# Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 30th September 2021 at 19:15 in the Memorial Hall Lounge

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| **Present:** Cllr Graham Abbott (Chairman), Cllr Gill Buckley, Cllr Lawrence Britt, Cllr Mike Savory  Deputy Parish Clerk: C Dickson  Member(s) of Land Management groups: Rob Aram, Sarah Sloan, Richard Farley, Stuart Harper | | |
|  | *Details* | *Action* |
| **LM-0388** | **Apologies for Absence**  Cllr Savory will be late, Tim Strudwick. |  |
| **LM-0389** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  None received. |  |
| **LM-0390** | **Minutes of the Meeting 22nd July 2021**  The minutes were **approved** as accurate. |  |
| **LM-0391** | **Matters Arising**  **LM-0374** – Tree Strategy Document - on agenda  **LM-0380** – Countryside Park information sign – on agenda  **LM-0383** – no swimming by-law – deferred to next agenda. Clerks to contact the BA. |  |
| **LM-0392** | **Chairman’s Report given by Cllr Abbott**  Good Evening,  Thanks to all involved in the various groups reports sent to the LM committee. Although I do try to get round all locations during the month, its still good to be updated on things that are happening behind the scenes.  Great work continues at LF Wood thanks to Richard and John, and you can really start to see the transformation as the clearance of overcrowding and dead trees is allowing more sunlight to reach the woodland floor. Although this looks like being a 2 year project, I believe that at the end of it we will have another natural area for the village that we can all enjoy and be proud of. Very important as we continue to lose wild habitat and open spaces to more development.  On a visit yesterday to the CP I observed that in several areas the grass had been worn away and not regrown. On corners, and on the slopes on the western and eastern sides. Although dry at the moment obviously they will get slippery and muddy in the winter. I really don’t believe there is a simple low cost answer to this, and after all it is primarily a country park and its what happens in the winter with lots of footfall. It was never designed as an athletics running track, and we can’t maintain it as such.  I mention this as it has come to our attention that, unbeknown to us, a group has been using it to organise running meetings, in addition to the park run. Obviously this will have implications to the wear and tear on the grass surfaces and we will continue to monitor the surface. It may mean we have to ask the runners not to use it more frequently in the future if the surface is deemed too slippery, and therefore dangerous to run on.  Update from Sharon, following e mails to Tom Woods it transpires that a group from the Yare Valley Churches had been using the CP on Monday evenings for couch to 5K training runs. Only a handful of runners have participated and Tom expects that the number will not exceed a dozen for the remainder of the course. We do not know the length of the course.  We are happy for them to use the CP, but is particularly disappointing following the letter of accord between us the YVC that they did not think it necessary to let us know of their intended usage of the CP as there might be implications to wear and tear on the surface, and potential clashes of events happening within the CP. |  |
| **LM-0393** | **Written Report from Brundall Allotment Association – Sarah Sloan**  It has been a pleasure working with Sharon Smyth, the Parish Clerk and I also look forward to dealing with Claudia for all matters going forward.  We have welcomed Lawson Bunn onto our Committee, and will at the next meeting be joined by Gill Buckley.  We are coming to the very end of the allotment year, and we have had several of our members who have decided to either reduce their plot size or leave entirely. Currently from the intentions expressed by plot holders there will be 5 half plots and 6 quarters available. It is hoped that the waiting list will reduce. There are currently 26 people on the waiting list.  This said it has been agreed in principle with Sharon Smyth that BAA will be “handing back” the signing up of new tenants to the Parish Council. BAA will continue to meet new tenants to choose a plot and help them settle in.  Work on the communal polytunnel has nearly been completed. Staging has been erected along the sides and the two sets of benches have been better positioned. In the future, use can be made of the bench surfaces provided, and there are areas where the floor can be used for tall plants. BAA has currently asked members for expressions of interest for next week and advised that there will be a small charge for its use.  BAA is concerned about the frequency of cutting of roadside splays into Postwick Lane. We appreciate that the weather has been somewhat variable this year, but the access to and from the carpark has at times been difficult and dangerous, as many drivers do not keep to the speed limit.  