



# MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

REC(08)M2

## RECREATION COMMITTEE

**Minutes** of a meeting of the Parish Council Recreation Committee on Monday 28<sup>th</sup> April 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

Cllr Mrs P Ferguson [Chairman]  
Cllr Mrs EJG Hilson

### 08.22 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were no apologies.

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

There were none.

### 08.24 PUBLIC PARTICIPATION SESSION

#### 08.24.01 To receive representations from Councillors who have declared a prejudicial interest under item 08.23

There were no representations.

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

There were no representations.

### 08.25 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

There were no members of the public present.

### 08.26 TO APPROVE THE MINUTES OF MEETING HELD ON 4<sup>TH</sup> FEBRUARY 2008

Minutes REC(08)M1 previously circulated were received and noted.

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

Proposed by: Cllr Ferguson

Seconded by Cllr Dunford

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

**08.27 TO CONSIDER CO-OPTIONS OF NON-COUNCILLORS TO THE RECREATION COMMITTEE**

There were none.

**08.28 TO CONSIDER THE MANAGEMENT AND PROMOTION OF THE PLAYING FIELD**

Action under item 08.35 noted.

**08.29 TO CONSIDER THE MANAGEMENT AND PROMOTION OF BURKES WOOD**

Action under item 08.35 noted.

**08.30 TO CONSIDER THE MANAGEMENT AND PROMOTION OF FOOTPATHS AND PUBLIC RIGHTS OF WAY**

Action under item 08.35 noted.

**08.31 TO CONSIDER THE MANAGEMENT AND PROMOTION OF THE PAVILION**

Action under item 08.35 noted.

**08.32 TO CONSIDER THE MANAGEMENT AND PROMOTION OF THE PLAY EQUIPMENT**

Action under item 08.35 noted.

**08.33 TO CONSIDER THE MANAGEMENT AND PROMOTION OF THE TENNIS COURTS**

Action under item 08.35 noted.

**08.34 TO CONSIDER TREE PRESERVATION ORDER NOTICES RECEIVED FROM SCDC**

**08.34.01 New Applications**

- (a) C08/00041/TPO – 12 Godfreys Wood Melton IP12 1QY

Application previously circulated was received and noted

Proposed that the application be received and noted.

Proposed by: Cllr Ferguson

Seconded by: Cllr Dunford

**It was RESOLVED** that the decision notice be received and noted.

**08.34.02 Decision Notices**

- (a) C08/00027/TPO Melton Mead Melton Road Melton IP12 1PF

Approval notice previous circulated

Proposed that the decision notice be received and noted.

Proposed by: Cllr Ferguson

Seconded by: Cllr Dunford

**It was RESOLVED** that the decision notice be received and noted.

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

**08.35.01 Work Completed**

- (a) Play Equipment - Kompan – New Basket Ball Net installed

Concern expressed regarding the inferior quality of the fixings for the replacement net. [Noted subsequent to the meeting that replacement fittings are on order].

- (b) Wet Pour Resurfacing Underneath Play Equipment installed – quality of the work welcomed.

#### **08.35.02 Work in Progress**

- (a) Grit Bin for Hope Crescent – awaiting delivery
  - (i) Order placed SCC Highways Nov 07
  - (ii) Awaiting delivery and Installation – Cllr Dann to liaise with resident.
- (b) Play Equipment - Kompan Ladder
  - (i) Awaiting installation date w/c 21/4/08 [noted that this was installed on 29<sup>th</sup> April 2008].
- (c) Full Technical Inspection for Insurance - Play Equipment
  - (i) Booked with Playquip Leisure 23/04/08
- (d) Swing Chain Restrictors
  - (i) Booked with Playquip Leisure 23/04/08
- (e) Tennis Court Reconstruction
  - (i) Agreed by council
  - (ii) Council approved the application for increased lending facility 10/04/08
  - (iii) Application for lending approval re-submitted 24<sup>th</sup> April 2008
  - (iv) Application for loan will be submitted following lending approval
  - (v) Order for work will follow
  - (vi) Installation date to be advised
  - (vii) Quotations obtained
- (f) Extension of perimeter fencing around car park to prevent access by vehicles following theft of roller. Provision of pedestrian access
  - (i) Order placed with Metalfix 03/04/08
- (g) Replacement of lower panels in Bredfield Road Bus Shelter with Metal Panels
  - (i) Order placed with Metalfix 03/04/08

