



MELTON PARISH COUNCIL

BUSINESS PLAN

Revised ~~September 2022~~

ISSUE ~~6~~7

Contents

Chairman's Introduction	3
The purpose of the Business Plan	5 4
Melton Village Profile	6 4
Melton Parish Council.....	7 5
How the Parish Council operates	8 6
The Business Plan Framework.....	10 8
The Council's Forward Business Plan	14 11
How Melton Parish Council commits to communicating with its residents	17 13

Chairman's Introduction

Melton Parish Council ~~continually develops a vision for the parish into a~~ reviews the Business Plan ~~annually so that it can keep up to date with its shares its~~ purpose, values, objectives and key priorities. ~~This plan sets the scene~~ on what we can achieve, either alone or by working with ~~our~~ partners such as ~~Officers at~~ East Suffolk District Council, Suffolk County Council, ~~locally elected District and County Councillors,~~ landowners and ~~our~~ residents.

Melton Parish Council has become more proactive rather than reactive in its decision-making process by operating in a more co-ordinated and consistent way. The Business Plan helps our local community to have a better understanding of what we do and improves accountability. ~~The Parish Council builds on and develops the~~ By keeping the Business Plan ~~as circumstances change to~~ up to date, we hope to ~~keep give~~ Melton residents ~~informed about our focus.~~

The document is used by the Parish Council in the budgeting process to plan what we can deliver going forward. It also allows us to measure our achievements over time. ~~clearer understanding of what the Parish Council can do and what it is striving to achieve for the benefit of its residents.~~

~~This Business Plan is normally reviewed annually and used in the budgeting process to include planned activities for each coming year which can be monitored against key priorities.~~

~~Melton Parish Council has become more proactive rather than reactive in its decision making by operating in a more co-ordinated and consistent way. The Business Plan helps our local community to have a better understanding of what we do and improves accountability.~~

There are occasions when the Council must make decisions contrary to our stated commitments if budget constraints, new legislation or changes ~~in to~~ policies ~~dictate~~ ~~make that necessary.~~ However, any changes will eventually be reflected in an updated Business Plan.

To ensure this Business Plan is consistent with our residents' wishes, we seek help from the community. We periodically consult on the Plan's contents through our ~~annual Parish meeting, the~~ website, flyers/posters, social media, ~~residents surveys~~ ~~residents~~ meetings and ~~through the~~ columns in the *Melton Messenger* and *In Touch*. ~~We request and respond to feedback. Please tell us what you think about it as we welcome your comments.~~

~~The Business Plan is aimed at reflecting the priorities of Melton Parish Council for the coming year.~~ We are committed to running the Council as efficiently and smoothly as possible. We set ourselves a high standard of professionalism and aspire to maintain ~~good health of the Parish Council's financial resources~~ a ~~good~~ financial balance whilst improving local amenities where we can.

We aim to manage our community assets on behalf of the village, namely the Melton playing fields, Beresford Play Park and Jubilee Green at Hall Farm. We also ~~manage playing fields, play parks,~~ the woodland at Leeks Hill and Burkes Wood, the tennis courts, the Pavilion, together with other parcels of amenity land distributed across the parish divested to us in March 2021 from East Suffolk Council ~~including the Jubilee Green at Hall Farm Road.~~

We are determined to safeguard the legacy of these assets for the benefit of current and future residents and to protect our village from over development. We take ~~seriously~~ issues associated with Climate Control and will engage with wider, national action plans where ever possible.

Melton Parish Council ~~has is~~ a hard-working and committed, non-political group of local residents and people working in the village. We continue to strive for the very best for our village and hope to show you how we are going to continue to do this through the following pages and through the Neighbourhood Plan which outline our commitments and our upcoming projects.

