

TWYFORD PARISH COUNCIL

MINUTES FOR THE RECREATION COMMITTEE MEETING

Held on

Thursday 17th September 2020 at 7.30 pm at the Pavilion, Hunter Park

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

Business Transacted

R62/20	Apologies for absence
	Apologies were received by Cllr Wheeler (illness) and Cllr Forder-Stent. Cllr Wheeler sent in comments for the Clerk to read for each agenda item.
R63/20	To receive declarations of interest in accordance with the Councils Code of Conduct
	The registered declarations were applied.
R64/20	Public Participation – questions from the Public
	No public in attendance
R65/20	To approve and sign-off, as a true record, the minutes of the meeting held on 9th July 2020
	The Minutes were considered a true record of the meeting held on 9 th July 2020. Proposed by Cllr Sellars and seconded by Cllr Cook
R66/20	Update on matters arising from that meeting not on Agenda
	All items covered on the agenda.
R67/20	Review list of previous actions
	Covered through agenda.
R68/20	Update on use, bookings and procedures at the Pavilion and Hunter Park
	<p>Comments from Cllr Wheeler:</p> <p>No changes to bookings procedures at the Pavilion and Hunter Park other than the agreed reduction of £5 to Cricket Club for lack of facilities also to be applied to Football Bookings. Tracy has produced notes on Bookings for New Clerk. We have three regular teams Hedge End Colden Common Juniors and Colden Common Veterans. Two junior teams from Winchester City played at beginning of season their pitches were apparently not ready. A request from Hursley Juniors has been declined as it clashed with our regular teams.</p>

R6920	Coronavirus risk assessments and actions (sanitiser station)
	<p>The recreation committee reviewed safety measures in July, prior to taking sports bookings for Hunter Park. In addition, Winchester and District Football League sent TPC a Risk Assessment in September (see Appendix 1), required to be reviewed for the hire of football pitches. The Committee reviewed each item on the risk assessment, and took the following actions:</p> <p>Actions</p> <ul style="list-style-type: none"> - 2m distance stickers to be placed on the floor (Clerk to request caretaker) - Arrows to be placed on the floor showing the direction of foot traffic (Clerk to request caretaker) - Purchase sanitiser dispenser that will be attached to external of the pavilion (Clerk and caretaker) - Confirm with cleaner the cleaning regime (Clerk) <p>In addition, Cllr Pullen asked for the fixture list to add to the google calendar on the website.</p> <p>Action: Clerk to send Cllr Pullen the sports bookings</p>
R70/20	Update on Northfields play area
	<p>Notes from Cllr Wheeler: Northfields play area painting of play equipment due to take place this month. The surface still needs resolving and will come up again when the Play Inspectors report comes out. The only quotes are from Vita Play and vary from £2948.04 to £8470.80 depending on the thickness of the surface applied.</p> <p>Cllr Cook informed the committee that she has obtained quotes for the safety surface, which the preferable quote is for c£9k. It was agreed to add a resolution to the FPC agenda for agreement to appoint a contractor and get the flooring fixed.</p> <p>Action: Clerk to add resolution to replace flooring to the FPC agenda</p> <p>There are a number of maintenance jobs required at Northfields, which Cllr Cook had obtained quotes for. The Clerk informed that a contractor caretaker has been appointed, Darren Wyatt, and to ensure cost effectiveness for the Parish all maintenance jobs should be given to the caretaker to do. The Clerk is collating a list of jobs.</p> <p>Action: Cllr Cook to send Clerk the list of caretaking jobs for Northfields</p> <p>Cllr Mitchell pointed out there is a dripping tap in the disabled toilet which should be added to the caretaker list.</p>
R71/20	Update on allotments, inspections, maintenance and financials
	<p>Comments from Cllr Wheeler: Allotment inspection was carried out overall quite good and some holders sent an Email. It was also felt that we should possibly put an amount in next year's budget for Green Smile to tidy up edges and pathways once a year.</p> <p>The pathways were discussed by the Committee, and it was decided that if it was part of the tenancy agreement for the plot holders to be responsible to maintain the paths through the allotments, then the Parish Council should not spend money to maintain them.</p> <p>Action: Clerk to email plot holders and ask them to maintain the areas adjoining their plots.</p>
R72/20	Update on pavilion upgrade and appointment of caretaker and job list.
	<p>Comments from Cllr Wheeler: Pavilion all outside works completed the Mastic Works and Mould Treating due to be carried out this month. We are awaiting an estimate for a five year electrical test. The Caretakers job following interviews with two applicants was offered to Darren Wyatt who is familiar with the Pavilion Hunter Park and Northfields have already carried out most of the recent work.</p>

