

MINUTES OF MEETING OF THE ENVIRONMENT COMMITTEE
held on Monday 11 January 2016 at 7.00pm
at Council Offices, Post Office Road

Present Cllr B Anderson, Cllr K Hathaway, Cllr Manship & Cllr I Broughton

In Attendance: The Clerk B/Cllr Bubb

721 Apologies

Everyone present.

722 Declarations of Interest

None received.

723 Minutes of meeting of 8 December 2015

It was resolved for the minutes to be signed by the Chair, as a true and accurate record.

724 Matters Arising

(674) (665g) The Clerk advised that she still had not received the copy from Cllr Payne though she had advised that the new sign had been produced. The Clerk said it is a pity dogs cannot be banned from the area but it is not totally fenced. Cllr Bubb advised that it said on the lease that no one shall enter the field unless engaging in a sporting activity. Is exercising a dog a sporting activity? **It was resolved for the Clerk to chase Cllr Payne for the design. It was also resolved that the Chair and Vice Chair of the committee would agree the signage and the Clerk would order the signs. It was resolved for the Clerk to get a copy of the new law.**

725 Rangers

Cllr Hathaway advised that the ivy had taken over the streetlight at the corner of Manor Road and Chapel Road. **It was resolved for the Clerk to report to Highways.**

Cllr Anderson reported that the drains were blocked on Hawthorn Drive near to Hunstanton Road, as they are full of leaves. **It was resolved for the Clerk to report to Highways.**

Cllr Anderson also reported that the drains are blocked outside the Church Hall. **It was resolved for the Clerk to report to Highways.**

The Clerk advised that she had received an email that she had sent round regarding buying `Ranger time at a rate of two men for half a day at a Cost of £300.00. This may be handy if something is urgent to the Council but not so urgent to Highways.

726 Major Emergency Plan

Cllr Anderson handed round his first draft. Please see report attached.

727 Current Financial Position

The Clerk handed round the budget sheets for Environment and The Warren. The Accounts were found to be all in order.

728 Precept

The Committee have set their budget figures for 2016/17 previously no changes needed.

729 Cleaning Contract

Cllr Anderson and the Clerk meet with Mr Lee and agreed a three-year contract, which was set by the Committee. Mr Lee's contract to go from £240.00 per month to £260.00 per month starting from 1 January 2016. Cllr Anderson said that Cllr Davey wanted Playground Inspections added but as previously Mr Lee is not prepared to undertake this but will continue to report to the Clerk anything he sees whilst cleaning up the Recreation Ground.

730 Actions Outstanding.

Items will be reported under Areas of Responsibility.

731 Areas of Responsibility

(a) **Bus Shelters/Bus Stop**

Cllr Anderson asked if the posters and leaflets had been printed. There had been a suggestion that the posters need to be more geared for the area they are targeting. Cllr Anderson said that there is a bus meeting tomorrow and he would discuss with others there. Cllr Anderson said that the bus table had changed again on the 4th January.

(b) **Streetlights**

Cllr Anderson said that the light outside Jannoch's Court is still a Day Burner. **It was resolved for the Clerk to report.**

The Clerk had received a quote via K & M Streetlighting to put the cable underground but had just noticed that it was made out to another company and not K & M. **It was resolved for the Clerk to query if the price was correct and to get the paperwork corrected.**

(c) **Grasscutting**

Nothing to report

(d) **Cleaning**

Nothing to report.

(e) **Litter bins**

Cllr Bubb had spoken to Chris Banford and he thought it had been achieved. Cllr Anderson to check and advise.

(f) **Seats and Benches**

The Seat in the Memorial Garden was not brought up at Full Council. **It was resolved for the Clerk to put on the next Full Council Agenda.**

(g) **Dog waste bins/sponsorship –**

Please see matters arising.

(h) **Footpaths and Walkways**

The Pavement on Woodside Avenue outside Thaxters was full of leaves. **It was resolved for the Clerk to contact the Borough Clean Up Team.**

Cllr Hathaway said that the footpath at Burma Close was flooded and as it was a County footpath would it be possible for them to put in a French drain so that flooding does not occur again. **It was resolved for the Clerk to report to Highways.**

Cllr Anderson asked if Mr Lee had completed brushing the shingle back at the footpath between St Cecilia's and Budgens. The Clerk said that she thought it had been achieved. Cllr Anderson said that it has obviously come out again.

The Clerk had received a call to say that several of the hedges in Woodside Avenue are growing over the pavement. **It was resolved for the Clerk to report to Highways.**

(i) **Tree Warden**

Cllr Anderson asked if the Clerk had heard from Mr Yeoman's when he was going to undertake the work on Bank Road. Cllr Anderson said that he also needed to show him the trees around the Pill Box as time ran out at the last meeting. **It was resolved for the Clerk to chase Mr Yeoman's and for Cllr Anderson to meet and discuss the Pill Box with him.**

(j) **General Village Environment –
Edinburgh Way**

The Clerk advised that the lady who lives on the corner is concerned because the dyke is full of rubbish and with the recent rain fall the dyke's water level started to rise and she fears another heavy rain fall and her garden will be flooded again. Cllr Bubb advised that several years ago Sandringham cleared out the vegetation at that end of the dyke and this had now grown up again. **It was resolved for the Clerk to ask Sandringham if they would mind clearing back the vegetation again.** Cllr Bubb advised that the Borough Conservation Volunteers might clear the dyke. **It was resolved for the Clerk to try and get in contact and see if this is something they might be interested in undertaking. It was also resolved for Cllr Bubb to contact a friend in Edinburgh way and arrange to go and look at the bottom of their garden where he can see the state of the dyke.**

Alexander Drive

Cllr Anderson advised that rubbish is being dumped on the footpath at Alexander Drive. **It was resolved for the Clerk to report to Highways.**

732 The Warren

Cllr Anderson advised that due to the heavy rain fall the warren pond is looking better but is still in need of water. Cllr Anderson produced a list of plants that he felt should be used around the pond.

Cllr Bubb felt that some large native trees on the Warren would be beneficial. **It**

was resolved for the Clerk to contact Sandringham and Richard Stanton to see if they had any trees they could let us have. Cllr Hathaway is due to see Ash Murray of Dersingham Bog and ask him.

The Clerk said that she had received a letter about an incident on the Warren. It was resolved for the Clerk to write and advise that the Environment Committee have been informed.

733 Correspondence –

All Correspondence reported under appropriate agenda headings.

734 Items for inclusion at next meeting –

Same agenda items minus Precept and Cleaning Contract.

735 Date, time and venue of next meeting

Monday 8 February 2015 at 7.00pm in the Council Offices.

With no further business the meeting was closed at 20.35pm.

1. Risk analysis.

Item	Likelihood	Impact	Comment
Flooding	Medium	Limited in area	Greatest risk would seem to be water main burst.
Utility failure - electricity	Low	High	
Utility failure - gas	Low	High	
Utility failure - phone	Low	Medium	Use of mobiles would offset some of the impact.
Utility failure - water	Medium	Medium	Offset by cold water tanks and bottled water.
Fire or explosion	Low	Limited in area	Need to locate LPG tanks and garages/workshops that use oxyacetylene.
RTA	High	Limited in area	
Extreme weather	Medium	High	Trees and power lines seem to be the main risk.

Note that single risk tables like this neglect synergistic effects where one event may trigger another.

2. Resources.

(a) We will need to locate:

1. Heat and electricity sources: solid fuel/wood Agas and Rayburns, wood-burning stoves, open fires, Camping Gaz stoves and generators.
2. Water: bottled water from shops and premises with cold water tanks.
3. Electricity: Generators, Camping Gaz lamps, wind-up LED torches.

4. Communications: co-ordinated use of mobile phones (telephone tree).
5. Shelter: Church halls, Thaxter's coffee shop, Orchard Close Social Club, the Social Club, pubs, Schools, Scout and drill halls.
6. Clothing: list of people willing to donate clean dry clothes if needed.
7. Transport: tractors, diggers, 4x4s.

(b) Possible local organisations to be called on for assistance (Borough Council and emergency services assumed).

1. Salvation Army
2. Women's Institute
3. Cadet and Scout groups.
4. Army Cadets

(c) What we don't have is an emergency co-ordinator or any of the people in the tree below. Up for discussion!