Given this is Melton's Plan, we welcome your feedback and comments. Please pass any observations through to the office at 17 Riduna Park or email clerk@melton-suffolk-pc.gov.uk

Carol Gradwell

Chair

Melton Parish Council

October 2023~~come a long way in the last few years and much has already been achieved. I intend that this process will continue as you can see from the interesting projects included in this plan.~~

Alan Porter

Chair Melton Parish Council

The purpose of the Business Plan

The aim of the Business Plan is to set out for Melton residents a clear narrative on the responsibilities of Melton Parish Council (MPC), what it spends its money on, both in terms of day to day expenditure and planned projects, and how it supports residents and delivers services within the parish. It will also help to clarify what the Council can and can't do, and how it works with other relevant providers of services, such as Suffolk County Council (SCC) and East Suffolk District Council (ESC). The aim is both for MPC to operate in a more co-ordinated and strategic way in both managing its assets on a daily basis and in planning to meet the future needs of its residents. In so doing it will also aid transparency and accountability, in that the direction of the Council will be clearly set out in one document, together with any challenges that it faces. MPC will aim to consult on any major decisions that are required to be taken and which might impact significantly on the contribution that residents make via their Council Tax. It will be updated regularly and be available on the Council's website.

The Business Plan is separate from the Melton Neighbourhood Plan which sets out the development plan for the parish over the period to 2030. A refresh is under way. We planned to have published the updated neighbourhood plan by the first quarter of for 2022/2023/24. -and- Residents will be kept informed of progress through the Melton Messenger and through the Parish Website. Public events to discuss changes will be held as time allows and once the outline of the updated plan is ready information can be found on the Melton Parish Council website.

MPC's accounts and overall financial position can be viewed on the website www.melton-suffolk-pc.gov.uk where the Annual Return and accounts are published. Regular detailed financial reports to sent to the Chair of Finance, both the Finance, Employment and Risk Management Committee Working Group (FERM) and Full Council meetings. The Chair of MPC checks the bank statements monthly and signs to confirm they are accurate and reflect an accurate position. are All reports are also published on the website for public scrutiny and the Public is welcome to attend any Full Council meeting should they want to discuss the accounts.

This Business Plan is designed to provide a coherent narrative to the Council's financial and business strategy. It is used as a vehicle to align spending with upcoming projects and will be used as a basis to reflect on achievement at the end of each year.

Melton Village Profile

Melton is a large village lying on the River Deben. For many years, it has had a strategic role as the lowest crossing of the River Deben. This still holds true today.

The 2011 census recorded the population as 3,741, which increased to 4,216 in the 2021 census. It remains one of the largest of Suffolk's parishes outside of the main urban centres.



The village centre is about 2.0 km (1¼ miles) from the centre of the market town Woodbridge. Melton lies within or close to the Suffolk Coast & Heaths Area of Outstanding Natural Beauty (AONB) and two Special Landscape Areas (SLAs).

Melton is a village which has seen significant and rapid growth, with several large residential estates having been built in recent years. Further developments are seeking approval for development, and the site of the former Suffolk Coastal District Council offices at Melton Hill is about to be developed under development. In 2022, Melton took the decision to allow the small parcel of land that was within the Melton Boundary to move to Woodbridge. This was to simplify the governance over the Melton Hill Development rather than having a split responsibility across two parishes.

-Melton is a scattered village; however most of its population of around 4,000 live within 1km (less than a mile) of the historic centre, with its church, primary school and local shops.

Melton has ~~also~~ developed as a centre for good quality, high end commercial space and light industry ~~and commerce~~, with over 70 businesses identified as being based within the village including the ESC offices at Riduna Park.

In terms of facilities, its primary school has been rated as "Good" by Ofsted. It boasts a wide range of voluntary and other bodies which provide fellowship and a sense of community through their activities. The Burness Parish Rooms provide a well subscribed place for organisations to meet in the centre of the village, whilst a well-supported local church, the Woman's Institute, a village produce association, the Melton St Audrys Sports and Social Club and a community farm are just a few of the very many spiritual, social and community organisations operating within the village.

