

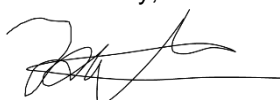
TWYFORD PARISH COUNCIL

8th February 2024

Dear Councillor,

I hereby summon you to attend a meeting of the Recreation Committee, on **Thursday, 15th February 2024** 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

15th February 2024

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 15 th November 2023.
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 and consider a proposal regarding a “coffee pod” at Hunter Park.
10	To receive a written proposal from Twyford Cricket Club in relation to cricket at Hunter Park.
11	To receive and consider an update from Cllr Hoad on proposed new cricket nets, including a summary of ECB loan options available.
12	To receive and consider a report on existing cricket net maintenance.
13	To receive and consider a report on the provision of cycle racks at Hunter Park
14	To receive a report on the temporary toilet at Hunter Park
15	To receive and consider a report on the donation of a silver birch tree and its location within Hunter Park
16	To receive a verbal update on the 60 year celebrations event on 28 th April 2024 at Hunter Park
17	To receive and consider a report on a proposed lease for the Hunter Park tennis courts.
18	To receive the Tree Surveyor’s reports for Hunter Park and Northfields
19	To receive and consider a report on the legionella implications at Hunter Park Allotments
20	To consider items for future meetings

Item 7



Twyford Parish Council

Recreation Committee 15th February 2024

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.

- One plot saw a change of tenancies at the end of November.
- Plot 19 released a small 40sqm area, now known as Plot 18 for which a new tenant commenced at the end of December.
- A Sunday in March will be allocated to tenants to hold a bonfire on the communal area. They hope that by holding a bonfire on a weekend will result in more volunteers coming forward. The date will avoid any sporting events at Hunter Park.
- The Spring meeting for allotment users will be organised for April
- An email was sent to residents on the waiting list to provide an update and to ascertain continued interest. The waiting list now has 15 residents, the longest waiting since June 2021.
- One plot is recommended to terminate the tenancy due to continued breaches of the tenancy agreement. As with previous cases this matter will be considered by full council.

2) Hunter Park:

- An additional bin was installed on the northern boundary between the allotments and the tennis courts at the location agreed by the Recreation Committee.
- The new temporary car park sign was installed at the entrance to the park; however, it was removed 10 days later by unknown person(s). A replacement was installed by the Caretaker two weeks later.
- The parking sign for disabled users was installed and it appears to be well utilised and respected.

- The disabled access toilet was removed at the request of the Recreation Committee at the end of the year and reinstated in February. Reported elsewhere on the agenda.
- Football: On 21st January the pitch was damaged due to fluctuating weather conditions (starting frozen and thawing out during play). The goals, when returned after a match, left deep grooves in the ground. Grounds maintenance could only take place once the ground had dried out, resulting in the following weekend's matches being cancelled. The £50 deposit was retained to contribute towards loss of income and additional maintenance.

3) Hunter Park Car Park:

- On Wednesday 31st January 2024 it was noted a group of 16+ cars parked in the car park. The Clerk spoke to the group who said they were a rambling group from Waltham who have used the car park in the past. An email was later received apologising for the situation and that they would ask in the future.



4) Pavilion:

- 6 emergency lights were replaced by the Caretaker.
- CCTV cameras were installed during January, as agreed by the Recreation Committee at a meeting in October 2022 (R35/22).
- During freezing weather conditions in January, the urinals flooded. The Caretaker has advised that 3 bottle traps and a new cisterniser is needed; a plumber will carry out the work.

5) Trees

- A Visual Tree Assessment was carried out at the beginning of January, reported elsewhere on the agenda.
- Hampshire Heartwood will be carrying out some tree works to the trees to the front and side of the Pavilion, car park edges and driveway, car park boundary with allotments, apple tree in allotment and tree in hedge between Park Lane and the allotments. They will also be carrying out some work to remove a tree from the field south of Hunter Park, 3 small-ish trees to be felled, also some ivy and deadwood work. Some of this work will take place during February.

