

**Minutes of the Meeting of the  
Playing Fields, Allotments and Amenities Committee  
held on Thursday 19<sup>th</sup> October 2023 - 7pm at Diamond Jubilee Lodge**

**Present:** Cllr D. Maidstone (Chairman)  
Cllr G. Diffey  
Cllr D. Fahy  
Cllr S. Gurney

**Also in Attendance:**  
Mrs F LeBon (Clerk) and 3 members of the public

The Chairman welcomed all to the meeting

**1. Apologies and acceptance for absence**

There were no apologies received.

**2. Declarations of Interest and Dispensations**

Cllr Gurney declared a non-pecuniary interest in the community apiary.

**3. Approval of the Minutes from 6<sup>th</sup> July 2023**

The draft Minutes had been circulated from the meeting of 6<sup>th</sup> July 2023. These were **AGREED** after a proposal from Cllr Fahy and a second from Cllr Gurney.

**4. Public Participation**

The Parish Council were thanked for their interaction with the police after reports of crime on the allotment site.

It was clarified that the subject of item 5b was a community hub rather than a storage unit.

A query was raised about the progress of plot 19. It was advised that this would be discussed under agenda item 5c.

A query was raised about a reduction in the water bill allocated to the allotment holders due to a water leak. Further information on the history of the matter is to be forwarded to the Clerk for further investigation.

A query was raised regarding the legal requirement for times to publish committee meetings on the website. The clerk responded that there was no legal requirement.

A query was raised about contents of an email sent between the Chairman of the committee and the bowls club on 4<sup>th</sup> August, not being an agenda item. The Chairman responded that the fees for the bowls club for 2024 was an agenda item, and other matters would require a deferment to allow for more work. The Clerk is to check that the rear community centre doors are being left open when the bowls club are in session to allow for easier access to the toilets.

**5. Allotments**

**a. To Consider Donation Towards CCTV at Allotment Site**

Discussions occurred about the level of CCTV required and GDPR implications.

The requirements were confirmed by HAHA and it was **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Diffey that the Parish Council should make a donation of £100 to HAHA, to be taken from the Best Kept Allotment competition budget, for a camera based upon the specification which was provided by HAHA during the meeting.

**b. To Consider Plans for Storage Building on Allotment Site**

As detailed in public participation, this was corrected to a community hub as opposed to a storage building.

Further information about the project had been sent from HAHA to the Parish Council for consideration. Cllr Gurney offered the use of a second hand 10’x8’ timber temporary structure as a short term solution, to be placed on the existing concrete pad on the allotment site, which would enable time for HAHA to develop a longer term solution in detail

**c. To Receive Report on Community Allotment Plot.**

It was reported that the Hellesdon Parish Council team were presently short staffed and so no further progress had been made on the community allotment plot, as was detailed in the diagram provided by a member of the public. It was also noted that an allotment plot of this design would require budgeting for.

After further discussion it was established that all that would be required would be an allotment plot divided into four to allow those with more limited time available to have an allotment, as opposed to a full community allotment. The Clerk is to work up a price for letting and liaise with the facilities manager about design.

**6. Parks**

**a. To Consider Fencing Quotes for the Recreation Ground**

Following some urgent replacement of some V-Mesh fencing in 2022, there is still approximately 40m section which requires infilling which has been budgeted for in the 2023/2024 budget. Three contractors were invited to provide quotes. With all three contractors being reputable it was **AGREED** to award the contract on the lowest cost, being £3,373.40 (supplier 2 on the report provided to members).

**b. To Consider Extending Dog Control Signage to Other Parks**

A report was provided on the unenforceable nature of the signage requesting that all dogs be kept on leads. Signage has been placed on the Recreation Ground reminding dog owners of their responsibilities under existing legislation and Broadland Council’s Public Spaces Protection Order. It was **AGREED** that the following be purchased:

2no. fence mounted signs for Mountfield Park (one for each entrance)

2no. fence mounted signs for Cottinghams Park (one for the end of the trod and one for the end of the allotments).

1no. fence mounted sign for Meadow Way (for installation at the entrance).

