

**COLDEN COMMON PARISH COUNCIL**  
**MINUTES OF THE RECREATION COMMITTEE**  
**VIRTUAL MEETING HELD ON MONDAY, 1<sup>ST</sup> FEBRUARY 2021 AT 7.30PM**

Due to the current Coronavirus pandemic, the Parish Council met virtually via Zoom

<b>Present</b>	Cllr Maggie Hill	Cllr John Boyes
	Cllr Richard Izard	Cllr Rob Veck (Chair)
	Cllr Maggs Pearson	Cllr Hazel Crosthwaite

**Apologies** No apologies were received.

**In attendance** Debbie Harding (Clerk)  
Sophie Thorogood (Asst Clerk)  
Cllr Jackie Hadley  
Cllr Shaun Byrne  
Cllr Brian O'Neill  
Geoff Edwards, (CC Otterbourne and Sporting Wessex Cricket Club)  
Derek Conway (Colden Common Bowls Club)  
Amanda James, (CC Tennis Club)

**REC52/20 APOLOGIES FOR ABSENCE**

No committee members were absent.

**REC53/20 TO RECEIVE ANY COUNCILLOR DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS, IN RELATION TO ANY ITEMS ON THE AGENDA.**

Cllr Izard declared a non-pecuniary interest as an honorary Vice Present of the Cricket Club.

Cllr Veck declared a non-pecuniary interest in the Tennis Club as a member and the Chairman of the Allotment Association

**REC54/20 TO APPROVE THE ACCURACY AND SIGN THE MINUTES OF THE MEETING OF THE RECREATION COMMITTEE HELD ON 11<sup>TH</sup> NOVEMBER 2020**

*It was resolved that the minutes of the meeting held on the 11<sup>TH</sup> November 2020 were confirmed and accepted as a true record of the meeting, proposed by Cllr Maggs Pearson seconded by Cllr Hazel Crosthwaite and carried.*

**REC 55/20 UPDATE ON THE MINUTES FROM THE LAST MEETING AND OTHER MATTERS (FOR INFORMATION ONLY)**

**Tree Planting**

The trees are expected to arrive on Wednesday, 3<sup>rd</sup> February. It is planned for volunteers to plant them and nurture them for the first few years until they establish. This will be managed via the village information service. The communication will invite volunteers to select a tree digitally via Eventbrite. A type of tree in a pre-determined location will be available to select.

We intend to store them in the pavilion and distribute to adopters from the artificial grass area.

The trees will be collected with instructions of how to plant, some topsoil, a stake and a tie.

We will have Covid secure protocols in place and a risk assessment for the collection of the trees.

Social distancing measures will be in place and included in the risk assessment given to all volunteers.

The final details will be communicated by the Parish Information Service.

### **Artificial grass theft Insurance Claim**

The Insurance claim has paid out the full amount and the Clerk will order the replacement artificial grass.

### **Illegal encampment gates**

The illegal encampment gates are fully installed.

### **Condition of Boyes Lane access road**

The Clerk and a Boyes Lane resident have been in contact with the owner of the access road regarding the potholes. The Clerk has expressed in writing the health and safety concern. The owner will come back to the Parish Council in due course.

### **Bowls Store roller door**

Temporary repairs have been made and a quotation has been received for recommended works.

### **Outdoor Gym**

The Outdoor Gym installation has commenced. An article has been placed in the village newsletter regarding the gym. This will also be sent out on the Village Information Service. National Lockdown guidance is that outdoor gym facilities must remain closed.

### **REC 56/20 THE MEETING ADJOURNED FOR PUBLIC PARTICIPATION WHICH TAKES PLACE IN AGENDA ITEM BELOW**

### **REC 57/20 TO RECEIVE ANY COMMENTS, UPDATES AND QUESTIONS FROM MEMBERS OF THE PUBLIC, SPORTS CLUBS, CARETAKERS AND WARDENS (TO INCLUDE THE IMPACT OF COVID-19 FOR INFORMATION ONLY)**

### **Colden Common, Otterbourne and Sporting Wessex Cricket Club**

The fixture list is available and will be forwarded to the booking clerk.

The cricket square will have further maintenance in March which will include lawn sand and seeding where required.

The licence agreement between the Parish Council and the Cricket square requires the cricket club to scarifier the square. For this to be actioned then a scarifier is required, the Clerk to check whether we have a scarifier.

The rotary mower that is required for the first few cuts is currently in the bowls storage shed. The Cricket Club to give notice to the Clerk on when it is required by the Cricket Club.