6) Play areas

Elite Playground Inspections have been instructed to carry out some minor maintenance work at both Hunter Park and Northfields at a cost of £845. Work scheduled to take place March/April 2024 and includes:

- Hunter Park:
 - Remove excess chain links, replace shackles and bushes on 2 swings
 - Replace missing cap on cradle swing, relocate chain on swing seat termination point
- Northfields:
 - Replace worn fitting to both springers - involves removing and replacing rubber mulch
 - Secure loose fixing on pedestrian gate

The annual play area inspections for 2024 will take place in March by The Play Inspection Company, a company also used by Winchester City Council. This will also include an estimated life expectancy assessment.

Sue Nias, Assistant Clerk &
Jamie Matthews, Parish Clerk
7th February 2024

Item 8



Twyford Parish Council

Maintenance List

Outstanding maintenance list 8th February 2024.

JOB NO	LOCATION	DATE OF ISSUE	ISSUE/JOB	RESPONSIBILITY	ACTION	DATE SCHEDULED
1	Pavilion	17.05.2021	Legionella temperature and fire equipment checks	Caretaker	ONGOING monthly checks	ONGOING – once a month 6 th March 2024
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	
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)	21 st February 2024 (if arrived)
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	Hunter Park Allotments	30.08.2023	Wobbly dog bag dispenser	Caretaker	The dog bag dispenser has become wobbly and needs firming up.	
13	Northfields	05.12.2023	Climbing frame	Caretaker	The replacement timber slat needs the edges chamfering the same as the other slats.	
14	Pavilion	03.01.2024	Heat alarm	Caretaker	Install heat alarm in kitchen	
15	Pavilion	03.01.2024	Moss on roof	Caretaker	Brush moss off roof; wait till tree has been pruned	21 st February 2024
17	Pavilion	19.01.2024	Leak in gents	Plumber	Repair work on urinals	
19	Hunter Park play area	25.01.2024	Top up sandpit		Top up sandpit before Easter holidays	
20	Hunter Park allotments	25.01.2024	Install sign	Caretaker	Replace removed sign re dogs	21 st February 2024 (if arrived)
	Pavilion	08.02.2024	Rear door handleplate loose	Caretaker	Refix rear door handleplate (loose)	21 st February 2024

Completed jobs since last meeting:

- Northfields: Plank on activity frame replaced
- Hunter Park: Car park signage installed (twice due to unauthorised removal of first sign)
 Cordoned off area at top of steps by allotment as muddy/slippy
 Disabled parking signage installed
 Rubber mats installed top of steps by beech hedge
 New bin installed between allotments and tennis courts
 Cricket nets lifted and tied up
 Replace pegs in rubber matting at steps by allotments
- Pavilion: Gutters cleaned
 6 emergency lights replaced
 CCTV installation work
 Investigate work needed to urinals
- Other: Packaging for SLR despatch

Item 9

Proposal to Twyford Parish Council for a Coffee Cart to be based in Hunter Park:

Proposal submitted by: Ruth O'Connor & Selina Graham-Campbell

Thank-you for taking the time to read this proposal. The aim of this document is to give you an understanding of our desire to bring a permanently-based coffee cart to Hunter Park. Firstly, a brief background on both of us! We are great friends who met by chance outside the Twyford village shop back in 2010 when our buggies and dog leads became entangled! We had similarly aged children and we went on to spend many hours in Hunter Park over the years, meeting for walks, picnics and playdates. We recall saying back then how amazing it would have been to have a little café in the park! We share a passion for coffee and over the years have regularly met in many local cafes, so this business idea feels like a great fit for us both and allows us the flexibility to still be present for our children. It also allows us to feel we are providing something really positive to the community in terms of offering nice products and also a social hub for many.

Late last year, the coffee cart (The Willow Tree) in Colden Common became available to be taken over and it sparked immediate interest in us both. We loved the idea of running a cart together, but for us, it made more sense to think about doing it a bit closer to home in the park we both love and have spent so much time in over the years. We approached the owner of the cart, however someone else was quicker than us! We didn't let that deter us and decided we really wanted to pursue this idea anyway. The Colden Common cart has been bought and remains operating in the same location, which is a great result for the community there.

