

**Minutes of the Environment Committee meeting held on Monday 8<sup>th</sup> January 2024 at 7.00pm, the Loft, Dersingham Village Centre**

**Present:** Cllr C Shepherd, Cllr T Bubb (Vice-Chairman), Cllr B Anderson and Cllr M Ward

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

1. **To consider apologies for absence** – Cllr R Frost (Chairman), Cllr J Stokes and Cllr A Watkins
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 4<sup>th</sup> December 2023.**  
The minutes were approved as a correct record and duly signed by the Vice-Chairman.
  - (b) Action points were discussed and those completed will be removed.

**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 to email the specification to all environment committee councillors
- (b) To carry out preparations for a new tree survey (including the trees in the recreation ground) to be commissioned. To ask Cllr M Shepherd for a list and map of all Dersingham Parish Council owned trees.
- (c) To prepare a combined contract/specification for Grass Cutting in readiness for new tenders for the end of 2024 and to include ensuring the area between the Village Sign adjacent to the land belonging to United Charities is cut including cutting back the brambles.
- (d) To prepare an updated specification in readiness for new tenders for 2024 for the Cleaning Contract – see agenda item 7(d)
- (e) To obtain quotations to have the trees lower canopies lifted to a clearance of 3 metres for those branches over the footpath off Burma Close
- (f) To obtain quotations for a replacement Multiplay backboard plus installation on the children's playground
- (g) To obtain quotations for a replacement Runway plus bolt plus installation on children's playground
- (h) To obtain quotations for a plumber to look at the water tap – A plumber had been sourced and a quotation will be ready shortly.
- (i) To source quotations for a new liner to fit the litter bin on the War Memorial – see agenda item 15.
- (j) To investigate whether the Zebra crossing could be improved with signs/better lighting/etc. The BM confirmed that she had taken photos of the two illuminated poles and the white lines and had sent these to NCC's Highways.
- (k) To contact NCC Highways regarding clearing out the gullies on all roads within Dersingham but in particular Old Hall Drive. The BM confirmed she had contacted NCC's Highways regarding the gullies, but the problem was about vegetation growing through a dropped

crossing and she was asked to contact NCC Highway's regarding vegetation near 7 Old Hall Drive.

### **Councillor C Shepherd**

- (a) With Cllr R Frost to remove weeds and soil underneath the edges of the carousel children's playground and have a look at the 2 swings to be installed – to be carried out on his return.
- (b) To send a letter to the Skatepark contractor. Cllr C Shepherd informed the meeting that additional topsoil is required and she will obtain quotations.

### **Councillor R Frost** – awaiting Cllr Frost's return

- (a) To purchase 3 no. combination locks
- (b) To adjust the gate action between Bank Road and children's playground
- (c) With Cllr C Shepherd to remove weeds and soil underneath the edges of the carousel children's playground and have a look at the 2 swings to be installed

### **Councillor B Anderson**

- (a) To bring a report to January's meeting outlining the benefits of red streetlights for bats – see agenda item 7(b).

### **Councillor M Ward**

- (a) To bring a report listing all benches which required repainting - see agenda item 7(f).

### **(c) To consider matters arising**

Cllr Tony Bubb updated the meeting regarding his conversation with Cllr Chris Morley about the new requirement to replace, when required, 45 litre dog bins with the smaller 25 litre dog bins. Unfortunately, the Borough Council's officers involved are currently working on the budget but will respond shortly.

Cllr Coral Shepherd informed the meeting that she had completed the CIL grant claim form (Lamp column £414 and Streetlights Glebe Road £5,850) – a total of £6,264.00 and the Borough Council confirmed that the money should be in the bank this week and it will be placed in Project Reserves.

## **5. Current Financial Position**

Cllr C Shepherd informed the meeting that the Streetlight Energy budget 4035 spend should be within budget and the new streetlights have energy saving LED lanterns that dim from midnight to 05.30am.

- 6. **Reserves** – Cllr C Shepherd reminded the meeting that the spend on the new projects in the future will come out of the Reserves budget.

## **7. Areas of responsibility**

- (a) Bus shelters/stops – no updates
- (b) Streetlights – bat friendly lighting - Cllr B Anderson's report had previously been circulated and he outlined that he would contact the local Bat Group to identify which bat species live in and around village of Dersingham.
- (c) Grass Cutting – no updates
- (d) Cleaning – renewal of cleaning contract – The BM had previously circulated the proposed Cleaning Contract Specification for 01/04/24 – 31/03/27. A decision was made subject to minor revisions to wording to agree the specification and the BM was asked to send it out to the contractors with a deadline of 31<sup>st</sup> January 2024.

