

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF  
MARTLESHAM PARISH COUNCIL HELD ON 11<sup>th</sup> March 2026**

**Present:** Cllr L Burrows (Chair), Cllr C Geeson, Cllr R Staines, Cllr E Thompson, Cllr I O'Brien Baker, Cllr L Galbraith

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

**1. Apologies:** Cllr R Staines, 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. Minutes** – To approve the minutes from the January Recreation & Amenities Committee Meeting.

**Decision R2026/03a** The minutes of the January meeting were approved. **Agreed.**

**4. Actions from last Meeting**

All actions are ongoing or covered on the agenda.

**5. PUBLIC FORUM**

5.1 Reports from District Councillors. None

5.2 Reports from County Councillors. None

5.3 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 verbal update on the Nature for Us All project. The drainage swales are working well, especially after all the recent rainfall. The wildflowers are all starting to grow.

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

**6. Finance**

6.1 Payments pending between meetings

PAYMENT PENDING BETWEEN MEETINGS - Up to Rec&Am 11th March 26									
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
26/02/2026	Lisa Burgess	£19.80	£0.00	£19.80	Reimbursement of expenses - Town Council Conference				
28/02/2026	SCL Landscapes	£167.72	£33.54	£201.26	Inv: 4381 February 26 Ground Works				
28/02/2026	SCL Landscapes	£745.00	£149.00	£894.00	Inv: 4380 Additional Works - Recreation Ground Car Park				
03/03/2026	John Goodluck	£180.00	£0.00	£180.00	Inv: 400274 Litter Picking for February 2026				
05/03/2026	Karzee's	£375.00	£75.00	£450.00	Proforma Inv: Toilet Hire for MHAS				
05/03/2026	Wicksteed Ltd	£603.00	£120.60	£723.60	Inv: 830886 Annual Play Inspections				
08/03/2026	Pod Point	£2.98	£0.60	£3.58	Inv: ADF-37167 Admin Fee's 1st to 28th Feb 2026				
09/03/2026	Ipswich Computer Services	£201.64	£40.33	£241.97	Inv: 074670 Microsoft & ESET March 2026				
09/03/2026	Suffolk Pension Fund	£2,430.05	£0.00	£2,430.05	Month 12 Pension Contributions				
09/03/2026	HMRC PAYE	£2,469.01	£0.00	£2,469.01	Month 12 PAYE				
09/03/2026	Staff Salaries	£7,431.41	£0.00	£7,431.41	Month 12 Salaries (Ending 31 March 2026)				
	<b>TOTAL</b>	<b>£14,625.61</b>	<b>£419.07</b>	<b>£15,044.68</b>					



8.4 Harry Higgins Play Space – Following from Decision 2026/01d The Council Officers contacted Wicksteed, and they provided a quote for an Inclusive Cup DDA swing seat. This seat has a roller coaster type overhead plastic harness with safety latch. The price of this is £1,100.00 + VAT. Councillors expressed concern if the existing frame would be able to withstand the weight of the seat and its maximum weight capacity. The council are happy to proceed with replacing the existing seat but only after checking the frame's weight capacity.

**Decision R2026/03g** Proceed with the purchase of the new inclusive seat but only after checking the frame is suitable and the relevant budget for funding **Agreed**.

8.5 Disabled Parking in the Community Hall Car Park – Following from Decision 2026/01e No update – Awaiting responses. **No Update, noted.**

8.6 Centenary Play Space – Councillors were provided with updated quotes for urgent repairs on play equipment following on from the previous quote from Online Playgrounds for £7,429.70 + VAT. Kompan provided two quotes, one for the swings and cableway, then an additional quote for the safety surfacing. The quotes come to a total of £5,646.99 + VAT.

**Decision R2026/03h** To accept the quote from Kompan for the sum of £5,646.99 + VAT to do the necessary repairs on the equipment at the Centenary Play Space. Check the relevant budget for funding **Approved**.

8.7 Play Space Annual Inspection Reports – Councillors were provided with the Play Area's annual inspection reports. The reports are very comprehensive so it was agreed that the council officers would complete a schedule of works for each play area.

**Decision R2026/03i** Council Officers to complete a schedule for each of the play areas. **Agreed**.

8.8 The Recreation Ground – The Councillors were shown photographs of the recently filled potholes in the entrance and car park at The Recreation Ground. It was mentioned these were already wearing and a permanent solution is needed. **Update, noted.**

## 9. Projects & Proposals

9.1 Quote for Tree's at The Recreation Ground – Councillors were provided with two quotes for trees for the Nature for us all project and for a replacement for the diseased Cherry Tree. The quote from Swans Nursery is £86.14 + VAT and includes delivery. The quote from Botanica is £93.65 + VAT and does not include delivery. It was agreed to order from Swann's Nursery and have delivery to the members of the Recreation Ground & Kronji's Piece Steering Group for planting by John Burgess.

