

Minutes of the Environment Committee meeting held on Tuesday 7th April 2026 at 7.04pm, in the Garden Room, Dersingham Village Centre

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

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** – Cllr R Frost and Cllr B Anderson
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 2nd March 2026**
 - (a) The minutes were proposed by Cllr C Shepherd, seconded by Cllr A Watkins 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

- (a) To obtain quotations for repainting the remaining metal benches for April's Meeting – see item 15
- (b) To arrange quotations for the proposed new accessible play equipment positioned between the playboat, gravity bowl and the fence. The BM explained that she and the ABM had been out and measured the proposed site but unfortunately due to the clear access and safety space required for a swing, the proposed site was deemed too small and in addition the overhanging branches from both trees would cause an obstruction. The BM also explained the proposed site was close to the Bank Road entrance and concern was given for children running into the playground and subsequently running directly into the swing. The BM had also contacted playground equipment installers regarding the provision of an inclusive slide but the companies had explained that slides were not generally classified as inclusive play equipment. A decision was made to progress accessible play equipment when an existing piece of play equipment was being replaced.
- (c) To obtain quotations for 1 no. replacement dog bin with installation costs for dog bin DW05 on Station Road opposite Pansey Drive – see item 17
- (d) To prepare a payment to Coastal Vets for self-adhesive posters for which they had purchased – completed and payment made 24th March 2026.
- (e) To obtain quotations for April's meeting for removal of dead wood from the lime tree on the War Memorial site see item 16
- (f) To place details on the Village's Facebook page or Freecycle for the sale/disposal of basketball back boards – Cllr J Stokes said the details would be placed on Facebook this week and if nobody was interested then the BM would place the details on Freecycle.

- (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”. The current signwriter was on Easter leave and quotations would be sought for May’s meeting.
- (h) To change the room bookings back to Mondays for meetings July to December 2026 - completed
- (i) To visit the children’s play area with the ABM to review the highlighted items from Cllr J Stokes inspection – completed.
- (j) To contact RoSPA for their June inspection visit – The BM contacted RoSPA who explained that the booking email would come out early April.
- (k) To arrange for quotations from local painters/contractors to remove all the old adverts from all dog bins as soon as possible – see item 18
- (l) To send an agenda to the Nature Volunteer Network for the Environment Committee meeting on Tuesday 5th May – to be completed in 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 - completed
- (n) To reclaim the money for the replacement bus shelters from NCC – completed
- (o) To confirm to Drax awarding of contract and liaise with RFO - completed
- (p) Advise resident about response from NCC re request for parking restrictions in Hunstanton Road - completed

Cllr C Shepherd

- (a) To trim a willow tree on the walk between Mountbatten and Earl Close – to be completed shortly
- (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 – to be completed shortly
- (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 - completed
- (e) To include the litter picking day of Saturday 11th April in her article for the Village Voice magazine - completed

Cllr T Bubb

- (a) Children’s Playground – to adjust the ropes on the swings along with Cllrs C and M Shepherd – see item 6(g)

Cllr R Frost

- (a) To check his stock to see if he has the larger M6 bolts, nuts, etc for the Christmas Lights – for May’s 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 M Ward informed the meeting he was now waiting for the write-up from Cllr B Anderson

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 – completed by Cllr A Watkins and Cllr M Ward.

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 – work continues on the write-up

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 – already spread by Cllr A Watkins and Cllr M Ward

- (c) To consider matters arising – none

5. Current Financial Position and Reserves

Cllr C Shepherd reported that the Environment budget of £45,540 had a spend of £33,261 and the remaining £12,279 will be moved into reserves. Codes 4000 Cleaning Contract and 4035 Streetlight Energy remained within budget. The Recreation budget of £8,500 had a spend of £3,418 and the remaining £5,082 will be spend on playground equipment maintenance in 2026/2027. Project Reserves had a spend of £34,131. NCC’s 80% funding for the bus shelters and benches had been applied for.

6. Areas of responsibility

- (a) Bus shelters/stops – benches next to bus stops. Cllr B Anderson commented that he was glad to see the bench at the bus stop near the Spar being regularly used and suggested that further benches are placed at bus stops in the village.
Cllr C Shepherd said she would visit all bus stops without seating and would bring back a list for May’s meeting. The BM informed the meeting that the recycled benches cost £241 plus carriage and installation charge.
- (b) Streetlights – next round of replacement streetlights – Cllr C Shepherd informed the meeting that five steel streetlights in Woodside Avenue/Woodside Close have now been replaced and the last four steel streetlights classed ‘as poor’ now require replacing: 9169 footpath between 17 and 18 Gelham Court, 9175 outside 5 Queen Elizabeth Drive, 9148 outside 48 West Hall Road and 9009 outside Knighton Woodside Close. The BM was asked to arrange for quotations for all four.
- (c) Grass Cutting – Discussion about management of grassed area at Pakenham Drive/James Jackson Road. Cllr C Shepherd asked the councillors to consider a management regime to make this site more wildlife friendly and the BM was asked to contact the Woodland Trust to see if their free tree scheme would be operating for the next planting season later this year. It was suggested that the Nature Volunteer Network who are joining May’s meeting be asked for advice.
- (d) Cleaning – Extra cleaning during the six-weeks holiday – Due to increased litter being left on the children’s playground during school holidays, it was agreed to increase the cleaning contractors schedule to one extra session for

Spring Bank Holiday week and six extra sessions during the school summer holiday. The BM to send out the official order.

- (e) Litter Bins – nothing to report
- (f) Seats and Benches - see item 15.
- (g) Children’s Playground Inspection Form - Update on Adult swing – rope fraying. The councillors viewed the photo previously circulated and asked the BM to arrange quotations for a replacement rope or chain/rope. Cllr C Shepherd informed the meeting that the rope on the large multi-play was starting to fray and the BM was asked to arrange for quotations for a new net plus installation.
- (h) Dog Bins and Sponsorship - nothing to report
- (i) Footpaths/Walkways – Norfolk Ramblers – Parish Footpath Audit – Cllr C Shepherd reminded the meeting that there were 15 footpaths and bridleways within Dersingham and Cllr T Bubb explained that the Walking Group do check the footpaths when they are out and about and there were no issues.
- (j) Tree Warden and Tree Survey – nothing to report
- (k) General Village Environment
 - (i) Update on information for leaflets for Elizabeth Way – working is still progressing.
 - (ii) Possible barbecue on recreation ground near Station Road – a photo of the small damaged area of grass was previously circulated to the councillors and the recreation ground will continue to be monitored.

7. **War Memorial and War Memorial Gardens** - Timber sleepers around the flower beds – Cllr C Shepherd pointed out that although these were installed about 4 or 5 years ago, they were already starting to rot. The BM was asked to obtain quotes from landscape contractors for suitable replacements, either wooden timber sleepers, recycled plastic “timber” sleepers or brick walling.

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

9. **Rangers and update on NCC Highways Requests** – Cllr T Bubb asked the BM to chase the cleaning of the gutters by the zebra crossing outside the Co-op.

10. **Correspondence** – Email from a new gardener setting up a business - noted at the meeting.

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

12. **Items for inclusion on the next agenda** – Quotations for replacement of play equipment

13. **Date of next meeting – Tuesday 5th May 2026 at 7pm in The Garden Room**

14. **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.

15. **Quotations for painting of 5 benches – BE03, BE04, BE14, BE16 and BE19.** The painting of the benches was awarded to Youngs Home Improvements.
16. **Quotations for removal of dead wood from the lime tree on the War Memorial site.** TBH Tree Care had offered to carry out the removal of dead wood free of charge and the councillors accepted his offer. The company had appropriate insurance cover.
17. **Quotations for replacement dog bin on Station Road opposite Pansey Drive.** It was agreed to purchase a 25-litre bin from Glasdon and for the installation to be carried out by AC Norfolk.
18. **Quotations for removal of old advertisement from dog bins.** The contract for the removal of the old advertisements was awarded to AC Norfolk.
19. **Quotations for two new “No unauthorised motorised vehicles except contractor vehicles and motorised wheelchair users” signs on the recreation ground.** The BM explained that the signwriter had been on holiday and the quotations would be brought to May’s meeting.
20. **Streetlights on Woodside Avenue/Woodside Close. The replacement of street lights in Woodside Ave and Woodside Close was discussed.**

With no further business the meeting was closed at 20:44

Action Points

Business Manager

- (a) 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”
- (b) To send an agenda to the Nature Volunteer Network for the Environment Committee meeting on Tuesday 5th May
- (c) To arrange for quotations for four replacement streetlights - 9169 footpath between 17 and 18 Gelham Court, 9175 outside 5 Queen Elizabeth Drive, 9148 outside 48 West Hall Road and 9009 outside Knighton Woodside Close
- (d) To contact the Woodland Trust to check if a free tree scheme would be operating in the autumn planting season.
- (e) To send out an official order to the cleaning contractor for one extra session for Spring Bank Holiday week and six extra sessions during the six-weeks holiday
- (f) To arrange quotations for a replacement rope or chain/rope on the swing and a new net on the large multi-play
- (g) To contact landscape contractors for quotes to supply and install suitable replacements for the timber retaining edging (timber, recycled plastic or brick) at Gardeners at the War Memorial Gardens
- (h) To chase the Rangers re-cleaning of the gutters by the zebra crossing outside the Co-op

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 all bus stops without seating and take the list to May's meeting

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

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