

## TWYFORD PARISH COUNCIL

### MINUTES OF A PARISH COUNCIL RECREATION COMMITTEE MEETING

held on

Thursday 29<sup>th</sup> September 2016 at 7.30pm in the Pavilion, Hunter Park, Twyford

Present

Cllr Cornwall (Chair)  
Cllr Cook (from 8.00pm)  
Cllr Forder-Stent  
Cllr Lawton  
Cllr Sellars  
Cllr Watson  
Cllr Wheeler

Apologies / Absences

In attendance

T. Bronk - Clerk

<b>R24/16</b>	<b>Apologies for absence</b>
	All members of the Committee were present.
<b>R25/16</b>	<b>Declaration of interests</b>
	Cllr Watson referred to an interest arising from her role on the Parish Hall Management Committee. During the meeting Cllr Cornwall declared a personal interest concerning Stoneham football club arising from her son's participation.
<b>R26/16</b>	<b>Public participation - questions from members of the public</b>
	<p>Representatives from clubs regularly using Hunter Park had been invited in order for the Committee to receive feedback on the facilities. The Standing Order limiting members of the public to questions over a five minute period was therefore suspended by the Chair. Two clubs had representatives present, others sent apologies and written feedback.</p> <p>Mr D. Paine spoke for Twyford Cricket Club (TCC).</p> <ol style="list-style-type: none"><li>1. Mr Paine referred to correspondence from the Clerk that referred to an increase in the club's fees for the 2017/18 season; a fixed fee for the club [of £55 for Seniors Weekend matches and £25 for Juniors Weekend matches (lower than the £65 and £30 charges for other clubs)] having been set in 2014 when the club contributed to the purchase of sight screens. Although the Council's records referred to cessation of the arrangement in March 2017 and Mr Paine conceded that minutes from 2014 did not refer to the duration of the arrangement; he asserted that a five year period had been agreed.</li><li>2. Mr Paine referred to ongoing support by TCC. It had contributed to the purchase of covers for the 2016/17 season and its wicket mower and roller (which it insures but stores at Hunter Park) are used throughout the season for the benefit of all matches played, not only TCC's. Mr Paine was asked to confirm his understanding of the arrangements for purchase of covers, because Council records referred to their purchase by the Council, but also a grant being made to TCC for the purchase. Mr Paine confirmed his understanding is that the</li></ol>

	<p>sight screens and covers are owned by the Council and should be insured by it; but he added that day to day maintenance by TCC has occurred and was expected to continue. Mr Paine reported that he had discussed out of season storage of the covers with the Groundsman and they proposed to chain the covers together and store them in the southeast corner of the Park, an area currently covered by nettles.</p> <ol style="list-style-type: none"> <li>3. Mr Paine referred to the Practice Nets. The covers were too wide to be stored there. He had noticed weeds growing up through the matting. He proposed to make enquiries of professional groundsman to see what weedkiller might be used; but acknowledged that any usage in a public park needed to be handled by an appropriate professional. In response to a question from Cllr Watson, he expressed the view that the Council's 2017/18 budget did not need to include any provision for additional expenditure on the Practice Nets.</li> <li>4. Mr Paine questioned why TCC were invoiced for their booking of Hunter Park for Friday evenings when cricket coaching for 8 to 13 year olds only uses the outfield and the Pavilion is only opened to provide access to toilets (which he said are also used by other park users). He referred to an arrangement whereby TCC had in previous years made a donation of £5 per session and that it was inappropriate to charge a fee in addition.</li> <li>5. Mr Paine asked for notice of the Saturday dates during the summer of 2017 when the Park cannot be used for cricket matches, so that the league can be informed.</li> </ol> <p>Mr Paine was informed that Twyford Playgroup had booked Hunter Park for a Circus on a Sunday [18<sup>th</sup> June] and wanted to start setting up on the Saturday evening before. The Clerk had requested confirmation of the time of evening from which the Park would be needed. The Committee members were unaware of any other event.</p> <ol style="list-style-type: none"> <li>6. Cutting back of trees near the southern outfield boundary was requested.</li> <li>7. Mr Paine praised the quality of the outfield and commented that TCC were liaising with the Groundsman concerning autumn work on the square in preparation for the next season.</li> <li>8. Finally, Mr Paine expressed an apology for leaving bins in the Pavilion full of waste following an end of season celebration. He said it had been considered preferable to leaving bottles and food remains outside, if the park bins were already full.</li> </ol> <p>The Chair decided to take Item 28.2/16 at this stage of the proceedings. Please see the minutes recorded under Item 28.2/16 below.</p>
	<p>Ms Luffman and a colleague attended representing AFC Stoneham ladies football team.</p> <p>The Chair apologised for the delay before receiving their feedback.</p> <p>Ms Luffman praised the Hunter Park facilities in general and confirmed that they were keen to maintain a strong close relationship with Twyford; but observed that a hole had appeared in the pitch.</p> <p>Ms Luffman was asked whether the changing rooms were acceptably clean, because the mens' teams have used them in the morning and the cleaner will not have attended to them. She confirmed that this had not caused any problems to date.</p>

