

**Minutes of the meeting of the
Playing fields, Allotments and Amenities Committee
held on Thursday 25th November 2021 at 7pm**

Meetings are being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

Present:

Cllr K Avenell Vice Chair of the Committee
Cllr S Gurney
Cllr L Douglass
Cllr U Franklin

Also in Attendance:

N Carver – Clerk

The Vice Chairman welcomed members of the committee.

1. Apologies and acceptance for absence

There were apologies received from Cllr King these were ACCEPTED.

2. Declarations of Interest and Dispensations

No further dispensations or declarations were made.

3. To Approve the Minutes of the Meeting 12th October 2021

The Minutes had been circulated from the meeting of 12th October 2021. It was
RESOLVED TO ADOPT THE MINUTES

4. Public Participation

No members of the public present.

5. Allotments

The chairman of HABA had consulted with the committee and had reviewed the plans for incinerators on the allotment for set days of use. HABA have requested a change of layout which would allow more smaller incinerators shared between 4 plots. This would ensure a shorter burning time. The Clerk had discussed this with the Head Groundsman prior to the committee meeting and was in favour of the revised plans. A discussion was had by the committee, it was decided that they would not accept the proposal of 14 bins situated on the plot as they feel it is not contained as directed. The Clerk to email HABA with a response.

6. Mountfield Park

- a) Broadland Tree Wardens have agreed to fund two established Oak trees to be planted at the entrance of Mountfield Park as part of the Queens Canopy for the Platinum, Jubilee this would include a plaque. The committee **NOTED** the above.
- b) Quotations along with pictures of the existing gates and entrance for Mountfield Park were circulated to the members present at the meeting. The Clerk asked for the committee to consider replacement entrance gates, these would be in keeping with those at the Community Centre and would enhance the entrance to the park. A discussion was had and it was felt by some of the committee that the current projects should be completed, it was agreed to defer the item for 6 Months.
- c) A proposal was put forward to place footway lighting along the main path of the park, the police had suggested that the lighting was reinstated as this would act as a deterrent. A discussion was had and the committee agreed that they would prefer to go forward with the solar lighting, however it was agreed to defer the item for 6 Months to be part of a whole project.

7. To Consider additional trees for the Parish from NCC

Cllr Gurney updated the council of verge planting following a meeting with the Highways Officer. It was noted that there was a number of trees in the verges that had been planted without permission and were now effecting utilities. Letters were being sent out for Norfolk County Council to ask for them to be removed. Norfolk County Council will be continuing with their proposal to plant a million trees across the County, and this can be applied for at a later date.

Cllr Gurney spoke with regards to both the High School and The Hospital Trust who have planned planting in place for the Parish. Cllr Gurney asked that the Clerk contact the Trust to ask if they would like to consider trees from the County Council.

It was discussed that the new Clerk would take this forward for the Council.

8. Exchange of Information

Cllr Gurney gave an update to the committee on Highways matters that were raised following a visit around Hellesdon with the Highways Officer.

Cllr Gurney gave an update on the apiary, whilst the bees are in hibernation a path will be put in after Christmas this will allow better access in the area, along with a water area and a planted bedded area for them to feed off.

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

Next meeting will be held in the New Year.

MEETING CLOSED AT 08:09pm

Item 5b

To Consider Parking Scheme for Allotment Extension Area

Correspondence has been received about allotment holders to the west of the site being some distance away from the designated car parking area.

No parking has been designated as part of the allotment extension. The distance from the main car park to the end of the allotment area is in excess of 300m



Planning permission would be required to add a parking area to the extension.

