

Minutes of the Environment Committee meeting held on Monday 7th October 2024 at 7.00pm, the Loft, Dersingham Village Centre

Present: Cllr R Frost (Chairman), Cllr C Shepherd, Cllr J Stokes, Cllr B Anderson (left at 20:43) and Cllr T Bubb

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** - Cllr A Watkins and Cllr M Ward
2. **Declarations of Interest and requests for dispensations by councillors in any agenda item** – Cllr B Anderson for item 19 Quotation for removing two trees. It was agreed that this item would be moved to the last item on the agenda.
3. **Open the meeting to allow Public Participation** - none present
4. **Minutes of the Environment Committee Meeting held on the 2nd September 2024**
 - (a) The minutes were proposed by Cllr C Shepherd and seconded by Cllr J Stokes 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 – see item 7(k)
- (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 further quotations from specialist companies to install new locks on all gates into the playground - ongoing
- (d) To visit the dog bins shortly to check that all the advertisements are still sound – To be undertaken on Tuesday 8th October 2024.
- (e) To arrange for quotations for replacement toddler swings – see item 18.
- (f) To arrange for quotations for replacement Perspex roofs on the bus shelters – see item 7(a)
- (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 – see item 10(a).
- (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 – Emails to Borough Councillor Balijinder Anota and NCC Councillor Stuart Dark have been sent but no reply has been received.
- (i) To arrange for a firebreak to be cut on the Warren – placed on hold whilst the budgets are reviewed.
- (j) To contact NCC Highways for inclusion of the footpath from Station Road to Mountbatten Road for NCC's routine schedule – see item 10.
- (k) To arrange for quotations for removal of two trees – see item 19.

Councillor T Bubb

- (a) To ask the Borough Council which oil/paint they use for their benches – Cllr T Bubb reported that they use Linseed oil. Following a discussion Councillor Tony Bubb volunteered to rub down the bench at Earl Close and apply linseed oil before the winter.
- (c) To consider matters arising from September's Minutes.

Cllr C Shepherd reported to the meeting that the additional one tonne wasn't sufficient to complete all the required areas. A decision was made to purchase an additional two tonne of good quality sieved topsoil. The BM was asked to arrange an order. The BM queried the quantity required for grass seeding all the new topsoil and a decision was made to purchase 10 kilos of a suitable hard wearing perennial rye grass for children's playgrounds. The BM was asked to arrange quotations.

5. Current Financial Position

Cllr C Shepherd requested that Item 5. Current Financial Position and item 6. Reserves be amalgamated into 5. Current Financial Position and Reserves for future agendas.

Cllr C Shepherd informed the meeting that:

Budget code 4020 Grassing cutting had two more invoices to be paid

Budget code 4035 Street Lighting Energy – Cllr C Shepherd informed the meeting that this contract will be finishing soon.

Budget code 4070 Trees - there was only £290 left in the budget.

Budget code 5015 Playground equipment maintenance – there was only £498.01 left in the budget.

6. Reserves - to be amalgamated with 5. Current Financial Position in future.

7. Areas of responsibility

- (a) Bus shelters/stops – request for new bus shelter in Mountbatten Road. Following a discussion about the requested bus shelter, the BM was asked to contact St. Cecilia's Church for permission for the bus shelter to be situated on their land. The BM was also asked to chase up NCC's Transportation Scheme for funding and to contact the parishioner with an update.
- (b) Streetlights – The BM informed the meeting that the received reports of lights not working were forwarded to DPC's Streetlighting Contractor and they were being resolved.
- (c) Grass Cutting – see item 16.
- (d) Cleaning – see item 8(c)
- (e) Litter Bins – see item 8(c)
- (f) Seats and Benches – The BM will source quotations for the repainting of the 3 identified seats.
- (g) Children's Playground Inspection Form – nothing to report
- (h) Dog Bins and Sponsorship – The BM was asked to contact the 2 sponsors regarding the next 12 months sponsorship and ascertain if they wanted to continue with their sponsorship. A decision was made to keep the sponsorship at £30 per bin. On Tuesday 7th October, the BM and ABM will visit each dog bin, take photos and report back to November's meeting.
- (i) Footpaths/Walkways – Update on cutting overgrown footpath – The BM informed the meeting that she had contacted NCC's Countryside Access Officer regarding the footpath from Station Road to Mountbatten Road who had replied that the route is on NCC land but it is not a registered right of way and is currently not maintained. A discussion was held and a decision was made to formally approach NCC's Countryside Access Officer and ask for NCC to formally dedicate it as a footpath.
- (j) Tree Warden and Tree Survey – Cllr Brian Anderson informed the meeting that he had informed NCC of a dead chestnut tree opposite the newsagents.
- (k) General Village Environment – The BM informed the meeting that she was sourcing individuals and companies who repaint village signs with a view to sending out a specification for work to start in the Spring 2025. Cllr C Shepherd passed on another company to be included to the list.

