

RECREATION

TWYFORD PARISH COUNCIL

draft MINUTES OF A MEETING OF THE RECREATION COMMITTEE

Held on Wednesday 15th November 2023 at the Pavilion, Hunter Park

Councillors present	In attendance
Cllr. S. Pullen (in the Chair)	Clerk
Cllr A Forder-Stent	Assistant Clerk
Cllr C Hill	
Cllr S Cook	
Cllr J Pain	
Cllr S Hoad	

Item	Business Transacted
R37/23	<p>Chairman's Announcements</p> <p>There were no announcements from the Chair.</p>
R38/23	<p>Apologies for Absence</p> <p>Apologies received from Cllr C Mitchell and Cllr R Sellars.</p>
R39/23	<p>Dispensations under Section 33 of Localism Act 2011</p> <p>No dispensation requests were received.</p>
R40/23	<p>Declarations of Interest</p> <p>No declarations of personal interest received.</p>
R41/23	<p>Approval of Minutes</p> <p>It was Resolved that minutes of the meeting of the Recreation Committee held on the 14th September be approved.</p>
R42/23	<p>Public Representation</p> <p>No public representation present.</p>
R43/23	<p>Assistant Clerk's report</p> <p>The report was received and noted, attached in the appendices. Key points from the report were highlighted as follows:</p> <ul style="list-style-type: none"> • Allotments: Presently, there are 18 residents on the allotment waiting list, with an upcoming reduction to 17 due to tenancy handover. • Football: Inclement weather conditions have resulted in the cancellation of several matches due to pitch condition. • Car park: Reminder letters would be sent to unauthorised users of the car park who persist in parking without permission. • Northfields: The multi-play frame underwent repairs, however Cllr Cook raised concerns regarding why it remains cordoned off. Assistant Clerk to clarify with the Caretaker.
R44/23	<p>Maintenance list</p> <p>The report was received and noted, attached in the appendices. Members content with completed and outstanding jobs.</p>
R45/23	<p>Motions submitted under Standing Order 9</p> <p><i>Cllr Hoad</i></p> <p>Relationships and communication between council and various users and stakeholders of Hunter Park.</p>

	<p>Cllr Hoad expressed concerns regarding the communication of council decisions, and suggested that public consultation be considered when changes take place which affected users of the Council facilities and cited recent decisions made by the Council relating to dogs in Hunter Park and it was important to engage with the community.</p> <p>Members considered these points and the Clerk explained about the steps that had been taken to communicate work regarding the replacement cricket nets. Members noted that the new initiative of the Council's quarterly newsletter and improved online presence would help enhance future communication efforts.</p> <p>The Chairman thanked Cllr. Hoad for raising this issue.</p>
R46/23	<p>Update on proposed new cricket nets</p> <p>Cllr. Hoad gave a verbal update on meetings which had been held with the Development Officer of Hampshire Cricket Board and Twyford and explained options that were available to enable funding for the nets to be provided by Hampshire Cricket.</p> <p>He explained that since the Twyford Cricket Club was the largest user of the cricket facilities and had been playing at Hunter Park since it was established, it would be reasonable for the Council to give a security of tenure to the club that they could use the facilities for, say, a period of 7 to 10 years. Such an assurance would then allow Hampshire Cricket to provide an ECB Interest Free Loan towards the new cricket facilities.</p> <p>Cllr. Hoad felt the way the current way cricket facilities were managed in Hunter Park needed to change and should form part of this work.</p> <p>The Clerk explained to the committee that it shouldn't conflate two separate matters - the current model of Parish Council managed cricket facilities and their maintenance and the provision of new training nets as they are mutually exclusive, and the decision made by the committee in September 2023 related to exploring funding options for the cricket nets only. If the committee wished to review the model of operation of the cricket facilities, then it could ask for an item to added to a future meeting agenda in order for them to make a informed decision.</p> <p>The Chairman thanked Cllr. Hoad for his update and asked that he put together his findings of the ECB loan proposal into a written report.</p> <p>It was resolved that Cllr Hoad would provide a written summary of the ECB loan options available.</p>
R47/23	<p>Pavilion Operational Requirements</p> <p>A report was received noted, attached in the appendices. The Assistant Clerk highlighted that the primary objective of the policy is to clarify the Parish Council's liability in managing the facility and the budgetary implications. Members noted the extensive array of safety measures designed to ensure the safe operation of the pavilion for all its users.</p> <p>It was Resolved to note the Pavilion Operational Requirements document.</p>
R48/23	<p>Play Area Inspections Policy</p> <p>A report was received and noted, attached in the appendices. The Clerk outlined the measures implemented to maintain the safety of the play equipment at Hunter Park and Northfields, emphasizing the regularity of inspections conducted throughout the year.</p> <p>It was Resolved to approve the Play Area Inspections Policy</p>
R49/23	<p>Rainbow chimes</p> <p>A report was received and noted, attached in the appendices. The Chair was content that the chimes had been adjusted and the sound has improved.</p> <p>It was resolved that Cllr Cook would investigate other parks the sheet music they have installed.</p>
R50/23	<p>Additional inclusive equipment</p> <p>At the last meeting Members requested that this item be added to the Agenda. Committee debated the possibility of additional inclusive equipment at Hunter Park. Items were</p>

	<p>discussed including a trampoline or an additional piece of equipment in the sand pit. No specific item was agreed on.</p> <p>It was resolved to add in a sum of money for play equipment into the budget for 2024/25, which would be considered later in the meeting.</p>
R51/23	<p>Trees at Hunter Park and Northfields</p> <p>A report was received and noted, attached in the appendices. The Clerk confirmed that Hampshire Heartwood will conduct the necessary work to remove a tree fallen in the neighbouring horse field. This scheduled removal is set to take place in December.</p> <p>Additional maintenance activities are planned for other trees within the park during the winter. This maintenance encompasses the removal of deadwood from the treetops, trees situated in front and to the side of the Pavilion, those behind the car park, and around the allotment site. Full Council had approved in September 2023 the use of reserves towards this work.</p> <p>A Visual Tree Assessment of all trees at Hunter Park and Northfields has also been arranged for early January 2024.</p>
R52/23	<p>Raised flower bed</p> <p>The Chair clarified that the suggestion of a raised flower bed, made in the September 2023 meeting of the committee, was for an area in front of the pavilion rather than at the wildflower area.</p> <p>Members welcomed the idea and Cllr Cook said she would make enquiries as to who built the raised beds at Colden Common.</p>
R53/23	<p>Update of the plans to celebrate 60 years at Hunter Park</p> <p>Cllr Cook reported that a small working party comprising herself and Cllr Percival has been formed to organise the celebration marking 60 years at Hunter Park. The event is scheduled to take place on Sunday 28th April 2024 from 12.00pm – 4.00pm.</p> <p>Cllr Cook outlined that the event would have a flexible structure, with proposed activities including various sports such as cricket, football, tennis, walking, and forest related activities. Some ideas discussed involved Twyford Cricket Club arranging a BBQ, the tennis club offering 'afternoon teas' featuring options such as strawberries and cream or sandwiches, and the provision of teas/soft drinks from the Pavilion. Cllr Cook confirmed that funding for the event would not be required from the Parish Council.</p> <p>Additionally, Cllr Cook advised that necessary first aid requirements would be organised for the event.</p> <p>The Clerk confirmed that as this is a Parish Council arranged event, insurance coverage would be provided. However, a concise list of activities and individual risk assessments for each activity would be necessary.</p>
R54/23	<p>Minutes of Allotment Tenants meeting</p> <p>The minutes of the allotment tenants meeting held on 1st November 2023 were received and noted and is attached in the appendices. Cllr Pullen brought attention to the request raised by tenants regarding the consideration of an additional tap at the allotments. Currently, there are two taps available, and tenants expressed the potential usefulness of a third tap.</p> <p>Members deliberated on the feasibility and estimated costs associated with digging a trench for the additional tap, as well as whether the paths would accommodate the necessary equipment. A suggestion was proposed to address this by running a hose from an existing tap to the desired location and installing a water butt, which tenants could potentially initiate themselves. Members also raised concerns about legionella risk associated with water stored in these butts.</p> <p>It was resolved that:</p> <ol style="list-style-type: none"> a) The proposed method of running a hose from a tap's t-junction to an additional water butt in the desired location would be presented at the next allotment users meeting. b) The Assistant Clerk would conduct an investigation into the legionella risk associated with water butts.

R55/23	<p>2024/25 Capital Budget</p> <p>Members considered items that they would like to include for in the 2024/25 budget.</p> <p>After a lengthy discussion</p> <p>It was resolved to include in the 2024/25 budget:</p> <ul style="list-style-type: none"> • £2,000 for additional inclusive play equipment • £1,500 for boundary fencing • £500 for pathway materials
R56/23	<p>Items for future meetings</p> <p>No items were raised for future meetings</p>

The meeting closed at 9.29pm.



