

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF  
MARTLESHAM PARISH COUNCIL HELD ON 18<sup>th</sup> JANUARY 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), Mr E Thompson (Committee), Mr M Williamson (ex-officio). Mrs Jane Hall.

There were no members of the members of the public.

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

**1. Apologies:** Mr C Blundell.

**2. Declarations of Interest**

2.1 Disclosable Pecuniary Interest (DPI):

Mr L Burrows – item 11.1 Pending expenditure - two cheques made payable to his wife.

Mr I O'Brien Baker – item 11.1 Pending expenditure - two cheques made payable to his sister.

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.

**DECISION R2023/1a:** 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 Annual inspections & risk assessments CR1 & CPs – Inspection reports filed in the office together with the minutes. Noted.

The Clerk reported that she was meeting with the land maintenance contractor the next day to talk through the findings of the inspection reports. She had sent the inspection reports to the play area volunteer inspectors. A copy of the inspection report for the Harry Higgins Play Park had been sent to the Pavilion Management Committee. She is to send the Trim Trail report to the Trim Trail inspectors shortly.

A 'low risk' result for all sites was welcomed, however, issues with surfacing in particular at the Harry Higgins Play Park and Trim Trial were disappointing. One reason for the grass surface wearing out at the Harry Higgins Play Park is in part due to its popularity and high footfall.

Mr O'Brien Baker to look closely at the wear on the swing chains at Kronjis Piece Play Area.

5.3 An awareness of ice at the bike trails and assessing the risk for users

The Clerk explained that the Council Officer had reported the presence of ice on some of the bike trails' jumps and tracks during a recent inspection. As a result of this a sign had gone up warning users to take care.

The Committee agreed that it was doing what was reasonable to make sure the bike trails were safe to use by undertaking weekly checks and an annual risk assessment and inspection.

The Clerk reported that a temporary sign had been erected at the Harry Higgins Play Park after reports of very slippery wetpore surfaces had been received following frosty conditions last autumn. The suppliers of the play surface recommended keeping the surface clean by brushing it.

The Committee was happy for signs to be erected warning users to take care if ice was present when circumstances required it.

The Clerk to ensure that the presence of ice at the bike trails and play areas can be recorded in the weekly checklists. **Agreed.**

The Committee did not agree the need for quarterly maintenance checks currently. **Agreed.**

## 6. Sites

6.1 Kronjis Piece & Recreation Ground – request for access to gas pipes under the river Fynn to carry out safety works CR2 & CPs filed in the office together with the minutes.

Mr Burrows highlighted the issues raised in his recent correspondence on granting access to Cadent Gas.

**DECISION R2023/1b:** To grant access to Cadent Gas across Kronjis Piece and the Recreation Ground to undertake essential works on the gas pipes under the river Fynn, sign the temporary License to Occupy Land and allow the removal of a tree (a Goat Willow) subject to a number of issues raised, listed below, being addressed:

- That the site remains secure at all times by ensuring that gates and barriers are closed immediately after use.
- Chemicals, which could leach into the water course, are not to be used to treat the stump of the Goat Willow to be felled. The use of a stump grinder is recommended to prevent the Goat Willow from growing back and possibly weakening the riverbank close to the gas pipes.
- No wildflower seeds are requested as compensation for the loss of the Goat Willow as encouragement of wildflowers on the site is done through natural regeneration or introduction of material from local sources.
- 4 trees are requested in compensation for the loss of the Goat Willow and not 3 as offered by Cadent as wildflower seeds are not suitable compensation for the site.
- The fence and gate to be fully reinstated.
- The possibility of heavy machinery damaging the entrance and car park to be assessed by Cadent.
- Cadent to be made aware of land drainage pipes under the football pitch which terminate at the river in the vicinity of where the works are being undertaken.
- Cadent to be made aware of the bowls club's water and electricity pipes which run close to the access route defined by Cadent.
- Cadent to erect the necessary signage to keep the public safe and aware of the works taking place.
- Documents relating to the works to refer to the river 'Fynn' not the river 'Lark'.
- Cadent to take note of the tides and weather conditions when undertaking the work.

**Agreed.**

The Clerk and Mr Burrows to meet with the Cadent representative on site to go through some of the issues raised above. **Agreed.**

A suggested location for tree planting is further east from where the work on the gas pipes is to take place. Other planting could be part of the sensory area and features project. Suggested species include Goat Willow and Common Alder.

The Clerk to contact Sonya Burrows regarding tree planting which could be part of the sensory area and features project. **Agreed.**

Martlesham Tree Wardens to be kept informed of the trees offered in compensation. **Agreed.**  
Martlesham Bowls Club and Martlesham Youth Football Club to be informed of the work to be carried out on the gas pipes. **Agreed.**

## 7. Working Groups

7.1 Community Orchard Working Group meeting 17.01.23 CP filed in the office together with these minutes.

Mr Irwin reported that preparations for the phase 3B planting event had been finalised at the meeting and contingency plans made if the event couldn't go ahead due to adverse weather conditions. The Clerk confirmed that Mr Frank Bright MBE would be attending the event. The Chairman read the short report that had been circulated just before the meeting started.

## 7.2 Portal Woodlands Conservation Group - any update?

The Clerk reported that the Chairman of the PWCG, Stephen Corley, had recently been considering the long-term storage of the group's equipment. The current lease on the pill box where their equipment is stored comes to an end in August 2024. The Committee discussed several ideas.