Clerk

Cricket Club

## **Colden Common Tennis Club**

Membership is still renewing so hopefully the club will not lose too many people due to the current national lockdown.

At the last Tennis Club Committee meeting, it was agreed to raise the membership by £5 per household. After this last lockdown, this decision may be reviewed. The Tennis Club Committee is currently researching grants that may be available to apply for to fund replacement floodlighting and a possible club room. The club are proceeding with the application for planning permission for all 3 courts. The club is also looking at Colden Common Tennis Club logo kit.

## **Allotments**

An informal inspection of plots took place at the end January, not much work takes place this time of year, a formal inspection will follow later in the year.

## **Bowls Club**

The Bowls Club has no change to report on membership figures. A grant was received of £1,300 from Winchester City Council.

## **REC 58/20 PUBLIC PARTICIPATION TO COME TO AN END**

## **REC 59/20 TO UPDATE ON THE RECREATION COMMITTEE PROJECT BUDGET FOR 2020-21 AND DISCUSS THE RESURFACING OF THE FOOTPATH FROM NEW ROAD TO THE RECREATION GROUND**

All but one of the approved projects for 2020-21 are either underway or completed.

The financial update is as below.

<b>Item</b>	<b>Budgeted Cost</b>	<b>Committed Actual Cost</b>	<b>Notes</b>
Fencing Colden Common Park play area	£14,000	£7,469	Complete
New equipment Green Toddler park	£5,000	£5,342	Complete
Skateboard park lighting	£7,000	£4,305	Complete
Recreation ground pavilion consultancy	£6,000	£6,000	Committed costs, part invoice due
Noticeboard at Colden Common Park	£1,000	£1,000	Ordered under delegated powers
New Road to Rec Footpath	£7,000	£0	Awaiting more quotes
CCP Car park improvements	£15,000	£2,811	Potentially additional costs
Outdoor gym equipment	£11,000	£16,743	Committed and under construction Actual cost £26,743, offset with a grant of £10k
<b>Total</b>	<b>£66,000</b>	<b>£43,670</b>	<b>£22,330</b>

The remaining project for this financial year is the New Road to the Recreation Ground footpath.

At the meeting on the 29<sup>th</sup> of June, this committee resolved to resurface the path with scalping's. A contractor was approved, and an order was placed. The contractor then increased the cost, so the order was abandoned.

The Clerk is obtaining more quotes but wishes to have confirmation from the Committee that this project should proceed.

Councillors discussed the footpath and whether it was going to be useful to improve the surface as when the path reaches the Recreation Ground, at this time of year, this area is under water.

After discussion it was agreed it was the Committee preference to proceed as planned and the Clerk to obtain further quotes for the Parish Council to consider at the next meeting of the Recreation Committee.

**REC 60/20 TO UPDATE ON THE RESURFACING OF COLDEN COMMON PARK CAR PARK AND RESOLVE ANY FURTHER WORKS REQUIRED FROM THE PROJECT BUDGET FOR THIS PURPOSE IN THE FINANCIAL YEAR 2020-21**

Cllr's Veck, Izard, Pearson and Boyes attended a meeting on site with contractor to discuss the soft areas of the car park following the resurfacing works.

The problem has occurred because of the amount of material which was dug out. The scope of works was to remove the large lumps of concrete, but when this was removed, too much sub base was removed (and no option given to replace) and this left soft areas which are not suitable for cars to drive on.

The car park has been closed since these works took place as vehicles driving on the soft areas will cause damage.

The contractor has completed what they quoted to do. The failure was to contact the Parish Council to offer more subbase (at an additional cost) at the time of the works taking place. They have provided the Herras fencing free of charge to fence off the car park to prevent damage. Due to the national lockdown the small area to the right-hand side of the car park is the only part of the car park currently open and so far, is coping with demand.

Following the meeting on site with the contractor, a quote for further works to make good the soft areas has been received. It was stated that any quote would have a contribution towards the cost of the work by the contractor, due to the miscommunication.

The quote is as follows

- To excavate the three soft areas that have been identified on site approximately 120 m<sup>2</sup> to a depth of 225 mm and remove arisings from site to an approved recycling centre.
- • To supply and install a 150 mm layer of recycled crushed concrete to the base of the excavations and consolidate.
- • To supply and install hoggin material to match the existing as best as is possible to a consolidate depth of 75 mm.
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For a total cost of: £4,425.00 + VAT

Savings can be achieved if material is not required to be taken away for disposal. It was agreed that we need to get the car park useable, if additional works are ordered, a representative of the Parish Council should be on site, to inspect.

