

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

MINUTES

Meeting held on Thursday 25th May 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) and S. White.

In attendance: Amy Gallant, Assistant Clerk & RFO

Meeting was brought to order: 7:15pm

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 23rd February 2023

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

4. To allow public participation in accordance with Standing Orders

None present.

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

The report was noted by the Committee.

6. To review the cleaning schedule for bus shelters

The schedule was noted by the Committee with no further action required. It was noted that the bus stop flags required cleaning and the Committee agreed to request a quote from Heritage Cleaning. **ACTION:** Clerk

7. To review maintenance needs of Notice Boards

Replacement rubber seals, locks and magnets had been ordered and were awaiting delivery following a review of the maintenance needs of the notice boards undertaken by the Maintenance Operative.

8. To consider quotes for Perch Bench for Bus Shelters

The Committee noted that there were expected changes to the local bus service in the near future and **AGREED** to defer the item to the September meeting once the changes were in effect.

9. To consider quotes for cycle parking directional signs

The Committee **AGREED** to pursue option 2 in a rigid plastic. The size and location for the sign would be agreed by the Clerk and Maintenance Operative. **ACTION:** Clerk

10. To consider purchase and installation of bin for the new play area at KGV

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The Committee **AGREED** to purchase a bin in the same size and style as the ones owned at Longdale. **ACTION:** Clerk.

11. To note update on Best Kept Garden Competition

The Committee **AGREED** to appoint Cllr. Kisby as judge for the competition alongside Taverham Garden Centre Manager. The Committee **AGREED** to purchase a small plaque up to £20.00 for the winner to retain. The Committee **AGREED** not to advertise the competition at this stage.

12. To consider maintenance to footpath from Sheridan Close to Taverham Road

It was reported that the footpath was frequently used but was unkempt and sloped to one side. The Committee considered if a new path could be installed but that it was not known who owned the land at this time. The Committee agreed to approach the Green Infrastructure Officer, Helen Sibly, for advice and confirm whether there were any Green Infrastructure funds available to support potential works. **ACTION:** Clerk

13. Matters to consider for next Agenda

The Committee **AGREED** to include the following items for consideration at the next meeting; a replacement bench at Green Lanes, a review of the Tree Management Policy, the species and location for two new trees to be planted, to consider new trees following the recent removal of two trees by the bus stop on Drayton High Road by Highways.

14. Date and time of next committee meeting

The next meeting was scheduled for 21st September 2023. It was noted that a public meeting regarding highway concerns at Pond Lane was scheduled to take place on 13th July and that an extraordinary meeting of the Committee could be useful to discuss the outcome.

Meeting closed at 8:13pm.