

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 08th MAY 2024**

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

There were no members of public present.

In attendance: Mrs D Linsley (Clerk).

1. To appoint a Chairman for this meeting only

DECISION R2024/5a: To appoint Mr Irwin the Chairman for the meeting. **Agreed.**

2. Apologies: Mr L Burrows, Mr I O'Brien Baker.

3. Declarations of Interest

3.1 Disclosable Pecuniary Interest (DPI): None declared.

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

4. Actions from last Meeting Ongoing or on agenda.

5. PUBLIC FORUM

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

There were no members of the public.

5.2 Any issues raised by the public

Mrs Davey reported that members of the public were stepping over the knee railing surrounding the McCarthy Stone public car park across the hydro planting/drainage system. This could damage the hydro planter flood defences. Noted.

Mrs Davey brought to the attention of the Committee the traffic queues caused by buses at the bus stop on Ansen Road opposite the Aldi supermarket at teatime. She suggested that a layby, cut into the verge by the bus stop, would allow passengers to be dropped off and picked up without causing traffic congestion at busy times of the day.

This proposal to be deferred to when a bus representative is appointed. **Agreed.**

6. Land Maintenance Contract March 2022 – April 2025

6.1 Preparation for new Land Maintenance Contract after April 2025 CR1

RECOMMENDATION R2024/5a: To extend the land maintenance contract due to the excellent working relationship the staff have with the land maintenance team, praise received from groups and individuals and a lack of staff and councillor resources following a 'quality' review by the Council. **Agreed.**

7. Playground inspections and risk assessments

7.1 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 R2024/5b: 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.**

The shared cost of the improvements for the football pitches on The Green between the PC, MHHL and Martlesham Youth Football Club, were explained.

The repositioning of the picnic bench and bench from the Felixstowe Road site to the community hall car park was clarified and is scheduled to take place shortly.

The section of the Combined Report on the Harry Higgins Play Park to be shared with the Pavilion Management Committee as normal.

7.2 Playground inspection training for volunteer inspectors CR2

When time allows the Clerk to explore what other parishes are doing to ensure their volunteer

playground inspectors are fully trained. **Agreed.**

DECISION R2024/5c: To agree that the Council Officer undertakes playground inspection training organised by the Essex Association of Local Councils (EALC) in Great Dunmow. **Agreed.**

8. Sites

8.1 Jubilee Playspace – renewal of Martlesham Primary Academy Lease expiry date 20.02.25 CR3

DECISION R2024/5d: To request that Martlesham Primary Academy Trust prioritise the renewal of the lease which expires on 20th February 2025 bearing in mind the time it took to renew the previous lease and the delays incurred. **Agreed.**

8.2 Felixstowe Road Site – new signage CR4

There was a discussion.

Mr Staines to produce a report (one sheet of A4) as a basis for discussion on new signage for the Felixstowe Road site to be considered at the next R&AC meeting on 10th July. It was suggested that the report could cover the following topics:

- Is signage needed?
- An appropriate name e.g. Dr Brittain's Wood Car Park
- Encouragement of the proper use of the site
- Access to Martlesham Wilds, Martlesham Circular Walk and the Sandlings Walk
- Potential rules, perhaps similar to those for the Runway Heritage Car Park
- Design features of the sign(s)
- Interpretation boards on the history of the site and/or flora and fauna

Agreed.

8.3 Recreation Ground – request for facilities for children 5 years and over CR5

RECOMMENDATION R2024/5b: That the request for two small, fixed football goals to be located on the Recreation Ground in the area of short mown grass adjacent to the sedgebed and copse be accepted subject to:

1. Recently planted trees for Copse 23 and planned future tree planting are not impinged upon
2. The installation of the goal posts fit with the planned improvements for the site
3. Costs for the purchase of the goals and their installation are provided and agreed
4. Demand for the goals is shown
5. Demand from within the parish of Martlesham is established

Agreed.

8.4 Harry Higgins Play Park – quote for resurfacing in front of the 3 play boards and base of slide.

CP- quote filed in the office together with the minutes.

