

Minutes of the Environment Committee meeting held on Monday 6th July 2026 at 7.00pm, in the Garden Room, Dersingham Village Centre

Present: Cllr R Frost - Chairman, Cllr C Shepherd, Cllr B Anderson (left at 8:42pm), Cllr M Ward, Cllr T Bubb and Cllr A Watkins

In Attendance: Karen Orgill - Business Manager and Minute Taker

Councillors Absent: Jordan Stokes

1. **To consider apologies for absence** - none
2. **Declarations of Interest and requests for dispensations by councillors in any agenda item** - None
3. **Open the meeting to allow Public Participation** - None present
4. **To approve the minutes of the Environment Committee Meeting held on Monday 1st June 2026**
 - (a) Subject to changing Manor Road to Station Road on Cllr Robert Frost's To-do list, 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 BM had previously circulated the list of contacted contractors – see item 19.
- (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 – completed and see item 7(a)(i).
- (d) To write an article asking residents if they want to purchase remembrance plaques for the new bench/seat on the Queen Elizabeth Way – completed
- (e) To install notices at the entrances to the playground asking individuals to take their litter home - completed
- (f) To post the letter to residents of Pakenham Drive/James Jackson Road informing them of the proposed work for nature biodiversity – completed and see item 7(c).

Cllr C Shepherd

- (a) To trim a willow tree on the walk between Mountbatten and Earl Close – to be carried out 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 carried out shortly
- (c) To source suitable tubing for the tree plaques near the village sign - to be carried out shortly

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 – to be completed for September. It was agreed that the leaflets will be in colour with 6 small illustrations.

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 has started and to be completed shortly

Cllr R Frost

- (a) To trim back the hedge next to the litter bin on Station 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 – to be completed shortly.

Cllr T Bubb

- (a) To discuss the growth of grasses in the gutters to BCKLWN – Cllr T Bubb to contact Cllr L Jarvis.
- (c) To consider matters arising – none

- 5. **Current Financial Position and Reserves** – Cllr C Shepherd confirmed that £2,000 will be transferred from the 5-year plan to Project Reserves. The cost of the Village Gateway has already been taken from Project Reserves.

- 6. **To review Committee Terms of Reference** – These were reviewed and it was agreed to make no changes and to be submitted to Full Council on Monday 27th July 2026.

7. **Areas of responsibility**

- (a) Bus shelters/stops –
 - (i) Updates to benches/bus shelters next to bus stops (Priority Project). The BM had previously circulated photos and maps of the proposed sites and confirmed that all residents had been written to and a positive response had been received. NCC's Highways Engineer had been informed and also supported the proposed bus shelters/benches. A decision was made to check measurements for installation and to present all costs as part of the priority projects report to Full Council in September. Agreed positions are:
Manor Road opposite St. Nicholas Church – Bench
Chapel Road outside no. 25 – Bus Shelter
Station Road opposite Pansey Drive – Bus Shelter
Station Road next to Pansey Drive – to be decided
Manor Road outside no. 67 – Bench

It was agreed to install the same bus shelters and benches as installed in 2025 and earlier this year.

