



# MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

REC(08)M3

## RECREATION COMMITTEE

**Minutes** of a meeting of the Parish Council Recreation Committee on Monday 30<sup>th</sup> June 2008 commencing at 19:00 in The Lindos Centre Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mr GK Butterwick  
Cllr Miss DE Dann  
Cllr Mrs P Ferguson

Cllr Mrs EJJ Hilson  
Cllr Miss KS Martin [Chairman]

In Attendance

Mr MJ Green Clerk to Melton Parish Council

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

There were none

### 08.43 TO ELECT A CHAIRMAN OF MELTON PARISH COUNCIL RECREATION COMMITTEE

Proposed that Cllr Martin be elected Chairman of the Recreation Committee.

Proposed by: Cllr Dann

Seconded by: Cllr Ferguson

**It was RESOLVED** that Cllr Martin be elected Chairman of the Recreation Committee.

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

There were none.

### 08.45 PUBLIC PARTICIPATION SESSION

#### 08.45.01 To receive representations from Councillors who have declared a prejudicial interest under item 08.44

There were no representations.

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

There were no representations.

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

There were no members of the public present.

The Lindos Centre • Saddlemakers Lane • Melton • Woodbridge • IP12 1PP  
Tel: 01394 382224 • Fax 01394 382224  
Email: clerk@melton-suffolk-pc.gov.uk Website: www.melton-suffolk-pc.gov.uk

**08.47 TO APPROVE THE MINUTES OF MEETING HELD ON 28<sup>TH</sup> APRIL 2008**

Minutes REC(08)M2 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 Dann.

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

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

There were none.

**08.49 VILLAGE PLAN IMPLEMENTATION - TO REVIEW THE ACTIONS DELEGATED TO THE RECREATION COMMITTEE**

Copy of Action Monitor Report previously circulated was received and noted.

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

**08.50.01 New Applications**

- (a) C08/00063/TPO – 32 Fernhill Close Melton IP12 1LB

Copy of application previously circulated was received and noted.

Proposed that the application be received and noted.

Proposed by: Cllr Martin.

Seconded by: Cllr Hilson.

**It was RESOLVED** that the application be received and noted.

- (b) C08/00080/TPO – 2 Godfreys Wood Melton IP12 1QY

Copy of application previously circulated was received and noted.

Proposed that the application be received and noted.

Proposed by: Cllr Martin.

Seconded by: Cllr Hilson.

**It was RESOLVED** that the application be received and noted.

- (c) C08/00089/TPO – Old Wilford Barn Station Road Melton IP12 1PX

Copy of application previously circulated was received and noted.

Proposed that the application be received and noted.

Proposed by: Cllr Martin.

Seconded by: Cllr Hilson.

**It was RESOLVED** that the application be received and noted.

**08.50.02 Decision Notices**

- (a) C08/00063/TPO – 32 Fernhill Close Melton IP12 1LB

Copy of 'split decision' notice enclosed was received and noted.

Proposed that the decision notice be received and noted.

Proposed by: Cllr Martin.

Seconded by: Cllr Hilson.

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

(b) C08/00080/TPO - 2 Godfreys Wood Melton IP12 1QY

Copy of 'decision' notice enclosed was received and noted.

Proposed that the decision notice be received and noted.

Proposed by: Cllr Martin.

Seconded by: Cllr Hilson.

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

**08.51.01 Work Completed**

- (a) Play Equipment - Kompan Ladder
  - (i) Installed 29<sup>th</sup> April 2008
- (b) Full Technical Inspection for Insurance - Play Equipment
  - (i) Completed May 2008
- (c) Swing Chain Restrictors
  - (i) Installed May 2008
- (d) Replacement of lower panels in Bredfield Road Bus Shelter with Metal Panels
  - (i) Installed May 2008
- (e) Repaint pavilion door following fire damage
  - (i) Completed June 2008
- (f) 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
  - (i) Completed May 2008 to Kitchen window
- (g) Replace all broken glass panels with poly carbon windows
  - (i) Completed May 2008 for Kitchen window
- (h) Commenced cleaning of bus shelter in Bredfield Road as from April 2008
- (i) Trim bushes on field side of tennis courts
  - (i) First cut May 2008 – now part of regular maintenance
- (j) Provision of emergency call out for broken windows, damage, water leaks, electricity problems etc
  - (i) Commenced June 2008
- (k) Dispose of old concrete retaining post for goalposts by hedge by tennis courts
  - (i) Completed May 2008
- (l) Weekly clean pavilion including kitchen & toilets. Provide toilet roll holders for toilets and maintain supply

