

**Minutes of the Environment Committee meeting held on Thursday 15th January 2026
at 7.00pm, in the Loft, Dersingham Village Centre**

Present: Cllr R Frost, Cllr C Shepherd, Cllr B Anderson, Cllr A Watkins and Cllr Tony Bubb

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** – Cllr M Ward and Cllr J Stokes
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 17th November 2025 and Tuesday 2nd December 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 contact Dersingham Veterinary Group again regarding sponsorship of the dog bins – completed and Dersingham Veterinary Group confirmed they were happy to sponsor 12 bins again and an invoice has been sent to them
- (b) To complete the application to NCC Parish Partnership Scheme for one set of Village Gates on Sherborne Road – completed and waiting for the outcome
- (c) To confirm to the grass cutting contractor that a further cut could be made in March but only up to £350 - completed
- (d) In preparation for the third and final phase of NCC's bus shelter grants, the BM was asked to obtain quotations for two replacement bus shelters, one opposite The Spar and one next to the Recreation Ground – see item 16
- (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 - completed
- (f) To purchase additional bin liners for the Cleaning Contractor – completed and will be delivered on Saturday 17th January 2026
- (g) To obtain quotations for repainting remaining metal benches for the March's Meeting – March's meeting
- (h) To confirm with Cllr C Shepherd the final positions for the three new benches - completed
- (i) To prepare quotations for new dog bin stickers for February's meeting – February's meeting
- (j) To contact the new owners of the coffee shop on Manor Road re advertising on dog bins. 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. Will contact them when they have settled in

- (k) To contact the borough council to clear the path of leaves opposite the St. Nicholas Church – not required as Cllr C Shepherd had previously contacted them and the paths have now been cleared
- (l) To arrange for artwork to accompany the text for the leaflets for Elizabeth Way – will be completed when the text has been written
- (m) To arrange for quotations for additional playground equipment when Cllr J Stokes has passed on the details – Cllr J Stokes to pass the details in February.

Cllr C Shepherd

- (a) To trim a willow tree on the walk between Mountbatten and Earl Close – will be completed 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 – will be completed when the weather improves
- (c) To confirm with the contractor the final positions for the three new benches - completed

Cllr T Bubb

- (a) Children's Playground – to adjust the ropes on the swings along with Cllr M Shepherd - will be completed 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 – will bring in a minimum of 24 and a surplus

Cllr B Anderson and Cllr M Ward

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

Cllr C Shepherd and Cllr M Shepherd

- (a) To write the text for the old train line for the information leaflets for Elizabeth Way – The text has been started and work continues

Cllr J Stokes

- (a) To pass the brochure onto the BM for the new playground equipment – to drop brochures off in February
- (c) To consider matters arising - none

5. Current Financial Position and Reserves

- 5.1 Current Financial Position – nothing to report
- 5.2 Reserves – The Warren funding is now down to £12,978.96. A decision was made in Finance and Admin Committee meeting on Monday 12th January 2026 that £10,000 will be moved from the General Fund to Reserves to increase the funding but will need approval from Full Council on the budget setting meeting on 19th January.

6. Areas of responsibility

- (a) Bus shelters/stops – Third and final phase of NCC's bus shelter grants – Grant application will be sent off following a decision at item 16. Cllr T Bubb asked, if possible, could the half-moon ends be retained when the bus shelters are dismantled.