In 2022, the new Pavilion was open on the Recreational Playing Fields in Melton Road. This new community space has proved popular with smaller groups and with some groups not easily accommodated by the Burness Parish Rooms, which was oversubscribed. These two facilities sit cohesively together within the village and allow for a wider number of community events to take place. Overall, the building of the Pavilion has been worthwhile. It is currently operating on a cost neutral basis and we hope in time, it will generate a small income for the benefit of the village.

Melton is situated close to several well used public spaces including the village playing fields and woodland, bridle paths, walking trails and the Deben River. A

~~recent~~ walking leaflet with circular trails was created in 2022 by MPC in conjunction with SCC. Melton has seen an increase in the number of walkers and cyclists in the area, and as a result, an approach to Suffolk County Council Highways was made in 2022, to reduce the speed limit on Wilford Bridge Road from 60 to 30. MPC have successfully won the argument and are now seeking to find the funding to complete the work. We believe this will improve safety to all road users in an area where there has been a high incidence of near misses and accidents.

~~The 2011 census recorded the population as 3,741, which increased to 4,216 in the 2021 census. It is one of the largest of Suffolk's parishes outside of the main urban centres.~~

Melton Parish Council

Melton Parish Council (MPC) is the first tier of civil local government, closest to the community and has a key role to play in promoting and representing the interests of residents and local businesses. MPC, which is non-political, is made up of 15 volunteer Councillors. Elections take place every four years, the last one being in May ~~2019~~2023, when nearly all existing councillors ~~who~~ offered themselves for re-election. They were returned unopposed and the remaining and subsequent vacancies will be filled by co-option.

The Council elects a Chair and Vice-Chair annually at the Council's Annual General Meeting and reports to the wider electorate at the Annual Parish Meeting, which is normally held in April. The Parish Council's AGM is held in May. Councillors are unpaid and receive no recompense for their time spent on parish duties other than mileage for MPC related travel at the standard local government rate applicable at the time.

Parish Councils have a wide range of discretionary powers (but very few duties). In 2023, as a result of having 14 elected Councillors and a Cilca Qualified Clerk, the Parish Council agreed unanimously to adopt the Power of Competence, which makes governance arrangements simpler when making key decisions. These The Parish Council can mek decision on include the provision of recreation grounds, management of public open spaces and recreational facilities; the provision of shelters and seats, litter and dog bins, ~~allotments~~, community centres, public buildings and village halls catering for a wide range of activities, the giving of grants to local community organisations and the power to acquire and maintain land for public open spaces and amenity. In conjunction with the Suffolk County Council Highways authority, (in Suffolk this is SCC) it MPC can ~~work-promote~~ improvements to highways and parking facilities. Most importantly it has a legal right to be notified of any planning applications made for a site within the MPC area and to have its comments taken into consideration by the local planning authority, East Suffolk Council (ESC).

One of MPC's most important responsibilities is the management, maintenance and improvement of its community assets; namely the Recreation Ground on Melton Road and the adjoining woodland, Jubilee Park at Hall Farm, Bredfield Playpark and the Pavilion. These important facilities ~~have been in Council ownership since the 1950s, and~~ provide very well used facilities for sport and recreation. ~~In the~~ Since the

~~divestment of 21 parcels of land in the~~ Spring of 2021, ~~ESC divested 21 parcels of land to MPMPC~~ has continued to invest heavily to improve the facilities especially at ~~including the Beresford Drive play area,~~ Hall Farm Road Sports Ground, now the Jubilee Green, the woodland adjoining Burkes wood and an area of land by the river Deben. In the coming year, we plan to develop and improve the playpark at Beresford Drive and

How the Parish Council operates

~~Melton Parish Council~~MPC carries out its statutory duties in the following ways:

- ~~Aiming-We aim~~ to meet as a Full Council on a minimum of ~~6-10~~ occasions a year to deal with the business of the Council, and ~~running these~~ meetings within the Standing Orders of the Council. All Full Council meetings are open to the public with a period set aside for members of the public to address Councillors.
- The Council works to its Standing Orders and Financial Regulations, which lay down the rules by which it operates and conducts business. The MPC Standing Orders and Financial Regulations are based on models prepared by the National Association of Local Councils (NALC), updated and amended to meet local requirements as necessary. They are available on the Council's website.
- All Parish Councillors are expected to adhere to the Council's Code of Conduct and sign up to confirm they are prepared to do so. This is also based on a national model ~~and a new model code was~~ adopted in 2022.
- The Chair of the Council will report to the Annual Parish Meeting in April of each year to review the activities of the previous year and to give an opportunity for residents to raise any issues ~~or~~ concerns.
- MPC actively represents the local view and Makingmakes representations on behalf of the Community e.g. for Sizewell C

MPC has established three ~~committees-working froups~~ under delegated powers, which are reviewed annually, for the purposes of more effectively ~~carrying out its~~scrutiny of day-to-day business. These are:

- Finance, Employment and Risk Management ~~Committee~~Working Group (FERM)
- Planning and Transport ~~Committee~~Working Group (WG)
- Recreation ~~Committee~~WG

Members are appointed to ~~committees-WGs~~ at the Council's Annual General Meeting. The Chair and the two Vice-Chairs are on all Council committees. ~~For further details of these committees, their membership, terms of reference and the agendas, reports and minutes, please go the MPC website.~~

Each WG is Chaired by a Councillor, not the Chair of the Council to avoid too much power being invested in one individual. The responsibilities of the ~~committees-WGs~~ are summarised below. As with the Full Council, all committee meetings are open to the public.

Formatted: Normal (Web), Indent: Left: 0.13 cm, Pattern: Clear (Background 1)

Finance, Employment and Risk Management ~~Committee~~ Working Group (FERM)

~~This meets bi-monthly.~~

The FERM ~~Committee~~ WG considers the financial matters of the Council including its accounts, audit, annual return, banking, insurance, preparing the budget, and reporting financial information to the Full Council on a regular basis. It is responsible for the Council's offices and also for the Council's Risk Management Strategy and for ensuring that its employees are provided with the appropriate contracts, job descriptions and terms and conditions of employment.

Planning and Transport ~~Committee~~ Working Group

This meets every 6 weeks (or as required).

As part of the statutory planning process, ESC as the local planning authority has to consult MPC on planning applications. Planning and Transport ~~Committee~~ WG scrutinises large numbers of applications and submits its observations to ESC which is obliged to consider them in the decision-making process.

~~The Highways Authority is SCC, and although h~~Highways and transport issues are not areas on which MPC has a right to be consulted but, they are extremely important to residents. Consequently, MPC aims to ensure residents' views are known and taken into account ~~of in~~by the Suffolk County Council Highways' decision-making processes. MPC is also involved in facilitating community consultation on road improvements ~~matters~~ and, by working closely with Highways and investing its own funds, MPC can improve highway safety and amenity within the village.

Recreation ~~Committee~~ Working Group

This meets bi-monthly.

The Recreation ~~Committee~~ WG is responsible for the management, maintenance and promotion of the Recreation Grounds, the Pavilion, play equipment, and the tennis courts, and all the land that MPC owns, including extensive areas of woodland.

The playing field in Melton Road ~~is one of the proudest possessions of the village. It~~ provides football pitches, tennis courts and play equipment and along with the Pavilion, it is one of the amenities MPC are most proud of. MPC hopes to improve other play parks under its control to a good standard so we can be just as proud of them.

Parish Council Staff

The Parish Council employs three part time employees:

- The Clerk and Executive Officer (*Should we state number of hours here?*) to the Council is Pip Alder. She administers the Council and carries out all the functions required by law. She is also the Council's Responsible Finance Officer (RFO).
- Fliss Waters (*as above*) is employed as the Assistant Clerk and Management Officer.
- Phil Donoghue (*as above*) is the Parish Council's Maintenance Officer.

