

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



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

Deputy Clerk: Mrs C Watkins

Land Group representatives: 1 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 Cllr G Abbott

2 Declarations of interest

None

3 Minutes of the last meeting

The minutes of the Land Management Committee meeting held on 12th February 2026 were AGREED as a true and correct record of the meeting and signed by the Chair.

4 Matters arising from the previous minutes

Feb.9. The yellow gate at the entrance of the play area at BMH has been repaired.

Feb.10.b. The Community Pay Back Team can assist in the erection of the container at the Sports Hub.

Feb.13. A letter has been sent to the Landowners of the Northern part of Church Fen to request formal permission to go ahead with plans for the entire site.

Feb.14. Norfolk County Farms have approved that Brundall Parish Council take on the maintenance of Low Farm Wood.

All 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 Cremer's Meadow

a) To receive a written report from Friends of Cremer's and discuss any issues raised including

b) To discuss the 5-year Management Plan

The Friends of Cremer's, Cllr Buckley and the member of the BWG were congratulated for all the hard work that had gone into producing the document. It is an easily accessible document that covers the broad scope of works being carried out for the next 5 years.

The primary job this year is to complete appendix 2, baseline data and targets for all aspects of the plan.

The document isn't ready to be signed off yet as it isn't complete and makes no mention of costs and requires overviewing by the Environment Committee. There is an AGREED format for the plans.

- c) To discuss a planned tree management programme to reduce the number of Poplars at the Southern end of the site.

Following a review of the initial quotation received, the Clerk and Deputy Clerk CW revisited the site and asked for an alternative tree to be dismantled. We are not in receipt of the revised quotation yet.

- d) To discuss the ditch drainage plan

The temporary ditch drainage solution has been improved by the Friends and is working well.

The Friends are drawing up a plan of action for the site. Once approved by LM it will be forwarded to Contractors for quotations or any further ideas or improvements that could be made.

- e) To receive an update on the pond jetty repair

The deck has been removed and the supporting poles are being checked. All the wood has been ordered and it is hoped that the jetty will be in place by the Easter holidays.

8 Countryside Park

- a) To receive a written report from the Countryside Park Group

The report was noted. Cllr Britt informed the meeting that parkrun will be requesting some more sand imminently. It was AGREED to make parkrun aware of where the sand is permitted and for it only to be spread in those areas.

- b) To discuss Countryside Park user group protocol/BAA

It was AGREED that this item will be discussed at the April's LM meeting where the Allotments are on the agenda.

- c) To approve the CSP group protocol/parkrun and send it out to be signed

It was AGREED to send the protocol to parkrun to be signed.

- d) To approve the CSP group protocol/Yare Valley Church Pod

It was AGREED to ask the group if they have Public Liability insurance. It was also AGREED to add that Brundall Parish Council have the right to decide where the Pod can be located and to cancel for any reason. This will be reviewed at the next LM meeting.

- e) Following a site meeting on 5th March, to approve the position of the pond site. Land to be cleared imminently, for digging in the summer.

The decision to clear the area was RATIFIED.

9 Tree Management

- a) To receive a written report from the Tree Advisor including plans for Low Farm Wood following the dissolution of the Broadland Tree Warden Network.

The report was noted. All mention of the BTWN will be removed from the website. It was AGREED to send all members of the LM Committee a copy of "A Tree Strategy for Brundall" for discussion at the next meeting. The Community Orchard, as a Community Asset, requires discussion, and it will be included in the 5 year CSP Management Plan. The Tree Advisor will continue to look after the trees in the Orchard.

10 Church Fen

- a) To receive a written report from the CFWG

The report was noted. The 5 year Management Plan will be taken to the next LM meeting for consideration/discussion following a meeting of the CFWG on 19th March.

A prominent issue with replacing the boardwalk is the matter of land ownership at the top of the site as this is not Parish Council land. No response from landowner currently.

It was AGREED that temporary repairs to the boardwalk would commence again.

The area adjacent to the river has been cleared of non native invasive species Snowberry and cherry Laurel, with a view to giving a grassy area for people to sit by the river.

11 Matters for consideration from other land areas, including:

- a) To discuss proposed amendments to the Allotment eviction protocol

The current wording on the Allotment Eviction policy is slightly unclear and can be read as giving plot holders 90 days as opposed to 60 days to pay their rent, queried by the BAA Committee. The wording will be amended to “after this period” from “after a further 30 days”.

The policy will then go back to the Advisory and Scrutiny Committee to be ratified.

- b) To discuss proposed alterations to the Allotment Tenancy agreement / Schedule 1

The suggested alterations will be made to Schedule 1 for discussion/ ratification at the next LM meeting.

- c) To consider the area behind the proposed bollards at the Sports Hub being used as a Biodiversity improvement site

It was AGREED that if suitable this area could be used as a Biodiversity improvement site when the bollards are in situ.

- d) To consider the space between the Biodiversity improvement sites at the Cemetery as suitable for a Gifted Bench position.

