



# MELTON PARISH COUNCIL

REC(21)M01

## Recreation Committee

**Minutes** of the meeting of the Melton Parish Council Recreation Committee held on Wednesday 6<sup>th</sup> January 2021 commencing at 19:00 via Zoom.

**Present:**

Cllr Mrs C Gradwell  
Cllr Mr C W Taylor (Chair)  
Mrs C McBurney (Co-optee)  
Cllr Mr A Porter  
Cllr Harvey-Smith  
Cllr Miss K S Martin

**Absent:**

Cllr Mr M Holmes

**In Attendance:**

Mrs P Alder *Assistant Clerk & Management Officer to Melton Parish Council*  
Three members of the public

### AGENDA

	<b>Part One - Open to the Public</b>
<b>21.01</b>	<b>To receive apologies for absence</b> Cllr Holmes
<b>21.02</b>	<b>Declarations of Interest</b>
<b>21.02.01</b>	<b>To receive Amendments to the Register</b> There were none
<b>21.02.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b> There were none
<b>21.02.03</b>	<b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b> There were none
<b>21.02.04</b>	<b>To consider Full/Partial Dispensations for Pecuniary Interests Declared</b> There were none
<b>21.03</b>	<b>Open Forum for Members of the Public to talk to Councillors</b> Three members of the public were present. <b>It was <i>RESOLVED</i> to take the following items out of order</b>
<b>21.06.02</b>	<b>Tree Warden Report</b> The new Tree Warden introduced himself to the Recreation Committee and the contents of the report REC(21)06.02 were discussed. The Committee asked that their thanks be expressed to the retiring Tree Warden. The new Tree Warden asked if there were any hi-vis jackets available for working parties (when Covid

	<p>restrictions allow) and was informed that there are high vis jackets available. The Asst Clerk will arrange for some to be given to the Tree Warden. Cllr Porter suggested that if the Tree Warden needs any extra volunteers, he can include a plea in his Melton Messenger/In Touch articles. Cllr Gradwell offered the Tree Warden some fence posts and rope if he wished to fence off an oak that the previous Tree Warden was keen to protect. Concerns were raised about an increased usage of the woods for mountain biking, and that ramps and obstacles were being created at various locations. It was suggested that no cycling signs could be erected or that natural barriers could be installed, using the wood from any trees that require felling. It was pointed out that this suggests there is an unmet need in the parish and could we provide an alternative site for this activity. It could be that some of the divested land from ESC could be utilised in the future after public consultation.</p>
<b>21.07</b>	<b>Divested Land</b>
<b>21.07.01</b>	<p>The Asst Clerk gave a verbal update regarding the land that is being divested to MPC from ESC. The transfer has been delayed but it is hoped that exchange will take place this month and completion in February. Although initially the parcels were to be transferred in two tranches they will now be transferred as one. The Tree Warden asked if he could be sent a list of the 21 parcels of land which the Asst Clerk agreed to do. It was also suggested that it would be beneficial for the Tree Warden to be informed when the Tree Safety Survey was being carried out so he could attend if appropriate. The Committee considered a request from Transition Woodbridge (TW) to plant trees at Hall Farm Road Sports Ground. The location is along the edge of existing trees and it was felt that this would present no issues to current or future plans for this area of land. All members were supportive of this initiative and the Asst Clerk will inform TW that planting can go ahead once the transfer of land has completed.</p>
	<b>It was <i>RESOLVED</i> to revert to the order of the Agenda</b>
<b>21.04</b>	<p><b>To approve the minutes of the previous meeting</b>  It was <b><i>RESOLVED</i></b> to agree the Minutes of the Recreation Committee held on 11<sup>th</sup> November 2020 (REC(20)M04 previously distributed).  <b><i>Proposed by:</i></b> Cllr Martin <b><i>Seconded by:</i></b> Cllr Harvey-Smith</p>
<b>21.05</b>	<b>Melton Playing Field</b>
<b>21.05.01</b>	<p>Councillors discussed the contents of the report REC(21)05.01. Since the report was written there had been some developments which the Asst Clerk raised. The remaining hedge cutting will hopefully take place next week if the weather stays dry. With regards to resurfacing the car park, the office has received a proposed layout with marked out bays and squaring the corners, which will be discussed at Full Council on the 13<sup>th</sup> January. The tennis courts are currently closed due to the National Lockdown; the Spar is not taking bookings and signs have been put up on the courts. The football club is not using the field for training or matches during the lockdown.</p>
<b>21.05.02</b>	<p><b>Tennis Fence Quotes</b>  Councillors discussed the quotes received for replacing the tennis court fencing as contained in paper REC(21)05.02. After some discussion it was felt that quote 1 was preferable due to the detailed specification. It was <b><i>AGREED</i></b> that the proposal would be taken to Full Council on the 13<sup>th</sup> January for approval on the basis that it will be fully funded by the Playpot managed by ESC. The Asst Clerk will confirm with ESC about using the Playpot to fund the project.  <b><i>Proposed by:</i></b> Cllr Porter <b><i>Seconded by:</i></b> Cllr Gradwell</p>

