



MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

REC(08)M1

RECREATION COMMITTEE

Minutes of a meeting of the Parish Council Recreation Committee on Monday 4th February 2008 commencing at 14:00 in The Lindos Centre Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mr GK Butterwick
Cllr Miss DE Dann
Cllr Mr AG Dunford [until 16:30]

Cllr Mrs P Ferguson [Chairman]
Cllr Mrs EJJ Hilson

In Attendance:

Mr NF Hammond

Mr K Stebbing [Park Warden]

08.01 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were none

08.02 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER

There were none

08.03 PUBLIC PARTICIPATION SESSION

08.03.01 To receive representations from Councillors who have declared a prejudicial interest under item 08.02

There were none

08.03.02 To receive representations from members of the public in respect of items on the agenda only

There were none

It was **RESOLVED** to suspend standing orders

08.04 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

08.04.01 Walking of Paths Report

Paper 'Survey of the Rights of Way' previously circulated as paper MPC(07)P46.09 was received and noted.

The Committee Chairman warmly welcomed Mr Hammond to the meeting and thanked him for all his hard work in preparing the survey report.

- Noted that footpath repairs were reliant upon notification being given to SCC Highways [Tel: 01728 403079] giving details of fault and map

reference

- 1 day repairs likely within 6 months 2 day repairs within 12 months
- Suggested linking up some of the paths to make circular routes
- Suggested negotiating direct with landowner
- Where land is currently for sale Clerk to contact selling agent
- Suggested putting article in Melton Messenger encouraging residents to use existing footpaths
- Consider producing footpaths leaflet

The Chairman thanked Mr Hammond for his valuable contribution to the meeting

08.04.02 Litter/Broken Bottles on Playing Field and in Pavilion

The Park Warden brought to the attention of the committee the following

- recent incidents of litter and mud in the pavilion
- broken bottles on the playing field
- dog litter
- request that passing police patrols call in as a deterrent

It was RESOLVED to reinstate standing orders

08.05 TO APPROVE THE MINUTES OF MEETING HELD ON 3RD DECEMBER 2007

Minutes REC(07)M4 previously circulated were received and noted.

Proposed that the minutes be signed by the Chairman as a correct record.

Proposed by: Cllr Butterwick

Seconded by Cllr Hilson

It was RESOLVED that the minutes be signed by the Chairman as a correct record.

08.06 TO CONSIDER CO-OPTIONS OF NON-COUNCILLORS TO THE RECREATION COMMITTEE

There were none.

It was felt that rather than co-opt members of the public that the best way forward was for members of the public to attend meetings and contribute during the public forum sessions.

08.07 VILLAGE PLAN IMPLEMENTATION - TO REVIEW THE ACTIONS DELEGATED TO THE RECREATION COMMITTEE

Paper REC(08)P07 – Action Monitor Report previously circulated was received, noted and reviewed.

08.07.01 6.9.1 Facilities for Teenagers

- Noted that work on this area was progressing

08.07.02 6.1.2 Cultural Sporting and Recreational Facilities

- Noted the varied sports activities available at the Lindos Centre.
- Agreed to discuss formation of a tennis club after next full council meeting

08.07.03 6.11.3/6.12.1 [part i] (a) & (b) Facilities for Teenagers/Young People

- Noted that two Councillors had attended the SCDC Coastal Potato Event
- Noted that there had been no progress on the Woodbridge Skateboard Park but agreed to support this initiative
- Noted that the Melton Youth Community Project bid for funding had been unsuccessful and that the attendance at the recent events had been disappointing. The need for premises was crucial the future of the project
- Noted that the Company of Four willing to undertake fund-raising events
- Agreed to work with Woodbridge on the BMX Track project

08.07.04 6.12.1 [part ii] (c) Cultural Sporting & Recreational Facilities for Adults

- Agreed to review available facilities and prepare list for publicity in Woodbridge and on Website

08.07.05 6.12.1 [part iii] Facilities for Older People

- Agreed to publish events at Burness Room and to encourage better use of 'What's On' page – advertise this in the Melton Messenger

08.07.06 6.12.2 Cultural Sporting & Recreational Facilities

- (a) & (b) Agreed the need for greater publicity
- (c) Noted that the Allotments were privately owned
- (d) Noted that leaflets were available at the library for the University of the Third – agreed to add a link on Website
- (e) Noted the Good Neighbours Club held monthly at St Andrews

08.07.07 6.14.1 Public RoW

Agreed to continue follow up with SCC

08.07.08 6.14.1 (part ii) Built Environment

- Interpretation boards – priority decided. Cllr Dann to contact Village Recorder

08.08 TO CONSIDER THE MANAGEMENT AND PROMOTION OF THE PLAYING FIELD

08.08.01 Metal Fence Surrounding the Car Park

To consider extending the fence to cover the gap at the North end to prevent cars driving through and parking by the picnic benches. Note previously this gap was impassable due to the 'roller' that used to be positioned there.

