

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF  
MARTLESHAM PARISH COUNCIL HELD ON 13<sup>th</sup> JANUARY 2021 virtually via Zoom.**

**Present:** Mr L Burrows (ex officio), Mrs H Davey (Committee), Mr M Irwin (Committee), Mr I O'Brien Baker (Chairman), Mr E Thompson (Committee), Mr M Williamson (ex officio). Mrs Hall.

There were no members of the public.

**In attendance:** Susan Robertson (Clerk), Diane Linsley (Deputy Clerk).

**1. Apologies:** There were no apologies.

**2. Declarations of Interest**

2.1 Disclosable Pecuniary Interest (DPI): None declared.

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

**3. Actions from last Meeting**

Actions completed or on agenda.

**4. PUBLIC FORUM**

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

There were no members of the public.

4.2 Any issues raised by the public

No issues raised.

**Items for consideration**

**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 CP filed in the office together with these minutes.

**DECISION R2021/1a:** To ratify the Record of decisions made by the Clerk between meetings, and taken in the exceptional circumstances of the COVID-19 crisis, for January, as required by the Openness of Local Government Bodies Regulations 2014. Report filed in the office together with these minutes. **Agreed.**

Mr Williamson reported that the barrier fencing around the Mill Heath Trim Trail equipment and the balance bars on Martlesham Common, erected to prevent use during the third Lockdown following government guidelines, had been removed. The Deputy Clerk to arrange for them to be reinstated.

5.2 Annual inspection report 2020 CR1, CPs filed in the office together with these minutes. Consider new safety surfacing under flat seat swings at the Centenary Playspace.

**DECISION R2021/1b:** To go ahead with new safety surfacing under the flat seat swings at the Centenary Playspace at a cost of £1,760.00 exclusive of VAT subject to volunteer inspectors confirming that new safety surfacing is required at this time. **Agreed.**

The money for the new safety surfacing could be taken from the overspent Play Equipment Maintenance budget, from the remaining funds in the Parish Amenities budget or from CIL reserves.

**RECOMMENDATION R2021/1a:** To consider using CIL reserves for play equipment maintenance if R&AC budgets are overspent. **Agreed.**

**DECISION R2021/1c:** To go ahead with painting the trapeze bar only on the Multi Activity Unit at the Harry Higgins Play Area at a cost of £105.00 + VAT subject to volunteer inspectors confirming that painting this section of equipment is required at this time. **Agreed.**

To note that CIL reserves may be used (the PC to consider this, note RECOMMENDATION R2021a above) to pay for this maintenance if budgets are overspent.

The Pavilion Management Committee to be asked if clearing the leaves from around the bike rakes at the entrance to the Harry Higgins Play Area could be part of their maintenance routine for

the Pavilion building.

**DECISION R2021/1d:** To purchase a new flat seat swing to replace the damaged one at Kronji's Piece Play Area which has a damaged corner that with further deterioration could expose metal parts inside, at a cost of £55 + delivery + installation costs. **Agreed.**

The Chairman to look at the signage on Kronji's Piece and see what is required in order to provide the essential safety information as recommended in the Annual Inspection and liaise with the Deputy Clerk over his findings. The same essential information is required for each of the play areas.

**Agreed.**

## 6. Sports Fund Working Group

6.1 Re-siting of gym equipment, development of the Jubilee Playspace including a new access & funding CR2 & CPs - notes of the last meetings & Footpath Report filed in the office together with these minutes.

**DECISION R2021/1e:** To agree with the Sports Fund Working Group's suggestion that:

- the Triple Pull Up equipment is relocated to the large area of hard surface next to the existing Push Up & Dip station near to the Tesco subway placing two arm exercises together and making use of the existing hard standing and
- situate the Push Up & Dip apparatus with the existing leg lift station on Mill Heath as the recess here can accommodate both pieces. **Agreed.**

**DECISION R2021/1f:** To ensure enough funds are available to install the two new pieces of gym equipment from Fresh Air Fitness and re site the two 'old' pieces of gym equipment; **£120.00** to be added to the £500 already authorised for the project from EMR General Maintenance. **Agreed.**

**DECISION R2021/1g:** The R&AC supports the development of a plan by the Sports Fund Working Group to improve the Jubilee Playspace that will, when ready, go out to public consultation.

**Agreed.**

The R&AC envisage that developing a plan of improvements for the Jubilee Playspace will follow a similar process to that taken by the Steering Group for the Recreation Ground which included producing an annotated sketch map which went out to public consultation.

**DECISION R2021/1h:** To top up the Mill Heath development S106 budget, which is approximately £50k, to £60K using CIL subject to funds from ESC's Playspace Fund being bid for first. **Agreed.**

The Committee were reminded that PC budgets saved by the use of CIL are to be transferred to the Strategy & Infrastructure EMR. Noted.

