

Minutes of the meeting of the Land Management Committee held on Thursday 6th June 2024 at 7.00pm at Brundall Memorial Hall lounge.

In attendance: Cllrs Robin Tungate (Chair), Gill Buckley, Lawrence Britt, and non-Cllr representatives Richard Farley (Tree Warden), James Howlett (Park Run), Sarah Sloan (Allotments Association), Time Strudwick (Biodiversity Group).

Clerk: Miss L Dawson, Deputy Clerk & Assets Manager.

Members of the public: 2

795. Apologies for absence

Apologies were accepted for Cllr Graham Abbott, Stuart Harper (Park Run), Cllr Chris Whitehouse and Cllr Andrew Bonham.

796. Declarations of interest on items on the Agenda

None.

797. Minutes of the meeting on 24th April 2024

The minutes were AGREED as a true and correct record of the meeting and signed by the Chair.

798. Matters arising from previous minutes, not elsewhere on the agenda

779. Cemetery

- Community Payback have visited the pedestrian entrance of the cemetery site and confirmed they can carry out the work to remove the brambles. TS has inspected and confirmed its likely no birds will nest in the location.
- Abbey memorials have been instructed to carry out the remedial works on the headstones.
- It was noted that works to repair the broken strut have been carried out.
- It was noted that an application to the Football Foundation was successfully submitted in August 2023. The next opportunity to apply is in August 2024 and the public goalposts.
- The no ball games signs have been purchased and will be fitted.

779. Cremers Meadow

- It was noted that the Mud testing proposal is in progress, Chris Muskett (Biodiversity Group)

781. Countryside Park

- The amendment to remove the key and approve the final artwork and additional £25.00 fee was APPROVED.
- It was noted that the memorial bench will be repair in June.
- It was noted that the No Dog signs have been ordered. RF to fit.

784. Tree Management

- The insurance and risk assessments relating to use of chainsaws at the allotments, update to follow.

785. Church Fen

- It was noted that the tree root warning signs have been purchased. RF to fit.

788. Parish Online has been purchased and assets are being populated.

789. It was noted that council agreed not to update the terms of reference to make non-councillors voting members of the committee.

799. Chairman's Report

No update.

800. Public Participation

A member of public noted that the pedestrian entrance to Countryside Park requires some tidying, as the path has narrowed. It was AGREED for SS to carry out some brush cutting in the coming weeks to widen the footpath.

801. Updates from other Council committees and working groups

- **Recreation and Wellbeing Committee**

A meeting was held 3rd June 2024. The agenda items were noted.

- **Environment Committee**

A meeting was held 9th May 2024. The agenda items were noted.

802. Allotments

- A written report from the Allotments Association was received. The next meeting is scheduled 25th June 2024. Work on youth shelter is on-going. Insurance company have responded, will be reviewed at the next meeting and agreed position will be shared with Land Management.
- To note plot 9E is now available, the allotment association have agreed some works will be required before letting it.

803. Cemetery

- The cemetery fees comparison was received it was AGREED to collate a report of the cemetery current financial position, including historical income and expenditure, and future forecast, including projected plans for the extension and proposed timescale, to take to the next meeting.

804. Cremers Meadow

- The Friends of Cremer's report was received.
 - It was noted that the Friends of will be making a fingerpost to go next to the bridge.
- The Cooks Doors service quote for the barn door of £148.00 + VAT was considered, and it APPROVED. It was AGREED for LD to investigate any maintenance agreement / guarantee and legal requirement for servicing.
- It was AGREED to allow the Men's Shed to store items in the barn, if required and temporarily, subject to appropriate insurance and agreement in place, GB to manage.
- It was noted that the 22nd June is the 10 year anniversary Open Day.
- It was noted that the works have been scheduled to commence 24th June 2024 on the bridge.
- It was noted there is no current update on blockage in the culvert.

805. Countryside Park

- The quote for £38.00 + VAT from Monarch Signs Ltd, for the replacement pedestrian access entrance sign was APPROVED.
- A written report from the Countryside Park Group was received. The item of drainage in the east corner of the park was discussed as no proposal has yet been approved, it was AGREED for CSP to bring a proposal of options for works, to the next meeting. The item of the purchase of countryside park was discussed, the CSP group had already provided feedback to the Recreation & Well-being group on the report, and it was AGREED for land management committee to request

involvement in finalising the draft document, and offer feedback and amendments to be considered, before taking it to Full Council.

