

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 12th November 2025**

Present: Cllr L Burrows (Chair), Cllr R Staines, Cllr E Thompson, Cllr H Davey, Cllr I O'Brien Baker, Cllr L Galbraith (present from 19:42)

In attendance: Mrs S Townsend-Cartwright (Planning and Projects Officer, Clerk for the Meeting)

1. To appoint a Chairman for this meeting only

N/A

2. Apologies: Cllr 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 Reports from District Councillors. N/A

5.2 Reports from County Councillors. N/A

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.

5.2 Any issues raised by the public. None raised

6. Finance

6.1 Payments pending between meetings

PENDING PAYMENTS BETWEEN MEETINGS

Decision R2025/10a To pay all the items listed above. **Agreed.**

6.2 Payments for approval.

PAYMENTS MADE BETWEEN MEETINGS

Decision R2025/10b To ratify the payments in the above table. Agreed.

6.3 To consider the Recreation & Amenities Committee Budget for 26/27 –

Amend typographical error in table header: 24/25 forecast should read **25/26 Forecast and Proposed**
25/26 should read Proposed 26/27

Ledger Detail: Land Maintenance: Amend typographical error: contingency **should be £10,000 not £10,00.**

Ledger Detail: Litter Picking: John Goodluck to continue doing the litter picking **Agreed**

Ledger Detail: Play Equipment: £5,000 plus 50% EMR Agreed

Cllr Galbraith joined the meeting at 19:42

Ledger Detail: Runway Heritage Carpark: £20,000 EMR, £595 spent maintaining the car park. 10% put over each year for maintenance. **Agreed**

Ledger Detail: Youth Projects / Bike Trials: Potentially £2301 of EMR available for refurbishment of the bike trails, although we are investigating accessing external funding **Agreed**

Ledger Detail: Football Pitches proposed £2,500 **Agreed**

Ledger Detail: Common Management £6,325 based on costed management plan Yr 1 figure provided by Greenways **Agreed**

Vehicle charging costs are electricity and payments we make to Podpoint, but we also get an income.

Budget for additional resources: Litter Action Plan, Community Orchard: requested £200 to replace damaged posts when required. **Agreed**

Decision R2025/10c Budget Agreed as noted above.

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

7.1 Councillors were provided with the updated Combined Report, new entries were detailed in navy.
Decision R2025/10d Ratified.

7.2 S.C.L. Landscape - Quote for Diamond Jubilee Bike Trails. Update given.

7.3 S.C.L. Landscape - Quote for Harry Higgins. Work to go ahead **Decision R2025/10e Agreed.**

7.4 S.C.L. Landscape - Quote for installation of Bat boxes **Decision R2025/10f** Work to install bat boxes to go ahead, but only after tree work has been completed (see 7.5) **Agreed.**

7.5 Lift the crown of trees at Community Hall entrance –update received from Mrs & Miss Burrows (in attendance). Quite a few trees require attention. Miss & Mrs Burrows recommend that an Arboriculturist is commissioned to carry an assessment, and either do the work or commission a tree surgeon to carry out the work as identified in the Arboriculture assessment. Obtain quotes from Arboriculturist **Decision R2025/10g Agreed.**

7.6 Arboriculture Survey – Update from Ipswich Borough Council: James Baker has confirmed that staff are now available to do the survey.

7.7 ESSL FM Quarterly Operational Play inspections: awaiting costing for training

8. Play Spaces and Sites

8.1 Walk Farm Woods Car Park – Purchase two new litter bins. Quotes obtained. **Agreed** to go with the cheapest quote, Gladstone £413+vat for 2 bins. **Decision R2025/10h.**

8.2 Walk farm woods carpark update

Noted.

8.3 Centenary Play Space update **Noted** – Council Officers to obtain quotes for all required work.

8.4 Repurposing Pétanque Piste update **Noted**

9. Projects & Proposals

9.1 Nature for us all at the Recreation ground – update. **Noted**

9.2 Pedestrian access to the Recreation ground - update. **Noted**

9.3 QR Codes for litter bins – Sara Townsend-Cartwright outlined the potential project, which will be delivered in partnership with ESC. Costs are estimated to be less than £500. It was **Agreed** that we would proceed with this project subject to costs not exceeding this proposed budget. **Decision R2025/10i.**

ITEMS FOR CONSIDERATION

10. Items for consideration

10.1 Purchase of defibrillator pads and batteries was agreed. Of quotes obtained, British Heart Foundation were the preferred supplier of pads. **Decision R2025/10j Agreed.**

10.2 Land Maintenance Contract Timetable for review of current contract – ongoing – A copy of the next contract to be reviewed with the Clerk

11. Trees

11.1 Tree Warden Report: Cllr Galbraith, Miss Burrows and Mrs Burrows agreed to be tree wardens. Office staff to facilitate a meeting for them with our existing tree warden

11.2 Martlesham Parish Council updated tree Policy **Noted**. There is a separate Policy for Memorial Trees. Memorial Tree Policy to be reviewed and updated by the Clerk.

12. Items for noting

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

13. Working Groups

13.1 Recreation Ground & Kronji's Piece Steering Group update – N/A

13.2 Greenways Project – update on the work on the common carried out by James Baker **Noted**

13.3 Update from the working group of the Litter Action Plan – Cllr Galbraith will be supported by Cllr Thompson and office staff on this working group following the resignation of Cllr Hall.

13.4 Martlesham Climate Action – N/A

13.5 Biodiversity Working Group – Tree Wardens: Councillor Galbraith, Mrs Burrows and Miss Burrows to support this group.

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

14.1 QR Code project to be included once rolled out.

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

16.1

Poo bins at Brightwell Lakes – Agreed this would be discussed at the next Brightwell Lakes Forum QR Code project updates to be added to future R&AC meetings

This meeting ended at: 9:20pm.

Chairman, 7th January 2026