



MELTON PARISH COUNCIL

REC(17)M04

RECREATION COMMITTEE

Minutes of the meeting of the Melton Parish Council Recreation Committee held on Wednesday 6 September 2017 commencing at 19:00 at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.

Present:

Cllr Mr M Holmes
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
Cllr Miss K S Martin

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*

	PART ONE – OPEN TO THE PUBLIC
17.39	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Gradwell and Cllr Martin.
17.40	DECLARATIONS OF INTEREST
17.40.01	To receive amendments to the Register There were none.
17.40.02	To receive Declarations of Pecuniary Interest in respect of Items on the Agenda There were none.
17.40.03	To receive Declarations of Non Pecuniary Interest in respect of Items on the Agenda There were none.

	<ul style="list-style-type: none"> • Playing Field hedges – The annual cut under the contract would be carried out in week commencing 11 September, weather permitting. • Provision of additional rubbish bins – A discussion took place on the adequacy of the current number of litter bins on the Playing Field. AGREED to defer any decision on this until the spring of 2018. • Gate to Hutchison’s Meadow – The Clerk was advised by the Suffolk Wildlife Trust that this would be installed as soon as a contractor can be arranged. • Picnic benches and overhanging trees – The Clerk reported that Phil is to look at the benches and will give his assessment of their condition. In relation to the overhanging branches, AGREED that the the Clerk will check with the Suffolk Coastal DC Arboriculturalist on whether they are covered by TPO 25. • Geotechnical Survey – NOTED that the site surveys had focused on both the original proposed site for a new village hall and the pavilion site; whilst both development options are feasible, the northern site would be the simpler and most cost effective of the two sites to develop.
17.45.02	<p>Work of the Village Handyperson</p> <p>The Clerk summarised recent tasks successfully undertaken by Phil Donoghue. These included: removal of the diseased tree in Orchard Close, the works to the bus shelters in both Bredfield Road and The Street, running repairs to the gates to the tennis courts and dealing with a minor case of fly tipping. It was recommended that a replacement outfit should be procured for Phil as some of the existing clothing had become faded. Members NOTED with approval the flexibility for the Clerk to authorise up to 10 hours overtime for Phil in any one month on the basis of assessed need, as granted by FERM Committee in August 2017.</p>
17.45.03	<p>To receive a report on all matters relating to the hiring of the Playing Field</p> <p>The Clerk reported that the arrangements with Daniel Hammond trading as Circus Petite had been finalised, and the tent was set up in front of the Pavilion with performances planned for Thursday to Sunday 7 – 10 September. The hire agreement and adequate public liability insurance were in place.</p>

	<p>The proposed arrangement with Ms Suzanne Strand to run Forest School sessions in Burkes Wood for pre-school aged children on one afternoon a week in term time from September has not materialised.</p>
17.45.04	<p>To receive a report on informal use of the Playing Field for organised <i>parkour</i> / tree climbing</p> <p>Cllr Holmes reported seeing contact details on the internet for an organised session of <i>parkour</i> / tree climbing based in Melton's Playing Field. There was an intention to charge people for attending the session. He attended and spoke to the organisers, making it clear that permission would be required for any quasi-commercial activity taking place on the Council's land. Since then nothing more has been seen, either on the internet or on the Playing Field.</p>
17.45.05	<p>To receive a report on issues arising from the flying of drones on Council land</p> <p>Paper REC(17)45.05 previously distributed was received and the Clerk went through it in detail. Members discussed the recommendations and AGREED as an interim solution to erect a notice at the entrance to the Playing Field drawing attention to the Civil Aviation Authority Code for Drone Users, which the Council expects users to observe. In the longer term the aim is to replace all existing signage at the entrance to the Playing Field with a new Notice Board, setting out all the rules for the use of the Council's land. The Clerk will look at suitable specifications and obtain prices.</p>
17.45.06	<p>To receive the Annual Play Inspection Report</p> <p>Paper REC(17)45.06 previously distributed was received and discussed. The 48 page report covers all the play equipment in place and accompanying infrastructure. The inspection was carried out on 18 July 2017. The overall risk rating is low; with detailed findings on individual equipment either low or very low risk. Phil will carry out any minor remedial works which are straightforward to implement. One recurring theme is gaps between surfaces, and the breaking up of safety surface edges. However edges cannot easily be repaired; the whole surface needs replacing, which to alleviate a low risk is expensive.</p>

17.46	MELTON WOODS
17.46.01	<p>To receive an update on the Tree Safety Report and implementation recommendations</p> <p>In relation to the tree safety works required, TPO approval was given by Suffolk Coastal DC on 25 April 2017, and works estimates obtained. Recreation Committee considered the appointment of a contractor to undertake the work at their meeting on 5 July 2017, and appointed SCL. The Clerk reported that SCL are now proposing to carry out the work in late October / early November. It was suggested that they should avoid the Half Term week – 24 to 28 October 2017.</p> <p>Following completion of the specified tree safety works, AGREED the Clerk will commission the 2017 annual safety survey, for which provision has been made in the 2017/18 budget.</p>
17.46.02	<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>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 and Recreation Committee agreed that this project should go ahead at their meeting on 5 July 2017.</p> <p>SCL will now carry out this project in late October / early November, together with the tree safety works (Minute 17.46.01 above) and subject to the same <i>caveat</i> re Half Term.</p>
17.47	<p>ORCHARD CLOSE AMENITY LAND ISSUES</p> <p>The Clerk reported that the two remaining limbs of an ash tree in very poor condition on the amenity land in Orchard Close, and not subject to a TPO, had now been removed by Phil. Members discussed whether a replacement tree should be planted; it was AGREED that no replacement tree would be planted in Orchard Close.</p>
17.48	<p>TO RECEIVE A REPORT ON THE BENCH NEAR THE VILLAGE SIGN IN THE STREET</p> <p>Following a report from a member of the public, Phil inspected the existing bench. The legs are rotten and the bench needs to be replaced. As the existing bench has a memorial plaque affixed, that will need to be transferred to the new bench or a new memorial plaque commissioned with a new</p>

	bench. AGREED the Clerk to investigate prices and specifications for a replacement bench.
17.49	TO CONSIDER UPDATE ON “BEACONS OF LIGHT” PROJECT Cllr Taylor reported that a locally based manufacturer for the beacon’s basket had been identified. The wooden base (piling) for it to rest on now needed sourcing, and he will speak to Phil to see if he can advise on where best to try.
17.50	COMMITTEE CHAIRMAN’S URGENT BUSINESS
17.50.01	To receive a report on urgent business not otherwise on the Agenda There was none.
17.50.02	To agree items for inclusion in <i>Melton Messenger</i> It was suggested that the next edition should carry details of the various tree works being carried out on the Council’s land this autumn.
	PART TWO
	Exempt / Confidential Item 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.
17.52	DATE OF NEXT MEETING The next meeting will take place on Wednesday 15 November 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 20:05.