

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE MEETING**

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Members of the Environment & Highways Committee are summoned to attend a meeting of the Committee to be held on **Thursday 5<sup>th</sup> February 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW, for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend and can access supporting papers by scanning the QR code or visiting our website [www.draytonparishcouncil.gov.uk](http://www.draytonparishcouncil.gov.uk)



*Amy Pinkham*

Parish Clerk & RFO

*Date of Issue: 29<sup>th</sup> January 2026*

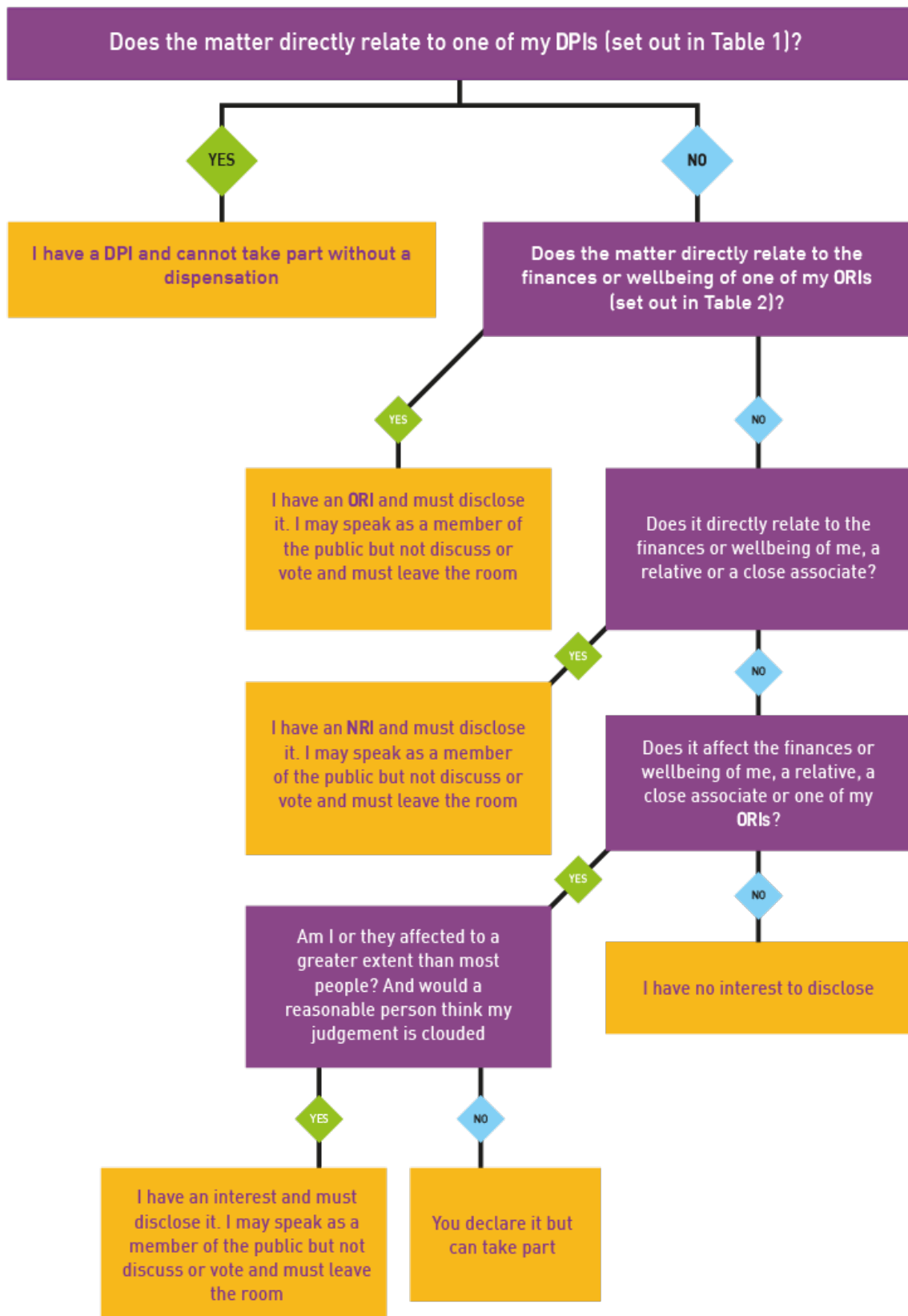
**AGENDA**

|  | <b>Page</b> |
|--|-------------|
| 1. To receive apologies and consider acceptance for absence.   |             |
| 2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.                            | (1-4)       |
| 3. To receive minutes of the meeting of the Environment & Highways Committee held on 6 <sup>th</sup> November 2025 for approval.                     | (5-7)       |
| 4. To receive any questions or comments from members of the public.  |             |
| 5. To receive Clerk's Report on matters arising from previous meetings of the Committee.   | (8-9)       |
| 6. To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure to date.             | (10-12)     |
| 7. To consider the request for a grit bin from residents of the Church Farm development.   | (13)        |
| 8. To consider the update in regards to the Green Lanes Jetty Project.   | (14-15)     |
| 9. To conduct annual review of Working Groups of the Committee.  | (16-18)     |
| 10. To conduct annual review of Committee Terms of Reference and make recommendations for amendment to Council.                                      | (19-22)     |
| 11. To consider a community competition brief for 2026.  | (23-24)     |
| 12. To receive an update in regards to the SAM2 device.  | (25)        |
| 13. To receive an update in regards to replacement benches.  | (26-27)     |
| 14. To note exchange of information  |             |
| 15. To note the date and time of the next meeting is scheduled to take place on Thursday 4 <sup>th</sup> June 2026 at 7pm at King George V Pavilion. |             |