R73/20	Two Parks Strategy next steps, following presentation of draft Master Plan on 9th September
Clerk Clerk Clerk	<p>Tim Griffin met with the Clerk and Cllrs Forder-Stent, Sellars, Bronk, Lawton and Wheeler at Hunter Park on 10th September. Tim presented his first draft of the Master Plan.</p> <p>The committee reviewed each recommended action. There was great appreciation of the plan and what the whole concept provides to the park. The committee largely supported the suggestions. A few amendments were noted. See Appendix 2.</p> <p>The next steps were agreed as:</p> <ol style="list-style-type: none"> 1. Clerk to type up the notes and feedback to Tim Griffin 2. Obtain FPC approval to the plan and the amends suggested by the Recreation Committee 3. Share the plan with the original workshop attendees and capture any feedback they may have 4. Tim Griffin to finalise the plan with the agreed feedback 5. Start project and financial planning (priorities have not yet been discussed) <p>The Committee would also like to know what Tim would suggest the Parish Council could implement as relative quick cheaper deliverables this Autumn / Winter.</p> <p>Actions:</p> <ul style="list-style-type: none"> - Clerk to feedback to Tim Griffin, and ask for his recommendations for implementation this Autumn / Winter - Add resolution to FPC agenda to support the amends made by the Rec Committee, and have Tim Griffin draw up a final version of the plan based on the comments of the Rec Committee. - Clerk to share the plans with the original workshop attendees, and capture any feedback they have.
R74/20	Tree works next steps following annual tree survey
	<p>The tree survey has highlighted some emergency tree works. Cllr Pullen has obtained a quote from Alex Reidy for the remedial work required. It was agreed for a resolution to be added to the next FPC for approval to get the emergency tree works done as soon as possible.</p>
R75/20	Confirm date of next meeting
	<p>The next meeting is 12th November 2020</p>

Appendix 1 – Winchester and District Football League Risk Assessment

What are the hazards?	Who might be harmed?	Controls required	Twyford response 17.09.20	Additional controls
<p>Spread of COVID-19</p>	<p>- Users - Workers - Cleaners - Contractors</p>	<p>PROMOTING GOOD HYGIENE:</p> <ul style="list-style-type: none"> Restrict access in clubhouse to toilets and throughways only. Provide additional hand sanitisers in accessible areas. Clearly direct people to where they can wash their hands. Ensure that all handwashing stations are in good working order and provide soap, water and hand sanitiser. Provide hygiene standards promotional poster and signage throughout the clubhouse. <p>KEEP FACILITIES & EQUIPMENT CLEAN:</p>	<p>Yes</p> <p>Done. Additiional to be purchase & fixed to exterior of pavilion</p> <p>Yes</p>	<ul style="list-style-type: none"> Check process (sanitiser, soap and handwashing stations). Stock check (sanitiser and soap). Check (promotion posters and signage). Train all workers on new protocols and the importance of good hygiene. A responsible person to check cleaning has taken place as planned. Weekly stock replenishment (hand sanitiser). Empty waste facilities regularly. Train all workers on Public Health England guidance for reported COVID-19 cases. Monitor effectiveness, especially at peak times. Train workers to promote compliance to facility users. Train workers to report / deal with issues of noncompliance. Regular check (promotion posters and signage).