We have spoken to many Twyford locals, who absolutely love the idea of being able to pick-up a drink and a pastry on their daily walks in Hunter Park. We chatted to the previous owner of the Colden Common cart and learnt about how it had become a really popular destination for locals within their community. It seemed that since the emergence of Covid, so many people were really appreciative of a friendly face, a little chat and a nice hot drink being available to them in their local park. The previous owner, Kate, also mentioned she had to really convince the Colden Common Parish Council initially that her idea was a good one, however once convinced, they came to love it and had even subsequently offered her space in the pavilion to expand. She told us she was able to work out an arrangement with them to use their electricity via an external cable and also their water supply. We are hoping to be able to come to some arrangement with Twyford Parish Council to access both water and electricity, perhaps via a meter to monitor and track our usage, so we can pay for all we use.



Image 1: The former owner, Kate, of 'The Willow Tree' in Colden Common with her coffee cart.

The type of coffee cart we would like to purchase, would be similar to the one in Colden Common and Flat Whites in Winchester (see Images 1 & 2). It would need to be parked permanently in the carpark, as it would not be easily moved to either of our homes on a daily basis due to parking and access constraints. The coffee cart in Colden Common remains permanently in-situ in the carpark there. There is another well-known cart in Winchester named 'Flat Whites' (Image 2) which is positioned permanently on Market Street close to the cathedral. We have spoken to them and they have an arrangement with the council and get power via an external plug to a nearby building and pay via a metre. Their business is highly valued in the community and they say they have a lot of regulars who pass by often.



Image 2: 'Flat Whites' Coffee Cart in Winchester.

We really hope you all like the idea as much as we do, as we would love to have Twyford Parish Council on-board and excited about the idea also. If we gain your support, we plan to work cohesively with you to make sure that the impact of having our van in the carpark is minimal to the surrounding environment and that it blends in as much as possible. We plan to use sustainable products, to recycle and be very careful to keep our surrounding environment clean and tidy at all times.

In summary, our objectives are as follows:

1. Executive Summary: Our new coffee cart business aims to take up permanent residency in Hunter Park, close to the pavilion in a position that would be mutually agreed as best. We would love to share our love of coffee, pastries and other treats with all the locals who utilise Hunter Park. It would be great to work alongside the parish council and to consider the requests of park users to work out best opening hours and also to service the various sporting events that take place at different times throughout the year.
2. Business Description: We will run a coffee cart selling specialty coffee and plan to use ethically sourced products and coffee beans. We would also like to offer a small but

high-quality selection of pastries and possibly fresh breads. Perhaps even some dog treats would go down well! We plan to minimise our environmental impact and focus on sustainability. We hope to discuss location for the cart and find a location that is deemed most practical and suitable for use. We hope to come to an arrangement with you in relation to electricity supply and water supply. We would cover costs for any required set-up costs, for example, getting an electrician to fit an external plug for use.

3. Market Analysis: We are aware that there are various cafes and restaurants in the area, however, we believe this would service a different market. A coffee and pastry on a walk is a different experience than sitting in a café or restaurant. We believe there is room for this business, without detracting from the other brilliant options that are available locally. We envision some seasonal product diversification, like ice-cream in the warmer months. We believe this would be a lovely option to local families that spend time in the park and playground. Having seen the success of the cart in Colden Common and from surveying local friends, we believe there is a definite gap in the market.
4. Product Line: We would love to offer a range of high-quality coffee options and also some specialty teas. We also believe you can't beat an amazing pastry to complement your coffee! Fresh bread could also be an option we could test! We could then offer further products, like cold drinks, ice-cream etc. and could also seek opinions from local clientele in relation to what they would like to see on offer.

For us this is a real passion project and not something that we expect to make a huge income from. We strongly believe that this would be a positive addition to Twyford and would enrich the park experience for many. We believe in community spirit and know there is plenty of it in Twyford!

Many thanks for taking the time to read and consider our proposal and we look forward to your questions and feedback.

Kind regards,

Ruth & Selina

Item 10



Twyford Cricket Club Proposal to Twyford Parish Council

February 2024



Executive Summary:

The cricket club has been a stalwart of village life in Twyford since 1892, and since the creation of Hunter Park in 1963 cricket has formed a core part of the park. We share the same aims and objectives of Twyford Parish Council, namely the enhancement of the lives of those living in the Parish, and the desire to provide services and facilities that foster a sense of community and pride within the village.

