

Minutes of the Environment Committee meeting held on Tuesday 3rd June 2025 at 7.00pm, in the Garden Room, Dersingham Village Centre

Present: Cllr R Frost (Chairman), Cllr C Shepherd, Cllr T Bubb, Cllr A Watkins and Cllr J Stokes

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **Election of Chairman for this Committee**
Cllr T Bubb nominated Cllr R Frost. Cllr A Watkins seconded the nomination.
It was resolved to approve Cllr R Frost as Chairman of the Environment Committee. Cllr R Frost duly signed the Declaration of Acceptance of Office.
2. **Election of Vice Chairman for this Committee**
Cllr C Shepherd nominated Cllr M Ward. Cllr R Frost seconded the nomination.
It was resolved to approve Cllr M Ward as Vice-Chairman of the Environment Committee.
3. **To consider apologies for absence** – Cllr B Anderson and Cllr M Ward
4. **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. **None received**
5. **To review the Committee's Terms of Reference** – Committee discussed the Terms of Reference and the following were agreed:
Paragraph 3 to include: Any proposed spending on the Warren Reserves and Projects Reserves must be authorised by Full Council.
Paragraph 5 to remove: will fix a programme of the meetings and replace with: will review the dates of the meetings
6. **Open the meeting to allow Public Participation** – None present
7. **To approve the minutes of the Environment Committee Meeting held on the Monday 6th May 2025**
 - (a) The minutes were proposed by Cllr R Frost 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) Action points were discussed and those completed will be removed.

Business Manager

- (a) To obtain quotations for a Full Tree Survey when Parish Online/inventory has been updated – to be completed shortly.
- (b) To chase St. Cecilia's Church for their consent for the moving of the bench for the installation of a new bus shelter – The BM informed the meeting that agreement has been given by St. Cecilia's Church to remove the current bench but with a proviso that the new bus shelter must have a timber/faux timber bench.

- (c) To reply to the CleanUp Team asking them to carry out the litter picking on the A149 sooner than later.
- (d) To obtain quotations for new bus shelters for NCC's grant funding – See item 22.
- (e) To obtain quotations for replacement streetlight columns once columns had been inspected – See item 9 and quotations have been requested.
- (f) To forward a complaint about the lack of the Borough Council's grass cutting – Completed. BCKLWN have provided a website link so parishioners can contact them direct:
https://www.west-norfolk.gov.uk/info/20065/parks_and_open_spaces/445/maintaining_open_spaces
 Cllr J Stokes asked the BM to forward the link so he can cascade it when complaints are made on the Village Facebook page. Cllr T Bubb also asked for the information to be placed in the next edition of Village Voice.
- (g) To order brochures for additional equipment for children with special needs – Completed and the brochures were passed to Cllr J Stokes.
- (h) To print maps of all the dog bins to help the councillors review them – To be provided to Cllr R Frost.
- (i) To order 2 engraved 300 x 300mm stainless steel sign and pole tree plaques – See Item 23.
- (j) To send out orders for Minns Bros for the War Memorial Gardens, Hodgsons Forge for the hydraulic closer on Bank Road entrance to the Childrens Playground and Youngs Home Improvements for the painting of the litter bin – All Completed.

Cllr T Bubb

- (a) To fit the top left tile on the village sign plinth - completed
 Cllr T Bubb also noticed that all the tiles needed refixing and he will arrange for a local builders quotation to be sent in
 - (c) To consider matters arising – The meeting was informed that the spring had now broken on the gate on Bank Road and the BM was asked to obtain an urgent date for the new hydraulic closer. Cllr C Shepherd asked the BM to send the photo of the donated oak tree.
8. **Current Financial Position and Reserves** – Cllr C Shepherd informed the meeting that the street lightings invoices did not reflect the new contract nor the amalgamated MPAN numbers and she hoped the next months invoice would be correct. She also explained that we had received an invoice for electricity used on the recreation ground due to power washing the paving within the war memorial gardens and the use of the sound system for VE Day.
- Reserves** – Cllr C Shepherd informed the meeting that the Warren grass cutting had started and a decision was given to allocating the remaining £5.35 CIL money to the cost of re-painting the benches which should be completed in June.
- Project Reserves** – Cllr C Shepherd confirmed that the cost of repainting the village sign will come from this budget.
9. **Spending Plans for 2025-2026**
- Review/replacement of steel streetlamps – Cllr C Shepherd provided a spreadsheet showing the steel lamp columns which had previously been identified with a structural loss of over 50%. She advised that there were no visible external signs of rust and asked the BM to send the spreadsheet to the streetlight contractor to carry out an internal inspection.
- Land at James Jackson Road – A suggestion was put forward that instead regularly cutting the grass other management options could be looked at and Councillors were asked to bring their suggestions/options to the September meeting of this committee.

