

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 9th MARCH 2022
AT ST MICHAEL'S CHURCH CENTRE, MARTLESHAM HEATH.**

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

There were no members of the public.

In attendance: Mrs Diane Linsley (Clerk).

1. Apologies: There were apologies from Mrs Davey, Mr Burrows, Mr Thompson.

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.

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 R2022/3a: To ratify the Record of decisions made by the Clerk between meetings and taken in the exceptional circumstances of the COVID-19 crisis, for March, as required by the Openness of Local Government Bodies Regulations 2014. Report filed in the office together with these minutes. **Agreed.**

The **Admin Officer** to check the CCTV footage following the incident where the height barrier on the Community Hall Car Park was damaged. **Agreed.**

5.2 Annual Inspection and Risk Assessment Report 01.02.22 CR1, CP- summary Filed in the office together with the minutes.

The Clerk reported that she still needed to circulate the findings to the volunteer inspectors and assess the work that had been identified.

Mr Williamson reported that the Sport Fund Working Group had discussed the issue of the matting at the base of some of the Trim Trail equipment which had been identified as a potential trip hazard. The edges and corners of on some of the 'grass mat' surface have risen above the level of the ground and need to be re buried.

The **Clerk** to obtain a quote from the land maintenance contractor to level the grass mat surface identified as a potential trip hazard in the Annual Inspection and Risk Assessment report 01.02.22 for the Trim Trail. **Agreed.**

Finding a solution to the misuse of the tunnel apparatus at the Harry Higgins Play Park by older children had been considered by members of the Pavilion Management Committee (PMC) and the PC (Mr Irwin, the PC's representative on the PMC and the Clerk) and involved the suppliers of the equipment, Wicksteed. It is hoped that adding sticky labels to either end of the tunnel apparatus warning children not to climb on top of the tunnel will be effective.

6. Amenities

6.1 Replacement rope ladder for Jubilee Playspace

This item was not considered as the replacement rope ladder for the Jubilee Playspace was part of the refurbishments for the site and agreed at a previous R&AC meeting.

6.2 Playground inspector training update CR2

The Clerk suggested that volunteer inspectors could undertake informal training in the autumn by joining an 'accompanied' annual inspection of the Centenary Playspace and the adjacent Trim Trail equipment. Those who aren't able to attend would be updated by those that had taken part in the expert inspection. This would provide informal training and at the same time complete the annual inspections for these two areas.

The Chairman (volunteer inspector for Kronji's Piece Play Area) was happy to attend a formal, certificated course and disseminate the information gained to other volunteer play inspectors. The **Clerk** to continue her research into providing training for volunteer inspectors. **Agreed.**

7. Sites

7.1 Recreation Ground & Kronjis Piece –A broad brief for a Sensory Area and features for a professional design, up to 5K CR3 & CPs filed in the office together with the minutes.

Mr Irwin clarified the need for professional expertise to further the work on a Sensory Area as had happened with work on resurfacing the entrance track and car park. Two documents had been provided; one which explained the background to the Sensory Area Project and one which simplified previous information provided and which formed a broad brief.

Issues regarding the expense of some of the improvements on the Recreation Ground and Kronji's Piece had been considered by the Steering Group. Phasing projects and exploring grants could help manage the costs of the improvements.

Mr Irwin and the Clerk to meet with Andy Jolliffe, Communities Officer ESC, to discuss funding opportunities on 04.04.22.

With regard to Parish Councillor and staff time to devote to a Sensory Area Project, Mr Irwin put out a plea that any delay to the Project should be a considered decision by the PC and not something that was allowed to lapse over time.

Mr Irwin hoped that any fears about the project had been allayed and that a professional brief could be obtained which, when made available, would be assessed in a considered way.

DECISION R2022/2b: To obtain a professional design for a Sensory Area and features for the Recreation Ground (including Kronji's Piece if appropriate) up to a cost of £5,000.00 using CIL or other appropriate funds. **Agreed.**

Mr Irwin added that the document providing the broad brief was based on information gathered by the Council Officer.

7.2 Recreation Ground & Kronjis Piece –Resurfacing of entrance track & car park report CR4

The Chairman was supportive of undertaking the resurfacing of the entrance track and car park as set out in the specifications costing 89K through exploring additional sources of funding to those of the PC.

Mr Irwin reported that there were good alternative options for undertaking the resurfacing with potential to make savings.

A proposal on resurfacing the entrance track and car park to a good standard to be provided for the May R&AC meeting to consider. **Agreed.**

The Recreation Ground and Kronji's Piece Steering Group to discuss resurfacing the entrance track and car park at its next meeting on 30th March 2pm, via Zoom.

Mr Williamson reported that the car park was heavily used at weekends when football matches were played. Martlesham Youth Football Club are using the Recreation Ground pitch more as fewer pitches are available on The Green, Martlesham Heath.

