

# RECREATION

## TWYFORD PARISH COUNCIL

### MINUTES OF A MEETING OF THE RECREATION COMMITTEE

Held on Thursday 20<sup>th</sup> October 2022 at 7.30pm  
at The Pavilion, Hunter Park, Twyford

Councillors present	In attendance
Cllr. S. Pullen (in the Chair)	Clerk
Cllr. C. Mitchell	Assistant Clerk
Cllr. J. Pain	3 members of public
Cllr. R. Sellars	
Cllr. S. Cook	
Cllr. C. Hill	

Item	Business Transacted
R18/22	<b>Apologies for Absence</b> Apologies received from Cllr A Forder-Stent.
R19/22	<b>Dispensations under Section 33 of Localism Act 2011</b> No dispensation requests were received.
R20/22	<b>Declarations of Interest</b> No declarations of personal interest received.
R21/22	<b>Approval of Minutes</b> It was <b>Resolved</b> that minutes of the meeting of the Recreation Committee held on the 14 <sup>th</sup> July 2022 be approved after some minor amendments. Proposed by Cllr Hill, seconded by Cllr Cook.
R22/22	<b>Public Representation</b> Two representatives from Venta Cyclocross addressed the committee with a request to use Hunter Park and they answered clarifications from members.
R23/22	<b>It was resolved</b> to change the order of business, bringing forward items 9, 10 and 22.
R24/22	<b>Cyclocross training sessions at Hunter Park</b> <b>A report had been received</b> from VC Venta Cycling Club requesting to hold regular training sessions from September to February, using the edges of the top field and the sloped bank to practice techniques. Members were keen to learn more and explored various issues: <ul style="list-style-type: none"><li>• The sessions would run for one hour, 2-4 times per month during the evening, plus occasional weekend sessions.</li><li>• Public Liability Insurance is held for £5m.</li><li>• The Clerk clarified that the Parish Council would only accept one hire booking for any activity at a time to avoid clashes with other users.</li><li>• As with other hirers, a deposit would be charged in case of damage.</li><li>• VC Venta said they would actively promote and encourage residents of Twyford to take part and though many use specialist bikes, ordinary bikes could also be used and they do have a small supply of bikes available to loan.</li><li>• The Parish Council groundsman could check ground conditions prior to each session to advise if unsuitable.</li><li>• A trolley would be used to transport lights across the park, alleviating the need to unlock the gate and drive a vehicle to the area</li><li>• Areas of practice would be varied for each session to allow any recovering of ground and reduce damage</li><li>• Standard hire fees would be discussed with club should permission be granted.</li></ul> It was <b>Resolved</b> to hold a demonstration of the activity for Councillors and Officers. Following the demonstration, it be delegated to the Clerk, in consultation with Committee Chairman, to determine whether to approve use of further training sessions for VC Venta Cycling Club.