Formatted: Space Before: Auto

The Business Plan Framework

Introduction

The Business Plan ~~will be~~ the main ~~way-report which of~~ communicating what the Council is doing to manage its assets responsibly and ~~how it meets~~ the needs of the community. Accordingly it ~~will be~~ reviewed and updated regularly.

MPC welcomes comments and feedback on this plan. Additionally at the start of each Full Council ~~or Committee~~ meeting, ~~T~~ there is an item on the agenda ~~for Public Participation~~ which allows questions to be put to Councillors on relevant topics. The dates and times of the Council's meetings are published on the MPC website. Comments may also be sent by letter to: The Clerk to the Council, 17 Riduna Park, Station Road, Melton, Woodbridge IP12 1QT or via email to: clerk@melton-suffolk-pc.gov.uk

Income

Every year the Council has to decide what it is going to do in the next financial year and what it is likely to cost. Once it has agreed its budget it then asks ESC for the money it needs by way of what is called a Precept on the Council Tax. It must do this in January each year. ESC then includes the parish element as a part of the Council Tax for the following financial year starting from 1 April. Most of the Council's income comes from the Precept, although MPC does raise other income via grants and income generated from hire fees for the ~~Pavilion~~, playing field, tennis courts ~~hire of office space and ad hoc activities etc.~~ Due to the reduction of interest rates generally, MPC only receives minimal interest from its deposit account at ~~Barclays Bank and Suffolk Building Society~~

For the year from April 2022 to March 2023 the Council has asked for a precept of £104,536. Overall income in 2022/23 is likely to be in the region of £127,847.00 (apart from Community Infrastructure Levy (CIL) income – see below) with the balance made up from grants and fees.

Formatted: Font: Italic

Commented [Ma1]: Pip, to update

Formatted: Font: Italic

Expenditure

Budgeted expenditure for MPC in 2021/22 is £449,997.00. However a large percentage of this expenditure is from CIL. Although this will create an in-year deficit of around £12k, this can be absorbed by the Council's existing balances and payment of some additional items using CIL. The main areas of expenditure over the next 18 months are:

- Administration of the Council, including salaries, insurance, office expenses, together with the repayment of the Treasury loan taken out for the purchase of the Council's office and meeting accommodation at 17 Riduna Park
- Maintenance and improvement of the Council's assets
- Rebuilding of the Pavilion due for completion in September 2022
- Road safety improvements including crossing points on Melton Road and Melton Hill
- Landscaping and parking improvements in front of Winifred Fison House.

In December 2018, after years of occupying temporary accommodation, MPC purchased the freehold of 17 Riduna Park, Station Road, Melton. The repayment of the Treasury loan used to fund the purchase, at £19,640pa, is recouped by letting part of the building on a commercial lease at market rent. Overall this is a long-term investment for the community of Melton which will enable substantial savings in accommodation costs to be made in years to come.

Commented [Ma2]: Pip to update

Reserves

In 2023, MPC took the decision to invest its reserves to allow it to take advantage of the higher interest rates now available.

Need to say something about our risk appetite here once we have it determined.

As at 31 March 2022 MPC had balances totalling £579,930, consisting of general reserves of £61,484, earmarked reserves (for specific projects) of £518,446. The level of general reserves adequately protects against major problems requiring emergency funding which could otherwise adversely affect the Council's business.

Commented [Ma3]: Pip to update

CIL / Grant Funded Projects

Community Infrastructure Levy is money paid by developers who are building in the parish. A proportion is given to County, District and MPC. Initially the proportion received by MPC was 15%; however on adoption of the Melton Neighbourhood Plan in 2018 the amount that MPC receives increased to 25% as a result of having an adopted Neighbourhood Plan. The use of CIL is restricted in terms of both application and time. They have to be applied to projects in support of growth and if not applied within 5 years, or applied incorrectly, are subject to repayment to East Suffolk Council ESC.

