

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

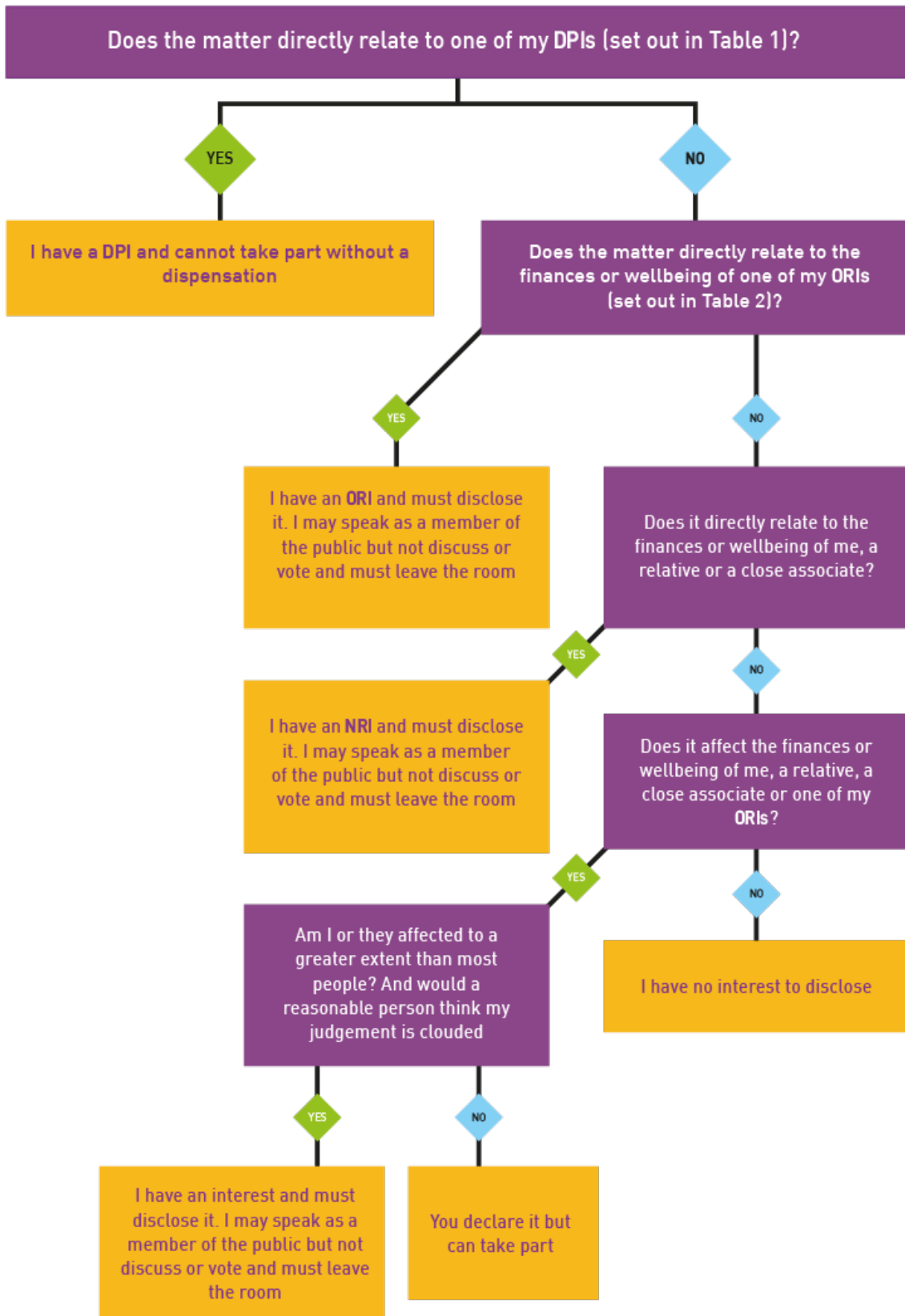


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**Minutes of the Meeting of the
Playing Fields, Allotments and Amenities Committee
held on Thursday 6th July 2023 - 7pm at Diamond Jubilee Lodge**

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

Also in Attendance:
Mrs F LeBon (Clerk), Mr K Sage (Facilities Manager) and 3 members of the public

The Chairman welcomed all to the meeting

1. Apologies and acceptance for absence

Apologies were received from Cllr G. Diffey.

