

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF  
MARTLESHAM PARISH COUNCIL HELD ON 19<sup>th</sup> JANUARY 2022**

**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 R Staines (Committee), Mr E Thompson (Committee), Mr M Williamson (ex officio).

There were no members of the public.

**In attendance:** Mrs Diane Linsley (Clerk).

**1. Apologies:** There were no apologies.

**2. Declarations of Interest**

2.1 Disclosable Pecuniary Interest (DPI): Mr Burrows – item 10.1 Pending expenditure – a payment listed for Mrs Burrows in pending expenditure report.

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

No issues were raised.

**Items for consideration**

**5. Playground inspections and risk assessments**

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 R2022/1a:** To ratify the Record of decisions made by the Clerk between meetings and taken in the exceptional circumstances of the COVID-19 crisis, for January, as required by the Openness of Local Government Bodies Regulations 2014. Report filed in the office together with these minutes. **Agreed.**

**6. Amenities**

6.1 Harry Higgins Play Park – quote for new surfacing for 3 heavily used grass areas. CR1

**DECISION R2022/1b:** To install a grid surface where the grass has worn away at the Harry Higgins Play Park as follows:

- 1 metre square in front of each of the 3 play panels (attached to the fence).
- 4 metre square around new metal picnic bench.
- 2 metre square at entrance gate.

At a cost of **£345.00 + VAT. Agreed.**

The **Clerk** to confirm which budget is to be used.

6.2 Playground inspector training CR2

**DECISION R2022/1c:** To research what volunteer inspector training is available following the outbreak of Covid 19 and, in the meantime, organise a meeting via Zoom for all volunteer inspectors to get together to share their experiences and any advice they may have. **Agreed.**

**7. Sports Fund Working Group (SFWG)**

7.1 Any update?

The order for the new equipment for the Jubilee Playspace has been placed and installation is scheduled to start in the Spring. The grant from East Suffolk Council (ESC) has not been received to date.

## 8. Sites

8.1 Recreation Ground & Kronji's Piece –Resurfacing of entrance track & car park, any update?  
CPs – Design and costings circulated before the meeting and filed in the office together with the minutes.

Mr Burrows was disappointed that the estimated costings were higher than he had expected but understood that this was due to the increase in the cost of materials and labour at the current time.

**DECISION R2022/1d:** To request that the Recreation Ground & Kronji's Piece Steering Group look in detail at the design and estimated costs for resurfacing the tracks and car park and report back to the R&AC. **Agreed.**

Alternative surfaces to be investigated by the working group if appropriate.

8.2 Request for a budget of 5K for a professional design for a sensory area and features for the Recreation Ground and Kronji's Piece CR3 & CP filed in the office together with the minutes.

**DECISION R2022/1e:** To request that the Recreation Ground & Kronji's Piece Steering Group write a broad brief for a sensory area and features to be considered by the R&AC. **Agreed.**

The **Clerk** to send the Progress Report by Mr Irwin to Andy Jolliffe, Communities Officer for ESC, asking for any advice he may have on the improvement projects listed and funding opportunities available.

8.3 Recreation Ground & Kronji's Piece - Shade for Picnic Benches Consider planting 2 trees - a field maple and a wild cherry CR4 & CP filed in the office together with the minutes.

**DECISION R2022/1f:** To plant two trees, a field maple and wild cherry, to provide shade for those using the picnic benches situated by Kronji's Piece Play Area at a cost of approximately £320 to be taken from the Parish Council's CIL reserve. **Agreed.**

## 9. Treebilee

9.1 Ideas on the location and sundries needed for the Treebilee oak

The following locations were suggested for the Treebilee oak: The Green or North Green on Martlesham Heath and near the Community Hall where other commemorative trees have been planted.

The **Clerk** to ask Martlesham Heath Householders Ltd (MHHL) if they would be amenable to having the Treebilee oak planted on The Green. **Agreed.**

The tree will require protection against vandalism and browsing deer and rabbits.

## 10. Finance

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

**DECISION R2022/1g:** 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 CP filed in the office together with the minutes. Noted.

Mr Burrows highlighted that the Land Maintenance Contract budget 4200 is 89.5% spent and that the Play Equipment Maintenance budget 4231 is overspent.

