

Minutes of the Environment Committee meeting held on Monday 3rd April 2023 at 7.00pm, the Loft, Dersingham Village Centre

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

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **Apologies** - None
2. **Declarations of Interest** - None received
3. **Public Participation** – No public attendance
4. **Minutes of the Environment meeting held on 6th March 2023**
Cllr C Shepherd requested Item 7(e) DPC's Handyman to read DPC's Cleaning Contractor and on Item 7(j) to remove the word 'yet'.

Action points were discussed and those completed will be removed.

- (a) Cllr C Shepherd informed the meeting that the Skate Park contractor had confirmed the work will be carried out before June 2023.
- (b) The Business Manager informed the meeting that quotations had been sought 16th March regarding the steel ties for 5 no. streetlights but had not received any replies and these will be contacted again.
- (c) The Business Manager explained that taking photos of the back of each of the 31 dog bins and inputting onto Parish Online is still outstanding.
- (d) The Business Manager informed the meeting that now the new financial year has started an order will be placed for one replacement dog bin.
- (e) The Business Manager confirmed that photos of the junction of Station Road and Hunstanton Road had been sent to NCC's Highways with a reiteration of concerns over the puddle freezing in winter. This had been effective and NCC's Highways replied on 9th March that the defects are scheduled for repair and could take approximately 6 weeks.
- (f) The Business Manager informed the meeting that now the new financial year has started the purchase of one A4 'No Dogs in the playground area' sign for Bank Road will be ordered.
- (g) The Business Manager had visited Sandringham Road to check on the soil spoil heaps and informed the meeting that after all the rain in March, the soil has settled down and the water was flowing. It was agreed that no further action was required at this stage.
- (h) The Business Manager explained that obtaining quotations for new matting and backfilling of soil for underneath the multi-play structure is still outstanding.
- (i) The Business Manager was still waiting for quotations from the companies she had emailed regarding cutting the tops and sides of the hedge surrounding the WWII Pill Box.
- (j) The Business Manager explained that preparation of the tender for new football goalposts and removal of the old goal posts and a second basketball hoop was still outstanding.
- (k) Cllr R Frost had reviewed the benches and informed the meeting that they all looked serviceable and safe to sit on but noted that remedial work on surface rust was required. The Business Manager was requested to prepare a tick list with action required comment box for DPC's Cleaning Contractor to complete whilst undertaking his three-monthly cleaning contract.

5. Current Financial Position
Cllr C Shepherd informed the meeting that line 4045 Streetlight Repair was miscoded and should come out of Reserves and line 5020 Playground Inspection was over-budget due to two separate inspections taking place. Cllr C Shepherd informed the meeting that the costs of streetlighting and grass cutting for 2023-24 was going to be tight against the budget.
6. Reserves
Cllr C Shepherd informed the meeting that the Covid Support Grant outstanding money has now been moved to Project Reserves.
7. Areas of responsibility
 - (a) Bus shelters/stops – still waiting for quotations.
 - (b) Streetlights - Cllr C Shepherd informed the meeting that they were still waiting for quotations for replacement streetlights for Queen Elizabeth Drive and Edinburgh Way. Unfortunately, UK Power Networks informed DPC that they would be increasing their quotation for Glebe Road, which would be received shortly.
 - (c) Grass Cutting – No cutting had taken place but the grass cutting season was starting soon.
 - (d) Cleaning – covered in item 4(k).
 - (e) Litter Bins – Nothing to report.
 - (f) Seats and Benches - covered in item 4(k). Cllr T Bubb recommended a possible new site for a bench and the Business Manager was asked to investigate the possibilities with NCC's Highways.
 - (g) Children's Playground Inspection Form – The Business Manager informed the meeting that the Assistant Business Manager would carry out the inspection shortly.
 - (h) Dog Bins and Sponsorship – The new sponsorship advertising A4 stickers will be installed on each bin in April.
 - (i) Footpaths/Walkways - Cllr B Anderson informed the meeting that the Dersingham to Ingoldisthorpe Greenway resurfacing work had been completed and any trees in the heath area will be removed with one tree having its crown lifted. Cllr B Anderson had been asked for advice for plants suitable for butterflies and he had recommended garlic mustard, honeysuckle and seeds of dog violet.
 - (j) Tree Warden – Cllr B Anderson informed the meeting that a flowering cherry on the Recreation Ground near Station Road was dead and recommended removing the branches but leaving the trunk. Cllr C Shepherd said she would inspect the tree. Cllr B Anderson had visited The Warren to inspect the saplings, but it was still too early in the season to ascertain whether they were growing but he would visit again after Easter.
 - (k) General Village Environment – Speed flashing signs would be discussed with Cllr S Dark when he joined the next Full Council meeting.
8. The Warren – The tree saplings were covered in item 7(j). Cllr B Anderson informed the meeting that he will be undertaking a plant survey in the summer.
9.
 - (a) Five-Year Plan – No update.
 - (b) Update on Skate Park covered in item 4(a).
10. War Memorial and War Memorial Gardens – Nothing to report.
11. Climate Change and Biodiversity – Cllr B Anderson had previously circulated a Numerical Basis of Biodiversity which formalises the ideas of species richness and population numbers of each species. Cllr B Anderson explained this will be used whilst monitoring the plant life including grasses on The Warren.
12. Rangers – nothing to report.

13. Ditch between Holyrood and the sports recreation ground – Cllr C Shepherd explained the background to the broken bridge between Holyrood and the sports recreation ground and its replacement. Advice had been taken and it was suggested that the ditch did need cleaning out.
Cllr R Frost offered to inspect the ditch to see if a mini digger could clear out the ditch before quotations were sought to carry out the work.
14. Correspondence
A parishioner who had recently moved into the village had offered his help on The Warren. The Business Manager was requested to send him the Environment Committee meeting dates with a view to accepting help on The Warren.
15. Open the meeting to allow Public Participation - No public attendance
16. Items for inclusion on the next agenda
 - 16.1 Ditch between Holyrood and the sports recreation ground
17. Any item for Facebook
 - 17.1 Litter pick on Sunday 8th May 2023
18. Date of next meeting – 7pm Monday 5th June in the Loft
19. Exclusion of press and public
20. Quotations
 - (a) Cutting of hedges around pillbox – still waiting for quotations
 - (b) Relocation goal posts - part of item 4(j)

Meeting finished at 8.02pm

Action Points

Cllr Shepherd

- (a) To inspect the tree on the Recreation Ground

Business Manager

- (a) To chase the companies for 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 and one A4 'No dogs in the playground area' sign for Bank Road
- (d) To obtain quotations for new matting and backfilling of soil for underneath the multi-play structure
- (e) To obtain quotations for cutting the tops and sides of the hedge surround the WWII Pill Box
- (f) To update the Asset Register in view of the latest work/purchases being carried out
- (g) 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 was still outstanding
- (h) To prepare a tick list with action required comment box for DPC's Cleaning Contractor to complete whilst undertaking his three-monthly cleaning contract
- (i) To investigate the possibilities of siting a bench with NCC's Highways
- (j) To send the new parishioner the Environment Committee meeting dates

Cllr R Frost

- (a) To inspect the ditch between Holyrood and the sports recreation ground to see if a mini digger could clear out the ditch.