

RECREATION

TWYFORD PARISH COUNCIL MINUTES OF A MEETING OF THE RECREATION COMMITTEE

Held on Thursday 17th March 2022 at 7.30pm

Held at The Pavilion, Hunter Park, Twyford

| Councillors present | In attendance |
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| Cllr S Pullen (Chair) | Sue Merritt, Assistant Clerk |
| Cllr A Forder-Stent | 3 members of the public |
| Cllr J Pain | |
| Cllr R Sellers | |
| Cllr S Cook | |

| Item | Business Transacted |
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| R69/21 | Chairman's Announcements No announcements made. |
| R70/21 | Apologies for Absence Apologies received from Cllr W Lawton, Cllr C Hill, Cllr T Bronk |
| R71/21 | Dispensations under Section 33 of Localism Act 2011 No dispensation requests were received. |
| R72/21 | Declarations of Interest There were no declarations made. |
| R73/21 | Approval of Minutes It was Resolved that minutes of the meeting of the Recreation Committee held on the 13 th January 2022 be approved and signed. Proposed by Cllr Forder-Stent, seconded by Cllr Pullen. |
| R74/21 | Public Representation There was no public representation. |
| R75/21 | It was resolved to change the order of business, bringing forward items 13 and 14. |
| R76/21 | To receive the minutes of the meeting of the Allotment Users held on 9th March 2022. The Assistant Clerk briefly outlined the discussions at the meeting, predominantly around how the voluntary maintenance levy should be spent. Users were pleased that TPC had arranged for 3 skips; Standing Orders were not suspended. The Chairman allowed a member of the public to address the committee. The member of the public thanked the Council for positive impact made by the Clerk, Assistant Clerk and Caretaker on the management of the allotment site by their recent work and was aware that many tenants were very appreciative. However, the member of the public was also aware that some tenants had shown discontent at the £10 levy, especially those with a small plot, as they did not feel |

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| | <p>that they would benefit from how the levy had been proposed to be spent, which was mainly the area around the bonfire area plus one path.</p> <p>Members received the minutes of the Allotment Users meeting and the accompanying report and considered the recommendations.</p> <p>Cllr Cook reminded members that there was no charge for the slabs, however, the Assistant Clerk advised there would be other associated costs for membrane etc, plus labour and that the area would still need a degree of maintenance to prevent the nettles coming back through.</p> <p>It was resolved to approve the recommendations set out in the report:</p> <ul style="list-style-type: none"> • To strim the nettles around the communal bonfire area once or twice during the period from May to September • To mow the 'central' path every 4 to 6 weeks • To mow the 'southern' path and grass area every 4 to 6 weeks • Unused funds will be earmarked for future years maintenance work, including hire of skips. <p>Cllr Pullen requested that the corner of the allotments by plot 6 have some fencing installed, though this would not be paid for out of the maintenance levy. It was resolved that the Assistant Clerk would add it to the maintenance list.</p> |
| R77/21 | <p>To receive and consider changes to the Cultivation Standards document.</p> <p>Cllr Pullen advised that some amendments had been made giving clear notice periods for tenants and members accepted the changes.</p> <p>It was resolved to approve the updated Allotment Gardens Guidance document and the Assistant Clerk would circulate the updated guidelines to tenants.</p> |
| R78/21 | <p>To consider receiving a donation of a picnic bench from Twyford Cricket Club.</p> <p>The Chairman set out a proposal. Members welcomed the addition of the 'new' picnic bench and considered the proposed location near to the outdoor gym equipment.</p> <p>It was resolved to accept the donation of one picnic bench on the proviso that it will be anchored into position to prevent users moving it.</p> <p>Proposed by Cllr Pain and seconded by Cllr Cook.</p> <p>Standing Orders were not suspended. The Chairman allowed representatives of the Twyford Cricket Club to address the committee.</p> <p>The representatives of the Cricket Club offered a donation of a further 4 picnic tables.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> • accept the donation of two picnic benches which would be stored in the spare container • the Cricket Club would arrange to renovate them and would invoice through Shorelands Networking Solutions for the materials, providing a quotation prior to going ahead. |
| R79/21 | <p>To receive the Assistant Clerk's report.</p> <p>Members asked for an update with the replacement cricket covers;</p> <p>Standing Orders were not suspended. The Chairman allowed representatives of the Twyford Cricket Club to address the committee.</p> <p>Representatives of Twyford Cricket Club said they would be required by mid-April. There are 3 covers, 2 of which are damaged, however because of their age a complete new set would be required. They also confirmed that the rat problem had been rectified, as organised by TPC.</p> |

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| | <p>Cllr Cook queried whether the tree inspections could also include Ballard Close at the same time. Cllr Cook confirmed this would not be funded by TPC.</p> |
| R80/21 | <p>To receive the maintenance list.</p> <p>The Assistant Clerk confirmed that the Caretaker had completed installing the two replacement benches, and that the orange netting surrounding them was temporary until concrete slabs had been laid and the grass re-seeded. The Caretaker had also purchased rolls of chickenwire in preparation for fixing to the steps in front of the Pavilion and by the Allotments, however, due to the weather was unable to install at that time</p> <p>Cllr Cook advised that there are some spare wooden posts in the corner of Northfields which could be used at Hunter Park in front of the car park.</p> |
| R81/21 | <p>To consider the location for the two new benches at Hunter Park.</p> <p>Members discussed the location of the new benches.</p> <p>It was resolved that one bench would be in the southern area of the park under the trees behind the new wildflower area, and the second bench on the western edge by the football pitch.</p> <p>Proposed by Cllr Cook, seconded by Cllr Pain; all members in agreement.</p> |
| R82/21 | <p>To receive an update on Spring works at Hunter Park, including tree and hedge planting, wildflower seeding.</p> <p>Cllr Pullen reported that Greensmiles had cut and removed the turf for the beech hedge, trees and wildflower areas and that the turf had been placed on the bank by the basketball area. He had commenced planting the beech hedges and had enlisted volunteer assistance over the next few days.</p> <p>Cllr Pullen said he would liaise with the Clerk regarding the ordering of the wildflower seeds. It was discussed who would do the seeding and raking and was thought that Twyford School would like to be involved. Cllr Pullen would contact the school. There was discussion over sowing yellow rattle prior to seeding, though as this is a longer process to establish the priority would be to sow wildflower seeds this year.</p> <p>Cllr Pullen will follow up on an email forwarded by Cllr Cook regarding the trees and would enquire at Hilliers regarding their size and size of hole to dig etc. Cllr Pullen and Cllr Sellers to work together to plant the trees.</p> |
| R83/21 | <p>To receive and consider a report on the ownership of cricket nets</p> <p>No decision was made.</p> |
| R84/21 | <p>To receive and consider a report on the proposed hire fees for 2022/23</p> <p>Standing Orders were not suspended. The Chairman allowed representatives of the Twyford Cricket Club to address the committee.</p> <p>The representatives of the Cricket Club were happy with the proposed pitch fees but were not in favour of the modified training charge which includes the use of the nets and outfield. They felt because of the additional work they carry out at Hunter Park that the fees should be waived for Tuesday and Thursday evening training sessions.</p> <p>They also felt that as there is currently no charge for professional dog walkers, that this was not consistent and that they should be charged in the same way as personal trainers.</p> <p>Cllr Pain advised that Colden Common do not allow dogs in the park at all.</p> <p>It was resolved that the proposed hire fees 2022/23 being added to the agenda of the next meeting of the Full Parish Council.</p> |

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| | It was further resolved to add the subject of dogs in Hunter Park on the next Recreation Committee agenda. |
| R85/21 | <p>To receive and consider a quote for works to a damaged tree at Hunter Park.</p> <p>The Clerk had received a quote to fell the tree to a monolith at a cost of £1,200. It was resolved for the Clerk to seek additional quotations.</p> |
| R86/21 | <p>Fun Run</p> <p>There was no item on the agenda and Clerk had previously advised the Chairman of the Committee and representatives of the Cricket Club that this matter should be raised in the Public Representation part of the meeting. However, that had not taken place therefore the Chairman allowed representatives of the Cricket Club to address the committee on a proposal for a fun run.</p> <p>Standing Orders were not suspended.</p> <p>Members heard a proposal from representatives of the Cricket Club to hold a fun run event at hunter park to raise money for the cricket nets. A date had not been decided on for the event, but it was expected to be held in May.</p> <p>The Chairman advised that matter would have to be considered at Full Council.</p> |
| | The meeting closed at 8.50pm. |

TWYFORD PARISH COUNCIL
Minutes of an Allotment Users Meeting
held on 9th March 2022, 7.30pm
at The Pavilion, Hunter Park, Twyford

| Tenants present | Cllrs present | Officers present |
|------------------------|----------------------|--------------------------|
| Jane White | Cllr Sue Cook | Jamie Matthews – Clerk |
| Daryl Henry | | Sue Merritt – Asst Clerk |
| Paul Green | | |
| Cat Molesworth | | |
| Dave Cook | | |
| Laura Ancell | | |
| David Lea | | |
| Jennie Gavin | | |
| Laura James | | |
| Ingrid Percival | | |
| Julia Steward | | |

Apologies Received

Apologies were received from Cllr S Pullen, Cllr J Pain, Hannah de Merode, Mary Timms.

Overview

Jamie Matthews, Clerk to the Parish Council, welcomed everyone to the meeting, passing on Cllr Pullen's thanks to everyone who worked hard clearing the allotments which are now looking tidy and ready for Spring. The amount of waste removed, old sheds, water butts etc resulted in the Parish Council providing a total of 3 skips. David Lea thanked the Clerk, Assistant Clerk and Caretaker for all their help in organising the skip, plus physically helping to fill them. Laura Ancell, wished to pass on her gratitude to Cllr Pullen and the cricket groundsmen who assisted with relocating a shed, and said that community spirit had been incredible.

The frequency for the provision of a skip was discussed, and The Clerk said that a skip would be provided on an occasional basis, possibly once every two years.

Maintenance Levy

The main discussion for the meeting was to discuss and agree the use of the recently approved maintenance levy, set at £10 per plot providing an estimated total of £300. This amount could be spent on one or more occasions and could be rolled over to the following year if not spent. One plot holder who sent apologies, asked for strimming of major paths be considered, along with maintenance of water taps and barrels. Noone else reported a problem with the taps, however the Clerk advised any tap maintenance would be funded by the Parish Council. The Clerk informed users that the public footpath running from Park Lane through the allotments to Hunter Park is due to be looked at by the Recreation Committee and that the maintenance levy would not be used for this.

Discussions took place regarding the communal areas:

- Bonfire area
- Nettles
- Path running through middle of allotments from the middle gate

Nettles

The tenant of plot 5 said there is a real problem with nettles between her plot and the bonfire area. There was much discussion regarding this, with tenants agreeing the importance of keeping some nettles for butterflies. The question of digging out the troublesome nettles or spraying them was discussed at length; another tenant offered to do the spraying as she is a professional gardener. The tenant of plot 5 was not in favour of using pesticides though was advised that it would not be detrimental to cultivation.

Users discussed two options of clearing the nettle area:

- To dig out the nettles or strim and spray with insecticide, lay a membrane, and lay concrete slabs on the area.
- To dig out the nettles and spray, then cover the area with bark chippings.

Cllr Sue Cook advised that she would be able to obtain concrete slabs at no cost. After lengthy discussion, it was generally agreed that concrete slabs would provide a more permanent solution.

Main path running through middle of allotment from middle gate

Users were in favour that part of the levy should be spent on strimming the path through the middle of the allotments running from the middle gate from Hunter Park up to the end of plot 1, the frequency suggested every 4-6 weeks. However, the obligation still remains with all tenants to ensure that the paths bordering their plots are kept properly level and trimmed.

Bonfire area

David Lea said he has always organised the bonfires, however, he pressed that offers of help would be much needed and appreciated. There is a lot to burn, from branches from storm Eunice, branches from Park Lane which were cut by SSE, to sheds that were dismantled and left near the bonfire area. It was agreed that it would all take some time to burn, and that it would be most welcomed if everyone could come together and help with this community task. David would email users of the planned date.

The signage on the bonfire area was discussed, and Julie Steward, plot 10, volunteered to make up a new moveable sign.

Clear-up day – In the past, a clear-up day was organised, usually in the Spring and early Autumn. This task was generally led by David Lea, however, users agreed that they would buddy up and take it in turn to organise. David Lea volunteered to lead the first session in May, with Ingrid Percival leading the second session in September/October. It was agreed bank holidays would be avoided.

Other Business

The Assistant Clerk would investigate costings of the proposed use of the maintenance levy and implement proposals.