Year	Amount of CIL received
------	------------------------

2021/22	£106,599.57
2020/21	£183,667.33
2019/20	£245,651.05
2018/19	£3,651.87
2017/18	£75,172.16
2016/17	£4,720.20

Further CIL payments will be received in 2022/23 relating to the Deben Meadows estate construction off Melton Road and other *ad hoc* developments.

~~In June 2019 Full Council agreed a schedule of projects to be funded either by District Council grant (from developer contributions) or by CIL funds. A public consultation was carried out in January 2020 where residents were invited to comment on the proposals which helped to form the focus for how the CIL funds should be spent.~~

Commented [Ma4]: Pip to update the figures

Projects completed and paid using CIL/EMR

- Playing Field security CCTV system
- Speed Indicator Devices x 3
- Recreation Ground Car Park improvements
- Land Divestment improvements/enhancements
- Bredfield Bus Shelter - (No EMR created) - £2.4k in total but £700 funded by grant
- Hall Farm Road play equipment installation and enhancements

~~— Pavilion (EMR created) — start date of 28th March 2022. Completion date set for~~

~~• SeptemberOpened -20222023~~

~~• Jubilee Park~~

~~• Creation of car park in front of Winifred Fison House (EMR created). Additional funding~~

~~• Melton Road/Hill crossings (EMR created) – installation date of July 2022. Some money~~

~~• Speed Roundels Yarmouth Road?~~

~~• Tennis Courts Fencing~~

~~• Etc. Etc. etc.~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.13 cm + Indent at: 0.76 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.13 cm + Indent at: 0.76 cm

Projects in Progress

~~• Creation of car park in front of Winifred Fison House (EMR created). Additional funding~~

~~required due to increased costs incurred from material price rises~~

• ~~Molton Road/Hill crossings (EMR created) – installation date of July 2022. Some money~~

~~may remain on completion.~~

• ~~Pavilion (EMR created) – start date of 28th March 2022. Completion date set for September 2022~~

• Bredfield Road Feasibility Study – funded by grants from Cllrs Nicoll and Smith-Lyte

Other Potential Projects

The following projects have been identified but have not been prioritised or had funding

allocated:

• New Play Area fencing – estimated at £10k - could potentially be funded through the

Playpot (only £5k remains)

• Tennis Court resurfacing – estimated at £18-20k – is on Recreation's long list

• MUGA replacement – estimated £50-80k – is on Recreation's long list

• Bredfield Road Pedestrian improvements – cost tbc - could apply for District CIL

• Solar panels for 17 Riduna Park – cost c.£6-10k – this is currently on hold and could be

part funded by grants

• Installation for EV charging points – this could be partially funded through grants

• Following on from the presentation by the Primary School in early July 2022 further enhancements to the Recreation Ground play equipment will be considered in

September

• Once the annual play park inspection has been carried out in the summer of 2022 there may be additional works that will require funding

Setting the Budget for 2022/23

The Council reviewed its needs taking all factors into consideration, especially the increased responsibilities the Council has undertaken with the divestment of land

from ESC, the provision of a public toilet as well as the need to minimise the level of any increase to support hard pressed working families.

This was done formally at the Full Council meeting on 19 January 2022. In the light of the budget set Council decided to request a precept of £104,536 for 2022/23 as explained above. This increased the Band D charge by 2021/22 38p per month/£4.50 a year.

Commented [Ma5]: Needs updating

Audit and achieving value for money

MPC has an effective internal control policy in relation to its financial management. The Council has an independent Internal Auditor who reports on the adequacy of all aspects of its system of internal control and who makes a written report to the Council. No internal control issues have been identified by the Internal Auditor for 2024/22/23. The latest report from the Council's External Auditors (for 2020/21/22) was unqualified.

