

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 13th May 2026**

Present: Cllr L Burrows (Chair), Cllr C Geeson, Cllr E Thompson, Cllr I O'Brien Baker

In attendance: Mrs R Crompton (Finance & Admin Officer, Clerk for the Meeting) & Mrs C Wintrip (Admin Officer)

1. Apologies: Cllr L Galbraith, Cllr L Sheridan, Cllr P Whitby

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

All actions are ongoing or covered on the agenda.

4. PUBLIC FORUM

4.1 Reports from District Councillors. None

4.2 Reports from County Councillors. None

4.3 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.

Miss Burrows provided a written update on the Nature for Us All project. Attached.

Mrs Burrows and Miss Burrows also provided a written update for the Tree Wardens report agenda item 10.1. Attached.

4.4 Any issues raised by the public. **None raised**

5. Finance

5.1 Payments pending between meetings

PAYMENT PENDING BETWEEN MEETINGS - Rec&Am 13th May 26									
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
06/05/2026	Lisa Burgess	£15.00	£0.00	£15.00	Reimburse Office Expenses - Coffee				
06/05/2026	Adcock Refrigeration	£109.00	£21.80	£130.80	Inv: 762893 Maintenance Visit for May 26				
07/05/2026	Ipswich Computer Services	£190.96	£38.19	£229.15	Inv: 075419 Microsoft & Eset for May 2026				
08/05/2026	Pod Point	£4.60	£0.92	£5.52	Inv: ADF-42586 Admin Fee's 1st to 30th April 2026				
11/05/2026	Suffolk Pension Fund	£2,157.41	£0.00	£2,157.41	Month 2 (Ending 31 May 26) Pension Contributions				
11/05/2026	HMRC	£2,481.61	£0.00	£2,481.61	PAYE Month 2 (Ending 05/06/2026)				
	TOTAL	£4,958.58	£60.91	£5,019.49					

Councillors were provided with details of Invoices that have been received and require payment.

Decision R2026/05a To pay all the items listed above. **Agreed.**

5.2 Payments made between meetings for approval.

PAYMENTS MADE BETWEEN MEETINGS - Up to Rec&Am 13th May 2026									
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
08/05/2026	Webfactory	£18.99	£3.80	£22.79	Inv: 10245015 Website & Domain Fee for April 2026				
21/05/2026	E-On Next	£264.62	£13.23	£277.85	Inv: 0010 Electric Runway Heritage 1st to 30th April				
	TOTAL	£283.61	£17.03	£300.64					

Councillors were provided with details of payments that had been made between meetings.

Decision R2026/05b To ratify the payments in the above table. **Agreed.**

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

6.1 The updated Combined Report was provided, new entries were detailed in blue.

Decision R2026/05c Ratified.

6.2 Install Bat Boxes at Community Hall – **No update.**

7. Play Spaces and Sites

7.1 Diamond Jubilee Bike Trails – The application for funding through East Suffolk District Councils Outdoor Playing Space Fund was successful and we have been awarded the of £9,113.49 (the full amount applied for). **Update, noted.**

7.2 Harry Higgins Play Space – Following on from Decision R2026/03g to purchase the inclusive swing seat after checking the frame is suitable for the weight. Wicksteed have confirmed the frame will be strong enough for the seat, although we do need to check the dimensions for positioning so the seat complies with the correct standards.

Decision R2026/05d Proceed with the purchase of the new inclusive seat but only after checking the dimensions and position will comply with safety regulations. **Agreed.**

7.3 Centenary Play Space Rocking Platform Handle – Councillor's were provided with a quote from Kompan for £605.00 + VAT for the repair of the handle which is significantly damaged. The quote did not specify if it included fitting.