ITEM 7

TWYFORD PARISH COUNCIL

RECREATION COMMITTEE 15th November 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 Final Warning letter was issued to one tenant who has responded they wish to surrender their plot due to insufficient time. The plot will be prepared for a new tenant, leaving 17 residents remaining.
 - The Autumn meeting for tenants was held on 1st November, reported elsewhere on the agenda.
- 2) Hunter Park:
 - A new sign for the outdoor gym area has been installed.
 - The annual fireworks event held by Twyford St Mary's PTA was held on 29th October.
 - Wet weather conditions has seen 4 football matches cancelled.
 - Reminder letters will shortly be sent to those unauthorised users of the car park who continue to use the car park without permission.
- 3) Pavilion:
 - The biennial servicing of the fire extinguishers has taken place.
 - The annual PAT testing and emergency light testing has been undertaken; 6 lights to be replaced.
 - Plumbing work to comply with the Legionella assessment has been completed.
 - The outside tap has been switched off for the winter to prevent freezing.
- 4) Northfields
 - On their weekly inspections, Green Smiles found a broken plank on the multi-play frame. The Caretaker cordoned off the frame and has now replaced the plank.
- 5) Trees
 - Awaiting quote from Hampshire Heartwood for treeworks; reported elsewhere on agenda.

Sue Nias, Assistant Clerk &
Jamie Matthews, Parish Clerk
9th November 2023



ITEM 8

TWYFORD PARISH COUNCIL

**RECREATION COMMITTEE
15th November 2023**

TWYFORD PARISH COUNCIL – MAINTENANCE LIST – OUTSTANDING ITEMS AS AT 1st November 2023

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	Hunter Park	04.05.2023	Signage on footpath/handrail area	Caretaker	Installation of steep slope sign (when we have it)	
9	Hunter Park play area	04.05.2023	Fencing	Caretaker	Repair/replace rotten timber where needed	
10	Hunter Park car park	24.05.2023	Manhole cover in car park	Caretaker	Requires surrounding surface to be levelled to manhole cover	
11	Pavilion	12.07.2023	Leak from home changing room	Caretaker	Leak on floor between home changing room showers and disabled loo	
12	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.	15 th November 2023
13	Hunter Park Allotments	30.08.2023	Wobbly dog bag dispenser	Caretaker	The dog bag dispenser has become wobbly and needs firming up.	15 th November 2023
14	Pavilion	18.10.2023	Gutters	Caretaker	Clean gutters	15 th November 2023
15	Pavilion	18.10.2023	Emergency lights	Caretaker	Replace 6 emergency lights	
16	Hunter Park	25.10.2023	Disabled parking sign	Caretaker	Install new disabled parking sign in bay closest to Pavilion	

Completed jobs:

Northfields:

Northfields phone box door repaired and replaced
 Football goal nets pegged back
 Bus shelter – wood replaced by contractor, shelter painted by Caretaker
 Plank on climbing frame replaced

Hunter Park:

Gaps in new path parallel to allotments filled.
 Football goal nets repaired
 New sign for outdoor gym installed
 Rubber matting re-installed between knee rail fencing
 Fingermaze lowered by 10cm
 Rotten bin in front of Pavilion removed and disposed of
 Bin in play area relocated to outside of play area
 New bin by wildflower area relocated to end of football pitch
 Rainbow chimes adjusted for quality of sound

Pavilion:

Annual emergency light testing completed
 Gutters cleaned
 Annual PAT testing completed
 Hand dryer in gents toilets repaired



ITEM 11

TWYFORD PARISH COUNCIL

RECREATION COMMITTEE 15th November 2023

Pavilion Operational Policy

Several safety procedures are required to take place at the Pavilion to ensure safe operation for all users and this policy sets on the regular activities that the Council will undertake to achieve this.

Electrical Testing

An electrical condition report is carried out every 5 years in line with IET regulation guidelines.

- Last inspection date: 30th March 2021
- Next inspection due: 30th March 2026

PAT Testing

Portable Appliance Testing is carried out annually by the Caretaker, a qualified electrician, to IET current regulations.

- Last PAT test: 18th October 2023
- Review: 18th October 2024

Emergency Light Testing

The Caretaker conducts checks in accordance with British Standards for Emergency Lighting. A full duration (3 hours) check is undertaken annually, followed by a further inspection 6 months later.

