

**Minutes of the Meeting of the
Playing Fields, Allotments and Amenities Committee
held on Tuesday 29th October 2024 - 7pm at Diamond Jubilee Lodge**

Present: Cllr D. Maidstone (Chairman)
Cllr S. Gurney
Cllr M. Hicks

Also in Attendance:
Mrs F LeBon (Clerk), Mr K Sage (Facilities Manager) and Cllr D. Britcher

The Chairman welcomed all to the meeting.

1. Apologies and acceptance for absence

Apologies were received from Cllr D. Fahy.

2. Declarations of Interest and Dispensations

Cllr Gurney declared a personal interest in item 11, knowing both parties through various projects in the parish.

3. Approval of the Minutes from 6th August 2024

The draft Minutes had been circulated from the meeting of 6th August 2024. These were **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Hicks.

4. Public Participation

Cllr Britcher advised that he would be leaving the room for item 8ai

5. Update Report from Previous Meeting

a. Tractor Update

The Facilities Manager reported that the new Iseki tractor had been delivered on 28th November, and the old New Holland had been part exchanged last week. The new tractor is working well for the facilities team.

b. CCTV Update

The Clerk reported that Cllr Barker is in correspondence with HAA to coordinate the digging of the trench and the installation of the CCTV, to ensure that the trench is not exposed at any point.

c. Update Report from Meeting with Carter Farms

Cllr Maidstone reported that he had met with representatives from Carter Farms, as an introductory meeting and to ensure that all arrangements between the two bodies are satisfactory.

It was reported that the policy of the landowner is that there are no fires on their land, therefore this should be explicit in the allotment rules.

The landowner expressed their commitment to farming and was keen to point out that the recent planning application for a solar farm is not on their land.

The landowner is happy with the arrangements between them and the Parish Council.

The Clerk raised that an approach has been made by Norfolk County Council to consider joining the Holt Road with Bush Road as part of the proposed yellow pedalway. The officer has been directed to the landowner as, in a similar manner to fires on the land, if the landowner does not permit scheme, it cannot be considered by the Parish Council.

6. Allotment Site

a. To Receive Report from Allotment Liaison Group

Cllr Maidstone reported that the group, from the Parish Council perspective, consisted of just himself and Cllr Barker. Cllr Gurney advised that she would be happy to help out in the future.

The members of the group from the allotment perspective were read out. It was discussed that it would be good if there was a member of the liaison group which wasn't also a member of HAAHA.

Cllr Maidstone will speak to the Clerk about sending out a letter to all allotment holders about the group.

b) To Agree Tenancy Agreement for Hive Plots

A draft tenancy agreement and rules for hive plots had been circulated. Cllr Gurney felt it was too prescriptive, particularly in relation to having to provide evidence of qualification of being a proficient beekeeper. The Clerk advised that there must be a method of evidencing proficiency to prove to the public that Parish Council is showing due diligence when letting out a hive plot.

Cllr Gurney advised she would like to see a section on reporting.

It was **AGREED** to defer this item to the next meeting to allow time for comments to be invited via email and for the Clerk to do further research on qualifications.

7. Vision and Five Year Plan – Discussion Document

a) To Consider Five Year Plan for Areas of Committee Responsibility

The Vision was **AGREED** as:

That Hellesdon residents should be provided with high quality open space provision. Where necessary, this should be equipped to support as wide a demographic as possible along with all abilities.

Biodiversity will be supported to promote flora and fauna, balanced with the needs of Hellesdon residents.

Opportunities should be taken to increase open space with the parish of Hellesdon, taking into account best value for money.

The five year plan for the allotment site was discussed.

Ambitions to keep the site at full occupancy and trying to reduce the number of unkept plots was important.

The allotment leases run until 2100, so there are no short term matters of concern with the lease.

The boundary fence is in good condition and is checked each year.

There are currently three allotments fully vacant, with four notice to quit forms received as a result of the latest tenancy renewals.

