

**Minutes of the Meeting of the
Playing Fields, Allotments and Amenities Committee
held on Thursday 25th February 2025 - 7pm at Diamond Jubilee Lodge**

Present: Cllr D. Maidstone (Chairman) Cllr D. Fahy(19:02)
Cllr N. Barker
Cllr M. Maidstone
Cllr M. Hicks
Cllr B. Johnson

Also in Attendance:

Mrs F LeBon (Clerk), Mr H Clark(Deputy Clerk), Mr K Sage(Facilities manager) and two member of the public.

The Chairman welcomed all to the meeting.

1. Apologies and acceptance for absence

Apologies were received from Cllr Gurney.

2. Declarations of Interest and Dispensations

No Declared interests or dispensations

3. Approval of the Minutes from 28th November 2024

The draft Minutes had been circulated from the meeting of 28th November 2024. These were **AGREED** and signed as a true and accurate record of the meeting.

4. Public Participation

A member of the public mentions the probationers currently working on the car park at the allotments on Bush Road have been a huge success. The facilities manager of the allotments informed the council due to the good work that has been completed by the probationers they have now moved on to assist with the plots at the allotments. The facilities manager continued that he would enquire if the probations would want their own plot at the allotments and grow fruit and vegetables for the use of the community. The members of the public continued with their concern over the increase of dogs fouling inside the allotment and left there, he requested that the committee reminds allotment holders that animals on the site remain on a fixed lead and to pick up after them. Cllr Maidstone and the committee agreed notices and measures should be put in place to remind allotment holders of the rules of the allotments. The member of the public then continued in relation to the rules of the allotments, that which relates to fires/bonfires on the allotment site. Cllr Maidstone informed that there is to be no fires or burning of any description to be held on the allotment site, which the member of the public informed that the rules of the allotments are not clear and are open to interpretation. Cllr Maidstone informed that the rules were revised and changed recently and that the allotment rules will be reviewed to make

sure the most updated version is available to those who require them. Another member of the public spoke in relation to the beekeepers coming back to the allotments and that there is excitement expressed by the allotment holders for them to return after their absence of a few years.

5. Apiary

a) To Agree Rules and Tenancy Agreement for Hive Plots within the Apiary.

Cllr Maidstone stated that the apiary new rules are suitable for it to be used again, he continued with there will be support available from a experienced member of the Norfolk Beekeepers association for those wishing to use the apiary. Cllr Maidstone explained that the individual has sufficient experience to aid those beekeepers and those wishing to seriously undertake beekeeping. The rules and tenancy agreement for hive plots within the apiary was Proposed by Cllr M Maidstone and 2nd by Cllr M Hicks AGREED by the committee.

6. Allotments

a) To Receive Update Report on Allotment Occupancy

The Facilities manager reported that there are 110 full allotment plots which are lettable of which 108 are let. 4 quarter size allotments are ready to be let and has been advertised in just Hellesdon.

b) To Receive Update from the Allotment Liaison Group

Allotment liaison group to begin getting hold of their tasks and Cllr M Hicks to join allotment liaison group and dates to be arranged relating to this.

c) To Note Decision of 4th April 2023 to Allow Non-Residents of the Parish to Become an Allotment Tenant

The Facilities manager highlighted from report the consideration of allowing nonresidents of the parish to become allotment tenants, sitting legislation that would suggest to the committee that an amendment to the rules to consider letting allotments to non-residents that includes a cascade system to prioritise residents of Hellesdon allowing to maximise income for the allotments and residents of Hellesdon. The allotment rules needed to be amended sections 3 Eligibility criteria and allocation of plots, within its subsections of 3.1, 3.2, 3.3. Cllr M Maidstone also indicated that Stuart Clancy has given funds towards the community hut and as recently Taverham allotments have been reduced to consider having Taverham residents to be prioritised for allotment lettings.

d) Update on CCTV

The facilities manager spoke relating to the update of CCTV for the Allotments on Bush Road, He currently is awaiting the pole for the CCTV to place on. Cllr N Barker will be forwarding to Clerk & Deputy Clerk a quote of what equipment is needed, which both the Clerk and Deputy Clerk will review.

e) Update on Car Park in Extension

The facilities manager gave the update that now car park on the allotment site is complete, allotment holders are now required to use the car park rather than unused allotments plots of the driveway to the allotments themselves.

7. To Review Earmarked Reserves Relating to Committee

The earmarked reserves were reviewed by the committee, The facilities manager stated that more funds may need to be allocated towards the council's van as well as the hard surface floor will need to be resurfaced in the 25/26 financial year. He continued to inform the committee of the war memorial replacement and upkeep. The clerk informed the committee that earmarked burial ground land funds may not be required at this time as the land may have been allocated to the church. The facilities manager informed the committee and confirmed by the Clerk that the Mountfield Park funds are a commuted sum. The facilities manager continued that the fence and boundary around the park need to be established, and a solicitor is required to establish the boundary of the land. Cllr D Maidstone requested the Clerk/ Deputy Clerk to make enquiries to find a solicitor.

8. To Receive 'Pillars of Inclusive Play' Document from the Youth Advisory Board

The Clerk informed the committee that she has been in contact with cornerstones to discuss play equipment that could be installed, this would also include inclusive play equipment.

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 item 10 in view of the confidential nature of the business to be transacted

Member of public left the meeting

10. Potential Breach of Tenancies

a) To Receive Report on Unpaid Tenancies & To Receive Report on Unmaintained Allotment Plots

A report was provided to councillors on the current unpaid tenancies and unmaintained allotment plots. It was the recommendation of the facilities manager that if 70% of the plot is not cultivated then there would be no renewal for the next year for the plot holder. It was discussed by the committee that an appeal procedure would need to be implemented as well as a warning system for the allotment holders. Cllr D Maidstone informed that any powers or whatever is needed be given to the facilities manager to be able to maintain the allotment which the committee AGREED. The facilities manager requested resending of the allotment rules be sent out to the allotment holders.

11. Items for the Next Agenda

Carters Farms and the lease of the land.
Mountfield Park
Cottinghams Park

To Confirm Date, Time and Venue of the Next Meeting

To be agreed.

MEETING CLOSED AT 8:30pm