	<p><u>Action</u></p> <p>Clerk to notify the Groundsman of the hole in the Senior Football Pitch.</p>
<b>R27/16</b>	<b>To sign as a correct record the minutes from the last meeting on 11<sup>th</sup> August 2016</b>
	<p>The previously circulated minutes of the Recreation Committee meeting dated 28th April 2016 were considered.</p> <p><b>Resolved:</b></p> <p>“The Minutes of the meeting held on 11<sup>th</sup> August 2016 are approved as an accurate record of the meeting”.</p> <p>Proposed by Cllr Wheeler, seconded by Cllr Sellars and carried unanimously.</p>
<b>28/16</b>	<b>Hunter Park – Sports</b>
R28.1/16	To discuss feedback from regular hirers of Hunter Park sports facilities, its Groundsman and other users of Hunter Park; and to consider and agree any action to maintain or improve relationships and promote hire of Hunter Park for sporting activities.
	<p>Besides the feedback received earlier in the meeting written feedback was noted as follows:</p> <p><u>Hedge End Tigers:</u></p> <p>“Thanks for the invite. I will review and let you know if we can attend. Having used the facilities only once this season so far, my only comments so far were the state of the referees changing and shower facilities which I felt were unclean and the rooms being used for a lot of storage.</p> <p>I had a quick tidy up before the ref used the better of the two rooms but the shower tray seemed very dirty and I would not have wanted to use it.”</p> <p>Clerk’s response: “Thank you for your prompt feedback. I am sorry that work was still being carried out at the start of the season to improve accessibility to and cleanliness of the 2 Referee Rooms. I purchased further 'stronger' cleaning products for the cleaner a couple of weeks ago and I think she has done a good job since, though I believe some more work needs to be done to the showers; and there are still some items to be removed from Ref Room 1.</p> <p>I will pass your comments to the Committee if you (or another representative) are unable to attend the meeting.”</p> <p>Members noted the comments received and response by the Clerk; and the earlier discussion with Twyford Cricket Club about storage of items in the Pavilion. It was concluded that it was a disappointing early first impression but that hopefully an improvement had occurred and the situation would be monitored. It was noted that further email had been received stating: “I apologise but Hedge End Tigers FC will not be able to send a representative to this committee meeting. I already have a prior commitment. If you can let me know the outcome and any issues that are relevant to Hedge End Tigers FC I would be grateful. Please also let me know when the next meeting is so I can put this in my diary.”</p>

Willow Tree Cricket Club:

“Thanks for the invite to join you on Thursday but unfortunately I cannot get any of the Willow Tree CC committee members, including myself to attend. We only have positive things to say about the ground and facilities. Matt is doing a great job on the square and outfield and its great having the sight screens.

I suppose our only gripe is the VAT and cost of hire of the ground, taking say the midweek hire cost from £45 to £60. We have obviously discussed this in previous correspondence. I have just checked with Winchester CC and their charges for the 2016 season (for pitches at KG V and North Walls 1 and 2) were £40.27 per midweek game. They are likely to increase this cost to £45 for next year. Sadly, it may mean Hunter Park becomes too expensive for us, but this will be on the agenda at our AGM.

