



MELTON PARISH COUNCIL

REC(19)M04

RECREATION COMMITTEE

Minutes of the meeting of the Melton Parish Council Recreation Committee held on Wednesday 25 September 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 Miss K S Martin
Cllr Mr A Porter
Cllr Mr C W Taylor (Chairman)
Mrs C McBurney (Co-optee)

Absent:

Mrs E Ashford (Co-optee)

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*
Mrs P Alder *Finance & Information Management Officer to Melton Parish Council*

	PART ONE – OPEN TO THE PUBLIC
19.41	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Mrs Ashworth.
19.42	DECLARATIONS OF INTEREST
19.42.01	To receive amendments to the Register There were none.
19.42.02	To receive Declarations of Pecuniary Interest in respect of Items on the Agenda There were none.
19.42.03	To receive Declarations of Non Pecuniary Interest in respect of Items on the Agenda There were none.
19.42.04	To consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.

19.43	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</p> <p>There were no members of the public present.</p>
19.44	<p>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING</p> <p>It was RESOLVED to agree the Minutes of the Recreation Committee held on 3 July 2019 (Minutes REC(19)M03 previously distributed).</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Gradwell</p>
19.45	<p>MELTON PLAYING FIELD</p>
19.45.01	<p>To receive the Annual Play Area Inspection Report and a report on the plan of action arising therefrom</p> <p>Papers REC(19)45.01 and REC(19)45.01a previously distributed were received. All the risks recorded in the Play Inspection Company report following the visit on 16 July 2019 were either “Low” or “Very low”. The Finance and Information Management Officer explained that she and the Handyperson had gone through all the actions required by the report, and / or possible to achieve, via a detailed site inspection, and the schedule presented as Paper REC(19)45.01a set these out for Members to see. Also added as Paper REC(19)45.01aa was a quote for parts required to carry out repairs together with a replacement basketball net.</p> <p>Following discussion it was AGREED that:</p> <ul style="list-style-type: none"> • All the various repair parts shall be purchased but the replacement basketball net will be deferred for the time being. • The Play Area can be closed as necessary (preferably during school term times) whilst painting etc. is undertaken.
19.45.02	<p>To consider a proposal to move the Melton Road Notice Board into the parking area of the Playing Field</p> <p>The Finance and Information Management Officer reported a proposal to move the Notice Board, which is situated on the west side of Melton Road near to Jenners Close, to the entrance to the Playing Field, where it can be more safely accessed. Concerns were expressed about the need to ensure that hedge cutting will not be impeded, and also that the Board will be relocated where people looking at the notices will not be at risk from vehicles entering the car park. Following further discussion it was AGREED to delegate the final choice of location jointly to the Finance and Information Management Officer and Handyperson, subject to the above <i>caveats</i>.</p>
19.45.03	<p>To receive a report on all matters relating to the hiring of the Playing Field</p> <p>Paper REC(19)45.03 previously distributed was received and discussed.</p> <ul style="list-style-type: none"> • The Finance and Information Management Officer expanded on the aspects of non-compliance by Woodbridge Town Youth Football Club in terms of the hire agreement. Although the Club has ceased to use the site for mid-week practices, their organisation is chaotic and it is difficult to find someone to accept responsibility. Following discussion it was AGREED to send a formal letter making it clear that the Club is in breach of the Hire Agreement (which runs to 2021)

	<p>and that the agreement must be adhered to; otherwise the Council might cancel it altogether. However at the same time if the Club is prepared to enter negotiations with the Council, then Melton is open to change the basis of the agreement for the future.</p> <ul style="list-style-type: none"> • Notwithstanding the anecdotal evidence that the increase in tennis court charges is affecting the level of hire, the request to reconsider the charges was deferred to await a comparison of usage between the 1st six months of 2018/19 and the 1st six months of 2019/20. The charges can then be revisited in time for the Council Year 2020/21. <p>The existence of out of date notices (1) near to the main entrance and (2) near the entrance to the woodland, which ban both dogs and horses, was reported by a Councillor. It was AGREED to have them removed. Also there was a suggestion that dog training classes are being carried out on the Playing Field, and this will be closely monitored.</p>
<p>19.45.04</p>	<p>To receive a further report on security infrastructure matters on the Playing Field</p> <p>Paper REC(19)45.04 previously distributed was received. The Clerk reviewed the developments on the proposal to connect electricity from the pavilion to the main gate as well as the provision of outdoor sockets for the field itself, and the report recommended moving forward on the basis of the original estimate in the sum of £1,431.00 as approved by Full Council on 8 May 2019. Following discussion it was RESOLVED to accept the recommendation and carry out the works (which will be CIL funded) as soon as possible. Additionally prices and specifications in relation to a suitable electronic security barrier will be sought for consideration by Full Council.</p> <p>Proposed by: Cllr Gradwell Seconded by: Cllr Porter</p>
<p>19.45.05</p>	<p>To receive a report on the work of the Village Handyperson</p> <p>The Clerk reported on recent specific tasks undertaken by the Handyperson. These have included:</p> <ul style="list-style-type: none"> • Display of new bus timetables at bus stops • Construction of bases for seats / benches on the Playing Field • Ensuring that the grass on the mound underneath the new zip wire was adequately watered and tended during the summer <p>in addition to his regular duties of inspecting and maintaining the Council's assets, from play equipment to cutting the grass in the amenity areas and litter clearance.</p> <p>The postholder's annual appraisal was undertaken on 30 July. All aspects of performance are entirely satisfactory and the Clerk reminded Members that there would be a need to review the working hours / Job Description in the new year to take account of:</p> <ul style="list-style-type: none"> • The summer peak in workload already identified • Implications arising from the divestment to Melton PC of land assets from East Suffolk Council.