In terms of ensuring value for money in relation to contracts for works, MPC seeks prices in line with the requirements of its Financial Regulations. Substantial savings have been made ~~from 2020 onwards by the award of a new Greenspace Management Contract, and since~~ the appointment of a Maintenance Officer in 2016. MPC also looks to award contracts on the basis of 3 quotes to get best value for money wherever this is possible. ~~has led to substantial savings in contractor costs.~~

Environment

The Council takes its environmental responsibilities very seriously. The Committees consider the environmental impacts of all the decisions which it makes in accordance with these terms of reference. A conservation area has been created in Burkes Wood and we carry out work to trees that is considered essential because they are damaged, diseased or dangerous. Solar panels have been installed on the roof of the new Pavilion and we are investigating installing EV charging points in the village. The use of herbicides and pesticides is avoided wherever possible and over 600 trees were planted in early 2022.

The Council's Forward Business Plan

Finance, Employment and Risk Management ~~Committee~~ Working Groups Objectives

The ~~FERM~~ is Committee-WG is primarily concerned with the effective, cost efficient operation of the Council consistent with providing a good service to residents. It reviews matters such as accommodation, equipment, staffing and management of risk on a regular basis. Going forward, the ~~Committee's~~ WG's main priority is the financial stability of the Council and the ongoing maintenance of the Council's buildings and land.

Planning and Transport ~~Committee~~ Working Group Objectives

The Planning and Transport ~~Committee's WG's priority was completing the~~ will be the refreshing of the Neighbourhood Plan ~~and getting it through the independent examination stage and to referendum in December adopted in 2018. 2017.~~

Following adoption as a statutory planning document by the former Suffolk Coastal District Council in January 2018, it now forms part of the statutory planning guidance for Melton and is being used to help decide on planning applications in the Melton parish area. A refresh is planned for 2022/23. It has proved invaluable in guarding against unwanted development since its inception and has delivered an additional 10% of Community Infrastructure Levy over and above what which we would have received at 15%.

~~There has recently been an extraordinary period of high activity in planning terms.~~

Members of Planning and Transport Committee receive planning applications for comment on a regular basis and observations will continue to be made having regard to the six objectives of the current Neighbourhood Plan. These are:

- Ensuring that development does not worsen the detrimental impacts of traffic congestion (including air quality and safety) along the main routes in Melton, whilst encouraging safe movement on foot and by bicycle.
- Ensuring that development provides for the infrastructure needs of Melton and does not breach the capacity of the parish's infrastructure to properly support the population.
- Protecting and enhancing the unique environment and heritage, particularly the rural, riverside and historical assets of Melton and its streetscape.
- Preserving the respective roles and identities of the different built-up areas within the parish, specifically Melton village (including its shops and services) and the northern part of "Greater Woodbridge".
- Protecting and enhancing the strengths of Melton as a community, in particular through the retention and provision of community infrastructure.
- Protecting Melton's business base and seeking to ensure that it can grow and thrive.

~~MPC aims to work with developers to ensure that they deliver the community benefits, as set out in the Melton Neighbourhood Plan, for the 0.7 hectare site off Wilford Bridge Road. It has strongly objected to the planning application currently proposed that with has access through St Andrew's Place rather than Riduna Park or the land currently used for storage. but unfortunately have been unsuccessful in stopping the planning permission. However, we will continue to work with local land owners with a view to trying to find a better alternative.~~

Need a piece on here about Sizeweill, and Transport particularly in relation to Bentwaters. reduction of speed limits on Wilford Bridge Road, Monitoring of speed of traffic using the SIDs? Anything else?

Formatted: Font: Italic

Recreation ~~Committee~~ Working Group Objectives

Recreation ~~Committee's-WG's~~ major preoccupations are greenspace and woodland maintenance and management. It is also concerned about footpaths and Rights of Way matters within the parish. It provides MPC's observations in response to applications to ESC as the Planning Authority for works to trees covered by Tree Preservation Orders (TPO applications) and to trees in a Conservation Area (TCA applications). There is a contract in place for the day-to-day work of maintaining the playing field greenspace and its hedges, ~~which was awarded to CGM Ltd in 2020.~~ Works are commissioned for tree management in accordance with the result of the ~~annual~~ 18 month tree safety ~~assessment inspection~~ carried out by the Council's arboriculturalist. Recreation Committee is also responsible for the play area equipment at Melton Recreation Ground, Jubilee Green and Beresford Road. This is checked weekly by the Council's Maintenance Officer and subject to an annual inspection by a specialist company.

