# Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 15th June 2023 at 19:00 in the Memorial Hall

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| **Present:** Cllr Robin Tungate (Chairman), Cllr Gill Buckley, Cllr Graham Abbott, Cllr Mike Savory, Stuart Harper (parkrun director), Richard Farley (tree warden), Sarah Sloan (BAA), Rob Aram (BAA), John McMillan (BAA), Tim Strudwick (Env Cttee)  Deputy Parish Clerk: C Dickson | | |
|  | *Details* | *Action* |
| **LM-0670** | **Apologies for Absence**  Cllr Britt. |  |
| **LM-0671** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  LM-0677: Cllr Buckley is a member of the Brundall Allotment Association committee |  |
| **LM-0672** | **Minutes of the meeting held on the 18th May 2023**  The minutes of the meeting held on the 18th May 2023 were **approved** as accurate and were signed by Cllr Tungate as Chairman of the meeting. |  |
| **LM-0673** | **Matters Arising**  **LM-0658** – allotment rents – on agenda  **LM-0659** – goal posts – not yet actioned  **LM-0659** – repair of Cemetery gate – completed  [Cllr Savory joined the meeting]  **LM-0661** – Countryside Park site visit – partly actioned, on agenda for discussion  **LM-0662** – grass cutting schedule – completed  **LM-0663** – repair of slabs near MV play area – DClerk to chase quote  **LM-0664** – litter bin for LFW – not yet progressed  **LM-0664** – moving a bin – not yet progressed  **LM-0665** – site visit for a Church Fen boardwalk assessment – on agenda |  |
| **LM-0674** | **Chairman’s Report – Cllr Tungate**  It’s the time of year when our hard working committees, working groups, and volunteers see benefits of all their hard work during the year. The Countryside Park looks great and Low Farm Wood is a fantastic place to walk, and relax on the new benches. I am grateful also to Rob for spending time showing me round the allotments. I was impressed and slightly envious of plot holders. I would like to thank Richard for all his hard work and for accompanying me twice at Church Fen. And finally thanks in advance to Gill and the Friends for organising the Cremer’s Orchid Day this coming Saturday. |  |
| **LM-0675** | **General Public Participation**  None received. |  |
| **LM-0676** | **Updates from other Council Committees – Cllr Savory and Cllr Abbott**  Recreation and Wellbeing: last meeting on Monday. The Brundall Bolts were in attendance and there was a long conversation about the Sports Hub. Community Sports Foundation have been appointed the Operator. It had a soft opening last night for the Bolts first training session, which went really well. There were a few questions from the Bolts and they were advised to meet with CSF and then come back to the Council if there are further queries.  Brundall Village Park: the Parish Council sub-group met with representatives from the Memorial Hall last week. The PC sub-group will be leading the design of the land through the R&W committee with the aim to complement any work the MH is doing on their land. They are looking to finalise some plans and bring them back to a meeting with the sub-group.  Snowys: we talked about the potential need for a new location in the short to medium term. Talks are ongoing with the school, and a recent meeting was held with our MP.  Environment Committee: there has been no meeting since the last LM meeting. |  |
| **LM-0677** | **Allotments**  The Committee received and noted the Allotment report (attached).  Youth Shelter: the sides and front have been taken off and transported to the allotment site. The work yesterday went quite well but today was a bit more difficult. Tomorrow will be the final part to take down the large struts and take them to the allotments. Work will start at 10am with the transport arriving at 2pm. The team of volunteers have been magnificent: Richard Farley, Rob Aram, David Lackey, David Cossey, John and Ben Philp, Steve Clark, and Lawson Bunn. The next steps will be to construct a new base at the allotments and repair the damage done during deconstruction. Thanks were given to John McMillan for all the preparatory work. It is very good news it is being repurposed. The concrete base at the Memorial Hall will be left clean and level with all metal stubs angle-grinded off.  Rents: the BAA discussed the proposed rent increase of £5 per full sized plot at their last meeting. They would be agreeable to it on the basis they would rather a small increase now than a larger one later. The Committee recommended the increase to the full Council for a decision.  There are ongoing teething problems with the new gates. The contractor will be contacted if needed. They need momentum to close properly and some users are not pushing them open wide enough.  The new concrete base for the Youth Shelter will require hiring a digger. Proposed costs were circulated to Councillors before the meeting. Combining digging the new base with digging the trenches for the new standpipes was discussed as this would save money on the digger hire. Rob Aram received permission from Anglian Water for the 1 additional standpipe and will make a submission for the further 5.\* Costs for the standpipe project need to be approved before proceeding.  The meeting discussed the eviction process as there is a plot holder who has not paid their BAA fees or been to their plot since taking it on in November. Emails have been unanswered so a letter has been drafted by the BAA to give them 2 weeks to respond or they will be evicted. The BAA will streamline their process to make it quicker. | \*RA |
| **LM-0678** | **Cemetery**  Goal posts on the spare field: costs for this have not yet been sourced.\* | \*DClerk |