The club has had significant success recently with increasing participation from the village in cricket and wishes to ensure that cricket at Hunter Park not only meets the long term needs of those involved with the club, but of course meets the needs of the Parish Council and the wider village community that it represents.

However, it is clear that the club and Parish Council have some financial challenges to overcome if the cricket club is to continue to be successful in its role in the village. Firstly, the net facilities, essential for the training and development of all our teams from junior to seniors, are beyond the end of their life and need to be replaced to provide a safe training facility. Secondly, we understand the financial pressures of producing cricket pitches under the current arrangements, but there are alternatives which would avoid placing such a financial strain on the club and ultimately the members and families in the village.

Through this initial proposal and subsequent conversations, it is hoped the club can more deeply understand the views of the Parish Council and how we can work together to overcome the challenges we both face for the benefit of the village.

Introduction to Twyford Cricket Club

The club is thriving with 150 members. The club fields 2 adult men's teams, a ladies team with a squad of 25 regular players, and has around 120 junior players. All teams play home matches at Hunter Park and take great pride in the beautiful pitch and park, which always receives compliments from our visiting opposition teams. Unlike some clubs, we are first and foremost a social club who value playing in the right way above all else.

In addition to matches on Saturdays, Sundays and midweek evenings, in the spring and summer the men's and ladies teams train on a Thursday evening and all the juniors train on a Friday evening.

Our aims are to:

1. *Promote cricket in the village and develop a thriving juniors / "colts" section.* We have significantly increased the number of junior players over the last few years, and now have over 100 attending with their families on Friday nights at Hunter Park. The boys and girls in the junior section start at age 4 in the ECB All Stars programme and then progress into under 9s, under 11s, under 13s and this year for the first time in some years we will be playing an under 15 team. The club has 9 qualified volunteer

coaches from within the club and supplements this with professional coaches for the juniors and ladies.

2. *Be an inclusive club and in particular grow ladies and girls participation in cricket.* We established our ladies "W10" team in 2017 and they have gone from strength to strength, in 2023 becoming indoor winter county champions and semi-finalists in the Hampshire summer competition. For 2024, we are also starting a dedicated girls team in our junior section using the ECB's Dynamos programme to boost our retention of girls in cricket following the success of our All Stars programme.
3. *Encourage greater involvement in the senior game and foster a community feeling.* We have established a second Saturday XI in 2019, giving a great opportunity for our younger players to develop into senior cricket and ensuring cricket is at the park every Saturday. Our first XI secured promotion to Hampshire Cricket League County Division 2 for 2024, an amazing 3 promotions in 4 years. We also won the midweek Tichborne Trophy for the first time, beating some established bigger clubs in doing so. As a result, we are seeing more spectators enjoying our games, including an U11 Final in 2022 with over 150 people at the Park.

Proposal

The aim of these proposals is to stimulate debate to ensure a mutually beneficial approach, as such this is the first iteration and feedback and input would be greatly welcomed and appreciated in order to achieve the best outcome.

Current Situation

Net facilities

- Parish Council own and maintain the nets and are responsible for the safety of the facilities.
- The nets are past the end of their life and are not going to remain safe for much longer.
- Whilst we know the Parish Council has been considering options to replace them, the nets are essential to cricket training (for all teams) and if this issue is not resolved promptly the nets will be unusable causing a significant impact to the club and other users of the park.

Use of the Ground

- The Cricket Club books and rents the ground and pavilion from the Parish Council for matches and training.
- Other cricket clubs can also book and pay to use the ground via the Parish Council. For example, the Hampshire seniors team choose to play home matches at Hunter Park.
- Rent for Hunter Park obviously represents the club's largest outgoing.

Maintenance

- Maintenance for the cricket pitch is the responsibility of the Parish Council.
- This is contracted to Shorelands.
- Shorelands lease equipment owned by Twyford CC (mower, roller etc).
- Shorelands subcontract maintenance and materials to two ground staff, both from Twyford CC.
- Pitch Covers and sightscreens are owned, maintained and insured by the Parish Council.

