

Minutes of the Environment Committee meeting held on Monday 7th July 2025 at 7.00pm, in the Loft, Dersingham Village Centre

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

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** – Cllr A Watkins
2. **To receive Declarations of Interest.** Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.
Cllr J Stokes for Item 13.5 Fence on path between Holyrood Drive and the Sports Ground
3. **Open the meeting to allow Public Participation** – Two parishioners who explained that a fence panel had been installed across the walkway on Holyrood Drive to the Sports Field stopping individuals access to the Sports Field. The parishioners understood that this walkway has been used for over 44 years.

It was requested that item 13.5 be brought forward at this point.

- 13.5 **Fence on Holyrood Drive** – Cllr C Shepherd showed the meeting photos of the back of the fence which now covers the path which had been allowing access to the Sports Field for over 20 years. The walkway was also originally for rear access behind the properties but this access was fenced off. Cllr C Shepherd also informed the meeting that Sandringham Estate's boundary goes up to the fence and the ditch is now covered in the newly signed leases. Cllr C Shepherd had contacted Amplus Housing Association and is waiting for a reply. At this point the two parishioners left 7.22pm.
4. **To approve the minutes of the Environment Committee Meeting held on the Monday 3rd June 2025**
 - (a) The minutes were proposed by Cllr T Bubb and seconded by Cllr C Shepherd and they were approved as a correct record and were duly signed by the Chairman of the meeting - Cllr R Frost
 - (b) To review action list

Business Manager

- (a) To obtain quotations for a Full Tree Survey when Parish Online/inventory has been updated. The BM explained that this would be completed over August.
- (b) To print maps of all the dog bins and pass to Cllr R Frost - Completed
- (c) To pass the grass cutting complaint website link to Cllr J Stokes - Completed
- (d) To obtain the start date for the new hydraulic closer at the playground at the Bank Road entrance – Hodgsons Forge confirmed Monday 30th June and the work will take one week.
- (e) To send the photo of the donated oak tree to Cllr C Shepherd - Completed
- (f) To allocate £5.35 CIL money to the cost of re-painting the benches - Completed
- (g) To complete the bus shelter grant funding and contact Councillor Stuart Dark for further funding – Completed and see Item 7(a).

- (h) To purchase plastic inner liners for the litter bins - Completed
- (i) To provide quotations for recycled brown benches and plaques for the Warren – see Item 19.
- (j) To contact the parishioner at Crisp Close to confirm they can trim the tree back to their boundary and DPC don't want the cuttings back - Completed
- (k) To send out order for: Streetlight contract to K&M Lighting Services and King's Lynn signs for two signs with the agreed engravings - Completed

Cllr C Shepherd

- (a) To look at a sycamore tree on Viceroy Close – Cllr C Shepherd explained that she had been round to view the tree but saw that there was a better view from the neighbours property and the affected owner will contact him to arrange access. The sycamore tree appears to be in a good condition.

Cllr T Bubb

- (a) To arrange for a quotation for fixing tiles to the Village Sign brickwork. Cllr T Bubb informed the meeting that he is still trying to speak to the contractor.

Cllr R Frost

- (a) To conduct a survey of all dog bins to ascertain if any require replacement or whether any can be removed before replacements are agreed. Cllr F Frost explained to the meeting that due to the hot weather he will delay the survey until its cooler.
- (c) **To consider matters arising.** Cllr C Shepherd explained to the meeting that NCC had completed the first round of weed spraying and the weeds were now brown but the Borough Council had swept the streets before the weed spraying had been applied. Cllr C Shepherd asked Cllr T Bubb to speak to the Borough Council to ensure that the road sweeping was carried out in future **after** the weed spraying had taken place plus the side roads didn't appear to have been swept as the gutters still had a high amount of soil in the gutters. Cllr C Shepherd asked the BM to circulate to all Councillors the revised Terms of Reference and explained that the previous months query of using the Recreation Ground for singing practice was resolved because the group had made alternative arrangements.

