

RECREATION

TWYFORD PARISH COUNCIL MINUTES OF A MEETING OF THE RECREATION COMMITTEE

Held on Thursday 9th September 2021 at 7.30pm

Held at The Pavilion, Hunter Park, Twyford

Councillors present	Councillors apologies	In attendance
Cllr S Pullen (Chair)		Clerk
Cllr J Pain		John Paine, Shoreland Network Solutions
Cllr A Forder-Stent		
Cllr T Bronk		
Cllr R Sellers		
Cllr S Cook		
Cllr W Lawton		
Cllr C Hill		

Item	Business Transacted
R19/21	<p>Chairman's Announcements</p> <p>Cllr Pullen welcomed everyone to the meeting and said he was really pleased with the condition of Hunter Park which was looking splendid. He has also received an update from St Mary's School, which would be reported on later in the meeting.</p>
R20/21	<p>Apologies for Absence</p> <p>There were no apologies</p>
R21/21	<p>Dispensations under Section 33 of Localism Act 2011</p> <p>No dispensation requests were received.</p> <p>Declarations of Interest</p> <p>There were no declarations made.</p>
R22/21	<p>Approval of Minutes</p> <p>It was Resolved that minutes of the meeting of the Recreation Committee held on the 22th July 2021 be approved and signed.</p>
R23/21	<p>Public Representation</p> <p>John Paine representing the Cricket Club and Shoreland Network Solutions (Cricket Square maintenance) had no specific statement to make but said he was happy to answer any questions or clarifications on the cricket items on the agenda.</p>
R24/21	<p>It was Resolved to change the order of business on the agenda and bring forward Items 11 & 12.</p>
R25/21	<p>Hunter Park Cricket Square maintenance contract</p> <p>Cllr. Lawton introduced this item and members considered the report (Appendix A) on the Cricket Square maintenance contract of the Initial Term which expires on 30th September 2021.</p>

	<p>At this time members did not wish to consider the alternative proposal in the report due to a lack of detailed information on the proposal.</p> <p>It was Resolved to Recommend to Full Council to extend the term of the agreement, with a revised Contract Fee of is £8,887.29, representing an 3.75% increase. The Contract Fee, based on the revised maintenance schedules, will increase by 3% in each following year that contract remains in place.</p>
R26/21	<p>Cricket Club Report</p> <p>The report was noted and will also be received at Full Council (Appendix B).</p> <p>The Chairman thanked Mr Paine for the report and asked about the condition of the playing surface. Mr Paine also drew attention to positive comments received from visitors from Hampshire, Sussex and Somerset regarding the quality of the facilities at Twyford.</p> <p>In response to a question on the number of members of the various teams, which had all had a very successful year, Mr Paine assured that committee that they would always do their best to accommodate members from the immediate locality.</p>
R27/21	<p>Matters arising from the minutes of the Recreation Committee meeting held on 22nd July 2021.</p> <ul style="list-style-type: none"> - Cllr. Sellars had the ordering of the memorial cherry tree in hand and would also be attending to the strimming of the wild area to be used by the primary school. - Cllr. Pullen would be planning arrangements for the wildflower seeding and asked that the area of grass was cut lower to approx.100mm to assist with this.
R28/21	<p>To receive Assistant Clerk's report and maintenance list</p> <p>The Clerk talked members through the report</p> <p>Cllr. Bronk drew attention to the matter of hedge cutting and noted that it was likely the Parish Council may have to extend the scope of the existing maintenance contract to cover additional hedge cutting which was not longer being carried out as often by HCC.</p> <p>The Clerk advised that quotes would be brought to the committee for the replacement benches noted in the report and that plastic would be included as options.</p> <p>On the St Mary's School item, Cllr. Pullen advised the school was very keen to start work on the project, potentially using it to teach forest school. Whilst on site they would a sun sail up as a shelter.</p>
R29/21	<p>Maintenance List</p> <p>The maintenance list report was received and noted.</p> <p>The Clerk advised that the contract caretaker had been busy during the school holidays and would now start to focus on the Parish Council work.</p>
R30/21	<p>Hunter Park play area enhancement project.</p> <p>The Committee received a verbal report from the Clerk on the project. Contractors had finished the installation and were now focusing of several snags that had been identified. Cllr. Cook was disappointed that the new gates were not going to be replaced and instead the paintwork touched up. Members were content to let the contractor the opportunity to correct any defects first before considering any further actions.</p>

