

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 20th NOVEMBER 2019.**

Present: Mr L Burrows (ex officio), Mrs H Davey (Committee), Ms J Drummond (Committee), Mr J Forbes (Committee), Mr M Irwin (ex officio), Miss S-J Maddeaux (Committee), Mr I O'Brien Baker (Chairman), Mr C Prime (Committee), Mr R Staines (Committee), Mr E Thompson (Committee), Mr M Williamson (Committee).

There were no members of the public.

In attendance: Diane Linsley (Deputy Clerk).

1. Apologies: None.

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.

Items for noting

5. Sites

5.1 Recreation Ground & Kronji's Piece - Work Plan CP sent via email. A hard copy filed in the office together with the minutes. Noted.

5.2 Meeting with new Chairman of the MYFC

The Deputy Clerk reported that she had met with the David Webber, Chairman of Martlesham Youth Football Club on 18.11.19. Mr Webber was keen to liaise with the PC and offered to meet with the PC when necessary. Issues for consideration to be discussed under item 16.4.

5.3 Management Plan for the Recreation Ground & Kronji's Piece

It was noted that the first meeting of the Steering Group is on 21.11.19.

5.4 Martlesham Common LNR - Work Plan CP sent via email. A hard copy filed in the office together with the minutes. Noted.

5.5 Jubilee Playspace Lease update CR1 Noted.

5.6 Portal Woodlands Conservation Group (PWCG) - Draft minutes of meeting held on 04.11.19

CP sent via email. A hard copy filed in the office together with the minutes.

One of the two containers owned by MYFC on MHHL land by The Control Tower (which has a water supply) may be used by the Community Orchard Project. If PWCG were to use the other container a budget to cover business rates might be necessary.

5.7 PWCG - Closure of Portal Woodlands CR2 Noted.

5.8 PWCG - Events for November & December 2019 CR3 Noted.

5.9 PWCG - Finance request CR4 Noted.

5.10 PWCG - Any update? None.

6. Amenities

6.1 Land Maintenance Contract Ongoing

The Committee was reminded of its recommendation agreed by the September full PC meeting; *RECOMMENDATION R2019/7a: To extend the current land maintenance contract for a further 2 years from 31st March 2020 to 31st March 2022 due to the excellent working relationship the staff have with the land maintenance team, praise received from groups and individuals, a lack of councillor resources, to avoid advertising costs and to save staff time and subject to the provision of a 'quality' review to be considered by the Council. RESOLUTION C2019/9y.* and the need to update the land maintenance specifications.

The Deputy Clerk to update the specifications. The Clerk is exploring the best way to conduct a quality review.

7. Rights of Way

7.1 Coastal Path update CR5

Mr Forbes reported that a specific route for the Coastal Path had not been identified by Natural England yet. He hoped that the route did not include permissive routes as these could be closed at any time by the landowner and that no paths would be closed.

7.2 River Wall Group update

Mr Forbes reported that the River Wall Group had not had the opportunity to fully consider becoming a part of the PC. The group may wish to operate outside Martlesham Parish e.g. in Waldringfield.

7.3 Footpath 9 – ploughed

An update on FP9 will be included in the Footpath Survey report.

Note: FP9 has not been reinstated yet.

Mr Prime reported that he was working with others who use FP9 to persuade the landowner to re-open it. A woman had recently fallen when walking the path. The fall had been reported to the landowner and the press. Mr Prime and others are taking legal action against the landowner to ensure that the path is reinstated.

Mr Prime reminded the Committee of the new replacement stile, at the end of FP9 nearest the railway line, that is too high for many people to negotiate and which acts as a barrier.

8. Sports Fund Working Group

8.1 Trim Trail update CR6 + CP - draft notes of meeting held on 14.11.19 sent via email. A hard copy filed in the office together with the minutes.

Mr Williamson reported that the signage for the Trim Trail would be installed on Saturday 16th November.

9. Community Orchard Working Group

9.1 Community Orchard update CP – notes of meeting held on 24.09.19 filed in the office together with the minutes & verbal report from Mr Irwin

Mr Irwin reported that there had not been a meeting since the one held on 24.09.19. The working group were on course to plant the first fruit trees in Spring 2020. The exhibition on 28.10.19 did not attract as many people as had been hoped for, however, an important contact with Gorseland School had been made.