2. Declarations of Interest and Dispensations

None declared.

3. Approval of the Minutes from 4th April 2023

The draft Minutes had been circulated from the meeting of 4th April 2023. These were **AGREED**.

4. Public Participation

A member of the public asked if the council were aware of the issues he had raised about the muntjac deer in the allotment site. It was noted that the council were. He further advised that he had received a copy of the risk assessment and was satisfied. A further member of the public gave advice on how to deter deer from individual plots.

A member of the public asked about progress of sub dividing plot 19. The Facilities Manager advised that he will be measuring up the plot shortly.

A member of the public asked if any chippings/timber from tree removal at Mountfield Park can be taken up to the allotment site. This can be accommodated if the Parish Council team are able to get them loaded onto the trailer.

It was requested that additional costs for allotment plots, such as administration fees and damage deposits be added to the Parish Council's website.

A member of the public gave an overview of the membership of the bowls club and the facilities provided for the amount the club pays.

5. Allotments

a. To Consider Alternative for Securing Allotment Site.

It was reported that the padlock to the allotment site had failed. To replace the lock and have new keys cut for every allotment holder and staff would be a costly exercise.

A good quality combination lock has been installed to secure the site, and this has been generally well received. The benefit to this system is if the lock fails again then it can be changed quickly and easily and the same combination can be retained. Or if the combination has to be changed for security reasons, the new code can be distributed by email. For those not on email, a letter can be sent out. AC Leigh had been consulted and had provided a specification for an electric system with SALTO smart cards, but this would be costly to set up and would not alleviate any of the problems that would be encountered with a padlock and key system.

It was **AGREED** that the combination lock should be retained to secure the allotment site. In addition to this, a second lock should be purchased which will allow for the lock to be changed quickly in the event of failure.

b. To Receive Update Report on Planning Application for Parking at Allotment Extension

In November 2022, upon the advice of Broadland Council’s planning department, the Parish Council submitted a planning application to convert an unused allotment in the allotment extension area to a car park to be used primarily by those with limited mobility, as it is quite a distance from the main car park to the allotment extension. The car park will be constructed of rubber matting so it can be removed and converted back to an allotment at any time.

On 2nd June, Broadland Council advised that they had sought legal advice and advised that Planning Permission could not be granted as permission needed to be sought from the Secretary of State for disposal of an allotment, quoting s8 of the allotment act 1925. After seeking advice, the Parish Council has queried that this is permitted development citing The Town and Country Planning (General Permitted Development) Order 1995 Part 12 and also the Small Holdings and Allotments Act 1908 s26. The matter of disability compliance was also discussed.

It was **AGREED** that a letter of complaint should be sent to the Managing Director at Broadland Council about the way this planning application has been handled, copying in all the Hellesdon District Councillors.

6. Parks

a. To Consider Request for Seating at Cottinghams Park

Correspondence had been received from a parishioner about the lack of seating at Cottinghams Park. Some options had been provided to committee members on Enviropol seats and benches. It was **AGREED** that two seats would be appropriate to the north of the site. Discussions occurred as to the material of the seats, with the desire to make the seating as vandal resistant as possible.

It was **AGREED** that the Clerk and Facilities Manager should work with a £2,000 budget (from the HEL2 reserves) and source two appropriate seats and fixings. The options are to be sent to the committee for consideration.

b. To Receive Quotes for Tree Removal at Mountfield Park.

Further to the agreement at the last meeting to remove two problematic trees at Mountfield Park, quotes had been received for the works. It was **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Fahy to proceed with the works for a cost of £2,300 (budget 4455 – tree works and inspections). It was noted that a semi mature tree should be planted in an appropriate place on Mountfield Park to replace these trees, but this can be done in the autumn to increase the chance of survival. Cllr Fahy suggested a Paloma Princess tree, due to its rapid growth and attractive flowers.

c. To Receive RoSPA reports for Play Equipment

The annual RoSPA reports for the play areas had been circulated. There were no matters of concern to be reported. Cable ties are to be installed in areas to deter birds from settling on the equipment and therefore reducing bird strikes where children are likely to play.