- Last annual duration test: 13th October 2023
- 6 monthly inspections due: 13th April 2023
- Next annual duration test due: 13th October 2024

Legionella Policy

A legionella water assessment is carried out every two years by water hygiene consultants.

- Last assessment carried out: 8th February 2023
- Next assessment due: 8th February 2025

Regular checks:

- Weekly flushing of all water outlets carried out by cleaning staff.
- Monthly water temperature checks of all outlets carried out by contracted Caretaker.

Temperature Mixing Valves installed October 2023 to regulate the water temperature for safe use to vulnerable users. These will be serviced annually by a plumber.

Both the legionella assessment and the Council's legionella policy are displayed in the Pavilion.

Fire Extinguisher safety checks

Fire safety equipment is serviced and maintained annually by a specialist fire safety contractor.

- Last service: 29th October 2023
- Next service due date: 29th October 2024

Visual inspections are also carried out monthly by the Caretaker.

The servicing certificate and the monthly logbook are displayed in the Pavilion.

Evacuation policy in case of fire

Fire safety measures include clearly displayed instructions and fire exit signs.

The keyholder is responsible for calling the emergency fire services.

The assembly point is in the car park.

External automated shutters

The automated shutters installed in September 2022 are serviced annually by a specialist automated door contractor.

- Date of last service: November 2023
- Next service due date: November 2024

Cleaning Regime

Twyford Parish Council employ a cleaner to clean the Pavilion once a week for two hours.

First Aid

A first aid kit is supplied and located in the kitchen. It is due to be replaced April 2025.

General Maintenance

General maintenance of the Pavilion is carried out by the contracted Caretaker. Any defects found should be reported to the Clerk or the Assistant Clerk.

Policy Adoption and Review

Adopted by Recreation Committee: 15th November 2023
Review date: November 2024



Play Area Inspections Policy

The Parish Council is responsible for the maintenance and safety of two play areas; one at Northfields the other at Hunter Park. Playground inspections can lower the risk, improve health and safety, and so reduce the potential claims made against Council.

The Council has a legal obligation to ensure play equipment is kept in a safe condition. As such Council must ensure it has an appropriate process in place so that adequate inspection of the play equipment takes place throughout the year and that play equipment remains in a state where it complies with relevant standards.

This policy sets out the steps Council will take to ensure that a range of inspections takes place throughout the year to ensure playgrounds are kept safe for children to use. Inspections are not limited to just the equipment. Pathways, fences, seats etc all need to be checked.

1. Routine Inspection:

- A visual inspection conducted weekly by Green Smiles Ltd. This looks at the equipment's basic condition, especially faults due to recent vandalism. A checklist is submitted to the Assistant Clerk.
- Conducted bi-weekly by the Assistant Clerk. A checklist is completed.

2. Quarterly Operation Inspection:

- Conducted by (currently Elite playground Inspections) normally in March, June, September and December. These inspections also include basic maintenance which includes the tightening of loose nuts, bolts & screws, plus other fixings and the lubrication of any noisy moving parts without dismantling. Persons conducting these inspections should be trained to the RoSPA Routine Inspection of Playgrounds standard or equivalent.

3. Annual Inspection:

- The British and European safety standard BS EN1176 and the Health and Safety Executive strongly recommend that all play areas have at least one inspection every year from an independent suitably qualified body. An Annual Inspection is carried out sometime between March and May. This should be carried out by a specialist not connected with the playground operator. It looks at vandalism, minor and major wear, long-term structural problems, changes in Standard compliance and design practice, risk assessment etc. The work is included in the Winchester City Council arranged play inspections for all participating playgrounds in the district. The Annual Inspection report is received by the Recreation Committee.

Repairs:

Where items of equipment require a repair, the equipment will be cordoned off with hazard tape or signage during the relevant inspection. Repairs identified during the visual inspections are addressed by the Caretaker, wherever possible. Repairs identified at the quarterly operational inspection are carried out either by them or by the Caretaker, depending on the extent of the job and the level of expertise/experience required.

Where specialist repairs are required, this may take longer to arrange and require additional cordoning off of equipment until fixes can be arranged.



ITEM 13

TWYFORD PARISH COUNCIL

**RECREATION COMMITTEE
15th November 2023**

Rainbow Chimes - Sheet Music

At the September meeting of the Recreation Committee, members asked the Assistant Clerk to investigate sheet music to install with the tubular bells.

Unfortunately, the manufacturer of the tubular bells have confirmed that they do not produce music sheets. I have been unable to find sheet music that would be work with the equipment purchased.