## New pedestrian access to the Jubilee Playspace

There was a discussion on a new pedestrian access to the Jubilee Playspace via the bike trails. Due to health and safety concerns, including the distance from the play area to Main Road if there is an emergency & traffic at the new entrance to the Gospel Hall, the Committee felt strongly that it was too early to go ahead with creating a new pedestrian access via the bike trails to the Jubilee Playspace. However, they welcomed the report and would be open to consider the proposal at a later date, perhaps, when the entrance from the Hasto development is in place.

**Agreed.**

## 7. Wildflower Project

7.1 Verges managed by ESC/Norse CR3

**DECISION R2021/1i:** To agree that the following verges managed by ESC/Norse can be managed for wildflowers:

1. The wide strip of the corner verge next to the footway where Felixstowe Road meets Anson Road and Gloster Road. To note that the section nearest the road is to remain short to provide good visibility for cars at this busy junction. Wildflower seeds to be sown where bare patches exist.
2. The whole of the verge on Main Road opposite the entrance to Mill Heath. A 'management strip' of short grass around the long grass and the bench at the eastern tip to be maintained but will not be necessary in front of the well-established hedge.
3. The verge to the east of the Mill Heath entrance subject to confirmation that Norse manages this verge and that there is no cost to Mill Heath residents.
4. The area by the village sign on Top Street (avoiding the area used to park cars). To note that a

management strip to maintain good visibility for traffic to be included.

5. The verge opposite and to the north of verge number 4 (by the village sign). To note that due to compaction of the soil on this verge plants allowed to grow there may be low growing and compact in form. **Agreed.**

The **Deputy Clerk** to inform Cllr Mallinder of DECISION R2021/1i. **Agreed.**

#### 7.2 Improved management of Mill Heath Buffer Zone CR4

The Committee considered pursuing a better management regime for the Mill Heath Buffer Zone.

The **Deputy Clerk** to arrange a meeting with Matt Butcher from Atlantis Estates, James Baker Manager of the Greenways Project, Mr Williamson (resident of Mill Heath) and Mrs Davey (Wildflower Project) to discuss improving the management of this area. Financial costs associated with improved management to be part of the discussions. **Agreed.**

### 8. Consultations

#### 8.1 East Suffolk District Council Open Space Study Consultation CPs sent via email

The Clerk and Deputy Clerk to meet virtually with Carmel Daniel, consultant for ESC, on 28<sup>th</sup> January 2021. Noted.

#### 8.2 Coastal Path Consultation - Felixstowe Ferry to Bawdsey section CR5 & CP filed in the office together with these minutes. Deadline 3rd February.

**DECISION R2021/1j:** To submit a concise response to the Coastal Path Consultation welcoming the suggested route from Felixstowe Ferry to Bawdsey and mirroring the comments made by John Forbes which were supported by Thomas O'Brien and echoed by others who had offered their comments to the PC. The need to keep open the 'cul-de-sac' path on the breached sea wall to maintain access to view the Deben River and its wildlife to be highlighted. **Agreed.**

**DECISION R2021/1k:** To agree that Mr Forbes continues in his position as Parish Council representative on the Deben Estuary Partnership access group. **Agreed.**

Members of the public who sent their comments to the PC on this matter to be thanked and informed of the R&AC's decision. **Agreed.**

### 9. Terms of Reference for R&AC

#### 9.1 Review Terms of Reference CP – filed and the office together with these minutes.

**RECOMMENDATION R2021/1b:** To agree that the Terms of Reference for the R&AC are amended as follows [amendment - an additional bullet point g) highlighted in red].

MARTLESHAM PARISH COUNCIL

### RECREATION & AMENITIES COMMITTEE

#### TERMS OF REFERENCE

To review any matters on footpaths, planting and recreational facilities and in acting on these reviews, recommend undertaking one of the following: -

- a) To prepare plans and budgets for recommendation to the Parish Council and to prepare, let and administer contracts within agreed plans and budget.
- b) Authorised to make payments within their budget limit.
- c) Instigate work on a voluntary basis, or a partly or fully Parish Council funded basis, eg Inspections etc.
- d) Establish working groups as necessary.
- e) Liasise with working groups e.g. Portal Woodland Conservation Group etc, on their work and manage their budget administration.
- f) Note and file if needed or pass on and follow up the matter with another party.
- g) Liasise with principal authorities and stakeholder groups.

The Recreation & Amenities Committee is delegated to manage the Recreation Ground for the Recreation Ground Trust.

**Agreed.**

## 10. Events

### 10.1 Events for 2021

The R&AC to consider putting on events later in the year (May?) if conditions around the Covid-19 virus have improved. **Agreed.**

## 11. Finance

### 11.1 Pending expenditure

There was no pending expenditure report.

Cheques relevant to the R&AC, signed between meetings, will be presented to the PC at its meeting next week.

