

Minutes of the meeting of the **Brundall Parish Council Land Management Committee** held on Thursday 9th July 2026 at 7.00pm in the lounge at the Memorial Hall.



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

Deputy Clerk: Mrs C Watkins

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

1 from Countryside Park 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 11th June 2026 were AGREED as a true and correct record of the meeting and signed by the Chair.

4 Matters arising from the previous minutes

June.8.b. The BAAC Countryside Park user group/protocol has been amended and sent out for signing.

June 8.c. The BAA has been informed of Allotment rent increases.

June.10.a. BDC has been contacted re second emptying of dog waste bins at Berryfields and Countryside Park. No response.

June.12.a. Crown Tree Services have confirmed that they will chip the brash from the work on the Poplars at Cremer's Meadow and leave one of the trees as a habitat monolith at an added cost of £100. The work has been booked in for 8th and 9th September.

June 14. A contractor has been asked to provide a quotation for repairing the boardwalk.

June 15. Norfolk County Farms have no restrictions or preferences on the surface used on the car park at the Countryside Park

Deputy Clerk CW reported **Feb.16.** the Grips on Postwick Lane near the drainage pond were now in place.

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 car park surface was discussed following an email from the contractor who suggested using Asphalt planings for the surface. It was AGREED that the original option of using Type 1 MOT would be adhered to.

A member of the BAA put forward a suggestion that the east side chain fence could be opened to allow parking whilst the car park surfacing was being laid. It was AGREED that this is not an option due to Health and Safety issues.

7 Cremers Meadow

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

The report was noted.

- b) To discuss naming the hut

It was AGREED that naming the shed would give it a more personable feel to deter further vandalism.

- c) To consider at the request of Blofield Parish Council repositioning the lifebuoy close to the bridge

It was AGREED that Cllr Buckley would meet a Cllr from Blofield to ascertain the feasibility of moving one of Brundall's lifebuoys closer to the bridge. It was AGREED that if it is feasible Blofield PC could move the lifebuoy at a cost to them.

8 Countryside Park

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

Cllr Tungate went through Cllr Britt's report in his absence. The overflow car park is not an issue. The area beyond the manhole cover is not mowed. It was AGREED that a map of the overflow car park showing where the parking must stop be put into the management documentation of the Countryside Park and that the Protocol between BPC and parkrun be revisited to include clear instruction as to what area cannot be parked on. The manhole cover, drain covers and the water meter. Signage to be erected and a triangle stake to be placed over the water meter on parkrun days.

Concerns regarding ambulance access on parkrun days was also raised.

- b) To reconsider installing a water fountain following recent heat wave

It was AGREED that there is no interest in this, none of BPC's sites have a water fountain, they are high maintenance and open to vandalism.

- c) The hedge around the allotment site will be flailed on 7th September

It was AGREED that the hedge will be flailed the same as last year, with the park being closed during the flailing.

9 Tree Management

- a) To receive a written report from the Tree Advisor.

The report was noted.

- b) To approve the purchase of a Crab Apple Tree for the circular bench in the orchard

It was AGREED that the Countryside Park would have input into the type of tree planted in the centre of the bench at their next meeting, 11th August. There is no urgency to decide this matter as it isn't tree planting season.

10 Church Fen

- a) To receive a verbal report from CFWG as they met earlier today

The Eastern footpath trial is going ahead in the 2nd week of August. There is no further information regarding the boardwalk now as contacting adjacent landowner is proving fruitless. The boardwalk may need to be redirected. Sit and wait for now.

It was AGREED that up to £50 could be spent on temporary LNR signs at the top and bottom of Church Fen.

- b) To note herbicide spraying by member of CFWG

The BWG were thanked for all the work they have done on their own and in conjunction with the Community Payback Team.

11 Matters for consideration from other land areas, including

- a) To discuss the Tree Hazard Assessment & Tree Work Recommendation Report from Conservation Arboriculture for Church Fen, Allotment site and Cemetery.

It was AGREED that regarding the soil at the Cemetery being removed from under the Veteran Oak, that this needs to be discussed with the Clerk and possibly the gravedigger.

One of the Tree contractors has added extra work in their quote which also needs to be carried out. Is it included in their price?

It was AGREED that Deputy Clerk CW and Cllr Tungate would make the decisions regarding the tree work at Church Fen and the Allotment site with a budget of up to £2000, once all the questions raised at the meeting were answered. (This budget is also for removing the soil at the Cemetery once a solution has been found.)

- b) To consider installing 2 additional dog waste bins, 1 at BMH and 1 at the Cemetery.

