

Minutes of the Environment Committee meeting held on Monday 1st June 2026 at 7.00pm, in the Garden Room, Dersingham Village Centre

Present: Cllr R Frost - Chairman, Cllr C Shepherd, Cllr J Stokes, Cllr B Anderson (left at 8:22pm), Cllr T Bubb and Cllr M Ward

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To elect the Chairman of the Environment Committee**
Cllr B Anderson nominated Cllr R Frost. Cllr T Bubb seconded the nomination.
It was resolved to approve Cllr R Frost as Chairman of the Environment Committee.
2. **To elect the Vice-Chairman of the Environment Committee**
Cllr B Anderson 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 A Watkins
4. **Declarations of Interest and requests for dispensations by councillors in any agenda item** - None
5. **Open the meeting to allow Public Participation** - None present
6. **To approve the minutes of the Environment Committee Meeting held on Tuesday 5th May 2026**
 - (a) The minutes were proposed by Cllr C Shepherd, seconded by Cllr B Anderson and were approved as a correct record
 - (b) The action list was reviewed with those completed removed from the list.

Business Manager

- (a) To obtain quotations for two new signs to be placed on the playground stating “No unauthorised motorised vehicles except motorised wheelchair users” but with the addition of a pictorial sign – The BM had previously circulated a draft of the new signs and explained that quotations had been sought – see item 18.
- (b) To contact landscape contractors for quotes to supply and install suitable replacements of the timber retaining edging (timber, recycled plastic or brick) at the War Memorial Gardens – The specification will be written and quotations will be sought.
- (c) To contact NCC to see whether a seat/log could be placed on the Elizabeth Way for this new financial year – see item 9(f). The BM had contacted NCC’s Norfolk Trails Team who explained that they can’t supply a seat/log but support the parish council in installing their own. NCC’s Highway Engineer also supported the idea of a seat/bench and explained that DPC would remain responsible for the ownership and maintenance of the seat/bench and NCC suggested contacting the local member for funding or to consider a PPS bid.
- (d) To provide quotations for 5 no. recycled benches plus installation costs – The BM placed this on hold after receiving NCC’s Bus Grant Application – see item 9(a)
- (e) To check with NCC on the placement of the 5 no. benches – see item 9(a)

- (f) To draft a letter to residents of Pakenham Drive/James Jackson Road informing them of the proposed work for nature biodiversity – completed and the BM circulated the draft letter. The letter was agreed and the BM will post it to all residents.
- (g) To contact PC Mark Savage regarding the gas canisters at the recreation ground – completed but no reply had been received.
- (h) To contact the Borough Council to ask for a timetable of their bin emptying regime for the litter bins in Dersingham – completed. See Item 9(e).
- (i) To ask the cleaning contractor to wash the new recycled bench on Hunstanton Road near Thaxters which had been covered by bird faeces – completed and the cleaning had taken place.
- (j) To pass the British Hedgehog Preservation Society 'Know your Hedgehog' series leaflets to the Editor of the Village Voice magazine and the Chairman of the Village Centre – completed.

Cllr C Shepherd

Cllr C Shepherd explained that her time had been taken up by completing grant applications for the sports pavilion and (a) to (c) will be completed shortly.

- (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

Cllr C Shepherd, Cllr B Anderson and Cllr M Ward

- (a) To visit Pakenham Drive/James Jackson Road regarding the proposed work for nature biodiversity and review the grass cutting area for the next meeting – to be undertaken shortly.

Cllr R Frost

- (a) To check his stock to see if he has the larger M6 bolts, nuts, etc for the Christmas Lights – Cllr R Frost handed Cllr B Anderson the bolts and nuts – now completed.

Cllr B Anderson and Cllr M Ward

- (a) To complete the write-up for the text for the wildlife for the information leaflets for Elizabeth Way – Cllr B Anderson is completing his section and Cllr M Ward's is now completed.

