

RECREATION COMMITTEE

TWYFORD PARISH COUNCIL

MINUTES OF THE RECREATION COMMITTEE MEETING

Held on Thursday 14th May 2026 at 7:30 PM
In the The Pavilion, Hunter Park, SO21 1QS.

Those present :

Chairman : Cllr. R. Sellars

Councillors : Cllr. S. Cook, Cllr. A. Forder-Stent, Cllr. C. Hill, Cllr. C. Mitchell, Cllr. J. Pain, Cllr. I. Percival

Officers : - Asst. Clerk

* Attended remotely

R46/25 Chairman's Announcements

The Chair welcomed everyone to the meeting.

R47/25 Apologies for Absence

Apologies have been received from Cllr. S. Pullen

R48/25 Dispensation under Section 33 of the Localism Act 2011

No dispensation requests were received.

R49/25 Declarations of Interest on agenda items

Cllr R Sellars declared an interest in R56/25.

R50/25 Approval of Minutes of previous meeting

It was Resolved that the minutes of the meeting of the Recreation Committee held on 12th February 2026 be approved. Proposed by Cllr Pain and seconded by Cllr Forder-Stent.

R51/25 Public Representation

There were no members of public present.

R52/25 Assistant Clerk's Report

The Assistant Clerk's report was **received and noted**, attached in the appendices.

It was highlighted that the cricket nets are now complete and in use. Cllr Cook asked whether the Parish Council would support an opening ceremony. The Assistant Clerk confirmed that, as the nets are owned by TCC, Council permission is not required.

R53/25 Maintenance

The maintenance report was **received and noted**, attached in the appendices. It was acknowledged that new wire mesh has been installed on the steps near the allotments, and that anti-slip strips have been added to the new steps in front of the Pavilion. Cllr Mitchell commented on how well kept the park is looking.

Members asked about progress of the new bench at Segars Lane. The Assistant Clerk advised that, although the preparatory groundworks had been delayed, they are now scheduled for the week commencing 1st June, after which the bench can be ordered and installed.

R54/25 Hunter Park

1) A report on the beech hedge at Hunter Park was **received and considered**, attached in the appendices. The height of the hedge was discussed, and **It was Resolved** that annual maintenance should be programmed to enable the hedge to be approximately 1ft higher than the fence.

2) A report on the location of the 5-a-side football goal was **received and considered**, attached in the appendices. **It was Resolved** to approve the relocation of the 5-a-side football goal to the former cricket net area and secure it in a permanent position, with consideration given to providing an additional goal.

3) A report on tree planting was **received and considered**, attached in the appendices. The purchase of two additional walnut trees was approved in principle, with further research to be

conducted on location, size of trees, price and the best time for planting. Members expressed a preference for planting larger, more established walnut trees.

R55/25 Policy Review

The Legionella Policy was **received and considered. It was Resolved** to approve the renewal of the policy for one year. The Assistant Clerk advised that the next Legionella Risk Assessment is due February 2027.

R56/25 Northfields

Cllr Sellars left the room at 7.58pm and did not participate in this item.

Resolved: Cllr. Mitchell be appointed Chairman of the meeting for the duration of this item.

A report on the replacement fence at Northfields play area was **Received and considered.** The fence at Northfields is largely rotten and unstable beyond repair and requires full replacement. The item had been considered at the April 2026 meeting of Full Council who directed the Recreation Committee progress the matter further. Three quotes had now been received.

It was Resolved to recommend to Full Council that Contractor C be appointed to replace the fence at Northfields at a cost of £5,500, subject to confirmation of the warranty. This was proposed by Cllr Mitchell and seconded by Cllr Cook, with all members in agreement.

Cllr Sellars rejoined the meeting at 8.10pm.

R57/25 Lengthsman

The Assistant Clerk confirmed that all work had been completed by the Lengthsman earlier in May, with the exception of cutting back vegetation on Park Lane. This work will be added to the Lengthsman visit in August. Members will be asked to suggest any jobs to be added to the worksheet during July.

