

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 09th NOVEMBER 2022**

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 M Williamson (ex-officio), Mrs Jane Hall.

There were no members of the public.

In attendance: Mrs Diane Linsley (Clerk).

1. Apologies: Mr E 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

None.

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.

The word 'style' on page 4, under job number 22TC002 to be changed to 'stile'. **Agreed.**

DECISION R2022/11a: 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 Amended checklist for the Jubilee Playspace incorporating improvements CP Noted.

5.3 Annual inspections & risk assessments CR1 Noted.

The Clerk to attend the unaccompanied inspection of the Centenary Playspace in the absence of Mr O'Brien Baker.

The Admin Officer is currently preparing the playground inspection rota.

6. Sites

The following 4 items were considered together;

6.1 Jubilee Playspace – New quote for bow top metal fencing CR2

6.2 Spare set of 'rocks' for Jubilee Playspace climbing wall CR3

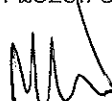
6.3 Jubilee Playspace - Replace safety matting under climbing arch CR4

6.4 Jubilee Playspace – Replace safety matting under multi activity unit CR5 Noted. **Agreed.**

The Clerk reminded the meeting that the new quote for the bow top metal fencing of £7450.00 was £2500.00 less than two of the original quotes first considered.

It was noted that item 6.4, Jubilee Playspace – Replace safety matting under multi activity unit had been authorised earlier in the year and that there had been delays in getting the work done due to the initial quote being above the authorised amount of £1K and because an alternative surfacing had been explored. The Clerk has since instructed that the work, costing £980.00, be carried out.

DECISION R2022/11b: To accept the new quote for the bow top metal fencing of £7450.00, the quote for a spare set of 'rocks' for the climbing wall of £323.78 and the quote to replace the safety



matting under the climbing arch of £1600.00 all at the Jubilee Playspace & to pay for these items and the cost of replacing the safety matting under the multi activity unit (£980.00) using CIL funds. **Agreed.**

DECISION R2022/11c: 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.**

Mrs Hall accepted the invitation to stay.

The next item was taken in camera

6.5 Jubilee Playspace – suggestion to install CCTV cameras CP Confidential filed in the office. There was a discussion which included comments from the Sports Fund Working Group and the reduced incidents of ASB on the site in recent months.

DECISION R2022/11d: That the Parish Council does not pursue the installation of CCTV cameras at the Jubilee Playspace at the current time but monitors ASB on the site. **Agreed.** The Clerk to inform the resident, who put forward the suggestion to the PC, of the decision.

The meeting came out of being in camera.

6.6 Jubilee Playspace – static from slide CR6 Noted.

7. Working Groups

7.1 Sport's Fund Working Group (SFWG) – meeting held 31.08.22 CP filed in the office together with the minutes.

It was noted that the SFWG has disbanded.

The Committee thanked the members of the SFWG for all their work which had resulted in the Trim Trail and the Jubilee Playspace improvements. The Finance Officer was praised for her work supporting the SFWG and being the group's linchpin.

7.2 Recreation Ground and Kronjis Piece Steering Group meeting held on 01.11.22 CP – draft notes filed in the office together with the minutes. Noted.

Mr Irwin, co-chair of the Steering Group, reported that the group saw the benefits of approaching the Suffolk Wildlife Trust (SWT) and informing them of the role that the Recreation Ground plays in Old Martlesham – a gateway to the countryside and a part of the natural 'infrastructure' which now includes the new SWT reserve Martlesham Wilds. It was suggested that a list be drawn up of areas of common interest and to enter into dialogue on how the two organisations could benefit from each other.

To prepare for a meeting with the SWT to explore areas of common interest and how the two organisations can benefit from each other. **Agreed.**

Other groups within and supporting the work of the PC may wish to contribute/be part of a meeting with the SWT.

The Steering Group would value the opinion of the R&AC regarding ESC's Outdoor Playing Space Fund. See item 8.1 on the agenda below.

7.3 Community Orchard Working Group – meeting 01.11.22 & budget request CP – notes filed in the office together with the minutes. Noted.

Mr Irwin summarised the recent work of the Community Orchard Working Group detailed in the notes of the last meeting.

The Community Orchard Working Group's request of a budget of £2,400.00 for financial year 2023/24 as outlined in the notes of the meeting held on 01.11.22 was agreed by the R&AC.

Agreed.

