

TWYFORD PARISH COUNCIL

MINUTES OF A PARISH COUNCIL RECREATION COMMITTEE

held on

Thursday 23rd November 2017 at 7.30pm in the Parish Hall Gilbert Room, Twyford

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

Business Transacted

R52/17	Apologies for absence
	Apologies for absence were accepted from Cllrs Mitchell, Corcoran, Cornwall and Watson.
R53/17	To receive declarations of interest in accordance with the Council's Code of Conduct
	Standard registered declarations were received, in addition the playgroup by Cllrs Sellars and Wheeler.
R54/17	Public participation - questions from members of the public
	None received
R55/17	To approve and sign-off, as a true record, the minutes of the meeting held on 28th September 2017
	The previously circulated minutes of the Recreation Committee meeting dated 28 th September 2017 were considered a true record of events. Proposed by Cllr Sellars and seconded by Cllr Lawton. Cllr Wheeler signed the Minutes.
R56/17	Update on matters arising from that meeting not on Agenda
SC	The replacement play equipment at Northfields was enquired about. Action: Cllr Cook will contact Phil at Panda Fencing for progress update and clarification on next steps. Little Kindling Forrest School have now finished hiring the pavilion. They continue to use the site as a meeting and departure point. It was previously discussed whether the Council were happy for the Forrest school to continue to use the pavilion address as their registration address for Ofsted. It was decided that the clerk would draft a letter to Catherine, confirming the committee had no duty or responsibility of the Forest School, and please

	take care using the facilities and crossing the car park.
Clerk	Action: Clerk to send letter
R57/17	Update on sale of machinery at Hunter Park
	All machinery has been sold, we are awaiting collection of the reversible harrow, concrete roller and slitter. The Chair thanked everyone involved in the sale and collection of the machinery.
R58/17	Update on replacement play equipment at Hunter Park
	The play equipment is still on order, and we are waiting for an installation date from VitaPlay. The request for Open Space Funding has been registered and received by WCC. The Clerk has conducted a risk assessment, and renewed the signs on the broken play equipment.
R59/17	Update from Clerk on Hunter Park invoices paid and outstanding
IW Clerk	Twyford Bulls invoice from last season is still outstanding, £102.00. A number of actions were agreed <ul style="list-style-type: none"> - Change the access code to the key box. Cllr Wheeler to organise with Matt Riley - Follow up letter to Twyford Bulls requesting they pay, with reference to their equipment which we house, and making reference to small claims court. Send to Lukas (decorator). Clerk to organise.
IW	The discussion also involved a few updates on the pavilion. Clerk and Cllr Wheeler have reviewed all of the keys, and compiled a list which will be checked bi weekly. Matt Riley has put some brick rubble down on the path behind the pavilion. <ul style="list-style-type: none"> - Cllr Wheeler to ask Matt Riley for the keys he no longer needs
R60/17	Update on progress with Legionella testing and caretaking
IW Clerk Clerk	It was agreed to work up an offer letter with Clint Foard for the FPC to approve on 14 th December 2017. The following actions were agreed: <ul style="list-style-type: none"> - Cllr Wheeler to meet Clint Foard - Clerk to check legionella & PAT Certificates, references and DBS certificates - Clerk to create an offer letter
R61/17	Update on signs at Hunter Park
	Action: Clerk is to order the sign notifying of the entrance to Hunter Park, as previously agreed. Cllr Cook has been looking into whether a road side sign was required, sign posting people to Hunter Park, pointing up Park Lane. After discussion, there are a few reservations from Councillors whether this is necessary for the village. Cllr Cook will continue with investigations, but no decision has been made.

R62/17	Review quotation of deep clean of pavilion and propose recommendations to FPC
Clerk	<p>The Committee agreed to proceed with the deep clean of the pavilion, in accordance with the quote from DG Cleaning Solutions, £150 plus VAT for inside the pavilion, and £75 plus VAT for external. Proposed by Cllr Lawton and seconded by Cllr Wheeler.</p> <p>Action: Clerk to organise date of the clean.</p>
R63/17	Consider disabled access to the toilets at Hunter Park for budget implications 2018/2019
SC	<p>The Clerk has obtained an initial quote for an external toilet at Hunter Park, which would have disabled access, and be on a time lock. The initial quote is in excess of £30,000. Whilst the Council are supportive of the idea, this is a long term project, which will require a funding plan.</p> <p>Action: Cllr Cook to contact Tim Smith, local builder and discuss ideas of an external toilet, and / or access to the internal disabled toilet when the pavilion is closed.</p>
R64/17	Review budget for Recreation expenditure and income for 2018/2019
Clerk	<p>The recreation committee discussed one change to the draft budget, which was to include some funds for updating Health and Safety signs at the pavilion.</p> <p>Action: Clerk to add in funds for signs</p>
R65/17	AOB
	<p>Additional items came up for discussion;</p> <p><u>Health and Safety:</u> The Clerk attended a Health and Safety course through HALC, which has highlighted a number of policies and procedures which need to be produced. It was agreed that Cllr Pullen would support the Clerk and represent H&S on the Parish Council.</p> <p><u>Life Ring at Compton Lock:</u> Cllr Pullen found an abandoned life ring at Compton Lock.</p> <p>Action: Cllr Cook to walk up to the lock and report on where it is missing from.</p> <p><u>Rights of Way Footpaths</u></p> <p>HCC have contacted the Council asking for our priority list of footpaths for cutting next year.</p> <p>Action: Clerk to find the list Tony Bronk supplied February 2017, and circulate list to Rec Committee.</p> <p><u>Northfields Bus Shelter</u></p> <p>Cllr Cook has cleared the bus shelter of leaves, and liaised with Jonathan Humphreys on what support they will provide. Jonathan has agreed their Groundsman will clear the shelter and paint it, and then hand it over to the PC to maintain.</p> <p><u>Moss at Northfields play area, on floor of play area</u></p> <p>A large amount of moss is reported on the floor surface of the large play equipment at Northfields.</p>

	<p>Action: Clerk to contact Greensmiles, for a quote for them to clear it.</p> <p><u>Dead Trees at Northfields play area</u></p> <p>There has been little progress with WCC on addressing the dead trees on the border of Northfields play area, at the Shipley Road entrance.</p> <p>Action: Cllr Wheeler to arrange to meet Ivan Gurdler at the site on his return from holiday, 4th December. If no progress is made, Cllr Cook will support Cllr Wheeler, and Cllr Sellars will have a look at the trees.</p>
R66/16	To agree the date of the next meeting as 25th January 2018 and agree any items for that agenda
	The date of the next meeting was confirmed as 25 th January 2017