The Facilities Manager reported that the cracks in the concrete at the skate park can be repaired in house so the cost of repair would be just that of the materials.

Discussions occurred as to the replacement of the timber sleepers in the entrance to the ball games area and whether the Parish Council is resourced to replace these or whether the works should be contracted out. The Facilities Manager advised that these should be able to be done in house in the autumn, but if there are any concerns over resource at this time, the matter should be brought back to the committee.

7. Fees

a) To Review Allotment Fees for 2024

Under the allotment rules, the Parish Council is required to give 12 months notice of a rental change. As result, any change in rental upon tenancy renewal in October 2024 would need to be communicated by 30th September 2023. Each allotment holder is charged a tenancy amount and then an amount for pest control and water (the latter two items are equal to the amount that the Parish Council is charged). Upon taking up an allotment, an initial administration fee of £15 is charged, as is a £30 refundable damage deposit, which is returned upon termination of the tenancy, should the plot be returned in the condition as it was let.

Discussions occurred as to the level of damage deposit and whether it was an incentive to clear plots prior to vacating. The following was **AGREED**:

- i) That the administration fee be scrapped.
- ii) That the damage deposit be scrapped and all deposits held refunded to allotment holders. The Parish Council would still retain the right to claim back the cost, should one arise, of clearing a plot on vacation of the tenant.
- iii) That the allotment fee from October 2024 should be £48 per annum and 12 months notice of this increase be given to allotment holders.

b) To Review Football Pitch Fees for the 2023/2024 Season

The following prices were **AGREED** for the 2023/2024 season (VAT inclusive):

- | | | |
|------|------------------------|--------|
| i) | Adult pitch per match | £70 |
| ii) | Junior pitch per match | £45 |
| iii) | Training per hour | £11.45 |
| iv) | Changing Rooms | £11.45 |

c) To Review Hard Court Fees (netball)

It was **AGREED** to charge the following from the 2024 netball season (VAT inclusive):

- | | | |
|-----|------------------------|-------|
| i) | Netball court per hour | £8.50 |
| ii) | Floodlights | £3.25 |

d) To Agree Bowling Green Fees for 2024

Discussions occurred as to the cost of maintaining the bowling green versus the income generated and there being a shortfall. It was **AGREED** that the Clerk and Facilities Manager should further investigate the maintenance costs of the bowling green and present a figure to the next committee meeting (to be arranged nearer the end of September). This will allow the Bowls Club to discuss this at their AGM in October. Cllr Maidstone will also meet with representatives of the Bowls Club in the meantime.

8. Items for the Next Agenda

Fees for the Bowling Green for 2024

Budget setting

Replacement Tree for Mountfield Park.

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

To be arranged at the end of September.

MEETING CLOSED AT 9.10pm

DRAFT

Meeting of the Playing Fields, Allotments and Amenities Committee

Thursday 19th October

Item 5 – Allotments

Item 5a – To Consider Donation Towards CCTV at Allotment Site

A donation of £150 has been requested for a camera at the allotment site.

There is currently £100 in the budget for the best kept allotment competition, which has not run in recent times and is unlikely to run this year. The remaining £50 could be taken from the allotment materials budget, which currently stands at £430

Whilst the donation of £150 is a relatively simple proposal, the Parish Council should consider evidence of the following prior to committing to CCTV on the allotment site.