- (b) Streetlights – Progress on replacement lights Woodside Ave/Close – The BM informed the meeting that the new streetlights had been installed and the streetlighting contractor is now waiting for a reconnection by UK PowerNetworks before the old streetlights were removed.
Cllr C Shepherd informed the meeting about a recent article from the Health and Safety Executive about a streetlight in Glasgow which collapsed and seriously injured someone. Cllr C Shepherd explained that following a streetlight safety audit within Dersingham, 12 steel columns had been identified as requiring replacement, and of these, 1 was removed before lockdown, 8 have been replaced and the last 3 will be replaced in the 2026/27 financial year. Then the focus will be on the concrete columns and metal brackets on wooden poles, one of which has already broken and been replaced. Cllr C Shepherd explained that our records do not the date of installation of the older streetlights and recent changes to the Borough CIL funding do not support replacement streetlights.
- (c) Grass Cutting – nothing to report
- (d) Cleaning – Cllr C Shepherd asked the BM to instruct the cleaning contractor to clean the new bus shelter windows outside St. Cecilia’s Church.
- (e) Litter Bins – nothing to report
- (f) Seats and Benches – nothing to report
- (g) Children’s Playground Inspection Form – It was reported that due to the absence of the Assistant Business Manager, the inspections hadn’t taken place over Christmas and the New Year but they will be carried out next week.
 - (i) Update on nest swing – rope fraying – to be carried out when the weather improves but it was noted that the rope has not continued fraying.
- (h) Dog Bins and Sponsorship - broken lid on dog bin opposite Pansey Drive. It was agreed to purchase a replacement bin after the BM has arranged a meeting with the Borough Council regarding the stipulated height of 650mm for each bin. Cllr C Shepherd explained that her research showed that South Norfolk District Council had a stipulated height of 1 metre.
- (i) Footpaths/Walkways – Nothing to report and Cllr C Shepherd reported that in December the alleyway running at the side of the Co-op had been blocked off but this has now been cleared.
- (j) Tree Warden and Tree Survey - nothing to report
- (k) General Village Environment – Update on information for leaflets for Elizabeth Way. Cllr C Shepherd informed the meeting that she had started the writeup for the A4 leaflets – see action list. Cllr T Bubb asked when the new tree plaques would be installed and Cllr C Shepherd explained they were looking for suitable tubing to place the plaques into.

7. Recreation Ground

- 7.1 Additional Play Equipment – moved to February
- 7.2 Motorised e-bikes and e-scooters – a decision was made to ban all forms of “motorised vehicles” except disabled, contractor and emergency vehicles on the recreation Ground, Hunstanton Road and this will need to be reported to full council for ratification of the policy.

8. **War Memorial and War Memorial Gardens** – Cllr C Shepherd asked that in the new financial year, a project be raised to engage a specialist in reinstating the names on the war memorial.
9. **Climate Change and Biodiversity** – Cllr B Anderson informed the meeting that in 2025 they had counted more butterflies on the Transect running along the Queen Elizabeth Way, despite the Butterfly Conservation reporting that it was an average year.
10. **Rangers and update on NCC Highways Requests** – Cllr T Bubb asked the BM to contact the Borough Council to clear the gutter outside the Co-op near the zebra crossing and to contact NCC to ask for the brambles to be cut back along the highway next to the common.
11. **Correspondence** - none
12. **Open the meeting to allow Public Participation** – No public present
13. **Items for inclusion on the next agenda** – The councillors were asked to contact the BM with any items
14. **Date of next meeting – Tuesday 3rd February 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 2 x Replacement Bus Shelters – one opposite the Spar and one next to the Recreation Ground and improved hardstanding** – The contract was awarded to Ace Shelters to install the replacement bus shelters and removal and disposal of the old and to AC Norfolk for the improved hardstanding.

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

Action Points

Business Manager

- (a) To obtain quotations for repainting remaining metal benches for the March’s meeting.
- (b) To prepare quotations for new dog bin stickers for February’s meeting
- (c) To arrange for quotations for additional playground equipment when Cllr J Stokes has passed on the details
- (d) To instruct the cleaning contractor to clean the new bus shelter windows outside St. Cecilia’s Church
- (e) To purchase a replacement bin after a meeting has been arranged with the Borough Council regarding the stipulated height of 650mm for each bin. Cllrs Frost, Bubb and Shepherd to attend.
- (f) To prepare quotations from specialists for reinstating the names on the war memorial

- (g) To contact the Borough Council to ask for the gutters to be cleared outside the Co-op near the zebra crossing
- (h) To contact NCC to ask for the brambles to be cut back along the highway next to the common

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 to put the tree plaques in

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 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