DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE MEETING

Members of the Environment & Highways Committee are summoned to attend a meeting of the Committee to be held on **Thursday 19th November 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW, for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend and can access supporting papers by scanning the QR code or visiting our website www.draytonparishcouncil.gov.uk

Amy Pinkham

Parish Clerk & RFO

Date of Issue: 12th November 2026

AGENDA

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14.	To note the date and time of the next meeting is scheduled to take place on Thursday 4th March 2027 at 7pm at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.	

Committee Members: Cllrs. J. Anderson, G. Everett, R. Fish, H. Kisby (Chair), K. Morgan, R. Turner & J. Wilson.

Paper	**EH2:** Declarations of Interest.
Meeting	Environment & Highways Committee
Date	19th November 2026
Author	Deputy Clerk & Facilities Manager

Summary

Declarations of Interests

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.

Dispensation Requests

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.

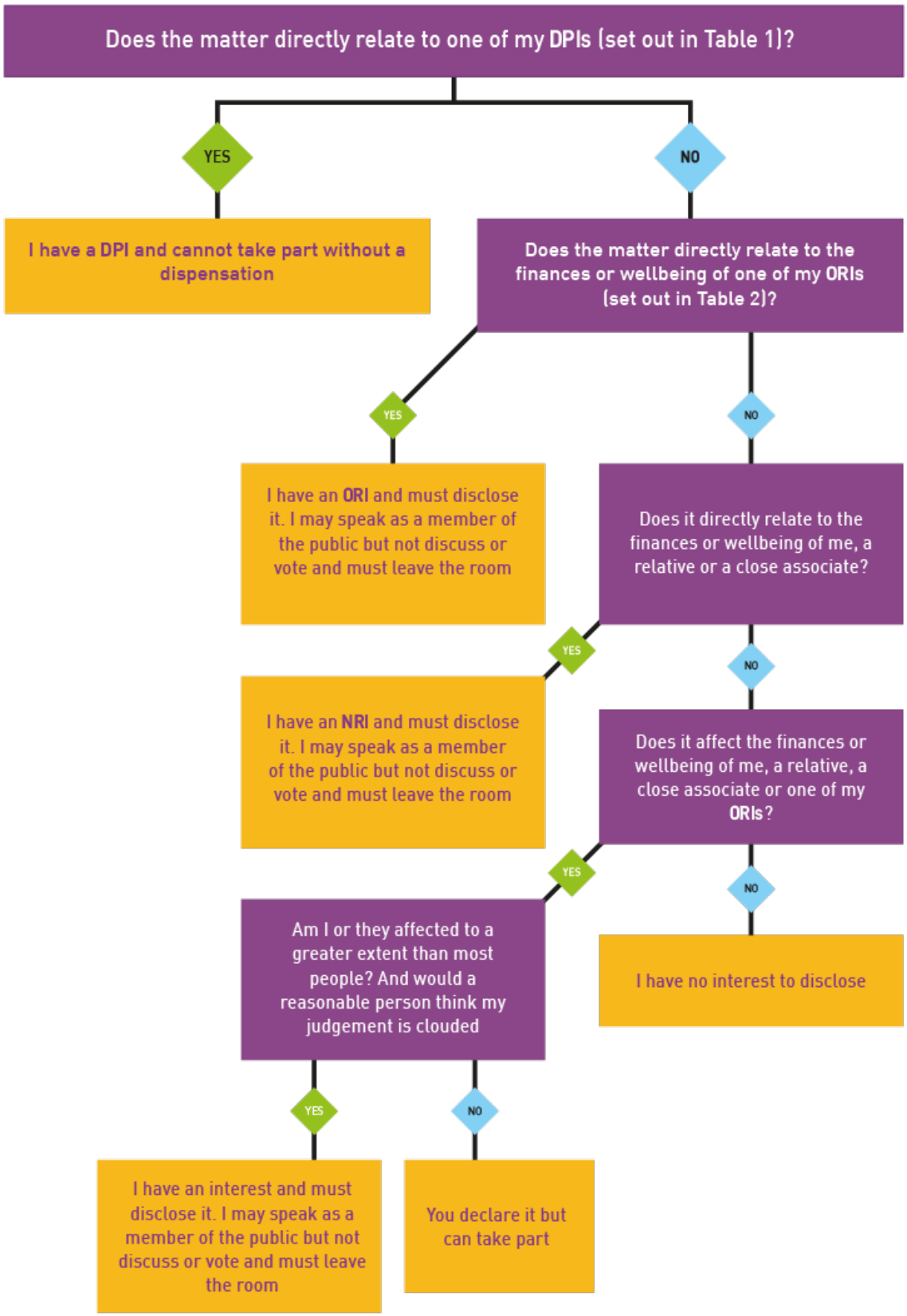


Table 1: Disclosable Pecuniary Interests

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

Paper	**EH3:** To receive minutes of the meeting of the Environment & Highways Committee held on 3rd September 2026 for approval.
Meeting	Environment & Highways Committee
Date	19th November 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.

For information

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 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 and School Road 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]**

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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.

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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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Paper	**EH5:** To receive the Clerks Report on Committee matters arising from previous meetings.
Meeting	Environment & Highways Committee
Date	19th November 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 update from Highway Engineer re traffic count.
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.	The Committee **AGREED** that consideration of a feasibility study would be included as a future agenda item.	**Ongoing:** Pending action
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.	**Complete:** Contractor confirmed costs and agreed to undertake work in 2027-28 financial year. Bus stop flag cleaning costs included in 2027-28 budget.
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.	**Complete:** Meeting with Highway Engineer on 30.09.2026 Paper providing update under item 12. Recommendation for Office to develop Policy/Process for resolution of Highways issues.
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.	**Complete:** Artwork received.
			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:** Updated quote received for installation at two sites. Awaiting delivery of lecterns.
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:** Awaiting further update from CIL and S106 Officer.
2026.09.03	3	To receive minutes of the meeting of the Environment & Highways Committee held on 4th June 2026 for approval.	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.	**COMPLETE:** Minutes published on Parish Council website.
2026.09.03	4	To receive any questions or comments from members of the public.	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 the review of the Tree Management Policy be included as a future agenda item.	**Ongoing:** Schedule as agenda item for future meeting

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
2026.09.03	7	To receive SAM2 (Speed Awareness Message) Report.	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.	**COMPLETE:** Concern level for Site 4 revised to moderate. County Councillor informed of outstanding SAM2 posts.
2026.09.03	8	To consider planning and promotion of annual Competition(s).	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.	**ONGOING:** Update to be presented at March 2027 meeting.
2026.09.03	9	To consider proposals for new projects for the following financial year	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.	**Ongoing:** Update presented under item 9.
2026.09.03	10	To consider bid proposals for Norfolk County Council's Parish Partnership Scheme and make recommendations to Council.	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.	**COMPLETE:** Highways Safety team consulted, but confirmed that Wig Wag signs cannot be used within 20mph zones. Unable to prursue.
2026.09.03	12	To consider options and quotations for bus shelter repairs.	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.	**ONGOING:** Successful application to NCC Bus Shelter Grant Scheme for 80% of repair costs. Order placed with contractor.

Paper	**EH6:** To receive quarterly budget report and explanation of variance.
Meeting	Environment & Highways Committee
Date	19th November 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 Q2 was considered at the October meeting of the Finance & General Purposes Committee with no recommendations for action.

Explanation of Material Variances: Accumulative to End of Q2

Ref.	Cost Centre	Quarter	Budgeted	Actual	Variance	Explanation Required
3	Environment & Highways	Q2	£6,689.26	£7,448.32	-11%	N

Recommendation

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

Drayton Parish Council - Quarter 2
(01/07/2026 to 30/09/2026 - Cost Centre 27)

	2nd Quarter						Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
3. Environment & Highways												
31 NCC Highways Verges			(N/A)	3,103.38	3,103.38	(0%)			(N/A)	6,206.76	5,172.30	1,034.46(16%)
33 Residents Competitions			(N/A)	250.00		250.00(N/A)			(N/A)	250.00		250.00(N/A)
35 Tree Maintenance			(N/A)			(N/A)			(N/A)			(N/A)
36 Street Scene Maintenance			(N/A)	116.25	212.22	-95.97(-82%)			(N/A)	232.50	1,556.02	-1,323.52(-569%)
38 Green Lanes			(N/A)		720.00	-720.00(N/A)			(N/A)		720.00	-720.00(N/A)
Sub Total for 3. Environment & Highways			**(N/A)**	**3,469.63**	**4,035.60**	**-565.97(-16%)**			**(N/A)**	**6,689.26**	**7,448.32**	**-759.06(-11%)**
TOTALS.....			**(N/A)**	**3,469.63**	**4,035.60**	**-565.97(-16%)**			**(N/A)**	**6,689.26**	**7,448.32**	**-759.06(-114%)**
			NET Variance Quarter 2			**-565.97**			**NET accumulative variance to END of Quarter 2.....**			**-759.06**

Paper	**EH7:** SAM2 (Speed Awareness Message) Report
Meeting	Environment & Highways Committee
Date	19th November 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To receive the latest SAM2 data and analysis for review in line with the adopted assessment framework.

Background

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.

SAM2 Locations

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
5. Longdale, facing Winners Walk
6. Longdale, facing Cricket Close

In addition, the SAM2 device will be deployed at the following site when a suitable post has been installed by the Norfolk County Council Highways team:

7. Hall Lane, near Binney Road

Update

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.

Summary of Key Findings

Site 1: The overall concern level was identified as low, with no further action required.

Site 3: The overall concern level was identified as low, with no further action required.

Site 4: The overall concern level was identified as 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.

Site 1: School Road, facing Vawdrey Road				
Speed Limit	30 mph			
Traffic Report From	29.07.2026 - 26.08.2026			
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	24.3 mph	<32mph	32-35mph	>35mph
85th percentile speed Indicates whether speeding is routine	29.1mph	<35mph	35-39mph	>39mph
Percentage exceeding limit Indicates the scale of the issue	8.24%	<25%	25-50%	>50%
Overall Concern Level	Low	General compliance with speed limit. Limited excessive speeding. No persistent trend.	Persistent low-level speeding Elevated 85th percentile speed Speeding concentrated at certain times	Significant excessive speeding High 85th 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.			

Site Details

Site	Site 1: School Road, facing Vawdrey Road
Speed Limit	30 MPH
Speed Intervals	5 MPH
Time Intervals	Instant
Traffic Report From	29.07.2026 - 26.08.2026

Traffic Volumes Summary

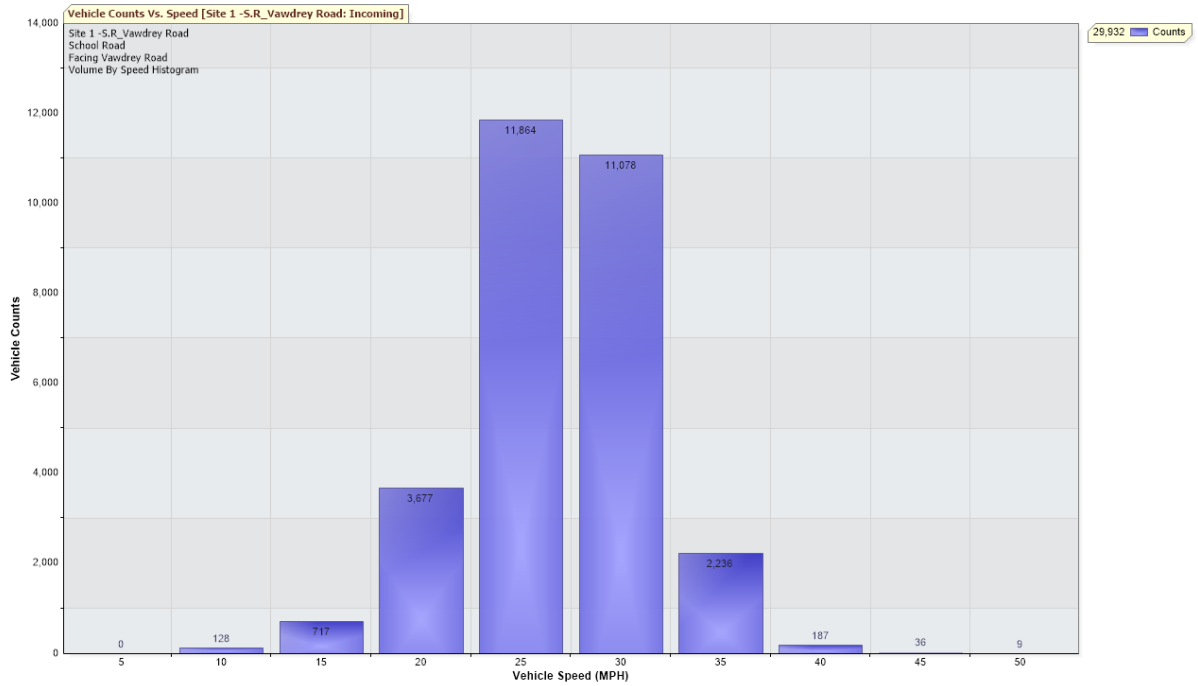
Volumes: Weekly Counts			
	Time	**5 Day**	**7 Day**
Average Daily		1090	1037
AM Peak	08:00	77	78
PM Peak	17:00	100	88

