

Minutes of the meeting of the **Brundall Parish Council Land Management Committee** held on Thursday 11<sup>th</sup> December 2025 at 7.00pm in the Meeting Room at Brundall Memorial Hall.

In attendance: Cllrs R Tungate (Chair), G Abbott, G Buckley, 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 Apologies for absence**

Apologies were accepted from Cllr L Britt

## **2 Declarations of interest**

None

## **3 Minutes of the last meeting**

The minutes of the Land Management Committee meeting held on 13<sup>th</sup> November 2025 were AGREED as a true and correct record of the meeting and signed by the Chair.

## **4 Matters arising from the previous minutes**

**Nov. 8.a.** Orchard hedge, the Brundall Community Orchard Management Plan 2023 does not specify the height the hedge will be kept at, but it is looked after by the Tree Warden. The gate will act as the height level for the hedge. **Noted**

**Nov. 8.a.** A representative from Brundall Parkrun has been invited to the January 2026 LM meeting. **Noted**

**Nov. 8.b.** It has been advised by a member of the Biodiversity Working Group that there is to be no further tree planting at the Countryside Park and the resident who wished to donate a Birch Tree has been thanked. **Noted**

**Nov. 8.** It was AGREED at the Environment Committee meeting on 20<sup>th</sup> November that the possibility of a French Drain in the southwest corner of the CSP will not be revisited. All avenues have been explored. **Noted**

**Nov.9.b.** A £100 donation has been made to the Broadland Tree Warden Network. **Noted**

## **5 Chairman's Report**

The chairman reported that the Land Management Committee working within the community has achieved a lot throughout the year for the parishioners, the highlights being employing a Maintenance Operative, the work at Cremer's Meadow, the goal posts on the spare Cemetery field, the biodiversity improvement areas in the Cemetery, the improved maintenance at the Countryside Park and the setting up of the Church Fen Working Group. Thank you to the Committee and all our volunteers and parish staff.

## **6 Public Participation**

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

It was reported that the chain lock on the western side of the car park has deteriorated and needs to be replaced. It was AGREED to purchase a new one.

It was noted that the memorial at the Cemetery needed cleaning and a member of the Allotment Association volunteered to do this. It was AGREED that specific instructions to do so will be sought from the stonemason.

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

**7 Allotments**

- a) The report was received and noted.

It was reported that the pedestrian gate lock is malfunctioning. Cllr Applegate proposed and Cllr Abbott seconded purchasing a new lock at a cost of £254 as contacting a locksmith for repair could prove more costly. The new lock will require 3 monthly maintenance which the allotment association will carry out. In future if there are any issues with the lock it will be reported to the manufacturer.

The leak at the allotment has been located and will be worked on. Permission was granted for the use of the Council's Jewson account to purchase any spares required.

The Allotment Association are trialing a float valve in one of tanks to mitigate taps being left on with the possibility of rolling this out across the site.

- b) To discuss and approve the allotment eviction protocol to be ratified at Full Council

The purpose is to speed up the process and keep it within Land Management rather than each case needing to go to Full Council. The protocol has been discussed and drawn up within the Advisory and Scrutiny Committee.

It was AGREED that a further paragraph will be added to include procedure to follow up non rent paying tenants to be signed off at the next Land Management Committee meeting.

**8 Cemetery**

- a) To consider the cost of an extra green wheelie bin in the Cemetery car park.

It was AGREED the clerks would order a further 360L bin at the cost of £262.47 a year.

Deputy Clerk CW emailed the manager of the McDonalds for a contribution towards the costs, with no reply.

- b) To discuss the pipe cutting across the burial area and the possibility of this area being used as a memorial garden

A second underground wire has recently been discovered during the digging of a grave. It is not on any maps or plans. The first wire is a disconnected UKPN power cable. UKPN have confirmed that the second wire is not theirs and suggested it could be a water pipe. As there is no record of this pipe a burial had to be delayed and the Parish Council cannot risk this happening again so the area north of the tree should not be used for burials until it can be confirmed where the pipe goes.

The area can be used as a memorial garden or for ashes interment.

**9 Smaller Areas**

- a) To discuss maintenance and improvements to 3 bus shelters for possible funding

The Maintenance Operative supplied suggestions and costing for maintenance and improvements to 3 bus shelters for an application to Broadland for funding. It was AGREED that the work will be carried out as this is preventative maintenance and the funding will be applied for by the clerks.

- b) To discuss the ROSPA Play area Safety Report for the play area at BMH

Deputy clerk CW will source quotations for repair/or new gate at the entrance to the fenced play area.

The Maintenance Operative will prioritise replacing rusty fittings etc on swings and wheeled sports equipment.

BMH will be asked to arrange for overhanging branches to be dealt with in the wheeled sport area.

- c) To discuss the ROSPA Play area Safety Report for the play area at Meadowview

The fence at the play area is in a state of disrepair but this isn't a play hazard, so not a priority.

## **10 Sports Hub**

- a) To receive a written report from Brundall Community Leisure Ltd.

It has been AGREED by CSF that the Maintenance Operative can have a shed for storage of tools and equipment in the bin store at the Sports Hub.

## **11 Tree Work**

- a) To ascertain any possible further tree work required on land at the bottom of BMH.

There was some confusion over which tree has been worked on from the map provided and the numbering. It was AGREED that the trees will be revisited before any lease is taken on.

- b) To discuss the Poplars at Cremer's Meadow. A member of the BWG has recommended felling the trees rather than pollarding.

It was AGREED that the Clerk, Deputy Clerk and Cllr Buckley will meet a tree surgeon on site to discuss a tree felling plan for the Poplars and get an idea of cost.

Poplars do not have a long-life span and the longer the trees are left the harder and more costly it becomes to fell them. A tree felling plan will be devised as there are too many trees for the open spaces at Cremer's Meadow.

## **12 To discuss and AGREE a format agreement for group users of the Countryside Park**

This is a starting point for agreeing a format focusing initially on parkrun. The agreement will document what is expected of each party and the format will be used for other groups using the park. The Land Management Committee are grateful to parkrun for providing their document detailing history and context. There is a need for certainty and positivity in our processes and a duty of care to all users of the park.

The contents of the agreement will be consolidated at the January meeting. All agreements will be kept on file and will be easily accessible for future reference.

It was AGREED to invite representatives from BAA to the January meeting and to forward them copies of all the papers that will be discussed.

It was AGREED to ask BMH to use the lounge for the January meeting.

The issue of The Bolts utilising the spare Cemetery field for training was raised. Do they need to be reminded the goal posts are not specifically theirs and if they use the field for timetabled training events should they be asking for Parish Council permission? It was AGREED to raise these matters at the next Recreation and Wellbeing Committee meeting as the issue had been brought to the attention of the Land Management Committee.

## **13 To receive a report from the Maintenance Operative**

The report was noted. There is a need to build a business case to put to Full Council with costs for tools etc. This will be brought to the February LM meeting.

## **14 To receive information from the BWG via the Environment Committee**

The documents were deemed very useful and the BWG representative was thanked.

## **15 Clerk's correspondence**

It was AGREED that a donation of up to £30 would be made to the Friend's of Cremer's Meadow Christmas lunch celebration as a thank you for all their work during the year.

**16 Items for Social Media**

The gate to Cremer's Meadow has a temporary bridge, permanent solution being worked on.  
Church Fen Boardwalk is closed.

**17 Items for next agenda (not for discussion)**

parkrun Group user agreement for the Countryside Park  
Poplars at Cremer's Meadow  
Allotment eviction protocol

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

15<sup>th</sup> January 2026 CM CSP TREES CF

12<sup>th</sup> February 2026 BAA CEM SMALL AREAS SH

Meeting closed 8.30pm

Signed

Dated