Implications in maintaining the current approach

- Cost of preparing and maintaining the ground is higher than it needs to be, something which the Parish Council is trying to address in the recently proposed rental increases. Although this increase will go some way to addressing the balance and moving towards cost neutrality, it does not get to the

underlying issue of an inefficient model. It also puts all the onus on the club to remodel its entire pricing structure across all teams to ensure sustainability.

- Neither the Parish Council or Twyford CC are able to secure the funding desperately needed to replace the old cricket nets. Something which is vital to attract and retain players and provide an appropriate environment for new players to learn skills needed to play safely, something especially important for younger players.
- The Cricket Club is unable to assist in achieving grant funding for the Park as it is deemed ineligible by grant bodies due to the precarious position as long term 'renters'.

Proposed Solutions

The club committee understands the financial challenges of maintaining the park and would like to offer the following proposals that it believes would contribute to rental income exceeding expenditure with an identical level of ground maintenance and therefore move towards price neutrality. It would also allow for a funding solution for new cricket nets.

We have thought of two potential solutions but acknowledge there will be several other options or variations that the Parish Council may have in mind. We would be open to any other suggestions and simply wish to enter into a proper dialogue about how a mutually beneficial outcome can be reached.

	Option 1: TCC responsible for the running, maintenance and booking of the cricket square and nets	Option 2: TCC set up a company to contract to the PC in return for a long term rental agreement / lease
Overview	<ul style="list-style-type: none"> • Twyford CC take up a leaseholder agreement for the ground, pavilion during games and storage facilities. • Lease length to be agreed but ideally 10 years, but could include a break clause of some kind to ensure the Parish Council maintains control if the situation changes in the future. • Maintenance of the ground which would be undertaken by Twyford CC members without the need for Shorelands or any other external company, on a volunteer basis, reducing costs. • Cricket club handles bookings for games, as well as other cricket clubs, and retains the fees for rental. • Similar to the Tennis Club arrangement as well as other local cricket clubs, including Colden Common. 	<ul style="list-style-type: none"> • Ground maintenance contract is transferred to Twyford CC who will set up a new company to service this contract for a period of time (ideally 10 years). • In return, Twyford CC would hold a rental licence for the same period covering the typical use of the park by the Club. • There would be guaranteed hire increases as agreed, 5% for example.
Nets	<ul style="list-style-type: none"> • Cricket Club would be able to apply for grant funding which could break the impasse between the funding available today and the cost of replacement. 	<ul style="list-style-type: none"> • Grants would not be available, and therefore Twyford CC would still be unable to secure funding for cricket nets themselves. • The Parish Council would need to agree a solution to provide safe

	<ul style="list-style-type: none"> ● Would require the PC to agree to the location of new nets, which cannot remain in the same place for grant funding due to east/west orientation. 	<p>cricket nets. This could be achieved, for example, through an interest free loan from the ECB for replacement cricket nets, using the proceeds of this new contract.</p>
Cost of cricket	<ul style="list-style-type: none"> ● A more efficient maintenance structure leads to decreased costs. Based on costs from the last 5 years the savings on running to the Parish Council is believed to be circa £50k over a 10 year period. The desire here is to move cricket being a cost neutral activity for the Parish Council. ● The long term viability of Twyford CC is maintained. 	<ul style="list-style-type: none"> ● A more efficient maintenance structure leads to decreased costs, with the same benefits as Option 1. ● Twyford CC is better able to prepare longer term financial plans with greater certainty of cost.
Benefits to the Parish Council	<ul style="list-style-type: none"> ● No longer holding the risk of recovering costs, with the efficiency saving of £50k over 10 years (based on the last 5 years). ● Can retain elements of control through lease terms and conditions. 	<ul style="list-style-type: none"> ● Retain control over non Twyford CC bookings. ● Reduced cost through a more efficient operating model and volunteer efforts from the Club. ● Guaranteed rental incomes and increases for the term of agreement.

We very much look forward to discussing these thoughts with you and working towards a solution together. If you have any questions, please contact the authors, contact details of which are in the covering email.