Primary issues are:

- Security of the allotment gate. The Clerk is to investigate a solution which will involve pass cards and the electronic opening and closing of the gate.
- It is important that the facilities team are resourced to allow for regular allotment inspections, and that if allotments are not being used in accordance with the rules, then tenancies are not renewed. Allotment holders are encouraged to report to the Parish Council any problems with plots and an ad hoc inspection can occur.
- The condition of sheds, especially when one side of a double shed is poor. It was noted that the sheds originally belonged to the Parish Council, and then transferred to existing allotment

holders to reduce the maintenance costs to the council. The sheds were not transferred with any documentation or conditions attached.

- The water leak should be monitored.

The five year plan for Cottinghams Park was discussed.

Cllr Gurney declared an interest, living next to Cottinghams Park.

Cllr Gurney advised that the new seating had been a great success. It was **AGREED** to recommend to PP&R that a new litter bin would be required between the seating.

Maintenance of the trod in the wooden area of Cottinghams Park should also be included in the five year plan.

The five year plan for Meadow Way was discussed.

The play equipment was replaced in 2020, is in good condition and is unlikely to require any major works in the next 5 years.

Consideration should be given to a wildlife area in Meadow Way, to the south so that it does not interfere with the equipped area.

The five year plan for Mountfield Park was discussed.

This area is in good order. It is important that there is sufficient resource in the facilities team to maintain such a large area and the associated wildlife areas within it.

The five year plan for the Recreation Ground was discussed.

It was reported that consultation was had prior to installing the new equipment and feedback was that the younger children and older children's equipment should be together. Difficulties in pleasing all residents over this matter were discussed.

The five year plan for the hard courts was discussed.

There is £66,500 in earmarked reserves for the hard courts, which are in need of resurfacing. The Clerk will seek assistance from the LTA and National Tennis about how best to line the area out, ensuring that netball is not adversely affected and taking into account as many forms of tennis as possible (eg: short tennis, or playing off a wall).

The floodlights are now coming to the end of their economic life and parts are becoming obsolete. Consideration should be given to LED replacements.

The five year plan for skatepark and basketball area was discussed.

These areas are well used and of a robust construction. Cracks should be continued to be repaired each year to prevent any worsening.

Consideration should be given to a youth engagement project with regards to professional graffiti in the area.

The five year plan for the Bowls Green was discussed.

Transfer of specialist knowledge in maintaining the bowling green is imperative in the next five years.

A new bowls mower has been recommended in the 25/26 budget as the current one keeps losing power and the parts are obsolete.

Better promotion of the memorial garden should be considered.

The war memorial was discussed.

A complaint had been received about the condition of the grass around the memorial. This was within the jurisdiction of the church. Discussions were had about the entering into discussions with the church about the Parish Council maintaining the area around the memorial, however resources would adversely impacted.

Additional Land from Development was Discussed

The Parish Council should consider whether it is in the interest of local residents for the Parish Council to be in control of land from development, and what the cost implication would be to the taxpayer when the commuted sum is exhausted.

Ensuring the correct machinery was available and in good condition for maintaining all the areas in the parish's jurisdiction was emphasised.

The five year plan document was **AGREED** after a proposal from Cllr Hicks and a second from Cllr Maidstone.

8. Budget

a) Income – to Consider Fees for the Following

Cllr Britcher Left the Room

i) Allotment Plots (from 1st October 2026)

This was **AGREED** at £55 per plot (inc. VAT) from 1st October 2026. Notification will be given prior to 1st October 2025. Half plots will be £27.50 per annum in the same period.

The Clerk is to find out when the option to tax expires on the allotment site

Cllr Britcher Re-Entered the Room

ii) Football Pitches and Training Area (from Season beginning 1st August 2025)

This was **AGREED** as (inclusive of VAT):

Senior pitch	£77 per match
Junior pitch	£49.50 per match
Changing rooms	£12.60 per match
Training area	£12.60 per hour (inclusive of floodlights)

iii) Regular Netball Hirers (from 1st Jan 2025)

This was **AGREED** as (inclusive of VAT):

Winter Hire (inc. floodlights)	£12.93 per hour
Summer Hire	£9.35 per hour

iv) Bowling Green (from March 2025)

This was **AGREED** as £2090 (VAT exempt)

v) Apiary Hive Plots

This was **AGREED** as £10 per hive plot (inclusive of VAT)

vi) To Consider Playing Field Events Fees

These are to be agreed on a case by case basis depending upon manpower and equipment resources required.

b) Expenditure – To Consider Committee Expenditure for 2025/2026

A Budget explanation was presented to the meeting. The budget was **ACCEPTED** after a proposal from Cllr Maidstone and a second from Cllr Hicks.