## Items for noting

### 11. Sites

11.1 Martlesham Common Local Nature Reserve update CR5  
Megabash on 22.01.22 10am – 3.30pm noted.

### 12. Working Groups

12.1 Wildflower Project Working Group meeting 22.11.21 CR6 & CP – notes, filed in the office together with the minutes. Noted.

Mrs Davey suggested that members of the Village Fete Working Group (VFWG) join the Wildflower Project Working Group's meeting on 7<sup>th</sup> March 7.30pm via Zoom when the focus will be on the photographic competition.

The **Clerk** to contact the Wildflower Project Working Group about Mrs Davey's suggestion. **Agreed.**

12.2 Community Orchard Working Group next meeting 18.01.22, 7.45 pm CP – Summary notes circulated and filed in the office together with the minutes. Noted.  
Bright's Orchard Phase 2 planting 25.01.22, start 10.30am noted.  
The Chairman to pass on information about Bright's Orchard to a Professor of modern history interested in Mr Bright's experiences of and work on the holocaust.

12.3 Recreation Ground and Kronjis Piece Steering Group meeting 25.11.21 CP Noted.

12.4 Martlesham Wombles update?

There was no report.

### **13. Martlesham Climate Action (MCA)**

13.1 MCA meeting 13.01.21 – matters arising pertinent to the R&AC?

There were no matters.

### **14. Trees**

14.1 Silver Birches on the boundary of the Jubilee Playspace

The Clerk reported that Hastoe were delaying their decision to undertake tree work on the silver birch that is in decline on their land until their planning application has been determined by ESC. When the application is determined is not known although Hastoe understand that it might be sometime in February. Due to the proximity of one of the trees to the boundary with Martlesham Academy, the Clerk is keen to get the work done on the four silver birches on the Jubilee Playspace. In agreement with Hastoe the work on the four silver birches will go ahead without including the tree on Hastoe land. Hastoe have indicated that they are still happy to contribute to the cost of the tree surgery work on the four silver birches on the Jubilee Playspace and the planting of 5 new silver birches.

The **Clerk** to arrange a date for the work to be carried out, preferable at a weekend when the school is not open.

14.2 Tree and bench for John Forbes

The Clerk had informed the Forbes' family of the PC's decision to agree to their request for the planting of a tree and installation of a bench in memory of John Forbes and was awaiting a reply on the family's preferred location etc.

14.3 Tree Wardens Report CR7 Noted.

### **15. Amenities**

15.1 Land Maintenance Contract March 2022 – April 2025 - Confirmation of new contract CR8 Noted.

15.2 Annual play area and Trim Trail inspections and risk assessment to take place on 18.02.22

The **Clerk** to check payment of the inspections with the Finance Officer.

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

15.4 Website review of entries under 'Amenities' heading CR9 Noted.

15.5 McCarthy Stone car park transfer CR10 Noted.

The Chairman reported that he had expressed his concerns about the future maintenance and security of the car park to Mrs Hall and that the McCarthy Stone Working Group was dealing with the matter.

Mr Burrows reported that the commuted sum for maintaining the car park was 20K.

The **Clerk** to contact the land maintenance contractor for his views on the cost of maintaining the car park and pass this on to the McCarthy Stone Working Group. **Agreed.**

### **16. Rights of Way**

16.1 Footpath Survey 2021 Ongoing.

16.2 Coastal Path update CR11 Noted.

**17. Working with volunteers**

17.1 Development of policies & procedures Ongoing.

**18. Annual Review**

18.1 Annual Review January 2022 CP filed in the office together with the minutes. Noted.

**19. Social media and newsletter items (March)**

19.1 2<sup>nd</sup> phase of planting at Bright's Orchard, Treebilee, shade trees, Recreation Ground improvements, request for more volunteer playground inspectors.

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

20.1 There were none.

The Chairman proposed a vote of thanks to the Clerk for all the clear information she had provided for the Committee. This made it easy for the Committee to make decisions and finish the meeting in good time. The vote was unanimous.

There being no further business the meeting ended at 8.49pm

*M. Williamson*

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Chairman, 02 February 2022