

Minutes of the Environment Committee meeting held on Monday 2nd September 2024 at 7.00pm, the Loft, Dersingham Village Centre

Present: Cllr R Frost (Chairman), Cllr C Shepherd, Cllr T Bubb, Cllr A Watkins and Cllr M Ward

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** - Cllr J Stokes and Cllr B Anderson
2. **Declarations of Interest and requests for dispensations by councillors in any agenda item** – none received
3. **Open the meeting to allow Public Participation** – 4 members of the public were present and two members of the public raised concerns about the overgrown grass verges on Manor Road which are maintained by the Borough Council. The two members of public had reported it to the Borough Council but were also concerned that due to the length of grass dog poo wasn't being picked up by the dog owners. The parishioner also asked if there were any updates on the Old Community Centre and was informed that there are no updates.
Another member of the public came into discuss item 12.2 signage and a bench at Elizabeth Way from the stretch from Station Road, Dersingham to The Drift, Ingoldisthorpe. They explained that railway history information was promised by NCC and since this hasn't happened, could Dersingham Parish Council contact them and also consider the installation of some seats and consider turning the contractors compound into a car park.
A decision was made and the Business Manager was asked to write to NCC.
4. **Minutes of the Environment Committee Meeting held on the 1st July 2024**
 - (a) The minutes were proposed by Cllr C Shepherd and seconded by Cllr A Watkins 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 source quotations for removing selected paving and replacing with gravel or crushed limestone following site visit by Cllr C Shepherd and BM - ongoing
- (c) To source quotations from specialist companies to install new locks on all gates into the playground – see item 19.
- (d) To arrange for the nettles to be cut down around the Bus Shelter on Manor Road – see item 20.
- (e) To visit the dog bins shortly to check that all the advertisements are still sound - ongoing
- (f) To check whether a tree on Earl Close is the one identified for removal following the Tree Survey – see item 7(j).
- (g) To send Cllr C Shepherd the final contract and then send the contract to the agreed list of contractors - completed
- (h) To arrange for the grass to be cut around the Village Sign in July - completed
- (i) With Cllr C Shepherd to visit the playground and complete items identified in the RoSPA report – completed and the quotations will be sourced shortly.
- (j) To arrange for quotations for replacement Perspex roofs on the bus shelters - ongoing
- (k) To arrange for quotations to clear the brambles on the grass near the pill box on Broadland Close – work to be carried out before September – see item 20.

- (l) To write a letter of complaint regarding the grass cutting in the village to the Borough and County Councils, copying in Cllr Stuart Dark - ongoing
- (m) To check whether the quotations previously received are still valid and if so, to arrange for the tree work to be completed in Earl Close and Burma Close – completed.
- (n) To contact NCC Highways regarding the 'turned round' Hedgehog sign on Lynn Road opposite Heath Road – completed and the sign has been straightened.
- (o) To contact NCC Highways to ensure that all the overgrown grass on footpaths have been cut back – completed and see item 11.
- (p) To ascertain when all the gully clearing would be carried in the village by NCC Highways – completed and the work is being carried out in November 2024.
- (q) To ascertain which trees in Earl Close have been asked to cut back from the parishioner – see item 12.3

Councillor C Shepherd

- (a) With the BM to check on the outstanding items highlighted in the RoSPA's report - completed
- (b) With the BM confirm the area in the War Memorial for removing paving and filling with gavel or crushed limestone following site visit - completed

Councillor R Frost

- (a) To check the Hedgehog sign on Lynn Road opposite Heath Road – Cllr R Frost went out to view the sign but explained it was too high and reported back to the BM.

Councillor T Bubb

- (a) To identify who the bus shelters were originally purchased from – Cllr T Bubb send the details to the BM.
 - (c) To consider matters arising from July's Minutes. Cllr C Shepherd went through the recent RoSPA report and clarified that;
The gates are in hand, the new Skate Trainer had been installed, the two new swings had been installed, The BM is in the process of arranging quotations for the toddler swings, the worn areas are due to be filled with soil. The Carousel will be discussed later.
5. Current Financial Position – Cllr C Shepherd informed the meeting that the RFO had presented, via SharePoint, the figures up to the end of August and that the grass cutting contract should have a little money left but an extra cut might be required in October. In the budget meeting extra items will require extra budgeting for, such as the repainting of the Village Sign and the new toddlers swing.
 6. Reserves - £17,000 is left in The Warren reserve and this should carry through for about 5 or 6 years. The work on the War Memorial Site will need to be funded through the project reserve.
 7. Areas of responsibility
 - (a) Bus shelters/stops – Repairs to bus shelter in Chapel Road. Cllr C Shepherd informed the meeting that the emergency repair had been carried out. A decision was made to review a permanent solution in January 2025.
 - (b) Streetlights - article in New Scientist insect damage to trees and streetlights – noted at the meeting.
 - (c) Grass Cutting - Update on Revised Grass Cutting Contract – The BM reported that the schedule and all maps had been sent to 5 contractors and the deadline for

quotations is the 1st of October. The BM was asked to arrange for a firebreak to be cut on the Warren.

