

**Minutes of the Environment Committee meeting held on Tuesday 3rd February 2026
at 7.00pm, in the Garden Room, Dersingham Village Centre**

Present: Cllr C Shepherd, Cllr M Ward (Acting as Chairman), Cllr B Anderson,
Cllr A Watkins and Cllr J Stokes

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** – Cllr R Frost and Cllr Tony Bubb
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 Thursday 15th January 2026**
 - (a) The minutes were proposed by Cllr B Anderson and seconded by Cllr J Stokes and were approved as a correct record. These will be signed by Cllr R Frost at March's meeting.
 - (b) To review action list
The action list was reviewed with those completed removed from the list.

Action List

Business Manager

- (a) To obtain quotations for repainting remaining metal benches for the March's Meeting – to be completed in March.
- (b) To prepare quotations for new dog bin stickers for February's meeting – completed see Item 16.
- (c) To arrange for quotations for additional playground equipment when Cllr J Stokes has passed on the details – The brochure was handed to the BM earlier in the morning.
- (d) To instruct the cleaning contractor to clean the new bus shelter windows outside St. Cecilia's Church – completed.
- (e) To purchase a replacement bin for the one in Station Road with a broken lid after a meeting has been arranged with the Borough Council regarding the stipulated height above ground level of 650mm for each bin. Cllrs Frost, Bubb and Shepherd to attend – meeting arranged for 11am on Thursday 5th February 2026.
- (f) To prepare quotations from specialists for reinstating the names on the war memorial for Full Council – work to be carried out in the new financial year.
- (g) To contact the Borough Council to ask for the gutters to be cleared outside the Co-op near the zebra crossing – completed.
- (h) To contact NCC to ask for the brambles to be cut back along the highway next to the common – completed.

Cllr C Shepherd

- (a) To trim a willow tree on the walk between Mountbatten and Earl Close – work to be carried out when the weather improves.

- (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 – first phase to be completed shortly.
- (c) To source suitable tubing to put the tree plaques in – to be completed shortly.

Cllr T Bubb

- (a) Children's Playground – to adjust the ropes on the swings along with Cllrs C and M Shepherd - work to be carried out when the weather improves.

Cllr R Frost

- (a) To check his stock to see if he has the larger M6 bolts, nuts, etc for the Christmas Lights – apologies for February's meeting were received.

Cllr B Anderson and Cllr M Ward

- (a) To write the text for the wildlife for the information leaflets for Elizabeth Way – work is progressing and will be brought to the meeting in March.

Cllr C Shepherd and Cllr M Shepherd

- (a) To write the text for the old train line for the information leaflets for Elizabeth Way - work is progressing and will be brought to the meeting in March.

Cllr J Stokes

- (a) To pass the brochure onto the BM for the new playground equipment - The brochure was handed to the BM earlier in the morning.
- (c) To consider matters arising - none

5. Current Financial Position and Reserves

Cllr C Shepherd apologised for the lateness of the financial information and gave the following overview of the finances.

Code 4015 Dog Bin Emptying – BCKLWN's meeting regarding council tax was being held Tuesday 3rd February but there was no information available regarding dog bin emptying charges.

Code 4070 Trees – expenditure still to come from work following the Tree Survey Report

Code 8000 Warren – The transaction of moving £10,000 from the General Fund to the Warren Reserve has now been completed.

Cllr C Shepherd reminded the meeting of all the projects which had been undertaken in this current financial year and asked the BM to check that all new and replacement assets be notified to the RFO and Chairman of F and A so that they could be added Asset Register and Parish Online.

- Village Sign – dismantled, repainted and re-installed
- War Memorial – Removal of paving slabs and installation of new shingle
- New bus shelter outside St. Cecilia's Church
- Two new recycled benches for The Warren
- Two new recycled benches inside Manor Road and Chapel Road bus stops and one new recycled bench on Hunstanton Road (latter yet to be installed)
- Five replacement streetlights at Woodside Avenue and Woodside Close
- Two new aluminum No Dog Signs on the Children's Play Area

6. Areas of responsibility

- (a) **Bus shelters/stops** – update on replacement shelters in Hunstanton Road – the BM explained they were to be fitted w/c 16th February 2026 and she had informed the Bus Company and would place a notice in each bus shelter alerting passengers to the replacement bus shelter work.
Cllr B Anderson asked whether there would be sufficient room to enable electric wheelchairs to manoeuvre to the shelter. The BM explained that the bench allows one metre for wheelchairs users to shelter and she would check the access with the contractor.
- (b) **Streetlights** – Progress on replacement lights Woodside Ave/Close – the BM explained that UKPN will be connecting the electrics to the new replacement streetlights on the 3rd/4th February 2026.
The BM informed the meeting that new quotations for the electricity supply contract will be prepared for March's meeting.
- (c) **Grass Cutting** – nothing to report.
- (d) **Cleaning** – nothing to report.
- (e) **Litter Bins** – nothing to report.
- (f) **Seats and Benches** – nothing to report.
- (g) **Children's Playground Inspection Form** - The BM explained that the ABM had been off ill and asked Cllr J Stokes if he could carry out the next inspection.
 - (i) Update on Adult swing – rope fraying – work to be carried out when the weather improves
- (h) **Dog Bins and Sponsorship** - The BM informed the meeting that sponsorship by both sponsors had now been agreed – Dersingham Vets and Coastal Vets. A decision was made to reimburse Coastal Vets for the self-adhesive posters that they had purchased and sent to the parish council. Also see Item 16 for self-adhesive posters for Dersingham Vets.
Cllr C Shepherd explained that 10 no. bins with broken foot pedals required replacement and these are; DW02, DW03, DW04, DW07, DW10, DW11, DW14, DW16, DW23 double bin and DW24 double bin. The BM to prepare quotations for 10 no. bins and to include installation costs. The dog bin on Station Road is required for April 2026.
- (i) **Footpaths/Walkways** – Cllr A Watkins informed the meeting that a Mulberry Tree on Glebe Road was overhanging the pathway and she would inspect the tree. Cllr Shepherd mentioned that a property fence on the corner of Glebe Road/Lynn Road was missing and the path at the side was lower than the space for the fence and she was concerned about individuals falling into the space.
- (j) **Tree Warden and Tree Survey** – The BM had placed a photo of a dead branch from the lime tree onto SharePoint which showed that the branch had fallen and hit the war memorial, she had removed the branch and inspected the war memorial and no damage could be seen. The BM was asked to obtain quotations for March's meeting for removal of dead wood from the lime tree.
- (k) **General Village Environment** – Update on information for leaflets for Elizabeth Way – discussed in Action List.