We have decided to ask plot holders to display a sign with their plot number on it in a location visible from the adjacent pathway. We will over the next months produce a general and simplified site plan which can be displayed in a communal place. With the division and reuniting of many plots which has happened over the last few years it has become impossible to keep the current plan up to date. The original plots, are now mainly halves and quarters, with a few full plots remaining.  Due to supply issues, the purchase of new dip tanks for the site has been put on hold.  The issue of bonfires on site, was discussed at our last committee meeting. We understand that the Parish Council Health and Wellbeing committee would like to improve air quality in Brundall. Whilst we already have site rules about bonfires, we will be asking plot holders to consider removing waste, rather than burning it. |  |
| **LM-0394** | **Brundall Countryside Park – Tim Strudwick**  As usual, little management has taken place during the summer, but there is a fair bit of work to do over autumn/winter and some discussion is required regarding what is best done by community payback team, volunteers and contractors. We are now 5 years into the development of the park, and a review of the management plan and maintenance programme would be timely and I propose that a sub-group is formed to carry this out over the winter.  Paths - routine mowing has been carried out as usual, but a reduced width in a few places to allow a wider grassy buffer zone to develop alongside the road verge and woodland. The new line has been marked by posts which can be removed now.  Grasslands – the annual cut and remove of the wildflower meadow is overdue. A less frequent mowing regime for the rough grassland areas should be considered – a triennial cut is often considered good practice. Control of self seeding trees – willows and sycamores primarily – needs some attention and has suffered from the absence of the community payback team during Covid. A work party in the winter, once the soil has softened, will be a good idea.  Woodland - The trees are thriving, and work to remove the tree shelters (leaving only a few around edges where helpful in marking small trees) should progress. Some digging out of unwanted self-seeded willows and buddleia, which will overgrow the slower growing trees, will be required.  Orchard trees – unlike the woodland trees , the fruit trees are struggling. They need more individual attention, weeding a circle around each tree, than they have received. Some thought should be given to how the fruit would be used, to justify the effort required in nurturing these trees. |  |
| **LM-0395** | **Written Report from the Friends of Cremer’s Meadow – Gill Buckley**  Weekly work from the Friends continues to take place each Friday morning. There is now a rota of Team Leaders to ensure no one person is holding that regular responsibility.  Last month we altered our usual venue and did some clearing outside the Memorial Hall. This has vastly improved the look of the gardens there and allowed us to advertise the work of the Friends. From this event, we recruited one new regular member to the Friends.  Last week saw our annual Cut and Clear, supported by BADCOG and Bure Valley Conservation. It was a lovely day, enhanced by a lunch provided by the Central England Co-op. The sun shone and we managed to do the work in record time. 4 members of the public joined us and at least one of those is likely to join the regular working groups.  Vandalism continues on site with the latest being damage to the weir. This has now been repaired but it is disappointing that the Friends continue to have to repair these senseless activities. Fortunately, the damage to the windows on the hut seems to have abated due to Robs excellent shutters  Sam Brown from Norfolk Wildlife Trust visited us and is very happy with our management of the site. She gave us a few suggestions for some alternative ways we might like to consider which we will discuss at one of our planning meetings. She also helped us with useful information about the proposed bridge.  The planned work on the southern sluice is encountering some difficulties due to lack of engagement of our preferred contractor. Sharon has been requested to write to him giving him an official deadline. It may be that we have to wait until a lower water level is achieved ie next spring if he is unable to carry out the work this year – if at all.  The working party looking at the proposed bridge is very active. This is a separate agenda item for the meeting. |  |
| **LM-0396** | **Written report from Richard Farley, Brundall Tree Warden**  A report on the management of Low Farm Wood was submitted to the Committee. It can be found on the Conservation and Tree page of the website. |  |
