

TWYFORD PARISH COUNCIL

MINUTES FOR A RECREATION COMMITTEE MEETING

held on

Thursday 2nd August 2018 at 7.30 pm in the Gilbert Room Parish Hall Twyford

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

Business Transacted

R14/18	Apologies for absence
	Apologies were received from Cllr Lawton
R15/18	To receive declarations of interest in accordance with the Councils Code of Conduct
	The registered declarations were applied.
R16/18	Public Participation – questions from the Public
	No public were in attendance
R17/18	To approve and sign-off, as a true record, the minutes of the meeting held on 31st May 2018
	The minutes of the meeting 31 st May 2018 were agreed to be a true record of events, proposed by Cllr Sellars and seconded by Cllr Forder-Stent.
R18/18	Update on matters arising from that meeting not on Agenda
	<p><u>R6/18: Northfields play equipment replacement of springer / spinner</u> No progress has been made, the paperwork is yet to be completed by Panda.</p> <p><u>R7/18: Security / access to the pavilion – recommendation for implementation of locking system</u> The FPC agreed on 19th July to not fund a new locking system, instead recommended a system to automatically turn off lights is sourced, and the lock access code is changed at the end of every season.</p> <p><u>R9/18: Basketball court renovations</u> Clint had started to jet wash the court, but was stopped by the cricket, as they were playing cricket later on. The Committee discussed this, and requested the Clerk email the cricket team and request that they do not do that again, but instead raise with a Councillor if there is a problem, as it is Council money that has been impacted. Action: Clerk to raise with cricket team</p>
R19/18	Review list of previous actions
	The inclusive play area will proceed slowly as the key volunteers proposing the project are involved in a number of ongoing projects.
R20/18	Policy and procedures / Health and Safety update / fix list
	Legionnaires: Hydrotech Solutions conducted Risk Assessment on 20 th June. The report has made a number of recommendations for ongoing checks, but there is no immediate issue. The assessment should be conducted again if there are significant changes made to the water facilities in the future.

SP	Action: Cllr Pullen to add the recommendations to the TPC risk assessment, and the list of monthly checks for Sandra to complete need to form a tick list and displayed on the pavilion notice board.
IW	Fix list for Caretaker: Action: Cllr Wheeler to add play equipment recommendations to list
Clerk	Plan of building with marked exits and fire extinguishers: Action: Clerk to make time with Cllr Pullen to organise
Clerk	Risk Assessment procedure Action: Clerk to make time with Cllr Pullen to review and make recommendations to FPC
	Broken fence on cricket boundary: 2 quotes have been received to date to repair the broken fence on the cricket boundary. The third quote is due in from Brooks, if that is cheaper than the cheapest received to date, then we will proceed with Brooks. At date of typing the minutes, all 3 quotes had been received, and the cheapest quote received by 2 nd August was £695. Brooks subsequent quote received was cheaper, and Brooks will be appointed to do the work.
	Tree repairs in Hunter Park: Alex Reidy has completed the tree works at Hunter Park, and the work has made a major improvement to the walk around the boundary to the park.
R21/18	Update on groundsman for cricket square
RS	We can complete their contract on 30 th September 2018. To proceed with a new cricket square groundsman the following was agreed: <ul style="list-style-type: none"> - Pull out previous tender submissions received in 2017 - RS and WL review the previous tenders and present to Rec Committee on 27th September if there are any viable options to go back to, or learn from to review the tender requirements for 2018. - Review the new tender requirements and process on 27th September Action: RS to contact WL to meet to review previous tender submissions
R22/18	Review play inspection report
IW RS	Cllr Wheeler updated the committee on a number of key findings, which included; <ul style="list-style-type: none"> - Repair on the tower play bridge (which had subsequently been repaired by a villager who had noticed the damage) - Keep an eye on the fencing around the play area at HP, and repair / replace if degrades further - Add larger ties on the dog notices - The wooden bin needs repairing in the play area at HP - Review the sandpit at HP - Lay new grass around the table tennis table at HP - Check play equipment bolts The full report is available. Action: Cllr Wheeler to email Clerk and Clint a full list of actions required, for Clerk to add to Clint job list, indicating high or low priority. Action: Cllr Sellars to look at the bin in the play area at HP, to see what would be required to make it right (repair / replace)
R23/18	Review of open space strategy for Twyford, produced by WCC
	The Clerk updated the committee that there was a report, which we needed to be aware of should the committee wish to make significant changes to the sports provision being offered by Twyford.
R24/18	Creation of 5 year open space strategy by TPC, update on progress
	The creation of a 5 year plan has been kicked off by the TPC, the Clerk is currently collating a list of the Cllr's top priorities for the next 5 years.
R25/18	Terms of HPTA – reference recreation meeting 28th February 2011. Next steps in creating new terms and fees to be decided.

	<p>The HPTA was created in 1991. TPC never requested rent until 2011, when they were asked for contribution towards the car parking provision. The rent commenced at £50, rising to £100 the following year (2012).</p> <p>It was agreed for the Clerk to continue to find out the original terms by working with Mary Timms, who was a villager involved in the original set up of HPTA.</p> <p>The Clerk also informed the committee that the invoice had been received from 1st Surface for the resurfacing work, which will be paid by the Clerk when the funds had been transferred from HPTA.</p>
R26/18	Review booking and fees for the football season 2018/2019
Clerk	<p>It was agreed there would be no change to the fees for this football season.</p> <p>Action: Clerk to investigate what other councils charge for pitch hire for football and cricket, and to add to agenda for 27th September.</p>
R27/18	Review requested booking for a marquee wedding reception in Hunter Park 2019
Clerk	<p>Cllr Wheeler has met with a local family who would like to hold a marquee wedding reception on the lower football pitch, at Hunter Park in summer 2019. The reception would be for up to 150 people.</p> <p>The committee discussed the proposal and did not object, but identified a number of items to consider:</p> <ul style="list-style-type: none"> - The hirer would have to hire their own portaloos - Disco / entertainment / closure would need to finish by midnight. - The public would require access to the park at all times - Parking would need to be provided - Local residents must be informed by the hirer - If there were fireworks, local horse owners would need to be informed - Cricket club would need to be informed by November to avoid scheduling a match the same period - Hire would need to be from Friday afternoon to Sunday afternoon to enable set up and clear up - Electric generator would need to be provided - Appropriate license would need to be obtained by the hirer - A full list of conditions would need to be drawn up between the hirer and TPC <p>A fee for the hire was discussed, and the basis for the calculation was taking the cost of hiring the football pitch as a basis. The fee agreed by the committee was £2,040 plus VAT. The hire would have to be done on a basis that any future wedding booking enquiries could be offered with the same terms.</p> <p>Action: Clerk to inform the hirer the fee. If the hirer is still interested, add to FPC agenda 20th September 2018 to agree.</p>
R28/18	Replacement football posts and nets
IW	Cllr Wheeler has looked into replacement posts and nets.
Clerk	Action: Cllr Wheeler to obtain total of 3 quotes, and Clerk to add to FPC agenda 20th September 2018.
Clerk	Clerk to ask Greensmile if posts are able to be removed easily
R29/18	Confirm date of next meeting as 27th September 2018
	Confirmed.

5th September 2018

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