

# HELLESDON PARISH COUNCIL

Minutes of the meeting of the Playing Fields, Amenities & Allotments Committee held on  
Monday 23 November 2015 at 7pm in  
The Council Chamber, Diamond Jubilee Lodge, Helleston

## **PRESENT**

Miss J Wright – Chairman

Mrs D Attenborough

Mr D Ghimire

Mr D Jones-Blackett

Mr J Knowles

Mrs P Kirby – Clerk to the Council

## **IN ATTENDANCE**

Cllr Shelagh Gurney – HPC

Mr Shaun Otway – HPC Finance Officer

Mr Kevin Sage – HPC Groundsman

### **1. Absence and Apologies for absence**

Cllr Hopkins – apologies received and accepted

### **2. Declarations of Interests and Dispensations**

None declared.

### **3. Public Participation**

None in attendance

### **4. General Matters**

Allotments

4.1– ALG Working group. Meeting held 1 October 2015 noted.

Questions. None received.

Recommendations.

The Chairman stated the agenda order is to change to consider Terms of Reference after plot inspections.

**RESOLVED** to

- discontinue with the formal plot inspections over the winter months of November to February inclusive.
- accept the Terms of Reference

4.2 – Allotment hire rates from 1 October 2016. Much discussion took place and it was agreed to

**RECOMMEND** an increase rent from £37.00 to £40.00 per plot at October 2016 renewal.

4.3 – 2016/2017 draft budget. The figures were considered and incorporated the allotment rent increase.

**RESOLVED** the attached budget figures are presented to the P&R Committee for the budget setting meeting scheduled for 21 December 2015.

## Recreational

4.4 – Recreational facilities hire rates for 2016/2017. It was recognised that current charges did not include for any associated hire of HCC as such use was hired independently of the council from HCC as required. Comparison charges were considered and much discussion took place. It was agreed to

### **RECOMMEND**

- an increase of 10% from £2000.00 to £2200.00 to apply to Hellesdon Bowls Club for the current 8 designated sessions per week in their season from the last week in April to end September.
- Adult football per season is £675.00 per team and Junior football per season is £575.00 per team. This is inclusive of training and changing facilities.
- All other charges to remain as current.

4.5 – 2016/2017 draft budget. The figures were considered and incorporated the amends as identified.

**RESOLVED** the attached budget figures are presented to the P&R Committee for the budget setting meeting scheduled for 21 December 2015.

**Cllr Attenborough left the meeting at 9.23pm.**

### **5. Exchange of Information**

It was noted the office still awaits the commencement of the feasibility report. This would be an agenda item for the full council meeting 1 December 2015.

### **6. Date, time and venue of next meeting**

As agreed the next meeting would be held on **Tuesday 16 February 2016 in Diamond Jubilee Lodge at 7pm.**

**The meeting closed at 9.35pm**

**HELLEDON PARISH COUNCIL CC4 – Playing Fields, Amenities & Allotments**  
**AGREED estimate of income and expenditure 2016 – 2017 budget**

**ALLOTMENTS**

<b>INCOME</b>	<b>Budget</b>	<b>2015/2016</b>	<b>Out-turn</b>	<b>2016/2017</b>	<b>Estimate</b>
Tenants Allotment rental (Oct renewal) (Original site = 52 full plots) (New site = 79 full plots)	4800.00	(£37.00) <b>4800.00</b>	3600.00 <b>3600.00</b>	4000.00 <b>4000.00</b>	(£40.00) <b>4000.00</b>
Tenants Retrospective Water Charge (Oct)	300.00	<b>300.00</b>	500.00 <b>500.00</b>	500.00 <b>500.00</b>	<b>500.00</b>
Tenants reimbursements for losses/damage	50.00	<b>50.00</b>	50.00 <b>50.00</b>	50.00 <b>50.00</b>	<b>50.00</b>
Best Kept Allotment competition (June) sponsorship	0.00	<b>0.00</b>	0.00 <b>0.00</b>	0.00 <b>0.00</b>	<b>0.00</b>
<b>TOTAL INCOME</b>		<b><u>5150.00</u></b>	<b><u>4150.00</u></b>		<b><u>4550.00</u></b>

