

Minutes of the Environment & Highways Committee on **Thursday 3rd September 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: J. Anderson, G. Everett, R. Fish, H. Kisby (Chair), K. Morgan and R. Turner

In Attendance: Rachel Catto; Deputy Clerk & Facilities Manager, 3 members of the public.

Meeting Opened: 7:00pm

1. To receive apologies and consider acceptance for absence.

Apologies received from J. Wilson.

2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation. [Pg. 1-4]

None.

3. To receive minutes of the meeting of the Environment & Highways Committee held on 4th June 2026 for approval. [Pg. 5-9]

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

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

A resident noted that the Greater Norwich Local Plan Call for Sites had now closed and queried whether Drayton Parish Council would oppose sites that cause further environmental and traffic issues within the village; and whether the Parish Council planned to undertake a collaborative approach with other local parish councils. It was confirmed that the Parish Council would carefully consider any proposed sites.

It was noted that in 2026 the Norfolk County Council (NCC) Highways department had been repeatedly informed of blocked drains within the village, but that drains at the bottom of Hall Lane, School Road and George Drive remained blocked.

It was noted that the speed sign near Tesco's on Drayton High Road was not working and had been flagged by the NCC Highways department for removal rather than repair. It was suggested that Committee could consider supporting retention of the sign and that the Norfolk County Councillor for Drayton and Horsford could be approached for support campaigning to replace the sign.

It was requested that the Committee review the Tree Management Policy, particularly the requirements for replacement trees, in light of increasing difficulties in identifying suitable planting locations on Parish Council-owned sites. The Committee recommended that a review of the Tree Management Policy be included as a future agenda item.

5. To receive Clerk's Report on matters arising from previous meetings of the Committee. [Pg. 10-12]

The Committee noted the report and the Deputy Clerk & Facilities Manager's update regarding revised costs for bus stop flag cleaning, outstanding highways issues and the housing developer's response regarding the request for grit bins on the Hopkins Homes site.

6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure. [Pg.13-14]

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

7. To receive SAM2 (Speed Awareness Message) Report. [Pg.15-37]

The Committee noted the update from the Deputy Clerk & Facilities Manager regarding the required amendments to dates and times specified for maximum speeds within the SAM2 summary data sheets.

The Committee noted the SAM2 report and overall concern level for each site and **AGREED** to revise the overall level of concern for Site 4 (traffic report from 06.05.26 – 03.06.26) from low/moderate to moderate.

The Committee **AGREED** that the County Councillor should be informed regarding the outstanding installation of SAM2 posts at Longdale and Hall Lane.

8. To consider planning and promotion of annual Competition(s). [Pg.38]

The Committee **AGREED** to proceed with running a Tallest Sunflower competition for local primary school children in 2027 and to proceed with the next steps as outlined. Furthermore, provisional arrangements were discussed in regards to competition judging and sourcing suitable supplies and prizes.

9. To consider proposals for new projects for the following financial year. [Pg.39-41]

The Committee considered budget proposals for the 2027-28 financial year and **AGREED** to explore costs for:

- Boardwalk repairs at Green Lanes.
- Village noticeboard highlighting local walks.

10. To consider bid proposals for Norfolk County Council's Parish Partnership Scheme and make recommendations to Council. [Pg.42-46]

The Committee considered proposals for application to the Parish Partnership Scheme in 2026-27 and **AGREED** to recommend that Council submits an application for two part-time signs with flashing warning lights, to be located at both entrances to the 20mph zone near Drayton Community Infant School.

Furthermore, the Committee noted its preference to explore the option to apply for funding for improved signage/wayfinding and information panels to promote walking (as per item 8, new project proposals) in 2027-28.

11. To receive allotment briefing for information. [Pg. 47-50]

The Committee noted the allotment briefing and next steps as outlined.

12. To consider options and quotations for bus shelter repairs. [Pg. 51-69]

The Committee considered options and quotations for bus shelter repairs and noted that it would not be possible to obtain reimbursement through the Council's insurer due to the policy excess associated with each claim. The Committee **AGREED** to replace damaged bus shelter panels as follows:

- Budgens Bus Shelter on Fakenham Road; replace missing panel with x1 galvanised steel panel at cost of £114.21.
- The Otter Bus Shelter at Pendlesham Rise; install x6 perforated aluminium mesh panels at cost of £1,105.48.

13. To note exchange of information

An update was received regarding local bus routes and the introduction of electric buses.

It was noted that several bricks were missing from the memorial at Florence Carter Playground and that the Parish Office were exploring options for repair work.

The Chair proposed to extend the meeting by 20 minutes. All in favour.

It was noted that road signage outside the Drayton Community Infant School had faded and would need to be reported to Norfolk County Council (NCC).

It was noted that faded road signs outside the Bob Carter Centre had been reported to NCC and that lining works had been programmed and that chicanes at top of Hall Lane had been replaced.

- 14. To note the date and time of the next meeting is scheduled to take place on Thursday 19th November 2026 at 7pm at King George V Pavilion.**

Noted.

Meeting closed: 21:04pm

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**DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE**

Paper	EH2: Declarations of Interest.
Meeting	Environment & Highways Committee
Date	3 rd September 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Declarations of Interests</u> 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. 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. 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. 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. If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. 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. For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website. <u>Dispensation Requests</u> 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. 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. 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. 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.	
Recommendation	
The Committee is asked to note the paper for information.	

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

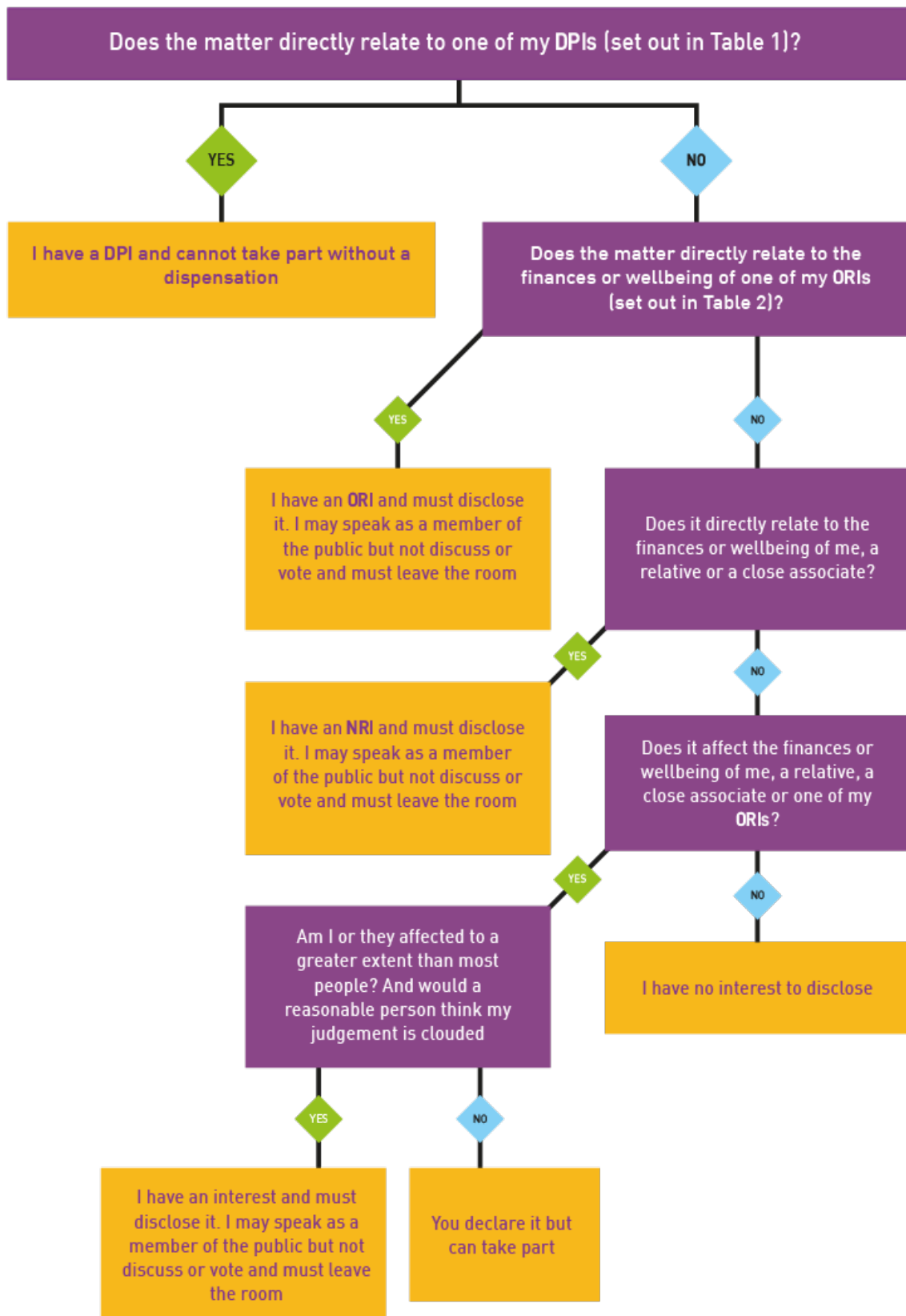


Table 1: Disclosable Pecuniary Interests

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

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

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	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. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	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 — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. '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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (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.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (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**

Paper	EH3: To receive minutes of the meeting of the Environment & Highways Committee held on 4 th June 2026 for approval.
Meeting	Environment & Highways Committee
Date	3 rd September 2026
Author	Deputy Clerk & Facilities Manager
Summary	
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. The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i). 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. <u>For information</u> Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following: i. the time and place of the meeting; ii. the names of councillors who are present and the names of councillors who are absent; iii. interests that have been declared by councillors and non-councillors with voting rights; iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights; v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; vii. and the resolutions made.	
Recommendation	
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 4th June 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: J. Anderson, G. Everett, H. Kisby (Chair), K. Morgan and R. Turner

In Attendance: Rachel Catto; Deputy Clerk & Facilities Manager, three members of the public.

Meeting Opened: 7:00pm

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 5th February 2026 for approval.

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

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

A resident suggested that a vehicle-activated speed sign displaying drivers speeds on Hall Lane may have a greater impact on driver behaviour than the current device. The resident was informed that the Parish Council's Speed Awareness Monitor (SAM2), which does display vehicle speed, would be used to monitor traffic on Hall Lane near Binney Road once the Highways Team had installed a suitable post for the device.

It was noted that the Slow Down road sign near the Bob Carter Centre had faded and required repainting. It was confirmed that this would be reported to Norfolk County Council (NCC).

It was requested that Drayton Parish Council consider publishing SAM2 data on its website.

It was reported that a King George V Playing Field road sign had disappeared from a post on Drayton High Road and requested that the relevant authority be notified so that a replacement could be requested.

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

The Committee noted the report.

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 SAM2 (Speed Awareness Message) Draft Assessment Framework and example summary of key findings.

The Committee **AGREED** to adopt the Assessment Framework for interpreting data from the SAM2 device, subject to confirmation that all required indicator data could be obtained.

8. To receive the Committee Agenda Schedule for 2026-27 for information.

The Committee received the 2026-27 Agenda Schedule. It was requested that preparation for the annual competition be undertaken prior to Christmas to allow enough time for appropriate planning and that the Committee date for September be updated.

9. To note the update on request for Sheridan Close footpath.

The Committee noted residents' concerns regarding the condition of the footpath between Sheridan Close and Taverham Road. It was reported that the footpath is privately owned and is not an official public right of way; but has become an established walking route. It was noted that the Committee had previously postponed considering a response to the issues raised by residents because construction at a nearby property impacted access to the footpath. However, it was confirmed that construction work was now complete.

The Committee **AGREED** to write to the landowner notifying them of residents' concerns and enquire whether they have any plans to improve the condition of the footpath.

10. To consider concerns raised regarding the speed limit on Costessy Lane.

At 19:12 the Committee **AGREED** to consider item 10 directly after item 4 and suspended Standing Orders to enable open discussion with those in attendance.

A resident raised concerns regarding increasing traffic volumes, congestion, road safety and the continued application of national speed limits on key access roads serving Drayton, Taverham and Thorpe Marriott (including Costessey Lane, Low Road and School Lane). The resident suggested that significant housing growth and a combined population of approximately 25,000 had resulted in the area functioning more as an urban settlement than a rural one, while also accommodating through-traffic due to the absence of a western link road. Concerns were expressed about accident risk, the suitability of current speed limits, and the adequacy and currency of existing traffic and road-use data. The resident suggested that the Parish Council consider working collaboratively with neighbouring councils and the Highways Authority to seek updated traffic, speed and accident surveys across all access routes, review current road classifications, and explore whether Drayton, Taverham and Thorpe Marriott could be considered as a single urban area for highway purposes, with the aim of improving road safety while retaining individual village identities.

The Committee noted that responsibility for the majority of local roads rests with Norfolk County Council (NCC) and that NCC's Speed Management Strategy is available publicly. Members were advised that national guidance generally applies to speed limits of 60mph on single carriageway rural roads and 70mph on dual carriageways, and that reducing speed limits can be both complex and costly, typically requiring significant supporting evidence, including a history of serious incidents. The Committee discussed undertaking a feasibility study to identify local traffic and road safety issues, review available evidence, and explore potential options for addressing concerns.

The Committee **AGREED** that consideration of a feasibility study would be included as a future agenda item.

The Committee **AGREED** to reinstate Standing Orders at 19:30.

11. To consider the request to install a bin at the Winners Walk bus stop.

The Committee considered the request and was sympathetic to the concerns raised. However, on reviewing the associated costs the Committee **AGREED** not to purchase a waste bin as it was not considered to be a cost-effective solution. It was noted that Drayton Litter Pickers had been made aware and had agreed to include Winners Walk bus stop on their cyclical litter picking route.

12. To consider the requests regarding village bus stops and shelters.

The Committee noted that only four bus services per day stopped at the Manor Farm Close bus stop. The Committee **AGREED** not to install a bus shelter at the Manor Farm Close due to insufficient demand.

The Committee considered the request for seating at the Cock Bus Shelter and noted that similar requests had been reviewed at previous meetings. The Committee discussed the practical constraints associated with the site, including the limited available space resulting from the proximity of the shelter to the lay-by and adjacent wall. In view of these constraints, the Committee **AGREED** not to purchase or install a perch bench.

13. To consider the responses from Norfolk County Council and Hopkins Homes regarding the installation of grit bins at Church Farm.

The Committee **AGREED** to write to Hopkins Homes again to request that the matter be reconsidered, highlighting concerns regarding resident safety and the developer's duty of care.

14. To consider the response from Hopkins Homes regarding the installation of an additional waste bin.

Having considered the response, the Committee noted the position and **AGREED** that no further action would be taken at this time.

The Committee discussed whether signage could be installed to discourage access to the attenuation basin and agreed to explore this option further with Hopkins Homes.

15. To consider bus stop flag cleaning.

The Committee **AGREED** to introduce an annual bus stop flag cleaning programme, with one clean per year, commencing in April 2027, subject to the cost remaining broadly in line with the quotation received in 2025.

16. To note outstanding highways matters known to the Parish Council and consider any appropriate action.

The Committee **AGREED** that the Deputy Clerk and Facilities Manager should request regular meetings with the Highway Engineer to discuss progress with any outstanding highways matters.

17. To receive annual report on land management & maintenance at Green Lanes for consideration.

The Committee noted the report.

18. To consider the update and artwork quotes for the replacement Lectern and Map for FP2 Green Lanes.

The Committee reviewed the signboard Artwork quotations and **AGREED** to appoint Contractor 1.

The Committee noted that there was a matching signboard at the entrance to Green Lanes and considered whether it would be cost effective to replace this in addition to the signboard positioned at the entrance to FP2 at its junction with A1067.

The Committee **AGREED** to purchase two lecterns, with funding for the project sourced from Green Infrastructure funds. It was requested that the £1000 allocated for the project be retained within earmarked reserves until confirmation was received that Green Infrastructure funding was secured.

19. To note exchange of information

It was requested that members send information pertaining to outstanding highways matters the Parish Office for follow-up.

It was requested that the Parish Office contact the Broadland CIL and S106 Officer regarding the 125th occupancy at the Hopkins Homes development to request an update on the status of the School Road footpath.

20. To note the date and time of the next meeting is scheduled to take place on Thursday 3rd September 2026 at 7pm at King George V Pavilion.

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

Meeting Closed: 20:57

**DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE**

Paper	EH5: To receive the Clerks Report on Committee matters arising from previous meetings.
Meeting	Environment & Highways Committee
Date	3 rd September 2026
Author	Deputy Clerk & Facilities Manager
Summary	
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. Matters arising shall include a record of the following: 1. The meeting date 2. The minute reference 3. The agenda item 4. The resolution 5. Status update 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. If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item. 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.	
Recommendation	
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
2025.11.06	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.	Ongoing: County Councillor T. Adams confirmed intent to use portion of 2026 budget for traffic count. Highway Engineer suggested that police could undertake sporadic speed monitoring on this section before a traffic count is undertaken. Beat Manager confirmed that speed monitoring had not identified any issues. Awaiting further response from Highway Engineer re traffic count.
2026.06.04	3	To receive minutes of the meeting of the Environment & Highways Committee held on 5th February 2026 for approval.	The minutes were AGREED as an accurate record of the meeting and signed by the Chair.	Complete: Draft minutes published.
2026.06.04	7	To consider the SAM2 (Speed Awareness Message) Draft Assessment Framework and example summary of key findings.	The Committee AGREED to adopt the Assessment Framework for interpreting data from the SAM2 device, subject to confirmation that all required indicator data can be obtained.	Complete: Update provided under item 7.
2026.06.05	9	To note the update on request for Sheridan Close footpath.	The Committee AGREED to write to the landowner notifying them of residents' concerns and enquire whether they have any plans to improve the condition of the footpath.	Ongoing: Pending action
2026.06.04	10	To consider concerns raised regarding the speed limit on Costessy Lane.	At 19:12 the Committee AGREED to consider item 10 directly after item 4 and suspended Standing Orders to enable open discussion with those in attendance.	Complete - no further action required.
			The Committee AGREED that consideration of a feasibility study would be included as a future agenda item.	Ongoing: Pending action
			The Committee AGREED to reinstate Standing Orders at 19:30.	Complete No further action required
2026.06.04	11	To consider the request to install a bin at the Winners Walk bus stop.	The Committee AGREED not to purchase a waste bin as it was not considered to be a cost-effective solution.	Complete: Resident informed of Committee decision 11.06.2026.
2026.06.04	12	To consider the requests regarding village bus stops and shelters.	The Committee AGREED not to install a bus shelter at the Manor Farm Close due to insufficient demand.	Complete: No further action required.
			The Committee AGREED not to purchase or install a perch bench.	Complete: Resident informed of Committee decision 11.06.2026.
2026.06.04	13	To consider the responses from Norfolk County Council and Hopkins Homes regarding the installation of grit bins at Church Farm.	The Committee AGREED to write to Hopkins Homes again to request that the matter be reconsidered, highlighting concerns regarding resident safety and the developer's duty of care.	Ongoing: Verbal update to be presented on 03.09.2026
2026.06.04	14	To consider the response from Hopkins Homes regarding the installation of an additional waste bin.	Having considered the response, the Committee noted the position and AGREED that no further action would be taken at this time.	Complete No further action required

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
2026.06.04	15	To consider bus stop flag cleaning.	The Committee AGREED to introduce bus stop flag cleaning once per year, commencing in April 2027, subject to the cost remaining broadly in line with the quotation received in 2025.	Ongoing: Updated quote recived from Heritage 11.06.2026
2026.06.04	16	To note outstanding highways matters known to the Parish Council and consider any appropriate action.	The Committee AGREED that the Deputy Clerk and Facilities Manager should request regular meetings with the Highway Engineer to discuss progress with any outstanding highways matters.	Ongoing: Highway Engineer contacted
2026.06.04	18	To consider the update and artwork quotes for the replacement Lectern and Map for FP2 Green Lanes.	The Committee reviewed the signboard Artwork quotations and AGREED to appoint Contractor 1.	Ongoing: Development of artwork in progress.
			The Committee AGREED to purchase two lecterns, with funding for the project sourced from Green Infrastructure funds. It was requested that the £1000 allocated for the project be retained within earmarked reserves until confirmation was received that Green Infrastructure funding was secured.	Ongoing: Pending completion of artwork.
2026.06.04	19	To note exchange of information	It was requested that the Parish Office contact the Broadland CIL and S106 Officer regarding the 125th occupancy at the Hopkins Homes development to request an update on the status of the School Road footpath.	Ongoing: CIL and S106 Officer advised that Broadland are actively engaging with the developer and will provide an update as soon as possible.

**DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE**

Paper	EH6: To receive quarterly budget report and explanation of variance.
Meeting	Environment & Highways Committee
Date	3 rd September 2026
Author	Deputy Clerk & Facilities Manager

Summary

Background

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.

Quarterly budget reports are presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.

In addition, per 1.8 of the Council's Internal Controls, the Finance & General Purposes Committee receives quarterly budget reports for all Committees of the Council with the aim of:

- Monitoring financial performance against the budget, helping to identify potential issues or inefficiencies throughout the year
- Refining budgeting and forecasting processes over time
- Gaining an informed understanding of financial performance as affected by various factors
- Creating more accurate and flexible budgets that better anticipate Council's future needs and adapt to different circumstances
- Streamlining variance reporting required for Year-End

Any recommendations for corrective action are presented to Council for approval as necessary.

Recommendation

The budget report for Q1 was considered at the July meeting of the Finance & General Purposes Committee with no recommendations for action.

Ref.	Cost Centre	Quarter	Budgeted	Actual	Variance	Explanation Required
3	Environment & Highways	Q1	£3,219.63	£3,412.72	-6%	N

Recommendation

The Committee is asked to receive the Quarterly Budget Report and explanation of variance for information.

Drayton Parish Council - Quarter 1
(01/04/2026 to 30/06/2026 - Cost Centre 27)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
3. Environment & Highways						
31 NCC Highways Verges			(N/A)	3,103.38	2,068.92	1,034.46(33%)
33 Residents Competitions			(N/A)			(N/A)
35 Tree Maintenance			(N/A)			(N/A)
36 Street Scene Maintenance			(N/A)	116.25	1,343.80	-1,227.55(-1055%)
38 Green Lanes			(N/A)			(N/A)
Sub Total for 3. Environment & Highways			(N/A)	3,219.63	3,412.72	-193.09(-6%)
TOTALS.....			(N/A)	3,219.63	3,412.72	-193.09(-6%)
NET Variance Quarter 1						-193.09

**DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE**

Paper	EH7: SAM2 (Speed Awareness Message) Report
Meeting	Environment & Highways Committee
Date	3 rd September 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> To receive the latest SAM2 data and analysis for review in line with the adopted assessment framework.	
<u>Background</u> Following concerns raised regarding vehicle speeds in the village, the Parish Council agreed to install a SAM2 speed monitoring device to gather traffic data. The device records: • Vehicle speeds • Traffic volumes • Date and time information • Direction of travel, where applicable In line with the Council's SAM2 policy, the Committee is required to review and respond to data collected. In April 2026, the Committee agreed to adopt an assessment framework for interpreting data from the SAM2 device, with the aim of supporting consistent, evidence-based decision-making regarding road safety concerns within the parish.	
<u>SAM2 Locations</u> The SAM2 device is currently deployed at the following sites on a 4 weekly rotation schedule: 1. School Road, outside no 55, facing Vawdrey Road 2. School Road, outside no 55, facing Cator Road 3. School Road, outside Drayton Community Infant School, facing Littlewood 4. School Road, outside Drayton Community Infant School, facing Badgers Brook In addition, the SAM2 device will be deployed at the following sites when suitable posts have been installed by Norfolk County Council Highways team: 5. Longdale, facing Winners Walk 6. Longdale, facing Cricket Close 7. Hall Lane, near Binney Road	
<u>Update</u> A SAM2 report has been provided for consideration and includes speed monitoring data analysis for each period of installation at each site. Key indicators have been assessed using the agreed framework and an overall concern level identified. Summary data for each period of installation at each site has also been included.	

**DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE**

Summary of Key Findings

At sites 1- 3 the overall concern level was identified as low, with no further action required. At site 4, the overall concern level was identified as low / moderate, with no further action required beyond continued monitoring.

The Committee is asked to review the report.

For Information

The 85th percentile speed represents the speed at or below which 85% of vehicles travel. It is widely used in traffic engineering to assess the overall driver behaviour and whether the existing speed limit aligns with actual road usage. An 85th percentile close to the speed limit suggests general compliance whereas a significantly higher figure may indicate routine speeding.

Recommendation

The Committee is asked to review the SAM2 report and note the overall concern level for each site.

DRAYTON PARISH COUNCIL
SPEED MONITORING DATA ANALYSIS

Site 1: School Road, facing Vawdrey Road				
Speed Limit	30 mph			
Traffic Report From	14/01/2026 – 02/02/2026			
Site characteristics Contextual indicators that may impact overall concern threshold	Junior and Infant Schools located on same road, but not within immediate vicinity. Visibility somewhat impeded by curvature of the road.			
Traffic Volume Context for road usage patterns	Total Vehicles: 22811 Average Daily Figures: 5 Days 1247 & 7 Days 1146			
Indicator	Site Data	Low Concern	Moderate Concern	High Concern
Average speed Indicates general driver behaviour	22.87 mph	<32mph	32-35mph	>35mph
85th percentile speed Indicates whether speeding is routine	27.9 mph	<35mph	35-39mph	>39mph
Percentage exceeding limit Indicates the scale of the issue	3.56 %	<25%	25-50%	>50%
Overall Concern Level	Low	General compliance with speed limit. Limited excessive speeding. No persistent trend.	Persistent low-level speeding Elevated 85 th percentile speed Speeding concentrated at certain times	Significant excessive speeding High 85 th percentile Persistent trend over multiple surveys Presence of vulnerable road users
Suggested Action	While isolated instances of speeding were recorded, overall compliance levels are high and average speed is under the posted limit. No action required.			

DRAYTON PARISH COUNCIL
SAM2 DATA

Site Details

Site Site 1: School Road, facing Vawdrey Road
Speed Limit 30 MPH
Speed Intervals 5 MPH
Time Intervals Instant
Traffic Report From 14/01/2026 – 02/02/2026

Traffic Volumes Summary

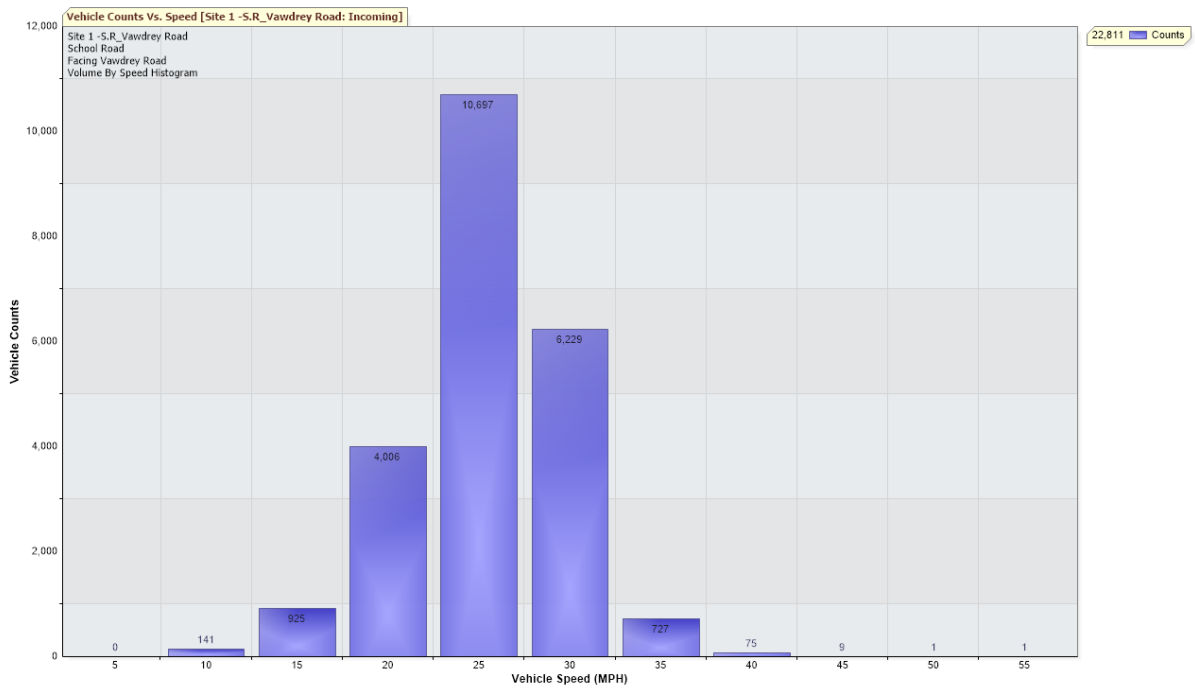
Volumes: Weekly Counts			
	Time	5 Day	7 Day
Average Daily		1247	1146
AM Peak	08:00	90	82
PM Peak	17:00	145	124

Speeds Summary

Average Speed:	22.87 MPH
85th Percentile Speed	27.9 MPH
85th Percentile Vehicles	19389
Max Speed (20.01.2026 at 20:30:00)	55 MPH
Total Vehicles	22811
Percentage Vehicles Exceeding the Limit	3.56 %

	Monday	Tues	Wed	Thurs	Fri	Sat	Sun
Count over limit	94	97	108	146	107	153	108
% over limit	3.3	3.8	2.9	3.4	2.6	5.1	4.6
Avg Speeder	33.3	33.3	33.1	33.0	33.1	32.9	33.2

Vehicle Counts vs Speed: Volume by Speed Histogram



DRAYTON PARISH COUNCIL
SPEED MONITORING DATA ANALYSIS

Site 2: School Road, facing Cator Road				
Speed Limit	30 mph			
Traffic Report From	11.02.2026 – 11.03.2026			
Site characteristics Contextual indicators that may impact overall concern threshold	Junior and Infant Schools located on same road, but not within immediate vicinity. Visibility somewhat impeded by curvature of the road.			
Traffic Volume Context for road usage patterns	Total Vehicles: 34214 Average Daily Figures: 5 Days 1315 & 7 Days 1182			
Indicator	Site Data	Low Concern	Moderate Concern	High Concern
Average speed Indicates general driver behaviour	24.21 mph	<32mph	32-35mph	>35mph
85th percentile speed Indicates whether speeding is routine	29.2 mph	<35mph	35-39mph	>39mph
Percentage exceeding limit Indicates the scale of the issue	9.28 %	<25%	25-50%	>50%
Overall Concern Level	Low	General compliance with speed limit. Limited excessive speeding. No persistent trend.	Persistent low-level speeding Elevated 85 th percentile speed Speeding concentrated at certain times	Significant excessive speeding High 85 th percentile Persistent trend over multiple surveys Presence of vulnerable road users
Suggested Action	While isolated instances of speeding were recorded, overall compliance levels are high and average speed is under the posted limit. No action required.			

DRAYTON PARISH COUNCIL
SAM2 DATA

Site Details

Site Site 2: School Road, facing Cator Road
Speed Limit 30 MPH
Speed Intervals 5 MPH
Time Intervals Instant
Traffic Report From 11.02.2026 – 11.03.2026

Traffic Volumes Summary

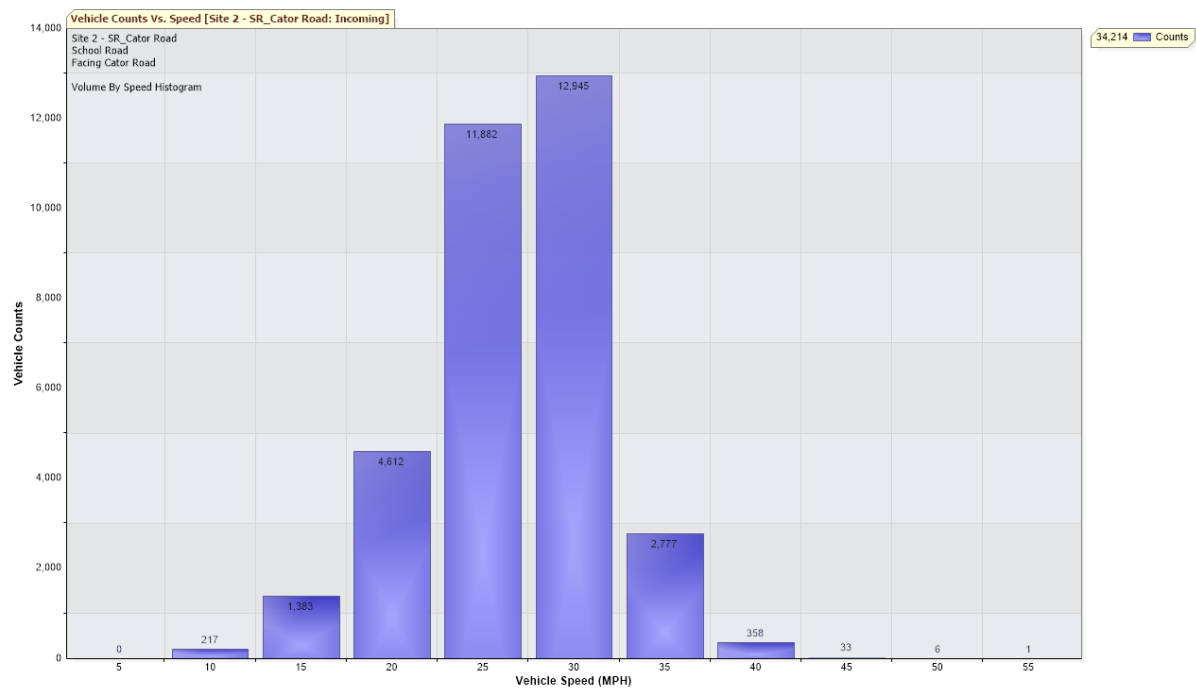
Volumes: Weekly Counts			
	Time	5 Day	7 Day
Average Daily		1315	1182
AM Peak	08:00	159	127
PM Peak	17:00	103	88

Speeds Summary

Average Speed:	24.21 MPH
85th Percentile Speed	29.2 MPH
85th Percentile Vehicles	29082
Max Speed (10.03.2026 at 09:59:00)	55 MPH
Total Vehicles	34214
Percentage Vehicles Exceeding the Limit	9.28 %

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Count over limit	494	434	443	476	456	504	368
% over limit	9.1	8.0	8.0	8.1	8.1	13.1	12.6
Avg Speeder	33.3	33.2	33.4	33.1	33.1	33.2	33.1

Vehicle Counts vs Speed: Volume by Speed Histogram



DRAYTON PARISH COUNCIL
SPEED MONITORING DATA ANALYSIS

Site 3: School Road, facing Littlewood				
Speed Limit	20 mph			
Traffic Report From	11/03/2026 – 08/04/2026			
Site characteristics Contextual indicators that may impact overall concern threshold	Located directly outside Infant School.			
Traffic Volume Context for road usage patterns	Total Vehicles: 23574 Average Daily Figures: 5 Days 870 & 7 Days 813			
Indicator	Site Data	Low Concern	Moderate Concern	High Concern
Average speed Indicates general driver behaviour	17.47 mph	<22mph	22-25mph	>25mph
85th percentile speed Indicates whether speeding is routine	22.2 mph	<24mph	24-28mph	>28mph
Percentage exceeding limit Indicates the scale of the issue	25.29 %	<20%	20-40%	>40%
Overall Concern Level	Low	General compliance with speed limit. Limited excessive speeding. No persistent trend.	Persistent low-level speeding Elevated 85 th percentile speed Speeding concentrated at certain times	Significant excessive speeding High 85 th percentile Persistent trend over multiple surveys Presence of vulnerable road users
Suggested Action	Most drivers comply with the posted speed limit, though a notable minority exceed it. The average speed is under the posted limit and the 85 th percentile speed is close to the posted limit, indicating that overall compliance levels are relatively high. No action required.			

DRAYTON PARISH COUNCIL
SAM2 DATA

Site Details

Site Site 3: School Road, Facing Littlewood
Speed Limit 20 MPH
Speed Intervals 5 MPH
Time Intervals Instant
Traffic Report From 11/03/2026 – 08/04/2026

Traffic Volumes Summary

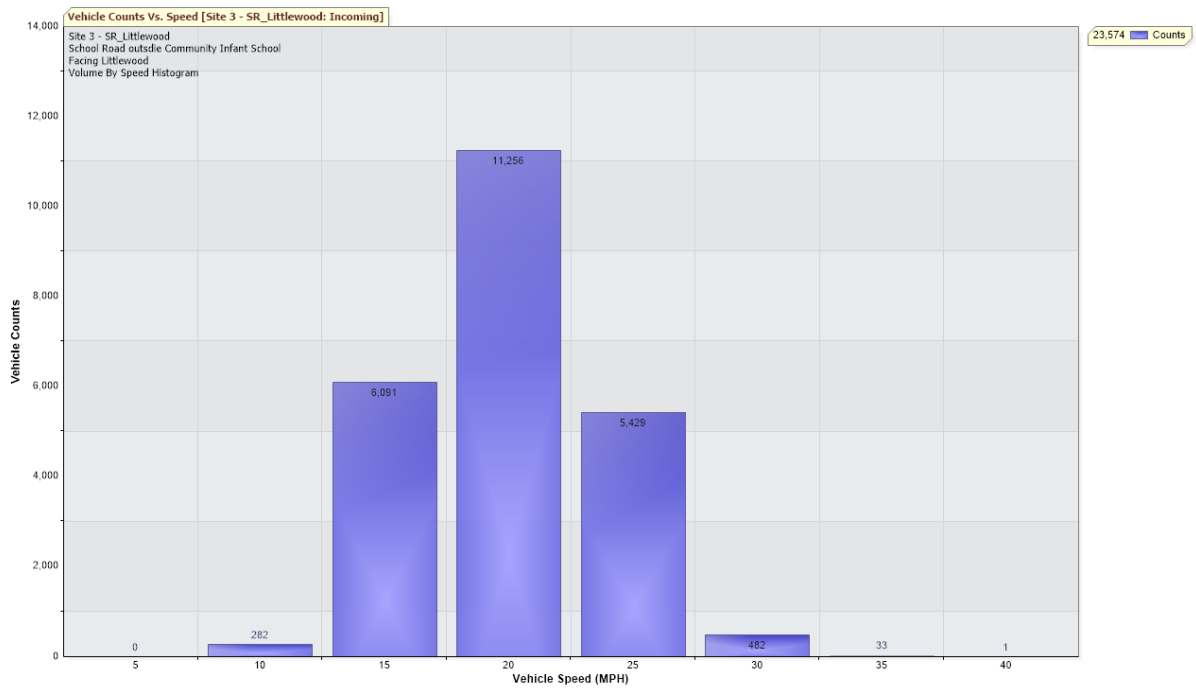
Volumes: Weekly Counts			
	Time	5 Day	7 Day
Average Daily		870	813
AM Peak	08:00	57	57
PM Peak	17:00	90	77

Speeds Summary

Average Speed:	17.47 MPH
85th Percentile Speed	22.2 MPH
85th Percentile Vehicles	20038
Max Speed (12.03.2026 at 23:05:00)	40 MPH
Total Vehicles	23574
Percentage Vehicles Exceeding the Limit	25.29 %

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Count over limit	664	904	1044	827	835	1048	623
% over limit	19.9	25.2	26.5	21.4	24.0	33.2	28.1
Avg Speeder	22.9	23.0	22.9	22.9	22.9	23.1	23.0

Vehicle Counts vs Speed: Volume by Speed Histogram



DRAYTON PARISH COUNCIL
SPEED MONITORING DATA ANALYSIS

Site 1: School Road, facing Vawdrey Road				
Speed Limit	30 mph			
Traffic Report From	08/04/2026 - 06/05/2026			
Site characteristics Contextual indicators that may impact overall concern threshold	Junior and Infant Schools located on same road, but not within immediate vicinity. Visibility somewhat impeded by curvature of the road.			
Traffic Volume Context for road usage patterns	Total Vehicles: 34039 Average Daily Figures: 5 Days 1284 & 7 Days 1176			
Indicator	Site Data	Low Concern	Moderate Concern	High Concern
Average speed Indicates general driver behaviour	22.32 mph	<32mph	32-35mph	>35mph
85th percentile speed Indicates whether speeding is routine	28.3 mph	<35mph	35-39mph	>39mph
Percentage exceeding limit Indicates the scale of the issue	4.91	<25%	25-50%	>50%
Overall Concern Level	Low	General compliance with speed limit. Limited excessive speeding. No persistent trend.	Persistent low-level speeding Elevated 85 th percentile speed Speeding concentrated at certain times	Significant excessive speeding High 85 th percentile Persistent trend over multiple surveys Presence of vulnerable road users
Suggested Action	While isolated instances of speeding were recorded, overall compliance levels are high and average speed is under the posted limit. No action required.			

DRAYTON PARISH COUNCIL
SAM2 DATA

Site Details

Site Site 1: School Road, facing Vawdrey Road
Speed Limit 30 MPH
Speed Intervals 5 MPH
Time Intervals Instant
Traffic Report From 08/04/2026 - 06/05/2026

Traffic Volumes Summary

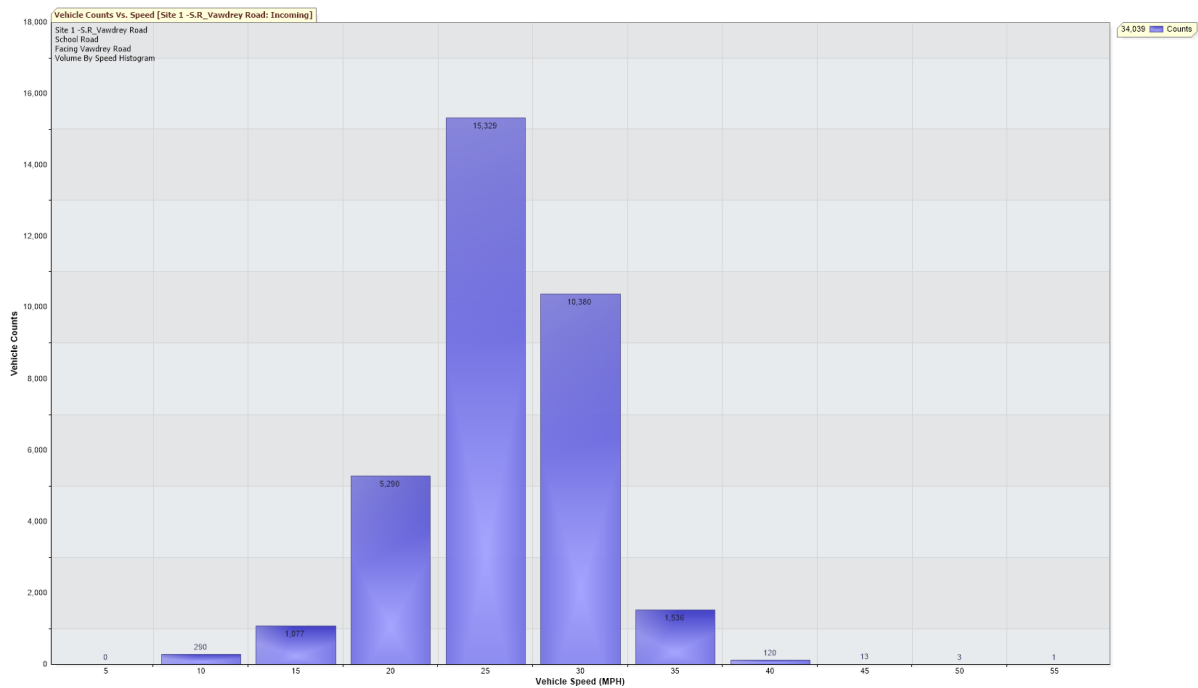
Volumes: Weekly Counts			
	Time	5 Day	7 Day
Average Daily		1284	1176
AM Peak	08:00	82	81
PM Peak	17:00	144	120

Speeds Summary

Average Speed:	23.32 MPH
85th Percentile Speed	28.3 MPH
85th Percentile Vehicles	28933
Max Speed (29.04.2026 at 00:00:00)	55 MPH
Total Vehicles	34039
Percentage Vehicles Exceeding the Limit	4.91%

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Count over limit	268	256	241	254	247	235	172
% over limit	5.8	4.5	4.4	4.6	4.5	5.8	5.3
Avg Speeder	32.8	33.1	32.8	33.0	33.2	32.9	33.0

Vehicle Counts vs Speed: Volume by Speed Histogram



DRAYTON PARISH COUNCIL
SPEED MONITORING DATA ANALYSIS

Site 4: School Road, facing Badgers Brook				
Speed Limit	20 mph			
Traffic Report From	06/05/2026 – 03.06.2026			
Site characteristics Contextual indicators that may impact overall concern threshold	Located directly outside Infant School and proximity to road with 60 mile per hour speed limit.			
Traffic Volume Context for road usage patterns	Total Vehicles: 25955 Average Daily Figures: 5 Days 923 & 7 Days 899			
Indicator	Site Data	Low Concern	Moderate Concern	High Concern
Average speed Indicates general driver behaviour	18.7 mph	<22mph	22-25mph	>25mph
85th percentile speed Indicates whether speeding is routine	23.5 mph	<24mph	24-28mph	>28mph
Percentage exceeding limit Indicates the scale of the issue	37.51 %	<20%	20-40%	>40%
Overall Concern Level	Moderate	General compliance with speed limit. Limited excessive speeding. No persistent trend.	Persistent low-level speeding Elevated 85 th percentile speed Speeding concentrated at certain times	Significant excessive speeding High 85 th percentile Persistent trend over multiple surveys Presence of vulnerable road users
Suggested Action	Most drivers comply with the posted speed limit, though a notable minority exceed it. The average speed is under the posted limit and the 85 th percentile speed is close to the posted limit, indicating that overall compliance levels are relatively high. No action required beyond continued monitoring.			

DRAYTON PARISH COUNCIL
SAM2 DATA

Site Details

Site Site 4: School Road, Facing Badgers Brook
Speed Limit 20 MPH
Speed Intervals 5 MPH
Time Intervals Instant
Traffic Report From 06/05/2026 – 03.06.2026

Traffic Volumes Summary

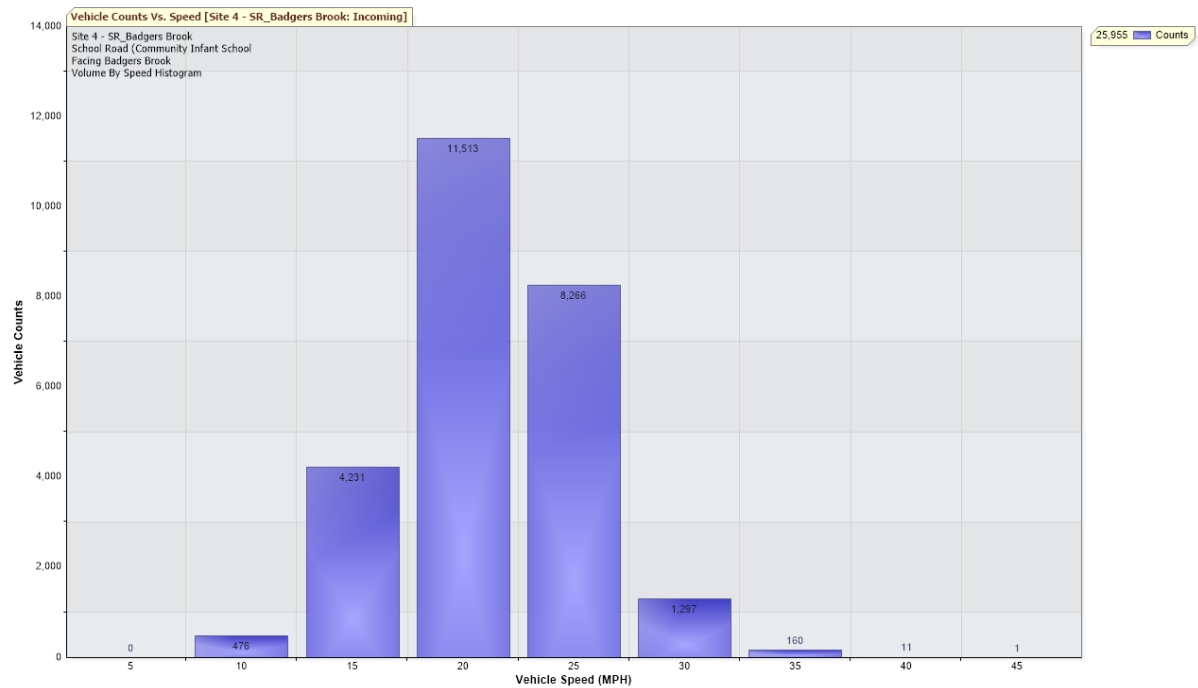
Volumes: Weekly Counts			
	Time	5 Day	7 Day
Average Daily		923	899
AM Peak	08:00	94	74
PM Peak	17:00	78	69

Speeds Summary

Average Speed:	18.7 MPH
85th Percentile Speed	23.5 MPH
85th Percentile Vehicles	22062
Max Speed (28.05.2026 at 08:59:00)	45 MPH
Total Vehicles	25955
Percentage Vehicles Exceeding the Limit	37.51 %

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Count over limit	1210	1293	1419	1406	1541	1640	1226
% over limit	34.6	35.2	37.5	34.7	36.4	42.8	42.3
Avg Speeder	23.4	23.2	23.3	23.3	23.4	23.4	23.5

Vehicle Counts vs Speed: Volume by Speed Histogram



DRAYTON PARISH COUNCIL
SPEED MONITORING DATA ANALYSIS

Site 3: School Road, facing Littlewood				
Speed Limit	20 mph			
Traffic Report From	03.06.2026 – 01.07.2026			
Site characteristics Contextual indicators that may impact overall concern threshold	Located directly outside Infant School.			
Traffic Volume Context for road usage patterns	Total Vehicles: 23340 Average Daily Figures: 5 Days 878 & 7 Days 808			
Indicator	Site Data	Low Concern	Moderate Concern	High Concern
Average speed Indicates general driver behaviour	17.33 mph	<22mph	22-25mph	>25mph
85th percentile speed Indicates whether speeding is routine	22.1 mph	<24mph	24-28mph	>28mph
Percentage exceeding limit Indicates the scale of the issue	23.88 %	<20%	20-40%	>40%
Overall Concern Level	Low	General compliance with speed limit. Limited excessive speeding. No persistent trend.	Persistent low-level speeding Elevated 85 th percentile speed Speeding concentrated at certain times	Significant excessive speeding High 85 th percentile Persistent trend over multiple surveys Presence of vulnerable road users
Suggested Action	Most drivers comply with the posted speed limit, though a notable minority exceed it. The average speed is under the posted limit and the 85 th percentile speed is close to the posted limit, indicating that overall compliance levels are relatively high. No action required.			

DRAYTON PARISH COUNCIL
SAM2 DATA

Site Details

Site Site 3: School Road, Facing Littlewood
Speed Limit 20 MPH
Speed Intervals 5 MPH
Time Intervals Instant
Traffic Report From 03.06.2026 – 01.07.2026

Traffic Volumes Summary

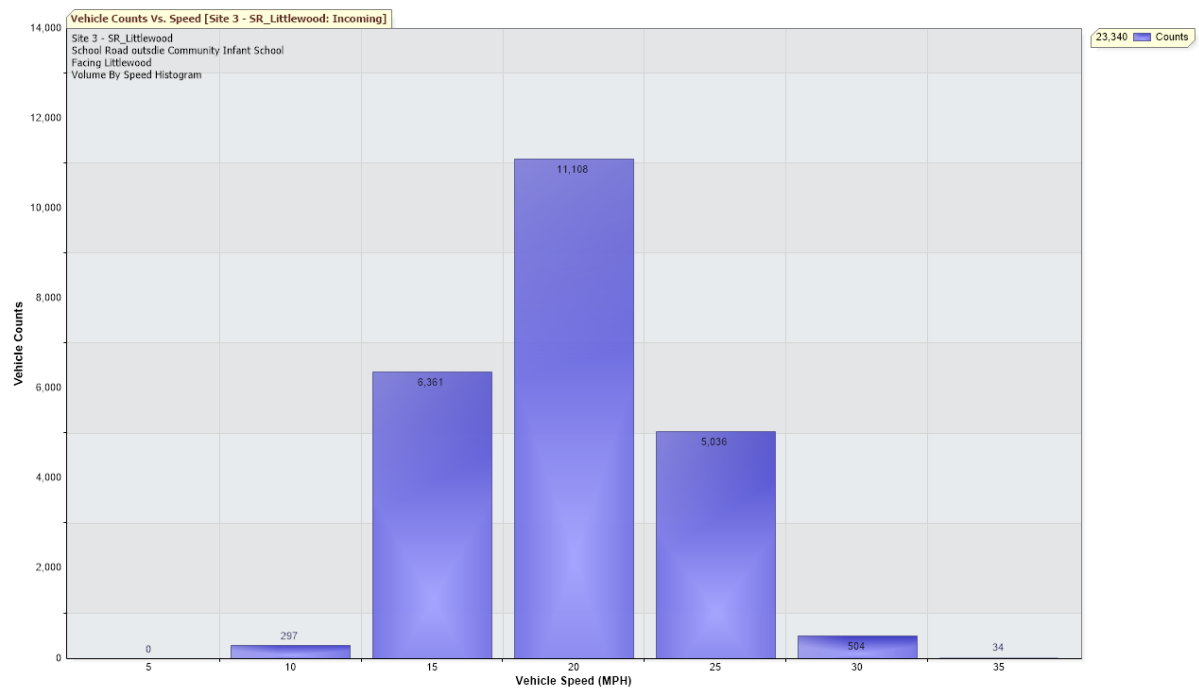
Volumes: Weekly Counts			
	Time	5 Day	7 Day
Average Daily		878	808
AM Peak	08:00	57	53
PM Peak	17:00	88	75

Speeds Summary

Average Speed:	17.33 MPH
85th Percentile Speed	22.1 MPH
85th Percentile Vehicles	19839
Max Speed (04.06.2026 at 06:35:00)	35 MPH
Total Vehicles	23340
Percentage Vehicles Exceeding the Limit	23.88 %

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Count over limit	729	808	761	809	815	934	718
% over limit	18.8	22.1	21.7	23.7	21.3	35.0	30.1
Avg Speeder	23.0	23.0	23.0	22.9	23.0	23.1	23.1

Vehicle Counts vs Speed: Volume by Speed Histogram



DRAYTON PARISH COUNCIL
SPEED MONITORING DATA ANALYSIS

Site 2: School Road, facing Cator Road				
Speed Limit	30 mph			
Traffic Report From	01/07/2026 – 29/07/2026			
Site characteristics Contextual indicators that may impact overall concern threshold	Junior and Infant Schools located on same road, but not within immediate vicinity. Visibility somewhat impeded by curvature of the road.			
Traffic Volume Context for road usage patterns	Total Vehicles: Average Daily Figures: 5 Days & 7 Days			
Indicator	Site Data	Low Concern	Moderate Concern	High Concern
Average speed Indicates general driver behaviour	24.1 mph	<32mph	32-35mph	>35mph
85th percentile speed Indicates whether speeding is routine	29.2 mph	<35mph	35-39mph	>39mph
Percentage exceeding limit Indicates the scale of the issue	9.16 %	<25%	25-50%	>50%
Overall Concern Level	Low	General compliance with speed limit. Limited excessive speeding. No persistent trend.	Persistent low-level speeding Elevated 85 th percentile speed Speeding concentrated at certain times	Significant excessive speeding High 85 th percentile Persistent trend over multiple surveys Presence of vulnerable road users
Suggested Action	While isolated instances of speeding were recorded, overall compliance levels are high and average speed is under the posted limit. No action required.			

DRAYTON PARISH COUNCIL
SAM2 DATA

Site Details

Site	Site 2: School Road, facing Cator Road
Speed Limit	30 MPH
Speed Intervals	5 MPH
Time Intervals	Instant
Traffic Report From	01/07/2026 – 29/07/2026

Traffic Volumes Summary

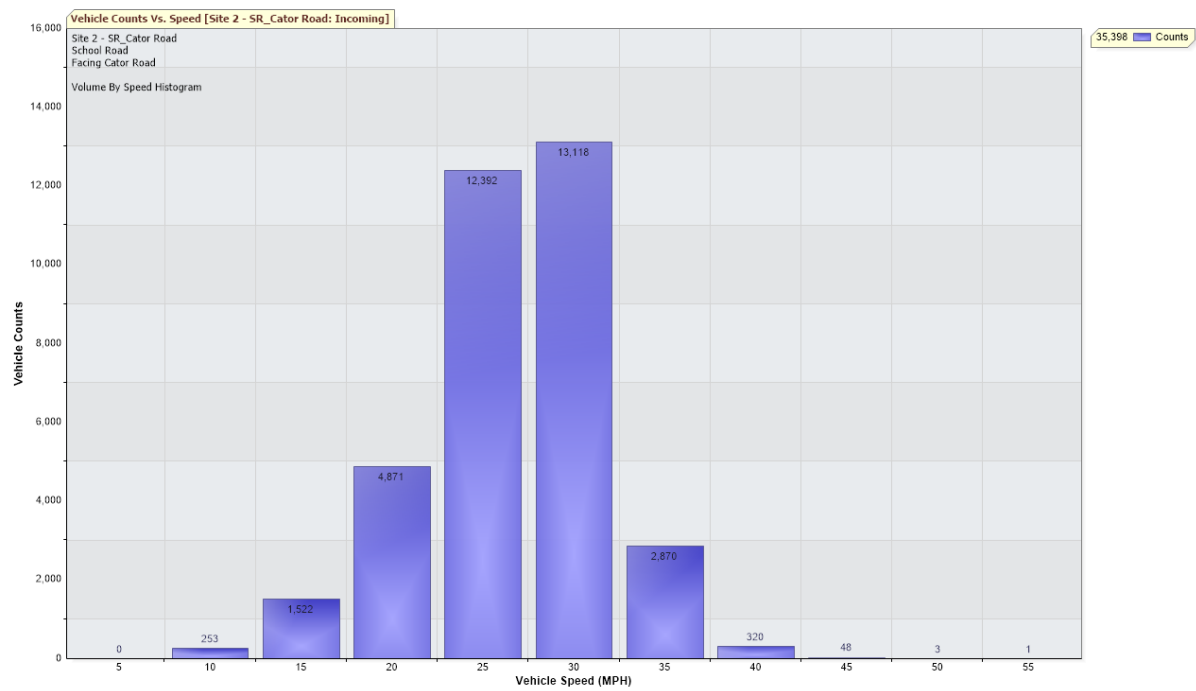
Volumes: Weekly Counts			
	Time	5 Day	7 Day
Average Daily		1342	1225
AM Peak	08:00	152	125
PM Peak	17:00	105	92

Speeds Summary

Average Speed:	24.1 MPH
85th Percentile Speed	29.2 MPH
85th Percentile Vehicles	30088
Max Speed (17.07.2026 at 06:00:00)	55 MPH
Total Vehicles	35398
Percentage Vehicles Exceeding the Limit	9.16 %

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Count over limit	517	483	406	443	594	425	374
% over limit	9.6	8.9	7.5	7.8	9.9	10.2	11.4
Avg Speeder	33.1	33.2	33.3	33.2	33.2	33.1	33.1

Vehicle Counts vs Speed: Volume by Speed Histogram



**DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE**

Paper	Item 8: Community Competition Brief for 2027
Meeting	Environment & Highways Committee
Date	3 rd September 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> To assist the Committee in determining a suitable course of action in regards to the Community Competition Brief for 2027. <u>Background</u> At the February 2026 meeting, the Committee noted their preference for running a Tallest Sunflower competition for local primary school children as an alternative to the Best Young Gardener and Most Impactful Garden or Display competitions. It was suggested that Drayton Parish Council could provide the sunflower seeds required to run competitions for both local schools. Drayton Community Infant School and Drayton Church of England Junior School confirmed their interest in the competition; however, it was agreed to postpone the competition until 2027 to allow more time for planning and engagement. At the April 2026 meeting, the Committee requested that preparation for the annual competition be undertaken prior to Christmas to allow enough time for appropriate planning. <u>Considerations</u> The Committee is asked to consider: 1. Whether to proceed with the running a Tallest Sunflower competition for local primary school children in 2027. 2. The suggested next steps for competition arrangements. <u>Next Steps</u> • Contact the schools to gauge their continued interest. • Confirm student numbers to inform calculation of costs for pots, seeds and compost. • Confirm whether the students would need to plant their seeds at home or whether this activity could take place at school. • Establish arrangements for the distribution of supplies and whether representatives from the Parish Council should arrange and/or be in attendance to assist. • Establish arrangements for competition judging. • Establish arrangements for any prizes.	
Recommendation	
The Committee is asked to consider arrangements for the Community Competition Brief for 2027.	

**DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE**

Paper	PPF9: To consider budget proposals for 2027-28 financial year.
Meeting	Environment & Highways Committee
Date	3 rd September 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> To assist the Committee in determining a suitable course of action in regards to budget proposals for the 2027-28 financial year. <u>Background</u> In line with section 4 of the Council’s Financial Regulations, the Committee has the opportunity to consider potential initiatives, priorities and areas of investment that may require financial provision in the next financial year. To support the annual budget-setting process, members are invited to put forward proposals for inclusion in the draft budget. This process allows members to identify priorities early in the budget exercise and ensures that proposals can be properly assessed before the draft budget is prepared. Where possible, proposals should include a brief description of the proposed initiative or funding request and an estimated cost. <u>Next Steps</u> Proposals will be compiled and included in the draft budget for consideration at the next meeting of the Environment & Highways Committee. Officers will work with members to clarify proposals where necessary and gather information as needed. The Committee will then be asked to review the draft budget for recommendation for approval by Council. <u>For Information</u> A copy of the Committees 2026-27 budget and Reserve Balance is attached for reference purposes.	
Recommendation	
The Committee is asked to consider budget proposals for inclusion in the draft 2027-28 Budget for Environment & Highways.	

31	NCC Highway Verges	Budget	Budget Notes
	Contracted Services	£8,275.67	Completed by Garden Guardian and paid by Norfolk County Council under the delegated grass cutting agreement.
	Sub Total	£8,275.67	
33	Resident Competitions	Budget	Budget Notes
	Garden Competition	£250.00	Prizes, awards, publication etc.
	Sub Total	£250.00	
35	Tree Maintenance	Budget	Budget Notes
			Recommend budget line removal following change to Terms of Reference and responsibility for tree maintenance. Tree works for Green Lanes now under budget code 38 below.
36	Street Scene Maintenance	Budget	Budget Notes
	Bus Shelter Clean	fringe	Cleaning of the bus shelters/flags is carried out by Heritage Contract Services Ltd. 4 times per year at approximately 3 monthly intervals.
	Commercial Dog & Litter Bin Collection	£3,400.00	Broadland District Council for 8 x dog bins and 3 x litter bins
	Street Scene furniture Maintenance	£0.00	Repairs and maintenance to Village sign, noticeboards, war memorial, bus shelters, litter/dog/grit bins and benches not on Parish Council owned land.
	Sub Total	£3,400.00	
38	Green Lanes	Budget	Budget Notes
	Meadow Cutting Contracted Service	£790.00	Fringe project to complete 1 visit per year to manage the marshland, cut and rake off the vegetation.
	Balsam Weed Pulling	£1,080.00	The Conservation Volunteers (TCV) Norfolk complete 1 visit per year to manage invasive weed growth.
	Tree Maintenance	£1,000.00	Planned repairs and maintenance to trees including consultations following surveys.
	Sub Total	£2,870.00	

Drayton Parish Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
KGV Project - CIL	673,331.40			5,132.47	678,463.87
3G Surface Replacement	77,784.03	96.00		3,872.34	81,752.37
KGV Enhancements	28,104.00	37,000.00			65,104.00
Floodlight Replacement	5,500.00				5,500.00
Play Area Enhancements	82,550.97	10,000.00	2,020.00		90,530.97
Election Reserve	2,500.00				2,500.00
Longdale Pavilion Enhancemen	29,821.38	30,500.00			60,321.38
Tree Works	14,137.34				14,137.34
Streetlighting	102,712.99	9,000.00	1,700.00		110,012.99
Cyclical Payments	2,969.30	2,695.00	216.00		5,448.30
Projects	9,356.50		4,440.00		4,916.50
Pitch Improvements	11,363.66	5,000.00			16,363.66
KGV Project - S106			26,071.46		-26,071.46
Street Scene Furniture & Footp	2,575.41	500.00			3,075.41
Allotments	2,000.00	726.94			2,726.94
3G Deposits		9.60		588.00	597.60
Total Earmarked	1,044,706.98	95,527.54	34,447.46	9,592.81	1,115,379.87
TOTAL RESERVE	1,044,706.98	95,527.54	34,447.46	9,592.81	1,115,379.87
GENERAL FUND					58,176.38
TOTAL FUNDS					1,173,556.25

**DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE**

Paper	EH10: Invitation to bid for Parish Partnership Scheme 2027/28
Meeting	Environment & Highways Committee
Date	3 rd September 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> To assist the Committee in determining whether to bid for the Parish Partnership Scheme 2027/28. <u>Background</u> Each year Norfolk County Council (NCC) invites local councils to submit bids for highway improvement schemes via the Parish Partnership Scheme. NCC have provisionally allocated £500,000 to fund schemes on a 50/50 basis in the 2027/28 financial year. The scheme is in place to assist Parish Council's in delivering projects that are priorities for local communities. The closing date for applications will be 1st December 2026, and recommendations will need to be presented at the November meeting of the Council for approval. With the government's proposed Local Government Reorganisation programme and timeline, any schemes will need to be delivered by the end of December 2027. Therefore, parishes have been asked to supply their funding by end of April 2027 to prevent lapse of grant. The invitation to bid letter is attached for information and includes examples of types of applications that can be considered.	
Recommendation	
The Committee is asked to consider whether to submit a bid for the Parish Partnership Scheme 2027/28. Before making a recommendation to Council for approval.	



My ref: HI/12/GEN/PF3041/DN

Your ref:

Phone: 0344 800 8020

Text relay: 18001 0344 800 8020

www.norfolk.gov.uk

Email: ppschemes@norfolk.gov.uk

Date: August 2026

From the Cabinet Member for Highways & Transport

Dear Sir or Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last twelve years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2027/28. Further supporting information, including possible funding sources for your share of the bid, is available on our [webpage](#).

The County Council has provisionally allocated £500,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. **The closing date for submissions will be 01 December 2026.** Please contact your local Highway Engineer based at your local Area Office for agreement as early as you can, ideally by the end of September, to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2027 following approval by the Norfolk County Council Cabinet.

With the government's proposed Local Government Reorganisation programme and timeline, any schemes **will need to be delivered on the ground by the end of December 2027**. Therefore, we would ask that parishes supply their funding by end of April 2027 to prevent lapse of grant.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Bids will also be accepted from the unparished wards of Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Further details are in the relevant committee report on our [webpage](#).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record and must be agreed by NCC's Network Safety Team. We consider that SAM2/SAM3 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our [webpage](#).
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times. Please note that these signs are advisory only and cannot be enforced.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school). Please note that these markings are not enforceable by Civil Parking Enforcement without a Traffic Regulation Order (which is outside the scope of the parish partnership scheme).
- New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council. Please note, that a bus shelter grant for 80% funding grant is currently available. Please email busshelters@norfolk.gov.uk for more information.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A [webpage](#) containing useful information is now live.

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our [webpage](#).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of any streetlighting
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones
- Air quality units
- Parish Car parks / extensions
- Public notice boards
- Play areas
- CCTV
- Brown tourist signs
- Ditch clearing/ drainage cleansing

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost (and outline estimate – not just a summary) and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support: -
 - essential from your Local Member
 - frontages and landowners.
 - your local highway engineer
- For 'off highway' schemes, your proposals for future maintenance.

Please find a bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemas@norfolk.gov.uk. If you need further information on the bid process, please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours faithfully

A handwritten signature in cursive script that reads "T Dickerson".

Tom Dickerson
Cabinet Member for Highways & Transport

Copy to: Local County Councillor
Enclosed: Parish Partnership bid application form 2027/28

**DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE**

Paper	EH11: Allotment Briefing
Meeting	Environment & Highways Committee
Date	3 rd September 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> To update the Committee regarding allotments on the Hopkins Homes housing development.	
<u>Background</u> The Deed of Planning (Section 106 Agreement) for the Hopkins Homes housing development stipulates that land is to be set aside to be used as allotments in accordance with the approved Allotment Scheme at the site. The Deed confirms that: • The transfer of the allotments to Drayton Parish Council will happen between the occupancy of 160 dwellings and the completion of the development. • The allotment lease will include transfer of the leasehold estate unencumbered for a period of 99 years at an annual peppercorn rent. In May 2022, the Committee considered and approved the latest draft layout for an allotment site at the Hopkins Homes Church Farm housing development. These site plans have been included for information.	
<u>Site Details</u> The current scheme includes: • 12 plots; 8 x almost full-size plots and 4 x 50sqm quarter plots. • Fencing (wire mesh fencing to continue 5cm underground to prevent burrowing). • Direct access from the pedestrian walkway for all plot holders. • Pedestrian pathways wide enough (2m) to accommodate a lawnmower. Metered water supply serving the galvanised steel dip tanks. The area to the south of the parking spaces will not form part of the land involved in the allotments lease (as per the image in red in the top left corner of the attached plan).	
<u>Update</u> As of June 2026, 150 homes on the Hopkins Homes housing development are occupied. The CIL and S106 Officer has been approached for a further update and an anticipated timeframe for transfer of the allotments. As of August 2026, 13 members of the public have approached the Parish Council to request that they be placed on the allotment waiting list.	
<u>Next Steps</u> • To consider draft Allotment Policy & Procedure for consideration and recommendation for approval by Council. • To consider draft allotment rules and regulations for consideration and	

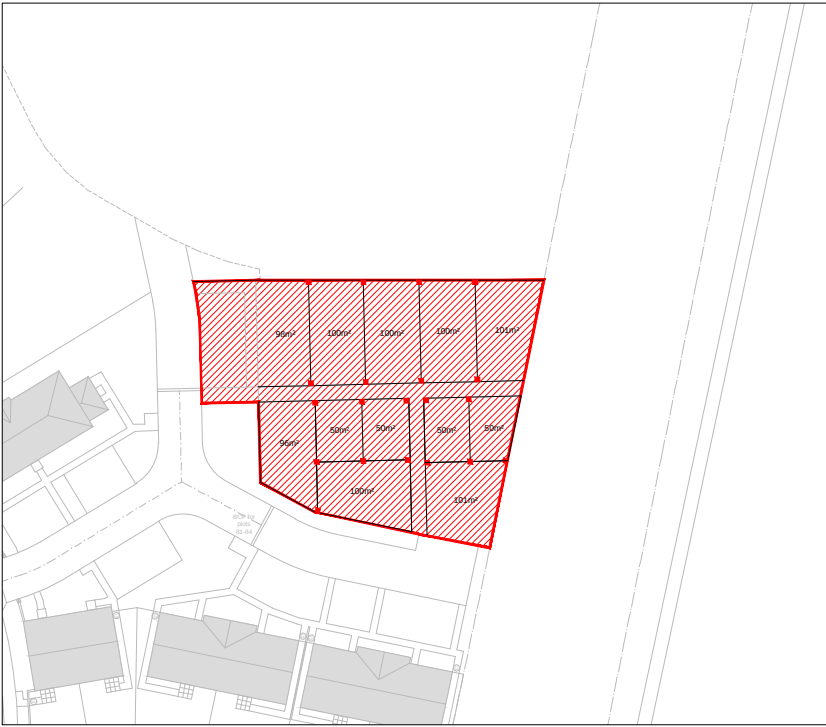
**DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE**

recommendation for approval by Council.

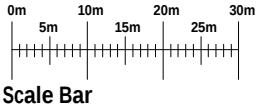
- To consider allotment charges and tenancy agreement.

Recommendation

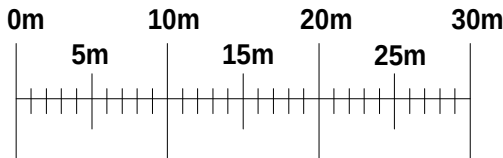
The Committee is asked to note the allotment briefing.



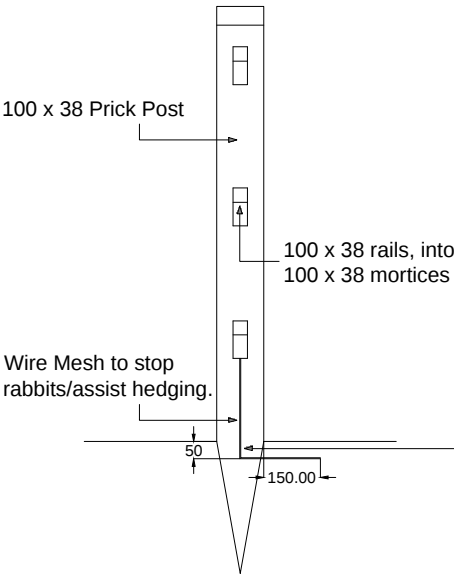
Allotment Location Plan 1/1000 @ A3



Allotment Location Plan 1/500 @ A3



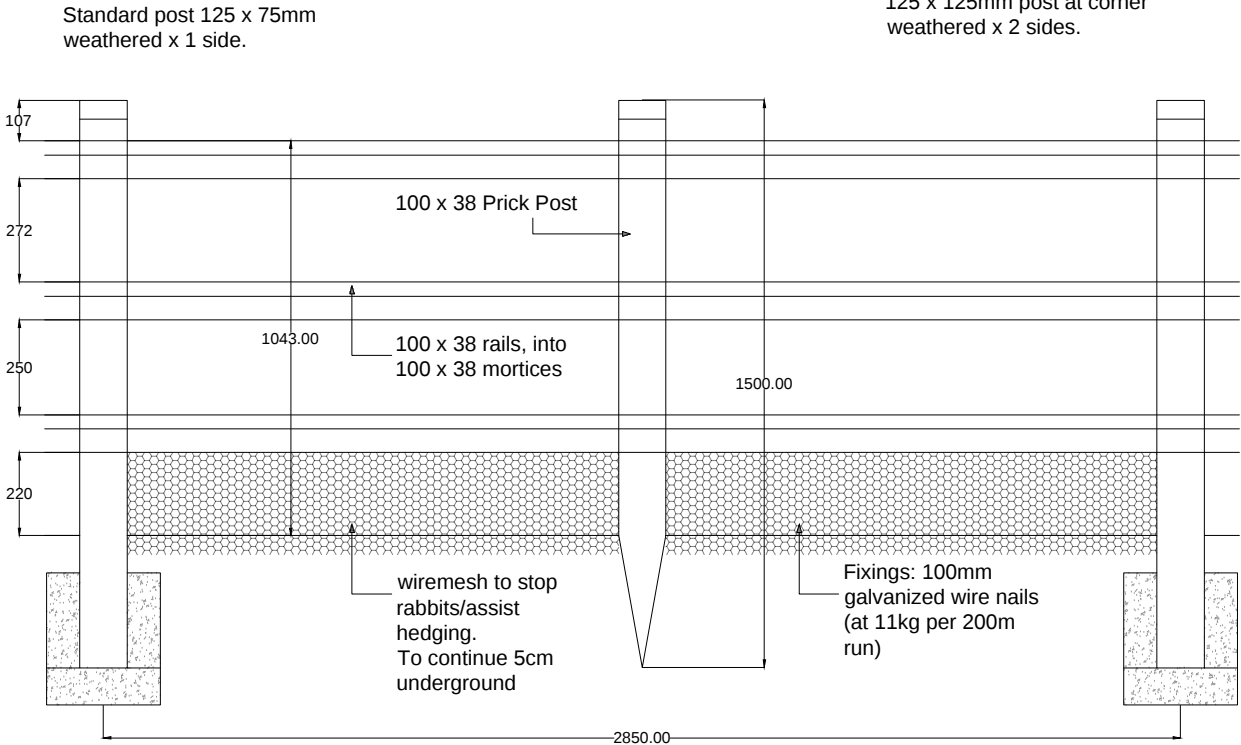
Scale Bar



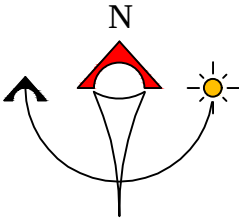
NOTES:

- Changes in direction only 90 degrees with corner post.
- Changes in level/slopes chamfer rail ends into mortices to slope rails, avoid stepping at posts.
- path and driveway entries: keep openings to minimum or as shown on drawings.

Wire Mesh to continue 50mm underground and run parallel with the ground for 150mm from post edge externally.



HH DET. 09.08 - R20
Timber Morticed Post and Rail Fence 1/20 @ A3



Galvanised Steel Allotment Water Dip Tank with Service Box and Float Valve.
Manufactured from 1.6mm (16) gauge steel with roll top edges.
Dimension 1800mm x 610mm x 610mm excluding service box.
Capacity approx. 681 ltr (150 gallons)

Key

- New allotment plots
- New allotment plots - topsoiled and rotivated
- 2m wide grassland pedestrian access strip
- Tarmac to allotment car parks
- Tarmac footpath
- Landscaped areas
- Sign "Private parking areas to allotment holders only"
- Post and 3 rail fence
- 2m high V-Weld mesh fence
- Timber posts to demarcate plot boundaries
- Pedestrian access lockable gates
- Water dip tank

A	20/04/22	Plan amended to incorporate comments
Revision	Amendment	

MELTON PARK HOUSE
MELTON, WOODBRIDGE
SUFFOLK IP12 1TJ
TEL: 01394446800 FAX: 01394389605

Project		
Drayton		
Drawing		
Allotments Plan		
-		
Dwelling Areas	-	Date 2021
Scales	1/20 - 1/500 - 1/1000 @ A3	Contract No -
File Location	-	Dwg. No. -
Drawn By JE	Checked By ---	Revision A

Notes:
Do not scale from this drawing to ascertain dimensions.
Copyright for all designs and drawings shall remain with Hopkins Homes Ltd. in accordance with the Copyright act.

**DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE**

Paper	EH12: Bus Shelter Repairs
Meeting	Environment & Highways Committee
Date	3 rd September 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in regards to sourcing replacement panels for vandalised bus shelters at Pendlesham Rise and on Fakenham Road.

Background

In summer 2026, four clear toughened glass panels were vandalised and smashed at the Otter Bus Stop at Pendlesham Rise and one toughened glass panel was vandalised and smashed at the Budgens Bus Stop on Fakenham Road. Both incidents were reported to the police and the Parish Councils insurers have been informed of the damage.

Update

Quotes for repairs have been sought from the contractor who installed/refurbished the bus shelters in spring 2026. The quotes are attached for consideration and have been summarised below for information.

- Quotes include the option to replacement damaged panels only or the option to replace all panels with an alternative material.
- All quotes are exclusive of VAT.
- All quotes include the supply, delivery, installation of replacement panels and removal and disposal of any residual glass fragments as required.

	Pendlesham Rise The Otter Bus Stop		Drayton High Road Budgens Bus Stop	
	Number of Panels			
	x4 Damaged	x6 All	x1 Damaged	x10 All
Polycarbonate Panels	£681.12	£946.18	£125.37	£1,476.97
Perforated Aluminium Mesh Panels	£787.32	£1,105.48	£201.50	£2,092.00
Clear Toughened Glass Panels	£571.48	£781.72	£100.87	£1,131.51
Galvanised Steel Panels	£796.64	£1,019.46	£114.21	£1,427.06*

*x7 Galvanised Steel & x3 Polycarbonate panels. Recommended positioning of Polycarbonate panels to ensure visibility depicted by red crosses as per photo below.

**DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE**



For Information

Please note quotation details are not included within the published versions as they are considered commercially sensitive.

Considerations

The advantages and disadvantages of different panel options have been summarized below for consideration.

- **Polycarbonate Panels:** Durable, no light restriction, but prone to scratching
- **Perforated Aluminium Mesh Panels:** Durable, minimal light restriction, but more costly than other options.
- **Clear Toughened Glass Panels:** No light restriction or scratching, but prone to damage.
- **Solid Panels:** Durable but restrict light and visibility.



Figure 1. Perforated Aluminium Mesh Upper & Solid Lower

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ENVIRONMENT & HIGHWAYS COMMITTEE**

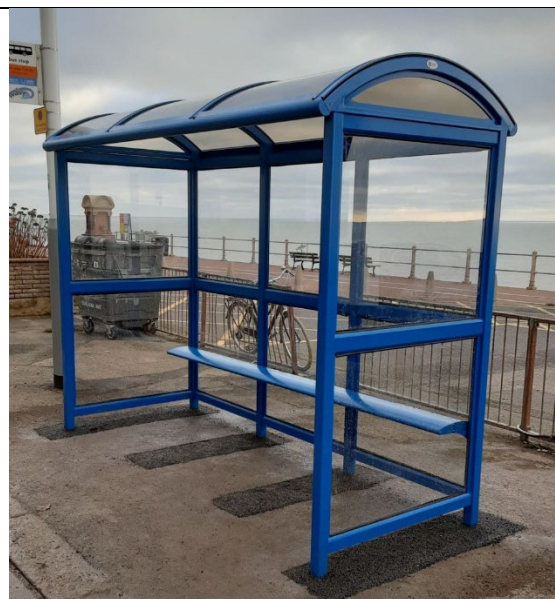


Figure 2. Polycarbonate Panels

Recommendation

The Committee is asked to consider the quotes presented and confirm their preferred options for replacement.