

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 8th July 2026**

Present: Cllr L Burrows (Chair), Cllr E Thompson, Cllr I O'Brien Baker

In attendance: Mrs R Crompton (Finance & Admin Officer, Clerk for the Meeting) & Mrs C Wintrip (Admin Officer)

1. Apologies: Cllr L Galbraith, Cllr C Geeson, Cllr P Whitby & Cllr L Sheridan

2. Declarations of Interest

2.1 Disclosable Pecuniary Interest (DPI): None declared.

2.2 Local non-Pecuniary Interest (LNPI): None declared.

3. Actions from last Meeting

All actions are ongoing or covered on the agenda.

4. PUBLIC FORUM

4.1 Reports from District Councillors. None

4.2 Reports from County Councillors. None

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

There were two members of the public present – Mrs Maureen Burrows and Miss Sonya Burrows.

Miss Burrows provided a written update on the Nature for Us All project. Attached.

Mrs Burrows and Miss Burrows also provided a written update for the Tree Wardens report agenda item 11.1. Attached.

4.4 Any issues raised by the public. **None raised**

5. Finance

5.1 Payments pending between meetings

PAYMENT PENDING BETWEEN MEETINGS - To Rec & Am 8th July 2026									
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
01/07/2026	SLCC	£38.50	£7.70	£46.20	Inv: QL209542-1 Sara GDPR e-course				
02/07/2026	Ipswich Computer Services	£187.97	£37.60	£225.57	Inv: 076107 Microsoft & Eset for July 2026				
08/07/2026	Pod Point	£2.79	£0.56	£3.35	Inv: ADF-49487 Admin Fee's for 1st - 30th June 2026				
	TOTAL	£229.26	£45.86	£275.12					

Councillors were provided with details of Invoices that have been received and require payment.

Decision R2026/07a To pay all the items listed above. **Agreed.**

5.2 Payments made between meetings for approval.

PAYMENTS MADE BETWEEN MEETINGS - To Rec & Am 8th July 2026									
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
30/06/2026	Tesco	£9.85	£0.00	£9.85	Tea, Coffee, Milk for Playground Inspection Course Event				
01/07/2026	Home Bargains	£34.99	£0.00	£34.99	Folding Table for Portal Woods Summer Events				
06/07/2026	Amazon	£42.48	£8.49	£50.97	Order No: 204-9887207-9663531 3 x Comment Boxes (PW's)				
08/07/2026	Webfactory	£18.99	£3.80	£22.79	Inv: 10248716 Website & Domain Fee for June 26				
20/07/2026	E-On Next	£203.83	£10.19	£214.02	Inv: 0012 Elect 1st June to 30th June 26 Runway Heritage				
	TOTAL	£310.14	£22.48	£332.62					

Councillors were provided with details of payments that had been made between meetings.

Decision R2026/07b To ratify the payments in the above table. **Agreed.**

5.3 To consider financial matters – Councillors were provided with a Budget Commentary summary showing the income and expenditure in relation to Recreation & Amenities cost centres. It was suggested that it would be a good idea to do a spreadsheet to compare the income and expenditure of the Runway Heritage Car Park. It was also noted that expenditure from Portal Woodlands would need to be taken from the reserves and other projects may need to go on hold.

Decision R2026/07c Compare the income and expenditure of the Runway Heritage Car Park. **Agreed.**

6. Clerk's Report: Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014

6.1 The updated Combined Report was provided, new entries were detailed in green. The entries for the Recreation Ground Trust need to be amended, leaving only the sign installation as the other entries are classified as Kronji's Piece.

Decision R2026/07d Ratified.

6.2 Install Bat Boxes at Community Hall – **No update.**

7. Play Spaces and Sites

7.1 Diamond Jubilee Bike Trails – The councillors were provided with a copy of the survey results so far. There have been more than 135 responses to date. Sara has had a meeting with Phil Geeson and SCL to discuss the proposed timetable of the revamp. Sara also asked the council to consider the location of the new fencing and boundary. Councillors were happy for the fencing to go in front of the boundary so as not to damage any trees with marker posts for the existing boundary. Councillors also suggested a follow up survey once the work is completed.

Decision R2026/07e Inform SCL the fencing can go in front of the boundary and do a follow up survey once the works are complete. **Agreed.**

7.2 Harry Higgins Play Space – Further to Decision R2026/05d, regarding the purchase of an inclusive swing seat, confirmation was sought that the dimensions and proposed position would comply with safety regulations. Online Playgrounds has provided an updated quotation, which includes all fixings and installation to ensure the seat is fitted safely.