Decision R2026/05e Council Officers to check if specialist fitting is required and if it is included in the quote. Report back to next meeting. **Agreed.**

7.4 Centenary Play Space – Following on from Decision R2026/03h To accept the quote from Kompan for the sum of £5,646.99 + VAT to the necessary repairs on the swings, cableway and surfacing. Councillors were informed that a purchase order has been sent and we are waiting for the Kompan Engineer coordinator to contact us with a date of installation. **Update, noted.**

7.5 Play Space Annual Inspection Reports – Following on from Decision R2026/03i for Council Officers to complete a schedule of works for each play area. Councillors were informed that this is in progress. **Update, noted.**

7.6 Recreation Ground & Kronji's Piece Hemlock Problem – The Recreation Ground & Kronji's Piece Steering Group have informed the Council that there is a significant amount of Hemlock re-growth adjacent to the sedge bed, behind and in the grass in front of the Nature for Us All phase one area, near the front hedge

and other small areas across the whole site. It was proposed that the Land Maintenance contractor treat the Hemlock in June and again two to three months later.

Decision R2026/05f Instruct SCL Landscapes Management to treat the Hemlock on the Recreation Ground & Kronji's Piece. **Agreed.**

7.7 Disabled Parking in the Community Hall Car Park – Following Decision 2026/01e, Councillors were provided with a quote from Vertas for £845.00 + VAT to burn off the three white lines, install two new disabled bays, slightly wider to make full use of the existing space, and overmark the old disabled bays and hatching in yellow.

The worsening potholes in the car park were also discussed, and it was agreed that quotes should be obtained for repairs.

Decision R2026/05g To go ahead with the quote for £845.00 + VAT for the new disabled bays and to obtain quotes for pot hole repairs. **Agreed.**

8. Projects & Proposals

8.1 Nature for us all project Trees and Bushes – Following Decision R2026/03j & R2026/03k The Trees and bushes have been ordered however the supplier advised that the bare-root season had ended so delivery is scheduled for the Autumn. This will coincide with Martlesham in Bloom planting which was delayed due to the unsuitable weather conditions which was not conducive to plant establishment.

Update, noted.

8.2 Pedestrian Access to the Recreation Ground – Following the application for removal of the hedgerow, Council Officers were advised that the hedgerow removal regulations do not apply to this area. As bird nesting season runs from March to September, the project can resume in the autumn to avoid disturbance to wildlife. Quotations will be required to lift the crowns of the cherry and maple trees. It was noted that the pathway could be sloped and may require a handrail for support. Council Officers will need to investigate an application to Highways for a licence to work. It was also suggested that Council Officers enquire about applying for grant aid from the Suffolk Coast and National Landscapes Amenity and Accessibility Fund, which closes on 9th June. The Clerk should be consulted regarding finances and planning.

Update, noted.

8.3 Recreation Ground & Kronji's Piece Resurfacing updates – No updates. Council officers are to chase up the consultant.

Update, noted.

8.4 Repurposing of the Petanque Piste – Following the Parish Council's resolution C2026/2g to proceed with option 1 – Kompan Muga at a cost of £35,854.96 + VAT. Funding has been secured from Cllr Mulcahy's locality funding of £2,228.00 and a further £2,500.00 from Cllr Edward Thompson's locality funding. The application for 50:50 District Play CIL has been submitted to East Suffolk District Council.

Update, noted.

8.5 Walk Farm Woods Car Park Update – Preliminary planning requires contaminated land survey reports. Councillors suggested the environmental health department at East Suffolk Council is contacted to see if they can assist with the reports. **Update, noted.**

8.6 Litter Action Plan Working Group – Councillors were provided with the Terms of Reference for the working group; the terms of reference were agreed. Following the last meeting of the Litter Action Working Group a new litter bin has been proposed for Gloster Road/Barrack Square. The site has been identified as a problem area for persistent litter. As the area is a no through road, pedestrian traffic and vehicles parked

in the layby exacerbate the issue. Councillors were provided with some quotes from Glasdon and agreed the larger bin for £213.67 + VAT would be required. Council Officers to check fitting & emptying costs. **Decision R2026/05h** To purchase a large litter bin subject to fitting costs and East Suffolk Council emptying costs. **Agreed.**

ITEMS FOR CONSIDERATION

9. Items for consideration

9.1 Network Rail Proposal to divert footpath – Councillors considered Network Rail’s proposal to divert Public Footpath No. 9 Great Bealings and Public Footpath No. 9 Martlesham from the level crossing to the existing underbridge. The Council supported the proposal, considering it a safer and more attractive route as the railway bridge arches would be visible.

9.2 Land Maintenance Contract – Cllrs Baker and Burrows have been provided with copies of the current contract and details of additional works. Tender notices to go on social media and Suffolk Procurements. Cllr Baker suggested a timeline of events to coincide with the upcoming Recreational and Amenities Meetings. To agree the contents of the contract in the September meeting, tender ready to open (in camera) in the November meeting and take to full Parish Council in January 2027. It was also noted a meeting would need to be scheduled with Cllrs Baker, Burrows, the Clerk and Council Officers. **Update, noted.**

9.3 Runway Heritage Car Park Any Issues – It was reported that the Car Park is looking untidy. Part of the boundary is being used for a short cut and requires planting to discourage use. It was suggested Council Officers could locate a landscape plan which could be used to see what is missing. SCL Landscapes to be contacted for general tidying.

Decision R2026/05i To contact the land maintenance contractor to tidy up and Council Officers to locate the landscape plan to identify the missing planting. **Agreed.**

10. Trees

10.1 Tree Warden Report – Councillors received a written report from Tree Warden John Burges, detailing his work watering the five black poplars on the Recreation Ground and monitoring trees around the Parish. Written reports were also received from Tree Wardens Sonya Burrows and Maureen Burrows, who highlighted trees missing from the arboricultural survey. They also advised that a commemorative tree listed for felling should be discussed with the family regarding replacement and raised concerns about a poplar leaning over a regularly used walkway in the Community Hall car park. **Update noted.**

10.2 Trees requiring attention – Mr Wickens

Councillors were shown an email from a member of the community who had concerns about a large fir tree bordering his property. The tree has not been cut for 17 years and requires its height to be reduced. Councillors agreed that action should be taken, but that expert advice is needed. Mr Wickens should also be informed of the possible outcomes, as there is a risk that the tree may not recover and could turn brown due to its species.

Decision R2026/05J Consult an expert on the possible options and meet with Mr Wickens to discuss them. **Agreed.**

10.3 Arboriculture Survey – Councillors received copies of the tree survey results. The Tree Wardens advised that several trees appear to be missing from the survey. It was suggested that Ipswich Borough Council be contacted regarding the omissions and that the Tree Wardens use the maps to identify the missing trees.

The Council recorded its thanks to James Baker for the work already undertaken on the Common and the Diamond Jubilee Play Area. Councillors further suggested that James Baker be asked to identify which trees on the red list require specialist work so that quotations can be obtained. Several trees requiring attention are located at Portal Woodlands, and councillors agreed that the landowner should be informed and provided with a copy of the survey. It was also agreed that a copy should be sent to the Portal Woodlands Conservation Group to assist in identifying any additional missing trees.

Councillors also agreed that a costing spreadsheet would be useful.

Decision R2026/05k To ask the Tree Wardens to use the maps to identify the missing trees; to contact Ipswich Borough Council regarding the omissions; to ask James Baker of Greenways to identify which trees require specialist work; to inform the Portal Woodlands landowner and provide a copy of the survey; to ask the Portal Woodlands Conservation Group to assist in identifying any missing trees; and for Council Officers to prepare a costing spreadsheet. **Agreed.**

10.4 New Tree Planting Conditions on Developments – Councillors noted that Martlesham has several new developments where planning conditions apply in relation to new tree planting. A beech and a birch tree at the Brightwell Lakes development were identified on 7 May as dead or dying and have been reported to Taylor Wimpey for replacement. Councillors requested that the Tree Wardens carry out a survey of the development sites, including Hastoe and Brightwell Lakes. Any trees identified as dead, dying, or otherwise requiring attention should be reported to the Council so that the matters can be raised with the developers. It was agreed that What3Words locations and supporting photographs would provide helpful evidence of any necessary works.