		<ul style="list-style-type: none"> • Regular weekly cleaning of clubhouse. • Additional cleansing regime of clubhouse once every 30 days with long-lasting antimicrobial cleaning product. • Identify high-contact touch points for more regular cleaning (e.g. door handles). • Remove any non-essential items that may be difficult to clean. • Follow Public Health England guidance if a COVID-19 case is reported at the facility. <p>SOCIAL DISTANCING & AVOIDING CONGESTION:</p> <ul style="list-style-type: none"> • Provide signage so people can find their destination quickly. • Review how people walk through the clubhouse and adjust this to 	<p>Clerk confirm with cleaner</p> <p>Clerk inform cleaner</p> <p>Non in place</p>	<ul style="list-style-type: none"> • Please ensure all participants familiarise themselves with the latest government and FA guidelines: • FA https://www.thefa.com/news/2020/jul/17/grassroots-guidance-for-competitive-football-restart-in-england-170720 • GOV https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework
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	<p>reduce congestion and contact between users.</p> <ul style="list-style-type: none">• Regulate the entry to the clubhouse to avoid overcrowding.• Apply two metre markings to the clubhouse toilets.• Limited use of toilet facilities to avoid congestion. <p>FACILITY USERS:</p> <ul style="list-style-type: none">• All participants to read the current FA guidelines thoroughly before attending any football activity.• All participants to maintain social distancing, in line with the current FA and government guidance, when not on the field of play (i.e. during warm ups, team discussions, drinks breaks and before and after sessions).	<p>To be done</p> <p>Signs in place</p>	
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		<ul style="list-style-type: none">• In line with the current FA guidance, group sizes will remain at 30 or under for all sessions.• All teams/clubs to produce individual risk assessments and operate in line with government guidance. Copies to be provided to WCC ahead of start of season.		
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Appendix 2 – Feedback on first draft of Hunter Park Master Plan

Feedback from Recreation Committee discussed at 17.09.2020

Legend number	Legend note	Rec Committee 17.09.2020	Action to feedback to Tim Griffin	FPC decision
A	Proposed widening of access road at arrivals point into Hunters Park to allow two vehicles to pass and also create safe 1m wide pedestrian route (would require approx. 2.5m wide strip from allotments). Protect path with low timber posts at equal 2m c/s	No need for road widening (good to deter unwanted larger vehicles using park), but agree to a footpath being put in down the side of the allotments, taking strip of land from the edge of allotments.		
B	Past existing gate - create safe pedestrian footpath route (would require approx. 1.5m wide strip from allotments)	See note above (A)		
C	Existing litter and dog bins - consider replacing with new bins at end of perimeter circuit footpath. New bins more sympathetic to Park setting (not wheelie bins!!)	Agreed for Master Plan – not sure how practical or costly etc.		
D	Existing gravel car park retained - presently accommodates approx. 30 cars (although the lack of space designation may allow more to be squeezed in?)	OK		
E	Existing mixed species hedge retained and tidied (consider removing Sycamore & Ash)	Agreed		
F	Potential location for new access for maintenance machinery & special events where ground levels. Would require removable bollard and possibly means of preventing cars parking and so blocking access?	Do not want this access point in the plan	Remove this access point	
G	Mixed size / type of existing timber posts replaced with matching posts (slightly new line as shown)	Agreed.		
H	Area of car parking to be converted to soft landscape	OK		

