

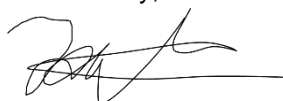
TWYFORD PARISH COUNCIL

23rd February 2023

Dear Councillor,

I hereby summon you to attend a meeting of the Recreation Committee, on **Thursday, 2nd March 2023** at 8.00pm. This meeting will be held at The Gilbert Room, Twyford Parish Hall.

Yours sincerely,



Jamie Matthews
Clerk to the Council

Meeting of the Recreation Committee

2nd March 2023

AGENDA

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

1	Chairman's Announcements
2	To receive and approve apologies for absence.
3	To consider the granting of a dispensation under Section 33 of the Localism Act 2011 to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a disclosable pecuniary interest and to confirm how long this dispensation may have effect.
4	To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in an item of business on the agenda no later than when the item is reached. Unless dispensation has been granted, members may not participate in any discussion, of or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room when the meeting discusses and votes on the matter.
5	To approve as a correct record and authorise the signing of the minutes of the meeting of the Recreation Committee held on 20 th October 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

8	To receive the Maintenance list together with an update of completed jobs since the last meeting of the Recreation Committee.
9	To receive the Legionella Assessment report carried out at the Pavilion in February 2023, and to consider the recommendations as set out in the report.
10	To review the Council's revised Legionella Policy.
11	To receive and consider a report to review the provision of a water fountain on the outside of the Pavilion.
12	To receive and consider a report with quotes for additional options of sensory play equipment at Hunter Park
13	To receive the Hunter Park Masterplan progress report
14	To receive and consider a report on the cricket training nets at Hunter Park
15	To receive the minutes of a meeting held with Allotment Tenants on 16 th November 2022, and to consider any recommendations: <ul style="list-style-type: none"> • a request raised to create a waiting list for tenants who might wish to swap to a larger plot.
16	To review the Allotment Gardens Guidance document.
	CONFIDENTIAL
17	To receive and consider an update on the use of Hunter Park car park.



ITEM 7

TWYFORD PARISH COUNCIL

RECREATION COMMITTEE 2ND MARCH 2023

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 of Allotment Tenants was held on 16th November 2022, reported elsewhere on the agenda.
- Following inspection, letters were sent to two tenants at the end of November. Notice to Terminate issued to one tenant.
- Next meeting of tenants due to take place in the Spring, date to be arranged.
- There are currently 13 residents on the waiting list, the longest waiting since January 2021.
- A tap burst on one of the water butts which is being replaced by a plumber.

2) Hunter Park:

- There were some incidents of dog waste bags being removed from the newly installed dispenser and set on fire. The Clerk logged the incidents with 101. The situation will continue to be monitored.
- Twyford St Mary's PTA held a successful firework event on 30th October at Hunter Park.
- The new knee rail fencing was installed at the beginning of December. The original supplier chosen for the project had ceased trading, therefore another contractor, JB Corrie Ltd, who submitted a quote carried out the work. Rubber matting has been installed in the gaps as the areas were getting muddy. It is planned to take them up during the summer and re-seed the areas.
- JG7 have continued holding their holiday club during school holidays, using both the Pavilion and outside space.
- The footpaths works recommended at minute R30/22 took place at the end of January 2023. Positive feedback from residents has been received. Some snagging issues were reported to the contractors and resolved by the end of February, including an additional rail on the southern bank by the football pitch.
- The footpath contractors kindly agreed to spread the hoggin pile on the footpath through the woods, and Officers will enlist the assistance of the Caretaker and volunteers to complete this work.
- The new dog signage which include contact details of the dog warden have been displayed on the Pavilion and at the allotments.
- The Hunter Park masterplan has been displayed on the Pavilion, in the noticeboard, at the allotment entrance and on the website.
- The portaloo has been ordered and scheduled to be installed 29th March 2023. Arrangements have been made with the Caretaker to install screening.

- The memorial plaque for the late Cllr Ian Wheeler has been ordered, however it has gone missing in transit; Asst Clerk liaising with supplier.
- Replacement beech whips have been ordered and Cllr Pullen is in the process of planting.