**c. To Consider Replacement Trees for Mountfield Park**

Two trees were previously authorised for removal at Mountfield Park. In line with the Parish Council’s policy on tree removal, two new trees should be planted. Discussions had been had with a local supplier about the purchase of semi mature trees. Merits of a paulownia tomentosa were discussed and it was **AGREED** to purchase 2 of these trees in a 12 litre pot from the RHS plant shop at a cost of £99.99 each. These will be planted in an appropriate location in Mountfield Park in consultation with the Facilities Manager and planting will be delayed until the spring time to avoid the harsh winter.

**7. Fees**

**a) To Agree Bowling Green Fees for 2024**

After review of the report circulated, it was **AGREED** after a proposal from Cllr Diffey and a second from Cllr Fahy that the Bowling Green fees for 2024 should be £1,900 per annum.

**b) To Agree the Committee Budget for 2024/2025**

The following was agreed:

**Bowling Green**

| <b>Item</b>                   | <b>Cost</b>     |
|-------------------------------|-----------------|
| 5 Ton top dressing            | £855            |
| 20kg grass seed               | £179.71         |
| 50 kg s/s fertiliser          | £68.64          |
| 50kg a/w fertiliser           | £102.85         |
| 6l instrata fungicide         | £566.31         |
| 60kg wetting agent (granular) | £393.12         |
| 160kg lawn sand               | £200.72         |
| 10l liquid seaweed            | £78.17          |
| Wood for Gullies              | £200.00         |
| <b>TOTAL</b>                  | <b>£2644.52</b> |

**Allotments**

| <b>Item</b>                                 | <b>Budget</b>   |
|---|-----------------|
| 30l Glyphosate week killer                  | £303.48         |
| 150g Chikara residual herbicide             | £366.14         |
| 25l shed preservative                       | £68.00          |
| Materials for Community Allotment (plot 19) | £500.00         |
| Land owner rent                             | £1550.00        |
| Water (recharged)                           | £0              |
| Pest Control (recharged)                    | £0              |
| Signage                                     | £150.00         |
| Street Light Hammerhead                     | £300.00         |
| Apiary                                      | £150.00         |
| Allotment Contingency                       | £612.38         |
| <b>TOTAL</b>                                | <b>£4000.00</b> |

**Bus Shelters**

| <b>Item</b>                                  | <b>Budget</b>   |
|--|-----------------|
| Cleaning Chemicals                           | £95.76          |
| Repairs                                      | £500.00         |
| New Shelters (agreed for parish partnership) | £5427.00        |
| <b>TOTAL</b>                                 | <b>£6022.76</b> |

**Conservation Areas**

| <b>Item</b>                    | <b>Budget</b>   |
|--------------------------------|-----------------|
| Wild flower mix                | £700.00         |
| Bulbs                          | £250.00         |
| Hire of Turf cutting machinery | £400.00         |
| Hire of Grass Collector        | £350.00         |
| <b>TOTAL</b>                   | <b>£1700.00</b> |

### Hard Courts

Discussions occurred as to the need for a sinking fund to replace the hard court surfacing in due course. The original sinking fund had been utilised by other projects, and now only stands at £16,500. It may be possible to move some money from general reserves to the sinking fund.

| Item   | Budget            |
|--|-------------------|
| Biocide for cleaning                                       | £365.00           |
| Materials for in house repairs                             | £500.00           |
| Repairs required to wooded boards (raised in RoSPA report) | £400.00           |
| In house markings  | £275.00           |
| Hard surface sinking fund                                  | £10,000.00        |
| Flood Light Maintenance and Repair                         | £1,000.00         |
| <b>TOTAL</b>   | <b>£12,540.00</b> |

It was agreed to speak with National Tennis to find out about usage.

