

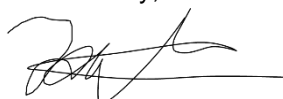
TWYFORD PARISH COUNCIL

8th July 2022

Dear Councillor,

I hereby summon you to attend a meeting of the Recreation Committee, on **Thursday, 14th July 2022 at 7.30pm**. This meeting will be held at The Pavilion, Hunter Park, Twyford.

Yours sincerely,



Jamie Matthews
Clerk to the Council

Meeting of the Recreation Committee

14th July 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, 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 5 th May 2022. |
| 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 |

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| 8 | To receive the Maintenance list together with an update of completed jobs since the last meeting of the Recreation Committee. |
| 9 | To receive an update on dog walking at Hunter Park, including additional signage and the provision of dog waste bags |
| 10 | To receive and consider quotations for an inclusive swing structure. |
| 11 | To receive and consider quotations for footpath resurfacing at Hunter Park. |
| 12 | To receive the annual play inspectors report. |
| 13 | To consider options for an official opening of Hunter Park |
| 14 | To receive a report on the recent Allotment Inspection |
| 15 | To consider the provision of replacement shutters on the Pavilion |
| 16 | To receive and consider quotations received to repair the chain link fencing at Northfields. |
| 17 | To consider items for inclusion at future meetings. |



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:
 - An allotment inspection took place on 22nd June; reported elsewhere on the agenda.
 - All tenants paid the voluntary maintenance levy with this year's rent.
 - Greensmiles have commenced the regular strimming of the main paths and bonfire area.
 - A water leak was reported from the main water butt which was attended to by a plumber.
 - There are currently 9 residents on the waiting list.

- 2) Hunter Park:
 - Following the Easter children's holiday camp, JG7 held another successful course during May half term. The children used both the Pavilion and outside space. JG7 have rebooked for 3 weeks during the summer holidays.
 - Platinum Jubilee Carnival: The Jubilee celebrations were a success concluding at Hunter Park where various games and races were held. The Assistant Clerk opened up the Pavilion and associated facilities on the morning of the event with the Clerk locking up at the end of the day.
 - The two new picnic benches have been ordered and the Caretaker has commenced preparing the bases.

- 3) Hunter Park Pavilion:
 - The undersink water heater at the Pavilion was replaced due to it not working and deemed unrepairable.
 - The Pavilion patio door shutters were serviced, the last service being in 2019. Further reported elsewhere on the Agenda.

- 4) Northfields:
 - Options are being investigated for repairs/replacement of the boundary fencing.

- 5) Hunter Park Car Park:
 - Use of the car continues to be monitored. There are still daytime periods when the car park is substantially occupied by vehicles whose owners do not appear to be in the park. Overnight use has fallen somewhat, and the gate is now closed from time to time to discourage unauthorised use.
 - A vehicle was recently parked for two weeks in the car park during which time the MOT expired. Before contact was made with the owner the vehicle was removed.



Item 8

Twyford Parish Council

Recreation Committee

14th July 2022

Maintenance List

Completed Work

The following is a list of work completed since the last meeting of the Recreation Committee:

- Replace the under-sink water heater in the Pavilion
- Install fused spur and wall mounted cabinet for Wi-Fi router in Pavilion
- Replace damaged/missing wooden posts in the car park
- Ongoing monthly water temperature testing to comply with the Legionnaires policy
- Fence works at Shipley Road entrance of Northfields
- 4 corners of Pavilion are in progress.
- Levelling of the slabs in front of the Pavilion are in progress.