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

|   |                                       |
|---|---------------------------------------|
| <b>Paper</b>  | <b>EH2: Declarations of Interest.</b> |
| <b>Meeting</b>  | Environment & Highways Committee      |
| <b>Date</b>   | 5 <sup>th</sup> February 2026         |
| <b>Author</b>   | Deputy Clerk & Facilities Manager     |
| <b>Summary</b>  |                                       |
| <p><u>Declarations of Interests</u></p> <p>All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.</p> <p>At the start of the meeting, council members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.</p> <p>Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.</p> <p>You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.</p> <p>If in doubt, you should always seek advice from the monitoring officer at <a href="mailto:monitoringofficer@southnorfolkandbroadland.gov.uk">monitoringofficer@southnorfolkandbroadland.gov.uk</a>. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p> <p><u>Dispensation Requests</u></p> <p>In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.</p> <p>Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.</p> <p>A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.</p> <p>For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.</p> |                                       |
| <b>Recommendation</b>   |                                       |
| The Committee is asked to note the paper for information.   |                                       |

## Interests Flowchart



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

| <b>Subject</b>   | <b>Description</b>   |
|--|--|
| <b>Employment, office, trade, profession or vocation</b> | Any employment, office, trade, profession or vocation carried on for profit or gain.   |
| <b>Sponsorship</b>                                       | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.<br>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.  |
| <b>Contracts</b>   | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council<br>—<br>(a) under which goods or services are to be provided or works are to be executed; and<br>(b) which has not been fully discharged |
| <b>Land and Property</b>                                 | Any beneficial interest in land which is within the area of the council.<br>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.   |
| <b>Licenses</b>  | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer   |

|                            |  |
|----------------------------|--|
| <b>Corporate tenancies</b> | Any tenancy where (to the councillor's knowledge)—<br>(a) the landlord is the council; and<br>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.  |
| <b>Securities</b>          | Any beneficial interest in securities* of a body where—<br>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and<br>(b) either—<br>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or<br>(ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class. |

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

### **Table 2: Other Registrable Interests**

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

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| <b>Paper</b>   | <b>EH3:</b> To receive minutes of the meeting of the Environment & Highways Committee held on 6 <sup>th</sup> November 2025 for approval. |
| <b>Meeting</b>   | Environment & Highways Committee  |
| <b>Date</b>  | 5 <sup>th</sup> February 2026   |
| <b>Author</b>  | Deputy Clerk & Facilities Manager   |
| <b>Summary</b>   |   |
| <p>Per section 12 of the Council’s adopted Standing Orders, Committee members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.</p> <p>The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p> <p><u>For information</u></p> <p>Per section 3t of the Council’s adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> <li>i. the time and place of the meeting;</li> <li>ii. the names of councillors who are present and the names of councillors who are absent;</li> <li>iii. interests that have been declared by councillors and non-councillors with voting rights;</li> <li>iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;</li> <li>v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li> <li>vi. if there was a public participation session;</li> <li>vii. and the resolutions made.</li> </ul> |   |
| <b>Recommendation</b>  |   |
| The Committee is asked to confirm the accuracy of the minutes of the last meeting of the Committee.  |   |

Minutes of the Environment & Highways Committee held on **Thursday 6<sup>th</sup> November 2025, at 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** G. Everett, H. Kisby (Chair), R. Turner and S. White.

**In attendance:** Rachel Catto; Deputy Clerk & Facilities Manager.

**Meeting Opened:** 7:01pm

**1. To receive apologies and consider acceptance for absence.**

No apologies were received.

**2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**

None.

**3. To receive minutes of the meeting of the Environment & Highways Committee held on 7<sup>th</sup> August 2025 for approval.**

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair, subject to amendment of Sabberton Way to Sabberton Drive under item 13.

**4. To receive any questions or comments from members of the public.**

None.

**5. To receive Clerk's Report on matters arising from previous meetings of the Committee.**

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager regarding progress with the SAM2 project, advice regarding new tree planting at Green Lanes and advice from Area Manager (North) for Infrastructure in regards to traffic counts and feasibility studies. The Committee noted that it would be useful to obtain data on current traffic flows and that the Deputy Clerk & Facilities Manager should continue to pursue funding for this with County Councillor T. Adams.

**6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure.**

The Committee noted the report with no further comments or questions.

**7. To consider the draft budget for the 2026-27 financial year.**

The Committee **AGREED** to recommend the 2026-27 draft budget as presented for approval by Council, pending confirmation regarding whether funding for new benches at Green Lanes and Hall Lane could be obtained via the Green Infrastructure Fund.

**8. To receive an update regarding the Norfolk County Council bus shelter funding scheme.**

The Committee noted the update and that it would be helpful to explore whether the installation of new bus shelters would impact the Parish Council's insurance.

**9. To receive an update regarding CCTV at Green Lanes.**

The Committee noted the update as presented and that the lead time on the installation of the CCTV system was anticipated to be 3-4 weeks from deposit payment.

**10. To receive update on marshland maintenance and meadow cutting at Green Lanes.**

The Committee noted the update.

**11. To receive an update regarding replacement bench and consider examples of 'talking bench' plaques.**

The Committee noted the update and **AGREED** to purchase a bespoke talking bench plaque similar to image 2.2 as presented, with the following wording: "Happy To Chat" "Sit here if you don't mind someone stopping to say hello".

**12. To receive an update and consider quotes for replacement lectern and map for Green Lanes.**

The Committee noted the update and **AGREED** to purchase a Forest-Saver Recycled Plastic angled lectern, removing logos and reference to NCC & DPC, using black font and the existing signage wording and imagery as a basis for the new design. The Committee requested confirmation regarding whether the lectern could be funded via the Green Infrastructure Fund.

**13. To receive an up-date on grass verge pricing for 2026-27.**

The Committee **AGREED** to accept the 2026-27 pricing up-date as presented by the Deputy Clerk and Facilities Manager, subject to the required amendments to the 2026-27 Environment & Highways Committee budget to reflect the increase.

