

TWYFORD PARISH COUNCIL

NOTICE OF A PARISH COUNCIL RECREATION COMMITTEE

held on

Thursday 13th April 2017 at 7.30pm in the Parish Hall Gilbert Room, Twyford

Members Present	Members Absent/Apologies	In Attendance
Councillor Cornwall (Chair)	Councillor Forder-Stent	T. Bronk - Clerk
Councillor Cook		C. Macleod (invited adviser)
Councillor Lawton		
Councillor Sellars		
Councillor Wheeler		

Business transacted

R1/17	Apologies for absence
	An apology for absence from Councillor Forder-Stent was accepted.
R2/17	To receive declarations of interest in accordance with the Council's Code of Conduct
	No declarations of interest were made.
R3/17	Public participation - questions from members of the public
	There were no members of the public present.
R4/17	To approve and sign-off, as a true record, the minutes of the meeting held on 9th March 2017
	<p>The previously circulated minutes of the Recreation Committee meeting dated 9th March 2017 were considered.</p> <p>Resolved: "The Minutes of the meeting held on 9th March 2017 are approved as an accurate record of the meeting".</p> <p>Proposed by Councillor Wheeler, seconded by Cllr Sellars and carried unanimously.</p>
R5/17	Update on matters arising from the minutes of the meeting held on 9th March 2017
	The schedule of outstanding actions at Annex 1 was reviewed. Actions to close items were noted, revised target dates were set for some ongoing items and new actions recorded in italics were agreed.
R6/17	CONFIDENTIAL ITEM
	To review and agree the draft contract for Services of Grounds Maintenance and to finalise the arrangements for seeking tenders.
	The existing contract for Services of Grounds Maintenance and proposed changes were discussed. It was noted that the existing contract will cease on 30 th September and the following timetable was agreed: Full Council to approve draft contract in April, Clerk to advertise that the Council is seeking tenders in May, Council to award new contract(s) in June.

R7/17	To approve the purchase of 2 tons of sand for the Hunter Park play area sandpit.
	<p>The Clerk reported that the price for delivery of a large bag of sand had been sought. One bag had been donated in 2016 but experience showed two were now needed.</p> <p>Resolved: Two large bags of play pit sand shall be purchased for the Hunter park sand pit.</p> <p>Proposed by Councillor Lawton, seconded by Councillor Cornwall and carried unanimously.</p> <p><u>Action</u> – Clerk to organise purchase and delivery of play pit sand to Hunter Park.</p>
R8/17	To note, for information only, significant communications on matters that are not included elsewhere on the Agenda
	<p>It was noted that the annual inspection of Hunter Park and Northfields play equipment had been arranged for May.</p>
R9/17	To agree the change of date of the next meeting as 15th June and agree any items for that agenda
	<p>It was noted that due to the need for an additional meeting of the Full Council in May, that the next Recreation Committee meeting was in the pavilion on 15th June 2017.</p> <p>Agenda items would be to review tenders received and to make a recommendation to the Full Council; and to receive and discuss the report of the play area inspections.</p> <p>The meeting closed at 8.45 pm.</p>

ANNEX 1

Actions Carried Forward from Recreation Committee Meetings

Ref	Owner	Action to be taken	Target Date	Action Taken	Status as at 13 April
R29/16	Clerk	Preparation of a draft contract for tenders during 2017.	31 Dec. <i>9th Mar.</i>	Tender document work is ongoing	Agenda Item
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. <i>30 Apr</i>	Commenced but ongoing. <i>Revised Target date from 31 Mar. to 30 Apr. See Item 50.10/16 below</i>	Ongoing
R31/16	[Clerk] Cllr Sellars	Arrange for cutting of Hunter Park trees and hedges by the play area and potentially by the cricket outfield southern boundary.	31 Dec. <i>31 May</i>	One quote obtained. Work delayed due to need for further quotes and existence of TPO <i>Revised target date 31 May</i>	Ongoing
The Committee noted that attendance of the Clerk or a Councillor at Hunter Park is needed to enable tree surgeons to establish what work is required. Councillor Sellars agreed to look at the relevant trees and liaise with further tree surgeons to obtain quotes to progress with the desired reduction.					
42.2/16	Clerk	Obtain appropriate signs to prevent and encourage reporting of dog fouling and arrange for them to be installed.	31 Mar.	Signs purchased and erected by the Clerk in Northfields and Hunter Park. 4 signs remain to be delivered and erected see 50.9/16 below	Closed
42.3/16	Cllr Cornwall Clerk	Ascertain what procedures must be followed to obtain authority to prohibit dogs from Northfields and to enforce that prohibition. Apply for a Byelaw	31 Jan. 31 May	Confirmed a Byelaw must be sought To be commenced	Ongoing
42.5	Clerk	Revise existing Hunter Park sign to refer to no flying of drones	30 Apr		Ongoing