Many thanks for the season. Always a joy playing at HP.”

Members discussed the feedback. The comments on cost were noted but the quality of the Hunter Park facilities was regarded to be considerably superior and that for comparable facilities the fees were also comparable.

The Clerk reported that another club had contacted him, asking to be notified if an opportunity were to arise to make a block booking.

Fair Oak Cricket Club

“Apologies from Fair Oak CC. We have a pre existing committee meeting of our own this evening which we need to have as it’s our presentation night tomorrow. No issues with the facility from us. The ground and pavilion are consistently in superb condition and are a credit to both Twyford Parish Council and the ground staff. It is our club's intention to continue our arrangement for 3rd team to play at Hunter's for the foreseeable- hopefully this helps with any future planning. Any questions or actions for Fair Oak CC just let me know.”

Members noted that despite the addition of VAT to most fees (because most block bookings did not meet HMRC conditions for exemption) the Senior Football Pitch was booked for the Autumn by three teams for their home games and was therefore being used to the maximum possible.

R28.2/16

To note recent communications with Twyford Cricket Club; and to consider and agree the nature of any continuing discounts or other beneficial arrangements arising from its ownership of assets used for the benefit of other hirers of Hunter Park and contributions made by Twyford Cricket Club towards assets purchased and owned by the Council. In particular:

to confirm the fees payable for all 2016/17 bookings including use of the cricket outfield and Pottinger Pavilion on Friday evenings;

to confirm ownership and insurance of and agree storage arrangements for the cricket site screens and covers;

to confirm the arrangements between Twyford Cricket Club and the Council concerning the storage of equipment belonging to Twyford Cricket Club.

Members discussed their recollection of the fee arrangements agreed in 2014; and considered the second point made by Mr Paine.

**Resolved:** Twyford Cricket Club fees shall remain fixed for a further two years, to March 2018.

Proposed by Cllr Cornwall, Seconded by Cllr Wheeler and carried unanimously.

Use of the outfield and Pavilion for cricket coaching on Friday evenings was compared to the football coaching of juniors by the Twyford Bulls club; which had commenced in 2016 on Tuesday afternoons and for which a charge of £5.00 per session was made.

**Resolved:** A fee shall be payable by Twyford Cricket Club for its hire of Hunter Park facilities for Junior Cricket Coaching sessions.

Proposed by Cllr Wheeler, Seconded by Cllr Forder-Stent and carried unanimously.

It was agreed that the resolution does not have retrospective effect, that the current fee rate of £5.00 [Note VAT will be added if applicable] for junior football coaching would be adopted for junior cricket coaching and that this was consistent with the scale of the donation that had been previously referred to.

#### Action

Clerk to reissue the invoice to Twyford Cricket Club for bookings during the 2016/17 season and remove reference to charges for Friday evening Junior training.

Members discussed the purchase of the covers and their storage and agreed that Council records should show their ownership and insurance by the Council. It was also agreed that they could be stored in the southeast corner of Hunter Park but added that care must be taken to avoid damage to flowers in the spring, because of the planting of bulbs in the area across which the covers will need to be moved.

It was reported that the Clerk had been informed that the middle storage shed in which Twyford Cricket Club stored its mower and roller was also owned by the club; whereas the Council's records show it to be a Council asset. Mr Paine confirmed that Twyford Cricket Club does not claim ownership of the shed. Football nets are stored in the shed and therefore the club does not have exclusive use of the shed. Mr Paine confirmed that the Twyford Cricket Club did not expect exclusive access to the shed, but requested that football nets were stored carefully so as not to impeded access to the roller and mower. The sight screens are dismantled and stored behind Harris fencing that Mr Paine said was bought by Twyford Cricket Club, but it was agreed that the storage area is not owned by the club. Mr Paine accepted that it may used to store goal posts used by the Twyford Bulls but requested that the Harris fencing is closed to make the area secure. It was also reported that the April meeting of the Committee had resolved to clear the two Referee rooms; and cupboards in the Pavilion changing rooms and to charge for storage in them. Cricket related items that had not been moved following emails to all cricket clubs had therefore been removed and had been stored instead in the Pavilion loft space. Care was needed to access them and the Clerk should be contacted to obtain them.