Decision R2026/05l To ask the Tree Wardens to carry out a survey of the development sites and report any trees requiring attention to the council. **Agreed.**

11. Items for noting

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

12. Working Groups

12.1 Recreation Ground & Kronji's Piece Steering Group update – Meeting to be arranged to look at the route of the accessible path, Nature for us all project and accessible walks. **Update, noted.**

12.2 Greenways Project – Councillors were informed that James and his team have already made a start on work identified from the tree survey on the common. They have also kindly done some in the Diamond Jubilee Play Area. They will do as much as they are able however some may be outside of the scope due to access requirements (e.g. Climbing and/or proximity to the road). **Update, noted.**

12.3 Update from the working group of the Litter Action Plan – Following their first meeting, the group are planning to contact the local scouts and guides for Litter picks. They are also working on an anti fly-tipping campaign. **Update, noted.**

12.4. Update from Martlesham Climate Action – The Run Meadow stream has been added onto the Deben Climate Centre monthly water sampling 'safaris' to ensure it stays clean following on from a pollution incident. Advice was given on steps to help reduce energy bills and future dates for Martlesham Repair & Climate Advice Hub. **Update, noted.**

12.5 Biodiversity Working Group – The next meeting has been arranged and is to report to Parish Council. **Update, noted.**

13. Social media and newsletter items (April/May)

- 13.1 Tree Survey and Members of public to report trees requiring attention.
- 13.2 Major Repairs to Centenary Play Space
- 13.3 Inclusive Swing Seat at Harry Higgins Play Space.
- 13.4 Litter Picks – Looking for volunteers.

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

- 14.1 Recreation & Amenities budget update.
- 14.2 Play Spaces
- 14.3 Projects
- 14.4 Trees
- 14.5 Land Maintenance.

This meeting ended at: 9:20pm.

Chairman, 1st June 2026

**Martlesham Recreation Ground and Kronji's Piece
Area One, Nature for Us All Project
Update for Martlesham Parish Council Recreation and Amenities
Committee meeting 13th May 2026**

a) Swales

These have been containing surface water during periods of heavy rain, allowing it to drain away slowly and keep the track and carpark drier. Positive feedback has been received on this.

b) Vegetation recolonisation

The bare earth of the mounds, in the swales and across the site has been colonised by grasses and a variety of wild plants providing good coverage. This was helped by some of the long grass and wildflower arisings from the long grass near the river. (Between the pump station and oak tree near the football pitch), when it was cut, being spread on the mounds last autumn in order to introduce extra seeds.

c) Hemlock

There are Hemlock plants growing in some areas in the short grass, plus substantial numbers growing in the vegetation behind the mounds. I would recommend that all of these need eradicating as before, to continue attempting to remove them from this location. The design accounted for this, as previously explained, by design and with all the grass initially kept short for a year or two in order to monitor and stop Hemlock colonising areas nearest to users. Removing as much Hemlock as possible from within the vegetation behind the mounds will help prevent or at least control it's spread into the area.

d) Planting

Due to the weather firstly being too wet, then so dry that the soil was too hard to plant into (which would have also not been conducive to plant establishment, with substantial watering required over the summer) Martlesham in Bloom have not yet planted the shrubs and other plants. They will be planting them in the autumn.

