



MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

REC(07)M2

RECREATION COMMITTEE

Minutes of a meeting of the Parish Council Recreation Committee on Monday 30th July 2007 commencing at 14:00 in The Lindos Centre Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr GK Butterwick
Cllr Mr AG Dunford

Cllr P Ferguson [Chairman]

In attendance

Mr MJ Green [Clerk]
Mr Ed Mellamphy Woodbridge Town Youth FC [item 07.22 only]

07.07 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

07.07.01 Cllr EJJ Hilson [Work Commitment]

Council received this apology and **consented** to the absence

07.07.02 Cllr DE Dann

Apology noted

07.08 TO RECEIVE DECLARATIONS AND ADDITIONS TO REGISTER

There were none

07.09 TO APPROVE THE MINUTES OF THE MEETING HELD ON 4TH JUNE 2007

Minutes REC(07)M1 previously circulated were received and noted.

It was proposed that they be signed as a correct record by the Chairman

Proposed by Cllr Butterwick

Seconded by Cllr Dunford

It was **RESOLVED** that the minutes be signed as a correct record by the chairman

07.10 TO CONSIDER THE CO-OPTION OF NON-COUNCILLORS TO THE RECREATION COMMITTEE

There were none – but it was noted that individuals could be invited to attend as appropriate to discuss specific matters of interest.

07.11 TO REVIEW THE ACTIONS DELEGATED TO THE RECREATION COMMITTEE BY THE FULL COUNCIL AND REALLOCATED BY THE VILLAGE PLAN COMMITTEE

An updated version of the action plan issues for the Recreation Committee was tabled and discussed.

It was agreed to endorse the recommendation from the Village Plan Committee to reallocate item 6.6.4 [Facilities for Older People] to the planning committee.

It was also agreed to endorse the recommendation from the Village Plan Committee to reallocate 6.14.5 [Built & Natural Environment] 'Interpretation boards' to recreation committee and 'protection from inappropriate development' together with 6.3.1 [jobs in the local community] to the planning committee

The progress section was updated with the following comments:

- (a) 6.9.1 Facilities for teenagers
Initial discussion started regarding the setting up of a 'drop in centre' for young people
- (b) 6.11.3 Facilities for teenagers
Consider using Messenger and Notice Boards to assess demand for various activities
- (c) 6.12.1 [Part] Facilities for teenagers
Consider contacting Suffolk Youth Forum
- (d) 6.11.1 Facilities for young children
Contact Komplan re: installation of ladder on play equipment to enable greater access for younger children
- (e) 6.12.1 [Part] Facilities for older people
Add Village Produce Association, St Andrew's Good Neighbours Coffee Morning. Consider 'sponsoring' page in Melton Messenger to enable various groups to promote themselves
- (f) 6.14.5 Built Environment & Natural Environment
Consider using the school in designing interpretation boards and Recorder for increasing awareness of local features by attending council meeting as a guest speaker

Proposed that full council be requested to adopt the revised allocation of responsibilities set out by the village plan committee.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that full council is requested to adopt the revised allocation of responsibilities set out by the village plan committee

07.12 TO CONSIDER THE IMPACT OF THE REGISTRATION OF VILLAGE GREENS [S 15 COMMONS ACT]

The issue of applying for the re-designation of the playing field as a village green was discussed in the light of recent information from SALC.

It was considered that the legal protection of the trust deed relating to the playing field provided greater benefit than transferring to a village green.

Proposed that no further action be taken regarding the legal status of the playing field.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that no further action be taken regarding the legal status of the playing field.

07.13 TO CONSIDER THE MANAGEMENT AND PROMOTION OF THE PLAYING FIELD

07.13.01 Opening hours

It was noted that as a result of the difficulty experienced by the Park Warden in locking the gates late at night, due to a number of cars being parked in the car park, temporary notices have been erected stating that the gates will be locked at 8.00 p.m. each evening.

Proposed that the playing field car park gates be locked each evening at 20:00. [or dusk if this is earlier]

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that the playing field car park gates be locked each evening at 20:00. [or dusk if this is earlier].

07.13.02 To review the arrangements for the hire of the football pitches

It was noted that the hire agreement has been forwarded to MSSC for signature based on the hire fee agreed at the last council meeting. It was also noted that previous consideration had been given to relocating the pitches but this had been dismissed due to the slope of the land.

It was proposed that the Clerk prepares a discussion paper for the next meeting of the committee setting out the usage of the football pitches, maintenance work required with costs, and the use of agent for the hire.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that the Clerk prepares a discussion paper for the next meeting of the committee setting out the usage of the football pitches, maintenance work required with costs, the use of an agent for the hire and subsidising use of field by MPC

07.13.03 Goalpost securing post

It was noted that the securing post for the goalposts is currently being made and will be installed as soon as it is available.

07.13.04 To consider action to be taken to the large willow tree at the south end of the playing field by the old pump

Email from Peter Richardson [SCDC] alerting council to this issue previously circulated. A further letter from Mr Richardson and acknowledgement letter were tabled.

Proposed that the work to raise the canopy of the tree be put in hand by the Clerk

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that the work to raise the canopy of the tree be put in hand by the Clerk.

07.13.05 To consider action to be taken to the deadwood above the pavement on the third tree to the north of the willow

Email from Peter Richardson [SCDC] alerting council to this issue previously circulated. A further letter from Mr Richardson and acknowledgement letter were tabled.

Proposed that the work to remove the deadwood be put in hand by the Clerk

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that the work to remove the deadwood be put in hand by the Clerk.

07.13.06 To approve the appointment of Mr Cox to undertake the hedge cutting in 2007

Quotation received for £347.00.

It was proposed that this quotation be approved and the work put in hand.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED to approve the quotation and that the work be put in hand.

07.13.07 Clearance of the drainage ditches

It was noted that a contractor has been instructed to carry out this work and this will be completed in the autumn when the hedge cutting is completed. The Chairman reminded members that the spring water supply to Spring Meadow Nursery needs protecting when this work is put in hand.

07.13.08 Litter bin

It was noted that a litter bin has been installed in the picnic area

07.13.09 Emergency work

It was noted that following a complaint from Suffolk Coastal Services Ltd that refuse vehicles were unable to access Jenners Close due to overhanging branches from the council owned bushes these have been trimmed back.

It was noted also that an order for the removal of the dead tree stump that had fallen into the ditch behind the tennis courts has been placed.

07.13.10 Topographical survey

Copies of the proposal from Mullins Dowse had previously been circulated – these were received and noted. The purpose of this survey was to prepare a detailed plan of the site including drains and water flows that would provide the basis on which further work would be

completed without the necessity of having surveys carried out for each piece of work.

Proposed that council should instruct Mullins Dowse to carry out a topographical survey of the playing field and Burkes Wood at an estimated cost of £1,370. plus VAT

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED to instruct Mullins Dowse to carry out a topographical survey of the playing field and Burkes Wood at an estimated cost of £1,370 plus VAT.

07.13.11 Replacement mower

This was deferred.

07.13.12 Outline business plan

A draft outline business plan for the playing field was tabled. Members were requested to add their comments and return them to the Clerk. These would then form an agenda item for the next meeting of the recreation committee.

07.13.13 East Anglian Practical Classics Club

MPC(07)M7 – Item 07.112.03 referred to Recreation Committee

“Cllr Ferguson advised council that she had been approached by the chairman of the club about using the playing field for a rally to celebrate the club’s 20th anniversary in 2008. The matter was referred to the recreation committee.”

Proposed that the Playing Field be made available to the EAPC Club on 20th July 2008 for their 20th anniversary celebration on terms to be agreed.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that the Playing Field be made available to the EAPC Club on 20th July 2008 for their 20th anniversary celebration on terms to be agreed..

07.14 TO CONSIDER THE MANAGEMENT AND PROMOTION OF BURKES WOOD

07.14.01 To review the safety of trees [in view of the recent incident at Felbrigg Hall]

Proposed that quotations be obtained for the provision of a survey, written report, list of work required, and the provision of a medium/long term tree maintenance plan from suitably accredited arboricultural contractors.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED to obtain quotations for the provision of a survey, written report, list of work required, and the provision of a medium/long term tree maintenance plan from suitably accredited arboricultural contractors.

07.15 TO CONSIDER THE MANAGEMENT AND PROMOTION OF FOOTPATHS AND PUBLIC RIGHTS OF WAY

07.15.01 Meeting with officers of SCC and SCDC 18th May 2007

A public rights of way action plan from the village plan was tabled and noted. This was a follow up to the meeting on 18th May where council was asked to categorise and prioritise the proposed footpaths to enable SCC and SCDC to respond.

Members were asked to pass comments on the paper to the Chairman of the Council for follow up action.

07.16 TO CONSIDER THE MANAGEMENT AND PROMOTION OF THE PAVILION

07.16.01 The use of anti-vandal paint

The report of the meeting of the Safer Neighbourhood Team recommended the use of this type of paint as a deterrent for vandals.

Proposed that, where appropriate, anti-vandal paint should be used for the exterior of the Pavilion.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that, where appropriate, anti-vandal paint should be used for the exterior of the Pavilion.

07.16.02 Short and medium term maintenance

It was noted that the work contained in the email from the Chairman of the Council dated 8th June regarding repairs and decoration to the pavilion is in hand. Additional work has been ordered for the replacement of the shutters to the windows at the front with metal grills similar to those to the rear of the pavilion.