8. **Recreation Ground**

- (a) Update on Playground Inspection Report and Skate Park Inspection Report – nothing further to report
- (b) Update on goal posts – The BM reported that the goal posts had been extended and repainted and she was still waiting for an installation date and would chase again.
- (c) Complaint about litter in the playground and a discussion of the cleaning contract – The BM and Cllr Coral Shepherd had received emails of complaint about litter in the playground and Cllr Coral Shepherd informed the meeting that the previous cleaning contract had been for daily removal of litter but the new contract was now for only once a week. The volume of litter will be monitored by the councillors and Cllr Tony Bubb queried whether Dersingham Primary School could be asked to undertake a litter pick and the BM was asked to contact them.
- (d) Consultation by Borough Council about Public Spaces Protection Order, Control of Dogs – Cllr Coral Shepherd informed the meeting that this is simply to renew the order “as is” for a further three years with effect from the 1st December 2024. However, concerned parishioners had written to DPC highlighting their concerns that dogs were running off their leads in the recreation ground with the skatepark. A decision was made to ask for the Public Space Protection Order to allow for the same restrictions of ‘No Dogs’ to the recreation ground since this is fenced and gated and children under 5 played football and used the skatepark. The BM was asked to contact the Community Safety Manager at West Norfolk and also to contact James Wild MP for his support.

9. **War Memorial and War Memorial Gardens** – Cllr Tony Bubb suggested that daffodils be planted in the war memorial garden. This was agreed by all present and the BM was asked to liaise with the maintenance contractor.

10. **Rangers and update on NCC Highways Requests**

- (a) Railway history information on Station Road to The Drift, Ingoldisthorpe – The BM informed the meeting that she had sent emails to the various individuals who worked on the resurfacing but so far had not received any replies, however, she will chase these up.
- (b) Parking at entrance to Pansey Drive – Cllr Coral Shepherd had visited the site and informed the meeting that this part of Pansey Drive is unadopted and neither DPC nor NCC are able to help and the emptying of the bins is down to the Borough Councils contractor.

Cllr Tony Bubb informed the meeting that the footpath opposite 5 Centre Vale had still not been resurfaced and asked the BM to chase this up with NCC Highways.

11. **Correspondence** – none received.

12. **Open the meeting to allow Public Participation** - none present

13. **Items for inclusion on the next agenda** - none

14. **Dates of next meeting** – Monday 4th November 7pm in the Loft and Budget Setting Tuesday 5th November at 7pm

15. 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.

16. **Quotations for Grass Cutting Contract** – 3 quotations were received and after discussion Cllr Jordan Stokes proposed that DPC accept the quotation from PJ and B Jones Ltd, Cllr Robert Frost seconded the proposal and all councillors voted unanimously to accept the quotation.
17. **Quotations for Gate Closers on Childrens Play Area** – The BM informed the meeting that unfortunately she was still waiting for quotations.
18. **Quotations for Replacement Toddler Swings** – 2 quotations were received and a decision was made to accept the quotation from Online Playgrounds and Cllr Robert Frost asked the BM to let him know when they had been delivered.

Cllr Brian Anderson left the meeting at this point so Item 19 was discussed in numerical order.

19. **Quotations for Removing two trees** – 4 quotations had been received and the BM had been asked to check the companies Public Liability Insurance before an order was placed.
20. **Quotations for Replacement roof on two bus shelters** – 1 quotation for two new replacement roofs had been sourced, however, due to the cost and age of the bus shelters Cllr Coral Shepherd recommended that the roofs be professional cleaned and the BM was asked to source quotations for the next meeting.
21. **Land between The Warren and A149** – The BM was asked to place this on the Finance and Administration Committee and Cllr Coral Shepherd informed the meeting she would write to the landowner.

With no further business the meeting was closed at 21:01

Business Manager

- (a) To source further quotations for the Village Sign to be repainted
- (b) To source quotations for removing selected paving and replacing with gravel or crushed limestone
- (c) To source further quotations from specialist companies to install new locks on all gates into the playground
- (d) To prepare an order for an additional two tonne of good quality sieved topsoil
- (e) To source quotations for 10 kilos of a suitable hard wearing perennial rye grass for children's playgrounds
- (f) To contact St. Cecillia's Church for permission for the bus shelter to be situated on their land
- (g) To chase up NCC's Transportation Scheme for funding for a new bus shelter and to contact the parishioner with an update
- (h) To source quotations for the repainting of the 3 identified seats. The repainting to be undertaken in the Spring of 2025
- (i) To contact the dog bin sponsors regarding the next 12 months sponsorship and ascertain if they wanted to continue with their sponsorship at £30 per bin

- (j) To present an update and photos of each dog bin at November's meeting
- (k) To formally approach NCC's Countryside Access Officer and ask for NCC to formally dedicate the footpath between Station Road and Mountbatten Road
- (l) To contact Dersingham Primary School to ascertain whether they would be interested in undertaking a litter pick
- (m) To contact the Community Safety Manager at West Norfolk to ask for the Public Space Protection Order to allow the same restrictions of 'No Dogs' to the recreation ground since this is fenced and gated and children under 5 played football and used the skatepark and to also contact James Wild MP for his support
- (n) To arrange for daffodil bulbs to be planted in the war memorial planters
- (o) To chase up the various individuals who worked on the resurfacing work of Station Road to The Drift, Ingoldisthorpe
- (p) To chase up NCC Highways regarding the footpath opposite 5 Centre Vale as it has still not been resurfaced
- (q) To inform Cllr Robert Frost when the replacement toddler swings were delivered
- (r) To source quotations for the two bus shelters roofs to be professional cleaned

Councillor T Bubb

- (a) To rub down the bench at Earl Close and apply linseed oil before the winter