- 5. **Current Financial Position and Reserves** – Cllr C Shepherd explained that the finances looked good and the payments for the streetlight energy were now being paid with the new direct debit. A new reserve for Neighbourhood Planning was in the process of being set up.
- 6. **Spending Plans for 2025-2026** – the BM informed the meeting that K&M Lighting had confirmed that 5 no. streetlights did require replacing and streetlight no. 9169 requires concrete being placed around the base and repainting. The BM was asked to arrange for quotations.
- 7. **Areas of responsibility**
 - (a) **Bus shelters/stops** – Update on funding application from NCC for new bus shelter outside St. Cecilia's Church, Mountbatten Road. The BM informed the meeting that she had been successful in the grant application and would be shortly ordering the new bus shelter. The BM also informed the meeting that a new grant fund was due to open shortly for seats in existing bus shelters and a decision was made asking the BM to complete the grant application for two recycled bench style

seats for the bus shelters on Manor Road and Chapel Road. Also, to speak to NCC regarding a new bench on Hunstanton Road just past Woodside Avenue.

- (b) **Streetlights** – Reconnection of electricity to streetlight on Orchard Close – The BM had spoken to the Parish Council's Insurance Company and is awaiting a quotation from UK PowerNetworks and will arrange for the reconnection to be made as a priority.
- (c) **Grass Cutting** – The BM was asked to arrange for the grass cutting contractor to come into the office to work through the extent and timings set out in the contract.
- (d) **Cleaning** – No issues
- (e) **Litter Bins** – Update – The BM showed the meeting photos of the newly painted litter bin on Hunstanton Road just past Woodside Avenue. There were no further issues with litter bins.
- (f) **Seats and Benches** – The BM would take photos over August for the next phase of painting seats and benches and present these to September's meeting for a decision.
- (g) **Children's Playground Inspection Form** – Cllr C Shepherd advised that she had asked the ABM to upload all the outstanding forms and keep them updated on SharePoint.
Cllr J Stokes offered to attend Community Action Norfolk's Play Area Training in August and the BM was asked to check the cost and to make the booking.
- (h) **Dog Bins and Sponsorship**
 - (i) Email requesting replacement dog bin at Greenwich Close – The BM reported that many parishioners had written in with their concerns about the removal of the dog bin and the distance they had to walk to the next dog bin. A decision was made to replace the dog bin and the BM was asked to arrange for quotations for a replacement 25 litre bin and a quotation for the installation for the meeting in September.
 - (ii) Review of the dog bins – Already discussed
 - (iii) BCKLWN new dog waste bin installation service – noted at the meeting.
- (i) **Footpaths/Walkways** – A parishioner had sent an email concerning the alleyway between Mountbatten and Gelham Manor. This is not Dersingham Parish Council's responsibility and the BM was asked to inform the parishioner.
- (j) **Tree Warden and Tree Survey** – Update of work required for the tree on Viceroy Close – Already discussed.
- (k) **General Village Environment** – Update on weeds growing in the gutters – Already discussed.

8. **Weekly Playground Reports** – already discussed

9. **Recreation Ground** – Update on replacement gate off Bank Road for the children's playground – already discussed.

10. **War Memorial and War Memorial Gardens** – The BM informed the meeting that the contractor was unlikely to complete the work before VJ day on the 15th August and would wait until afterwards to start the work.

11. **Climate change and Biodiversity – Butterfly Transect Recording** – Cllr B Anderson continues the weekly transect recording and week 14 is attached as an addendum, he also outlined that the data shows a positive trend in all butterflies on the transect so far this year which is clearly influenced by the weather. The Harlequin ladybirds which are an invasive species and initially thought to predate on the 7-spot ladybirds but evidence shows this doesn't seem to have materialised.

12. **Rangers and update on NCC Highways Requests** – NCC Highways will be replacing the current electrically operated gate giving access to the A149 from Station Road and will replace it with a manually operated fixed and locked gate.

13. **Correspondence**

13.1 NCC's Parish Partnership Schedule Initiative Scheme 2026/2027 – The BM was asked to see if the information board on Queen Elizabeth Way could be included in this scheme. Cllr T Bubb asked the BM to liaise with the Parish Clerk at Ingoldisthorpe PC as they also had requested signage.

13.2 Parishioners update on young trees on the Warren, requests for tree trunk seats on the Warren and a bench seat in Manor Road – The BM was asked to contact the parishioner regarding the best type of seating for shade, a decision to be made at Item 19.

13.3 Norfolk Local Access Forum – request for new members – Noted at the meeting

13.4 BCKLWN's update on street sweeping – Noted at the meeting

14. **Open the meeting to allow Public Participation** – none present

15. **Items for inclusion on the next agenda:**

15.1 RoSPA Report

15.2 Meeting dates for 2026

16. **Date of next meeting** – Monday 2nd September at 7pm in Garden Room (No meetings in August)

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 streetlight columns** – To be discussed at September's meeting

19. **Quotations for recycled brown benches for The Warren** – A decision was made to purchase two Haddington recycled benches plus fixings for delivery direct to the Warren via Philip Nurse Road. Cllr T Bubb asked whether plaques could be placed on these benches.

With no further business the meeting was closed at 20:47

Action Points

Business Manager

- (a) To obtain quotations for a Full Tree Survey when the Parish Online/inventory has been updated. To be completed over August
- (b) To arrange for quotations for replacing 5 no. streetlights and for concreting around the base streetlight no. 9169 and repainting
- (c) To circulate Revised Terms of Reference
- (d) To complete grant funding application for seats in existing bus shelters at Manor Road and Chapel Road and to speak to NCC regarding a new bench on Hunstanton Road just past Woodside Avenue

- (e) To order the new bus shelter for outside St. Cecilia's Church
- (f) To contact UK PowerNetworks for the date of reconnection of electricity to a streetlight on Orchard Close
- (g) To arrange for the grass cutting contractor to come into the office to work through the extent and timings set out in the contract
- (h) To take photos over August for the next phase of painting seats and benches and present these to September's meeting for a decision
- (i) To contact Community Action Norfolk's Play Area Training for costs and to book Cllr J Stokes in for August's training
- (j) To arrange for quotations for a replacement 25 litre bin and a quotation for the installation for the meeting in September
- (k) To inform the parishioner that the alleyway between Mountbatten and Gelham Manor is not Dersingham Parish Council's responsibility
- (l) To contact NCC PPS's and ask if the information board on Queen Elizabeth Way could be included in this scheme, and to liaise with the Parish Clerk at Ingoldisthorpe PC as they also had requested signage
- (m) To purchase two Haddington recycled benches plus fixings for delivery direct to the Warren via Philip Nurse Road. To also enquire whether plaques could be placed on these benches

Cllr T Bubb

- (a) To arrange for a quotation for fixing tiles to the Village Sign brickwork
- (b) To speak to the Borough Council to ensure that the road sweeping was carried out in future after the weed spraying had taken place and to ask about the side roads as they didn't appear to have been swept

Cllr R Frost

- (a) To conduct a survey of all dog bins to ascertain if any require replacement or whether any can be removed before replacements are agreed.

Dersingham Village RL Butterfly Transect Recording Form						Week	13
Year	2025	Date	27.6.25	Recorder	BE & YL Anderson		
Start Time	10.15	Av Temp.	23	Wind direction	W		
End Time	11.30	Wind speed	3				
<i>0 smoke rises vertically. 1 slight smoke drift. 2 wind felt on face. 3 leaves in slight motion. 4 dust raised & small branches move. 5 small trees in leaf sway. 6 large branches move & trees sway.</i>							
SECTION	1	2	3	4	5	6	Total
% Sunshine	100	100	100	100	100	100	
Small Skipper							
Essex Skipper							
Small/Essex Skipper						2	2
Large Skipper				3			3
Brimstone							
Large White			1	1	1		3
Small White	2	3	7	7	1	2	22
Green-veined White				2			2

Orange tip							
Green Hairstreak							
Purple Hairstreak							
Small Copper							
Brown Argus							
Common Blue							
Holly Blue			1				1
White Admiral							
Red Admiral		3	1	2		3	9
Painted Lady							
Small Tortoiseshell							
Peacock		1					1
Comma		4	5	2		1	12
Speckled Wood			1				1
Wall Brown							
Grayling							
Gatekeeper							
Meadow Brown		6	5	13	4		28
Ringlet			1	1		2	4
Small Heath							
Unknown white							
Total	2	17	22	31	6	10	88

Notes: Red Admiral and Comma taking sap/resin from an oak injury on section 4