	where parking arrangement prevents use of space			
J	Remove Sycamore sapling	Agreed		
K	Line of new fruit tree planting along edge to allotments (could be on allotment side of fence if preferred)	Agreed		
L	Proposed 1.2m wide all weather footpath that runs around perimeter of the park. Exact line to be pegged and agreed on site. The suggested route covers around 730 linear m. Surfacing to be low impact either bound gravel, hoggin or resin bound shredded rubber (Tigermulch or similar) with pinned timber or steel edge	Agreed. (it was noted that this will be a high cost, and grants and phasing will be required)		
M	Suggested avenue of deciduous trees at equal centres running around perimeter of cricket pitch. Species dependant on soils - natives favoured. Possibly Hornbeam or Lime or Oak	Like the idea, but trees to be set back from the boundary edge, and to lose a couple of trees shown in the plan.	Set trees further back, and include less number of trees	
N	Proposed native mix hedges to improve setting of footpath and to screen chainlink fences - trim at maximum 1.2m high	Agreed		
P	Carefully trim back lower growth to clear route for path	Agreed		
Q	Proposed exercise station (5 in total) at intervals along route of path - exact locations pegged and agreed on site	The Parish Council are unsure on this. They prefer them spread out rather than in one location for aesthetics, and see the benefits of gym users moving between equipment. However, the committee are unsure what the users of the gym equipment would prefer. No change to plan. Committee will seek public opinion in the future.		
R	Locations of private gate access into Hunter Park - presume retained?	Yes		
S	Carefully tidy existing scrub and replant with native shrub species as required	Agreed		

T	Existing Tennis pavilion - relocate closer to courts as shown (note A1). Once removed possible location for bench or additional exercise equipment	OK – movement only if the new building will be aesthetically pleasing		
U	Occasional native trees to bolster tree cover and ensure successional growth	OK		
V	Existing benches / seats retained	OK		
W	Approx. area of standing water in winter - consider creating a shallow scrape for ecological value (encourages birdlife)	OK		
X	Short length of path requiring special measures due to winter flooding? Boardwalk or raised route of path	OK		
Y	Manage scrub / understorey and where possible introduce native species	Agreed		
Z	Proposed relocation of cricket nets with exact orientation/location pegged and agreed with cricket club	Agreed – for cricket club to source the finances required.		
A1	Proposed replacement tennis pavilion with steps down existing bank onto courts	OK – but would need to be a aesthetically pleasing building		
B1	Potential location for picnic bench or seats overlooking cricket pitch. Litter bin provided	Agreed		
C1	Proposed MUGA - size shown 30x14m. Standard recommended size 35x17m however contractors can install ad-hoc sizes. Final location pegged and agreed on site. All work with care to avoid detrimental impact on mature Lime trees. Provision for informal kick about football, and either basketball or netball with possible ball wall/fence for individual games	Not sure whether a full MUGA is required, and concerns about the impact on the Lime trees. May be that this becomes a kick about area instead of a MUGA –netball hoop could be provided in play area?	Please change legend to “MUGA / Kick about area”	
D1	Suggested location for teen shelter overlooking MUGA	Teen shelter not wanted at this location. Teen seated could be provided without cover by the play area.	Please remove from plan.	

		Covered seating viewed as encouraging gatherings after dark.		
E1	Existing banks around football pitch to be allowed to revert to long grass with wildflower plugs introduced over time. Alternatively spray off banks and re-seed with wildflower grass seed mix	Agreed		
F1	Route of path requires understorey to be trimmed back. Plant up gaps with native shade tolerant species	OK		
G1	Boundary scrub / understorey - retain and selectively remove self-sown Sycamore saplings and bolster with new native species planting.	OK		
H1	Potential location for radial built in sitting wall for football managers /spectators	Not required / viewed as necessary	Please remove	
J1	Area of mown grass transformed into wildflower meadow with occasional native trees dotted through the area. 1.5m wide mown grass path crosses area along top of bank. Possible location of bee posts, insect hotels and hibernacula for maximum wildlife value. Further wildlife friendly items introduced in adjacent fringe tree belt such as bird and bat boxes and log piles. Consider explanatory signage for maximum educational value (see extract for alternative Community Orchard proposal in this area)	Agreed Committee prefer native trees and fruit trees. Prefer the lay out in Master Plan to that in Option A – but would like to include fruit trees in the Master Plan	Remove option A for wildlife area, but add include some fruit trees in J1	
K1	Central area kept free of new tree planting to retain existing attractive view	OK		
L1	Existing seat retained with new litter bin	OK		
M1	Approx extent of existing young sycamore and brambles – retain as stabilises steep bank and manage to encourage native species over time	Committee would like to tidy up this area, and have some native plants. Include a rail as part of the walkthrough the top area.	Change plan to tidy up the scrub, what would you suggest to make this area look tidier, keeping	