Speeds Summary

Average Speed:	24.3 MPH
85th Percentile Speed	29.1 MPH
85th Percentile Vehicles	25442
Max Speed (31.07.2026 at 06:25:00)	50 MPH
Total Vehicles	29932
Percentage Vehicles Exceeding the Limit	8.24%

	Mon	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**	**Sun**
Count over limit	427	314	345	348	411	317	306
% over limit	9.8	7.1	7.8	7.5	8.5	8.0	904
Avg Speeder	33.0	33.0	33.0	33.2	33.2	33.0	33.0

Vehicle Counts vs Speed: Volume by Speed Histogram



Site 3: School Road, facing Littlewood				
Speed Limit	20 mph			
Traffic Report From	26.08.2026 - 23.09.2026			
Site characteristics Contextual indicators that may impact overall concern threshold	Located directly outside Infant School and close proximity to road with 60 mile per hour speed limit.			
Traffic Volume Context for road usage patterns	Total Vehicles: 23967 Average Daily Figures: 5 Days 897 & 7 Days 827			
Indicator	**Site Data**	**Low Concern**	**Moderate Concern**	**High Concern**
Average speed Indicates general driver behaviour	17.56 mph	<22mph	22-25mph	>25mph
85th percentile speed Indicates whether speeding is routine	22.3 mph	<24mph	24-28mph	>28mph
Percentage exceeding limit Indicates the scale of the issue	25.61%	<20%	20-40%	>40%
Overall Concern Level	Low	General compliance with speed limit. Limited excessive speeding. No persistent trend.	Persistent low-level speeding Elevated 85th percentile speed Speeding concentrated at certain times	Significant excessive speeding High 85th 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 85th percentile speed is close to the posted limit, indicating that overall compliance levels are relatively high. No action required.			

Site Details

Site	Site 3: School Road, Facing Littlewood
Speed Limit	20 MPH
Speed Intervals	5 MPH
Time Intervals	Instant
Traffic Report From	26.08.2026 - 23.09.2026

Traffic Volumes Summary

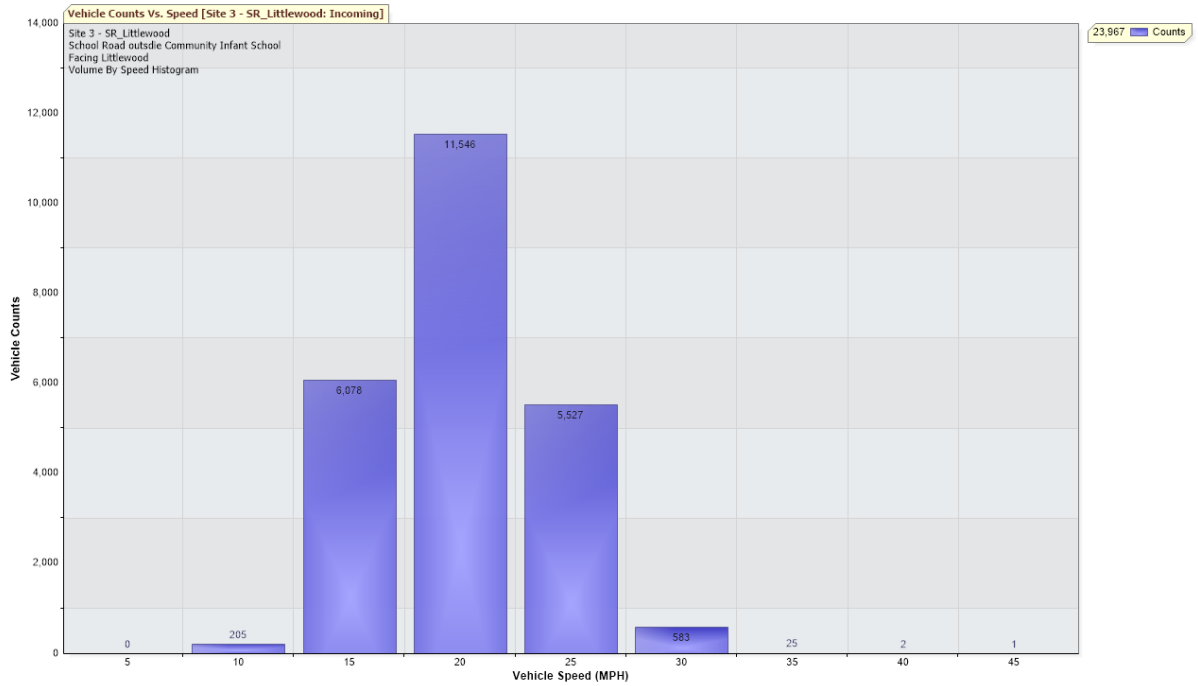
Volumes: Weekly Counts			
	Time	**5 Day**	**7 Day**
Average Daily		897	827
AM Peak	08:00	52	49
PM Peak	17:00	97	82

