2016

Ref	Owner	Action to be taken	Target Date	Action Taken	Status as at 7 January
R26/16	Clerk	Notify the Groundsman of the hole in the Senior Football Pitch	1 October	Groundsman notified	Closed
R28.2/16	Clerk	Reissue the invoice to Twyford Cricket Club for bookings during the 2016/17 season and remove reference to charges for Friday evening Junior training	15 October	Amended invoice issued	Closed
R28.4/16	Clerk	Contact an official of the Hunter Park Tennis Association, to refer to the 2012 agreement and to enquire into reasons for apparent non-payment since 2013. The Clerk shall also notify the Association of the forthcoming issue of an invoice for the year 2016/17.	15 October	Contact made and payment of £120 received for 2016/17	Closed
R29/16	Clerk	Negotiate extension of the existing Grounds Maintenance contract and continue with preparation of a draft contract for tenders during 2018.	31 Dec.	Contract extension agreed orally. Tender document work is ongoing	Closed Ongoing
R30/16	Clerk	Obtain a quote or quotes to enable electrical work for external lighting to proceed. If possible the works should be carried out before 6 November.	15 October	Lighting contract agreed. Lights in operation for 6 November.	Closed
R31/16	Clerk	Obtain formal recommendations and if necessary quotes to resolve the current problem with the gate into the Hunter Park play area.	31 Dec.	Commenced but ongoing. Target date 31 March	Ongoing
R31/16	Clerk	Arrange for cutting of Hunter Park trees and hedges by the play area and potentially by the cricket outfield southern boundary.	31 Dec.	Quote obtained. Work delayed due to need for further quotes and existence of TPO New target date 30 April	Ongoing
R33/16	Clerk	Write to a resident of Park Lane to inform them of the new policy; Arrange for the Hunter Park entrance sign to refer to "No Overnight Parking" (if Cllr Cook cannot obtain a sign from Winchester City Council or Hampshire County Council); and ensure that signage also refers to the potential for the entrance gate to Hunter Park to be locked shut.	15 Oct 15 Oct	Done Done	Closed Closed

R34/16	Clerk	Replacing and increasing the number of laminated signs Replace Winchester City Council signs with new ones Request via Twyford Information Email and Facebook that dog owners act responsibly; and to request members of the public to report those who do not Seek increased visits by the Dog Warden	31 Dec	More robust signs are being sourced Requested Email issued in December. Various Facebook comments followed Done. Visit in December was confirmed	Ongoing Ongoing Closed Closed
R35.1/16	Clerk	The views of attendees of the Hunter Park Allotment Holder Association should be sought with regards any concerns about the poor state of any plots and any action required.	15 October	Meeting with the Hunter Park Allotment Holder Association confirmed no current concerns	Closed
R35.3/16	Clerk	Revise the Hunter Park Allotment Holder Association Rules, Terms and Conditions to include a requirement to surrender a plot following cessation of residence in the locality.	31 Dec	New draft agreement prepared. Agenda item for 12 January meeting	Agenda Item
R35.4/16	Clerk	Promptly notify relevant applicants for plots of the offer of a plot; and inform them of the forthcoming meeting of the Council with allotment holders.	15 October	Done. 1 person no longer wants a plot. Therefore waiting list reduced by 6	Closed
R36/16	Clerk	Contact the St Mary's School PTA and accept the booking for the Firework night but refer to matters that must to be addressed.	7 October	Done. Cllr Wheeler continued to liaise thereafter.	Closed

Plot Area	2016/17 fee base (Note plot 26 understatement)	Fee per plot based on sq metres	Fee if price increased to 20p	Increase from 2016/17 basis	Fee if increased to 20.7p	Increase from 2016/17 basis
57	£7.50	£10.15	£11.40	£3.90	£11.80	£4.30
57	£7.50	£10.15	£11.40	£3.90	£11.80	£4.30
61.10	£15.00	£10.88	£12.22	-£2.78	£12.65	-£2.35
68.00	£15.00	£12.11	£13.60	-£1.40	£14.08	-£0.92
68.00	£15.00	£12.11	£13.60	-£1.40	£14.08	-£0.92
68.00	£15.00	£12.11	£13.60	-£1.40	£14.08	-£0.92
78.00	£15.00	£13.89	£15.60	£0.60	£16.15	£1.15
82.50	£15.00	£14.70	£16.50	£1.50	£17.08	£2.08
88	£15.00	£15.68	£17.60	£2.60	£18.22	£3.22
88	£15.00	£15.68	£17.60	£2.60	£18.22	£3.22
88	£15.00	£15.68	£17.60	£2.60	£18.22	£3.22
90.00	£15.00	£16.03	£18.00	£3.00	£18.63	£3.63
91.76	£15.00	£16.35	£18.35	£3.35	£18.99	£3.99
98.40	£15.00	£17.53	£19.68	£4.68	£20.37	£5.37
98.40	£15.00	£17.53	£19.68	£4.68	£20.37	£5.37
112.00	£25.00	£19.95	£22.40	-£2.60	£23.18	-£1.82
115.00	£25.00	£20.49	£23.00	-£2.00	£23.81	-£1.20
120.00	£25.00	£21.38	£24.00	-£1.00	£24.84	-£0.16
120.00	£25.00	£21.38	£24.00	-£1.00	£24.84	-£0.16
120.00	£25.00	£21.38	£24.00	-£1.00	£24.84	-£0.16
125.00	£25.00	£22.27	£25.00	£0.00	£25.88	£0.88
130.00	£25.00	£23.16	£26.00	£1.00	£26.91	£1.91
131.16	£25.00	£23.36	£26.23	£1.23	£27.15	£2.15
131.75	£25.00	£23.47	£26.35	£1.35	£27.27	£2.27
142.50	£25.00	£25.38	£28.50	£3.50	£29.50	£4.50
155.00	£30.00	£27.61	£31.00	£1.00	£32.09	£2.09
182.40	£30.00	£32.49	£36.48	£6.48	£37.76	£7.76
240	£30.00	£42.75	£48.00	£18.00	£49.68	£19.68
249.00	£35.00	£44.36	£49.80	£14.80	£51.54	£16.54
	3255.97		£580.00	£651.19	£673.99	