

## TWYFORD PARISH COUNCIL

**Minutes of a meeting of the Parish Lands Committee held at Loddon Hall, Twyford on Wednesday 5th October 2005 at 7.45pm.**

Present: - Mr J Bowley, (Chairman), Mrs G Wright, Messrs D Hymers, J Fort and B Rogers.

In attendance Clerk: Mr J March.

1. **Public Questions** - none
2. **Apologies**- R Mantel
3. **Declarations of interest in items on the agenda** – none
4. **Minutes of the meeting held on 7<sup>th</sup> September 2005.** Proposed, Mr D Hymers, seconded Mrs G Wright Agreed unanimously.
5. **Matters arising and action points**
  - 5.1 Dr Garrard to make further enquiries about obtaining funding for an environmental project from the Big Lottery Fund. Carried forward.
  - 5.2 Mr Bowley and Mr Rogers to agree a scheme for replacement and new equipment in the children's play area and pass details to the Clerk to obtain quotes. Waiting to hear from company who offered a free survey and plan.
  - 5.3 Mrs Robinson to ask Forwood to plant the saplings and arrange for the hedge by the substation to be layered. Mrs Robinson not present.
  - 5.4 Mr Fort to advise where saplings are to be planted at Stanlake Meadow. Waiting to hear from Mrs Robinson.
  - 5.5 The Clerk to instruct the hedging contractor to leave a section of hedge uncut. Instructions issued.
  - 5.6 The Clerk to advertise the cleaners post. Advertised on notice boards with a closing date of 30<sup>th</sup> September. Only one application received which is from the existing temporary cleaner. Agreed his appointment is made permanent.
  - 5.7 The Clerk to put Risk Assessment on the agenda of the next meeting. Completed.
  - 5.8 The Clerk to arrange for the fair posters to be removed. Completed.
  - 5.9 The Clerk to write to Masons Fair about the posters left round the village. Completed.
  - 5.10 The Clerk to reply to the resident who wrote in about the children's playground. Completed.
  - 5.11 The Clerk to check the location of taps at London Rd allotments. Drawing giving the location shown to meeting. Agreed the existing location does not justify the high cost of installing an additional tap. The Clerk to write to the tenant who made the request.
  - 5.12 Mr Bowley to check the draft deed of easement for Jubilee Corner. Completed and returned with comments. See 8.3.
  - 5.13 The Clerk to write to the resident of Sycamore Drive about the apple trees in the children's playground. Completed.
  - 5.14 The Clerk to check the public liability insurance cover for public use of the tennis courts. The Clerk has spoken to the insurers who confirm the council's public liability insurance covers this. However they require the courts to be regularly inspected and a record kept. The Clerk to include this with other items dealt with under risk assessment.

- 5.15 The Clerk to reply to the tennis club about the rental agreement.  
Completed.
- 5.16 The Clerk to reply to Miss Poppy about the dog incident on KGVR.  
Completed.
- 5.17 The Clerk to arrange for the rubbish in the NW corner of KGVR to be removed. Completed.
- 5.18 The Clerk to write to the residents in Longfield Rd about dumping rubbish. Completed. Discussions held with one resident who made contact. He is satisfied with the council's proposed action.
- 5.19 The Clerk to place the order for the inspection and test of the electrical installation at Stanlake Meadow. Test arranged for half term.
- 5.20 The Clerk to obtain prices for the installation of a gate or a stile at Stanlake Meadow. The Clerk is making enquiries about suitable installers.

**6. Clerk and Village Ranger's report on Parish Lands maintenance including-**

- 6.1 Report on work of the Village Ranger. Up to date on routine work plus most additional minor jobs.
- 6.2 The Village Ranger has requested that the apple trees in the children's playground be pruned back to reduce the number of apples produced as it is taking him a long time to clear them up. Agreed. The Clerk to see if the ranger can do it and if not obtain a price for the work.
- 6.3 The telephone numbers on the notice on the gate at the tennis courts for members of the public to ring to make a booking are out of date. The Clerk has confirmed the new numbers to use. Agreed the Clerk orders a new notice.

**7. Allotments-**

- 7.1 Hurst Rd - A number of new tenants have been taken on to fill vacant plots relinquished by persons contacted about lack of maintenance on their plot.
- 7.2 London Rd. – Everything in order.
- 7.3 Allotment rents are being paid. The Clerk will be at the Horticultural Society Hut on Sunday 9<sup>th</sup> October to collect rents from tenants who wish to pay in person.