The Clerk to ask for further information on the breakdown of the quote, details of the contractor's contribution towards the works and the potential saving from leaving removed material on site.

It was agreed that the car park needs to be reopened and more parking needs to be available as soon as possible. The Clerk to ask the contractor to change the Herras fencing layout so some sections of the car park can open for additional parking.

***It was resolved to settle the earlier invoice and order the additional works for late March or as soon as the grounds conditions are dry enough. The date for the works to be agreed in advance and the works to be funded by the project budget put aside for this purpose, proposed by Cllr Richard Izard, seconded by Cllr Crosthwaite and carried.***

**REC 61/20 TO RECEIVE INFORMATION IN RESPECT OF INCOME AND EXPENDITURE RELATING TO SPORTS FACILITIES FROM 2015 TO DATE. (APPENDIX A)**

**TO RESOLVE IF THE COMMITTEE WANTS TO DEVELOP A POLICY IN TERMS OF PARITY IN RELATION TO SPORTS FACILITIES IN THE VILLAGE.**

**IF A PARITY POLICY IS FAVOURABLE, WHAT STEPS AND FURTHER INFORMATION IS REQUIRED TO DEVELOP IT**

Cllr Veck, addressed the Committee as follows

*Last year I asked for some financial data concerning the income and expenditure of the organisations linked to the recreation committee over the last 5 years. My objective was to see how the finances balanced out across the various clubs and to feel comfortable that each organisation was being served equitably. There are other factors that can also influence the approach to the support we (the Parish Council) offer to groups and this manifested itself recently with the distribution of grants to applicants last year. Factors such as number of people to benefit, health and well being, Greener Places, Sport & Activities, Safer & Stronger community, Art & Cultural, Minority Groups, Elderly and Disabled.*

*The recent concern raised by one organisation about the use of COVID grants added to my concern and I felt even more that as chairman, I was operating in a vacuum. Additionally, if a parishioner were to raise a perceived issue that one organisation was receiving a disproportionate allocation of funds for perceived little benefit, we would not necessarily be in a ready position to answer appropriately.*

*It's not simple to see how funds and expenditure are distributed since some facilities and resources are shared between the clubs. There are also arrangements where some responsibilities are carried out by the organisation on behalf of the Parish Council. However, a very approximate start has been made with the base data reorganised to show the cumulative income and expenditure, and to allocate*

*distribution percentages for various expenditure categories across the groups. I don't claim this distribution is correct, but suggest it is the basis for further examination. The goal is to demonstrate equitable distribution of funds and where there may be valid exceptions, to give supporting reasons.*

*However, standing back from this, in the medium to long term, I suggest the recreation committee / Parish Council need a policy that clearly defines the approach to the way the PC serves its organisations and parishioners. The results from the Strategy Workgroup which aims to get views and feedback from all areas of the community will provide guidance towards this policy.*

*Consequently, I will be focussing my time on helping the Strategy Workgroup move forward with discussions with parishioners, and organisations including those at this meeting, collating, and analysing the results and then helping to build a Parish Council strategy that will have prioritised objectives that serve the community. Therefore, I will be stepping down as Recreation Chairman.*

Cllr Veck talked through some further analysis he had completed which proportioned some of the grounds contract costs and utility costs to specific clubs and associations.

This analysis is a starting point and is based on assumptions which have not been agreed at this stage.

Consideration needs to be given to how you offset the social need, community use and volunteer hours given to any clubs or associations.

Currently, we do not know where residents' priorities lie with sporting and recreation facilities in the village and what the Parish Council should be investing in. The strategy working group will be looking at teasing out this information and this research with parishioners will give a better idea of what the priorities are going forward.

Various ways of managing sporting facilities were discussed. Winchester City Council manage bookings via a pitch hire charge and some local villages lease the sports facilities to a sports association as an umbrella association for all sports/activities. The Sport associations then lease the pavilion on a full repairing lease and have exclusively on all pitch hire. Any revenue they make from other bookings or room hire they keep to maintain the building and or the sporting clubs that use the space.

Serving the village and providing the correct services is the overall aim and this means talking to residents. The research that the Parish Council is undertaking as part of the Parish Council strategy working party is the starting point to gain this information.

Cllr Izard stated that the Colden Common Park was bought for Sports and Recreation facilities and we need to be mindful of this.

