



# MELTON PARISH COUNCIL

REC(20)M03

## Recreation Committee

**Minutes** of the meeting of the Melton Parish Council Recreation Committee held on Wednesday 9<sup>th</sup> September 2020 commencing at 19:00 via Zoom.

**Present:**

Cllr Mr M Holmes  
Cllr Mr C W Taylor (Chair)  
Mrs C McBurney (Co-optee) – left early due to technical difficulties  
Cllr Mr A Porter  
Cllr Mrs C Gradwell  
Cllr Harvey-Smith

**Absent:**

Mrs E Ashford (Co-optee)  
Cllr Miss K S Martin

**In Attendance:**

Mrs P Alder *Assistant Clerk & Management Officer to Melton Parish Council*  
Cllr James  
One member of the public

### AGENDA

	<b>Part One - Open to the Public</b>
<b>20.34</b>	<b>To receive apologies for absence</b> Apologies for absence were received from Mrs E Ashford and Cllr Martin. Mrs C McBurney apologised for having to leave early due to technical difficulties.
<b>20.35</b>	<b>Declarations of Interest</b> There were none
<b>20.35.01</b>	<b>To receive Amendments to the Register</b> There were none
<b>20.35.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b> There were none
<b>20.35.03</b>	<b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b> There were none
<b>20.35.04</b>	<b>To consider Full/Partial Dispensations for Pecuniary Interests Declared</b> It was noted there had been no requests for dispensations
<b>20.36</b>	<b>Open Forum for Members of the Public to talk to Councillors</b> One member of the public was present but did not raise any issues.

20.37	<p><b>To approve the minutes of the previous meeting</b>  It was <b>RESOLVED</b> to agree the Minutes of the Recreation Committee held on 11<sup>th</sup> March 2020 (REC(20)M02 previously distributed)  <b>Proposed by:</b> Cllr Porter <b>Seconded by:</b> Cllr Taylor</p>
20.38	<p><b>Melton Playing Field</b></p>
20.38.01	<p>Councillors discussed the contents of the Playing Field report (REC(20)38.01). It was <b>NOTED</b> that the installation of CCTV appears to have had a positive impact on antisocial behaviour in the park. Should there be a rise in incidents at night then it might be advisable to swap in a night-vision camera. Members commented that CGM are doing a good job maintaining the greenspace and Cllr Porter has received several compliments from residents about their work. The weed spraying of the lower field will be carried out this month after being delayed by bad weather in August.</p>
	<p><b>It was RESOLVED to take the following item out of order</b></p>
20.38.05	<p><b>Woodbridge Town Youth Football Club</b>  The football club have requested to be able to use the Pavilion toilets and kitchen during match days at weekends. It was <b>AGREED</b> that they could providing they complete a Covid risk assessment and that refreshments are served outside the Pavilion. The request to install a key safe/lock box, provided by the football club, for the Pavilion key was also <b>AGREED</b>. The committee asked that Phil checks the Pavilion regularly to ensure the Pavilion is kept clean and tidy.  <b>Proposed by:</b> Cllr Porter <b>Seconded by:</b> Cllr Harvey-Smith</p>
	<p><b>It was RESOLVED to revert to the order of the Agenda</b></p>
20.38.02	<p><b>Car Boot Sales</b>  It was <b>AGREED</b> to approve the proposed dates for Car Boot Sales in 2021 as listed in paper Rec(20)38.02. The Asst Clerk will inform the organisers.  <b>Proposed by:</b> Cllr Taylor <b>Seconded by:</b> Cllr Porter</p>
20.38.03	<p><b>Memorial trees/benches</b>  Councillors <b>AGREED</b> that it would be good to plant trees in memory of the late Jim Bidwell and John West. Cllr Porter will contact their families informing them of the plan and asking if they have a particular tree they would like. As part of the Tree Survey the Asst Clerk will ask what species and locations would be most suitable. The Asst Clerk will obtain quotes for trees and memorial plaques and present to Full Council for approval.  <b>Proposed by:</b> Cllr Gradwell <b>Seconded by:</b> Cllr Porter</p>
20.38.04	<p><b>Play Equipment Annual Inspection Plan of Action</b>  Councillors discussed the findings of the recent Play Equipment Annual Inspection as detailed in paper REC(20)38.04 that was carried out in July. They were satisfied with the actions identified to be carried out by the maintenance officer. It was <b>AGREED</b> that the replacement bushes and shackles for the swings should be purchased but the traveller pads would not be replaced at this time. Cllr Taylor raised that in the longer term the committee needs to look at the items that do not meet the current BS Standards.  <b>Proposed by:</b> Cllr Taylor <b>Seconded by:</b> Cllr Porter</p>

