

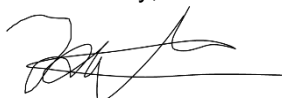
## **TWYFORD PARISH COUNCIL**

8th September 2023

Dear Councillor,

I hereby summon you to attend a meeting of the Recreation Committee, on **Thursday, 14<sup>th</sup> September 2023** at 7.30pm. This meeting will be held at the Pavilion, Hunter Park.

Yours sincerely,



Jamie Matthews  
Clerk to the Council

### **Meeting of the Recreation Committee**

**14<sup>th</sup> September 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	<b>Chairman's Announcements</b>
2	<b>To receive and approve</b> apologies for absence.
3	<b>To consider</b> 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	<b>To receive and record</b> 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	<b>To approve</b> as a correct record and authorise the signing of the minutes of the meeting of the Recreation Committee held on 8 <sup>th</sup> June 2023.
6	<b>Public Representation</b> – 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	<b>To receive</b> the Assistant Clerk's report
8	<b>To receive</b> the Maintenance list together with an update of completed jobs since the last meeting of the Recreation Committee.
9	<b>To receive</b> a written update on the proposed new cricket nets

10	<b>To receive and consider</b> a report on the fingermaze at Hunter Park.
11	<b>To review</b> signage at Hunter Park
12	<b>To receive and consider</b> a report on bins at Hunter Park
13	<b>To receive and consider</b> a report on the memorial plaque
14	<b>To receive and consider</b> a report on dogs on leads at Hunter Park
15	<b>To receive and consider</b> a report on the provision of a portaloo at Hunter Park
16	<b>To receive and consider</b> a report on the provision of a bike rack at Hunter Park
17	<b>To receive and consider</b> a report on the provision of EV charging point(s) at Hunter Park
18	<b>To receive and consider</b> a report on parking at Hunter Park, including the provision of disabled parking
19	<b>To receive and consider</b> a report for an official opening of Hunter Park Play Area
20	To consider items for future meetings.



**TWYFORD PARISH COUNCIL**

**RECREATION COMMITTEE**

**14<sup>th</sup> September 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:

- Inspections this year have shown that generally plots have been put to good use.
- A report was received of a bees nest on one plot, tenant advised as the nest is on their plot it is the tenant's responsibility to remove.
- The waiting list for an allotment has increased to 16. The next in line has been on the list since February 2021; just over 2.5 years.
- A meeting for tenants will be arranged for the autumn. The communal bonfire and compost area will be discussed.

2) Hunter Park:

- The village games took place successfully on 2<sup>nd</sup> July raising a total of £2,100 for Twyford Playgroup, an email of thanks is attached to this report.
- The holiday club once again hired the Pavilion and outside space, this time for 3 weeks.
- Following the committee site visit in June, Greensmile carried out a trim of areas around the park.
- The cricket season has come to an end. We had a number of users hire the pitch other than Twyford Cricket Club; St Cross Cricket Club, two corporate hirers, two different school bookings.
- Football: A junior team hired the pitch during August for training sessions. Pavilion Panthers and Hedge End Tigers have booked again for this season, sharing Sunday mornings, and a Chandlers Ford veteran's team established for 3 years have booked some Saturday afternoons.
- The two dog waste bag bins have been well received and bags have been replaced weekly.
- The two pieces of sensory equipment have been installed and appears to be well received by users of the park.
- We are awaiting a quote to prune the trees around the Pavilion, together with the apple tree in the allotments.
- Two new bins have been installed, reported elsewhere on the agenda.

3) Pavilion:

- The plumbing works to comply with the Legionella assessment are being carried out early October.
- The fridge was at end of life and has now been replaced. As it is only used during summer, it will be turned off during the winter.
- The automated shutters are now a year old and have proved to be very successful. They will be serviced annually.

4) Northfields

- As noted in the annual play inspection at the last meeting, an information sign is required at Northfields and we are currently looking at installing a sign near the entrance.

**From:** [roger@experiencegroup.uk](mailto:roger@experiencegroup.uk) <[roger@experiencegroup.uk](mailto:roger@experiencegroup.uk)>  
**Sent:** Monday, July 3, 2023 9:28 AM  
**To:** Clerk - Twyford Parish Council <[donsanded@gmail.com](mailto:donsanded@gmail.com)>  
**Cc:** Assistant Clerk - Twyford Parish Council <[admin@twyfordhants.org.uk](mailto:admin@twyfordhants.org.uk)>; Cllr. Chris Mitchell <[chris.mitchell.cllr@twyfordhants.org.uk](mailto:chris.mitchell.cllr@twyfordhants.org.uk)>  
**Subject:** THANKS [REDACTED]

Good morning Jamie

Just a quick email with a massive thanks to Twyford Parish Council for all your assistance with the Village Games 2023 yesterday at Hunter Park. I would appreciate if you could pass on these thanks at the next meeting on behalf of all those involved. The free use of the park and the pavilion was very much appreciated.