**Resolved:** Twyford Cricket Club may store its cricket related items (that it insures) at Hunter Park in locations specified by the Council, including within a Referee Room within the Pavilion

	<p>when not required for the football season; but shall not have exclusive access to those storage areas. There is no additional fee payable for storage within the Council's middle shed.</p>
R28.3/16	<p>To note recent communications with Hedge End Hawkes and AFC Eastleigh concerning football pitch hire fees for 2015/16 and arrangements adopted for 2016/17; and to agree any further steps to be taken concerning the Council's relationship with AFC Eastleigh.</p>
	<p>It was reported that the previous Clerk had erroneously charged £35 per game for the 2015/16 season, without the addition of VAT which was chargeable. The Clerk had chased the debt and on receipt of comments issued a revised invoice for one less session but had not identified the need to increase the fee and add VAT. The invoiced £420 was paid on 29 June. It was subsequently identified that the fees charged were wrong and a revised invoice plus VAT was issued on 31 August; for a balance of £372. The Clerk was informed that Hedge End Hawkes considered it wrong to send a further invoice and that the club did not hold sufficient funds to enable settlement.</p> <p>The Clerk reported that rather than terminate the relationship, he had agreed to take a booking for 10 sessions but had required that each session be paid for in advance, so as to ensure that the Council did not run the risk of the successor club now called AFC Eastleigh having insufficient funds to settle an invoice at the end of the season. This was inconsistent with the normal policy of accepting payment in arrears from regular users.</p> <p><b>Resolved:</b> Prepayment shall be required for bookings by AFC Eastleigh, until the Clerk as Responsible Financial Officer is satisfied that limited credit through arrangements to pay in arrears should be established.</p> <p>Proposed by Cllr Cornwall, seconded by Cllr Wheeler and carried unanimously.</p>
R28.4/16	<p>To note the current relationship with the Hunter Park Tennis Association and the income received by the Council from it; and to agree any steps to be taken.</p> <p>It was reported that following the discussion and resolution of the previous meeting, the Clerk had identified correspondence relevant to the earlier meeting's decision about concerns raised with the Council regarding the risk of rights to land ownership. Mr D. Belgic had written to the former Clerk on 10 April 2012 on behalf of the Hunter Park Tennis Association. He stated that he had been asked to comment "due to [his] involvement over the last 20 years as past chairman and treasurer at various stages." Within the email it stated "the courts are public courts owned by the parish". This therefore removes the basis for concern about a claim of ownership.</p> <p>It was also reported that a letter from the Chair of the Recreation Committee to the Hunter Park Tennis Association had since been located. It referred to payment of £50 for the financial year 2011/12 and £100 per annum from April 2012. A payment of £100 was last identified in the bank statement as having been received on 25 April 2013.</p> <p><b>Resolved:</b> The resolution of 15th September Item 16.1/16 shall be amended and the amount sought increased to the previously agreed sum of £100.00 for each financial year; to which VAT if chargeable shall be added.</p>

