

Minutes of the Environment Committee meeting held on Monday 8th April 2024 at 7.00pm, the Loft, Dersingham Village Centre

Present: Cllr R Frost (Chairman), Cllr C Shepherd, Cllr J Stokes, Cllr T Bubb (Vice-Chairman)
Cllr M Ward and Cllr B Anderson

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** – None
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 March 2024 and the Minutes of the Extraordinary Committee Meeting held on 18th March 2024**
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.

Business Manager

- (a) To obtain quotations for a replacement Multiplay backboard plus installation on the children's playground - ongoing
- (b) To obtain quotations for a replacement Runway plus bolt plus installation on children's playground - ongoing
- (c) To arrange for colour charts and the agreed specification to repaint 3 benches (BE06, BE07 and BE17) to be presented to April's meeting – see item 7(f)
- (d) To arrange for further quotations for the Village Sign to be repainted - ongoing
- (e) To prepare the final specification for grass cutting in preparation for new quotations to be sourced - ongoing
- (f) Ascertain whether Councillors wanted to join a CPRE discussion forum on 22nd May – information sent out to all Councillors
- (g) To arrange for further quotations from engineering companies for the required alterations to the football posts – see item 19
- (h) To send out the revised Cleaning Contract specification to all companies and to arrange for an Extraordinary Environment Committee meeting on Monday 18th March 2024 - completed
- (i) To obtain quotations on additional topsoil for next to the Skate Park – see item 8(b)

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 – Cllr R Frost to contact Cllr C Shepherd to arrange.
- (b) To revisit the streetlight survey and identify the streetlights that require repainting or replacing – Cllr C Shepherd to revisit to enable a BC CIL grant application to be made in July.
- (c) To finalise the plan for the war memorial gardens and pass to BM to obtain quotes – see item 9.

Councillor R Frost

- (a) To purchase 3 no. combination locks
 - (b) To replace the spring on the gate 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
4. (c) To consider matters arising - none
5. Current Financial Position
Cllr C Shepherd reported that the Recreation budget of £9,380 had a spend of £7,287 and that the funds for the playground equipment and 5-year plan will be moved into 24/25 to cover the costs.
Cllr C Shepherd also reported that the Environment budget of £29,750 had a spend of £19,302 due to the cost of replacement streetlights being funded from reserves and by a CIL grant.
6. Reserves
Cllr C Shepherd said that there was nothing to report
7. Areas of responsibility
- (a) Bus shelters/stops – nothing to report
 - (b) Streetlights – The BM reported that streetlight issues are still being received in the parish office and forwarded onto our Streetlight Contractor
 - (c) Grass Cutting – Cllr C Shepherd asked the BM to inform the grass cutting contractor that dead wood was covering the grassed areas of Earl Close and Burma Close
 - (d) Cleaning – the new contract has now started
 - (e) Litter Bins - nothing to report
 - (f) Seats and Benches – Paint Charts – The BM circulated paint charts and a decision was made to use Dark Green Hammerite paint and the BM will now circulate the painting specification to contractors. Cllr R Frost asked that the wooden bench near Earl Close be included in the next round of painting. There was a discussion about using oil to treat wooden benches.
 - (g) Children's Playground Inspection Form – The BM confirmed that the weekly inspection were being carried out and placed on SharePoint using the new forms with the photos of each piece of play equipment. The Assistant Business Manager had reported that broken glass had been picked up and removed.
 - (h) Dog Bins and Sponsorship – nothing to report
 - (i) Footpaths/Walkways – Cllr R Frost reported that brambles were growing over the TROD on the heath but the land belongs to Dersingham United Charities.
 - (j) Tree Warden and Tree Survey – Cllr C Shepherd had read through the Tree Survey carried out by Ravencroft Tree Services and she listed the priority of required work, however, this work would be combined with the outcome of item 9.
 - (k) General Village Environment – a discussion took place regarding the growth of ragwort and shrubs around the Village Sign up to land belonging to DUC and Cllr R Frost asked that this area be kept clear so its aesthetically pleasing as you enter the village.
8. Recreation Ground
- (a) Update on goal posts as part of five-year plan – The BM reported that unfortunately quotations for removal, lengthening the posts and placing in a new position, had still not been received from contractors who had expressed an interest in the work.