**EXPENDITURE – REVENUE**

**Landowner rent**

Original site (June ml) (to June 2021 then incr due)	280.00		280.00		280.00
Extension to site (1/3rd) (Nov ml) (to June 2021 then incr due)	350.00		350.00		350.00
		<b>630.00</b>		<b>630.00</b>	<b>630.00</b>
Best Kept Allotment Competition	100.00		70.00		100.00
		<b>100.00</b>		<b>70.00</b>	<b>100.00</b>

**Utilities**

Water	300.00		900.00		600.00
Electricity	300.00		180.00		200.00
		<b>600.00</b>		<b>1080.00</b>	<b>800.00</b>

**Maintenance**

Repairs & maintenance (incl hedging)	500.00		500.00		500.00
Tenant losses/damages	50.00		50.00		50.00
		<b>550.00</b>		<b>550.00</b>	<b>550.00</b>

Pest Control (Nov renewal)	900.00		900.00		950.00
		<b>900.00</b>		<b>900.00</b>	<b>950.00</b>

**Electrical Inspections - Toilets**

3 yearly Periodic inspections (next due 17/18)	0.00		0.00		0.00
Remedial work following inspection	0.00		0.00		0.00
		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>

<b>REVENUE EXPENDITURE</b>		<b><u>2780.00</u></b>		<b><u>3230.00</u></b>	<b><u>3030.00</u></b>
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<b>EXPENDITURE – CAPITAL</b>	<b>2015/2016</b>	<b>2016/2017</b>
	<b>Budget</b>	<b>Out-turn</b>
<b>PROJECTS</b>		<b>Estimate</b>
Re-establish initial driveway to match new construction	<i>FROM HEL2 FUND</i>	0.00
<b>CAPITAL EXPENDITURE</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURE</b>	<b>2780.00</b>	<b>3230.00</b>
<b>TOTAL NET EXPENDITURE</b>	<b>(2370.00)</b>	<b>(920.00)</b>

**HELLESDON PARISH COUNCIL CC4 – Playing Fields, Amenities & Allotments**  
**AGREED estimate of income and expenditure 2016 – 2017 budget**

**PLAYING FIELDS & AMENITIES (EXCLUDING ALLOTMENTS)**

	2015/2016		2016/2017	
	Budget	Out-turn	Estimate	
<b>INCOME</b>				
<b>RECREATION GROUND</b>				
<b><u>Hire Charges</u></b>				
Football (4 senior teams, 1 Junior)	2000.00	2550.00	2500.00	
Football training area	50.00	75.00	50.00	
Tennis	250.00	200.00	250.00	
Netball	700.00	650.00	650.00	
Bowls	1910.00	2000.00	2200.00	
Misc Activity hire	150.00	210.00	210.00	
	<b>5060.00</b>		<b>5685.00</b>	<b>5860.00</b>
Hire Facility Sundries				
initial hire pegs & bolts reimbursement	0.00	0.00	50.00	
	<b>0.00</b>		<b>0.00</b>	<b>50.00</b>
Floodlights	200.00	200.00	200.00	
	<b>200.00</b>		<b>200.00</b>	<b>200.00</b>
Memorial Garden - Resident Rose/Plaque Purchase	120.00	120.00	120.00	
	<b>120.00</b>		<b>120.00</b>	<b>120.00</b>
Ownership signs	0.00	0.00	500.00	
	<b>0.00</b>		<b>0.00</b>	<b>500.00</b>
Perimeter Fence (N. Close & perimeter)	3000.00	3000.00	0.00	
	<b>3000.00</b>		<b>3000.00</b>	<b>0.00</b>
Privet Hedge in driveway	0.00	0.00	2500.00	
	<b>0.00</b>		<b>0.00</b>	<b>2500.00</b>
<b>TOTAL INCOME</b>	<b><u>8380.00</u></b>		<b><u>9005.00</u></b>	<b><u>9230.00</u></b>
<b>EXPENDITURE - REVENUE</b>				
<b><u>General</u></b>				
NPFA Membership	60.00	60.00	60.00	
<i>Play Equipment Renewals Fund</i>	4000.00	4000.00	4000.00	
Play areas annual inspection (due June)	280.00	230.00	280.00	
	<b>4340.00</b>		<b>4290.00</b>	<b>4340.00</b>
Contingencies	500.00	500.00	500.00	
	<b>500.00</b>		<b>500.00</b>	<b>500.00</b>
<b><u>Dog/litter/smoking bins</u></b>				
Replacement bins & assoc cost	200.00	200.00	200.00	
Emptying dog bins/fresheners (11 bins)	1780.00	1780.00	2000.00	
	<b>1980.00</b>		<b>1980.00</b>	<b>2200.00</b>
Seats - repair/replacement	500.00	500.00	500.00	
	<b>500.00</b>		<b>500.00</b>	<b>500.00</b>
<i>Site Fencing renewals fund</i>	0.00	0.00	0.00	
	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
Areas signage - new/replacement	600.00	600.00	600.00	
	<b>600.00</b>		<b>600.00</b>	<b>600.00</b>

