

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

Present: Cllr R Frost, Cllr M Ward, Cllr C Shepherd, Cllr B Anderson (left the meeting at 20.05) and Cllr J Stokes

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** – 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** – No public present
4. **To approve the minutes of the Environment Committee Meeting held on the Tuesday 4th November 2025**
 - (a) The minutes were proposed by Cllr B Anderson and seconded by Cllr C Shepherd and were approved as a correct record and were duly signed by the Chairman.
 - (b) To review action list
The action list was reviewed with those completed removed from the list.

Business Manager

- (a) To obtain additional quotations for replacing the tiles on the Village Sign – action not required
- (b) To contact Coastal Veterinary Group and Dersingham Veterinary Group regarding sponsorship of the dog bins. The BM informed the meeting that Coastal Veterinary Group have confirmed continued sponsorship of 15 no. bins and a customer invoice has been sent. Dersingham Veterinary Group have been emailed again.
- (c) To obtain quotations for removing one dead tree and overgrown brambles/weeds – see agenda item 17

Cllr C Shepherd

- (a) To trim a willow tree on the walk between Mountbatten and Earl Close – to be trimmed shortly

Cllr T Bubb

- (a) Children's Playground – to adjust the ropes on the swings along with Cllr M Shepherd – to be adjusted shortly

Cllr B Anderson

- (a) To put up the Christmas Lights for Sunday 30th November – These went up on Sunday 30th November but unfortunately an issue arose which meant the timer didn't switch the lights on, however, this has been resolved and the lights are now working. Cllr B Anderson thanked Cllrs Mike and Coral Shepherd for their help in installing the lights and Cllr Barker in helping to check when they came on. Cllr B Anderson also thanked Cllr A Watkins and Ingoldisthorpe PC's Cllr E Kelly for their help. Cllr B Anderson will now purchase the larger M6 bolts, nuts, etc. to make the installation easier and Cllr R Frost will check his stock to see if he has the larger M6 bolts, nuts, etc.

- (c) To consider matters arising
The budgets were further discussed and it was agreed:

Heading	Description	2025/2026 spend and 2026/2027 Budget
Income		
405	NCC Parish Partnership Scheme – one set of Village Gates on Sherborne Road. Project costs are estimated to be £5,500 and DPC's 50% will come out of Projects Reserve	£2,750 for 2026/2027 Budget
Expenditure		
4020	Grass Cutting/Verge Maintenance – taking into account contract prices for 2025/2027	The costs will be covered by current budget of £5,000 but it was agreed to keep the 2026/2027 Budget as £5,500
4070	Trees – Tree survey had been received and 18 trees required work. Cllr C Shepherd will split the work into two phases, first phase to be carried out in March and the second phase in the next financial year.	Agreed to keep budget to £3,000
4080	General Maintenance	Agreed to increase the budget to £2,000
4095	War Memorial Garden Maintenance – budget to cover existing contractor work. Agreed to increase payments by £5.00 per session.	Agreed to increase the budget to £1,300
Recreation		
5025	Recreation Ground Maintenance – To include programme of feed and weed, if necessary	Agreed to increase the budget to £2,000
5030	Recreation Ground Grass cutting to take into account contract prices for 2025/2027	Agreed to reduce the budget to £2,000 which leaves enough for an extra cut if required.

5. **Current Financial Position and Reserves** – Cllr C Shepherd explained that the budget for grass cutting at the Recreation Ground had not been fully spent so far this year due to the dry weather over the summer. After discussion about the money left in the general grass cutting budget, 4020 it was agreed that the BM should confirm to the grass cutting contractor that a further cut could be made in March around the village but only up to £350.
Budget setting for 2027/2028 will require a decision on how to fund the grass cutting for The Warren.

6. **Areas of responsibility**

- (a) Bus shelters/stops – Third and final phase of NCC's bus shelter grants – A request had been received from a parishioner to move the bus stop from Viceroy Close to enable the provision of a shelter, however, this would require agreement from the bus company. After discussion it was agreed not to pursue this matter. The BM was asked to obtain quotations for two replacement bus shelters, one opposite The Spar and one next to the Recreation Ground.
- (b) Streetlights – Progress on replacement lights Woodside Ave/Close – No start date yet from UKPN.
- (c) Grass Cutting – already discussed under matters arising
- (d) Cleaning – A decision was made that the BM could purchase additional bin liners.
- (e) Litter Bins – nothing to report
- (f) Seats and Benches - The BM was asked to obtain quotations for repainting of up to 4 benches for March's meeting. The BM informed the meeting that the three new benches for the bus shelters were to be delivered next week and Cllr C Shepherd will confirm the final positions with the installation contractor.
- (g) Children's Playground Inspection Form
 - (i) Swing (Junior) and Carousel - flooring is raised – Cllr C Shepherd explained that they were letting the grass grow over the edges.
 - (ii) Update on Adult swing – rope fraying – adjustments still to be made
- (h) Dog Bins and Sponsorship - The BM will prepare quotations for new stickers for February's meeting and will contact the new owners of the coffee shop on Manor Road. If there are any spaces left to advertise, the BM will pass the information to Cllr J Stokes to place on the Village Facebook page.
- (i) Footpaths/Walkways – Cllr J Stokes asked the BM to contact the borough council to clear the path of leaves opposite the St. Nicholas Church. Cllr C Shepherd explained she had already sent in a request and asked the BM to take it up with Cllr T Bubb.
- (j) Tree Warden and Tree Survey – Results of Tree Report – already discussed under Matters Arising.
- (k) General Village Environment – Information for leaflets for Elizabeth Way – Cllrs B Anderson and M Ward will write the text for the wildlife and Cllrs C and M Shepherd will write the text for the old train line. The BM will arrange for artwork to accompany the text.

7. **Christmas Lights 2025** - already discussed under the Action List.

8. **Recreation Ground – Additional Play Equipment** – Cllr J Stokes asked for 2 items – a slide built into the soil hill and an accessible swing seat. The BM asked Cllr J Stokes to pass the brochure onto her so she can arrange quotations. Cllr C Shepherd advised that this will need to be a project.

9. **War Memorial and War Memorial Gardens** – already discussed under Matters Arising

10. **Climate Change and Biodiversity** – nothing to report

11. **Rangers and update on NCC Highways Requests** – nothing to report

12. **Correspondence**
 - 12.1 Request for a bus shelter at the top of Viceroy Close – already discussed under item 6(a).
 - 12.2 Email and photos regarding the grass path on The Warren – noted at the meeting and it was agreed that the grass will recover.
13. **Open the meeting to allow Public Participation** – No public present
14. **Items for inclusion on the next agenda**
 - 14.1 Minutes of Environment Budget Setting on 17th November 2025
 - 14.2 Discussion about a policy concerning the use of e-bikes and e-scooters at the Recreation Ground.
15. **Date of next meeting – Monday 5th January 2026 at 7pm in The Garden Room**
16. **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.
17. **Quotations for removing one dead tree and overgrown brambles/weeds by the Pill Box** - The contract was awarded to Medina Services.
18. **Quotations for fixing new steel cupboard over existing electrical box and quotations for electrical work and new cupboard on war memorial railings**

The BM was asked to arrange for further quotations.

With no further business the meeting was closed at 20:29

Action Points

Business Manager

- (a) To contact Dersingham Veterinary Group again regarding sponsorship of the dog bins
- (b) To complete the application to NCC Parish Partnership Scheme for one set of Village Gates on Sherborne Road
- (c) To confirm to the grass cutting contractor that a further cut could be made in March but only up to £350
- (d) In preparation for the third and final phase of NCC’s bus shelter grants to The BM was asked to obtain quotations for two replacement bus shelters, one opposite The Spar and one next to the Recreation Ground
- (e) To inform the parishioner the request to move the bus stop from Viceroy Close would require agreement from the bus company and that it was agreed not to pursue this matter
- (f) To purchase additional bin liners for the Cleaning Contractor
- (g) To obtain quotations for repainting remaining metal benches for the March’s meeting.
- (h) To confirm with Cllr C Shepherd the final positions for the three new benches
- (i) To prepare quotations for new dog bin stickers for February’s meeting

- (j) To contact the new owners of the coffee shop on Manor Road. If there are any spaces left to advertise, the BM will pass the information to Cllr J Stokes to place on the Village Facebook page
- (k) To contact the borough council to clear the path of leaves opposite the St. Nicholas Church
- (l) To arrange for artwork to accompany the text for the leaflets for Elizabeth Way
- (m) To arrange for quotations for additional playground equipment when Cllr J Stokes has passed on the details

Cllr C Shepherd

- (a) To trim a willow tree on the walk between Mountbatten and Earl Close
- (b) Tree survey work to split the work into two phases, first phase to be carried out in March and the second phase in the next financial year.
- (c) To confirm with the contractor the final positions for the three new benches

Cllr T Bubb

- (a) Children's Playground – to adjust the ropes on the swings along with Cllr M Shepherd

Cllr R Frost

- (a) To check his stock to see if he has the larger M6 bolts, nuts, etc for the Christmas Lights

Cllr B Anderson and Cllr M Ward

- (a) To write the text for the wildlife for the information leaflets for Elizabeth Way

Cllr C Shepherd and Cllr M Shepherd

- (a) To write the text for the old train line for the information leaflets for Elizabeth Way

Cllr J Stokes

- (a) To pass the brochure onto the BM for the new playground equipment