### Playgrounds

| Item   | Budget           |
|--|------------------|
| Independent Annual Inspection                  | £250.00          |
| Play equipment repairs (in house)              | £1,000.00        |
| Contingency repairs by contractors             | £1,500.00        |
| Fencing at Recreation Ground - Rolling project | £5,000.00        |
| <b>TOTAL</b>                                   | <b>£7,750.00</b> |

### Playing Fields – Materials

| Item                                       | Budget          |
|--|-----------------|
| 20 x 20kg of summer fertiliser             | £591.20         |
| 20 x 20kg of winter fertiliser             | £544.20         |
| 10 x 20kg grass seed (Cottinghams Park)    | £284.90         |
| 3 x 25kg garden s/s fertiliser (gardens)   | £106.14         |
| 20 12.5l line marking paint                | £663.20         |
| 4 x Steel nozzles for line marking sprayer | £60.00          |
| <b>TOTAL</b>                               | <b>£2249.64</b> |

### Sports Equipment Renewal

| Item                          | Budget         |
|-------------------------------|----------------|
| 1 set of senior football nets | £245.00        |
| 1 set of tennis nets          | £180.00        |
| 2 sets of netball nets        | £52.00         |
| 2 sets of corner flags        | £48.00         |
| <b>TOTAL</b>                  | <b>£525.00</b> |

### Street Furniture

There are some areas of Hellesdon where the bins/dogs bins are regularly overflowing.

These include:

Bins: Middletons Lane by The Bull, Middletons Lane by the Premier Store

Dog Bins: Mountfield Park, Meadow Way

It is therefore recommended that larger bins are purchased for this area. There are often complaints of litter around the shops on Reepham Road (close to the doctors surgery). The Parish Council may consider the installation of a litter bin in the vicinity.

| Item                         | Budget           |
|------------------------------|------------------|
| 3no. 110l litter bins        | £1,500           |
| 2no 60l dog bins             | £700             |
| Repairs to seating/ bins etc | £1,200           |
| Emptying Bins                | £3,668           |
| <b>TOTAL</b>                 | <b>£7,068.00</b> |

It was queried whether the bin on the Meadow Way pathway is in the best place, or whether it should be inside the park.

#### Other Materials – used over the entire parish

| Item                            | Budget          |
|---------------------------------|-----------------|
| 10l wetting agents              | £232.53         |
| 10l Glyphosate                  | £101.16         |
| 5l selective herbicide          | £106.06         |
| 150g Chikara residual herbicide | £266.14         |
| Cleaning materials              | £450.00         |
| <b>TOTAL</b>                    | <b>£1155.89</b> |

#### Memorial Garden and Church

| Item                                       | Budget         |
|--|----------------|
| War Memorial Clean & repair                | £350.00        |
| Compost and renewal of roses (if required) | £400.00        |
| <b>TOTAL</b>                               | <b>£750.00</b> |

#### Notice Boards

| Item                                   | Budget         |
|--|----------------|
| Clean and repair existing noticeboards | £150.00        |
| <b>TOTAL</b>                           | <b>£150.00</b> |

#### Skip Hire

| Item         | Budget           |
|--------------|------------------|
| 7 skips      | £2,730.00        |
| <b>TOTAL</b> | <b>£2,730.00</b> |

The Clerk is to find out if there is any merit to composting on the site of the grounds compound, to reduce the number of skips used.

#### Trees and Shrubs

| Item                                  | Budget            |
|---------------------------------------|-------------------|
| Shrub, tree and bedding plant renewal | £500.00           |
| Tree inspection & Maintenance         | £8,067.00         |
| Emergency Works                       | £1,668            |
| <b>TOTAL</b>                          | <b>£10,235.00</b> |

It was noted that machinery and vehicles should be allocated to this committee in the future. It was **AGREED** that these budgetary items should be accepted and recommended to the PP&R committee after a proposal from Cllr Fahy and a second from Cllr Diffey.

**8. Items for the Next Agenda**

Bowls Club – Cllr Maidstone to detail the item.  
Allotment Structure – Feedback from Cllr Gurney.

It was **AGREED** to suspend Standing Orders to allow the public to make any final comments  
It was clarified that the proposed allotment building would be a temporary structure.

The Meeting was brought back into session

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

Not decided.

**MEETING CLOSED AT 9.10pm**

DRAFT