Floodlights maintenance/repair	1000.00	1000.00	1000.00	1000.00
	<b>1000.00</b>		<b>1000.00</b>	<b>1000.00</b>
Surface protection repair (Perfo matting)	150.00	150.00	150.00	150.00
	<b>150.00</b>		<b>150.00</b>	<b>150.00</b>
<b><u>Trees</u></b>				
Tree inspection (due Nov)	200.00	200.00	500.00	
Tree work following inspection	300.00	300.00	600.00	
Tree work emergency	300.00	300.00	600.00	
	<b>800.00</b>		<b>800.00</b>	<b>1700.00</b>
Green waste removal	750.00	750.00	900.00	
	<b>750.00</b>		<b>750.00</b>	<b>900.00</b>
Shrub/tree/hedge addnl & renewal to include The Bull roundabout	600.00	600.00	600.00	
	<b>600.00</b>		<b>600.00</b>	<b>600.00</b>
Fuel – tractor & machinery	1000.00	1000.00	1000.00	
	<b>1000.00</b>		<b>1000.00</b>	<b>1000.00</b>
<b><u>Machinery – ex vehicles</u></b>				
Servicing (Nov-March)	2500.00	2500.00	3250.00	
Parts/Consumables-for repair/replace/spare	800.00	800.00	800.00	
Hire of machinery/contractor needed	800.00	800.00	1000.00	
<i>Machinery Renewals Fund</i>	0.00	0.00	0.00	
New/replacement Equipment/Tools - items under £200	550.00	550.00	600.00	
Headgecutter/Flail	0.00	820.00	1970.00	
	<b>4650.00</b>		<b>5470.00</b>	<b>7620.00</b>
<b><u>Materials</u></b>				
Fields/Gardens/Rndabout/Allot Universal all areas - Fertilisers/weed & moss killer	3400.00	3400.00	5090.00	
	<b>3400.00</b>		<b>3400.00</b>	<b>5090.00</b>
Contractor spray – Summer even years	900.00	1000.00	1800.00	
	<b>900.00</b>		<b>1000.00</b>	<b>1800.00</b>
<b>RECREATION GROUND</b>				
<b><u>Play provision &amp; U16 &amp; U9 Play Areas</u></b>				
Equipment repairs/maintenance	500.00	500.00	500.00	
	<b>500.00</b>		<b>500.00</b>	<b>500.00</b>
<b><u>Skate park</u></b>				
Equipment repair/maintenance	0.00	250.00	500.00	
Repair wooden shuttering	100.00	100.00	100.00	
Repair/maintain wooden fence	350.00	350.00	350.00	
	<b>450.00</b>		<b>700.00</b>	<b>950.00</b>
<b><u>Games (ball wall) area</u></b>				
Equipment repair/maintenance	0.00	250.00	500.00	
Repair wooden shuttering	100.00	100.00	100.00	
	<b>100.00</b>		<b>350.00</b>	<b>600.00</b>
<b><u>Hard Surface</u></b>				
Surface repair	500.00	500.00	500.00	
Surface clean chemicals	300.00	300.00	300.00	
Surface power wash	0.00	0.00	0.00	
Surface repaint/remark	0.00	0.00	0.00	
<i>Refurbish Hard Surface Fund</i>	4000.00	4000.00	4000.00	
Repair wooden shuttering	100.00	100.00	100.00	
	<b>4900.00</b>		<b>4900.00</b>	<b>4900.00</b>