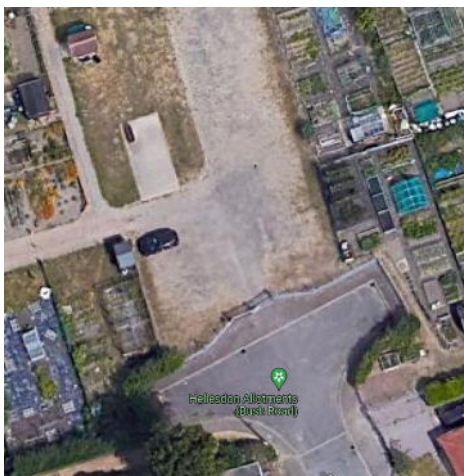
- 1) Has there been a consultation to ensure all allotment holders are happy with the proposal. Whilst CCTV is a significant deterrent to crime, it may not sit well with all allotment holders having their images captured.
- 2) Has the appropriate signage been budgeted for, stating use of CCTV and who to contact?
- 3) Are the images being stored or is this purely live stream.
- 4) Who will be the data controller for the images and how can they be contacted in the event of a Subject Access Request?

Item b) To Consider Plans for Storage Building on Allotment Site

A request has been made for the installation of a building structure on the allotment site. The purpose of this structure would be for:

- 1) Secure storage
- 2) Communal Meeting Place

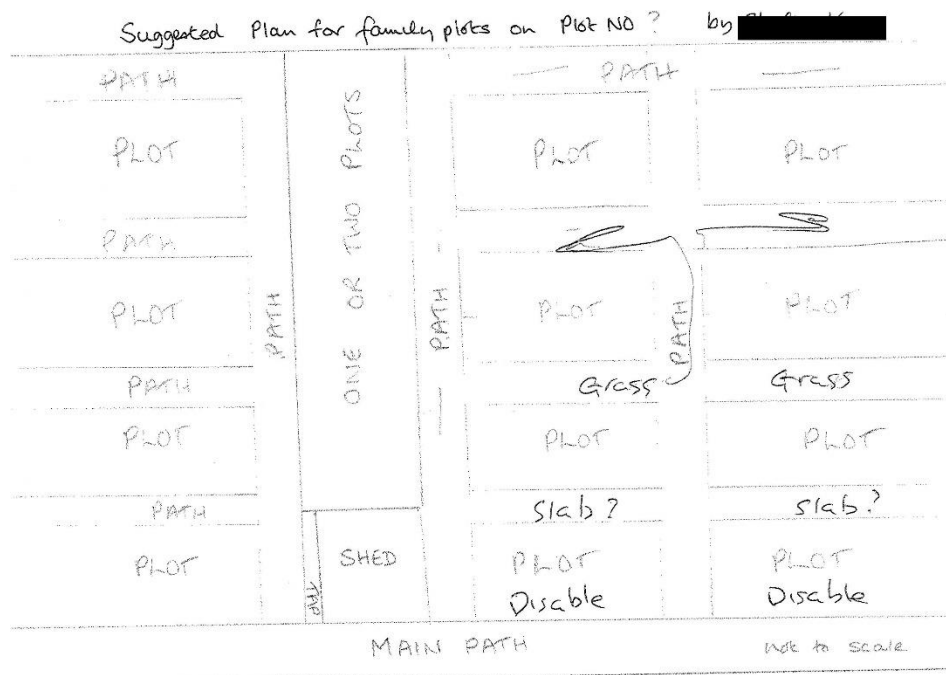
The type of structure being considered is similar to a mobile building and is proposed to be located on the existing concrete pad.



An enquiry will need to be made of the planning department at Broadland Council to see if this can be done under permitted development (as ancillary to the purpose of an allotment site). To do this, Broadland Council will need to know further details of the structure, such as the dimensions and elevations. We will also need to know whether it will need to be connected to our electric supply and if our current load will facilitate this.

Item c) To Receive Report on Community Allotment (Plot 19)

The Parish Council has agreed that plot 19 should be a community plot. After consultation with a local resident, the following division of the plot has been suggested



The plot would be partitioned into 14 small plots, two of which would be raised to allow for better wheelchair access. If 14 plots can be achieved, then it is recommended that a rental of £10 per year be requested. Whilst this is proportionally greater than one large plot, the cost of administering the area for more people is greater (eg: invoicing).

The Parish Council is critically short of caretaking staff and present and this is having to be covered by grounds staff. Once resource is available, the project will have to be correctly measured and priced.

