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

Present: Cllrs. J. Anderson, G. Everett, H. Kisby (Chair), J. Edwards-Smith and S. White.

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager, Amy Pinkham; Parish Clerk & RFO, two members of the public.

Meeting Opened: 7:00pm

1. To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllr. N. Quinsey.

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 Thursday 7th November 2024 for approval [EH1].

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

4. To receive any questions or comments from members of the public on matters on the agenda.

In relation to Paper EH10, it was confirmed that the proposal was for Dominoes to facilitate the village centre daily litter pick.

In relation to Paper EH11, it was suggested that it would be helpful to receive confirmation of when the grass cutting season commences and ends and notification from the contractor following the completion of each grass cut for verges.

5. To receive Clerk's Report on Committee matters arising from previous meetings [EH2].

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager on: progress with tree work at Florence Carter Memorial Park and various concerns raised by residents in regards to highways, including; the positioning and visibility of recently installed bollards at Carter Road, the visibility of traffic calming posts and pinch points on Hall Lane, the volume of simultaneous traffic lights and road works in Drayton since Christmas and speeding and reckless driving on Low Road.

The Committee noted that issues with Low Road had been reported and considered previously, and that no viable solution had been found.

The Committee noted the positive feedback received regarding improvements to the Layton Close footpath.

6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [EH3].

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

7. To consider Terms of Reference [EH4].

It was confirmed that Terms of Reference must be approved by Council at the annual meeting.

The Committee considered whether to remove reference to 'Highways' from the Committee name given that Norfolk County Council had direct responsibility for highways. It was observed that inclusion of the word 'Highways' ensured that members of the public were provided with a forum to raise their concerns and that the Parish Council could operate as a conduit for reporting any issues. The Committee **AGREED** to retain the current Committee name.

In line with the recommendation by the Open Spaces and Property Committee, the Committee **AGREED** to recommend to Council that responsibility for tree works at Longdale, Florence Carter Memorial Park and King George V Playing Fields should reside with Open Spaces and Property Committee and that staffing within the Committee Clerk section of the Terms of Reference should be updated.

8. To consider progress with the Parish Partnership Scheme for the SAM2 device, to note the update and consider one alternative location as proposed by the Highways Engineer [EH5].

The Committee noted the update regarding the Parish Partnership Scheme for the SAM2 device.

The Committee acknowledged advice from the Highways Engineer and **AGREED** to revise authorised sites 3 & 4 to School Road within the 20mph limit outside Drayton Community Infant School in both directions.

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 [EH6].

The Committee **AGREED** to consider item 9 directly after item 3 and suspend standing orders to facilitate open discussion with Norfolk County Cllr. T. Adams. The Committee noted the Highway Engineer's proposal regarding traffic calming measures outside Drayton Community Infant School on School Road and **AGREED** to support the recommendation for a white 20mph Roundel Road marking to be installed in the carriageway next to the 20mph signs.

The Committee noted the potential increase to the volume of traffic on School Road when the new connecting road from the Hopkins Homes housing development opens and raised concerns regarding the potential hazards related to the 60mph section of School Road. It was reported that Norfolk County Cllr. T. Adams had met with the Highway Engineer to discuss traffic calming measures on School Road and that it was noted that any speed limit changes required a Traffic Regulation Order (TRO), at cost of £12,000.

Cllr. T. Adams confirmed he would continue to liaise with the Highway Engineer to pursue a reduction in speed limit from 60mph to 30mph.

10. To note concerns raised regarding Drayton Triangle junction and consider response to feedback from the Highways Engineer [EH7].

The Committee **AGREED** to consider this item directly after item 9 and before item 4 and suspend standing orders to facilitate open discussion with Norfolk County Cllr. T. Adams. The Committee noted the concerns raised regarding Drayton Triangle junction and the update regarding the financial implications of potential junction improvements. Norfolk County Cllr. T. Adams confirmed he would continue to pursue potential improvements to Drayton Triangle Junction with the Highway Engineer.

The Committee **AGREED** 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.

11. To note the update regarding overhanging trees at the top end of School Road and adjacent to Stower Grange [EH8].

The Committee noted the update regarding overhanging trees at the top end of School Road and adjacent to Stower Grange. The item would be monitored by the Deputy Clerk until the matter was resolved.

12. To consider a response to the correspondence received regarding accessibility of the Green Lanes footpath [EH9].

The Committee considered the correspondence regarding accessibility of the Green Lanes footpath and concluded that it was not appropriate to support the request for the installation of a hardcore surface on a countryside footpath. However, Norfolk County Cllr. T. Adams confirmed he would liaise with the Highway Engineer to ensure regular cutting back of foliage and branches overhanging the pathway was carried out.

13. To consider a response to the request regarding waste disposal and bins in the village [EH10].

The Committee considered the request for improved litter provision in the village centre and noted that the Deputy Clerk was awaiting a response from Broadland Council regarding the process and requirements for purchasing additional and/or replacement bins, including any sizing stipulations.

The Committee **AGREED** to enquire whether Dominoes were willing to contribute to larger bins in the village centre and to undertake a litter pick or regular clean up within the vicinity of their premises, pending a response from Broadland Council.

14. To consider 2025/26 prices for Grass Verge Maintenance [EH11]

The Committee considered the 2025-26 grass verge pricing supplied by the current contractor and **AGREED** to the continuation of the contract with increased pricing, noting their preference to receive notification after each grass cut had taken place.

It was confirmed that the office would monitor grass verge growth and the frequency and adequacy of grass cutting and liaise with the contractor to confirm when verge grass cutting is scheduled to take place.

15. To note exchange of information

It was noted that the flag at the bus stop on Pendlesham Rise, adjacent to Felsham Way required cleaning. The Parish Clerk clarified that Drayton Parish Council did not have responsibility for this bus stop and that under current arrangements only bus shelters and flags under the responsibility of Drayton Parish Council were included in the cleaning schedule. It was suggested that this could be considered when undertaking the planned bus shelter review.

16. To note the date and time of the next meeting is scheduled to take place on Thursday 1st May 2025 7:00pm at KGV.

Noted.

Meeting closed: 20.40pm