3) Hunter Park Pavilion:

- A football club left a shower running in the Pavilion resulting in the corridors being flooded. The £50 deposit was withheld to cover metered water for 2.5 days and additional cleaning costs.
- A one-off deep clean of the Pavilion floors was carried out in November.
- The Caretaker reported a post on the front of the Pavilion was rotten. A local builder was contacted and replaced the post in February at a cost of £620. The post is yet to be painted.
- As agreed at the October 2022 meeting of the Recreation Committee, the Clerk has investigated the provision of a basic CCTV system and will be installed in the Spring.
- An updated combination door lock will be installed in the Spring.

4) Northfields:

- The goalmouths at Northfields have been levelled and reseeded by Greensmiles.

5) Play areas:

- The new inclusive swing seat at Hunter Park was installed by the Caretaker early December. He reported that he left with a queue of children waiting to try it out. The swing appears to have been a success. It has been noted that the swing harness has been left on the open position on many occasions.
- New signage to keep the sand in the sand pit will be installed in the Spring.
- The replacement wet pour surface for the junior swing at Hunter Park is scheduled to take place on 9th March.

Sue Nias, Assistant Clerk &
 Jamie Matthews, Parish Clerk
 22nd February 2023



ITEM 8

TWYFORD PARISH COUNCIL

RECREATION COMMITTEE 2ND MARCH 2023

Maintenance List

JOB NO	LOCATION	DATE OF ISSUE	ISSUE/JOB	RESPONSIBILITY	ACTION	DATE COMPLETED
1	Hunter Park Pavilion	17.05.2021	Water temperature check for Legionella controls	Caretaker	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
2	Hunter Park Pavilion	23.12.2021	Inside lights	Caretaker	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	
3	Hunter Park Allotments	17.03.2022	Fencing	Caretaker	NE corner of allotments require a small amount of fence posts and rails	
4	Hunter Park	24.04.2022	Newly installed bench too low	Caretaker	Raise bench in front of pavilion – insert a slab to raise?	
5	Hunter Park	20.10.2022	Memorial plaque	Caretaker	Install memorial plaque in wildflower area	
6	Hunter Park allotments	03.11.2022	Dog poo sack dispenser	Caretaker	1 dog poo sack dispensers to be installed on post at Park Lane entrance to allotments	
7	Hunter Park Pavilion	09.11.2022	Cladding	Caretaker	Replacement cladding	
8	Hunter Park Allotments	12.12.2022	Burst tap on water butt	Asst Clerk/Plumber	Replace tap	25 th February 2023
10	Hunter Park play area	10.01.2023	Moss on surface of play area	Caretaker	Clean moss off play area	24 th February 2023
11	Hunter Park play area	18.01.2023	Install new sandpit signage	Caretaker	Install new sandpit signage - Spring	
12	Hunter Park Pavilion	08.02.2023	Hot water signage	Caretaker	Caution Hot Water signage to be installed at each basin	ASAP
13	Hunter Park	08.02.2023	Jubilee plaque	Caretaker	Reinstall Jubilee plaque in wildflower area	
14	Hunter Park Pavilion	08.02.2023	Pavilion post	Caretaker	Paint new post installed on Pavilion	
15	Hunter Park	08.02.2023	Hoggin rear of sheds	Clerk/Caretaker/Asst Clerk	Spread the hoggin to create a path round back of containers through wooded area	
16	Hunter Park	08.02.2023	Portaloo screen	Caretaker	Create L shaped screen around forthcoming portaloo	
17	Hunter Park Pavilion	16.02.2023	Remote lock	Caretaker/Clerk	Install new remote lock to Pavilion	
18	Hunter Park Pavilion	16.02.2023	CCTV	Caretaker/Clerk	Install CCTV to Pavilion	

Maintenance work completed since last meeting held on 20th October 2022

Gutters have been cleaned out
 Emergency PAT testing completed
 Emergency light testing completed and two lights replaced
 Toilet seats repaired in ladies and disabled loos
 Deep clean of floors completed
 Jubilee memorial plaque installed by new trees at Hunter Park
 1 x dog poo sack dispenser installed on Pavilion wall
 Re-seal windows of telephone kiosk at Post Office, sand door to fit
 Install new inclusive swing seat Pavilion
 Community room ceiling touched up with paint
 Park Lane no parking sign installed
 New replacement soap dispenser in gents toilets installed
 Front door handle cover reaffixed
 Outside floodlights removed
 Rotten post on Pavilion replaced by builder
 Outside push button tap replaced and the taps swapped round to prevent dripping in between the gap between the slabs
 Tap in gents toilets replaced
 New dog signage installed to Pavilion and allotments
 Hunter Park Masterplan signage installed at Park Lane entrance to allotment and to Pavilion New key safe installed to front of Pavilion New tap installed in Gents toilets Rubber matting installed within gaps of knee rail fencing