Meeting of the Playing Fields, Allotments and Amenities Committee

Thursday 19th October

Item 6 - Parks

a) To Consider Fencing Quotes for the Recreation Ground

Subject: Fence Renewal – Hellesdon Recreation Ground

Author: Louise Pointin

Date: 19th October 2023

Following some urgent replacement of some V-Mesh fencing in 2022, there is still an approximately a 40 metre section which requires infilling from the 2023 / 2024 budget.

Three contractors were invited to provide quotes to replace a section of chain link fencing with V-Mesh fencing on the Recreation Ground as part of the rolling renewal budget.



Supplier / Quote 1

Removal and disposal of existing fencing (timber and chain-link), trees and greenery, the supply and installation of:

40mtrs of 2000 high V-mesh fencing, Galvanised and powder coated Green, panels are fixed to 60x60mm dig-in type posts @ 3.03mtr centres with security clips, posts will be dig in.

Total £6250.00

Supplier / Quote 2

Supply & install temporary Heras fencing to form working compound for works duration and remove upon completion.

39.7 metres: Take down existing chain link fencing, timber fencing & foliage, excavating 2no Elder trees and dispose of. Supply & erect 2.0m high Green RAL6005 weld mesh fencing comprising of 5.0mm diameter wires forming a 200x50mm mesh 2.5m wide panel, with a "V" pressed near top, middle and bottom of each panel, clamped with clips and anti-tamper bolts to the face of 60x60mm SHS posts, concreted in ground at 2.52m centres max.

Total £ 3,373.40

Supplier / Quote 3

Supply all materials to match existing, fencing 2m in height. 40m in length Install fencing, clear area of old hedging and removal of waste from site.

Total £4956.00

Recommendation

It is recommended that we engage the services of supplier 2 as they are able to provide the same solution for a substantially reduced cost.

b) To Consider Extending Dog Control Signage to Other Parks

Following on from an alleged incident involving two dogs at Mountfield Park, it is proposed that the new signage placed at the Recreation Ground be extended to Mountfield Park, Meadow Way and Cottinghams Park.

Existing signage requesting that dogs be kept on a lead is unenforceable by the Parish Council. The only way this can be enforced for a Public Spaces Protection Order (PSPO) to be issued. These are issued by the District Council and one is already in place on all public areas of land in Broadland for dog fouling. I am unaware of any PSPOs that are issued for specific areas of land in Broadland, and to do so would require extensive consultation, which may be met unfavourably with dog owners and result in conflict and tension.

Legislation relating to dogs is clear and that is that dogs must be under control. How a dog is controlled is the responsibility of the owner or person walking the dog. If a dog has excellent recall then they can be deemed as under control off the lead. Without recall skills, dogs should be on a lead to prove they are under control. It is very important that the onus is placed upon dog owners as to their responsibilities and this signage emphasises that.

Signage that would be required is:

2no. signs for Meadow Way (both post mounted £400 + VAT)

2no. signs for Mountfield Park (both fence mounted £140 + VAT)

4no. signs for Cottinghams Park (3no fence mounted, one post mounted £410 + VAT)

There is currently £1,508.45 in Earmarked Reserves for ownership signs. Or the Parish Council could consider budgeting for these in the 2024/2025 precept.

Item 6c) – To consider Replacement Tree(s) for Mountfield Park

Two Trees have been removed from Mountfield Park. The Parish Council's tree policy is to replace any trees removed.

It is recommended that semi mature trees should be planted. Mountfield Park has had numerous saplings and all have been vandalised. Semi Mature trees will allow for a better chance of survival.

The trees should not be replanted in the same vicinity as the original trees as they will eventually be problematic for the residents of Coronation Road. They should be placed in a more appropriate area of Mountfield Park where they can provide shade, yet still allowing for ample open space for play.

Options for local horticultural establishments have been requested, but it is expected to budget for approximately £1,000 for two semi mature trees.

The tree work and inspections budget currently has £5,383 remaining.