Decision R2026/07f To proceed with the purchase of the new inclusive seat at the updated quoted amount of £1,650.60 + VAT **Agreed.**

7.3 Centenary Play Space Rocking Platform Handle – Further to Decision R2026/05e, fitting had not been included in the previous quotation and would have incurred an additional cost of £335.50. To reduce costs, the Council Officer asked whether Kompan could install the handle free of charge while carrying out the

forthcoming works. Kompan agreed, and the handle was therefore ordered on a supply-only basis. It will be fitted when the other works commence.

Update, noted.

7.4 Centenary Play Space – Further to Decision R2026/03h, councillors noted that surfacing works have been completed. We are still waiting for a date from Kompan for the remaining repairs to the swings and cableway.

Update, noted.

7.5 Centenary Play Space Pole Spinner Repair – Following a routine play inspection it was found that the pole spinner bearings have failed and it either needs repairing, replacing or removing. Councillors suggested that Officers ask Kompan to look and advise us of the best course of action when they come to do the other repairs on the site.

Decision R2026/07g Contact Kompan to check when they do the other repairs for best course of action. **Agreed.**

7.6 Play Space Annual Inspection Reports – Following on from Decision R2026/03i for Council Officers to complete a schedule of works for each play area. A draft priority spreadsheet was shown to Councillors with specific mention regarding the large gaps in the surfacing on Kronji's Piece play area and the Surfacing at Harry Higgins play area. Council Officers are to get a quote from Wicksteed for wet pour at the Recreation Ground and from the Landscape management company for Harry Higgins and cleaning the signs.

Decision R2026/07h Council Officers to get quotes for the surfacing repairs and for sign cleaning. **Agreed.**

7.7 Recreation Ground & Kronji's Piece Hemlock Problem – Following the decision R2026/05f to instruct SCL Landscape Management to treat the Hemlock, it was confirmed to councillors this has been actioned.

Update, noted.

7.8 Trim Trail – Any Issues. Councillors were informed of the advice from the Playground inspector who was using our playgrounds as part of a playground course. The impact attenuation of the pull up bar on the trim trail is not sufficient for the height of the bar. Councillors suggested the original project documentation should be checked and report back to the next meeting.

Decision R2026/07i Council officers to check original project documents and report back **Agreed.**

8. Car Parks

8.1 Disabled Parking in the Community Hall Car Park – Following Decision 2026/05g, to go ahead with the quote for £845.00 from Vertas, Councillors were informed that Vertas have been instructed to carry out the work, we are currently waiting for a date to commence.

Update, noted.

8.2 Runway Heritage Car Park – SCL Landscapes have been to commence a tidy up but have advised us it will take a few visits. Councillors were provided with the original plan of the planting and agreed that at least 25% of the plants were dead.

Update, noted.

9. Projects & Proposals

9.1 Nature for us all project Trees and Bushes – Following Decision R2026/03j & R2026/03k The Trees and bushes have been ordered for delivery in the Autumn.

Update, noted.

9.2 Pedestrian Access to the Recreation Ground – Following the update from May’s meeting. Council officers contacted the Suffolk Coast and National Landscapes Amenity and Accessibility Fund. Unfortunately, Martlesham Recreation Ground is not geographically eligible to apply. It was suggested we could try the Suffolk & Essex Coast & Heaths Sustainable Development Fund. Councillors also suggested the Disabled Rights funding. Councillor Burrows is to provide a drawing so a proposal can be drawn up to recommend to Parish Council in September and use to apply to Highways for a licence. Council officers are also required to get quotes from SCL Landscape Management to lift the crowns of the Cherry and Maple Tree by the end of August.

Decision R2026/07j Councillor Burrows to provide a drawing, Council Officers to investigate funding, a licence application and contact SCL for tree crown reduction. Collate drawing and details to make a proposal to Parish Council in September. **Agreed.**

9.3 Recreation Ground & Kronji’s Piece Resurfacing – The Parish Council agreed to make enquiries before considering a planning application due to potential costs. Councillors suggested recommending to Parish Council that we go back to Ingent for costs of providing suitable plans and documentation. Councillors stated that if a planning application is granted, the work can be done in phases if there is a material start within three years.

Decision R2026/07k Recommend to Parish Council to contact Ingent for a quote and check with the planning officer for planning permission **Agreed.**

9.4 Repurposing of the Petanque Piste – Following the Parish Council’s resolution C2026/2g to proceed with option 1 – Kompan Muga at a cost of £35,854.96 + VAT. Councillors were informed of the funding we have secured so far, a total of £25,993.21 (including £3,000.00 approved from Cllr Packard, awaiting confirmation). This leaves £9,861.75 required from the Parish Council budget. Cllr Edward Thompson is keen to see the project started to avoid any waste of funding. Any differences in the quote due to the time it has taken will be reported at Parish Council.

Update, noted.

9.5 Walk Farm Woods Car Park Update – Due to the difficulty of getting the final documents required for the planning application we will need to instruct a surveyor to carry out the work required for the documents. The Planning & Project Officer is currently seeking three quotes. Councillors suggested asking Ingent for a quote.

