



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
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Woodbridge  
Suffolk IP12 4PB

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06.09.2024

Dear Councillor

You are hereby summoned to a meeting of the RECREATION & AMENITIES COMMITTEE which will be held at **PARISH ROOM** on **WEDNESDAY 11<sup>th</sup> SEPTEMBER 2024** at 7.30pm.

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

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

*Louis Linsley*

pp. 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. Election of chairman for this meeting only</b>		
	<b>2. Apologies</b>	Note	Not applicable (N/A)
19.31	<b>3. Any declarations of disclosable pecuniary or local non-pecuniary interests</b>	Register interests	N/A
19.32	<b>4. Actions from last meeting</b>	Ongoing or on agenda. Note	N/A
19.33	<b>5. PUBLIC FORUM</b>		
	5.1 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>6. Sites</b>		
	6.1 Jubilee Playspace – renewal of Martlesham Primary Academy Lease expiry date 20.02.25	Consider	Representative from Martlesham Academy present
	6.2 Runway Heritage Carpark (RHC) – update on charging points	Consider	N/A
	6.3 Runway Heritage Carpark – setting up of a volunteer to monitor RHC	Consider	N/A
	6.4 Annual play area inspection and Risk Assessment for 2024/25	Agree	N/A
	6.5 New bench in Jubilee Playspace – location and cost	Agree	CP – any information?
	6.6 Planting of trees in Jubilee Play Space – delay to Spring Planting due to the need for a water source	Agree	N/A
	<b>7. Land Maintenance Contract March 2022 – April 2025</b>		
	7.1 Preparation for new Land Maintenance Contract after April 2025 – Review of specifications proposal by Council Officer	Consider	Verbal report by Council Officer CR1

<b>8. Sensory Area project</b>		
8.1 Sensory Area project – Review timetable due to project designer's ill health	Consider	N/A
<b>9. Playground inspections and risk assessments</b>		
9.1 Combined Report including Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify	CP
<b>10. Litter</b>		
10.1 To consider an additional bin in the community hall car park	Consider	N/A
10.2 Excess litter due to McDonalds in and around Martlesham	Consider	N/A
10.3 Report from Mr Staines on litter collection	Consider	Information to follow
<b>11. Grass cutting</b>		
11.1 Grass and ground maintenance in Martlesham parish proposal – Verbal report from Ms Hall	Ongoing	N/A
<b>12. Trees</b>		
12.1 Tree Warden Report: September 2024	Note	CP to follow.
<b>13. Finance</b>		
13.1 Payments for approval	Agree	CP to follow
13.2 Income & Expenditure report	Agree/note	CP to follow
13.3 Budget 2025/26 – autumn preparations for budget	Consider/note	N/A
<b>Items for noting</b>		
<b>14. Incident in Jubilee Play Space</b>		
14.1 An incident in the Jubilee Play Space where 2 girls assaulted a cat has been reported to the RSPCA	Note	N/A
<b>15. Biodiversity</b>		
15.1 Biodiversity Enhancement and Accessibility in Martlesham (BEAM)- Application for District CIL	Note	N/A
15.2 Proceed with Council Biodiversity Action Plan and Biodiversity Policy	On hold	N/A
15.3 Suffolk Wildlife Trust event – Brights Orchard Event - from MPC Grant		N/A
<b>16. Wildlife Friendly Garden Competition 2024</b>		
16.1 Wildlife Friendly Garden Competition 2024 update	Note	N/A
<b>17. Working Groups</b>		
17.1 Recreation Ground & Kronjis Piece Steering Group - any update?	Note	N/A
17.2 Community Orchard Working Group meeting - update?	Note	N/A
17.3 Any other reports?	Note	N/A
<b>18. S106 fund</b>		
18.1 Bike trail & pétanque improvements	Ongoing	N/A
<b>19. Social media and newsletter items (October)</b>		
19.1 List items	List items	N/A
<b>20. Items for consideration at the next R&amp;AC meeting</b>		
20.1 List items	List items	N/A