

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 9th JULY 2025**

Present: Mrs J Hall (Chair for the meeting), Mr L Burrows, Mr I O'Brien Baker, Mr R Staines, Mr E Thompson, Mrs H Davey

In attendance: Mr Louis Linsley (Council Officer) Mrs Rachel Crompton (Finance Officer), Cllr L Galbraith

1. To appoint a Chairman for this meeting only

It was agreed that Mrs A J Hall would chair the meeting. **Agreed.**

2. Apologies: Mrs C Geeson

3. Declarations of Interest

3.1 Disclosable Pecuniary Interest (DPI): None declared.

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

4. Actions from last Meeting

Ongoing or on the agenda.

5. PUBLIC FORUM

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

There was 1 member of the public present – Paul Martin of BEE CAFE CIC

5.2 Any issues raised by the public

Mr Paul Martin, Bee Cafe CIC, returned to speak to the Committee under item 5.2 having completed the 2024/ 25 Grant application and provided the Clerk with the requested documents. This paperwork was available in advance of the meeting for members of the committee. The Clerk/ RFO had previously advised that grant monies were available in the budget.

Following a discussion, questions and further information that was provided by Mr Martin at the meeting, councillors wished to recommend to full Council that the Bee Cafe be awarded a grant.

Recommendation R2025/7a To recommend to Parish Council that the Bee Cafe be awarded a grant. **Agreed**

ITEMS FOR CONSIDERATION

6. Playground inspection Combined Report

6.1 Combined report including a record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014

Decision R2025/7a Ratified Agreed

The committee also thanked the Planning and Projects Officer for the report on the Playground training they attended the previous week.

7. Sites

7.1 Resurfacing of the Pétanque Piste at the Recreation Ground

During the discussion it was noted that ball play/nets were on the medium-term plan for the Recreation Ground Steering Group. The Council Officer noted the importance of submitting the required documents to the Clerk prior to a Parish Meeting to change a Parish Council Decision.

Decision R2025/7b A member of staff to organise a meeting with the Recreation Ground Steering Group, Clerk and Councillors to decide the correct way forward, and to report to the September Parish Council. **Agreed.**

7.2 Signage for dogwalkers to keep dogs on a lead.

Complaints have been received from members of the community with regards to dogs not being on leads or properly controlled by their owners. It was noted that signage is not always effective and there may be other methods that could be used. It was noted that that there was a reduction in areas for “free run” for dogs and that experienced dog walkers in Martlesham tend to be responsible.

Decision R2025/7c To monitor the situation by keeping note of the incidents and their location and return to the issue if the problem persists but take no further action at the moment. **Agreed.**

7.3 Extra Bin Emptying at Play Areas within Martlesham Parish until week beginning 8th September

Decision R2025/7d To proceed with the quote from East Suffolk Services to empty the bins in the Play Areas within the Parish an extra time a week until the week beginning 8th September. **Agreed.**

7.3.1 Bin at the Harry Higgins

Noted.

7.4 Runway Heritage Carpark – Update and Inspection Rota

Decision R2025/7e The adopt the proforma attached as a paper for car park inspections moving forward. **Agreed.**

Cllr O'Brien Baker suggested that a meeting be held to decide which plants to replace the ones which have died.

7.5 Runway Heritage Car park – Electric Car Parking Spaces Signage Quotes

Decision R2025/7f Accept the quote from East Anglian Road Markings for £595+VAT upon the condition that it is a long-term solution. **Agreed**

8. Works

8.1 Draft of Litter Action Plan

It was proposed to include glass to the action plan within the schedule for dangerous items.

Recommendation R2025/7g Recommend the draft litter action plan to Parish Council with the addition of glass under dangerous items. **Agreed.**

Cllr Galbraith noted that the area between Barrack Square and Brightwell Lakes is a current hotspot for litter.

8.2 Ipswich Probation Services Projects

There were three suggested projects, litter picks, helping James Baker with work on the Common and cleaning bus stops, (ensure liaison with SCL)

Decision R2025/7h To contact Ipswich Probation Service Projects with these three ideas and report to the September Recreation and Amenities Meeting. **Agreed.**

8.3 Removal and Supply of a new Gate at Centenary Play Space

Decision R2025/7i To accept the quote of £1600+VAT to replace the gate at the Centenary Play Space. **Agreed.**

8.4 Replacement Cradle Seats at Kronji's Piece

Decision R2025/7j To accept the quote from Wicksteed for replacement cradle seats at Kronji's Piece for £475. **Agreed**

8.5 Repair of tear within the play surface at Harry Higgins

Decision R2025/7k To accept the quote from REJB Sport Services to patch repair the safety surface at the Harry Higgins for the total cost of £360.00 + VAT. **Agreed.**

8.6 Further infilling after the summer at the Harry Higgins Play Area

The Council Officer gave a report detailing the issue of trip hazards developing at the Harry Higgins.

