

Minutes of the Environment Committee meeting held on Monday 3rd June 2024 at 7.00pm, the Loft, Dersingham Village Centre

Present: Cllr R Frost (Chairman), Cllr C Shepherd, Cllr B Anderson, and Cllr M Ward

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **Election of the Chairman of the Environment Committee and to receive the Chairman's Declaration of Acceptance of Office**
Cllr B Anderson nominated Cllr R Frost. Cllr M Ward seconded the nomination.
It was resolved to approve Cllr R Frost as Chairman of the Environment Committee. Cllr R Frost duly signed the Declaration of Acceptance of Office.
2. **Election of the Vice-Chairman of the Environment Committee and to receive the Vice-Chairman's Declaration of Acceptance of Office**
Cllr C Shepherd nominated Cllr M Ward. Cllr B Anderson seconded the nomination.
It was resolved to approve Cllr M Ward as Vice-Chairman of the Environment Committee. Cllr M Ward duly signed the Declaration of Acceptance of Office.
3. **To consider apologies for absence** - Cllr J Stokes and Cllr T Bubb
4. **Declarations of Interest and requests for dispensations by councillors in any agenda item** – none received
5. **To review the Committee's Terms of Reference** – Deferred to Environment Committee meeting on 1st July 2024
6. **Public Participation** - none present
7. **Minutes of the Environment Committee Meeting held on 7th May 2024.**
 - (a) The minutes were proposed by Cllr C Shepherd and all agreed and they were approved as a correct record and duly signed by the Chairman.
 - (b) Action points were discussed and those completed will be removed

Business Manager

- (a) To arrange for quotations for the Village Sign to be repainted - ongoing
- (b) To prepare the final specification for grass cutting so that new quotations can be sourced - ongoing
- (c) To obtain quotations for painting of three benches – see item 21.
- (d) To contact contractors and arrange a visit to the Skatepark, agree the volume of topsoil required and to provide quotations – see item 22.
- (e) To ask the Streetlight Contractor to check out the condition and send photographs of the 3 brackets identified in 7b. The Business Manager reported that the Streetlight Contractor had checked the 3 brackets and reported back that they are sound and they only have surface rust which, if required, could be sanded down and painted. The Business Manager was asked to arrange quotations per bracket.
- (f) To source quotations for agreed tree work – see item 23.
- (g) To source quotations for removing selected paving and replacing with gravel or crushed limestone in accordance with the map and measurements provided by Cllr C Shepherd - ongoing

- (h) To inform the parishioner that no work would be carried out on the Willow tree at Earl Close – completed and email sent out
- (i) To arrange with RoSPA for a site visit for the Playground and Skatepark for June 2024 - completed
- (j) To contact NCC Highways to ask that the brambles be cut back in Lynn Road - completed

Councillor C Shepherd

- (a) With Cllr R Frost to remove weeds and soil underneath the edges of the carousel children's playground and have a look at the 2 swings to be installed - ongoing
- (b) To prepare a map and measurements for the war memorial gardens and pass to BM to obtain quotes (b) and (c) combined. Cllr C Shepherd had met with the Tree Conservation Officer who was happy with the suggestion of lifting some paving and replacing with either gravel or bark. Cllr C Shepherd will now be able to send the map and measurements to the BM. Cllr B Anderson recommended that the edge of the paving be painted yellow to highlight the difference in surfaces.
- (c) To measure the area underneath the Lime tree for removal of the paving over the tree roots and send the map to the BM – see (b) above.
- (d) To discuss owners exercising their dogs on the Sports Ground with the Charity – Cllr C Shepherd and Borough Cllr Judy Collingham will prepare a report asking that Sports Grounds be included in the Dog Control Order when it is next reviewed by the Borough Council.

Councillor R Frost

- (a) To purchase 3 no. combination locks - ongoing
- (b) To replace the spring on the gate between Bank Road and children's playground. Cllr C Shepherd recommended that a specialist company install new locks and would send the BM details of a company used by the DVCA.
- (c) With Cllr C Shepherd to remove weeds and soil underneath the edges of the carousel children's playground and have a look at the 2 swings to be installed - ongoing

Cllr B Anderson

- (a) To report whether agreements on leaving bat detectors at selected properties had been given – Cllr B Anderson had sent emails and was awaiting a reply but had suggested that the bat detectors be position in a tree in the churchyard instead of on the church.
- (c) To consider matters arising – Cllr C Shepherd asked the BM to ask the Cleaning Contractor for his completed monitoring forms.

- 8. **Current Financial Position** – Cllr C Shepherd reported that it was still early in the financial year and spend was mainly on Streetlights, Energy invoices and contractual items.
- 9. **Reserves** – Cllr C Shepherd reported that the only spending was for grass cutting on The Warren

10. Areas of responsibility

- (a) Bus shelters/stops – The BM was asked to arrange for the nettles to be cut down around the Bus Shelter on Manor Road
- (b) Streetlights – nothing further to report
- (c) Grass Cutting – Waiting for the combined contract to be drafted
- (d) Cleaning – The BM reported that the new cleaning contractor was finding the bins on the playground/war memorial full. A suggestion was given to check which day of the week the Borough Council emptied the bins.