There was, as always, a great turnout and those attending of all ages seemed to love the challenges that we set them!

We are just waiting to confirm the amount raised for Twyford Playgroup, but I understand that it was a good sum. We will let you know the final amount so that you can pass this on to the councillors

Best wishes

Re: THANKS



To: Clerk - Twyford Parish Council  
Cc: [REDACTED] Assistant Clerk - Twyford Parish Council;  
Cllr. Chris Mitchell

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Tue 04/07/2023 11:03

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi Sue and Jamies

Thank you so much for the use of Hunter Park on Sunday, I've seen many photos and videos of the afternoon - great turnout, loads of fun and a highly entertaining event.

We've raised over £2,100 for playgroup (includes our Hamptons sponsorship boards and some match funding from Jude's) - just incredible, we really appreciate the help in making this possible.

On behalf of the playgroup committee please pass on our thanks for the wider committee

Have a great week  
Thanks  
Donna



## ITEM 8 TWYFORD PARISH COUNCIL

Recreation Committee Meeting – 14<sup>th</sup> September 2023

### Maintenance list – Outstanding work

JOB NO	LOCATION	DATE OF ISSUE	ISSUE/JOB	RESPONSIBILITY	ACTION	DATE SCHEDULED
1	Pavilion	17.05.2021	Legionella temperature checks	Caretaker	ONGOING monthly checks	ONGOING – once a month
2	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	Pavilion	09.11.2022	Cladding	Caretaker	Replacement cladding	
4	Hunter Park	08.02.2023	Jubilee plaque	Caretaker	Reinstall Jubilee plaque in wildflower area	
5	Pavilion	16.02.2023	Remote lock	Caretaker/Clerk	Install new remote lock to Pavilion	
6	Pavilion	16.02.2023	CCTV	Caretaker/Clerk	Install CCTV to Pavilion	
7	Hunter Park	19.04.2023	Old Pavilion electric	Caretaker	Install board to neaten electrics	
8	Northfields telephone kiosk	26.04.2023	Repairs to door	Caretaker	Clamp and glue	Reinstall 13 <sup>th</sup> September 2023
9	Hunter Park	04.05.2023	Signage on footpath/ handrail area	Caretaker	Installation of steep slope sign (when we have it)	
10	Hunter Park play area	04.05.2023	Fencing	Caretaker	Repair/replace rotten timber where needed	
11	Hunter Park car park	24.05.2023	Manhole cover in car park	Caretaker	Requires surrounding surface to be levelled to manhole cover	
12	Northfields	05.07.2023	Football goal nets	Caretaker	Peg back the goal nets	13 <sup>th</sup> September 2023
13	Hunter Park wildflower area	05.07.2023	Memorial plaque	Caretaker	Reinstall memorial plaque using deeper concrete base	
14	Hunter Park play area bin	05.07.2023	Relocate play area bin	Caretaker	Relocate bin, location to be agreed by Rec Cttee	
15	Pavilion	12.07.2023	Leak from home changing room	Caretaker	Leak on floor between home changing room showers and disabled loo	
16	Hunter Park car park	02.08.2023	Install car park sign	Caretaker	Concrete 2 posts in ground at entrance to car park by red bin and install new 'private car park' sign.	4 <sup>th</sup> October 2023
17	Hunter Park	24.08.2023	New path between allotments and park	Caretaker	Use some of the gravel from container to fill in the gaps in the path	13 <sup>th</sup> September 2023
18	Hunter Park Allotments	30.08.2023	Wobbly dog bag dispenser	Caretaker	The dog bag dispenser has become wobbly and needs firming up.	13 <sup>th</sup> September 2023
19	Hunter Park	30.08.2023	Rubber matting	Caretaker	Purchase additional pegs and re-install rubber matting in gaps between knee rail fencing in car park	18 <sup>th</sup> October 2023
20	Pavilion	30.08.2023	Emergency lighting	Caretaker	Annual 3 hour emergency light testing due	4 <sup>th</sup> October or 18 <sup>th</sup> October
21	Pavilion	06.09.2023	Gutter cleaning	Caretaker	Clean gutters, especially rear of building	18 <sup>th</sup> October 2023