It was AGREED to install 2 additional dog waste bins.

To discuss/ratify raising the reserves for the allotments from £2000 to £3000 as touched on last meeting

This was AGREED.

- c) To consider 3 evictions from allotment site.

It was AGREED to rescind the threat of possible eviction from 1 plot as there had been a noticeable improvement to the plot.

It was unanimously AGREED to commence the process of eviction for the other 2 plots.

- d) To consider report from BWG member qualified in rodent management to support allotment evictions

The report was noted and the BWG member would be thanked.

- e) To review the Cemetery Fees. (These should be reviewed annually)

It was AGREED to compare BPC's Cemetery fees against other Council's fees at the September meeting.

12 Maintenance Operative

- a) To receive a report from the Maintenance Operative

The report was noted. It was AGREED at the request of the Maintenance Operative to source quotations for a new gate at the Meadowview play area. The report also stated that the gate at the bottom of the BMH play area is coming loose in it's concrete base. Quotations for this will also be sourced.

13 To consider UKPN laying a cable behind the Shards at the Cemetery.

The Land Management Committee agreed in principal although they would require a higher recompence. It was AGREED that this should be discussed at a Full Council meeting.

Will there be implications for access to the Cemetery? Is this linked to a previous request from UKPN?

14 To discuss the Norfolk Local Access Forum and consider taking it forward

It was AGREED that the Norfolk Local Access Forum be passed to the Recreation and Wellbeing Committee.

15 To discuss / consider a request from an Obedience Club regarding a suitable site

It was AGREED to suggest the Brundall Memorial Hall for indoor use.

16 Clerk's Correspondence

None

17 Items for Social Media

None

18 Items for the next Agenda

Cemetery Fees

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

It was AGREED that there would be no meeting of the Land Management Committee in August

10th September 2026 BAA CEM SMALL AREAS SH parkrun

Meeting closed 8.30pm

Signed

Dated

Cremer's Meadow Report

The Welcome Day took place on 20th June and everyone who attended was very pleased by all aspects of the day. Disappointingly, however, despite a lot of work by the Friends and Deputy Clerk, only 38 members of the public attended.

It is anticipated that the Friends will review future events when they meet next.

Work on the hut has resumed and it was able to be open to the public for the Welcome day. Huge thanks as ever to the Friends.

15 posts have been purchased and taken to the barn, ready for the henges to be extended. These henges are the places where we drag the cuttings on the Cut and Clear Day on September 16th. They retain the vegetation without it encroaching on the Meadow.

The water quality in the pond seems to be continuing to improve.

I would like to propose that we give the hut a name which might help to deter youngsters trying to enter it and use it inappropriately. I thought something like "Volunteer Cabin" or similar. If it is seen as "owned" by a group, it might help.

I haven't discussed this with the Friends but if LM and Friends agree I will get a sign made with the name on it.

Help from Tim to determine what to do with various weeds and grasses which are becoming dominant.

Countryside Park Report

Countryside Park Group meeting took place on Tuesday 16.6. 26.

Brambles to be cleared from around Postwick road pond. Sarah to ask Pay Back assistance.

Discussed: area around Jubilee Trees has been mowed

Car Park maintenance discussed

Orchard maintenance. Decision to locate metal circular Bench to be viewed by CSP Group (to provide view on location). Mowing of grass is recognised as present practise in the Orchard. The Orchard Hedge surrounds at some point need cutting - to height of entrance gate.

Feedback from Groups using the park. Park Run, in documentation given to the Recreation and Well Being Committee, commented on the need to repair the car park (reply at meeting: repair is to take place), wood in the 'travelator', West side of park (reply at meeting: to be left for nature development), Wood at top of overflow car park (reply at meeting: the wood is beyond the overflow car park and is to be used as a nature development area). The overflow car park is no further than the manhole covers for Allotment water pipes. Manhole Covers are not safe to be driven on.

Allotment hedge to be cut at top and outside (early September).

Referred documents to LM: Countryside Park Group Terms of Reference and Agreement between Brundall Parish Council and the Countryside Park Working Group for the use/maintenance of the Countryside Park - as there seems to be duplication within both.

There was also a question about whether the Terms of Reference has been agreed (Clerks are now looking into this).

Note of clarification: The following park management documents are referred to by the Countryside Park Group:

1. Countryside Park Management Plan 2026
2. Brundall Community Orchard Plan 2023.
3. Brundall Countryside Park Tree Management Plan, 2023

In addition, there are park user group agreements for example for Park Run and Allotment. Other user documents are in progress. There is also being considered a Countryside Park Group Terms of Reference document and a User Group document.