10. Working with volunteers

10.1 Production of documents Ongoing

The Deputy Clerk reported that a meeting held with a representative from Community Action Suffolk (CAS) earlier that day had been very informative. The CAS member of staff had been impressed with the work undertaken by the PC so far and made some useful comments which will help the PC deal with the large amount of work regarding working with volunteers. A meeting of the Volunteer Working Group to be arranged for December.

11. Annual Review Programme

11.1 Annual Review November 2019 CP sent via email. Hard copy filed in the office together with the minutes. Noted.

Items for consideration

12. Playground inspections and risk assessments

12.1 Combined report including Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014 CP sent via email. Hard copy filed in the office together with the minutes.

DECISION R2019/11a: To ratify the November Playground inspections & Clerk's decisions between meetings report. **Agreed.**

12.2 Volunteer inspectors required for all sites CR7 (note Trim Trail volunteers have subsequently come forward)

Recruit volunteers/consider training a member of staff to undertake or paying for inspections

To include a request for volunteer playground inspectors in the Martlesham Newsletters, PC website and Facebook page. **Agreed.**

Mr Prime volunteered to be a Playground Inspector for Kronji's Piece. **Agreed.**

13. Jubilee Playspace

13.1 Updating play equipment on the Jubilee Playspace CR8

More research was needed on the usage of the site and what facilities are provided in the parish. A review of play equipment provision with a map showing the location of facilities is required.

Mr Forbes noted that the fence between the Jubilee Playspace and the bike trails had two pedestrian gates one of which is locked.

Mr Forbes highlighted a pattern of housing ownership which he had observed whereby younger people with children bought the properties previously owned by older people. The demographic of the area around the Jubilee Playspace is made up of older people and he anticipates that this will change over the coming years resulting in more young families taking up residence.

Mr Forbes highlighted the need to keep in mind the effects of the neighbouring development which had been dormant for many months.

Mr Irwin had recently attended a SALC conference where it was stated that it was good practice for the District Council to consult with Parish and Town Councils on s106 agreements. In the past the PC has been strictly excluded from helping to formulate S106 agreements. Future involvement with the District Council could help direct funds to where they are most needed which could be, for example, into improving play equipment or another priority.

DECISION R2019/11b: Members of the Committee to visit the Jubilee Playspace and provide a list of improvements for the R&AC in January to consider. **Agreed.**

14. Recreation Ground & Kronji's Piece

14.1 Work Party 19.10.19 debrief and date for 2020 CR9

DECISION R2019/11c: To hold a Work Party on the Recreation Ground and Kronji's Piece on Saturday 17th October 2020. **Agreed.**

Mr Prime reported that the event had been good fun and participants had learned a lot – they had learned practical skills and about conservation management. He hoped that next year's event would be bigger. Ways of attracting more people needed to be explored.

Mr Prime was thanked for being the PC lead on the day which included setting up, liaising with Neil Lister from the Coasts and Heath's AONB Project, organising refreshments and taking photographs.

15. Martlesham Common LNR

15.1 Open day event in May? CR10

DECISION R2019/11d: To organise a guided walk on Martlesham Common Local Nature Reserve looking at the birds present during the weekend of the 16th /17th May 2020 if Phil Smith, Chairman of the Martlesham Conservation Group, is happy to lead the event. **Agreed.**

Mrs Davey volunteered to help organise the event.

There was a break for refreshments

With agreement from the Committee the Chairman moved to item 20. Finance.

20. Finance

20.1 Pending expenditure Report circulated at the meeting and filed in the office together with the minutes.

DECISION R2019/11e: To pay all pending expenditure transactions (attached to these minutes). **Agreed.**

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

20.2 Income & Expenditure report CP circulated at the meeting and filed in the office together with the minutes. Noted.

20.3 Locality budget CR14 Noted.

20.4 Setting a draft budget for 2020/21 & review of PWCG finance CR4 & CP – Setting Recreation & Amenities Budget 2020/21 filed in the office together with the minutes.