**Decision R2026/03j** Order the Tree's from Swanns Nursery and have delivered to steering group members, care of the Chairman (L Burrows). Steering group to liaise with John Burgess for planting. **Agreed**.

9.2 Nature for us all project – The Recreation and Kronji's Piece Steering group would like to plant Holly bushes along with the trees for planting behind the seating area. Quotes for the Holly bushes are included in the quotes for item 9.1. Councillors agreed on the Holly bushes.

**Decision R2026/03k** Order the Holly bushes from Swanns Nursery included in the quote for item 9.1 **Agreed**.

9.3 Pedestrian Access to the Recreation Ground – East Suffolk Council have acknowledged receipt of the Hedgerow removal request. We are currently waiting for a formal response. Regarding the re-surfacing of the car park, Ingent has confirmed that they can offer further support; however, fees would apply. A fee proposal and surfacing options will be requested. **Update, noted.**

9.4 Repurposing of the Petanque Piste – Councillors were given a funding update.

Following the Parish Council's resolution C2026/2g to proceed with option 1 – Kompan Muga at a cost of £35,854.96 + VAT. In addition to Cllr Mulcahy's £2,228.00 locality funding, Council officers have also been kindly offered a further £2,500.00 from Cllr Edward Thompson's locality funding. The application deadline is Friday 13<sup>th</sup> March and a draft submission is ready. **Update, noted.**

9.5 QR Codes for litter bins – Councillors were updated regarding The Litter Action Plan Working Group and East Suffolk Council QR code initiative. East Suffolk Council have provided stickers for the litter bins, and some have been applied. Martlesham Cubs have also very kindly offered to help with the application.

**Update, noted.**

9.6 Litter Action Plan Working Group – Keep Britain Tidy Campaign. Councillors were provided with details of the Great British Spring Clean campaign from the 13<sup>th</sup> to the 29<sup>th</sup> March. Cllr Galbraith was keen to get a litter pick organised and highlighted some areas where it is particularly bad. Guidelines and Risk Assessments would need to be checked. The working group will set up a meeting. **Update, noted.**

## **ITEMS FOR CONSIDERATION**

### **10. Items for consideration**

10.1 Land Maintenance Contract – Cllrs Baker and Burrows have been provided with copies of the current contract and details of additional works. Cllr Baker suggested a timeline of events to coincide with the upcoming Recreational and Amenities Meetings. To agree the contents of the contract in the September meeting, Tender in the November meeting and take to full Parish Council in January 2027. It was also noted a meeting would need to be scheduled with Cllrs Baker, Burrows, the Clerk and Council Officers. **Update, noted.**

### **11. Trees**

11.1 Tree Warden Report – Councillors were provided a written report from Tree Warden John Burges. He detailed pruning work he had done on two Oak's on the Recreation ground to promote their growth upwards. He also mentioned the five black Poplars at the rear of the ground which are currently standing in water most the time but doing well. **Update, noted.**

11.2 Trees requiring attention at Community Hall entrance – Councillors were provided with three comparable quotes to make the car park safe. It was agreed to use Eastwood Tree Services to carry out the works.

**Decision R2026/03I** To appoint Eastwood Tree Services to carry out the three identified Health and Safety risks in the Community Centre carpark. **Agreed.**

### **12. Items for noting**

12.1 Any items for noting? - **None**

### **13. Working Groups**

13.1 Recreation Ground & Kronji's Piece Steering Group update – Meeting to be arranged. **Update, noted.**

13.2 Greenways Project – James carried out work on the common on Thursday 29<sup>th</sup> February. The Volunteers were working to the East of the Community Centre, re-cutting and burning gorse. **Update, noted.**

13.3 Update from the working group of the Litter Action Plan – Meeting to be arranged. **Update, noted.**

13.4. No update **Noted.**

13.5 Biodiversity Working Group – Following on from their recent meeting, Councillors were provided with Terms of Reference, A Vision Statement and Meeting Notes to approve.

**Decision R2026/03m** Terms of Reference, Vision Statement and Meeting Notes all approved. **Approved.**

**14. Social media and newsletter items (April/May)**

14.1 QR Code project.

14.2 Neighbourhood Watch

14.3 Major Repairs to Play Spaces

**16. Items for consideration at the next R&AC meeting**

16.1 Play Equipment.

16.2 Bike Trails.

This meeting ended at: 8:54pm.

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Chairman, 1<sup>st</sup> April 2026