PWCG to be asked to present the Committee with a specific proposal for consideration. **Agreed.** Mr Staines, the PC's representative on the PWCG's Committee, to engage with Mr Corley on finding a solution to their storage needs. **Agreed.**

## 8. Outdoor Playing Space Fund

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

## 9. Trees

9.1 Tree Policy review CP by Jane Hall filed in the office together with these minutes.

Mr Irwin suggested amending the third paragraph of section 2 of the reviewed Tree Policy as follows:

*"To encourage community engagement and mutual co-operation, including the sharing of expertise and mutual support within the parish and between local organisations in the parish such as the Portal Woodlands Conservation Group, the Martlesham Common Working Group, the Community Orchard Working Group, Martlesham Wilds, the Recreation Ground Working Group, Martlesham Climate Action, and others."*

**DECISION R2023/1c:** To accept the following amendment to the revised Tree Policy which replaces the third paragraph of section 2:

To encourage community engagement and mutual co-operation, including the sharing of expertise and mutual support within the parish and between local organisations in the parish such as the Portal Woodlands Conservation Group, the Martlesham Common Working Group, the Community Orchard Working Group, Martlesham Wilds, the Recreation Ground Working Group, Martlesham Climate Action, and others. **Agreed.**

**RECOMMENDATION R2023/1a:** To accept the reviewed and amended Tree Policy. **Agreed.**

9.2 Tree Wardens' report CP by Jane Hall filed in the office together with these minutes. Noted.

## 9.3 Water supply – any update?

Progress to be reported at the March R&AC meeting.

The Committee were very supportive of a 'Tree of the month' section being added to the PC's monthly article sent to local newsletters. Tree of the month is to be launched in March. Mr Staines suggested the Devil's Walking Stick, *Aralia spinosa*, specimen on Martlesham Heath as a possible candidate for the new feature. Mr Staines to send Mrs Hall information on this tree.

## 10. Amenities

10.1 Request for dog waste bin at the bike trails

Following a request from one of the bike trail inspectors the Clerk to pursue having a dog bin at the bike trails. **Agreed.**

## 11. Finance


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

**DECISION R2023/1d:** 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 these minutes. Noted.

The Finance Officer in her email circulating the finance papers highlighted to the Committee that only 50.5% of the R&AC budget has been spent to date. This is not due to the R&AC being inactive but due to much work being grant funded or carried out by volunteers.

2023/3 

January 2023

## Items for noting

### 12. Sites

12.1 Recreation Ground and Kronjis Piece Steering Group - meeting rescheduled to 31.01.23  
Noted.

12.2 Martlesham Common Local Nature Reserve Megabash on Saturday 21st January Noted.

### 13. Working Groups

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

13.2 Rewilding Group Any update? None.

### 14. Martlesham Climate Action (MCA)

14.1 MCA – Any items pertinent to R&AC

The next meeting on MCA is on Monday 23<sup>rd</sup> January.

14.2 Biodiversity projects meeting to plan way forward CP – first circulated to January PC meeting filed in the office together with these minutes.

Mr Irwin reported that work on producing a 'worthiness' document for declaring Martlesham a Wildlife Friendly Village/Community was in hand. The document is based on the paper by Mr Whitby, 'Wildlife Friendly Village – Outline Proposal for Martlesham Parish Council', agreed by the PC in 2021 (RESOLUTION C2021/7i). Information on being a Wildlife Friendly Village appears on the inside back cover of the biodiversity calendar 2022.

14.3 PC's support for workshops to be organised by Greener Waldringfield

RESOLUTION C2023/1ae: The Parish Council agrees to make a financial contribution of £200-£300 from the MCA budget towards the running of workshops with a view to building Green Infrastructure across neighbouring parishes was noted.

### 15. Trees

15.1 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 CPs filed in the office together with these minutes & verbal report from Jane Hall

Mrs Hall reported that the application regarding the McCarthy Stone development (DC/21/3305/FUL) to discharge Condition 36 (public car park management plan) had been received by the PC on Friday 13<sup>th</sup> January.

The Committee were broadly happy with the approach of the management plan and the new position of the standpipe. The Chairman recommended using brass fittings and good quality hose pipes when the standpipe is operational. Mrs Hall reported that it was still unclear how the chargers for electric vehicles and bikes would work.

Following queries from Mr Burrows about the lighting the Council Officer to enquire how much light will be emitted from the bollard lighting, how effective the new carpark lighting will be and how the new carpark lighting compares to lighting in other local carparks? The Council Officer to also ask about the depth the water standpipe and electrics will be buried. **Agreed.**

The Chairman pointed out that the map in the management plan was not accurate and that road names required correction. The Council Officer to inform McCarthy Stone of these inaccuracies.

### 17. Rights of Way

17.1 Footpath Survey Any update? None.

17.2 Coastal Path Any update? None.

### 18. Working with volunteers

18.1 Development of policies & procedures Ongoing.

**19. Annual Review**

19.1 Annual Review January 2023 CP filed in the office together with these minutes. Noted.

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

20.1 Any update? None.

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

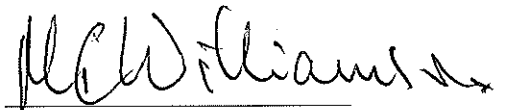
21.1 List items

Access to the river Fynn via the Recreation Ground and safety work on gas pipes.

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

22.1 List items None.

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



Chairman, 1<sup>st</sup> February 2023

