

Minutes of the Environment Committee meeting held on Monday 7th September 2026 at 7.00pm, in the Loft, Dersingham Village Centre

Present: Cllr R Frost - Chairman, Cllr C Shepherd, Cllr J Stokes, Cllr M Ward, Cllr B Anderson (left at 20.30pm) and Cllr T Bubb (left at 20.57pm)

In Attendance: Karen Orgill - Business Manager and Minute Taker and one member of the public.

1. **To consider apologies for absence** – Cllr A Watkins
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 comments
4. **To approve the minutes of the Environment Committee Meeting held on Monday 6th July 2026**
 - (a) The minutes were proposed by Cllr J Stokes, seconded by Cllr T Bubb and were approved as a correct record and they were signed by the Chairman.
 - (b) The action list was reviewed with those completed removed from the list.

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 – see agenda item 18 and 19. The BM informed the meeting that she had visited all the sites with the Highway Engineer on the 25th August and had agreed the position of the benches and bus shelter.
- (b) To send the Cleaning Contractor an order for cutting back the nettles around the bus shelter on Manor Road – completed
- (c) To inform those residents who had replied regarding the change of grass cutting regime about the decision - completed
- (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 - completed
- (e) To install the new advertisements on the dog bins – waiting for cooler weather
- (f) To arrange for quotations for cutting down the dead tree on Bank Road as well as 2 dead trees at GCA8 – see agenda item 16.
- (g) To arrange a site visit for the Warren to discuss number of signs – completed and it was resolved to purchase 3 no. signs
- (h) To order the provision and installation of new net sections on the large Multiplay – completed and the estimated installation date is the 28th September.

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 – Purchase of the tubing has been completed and they will be installed in September

- (d) To assess the trees overhanging the Zipwire and report back - to be completed in the winter

Cllr C Shepherd and Cllr B Anderson

- (a) To inspect the land at James Jackson Way - to be completed shortly

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 B Anderson has completed writing the text and has sent it to Cllr M Ward who suggested a meeting with the artist.

Cllr C Shepherd and Cllr M Shepherd

- (a) To complete the write-up for the old train line for the leaflet for Elizabeth Way – 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 - to be completed shortly

Cllr C Shepherd and Cllr T Bubb

- (a) To install the replacement red rope on the swing – completed by Cllr C Shepherd and Cllr M Shepherd
- (c) To consider matters arising – Discussion took place regarding a 5-metre firebreak at Pakenham Drive/James Jackson Road and this will be reviewed if the weather turns extremely dry again in 2027. The grass cutting contract will be written to include extending the width of the firebreak if necessary.

- 5. **Current Financial Position and Reserves** – Cllr C Shepherd asked for a review of the Cleaning Contract to be placed on Octobers agenda. It was agreed that the Budget Setting for the Environment Committee be set for Thursday 5th November 2026 at 7pm.

6. **Areas of responsibility**

- (a) Bus shelters/stops – The BM expressed concern that the two new bus shelters on Hunstanton Road had still not been repaired following installation despite many telephone conversations and emails and she would now contact the MD of the company.
 - (i) Updates to benches/bus shelters next to bus stops (Priority Project) – see agenda item 18.
 - (ii) Possible new stops in the village – the BM had contacted the Commercial Manager of Lynx Bus Company and he raised concerns that the suggested area contained a pedestrian crossing and had bends in the road. The bus route was served once per hour by route 36. Cllr C Shepherd had also checked the distances and the current bus stops were a 10-minute walk between each one which was within recommendations.
- (b) Streetlights
 - (i) Borough Council New Community Fund – possible grant application for Streetlights – Cllr C Shepherd had checked the criteria and understood

that DPC's request for streetlights fell within the parameters of the criteria and she would complete the application and seek Cllr T Bubb and Cllr J Collingham's support for the 50% funding.

- (c) Grass Cutting – see item 10.3 grass cutting in Crisp Close and the grass cutting contract will be reviewed during the summer 2027.
- (d) Cleaning – The Cleaning Contractor had reported rats in the War memorial Gardens – noted at the meeting.
- (e) Litter Bins – The BM informed the meeting that she had placed notices asking users of the recreation ground to take away their litter if the bins were full.
- (f) Seats and Benches - Update on bench on Queen Elizabeth Way (Priority Project) – The BM reported that there had been no take up of sponsorship and it was resolved not to continue with seeking sponsorship.
- (g) Children's Playground
 - (i) Parish Council's Weekly Inspection Report – nothing to report
- (h) Dog Bins and Sponsorship - new adverts will be installed during the cooler weather
- (i) Footpaths/Walkways – The BM asked if any walkways to bus stops required resurfacing and the Councillors would let the BM know.
- (j) Tree Warden and Tree Survey - nothing to report
- (k) General Village Environment – A parishioner had asked for remedial work to be carried out at all three entrances to the Warren to support access for disabled buggies. It was agreed for the BM to obtain quotations for MOT type 1 or crushed stone for the next meeting.
Cllr J Stokes asked all councillors to inform him if they know of any blocked drains and he will pass it onto NCC.

7. **War Memorial and War Memorial Gardens** – see item 17 and nothing more to report

8. **Climate Change and Biodiversity** – Cllr B Anderson reported that he had been looking at trends of hot summers and 1976 now ranked 7th after the last few years.

9. **Rangers and update on NCC Highways Requests** – no requests

10. **Correspondence**

- 10.1 NCC 2027-2028 Parish Partnership Fund – There was a discussion and there were no suggestions for a scheme for progression . It was noted that we are still waiting for a date for the installation of the Village Gates on Shernborne Road.
- 10.2 Email - playing football in open spaces – noted at the meeting
- 10.3 Email - grass cutting in Crisp Close – see item 6(c)

11. **Open the meeting to allow Public Participation** - No public comments

12. **Items for inclusion on the next agenda** –

- 12.1 Review of the Cleaning Contract
- 12.2 Stanton Road and concerns over pigeons
- 12.3 Quotations for new bus shelters and associated works (Priority Project) from September's meeting.

13. **Date of next meeting – 5th October 2026 at 7pm in the Loft**

At this point the member of public left the meeting.

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 new “No unauthorised motorised vehicles except motorised wheelchair users” signs – two on the recreation ground and three on the Warren and associated works – The work to manufacture the signs was awarded to East Coast Signs. Further quotations are required for the installation of the signs.**

16. **Quotations for removal of one dead tree on Bank Road and two dead trees on GCA8 – The work was awarded to Heritage Tree Specialist Ltd and the urgent removal of a dead Scots Pine was awarded to TBH Tree Care.**

17. **Quotations for replacement edging for flower beds at War Memorial gardens (Priority Project). The work was awarded to Minns Bros and will be taken to Full Council for ratification.**

18. **Quotations for new bus shelters and associated works (Priority Project) – Cllr J Stokes asked for the quotations to be moved to October’s meeting.**

19. **Quotations for new benches and associated works (Priority Project) – Cllr J Stokes asked for the quotations to be moved to October’s meeting.**

With no further business the meeting was closed at 21:08

Action Points

Business Manager

- (a) To install the new advertisements on the dog bins
- (b) To contact the MD of the bus shelter company who installed two bus shelters on Hunstanton Road this year
- (c) To obtain quotations for remedial work of MOT type 1 or crushed stone to be carried out at all three entrances to the Warren to support access for disabled buggies

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 assess the trees overhanging the Zipwire and report back
- (d) To complete the application form for the Borough Council New Community Fund for 50% funding towards 5 no. replacement streetlights

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