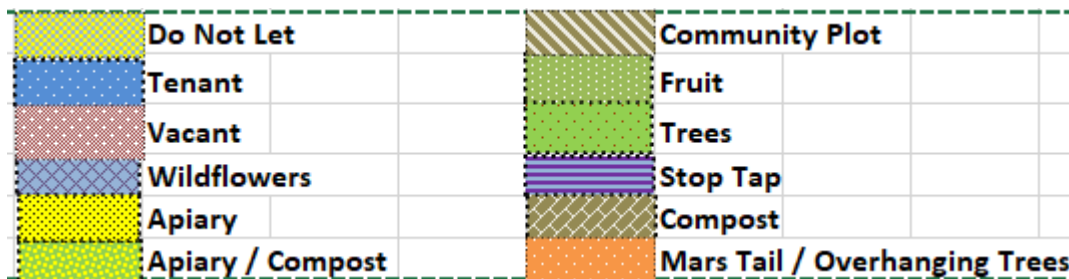
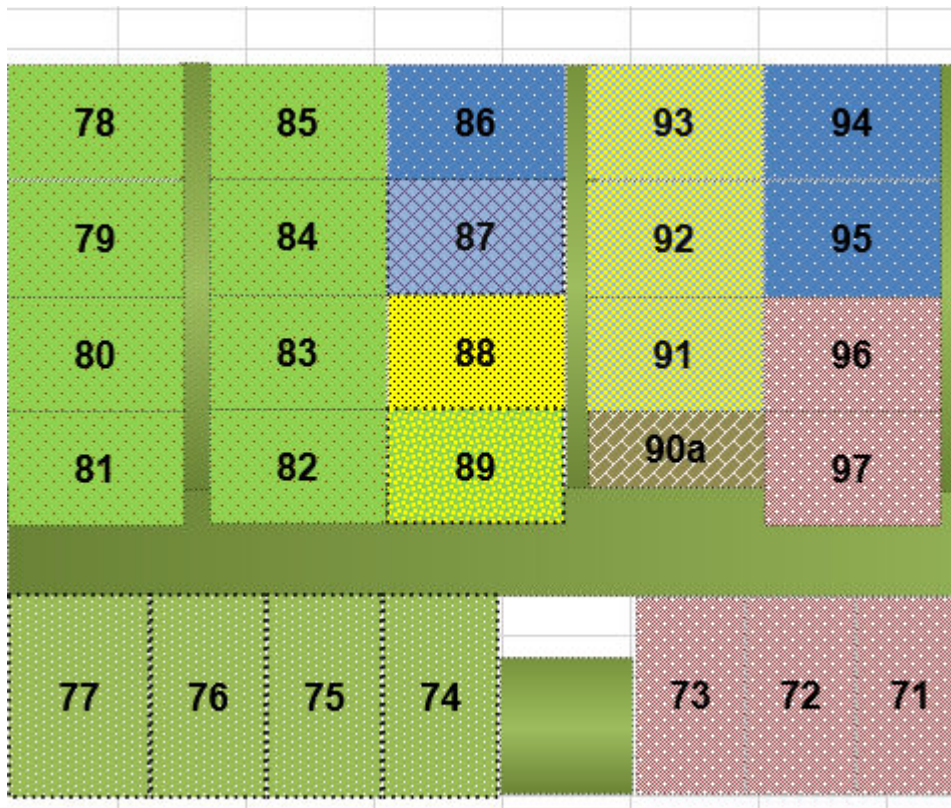
Would this committee like to engage in a process of obtaining quotes to install an additional car parking area? If so:

- For how many cars?
- What kind of construction? (similar to what we already have)?
- In what general location?

A risk assessment would have to be completed to mitigate the risks of the additional car movements along the main track.

Item 5c

To Consider not Letting Plots 91-93 Due to Proximity to Community Apiary



The National Allotment Society states that ‘Hives are best sited away from other plot holders, paths and public roads. The bees should be encouraged to fly over high hedges, fences or 2m screens around the hives, especially if their flight path crosses a footpath.’

Presently plots 91 and 92 are vacant, and plot 93 has just become vacant. There has been interest in plot 93, but the office has resisted letting this pending the decision of the committee. There remain 12 other vacant plots.

Would this committee be happy with plots 91-93 not being let due to their proximity to the apiary?

Item 5f

To Receive Report on Recent Breakage of Lock to Allotment Toilet Door and Consider Alternative Method of locking/unlocking building

The allotment toilet remains locked when not in use. Each allotment holder has a key, which is issued on commencement of their tenancy.

Over the weekend of 25/26th June, complaints were emailed to the parish office about the lock on the toilet door playing up. On Monday 27th June the lock finally broken, leaving the toilet unable to be accessed. A locksmith was called out, but unfortunately the lock was unable to be salvaged.

AC Leigh's we contacted to create a new lock to fit the existing keys, but this was not possible either.

A quote has been received from AC Leigh's for a new lock and 147 keys (so that allotment holders and staff can have a key. This has amounted to £581.37 + VAT (£27.18 for the lock and £554.19 for the keys).

The staff have discussed this and agreed that the following would be a more cost effective option:

- For a new lock to be fitted.
- For one key to be issued for the allotments and this should be kept in a coded key box attached to the exterior of the allotment toilet, close to the door.
- The grounds staff have devised a way that a chain can be attached to the key and the box, at a length to reach the lock, so that the key is not inadvertently taken away from the site.
- 5 extra keys will be available for the office / grounds staff.
- The code to the box will be issued to the allotment holders.
- In the unlikely case of vandalism, the code to the key box can be changed and communicated to all parties.
- If the lock needs changing again, we only need to change the key in the box and the keys the staff hold.

It is recommended that, rather than issuing keys to the toilet to all allotment holders, a key lock box be installed to safeguard the council from issuing multiple keys in the future.