The following amendments to be made:

- The budget for bus shelter cleaning to be separated from the Land Maintenance Contracts budget as in the past. The Bus Shelter Cleaning 4202 budget heading to be allocated a budget of £300 taken from the Land Maintenance Contracts 4200 budget heading which will be reduced to £17,700.
- A new budget heading '4205 Common Management s106' to be created to manage funds from the Travis Perkins development. **Agreed.**

The **draft R&AC budget for 2020/21 is £34,440. Agreed.**

DECISION R2019/11f: To agree to PWCG's request for **£200.00** for the 2020/21 budget. **Agreed.**

20.5 Draft R&A Earmarked Reserves CP (on orange) filed in the office together with the minutes
To increase the EMR Community Orchard to £1,500.00 from £1,200.00. **Agreed.**

At 9.30pm the following decision was taken:

DECISION R2019/11g: To suspend Standing Order 3w to complete all business on the agenda. Agreed.

The **draft R&AC EMR for 2020/21 is £67,512.00. Agreed.**

16. Amenities

16.1 Request for larger bin on Top St by Village Hall and bus stop

DECISION R2019/11h: To support the installation of a larger bin on Top Street by the Village Hall and bus stop if the District Council agrees that there is sufficient space for one. **Agreed.**

16.2 Bins on Eagle Way CR11

There was a brief discussion.

DECISION R2019/11i: To request that ESC replace their old, worn and damaged yellow waste bins and if necessary, the supporting poles, on Eagle Way with new ones with lids. **Agreed.**

16.3 Bus shelter on Main Road CR12

More research is needed into the use of the bus stop on Main Road before a decision can be made on whether to install a bus shelter there.

Information from the bus company to be sought and reported to the R&AC in January. **Agreed.**

16.4 Football pitch maintenance update? (See item 5.1 Recreation Ground & Kronji's Piece - Work Plan)

The Committee supports Martlesham Youth Football Club (MYFC) installing a defibrillator on the side of one of the containers at the Recreation Ground. **Agreed.**

In response to MYFC's request to erect two permanent poles to support a net (to be erected when the pitch is being used) to prevent balls landing in the wildflower area which can sometimes flood and, in principle, to erect of a 2ft high rabbit and mole fence around the pitch, the Committee recommended that the Club wait until the outcome of the consultation on the Recreation Ground and Kronji's Piece (part of the Management Plan process which has just got underway) was

known. This would prevent MYFC wasting resources on items that might not form part of the future plan for the site. **Agreed.**

16.5 Request to refurbish or replace seat in front of Community Hall

DECISION R2019/11j: To ask members of the public if they wish to donate towards a memorial bench in front of the Community Hall. **Agreed.**

17. Footpath Survey 2019

17.1 Footpath Survey results Ongoing – deferred to January.

17.2 FP38: small section on Trim Trail

DECISION R2019/11k: To maintain in the future any section of FP38 which forms part of the Trim Trail. **Agreed.**

18. Trees

18.1 Action arising from Tree Survey 2019 CP filed in the office together with the minutes

DECISION R2019/11i: To undertake the recommendations listed in the summary of the Tree Survey 2019. **Agreed.**

18.2 Tree Warden to replace Mr Forbes CR13 & e-mail from Mr Forbes filed in the office together with the minutes

DECISION R2019/11m: To advertise for a Tree Warden to replace Mr Forbes. **Agreed.**

19. Climate Emergency/Neighbourhood Plan Plus/CIL (Community Infrastructure Levy) proposals

19.1 Wildflower Project Proposal from the Wildflower Project Working Group/update from MHHL

CP – the Proposal sent via email. Hard copy filed in the office together with the minutes.

DECISION R2019/11n: To accept the Wildflower Proposal. **Agreed.**

19.2 State of Nature 2019 report CP (emailed previously) Hard copy filed in the office together with the minutes. Noted.

19.3 Proposals from NP Plus reviews CP filed in the office together with the minutes

To be considered at the R&AC in January 2020.

21. Items for Friends of the Common webpage and summing up phrase for Facebook page

21.1 Dawn Chorus Day 1st May 2020.

22. Newsletter items for January 2020

22.1 Megabash 25.01.20, volunteers for playground inspections, memorial bench, Tree Warden.

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

23.1 None

There being no further business the meeting ended at 10.05pm

Chairman, 08 January 2020