

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF  
MARTLESHAM PARISH COUNCIL HELD ON 17<sup>th</sup> MAY 2023**

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

There were two members of the public present.

**In attendance:** Mrs Debbie Chappell (Council Officer).

Mr O'Brien Baker welcomed the newly elected members to the committee, and the members of the public attending.

**1. Apologies:** The Clerk and Mr R Staines (Committee). Absent: Mr Thompson (Committee).

**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

Mr McPhail and Mr Moore introduced themselves as founders, members and representatives of the Martlesham Repair Hub and Suffolk Repair Shed Ltd, present to answer any questions or address any concerns on the proposed transfer of Martlesham Repair Hub to Suffolk Repair Shed Ltd

In view of the public present, Mr O'Brien Baker proposed to proceed to Item 7.1 on the Agenda **DECISION R2023/5a:** To proceed to Item 7.1 on the Agenda **Agreed.**

7.1 Martlesham Climate Action - Request for the Repair Hub to become independent of the PC. CR2 and CP filed in the office together with the minutes.

Mr O'Brien Baker asked if all the members had seen the email and attachment circulated prior to the meeting from Mr McPhail. Confirmed. Mr I O'Brien Baker invited questions on the proposed transfer of activities and assets from the Repair Hub to Suffolk Repair Shed Ltd (SRS).

- a) Can the Parish Room be hired out to a company? Would this constitute non-standard usage under the current policy?
- b) Can the Repair Hub continue to use the secretarial/administration or printing services of the Parish Council if it is independent of the Parish Council?
- c) Will the Repair Hub be permitted to put up notices on the Parish noticeboards?
- d) Can SRS make a grant application in the usual way?

The following points were noted.

- a) SRS is a non-profit making company limited by guarantee, constituted as such on the advice of East Suffolk Council for funding purposes.
- b) Martlesham Climate Action Working Group is happy for the Repair Hub to transfer its activities and assets to SRS.
- c) Access to funds is restricted by Parish Council internal rules and this has led to issues for the Repair Hub.
- d) The venue and June dates for hosting the Repair Hub, have already been advertised.

A proposal was made for the FGPC to consider the matter further, making recommendations to the June PC meeting.

**DECISION R2023/5b:** The Repair Hub will be permitted to continue to put up notices on the Parish noticeboard but not to continue to use the secretarial/administration or printing services of the Parish Council if it is independent of the Parish Council. To accept the Repair Hub transfers out of

the Parish Council to SRS with effect from 30<sup>th</sup> June 2023, if still required. To ask FGPC to add as agenda items at its May meeting

- To review the Parish Room Policy,
- To consider setting up an ear marked reserve to support Parish carbon reduction projects, Any FGPC recommendations to be made to the June Full Council meeting.

**Agreed.**

*At 8pm, the public left the meeting*

#### 4.2 Any issues raised by the public

- Mrs Hall gave a verbal update on the chestnut tree issue mentioned in the Tree Warden Report. There has been difficulty in ascertaining responsibility for the tree. However, all details of the resident's complaint have today been forwarded to Norse, who are now dealing with it. The resident to be informed.
- A resident has complained about the state of the boardwalk at Run Meadow, impacting the value of its residential amenity – this is not a Parish Council asset so the Clerk will report this to SCC and email an update to the resident.
- A resident has complained about the state of the cycleways and footpaths on Martlesham Heath. The management and ownership of the three paths concerned were considered – apart from the path verge at Brights Orchard, these are not Parish Council assets so the Clerk will report this to SCC, Martlesham Heath Householders Ltd, the School and email an update to the resident. The Parish Council will instruct its landscape contractors to cut back the path verge at Brights Orchard.
- Mrs Davey reminded the meeting of the ongoing complaint from a resident concerning litter accumulating on the Tesco/Parish Council boundary, and the request to cut back the vegetation to collect the litter – Mrs Davey will discuss further with Mr James Baker of the Greenways Project, and the Clerk, giving an update to the resident.

### 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 not provided. Deferred.

### 6. **Sites**

6.1 Jubilee Playspace – Hastoe development at Black Tiles Lane – Bid for Local Project CIL? CR1 filed in the office together with the minutes.