### Completed work since June meeting of Recreation Committee:

#### Hunter Park:

Basketball wall and surface jetwashed by Cllr Cook, equipment set up by Caretaker  
 Inclusive swing seat adjusted to recommended height as per Annual Play Inspection report  
 New tree area – vertical posts trimmed  
 Junior football goal net repaired  
 Rubber matting in car park removed and stored, to be re-installed in autumn  
 Drainage work in car park by allotments complete, may need some further attention  
 Wildflower area – split posts replaced, remaining firmed up  
 New sensory equipment installed; windchimes and fingermaze  
 Two new bins installed

#### Pavilion:

Referee room cleared and contents stored in container, old electrical equipment and chemicals disposed of  
 Electric cupboard/SLR cupboard reorganised for safer charging of SLR batteries



## Item 9

# Twyford Parish Council

Recreation Committee Meeting – 14<sup>th</sup> September 2023

### Purpose

To provide the Recreation Committee with an update on progress for the proposals for the replacement cricket training nets at Hunter Park.

### Background

In June 2023 the committee considered some options to replace the existing cricket training nets at Hunter Park. The committee agreed to proceed to obtain formal quotations for the work required to install new training nets in an area in the south of the park near to the maintenance containers. In addition, the cost to install an artificial wicket on the outfield were also requested.

### Groundworks

Some work is required to level out the area of ground which has been agreed as suitable for the installation of new training nets. To date, two quotes for this work indicate the work would cost in the region of £3 to £5k.

### Nets and Lane Facility

Two quotes have been received for this work and a third one is currently being sought. The report to the committee in June 2023 advised that the estimated cost of a double lane facility, similar to the existing nets, would be in the region of £24k to £32k.

### Artificial Wicket

The committee asked at it's June 2023 meeting to include a cost for an artificial wicket on the cricket outfield. A 30metre non turf pitch on the edge of square is estimated to cost around £10k.

The Cricket Club have indicated that although they would welcome the facility to support the sport of cricket, it is unlikely to be a facility they would utilise, their preference being for fixed training nets. The committee would also need to be mindful of the ongoing maintenance costs for such a new facility.

### Finance

There has been no material change to the budget available for the project since the report to committee in June 2023, which remains at £16k. This is made up of Parish Council, a donation from the cricket club and a small grant from Hampshire County Council.





## ITEM 10 TWYFORD PARISH COUNCIL

Recreation Committee Meeting – 14<sup>th</sup> September 2023

### **Fingermaze at Hunter Park**

On 2<sup>nd</sup> March 2023, the Recreation Committee resolved to recommend to full council the purchase of a finger maze and rainbow chimes. These two pieces of equipment have now been installed in the locations agreed at the committee site visit on 28<sup>th</sup> June.

Members are asked to consider if the finger maze should be lowered, and if so by how much. The measurement from the ground to the bottom of the finger maze is 86cm and the depth of the maze is 62cm.



### **Officer's Recommendation:**

Being mindful that children like to look and reach up rather than down, and that the equipment is installed for all users of the play area to enjoy, it is recommended that the fingermaze is not lowered by any more than 10cm.



## Item 11

# Twyford Parish Council

Recreation Committee Meeting – 14<sup>th</sup> September 2023

### Purpose

For the Recreation Committee to consider approval to update the existing signage at the entrance to Hunter Park.

### Background

Members at their site visit in June 2023 identified the sign as being outdated and out of keeping with the setting of the park entrance. The sign did not appear to be in the optimal position and so many visitors to the park would not have been aware of the information contained on the sign.

### Proposal

- 1) To remove the existing signage, redesign and reinstall on the area adjacent to the red bin.



The new sign will face directly towards vehicles travelling along the driveway into the car park. The new welcome sign will indicate that the car park is private and overnight parking is not permitted. The new sign will avoid use of the colour white which will avoid a harsh appearance. For the other rules listed on the current sign, it is proposed to list these on a second sign – see 2)



For vehicles leaving the car park new, highways standard, signs will be fixed to the existing post which advises of narrow roadway:



With appropriate wording such as “Please Drive Slowly”.

- 2) The design for the second sign will be brought to a future committee meeting. It is suggested that this sign would have general information about the park, including the rules, a map of the facilities and contact information for the council. It could also feature panels to display notices on. The location for this sign could be on the grass area next to the existing noticeboard.

