

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF  
MARTLESHAM PARISH COUNCIL HELD ON 15<sup>th</sup> JANUARY 2025**

**Present:** Mike Irwin (ex officio), Cllr L Burrows (Committee), Cllr Jane Hall (Committee), Cllr, Richard Staines (Committee) , Cllr Helen Davy(Committee), Cllr E Thompson(Committee), Cllr Simon Daws (Councillor)

There were 0 members of the public.

**In attendance:** Mr Louis Linsley (Council Officer)

**1. To appoint a chairman for this meeting only**

It was agreed that Cllr Mike Irwin would chair the meeting in the absence of Cllr O'Brien Baker.

**Agreed.**

**2. Apologies:** 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 agenda

**5. PUBLIC FORUM**

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

None Present

5.2 Any issues raised by the public

There have been complaints made to numerous councillors about non-electric cars parking in the charging areas (See item 7.2)

**Items for consideration**

**Playground inspections and risk assessments**

6.1 Combined Report including Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014

**Decision R2025/1a:** Ratified **Agreed**

**7. Sites**

7.1 Runway Heritage Car Park Bike Rack Damage

There was a discussion. **Decision R2025/1b:** Write to East Suffolk District Council and McCarthy Stone to ask for their resolution to the damaged bike rack. Cllr Edward Thomson agreed to follow up with East Suffolk District Council.

7.2 Runway Heritage Carpark – Electric Car Charging Point – Update and Plan Going Forward

There was a verbal update from the council officer and a discussion. A verbal update from Cllr Simon Daws reported that multiple cars which were not electric vehicles were parking in the electric vehicles charging spot.

**Decision R2025/1c:** Get an estimate for signage to notify people of the electric car charging spots. Obtain estimates for physical signage, painting signage on car parking spaces and what both would cost together. **Agreed.**

7.3 Jubilee Bike Trails CCTV Alternatives to combat vandalism – Consider Options – Design Out Crime Update

Item 7.4 Brought Forward. There was a verbal report from the council officer and a discussion.

**Decision R2025/1d:** To prepare for the March Recreation and Amenities Meeting a plan for

the fixing and improvement of the bike trails. It is important to note that these plans need to be drawn up by someone with the relevant qualifications and that there will be oversight from the Rec&Am. Furthermore, the plans need to be impervious to casual changes and for young to mid teenagers.

#### 7.4 Jubilee Bike Trails Improvements

See Item 7.3

### 8. Finance

#### 8.1 Pending expenditure

## Pending Payments

Date of invoice	Payee	Nett	VAT	Gross £	Reason	Bank	Initial 1	Initial 2
17/1	Employee salaries (net)	5954.41	0	5954.41	January salaries			
17/1	HMRC	1665.33	0	1665.33	Tax, NI & student loan deductions			
17/1	Pension provider	1151.18	0	1151.18	Pension contributions			
7/1	Jane Hall	69.35	0	69.35	Food re 'Meet the Clerk'			
31/12	SCL Landscape Management	850.88	170.18	1021.06	December 24 ground works			
31/12	SCL Landscape Management	106.50	21.30	127.80	Additional works			
10/1	Ipswich Computer Services	204.73	40.95	245.68	IT products and services			
10/1	Tesco	10.60	0	10.60	Office supplies including diary			
15/01	Defibrillator Battery	208.00	41.6	249.60	Replacement Battery			
13/12	Mini Dual Colour Speed Indicator Device x2	6500	1300	7800	Grant from ESC			

**Decision R2025/1e:** To pay all payments in the above table. **Agreed.**

#### 8.2 Payments for approval

No payments made in between meetings.

### 9. Working Groups

#### 9.1 Community Orchard Working Group Update

Verbal Update from Cllr Laurence Burrows. To arrange a meeting between Martlesham In Bloom and the S.C.L to ensure that the right grass cutting is in place for the proper growth of a wildflower meadow.

### 10. Trees

#### 10.1 Tree Warden Report: January 2025

Verbal report from Cllr Jane Hall. It should be noted that orders for trees need to be put in before August 2025 for delivery and planting during tree planting season.

### 11. Project Planning Document

#### 11.1 RECOMMENDATION F2024/12g: The F&GPC recommends that the project document produced by the Planning and Projects officer is used as a working document for future projects

There was a discussion. Councillors had some questions about the projects document.

Who prioritises projects?

Whilst the Clerk organises the work in the office, could we clarify that it is councillors who decide which projects take priority over others?

It was suggested having a list of criteria which could be used to set project priorities e.g.

- Does the project benefit our residents? If so, how many?
- Is the project cost effective and does it represent good value for the taxpayer?
- How many councillors are prepared to get involved and help?
- Does the project address our statutory responsibilities?
- Does the project represent maintenance issues that we should be tackling anyway?
- Projects should reflect our existing policies and documentation.

Feedback to the planning and projects officer.

## **Items for noting**

### **12. Sites**

#### 12.1 Martlesham Common LNR any update?

There was a discussion. Reach out to James Baker to enquire about doing guided tours of Martlesham Common to help increase awareness of what goes on.

#### 12.2 Use of chemical free or environmentally friendly solutions.

There was a discussion. To enquire as to where chemical use is essential within the parish and where alternatives can be used.

### **13. Sensory Area project**

#### 13.1 Progression of Nature for Us All Update (Sensory Area) Project

Noted. To clarify to all councillors the names of projects going on within the council.

### **14. Biodiversity**

#### 14.1 Proceed with Council Biodiversity Action Plan and Biodiversity Policy

Noted. A first draft is going to the February Parish Council.

### **15. Working Groups**

#### 15.1 Recreation Ground & Kronji's Piece Steering Group update

To organise a meeting and ensure all councillors are aware of the meetings taking place.

#### 15.2 Green Infrastructure Workshop update

Noted.

### **16. Social media and newsletter items (February/March)**

#### 16.1 List items

Noted.

### **17. Items for consideration at the next R&AC meeting**

#### 17.1 List Items

Noted.

The meeting ended at 08:59 pm.

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Chairman, 5<sup>th</sup> February 2025