

RECREATION

TWYFORD PARISH COUNCIL MINUTES OF A MEETING OF THE RECREATION COMMITTEE

Held on Thursday 11th November 2021 at 7.30pm

Held at The Pavilion, Hunter Park, Twyford

Councillors present	In attendance
Cllr S Pullen (Chair)	Assistant Clerk
Cllr J Pain	Mr J Pain, Twyford Cricket Club / Shoreland Network Solutions
Cllr A Forder-Stent	
Cllr R Sellers	1 member of the public
Cllr S Cook	
Cllr C Hill	

Item	Business Transacted
R34/21	Chairman's Announcements
R35/21	Apologies for Absence Apologies received from Cllr W Lawton.
R36/21	Dispensations under Section 33 of Localism Act 2011 No dispensation requests were received. Declarations of Interest There were no declarations made.
R37/21	Approval of Minutes It was Resolved that minutes of the meeting of the Recreation Committee held on the 9 th September 2021 be approved and signed. Proposed by Cllr Cook seconded by Cllr Pain.
R38/21	Public Representation John Paine representing the Cricket Club was in attendance regarding Items 7 and 13. One member of the public addressed the committee in respect of management of the allotments. They felt the process of allotment management had been unfair to them and questioned how the Council's decisions were made. The member of the public wished to thank the late Cllr Ian Wheeler for his friendly manner and good communication.
R39/21	New cricket training nets and the route to grant funding from the English Cricket Board Members received a report from Mr Pain outlining the proposed rental agreement and explained if renting would be acceptable that it would make it easier to apply for grant funding. Cllr Sellers asked who paid for the nets last time; Mr Pain confirmed it was the cricket club some 20 years ago. Mr Pain was asked to research other local teams who have the same arrangement.

	<p>Ballpark figure of cost to replace the nets £25-£28k. Funding would come from two/three different avenues – the Chair of a local charity Kevin Watson 25% gift aid plus VAT brings it down to c£12k. Plus, another source bringing it down to c£3k which would be met through fundraising.</p> <p>It was asked if it would mean that other hirers would not be able to use the field and Mr Pain confirmed that Twyford Cricket Club would not be the sole user and that other hirers could hire when not in use.</p> <p>The idea was agreed in principle after further research by Mr Pain into other local arrangements and how it works, Cllr Forder-Stent said terms and conditions would need to be set.</p> <p>Mr Pain further went on to inform members that Hampshire Cricket League run a points system for pitch quality and facilities and Twyford's score has increased by 10% since 2018. A report was provided and passed to Asst Clerk, attached.</p> <p>It was resolved to recommend to full council to agree in principle to the lease of an area of land for the cricket club nets.</p>
R40/21	It was Resolved to change the order of business on the agenda and bring forward Item 12 and 13.
R41/21	<p>Maintenance of wooden benches in Hunter Park</p> <p>Members received a proposal with the costs to sand down benches by Shoreland Network Solutions, supply and apply preserving teak oil, seal with beeswax linseed oil mix at a cost of £35 per bench. One bench had been treated with good results. Members were content with this proposal; however, it should be discussed with the owners of the benches.</p> <p>It was resolved to attempt to identify the owners of the benches and ascertain if they want the benches treated and if they would be willing to contribute towards the cost.</p>
R42/21	<p>Replacement benches at Hunter Park</p> <p>Members received a report which contained quotes for a mixture of wood and recycled plastic benches prior to the meeting. The subject was debated, and the quantity of benches were discussed; Cllr Pullen felt more benches were needed around the perimeter of the park, suggesting 4 in total. Cllr Cook also circulated a brochure from NBB, the supplier of the bench at Northfields, who have a cheaper alternative at c£250 per bench. Cllr Forder-Stent also spoke about a fallen tree in the corner by the tennis courts and felt it would make a nice bench.</p> <p>Members felt recycled plastic benches were the preferable option, Cllrs Forder-Stent and Sellers proposed the recycled plastic bench at a cost of £547+VAT. Members also discussed other furniture including a picnic table and is minuted at R50/21</p> <p>Asst Clerk reminded members that two replacement benches had been budgeted for this year and would find out from the Clerk if the budget would allow for a further two benches.</p> <p>It was Resolved that, subject to confirmation of the budget available by the Clerk, to purchase up to 4 benches, described as Option 6 in the report at a cost of £547+VAT. The supplier is Glasdon UK Ltd.</p>
R43/21	<p>Matters arising from the minutes of the Recreation Committee meeting held on 9th September 2021.</p> <p>Hunter Park play area:</p>