DECISION R2024/5e: To accept the following quote for resurfacing at the Harry Higgins Play Park:

- Install 3 1.5 x 1m grass mats below play boards on fence - £230.00 + VAT
- Add extra wet pour to area, at the end of the slide - £260.00 + VAT
- Total cost **£490.00 + VAT**

Agreed.

9. Sensory Area project

9.1 Progression of Sensory Area Project – next steps CR6

Mr Irwin updated the committee on the Sensory Area Project informing councillors that the designer of the sensory area had provided a timetable by which outstanding works would be achieved explaining that this was due to health issues and expected hospital procedures. Plans regarding hard landscaping can be achieved by early autumn. Following that, work on the soft landscaping designs can commence.

The committee was reminded that the PC had a year to complete the works under the conditions of the grant awarded by the Community Partnership for the project.

DECISION R2024/5f: To accept the timetable of works as put forward by the designer of the Sensory Area Project which has the hard landscaping plans completed by early autumn 2024 and work commencing on the soft landscaping shortly after. **Agreed.**

10. Biodiversity

10.1 Biodiversity Enhancement and Accessibility in Martlesham (BEAM)- Application for District CIL and any update? CP for information.

An Mr Irwin to try with support from other councillors, to submit an application for District CIL for the BEAM project, in particular, the resurfacing of the entrance track and car park on Kronjis Piece/Recreation Ground by the deadline of the end of May. **Agreed**.

10.2 Proceed with Council Biodiversity Action Plan and Biodiversity Policy CP filed in the office together with the minutes.

RECOMMENDATION R2024/5c: To establish a working group with the following members: Mr Irwin, Mrs Hall and Mrs Davey to proceed with the Council Biodiversity Action Plan and Biodiversity Policy. **Agreed**.

It was noted that the PC is already undertaking work to support biodiversity.

The PC may wish to consider having a 'work project action day' for the August training session at its meeting in June.

10.3 NALC biodiversity webinar 24.04.24 CP - See link below. Noted.

<https://brecks.org/bfer/resources/bringing-back-nature-biodiversity-for-parishes/>

10.4 Leave proposed £90 refund from Green Infrastructure Workshop held on 30th August 2023 to support joint project area working party? CP filed in the office together with the minutes.

DECISION R2024/5g: To leave the proposed £90 refund from the Green Infrastructure Workshop held on 30th August 2023 to support the joint project working party. **Agreed**.

Another Green Infrastructure Workshop is scheduled for September 2024.

11. Wildlife Friendly Garden Competition 2024

11.1 Changes to the Wildlife Friendly Garden Competition 2024 CR7

DECISION R2024/5h: To allow those submitting entries to the Wildlife Friendly Garden Competition to submit one or two photographs showing their garden and its wildlife friendly features instead of having to submit several photos of their garden throughout the year. **Agreed**.

12. Working Groups

12.1 Portal Woodlands Conservation Group (PWCG) – progress on new storage CR8

Mrs Hall had tried several times to meet with Messrs Corley and Sweeting to help with the planning application for the installation of the Nissen Hut; the new storage facility. Liaison with PWCG re the new storage is ongoing.

DECISION R2024/5i: To suspend Standing Order 3w to complete all business on the agenda.

Agreed.

13. Martlesham Climate Action (MCA)

13.1 MCA - Any items pertinent to R&AC?

There were no items to consider.

14. Amenities

14.1 McCarthy Stone public car park transfer update and future management

There was nothing new to report. Noted.

15. Trees

15.1 Management of mature birch trees along border with Hastoe development and new hedging proposal CR9

DECISION R2024/5j: To plant a mixed native species hedge along the boundary of the bike trails & Jubilee Playspace with the Hastoe development. **Agreed**.

Mrs Hall who is also a Martlesham tree warden, strongly supported the decision to plant a new mixed species hedge during National Hedge Week.

15.2 Request to apply for a SCC licence to plant 2 or 3 trees on verge outside no6 Carol Avenue CR10

DECISION R2024/5k: To delegate to the Clerk to apply for a SCC licence to plant 2 or 3 trees on the verge outside no6 Carol Avenue. **Agreed**.

