



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
Clerk: Mrs Lisa Burgess
Telephone: 01473 612632
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7th November 2025

Dear Councillors

You are hereby summoned to a meeting of the RECREATION & AMENITIES COMMITTEE which will be held at PARISH ROOM on **WEDNESDAY 12th NOVEMBER 2025** at 7.30pm.

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

A hearing loop is available in the Parish Room. Please inform the Clerk if you would like it to be switched on.

L S Burgess

Lisa Burgess
Clerk/RFO

CP is council paper; **CR** is Clerk's report; **N/A** is Not Applicable

7:30pm

- 1. To appoint a chairperson for this meeting only** - Appoint Chair, N/A
- 2. Apologies** - Note/accept absence, not applicable (N/A)
- 3. Any declarations of disclosable pecuniary or local non-pecuniary interests** Register interests

7:35pm

- 4. Actions from last meeting** Ongoing or on the agenda

5. PUBLIC FORUM

- 5.1 Reports from District Councillors Note/any issues raised by the public/consider
- 5.2 Reports from County Councillors Note/any issues raised
- 5.3 To allow members of the public to address business on the agenda
- 5.4 Any issues raised by the public

8:00pm

6.0 Financial Matters – details on financial documents to follow

- 6.1 Payments pending between meetings (CP)**

6.2 Payments made between meetings **(CP)**

6.3 Recreation & Amenities Committee Budget for 26/27 – Consider

8:20pm

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

7.1 Combined Report – Agree/Ratify **(CP)**

7.2 S.C.L Landscape - Quote for Diamond Jubilee Play Space & Bike Trails. – Update **(CR1 & CP)**

7.3 S.C.L Landscape - Quote for Harry Higgins – Consider/Agree **(CR1 & CP)**

7.4 Install Bat boxes at Community Hall, See Quote SCL – Consider/Agree **(CP)**

7.5 Lift crown of trees at Community Hall entrance – Update **(CP & Mrs/Miss Burrows report)**

7.6 Arboriculture Survey – Update on the progress of the survey from Ipswich Borough Council – Update **(CR1)**

7.7 Engage ESSL FM team to carry out quarterly operational play inspections for each of our play spaces – Update- Note **(CR1)**

8.0 Play Spaces and Sites

8.1 Walk Farm Woods Car Park, purchase two new litter bins – Updated Quotes – Consider/Agree **(CP)**

8.2 Walk Farm Woods Car Park Update - Update **(CR1)**

8.3 Centenary Play Space – Rocking Platform handle deterioration & Replacement – Note **(CP)**

8.4 Repurposing of Pétanque Piste – Update **(CR1)**

9.0 Projects & Proposal

9.1 Nature for us all at the Recreation Ground – Update **(CP)**

9.2 Pedestrian Access to the Recreation Ground – Planning – Note **(CP)**

9.3 QR Codes for Litter Bins – Sara **(CP)**

10.0 ITEMS FOR CONSIDERATION

10.1 Purchase of Defibrillator Pads and Battery – Consider/Agree **(CP)**

10.2 Land Maintenance Contract Timetable for the review of the current contract – Update **(CR1 & N/A)**

11.0 Trees

11.1 Tree Warden Report: Who will now provide the tree warden report – Consider **(CR1)**

11.2 Martlesham Parish Council Tree Policy – Updated - Note **(CP)**

12.0 Items for Noting

12.1 Any Items for Noting

8:40pm

13.0 TO CONSIDER REPORTS FROM WORKING GROUPS

13.1 Recreation Ground & Kronji's Piece Steering Group update – Note **(N/A)**

13.2 Greenways Project - Update of the work on the common carried out by James Baker – Update **(CP)**

13.3 Update from the working group of the Litter Action Plan – Note **(N/A)**

13.4 Martlesham Climate Action – Note **(N/A)**

13.5 Biodiversity Working Group – Note **(N/A)**

8:50pm

14. Social media and newsletter items (November/December)

14.1 List items

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

15.1 List items