Item 7 Tennis Courts

To Consider Offer of LTA Funding for a Digi-Lock Gate and National Tennis Management

Background

Hellesdon Parish Council has been approached by the Lawn Tennis Association (LTA) as part of their programme to get more participation in Park Tennis.

The Tennis Courts in Hellesdon are poorly utilised and generate minimal income for the council.

In the financial year 2021/2022 the income was £260.74. In the current year to date, the income is £131.23. This is purely for tennis and not for netball. (figures for netball and other hire for these respective years are an additional £386.52 and £221.60 respectively)

Having discussed the very basic upkeep of these courts with the Head Groundsman, the very basic upkeep of these courts is 9l of surface cleaner each year (£333 per annum) and, if necessary, and extra moss treatment (£85 per annum). Taking into account ad hoc repairs, and the time it takes to maintain the area and administer bookings, the area is running at a loss. It is accepted that there are none tangible benefits to this area, such as the social, physical and mental wellbeing of people using the facilities. However it is used by so few people, it would be hard to define the none tangible benefits as being commensurate with benefit.

Proposal from the LTA

The LTA is proposing to fund a 'digi-lock' gate for the tennis courts. This is an automated system that will allow a hirer to enter an individual code to open the gate for the allocated time slot. If the booking is an evening one, it will also be linked to the floodlights. Hirers gain the code by booking online via a specialised software. The ease of booking is likely to encourage more hirers (no need to book with the parish office, and no need to pay separately).

However, Hellesdon Parish Council would be expected to pay for the software. As the software links with the floodlights, the cost of this would be £700 per annum. We would have to increase our marketing of the courts to cover this amount. 120 court bookings would cover this amount, which is only 7.5 bookings per week over a 16 week summer period. We would also look to market to coaches as well as individuals, so it would not be insurmountable.

But there is also a problem with integrating the software into the existing Rialtas bookings software. And the office staff would have to manage both items of software.

There is likely to be an increase in hire, which would increase the profile of the parish council.

Proposal from National Tennis

National Tennis is a non-profit social enterprise which reinvests profits in to the development of tennis and management of courts within the UK. They are experts in providing organised tennis programmes, such as youth tennis, adult tennis, disability tennis, holiday camps, individual coaching

and local leagues. Whilst they are known as National Tennis and they operate nationally, their Head Office is in Norwich (and their senior lead lives in Taverham).

They are proposed to take on the management of our courts, at a minimum, of a cost neutral basis. This would include the cost of the booking software, maintenance and a sinking fund for larger works. They already do this for the courts in Norwich, and would suggest that we join in with this programme:

[Norwich Parks Tennis / Home](#)

These cover park tennis in Eaton, Heigham, Harford, Lakenham and Waterloo Park.

National Tennis, as a non-profit social enterprise would look to run the facility, in the worst case scenario to us, at a cost neutral basis. So all the income received from the bookings would go to National Tennis, until such point whereby they do run into profit and then the money could start to be returned. This would all be formalised by a license agreement.

On looking at the bookings diary for each of the existing courts they run, there is certainly no shortage of bookings, both individual booking and group sessions.

If the Hellesdon PC tennis courts were to achieve these levels of bookings, then the profile of the council would substantially increase. There would be more footfall and more people onsite seeing what else the PC has to offer (a newly refurbished community centre, a new café). Therefore any potential loss of tennis court income (which at present is negligible) is likely to be made up through other income streams. And the project being commensurate with benefit ratio would also substantially increase due to the increase number of participants.

The Clerk and the Chair of the committee is meeting with onsite with National Tennis at 10am on 5th July.

More information on National Tennis can be found here:

[Home - National Tennis Association](#)

Questions to be asked of National Tennis.

Can we be sure that this won't impact other hirers, such as netball, and can we still book these into the system?

Can hirers not comfortable with booking online still book through the parish office, and the office updates the booking system?

Could you let us know what your maintenance regime of the courts would be. Would there be anything you would expect the PC to do?

Subject: Fencing - Mountfield Park

Author: Louise Pointin

Date: 29th June 2022

As per request to obtain quotes to replace the fencing from the entrance of Mountfield Park, inclusion is the boundary of No's 35, 37 and 39 Mountfield Avenue / Mountfield Park, we obtained 3.

Two of the quotes provide options for concrete gravel boards. A concrete gravel board is a concrete barrier between the ground and the panel. This option provides a more cost effective solution as the concrete lasts approximately 60 years with only the panels needing to be replaced during this period. The lifespan of the boards with a concrete base is between 10 to 15 years.

For wooden gravel boards the lifespan is much shorter, approximately 10 years. Although in some instances it may be that only the wooden gravel board requires replacement, it would still require the contractor to do the same amount of work had a full replacement been required.