The notes of the Community Orchard Working Group to be sent to Tree Warden, Mrs Hall. **Agreed.**

7.4 Portal Woodlands Conservation Group (PWCG) – Budget request

The PWCG's request for an Earmarked Reserve (EMR) of £100.00 for financial year 2023/24 was agreed by the R&AC. **Agreed.**

8. Outdoor Playing Space Fund

8.1 Outdoor Playing Space fund - £12k available CR7

The Committee was informed of two possible PC projects that might be eligible for the ESC Outdoor Playspace Fund of £12k:

1. Changing the surface of the petanque piste at the Recreation Ground to one with games on it and installing practice nets for netball and basketball at its eastern end
2. Improving the bike trails (The Sports Fund Working Group's 'third' project which was not delivered).

Mr Williamson explained that a project to extend the Trim Trail to include the Recreation Ground was explored by the SFWG but rejected.

It was noted that there wasn't an advocate for improving the bike trails at the current time and because of that, the project should not be dismissed straight away. It should not be assumed that it is an inferior project.

Initial enquiries into both projects; changes to the petanque piste and improvements to the bike trails to be undertaken. **Agreed.**

9. Trees

9.1 Tree Wardens' reports Aug/Sept & Oct/Nov CPs first circulated on 24.10.22 and filed in the office together with the minutes. Noted.

a) Providing a water source to help with watering trees (See August/September Tree Wardens' report)

Mrs Hall explained the need for a water source on PC sites to help with the watering of young and newly planted trees.

The benefits of the standpipe protected by a lockable cabinet at the Community Orchard was highlighted.

Mr Williamson suggested the possibility of having a 500/1,000 litre water butt that collected water from the Bowls Club house.

The Clerk to approach the Bowls Club to ask if it would be possible for the PC to connect to the water supply running across Kronji's Piece. **Agreed.**

Mr O'Brien Baker offered to meet a representative of the Bowls Club on site to discuss a water supply.

The Clerk to contact Hastoe to discuss a water supply for the Jubilee Playspace. **Agreed.**

The Clerk to approach Martlesham Academy regarding accessing water to maintain young trees on the Jubilee Playspace and bike trails. **Agreed.**

DECISION R2022/11e: The Clerk to write to the Women's Institute (WI) informing them of the remedial work done by Tree Warden John Burges which has been successful in saving their drought stressed Rowan tree and to ask for their help with watering it during dry periods. **Agreed.**

b) Trimming of Oak tree by bowls green (See Oct/Nov Tree Wardens' report)

Following an enquiry from the Bowls Club via Tree Warden, John Burges, the Committee feels the best approach is to look at the tree again in a few years' time when more growth has occurred.

Agreed.

9.2 Two replacement trees for Forbes Spinney CR8

The two trees in Forbes Spinney that died were a Hawthorn and an Alder.

The Suffolk Tree Warden Network have tree nurses that have been gathering local tree seeds and growing them on for the last 5 years.

As well as the request for a Rowan tree already submitted, Mrs Hall to ask the Suffolk Tree Warden Network for a Hawthorn and Common Alder for Forbes Spinney. **Agreed.**

9.3 Five replacement trees along boundary with the Hastoe development CR9

Mr Burrows highlighted the benefits of nettles for wildlife. Some of the nettles could be cleared in the future. Rabbits were present on the site and could be a problem to young, unprotected saplings. Advice on rewilding parts of the site could be explored.

DECISION R2022/11f: That the PC does not plant five replacement Silver Birch trees along the boundary with the Hastoe development at the current time due to issues with nettles, rabbits, the very light sandy soil present and the lack of an accessible water supply. **Agreed.**

9.4 Trees in Carol Avenue CR10

As well as being damaged by cars using the large grass verge in Carol Avenue as a parking area, a lack of watering was probably a contributory factor to the young trees not surviving. There was a discussion on whether to plant any replacement trees whilst there was an issue with parking on the verge.

DECISION R2022/11g: A replacement Rowan tree to be planted in Carol Avenue. **Agreed.**

Mrs Hall to make arrangements to plant a replacement tree in Carol Avenue. **Agreed.**

10. Amenities

10.1 Maintenance of football pitches on The Green – request from MHHL CPs filed in the office together with the minutes.

It was noted that the quote was issued to MHHL in March 2022.

The Clerk informed the meeting that the land maintenance contractor was able to honour the original price of the quote as he still had some stock of fertiliser.

DECISION R2022/11h: In principle, to pay for a third of the routine maintenance costs for the football pitches on The Green as in the recent past, sharing the costs with Martlesham Heath Householders Ltd (MHHL) and Martlesham Youth Football Club (MYFC). Financial support for any additional, substantial works to the pitches will require a grant application form to be completed by MHHL and/or MYFC. **Agreed.**

11. Finance

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

DECISION R2022/11i: 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.