11.2 Income & Expenditure report CP – filed in the office together with these minutes. Noted. The Clerk reported that the Play Equipment Maintenance budget was overspent in part due to having to close and open sites and equipment several times due to the lockdowns caused by Covid-19 and an increase in vandalism. It had been agreed at a previous meeting that the Clerk was to continue to take money out of this budget to get a clear understanding of the costs incurred. The other overspend was the Common Management budget. Approved expenditure under this budget includes part of the costs for the information boards and repairs to the height barrier. The Clerk had recently received money from an insurance company covering the cost of the height barrier repairs.

84.6% of the budget had been spent to date which is a higher percentage than in previous years. The Clerk highlighted budget headings that were underspent.

The Clerk emphasised the work of the land maintenance contractor especially his help during the periods of lockdown.

**The Clerk** to thank the land maintenance contractor for all his help during the pandemic.

In EMR, £9,700.00 is shown as spent on the Trim Trail paths, however, this will be recovered by a grant from ESC.

Any overspend to be considered by the R&AC in March or sooner by F&GPC in February if necessary.

### 11.3 Martlesham Climate Action Working Group - budget proposal of £1,000 for 2021/22.

DECISION F2020/12f was noted.

## Items for noting

### 12. Martlesham Climate Action (MCA)

#### 12.1 Notes of the meeting held on 14.12.20 CP- filed in the office together with these minutes.

The next virtual meeting of MCA is 15<sup>th</sup> February 2021 7.30pm.

## 13. Sites

### 13.1 Recreation Ground Survey update CR6

Councillors to consider submitting their own individual forms.

### 13.2 Forbes Spinney CR7

How the newly planted trees are to be watered in their first spring and summer to be explored. Labels for the trees that make up the Spinney to be considered at the next meeting of the Recreation Ground Steering Group on 25.02.21. **Agreed.**

### 13.3 Removal of trees from River Fynn CR8 Noted.

### 13.4 Martlesham Common – Any update? £24,250 of section 106 funding received. Noted.

The £24,250 of Section 106 funding received (a result of the Travis Perkins development) will be put under EMR. Approximately, £5,000.00 each year for the next five years has been allocated to the management of Martlesham Common LNR. Expenditure will need to be accounted for.

### 13.5 Portal Woodlands Conservation Group (PWCG) update CR9 Noted.

### 13.6 Management of Bike Trails – meeting with users

The Clerk has set up a Zoom meeting on 27<sup>th</sup> January 7.30pm with bike trail users to address the future management of the jumps. Noted.

13.7 Community Orchard Working Group update & Memorandum of Understanding CR10 & CP – draft MOU. Noted.

The next meeting, to be held virtually, of the Community Orchard Working Group is on 19.01.21 at 7.45pm.

13.8 Carol Avenue – tree and bulb planting Awaiting response from SCC Highways. Noted.

#### **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

The Clerk reported that the PC had been successful in its request for a Talking Bench from ESC to replace the seat in front of the Community Hall.

#### **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.

#### **16. Working with volunteers**

16.1 Development of policies & procedures Ongoing.

The Chairman to look into progressing this topic and report back to the March R&AC meeting.

#### **17. Martlesham Wombles**

17.1 Any update? CP filed in the office together with these minutes. Noted.

**DECISION R2021/1j:** To pay for high vis vests for the Martlesham Wombles volunteers, at a cost of approx. £60. Agreed.

#### **18. Trees**

18.1 Poplar on Martlesham Common by A12 CR11

The Clerk read the following 'basic' winter tree survey report from John Burges, Tree Warden for Martlesham which she had received recently:

"I have walked the Parish and all the trees on Parish owned land seem in a good state.

The Poplar on the west side of the common adjacent the A12, that was reported as leaning towards the road, is sound.

I will look at it when it is in leaf in the spring.

There are two separate trees on the recreation ground beside the river which are affecting the fence. I anticipate they will be attended to as part of the recreation ground make over that is proposed.

The small woodland behind the Jubilee play space is mostly Oaks and many have dead branches which is normal when they grow closely. I do not see this as a risk or danger."

**The Clerk** to write and thank Mr Burges for his report. Agreed.

**DECISION R2021/1k:** To suspend Standing Order 3w to complete all business on the agenda.

Agreed.

#### **19. August Workshop**

19.1 Response to the Clikmate Emergency MCA have agreed to support the workshop. Noted.

#### **20. Annual Review**

20.1 Annual Review January 2021 CP- filed in the office together with these minutes.

**Mr Whitby**, MPC's lead on public rights of way, to be asked to look into registering footpaths not

already officially public rights of way before the opportunity to do so lapses. Agreed.

**21. Items for Friends of the Common webpage and summing up phrase for Facebook**

21.1 List items & suggest phrase

S106 fund for Martlesham Common LNR & 5-year management programme. Negative activities – arson and graffiti on the Common.

**22. Newsletter items for March 2021**

22.1 Suggestions for inclusion

Forbes Spinney if not already mentioned in February edition. Reminder to bike trail users that access to the trails is from the track off Main Road and not Carol Avenue.

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

23.1 List items None.

There being no further business the meeting ended at 9.40pm

*M. Williamson*

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Chairman, 3 February 2021