Supplier / Quote 1

Option A – Timber posts & gravel boards

97.6 metres: Take down existing fencing along side and rear of neighbouring two dwellings and dispose of. Supply and erect 2.0m high close board fencing on 100x125mm flat top timber posts, concreted in ground at 2.4m centres max, with 1no 2400x200x22mm timber gravel board and 4no 2400mm cant rails nailed to face of posts with 1800x125mm feather edge nailed to rails. (No capping)

For the Sum of £ 8,977.00 + vat

Option B – Concrete posts & gravel boards

97.6 metres: Take down existing fencing along side and rear of neighbouring two dwellings and dispose of. Supply and erect 1.95m high close board fencing on 100x125mm concrete slotted posts, concreted in ground at 2.46m centres max, with 1no 2400x150x70mm concrete gravel board and 4no 2400mm cant rails fixed between posts with 1800x125mm feather edge nailed to rails with grooved capping nailed to top.

For the Sum of £ 8,840.00 + vat

Supplier / Quote 2

97.6 metres: Removal and disposal of existing fencing. Supply and erect 6 inch gravel boards, 9ft concrete posts and 6ft close board panels.

For the Sum of £ 7,564.00 + vat

Supplier / Quote 3

Removal and disposal of existing fencing, the supply and installation of 2no runs, 46mtrs and 40mtrs 1950 high hand built close board, this will be made up of 2.7mtr high 100x100 timber posts @2.4mtr centres, 150mm high timber gravel boards, which will be fixed to the

base of post, 1800 high 4 rail hand built close board panels will then sit on top of the gravel board.

For the Sum of £ 6111.21+ vat

Recommendation

We use concrete gravel boards going forward as they provide a longer term / cost effective solution. Replacement of wooden panels is a simpler process of sliding out the worn panel and inserting the new one.

A further recommendation is that we engage the services of supplier 2 as they have provided the more competitive price.

There is no budget for fencing for Mountfield Park, however there is an earmark reserve of £43,027.

.... For a few more flowers



Howard Wood

- 
- 1. Urban Meadow Installation & Maintenance,**
 - 2. Euroflor around the U.K.,**
 - 3. Long term management,**
 - 4. Grassland Enrichment,**
 - 5. Flora Fleece,**
 - 6. Yellow Rattle.**
 - 7. Helping pollinators,**
 - 8. New mix trialling, Quality Control,**
 - 9. Carbon Audits**



Urban Meadows™ are informal flower mixes, composed of horticultural and/or native species, designed for prolonged flowering.



Traditional meadows are the product of an agricultural grass crop, hay. The late flowering species have been eliminated by the annual cutting of grass.



Natural habitats do not prioritise flower displays but function as ecosystems supporting the complete life cycles of the fauna and flora within them, (*egg laying, larvae, pupal stages ...*)



Re-wilding is a form of ecological restoration through passive management or land abandonment. It may also seek to reintroduce megafauna that have become locally extinct, (*Beavers, Wild Boar, Wolves ...*)



In a town or city Urban Meadows and natural vegetation compliment each other, it's not about "horticultural species v. wild flowers"

Low impact areas & Habitat renovation.

*Rural environments,
Roadside edges,
River banks,
Golf course roughs
Canal edges,
Ditches,
Disused railway lines,
Field edges & boundaries,
Brownfield sites ...*

High impact sites & Strategic planting

*Parks,
Roundabouts,
Golf course clubhouses
Replace bedding plant displays,
Shopping centres
Reduce road closures orders
Footpath edges,
Reduce grass mowing
Car Parks ...*

NATIVE/NATURALISED

Poppy
Cornflower
Flora Britannica
Super Blue Bee
Cornfield Annuals
Boulevard
Native Pollinator



MIXES

NATIVE / HORTICULTURAL

Endurance
Classic
Hope
Celebrate
Tenor

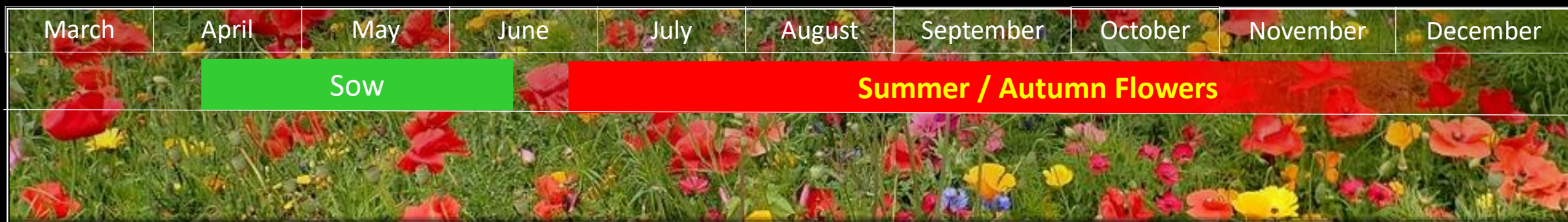
HORTICULTURAL

Rainbow Annuals
Rainbow Perennials
Spring Flower
Banquet
Chameleon
Contrast
Dry
Ground Cover
Honey
Horizon
Meadow Breeze
Posy
Sarah Bouquet
Tudor Scent