Sonya Burrows

13th May 2026

**Tree Wardens Report
for Martlesham Parish Council Recreation and Amenities
Committee
13th May 2026**

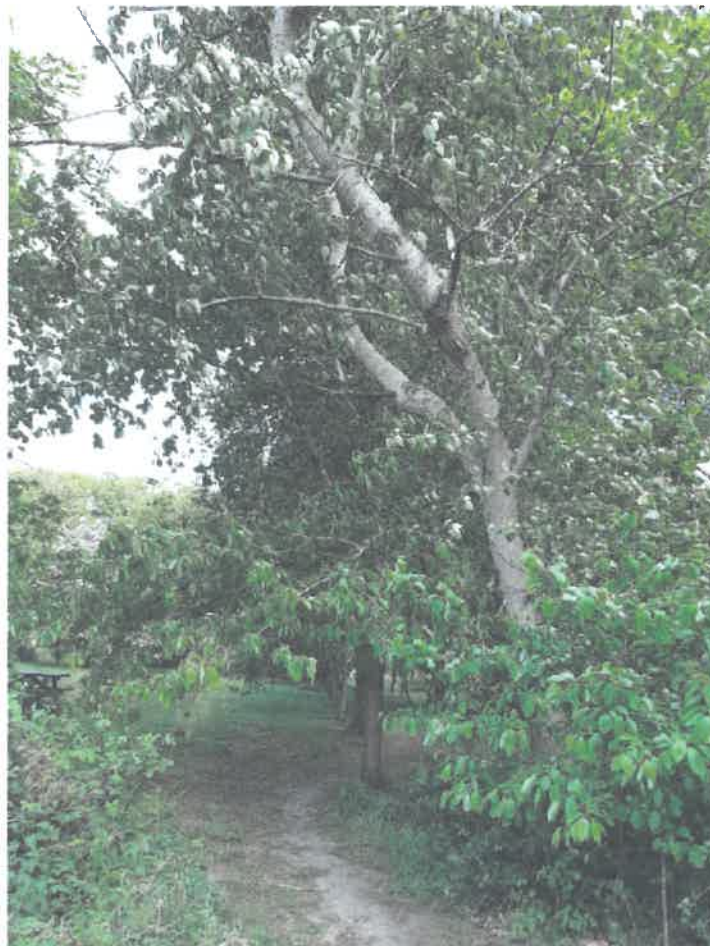
Thank you for the Arboricultural Survey 2026 Report. We note that not all of the trees on the sites are marked or listed in the Arboricultural Survey 2026 report.

Kronji's Piece and the Recreation Ground:

Bird Cherry on Kronji's Piece near entrance track and play area can now have the crown lifted to improve visibility for safety and provide space to walk past for the future pedestrian entrance, as was discussed last summer. *at the steering group meeting when LB & SB said they could draw the plans (to fit between trees etc.)*

Area around Martlesham Community Hall:

- a) It is nice to see the trees along the Community Hall entrance looking good as well as improving the entrance way and parking area, having been sensitively pruned.
- b) There is a poplar leaning over the grass path leading from the picnic bench and bench area into the open grassed area alongside the car park and the back of Tesco; see photograph taken this week 11th May.



We mentioned our concern about this tree at the November Recreation and Amenities committee verbally and added, handwritten, to a printed copy of our report about the entrance trees handed in at meeting.

We are still concerned about the tree because it leans over the walkway, which is often used. It contains dead branches and the whole tree and trunk moves in the wind. This tree is not marked on the Arboricultural Survey plan or mentioned in the report.

The only item near to its location that is mentioned is a dead poplar stump from previous surveys OQ34. This was a tall poplar felled some years ago and nothing of that stump is left in place.

- c) There is a small Sorbus (Mountain Ash) to the north of the car park which is in poor condition. On the Arboricultural Survey it is OQ34 and recommended to be felled. This is a commemorative tree for Roger Bryant, a parishioner who was very involved in parish life including being a member of Martlesham Community Council and involved in building Martlesham Community Hall. It is Sorbus 'Joseph's Rock' and according to a previous tree survey the plaque was in the office. If it is felled, we would recommend it is replaced as it is a commemorative tree.

Sonya and Maureen Burrows
Tree wardens

