

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 9th September 2026**

Present: Cllr L Burrows (Chair), Cllr P Whitby, Cllr I O'Brien Baker, Cllr L Sheridan, Cllr L Galbraith

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

1. Apologies: Cllr C Geeson

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.

It was agreed that Mrs and Miss Burrows would be able to provide a verbal update alongside their written update when the relevant agenda items were discussed. Items 11.1 and 11.5.

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

5. Finance

5.1 Payments pending between meetings

PAYMENT PENDING BETWEEN MEETINGS - To Rec&Am 9th September 2026									
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
02/09/2026	Lisa Burgess	£4.55	£0.00	£4.55	Postage related to Portal Woodlands				
03/09/2026	Rachel Crompton	£5.45	£0.00	£5.45	Tesco Coffee				
	TOTAL	£10.00	£0.00	£10.00					

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

Decision R2026/09a To pay all the items listed above. **Agreed.**

5.2 Payments made between meetings for approval.

PAYMENTS MADE BETWEEN MEETINGS - To Rec&Am 9th September 2026									
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
31/07/2026	Ashtons Legal	£130,973.50	£1,164.12	£132,137.62	Portal Woodlands Legal fee's & Purchase Price				
31/07/2026	Payroll	£7,452.22	£0.00	£7,452.22	Payroll Month 4 (ending 31 July 2026)				
31/07/2026	Payroll	£7,451.82	£0.00	£7,451.82	Payroll Month 5 (ending 31 August 2026)				
01/09/2026	Ashtons Legal	£1,109.52	£207.88	£1,317.40	Portal Woodlands Legal Fee's				
08/09/2026	Webfactory	£18.99	£3.80	£22.79	Inv: 10250580 Website & Domain Fee for July 2026				
	TOTAL	£147,006.05	£1,375.80	£148,381.85					

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

Decision R2026/09b To ratify the payments in the above table. **Agreed.**

5.3 To consider financial matters – Councillors were provided with a Budget Update summary and income and expenditure in relation to Recreation & Amenities cost centres. It was noted that the Precept was previously paid in September instead of October. The general budget is running to plan except for Play Equipment and Trees and Hedges. Any spend in relation to these will be required to go to full council for approval.

Update, noted.

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 orange.

Decision R2026/09c To ratify the updates in the combined report. **Ratified.**

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

7. Play Spaces

7.1 Diamond Jubilee Bike Trails – Work has begun on the bike trail fencing with marker stakes being installed in front of the existing trees to mark the boundary without the need to remove the trees. The area will be closed shortly for a couple of weeks with a view to be reopened by the October half term.

Update, noted.

7.2 Harry Higgins Play Space – Further to Decision R2026/07f, to proceed with the purchase of the swing seat. This will now be ordered following approval of the July Recreation and Amenities Committee meeting minutes at the September Parish Council meeting.

Update, noted.

7.3 Centenary Play Space Rocking Platform Handle – The handle was installed successfully on Friday 14th August 2026.

Update, noted.

7.4 Centenary Play Space – Repairs to the zip line were scheduled for Friday 14th August. Unfortunately, the engineer encountered difficulties with the zip line due to previous repairs (not by them) and a different configuration. Due to the previous repairs the cable would need to be replaced. The swing hangers were successfully replaced. Council officers are waiting for a revised quote for a replacement zip line.

Update, noted.

7.5 Centenary Play Space Pole Spinner Repair – Following Decision R2026/07g to contact Kompan regarding the failed bearings on the pole spinner, the equipment subsequently broke completely. It was removed and the area was cordoned off. Councillors agreed that the pole spinner should be replaced. Four quotations were presented and the Wicksteed quotation was preferred although Councillors also require a price for a post installation inspection.

