

**COLDEN COMMON PARISH COUNCIL
MINUTES OF THE RECREATION COMMITTEE
HELD ON WEDNESDAY 13th JUNE 2018 AT 7.00PM. IN THE
BERT STRATTON LOUNGE
COLDEN COMMON COMMUNITY CENTRE, COLDEN COMMON**

Present Cllr Pam Glasspool (Chair) Cllr Steve Badham
Cllr Richard Izard Cllr Ron Hancock
Cllr Alan Hargraves Cllr John Boyes

Apologies Cllr Hill

In attendance Debbie Harding (Clerk) Sophie Thorogood
6 members of the public

REC 01/18 APOLOGIES FOR ABSENCE

Apologies were received by Cllr Hill

Apologies were also received by Geoff Edwards – CC Cricket club, Barry Pitman - CC Bowls Club, Amanda James - CC Tennis Club, and Rob Veck - CC Allotments.

REC 02/18 TO RECEIVE NOMINATIONS, TO ELECT A CHAIR AND RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Richard Izard proposed Cllr Pam Glasspool as Chairman of the Committee, seconded by Cllr Richard Izard and carried.

Cllr Glasspool signed her declaration of office.

REC 03/18 TO RECEIVE NOMINATIONS, TO ELECT A VICE-CHAIR AND RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Pam Glasspool proposed Cllr John Boyes as Vice-Chairman of the Committee, seconded by Cllr Steve Badham and carried.

Cllr Boyes signed his declaration of office.

REC 04/18 TO RECEIVE ANY COUNCILLOR DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS, IN RELATION TO ANY ITEMS ON THE AGENDA

Cllr Boyes explained the history of his family land ownership in the village for information but has no current interests pecuniary or non-pecuniary for this meeting.

REC 05/18 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE RECREATION COMMITTEE HELD ON 24TH JANUARY 2018

It was agreed to change the wording in **36/17 page 2** from the legal matter in relation to 14 Whitebeam is still on going to the legal matter in relation to **land adjacent** to 14 Whitebeam Close.

With this change it was resolved to accept the minutes as an accurate record of the meeting, proposed by Cllr Steve Badham, seconded by Cllr Richard Izzard and carried. Cllr's Ron Hancock, Alan Hargraves and John Boyes abstained.

REC 06/18 UPDATE ON MINUTES FROM THE LAST MEETING AND OTHER MATTERS - (FOR INFORMATION ONLY)

The Clerk provided the following update

- The slitter has been disposed off
- The Scouts are continuing their search for an event leader for the fireworks event.
- The concrete slabs which provide vehicle access to the Green will be on a future agenda item for discussion.
- Hampshire County Council will not authorise a dropped kerb onto the Green near the sensory garden
- The Tennis Club no longer require a sign in the car park and will be looking at signage nearer the courts.
- The new chairs for the Neil Smith Suite have arrived and the old ones disposed of.
- The Cricket club are generally happy with the license, with the only query being on the number of wickets they will provide for other users. It is proposed that this is discussed in greater detail next year.
- A volunteer will start severing the Ivy from the trees in Bluebell Wood
- Organising Tree works as per the tree survey is a priority for the Clerk
- A contractor has been commissioned to treat the Japanese Knotweed in the car park and adjacent areas.
- CCYFC would like permission to display banners on the Rec ground and CCP
- The Tennis Club will be pursuing permission for a pavilion 7 x 3 metres between the courts and the footpath on the Recreation ground.
- The Bowls Club are holding an anniversary event on 1st July
- Common Orchids have appeared this year on the uncut bank on St Vigor Way
- The Clerk has written to the landowner who has encroached on footpath 11

REC 07/18 THE MEETING TO ADJOURN FOR PUBLIC PARTICIPATION WHICH TAKES PLACE IN AGENDA ITEM 08/18 ONLY

The meeting was adjourned for members of the public to ask questions

REC 08/18 TO RECEIVE ANY COMMENTS, UPDATES AND QUESTIONS FROM MEMBERS OF THE PUBLIC, SPORTS CLUBS, CARETAKERS AND WARDENS. (FOR INFORMATION ONLY)

TO RECEIVE ANY COMMENTS OR POINTS FROM USERS ON ANY MATTERS ON THE AGENDA PRIOR TO THE COMMITTEE MAKING ANY DECISIONS ON AGENDA ITEMS BELOW

Cllr Glasspool welcomed members of the public.

A representative from the Colden Common Shed asked about a sign on Main Road for Colden Common Shed. They were advised that this may require planning permission from WCC as it is near the highway.

Cllr Glasspool explained the background to request for views on the management of the Parish Council owned open space in Lime Close, the overdue management which is required. All views received so far have been circulated to Committee members.