Sue Nias
 Assistant Clerk
 23rd February 2023



ITEM 9

TWYFORD PARISH COUNCIL

RECREATION COMMITTEE
2ND MARCH 2023

Legionella Assessment Report from Dynamika – to follow



HUNTER PARK PAVILION – LEGIONELLA POLICY

1. Statement of Policy

The policy of Council is to control, prevent and minimise the risk from legionella; to provide and maintain safe and health conditions, equipment, and systems of activity for all users of the Hunter Park pavilion, and to provide such resources, information and supervision as needed for this purpose. Council will do all that is reasonably practicable to manage the risk of Legionellosis and will follow the steps laid out in the procedures and written control schemes.

2. Introduction

This document sets out Twyford Parish Council's legionella policy, lists its objectives and the procedures and processes it has in place to provide guidance for implementing the Legionella Policy.

3. The Policy

- Clearly defines roles and responsibilities.
- Confirms Council's resolve in preventing or minimising the risk from Legionella.
- Affirms Council's commitment to have in place control measures that adhere to the risk assessment and comply with the Health & Safety Executive (HSE) Approved Code of Practice (ACOP) and guidance L8.
- Requires Council to have a control system in place to ensure the measures are being implemented, are effective, records are kept, and the policy is reviewed on an annual basis by the Parish Clerk and the nominated Responsible Person.

4. Statutory Requirements

Statutory Requirements – Legionnaire's disease and the control of Legionella bacteria in water systems.

The Health & Safety at Work Act 1974 (HSWA) sets out the broad legal requirement for health, safety and welfare of employees and others (including visitors, facility users, contractors, and the public).

The HSE's Approved Code of Practice and Guidance Document L8 (ACOP) "Legionnaire's disease: the control of Legionella bacteria in water systems" (ACOP) L8, is taken as the main source of guidance on matters relating to Legionella risk management.

Council's policy is to meet the requirements of the relevant ACOP L8 guidance, and to comply with these procedures so far as is reasonably practicable.

5. Implementation

The policy defines the main objectives, procedures, and processes that Council will put in place. This policy defines the roles and responsibilities for the Council, any nominated Responsible Persons and other persons involved in the management and maintenance of the water services. The policy confirms Council's efforts towards preventing and minimising the risk from Legionella bacteria and the commitment to conducting risk assessments and risk assessment reviews.

It defines the control measures that HPP will put in place to demonstrate compliance to the ACOP L8 as far as reasonably practicable. Control systems will be put in place to ensure suitable records are maintained and all measures implemented are effective.

The management of the risk from Legionella bacteria will be a continuous commitment involving a risk assessment review programme and routine maintenance tasks.

6. Responsibility

The Site Responsible person is: J P Matthews, Clerk to the Parish Council

The Nominated Responsible Person is: Darren Wyatt, Caretaker

The Site Contact is: Sue Nias, Assistant Clerk

7. Objectives

Twyford Parish Council commit to the following:

- Conducting a risk assessment
- Reviewing risk assessments at least annually
- Preparing a Generic Control Scheme – this should consider the measures identified in all the risk assessments conducted thus far with the view to prevent or minimise the risk of exposure to Legionella bacteria.
- Implement the Control Scheme – manage and implement measures as detailed under the control scheme.
- Management and Records Control – implement a monitoring and recording procedure to ensure that measures put in place are adequate, effective, and well documented.
- Communicate this policy and relevant information to all Parish Councillors, contractors, subcontractors, and any other interested parties.

8. Review

Review this policy at least annually or when new legislation requires this policy to be updated. Review of this policy should also occur when there is a change in organisation or loss of key personnel.

Legionella Management Plan

What is Legionella?