	<ul style="list-style-type: none"> • Cllr Cook feels the touched-up gates of the play area are unacceptable, other members agreed. Cllr Cook also felt there is still bubbled paint on the blue iglu. • Sand pit – concern that the black lining is shredding and to monitor before adding more sand.
R44/21	<p>To receive Assistant Clerk's report</p> <p>The Assistant Clerk's report was circulated prior to the meeting. Items from the report highlighted were:</p> <ul style="list-style-type: none"> • That a new cleaner had started work at the Pavilion and was working out well. The only issue so far was after the firework event with bins overflowing, cups of squash everywhere. Cllr Hill reported that she had picked up firework shrapnel from around the park and there was litter behind the Pavilion and along Park Lane. Cllr Cook said she had received complaints regarding the noise of the fireworks. Cllrs Forder-Stent and Hill said that in previous years it was stipulated that silent fireworks were used. It was suggested that in future years the hirers should be reminded to remove all rubbish from the Pavilion and to clear the park of firework shrapnel on the morning after the event. Also, to request the use of silent fireworks. • Swing seats had been replaced after one set had gone missing. Assistant Clerk said that the handyman had claimed on his insurance for the missing seats, therefore no additional cost to the Parish Council. • Replacement toddler swing seat at Northfields is on order.
R45/21	<p>Maintenance List</p> <p>The maintenance list report was received and noted.</p> <p>Assistant Clerk reported that the handyman had spent all day working on the fence at the Shipley Road entrance. Photos would be circulated.</p> <p>Cllr Pullen asked if the handyman would be interested in installing a fence behind the Hunter Park play area.</p> <p>Other works were mentioned by Cllrs which are already on the maintenance list including:</p> <ul style="list-style-type: none"> • three posts in front of the car park need replacing • the four corners of the Pavilion need replacing, Cllr Pullen suggested galvanised steel. • the mesh covered steps down to the allotments need attention
R46/21	<p>To receive an update on the official opening of Hunter Park play area</p> <p>It was felt that the time has passed for an official opening to be held and that it would be more appropriate to have an official opening early summer of 2022 after benches, wildflower area and specimen trees were planted.</p>
R47/21	<p>To receive an update on car park usage</p> <p>Members received a report from the Clerk. It was noted that the van has not been parking in the car park.</p>
R48/21	<p>To consider winter project works for Hunter Park</p> <p>It was resolved that the following items would take place during the winter:</p> <ul style="list-style-type: none"> • Cllr Pullen spoke about the fence at the top of the steps down to the allotments, that the return should be removed. Cllr Pullen would speak to John Pain regarding these. • Beach hedge to be planted along the line of the fence on the park side of the allotments. Cllr Sellers said they need to be planted before frosts, therefore in the next few weeks. Cllr Pullen gained quotes from British Hardwood Trees of c£400 for 250 beach hedge plants including canes

