

# **HELLESDON PARISH COUNCIL**

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB  
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@hellesdon-pc.gov.uk

Minutes of the meeting of the Playing Fields, Amenities & Allotments Committee held on  
Tuesday 14<sup>th</sup> August 2018 at 7pm in Diamond Jubilee Lodge, Hellesdon

## **PRESENT**

Cllr D King - Chairman

Cllr U Franklin

Cllr D Jones-Blackett

Cllr M Fulcher

Mr Mark Knight (Parish Clerk)

Mr K Sage (Head Groundsman) Mrs Louise Reeves (Projects Officer)

The meeting opened at 7pm.

## **IN ATTENDANCE**

Cllr. Sue Prutton and Mr. Paul Clarke from Brown & Co Estate Agents.

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

Cllr Sear – Apologies received and accepted

Cllr Attenborough – Apologies received and accepted

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

None declared.

Dispensations. None Received

### **3. Public Participation**

Mr Paul Clarke spoke at length regarding a meeting which he recently attended with the Parish Clerk. This was regarding a parcel of land near to the Low Road and the Royal Norwich Golf Course housing development which is currently owned by the Girloc Trust. Mr Clarke indicated that this may be offered to the Council for ownership but that the details were in the very early stages of being developed.

A discussion then took place concerning costs, impact on the local area, maintenance and the impact on the Parish Hall and burial ground. It was agreed that the Parish Clerk should compile a report for presentation to Full Council on the 11<sup>th</sup> September 2018 where a way forward could be devised.

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Approved.....

Date.....

Cllr Prutton then spoke briefly regarding the recent Best Kept Allotment Competition procedure and a situation concerning the dissatisfaction with the Hellesdon Allotment Holders Association over the result.

4. **Approval of the minutes of the last meeting held on 22<sup>nd</sup> May 2018**

**Resolved:** To accept the minutes as a true record.

5. **Matters pertaining to the financial report**

This was not available on the night due to the absence of the Financial Officer but will be circulated upon his return.

6. **General Matters**

**6.1 To discuss the map concerning boundaries in Mountfield Park and the B & Q site**

The map provided by B & Q management was presented which clearly defines the boundary between the land owned by them and that owned by the Parish Council. This was noted and a further request for a tree map to be provided by B & Q management which clearly marks out the responsibilities of both parties. The Parish Clerk will contact John Brady the manager to source this. Discussions about a fence clearly marking this boundary took place but it was agreed that this should fit into the larger budget setting process.

**6.2 To discuss the development strategies for Cottinghams Park, Meadow Way Park and the Recreation Ground**

These strategies were presented to the committee and it was **RECOMMENDED** that they be presented for inclusion in the larger strategic plan which will be discussed by the Property, Policy and Resources Committee in October for ratification to Full Council thereafter. It was also **RESOLVED** that this committee should organise a Community Engagement Day which could address some of the problems of vandalism and fly-tipping which the Council is experiencing at the moment. This to be done possibly in the spring before the end of the current Council's term of office.

**6.3 To discuss and decide on a procedure for the poor keeping of allotments**

Much discussion took place over the escalation process for poorly kept allotments. It was agreed that whilst the focus should be on filling the vacant plots it should not mean that those who already have plots should be allowed to let them become unmanageable and have a detrimental effect on other allotment users.

The effectiveness of the current inspection process, consisting of a simple red, amber and green rating system was questioned and it was decided that more stringent rules and escalation procedures needed to be in place.

It was **RESOLVED** that the Parish Council staff devise a more effective and fair system and tailor the current allotment rules to back this up. This will be approved by this committee in the October quarterly meeting.

It was also **RESOLVED** that the tenancy agreement should be rewritten to make the legal responsibilities and escalation procedure clearer. This should include a final action from the Parish Council of the issuing of a 28 day notice to quit in the event of complete non-compliance with these rules.

#### **6.4 To receive a report from the Head Groundsman**

The Head Groundsman gave a verbal report on his progress over the last quarter which focussed mainly on the very high temperatures being experienced and the impact on both the grounds staff work and the possibility of postponing the start of the Football season. This situation is being monitored by staff and any problems will be reported to the Council via the Parish Clerk as necessary.

The recent tree survey and quotes for essential works were discussed and it was **RESOLVED** to appoint M J Tree Services to conduct these works with the cost for Cottinghams Park coming out of the HEL2 Earmarked Reserve, the Mountfield Park sum coming out of the Commuted Sum for Mountfield Park Earmarked Reserve and the works for the Recreation Ground coming out of General Reserves.

The Head Groundsman also requested the amount of £500 for a top dressing for the Bowling Green and it was **RESOLVED** to grant this in this instance and include it in the budget going forwards.

#### **6.5 To discuss the findings of the ROSPA report**

The reports for all playground equipment areas were discussed at length and the findings from ROSPA noted. It was **RESOLVED** to action any recommendations the report made and also **RESOLVED** to seek three quotes for updating the Under 9 play area at the Recreation Ground purely for research purposes at this stage.

#### **7. Exchange of information**

Nothing for this meeting.

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

As agreed the next meeting would be held in  
**The Council Chamber, Diamond Jubilee Lodge on Tuesday 16<sup>th</sup> October 2018 at 7pm**

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Approved.....

Date.....

The meeting closed at 10.21pm.

Approved.....

Date.....