



MELTON PARISH COUNCIL

REC(17)M03

RECREATION COMMITTEE

Minutes of the meeting of the Melton Parish Council Recreation Committee held on Wednesday 5 July 2017 commencing at 19:00 at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.

Present:

Cllr Mr M Holmes
Cllr Miss K S Martin
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:

Cllr Mrs C Gradwell

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*

| | PART ONE – OPEN TO THE PUBLIC |
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| 17.24 | ELECTION OF CHAIRMAN & VICE-CHAIRMAN OF RECREATION COMMITTEE It was RESOLVED that Cllr Taylor be elected Chairman of Recreation Committee. Proposed by: Cllr Martin Seconded by: Cllr West It was RESOLVED that Cllr West be elected Vice-Chairman of Recreation Committee. Proposed by: Cllr Martin Seconded by: Cllr Holmes |
| 17.25 | TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Gradwell. |
| 17.26 | DECLARATIONS OF INTEREST |
| 17.26.01 | To receive amendments to the Register There were none. |

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| 17.26.02 | <p>To receive Declarations of Pecuniary Interest in respect of Items on the Agenda There were none.</p> |
| 17.26.03 | <p>To receive Declarations of Non Pecuniary Interest in respect of Items on the Agenda There were none.</p> |
| 17.26.04 | <p>To consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.</p> |
| 17.27 | <p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS There were no members of the public present.</p> |
| 17.28 | <p>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING It was RESOLVED to agree the Minutes of the Recreation Committee held on 12 April 2017 (Minutes REC(17)M02 previously distributed). <i>Proposed by:</i> Cllr West <i>Seconded by:</i> Cllr Taylor</p> |
| 17.29 | <p>TO REVIEW TERMS OF REFERENCE FOR RECREATION COMMITTEE AND MAKE RECOMMENDATIONS TO FULL COUNCIL Paper REC(17)29 previously distributed was received and discussed. It was AGREED not to propose any changes to the terms of reference at present.</p> |
| 17.30 | <p>MELTON PLAYING FIELD</p> |
| 17.30.01 | <p>To receive a report on all matters relating to the Playing Field and Pavilion including the greenspace management contract Paper REC(17)30.01 previously distributed was received, each report item discussed and it was AGREED as follows:</p> <ul style="list-style-type: none"> • Pavement lights – Committee considered both estimates submitted by Bannister & Day for refurbishment, but in view of the uncertainty surrounding the future of the pavilion site and access arrangements, decided to defer any work on this facility at present. • Signage – Clerk to arrange for a new sign to be located at the entrance to the Wood and also another located by the entrance to the field, each bearing the wording: |

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| | <p>No camping, fires or barbecues are allowed either on the playing field or in the woodland</p> <p>By Order</p> <p>Melton Parish Council</p> <ul style="list-style-type: none"> • Melton Road hedge – In order that the Council continues to be a responsible landowner, Clerk to arrange with SCL for an additional cut to the roadside elevation of the hedge; the top and fieldside to await the annual cut in late summer. |
| <p>17.30.02</p> | <p>Work of the Village Handyperson</p> <p>The Clerk reported that, as well as his day to day tasks, Phil's current projects were focused on the refurbishment of the two bus shelters – Bredfield Road and The Street. Additionally he will hopefully soon be installing bollards to protect the amenity land around the village sign. The licence from SCC Highways has come through and any delay is only attributable to the sourcing of materials to meet the SCC specifications within budget. He is also involved in works at Orchard Close – see Minute 17.32 below.</p> |
| <p>17.30.03</p> | <p>To receive a report on all matters relating to the hiring of the Playing Field</p> <p>Paper REC(17)30.03 previously distributed was received and discussed. The two new requests for hiring the field were considered as follows:</p> <ul style="list-style-type: none"> • <i>Request by Mr Daniel Hammond T/A Circus Petite to use the part of the playing field between the play area and Melton Road for his boutique circus from Sunday 3 September to Sunday 10 September 2017: This was AGREED subject to:</i> <ul style="list-style-type: none"> ○ Payment of a hire fee of £200.00 ○ The drawing up and signing of a suitable hire agreement ○ The Hirer to be responsible for all clearing up after the hire and removal of all advertisement materials (to be included in the Agreement) ○ Receipt by the Council of appropriate risk assessment documentation and a certificate evidencing appropriate public liability insurance cover. • <i>Request by Ms Suzanne Strand to run Forest School sessions in Burkes Wood for groups of pre-school aged children between 1.30 and 3.30pm, one afternoon a week in term time only from September 2017: This was AGREED subject to:</i> <ul style="list-style-type: none"> • Payment of a hire fee of £30.00 a term |

