

Meeting of the Playing Fields, Allotments and Amenities Committee

Notice of meeting to be held on Thursday 10 September 2026 at 7pm in the Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon Norwich Norfolk NR6 5QB

The Openness of Local Government Bodies Regulations 2014 permit attendance by members of the public and media for the purpose of reporting, filming, photographing or audio recording public meetings. Anyone wishing to record proceedings is requested, as a courtesy, to notify the Chairman or Clerk before the meeting commences. Any recording must not be disruptive to the conduct of the meeting.

Councillors are summoned to attend for the purpose of transacting the following council business:

AGENDA

- 1. To elect a Chair for the meeting and to recommend to Full Council a Chair to fill the vacant position.**
- 2. Apologies and acceptance for absence.**
- 3. Declarations of Interest and Dispensations.**
- 4. To approve the minutes of the committee meetings held on 15 December 2025 and 19 March 2026**
- 5. Public Participation.**
Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting.
- 6. To receive and agree the Committee's Terms of Reference for recommendation to Full Council.**
- 7. To receive and note Committee budget monitoring report.**
- 8. To receive a report from the Clerk on Committee matters for noting.**
- 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.**
- 10. To consider reinstating position of Tree Warden in line with The Tree Council scheme.**
- 11. To consider the date, time and venue of the next meeting.**

Jonathan Hall

Clerk to the Council

Dated 4 September 2026

**Minutes of the Meeting of the
Playing Fields, Allotments and Amenities Committee
held on Monday 15th December 2025 - 7pm at Diamond Jubilee Lodge**

Present: Cllr Mike Hicks (Chairman)
Cllr David Maidstone
Cllr Mel Maidstone
Cllr Shelagh Gurney

Also in Attendance:

Mr Dave Marshall (Admin minute taker) Mr Kevin Sage (Facilities Manager) Mr Chris Fisher
(Deputy Facilities Manager)

The Chairman welcomed all to the meeting.

1. Apologies and acceptance for absence

Apologies were received from Cllr Nigel Barker

2. Declarations of Interest and Dispensations

No Declared interests or dispensations

3. Approval of the Minutes from 5th November 2025

The draft Minutes had been circulated from the meeting of 5th November 2025. These were **AGREED** and signed by the **committee Chairman Cllr Mike Hicks**, as a true and accurate record of the meeting.

4. Public Participation

(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

No members of the public were in attendance.

5. Items from previous Minutes to discuss

NTA meeting was aborted. We were unable to proceed with the LTA joint meeting; it is now up to them to decide on the next steps. The control gate will come into operation once the CCTV installation is completed.

6. Allotment updates

a) Emptying sheds

After 6 months from 1st January 2026, it was decided to hire skips and empty all sheds that had received eviction letters. **Proposed by Cllr Mel Maidstone and Seconded by Cllr D Maidstone.**

b) Gate Padlock

The padlock at the allotment gate will be replaced. Keys will be available for all allotment holders to purchase from the council office. A letter will be sent to all plot holders with full purchase details. All records of key purchases will be retained by the Council office. **This was proposed by Cllr Mel Maidstone and Seconded by Cllr Shelagh Gurney.**

c) Water Metre readings

Going forward there will be more regular readings being carried out.

d) Bills for 2025/26

These have now been sent out to allotment holders including charges for water and pest control.

e) Broken Sewage Pipe

This has now been repaired and will be fitted with a protective cage to cover it to prevent any further damage.

f) Boiler repairs

Awaiting contractor response. Water is off. **Cllr Shelagh Gurney proposed requesting additional estimates; seconded by Cllr Mel Maidstone and agreed by all.**

7. Cottingham's Park

a) Grant for fruit trees

Proposal to plant dwarf fruit trees is contingent upon securing grant funding.

b) Fencing works at Cottingham's Park to enable expansion of the car park.

Further research is required before committing to the car park and fencing works, however, there is a need to allocate the available budget elsewhere in the interim. **Proposed by Cllr Mel Maidstone, seconded by Cllr Mike Hicks, all agreed.**

c) Fee proposal for Tree survey & Miyawaki

To be added to the next meeting.

8. Mountfield Park

Proposal for an outside Gym

It was decided to explore alternative uses of the funding that would support future development of the park. **Proposed by Cllr Mel Maidstone, seconded by Cllr David Maidstone.**

9. Community Centre Playing area

- It was proposed that the children's play area be temporarily remediated by peeling back the existing surface and installing additional wet pour to provide a short-term solution through the winter period. Topsoil and Type 1 material would then be applied, and the surface securely reinstated.
- It was **unanimously agreed** that the area would be reviewed in the following year, subject to the availability of sufficient funds within the allocated budget.
- Yellow and black warning tape has been installed on the barriers.

