

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 15th SEPTEMBER 2021**

Venue: St Michael's Church Centre, Martlesham Heath.

Present: Mr L Burrows (ex officio), Mrs H Davey (Committee), Mr M Irwin (Committee), Mr I O'Brien Baker (Chairman), Mr E Thompson (Committee), Mr M Williamson (ex officio).

There were no members of the public.

In attendance: Diane Linsley (Clerk).

1. Apologies: None.

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

Actions completed or on agenda.

4. PUBLIC FORUM

4.1 To allow members of the public to address business on the agenda

No issues were raised.

4.2 Any issues raised by the public

None.

Items for consideration

5. Amenities

5.1 Land Maintenance Contract – Revised documents and advertisement for tenders CPs filed in the office together with the minutes.

DECISION R2021/9a: To add the following paragraph, paragraph 30, to the revised Land Maintenance General Conditions 2021:

"30. The Contractor may also be required to remove graffiti. The Contractor will quote separately for this."

Agreed.

DECISION R2021/9b: To accept the revised Land Maintenance General Conditions 2021 and Land Maintenance Specification 2021. **Agreed.**

The advert to invite expressions of interest to be received by Friday 8 October and include the deadline for tenders, Friday 29 October.

Tenders to be opened and considered on Monday 1st November. **Agreed.**

Maps to be made clearer as some of the lines are faint. **Agreed.**

A location plan showing where all the sites are to be provided. **Agreed.**

Messrs O'Brien Baker, Burrows and Whitby and staff were thanked for all the work done to review the detailed Land Maintenance Contract documents.

6. Playground inspections and risk assessments

6.1 Combined report including Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014.

CP filed in the office together with these minutes.

DECISION R2021/9c: To ratify the Record of decisions made by the Clerk between meetings and taken in the exceptional circumstances of the COVID-19 crisis, for September, as required by the Openness of Local Government Bodies Regulations 2014. Report filed in the office together with these minutes. **Agreed.**

The Clerk to check that the removable bollard on the Community Hall car park is working properly. **Agreed.**

The desire line across the ditch by Forbes Spinney on the Recreation Ground is to be left to overgrow naturally and will not require a chestnut palling fence. Noted.

7. Trees

7.1 Quotations for tree work following independent Tree Inspection Report – query from PC meeting & non-urgent tree work CR1

Tree OXHC (recorded as dead and next to OXHD on Martlesham Common LNR) is part of the medium priority work quote but was missed off by the contractor in error. The cost of the medium priority work includes tree OXHD and remains unchanged. Noted.

DECISION R2021/9d: To undertake the non-urgent work on tree OXHB, a large Sycamore in decline due to Sooty Bark disease, situated south of tree OXHD on Martlesham Common LNR as recommended by the tree surgeon at a cost of **£600.00 + VAT**. (*"The tree's central stem has sheared and is propped in the canopy. It is in a low target wooded area"* - IBS Tree Inspection Report 2021). **Agreed.**

8. Sports Fund Working Group (SFWG)

8.1 SFWG meeting 26.08.21 CP – notes of meeting filed in the office together with these minutes. Noted.

8.2 Recommendation: To remove the wooden fencing and replace with metal bow top fencing. CR2

There was a discussion.

DECISION R2021/9e: To accept **Quote 3** to replace the Jubilee Playspace timber fence with 82m of 1m high galvanised bow top metal fencing for **£4,900 + VAT**. **Agreed.**

The Clerk to confirm when the best time to install the new fencing is. **Agreed.**

8.3 Recommendation: To accept Quote 2 for the purchase and installation of new equipment in order to proceed with agreed Option 1 of Jubilee Playspace Survey results. CPs filed in the office together with the minutes.

There was a discussion.

Concern was raised at having several contractors to get the work done and the possibility of contractors blaming each other for any problems that may arise.

DECISION R2021/9f: To accept Quote 2 (less fencing):

Booth Tarmacadam **£21,652** (for installation of a sports surface, with 2 goals & 2 basketball nets, including security fencing costs) + NGF quote **£36,753.50** (for new play equipment in the Jubilee Playspace and provision of 2 basketball nets, excluding play area fencing) + E Jacobs quote **£1,100.00** (for one goal post, with the intention of re-using the existing one on site) = **£59,505.50 + VAT**.

for the purchase and installation of new equipment in order to proceed with agreed Option 1 of the Jubilee Playspace Survey results, preferably with one main contractor and a subcontractor to lay the tarmac surface rather than the PC having two separate contracts with two different contractors. **Agreed.**

8.4 Recommendation: To refurbish the equipment that will be retained. CP filed in the office together with the minutes.

DECISION R2021/9g: To consider the quote to refurbish the equipment to remain in the Jubilee Playspace at a later date. **Agreed.**

9. Sites

9.1 Contracts to use the Recreation Ground to include a request for a donation. CR3

DECISION R2021/9h: To include a request for a donation to help with the maintenance of the site in contracts issued to those wishing to use the Recreation Ground e.g. personal trainers/dog trainers.

Agreed.

9.2 Purchase 3 benches for the Recreation Ground, part of the site's Action Plan. CPs filed in the office together with the minutes.