Noted. A CIL application requires a match- funded, costed, and specific project bid. The suggestion to use the play space improvement project for match- funding purposes was discounted for a variety of reasons. Mr Williamson reminded the meeting of the recent request from a resident for disabled swings to be included at the Hastoe development. It was noted the March 2023 ESC grant of planning permission letter contains an informative that Hastoe should liaise with the Parish Council on play equipment selection, however, does not mention any new path connecting the Hastoe development to the Jubilee play space. Mrs Hall said the Parish Council had already liaised with Hastoe on play equipment; a costed bid and specification is required for both the path, gate, and the disability swings.

**DECISION R2023/5c:** Defer to the R&AC July Agenda. Meanwhile (a) work up a costed bid with specification, for the path, gate, and the disability swings assuming the Parish Council will 50% match fund CIL funds for the project bid (b) Mrs Hall to recruit help and assistance from ESC at her meeting with ESC at the end of June. **Agreed.**

**DECISION R2023/5d:** The Parish Council 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 Council Officer accepted the invitation to stay in the room.

### 7. **Working Groups**

7.2 Portal Woodlands Conservation Group - storage of materials suggestions Confidential CPs

**DECISION R2023/5e:** Defer to July meeting for more information. **Clerk** to write to the owner of the

Pill Box. **Agreed.**

The Chairman declared the 'in camera' item concluded and reopened the meeting to the public.

## 8. Outdoor Playing Space Fund

8.1 Outdoor Playing Space fund (£12k available) possible projects report CP filed in the office together with the minutes.

Noted. The Council Officer advised a revised report to be circulated in time for the July R&AC meeting, will provide additional information on both proposals and confirm the current available sum in the ESC fund.

## 9. Trees

9.1 Coronation of His Majesty The King - Coronation trees and installation of plaque event

CR3 filed in the office together with the minutes.

Noted. Decisions were made at the March meeting. Of the 10 trees ordered and supplied, only the Coronation tree has been planted out. The remaining trees to be planted in the Autumn outside the bird nesting season. A Coronation plaque and a metal guard for the Coronation oak are on order. The Parish Council landscape contractor will be instructed to install both plaque and guard. A resident has requested one of the trees is planted at Manor Road. The Clerk will approach MHHL (as the landowner) to enquire if this is feasible. Consideration was given to acquiring additional land for planting and wildlife, but no decision made. No ideas for an event were put forward.

**DECISION R2023/5f** The Clerk to (a) approach MHHL as the landowner of the proposed site at Manor Road to enquire if it is feasible for planting a donated Parish Council tree. (b) instruct the Parish Council landscape contractor to instal both plaque and tree guard around the Coronation tree. **Agreed**

9.2 Tree Warden Report: April/May 2023 CP filed in the office together with the minutes.

Noted. Mrs Hall highlighted her work on the Black poplars, and stressed the importance of having a water source at all Parish Council owned sites to ensure newly planted trees are watered. She proposed the dead wood from the field maple is removed and a new log pile habitat created.

**DECISION R2023/5g:** Clerk to instruct the Parish Council landscape contractor to liaise with the Tree Wardens, remove the dead wood from the field maple, and stack as a new habitat pile. **Carried.**

## 10. East Suffolk Council initiative

10.1 Bulb scheme for 2023 CP filed in the office together with the minutes.

Noted. Volunteers are in short supply and staff have other priorities. Application deadline 31<sup>st</sup> May.

**DECISION R2023/5h:** Not to apply for the bulb scheme for 2023. **Agreed.**

## 11. Finance

11.1 Pending expenditure

There was no pending expenditure.

11.2 Income & Expenditure report

CP filed in the office together with the minutes.

Noted.

## Items for noting

### 12. Sites

12.1 Jubilee Playspace – Forest School Area – report of felled tree by Martlesham Primary Academy

No update.

12.2 Recreation Ground and Kronji's Piece – Martlesham in Bloom event with Suffolk Wildlife Trust - 'Wild for Wildlife' on 21.05.23 10.30am – 12 noon CPs filed in the office together with the minutes.

