

**MINUTES of the LEISURE & ENVIRONMENT COMMITTEE**  
held at the Connect Building, Oak Street, Fakenham

**TUESDAY 13<sup>TH</sup> AUGUST 2024 at 5.30PM**

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Councillors: V Joslin (Chairman presiding), M Campbell, N Southerland, P Bucknell, J Rockett, J Holdom, M Dutton & A May-Hannam

Town Clerk: L Meanley  
Administration Assistant: K Lindsay  
Members of the Public – None  
Press: None

<b>50</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Cllr Glynn
<b>51</b>	<b>ELECTORS' QUESTIONS</b> None
<b>52</b>	<b>DECLARATIONS OF INTEREST</b> None
<b>53</b>	<b>MINUTES</b> On the proposition of Cllr Joslin, seconded by Cllr Campbell the minutes of the Leisure and Environment meeting held on 9 <sup>th</sup> July 2024 were AGREED by all and signed by the Chairman.
<b>54</b>	<b>MATTERS ARISING FROM THE MINUTES</b> Minute 8 (193) - Quotes for tree surgery at Aldiss Park. Ongoing
<b>55</b>	<b>TO DISCUSS EVENTS:</b> <u>55.1 - Remembrance Sunday parade &amp; Armistice Day</u> The Office is meeting with the RBL to discuss arrangements for 2024. No Cllrs keen on marching. Cllrs need space near to the Boots railings in order to gather and keep front of parade clear. Suggested that the Office advertise for any ex-service personnel that wish to march and highlight assembly points. <b>ACTION: Office will liaise with RBL and highlight marching opportunity online / on noticeboards.</b>  <u>55.2 - VE Day 80<sup>th</sup> Anniversary 2025 planning</u> Working group to discuss a weekend event over the 10 <sup>th</sup> & 11 <sup>th</sup> May 2025 with a street party format on the 10 <sup>th</sup> and a car rally if Fakenham Auto Club are available on the 11 <sup>th</sup> . <b>ACTION: Deputy Clerk to arrange a working group meeting w/c 19<sup>th</sup> August</b>
<b>56</b>	<b>TO RECEIVE AND DISCUSS THE ANNUAL RoSPA REPORTS</b> The annual RoSPA reports highlighted actions to be undertaken. The Clerk had highlighted in separate reports the status of each action. The RoSPA reports highlight the need for a considered refurbishment and maintenance programme across the estate. From the RoSPA report the Clerk highlighted that a piece of equipment on the Trim Trail in both Millenium Park and Hayes Lane had to be removed and that a major piece of equipment in Whitelands would need replacement soon. <b>ACTION: It was unanimously agreed that the Clerk will seek quotes for all RoSPA actions unable to be completed by the grounds team.</b>
<b>57</b>	<b>TO RECEIVE AND DISCUSS THE CLERK'S WRITTEN REPORT ON ESTATE MANAGEMENT AND BUILDING MAINTENANCE</b> The Clerks reports highlighted that the boardwalk in Aldiss Park had had more temporary repairs by the grounds team, but such repairs were not sustainable, and a longer-term solution needs to be found. <b>ACTION: Clerk to speak to Cllr Hunter over what may be possible for boardwalk replacement.</b>  Cllr Southerland arrived. The Clerk highlighted that the brick weave surrounding the tree at Tunn Street was still uneven and in need of remedial work. Cllrs did not agree to any work being quoted.  The Clerk had received quotes for repair to brickwork in Millenium Park from 2 suppliers at

