



MELTON PARISH COUNCIL

REC(16)M03

RECREATION COMMITTEE

Minutes of the meeting of the Parish Council Recreation Committee held on Wednesday 6 July 2016 commencing at 19:00 in Cloghan's Bungalow, Suffolk Coastal District Offices, Melton Hill, Melton IP12 1AU.

Present:

Cllr Mrs M Bevilacqua
Cllr Mrs C Gradwell
Cllr Miss K S Martin (Chairman)
Cllr Mr A Porter (*ex officio*)
Cllr Mr C W Taylor
Cllr Mr J West
Mrs E Ashford (Co-optee)
Mrs C McBurney (Co-optee)

Absent:

There were no absentees

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*
Two members of the public

	PART ONE – OPEN TO THE PUBLIC
16.33	ELECTION OF CHAIRMAN & VICE-CHAIRMAN OF RECREATION COMMITTEE
16.33.01	Election of Chairman of Recreation Committee It was RESOLVED that Cllr Martin be elected Chairman of Recreation Committee. Proposed by: Cllr West Seconded by: Cllr Taylor

	<p>undoubtedly be an asset, it was confirmed that this would be too expensive both in terms of capital and revenue expenditure.</p> <p>If Cabinet approve the proposals, the works are likely to be carried out in the autumn. There is no requirement for planning consent. The works can be carried out under the Permitted Development Order.</p> <p>Ms Hart was thanked for her attendance and for answering all of Member's questions.</p>
16.37	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</p> <p>There were no issues raised.</p>
	<p><i>It was RESOLVED to consider Items relating to Melton Woods next out of order on the Agenda.</i></p>
16.41	<p>MELTON WOODS</p>
16.41.01	<p>To consider actions following the adoption of the Burkes Wood Management Plan</p> <p>Paper REC(16)41.01 previously distributed was received.</p> <p>Following discussion the following recommendations were AGREED:</p> <ul style="list-style-type: none"> • In relation to creating steps and improving pathways into the woods to consult with Peter Ross of Suffolk Coastal DC and Simon Cox of SCL in the context of the recommendations in the Plan • Regarding footpath maintenance to identify the footpaths which are to be given priority before contacting the Friends of Melton Woods • To spend up to £500.00 purchasing deer / rabbit / dog proof enclosures when ready to fence off areas for natural regeneration • In advance of any works, to erect warning notices explaining what is being done and why, eight weeks before the works commence.
16.41.02	<p>To consider quotation for Tree Safety Inspection</p> <p>Paper REC(16)41.02 previously distributed was received and discussed. The quotation from Alison Martin for carrying out a tree safety inspection of all the trees on the playing field and in the woodland in the autumn of 2016 for the sum of £1,375.00 was AGREED.</p>
16.41.03	<p>Bird survey report – including ratification of expenditure</p> <p>Members recorded their thanks to Steve Abbott for carrying out this exercise. The Clerk advised that the survey is now on the website.</p>

	Because the agreement to engage Mr Abbott to carry out this work was not minuted following the previous meeting, it was AGREED to ratify the expenditure of £25.00 for this most useful survey.
16.41.04	To receive a report from the Friends of Melton Woods Community Group Nothing to report.
	<i>It was RESOLVED to revert to the order of the Agenda</i>
16.38	TO APPROVE THE MINUTES OF THE PREVIOUS MEETING It was RESOLVED to agree the Minutes of the Recreation Committee held on 27 April 2016 (Minutes REC(16)M02 previously distributed). <i>Proposed by:</i> Cllr West <i>Seconded by:</i> Cllr Taylor
16.39	TO REVIEW TERMS OF REFERENCE FOR RECREATION COMMITTEE AND MAKE RECOMMENDATIONS TO FULL COUNCIL Paper REC(16)39 previously distributed was received, together with a paper produced by Cllr Martin, previously distributed and recommending a new set of Terms of Reference. Following discussion it was RESOLVED to accept Cllr Martin's recommendations for revised Terms of Reference. <i>Proposed by:</i> Cllr West <i>Seconded by:</i> Cllr Martin Proposed revised Terms of Reference to be referred to Full Council are now as follows: Purpose <ol style="list-style-type: none"> 1. To consider, manage, promote and develop facilities on Melton Recreation Ground including the playing fields, pavilion, play equipment and tennis courts 2. To manage and promote the woodland and trees around the playing field and in Burkes Wood and to work with the Friends of Melton Woods to this end 3. To manage and promote the footpaths and Rights of Way 4. To act for the council on planning matters relating to trees and Tree Preservation Orders 5. To manage any special events, for example the Melton Fete 6. To consider recreational facilities for the community, especially young people 7. To consider and manage the provision of litter, dog and grit bins in the village 8. To manage the budget allocated to the Recreation Committee for the above 9. To manage Committee communications in relation to all areas of Recreation. These will go to Full Council on 14 September.