7. Recreation Ground

- 7.1 Additional Play Equipment – Cllr J Stokes had identified two pieces of accessible equipment and asked the committee to consider purchasing (a) a

slide which doesn't require steps to access it and suggested using the existing grassed mound and (b) an adaptable swing seat. Cllr J Stokes was asked to identify a suitable site in the children's play area for this to be a separate piece of equipment which allowed for sufficient space for wheelchairs and the BM to obtain quotations for the equipment plus a new surface.

- 7.2 Sale/disposal of basketball back boards – Cllr C Shepherd reminded the meeting that they had tried to sell the equipment on eBay a couple of years ago but no bids were received. The councillors suggested the BM place the details on the Village's Facebook page or Freecycle.
- 7.3 Spreading of grass seed – Cllrs M Ward, A Watkins and J Stokes volunteered to spread the grass seed on the children's play area and on the recently cleared area by the Pill Box and would wait for the weather to warm up.
- 7.4 Signage for the ban of motorised vehicles – It was agreed that two new signs be placed on the playground stating, "No unauthorised vehicles except contractor vehicles and motorised wheelchair users". The BM was asked to provide quotations.

8. **War Memorial and War Memorial Gardens** – Cllrs C Shepherd and J Stokes would visit the War Memorial and clear the drainage channels.

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

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

11. **Correspondence – Parking on Hunstanton Road near the Norfolk Estate Agents** - An email had been received from a parishioner raising concerns about the cars which parked at the junction making it difficult to exit his property. A discussion took place and concerned was expressed about the likely cost of double yellow lines which could be about £15,000, the BM was asked to contact NCC direct and to talk to Cllr Stuart Dark.

12. **Open the meeting to allow Public Participation** – No public present

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

13.1 Action for Cllr A Watkins to inspect the Mulberry Tree on Glebe Road and the property fence on the corner of Glebe Road/Lynn Road

14. **Date of next meeting**

Cllr C Shepherd explained to the meeting that the original Monday evening meetings were moved to a Tuesday evening to assist the RFO and the Chairman of Finance and Administration to collate the financial information following the RFO's reconciliation of the monthly bank statement at the end of each month. However, a Tuesday meeting was still leaving insufficient time to carry out the due process, it was therefore agreed to move all Environment meetings to a Monday evening, although some months the accounts would be over a month old. The BM to make the necessary room bookings. Therefore, the **date of the next meeting is Monday 2nd March 2026 at 7pm in The Garden Room**

15. 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.

16. Quotations for new dog stickers – The printing of the new stickers was awarded to Minuteman Press.

With no further business the meeting was closed at 20:27

Action Points

Business Manager

- (a) To obtain quotations for repainting the remaining metal benches for March's meeting
- (b) To arrange quotations for the proposed new accessible play equipment when Cllr J Stokes has confirmed the positioning
- (c) To obtain quotations on 10 no. replacement dog bins with installation costs
- (d) To prepare quotations from specialists for reinstating the names on the war memorial
- (e) To prepare a payment to Coastal Vets for self-adhesive posters for which they had purchased.
- (f) To obtain quotations for March's meeting for removal of dead wood from the lime tree on the War Memorial site
- (g) To place details on the Village's Facebook page or Freecycle for the sale/disposal of basketball back boards
- (h) To obtain quotations for two new signs be placed on the playground stating "No unauthorised motorised vehicles except contractor vehicles and motorised wheelchair users"
- (i) To contact NCC direct and Cllr S Dark regarding parking on Hunstanton Road near the Norfolk Estate Agents
- (j) To make the necessary room bookings for a Monday evening meeting instead of a Tuesday evening meeting
- (k) To obtain quotations for a 3/5-year contract for electrical supply to the DPC owned 175 street lights

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 source suitable tubing for the tree plaques near the village sign
- (d) To visit the War Memorial Gardens with Cllr J Stokes and clear the drainage channels

Cllr T Bubb

- (a) Children's Playground – to adjust the ropes on the swings along with Cllrs C and 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 M Ward

- (a) In liaison with Cllr A Watkins and Cllr J Stokes to spread grass seed on the children's play area and on the recently cleared area by the Pill Box

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 identify the area for the proposed new accessible place equipment and pass the information to the BM
- (b) To carry out the next Children's Playground Inspection
- (c) In liaison with Cllr M Ward and Cllr A Watkins to spread grass seed on the children's play area and on the recently cleared area by the Pill Box
- (d) To visit the War Memorial Gardens with Cllr C Shepherd and clear the drainage channels

Cllr A Watkins

- (a) To walk and inspect the Mulberry Tree on Glebe Road and to discuss the property fence on the corner of Glebe Road/Lynn Road with the owners
- (b) In liaison with Cllr M Ward and Cllr J Stokes to spread grass seed on the children's play area and on the recently cleared area by the Pill Box