

Minutes of the Environment Committee meeting held on Tuesday 4th February 2025 at 7.00pm, in the Garden Room, Dersingham Village Centre

Present: Cllr B Anderson (Chaired the meeting after agenda item 1) Cllr C Shepherd, Cllr A Watkins, Cllr J Stokes and Cllr T Bubb (arrived at 19:57 and at agenda item 17)

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 for Tuesday 4th February's meeting.** Cllr C Shepherd nominated Cllr B Anderson. Cllr A Watkins seconded the nomination. **It was resolved to approve Cllr B Anderson as Chairman of the Environment Committee for Tuesday 4th February's meeting. Cllr B Anderson duly signed the Declaration of Acceptance of Office.**
2. **To consider apologies for absence** - Cllr R Frost (Chairman) and Cllr M Ward Vice-Chairman
3. **Declarations of Interest and requests for dispensations by councillors in any agenda item** – None
4. **Open the meeting to allow Public Participation** - none present
5. **Minutes of the Environment Committee Meeting held on the 6th January 2025.**
– 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 were duly signed by the Chairman of the meeting - Cllr B Anderson.
(b) Action points were discussed and those completed will be removed.

Business Manager

- (a) To source further quotations for the Village Sign to be repainted – To follow up on quotations from 4 companies/individuals – see Item 18.
- (b) To source quotations for removing selected paving and replacing with gravel or crushed limestone – see Item 9.
- (c) To source further quotations from specialist companies to install new locks on all gates into the playground. The BM asked for clarification as to whether it was locks, closers or new gates and Cllr C Shepherd confirmed it was to install new closers with the gate to Bank Road being the priority.
- (d) To follow up with the property manager of St. Cecilia's church regarding permission for a new bus shelter on Mountbatten Road. The BM informed the meeting that the property manager had now confirmed that Father Peter Rollings was supportive of the plan and asked for pictures of how it will look and confirmation as to where it is intended to be fixed. Cllr C Shepherd explained that a cantilever bus shelter would probably be required and the BM was asked to contact specialised companies for quotations with pictures.
- (e) To approach 2 further companies for the sponsorship of the dog bins – the BM explained that a further two companies had been contacted but no replies had been received. She was asked to chase them and Cllr A Watkins suggested another company and the BM will now contact them.
- (f) To purchase 2 x Tree Plaques – The BM explained the delay to these 2 tree plaques and asked for confirmation that the original decision to have them pre-drilled and 5mm stainless

steel remained and the Chairman of the meeting Cllr B Anderson confirmed the decision remained.

- (g) To obtain quotations for February 2025 for a replacement bin on the War Memorial Gardens – see Item 19
- (h) To prepare an order for painting of brackets on wooden poles once a decision has been made on the number and localities – see Item 7(b)
- (i) To contact Historic England and make them aware of the clearing of blackberry bushes beside the moat on The Pastures – The BM confirmed that Historic England had been made aware but no reply had been received.
- (j) To arrange for the dead leaves on the grass on Manor Road opposite St Nicholas church to be swept up – The BM informed the meeting that the Manor Road grass verge/pavement was swept clear of leaves on Monday 3rd February and the gullies were swept on Tuesday 4th February 2025.

Cllr T Bubb

- (a) To re-install the 'Please clean up after your Dog' sign on the sports field when the position has been agreed by Cllr C Shepherd. Cllr C Shepherd informed the meeting that they were still waiting for the Sports Ground Association to make a decision on whether dogs were to be kept on leads or instigate a No Dogs policy.

Cllr B Anderson

- (a) To purchase socket headed nuts and bolts for the Christmas lights. Cllr B Anderson informed the meeting that the nuts, bolts and washers had arrived but he asked whether a further purchase of spanners and drivers could be made. A decision was made supporting Cllr B Anderson to make the purchase of spanners and drivers

- (c) **To consider matters arising** - none

6. Current Financial Position and Reserves

Cllr C Shepherd informed the meeting that the Borough Councils Dog Bin invoice had been received and was £288 more than budgeted for and the cost of streetlighting was concerning as they were still waiting for the revised invoices from Drax.

