

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

**TUESDAY 9<sup>TH</sup> JULY 2024 at 5.30PM**

**PRESENT:**

Councillors:

V Joslin (Chairman presiding),

M Campbell, A Glynn, N Southerland, P Bucknell, J Rockett, J Holdom

Town Clerk: L Meanley

Deputy Clerk: A Kerrison

Members of the Public – None / District Cllr C Cushing

Press: None

		Action (initials)
24	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Cllrs Dutton & May-Hannam	
25	<b>ELECTORS' QUESTIONS</b> Cllr Cushing discussed TPO's issued without engagement to landowners, he will be asking NNDC if Towns & Parishes can be consulted and will speak to the TPO Officer regarding the process. Cllr Cushing discussed the Meadow Walk pathway running between Rudham Stile Lane and the Fakenham Medical Practice. The pathway is part of the Housing 21 development and is heavily overgrown. Both Cllr Cushing and Cllr Glynn have tried to contact Housing 21 to rectify the situation without success. Cllr Cushing will take back to NNDC to look at planning permissions. Cllr Cushing has a site meeting with victory housing regarding their grass cutting at St Peters Road on the 14 <sup>th</sup> August.	
26	<b>DECLARATIONS OF INTEREST</b> Cllr Joslin declared a Non-Pecuniary interest in Allotments	
27	<b>MINUTES</b> On the proposition of Cllr Joslin, seconded by Cllr Glynn the minutes of the Leisure and Environment meeting held on 11 <sup>th</sup> June 2024 were AGREED by all and signed by the Chairman.	
28	<b>MATTERS ARISING FROM THE MINUTES</b> <b>Minute 8 (193) - Quotes for tree surgery at Aldiss Park.</b> Ongoing <b>Minute 10 – To agree a Cllr to take over maintenance of whips of Grove Lane Allotments –</b> Cllr Southerland has volunteered.	
29	<b>TO DISCUSS EVENTS:</b> <b>VE Day 80<sup>th</sup> Anniversary 2025 planning</b> Working group to be set up, including Cllr Glynn & Campbell. Full council will be asked as well. Cllr Glynn will draft a proposal for some ideas now.	<b>AG</b>
30	<b>TO DISCUSS NEW ESTATES MACHINERY</b> Cllrs agreed that staff should view their preferred model choice as soon as possible. Clerk waiting for garage to get vehicle to view. In the interim Clerk to seek leasing costs for UTV and small truck as well as second hand vehicle costs. Groundsmen not to load trailer over weight limit	<b>Clerk</b>
31	<b>TO APPROVE NEW CEMETERY FEES</b> All agreed new fees.	
32	<b>TO RECEIVE AND DISCUSS THE CLERK'S WRITTEN REPORT ON ESTATE MANAGEMENT AND BUILDING MAINTENANCE</b>	

	<p>Millenium Park Trim Trail as identified in the ROSPA report will be removed, all agreed to not replace.</p> <p>Cllr Joslin proposed and Cllr Southerland seconded to move forward to Full council a quote of £1240 to concrete a base for bollards, £379.95 for bollards (Net) to be fitted by grounds men.</p> <p>Clerk awaiting fee proposal to map out unused cemetery area at Creake Road. Company advised that tree survey would be required.</p> <p>Hayes Lane Trim Trail rotted in places, grounds men will remove, all agreed to not replace.</p>	
33	<p><b>TO CONFIRM TREE SURVEY LOCATIONS</b></p> <p>All agreed the clerk to seek quotes to cover a survey of trees at Creake Road cemetery, Queens Road cemetery and Peckover Cemetery, St Peters churchyard, Rudham Stile Lane, Grove Lane and Greenway Lane allotments, Millenium Park and Goggs Mill Picnic area.</p>	Clerk
34	<p><b>TO DISCUSS A COMMUNITY ORCHARD</b></p> <p>Current budget restrictions mean match funding an orchard will be an issue. Cllr Glynn to look at Millenium Park entrance way feasibility.</p>	AG
35	<p><b>TO DISCUSS POTENTIAL WILDFLOWER CORRIDOR SITES</b></p> <p>Clerk to take forward in part of the unused area of Creak Road Cemetery</p>	Clerk
36	<p><b>TO REVIEW ALLOTMENT FEES FOR 2025/2026</b></p> <p>Fees are currently 20p per square meter, rose from 14p 2 years ago. Cllr Rockett proposed and Cllr Campbell seconded to leave fees at the current price for 2025/26. All Agreed</p>	
37	<p><b>TO REVIEW ALLOTMENT RULES AND REGULATIONS</b></p> <p>All agreed to pursue tenant clear up costs when plots are left in a state where the council incurs additional charges to dispose of rubbish. The tenant will be billed full for costs and if unpaid action taken through the small claims. Updated Allotment Rules &amp; Regulations agreed</p>	
38	<p><b>TO RECEIVE AND AGREE ALLOTMENT REPRESENTATIVE'S ROLE</b></p> <p>All agreed the allotment representatives role</p>	
39	<p><b>TO RECEIVE AND ACCEPT THE MINUTES OF THE ALLOTMENT SUB-COMMITTEE HELD ON THE 2<sup>ND</sup> JULY 2024</b></p> <p>The minutes of the Allotment Sub-committee meeting held on 2<sup>nd</sup> July 2024 were received and accepted.</p>	
40	<p><b>TO RECEIVE AN UPDATE FROM THE ST PETERS CHURCH MEETING</b></p> <p>The Clerk and Cllr Joslin had met with the church regarding quotes for work and agreed a way forward. The Clerk met with the church and the builder, so all parties were happy with the work proposed and the church understand they will need to pay any costs over the £7000 from the council. The Church will now seek a faculty for the work, their next meeting convenes on the 27<sup>th</sup> September.</p>	
41	<p><b>TO RECEIVE THE UPDATED CEMETERY RULES AND REGULATIONS</b></p> <p>All received. Cllr Rockett objected to 28. All others agreed.</p>	
42	<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 Glynn 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>	
43	<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 11<sup>th</sup> June 2024 were AGREED by all and signed by the Chairman.</p>	
44	<p><b>TO DISCUSS THE SKATEPARK</b></p> <p>One matter was discussed</p>	

45	<b>TO DISCUSS THE FLASH PROJECT</b> The application was discussed.	
46	<b>TO DISCUSS LAND LEASES</b> One matter was discussed	
47	<b>TO DISCUSS GRASS CUTTING CONTRACTS</b> One matter was discussed	
48	<b>TO MOVE INTO OPEN SESSION</b> On the proposition of Cllr Bucknell seconded by Cllr Glynn RESOLVED the Meeting moves into Open Session	
49	<b>TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING</b> 13 <sup>th</sup> August 2024 at 5:30pm	
	There being no further business the meeting closed at 19:38 pm  Confirmed this                      day of    2024  <b>CHAIRMAN</b>	