42.6/16	Cllr Sellars	Investigate further the cost of an alternative item of equipment to replace the Spinner and also the practicality of removal of the Spinner in the meantime.	31 Mar 30 Apr	See Item 53.2/16 below <i>Target date revised to 30 April.</i>	Ongoing
42.7/16	[Clerk] Cllr Sellars	Obtain additional quotes for Hunter Park tree works and seek consent to cut back a tree subject to a tree preservation order	31 Mar 31May	<i>Revised target date Councillor Cook to obtain additional quote</i>	Ongoing
43.1/16	Clerk	Issue new agreements in time for the start of the new tenancy period commencing on 1st April 2017	31 Jan	Agreements issued. Outstanding agreements to be chased after 9 Mar. Reminder issued, notice placed at allotments. All received bar one, email issued terminating tenancy.	Closed
44/16	Clerk	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.	31 Jan	Discussion occurred, some periodic works have since been undertaken. Temporary barrier fencing was put up by the Clerk to screen off equipment. Permanent storage arrangements remain to be identified and implemented.	Ongoing
Items from the meeting of 9th March 2017					
R50.7/16	Clerk	Clerk to issue a robust statement on Twyford Information Email asking dog owners not to allow their dogs to run on the cricket (or football) areas when the ground is soft, in order to prevent damage to the playing surface.	15 Mar	Email issued 12 th March	Closed
R50.9/16	Clerk	Provide the Groundsman with the four additional signs about dog fouling and ask that they be erected in Hunter Park where the Groundsman thinks they are most needed.	30 April		Ongoing
R50.13/16	Clerk	Buy two tables for the Pottinger Pavilion and to mark them to record the Council's ownership.	15 Mar	Tables purchased, delivered to the Clerk and now marked and in the Pavilion	Closed
R50.1/16	Clerk	Request that the Kindling Forest School notify the Clerk in advance of every date Kindling	15 Mar	Email sent 10 March	Closed

		Forest School propose to use Hunter Park facilities and make it aware that the Council propose to charge £10.00 per hour (or part thereof) for such use, unless an alternative fee arrangement is confirmed in writing.			
R50.8/16	Councillor Cook	View the Tree Roots, discuss the suggested remedy and associated costs and make a recommendation to the Full Council's March meeting.	15 Mar	Matter discussed with the complainant and raised at Full Council	Closed
R50.10/16	Councillor Sellars	Inspect the gate into the Hunter Park play area to determine whether the post can readily be made vertical and to provide a quote for such work if R.W.S Garden Services wishes to be considered to carry out the works.	31 Mar	<i>Revised target date 30 April. Councillor Cornwall to liaise with provider of accepted quote.</i>	Ongoing
R50.11/16	Councillor Sellars	Look again at the Pavilion water downpipe, liaise with the Groundsman and make a recommendation to remedy the problem if it cannot be readily resolved by voluntary action.	31 Mar	Problem identified as a ball on the drain, removed and problem resolved.	Closed
R50.12/16	Clerk	Contact British Gas to ascertain what will happen to the existing meter before October 2017 (when £coins are withdrawn)	31 May	BG Commercial said speak to Residential. Residential said speak to EON, EON deny being the supplier and said speak to British Gas. Website complaint system used. No response received to date.	Ongoing
51/16	Clerk	Liaise with the Ballard Close Management Committee to see if it would like the Council to arrange their 2017 inspection and invoice the Ballard Close Management Committee for its proportion of the costs incurred on the Ballard Close inspection (which will include the element of VAT on those services).	31 Mar	Agreement reached to book the inspection for 2017 and to invoice the Mgt Committee.	Closed
R53.1/16	Councillor Wheeler	Investigate the placing of the red bin at the end of Newton Road	30 Apr		Ongoing
R53.2/16	Councillor Sellars	Obtain quotes for a replacement of the 'Spinner' and restoration of the safety surface.	31 Mar 30 Apr	Revised target date of 30 April	Ongoing

R54.2/16	Cllrs Cornwall Wheeler	Attend meeting of Allotment Holders on 27 th March with Clerk in attendance.	27 Mar	Meeting held	Closed
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