

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 11th SEPTEMBER 2024**

Present: Mr M Irwin (ex officio) (Chairman for the meeting), Mr L Burrows (Committee), Mr R Staines (Committee), Mr E Thompson (Committee), Mrs J Hall (Committee), Mrs H Davey (Committee), Mr Simon Daws (Councillor).

There were no members of public present.

In attendance: Mr L Linsley (Council Officer).

1. To appoint a chairman for this meeting only

It was agreed that Mr M Irwin would chair the meeting in the absence of Mr I O'Brien Baker. **Agreed.**

2. Apologies: Mr 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.
None present.

5.2 Any issues raised by the public.

A member of the public through a Facebook message raised the issue of anti-social behaviour in the community hall car park in the evening to early morning hours.

DECISION R2024/a: To raise the issue of anti-social behaviour in the Community Hall Car Park to the Police. **Agreed.**

6. Sites

6.1 Jubilee Playspace – renewal of Martlesham Primary Academy Lease expiry date 20.02.25

There was a discussion.

Correspondence from Lee Francis stated that Martlesham Primary Academy are happy to proceed with the lease on current terms.

DECISION R2024/b: To renew the lease with Martlesham Primary Academy on current terms following recent correspondence with the school and pending an inspection at the end of the current lease to confirm everything is in a fit state.

Agreed.

6.2 Runway Heritage Carpark (RHC) – update on charging points

There was a discussion.

DECISION R2024/c: To send the planning conditions for the RHC to PodPoint after they get back to the PC about the use of these specific chargers. **Agreed.**

6.3 Runway Heritage Carpark – setting up of a volunteer to monitor RHC

There was a discussion.

DECISION R2024/d: To create a checklist including the relevant assets listed in the asset register for volunteer inspectors to use when inspecting the RHC.

Cllr Edward Thompson volunteered to be the interim volunteer inspector. **Agreed.**

6.4 Annual play area inspection and Risk Assessment for 2024/25

DECISION R2024/e: To proceed with the annual inspection of play areas with Wicksteed Leisure Ltd. **Agreed.**

6.5 New bench in Jubilee Playspace – location and cost

There was a discussion. **DECISION R2024/f:** To proceed with the suggested bench and quote for its installation from the land maintenance contractor and place the bench outside the fenced area of the main play area between the play equipment and the football field. **Agreed.**

6.6 Planting of trees in Jubilee Play Space – delay to Spring Planting due to the need for a water source

There was a discussion. **DECISION R2024/g:** Cllr Jane Hall to contact Anglian Water to organise a site visit to determine what is needed to proceed with the installation of a water source at the Jubilee Playspace. **Agreed.**

7. Land Maintenance Contract March 2022 – April 2025

7.1 Preparation for new Land Maintenance Contract after April 2025 – Review of specifications proposal by Council Officer

DECISION R2024/h: The Council Officer to circulate the current land maintenance contract for people to comment on in preparation for a meeting between Councillor Mike Irwin, Council Officer Louis Linsley and S.C.L. **Agreed.**

8. Sensory Area project

8.1 Sensory Area project – Review timetable due to project designer's ill health

DECISION R2024/i: The Council Officer to write to District Councillors Mark Packard and Edward Thompson and Andy Jolliffe to ask for an extension to the funding for the sensory area project due to the extenuating circumstances surrounding the project designer. **Agreed.**

The Council wishes the project designer a speedy recovery.

9. Playground inspections and risk assessments

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

Combined report to be circulated.

DECISION R2024/j To give delegated authority to Cllr Mike Irwin to sign the Combined Report. **Agreed.**

10. Litter

10.1 To consider an additional bin in the community hall car park

DECISION R2024/k: To ask East Suffolk Services if they would have the capacity to empty an additional bin and also contact McDonalds to see if they could provide a bin for the Community Hall Car Park. The Environmental Health Committee to be informed of the problem. **Agreed.**

10.2 Excess litter due to McDonalds in and around Martlesham

DECISION R2024/I: Office staff are no longer to do litter picks of the community hall car park. **Agreed.**

Mr Goodluck to be asked if he would be able to do more litter picking in the community hall area. **Agreed.**

10.3 Report from Mr Staines on litter collection

No Report.

11. Grass cutting

11.1 Grass and ground maintenance in Martlesham parish proposal – Verbal report from Ms Hall

There was a discussion. Cllr Jane Hall to raise the issue of grass and ground maintenance in the parish with Sally Noble at the interparish workshop on biodiversity. **Agreed.**

12. Trees

12.1 Tree Warden Report: September 2024

DECISION R2024/m: Send a note of thanks to Mr John Burgess to highlight his contribution as a tree warden. **Agreed.**

13. Finance

13.1 Payments for approval CP filed in the office together with the minutes

DECISION R2024/n: It was **RESOLVED** that the following payments be approved:

Payee	Net £	VAT£	Gross £	Description
J Goodluck	225.00	0	225.00	Litter picking August 2024 #400252
Tesco	2.70	0	2.70	Refreshment for meetings
Totals	227.70	0	227.70	

Agreed.

Items for noting

14. Incident in Jubilee Play Space

14.1 An incident in the Jubilee Play Space where 2 girls assaulted a cat has been reported to the RSPCA.

Noted.

15. Biodiversity

15.1 Biodiversity Enhancement and Accessibility in Martlesham (BEAM)- Application for District CIL

Noted.

15.2 Proceed with Council Biodiversity Action Plan and Biodiversity Policy

DECISION R2024/o: To take the Council Biodiversity Action Plan and Biodiversity Policy off hold. **Agreed.**

15.3 Suffolk Wildlife Trust event – Brights Orchard Event - from MPC Grant

Noted.

16. Wildlife Friendly Garden Competition 2024

16.1 Wildlife Friendly Garden Competition 2024 update

Noted.

17. Working Groups

17.1 Recreation Ground & Kronjis Piece Steering Group - any update?

No update.

17.2 Community Orchard Working Group meeting - update?

The community orchard working group is in need of volunteers to help with watering the trees.

17.3 Any other reports? Note N/A

No other reports.

18. \$106 fund

18.1 Bike trail & pétanque improvements Ongoing N/A

The Council Officer to prepare a document with Mr Geeson detailing improvements for the bike trails for the November Recreation and Amenities Committee Meeting.

Agreed.

19. Social media and newsletter items (October)

19.1 No items listed.

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

20.1 List items

- Budget
- Land maintenance Contract
- Feedback from the Interparish Workshop

The meeting was ended at 21:20 pm.

Chairman, October 2nd, 2024