R58/25 Future Agenda Items

An update on new information sign at entrance to Hunter Park.

The meeting closed at 8.20pm.

Item 8



Twyford Parish Council

Recreation Committee 14th May 2026

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) Hunter Park:

- Work has been in progress on the groundwork and installation of the new cricket nets. This work has now been completed, the banks have been seeded.
- Football season has now finished and renovation works to the football pitch will commence around 23rd June after the Summer Ball.
- Cricket season has commenced.
- A wooden picnic bench has been moved within the park for a trial period alongside the coffee pod.
- The operators of the coffee pod have enquired about an occasional alcohol licence and are in the process of working through further details.
- The 10k run, ran by Twyford St Mary's PTA has been rebooked for 7th February 2027.

2) Hunter Park Car Park:

- Dialogue with Hampshire Legal Services continues as to advice regarding unlawful use of the car park. Officers are continuing to record incidents of unauthorised use.
- Until the legal advice has been received, the proposed trial of charging for non-park visitors will not be progressed.

3) Pavilion

- Replacement of some shiplap cladding on the southern side of the Pavilion is planned for spring/early summer, subject to suitable dry weather conditions.

4) Allotments:

- A new tenant has taken on an allotment plot garden, leaving 11 residents on the waiting list.

- Invoices for year 1st April 2026 – 31st March 2027 were issued early April. Awaiting payment from 10 tenants, hard copies of invoices have been posted.
- The first of this year's allotment inspections was carried out in April. Most plots are cultivated or in the process of being cultivated.

5) Northfields

- Quotes were requested from 6 contractors for the replacement of the palisade bollard fencing at Northfields. Reported elsewhere on Agenda.
- During the Easter holidays the bin had been pulled out of the ground, this has since been rectified.

Sue Nias, Assistant Clerk &
Jamie Matthews, Parish Clerk
28th April 2026

Item 8



Twyford Parish Council

Recreation Committee 14th May 2026

Maintenance Items

Completed jobs:

Since February's meeting of the Recreation Committee, the following maintenance items have been completed:

Hunter Park:

- Re-surfacing of grass around replaced bunny hop post of outside gym
- Musical chimes - edges of mat dug in to prevent slip hazard
- Musical chimes – hammers replaced
- Field electrics in new box completed
- Anti-slip strips installed to new steps in front of Pavilion
- Repairs to rotten step near allotments, replacement mesh installed
- Play area surfacing treated to remove algae

Pavilion:

- Routine monthly checks on Pavilion, ie water temperature testing, fire extinguisher checks, smoke detectors, lights and drains

Allotments:

- Water butts drained and cleaned
- Replace split copper pipe to allotment tap

Northfields:

- Netting attached to fence at Northfields
- Football goal nets pegged back
- Bin reinstalled after being pulled out of ground

Planned jobs:

The following is a list of maintenance jobs that will be undertaken over the coming months:

Hunter Park:

- Follow up treatment to play area surfacing
- Top up bark area in wooden climbing area
- Top up sand pit
- Heater to be installed in new field electrics box

Northfields:

- Refurbishment of bench

Other:

- Groundworks and installation of new bench at Segars Lane

Sue Nias
Assistant Clerk
28th April 2026

Item 9



Twyford Parish Council

Recreation Committee 14th May 2026

Hunter Park – Beech Hedge

Background

The planting of the beech hedge was approved by the Recreation Committee in October 2021 and has been in situ for approximately 4 years. Members are asked to consider and approve the anticipated height so that annual maintenance can be programmed in, in order to achieve this.

The top and side trimming of the entire length of the hedge took place early October 2025 in order to provide a uniform appearance to the hedge. This work is expected to help stimulate denser lateral regrowth which will help with shaping the hedge in future.



Sue Nias, Assistant Clerk &
Jamie Matthews, Parish Clerk
29th April 2026

Item 9b



Twyford Parish Council

Recreation Committee 14th May 2026

Hunter Park – 5-a-Side Football Goal - Location

Recommendation:

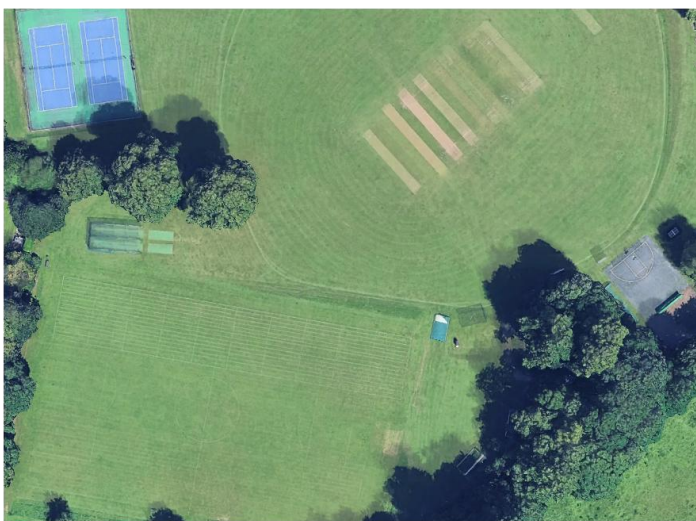
That members approve the relocation of the 5-a-side football goal to the former cricket net area and secure it in a permanent position.

Background:

The 5 a side football goal is a very popular facility in the park. It is currently located alongside the football pitch but has been frequently moved by users around the park. This creates a health and safety concerns as such heavy items of equipment should not be able to be moveable by ad hoc visitors to the park. Additionally, it is sometimes moved into unsuitable areas creating ongoing maintenance issues.

Planning permission for the new cricket nets required removal of the existing nets within three months of installation. The old nets will be removed and the surface reinstated to grass.

Once the grass is established, relocating the goal to the former cricket net area would provide a dedicated informal play space for year-round use and reduce the risk of the equipment being moved or obstructing the football pitch. It is further recommended that at some point during the current financial year to replace the existing goal post with permeant ground fixed post, similar to that at Northfields.



Sue Nias, Assistant Clerk &
Jamie Matthews, Parish Clerk
28th April 2026

Item 9



Twyford Parish Council

Recreation Committee 14th May 2026

Hunter Park – Tree Planting

Background

In November 2025, the committee agreed to plant disease resistant Elm trees in the area south of the pavilion. However, the application deadline to apply for these trees was passed before an application could be submitted in mid November.

Members may wish to plant alternative trees and consider whether one or two walnut trees planted in the same location is something the committee would like to do, considering two young self seeded trees were removed from the football pitch embankment during the last winter. There are already two mature walnut trees located in the south eastern corner of the park.

Selecting the right location for tree planting is critical to the success of both the establishment of a tree and its long-term success as it becomes a mature tree of decades in age. This is especially important in a public park setting, where a range of considerations are required, which wouldn't otherwise be relevant in say a large forest or private woodland with less public access.

Alternative locations could include the area to the east of the tennis courts or on the area adjacent to the wildflower and unmown grass zone, although this area already has some young trees and mixing the walnut tree in with, or being too close to the wildflower and long grass is likely to cause an impact on that area due to the allelopathic compounds released by the tree. Consideration should also be given to size of any planted tree when fully mature and the area in which it sits.

The cost of purchase of a standard Walnut tree, say 2.5m to 3m tall, would be between £100 and £150 for a bare rooted and between £150 to £200 for a slightly larger potted option. This does not include ground preparation. Planting would be best scheduled for the Autumn/Winter time.

Sue Nias, Assistant Clerk &
Jamie Matthews, Parish Clerk
1st May 2026



HUNTER PARK PAVILION – LEGIONELLA POLICY

1. Statement of Policy

The policy of Council is to control, prevent and minimise the risk from legionella; to provide and maintain safe and health conditions, equipment, and systems of activity for all users of the Hunter Park pavilion, and to provide such resources, information and supervision as needed for this purpose. Council will do all that is reasonably practicable to manage the risk of Legionellosis and will follow the steps laid out in the procedures and written control schemes.

