



# MELTON PARISH COUNCIL

REC(16)M06

## RECREATION COMMITTEE

**Minutes** of the meeting of the Melton Parish Council Recreation Committee held on Wednesday 7 December 2016 commencing at 19:00 at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.

**Present:**

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

**Absent:**

Cllr Mrs M Bevilacqua  
Cllr Mrs C Gradwell  
Cllr Mr J West

**In Attendance:**

Mr W J Grosvenor *Clerk to Melton Parish Council*

	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>16.73</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Cllr Bevilacqua, Cllr Gradwell, and Cllr West.
<b>16.74</b>	<b>DECLARATIONS OF INTEREST</b>
<b>16.74.01</b>	<b>To receive amendments to the Register</b> There were none.
<b>16.74.02</b>	<b>To receive Declarations of Pecuniary Interest in respect of Items on the Agenda</b> There were none.
<b>16.74.03</b>	<b>To receive Declarations of Non Pecuniary Interest in respect of Items on the Agenda</b> There were none.

16.74.04	<p><b>To consider Full / Partial Dispensations for Pecuniary Interests Declared</b></p> <p>It was noted that there had been no requests for dispensations.</p>
16.75	<p><b>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</b></p> <p>There were no members of the public present.</p>
16.76	<p><b>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING</b></p> <p>It was <b>RESOLVED</b> to agree the Minutes of the Recreation Committee held on 16 November 2016 (Minutes REC(16)M05 previously distributed).</p> <p><i>Proposed by:</i> Cllr Porter <span style="float: right;"><i>Seconded by:</i> Cllr Taylor</span></p>
16.77	<p><b>FINANCIAL MATTERS</b></p>
16.77.01	<p><b>To consider the Management Accounts for 1 April to 30 November 2016</b></p> <p>Papers FRM(16)82.01 and FRM(16)82.01a-e previously distributed were received. The Clerk briefly summarised the overall financial position. In periods 1 to 8, 102.7% of budgeted income was received and only 36.7% of budgeted expenditure incurred. The cash position was very healthy, with £117k deposited in the Council's two bank accounts as at 30 November. It was <b>AGREED to NOTE</b> the report.</p>
16.77.02	<p><b>To further consider the Draft Budget for 2017/18</b></p> <p>Paper REC(16)77.02 previously distributed was received. Members reviewed the draft Recreation budget. It was <b>AGREED</b> that subject to altering provision for the following items of expenditure, the draft Recreation budget could go forward to FERM Committee and Full Council in January 2017:</p> <ul style="list-style-type: none"> <li>• 4346 Risk Assessment – Trees – <i>reduce from £2,500 to £1,500</i></li> <li>• 4355 Woodland – <i>increase from £3,000 to £4,000.</i></li> </ul>
16.78	<p><b>MELTON PLAYING FIELDS</b></p>
16.78.01	<p><b>To receive a report on all matters relating to the Playing Field and Pavilion including the greenspace management contract</b></p> <p>Paper REC(16)78.01 previously distributed was received and the Clerk went through each item in turn. Actions <b>AGREED</b> were as follows:</p> <ul style="list-style-type: none"> <li>• If the pavilion key is not returned by Mr Champkin then the cost of having another one cut will be reflected in the level of deposit charged to Mr Tester.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cllr Porter to email the exact details of MPC's requirements in relation to the forthcoming job on the pavement lights to Mick Day.</li> <li>• SCL to procure replacement flat swing seats for the 4 bay swing at a cost of £212.00 + VAT. Phil to fit them.</li> </ul> <p>The Clerk reported that the dog bin at the edge of the woodland had been repositioned closer to the footpath by Norse, as requested. SCL had also completed the slip trench around the substation, and felled and cleared the dead and split oak trees at the entrance to the woodland, as previously agreed by the Committee. The Clerk was not entirely happy with the way the felled timber had been left, and had raised this with SCL. Following a site meeting the previous day with SCL, quotations were awaited (1) to carry out a pilot "halo" exercise in the area of woodland entered from the rear of the Playing Field, adjacent to the site of the felled willows, and (2) to carry out remedial and management works to the pond.</p> <p>Cllr Martin tabled her paper for information in respect of the current position with the Suffolk Coastal Play Space and Sports Funds. The Play Space Fund (Melton only) stands at £37.8k. The Sports Fund is shared with Bromeswell and stands at £14.8k. Cllr Martin was thanked for providing this information and the report was <b>NOTED</b>.</p>
16.78.02	<p><b>Work of the Village Handyperson</b></p> <p>A full report had been provided to Full Council on 30 November 2016 on the range of work carried out by Phil Donoghue over the past few months. Members present expressed their appreciation in particular for the recent fitting of new locks to the village noticeboards.</p>
16.78.03	<p><b>To receive a report on all matters relating to the hiring of the Playing Field</b></p> <p>The Committee reviewed the rates charged for conducting regular fitness training classes on the Playing Field on a commercial basis. These were currently £40.00 for six months and £80.00 for a full year. Following discussion it was <b>AGREED</b> to maintain the same rates for 2017.</p> <p>The Clerk reported that he had been approached by Mr Michel Tester to renew his hire agreement for 2017, and would prepare a new agreement accordingly.</p>
16.78.04	<p><b>To consider arrangements for the installation of a Kissing Gate on the boundary between the Playing Field and Hutchison's Meadow</b></p> <p>The Clerk reported that he would be having a site meeting with Steve Aylward, Head of Property and Projects at Suffolk Wildlife Trust, in week commencing 19 December, to agree the exact location of the gate. Clarification was required on access for dogs, particularly in the context</p>

