

**Minutes of the Meeting of the
Playing Fields, Allotments and Amenities Committee
held on Wednesday 5th November 2025 - 7pm at Diamond Jubilee Lodge**

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

Also in Attendance:

Mr D Marshall (Admin), Mr K Sage (Facilities Manager) and 3 members of the public.

The Chairman welcomed all to the meeting.

1. Apologies and acceptance for absence

No apologies were received.

2. Declarations of Interest and Dispensations

No Declared interests or dispensations

3. Approval of the Minutes from 23rd September 2025

The draft Minutes had been circulated from the meeting of 23rd September 2025. These were **AGREED** and signed as a true and accurate record of the meeting.

4. Public Participation

3 members of the public were in attendance.

- Members of Haha will meet with the liaison group to discuss any further support they can provide to the council. Haha will assist with vacated plots by repurposing usable materials and sheds, ensuring that all structures taken over are properly maintained in agreement with the liaison group. Compost bays are operational, and Haha will use donated lawn mowers to maintain communal areas. For plots who have received eviction letters, police presence will be arranged before accessing sheds. Haha will also work with the liaison group regarding plots with trees and coordinate on related queries; dates for this meeting will be proposed by Haha.
- The office will send a communication email to all allotment holders to identify volunteers for group representation. Other members who are not part of Haha are also welcome to join the group. Overall, these actions aim to maintain the site efficiently, promote sustainability, and strengthen community engagement.
- Kaja Hegedič (Plot 48b) spoke about her request to extend her research until **November 26**, considering the procurement process and the handling of the results. She proposed conducting an engagement

survey and holding a workshop that would include all allotment holders. The findings and statistics from this exercise will then be sent to the Council for review. **A vote on this proposal was suggested, with Cllr Melanie Maidstone nominated as first and Cllr Nigel Barker as second.**

5. Items from previous Minutes to discuss

No items from previous meeting were discussed.

6. Allotment updates

a) Water Meter bills.

This year's water meter bills for the tenancy will be forwarded to finance officer, while Cllr David Maidstone and the office, will be responsible for sending out emails to all tenants to ensure they are informed of their water charges.

b) Gate Padlock

Cllr Mike Hicks suggested installing a padlock on the gate, with allotment holders responsible for paying for their own key. Cllr Shelagh Gurney proposed using an AC Leigh padlock, and the office will handle the sale of the keys. A Squire 660 padlock will be used, with keys provided along with spares. The proposal was put to a vote, with **Cllr Shelagh Gurney nominated first and Cllr Mel Maidstone second. All council agreed.**

c) **It was agreed by all council** that Kaja Hegedič (Plot 48b) may complete her research and share the findings with other plot holders, as per items 6C1 and 6C2, with approval granted for the project to proceed.

d) **Appeal against termination of plot**

is proposed to offer the allotment holder a quarter plot as a suggestion rather than enforcement. If they oppose, the committee may proceed with an appeal. Cllr Shelagh Gurney has suggested revisiting the plot owner to offer a smaller plot option, with enforcement actions paused pending a letter drafted by the clerk outlining alternative conditions. The committee approvals are: **first Cllr Nigel Barker, second Cllr Mel Maidstone.**

Members of the public left at 7.35pm

7. Tennis Updates

Report on NTA/LTA

- Tennis Updates KS contacted NTA before the existing contract ended, but initial attempts to get in touch received no response. NTA later acknowledged it was a misunderstanding and agreed to inform Maureen when players are on the courts. Currently, we control the court lights but cannot turn off the electric gate because the fire doors prevent it. These operational issues are being sorted out next week, free of charge.
- A new situation arose when LTA called the contract under a new 5-year agreement, which we were unaware of. Until now, all dealings have been with NTA. The agreement is for five years at £6,000, with all bookings going through NTA. Meanwhile, netball has sent a letter indicating they want to go through us. The council's previous agreement has been cancelled, and the chairman has been informed via email.
- Regarding documentation, LTA sent contract information to Richard, but no contract has been signed by anyone at Hellesdon Parish Council. A note from a former clerk indicates the agreement is with NTA, not LTA. Someone may have signed a contract around April 2022, but Cllr Shelagh Gurney noted there are no family concessions, and we were only aware of the 3-year contract. LTA needs to provide a signed copy of the agreement for verification.

