



RECREATION COMMITTEE

Minutes of an ordinary meeting of the Parish Council Recreation Committee on Thursday 31st October 2013 commencing at 19:00 in the Lindos Centre, Conference Room, Saddlemakers Lane, Melton IP12 1PP.

Present:

Cllr Mrs JEJ Eckersley [Chairman]
Cllr Mr M J Kennedy
Cllr Miss K S Martin [Vice Chairman]
Cllr Mr AH Porter

Absent:

Cllr Mr C Taylor

In Attendance:

Mrs C Tye Assistant Clerk to Melton Parish Council

13.99 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

13.99.01 Cllr CW Taylor – holiday

It was **RESOLVED** to receive the apology and consent to the absence.

Proposed by: Cllr Martin **Seconded by:** Cllr Eckersley

13.100 DECLARATIONS OF INTEREST

13.100.01 To Receive Amendments to the Register

It was noted that there were no amendments to the register of interests.

13.100.02 To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda

There were no declarations of Pecuniary Interest in respect of items on the agenda

13.100.03 To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda

There were no declarations of Non Pecuniary Interest in respect of items on the agenda.

13.100.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared

It was confirmed that the Clerk had not received any written requests for dispensation.

13.101 PUBLIC PARTICIPATION SESSION

As there were no members of the public present it was not necessary to lift standing orders

13.102 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS

It was **RESOLVED** that minutes REC(13)P05 of the meeting on 29th August 2013 previously circulated be received, noted and signed as a correct record by the Chairman.

Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin

13.103 THE BUDGET FOR THE RECREATION COMMITTEE

Paper REC (13) P103 previously circulated was received and noted.

It was requested that a member of the Finance Committee attend the next meeting of the Recreation Committee.

- 13.103.01 To approve expenditure on the following items**
- (a) Additional gritting bin on Fernhill Close
It was RESOLVED to liaise with Suffolk Coastal Services and Suffolk County Council over its installation and maintenance.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin
- (b) Dog bin on Valley Farm Road
It was RESOLVED to liaise with Suffolk Coastal Services and Suffolk County Council over its installation and ongoing emptying.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin
- (c) Signs for Melton Woods advising against camping, lighting fires, having BBQ's
It was RESOLVED to purchase signs and ask for SCL L/S Management Limited to install them in consultation with appropriate Parish Councillors.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin
- 13.104 TO RECEIVE A REPORT ON PROGRESS MADE ON OUTSTANDING ISSUES FROM PREVIOUS MEETINGS OF THE RECREATION COMMITTEE**
 Paper REC (13) P104 previously circulated as received and noted.
 A request was made for the lease between Melton Parish Council and Woodbridge Town Youth Football Club to be circulated to the Recreation Committee.
- 13.105 THE PLAYING FIELD/PAVILION**
- 13.105.01 To Receive the Park Warden's Reports.**
 Paper REC (13) P105.01 for September previously circulated was received and noted.
- 13.105.02 Woodbridge Town Youth Football Club**
 To note that the Clerk has written to Club regarding the terms of the football club use.
- 13.105.03 To Receive a Report on Progress of Outstanding Items with SCL L/S Management Ltd and to consider additional expenditure on outstanding works**
 Paper REC (13) P105.03 previously circulated was received and noted.
It was RESOLVED to request funding from the 2014/15 budget for the additional outstanding works to be undertaken.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin
- 13.105.04 Fields in Trust request**
It was RESOLVED that there is insufficient resource at the current time to pursue this matter further.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin
- 13.105.05 To Consider the Purchase of Additional Furniture/Equipment within the Pavilion**
It was RESOLVED to request funding from the 2014/15 budget for the purchase of the furniture and equipment.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin
- 13.105.06 To Approve Dates for Cancer Charity Car Boot Sales on Melton Playing Field in 2014**
 REC(13)P105.06.
 Dates requested:
- Saturday May 3rd 2014
 - Saturday June 7th 2014
 - Saturday July 5th 2014 [clash with Fete]
 - Saturday August 2nd 2014
 - Saturday August 16th 2014 [in case of bad weather]
 - Saturday September 6th 2014
- It was RESOLVED** that, with the exception of the date in July 2014, the dates for the car boot sale be agreed. An alternative date of 12th July 2014 be offered.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin

- 13.105.07 To receive the Risk Assessment Relating to the Car Park Surface and to Agree Appropriate Action Based on the Report**
 Paper REC (13) P105.07 previously circulated was received and noted.
It was RESOLVED to explore the options for resurfacing the car park with a total surface replacement using tarmac or safety surfacing, and to investigate regularising the shape.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin
- 13.105.08 To decide on the installation of a Height Restriction Barrier at the Entrance to the Car Park and the future need for the existing gates**
 This item was deferred to the next meeting pending further information being collated and circulated.
- 13.106 MELTON PLAY AREA**
- 13.106.01 To Receive the Report from Play Quip dated 18th September 2013**
 Paper REC (13) P106.01 previously circulated was received and noted.
- 13.106.02 To Approve the Work Contained in the Play Quip Quotation**
 Paper REC (13) P106.02 previously circulated was received and noted.
It was RESOLVED to approve the remedial works contained within the report using available funding in the current financial years budget.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin
- 13.106.03 Play Equipment Safety Inspections**
 Paper REC (13) P106.03 previously circulated was received and noted.
It was RESOLVED to use the Play Inspection Company (PIC) to carry out safety assessments of the play equipment on Melton Playing Field during 2014.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin
- 13.107 MELTON WOODS**
- 13.107.01 To receive an Update on the Management of Trees.**
- (a) Health and safety survey of trees.
 It was noted that the report has not yet been received from Wildwood Contracting. The Assistant Parish Clerk was asked to contact Wildwood Contracting to ask that the report be provided by 30th November 2013. If this was not possible a new company would be approached to provide a health and safety survey of the trees.
- (b) Coppicing of Trees Edging Jenner's Close
 It was noted that this work has not yet been completed by Wildwood Contracting. The Assistant Parish Clerk was asked to contact Wildwood Contracting to ask that the work be undertaken by 30th November 2013. If this was not possible a new company would be approached to undertake this work.
- (c) Trees at Cedar House
 It was noted that this item was not relevant and will be removed from further meetings of the Recreation Committee.
- 13.108 FINANCE REPORT**
- 13.108.01 To note the Recreation Committee Income and Expenditure for the current financial year**
 Paper REC (13) P103 previously circulated was received and noted.
- 13.108.02 To formally agree the recreation budget for 2014 – 2015 financial year**
 Paper REC (13) P108.02 previously circulated was received. It was felt that additional requests for funding should be made to support the grounds maintenance of additional pieces of land in Orchard Close and around Fison House; additional tree works on Melton Road; refurbishing the drainage on part of Melton Playing Fields; resurfacing the car park; and installation of height barriers at the entrance to the car park. The revised figures to be provided to the Parish Clerk for review by the Finance, Employment and Risk Management Committee.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin

- 13.109 FIT VILLAGES**
 The Committee considered the Fit Villages initiatives supported by Suffolk Sport with the possibility of participating in an inter village rounder's competition in 2014. All equipment is provided by Suffolk Sport. Teams need to consist of a minimum of 4 ladies out of a team of 9 in total.
It was AGREED to promote this in 2014.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin
- 13.110 PREVENTION OF VANDALISM**
 To consider the request from Suffolk Coastal District Council for information relating to Paper REC (13) P110 previously circulated was received and noted.
It was RESOLVED that Cllr K Martin would draft a response and circulate to the Recreation Committee for their approval before submission
Proposed by: Cllr Eckersley **Seconded by:** Cllr Martin
- 13.111 TO RECEIVE A REPORT OF THE PROGRESS WITH THE LEEKS HILL FOOTPATH**
 It was noted that a committee report will be sent to Melton parish Council for their comment before being presented to the Rights of Way Committee in January 2014.
- 13.112 TO RECEIVE REPORTS FROM THE WORKING GROUPS**
- 13.112.01 Friends of Melton Woods Working Group**
 It was noted that the working party on 15th October 2013 had been productive, clearing the area around the pond and surrounding area. The group will be convened again in spring 2014.
- 13.112.02 Special Events Working Group**
 It was noted that the date for the Fete in 2014 had been agreed as 5th July 2014.
- 13.112.03 Young People Working Group**
 (a) Survey Results
 Paper REC (13) P112.03 previously circulated was received and noted.
 It was agreed that Cllrs Martin, Kennedy and Taylor would meet to review the report
- 13.113 COMMITTEE CHAIRMAN'S URGENT BUSINESS**
- 13.113.01 To receive a report on urgent business not otherwise on the agenda**
 The Committee Chairman passed on details regarding Remembrance Sunday at St Andrews Church on Sunday 10th November 2013.
- 13.113.02 To Receive Items for Future Meetings**
 There were no items raised.
- 13.113.03 To Agree Items for Inclusion in Melton Messenger**
 The following items were agreed for insertion into the Melton Messenger
- Intention of the village to come together and form a team for inter village rounder's
 - Friends of Melton Wood will convene again in spring 2014.
- 13.114 THE DATES OF THE NEXT MEETINGS**
- 13.114.01 Thursday 12th December 2013**
 At 7pm in Conference Room 4, Lindos Centre
- 13.114.02 To Agree the 2014 – 2015 Meeting Dates for the Recreation Committee**
 Thursday 27th February 2014
 Thursday 10th April 2014
 Thursday 26th June 2014
 Thursday 28th August 2014
 Thursday 23rd October 2014
 Thursday 11th December 2014
 Thursday 26th Feb 2015
 Thursday 30th April 2015

There being no further business the meeting was closed at 21:45

Signed: _____ Date: _____
[Chairman]