

TWYFORD PARISH COUNCIL

MINUTES FOR A RECREATION COMMITTEE MEETING

held on

Thursday 29th November 2018 at 7.30 pm in the Gilbert Room Parish Hall Twyford

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

Business Transacted

R41/18	Apologies for absence
	Apologies were received from Cllr Pain and Cllr Cook.
R42/18	To receive declarations of interest in accordance with the Councils Code of Conduct
	The registered declarations were applied.
R43/18	Public Participation – questions from the Public
	None received.
R44/18	To approve and sign-off, as a true record, the minutes of the meeting held on 27th September 2018
	The minutes of the meeting 27 th September 2018 were agreed to be a true record of events, proposed by Cllr Forder-Stent and seconded by Cllr Wheeler.
R45/18	Update on matters arising from that meeting not on Agenda
	All covered by the agenda
R46/18	Review list of previous actions
Clerk	R6/18: The springer at Northfields has been installed by Panda Fencing. Complete. R9/18: Basketball court renovations. Action: Clerk to remind Cllr Cook to obtain quote for astro turf
SP	R20/18: SP to compile list of legionella checks to be carried out, with frequency (& displayed on notice board). Carried over
Clerk	R22/18: RS to look at the bin in the play area at HP to see what is required to make it right (repair / replace). Cllr Sellars has looked at the bins, which are concreted into the ground. Actions: Clerk to ask Clint if he can repair the bins, and Clerk to add signs to the bin requesting no dog waste in the play area bins.
	R36/18: quotes form panda fencing and Vita play to repair the shrinking safety surface at Northfields. Clerk has asked VitaPlay to quote, Cllr Cook has asked Panda to quote. R38/18: dog signs to be kept on leads at allotment. Done.
R47/18	Review the proposal for Cricket Square groundsman to commence contract from 1st December 2018
	It was proposed that Shoreland Network Solutions Ltd are awarded the cricket square contract. Twyford Cricket Club are involved in working with the contractors, with John Paine and a qualified groundsman conducting much of the work. It is believed to be a beneficial contractual arrangement for a number of reasons, including the past experience of John Paine working on the square, and the relationship which already exists between John Paine and Green Smile Ltd. In addition, the Clerk will have a key point of contact with the Shoreland Network Solutions Ltd office, who will be invoicing on a monthly basis, based on the actual work conducted, broken down by item and price.

WL	<p>The contract will be for 3 years, with a review after the first 12 months. It was agreed by the Recreation Committee for Clerk, Cllr Wheeler and Cllr Lawton to meet with the contractors on 3rd December to complete the contract.</p> <p>Despite a number of companies asking for the tender pack, only one full tender was received in this process. The Council are happy to proceed based on the one quote, due to the benefits outlined above with regards to the relationship with Twyford Cricket Club. In addition, other quotes were obtained in 2017 for the previous tender and used as a point of comparison. The proposal will go to the Full Parish Council to ratify the decision on 13th December. Proposed by Cllr Sellars and seconded by Cllr Pullen.</p> <p>Action: Cllr Lawton to write an offer letter to Shoreland Network Solutions Ltd, outlining details of the offer, requiring a break down of work conducted each month (by price) in the invoice, and a review of the contract after 12 months.</p>
R48/19	<p>Identify long term projects (next 5 years) and expenditure for 2019/2020 to create a strategy for the recreation committee</p>
	<p>The projects for the recreation committee were discussed briefly, which include; pavilion refurbishment, basketball refurbishment, Northfields play equipment and tidy up, Hunter Park play equipment and plan, Hunter Park storage containers tidy up, lighting and security at pavilion and community orchard.</p> <p>It was decided that the highest priority should be creating a design statement for the open spaces, Northfields and Hunter Park. This plan should then help shape the other projects identified.</p> <p>It was also noted, whilst discussing the storage containers, that the football nets will be moved to the storage containers, and the shed will just be used for the cricket equipment.</p>
R49/18	<p>Review procedures for cascading information regarding travellers in area, and change of key access code</p>
Clerk	<p>The Clerk has drafted a procedure for when alerts have been issued by WCC of travellers in the area. Cllr Sellars, as primary contact and Cllr Wheeler, as secondary contact, volunteered to be named people to be contacted to lock the gate to Hunter Park. If neither are available, the Chairman will find someone to lock the gate. With these additions, the Committee were happy with the procedure</p> <p>Action: Clerk to make amends, and create a shared Governance Drive where all procedures will be stored.</p> <p>The Clerk has also drafted a procedure of who requires to be informed if the key access code changes. The committee were happy with this procedure.</p>
R50/18	<p>Status of unpaid invoices from pitch hires year to date.</p>
	<p>Stoneham FC ladies have not paid an invoice for £360 from May 2018.</p> <p>Action: Clerk to investigate from Stoneham FC website for the contract address, and write to the Chairman of the Club, explaining the debt and small claims will be our next step.</p> <p>The Clerk also needs to create an invoice for St Mary's PTA for the fireworks.</p>
	<p>AOB</p>
	<p>Cllr Wheeler asked the Clerk to write to David and Rosie Cook to thank them for bringing rubble around to the back of the pavilion to fill the holes in the access road way.</p> <p>Action: Clerk to write to create letter and send</p> <p>Cllr Pullen and Cllr Sellars asked if the Coastguards were given permission to use the Lock for training days. This was agreed at FPC 22nd November. The Cllr's asked if it can be requested that a donation towards the maintenance and upkeep of the lock is made.</p> <p>Action: Clerk to email the Coastguard contact, and say the Council do a lot of work to keep the Lock maintained and neat, and a donation would be appreciated.</p>
R51/18	<p>Confirm date of next meeting at 31st January 2019</p>
	<p>Confirmed.</p>