

**Minutes of the Environment Committee meeting held on Monday 6<sup>th</sup> February 2023 at 7.00pm, the Loft, Dersingham Village Centre**

**Present:** Cllr R Frost (Chair), Cllr C Shepherd, Cllr B Anderson, Cllr R Anderson, Cllr J Stokes (left the meeting at 7.50pm) and Cllr T Bubb (Vice Chair)

**In Attendance:** Karen Orgill - Business Manager and Minute Taker

**1. Apologies**

Cllr A Watkins

**2. Declarations of Interest - None received**

**3. Public Participation – No public attendance**

**4. Minutes of the Environment meeting held on 9<sup>th</sup> January 2023**

Change of wording on Item 7(f) to read existing CIL budget not exciting CIL budget.

Cllr B Anderson proposed and Cllr C Shepherd seconded the minutes, and it was resolved for the minutes to be approved and signed by the Chair as a correct record.

Action points were discussed and those completed will be removed.

(a) Streetlights – Cllr C Shepherd informed the meeting that the second grant application had been completed and sent off to the Borough Council.

(b) Repair to the Skatepark – Cllr C Shepherd informed the meeting that she had contacted the contractor again and this was now in hand.

(c) Bus shelters/stops – The Business Manager informed the meeting that Painters and Decorators via NCC Trading Standards - Trusted Traders had been contacted and a specification with photographs would be written to obtain quotations.

(d) Recreation Ground Grass Cutting contract is covered under item 9(d).

(e) Recycled picnic table with wheelchair access is covered under item 7(f)

(f) The Business Manager informed the meeting that 'Return to address' labels for each PC defibrillator had been installed.

(g) The Business Manager informed the meeting that NCC's Rangers had been requested to cut back the overgrown vegetation on the pavement of Sandringham Road opposite the Petal Tea Room and the meeting would be informed of the date when given.

(h) The Business Manager had organized a site visit to the WWII Pill Box

(i) Cllr C Shepherd confirmed that she will send to the Policy to the BM for amending on hiring out the recreation ground with an exclusion on lanterns and balloons

(j) Cllr R Anderson informed the meeting that he had been to look at the SAM2 sign, and it was working well but the Perspex front cover is discoloured (cloudy and green) and whilst some of the LED's aren't working, it was still serviceable and functioning well. It was agreed to place the SAM2 on the replacement list and review in 12 to 18 months' time.

(k) Cllr R Frost informed the meeting that he had been to see the gate on Bank Road and whilst the work had been completed, it wasn't satisfactory, but the gate does close up to 75% and he will monitor it over the summer.

**5. Current Financial Position**

Cllr C Shepherd informed the meeting that the cost of electricity for the streetlights was within budget and the lighter nights should reduce the costs.

**6. Reserves**

Cllr C Shepherd informed the meeting that the Covid budget to be moved to Reserves was still outstanding but would be resolved shortly.

**7. Areas of responsibility**

- (a) Bus shelters/stops – covered in 4 (c)
- (b) Streetlights – Cllr C Shepherd informed the meeting that she had selected streetlights 9136 (13 Edinburgh Way) 9141 (12 Queen Elizabeth Drive) and requested the BM to send out orders to K&M Lighting and UKPowerNetworks.
- (c) Grass Cutting – covered in 4 (d)
- (d) Cleaning - none
- (e) Litter Bins - none
- (f) Seats and Benches - Cllr R Frost explained to the meeting that he still had the broken tabletop and a decision was made to dispose of the wood.
- (g) Replacement benches for Skatepark - the BM had previously circulated photos and costings of various recycled picnic tables with wheelchair access, a discussion took place and a decision was made to purchase the Clifton Picnic Table (Wheelchair) including universal tamper-resistant cover caps at a cost of £862.01 ex-vat with delivery direct to the playground. The BM was asked to process the order and inform the Councillors of the delivery date and time so they would be on site to fix it to the ground. An article with photos will be written for the Village Voice.
- (h) Dog Bins and Sponsorship – A decision was made to purchase two new dog bins from Earth Anchors and to keep the installation tool for future use as a dog bin on the play area is rusty and will be replaced at the beginning of April.  
Cllr Jordan Stokes left the meeting at this point.
- (i) Footpaths/Walkways – The BM had previously circulated a report from Helen Terry, Team Leader – Greenways (Projects) informing the parish council that a contractor had been appointed to work on the Dersingham to Ingoldisthorpe Greenway resurfacing work on the 1.8k section. Cllr B Anderson informed the meeting that communication with Helen Terry had taken place and he had received confirmation that he would still be allowed access during the work. Cllr B Anderson also informed the meeting that NCC were planning to install Information Boards (hopefully either end of the route from The Drift at Ingoldisthorpe to Station Road in Dersingham) identifying which specific species can be seen according to the time of year. The work should be completed before the end of February 2023.
- (j) Tree Warden – Cllr C Shepherd informed the meeting that she and Cllr M Shepherd had planted the new Oak Tree (*Quercus robur*) at the junction of Heath Road/Lynn Road. Cllr R Frost and Cllr T Bubb will carry-out regular watering of the new tree.
- (k) General Village Environment – Cllr R Anderson informed the meeting that when it rains a puddle of water stretches across Manor Road towards the fish and chip shop and when it freezes the area is dangerous. The BM was asked to inform NCC Highways.