Speeds Summary

Average Speed:	17.56 MPH
85th Percentile Speed	22.3 MPH
85th Percentile Vehicles	20372
Max Speed (05.09.2026 at 02:00:00)	45 MPH
Total Vehicles	23967
Percentage Vehicles Exceeding the Limit	25.61%

	Mon	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**	**Sun**
Count over limit	774	772	1229	839	915	951	658
% over limit	22.6	20.5	31.5	21.9	23.9	33.0	28.1
Avg Speeder	23.0	23.1	23.0	23.0	23.0	23.1	23.0

Vehicle Counts vs Speed: Volume by Speed Histogram



Site 4: School Road, facing Badgers Brook				
Speed Limit	20 mph			
Traffic Report From	23.09.2026 – 21.10.2026			
Site characteristics Contextual indicators that may impact overall concern threshold	Located directly outside Infant School and in close proximity to road with 60 mile per hour speed limit.			
Traffic Volume Context for road usage patterns	Total Vehicles: Average Daily Figures: 5 Days 1142 & 7 Days 1089			
Indicator	**Site Data**	**Low Concern**	**Moderate Concern**	**High Concern**
Average speed Indicates general driver behaviour	18.58 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	34.37%	<20%	20-40%	>40%
Overall Concern Level	Moderate	General compliance with speed limit. Limited excessive speeding. No persistent trend.	Persistent low-level speeding Elevated 85th percentile speed Speeding concentrated at certain times	Significant excessive speeding High 85th 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 85th percentile speed is close to the posted limit, indicating that overall compliance levels are relatively high. Noted that SAM2 unit may be picking up data from the end of the 30mph zone before road users enter the 20mph zone. No action required beyond continued monitoring.			

Site Details

Site	Site 4: School Road, Facing Badgers Brook
Speed Limit	20 MPH
Speed Intervals	5 MPH
Time Intervals	Instant
Traffic Report From	23.09.2026 – 21.10.2026

Traffic Volumes Summary

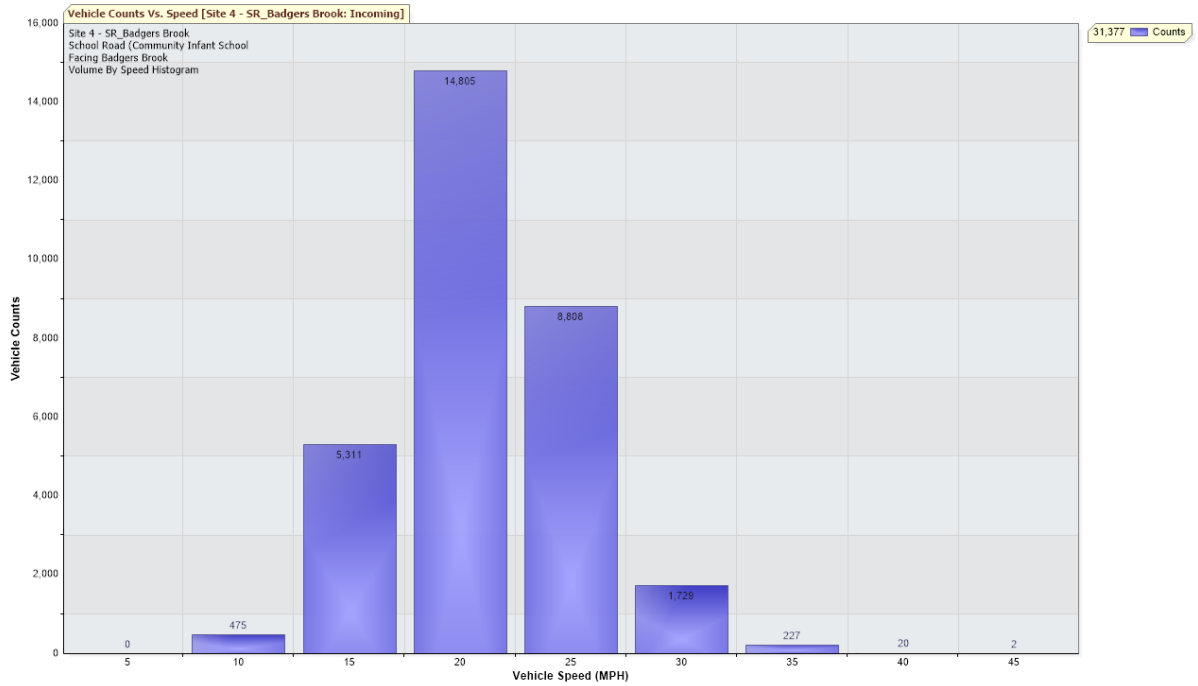
Volumes: Weekly Counts			
	Time	**5 Day**	**7 Day**
Average Daily		1142	1089
AM Peak	08:00	138	105
PM Peak	17:00	102	90

Speeds Summary

Average Speed:	18.58 MPH
85th Percentile Speed	23.5 MPH
85th Percentile Vehicles	26670
Max Speed (18.10.2026 at 10:30:00)	45 MPH
Total Vehicles	31377
Percentage Vehicles Exceeding the Limit	34.37 %

	Mon	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**	**Sun**
Count over limit	1553	1545	1419	1611	1638	1738	1282
% over limit	32.9	31.1	33.1	32.3	34.5	38.8	40.2
Avg Speeder	23.5	23.5	23.6	23.6	23.5	23.6	23.6

Vehicle Counts vs Speed: Volume by Speed Histogram



DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH8:** Grass Verge Maintenance Costs 2027/28
Meeting	Environment & Highways Committee
Date	19th November 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To update the Committee in regards to grass verge maintenance costs for 2027/28.

