

Minutes of the Environment Committee meeting held on Monday 2nd October 2023 at 7.00pm, the Loft, Dersingham Village Centre

Present: Cllr R Frost (Chair), Cllr C Shepherd, Cllr J Stokes, Cllr B Anderson (left at 8:25) and Cllr A Watkins

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** – Cllr T Bubb (Vice-Chair)
2. **Declarations of Interest and requests for dispensations by councillors in any agenda item** – none received
3. **Public Participation** – none present
4. **Minutes of the Environment Committee Meeting 4th September 2023.**
 - (a) Cllr C Shepherd asked for Minute 7(k) to include around the Village Sign. Cllr C Shepherd proposed and Cllr B Anderson seconded the minutes. **The minutes were approved as a correct record and duly signed by the Chairman.**
 - (b) Action points were discussed and those completed will be removed.

Cllr C Shepherd

- (a) Confirmation given that the grass cutting contractor had completed the annual cut of The Warren
- (b) See item 9

Business Manager

- (a) To obtain further quotations for new matting and backfilling of soil for underneath the multi-play structure – see item 19
- (b) To update the Asset Register in view of the latest work/purchases being carried out – it was agreed that the RFO and BM will liaise and the RFO will update Edge
- (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 - still outstanding and the specification will be emailed out to all councillors
- (d) To report to October's meeting the outcome of siting a bench with NCC's Highways – The Business Manager informed the meeting that unfortunately the site is too close to the corner of the road and NCC's Highways had said that anyone walking fast or running could hit the bench so unfortunately permission has been declined.
- (e) To check the brickwork on the Village Sign for the for two plaques for the beech and oak trees – still outstanding
- (f) To write to the rangers to cut back the verges along Lynn Road to Heath Road – task completed
- (g) To purchase very long bolts to hold the bench in place on the grassed area – the Business Manager showed the meeting various sizes and thickness of bolts and she was asked to send the information direct to Cllr Bubb so he could make the decision.
- (h) To arrange for the annual cut of the Warren – task completed
- (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 – the Business Manager had been to see the regrowth which was minimal and had liaised with the painting contractor who was happy for the regrowth to be left explaining that he would trample down the regrowth.
- (j) To place the Cleaning Contractor monthly tick list on SharePoint – task completed

- (k) To contact the sponsors in November/December to ascertain continued interest in sponsoring the dog bins – work to be carried out in November
New dog bin report highlighting three worst bins to be replaced – work to be carried out in November.
- (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 – Final cut completed and grass cutting specification to be revised when preparing specification for new grass cutting.
- (m) To contact the Rangers to arrange for all signs they are responsible for within the village to be cleaned – Task completed and in future individual signs will be reported using NCC's Report a Problem portal
- (n) To purchase 3 no. combination locks from code 5025 – purchase to be made
- (o) To place item on the agenda for Full Council under the heading: 1944-2024: 80th Anniversary of D-Day and Battle of Normandy – task completed
- (p) To provide the response on the definition of an enclosed Children's Play Area to October's meeting – see item 8(c)
- (q) To send the parishioner information about becoming a parish councillor – task completed
- (r) To carry out the preparations for a new tree survey to be commissioned – work outstanding

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 – task completed
- (c) To consider matters arising - none

5. Current Financial Position

Cllr C Shepherd explained that new reports had been placed on SharePoint which were called Budget Headings Transaction Details and these showed each monthly payment. Cllr C Shepherd also informed the meeting that the grass cutting will come within budget but with the darker nights coming, the cost of street lights will increase.

6. Reserves – Cllr C Shepherd asked the Business Manager to chase up K & M Lighting Services Ltd and ask for completion dates to allow the grant money to be reclaimed.

7. Areas of responsibility

- (a) Bus shelters/stops – the Business Manager informed the meeting that the two bus shelters painting had started in the morning (Monday 2nd October)
- (b) Streetlights – The Business Manager informed the meeting that a quotation of £200 had been received for painting the lighting column on Woodside Avenue with 3 coats of paint and a unanimous decision was made to agree the cost. The budget code to use is 4080 General Maintenance, although this did mean that the budget would be overspent by £80 but money could be moved from the budget War Memorial Gardens
- (c) Grass Cutting – Renewal of contracts – The Business Manager was asked to check the contract end dates and prepare a renewal specification.
- (d) Cleaning - The Business Manager was asked to check the contract end dates and prepare a renewal specification.
- (e) Litter Bins – no issues
- (f) Seats and Benches – It was reported that the bench on the corner of Hawthorne Drive/Hunstanton Road B1440 was starting to blister and Cllr R Frost offered to have a look and report back in November's meeting.
- (g) Children's Playground Inspection Form – Task completed and the form dated

29th September is now on SharePoint

- (h) Dog Bins and Sponsorship – see item 4(k)
- (i) Footpaths/Walkways – the meeting was informed that the annual cut on The Warren had been completed.
The Business Manager informed the meeting that a request had been received from NCC Highways that the six trees over the footpath off Burma Close required pruning up to a height of 2.1 metres. Cllr R Frost offered to have a look and report back in November's meeting.
- (j) Tree Warden and Tree Survey – Cllr A Watkins informed the meeting that she had been asked by a parishioner about the pavement on the corner of Pansy Drive (Station Road end) which is starting to break up due to tree roots. Cllr A Watkins was informed that this concern should be passed to NCC Highways and she will inform the parishioner.
Cllr R Frost informed the meeting that a small tree on Manor Road was obscuring the highway and visibility and the Business Manager would check with NCC Highways whether the owner had been notified.
- (k) General Village Environment – Cllr A Watkins asked the meeting whose responsibility was controlling bonfires and she was informed that all queries should be directed to the Borough Council.