Outstanding Work

TWYFORD PARISH COUNCIL – MAINTENANCE LIST – OUTSTANDING ITEMS AS AT 15TH JUNE 2022

| JOB NO | LOCATION | DATE OF ISSUE | ISSUE/JOB | RESPONSIBILITY | ACTION | DATE COMPLETED |
|--------|------------------------|---------------|---|----------------|--|---|
| 1 | 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 | Work commenced 11.6.22 |
| 2 | 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 | ONGOING – once a month |
| 3 | Hunter Park Pavilion | 16.07.2021 | Tap in gents toilet still dripping | Darren | Please investigate and repair | Requires replacement, Asst Clerk to liaise with plumber |
| 4 | Hunter Park Pavilion | 22.07.2021 | Uneven slabs outside of Pavilion | Darren | Please could you level up the slabs outside of the pavilion. | Scheduled for 22.6.22 |
| 5 | Hunter Park Pavilion | 18.08.2021 | Patio door lock | Darren | Please could you have a look at the patio door lock, we struggle to lock it and remove the key. | |
| 6 | 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 | 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 | Hunter Park Allotments | 17.03.2022 | Fencing | Darren | NE corner of allotments require a small amount of fence posts and rails | |
| 9 | Hunter Park | 24.04.2022 | Newly installed bench too low | Darren | Raise bench in front of pavilion – insert a slab to raise? | |
| 10 | Hunter Park | 15.06.2022 | Prepare base for 2 new picnic benches | Darren | Prepare base for two new picnic benches | Scheduled for 13.07.2022 |



Twyford Parish Council

Dogs in Hunter Park

At the previous Recreation Committee meeting in May 2022, members considered at length various matters regarding dogs, especially dog fouling, in Hunter Park.

At the meeting the Committee resolved to three items:

- That the Clerk would arrange for additional signs, which included information on how to report issues to the WCC Dog Warden.
- A notice in the noticeboard advising that the Parish Council is reviewing the dog situation in Hunter Park.
- The Clerk will investigate provision of dog waste bags.

All three of these items have now been completed, with the updated signs due for delivery w/c 11th July.

Dog waste sack dispenser

There are several types available which are either free standing or can be mounted to an existing post or fence:



And range in price from £109 to £199 with bags at around £40 per 1000.

There is budget available should members wish to purchase the dispensers and it is suggested that three dispensers could be placed strategically around the park.

It is noted that in recent weeks several homemade dispensers, cut from plastic bottles have been installed in the park by persons unknown. These can only be considered a temporary measure and in any case the flying uncut cable ties and sharp plastic edges of the bottles present a potential hazard to park users. However, members may wish to see how well used these are before considering permanent installations.

Jamie Matthews, Parish Clerk
4th July 2022



Twyford Parish Council

Quotations for Inclusive Swing

Quotations have been received from three different companies for the supply and installation of an inclusive swing structure at Hunter Park.

Quote 1:

Company A has provided a quote for two different swing options:

„Maxi“ easy-swing



Easy-Swing "Swing Bed"



Scope of Works;

To supply and install either a 4591-50-1 Maxi Easy Swing, c/w rubber safety grass mats.

Or A 4591-50-9 Easy Swing Bed, c/w rubber safety grass mats.

Price of Works;

Supply & Installation of 4591-50-1 c/w rubber mats; **£4,365.00 ex VAT**

Supply & Installation of 4591-50-9 c/w rubber mats; **£5,465.00 ex**

VAT

Programme of Works;

Fabrication;

7-8 Weeks


Installation;

3-4 Days.

Quote 2

Company B has provided a quote for one option:

| <u>Equipment</u> | Qty | | |
|---------------------------------------|-----|-----------------|-----------|
| 1 Boat Swing (green frame) SBS081Z | 1 | Equipment Total | £2,020.00 |
| | | Installation | £550.80 |



| | | | |
|--|--|--|------------------|
| | | Equipment sub-total | £2,020.00 |
| | | Equipment Installation sub-total (minimum day rate) | £1,040.00 |

Site Setup

| | | |
|---|------------------------------|----------------|
| Site setup, security fencing and welfare facilities for the duration of the works, in compliance with current health and safety practices | £907.21 | |
| | Site set-up sub-total | £907.21 |

Surfacing

| | Qty | | |
|---|-----|----------------------------|------------------|
| Supply and install bonded rubber mulch to the following depths/CFH's 40mm depth onto grass, CFH 2.5m | 20 | £2,268.00 | |
| | | Surfacing sub-total | £2,268.00 |

Finishing

| | | |
|---|----------------------------|----------------|
| Cart away spoil | £46.86 | |
| General re-instatement of site after completion | £216.00 | |
| Independent Post Installation Inspection | £495.00 | |
| | Finishing Sub-total | £757.86 |

| | |
|-------------------------------------|------------------|
| Equipment Total | £2,020.00 |
| Equipment Discount | £454.50 |
| Carriage | £202.00 |
| Installation and Ancillaries | £4,973.08 |
| Grand Total exc. VAT | £6,740.58 |