- On the financial side, Cllr Shelagh Gurney has requested acknowledgment from the clerk regarding letters and agreements. The maximum grant has been set and will not be extended. Kevin Sage raised the question of whether the grant is being paid by LTA or NTA. If NTA is providing the grant, it is unclear what role LTA is playing. Clarification is needed regarding operational responsibilities: LTA manages the gate and lights, while NTA handles the booking system.

8. Sports which include:

Pitch hire/football/bowls/tennis. Netball prices update to discuss for 26/27

a)

- Tennis Facilities at Sprowston are free of charge.
- Football sessions are more expensive but include access to changing rooms.
- Prices across activities remain broadly comparable, facilities with changing rooms tend to have higher costs.
- A plan is in place to assist with improvements to the bowls facilities.
- A percentage increase of 10% was suggested by **Cllr David Maidstone and seconded by Cllr Mel Maidstone. All members agreed.**
- b) Referee facilities**
- DM from the office presented quotes for large and small cabins to the Council. SG proposed that funding be sought to complete the referee facilities. The Council discussed whether to approach PPR for support and **agreed** to defer the decision to a future meeting.
- c) Key safe bowls club**
- Cllr David Maidstone suggested nominating a member of the bowls club to take turns in holding the keys. **Cllr Mel Maidstone proposed, Cllr Shelagh Gurney seconded and all agreed.**

9. Trees Outside Woodland project

The Council noted that the project has been monitored over the last three years and that the contract is coming to an end; **Cllr Nigel Barker proposed continuing the project, Cllr Mel Maidstone seconded, and all members agreed.**

It was reported that the parish council and church group will assist with fundraising, with Carver managing £1,900 in change, and an anticipated total of approximately £7,000–£9,000 to go to the church to support fundraising efforts. Regarding the Parish Hall, there is a “Good Cause” pot of approximately £500. The Council agreed to look for additional funding and ensure that funds are stored safely, **with Cllr Mel Maidstone proposing, Cllr David Maidstone seconding, and all members agreed.**

10. Budget 2026-27

The Council considered the proposed budget for 2026-27 and made the following recommendations:

- Bowling Green Benches:** 3 benches – £890 (part 1 of 8) – to go to review.
- Gullies:** £325 – part 1 of 8 – to go to review.
- Hard Court Fencing (Tennis Courts):** £5,000 – **approved.**
- Allotment Compost Bays:** Two bays at £1,543 each – resite **approved.**
- Office Car Park Compost Bay:** £456 – **approved.**
- Bus Shelters:** Meadow Way and another location – noted.
- Playground Surface:** **Approved.**
- Gym Equipment:** Cllr David Maidstone to undertake further research – remove from budget for now.
- Tractor Spreader:** **Approved.**
- Lighting for Roundabout:** To be included in the normal budget.
- New Van:** Repair rather than replace; suggested allocation £5,000 per year by Cllr David Maidstone.
- Village Sign:** Previously discussed – noted.

- **Blue Badge Signs:** Noted.
 - **One-Way Traffic Control Plate (Car Park Exit):** £4,485 – noted.
 - **Football Goals:** Leave in budget.
 - **Cottingham's Path Fence:** Cllr David Maidstone suggested a fence to separate the park from the path – further exploration needed.
- Recommendations to take to the PPR meeting:** Gym equipment, van, and compost bays – **proposed by Cllr David Maidstone, seconded by Cllr Nigel Barker all agreed.**

11. Help Hub vehicle

The Council received a request for the Help Hub vehicle to be on site monthly. It was agreed that publicity should be arranged and that the vehicle be parked appropriately. **All members agreed.**

12. Recreation Barriers

The Council agreed that the playground markings be painted yellow. The use of sticky tape for temporary markings was also agreed.

13. Items for next agenda.

No items put forward for next meeting.

14. To confirm date and time and venue of the next meeting.

Early December 7pm

Meeting Closed at 9.47pm