Minutes of the Environment Committee meeting held on Monday 5th October 2026 at 7.00pm, in the Loft, Dersingham Village Centre

Present: Cllr R Frost - Chairman, Cllr C Shepherd, Cllr M Ward, Cllr T Bubb and Cllr B Anderson (left at 20.14pm)

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** – Cllr J Stokes and Cllr A Watkins

2. **Declarations of Interest and requests for dispensations by councillors in any agenda item** – Cllr M Ward for Item 6(k) Stanton Road

3. **Open the meeting to allow Public Participation** - None present

4. **To approve the minutes of the Environment Committee Meeting held on Monday 7th September 2026**
   (a) The minutes were proposed by Cllr M Ward, seconded by Cllr B Anderson and were approved as a correct record and were signed by the Chairman.
   (b) The action list was reviewed with those completed removed from the list.

Business Manager
(a) To install the new advertisements on the dog bins – see item 6(h)
(b) To contact the MD of the bus shelter company who installed two bus shelters on Hunstanton Road this year – The BM confirmed that this work had now been completed.
(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 – see item 18.

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

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 wildlife for the leaflet for Elizabeth Way – Cllr B Anderson asked whether the leaflet could be A4 folded to A5 and this was agreed. The BM was asked to provide quotations for polycarbonate leaflet holders with lids.

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

(c) To consider matters arising - none

5. **Current Financial Position and Reserves –** Cllr C Shepherd confirmed there were no financial issues and the Environment Committee Budget Setting meeting was arranged for Thursday 5th November at 7pm.

6. **Areas of responsibility**

(a) Bus shelters/stops

(i) Change of bus shelter next to bus stops (Priority Project). Following the suggestion made at the Finance and Admin Committee meeting for a new bus shelter to be placed on Station Road opposite Valley Rise, following comments from residents a decision was made not to continue with the suggestion. The BM was asked to look into a provision of a bench with a back.

(ii) Update on repairs to newly installed bus shelters - completed

(b) Streetlights – Cllr C Shepherd confirmed the application had been completed and Cllr T Bubb explained that he thought that confirmation of whether the application was successful, would be about one month's time.

(c) Grass Cutting – A review on the condition of the recreation ground grass surfacing will be carried out later in the winter.

(d) Cleaning – review of DPC's cleaning contract (renewal March 2027) – a discussion took place and it was agreed to increase the weekly cleaning of the recreation ground to twice a week all year round and to increase the number of bus shelter cleaning to six bus shelters and to include cleaning bus shelter gutters. The Committee also asked for photo proof that noticeboards and playground equipment were being washed for the current cleaning contract. Care for the noticeboard at the Co-op was asked for. The BM was asked to alter the schedule of core service works and to provide quotations for January 2027. Cllr J Stokes had offered to remove the ivy in the Bus Shelter on Chapel Road.

(e) Litter Bins – update on litter bin LB06 on Hunstanton Road off Woodside Avenue – The BM explained that Serco had refused to empty the bin now the inner liner was missing and had said that a replacement bin should be provided that was capable of accommodating a wheelie bin, however, the space was too small for a wheelie bin container. The BM was asked to discuss a 25 or 50 litre bin on a post with Serco.

(f) Seats and Benches - The BM informed the meeting that the agreed five benches/seats were currently being painted.

(g) Children's Playground

(i) Parish Council's Weekly Inspection Report – Nothing to report

(h) Dog Bins and Sponsorship - Update on signs and review of period of sponsorship and associated charges – Cllr T Bubb volunteered to place the

new signs on the dog bins. After discussion it was agreed to discontinue the advertising on the dog bins and the BM would write to the advertisers in March informing them of this decision. The income stream would be removed at November's budget setting meeting.

(i) Footpaths/Walkways – Cllr B Anderson reported that the epicormic growth on the lime trees on Hunstanton Road/Hawthorn Drive resulted in pedestrians walking on the road and the BM was asked to report this to NCC's Highways.

(j) Tree Warden and Tree Survey - Nothing to report

(k) General Village Environment – Stanton Road and concerns about pigeons – noted at the meeting. The BM was asked to contact BCKLWN to request all street names be washed. Cllr C Shepherd offered to look at the flashing speed restriction sign on Lynn Road as Cllr T Bubb explained it didn't appear to be working during daylight hours.

7. **War Memorial and War Memorial Gardens** – Cllr C Shepherd and Cllr J Stokes will undertake the yearly clean up in preparation for the Remembrance Day service on 11th November.

8. **Climate Change and Biodiversity** – Cllr B Anderson reported that a Clouded Yellow butterfly had been seen in Dersingham and it had been reported that it was a good year for butterflies.

9. **Rangers and update on NCC Highways Requests** – Cllr T Bubb informed the meeting that the street sweeper couldn't clean Greenwich Close because of parked cars and the BM was asked to ascertain whether this could be carried out by hand.

10. **Correspondence** - None

11. **Open the meeting to allow Public Participation** - None present

12. **Items for inclusion on the next agenda** – BM to be informed of any agenda items

13. **Date of next meeting – 2nd November 2026 at 7pm in the Loft and Environment Budget Setting 5th November 2026 at 7pm in the Loft.**

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 installation of new "No unauthorised motorised vehicles except motorised wheelchair users" signs – two on the recreation ground and three on the Warren.** This was awarded to D A Jordan Groundworks.

16. **Quotations for new bus shelters and associated works (Priority Project).** Installation of one new bus shelter was awarded to Ace Shelters and the associated works was awarded to D A Jordan Groundworks. As a Priority Project, agreement by Full Council is required as it involved use of reserves. The BM can complete the NCC's funding application.

17. **Quotations for new benches and associated works (Priority Project).** The purchase of two new benches was awarded to Broxap and the associated works was awarded to D A Jordan Groundworks. As a Priority Project, agreement by Full Council is required as it involved use of reserves.
18. **Quotations for remedial work at all three entrances to the Warren** - This was awarded to D A Jordan Groundworks.

With no further business the meeting was closed at 20:46

Action Points

Business Manager

(a) To provide quotations for A5 polycarbonate leaflet holders with lids for wildlife/ex trainline leaflets on Elizabeth Way
(b) To write to the residents regarding the decision not to continue with the proposed bus shelter on Station Road opposite Valley Rise
(c) To confirm NCC's Highways support for the provision of a bench with a back on Station Road opposite Valley Rise
(d) To provide quotations for the purchase of a bench with a back and associated remedial work to install the bench
(e) To alter the cleaning contractors schedule of core service works (weekly cleaning of the recreation ground to twice a week all year round and to increase the number of bus shelter cleaning to six and to include cleaning all bus shelter gutters) and to provide quotations from contractors for January 2027
(f) To ask the cleaning contractor to provide photo proof that noticeboards and playground equipment were being washed
(g) To discuss with Serco whether a 25 or 50 litre bin on a post could be installed instead of a wheelie bin due to the narrow site
(h) To write to the dog bin advertisers in March 2027 informing them advertising on the dog bins is now discontinued
(i) To inform the RFO to remove the income stream 400 Dog Bin Sponsorship at November's budget setting meeting
(j) To contact NCC's Highways that the epicormic growth on the lime trees on Hunstanton Road/Hawthorn Drive is required to be cut back
(k) To contact BCKLWN to request all street names be washed
(l) To contact BCKLWN and ascertain whether Greenwich Close could be cleaned by hand since the street sweeper could not clean the road because of parked cars

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 look at the flashing speed restriction sign on Lynn Road and ascertain whether it was working during daylight hours

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

Cllr J Stokes

(a) To remove any ivy growing into the bus shelter on Chapel Road

Cllr T Bubb

(a) To place advertisings signs on 31 dog bins

Cllr C Shepherd and Cllr J Stokes

(a) To undertake the yearly clean up in preparation for the Remembrance Day service on 11th November