I can further update that the Caretaker has adjusted the chimes to improve the sound, as requested at the last meeting.

Sue Nias
Assistant Clerk
25th October 2023



ITEM 15

TWYFORD PARISH COUNCIL

RECREATION COMMITTEE
15th November 2023

Tree Survey

At the September meeting of the Recreation Committee, members requested an assessment of the trees along the southern perimeter of Hunter Park.

Subsequently, we initiated a comprehensive survey of trees at both Hunter Park and Northfields and the surveyor has scheduled the assessment to take place during the first week of January 2024.

Priority Assessment

We have identified a beech tree located to the rear of the wildflower area at Hunter Park, which has recently suffered the loss of two significant limbs, as a priority for assessment.

Recommendation

After viewing photos of the identified tree at Hunter Park, the surveyor believes that the fungal infection is localised to the decayed branch, though is unable to verify without further inspection. He has advised in the meantime that a tree surgeon should be employed to remove the ivy and crown-clean all of the deadwood.

The Clerk is awaiting a quote from a tree surgeon for the work along with other tree work at Hunter Park.

Sue Nias
Assistant Clerk
25th October 2023



Twyford Parish Council
Minutes of a meeting of Allotment Users
1st November 2023
7.30pm at the Pavilion, Hunter Park, Twyford

Allotment users present	Councillors present	In attendance
Kath Molesworth	Cllr Steve Pullen	Sue Nias, Assistant Clerk
Susie Jamies	Cllr Jade Pain	
Jane White		
John Gavin		
David Lea		
Ingrid Percival		
Dave Cook		
Roger Walker		
Julie Ireland		

Apologies

Apologies were received from Julia Steward, Hannah de Merode, Elaine Holt, Annette Ainsworth, Mary Timms, Laura Ancell, Rachel Robertson, Martin Locke.

Welcome

Cllr Steve Pullen, Chairman of the Recreation Committee, welcomed everyone to the meeting.

Tenants reported they had a productive season despite challenging weather conditions.

Issues Raised

1. Point of Contact:

David Lea, who has served as Point of Contact for several years, has taken the decision to step down from this role. Therefore, if the communal area were to continue it would need a volunteer to take responsibility of the area and organise bonfires recruiting fellow tenants to assist.

2. Communal area Bonfire/Green waste

Participants discussed the bonfire area and the status of the green waste area, which has grown considerably over the years. Cllr Pullen asked if the past system had worked and everyone agreed it had. Assistant Clerk asked how the green waste area worked; if users take compost from the area rather than allow the area to grow. David Lea said that it isn't (or shouldn't) be used for general composting and only for weeds that cannot be composted, such as bindweed and dandelions.

Options over the future of the area were discussed:

- Continuing with the current system, providing tenants manage it,
- Parish Council taking over the area to create another plot.

Tenants expressed a preference for retaining the communal waste area but did not have a volunteer for the Point of Contact role. It was suggested that if a communal bonfire is held over the weekend, then more volunteers would be available to assist.

3. Use of Voluntary Maintenance Levy

There is £200 left in the current year's maintenance levy fund. Suggestions were made to use it for levelling the green waste/bonfire area with a mini digger. However, due to the expected cost, it was decided to hold a bonfire in the Spring to burn as much as possible and reevaluate after.

4. Communication between tenants

Cllr Pain suggested setting up a What's App group between tenants which received positive feedback. Ingrid Percival offered to lead this effort.

5. Elderflower tree

Jane White asked if she was able to prune an elderflower tree which was overhanging her plot. The Assistant Clerk and Cllr. Pullen saw no reason for this not to be done.

6. Path Strimming

After discussion, it was decided to continue with the current strimming regime and not include additional paths.

7. Taps

The need for an additional tap near plots 9 and 6 was suggested. Assistant Clerk will discuss the feasibility with the Parish Clerk and take the matter to the Recreation Committee.

8. Tenancy Agreements

A tenant enquired about the process if they pass away or become incapacitated, and their spouse wishes to continue the tenancy. Assistant Clerk advised contacting the Parish Council to explore a joint tenancy agreement.

Next Steps

Create a WhatsApp group for communication - those willing to be included in the group to submit their mobile numbers through a link sent from the Assistant Clerk. Thank you to Kat Molesworth for setting up the group What's App link.

Hold a bonfire in the Spring (Assistant Clerk to set the date) and request volunteers through the WhatsApp group.