

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 14th May 2025**

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

In attendance: Mrs L Burgess (Clerk/RFO)

1. To appoint a Chairman for this meeting only

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

2. Apologies: There were no apologies

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 were no members of the public present

5.2 Any issues raised by the public

The clerk informed the Committee that an email had been received from a member of the public with regards to shared cycle/footpaths and the dangers of dogs not being on a lead or a short lead. She confirmed that she had initially responded forwarding a copy of the East Suffolk Cycle and Walking Strategy.

Recommendation R2025/3a Clerk to find out the exact location of where these issues have been encountered.

ITEMS FOR CONSIDERATION

6. Playground inspections has risk assessments

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 R2025/3a Ratify the report, if there are any queries with regards to health & safety of the equipment then refer to Wickstead.

7. Sites

7.1 Runway Heritage Carpark – update

Signage – Clerk will be looking at branding signage throughout the Parish. In the interim investigate companies who specialise in parking bay surface marking. Look in Martlesham monthly.

Decision R2025/3b Council Officer to investigate providers of parking bay surface marking for the charging point parking bays

Watering – This needs to be carried out once a week, particularly during hot weather

Decision R2025/3c contact SCL in respect of regular water at the Runway Heritage Carpark

7.2 Diamond Jubilee Bike Park – update

We are still experiencing a small amount of digging at the Bike Park, but this has now been restored to the original layout.

The Committee asked for thanks to be passed onto Phil Geeson for his help and support with the bike park.

Cllr Geeson shared a photograph of a bike park as an example of a pump track. Is this something that could be looked into as an alternative permanent structure.

Decision R2025/3d Clerk to speak to the Community Partnership to establish whether there is any sports funding available that the Council could apply for in order to upgrade the bike park. Ask Phil Geeson for help with possible contacts and leads.

7.3 Verge on School Lane – land registry search and questionnaire – is there a possibility for any further action to be taken?

There was a divided opinion as to whether there is the need to restore the verge or if there was a possibility of including some parking and landscaping.

Decision R2025/3e Clerk to contact County Councillor Mulcahy to see whether we can incorporate this into the proposed meeting with Highways. Clerk to chase County Cllr Mulcahy for availability.

7.4 Harry Higgins – infill the holes dug by rabbits at the Harry Higgins Play Space – as reported by our Play Inspectors

Decision R2025/3f Accept the quotation from SCL in the sum of £150.00 plus VAT to infill the holes

8. Works

8.1 Fly tipping in Old Martlesham

Councillors discussed the recent fly tipping which included tyres. It was noted that Foxhall Recycling Centre do not take in tyres.

Decision R2025/3g – advertise on Council Website where/how to dispose of certain types of waste

Decision R2025/3h – keep track of future sightings/reports of fly tipping, flag to trading standards.

8.2 Location of Bird and Bat Boxes from Rose Builders

Council noted the report provided

Decision R2025/3i contact Duncan Sweeting to see whether he has any ideas of where the bat boxes should be sited and report back to the next **R & AC**

Decision R2025/3j ask SCL to put the bird boxes up at the Jubilee Play space/surrounding trees

8.3 Creation Litter Action Plan

Decision R2025/3k meeting to be arranged between Cllrs Hall, Staines & Thompson to discuss the Litter Action Plan