Cllr C Shepherd and Cllr M Shepherd

- (a) To complete the write-up for the old train line for the information leaflets for Elizabeth Way – to be completed shortly.
- (c) To consider matters arising
Cllr C Shepherd explained that the work of replacing the timber retaining edging on the War Memorial will need to be added to the Priority Projects List. The Cleaning Contract expires in March 2027 so the BM will be required to start preparations for the new contract in September 2026. The Grass Cutting Contract expires in October 2027. Cllr C Shepherd also asked the BM when the replacement rope would be delivered and the BM said it should be delivered this week.

7. **Current Financial Position and Reserves**

Cllr C Shepherd explained that the budget comparison on SharePoint showed end of April. It was noted that the RFO would be balancing the accounts against the bank statement but this work will be carried out after 1st June. The Budget Heading transaction now shows invoices received but not yet paid and these reports will not now balance with the Budget Comparisons Reports. Reserves Movements – The Warren has now been topped up with £10,000 and the Project Reserves has received the income from NCC's 80% grants but also now shows the spend on the PPI's Village Gateway.

8. **Priority Projects List**

Cllr C Shepherd explained that when all the project quotations have been received, the Committee will be able to identify the amount of funding needed, and if grants are available. It is unlikely that there will be sufficient money available to implement all projects in this financial year. The list will be taken to Full Council for prioritisation with non-environment committee projects and approval.

The revised Priority Projects List is below:

- (1) Replacement of five streetlights
- (2) Bus shelters and seating as NCC have further grants available for new bus shelters and seating. The locations for consultation with NCC and residents are:
 - a. Manor Road outside the Church - bench
 - b. Chapel Road outside no. 25 - bus shelter or bench on hardstanding after consultation with the residents
 - c. Station Road opposite Pansey Drive and next to Pansey Drive - 2 x new bus shelters if sufficient space
 - d. Manor Road outside no's 65/67 - Proposed bench, review location to see if suitable for shelterIt was agreed that the style of bus shelters to mirror the one opposite the Spar.
- (3) A new bench/seat on the Queen Elizabeth Way providing the cost is mitigated by sponsorship for 'remembrance plaques'.
- (4) Printing costs for the information leaflets for Elizabeth Way
- (5) Replacement of timber edging (timber, recycled plastic or brick) at the War Memorial Gardens.

9. **Areas of responsibility**

- (a) Bus shelters/stops – NCC's Bus Shelter Grant Scheme 2026/27 - to take photos and contact NCC Highways Engineer to discuss possible sites for further bus shelters and benches. If the sites are agreed to source quotations for July's meeting
- (b) Streetlights - nothing to report.
- (c) Grass Cutting – Update about management of grassed area at Pakenham Drive/James Jackson Road. The BM had spoken to the grass cutting contractor who is happy to change the regime when it is formally agreed. Cllr T Bubb asked whether we could consider a weed and feed for the Recreation Ground. Cllr Shepherd asked how much it had cost last year and whether there would be sufficient within the budget. The BM will establish how much was paid last year.

- (d) Cleaning - nothing to report.
- (e) Litter Bins – Consideration of an increase of emptying at the Recreation Ground. BCKLWN's Waste and Recycling Officer had detailed that their litter bins were emptied once a week, Friday week 1 and Wednesday week 2, unless there is a bank holiday. He also confirmed that Dersingham already has the full allotment of free litter bins and any extra bins would cost £260.20 per year with the parish council providing the bin outer casing. It was agreed that no further action was required.
The BM informed the meeting that the hedge next to the litter bin on Manor Road required trimming back, providing there were no birds nesting in the vicinity, and Cllr R Frost offered to carry out the work.
Due to the increasing amount of litter left in the recreation ground the BM was asked to install notices asking individuals to take their litter home.
- (f) Seats and Benches - already discussed
- (g) Children's Playground Inspection Form – Cllrs C Shepherd and T Bubb will install the replacement red rope on the swing.
- (h) Dog Bins and Sponsorship - nothing to report.
- (i) Footpaths/Walkways - nothing to report.
- (j) Tree Warden and Tree Survey – The BM informed the meeting that the removal of the dead wood from the Lime tree in the War Memorial was delayed due to birds nesting in the tree.
- (k) General Village Environment – Cllr M Ward reported that electric bikes were being ridden on the Warren and the BM was asked to provide quotations for "No unauthorised motorised vehicles except motorised wheelchair users" for all 3 entrances of the Warren.
Cllr J Stokes informed the meeting that the rusted and dangerous electrical box by the bus shelter opposite the spar had now been removed by NCC.