**Bowling Green**

Materials specific to area	1900.00	1900.00	1900.00
Repair wooden shuttering/guttering	150.00	150.00	200.00
Repair pathways	80.00	80.00	100.00
Gully matting	260.00	260.00	0.00
	<b>2390.00</b>	<b>2390.00</b>	<b>2200.00</b>

**Memorial Garden**

Resident Rose/Plaque – purchase	120.00	50.00	120.00
Rose Renewal	30.00	30.00	30.00
Plinths maintenance	100.00	0.00	100.00
Bedding Plants	0.00	100.00	100.00
	<b>250.00</b>	<b>180.00</b>	<b>350.00</b>

**Diamond Jubilee Garden**

(Conservation Area)

Replacements (bird/bat boxes & Flora)	50.00	50.00	50.00
Bark top up	500.00	500.00	500.00
Wild flower mix	0.00	0.00	250.00
	<b>550.00</b>	<b>550.00</b>	<b>800.00</b>

**Hire Facility**

Sundries (goal posts/nets/paint)	100.00	100.00	100.00
Refund of goal post deposit(s)	150.00	0.00	0.00
Initial hire pegs & bolts purchase	50.00	0.00	50.00
	<b>300.00</b>	<b>100.00</b>	<b>150.00</b>

**MEADOW WAY****Play Provision**

Equipment repairs/maintenance	500.00	500.00	500.00
	<b>500.00</b>	<b>500.00</b>	<b>500.00</b>

**HEL2 open space allocation**

Landowner rent (2/3rds) (Nov rml) (to June 2021 then increase due)	650.00	650.00	650.00
	<b>650.00</b>	<b>650.00</b>	<b>650.00</b>

**REVENUE EXPENDITURE****31760.00**                      **32860.00**                      **39600.00****EXPENDITURE – CAPITAL****PROJECTS****Purchase machinery - ex vehicles**

Hayter mower	0.00	0.00	1300.00
Rotavator	2500.00	2490.00	0.00
Pump sprayer	0.00	0.00	850.00
Major Mower MJ70-550	0.00	0.00	19000.00
Ownership signs (commencement of)	0.00	0.00	1000.00
	<b>2500.00</b>	<b>2490.00</b>	<b>22150.00</b>

**Recreation Ground**

Perimeter fence (N.Close & perimeter)	7000.00	7100.00	0.00
Privet Hedge in driveway	0.00	0.00	2500.00
3/5 trees RHS on bumpy ground	160.00	160.00	0.00
Replace roses in driveway	900.00	900.00	0.00
New tennis stands & nets x3	3820.00	3820.00	0.00
Replace/tidy hedge in car park behind chain link – phase 1	2000.00	2000.00	0.00
	<b>13880.00</b>	<b>13980.00</b>	<b>2500.00</b>

**Meadow Way**

Landscape project fifth phase

Trees/shrubs/Picnic table	800.00	800.00	0.00
	<b>800.00</b>	<b>800.00</b>	<b>0.00</b>
<b>CAPITAL EXPENDITURE</b>	<b><u>17180.00</u></b>	<b><u>17270.00</u></b>	<b><u>24650.00</u></b>
<b>TOTAL EXPENDITURE</b>	<b><u>48940.00</u></b>	<b><u>50130.00</u></b>	<b><u>64250.00</u></b>
<b>TOTAL NET EXPENDITURE</b>	<b>40560.00</b>	<b>41125.00</b>	<b>55020.00</b>
<b>FUNDS</b>	<b>as at April 2015</b>	<b>as at y/e March 2016</b>	<b>as at April 2016</b>
£			
(established July 2008)	9700.00	9700.00	13700.00
Play equipment Fund	3370.00	3370.00	3370.00
Site Fencing Fund	16400.00	16400.00	16400.00
Machinery Fund (items over £200) ex vehicles			
(established April 2009)	14000.00	14000.00	18000.00
Refurbish Hard Surface Fund			
<b>HELD MONEY</b>			
Ownership signage	500.00	500.00	500.00
Perimeter Fence (N. Close & perimeter)	3000.00	0.00	0.00
Privet Hedge in driveway	2500.00	2500.00	2500.00
Held money expenditure			
Jan – March 2016. £3000 to support fence work			