

Minutes of the meeting of the **Brundall Parish Council Land Management Committee** held on Thursday 12th February 2026 at 7.00pm in the Meeting Room at Brundall Memorial Hall.



In attendance: Cllrs R Tungate (Chair), G Buckley, K Applegate

Deputy Clerk: Mrs C Watkins

Land Group representatives: 2 from the Allotment Association 1 from Biodiversity Working Group

1 from Friends of Cremer's Meadow

Members of the public:1

1 Apologies for absence

Apologies were accepted from Cllrs L Britt and G Abbott

2 Declarations of interest

None

3 Minutes of the last meeting

The minutes of the Land Management Committee meeting held on 15th January 2026 were AGREED as a true and correct record of the meeting and signed by the Chair.

4 Matters arising from the previous minutes

Dec.7. a. The new lock on the pedestrian gate at the allotment site has been fitted.

Dec. 11.a. The Clerk and Deputy Clerk CW visited the Berryfields woods site. The correct tree was dismantled. Deputy Clerk CW met with Conservation Arboriculture on 30th January to source a quote for some further tree work. See 11.a.

Both noted.

5 Chairman's Report

The chairman had nothing to report.

6 Public Participation

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

The member of the public was in attendance to observe only. Nothing to add.

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

7 Allotments

a) There was no report.

The members of the BAA requested sight of the funds available prior to their meeting on 18th February and bimonthly going forwards. It was reported that the old pedestrian gate lock will be repaired out of BAA funds to be kept as a spare. Members of BAA are now lubricating the locks every 3 months as recommended by the manufacturer.

b) To approve the letter of eviction following nonpayment of rent due 11th October

It was AGREED that the letter to the nonpaying tenant could be sent.

8 Cemetery

a) To note/discuss a theft of plants from a grave

This was noted and all in attendance were saddened to learn of this event.

b) To note sunken graves

It was AGREED to go ahead with the quote from Garden Guardian at a cost of £175 +VAT to fill in these graves with topsoil.

9 Smaller Areas

a) To discuss quotations for the repair/maintenance of the yellow gate at the entrance of the play area at BMH and to approve payment of invoice for gate inspection.

It was AGREED that the Maintenance Operative would be asked if he could make good the posts by the gate. If the MO could do this the Clerks would ask the Contractor if he could re quote to undergo the rest of the work. Failing this approach, it was AGREED that the Contractor would be asked to carry out the entire job.

10 Sports Hub

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

The report was noted.

b) To consider a container at the Sports Hub rather than a shed, details from MO

The cost of the container and delivery of it was AGREED. However, it is not clear what the £950 installation fee is for. There is a concrete pad at the site. The MO will be asked to find out. It was also suggested that the Community Pay Back Team could be asked to help with the erection of the container. Clerks to enquire.

11 Tree Work

a) To consider quotation from Conservation Arboriculture to carry out tree surveys at the Cemetery, the Allotment site and Church Fen in May

This was AGREE at a cost of £550.

b) To ratify the cost of £75 for the further work from the tree report by Ravenscroft at Berryfields Woods being completed.

This was RATIFIED.

c) To ratify the cost of £125 for removing the old Kestrel box and installing the new box and an owl box

This was RATIFIED.

d) To consider a quotation from Ravenscroft to carry out a tree survey at Cremer's Meadow

This was AGREED at a cost of £335.

12 Maintenance Operative

a) To receive a report from the Maintenance Operative

The report was noted and it was AGREED that there would be a sufficient audit trail of any monies changing hands if the trailer is purchased from FB marketplace. The item was previously minuted at the January 2026 meeting.

b) To receive a report from the Chair to support the continuation of the Maintenance Operative role

The report was noted and It was AGREED that "The clerks not having to try to obtain 3 quotations for any minor works" is a huge benefit.

13 Church Fen

- a) To discuss/agree to contact the Landowners of the Northern part of Church Fen for formal permission to go ahead with plans for the entire site

It was AGREED that the Clerks would contact the Landowner for permission to access Church Fen and carry out works to improve and maintain the site and surrounding area in the form of a lease or pro-forma license. No formal agreement can be found to access the land. There is a list of actions the CFWG wishes to carry out to improve the site to present to the Landowner.