Twyford Cricket Club

February 2024

Item 12



Twyford Parish Council

Recreation Committee 15th February 2024

Cricket net maintenance

Recommendation:

That the committee approve the same maintenance regime used in 2023, as set out below, for the 2024 season.

Background

At a meeting of the Recreation Committee on 2nd March 2023, it was resolved to carry out routine periodic maintenance of the cricket nets using the existing grounds contractors. Following that meeting and after receiving quotes, the Clerk sent an email on 3rd March 2023 to the committee which set out the detailed items that had been agreed with the contractors. The maintenance items set out in the email were:

To be carried out by Greensmile:

Quantity	Item	Cost
6	Cut grass inside net enclosure monthly beginning April until September inclusive	Cost included in general grounds maintenance
1	Treat and remove moss and weeds from net surface 1 st week April. Cut back grass encroachment to artificial surface	

To be carried out by Shoreland:

Quantity	Item	Unit cost	Total cost
1	Repair netting holes (with new netting and ties), peg netting to ground (40 tent pegs) and secure netting to posts with ties. To be carried out first week April.	£40.00	£40.00
1	Roll artificial surface once during first week April	£10.00	£10.00
1	Paint crease lines for all ages. U11, U13, Seniors	£20.00	£20.00
6	Monthly inspection, make minor repairs and report larger defects	£10.00	£60.00
	TOTAL COST FOR 2023		£130.00

Periodic photographs taken through the course of the year do not indicate there has been any significant movement, beyond what already exists, in the caged frame as shown in these example photographs:



Figure 1: Photograph taken 22nd May 2023



Figure 2: Photograph taken 19th January 2024

Sue Nias, Assistant Clerk &
Jamie Matthews, Parish Clerk
Assistant Clerk
7th February 2024



Twyford Parish Council

Recreation Committee 15th February 2024

Hunter Park – Provision of Cycle Racks

Recommendation:

Officers have provided three options for the supply of a Sheffield cycle rack. Because of the relatively low cost of the equipment there is no requirement under Financial Regulations to obtain three quotes. The 3 quotations are for almost identical equipment, with only minor differences in technical specification and country of manufacturer. The Council has no procurement policies in place which would favour any of these differences.

Therefore, the Committee is recommended to select from one of the 3 cycle rack options listed below:

Option A:	£332.00
Option B:	£132.50
Option C:	£246.99

Once a supplier is chosen, the equipment will be installed in a concrete base on the grass area between the temporary toilet and the noticeboard at Hunter Park.

Background

At the September meeting of the Recreation Committee, at R32/23, a report was received with 3 options of cycle racks for consideration. After debate, the committee resolved:

- To purchase a 6 Place Toast Rack and install it on the grass between the temporary toilet and the noticeboard.
- That Cllr Hoad would investigate a more cost-effective supplier and would pass the information to the Assistant Clerk

Cllr Hoad subsequently forwarded a quote for a Sheffield stand as well as a toast rack and requested that the committee revisit the decision to purchase a toast rack, suggesting that a Sheffield stand provides increased security.

The Clerk drew this information to member's attention and advised that information on technical design and costs would be brought to a future meeting of the committee for consideration.

Options for consideration

Below are 3 options of Sheffield bike stand, all options would be installed by the Caretaker into a concrete base between the temporary toilet and the noticeboard. In line with the decision made at September's meeting to provide 6 spaces, 3 hoops would be purchased.

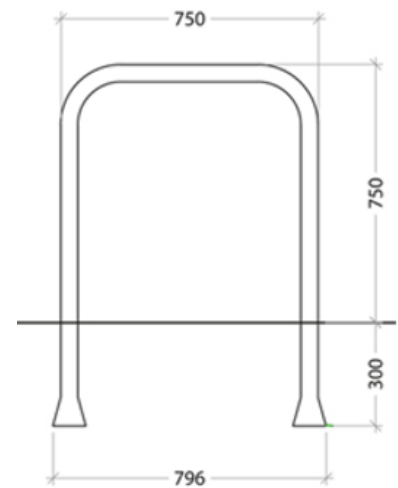
Option A:

Galvanised	£45
Stainless steel	£100
Black nylon powder coated	£79
Delivery charge	£95

Tube diameter 48mm x 3mm galvanised steel
50mm x 2mm stainless steel

Manufactured in UK
Supplier to Local Authorities
2 year warranty

Total cost option A 3 hoops black nylon powder coated incl delivery: £332



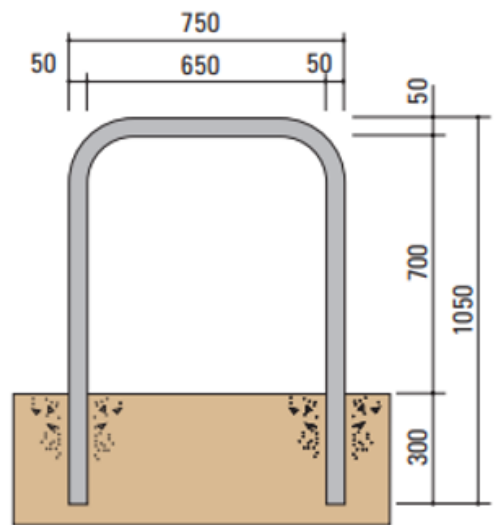
Option B:

Armotec coated in anthracite grey	£40
Delivery charge	£12.50

Tube diameter 50mm x 2.5mm

Manufactured in Vietnam
Supplier to Local Authorities
1 year warranty

Total cost option B 3 hoops incl delivery: £132.50

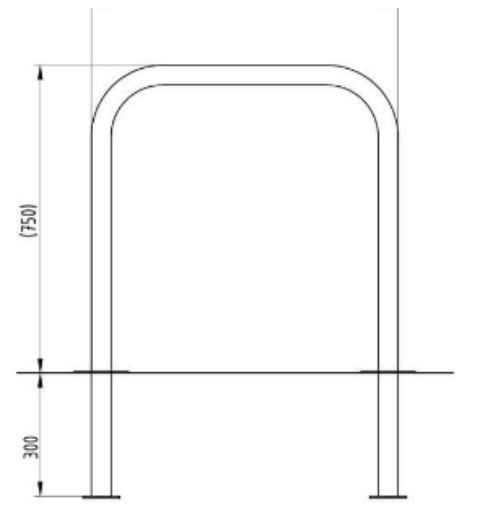


Option C:

Galvanised	£59.91
Galvanised & Black	£82.33
Galvanised & colour of choice	£82.33 (see below for colours)
Stainless steel	£117.26
Delivery charge	£0.00

Tube diameter 48mm x 3mm galvanised
48mm x 2.5mm stainless steel

Manufactured in UK
Supplier to Local Authorities, BBC, Kew Gardens
Donors to Prince's Trust Enterprise
1 year warrantee



Total cost option C for 3 hoops with coating (black or other colour) incl delivery: £246.99

Sue Nias
Assistant Clerk
7th February 2024



Twyford Parish Council

Recreation Committee 15th February 2024

Provision of temporary toilet at Hunter Park

Background

At the September meeting of the Recreation Committee, it was resolved to:

- Keep the toilet in place until the end of the year
- Investigate alternative suppliers to ensure cost effectiveness
- Reinstate the toilet from February 2024

A sign was displayed on the fenced screen advising park users that the toilet would return in February.

Quotes received

- Supplier A: £26.95 per week plus £20 delivery and £20 collection
Supplier B: Only have one disabled access toilet which is not available for long term hire
Supplier C: £50 per week
Supplier D: Outside of coverage area
Supplier E: £39 per week + VAT and transport
(£289 First 4 weeks including VAT and transport)

In Summary

Supplier A (current supplier) is, therefore, the most cost effective, charges are:

Disabled access toilet	£26.95 per week
Delivery	£20.00
Collection	£20.00

The disabled access toilet was reinstated early February in time for the school half-term break.

Sue Nias
Assistant Clerk
24th January 2024

Item 15



Twyford Parish Council

Recreation Committee 15th February 2024

Silver Birch Tree

Recommendation

That the committee agree a location at Hunter Park for the planting of one Silver Birch tree.

