

**Minutes of the meeting of the
Playing Fields, Allotments and Amenities Committee
held on Tuesday 5th July 2022 7pm at Diamond Jubilee Lodge**

Present:

Cllr B. Johnson (Chairman)
Cllr G. Diffey
Cllr L. Douglass
Cllr U. Franklin
Cllr D. King

Also in Attendance:

Cllr S. Gurney (Chairman of the Parish Council)
Mrs F LeBon (Clerk)
Six members of the public

The Chairman welcomed all to the meeting and read out the rules to allow the recording of the meeting.

1. Apologies and acceptance for absence

Apologies were received from Cllr Avenell. These were **ACCEPTED**.

2. Declarations of Interest and Dispensations

Cllr Gurney expressed a non pecuniary interest in item 5c and any other matters that may arise in regards to the apiary.

3. To Approve the Minutes of the Meeting 25th November 2021

The Minutes had been circulated from the meeting of 25th November 2021. These were **AGREED**.

4. Public Participation

A member of the public advised that he would have preferred to have been sent the detail of the items to be discussed prior to the meeting. The Clerk advised that the agenda packs had been online since the agenda was published.

A member of the public advised that conversations had been had with previous members of staff about the location of proposed incinerators. The Clerk, and previous officer, had sent this member of the public the decision of the committee.

Discussions were had about the location of a potential car parking area in the extension area to the allotment site and the correct procedure which would have to be followed, included planning permissions, to achieve this.

5. Allotments

a) To Review Allotment Rules (taking into account HAHA request for contained fires)

The Clerk clarified that the updated rules were not to dissimilar to rules that had originally been agreed. A later version had then been introduced which was not giving ample strength to the inspection process. The new rules were **AGREED**.

With regards to the request from HAHA for contained fires, the previous decision of a large or two smaller incinerators being placed on the concrete pad near the toilet block was still applicable. It was **AGREED** to trial this for a season and then review. The Clerk is to provide HAHA with the best contact at Norwich Airport for HAHA to advise when they intend to incinerate materials.

b) To Consider Engaging in a Parking Scheme for the Allotment Extension Area.

Correspondence had been circulated to members about a request for parking in the allotment extension area, and the advice received from the Local Planning Authority. Cllr King emphasised the planning process and the need for the Parish Council to follow this, and the need for the Parish Council to ensure that people with disabilities are not disadvantaged, under the Equality Act 2010. He proposed that plot 97 be allocated to parking for up to 6 cars. Two of these should be allocated for disabled persons and others for general parking. The car park should be made up of a honeycomb construction, suitable for vehicle parking. This was seconded by Cllr Franklin and **CARRIED**. The Clerk is to arrange for the submission of the relevant planning application.

c) To Consider not Letting Plots 91-93 due to Proximity to Apiary

The Clerk provided National Allotment Society guidance that hives are best sited away from other plot holders, paths and public roads. A two metre screen, as recommended, is already in place. It was **AGREED** that the assignment of plots and decisions to let or not to on health and safety grounds should be operational decisions by the office.

d) To Consider Designation of a Community Plot (Plot 19)

It was **AGREED** after a proposal from Cllr King and a second from Cllr Franklin that plot 19 should be allocated as a community plot and its governance should be under the jurisdiction of Community Orchard and Apiary Working Group. The name of a member of the public was provided, who had previously shown an interest in co-ordinating a community plot. The Clerk is to contact this person to put forward a proposal.

e) To Receive Update on 'Red Letters'

It was **AGREED** to discuss this in a closed session at the end of the meeting so the personal circumstances of individuals can be disclosed.

f) To Receive Report on Recent Breakage of Lock to Allotment Toilet Door and Consider Alternative Method of Locking / Unlocking the Building.

The Clerk explained that, further to the recent breakage of the lock on the allotment toilet door, it would be more cost effective to install a key lock box with all allotment holders having the code, rather than having a key cut for each allotment holder. The groundsman can create a device for attaching the key to the box so that no one inadvertently does not return it to its rightful place. It was **AGREED** to accept this recommendation after a proposal from Cllr King and a second from Cllr Douglass.

6. Highway Verges

a. To Review Highway Verge Delegation Agreement and Consider Future Verge Cutting

Discussions occurred about the weed killing on the verges and the frequency that the verges are being cut. It was **AGREED** that the formal verge delegation agreement which should define the specification should be located and brought back to council to allow for further discussion.

7. Tennis Courts

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

The Parish Council had been approached by the Lawn Tennis Association with regards to funding for an automated Digi-Lock Gate, which would allow for an automated booking and entry system (the software for which the Parish Council would have to fund). This led to a further options to have the tennis courts

managed by National Tennis in exchange for a license fee and then, at a agreed point, a profit share. Discussions occurred about the importance of safeguarding the netball bookings and also about ensuring that current hirers of the tennis courts should not be disadvantaged by an automated system. It was **AGREED** after a proposal from Cllr Diffey and a second from Cllr Douglass, that the proposal should be considered and a draft license should be requested so that it can be reviewed to ensure that the council would not lose out financially and that current hirers are not disadvantaged.

8. Parks

a. To Consider Fencing Replacement Project for Mountfield Park (2021/2022 Project)

A report from the senior admin officer was presented to the council with three quotes for the replacement fencing at Mountfield Park. It was **AGREED** to proceed with contractor '2' at a cost of £7,564 after a proposal from Cllr Douglass and a second from Cllr King. The movement of funds from the Mountfield Park fund will be ratified by full council on 12th July.

b. To Receive RoSPA Play Area Inspection Reports

There were no matters of high risk associated with the report presented. Minor matters of deterioration and repair were being addressed by the caretaking and grounds staff.

9. Wildflowers

a. To Receive SLCC Wildflower Presentation and Consider Areas for Future Wildflower Planting

Ideas for areas for wildflower planting were discussed, based on ideas from a recent SLCC seminar. It was **AGREED** to trial an ovoid area in the highway verge on Wood View Road for a bed of wildflowers. Cllr Gurney will liaise with the highways engineer to secure the relevant permissions.

10. Exchange of Information

With reference to the minutes of the 25th November 2021, it was previously agreed to defer projects on gates and lighting at Mountfield Park for a period of six months. The Clerk will price these projects so that they are ready in the event of any upcoming grant funding opportunities.

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

To be agreed

It was agreed to close the meeting to the press and public to discuss item 5e

5e) To Receive Update on 'Red Letters'

The individual circumstances of the plots which were not being well managed on the allotment site were discussed. It was **AGREED** to show support for plot in difficulty, taking into account the personal circumstances. The Clerk is to make the necessary arrangements with the office and grounds staff.

MEETING CLOSED AT 9.35pm