| **LM-0397** | **Parkrun - report from Brundall Event Director Stuart Harper**  Since the last meeting parkrun at Brundall has fully restarted, we have now completed 10 events at the Countryside Park and averaging around 110 participants and around 19 volunteers each week on a Saturday morning. We have seen new and old faces coming to the park and we have seen young people taking part as well as older members as well. Our Ladies 90-94 record was recently secured by a participant. New faces from the Brundall community are also coming as well as the parkrun “tourist” enjoying the village.  The feedback has been great around the vibe and feel and there have been many compliments on how lovely the park is looking and how it has developed over the 6 years since we started parkrunning at the Countryside Park.  Yare Valley Churches are also in attendance weekly, with their team supplying beverages and cakes and we are also seeing their team starting to develop into great runners, this relationship is a key ingredient to the success of Brundall parkrun.  The carpark and overflow have coped well, we have only had one weekend when completely full, this is a situation we continue to communicate about and continue to push the message about not driving if possible and to use The Ram carpark as well. It’s always hard to judge how many people will be at an event, but we are using Facebook and what three words to promote the different parking options.  The only issues we have currently is ensuring none of the brambles are hanging on to the course and that course is free of dog waste. We perform a course inspection each week and after lockdown the dog waste situation has increased significantly, we are regularly removing 4-5 items each week. Not a task anyone likes, but vital to ensure the event is both safe and clean for all those attending.  Again, thank you for the support on getting Brundall parkrun back after the 70 week break due to COVID.  Any queries or questions we are happy to discuss. |  |
| **LM-0398** | **General Public Participation**  No public comments. |  |
| **LM-0399** | **Rewilding in Brundall and the management of grass verges**  The rewilding project will be incorporated into the Recreation and Wellbeing Committee’s environmental policy and they will take on the review of the project. The Clerk will be asked for a list of areas that were included.\*  A member of the public had commented that some of the paths through the trees are now a bit narrow. This could be part of the review.  The Deputy Clerk was asked to check how often the grass contractor should be cutting the splay to the Countryside Park entrance.\* | \*Clerk  \*DClerk |
| **LM-0400** | **To consider a Farmers Market for Brundall**  Information gathered by the Clerk from Acle Parish Council was read to the meeting:   * It is preferable to have a location in a central place as it needs to be accessible and visible and to attract passing footfall. A village or town car park is a great location (centrally based). Possible locations include: the Memorial Hall car park and/or the grass, however the Hall Committee would have to give permission; the car park outside the Chinese Takeaway; the Street shoppers car park (owned by Broadland DC), partly closed off for stalls. * It would be important for some stalls to have access to electricity. This could be a problem for the Street car park/ Chinese, unless the Council can install some outdoor sockets there or somehow negotiate access to a power point or two by consent. * The Council (or organisers) would need to apply to Broadland Licensing for a Tens licence. As you need to apply monthly, it needs to be co-ordinated so that a different person applies as I understand that one can only apply for so many in a year (3-4). * Acle own some of their own market stalls and obtained finance to buy them. In this case the Council may have to lay out money to purchase them and also arrange a place for storage of them. The income from each stall fetches around £15-20. * Getting the market established is quite tricky as stallholders will only commit if it is worth the effort and return. Therefore, the first market days need to be widely advertised. We may find some come and go before we get our regulars. * Lastly, Acle said that it was a lot of work to get the Farmers Market underway but once established it has been well received and successful. Therefore, if the council finds a suitable location, it needs to ensure that there is a good amount of volunteers to get it up and running.   A trial one around Easter was suggested, although as this would be a one off getting stalls to attend might be a problem. The Deputy Clerk will contact the Memorial Hall to ask if they would consider the principle of a market.\*  Due to the work involved in getting a market up and running help from the community would be vital. | \*DClerk |
| **LM-0401** | **Committee Matters**  **Park Run**  The biggest issue since the return of Parkrun has been the increase in dog waste. Several volunteers need to walk the course beforehand and pick up 4-5 deposits each week. The Deputy Clerk will look for Pick up Your Mess signs.\*  There have been several compliments by participants on the maturity of the Countryside Park.  **Public Participation**  None. | \*DClerk |