- (e) Litter Bins – nothing further to report
- (f) Seats and Benches – The BM was asked to ensure that the Borough Council's grass cutting team were including the bench on Station Road since it was getting covered by nettles.
- (g) Children's Playground Inspection Form – All completed and on SharePoint and the BM informed the meeting that the ABM had informed her of continuous litter on the playground and bird mess on the benches.
The Company coming out to install the new swings have confirmed they will be here at the end of June 2024.
- (h) Dog Bins and Sponsorship – The BM informed the meeting that she will visit the dog bins shortly to check that all the advertisements are still sound.
- (i) Footpaths/Walkways – nothing to report
- (j) Tree Warden and Tree Survey – Cllr C Shepherd advised that she had chased the BC tree officer about making a TPO for the old infants school site.
- (k) General Village Environment – Committee Asset Review – The Chairman of Finance and Administration had asked that the Committee review all the assets within the Environment Committee care and inform him by the end of June. The BM will provide the details of any new purchases and replacement costs for waste bins, dog bins, picnic tables, bus shelters and Cllr C Shepherd will provide details for the streetlights and trees and the ABM will provide replacement playground costs.

11. Recreation Ground

- (a) Update on goal posts as part of five-year plan – Cllr C Shepherd informed the meeting that the original position for the goal posts, where she and Cllr T Bubbs had drawn out the football pitch, meant that goal posts would be over a drain running under the whole site. A discussion took place as to a better position and it was agreed to move the position so the goal post was opposed an original backboard.
- (b) Update on Skate Park – see item 22.

12. War Memorial and War Memorial Gardens – see item 4.

13. Climate Change and Biodiversity – Cllr B Anderson had received a very comprehensive 73-page report from NWT representative which will support the continuation of reviewing light affecting bats. This will be reviewed following the proposed monitoring of which species live in and around Dersingham.

14. Rangers and update on NCC Highways Requests – The BM had reported cutting back the brambles on Lynn Road and NCC have now started cutting back verges so this should deal with any visibility issues.
The BM was asked to contact DUC regarding the brambles between the Common and Lynn Road to see if their volunteers could help in keeping the brambles in check.

15. Correspondence –

- (a) Cllr B Anderson had received an enquiry regarding children playing football games in public open spaces and the BM informed the meeting that anti-social behaviour comes under the enforcement of the Borough Council, however, they don't investigate children playing football games in public open spaces.
- (b) Email regarding a dead tree near Earl Close – The BM will check whether this is the one identified for removal following the Tree Survey.

16. Public Participation - none present

17. **Items for inclusion on the next agenda**
 - (a) Revised Grass Cutting Contract
 - (b) Terms of Reference
18. **Any item for Facebook** - none
19. **Date of next meeting** – Monday 1st July 2024 in the Loft
20. **Exclusion of press and public**
To consider passing the following resolution: “That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
21. **Quotations for painting of 3 benches** – The BM had obtained 3 quotations and it was resolved to award the work to Bayern Construction and Maintenance Limited. The BM was asked to obtain quotations for a replacement recycled bench for Earl Close.
22. **Quotations for contractor for topsoil for Skatepark** The BM had contacted 5 companies but had only received one quotation so further quotations will be sought.
23. **Quotations for tree work following tree report** - The BM had obtained quotations and it was resolved to award the work to Heritage Tree Specialists.

With no further business the meeting was closed at 20:49

Business Manager

- (a) To arrange for quotations for the Village Sign to be repainted
- (b) To prepare the final specification for grass cutting so that new quotations can be sourced -
- (c) To contact contractors and arrange a visit to the Skatepark, agree and send quotations of the volume of topsoil required and a separate quotation for matting
- (d) To ask the Streetlight Contractor for quotations for sanding down and painting the bracket for one pole/bracket. The Business Manager was asked to arrange quotations per bracket. A cost will then be compiled for number required.
- (e) To source quotations for removing selected paving and replacing with gravel or crushed limestone in accordance with the map and measurements provided by Cllr C Shepherd - ongoing
- (f) To source quotations from specialist companies to review/install new locks between Bank Road and children's playground
- (g) To arrange for the nettles to be cut down around the Bus Shelter on Manor Road
- (h) To ensure that the Borough Council's grass cutting team were including the bench on Station Road since it was getting covered by nettles
- (i) To visit the dog bins shortly to check that all the advertisements are still sound
- (j) To contact DUC regarding the brambles between the Common and Lynn Road to see if their volunteers could help in keeping the brambles in check
- (k) To check whether a tree on Earl Close is the one identified for removal following the Tree Survey

Councillor C Shepherd

- (a) With Cllr R Frost to remove weeds and soil underneath the edges of the carousel children's playground and have a look at the 2 swings to be installed

- (b) To prepare a map and measurements for the war memorial gardens and pass to BM to obtain quotes (b) and (c) combined. Cllr C Shepherd had met with the Tree Conservation Officer who was happy with the suggestion of lifting some paving and replacing with either gravel or bark. Cllr C Shepherd will now be able to send the map and measurements to the BM. Cllr B Anderson recommended that the edge of the paving be painted yellow to highlight the difference in surfaces.
- (c) To send the BM details of a lock specialist company used by the DVCA

Councillor R Frost

- (a) With Cllr C Shepherd to remove weeds and soil underneath the edges of the carousel children's playground and have a look at the 2 swings to be installed - ongoing