	<p>The Clerk was asked to relay members' concerns that the supplied illustration of the traverse wall conflicted with contract specification.</p> <p>Cllr. Cook would contact the Mayor's Secretary and asked for available in early October to carry out a formal opening of the play area.</p>
R31/21	<p>Hunter Park Car Park</p> <p>The Clerk provided an update on issues with non-park users parking vehicles in the car park. Two residents had been written to by the Council, however no responses had been received. The Clerk was aware that during the daytime there were several types of non-park user utilising the car park and that this occurred most days.</p> <p>Members discussed the matter and various options that could be investigated. The Clerk will seek information from Colden Common Parish Council and continue to monitor usage, bringing a more detailed report on the car park usage to committee.</p> <p>It was Resolved that Clerk again write to the two residents reasserting the councils' position on use of the car park and also arrange for the car park gate to be periodically locked during the night-time.</p>
R32/21	<p>Allotment matters</p> <p>In the absence of the Assistant Clerk, the Clerk gave an update on recent matters. Six tenants had been written to regarding the condition of their plots and were also advised that a further inspection would take place at the end of September.</p> <p>A cultivation standards document (Appendix D) had been produced which will assist plot holders to further understand the requirements of their tenancy agreement. This document can be used to reference during future allotment inspections.</p> <p>It was Resolved:</p> <p style="padding-left: 40px;">The Allotment Cultivation Standards document be approved, in principle, and that it should be presented at the next Allotment Tenants meeting due to be held in October.</p> <p style="padding-left: 40px;">All new Allotment Garden tenancies will be required to pay a deposit equal to one year's rent which will be held for the duration of the tenancy.</p>
R33/21	<p>Items for future meetings</p> <ul style="list-style-type: none"> - Inclusive Swing Seat, Hunter Park - Footpath maintenance budget (Cllr. Bronk) - Car park surfacing (Cllr. Cook) - Picnic table for Hunter Park (Cllr. Cook)
	<p>The meeting closed at 9.40pm</p>



Twyford Parish Council

Item 12 – Cricket Square Maintenance

Following the committee's decision at July's meeting, the Chairman of the Council and the Clerk met with representatives of Shoreland Network Solutions during August to review the contract.

The Hunter Park Cricket Square Maintenance contract has an Initial Term of 3 which ends on the 30th September 2021. The current Contract Fee has a value of £8,557.67 per annum, although only work that takes place is invoiced for, thus payments incurred during the previous 3 financial years are:

- £8,048 - 2019/20
- £5,349 - 2020/21
- £4,656 - 2021/22 (to date),

The contract provides a clause for extending the Term beyond the Initial Term otherwise the agreement will automatically cease of the expiry of the Initial Term.

The contractor, Shoreland Network Solutions, has indicated that they would be happy to continue with the contract and several revisions to Schedule 2 of the contract were proposed. An increase on 10% was applied to regular cricket square maintenance, along with actual costs for materials of the annual renovation works. A small cost to check condition of fencing posts during non-season months was added, worm suppressant treatment was removed and the preparation for matches has been broken down into Senior, W10 and Colts with the latter two groups requiring less work and thus a reduced charge for preparation of those matches. The proposed annual Contract Fee is £8,887.29 with an annual 3% uplift for each year the contract is extended. The contract can be terminated by either side with three months' notice.

Alternative Proposal:

The Twyford Cricket Club have proposed an alternative for the Recreation Committee to consider:

"Twyford Cricket Club to take over preparation of cricket square as laid out in contract, with no charge to Parish Council and in return the cricket club would control booking of pitch and fees, the Parish Council would give the cricket club a 10 year lease of the cricket ground with a peppercorn rent agreement. Further discussion to agree cutting of outfield and costs. Also, with the Parish Council agreeing that the cricket club use of pavilion and storage sheds free of charge."

Officer's Recommendation: The revised overall contract value represents an increase of £329.62, or 3.75% on the current contract. The current contract expires on the 30th September 2021, however work on the annual maintenance schedule is needed to commence by mid-October in order to ensure work is completed before the winter months. If members are satisfied with the quality of the existing work over the previous three years, then it would be recommended to proceed with the revised Contract Fee of £8,887.29. Although an alternative proposal has been made by the Twyford Cricket Club, there is insufficient information available at this stage to allow members to make an informed decision on this specific suggestion. However, should in the future, alternative maintenance arrangements be agreed by the Parish Council then the existing contract can be terminated by giving three months' notice.