**14. To note exchange of information.**

It was noted that the Council Chair would be attending a memorial service and laying a wreath on Remembrance Sunday.

It was noted that Norfolk based family charity Ambers Army would be opening a charity shop and family support hub on School Road on Saturday 15<sup>th</sup> November 2025, time to be confirmed.

A request to receive an update regarding the Green Lanes jetty project at the next meeting was received.

**15. To note that the next meeting is scheduled to take place on Thursday 5<sup>th</sup> February 2026 at 7pm at King George V Pavilion.**

The Committee noted the date and time of the next meeting of the Committee.

**Meeting closed: 8:53pm**



**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

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| <b>Paper</b>  | <b>EH5:</b> To receive the Clerks Report on Committee matters arising from previous meetings. |
| <b>Meeting</b>  | Environment & Highways Committee  |
| <b>Date</b>   | 5 <sup>th</sup> February 2026   |
| <b>Author</b>   | Deputy Clerk & Facilities Manager   |
| <b>Summary</b>  |   |
| <p>It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none"><li>1. The meeting date</li><li>2. The minute reference</li><li>3. The agenda item</li><li>4. The resolution</li><li>5. Status update</li></ol> <p>The Clerks Report on Committee matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.</p> <p>If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.</p> <p>Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.</p> |   |
| <b>Recommendation</b>   |   |
| The Committee is asked to receive the report for information.   |   |

| Meeting Date | Minute Ref | Agenda Item  | Resolution (extract from the minutes for ALL resolutions)  | Status Update   |
|--------------|------------|--|--|---|
| 2025.02.06   | 9          | To note proposal received from the Highways Engineer regarding traffic calming measures outside Drayton Community Infant School on School Road and consider a response | The Committee noted the Highway Engineer's proposal regarding traffic calming measures outside Drayton Community Infant School on School Road and <b>AGREED</b> to support the recommendation for a white 20mph Roundel Road marking to be installed in the carriageway next to the 20mph signs.   | <b>Ongoing:</b> On 12/03/2025 Highway Engineer confirmed that works had been programmed for the 20mph Roundels to be installed and that the Works Order will be issued to the lining contractor at the Start of the New Financial year in April. Awaiting update from Highway Engineer. |
| 2025.02.06   | 10         | To note concerns raised regarding Drayton Triangle junction and consider response to feedback from the Highways Engineer [EH7]   | The Committee <b>AGREED</b> to request that the Highway Engineer undertake a one-week traffic count outside the Bob Carter Centre on School Road, in order to acquire data for comparative analysis with previous pre-NDR traffic counts.  | <b>Complete:</b> Update provided at 2025.11.06 meeting  |
| 2025.08.07   | 12         | To receive an update regarding the Norfolk County Council bus shelter funding scheme and consider a response regarding the second phase of funding                     | The Committee <b>AGREED</b> to request up to £10,000 expenditure for the replacement of 5 bus shelters in the following locations in order of preference:<br>1. Drayton High Road near Hurn Road<br>2. Fakenham Road near Tesco<br>3. Drayton High Road near R.G. Carters<br>4. Pendlesham Rise<br>5. Drayton High Road near KGV Playing Field<br>The Committee <b>AGREED</b> the shelters near Hurn Road and Fakenham Road should be replaced in the same orientation and style (including any seating) as the existing shelters. Where possible, the remaining shelters should follow a uniform design similar to those purchased from phase 1 of the scheme.<br>It was noted that should quotes received exceed £10,000, application to the scheme shall be brought back to Council for approval. | <b>Ongoing:</b><br>Application approved 08.10.2025.<br>Order placed with bus shelter contractor.<br><br>Anticipated installation week commencing 2nd February 2026. Awaiting confirmation of details.   |
| 2025.08.07   | 13         | To consider request for two additional dog waste bins for the Church Farm Development.   | The Committee considered the request for two additional dog waste bins for the Church Farm Development and <b>AGREED</b> to write to the developer, Hopkins Homes, to request installation of one additional general waste bin near Sabaton Way by the wooden access gate.   | <b>Ongoing:</b> Request sent to developer and management company. Awaiting confirmation re who has responsibility at this stage of the development.   |
| 2025.11.06   | 3          | To receive minutes of the meeting of the Environment & Highways Committee held on 7th August 2025 for approval.  | The minutes were <b>AGREED</b> as an accurate record of the meeting and signed by the Chair, subject to amendment of Sabberton Way to Sabberton Drive under item 13.   | <b>Complete:</b> Approved minutes published on Council website.   |
| 2025.11.06   | 5          | To receive Clerk's Report on matters arising from previous meetings of the Committee   | The Committee noted that it would be useful to obtain data on current traffic flows outside the Bob Carter Centre on School Road and that the Deputy Clerk & Facilities Manager should continue to pursue funding for this with County Councillor T. Adams.  | <b>Ongoing:</b> County Councillor T. Adams confirmed intent to use portion of 2026 budget for traffic count. Awaiting update from Highway Engineer.   |
| 2025.11.06   | 7          | To consider the draft budget for the 2026-27 financial year  | The Committee <b>AGREED</b> to recommend the 2026-27 draft budget as presented for approval by Council, pending confirmation regarding whether funding for new benches at Green Lanes and Hall Lane could be obtained via the Green Infrastructure Fund.   | <b>Complete:</b> Confirmation received that DPC are permitted to allocate some remaining Green Infrastructure Funding for new benches.  |
| 2025.11.06   | 11         | To receive an update regarding replacement bench and consider examples of 'talking bench' plaques  | The Committee noted the update and <b>AGREED</b> to purchase a bespoke talking bench plaque with the following wording: "Happy To Chat" "Sit here if you don't mind someone stopping to say hello"   | <b>Complete:</b> Update presented uner Item 13.   |
| 2025.11.06   | 12         | To receive an update and consider quotes for replacement lectern and map for Green Lanes.  | The Committee noted the update and <b>AGREED</b> to purchase a Forest-Saver Recycled Plastic angled lectern, removing logos and reference to NCC & DPC, using black font and the existing signage wording and imagery as a basis for the new design. The Committee requested confirmation regarding whether the lectern could be funded via the Green Infrastructure Fund.   | <b>Ongoing:</b><br>Confirmation received that DPC are permitted to allocate some remaining Green Infrastructure Funding for replacement lecturn.<br>Pending quotes for replacement artwork.   |
| 2025.11.06   | 13         | To receive an up-date on grass verge pricing for 2026-27.  | The Committee <b>AGREED</b> to accept the 2026-27 pricing up-date as presented by the Deputy Clerk and Facilities Manager, subject to the required amendments to the 2026-27 Environment & Highways Committee budget to reflect the increase.  | <b>Complete:</b> 2026-27 Environment & Highways budget updated to reflect the increase.<br>Contractor informed of Committee decision 11.11.2025.  |
| 2025.11.06   | 14         | To note exchange of information.   | <b>Agenda Item Request:</b> to receive an update regarding the Green Lanes jetty project at the next meeting was received.   | <b>Complete:</b> Update presented uner Item 8.  |