**8. Millennium Garden, Burial Ground Jubilee Corner & War Memorial**

- 8.1 Report on Burials –none.
- 8.2 Report on Memorials – none.
- 8.3 Installation of village centre CCTV. Following return of the draft deed of easement requesting a larger scale location drawing WDC asked the parish council to supply a suitable drawing. The Clerk has prepared a drawing, which was shown to the meeting. Agreed the Clerk sends this to WDC.

**9. KGVR**

- 9.1 Replacement of equipment in children's play area. No further action to be taken until the site survey and design have been completed.
- 9.2 Tennis Club – accident by player. A member of the club reported that she tripped over while playing and there was no first aid kit or accident book available. Agreed the Clerk writes to the Tennis Club reminding them of their obligations to their members.
- 9.3 Reducing height of hedge by Youth Centre. A request has been made by the Youth Centre for this to be carried out so the CCTV camera gets a better view of the rear of their premises. The Clerk has obtained a quote from the hedging contractor to do this work and the cost is £390 + VAT. As

there has been no problem in this area since the CCTV was installed it was not felt the cost could be justified. Agreed not to proceed with the work. The Clerk to inform the Youth Centre.

- 9.4 Comets request for goal storage box. Comets have requested permission to install a storage box on the Longfield Rd boundary of KGVR to store the goals for their small-sided pitches. It was felt that this would be very visible and as such there would be a high risk of vandalism as had happened with the original goal storage box at Stanlake Meadow. Agreed that permission be refused. It was suggested that an alternative would be to purchase a trolley to transport them providing it has had wide inflatable tyres that would not damage the playing area. The Clerk to inform Comets.
- 9.5 The Village Ranger has had problems with youths practising golf. Agreed the Clerk to check if the byelaws for KGVR prohibit golf and if so obtain No Golf notices the same as those recently installed at Stanlake Meadow.
- 9.6 Bench in NW corner. The Clerk showed the meeting various catalogues for benches ranging in price from £170 + VAT + delivery to £586 + VAT + delivery. Agreed the Clerk orders a bench from david ogilvie engineering at a cost of £170 + VAT + delivery. The Village Ranger should be able to install it.
- 9.7 A councillor reported that there is graffiti on the stone plaque at the Wargrave Rd entrance to KGVR. The Clerk to ask the Village Ranger to clean it off.
- 9.8 A councillor noticed that youths are bringing in a temporary goal and erecting it near the Longfield Rd boundary and suggested that the council consider the installation of a permanent goal similar to the one at Stanlake Meadow. Agreed committee members to have a look to try and identify a suitable location for this.

## **10. Stanlake Meadow –**

- 10.1 Break in at pavilion. The Clerk gave details of the break in and the damaged caused to the kitchen door. To make it safe it has been boarded up. A price has been obtained to fit a new door. Unfortunately it is non-standard and will have to be made. The cost quoted is £910 + VAT. This price could be reduced if the door was a standard design and not made to match the existing ones. It was felt that a steel door would be a better long term secure option. Agreed the Clerk obtains prices for a steel door.
- 10.2 Fault on electrical installation. One of the lighting circuits has a fault and keeps tripping the supply. The Clerk has isolated the circuit so the premises can still be used and arranged for an electrician to investigate. Following his initial visit the feedback is that the work will have to be carried out when the nursery school children are not on site. This means the work will have to be carried out on a Saturday at 1.5 hourly rates. Agreed the Clerk to check if the nursery school can manage until half term with part lighting and if not to arrange for the work to be carried out on Saturday.
- 10.3 Servicing electric shutter. When the supply tripped due to the above fault the shutter had to be closed manually. There was a problem doing this and the shutter jammed. The Clerk has managed to free it and arranged for the Village Ranger to tighten up bolts on the mechanism. The Clerk suggested the shutter should have a maintenance visit. Agreed the Clerk obtains a price for this.

- 10.4 Yellow Brick Nursery rental agreement. This needs to be updated in line with the other agreements and a new clause added about the liability for rates. The Clerk to prepare a draft for consideration.
- 10.5 Comets request to use portable floodlights. Comets have requested to use portable floodlights at Stanlake Meadow for training three evenings a week during the winter. They also asked if they could be stored in the pavilion outside storage area and plugged in to recharge the batteries. Agreed Comets be given permission for a one months trial. The Clerk to speak to Yellow Brick about using the storage area and find out the electricity usage involved in recharging
- 11. Risk Assessment.** The Clerk gave details of the list of risks associated with Parish Lands responsibilities that he is working through. He has identified the need to check job descriptions to make sure the required actions are taken. It will also be necessary to alter the weekly reports to include the required items.
- 12. Correspondence** – none
- 13. Date of next meeting – Wednesday 9<sup>th</sup> November 2005**

The Chairman closed the meeting at 9.10 pm.