HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Minutes of the meeting of the Playing Fields, Amenities & Allotments Committee held on Tuesday 22nd May 2018 at 7pm in Diamond Jubilee Lodge.

PRESENT

Cllr. D King Cllr. U Franklin

Cllr. D Jones-Blackett Cllr. R Sear

Mark Knight (Parish Clerk) Mr K Sage (Grounds)

IN ATTENDANCE

No other attendees.

1. Election of Chairman

The Parish Clerk opened the meeting and invited nominations for the Chair from the floor. Cllr King was nominated and was happy to hold this positon
RESOLVED Mr David King holds position of Chairman

2. Election of Vice Chairman

Cllr Jones-Blackett was nominated and was happy to hold this positon
RESOLVED Mr Des Jones-Blackett holds position of Vice Chairman

3. Absence and Apologies for absence

Cllr Fulcher – Apologies received and accepted
Cllr Attenborough – No apologies received.

4. Declarations of Interests and Dispensations

None declared.
Dispensations. None Received

5. Approval of the minutes of the last meeting held on 20th Feb 2018

Resolved: To accept the minutes as a true record.

Approved.....

Date.....

6. Terms of Reference

The draft document was considered. It was agreed to **RECOMMEND** to full council approval of the document.

7. Nominations for election of members to Panel(s)/Groups(s)- Allotment Liaison Committee

Discussions took place regarding this matter. It was **RESOLVED** to appoint a member from the committee to liaise with the Allotment Association as and when a meeting was requested.

8. Dates of committee ordinary meetings for ensuing year

Meeting dates are Tuesday 14th August, Tuesday 16th October 2018 & Tuesday 19th February 2019.

9. Public Participation

None in attendance.

10. General Matters

10.1 The Parish Clerk shared the strategy for the upkeep and development of Mountfield Park with the Committee. Much discussion took place regarding the wording of the document but it was **RESOLVED** to accept the recommendations detailed in the document and to compile similar documents for Cottinghams Park, Meadow Way Park, The Recreation Ground, Allotments and other open spaces operated by the Parish Council. These to be ready for the August meeting of this committee with the view to presenting this as part of the Green Grid project detailed in the Neighbourhood Plan in a September meeting.

10.2 The Tree Survey was presented to the committee with the details of the essential works. It was **RESOLVED** to go out to three quotes as is Parish Council policy and for the Parish Clerk to have the authority to choose the lowest of the three quotes. Monies for this work to come from the commuted sum from Broadland District Council. Work to progress immediately thereafter with letters being sent to residents explaining this.

10.3 The Parish Clerk gave a verbal update on the vacant plots at the Allotments, it was agreed that this should form a large part of the strategy for the allotments detailed in the Parks and Open Spaces Strategy.

10.4 The request for a standard advertisement to advertise the vacant allotment plots was denied. However, it was suggested that Just Hellesdon might be contacted via the Media, Communications and IT Infrastructure Committee to run a piece on the allotments. This will be placed on the Full Parish Council agenda for 5th June 2018.

Approved.....

Date.....

It was also suggested that the Parish Clerk could contact the National Allotment Society for tips and ideas on how to get people interested in allotments.

10.5 It was **RESOLVED** to go ahead with these works due to health and safety concerns.

10.6 The written report was noted regarding the allotments inspections and it was **RESOLVED** to receive a condensed report on a quarterly basis in the future.

10.7 The written report was noted regarding the playground inspections and it was **RESOLVED** to receive a condensed report on a quarterly basis in the future. The committee also requested that the ROSPA report be circulated in its entirety after the June inspection date.

11. Exchange of information

None.

12. Date, time and venue of next meeting

As agreed the next meeting would be held in
The Council Chamber, Diamond Jubilee Lodge on Tuesday 14th August 2018 at 7pm

The meeting closed at 9.56pm.

Approved.....

Date.....