



# MELTON PARISH COUNCIL

REC(19)M03

## RECREATION COMMITTEE

**Minutes** of the meeting of the Melton Parish Council Recreation Committee held on Wednesday 3 July 2019 commencing at 19:00 at 17 Riduna Park, Station Road, Melton IP12 1QT.

### Present:

Cllr Mr S Ashworth  
Cllr Mrs C Gradwell  
Cllr Mr M Holmes  
Cllr Mr A Porter  
Cllr Mr C W Taylor (Chairman)  
Mrs E Ashford (Co-optee)  
Mrs C McBurney (Co-optee)

### Absent:

Cllr Miss K S Martin

### In Attendance:

Cllr Mr P James  
Mr W J Grosvenor *Clerk to Melton Parish Council*

<b>PART ONE – OPEN TO THE PUBLIC</b>	
<b>19.28</b>	<b>ELECTION OF CHAIRMAN AND VICE-CHAIRMAN OF RECREATION COMMITTEE</b> <b>It was RESOLVED</b> that Cllr Taylor be elected Chairman of Recreation Committee. <b>Proposed by:</b> Cllr Gradwell <b>Seconded by:</b> Cllr Porter <b>It was RESOLVED</b> that Cllr Gradwell be elected Vice-Chairman of Recreation Committee. <b>Proposed by:</b> Cllr Taylor <b>Seconded by:</b> Cllr Holmes
<b>19.29</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Cllr Martin.
<b>19.30</b>	<b>DECLARATIONS OF INTEREST</b>
<b>19.30.01</b>	<b>To receive amendments to the Register</b> There were none.
<b>19.30.02</b>	<b>To receive Declarations of Pecuniary Interest in respect of Items on the Agenda</b> There were none.

<b>19.30.03</b>	<b>To receive Declarations of Non Pecuniary Interest in respect of Items on the Agenda</b> There were none.
<b>19.30.04</b>	<b>To consider Full / Partial Dispensations for Pecuniary Interests Declared</b> It was noted that there had been no requests for dispensations.
<b>19.31</b>	<b>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</b> There were no members of the public present.
<b>19.32</b>	<b>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING</b> <b>It was RESOLVED</b> to agree the Minutes of the Recreation Committee held on 27 March 2019 (Minutes REC(19)M02 previously distributed). <b>Proposed by:</b> Cllr Gradwell <b>Seconded by:</b> Cllr Porter
<b>19.33</b>	<b>TO REVIEW THE TERMS OF REFERENCE FOR RECREATION COMMITTEE AND MAKE RECOMMENDATIONS TO FULL COUNCIL</b> Paper REC(19)33 previously distributed was received. Following discussion <b>it was AGREED</b> not to propose any further changes to the Committee's Terms of Reference to Full Council at the present time.
<b>19.34</b>	<b>MELTON PLAYING FIELD</b>
<b>19.34.01</b>	<b>To receive an update on the installation / commissioning of the nest swing and aerial runway, and grant funding</b> The Clerk reported as follows: <ul style="list-style-type: none"> <li>• Now that the equipment has been installed the completion statement has been received from Kompan with a request to sign off the work. Following discussion <b>it was AGREED</b> that the works could be signed off by the Clerk as there were no obvious issues outstanding.</li> <li>• The fencing will remain until the grass on and around the mound is established. The likely removal date will be in late July and at that time the Handyperson will be instructed in how to tighten the cable on the aerial runway to the correct tension as required.</li> <li>• The Handyperson has meanwhile filled in the joints in the turf mound with a mixture of topsoil and grass seed, and continues to water as required. He is also applying a mixture of topsoil and seed to the boggy area at the base of the mound to improve that surface as well.</li> <li>• Melton PC has received Kompan's invoice in the sum of £15,018.93. This is made up of the cost of supplying and installing the equipment as per the quotation (£14,251.93) and £767.00 for the additional works to the mound as agreed at the pre-contract meeting. The £14,251.93 is covered by grant from the East Suffolk Playspace Fund (receipt of which is expected shortly) and the £767.00 can be funded from CIL monies in accordance with the decision of Full Council on 19 June 2019 (Minute 19.58.03) to use CIL funds wherever legitimately possible to mitigate overspends on additional greenspace works. <b>It was AGREED</b> to pay the invoice accordingly.</li> </ul>

