

Minutes of the Environment Committee meeting held on Monday 4th September 2023 at 7.00pm, the Loft, Dersingham Village Centre

Present: Cllr R Frost (Chair), Cllr C Shepherd and Cllr T Bubb (Vice Chair)

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** – Cllr J Stokes, Cllr A Watkins and Cllr B Anderson
2. **Declarations of Interest and requests for dispensations by councillors in any agenda item** – none received
3. **Public Participation** – 1 parishioner – see item 20
4. **Minutes of the Environment Committee Meeting 3rd July 2023.** Cllr C Shepherd proposed and Cllr T Bubb seconded the minutes. **The minutes were approved as a correct record and duly signed by the Chairman.**

Action points were discussed and those completed will be removed.

- (a) Cllr C Shepherd reported she had undertaken research on the land at the Sports Ground and the Riparian Rights are the responsibility of the landowner, not Dersingham Parish Council as they lease the land. Cllr C Shepherd had been in contact with the landowners representative some time ago but will make further contact.
- (b) Cllr C Shepherd confirmed that all the grass cutting within the DPC contract is being cut according to the contract.
- (c) Cllr C Shepherd confirmed that the Tree Survey had been forwarded to the Business Manager who will now carry out the preparations for a new survey to be commissioned.
- (d) Cllr C Shepherd and the Business Manager carried out a site visit to inspect the area of paving at the War Memorial. Proposals will be placed on the October's agenda.
- (e) The BM informed the meeting that K & M Lighting Services will shortly fit the steel bands and this will be free of charge.
- (f) The BM explained that due to urgent priorities the 2-3 day's work to photograph the rear of the dog bins was still outstanding and a discussion took place ascertaining the benefits of this project. A decision was made that these photos were not necessary.
- (g) The BM had spoken to different companies asking for advice on matting and backfilling of soil for underneath the multi-play structure which varied from grasslok surfacing on top of a returfed area to black plastic crumb. The Councillors preferred the black plastic crumb surface but would wait until further quotations were received.
- (h) A decision was made to update the Asset Register later this year
- (i) The BM informed the meeting that a specification had been prepared and quotations had been sourced but not all companies had replied, therefore, a report will be presented to October's meeting, (split into 3 sections (1) Two new goal posts with or without nets, (2) Removal of old goal posts – cut down to ground level and made good and (3) a second basketball hoop was still outstanding)
- (j) The BM had contacted NCC's Highways and was waiting for a reply as to the possibilities of siting a new bench
- (k) The BM informed the meeting that the cherry tree on the Recreation Ground had been felled and the timber removed on Thursday 17th August.
- (l) The BM confirmed that DPC's Cleaning Contractor had cleaned all signs on the Recreation Ground

- (m) The BM provided quotations for two plaques for the beech and oak trees and a decision was made to accept the quotation of £25 each for 5mm stainless steel provided they are drilled to accept 4 holes and the screws are also stainless steel. A decision was made to place both plaques on the brick plinth of the Village sign and the BM was asked to check the measurements of the brickwork before the order was placed.
 - (n) Cllr C Shepherd confirmed that she had formally written to the Sandringham Estate and thanked them for their kind donation of the two new log seats.
 - (o) The BM confirmed that the grass cutting contractor had cut an extra fire break alongside the properties in Philip Nurse Road.
 - (p) The BM to write to the rangers to cut back the verges (not the hedge) along Lynn Road to Heath Road is still outstanding
 - (q) The BM advised that the company who supplied the bench did not supply grass bolts and councillors thought having a concrete base was inappropriate. The BM was asked to supply further quotations for very long bolts to hold the bench in place on the grassed area
 - (r) The BM and Cllr C Shepherd visited and inspected the area of paving at the War Memorial and photos were taken – see agenda item 9
 - (s) The BM provided 8 no. quotations for three replacement combination locks and this is discussed under agenda item 14.
 - (t) The BM had arranged for a locksmith to open the power supply box on the War Memorial but during the visit the locksmith explained that he could open the door to the power supply box but the door would be left open. The BM was concerned of a potential Health and Safety risk so the door was left closed. The BM had sourced a company to send spare keys to the power supply box.
 - (u) The BM had contacted NCC Highways and had received a quotation of between £60 to £100k to upgrade the zebra crossing to a traffic light crossing. Due to the significant cost a decision was made not to proceed with the upgrade.
 - (v) Cllr J Stokes was not present so unable to update re reporting via NCC's Highways Online 'Report a Highways Problem' to cut back the overgrown footpath no. 6.
5. **Current Financial Position** – Cllr C Shepherd informed the meeting that grass cutting code 4020 is within budget and as the cost of electricity is coming down the streetlight budget code 4035 should be within budget.
6. **Reserves** – The BM was asked to arrange for the annual cut of the Warren and Cllr C Shepherd will confirm the exact position on a map for the annual cut
7. **Areas of responsibility**
- (a) Bus shelters/stops – Cllr C Shepherd informed the meeting that the nettles had been cut back at the side of the bus shelter on Manor Road but due to the amount of recent rain the nettles may have regrown. The BM was asked to check and if necessary, arrange for them to be cut back again.
 - (b) Streetlights – The BM informed the meeting that K & M Lighting Services have contacted UK Power for a date to swop the electrics over but they are still waiting for confirmation of a date.
The BM provided a quotation for painting the streetlight on Woodside Avenue and a decision was made to place the item on the Full Council agenda to ask for the costs to come out of the CIL budget
 - (c) Grass Cutting – Firebreak – see item (o)
 - (d) Cleaning – The BM confirmed that the Cleaning Contractor is completing the monthly tick list and these will be placed on SharePoint
 - (e) Litter Bins – nothing to report
 - (f) Seats and Benches – nothing to report

