

Minutes of the Environment Committee meeting held on Tuesday 4th March 2025 at 7.00pm, in the Garden Room, Dersingham Village Centre

Present: Cllr M Ward (Chaired the meeting), Cllr C Shepherd, Cllr B Anderson, Cllr J Stokes and Cllr T Bubb (arrived at 20:17 and at agenda item 18)

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** - Cllr R Frost (Chairman) and Cllr A Watkins
2. **Declarations of Interest and requests for dispensations by councillors in any agenda item** – None
3. **Open the meeting to allow Public Participation** - none present
4. **Minutes of the Environment Committee Meeting held on the 6th January 2025.**
– the minutes were proposed by Cllr C Shepherd and seconded by Cllr B Anderson and all agreed and they were approved as a correct record and were duly signed by the Chairman of the meeting - Cllr M Ward.
(b) Action points were discussed and those completed will be removed.

Business Manager

- (a) To source further quotations from specialist companies for new closers on all gates into the playground - ongoing
- (b) To approach 1 further company for the sponsorship of the dog bins - completed and waiting for a response.
- (c) To purchase 2 x pre-drilled and 5mm stainless steel information boards about the commemorative trees by the junction of Heath Road and Lynn Road - ongoing
- (d) To contact specialised companies for quotations for a cantilever bus shelter St. Cecilia's church. Quotations to be arranged for April/May's Committee meeting.
- (e) To identify the ownership of the litter bin in Hunstanton Road, close to the junction with Woodside Avenue – The BM had taken photos of the litterbin which is outside Woodside Avenue no. LB05 and will now contact the Borough Council.
- (f) To inform the War Memorial contractor to have a look and tidy up, if possible, where the hedge had been ripped and torn – completed.
- (g) To write back to NCC asking them to carry out a safety survey and essential safety work beside the footpath from Station Road to The Warren – completed.

Cllr T Bubb

- (a) To re-install the 'Please clean up after your Dog' sign on the sports field when the position has been agreed by Cllr C Shepherd. Cllr C Shepherd informed the meeting that they were waiting for the Sports Ground Charity to make a decision on asking dog owners to keep dogs on a lead and to keep to the perimeter of the sports ground.

Cllr B Anderson

- (a) To purchase spanners and drivers for the Christmas lights – completed.

Cllr C Shepherd

- (a) To contact the parishioner to confirm permission had been given to plant either a hornbeam or a maple tree on the recreation ground backing onto Station Road – completed.

- (c) To consider matters arising
The BM informed the meeting that Historic England has asked for photos of the moat which showed the cleared brambles and Cllr J Stokes offered to take these photos and email them to the BM.
5. **Current Financial Position and Reserves** – Cllr C Shepherd informed the meeting that the accounts showed no payments for streetlight electricity since December 2024 but invoices were on the way for January, February and March 2025. Cllr C Shepherd suggested to the meeting that budgets Environment and Recreation be merged into one budget line now the Recreation Charity had been closed. The cost of the Village Sign was to come out of Projects Reserves and there was still an invoice to pay for the extra soil on the Childrens playground.
6. **Areas of responsibility**
- (a) **Bus shelters/stops** – Cllr C Shepherd reminded the meeting that a repair had been carried out on the bus shelter at Chapel Road and this would be revisited. Cllr B Anderson proposed a narrow seat be placed in the bus stop on Hunstanton Road near the Spar. This proposal was agreed and Cllr B Anderson informed the meeting he would measure up the area and pass the details onto the BM so she could arrange for quotations.
 - (b) **Streetlights** – see item 18
 - (c) **Grass Cutting** – nothing to report
 - (d) **Cleaning** – Review of cleaning contract – Cllr C Shepherd proposed to continue with the current cleaning contractor for another two years and this proposal was agreed by all. The BM was asked to send an extension of the contract to the Cleaning Contractor. The BM reminded the meeting that litter had accumulated on the recreation ground during the summer and Cllr C Shepherd asked the BM to obtain a quote for one extra visit each week during the school six-week holiday.
 - (e) **Litter Bins** – see item 21
 - (f) **Seats and Benches** – The BM informed the meeting that the painting contractor had confirmed that the three benches would be completed in May/June when the weather had warmed up and was suitable for outside painting.
 - (g) **Children’s Playground Inspection Form** – Nothing to report but the BM informed the meeting that the photocopier had stopped scanning forms which were placed on SharePoint. Cllr C Shepherd asked for the ABM to use a new electronic form instead. Cllr C Shepherd proposed to remain with RoSPA for one further year to carry out the Children’s and Skatepark surveys and this proposal was agreed and the BM would contact RoSPA in May to carry out the visit in June.
 - (h) **Dog Bins and Sponsorship** – see item (b) under Business Manager
 - (i) **Footpaths/Walkways** – The BM informed the meeting that parishioners had contacted DPC regarding the overgrown hedge/trees running alongside Tudor Way/Saxon Way and she had contacted NCC’s Highways.
 - (j) **Tree Warden and Tree Survey** – Cllr C Shepherd proposed that a Full Tree Survey be carried out and asked for this item to be placed on the agenda for April’s meeting.
 - (k) **General Village Environment** – nothing to report
7. **Recreation Ground** – The BM asked if a date could be agreed for the delivery of topsoil to be laid under selected play equipment and a date will be agreed at April’s meeting.
8. **War Memorial and War Memorial Gardens** – see item 19.
9. **Climate change and Biodiversity** – nothing to report