16.40	MELTON PLAYING FIELDS
16.40.01	<p>To receive a report on all matters relating to the Playing Field and pavilion including the greenspace management contract</p> <p>Paper REC(16)40.01 previously distributed was received and discussed:</p> <ul style="list-style-type: none"> • The balance of the grant from the Outdoor Playspace Fund to renew the winding mechanism on tennis court no 1 (£481.00) was received after the report was drafted. • The satisfactory installation of new guttering to the rear of the pavilion for the cost of less than £50.00 was NOTED. • The repainting of the adjacent Village sign for less than £20.00 was NOTED. • The position on the contract with SCL was NOTED.
16.40.02	<p>Pavilion security and storage</p> <p>Paper REC(16)40.02, prepared by Cllr Martin and previously distributed was received and discussed.</p> <p>The following recommendations were AGREED:</p> <ul style="list-style-type: none"> • The refrigerator and urn should be removed and disposed of; the water heater should not be replaced for the time being. • The locks on the two storerooms at the eastern end of the pavilion should be replaced to control access. • No action should be taken on the front door lock for the time being.
16.40.03	<p>Work of Village Handyperson</p> <p>The Clerk reported entirely satisfactory performance by the Handyperson. In addition to the routine work of cleansing, litter picking and grass cutting on the amenity areas, he was, as could be seen, undertaking long term maintenance tasks which otherwise would either not be done or expensively undertaken by contractors. In relation to the Orchard Close grassed areas, a resident has said they have never been better maintained.</p>
16.40.04	<p>To receive a report on drainage matters</p> <p>Paper REC(16)24.02 resubmitted from April 2016 and previously distributed was received and discussed.</p> <p>It was AGREED that Cllr Gradwell would contact UK Power Networks to ascertain if the company will contribute to or carry out works itself to</p>

	protect the substation. The Clerk meanwhile to explore options for protective ditching.
16.40.05	<p>To receive a report on all matters relating to the hiring of the Playing Field</p> <p>The Clerk reported no change on the position reported to the last meeting; including no confirmation as yet from Circus Tyanna for the dates offered to it – 24 to 31 July.</p>
16.40.06	<p>Centenary Fields</p> <p>The Clerk reported an invitation from Fields in Trust to register with it for the sum of £95.00 pa. The invitation was DECLINED.</p>
16.42	<p>TO CONSIDER BUDGETARY MATTERS RELATING TO RECREATION COMMITTEE</p> <p>In the context of needing to identify savings on existing budgets to contribute to the cost of the Saddlemaker’s Lane signage and the Village Hall feasibility study as discussed at Full Council on 29 June, the Clerk reported that the anticipated cost of greenspace management for 2016/17 under the new contract would be less than £6k, whereas the budget allocated is £12k, and £3k for additional works, of which to date only £85.00 has been spent.</p>
16.43	<p>JUST 42 YOUTH BUS</p> <p>The Clerk reported that, in line with the decision at the previous meeting, he had provided a barrier key to the Manager of Just 42, in order that their minibus can now use the car park. Nothing further had been heard.</p>
16.44	<p>COUNTRYSIDE ACCESS CONSULTATION BY SUFFOLK COUNTY COUNCIL</p> <p>Following discussion it was AGREED that Claire McBurney would forward information to Cllr Martin and she undertook to complete it.</p>
16.45	<p>SUFFOLK WILDLIFE TRUST – ACCESS TO HUTCHINSON’S MEADOW</p> <p>The Clerk reported an email received from Steve Aylward, Head of Property and Projects at the Suffolk Wildlife Trust. The Trust is looking at the idea of installing a kissing gate entrance on the boundary with the MPC playing field, to encourage access to the nature reserve. Would such a proposal be acceptable to the Parish Council?</p> <p>Following discussion this was AGREED subject to the location being one that will not compromise the proposed location of the new village hall. The Clerk to respond to Mr Aylward accordingly.</p>

16.46	<p>COMMUNITY ORCHARD</p> <p>The Clerk reported an approach from Transition Woodbridge, in relation to planting fruit trees on the grass area opposite McColls in The Street and around Hall Farm Road. AGREED the Clerk will respond to advise that these areas are not in the ownership of the Parish Council.</p>
16.47	<p>2016 FETE - UPDATE</p> <p>Cllr Martin reported back on the fete and was offered warm congratulations by all the other Committee Members for her hard work. The fete accounts had been circulated by the Clerk. In 2016 less of the MPC budget was spent and yet the event made a higher profit - £2,553 as against £2,160 last year. It was AGREED to distribute the profits - £1,276.48 to the school, and £1,276.49 to St Andrew's PCC.</p>
16.48	<p>TO NOTE THE CURRENT SITUATION REGARDING THE WOODBRIDGE TOWN FC / ST AUDRY'S / NOTCUTT DEVELOPMENT</p> <p>Nothing to report.</p>
16.49	<p>COMMITTEE CHAIRMAN'S URGENT BUSINESS</p>
16.49.01	<p>To receive a report on urgent business not otherwise on the Agenda</p> <p>Nothing to report.</p>
16.49.02	<p>To agree items for inclusion in Melton Messenger</p> <p>The next edition of the MM will appear in September.</p>
16.50	<p>DATE OF NEXT MEETING</p> <p>The next meeting will take place on Wednesday 7 September, commencing at 19:00, venue to be confirmed.</p> <p>There being no further business the meeting closed at 21:15.</p>