Twyford parish council recreation committee meeting paper. (9th September 2021)

2021 Season report

Twyford Cricket Club has gone from strength to strength this season despite all the obstacles that COVID-19 has thrown at us.

Our numbers are increasing, and we are at the heart of the village involving over 160 families locally.

It has been fantastic to see the different generations all engaging in sport, which we all know is so important for our health and well-being.

Here is our season report for 2021.

Twyford Cricket Club had a reasonably successful season with the senior's 1st team finishing mid-table of Hampshire league division 4 South, and the second team finishing 11th out of a league of 17 division 6 central. As this was the first season Twyford has fielded a 2nd team mainly of younger players this is deemed very successful.

Twyford women are now fielding 2 teams in the Hampshire W10 league and social festivals; continuing their strong reputation as a fun team to play whilst maintaining their match winning track record.

The most importantly most of the players come from the Twyford community and surrounding area with approx. 160 members who all benefit from the facility of Hunter Park and the cricket club. The breakdown of members as follows:

2 Seniors teams - 40 members

Colts U9- U11 - 53 members (including 11 girls)

Twyford women (W10) -22 players

All Stars children aged between 4-8 years old - 62 children + parents.

The cricket club is a thriving, benefiting the whole of the village and local community.

Also, we must mention that many of the opposition teams commented "what a wonderful place to play cricket" particularly the Hampshire seniors and opposition counties Sussex and Somerset. In this respect Twyford Cricket club would like to thank the Parish council for providing this wonderful facility that is Hunter Park.



Twyford Parish Council

Assistant Clerk's Report

Councillors are reminded that the items within this report are provided for information only and not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate committee or council agenda. Any member wanting clarification or further information on any aspect of items within the report please contact either of us in advance of the meeting.

General updates

- 1) Allotments – Letters and emails have been sent from the Clerk and are reported on elsewhere on the agenda. It is planned for more regular inspections to take place; the next one being at the end of September.
- 2) Pavilion:
 - The water heater has now been repaired which has fixed the issue of the leaking overflow.
 - Broadband & Wi-Fi connection is now live.
 - The Assistant Clerk met with the cleaner to go through the cleaning schedule and to create a tick list of ad-hoc cleaning duties to ensure all requirements are met. A stock list of supplies has also been created.
 - The Caretaker has planned to carry out PAT testing at the Pavilion on Saturday 4th September 2021.
- 3) Hunter Park Car Park – The Clerk is monitoring the car park situation and has written to the owners of two vehicles.
- 4) Hunter Park residents – The Clerk has sent out letters to residents of Hunter Park regarding the deposit of garden waste.
- 5) Hedges – Green Smile will be cutting all hedges covered in the maintenance contract during September. This has been delayed slightly due to many of their staff having to isolate due to Covid-19.
- 6) Football bookings until the end of the year have been confirmed for Hiltingbury Hurricanes U14's and Hedge End Tigers. Colden Common Under 18s have confirmed their September bookings, however, bookings from October are yet to be arranged.
- 7) Fitness Training:
 - Fast Track EMS have been issued with a fitness training license for 1 to 1 training
 - A fitness training application has been sent to Jake Gower Coaching, but no response received.
- 8) Hunter Park play area – The Clerk will provide an update of a site visit with Playsafe and will be reported elsewhere on the agenda.
- 9) Two benches at Hunter Park in front of the pavilion are beyond repair. One has been removed. Like for like replacements, in teak or other suitable hardwood, will be ordered.
- 10) During a pavilion hire on 2nd September an unauthorised charcoal BBQ was used outside of the pavilion. The hirer has been written to reminding them that permission must be sought in advance for such activities.
- 11) As part of the project agreed by the Parish Council, St Mary's School have advised they are putting together a plan for weekly visits to Hunter Park up to Christmas. The plan will be shared with the Council in due course.



Twyford Parish Council

September 2021

Allotment Cultivation Standards

Managing an allotment plot can be extremely rewarding, however it requires a significant commitment of time and effort to ensure the plot is in a suitable condition throughout the year. During the planting and growing seasons this will require much more time than during the winter months.

The document of standards has been produced to assist tenants in understanding the approach taken by the Parish Council to ensuring that allotment plots are kept to an acceptable standard.

It can be hard work, especially at the beginning. It is important to be realistic about the amount of time you can commit to your plot. Once in good condition a general rule-of-thumb is that an allotment requires about one hour per week per 25 sq. metres. This means for the largest plots on the Hunter Park site you'll need to spend, on average, ten hours a week working your plot to keep it in good condition from about April to October, the smallest plot would require two hours a week.

