

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 10th September 2025**

Present: Cllr J Hall (Chair for the meeting), Cllr L Burrows, , Cllr R Staines, Cllr E Thompson, Cllr H Davey

In attendance: Mrs Rachel Crompton (Finance Officer, Clerk for the Meeting), Mrs Lisa Burgess (Clerk/RFO), Cllr L Galbraith

1. To appoint a Chairman for this meeting only

It was agreed that Cllr J Hall would chair the meeting. **Agreed.**

2. Apologies: Cllr C Geeson, Cllr 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 the agenda.

5. PUBLIC FORUM

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

There were two members of the public present – Mrs Maureen Burrows and Miss Sonya Burrows.

5.2 Any issues raised by the public

Mrs Burrows and Miss Burrows came to speak to the committee representing Martlesham Community Orchard Working Group with an update on Brights Orchard.

(Update attached).

The Committee thanked the volunteers of the Community Orchard Working Group for their hard work and the report provided.

A member of the public has contacted a Councillor concerning the lack of Noticeboard on the Brightwell Lakes area of Martlesham. After reviewing a boundaries map, it was agreed that some areas are in the Parish of Martlesham, and a noticeboard would be useful.

Decision R2025/9a Council Officers to get a quote for a new noticeboard. **Agreed**

An email has been received from Emma Churchman, Head Teacher at Martlesham Primary Academy requesting permission to plant some trees along the perimeter of the Forest School Area, providing additional privacy from the new housing development. (She was unable to attend the meeting in person).

Decision R2025/9b Councillors are happy to help and there is the potential for free trees. **Agreed**

6. Finance

6.1 Pending expenditure

PAYMENT PENDING BETWEEN MEETINGS (Invoices received after PC on 3/9)

Decision R2025/9c To pay all the items listed above. **Agreed.**

6.2 Payments for approval.

PAYMENTS MADE BETWEEN MEETINGS (payments made after PC on 3/9)

Decision R2025/9d To ratify the payments in the above table. **Agreed.**

7. Clerk's Report: Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014

Playground Inspections and risk assessments

7.1 Combined Report

Councillors were provided with the updated Combined Report, new entries were detailed in orange.

Decision R2025/9e Ratified Agreed

7.2 Quote for Play area repairs following annual inspection.

Councillors were provided with a quotation for potential repairs to the equipment at the Centenary Play space. Councillors were asked to consider the quotation. It was agreed that the Council Officers should get three quotes and look at the budget and explore potential funding due to the high cost of the work required.

Decision R2025/9f Council Officers to investigate potential funding and compare quotes. **Agreed.**

7.3 Engage East Suffolk Services Facilities Management team to carry out quarterly operational play inspections for each of our play spaces.

Following a play inspection training course, and suggestions from the course provider. The Planning & Projects Officer investigated how other Parish Councils were inspecting their play spaces.

A report was provided to Councillors in advance of the meeting to consider suggestions made.

It was decided this needed further consideration and for Council Officers to find out the cost of Inspection training to enable this to be done in house.

Decision R2025/9g Council Officers to find out the cost of training one of the staff members and report back at the next meeting. **Agreed.**

7.4 Ipswich Probation Services Projects

Following **Decision R2025/7h** to contact Ipswich Probation Service Projects, Mr Adrian Linton from Ipswich Probation Service is interested in the proposed projects from the previous meeting. The next steps will be a site visit, carry out risk assessments and sign off paperwork. James Baker (Greenways) has been contacted and has agreed there may be some work they can help with on the common such as cutting back paths and litter picking.

Decision R2025/9h To continue to liaise with Mr Adrian Linton and Mr James Baker. **Agreed.**

7.5 Install Bat boxes at Community Hall – See Quote SCL

Councillors were provided with a quotation to supply rubber tree strapping and install 2 x bat boxes at the Community Hall. Charlie Zakss (Suffolk Wildlife Trust) & Duncan Sweeting to liaise with Josh regarding the location. Council Officers to liaise with Rose Builders/Hastoe for potential funding.

Decision R2025/9i Council Officers to liaise with the relevant parties for location and source funding for the sum of £65.00 plus VAT to install the bat boxes. **Agreed.**

7.6 Lift the crown of trees at Community Hall entrance – See Quote SCL

Councillors were provided with a quotation to lift the crown of the trees around the entrance of the Community Hall.

Councillors agreed in principle that works needed to be done to improve the visibility when entering/exiting the car park although advice is needed as to when is the right time of year. It was agreed to consult with John Burges and Miss Burrows (in attendance) for this information. It was also mentioned it would be beneficial to have an inventory of all the trees. Mrs & Miss Burrows kindly volunteered to take onboard this task.

Decision R2025/9j Relevant parties to liaise with regards to time of year to raise the tree crowns and Miss Burrows to do an inventory of the trees. **Agreed.**

7.7 Supply and install new back panel for the notice board on Sandlings/Mill Heath.

Decision R2025/9k To accept the quote from SCL to replace the back panel in addition to do a full survey of the general condition of the notice boards and take to full council. **Agreed.**

7.8 Arboriculture Survey – Update on the progress of the survey from Ipswich Borough Council. There has been no response from Ipswich Borough Council, so it was agreed for Council Officers to look at other avenues to conduct the survey.