- c. The quotes for the concrete base and cycle racks were considered, Bruce's Property Maintenance quote for £486.00 for a 1m x 2m concrete base, plus 3 x cycle stands at approx. £45.00 each was APPROVED. It was AGREED for RT & LB to assist LD with marking the final location.
- d. The Countryside Park Tree Report and Management Proposals were received, and it was AGREED they will be considered and collated with the overall 5 year management plan for Countryside Park.

806. Parkrun

- a. A written report from Brundall parkrun was received.
- b. A written proposal for the placement of 4 tonnes of sand for the park run route was received. It was AGREED to order and deliver 1 tonne of sand on 4 occasions, around 15th November, 15th December and 15th January and one additional time when required, loose sand will be delivered, park run volunteers will manage the maintenance of the path including raking and aerating the footpaths and spreading the sand. It was also AGREED for all members to continue to monitor the footpaths after park run, and any concerns are to be reported to JH.

807. Smaller Areas

- a. The quotes for new playground, Office and Countryside Park Entrance Signs were considered, it was APPROVED to add ///what3words locations to the artwork, and accept the Monarch Signs quote.
- b. The cleaning of 3 bus stops, 2 on Cucumber Lane, and the additional 1 by The Dales was APPROVED.
- c. It was noted that the contractors have proposed an alternative location near to Low Farm Wood, at the entrance of West End Avenue and it has been confirmed that the Berryfields and Countryside Park dog bins are regularly over-flowing, the maximum size allowed is 40L. The recreation and well-being recommendation to purchase 3 additional bins was APPROVED. One at countryside park to be located in the carpark, LB & RT to approve. One at Berryfields next to the current bin. One at the entrance to West End Avenue, subject to permission being clarified as it's a private road.

808. Tree Management

- a. The tree management report was received. It was AGREED for RF to remove the split branch on the Elder on Page Road and create a habitat pile. It was noted that the Ash trees to cemetery car park have been completed to a high standard. It was AGREED for RF to purchase clear protection paint at a budget of £20.00 for Low Farm Wood.
- b. It was noted that the tree survey is on-going with RM & RF, it is now being recorded on Parish Online.

809. Church Fen

- a. The monthly report was received. It was noted that there are two boards which may need repair in the near future, but boardwalk is safe. The Himalayan balsa needs attention, the reedbed is overgrown and not been maintained. No safety concerns.

- b. It was noted that Scott Mallett has repaired 3 broken boards due to health & safety concerns, and removed the chicken wire from the site, the cost of £430.00 was APPROVED.

810. Biodiversity Update

- a. The meeting notes from the most recently biodiversity meeting held 15th May 2024 were received.
- b. The proposed template structure for Brundall Green Spaces 5-year management plans was received. It was NOTED that Cremer's Meadow have begun to use the template and found it successful. It was AGREED for Friends of Cremer's Meadow to continue to create the plan using the template, for the Countryside Park Group to commence a plan, and for LD & RF to commence a plan for Church Fen, proposed deadline March 2025. Any draft plans to come to Land Management for comment. It was also AGREED for LD to further investigate any historical agreements with NCC Farms and Low Farm Wood, to determine the authority to carry out any future works on the site.

811. Sports Hub

No report received from Brundall Community Leisure Ltd.

812. Brundall Village Park / LEMH

The report on the potential uses of The Barn was received and no further comment added, the report will go to Full Council to consider.

813. Update on Volunteers Week – Nature in Brundall Update

It was AGREED for a budget of £50.00 to be used for refreshments and biscuits, LD to advertise the event, and to hold a meeting for leads to finalise the plan on 27th June at 7pm.

It was AGREED to suspend standing orders and continue the meeting. PROPOSED Cllr R Tungate, seconded Cllr G Buckley.

814. Community Payback Project

- a. An update on the three proposed projects, Church Fen, Countryside Park & Cemetery Pedestrian Entrance was received with the MoU from the Community Feedback team.
- b. It was AGREED for LD to confirm dates for the works to be completed with SS & RF.
- c. The hire of a skip at countryside park was APPROVED, along with the purchase of any fuel required.
- d. The purchase of aggregate, soil & shrubs for the cemetery entrance were APPROVED. It was AGREED for LD to contact the allotments association for potential donation of topsoil, and home hardware for potential donation of plants and GB to approve final shrub type.

815. A budgetary update from the RFO.

None.

816. Clerks Correspondence

None.

817. Items for the next agenda

To consider the Cemetery financial report.

To consider a long-term plan for the Church Fen boardwalk and bridge, including an update from Broads Authority.
To receive quotes for emergency boards to be placed in storage.

818. Dates for the next meetings

July 25th, September 12th, October 17th 2024

Meeting Closed:

Signed:

Dated:

DRAFT