Cllr C Shepherd reminded the meeting that Financial Regulations do state we should ensure that 3 written quotations are obtained. The BM was asked to chase the contractors again and Cllr B Anderson reminded the meeting that where the value is below £3,000 and above £500 the Business Manager shall strive to obtain 3 written quotations, so if no further quotations were received a decision can be made at May's meeting.

(b) Update on Skate Park - The BM had obtained quotations but after further investigation and a higher volume of topsoil being required, a decision was made to ask the BM to contact contractors to visit the site to provide quotes including the volume of topsoil required. Quotations to come back to the next meeting.

9. War Memorial and War Memorial Gardens – Cllr C Shepherd informed the meeting that she had revisited the paving between the Lime Tree and the War Memorial. Cllr C Shepherd informed the meeting that the Lime Tree is now mature and any extra growth would be minimal, the tree is also protected by a Tree Preservation Order and the surfacing around the Grade II Listed War Memorial had remedial work carried out many years ago and it does not appear to have moved since. Cllr C Shepherd will arrange to meet the Borough's Tree Officer and Conservation Officer to agree on how much paving should be removed, Cllr T Bubb, Cllr R Frost and Cllr B Anderson would also join the meeting. The contractor who maintains the gardens had requested that where replacing the paving around the lime tree, gravel or chipped bark should be used. It was noted that the paving near the bench had sunk mostly likely due to the power washing of the slabs.

10. Climate Change and Biodiversity – Cllr B Anderson had forwarded a report from NWT's West Norfolk Reserves Manager informing the meeting of the bats identified in and around the village and Cllr B Anderson would ascertain which areas these were. Cllr B Anderson also informed the meeting that trees were being planted on the footpath from the old station to Ingoldisthorpe and butterflies were being reported.

11. Rangers and update on NCC Highways Requests – The BM informed the meeting that the condition of the paving next to a BT box outside the Village Centre had been reported to both NCC and BT but so far both were denying ownership and the BM will contact NCC again. Cllr T Bubb informed the meeting that 'Pedestrians Crossing' signage had been installed on the Bypass, opposite Station Road crossing to Beech Road.

12. Correspondence - none

13. Open the meeting to allow Public Participation - none present

14. Items for inclusion on the next agenda - none

15. Any item for Facebook - none

16. Date of next meeting – Tuesday 7th May 2024 in the Loft

17. 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.

18. Quotations for replacement Multiplay backboard and Runway – to be presented at May’s meeting
19. Quotations for alterations to goal posts - to be presented at May’s meeting
20. Quotations for additional topsoil to Skatepark - to be presented at May’s meeting

With no further business the meeting was closed at 20:18

Business Manager

- (a) To obtain quotations for a replacement Multiplay backboard plus installation on the children’s playground
- (b) To obtain quotations for a replacement Runway plus bolt plus installation on children’s playground
- (c) To arrange for further quotations for the Village Sign to be repainted
- (d) To prepare the final specification for grass cutting in preparation for new quotations to be sourced
- (e) To chase engineering companies for the required alterations to the football post
- (f) To obtain quotations for painting of three benches
- (g) To inform the grass cutting contractor that dead wood was covering the grassed areas of Earl Close and Burma Close
- (h) To contact contractors to visit the site and agree the volume of topsoil required and to carry out the work
- (i) To contact NCC Highways again regarding the paving next to a BT box outside the Village Centre

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 - Cllr R Frost to contact Cllr C Shepherd to arrange.
- (b) To revisit the streetlight survey and identify the streetlights that require repainting or replacing to be completed before July
- (c) To finalise the plan for the war memorial gardens and pass to BM to obtain quotes.

Councillor R Frost

- (a) To purchase 3 no. combination locks
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