Concern expressed that roller had been removed by persons unknown. The Clerk to follow up

Agreed to obtain quotation for extending the Metal Fence

08.08.02 Alternative uses of the Playing Field and Pavilion

The meeting considered alternative uses of the Playing Field and Pavilion.

- Increase use of playing field out of football season

- Lack of local youth worker limits youth activities. Consider sharing with Ufford PC
- Consider opening up the pavilion, provision of all purpose toilets and use as a youth centre
- Previous site meetings suggested costs in the region of £100k to £150k
- Follow up ideas with District Cllr Savage at full council meeting on 14th February.

08.09 TO CONSIDER THE MANAGEMENT AND PROMOTION OF BURKES WOOD

See item 08.15

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

See item 08.15

08.11 TO CONSIDER THE MANAGEMENT AND PROMOTION OF THE PAVILION

See item 08.15

08.12 TO CONSIDER THE MANAGEMENT AND PROMOTION OF THE PLAY EQUIPMENT

See item 08.15

08.13 TO CONSIDER THE MANAGEMENT AND PROMOTION OF THE TENNIS COURTS

See item 08.15

08.14 TO CONSIDER TREE PRESERVATION ORDER NOTICES RECEIVED FROM SCDC

08.14.01 New Applications

- (a) C07/00213/TPO Land Between 1 Potash Cottage and Woodroyd Cottage Woods Lane Melton

Copy of application previously circulated was received and noted

- (b) C08/00001/TPO St Audrey's Golf Club St Audrys Park Road Melton IP12 1QS

Copy of application previously circulated was received and noted

- (c) C08/00003/TPO 3 Norman Close Melton IP12 1JT

Copy of application previously circulated was received and noted

08.14.02 Decision Notices

- (a) C07/163/TPO Hospital Grove Thomas Churchyard Close Ufford IP12 1TL

Copy of notice previously circulated was received and noted

- (b) C07/183/TPO 5 Godfrey's Wood Melton IP12 1QY

Copy of notice previously circulated was received and noted

08.15 TO RECEIVE A REPORT FROM THE CLERK ON PROGRESS MADE ON OUTSTANDING ISSUES AFFECTING THE RECREATION COMMITTEE

08.15.01 Work Completed

- (a) Car Park Gates – refit small pedestrian gates
Completed by SBPM
- (b) Car Park Gate – repair main gate
Completed by SBPM
- (c) Ditch Clearance – Initial clearance of rubbish & debris
 - (i) Completed by YMCA Team
- (d) Dog Waste Bins
2 additional dog waste bins installed on playing field by SCS Ltd
- (e) Footpath Clearance – Melton Road outside Playing Field
 - (i) Completed by YMCA Team
- (f) Litter bins
2 additional litter bins installed by SCS Ltd at corner of Dock Lane and Corner of Jenner Close
- (g) Pavilion - Exterior Decoration
Completed by SBPM
- (h) Pavilion – re-roofing
Completed by SBPM
- (i) Pavilion – replace shutters with metal guards
Completed by SBPM
- (j) Topographical Survey of Playing Field
Completed by East Anglian Land Surveys Oct 07
- (k) Tree Surgery – Jenner House
Completed by East Anglian Tree Surgeons
- (l) Tree Surgery – Trim back bushes to allow refuse trucks access to Jenners Close
Completed by SBPM

08.15.02 Work in Progress

- (a) Goalpost Retaining Post
 - (i) Quotation received and worked approved by council [May 07]
 - (ii) Order placed
 - (iii) Incorrect post delivered
 - (iv) New post ordered
 - (v) Awaiting delivery and installation
- (b) Grit Bin for Hope Crescent

- (i) Order placed SCC Highways Nov 07
- (ii) Awaiting delivery and Installation
- (c) Pavilion Extension – re-roofing
 - (i) Quotation received from SBPM
 - (ii) Order for work made
 - (iii) Awaiting work to be completed [Spring 2008]
- (d) Play Equipment - Kompan Ladder
 - (i) Order placed
 - (ii) Awaiting installation date
- (e) Play Equipment - Kompan – New Basket Ball Net
 - (i) Order made [Nov 07]
 - (ii) Good received 8/01/08
 - (iii) SBPM instructed to install as part of ad-hoc work [23/1/08]
- (f) Play Equipment – RoSPA Annual Inspection
 - (i) Booked with SCS Ltd 19/11/07
 - (ii) Follow up email 10/1/08
 - (iii) Awaiting Response