| **LM-0679** | **Cremer’s Meadow**  The Committee received and noted the Cremer’s report (attached).  Some of the locks on the notice boards are not working properly. Harry Stebbings will be asked to look at them when they deliver the Countryside Park board.  The Bridge:   * Active vole nest have been found despite the vegetation being kept short therefore no work can start until early October. * Further documents were requested for the planning permission, a flood risk assessment and an ecology assessment. The Biodiversity sub-group were asked to help as Tim Strudwick produced both for the original Cremer’s Meadow planning permission but the contractor has supplied the information needed by the Environment Agency which has been forwarded on to BDC for comment. No response has been received as yet. * The Friends did not like the name Coronation Bridge. And did not want plaques on the bridge either. There are no plaques on site and are not encouraged. Planting a sapling as a remembrance was offered instead.   Drug use equipment was found on site over the weekend. The Police think it was paramedical paraphernalia as the result of a medical incident. Ambulances were seen near the Meadow on Sunday.  The hut is sinking. Richard Farley thinks it can be raised but may cost £200-300. There is £200 in the Cable’s Donation. A further cost of £100 was approved.  The Friends would like to better publicise and promote the Meadow. They have unsuccessfully tried their own website, and Facebook has not gone well as they do not have a tech or social media-savvy person in the group. They would like their own page on the website to post pictures and events. This will be possible on the new website. |  |
| **LM-0680** | **Countryside Park**  No report was received from the Countryside Park Group. There has been no meeting since the last committee meeting.  The Deputy Clerk sent Harry Stebbings the aerial photos of the park and allotments, with a bit of annotation, and details of the requirements for the map.    Draft wording for the map was also supplied: “The 12.6 acre site has been leased by Brundall Parish Council from Norfolk County Council since 2014 to provide a natural environment and allotments for the residents of Brundall to enjoy.  Woodland has been planted and local flora encourage to grow to provide cover for wildlife.” Once the location of the notice board has been agreed it may be possible to order and install the map at a later date.  The Deputy Clerk, Cllr Tungate, Cllr Buckley, and Stuart Harper had a site visit on Tuesday to look at a position for the new proposed entrance way into the park from the car park, and location for the notice board and cycle racks. A new entrance location was suggested but there was no consensus. A site visit for all members of the committee will be arranged. Cllr Savory will circulate his available dates.\* | \*Cllr Savory |
| **LM-0681** | **Parkrun**  The Committee received and noted the parkrun report (attached).  A well loved parkrunner recently passed away and parkrun would like to purchase and install a memorial bench in her honour somewhere along the course. They would like an inscription on the back rather than a plaque, which is not an option detailed in the Memorial Bench Policy. The request is only for the possibility of a bench at present as funds need to be raised and the family consulted. As an inscription is not detailed in the policy the request was referred to full Council for consideration.  The Biodiversity sub-group recently walked round the Countryside Park with members of the CPG, and also round Cremer’s.  Stuart Harper was thanked for his write-up of parkrun and why it is an important part of the Countryside Park and Brundall given to Cllr Savory for the evidence to be sent to NCC for potential purchase of the land. |  |
| **LM-0682** | **Smaller Areas**  A quote for the broken slab on the path leading to Meadow View play area has been requested but not yet received. The Deputy Clerk will chase.\*  A quote of £780.29 from Wicksteed for the repair of the cableway brake tyre and cable grip was accepted. | \*DClerk |
| **LM-0683** | **Tree Management, including Low Farm Wood**  The Committee received and noted the BTWN report (attached).  The Tree Warden and Deputy Clerk will be meeting on Tuesday to start the recording and safety checks on all trees the Council has responsibility for. They will start at the Allotments. |  |
| **LM-0684** | **Church Fen**  The Committee received and noted the Tree Warden’s Church Fen reports (attached).  The Giant Hogweed has been located. The Tree Warden requested to be allowed to order syringes and needles to be able to inject pesticides into it at a cost of around £25. This was **approved**. Thanks were given to Richard Farley for his help.  Cllr Tungate reported on the meeting he, Cllr Buckley, the Deputy Clerk, the Tree Warden, and Stuart Harper had with Matt Davies from the Norwich Fringe Project to look at the boardwalk. Cllr Tungate had circulated a report of the meeting (attached). The boardwalk is currently in good repair and should last another 10 years but we need a plan for the future now in order to make sure it is replaced by the time the 10 years are up. There were lots of positives from the discussions and lots of information and ideas of how to take the repair and replacement forward. Matt Davies recommended a specific boardwalk risk assessment should be completed, and any repairs recorded going forward.  [John McMillan left the meeting]  The committee agreed to asking Matt Davies how much he would charge to produce a report summarising what was discussed.\*  The Deputy Clerk produced a rough draft of an entrance sign indicating the two paths available to the river. Cllr Savory will refine. | \*Cllr Tungate |
| **LM-0685** | **Finance**  Expenditure for the first two months of the financial year has been £1,454.71, 15% of the budget. £750 of this was the felling of a poplar at Cremer’s Meadow.  Following the purchase of the new gates, and 6 months rent, the allotment reserve has fallen from £8,885.97 to £5,929.55. |  |
| **LM-0686** | **Correspondence**  None received. |  |
| **LM-0687** | **Items for the next agenda**  Notice board  Cycle racks  Zipwire repair  Standpipes  Church Fen boardwalk report  Goal posts on the spare Cemetery field |  |
| **LM-0688** | **Date for the next meeting(s) of the Land Management Committee**  7th September  19th October  16th November  The meeting finished at 21:12. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | |