

Minutes of the meeting of the **Brundall Parish Council Land Management Committee** held on Thursday 14th August 2025 at 7.00pm in the Lounge at Brundall Memorial Hall.



In attendance: Cllrs R Tungate (Chair), G Buckley and K Applegate
Clerk: Mrs C Dickson, Deputy Clerk: Mrs C Watkins
Land Group representatives: 2 from the Allotment Association, 1 from Biodiversity Working Group
Members of the public:1

1 To consider apologies for absence

Apologies were accepted from Cllrs G Abbott and L Britt

2 Declarations of interest

None

3 Minutes of the last meeting

The minutes of the Land Management Committee meeting held on 12th June 2025 were AGREED as a true and correct record of the meeting and signed by the Chair. Cllr Applegate abstained as he was not present at said meeting.

4 Matters arising from the previous minutes

May 8.a.ii. The Anglian Water track down the east side of the countryside Park has been cleared. The Maintenance Operative has repaired the chicken wire fence.

June. 5. The overhanging hedge near Meadow View play area has been sorted.

June 10. The skatepark resurfacing is complete. The surface under the equipment at Brundall Memorial Play area has been repaired. The carpet under the play equipment at the Meadowview Play area has been laid.

Further work to secure planks on the boardwalk at Church Fen was carried out on 1st August.

All matters arising were noted with as request for spray cans for marking the Church Fen boardwalk where it needs attention to be purchased for the CFWG.

5 Chairman's Report

The chairman had nothing to add this month.

6 Public Participation

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

None.

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

7 Cremer's Meadow

a) The report was received and noted.

The inventory from the barn at Cremer's Meadow was discussed. It was AGREED that the Maintenance Operative would be asked if he could use anything. A representative from the Brundall Allotment Association is also going to see if anything could be used at the allotments. It was suggested, by the member of the public, that the boat could be used as a planter at a railway station.

It was AGREED that the Friends of Cremer's Meadow could to sell any of the surplus items and use any funds made for the benefit of the meadow.

It was also AGREED that deputy clerk, CW and a Councillor would investigate ways to dispose of any unidentified liquids etc. responsibly.

- b) To consider creating an action plan to sort out the blockages in the ditches and the dyke as the adjacent landowner has not replied, including contacting the Internal Drainage Board.**

After contacting 5 separate contractors and a member of the Internal Drainage Board only 1 contractor went to the site and provided a comprehensive quotation, to be discussed at the Friend's of Cremer's Meadow meeting on 29th August. After hearing how much a quotation provided to carry out the works was, the member of the Biodiversity Working Group present said he would investigate.

- c) To discuss including water ways maintenance in the maintenance schedule, raking out fallen leaves and pulling reeds from the run.**

It was AGREED that these items would be added to the maintenance schedule.

- d) To consider displaying a Construction Traffic warning sign on the gate that exits onto Blofield Road.**

The example sign that was provided at the meeting was approved and it was AGREED it will be displayed/erected.

- e) To note that the Barn door at the Meadow requires a service, no date advised yet.**

It was AGREED that the clerks would chase the provider again and it was noted that the Council required notice of the service.

8 Countryside Park

- a) To receive a written report from the Countryside Park and discuss any issues raised**

The Community Payback Team, overseen by a representative of the Countryside Park Group will continue to work on the western, eastern and northern sides of the park, clearing saplings and brambles later this year.

- b) To consider a request from a resident to rehome a tree from their garden to the CSP.**

It was AGREED that it was a very kind offer, however a photograph is required, clerks to obtain. It was felt that the decision should be left to the CSPG.

- c) To consider an offer from a resident to help regarding monitoring the Kestrel box.**

It was AGREED that the Kestrel box is in a state of disrepair and is in danger of falling. A new box needs to be constructed so that this can be erected at the same time the old one is removed. This requires someone who has professional training at working in trees at heights and all the necessary risk assessments to be in place. The clerks will ask a member of the BWG to build a new box and contact the volunteer to see if this is something he is qualified to do.

There has been request for a Gifted Bench at the CSP and the relevant form has been sent out. There is a bench in the glade in a state of disrepair. It was AGREED that the new bench could replace this one.

9 Tree Management

There was no report from Tree Warden other than he wasn't in good health.

Cllr R Tungate offered to approach a neighbour to ask if they would be interested in joining the Environment Committee to offer expertise not currently represented.