- (g) Children's Playground Inspection Form – due to holiday commitments this will be completed for October's Environment Committee meeting
- (h) Dog Bins and Sponsorship – The BM was asked to contact the sponsors in November/December to ascertain continued interest in sponsoring the dog bins. The BM was asked to bring Cllr M Shepherd's dog bin report to the October meeting. The BM was also asked to identify the three worst bins on Cllr J Stokes dog bin report for repair/purchase for the new financial year
- (i) Footpaths/Walkways – The BM received a visit from a parishioner concerned about the Lime Tree basal growth obstructing the footpath on Hunstanton Road, the BM informed the meeting this had been relayed to NCC Highways who had arranged for it to be cut back.
- (j) Tree Warden and Tree Survey - The BM received a visit from a parishioner concerned about the Silver Birch branches obscuring the flashing globe on the Zebra crossing. The BM had contacted the Co-op asking them to cut the branches back
- (k) General Village Environment – a discussion took place regarding cutting back of ragwort by the village sign in Lynn Road. Cllr C Shepherd advised that the annual cut of this area was due to take place and the BM was asked to arrange for the grass cutting contractor to carry out this cut. It was also agreed that the specification for this would be amended to three cuts a year when the grass cutting contract is renewed.

8. **Recreation Ground**

- (a) Five-Year Plan – Cllr C Shepherd handed the BM the 5-year plan and the BM will include this in the specification for the new goal posts
- (b) Update on Skate Park – Cllr C Shepherd informed the meeting that the company who installed the Skate Park will carry out the repairs after the 6th September when the children have returned to school

9. **War Memorial and War Memorial Gardens** – Cllr C Shepherd explained to the meeting that she and the BM visited the gardens and saw that the Lime Tree roots were lifting the bricks. Cllr C Shepherd advised the meeting that any hard surface would also be lifted by the roots and recommended that the area be converted to a planting area. It was agreed to place this on October's agenda so recommendations can be made as to the best type of planting.
- Cllr C Shepherd also informed the meeting that during the visit she and the BM noticed the paving near the gully had sunk and would need some repair work. Cllr C Shepherd will take photos and include it in the report to October's meeting.

10. **Climate Change and Biodiversity** – The BM had received a questionnaire from West Norfolk's Norfolk Net Zero Committee about taking part in a project. It was agreed to submit an application and Cllr C Shepherd agreed to complete the questionnaire and pass back to the BM to send on.

11. **RoSPA Annual Inspection of Recreation Ground and Skate Park** – to carry over to October's agenda
- The BM informed the meeting that one of the suspension birds nest swing ropes had snapped and quotations had been received for a replacement, however, further quotations were requested and the repair would be carried out by the end of next week.