You will have to visit during winter months too to keep an eye on your plot even if no winter crops are planted. Once your crops start to grow, the necessary weeding, watering and harvesting are more of a pleasure than hard work.

There are long waiting lists and more demand than supply of allotments in Twyford so you must use your plot, underuse is an unfair waste of a scarce resource. The Parish Council will try to ensure that tenants do not take on more land than they can cultivate and anyone not actively cultivating their plot may be asked to vacate it.

The tenancy agreement for each allotment garden (plot) sets out the expected requirements from the tenant. These include:

- The allotment garden will be used as an allotment garden that is to say wholly or mainly for the production of vegetable or fruit crops.
- You must use reasonable endeavour to keep the allotment garden clean, free from weeds, diseased or harmful plants and pests and to retain the existing top soil, keeping it in a good state of cultivation.
- The allotment garden must be clear and in a good state of preparation for cultivation. This clause does not apply during the first three months of a Tenancy. As a guide, between the months of April and September, at least 75% of each allotment garden should be cultivated.

What does cultivation mean?

The Parish Council's definition of cultivation is growing plants that have uses, including edible crops (vegetables, soft fruits, herbs), ornamental flowers and green manures. The majority of each plot should be for the production of vegetable or fruit crops.

Full Cultivation has several states through the cycle of each year:

- The plot is in readiness for growing.
- The plot is well stocked with growing produce relevant to the time of the year.
- The plot is in the process of being prepared for the allowable crops or season.

The tenancy agreement specifically states that tenants must retain the existing top soil, keeping it in a good state of cultivation. This does not include laying down large areas of black plastic sheeting. Nor does it include growing weeds or grass, hence the phrase to “keep free from weeds” in the tenancy agreement. Nevertheless, there are some grey areas and subtleties with this phrase.

A good rule of thumb is that if there are more weeds than cultivated plants, then the rule is being broken and action is required.

How much of the plot requires cultivation?

The Parish Council expects the cultivated area of each plot, defined as being cultivated for the production of the allowable crops, be a minimum of 75% of each individual plot(s). The 75% of each plot available for open cultivation should be fully cultivated within a complete growing season. This area includes compost bins, fruit cages, water butts and internal plot paths 45cm (18inches) in width or under.

The remaining 25% of any plot will include sheds, lawns, ponds, large uncultivated areas under fruit trees and any other ground not being used for cultivation. These areas should not be left to grow wild and should be managed. Internal plot paths will be included in this area if they are wider than 45cm (18inches).

Each plot needs to be planted, cropped, harvested or being prepared. It is not sufficient to simply keep them clear of weeds, but to leave them un-planted.

It is recognised that conserving wildlife is an important function of allotments. The Parish Council also recognises that the boundaries are already natural wildlife areas and an uncultivated area just left to go wild is not acceptable on any part of a plot.

Inspections

Site inspections are carried out by the Parish Council on a regular basis – at least every two months in the growing season. The following are examples of observations that will be made:

- Is the majority of the plot is being cultivated and cropped? We will note if large areas have been left unworked.
- At mid-summer, most of the plot should be used for growing allowable crops. Plots mostly covered (eg with plastic sheeting) are not considered to be cultivated.
- Weed growth: uncontrolled areas of perennial weeds such as couch grass, ground elder, brambles, nettles and unmanaged grass.
- Internal and adjacent communal grass paths mowed and trimmed.
- No large areas of black plastic sheeting covering the ground.
- Unauthorised structures.
- General tidiness of the plot and structures.

At each inspection, the Parish Council would expect to see each plot in one of the three states of the Full Cultivation cycle:

In the main growing season:

- Fruit, vegetables or flowers
- Lawn and grass paths mowed and trimmed
- No weeds going to seed
- No brambles or couch grass creeping around the plot

In the winter months:

- The above (but obviously less fruit, vegetables and flowers)
- Beds dug over ready for the winter frost
- Or if no dig methods are being used - a clean bed with no weeds
- Green manures being grown
- Growing areas being prepared

Following an inspection, the Parish Council will contact any tenants whose plots were considered not to be complying with these standards with an expectation that there will be an improvement in the situation by the time of the next inspection.

Circumstances

The Council will do its utmost to apply these standards fairly. It is the responsibility of the tenant to notify the Parish Council of any reason or special circumstance that prevents them from adhering to these standards.

The Council recognises that every tenant has their own personal circumstances that impact on and can influence their ability to attain these standards and will take all representations into account before determining any course of action.