Decision R2025/9l Council Officers to contact other Parish/Town councils for contact details of who they use for Arboriculture Surveys. **Agreed.**

ITEMS FOR CONSIDERATION

8. Sites

8.1 Walk Farm Woods Car Park – Purchase two new litter bins. Council Officers were contacted by East Suffolk Services recommending the purchase of two new litter bins as one had gone missing and the other is in poor condition.

Decision R2025/9m Council Officers to get other quotes and report back. **Agreed.**

8.2 Walk farm woods carpark update

Noted.

8.3 Runway Heritage Car Park – Electric Vehicle Charging Bay marking

The Electric charging bays have been successfully marked – **Noted.**

9. Projects & Proposals

9.1 Nature for us all at the Recreation ground – Miss Sonya Burrows (in attendance) provided the Councillors with a written and verbal update on the project at Kronji's Piece. It was also proposed that Charlie Zakss (SWT) could run official sessions there.

Noted. The Councillor's thanked Sonya for her update and work.

10. Items for consideration

10.1 Barrier across the footpath in front of Larks Rise to slow down cyclists. A member of the public has contacted Council Officers regarding cyclists travelling at speed on the footpath and incidents of almost being hit.

Decision R2025/9n This cycle path belongs to East Suffolk Highways and needed to be referred to them. **Agreed.**

10.2 Land Maintenance Contract Timetable for the review of the current contract. Councillors noted the contract is due for renewal in 2027. It was also mentioned the Biodiversity Working Group would like to be involved in the renewal. **Noted.**

10.3 Grit Bins – replacement of broken bins – Council Officers were contacted by Suffolk Highways to inform us they will be filling the grit bins in early October. To do this we must ensure they are in the approved locations and in suitable condition. Council Officers completed a Grit Bin survey with the help of Councillor Davey.

Decision R2025/9o – After reading the survey, it was concluded the bins could be filled. The Councillors thanked Councillor Davey for her help locating the bins. **Agreed.**

11. West Deben Cluster Group

11. 1 Update on the work of the West Deben Cluster Group – Councillor Hall gave a verbal update on the work of the cluster group. She informed the council about the successful summer series of walks and how they are looking at nature recovery issues. Councillor Hall will update in the next meeting. **Noted.**

12. Trees

12.1 Tree Warden Report: September 2025 – Councillor Hall gave a verbal update. She mentioned the Autumn Equinox on the 21st of September and the seed gathering season. There is a seed gathering masterclass webinar in October and guidance on how to grow saplings. She also recommended watching The Secret Life of Trees on channel 4. **Noted.**

12.2 Support for Tree Wardens – new volunteers and training – A Topographical survey has been done of all the trees in the parish. It was suggested that a copy is enlarged, as it is difficult to see, and circulated to Councillors. **Noted.**

12.3 Martlesham Parish Council Tree Policy – The Tree Policy was last reviewed in 2023. Councillors will renew this with branding and an addition to the Actions section, stating watering tubes will be added to new trees. In the policy Aims and Objectives section to add, Martlesham in Bloom and Martlesham Conservation Group. – **Decision R2025/9p** Council Officers to update Tree Policy. **Agreed.**

13. Items for noting

13.1 Any items for noting? - **None**

14. Working Groups

14.1 Recreation Ground & Kronji's Piece Steering Group update – Councillors were provided with the minutes of the steering group site meeting held at the Recreation Ground on 23rd July 25. It was decided to plant a wild pear tree behind the new seating and a crab apple tree. The cherry tree which looks to have cherry spot disease and could spread to other trees, would need to be removed. In total three trees would need to be ordered from Botanica. **Decision R2025/9q** Council Officers to order replacement trees. **Agreed.**

14.2 Greenways Project - Update of the work on the common carried out by James Baker. As well as the usual summer maintenance, in July James and his volunteers cleared two fallen trees from the paths on the Common. Sometimes in the summer, the weight of leaves and/or fruit can be just too much for the trees. James is due to visit the office in Mid-September so we will have a further update for the next meeting. – **Noted.**

14.3 Update from the working group of the Litter Action Plan – Councillors agreed to add in glass and re-brand the litter plan. – **Noted.**

14.4 Martlesham Climate Action – No current report. However, Cllr Geeson had contacted the office enquiring whether it would be possible to contact David Findley from Ufford Parish Council and the Deben Climate Centre to provide a public session to members of the community on the water testing that has been carried out. It was noted that Dave Green from the Martlesham Climate Action Group was also involved with the testing and perhaps he could be asked to conduct the public session – **Noted.**

14.5 Community Speed Watch Report

Councillors were provided with report by the Council Officer prior to the meeting. The report provided details of the total number of vehicles which were recorded and those who received a letter. Martlesham had 16 offences over 30mph. 15 were sent a warning letter and 1 could not be identified. The report also detailed some new changes on reporting which are being implemented by Norfolk Constabulary. **Noted.**

14.6 Biodiversity Working Group update - Councillor Hall gave a verbal update. An audit of the land and holdings within the Parish was discussed for the purpose of the Biodiversity Action Plan. Initial work is being carried out in the office to pull together past surveys including bird, tree and ecological surveys. Consideration should be taken in respect of budgetary requirement for the Biodiversity Action Plan. **Decision R2025/9r** The Council Officers to Contact Mark Linsley (bird survey), Martlesham in Bloom and Martlesham Wilds for further progression. **Agreed.**

15. Social media and newsletter items (August/September)

15.1 List items - **Noted**

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

16.1 List items – Note.

Following an agreed extension to the meeting, this meeting ended at: 9:40pm.

Chairman, 1st October 2025