Update, noted.

9.6 Litter Action Plan Working Group – Following decision R2026/05h to purchase a large litter bin for Gloster Road/Barrack Square, subject to fitting and emptying costs. Councillors were provided with an updated cost of £418.20 + VAT. There will also be an additional cost of £150.00 + VAT for a street furniture licence. A total updated cost of £568.20 + VAT would be required.

Decision R2026/07l To purchase the large litter bin and street furniture licence. **Agreed.**

ITEMS FOR CONSIDERATION

10. Items for consideration

10.1 Network Rail Proposal to divert footpath – William Steward from Network Rail has been notified of the positive feedback from the last committee meeting and that the Council supports the diversion.

Update, noted.

10.2 Land Maintenance Contract – Cllrs Baker and Burrows have been contacted to schedule a meeting.

Cllr Baker requested copies of the additions from 2021. Cllr Baker also reminded Councillors of the previously mentioned timeline. To agree the contents of the contract in the September meeting, tender ready to open (in camera) in the November meeting and take to full Parish Council in January 2027. Tender notices to go on social media and Suffolk Procurements.

Update, noted.

11. Trees

11.1 Tree Warden Report – Councillors received two written reports: one from Tree Warden John Burges and a joint report from Tree Wardens Mrs M Burrows and Miss S Burrows. John Burges reported on his work watering Parish trees where required. Two of the five Black Poplars on the Recreation Ground are progressing well, while the remaining trees are struggling due to reed and weed growth. The tubes have been removed from the smaller Poplars to prevent overheating. Other trees appear to be coping well, despite the exceptionally high temperatures, although a small number are showing signs of stress and will continue to be monitored. Tree Wardens Mrs M Burrows and Miss S Burrows reported on trees planted on new developments as part of agreed landscaping schemes. They also expressed concern regarding a leaning tree in the Community Hall car park. Work is ongoing to identify trees missing from the arboricultural survey.

Decision R2026/07m Contact a Tree specialist regarding the leaning Tree in the Community Hall car park. **Agreed.**

11.2 Trees requiring attention – Mr Wickens

Following on from the last meeting. Mr Wickens has been informed that we will be getting a professional to assess the tree's and to go through the options with him. A date is to be agreed.

Update, noted.

11.3 Arboriculture Survey – The Tree Wardens are currently working to locate the missing trees around the Common and the Community Hall. A copy of the survey has been sent to MHHL, as they have undertaken their own survey, to help identify any duplicates. Portal Woodlands Conservation Group has also been sent a copy, with the aim of identifying any missing trees from the survey. A costing sheet can be prepared once all the information has been collated.

Update, noted.

11.4 New Tree Planting Conditions on Developments – The Tree Wardens have carried out a survey of the development sites, including Hastoe and Brightwell Lakes. The trees identified as dead, dying, or otherwise requiring attention have been noted on the Tree Warden Report. Council Officers will contact the developers once all the information is collated.

Decision R2026/07n Council Officers to contact the developers with information regarding tree's requiring replacement or attention. **Agreed.**

12. Items for noting

12.1 Any items for noting?

The Council has been informed that, due to ongoing health conditions affecting John and his wife, they have regretfully decided to retire from litter-picking duties at Centenary Play Area. The Clerk and Councillors thank John and his wife for their services over the years. Councillors suggested getting a quote from the Landscape Maintenance Contractor to provide the litter picking services and that this should be added to the contract.

13. Working Groups

13.1 Recreation Ground & Kronji's Piece Steering Group update – Councillors were provided with the steering group meeting notes.

Update, noted.

13.2 Greenways Project – James and his team had help from thirty-nine staff from AXA UK working on the Common. They created a new reptile hibernaculum along with a stag beetle log pile. They pulled up lots of invasive bracken, cut and cleared paths and litter picked. The Councillors thanked James, his team and the AXA UK volunteers for their hard work.

Update, noted.

13.3 Update from the working group of the Litter Action Plan – Draft survey to be forwarded to the Recreation & Amenities Committee and the Tree Wardens.

Update, noted.

13.4. Update from Martlesham Climate Action – Councillors were provided with an update and dates for the Repair Hub.

Update, noted.

13.5 Biodiversity Working Group – The minutes of the last meeting were taken to Parish Council on the 1st July and the next working group meeting is on 31st July.

Update, noted.

14. Social media and newsletter items (July/August)

14.1 Major Repairs to Centenary Play Space

14.2 Inclusive Swing Seat at Harry Higgins Play Space.

14.4 In Touch Magazine – Nothing from Martlesham Parish Council.

15. Items for consideration at the next R&AC meeting

15.1 Play Spaces & Equipment updates

15.5 Land Maintenance Contract.

This meeting ended at: 9:10pm.

Chairman, 2nd September 2026