

**Minutes of the Environment Committee meeting held on Monday 1<sup>st</sup> July 2024 at 7.00pm, the Loft, Dersingham Village Centre**

**Present:** Cllr R Frost (Chairman), Cllr C Shepherd, Cllr B Anderson, Cllr A Watkins, Cllr T Bubb, and Cllr M Ward

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

1. **To consider apologies for absence** - Cllr J Stokes
2. **Declarations of Interest and requests for dispensations by councillors in any agenda item** – none received
3. **To review the Committee’s Terms of Reference** – Cllr B Anderson proposed to keep the TOR as agreed in 2023 and Cllr C Shepherd seconded the motion. A decision was made to keep the TOR as agreed in 2023 and to be recommended to Full Council on Monday 22<sup>nd</sup> July 2024 for adoption.
4. **Open the meeting to allow Public Participation** – none present
5. **Minutes of the Environment Committee Meeting held on the 3<sup>rd</sup> June 2024**
  - (a) The minutes were proposed by Cllr B Anderson and all agreed and they 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 arrange for quotations for the Village Sign to be repainted - ongoing
- (b) To prepare the final specification for grass cutting so that new quotations can be sourced – see item 8.
- (c) To contact contractors and arrange a visit to the Skatepark, agree and send quotations of the volume of topsoil required and a separate quotation for matting – see item 21.
- (d) To ask the Streetlight Contractor for quotations for sanding down and painting the bracket for one pole/bracket. The Business Manager was asked to arrange quotations per bracket. A cost will then be compiled for number required. The BM had sent out enquiries and was waiting for quotations to be sent.
- (e) To source quotations for removing selected paving and replacing with gravel or crushed limestone in accordance with the map and measurements provided by Cllr C Shepherd - ongoing
- (f) To source quotations from specialist companies to review/install new locks between Bank Road and children’s playground - ongoing
- (g) To arrange for the nettles to be cut down around the Bus Shelter on Manor Road - ongoing
- (h) To ensure that the Borough Council’s grass cutting team were including the bench on Station Road since it was getting covered by nettles. Cllr B Anderson informed the meeting that these nettles had now been cut down.
- (i) To visit the dog bins shortly to check that all the advertisements are still sound - ongoing
- (j) To contact DUC regarding the brambles between the Common and Lynn Road to see if their volunteers could help in keeping the brambles in check – The BM informed the meeting that she had contacted DUC.
- (k) To check whether a tree on Earl Close is the one identified for removal following the Tree Survey – Cllr C Shepherd informed the meeting that this tree appeared not to have been picked up on the Tree Survey.

### **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. A date will be agreed shortly and the 2 new swings have now been installed.
- (b) To prepare a map and measurements for the war memorial gardens – A site visit will be made by Cllr C Shepherd and the BM so quotations can be sought for September's meeting.
- (c) To send the BM details of a lock specialist company used by the DVCA - completed

### **Councillor R Frost**

- (a) 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 - ongoing
- (c) **To consider matters arising from June's Minutes –**
  - 10(d) Cleaning - Cllr C Shepherd informed the meeting that the RoSPA report highlighted that the litter bins were full and the BM and ABM were asked to check on the bins whilst carrying out the defibrillator inspections and the playground inspections.
  - 10(k) General Village Environment - Cllr C Shepherd informed the meeting the items on the Asset Registrar had been checked.
  - 11(a) The BM informed the meeting that the goal posts are programmed to be taken down week commencing 15<sup>th</sup> July and she will inform Cllrs C Shepherd and Cllr T Bubb so the new position can be marked.

### **6. Current Financial Position –**

4035 – Street Lighting – Cllr C Shepherd raised concerns over the monthly costs up to date and the possibility that we may overspend on the budget. Cllr C Shepherd also informed the meeting that Opus was selling the electricity account to EDF.

### **7. Reserves –** Cllr C Shepherd informed the meeting that the spend so far was only on the Warren reserve for grass cutting.

### **8. Revised Grass Cutting Contract –** The alterations were made and the final list will be sent to Cllr C Shepherd in readiness to be sent out to companies for quotations. The BM had drawn up a list of known and experienced companies and these were agreed. The BM was asked to arrange for the grass to be cut around the Village Sign in July.

### **9. Playground Inspection Report and Skate Park Inspection Report**

Both reports had previously been placed on SharePoint for the Councillors to read and those items highlighted by RoSPA are detailed below:

#### **Playground Inspection Report**

- (a) Gates - The BM was asked to contact companies with expertise in self closing metal gates and arrange for quotations.
- (b) Runway – Rigid – Skate Trainer – The new Skate Trainer and missing bolt had now been installed
- (c) Broken Swings – The two new swings had now been installed
- (d) Swing – Toddler - 1 Bay – 2 seat – Cllr C Shepherd and the BM will arrange a site visit
- (e) Worn ground areas will have woodchip placed around them.
- (f) Carousel - Cllr C Shepherd and the BM will arrange to site visit
- (g) Multiplay – large – the new board has been installed

## Skate Park Inspection Report

- (a) Worn ground areas – see item 21.