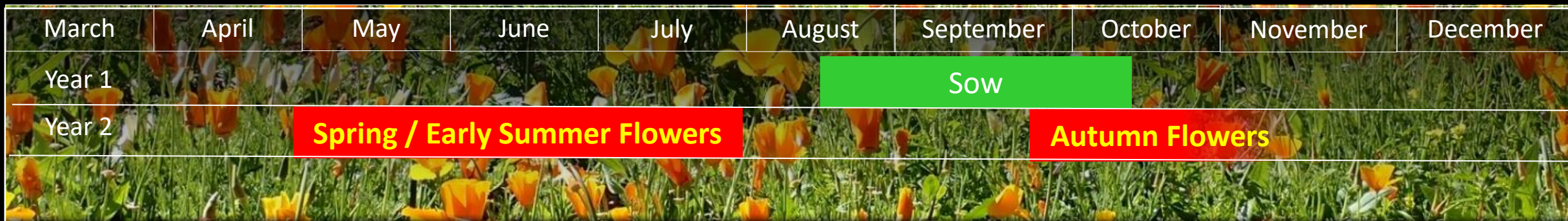
HAY FIELDS , PERENNIAL WILD FLOWERS, ANNUAL MEADOWS.



ANNUAL & PERENNIAL EUROFLOR URBAN MEADOWS



PERENNIAL EUROFLOR (Autumn Sow)



Ground Preparation, Sowing & Maintenance,



Cut down existing vegetation to 5 – 10 cm and remove. Apply a glyphosate based weed killer.
The soil should be worked to a depth of 4 - 6 inches and raked to form a flat seed bed.
The soil should be worked when it is moist but not waterlogged. Remove large stones.
Sow. Do not rake the seed deeply into the soil.
If the conditions are favourable, the sown areas should be rolled lightly.



Amenity Grassland Enrichment.

Over-sowing closely mown grass with flower seed **will not work...** we tried it.

A maintained grass area :

1. was cut as low as possible,
2. the cuttings were collected,
3. scarified several times,
4. over-sown,

But the grass recovered before flower seed could become established.





Drilling flower seed into an amenity grass sward will not work.
The grasses recuperate faster than the flowers can germinate and develop.



Sow at 3 - 5g/m²

Sow twice, at 90°, in half doses to obtain a homogeneous seed cover.



Maximise the use of your seed

We generally recommend band widths of 2 - 6m,

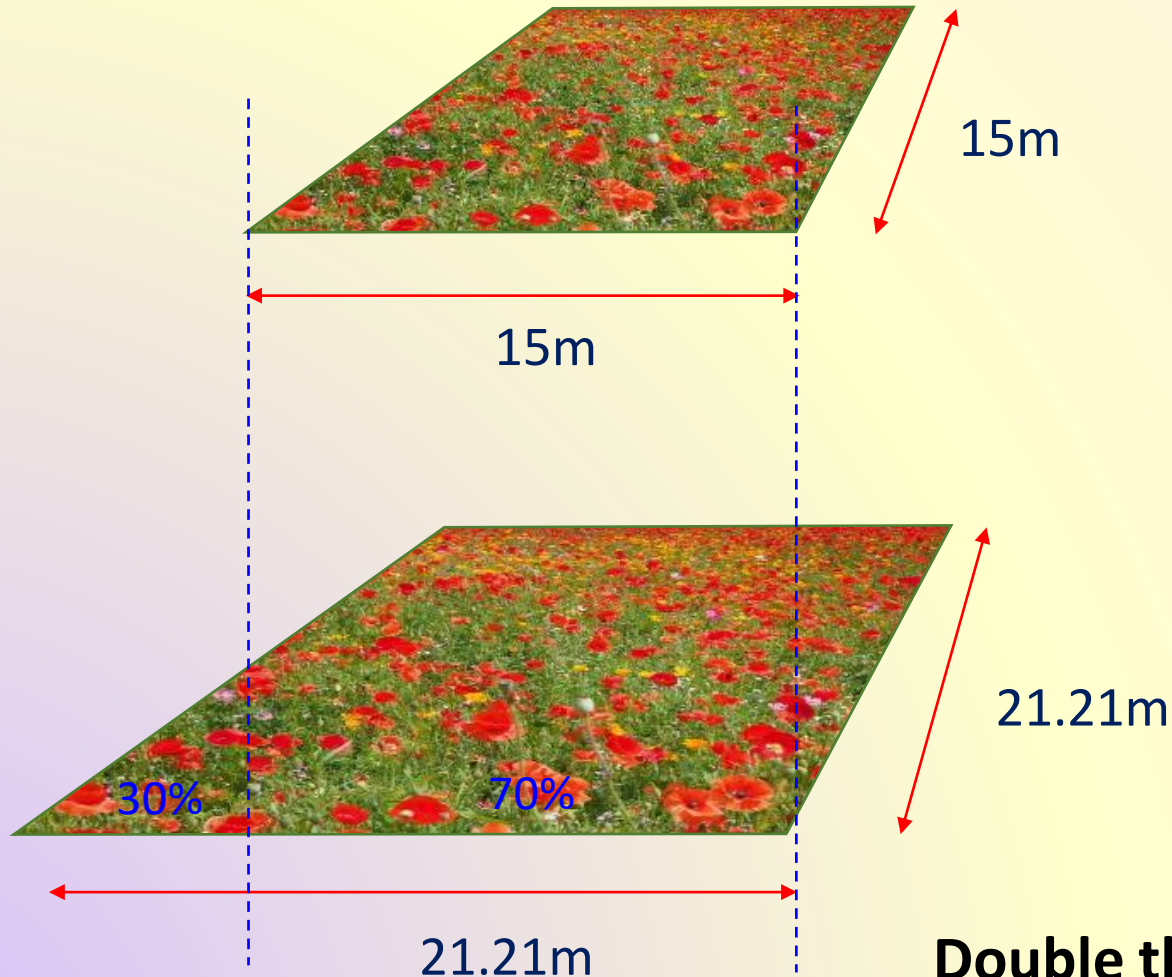
But

A 30 cm band using only 1kg of seed will cover 1km (0.62miles) at 3g /m².

It has to be better than lane closures, strimming and leaf blowing !!



Optimise the use of your seed



Based on 3g / m²

= 225m² = 0.675 kg of seed

A 30% increase of the sides of a square will **double** the surface area and the amount of seed required.

= 450 m² = 1.350 kg of seed

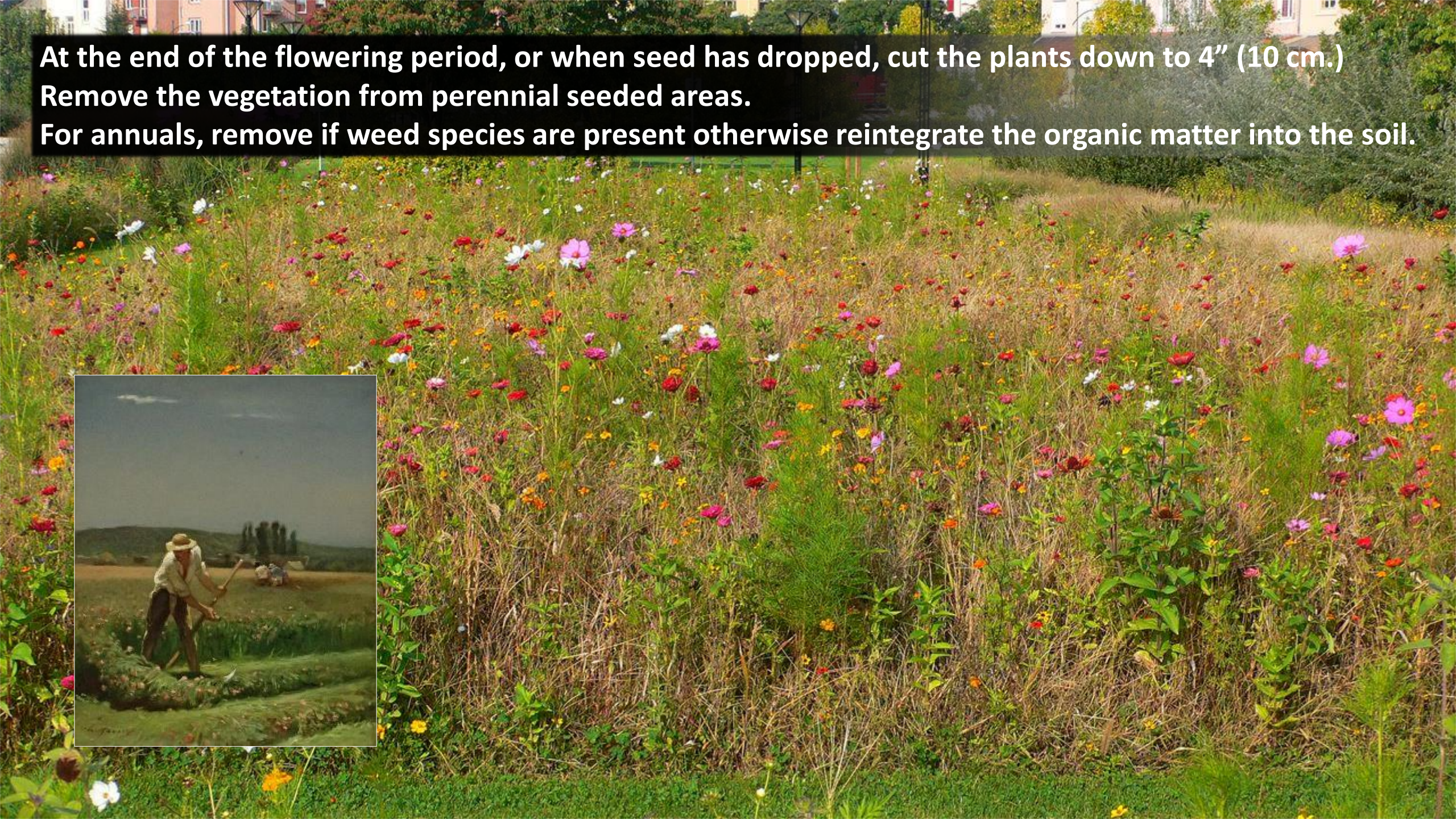
Double the work but will the public notice ... ?