DECISION R2021/9i: To purchase 3 benches with arm rests and 3 sets of fixings for the Recreation

Ground as part of the site's Action Plan at an estimated cost of **£2200.00** to be obtained from the PC's CIL reserve. **Agreed.**

To install two benches, one by the Bowls Green and the other by the oak tree to face the football pitch and store the third bench with the land maintenance contractor until it has been decided whether or not to proceed with the Sensory Garden. **Agreed.**

9.3 Vision statement for the Recreation Ground. CR4 + CP – Site visit report 01.09.21 filed in the office together with the minutes.

DECISION R2021/9j: To agree the following vision statement for the Recreation Ground and Kronjjs Piece:

Martlesham Recreation Ground and Kronjjs Piece will be a place to enjoy which will sustain the vitality, health and well-being of the community.

We aim to:

1. *Be inclusive.*
2. *Protect the natural habitat and biodiversity on site.*
3. *Enhance the amenities on site and link them to the wider public realm.*
4. *Increase awareness and prominence of the existing amenity.*
5. *Add complementary amenities and*
6. *Enhance the natural environment."*

Agreed.

Site visit report – the 2 weak trees on Forbes Spinney are being monitored.

DECISION R2021/ 9k: To replace any dead trees that make up Forbes Spinney. **Agreed.**

9.4 A parish wide dog campaign? CR5

Mr Thompson had done some research into dog campaigns.

Providing more dog bins, education, and enforcement of the rules on dog fouling could be ways of reducing dog mess. Anecdotally, the number of dogs has increased in the Parish as a result of the lockdowns during the pandemic.

An interested individual is needed to take any campaign forward.

Committee members to prepare ideas on how to improve the negative effects of dogs on the Parish to share at the next meeting of the R&AC in November. **Agreed.**

10. Finance

10.1 Pending expenditure CP filed in the office together with the minutes.

DECISION R2021/9l: To pay all pending expenditure transactions (attached to these minutes). **Agreed.**

The pending expenditure transaction report was signed by the Chairman and the Clerk.

10.2 Income & Expenditure report CPs filed in the office together with the minutes. Noted.

To consider item 20. Jubilee Playspace next. **Agreed.**

DECISION R2021/9m: The Recreation & Amenities Committee resolves that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw. **Agreed.**

The following item was taken in camera.

20. Jubilee Playspace

20.1 Jubilee Playspace CPs - Confidential report and papers previously circulated and filed in the office.

DECISION R2021/9n: No further action is required at present. **Agreed.**

The Committee came out of camera and continued with the agenda.

10.3 Budget 2022-23

It was noted that a draft R&A budget report will be available at the November meeting. The Community Orchard Working Group's request for **£1850** to plant 10 trees (Phase 3A of Project) to cover the cost of trees, sundries, site preparation and erection of rabbit and deer protection was noted.

Members of the Committee to inform the Clerk of any projects needing funding for financial year 2022-23. **Agreed.**

Items for noting

11. Sites

11.1 Recreation Ground & Kronjis Piece – Resurfacing of entrance track & car park update. Topographical survey to be undertaken shortly. Noted.

11.2 Portal Woodlands Conservation Group (PWCG) update CR6 Noted.

11.3 Harry Higgins Play Area refurbishments – Official opening postponed CR7 Noted.

12. Working Groups

12.1 Wildflower Project meeting 09.08.21 CP to follow.

Mr O'Brien Baker informed the Committee that managing areas for wildflowers was part of the LMC specifications and included increasing the height of some cuts e.g. the area between the Community Hall Car Park and the Tesco boundary fence (Area G of Plan 1 of LMC Specification).

12.2 Community Orchard Working Group meeting 15.06.21 CP + Key notes of meeting 14.09.21 filed in the office together with the minutes.

Mr Irwin reported that the budget for the next phase of planting, Phase 3, was higher than previous phases due to the rarer species being purchased (quince and medlar) and the increased price of wood.

Due to the cold spring and the trees being young, little fruit had developed this year.

12.3 Recreation Ground and Kronjis Piece Steering Group CP to follow.

12.4 Martlesham Wombles update To follow.

13. Martlesham Climate Action (MCA)

13.1 Climate Summit on 25.09.21 & Advice Hub every Saturday 10am -12noon at the Runway Café Noted.

14. Amenities

14.1 Request for larger bin on Top St by Village Hall and bus stop DECISION R2019/11h. Ongoing.

15. Rights of Way

15.1 Footpath Survey 2021 - Volunteers identified. Paul Whitby progressing.

Mr Williamson reported that the CPRE are highlighting the use of public rights of way by those in wheelchairs.

The Clerk to set up a meeting with Mr Whitby, Mr Irwin and Mr Williamson to exchange information on undertaking the annual survey of rights of way in Martlesham.

16. Working with volunteers

16.1 Development of policies & procedures Ongoing.

17. Annual Review

17.1 Annual Review September 2021 CP filed in the office together with the minutes.

The Clerk to ask the Martlesham Tree Wardens their views on the types and frequencies of inspections for PC's trees. **Agreed.**

The PC's Tree Policy to be circulated to both Tree Wardens. **Agreed.**

18. Social media and newsletter items (November)

18.1 List items

Donation for using Recreation Ground/Reminder to dog owners to pick up their dog's faeces.

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

19.1 List items

Volunteers/ Footpath maintenance/Tree inspections & Tree Policy (tree wardens' views).

There being no further business the meeting ended at 9.30pm

M. Williamson

Chairman, 06 October 2021