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

11. **Climate Change and Biodiversity** – Cllr B Anderson informed the meeting that butterflies were doing well in early spring, particularly brimstones and holly blues. Painted lady butterflies were now migrating across the English Channel from the south of France or north Africa and it looks like it could be a good Painted Lady year. Cllr R Frost highlighted that the road gutters were full of grass again and Cllr M Ward explained that he had seen the weed sprayer in the village. Cllr T Bubb was asked to discuss the growth of grasses in the gutters with the relevant officer at BCKLWN.

12. **Rangers and update on NCC Highways or BCKLWN Requests**

The BM informed the meeting that BCKLWN had cleaned the area under the barrier opposite the Co-op and the road sweeper would be out in due course to sweep the kerbed roadsides.

13. **Correspondence** - none

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

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

15.1 Terms of Reference

15.2 All quotations for Priority Projects List

16. **Date of next meeting – Monday 6th July 2026 at 7pm in The Garden Room**

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 two new "No unauthorised motorised vehicles except motorised wheelchair users" signs on the recreation ground.** The BM informed the meeting that the quotations had not been received and she will now source further companies.
19. **Quotations for replacement net sections on the large multi-play –** The BM explained that after further checks more fixings were required to be replaced and a quotation has been requested.
20. **Quotation for four replacement streetlights (9009, 9148, 9169, 9175) –** Previously circulation but the decisions is on hold until quotations have been sourced for the full priority list.
21. **Quotation for disconnection and reconnection of electricity to four replacement streetlights (9009, 9148, 9169, 9175) -** Previously circulation but the decisions is on hold until quotations have been sourced for the full priority list.
22. **Quotation for one replacement streetlight (9032) -** Previously circulation but the decisions is on hold until quotations have been sourced for the full priority list.
23. **Quotation for disconnection and reconnection of electricity to one replacement streetlight (9032) -** Previously circulation but the decisions is on hold until quotations have been sourced for the full priority list.

With no further business the meeting was closed at 20:28

Action Points

Business Manager

- (a) To obtain quotations for two new signs to be placed on the playground stating "No unauthorised motorised vehicles except motorised wheelchair users but with the addition of a pictorial sign plus three new signs for the Warren
- (b) To provide a specification and contact landscape contractors for quotes to supply and install suitable replacements of the timber retaining edging (timber, recycled plastic or brick) at the War Memorial Gardens
- (c) To take photos and contact NCC Highways Engineer and residents to discuss possible sites for further bus shelters and benches. If the sites are agreed to source quotations for July's meeting
- (d) To write an article asking residents if they want to purchase remembrance plaques for the new bench/seat on the Queen Elizabeth Way
- (e) To install notices at the entrances to the playground asking individuals to take their litter home

- (f) To post the letter to residents of Pakenham Drive/James Jackson Road informing them of the proposed work for nature biodiversity

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

Cllr C Shepherd and Cllr B Anderson

- (a) To visit Pakenham Drive/James Jackson Road regarding the proposed work for nature biodiversity and review the grass cutting area for the next meeting

Cllr B Anderson and Cllr M Ward

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

Cllr C Shepherd and Cllr M Shepherd

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

Cllr R Frost

- (a) To trim back the hedge next to the litter bin on Manor Road providing there were no birds nesting in the vicinity

Cllr C Shepherd and Cllr T Bubb

- (a) To install the replacement red rope on the swing

Cllr T Bubb

- (a) To discuss the growth of grasses in the gutters to BCKLWN