Decision R2025/7l To monitor the situation and contact the Pavilion for any assistance or expertise. **Agreed.**

8.7 Replacement Gate Latch at Jubilee Play Space

Decision R2025/7m To accept the quote for £46.00 + VAT to replace broken close latch with heavy duty field gate latch for Jubilee – Carol Avenue gate. **Agreed.**

Decision R2025/7n To accept the quote for £120.00 + VAT to replace the snapped gate post and straighten, repair bent locating pin at Jubilee Play Space Entrance. **Agreed.**

9. Greenways Project

9.1 Success of guided walk with James Baker

The council thanked James Baker for the informative guided walk of Martlesham Common, it was a huge success.

9.2 Remedial action to deal with trees showing signs of sooty bark disease on Martlesham Common

It was noted that Sooty Bark Disease can cause respiratory problems. However, on the common affected trees are away from paths.

Decision R2025/7o Contact Ipswich Borough Council to confirm dates for the Annual Tree Survey and enquire what action is required to combat sooty bark disease. **Agreed.**

9.3 Consider actions needed to support James Baker in his work on the common in the future

Decision R2025/7p Liaise with James Baker about the future of his work and discuss at full Parish Council. **Agreed.**

10. Finance

10.1 Pending expenditure

PAYMENTS MADE BETWEEN MEETINGS TO 9th July 2025								
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2
07/07/2025	Greenways Grant	£1,200.00	£0.00	£1,200.00	Grant for Greenways			
07/07/2025	SLCC	£120.00	£24.00	£144.00	ILCA Qualification for Lisa Burgess			
08/07/2025	Webfactory	£17.99	£3.60	£21.59	Website, Domain & Email On-going Fee			
0								
1								
2								
3								
4								
5								
6								
7								
8								
9								
0								
1	TOTAL	£1,337.99	£27.60	£1,365.59				

Decision R2025/7q To pay all the items listed above. **Agreed.**

10.2 Payments for approval

PAYMENT PENDING BETWEEN MEETINGS to 9th July 2025								
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2
30/06/2025	SCL Landscape Ltd	£472.00	£94.40	£566.40	Invoice 4179 - Additional Recreation Ground			
30/06/2025	SCL Landscape Ltd	£575.00	£115.00	£690.00	Invoice 4180 - Various			
30/06/2025	SCL Landscape Ltd	£2,757.96	£551.59	£3,309.55	Invoice 4181 June 2025 Ground Works			
03/07/2025	ICS Ltd	£204.73	£40.95	£245.68	Invoice 071341 June Microsoft & ESET			
0								
1								
2								
3								
4								
5								
6								
7								
8								
9								
0								
1	TOTAL	£4,009.69	£801.94	£4,811.63				

Decision R2025/r To ratify the payments in the above table. **Agreed.**

11. Trees

11.1 Tree Warden Report: July 2025

The Committee thanked the Tree Warden Jane Hall for the report provided.

11.2 Trees and The Law

Noted.

11.3 Support for Tree Wardens – new volunteers and training

The need for new volunteers was noted by the committee.

11.4 Location for two replacement trees for the felled Cherry Tree

Decision R2025/7s Positioning of the 2 replacement trees for the felled Cherry Tree will be discussed at the forthcoming site meeting at the Recreation Ground. **Agreed.**

11.5 Martlesham Parish Council Tree Policy

Decision R2025/7t Review the Martlesham Parish Council Tree Policy at the Recreation and Amenities Committee Meeting in September. **Agreed.**

ITEMS FOR NOTING

12. Walk Farm Woods Car Park

12.1 Walk farm woods carpark update

Noted – see Parish Council Update

13. Nature for Us All

13.1 Nature for us all at the Recreation ground

Noted – see Parish Council Update

14. Working Groups

14.1 Recreation Ground & Kronji's Piece Steering Group

No report

14.2 Martlesham Climate Action

No report

15. Social media and newsletter items (August/September)

15.1 List items

Decision R2025/7u To liaise with Charlie Zakss as to her recommended placement of the Hedgehog House within the grounds of the Parish Rooms. This should be carried out during one of the Suffolk Wildlife Family Activity Day. **Agreed.**

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

16.1 List items

Promote the litter action plan.

The meeting was ended at 9:25pm.

Chairman, 3rd September 2025