The Clerk advised that SSE would be fencing the substation, though the timescale is not known.

Dogs fouling through the main public footpath was discussed. It was further noted that some tenants do not keep their own dogs on leads whilst working at the allotments, and The Clerk reminded those present that the Tenancy Agreement does state that dogs must be kept on leads.

The Clerk said he is organising signage. It was also agreed that allotment users were happy for the noticeboard at the entrance of the allotments to be used for general village notices.

One tenant asked for permission to reduce the level the apple tree that is overhanging her plot (5); the tree is not part of her plot, but part of the communal “bonfire” area. The clerk advised the tenant that she could trim branches that were overhanging her plot. The tenant was of the view the tree was overgrown and not fruiting. Other tenants confirmed that the tree has produced fruits recently and offered advice that the optimal time of year for pruning is Autumn otherwise it would be detrimental to the tree.

The Clerk advised that invoices for 2022/23 plot rents would be issued at the beginning of April. The maintenance levy would be included on the invoices as a separate item.

Most users supported the idea of community spirit with everyone coming together to help out, whether it be with a bonfire, clear-up day, path strimming or even the forthcoming carnival.



R76/21 Twyford Parish Council

Recreation Committee Meeting – 17th March 2022

Allotments – Voluntary Maintenance Levy

At the Recreation Committee meeting in January 2022, the committee agreed to a voluntary maintenance levy of £10 per plot. The scope of the works to be covered by the maintenance levy would be decided at the Allotment Users meeting, the works arranged by allotment users and then Council would arrange for works to take place.

At the Users Meeting held on March 9th 2022 there was no suggestions on who would manage the work or contractors to carry out the work. In the absence of such the Clerk offered to speak with the existing grounds contractor at Hunter Park to see if they would provide a quote for the additional maintenance and whether this work could be achieved within the anticipated £300 raised by the voluntary levy.

The works that were identified for potential use of the levy are listed in the minutes of the Allotment Users Meeting and can be summarised as:

- Grass cutting every 4 to 6 weeks on a central section of path
- Dig out nettles, spray with pesticide, lay weed membrane and concrete pavers

Since the Users Meeting a representation has been received from a tenant, who was unable to attend the meeting, asking for another area of path and grass adjacent to the southern boundary to be maintained using the levy. This area appears to be used by members of the public as a link between the public footpath to access Hunter Park.

The works required to arrange grass cutting are relatively straightforward and a preliminary enquiry has confirmed that this can be accommodated by the contractor and within the limits of the anticipated revenue from the levy. However, the suggested works for digging out of nettles and laying of a concrete surface are rather more complicated and, in the absence of any other arrangements, will require Council officers to manage and oversee the works. The work is also considered more than simply maintenance and rather a minor construction project. It is unlikely the cost of the work could be accommodated within the remaining maintenance levy once the work of mowing the central path is considered.