Meeting of the Playing Fields, Allotments and Amenities Committee

Thursday 19th October

Item 7 - Finance

a) To Agree Bowling Green Fees for 2024

At the previous meeting, it was agreed that the cost of maintaining the bowling green be established. The budget for 2024/2025 is proposed as:

Item	Cost
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
TOTAL	£2644.52

However, the green has done well this year, with only a very basic programme being applied. Therefore some of the budget for 2023/2024 can be earmarked for use in 2024/2025 rather than being moved to general reserves. With this in mind, the costs for the bowling green in the 2024 season should be covered within the initial proposed increase of 6%, to £1,900.

b) To Agree Committee Budget for 2024/2025

Allotments

The Grounds Team tries to cut at least once a month to keep the plot weeds down, and also spray the paths once a year with weed killers.

The new combination lock on the main gate is working well, and a spare one is in stock in case one is required

Money remains in the budget for the extra car parking area in the allotment extension and this can be actioned when resources permit:

Item	Budget
30l Glyphosate weed 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
TOTAL	£3387.62

Bowling Green

As above

Bus Shelters

Item	Budget
Cleaning Chemicals	£95.76
Repairs	£500.00
New Shelters (agreed for parish partnership)	£5427.00
TOTAL	£6022.76

Conservation Areas

We now have a plant called Yellow Rattle establishing itself on the Recreation Ground, this is a positive, parasitic plant, its roots penetrate the roots of surrounding grasses, drawing water and nutrients from them reducing their vigour and preventing them from competing with the wild flowers which we are trying to grow. Unfortunately the area at Mountfield Park is not as successful but with investigation, found out the best way to get this parasitic plant growing is using stratification, freezing the seed before sowing in February. The seed is reasonably cheap but will help with the growing of wild flowers.

A grass collector would need to be hired at the end of summer at £350 per week. The grounds team would like to start planting bulbs to give some spring colour, like Bluebell to establish in the conservation areas, Daffodils to the entrance of Mountfield Park.

There has also been a desire amongst councillors to add another wildflower area on highway land as a result of the success of the one on Woodview Road.

Item	Budget
Wild flower mix	£700.00
Bulbs	£250.00
Hire of Turf cutting machinery	£400.00
TOTAL	£1350.00

Hard Courts

Certain maintenance is required on a regular basis including cleaning and moss removal . One of the things that as been deteriorating over the years is the surface. Some of the cracks that have appeared are getting worse. This is mainly over winter due to water and frost opening these cracks up more. In the past we put aside a budget every year, this was due to the cost of resurfacing that was in the region of £65,000 back in the late 90s, but unfortunately this was taken and used on other projects . In house repair can only go so far, but a sinking fund is now required for a full resurface to project the longevity of the courts. There is presently only £16,500 in earmarked reserves for this project. It is recommended that that a further £10,000 is placed into this earmarked reserve each year. It may be that some of this could be moved from general reserves.

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
TOTAL	£12,540.00

Playgrounds

All play areas are visually inspected when they are opened. An annual independent inspection is part of the conditions of insurance.

Our grounds and caretaking team are competent in basic repairs, but a contingency figure is required in case of repairs requiring contractor intervention.

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
TOTAL	£7,750.00

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
TOTAL	£2249.64

There remains a problem with Chafer Grubs at Cottinghams Park and this will likely continue for the next few years. We can use Nematodes to control but to treat properly i.e the whole field, would cost £6500 just for the Nematodes and this requires a considerable amount of water for it to be effective – more than can be transported in the bowser owned by the Parish Council. There is a Chemical that is used in America but its not recognised in this country, so we cannot use.

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
TOTAL	£525.00

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
TOTAL	£7,068.00

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
TOTAL	£1155.89

Memorial Garden and Church

Item	Budget
War Memorial Clean & repair	£350.00
Compost and renewal of roses (if required)	£400.00
TOTAL	£750.00

Notice Boards

Item	Budget
Clean and repair existing noticeboards	£150.00
TOTAL	£150.00

Skip Hire

Item	Budget
7 skips	£2,730
TOTAL	£2,730.00

Trees and Shrubs

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