

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

**TUESDAY 20<sup>th</sup> JUNE 2023 AT 5.30PM**

**PRESENT:**

Councillors:

M Dutton (Deputy Chairman presiding),

A Glynn, J Holdom, M Campbell, J Rockett, S Ibbetson-Brown and T Duffy

Clerk: Lesley Meanley

Members of the Public: None

Press: None

		Action (initials )
1	<b>TO ELECT A CHAIRMAN OF THE COMMITTEE TO SERVE UNTIL THE NEXT ANNUAL MEETING OF THE COUNCIL.</b> Cllr Joslin nominated herself, Cllr Dutton seconded, All Agreed.	
2	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Cllr V Joslin, Cllr P Bucknell and Cllr M Coates.	
3	<b>DECLARATIONS OF INTEREST</b> Cllr Ibbetson-Brown non-pecuniary interest in allotments.	
4	<b>TO ELECT A VICE-CHAIRMAN OF THE COMMITTEE TO SERVE UNTIL THE NEXT ANNUAL MEETING OF THE COUNCIL</b> Cllr Joslin had nominated Cllr Dutton, Cllr Glynn seconded. All Agreed	
5	<b>ELECTORS QUESTIONS</b> Standing Orders suspended to allow for Electors questions. A request to upgrade and improve play equipment at Millenium Park and comment that the Flying Fox needs maintenance. It was agreed that Cllr Glynn will approach the UK Shared Prosperity fund to seek funding for improvements. The Flying fox was maintained last year. The current RoSPA inspection is in progress so will identify any additional required maintenance. A request for a dog poo bin to be placed between Grove Lane to Thorpland Road. There is already a dog poo bin at Rudham Stile Lane at the entrance to the old Grove Lane. Cllrs agreed to review in future budgets.	<b>AG</b>
6	<b>TO ELECT A COMMITTEE MEMBER TO THE HUMAN RESOURCES SUB-COMMITTEE</b> Cllr Bucknell was nominated by Cllr Dutton and seconded by Cllr Holdom. A vote was taken for Cllr Bucknell of 2 votes for, 2 against. As the votes were at an impasse the Chairman had the casting vote. Cllr Bucknell was duly elected.	
7	<b>TO ELECT A COMMITTEE MEMBER TO THE POLICY &amp; RESOURCES COMMITTEE</b> Cllr Holdom nominated Cllr Dutton, Cllr Glynn seconded. All agreed	
8	<b>MINUTES</b> On the proposition of Cllr Dutton, seconded by Cllr Holdom, the minutes of the Leisure and Environment meeting held on 18 <sup>th</sup> April 2023 were AGREED by all and signed by the Deputy Chairman.	
9	<b>MATTERS ARISING FROM THE MINUTES</b> Cllr Holdom highlighted that Minutes 162 were from the Leisure & Environment meeting held on the 21 <sup>st</sup> March 2023. These should be numbered minute 179. <b>Minute 162 (145,129,112,96,77,42,28) - Millennium Park Fence repairs –</b> Refer to an FRGC meeting for discussion, Clerk will start on quotes in the	

	interim. <b>Minute 162 (148, 129,112,96, 7,49) – Grass Cutting contract.</b> Deferred to Estate report in section 10. <b>Minute 162 (145,129,112,96,78) – Millennium Park –entrance gates etc.</b> Refer to an FRGC meeting for discussion. Cllrs Dutton & Rockett have drawn up proposals. <b>Minute 162(145,134) – replacement whips for Creake Road cemetery and possible orchard whips.</b> Groundsmen to cut back field growth to see what's survived and needs replacement.	Clerk  Clerk
10	<b>TO RECEIVE ESTATE REPORTS AND UPDATES ON OUSTANDING ITEMS</b> <b>Queens Road Chapel</b> – Quotes received both to repair and to survey the building, Cllrs Dutton & Cllr Glynn recommended a proper survey to ensure the work carried out is what's required and enable a maintenance plan to be put in place. Proposed by Cllr Rockett, seconded by Cllr Holdom to recommend the quote for £ 720. To be agreed at Full Council. <b>Goggs Mill/Hayes Lane</b> – This is ongoing. <b>Trap Lane Pavilion – repairs &amp; Maintenance (guttering)</b> – The Clerk will seek quotes for guttering and Fascia repair/replacement and investigate possible damage to brickwork. <b>Travellers Access</b> – Aldiss Park. All agreed to recommend the quote for £1161.60 for the bund. To be agreed at Full Council. FRGC to convene to discuss other aspects. Trap Lane has had the lock box fitted and a telescopic bollard. Millenium Park has a lock box fitted. <b>Aldiss Park boardwalk</b> – Refer to an FRGC meeting. <b>Creake Road cemetery archway and buildings</b> – Survey stated full reroof required. Only one quote for full reroof, awaiting one more, Clerk will ask for requote from 3 <sup>rd</sup> company. <b>Millennium Park Pillar repairs and car park</b> – refer to FRGC meeting. <b>Grass/Hedge cutting</b> – Clerk presented a report on the current contract for FTC estate only along with a brief option paper. Clerk to produce a business case to support. <b>Aldiss, Millennium Park and Trap Lane security arrangements</b> – Updated previously. <b>Boots railings</b> Remove from Agenda – Boots property. <b>Litter and vandalism</b> – No Update	Clerk  Clerk  Clerk
11	<b>TO REVIEW ALLOTMENT FEES</b> Cllr Dutton proposed to recommend fees remain at the present level this year, Cllr Holdom seconded. All Agreed. To be agreed at Full Council.	
12	<b>TO REVIEW CEMETERY FEES</b> Cllr Holdom proposed to raise all current fees by 5%, rounded up to the nearest one pound, seconded by Cllr Dutton. To be agreed at Full Council.	
13	<b>TO DISCUSS A SUITABLE LOCATION, FOR THE GIFT OF A BENCH FROM NNDC IN COMMEMORATION OF THE CORONATION OF KING CHARLES III</b> To be deferred until next Leisure & Environment meeting	
14	<b>TO DISCUSS THE RESURFACING OF ALDISS PARK CAR PARK</b> To be referred to the next FRCG meeting	
15	<b>TO RECEIVE INFORMATION REGARDING POSSIBLE NEW PROJECTS.</b> <b>Railway Cutting</b> – Defer to next Leisure & Environment meeting. <b>Refurbishment of the war memorial.</b> Cllr Rockett to investigate. <b>St Peters Church Yard and Garden</b> – Defer to next Leisure and Environment meeting. <b>Hayes Lane recreation area and conservation usage</b> – Defer to next Leisure and Environment meeting. <b>Goggs Mill area review conservation and usage</b> - Defer to next Leisure and Environment meeting.	JR
16	<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> On the proposition of Cllr Dutton seconded by Cllr Glynn RESOLVED that	

	pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & 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.	
<b>17</b>	<b>TO DISCUSS THE PROPOSED COMMUNITY ORCHARD AT BRICK KILN ROAD</b> Deferred until next Leisure and Environment meeting	
<b>18</b>	<b>TO MOVE INTO OPEN SESSION</b> On the proposition of Cllr Dutton seconded by Cllr Glynn RESOLVED the Council moves into Open Session	
<b>19</b>	<b>TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING</b> 18 <sup>th</sup> July 2023 at 5:30pm	
<b>20</b>	There being no further business the meeting closed at 19:31pm  Confirmed this                      day of    2023  <b>CHAIRMAN</b>	