~~In March 2021 the tennis fencing was replaced and the Council is also looking at adding additional play equipment.~~ The Council's Tree Warden, together with the Tree Crew, ~~is carrying out~~ regular planting schemes throughout the village, and full details of the Burkes Wood Management Plan ~~(2016)~~ can be found on the Recreation page of the Council's website.

The Council is committed to ensuring the preservation of the green spaces it owns and is actively looking to improve and enhance these spaces through planting and maintenance. It works closely with bodies including Transition Woodbridge and the Suffolk Wildlife Trust. In 2022 MPC worked with residents to enhance the Jubilee Green at Hall Farm Road. Work completed including improving the wetland area, planting of trees and wildflowers, installing a bench, new football goal and basketball hoop.

Where does Mini Holland sit, here or in Planning and Transport?

Formatted: Font: Italic

Pavilion

In ~~2017~~2023, MPC ~~commissioned a feasibility study on constructing a village hall on a small part of the Melton Road Recreation Ground. However, in the light of understandable concerns about the loss of greenspace in a growing community which is heavily used, it was decided not to take this project forward. Instead it was agreed that the existing Pavilion would be demolished and a replacement building, incorporating public toilets, would be built in the same location with the same footprint. Planning permission was granted and the new Pavilion is due to be completed in September 2022.~~ opened a new Pavilion. MPC office manages the facility to a high standard and it now offers a bright and clean space. It has been successful in offering a small meeting place in the heart of the village and compliments the accommodation available at the Burness Parish Rooms. Take up of space has been strong with regular community activities such as armchair yoga, dance school, actor training and Being provided. Bookings are managed through an active booking system available on the MPC website. Full details of

[costs and available dates](https://melton-suffolk-pc.gov.uk/recreation/Pavilion-project/) can be found on the website <https://melton-suffolk-pc.gov.uk/recreation/Pavilion-project/>

Commented [Ma6]: Needs changing?

How Melton Parish Council commits to communicating with its residents

As the most local democratically elected tier of local government MPC is committed to a process of openness and transparency in all its dealings with the community it serves. Council meetings ~~and committee meetings~~ are all held in public and advertised widely both electronically and in print and the public are encouraged to attend. Time is always set aside at meetings for residents to raise matters of concern or to ask questions of Councillors on any matter within the terms of reference of the meeting. ~~At Full Council meetings, b~~Both County and District Councillors usually attend [Full Council](#) and are equally happy to engage with residents on matters within their respective responsibilities. Agendas, supporting papers and minutes of meetings are always published on the Council's website.

In addition to holding its regular meetings in an inclusive way, the Council normally communicates with its community in the following ways:

- Via notices posted on the 8 public and community noticeboards strategically placed around the village
- Via a regular article (augmented if required by an inserted flyer) in the *Melton Messenger* community magazine which is delivered to every household in Melton. The Council supports the *Melton Messenger* and is represented on its editorial board
- Via a regular article in the local *In Touch* magazine
- Via the Council's own website www.melton-suffolk-pc.gov.uk
- Via Melton e-news, an electronic messaging service that reaches all those who have subscribed (it is free of charge)
- Via NextDoor – a free social media platform
- Via online surveys
- Via holding public meetings to discuss matters of [significant](#) / high / urgent local importance.

Additionally there is sometimes a requirement for a specific consultation exercise to meet the requirements of grant funding for a particular project which will benefit the community. For example evidence that children and young people in the village want particular types of play equipment, or that there is support for the Council to spend its money in a specific way. In such cases the Council may use targeted consultation methods e.g. survey forms or employ limited use of social media. In such cases their limited use will be approved by Full Council in advance and be fully compliant with the EU General Data Protection Regulation 2016 as updated by the Data Protection Act 2018 (the UK GDPR).