21.05.03	<p><b>Melton Fete</b></p> <p>Councillors discussed the issue of this year’s Fete and deferring it to 2022, hopefully combining it with the opening of the new Pavilion. All the members agreed that the Fete should not go ahead in 2021 due to the lack of Pavilion building and the uncertainty around the current pandemic. Cllr Gradwell also wished it to be <b>NOTED</b> that she would not be able to lead any future fete due to other commitments. It was suggested that it would be a good idea to hold a picnic in the park this summer, should restrictions allow such a gathering.</p>
21.06	<p><b>Melton Woods</b></p>
21.06.01	<p><b>Tree Safety Survey</b></p> <p>The committee discussed the quotes received for the Tree Safety Survey as detailed in paper REC(21)06.01. After much discussion it was felt that Surveyor 2’s quote showed a greater level of detail and understanding of the scale of work that was required than the other two and fulfilled the brief fully. Therefore, it was <b>AGREED</b> that the committee would propose engaging Surveyor 2 to Full Council on the 13<sup>th</sup> January.</p> <p><b>Proposed by:</b> Cllr Porter <span style="float: right;"><b>Seconded by:</b> Cllr Gradwell</span></p>
21.08	<p><b>Maintenance Officer</b></p> <p>The Asst Clerk reported that the Maintenance Officer has been busy with his usual tasks of keeping the area tidy, cleaning bus shelters, litter picking and other general jobs. In addition he has moved the SID to Melton Road, will tidy up the leaves in the tennis courts and has trimmed back a holly tree on a footpath in the woods. Over the Christmas period individuals tried to access the Pavilion by kicking in the doors, but failed. The Maintenance Officer will carry out some remedial work to the main door and it was suggested that posters should be put up on the Pavilion that nothing of value is stored in the building. Additional CCTV cameras could be installed but for now it was felt this should wait until the new Pavilion is erected.</p>
21.09	<p><b>CIL and Grant Funded Projects</b></p>
21.09.01	<p>The Asst Clerk explained that a report on these projects was on the website for the Full Council meeting on the 13<sup>th</sup> January. There is no further development on the Melton road crossings but the Asst Clerk will chase Highways next week. Comments are being received from members of the public regarding the Pavilion, which overall have been positive. Feedback will be shared with Full Council once the consultation closes on the 22<sup>nd</sup> January. Cllr Gradwell voiced concerns that some residents are worried it will be used as a village hall and events will be held late at night and that there will be a loss of green space.</p>
21.10	<p><b>East Suffolk Council Open Space Study Consultation</b></p> <p>The Asst Clerk reported that ESC has sent information about the open space study consultation which is to be completed by the end of February. The Council is asked to complete a document detailing all the land that they own. Councillors enquired as to the purpose of this study as a similar one was completed only a few years ago. Cllr Martin is going to supply this document to the Asst Clerk. They also asked if the Asst Clerk could check if it was just the land we own and not all amenity land in the Parish that needs to be recorded. The purpose of the study is to help to identify local need for provision within East Suffolk District and will serve as an evidence base that will ultimately help inform future strategic planning and any investment priorities for open space, outdoor and built sports facilities across the District.</p>

<b>21.11</b>	<b>ASB</b> Cllr Holmes was absent so there was no report. As he is currently unable to attend meetings it was <b>NOTED</b> that a new volunteer will be sought at Full Council on the 13 <sup>th</sup> January. Cllr Porter will convey the committee's thanks and regards to Cllr Holmes.
<b>21.12</b>	<b>Committee Chairman's Urgent Business</b>
<b>21.12.01</b>	<b>To receive a report on urgent business not otherwise on the agenda</b> Cllr Taylor raised the issue of a white van being parked by the entrance to the Recreation Ground making it difficult for cars exiting the car park. The Asst Clerk thought this related to some building work in the local area. The Asst Clerk will suggest to the builders, either in person or by letter, that they could park in the playing field car park.
<b>21.13</b>	<b>To agree items for inclusion in the Melton Messenger/In Touch</b> This month's article has already been written.
<b>21.14</b>	<b>Date of Next Meeting</b> The next meeting will take place on Wednesday 24 <sup>th</sup> March 2021 commencing at 19:00. It is likely this meeting will take place via Zoom.

## Outstanding Actions from Previous Meetings

<b>Minute item</b>	<b>Action</b>	<b>Status</b>
20.51.01	Liaise with Bromeswell PC regarding Sports Pot	Notified
21.06.02	Asst Clerk to convey thanks for retiring Tree Warden	Open
21.06.02	Asst Clerk to provide high vis jackets to Tree Warden	Open
21.06.02	Cllr Gradwell to provide rope and fence posts to the Tree Warden	Open
21.07.01	Asst Clerk to provide Tree Warden with list of divested land and notify when Tree Safety Survey will take place	Open
21.07.01	Asst Clerk to inform TW that planting can take place at Hall Farm Road once land is divested	Open
21.05.02	Asst Clerk to take proposal for Tennis Fencing to Full Council	Open
21.05.02	Asst Clerk to contact ESC regarding use of Playpot funding	In progress
21.06.01	Asst Clerk to take proposal for Tree Safety Survey to Full Council	Open
21.08	Asst Clerk to create poster for Pavilion regarding lack of valuables being stored in the building	Open
21.10	Cllr Martin to provide previous open space study document to Asst Clerk	Open
21.10	Asst Clerk to check if all space needs to be included in the Open Space Study consultation	Open
21.12.01	Asst Clerk to contact builders regarding van parking on Melton Road	Completed