Recommendation R2026/09a The Committee agree that the quote from Wicksteed is preferable but require Council Officers to find out the cost of a final inspection. They agree the work needs to be completed and to recommend to the Parish Council to agree an order of priority and how it will be funded. **Agreed.**

7.6 Recreation Ground Play Area Surfacing – Following the annual play inspections, which identified large gaps in the surfacing at Kronji's Piece play area, Council Officers provided Councillors with quotations for infill repairs and full replacement. It was noted that the patch repairs were not guaranteed for a specified period. Councillors agreed that the gaps presented a trip hazard and should be filled, and that Sovereign's quotation for infill repairs was the most cost-effective option at this time.

Recommendation R2026/09b To recommend the Sovereign quotation (option 2) to the Parish Council and to agree an order of priority and how it will be funded. **Agreed.**

7.7 Trim Trail – Surfacing – Subsequent to decision R2026/07i to check the original project documentation. It was found that although the surfacing was correct at the time, legislation has since changed and the impact attenuation of the pull up bar on the trim trail is not sufficient for the height of the bar. Council Officers have contacted the original suppliers who have recommended 50mm rubber mulch. A quote has been requested but not received yet.

Update, noted.

7.8 Harry Higgins Play Space Surfacing – In response to the annual play inspection report and the split in the surfacing, Council Officers have provided quotes for both the infill and a complete replacement of the surfacing. As the areas are divided with two different colours of surfacing, it was advised that the areas could be done in two halves to spread the cost. Council Officers are to contact Sovereign for revised quotations for each half. Wicksteed provided a quote for black surfacing, so Council Officers are waiting for a revised quote in Blue and Green.

Decision R2026/09d Council Officers to get a revised quotation for the two separate parts of the play area from Sovereign and the coloured surfacing from Wicksteed and recommend to the Parish Council to agree an order of priority and how it will be funded. **Agreed.**

7.9 Centenary & Harry Higgins Play Area Litter Picking – After the retirement of the regular litter pickers, Council Officers provided Councillors with a new quote from the Landscape management company for £15.00 per visit. Councillors agreed to go ahead and have two visits per month for each play area.

Decision R2026/09e To go ahead with the quotes for two visits per month at £15.00 per visit. **Agreed.**

8. Car Parks

8.1 Disabled Parking in the Community Hall Car Park – Councillors were provided with photographs of the new additional disabled car park spaces. They were informed there has been a complaint due to not having a loading and unloading space near the doors of the community hall. It was mentioned that those doors are an emergency exit and not for that purpose. The Chair of Community Hall is going to obtain a quotation for appropriate signage.

Update, noted.

8.2 Runway Heritage Car Park – A member of the community has asked about direct access to the GP's Surgery through the car park. It was a decision to not provide any gap in the railing as it was designed this way for safety reasons.

Update, noted.

8.3 Community Hall & Parish Room Car Park – Regular users of the car park are concerned about damaged vehicles and the amount of learner drivers using the car park. Councillors suggested that letters are sent out to driving instructors and polite notices on our social media platforms.

Decision R2026/09f To send out letters and notices on Social Media platforms. **Agreed.**

8.4 Community Hall & Parish Room Car Park CCTV – Following investigation it was noted that resolution number C2023/9r in 2023 was not actioned so there is no working CCTV in the car park. Councillors were provided with an updated quote from Doyles to install new CCTV. Councillors agreed the CCTV should be replaced but would like clarification the model quoted would be able to provide sufficient and clear details for the Police, should the need arise. They agreed the control unit should be in the Parish Room Office and that the CCTV Protocol should be reviewed.

Decision R2026/09g Council Officers contact Doyles for clarification of the effectiveness of the device and review the CCTV Protocol. **Agreed.**

9. Projects & Proposals

9.1 Nature for us all project at the Recreation Ground – No updates at present.

Update, noted.