	<p><u>Action</u></p> <p>The Clerk shall 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.</p>
<p><b>R29/16</b></p>	<p><b>CONFIDENTIAL ITEM To discuss and agree steps to be taken regarding the contract for maintenance of Hunter Park (and other open spaces covered by the same contract)</b></p>
	<p>The Clerk reported that steps had commenced to seek tenders for a new grounds maintenance contract. This had involved a review of the contract and requests to existing contractors for their suggestions as to how it might be improved.</p> <p>Concerns were expressed that the termination date of the existing contract for Hunter Park is 31 March, which might affect preparation of the wicket for the new season, (not necessarily by the existing contractor but if the cycle is continued). A preference to extend the existing contract from 31 March to 31 December was therefore expressed.</p> <p>The Clerk reported that as part of his preparation for a request for tenders he had already received several expressions of interest; and confirmation that the existing contractor was prepared to roll over the existing terms beyond 31 March 2017 if this was requested by the Council.</p> <p><b>Resolved:</b> The Grounds Maintenance Contract for Hunter Park and other Open Spaces that expires on 31 March 2017 shall be extended to 31 December 2017.</p> <p>Proposed by Cllr Lawton Seconded by Cllr Cook and carried unanimously.</p> <p><u>Action</u></p> <p>Clerk to negotiate the extension of the existing contract and to continue with preparation of a draft contract for tenders during 2018.</p>
<p><b>R30/16</b></p>	<p><b>To discuss the general cleanliness and state of repair of the Hunter Park Pottinger Pavilion and to agree on any action to be taken to address identified concerns; in particular, whether to repair its external lighting</b></p>
	<p>It was noted that the state of the showers had been improved significantly since the start of September. Users of the Pavilion had been contacted within the last week regarding recent damage to a mirror in the Away Changing Room, but no admission and explanation for the damage had yet been forthcoming.</p> <p>It was noted that some external lights were no longer working and that efforts had been made some time ago to resolve the problem, which was not believed to simply require bulb replacement. The benefits of reducing power consumption by using LED and possibly solar energy were agreed, as was the need to ensure that external lights were for safety purposes and did not result in unnecessary and excessive illumination.</p> <p><b>Resolved:</b> External lighting of the Pavilion for safety and security reasons shall be restored; using energy efficient fixtures.</p>

	<p><u>Action</u></p> <p>The Clerk shall obtain a quote or quotes to enable the work to proceed. If possible the works should be carried out before 6 November.</p>
<b>R31/16</b>	<p><b>To note the status of repairs to the play equipment at Hunter Park and Northfields and to agree any further action to be taken. In particular, to consider whether to carry out hedge and tree cutting near the Hunter Park play area</b></p>
	<p>It was reported that repairs had been made to the play equipment at Hunter Park and that a Winchester based firm had been requested to repair the damaged item at Northfields for which materials had been ordered and the work was expected to take place within the next two weeks. The Clerk also reported that the gate into the Hunter Park play area remained a problem. It is required to close automatically but within a prescribed rate; contractors had been unable to adjust the rate of closure to ensure it remained within the permitted tolerance. It had been recommended that the post to which the gate is attached and the hinge be replaced.</p> <p><u>Action</u></p> <p>The Clerk shall obtain formal recommendations and if necessary quotes to resolve the current problem with the gate into the Hunter Park play area.</p> <p>The sycamore trees and hedges near the play area were discussed and their impact on the play area: causing excessive shade and making the equipment more prone to being damp and slippery and to decay. Comments by the representative of Twyford Cricket Club about the need to cut back trees by the southern boundary of the outfield were also noted; but concern was expressed that the mature trees in that location should only be cut back carefully and not removed.</p> <p><b>Resolved:</b> Trees and hedges in the immediate vicinity of the play area in Hunter Park shall be cut back significantly; and depending on the recommendation of a professional tree surgeon some limited cutting of trees by the cricket outfield southern boundary shall be undertaken.</p> <p>Proposed by Cllrs Sellars, Seconded by Cllr Forder-Stent and carried unanimously.</p> <p><u>Action</u></p> <p>The Clerk is to arrange for cutting of Hunter Park trees and hedges by the play area and potentially by the cricket outfield southern boundary.</p>
<b>R32/16</b>	<p><b>To confirm the location of the Nest Swing to be installed at Hunter Park and to resolve to proceed with its purchase and installation</b></p>
	<p>The plan for the proposed site of the nest swing was reviewed</p> <p>Resolved: A Nest Swing shall be purchased from Playdale Playgrounds Ltd and be located as specified in the site plan.</p> <p>Proposed by Cllr Wheeler, Seconded by Cllr Cornwall and carried unanimously.</p>

