

Minutes of the Environment Committee meeting held on Tuesday 4th November 2025 at 7.00pm, in the Garden Room, Dersingham Village Centre

Present: Cllr M Ward acting as Chairman of the meeting, Cllr C Shepherd and Cllr B Anderson

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** – Cllr R Frost, Cllr T Bubb, Cllr A Watkins 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 6th October 2025**
 - (a) The minutes were proposed by Cllr C Shepherd and seconded by Cllr B Anderson and were approved as a correct record and were duly signed by the Chairman.
 - (b) To review action list

Business Manager

- (a) To take photos for the next phase of painting seats and benches and present these to November's meeting for a decision – see item 6(f)
- (b) 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 – see item 6(k)(ii)
- (c) To place on the agenda for Full Council asking permission to spend from Project Reserves for 3 new recycled benches inside the bus shelters on Chapel Road and Manor Road and at the bus stop on Hunstanton Road – Completed, the order placed and delivery estimated for 11th December 2025.
- (d) To speak to the Cleaning Contractor and ask him to keep the bin locked at the entrance to Recreation Ground from Station Road, closest to War Memorial garden – see item 6(e). Cllr C Shepherd informed the meeting that she and Cllr M Shepherd had looked at the litter bin, oiled it, cleared the weeds and grass from in front of the door and the door now closes and remains closed.
- (e) To list on the agenda any outcomes of the Children's Playground Inspection Form – see item 6(h)
- (f) To obtain quotations for removal of the advert stickers and for repainting in red/part black on the dog bins. Cllr N Barker had successfully removed a sticker using a heat gun and a painting specialist had suggested that it would cost £600 to repaint 3 bins as they required a considerable amount of preparation due to the rust and layers of incorrect paint used.
- (g) To write to the Coach and Horses Public House and explain that there is no public space around that area and if they want to proceed then the costs will have to be borne by them – completed.
- (h) To order plants online for the War Memorial and War Memorial Gardens – completed and the plants were delivered 1st November 2025.

- (i) To inform the parishioner that the site for the bus shelter wasn't suitable and the funding had closed – completed.
- (j) To arrange for further quotations for an A3 metal No Dog sign on a 2-metre metal pole which should be concreted in – see item 16.
- (k) To view a piece of land for clearing at the pill box with Cllr C Shepherd – Cllr C Shepherd had viewed the land and taken photos - see item 6(k)(iii)

Cllr C Shepherd

- (a) 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. The tree on Earl Close had been trimmed and the willow tree between Mountbatten and Earl Close will be trimmed shortly.
- (b) To view a piece of land for clearing at the pill box with the BM - Cllr C Shepherd had viewed the land and taken photos - see item 6(k)(iii)
- (c) To consider matters arising – None

5. Current Financial Position and Reserves – Cllr C Shepherd informed the meeting that in budget codes:

Environment Budgets

4000 – Cleaning Contract - there was money left in the budget

4005 – Dog Bins – further discussion under item 6(h)(i)

4055 – Village Sign – The BM had sent a letter requesting the builders Public Liability Insurance but hadn't received a reply yet.

4050 – Seats/benches – when the new benches had been delivered, the non-grant funding will be allocated to this budget.

Recreation Budgets

All budgets except 5025 remain in budget. As reported at the last Environment Committee meeting the overspend of £140 was due to weed and feed being applied to the grass in early spring and the cost of additional soil.

Reserves Movements

The Warren - £13,298.70 was left which allowed for 3 years of cutting the grass. Projects Reserves started with a balance of £32,032.50 but following expenditure on repainting the village sign, work on the war memorial, purchase of a new bus shelter, purchase of 2 new benches and replacement of streetlights, the balance was now £17,148.58.

6. Areas of responsibility

- (a) Bus shelters/stops – order has been placed for the 3 benches
- (b) Streetlights – Progress on replacement lights Woodside Ave/Close – UK Power Networks have now confirmed receipt of the payments, a date of disconnection has been requested but no reply yet.
- (c) Grass Cutting – The BM mentioned a NCC's article in Your Norfolk which discusses Town and Parish Councils taking over NCC's grass cutting and Cllr C Shepherd stressed that we will know more after a decision has been made on Unitary Status.
- (d) Cleaning – nothing to report
- (e) Litter Bins – Broken lock on bin at entrance to Recreation Ground from Station Road, closest to War Memorial garden. Following Cllrs C and M Shepherd's clearing of grass and weeds, the BM will monitor the litter bin to check the lock is still operating.