	23/24 Budget	23/24 Actual	24/25 Budget	Actual to 30/09/24	Predicted to 31/03/25	Total to 31/03/25	Proposed Budget 25/26
INCOME							
Pitch Hire	£1,270.00	£2,495.00	£2,106.00	£625.00	£1,575.00	£2,200.00	£2,250.00
Training Area Hire	£1,134.00	£1,352.00	£986.00	£320.00	£680.00	£1,000.00	£1,000.00
Grass cutting agreement	£15,000.00	£16,407.00	£16,735.00	£16,219.00	£0.00	£16,219.00	£16,219.00
Floodlights Income	£0.00	£24.00	£26.00	£27.00	£3.00	£30.00	£30.00
Allotment Income (inc recharges)	£4,389.00	£4,472.00	£3,220.00	£2,209.00	£2,100.00	£4,309.00	£4,000.00
Apiary Income	0	0	0	0	0	0	£100.00
Hard Courts	£2,000.00	£1,905.00	£1,816.00	£892.00	£900.00	£1,792.00	£1,816.00
Bowling Green	£1,800.00	£1,800.00	£1,900.00	£1,900.00	£0.00	£1,900	£1,950.00
Memorial Garden	0	0	0	£37.50	0.00	£37.50	£37.50
	£25,593.00	£28,455.00	£26,789.00	£22,229.50	£5,258.00	£27,487.50	£27,402.50
EXPENDITURE							
Keys/Locks	£465.00	£307.00	£204.00	£85.00	£115.00	£200.00	£212.00
Locking parks	£2,244.00	£3,024.00	£2,772.00	£648.00	£2,124.00	£2,772.00	£2,883.00
Replacement Bins	£0.00	£0.00	£2,200.00	£0.00	£2,200.00	£2,200.00	£2,200.00
Emptying Bins/Fresheners	£5,112.00	£5,112.00	£5,457.00	£1,235.00	£4,222.00	£5,457.00	£6,000.00
Seats - Repair/Replacement	£1,000.00	£1,447.00	£1,200.00	£0.00	£1,200.00	£1,200.00	£1,500.00
Signage - New/Replacement	£0.00	£690.00	£500.00	£500.00	£500.00	£500.00	£500.00
Highway grass verge cutting	£9,641.00	£8,911.00	£10,653.00	£6,779.00	£3,874.00	£10,653.00	£11,000.00
Skip hire	£1,583.00	£1,040.00	£2,730.00	£540.00	£2,000.00	£2,540.00	£1,500.00
Shrub/Tree/Hedge	£500.00	£381.00	£1,000.00	£521.00	£479.00	£1,000.00	£1,500.00
Fertilisers/Weed & Moss Killer	£1,845.00	£1,279.00	£0.00	£0.00	£0.00	£0.00	£0.00
Contractor Spray	£0.00	£0.00	£1,906.00	£0.00	£0.00	£0.00	£2,000.00
Equipment - New/Replacement	£396.00	£222.00	£525.00	£167.00	£350.00	£517.00	£4,000.00
Small tools	£1,000.00	£747.00	£1,000.00	£205.00	£750.00	£955.00	£1,000.00
Fence repairs	£5,000.00	£3,468.00	£5,000.00	£0.00	£5,000.00	£5,000.00	£5,000.00
Materials	£0.00	£95.00	£4,123.00	£553.00	£3,500.00	£4,053.00	£4,000.00