Cllr Glasspool asked for further views.

A summary of the views given were management was welcomed, but those present wished the area to remain a screen for properties either side of it and a cover for wildlife.

Cllr Glasspool brought forward item 17/18 on the agenda so that the public could hear any resolution, it remains minuted in numerical order.

After this matter, members of the public left the meeting.

REC 09/18 PUBLIC PARTICIPATION TO COME TO AN END

Public participation came to a close.

REC 10/18 TO REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE, WITH LEAD COUNCILLORS ASSIGNED TO SPECIFIC ROLES, AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ADOPTION

The Committee considered new terms of reference for the committee. The purpose is to have clear delegated authority to the Clerk, with support from specific Councillors for specific areas and shared workload amongst committee members.

It was resolved to recommend amended terms of reference for the committee to the Full Parish Council for adoption. Proposed by Cllr Pam Glasspool, seconded by Cllr Steve Badham and carried.

REC 11/18 TO RESOLVE THE PITCHES AND LOCATIONS THAT THE COUNCIL WILL PROVIDE FOR THE 2018-19 FOOTBALL SEASON

It was resolved to continue with the plan to swap pitch 2 in place of the adult pitch at the Recreation ground and the adult pitch be repositioned on pitch 2 at Colden Common Park.

The Clerk to research goal posts which are on wheels so that new football post sockets do not need to be installed. The Clerk to speak to CCYFC in this regard. Proposed by Cllr Glasspool and carried.

REC 12/18 TO RESOLVE TO DISCONNECT THE SHOWERS IN THE RECREATION GROUND PAVILION

It was resolved to disconnect the showers in the Recreation ground pavilion, proposed by Cllr Pam Glasspool, seconded by Cllr Izard and carried.

REC 13/18 TO RESOLVE THE MANAGEMENT PROCESS OF THE PLAY AREA SAFETY CHECKS

Documented weekly visual checks of the playareas are being undertaken by Green Smile.

Monthly checks by a suitable trained person are required. The Clerk has approached WCC and Vita Play for quotations to complete monthly checks.

The two quotes were presented to the Councillors.

It was resolved to suspend financial regulations and commission Winchester City Council to undertake monthly checks on the Councils behalf on all the playareas at a cost of £176.00 per month plus VAT. Proposed by Cllr Pam Glasspool, seconded by Cllr Hancock and carried.

WCC will be able to undertake some repairs at additional cost. The team would be able to do basic repairs on equipment replace bolts fit certain equipment parts if ordered for us. Small reinstatements of soil & minor wet pour repairs.

REC 14/18 TO RESOLVE A SPECIFICATION FOR THE CAR PARK REPAIRS AT COLDEN COMMON PARK AND ASSIGN A LEAD COUNCILLOR TO OBTAIN QUOTATIONS.

Cllr Badham mentioned that this project might meet the criteria of Leader funding. It was resolved that Cllr Boyes and the Clerk will meet with a ground contractor and come up with a specification for

- Immediate short-term repairs
- Long term repairs

This will be brought back to the Committee at a future meeting.

REC 15/18 **TO CONSIDER BOLLARD LIGHTING REPAIRS AT COLDEN COMMON PARK ON THE PATH TO THE PAVILION**

A quote from Abacus for replacement bollard lighting was discussed at the meeting. It was felt that the quote received was very expensive at £1,922.00.

Cllr Boyes recommended purchasing Churchouse bollards, but sadly these have been discounted. Edmondson electrical have quoted for Ansell's Bollards (LED 25W).

It was resolved that the quotation from Edmondson electrical was a suitable alternative and it was agreed to order 3 bollards at a total cost of £394.20. Proposed by Cllr Pam Glasspool. Seconded by Cllr Steve Badham and carried.
The Clerk to ask Mike Coxhead to install them.

REC 16/18 **TO CONSIDER THE QUOTATIONS FOR THE WET POUR INSTALLATION ON THE GREEN AND RECOMMEND TO THE FULL PARISH COUNCIL THAT AN ORDER BE PLACED FOR THE WORKS, FUNDED BY THE RECREATION PROJECTS BUDGET.**

The surface in Central Park (the play area on The Green) is either under water or rock hard.

The 2018 budget contains £5,000 for safety surfacing.

The Clerk has contacted 4 safety surface companies

- Quote 1) Declined to quote
- Quote 2) Has stated that they cannot solve the flooding issue
- Quote 3) Has quoted for wet pour £ 9,519.81 plus VAT
- Quote 4) Has quoted for Rhino Mulch £10,928.75 plus VAT

Quote 4 has stated they will surface Free of charge both single gateways

Neither quote 3 or 4 above will solve the flooding in the park itself but quote 4 will sufficiently build up the area so that the equipment area will not be underwater.