10. Discuss advert proposal for Council Notice boards.

It was agreed that only Parish Council–related items may be displayed on Parish notice boards.

Proposed by Cllr Shelagh Gurney, seconded by Cllr David Maidstone

11. Chipper Shredder for next year’s budget

The acquisition of a PTO-driven chipper was discussed, which would allow the resulting chippings to be reused for mulching and similar purposes. **It was agreed** that this item should be included in the budget and that three quotations would be obtained. It was also noted that hiring a chipper may prove to be a more cost-effective option.

12. Invoice for Verges

Cllr Shelagh Gurney, in her role as County Councillor, would contact NCC to obtain updates on the increased areas of grass cutting, difficult areas, and the proposed payment from NCC for 2026. She would liaise with the **Locum Clerk** on this matter and report back to the Committee.

The maintenance of the nine alleyways in Hellesdon was also discussed. It was agreed that responsibility for these would be handed back to NCC, except for those which the Parish Council has historically been responsible for, believed to be Heath Crescent and Mountfield Avenue, as it was not considered cost-effective to transfer these. **All agreed.**

13. TT Jones quoting bulkhead around tennis courts (flood lights)

Put forward to pay for the replacement flood lights as it was a good price.

Cllr David Maidstone proposed, seconded by Cllr Mel Maidstone All agreed.

14. Updating Ownership Signs

It was agreed that the proposal, including three obtained quotations, would be submitted to the full Council for consideration on behalf of the committee.

15. Repairs quote for the van

It was agreed by all to leave the matter as it currently stands.

16. liaison group members

A meeting was held with the Allotment Group. Key points discussed included:

- The water leak has been resolved.
- The toilets are on a separate supply.
- The members expressed a desire for more allotment holders to become members of the group. This will be advertised at the allotments.

17. Items for the next agenda

- **Use of Hoses at the Allotments**
- **Quarter plots and Half plots**

- Deposits for New Allotments
- Tree Care Quotes
- Plot holders to join Liaison Group.

18. Date and time for next meeting TBC

Meeting Closed at 9.12pm

DRAFT

**Minutes of the Meeting of the Playing Fields, Allotments and Amenities Committee held on
Thursday 19 March 2026 at 7pm at Diamond Jubilee Lodge, Woodview Road Hellesdon, Norwich NR6 5QB**

Present: Cllr Mike Hicks (Chairman)
 Cllr David Maidstone
 Cllr Mel Maidstone
 Cllr Shelagh Gurney
 Cllr Nigel Barker

Also in Attendance:
Jonathan Hall (Parish Clerk)

The Chairman welcomed all to the meeting.

1. Apologies and acceptance for absence

Apologies were received and accepted from Cllr David Fahy.

2. Declarations of Interest and Dispensations

No Declared interests or dispensations.

3. Approval of the Minutes from 15 December 2025

The draft minutes had been omitted from the agenda pack and will be considered at the next meeting.

4. Public Participation

(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

No members of the public were in attendance.

5. Clerk's report on committee matters

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

6. Tree Surveys

The committee **RESOLVED** to obtain quotes from Treecare, A T Coombes and Richard Ravencroft using the specification detailed in the report.

7. Use of hosepipes at Allotment site

After much discussion the Committee **RESOLVED** to leave the existing rule regarding hosepipes unchanged.

8. Speed signage on main throughfare of the allotment site

The committee **RESOLVED** to purchase and erect 2 x 600mm x 900mm RA1 Reflective 3mm Aluminium Composite 5 mph signs at a cost of £157.50.

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

The Clerk would consider dates with the Chairman when the next meeting should take place in June 2026 and advise members in due course.

10. The Committee RESOLVED to agree a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the remainder of the meeting in view of the confidential nature of the business to be transacted.

11. To consider request from Hellesdon Allotment Holders Association

The request from Hellesdon Allotment Holders Association was considered and **AGREED**. Officers to determine why plot 56 is unable to be let.

12. To consider tennis provision at Hellesdon Recreational Ground on Sundays

The Committee **RESOLVED** to place a combination lock on the tennis court gate on a Sunday to allow pre booked sessions to take place. Players who have pre booked sessions by the previous Friday will be advised of the combination code that will be changed as required.

Meeting Closed at 7.51pm



Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB
Tel: 01603 301751 email: clerk@hellesdon-pc.gov.uk www.hellesdon-pc.gov.uk

TERMS OF REFERENCE

PLAYING FIELDS, AMENITIES & ALLOTMENTS COMMITTEE

Responsibilities specific to all committees:

- To produce and present an annual committee budget to Property, Policy and Resources Committee.
- To monitor its functions and expenditure on a regular basis.
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED/AGREED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision following approval of the Committee minutes.

Responsibilities specific to this committee:

Authority

The Playing Fields, Amenities & Allotments Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to make decisions about council owned playing fields, play areas, parks and gardens, green and open space and allotment sites upon delegation by the full council after land purchase or acquisition subject to budget and expenditure limits.

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership

Membership of the committee will consist of six Councillors.

All other councillors will be substitutes for this committee, ~~and will be called upon on a party basis by the member who cannot attend.~~

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.



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Quorum

The committee quorum shall be no fewer than three members.

Frequency of Meetings

The Committee will meet four times during each civic year and to publish these meetings **in advance** as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. Additional meetings will be set as required.

Record of Proceedings

Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To keep under review the provision of allotments, sports & recreational facilities of the council.
2. To consider and put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
3. To manage a list of residents in the parish who are waiting for a tenancy of an allotment **plot**.
4. To facilitate for all aspects of maintenance and ground works in accordance with adopted financial regulations
5. To manage use of the councils playing fields and parks by sports clubs to include the granting of a tenancy.
6. To advise the full council of the impact of proposals by owners or occupiers of land that may affect its allotments, sports and recreational facilities.
7. To make recommendations to the council about the level of the annual rents for allotments and other fees for use of sports and recreational facilities.
8. To review and recommend byelaws or such **similar** orders for the allotments, parks and playing fields **for Full Council approval**.
9. To work in partnership with appropriate funding bodies to improve allotments, sports & recreational facilities.
10. To work in partnership with the police to alleviate anti-social behaviour and vandalism within the allotments, sports & recreational facilities
11. To maintain and update rules in relation to hiring of allotment, sports and recreational facilities

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12. To appoint from its membership and in accordance with standing orders, panels or groups with a specification of the role and procedures, for liaising with outside bodies which have an interest with the council, currently

- Allotment Liaison Group

Standing Items for Ordinary Meetings

First meeting –

- to appoint members to panels/groups in respect of matters the responsibility of the Committee as identified in delegated power 12
- to consider Roles & Procedures of Panels/Groups
- to set dates of committee ordinary meetings

Second meeting –

- to consider the current report from the Allotment Liaison Group
- to address capital projects as identified in the budget the responsibility of the committee.

Third meeting –

- to consider hire rates for the forthcoming financial year for sports facilities and allotments
- to consider the committee budget for recommendation to the Full Council for approval

Fourth meeting –

- to consider the current report from the Allotment Liaison Group

Hellesdon Parish Council

Detailed Budget Summary

Cost Centre 3 (Between 01/04/2026 and 04/09/2026)

		Last Year 2025 - 2026				Current Year 2026 - 2027						
Playing Fields, Allotments &		Receipts		Payments		Receipts			Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Variance	Budget	Actual	Variance	
301	Football Pitch Hire					1,600.00	747.82	852.18				
302	Football Training Area Hire					1,100.00	578.32	521.68				
303	Tennis / Netball Court Hire					1,600.00	2,383.64	-783.64				
304	Allotment Rents					5,000.00	419.94	4,580.06				
305	Bowling Green Hire					2,151.00	2,090.00	61.00				
306	Memorial Garden Income					0.00	37.50	37.5				
	Total Receipts					11,451.00	6,257.22	5,268.78				
307	Keys & Locks								200.00	980.74	-780.74	
308	Locking Parks Contractor								2,000.00	1,976.00	24.00	
309	Replacement / New Bins								500.00	0	500.00	
310	Bin Waste Removal								2,500.00	391.80	2,108.20	
311	Seats Repair/Maintenance/ Replacement								2,500.00	0	2,500.00	
312	Signage Repair/Replacement/New								500.00	0	500.00	
313	Floodlights Maintenance/Repair								2,500.00	0	2,500.00	
315	Skip Hire								1,800.00	677.15	1,122.85	
316	Tree/Shrub/Plant Purchase								2,000.00	29.70	1,970.30	
317	Chemical Controls								1,000.00	131.83	868.17	
318	Equipment New/ Replace								4,000.00	2,983.97	1,016.03	
319	Equipment Maintenance/ Repair/Serviceing								5,500.00	3,164.72	2,335.28	
320	Small Tools Purchase								1,000.00	5.42	994.58	
321	Fencing Repairs/ Installation								5,000.00	10.42	4,989.58	
322	Project Materials								4,000.00	1,580.15	2,419.85	
323	Misc. Purchases								2,000.00	1,813.41	186.59	
324	Fuel								1,500.00	71.31	1,428.69	
325	Van / Vehicle expenditure								1,000.00	830.22	169.78	
326	Hire of Machinery								1,000.00	0	1,000.00	