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| | <ul style="list-style-type: none"> • The drawing up and signing of a suitable hire agreement which will include a blanket ban on the lighting of fires • Receipt by the Council of appropriate risk assessment documentation, a certificate evidencing appropriate public liability insurance cover and appropriate DBS certification. <p>The Clerk to make the necessary arrangements accordingly.</p> |
| <p>17.30.04</p> | <p>To receive an update on drainage proposals</p> <p>The Clerk brought Members up to date on the current position with the field drainage project. At the previous meeting Committee had agreed:</p> <ul style="list-style-type: none"> • To authorise the Clerk to engage a suitably experienced and qualified contractor to undertake up to a day's work carrying out trial excavations to assess soil conditions along the proposed route of any proposed land drain • To authorise the Clerk to seek prices for the jetting of the existing west – east land drains as a preliminary project • To authorise the Clerk to engage with Jenners Close residents and the owner of the private road to see whether they are amenable to allow access via the private road for construction vehicles engaged on the main drainage project • In terms of coming to a decision as to which of the options proposed they wish specifications to be prepared for, Committee decided to remit the decision to Full Council. <p>The Clerk reported that, for a number of reasons, it had not been possible to schedule the trial excavations under supervision within a realistic timescale. Following discussion, and in order to be able to undertake the main works before the onset of winter, it was AGREED that:</p> <ul style="list-style-type: none"> • The trial excavations will not be undertaken • The option involving a north – south ditch and west – east land drain will be proceeded with. <p>The Clerk to prepare specifications and proceed to obtain prices on that basis.</p> |

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| 17.31 | MELTON WOODS |
| 17.31.01 | <p>To receive an update on the Tree Safety Report and implementation recommendations</p> <p>This item was included in the report and discussion under Item 17.31.02 below.</p> |
| 17.31.02 | <p>To consider update on follow up actions re work plan for the first year following the adoption of the Burkes Wood Management Plan</p> <p>Paper REC(17)31.02 previously distributed was received and discussed. In relation to the tree safety works required, TPO approval was given by Suffolk Coastal DC on 25 April 2017, and works estimates have been obtained. Committee will consider the appointment of a contractor to undertake the work under Confidential Item 17.37 below.</p> <p>In respect of the proposal to create a pilot enclosure, the estimate of the works received from SCL was agreed by Committee on 1 February 2017. Because some of the affected trees are covered by the W5 Woodland Group contained within TPO 25, a TPO application was required; approval was granted on 2 June 2017. Following further discussion Committee AGREED that this project should go ahead.</p> |
| 17.32 | <p>ORCHARD CLOSE AMENITY LAND ISSUES</p> <p>The Clerk reported that one limb of an ash tree in very poor condition on the amenity land in Orchard Close, had fallen, and was leaning on a resident's garden shed. It had been removed by Phil at the request of the resident. There are two remaining limbs, one also in very poor condition. Residents have asked that they be removed on grounds of safety before they also fall. Phil is happy to undertake the work. The tree is not subject to a TPO. This action was AGREED.</p> |
| 17.33 | <p>TO CONSIDER FURTHER BUSINESS PLANNING</p> <p>Papers REC(17)33, FRM(17)05.04 and MPC(17)45.07 previously distributed were received and discussed.</p> <p>Committee drew the same conclusions as FERM Committee and Planning and Transport Committee have already done; the Clerk can prepare a draft framework to go back to Full Council in September.</p> |
| 17.34 | <p>TO CONSIDER UPDATE ON "BEACONS OF LIGHT" PROJECT</p> <p>Cllr Taylor reported that a quotation for constructing the beacon has been received in the sum of £875.00, although the scope will need to be clarified. A grant is being applied for from the Heritage Lottery Fund.</p> |

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| 17.35 | <p>TO CONSIDER UPDATE ON THE 2017 FETE</p> <p>Paper REC(17)35 previously distributed was received and NOTED. Committee discussed and settled the final practical arrangements for the fete from the Parish Council's perspective.</p> |
| 17.36 | <p>COMMITTEE CHAIRMAN'S URGENT BUSINESS</p> |
| 17.36.01 | <p>To receive a report on urgent business not otherwise on the Agenda</p> <p>The following items were reported:</p> <ul style="list-style-type: none"> • A response was received from the Suffolk Coastal DC arboriculturalist, Nicholas Newton, to the Parish Council's comments in respect of TCA application DC/17/2575/TCA, relating to The Rectory, Station Road, Melton. Mr Newton pointed out that, in law, the option to refuse a s211 Notice is not available. To prevent the described works going ahead, the District Council has to serve a TPO, and to do that the trees in question must fulfil the requirement for doing so. Where a TPO is not justified, the only alternative option in law is to record a decision of No Objection. • Community tree nursery: Suffolk Coast & Heaths AONB have asked for offers from local councils to host a tree nursery. As Melton has no suitable site, this was NOTED. • Cllr Porter announced that he will make a donation from his Chairman's Allowance towards the cost of the production of a MPC panel for the 100th anniversary of St Andrew's church. |
| 17.36.02 | <p>To agree items for inclusion in <i>Melton Messenger</i></p> <p>The next edition of the <i>MM</i> will appear September. Ideas for inclusion were:</p> <ul style="list-style-type: none"> • A report on the fete • A narrative on the works to be carried out in Burke's Wood. |
| | <p>PART TWO</p> |
| | <p>Exempt / Confidential Item</p> <p>It was RESOLVED that, under Section 100(a)(4) Local Government Act 1972 (as amended), the public be excluded from the meeting for the remaining item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act.</p> |
| 178 | <p>DATE OF NEXT MEETING</p> <p>The next meeting will take place on Wednesday 6 September 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 21:30.</p> |

