



REC(14)M05

RECREATION COMMITTEE

**Minutes** of the meeting of the Parish Council Recreation Committee held on Thursday 23 October 2014 commencing at 19:00 in the Lindos Centre, Melton IP12 1PP.

**Present:**

Cllr Mrs J E J Eckersley [Chairman]  
Cllr Mr M J Kennedy  
Cllr Miss K S Martin [Vice-Chairman]  
Cllr Mr C W Taylor  
Mrs E Ashford [Co-optee]

**In Attendance:**

Cllr Mr G K Butterwick  
Cllr Mr A H Porter (part)  
Mr W J Grosvenor *Interim Clerk to Melton Parish Council*

14.59	<b>TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE</b>
	There were no apologies for absence.
14.60	<b>DECLARATIONS OF INTEREST</b>
14.60.01	<b>To receive Amendments to the Register</b>
	There were none.
14.60.02	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b>
	There were none.
14.60.03	<b>To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b>
	There were none



<b>14.60.04</b>	<b>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</b>
	It was noted that there had been no requests for dispensations.

It was not necessary to lift Standing Orders as there were no members of the public present.

<b>14.61</b>	<b>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</b>
	There were no members of the public present.
<b>14.62</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>
	The Minutes of the Recreation Committee held on 4 September 2014 were <b>AGREED</b> (Minutes REC(14)M04 previously circulated).
<b>14.63</b>	<b>TO RECEIVE THE FINANCE REPORT</b>
	Paper FRM(14)86 (previously considered by Members of Finance, Employment and Risk Management Committee on 6 October 2014 and available on the Council's website) was received and noted. Members queried whether the checks and works to the Play Area had been properly accounted for and the Interim Clerk was asked to check and confirm.
<b>14.64</b>	<b>TO CONSIDER BUDGET SUBMISSION</b>
	Paper REC(14)64 previously distributed was received and discussed in detail. The submission was agreed to follow the lines set out in the text. A key area of concern will be the annual maintenance cost if the contract is retendered for 2015/16 and also it was recognised that there is a need to make provision to update the play equipment incrementally.



14.65	<p><b>TO CONSIDER IMPLICATIONS OF COMMUNITY INFRASTRUCTURE LEVY</b></p> <p>Cllr Martin drew attention to the fact that under the current s106 regime, there are funds held by the Planning Authority which can be used for sports / play equipment by the Parish Council. With the introduction of CIL next year, Melton stands to receive a standard 15% of CIL raised from development in the Parish (25% when the Neighbourhood Plan is in place). The Interim Clerk was asked to check with Suffolk Coastal Finance Department on whether any remaining funds in the s106 pot will be available to Melton after the regime changes next April.</p> <p>It was <b>NOTED</b> that Phase 2 of the consultation ends on 16 November 2014. Cllr Butterwick offered to prepare a paper for both Planning &amp; Transport and Recreation Committees.</p>
14.66	<p><b>MELTON PLAYING FIELDS</b></p>
14.66.01	<p><b>To Receive the Park Warden's Report for September 2014</b></p> <p>Paper REC(14)66.01 previously distributed was received and noted. Following discussion and concern at the fact that the Warden operates on his own with little contact with the office, Cllrs Eckersley and Martin agreed to speak to Keith about how best to set up a system of passing on information when issues arise.</p>
14.66.02	<p><b>To Receive an Update on the Height Barrier</b></p> <p>Paper REC(14)66.02 previously distributed was received and noted. The Interim Clerk reported that as he has accepted the quotation from SCL of £926.00 + VAT he was chasing a date for supplying and fixing. Committee <b>AGREED</b> to accept the additional estimate for recommissioning the pedestrian entrance as follows:</p> <p><i>Pedestrian entrance. To remove turf / soil, situate hardcore, create tarmac footpath left of vehicle entrance to Recreation Ground. Above works will include: repairs to pedestrian gate and to break out existing potholes and fill with compacted tarmac for £926.00 + VAT.</i></p> <p>Members asked that the gate also be painted, which the Interim Clerk confirmed would be done.</p>



14.66.03	<p><b>To Receive a Report on Outstanding Items (Maintenance / Management / Replacement) with SCL</b></p> <p>Paper REC(14)66.03 previously distributed was received and noted. The Committee went through each of the listed issues / quotations set out in the Interim Clerk's report at the paragraphs indicated and made decisions as follows:</p> <p>3. Weed spray hard surface areas: £56.00 + VAT per visit - <b>AGREED WORK</b></p> <p>4. Remove and store goal post at south end of field stranded in waterlogged conditions: <b>AGREED TO LEAVE</b></p> <p>6. External repairs to pavilion: £322.50 + VAT - <b>AGREED WORK</b></p> <p>7. Replacement of picnic bench: £230.00 + VAT - <b>LEAVE UNTIL END OF YEAR &amp; REPLACE IN MARCH.</b> Committee queried whether the benches are regularly maintained. The Interim Clerk to check.</p> <p>8. Replace broken edges of safety surface to spinning ring: £480.00 + VAT – <b>AGREED WORK</b></p> <p>10. Replace posts, net and winding mechanism of tennis court no. 1: £962.00 + VAT - <b>AGREED WORK</b></p> <p>12. Committee also <b>AGREED</b> the procuring of 2 no “No dogs allowed” signs.</p>
	<p>13. In response to the quotation for a daily rate for ditch digging / clearance, the Committee observed that the ditches were supposed to be cleared under the existing maintenance contract.</p>
14.66.04	<p><b>To Receive a Report on Practical Issues Arising from Planning Consent DC14/2526/FUL: Land north of garage, Melton Road</b> Paper REC(14)66.04 previously distributed was received and noted.</p> <p>In relation to the recommendations specific to Recreation Committee, recommendations (d) and (e) were <b>AGREED</b>. Recommendation (f) was deferred to a future budget discussion.</p> <p>In view of the fact that there was contravening activity already being observed on the land subject to the planning consent, Cllr Butterwick undertook to liaise with Planning Enforcement.</p> <p>Committee Members were conscious of the fact that they were revisiting a decision taken at their previous meeting in relation to the drainage problems on the playing field. However the previous decision was made in good faith on the basis of the information before the Committee at the time. The situation had changed and therefore it was right to review the direction taken in order both to protect the risk management and financial stewardship responsibilities of the Council.</p>



