

HELLESDON PARISH COUNCIL

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Minutes of the meeting of the Playing Fields, Amenities & Allotments Committee held
on Tuesday 16th August 2016 at 7.15pm in Diamond Jubilee Lodge, Hellesdon

PRESENT

Mr D King - Chairman

Mrs D Attenborough Mr D Ghimire Mr D Jones-Blackett
Mr J Knowles Mrs S Gurney
Mrs Kate Leggett (taking minutes)

IN ATTENDANCE

Members of the public

Cllr King opened the meeting welcomed those present and invited nominations for Chairman.

1. Absence and Apologies for absence

None received

2. Declarations of Interests and Dispensations

a) Cllr Gurney declared an interest in item 5.3 due to the fact that she lives on Cottinghams Drive.
Dispensations. None Received

Minutes of the meeting held on the 23rd May 2016 were agreed and signed by the Chair.

3. To consider and agree Scheme of Delegation Committee Terms of Reference for recommendation to full Council

4. Public Participation (as permitted by Standing orders 3d and 5kxiii)

Due to the large amount of public attending the meeting Cllr King chose to extend the public speaking time as necessary to allow everyone to have their say.

5. General Matters

There had been a number of correspondence received from the allotment holders regarding the use of a post that had been erected to limit access to the plots. There was a general concern that the procedure for accessing the key for the said post had been changed suddenly and it was causing problems for allotment holders.

Mr Mark Vincent of St Paul's Close voiced allotment holders concerns that they had been told by the Clerk that the PC office needed 48 hours notice to send a groundsman to unlock the post and wait so it could be relocked. It was generally seen that this was unreasonable. The 48 hour rule also meant that there was no access available at the weekend as Grounds staff were not on duty.

There was also concern expressed as to emergency vehicle access down the track. Mr Vincent commented that he had been told by the Clerk that emergency crews had keys to access the site. He also brought the councils attention the rules and regulations of the Allotment holders that states that they are allowed access to their individual plots for removal of rubbish and deliveries etc.

Much discussion took place.

Cllr King explained that it was his understanding that due to continued prohibited parking down the track that the decision to erect a post had been made and that the allotment holders had agreed to this action at the meeting on the 21st April 2016 and that they were happy to have access to a key when requested. However he was unaware of the 48 hour policy that had been instigated by the Clerk.

Ruth Tate also expressed concern that a letter had appeared the day after she had requested the post be lowered stating that they were only to allow access for deliveries of sheds and manure etc. She said that this had caused problems due to the fact that the track is 400m long and she works one of the plots at the furthest end and it was a lot of heavy lifting and carrying. She stated that it had impacted on the use of the plots.

Cllr Gurney addressed the meeting stating the Clerk was not present and therefore was unable to be questioned about the decision. However it was agreed that a compromise could be reached that all would be happy with. Cllr Gurney and Cllr King had been in discussion and made the suggestion that a combination lock be placed on the post and allotment holders could phone the office for the number. The combination of the lock would be reset regularly to retain security of the site and there would be a list of plot holders in the office so any staff could insure that it is an allotment holder that is making the code request. Further concern was expressed about emergency access to the track and it was thought that all such emergency vehicles have bolt cutters. Cllr Gurney said that she would make investigations to ensure that this is correct.

Roger Claxton stated that he was not happy about the decision to implement a new lock and suggested that the post be left locked during the week but remain unlocked at the weekend. It was generally thought by all present that this was not a suitable action due to people wanting to access their plots during the week.

Shirley King made the suggestion that the lock code be placed in the toilet block that only allotment holders have access to.

It was generally agreed that a new combination lock was the way forward and this will be implemented upon Kevin Sage's return to work with the view to getting it actioned by the 1st October.

Proposed by Cllr King, Implementation of the coded lock system when the grounds staff have returned to work.

Seconded by Cllr Attenborough, all agreed.

Cllr Knowles then apologised to the public for how the situation was handled by the staff and Cllr Gurney apologised for any inconvenience caused.

Cllr King will notify Rosemary Marshall and a letter will go to every allotment holder stating the new procedure which will be included in their renewal pack.

Cllr King would like to be consulted before any changes in procedures in the future.

All public attendees left the meeting at this point.

Meeting was suspended at 20.12 for a short comfort break.

Meeting resumed at 20.22.

At this point Cllr Knowles wanted it minuted that he had sent an apology to the Clerk regarding the most recent ALG meeting but it was noted in their minutes that he had not attended and had sent no apologies.

5.2 Mountfield Park

Cllr King took the committee through the discussions he had had with the solicitor and Broadland DC regarding Mountfield Park. This project could have been completed in 2014 and we have had a series of delays. The decision to release the appropriate funds for the transfer of deeds is to be presented to full Council at the meeting on the 6th September but that the final implementation of the paperwork be completed at the discretion of the PFA committee due to wanting to speak to the Ground staff before taking over control of the Park. The general management of the Park needs to be discussed with Kevin Sage. There was a general concern to ensure that we are in a position to maintain the park before we take ownership from BDC. Cllr King was of the understanding that once the paperwork for deed of

transfer was made with the solicitor that it would be completed within about three weeks and then HPC would be responsible for upkeep.

Cllr Knowles wanted to make sure that a staff costing exercise was completed for Mountfield to make sure that we are aware of the costs involved.

It was thought that it would be nice to leave one area of the Park as a nature area with insect pods and bird boxes and the rest of the Park to be left as informal grass land for public use. It was not thought that play equipment was necessary due to other parish parks having equipment.

Cllr King gave details from Bob Fell at BDC regarding a sum of money that had been set aside for the maintenance of the Park and although the exact figure hasn't been given to us it was thought to be in the region of 25-30K. Cllr King is keen to show the public that we are moving forward with promised projects and although we may have to delay slightly due to staff issues at the moment, that when they are resolved we move this matter forward to completion. Cllr King stated that we have the funds to sub-contact the maintenance of the park if staffing continues to be an issue.

It was resolved to take the matter to the full council meeting in October with a proposal of adopting Mountfield and release the appropriate fees for the deed of transfer. Reference to standing orders are to be made for the signing of the deed of transfer.

Proposed by Cllr King, seconded by Cllr Attenborough, all agreed, with everyone in agreement that authority to oversee this transfer be placed with Cllr King.

5.3 Suggested design for gates at Cottinghams Park

Cllr King talked the committee through the details of the proposed gates. An appeal was rejected for the new design of gates and it was agreed by those present to go with the original design to avoid any unnecessary delay caused by a new planning application.

Proposed by Cllr King to take matter to full council meeting in September for the release of funds for project. Seconded by Cllr Attenborough, all agreed.

End of public participation.

6. Exchange of information

No exchange of information.

7. Date, time and venue of next meeting

As agreed the next meeting would be held in
**The Council Chamber, Diamond Jubilee Lodge on Tuesday 15th
November 2016 at 7pm**

The meeting closed at 8.35pm.

Item 5.4 to be discussed under exclusion of the press and public.

5.4 Three designs and costing for the new children's play area at length. It was agree to take amended designs back to relevant organisations.

Proposed by Cllr King, seconded Cllr Ghimire, all agreed.