- (e) Litter Bins – see agenda item 15
- (f) Seats and Benches – Cllr M Ward’s report had previously been circulated and he reiterated that he undertook the survey on 31<sup>st</sup> December 2023 and highlighted there were no safety issues but 4 benches (3 belonging to DPC and 1 to United Charities) would benefit from a new layer of paint.  
Cllr M Ward recommended that those benches with small bare patches could be touched-up and some benches did have missing plastic ends.  
A decision was made to repaint 3 benches (BE06, BE07 and BE17) and the BM was asked to arrange quotations.
- (g) Children’s Playground Inspection Form – Cllr T Bubb requested photos of each apparatus be added to the form. The BM confirmed this would be completed when the project work is completed.
- (h) Dog Bins and Sponsorship – A decision was made to allow the BM to arrange for new advertising to be produced.
- (i) Footpaths/Walkways – Cllr T Bubb informed the meeting of a pavement which required reporting to NCC’s Highways. Cllr T Bubb to send the BM a photo so this can be reported.
- (j) Tree Warden and Tree Survey – nothing to report
- (k) General Village Environment – see agenda item 12.

**8. War Memorial and War Memorial Gardens**

8.1 Paving at War Memorial – Cllr C Shepherd informed the meeting that the paving does require lifting and replacing but a decision would be required as to what surface material should be installed under the lime tree. Cllr C Shepherd offered to speak to the contractor who maintains the garden and seek his preference.  
Cllr C Shepherd expressed concern about the potential for the lime tree roots to damage the war memorial and Cllr B Anderson informed the meeting that it was planted in 1921. Cllr C Shepherd suggested that a new hornbeam tree be planted in the recreation ground should the lime tree have to be felled in the future.

8.2 Lettering on War Memorial – Cllr C Shepherd offered to wash down the lettering.

9. **Rangers** – The BM had previously circulated the Rangers email and Cllr C Shepherd expressed her concern that individuals were being asked to measure potholes in the road which was a safety concern and it was agreed that she would write to the Saddlebow Depot and Cllr S Dark expressing her concerns.

10. **Correspondence** – Cllr B Anderson had received photos of a flooded ditch in a parishioner’s garden and a discussion took place highlighting the recent heavy rainfall but also sections of ditches/dykes which are overgrown with brambles but also dumped rubbish and garden waste. Cllr C Shepherd informed the meeting that she will write an article for the Village Voice reminding everyone of their rights and responsibilities for watercourse maintenance.

11. **Open the meeting to allow Public Participation** - none present

12. **Items for inclusion on the next agenda** - none

13. **Date of next meeting – Monday 5<sup>th</sup> February 2024 in the Loft**

**14. 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.

- 15. Quotations for litter bin liner** – The BM had previously circulated quotations for a replacement bin liner and new bins. A Decision was made to purchase a new liner from Wybone for £79.99 plus delivery and the budget code to be: 4095

With no further business the meeting was closed at 20:29pm

**Business Manager**

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- (b) To carry out preparations for a new tree survey (including the trees in the recreation ground) to be commissioned. To ask Cllr M Shepherd for a list and map of all Dersingham Parish Council owned trees.
- (c) To prepare a combined contract/specification for Grass Cutting in readiness for new tenders for the end of 2024 and to include ensuring the area between the Village Sign adjacent to the land belonging to United Charities is cut including cutting back the brambles.
- (d) To obtain quotations to have the trees lower canopies lifted to a clearance of 3 metres for those branches over the footpath off Burma Close
- (e) To obtain quotations for a replacement Multiplay backboard plus installation on the children’s playground
- (f) To obtain quotations for a replacement Runway plus bolt plus installation on children’s playground
- (g) To send out the renewal of cleaning contract to the contractors with their deadline of 31<sup>st</sup> January 2024
- (h) To send out quotation to repaint 3 benches (BE06, BE07 and BE17)
- (i) To add photos of each apparatus to the Children’s Playground Inspection Form

**Councillor C Shepherd**

- (a) With Cllr R Frost to remove weeds and soil underneath the edges of the carousel children’s playground and have a look at the 2 swings to be installed – to be carried out shortly.
- (b) To send a letter to the Skatepark contractor. Cllr C Shepherd informed the meeting that additional topsoil is required and she will obtain quotations.
- (c) To write to the Saddlebow Depot and Cllr S Dark expressing her concerns over individuals being asked to measure potholes in the road
- (d) To write an article for the Village Voice reminding everyone of their rights and responsibilities for watercourse maintenance

**Councillor R Frost**

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