- (f) Seats and Benches – Completion of review/photos of all seats/benches and decision on schedule for painting/staining for 2026/2027 financial year – previously circulated. The final metal seats/benches (BE03, BE04, BE14, BE16 and BE19) to be repainted next summer. The BM confirmed that the wooden benches are solid.
- (g) Children’s Playground Inspection Form
 - (i) Worn surfaces on various pieces of equipment including the junior swing – to be reviewed at December’s meeting.
 - (ii) Adult swing – rope fraying – photo previously circulated. Cllr C Shepherd explained that the ropes were rubbing and Cllr M Shepherd and Cllr T Bubb would adjust the swing.
- (h) Dog Bins and Sponsorship
 - (i) Review of the dog waste bins – repaint/replace, Borough Council review of usage and height of bins. The BM had contacted BCKLWN’s Clean Up Team and had received information on usage, percentage full, average weight, height of bin and emptying days of Tuesdays and Saturdays. Cllr C Shepherd had now amalgamated this information with her study and the amount of dog waste removed per week was 1,022 kilos. Cllr C Shepherd informed the meeting that the dog bins with foot pedals should be replaced over the next few years and the budget for 2026-2027 should be increased accordingly.
 - (ii) Sponsorship – The BM asked the meeting if the cost of sponsorship would remain the same and a decision was made that the cost of sponsorship would remain the same at £30 per bin.
- (i) Footpaths/Walkways – A parishioner had written in concerned that a footpath was inaccessible and the BM confirmed that this footpath had been cleared.
- (j) Tree Warden and Tree Survey – nothing to report
- (k) General Village Environment
 - (i) Turning on the Christmas Lights – Sunday 30th November and switch off on Tuesday 6th January 2026. Cllr B Anderson asked if he could have 2 volunteers to help put up the Christmas Lights and he would email all committee members.
 - (ii) Interpretation Board on the Elizabeth Way (former railway line from Hunstanton to Wolferton). The BM had previously circulated examples and costs of various interpretation boards and an interpretation board guide from Norfolk Wildlife Trusts. Cllr C Shepherd reminded the meeting that the interpretation board was originally going to be installed by NCC but was not done. It was agreed that the path was mainly used by local residents and after discussion a decision was made that no further work to be carried out on the interpretation board. A discussion took place about raising the knowledge of wildlife that you could see along the walk and a decision was made to produce two leaflets – one for wildlife and one on the old train line. These leaflets would be placed at the entrance to the Elizabeth Way. To be placed on the agenda for December’s meeting.
 - (iii) Strip of overgrown land next to the Pill Box – photos had previously been circulated which showed one healthy tree and one dead tree. To be carried over to December’s meeting.

7. **Recreation Ground – Additional Play Equipment** – moved to December’s meeting.
8. **War Memorial and War Memorial Gardens** – nothing to report
9. **Climate change and Biodiversity** – nothing to report
10. **Rangers and update on NCC Highways Requests** – nothing to report
11. **Correspondence** – nothing to report
12. **Open the meeting to allow Public Participation** - No public present
13. **Items for inclusion on the next agenda**
 - 13.1 Worn surfaces on various pieces of equipment including the junior swing on the Children’s Playground
 - 13.2 Inclusion of information for leaflets for Elizabeth Way
 - 13.3 Strip of overgrown land next to the Pill Box
 - 13.4 Additional play equipment
14. **Date of next meetings – Monday 17th November at 7pm and Tuesday 2nd December 2025 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 A3 metal No Dog signs on 2-metre metal post plus quotations for installation** – The BM had placed the quotations on SharePoint, however, she was querying with one contractor whether the quotation was for 1 or 2 signs with posts and the quotations would now be placed on the agenda for the next meeting on Monday 17th November 2025 after clarification had been given.

With no further business the meeting was closed at 20:17

Action Points

Business Manager

- (a) To obtain additional quotations for replacing the tiles on the Village Sign
- (b) To contact Coastal Veterinary Group and Dersingham Veterinary Group regarding sponsorship of the dog bins
- (c) To obtain quotations for removing one dead tree and overgrown brambles/weeds

Cllr C Shepherd

- (a) To trim a willow tree on the walk between Mountbatten and Earl Close

Cllr T Bubb

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

Cllr B Anderson

- (a) To put up the Christmas Lights for Sunday 30th November