R33/16	<p><b>To discuss and agree whether any formal restrictions on parking of vehicles at Hunter Park should be adopted; and if so the nature of the restrictions and their publication</b></p>
	<p>Members noted correspondence received about regular overnight parking at Hunter Park and also the comments from the police when (they were contacted in June about a suspect vehicle) about the need to have in place formal displayed parking restrictions if the Council wish to take any action. Concerns about vehicles being unable to exit if the park gates need to be locked overnight were raised. The effect of vehicles parked overnight on the spaces available on Saturday and Sunday mornings when football and cricket bookings exist was also noted.</p> <p>However, concerns were also discussed about the impact of any restriction on parking, that might then result in vehicles being parked on local roads and creating a nuisance to local residents and persons seeking to use the highway.</p> <p>Although some exceptions to a blanket ban on overnight parking were considered, the problems that were associated with any exceptions were considered to outweigh the benefits.</p> <p><b>Resolved:</b> A policy of “No Overnight Parking” shall be adopted forthwith.</p> <p>Proposed by Cllr Lawton, Seconded by Cllr Watson and carried unanimously.</p> <p><u>Action</u></p> <p>The Clerk shall 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.</p>
R34/16	<p><b>To note the increased incidence of dog fouling at Northfields and steps taken in response; and to consider and agree any further action</b></p>
	<p>In response to the reported increase in dog fouling it was noted that a number of signs had been erected at Northfields and that it had been visited by the Dog Warden.</p> <p>Concerns were expressed that dog fouling had also increased at Hunter Park and elsewhere in the village; and that more rigorous action to prevent it was needed.</p> <p>Potential solutions discussed were:</p> <ul style="list-style-type: none"> <li>• signage (replacing and increasing the number of laminated signs as well as replacement of Winchester City Council signs with new ones);</li> <li>• requests on Twyford Information Email and Facebook to dog owners to act responsibly; and to request members of the public to report those who do not;</li> <li>• seeking increased visits by the Dog Warden;</li> <li>• requiring dogs to be kept on leads whilst in Hunter Park (as in Northfields);</li> <li>• taking DNA samples to trace offenders;</li> </ul>

	<ul style="list-style-type: none"> <li>• excluding dogs from Northfields and Hunter Park;</li> <li>• preventing specific dog owners/walkers from entering Hunter Park and Northfields.</li> </ul> <p><u>Action</u></p> <p>The Clerk to implement the first three above bulleted steps.</p>
<b>R35/16</b>	<b>Allotments</b>
R35.1/16	To receive an update on the current status of plots found in need of attention by the Allotment Inspection and to agree any further steps to be taken
	<p>It was reported that concerns exist that one allotment plot holder has not taken adequate steps to ensure their plot is cultivated and is clean and tidy; the holder has been informed that this plot remains under watch. Three plots have been surrendered.</p> <p><u>Action</u></p> <p>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.</p>
R35.2/16	To decide whether plots 6, 7, 24 and any others should be subdivided
	<p>It was noted that plot 6 had been referred to in error. It was also noted that all plot holders confirmed the area of their plot in square meters for the purposes of the issue of invoices for 2016/17.</p> <p>Plot 7 which had been surrendered is recorded as being 265 square metres and the largest. Consideration was given to whether it should be split; and whether it should be divided into two or three plots.</p> <p>Plot 24 is 136 sqm, it had been subject to a request in May to split it because it was too much for the existing plot holder and this had been granted for 2016/17 only; the new plot holder (at the top of the waiting list) had, however, decided during the summer not to continue to manage the plot.</p> <p>Plot 8, also 136sqm, had been surrendered and consideration was given as to whether that too should be split.</p> <p>It was reported that the waiting list currently had 10 applicants some of whom had waited several years. The current plot sizes range from 265sqm to 57sqm. Maximising the opportunity to divide plots would result in plots 7, 24 and 8 creating 4 additional plots and enable 6 applicants to be allotted a plot.</p> <p>The analysis of current plots was reported as: 200+sqm = 2 plots; 150 to 200sqm =3; 100 to 150sqm = 12 and under 100sqm =8. The new analysis would be 200+sqm = 1 plot; 150 to 200sqm =3; 100 to 150sqm = 10 and under 100sqm =13 (of which the smallest would be the existing 57sqm plot and two new at 68; then: 78, 82, 88(new), 88(new), 88(new), 90, 91, 98).</p> <p><b>Resolved:</b> Plot 7 shall be divided into three plots; plot 24 shall be divided into two plots, plot 8</p>