	<p>that the Meadow is used for the grazing of sheep, and this would be followed up. The Committee <b>AGREED</b> to delegate to the Clerk to agree the exact location with Mr Aylward. One of the suggestions was to have two gates, one at each end of the field, and that would be one of the proposals put forward.</p>
<b>16.79</b>	<b>MELTON WOODS</b>
<b>16.79.01</b>	<p><b>To receive an update on arrangements for the willow harvest</b>  The Clerk reported that all the felling was completed. Only one further pile of tree trunks awaited collection, and he was advised by Oliver Wright that it would be removed by the end of the week. Concern had been expressed by residents, as well as Members, about the state of the woodland floor, in particular some of the wider paths, following their use by tractors employed in felling. The Clerk was asked to make representations on the matter to Mr Wright.</p>
<b>16.79.02</b>	<p><b>To receive the Tree Safety Report</b>  Paper REC(16)79.02 previously distributed was received and discussed. Overall the report was considered to be very comprehensive and useful. The Clerk to follow up on the Tree Work Schedule and Priority outlined in Appendix B, obtaining any required TPO permissions that may be required.  <b>AGREED</b> that Mrs Martin be thanked for the report and that her invoice may be settled.</p>
<b>16.79.03</b>	<p><b>To consider update on follow up actions re work plan for the first year following the adoption of the Burkes Wood Management Plan</b>  In addition to the implementation of the actions recommended in the Tree Safety Report (see Minute 16.79.02 above) Members considered a request from a Teaching Assistant at Woodbridge Primary School for a pond dipping platform to be installed at the pond site in the woods. In view of the state of the pond, the works required to be carried out, and the risks to health and safety and insurance risks stemming from unauthorised use, this request was <b>NOT AGREED</b>.</p>
<b>16.79.04</b>	<p><b>To receive a report from the Friends of Melton Woods Community Group</b>  Nothing to report.</p>

16.80	<p><b>TO CONSIDER TPO APPLICATION DC/16/4834/TPO – HOLLY HOUSE, 2 MELTON GRANGE ROAD, MELTON</b></p> <p>Paper REC(16)80 previously distributed was received and discussed.</p> <p><b>Approval was recommended.</b></p>
16.81	<p><b>COMMITTEE CHAIRMAN'S URGENT BUSINESS</b></p>
16.81.01	<p><b>To receive a report on urgent business not otherwise on the Agenda</b></p> <p>Nothing to report.</p>
16.81.02	<p><b>To agree items for inclusion in <i>Melton Messenger</i></b></p> <p>No items to consider.</p>
16.82	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will take place on Wednesday 1 February 2017, commencing at 19:00, at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD. There being no further business the meeting closed at 20:30.</p>