8. Treebilee & time capsule

8.1 Planting the Treebilee oak and maintenance plus burying the time capsule

The Clerk showed the meeting the sketch map of the location of the Treebilee oak on the Recreation Ground provided by Tree Warden, John Burges. The tree is to be planted centrally on the area of grass adjacent to the car park.

The **Clerk** to liaise further with both Tree Wardens on details of the planting and maintenance of the Treebilee oak. **Agreed.**

The **Clerk** to contact Martlesham Heath Householders Ltd on sourcing a protective metal guard/frame around the Treebilee oak. **Agreed.**

9. Finance

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

DECISION R2022/2c: To pay all pending expenditure transactions (attached to these minutes). **Agreed.**

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

The **Finance Officer** to clarify the most appropriate budget to use for paying for the removal of graffiti. **Agreed.**

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

Items for noting

10. Sites

10.1 Martlesham Common Local Nature Reserve update CR5 + photographs Noted.

11. Working Groups

11.1 Sports Fund Working Group meeting 01.03.22 CP filed in the office together with the minutes. Noted.

11.2 Wildflower Project Working Group meeting 07.03.22 – focus on Wildflower Photographic Competition

Mr Irwin reported that the deadline for entrances to the Photographic Competition was the 17th June and judging would take place on Monday 20th June. The **Clerk** to check the availability of the Parish Room. **Agreed.**

Entries to be exhibited at the Village fete as part of the PC stand.

Mr Irwin to provide a written report.

Other areas of work mentioned at the meeting were that Mr Thompson would be contacting SCC on creating a wildflower area on the verge on School Lane and that Mrs Davey suggested planting birch trees on a verge close the Costa Coffee Drive Thru on the junction of Felixstowe Road with Anson Road. The **Clerk** to check with Mrs Davey which verge was being suggested.

Agreed.

11.3 Community Orchard Working Group next meeting 15.03.22 7.45pm CP – full notes of meeting held on 18.01.22. It was noted that Bright's Orchard Phase 2 planting had been completed.

The notes of the meeting held on 18.01.22 were comprehensive.

Mr Irwin informed the meeting that he had delivered a framed photo showing those involved with the Phase 2 planting to Mr Frank Bright OBE which had been warmly received.

Mr Irwin told the meeting that the success of the project had been due in great part to the expertise of Sonya and Maureen Burrows.

11.4 Recreation Ground and Kronjis Piece Steering Group meeting held on 26.01.22 CP – Draft notes filed in the office together with the minutes. Noted.

11.5 Martlesham Wombles update CP filed in the office together with the minutes. Noted.

11.6 Community Partnership – Rewilding Forum meeting 31.01.22 There were no amended notes available.

12. Martlesham Climate Action (MCA)

12.1 MCA meeting 17.02.22 – matters arising pertinent to the R&AC? CP – notes (also circulated to March PC) filed in the office together with the minutes. Noted.

13. Trees

13.1 Storm damage following Storms Dudley, Eunice and Franklin CR6

The system of reporting on trees after high winds had been successful. Before the storms had arrived Tree Warden John Burges had agreed to survey PC trees after the high winds had subsided when it was safe to do so. In addition, Mr Irwin and the land maintenance contractor had reported

fallen and broken trees.

Mr Staines reported that 3 trees had come down in Portal Woodlands which is under the care of the Portal Woodlands Conservation Group.

13.2 Silver Birches on the boundary of the Jubilee Playspace CR7 Completed.

13.3 Tree and bench for John Forbes

The Clerk is waiting to hear when the delivery of the bench will be delivered before liaising with Mr Forbes' family.

The Clerk to send Mr Williamson photos of the suggested locations for the tree and bench. **Agreed.**

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

14. Amenities

14.1 Harry Higgins Play Park – tunnel apparatus CR8 Noted.

14.2 McCarthy Stone car park transfer update CP – filed in the office together with the minutes.

The **Clerk** to ask the McCarthy Stone Working Group for a scale plan of the car park including the total width of the entrance and details of the height barrier. **Agreed.**

The Committee to be aware of how vehicles will enter and exit the car park.

15. Rights of Way

15.1 Footpath Survey Ongoing.

Messrs Irwin and Williamson had recently been in touch with Mr Whitby about the parish footpath survey and were awaiting further information.

15.2 Coastal Path, any update?

There was no update.

16. Working with volunteers

16.1 Development of policies & procedures CR9 Noted.

17. Annual Review

17.1 Annual Review March 2022 CP filed in the office together with the minutes. Noted.

18. Social media and newsletter items (April)

Closing of Jubilee Playspace for refurbishments/ cost of removing graffiti and litter.

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

None.

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

There being no further business the meeting ended at 9.25pm

M. Williamson

Chairman, 06 April 2022