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

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|---|-----------------------------------|
| <b>Paper</b>  | <b>EH6: Budget Report</b>         |
| <b>Meeting</b>  | Environment & Highways Committee  |
| <b>Date</b>   | 5 <sup>th</sup> February 2026     |
| <b>Author</b>   | Deputy Clerk & Facilities Manager |
| <b>Summary</b>  |                                   |
| <p><u>Background</u></p> <p>Quarterly Budget reports within Scribe Accounts are a key financial reporting feature. The report adjusts the annual budget according to routine payments and planned activity throughout the year, producing an accurate comparison between budgeted and actual expenditure per quarter.</p> <p>Quarterly budget reports are presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.</p> <p>In addition, per 1.8 of the Council's Internal Controls, the Finance &amp; General Purposes Committee receives quarterly budget reports for all Committees of the Council with the aim of:</p> <ul style="list-style-type: none"><li>• Monitoring financial performance against the budget, helping to identify potential issues or inefficiencies throughout the year</li><li>• Refining budgeting and forecasting processes over time</li><li>• Gaining an informed understanding of financial performance as affected by various factors</li><li>• Creating more accurate and flexible budgets that better anticipate Council's future needs and adapt to different circumstances</li><li>• Streamlining variance reporting required for Year-End</li></ul> <p>Any recommendations for corrective action are presented to Council for approval as necessary.</p> <p><u>Recommendation</u></p> <p>The budget report for Q3 will be considered at the February 2026 meeting of the Finance &amp; General Purposes Committee.</p> |                                   |
| <b>Recommendation</b>   |                                   |
| <p>The Committee is asked to receive the Quarterly Budget Report and explanation of variance for information.</p>   |                                   |

| Explanation of Material Variances: Accumulative to end of Q3 |                        |         |            |            |          |                      |   |
|--|------------------------|---------|------------|------------|----------|----------------------|---|
| Ref.   | Cost Centre            | Quarter | Budgeted   | Actual     | Variance | Explanation Required | Comment   |
| 3  | Environment & Highways | Q2      | £6,032.50  | £9,547.34  | -58%     | Y                    | Unexpected tree removal costs for vandalism at Green Lanes.<br>Additional days labour for weedpulling due to extensive growth of invasive balsam weed at Green Lanes. |
|  |                        | Q3      | £13,247.50 | £14,512.52 | -9%      | N                    |   |

**Drayton Parish Council - Quarter 3**  
**(01/10/2025 to 31/12/2025 - Cost Centre 27)**

| 3rd Quarter  |                   |                 |                   |                   |                 |                                     | Accumulative to end of 3rd quarter |                 |                   |                   |                  |   |
|--|-------------------|-----------------|-------------------|-------------------|-----------------|-------------------------------------|------------------------------------|-----------------|-------------------|-------------------|------------------|---|
|  | Budgeted receipts | Actual receipts | Receipts Variance | Budgeted payments | Actual payments | Payments Variance                   | Budgeted receipts                  | Actual receipts | Receipts Variance | Budgeted payments | Actual payments  | Payments Variance   |
| <b>3. Environment &amp; Highways</b>               |                   |                 |                   |                   |                 |                                     |                                    |                 |                   |                   |                  |   |
| 31 NCC Highways Verges                             |                   |                 | (N/A)             | 1,852.50          | 1,939.00        | -86.50(-4%)                         |                                    |                 | (N/A)             | 7,410.00          | 7,756.00         | -346.00(-4%)  |
| 33 Residents Competitions                          |                   |                 | (N/A)             |                   |                 | (N/A)                               |                                    |                 | (N/A)             | 250.00            |                  | 250.00(N/A)   |
| 35 Tree Maintenance                                |                   |                 | (N/A)             |                   | 746.00          | -746.00(N/A)                        |                                    |                 | (N/A)             |                   | 3,146.00         | -3,146.00(N/A)  |
| 36 Street Scene Maintenance                        |                   |                 | (N/A)             | 3,462.50          | 139.68          | 3,322.82(95%)                       |                                    |                 | (N/A)             | 3,687.50          | 390.52           | 3,296.98(89%)   |
| 38 Green Lanes                                     |                   |                 | (N/A)             | 1,900.00          | 2,200.00        | -300.00(-15%)                       |                                    |                 | (N/A)             | 1,900.00          | 3,220.00         | -1,320.00(-69%)   |
| 304 Parish Partnerships                            |                   |                 | (N/A)             |                   |                 | (N/A)                               |                                    |                 | (N/A)             |                   |                  | (N/A)   |
| <b>Sub Total for 3. Environment &amp; Highways</b> |                   |                 | (N/A)             | <b>7,215.00</b>   | <b>5,024.68</b> | <b>2,190.32(30%)</b>                |                                    |                 | (N/A)             | <b>13,247.50</b>  | <b>14,512.52</b> | <b>-1,265.02(-9%)</b>                                     |
| <b>TOTALS.....</b>                                 |                   |                 | (N/A)             | <b>7,215.00</b>   | <b>5,024.68</b> | <b>2,190.32(30%)</b>                |                                    |                 | (N/A)             | <b>13,247.50</b>  | <b>14,512.52</b> | <b>-1,265.02(-101%)</b>                                   |
|  |                   |                 |                   |                   |                 | <b>NET Variance Quarter 3 .....</b> |                                    |                 |                   |                   |                  | <b>NET accumulative variance to END of Quarter 3.....</b> |
|  |                   |                 |                   |                   |                 | <b>2,190.32</b>                     |                                    |                 |                   |                   |                  | <b>-1,265.02</b>  |