Background

The current grass verge maintenance contract covers the following works:

- Grass cutting (16 cuts per season)
- Strimming (16 cuts per season)

The contract runs for a period of five years, 1st April 2023 – 1st April 2028 and pricing is fixed for a contractual year (April – April).

Any change in price per item in the specification should be put forward to the Council a minimum of 3 months prior to the start of the next contractual year i.e. notify the Council in January 2024 for proposed changes for 1st April 2024 – 1st April 2025. Should the changes not be agreeable, the Council reserves the right to terminate the contract at the end of that contractual year.

Update

The contractor has confirmed that grass verge maintenance costs are anticipated to increase by 5-6% in 2027/28. This anticipated increase has been included within the draft E&H budget for 2027-28 for recommendation for approval by Council.

Recommendation

The Committee is asked to note the update in regards to grass verge maintenance costs for 2027/28.

From:	Drayton Parish Council
To:	Drayton Parish Council
Subject:	FW: Quotes for verge cutting and grounds maintenance 2027-28
Date:	08 October 2026 10:59:00

From: [redacted]

Sent: 30 September 2026 18:36

To: Drayton Parish Council <office@draytonparishcouncil.gov.uk>

Subject: Re: Quotes for verge cutting and grounds maintenance 2027-28

Hi Rachel,

Thank you for your email.

I expect the increase on the contracts to be around the 5 - 6% increase depending on minimum wage increase, the rate of inflation and the outcome of the national budget.

Kind regards

Robert

Paper	**EH9:** To consider draft E&H budget for 2027-28 financial year.
Meeting	Environment & Highways Committee
Date	19th November 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To receive the 2027-28 draft budget for the Environment & Highways Committee for consideration and recommendation for approval by Council.

Background

Per section 4 of the Council's adopted Financial Regulations, the Committee will consider a draft budget prepared by the Responsible Financial Officer.

The Committee may make recommendations for amendment prior to presentation for approval by Council at its annual budget meeting scheduled for 17th December 2026.

In addition to the Committee budget, the draft transfers for Earmarked Reserves for the Committee is also presented for consideration.

Recommendation

The Committee is asked to consider the draft budget for amendment and recommendation for approval by Council at the annual budget meeting.

3. ENVIRONMENT & HIGHWAYS EXPENDITURE								
ID#	Cost Code	2025-26 Budget	2025-26 Actual	2026-27 Budget	Apr - Sep Actual	Year End Forecast	2027-28 Budget	% +/- from Budget
31	NCC Highways Verges	£7,410.00	£7,756.00	£8,275.67	£5,172.30	£8,275.68	£8,772.21	
33	Residents Competitions	£250.00	£0.00	£250.00	£0.00	£0.00	£250.00	
35	Tree Maintenance	£0.00	£4,276.00	N/A	N/A	N/A	N/A	
36	Street Scene Maintenance	£3,800.00	£3,723.27	£3,865.00	£212.22	£5,296.91	£3,865.00	
38	Green Lane	£1,900.00	£4,670.00	£2,870.00	£720.00	£3,970.00	£3,542.00	
	SUB TOTAL EXPENDITURE	**£13,360.00**	**£20,425.27**	**£15,260.67**	**£6,104.52**	**£17,542.59**	**£16,429.21**	7.66%

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31	NCC Highway Verges	Draft Budget	Budget Notes
	Contracted Services	£8,772.21	Completed by Garden Guardian and paid by Norfolk County Council under the delegated grass cutting agreement.
	Sub Total	**£8,772.21**	

33	Resident Competitions	Draft Budget	Budget Notes
	Garden Competition	£250.00	Prizes, awards, publication etc.
	Sub Total	**£250.00**	

36	Street Scene Maintenance	Draft Budget	Budget Notes
	Bus Shelter Clean	£465.00	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	**£3,865.00**	

38	Green Lanes	Draft Budget	Budget Notes
	Contracted Service	£1,435.00	Fringe project to complete 1 visit per year to manage the marshland, cut and rake off the vegtation.
	Balsam Weed Pulling	£1,107.00	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	**£3,542.00**	

Total Draft Budget	**£16,429.21**	

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ID	Cost Code	Description	Allocated Committee	Opening Balance (01/04/2026)	Transfers to Date (30/09/2026)	Income to Date (30/09/2026)	Expenditure to Date (30/09/2026)	Current Balance (30/09/2026)	Planned Income Remaining	Planned Expenditure Remaining	Year End Forecast	Proposed Transfers (2027-28)
8537	Street Scene Furniture & Footpaths	Earmarked Reserve for replacement Street Scene Furniture such as, bus shelters, grit bins, lecterns and benches.	EH	£2,575.41	£500.00	£0.00	£0.00	£3,075.41	£0.00	£1,200.00	**£1,875.41**	**£2,000.00**
8538	Allotments	Earmarked Reserve for initial allotment provisions.	EH	£2,000.00	£726.94	£0.00	£0.00	£2,726.94	£0.00	£0.00	**£2,726.94**	**£1,000.00**
8534	Projects	Earmarked Reserve for Parish Partnership Scheme.	EH / FGP	£9,356.50	£0.00	£0.00	£6,451.87	£4,910.13	£1,500.00	£4,316.00	**£2,094.13**	**£0.00**
8533	Cyclical Payments	Earmarked Reserve for cyclical payments not paid annually through the revenue budget.	PFP / EH / FGP	£2,969.30	£2,695.00	£0.00	£216.00	£5,448.30	£0.00	£3,059.00	**£2,389.30**	**£3,055.00**
			Total	**£16,901.21**	**£3,921.94**	**£0.00**	**£6,667.87**	**£16,160.78**	**£1,500.00**	**£8,575.00**	**£9,085.78**	**£6,055.00**

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Paper	**EH11:** Tree Management Report
Meeting	Environment & Highways Committee
Date	19th November 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To up-date the Committee in regards to tree management at Green Lanes.

Background

The Parish Council's Hazard Risk Policy Statement and Tree Management Policy stipulates that in order "to foresee and prevent harm arising from tree failure, it is necessary to subject the trees to 'regular inspection' by a competent person who has specific training, experience and knowledge to identify tree defects and interpret the significance to public safety. This should take the form of a formal 'Tree Hazard Risk Assessment'."