15.3 Tree Warden Report: April/May 2024 CP filed in the office together with the minutes. Noted.

16. Rights of Way16.1 Hundred mile walking event May 2025 CR11

This item was deferred to the next meeting of the R&AC in July.

17. Litter picking17.1 To review the Parish Council's system of litter picking

There were no updates.

18. Finance18.1 Payments for approval CP filed in the office together with the minutes.**DECISION R2024/51:** To approve the following payments:

| Payee | Net £ | VAT£ | Gross £ | Description |
|----------------------------|-----------------|----------------|----------------|--|
| SALC | 1192.32 | 0 | 1192.32 | Annual Subscription for 24/25 |
| Amazon | 108.78 | 21.78 | 130.56 | SW - Bodycam, SD card & 2 x clipboard |
| Headway Suffolk | 500.00 | | 500.00 | Section 137 Grant 2024/25 |
| Doyle Electrical Services | 139.80 | 27.96 | 167.76 | Making safe carpark lamp post area |
| Tesco | 0.90 | | 0.90 | Refreshment - milk |
| Amazon | 14.72 | 2.94 | 17.66 | Micro SD card for Speed Watch |
| HMRC | 1397.08 | | 1397.08 | PAYE and NI April 2024 |
| Suffolk County Council | 1553.03 | | 1553.03 | LGPS contributions April 2024 |
| Staff Salaries | 4836.57 | | 4836.57 | April 2024 Salary |
| NALC | 32.68 | 6.54 | 39.22 | Mastering Emergency Training |
| Doyle Electrical Services | 2,221.00 | 444.20 | 2665.20 | Supply & Install battery enclosure |
| Doyle Electrical Services | 4505.00 | 901.00 | 5406.00 | Supply & Installion of battery storage |
| Ipswich Computer Services | 25.00 | 5.00 | 30.00 | Council Calendar |
| Ipswich Computer Services | 125.94 | 25.19 | 151.13 | Microsoft licences |
| J Goodluck | 180.00 | | 180.0 | Jonjo Litterpicking March |
| Rialtas Business Solutions | 100.00 | 20.00 | 120.00 | Recreation Ground Trust annual service fee |
| J Hazelwood Windows | 15.00 | 3.00 | 18.00 | Window cleaning Parish Room |
| John Lewis Partnership | 499.98 | 100 | 599.98 | Purchase of 2 x councillor laptops |
| Webfactory | 16.99 | 3.40 | 20.39 | Website domain & hosting May |
| Webfactory | 199.5 | 39.9 | 239.4 | Website build 2nd payment |
| Tesco | 0.90 | | 0.90 | Refreshment - milk |
| Totals | 17665.19 | 1600.91 | 19266.1 | |

Agreed.18.2 Income & Expenditure report CP not provided.

No item noted.

19. Sites19.1 Martlesham Common LNR

Nothing to report.

19.2 Jubilee Playspace – Hastoe development update - sourcing water & electricity supplies and access Ongoing.

Mrs Hall offered to assist with sourcing water and electricity supplies.

19.3 Kronjis Piece – Fitness training sessions reduced to one day (Tuesday) a week CR12 Noted.**20. Working Groups**20.1 Recreation Ground & Kronjis Piece Steering Group update Nothing to report.20.2 Community Orchard Working Group meeting update Nothing to report.20.3 Green Infrastructure Local Cluster 14.02.24 CP filed in the office together with the minutes. Noted.

21. Trees

21.1 Planting of trees for the King's Coronation Ongoing.

RECOMMENDATION R2024/5d: To review how many and what species of tree are planted to commemoates the coronation of King Charles III. Agreed.

22. Rights of Way

22.1 King Charles III England Coast Path any update?

There was no update.

23. Outdoor Playing Space Fund

23.1 Outdoor Playing Space fund – bike trail improvements

Application to be submitted.

24. Working with volunteers

24.1 Development of policies & procedures Ongoing.

25. Annual Review

25.1 Annual Review May 2024 CP filed in the office together with the minutes.

26. Social media and newsletter items (June)

26.1 The deadline for new items to be included in the newsletter article had passed.

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

27.1 None listed.

The meeting was ended at 9.38pm.

Chairman, June 5th 2024