14.66.05	<p><b>To Receive a Request to use the Playing Field for Fitness Instruction – Luba Coult</b></p> <p>Paper REC(14)66.05 previously distributed was received and noted. The request was <b>AGREED</b> at a charge of £40.00 for six months use. The Interim Clerk to obtain full details of the proposed sessions, activities to be undertaken, ages of participants, and prepare an agreement, subject to receipt of Ms Coult's own risk assessment and satisfactory Public Liability insurance cover. A risk assessment would also have to be undertaken from the Council's perspective.</p>
14.66.06	<p><b>To Receive an Oral Report on the Proceeds of Car Boot Sales and Contract for Hire for 2015 Sales</b></p> <p>The Interim Clerk reported proceeds as follows: 2013 - £4,621.09 gross. £4k paid to Cancer Research UK 2014 - £3,668.37 gross. Approximately £3k will be passed on to Cancer Research UK. The Interim Clerk will prepare an Agreement for 2015 based on the dates agreed by Recreation Committee on 4 September.</p>
14.67	<p><b>TO CONSIDER A REQUEST TO USE THE PLAYING FIELD FOR AN END OF WORLD WAR II COMMEMORATIVE EVENT</b></p> <p>The Interim Clerk reported an approach by Mr B Fisk of Woodbridge Branch, Royal British Legion, with a view to hiring the playing field on 18 July 2015. He had sought further information, but to date no response had been received. The Committee noted the approach.</p>
14.68	<p><b>MELTON WOODS</b></p>
14.68.01	<p><b>Action Plan for Management of the Woods</b></p> <p>The Interim Clerk reported that he had written to Anne Westover of Westover Landscapes, confirming acceptance of her quotation. He is awaiting dates of her availability for a meeting in either November or early December.</p>



14.69	<p><b>“FIDO” WASTE BINS</b></p> <p>In relation to a previous decision by the Committee to purchase and install dog waste bins at suitable locations on the Leeks Hill Path and in Station Road, subject to costs, the Interim Clerk reported that he had obtained prices from Suffolk Coastal Services Ltd for their “Fido” range of waste bins. The most cost effective, according to their Assistant Manager for Refuse and cleansing, is the “Glasdon” 25 litre bin fitted to a post and installed in the ground for £183.00 + VAT. There is also a 50 litre “Hercules” which comes at £240.00 + VAT.</p> <p>Committee <b>AGREED</b> to purchase two “Glasdon” bins, the Interim Clerk to liaise with Vic Lingley of Suffolk Coastal on siting arrangements.</p>
14.70	<p><b>JUST 42 YOUTH BUS REPORT</b></p> <p>The Interim Clerk reported that a meeting had been arranged with both Caroline Rutherford and Neil Fox of Just 42 for 11:00 on Tuesday 4 November at Room 309 in the Melton Hill Offices.</p>
14.71	<p><b>TO NOTE THE CURRENT SITUATION REGARDING THE WOODBRIDGE TOWN FC / ST AUDRY’S / NOTCUTT DEVELOPMENT</b></p> <p>Cllr Butterwick reported that there was so far no agreement between the sports clubs; Woodbridge has not yet had its extraordinary General Meeting to vote. Although the developers are saying that the proposals are agreed it seems not so in practice. The Parish councils involved need to work to together if any community benefits are to be derived from these proposals.</p>
14.72	<p><b>TO CONSIDER ISSUES RELATING TO THE WTYFC LEASE</b></p> <p>The Hire Agreement between WTYFC and the Parish Council expires at the end of the current season. The Interim Clerk to search for a signed copy of the Agreement. Currently they have more sessions than they are strictly allowed under the Agreement and this must be controlled under any new arrangement.</p> <p>It was suggested that if the WTFC move to Ufford materialises, then the new site should cater fully for all football needs in the area, and Melton</p>
	<p>playing field pitches might no longer be required. The intentions of WTYFC in this respect need to be ascertained.</p>
14.73	<p><b>TO RECEIVE REPORTS FROM THE WORKING GROUPS</b></p>
14.73.01	<p><b>Friends of Melton Woods Working Group</b></p> <p>The Chairman reported that a date had been set in November for hedge laying.</p>



# MELTON PARISH COUNCIL



<b>14.73.02</b>	<b>Special Events Working Group</b> It was reported that the Christmas party would go ahead on Friday 5 December 2014. Details to follow.
<b>14.73.03</b>	<b>Young People Working Group</b> Currently dormant.
<b>14.74</b>	<b>COMMITTEE CHAIRMAN'S URGENT BUSINESS</b>
<b>14.74.01</b>	<b>To receive a report on urgent business not otherwise on the Agenda</b> None was reported.
<b>14.74.02</b>	<b>To agree items for inclusion in Melton Messenger</b> Agreed there was a need to say something about the situation with the field and the height barrier.
<b>14.75</b>	<b>DATE OF NEXT MEETING</b> Thursday 11 December 2014 at 19:00 at the Lindos Centre.