

SOUTH WOOTTON PARISH COUNCIL

Minutes of an Assets Committee Meeting held at 7.00pm on Wednesday 3rd June 2026 in the Parish Office Meeting Room.

1. To Elect a Chairman for the ensuing Year: Mrs Cornwell asked for members for nominations for Chairman for the ensuing year. **Mr Scales proposed Mr Narborough continue in his role as Chairman of the Assets Committee, this was seconded by Mrs Gotts, there being no other nominations, this was unanimously agreed.**

2. Present: Mr M Narborough (Chairman), Mr S Scales, Mrs D Gotts, Mrs T Banks, Mr P Bland, Mrs T Cornwell (Clerk) Mr G P (Allotment Tenant)

Apologies: Mr R Williamson, Mrs M Albinson, Mr Hofmeister, Mr D Goddard

3. To confirm the Minutes of the last Meeting held on 4th March 2026: Mr Narborough proposed that the minutes were a correct record of the meeting; this was seconded by Mr Scales, with all other members in favour, they were signed by the Chairman.

3. To record declarations of any Interests, personal or prejudicial: Mrs Banks declared an interest as she is an Allotment Tenant

4. To receive questions from the Public:

Mr GP attended the meeting as he wanted to speak to the Parish Council about the flooding on the Allotments. He explained that he had only been able to plant towards the end of March. He explained that years ago there used to be dykes all around the Allotments and over time these have all gone, meaning there was nowhere for the excess water to run off too. Mr Narborough said that the cost to open up the dykes would be extremely expensive. Mrs Banks explained that it is only certain areas of the Allotments, in the middle area and in recent years more flooding has been seen around the Car Park area. Mrs Banks suggested cutting channels between plots, but members felt this would purely cause problems for others. Mr Narborough asked Mr Price if reinstating the dyke by Grimston Road would help the situation, and it was felt that this would be a good start. As there is no room within the boundary of the Allotments, the dyke would need to be positioned on the outside of the Allotment hedge. This is Highways land so would need some investigation. After some lengthy discussion it was decided that Mrs Cornwell would contact Glover Group for some advice and perhaps a quote if a solution can be found. Contact with Norfolk County Council will also be made.

5. To discuss matters in relation to:

Allotments:

Update: All the Allotments are either rented out or in the process of signing up new tenants.

Overhanging Trees: Mr Narborough said that once the new people move into the first flat roof house – to the west of the Allotments, he would call and see them about getting some work done on the large overhanging Oak Tree. One of the branches now hangs very low and is causing a problem on the Allotments. This tree has a TPO, so any work will need to go through the Borough Council with all the relevant forms filled in. There are cost implications to this, which is why we think it wasn't done by the previous occupants.

Mrs Banks mentioned that someone has placed a small amount of green tree waste in the woodchip compound, it has not been cut up and is not able to be used. Mrs Cornwell said that we would keep an eye on the situation and make sure no more is deposited.

Mrs Banks also mentioned that nettles are coming through the manure pile again. Mr GP very kindly offered to spray the area with weed killer, just for information, she also said that the first flat roof house to the west of the Allotments, has recently had a large bonfire.

Village Hall:

Update: The Village Hall heating in all toilets has been installed during half term. Everything went well and the workmen carried out the job very professionally and efficiently. Mrs Cornwell has emailed Gary Smith the Carpenter to obtain a quote to have the pipes boxed in. When the heating is on, these could be hot to touch for the children should they touch them.

The Green and Open Spaces:

Pond Dredging Update (CIL Funds): All the Pond dredging is complete; however the silt now needs to be spread in the low-lying areas of the Green. Three quotes have been obtained for the work from:

Fen Group - Basic levelling of the silt £9446.55 + VAT other items are all charged individually.

Glover Group - £8100 + VAT for the total job.

DA Jordan Groundworks - £10,275 + VAT

After discussion **Mr Narborough proposed that the work should be contracted out to the Glover Group at a cost of £8100 + VAT, this was seconded by Mrs Banks with all members in favour.**

Mr Narborough went on to say that the removal of the bins and benches can be carried out by Mr Andrew Foreman at a cheaper cost to the Parish Council. As part of the Glover Group quote the repositioning of these items will be undertaken by their in-house team.

Road Planings: Mr Narborough spoke about the path across the Green to the cottages, after the dredging work, some of the road planings have been scraped away, and or squashed into the ground surface. More road planings are required. This has also been mentioned by a resident of the area. Mrs Cornwell said that she would make some enquiries. After speaking to the local Highways Engineer, she now knows how to calculate the exact tonnage and has a contact to go to for the quote.

Bus Shelter Update (Acadia House, Grimston Road): Mrs Cornwell said that the new Bus Shelter is now in situ and is looking good. However, only after a few days, it was covered with posters advertising the Lions Family Fun Day event taking place in the walks in Sunday 7th June 2026. Once the event has taken place, members asked Mrs Cornwell to write to them asking them to clear away all their posters which plaster the area.

Common Lane Resurfacing: Mr Narborough said that although the potholes have been repaired, the road surface now looks like a patchwork, he asked if money could be put in the Precept to undertake a whole resurface of the area. Mr Scales said that if needed, the work could be paid for by Parish CIL funds, however the job would be very expensive. After discussion, Mrs Cornwell was asked to obtain quotes so the matter could be discussed again at the next Assets meeting.

