

TWYFORD PARISH COUNCIL

6th January 2022

Dear Councillor,

I hereby summon you to attend a meeting of the Recreation Committee, on **Thursday 13th January 2022 at 8.30pm**. This meeting will be held at The Pavilion, Hunter Park, Park Lane, Twyford, SO21 1QS.

Yours sincerely,



Jamie Matthews
Clerk to the Council

Meeting of the Recreation Committee

13th January 2022

AGENDA

Members of the public and press are invited to attend except for the specific items marked confidential on the agenda. The press and public may not speak when the Council is in session, but they can make points or ask questions in the allocated time during the questions from members of the public item on the agenda. Please contact the Clerk to the Council before 12 noon on the day of the meeting if you wish to register to speak.

1	Chairman's Announcements
2	To receive and approve apologies for absence.
3	To consider the granting of a dispensation under Section 33 of the Localism Act 2011 to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a disclosable pecuniary interest and to confirm how long this dispensation may have effect.
4	To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in an item of business on the agenda no later than when the item is reached. Unless dispensation has been granted, members may not participate in any discussion, of or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room when the meeting discusses and votes on the matter.
5	To approve as a correct record and authorise the signing of the minutes of the meeting of the Recreation Committee held on 11 th November 2021.
6	Public Representation – Councillors to receive representation, including on agenda items, from members of the public provided they have given de notice of their intention to the Clerk no later than 12 noon of the day of the meeting. The maximum time limit allowed per person is 3 minutes and the maximum time designated for this agenda item is 15 minutes. Questions shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
7	To receive the Assistant Clerk's report
8	To receive the Maintenance list

9	To receive the annual Play Area Inspector's Report
10	To consider the use of Hunter Park by professional dog walkers
11	To receive a report on allotment management matters.
12	To receive and consider changes to the Cultivation Standards document and Tenancy Agreement.
13	To receive and consider the proposal from the Allotment Users meeting, held in October 2021, to introduce a maintenance levy.
14	To receive an update on tree and hedge planting at Hunter Park.
15	To receive the correspondence on fireworks in the village and consider a policy for firework events at Hunter Park.
16	To consider the location for the two new benches at Hunter Park.
17	To consider items for inclusion at future meetings.



ITEM 7

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) The report from the Annual Play Area Inspection has been received and is reported elsewhere on the Agenda.
- 2) Regular visual play area inspections are carried out by Asst Clerk, also by Greensmiles. Going forward, Asst Clerk has asked Greensmiles to share copies of their inspection for the Council's records.
- 3) Pavilion:
 - During November there was a clash with bookings; a private hirer had booked the football pitch and pavilion for a party to find that an unauthorised football match was already in play. The matter was dealt by the Asst. Clerk.
 - Asst Clerk and Cllr Pullen were called out at a weekend due to the key safe not working properly. It is possible that an unauthorised user had tried gaining access resulting in the key safe buttons becoming stuck as an unknown group had been seen leaving the pavilion a day earlier.
 - As a result of both incidents, the Asst Clerk will change the code to the key safe more regularly to prevent unauthorised entry and Cllr Pullen now has a spare key for the Pavilion in case a similar problem arises.
- 4) Hunter Park play area:
 - Greensmiles are checking the basketball surface and carrying out regular spraying of weeds.
- 5) Allotments:
 - An allotment inspection was carried out by Asst Clerk and Cllr J Pain on 3rd December 2021. Asst Clerk sent emails to tenants of two plots which require tending.
 - Further update on Allotments is reported elsewhere on the Agenda.
- 6) Hunter Park:
 - Four new benches are on order and expected to be delivered towards the end of March; 2 are replacement benches and 2 are additional benches. Location of new benches to be considered elsewhere on the Agenda.
 - The tree on the Park Lane roadside hedge has been reported to SSE to have branches pruned. SSE attended but visited the wrong location and therefore need to reschedule the visit.

Sue Merritt, Assistant Clerk &
Jamie Matthews, Parish Clerk

6th January 2022

TWYFORD PARISH COUNCIL – MAINTENANCE LIST – OUTSTANDING ITEMS AS AT **5TH JANUARY 2022**

ITEM 8

JOB NO	LOCATION	DATE OF ISSUE	ISSUE/JOB	RESPONSIBILITY	ACTION	PRIORITY 10 - HIGH 1 - LOW	DATE COMPLETED
1	Northfields – Shipley Road entrance	14/01/2021	Fence broken	Darren	Also add fence rails to the other side of the metal gate and replace the rotten fence post. Also see Job No 11	10	
2	Hunter Park Pavilion	25/03/2021	Base of 4 corners damaged	Darren	Replace the base of the 4 corners with mitred wood and repaint. Purchase paint from Brewers in Chandlers Ford - Albony paint, colour Chive, undercoat No 5. Update: Cllr Pullen suggested galvanised steel 11/11/2021	9	
3	Allotments	25/03/2021	Dogs fouling along path	Asst Clerk/Clerk/Darren	Signage to be ordered for Darren to fix to each end of main path	7	
4	Hunter Park Pavilion	17/05/2021	Water temperature check for Legionella controls	Darren	ONGOING Please test the water temperature once a month and record it on the sheet on the noticeboard in the Pavilion	10	ONGOING – once a month
5	Hunter Park	27/05/2021	Damaged post in car park	Darren	Please could you replace the fallen post in the car park. There are some logs at Northfields by the wall covered in orange safety netting that could be utilised. There may be some other posts which also need replacing.	8	
6	Hunter Park Pavilion	16/7/2021	Tap in gents toilet still dripping	Darren	Please investigate and repair	9	
7	Hunter Park Pavilion	16/7/2021	Fused spur and wall mounted cabinet	Darren	Darren to speak with Clerk	8	
8	Hunter Park Pavilion	22/7/2021	Uneven slabs outside of Pavilion	Darren	Please could you level up the slabs outside of the pavilion.	9	
9	Hunter Park Pavilion	18/8/2021	Patio door lock	Darren	Please could you have a look at the patio door lock, we struggle to lock it and remove the key.	9	
10	Northfields play area	25/8/2021	Toddler swing seat straps broken	Jamie/Darren	Jamie to order new toddler swing seat and either Jamie or Darren to fit	10	
11	Northfields – Shipley Road entrance	1/9/2021	Hole at the bottom of the mesh on metal fencing	Darren	There is a hole at the bottom of the wire mesh which needs repairing. Further hole in wire fencing at the furthest corner of the fence.	8	

JOB NO	LOCATION	DATE OF ISSUE	ISSUE/JOB	RESPONSIBILITY	ACTION	PRIORITY 10 - HIGH 1 - LOW	DATE COMPLETED
12	Hunter Park	5/9/2021	Chicken wire on steps requires fixing	Darren	The chicken wire on wooden steps near allotment gate and the steps in front of pavilion needs replacing or fixing down.	10	
13	Berry Meadow/The Meads	21/10/2021	Install new signage	Darren	4 new signs to be installed on existing posts, replacing old signs. Liaise with Cllr Sue Cook	7	
14	Hunter Park Pavilion	28/10/2021	Install paper towel dispensers	Darren	Install 2 new paper towel dispensers. Blue roll dispenser in kitchen. Hand towel dispenser in disabled toilet. Currently located in cupboard in away changing room.	9	
15	Northfields	11/11/2021	Children's play area sign broken	Darren	Please use the spare sign in SLR cupboard to replace the broken sign on the gate of Shipley Road entrance.	8	
16	Hunter Park allotments	23/11/2021	Shed on plot 9	Darren	Please remove padlock ready for new tenant.	10	
17	Hunter Park Pavilion	23/12/2021	Floodlight	Darren	Please could you take a look at the floodlight on the outside of the Pavilion as it does not work	10	
18	Hunter Park Pavilion	23/12/2021	Inside lights	Darren	Could we have either a main switch which would switch all lights off, or possibly a motion sensor to be installed? Lights often left on by hirers	8	
19	Hunter Park Pavilion	23/12/2021	Location of key safe	Darren	Please could the key safe be relocated to the front of the building next to the front door.	8	

COMPLETED JOBS

LOCATION	DATE OF ISSUE	ISSUE/JOB	RESPONSIBILITY	ACTION	DATE COMPLETED
Hunter Park play area	09/02/2021	Broken fences	Darren	Repair wooden fence where required	15/06/2021
Hunter Park & Northfields play areas	17/05/2021	Laminated Covid signage needs refreshing	Darren	Fix updated Covid 19 signs to both play areas. Signage in SLR cupboard.	11/06/2021
Hunter Park Pavilion	17/05/2021	Install Giraffe sign	Darren	Please fix the giraffe to the side of the Pavilion, facing the play area	15/6/2021
Northfields	17/05/2021	New bench seat for Northfields	Darren	New bench seat is on order, to be delivered to Cllr Sue Cook's address. When it arrives it will need installing at Northfields play area.	11/06/2021
Hunter Park	20/05/2021	Damage to netting on football goals	Darren	Netting has come away from the base of the goalpost, please could you have a look and repair.	June 2021
Hunter Park Pavilion	16/6/2021	Light in main room	Darren	A light in the main room is flickering, please check. Changed balaste unit and tube.	June 2021
Hunter Park Pavilion	18/6/2021	Lock on patio door stuck	Darren	Key stuck in door; please free up	June 2021
Hunter Park play area	27/7/2021	Loose uprights fence area	Darren	Please fix loose uprights around fencing area	July 2021
Hunter Park play area	9/2/2021	Paint fencing around play area	Darren/Cllrs	Paint fencing around play area	July 2021
Hunter Park Pavilion	15/6/2021	Hot tap in kitchen	Asst Clerk	When hot tap is running water flows out the overflow pipe at rear of building. Asst Clerk to contact plumber.	18/8/2021
Hunter Park Pavilion	18/8/2021	Away changing room cupboard lock	Darren	Needs lubricating to free up	August 2021
Hunter Park Pavilion	2/9/2021	Pat testing	Darren	Pat testing at Pavilion overdue	September 2021
Northfields	1/9/2021	Writing on surface of basketball area	Darren	Needs cleaning off	September 2021
Hunter Park play area	22/02/2021	Broken swing seat has been reported by Cllr Hill	Darren	Please order and replace both swing seats	12/10/2021
Hunter Park play area	23/9/2021	Sandpit	Jamie	Jamie to order more sand for sandpit	20/10/2021
Northfields Shipley Road entrance	14/01/2021	Fence repairs	Darren	Repair/replace fencing rails at the Shipley Road entrance to Northfields	11/11/2021
Northfields play area	1/9/2021	Covid Signage	Darren	Remove Covid signage	11/11/2021
Hunter Park play area	23/11/2021	Wooden walkway on climbing frame	Darren	Walkway needs repairing as per emailed photo	27/11/2021
Hunter Park basketball area	28/10/2021	Weeds on basketball surface	Greensmiles	Keep on top of the weeds by spraying	ongoing
Hunter Park Pavilion	02/12/2021	Broken door handle	Darren	Broken door handle on toilet door of home changing room	05/01/2022



