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, Allotments and Amenities Committee held on Thursday 10 September 2026 at 7pm at Diamond Jubilee Lodge, Woodview Road Hellesdon, Norwich NR6 5QB

Present:

Cllr David Fahy (Vice Chair)
Cllr Shelagh Gurney
Cllr Mike Hicks

Also in Attendance:

Jonathan Hall (Parish Clerk)
Kevin Sage (Facilities Manager)
Three members of the public

The Vice Chair welcomed all to the meeting and advised he would be opening the meeting in his capacity as Vice Chair, due to the resignation of the former Chair Cllr Hicks. In addition, the committee was advised that Cllrs David & Mel Maidstone had resigned from the Parish Council earlier in the day.

1. To elect a Chair for the meeting and to recommend to Full Council a Chair to fill the vacant position.

It was **RESOLVED** to elect Cllr Gurney as Chair for the meeting and to recommend to Full Council to fill the vacant position of Chair of the committee.

2. Apologies and acceptance for absence

Apologies were received and accepted from Cllrs Nigel Barker and Cllr Gemma Diffey.

3. Declarations of Interest and Dispensations

No Declared interests or dispensations.

4. To approve the minutes of the committee meetings held on 15 December 2025 and 19 March 2026

The minutes of the committee meetings held on 15 December 2025 and 19 March 2026 were **APPROVED** as a true and accurate record.

5. Public Participation

One member of the public was referred to the AGM of Hellesdon Allotment Holders Association being held at the allotment site on Bush Rd.

Another member of public was interested in agenda item 10 and the Chair suggested that she become involved in the meeting at that point.

6. To receive and agree the Committee's Terms of Reference for recommendation to Full Council

The draft Terms of Reference were **APPROVED** to recommend to Full Council for approval.

7. To receive and note Committee budget monitoring report

The report, covered the period 1 April 2026 to 31 August 2026, was received and noted. The overall budget was in a healthy position which was further supported by the fact that most income for the committee would be received in the later half of the year.

8. Clerk's report on committee matters

The report was circulated to members prior to the meeting and was noted.

9. To receive a verbal report from the Facilities Manager regarding fencing around the Skatepark and to consider recommendation to delegate authority to the Clerk to resolve the issue within Financial Regulations

The Facilities Manager advised that the fence around the skatepark had previously been identified as requiring repair, but that the need for remedial works had now become more urgent. A quote of £4,900 excluding VAT had been obtained from a local contractor. It was **RESOLVED** to obtain two further quotes and, subject to Financial Regulations, to delegate authority to the Clerk, in consultation with the Committee Chair, to appoint a contractor. Should the accepted quote exceed £5,000, authority to proceed would be referred to Full Council for resolution.

10. To consider reinstating position of Tree Warden in line with The Tree Council scheme.

The Chair suspended standing orders to allow Kayla Lancaster to speak and advise the meeting of her interest in the role and her background of volunteering with a conversation trust.

Standing orders were reinstated and it was **RESOLVED** to endorse Kayla Lancaster as the Parish's Tree Warden. The Clerk would advise the Tree Council of the endorsement. It was also **RESOLVED** to switch £500 of budget from code 322 Project Materials to a new code earmarked for the training and support of the Tree Warden.

11. To consider the date, time and venue of the next meeting

The Clerk would consider dates with the Chair when the next meeting should take place. This meeting would include the budget proposals for 27/28.

Meeting Closed at 8.03 pm