

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 17th JANUARY 2024**

Present: Mrs H Davey (Committee), Mr M Irwin (ex officio) (Chairman for the meeting), Mr R Staines (Committee), Mr E Thompson (Committee). Mr D Parsons.

There was one member of the public present: Simon Barber Martlesham Youth Football Club (MYFC) representative.

In attendance: Mrs D Linsley (Clerk).

It was agreed that Mr M Irwin would chair the meeting in the absence of Mr I O'Brien Baker.
Agreed.

1. Apologies: Mr L Burrows, Mrs J Hall, Mr I O'Brien Baker.

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

Completed or ongoing.

4. PUBLIC FORUM

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

Mr Simon Barber, MYFC representative, addressed the meeting on item 7.5 Recreation Ground – future management of football pitch suggestion by MYFC, highlighting the funding available from the Football Association (FA) which would pay for the first two years of pitch improvements (as detailed in the FA Football Assessment Report for Martlesham Recreation Ground circulated to councillors with the agenda) in full, then reduce to 2/3 of the cost in years 3 and 4 and reduce further to 1/3 of the cost in the last 2 years of a non-binding 6 year agreement. The agreement/funding would be between MYFC and FA.

It was noted that the work undertaken by the Council's land maintenance contractor (grass cutting and slitting) would continue. MYFC would continue to undertake the line marking.

It was agreed to bring the following item forward on the agenda. **Agreed.**

7.5 Recreation Ground – future management of football pitch suggestion by MYFC CP filed in the office together with the minutes.

RECOMMENDATION R2024/1a: To support Martlesham Youth Football Club (MYFC) in their bid for funding from the Football Association (FA) for pitch improvements as recommended in a FA Football Assessment Report for Martlesham Recreation Ground subject to practical arrangements with the Council's land maintenance contractor and MYCA's chosen contractor being agreed. It was noted that the first two years of funding from the FA would cover the complete costs of the recommended pitch improvements. **Agreed.**

If in future years, when the FA's financial supports decreases and MYCA wishes to approach the PC for support, the PC suggests that they identify the specific tasks needed and provide corresponding costs.

4.2 Any issues raised by the public

There were no issues raised.

5. Minutes of Recreation & Amenities Committee Meeting 08.11.23 CP - minutes filed in the office.

This item was delegated to R&AC at the PC meeting on 10.01.24.

The minutes were approved and signed as correct by the Chairman. **Agreed.**

6. Playground inspections and risk assessments

6.1 Combined Report including Record of decisions made by the Clerk between meetings, required by the Openness of Local Government Bodies Regulations 2014 CP filed in the office together with the minutes.

The Clerk reported that the 2023 annual inspections for the play areas and Trim Trail would take place in March or before if the inspector was in the area before then.

DECISION R2024/1a: To ratify the Record of decisions made by the Clerk between meetings as required by the Openness of Local Government Bodies Regulations 2014. Report filed in the office together with these minutes. **Agreed.**

7. Sites

7.1 Jubilee Playspace – renewal of Martlesham Primary Academy Lease expiry date 20.02.25 CR1

It was noted that Martlesham Primary Academy had not provided a report regarding the renewal of the lease which expires on 20.02.25.

7.2 Jubilee Playspace – Hastoe development any update?

The Clerk reported that Hastoe had recently requested a 'catch up' meeting.

7.3 Recreation Ground & Kronjis Piece – Emergency Planning – Flooding CR2

The Committee considered the PC's responsibilities regarding emergency planning for its sites.

Flooding

Recreation Ground and Kronjis Piece

The site is part of the river Fynn flood plain which is an important feature of the site and may help alleviate flooding elsewhere in the vicinity. The flow of the river Fynn is controlled by sluices.

The football pitch when constructed, was raised to prevent it from being flooded. Mr Barber reported that the flooding last autumn (2023) caused 3 football matches to be called off which was highly unusual.

Kronjis Piece Play Area is on slightly higher ground and has not been affected by flooding. Increased litter left after flood waters have receded is cleared by the land maintenance contractor.

Smells of sewage emanating from the pumping station are reported to Anglian Water and dissipate when the water retreats.

Martlesham Common LNR

Unaffected by flooding.

Felixstowe Road Picnic Site

Unaffected by flooding.

These comments to be passed on to the DETC. **Agreed.**

7.4 Recreation Ground – Martlesham Bowls Club request for financial help maintaining defibrillator CP filed in the office together with the minutes.

The Chairman clarified that it was the District Council not Martlesham Council that provided funding for the bowls club defibrillator as stated in the bowls club report.

RECOMMENDATION R2024/1b: To consider supporting the bowls club financially with the maintenance of their defibrillator if it were made available to the public and consider financial assistance for moving the defibrillator. **Agreed.**

To inform the bowls club that financial support may be available from the Football Association (FA) in liaison with Martlesham Youth Football Club.

7.5 Recreation Ground – future management of football pitch suggestion by MYFC CP filed in the office together with the minutes.

Please see minute above.

8. Bio-diversity Enhancement and Accessibility in Martlesham (BEAM) CP (draft) filed in the office together with the minutes.

DECISION R2024/1b: To use the Bio-diversity Enhancement and Accessibility in Martlesham (BEAM) document as the basis for talks with East Suffolk Council on applying for DCIL (District Community

Infrastructure Levy). **Agreed.**

The Chairman explained the need to produce a Duty Biodiversity Policy. This could be achieved in the short term by using readily available templates. A more detailed policy could be produced when resources (councillors/staff/working group availability) were identified.