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

11.3 Budget 2023/24 CPs filed in the office together with the minutes.

It was noted that four of the bus shelters being cleaned are not used as they are currently not part of a bus route. The cost of removing graffiti from the bus shelters had been taken from the bus shelter cleaning budget.

Under budget item 4205 Kronji's Piece & Recreation Ground Management Plan – funding for site improvements to come from CIL. **Agreed.**

The **draft R&AC budget for 2023/24 is £38,295.00. Carried.**

At 9.30pm the following decision was taken:

DECISION R2022/11j: To suspend Standing Order 3w to complete all business on the agenda. **Agreed.**

DECISION R2022/11k: To move EMR S106 Reserve to the R&AC EMR list. **Agreed.**

The **draft R&AC EMR for 2023/24 is £43,771.00.** (including EMR S106 Reserve) **Agreed.**

Mr Irwin left the meeting at 9.32pm.

Items for noting

12. Sites

12.1 Martlesham Common Local Nature Reserve – site meeting 22.09.22 CP filed in the office together with the minutes. Noted.

12.2 Martlesham Common Local Nature Reserve - AONB Conservation Group Offer CR11 Noted.

13. Working Groups

13.1 Wildflower Project Working Group – next meeting to be confirmed Noted.

13.2 Portal Woodlands Conservation Group (PWCG)

There was no update.

13.3 Rewilding Group meeting 12.09.22 cancelled

It was noted that the meeting on 12.09.22 was cancelled due to the death of Queen Elizabeth II.

14. **Martlesham Climate Action (MCA)**

14.1 MCA – Any items pertinent to R&AC

It was noted that the group's next meeting is on 28.11.22.

15. **Trees**

15.1 Tree Warden Bulletin – latest issue CP not available.

15.2 Expert Tree Survey by Ipswich Borough Council 2022 - Results

No High priority work was identified during this survey.

16. **Amenities**

16.1 McCarthy Stone car park transfer - Car park management plan update

Mrs Hall reported that she had met with the Clerk, Council Officer and the R&AC Chairman to discuss the draft management plan for the car park and the resulting comments had been passed on to ESC. The management plan had not been discharged yet.

McCarthy Stone had been given an extension until 18th November to submit their completed lighting plan.

At the fortnightly Monday morning meetings hosted by ESC with McCarthy Stone and other interested parties McCarthy Stone agreed to pay for the standpipe. The Council Officer has asked for confirmation of this in writing.

It is understood that the PC requires permission to run the site as a car park if the PC agreed to accept the land transfer. The Council Officer is pursuing how to gain permission with SCC.

MHHL has informed the PC in a letter that it will take on the APD (an area of green space with trees) subject to certain conditions which it lists in its correspondence. The DETC to consider the issue of the APD at its meeting in December.

The first meeting with the solicitors chosen to assist with the car park transfer, Birketts, is on 22.11.22. The Chairman thanked Mrs Hall for all her work on the car park transfer.

17. **Rights of Way**

17.1 Sofa at Martlesham Creek CR11 Noted.

17.2 Footpath Survey

There was no update.

17.3 Coastal Path

It was noted that the Coastal Path goes through the new Suffolk Wildlife Trust (SWT) reserve, Martlesham Wilds, which includes the diversion around the section of the route along the sea wall which has been breached. Martlesham Circular Walk also goes through Martlesham Wilds.

The Committee felt that it was important to engage with the SWT over the new reserve and areas of common interest.

It was suggested that the donation to the SWT's fund for the purchase of Martlesham Wilds, agreed by the PC at its November meeting, be presented to the SWT at the Volunteer Event on 30.11.22.

This suggestion to be passed on to the group organising the Volunteer Event. **Agreed.**

18. **Working with volunteers**

18.1 Development of policies & procedures Ongoing.

19. **Annual Review**

19.1 Annual Review November 2022 CP filed in the office together with the minutes. Noted.

20. **Martlesham Wilds – a Suffolk Wildlife Trust reserve**

20.1 Any update None.

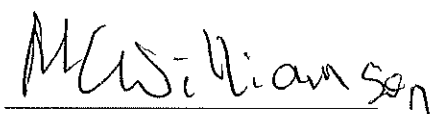
21. Social media and newsletter items (December)

21.1 List items None listed.

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

22.1 List items None listed

There being no further business the meeting ended at 9.50pm.


Chairman, 11th January 2023