

Minutes of the Environment Committee meeting held on Tuesday 2nd September 2025 at 7.00pm, in the Garden Room, Dersingham Village Centre

Present: Cllr M Ward (Vice-Chairman), Cllr C Shepherd, Cllr A Watkins, Cllr T Bubb and Cllr J Stokes (arrived at 7.12pm)

In Attendance: Karen Orgill - Business Manager and Minute Taker

In Cllr R Frost's absence Cllr M Ward chaired the meeting.

1. **To consider apologies for absence** – Cllr R Frost
2. **Declarations of Interest and requests for dispensations by councillors in any agenda item** - None
3. **Open the meeting to allow Public Participation** – No public present
4. **To approve the minutes of the Environment Committee Meeting held on the Monday 7th July 2025**
 - (a) The minutes were proposed by Cllr C Shepherd and seconded by Cllr T Bubb and were approved as a correct record and were duly signed by the Chairman of the meeting – Cllr M Ward.
 - (b) To review action list

Business Manager

- (a) To obtain quotations for a Full Tree Survey when the Parish Online/inventory has been updated. Work to be completed by the next Environment Committee meeting on 6th October.
- (b) To arrange for quotations for replacing 5 no. streetlights and for concreting around the base streetlight no. 9169 and repainting – see item 19
- (c) To circulate Revised Terms of Reference - completed
- (d) To complete grant funding application for seats in existing bus shelters at Manor Road and Chapel Road. To speak to NCC regarding a new bench on Hunstanton Road just past Woodside Avenue if agreed at item 22.
- (e) To order the new bus shelter for outside St. Cecilia's Church - completed
- (f) To contact UK PowerNetworks for the date of reconnection of electricity to a streetlight on Orchard Close – completed and the works commence on 5th September and will be completed by 8th September 2025
- (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 – The meeting is arranged for w/c 8th September and the Business Manager was asked to check the cuts against the specification and in particular for Mountbatten Road, around the village sign and Lynn Road/Heath Road
- (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 – The work is progressing and will be completed by the next Environment Committee meeting on 6th October.
- (i) To contact Community Action Norfolk's Play Area Training for costs and to book Cllr J Stokes in for August's training - completed
- (j) To arrange for quotations for a replacement 25 litre bin and a quotation for the installation for the meeting in September – see item 18

- (k) To inform the parishioner that the alleyway between Mountbatten and Gelham Manor is not Dersingham Parish Council's responsibility – completed and the links below were emailed to the parishioner. BCKLWN links for overgrown trees - https://www.westnorfolk.gov.uk/info/20065/parks_and_open_spaces/408/trees for overgrown weeds, etc
https://www.west-norfolk.gov.uk/info/20065/parks_and_open_spaces/445/maintaining_open_spaces
- (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 – completed and the BM confirmed that information boards are included in the scheme and she had liaised with the parish clerk at Ingoldisthorpe PC. The BM was asked to investigate further into artwork for the wildlife and history of the railway line and to speak to Norfolk Wildlife Trust on their recommendations for interpretation/information signs.
- (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 – completed and the two benches are on order and the benches can have plaques attached.

Cllr T Bubb

- (a) To arrange for a quotation for fixing tiles to the Village Sign brickwork – Cllr T Bubb passed the BM a quotation and this will be placed on the agenda for October's meeting.
- (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 – completed. Cllr T Bubb informed the meeting that the Borough Council currently have only one driver that can operate the road sweeping vehicle so it was necessary to work to a specified schedule.

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 – deferred to October's meeting.

(c) To consider matters arising

Cllr C Shepherd informed the meeting that Amplius Housing Association have confirmed that the fence on Holyrood Drive will remain until works to ensure the safety of the ditch have been carried out. This will be discussed at the next Finance and Admin Committee meeting. Cllr C Shepherd proposed that a letter should be sent to James Wild MP giving more information about the background to the erection of the fence. Unfortunately, items were being deposited in the ditch to help individuals to walk across the ditch in another location and concerns were raised as to the safety of this.

Cllr C Shepherd confirmed that she had not heard back from the resident regarding the tree on Viceroy Close.

Cllr C Shepherd asked the BM to contact Cllr Stuart Dark to ask when NCC were going to carry out the second round of weedkilling as so far only the first round had taken place.

Cllr C Shepherd was pleased to inform the meeting that the work at the War Memorial Gardens to lift paving blocks and replace with gravel had been completed.

Cllr C Shepherd asked for volunteers to help her move the bench back into place and Cllrs T Bubb and J Stokes offered to help this Wednesday at 10am.

5. **Current Financial Position and Reserves - Cllr C Shepherd went through the budget codes**

4000 – Cleaning Contract remains within budget

4005 – Dog Bins – there is sufficient funding to purchase 2 or 3 new bins, if required

4015 – Dog bin emptying – due to the Borough Council increasing the cost of dog bin emptying after the budgets were set by DPC, there would be a shortfall so Cllr C Shepherd proposed that a **request for £3,500 to be transferred from Reserves to this budget to be made at the next Full Council meeting on Monday 22nd September** and the BM was asked to place this on the agenda.

Cllr C Shepherd reiterated that the costs had increased by 170% and Cllr T Bubb will make the Chief Executive and Leader of the Council aware of these costs when they visit Dersingham on the 25th September 2025.

4020 – Grass cutting on budget

4035 – Streetlighting Energy - remains within budget

4050 – Seats/Benches – the budget is fully spent

4055 – Village Sign – The budget is £200 but £215 is required for remedial repair

4060 – Bus Shelters – the Budget of £500 remains and should cover costs of providing seating within the 2 bus shelters in Chapel Road and Manor Road

4070 – Trees – this will be spent shortly on the survey and recommended remedial work to the trees

4075 – Litterbins - the budget is fully spent

4080 – General Maintenance – only £136 is left for remainder of year

4090 – War Memorial Garden Planting – The BM was asked to check whether there are any more costs for plants or bulbs

Recreation budgets are all okay

8000 – Warren Expenditure – It was agreed that this budget should be used for the £350 cost of installation of the two new benches on The Warren, **agreement will be needed by Full Council to spend £350 from the reserve**

6. **Spending Plans for 2025-2026** – Cllr C Shepherd explained that the costs of the 5 replacement streetlights in Woodside Avenue and Woodside Close would be £14,642.55. **Full Council approval will need to be sought for the proposed expenditure from Reserves.** See item 19. Cllr C Shepherd agreed to contact the Borough Council to see if the proposed revised governance of the Borough CIL fund has been completed and would cover such projects.

7. **Areas of responsibility**

(a) Bus shelters/stops – The BM advised that the new bus shelter outside St. Cecilia's Church, Mountbatten Road had been installed on 25th August and it was agreed to ask permission from Full Council to spend from Project Reserves.

(b) Streetlights – see 4(b)(f) above

(c) Grass Cutting – see 4(b)(g) above.

- (d) Cleaning - The BM confirmed that the extra emptying of the litter bins on the Children's playground each week between the school holidays had been successful and it had made a significant reduction to littering.
- (e) Litter Bins – Update on Topsy bin in Recreation Ground beside Skatepark – the replacement part for the bin had been ordered. The broken lock on the bin at the entrance to Recreation Ground from Station Road, closest to War Memorial garden will be looked at in readiness for the next meeting.
- (f) Seats and Benches – decision on re-painting of seats – photos attached – The BM will complete taking the photos all the benches for the next meeting on 6th October 2025
- (g) Children's Playground Inspection Form – Cllr C Shepherd confirmed all the reports were up to date and were on SharePoint. Cllr C Shepherd explained that lost property was sometimes found on the playground and a policy was required to identify what we did with the lost property. It was agreed that Cllr C Shepherd would wash any clothing and take to a charity shop, any rucksacks would be handed to the yearly Yard Sale and the BM would take any glasses to the opticians in the village.
The ABM had reported that the No Dog signs had deteriorated and the BM will ask BCKLWN for replacements, if not available quotations will be sought for metal signs.
- (h) Dog Bins and Sponsorship – The BM will review the sponsorship for the next meeting
 - (i) Review of the dog bins – to be discussed by Cllr R Frost on his return
- (i) Footpaths/Walkways – nothing to report
- (j) Tree Warden and Tree Survey – see 4(b)(a)
To discuss work to a tree beside 18 Earl Close, which is obstructing lamppost 221 - Cllr C Shepherd pointed out that the lamp column is the property of NCC and offered to lightly trim the lower branches of the tree together with a nearby willow tree.
- (k) General Village Environment – A request had been received asking for the conifers around the Pill Box to be trimmed. This had last taken place in April 2023 and the BM was asked to arrange for quotations for the meeting on 6th October 2025.

8. Recreation Ground

- (i) E-Bikes/e-scooters on recreation ground – Concerns had been raised about the speed of e/bikes/e-scooters and possible accidents. After discussion a proposal was made to ban all e-bikes and e-scooters from being used on the Children's Playground/Recreation Ground. A vote was taken and agreement was unanimous.
- (ii) RoSPA Report on the Children's Playground – Cllr C Shepherd explained to the meeting that there were no Red Risk Scores and the Yellow Risk Score for the wooden support for the Swing-Toddler-1 Bay 2 Seat had previously been checked and was sound but would be kept under review. Cllr M Ward recommended asking the grass cutting contractor not to strim against the wooden poles and the BM confirmed she would discuss it with him. The BM reminded the meeting that as soon as the autumn rains come, the grass seed will require spreading.
- (iii) RoSPA Report on the Skatepark – Nothing to report.

- (iv) Email from parishioner concerning planting of a commemorative tree – A decision was made that ‘in principle’ an Oak tree could be planted providing the cost of the tree and delivery were refunded by the parishioner. The BM was asked to arrange for a quotation and inform the parishioner of the costs.
- 9. **War Memorial and War Memorial Gardens** - Update on replacement litter bin in garden – Following a review of the budgets at item 5, it was agreed to wait until April 2026 for the purchase of the replacement litter bin.
- 10. **Climate change and Biodiversity** - Nothing to report.
- 11. **Rangers and update on NCC Highways Requests** - Nothing to report.
- 12. **Meeting Dates for 2026** – The BM circulated the meeting dates for 2026 and explained which months would require a Tuesday evening meeting, Cllr J Stokes asked for the July meeting to be in the Garden Room. For the December meeting, it was agreed that this Committee meeting would be Thursday 3rd December.
- 13. **Correspondence**
 - 13.1 Email from parishioner regarding the condition of the footpath surface at Sandringham Hill. This is outside the area of Dersingham Parish Council. Cllr T Bubb will take the parishioners concerns to Sandringham Parish Council.
 - 13.2 Climate Change Expo – The BM was asked to forward the email to all councillors in the Environment Committee.
 - 13.3 Cycling sessions for all to enjoy leaflet – Cllr J Stokes to place the leaflet on the Village Facebook page and the BM to display the leaflet in the Village Hall.
- 14. **Open the meeting to allow Public Participation** - No public present
- 15. **Items for inclusion on the next agenda**
 - 15.1 Village Sign Repair
 - 15.2 Dog Bin Survey
 - 15.3 Discussion and costs for new playground equipment
 - 15.4 Agree a date for the Environment Budget Setting meeting in November
- 16. **Date of next meeting – Monday 6th October 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 replacement dog bin on Greenwich Close** – The BM had contacted 4 companies and received 2 quotations. A decision was made to award the contract to Earth Anchors providing the measurements were as quoted. An agreement was also made for the installation costs.
- 19. **Quotations for replacing 5 no. streetlights on Woodside Avenue/Woodside Close and quotations from UK PowerNetworks for disconnection/reconnection of these 5 no. streetlights** – A decision was made to award the contract to UK Power Networks and K and M Lighting. See item 6.

20. **Quotation for concreting around 1 streetlight on Gelham Court** – A decision was made to award the contract to K and M Lighting.
21. **Quotation for replacement metal arm on streetlight on Chapel Road** – A decision was made to award the contract to K and M Lighting.
22. **Quotations for 2 x new benches in bus shelters on Manor Road and Chapel Road and at bus stop on Hunstanton Road.** The BM had contacted 5 companies and received 7 quotations and a decision was made to award the contract to Broxap for the 2 benches in the bus shelters on Manor Road and Chapel Road. The BM was asked to check the measurements for a bench at the northbound bus stop on Hunstanton Road.

With no further business the meeting was closed at 21:08

Action Points

Business Manager

- (a) To obtain quotations for a Full Tree Survey when the Parish Online/inventory has been updated.
- (b) 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.
- (c) To take photos over August for the next phase of painting seats and benches and present these to Octobers meeting for a decision.
- (d) To investigate further into artwork for the wildlife and history of the railway line and to speak to Norfolk Wildlife Trust on their recommendations for information signs.
- (e) To place the quotation for repairing the Village Sign brickwork on the next meeting agenda.
- (f) To contact Cllr Stuart Dark to ask when NCC were going to carry out the second round of weedkilling in the village.
- (g) To place a request for £3,500 for a top up to the Dog Bin Emptying budget from reserves on the next Full Council meeting agenda on Monday 22nd September
- (h) To check whether there were any more costs for plants/bulbs for the War Memorial Garden Planting
- (i) To ask BCKLWN for replacement No Dog Signs, if not available to obtain quotations for metal signs
- (j) To review dog bin sponsorship for the next meeting
- (k) To arrange for quotations to trim around the Pill Box for the meeting on 6th October 2025
- (l) To discuss not strimming around the wooden poles on the children's playground with the grass cutting contractor.
- (m) To arrange for a quotation for supply and delivery of an Oak tree and to inform the parishioner of the costs.
- (n) To place a request for the costs of the replacement street lights in Woodside Avenue and Woodside Close to be paid from Reserves on the agenda for Full Council on 22nd September
- (o) To place request for cost of installing benches at The Warren to come from The Warren Reserve on the agenda for Full Council on 22nd September

Cllr C Shepherd

- (a) To send a letter explaining the true facts about the fence/ditch to James Wild MP
- (b) To trim the tree on Earl Close and at the same time to trim a willow tree on the walk between Mountbatten and Earl Close
- (c) To contact the Borough Council re CIL funding governance.

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.