- (ii) Request for nettles to be cut back around bus shelter on Manor Road – A decision was made awarding the work to the Cleaning Contractor.
- (b) Streetlights – nothing to report.
- (c) Grass Cutting – Update on community engagement for the management of grassed area at Pakenham Drive/James Jackson Road. 9 comments had been received which were mainly supportive of leaving the central area uncut to allow for grasses to flower and wildflowers to grow but concern had been raised regarding the width of the fire break. Due to the current dry weather, it was agreed to wait until late autumn before changing the cutting regime from 6 cuts per year for the whole area to 6 cuts per year for the new fire break and leave the remainder uncut. The width of the fire break was still to be decided. Cllr C Shepherd asked the BM to remind the grass cutting contractor to complete the full cuts on the corner of Manor Road/Shernborne Road plus between the dyke and the church wall.
- (d) Cleaning – nothing to report
- (e) Litter Bins - nothing to report
- (f) Seats and Benches - Update on bench on Queen Elizabeth Way (Priority Project) – already discussed
- (g) Children's Playground
 - (i) Playground Annual Inspection - RoSPA Safety Inspection Report – noted at the meeting.
 - (ii) Skatepark Annual Inspection - RoSPA Safety Inspection Report – noted at meeting.
 - (iii) Parish Council's Weekly Inspection Report - Cllr C Shepherd will assess the trees overhanging the Zipwire and report back.
 - (iv) Lost property found on playground – The Facebook article hadn't found the owner so an article will be placed in the Village Voice, if this doesn't find the owner then the items to be donated to NSPCC.
- (h) Dog Bins and Sponsorship - The BM informed the meeting that all the old advertisements have now been removed and as soon as the weather is cooler the new ones will be installed.
- (i) Footpaths/Walkways – nothing to report
- (j) Tree Warden and Tree Survey – Dead tree on amenity land on Bank Road. It was agreed to arrange for this to be cut down and the BM was asked to arrange for quotations.
- (k) General Village Environment
 - (i) Litter pick for September 2026 – It was agreed to wait until Spring 2027 for the next Litter Pick.

8. **War Memorial and War Memorial Gardens** – Update on replacement timber sleepers around the flower beds (Priority Project) – see item 19.

9. **Climate Change and Biodiversity** – Cllr B Anderson highlighted his concern that a section of the path on the Queen Elizabeth Way had been mown and he will contact NCC due to this area being ecologically important. Cllr B Anderson further explained that this area was split into sections with a good number of butterflies were recorded on each section but the mown strip only had 2 butterflies.

10. **Rangers and update on NCC Highways Requests** - nothing to report
11. **Correspondence** - none
12. **Open the meeting to allow Public Participation** - None present
13. **Items for inclusion on the next agenda** - Queen Elizabeth Way mown path
14. **Date of next meeting – 7th September 2026 at 7pm in the Loft**
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. **Quotation for new replacement net on large Multiplay and installation** – noted at the meeting
17. **Quotation for replacement of net sections on large Multiplay and installation** – This was awarded to Playdale.
18. **Quotations for two new “No unauthorised motorised vehicles except motorised wheelchair users” signs on the recreation ground and three new signs on the Warren.** Quotations were received but due to the costs it was agreed to meet on site to confirm how many signs were required.
19. **Quotations for replacement flower bed edging at War Memorial Gardens** – Cllr C Shepherd and the BM were meeting contractors on site and Cllr A Watkins proposed another company and the BM will send the details to them.

With no further business the meeting was closed at 21:03

Action Points

Business Manager

- (a) Bus shelters and benches - to check measurements for installation with NCC's Highways Engineer and to present all costs to Full Council in September
- (b) To send the Cleaning Contractor an order for cutting back the nettles around the bus shelter on Manor Road
- (c) To inform those residents who had replied regarding the change of grass cutting regime about the decision
- (d) To contact the grass cutting contractor regarding item 7(c) and to ask him to complete the full cuts on the corner of Manor Road/Shernborne Road plus between the dyke and the church wall
- (e) To install the new advertisements on the dog bins
- (f) To arrange for quotations for cutting down the dead tree on Bank Road as well as 2 dead trees at GCA8
- (g) To arrange a site visit for the Warren to discuss number of signs
- (h) To order the provision and installation of new net sections on the large Multiplay.

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 assess the trees overhanging the Zipwire and report back

Cllr C Shepherd and Cllr B Anderson

- (a) To inspect the land at James Jackson Way.

Cllr B Anderson and Cllr M Ward

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

Cllr C Shepherd and Cllr M Shepherd

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

Cllr R Frost

- (a) To trim back the hedge next to the litter bin on Station 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