2. Introduction

This document sets out Twyford Parish Council's legionella policy, lists its objectives and the procedures and processes it has in place to provide guidance for implementing the Legionella Policy.

3. The Policy

- Clearly defines roles and responsibilities.
- Confirms Council's resolve in preventing or minimising the risk from Legionella.
- Affirms Council's commitment to have in place control measures that adhere to the risk assessment and comply with the Health & Safety Executive (HSE) Approved Code of Practice (ACOP) and guidance L8.
- Requires Council to have a control system in place to ensure the measures are being implemented, are effective, records are kept, and the policy is reviewed on an annual basis by the Parish Clerk and the nominated Responsible Person.

4. Statutory Requirements

Statutory Requirements – Legionnaire's disease and the control of Legionella bacteria in water systems.

The Health & Safety at Work Act 1974 (HSWA) sets out the broad legal requirement for health, safety and welfare of employees and others (including visitors, facility users, contractors, and the public).

The HSE's Approved Code of Practice and Guidance Document L8 (ACOP) "Legionnaire's disease: the control of Legionella bacteria in water systems" (ACOP) L8, is taken as the main source of guidance on matters relating to Legionella risk management.

Council's policy is to meet the requirements of the relevant ACOP L8 guidance, and to comply with these procedures so far as is reasonably practicable.

5. Implementation

The policy defines the main objectives, procedures, and processes that Council will put in place. This policy defines the roles and responsibilities for the Council, any nominated Responsible Persons and other persons involved in the management and maintenance of the water services. The policy confirms Council's efforts towards preventing and minimising the risk from Legionella bacteria and the commitment to conducting risk assessments and risk assessment reviews.

It defines the control measures that HPP will put in place to demonstrate compliance to the ACOP L8 as far as reasonably practicable. Control systems will be put in place to ensure suitable records are maintained and all measures implemented are effective.

The management of the risk from Legionella bacteria will be a continuous commitment involving a risk assessment review programme and routine maintenance tasks.

6. Objectives

Twyford Parish Council commit to the following:

- Conducting a risk assessment
- Reviewing risk assessments at least annually
- Preparing a Generic Control Scheme – this should consider the measures identified in all the risk assessments conducted thus far with the view to prevent or minimise the risk of exposure to Legionella bacteria.
- Implement the Control Scheme – manage and implement measures as detailed under the control scheme.
- Management and Records Control – implement a monitoring and recording procedure to ensure that measures put in place are adequate, effective, and well documented.
- Communicate this policy and relevant information to all Parish Councillors, contractors, subcontractors, and any other interested parties.

7. Review

Review this policy annually or when new legislation requires this policy to be updated. Review of this policy should also occur when there is a change in organisation or loss of key personnel.

Responsibility

The Duty Holder: J P Matthews, Clerk to Twyford Parish Council
Tel: 01962 712361
Email: clerk@twyfordhants.org.uk

The Site Contact is: Sue Nias, Assistant Clerk
Tel: 07881 036524
Email: admin@twyfordhants.org.uk

The Nominated Responsible Person is: Darren Wyatt, Caretaker

Legionella Management Plan

What is Legionella?

Legionella bacteria is commonly found in water. The bacteria multiply where temperatures are between 20-45°C and nutrients are available. The bacteria are dormant below 20°C and do not survive above 60°C.

Legionnaires' disease is a potentially fatal type of pneumonia, contracted by inhaling airborne water droplets containing viable Legionella bacteria. Such droplets could be created by any of the Pavilion's hot and cold-water outlets in the kitchen, toilets or changing rooms.

Temperature Control

The primary method used to control the risk from Legionella is water temperature control. Water services should be operated at temperatures that prevent Legionella growth:

- Hot water storage cylinders (calorifiers) should store water at 60°C or higher.
- Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified).
- Cold water should be stored and distributed below 20°C.