Legionella bacteria is commonly found in water. The bacteria multiply where temperatures are between 20-45°C and nutrients are available. The bacteria are dormant below 20°C and do not survive above 60°C.

Legionnaires' disease is a potentially fatal type of pneumonia, contracted by inhaling airborne water droplets containing viable Legionella bacteria. Such droplets could be created by any of the Pavilion's hot and cold-water outlets in the kitchen, toilets or changing rooms.

Temperature Control

The primary method used to control the risk from Legionella is water temperature control. Water services should be operated at temperatures that prevent Legionella growth:

- Hot water storage cylinders (calorifiers) should store water at 60°C or higher.
- Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified).
- Cold water should be stored and distributed below 20°C.

Routine Checks

A competent person should routinely check, inspect, and clean the system, in accordance with an agreed management plan.

Outlets should be identified for monthly checking of the distribution of temperatures. Hot water temperatures should be checked monthly.

Procedure

1. If the water system has been temporarily closed (more than 6 days), the following steps should be carried out well in advance of the water service returning to use:
 - Pasteurise the hot water system against Legionella by drawing off hot water to points of outlet.
2. It is assumed that all taps and outlets throughout the building will be used sufficiently often to satisfy all legal requirements. However, where outlets are used infrequently or after a period of closure, they should be run/flushed for at least 3 minutes once a week.
3. Hunter Park Pavilion has no cold-water storage facilities, all cold water is supplied on demand from the main supply. This excludes the requirement to carry out period inspections of cold-water storage.
4. The hot and cold-water temperatures should be checked and recorded monthly. Temperatures should be recorded by the Nominated Responsible Person.

Hot water should be distributed at 50°C or higher within 1 minute. Cold water should be distributed below 20°C within 2 minutes.

Adopted by the Recreation Committee: (date)

Last Reviewed: February 2023

Next Review date: February 2024



ITEM 11

TWYFORD PARISH COUNCIL

RECREATION COMMITTEE

2ND MARCH 2023

Provision of Drinking Water

Members are asked to reconsider the provision of a water fountain for users of Hunter Park.

From time to time the Council receive requests for drinking water to be available at the park, and had been previously considered at Recreation Committee meetings without resolution.

Consideration should be given to the ongoing cost of the provision of a water fountain, including cleaning and water usage, plus the additional outlet would need to be included in the weekly flush to comply with the Legionella policy. During freezing conditions, the fountain would need to be isolated and drained down to prevent damage to the valve and pipework. (This is also the case with the existing tap for dogs)

Costs of a water fountain to be installed on the Pavilion wall have been researched, all options the water only flows when the button is depressed. All costs, exclusive of installation:

Option A:

Stainless steel drinking fountain with bottle filler.

£169 + VAT



Option B:

Stainless steel fountain with Bubbler valve tap.
£159 + VAT



If the committee is minded to approve the purchase, it can be done so using funds in the playground maintenance budget.

Sue Nias
Assistant Clerk
22nd February 2023



ITEM 12

TWYFORD PARISH COUNCIL

RECREATION COMMITTEE

2ND MARCH 2023

Sensory Equipment at Hunter Park

At the last meeting of the Recreation Committee on 20th October 2022, Members requested the Assistant Clerk to obtain quotes for musical items, finger maze and tic tac toe. Below are quotations received for consideration.

Contractor A

Warranty: 12 months parts and labour warranty. 10 year timber guarantee – product is pressure treated and guaranteed against structural failure due to timber rot or insect attack for a period of up to 10 years. Within 12 months of delivery, timbers would be replaced/repaired. Years 2-10 will be replaced on an “ex-works” basis



Finger Maze £635 + VAT incl delivery

A variety of textures and colours ensure a sensory experience whilst developing motor skills.

Width 1.5m x height 0.6m

Various themes available:

Beehive, Harvest, Ocean, Woodland, Wildlife, Tree, Heathland

Contractor B:

Guarantees: These items are guaranteed for 1 year for any defect or manufacturing fault. Delivery charge of £80.



Tic-Tac-Toe £610 + VAT

Width 0.89m x height 0.954m
height incl posts 1.545m



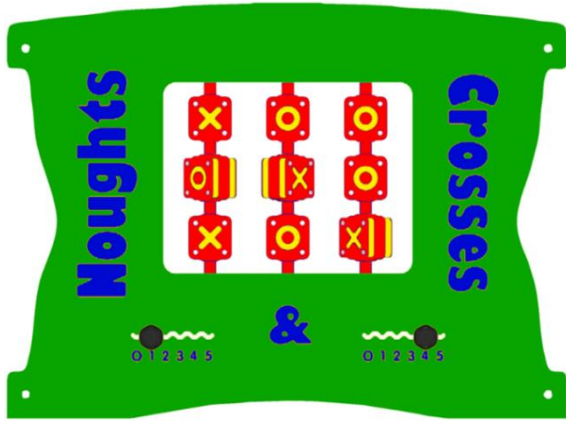
Rainbow Beat £795 + VAT



Rainbow Chimes £1,375 + VAT

Contractor C:

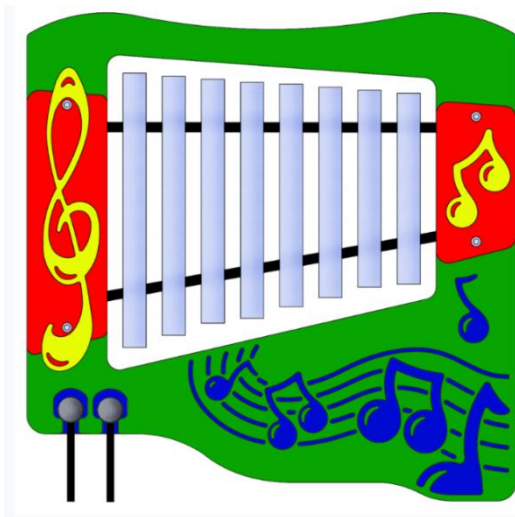
Guarantees: The timber posts where used have a 15 year guarantee against rot, infestation and excessive splitting. The HDPE plastic has a 10 year guarantee. Delivery charge of £180 though this is quoted for all 3 items so may be less if only ordering 1 or 2 items.



Tic-Tac-Toe £611.15 +VAT

width 0.8m x height 0.6m

Supplied with timber posts and fixings



Tube Glockenspiel £1,123.70 +VAT

width 1.1m x height 1.2m

Supplied with timber posts and fixings



Bongos £1,211.25 +VAT

Width 1.1m x height 1.2m

Supplied with timber posts and fixings



Rainbow Sambas E1,690.00 +VAT

Supplied with fixings

Sue Nias
Assistant Clerk
23rd February 2023



ITEM 13

TWYFORD PARISH COUNCIL

RECREATION COMMITTEE

2ND MARCH 2023

Hunter Park – Enhancements

Twyford Parish Council

The Two Parks initiative was started by the Parish Council in 2019 with community engagement sessions designed to contribute shared thinking to create long term strategy for Hunter Park and Northfields. A community workshop took place at the Parish Hall in July 2019 and examined both parks, their current uses, constraints and opportunities. The results from the workshop made a number of recommendations on how to develop the emerging opportunities for both parks.

The output of this community engagement activity has allowed the Parish Council to engage with a landscape architect who developed a visual masterplan for Hunter Park. From this visual masterplan the Parish Council is prioritising a number of areas which it progress during the coming years and anticipate completing a number of these in time for the park's 60th birthday in April 2024.



Priority Works - aim to complete within about 2 years		
Map Reference	Proposal	Status
L, X, N	1.5m wide all weather footpath that runs around perimeter of the park. With item X (pair of tennis courts), item N1 over trees roots on southern boundary and through allotment site being the priority.	In Progress. This is a significant project and would likely be achieved in phases over several years. The priority being on areas of exposed tree roots on the southern boundary. Work will start on this area and the footpath through the allotment site in early 2023.
W1, Y1, A2	Older children's natural play area with equipment made from natural materials set within a sand or safety bark surface. Emphasis on challenge including swing ropes, climbing surfaces, scramble nets etc. Younger children's area to be renovated.	Complete. The old basketball court was replaced with updated basketball facility, multi-point kick wall, traverse climbing wall and climbing stack. The younger children's area has been updated and some equipment renewed and replaced. Older items of sensory equipment to supplement existing equipment to be installed during 2023.
B2	Picnic and/or sitting area with associated tree and shrub planting	Complete. Three picnic tables have been installed.
J2	Proposed externally accessible 3 x 4m disability toilet – assess the viability of providing a public toilet facility.	In Progress. A temporary "portable" was installed for summer 2022 and will be in place again from March 2023. This will allow the Council to under further the needs and demand for such facilities and assess the viability for permanent facility.
Z	Proposed relocation of cricket nets with exact orientation/location to be pegged on ground and confirmed	In Progress. Sources of funding ongoing, before any work can commence.
J1, K1, L1	Area of mown grass transformed into wildflower meadow.	In Progress. Areas of grass left long with paths cut through the grass. 4 wildflower beds sown in 2022 some germination affected by drought and further sowings planned.
M	Suggested avenue of deciduous trees at equal 15m centres running around perimeter of cricket pitch.	Unlikely to proceed. However, ad-hoc planting of trees will be considered in other suitable locations.
N	Proposed native mix hedges to improve setting of footpath and to screen chainlink fences	Complete. Beach hedge planted to screen chainlink fence. Drip hose installed but saplings affected by drought. Replacement saplings may need to be planted early Spring 2023.
Q	Mixed skatotype of existing timber posts replaced with matching posts	Complete. New knee high fence installed. Additional work in to improve surface in access gaps request.
Secondary Works - aim to complete within about 5 years		
Map Reference	Proposal	Status
A & B	Access road – create safe 1m wide pedestrian route	Yet to be considered
C	Existing litter and dog bins – consider replacing with new bins at end of perimeter circuit footpath. New bins more sympathetic to park setting.	Under consideration
S	Carefully tidy existing scrub and replant with native shrub species as required	In Progress. Trees on the NW boundary have received attention.
G1	Boundary scrub/understorey – retain and selectively remove self-sewn sycamore saplings and bodolier with new native species planting.	In Progress. This is a core part of the 'outdoor classroom' for the primary school and some clearance has taken place. The self-sewn sycamore saplings need to be removed.
B1	Potential location for picnic bench or seat's overlooking cricket pitch. Litter bin provided.	In Progress.
Y	Manage scrub/understorey and where possible introduce native species.	In Progress.
M2	Retain existing recent native hedge planting and where gaps bodolier with native evergreens to increase year-round screening	In Progress. Native in-fill hedging planted along this boundary.
U	Occasional native trees to bodolier tree cover and ensure successional growth	In Progress.
P1	Areas of shade tolerant native planting to provide screening and wildlife cover	In Progress. Areas tidied up and logs arranged for informal seating.
E2	Areas running along boundaries – maintain and bodolier as required the native hedging planting to improve screening and enclosure	In Progress. Native in-fill hedging has been planted along this boundary.
P2	Existing mown grass paths extended to meet perimeter path	In Progress. Mown grass paths are in place in this area.
L2	Areas of scrub – carefully remove sycamore saplings but retain best of native species and bodolier with new native planting where gaps occur	In Progress. Native in-fill hedging has been planted along this boundary.

For further details including the background to the community engagement activities that took place to help shape this plan please visit: www.twyfordhants.org.uk/hunter-park

Contact us at: info@twyfordhants.org.uk or Twyford Parish Council, The Pavilion, Park Lane, Twyford, SO21 1QS.



ITEM 14

TWYFORD PARISH COUNCIL

RECREATION COMMITTEE

2ND MARCH 2023

Cricket Training Nets at Hunter Park

Following the decision by the committee in October to take forward plans to provide replacement cricket training nets at Hunter Park, work on identifying funding for the work has taken place. The report at October's meeting identified that the approximate cost of installation of new nets is between £23k to £30, depending on the type of options selected. The report also confirmed that TPC are not eligible for direct ECB funding.

I am pleased to the report that the Cricket Club has agreed to contribute £5,000 towards the work and the Parish Council has approved £10,000 in the 2023/24 in the budget towards the work. Smaller grants from HCC and WCC has not been successful in this financial year, but can be revisited from April onwards. I am awaiting to hear the outcomes two other grant applications which total £9,000 from the National Lottery Small Grants scheme and IGas Community Fund.

Although I anticipate the works in the proposed new location being permitted under Local Authority permitted development, I have submitted pre application advice from the SDNPA in order to confirm this.