327	Tree Inspections									3,000.00	0	3,000.00	
328	Tree Work									4,420.00	880.00	3,540.00	
329	Land Rent									1,670.00	271.00	1,399.00	
330	Pest Control									550.00	45.52	504.48	
331	Play Area Inspections									400.00	309.00	91.00	
332	Play Area Equipment Repairs/Maintenance									4,875.00	102.39	4,772.61	
333	Play Area Equipment New / Replacement									0	0	0	
334	Hard Surface Repair/ Maintenance									2,100.00	0	2,100.00	
335	Bowling Green Maintenance									6,111.00	0	6,111.00	
336	Memorial Garden Rose Renewal									0	0	0	
337	Bedding Plants									100.00	68.52	31.48	
338	War Memorial Maintenance									800.00	0	800.00	
	Total Payments									62,526.00	16,323.27	46,202.73	
										Receipts			
										Payments			
										Budget	Actual	Variance	
	SUB TOTAL									11,451.00	6,257.22	5,193.78	
										Budget	Actual	Variance	
	TOTAL									62,526.00	16,323.27	46,202.73	

Report for : Playing Fields, Allotments and Amenities Committee

Date: 10 September 2026

Item Title: To receive a report from the Clerk on Committee matters for noting.

Update on committee matters not covered elsewhere on the agenda.

- The dry weather has created a number of issues with the grass areas within the parks maintain by the Parish Council. The football season has arrived, however the full schedule for summer maintenance has not been able to be carried out. This has meant a delay to the start of the season. The Norfolk FA had requested that all clubs should have a two weeks delay which was due to end on 4 September 2026. An update may be available from the Facilities Manager at the meeting.

In the meantime we have emailed all clubs that have hired a pitch for the 26/27 season. A copy of the email and advice is attached to this report at Appendix A.

- I held a meeting with Tony Devilish from Lawn Tennis Association (LTA) on 24 July 2026. This was a productive meeting and I was able to explain the Parish Council's view of the desire to manage tennis bookings internally. Whilst the LTA have their own website for online bookings, this would have not synced with the Council's new booking system on Scribe. This would have caused issues with the combination of netball matches and tennis bookings occupying the same court space. Tony is keen to maintain contact with the Parish Council to promote tennis at Hellesdon and I shall keep in touch with him.
- The Allotment Liaison Group met on 28 August 2026 with Cllrs David Maidstone and Mel Maidstone (substituting for Cllr Hicks). This was a useful meeting and a number of issues were discussed.
 - Pot holes on the main drive are scheduled for repair within the winter maintenance schedule.
 - It was disappointing to hear that some plot holders are allowing their dogs to foul on the site without clearing it up.
 - Some concerns were raised concerning the CCTV installed. The Clerk as the Council's Data Protection Officer will check to see if CCTV protocols are being met.
 - Adjustments were requested to the allotment site toilet block to enable users to use the facilities more easily.
 - Grass cutting in and around the orchard was requested to be undertaken.

The allotment holders were delighted with the communal compost bins which had been installed on the allotment site by the Council earlier this year. These have already been put to good use for the production of site produced compost.

It is worth noting that allotment inspections will now be easier to manage as the Council has moved to an online cloud based software (Scribe). This should reduce the time spent in contacting plot holders where the need arises and monitoring actions.

Allotment rents are due to be issued in October 2026 for the forthcoming year. The rental invoice will also include a levy for water usage and pest control.

Clerk

4 September 2026

Appendix A for Item 8

Email sent to all Managers and Secretaries of football clubs who have rented a pitch from Hellesdon Parish Council for 2026/27 season.

On Thu, 3 Sept 2026, 12:15 Hellesdon Parish Council - Grounds, <grounds@hellesdon-pc.gov.uk> wrote:

Good afternoon all hope all is well,

Subject Re: Recreation Ground Status

I would just like to clarify the current situation regarding the Recreation Ground.

I understand that the Anglian Combination Football League are about to review the cancellation of the adult football fixtures, which was made in light of the current ground conditions.

It has also been reported to us that some adult friendly matches played on other grounds earlier this summer resulted in a significant number of injuries, which were attributed to the condition of the playing surfaces. This is another factor we have to take seriously when considering the health and safety of players.

We have been in contact with the teams that regularly train and play at the recreational ground, and we apologise for the inconvenience caused if these emails have not been forwarded on to all managers within these clubs.

The Recreation Ground is currently in a particularly difficult position following the periods of extreme heat we have experienced this year. As with many other councils, we have to consider both the health and safety of players and the cost involved in returning the grass sward to a safe and playable condition.

We have recently had some rain, with up to approximately 20mm, which has been absorbed into the ground. There are certainly areas of the sward that are beginning to recover. However, the dead grass currently covering the soil is actually helping to protect the root system underneath. If we allow play and this dead grass is removed by wear, we could potentially create a much worse situation, with some areas requiring reseeding. Due to the amount of football played on the ground, this may not be possible until next spring.

In the meantime, we are continuing to monitor the Recreation Ground on a regular basis and are keeping in contact with club managers and secretaries. We are also speaking with other football grounds to see how they are managing the current conditions.

We are, of course, keen to get football back on the Recreation Ground as soon as it is safe and practical to do so. However, we need to ensure that when we do reopen the pitches, the surface is in a condition that is safe for players and sustainable for the remainder of the season.

I hope this helps to clarify the current position. We will continue to monitor the situation closely and keep the clubs informed as things develop.

Regards

Kevin Sage

Facilities Manager, Hellesdon Parish Council

Report for : Playing Fields, Allotments and Amenities Committee

Date: 10 September 2026

Item Title: 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.

Background and Purpose

The acoustic fencing around the skatepark was identified as requiring maintenance within the 26/27 committee budget. However, since the assessment was made the repairs have become more pressing, and a quote was been obtained from a reputable supplier. Further quotes are in the process of being obtained. The Facilities Manager will report further at the meeting.

Conclusion

The work is not optional and will be required to be undertaken before the worst of the winter weather sets in. The specification for the works have been produced by the Council in order to be able to resolve the issues.

Financial Considerations

There is sufficient monies with the 26/27 budget under cost code 321 fencing repairs to undertake the work. However, further delay in the works may lead to an increase in prices as well as increase lead times for the work.

Recommendations

It is recommended that the Committee requests that the Clerk obtains two further quotes and delegate the decision to appoint a contractor in consultation with the Facilities Manager. This recommendation does fall within Financial Regulations. If the total value of the quote is over £5,000 (ex VAT) then Financial Regulations dictate that the decision must be resolved by Full Council.

Clerk

4 September 2026

Report for : Playing Fields, Allotments and Amenities Committee

Date: 10 September 2026

Item Title: To consider reinstating position of Tree Warden in line with The Tree Council scheme.

Background and Purpose

The Council has been approached by a resident who is interested in acting in the voluntary role as Parish Tree Warden. The Tree Warden Scheme is now managed through a network organised by The Tree Council. Parish Councils are asked to endorse the role of Parish Tree Warden.

A Tree Warden is a volunteer who acts as a local champion for trees, helping to protect, monitor, and promote trees and woodlands within their community. The Tree Council describes Tree Wardens as people who "look after and stand up for the trees in their patch."

A Tree Warden can be particularly useful for the Parish Council by:

- Monitoring parish owned trees and woodland areas.
- Identifying opportunities for grants and planting schemes.
- Helping deliver community orchard or hedgerow projects.
- Reporting concerns about protected trees or development impacts.
- Supporting biodiversity and climate initiatives.
- Advising the Council on local tree related issues.

Conclusion

The Parish Council does not have a large number of trees across its own parks and open spaces, and most larger and older trees are situated on Highways land owned by Norfolk County Council. The Parish Council did have a tree warden when the scheme was organised by Broadland District Council. When the networked switched to The Tree Council some volunteers withdrew. It would be useful for the Council to reinstate the role. The PFA&A committee are responsible for trees on Parish Council land.

Financial Considerations

The are no financial costs to the Parish Council for endorsing the role of Tree Warden.

Recommendations

The Committee should support the endorsement of a Parish Tree Warden and encourage the warden to provide reports to the Committee via the Clerk.

Clerk

4 September 2026