Quote 4 has 5-year guarantee, with a July lead time for installation.

Quote 4 has visited the site and suggested that next year the PC consider a drainage trench if conditions do not improve.

It was resolved that the Recreation Committee recommend that the Full Parish Council accept quote 4 as above for £10,928.75 plus VAT.

These works to be funded by the project line in the 2018-19 approved budget for play area works and vired funds of £7,000 which was contained in the Recreation budget for purchase of a ride on mower. Proposed by Cllr John Boyes, seconded by Cllr Glasspool and carried.

REC 17/18 TO RESOLVE A LEAD COUNCILLOR TO AGREE ANY WORKS TO BE COMPLETED TO THE HEDGING AND TREES ON THE LIME CLOSE MIDDLE SECTION OF OPEN SPACE.

Cllr Glasspool brought a sketch of the central open space in Lime Close which is owned by the Parish Council.

All Councillors had visited the site and agreed it was overgrown and in need of maintenance in Autumn, after nesting.

It was resolved that Cllr Glasspool will produce a scope of works which will include

- Reducing the width and the height of the laurel to a more manageable level Cutting the laurel and other tree branches hard back to the boundary in the areas where the cars access their houses
- Remove foliage around the street light near number 19 Lime Close

Once produced this specification will be forwarded to residents for final comment.

REC 18/18 TO RECEIVE A REQUEST FROM A RESIDENT TO PURCHASE SOME OPEN SPACE ADJACENT TO THEIR PROPERTY IN UPPER MOORS ROAD

A request has been received from a resident of Upper Moors Road to purchase 18m by 5 metres of Parish Council land adjacent to their property for an extension to their house. Photographs of the area were circulated prior to the meeting, together with the Councils opens space policy.

This area is outside of the settlement boundary and is designated open space. The area provides a natural screen from the Triangle to the housing beyond it. After much discussion, it was resolved that the Parish Council could see no benefit to the Parish for disposal of any of this land.

Proposed by Cllr John Boyes, seconded by Cllr Pam Glasspool and carried. Cllr Izard abstained.

REC 19/18 TO CONSIDER ANY MATTERS FOR THE NEXT MEETING.

The Colden Common Park car park
The vehicle ramp up to the Green.

RECREATION COMMITTEE TERMS OF REFERENCE

1. The Recreation Committee is constituted as a Standing Committee of Colden Common Parish Council. The Committee composition shall comprise of a minimum of six* Councillors as voting members with three members of the Committee constituting a quorum.
2. The Chairman and Vice-Chairman to be elected annually by the Committee.
3. The Chairman shall have the casting vote in the case of an equality of votes and may exercise his casting vote whether or not he gave an original vote.
4. The Committee's role is to take care, maintain and control all the open spaces and their associated buildings within the Parish with delegated powers as follows
 - a. Delegated powers to the officers of the Council to oversee the booking of all facilities for pavilion, pitch, court or any facility within the council's control.
 - b. Delegated powers to the officers of the Council to manage these open spaces in partnership with a designated lead Councillor from the Committee.
 - a. Designated lead Councillors to be resolved annually in the following categories

Tree officer

Cllr Glasspool

Play Areas

Cllr Alan Hargraves

Club and Associations Cricket, Tennis, Bowls, Football or any other sports or fitness clubs

Cllr Izard

Parish Lengthsman

Cllr Badham

Village Open Spaces incl North and Church Pond and Bluebell Wood

Cllr Glasspool & Cllr Ron Hancock

Colden Common Park

Cllr Badham

Recreation Ground

Cllr John Boyes

Buildings

Cllr John Boyes

Lead Councillors to support the Clerk on the management of these areas with agreement the Clerk to have delegated authority for decisions relating to management of the above areas, so long they are within the approved Recreation Committee budget. Vired funds from other lines may be used at the

recommendation of the officers of the Councils and approved via email from other Recreation Committee members.

Policy changes and projects to be approved by the Full Committee only

8. The Committee will oversee the execution of any management agreement for The Recreation ground Charity or the Allotments for the Laboring Poor Charity.

9. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget of the committee. The committee shall be able to approach Full Council for increased funds should it become necessary to discharge its duties, however funds are not to be automatically granted.

10. The Committee can initiate new facilities within the Parish, e.g. new play areas. All costs must be within the agreed budget or seek funding for such works and recommended to the Full Parish Council for approval

11. The Committee will ensure all financial aspects are managed in accordance with the Parish Councils Financial Regulations.

13. All correspondence shall be conducted through the Clerk of the Parish Council.

14. Minutes of all meetings are to be kept by the Clerk and distributed by e-mail to members of the Parish Council.

13. The Committee will meet for a minimum of 4 times per year and with a minimum of 3 days clear notice given.