Get irrigation right :

~~How often should I water ?~~ ... is the wrong question
Irrigate to where the plant needs soil moisture



**At the end of the flowering period, or when seed has dropped, cut the plants down to 4" (10 cm.)
Remove the vegetation from perennial seeded areas.
For annuals, remove if weed species are present otherwise reintegrate the organic matter into the soil.**



Urban Meadow displays : Large surface areas



Maximum effect is obtained by sowing large surface areas with pathways through for the public to enjoy.



Long Bands

2 - 6m wide.



↑ Sarah Bouquet in Barry, South Wales



Souvenir & Rainbow, Gloucester →



Reduced mowing requirements



Dundee



Stockton
on Tees



Billericay



England, Scotland & Wales



Alliance, Aden
Country Park,
Aberdeenshire.
Scotland.



Classic,
Monmouth
Wales.



Meadow
Breeze, Telford,
Shropshire.



Rainbow Annuals,
Plumley Station,
Cheshire



Low growing mixes



Contrast



Ground Cover



Chameleon



Reduce maintenance on slopes



Increase safety by reducing maintenance operations on traffic islands



Site lines

Difficult Sites

Footpath edges,
Raised flower beds,
Road verges,
Central reservations,
At the foot of fences and barriers,
Near service access points (manhole covers etc.)
Shallow soils, sign posts, embankments...



Slopes and embankments



Rainbow Annuals
Paignton zoo,



Every man hour saved cutting grass on slopes reduces the accident risk.

No maintenance was required for over 5 months.



Sustainable Landscapes at Bristol



An alternative to mowing



Car Parks

Strimming Grass

- = Grass cuttings, gravel & stones,
- = Projections,
- = Scratches, chips, breakages, & false accusations.

Euroflor

- Improves aesthetics,
- Reduces maintenance costs,
- Reduces Insurance Claims. !!