DECISION R2024/1c: That the Clerk contacts Martlesham Climate Action (MCA) asking that they review their terms of reference and assess what they are achieving on the Council's biodiversity projects giving a time limit of a month for the group to respond. **Agreed.**

9. Wildlife Friendly Garden Competition 2024 CR3

The Clerk reported that the broad details of the competition had been submitted to the February edition of the local newsletters and that Martlesham in Bloom had kindly offered to provide appropriate prizes.

It was suggested that Mrs Davey meet with Mrs Hall to discuss the detail of the competition.

Agreed.

Matters regarding the Wildlife Friendly Garden Competition 2024 to be reported to the R&AC.

Agreed.

Mrs Davey highlighted that diverse gardens with areas of short and long grass were good for wildlife.

It was suggested that winners could be announced at the volunteer event planned for the end of the year.

10. Working Groups

10.1 Portal Woodlands Conservation Group (PWCG), any update? CP filed in the office together with the minutes.

Martlesham Heath Aviation Society's (MHAS) objection to a Nissen Hut being installed in Portal Woodlands was noted. MHAS object to the Nissen Hut being placed in a wooded area destroying animal habitat.

The current cost of a Nissen hut provided by PWCG to store their tools and equipment is **£24,350+VAT**. This is a 'worst case' budget, covering the hut, delivery, base construction materials, flooring, insulation/weatherproofing, doors and security.

DECISION R2024/1d: To defer consideration of the cost of purchasing and installing a Nissen Hut for the PWCG to the F&GPC due to the significant sums involved and potential planning objections involved. **Agreed.**

11. Trees

11.1 Planting of trees for the King's Coronation – suitable locations suggestions Ongoing.

11.2 Tree Warden Report: January 2024 & approval to plant two further Black Poplar saplings CP filed in the office together with the minutes. Noted.

The planting of 2 additional Black poplars does not interfere with the planned improvements on the Recreation Ground and Kronjis Piece.

DECISION R2024/1e: To approve that planting of two additional native Black Poplars on the Recreation Ground in the event that the Suffolk Wildlife Trust cannot accommodate the saplings at Martlesham Wilds. **Agreed.**

12. Consultations

12.1 Litter and Fido Waste Bin policy from East Suffolk Council – deadline 31.01.24 CR4 & CP filed in the office together with the minutes.

DECISION R2024/1f: To submit a response to the consultation on the Litter and Fido Waste Bin policy from East Suffolk Council (ESC) stating that Martlesham Council is disappointed that ESC is proposing that new bins will only be supplied, installed, maintained or emptied if they are on land for which ESC has responsibility and that the cost of emptying existing litter and fido bins on town and parish council will be charged for. Martlesham Council does not support any of these proposed changes and if they are implemented want ESC to continue emptying free of charge all the bins they currently empty. **Agreed.**

13. Finance

13.1 Payments for approval CP filed in the office together with the minutes. The Chairman went through the list of payments for approval.

DECISION R2024/1g: To pay all payments listed in the following table.

MJ Irwin	17.00	0	17.00	Refreshment expenses
SALC	60.00	12.00	72.00	SALC - RFO Training
HMRC	264.96		264.96	NI Contributions
Staff	1777.90	5633.02	5633.02	Staff Salary Jan 24
Tesco	2.50		2.50	Expenses - Get well card for Cllr O'Brien
Suffolk County Council	1016.06		1016.06	Pension Contributions
Amazon	62.52	12.50	75.02	Hi-vis Speed watch Jackets
Totals	7056.06	24.5	7080.56	14161.12

Agreed.

The finance reports were circulated in advance of the meeting.

The current account is £16,178.70 as of the 9th of January 2024 and the savings account is £225,267.13. This is made up of £142,578 in General Reserves and £156,922 Earmarked Reserves.

13.2 Income & Expenditure report CP filed in the office together with the minutes. Noted. The Chairman reminded the meeting that if there were items in the report that needed clarification to contact the Finance Officer.

14. Sites

14.1 Martlesham Common LNR

It was noted that the Winter Megabash is taking place on Saturday 20th January.

15. Working Groups

15.1 Recreation Ground & Kronjis Piece Steering Group

Nothing to report.

15.2 Community Orchard Working Group meeting 16.01.24

The Chairman reported that the recent online meeting had gone well and had dealt with routine matters including the watering rota, grass cutting regime, wildlife survey and budget.

16. Martlesham Climate Action (MCA)

16.1 MCA – Any items pertinent to R&AC

Note item 8. Bio-diversity Enhancement and Accessibility in Martlesham (BEAM) and DECISION R2024/1c above.

17. Amenities

17.1 McCarthy Stone public car park transfer CR5 Noted.

17.2 Request for dog waste bin on Sandy Lane CR6 Noted.

18. Rights of Way

18.1 Footpath Survey CP filed in the office together with the minutes. Noted.

18.2 King Charles III England Coast Path CR7 Noted.

19. Outdoor Playing Space Fund

19.1 Outdoor Playing Space fund – bike trail improvements Application to be submitted.

20. Working with volunteers

20.1 Development of policies & procedures Ongoing.

Mr Parsons suggested establishing a "Parish Council Working Group" to undertake tasks within the parish. This suggestion to be considered by the R&AC in March. Agreed.

21. Annual Review

21.1 Annual Review January 2024 CP filed in the office together with the minutes.

The Clerk reported that Mr Baker of Greenways had recently mentioned reviewing the management plan for Martlesham Common Local Nature Reserve. The Clerk to liaise further with Mr Baker on this review.

22. Social media and newsletter items (March)

22.1 Wildlife Friendly Garden Competition 2024, native Black Poplars (in consultation with tree wardens).

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

23.1 Parish Council Working Group.

The meeting ended at 9.19pm.

Chairman, 7th February 2024