



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

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07 January 2021

Dear Councillor

You are hereby summoned to a meeting of the RECREATION & AMENITIES COMMITTEE which will be held **virtually via Zoom** on **Wednesday 13<sup>th</sup> January 2021** at 7.30pm. **An invitation with details how to join the meeting will be sent out by e-mail under separate cover.**

*Diane E Linsley*

Diane Linsley, Deputy Clerk for Martlesham Parish Council

## AGENDA

Please login 10 minutes prior to the start of the meeting, you will be held in a waiting room until the host allows you entry.

**Please note: This meeting will be recorded.**

**CP** is committee paper **CR** is Clerk's report

## AGENDA

Time	Item	Action by committee	Ref
19.30	<b>1. Apologies</b>	Note	Not applicable (N/A)
19.31	<b>2. Any declarations of disclosable pecuniary or local non-pecuniary interests</b>	Register interests	N/A
19.32	<b>3. Actions from last Meeting</b>	Completed or on agenda. Note	N/A
19.33	<b>4. PUBLIC FORUM</b>		
	4.1 To allow members of the public to address business on the agenda	Note/Consider	Any issues?
	4.2 Any issues raised by the public	Note/include on another agenda?	Any issues?
	<b>Items for consideration</b>	<b>Action by committee</b>	<b>Ref</b>
19:43	<b>5. Playground inspections and risk assessments</b>		
	5.1 Combined report including Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Agree/Ratify	CP to follow via email
	5.2 Annual inspection report 2020	Consider new safety surfacing under flat seat swings at the Centenary Playspace & painting the MAU at the Harry Higgins Play Area.	CR1, CPs sent via email
	5.3 Volunteer Inspectors training	Consider a Zoom meeting to share experiences?	N/A
19:55	<b>6. Sports Fund Working Group</b>		
	6.1 Re-siting of gym equipment, development of the Jubilee Playspace including a new access & funding	Consider: siting/funding of 2 trim trail items; draft proposals for Jubilee PS, additional funding & new pedestrian access	CR2 & CPs - notes of the last meetings & Footpath Report
20:15	<b>7. Wildflower Project</b>		
	7.1 Verges managed by ESC/Norse	Agree verges to be managed for wildflowers	CR3
	7.2 Improved management of Mill Heath Buffer Zone	Consider pursuing a better management regime	CR4

20:25	<b>8.Consultations</b>		
	8.1 East Suffolk District Council Open Space Study Consultation	Any comments? Clerk and Deputy Clerk to liaise with ESC	CPs sent via email
	8.2 Coastal Path Consultation - Felixstowe Ferry to Bawdsey section	Consider a response. Deadline 3 <sup>rd</sup> February.	CR5 & CP sent via email
20:35	<b>9. Terms of Reference for R&amp;AC</b>		
	9.1 Review Terms of Reference	Review	CP
20:40	<b>10. Events</b>		
	10.1 Events for 2021?	Consider	N/A
20:44	<b>11. Finance</b>		
	11.1 Pending expenditure	CP at meeting	Agree
	11.2 Income & Expenditure report	CP at meeting	Note
	11.3 Martlesham Climate Action Working Group - budget proposal of £1,000 for 2021/22.	DECISION F2020/12f	Note
	<b>Items for noting</b>	<b>Ref.</b>	
20:47	<b>12. Martlesham Climate Action (MCA)</b>		
	12.1 Notes of the meeting held on 14.12.20	CP	
20:49	<b>13. Sites</b>		
	13.1 Recreation Ground Survey update	CR6 Consider completing individual form	
	13.2 Forbes Spinney	CR7	
	13.3 Removal of trees from River Fynn	CR8	
	13.4 Martlesham Common – Any update?	Note £24,250 of section 106 funding received	
	13.5 Portal Woodlands Conservation Group (PWCG) update	CR9	
	13.6 Management of Bike Trails – meeting with users	The Clerk to set up a Zoom meeting with users to address the future management of the jumps.	
	13.7 Community Orchard Working Group update & Memorandum of Understanding	CR10 & CP – draft MOU to note	
	13.8 Carol Avenue – tree and bulb planting	Awaiting response from SCC Highways	
21:05	<b>14. Amenities</b>		
	14.1 Request for larger bin on Top St by Village Hall and bus stop	DECISION R2019/11h: To support the installation of a larger bin on Top Street by the Village Hall and bus stop if the District Council agrees that there is sufficient space for one. Ongoing.	
	14.2 Bus shelter on Main Road	On hold	
	14.3 Request to refurbish or replace seat in front of Community Hall	Awaiting response from ESC re Talking Bench	
21:06	<b>15. Signs</b>		
	15.1 Permanent illustrative Covid-19 guidance signs for play areas, the bike trails and Trim Trail equipment.	Ongoing	
	15.2 'Do not park in front of gate' for the green gate on Kronji's Piece (at Bowls Club request)	Ongoing	
21:07	<b>16. Working with volunteers</b>		
	16.1 Development of policies & procedures	Ongoing	
21:08	<b>17. Martlesham Wombles</b>		
	17.1 Any update?		
21:09	<b>18. Trees</b>		
	18.1 Poplar on Martlesham Common by A12	CR11	
21:11	<b>19. August Workshop</b>		
	19.1 Response to the Climate Emergency	MCA have agreed to support the workshop.	
21:13	<b>20. Annual Review</b>		
	20.1 Annual Review January 2021	CP	
21:15	<b>21. Items for Friends of the Common webpage and summing up phrase for Facebook</b>		
	21.1 List items & suggest phrase		
21:17	<b>22. Newsletter items for March 2021</b>		
	22.1 Suggestions for inclusion		
21:18	<b>23. Items for consideration at the next R&amp;AC meeting</b>		
	23.1 List items		