

Minutes of the meeting of the **Brundall Parish Council Land Management Committee** held on Thursday 15th January 2026 at 7.00pm in the Lounge at Brundall Memorial Hall.



In attendance: Cllrs R Tungate (Chair), G Buckley, K Applegate, L Britt, and G Abbott

Clerk: Claudia Dickson

Deputy Clerk: Clare Watkins

BAA representatives: 2

parkrun representatives: 2

CSP representatives: 1

BWG representative: 1

Members of the public: 1

1 To consider apologies for absence

There were no apologies.

2 Declarations of interest

None

3 Minutes of the last meeting

The minutes of the Land Management Committee meeting held on 11th December 2025 were AGREED as a true and correct record of the meeting and signed by the Chair.

4 Matters arising from the previous minutes

Dec.6. The chain lock on the Western side of the car park at the Countryside Park has been replaced.

Dec.8. A further 360L wheelie bin has been ordered for the Cemetery car park.

Dec.9. Funding from NCC for bus shelter refurbishment has been applied for and granted.

Dec.11. The Clerk, Deputy Clerk CW and Cllr Buckley met Conservation Arboriculture on site at Cremer's Meadow to discuss a tree management plan for the Poplars.

All Noted.

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) To receive a written report from Friends of Cremer's Meadow

The report was received and noted.

- b) To discuss a planned tree management programme to reduce the number of Poplars at the southern end of the site.**

Following a meeting with Conservation Arboriculture in December at the site it was AGREED that a tree management plan would be drafted to gradually reduce the tree line of Poplars before any of them become an issue or pose a threat to the barn, being proactive rather than reactive. The clerks are waiting for a quotation/ plan of action from Conservation Arboriculture and will endeavor to source 2 more. The Friends of Cremer's Meadow have been advised by the BWG that the tree canopy requires reduction, and this will also assist in this matter.

- c) To ratify the funding of drinks for the Christmas do**

The above was ratified.

The plan for the drainage at the southern entrance of the site will be discussed in a future LM meeting.

8 Countryside Park

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

The proposed pond for the Countryside Park was heavily discussed at the group's meeting on 13th January, with the group having differing opinions. It was AGREED that a site visit is required once detailed plans of the pond have been drawn up and planning permission approved if required. (The location of the pond was chosen by SWECO professionals based on how the pond would hold the water in this area to enhance biodiversity.) The final decision regarding the location of the pond will be down to the Land Management Committee after consideration of all stakeholders.

Following the news that the Broadland Tree Warden Network is to be dissolved 3rd February the CSPG are keen to know who will now manage the community orchard. Cllr L Britt has said he will meet with the current tree warden to discuss this going forward.

The management plan continues to be worked on by a member of the BWG and a member of the CSPG.

The CSPG are grateful for all the continuing work of the Community Payback Team.

- b) Countryside Park user group protocol/ parkrun**

The chair thanked the parkrun representatives for attending the meeting and for providing their document.

The purpose of the BPC draft document, which was drafted using the parkrun document, is to consider the needs of parkrun, health and safety of other park users, the condition of the park and the environment. BPC as landowners need to ensure a duty of care to all users.

Brundall Parish Council completely support Brundall parkrun and will continue to collaborate with them.

parkrun must work within a national framework of rules.

All the points on the BPC draft document were carefully discussed individually and revised Any future issues will be discussed face to face to prevent any misunderstandings. .

9 Tree Management

- a) To receive a report from the Tree Warden**

There was no report received.

There is a dissolution of the Broadland Tree Warden Network meeting on 3rd February. The Clerk met with our current Tree Warden and he wishes to remain working with the Parish Council in a tree management/ advisory role although another title will be required for this role. Further

discussions about the sites currently managed by the Tree Warden are required as well as recruiting volunteers to help with the sites. Low Farm Wood is a County Farms site managed by BTWN. It was AGREED to contact County Farms to discuss the future management of LFW and this will be discussed at a future meeting.

10 Church Fen

It was AGREED that following the meeting of the CFWG on 30th January that the draft Church Fen Management plan will be brought to the February meeting of the Land Management committee for discussion/approval. The chair thanked the member of the BWG for all his work on the document.

11 Matters for consideration from other land areas

a) To consider quote to repair the yellow gate at BMH play area

It was AGREED to go ahead with the quotation to repair the gate mechanism at a cost of £65 or if that wasn't possible it was AGREED to go ahead with replacing the closer mechanism at a cost of £375 + any other parts that may be required following inspection.

b) Allotment Eviction Protocol

The document was redrafted by the Advisory and Scrutiny Committee to include eviction following nonpayment of rent. Cllr G Buckley will email the draft document to members of the BAA for comment to be ratified at the February LM meeting.

c) To consider a quote of £395 to replace a streetlight on the junction of Springdale Road/Crescent

It was AGREED to go ahead with this.

12 Maintenance Operative

a) To receive a maintenance report

The report was noted

b) To review the first 6 months of employing a Maintenance Operative

BPC needs to review whether this position is to continue after a year. The LM Committee will feed into the Staffing Committee a report in comparison to the initial statement of intent on employing a MO. The MO has had a 6-month review. A key driver in keeping the position is that 3 quotes are no longer required for ad-hoc work, freeing up clerking time and LM meeting time not needing to discuss quotes. Cllr R Tungate will produce a report including an audit trail to recommend that the role continues, to present to the Staffing Committee to then go to Full Council as proof that the role works.

c) To consider purchasing a trailer

The matter of purchasing a trailer was discussed at a Finance Committee meeting and was AGREED. The Maintenance Operative will be asked to source quotes for a trailer, up to £1500.

13 Finance

Report from RFO.

The report was noted with an expenditure at 53% of the budget with ¾ of the year gone.

14 Clerks Correspondence

None

15 Items for Social media

There will be people working at the CSP on 9th and 11th February

Church Fen boardwalk remains closed

Entrance at Cremers Meadow

16 Items for the next Agenda (not for discussion)

parkrun protocol/agreement

Allotment eviction process

Trees at Berryfields Wood

To receive a paper from Cllr Savory providing early knowledge of maintenance of new parks

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

12 th February 2026	BAA	CEM	SMALL AREAS	SH
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12 th March 2026	CM	CSP	TREES	CF
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Meeting closed 9.15pm

Signed

Dated: