

Minutes of the Environment Committee meeting held on Monday 2nd March 2026 at 7.02pm, in the Garden Room, Dersingham Village Centre

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

Absent: Cllr R Frost

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** – 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 Tuesday 3rd February 2026**
 - (a) The minutes were proposed by Cllr M Ward, seconded by Cllr B Anderson and were approved as a correct record. They were signed by the Acting Chairman.
 - (b) To review action list
The action list was reviewed with those completed removed from the list.

Action List

Business Manager

The BM explained to the meeting that the obtaining of quotations for the electricity to the streetlights had been a very time-consuming job and unfortunately this meant that the action list was not completed for many of the tasks.

- (a) To obtain quotations for repainting the remaining metal benches for March's Meeting. The BM explained that the painting specification had been sent out to 6 painting contractors and the deadline of 30th March had been given, so would be considered at the April meeting.
- (b) To arrange quotations for the proposed new accessible play equipment when Cllr J Stokes has confirmed the positioning – Cllr J Stokes explained in the meeting that the positioning was between the playboat, gravity bowl and the fence. The BM will now measure the space and obtain quotations.
- (c) To obtain quotations on 10 no. replacement dog bins with installation costs – see matters arising. It was also decided that the 10 no. bins would remain as they were perfectly useable and the BM to obtain quotations for one bin DW05 on Station Road opposite Pansey Drive.
- (d) To prepare quotations from specialists for reinstating the names on the war memorial – The BM explained that a company had been approached on the 19th February 2026 but no reply had yet been received. Cllr C Shepherd asked for this action point to be moved to Full Council.
- (e) To prepare a payment to Coastal Vets for self-adhesive posters for which they had purchased. To be completed shortly.

- (f) To obtain quotations for March's meeting for removal of dead wood from the lime tree on the War Memorial site. To be completed shortly.
- (g) To place details on the Village's Facebook page or Freecycle for the sale/disposal of basketball back boards. To be completed shortly.
- (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". To be completed shortly.
- (i) To contact NCC direct and Cllr S Dark regarding parking on Hunstanton Road near the Norfolk Estate Agents – The BM informed the meeting that a reply had been received from the Highway Engineer which explained that there is currently no restriction and it doesn't meet any significant criteria to implement a parking restriction. Cars have been evidenced parking here over many years and without incident as far as he is aware of and therefore there would be no urgent intervention.
- (j) To make the necessary room bookings for a Monday evening meeting instead of a Tuesday evening meeting – March to June's bookings have been changed and the BM will now make the changes to July to December 2026.
- (k) To obtain quotations for a 3/5-year contract for electrical supply to the DPC owned 175 street lights – see item 16.

Cllr C Shepherd

- (a) To trim a willow tree on the walk between Mountbatten and Earl Close – waiting for the weather to improve.
- (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 – waiting for the weather to improve.
- (c) To source suitable tubing for the tree plaques near the village sign - To be completed shortly.
- (d) To visit the War Memorial Gardens with Cllr J Stokes and clear the drainage channels – to complete the work on Friday 6th March.

Cllr T Bubb

- (a) Children's Playground – to adjust the ropes on the swings along with Cllrs C and M Shepherd - waiting for the weather to improve.

Cllr R Frost

- (a) To check his stock to see if he has the larger M6 bolts, nuts, etc for the Christmas Lights – to be carried over to April's meeting.

Cllr B Anderson and Cllr M Ward

- (a) To write the text for the wildlife for the information leaflets for Elizabeth Way. Cllr B Anderson has completed his species list and M Ward is working on the bird species list. Cllr M Ward asked about the dispensing unit and post and these will be obtained when the leaflets are ready for printing.

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. The grass seed was taken away at the end of the meeting and will be spread in the next week.

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 ongoing and is now being fitted in the appropriate space on the A4 leaflets. Pictures are being identified ready for the artwork to be started.

Cllr J Stokes

- (a) To identify the area for the proposed new accessible play equipment and pass the information to the BM. Cllr J Stokes identified the positioning was between the playboat, gravity bowl and the fence.
- (b) To carry out the next Children’s Playground Inspection – completed.
- (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 – The grass seed was taken away at the end of the meeting and will be spread in the next week.
- (d) To visit the War Memorial Gardens with Cllr C Shepherd and clear the drainage channels – to complete the work on Friday 6th March.

Cllr A Watkins

- (a) To walk and inspect the Mulberry Tree on Glebe Road - Cllr A Watkins explained that she was trying to meet up with the owner.
To discuss the property fence on the corner of Glebe Road/Lynn Road with the owners – Cllr A Watkins explained that the owners wouldn’t fit the fence until NCC’s Highways had completed the work on the pavement, however, Cllr A Watkins was concerned that the suggested picket fence would be too low for that position.
- (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 – The grass seed was taken away at the end of the meeting and will be spread in the next week.
- (c) To consider matters arising –
Cllr C Shepherd explained that she would speak to Cllr D Wright regarding the incorrect initials for his relative, although the war memorial plaque would probably not be able to be changed, therefore a new separate plaque might be required.
Cllr C Shepherd gave feedback from the meeting with BCKLWN’s Safety Advisor and Team Leader about the size and installation of dog waste bins and explained that when the Safety Advisor left, she the BM and BC team leader went to view the new dog bin on Greenwich Close. It was explained that the installation instructions were misleading as to the space between the bottom on the dog bin and the ground, and the newly installed dog bin proved this. The Team Leader explained that the measurement was to be taken from the rim of the bin itself (not the top of the lid) to the ground.
Cllr C Shepherd showed the meeting photos of a front opening bin suggested by BCKLWN but these required being topped up with dog bags and the BM said that there was a risk that the main bag could be split when removing it for emptying. It was agreed to continue with the purchase of top opening bins.

5. Current Financial Position and Reserves

Cllr C Shepherd explained that the only expected expenditure before the end of the current financial year would be the new dog bin on Station Road plus the expected spend on the cleaning contract and streetlighting.

6. **Areas of responsibility**
- (a) Bus shelters/stops – update on replacement shelters in Hunstanton Road – The BM informed the meeting that the installation of two new replacement bus shelters is now complete and she will send the customer invoices plus photos to NCC’s Highways and Transport to claim the grant money. Cllr C Shepherd explained that the missing rivets on the bus shelter outside St. Cecilia’s church had now been fitted and the BM explained she contacted the bus shelter contractor regarding a missing rivet on the bus shelter opposite the Spar shop.
 - (b) Streetlights – electricity supply contract – see item 16.
 - (c) Grass Cutting - nothing to report
 - (d) Cleaning - nothing to report
 - (e) Litter Bins - nothing to report
 - (f) Seats and Benches - already discussed
 - (g) Children’s Playground Inspection Form
 - (i) Update on Adult swing – rope fraying – to be resolved this week. The BM explained that she and ABM will review the highlighted items from Cllr J Stokes inspection. Cllr J Stokes also informed the meeting that he picked up litter, will trim back the tree overgrowing the site and will paint over the graffiti. Cllr C Shepherd asked the BM to contact RoSPA for their June inspection visit.
 - (h) Dog Bins and Sponsorship - removal of old adverts and installation of new – Cllr C Shepherd asked the BM to arrange quotations from local painters/contractors to remove all the old adverts as soon as possible.
 - (i) Footpaths/Walkways - nothing to report
 - (j) Tree Warden and Tree Survey – Planting of tree to commemorate the Mothers Union. The BM explained that unfortunately the parishioner was now no longer able to receive a tree so this would now not take place.
 - (k) General Village Environment – Update on information for leaflets for Elizabeth Way - already discussed
7. **War Memorial and War Memorial Gardens** – Cllr J Stokes informed the meeting that the moss on the paving still required removal and Cllr C Shepherd suggested this should not be by jet washing, because the moss and sand could be washed into the drainage channels.
8. **Climate Change and Biodiversity** – the BM reported that a letter had been received from the local Nature Volunteer Network. Cllr B Anderson suggested they are invited to join an Environment Committee meeting and Tuesday 5th May was chosen. Cllr J Stokes sent out the invitation during the meeting and the BM will send them a copy of the agenda.
9. **Rangers and update on NCC Highways Requests** – The BM informed the meeting that the surface of Lynn Road, from the roundabout up to the 30mph sign will be re-dressed shortly.
10. **Change of meeting dates to first Monday of each month** – The BM explained that the next two meetings will be: Tuesday 7th April and Tuesday 5th May because of bank holidays but then the meetings will revert to Mondays.

11. **Correspondence** – Cllr C Shepherd had received a request from a parishioner for two litter picking days ideally in March and September and they also raised concerns about car users driving too fast in Heath Road. 30mph flashing signs were suggested, but after discussion councillors had not seen any evidence of speeding. It was agreed to have a litter pick in April and the BM was asked to contact BCKLWN’s Clean-Up team to book 2 kits Saturday 11th April starting at 10:30am in Station Road outside the Recreation Ground. Cllr C Shepherd would also include this in her article for Village Voice and posters will be displayed on all noticeboards and placed on Facebook.
12. **Open the meeting to allow Public Participation**– No public present
13. **Items for inclusion on the next agenda** – to be reported to the BM
14. **Date of next meeting** – Tuesday 7th April 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 Electricity Supply Contract for Dersingham Parish Council owned streetlights**– The BM had contacted 14 companies who either were not taking on any new customers or didn’t support unmetered supplies. Two quotations had been provided by Drax for either a one- or two-year contract. It was agreed to award Drax Renewals a 24-month contract for the unmetered supply to 175 streetlights.

With no further business the meeting was closed at 20:13

Action Points

Business Manager

- (a) To obtain quotations for repainting the remaining metal benches for April’s Meeting
- (b) To arrange quotations for the proposed new accessible play equipment positioned between the playboat, gravity bowl and the fence
- (c) To obtain quotations for 1 no. replacement dog bin with installation costs for dog bin DW05 on Station Road opposite Pansey Drive
- (d) To prepare a payment to Coastal Vets for self-adhesive posters for which they had purchased
- (e) To obtain quotations for April’s meeting for removal of dead wood from the lime tree on the War Memorial site
- (f) To place details on the Village’s Facebook page or Freecycle for the sale/disposal of basketball back boards
- (g) To obtain quotations for two new signs to be placed on the playground stating “No unauthorised motorised vehicles except contractor vehicles and motorised wheelchair users”

- (h) To change the room bookings back to Mondays for meetings July to December 2026
- (i) To visit the children's play area with the ABM to review the highlighted items from Cllr J Stokes inspection
- (j) To contact RoSPA for their June inspection visit
- (k) To arrange for quotations from local painters/contractors to remove all the old adverts from all dog bins as soon as possible
- (l) To send an agenda to the Nature Volunteer Network for the Environment Committee meeting on Tuesday 5th May
- (m) To contact BCKLWN's Clean-Up team and ask for 2 litter picking kits for Saturday 11th April and to arrange for posters to be displayed in all noticeboards and placed on Facebook
- (n) To reclaim the money for the replacement bus shelters from NCC
- (o) To confirm to Drax awarding of contract and liaise with RFO
- (p) Advise resident about response from NCC re request for parking restrictions in Hunstanton Road

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
- (e) To include the litter picking day of Saturday 11th April in her article for the Village Voice magazine

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 complete the write-up for 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 complete the write-up for the old train line for the information leaflets for Elizabeth Way

Cllr J Stokes

- (a) 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

- (b) 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
- (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