<b>20.39</b>	<b>Melton Woods</b>
<b>20.39.01</b>	<p><b>Tree Survey</b></p> <p>It was <b>AGREED</b> that the next Tree Survey should take place in January 2021 so the trees can be inspected when not in leaf (the last survey was July 2019 when the trees were in leaf). The Asst Clerk will research potential companies/individuals to carry out the survey and report back at the next Recreation meeting.</p> <p><i>Proposed by:</i> Cllr Gradwell <i>Seconded by:</i> Cllr Harvey-Smith</p>
<b>20.39.02</b>	<p><b>Tree Warden Report</b></p> <p>Councillors considered the Tree Warden's latest report (REC(20)39.02). It was <b>NOTED</b> that some of the recently planted saplings at Orchard Close had not survived and it was suggested that we put an appeal out for residents to 'adopt a tree' or take on the watering. Cllr Porter will ask Lindsay for a list of the trees and put an appeal in his next Melton Messenger article.</p>
<b>20.39.03</b>	<p><b>Tree Protection</b></p> <p>The Asst Clerk raised the issue of gengards and if the committee wished to purchase some. It was <b>AGREED</b> to include reference to them in the Tree Survey specification to establish if they are needed and if so where they should be placed.</p> <p><i>Proposed by:</i> Cllr Gradwell <i>Seconded by:</i> Cllr Taylor</p>
<b>20.40</b>	<b>TPO Applications</b>
<b>20.40.01</b>	<p><a href="#">DC/20/3169/TPO 62 Saxon Way</a></p> <p>There were no comments on this TPO</p>
<b>20.40.02</b>	<p><a href="#">DC/20/3189/TPO Melton Park</a></p> <p>There were no comments on this TPO. In addition <a href="#">DC/20/3498/TPO 64 Saxon Way</a> was discussed and no comments were noted.</p>
<b>20.41</b>	<p><b>Maintenance Officer</b></p> <p>The Asst Clerk reported on the work that the Maintenance Officer has undertaken in recent months. In addition to his usual activities of clearing away any litter and grass cutting he has cleaned up a paint spill in the car park, fixed the fallen footpath sign near Ufford Park and is carrying out the actions arising from the Play Park Annual Inspection. The height barrier at the park entrance has had a box welded to it to make it more secure. Before this the post could be pushed to enable the height barrier to be released without unlocking it. He commented that littering has decreased in recent weeks.</p>
<b>20.42</b>	<b>CIL and Grant Funded Projects</b>
<b>20.42.01</b>	<p>The committee discussed the contents of paper REC(20)42.01. The issue of the tennis court fencing being repeatedly cut was discussed. It was <b>AGREED</b> to put up further notices about CCTV being in operation around the tennis court to act as a deterrent. It was suggested that income from the tennis court hire could be used to help pay for new fencing. The Asst Clerk will seek quotes for replacing the fencing and investigate if there are any grants available. It was <b>AGREED</b> that the car park resurfacing should be considered as part of the Pavilion rebuild project. Replacing the MUGA was discussed and the Asst Clerk will redistribute the quotes that were sought last year. The Asst Clerk will also investigate what grants and playpot/sports money is still available. The committee <b>AGREED</b> that the project should be taken to Full Council for consideration.</p> <p><i>Proposed by:</i> Cllr Gradwell <i>Seconded by:</i> Cllr Taylor</p>
<b>20.43</b>	<p><b>ASB</b></p> <p>Cllr Holmes was unable to attend the latest ASB meeting due to technical issues. He had an altercation with a local resident who was failing to clear up after their dog. The police have been involved. There has also been an issue with someone firing</p>

	stones from a catapult which damaged a resident's conservatory – the police are also aware. The issue of recent shed break ins was discussed, and Cllr Gradwell asked Cllr Holmes to confirm with the ASB team what patrols are in place. Committee members were reminded that all instances of crime/ASB etc should be reported, either anonymously through CrimeStoppers or via the Suffolk police website. Details are on the MPC website.
<b>20.44</b>	<b>Committee Chairman's Urgent Business</b>
<b>20.44.01</b>	<b>To receive a report on urgent business not otherwise on the agenda</b> Cllr Porter raised the issue of mole control on the playing field and if this expense was necessary. After discussion it was decided to continue with the current arrangement as there was evidence of mole activity.
<b>20.45</b>	<b>To agree items for inclusion in the Melton Messenger</b> Items to be included are: repairs to the 2012 roundel, reporting any crimes/ASB, tree adopters, Councillor vacancies with specific reference to Cllr Barrington and all she has done with the Neighbourhood Plan.
<b>20.46</b>	<b>Date of Next Meeting</b> The next meeting will take place on Wednesday 11 <sup>th</sup> November 2020 commencing at 19:00. It is likely this meeting will take place via Zoom. There being no further business the meeting closed at 20:12.