9.2 Recreation Ground & Kronji's Piece - Pedestrian Access – Councillor Burrows confirmed he has started work on a drawing to enable the Planning Officer to prepare a project plan to recommend to Parish Council, and to use to apply to Highways for a licence. Councillor Burrows also suggested removing the hedging now to avoid the nesting season and put a temporary safety barrier across. It was also proposed Council Officers contact local utility companies in case there are any underground or overhead cables we should be aware of.

Update, noted.

9.3 Recreation Ground & Kronji's Piece - Resurfacing – Councillors were concerned with the cost implications and suggested looking into cheaper alternatives. It was also suggested looking into the National Lottery for funding.

Update, noted.

9.4 Recreation Ground & Kronji's Piece - Accessible Walk – Councillors were informed that this can now be progressed as a potential project. However, as it is expected to involve significant costs, external funding will need to be sourced. The Planning and Project Officer can begin to prepare a project plan in conjunction with this committee which can be taken to full Council to approve as a project and then begin community consultation.

Update, noted.

9.5 Recreation Ground & Kronji's Piece – Repurposing of the Petanque Piste – The Clerk and Finance Officer met with a representative from Kompan on site to prepare a revised quotation. The revised quotation has been received and is £279.83 more than the original quotation. The Council hopes to place the order for supply and installation during October.

Update noted.

9.6 Walk Farm Woods Car Park Update – Quotations are currently being sought from architects for the required reports, as the previous subcontractor intended to use is no longer available. The Planning & Project Officer has met one of the architects contacted on site last week.

Update, noted.

ITEMS FOR CONSIDERATION

10. Items for consideration

10.1 Land Maintenance Contract – Councillors were provided with updated draft tender documents. They recommended that Council Officers contact the church to check they are satisfied with the service and to contact the current contractor to give notice.

Update, noted.

10.2 Forest School Request – Following enquiries about the use of the woodland for Forest School activities, Councillors agreed that, unfortunately, safety and insurance considerations meant that such activities could not be permitted on any land owned by the Parish Council. It was suggested that those who had enquired contact MHL or the Moon and Sixpence campsite.

Decision R2026/09h Councillors agreed that Forest School Activities will not be permitted. **Agreed.**

10.3 Bus Shelters – Councillors were provided with a quotation to replace the Perspex at the Valliant Road Bus Shelter. The existing Perspex has become so worn that residents cannot see the buses coming when inside. Councillors agreed the Perspex should be replaced.

Decision R2026/09i – To replace the Perspex at the Valliant Road bus shelter **Agreed.**

11. Trees

11.1 Tree Warden Report – Councillors received two written reports: one from Tree Warden John Burges and a joint report from Tree Wardens Mrs M Burrows and Miss S Burrows. John Burges reported on his work watering Parish trees where required. He also mentioned the broken Weeping Willow on the Recreation Ground.

Tree Wardens Mrs M Burrows and Miss S Burrows reported on the posts which are broken around the commemorative tree for John and Margaret Forbes. They also informed the Councillors of the overhanging branch of the Scots Pine for Ida Baker which is impending the footpath. There are also two dead stems which need removal on the Yew Tree for Clive and Doris Shute. Council Officers informed the Tree Wardens that the leaning tree they reported previously has been checked and does not require any works. Council officers to contact James Baker or the landscape contractor for pricing to resolve these issues.

Decision R2026/09j Request pricing for the issues and recommend to Parish Council **Agreed.**

11.2 Trees requiring attention – Land behind Mr Wickens property.

A tree specialist inspected the trees and provided a quotation to reduce their height. Mr Wickens preferred not to remove them because they provide screening and reduce road noise. However, Councillors were concerned that the roots could undermine his property and asked Council Officers to obtain a quotation for their complete removal. They also suggested planting two replacement trees with plaques commemorating the servicemen for whom the original trees were planted.

Decision R2026/09k Council Officers to obtain a revised quotation for the complete removal of the trees, inform Mr Wickens of the proposal and report back to the Committee. **Agreed.**

11.3 Arboriculture Survey – James Baker and the tree inspector have re-visited the trees on the Common. It was noted that the tree inspection was completed in the spring when there were no leaves on the trees.