8. Recreation Ground

- (a) Five-Year Plan – see item 4 (c)
- (b) Update on Skate Park – Cllr C Shepherd had contacted the contractor, again, and they promised to carry out the repairs before the weather breaks.
- (c) The Public Spaces Protection Order (Control of Dogs) – the Business Manager informed the meeting that she had now received the designation for the fenced and gated recreation ground which includes the skate park, football posts and basketball hoop and it was confirmed that this area was not included in the Public Spaces Protection Order (Control of Dogs). The children's play area was within the protected area. The Business Manager was asked to place a 'No Dog' sign on the gate leading from the play area to the main part of the recreation ground.
Cllr C Shepherd informed the meeting that she had noticed a hole in the recreation ground, possibly dug by a dog, but it had now been filled with purchased soil.
- (d) RoSPA Annual Inspection of Recreation Ground and Skate Park – the Business Manager to write up those items which require attention and the list will be reviewed in November.
- (e) Condition of Electric Box and water tap – to be deferred to November's meeting
- (f) Condition of, and low branches of, trees around perimeter of children's playing area - Cllr C Shepherd informed the meeting that the trees overhanging the zip wire had been cut back and the Business Manager was asked to ensure all trees at the recreation ground were included in the tree survey.

9. War Memorial and War Memorial Gardens

- (a) Condition of paving and possible solutions – Cllr C Shepherd had written a report on the surfacing at the War Memorial Gardens which had been placed on SharePoint – It was recognised that that there is lifting of the paving in several places and in some places this is significant. Several of the blocks have been carefully lifted and it is clear that the lifting is due to the growth of the tree roots. The Business Manager was asked to arrange a meeting of all Environment Committee Councillors including Cllr V Brundle and Cllr J Houston due to their background knowledge.
The Business Manager was asked to place a warning sign of 'Trip Hazard – Uneven Paving' on the gates.

10. **Climate Change and Biodiversity** – no report received
11. **Rangers** – the meeting was informed that there is a blocked drain opposite no. 31 Hawthorne Drive and the Business Manager was asked to inform Cllr T Bubb.
12. **Set dates for budget setting meeting** – It was agreed to be Tuesday 7th November at 7pm
13. **Correspondence** - none
14. **Open the meeting to allow Public Participation** - none present
15. **Items for inclusion on the next agenda**
 - 15.1 Condition of Electric Box and water tap
 - 15.2 Christmas Lights
16. **Any item for Facebook** - None
17. **Date of next meeting** – 7pm Monday 6th November 2023 and Budget Setting - 7pm Tuesday 7th November in the Loft
18. **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.
19. **Contracts and Quotations** – item not required as the hole under the play equipment had been filled with bark chippings

Meeting closed at 8.56pm

Action Points to be completed

Business Manager

- (a) 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 - still outstanding and the specification will be emailed out to all councillors
- (b) To check the brickwork on the Village Sign for the for two plaques for the beech and oak trees – still outstanding
- (c) To contact the sponsors in November/December to ascertain continued interest in sponsoring the dog bins – work to be carried out in November
New dog bin report highlighting three worst bins to be replace – work to be carried out in November.
- (d) To purchase 3 no. combination locks from code 5025 – purchase to be made
- (e) To carry out the preparations for a new tree survey (including the trees in the recreation ground) to be commissioned – work outstanding
- (f) To chase up K & M Lighting Services Ltd and ask for completion dates to allow the grant money to be reclaimed.
- (g) To check the contract end dates and prepare a renewal specification for the Grass Cutting Contract

- (h) To check the contract end dates and prepare a renewal specification for the Cleaning Contract
- (i) To check with NCC Highways whether that the owner of the hedge on Manor Road, which is obscuring the highway and visibility, had been notified to prune it
- (j) To place a 'No Dog' sign on the gate leading from the play area to the main part of the recreation ground
- (k) To write up the items which require attention from the RoSPA Annual Inspection of Recreation Ground and Skate Park
- (l) To arrange a meeting at the War Memorial for all Environment Committee Councillors including Cllr V Brundle and Cllr J Houston to review the growth of the tree roots on the block paving
- (m) To place a warning sign of 'Trip Hazard – Uneven Paving' on the War Memorial gates
- (n) To inform Cllr T Bubb that there is a blocked drain opposite no. 31 Hawthorne Drive

Cllr T Bubb

- (a) To select the type of very long bolts to hold the bench in place on the grassed area within the children's play area and inform the Business Manager so they can be ordered

Cllr R Frost

- (a) To have a look at the bench on the corner of Hawthorne Drive/Hunstanton Road B1440 which is starting to blister and report back in November's meeting
- (b) To have a look at the six trees over the footpath off Burma Close which require pruning up to a height of 2.1 metres and report back in November's meeting

Cllr A Watkins

- (a) To inform the parishioner who had reported concerns over the tree roots under the pavement on the corner of Pansy Drive (Station Road end) that this concern should be passed to NCC Highways