19.46	MELTON WOODS
19.46.01	<p>To receive the 2019 Annual Tree Safety Inspection Report</p> <p>Papers REC(19)46.01, REC(19)46.01a and REC(19)46.01b previously distributed were received. The recommendations for works affect 5 trees, with a timescale ranging from “as soon as possible” to “desirable but non-urgent”. However on the basis of economies of scale, the Clerk reported that he had sought prices for all the trees from 3 contractors, and had also submitted an application for TPO consent from East Suffolk Council. Prices, together with up to date insurance details and method statements, were requested by 23 October, and the intention is to bring quotes back to Recreation Committee at its meeting on 6 November for the contractor to be appointed, so the works can be undertaken as soon as TPO consent has been granted. Members NOTED the Tree Safety Inspection Report, Schedule and Map, and AGREED the actions taken by the Clerk.</p>
19.46.02	<p>To consider the Melton Parish Council’s Tree Warden’s latest report.</p> <p>Paper REC(19)46.02 previously distributed was received and NOTED with thanks. In relation to the Tree Warden’s suggested wording for a notice to protect the ancient oak near to the footpath which leads from the field to the woods, by encouraging walkers to stick to the path, Members felt that roping off might be a better approach. Cllr Gradwell offered some spare posts for the rope, and this suggestion will be passed on to the Warden. Members also felt that the original proposals for the purchase and use of Gengards to create built enclosures might be resurrected. In connection with the Warden’s group of volunteers the Clerk queried about training needs, and this will be raised with him.</p>
19.47	<p>TO CONSIDER PROGRESSION OF CIL FUNDED AND OTHER PROJECTS DELEGATED TO RECREATION COMMITTEE (<i>Includes provision of additional benches, MUGA improvements, adult exercise equipment and permanent football goal</i>)</p> <p>Paper REC(19)47 previously distributed was received. Following discussion the following actions were AGREED:</p> <ul style="list-style-type: none"> • Provision of additional benches – The proposal by a Melton resident for a memorial bench to be sited by the zip wire / nest swing / MUGA can go ahead, provided that all costs are met by the resident. • Purchase of a permanent full-sized football goal – The Finance and Information Management Officer explained the difficulties of finding a suitable site on the Melton Road Playing Field, and the decision was to consider locating it at the Hall Farm Road after the site has been divested to Melton PC. • Exercise equipment – The Finance and Information Management Officer was requested (1) to engage with PE staff at Farlingaye school to see what type of equipment is suitable for older children and (2) to check with East Suffolk Council as to the maximum age of persons for which play equipment might be procured using Play

	<p>Pot funding. It was NOTED that there was £45,257.16 in the Play Pot and only £542.86 remaining in the Sports Pot.</p> <ul style="list-style-type: none"> • MUGA replacement options – The various options set out in the paper were considered. A decision will need to be made about the plaque to a deceased former user of the field. In terms of going forward, Members requested that revised quotes 1 – 3 should be sought <i>without fencing</i>, but also suitable for netball. Additionally the possibility of grants from sports associations should be explored.
19.48	<p>TO CONSIDER PROPOSALS TO START THE NEW PAVILION PROJECT (Report to both Recreation and Finance Employment and Risk Management Committee)</p> <p>Paper REC(19)48 previously distributed was received. The Clerk took Members through the report and recommendations. It was AGREED to recommend to Full Council that the proposals should be taken forward and a Working Group established for the purpose. Members were also concerned to respond to the strongly expressed community need for toilet facilities to be available for users of the Playing Field. In that respect Councillors asked that running costs for public wc facilities run by local councils be investigated.</p>
19.49	<p>TO CONSIDER “PLAYING OUT” PROPOSAL FOR MELTON</p> <p>The Finance and Information Management Officer reported on this initiative, started by a Bristol based charity, which proposes the closure of Bury Hill, Melton on one Sunday a month, to enable children to play in the road. The current position is that a meeting is to take place between East Suffolk Council and SCC Highways to discuss practicalities. It was AGREED that Melton Parish Council supports the proposal in principle and awaits the outcome of the SCC / East Suffolk meeting. The proposal can be further considered at the next meeting of Recreation Committee on 6 November and Full Council on 13 November. It was also suggested that contact be made with County Councillor Alexander Nicoll to see if he knows anything about it and to let him know that Melton PC supports it.</p>
19.50	<p>TO CONSIDER TPO APPLICATION DC/19/3514/TPO - 11 GODFREYS WOOD</p> <p>Paper REC(19)50 previously distributed was received. Following discussion it was AGREED to recommend approval of this application. Clerk to respond accordingly.</p>
19.51	COMMITTEE CHAIRMAN’S URGENT BUSINESS
19.51.01	To receive a report on urgent business not otherwise on the Agenda Nothing to report.
19.51.02	To agree items for inclusion in <i>Melton Messenger</i> Deadline for copy for the next edition is 16 October.
19.52	<p>DATE OF NEXT MEETING</p> <p>The next meeting will take place on Wednesday 6 November 2019 commencing at 19:00, at 17 Riduna Park, Station Road, Melton IP12 1QT.</p>

	Cllr Porter gave his apologies for that meeting. There being no further business the meeting closed at 20:58.
--	---