#### Finance

Within the Recreation Committee budget, a budget of £1,000 is available for signage across all of the sites for the entire year. The amendment to main entrance signage should be able to be accommodated within this budget. The cost of the second sign, along with its proposed design will be brought to a future meeting for the committee to consider.



## ITEM 12 TWYFORD PARISH COUNCIL

Recreation Committee Meeting – 14<sup>th</sup> September 2023

### **Bins at Hunter Park**

Two new bins have been purchased and installed at Hunter Park, in the locations as determined at the Recreation Committee's site visit on 30<sup>th</sup> June 2023 (pictured below).



Greensmile will include them with the regular bin emptying that is currently in process (twice weekly during the summer, weekly during the autumn/winter months).

At the site visit, Members looked at the two existing bins; one in front of the Pavilion the other within the play area, and indicated that they might wish to consider relocating them.

The Caretaker has had a look at the bin in the play area and considers that, with a repair, it would have a life expectancy of 1-2 years and could be relocated into a position outside of the fenced playground.

Much of the wood surround of the bin in front of the Pavilion is end of life and beyond repair, and one of the newly installed bins was intended as its replacement and it is therefore suggested that the bin is removed.

Members also might want to consider if an additional bin is needed to the north of the park, between the allotments and the tennis courts.

**Officer's Recommendation**

1. that the bin in front of the Pavilion is removed.
2. that the bin in the fenced play area be relocated to outside of the play area towards the path and that Members should further consider replacing the bin in 2024/25.
3. Should members consider it appropriate, that an additional new bin is installed between the allotments and the tennis courts.



## ITEM 13

### TWYFORD PARISH COUNCIL

Recreation Committee Meeting – 14<sup>th</sup> September 2023

#### **Memorial Plaque**

As previously reported, the memorial plaque for the late Cllr Ian Wheeler went missing and was later found in a nearby wooded area of the perimeter of the park. Consideration needs to be given to its reinstallation.

#### **Officer's Recommendation**

It is recommended that the plaque be reinstalled in the same location as previously agreed by the committee, in the wildflower area, but horizontally and on a larger concrete base which would more secure.



## ITEM 14

### TWYFORD PARISH COUNCIL

Recreation Committee Meeting – 14<sup>th</sup> September 2023

#### **Dogs on sporting areas at Hunter Park**

At its meeting in April 2023 (231/22), Full Council received public representation regarding dogs being kept on leads on the football pitch and cricket outfield, a rule approved by the Recreation Committee in July 2022, identified as R8/22.

Full Council resolved to review the rule at a future meeting of the Recreation Committee and therefore members are asked to consider reviewing the rule:

“R8/22 Dogs must be kept on leads when on the cricket outfield and football field.”



## ITEM 15 TWYFORD PARISH COUNCIL

Recreation Committee Meeting – 14<sup>th</sup> September 2023

### **Provision of Portaloo at Hunter Park**

The existing arrangements for the Portaloo at Hunter Park previously agreed by the committee were for the loo to be in place from March through to the end of October, at which the facility would be removed. The intention of the temporary loo is to understand usage and management of such facilities, with a view to informing a longer term decision as to whether the park would benefit from a permanent facility as set out in the Hunter park masterplan.

The council has received positive feedback and the facility appears to be well appreciated by users of Hunter Park. The management arrangement of a weekly servicing appears to be sufficient to maintain the facility in a good condition throughout this period.

Members are asked to consider that, as the facility has been a success, whether it should remain in place. This would be at cost of £119.50 per month which includes a weekly service and clean, and replenishment of toilet rolls and hand sanitiser.





## ITEM 16 TWYFORD PARISH COUNCIL

Recreation Committee Meeting – 14<sup>th</sup> September 2023

### Bike Rack at Hunter Park

At the site visit on 28<sup>th</sup> June, it was identified that there was nowhere for users of Hunter Park to store bicycles, and it was suggested a rack could be installed alongside the Pavilion.

Members are asked:

1. To consider if a bike rack should be provided at Hunter Park.
2. If deemed a requirement that the following options are considered:

#### Option 1: Cycle Toast Rack Stands

Providing secure parking for 4, 6, 8 or 10 bicycles.