Semi-Shade

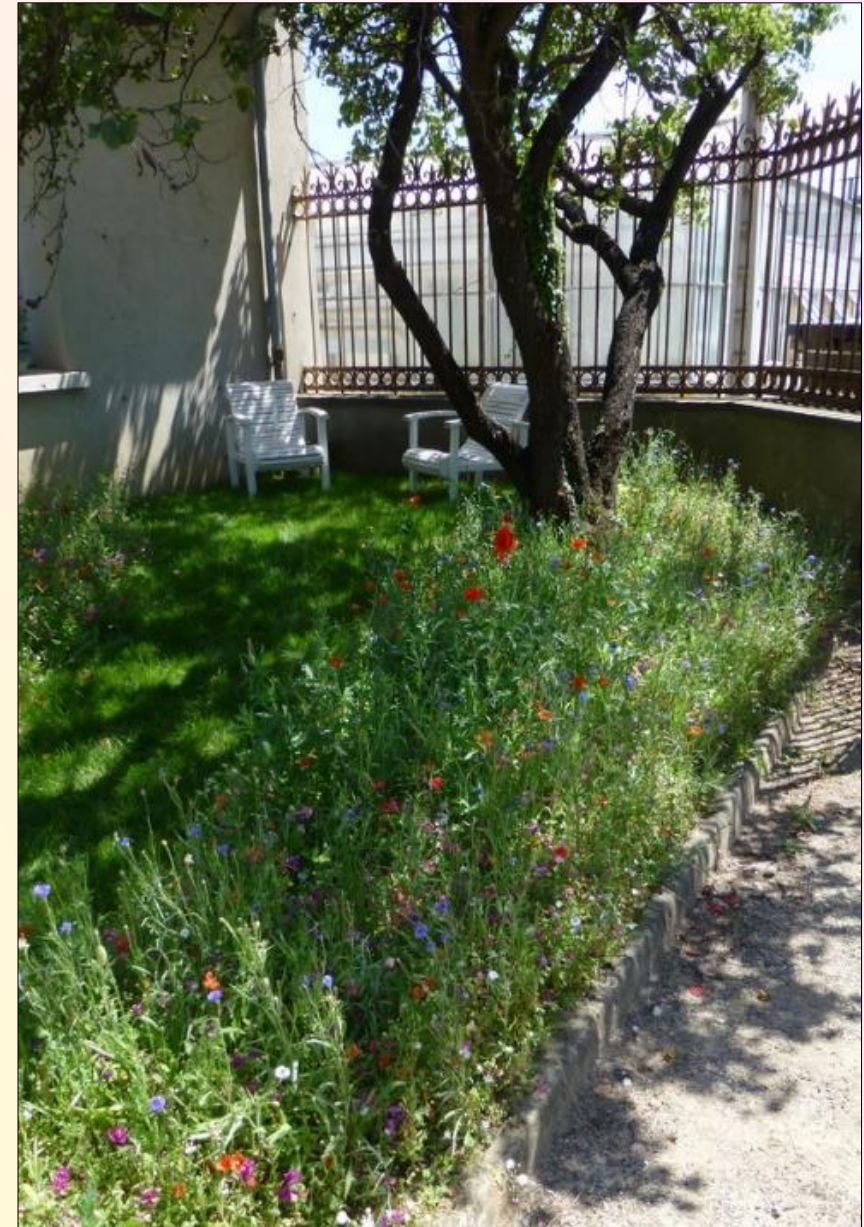
Meadow flowers prefer sunny sites.

Shade = competition for Light, Water, & Nutrients.

Euroflor can cope with semi-shade.



Rainbow annuals in a park in Leeds.



Clarkia, Poppy & Cornflower.

 Euroflor - Super Blue Bee mix

projected average honey yield :
100 kg of honey / ha.
78 kg of pollen / ha.



Plant species	Honey Yield	Pollen Yield
Borage	37 kg / ha	11 – 29 kg / ha
Echium	55 – 184 kg / ha	92 – 367 kg / ha
Phacelia	33 – 275 kg / ha	55 – 184 kg / ha

Pollinator Mixes – Banquet and Native Pollinator

Following the research from the urban pollinators group, and after cross referencing information from the RHS, the Bumblebee Conservation Trust, we have created 2 new mixes which will be the best pollinator mixes in the UK.

Banquet

<i>Allium schoenoprasum</i>
<i>Aquilegia vulgaris</i>
<i>Borago officinalis</i>
<i>Calendula officinalis</i>
<i>Callistephus sinensis</i>
<i>Centaurea cyanus</i>
<i>Consolida ajacis</i>
<i>Coreopsis tinctoria</i>
<i>Cosmos bipinnatus</i>
<i>Digitalis purpurea</i> 'Excelsior Hybrids'
<i>Echinacea purpurea</i>
<i>Echinops</i> spp.
<i>Echium vulgare</i>
<i>Eschscholzia californica</i>
<i>Gaillardia</i> × <i>grandiflora</i>
<i>Gaura lindheimeri</i>
<i>Glebionis segetum</i>
<i>Gypsophila elegans</i>
<i>Leucanthemum vulgare</i>
<i>Linum grandiflorum</i>
<i>Malcolmia maritima</i>
<i>Nigella damascena</i>
<i>Papaver rhoeas</i>
<i>Phacelia tanacetifolia</i>
<i>Verbena bonariensis</i>



Native Pollinator

<i>Achillea millefolium</i>
<i>Anthyllis vulneraria</i>
<i>Bellis perennis</i>
<i>Centaurea cyanus</i>
<i>Daucus carota</i>
<i>Echium vulgare</i>
<i>Eryngium giganteum</i>
<i>Knautia arvensis</i>
<i>Lotus corniculatus</i>
<i>Malva moschata</i>
<i>Myosotis arvensis</i>
<i>Papaver rhoeas</i>
<i>Trifolium pratense</i>
<i>Vicia cracca</i>
<i>Vicia sativa</i>



Added species 2020

<i>Centaurea nigra</i>
<i>Cichorium intybus</i>
<i>Digitalis purpurea</i>
<i>Glebionis segetum</i>
<i>Iberis umbellata</i>
<i>Lunaria biennis</i>
<i>Lythrum salicaria</i>
<i>Prunella vulgaris</i>
<i>Saponaria officinalis</i>
<i>Silene vulgaire</i>