	<p>£1853.40 net and £1395 net (estimated) Cllrs agreed this was not a priority and to encourage foliage to cover the bricks.</p> <p>The Clerk had received quotes for repair to brickwork at Queens Road Cemetery from 2 suppliers at £445 net and £600 net. <b>ACTION: Cllrs agreed to recommend to Full council to proceed with the quote for £445.</b></p> <p>The Clerk had received quotes for repair to brickwork at Library corner from 2 suppliers at £320 net and £275 net. <b>ACTION: Cllrs agreed to recommend to Full council to proceed with the quote for £275.</b></p> <p>The Clerk had received 1 quote for repointing work to the Creake Road Cemetery building of £825 net. <b>ACTION: Cllrs agreed that Cllr Rockett would revisit the cemetery building and give a view on what work was needed ahead of reporting to Full Council.</b></p>
58	<p><b>TO DISCUSS NEW ESTATES MACHINERY</b> Cllr May-Hamman left The grounds team had tested 2 demo vehicles and the Clerk had a quote for £625pm for a 12 month rolling contract for the preferred option.</p> <p><b>ACTION: Cllrs agreed unanimously to recommend to Full Council to proceed with a 12 month hire contract.</b> <b>ACTION: Clerk to confirm contract Hire T&amp;C's.</b></p> <p>The Clerk requested a working group be established to consider grounds objectives and the right equipment/accommodation to support. Cllrs agreed that the Clerk and Cllrs Joslin, Dutton and Rockett would form the group. <b>ACTION: Clerk to arrange a working group meeting</b> Cllr Campbell left</p>
59	<p><b>TO DISCUSS GRASS CUTTING OPTIONS</b> <b>ACTION: Defer to working group</b></p>
60	<p><b>TO DISCUSS GROUNDSMAN &amp; ACCOMODATION</b> The Clerk had 2 quotes for the same commercial strimmer of £1146.77 net and £1012.50 net. <b>ACTION: All agreed to recommend purchase of strimmer for £1012.50 to Full Council.</b></p> <p>The Clerk had 2 quotes for 2 different push mowers of £900 net and £1239 Vat inclusive. The more expensive being a commercial push mower. <b>ACTION: All agreed to recommend purchase of mower for £1239 Vat Inclusive to Full Council.</b></p> <p><b>ACTION: All other equipment and accommodation deferred to working group.</b></p>
61	<p><b>TO DISCUSS CREAKE ROAD CEMETERY ONGOING MAINTENANCE</b> Cllrs discussed a separate area set aside in the cemetery for staff to place any unauthorised items ahead of collection. <b>ACTION: The Office will identify a suitable area and place signage within the cemetery advising where items will be moved to for collection.</b></p>
62	<p><b>TO RECEIVE AND REVIEW TREE SURVEY QUOTATIONS</b> The Clerk had received 2 quotes from suppliers for £1895 net and for £790 net. <b>ACTION: Cllrs unanimously agreed to recommend to Full Council the quote for £790</b></p>
63	<p><b>TO DISCUSS THE WOODLAND TRUST'S FREE TREES/HEDGING OFFER</b> <b>ACTION: Cllrs unanimously agreed to consider when next offered.</b></p>
64	<p><b>TO RECEIVE AND DISCUSS CEMETERY MAPPING QUOTE</b> The Clerk had received one quote from a specialist cemetery mapping company for £7220 net</p>

	<p>but this included a arboriculture survey identifying root protection zones.</p> <p><b>ACTION: Clerk to establish if the tree survey at minute 62 would include root protection zones and if so could be used in place. If not what the arboriculture survey would include.</b></p>
65	<p><b>TO RECEIVE AN UPDATE ON THE ST PETER'S CHURCH WALL</b></p> <p>St Peters have confirmed that no Faculty is needed for the work and have agreed brick samples. Awaiting start date from builder.</p>
66	<p><b>TO DISCUSS MILLENNIUM PARK ENTRANCEWAY</b></p> <p><b>ACTION: Defer to next meeting</b></p>
67	<p><b>TO DISCUSS THE FLASH PROJECT</b></p> <p>NNDC had engaged contractors to complete a geotechnical survey on Town Council land without consent or access. Cllr Fairbrother had volunteered to allow entry and exit to the space. Cllrs also asked the Clerk to convey their disappointment that they had not been formally informed of the intended works and normally permission and access would have been refused. Owing to the nature of the project it has been allowed on this occasion, but advance notice is required in future.</p> <p><b>ACTION: Clerk to email NNDC highlighting Cllrs thoughts and requesting confirmation that any liabilities arising from the work would sit with the contractors, and if because of allowing contractors access to the area any unauthorised encampments took place either the contractor or NNDC would take liability.</b></p> <p>The Clerk advised that NNDC were unable to pay the solicitors engaged to register the land directly and so had paid the Town council to enable the Town council to pay the solicitors. Funds received from NNDC on the 12<sup>th</sup> August. The Clerk asked if an exception payment run could be made to pay the solicitor.</p> <p><b>ACTION: All Cllrs agreed to an exceptional pay run to facilitate payment.</b></p>
68	<p><b>TO MOVE THAT THE PUBLIC &amp; PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.</b></p> <p>On the proposition of Cllr Bucknell seconded by Cllr Joslin RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public &amp; Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.</p>
69	<p><b>CONFIDENTIAL MINUTES</b></p> <p>On the proposition of Cllr Joslin, seconded by Cllr Bucknell the confidential minutes of the Leisure and Environment meeting held on 9<sup>th</sup> July 2024 were AGREED by all and signed by the Chairman.</p>
70	<p><b>TO DISCUSS THE NORFOLK MITIGATION FUND</b></p> <p><b>ACTION: This was deferred to the next meeting to be discussed in more detail</b></p> <p><b>ACTION: Clerk to arrange a meeting of the Fakenham Recreation Ground Charity</b></p>
71	<p><b>TO DISCUSS LAND LEASES</b></p> <p>Cllr Glynn provided a short report</p> <p><b>ACTION: This was deferred to the next meeting to be discussed in more detail.</b></p>
72	<p><b>TO MOVE INTO OPEN SESSION</b></p> <p>On the proposition of Cllr Bucknell seconded by Cllr Dutton RESOLVED the Meeting moves into Open Session</p>
73	<p><b>TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING</b></p> <p>10<sup>th</sup> September 2024 at 5:30pm</p>
	<p>There being no further business the meeting closed at 19:28 pm Confirmed this day of</p> <p style="text-align: center;">2024</p> <p><b>CHAIRMAN</b></p>