Countryside Park Benches. Glade bench is not put back (awaiting repair etc.)

Brundall Biodiversity Enhancement Projects and Pond work - Pond is to stay in original position (though size is slightly smaller). Key issue has been to meet Flood risk criteria.

Planning application will be submitted to BDC.

Brundall Countryside Park Management Plan 2026- - in final stages

Countryside Park Maintenance Schedule - work on going

Next meeting of Countryside Park Group: Tuesday 11.8.26 BMH 7pm.

Pay Back support

Location of Orchard Bench

Terms of Reference and user group documentation

Tree Advisor Report

I CONTINUE TO WORK ON THE ORCHARD AND WATERING THE REPLACEMENT FRUIT TREES AND KEEPING A WATCHFUL EYE ON THE AREA.
I HAVE PLACED POO SIGN THAT RACHAEL GAVE ME AT LOW FARM WOOD.
I CONTINUE TO ANSWER RESIDENT QUESTIONS ABOUT TREES
I REPORT BACK TO THE PARISH CLERKS AND LOOK AT ANY TREES THAT HAVE BEEN HIGHLIGHTED A CONCERN TO THEM
IE CHURCH LANE, ACCES TRACK TO CREMERS
WITH HELP I HAVE MOVED MEMORIAL BENCH INTO POSITION AT THE ORCHARD.
I WOULD LIKE AGREEMENT TO SOURCE A CRAB APPLE TREE TO PLACE WITHIN THE BENCH
NOT SURE ABOUT COST AT THE MOMENT BUT IT WILL NEED TO BE A MANAGEABLE SIZE
I WILL SET THE BENCH IN POSITION AT A SENSIBLE HEIGHT WHEN ABLE.
[I HAVE DAMAGED MY THUMB SO UNABLE TO DO CERTAIN TASKS AT THE MOMENT]
JOHN MCMILLIAN TO CONTINUE CUTTING GRASS AT ORCHARD SITE WITH THE RIDE ON LAWNMOWER WHICH IS MUCH APPERCIATED

Maintenance Operative Report

Maintenance work

A big part of my time in June was spent dealing with excess rubbish that had built up during Spring and early Summer due to the Parish Council's wheelie bins not being emptied by Broadland Council. It appears that the wheelie bins that I transfer the rubbish to from smaller bins in the Memorial Hall play park and Cemetery, were not being emptied due to the fact that dog excrement pick-up bags were being placed in the top of the wheelie bins whilst they were waiting for collection.

Consequently, I have been spending hours each week, emptying the wheelie bins, sorting through them and double bagging the loose dog excrement bags. These are then placed back in the bins, only for individual dog waste bags to be placed back in the top of the bins again the next day. Up to fifteen bags per day are placed in the Memorial wheelie bin. It would be ideal if a new dog bin could be placed close to the entrance off the Memorial Hall field.

Unfortunately, the same issue is happening at the Cemetery, whilst the 2 wheelie bins are sitting on the roadside waiting for collection, the public are placing dog bags in them, and the bins are being rejected by the collection team. Again, a dog bin close to the entrance of the Cemetery car park would hopefully solve this issue.

This problem has been exacerbated by an increase in the general public dumping their domestic waste into the wheelie bins. Large toy boxes, pots of paint, kitchen food waste and petrol cans have been removed from those bins during June. As a result, during this month, I have been taking excess rubbish away to the Norwich South Recycling Centre in the Parish Council trailer.

Broadland Council have been contacted by the Parish Clerk, and the Memorial Hall wheelie bin was emptied by a special visit by Broadland, but the Cemetery wheelie bins are still full. As a result, I will need to continue doing trips to a recycling Centre in July.

To avoid misuse of these wheelie bins, they now have locks fitted, which will be unlocked before each collection.

Routine work

Regular playground monitoring continued in line with the normal schedule; I would appreciate it if consideration were given to installing a new access safety gate into the Meadow View Play Park. Following the annual safety inspection report, the current old wooden gate was highlighted as needing remedial work to avoid crushing and shearing points, this work involves reducing the gaps around the gate to 12 mm, which is difficult on such an old

makeshift gate. Therefore, I believe the best long-term solution is to have a purpose-built metal gate installed by a specialist company; like the gates on the Links Avenue Play park. If this was to happen later this year, I would recommend that the bottom gate on the Links Avenue Play Park, which is now loose in its concrete base, is also repaired; this will help to avoid possible crushing injury in the future.

Future planned work

Work will continue on the bench seats that need refurbishment around the Parish, and improvement work on the aesthetics and structural properties of the three bus stops in the village will continue.