



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Susan Robertson
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07 January 2021

Dear Councillor

You are hereby summoned to a meeting of the RECREATION & AMENITIES COMMITTEE which will be held **virtually via Zoom** on **Wednesday 13th January 2021** at 7.30pm. **An invitation with details how to join the meeting will be sent out by e-mail under separate cover.**

Diane E Linsley

Diane Linsley, Deputy Clerk for Martlesham Parish Council

AGENDA

Please login 10 minutes prior to the start of the meeting, you will be held in a waiting room until the host allows you entry.

Please note: This meeting will be recorded.

CP is committee paper CR is Clerk's report

AGENDA

| Time | Item | Action by committee | Ref |
|-------|---|--|--|
| 19.30 | 1. Apologies | Note | Not applicable (N/A) |
| 19.31 | 2. Any declarations of disclosable pecuniary or local non-pecuniary interests | Register interests | N/A |
| 19.32 | 3. Actions from last Meeting | Completed or on agenda. Note | N/A |
| 19.33 | 4. PUBLIC FORUM | | |
| | 4.1 To allow members of the public to address business on the agenda | Note/Consider | Any issues? |
| | 4.2 Any issues raised by the public | Note/include on another agenda? | Any issues? |
| | Items for consideration | Action by committee | Ref |
| 19:43 | 5. Playground inspections and risk assessments | | |
| | 5.1 Combined report including Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014 | Agree/Ratify | CP to follow via email |
| | 5.2 Annual inspection report 2020 | Consider new safety surfacing under flat seat swings at the Centenary Playspace & painting the MAU at the Harry Higgins Play Area. | CR1, CPs sent via email |
| | 5.3 Volunteer Inspectors training | Consider a Zoom meeting to share experiences? | N/A |
| 19:55 | 6. Sports Fund Working Group | | |
| | 6.1 Re-siting of gym equipment, development of the Jubilee Playspace including a new access & funding | Consider: siting/funding of 2 trim trail items; draft proposals for Jubilee PS, additional funding & new pedestrian access | CR2 & CPs - notes of the last meetings & Footpath Report |
| 20:15 | 7. Wildflower Project | | |
| | 7.1 Verges managed by ESC/Norse | Agree verges to be managed for wildflowers | CR3 |
| | 7.2 Improved management of Mill Heath Buffer Zone | Consider pursuing a better management regime | CR4 |

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|-------|---|--|-------------------------|
| 20:25 | 8. Consultations | | |
| | 8.1 East Suffolk District Council Open Space Study Consultation | Any comments? Clerk and Deputy Clerk to liaise with ESC | CPs sent via email |
| | 8.2 Coastal Path Consultation - Felixstowe Ferry to Bawdsey section | Consider a response. Deadline 3 rd February. | CR5 & CP sent via email |
| 20:35 | 9. Terms of Reference for R&AC | | |
| | 9.1 Review Terms of Reference | Review | CP |
| 20:40 | 10. Events | | |
| | 10.1 Events for 2021? | Consider | N/A |
| 20:44 | 11. Finance | | |
| | 11.1 Pending expenditure | CP at meeting | Agree |
| | 11.2 Income & Expenditure report | CP at meeting | Note |
| | 11.3 Martlesham Climate Action Working Group - budget proposal of £1,000 for 2021/22. | DECISION F2020/12f | Note |
| | Items for noting | Ref. | |
| 20:47 | 12. Martlesham Climate Action (MCA) | | |
| | 12.1 Notes of the meeting held on 14.12.20 | CP | |
| 20:49 | 13. Sites | | |
| | 13.1 Recreation Ground Survey update | CR6 Consider completing individual form | |
| | 13.2 Forbes Spinney | CR7 | |
| | 13.3 Removal of trees from River Fynn | CR8 | |
| | 13.4 Martlesham Common – Any update? | Note £24,250 of section 106 funding received | |
| | 13.5 Portal Woodlands Conservation Group (PWCG) update | CR9 | |
| | 13.6 Management of Bike Trails – meeting with users | The Clerk to set up a Zoom meeting with users to address the future management of the jumps. | |
| | 13.7 Community Orchard Working Group update & Memorandum of Understanding | CR10 & CP – draft MOU to note | |
| | 13.8 Carol Avenue – tree and bulb planting | Awaiting response from SCC Highways | |
| 21:05 | 14. Amenities | | |
| | 14.1 Request for larger bin on Top St by Village Hall and bus stop | DECISION R2019/11h: To support the installation of a larger bin on Top Street by the Village Hall and bus stop if the District Council agrees that there is sufficient space for one. Ongoing. | |
| | 14.2 Bus shelter on Main Road | On hold | |
| | 14.3 Request to refurbish or replace seat in front of Community Hall | Awaiting response from ESC re Talking Bench | |
| 21:06 | 15. Signs | | |
| | 15.1 Permanent illustrative Covid-19 guidance signs for play areas, the bike trails and Trim Trail equipment. | Ongoing | |
| | 15.2 'Do not park in front of gate' for the green gate on Kronji's Piece (at Bowls Club request) | Ongoing | |
| 21:07 | 16. Working with volunteers | | |
| | 16.1 Development of policies & procedures | Ongoing | |
| 21:08 | 17. Martlesham Wombles | | |
| | 17.1 Any update? | | |
| 21:09 | 18. Trees | | |
| | 18.1 Poplar on Martlesham Common by A12 | CR11 | |
| 21:11 | 19. August Workshop | | |
| | 19.1 Response to the Climate Emergency | MCA have agreed to support the workshop. | |
| 21:13 | 20. Annual Review | | |
| | 20.1 Annual Review January 2021 | CP | |
| 21:15 | 21. Items for Friends of the Common webpage and summing up phrase for Facebook | | |
| | 21.1 List items & suggest phrase | | |
| 21:17 | 22. Newsletter items for March 2021 | | |
| | 22.1 Suggestions for inclusion | | |
| 21:18 | 23. Items for consideration at the next R&AC meeting | | |
| | 23.1 List items | | |