

**Minutes of the Environment Committee meeting held on Monday 5<sup>th</sup> February 2024 at 7.00pm, the Loft, Dersingham Village Centre**

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

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

1. **To consider apologies for absence** – Cllr R Frost (Chairman)
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 8<sup>th</sup> January 2024.**  
Cllr B Anderson informed the meeting that item 7(b) should have been included in the Action List and is further discussed at item 7(b) of this meeting.

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 – The Business Manager had previously circulated the specification asking for a decision on certain elements to allow her to complete the specification.
- (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. Work completed and a decision made on the quotations -see item 19.
- (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. To be reviewed in March after clarification on certain areas.
- (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. Work completed – see item 18.
- (h) To arrange for quotations 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) The Skateboard Contractor had promised to visit the site in two weeks to carry out the work. 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 – work completed
- (d) To write an article for the Village Voice reminding everyone of their rights and responsibilities for watercourse maintenance – work completed

### **Councillor R Frost** (awaiting Cllr Frost's return)

- (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

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

Cllr Tony Bubb had no further updates following 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.

### **5. Current Financial Position**

Cllr C Shepherd informed the meeting that an incorrect code for 5030 – Recreation Grass Cutting – had been used which meant that no further grass cutting can be carried out this financial year. 4035 - Streetlight Energy budget spend should be within budget. 4070 - Trees budget shows £1,600 left which will be spent on the Tree Survey and lifting the canopies on the trees in Burma Close.

- 6. **Reserves** – Cllr C Shepherd informed the meeting the budget was now showing £6,264 from BCKLWN's Streetlight replacement project grant.

### **7. Areas of responsibility**

- (a) Bus shelters/stops – Cllr C Shepherd informed the meeting that the bus shelter on Chapel Road had excrement inside but this had now been cleaned away.
- (b) Streetlights – Cllr C Shepherd explained that the survey on streetlights now required revisiting as for example the metal supports for lights on wooden poles do require repainting.  
Cllr B Anderson confirmed he will ask the local Bat Group regarding which bats are in the village. He had contacted the Butterfly Conservation Trust for an information pack on how butterflies react to streetlights.  
Cllr C Shepherd reported that up to 9 species of bat had been identified in Park Hill, Dersingham. Cllr B Anderson asked Cllr M Ward if they could use his bat detector to identify bats in and around Dersingham Village Centre/St Nicholas Church along to the Coach and Horses. Cllr B Anderson did reiterate that the Luminare Sandringham Light Trail did not affect bats. Cllr T Bubb asked whether DPC should contact NCC regarding their streetlighting and this will be discussed further at another meeting.
- (c) Grass Cutting – Cllr C Shepherd reiterated that no grass cutting can take place before 1<sup>st</sup> April
- (d) Cleaning – see item 18.

- (e) Litter Bins – The BM confirmed that the inner lining for the bin in the war memorial gardens had been delivered and was now installed. The old inner had been disposed of.
- (f) Seats and Benches – Cllr T Bubb informed the meeting that he and a representative from a powder coating company had surveyed the benches but as they are concreted in and are rotting through in places this work was not possible, it was agreed to keep the benches in situ. It was agreed that the BM should still arrange for a quotation for painting 3 benches (BE06, BE07 and BE17) but to take photos of the rust for the next meeting.
- (g) Children’s Playground Inspection Form – Cllr T Bubb asked when the photos would be added to the inspection form and the BM confirmed this would be completed when the urgent project work is completed.
- (h) Dog Bins and Sponsorship – No update
- (i) Footpaths/Walkways – see item 11.
- (j) Tree Warden and Tree Survey – see item 19.
- (k) General Village Environment – Cllr B Anderson informed the meeting that the ditch and ground on the corner of Iveagh Close was very muddy. Cllr C Shepherd offered to look at the site and contact the Housing Association for a site visit. Cllr T Bubb asked for a status report regarding the Village Sign and Cllr C Shepherd reminded Cllr T Bubb that a quotation had been sourced but was over the budget. The work could be financed from the project reserve with full council approval. Cllr T Bubb offered to source further quotations. Cllr J Stokes asked whose responsibility was it for picking up the litter in Holyrood Drive and he was informed that it was the Housing Associations but if he came across fly-tipping he could report it to BCKLWN’s online fly-tipping reporting tool.

**8. Recreation Ground**

Cllr T Bubb informed the meeting that the recycled bench beside the skatepark had now been secured into the ground using ground fixing anchors.