	<p>and tree guards. Cllr Cook to get a further quote. Asst Clerk to ascertain funds available from Clerk. Cllr Forder-Stent said she has a 'green' budget which could be used.</p> <ul style="list-style-type: none"> • Cllr Pullen suggested three specimen trees in the wild grass area; an Acer at £190, a Mountain Ash at £160 and a flowering Cherry tree at £270. Cllr Pullen to email Cllr Cook details for her to investigate costs with the Winchester City Council Biodiversity team. • A further specimen tree on the corner of the cricket pitch at the car park entrance. • Sow wildflower seeds now or in early Spring, approximately 30sqm £45. Cllr Cook to contact biodiversity team to get a quote. • Cllr Hill requested the footpath alongside the Colleton House fence be trimmed as there are growing seedlings. Cllr Sellers will attend to it. • The bank up behind the football pitch needs re-investigating; surface to be smoothed over the tree roots with soil or other matter to make it level and a wooden edging installed. Item to be added to next year's budget.
R49/21	It was Resolved to change the order of business on the agenda and bring forward Item 17.
R50/21	<p>To consider items for inclusion in 2022/23 budget:</p> <p>It was resolved that the following items be put forward for consideration in the draft 2022/23 budget:</p> <ul style="list-style-type: none"> • Allotment path resurfacing • Southern bank/tree roots path surfacing • Two picnic benches, one with cut out for wheelchair use • Inclusive swing – a complete structure as it was felt the existing swings are already well used. Cllr Cook to obtain three quotes. • Car park – after discussions it was clarified that this would be limited to improvements to the rear of the Pavilion area, using scalplings and a roller • 3/6 monthly playground inspections – Asst Clerk outlined the idea of using an inspector to inspect 3/6 months who would then also carry out the maintenance work. Members supported this idea in principle and it would be investigated further with specific quotations being sought. Asst Clerk confirmed that visual checks are carried out by both Green Smiles and Asst Clerk on a regular basis, however, these were purely visual checks.
R50/21	The Chairman asked the member of the public to leave the meeting.
R51/21	<p>Allotment User's meeting and Allotments update</p> <p>The minutes from the Allotment Users Meeting were received.</p> <p>Members welcomed the suggestion for the use of a skip which would enable tenants to have a good clear up of any rubble or other unwanted items on their plots.</p> <p>The Chairman said he would rework the Allotment Cultivation Standards document approved in September 2021, to make the document simpler.</p> <p>The Chairman said in his view that allotment users should elect a representative to assist with allotment matters. It was noted that whilst a long-standing tenant has in the past organised manure, canes etc, he did not want to be 'policing' the allotments.</p> <p>The Assistant Clerk provided a brief verbal update on general management of allotment plots.</p>

	<p>The Assistant Clerk advised that previous decisions made by the Full Council should not be debated at this meeting since the published agenda item did not include the business of considering individual tenant's plots. However, the Chairman indicated that he did wish to discuss this matter and members continued to discuss the management of a specific allotment plot and the previous decision of the Full Council.</p> <p>A suggestion was made as to whether the Terms & Conditions of the tenancy agreement could be modified to state that large plots would split if it was felt it was not fully utilised.</p> <p>Both the Chairman and Cllr. Cook stated that it their intention to ask the Full Council to reconsider a decision previously made on 28th October regarding an individual allotment plot.</p> <p>No written motion was received which is required under Standing Orders and therefore a vote could not be taken on this subject.</p>
	<p>The meeting closed at 9.50pm</p>

Item R39/21

Twyford Cricket Club proposed rental agreement.

As advised by the Hampshire cricket board to be able to qualify for grant funding for the purchase and installation of cricket practice nets the cricket club must show some kind of agreement with the landowner as tenure of use in the way of rental agreement for a minimum of one year but preferably 5-10 years.

Our original thoughts were to ask the parish council to submit on the application behalf of the cricket club, however the system does not allow as the organisation must be affiliated to the ECB, as there are other avenues to parish councils for funding.

The cricket club would still use the parish council procedure for booking Hunter Park and the requirements included in the booking form. This agreement would give the parish council confidence that Hunter Park be used for the period of the agreement and the cricket club the ability to go forward with there intension for grant funding.