14 To discuss the possibility of BPC taking on the maintenance of Low Farm Wood

It was AGREED the Clerks would contact Norfolk County Farms to enquire about the possibility of continuing the maintenance work at LFW with the help of the person who was Tree Warden (who has now been retitled as Tree Co-ordinator) and volunteers, possibly the Community Pay Back Team.

(The Tree Warden has asked for a meeting with Cllrs Tungate and Buckley and the Clerk and Deputy Clerk Watkins to discuss his ongoing role as Tree Co-ordinator)

15 To discuss ongoing Community Orchard maintenance

It was AGREED that the Tree Co-ordinator will continue to maintain the Community Orchard with help from a member of the BAA cutting the grass and planting new trees. (Replacing the dead trees)

16 To receive and discuss report and solutions from Highways regarding surface water problems at the Countryside Park.

It was AGREED to contact Highways to request that they go ahead with the work and keep BPC informed of timelines.

17 To ratify the revised Terms of Reference

The revised Terms of Reference were ratified and will go to Full Council at their next meeting.

18 To ratify the ordering of a skip delivered to the CSP 9th February

The cost of £270+VAT for the skip was ratified.

19 To consider the quotation from the Friends of Cremer's Meadow to repair/make safe the jetty

One of the Friends of Cremer's Meadow talked through the proposed quotation and stated that the work should take 4 people one day. The cost will be approximately £200. It was AGREED that the working party should go ahead with the work with the caveat that if any further damage is found this could require more funding. It was AGREED that any further work should be carried out and ratified at a future meeting so long as costs are kept reasonable.

20 To consider costs of drainage requirements at Cremer's Meadow, to re-consider quotation from Amis Piling

The Committee expressed thanks to the Friend of Cremer's Meadow who put together all the background work.

It was AGREED that comparable quotations would be sourced from Amis Piling and 2 other contractors, asking them how they would solve the drainage problems. (A new culvert avoiding the current one and tree roots is required)

The Friends of Cremer's Meadow want to work with the Contractors, if that can reduce costs.

It is a legal obligation of the landowner, BPC, not to allow the drainage to block up.

The D Clerk was asked to confirm where funding would come from.

It was AGREED to ask Garden Guardian to access the site via the Northern gate as there is temporary drainage works at the Southern gate.

21 To discuss requirements for smaller items including tools for Cremer's Meadow

A budget of £200 was AGREED for items on the list.

22 Parkrun protocol/agreement

To provide clarification of when BPC will deem it necessary to close the park to all users, including parkrun on a Saturday morning with minimum notice. (Requested by parkrun Ambassador.

It was ACKNOWLEDGED that as landowners BPC has, in civic law, a duty of care to all park users.

The point that needs to be taken into consideration is that the surface may be safe to run on, but will it be safe for other users after it has been run on? This decision is at the discretion of the PC.

It was AGREED to amend the document to from: Periodic risk assessments of the Countryside Park will be carried out and BPC has the right to close the park at short notice if there are safety concerns.

To: Periodic risk assessments of the Countryside Park will be carried out and BPC has the right to close sections of the park at short notice if there are safety concerns.

Spaces for 2 signatories will be added with both parties to sign the document.

It was AGREED that the chair would create a process to close sections of the park.

23 To discuss a protocol/agreement for other users of the Countryside Park including Yare Valley Pod this meeting and the Allotment Association and the Countryside Park Group at Future Meetings.

It was AGREED to send the draft document to the Church, for comment.

24 To note/consider the purchase of Blackwater Carr if Postwick Parish Council isn't interested.

The Land Management Committee has no interest in purchasing Blackwater Carr.

25 Clerks Correspondence

a) It was suggested by parkrun via email and AGREED that the West side of the Countryside Park be closed to all users immediately to allow the path to recover. Signs and tapes would be put up,

The path will be inspected by members of the Land Management Committee in a week's time.

b) The Clerk and D Clerk Watkins met a representative of UKPN earlier in the week at the Countryside Park and were informed of works that will be carried out on a tree by the railway line that interferes with one of their power cables. There was no timescale given for the work.

26 Items for Social Media

The closure of the Western side path at the Countryside Park.

27 Items for next agenda

Management plans

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

12th March 2026 CM CSP TREES CF

9th April 2026 BAA CEM SMALL AREAS SH

Meeting closed 9pm

Signed

Dated