### 10. Areas of responsibility

- (a) Bus shelters/stops – The BM informed the meeting that whilst carrying out his cleaning the contractor noticed that the Perspex roofs to the bus shelters were scratched. The BM was asked to arrange for quotations for repair or replacement so the costs could be included when the budget work was carried out. Cllr T Bubb would identify who the bus shelters were originally purchased from.
- (b) Streetlights – nothing to report
- (c) Grass Cutting – It was reported that the grass near the pill box on Broadland Close was being encroached by brambles and the BM was asked to arrange for quotations for the work to be carried out before September.  
Cllr T Bubb informed the meeting that he had received complaints from parishioners regarding the quality of grass cutting by the Borough and it was agreed that the BM should write a letter of complaint to the Borough and County Councils, copying in Cllr Stuart Dark.
- (d) Cleaning - nothing to report
- (e) Litter Bins - nothing to report
- (f) Seats and Benches – The BM informed the meeting that the painting of the three benches had started on 1<sup>st</sup> July.
- (g) Children’s Playground Inspection Form – The ABM had highlighted those areas which had now been picked up by RoSPA.
- (h) Dog Bins and Sponsorship - nothing to report
- (i) Footpaths/Walkways - nothing to report
- (j) Tree Warden and Tree Survey – The BM was asked to check whether the quotations previously received were still valid and if so, to arrange for the work to be completed in Earl Close and Burma Close. The BM informed the meeting that the agreed tree work in the play area would be started on the 19<sup>th</sup> July and all work within the village completed by the end of July.
- (k) General Village Environment – Cllr A Watkins reported that the Hedgehog sign on Lynn Road opposite Heath Road had been turned round. Cllr R Frost would try to move the sign back but if not, the BM was asked to contact NCC Highways.

### 11. Recreation Ground

- (a) Update on goal posts as part of five-year plan – The BM informed the meeting that the goal posts will be removed w/c Monday 15<sup>th</sup> July
- (b) Update on Skate Park – See item 21.

12. **War Memorial and War Memorial Gardens** – A site visit will be organised by Cllr C Shepherd and the BM.

13. **Climate Change and Biodiversity** – Cllr B Anderson gave a quick update on the bat survey and explained he was still waiting for the Church’s reply to his request to place bat detectors in the Churchyard trees.

14. **Rangers and update on NCC Highways Requests** – The BM was asked to contact NCC Highways to ensure that all the overgrown grass on footpaths was cut back. The BM informed the meeting that the blocked gully (full of soil) which caused the flooding in the DVCA’s car park had now been reported and ‘works have been programmed’. The BM was asked to ascertain when all the gully clearing would be carried in the village.

**15. Correspondence**

15.1 Email regarding trees in Earl Close – The BM relayed the parishioners concerns about the trees in Earl Close and she was asked to contact the parishioner to check on the address.

15.2 Email regarding provision of football nets – A discussion took place and a decision was made not to provide nets as they are permanently left out and disintegrate.

15.3 Email regarding a small tree surgery business within Dersingham – A decision was made to include this company when tree works were quoted for.

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

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

**18. Any item for Facebook - none**

**19. Date of next meeting – Monday 2<sup>nd</sup> September in the Loft at 7pm**

**20. 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.

**21. Quotations for contractor for topsoil for Skatepark –** The BM had obtained quotations for replacement of soil and it was resolved to award the work to AC Norfolk Ltd. It was agreed that the work be carried out in Mid-September. Cllr T Bubb queried whether the soil should be seeded with grass seed.

With no further business the meeting was closed at 20:30

**Business Manager**

- (a) To arrange for quotations for the Village Sign to be repainted
- (b) To source quotations for removing selected paving and replacing with gravel or crushed limestone following site visit by Cllr C Shepherd and BM - ongoing
- (c) To source quotations from specialist companies to install new locks on all gates into the playground
- (d) To arrange for the nettles to be cut down around the Bus Shelter on Manor Road
- (e) To visit the dog bins shortly to check that all the advertisements are still sound
- (f) To check whether a tree on Earl Close is the one identified for removal following the Tree Survey
- (g) To send Cllr C Shepherd the final contract and then send the contract to the agreed list of contractors.
- (h) To arrange for the grass to be cut around the Village Sign in July
- (i) With Cllr C Shepherd to visit the playground and complete items identified in the RoSPA report
- (j) To arrange for quotations for replacement Perspex roofs on the bus shelters
- (k) To arrange for quotations to clear the brambles on the grass near the pill box on Broadland Close – work to be carried out before September
- (l) To write a letter of complaint regarding the grass cutting in the village to the Borough and County Councils, copying in Cllr Stuart Dark
- (m) To check whether the quotations previously received are still valid and if so, to arrange for the tree work to be completed in Earl Close and Burma Close.

- (n) To contact NCC Highways regarding the 'turned round' Hedgehog sign on Lynn Road opposite Heath Road
- (o) To contact NCC Highways to ensure that all the overgrown grass on footpaths have been cut back.
- (p) To ascertain when all the gully clearing would be carried in the village by NCC Highways
- (q) To ascertain which trees in Earl Close have been asked to cut back from the parishioner

**Councillor C Shepherd**

- (a) With the BM to check on the outstanding items highlighted in the RoSPA's report
- (b) With the BM confirm the area in the War Memorial for removing paving and filling with gavel or crushed limestone following site visit

**Councillor R Frost**

- (a) To check the Hedgehog sign on Lynn Road opposite Heath Road

**Councillor T Bubb**

- (a) To identify who the bus shelters were originally purchased from