

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 11th MAY 2022**

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

There were no members of the public.

In attendance: Mrs Debbie Chappell (Council Officer).

1. Apologies: There were no apologies.

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

There were no members of the public.

4.2 Any issues raised by the public

There were no issues raised.

5. Items for consideration

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 CP filed in the office together with the minutes.

DECISION R2022/5a: To ratify the Record of decisions made by the Clerk between meetings as required by the Openness of Local Government Bodies Regulations 2014. Report filed in the office together with these minutes. **Agreed.**

5.2 Appointment of Play area and Trim Trail Inspectors CR1 filed in the office together with the minutes. The meeting noted that:

- More volunteers are required
- More volunteer training is required even if it is the case of more experienced inspectors giving the less experienced inspectors the benefit of their experience and expertise
- The JPS inspections sheets will require revision to incorporate the new play equipment and sports surface
- An update is required on the solutions proposed at the last meeting regarding misuse of the tunnel apparatus at the Harry Higgins Play Park by older children.

DECISION R2022/5b: To appoint the following play area and Trim Trail Inspectors:

Centenary Playspace	- Erik Crichton, Paul Edwards
Harry Higgins Play Park	- Wally Welch, Rachael George, Paul Edwards (Standby)
Jubilee Playspace	- Debbie Chappell
Kronji's Piece Play Area	- Ian O'Brien Baker, Chris Prime
Diamond Jubilee Bike Trails	- Zita Kingsbury, Debbie Chappell
Trim Trail	- Mike Williamson and Dave Parsons Agreed.

6. Amenities

6.1 Continuation of Land Maintenance Services for Local Organisation and Groups CR2 filed in the office together with the minutes.

DECISION R2022/5c: To continue MPC support and provision of land maintenance services to the following organisations where the land is used for public benefit.

- MHHL
- Martlesham Village Hall

- Martlesham Heath Pavilion Committee.
- St Mary's Parish Church
- St Michael's Parish Church **Agreed.**

7. Sites

7.1 Recreation Ground & Kronjis Piece – Resurfacing of entrance track & car park report CP filed in the office together with the minutes.

Mr Burrows presented his written report. It was agreed he could move forward and obtain quotes. The £3k increase in budget was noted; now £33k rather than the £30k recommended by the Steering Group.

DECISION R2022/5d: To accept the recommendation from the Recreation Ground & Kronjis Piece Steering Group that tenders to £33k are sought for the work on Phase 1; this work to include the short path to the play area. The work to be financed from the CIL reserve and Strategy and Infrastructure reserve supplemented by any grants that can be obtained. **Agreed.**

8. Finance

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

DECISION R2022/5e: To pay all pending expenditure transactions (attached to these minutes). **Agreed.**

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

8.2 Income & Expenditure report CP filed in the office together with the minutes.

A full explanation will be provided following year end. Noted.

9. Items from the May PC meeting (C/2022/5y)

9.1 Planting the Treebilee oak and the time capsule

The Council Officer referred the meeting to the Tree Warden's Tree Report, noting a suggested planting date of 21st May 2022. No objection or comments raised. The chosen location was discussed. For the avoidance of doubt, the Chairman will attend site and mark the exact spot for the tree planting. Revisions were made to the draft Timeline.

Council Officer to feed these revisions back to Jane Hall. **Agreed.**

9.2 Instalment of three '30's plenty' signs and a seventh pole for SID

The Council Officer verbally updated the meeting. CR3 filed in the office together with the minutes. The meeting noted:

- Mrs Hall attended The Community Partnership Road Safety Forum (CPRSF) zoom meeting this week (9th May 2022).
- As a result of the SID data provided to these CPRSF meetings, PC Gilkes will investigate reinstating traffic officers on The Street. (ESC minutes to follow).
- SCC Highways have agreed in principle to the location of an additional SIDs pole subject to formal approval once the forms are filed and processed.
- The Community Partnership Road Safety Forum has agreed in principle to fund an additional pole at £120 plus VAT, subject to formal approval once the forms are filed and processed.
- Councillor Blundell also offered to fund the additional pole (Enabling Communities Budget).
- In default, will the meeting consider funding the additional pole?
- Mr Denton advised in an email dated 9th May the additional pole is to be located on the east side of The Street facing traffic coming south from Top St. The existing pole is on the west side of The Street near to the bus stop, facing traffic going north. This differs to the Clerk's Report. The fixed signs will be on the existing poles.

DECISION R2022/5f: To pay for a seventh pole at £120 plus VAT from the R&AC budget in default of third parties funding the pole. The location of the additional pole to be located on the east side of The Street facing traffic coming south from Top St. **Agreed.**

10. Playground Inspections

10.1 Annual Inspection and Risk Assessment Report 1.2.22 Ongoing.

11. Sites

11.1 Martlesham Common Local Nature Reserve Update. Mr Mark Linsley is currently undertaking a

Bird Breeding Survey of the Common. Report to follow, to include the results of the 2021 survey.