I will shortly revisit the quotations previously provided by potential suppliers some years ago and ask them to revalidate the work.

In terms of the existing net facility, some routine maintenance work is required to ensure they remain in a usable condition and approval is sought from members to add this work to the existing maintenance schedule of one of the grounds maintenance contractors.

J. P. Matthews
Parish Clerk

23rd February 2023



ITEM 15

TWYFORD PARISH COUNCIL

RECREATION COMMITTEE

2ND MARCH 2023

**Minutes of a meeting of Allotment Users
16th November 2022
7.30pm at the Pavilion, Hunter Park, Twyford**

Allotment users present	Councillors present	In attendance
Richard Crowfoot	Cllr S Pullen	Sue Merritt, Assistant Clerk
John Timms	Cllr J Pain	
Annette Ainsworth		
John Ainsworth		
Julie Ireland		
Cat Molesworth		
David Lea		
John Gavin		
Ingrid Percival		

Apologies

Apologies were received from Ronnie Cloke-Brown, Julia Steward, Martin Locke and Hannah de Merode.

Welcome

Cllr Steve Pullen, Chairman of the Recreation Committee, welcomed everyone to the meeting and said how tidy and well-kept the allotments were this year and that the season had looked to be productive. It was generally agreed that most plots had been improved over the last two years. David Lea thanked the Parish Council for their work with the management of the allotments including some of the manual work they had undertaken.

Maintenance Levy

The Assistant Clerk advised that Greensmiles had carried out 4 cuts to the main paths leaving £180 remaining out of the £300 maintenance levy pot for this year. David Lea said that he had continued to trim the nettles around the bonfire area; Assistant Clerk to liaise with Greensmiles to obtain dates of cuts in advance and advise David.

The payment of the maintenance levy was discussed, and users said they were happy to pay the levy next year and build a reserve of funds for future use. Users did not feel there were any further maintenance issues in the immediate future and to continue with the strimming of paths and surrounding the bonfire area next season. It was suggested that a future use of the maintenance levy might be replacement water butts, though not needed yet.

The tenant of plot 5 requested an edge to be put along her plot separating it from the bonfire area as discussed at the last meeting of allotment users. The Assistant Clerk advised that the matter was debated at a meeting of the Recreation Committee. Post meeting note: at a meeting of the Recreation Committee on 17th March 2022, Members resolved not to go ahead with the work due to costings and that it would still require ongoing maintenance to prevent the nettles returning.

Tenants agreed that the provision of a skip was not needed, as the 3 skips last year had been well-utilised.

Portaloo

Users welcomed the provision of a portaloo and said it meant they could spend longer periods of time working on their plots without having to return home. Cllr Pullen said that the portaloo trial was a success and that it would be provided for a longer period next year from Easter until the end of October.

Plots / Waiting list

The Assistant Clerk advised there were currently 12 residents on the waiting list. One tenant requested a waiting list be created for current plot holders who might want a larger plot. To be raised at the next meeting of the Recreation Committee.

The meeting closed at 8.00pm.



Twyford Parish Council

February 2023



Allotment Gardens Guidance Document

1. 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, 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.

2. 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.

3. 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.

4. 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.

5. Inspections

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

- Is the majority of the plot is being cultivated and cropped? Have 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.
- Unauthorised structures.
- 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

6. New Tenants

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

7. Communication with Tenants

Stage 1 Following an inspection, the Parish Council will make informal contact, normally by email, with any tenants whose plots are considered not to be in a condition expected for the time of year, and potentially in breach of the Tenancy Agreement, and understand why this is in the case.

Stage 2 Generally, there would be an expectation that there will be an improvement in the situation by the time of the next inspection.

If this is not the case, then a Final Warning letter will be sent outlining the issue(s) and giving the Tenant 4 weeks to rectify the issue(s) specified.

Stage 3 If no significant improvement is seen to have been taken place, the Tenant will be issued a Notice to Terminate informing them that the Tenancy Agreement has been Terminated and the plot must be vacated.

If a Tenant has already been issued a Final Warning letter in the current or previous allotment year, that is to say since the 1st April the previous calendar year, then a further failure to comply with Tenancy Agreement may lead to an immediate Notice to Terminate being issued.

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

8. 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.