Quote 3:

Company C has provided a quote for 3 different options:

Option 1:

A009-010-02 2.4m Swing Full Support Seat with 2 Guards (Galv & PC)
with Black EPDM Wet Pour (soft edge) Safety Surfacing

£10,775.00



Option 2:

A009-026-05(05) AbilitySwing (Comp & Lock) Left Side Entry Enclosure (Galv & PC)
with Black EPDM Wet Pour (soft edge) Safety Surfacing

£17,325.00



Option 3:

A011-025-02(01) AbilitySwing (Comp & Lock) with Enclosure & 1 Full Support Seat (Galv & PC)
with Black EPDM Wet Pour (soft edge) Safety Surfacing

£21,100.00



Recommendation

As required by Financial Regulations, three separate quotations have been obtained for the supply and installation of an inclusive swing which provides access for those with limited mobility. The types of equipment vary between each quote making a like for like comparison difficult. However, the quotes 1 and 2 provide the most comparable equipment.

All quotes were from suppliers who have the necessary insurances in place to carry out works in a public park.

All things considered, Quote 1 provides the most cost-effective solution for the supply and installation of an inclusive swing and therefore if members are minded to proceed, it is recommended to proceed with Quote 1, Maxi Easy Swing, at cost of £4,365.00 ex VAT. This will be a recommendation to be approved by Full Council.



ITEM 11

Twyford Parish Council

Footpath surfacing – Hunter Park

At the time of writing this report no quotations had been received from the four companies contacted to provide quotes for the 3 areas of footpath work in Hunter Park.

I am aware that at least one company has visited the site and asked clarifications of the work.

Further updates will be brought to the next meeting of the Recreation Committee.



ITEM 14

Twyford Parish Council

Allotment Inspection – 22nd June 2022

The 2nd of the season's allotment formal inspections were carried out on 22nd June by Cllr S Pullen, Cllr J Pain and Assistant Clerk Sue Merritt.

It was a lovely day for walking round the allotments and we all agreed that the majority of allotment gardens were well kept and fully cultivated, some outstanding.

Improvement had been seen with some plots since the last inspection.

It was identified that there were 3 plots of concern, and the Assistant Clerk would make arrangements to contact these tenants.

One tenant recently vacated a plot and this is currently in the process of being re-let. The waiting list has 9 names with the waiting time now down from around 2 years to 18 months.

The next allotment inspection due to be carried out in August.

Sue Merritt, Assistant Clerk &
Jamie Matthews, Parish Clerk

8th July 2022



ITEM 15

Twyford Parish Council

Pavilion shutters

The existing door and window shutters on the Pavilion are currently manual and locked with a padlock. The doors are heavy and cumbersome to lock, requiring the user to stand on the door shutter to lock and unlock the padlock. The effort required to open and close the shutters raises health and safety concerns for both hirers and members of Council staff.

Doorbars were supplied with the original shutters, however, they have not been in use and would give undue responsibility to hirers of the Pavilion and in anycase do not make the manual opening of the shutters any the easier. The shutters have recently been serviced, and the company recommended automated shutters as a solution.

Councillors are asked to consider the approval, in principle, of changing the existing manual shutters to automated one in order that the shutters are safer to operate for both hirers and Council staff.

An initial quote has been received which indicates the work would be in the region of £3,300 for the removal of the two existing shutters and installation of two new electrically operated roller shutters. In order to satisfy Financial Regulations two further quotes will be sought in order to ensure value for money.



ITEM 16

Twyford Parish Council

Northfields Fence

The 3m high green chain-link fencing at Northfields has been in need of repair for some time, and has been highlighted in past play area inspection reports.



Advice and quotations have been sought to replace two sections of mesh panels.

Quotation A:

£1,270

Supply and install: 12.5m of 3m high Green chain-link fencing replacing the existing broken sections on site at the entrance area and far corner

Quotation B:

£988.48

Cut out and remove damaged sections of chain-link as discussed, remove all arisings from site.

Supply and install 3m high chain-link green PVC coated to repair the damaged areas, tension and clip to line wire.