| **LM-0402** | **Allotments**  Widening the travellator and installing a pond were discussed.  **Public Participation**  Rob Aram requested that the BAA be allowed to put down some chippings just inside the pedestrian access as rain water puddles making it difficult and wet to enter. The Committee **approved** the purchase of a small amount of chippings to fill the dip once the Clerk confirms there are no restrictions preventing this. |  |
| **LM-0403** | **Cemetery**  The Committee **approved** the request for a memorial bench.  Following the approval of the lowest bid last meeting the base materials to be used under the slabs was queried and it was found that different bases were quoted for. The Committee decided a concrete base would be best, to ensure the slabs do not sink and become uneven over time. The Deputy Clerk was asked to get the preferred bidder to give a revised quote for this work.\*  The Handyman requested a second bin at the Cemetery car park due to the increase in litter from people stopping to eat their McDonalds. The Deputy Clerk will ask McDonalds if they would donate a bin.\*  **Public Participation**  None. | \*DClerk  \*DClerk |
| **LM-0404** | **Cremer’s Meadow**  The Clerk has chased the sluice contractor and it is hoped he will come by the end of October. There have been supply chain problems.  There was a good and productive working party meeting to discuss the bridge between Marty’s Marsh and Cremer’s. There is another meeting in November, and a site meeting on the 5th October with the Environment Agency, Norfolk Wildlife Trust and the Green Infrastructure Officer and Community Infrastructure Officer from BDC. The costs are likely to be £15-20k. Brundall confirmed at the meeting that there are no precept funds available but that we are happy to work with Blofield to look for grants and other avenues for funding it. John Richardson has been a great help. The Environment Agency input is crucial in deciding on the type and height of the bridge.  [Cllr Savory joined the meeting]  There is a lot of duck weed on the pond. NWT have confirmed it is completely normal and nothing to worry about, and nothing to do with blue-green algae. The pond will have to be dredged at some point in order to achieve a healthier pond but Cremer’s is a long term project and there is no rush. There are a number of firms to approach for advice when the time comes. The sluice is the priority.  **Public Participation**  None. |  |
| **LM-0405** | **Countryside Park**  It was reported that some members of the public like to only park on the tarmac area. This is causing some problems with cars arriving and leaving at the same time. The Deputy Clerk was asked to source No Parking Keep Clear Turning Area signs.\*  The revised draft information sign was considered. Committee members liked the signs installed at Burlingham Woods, Catton Park, and Acle. The Deputy Clerk was asked to look for a notice board which could incorporate the information sign, and bring costs to the next meeting.\*  **Public Participation**  The Tree Warden offered the services of the Broadland Tree Warden Network to take on the maintenance of the orchard. The Committee accepted their offer of help. Tim Strudwick will be consulted first.  Parkrun offered the services of their volunteers if further help is needed in the Countryside Park. Aviva also encourage their employees to help in the community.  A Volunteer Day in 2022 was suggested – to be discussed at the next meeting. | \*DClerk  \*DClerk |
| **LM-0406** | **Smaller Areas (bus stops, play areas)**  The slabs near the Meadow View play area are lifting. The Deputy Clerk will ask the handyman to have a look.\* | \*DClerk |
| **LM-0407** | **Low Farm Wood**  The Brundall Tree Strategy Document and Low Farm Wood Management Report had been circulated to the Committee before the meeting. They were praised as being excellent comprehensive reports.  Cllr Buckley suggested point 2.9 in the Strategy Document could be expanded into a section on its own. This would fit in with the Recreation and Wellbeing’s ambition to produce a Carbon Neutral Policy.  All Councillors should be encouraged to visit the site to see the excellent work the Tree Warden Network have undertaken.  Richard Farley had put forward suggested wording for two signs to be put up on site. Cllr Buckley had a couple of amendments, and will circulate to the Committee. Once the amendments have been agreed ordering the 2 signs was **approved**. The cost will be £28.50 each plus VAT. |  |
| **LM-0408** | **Church Fen**  Nothing to report. |  |
| **LM-0409** | **Finance**  **Budgetary Update**  The LM income and expenditure for the year to date had been circulated to Councillors (see below) and was noted.  **It was resolved** to ratify the approval of an order placed by the Clerk and Chairman for the refurbishment of 2 additional village benches at £125.00 each.  The purchase of wood chipper to aid the maintenance of Council owned and leased land was discussed, including where it could be used, by whom, what were the costs of purchase compared to how often one would be needed/hired, and where it would be stored. The Deputy Clerk will investigate and report back to the next meeting.\* | \*DClerk |
| **LM-0410** | **Clerk’s Correspondence**  A resident had been in contact concerned about the ongoing maintenance of land at Page Road once he was unable to do it. The Deputy Clerk will investigate and report to the next meeting.\*  A member of the public had left an answer phone message covering several topics, including: the rewilding areas around the trees at the Countryside Park are making the paths too narrow; too many people are letting their dogs off lead at the Countryside Park; the parkrun gets in the way of people who would like to walk round the park. She said she did not require a reply. | \*DClerk |
| **LM-0411** | **Items for the next Agenda**  Countryside Park information sign  Volunteer Day 2022 – to assist with maintenance at the Countryside Park  No swimming by-law at Church Fen  Purchase of a wood chipper – costs, benefits, possible problems  Ownership of land at Page Road |  |
| **LM-0412** | **Dates for the next meetings of the Land Management Committee**  18th November 2021  13th January 2022  17th March 2022 |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | |

LAND MANAGEMENT ACCOUNTS 2021/22 to date – 8.9.21

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| **Brundall Parish Allotments** | | | |  | **Countryside Park** | | | | |  |
|  |  | |  |  |  | |  | | |  |
| Expenditure | rent | | 393.75 |  | Expenditure | | annual rent | | | 551.25 |
|  | water | | 76.06 |  |  | | stakes | | | 75.57 |
|  | equipment | | 96.44 |  |  | | chisel for holes | | | 7.07 |
|  | repairs | | - |  |  | |  | | |  |
|  | sundries | | 37.49 |  |  | | **Total** | | | 633.89 |
|  | cesspit | |  |  |  | |  | | |  |
|  | **Total** | | 603.74 |  | Income | |  | | |  |
|  |  | |  |  |  | |  | | |  |
| Income | rent | | (47.83) |  |  | | **Deficit / (Surplus)** | | | **633.89** |
|  |  | |  |  |  | |  | | |  |
| **Deficit / (Surplus)** | | | **555.91** |  | **Church Fen** | |  | | |  |
| Clerk's costs (approx) | | | 500.00 |  | Maintenance | |  | | | 132.30 |
|  |  | | 1,055.91 |  |  | |  | | |  |
|  |  | |  |  |  | | **Total** | | | 132.30 |
|  |  | |  |  |  | |  | | |  |
| Land Management Expenses | | |  |  | **Cemetery** | |  | | |  |
| Tree Warden first aid kit | | | 17.08 |  | Water | |  | | | 25.41 |
| Cucumber Lane bench repair | | | 25.00 |  | bench fixings | |  | | | 25.11 |
| Spray paint for Youth Shelter | | | 33.29 |  | removal of barbed wire | | | | | 100.00 |
| Deposit for shredder for LFW | | | 250.00 |  |  | |  | | |  |
|  |  | |  |  |  | | **Total** | | | 150.52 |
|  | **Total** | | 325.37 |  |  | |  | | |  |
|  |  | |  |  | Cemetery Income | | | | | (2,397.50) |
| **Play Equipment** |  | |  |  |  | |  | | |  |
|  |  | |  |  | Total | |  | | | 1,242.08 |
|  | **Total** | | - |  | Cremer's | |  | | | 161.24 |
|  |  | |  |  | **Land Management Spending** | | | | | **1,403.32** |
|  |  | |  |  | Budget | |  | | | 8,580.00 |
|  |  | |  |  | % of budget | |  | | | 16% |
|  |  | |  |  |  | |  | | |  |
| To note: Allotments are now not included in the LM budget and capital expenditure is accounted for separately | | | | | | | | | | |
| **Capital Expenditure:** | |  | |  | |  | |  |  | |
| Painting of Meadow View play equipment | | | | | | 510.00 | |  |  | |
| Painting of the Memorial Hall swings | | | |  | | 340.00 | |  |  | |
|  |  |  | |  | | 850.00 | |  |  | |

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| **Cremer's Meadow 2021-22 Expenditure and Income** | | | | | |  |
|  |  |  | NWT Grant | Cables Donation | Donation Other | Precept Expenditure |
| Balance b/f |  |  | 5.83 | 254.56 | 200.00 |  |
|  |  |  |  |  |  |  |
| Saw horse | 16.67 |  |  |  |  | 16.67 |
| Shutters for shed windows | 107.92 |  |  |  |  | 107.92 |
| lanyards | 40.47 |  |  | 40.47 |  |  |
| padlocks | 36.65 |  |  |  |  | 36.65 |
|  |  |  |  |  |  |  |
| Total | 201.71 |  | 0.00 | 40.47 | 0.00 | 161.24 |
|  |  |  |  |  |  |  |
| Balances remaining |  |  | 5.83 | 214.09 | 200.00 |  |

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| **Brundall Parish Allotments** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Expenditure | rent | 393.75 |  |  | Equipment |  |  |
|  | grass |  |  |  | dip tank |  | 96.44 |
|  | water | 76.06 |  |  |  |  |  |
|  | equipment | 96.44 |  |  |  |  |  |
|  | repairs | - |  |  |  |  |  |
|  | sundries | 37.49 |  |  |  | **Total** | 96.44 |
|  | cesspit |  |  |  |  |  |  |
|  | **Total** | 603.74 |  |  | Repairs |  |  |
|  |  |  |  |  |  |  |  |
| Income | rent | (47.83) |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Deficit / (Surplus)** | | **555.91** |  |  |  |  |  |
| Clerk's costs (approx) | | 500.00 |  |  |  |  |  |
|  |  | 1,055.91 |  |  |  | **Total** | - |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Sundries |  |  |
| EMR as at 1.4.21 | |  | 8,368.51 |  | Padlocks | | 37.49 |
| Add: income | | (47.83) |  |  |  |  |  |
| Less: expenditure | | (603.74) |  |  |  |  |  |
|  |  |  |  |  |  | **Total** | 37.49 |
| EMR Current Balance | |  | 7,716.94 |  |  |  |  |