			natural? Include rail at top pathway.	
N1	Approx. 20 linear m of proposed path crosses over roots of established trees - to overcome trip hazard spread Tiger mulch resin bound shredded rubber surface - all work to specialists recommendation after site inspection	Rail required if tidy up scrub		
P1	Areas of shade tolerant native planting to provide screening and wildlife cover	Agreed		
Q1	Externally stored football goals	Agreed – although it was noted (that with much levelling of ground) this could provide a kick about area / MUGA?		
R1	Externally stored cricket covers	Agreed - although it was noted (that with much levelling of ground) this could provide a kick about area / MUGA?		
S1	Cricket groundcare machinery store located where screened in views from pavilion - either use one of the existing containers and clad in timber with green roof or purpose built store (required size to be confirmed by Parish Council - 6 x 2.5m shown). Provide reinforced grass entry strip up to doors of store. Exact Location pegged and agreed on site	OK		
T1	Approx. location of existing brick enclosure (power or water point?)	Yes		
U1	Existing containers / store removed from present woodland location	Yes		
V1	Woodland area developed to create BMX tracks taking advantage of existing uneven ground. Surfacing to be low impact and easily laid. Selectively tidy understorey and where gaps in tree canopy plant native understorey species	Yes		
W1	Older children's natural play area with equipment made	Yes		

	from natural materials set within a sand or safety bark surface. Emphasis on challenge including swing ropes, climbing surfaces, scramble nets etc			
X1	Teen shelter designed to match style of play area	Yes		
Y1	Existing tarmac surface removed, perimeter footpath installed and area grass seeded	Yes		
Z1	Central grass 'island' around existing trees separates two play areas to avoid conflict of play between different age groups	Yes		
A2	Toddlers play area located adjacent sitting area to allow parent supervision. Play items set within area of play sand. Provision to include a sensory zone and accessible play items. Ideally play areas are not fenced to allow free access into the various zones	Agreed – but believe fencing will be required for parents peace of mind and to prevent dog fouling in play area.		
B2	Picnic and / or sitting area with associated tree and shrub planting. Parish to consider if a direct all weather link path is required to this area? A good location for a new water fountain?	Agreed		
C2	Suggestion that perimeter path follows indirect route indicated to take advantage of attractive view into adjacent wildflower meadow (subject to clarification on land ownership). Route pegged and agreed on site to avoid existing trees	Agreed		
D2	Route of perimeter path to avoid passing too close to quiet area with final location agreed on site	Yes		
E2	Areas running along boundaries - maintain and bolster as required the native hedge planting to improve screening and enclosure	Yes		

F2	Existing mown grass paths extended to meet perimeter path			
G2	Proposed overflow parking area for 20 cars - low impact reinforced grass surface. Possibly some low timber posts to delineate extent of area but carefully considered to avoid visual 'clutter'	OK – not keen on posts		
H2	Existing grass banks – form curved grass terraces as indicated to allow informal sitting for spectators	Committee were unsure on this – some in support, some prefer not. Decided to leave as is in master plan, as proportion of bank used for terracing may be reduced. Options to be considered at a later date		
J2	Proposed disability toilet – exact size and location to be confirmed by Parish	Yes		
K2	Existing ramped gravel track re-aligned as indicated to create access to overflow parking area	OK		
L2	Area of scrub – carefully remove sycamore saplings but retain best of native species and bolster with new native planting where gaps occur	OK		
M2	Retain existing recent native hedge planting and where gaps bolster with native evergreens to increase year round screening	OK		
ADDITIONAL	Extension to pavilion to allow for Parish office and council meeting area. Extend out towards the main car park		Are you able to show an extended pavilion for parish council on the plan?	