

TWYFORD PARISH COUNCIL

MINUTES FOR A RECREATION COMMITTEE MEETING

held on

Thursday 23<sup>rd</sup> May 2019 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 Forder-Stent	
Councillor Lawton	Councillor Sellars	
Councillor Cook		
Councillor Mitchell		

**Business Transacted**

<b>R1/19</b>	<b>Apologies for absence</b>
	Apologies were received from Cllr Pain, Cllr Lawton and Cllr Forder Stent
<b>R2/19</b>	<b>To receive declarations of interest in accordance with the Councils Code of Conduct</b>
	The registered declarations were applied.
<b>R3/19</b>	<b>Elect a Chair and Vice Chair of the recreation committee</b>
	Cllr Wheeler is standing again as Chair, proposed by Cllr Pullen and seconded by Cllr Mitchell and carried unanimously. Cllr Pain is standing as Vice Chair, proposed by Cllr Lawton and seconded by Cllr Pullen and carried unanimously.
<b>R4/19</b>	<b>Public Participation – questions from the Public</b>
	None
<b>R5/19</b>	<b>To approve and sign-off, as a true record, the minutes of the meeting held on 21<sup>st</sup> March 2019</b>
	The minutes of the meeting 21 <sup>st</sup> March 2019 were agreed to be a true record of events, proposed by Cllr Mitchell and seconded by Cllr Pullen.
<b>R6/19</b>	<b>Update on matters arising from that meeting not on Agenda</b>
	Covered by item below. In addition, the Clerk followed up with Twyford Cricket Club, and have confirmed the rates and hours of bookings. Marc Pilton (Treasurer TCC) will be the main contact for all bookings and billing. Marc and the Clerk have been working well together to ensure all is in place for the Season ahead.
<b>R7/19</b>	<b>Review list of previous actions</b>
<b>SC</b>	R36/18: Cllr Cook to obtain “no dog poo” signs from David Ingram to go on play area bins. Cllr Cook to enquire if wooden bins are available to purchase through WCC at a reduced rate. <b>CARRIED OVER</b>
<b>Clerk</b>	R36/18: quotes from Red Lynch Leisure to repair the shrinking safety surface at Northfields. <b>CARRIED OVER</b>
	R59/19: Clerk to promote the pavilion as a venue for hire on TIS and set up open morning <b>See item R12/19 below</b>
<b>Clerk</b>	R70/19: Review legionella temperature checks progress <b>Clerk to print off legionella check sheets emailed by Cllr Pullen. Ensure checklists are part of the new cleaner weekly job list.</b>
	R71/19: review progress with new sand in play area

<b>R8/19</b>	<b>Review dog poo and refuse bin positioning and recommend actions and next steps</b>
<b>Clerk</b>	<p>Cllr Pullen has repaired one of the wooden bins at Hunter Park, and will do the other bin in the near future. Cllr Wheeler thanked Cllr Pullen for his time and effort.</p> <p>Current bins at Hunter Park are;</p> <ul style="list-style-type: none"> <li>• 2 wooden bins by pavilion and play area</li> <li>• Dual bin at back of pavilion</li> <li>• Grey bin in car park</li> <li>• Red dog poo bin in car park</li> </ul> <p>The position of the bins was discussed, and an additional bin by the tennis courts would be beneficial, as well as moving the red dog poo bin closer to the grass area (mindful of the smell on the allotment holders and cricketers). It would be beneficial to have this changed to a dual purpose bin.</p> <p><b>Action: Clerk to liaise with WCC on changing / moving the bins</b></p>
<b>R9/19</b>	<b>Consider over flow car parking – how this may be accommodated during peak times</b>
<b>Clerk</b>	<p>Hunter Park car park is congested on a Friday evening, due to the popularity of All Stars and ladies cricket. Last week, Cllr Wheeler opened up the barrier and used the far side of the pavilion as over flow parking. The implications of this were discussed, and Health and Safety was considered.</p> <p>It was decided that overflow parking the other side of the pavilion was agreed with the following conditions:</p> <ol style="list-style-type: none"> <li>i) Only when the ground is hard</li> <li>ii) Park cars as close to the hedge as possible</li> <li>iii) Leave emergency vehicle access to the pitch</li> <li>iv) Only officials to park in the overflow area, to park before the children arrive, and leave after the children have left</li> <li>v) Lock the gate to the overflow car parking area when the officials have parked</li> <li>vi) Ensure the gate is locked again at the end of the evening</li> <li>vii) Ensure / encourage local people walk as much as feasible</li> <li>viii) It is Twyford Cricket Club responsibility to administer this area appropriately and safely</li> </ol> <p>The Clerk was mindful of park users who will not be in the mindset to look out for cars in the allocated area.</p> <p><b>Action: Clerk to write to the cricket club outlining the above conditions</b></p>
<b>R10/19</b>	<b>Review job description, set up recruitment process and induction procedure for the pavilion cleaner</b>
<b>Clerk / IW</b>	<p>The pavilion cleaner job advert has been circulated on TIS.</p> <p><b>Action: Clerk to post advert on TWaT, and other relevant Facebook sites, and Cllr Wheeler add to the Post Office notice board. Clerk to circulate to the local Clerk network.</b></p> <p>If a replacement cleaner is not found by the date Sandra leaves, professional cleaning could be used.</p>
<b>IW</b>	<b>Action: Cllr Wheeler to find out who the cleaner at the surgery is and see if they are interested</b>
<b>R11/19</b>	<b>Consider detail of who will be invited to workshops and identify deliverables of the open space strategy, with timeline</b>
<b>Clerk / IW</b>	<p>The open space workshop is scheduled for the 26<sup>th</sup> June, 6 to 9pm.</p> <p><b>Actions:</b></p> <p><b>Clerk issue an invitation for volunteers on TIS and TWaT</b></p> <p><b>Cllr Wheeler to ask the primary school for any staff or parent volunteers. Ensure a note goes with the invitation to manage expectation that is for how we use the space, not an agenda of what people want.</b></p>