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

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| <b>Paper</b>   | <b>Item 7: Grit bin request from Church Farm Development residents</b> |
| <b>Meeting</b>   | Environment & Highways Committee                                       |
| <b>Date</b>  | 5 <sup>th</sup> February 2026  |
| <b>Author</b>  | Deputy Clerk & Facilities Manager                                      |
| <b>Summary</b>   |  |
| <p><u>Purpose of the Report</u></p> <p>To assist the Committee in determining a suitable course of action in response to the request for grit bins from Church Farm Development residents.</p> <p><u>Background</u></p> <p>Following a period of cold weather and snow in early January 2026, the Parish Office was contacted by 16 different residents who raised safety concerns as a result of the icy conditions throughout the Church Farm development. Many residents reported that they had been unable to move cars from driveways or navigate around roads and paths because of the hazardous conditions, and that navigating the inclines on Binney Road and Sladden Road had proved particularly difficult and dangerous.</p> <p>Residents reported that there were currently no grit bins on the development and therefore requested support from the Parish Council in regards to the installation of a grit bin/s for them to use. The Parish Office received 6 requests for a grit bin on Sladden Road, 6 for a grit bin on Binney Road and 4 requests for a grit bin/s in unspecified locations.</p> <p><u>Considerations</u></p> <p>The Church Farm development is still under construction and therefore the section 278 Highways legal agreement has not yet been signed. It is currently anticipated that the development will not be complete for approximately 3 years.</p> <p>Hopkins Homes are responsible for all matters on the development, including repairing damaged roads, pathways, and faulty streetlights, until such a time as the 278 agreement is signed by Norfolk County Council (NCC).</p> <p>Following sign-off of the section 278 agreement, NCC will take on responsibility for the roads and paths throughout the Church Farm development and Drayton Parish Council will take on responsibility for the streetlights.</p> <p>NCC have been approached for guidance in regards to the process for requesting the installation of new grit bins. Clarification has been requested regarding how to determine locations that are suitable and accessible, for both residents and NCC staff replenishing grit supplies.</p> |  |
| <b>Recommendation</b>  |  |
| <p>The Committee is asked to consider the request for a grit bin from Church Farm Development residents and determine a suitable response.</p>   |  |

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

|   |   |
|---|---|
| <b>Paper</b>  | <b>Item 8: Green Lanes Jetty Project Update</b> |
| <b>Meeting</b>  | Environment & Highways Committee                |
| <b>Date</b>   | 5 <sup>th</sup> February 2026                   |
| <b>Author</b>   | Deputy Clerk & Facilities Manager               |
| <b>Summary</b>  |   |
| <u>Purpose of the Report</u><br>To provide the Committee with an update in regards to the feasibility of installing a jetty or floating access platform at Green Lanes.   |   |
| <u>Background</u><br>At the meeting of the Jetty Advisory Group on 16 <sup>th</sup> April 2025, it was noted that initial research into planning requirements (Flood Risk Assessment and Flood Risk Activity Permits) had been undertaken, but that it was unclear what type of planning requirements, if any, applied to the project.<br><br>The group agreed that R. Westbury would pursue further information and advice regarding planning requirements for the project, with support from the Deputy Clerk and Facilities Manager upon request. It was noted that the date of the next meeting would be set following confirmation that new information has been received.   |   |
| <u>Update</u><br>In May 2025 R. Westbury approached Norfolk Rivers Trust (NRT) to seek advice and guidance, who agreed that the project was potentially relevant to their work. A site visit was undertaken on 23 May 2025, following which the River Restoration Team Leader outlined the following next steps to determine the feasibility of the project: <ul style="list-style-type: none"><li>• Consult with Natural England (NE) in the first instance to gather their view on what can be implemented within the Site of Special Scientific Interest (SSSI).</li><li>• Consult with the Environment Agency (EA) regarding their priorities for the river in the Drayton area.</li><li>• Draw up draft plans for each site, based on input from NE and EA</li></ul> NRT noted that following consultation in October 2025 the EA confirmed that there may be potential for work on the stretch of river at Green Lanes. However, it was noted that funding the time of NRT staff for the project posed a significant challenge, as the scope and location of the project did not align with current NRT projects and funding. NRT suggested that the Parish Council could consider self-funding, or seeking grant funding to progress the required feasibility work and that the NRT could provide a quote for carrying out feasibility studies and permitting applications. It was noted that NRT Project Officer Work would be costed at approximately £500 per day, but that the total costs would be dependent on the volume and type of feasibility surveys required.<br><br>In January 2026 R. Westbury noted that the EA's local support network had been disbanded. Furthermore, that advice received indicated that it was only possible to engage with an EA Officer directly once a formal plan stipulating the preferred location and jetty type had been |   |

**DRAYTON PARISH COUNCIL  
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submitted.

R. Westbury noted that it was difficult to foresee a feasible way for the project to progress without significant financial expenditure from the Parish Council and without considerable risk that any plans submitted would be rejected. Consequently, R. Westbury confirmed that with regret he would like to withdraw from the project.