Treecare Consultants Ltd are appointed as the Parish Council's preferred supplier and are responsible for devising and managing a systematic and pro-active strategy for tree hazard risk assessment. Tree Hazard Risk Assessments are undertaken biannually across all Parish Council owned sites.

Update

2024 Tree Hazard Risk Assessments and Associated Tree Works

Following careful site assessment in July 2024, Treecare Consultants Ltd produced a Tree Hazard Risk Assessment Report for Green Lanes, which categorised any required maintenance and risk mitigation works. The report identified a series of required works ranging from Priority 1 (presenting an extremely high risk) to priority 3 (presenting a moderate risk).

All required tree works identified within the 2024 Tree Hazard Risk Assessment have now been completed by appropriately qualified contractors.

2026 Tree Hazard Risk Assessments and Associated Tree Works

Treecare Consultants Ltd undertook a site visit week commencing 12th October 2026. Following which, updated Tree Hazard Risk Assessments will be submitted to the Parish Office. Upon receipt of the updated reports the Parish Office will ensure that any identified recommendations for tree works are scheduled in order of priority, based on the stipulated level of risk.

Recommendation

The Committee is asked to note the up-date regarding tree management.

Paper	**EH12:** Update on Highways Matters
Meeting	Environment & Highways Committee
Date	19th November 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To update the Committee regarding highways matters.

Background

At the meeting in June 2026, the Committee considered outstanding highways matters known to the Parish Council and agreed that the Deputy Clerk and Facilities Manager should request regular meetings with the Highway Engineer to discuss progress with any outstanding issues.

Update

On 30th September 2026 the Highway Engineer attended an on-site meeting with the Deputy Clerk and Facilities Manager. The Highway Engineer outlined their responsibilities, clarified the reporting process and explained how the Highways team assess the urgency of any required works.

Outstanding highways matters known to the Parish Council were discussed and an update is presented for information.

Recommendation

The Committee is asked to note the update.

Issue Summary	Status Update
Horse chestnut tree protruding into path and road and obstructing signage on School Road (near the Red Lion car park leading to the Florence Carter Playground).	**RESOLVED**
Replacement chicane posts on Hall Lane, towards Reepham Road.	**RESOLVED** NB: Further damage reported in November 2026.
Weed growth and build-up of organic debris on roads and paths at Drayton Triangle junction.	**RESOLVED**
Pothole in middle of road, Outside no 33 George Drive, Drayton.	**RESOLVED**
Potholes at the Junction of Manor Farm Close.	**RESOLVED**
A very deep (but small) hole outside number 20 Carter Road.	**RESOLVED**
Dead trees on Drayton High Road.	**RESOLVED**
Blocked Drains and congested gullies on Hall Lane, School Road, Pond Lane and Drayton Hall Park.	**RESOLVED**
Tree roots lifting the pavement near Red Lion Pub and Amber's Army Charity Shop.	**ONGOING** Request for patching/surfacing works submitted. Target for completion is mid-October 2026. Awaiting update from Highway Engineer.
Installation of posts for the SAM2 Speed Awareness Device at Hall Lane and Longdale.	**ONGOING** SAM2 Post installed at Longdale. SAM2 Post location identified at Hall Lane deemed unsuitable. Awaiting confirmation from Highway Engineer re whether suitable location can be identified or new post required.
Damaged signpost with display light at the intersect of Drayton Lane and Hall Lane	**ONGOING:** Highway Engineer will continue to chase streetlighting contractors who have responsibility for resolving the issue.
Traffic count outside Bob Carter Centre on School Road	**ONGOING:** Safety Team due to undertake speed monitoring late Oct / early Nov. Awaiting update from Highway Engineer.

Painted ‘keep clear’ & ‘no entry’ road signs at Drayton triangle junction have faded and require repainting.	**ONGOING:** National resource shortage causing delay to road lining works. Works order anticipated to be issued between Feb – April 2027. Awaiting update from Highway Engineer.
Recent request from resident for 20 mph speed limit on Binney Road & surrounding roads.	**UPDATE:** Highway Engineer confirmed that speed limit on Binney Road is scheduled to be set at 20 mph.
Speed signs not working on Hall Lane and Fakenham Road (opposite Tesco).	**UPDATE:** Highways assessment of speed sign at Fakenham Road identified that sign is beyond economical repair and not eligible for a replacement fixed sign under the County's criteria.

Paper	**EH10:** Allotment Policy & Process
Meeting	Environment & Highways Committee
Date	19th November 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To provide the Committee with draft copies of the Allotment Management Policy and the Allotment Process for consideration.

Background

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.

At its meeting in September 2026, the Committee received an allotment briefing which included; site information and plans, confirmation that the transfer of the allotments to Drayton Parish Council will happen between the occupancy of 16O dwellings and the completion of the development and an update on occupancy rates at the Hopkins Homes housing development.

Update

As of the end of August 2026, there were 148 completions on the Hopkins Homes housing development. The CIL and S106 Officer has been approached for a further update and an anticipated timeframe for transfer of the allotments.

Draft versions of the Allotment Management Policy and the Allotment Process are presented for consideration.

Next Steps

- To consider draft Allotment Rules and Regulations for recommendation for approval by Council.
- To consider allotment charges and tenancy agreement.

Recommendation

The Committee is asked to consider the draft Allotment Management Policy and the draft Allotment Process.



ALLOTMENT MANAGEMENT POLICY

Drayton Parish Council

Policy Holder: Environment & Highways Committee

Version 1.0

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Approval Date:		**Approval Route:**	Council
Next Review Date:	+4 Years	**Document Holder:**	Environment & Highways Committee

Document Change History

This is version 1.0 of the Allotment Management Policy and it is the responsibility of the Parish Clerk to ensure that new versions are communicated to Council and made available per the adopted Publication Scheme.

It is the responsibility of the reader to familiarise themselves with this version of the document.