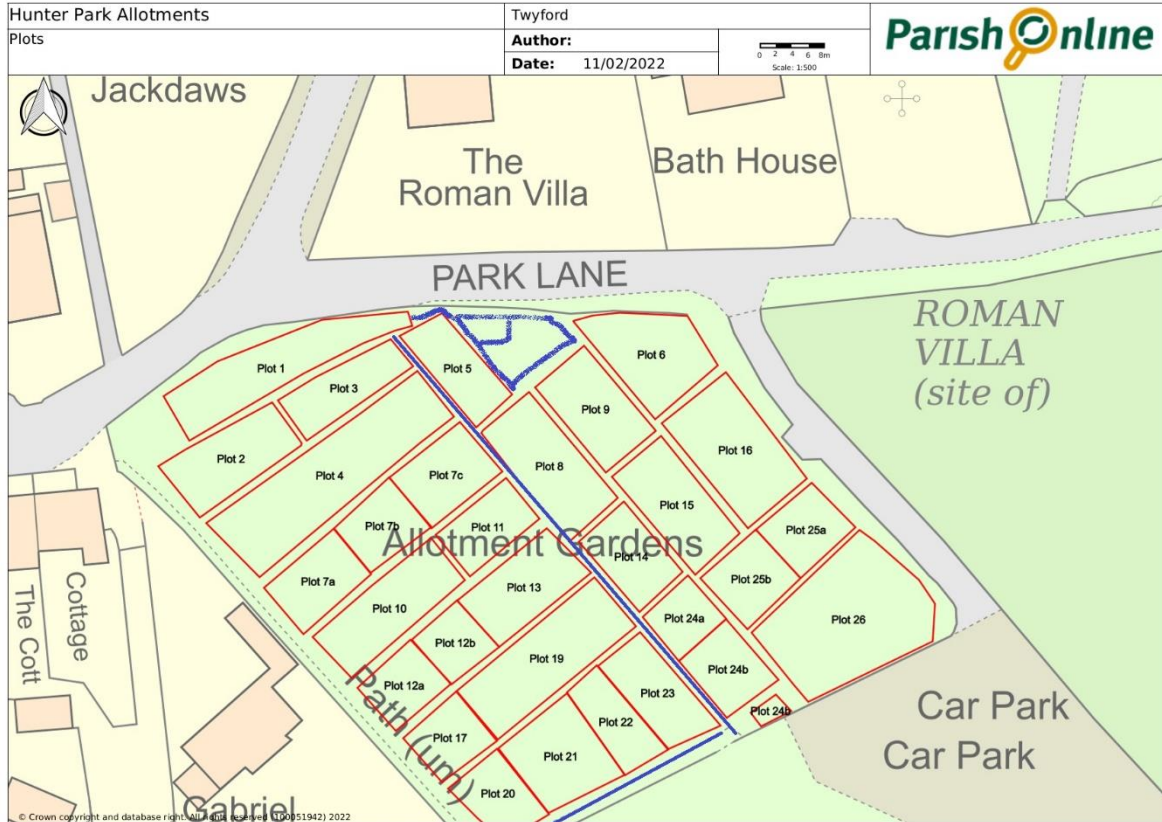
The obligation remains with all tenants to ensure that the paths bordering their plots are kept properly level and trimmed and tenants were reminded of this at the Allotment Users Meeting.

Recommendation: Having considered the views expressed at the Allotments Users Meeting and subsequent representations, that the funds raised from the voluntary maintenance levy are utilised towards the following areas:

- the area of nettles around the communal bonfire area is cut back once or twice during the period May to September
- the 'central' path is mowed every 4 to 6 weeks
- the 'southern' path and grass area is mowed every 4 to 6 weeks

Any unused funds will be earmarked for future years maintenance work.

The extent of the works is identified in blue on the attached plan.





R77/21

Twyford Parish Council

March 2022



Allotment Gardens Guidance Document

Overview

Allotments provide a source of fresh food, healthy outdoor exercise and social interaction and can benefit all groups in society by providing a link to nature. Allotment gardening addresses all 3 aspects of well-being - social, economic and environmental.

Whilst managing an allotment plot can be extremely rewarding, 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 aim of this document is to assist tenants in understanding the approach taken by the Parish Council in 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, otherwise 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.

Tenancy Agreement

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

- The allotment is mainly for the production of vegetable or fruit crops
- The allotment garden should be kept clean, free from weeds, diseased or harmful plants and pests and to retain the existing topsoil, 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.

How much of the plot requires cultivation?

The cultivated area means the area which is being prepared and subsequently planted with crops, namely fruit and vegetables or flower production. At any time, the Tenant is required to have their plot in a cultivated state, to regularly dig or mulch, prune and weed not less than 75% of this total area. Compost bins, glass houses, cloches, water butts, polytunnels and fruit cages are also included within the cultivated area.

A maximum of 25% of the allotment area is allowed for grass paths, shed space and/or a seating area. Areas of lawn or meadow/wildflowers are not included within the cultivated area and should not exceed 10% of the total plot. Plots must be cropped and harvested.

It is not sufficient to simply clear weeds without using the area to produce crops and flowers. Any such plots are considered uncultivated and likely result in a breach of tenancy. 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.

Inspections

Inspections are carried out by the Parish Council on a regular basis - typically every two months during the growing season. The following are examples of observations that will be made during inspections:

- Is the majority of the plot is being cultivated and cropped? The Parish Council 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, for example with plastic sheeting, are not considered to be cultivated.
- Are there uncontrolled areas of perennial weeds such as couch grass, ground elder, brambles, nettles and unmanaged grass?
- Are the internal and adjacent communal grass paths mowed and trimmed?
- No large areas of black plastic sheeting covering the ground.
- Are there unauthorised structures on the plot?
- General tidiness of the plot and structures.

