

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

MINUTES

Meeting held on **Tuesday 26th September 2023, 7:00pm** at Drayton Parish Council, Pavilion King George V Playing Field, Drayton Highroad, Drayton, Norwich, NR8 6AW

Present: Cllrs J. Anderson, J. Edwards-Smith, G. Everett, K. Morgan, H. Kisby (Chairman), S. White

In attendance: Amy Gallant, Assistant Clerk & RFO

Meeting brought to order: 07:00pm

1. Apologies and consideration of acceptance for absence

Apologies received and accepted for Cllr. C. Brown.

2. Members' declaration of interest and requests for dispensations

None declared.

3. To approve the minutes of Committee meeting held 25th May 2023

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman. It was noted that no nomination form for the Garden competition was received by Cllr. K. Morgan.

4. To allow public participation in accordance with Standing Orders

In response to item 7 of the agenda, it was noted that Council must ensure a tree maintenance programme was in place and that the tree policy was adhered to. It was requested that the Council review its mowing regime to avoid mowing during May. In response to item 12 on the agenda, it was noted that other matters in the Parish were more important.

In response to item 14 of the agenda, parishioners spoke in favour of the use of the Beryl Bike rack on Pond Lane as a means to alleviate parking in the centre of Drayton provided space for regular bikes would be retained.

In response to item 16 on the agenda, parishioners raised safety concerns on Hall Lane and proposed a review of traffic calming measures to improve safety. Concerns raised included; vehicle speed causing difficulties pulling out of Binny Road compounded by high banks protruding into the line of sight, vehicle speed and approach to the mini-roundabout on Hall Lane, narrowing of the road on the brow of a hill was considered dangerous, cycle lanes on Hall Lane put cyclists into direct traffic, safety of cyclists from Drayton Lane to junction of Reephram Road. It was noted that increased traffic following closure of Carter Road could make the situation worse. It was noted that concerns were raised with Highways and Drayton Parish Council in 2017 and no further action appears to have taken place. A copy of the correspondence received was shared with the Committee.

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5. To receive updates on Committee matters arising from previous meetings

The report was noted by the Committee.

6. To consider planting of replacement trees

The Committee **AGREED** to attend an informal meeting at Florence Carter Memorial Park to assess a suitable location, species and number of trees to be planted and present a recommendation to the next meeting of the Committee for consideration. A representative member of the Environment & Highways Committee and Open Spaces & Property Committee and members of the public in attendance were to be included in the invitation. **ACTION:** Clerk

7. To review the Tree Management Policy and consider recommendations for amendment for approval by Council

The Committee **AGREED** to amend the Tree Management Policy in line with recommendations and present at the next meeting for consideration and recommendation for approval by Council. **ACTION:** Clerk

8. To consider development of a Memorial Policy and Procedure

The Committee **AGREED** to develop a Memorial Policy for consideration at the next meeting of E&H. It was noted that an exercise to determine existing memorials would be helpful. **ACTION:** Clerk

9. To receive standardised Terms of Reference and consider recommendations for amendment for approval by Council

The Committee **AGREED** to recommend the Terms of Reference to Council for approval. It was noted that a reference statement explaining the Garden Competition would be helpful.

10. To consider proposal for a Jetty at Green Lanes

A motion to consider item 10 after item 5 was accepted by the Committee.

The Committee considered a proposal to create a safe launching and usage platform at Green Lanes to enhance the public usability of the river and increase the levels of activity year-round and **AGREED** to appoint a Working Group to discuss the proposal in more detail. Membership of the Working Group would include members of the Environment & Highways Committee, District Cllr. Auber and representation from the local Scout Group in the first instance. **ACTION:** Clerk

**11. To consider proposals for application to the Parish Partnership Scheme
2024/25**

The Committee **AGREED** to recommend the purchase of a SAM2 Camera to Council.

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12. To consider quotes for repairs for the footpath from Layton Close to Drayton High Road

The Committee **AGREED** to recommend to Council to carry out the works without registering the land subject to clarification of the contribution to be paid from the Green Infrastructure fund. At the request of Cllr. Morgan, his vote against the motion is recorded. It was noted that a handrail and the second step from the bottom was the priority and that preferred option for repairs would be considered at the next meeting. **ACTION:** Clerk

13. To review the Reserves Balance and make recommendations for approval by Council

The Committee **AGREED** to make no further recommendations to the Reserves Balance. It was noted that the Environment & Highways budget would need to consider resources for tree maintenance including watering, surveys and tree works as necessary.

14. To consider use of bike rack on Pond Lane for Beryl Bikes

The Committee **AGREED** to request a contribution from Beryl Bikes towards the bike rack and installation costs paid by the Council for their use. **ACTION:** Clerk.

15. To consider quotes for Perch Bench for Bus Shelters

The Committee **AGREED** to take no further action noting there were frequent buses resulting in a low wait time.

16. To consider response to safety concerns on Hall Lane including the mini roundabout by Keepers Cottage and Pinch points by the Church and George Drive

The Committee **AGREED** to request a closed meeting with Highways representative Richard Pearson, District Cllr. Auber and County Cllr. Adams to discuss options to alleviate safety concerns. It was noted that discussions could include options for speed reductions from School Road to Reepham Road. **ACTION:** Clerk.

17. Matters to consider for next Agenda

The Committee **AGREED** to include the following items for consideration at the next meeting; budget, quote for bus stop flag cleaning, plaque for Wilkinson memorial bench, replacement bench at Green Lanes, additional dog bins, support for Taverham & Drayton Litter Picker Group, Memorial Policy and Tree Policy.

18. Date and time of next Committee meeting 16th November 2023

The Committee **AGREED** to reschedule the next meeting to Monday 13th November 2023.

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Meeting closed: 8:45pm.