R25/22	<p><b>Twyford Cricket Club</b></p> <p><b>A report was received</b> from Twyford Cricket Club. The Chairman of the cricket club highlighted that the BBQs were a success and had raised money for equipment for children; it was hoped that the arrangements for BBQs could continue next year. The club are anticipating running Under 13s sessions next year. The end of season report from ECB had not yet been publicised.</p> <p>The cricket club said they had seen a noticeable reduction in dog fouling on the cricket outfield since bags had been provided.</p> <p>It was <b>Resolved</b> that the Clerk/Assistant Clerk would investigate the provision of dog waste bags.</p> <p>Cllr. Mitchell thanked Shorelands for maintaining the cricket pitch to a high standard.</p>
R26/22	<p><b>Cricket Nets</b></p> <p><b>A report was received</b>, and Members debated renewing the nets, the location and possible funding options. It was <b>Resolved</b> that:</p> <ul style="list-style-type: none"> <li>• The cricket nets would be replaced by the Parish Council</li> <li>• That a financial plan would be produced and investigate opportunities for grant funding in addition to Parish Council funding.</li> <li>• Invite Twyford Cricket Club to contribute to the cost</li> <li>• The location as identified in the Hunter Park masterplan, adjacent to the tennis courts, being most suitable</li> </ul> <p>Proposed by Cllr Pullen, seconded by Cllr Cook.</p>
R27/22	<p><b>Assistant Clerk's Report</b></p> <p><b>The report was received.</b> The Assistant Clerk highlighted:</p> <ul style="list-style-type: none"> <li>• The children's holiday club had again been a success during the summer and were holding another week's club during the upcoming October half term.</li> <li>• The installation of the automated shutters had proved to be a huge asset, in terms of both useability and safety for officers and hirers alike.</li> <li>• A one-off deep clean of the Pavilion floors had been arranged to take place during November.</li> </ul> <p>Cllr Hill suggested that the organisers of the upcoming fireworks event be asked to pick up firework shrapnel left around the park. Assistant Clerk would make contact with the organisers to remind them of the post event tidy up that is required.</p>
R28/22	<p><b>Maintenance List</b></p> <p><b>The report was received.</b> It was noted that outstanding items on the maintenance list had reduced considerably, Members were happy with progress.</p> <p>Cllr Cook reported that the signage at The Lock installed by The Clerk had been damaged/removed and that members of the Parish Farm Committee would remove remaining signs for new ones to be installed next year.</p>
R29/22	<p><b>Inclusive Play Equipment</b></p> <p><b>A report was received.</b> Members debated the different options of inclusive swing seats, which would replace one of the seats on the existing frame within the fenced area of the play area.</p> <p>It was <b>Resolved</b> to recommend to Full Council that Option B at a cost of £1,168+VAT to be ordered, subject to the Assistant Clerk seeking confirmation of its suitability from a resident who has specific knowledge. Proposed by Cllr Pullen, seconded by Cllr Cook.</p> <p>Members discussed other inclusive equipment, as pictured in the report, and requested the Assistant Clerk to seek quotes for musical items, the finger maze and tic tac toe. To be considered for 2023/24 budget. The Clerk confirmed that Parish Councils are not eligible for grants for such items.</p>
R30/22	<p><b>Footpath surfacing at Hunter Park</b></p> <p><b>A report was received.</b> 3 quotes had been received out of the 11 contractors that had been approached for the 3 areas highlighted in the report. Members debated the different surface options together with areas identified for resurfacing.</p> <p>It was felt that areas 1 and 3 be prioritised over area 2, and Members <b>Resolved</b> to recommend to Full Council that Contractor 3 be appointed using option A to resurface areas 1 and 3, at a cost of £15,507 (ex VAT) Proposed by Cllr Pullen, seconded by Cllr Cook.</p>