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ALLOTMENT MANAGEMENT MATTERS

Plots 9 and 25 are currently vacant. Plot 25 will be split creating two plots numbered 25a and 25b, plot 9 will remain the same size.

Communications between Assistant Clerk and 3 residents on the waiting list have taken place and the plots have been assigned, each indicated that they wished to commence the tenancy with effect from 1st March 2022 after the plots have been cleared and rotovated. An invoice was issued to the new tenants for one year's deposit which will be held until the end of the tenancy agreement.

Quotations have been sought for rotovation and clearance of the two plots. The details of the agreed contractor will be passed to other tenants should they wish make contact to arrange rotovation at their cost.

A medium sized skip has been hired for a period of one week from 28th January 2022, tenants have been informed so they can make full use of it.

Waiting List

11 residents remain on the waiting list. The Assistant Clerk will write to the residents in February to confirm whether they wish to remain on the list and to ascertain the size of plot required.



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ALLOTMENTS - INTRODUCTION OF MAINTENANCE LEVY

During the Allotment Users' meeting held on 13th October 2021, it was proposed to seek the approval of the Recreation Committee to introduce a levy to contribute to maintenance of the communal areas around the bonfire.

The suggested amount was between £5 - £10 per plot.

To consider:

- There are currently 30 plots, therefore a £10 charge per plot would provide £300 for general maintenance work of communal areas.
- The scope of work to be decided at the next Allotment Users' meeting in March (date to be arranged).
- Parish Council to arrange payment of work.

Item 15

Clk Sue Cook

&
The Clerk.



Fireworks and the Law

2nd November 2017

ANYONE PLANNING FIREWORK DISPLAYS PLEASE TAKE NOTE!

Animal Welfare act 2006 to cause any unnecessary suffering to any captive or domestic animal. Fireworks must not be set off near livestock or horses in fields or close to buildings housing livestock. Anyone planning a firework display in a rural area should warn neighbouring farmers in advance.



Section 4 of the AWA 2006 says

- (1) A person commits an offence if—
 - (a) an act of his, or a failure of his to act, causes an animal to suffer,
 - (b) he knew, or ought reasonably to have known, that the act, or failure to act, would have that effect,
 - (c) the animal is a protected animal, and
 - (d) the suffering is unnecessary. If the fireworks are near a road you can also contact the Highways Agency and quote the following Source: Explosives Act 1875 Section 161

Offence: It is an offence for a person, without lawful authority or excuse, to discharge any firework in or near the centre of a highway which consists of or comprises a carriageway.

The offence carries a fine of up to £20,000 and/or a prison term of up to six months. The Act is enforced by animal health officers and the police.

Firework Petition: <https://petition.parliament.uk/petitions/201947>



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The law on fireworks

Under the Animal Welfare Act 2006 it is illegal to set off fireworks near livestock or horses in fields, or close to buildings that house livestock.

The offence carries a fine of up to £20,000 and/or a prison term of up to six months.

It is also against the law to set off fireworks between the hours of 11pm and 7am, except on Bonfire Night when the cut-off time is midnight, and New Year's Eve, Diwali and Chinese New Year when the curfew is 1am.

Fireworks can only be bought for private use from October 15 to November 10, from December 26 to 31, and three days before Diwali and Chinese New Year.

Sent from my iPhone



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NEW BENCH LOCATION

Four new benches have been ordered for Hunter Park; two are replacements for benches located in front of the Pavilion plus two additional benches. Delivery of benches expected towards the end of March 2022. Location of the two additional benches to be considered.