It was proposed that repairs and exterior decoration including the provision of metal grills, to the Pavilion be approved.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that repairs to and exterior decoration including the provision of metal grills, to the Pavilion be approved

It was noted that a quotation for the interior decoration for the pavilion will be provided when the contractor gains access to carry out the exterior work

07.17 TO CONSIDER THE MANAGEMENT AND PROMOTION OF THE PLAY EQUIPMENT

07.17.01 Outstanding issues

It was noted that SCDC have been requested to carry out the following work:

- (a) replace the small tiles beneath the play equipment where they are 'lifting' with larger tiles that will not be as susceptible to 'lifting'.
- (b) raise two of the swing seats to enable older children to use them
- (c) fit 'chain restrictors' on the swings

It was also noted that this work had been requested in March and followed up with a further request in July.

It was proposed that a limited time scale be set for completion for the work and if this was not forthcoming the order should be cancelled and placed elsewhere.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED to set a limited time scale for completion of the work and if this was not forthcoming the order should be cancelled and placed elsewhere.

07.18 TO CONSIDER THE MANAGEMENT AND PROMOTION OF THE TENNIS COURTS

07.18.01 Proposed enhancements

It was noted that a district councillor had advised the last meeting of Council that a grant of £2,000 from the SCDC Capital Grant Aid Scheme had been allocated. It was also noted that further grant applications were being submitted to Biffaward, Community Champions. SCC Locality Fund, Foundation for Sports and Arts and Sports England with the aim of attracting grants of up to 50% of the cost.

Proposed that the quotation from Doe Sport Ltd for the resurfacing of a block of two hard tennis courts to the existing falls with the DOE Viscount surface dated 22/01/07 for £20,922 plus VAT be approved

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that the quotation from Doe Sport Ltd for the resurfacing of a block of two hard tennis courts to the existing falls with the DOE Viscount surface dated 22/01/07 for £20,922 plus VAT be approved

07.19 TO CONSIDER TREE PRESERVATION ORDERS

07.19.01 C07/00101/TPO – Jenner House and Playing Field Melton

Copy previously circulated was received and noted.

Proposed that this be approved

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that application C07/00101/TPO be approved.

07.20 TO CONSIDER THE PROPOSAL TO CONTRACT STEPHEN BEANE PROPERTY MANAGEMENT TO UNDERTAKE ROUTINE MAINTENANCE WORK

Copy of the proposal circulated by email by the chairman of the council on June 8th was received and noted.

Proposed that SBPM be engaged, initially on the basis of two days per month, to undertake ongoing maintenance of the Pavilion and Playing Fields at a labour cost of £4,032 [plus VAT] per annum with a review after six months

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that SBPM be engaged, initially on the basis of two days per month, to undertake ongoing maintenance of the Pavilion and Playing Fields at a labour cost of £4,032 [plus VAT] per annum with a review after six months..

07.21 TO CONSIDER REQUESTS TO THE FINANCE & RISK MANAGEMENT COMMITTEE FOR EXPENDITURE FROM RESERVES

Proposed that the following requests for expenditure from reserves be made to the Finance & Risk Management Committee:

- (a) 07.13.07 Clearance of drainage ditches [£TBA]
- (b) 07.13.10 Topographical Survey £1,370 plus VAT
- (c) 07.16.02 Replacement of wooden shutters to the front of the pavilion with metal grills [£TBA]
- (d) 07.16.02 Exterior painting of pavilion including minor repairs to woodwork and roofing felt [£978 plus VAT]
- (e) Replacement of locks in pavilion to prevent handles being used as steps [£TBA – materials only]
- (f) 07.16.02 Interior decoration of pavilion [£TBA]
- (g) 07.18.01 50% contribution towards tennis court refurbishment £12,500

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED to recommend to the FRM that these items be expended from reserves.

07.22 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS ABOUT ISSUES WITHIN THE REMIT OF THE RECREATION COMMITTEE

The Chairman agreed to bring this item forward and welcomed Mr Ed Mellamphy from Woodbridge Town Youths FC to the meeting.

The chairman proposed suspending standing orders for this item, Standing orders were suspended at 16:15

- Mr Mellamphy is the new contact for Woodbridge Town Youths FC
- The club has both boys and girls football teams
- The age group is 6 – 16 years of age
- Approximately 250 members
- Members pay a registration fee of £25 and a match fee of £1.50 per game or training session
- The annual fee paid to Melton Sport and Social Club is £1,300
- Little or no use made of changing and showering facilities due to child protection concerns

- Suffolk County Council Grounds Service marks the pitch at the beginning of the season and Woodbridge FC maintain it throughout the season
- Woodbridge Town Youths FC would like council to consider the playing field being used for a Junior Football Competition in July 2008
- Woodbridge Town Youths FC wish to develop greater links with the Council in the future so that both could work together to provide facilities for young people in Melton

The chairman warmly thanked Mr Mellamphy for attending the meeting and looked forward to greater co-operation between the two organisations in the future.

Standing orders were re-instated at 16:50

07.23 DATE OF NEXT MEETING

Monday 1st October in the Lindos Centre Conference Room commencing at 14:00

There being no further business the meeting closed at 17:30

Signed: _____ Date: _____
[Chairman]