	In a general discussion the question was raised as to whether the water supply to the Pavilion is metered. The Clerk promised to find out and advise members accordingly.
19.34.02	<p><b>To receive an update on the safety works to the 2 bay 4 seat flat swings</b></p> <p>Recreation Committee agreed at its meeting on 16 January 2019 to accept the price quoted by Playquip of £711.00, in the absence of receiving quotes from two other specialist providers, and the job was commissioned. This work has now at last been completed and in accordance with the decision of Full Council on 19 June 2019 (Minute 19.58.03) will be charged to CIL funds.</p>
19.34.03	<p><b>To receive a report on greenspace management issues</b></p> <ul style="list-style-type: none"> <li>The Clerk reported on an exhibition of bat / bird boxes / insect hotels etc. put on by Greener Growth, a local social enterprise which has the contract for maintaining the green areas at Riduna Park. Would it be an idea to install some wildlife homes on the Playing Field and in the woodland? Following discussion Cllr Gradwell undertook to liaise with the Suffolk Wildlife Trust to see what they might have available.</li> <li>The hedge / verge outside the Playing Field along Melton Road is now overgrowing the pavement and will need an interim cut. This is not included in the planned greenspace maintenance contract and will be charged as extra works. However for public amenity and safety the work will need to be done, and <b>it was AGREED</b> that the work should be commissioned from SCL as soon as possible.</li> <li>With the bringing back into productive use of the lower field, the area that SCL has to maintain has increased from that which was maintainable when the contract was priced and awarded. Given that situation, the current value of the contract, and that it is not likely to be re-awarded until 2020/21, <b>it was RESOLVED</b> to give the Clerk discretion to negotiate an upward adjustment to the contract to reflect the extra work up to a maximum value of £400.00.</li> </ul> <p><b>Proposed by:</b> Cllr Taylor                    <b>Seconded by:</b> Mrs Ashford</p>
19.34.04	<p><b>To receive a report on all matters relating to the hiring of the Playing Field</b></p> <p>Paper REC(19)34.04 previously distributed was received and discussed.</p> <ul style="list-style-type: none"> <li>A request has been received to hire the Playing Field weekly / fortnightly for a car boot sale to raise funds for the East Anglian Air Ambulance. Taking account of existing commitments <b>this was REFUSED</b>.</li> <li>Circus Petite has requested to cancel its booking for Sunday 15 September to Thursday 19 September 2019, and instead book from Sunday 20 September to Sunday 27 September 2020. <b>This was AGREED</b> on the same terms.</li> </ul>

	<ul style="list-style-type: none"> <li>• Recreation Committee has already agreed that Circus Tyanna can visit from 14 to 21 July 2019. Nothing further has been heard from the proprietor. Following discussion <b>it was AGREED</b> that:           <ul style="list-style-type: none"> <li>○ Any hire arrangements shall be subject to the satisfaction of the Clerk in relation to sight of up to date public liability insurance documentation</li> <li>○ The Pavilion meters shall be read before and after the hiring.</li> </ul> </li> <li>• It was suggested by Cllr Porter that in future a deposit shall be sought from hirers against the cost of removing posters still displayed at the point of departure. Following discussion <b>it was AGREED</b> that where hirers put up posters and do not remove them, then they will not be welcomed again and the price for any re-hire allowed is likely to be increased.</li> </ul>
19.34.05	<p><b>To receive a further report on security infrastructure at the Playing Field car park</b></p> <p>Paper REC(19)34.05 previously distributed was received.</p> <p>Full Council on 19 June 2019 agreed that, under the oversight of Recreation Committee, work to provide an electricity supply from the Pavilion building to the main gate to facilitate security arrangements via an automatic barrier, with a power supply on route to serve events on the field, should be progressed as a project using CIL funds. Also agreed for progression at the same time, was the installation of improved lighting for the footpath and improved floodlighting for the Multi Use Games Area (MUGA).</p> <p>The Clerk outlined the current position. A quotation for electricity supply for both gate security, and to provide a power supply for events taking place on the field has been accepted by Full Council on 8 May (Minute 19.42.02) in the sum of £1,431, on the basis that the Council's Handyperson carries out both trenching and reinstatement. No start date has yet been advised.</p> <p>Councillors considered that, for cost-effectiveness, it would make sense for that contract to be combined with the upgrade of the footpath lighting and improved lighting to the MUGA. Accordingly, <b>it was RESOLVED</b>:</p> <ul style="list-style-type: none"> <li>• That the projects should be progressed together</li> <li>• To delegate to the Chairman / Vice-Chairman of Recreation Committee and the Clerk to the Council to agree the lighting improvements required and seek a revised quotation</li> <li>• To delegate to the Chairman / Vice-Chairman of Recreation Committee to make a decision on the revised price.</li> </ul> <p><b>Proposed by:</b> Cllr Ashworth      <b>Seconded by:</b> Cllr Holmes</p>
19.34.06	<p><b>To receive a report on the work of the Village Handyperson</b></p> <p>The Clerk reported on the varied range of tasks recently undertaken by the Handyperson. These have included:</p> <ul style="list-style-type: none"> <li>• Filling potholes in the Playing Field car park</li> <li>• Constructing a fence along the boundary with Jenners Close</li> <li>• Removal of the lower limbs of trees in the north west corner of the Playing Field to better facilitate access to cut the grass</li> </ul>