10. **Areas of responsibility**

- (a) **Bus shelters/stops** – Funding from NCC for new bus shelters – Four sites for new bus shelters/stops were discussed and photos and measurements taken by the BM and ABM had been circulated prior to the meeting. It was agreed that due to the lack of space at three of the sites, only one was a viable proposition. A decision was given that grant funding would be applied for the bus shelter/stop outside St. Cecilia's Church. The deadline for the grant funding was 30th June 2025. The BM was asked to contact Councillor Stuart Dark for further funding.
- (b) **Streetlights** – nothing further to report
- (c) **Grass Cutting** – The BM advised that the firebreak at the rear of Philip Nurse Road had been cut.
- (d) **Cleaning** – The BM asked if a further purchase of plastic inner liners for the bins could be made. This was agreed and to be via the BMs purchase card.
- (e) **Litter Bins** – The BM informed the meeting that the cleaning contractor had opened the bin and therefore a new bin was not required – see item 24.
- (f) **Seats and Benches** - nothing to report
- (g) **Children's Playground Inspection Form** – The ABM had confirmed there was nothing to report
- (h) **Dog Bins and Sponsorship** - Email requesting replacement dog bin at Greenwich Close – A discussion took place regarding all dog bins and it was agreed that a survey of all dog bins is required to ascertain if any require replacement/repainting and whether any can be permanently removed to provide some savings. The BM confirmed that a credit note had been received for the dog bin at Greenwich Close.
- (i) **Footpaths/Walkways** - nothing to report
- (j) **Tree Warden and Tree Survey** - Email regarding tree growing on bank between Broadlands and Viceroy Close – a parishioner on Viceroy Close had expressed concern about a tree on the bank and Cllr C Shepherd offered to have a look at the tree in readiness for July's meeting.
- (k) **General Village Environment** - nothing to report

11. **Recreation Ground** – Cllr C Shepherd informed the meeting that a 'singalong' group had requested the use of the recreation ground. A decision was made to support the usage of the recreation ground by the group but they must contact BCKLWN for a Temporary Events Notice (TENS licence). Cllr A Watkins raised her concern about the volume of the music but Cllr C Shepherd explained this would be covered by the licence.

12. **War Memorial and War Memorial Gardens** - nothing to report

13. **Climate change and Biodiversity** - nothing to report

14. **Rangers and update on NCC Highways Requests** – NCC's Highways had requested a list of any speed signs or give way signs that are broken or deemed as requiring a replacement. One sign had been highlighted at the junction of Centre Vale which had substantial rust at the base of the pole. NCC had confirmed that this pole would be replaced. Cllr C Shepherd asked for the minutes to show that she disagreed with the pole being replaced and preferred removal as it was sited on private land and was unnecessary on an unmade road.

15. **Correspondence**

15.1 **BCKLWN Rural Community Projects** – Expression of Interest for possible rural community infrastructure projects. Cllr C Shepherd had read through the information

with a view for funding for streetlights but unfortunately the terms of the scheme indicated that replacement streetlighting was not eligible.

- 15.2 **Email regarding grass cutting at the back of Philip Nurse Road and request for further two tree trunk seats** – Grass cutting of fire break - see item 10.c. The BM was asked to provide quotations for recycled brown benches for July's meeting.

- 15.3 **Email regarding weeds growing in the gutters (NCC) and grass cutting (BCKLWN)**

Cllr C Shepherd had visited roads around Centre Vale and explained to the meeting that there was a combination of weeds such as couch grass, dandelions and poppies growing in the gutters but the programmed weed spraying by NCC probably wouldn't kill all these weeds. The road sweeping is undertaken by the Borough Council but the weed killing and road sweeping are unlikely to coincide with each other so would prove ineffective. A decision was made that each councillor would survey selected roads and send photos to Cllr C Shepherd to support a complaint to Cllr Stuart Dark, NCC and BCKLWN. Complaints regarding BCKLWN's grass cutting should be sent to the website link: [https://www.west-](https://www.west-norfolk.gov.uk/info/20065/parks_and_open_spaces/445/maintaining_open_spaces)

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- 15.4 **Norfolk Nature Recovery Consultation** – This had previously been emailed to Cllrs B Anderson and M Ward.

- 15.5 **Complaint about a tree overgrowing a fence at Crisp Close** – the BM explained this report had come from NCC following a complaint made to them and she showed a photo of the tree. The overhang was very small and a decision was made that the householder should be advised that they can trim the tree back to their boundary and that DPC didn't want the cuttings back.

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

17. **Items for inclusion on the next agenda**

- 17.1 Litter bins
- 17.2 Update of the review of the dog bins
- 17.3 Update of the work required for the sycamore tree
- 17.4 Quotations for recycled brown benches for the Warren

Items for inclusion on September's agenda

- Land at James Jackson Road

18. **Date of next meeting – Monday 7th July at 7pm in The Loft**

19. **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.

20. **Quotations for Street Lighting Maintenance Contract** – The BM had contacted 3 companies and a decision was made to award the contract to K&M Lighting Services

21. **Quotations for replacement streetlight columns** – The BM was waiting for quotations

22. **Quotations for bus shelters** – The BM had contacted 7 companies and a decision was made to engage Ace Shelters provided the grant funding was successful.

23. **Quotation for tree plaques** – the BM had previously circulated various sizes and prices and a decision was made to instruct King's Lynn signs to supply two signs 230mm x 125mm with the agreed engravings
24. **Quotations for replacement litter bin** – not now required see Item 10(e)

With no further business the meeting was closed at 21:06

Action Points

Business Manager

- (a) To obtain quotations for a Full Tree Survey when Parish Online/inventory has been updated
- (b) To print maps of all the dog bins and pass to Cllr R Frost
- (c) To pass the grass cutting complaint website link to Cllr J Stokes
- (d) To obtain the start date for the new hydraulic closer at the playground at the Bank Road entrance
- (e) To send the photo of the donated oak tree to Cllr C Shepherd
- (f) To allocate £5.35 CIL money to the cost of re-painting the benches
- (g) To complete the bus shelter grant funding and contact Councillor Stuart Dark for further funding
- (h) To purchase plastic inner liners for the litter bins
- (i) To provide quotations for recycled brown benches and plaques for the Warren
- (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
- (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

Cllr C Shepherd

- (a) To look at a sycamore tree on Viceroy Close

Cllr T Bubb

- (a) To arrange for a quotation for fixing tiles to the Village Sign brickwork

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

All Environment Committee Parish Councillors

To survey selected roads and send photos of all weeds/grass growing in the gutters to Cllr C Shepherd