7. Areas of responsibility

- (a) Bus shelters/stops – nothing to report.
- (b) Streetlights – Cllr C Shepherd informed the meeting that there were 26 no. metal brackets on wooden poles. After a discussion a decision was made to instruct the Streetlighting Contractor to paint the metal brackets on all 26 streetlights and the BM was requested to send out an order. Cllr C Shepherd explained to the meeting that she will now revisit the remaining concrete and steel streetlights with a view to replacing them. However, the Borough Councils CIL funding rules are changing so grant aid funding might not be available in the future.
- (c) Grass Cutting – nothing to report
- (d) Cleaning – the BM received a request to check when the review of the cleaning contract was due.
- (e) Litter Bins – The BM was asked to identify the ownership of the litter bin outside the Spar with the Borough Council.
- (f) Seats and Benches – see Item 17.
- (g) Children's Playground Inspection Form – nothing to report
- (h) Dog Bins and Sponsorship – Replacement Dog Bins – these will be ascertained shortly.
- (i) Footpaths/Walkways – nothing to report

- (j) **Tree Warden and Tree Survey – Planting of trees for blocking sound –** The Cllrs discussed varieties of trees to block sound but unfortunately felt that the builders rubble underneath the bund wouldn't allow trees to take root.
A parishioner requested a tree be planted in remembrance in the Recreation Ground alongside Station Road. After a discussion a decision was made to support the request and permission was given to plant either a hornbeam or a maple tree.
Cllr C Shepherd will inform the parishioner.
 - (k) **General Village Environment –** Cllr A Watkins informed the meeting that a fence on the corner of Glebe Road/Glebe Close was leaning and she would monitor it to see if it got worse.
8. **Recreation Ground –** Cllr C Shepherd explained that the additional top soil for the recreation ground would be delivered when the weather had warmed up.
 9. **War Memorial and War Memorial Gardens –** Specification for paving and replacement with gravel or crushed limestone. The BM had previously circulated the specification and after a discussion a decision was made to replace the paving around the lime tree with 10mm gravel. The BM was asked to include an additional contractor and to set a deadline for the quotations to be returned by 1st March for work to be completed by Thursday 8th May 2025.
Cllr C Shepherd showed the meeting photos of where the hedge had been ripped and torn next to the litter bin and the BM was asked to inform the War Memorial contractor to have a look and tidy up, if possible.
 10. **Climate change and Biodiversity -** nothing to report
 11. **Rangers and update on NCC Highways Requests -** nothing to report
 12. **Correspondence -** none
 13. **Open the meeting to allow Public Participation -** none present
 14. **Items for inclusion on the next agenda**
 - 14.1 Review of Cleaning Contract
 - 14.2 Cycle Loops at Bus Stops
 - 14.3 Quotations for the paving and replacement with 10mm gravel on the War Memorial
 15. **Date of next meeting –** Tuesday 4th March 2025 at 7pm in the Garden Room
 16. **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.
 17. **Quotations for painting of 3 benches – BE01, BE02 and BE18 –** The BM had previously circulated quotations received and a decision was made to instruct Youngs Home Improvements to carry out the work but to wait until the weather improved.
 18. **Quotations for repainting of the Village Sign -** The BM had previously circulated quotations received and a decision was made to instruct Flights of Fancy to carry out the work subject to approval by Full Council on Monday 24th February 2025.

19. **Quotations for replacement of litter bin on the War Memorial Gardens** – Cllr J Stokes requested that this decision be delayed until the War Memorial paving work had been completed and all agreed.
20. **Quotation for removing extensive ivy and trees in front of streetlight L9114** – The BM had previously circulated a quotation from the streetlight contractor and a decision was made to instruct K&M Lighting Services to carry out the work before the bird nesting season.
21. **Discussion regarding footpath from Station Road** – After a discussion regarding the land, the BM was asked to write back to NCC asking them to carry out a safety survey and any essential safety work at the footpath from Station Road to The Warren.

With no further business the meeting was closed at 20:26

Business Manager

- (a) To source further quotations from specialist companies for new closers on all gates into the playground.
- (b) To approach 1 further company for the sponsorship of the dog bins
- (c) To purchase 2 x pre-drilled and 5mm stainless steel information boards about the commemorative trees by the junction of Heath Road and Lynn Road.
- (d) To contact specialised companies for quotations for a cantilever bus shelter St. Cecilia's church
- (e) To identify the ownership of the litter bin outside the Spar
- (f) To inform the War Memorial contractor to have a look and tidy up, if possible where the hedge had been ripped and torn
- (g) To write back to NCC asking them to carry out a safety survey and essential safety work beside the footpath from Station Road to The Warren.

Cllr T Bubb

- (a) To re-install the 'Please clean up after your Dog' sign on the sports field when the position has been agreed by Cllr C Shepherd.

Cllr B Anderson

- (a) To purchase spanners and drivers for the Christmas lights

Cllr C Shepherd

- (a) To contact the parishioner to confirm permission had been given to plant either a hornbeam or a maple tree on the recreation ground backing onto Station Road