12. **Rangers** – the BM was requested to contact the Rangers to arrange for all signs they are responsible for within the village to be cleaned

13. **Ditches around Sports Ground** - to carry over to October's agenda

14. **Replacement combination locks for Recreation Ground** – The BM passed round 8 no. quotations of suitable combination locks and a decision was made to ask the BM to purchase 3 no. combination locks from code 5025. This will allow the combination locks to be swapped for padlocks and keys for events.
15. **Purchase of a Tommy Statue for Remembrance Sunday 2024** – The BM provided quotations for various Tommy Statues and it was agreed to place this item on the agenda for Full Council under the heading: 1944-2024: 80th Anniversary of D-Day and Battle of Normandy.
16. **The Public Spaces Protection Order (Control of Dogs)** – The BM was still awaiting confirmation from West-Norfolk's Community Safety Manager on the definition of an enclosed Children's Play Area and will bring the response to October's meeting.
17. **Speed Indicator Devices SAM2** – The BM informed the meeting that unfortunately only 4 individuals had offered to be part of the new Speed Watch Team and the minimum required is 6 individuals. The BM was requested to write to the 4 individuals asking them 'to stand down' but also to ask whether they knew of further volunteers who might be interested.
18. **Purchase of two tree plaques** – see item (m)
19. **Correspondence**
 - (a) Update from NCC Highways – Pavement on Station Road/Hunstanton Road now repaired – noted at the meeting
 - (b) Hunstanton Town Council meeting to discuss The Wash Barrier proposals 20th October at 7pm – noted at the meeting
20. **Open the meeting to allow Public Participation** – The parishioner present explained that he worked for a wildlife organisation and was currently undertaking wildlife recordings on The Warren and was happy that the management of the Warren was supporting wildlife. He offered to undertake children wildlife awareness sessions at The Warren next year and the BM was asked to send the parishioner information about becoming a parish councillor. Cllr C Shepherd informed the parishioner that the saplings had been planted in January 2022 and had to cope with an extremely hot summer in 2022 and a dry winter in 2022 and the saplings that had survived were growing mainly in the Moat area or protected by existing trees.
21. **Items for inclusion on the next agenda** –
 - (a) Budget Setting Meeting
 - (b) Condition of Electric Box and overhanging trees on the playground
 - (c) Condition of Water Tap on the playground
 - (d) BM to source quotations for removal of second dead tree on the playground
 - (e) War Memorial new planting area
 - (f) Ditches around Sports Ground
22. **Any item for Facebook** – none
23. **Date of next meeting** – 7pm Monday 2nd October 2023 in the Loft
24. **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.

25. **Contracts and Quotations** – The BM informed the meeting of quotations of over £4,000 for a portable SAM 2 sign with 3 posts plus optional solar charging panels and due to the significant cost, a decision was made not to proceed with the SAM2.

Meeting finished at 9:35pm

Action Points

Cllr C Shepherd

- (a) To confirm with the BM the exact position on a map for the annual cut of The Warren
- (b) To take photos and mark out the area for suggested planting for the War Memorial Gardens for October's meeting.

Business Manager

- (a) To obtain further quotations for new matting and backfilling of soil for underneath the multi-play structure
- (b) To update the Asset Register in view of the latest work/purchases being carried out
- (c) To complete the specification and arrange for further quotations - split into 3 sections (1) Two new goal posts with or without nets, (2) Removal of old goal posts – cut down to ground level and made good and (3) a second basketball hoop was still outstanding
- (d) To report to October's meeting the outcome of siting a bench with NCC's Highways
- (e) To check the brickwork on the Village Sign for the for two plaques for the beech and oak trees
- (f) To write to the rangers to cut back the verges along Lynn Road to Heath Road
- (g) To purchase very long bolts to hold the bench in place on the grassed area
- (h) To arrange for the annual cut of the Warren
- (i) To check and if necessary, arrange for the nettles to be cut back again at the side of the bus stop on Manor Road
- (j) To place the Cleaning Contractor monthly tick list on SharePoint
- (k) To contact the sponsors in November/December to ascertain continued interest in sponsoring the dog bins and to bring Cllr M Shepherd's dog bin report to the October meeting and to identify the three worst bins on Cllr J Stokes dog bin report for repair/purchase for the new financial year
- (l) To arrange for the grass cutting contractor to carry out the cut and to ensure that the grass cutting specification is changed from an annual cut to three cuts and to include around the Village Sign.
- (m) To contact the Rangers to arrange for all signs they are responsible for within the village to be cleaned
- (n) To purchase 3 no. combination locks from code 5025
- (o) To place item on the agenda for Full Council under the heading: 1944-2024: 80th Anniversary of D-Day and Battle of Normandy
- (p) To provide the response on the definition of an enclosed Children's Play Area to October's meeting
- (q) To send the parishioner information about becoming a parish councillor
- (r) To carry out the preparations for a new tree survey to be commissioned

Cllr J Stokes

- (a) To report (using NCC's Highways Online 'Report a Highways Problem') asking them to cut back the overgrown footpath no. 6