Proposed new Rowan Tree: Mr Hofmeister, whilst sitting on the new bench on the Green, noticed that the Rowan Tree directly to the right mainly consists of dead wood, and would need to be replaced. Mrs Banks said that you would not be able to place a new tree in exactly the same position as fungi on the roots creates a subterrain area/sub area which attacks the new roots and would kill the tree. She said the new tree would need to be planted a couple of yards away from the existing tree. Mr Bland said that he was visiting the Borough Council over the next day or two and would also ask for some advice. **Mrs Banks proposed that the old tree should be removed and a new Rowan Tree be planted as a replacement. This would need to be planted in accordance with advice. This was seconded by Mr Bland with all members in favour.**

Cemetery:

St Mary's Church Wall Repairs - Ongoing: Mrs Cornwell confirmed that work is continuing to take place on the renovation of the Church Wall and things are looking good.

Mrs Cornwell confirmed that the cost of the work is being paid for via Parish Council CIL funds.

All members were happy.

Proposal for Pergola in Cemetery – Plans and Ball Park Costing: Mrs Cornwell said that out of the four quotes requested, two contractors/builders had declined to quote and the Parish Council has received 2 quotes as follows:

Dickerson Builders	£41,635 + VAT
D & E Builders	£49,982 + VAT

Mr Scales said that the prices had been quoted as per specification and that they were both very expensive, the costs would not stop there either as Planning Permission would be required, and there may be other underlying costs relating to drainage. Comment was made that this could be a fire hazard, not only caused by youths, but following last week's very dry weather, fire could be started from glass by accident. Mrs Banks stated that there is a Pergola on the Cliff top in Cromer and that is not damaged or set alight. It was stated that the Pergola on the Cliff tops, is in general view and not discretely placed in a Cemetery. Mr Scales stated that if there are problems, more expenditure may be required with more CCTV cameras for coverage. Mr Hofmeister had provided some information on other wooden structures, but it was said that the Parish Council had already decided against this idea at a previous meeting, as a total wooden structure was not appropriate due to the risk of fire. Mr Narborough mentioned an open structure set against the back of the Parish Office Building, but it was thought that this would be hidden and out of sight.

Mrs Cornwell mentioned that a resident had been into the office and said that most of the benches in the Cemetery are in a bad state of repair and needed either replacing or refurbishment. Mrs Kirby had made some investigations and within the Cemetery there are eight benches that need replacing, (with recyclable plastic for their longevity). New plaques can be installed on the new benches, and contact can be made with the families, if still possible. The cost of the new recyclable benches is £608 + VAT each, plus the cost of the plaques. Members thought that this was a very worth while expenditure and a first move since the Pergola was so expensive. It would provide the Cemetery with lovely clean seating for visitors to sit and be peaceful and close to their loved ones. **Mrs Gotts proposed that the Parish Council order eight new recyclable benches, plus plaques for the Cemetery at a cost of £608 + VAT each, the benches will be installed by Mr Andrew Foreman with his agreement. This was seconded by Mr Narborough with all members in favour.**

It was decided to leave the idea of the Pergola for the time being.

Cemetery Bank Removal, New Fencing and Hedging: To be revisited in the Autumn.

New Cemetery Tree Planting: To be revisited in the Autumn.

New Benches in the Cemetery: As discussed above.

Mrs Banks enquired about the new proposed footpath for between Castle Rising Road and Pretoria Grove. Mrs Cornwell said that the Parish Council had decided that it was too much money, however, a new replacement LED Lantern has been placed in the lighting column, and the matter will be discussed again with a view to carrying out the work under the Parish Partnership Scheme once the new round opens in December.

CIL:

Possible CIL Suggestions:

Replacement of Lighting Columns – Next Phase Update: The next stage of Street Lighting replacement will be Appledore Close, Bramble Drive, Common Lane and Nursery Close.

New Galvanised lighting columns have now been installed in Church Lane, St Marys Close, Hall Lane and The Boltons. These are currently waiting for UK Power to disconnect the old columns and reconnect the new.

Additional Lighting Columns for Bracken Road and Meadow Road: The new galvanised lighting columns are now in place and we are waiting for UK Power to complete their works.

Additional Lighting Column for the Footpath between Castle Rising Road and Priors Lane: As above, new LED Lantern installed.

Wootton Park:

Update:

The minutes of the last meeting on 21st May have been circulated.

The Picnic on the Park will take place on Saturday 6th June 2026.

Mrs Banks asked if anyone has placed on social media, 'please bring cash' as small stall holders do not have card machines. Mrs Gotts was not sure.

Mrs Gotts stated that the 200 Club always needs more members.

SWiB:

Update: Mrs Banks said that the minutes of the last meeting on 19th May 2026, had been circulated. She stated that Mrs Price had found a gravestone buried about 6" under the soil, which has subsequently been removed by a handyman. There are more which will need removing in due course.

Approximately, 3,000 daffodil bulbs have been purchased for the new Knights Hill development roundabout, these will be planted in the Autumn. Mrs Cornwell said that she had visited the sales centre again to enquire about the contribution to the cost of the planting, but the office was closed. She said that she would go again. Mrs Banks said that she could not understand the situation with the height of the planting etc, on the roundabout, as advised by NCC Highways, as many other roundabouts in the area have large trees. Mrs Gotts commented and said that she was disappointed that the flower beds will not be planted this year, and that money had been spent on the roundabout bulbs which is not even situated in South Wootton, Mrs Banks said that the decision not to plant the flower beds was not down to money, but the fact that it is extremely difficult to keep them well watered.

Mrs Cornwell said that the roundabout once completed, will be a lovely entrance to the village. Permission has been obtained now from NCC and from Castle Rising Parish Council to plant bulbs.

Mrs Banks expressed her thanks to Cllr Coates for his contribution to the scheme and said the Cllr Ring has also offered money to help.

There being no other business, the Chairman closed the meeting at 7.55pm.

6. Next meeting: To be held on **Wednesday 2nd September 2026** at 7pm.