10. **Rangers and update on NCC Highways Requests** - nothing to report
11. **Cycle Hoops** – Cllr T Bubb will send the BM further information to arrange for quotations for cycle hoops to be placed at the bus stop opposite the Spar.
12. **Village Spring Clean** – The BM was asked to book 2 litter picking kits for Saturday 12th April 2025
13. **Correspondence** – nothing to report
14. **Open the meeting to allow Public Participation** - none present
15. **Items for inclusion on the next agenda:**
 - 15.1 Full Tree Survey
 - 15.2 Date for delivery of soil on the Childrens Playground
 - 15.3 Quotations for unmetered electrical supply to streetlights
 - 15.4 Reduction of speed from 30mph to 20mph
16. **Date of next meeting** – Monday 7th April 2025 at 7pm 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 unmetered electrical supply to streetlights** – Cllr C Shepherd thanked the BM for working with UK PowerNetworks and contacting various electrical suppliers for quotes. Cllr C Shepherd explained that DPC supply had been moved to Drax. The BM had been in contact with Drax re invoicing and correct invoices were now being sent. DPC was now waiting for the NHH supply to be migrated over to HH so that quotations from suppliers could be obtained before 23rd April. Cllr C Shepherd asked for the item to be placed on April’s agenda.
19. **Quotations for paving at the War Memorial Gardens** – The BM had been informed by the various contractors that work couldn’t be started until the drier weather of May/June and wouldn’t be finished in time for VE day on the 8th May. The BM was asked to contact the contractors again with no deadline for completion.
20. **Quotations for replacement dog bin** – The BM explained that the CleanUp Team at the Borough Council confirmed that any replacement dog bin had to be 25 litres. One quotation had been received but there would be no further action until Cllr T Bubb had spoken to the Borough Council.
21. **Quotations for replacement of litter bin on the War Memorial Gardens** – The BM had circulated photos of various black bins and measurements would now be checked and placed on the agenda for June 2025.

With no further business the meeting was closed at 21:03

Action Points

Business Manager

- (a) To source further quotations from specialist companies for new closers on all gates into the playground.
- (b) To purchase 2 x pre-drilled and 5mm stainless steel information boards about the commemorative trees by the junction of Heath Road and Lynn Road.
- (c) To contact specialised companies for quotations for a cantilever bus shelter St. Cecilia's church
- (d) To identify the ownership of the litter bin in Hunstanton Road near the junction with Woodside Avenue.
- (e) To email Historic England with photos of the moat which showed the damage
- (f) To arrange for quotations for a narrow bench at the bus stop on Hunstanton Road near the Spar
- (g) To send an extension of the contract to the Cleaning Contractor
- (h) To obtain a quote for one extra visit each week during the school six-week holiday from the Cleaning Contractor
- (i) To obtain a quotation from RoSPA for the Childrens Playground and Skatepark for May 2025
- (j) To book 2 litter picking kits for Saturday 12th April 2025
- (k) To contact the contractors for quotes for work at the War Memorial Gardens.
- (l) To arrange for measurements and sizes of the replacement litter bin on the War Memorial Gardens for June 2025

Cllr T Bubb

- (a) To re-install the 'Please clean up after your Dog' sign on the sports field when the position has been agreed by Cllr C Shepherd.
- (b) To speak with the Borough Council regarding the size of replacement dog waste bins.
- (c) To send the BM further information to arrange for quotations for cycle hoops to be placed at the bus stop opposite the Spar

Cllr J Stokes

- (a) To take photos of the moat which showed the damage and send to the BM

Cllr C Shepherd

- (a) To revisit the bus shelter on Chapel Road and check the repair

Cllr B Anderson

- (a) To measure up the area for a narrow bench at the bus stop on Hunstanton Road near the Spar and pass the details onto the BM