



BRUNDALL

PARISH COUNCIL

A Meeting of the **Land Management Committee** will be held on Thursday 12th September 2024 at 7.30pm in the Lounge at Brundall Memorial Hall for the purpose of transacting the following business:

Members of Brundall Parish Council Land Management Committee are summoned to attend.

Agenda

Housekeeping

1. **To consider apologies for absence**
2. **Declarations of interest on items on the Agenda**
3. **To approve the minutes of the last meeting on the 25th July 2024**
4. **Matters arising – items not on the Agenda**
 - LM-0802 – process for amending tenancy agreements
 - LM-0823 – thank yous to Blofield for their work on the installation of the bridge at Cremer's
 - LM-0833 – handyman specification
5. **Chairman's Report**
6. **Public Participation (15 mins)**
7. **To receive brief updates from other Council committees and working groups, including:**
 - a) Environment Committee, including:
 - i. a report from the Biodiversity Working Group
 - ii. a recommendation to purchase 50 Hedgehog Highway gaps at £150

Council owned and managed areas (including Public Participation at the discretion of the Chairman):

8. **Allotments**
 - a) To receive a written report from the Allotment Association and discuss any issues raised
 - b) To discuss the requirement to register any size flock of birds from the 1st October 2024
 - c) To consider a quote to cut the allotment hedge
9. **Cemetery**
 - a) To discuss options on amending the fee structure of charges
 - b) To consider approving a Geocache container location at the bench next to the Shard
 - c) To discuss the maintenance of the flower beds, particularly the one by the entrance in the car park
10. **Cremer's Meadow**
 - a) To receive a written report from the Friends of Cremer's and discuss any issues raised, including:
 - b) To ratify an agreement with Natural England and Norfolk Wildlife Trust to undertake work on Cremer's Meadow pond to create a habitat suitable for great crested newts, and any updates on the project
 - c) To consider quotes for a tree survey of Cremer's Meadow

11. Countryside Park

- a) To receive a written report from the Countryside Park Group and discuss any issues raised, including:
 - i. Car park surface – maintenance and signage
 - ii. Bench maintenance
 - iii. Parkrun representative at Countryside Park Group meetings
- b) To confirm works completed by the Community Payback Team and schedule the works agreed for the autumn
- c) To discuss the removal of the kerbs on Postwick Lane
- d) To set a date for the committee to look at the hedge to the car park

12. Smaller Areas (Bus stops, play areas)

- a) To report vandalism to the multi-play equipment and necessary repairs

13. Tree Management

- a) To receive a written report from the Tree Warden and any management reports submitted, and discuss any issues raised
- b) To update the progress on recording all trees on Council owned and leased land and consider any works needed that have been identified

14. Church Fen

- a) To receive the inspection reports and discuss any issues raised, including:
- b) To discuss how to create, review, and take forward the Management Plan

15. Sports Hub

- a) To receive a written report from Brundall Community Leisure Ltd and discuss any issues raised.

16. Finance:

- a) Budgetary update from the RFO
- b) To approve a quote of £90 for the installation of 5 play area safety signs
- c) To approve a quote of £51 for the installation of 2 office signs and a sign for the Countryside Park pedestrian entrance

17. Clerk's Correspondence

- a) To consider a request for a dog waste bin at the end of St Michaels Way

18. To discuss the format of the Land Management Committee including:

- a) To consider splitting the land areas into 2 sections and have monthly meetings to discuss alternate sections, eg Cremer's Meadow, Countryside Park, Church Fen, Trees one month, and Cemetery, Allotments, Finance, Sports Hub, Smaller Areas the next month
- b) To consider holding quarterly meetings to discuss the Management Plans

19. Items for next Agenda (not for discussion)

20. Dates for the next Meeting(s) of the Land Management Committee: to be confirmed

Claudia Dickson / Rachel Miller

(Clerk/Deputy Clerk) 5th September 2024