This document is subject to revision and is maintained electronically. Electronic copies are version controlled and printed copies are not subject to this control.

Summary of Changes

Version 1.0 November 2026	
Ref.	**Change**
N/A	N/A

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Purpose

The Council recognises the social, recreational, environmental and health benefits that allotments provide and is committed to ensuring that its allotment provision is managed fairly, consistently and sustainably for the benefit of the local community.

This Policy has been established to provide a clear and consistent framework for the management and administration of the Council's allotment site. It sets out the principles and responsibilities governing the allocation and use of plots, the management of tenant relationships, the maintenance and monitoring of the site, and the protection of the Council's allotment assets. It aims to promote fair and transparent access, encourage responsible allotment practices and ensure that the site remains a safe, accessible and enjoyable facility for the benefit of the community.

The Small Holdings and Allotments Act (1908) and Allotments Acts (1922, 1925 & 1950) form the basis of the statutory framework for the provision and management of allotments by local authorities.

Section 23 of the Small Holdings and Allotments Act 1908 sets out the circumstances in which parish councils have a duty to provide allotments where qualifying demand exists, while Section 28 provides powers to make regulations governing the management and letting of allotments.

Principles

The Council will:

1. Encourage the use of allotments and maximise the use of available plots.
2. Ensure that allotments are allocated and managed fairly, transparently and consistently, providing equal opportunities for eligible residents to access and enjoy allotment facilities.
3. Establish clear responsibility for the management, maintenance and monitoring of the allotment site; to ensure it is used for its intended purpose and maintained to a reasonable standard.
4. Encourage environmentally responsible allotment practices, including sustainable water collection and use, composting, biodiversity, responsible waste management and the avoidance of potentially harmful chemical use.
5. Commit to promoting an inclusive and respectful allotment environment, where tenants are treated fairly and differences are respected. Antisocial behaviour, harassment, discrimination and unreasonable conduct will not be tolerated.
6. Maintain constructive communication with allotment tenants, address concerns and complaints appropriately, and resolve disputes fairly and proportionately wherever possible.
7. Manage allotments in accordance with applicable legislation, tenancy agreements and relevant good practice, reviewing arrangements when requirements or circumstances change.

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8. Take a responsible, long-term approach to allotment management, balancing the needs and interests of current tenants with the importance of preserving allotment provision and facilities for future generations.

Scope

This policy applies to the allotment site managed by Drayton Parish Council at the Church Farm Housing Development, Drayton, in accordance with the relevant Section 106 Planning Agreement. It covers all allotment tenants, prospective tenants and authorised site visitors, together with the Parish Council, its employees and representatives involved in the management and administration of the allotments.

The site comprises 12 plots: eight almost full-size plots and four quarter-size plots of approximately 50m^2 each.

Responsibilities

The *Council* is responsible for:

- ✓ Approval of this policy.
- ✓ Setting allotment rent and charges through the annual budget process.

The *Policy Holder* is responsible for:

- ✓ The review of this policy and making recommendations to Council for amendment.
- ✓ Monitoring and maintaining overall compliance with this policy.
- ✓ The review and approval of supporting processes developed in line with this policy.
- ✓ Reviewing the Allotment Tenancy Agreement and associated documents.
- ✓ Conducting an annual review of allotment rent and charges as part of the budget setting exercise.
- ✓ Exercising any decision-making powers delegated to the policy holder in accordance with approved supporting processes.

The *Deputy Clerk & Facilities Manager as designated officer* is responsible for:

- ✓ Day to day management of compliance with this policy.
- ✓ Responding to and coordinating all correspondence regarding allotments and the administration of internal monitoring and record keeping in accordance with this policy.
- ✓ Advising the Policy Holder on the resources and arrangements necessary to fulfil the Council's responsibilities under this policy.
- ✓ Producing reports and recommendations as required to support policy monitoring, review and approval processes.
- ✓ Updating this policy and supporting documentation as required.
- ✓ Undertaking allotment-related administrative and operational tasks delegated by the Policy Holder through approved supporting processes.

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- ✓ Exercising any decision-making powers delegated to the role in accordance with approved supporting processes.

The *Councillors* are responsible for:

- ✓ Familiarising themselves with this policy and supporting documentation.

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Further Information and Supporting Documents

Policy Monitoring, Review and Approval

To ensure the Council continues to meet the principles laid out in this policy, the Policy Holder will:

1. Review this policy and supporting documentation every 4 years and in response to relevant changes to legislation and/or government guidance.
2. Review this Policy and supporting documentation as a result of any other relevant significant change or event.
3. Adopt a structured approach to the management of allotments in the Parish to ensure that essential records of the Council's activities are maintained in appropriate detail.
4. Produce an annual report to Council, assessing and evaluating allotment compliance with procedure and make recommendations as appropriate.

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Introduction

The Allotment Management Process is a supporting document and should be read in conjunction with the Allotment Management Policy.

It sets out how the Council manages its allotments, including key stages and decisions.

1. Waiting List Management, Eligibility Criteria and Plot Allocation

1.1 The Designated Officer will respond to any allotment enquiries.

1.2 The Designated Officer will liaise with prospective tenants and maintain a waiting list for individuals wishing to become tenants of allotment plots.

1.3 The waiting list will be reviewed and updated periodically by the Designated Officer to ensure that applicant details remain accurate, continued interest is confirmed and vacant plots can be allocated as efficiently as possible.

1.4 Priority will be given to residents of Drayton Parish when allocating allotment plots.

1.5 Individuals living outside the Parish will also be eligible to join the waiting list but will only be considered for a plot where there are no Drayton Parish residents awaiting allocation at the time a plot becomes available, or where they are the relative of a deceased plot holder and had previously been assisting with the deceased tenant's plot.

1.6 The Designated Officer will manage demand by operating a first-come, first-served system, based on the date an applicant joins the waiting list, subject to the priority given to Drayton Parish residents. When a plot becomes vacant, it will normally be offered to the eligible applicant at the top of the waiting list.