Noted. The risk assessment is generic; activities will not include campfires or tree climbing.

12.3 Recreation Ground – work on gas pipes under river Fynn – update

The newly planted cadent trees are thriving. Cadent have requested signed copies of the licence.

#### 12.4 Martlesham Common Local Nature Reserve

No update.

12.5 Community Orchard Working Group meeting 02.05.23 CPs filed in the office together with the minutes.

Mr Irwin reported on the watering rota and the next planting phase.

### 13. Working Groups

13.1 Recreation Ground & Kronji's Piece Steering Group meeting 02.05.23

The Council Officer reported the draft notes are awaiting agreement by the Clerk before circulating more widely. To follow.

13.2 Recreation Ground & Kronji's Piece Steering Group – Sensory Area and Features Project draft 'concept plan' for area by car park & changes to grass management

No update

13.3 Portal Woodlands Conservation Group (PWCG) meeting 04.05.20 CPs filed in the office together with the minutes.

Noted under Agenda item 7.2

13.4 Wildflower Project Working Group – meeting 24.05.23

No update - Not yet had the meeting.

### 14. Martlesham Climate Action (MCA)

14.1 MCA – Any items pertinent to R&AC

The Martlesham Neighbourhood Plan (MNP) Plus document is to be developed further by the DETC members, not MCA. The biodiversity aspects could be considered by MCA.

### 15. Trees

15.1 Expert Tree Survey by Ipswich Borough Council 2023

The annual tree survey for 2023 is complete. Written report awaited.

15.2 Water supply for trees – any update?

It was noted this proposal was started a year ago and has been approved.

**DECISION R2023/5i:** Mrs Hall offered to progress the matter of a new water supply with Anglian Water. **Agreed.**

### 16. Amenities

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

Mrs Hall provided an update on the recent McCarthy Stone (MCS) community forum meetings, noting the car park is enormously improved as a result of the DETC's input to the plans:

- o The discharge of the public car park planning condition is still awaited.
- o MCS recently agreed "a reasonable period of time" as the revised timeframe in which to correct faults and make repairs, relevant to the Public Car Park Management Plan and the Land Management Plan.
- o MCS will install a free, lockable standpipe to the car park. The stopcock will be located beneath a manhole cover, forward of the car park entrance barrier. The location does not threaten water security.
- o The SCC Flood Authority has agreed to the original hydro- planters plan.
- o The Public Car Park Management Plan locator map at figure 1 is indicative only; as the street names on the original figure 1 were disputed, MCS has changed figure 1 to a Google map and this change is recommended as an independent and fair resolution.
- o Mrs Hall will negotiate the removal of references to BALI registration in the landscape documents as this is not currently a registration which contractors have nowadays
- o The next community forum meeting is 22.05.23.

16.2 Request for dog waste bin at the bike trails

The main issue is responsibility and payment for emptying any new fido bin. As the dog waste may be put in the litter bins, which are emptied on a regular basis at the bike trails, it was agreed a new fido bin is not required.

**DECISION R2023/5j:** To remove dog waste bin at the bike trails from the Agenda. Agreed.

## **17. Rights of Way**

### 17.1 Footpath Survey

There was no update.

### 17.2 Coastal Path

There was no update.

## **18. Working with volunteers**

### 18.1 Development of policies & procedures Ongoing.

## **19. Annual Review**

### 19.1 Annual Review May 2023 No CP.

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

### 21.1 Any update?

Suffolk Wildlife Trust has appointed Jessica Ratcliff as their new South East Suffolk and Martlesham Wilds Warden.


## **21. Social media and newsletter items (April/May)**

### 21.1 No items listed.

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

- Steering Group Minutes 2<sup>nd</sup> May and Wildlife Group Minutes 24<sup>th</sup> May
- Footpath Survey
- Annual Review
- Tree planting
- Coronation plaque
- Portal Woods Conservation Group storage
- Playground inspections and risk assessments
- Costed bid and specification is required for both the path & gate, and the disability swings.

There being no further business the meeting ended at 9.30pm.

  
Chairman, 7<sup>th</sup> June 2023