11.2 Recreation Ground and Kronji's Piece Sensory Garden. Council Officer is obtaining quotes. Possible bid to the Community Partnership Rewilding Forum. £2.5k towards the cost of the design.

12. Working Groups

12.1 Sports Fund Working Group meeting 10.5.22 & Jubilee Playspace Improvements Update

The Council Officer gave a verbal update on the SFWG meeting this week and progress of works to date, which is all running to schedule. SFWG Meeting notes to follow. Aside from the works ordered and managed by the SFWG, the MPC Land Contractor

- has reported rust present on the existing multi tower play equipment, recommending rust treatment and the welding of stainless-steel sleeves (quoted at £285 +VAT) before repainting. The Clerk has authorised this under delegated authority.
- recommends repainting the bench adjacent to the existing multi tower.
- recommends either replacing the matting beneath the existing multi tower play equipment or installing new grass guards there. Previously the MPC Land Contractor quoted to lift then relay the existing mats following repainting of the multi tower but given the age and condition of the matting, it would be more cost effective to replace them.

DECISION R2022/5g: To ratify the payment of quote 28/4/22 in the sum of £285+ VAT. To authorise the MPC Land Contractor to quote for (a) the repainting of the bench adjacent to the existing multi tower. If £250 or less, the Clerk is authorised to proceed to accept the quote and place instructions for the work to proceed, and (b) new grass guards for the existing multi tower play equipment and if £1000 or less, the Clerk is authorised to proceed to accept the quote and place instructions for the work to proceed. **Agreed.**

12.2 Village Fete & Wildflower Project Working Group - Wildflower Photographic Competition

Mr Irwin reported on the Fete planning progress. Mrs Davey reported judging will now take place on Wednesday 29th June. Entries to be exhibited at the Village fete as part of the PC stand. Other areas of work were mentioned, and the installation of the Wildflower signs and stakes. Mrs Davey will take these to the next meeting of the Wildflower Project Working Group. **Agreed.**

12.3 Community Orchard Working Group CP – filed in the office together with the minutes.

Order and payment of Phase 3 complete. Delivery of trees scheduled for third week of January 2023. Watering regime working well. Next meeting 25 May 2022.

12.4 Recreation Ground and Kronjis Piece Steering Group meeting held on 30.03.22 CP – Draft notes filed in the office together with the minutes. Next meeting 17 May 2022.

12.5 Community Partnership – Rewilding Forum meeting held on 25.04.22 James Wright to see if they can source funding to contribute to the Sensory Garden design fee.

12.6 Portal Woods Conservation Group No update.

12.7 Martlesham Wombles No update. Clerk to request an update for the next meeting.

13. Martlesham Climate Action (MCA)

13.1 MCA Meeting next week. Noted.

14. Trees

14.1 Expert Tree Survey (IBC) CP filed in the office together with the minutes. No high priority work identified in the survey.

14.2 Planting of 5 Silver Birches on the boundary of the Jubilee Playspace Completed 4.4.22 by the Tree Wardens who continue to water the trees.

14.3 Treebilee Planting See item 9.1

14.4 Tree Wardens Report CP filed in the office together with the minutes. Noted.

15. Amenities

15.1 Playground inspector Training Ongoing

15.2 Harry Higgins Play Park – tunnel apparatus Ongoing. Clerk to advise if the signs have arrived.

15.3 McCarthy Stone car park transfer update Noted there is nothing further to report since the update provided to Full Council in meeting 4th May 2022.

15.4 Irregular litter collection by ESC

Litter and dog bins are being monitored and any issues should be reported to Norse. Mr Thompson advised the meeting to report the matter to Andrew Joliffe the Communities Officer at East Suffolk Council, for discussion with the new Local Authority Trading Company taking over the former Norse services (as reported at the Full Council in meeting 4th May 2022). **Agreed.**

16. Rights of Way

16.1 Footpath Survey Ongoing.

16.2 Coastal Path There was no formal update but Mr O'Brien Baker gave his understanding of the local situation.

17. Working with volunteers

17.1 Development of policies & procedures Ongoing.

18. Annual Review

18.1 Annual Review May 2022 CP filed in the office together with the minutes. Noted no actions required for May.

19. Social media and newsletter items (April)


Opening of Jubilee Playspace. Treebilee planting. Pardon the Weeds.

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

None.

The Chairman thanked councillors and the Council Officer for attending the meeting and their contributions.

There being no further business the meeting ended at 9.15pm


Chairman, 1st June