

Minutes of the Environment Committee meeting held on Monday 6th March 2023 at 7.00pm, the Loft, Dersingham Village Centre

Present: Cllr R Frost (Chair), Cllr C Shepherd, Cllr B Anderson, Cllr T Bubb (Vice Chair), Cllr R Anderson and Cllr J Stokes.

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 6th February 2023**
Cllr B Anderson proposed, and Cllr R Anderson 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 she had identified 5 no. streetlights as having the door lock broken and now required securing with steel ties. The Business Manager was asked to obtain quotations.
- (b) Cllr C Shepherd informed the meeting that the new recycled picnic table with wheelchair access had arrived today and will shortly be moved to its permanent position.
- (c) The Business Manager asked the meeting to confirm whether white vandal-proof paint should be used to repaint the bus shelters, and this was confirmed. The Business Manager was asked to ensure that the war memorial ironwork was rubbed down and primed with ‘Kurst’ before being painted with Hammerite black paint.
- (d) The Business Manager confirmed an order had been sent to K&M Lighting and she was still waiting for a quotation from UK PowerNetworks for streetlights 9136 (13 Edinburgh Way) and 9141 (12 Queen Elizabeth Drive).
- (e) The Business Manager informed the meeting that the amendment to the Policy on hiring out the recreation ground with an exclusion on lanterns and balloons had been made.
- (f) The Business Manager confirmed two new dog bins had been delivered. Due diligence had been completed as both sites had been checked for underground utilities before both dog bins were installed. The Business Manager was asked to take photos of the back of each dog bin and to post onto Parish Online for reference.
- (g) The Business Manager will purchase one new dog bin at the beginning of April for the play area.
- (h) The Business Manager informed the meeting that she had contacted NCC’s Highways and no action would be taken at this time. However, February had been a dry month and when it next rains, Cllr Robert Anderson agreed to take and email photos of the footpath at the junction of Station Road and Hunstanton Road so the Business Manager can contact NCC’s Highways again.
- (i) The Business Manager confirmed that the grass cutting contractor had been informed his contract had been rolled over for one year.
- (j) The Business Manager informed the meeting that she had sourced an A4 ‘No dogs in the playground area’ sign and showed the councillors an example. A decision was made to purchase one sign for Bank Road. The Business Manager had spoken to BCKLWN’s Enforcement Officer who will monitor the playground and inform the public

of the Public Spaces Protection Order. The Enforcement Officer is also producing their own 'No Dogs' signs and will provide DPC with the signs.

- (k) The Business Manager circulated photos of Sandringham Road with the overgrown vegetation cut back. However, the Cllrs were concerned that the soil spoil heaps would force the water to back up and the Business Manager was asked to contact NCC's Highways to remove the soil spoil heaps.
- (l) The Business Manager informed the meeting that RoSPA had been booked for June/July for the children's play area and skatepark
- (m) The Business Manager confirmed that two bags of litter-pickers had been booked for The Big Help Out on Monday 8th May 2023

5. Current Financial Position

Cllr C Shepherd informed the meeting that payment from Dersingham Vets was outstanding but had only recently been sent out. On the Financial Budget Comparison line 410 Misc showed as £0.03 and this will be removed, line 4005 Dog bins showed an overspend but this is due to two new bins being purchased, line 4010 dog bin advertising will show an overspend due to new A4 advertising sheets being produced and line 4055 Village Signs costs will be moved to grass cutting.

6. Reserves

The Covid reserve has still to be closed and the balance transferred to the Projects reserve.

7. Areas of responsibility

- (a) Bus shelters/stops - Cllr J Stokes had circulated photos of damage caused to the bus shelter on Manor Road. The Business Manager was asked to arrange for this to be repaired before it is painted.
- (b) Streetlights – see item 13.
- (c) Grass Cutting – The grass hasn't grown sufficiently so no grass cutting has been carried out yet. A review of the timings of both grass cutting contracts took place and a decision was made to roll over the recreation ground contract for a further year and combine both contracts together.
- (d) Cleaning – covered in the cleaning contract.
- (e) Litter Bins - DPC's Handyman informed the meeting these will be cleared before his holiday.
- (f) Seats and Benches - Cllr R Frost informed the meeting he would review the benches and feedback in April's meeting.
- (g) Children's Playground Inspection Form – The Business Manager had previously circulated photos of wear and tear of the soil and matting underneath the multi-play structure. The Business Manager was asked to obtain quotations for new matting and backfilling of soil. The weekly playground inspection and risk assessment carried out by the Assistant Business Manager is to be filed in the parish council office for easy access.
- (h) Dog Bins and Sponsorship – Both new dog bins have been installed and the sponsorship invoices all sent out.
- (i) Footpaths/Walkways - Cllr B Anderson informed the meeting that the Dersingham to Ingoldisthorpe Greenway resurfacing work had been delayed again but needs to be completed before Easter. Concern was raised that access would be required for species monitoring to take place. Cllr B Anderson also informed the meeting that the two new noticeboards should show about 6 species you would see and a few species you might see.
- (j) Tree Warden – nothing to report yet
- (k) General Village Environment – Cllr T Bubb informed the meeting that the Village Sign was fading, partly due to the dry summer and asked if it could be repainted. Cllr C Shepherd informed the meeting that the last time it was painted was in 2018 and the sign does require repainting every five years. A decision was made for the Business Manager to source

quotations but with the proviso that the sign should be replaced before the Kings Coronation.

8. The Warren – The tree saplings will be checked in April
9. (a) Five-Year Plan – Cllr R Anderson informed the meeting that the new Basketball Hoop had been installed.
(b) Update on Skate Park – Cllr C Shepherd still hasn't received an update from the company so will contact them again.
10. War Memorial and War Memorial Gardens – Nothing to report.
11. Climate Change and Biodiversity – Cllr B Anderson informed the meeting that he will present a report on Butterflies and Biodiversity on the Transact (Dersingham to Ingoldisthorpe Greenway route).
12. Rangers – requested to come back to move soil spoil heap on Sandringham Road.
13. Streetlights – Cllr C Shepherd confirmed DPC already has a grant for 5 new streetlights - a claim for 3 streetlights has been completed and the second claim will be completed shortly. Cllr C Shepherd is still waiting to hear whether the second grant application has been successful.
14. Cutting of hedges surrounding WWII Pill Box – The Business Manager was requested to obtain a quotation for cutting the tops and sides of the hedges. It was pointed out the hedge hadn't been cut for over two years.
15. RoSPA Inspection of the Children's Play Area and Skatepark – Booked for June/July.
16. Litter-pick for The Big Help Out – Monday 8th May 2023 – Two litter picking kits have been booked.
17. Review of Asset Register – The Business Manager was asked to update the Asset Register in view of the latest work being carried out.
18. Donation of Bench by the WI – The bench will be placed on the recreation ground and further discussions will take place at the next Coronation meeting as to the exact site and style, however it was agreed that it should be made of recycled materials.
19. New Location for Goal Posts on the Playground – The Business Manager was asked to prepare tenders - 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. The Business Manager was asked to see whether the CIL grant funding is still open.
20. Correspondence - none
21. Open the meeting to allow Public Participation - No public attendance
22. Items for inclusion on the next agenda
22.1 Ditch between Holyrood and the sports recreation ground
23. Any item for Facebook – Cllr J Stokes was asked to advertise the Litter pick on Facebook

24. Date of next meeting – 7pm Monday 3rd April 2023 in the Loft

Meeting finished at 8.20pm

Action Points

Cllr Shepherd

- (a) To chase the Skate Park contractor to carry out remedial work

Business Manager

- (a) To obtain quotations for 5 no. streetlights to have the doors secured with steel ties.
- (b) To take photos of the back of each dog bin and post onto Parish Online for reference.
- (c) To purchase one new dog bin at the beginning of April for the play area.
- (d) To send NCC's Highways the photos of the footpath at the junction of Station Road and Hunstanton Road
- (e) To purchase one A4 'No dogs in the playground area' sign for Bank Road
- (f) To contact NCC's Highways requesting they remove the soil spoil heaps on Sandringham Road
- (g) To ensure the damaged bus shelter on Manor Road is repaired before it is painted
- (h) To obtain quotations for new matting and backfilling of soil for underneath the multi-play structure
- (i) To source quotations for repainting the Village Sign but with the proviso that the sign should be replaced before the Kings Coronation.
- (j) To obtain quotations for cutting the tops and sides of the hedge surround the WWII Pill Box
- (k) To update the Asset Register in view of the latest work/purchases being carried out
- (l) To prepare tenders - 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. Also, to check whether the CIL grant funding is still open.

Cllr R Frost

- (a) To review the benches and feedback in April's meeting.