It was agreed that the full value of the Sports Clubs should be communicated, not just the income and expenditure contained on the yearend accounts. It was suggested that when the Parish Council prepares the annual report, the sports clubs should be reminded to contribute more detail highlighting the number of volunteers and volunteer time invested in the running of the clubs.

Cllr Veck drew this item to a close but confirmed that the focus will be on developing the Parish strategy and that the Parish Council should come back and revisit this aspect of fair representation of each of the organisation in the future.

**REC 62/20 TO REVIEW AND APPROVE THE LICENSES FOR THE BOWLS AND CRICKET CLUBS FOR 2021 SEASON. (APPENDIX B&C)**

The licenses for the Cricket and the Bowls Club were circulated prior to the meeting. In Summary, both the clubs do their own maintenance in exchange for free use of the pitches / facilities.

There are some differences between the Bowls Clubs and cricket clubs. The Bowls Club pay for their own year-end closing and equipment servicing. The cricket club does not. The bowls club have daily use of their own space through the season and more opportunity to raise funds because of that. The Cricket Club is restricted to 11 players and only currently use the wicket and pavilion on a Saturday.

No Agreement is in place for Sunday matches for the Cricket Club  
The Bowls Club has no clause currently for public rink hire.

***After discussion it was resolved that the Committee delegate the issuing of the licenses to the Clerk for agreement prior to the start of season, it was agreed that the licenses should be amended to require that membership numbers, number of members that reside in the and year-end financial information. Proposed by Cllr John Boyes, seconded by Cllr Maggie Hill and carried.***

**REC 63/20 TO RESOLVE TO SUSPEND STANDING ORDERS AND RECOMMEND TO THE FULL COUNCIL TO PLACE AN ORDER, FOR A FREE-STANDING WATER TANK TO SERVICE THE BOWLING GREEN SPRINKLER SYSTEM TO BE COMPLETED IN THE NEW FINANCIAL YEAR.**

Currently, the sprinkler system is not ideal as the pump is being fed by domestic water tanks in the loft space which are in a very confined space and difficult to clean and maintain. Due to tank capacity, the sprinkler system must be programmed to irrigate one area, stop, refill the tanks and move onto the next area. This is repeated on a programme when the tanks have refilled.

The legionella risk assessment<sup>1</sup> recommend that the tanks are cleaned, and new covers fitted. The quote to clean the tanks was received at £2,000. Due to the high cost of this work a second quote to clean the tanks was sought. This second quote found a leak on the join from one tank to the other. This leak has rotted out the board

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<sup>1</sup> 28<sup>th</sup> January 2019 with a review January 2021

one tanks sits on and will eventually rot the joist. A temporary fix has been made, but a full fix will require the pavilion roof coming off to provide access. Due to the high cost of the works required, the Clerk contacted specialist irrigation company Quality Irrigation to quote to install an external tank. This would resolve the leak and access issues going forward, improve health and safety and resolve cleaning issue in relation to legionella management.

Following a failed grant application, the Parish Council approved a provision in the budget for 2021-22 for these works to take place.

***The Committee resolved to suspend financial regulations and accept the quote from Quality Irrigation for the supply and fit of a new external tank at the cost of not more than £6,000<sup>2</sup> plus VAT to include a new concrete base, all pipe work, including cutting the supply to the tanks in the loft. This quote does not include removing the tanks in the loft. The work to be commissioned for the new financial year. Proposed by Cllr Rob Veck, seconded by Cllr Richard Izard and carried.***

As part of the proposed works, the Cricket Club asked the Clerk to investigate whether water supplied to the cricket square could be turned on by default or removed from the control panel within the Bowls Club. The Clerk will raise this with Quality Irrigation and report back.

**REC 64/20 TO RECEIVE A QUOTATION FOR BOLLARD BARRIERS AT COLDEN COMMON PARK AND AGREE FURTHER INFORMATION ACTIONS REQUIRED**

The quotation for the bollard barrier installation at Colden Common Park was circulated prior to the meeting. The Clerk will provide a written paper with Frequently asked questions and scenarios for a future meeting for the Committee and park users to review and comment on.

**REC 65/20 TO AGREE ITEMS FOR THE NEXT MEETING DATE TO BE CONFIRMED**

Bollard barriers at Colden Common Park  
Footpath on New Road  
The meeting closed.

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<sup>2</sup> May's quotation may have increased, this leaves the Clerk room to negotiate. Does the Committee require a water meter fitted?