<b>Clerk Clerk</b>	To help prepare for the event we need maps / plans of the area <b>Action: Clerk to ask Cllr Corcoran if he has any plans for the Neighbourhood Plan</b> <b>Clerk to set up a meeting with Cllr Pullen and Cllr Cook to plan the strategy session.</b>
<b>R12/19</b>	<b>Decide on dates and attendees for an open morning at the pavilion</b>
<b>Clerk IW</b>	The 13 <sup>th</sup> July is the next Surgery, which will take place at Hunter Park to form the open morning. The Session will commence at 10am. <b>Actions:</b> <b>Clerk to ensure the date is in the public calendar and put on TIS and TWaT</b> <b>Cllr Wheeler to promote the pavilion at a Tots session</b> The session requires someone to take ownership and manage it. Cllr Wheeler and Cllr Cook volunteered to take care of the logistics.
<b>R13/19</b>	<b>Consider opening up the pavilion in the summer for cakes and coffee and consider how this could be run and by whom.</b>
<b>SC</b>	The Councillors are supportive of a community café being ran at the pavilion during the summer. <b>Action: Cllr Cook to ask David Ingram what legalities are required for the cafe.</b> The café is open to either a charity or commercial basis, depending on what proposals come forward.
<b>R14/19</b>	<b>Propose purchase of new football posts and nets</b>
	3 quotes to be taken to the next FPC agenda for a resolution on expenditure.
<b>AOB</b>	Correspondence has been received from an allotment plot holder requesting that the asbestos roof on the shed on the plot is removed. The plot holder (plot 8) provides 3 quotes, and a case for its removal. The plot holder also references another piece of asbestos being used on the allotment. The request was discussed, and the quotes are in the region of £200. It was agreed to remove the asbestos, which will likely result in the removal of the entire shed. <b>Actions:</b>
<b>Clerk Clerk</b>	<b>Clerk to confirm the quotes obtained, and commission the cheapest quote.</b> <b>Clerk to confirm to plot holder we will proceed, which may result in the removal of the whole shed</b>
<b>Clerk</b>	<b>Clerk to ask plot holder for further detail on the other piece of asbestos.</b> It was noted that when any plot holder vacates their plot, that they remove any additional buildings, unless agreed to be taken over by the incoming plot holder.  The Clerk had received an email from Twyford Cricket Club saying they had seen mice droppings on one Sunday. The report has been investigated by the Caretaker, cleaner and Cllr Wheeler. No evidence of mice has been noticed. It is believed to have been a one off, but those individuals will keep an eye out. <b>Action: Clerk to write to Fair Oak cricket club and remind them to remove their rubbish to the dustbins outside</b>
<b>R15/18</b>	<b>Confirm date of next meeting 25<sup>th</sup> July 2019</b>
	Confirmed, and will take place at the Pavilion

Jo Nicholson, Clerk. 6<sup>th</sup> June 2019. clerk@twyfordhants.org.uk