

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 8th MARCH 2023**

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

Mr Burrows - Item 6.1 and 7.1 – Mr Burrows is a member of Martlesham in Bloom and is related to the designer of the concept plan for the Recreation Ground.

Mr O'Brien Baker – Item 6.1 and 7.1 – Mr O'Brien Baker is related to the designer of the concept plan for the Recreation Ground.

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.

DECISION R2023/3a: 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.**

6. Sites

6.1 Recreation Ground and Kronjis Piece – Martlesham in Bloom event with Suffolk Wildlife Trust - 'Wild for Wildlife' on 21.05.23 10.30am – 12 noon CP filed in the office together with the minutes. Mr Burrows informed the meeting that Charlie Zakss, Wild Learning Officer for the Suffolk Wildlife Trust, will be leading the event which is aimed at families and accompanied children. The event is free.

DECISION R2023/3b: To allow a Martlesham in Bloom event with the Suffolk Wildlife Trust, 'Wild for Wildlife', to take place on the Recreation Ground on Sunday 21st May 2023, 10.30am – 12 noon. **Agreed.**

6.2 Jubilee Playspace – Forest School Area – report of felled tree by Martlesham Primary Academy CR1 & CPs filed in the office together with the minutes.

DECISION R2023/3c: To contact Martlesham Primary Academy to ascertain how their investigations into the felled tree within the Forest School Area are progressing and suggest planting a replacement. **Agreed.**

7. Working Groups

7.1 Recreation Ground & Kronjis Piece Steering Group – Sensory Area and Features Project draft 'concept plan' for area by car park & changes to grass management CPs filed in the office together with the minutes.

Changes to grass management

The long grass area at the entrance to the Recreation Ground, introduced several years ago, had been successfully incorporated into the management of the site.

The Clerk to consult with the land maintenance contractor over the cost of managing grass areas allowed to grow longer. **Agreed.**

Mr Burrows explained that the grass maintenance regime set out in the 'Proposed changes to grass maintenance on site plan' for the football pitch would remain the same and that the short grass areas would be allowed to grow just a little bit longer. When the long grass areas are cut the risings need to be left for a short while to allow wildlife to move into the surrounding environment. Also, a third of the long grass (a different third each year) needs to be left long (uncut) for the benefit of wildlife requiring those conditions.

Mrs Davey has a maple tree sapling with an unusual growth pattern that the tree wardens might be interested in.

DECISION R2023/3d: To agree the changes to the grass management of the Recreation Ground & Kronjis Piece as set out by the 'Proposed changes to grass maintenance on site plan'. **Agreed.**

DECISION R2023/3e: To delegate to the Recreation & Amenities Committee Chairman, Mr O'Brien Baker and the Clerk the changes to the grass cutting specifications for the Recreation Ground and Kronjis Piece as outlined in the 'Proposed changes to grass maintenance on site plan' incorporating changes to costings. **Agreed.**

Sensory Area and Features Project draft 'concept plan' for area by car park

Mr Irwin wanted to know if the area by the car park was in addition to having a sensory area by the seats installed near the river. Mr Burrows confirmed that the car park area was in addition to an area by the seats near the river and emphasised that the project would be delivered in stages and the concept plan was the first phase.

The Platinum Jubilee oak and the Coronation oak would not dominate the car park area for many decades and could be pruned if necessary. Both oaks are valuable features that would complement the sensory area.

DECISION R2023/3f: To agree the Sensory Area and Features Project draft 'concept plan' for the area by car park on Kronjis Piece and Recreation Ground. **Agreed.**

7.2 Recreation Ground & Kronjis Piece Steering Group – A3 noticeboard quote CR2

DECISION R2023/3g: To agree to have a simple wooden noticeboard installed by the car park on the Recreation Ground and to accept the quote from the land maintenance contractor to build and install an A3 wooden notice board for the Recreation Ground at a cost of **£110.00** + VAT. **Agreed.**

This expenditure to be taken from budget heading 4250 Street Furniture. **Agreed.**

8. Outdoor Playing Space Fund

8.1 Outdoor Playing Space fund (£12k available) possible projects - any update?

The Council Officer is preparing a report for the May R&AC meeting.

9. Trees

9.1 Tree planting for the Coronation and event CR3 & CP filed in the office together with the minutes.

DECISION R2023/3h: To purchase a metal guard for the Coronation oak similar to the guard installed around the Platinum Jubilee oak. **Agreed.**

Some ideas for a Coronation event were briefly discussed. Any ideas to be given to the April PC meeting. **Agreed.**

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

Mrs Hall stressed the importance of having a water source close to newly planted trees that require watering 3 times a month from April to September and highlighted the Tree Council's 'Tree Care Campaign'.

It was noted that the 'Tree of the Month' for April will be a glorious Scots pine (*Pinus sylvestris*) located on the Western Corridor.

Mrs Hall was delighted in councillors' interest in her work with trees and in particular the tree of the month newsletter feature. Her hope is that the public will be similarly interested in their local trees as a result reading the tree of the month feature. Suggestions for future specimens for tree of the month included the parish's veteran trees, fruit trees and saplings.

9.3 Water supply – any update?

There was no update.

10. Amenities

10.1 Request for dog waste bin at the bike trails update CR4

The Clerk reported that she had not received a reply to her email from Norse.

10.2 Maintenance of football pitches on The Green – request from MHHL CR5 & CP filed in the office together with the minutes.