Background

A resident has kindly offered a Silver Birch tree (*Jacquemontii* Snow Queen), which was surplus to their requirements, and have suggested that it could be planted at Hunter Park. The Hunter Park Masterplan does include the planting of additional trees in the part, so in principle, this would be acceptable.



Sue Nias
Assistant Clerk
8th February 2024



Twyford Parish Council

Recreation Committee 15th February 2024

Tennis Courts

Recommendation

Committee approves the creation of a full repairing lease between the Council and Hunter Park Tennis Court Association, with a suitable licence for access and use of car park. Officers will instruct solicitors to create the lease. The lease shall contain appropriate conditions which enable public access to the tennis courts and limitations on the time-of-day use of the courts.

The lease would be subject to approval by Full Council.

Background

Hunter Park Tennis Court Association (HPTCA) was created in 1990 with the aim of raising funds to enable the creation of two tennis courts in Hunter Park on land previously used for golf pitch and putt. HPTCA manage the facilities on a day to day basis, including cleaning of the surfaces, with the fixtures belonging to the Parish Council.

HPTCA have also arranged for repairs to the court fencing and more recently in 2018, renewal of court surfaces. For large capital expenditure items this work would have been arranged and paid for by the Parish Council with HPTCA gifting the monies to the Parish Council. However, in the absence of any written agreement between the Parish Council and HPTCA, it was not clear whether this process now complies with HMRC rules in respect of VAT. As a result of the 2018 work the HPTCA were required to pay VAT on the work.

As an alternative to being a member of HPTCA, the courts are available to the general public through a pay and play option. Bookings are made online and can be made up to 1 week in advance.

The HPTCA and Parish Council cannot locate any written agreement, such as a licence or lease, that may exist which sets out how these arrangements, which it is accepted have worked satisfactorily for over 30 years, work for both parties.

In July 2013 the Recreation Committee agreed to the investigation of suitable licences or leases, however this work was not taken forward due to a change in the Clerk.

In 2011 the Council asked the HPTCA to make an annual contribution towards the general maintenance of Hunter Park. From April 2012 this amount has been set at £100. More recent records indicate that VAT has been added to sum and at various points the invoices refer to 'rent' or use of 'tennis courts'.

The HPTCA have indicated their willingness to be a tenant with a full repairing lease.



Twyford Parish Council

Recreation Committee 15th February 2024

Hunter Park Allotments – Legionella Concerns

Recommendation:

That Committee approve the removal of the two water butts on the allotment site for reasons as set out in the report.

Background

At the November meeting of the Recreation Committee, it was resolved that an investigation into the potential risks of legionella associated with water butts at the allotments would be conducted by the Assistant Clerk. There are currently two council owned water butts at the allotments which are fed by a mains water tap.

The provision of water butts poses a potential risk of legionella contamination. Legionnaires' disease can be contracted from stagnant water or water droplets, particularly in warm conditions. Given that water butts store stagnant water, the risk arises when the water becomes airborne, such as using a hose or a watering can. Recent studies indicate that 95% of water butts in the UK might be contaminated with Legionella bacteria, the pathogen responsible for Legionnaires' disease.

Scientists working on behalf of Public Health England operating at the Porton Down facility, conducted investigations by sampling 113 water butts to ascertain the presence of Legionella bacteria. Only 6 water butts were found to be devoid of the bacteria.

Continued use of water butts

To avoid legionnaire bacteria, it is recommended to keep water cold (below 20°C) or hot (above 60°C). Therefore, all water stored in water butts is a potential risk and appropriate precautions should be taken. Storing water for prolonged periods allows time for bacteria to multiply, and activities that lead to the diseases becoming airborne.

The water butts are a potential health risk that needs to be managed. There are two main options available to the council:

- 1) Quarterly draining of water butts and a thorough clean once a year involving the use of a suitable disinfectant. For the annual clean the water butts would need to be removed from the plot so that the disinfectant water can be disposed of in an appropriate drain. This cost is estimated at £150 per year.
- 2) Removal of water butts which removes the risk almost entirely.

Sue Nias
Assistant Clerk
7th February 2024