	<ul style="list-style-type: none"> <li>• Constructing a base for the new memorial bench on the Playing Field</li> <li>• Clearance of nettles etc. from footpaths</li> <li>• Erection of signage.</li> </ul>
<b>19.35</b>	<b>MELTON WOODS</b>
<b>19.35.01</b>	<p><b>To receive an update on the 2019 Annual Tree Safety Inspection</b></p> <p>This will now take place on 30 July 2019 starting at about 8.30am. The Council's Arboriculturalist will be accompanied by the Council's Tree Warden.</p>
<b>19.35.02</b>	<p><b>To consider the Melton Parish Council's Tree Warden's latest report.</b></p> <p>Paper REC(19)35.02 previously distributed was received and <b>NOTED with thanks</b>. The suggestion made in the report that the short length of fencing recently installed along the Jenners Close boundary should be supplemented with tree / hedgerow planting <b>was also AGREED</b> with thanks.</p>
<b>19.36</b>	<p><b>TO CONSIDER CIL FUNDED AND OTHER PROJECTS DELEGATED FOR PROGRESSION BY RECREATION COMMITTEE (<i>reference from Full Council 19 June 2019 (Minute 19.58.04)</i>)</b></p> <p>Paper REC(19)36 previously distributed was received. Following discussion the following strategies were <b>AGREED</b>:</p> <ul style="list-style-type: none"> <li>• <b>Adult Outdoor Fitness Equipment</b> – Cllr Taylor will research adult exercise equipment and bring to the next meeting of Recreation Committee options to put in an insert to the <i>Melton Messenger</i>.</li> <li>• <b>Purchase of benches and tables</b> – purchase will be made of 2 x Chunky 2m 8 seater A frame tables and 2 x Greendine 1.8m bench with back, from the <i>Woodberry</i> catalogue. Clerk to obtain quotation to include fixings and delivery to be paid for out of CIL funds; exact location to be advised by a Member site visit which will also agree any arrangements for bases.</li> <li>• <b>Purchase of a full-sized goal</b> – delegated to the Finance and Information Officer to research suitable products and locations. Councillors to look at suitable locations as well. Further report to be taken at the September Recreation Committee.</li> </ul>
<b>19.37</b>	<p><b>TO RECEIVE A REPORT ON THE MELTON FETE 2019</b></p> <p>Cllr Gradwell gave initial feedback on the fete. Accounts have yet to be prepared but £1,306.15 has been banked as proceeds and sponsorship was up – at £1,255. There were fewer people than last year, but the date this year clashed with Woodbridge Primary School and Armed Forces Day events. Councillors considered and commended a proposal that the stalls run by the Council should contribute 10% to the fete fund and 90% towards a community project.</p>
<b>19.38</b>	<p><b>TO RECEIVE AN UPDATE ON THE PROPOSAL THAT MELTON PARISH COUNCIL ASSUME RESPONSIBILITY FOR MANAGING THE HALL FARM ROAD PLAY AREA</b></p>

	The Clerk advised that the East Suffolk Assets Team have now provided Melton PC with details of ALL their land assets in the parish of Melton, which are being investigated under the auspices of Planning and Transport Committee. One of the East Suffolk Asset surveyors will attend the August meeting of Planning and Transport Committee and a comprehensive report will be brought to Full Council in September.
<b>19.39</b>	<b>COMMITTEE CHAIRMAN'S URGENT BUSINESS</b>
<b>19.39.01</b>	<b>To receive a report on urgent business not otherwise on the Agenda</b> Nothing to report.
<b>19.39.02</b>	<b>To agree items for inclusion in <i>Melton Messenger</i></b> As per Minute 19.36 above to include a survey on the sort of adult exercise equipment that local residents would like to see put on the Playing Field.
<b>19.40</b>	<b>DATE OF NEXT MEETING</b> The next meeting will take place on Wednesday 25 September 2019 commencing at 19:00, at 17 Riduna Park, Station Road, Melton IP12 1QT. There being no further business the meeting closed at 20:40.