- (d) Cleaning – The BM reported that the schedules are being completed and placed on SharePoint.
- (e) Litter Bins – no reports received.
- (f) Seats and Benches - Update on painted benches and decision for next round of benches to be painted. The BM presented photos of the bench on Earl Close and informed the meeting that it was a sound strong bench and a replacement would cost from £600. A decision was made to keep the wooden bench but it does require treatment. Cllr T Bubb will ascertain what the Borough Council uses on their wooden benches. A decision was made that the next benches to repainted are; BE01, BE03, BE06 and BE18.
- (g) Children's Playground Inspection Form – nothing to report
- (h) Dog Bins and Sponsorship – The BM reported that some of the advertising sheets require renewing.
- (i) Footpaths/Walkways – see item 11.
- (j) Tree Warden and Tree Survey – see item 12.3
- (k) General Village Environment – nothing to report.

8. Recreation Ground

- (a) Update on Playground Inspection Report and Skate Park Inspection Report – Cllr C Shepherd asked for a small working party to help move the soil to the old goal posts and around the playground. The BM will inform the councillors when the soil is delivered.
- (b) Update on goal posts – The BM had chased the manufacturing company asking for an installation date but was still waiting.

9. War Memorial and War Memorial Gardens – The BM will prepare the specification for the lifting of block paving and the area to be covered with the agreed surface.

10. Climate Change and Biodiversity – Cllr M Ward highlighted the recent report that it's the coolest summer since 2015. A decision was made to remove the item for Climate Change from further agendas.

11. Rangers and update on NCC Highways Requests:

The BM had contacted the Internal Drainage Board who confirmed they would come and clear the ditch which runs from Lynn Road out to the A149.

A parishioner had contacted the BM regarding cars parking at the entrance to Senters Road and she had contacted the police but since there are no white lines, zigzags or double yellow lines they can't help and the parishioner was recommended to contact NCC Highways.

The BM reported the hedgehog sign to NCC Highways and they had been out and the sign was now turned the correct way.

The BM had contacted NCC regarding overgrown hedges/trees on Old Hall Drive and NCC have confirmed that no action will be taken at the moment.

The BM had contacted the Borough Council regarding overgrown grass on the play area at Kings Croft but had not received a response yet.

The BM had written to the NCC about cutting back all the overgrown NCC pathways in and around Dersingham but had been told that no footpaths were on the routine schedule. A decision was made that the footpath from Station Road to Mountbatten Road be prioritised for NCC's routine schedule and the BM was asked to contact NCC.

12. Correspondence
 - 12.1 Email from re NCC Parish Partnership 2025/2026 – noted at the meeting.
 - 12.2 Email from parishioner about signage and bench at Queen Elizabeth Way – see parishioners section.
 - 12.3 Email from parishioner advising about dead trees in the village – The BM showed photos of the dead trees and a decision was made to ask the BM to arrange for quotations for removal of both trees.
13. Open the meeting to allow Public Participation – at this point 3 parishioners left.
14. Items for inclusion on the next agenda – Set date for Environment Committee Budget Setting Meeting. Agreement was made that this meeting would be held on Tuesday 5th November at 7pm
15. Any item for Facebook – A decision was made to remove this item from further agendas.
16. Date of next meeting – Monday 7th October in the Loft and at this point the last parishioner left.
17. 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.
18. Quotation for contractor for additional topsoil for Skatepark – It was agreed to accept the quotation from AC Norfolk for £40.
19. Quotations for Gate Closers on Childrens Play Area - the Business Manager informed the meeting that she had contacted RoSPA who gave her a list of suitable companies and five companies had been contacted and sent details and photos but so far, no company had sent any quotations. Cllr C Shepherd suggested another couple of companies.
20. Quotations for clearing brambles nr the pill box and cutting down nettles next to bus stop on Manor Road – It was agreed to accept the quotations from Medina Services for removing the brambles near the Pill Box for £60 and to cut down the nettles next to the bus stop on Manor Road at £50.

With no further business the meeting was closed at 20:55

Business Manager

- (a) To arrange for quotations for the Village Sign to be repainted
- (b) To source quotations for removing selected paving and replacing with gravel or crushed limestone following site visit by Cllr C Shepherd and BM
- (c) To source further quotations from specialist companies to install new locks on all gates into the playground
- (d) To visit the dog bins shortly to check that all the advertisements are still sound
- (e) To arrange for quotations for replacement toddler swings
- (f) To arrange for quotations for replacement Perspex roofs on the bus shelters
- (g) To contact NCC regarding railway history information from the stretch from Station Road, Dersingham to The Drift, Ingoldisthorpe and also asking them to consider the installation of seats and consider turning the contractors compound into a car park

- (h) To write a letter of complaint regarding the grass cutting in the village to the Borough and County Councils, copying in Cllr Stuart Dark
- (i) To arrange for a firebreak to be cut on the Warren
- (j) To contact NCC Highways for inclusion of the footpath from Station Road to Mountbatten Road for NCC's routine schedule
- (k) To arrange for quotations for removal of two trees

Councillor T Bubb

- (a) To ask the Borough Council which oil/paint they use for their benches