Procedure

1. If the water system has been temporarily closed (more than 6 days), the following steps should be carried out well in advance of the water service returning to use:
 - Pasteurise the hot water system against Legionella by drawing off hot water to points of outlet.
2. It is assumed that all taps and outlets throughout the building will be used sufficiently often to satisfy all legal requirements. However, where outlets are used infrequently or after a period of closure, they should be run/flushed for at least 3 minutes once a week.
3. Hunter Park Pavilion has no cold-water storage facilities, all cold water is supplied on demand from the main supply. This excludes the requirement to carry out period inspections of cold-water storage.
4. The hot and cold-water temperatures should be checked and recorded monthly. Temperatures should be recorded by the Nominated Responsible Person.

Hot water should be distributed at 50°C or higher within 1 minute. Cold water should be distributed below 20°C within 2 minutes.

Routine Checks

Logbooks are held and displayed on the noticeboard for the following checks that are carried out:

Weekly Checks:

All water outlets are flushed for 3 minutes weekly by the cleaner.

Monthly Checks:

The Nominated Responsible Person routinely checks the water systems, to include temperature checks of hot and cold outlets.

Quarterly:

All shower heads/spray nozzles are descaled by the cleaner every 12 weeks.

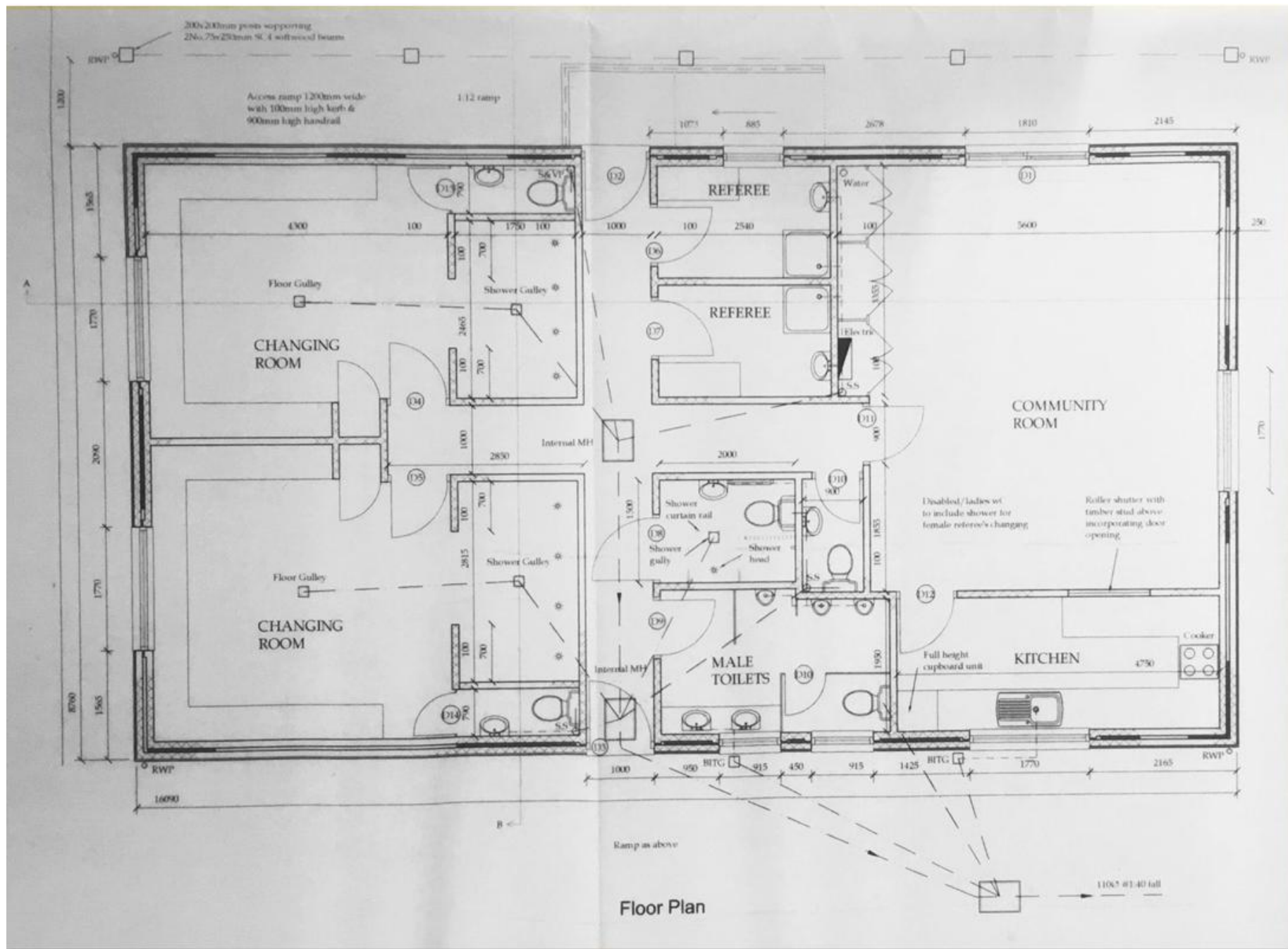
6 Monthly:

Water expansion vessels are flushed once every six months by the Nominated Responsible Person.

Adopted by the Recreation Committee: 3rd March 2023

Reviewed: May 2026

Next review date: May 2027



Item 12



Twyford Parish Council

Recreation Committee 14th May 2026

Northfields Fence Replacement

Recommendation:

That full council approve Contractor C to carry out the fencing works at Northfields at a total cost of £5,500.

Background:

At the November 2025 meeting of the Recreation Committee, it was recommended to full council that the fence at Northfields be replaced and provision of £2,000 be included in 2026/27 budget. The fence is largely rotten and unstable beyond repair and requires full replacement. The fence is around 25 metres in length and buttresses against the footpath, although is not considered to be a retaining structure.

The Playground Inspector's report of March 2026 has identified that the stockage fencing has screws protruding due to logs that have rotted away. Some posts are rotting/rotten and are loose behind the plastic bench, and there is the potential for sharp edges and splinter hazards. The Risk level is considered Unacceptable/Immediate, and it is recommended to repair or replace the fence as soon as possible.

The condition of the fence has been documented during the inspection reports since September 2022.

At the April meeting of Full Council, a decision was deferred for the Clerk to investigate further and the Recreation Committee to consider at its next meeting. Since that meeting an additional quote has been received, providing a total of three quotes:

Contractor A: £5,872.54 Contractor B: £9,936.00 Contractor C: £5,500

Contractors A and C both require 50% deposit in advance. Contractor B is 15 miles away from Twyford, specialises in fencing and has carried out work for the council in the past at Hunter Park and the work quality appears very good. Contractor A's main area of expertise is in play equipment, is based 42 miles from Twyford and has not previously worked for the council. Contractor C is a Twyford based fencing contractor and has not previously worked for the council.


The scope of all three quotes broadly:

- Take down the existing fence and remove from site

- Supply and install 25 meters of stepped timber log wall, consisting of 100mm diameter machine rounded bollards. Bollards to range from 1.8m to 2.4m in length and be butted together.
- Set in an excavated trench and infilled with concrete
- The wall will be complete with a top and bottom 100 x 22mm gravel board, screw fixed to the bollards.



Log Stockade Fencing - Findings

Finding Title	Timber - Rotting	 <p>Asset Photo</p>
Asset	Log Stockade Fencing	
Cause	Act of God	
Finding Creation Date	03/09/2022 08:31:27	
Finding Group	Maintenance	
Finding Notes	Some posts are rotting/rotten & are loose behind the plastic bench. Monitor for sharp edges & potential splinter hazards. Getting quite bad in places - recommend repair/replace asap	
Finding Resolved Date		
Finding Status	Open	
Location		
Resolve By Date		
Risk Level	Unacceptable / Immediate	

Finding Photos



Sue Nias, Assistant Clerk &
 Jamie Matthews, Parish Clerk
 28th April 2026