

Minutes of the meeting of the **Brundall Parish Council Land Management Committee** held on Thursday 11th June 2026 at 7.00pm in the Lounge at Brundall Memorial Hall.



In attendance: Cllrs R Tungate (Chair), G Abbott, L Britt
Clerk: Mrs C Dickson Deputy Clerk: Mrs C Watkins
Land Group representatives: 1 from the Allotment Association 1 from Biodiversity Working Group
1 from parkrun
Members of the public:1

1 To elect a chairperson following the Annual Parish Council Meeting

Cllr L Britt proposed Cllr R Tungate and this was seconded by Cllr G Abbott. Cllr Tungate was elected chairperson.

2 Apologies for absence

Apologies were accepted from Cllrs G Buckley and K Applegate

3 Declarations of interest

None

4 Minutes of the last meeting

The minutes of the Land Management Committee meeting held on 7th May 2026 were AGREED as a true and correct record of the meeting and signed by the Chair.

5 Matters arising from the previous minutes

Feb. 16. Highways have cleared the culvert and ditch on the eastern side of the Anglian Water track at the Countryside Park, so surface water from Postwick Lane should now drain away rather than pour down the pedestrian entrance.

May 8. e. The Countryside Park user group / protocol parkrun was amended according to the May 2026 minutes and sent to Brundall parkrun.

May 8.f. An appointment to attend the County Farms tenant drop-in session has been booked for the clerk.

May 8. There was a site meeting on 13th at the Countryside Park to discuss/ approve the relocation of the proposed pond.

The BWG have investigated other sites, and none are feasible. It was AGREED that approximately £1000 from the available funding could be used to pay for a Surface Water Flood Risk Assessment.

May 11. a The grit bin for Nurseries Avenue has been purchased and is in situ.

May 13. A Code of Conduct for Volunteers has been added to all the Countryside Park user group protocols.

All noted.

6 Chairman's Report

The chairman had nothing to report.

7 Public Participation

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

None.

8 Allotments

- a) To receive a written report from the Allotment Association

There was no report received.

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

It was AGREED to amend the protocol according to the BAA requests to keep it in line with other user group protocols. The time was stated on their document for vehicle access was 8.30 -10.30am and should be amended to 8.30 -10am unless in an emergency, with the proviso, if the park run has not finished by 10am, park run will supervise access to the allotment site, if required, and is safe to do so for all users. The document will be amended and sent out to be signed.

- c) To agree Allotment rents for the upcoming year

The BAA are looking to refurbish the big shed on the site this year at an approximate cost of £2000. Cllr G Abbott said it would be prudent to increase allotment rents this year with the possibility of increasing the minimum reserves from £2000 to £3000. A decision was not voted on. To be ratified at next Land Management meeting. The committee approved increasing the rent to £50 per annum.

The rents can be decreased in future years should the reserves not be required to be spent.

It was AGREED that the maintenance of the trees was the responsibility of the Parish Council as landowner.

9 Cemetery

- a) To discuss items being stolen / removed from graves. (Install wildlife camera or point out those items shouldn't be on the graves)

The Councillors at the meeting expressed their condolences for this behaviour. The Council AGREED that cameras weren't appropriate in a cemetery setting.

10 Smaller Areas

- a) To request a second emptying of the dog waste bin at the bottom of Berryfields.

It was AGREED to request a second weekly emptying of the dog waste bin at the bottom of Berryfields. It was also AGREED to request a second weekly emptying of the dog waste bin at the Countryside Park near parkrun start line, summer only. If this service isn't available for summer only it will be emptied twice a week all year.

- b) To discuss ordering further dog waste signs from BDC?

It was AGREED to produce more signs, as we have the artwork.

- c) To discuss providing a bench at the top of The Dales to prevent parking between the bollards.

It was AGREED that the clerks would write a letter to the owner of the house where the works are being carried out at to respectfully ask if the van that parks between the bollards everyday could park in their driveway. Parking between the bollards is a danger to road safety as it blocks visibility.

If the letter doesn't deter the parking it was AGREED that Highways would be contacted to install a further bollard.

11 Sports Hub

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

The report was noted.

12 Tree Work

- a) To consider / discuss quotations to manage the Poplars at Cremer's Meadow

It was AGREED to proceed with the quotation from Crown Tree Services at a cost of £1400.00 once DC CW receives confirmation that the branches will be chipped and that 1 tree be left at a height of 3.5 metres for wildlife habitat.

It was AGREED that the management plan for the Poplars needs to be drawn up by the Land Management Committee in conjunction with the Friends of Cremer's Meadow.

- b) To receive an update on the failed tree on Church Lane

There was concern that the incorrect tree was dismantled. This is not the case. The advice from the tree advisor was noted.

- c) To consider Ash tree on bridleway next to Cremer's Meadow

The tree advisor's comments were noted. The tree is not a problem at the moment.

13 Maintenance Operative

- a) To receive a report from the Maintenance Operative

The report was noted.