TR4A 4 Place Toast Rack - Armortec Coated £ 149.00		
TR6A 6 Place Toast Rack - Armortec Coated £ 197.00		
TR8A 8 Place Toast Rack - Armortec Coated £ 297.00		
TR10A 10 Place Toast Rack - Armortec Coated £ 345.00		

Option 2: 5-bike rack, wall or floor mounted. £59.99 incl VAT



### MOTTEZ 5-BIKE RACK (75938)



4.1 (7)

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Zinc-plated bike stand suitable for housing up to 5 bikes at any one time. Locks all tyres from 35 to 55mm. Rustproof and self-supporting. Floor or wall-mountable.

- Wall or Floor-Mounted
- Max. Tyre Width: 55mm
- Zinc Construction
- Rustproof

**Option 3:  
Express  
Sheffield  
bicycle  
stand**

**£40 per hoop (concrete-in fixing)**



Bi-Stander Cycle Stand offers a range of cycle parking facilities for one to twenty bicycles.

Manufactured from a steel framework with Armortec® Coating, the Bi-Stander™ Sheffield Hoop Cycle Stand range provides the ideal solution where uncovered bike parking is required.



## Item 17

### Twyford Parish Council

Recreation Committee Meeting – 14<sup>th</sup> September 2023

#### Purpose

For the Recreation Committee to consider the approval, in principle, of the installation of EV charging facilities at Hunter Park. The full proposal would be subject Full Council approval.

#### Background

Two years ago, the Council investigated the feasibility of installing EV charging points in the village. One of these was at the Hunter Park car park. The Council did not proceed with the proposal at that time due to a lack of finance for such work.

#### Proposal

The proposal is to install two EV charge points in the car park at Hunter Park, in the location marked with a red circle. An alternative location, marked in blue, is also viable but would be more expensive.



#### Finance

A grant has been made available by the UK Government which should fund the majority of the cost to procure, install and commission the EV charging infrastructure. The infrastructure would be owned by the Parish Council and the ongoing management costs would be met from charging fees. However, should the location in blue be preferred to site the EV charging points, then an additional cost will be incurred which will have to be met by the Parish Council.



## ITEM 18

### TWYFORD PARISH COUNCIL

Recreation Committee Meeting – 14<sup>th</sup> September 2023

#### **Parking at Hunter Park**

Members are asked to consider the current parking situation at Hunter Park.

At certain periods, the car park gets very busy at Hunter Park, especially when sporting events are held. As previously reported to the committee non park users sometimes contribute to this situation arising although on occasions, through seeking prior permission, they have been accommodated.

The current parking bays are not clearly visible to users which means maximum use of the area is not always achieved. There are approximately thirty spaces in the car park, with the potential for more if the area for parking was redesigned.

For those non park users who have sought permission to the use the car park a small payment has been requested per vehicle. In October 2022 the committee agreed to trial use of an online payment system to allow non park users to pay for their parking, in this way those informal users who have not directly sought advance permission would be able to make a payment. It is intended to implement this payment system by the end of the year and display instructions in the car park on its use.

#### **Recommendation:**

That the Clerk to investigate the feasibility of remarking the existing bays to enable more efficient and appropriate parking, and also to seek professional advice in order to maximise the number of parking bays within the space available within the car park.

#### **Disabled parking**

At the Recreation Committee meeting of 8<sup>th</sup> June 2023, the committee considered the provision of a disabled parking bay at Hunter Park. Cllr. Cook offered to speak with a local resident who has mobility issues to understand whether such provision would be useful. Cllr. Cook has confirmed that the resident is supportive of the proposal.

At a site visit on 28<sup>th</sup> June, members of the committee identified a suitable space in the car park:





Department for Transport guidance, Inclusive Mobility, advises that 6% of the total capacity of the parking spaces should be for visiting disabled motorists. A designated accessible space should be a minimum of 4800mm long and 2400mm wide. An access aisle of 1200mm should be provided for on each side of the bay.

**Recommendation:**

To approve the provision at Hunter Park of an accessible parking bay of the dimensions set out in the Department for Transport's Inclusive Mobility best practice guide. Assistant Clerk to arrange for the installation of a Disabled Only Parking (aka blue badge) signs to be installed in the location identified.





## ITEM 19

### TWYFORD PARISH COUNCIL

Recreation Committee Meeting – 14<sup>th</sup> September 2023

#### **Official Opening of Hunter Park**

At it's meeting in July 2022 (R15/22), the Recreation Committee undertook to hold an event in April 2024 to commemorate the 60<sup>th</sup> anniversary of the opening of Hunter Park by Lord Ashburton on 25<sup>th</sup> April 1964.

Members are asked to discuss and consider ideas to start putting plans in place.