**8. The Warren**

Cllr R Frost confirmed that they are still waiting for Sandringham Estate to send the tree trunk seats.

- 9. (a) Review of Cleaning - covered in 4 (e) above (This item will be removed from future agendas)

- (b) Five-Year Plan – no update
  - (c) Update on Skate Park - covered in 4 (b) above
  - (d) Recreation Grass Cutting Contract – a decision was made to roll over the current contract for one year and the BM was asked to confirm to the current contractor.
10. War Memorial and War Memorial Gardens – no update
  11. Climate Change - Decision on including Biodiversity in the heading.  
A discussion took place it was unanimously agreed to replace the current heading with Climate Change and Biodiversity. Cllr B Anderson asked for Biodiversity to be included on future comments for Planning Applications.
  12. Rangers  
The BM informed the meeting a request had been sent to the Rangers asking for the overgrown vegetation to be cut back, photos will be taken when the work is completed.
  13. Streetlights  
Cllr C Shepherd is working through the list of streetlights with doors missing requiring being secured with steel ties.
  14. Replacement gate closures on Recreation Ground – covered in 4 (k).
  15. Cutting of hedges surrounding WWII Pill Box – A parishioner had contacted the parish council concerned whether the structure was safe due to the surrounding trees. A site visit took place and a decision was made to keep the hedge around the Pill Box but to keep the tops and sides of the trees trimmed.
  16. Correspondence  
A parishioner had contact the parish office to inform them that dogs were running inside the children’s play area. A decision was made to purchase ‘No Dogs Allowed’ signs for the entrance on Bank Road and two entrances on Station Road and the BM was asked to order these as well as contact the Enforcement Officer at the Borough Council.
  17. Open the meeting to allow Public Participation – none attended
  18. Items for inclusion on the next agenda
    - 18.1 to include checking the playground under item 7. Areas of responsibility (g)
    - 18.2 RoSPA booking of the children’s play area and skatepark
    - 18.3 Litter-pick for The Big Help Out on Monday 8<sup>th</sup> May 2023
    - 18.4 To use new heading - Climate Change and Biodiversity
  19. Any item for Facebook –  
Photos and information when the new basketball hoop has been installed  
Photos and information when the recycled picnic table with wheelchair access has been installed
  20. Date of next meeting – 7pm on Monday 6<sup>th</sup> March 2023 in the Loft.

The meeting finished at 8.35pm.

## Action Points

### Cllr Shepherd

- To complete the list of streetlights with doors missing requiring being secured with steel ties.
- To write an article (with photos) on the new recycled picnic table with wheelchair access for the Village Voice.

### **Business Manager**

- To complete a specification with photographs and email out to selected Painters and Decorators via NCC Trading Standards - Trusted Traders to repaint the bus shelters and paint the War Memorial Garden
- To send out orders to K&M Lighting and UKPowerNetworks for streetlights 9136 (13 Edinburgh Way) and 9141 (12 Queen Elizabeth Drive)
- To amend the Policy on hiring out the recreation ground with an exclusion on lanterns and balloons
- To purchase the Clifton Picnic Table (Wheelchair) including universal tamper-resistant cover caps at a cost of £862.01 ex-vat with delivery direct to the playground. To also inform the Councilors with a delivery date and time to allow the Councillors to be on site to fix it to the ground.
- To purchase two new dog bins from Earth Anchors and to keep the installation tool for future use.
- To purchase one new dog bin at the beginning of April for the play area.
- To inform NCC Highways of the puddle of water which stretches across Manor Road
- To inform the current grass cutting contractor that the contract had been rolled over for one year
- To purchase 'No Dogs Allowed' signs for the entrance on Bank Road and two entrances on Station Road. To also contact the Enforcement Officer at the Borough Council
- To send photos of Sandringham Road when the overgrown vegetation is cut back
- To book RoSPA for the children's play area and skatepark
- To book the equipment for a litter-pick for The Big Help Out on Monday 8<sup>th</sup> May 2023