At each inspection, the Parish Council would expect to see each plot in a state relevant to the season as follows:

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.

If any Tenant has not adhered to the rules, a First Warning letter will be sent outlining the issue and giving the Tenant 4 weeks to rectify the matter. If no significant improvement has been made then a Final Warning letter will be issued to the Tenant, giving them a further 4 weeks to rectify the issue(s) specified. Then, if no significant improvement is seen to have been taken place, the Tenant will be sent a Notice to Terminate informing them that the Tenancy Agreement has been Terminated and the plot must be vacated.

Appeals are only accepted in writing and must be submitted within the first 14 days of the date of the Final Warning letter.

New Tenants have a 3 month grace period without inspection, after which they are expected to have at least 50% of their plot cultivated and 75% cultivated after 12 months.

Change in Circumstances

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.

The Council will take into account exceptional circumstance such as ill health and bereavement if cultivation standards are not met. Tenants are advised to notify the Council as soon as these

circumstances occur, so that these representations can be taken into account during inspections.

In certain situations, a co-worker may be nominated by the Tenant to temporarily cultivate the plot during this time, with prior written consent from the Council. The co-worker will not however be entitled to take on the tenancy of the said allotment garden should the original Tenant surrender it, unless their name is at the top of the waiting list.

In instances where a Tenant is struggling to maintain a plot, it may be possible to avoid termination of the tenancy if the Tenant gives up part of their plot which can be let to others by the Council. Prior written consent from the Council is required for any Tenant considering this and it should be noted that not all plots are suitable for sub-division.



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:

- Allotment tenants made good use of the skip hire, a second skip was needed to accommodate all the waste during skip week.
- The Parish Clerk, Caretaker and Assistant Clerk spent time clearing the two vacant plots in preparation for them being rotovated in February. A further morning was needed to fill a third, smaller skip with the last remaining items, also providing assistance with moving some branches that had fallen onto a plot during storm Eunice.
- There's been a number of changes to tenancies, however, all plots have tenants in place except for one which is being progressed.
- 9 residents remain on the Allotment waiting list.
- Invoices for 1st April 2022 – 31st March 2023 will be issued in April.
- A meeting of allotment users was held on 9th March 2022 and is reported elsewhere on the Agenda.

2) Hunter Park:

- Two replacement benches are now in situ at Hunter Park. Location of two additional benches to be considered elsewhere on the Agenda.
- Greensmiles have removed turf in preparation for the beech hedge, trees and wildflower seeds. Reported elsewhere on the agenda.
- Storm Eunice saw a tree fall on the cricket covers, the Parish Clerk is dealing with the insurance company.
- Enquiries have been made by a veteran (over 35s) football team who are looking at using Hunter Park as their home ground on Saturday afternoons.
- Waltham FC have also made enquiries regarding hiring the football pitch on Sunday mornings, with the current regular hirer, Hedge End Tigers taking priority.
- Winchester City Council Pest Control are treating the rat problem under the containers and shed.
- Macsfitness is currently using Hunter Park for one-to-one personal training; he will be starting up classes once the lighter evenings are here.

3) Northfields:

- The toddler swing has now been replaced.

4) Trees

- The Clerk has arranged for tree inspections to take place at Northfields and Hunter Park. Five ash trees have been identified as either being dead or displaying signs of ash dieback and has, therefore, requested quotes for their removal.

TWYFORD PARISH COUNCIL – MAINTENANCE LIST – OUTSTANDING ITEMS AS AT **3RD MARCH 2022**

| 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 – Shipley Road entrance | 1/9/2021 | Holes in metal fencing | Darren | Large holes in fence which will need large areas replaced – use some of the rolled up wire?? Also remove the Winchester City Council sign | 9 | |
| 11 | 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 | |
| 12 | 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 | |
| 13 | 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 | |
| 15 | Hunter Park | 13/01/2022 | Install new benches | Darren | Install two new benches | 10 | Job in hand Jamie/Darren |

