



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley  
Telephone: 01473 612632  
Email: [clerk@martleshamcouncil.org.uk](mailto:clerk@martleshamcouncil.org.uk)  
Website: <http://martlesham.onesuffolk.net>

08.03.2024

Dear Councillor

You are hereby summoned to a meeting of the RECREATION & AMENITIES COMMITTEE which will be held at **PARISH ROOM** on **WEDNESDAY 13<sup>th</sup> MARCH 2024** at 7.30pm.

**The meeting is open to the public and press to attend.**

Please inform the Clerk if you would like the Hearing Loop System turned on.

*Diane Linsley*

Diane Linsley, Clerk for Martlesham Parish Council

## AGENDA

CP is committee paper CR is Clerk's report

| Time  | Item  | Action by committee             | Ref                      |
|-------|---|---------------------------------|--------------------------|
| 19.30 | <b>1. Apologies</b>   | Note                            | Not applicable (N/A)     |
| 19.31 | <b>2. Any declarations of disclosable pecuniary or local non-pecuniary interests</b>  | Register interests              | N/A                      |
| 19.32 | <b>3. Actions from last Meeting</b>   | Ongoing or on agenda. Note      | N/A                      |
| 19.33 | <b>4. PUBLIC FORUM</b>  |                                 |                          |
|       | 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?              |
| 19.43 | <b>Items for consideration</b>  |                                 |                          |
| 19.45 | <b>5. Playground inspections and risk assessments</b>   |                                 |                          |
|       | 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             |
|       | 5.2 Annual inspection and Risk Assessment 2023/24 undertaken 06.03.24   | Consider/note                   | CP – Report if available |
|       | 5.3 Request for new volunteer playground inspectors   | Note*                           | CR1                      |
| 19.50 | <b>6. Sites</b>   |                                 |                          |
|       | 6.1 Jubilee Playspace – renewal of Martlesham Primary Academy Lease expiry date 20.02.25  | Consider                        | CP – Report if available |
|       | 6.2 Jubilee Playspace – Hastoe development update - sourcing water & electricity supplies and access  | Consider                        | CR2                      |
|       | 6.3 Felixstowe Road Picnic Site – quote to relocate picnic bench and bench from the picnic site to the community hall area.                                   | Consider                        | CP - quote               |
|       | 6.4 Recreation Ground – Martlesham Bowls Club request for financial help maintaining defibrillator update   | Consider/note                   | N/A                      |

|       |   |                              |                              |
|-------|---|------------------------------|------------------------------|
| 20.07 | <b>7. Bio-diversity Enhancement and Accessibility in Martlesham (BEAM)</b>        |                              |                              |
|       | 7.1 Community Partnership bid for Sensory Area Project (adjacent to the car park) | Note/consider                | CR3                          |
| 20.12 | <b>8. Wildlife Friendly Garden Competition 2024</b>                               |                              |                              |
|       | 8.1 Update on Wildlife Friendly Garden Competition 2024                           | Note/consider                | Verbal report from Mrs Davey |
| 20.17 | <b>9. Working Groups</b>  |                              |                              |
|       | 9.1 Portal Woodlands Conservation Group – progress on new storage                 | Note/consider                | N/A                          |
|       | 9.2 The establishment of a 'Parish Working Group'                                 | Consider                     | N/A                          |
| 20.40 | <b>10. Martlesham Climate Action (MCA)</b>  |                              |                              |
|       | 10.1 MCA - Any items pertinent to R&AC – Terms of Reference and biodiversity work | Consider                     | CR4, CP                      |
| 20.45 | <b>11. Trees</b>  |                              |                              |
|       | 11.1 Planting of trees for the King's Coronation – suitable locations suggestions | Note/Consider                | N/A                          |
|       | 11.2 Tree Warden Report: Summary for APM 2024                                     | Note                         | CP                           |
| 20.49 | <b>12. Rights of Way</b>  |                              |                              |
|       | 12.1 Rights of Way Survey results   | Note/consider                | CP                           |
| 20.54 | <b>13. Litter picking</b>   |                              |                              |
|       | 13.1 To review the Parish Council's system of litter picking                      | Consider                     | N/A                          |
| 20.59 | <b>14. Finance</b>  |                              |                              |
|       | 14.1 Payments for approval  | Agree                        | CP to follow                 |
|       | 14.2 Income & Expenditure report  | Note                         | CP to follow                 |
| 21.03 | <b>Items for noting</b>   |                              |                              |
|       | <b>15. Sites</b>  |                              |                              |
|       | 15.1 Martlesham Common LNR update   | CR5                          |                              |
| 21.04 | <b>16. Working Groups</b>   |                              |                              |
|       | 16.1 Recreation Ground & Kronjis Piece Steering Group update                      | Nothing to report.           |                              |
|       | 16.2 Community Orchard Working Group meeting update                               | Any update?                  |                              |
|       | 16.3 Green Infrastructure Local Cluster meeting 14.02.24                          | CP - minutes                 |                              |
| 21.09 | <b>17. Amenities</b>  |                              |                              |
|       | 17.1 McCarthy Stone public car park transfer                                      | Any update?                  |                              |
| 21.11 | <b>18. Rights of Way</b>  |                              |                              |
|       | 18.1 King Charles III England Coast Path  | Any update?                  |                              |
| 21.12 | <b>19. Outdoor Playing Space Fund</b>   |                              |                              |
|       | 19.1 Outdoor Playing Space fund – bike trail improvements                         | Application to be submitted. |                              |
| 21.13 | <b>20. Working with volunteers</b>  |                              |                              |
|       | 20.1 Development of policies & procedures   | Ongoing.                     |                              |
| 21.14 | <b>21. Annual Review</b>  |                              |                              |
|       | 21.1 Annual Review March 2024   | CP to follow                 |                              |
| 21.16 | <b>22. Social media and newsletter items (May)</b>                                |                              |                              |
|       | 22.1 List items   | N/A                          |                              |
| 21.18 | <b>23. Items for consideration at the next R&amp;AC meeting</b>                   |                              |                              |
|       | 23.1 List items   | N/A                          |                              |