Considerations

The Committee is asked to note the following considerations before determining a suitable course of action:

- Constraints due to Green Lanes site being an SSSI.
- Limited access to advice and guidance from the EA prior to submission of formal plans.
- Potential financial impact of self-funding feasibility studies and permitting applications.
- Significant risk of pursuing the project given uncertainty over potential for successful conclusion of planning applications and feasibility studies.

**Recommendation**

The Committee is asked to consider the update presented before confirming an appropriate course of action in regards to pursuing the installation of a jetty or floating access platform at Green Lanes.



**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

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|--|--------------------------------------|
| <b>Paper</b>   | <b>EH9: Review of Working Groups</b> |
| <b>Meeting</b>   | Environment & Highways Committee     |
| <b>Date</b>  | 5 <sup>th</sup> February 2026        |
| <b>Author</b>  | Deputy Clerk & Facilities Manager    |
| <b>Summary</b>   |                                      |
| <p><u>Background</u></p> <p>Per the Council's adopted Scheme of Delegation, the Committee is tasked to conduct an annual review of its Working Groups at its first meeting of the year to ensure they remain necessary and fit for purpose.</p> <p>The Environment &amp; Highways Committee is the parent body for the following Working Groups:</p> <ul style="list-style-type: none"><li>• Jetty Working Group</li></ul> <p><u>Annual Review</u></p> <p>The Terms of Reference for the Group are attached for information and the Committee is asked to review the continued need for the Group and determine whether:</p> <ul style="list-style-type: none"><li>• To renew the Group as presented</li><li>• To renew the Group with amended Terms of Reference</li><li>• To conclude the Group.</li></ul> <p><u>Considerations</u></p> <p>The Committee is asked to note the up-date in regards to the Green Lanes Jetty Project (presented under Item 8) when considering whether to renew the Group.</p> <p><u>For Information</u></p> <p>Should the Committee agree to renew the Group, expressions of interest will be sought for membership in line with the agreed Terms of Reference for appointment at the April 2026 meeting of the Committee.</p> |                                      |
| <b>Recommendation</b>  |                                      |
| <p>The Committee is asked to consider the continued need for the Working Group including any changes to its Terms of Reference.</p>  |                                      |

# **JETTY ADVISORY GROUP**

## **TERMS OF REFERENCE**

### **ROLE**

The Jetty Advisory Group is a Working Group of the Environment & Highways Committee. The aim of the Group is to provide the Committee with recommendations on the development of safe launching and usage platforms at Green Lanes to enhance the public usability of the river and increase levels of activity year-round.

### **RESPONSIBILITIES**

1. To act in accordance with the adopted Scheme of Delegation for all Working Groups of Drayton Parish Council
2. To liaise with relevant professionals and authorities such as the Environment Agency and Broadland District Council to determine necessary permissions and planning requirements
3. To liaise with relevant professionals to support cost recommendations
4. To determine internal and external funding opportunities
5. To prepare project plans including cost recommendations for consideration by the Environment & Highways Committee
6. To engage and conduct consultation with residents, partners and key stakeholders from the local community as necessary
7. To have regard to all relevant existing plans and evidence available during the plan-making process

### **MEMBERSHIP & TERM OF OFFICE**

The membership of the Group shall normally comprise all members of the Environment & Highways Committee and up to 3 Community Members.

Membership shall be appointed by resolution of the Environment & Highways Committee and shall be reviewed annually at its first meeting of the year.

The Working Group Chair shall be appointed by its members as the first item of business at its first meeting.

Members of the public who have specific knowledge, expertise and/or experience on the subject may be invited as attendees to assist the Group.

The Group shall continue until such time as its existence is deemed unnecessary by resolution of the Environment & Highways Committee.

### **QUORUM**

The quorum necessary for the transaction of business is 3 members of the Group, to include a minimum of one Council member.

## **MEETINGS**

The Group will arrange its own meetings and schedule of work, as determined by its members and meet at least once every 12 months. Meetings may be held remotely as necessary.

Decisions on recommendations shall be determined by a majority of votes of the Working Group members present and voting. In the case of equality of votes, the Chair shall have a casting vote.

## **PUBLIC PARTICIPATION**

The Group does not meet in public.

## **MINUTES & REPORTING**

The Group may take notes and record actions and outcomes as necessary. All recommendations must be made in writing and presented to the Environment & Highways Committee for consideration.

## **GROUP CLERK**

The Clerk to the Environment & Highways Committee is normally the Clerk to the Group.

## **REVIEW**

The Environment & Highways Committee is tasked to conduct an annual review of its Working Groups at its first meeting of the year to ensure they remain necessary and fit for purpose.

Terms of Reference reviewed and adopted by Environment & Highways Committee on **[date]**.

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ENVIRONMENT & HIGHWAYS COMMITTEE**

|   |  |
|---|--|
| <b>Paper</b>  | <b>EH10:</b> Review of Effectiveness of Terms of Reference |
| <b>Meeting</b>  | Environment & Highways Committee                           |
| <b>Date</b>   | 5 <sup>th</sup> February 2026                              |
| <b>Author</b>   | Deputy Clerk & Facilities Manager                          |
| <b>Summary</b>  |  |
| <p><u>Background</u></p> <p>To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the year.</p> <p><u>Review Process</u></p> <p>Committee members are asked to review the adequacy of the Terms of Reference, meeting support and the overall effectiveness of meetings using the attached survey for consideration at the meeting.</p> <p>A copy of the Terms of Reference is attached for your reference including tracked changes for recommended amendments, if any.</p> <p><u>Amendment Process</u></p> <p>Any recommendations for changes to the Committees Terms of Reference are a matter reserved for Council. Procedural changes may be adopted at Committee level but may wish to be considered by Council formally for the benefit of all Committees.</p> |  |
| <b>Recommendation</b>   |  |
| <p>The Committee is asked to consider a response to the survey and make recommendations for amendment to the Terms of Reference for approval by Council at the annual meeting.</p>  |  |

**DRAYTON PARISH COUNCIL**  
**ANNUAL COMMITTEE REVIEW**

| Committee Terms of Reference  |       |            |          |
|---|-------|------------|----------|
| Question  | Agree | Somewhat   | Disagree |
| The Terms of Reference are accessible, clear and easy to read.                                    |       |            |          |
| The Terms of Reference adequately define the Committee's role.                                    |       |            |          |
| The responsibilities of the Committee are clear and accurately reflect the work of the Committee. |       |            |          |
| The membership requirements for the Committee are appropriate.                                    |       |            |          |
| The Committee has sufficient delegated authority to perform its role effectively.                 |       |            |          |
| Committee Administration & Clerking   |       |            |          |
| Question  | Agree | Somewhat   | Disagree |
| Agendas are well constructed.   |       |            |          |
| Agendas and meeting papers are received in a timely manner.                                       |       |            |          |
| Meeting papers provide the information you need to support decision making by the Committee.      |       |            |          |
| Minutes are routinely published within one calendar month of the meeting.                         |       |            |          |
| Minutes contain sufficient detail and provide an accurate reflection of decisions made.           |       |            |          |
| The Committee is aware of the routine papers it should receive in order to fulfil its role.       |       |            |          |
| Question  | Paper | Electronic | Both     |
| Do you access meeting paperwork electronically or via paper copies?                               |       |            |          |
| Committee Operation   |       |            |          |
| Question  | Agree | Somewhat   | Disagree |
| The number of meetings is sufficient to meet the needs of the Committee.                          |       |            |          |
| The length of meetings is adequate.   |       |            |          |
| Committee members attend on a regular basis.  |       |            |          |
| The meetings are chaired well.  |       |            |          |
| Committee members appropriately engage with debate and decision making.                           |       |            |          |
| Any other Comments  |       |            |          |
|   |       |            |          |

# ENVIRONMENT & HIGHWAYS COMMITTEE

## TERMS OF REFERENCE

### ROLE

The Environment & Highways Committee is a Standing Committee of the Council and is responsible for the preservation and enhancement of the local environment and interests of the local community within its powers and duties.

The Committee is also responsible for the consideration and representation to the appropriate authority, if necessary, any item relating to; roads, road safety and parking; footways including pavements; footpaths including Rights of Way; passenger transport services; and any other issue relating to highways, footpaths and public transport.

### RESPONSIBILITIES

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure.
2. To consider the provision, and manage the maintenance and replacement of Parish Council owned street scene furniture *not* on Parish Council owned land, including; bus shelters, flower containers or planters, litter bins, dog bins, grit bins, bollards or posts, village signs, noticeboards, village shelters or any other street scene furniture.
3. To determine and monitor service contracts for delegated grass cutting and make recommendations to Council for appointment.
4. To determine and monitor service contracts for bus shelter cleaning in line with budget requirements.
5. To oversee maintenance for the area off Low Road known as Green Lanes, including the provision, maintenance and replacement of bins, benches and other furniture or fixtures.
6. To oversee the implementation of the Tree Management Policy.
7. To oversee tree maintenance including the programme of scheduled tree surveys at Green Lanes.
8. To consider bid proposals for Norfolk County Council's Parish Partnership Scheme and make recommendations to Council.
9. To consider its position in response to matters concerning highways, footpaths and public transport in Drayton and make recommendations to Council as necessary.
10. To review recycling and litter picking initiatives within the Parish and consider Council engagement.
11. To manage the planning and promotion of Drayton's Garden Competition.
12. To oversee the management and operation of Parish Council owned allotments.
13. To review and determine allotment charges, tenancy agreements and rules and regulations.
14. To make recommendations to Council as necessary to protect the general environment and amenities of the village.
15. To consider any other matter which may be delegated to it by the Council from time to time.
16. To consider any implication(s) linked to other committees when conducting its business, making decisions and agreeing actions.

### MEMBERSHIP & TERM OF OFFICE

The Committee will normally comprise a maximum of 7 members of Council. Membership and Chair shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chair's absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

## **QUORUM**

The quorum necessary for the transaction of business is 3 members of the Committee.

## **MEETINGS**

Ordinary Committee meetings will typically be held 4 times per year and no fewer than once every 12 months.

## **PUBLIC PARTICIPATION**

Normal public participation is permitted at meetings of the Environment & Highways Committee.

## **MINUTES & REPORTING**

Draft minutes are reviewed by the Chair and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Committee and published in place of the draft minutes on the website as soon as practicable.

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

## **COMMITTEE CLERK**

The Deputy Clerk & Facilities Manager is normally the Clerk to the Committee. The Parish Clerk will act as Clerk to the Committee in the absence of the Deputy Clerk & Facilities Manager.

## **SUB-COMMITTEE**

Jetty Working Group.

## **REVIEW**

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the year and make recommendations for approval by Council at the annual meeting.

Terms of Reference reviewed and adopted by Council on **15<sup>th</sup> May 2025**.

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

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| <b>Paper</b>   | <b>Item 11: Community Competition Brief for 2026</b> |
| <b>Meeting</b>   | Environment & Highways Committee                     |
| <b>Date</b>  | 5 <sup>th</sup> February 2026                        |
| <b>Author</b>  | Deputy Clerk & Facilities Manager                    |
| <b>Summary</b>   |  |
| <u>Purpose of the Report</u><br><br>To assist the Committee in determining a suitable course of action in regards to alternatives to the Best Young Gardener and Most Impactful Garden or Display competitions in 2026.  |  |
| <u>Background</u><br><br>Each year, Drayton Parish Council runs a competition to find the best kept front garden in Drayton. Records suggest the competition started in 2015 with a view to encourage parishioners to improve the appearance and view of the village.<br><br>At the May 2025 meeting it was agreed to proceed with the Best Kept Garden Competition in 2025 as presented, retaining the Best Young Gardener category and revising the Best Gardener category to Most Impactful Garden or Display.<br><br>The competition was publicised and community groups approached as outlined. However, there was limited engagement from community groups and no entries for either competition were received by the Parish office.<br><br>At the August 2025 meeting, in response to the lack of engagement and entries, the Committee agreed not to continue with the competition under its current format and to consider an alternative competition for 2026 at the spring meeting. |  |
| <u>Alternative Competition Options</u><br>A selection of alternative competition options are presented for consideration below: <ul style="list-style-type: none"><li>• Best Hanging Basket</li><li>• Tallest Sunflower</li><li>• Best Window Box</li><li>• Most Unusual Homegrown Veg</li><li>• Best Pollinator Garden</li><li>• Best Festive Wreath</li><li>• Best Scarecrow</li><li>• Best Halloween Pumpkin Carving</li><li>• Biggest Pumpkin</li><li>• Best Christmas Display</li><li>• Best Village Photo</li></ul>  |  |
| <u>Considerations</u><br>The Committee is asked to consider:   |  |



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ENVIRONMENT & HIGHWAYS COMMITTEE**

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- how to encourage greater community engagement
- the advantages and disadvantages of continuing to run a community competition

**Recommendation**

The Committee is asked to consider alternatives to the Best Young Gardener and Most Impactful Garden or Display competitions in 2026.

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

|   |   |
|---|---|
| <b>Paper</b>  | <b>Item 12: Speed Awareness Monitor 2 (SAM2) Update</b> |
| <b>Meeting</b>  | Environment & Highways Committee                        |
| <b>Date</b>   | 5 <sup>th</sup> February 2026                           |
| <b>Author</b>   | Deputy Clerk & Facilities Manager                       |
| <b>Summary</b>  |   |
| <p><u>Purpose of the Report</u></p> <p>To provide the Committee with an update regarding the SAM2 unit.</p> <p><u>Background</u></p> <p>At the August 2025 meeting the Committee noted the update regarding the SAM2 device and agreed to recommend the Speed Awareness Monitoring (SAM) Policy as presented for approval by Council.</p> <p>The Committee noted the next steps as presented below:</p> <ul style="list-style-type: none"> <li>• Seek Council approval for SAM Policy.</li> <li>• Deputy Clerk and Facilities Manager to develop processes and schedule for reviewing SAM2 data and SAM2 site rotation schedule.</li> <li>• Deputy Clerk and Facilities Manager and Parish Ranger to install SAM2 device at first location.</li> </ul> <p><u>Update</u></p> <ul style="list-style-type: none"> <li>• At the August 2025 meeting, Council agreed to adopt the SAM Policy as recommended by the Committee.</li> <li>• A SAM2 procedure, including a site rotation schedule, has been developed by the Deputy Clerk &amp; Facilities Manager.</li> <li>• Following further inspection, it was noted that the SAM2 device could not be successfully installed on the previously identified DPC owned lamppost at Site 7: Hall Lane, near Binney Road.</li> <li>• The Highway Engineer has been approached for an up-date regarding the installation of a post for the SAM2 unit at Sites 5 &amp; 6 (Longdale Road near Winners Walk) and a request made regarding the installation of a suitable post at Site 7: Hall Lane, near Binney Road.</li> <li>• On 14<sup>th</sup> January 2026 the Deputy Clerk &amp; Facilities Manager and Parish Ranger installed the SAM2 device at Site 1 (School Road, near Vawdrey Road - facing Vawdry Road)</li> <li>• The SAM2 device is scheduled to be rotated into position at Site 2 (School Road, near Vawdrey Road – facing Reephram Road) on 11<sup>th</sup> February 2026.</li> <li>• Data obtained from the SAM2 device will be presented at the next meeting of the Environment &amp; Highways Committee on Thursday 4<sup>th</sup> June 2026.</li> </ul> |   |
| <b>Recommendation</b>   |   |
| The Committee is asked to note the update regarding the SAM2 unit.  |   |

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

|                |  |
|----------------|--|
| <b>Paper</b>   | <b>EH13:</b> Replacement bench update. |
| <b>Meeting</b> | Environment & Highways Committee       |
| <b>Date</b>    | 5 <sup>th</sup> February 2026          |
| <b>Author</b>  | Deputy Clerk & Facilities Manager      |

### Summary

#### Purpose of the Report

To provide the Committee with an up-date in regards to replacement benches at Drayton Triangle and Green Lanes.

#### Background

At the January 2025 meeting, Council approved the 2025-26 Budget and Precept and agreed expenditure of £2,100 from the earmarked reserve for replacement benches at Green Lanes and Drayton Triangle.

Green Lanes: At the August Committee meeting, it was reported that the Deputy Clerk and Facilities Manager had reviewed suitable options by the Parish Council's preferred supplier for street furniture and that a suitable replacement bench for Green Lanes had been ordered.

Drayton Triangle: At the August meeting, the Committee agreed to purchase a large, brown plastic park bench for Drayton Triangle. At the November meeting, the Committee agreed to purchase a bespoke talking bench plaque with the following wording:

"Happy To Chat"

"Sit here if you don't mind someone stopping to say hello".

#### Update

New benches were installed at Green Lanes and Drayton Triangle on Wednesday 10<sup>th</sup> December 2025. A Facebook post has been published notifying residents of the new benches, along with the photos which have been provided below.

### Green Lanes



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ENVIRONMENT & HIGHWAYS COMMITTEE**

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**Drayton Triangle**



**Recommendation**

The Committee is asked to note the update regarding replacement benches.