

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 13th MARCH 2024**

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

Members of public present: Mr James Bradbrook.

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: Mrs Davey, Mrs J Hall, Mr L Burrows, 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

Ongoing or on the agenda.

4. PUBLIC FORUM

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

There was no business on the agenda raised by the public.

4.2 Any issues raised by the public

Mr Bradbrook who lives locally to the Recreation Ground and regularly visits Kronjis Piece Play Area with his two young children requested that facilities for children aged 5 years plus be considered at the Recreation Ground. Mr Irwin explained that the area next to the car park is for a Sensory Area which had recently received funding from East Suffolk Council (ESC) Community Partnership. The petanque piste which is to be converted into a type of play area was not conducive for ball games being in close proximity to the entrance track, car park and moving vehicles.

Mr Bradbrook commented that the existing play area was excellent and the site was a meeting place for families. He suggested that a pair of goal posts on a grassed area and basketball nets mounted on a small area of tarmac would provide facilities for children over 5 years old and would be very popular with local families. An area on the other side of the copse to the play area might be a suitable site for the facilities suggested.

Mr Bradbrook agreed to prepare a proposal and demonstrate demand for the new facilities.

Agreed.

Mr Bradbrook's proposal to be shown to the Recreation Ground & Kronjis Piece Working Group to look into before being considered by the Recreation & Amenities Committee in May. **Agreed.**

The Clerk reported that Martlesham Bowls Club have asked the Parish Council (PC) to reconsider granting the club extra land to improve access around the club's green. This matter to be considered at the April PC meeting. **Agreed.**

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 the minutes.

DECISION R2024/3a: 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.**

5.2 Annual inspection and Risk Assessment 2023/24 undertaken 06.03.24 CPs filed in the office together with the minutes.

The Clerk highlighted that all sites including the Trim Trail apparatus were Low Risk.

DECISION R2024/3b: To note the annual inspection and Risk Assessment 2023/24 undertaken on 06.03.24 and agree the relevant recommendations. **Agreed.**

Volunteer inspectors to be given a copy of the reports regarding the site they inspect.

5.3 Request for new volunteer playground inspectors CR1 Noted.

The Clerk reported that a new volunteer Amy Evans had been recruited to undertake inspections of the Jubilee Playspace. She is to undertake informal training with Mr Welch on 22nd March with the Council Officer at the Harry Higgins.

The Finance Officer is looking into formal training through SALC to take place later in the year.

6. Sites

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

There was no report from the academy.

The Committee expressed its frustration at not receiving information from the school regarding the lease.

The Clerk to express the Committee's frustration at not receiving information from Martlesham Primary Academy regarding the renewal of the lease and remind them to provide information in time for the next R&AC meeting. **Agreed.**

6.2 Jubilee Playspace – Hastoe development update - sourcing water & electricity supplies and access CR2

DECISION R2024/3c: To seek advice from service suppliers on how best to source water and electricity supplies for the Jubilee Playspace. **Agreed.**

DECISION R2024/3d: To look at providing a 'soft walkway' at the access point with the Hastoe development onto the Jubilee Playspace made up of bark chippings on the surface with a timber/log revetment through the area of trees. **Agreed.**

6.3 Felixstowe Road Picnic Site – quote to relocate picnic bench and bench from the picnic site to the community hall area. CP – quote filed in the office together with the minutes.

DECISION R2024/3e: To agree the quote of **£525.00** + vat to relocate the picnic bench and bench from the picnic site to the community hall site including removing the old bases and levelling the ground with soil and creating new concrete bases on the new site. **Agreed.**

DECISION R2024/3f: To relocate the picnic bench and bench from the Felixstowe Road Picnic Site to the area beneath the trees south of the main entrance to the community hall car park. **Agreed.**
New signage to be considered at the May R&AC. **Agreed.**

6.4 Recreation Ground – Martlesham Bowls Club request for financial help maintaining defibrillator update

It was noted that John Anderson, Secretary to Martlesham Bowls Club will be exploring the costs of moving the defibrillator.

7. Bio-diversity Enhancement and Accessibility in Martlesham (BEAM)

7.1 Community Partnership bid for Sensory Area Project (adjacent to the car park) CR3

The Clerk to pass on the Committee's thanks to Andrew Jolliffe, Communities Officer East Suffolk Council for his help with the successful bid for Community Partnership funding for the Sensory Area Project 1. The bid for funding was a team effort involving the Recreation Ground and Kronjis Piece Steering Group, designer of the project Sonya Burrows and Mrs Hall's good links with East Suffolk Council Officers.

Photos before, during and after the works have been carried out to be taken to monitor progress, a requirement of the funding and also to document the changes made.

Mrs Davey to lead on taking photographs. **Agreed.**

8. Wildlife Friendly Garden Competition 2024

8.1 Update on Wildlife Friendly Garden Competition 2024

Mrs Davey was not at the meeting to give a verbal report.

9. Working Groups

9.1 Portal Woodlands Conservation Group – progress on new storage

There was no further progress to report.

9.2 The establishment of a 'Parish Working Group' CP filed in the office together with the minutes. This item to be deferred to the September meeting of the R&AC when Mr Parsons is available to present his idea of a Parish Working Group. **Agreed.**

10. Martlesham Climate Action (MCA)

10.1 MCA - Any items pertinent to R&AC – Terms of Reference and biodiversity work CR4, CP filed in the office together with the minutes.

Frustration was expressed at the lack of work on biodiversity projects achieved by MCA.

DECISION R2024/3g: To amend Martlesham Climate Action's Terms of Reference removing reference to biodiversity as shown in red below:

Climate Emergency Working Group Terms of Reference

Name: Climate Emergency Working Group

Objective: To assist Martlesham Parish Council (MPC) in managing the risks and opportunities to the council, residents and stakeholders in the parish posed by the climate emergency

Aims of the working group:

- a. In conjunction with other parts of the parish council act as a focus for new ideas to expand the existing efforts of the parish council in this field to establish a coherent package
- b. Engage with the community and stakeholders to facilitate reduction in carbon emissions **and the protection and enhancement of biodiversity**

Roles and Duties:

- a. To provide information, advice and proposals to the Council in pursuance of its aims
- b. Make recommendations to the council as to how its, aims, methods of working and structure can best be adapted to manage climate emergency
- c. Establish and maintain a branded climate emergency media and social media presence
- d. To manage agreed action planned projects, either as a group or in conjunction with other parts of the parish council and/or the community and stakeholders
- e. To propose members of the group for appointment by the council.
- f. To propose an annual operating budget and statement of resource needs

Management:

- a. Accountable to Martlesham Parish Council in line with MPC working group protocols and procedures.
- b. Any financial commitments or disbursements are the responsibility of the Responsible Financial Officer to the Council authorised by the Parish Council. The Climate Emergency Working Group may only make recommendations and has no authority in financial respects.
Resolution C2020/10j

c. To submit minutes, advice, comments and proposals for the council to the Clerk/Deputy Clerk.

Composition:

a. Martlesham Parish Council will appoint members of the group from members of Martlesham Parish Council, stakeholder groups and local residents.

b. The group will elect a chairman from amongst its members.

Meetings: As and when required.

Delegated Powers: To carry out its agreed roles and duties

Agreed.

The PC to continue to prioritise biodiversity work. **Agreed.**

11. Trees

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

The Clerk to follow up with tree wardens. **Agreed.**

11.2 Tree Warden Report: Summary for APM 2024 CP filed in the office together with the minutes. Noted.

12. Rights of Way

12.1 Rights of Way Survey results CP filed in the office together with the minutes.

The actions identified could be tasks for a future Parish Working Group if established.

DECISION R2024/3h: To explore establishing a scheme in which volunteers adopt a footpath to look after. **Agreed.**

The Council Officer was thanked for his work on the Rights of Way Survey.

DECISION R2024/3i: To add the results of the Rights of Way Survey onto a layer of Parish Online to improve the readability of results and track changes over time and add the missing rights of way to the next survey (this is dependent on SCC providing this information to Parish Online). **Agreed.**

13. Litter picking

13.1 To review the Parish Council's system of litter picking

There was a discussion.

DECISION R2024/3j: To establish a Litter Working Group with the following members: Mr Staines and Mr Thompson to review the Parish Council's system of litter picking. **Agreed.**

The Clerk to provide information to assist with the working group's task to review existing litter picking arrangements, identify existing problems and provide recommendations for the May R&AC to consider. **Agreed.**

14. Finance

14.1 Payments for approval CP filed in the office together with the minutes.

DECISION R2024/3k: The R&AC give authority to the Chairman of the meeting, Mr Irwin, to sign off the following payments, if Mr Irwin is satisfied to do so following advice from the Finance Officer, due to newly formatted documentation of significance being made available this afternoon before the meeting.

Staff Salaries	4847.98		4847.98	March Salaries
HMRC	1080.88		1080.88	NI & Tax Contributions
Suffolk County Council	1260.76		1260.76	Pension contributions
Ipswich Borough Council	5500.00	1100.00	6600.00	Greenways Project Martlesham Common
Tesco	10.18		10.18	Cleaning products & refreshment
John Lewis	299.00		299.00	Laptop purchase for use by SID
BT Business	175.35	35.07	210.42	Telephone service 01/02/24 - 30/04/24`
S Corley	15.25		15.25	Portal Woodlands CG material expenses

SCL Landscapes	2750.00	550.00	3300.00	The Green football pitch maintenance
SCL Landscapes	157.64	31.53	189.17	Scheduled land maintenance
Amazon	98.79	19.78	118.57	Voice recorder & keyboard
Wickstead Leisure Ltd	549.4	109.88	659.28	Playground inspections
Totals	16745.23	1846.26	18591.49	

Proposed by Mr Thompson, seconded by Mr Staines. Agreed.

14.2 Income & Expenditure report CP filed in the office together with the minutes. Noted.

Items for noting

15. Sites

15.1 Martlesham Common LNR update CR5 Noted.

The Committee thanked the Greenways Project for all the work they undertake on Martlesham Common LNR.

16. Working Groups

16.1 Recreation Ground & Kronjis Piece Steering Group update

Nothing to report.

16.2 Community Orchard Working Group meeting update CP filed in the office together with the minutes. Noted.

Mr Irwin highlighted some of the topics covered in the minutes including the Watering rota and tree maintenance. There is no planting taking place this planting season.

16.3 Green Infrastructure Local Cluster meeting 14.02.24 CP – minutes filed in the office together with the minutes. Noted.

17. Amenities

17.1 McCarthy Stone public car park transfer

There was no update.

18. Rights of Way

18.1 King Charles III England Coast Path

There was no update.

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 Irwin commented that preparations for the volunteer event scheduled for later in the year will start in the near future. Noted.

21. Annual Review

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

Having spent 84.1% of the R&AC budget at this time in the financial year was good news and within the PC's financial parameters.

The July R&AC to consider the Land Maintenance Contract which expires in 2025. Agreed.

22. Social media and newsletter items (May)

22.1 Moving of picnic bench and bench, Sensory Area 1, bowls club defibrillator, thank you to volunteers on rights of way survey.

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

23.1 Land maintenance contract, new play facilities at the Recreation Ground proposal, Litter Working Group recommendations (Parish Working Group – September R&AC).

The meeting ended at 9.20pm.

Chairman, 3rd April 2024