



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

Clerk: Mrs Lisa Burgess  
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21<sup>st</sup> May 2026

Dear Councillors

You are hereby summoned to attend an Extra Ordinary Meeting of Martlesham Parish Council to take place in the Richard's Room, Felixstowe Road, IP12 4PB, on Wednesday 27th May 2026 at 7:30 pm.

In order to facilitate the meeting, in the absence of prior notice of a wish to speak, the Chairman will take starred items\* as read and accepted without discussion. For other items, if any councillors wish to present a proposal to expedite the business, the Chairman will ask them to speak at an early stage in the discussion, if notified in advance.

The meeting is open to the public and press to attend.

L S Burgess

Lisa Burgess  
Clerk/RFO

**CP** is a council paper; **CR** is the Clerk's report

## **7:30 pm**

1. **Apologies** – note/accept apologies
2. **Filling the Parish Council Vacancies** – have we had any applications, if anyone wishes to be considered for co-option or to become a councillor please contact the Clerk.
3. **Any declarations of disclosable pecuniary or local non-pecuniary interests** – register interest

## **7:45pm**

4. **Update on action taken so far** – note (CP)
5. **PUBLIC FORUM**
  - 5.1 Reports from District Councillors in respect of Portal Woodlands – note/any issues
  - 5.2 Reports from County Councillors in respect of Portal Woodlands – note/any

issues

5.3 To allow members of the public to address business on the agenda

5.4 Any issues raised by the public

**8:30pm**

**6. Portal Woodlands Campaign Working Party**

6.1 Membership and terms of reference -consider/agree (CP)

6.2 Resources need, email address, pay as you go mobile phone – consider/agree

**7. Campaign budget for spend for Clerks delegated authorised spend – consider/agree**

**8. Funding Options – consider/agree (CP)**

**9. Loan application process – consider/agree (CP)**

**10. Discussion about next steps**

**11. What has this meeting achieved?**