#### **08.35.03 Work where no action yet taken place**

- (a) Claiming of Footpaths – to be followed up
- (b) Replacement Information Board at Riverside Recreation Area – Parish Recorder to be contacted re: content
- (c) Purchase of additional notice boards
  - (i) Consider where these should be
- (d) Consider ordering the repainting of the Village Pump in the Street

Proposed that the repainting of the Village Pump in the Street be added to the regular work for the contractor.

Proposed by: Cllr Ferguson

Seconded by: Cllr Dunford

**It was RESOLVED** to add the repainting of the Village Pump in The Street this to the regular work for the contractor. Repaint of the pump on Melton Road to be considered.

### **08.36 REVIEW OF CONTRACTORS ACTIONS**

Following a review of the work being undertaken by the contractor especially in view of the ill health absence of the Park Warden it has been decided to increase the contractor days to one day per week with effect from May. This will be reviewed again in the autumn and if appropriate revert back to one day per fortnight.

The following additional work has been agreed with the contractor:

- 08.36.01 Repaint pavilion door following fire damage**
- 08.36.02 Replace all glass panels with poly carbon windows**
- 08.36.03 Cut front window guards in two, permanently fix to individual window frames to allow windows to be opened without removing guards. Secure guards with bolts not screws**
- 08.36.04 Replace remaining screw fix for guards with bolts**
- 08.36.05 Ditch clearance including removal of dead tree trunk – specialist digger driver will be engaged – anticipated cost to be in the order of £1,500 -£2,000**
- 08.36.06 Replace locks on Pavilion Front Door and Lean-to Extension with ‘security locks’. Provide 10 sets of keys and security card to prevent unauthorised duplication [AFTER 30<sup>th</sup> JUNE]**
- 08.36.07 Paint bus shelter in The Street**
- 08.36.08 Commence cleaning of bus shelter in Bredfield Road i.e. April 2008**
- 08.36.09 Trim bushes on field side of tennis courts**
- 08.36.10 Trim bushes on edge of playing field – both sides – along full length of Melton Road**
- 08.36.11 To provide emergency call out provision – broken windows, damage, water leaks, electricity problems etc**
- 08.36.12 Dispose of old concrete retaining post for goalposts by hedge by tennis courts**
- 08.36.13 Provide tap in lean-to to provide water for pitch marking machine**
- 08.36.14 Weekly clean pavilion including kitchen & toilets. Provide toilet roll holders for toilets and maintain supply**
- 08.36.15 PAT Testing Items in kitchen**
- 08.36.16 Electrical Examination and provision of safety certificate**
- 08.36.17 To cut grass where SCC contractor does not.**

It was agreed that consultation was necessary regarding the future use of the playing field.

**08.37 REVIEW OF PARK WARDEN RESPONSIBILITIES**

The meeting discussed the job specification of the Park Warden on his return to work following medical leave.

Proposed that the Clerk agree with the Park Warden the following:

- What he is instructed to do
- What he is instructed not to do
- What he offers to do on a voluntary basis

Proposed by: Cllr Ferguson

Seconded by: Cllr Butterwick

**It was RESOLVED** that the Clerk agrees with the Park Warden the above items.

**08.38 COMMITTEE CHAIRMAN'S URGENT BUSINESS**

**08.38.01 Use of Football Pitches.**

The Chairman raised the question of the simultaneous use of both football pitches. Agreed that an informal meeting of some committee members and WTYFC Officials be sought once new contract is in place.

**08.38.02 Parking Notice on Playing Field Information Board**

The Chairman referred to the unauthorised notice regarding parking on Melton Road that had now been removed from the information board.

**08.39 ANY OTHER BUSINESS**

There was none

**08.40 DATE OF NEXT MEETING**

Monday 30<sup>th</sup> June 2008 at 19:00 in the Lindos Psychotherapy Conference Room.

There being no further business the meeting closed at 15:15.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

[Chairman]