Wetting Agents/Preservatives	£0.00	£0.00	£233.00	£0.00	£200.00	£200.00	£250.00
Contingencies	£2,880.00	£2,680.00	£2,500.00	£0.00	£2,000.00	£2,000.00	£2,500.00
Consumables	£0.00	£73.00	£75.00	£0.00	£0.00	£0.00	£75.00
cleaning agents/materials	£0.00	£0.00	£450.00	£67.00	£300.00	£367.00	£450.00
Vehicles: Repairs/Maintenance	£815.00	£914.00	£1,433.00	£1,331.00	£500.00	£1,831.00	£2,000.00
Vehicles: Fuel	£3,030.00	£1,754.00	£2,640.00	£1,362.00	£1,278.00	£2,640.00	£3,000.00
Equipment & Vehicles: Servicing	£7,682.00	£2,582.00	£4,725.00	£0.00	£3,500.00	£3,500.00	£3,500.00
Equipment & Veh- New/Replacement	£12,288.00	£25,439.00	£0.00	£57.00	£12,500.00	£12,557.00	£10,200.00
Hire of Machinery	£6,940.00	£5,940.00	£6,690.00	£2,970.00	£3,470.00	£6,440.00	£3,970.00
Trees: Emergency Work	£1,589.00	£0.00	£1,668.00	£0.00	£1,000.00	£1,000.00	£1,668.00
Trees: General work & inspections	£7,683.00	£2,300.00	£8,067.00	£0.00	£2,500.00	£2,500.00	£5,000.00
Allotments: Landowner Rent	£1,444.00	£1,506.00	£1,550.00	£976.00	£1,173.00	£2,149.00	£2,500.00
Allotments: Utilities	£1,329.00	£1,014.00	£192.00	£738.00	£96.00	£834.00	£1,000.00
Allotments: Pest Control	£470.00	£570.00	£0.00	£0.00	£570.00	£570.00	£600.00
Allotments: Materials	£430.00	£0.00	£1,238.00	£402.00	£500.00	£902.00	£1,200.00
Allotments: Allotment contingency	£0.00	£0.00	£600.00	£0.00	£400.00	£400.00	£600.00
Allotments: Property Maintenance	£1,100.00	£147	£4,193.00	£0.00	£150.00	£150.00	£300.00
Play Equipment - New/Replacement	£0.00	£19,730.00	£2,000.00	£32.00	£1,000.00	£1,032.00	£1,500.00
Play Equipment-Repair/Maintenance	£1,846.00	£1,661.00	£2,500.00	£87.00	£2,000.00	£2,087.00	£2,000.00
Play Inspections	£279.00	£274.00	£250.00	£294.00	£0.00	£294.00	£350.00
Courts: Equipment-Repair/Maint.	£0.00	£0.00	£1,000.00	£0.00	£350.00	£350.00	£500.00
Courts: Surface - Repair	£1,500.00	£0.00	£500.00	£0.00	£500.00	£500.00	£500.00
Courts: Surface Clean Chemicals	£100.00	£341.00	£365.00	£0.00	£500.00	£500.00	£500.00
Courts: Property Maintain/Replace	£1,500.00	£695.00	£675.00	£0.00	£500.00	£500.00	£500.00
Bowls Green: Repairs/Maintenance	£222.00	£100.00	£200.00	£0.00	£150.00	£150.00	£200.00
Bowls Green: Materials	£1,908.00	£1,486.00	£2,445.00	£1,258.00	£500.00	£1,758.00	£2,200.00
Rose Renewal	£420.00	£0.00	£100.00	£0.00	£50.00	£50.00	£400.00
War Memorial	£473.00	£0.00	£300.00	£0.00	£200.00	£200.00	£350.00
	£84,714.00	£95,929.00	£85,859.00	£20,807.00	£62,201.00	£82,508.00	£91,108.00

This will be put forward to PP&R

9. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the items 10 and 11 in view of the confidential nature of the business to be transacted

A query arose as to whether councillors who were not committee members should be permitted to remain in the room during the confidential session.

It was **AGREED** to defer the following items until clarification can be obtained.

Item 10 - To Review Quotes and Agree Contractor for Fencing Works on Recreation Ground

Item 11 – To Receive Report of Incident on 7th September and Consider Whether Further Action is Necessary

12. Items for the Next Agenda

Not discussed

13. To Confirm Date, Time and Venue of the Next Meeting

To be agreed.

MEETING CLOSED AT 8.56pm