Item R39/21

2018	COUNTY 4 (NORTH)											
POS	CLUB	REPORTS	MISSED	PITCH	OUTFIELD	FACILITIES	PIT + OUT	OVERALL	2015	2016	2017	2018
1	Alton III	9	0	7.88	8.66	7.88	16.54	24.42	8.33	8.38	16	16.54
2	Old Basing II	7	0	8.14	8.28	8.42	16.42	24.84	8.6	8.89	15.67	16.42
3	B'stoke & N H IV	7	0	8.14	8.28	6.57	16.42	22.99	9.11	8.5	16.17	16.42
4	Tichborne Park II	7	1	7.57	8.28	6.85	15.85	22.7	8.14	9.14	16.33	15.85
5	Twyford	7	1	7	8.14	8	15.14	23.14	8.5	8.5	13.4	15.14
6	Silchester	8	0	7	7.87	8.12	14.87	22.99	8.28	8.5	14.33	14.87
7	Littleton & W Hill	7	0	7.57	7.28	7.85	14.85	22.7	8	8	13.43	14.85
8	Ashford Hill	9	0	7.22	7.55	7.33	14.77	22.1	7.62	8.4	14	14.77
9	Wherwell	9	0	6.77	7.44	7.11	14.21	21.32	7.33	8.13	12.57	14.77
10	Compton & C F II	8	0	7.25	6.87	8.37	14.12	22.49	7.83	7.33	13.33	14.12
11	Longparish II	8	0	6.87	7.25	8.37	14.12	22.49	7.66	6.83	14.75	14.12
12	Rowledge III	8	0	6.37	7.5	8	13.87	15.5	9.25	8	13.8	13.87
13	Overton	7	0	6.57	7.28	8.57	13.85	22.42	7.28	8.87	11.88	13.85
14	Donnington	5	0	6	7.8	7	13.8	20.8	8.33	8.67	14.86	13.8
15	Fair Oak III	7	0	5.71	7.71	7.85	13.42	21.27	8.16	8	11.4	13.42
16	Oakley	8	0	6.37	6.75	6.87	13.12	19.99	7.75	7.5	13.67	13.12
17	AWE Tadley	8	0	6	7	7.75	13	20.75	7.71	8	12.5	13
18	Medstead	8	0	5.62	6.25	7.37	11.87	19.24	6.28	7.17	10	11.87
		137	2									

2021 ground marks

DIV 6CE	GROUND	REPORTS	PITCH	OUTFIELD	FACILITIES
TWYFORD II	HUNTER PARK	4	8.50	8.25	8.25
SARISBURY IV	SARISBURY GREEN	4	7.50	7.25	5.75
BURRIDGE IV	SPORTS GROUND, PITCH 2	8	7.13	7.13	7.00
TROJANS III	HARDMOOR	5	7.00	7.40	5.80
COMPTON & CHANDLER'S FORD IV	KNIGHTWOOD PARK	5	6.80	8.00	6.00
SOUTHAMPTON TRAVELLERS II	LORDSHILL REC.	7	6.57	6.00	5.71
FAWLEY III	NEW FOREST ACADEMY, HOLBURY	5	6.20	5.20	5.60
IBM HURSLEY III	KNIGHTWOOD PARK	4	6.00	6.50	7.00
LANGLEY MANOR IV	BARTLEY GREEN	4	6.00	5.25	3.00
TOTTON & ELING IV	TURNPIKE WAY, HEDGE END	5	5.60	5.80	5.60
CALMORE SPORTS IV	KING GEORGE V	6	5.33	3.33	6.00
COMPTON & CHANDLER'S FORD V	THE HOLT	3	5.33	7.33	6.33
LOCKS HEATH III	ROYAL VICTORIA HOSPITAL, NETLEY	3	5.33	6.00	6.67
TROJANS IV	ROYAL VICTORIA HOSPITAL, NETLEY	8	5.13	7.13	6.67
NORTH STONEHAM & EASTLEIGH	WIDE LANE	4	5.00	5.75	5.50
PAULTONS III	FOOTBALL GREEN, MINSTEAD	6	3.67	4.83	6.83
ST. CROSS VI	CHERITON	6	3.33	5.67	5.50

DIV 4S	GROUND	REPORTS	PITCH	OUTFIELD	FACILITIES
LOCKS HEATH II	WARSASH ROAD	8	9.75	9.50	9.63
RYDE II	HARDING SHUTE	3	9.33	9.67	9.67
HAMBLEDON II	RIDGE MEADOW	6	9.00	8.00	9.00
FAREHAM & CROFTON II	BATH LANE	5	8.20	7.80	8.40
HYTHE & DIBDEN II	JONES LANE	5	8.20	8.80	8.60
TWYFORD	HUNTER PARK	8	8.13	8.63	8.88
GOSPORT BOROUGH II	PRIVETT PARK	6	8.00	8.50	9.17
BEDHAMPTON II	BIDBURY MEAD	7	7.43	6.71	8.14
BISHOP'S WALTHAM II	ALBANY ROAD	3	7.33	7.33	7.33
PORTSMOUTH & SOUTHSEA III	LANGSTONE HARBOUR	5	7.00	6.60	3.80
PURBROOK II	PURBROOK HEATH ROAD	4	6.50	7.75	8.75
RAILWAY TRIANGLE I	DRAYTON PARK	5	6.20	5.60	5.20
SOLENT RANGERS I	FARLINGTON	5	6.20	5.00	2.80
WATERLOOVILLE II	ROWLANDS AVENUE	6	5.83	5.33	6.33
MANSBRIDGE I	WIDE LANE	5	5.80	4.80	3.40
CURDRIDGE	READING ROOM LANE	5	5.40	5.00	6.20
SOUTHAMPTON TRAVELLERS II	LORDSHILL RECREATION CENTRE	3	3.67	3.33	1.33
VENTNOR II	STEEPHILL ROAD	0	0.00	0.00	0.00



Twyford Parish Council

Replacement Benches

At the September Recreation Committee meeting it was asked if additional quotes for the two replacement benches at Hunter Park could be brought to committee for its consideration.

Requirement

Two existing wooden benches in front of the pavilion at Hunter Park has come to the end of their serviceable life. One bench has already been removed. A standard 'park' bench is about 1.8metres (6ft) in length, although one of the existing benches is longer at about 2.4 metres. Most other benches in Hunter Park are of standard width.

Wooden (Teak) benches

Option 1 - £350 (+ VAT)

1.8M



- Constructed in the traditional manner using tight fitting, glued mortise and tenon joints, which are secured with teak dowels.
- Finely sanded to a smooth finish.
- Can be left outdoors all year round with minimal maintenance.
- manufactured in durable, sustainable grade-A teak, Tectona grandis.

The furniture is audited and issued with a SVLK certificate certifying that the teak has been legally harvested and that the furniture can be sold and marketed in the UK any EU country.

Option 2 - £865 (+ VAT)

1.8M



- Made from Grade-A teak which feels warm and silky and lasts for years
- Built with dowel joints, not screws
- No treatment needed ever. Simply let the teak age to a silver-grey colour
- 10-year structural guarantee
- Can be ground fixed (kit additional)

Option 3 - £700 (+ VAT)

2.4M



Manufactured from Grade A Teak that has been sustainably sourced from Government managed plantation forest and is constructed by using traditional joinery methods with a fine hand-sanded finish.

Plastic Benches

The following benches are made from recycled plastic. These products generally are made from high density polyethylene, items like plastic milk bottles. New plastic milk bottles, as of 2020, are formed of about 40% to 50% recycled plastic, the remainder being new 'virgin' plastic. Therefore, there is significant amount of recovered material from discarded plastic bottles requiring a use, hence the wide variety of plastic furniture on the market. Whilst being constructed from recovered plastic, however it is not clear that the product itself could be recycled, there doesn't any facility to do this nor any plans to.

Recycled plastic benches benefit from requiring almost no maintenance, are highly vandal resistant and do not visible degrade. The bench could last for over 200 years



Option 4 - £485+VAT



Option 5 - £545+VAT



Option 6 - £547+VAT

Item R44/21



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:
 - A meeting with Allotment users was held on 13th October and is reported on elsewhere on the agenda.
 - SSE have advised that the tree adjacent to Park Lane will be scheduled to have the branches trimmed to avoid contact with the electricity cables. No firm date yet.
- 2) Pavilion:
 - A new cleaner started at the beginning of October, her name is Jacqui Pemberton.
 - Two paper towel dispensers have been ordered, one for the kitchen and one for the disabled toilet, these are to replace the hand and tea towels previously supplied for users which the cleaner was taking home to wash. The provision of paper towels being far more hygienic, and their usage will be closely monitored.
 - PAT testing at the Pavilion was carried out in September.
 - Fire extinguisher check was carried out on 26th October 2021 by Mid-Hants Fire Protection.
 - During a private hire, the hirer discovered a damaged lock. Whether it was an attempted break-in is unknown.
- 3) Hunter Park Car Park – The Clerk is monitoring the car park situation and is reported elsewhere on the agenda.
- 4) Twyford St Mary's held a firework event on 31st October.
- 5) Fitness Training:
 - Macksfitness ceased outdoor group classes from October, undertaking 1 to 1 training only. He anticipates recommencing group classes in the Spring of 2022.
- 6) Hunter Park play area –
 - The Clerk filled the sand pit with a supply of sand ready for the half term period. The level is still low but can be fully topped up in the Spring.
 - The two damaged swing seats have been replaced.
 - The snag list has been attended to and gate paint finally touched up.
 - The basketball court surface has one or two weeds which will need spraying with weedkiller and added into ongoing maintenance.
- 7) Northfields play area –
 - One toddler swing has been damaged beyond repair, the seat and chains have been removed and a replacement is on order.
- 8) Annual playground inspection
 - This was carried out in early October, the report is yet to be received.

Sue Merritt, Assistant Clerk &
Jamie Matthews, Parish Clerk
4th November 202

Item R45/21

TWYFORD PARISH COUNCIL – MAINTENANCE LIST – OUTSTANDING ITEMS AS AT 3RD NOVEMBER 2021

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	Repair/replace missing fence rails to the left of the gate (as you're looking at it from the park side) and use wire mesh that is located on the ground to the right of the metal gate. Also add fence rails to the other side of the metal gate and replace the rotten fence post.	10	<i>Scheduled for 11/11/2021</i>
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	7	
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.	8	
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	

JOB NO	LOCATION	DATE OF ISSUE	ISSUE/JOB	RESPONSIBILITY	ACTION	PRIORITY 10 - HIGH 1 - LOW	DATE COMPLETED
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	8	
12	Northfields play area	1/9/2021	Covid signage	Darren	Laminated Covid signage needs removing	8	
13	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.	7	
14	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	
15	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.	9	
16	Hunter Park basketball area	28/10/2021	Weeds on tarmac surface	Sue/Darren	Spray with weedkiller – try the white vinegar spray in cleaners cupboard?	9	

ITEMS BELOW HAVE BEEN COMPLETED

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



Twyford Parish Council

Hunter Park Car Park

Members will be aware from previous meetings, of the ongoing issue of unauthorised vehicles using the car park at Hunter Park.

Over the last month or so the situation appears to have improved somewhat, although this may be due to less occasional visitors due to change in seasons. However, of the vehicles that were using the car park for prolonged periods, letters have been sent to the known owners and despite a negative response at least one of those vehicles is no longer using the car park.

The situation remains under careful watch. As previously agreed, signs will be erected near to gate clearly reminding of the permitted use of the car park and that gate maybe locked overnight.

Item R51/21

TWYFORD PARISH COUNCIL

**Minutes of an Allotment Users Meeting
held on 13th October 2021, 7.00pm
at The Pavilion, Hunter Park, Twyford**

Tenants present	Cllrs present	Officers present
Paul Robertson	Cllr Steve Pullen	Jamie Matthews – Clerk
Veronica Cloke Brown	Cllr Jade Pain	Sue Merritt – Asst Clerk
Jane White		
John Gavin		
John Timms		
Daryl Henry		
Frank Henry		
David Lea		
Richard Crowfoot		
Kat Molesworth		

Apologies Received

Apologies were received from Julia Steward, Andy Parker, Martin & Sarah Locke, Jane Gainsborough.

Purpose of Meeting

Cllr Steve Pullen welcomed everyone to the meeting introducing himself as Chair of the Recreation Committee. There was no agenda to the meeting, the purpose being an open forum. Those present were given the opportunity to introduce themselves, amongst the issues raised were that it had been a difficult year with weeds and, in some areas, with knotweed, plus the difficulties posed by Covid restrictions and associated problems. Steve Pullen informed the meeting that he had been on the waiting list for a number of years, however, now has an area of land elsewhere and is no longer on the waiting list.

Point of Contact

David Lea has generally been a point of contact for users, arranging bonfires and manure amongst other things. It was felt that it was important to have a point of contact who has experience of allotments, in particular the history of the Twyford allotments, however, Dave is not there to 'police' allotment matters or represent the Parish Council. There were no other suggestions for an alternative person to perform this important role.

Allotment Cultivation Standards Document

The Allotment Cultivation Standards Document was circulated to all tenants prior to the meeting. Some tenants expressed concern that the document appeared too restrictive with unrealistic expectations and concern was raised about why the use of black plastic was inappropriate. Comments were also made that it would be useful to understand more about the process of inspections and how concerns raised would be communicated to plot holders, for example through

the use of informal and formal warnings and how many of these could be expected before a final warning.

The Clerk explained that the aim of the document is to provide guidelines on the running of an allotment garden, and to help new tenants in their allotment venture and understand the commitment required. He clarified the document simply set out in more detail what was already in the tenancy agreement, providing a general idea to help tenants manage their plot. There is nothing substantially different to other council or privately run allotments who have similar documents, and it provides transparency to all existing and potential allotment garden holders of the how the Council assesses allotment cultivation throughout the year.

Current Issues

Tenants were given the opportunity to express concerns which included the main path, hedge trimming, the bonfire area and nettles. The majority of people present agreed that all tenants should take responsibility of the whole allotment area as a community group, however, sadly it generally fell to the same three or four people coming forward to take tasks on board. Although a list of tasks could be created and distributed for plot holders to carry out, it would require a someone to manage this and there were no volunteers.

Tenants posed a suggestion if a service charge could be imposed to take care of some problem areas such as nettles and hedges. Discussions could take place in March, at the next plot holders meeting, of what work might need doing based on the available service charge. The work would be clearly defined and the Parish Council arranging to contractor to carry out the work. The communal bonfire and the nettles in that area were the item of consideration. The mowing of paths between plots remains the responsibility of plot holders. There was broad agreement of those present to introduce a service charge of say £5 or £10. The matter would be taken to the Recreation Committee and all plot holders would be notified of the decision.

The Clerk asked if tenants would be interested in the Parish Council providing a skip for a few days so that the opportunity could be taken to dispose of rubble, old wheelbarrows, any old sheds, plastic pots etc and generally tidy up the allotments. Most people welcomed this idea though would need to agree what month would be best.

Concern was expressed over the main path running through the allotment which gets very muddy particularly during the winter. This is a public footpath and Cllr Pullen agreed to take the matter to the next meeting of the Recreation Committee.

Plots for new Tenancies

The Clerk outlined the Parish Council's plan to rotate any plots being handed over to new tenants in order to provide them with a good start. Future new tenants would have to pay a deposit which would be retained until the end of their tenancy.

The question of splitting large plots was discussed; however, there was concern over having too many small plots and not enough large plots. It was suggested to contact residents on the waiting list to ascertain their preference.

Issues to be raised with Recreation Committee

After discussions, it was agreed to take the following matters to the next meeting of the Recreation Committee:

- The revision of the Cultivation Standards document and to include it on the Parish Council's website
- Potential service charge
- To ascertain the size of plot required by residents on the waiting list



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.