The second assessment was completed with the leaves on and some of the original trees listed for felling are still alive. James has very kindly provided a new list with the trees which still need attention.

Update, noted.

11.4 New Tree Planting Conditions on Developments – Once Council Officers receive the what3words locations, they will notify the relevant developers of any trees requiring attention or replacement at the Hastoe and Brightwell Lakes developments.

Update, noted.

11.5 Community Orchard – Martlesham Community Orchard Working Group provided a report to the Councillors following a request for an update. The trees have been watered during the recent hot weather, but they have all suffered with the conditions this year. The Tree's to be monitored next spring. The paths are being kept mown which helps the soil around the trees. They also reported the broken door on the water cabinet and damaged posts. Council Officers are to get quotations for the repairs.

Decision R2026/09i Council Officers to request quotations for the repairs and report back to the Committee. **Agreed.**

11.6 Oak Tree on the Common – Due to damage caused by vandalism, Councillors were provided with a quote from Eastwood Tree Services to lift the crown up to the main union, approximately 3 metres in height, remove any screws, planks, rope and damaged/hung up limbs. Councillors agreed the work needs to be completed and recommend the quote to full Council.

Recommendation R2026/09c To recommend the quote from Eastwoods for £350.00 + VAT to Parish Council. **Agreed.**

11.7 Willow Tree on the Recreation Ground – Due to damage caused by weather, Councillors were provided with a quote from Eastwood Tree Services for £750.00 + VAT to Pollard the willow tree at approximately 6-7 metres from the ground. Councillors agreed the work needs to be completed and recommend the quote to full council.

Recommendation R2026/09d To recommend the quote from Eastwoods for £750.00 + VAT to Parish Council. Payment to be taken from Recreation Ground Trust account. **Agreed.**

9.30pm – Cllr P Whitby & Cllr L Sheridan left the meeting.

11.8 Memorial Tree for Roger Bryant – A letter was sent to the family of Mr Bryant and received a response from the current occupiers of the address stating that no one with that surname has lived at the property for some time. Officers have been unable locate any other contact information. Councillors recommend that the tree be replaced with another Sorbus Joseph Rock. Council Officers to obtain pricing for a replacement tree.

Decision R2026/09m Council Officers to request a quotation for a replacement tree and recommend to full council the Tree is replaced. **Agreed.**

11.9 Recreation Ground, Fallen Tree by the River Fynn – It was reported that a tree has fallen in the river at the bottom of the Recreation Ground. The Tree is not from the Recreation side and is therefore not the responsibility of the Parish Council. It was suggested Council Officers contact the Environment Agency.

Decision R2026/09n Council Officers contact the Environment Agency. **Agreed.**

12. Items for noting

12.1 Any items for noting – None.

13. Working Groups

13.1 Recreation Ground & Kronji's Piece Steering Group update – A meeting to be arranged.

Update, noted.

13.2 Community Orchard Working Group – The Community Orchard Working Group provided a report see item 11.5

Update, noted.

13.3 Greenways Project – James Baker from Greenway's is hoping to have a staff volunteer group from Super Group, working on the Common on Wednesday 14th October. Exactly what they will be doing depends on numbers etc, but he is planning some grassland and bracken management in the northwest corner of the common along with some gorse removal.

Update, noted.

13.4 Portal Woodlands Conservation Group - The group had their summer break in August and will be meeting again on the 19th of September.

Update, noted.

13.5 Update from the working group of the Litter Action Plan – A meeting to be arranged.

Update, noted.

14. Social media and newsletter items (September/October)

14.1 Major Repairs to Centenary Play Space

14.2 Tree Work.

14.4 Community Hall Car Park – Learner Drivers.

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

15.1 Land Maintenance Contract.

This meeting ended at: 9:36pm.

Chairman, 7th October 2026