9. Finance

9.1 Pending expenditure

PAYMENTS PENDING BETWEEN MEETINGS TO 14.05.25								
Date	Payee	Nett	VAT	Gross £	Reason	Bank	Initial 1	Initial 2
25.04.2025	Viking Office UK Ltd	31.96	6.39	38.35	Office resources			
28.04.2025	Ipswich Computer Service	1027.00	205.40	1232.40	Clerk's Desktop, delivery & install + monitor			
30.04.25	SCL Landscape Management Ltd	955.00	191.00	1146.00	Various quoted additional works			
30.04.25	SCL Landscape Management Ltd	2335.34	467.07	2802.41	Grounds Works as per tender schedule			
01.05.25	John Goodluck	180.00	0.00	180.00	Litter Pick April 2025			
07.05.25	David Hunt	70.60	0.00	70.60	RFO x 1 day in April 2025			
08.05.25	Pod Point	1.07	0.21	1.28	Admin Fees - April 2025			
08.05.25	Ipswich Computer Service	204.73	40.95	245.68	Back up, 365, Advance/Entry Licence			
13.05.25	Staff	7741.41	0.00	7741.41	May Payroll			
13.05.25	Suffolk Pension Fund	2522.49	0.00	2522.49	Pension Contributions- May Payroll			
13.05.25	HMRC	2371.08	0.00	2971.08	Tax & NI Contributions - May Payroll			
13.05.25	SLCC	380.00	0.00	380.00	Membership/Joining Fee for Clerk (LB)			
13.05.25	SLCC	120.00	24.00	144.00	FILCA Qualification - Clerk (LB)			
13.05.25	SLCC	120.00	24.00	144.00	ILCA Qualification - P & P Officer (STC)			
	TOTAL	18060.68	959.02	19619.70				

Decision R2025/3l to pay all items listed above - **Agreed**

9.2 Payments for approval

There were no payments for approval

10. Trees

10.1 Tree Warden Report: May 2025

The content of the Tree Warden report was noted.

Cllr Hall informed the committee about the National Trees Outside Woodland Map, it was suggested that Cllr Davey be tasked with checking the application for trees that may be affected by planning applications.

The committee was advised of the dead Cherry Tree in the Recreation Ground, if felled 2 further trees would be planted within Parish to replace the Cherry Tree.

Decision R2025/3m Cherry tree to be felled by SCL and John Burges to remove the logs as a result of the felling

Decision R2025/3n Councillors to suggest a suitable location for the replacement trees

ITEMS FOR NOTING

11. Pesticides

11.1 Report on pesticides from Betsy Reid from the ESC Green Print Forum steering committee. – **Noted**

12. Walk Farm Woods Car Park

12.1 Walks Farm Woods Car Park update

A pre planning application has come back advising that planning permission is required before resurfacing of the carpark can take place. **Noted**

13. Nature for Us All

13.1 Nature for Us All at the recreation ground

A meeting has been scheduled with SCL the 15th May to discuss work schedule. We are still waiting on a decision from the pre-planning application. **Noted**

14. Jubilee Play Space

14.1 Jubilee Play Space – bark path connecting to the Hastoe Development. **Noted**

14.2 Boundary Line at Jubilee Play Space – John Burges has confirmed that he is happy that the Boundary is correct between the Hastoe Development and the Jubilee Play Space. **Noted**

15. Guided Walk in Martlesham

15.1 Guided walk in Martlesham on Friday 23rd May at 2pm led by James Baker from the Greenways Project

This is part of the Inter Parish Infrastructure Group. The walk will incorporate a tour of the Common. The tour is expected to take approximately 1 hour and will be followed by with Refreshments in the Parish Room. Councillors to inform Cllr Hall if they wish to attend.

Noted

16. Future Play Equipment

16.1 Future play equipment to cater to all abilities

Play equipment to cater for all abilities was brought up at the Annual Parish Meeting.

Hastoe have provided an accessible roundabout in their new play space. Council should be mindful of the use of accessible equipment when adding or replacing the play equipment.

Noted

17. Open Gardens

17.1 Martlesham Heath Open Gardens 2025

Being organised by Mike Ward, scout leader. Cllr Davey will be holding a stall in the Scout Hut as part of community engagement. Seeds and Colouring sheets to give away. **Noted**

18 Working Groups

18.1 Recreation Ground & Kronji's Piece Steering Group update

There was nothing to report

18.2 Martlesham Climate Action

There was nothing to report

19. Social media and newsletter items (May/June)

19.1 List items:- Litter Action Plan, Walk Farm Wood Car Park Resurfacing and Nature for Us All at the recreation ground

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

20.1 Items for consideration:-

Update in respect of the Litter Action Plan

The meeting was ended at 9.24 pm.

Chairman, 4th June 2025