- (i) Commenced May 2008
- (m) To cut grass where SCC contractor does not.
  - (i) Commenced June 2008

#### **08.51.02 Work in Progress**

- (a) Grit Bin for Hope Crescent
  - (i) To order in September 2008 from Glasdon for installation in October
  - (ii) SCC Highways have agreed to keep it stocked when installed
- (b) Tennis Court Reconstruction
  - (i) Agreed by council
  - (ii) Council to approve application for lending facility 14/02/08
  - (iii) Application for lending approval re-submitted 17<sup>th</sup> June 2008
  - (iv) Order for work will follow
  - (v) Installation date to be advised
  - (vi) Quotations obtained
- (c) Extension of perimeter fencing around car park to prevent access by vehicles following theft of roller. Provision of pedestrian access
  - (i) Scheduled for July 2008
- (d) Replace broken glass panel in front changing room window with poly carbon windows
  - (i) Completed June 2008
- (e) 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
  - (i) Completed June 2008
- (f) Replace remaining screw fix for guards with bolts
  - (i) Scheduled June/July 2008
- (g) Ditch clearance including removal of dead tree trunk – specialist digger driver will be engaged
  - (i) Scheduled summer 2008
- (h) 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
  - (i) Security locks ordered – will be installed when received.
- (i) Paint bus shelter in The Street
  - (i) Scheduled July 2008
- (j) Trim bushes on edge of playing field – both sides – along full length of Melton Road

- (i) Initial cut by car park entrance – June 2008
- (ii) Remainder scheduled for summer 2008
- (k) Provide tap in lean-to to provide water for pitch marking machine
  - (i) Scheduled July 2008
- (l) PAT Testing Items in kitchen
  - (i) Scheduled July 2008
- (m) Electrical Examination and provision of safety certificate
  - (i) Scheduled for CJ Electrical July 2008
- (n) Repainting of the Village Pump in the Street
  - (i) Scheduled for Summer 2008
- (o) Reposition Goal Posts
  - (i) Scheduled for Summer 2008

**08.51.03 Work where no action yet taken place**

- (a) Claiming of Footpaths – Clerk to follow up with SCC
- (b) Replacement Information Board at Riverside Recreation Area
  - (i) Deferred awaiting outcome of SCDC refurbishment
- (c) Purchase of 3 additional notice boards
  - (i) Agreed positions as:
    - By pump on Melton Road – set back with paving slabs in front
    - In Bus Shelter on Bredfield Road [upper panels to be replaced with metal]
    - Melton Park in consultation with Melton Park Management Company

**08.52 REVIEW OF PARK WARDEN RESPONSIBILITIES**

The revised job specification for Park Warden was noted.

**08.53 TO CONSIDER FUND RAISING BID FOR FACILITIES IN THE PAVILION**

Cllr Ferguson reported that she had received applications forms for a grant from Adnams Brewery. The meeting considered the use of the Pavilion and what options there were for refurbishment to provide for disabled access, upgrading the cloakroom facilities including disabled provision and replacement heating.

The Clerk agreed to consult with SBPM as to what options might be available and at what cost for the next meeting.

It was agreed that when estimates have been received an application for assistance with funding from Adnams would be supported.

**08.54 COMMITTEE CHAIRMAN'S URGENT BUSINESS**

There was none.

**08.55 ANY OTHER BUSINESS**

**08.55.01 Tree Preservation Orders**

Following a request from a member the Clerk was asked to seek clarification from SCDC on which trees in Melton were covered by a tree preservation order.

**08.55.02 Suffolk Coasts & Heaths**

Cllr Butterwick advised the meeting that he had attended that morning a presentation of the SCH - ANOB Management Plan.

The presentation included an outline of the Landscape Management Plan.

It was agreed that the Clerk should seek advice from SCH & SWT on the production of a management plan for Burkes Wood, the Pond and the Playing Field.

**08.56 DATE OF NEXT MEETING**

Monday 29<sup>th</sup> September 2008 at 19:00 in the Lindos Psychotherapy Conference Room.

There being no further business the meeting closed at 21:00

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
[Chairman]