	shall remain unchanged.
R35.3/16	To discuss and agree whether the “Twyford Parish Council – Allotment Association Tenancy Agreement” should be amended to require surrender of a plot if the hirer is no longer a resident of Twyford Parish
	<p>It was noted that applicants must be a resident within the Parish but that tenancy could continue without continuing to meet that requirement.</p> <p><b>Resolved:</b> The Tenancy Rules, Terms and Conditions shall be revised to introduce a requirement to surrender a plot following the cessation of residence in the locality.</p> <p><u>Action</u></p> <p>The Clerk shall 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.</p>
R35.4/16	To discuss and agree the allocation of recently surrendered plots to persons on the waiting list
	<p>The Clerk referred to the existence of two recently surrendered plots that had not been allocated pending the Council’s decision as to whether they should be divided to increase the number available to residents; and the question of whether an existing plot holder could relinquish half of their plot. Following the decision to divide plots 7 and 24 there were now five to be allocated.</p> <p><b>Resolved:</b> The five plots currently available shall be allocated in the sequence of their plot number (7A, 7B, 7C, 8, 24A).</p> <p><u>Action</u></p> <p>The Clerk shall 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.</p>
R35.5/16	To agree the date of the next periodic meeting of allotment holders
	<p>It was noted that the Chair had sought a meeting on a Monday in October; the only meeting that could be attended by the Clerk was October 3<sup>rd</sup> due to the Finance Committee being already scheduled for 10<sup>th</sup> October and then other commitments. The Clerk had therefore already arranged that the Point of Contact with the Hunter Park Allotment Holder Association should issue notices of the meeting and request agenda items.</p>
R36/16	<b>To discuss an application by St Mary’s School to hire Hunter Park for a firework display on 6<sup>th</sup> November (for which an entry fee would be payable to the school PTA)</b>
	<p>Members discussed the request and matters of concern that had been raised with them following the event the previous year.</p> <p><b>Resolved:</b> Hunter Park is a suitable venue for a small scale village firework display; but concerns raised about the previous year’s event shall be drawn to the attention of the organisers who</p>

	<p>shall be asked to prevent a recurrence of such issues.</p> <p>Proposed Cllr Cornwall, Seconded Cllr Wheeler and carried unanimously.</p> <p><u>Action</u></p> <p>The Clerk shall contact the St Mary's School PTA and accept the booking but refer to the following matters that must to be addressed:</p> <ol style="list-style-type: none"> <li>1. Hunter Park must remain open to the public. Therefore there cannot be any restriction on access and no obligation to pay any entry fee.</li> <li>2. There must be arrangements that are documented in the PTA's risk assessment to ensure that emergency vehicles can gain prompt access to Hunter Park; and to ensure that promotion of the event refers to a lack of parking at Hunter Park and surrounding roads.</li> <li>3. The PTA risk assessment must ensure there is adequate lighting for persons to see when entering the Park from the footpath by the allotments, because of the bank and steps.</li> <li>4. The PTA must ensure that residents in the near vicinity of the event are notified so that they can take steps to mitigate the impact of the event on their households.</li> </ol> <p>In addition, the Clerk shall obtain a copy of the organiser's insurance cover and risk assessment. The Council shall not undertake to ensure it is fit for purpose, although the Council shall reserve the right to raise with the PTA any concerns that it may have.</p>
<p><b>R37/16</b></p>	<p><b>To agree the date of the next meeting</b> [provisionally 27 October 2016]</p> <p>Following discussion about the adequacy of arrangements to monitor the progress of actions arising, it was agreed that the next meeting shall be scheduled for January 12<sup>th</sup> 2017 in the Gilbert Room and that the meeting on 9<sup>th</sup> February shall be cancelled.</p>

The meeting closed at 10.20 pm