| JOB NO | LOCATION | DATE OF ISSUE | ISSUE/JOB | RESPONSIBILITY | ACTION | PRIORITY 10 - HIGH 1 - LOW | DATE COMPLETED |
|---|-------------------------|---------------|---|----------------|---|----------------------------------|----------------|
| 16 | Hunter Park | 03/03/2022 | Benches along wire fencing by allotment steps | Darren | Two benches need fixing to the ground | 10 | |
| Items raised in Play Inspector's Report: | | | | | | | |
| 1 | Hunter Park play area | 24/2/2022 | Fencing around play area | Darren | Replace missing fixings. Some timber rotten and screws and nails protruding | | |
| 2 | Hunter Park play area | 24/2/2022 | Slide | Darren | Replace corroded fixings. Replace missing/damaged bolt cap covers. | | |
| 3 | Hunter Park play area | 24/2/2022 | Junior swings | Darren | Replace worn shackles. Replace worn chains | | |
| 4 | Hunter Park play area | 24/2/2022 | Basket swing | Darren | Replace missing/damaged bolt cap covers | | |
| 5 | Hunter Park outside gym | 24/2/2022 | Gym hurdles | Darren | Replace missing/damaged bolt cap covers | | |
| 6 | Hunter Park outside gym | 24/2/2022 | Pull up station | Darren | Trip hazards – level up surfaces to remove trip points | | |
| 7 | Hunter Park outside gym | 24/2/2022 | Agility bench | Darren | Surface eroded - resurface | | |
| 8 | Hunter Park Pavilion | 24/2/2022 | Giraffe | Darren | Replace missing fixings | | |
| 9 | Northfields play area | 24/2/2022 | Yellow self-closing gate | Darren | Secure loose fixings that have worked loose | | |
| 10 | Northfields play area | 24/2/2022 | Gate Shipley Rd | Darren | Projecting bolt threads – remove excess thread length and deburr or provide cap | | |
| 11 | Northfields play area | 24/2/2022 | Litter bin | Darren | Treat any rust and repaint | | |
| 12 | Northfields play area | 24/2/2022 | Spring bike | Darren | Replace missing/damaged bolt cap covers | | |
| 13 | Northfields play area | 24/2/2022 | Toddler swings | Darren | Replace corroded fixings | | |
| 14 | Northfields play area | 24/2/2022 | Multi play | Darren | Replace worn/missing bushes. Replace missing inserts. Smooth rough/splintered timber. | | |
| 15 | Northfields | 24/2/2022 | Football goal | Darren | Secure nets to ground. Surface eroded - reinstate | | |
| 16 | Northfields play area | 24/2/2022 | Basket swing | Darren | Seat is too low. Are you able to shorten the chain to a minimum height of 400mm | | |

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 |
| Hunter Park Pavilion | 28/10/2021 | Install paper towel dispensers | Darren | Install 2 new paper towel dispensers for kitchen and disabled toilet | 13/01/2022 |
| Northfields | 11/11/2021 | Replace broken play area sign | Darren | Replace broken play area sign on gate at Shipley Road entrance | 13/01/2022 |
| Hunter Park Allotments | 23/11/2021 | Remove padlock | Darren | Remove 2 padlocks from allotment sheds | 13/01/2022 |

| LOCATION | DATE OF ISSUE | ISSUE/JOB | RESPONSIBILITY | ACTION | DATE COMPLETED |
|------------------------|---------------|--|------------------|---|----------------|
| Hunter Park Pavilion | 23/12/2021 | Floodlight not working as well as it could | Darren | Make adjustments to floodlight | 13/01/2022 |
| Hunter Park Pavilion | 23/12/2021 | Key safe | Darren | Relocate key safe to front of Pavilion | 13/01/2022 |
| Northfields | 25/8/2021 | Replace toddler swingseat | Jamie | Order and replace toddler swing seat | Feb 2022 |
| Hunter Park | 13/1/2022 | Metal fencing | John/Nick | Tighten or replace wire tensioning on metal fencing. Relocate the fencing at the top of steps by allotment to remove the return. Lay slabs at the top of the steps if available | Feb 2022 |
| Hunter Park allotments | 19/1/2022 | Plot clearance | Darren/Jamie/Sue | Clear plots 25 and 9 ready for rotovating | Feb 2022 |
| Hunter Park allotments | 2/2/2022 | Allotment tidying | Darren/Jamie/Sue | Fill skip with remainder of allotment waste | 02/03/2022 |