- (a) Specification for goal posts/basketball hoop as part of five-year plan - Cllr T Bubb informed the meeting that he wanted to discuss a different approach and would discuss this with engineering companies. His approach was to angle grind the goal posts and install them by dropping a pipe into concrete and dropping the goal posts into the pipe. The Business Manager was asked to hold back on completing the specification until Cllr T Bubb reported back to March’s meeting.
- (b) Update on Skate Park – Cllr C Shepherd will also ask the contractor to replace the soil around the edges of the skatepark.

9. **War Memorial and War Memorial Gardens** – Cllr C Shepherd had informed the gardener that the new financial years budget allocated £250 for new plants and he will confirm which plants are required. Cllr T Bubb suggested that plants could also be purchased this financial year as there is still money in the budget. Cllr C Shepherd will contact the gardener to inform him.

10. **Climate Change and Biodiversity** – no updates

**11. Rangers**

11.1 Update on correspondence to NCC’s Saddlebow Depot – Cllr C Shepherd advised that initially NCC had asked for sizes for the potholes but subsequently had been advised that this be estimated from the footway and asking if photographs could also be taken.

The BM informed the meeting that:

1. The pavement outside 7 Centre Vale had been reported to NCC and the works have been programmed to be repaired.
2. Grass growing on the pavement next to 7 Old Hall Drive had been reported and NCC explained that weeds are sprayed twice a year so this will have to wait until the next round of weed spraying.
3. Cut branch hanging in a tree on Manor Road – the BM had emailed the owner and Cllr C Shepherd asked the BM to report to NCC if she didn't receive a reply from the owner.
4. Dropped kerb next to the substation on Old Hall Drive – the BM will take a photo and report to NCC Highways.

12. **Correspondence**

- 12.1 Young Commissioners of Breckland & West Norfolk Youth Advisory Boards – noted at the meeting
- 12.2 CPRE – Light Pollution Clause – noted at the meeting
- 12.3 Information Only - Parishioners concern regarding gate leading to A149 off Station Road – Cllr C Shepherd will have a look and take photos
- 12.4 Information Only - Parishioners concern regarding water flowing down Fern Hill – noted at the meeting
- 12.5 Monkey Challenge Climbing Wall – details noted at the meeting but agreed no purchase.

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** – Monday 4<sup>th</sup> March 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. **Tender for Cleaning Contract starting 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2027.** The BM advised that only one quotation had been received. The BM was asked to prepare an advert, send it to all councillors and when agreed place it on all parish council noticeboards

19. **Quotations for Tree Survey for trees owned by Dersingham Parish Council** – The BM had circulated the 3 quotes that had been received. It was resolved to award the contract to Ravencroft Arboricultural Services as representing best value.

With no further business the meeting was closed at 8:19

**Business Manager**

- (a) Currently on hold - 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 – The Business Manager had

previously circulated the specification asking for a decision on certain elements to allow her to complete the specification.

- (b) 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. To be reviewed in March after clarification on certain areas.
- (c) 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.
- (d) To obtain quotations for a replacement Multiplay backboard plus installation on the children's playground
- (e) To obtain quotations for a replacement Runway plus bolt plus installation on children's playground
- (f) To arrange for quotations to repaint 3 benches (BE06, BE07 and BE17)
- (g) To add photos of each apparatus to the Children's Playground Inspection Form
- (h) To contact NCC if no reply was received from the owner of the tree on Manor Road
- (i) To prepare an advert, send it to all councillors and when agreed place it on all parish council noticeboards
- (j) To take photos of the dropped kerb next to the substation on Old Hall Drive and report to NCC Highways

#### **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) The Skateboard Contractor had promised to visit the site in two weeks to carry out the work. Cllr C Shepherd informed the meeting that additional topsoil is required and she will obtain quotations.
- (c) To contact the gardener for the War Memorial Gardens and ask about plants this financial year
- (d) To take photos of the gate leading to A149 off Station Road

#### **Councillor R Frost** (awaiting Cllr Frost's return)

- (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

#### **Councillor T Bubb**

- (a) To source further quotations for repainting the Village Sign
- (b) To source quotations to angle grind the goal posts and install them by dropping a pipe into concrete and dropping the goal posts into the pipe.

#### **Councillor B Anderson**

- (a) To ask the local Bat Group regarding which bats are in the village