It was AGREED to thank the Community Payback team for their help in erecting the container at the Sports Hub.

14 Church Fen

- a) To receive a written report from CFWG

The report was noted. The boardwalk continues to deteriorate. DC CW to ask contractor to provide quotation for more repairs.

It was AGREED that the maintenance fee for the BWG member's gifted bench would be waived as he provides many volunteering hours and invaluable advice, on the proviso that a plan for the installation of the bench and a risk assessment is provided at the CFWG meeting 11th July.

It was AGREED that the BWG would buy the chemicals and equipment for the tree stumps and provide a risk assessment for these being stored at a member's home. The AGREED budget is up to £100.

- b) To consider trying to prevent riverbank erosion

This isn't an urgent matter. Good advice was received from the Broads Authority ecologist. The CFWG will formulate a plan of action to take this forward. It was AGREED that markers would be inserted into the riverbank to monitor the erosion.

- c) To consider CFWG building up the Eastern path using aggregates. Confirmation has been received from the Broads Authority that there is no requirement for planning approval

Members of the Biodiversity Working Group will commence work on this in August.

15 To discuss / Countryside Park carpark proposal

It was AGREED to confirm with the Community Payback Team that they are able to help with the spreading of the aggregate and then start the process of organising delivery and work dates.

It was AGREED to source materials and machinery from Travis Perkins at a cost of just under £4000.

This needs to go to Full Council to confirm/approve as it is over the committee's spending limit.

16 To AGREE a contractor to create the proposed pond at the Countryside Park

The Land Management Committee APPROVED BWG's choice of contractor to create the proposed pond. The contractor is ABBCO Pond and Lake services

This needs to go to Full Council to confirm/approve as it is over the committee's spending limit.

17 To discuss / approve plans for Cremer's Meadow drainage

It was AGREED to send the land drainage consent form to the Water Management Alliance at a cost £100, to enable the works to go ahead.

18 Finance report (including balance for BAA)

Including to discuss the Land Management earmarked reserve

This item was discussed at a previous Finance Committee meeting. It was AGREED to move the Land Management earmarked reserves into Asset Management.

19 Clerks correspondence

None

20 Items for Social Media

Cold water shock – be wary entering the water in warm weather

21 Items for next agenda

Cremer's Meadow Poplars

Church Fen gifted bench

Update on Countryside Park car park

Countryside Park proposed pond update

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

9th July 2026 CM CP Trees CF

13th August 2026 BAA CEM SMALL AREAS SH parkrun

Meeting closed 8.45pm

Signed

Dated

Brundall Community Leisure Ltd.

New planters have been installed to offer traffic management/pedestrian protection adjacent to the building.

Picnic tables have been ordered, and we are awaiting delivery to install.

New dugouts and associated works and pending Norfolk FA approval, which will enable increased use of the Sports Hub for adult football.

Bollards to external grass verge have been ordered, installation is pending a site visit from the contractor

Maintenance Operative Report

Maintenance work

The flat pack maintenance container is now in place, with the unpaid work team helping me to build it. The trailer and all tools owned by the parish council are now locked away. This has made the storage of parish maintenance tools safer, tidier and more organised.

The unpaid work team also completed the work to clear the plastic protectors from the new hedgerow surrounding the sports hub. This will allow the hedge to fill out and become healthy plants.

Finally, the unpaid work team assisted me in clearing a large area of undergrowth from the spare cemetery field so parts of the fence can be repaired later this summer. In the same field, some old football goalposts were also retrieved from undergrowth, where they had been for several years and had been reported as a danger to wildlife.

Delivery was arranged for the bulk bags of gravel, topsoil and the required membrane for the planters at the Sports Hub. I then collected the plants and compost from the local hardware store using the parish council maintenance trailer. The planters have now been filled and planted with rosemary, miniature conifers and other bedding plants.

Routine work

Routine cleaning and litter picking activities continued across the parish, helping to maintain a tidy and welcoming environment for residents and visitors.

Regular playground monitoring continued in line with schedule, helping to ensure the equipment and surrounding areas remained safe and in good working order.

Courses and Training

No new training was undertaken this month.

Future Plans

Work will continue on the playground surfaces and equipment as per the report which identified future improvements needed.

As funding was secured at the end of the last financial year to improve the aesthetics and structural properties of the three bus stops in the village, I will be undertaking this work over the next few months.

CFWG report

Broads Authority have approved the trial improvements/repairs of the Eastern Footpath - no planning consent is required. The work will take place during August.

Boardwalk - further broken boards identified. To be repaired.

Duncan has produced a volunteers work schedule identifying upcoming work.

No response from landowner relating to northwestern edge of boardwalk which is on their land, need to allow more time, but ultimately the section would need to be realigned onto Council land.

Duncan to donate and install a bench close to the existing bench next to river .

Meeting held with Broad Authority to discuss riverbank erosion. Good advice but funding would come from other sources/grants.