It was AGREED that this is a suitable position for a Gifted Bench and it will be added to the list.

12 Maintenance Operative

- a) To receive a report from the Maintenance Operative

The report was noted.

13 Finance

The report from the RFO was noted. Cllr Buckley pointed out that the money for the skip at Cremer's Meadow that had to be cancelled had been refunded. RFO to amend report.

14 Clerk's Correspondence

None.

15 To consider changing the May meeting date from 14th to 7th

It was AGREED that the May meeting date could be changed.

16 Items for Social Media

None

17 Items for the next Agenda

- Countryside Park User Group protocols
- Church Fen 5 year Management Plan
- Alterations to the Allotment Tenancy Agreement / Schedule 1
- A Tree Strategy for Brundall (BTWN document)

18 Dates for the next meetings of the Land Management Committee:

9 th April 2026	BAA	CEM	SMALL AREAS	SH
7 th May 2026 (was 14 th)	CM	CSP	TREES	CF

Meeting closed 9pm

Signed

Dated

Report from Cremers Meadow

The temporary diversion of blocked culvert has been improved and is working well.

Work on the hut will resume along with quay repairs shortly.

The 5 year plan will be considered by the LM committee

The tree management of the poplars is to be discussed. The TPO was not made although the hybrid black poplar at the northern end of the site is to be granted one.

Report from Countryside Park

Countryside Park Group meeting took place on Tuesday 10.3.26.

Group discussed placing Orchard maintenance and relevant documentation in context of the Management Plan's natural environment approach and a community orchard.

Discussed position of pond and clear/excavation work (re: Pond site meeting Thursday 5.3.26.). Area for Pond identified and now cleared (before Birds nesting). Noted work to take place in summer when ground very firm. Fence will be used to deter dogs going in pond. Aware of neighbour concern over privacy - however when vegetation grow in summer this should offer more privacy. Maintenance of Pond will be via volunteers.

Brundall Countryside Park Management Plan and Maintenance. Document to be sent to relevant persons for feedback. Document to be available at next CSP meeting on Tuesday April 28th 2026. Document to then be presented to LM in May 2026.

Next meeting of Countryside Park Group: Tuesday 28th April 2026, BMH 7pm.

Report from Tree Advisor

I HAD A MEETING WITH ROBIN, GILL, AND THE PARISH CLERKS REGARDING MY FUTURE INVOLVEMENT AS TREE WARDEN FOR THE BROADLAND TREE WARDEN NETWORK HAS FINISHED. IT WAS AGREED THAT MY TITLE WOULD BE TREE ADVISOR AND I WOULD CONTINUE MY INVOLVEMENT WITH TREES IN THE PARISH OF BRUNDALL.

I WOULD BE RESPONSIBLE TO THE PARISH CLERKS AND THE LAND MANAGEMENT COMMITTEE. HAVING AGREEMENT FROM COUNTY FARMS LOW FARM WOOD WOULD STILL BE ONE OF MY COMMITMENTS.

CLARE AND I HAD A MEETING WITH THE COMMUNITY PAY BACK SUPERVISOR AND AGREED THEY WOULD ASSIST ON THE MAINTAINANCE OF THE SITE.

I ALSO PLAN TO SOURCE A SMALL TEAM OF VOLUNTEERS TO HELP ME. ACHIEVE MY AIMS. I AM AWAITING DELIVERY OF 7 FRUIT TREES TO REPLACE WHAT FAILED. AT THE ORCHARD JOHN MACMILLIAN HAS OFFERED TO HELP ME PLANT THEM.

I AM PLEASED THE BLACK POPLAR AT CREMERS MEADOW WILL HAVE A TPO IN PLACE SOON AS THIS CERTAINLY NEEDS PROTECTION FOR THE FUTURE.

I WILL STILL WORK CLOSELY WITH MARK SYMONDS TREE OFFICER AT THE COUNCIL REGARDING TREE PROTECTION ORDERS

JOHN MCMILLIAN CONTINUES CUTTING GRASS AT ORCHARD SITE WITH THE RIDE ON LAWNMOWER WHICH IS MUCH APPERCIATED

Report from Church Fen

The Group met on 26 February and were joined by Lorn who has previously worked on boardwalk and has substantial knowledge of Church Fen. Key Point:

- Further quotes to be obtained for both Boardwalk replacement & Eastern footpath improvement.

We prefer to get both done at once.

- Access via north footpath (near railway line) - landowner to be approached.
- Northwestern section of boardwalk is on land not owned by Parish Council. The landowner (same as above) will be approached for permission to carry out work on structure & continuation of use.
- Line of boardwalk - possibility to change line of final section to avoid issue of northwestern section.
- Broads Authority & planning - will be clarified in respect whether this is required.
- Grants - critical we now explore options. Could this be tied in with any other key work close to the eastern footpath such as tree shining etc - the forthcoming tree survey will inform us.