R31/22	<p><b>Temporary Toilet at Hunter Park</b></p> <p><b>A report was received.</b> At a cost of £26.95 per week the provision of the temporary toilet was considered good value and appeared to be well received by park users. The Clerk confirmed that planning permission was not required.</p> <p>It was <b>Resolved</b> to repeat the exercise next year, to start from Easter to the end of October, however, to be located closer to the Pavilion and install a fence to screen the installation.</p>
R32/22	<p><b>Knee Rail Fencing – Hunter Park Car Park</b></p> <p><b>A report was received.</b> Members were asked to consider the existing damaged posts in the car park be replaced by knee rail fencing. 3 contractors were contacted though only 2 quotes were received.</p> <p>It was <b>Resolved</b> to recommend to Full Council that the knee rail fencing be installed using Contractor A at a cost of £2,446. The exact positioning of the fence would be discussed with the contractor.</p>
R33/22	<p><b>Hunter Park Car Park</b></p> <p><b>A report was received</b> and is attached in the appendices. The ongoing operation of the car park and use by non-park users was debated and;</p> <p>It was <b>Resolved</b> to investigate the use of Ringo for a trial period to allow non-park users to pay for use of the car park.</p>
R34/22	<p><b>Memorial</b></p> <p>It was <b>Resolved</b> that the wildflower area be dedicated to the late Cllr Ian Wheeler and a simple plaque be installed. Wording to be agreed between Cllr Mitchell and the Clerk, Assistant Clerk to investigate a suitable plaque.</p> <p>The Parish Council have been given a plaque for the Queen’s Jubilee which will be installed close to one of trees planted earlier this year.</p>
R35/22	<p><b>Autumn/Winter works at Hunter Park</b></p> <p>Various items were suggested for attention during the winter.</p> <p><b>It was Resolved</b> that the following would be investigated and implemented subject to available budget:</p> <ul style="list-style-type: none"> <li>• The new beech hedge had been weeded and strimmed with an 80% success of the planted beeches. Cllr Pullen would continue to monitor with the possibility of replacing approximately 20 plants.</li> <li>• The wildflower area was felt would be more successful next year having had chance to establish, though some areas may need further seeding.</li> <li>• Path works in wood near to containers using recycled hoggin material</li> <li>• Installation of CCTV camera on pavilion</li> <li>• Assess condition and ownership of fence in far south western corner of the park.</li> </ul>
R36/22	<p><b>Consider applying for Green Flat Status at Hunter Park</b></p> <p>The Clerk outlined a scheme for public parks, run by DEFRA, and felt it might be useful when applying for grants. It was <b>Resolved</b> for the Clerk bring back further details to a future meeting.</p>
R37/22	<p><b>Allotment Inspections</b></p> <p><b>A report was received.</b> Cllr Pullen advised that the standard of the allotments had improved this year and the last inspection of the season was taking place at the end of October. Formal letters would be sent to 4 plots from the Clerk if adequate improvements had not been made. Cllr Mitchell requested that an email be sent to tenants advising how well kept generally they have been this year. Assistant Clerk will send email after the next inspection.</p> <p>The Assistant Clerk also advised that a meeting of Allotment Tenants had been arranged for 16<sup>th</sup> November.</p>
R38/22	<p><b>Greensmiles Schedule of Works</b></p> <p><b>The schedule of works was received</b> and is attached in the appendices. The schedule lists work currently being carried out and would be included within the new contract. Cllr Cook was pleased to be advised that the hedge at Northfields was also now included.</p> <p><b>It was resolved to approve the</b> Schedule of Works which will form the basis of a new contract to be considered by Full Council in due course.</p>

R39/22	<p><b>Northfields Trees</b></p> <p>The Clerk gave an overview of the area and works that have taken place this year. However further work is required. The area to be considered being the embankment towards the road which contains some ash dieback and loose branches. Consideration should be made regarding the clearing of areas and if new trees should be planted.</p> <p>It was <b>Resolved</b> that Cllr Pullen would set up a sub-committee including Cllr. Cook and the Assistant Clerk to consider next steps for tree works at Northfields and report back to a future Recreation Committee.</p>
R40/22	<p><b>Capital items for 2023/24 budget</b></p> <p>It was <b>Resolved</b> to recommend to full council that the following items be included in 2023/24 budget:</p> <ul style="list-style-type: none"> <li>• Inclusive play equipment - £2k</li> <li>• Cricket nets – £10k</li> <li>• Procurement and installation of 2 bins (one new, one replacement) for Hunter Park - £800</li> </ul>
	<p>The meeting closed at 10.20pm</p>



Recreation Committee Meeting – 20<sup>th</sup> October 2022

**Footpath surfacing at Hunter Park**

A perimeter footpath was identified as a priority project in the Hunter Park Masterplan as agreed by the Council in July 2022.

Three areas of this footpath were identified as being priority for improvement. Surfacing work in these areas would improve accessibility for users with pushchairs and those with limited mobility, as well as being a general benefit to all users. The Council has received complaints in respect of the current path conditions in all three of these areas.



Quotations were sought, using the specification in the annex, from eleven contractors and three quotes received.

- A) Contractor A** This locally based garden and landscaping contractor attended site and provided the following breakdown. This did not include the materials cost of the handrail for area C and noted that additional wooden edging may be required in Area 1.