1.7 In exceptional circumstances, the Council may exercise discretion to depart from the normal allocation order. For example, a prospective tenant may be offered the opportunity to move up the waiting list where they are willing to take on a significantly overgrown or otherwise unsuitable plot, where applicants higher on the waiting list have declined the opportunity.

1.8 Any departure from the normal allocation process must be reasonable, justifiable and applied consistently.

1.9 The Designated Officer will maintain appropriate records of plot offers, acceptances and refusals.

2. Tenancy Agreement and Rules and Regulations

2.1 The Designated Officer will be responsible for issuing Allotment Tenancy Agreements and associated documents to new and existing tenants as appropriate.

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2.2 All tenants will be required to sign and agree to the latest Allotment Tenancy Agreement and confirm their acceptance of any associated documents, including the Allotment Rules and Regulations, as a condition of their tenancy.

2.3 The Allotment Tenancy Agreement establishes the contractual relationship between the Council and each individual tenant, setting out the terms and conditions of the tenancy.

2.4 The Allotment Rules and Regulations establish the standards, conditions and responsibilities associated with the occupation and use of allotment plots. They provide tenants with clear guidance on their obligations, promote good horticultural and environmental practices, protect the interests of other plot holders and safeguard the Council's land and facilities. They also provide the Council with a framework for managing compliance, resolving disputes and taking appropriate action where tenancy conditions or rules are breached.

2.5 The Designated Officer will respond to any applicant, tenant and public enquiries relating to the Tenancy Agreement and associated documents.

2.6 The Designated Officer will be responsible for drafting, reviewing and updating the Allotment Tenancy Agreement and associated documents.

2.7 The Policy Holder will be responsible for reviewing the Allotment Tenancy Agreement and associated documents.

2.8 The Designated Officer will be responsible for monitoring compliance with the Allotment Tenancy Agreement and associated documents and taking appropriate action where non-compliance is identified.

3. Rent and Charges

3.1 All tenants will be required to pay annual rent, due as of the start of the financial year on 1st April.

3.2 The Designated Officer will notify tenants of the amounts payable, payment deadlines and any changes to rents or charges in accordance with the relevant tenancy agreement and applicable legal requirements.

3.3 Rent will be set at a reasonable level, having regard to the statutory requirements applicable to the allotment site, the terms of the tenancy, the facilities and services provided, and the costs associated with the management and maintenance of the allotments.

3.4 The Designated Officer will maintain appropriate arrangements for collecting payments, recording receipts, monitoring outstanding amounts and managing arrears.

3.5 Any action relating to unpaid rent or other charges will be undertaken in accordance with the tenancy agreement, the Council's procedures and applicable legislation.

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3.6 The Designated Officer will be responsible for drafting, reviewing and updating allotment rents and other charges on an annual basis.

3.7 The Policy Holder will conduct an annual review of allotment rent and other charges as part of the budget setting exercise in accordance with applicable legislation, the terms of the relevant tenancy agreements and the Council's financial regulations.

3.8 The Council will set allotment rent and charges through the annual budget process.

3.9 The Designated Officer will ensure that any additional charges are appropriately authorised and clearly communicated.

4. Plot Inspections, Site Management and Maintenance

4.1 The Designated Officer will organise, manage and undertake periodic inspections of the allotment site to monitor the general condition, use and management of the land, and ensure that tenants are complying with the requirements of their Tenancy Agreement and associated documents, including the Allotment Rules and Regulations.

4.2 Through site inspections, the Designated Officer will:

- Monitor the cultivation, maintenance and general condition of individual plots.
- Identify potential breaches of tenancy conditions, including non-cultivation, neglect or inappropriate use of plots.
- Ensure that tenancy requirements are applied fairly and consistently across the site.
- Monitor the cleanliness, appearance and overall condition of the allotment site, including communal areas, pathways, boundaries and shared facilities.
- Identify health and safety concerns, potential hazards, damage or maintenance requirements.
- Identify opportunities for improvements to site management, maintenance and facilities.

4.3 Where a site inspection identifies a breach of the Tenancy Agreement and associated documents, including Allotment Rules and Regulations, the Designated Officer will determine the appropriate course of action, which may include contacting tenants, requesting remedial works, undertaking maintenance or initiating the relevant tenancy enforcement procedures.

4.4 Following a site inspection the Designated Officer may contact tenants to promote the adoption of responsible gardening practices including water conservation, composting and the appropriate management of waste and natural resources.

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4.5 The Designated Officer will record and retain inspection findings to support effective site management, consistent decision-making and the monitoring of any actions required.

4.6 Where a site inspection identifies health and safety concerns, potential hazards, damage or maintenance requirements, the Designated Officer will determine the appropriate course of action, which may include obtaining quotes for any required repair or maintenance work.

4.7 The Policy Holder will review quotes and confirm preferred contractors for any required repair or maintenance work as per the Councils Financial Regulations.

4.8 The Designated Officer will schedule maintenance, repairs and improvements to protect the Council's assets and ensure their long-term viability.

5. Tenancy Management and Termination

5.1 The Designated Officer will issue an informal notice to tenants who fail to comply with their Tenancy Agreement and associated documents, including Allotment Rules and Regulations.

5.2 The Designated Officer will issue a formal notice to tenants who fail to respond to, or comply with, the informal notice within the stipulated time frame.

5.3 The Designated Officer will issue tenancy termination letters to tenants who fail to respond to, or comply with, the formal notice within the stipulated time frame.

5.4 The Designated Officer will record and retain any necessary information and correspondence to support the tenancy management process and ensure consistent decision-making and the monitoring of any actions required.

6. Complaints and Disputes

6.1 Where concerns or disputes arise, the Designated Officer will aim to encourage early and constructive resolution, ensure that concerns are considered impartially and proportionately, and clarify the respective responsibilities of tenants, Council Officers and Councillors in resolving disputes.

6.2 Where informal resolution is unsuccessful or inappropriate, a complainant may submit a formal complaint in accordance with the Council's Complaints Procedure.

6.3 The Council’s Complaints Procedure sets out the process for submitting and handling formal complaints concerning the Council’s administration, procedures, decisions or services.

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