DECISION R2023/3i: To confirm that the Parish Council agrees to pay a third of the costs, **£1,233.33**, for the routine maintenance of the football pitches on the Green, as set out in quotation 'Martlesham Green Renovation Works 8/3/22' shared equally with Martlesham Heath Householders Ltd (MHHL) and Martlesham Youth Football Club (MYFC). See DECISION R2022/11h. To inform MHHL and MYFC that financial support for any additional substantial works to the pitches going forward will require a grant application form to be completed by MHHL and/or MYFC. **Agreed.** The Clerk to engage with the Finance Officer about payment arrangements. **Agreed.**

11. East Suffolk Council initiative

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

Volunteers will be needed in the autumn to plant any bulbs acquired through the ESC Bulb scheme.

Details of the Bulb Scheme to be posted on the Martlesham Council Facebook page. **Agreed.** The R&AC to discuss where the bulbs can be planted at its meeting in May. **Agreed.**

12. Finance

12.1 Pending expenditure

There was no pending expenditure.

12.2 Income & Expenditure report

There was no report.

Items for noting

13. Sites

13.1 Martlesham Common Local Nature Reserve CR6 & CPs - photos x2 filed in the office together with the minutes. Noted.

13.2 Portal Woodlands Conservation Group (PWCG)

PWCG to meet on 13th March to consider storage of their equipment.

Mr Staines to email the Clerk with any report for the Full Council to consider at its meeting in April. **Agreed.**

13.3 Community Orchard Working Group meeting 17.01.23 and site plans CPs filed in the office together with the minutes.

Mr Irwin highlighted the comprehensive notes produced by Maureen and Sonya Burrows and reported that the Phase 3a planting event went well. Volunteers continue to help with the watering rota and County Councillor Mulcahy's Locality funding for Phase 3a had been received. The project continues to progress nicely.

13.4 Recreation Ground – work on gas pipes under river Fynn postponed CR7 & CP filed in the office together with the minutes.

The temporary License to Occupy Land (part of DECISION R2023/1b) to be signed by the PC in April or May.

14. Working Groups

14.1 Recreation Ground & Kronjis Piece Steering Group meeting 31.01.23 CP – draft notes filed in the office together with the minutes.

Mr Irwin reported that the steering group had progressed further with the Sensory Area and Features Project.

Mr Burrows had contacted Mr Lister (AONB) but had not received a reply.

14.2 Wildflower Project Working Group – subgroup meeting CP – notes 17.02.23 filed in the office together with the minutes.

Mrs Davey reported that the Wildflower Project Working Group is to continue as projects had been identified for the working group to pursue. A meeting of the Wildflower Project Working Group to be arranged for some time in April.

15. Martlesham Climate Action (MCA)

15.1 MCA – Any items pertinent to R&AC

None.

16. Trees

16.1 Expert Tree Survey by Ipswich Borough Council 2023

It was noted that the annual tree survey for 2023 is scheduled for April.

16.2 Carol Avenue - damage to trees due to gas works CR8 & CP filed in the office together with the minutes. Noted.

17. Amenities

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

Mrs Hall reported that planning condition 16, regarding the Car park management plan, had not yet been discharged by East Suffolk Council.

There had been no feedback from the solicitor about preparations for a possible transfer of the car park to the PC.

Mr Williamson and the Council Officer had met with Podpoint to find out more about electric vehicle (EV) charging points. It would not be possible to upgrade the charging capabilities of the 7kw car chargers to be installed on the car park (as stipulated in planning conditions) to 22kw. 7kw chargers take approximately one hour to power 30 miles. Training would be needed to manage the EV charging points. Setting the tariff for the electricity would be controlled by the PC and could incorporate the cost of staff time spent in the administration relating to the EV chargers. Customers would pay using an App on their mobile phones. Whether the PC could make a profit from the use of the EV charging points was not known.

The stop cock to the water supply will be positioned within the driveway to the car park and will have to meet building regulations.

Mr O' Brien Baker wanted to see unfettered use over the driveway in perpetuity. He highlighted the inaccuracies of the map relating to the name of roads on the northern boundary of the development. Information gathered by the Finance Officer regarding the names of the roads on the northern boundary had been sent to ESC.

The Clerk to check what qualifications are required for contractors carrying out maintenance work on the car park.

Mrs Hall to ask if the amount of time taken to make repairs to the car park can be changed to 'within a reasonable time'. **Agreed.**

18. Rights of Way

18.1 Footpath Survey

There was no update.

18.2 Coastal Path

There was no update.

19. Working with volunteers

19.1 Development of policies & procedures Ongoing.

20. Annual Review

20.1 Annual Review March 2023 CP filed in the office together with the minutes. Noted.

21. Martlesham Wilds – a Suffolk Wildlife Trust reserve

21.1 Any update?

The Suffolk Wildlife Trust had organised several guided walks and webinars explaining their plans for the new reserve.

Charlie Zakss, Wild Learning Officer for the Suffolk Wildlife Trust, will be giving an update on Martlesham Wilds at the Annual Parish Meeting.

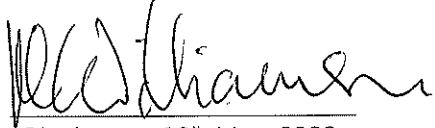
22. Social media and newsletter items (April/May)

22.1 No items listed.

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

23.1 No items listed.

There being no further business the meeting ended at 9.13pm.


Chairman, 10th May 2023

