Minutes of the Environment Committee meeting held on Monday 2nd November 2026 at 7.00pm, in the Loft, Dersingham Village Centre

Present: Cllr R Frost - Chairman, Cllr C Shepherd, Cllr J Stokes, Cllr A Watkins, Cllr T Bubb and Cllr B Anderson (arrived at 7.23)

In Attendance: Karen Orgill - Business Manager and Minute Taker

1. **To consider apologies for absence** – Cllr M Ward

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 5th October 2026**
   (a) The minutes were proposed by Cllr C Shepherd, seconded by Cllr A Watkins 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 provide quotations for A5 polycarbonate leaflet holders with lids for wildlife/ex trainline leaflets on Elizabeth Way – see item 16
(b) To write to the residents regarding the decision not to continue with the proposed bus shelter on Station Road opposite Valley Rise - completed
(c) To confirm NCC's Highways support for the provision of a bench with a back on Station Road opposite Valley Rise - completed
(d) To provide quotations for the purchase of a bench with a back and associated remedial work to install the bench – see item 15
(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. To be completed.
(f) To ask the cleaning contractor to provide photo proof that noticeboards and playground equipment were being washed - completed
(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 – See item 6(e).
(h) To write to the dog bin advertisers in March 2027 informing them advertising on the dog bins is now discontinued. To be completed
(i) To inform the RFO to remove the income stream 400 Dog Bin Sponsorship at November's budget setting meeting - completed
(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 - completed
(k) To contact BCKLWN to request all street names be washed – completed but BCKLWN's Clean Up Team replied and said they were unable to wash all the signs. They did state that if a street name plate is not visible due to damage, wear or is completely missing then the address management team would be able to arrange a replacement.
(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 –

completed and BCKLWN's Clean Up Team replied and the Greenwich Close and surrounding area had been inspected and it had been agreed that the area will be hand swept due to the number of vehicles in the area. This will be carried out after the autumnal fall has finished in December.

(m) To contact DUC and ask for the trees to be cut back which are affecting the speed sign on entering the village on the B1440 Lynn road – completed and the DUC confirmed they would cut back the trees.

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
The BM was asked to prepare a list of all trees that required trimming back including 2 oak trees (DUC) that are outside the recreation ground but overhanging the playground including the work required in the tree survey and to arrange for quotations

(d) To look at the flashing speed restriction sign on Lynn Road and ascertain whether it was working during daylight hours – Cllr C Shepherd informed the meeting that she and Cllr M Shepherd had taken a mop and cloths and cleaned the sign. The sign was now functioning in the daylight and at night. Cllr C Shepherd said that the flashing speed restriction sign on Hunstanton Road also needed cleaning and she would do this.

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 – to be completed shortly

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 - to be completed shortly

Cllr J Stokes

(a) To remove any ivy growing into the bus shelter on Chapel Road - to be completed shortly

Cllr T Bubb

(a) To place advertisings signs on 31 dog bins - completed

Cllr C Shepherd and Cllr J Stokes

(a) To undertake the yearly clean up in preparation for the Remembrance Day service on 11th November – to be carried out on Wednesday 4th or Thursday 5th November.

(c) To consider matters arising – Cllr C Shepherd asked the meeting to consider increasing the recreation ground maintenance budget at the Budget Setting meeting on Thursday 12th November so quotations can be sought to carry out decompaction/rotavating or harrowing then reseeding. Further advice would be sought.
Cllr C Shepherd confirmed that the Lime tree in the War Memorial had been dead wooded on Friday 30th October but she had noticed that there was still some deadwood in the canopy but this could wait until next year.

5. **Current Financial Position and Reserves –** Cllr C Shepherd confirmed there were no financial issues but the grass cutting contractor was still carrying out regular cuts but there was probably insufficient money for additional cleaning work at the children's playground before the start of the new financial year.
Cllr C Shepherd would raise concerns with the Borough Council about their refusal to give grant assistance for the replacement of 5 streetlights.

6. **Areas of responsibility**
(a) Bus shelters/stops
(i) Update on NCC Funding Bid - The BM informed the meeting that she had been successful in obtaining an 80% NCC grant and she will now place the orders for the bus shelter and benches.
(ii) Graffiti on bus shelter – The BM was asked to confirm the bus shelter company for advice on what to use to remove the graffiti on the wooden seat.
(b) Streetlights – nothing further to report
(c) Grass Cutting – nothing further to report
(d) Cleaning – The BM was asked to remind the cleaning contractor to send in photos when the cleaning had been carried out and the BM was asked to check the items were being cleaned satisfactory.
(e) Litter Bins – update on litter bin LB06 on Hunstanton Road off Woodside Avenue - The BM explained that BCKLWN had written to all parish councils in 2007 that following a consultation any litter bin that required replacement would have to be replaced with a litter bin housing suitable of containing a 140 litre or 240 litre wheeled bin. Unfortunately, these litter bin housings are too big for the ground space and a decision was made to remove the bin. Cllr T Bubb offered to remove the litter bin and temporarily store it whilst the BM sourced a replacement bin liner. This bin would then be moved to the recreation ground.
(f) Seats and Benches – Offer of a donation for a new bench on the Queen Elizabeth Walk – The BM had previously circulated an email offering a donation for a new bench, plus a further offer made direct to Cllr C Shepherd, both offers were accepted and a decision was made that the parish council would pay for the installation of both benches. The BM would contact NCC's Trails Team and complete the street licence form.
(g) Children's Playground
(i) Parish Council's Weekly Inspection Report – Cllr C Shepherd alerted the meeting that certain weeks of the inspection reports hadn't been completed by the ABM. Cllr C Shepherd will arrange a meeting to discuss a more robust procedure for monitoring the weekly inspection.

(h) Dog Bins and Sponsorship - Dog bin emptying costs. The BM had contacted a dog bin emptying company but based on the costs it was agreed to retain BCKLWN.

(i) Footpaths/Walkways - nothing to report

(j) Tree Warden and Tree Survey – Request by NCC to cut back trees overhanging the highway on Hunstanton Road – to be included in the quotation as discussed in the Action List.

(k) General Village Environment –

(i) Land at end of Bank Road – The BM was asked to contact BCKLWN as they owned the land whilst the parish council has a licence agreement with BCKLWN.

(ii) Agree dates for switch on/off for Christmas Lights – A decision was made that the lights would be set up on Monday 30th November to be switched on for Tuesday 1st December for 5 weeks and taken down on Wednesday 6th January. The BM to contact the Electrical Contractor.

(iii) The BM was asked to contact NCC to arrange for the No Parking signs on Post Office Road outside the former post office to be removed.

(iv) The BM was asked to check that the Saxon Way Schools Children Crossing sign had been removed.

7. **War Memorial and War Memorial Gardens** - nothing to report

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

9. **Rangers and update on NCC Highways Requests** - nothing to report

10. **Correspondence**

10.1 A gardening company had sent in an email introducing the company for ground maintenance work – noted at the meeting.

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

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

13. **Date of next meetings –**
Environment Budget Setting Thursday 12th November at 7pm in the Loft and Environment Committee meeting on Thursday 3rd December 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 new bench with a back and associated works (Priority Project)**
This was awarded to Broxap

16. **Quotations for A5 polycarbonate leaflet holders with lids** – Quotations were previously circulated but it was agreed to defer the purchase until the leaflets are ready.

With no further business the meeting was closed at 20:36

Action Points

Business Manager

(a) 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
(b) To write to the dog bin advertisers in March 2027 informing them advertising on the dog bins is now discontinued
(c) To prepare a list of all trees that required trimming back and arrange for quotations
(d) To contact BCKLWN's Outdoor Spaces Team for advice on decompaction/rotavating or harrowing grass then reseeding.
(e) To ask the bus shelter company for advice on what to use to remove the graffiti
(f) To source a replacement bin liner
(g) To contact NCC's Trails Team and complete a street licence form
(h) To source quotations for installing concrete plinths and installation of benches on the Queen Elizabeth footpath
(i) To contact BCKLWN regarding overgrown land on Bank Road
(j) To contact the Electrical Contractor for the lights to be installed Monday 30th November to be switched on for Tuesday 1st December for 5 weeks and taken down on Wednesday 6th January
(k) To contact NCC to arrange for the No Parking signs on Post Office Road outside the former post office to be removed
(l) To check the Saxon Way Schools Children Crossing sign had been removed

Cllr C Shepherd

(a) To arrange a meeting with the ABM to discuss a more robust procedure for monitoring the weekly inspection of the children's playground

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

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