**Area 1** Path will be scraped using a double tracked excavator, path gravel will be spread and compacted. Material Costs Include: Path gravel, Digger & Dumper Hire, Fuel and Removal of waste. May require additional edging as well  
Materials £2,500 Labour £2,550 Total £5,050

**Area 2** Pathway will be dug out and spoil removed, timber edging fitted, geotextile membrane laid, sub laid along with path gravel and compacted. Material Costs Include: Path gravel, Scalpings, Topsoil, Timber edging, Pegs, Screws, Geotextile, Digger & Dumper Hire, Fuel and Removal of waste  
Materials £6,225 Labour £5,100 Total £11,325

**Area 3** Geotextile membrane will be laid over tree roots, handrail fitted and timber edging fitting to hand rail, path gravel will be spread and compacted. Material Costs Include: Path gravel, Timber edging, Screws, Geotextile, Digger & Dumper Hire, Fuel and Removal of waste. Note: Awaiting on cost for supply of handrail.  
Materials £1,995 Labour £2,250 Total £4,245

**Total £20,620** (excluding cost of handrail)

**B) Contractor B** This locally based contractor specialises in all types of groundworks, surfacing and civils.

**Area 1** 158m<sup>2</sup> To create a safe working area. To excavate the area to the correct height and levels removing any vegetation and loose materials from site . To supply and install treated timber edging well pegged to the correct height and levels To supply and lay Type 1 stone power rolled to consolidate. To supply and lay Breedon wayfarer golden amber gravel or similar minimum 40mm thick power rolled to consolidate. To landscape behind timber edging and grass seed. To leave site clean and tidy remove all spoils from site. All works carried out to British standard spec. Total £10,000

**Area 2** 84m<sup>2</sup> Same spec as above  
Total £8,000

**Area 3** 42m<sup>2</sup> Same spec as above  
To supply and install key clamp hand rail set in strong concrete 350mm deep along edge of footpath  
Total £6,250

**Total = £24,250**

**C) Contractor C** This locally based garden landscaping contractor attended site and provided the following breakdown. Their work is backed by a two-year guarantee. This contractor also provided an option for a different type of surfacing using Romsey Gravel (option B) instead of Breedon Amber (option A)

**Area 1** - Excavate estimated 56 tons to meet the required depth of 190mm below of finished heights.

Removal of all waste from site using grabs lorries.

Supply and install timber edging where required.

Supply and compact 150mm Type 1 Limestone scalping's to form suitable sub base.

Supply and compact 158sqm of self-binding gravel to form compacted pathway.

Option A - £11,542.40

Option B - £10,030.40

**Area 2** - 84sqm Of Footpath

Excavate estimated 26 tons to meet the required depth of 190mm below of finished heights.

Removal of all waste from site using grabs lorries.

Supply and install timber edging where required.

Supply and compact 150mm Type 1 Limestone scalping's to form suitable sub base.

Supply and compact 84sqm of Breedon Amber gravel to form compacted pathway.

Option A -£5,925.28

Option B - £5,281.57

**Area 3** 63sqm (full Path Width 35m x 1.8m)

Supply and install timber edging where required.

Supply and compact 200mm Type 1 Limestone scalping's to form suitable sub base to raise level above tree roots.

Supply and install 35meters of Interclamp Railing to from protection barrier, total height of handrail to be 1.2m high.  
£3,964.80

**Option A Total = £21,432.48**

**Option B Total = £19,276.77**

### **Officer's Recommendation**

Financial Regulations requires three separate quotations for this type of work. After extensive enquiries three quotations have been obtained for the footpath work specification.

Following an assessment of the quotations and engagement from the contractors it is recommended that the quotation of **£19,276.77** from **Contractor C** be accepted. The work would be funded from £8,446 Hunter Park capital work budget, £8,446 from general reserves and £2,384 from CIL.



**R33/22**

Recreation Committee Meeting – 20<sup>th</sup> October 2022

### **Hunter Park Car Park**

Monitoring of the use of car has continued.

There are still periods during the daytime of significant use of the car park by non-park users, however evening and overnight use has declined. Two vehicles, one of which the MOT had expired, were parked in the car park during the summer, for several weeks during the early part of the summer. There remains one vehicle owner, despite letters from the Council, who has refused to stop using the car park for prolonged periods for personal use.

There have been at least three instances of a vehicles performing skids or 'drifting', although none of these have been directly reported to the Council, the deep markings on the surface are a clear indication of this activity.

A local ramblers group has asked permission to use the car park later in October and they have agreed to pay a nominal charge for use of the car park. Councillors are asked to consider whether they would like to explore and potential trial the wider the use of charging to non-park users.

J P Matthews

Parish Clerk

14<sup>th</sup> October 2022

**Twyford Contract 1st October 2021-30th September 2022**

	Frequency	Item Cost
<b>Hunter Park Allotments</b>		
Strim area between ditch and hedge adjacent to Park Lane September and February. Trim all boundary hedges twice a year September and February.	2	175
Strim banks between allotment and hunter parks.	18	
<b>Memorial and School Road</b>		
Cut hedge twice a year and strim grass area around the memorial bench every 8 weeks mid march-October	4	25
Clear site lines from footpath from School Road to Finches Lane	3	15
<b>Hunter Park</b>		
Mow and strim all grass except cricket square		
Weekly start April-end September	26	180
Fortnightly March and October	4	180
Fortnightly March-October cut/strim banks, around trees, along fencing, by sports equipment and all benches.	18	90
Ad hoc grass cutting		
Remove leaves from areas Oct-Dec	4	225
Weekly - Complete play area, swings, outdoor gym, table tennis and basketball area safety checks, complete written records and report any concerns to the Clerk. Also tidy play area: remove litter, debris and return any sand to the sand pit. Weekly -Empty litter from the bin in the Play area and bin outside the Pavilion to the waste collection bins behind the Pavilion or Car Park. Also remove any other litter from site A, and B and C	52	22.5
Apply selective weed killer to all areas in April/May using an approved product for public open spaces and qualified/certified operators or sub-contractors	1	600
Apply total weed killer in April and September to car park, behind the Pavilion, dragon's teeth and along link fence line	2	90
Cut back tree and hedge growth (up to 2 metre height) and strim rough areas around the Park perimeter. Remove debris from site. September and February. Collect fallen branches and remove from site - as necessary within 2 weeks of fall	2	270
<b>Football Pitch</b>		
Initial Mark of football pitch	1	125
Verti draining	3	350
Remove leaves from pitch as necessary.	10	20.2
Line marking fortnightly	18	25
Goal mouth repairs only (June)	1	450
<b>Rights of way paths(works completed) early May, end of June, August and October</b>		
No Number: Hewlett Close to boundary of No 7 Coles Close 1. Maintain by strimming the surface vegetation to fence or 25cm on each side of path. 2. Gather all green waste and dispose. 3. Air broom path 4. Spray path verges 15cm on both sides with herbicide Once a year scrap soil back from the concrete edges to the tarmac paths if applicable.	4	45
Footpath 10: Lower Church Path - Church Fields to Rectory Lane 1.Maintain by trimming the surface vegetation to fence or 25cm on each side of path. 2.Gather all green waste and dispose. 3.Air broom path 4.Spray path verges 15cm on both sides with herbicide. Once a year scrap soil back from the concrete edges to the tarmac paths if applicable.	4	225
Footpath 12: Upper Church Path - Rectory Lane to B3335 at Searles Hill This path to be visited the requested three times and also after leaf fall to clear footpath down to Series Hill of leaves. 1.Maintain by trimming the surface vegetation to fence or 25cm on each side of path. 2.Gather all green waste and dispose. 3.Air broom path 4.Spray path verges 15cm on both sides with herbicide.	4	90
Footpath 13: Nurses Path - Park Lane to Hazeley Road by Old Fire Station. 1.Maintain by trimming the surface vegetation to fence or 25cm on each side of path. 2.Gather all green waste and dispose. 3.Air broom path 4.Spray path verges 15cm on both sides with herbicide. Once a year scrap soil back from the concrete edges to the tarmac paths if applicable. Overgrowth: Visit in June and report on areas where there are overhanging branches or vegetation. The Clerk will agree with you a cost and time in July to cut back areas agreed.	4	90
<b>Northfields</b>		



Cut and strim grass every two weeks during the growing season. Remove broken branches and accumulated debris on each visit. Sweep paths and playareas to leave free of grass cuttings and debris	18	37.5
Trim sides of all boundary hedges twice a year.	2	135
Trim Newton Road hedge twice a year	3	60
Empty Waste bin and Weekly play area safety check, completion of written records and report any concerns to the Clerk	52	15.5