Agreed that if no progress made then to deal directly with RoSPA
- (g) Playing Field – Cycle Rally
 - (i) Bike Events Rally Sunday 10 August 2008 – agreed in principle at no charge
 - (ii) Car parking being arranged by BE at SCDC Car Park
 - (iii) 2 * marquees * use of pavilion
 - (iv) BE to provide portaloos
 - (v) Awaiting confirmation that event it to take place [anticipate w/e 26/1/08] – Noted that confirmation had not been received as anticipated
 - (vi) Will provide hire agreement in accordance with new process for use of the playing field
- (h) Swing Chain Restrictors
 - (i) Order placed with SCS Ltd [Nov 07]
 - (ii) Order chased [Jan 08]
 - (iii) Awaiting installation by SCS Ltd

- (i) Survey of Woodland
 - (i) Order placed [Oct 07]
 - (ii) Work commenced [Dec 07]
 - (iii) Work in progress [Jan 08]
 - (iv) Awaiting report [received 7th February 2008]– to follow up and to determine the financial implications
- (j) Tennis Court Reconstruction
 - (i) Agreed by council
 - (ii) Council to approve application for lending facility 14/02/08
 - (iii) Application for loan will follow
 - (iv) Order for work will follow
 - (v) Installation date to be advised
 - (vi) Agreed that specification should include widening of gates to provide disabled access
- (k) Wet Pour Resurfacing Underneath Play Equipment
 - (i) Quotations obtained
 - (ii) Order made
 - (iii) Awaiting installation – expected by end February 2008
- (l) YMCA Taskforce
 - (i) Work clearing Melon Road path completed December 07
 - (ii) Work clearing ditch completed January 08

08.15.03 SBPM Maintenance Contract

- (a) Standard list of items to be dealt with [see attached]
- (b) Ad-hoc items list in maintenance book approved by Clerk
- (c) SBPM complete work completed sheet in maintenance book each visit
- (d) Commenced September 2007
- (e) To be reviewed after 6 months

08.15.04 Additional Ad Hoc Work for Contractor

- (a) Cut back overgrown vegetation on car park tarmac
- (b) Danger Signs for Pond
- (c) Electrical Service of Pavilion [rechargeable]
- (d) Further clearance of drainage ditches when weather improves [needs mechanical digger – rechargeable]. Agreed to liaise with Park Warden when work is to be carried out.
- (e) Hedge Cutting between Tennis Courts and Playing Field
- (f) Litter picking [during absence of Park Warden] - Ongoing
- (g) Metal Retainers for Tennis Court Net Posts
- (h) Pavilion - Internal decoration

- (i) Quotation received from SBPM
- (ii) Agreed that work would be carried out piece meal under existing contract when inclement weather prevents exterior work – no separate invoice will be received
- (i) Portable Appliance Testing in Pavilion & Office [rechargeable]
- (j) Re-cut guards on front of pavilion to fix direct to windows to allow windows to open without removing the guards
- (k) Remove tree stump from ditch by tennis courts
- (l) Wood chippings at pedestrian entrances - Ongoing

08.15.05 Annual Maintenance work carried out by other Contractors

- (a) All Weather Play Surface Maintenance [SCS Ltd]
- (b) Electricity Supply [To be taken over from MSSC – Clerk to follow up with supplier]
- (c) Fire Extinguisher Service [FirePower]
- (d) Grass Cutting [SCC Grounds]
- (e) Grass Weed & Feed [SCC Grounds]
- (f) Mole Treatment [Pest Destruction Services]
- (g) Pitch Marking [SCC Grounds]
- (h) Water Rates [Anglian Water]

08.15.06 Work where no action yet taken place

- (a) Claiming of Footpaths
- (b) Replacement Information Board at Riverside Recreation Area
Clerk to follow up.

08.16 TO CONSIDER THE LETTER FROM MELTON SPORTS & SOCIAL CLUB RELATING TO THE NEW HIRE ARRANGEMENTS FOR THE PLAYING FIELD

Copy of letter from MSSC Chairman attached previously circulated was received and noted.

Noted that subsequent to the meeting WTFC had agreed to make Saturday 6th September 2008 available to Melton Charity Car Boot Sales.

08.17 SUFFOLK COASTAL POTATO EVENT

Cllr reported that Melton facilities were highlighted at the event. All activities were discussed. Networking for needs and facilities

08.18 SUFFOLK COASTAL BIKE RIDE

Subsequent to the meeting the event was moved to Glemham Hall

08.19 COMMITTEE CHAIRMAN'S URGENT BUSINESS

08.20 ANY OTHER BUSINESS

08.20.01 Suffolk CC Recycling Grant

Noted correspondence inviting applications for funding for recycling projects.

08.20.02 High Water Level in Ditch

Noted that SCC Highways had been informed

There being no further business the meeting closed at 16:58

08.21 DATE OF NEXT MEETING

Monday 28th April 2008 at 14:00 in the Lindos Centre Conference Room

Signed: _____ Date: _____
[Chairman]