Concern was expressed regarding the findings of the tree survey carried out on land at the bottom of Brundall Memorial Hall. The Council wish to take on this land for a peppercorn rent from the landowner after said landowner has carried out the urgent work required on one of the trees. The Council will then be taking on full responsibility for the trees. The landowner will be contacted again by the Clerks emphasising the importance of this work that they are still liable for.

10 Church Fen

a) To receive a written report from the CFWG and discuss any issues raised.

The report was received and noted. It was felt that good progress was being made including the draft management plan and rota for comprehensive inspections. Safety signage is required. The CFWG is in very early stages, and the plan is to draw up recommendations to come to the Land Management Committee with, to then present to the Full Council. Including replacing the boardwalk, improving the eastern pathway and improving Church Lane as access to Church Fen. The Church Fen boundaries need to be established and liaising with neighbouring landowners is required to ensure everyone is aware of the Parish Council's plans.

The Church Fen Working Group are meeting on Friday 22nd August to discuss the Management Plan.

b) The notes from the CFWG meeting held on 25th July were noted.

c) To discuss the costs and possibility of a member of the BWG and CFWG having chainsaw training to do work at Church Fen.

It was AGREED that it is not viable to have one of our volunteers do the training as the Parish Council's insurance will not cover the work. Any chainsaw work required will be carried out by Tree Surgeons.

d) To consider a further tree survey being carried out at Church Fen in Spring 2026 when there are leaves on the trees as the dying Sycamore were not mentioned in the survey carried out in December 2024.

It was AGREED that as some of the trees are now in their second year of being dead and that the risk they pose to the public, the bridges and the boardwalk, the arboriculturists would be asked to come back to survey Church Fen whilst the trees are or should be in leaf. It was AGREED that someone would join them on site when they return.

11 Allotments

a) To receive a written report from the Allotment Association and discuss any issues raised including the recent water bill.

It was AGREED that providing the Allotment Association don't have any other large expenditures this year the recent water bill can be absorbed into the earmarked reserves. All allotment holders will receive a notice at the BAA AGM regarding water usage.

The Maintenance Operative will be asked if he can sort the problem with the tap in the toilet at the allotment.

The BAA have requested hedge cutting around the allotments for as close after 1st September as possible but not a Friday. The clerks will organise this with getting Garden Guardian in shortly afterwards to clear the footpaths.

It was AGREED that the BAA could purchase 2 security cameras at a cost of £60 each from the reserves.

b) It was noted that the tenant of 39EA has been evicted.

c) To consider a request from allotment volunteers for help towards the cost of black plastic used to clear plots

It was AGREED that the clerks would order black plastic using the Screwfix account.

12 Smaller areas (Bus stops, play areas)

- a) To consider / approve labour costs to carry out the maintenance on the green roundabout in the Brundall Memorial Hall play area (We have the parts)**

It was AGREED to go ahead with the labour costs of £200.. Clerks to organise.

An email from a Broadland District Council Community Assets Management Officer was received, inviting Brundall Parish Council to join their scheduled play areas inspections in October. It was AGREED that the Land Management Committee wish to use this option for the play area inspections.

It was reported that the lid of the poo bin on Strumpshaw Road has broken off. Clerks to report.

13 Sports Hub

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

No report received.

- b) To consider a quotation for bollards at the entrance to the Sports Hub to prevent parking on the verges**

- c) To consider Birdsmouth fencing to prevent parking on the verges**

It was AGREED to revisit these items at a future meeting after further details were gathered. The Maintenance Operative would be asked to meet a member of Brundall Community Leisure to measure the precise location where fencing or bollards are required and provide recommendations and pricing for both options.

It was noted that approval from highways will be required and that the grass cutters will need to be approached for their input.

14 Cemetery

- a) To receive any updates regarding the car parking**

The contractors are being considerate, and the agreement is working well.

15 Finance

- a) Budget vs Actual 31/ 07/2025**

The RFO reported that 28.3% of the budget had been spent at this time No concerns were raised

16 Items for the next Agenda (not for discussion)

Sports Hub verge solution/ bollards/ fencing

The Maintenance Operative will be asked to provide a report for the next meeting.

17 Dates for the next meeting(s) of the Land Management Committee

11 th September	CM	CSP	TREES	CF
9 th October	BAA	CEM	SMALL AREAS	SH
13 th November	CM	CSP	TREES	CF

Meeting closed 8.45pm

Signed

Dated: