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

Present: G. Everett, H. Kisby (Chair), R. Turner and S. White.

In attendance: Amy Pinkham; Parish Clerk & Responsible Financial Officer, 1 member of the public.

Meeting Opened: 7:00pm

1. **To receive apologies and consider acceptance for absence.**

   Apologies received and accepted from Cllr. J. Anderson.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg1-4].**

   None.

3. **To receive minutes of the meeting of the Environment & Highways Committee held on 1st May 2025 for approval [Pg5-7].**

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

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

   It was noted under item 10 that the Committee may wish to consider expanding the competition to consider entries such as scarecrows.
   It was noted under item 16 that the Committee may wish to consider designating the replacement bench as a “talking bench”.

5. **To receive Clerk’s Report on matters arising from previous meetings of the Committee [Pg8-9].**

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

6. **To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [Pg10-12].**

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

7. **To consider budget proposals for new projects for the 2026-27 financial year [Pg13-19].**

   The Committee considered budget proposal for new projects for the 2026-27 financial year and **AGREED** to include costs for the purchase and installation for an additional bench at Green Lanes on the top footpath overlooking the river, an additional bench on Hall Lane by Drayton Hall, and 2 replacement trees at Green Lanes.

8. **To consider proposals for application to the Parish Partnership Scheme in 2026/27 [Pg20-23].**

   The Committee considered proposals for application to the Parish Partnership Scheme in 2026-27 and **AGREED** to recommend that Council does not submit an application and instead apply for funding under the bus shelter funding presented under item 12 of the agenda.

9. **To receive update regarding the SAM2 device and consider the Speed Awareness Monitoring (SAM) Policy and risk assessment for recommendation for approval by Council [Pg24-36].**

   The Committee noted the update regarding the SAM2 device and **AGREED** to recommend the Speed Awareness Monitoring (SAM) Policy as presented for approval by Council.

10. **To receive the update regarding the Most Impactful Garden or Display and Best Young Gardener Competitions and consider the future of the competitions [Pg37-38].**

    It was reported that no applications had been received for this years' garden competition and that 1 application had been received after the application deadline. The Committee noted its disappointment with the increasingly low engagement and participation and considered the value in continuing with the competition.
    The Committee **AGREED** not to continue with the competition under its current format and to consider an alternative competition for 2026-27 at the spring meeting, noting examples such as best scarecrow, biggest pumpkin, best hanging basket, tallest sunflower or open gardens.

11. **To receive the update and consider a response regarding village centre waste disposal and bins [Pg39].**

    The Committee noted the scale of the issue was minimal and **AGREED** no further action was necessary at this stage. It was noted that the Parish Ranger would continue to monitor waste in the village for action as necessary.

12. **To receive an update regarding the Norfolk County Council bus shelter funding scheme and consider a response regarding the second phase of funding [Pg40-49].**

    The Committee **AGREED** to request up to £10,000 expenditure for the replacement of 5 bus shelters in the following locations in order of preference:
    1. Drayton High Road near Hurn Road
    2. Fakenham Road near Tesco
    3. Drayton High Road near R.G. Carters
    4. Pendlesham Rise
    5. Drayton High Road near KGV Playing Field

    The Committee **AGREED** the shelters near Hurn Road and Fakenham Road should be replaced in the same orientation and style (including any seating) as the existing shelters. Where possible, the remaining shelters should follow a uniform design similar to those purchased from phase 1 of the scheme.

    It was noted that should quotes received exceed £10,000, application to the scheme shall be brought back to Council for approval.

13. **To consider request for two additional dog waste bins for the Church Farm Development.**

    The Committee considered the request for two additional dog waste bins for the Church Farm Development and **AGREED** to write to the developer, Hopkins Homes, to request installation of one additional general waste bin near Sabberton Drive by the wooden access gate.
    It was noted that dog waste could be disposed of using any general waste bin and it could be helpful to publicise this information for the community.

14. **To receive quote for bus stop flag cleaning and consider a response [Pg50-52].**

    The Committee considered the quote for bus stop flag cleaning and **AGREED** not to pursue.
    It was noted that the Committee would consider the cleaning schedule including the number of cleans as part of the budget exercise at the next meeting.

The Committee noted the contractor should be notifying the Council when a clean has been completed.

15. **To receive quotes for CCTV cameras at Green Lanes and consider a response [Pg53-59].**

    The Committee received an updated quote from contractor 2 to include installation of pole and additional information from both contractors on operation of the cameras.
    The Committee considered the quotes for CCTV at Green Lanes and **AGREED** to recommend contractor 1 for approval by Council.

16. **To receive quotes for replacement bench options at Drayton Triangle per 2025-26 Budget [Pg60-61].**

    The Committee considered the replacement bench options for Drayton Triangle and **AGREED** to purchase the large Plastic Park Bench (Brown) as presented (Option 2).
    The Committee noted this could be a good location for a "talking bench" and **AGREED** to bring back examples of plaques that could be installed with the new bench for consideration at the next meeting.

17. **To note exchange of information.**

    The Committee noted that a meeting with NCC Highways Area Manager, Damien Jeffries, took place with Officers and the Chairman of the Council on Wednesday 30th July. Matters discussed included concerns raised regarding traffic calming measure on Hall Lane, and options available to Parish Council in response to concerns raised regarding congestion and safety on School Road.
    It was noted that the Committee would receive a written report pending receipt of response from Damien Jeffries following the meeting.

18. **To note the date and time of the next meeting is scheduled to take place on Thursday 6th November 2025 at 7pm at KGV.**

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

    Meeting Closed: 8:41pm

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH2:** Declarations of Interest.
Meeting	Environment & Highways Committee
Date	6th November 2025
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

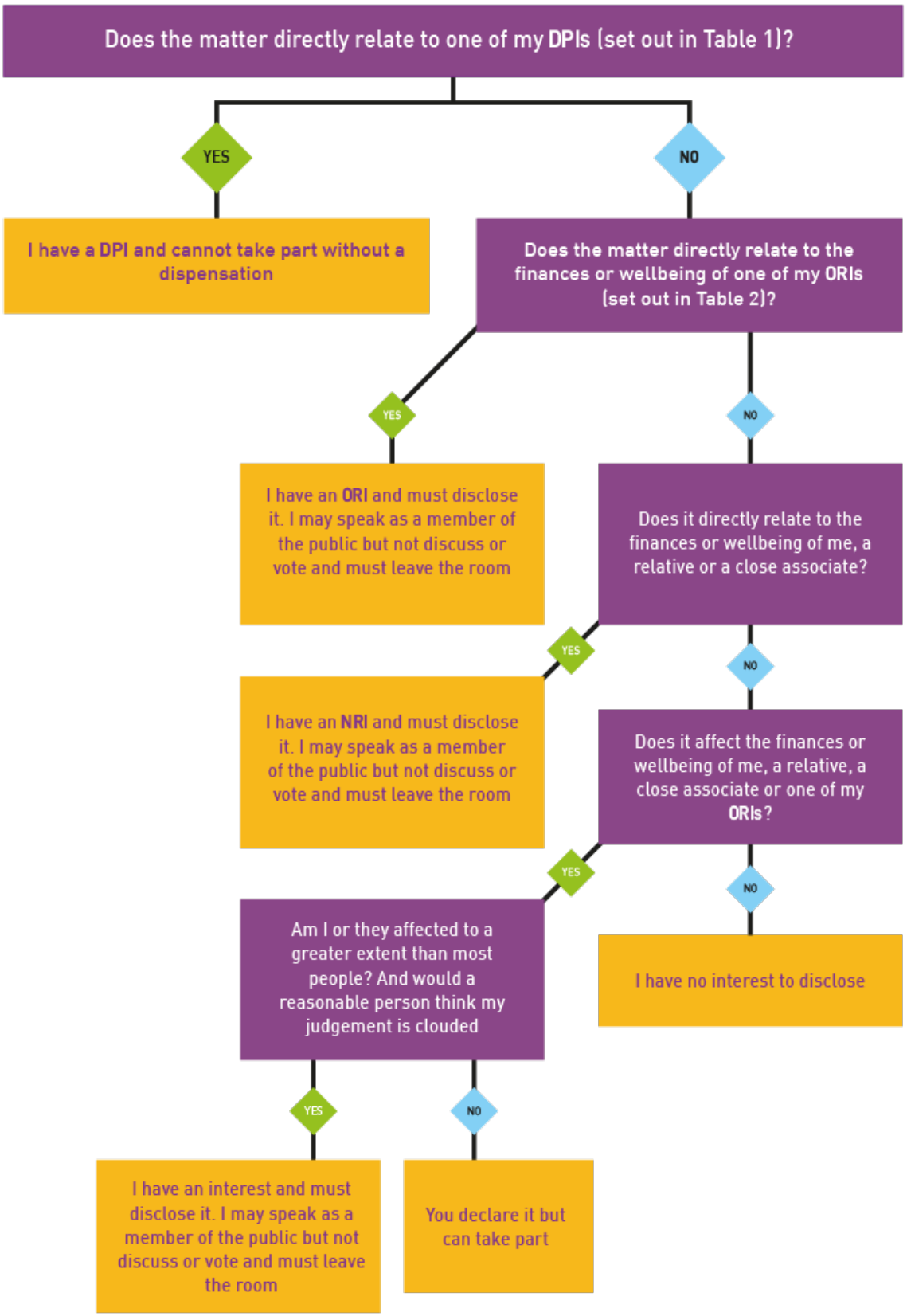


Table 1: Disclosable Pecuniary Interests

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

Interests Flowchart

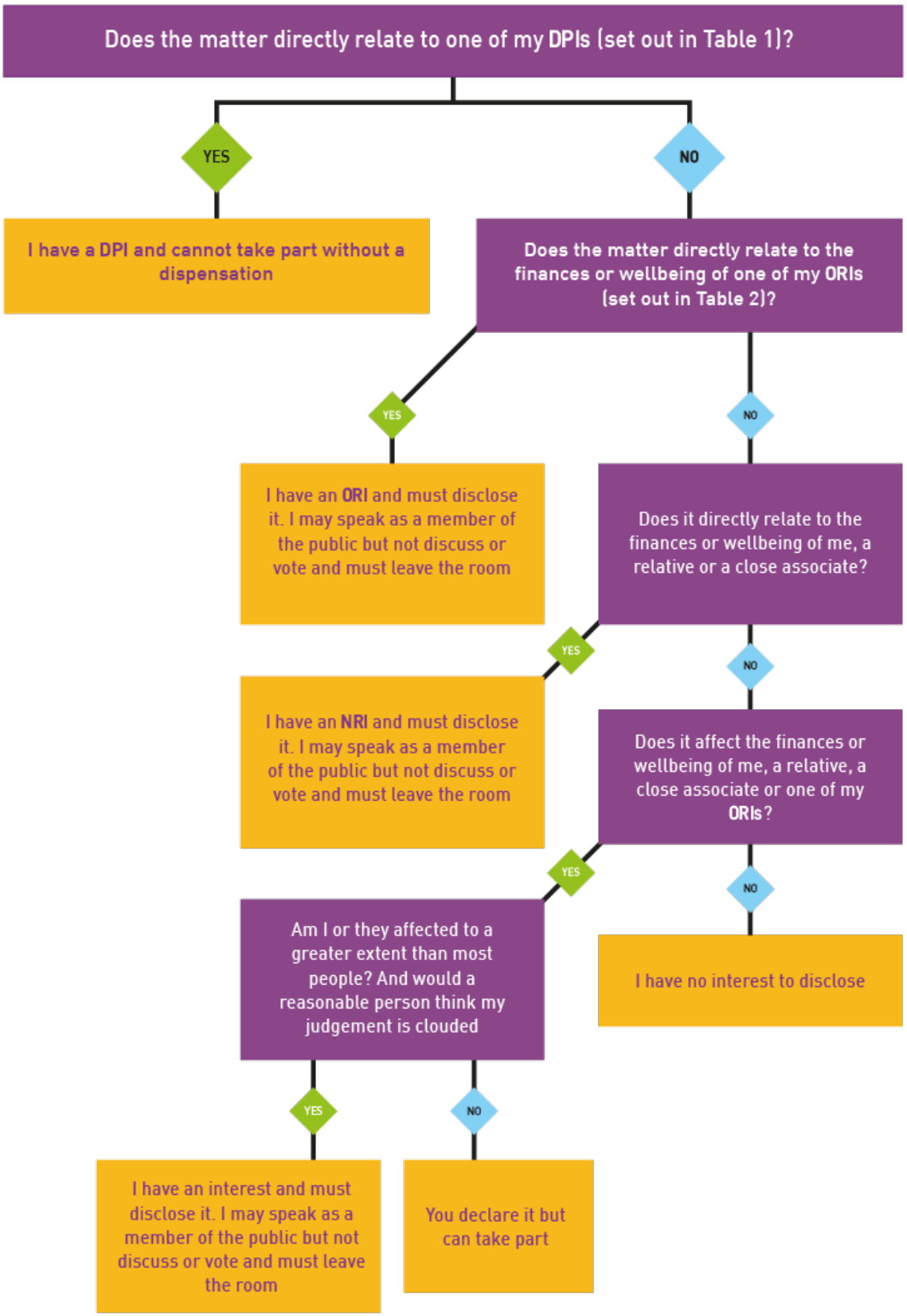


Table 1: Disclosable Pecuniary Interests

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 7th August 2025 for approval.
Meeting	Environment & Highways Committee
Date	6th November 2025
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 held on Thursday 7th August 2025, 7:00pm at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: G. Everett, H. Kisby (Chair), R. Turner and S. White.

In attendance: Amy Pinkham; Parish Clerk & Responsible Financial Officer, 1 member of the public.

Meeting Opened: 7:00pm

1. **To receive apologies and consider acceptance for absence.**

   Apologies received and accepted from Cllr. J. Anderson.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg1-4].**

   None.

3. **To receive minutes of the meeting of the Environment & Highways Committee held on 1st May 2025 for approval [Pg5-7].**

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

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

   It was noted under item 10 that the Committee may wish to consider expanding the competition to consider entries such as scarecrows.
   It was noted under item 16 that the Committee may wish to consider designating the replacement bench as a "talking bench".

5. **To receive Clerk's Report on matters arising from previous meetings of the Committee [Pg8-9].**

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

6. **To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [Pg10-12].**

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

7. **To consider budget proposals for new projects for the 2026-27 financial year [Pg13-19].**

   The Committee considered budget proposal for new projects for the 2026-27 financial year and **AGREED** to include costs for the purchase and installation for an additional bench at Green Lanes on the top footpath overlooking the river, an additional bench on Hall Lane by Drayton Hall, and 2 replacement trees at Green Lanes.

8. **To consider proposals for application to the Parish Partnership Scheme in 2026/27 [Pg20-23].**

   The Committee considered proposals for application to the Parish Partnership Scheme in 2026-27 and **AGREED** to recommend that Council does not submit an application and instead apply for funding under the bus shelter funding presented under item 12 of the agenda.

9. **To receive update regarding the SAM2 device and consider the Speed Awareness Monitoring (SAM) Policy and risk assessment for recommendation for approval by Council [Pg24-36].**

   The Committee noted the update regarding the SAM2 device and **AGREED** to recommend the Speed Awareness Monitoring (SAM) Policy as presented for approval by Council.

10. **To receive the update regarding the Most Impactful Garden or Display and Best Young Gardener Competitions and consider the future of the competitions [Pg37-38].**

    It was reported that no applications had been received for this years' garden competition and that 1 application had been received after the application deadline. The Committee noted its disappointment with the increasingly low engagement and participation and considered the value in continuing with the competition.
    The Committee **AGREED** not to continue with the competition under its current format and to consider an alternative competition for 2026-27 at the spring meeting, noting examples such as best scarecrow, biggest pumpkin, best hanging basket, tallest sunflower or open gardens.

11. **To receive the update and consider a response regarding village centre waste disposal and bins [Pg39].**

    The Committee noted the scale of the issue was minimal and **AGREED** no further action was necessary at this stage. It was noted that the Parish Ranger would continue to monitor waste in the village for action as necessary.

12. **To receive an update regarding the Norfolk County Council bus shelter funding scheme and consider a response regarding the second phase of funding [Pg40-49].**

    The Committee **AGREED** to request up to £10,000 expenditure for the replacement of 5 bus shelters in the following locations in order of preference:
    1. Drayton High Road near Hurn Road
    2. Fakenham Road near Tesco
    3. Drayton High Road near R.G. Carters
    4. Pendlesham Rise
    5. Drayton High Road near KGV Playing Field

    The Committee **AGREED** the shelters near Hurn Road and Fakenham Road should be replaced in the same orientation and style (including any seating) as the existing shelters. Where possible, the remaining shelters should follow a uniform design similar to those purchased from phase 1 of the scheme.

    It was noted that should quotes received exceed £10,000, application to the scheme shall be brought back to Council for approval.

13. **To consider request for two additional dog waste bins for the Church Farm Development.**

    The Committee considered the request for two additional dog waste bins for the Church Farm Development and **AGREED** to write to the developer, Hopkins Homes, to request installation of one additional general waste bin near Sabberton Way by the wooden access gate.
    It was noted that dog waste could be disposed of using any general waste bin and it could be helpful to publicise this information for the community.

14. **To receive quote for bus stop flag cleaning and consider a response [Pg50-52].**

    The Committee considered the quote for bus stop flag cleaning and **AGREED** not to pursue.
    It was noted that the Committee would consider the cleaning schedule including the number of cleans as part of the budget exercise at the next meeting.

DRAFT

The Committee noted the contractor should be notifying the Council when a clean has been completed.

15. **To receive quotes for CCTV cameras at Green Lanes and consider a response [Pg53-59].**

    The Committee received an updated quote from contractor 2 to include installation of pole and additional information from both contractors on operation of the cameras.
    The Committee considered the quotes for CCTV at Green Lanes and **AGREED** to recommend contractor 1 for approval by Council.

16. **To receive quotes for replacement bench options at Drayton Triangle per 2025-26 Budget [Pg60-61].**

    The Committee considered the replacement bench options for Drayton Triangle and **AGREED** to purchase the large Plastic Park Bench (Brown) as presented (Option 2).
    The Committee noted this could be a good location for a "talking bench" and **AGREED** to bring back examples of plaques that could be installed with the new bench for consideration at the next meeting.

17. **To note exchange of information.**

    The Committee noted that a meeting with NCC Highways Area Manager, Damien Jeffries, took place with Officers and the Chairman of the Council on Wednesday 30th July. Matters discussed included concerns raised regarding traffic calming measure on Hall Lane, and options available to Parish Council in response to concerns raised regarding congestion and safety on School Road.
    It was noted that the Committee would receive a written report pending receipt of response from Damien Jeffries following the meeting.

18. **To note the date and time of the next meeting is scheduled to take place on Thursday 6th November 2025 at 7pm at KGV.**

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

    Meeting Closed: 8:41pm

DRAFT

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH5:** To receive the Clerks Report on Committee matters arising from previous meetings.
Meeting	Environment & Highways Committee
Date	6th November 2025
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
2025.02.06	9	To note proposal received from the Highways Engineer regarding traffic calming measures outside Drayton Community Infant School on School Road and consider a response	The Committee noted the Highway Engineer's proposal regarding traffic calming measures outside Drayton Community Infant School on School Road and **AGREED** to support the recommendation for a white 20mph Roundel Road marking to be installed in the carriageway next to the 20mph signs.	**Ongoing:** On 12/03/2025 Highway Engineer confirmed that works had been programmed for the 20mph Roundels to be installed and that the Works Order will be issued to the lining contractor at the Start of the New Financial year in April. On 28/1/2025 Highway Engineer advised that contractors are undertaking other works in the region but awaiting confirmation re installation date.
2025.02.06	10	To note concerns raised regarding Drayton Triangle junction and consider response to feedback from the Highways Engineer [EH7]	The Committee **AGREED** to request that the Highway Engineer undertake a one-week traffic count outside the Bob Carter Centre on School Road, in order to acquire data for comparative analysis with previous pre-NDR traffic counts.	**Ongoing:** In March 2025 Highway Engineer confirmed that they would liaise with the Safety Team in regards to a one-week traffic count outside the Bob Carter Centre on School Road and advised that they may need to approach Cllr. Tony Adams regarding funding. Meeting held with Area Manager (North) for Infrastructure - Highways in July 2025. Advised that it would be challenging to obtain meaningful data from a traffic count unless part of a wider fesibility study.
2025.08.07	3	To receive minutes of the meeting of the Environment & Highways Committee held on 1st May 2025 for approval	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.	**Complete:** Approved minutes published on Council website.
2025.08.07	7	7. To consider budget proposals for new projects for the 2026-27 financial year	The Committee considered budget proposal for new projects for the 2026-27 financial year and **AGREED** to include costs for the purchase and installation for an additional bench at Green Lanes on the top footpath overlooking the river, an additional bench on Hall Lane by Drayton Hall, and 2 replacement trees at Green Lanes.	**Complete:** Costs included under item 7
2025.08.07	8	8. To consider proposals for application to the Parish Partnership Scheme in 2026/27	The Committee considered proposals for application to the Parish Partnership Scheme in 2026-27 and **AGREED** to recommend that Council does not submit an application and instead apply for funding under the bus shelter funding presented under item 12 of the agenda.	**Complete:** No further action required
2025.08.07	9	To receive update regarding the SAM2 device and consider the Speed Awareness Monitoring (SAM) Policy and risk assessment for recommendation for approval by Council	The Committee noted the update regarding the SAM2 device and **AGREED** to recommend the Speed Awareness Monitoring (SAM) Policy as presented for approval by Council.	**Complete:** on 14th August 2025 Council agreed to adopt the SAM Policy as recommended by the Committee. Approved Policy saved.
2025.08.07	10	To receive the update regarding the Most Impactful Garden or Display and Best Young Gardener Competitions and consider the future of the competitions	The Committee **AGREED** not to continue with the competition under its current format and to consider an alternative competition for 2026-27 at the spring meeting, noting examples such as best scarecrow, biggest pumpkin, best hanging basket, tallest sunflower or open gardens.	**Complete:** Notified Taverham Garden Centre tha no entries were received and no prizes required.
2025.08.07	11	To receive the update and consider a response regarding village centre waste disposal and bins	The Committee noted the scale of the issue was minimal and **AGREED** no further action was necessary at this stage. It was noted that the Parish Ranger would continue to monitor waste in the village for action as necessary.	**Complete:** No further action required
2025.08.07	12	To receive an update regarding the Norfolk County Council bus shelter funding scheme and consider a response regarding the second phase of funding	The Committee **AGREED** to request up to £10,000 expenditure for the replacement of 5 bus shelters in the following locations in order of preference: 1. Drayton High Road near Hurn Road 2. Fakenham Road near Tesco 3. Drayton High Road near R.G. Carters 4. Pendlesham Rise 5. Drayton High Road near KGV Playing Field The Committee **AGREED** the shelters near Hurn Road and Fakenham Road should be replaced in the same orientation and style (including any seating) as the existing shelters. Where possible, the remaining shelters should follow a uniform design similar to those purchased from phase 1 of the scheme. It was noted that should quotes received exceed £10,000, application to the scheme shall be brought back to Council for approval.	**Ongoing:** Application approved 08.10.2025. Order placed with bus shelter contractor. Anticipated installation mid December 2025. Exact dates tbc. Further detail included under item 8.
2025.08.07	13	To consider request for two additional dog waste bins for the Church Farm Development.	The Committee considered the request for two additional dog waste bins for the Church Farm Development and **AGREED** to write to the developer, Hopkins Homes, to request installation of one additional general waste bin near Sabaton Way by the wooden access gate.	**Ongoing:** Request sent to developer. Awaiting response.

Meeting Date	Minute Ref	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
2025.08.07	14	To receive quote for bus stop flag cleaning and consider a response	The Committee considered the quote for bus stop flag cleaning and **AGREED** not to pursue. It was noted that the Committee would consider the cleaning schedule including the number of cleans as part of the budget exercise at the next meeting.	**Complete:** Contractor informed of Committee decision not to pursue bus stop flag cleaning.
2025.08.07	15	To receive quotes for CCTV cameras at Green Lanes and consider a response	The Committee considered the quotes for CCTV at Green Lanes and **AGREED** to recommend contractor 1 for approval by Council.	**Complete:** Contractors informed of Committee decision. Permission to film in car park received from landowners (NCC). Awaiting confirmation of installation date from approved contractor. Further detail included under item 9.
2025.08.07	16	To receive quotes for replacement bench options at Drayton Triangle per 2025-26 Budget	The Committee considered the replacement bench options for Drayton Triangle and **AGREED** to purchase the large Plastic Park Bench (Brown) as presented (Option 2). The Committee noted this could be a good location for a “talking bench” and **AGREED** to bring back examples of plaques that could be installed with the new bench for consideration at the next meeting.	**Ongoing:** Bench is on order. Pending confirmation of plaque requirements, delivery and installation date.. Further update provided under item 11.

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH5:** To receive the Clerks Report on Committee matters arising from previous meetings.
Meeting	Environment & Highways Committee
Date	6th November 2025
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
2025.02.06	9	To note proposal received from the Highways Engineer regarding traffic calming measures outside Drayton Community Infant School on School Road and consider a response	The Committee noted the Highway Engineer's proposal regarding traffic calming measures outside Drayton Community Infant School on School Road and **AGREED** to support the recommendation for a white 20mph Roundel Road marking to be installed in the carriageway next to the 20mph signs.	**Ongoing:** On 12/03/2025 Highway Engineer confirmed that works had been programmed for the 20mph Roundels to be installed and that the Works Order will be issued to the lining contractor at the Start of the New Financial year in April. On 28/1/2025 Highway Engineer advised that contractors are undertaking other works in the region but awaiting confirmation re installation date.
2025.02.06	10	To note concerns raised regarding Drayton Triangle junction and consider response to feedback from the Highways Engineer [EH7]	The Committee **AGREED** to request that the Highway Engineer undertake a one-week traffic count outside the Bob Carter Centre on School Road, in order to acquire data for comparative analysis with previous pre-NDR traffic counts.	**Ongoing:** In March 2025 Highway Engineer confirmed that they would liaise with the Safety Team in regards to a one-week traffic count outside the Bob Carter Centre on School Road and advised that they may need to approach Cllr. Tony Adams regarding funding. Meeting held with Area Manager (North) for Infrastructure - Highways in July 2025. Advised that it would be challenging to obtain meaningful data from a traffic count unless part of a wider fesibility study.
2025.08.07	3	To receive minutes of the meeting of the Environment & Highways Committee held on 1st May 2025 for approval	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.	**Complete:** Approved minutes published on Council website.
2025.08.07	7	7. To consider budget proposals for new projects for the 2026-27 financial year	The Committee considered budget proposal for new projects for the 2026-27 financial year and **AGREED** to include costs for the purchase and installation for an additional bench at Green Lanes on the top footpath overlooking the river, an additional bench on Hall Lane by Drayton Hall, and 2 replacement trees at Green Lanes.	**Complete:** Costs included under item 7
2025.08.07	8	8. To consider proposals for application to the Parish Partnership Scheme in 2026/27	The Committee considered proposals for application to the Parish Partnership Scheme in 2026-27 and **AGREED** to recommend that Council does not submit an application and instead apply for funding under the bus shelter funding presented under item 12 of the agenda.	**Complete:** No further action required
2025.08.07	9	To receive update regarding the SAM2 device and consider the Speed Awareness Monitoring (SAM) Policy and risk assessment for recommendation for approval by Council	The Committee noted the update regarding the SAM2 device and **AGREED** to recommend the Speed Awareness Monitoring (SAM) Policy as presented for approval by Council.	**Complete:** on 14th August 2025 Council agreed to adopt the SAM Policy as recommended by the Committee. Approved Policy saved.
2025.08.07	10	To receive the update regarding the Most Impactful Garden or Display and Best Young Gardener Competitions and consider the future of the competitions	The Committee **AGREED** not to continue with the competition under its current format and to consider an alternative competition for 2026-27 at the spring meeting, noting examples such as best scarecrow, biggest pumpkin, best hanging basket, tallest sunflower or open gardens.	**Complete:** Notified Taverham Garden Centre tha no entries were received and no prizes required.
2025.08.07	11	To receive the update and consider a response regarding village centre waste disposal and bins	The Committee noted the scale of the issue was minimal and **AGREED** no further action was necessary at this stage. It was noted that the Parish Ranger would continue to monitor waste in the village for action as necessary.	**Complete:** No further action required
2025.08.07	12	To receive an update regarding the Norfolk County Council bus shelter funding scheme and consider a response regarding the second phase of funding	The Committee **AGREED** to request up to £10,000 expenditure for the replacement of 5 bus shelters in the following locations in order of preference: 1. Drayton High Road near Hurn Road 2. Fakenham Road near Tesco 3. Drayton High Road near R.G. Carters 4. Pendlesham Rise 5. Drayton High Road near KGV Playing Field The Committee **AGREED** the shelters near Hurn Road and Fakenham Road should be replaced in the same orientation and style (including any seating) as the existing shelters. Where possible, the remaining shelters should follow a uniform design similar to those purchased from phase 1 of the scheme. It was noted that should quotes received exceed £10,000, application to the scheme shall be brought back to Council for approval.	**Ongoing:** Application approved 08.10.2025. Order placed with bus shelter contractor. Anticipated installation mid December 2025. Exact dates tbc. Further detail included under item 8.
2025.08.07	13	To consider request for two additional dog waste bins for the Church Farm Development.	The Committee considered the request for two additional dog waste bins for the Church Farm Development and **AGREED** to write to the developer, Hopkins Homes, to request installation of one additional general waste bin near Sabaton Way by the wooden access gate.	**Ongoing:** Request sent to developer. Awaiting response.

Meeting Date	Minute Ref	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
2025.08.07	14	To receive quote for bus stop flag cleaning and consider a response	The Committee considered the quote for bus stop flag cleaning and **AGREED** not to pursue. It was noted that the Committee would consider the cleaning schedule including the number of cleans as part of the budget exercise at the next meeting.	**Complete:** Contractor informed of Committee decision not to pursue bus stop flag cleaning.
2025.08.07	15	To receive quotes for CCTV cameras at Green Lanes and consider a response	The Committee considered the quotes for CCTV at Green Lanes and **AGREED** to recommend contractor 1 for approval by Council.	**Complete:** Contractors informed of Committee decision. Permission to film in car park received from landowners (NCC). Awaiting confirmation of installation date from approved contractor. Further detail included under item 9.
2025.08.07	16	To receive quotes for replacement bench options at Drayton Triangle per 2025-26 Budget	The Committee considered the replacement bench options for Drayton Triangle and **AGREED** to purchase the large Plastic Park Bench (Brown) as presented (Option 2). The Committee noted this could be a good location for a “talking bench” and **AGREED** to bring back examples of plaques that could be installed with the new bench for consideration at the next meeting.	**Ongoing:** Bench is on order. Pending confirmation of plaque requirements, delivery and installation date.. Further update provided under item 11.

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH6:** To receive statement of receipts and payments to date and explanation of variance.
Meeting	Environment & Highways Committee
Date	6th November 2025
Author	Deputy Clerk & Facilities Manager

Summary

Background

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.

Budget reports are available live from Scribe and presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.

The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.

Quarterly Reports

In addition, the Finance & General Purposes Committee receive quarterly reports for all Committees of the Council with the aim of:

- Monitoring financial performance, 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

The Finance & General Purposes Committee reviewed the Environment & Highways Committee budget report for Q2 at the October 2025 meeting with no recommendations for action.

For Information

Please note, budget reports do not include year-end adjustments and Scribe plans to update the reporting feature sometime in the future.

Recommendation

The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.

Explanation of Material Variances: Accumulative to end of Q2						
Ref.	**Cost Centre**	**Budgeted**	**Actual**	**Variance**	**Explanation Required**	**Comment**
3	Environment & Highways	£6,032.50	£9,547.34	-58%	Y	Unexpected tree removal costs for vandalism at Green Lanes. Additional days labour for weedpulling due to extensive growth of invasive balsam weed at Green Lanes.

Drayton Parish Council - Quarter 2

(01/07/2025 to 30/09/2025 - 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)	2,778.75	3,878.00	-1,099.25(-39%)			(N/A)	5,557.50	5,817.00	-259.50(-4%)
33 Residents Competitions			(N/A)	250.00		250.00(N/A)			(N/A)	250.00		250.00(N/A)
35 Tree Maintenance			(N/A)		2,400.00	-2,400.00(N/A)			(N/A)		2,400.00	-2,400.00(N/A)
36 Street Scene Maintenance			(N/A)	112.50	108.80	3.70(3%)			(N/A)	225.00	250.84	-25.84(-11%)
38 Green Lanes			(N/A)		1,020.00	-1,020.00(N/A)			(N/A)		1,020.00	-1,020.00(N/A)
304 Parish Partnerships			(N/A)		59.50	-59.50(N/A)			(N/A)		59.50	-59.50(N/A)
Sub Total for 3. Environment & Highways			**(N/A)**	**3,141.25**	**7,466.30**	**-4,325.05(-137%)**			**(N/A)**	**6,032.50**	**9,547.34**	**-3,514.84(-58%)**
TOTALS.....			**(N/A)**	**3,141.25**	**7,466.30**	**-4,325.05(-137%)**			**(N/A)**	**6,032.50**	**9,547.34**	**-3,514.84(-203%)**
			NET Variance Quarter 2			**-4,325.05**			**NET accumulative variance to END of Quarter 2.....**			**-3,514.84**

Created by Scribe

Explanation of Material Variances: Accumulative to end of Q2						
Ref.	**Cost Centre**	**Budgeted**	**Actual**	**Variance**	**Explanation Required**	**Comment**
3	Environment & Highways	£6,032.50	£9,547.34	-58%	Y	Unexpected tree removal costs for vandalism at Green Lanes. Additional days labour for weedpulling due to extensive growth of invasive balsam weed at Green Lanes.

Drayton Parish Council - Quarter 2

(01/07/2025 to 30/09/2025 - 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)	2,778.75	3,878.00	-1,099.25(-39%)			(N/A)	5,557.50	5,817.00	-259.50(-4%)
33 Residents Competitions			(N/A)	250.00		250.00(N/A)			(N/A)	250.00		250.00(N/A)
35 Tree Maintenance			(N/A)		2,400.00	-2,400.00(N/A)			(N/A)		2,400.00	-2,400.00(N/A)
36 Street Scene Maintenance			(N/A)	112.50	108.80	3.70(3%)			(N/A)	225.00	250.84	-25.84(-11%)
38 Green Lanes			(N/A)		1,020.00	-1,020.00(N/A)			(N/A)		1,020.00	-1,020.00(N/A)
304 Parish Partnerships			(N/A)		59.50	-59.50(N/A)			(N/A)		59.50	-59.50(N/A)
Sub Total for 3. Environment & Highways			**(N/A)**	**3,141.25**	**7,466.30**	**-4,325.05(-137%)**			**(N/A)**	**6,032.50**	**9,547.34**	**-3,514.84(-58%)**
TOTALS.....			**(N/A)**	**3,141.25**	**7,466.30**	**-4,325.05(-137%)**			**(N/A)**	**6,032.50**	**9,547.34**	**-3,514.84(-203%)**
			NET Variance Quarter 2			**-4,325.05**			**NET accumulative variance to END of Quarter 2.....**			**-3,514.84**

Created by Scribe

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH7:** Draft budget for the 2026-27 financial year
Meeting	Environment & Highways Committee
Date	6th November 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To provide the Committee with a draft budget for Environment & Highways Committee for consideration before recommendation to Council.

Background

Per section 4 of the Council's adopted Financial Regulations, the Committee will consider a draft budget for Environment & Highways Committee.

The Committee may make recommendations for amendment prior to presentation for approval by Council at its annual budget meeting.

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

For Information

At the August 2025 meeting, the Committee considered proposals for inclusion the draft budget and the following have been included as agreed by the Committee:

- Costs for the purchase and installation for an additional bench at Green Lanes on the top footpath overlooking the river
- An additional bench on Hall Lane by Drayton Hall
- 2 replacement trees at Green Lanes

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	2024-25 Budget	2024-25 Actual	2025-26 Budget	Apr - Sep Actual	Year End Forecast	2026-27 Budget	% +/- from Budget
31	NCC Highways Verges	£6,886.00	£7,050.96	£7,410.00	£5,817.00	£7,556.02	£8,150.00	
33	Residents Competitions	£250.00	£31.79	£250.00	£0.00	£0.00	£250.00	
35	Tree Maintenance	£7,500.00	£7,840.14	£0.00	£2,400.00	£2,400.00	N/A	
36	Street Scene Maintenance	£2,460.00	£4,763.95	£3,800.00	£142.04	£3,709.64	£3,865.00	
38	Green Lane	£3,000.00	£1,765.00	£1,900.00	£1,020.00	£1,770.00	£2,870.00	
304	Parish Partnerships	£1,932.00	£3,710.00	N/A	N/A	N/A	N/A	N/A
	SUB TOTAL EXPENDITURE	**£22,028.00**	**£25,161.84**	**£13,360.00**	**£9,379.04**	**£15,435.66**	**£15,135.00**	13.29%

31	NCC Highway Verges	Budget	Budget Notes
	Contracted Services	£8,150.00	Completed by Garden Guardian and paid by Norfolk County Council under the delegated grass cutting agreement.
	Sub Total	**£8,150.00**	

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 Lane now under budget code 38 below.

36	Street Scene Maintenance	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 Lane	Budget	Budget Notes
	Contracted Service	£790.00	Fringe project to complete 1 visit per year to manage the marshland, cut and rake off the vegtation.

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**	

8532	Trees (EH & PFP)	Transfer	Transfer Notes
	New trees.	£0.00	Earmarked reserve for new trees.
	Sub Total	£0.00	
	Current Balance	£20,870.67	
	New Balance	**£20,870.67**	

8533	Cyclical Payments	Transfer	Transfer Notes
	Electrical Installation Condition Report (EICR) (PFP)	£0.00	PFP to determine transfers.
	Floodlight Elecrical Installation Condition Report (EICR) (PFP)	£0.00	PFP to determine transfers.
	Wix website provision (FGP)	£65.00	Annual savings contributing to 3 yearly website provision.
	Domain registration (FGP)	£30.00	Annual savings contributing to .gov domain registration paid annually or every 5 years. Transfer includes additional £120.00 to cover 5 year cost if agreed by FGP.
	Longdale Fence (PFP)	£0.00	PFP to determine transfers.
	Tree Survey (EH)	£1,150.00	Next payment due 2026-27. Annual savings contributing towards 2 yearly tree surveys.
	Reinstatement Surveys (FGP)	£450.00	Annual savings contributing towards 3 yearly reinstatement surveys for Bowls Club, KGV & Longdale.
	Defibrilator replacement costs (FGP)	£500.00	Annual savings contributing towards defibrilator replacement costs including pads and batteries.
	Sub Total	£2,195.00	
	Current Balance	£2,969.30	
	New Balance	**£5,164.30**	

8534	Projects	Transfer	Transfer Notes
	Neighbourhood Plan (FGP)	£0.00	Sufficient budget held, no plans for further transfers.
	Parish Partnership Scheme (EH)	£0.00	Committee agreed at the August 2025 meeting not to apply for the 2026-27 scheme.
	Sub Total	£0.00	
	Current Balance	£10,318.00	
	New Balance	**£10,318.00**	

8537	Street Scene Furniture & Footpaths (EH)	Transfer	Transfer Notes
	New/replacement grit bins	£0.00	No further replement grit bins proposed.
	New/replacement benches	£1,500.00	Additional bench at Green Lanes overlooking the river and additional bench on Hall Lane by Drayton Hall proposed for inclusion at August 2025 meeting.
	New/replacement lecterns	£0.00	No further lecterns proposed.
	Footpath maintenance	£500.00	Layton Close.
	Sub Total	£2,000.00	
	Current Balance	£3,850.00	
	New Balance	**£5,850.00**	

8538	Allotments (EH)	Transfer	Transfer Notes
	Allotments	£0.00	Annual savings towards set up costs.
	Sub Total	£0.00	
	Current Balance	£2,000.00	
	New Balance	**£2,000.00**	

8532 Tree Works (EH & PFP)	Budget	Budget Notes
New trees.	£4,000.00	2 replacement trees at Green Lanes proposed at August 2025 meeting and additional replacement trees for those those that have died in 2025.
Sub Total	£4,000.00	
Current Balance	£20,870.67	
Transfers	£0.00	
Remaining Balance	**£16,870.67**	

8533 Cyclical Payments	Budget	Budget Notes
Electrical Safety Reports (PFP)	£0.00	PFP to determine budget.
Wix website provision (FGP)	£194.40	3 yearly website provision with Wix due June 2026.
Domain registration (FGP)	£0.00	.gov domain registration with Openstrike. Next payment due April 2030.
Longdale Fence (PFP)	£0.00	PFP to determine budget.
Tree Survey (EH)	£2,300.00	Tree survey due summer 2026.
Reinstatement Surveys (FGP)	£0.00	3 yearly reinstatement surveys for Bowls Club, KGV & Longdale. Next due 2027-28.
Defibrilator replacement costs (FGP)	£0.00	No replacements due in 2026-27.
Sub Total	£2,494.40	
Current Balance	£2,969.30	
Transfers	£2,195.00	
Remaining Balance	**£2,669.90**	

8534 Projects	Budget	Budget Notes
Neighbourhood Plan (FGP)	£10,000.00	Appointment of NH Plan consultant & supporting costs for renewal of neighbourhood plan.
Parish Partnership Scheme (EH)	£0.00	Committee agreed at the August 2025 meeting not to apply for the 2026-27 scheme.
Sub Total	£10,000.00	
Current Balance	£10,318.00	
Transfers	£0.00	
Remaining Balance	**£318.00**	

8537	Street Scene Furniture & Footpaths (EH)	Budget	Budget Notes
	New/replacement grit bins	£0.00	No new grit bins expected in 2026-27.
	New/replacement benches	£2,000.00	Additional bench at Green Lanes overlooking the river and additional bench on Hall Lane by Drayton Hall proposed for inclusion at August 2025 meeting.
	New/replacement lecterns	£0.00	No new lecterns expected in 2026-27.
	Sub Total	£2,000.00	
	Current Balance	£3,850.00	
	Transfers	£2,000.00	
	Remaining Balance	**£3,850.00**	

8538	Allotments (EH)	Budget	Transfer Notes
	Allotments	£0.00	No plans for expenditure 2026-27.
	Sub Total	£0.00	
	Current Balance	£2,000.00	
	New Balance	**£2,000.00**	

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH7:** Draft budget for the 2026-27 financial year
Meeting	Environment & Highways Committee
Date	6th November 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To provide the Committee with a draft budget for Environment & Highways Committee for consideration before recommendation to Council.

Background

Per section 4 of the Council's adopted Financial Regulations, the Committee will consider a draft budget for Environment & Highways Committee.

The Committee may make recommendations for amendment prior to presentation for approval by Council at its annual budget meeting.

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

For Information

At the August 2025 meeting, the Committee considered proposals for inclusion the draft budget and the following have been included as agreed by the Committee:

- Costs for the purchase and installation for an additional bench at Green Lanes on the top footpath overlooking the river
- An additional bench on Hall Lane by Drayton Hall
- 2 replacement trees at Green Lanes

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	2024-25 Budget	2024-25 Actual	2025-26 Budget	Apr - Sep Actual	Year End Forecast	2026-27 Budget	% +/- from Budget
31	NCC Highways Verges	£6,886.00	£7,050.96	£7,410.00	£5,817.00	£7,556.02	£8,150.00	
33	Residents Competitions	£250.00	£31.79	£250.00	£0.00	£0.00	£250.00	
35	Tree Maintenance	£7,500.00	£7,840.14	£0.00	£2,400.00	£2,400.00	N/A	
36	Street Scene Maintenance	£2,460.00	£4,763.95	£3,800.00	£142.04	£3,709.64	£3,865.00	
38	Green Lane	£3,000.00	£1,765.00	£1,900.00	£1,020.00	£1,770.00	£2,870.00	
304	Parish Partnerships	£1,932.00	£3,710.00	N/A	N/A	N/A	N/A	N/A
	SUB TOTAL EXPENDITURE	**£22,028.00**	**£25,161.84**	**£13,360.00**	**£9,379.04**	**£15,435.66**	**£15,135.00**	13.29%

31	NCC Highway Verges	Budget	Budget Notes
	Contracted Services	£8,150.00	Completed by Garden Guardian and paid by Norfolk County Council under the delegated grass cutting agreement.
	Sub Total	**£8,150.00**	

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 Lane now under budget code 38 below.

36	Street Scene Maintenance	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 Lane	Budget	Budget Notes
	Contracted Service	£790.00	Fringe project to complete 1 visit per year to manage the marshland, cut and rake off the vegtation.

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**	

8532	Trees (EH & PFP)	Transfer	Transfer Notes
	New trees.	£0.00	Earmarked reserve for new trees.
	Sub Total	£0.00	
	Current Balance	£20,870.67	
	New Balance	**£20,870.67**	

8533	Cyclical Payments	Transfer	Transfer Notes
	Electrical Installation Condition Report (EICR) (PFP)	£0.00	PFP to determine transfers.
	Floodlight Elecrical Installation Condition Report (EICR) (PFP)	£0.00	PFP to determine transfers.
	Wix website provision (FGP)	£65.00	Annual savings contributing to 3 yearly website provision.
	Domain registration (FGP)	£30.00	Annual savings contributing to .gov domain registration paid annually or every 5 years. Transfer includes additional £120.00 to cover 5 year cost if agreed by FGP.
	Longdale Fence (PFP)	£0.00	PFP to determine transfers.
	Tree Survey (EH)	£1,150.00	Next payment due 2026-27. Annual savings contributing towards 2 yearly tree surveys.
	Reinstatement Surveys (FGP)	£450.00	Annual savings contributing towards 3 yearly reinstatement surveys for Bowls Club, KGV & Longdale.
	Defibrilator replacement costs (FGP)	£500.00	Annual savings contributing towards defibrilator replacement costs including pads and batteries.
	Sub Total	£2,195.00	
	Current Balance	£2,969.30	
	New Balance	**£5,164.30**	

8534	Projects	Transfer	Transfer Notes
	Neighbourhood Plan (FGP)	£0.00	Sufficient budget held, no plans for further transfers.
	Parish Partnership Scheme (EH)	£0.00	Committee agreed at the August 2025 meeting not to apply for the 2026-27 scheme.
	Sub Total	£0.00	
	Current Balance	£10,318.00	
	New Balance	**£10,318.00**	

8537	Street Scene Furniture & Footpaths (EH)	Transfer	Transfer Notes
	New/replacement grit bins	£0.00	No further replement grit bins proposed.
	New/replacement benches	£1,500.00	Additional bench at Green Lanes overlooking the river and additional bench on Hall Lane by Drayton Hall proposed for inclusion at August 2025 meeting.
	New/replacement lecterns	£0.00	No further lecterns proposed.
	Footpath maintenance	£500.00	Layton Close.
	Sub Total	£2,000.00	
	Current Balance	£3,850.00	
	New Balance	**£5,850.00**	

8538	Allotments (EH)	Transfer	Transfer Notes
	Allotments	£0.00	Annual savings towards set up costs.
	Sub Total	£0.00	
	Current Balance	£2,000.00	
	New Balance	**£2,000.00**	

8532 Tree Works (EH & PFP)	Budget	Budget Notes
New trees.	£4,000.00	2 replacement trees at Green Lanes proposed at August 2025 meeting and additional replacement trees for those those that have died in 2025.
Sub Total	£4,000.00	
Current Balance	£20,870.67	
Transfers	£0.00	
Remaining Balance	**£16,870.67**	

8533 Cyclical Payments	Budget	Budget Notes
Electrical Safety Reports (PFP)	£0.00	PFP to determine budget.
Wix website provision (FGP)	£194.40	3 yearly website provision with Wix due June 2026.
Domain registration (FGP)	£0.00	.gov domain registration with Openstrike. Next payment due April 2030.
Longdale Fence (PFP)	£0.00	PFP to determine budget.
Tree Survey (EH)	£2,300.00	Tree survey due summer 2026.
Reinstatement Surveys (FGP)	£0.00	3 yearly reinstatement surveys for Bowls Club, KGV & Longdale. Next due 2027-28.
Defibrilator replacement costs (FGP)	£0.00	No replacements due in 2026-27.
Sub Total	£2,494.40	
Current Balance	£2,969.30	
Transfers	£2,195.00	
Remaining Balance	**£2,669.90**	

8534 Projects	Budget	Budget Notes
Neighbourhood Plan (FGP)	£10,000.00	Appointment of NH Plan consultant & supporting costs for renewal of neighbourhood plan.
Parish Partnership Scheme (EH)	£0.00	Committee agreed at the August 2025 meeting not to apply for the 2026-27 scheme.
Sub Total	£10,000.00	
Current Balance	£10,318.00	
Transfers	£0.00	
Remaining Balance	**£318.00**	

8537	Street Scene Furniture & Footpaths (EH)	Budget	Budget Notes
	New/replacement grit bins	£0.00	No new grit bins expected in 2026-27.
	New/replacement benches	£2,000.00	Additional bench at Green Lanes overlooking the river and additional bench on Hall Lane by Drayton Hall proposed for inclusion at August 2025 meeting.
	New/replacement lecterns	£0.00	No new lecterns expected in 2026-27.
	Sub Total	£2,000.00	
	Current Balance	£3,850.00	
	Transfers	£2,000.00	
	Remaining Balance	**£3,850.00**	

8538	Allotments (EH)	Budget	Transfer Notes
	Allotments	£0.00	No plans for expenditure 2026-27.
	Sub Total	£0.00	
	Current Balance	£2,000.00	
	New Balance	**£2,000.00**	

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH8:** NCC Bus Shelter Funding up-date
Meeting	Environment & Highways Committee
Date	6th November 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To update the Committee on progress with the Norfolk County Council bus shelter funding scheme.

Update

At the May 2025 meeting, Council agreed to submit a grant application for replacement bus shelters at Drayton High Road (junction Carter Road) and Longdale (Cricket Close). The application was successful and funding awarded.

Phase 1:

- On 22nd August 2025 the requested £9207.20 in bus shelter grant funding was received from the NCC
- The replacement bus shelter with privacy screening at Longdale, Cricket Close was successfully installed on 26th September 2025 (see photo below). Positive feedback has been received from local residents.
- Before and after photos of the Longdale, Cricket close bus shelter were sent to the Public Transport Development Officer, who was pleased with the transformation and advised that photos would be included this in the Department for Transport showreel at the end of the project.
- The replacement bus shelter at Drayton High Rd, Carter Road (opposite Sydney Bunn Way) is due to be installed on 4th November 2025.

Phase 2

At the August 2025 meeting, Council agreed to submit a further grant application in response to phase 2 of the bus shelter scheme and authorised up to £10,000 expenditure to replace the following bus shelters in order of preference:

1. Drayton High Road near Hurn Road
2. Fakenham Road near Tesco
3. Drayton High Road near R.G. Carters
4. Pendlesham Rise
5. Drayton High Road near KGV Playing Field

- The bus shelter contractor appointed for phase 1 was approached for quotes for phase 2 of the project. Following inspection, the contractor advised that the Pendlesham Rise bus shelter was the same style as the requested replacement shelters. It was observed that this shelter remained in good condition and it was recommended that the shelter be refurbished rather than replaced. Therefore, the quote provided as part of the funding application was to replace four existing bus shelters, and refurbish one.
- On 8th October 2025 confirmation was received from NCC that the Parish Council's application had been successful. The Parish Council's contribution from CIL totals £5,458.80.
- NCC's Public Transport Development Officer thanked the office for the thorough and comprehensive application, and Drayton Parish Council for its proactive work in securing new facilities for local residents.
- Awaiting confirmation from Bus shelter contractor regarding bus shelter installation/refurbishment dates.

Considerations

Please note that additional expenditure may be required in regards to:

- Confirmation regarding any additional permit requirements
- Further traffic management requirements not stipulated within quotations

Recommendation

The Committee is asked to note the bus shelter funding update.

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH9:** CCTV at Green Lanes
Meeting	Environment & Highways Committee
Date	6th November 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To update the Committee in regards to the purchase and installation of CCTV at Green Lanes.

Background

Following the unauthorised felling of two beech trees at Green Lanes in May 2025, Council agreed in principle to the provision of CCTV at Green Lanes and delegated authority to the Environment & Highways Committee to seek quotes and make a recommendation for approval by Council.

On 14th August 2025 Council agreed to install CCTV cameras at Green Lanes as recommended by the Committee.

Update

The appointed contractor undertook a site-visit on 23rd September 2025 and determined that a suitable location for the CCTV would be just inside the gate leading to Green Lanes, with one camera positioned with an overview of the car park and the second positioned to capture footage of the footpath. The proposed location for installation is marked by an X on the image below.

Permission to film the car park has been sought and obtained from the car park land-owner, Norfolk County Council.

Installation date is pending confirmation from contractor at the time of writing.

Recommendation

The Committee is asked to note the update regarding CCTV at Green Lanes.

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH10:** Green Lanes update
Meeting	Environment & Highways Committee
Date	6th November 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To provide the Committee with an up-date on marshland maintenance and meadow cutting at Green Lanes.

Background

Himalayan Balsam is an invasive plant species that is widely spread throughout England and Wales. Government guidance stipulates that invasive alien plants must not be grown, cultivated or permitted to reproduce and that where possible land-owners should seek to remove and safely dispose of any listed plant. Whilst landowners do not have to remove listed plants growing wild on their land, it is an offence to allow invasive plant species to contaminate anyone else's land. As the Himalayan Balsam at Green Lanes is growing by the river, and the seeds are fired out up to 7 meters when ripe, seeds could easily be transported downriver and spread to other sites.

Update

Marshland Maintenance

The Conservation Volunteers are contracted to visit Green Lanes each year in order to manage invasive Himalayan Balsam growth within the marshland. The group undertook two days of Himalayan Balsam pulling in early July 2025, prioritizing clearance along the riverside to prevent seed contamination further downstream. The Volunteer Team Leader recommended that an additional days work was undertaken to deal with significant amount of Balsam present in the meadow, which was supported by the Clerk and Chair of Committee. Consequently an additional days work was undertaken in late July.

Meadow Cutting

The Fringe Project are contracted to undertake one visit to Green Lanes per year in order to undertake meadow cutting and rake off vegetation. Fringe Project volunteers undertook their annual meadow cutting over two days in September 2025. The project's Volunteer Coordinator advised that invasive Himalayan Balsam was taking a strong hold in the meadow and recommended scheduling meadow cutting earlier in 2026 (late-June) before the Balsam has a chance to set seed and further proliferate.

Recommendation

The Committee is asked to receive the report for information.

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH11:** Replacement bench update and 'talking bench' plaque options.
Meeting	Environment & Highways Committee
Date	6th November 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To provide the Committee with an up-date in regards to a replacement bench and assist in the consideration of 'talking bench' plaque examples.

Background

At the meeting held on 7th August 2025 the Committee considered the replacement bench options for Drayton Triangle and agreed to purchase a large, brown Plastic Park Bench as presented.

The Committee noted that Drayton Triangle could be a good location for a "talking bench" and agreed to consider examples of plaques that could be installed with the new bench for consideration at the next meeting.

For Information

A "talking bench" is a public bench with a sign that indicates the person sitting there is open to conversation with others, designed to combat loneliness and encourage social connection.

Update

Bench is on order, pending confirmation of preferred plaque option, delivery and installation date at the time of writing.

Examples of pre-made and bespoke plaque options have been sourced and are attached for consideration by the Committee.

Considerations

It has not be possible to confirm the exact dimensions of the upper portion of the bench (where the plaque can be attached). Therefore, the Committee are advised to postpone purchasing the plaque until after the bench has been delivered and measurements confirmed.

Recommendation

The Committee is asked to consider the pre-made and bespoke 'talking bench' plaque examples presented and confirm the preferred option.

'Talking Bench' Plaque Options

Option Details	Example Image
Option 1: Pre-made **Material:** Aluminium **Measures**: 280mm x 100mm **Fixings:** 2 screw holes. (Screws not supplied) **Cost:** £22.95 (including delivery) **Supplier:** https://www.etsy.com/uk/listing/1086788815/chatting-bench-metal-sign-plaque	**Image 1.1**
Option 2: Bespoke **Material:** Laminate suitable for outdoor use. **Measures**: from 4x2 inches up to 6x3 inches **Fixings:** 2 screw holes. (Screws not supplied) **Cost:** Between £9.48 - £15.00 (including delivery) **Supplier:** https://lovedandlostmemorials.co.uk/products/engraved-bench-plaques?srsltid=AfmBOopPQlnX5g-9U2Qp-UQoJ3KlhnX4VCS5qtXSAOSjPtNfNa054faj Or Realised Futures	**Image 2.1** **Image 2.2**

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH11:** Replacement bench update and 'talking bench' plaque options.
Meeting	Environment & Highways Committee
Date	6th November 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To provide the Committee with an up-date in regards to a replacement bench and assist in the consideration of 'talking bench' plaque examples.

Background

At the meeting held on 7th August 2025 the Committee considered the replacement bench options for Drayton Triangle and agreed to purchase a large, brown Plastic Park Bench as presented.

The Committee noted that Drayton Triangle could be a good location for a "talking bench" and agreed to consider examples of plaques that could be installed with the new bench for consideration at the next meeting.

For Information

A "talking bench" is a public bench with a sign that indicates the person sitting there is open to conversation with others, designed to combat loneliness and encourage social connection.

Update

Bench is on order, pending confirmation of preferred plaque option, delivery and installation date at the time of writing.

Examples of pre-made and bespoke plaque options have been sourced and are attached for consideration by the Committee.

Considerations

It has not be possible to confirm the exact dimensions of the upper portion of the bench (where the plaque can be attached). Therefore, the Committee are advised to postpone purchasing the plaque until after the bench has been delivered and measurements confirmed.

Recommendation

The Committee is asked to consider the pre-made and bespoke 'talking bench' plaque examples presented and confirm the preferred option.

'Talking Bench' Plaque Options

Option Details	Example Image
Option 1: Pre-made **Material:** Aluminium **Measures**: 280mm x 100mm **Fixings:** 2 screw holes. (Screws not supplied) **Cost:** £22.95 (including delivery) **Supplier:** https://www.etsy.com/uk/listing/1086788815/chatting-bench-metal-sign-plaque	**Image 1.1**
Option 2: Bespoke **Material:** Laminate suitable for outdoor use. **Measures**: from 4x2 inches up to 6x3 inches **Fixings:** 2 screw holes. (Screws not supplied) **Cost:** Between £9.48 - £15.00 (including delivery) **Supplier:** https://lovedandlostmemorials.co.uk/products/engraved-bench-plaques?srsltid=AfmBOopPQlnX5g-9U2Qp-UQoJ3KlhnX4VCS5qtXSAOSjPtNfNa054faj Or Realised Futures	**Image 2.1** **Image 2.2**

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH12:** Replacement lectern and map for Green Lanes
Meeting	Environment & Highways Committee
Date	6th November 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in regards to a replacement lectern and map for Green Lanes.

Background

On 7th November 2024 the Environment & Highways Committee noted the correspondence from Norfolk County Council's Countryside Access Officer regarding a broken signboard for Green Lanes. The Committee agreed to take ownership and responsibility for the signboard at the entrance to FP2 at its junction with A1067 and to include repairs within the 2025-26 budget.

Current Signage:
Imagery and wording for the current sign can be found below and is presented for review by the Committee:

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

"Drayton Green Lanes... the Beauty Spot
This footpath leads down to the River Wensum at Drayton Green Lanes.

After Passing through the woodland the path runs along one edge of a sandy field where acid loving wildflowers such as Vipers Bugloss and Wild Mignonette may be seen. Please take great care crossing Low Road, as vehicles travel very fast along it.

On the other side of the road is Drayton Green Lanes, also known as 'the Beauty Spot'. There is a level path under mature beech trees with views across the Wensum Valley to Old Costessy. Three different flights of steps give access down a steep slope to the flood plain at river level. The chalk exposed here shows the underlying geology. The steep slope is probably an old river cliff. A boardwalk path allows easy walking across the marshy ground.

The River Wensum is one of the best lowland chalk streams for wildlife in the country. It has been designated a Special Area of Conservation. Please help others to enjoy the area by talking your litter away and respecting the wildlife."

Quotations

The Deputy Clerk & Facilities Manager approached organisations to seek quotations for a replacement lectern. Out of the 3 organisations approached for a quote 1 has replied. The received quote is attached for consideration and a summary provided in the table below.

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Contractor	Quote (excluding VAT)	Details
Contractor 1	**Angled Lectern**: £685.00 **Upright Lectern**: £745.00 **Delivery**: £48.00 **Artwork:** £315.00	**Option 1: Forest-Saver Recycled Plastic** • **Material:** Recycled plastic • **Size:** A1 (841mm x 594mm) • **Colour:** Black or brown • **Print Type:** Solid aluminium print with scratch resistant coating • **Fitting:** Concrete in • **Guarantee:** Lectern 25 years, artwork panel 10 years. • **Installation:** Not included • **Lead Time:** 4-5 weeks upon confirmation of artwork • **Artwork:** production of layout/design using text and images supplied by customer
	Angled Lectern: £949.00 **Upright Lectern:** £1049.00 **Delivery**: £48.00 **Artwork:** £315.00	**Option 2: Aluminium Lectern** • **Material:** • **Size:** A1 (841mm x 594mm) • **Colour:** Black • **Print Type:** High-pressure laminate print • **Fitting:** Concrete in • **Guarantee:** Lectern 25 years, artwork panel 10 years. • **Installation:** Not included • **Lead Time:** 4-5 weeks upon confirmation of artwork • **Artwork:** production of layout/design using text and images supplied by customer
Contractor 2	N/A	No response received
Contractor 3	N/A	No response received

Considerations

- Whether an update to the signage wording and imagery is required.
- Whether an upright or angled lectern is the preferred option.
- Whether aluminium or recycled plastic is the preferred material.

Recommendation

The Committee is asked to consider the quotes presented and agree:

- Signage wording
- Upright or angled Lectern
- Preferred material
- Preferred contractor

Unit 3 Io Centre
Salbrook Road Industrial Estate, Salfords, Surrey
RH1 5GJ
Tel: 020 8684 9601
sales@earth-anchors.com
www.earth-anchors.com

Earth Anchors Ltd

Quote

To:	**Rachel Catto**	**From:**	**Debbie**
Organization:	**Drayton Parish Council**		
Date:	**22/10/25**	**Ref:**	**Q1354**

Hello Rachel

Thank you for your e-mail. A quote with options for an information board is shown below.

1) Forest-Saver recycled plastic A1 size lectern. Black or brown. Supplied with concrete in legs and information panel printed from your own print ready artwork:

(i)	*Standard angled lectern*	***1No @ £685.00***
(ii)	*Upright lectern (like a noticeboard)*	***1No @ £745.00***

ALTERNATIVELY

Aluminium A1 size lectern. Black. Supplied with concrete in legs and information panel printed from your own print ready artwork:

(i)	*Standard angled lectern*	***1No @ £949.00***
(ii)	*Upright lectern (like a noticeboard)*	***1No @ £1049.00***

2) Delivery charge for any of the above options: **@ £48.00 extra**

- **Prices quoted are subject to VAT**
- **Payment on account**
- **Delivery: Approx. 4-5 weeks from receipt of print ready artwork**

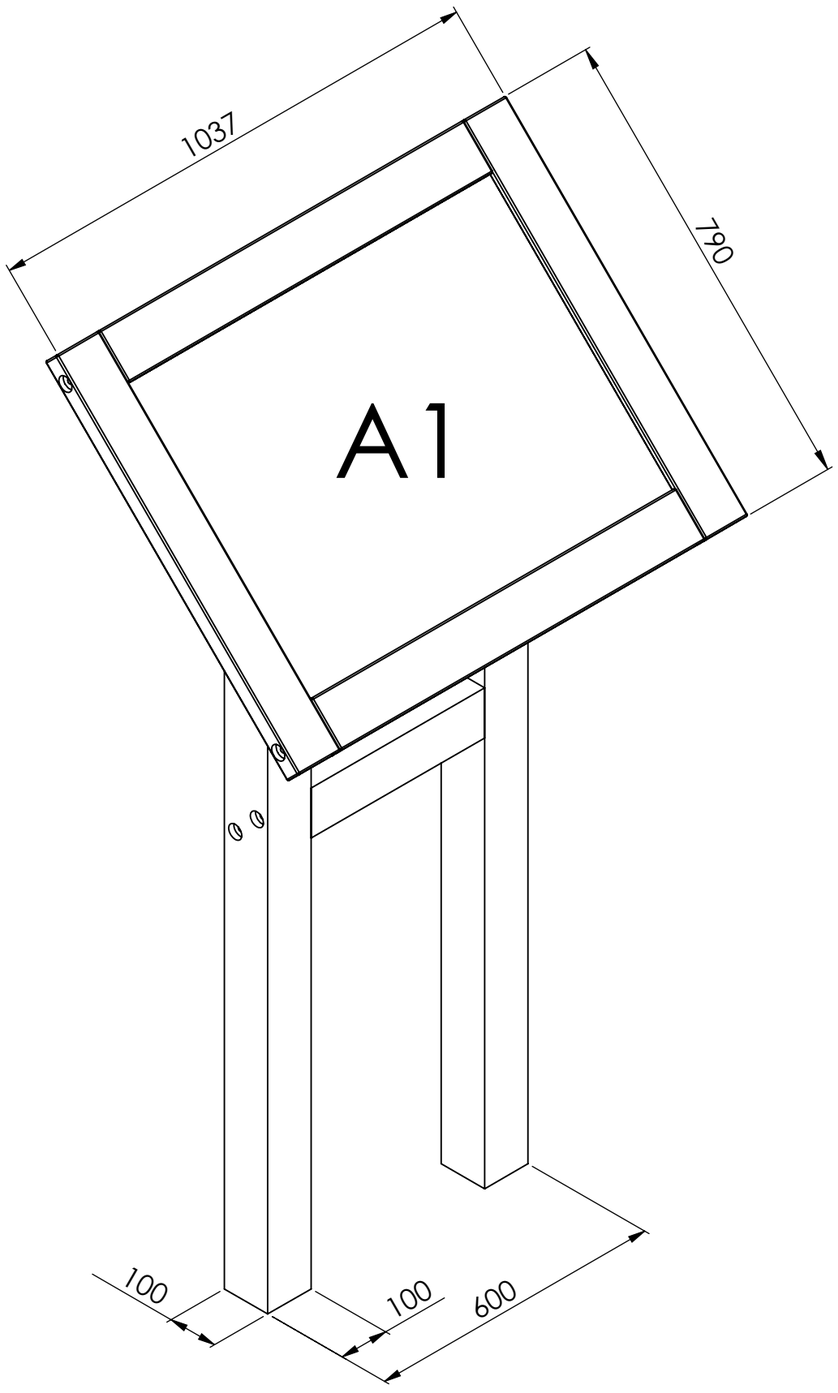
I hope this is of interest to you. If you need any further information or if you wish to order, please contact this office as above.

Regards

Replacement Lecturn: Contractor 1

Option 1: Forest Saver Recycled Plastic Lecturn

Option 2: Aluminium Lecturn



A1 Forest-Saver Lectern

Product Specification

Materials

Body, Frame, Legs made from recycled plastic.
Artwork printed on a solid 3mm backing panel and coated with a clear scratch resistant lacquer.
All fixings are stainless steel.
Available in Black or Brown.

Dimension

Viewable area is A1 (841mm x 594)
Lectern frame has an assembled thickness of 40mm
Installed height of between 1.0 - 1.4m (to top of frame).

Maintenance

Clean off graffiti using a soap and water.
Check that the side fixings haven't become loose over time.
Check that concrete footings have not degraded.

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF EARTH ANCHORS LIMITED. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF EARTH ANCHORS LIMITED IS PROHIBITED.

UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN MILLIMETERS
SURFACE FINISH: RAW
TOLERANCES:
LINEAR:
ANGULAR:

DEBUR AND BREAK SHARP EDGES

	NAME	SIGNATURE	DATE
DRAWN	AC		19/09/25
MOD			

FINISH:

SW-DWG NAME: FSLA_300A_A1

STOCK CODE:

SW-PART NAME:

WEIGHT:

MATERIAL: Recycled Plastic

DO NOT SCALE DRAWING

A3

Earth Anchors Ltd

TITLE:
Recycled Plastic Lectern - A1

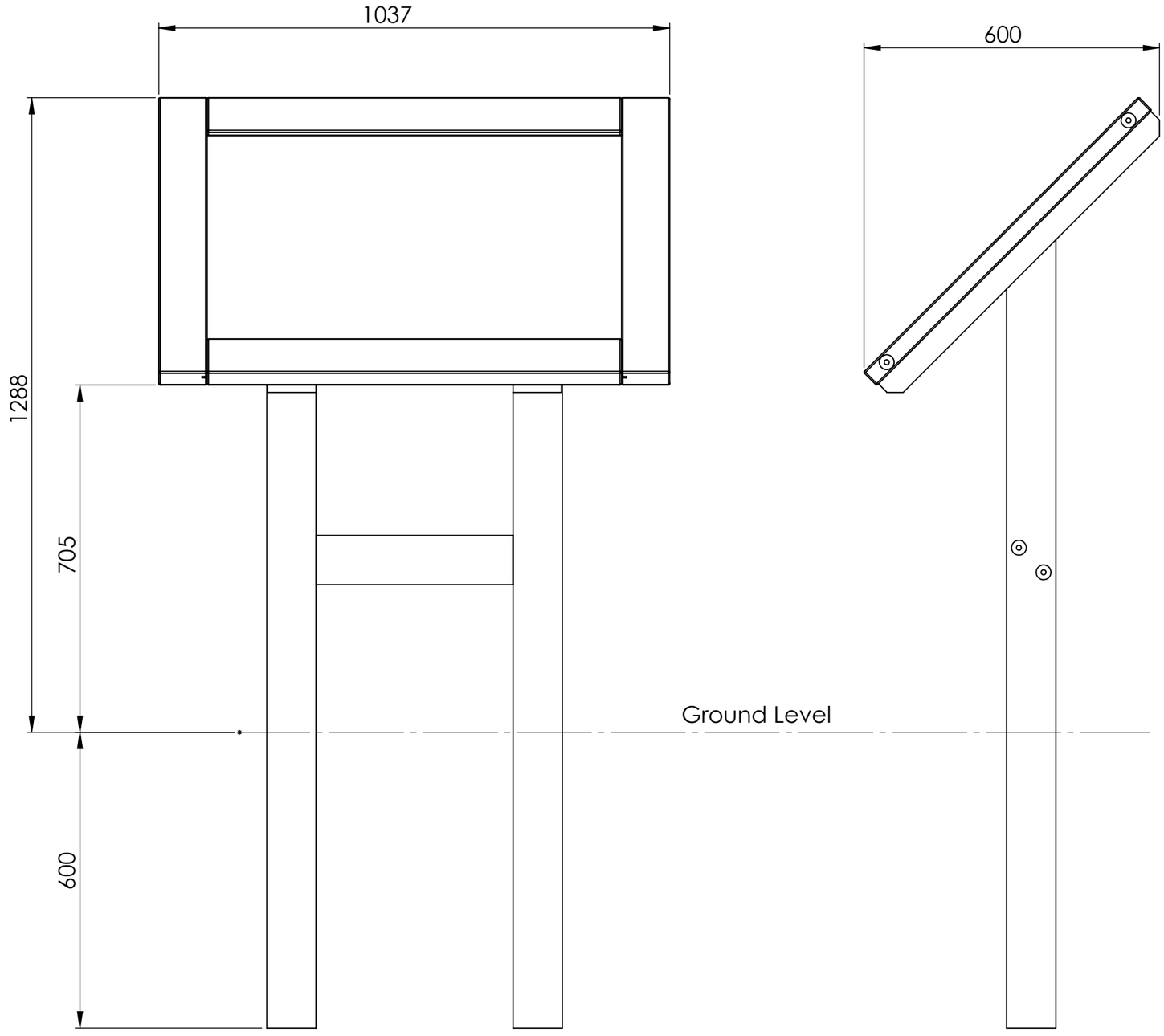
Data Sheet - Page 1

DWG NO. EA2500818

REVISION 1

SCALE:

SHEET 1 OF 2



A1 Forest-Saver Lectern

Installation Notes

The lectern should have a minimum space of 500mm either side and behind for future servicing and cleaning.

The height can be adjusted to suit the location, and intended age or demographics of the potential readers.

Installation Method

Quick setting concrete (postcrete) can be used. Footings should be approx 300 x 300mm and 600mm deep.

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF EARTH ANCHORS LIMITED. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF EARTH ANCHORS LIMITED IS PROHIBITED.

UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN MILLIMETERS
SURFACE FINISH: RAW
TOLERANCES:
LINEAR:
ANGULAR:

DEBUR AND BREAK SHARP EDGES

DO NOT SCALE DRAWING | A3

	NAME	SIGNATURE	DATE
DRAWN	AC		19/09/25
MOD			

FINISH:

SW-DWG NAME: FSLA_300A_A1

STOCK CODE:

SW-PART NAME:

WEIGHT:

MATERIAL: Recycled Plastic

Earth Anchors Ltd

TITLE:
Recycled Plastic Lectern - A1

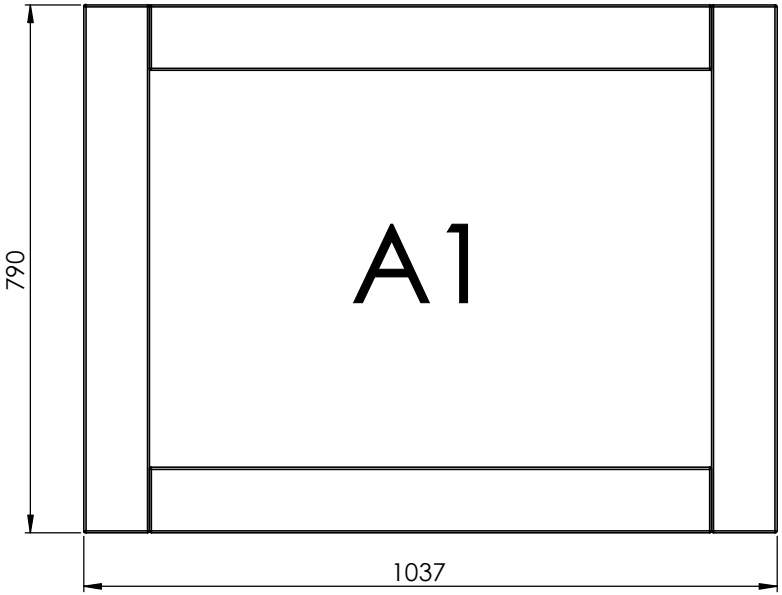
Data Sheet - Page 2

DWG NO. EA2500819

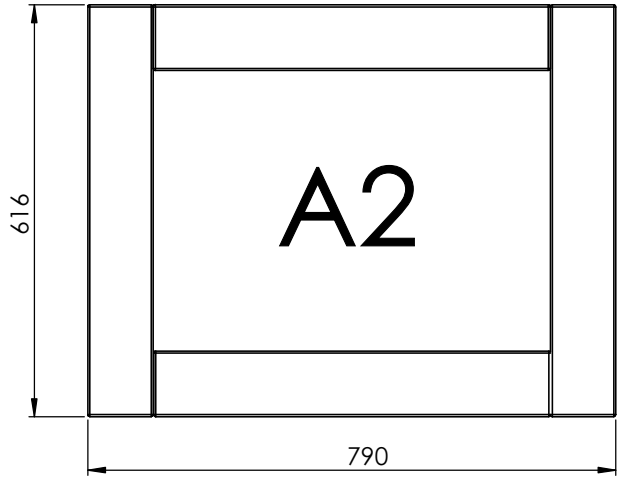
REVISION 1

SCALE:

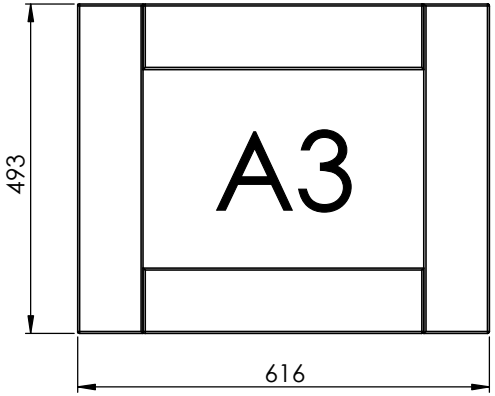
SHEET 2 OF 2



A1 Lectern
Viewable Area Size - W847 x H594
Frame constructed from 100 x 40 lumber
Supplied assembled with 2no. Legs
Legs constructed from 100 x 100 lumber



A2 Lectern
Viewable Area Size - W594 x H420
Frame constructed from 100 x 40 lumber
Supplied assembled with 2no. Legs
Legs constructed from 100 x 100 lumber



A3 Lectern
Viewable Area Size - W420 x 297
Frame constructed from 100 x 40 lumber
Supplied assembled with 1no. Legs
Leg constructed from 100 x 100 lumber

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF EARTH ANCHORS LIMITED. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF EARTH ANCHORS LIMITED IS PROHIBITED.

UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN MILLIMETERS
SURFACE FINISH: RAW
TOLERANCES:
LINEAR:
ANGULAR:

DEBUR AND BREAK SHARP EDGES

DO NOT SCALE DRAWING | A3

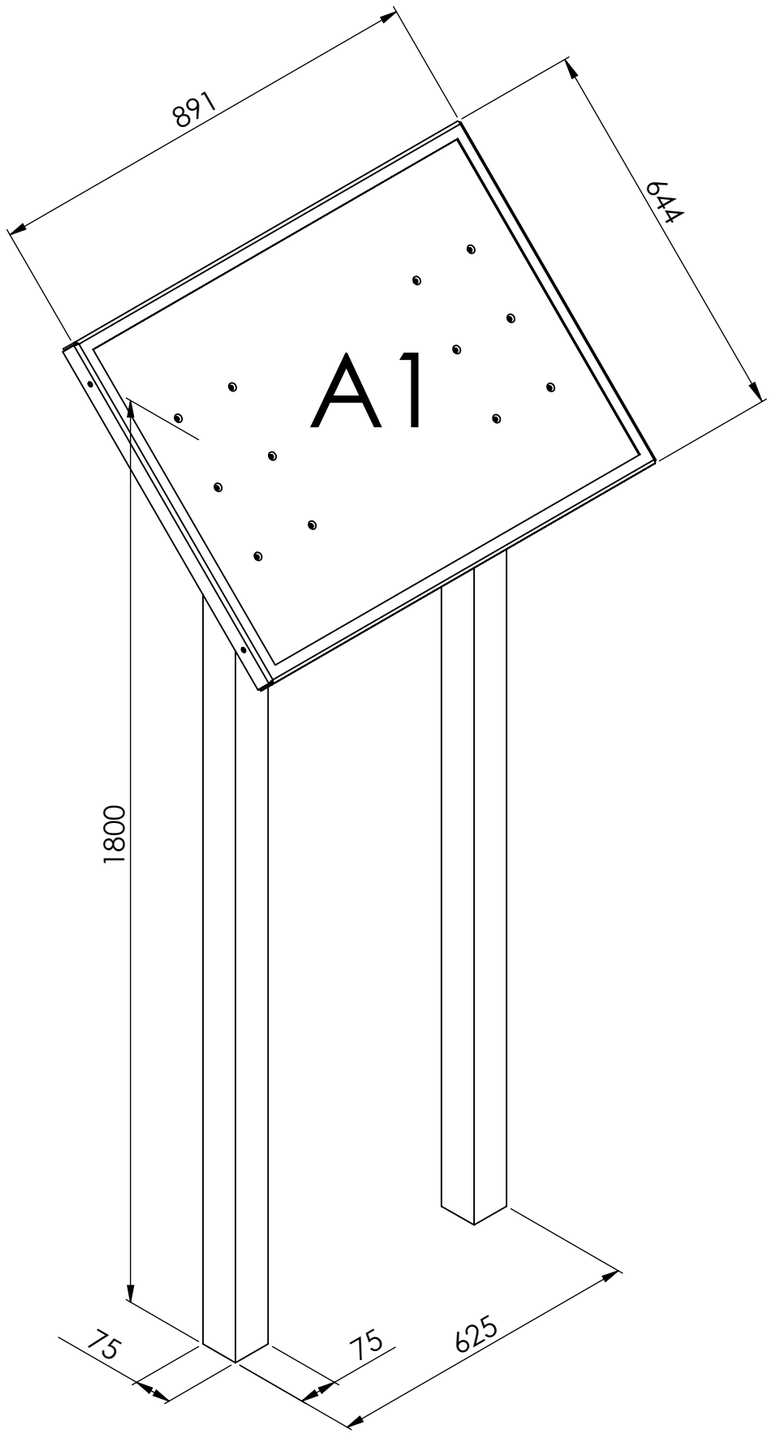
	NAME	SIGNATURE	DATE
DRAWN	AC		16/01/24
MOD			

FINISH:
SW-DWG NAME:
STOCK CODE:
SW-PART NAME:
WEIGHT:
MATERIAL:

Earth Anchors Ltd

TITLE:
Recycled plastic Lectern
Frame Sizes

DWG NO. EA2400687
REVISION 1
SCALE:
SHEET 1 OF 1



A1 Aluminium Lectern

Product Specification

Materials

Body, Frame, Legs made from aluminium.
Artwork printed on a solid 3mm backing panel and coated with a clear scratch resistant lacquer.
All fixings are stainless steel & tamper proof.
Painted using epoxy base coat and a satin polyester powder coat to finish.

Dimension

Viewable area is A1 (841mm x 594)
Lectern frame has an assembled thickness of 42mm
Installed height of between 1.0 - 1.4m (to top of frame).

Maintenance

Clean off graffiti using a mild solvent, testing in an inconspicuous area first.
Damaged paintwork should be patched as soon as possible.
Check that the side fixings haven't become loose over time.
Check that concrete footings have not degraded.

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF EARTH ANCHORS LIMITED. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF EARTH ANCHORS LIMITED IS PROHIBITED.

UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN MILLIMETERS
SURFACE FINISH: RAW
TOLERANCES:
LINEAR:
ANGULAR:

DEBUR AND BREAK SHARP EDGES

	NAME	SIGNATURE	DATE
DRAWN	AC		01/11/24
MOD			

FINISH:

STOCK CODE:

WEIGHT:

SW-DWG NAME: ALBP_300A_A1

SW-PART NAME: ALBP_020A

MATERIAL: Aluminium

DO NOT SCALE DRAWING

A3

Earth Anchors Ltd

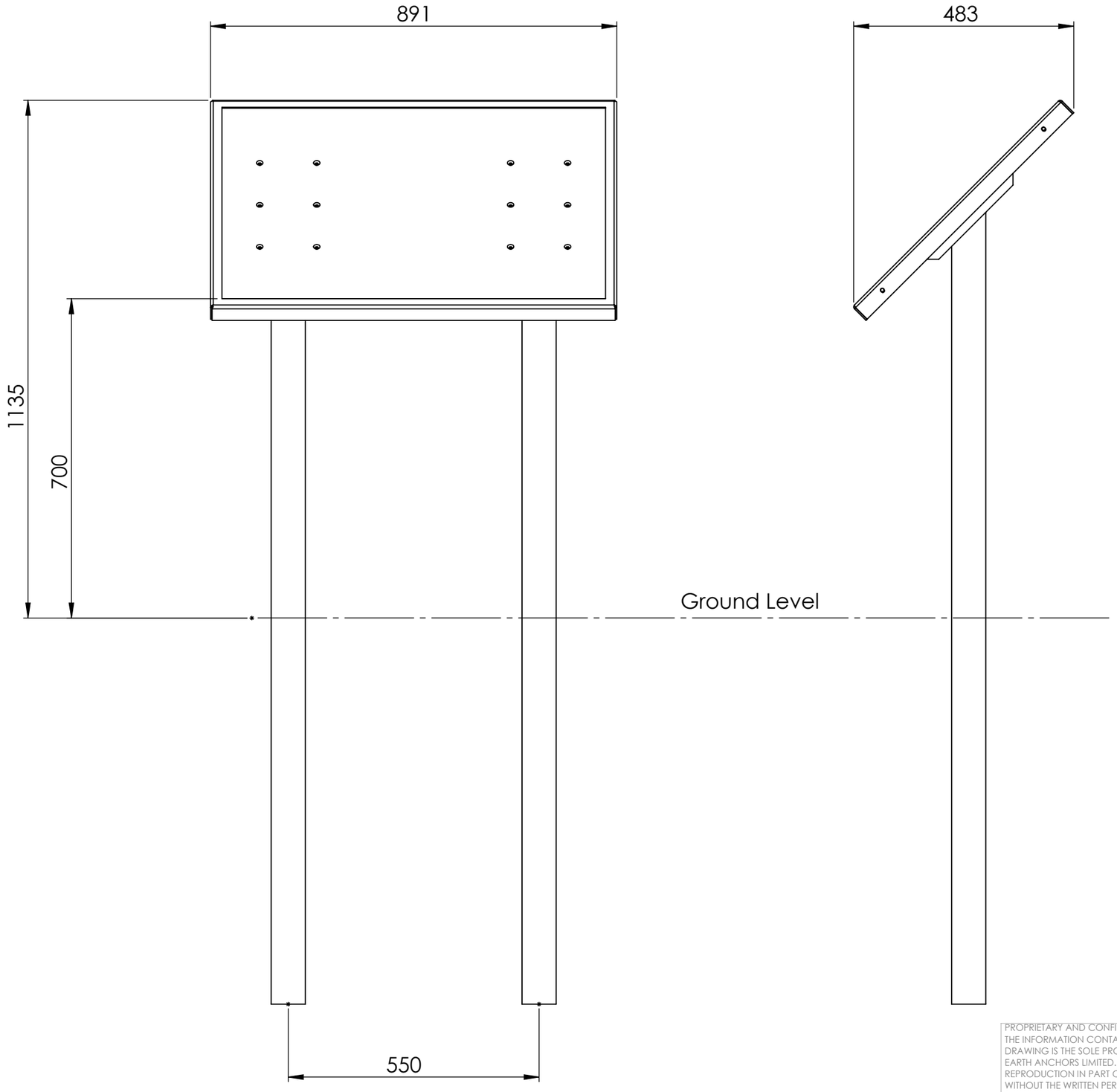
TITLE:
Aluminium Lectern - A1
Data Sheet - Page 1

DWG NO. EA2400748

REVISION 1

SCALE:

SHEET 1 OF 2



A1 Aluminium Lectern

Installation Notes

The lectern should have a minimum space of 500mm either side and behind for future servicing and cleaning.

The height can be adjusted to suit the location, and intended age or demographics of the potential readers.

Installation Method

Quick setting concrete (postcrete) can be used. Footings should be approx 300 x 300mm and 600mm deep.

Legs can be cut down if necessary.

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF EARTH ANCHORS LIMITED. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF EARTH ANCHORS LIMITED IS PROHIBITED.

UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN MILLIMETERS
SURFACE FINISH: RAW
TOLERANCES:
LINEAR:
ANGULAR:

DEBUR AND BREAK SHARP EDGES

	NAME	SIGNATURE	DATE
DRAWN	AC		01/11/24
MOD			

FINISH:

STOCK CODE:

WEIGHT:

SW-DWG NAME: ALBP_300A_A1

SW-PART NAME: ALBP_020A

MATERIAL: Aluminium

DO NOT SCALE DRAWING

A3

Earth Anchors Ltd

TITLE:
Aluminium Lectern - A1
Data Sheet - Page 2

DWG NO. EA2400748

REVISION 1

SCALE:

SHEET 2 OF 2

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Paper	**EH12:** Replacement lectern and map for Green Lanes
Meeting	Environment & Highways Committee
Date	6th November 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in regards to a replacement lectern and map for Green Lanes.

Background

On 7th November 2024 the Environment & Highways Committee noted the correspondence from Norfolk County Council's Countryside Access Officer regarding a broken signboard for Green Lanes. The Committee agreed to take ownership and responsibility for the signboard at the entrance to FP2 at its junction with A1067 and to include repairs within the 2025-26 budget.

Current Signage:
Imagery and wording for the current sign can be found below and is presented for review by the Committee:

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

"Drayton Green Lanes... the Beauty Spot
This footpath leads down to the River Wensum at Drayton Green Lanes.

After Passing through the woodland the path runs along one edge of a sandy field where acid loving wildflowers such as Vipers Bugloss and Wild Mignonette may be seen. Please take great care crossing Low Road, as vehicles travel very fast along it.

On the other side of the road is Drayton Green Lanes, also known as 'the Beauty Spot'. There is a level path under mature beech trees with views across the Wensum Valley to Old Costessy. Three different flights of steps give access down a steep slope to the flood plain at river level. The chalk exposed here shows the underlying geology. The steep slope is probably an old river cliff. A boardwalk path allows easy walking across the marshy ground.

The River Wensum is one of the best lowland chalk streams for wildlife in the country. It has been designated a Special Area of Conservation. Please help others to enjoy the area by talking your litter away and respecting the wildlife."

Quotations

The Deputy Clerk & Facilities Manager approached organisations to seek quotations for a replacement lectern. Out of the 3 organisations approached for a quote 1 has replied. The received quote is attached for consideration and a summary provided in the table below.

DRAYTON PARISH COUNCIL
ENVIRONMENT & HIGHWAYS COMMITTEE

Contractor	Quote (excluding VAT)	Details
Contractor 1	**Angled Lectern**: £685.00 **Upright Lectern**: £745.00 **Delivery**: £48.00 **Artwork:** £315.00	**Option 1: Forest-Saver Recycled Plastic** • **Material:** Recycled plastic • **Size:** A1 (841mm x 594mm) • **Colour:** Black or brown • **Print Type:** Solid aluminium print with scratch resistant coating • **Fitting:** Concrete in • **Guarantee:** Lectern 25 years, artwork panel 10 years. • **Installation:** Not included • **Lead Time:** 4-5 weeks upon confirmation of artwork • **Artwork:** production of layout/design using text and images supplied by customer
	Angled Lectern: £949.00 **Upright Lectern:** £1049.00 **Delivery**: £48.00 **Artwork:** £315.00	**Option 2: Aluminium Lectern** • **Material:** • **Size:** A1 (841mm x 594mm) • **Colour:** Black • **Print Type:** High-pressure laminate print • **Fitting:** Concrete in • **Guarantee:** Lectern 25 years, artwork panel 10 years. • **Installation:** Not included • **Lead Time:** 4-5 weeks upon confirmation of artwork • **Artwork:** production of layout/design using text and images supplied by customer
Contractor 2	N/A	No response received
Contractor 3	N/A	No response received

Considerations

- Whether an update to the signage wording and imagery is required.
- Whether an upright or angled lectern is the preferred option.
- Whether aluminium or recycled plastic is the preferred material.

Recommendation

The Committee is asked to consider the quotes presented and agree:

- Signage wording
- Upright or angled Lectern
- Preferred material
- Preferred contractor

Unit 3 Io Centre
Salbrook Road Industrial Estate, Salfords, Surrey
RH1 5GJ
Tel: 020 8684 9601
sales@earth-anchors.com
www.earth-anchors.com

Earth Anchors Ltd

Quote

To:	**Rachel Catto**	**From:**	**Debbie**
Organization:	**Drayton Parish Council**		
Date:	**22/10/25**	**Ref:**	**Q1354**

Hello Rachel

Thank you for your e-mail. A quote with options for an information board is shown below.

1) Forest-Saver recycled plastic A1 size lectern. Black or brown. Supplied with concrete in legs and information panel printed from your own print ready artwork:

(i)	*Standard angled lectern*	***1No @ £685.00***
(ii)	*Upright lectern (like a noticeboard)*	***1No @ £745.00***

ALTERNATIVELY

Aluminium A1 size lectern. Black. Supplied with concrete in legs and information panel printed from your own print ready artwork:

(i)	*Standard angled lectern*	***1No @ £949.00***
(ii)	*Upright lectern (like a noticeboard)*	***1No @ £1049.00***

2) Delivery charge for any of the above options: **@ £48.00 extra**

- **Prices quoted are subject to VAT**
- **Payment on account**
- **Delivery: Approx. 4-5 weeks from receipt of print ready artwork**

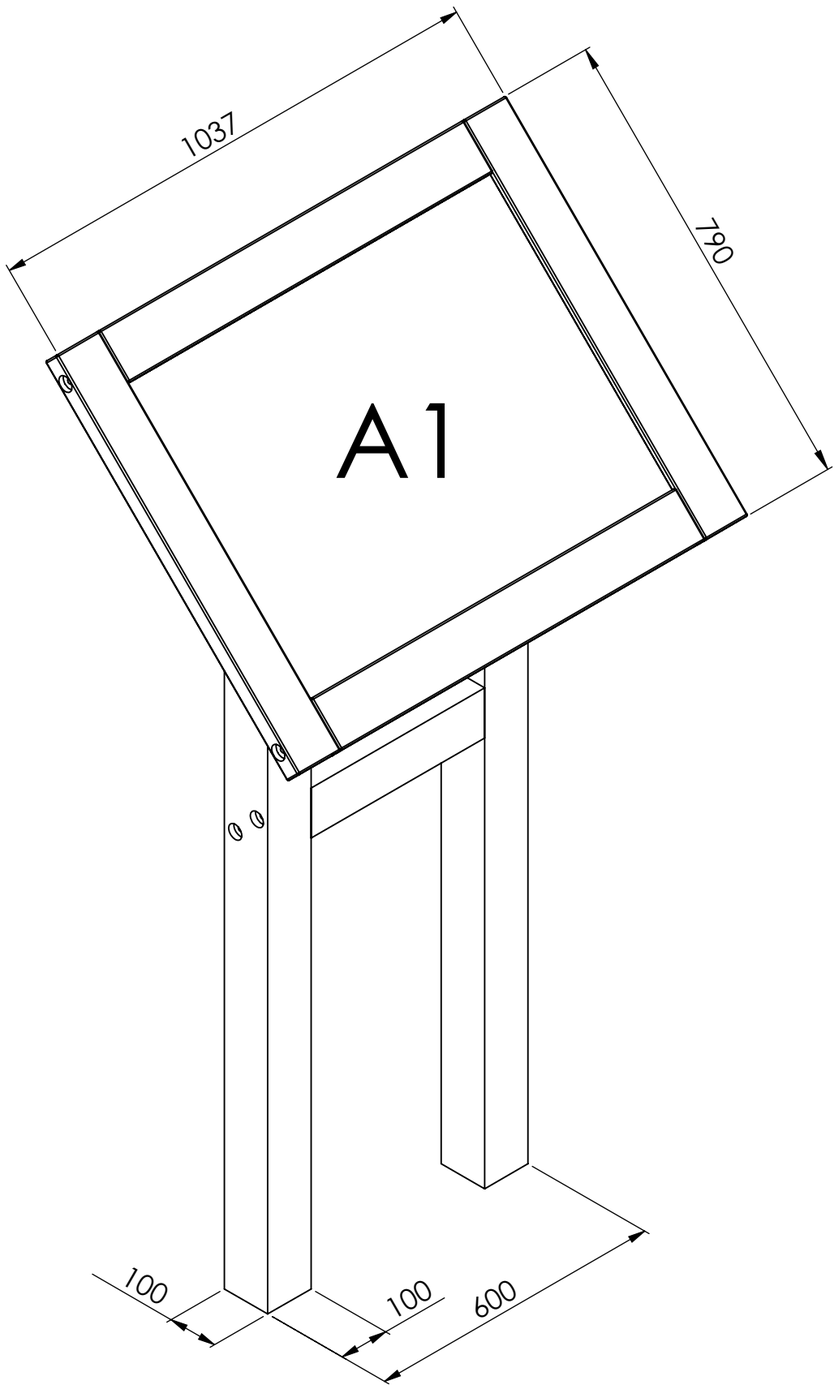
I hope this is of interest to you. If you need any further information or if you wish to order, please contact this office as above.

Regards

Replacement Lecturn: Contractor 1

Option 1: Forest Saver Recycled Plastic Lecturn

Option 2: Aluminium Lecturn



A1 Forest-Saver Lectern

Product Specification

Materials

Body, Frame, Legs made from recycled plastic.
Artwork printed on a solid 3mm backing panel and coated with a clear scratch resistant lacquer.
All fixings are stainless steel.
Available in Black or Brown.

Dimension

Viewable area is A1 (841mm x 594)
Lectern frame has an assembled thickness of 40mm
Installed height of between 1.0 - 1.4m (to top of frame).

Maintenance

Clean off graffiti using a soap and water.
Check that the side fixings haven't become loose over time.
Check that concrete footings have not degraded.

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF EARTH ANCHORS LIMITED. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF EARTH ANCHORS LIMITED IS PROHIBITED.

UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN MILLIMETERS
SURFACE FINISH: RAW
TOLERANCES:
LINEAR:
ANGULAR:

DEBUR AND BREAK SHARP EDGES

	NAME	SIGNATURE	DATE
DRAWN	AC		19/09/25
MOD			

FINISH:

SW-DWG NAME: FSLA_300A_A1

STOCK CODE:

SW-PART NAME:

WEIGHT:

MATERIAL: Recycled Plastic

DO NOT SCALE DRAWING

A3

Earth Anchors Ltd

TITLE:
Recycled Plastic Lectern - A1

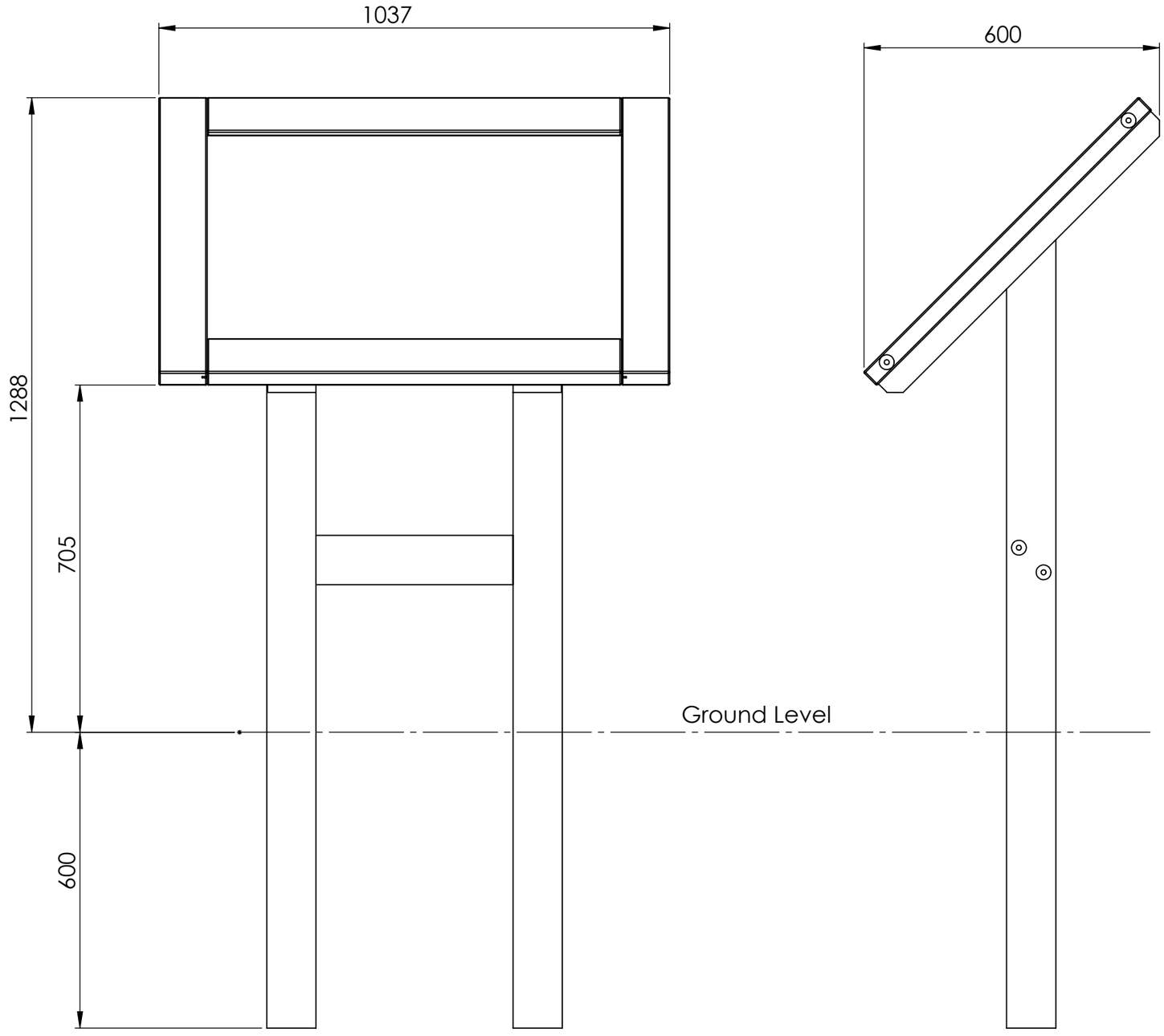
Data Sheet - Page 1

DWG NO. EA2500818

REVISION 1

SCALE:

SHEET 1 OF 2



A1 Forest-Saver Lectern

Installation Notes

The lectern should have a minimum space of 500mm either side and behind for future servicing and cleaning.

The height can be adjusted to suit the location, and intended age or demographics of the potential readers.

Installation Method

Quick setting concrete (postcrete) can be used. Footings should be approx 300 x 300mm and 600mm deep.

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF EARTH ANCHORS LIMITED. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF EARTH ANCHORS LIMITED IS PROHIBITED.

UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN MILLIMETERS
SURFACE FINISH: RAW
TOLERANCES:
LINEAR:
ANGULAR:

DEBUR AND BREAK SHARP EDGES

DO NOT SCALE DRAWING | A3

	NAME	SIGNATURE	DATE
DRAWN	AC		19/09/25
MOD			

FINISH:

SW-DWG NAME: FSLA_300A_A1

STOCK CODE:

SW-PART NAME:

WEIGHT:

MATERIAL: Recycled Plastic

Earth Anchors Ltd

TITLE:
Recycled Plastic Lectern - A1

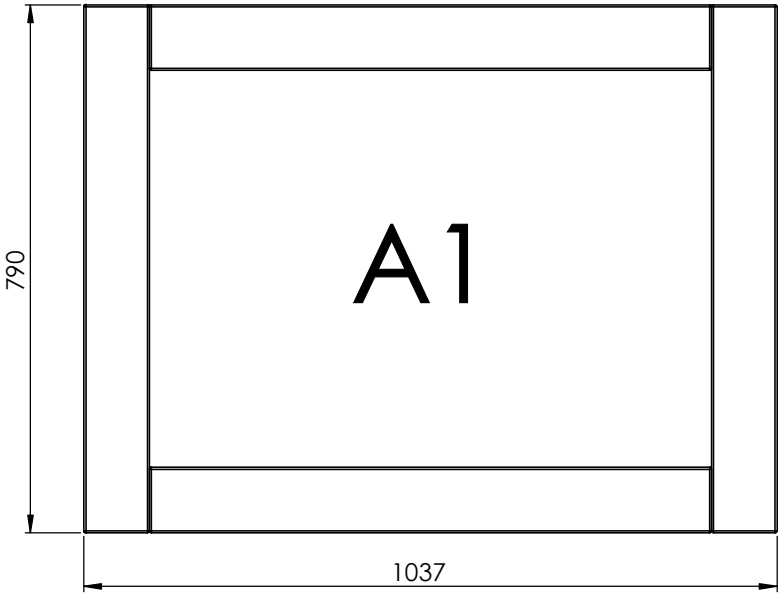
Data Sheet - Page 2

DWG NO. EA2500819

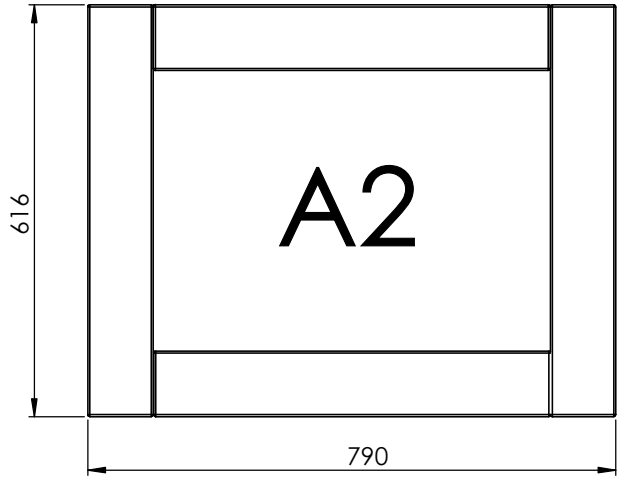
REVISION 1

SCALE:

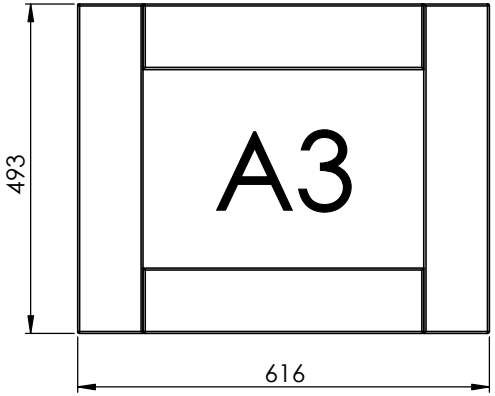
SHEET 2 OF 2



A1 Lectern
Viewable Area Size - W847 x H594
Frame constructed from 100 x 40 lumber
Supplied assembled with 2no. Legs
Legs constructed from 100 x 100 lumber



A2 Lectern
Viewable Area Size - W594 x H420
Frame constructed from 100 x 40 lumber
Supplied assembled with 2no. Legs
Legs constructed from 100 x 100 lumber



A3 Lectern
Viewable Area Size - W420 x 297
Frame constructed from 100 x 40 lumber
Supplied assembled with 1no. Legs
Leg constructed from 100 x 100 lumber

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF EARTH ANCHORS LIMITED. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF EARTH ANCHORS LIMITED IS PROHIBITED.

UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN MILLIMETERS
SURFACE FINISH: RAW
TOLERANCES:
LINEAR:
ANGULAR:

DEBUR AND BREAK SHARP EDGES

DO NOT SCALE DRAWING | A3

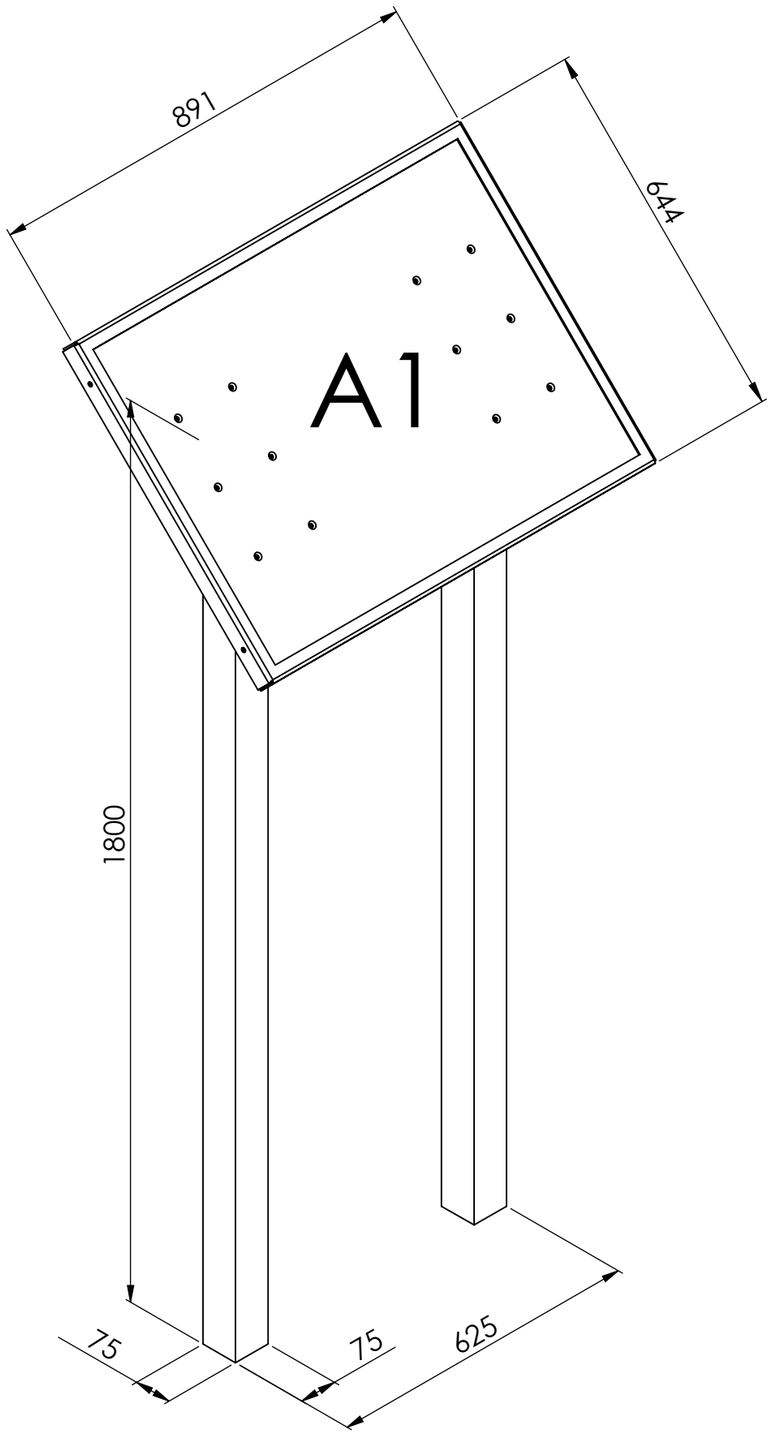
	NAME	SIGNATURE	DATE
DRAWN	AC		16/01/24
MOD			

FINISH:
SW-DWG NAME:
STOCK CODE:
SW-PART NAME:
WEIGHT:
MATERIAL:

Earth Anchors Ltd

TITLE:
Recycled plastic Lectern
Frame Sizes

DWG NO. EA2400687
REVISION 1
SCALE:
SHEET 1 OF 1



A1 Aluminium Lectern

Product Specification

Materials

Body, Frame, Legs made from aluminium.
Artwork printed on a solid 3mm backing panel and coated with a clear scratch resistant lacquer.
All fixings are stainless steel & tamper proof.
Painted using epoxy base coat and a satin polyester powder coat to finish.

Dimension

Viewable area is A1 (841mm x 594)
Lectern frame has an assembled thickness of 42mm
Installed height of between 1.0 - 1.4m (to top of frame).

Maintenance

Clean off graffiti using a mild solvent, testing in an inconspicuous area first.
Damaged paintwork should be patched as soon as possible.
Check that the side fixings haven't become loose over time.
Check that concrete footings have not degraded.

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF EARTH ANCHORS LIMITED. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF EARTH ANCHORS LIMITED IS PROHIBITED.

UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN MILLIMETERS
SURFACE FINISH: RAW
TOLERANCES:
LINEAR:
ANGULAR:

DEBUR AND BREAK SHARP EDGES

	NAME	SIGNATURE	DATE
DRAWN	AC		01/11/24
MOD			

FINISH:

STOCK CODE:

WEIGHT:

SW-DWG NAME: ALBP_300A_A1

SW-PART NAME: ALBP_020A

MATERIAL: Aluminium

DO NOT SCALE DRAWING

A3

Earth Anchors Ltd

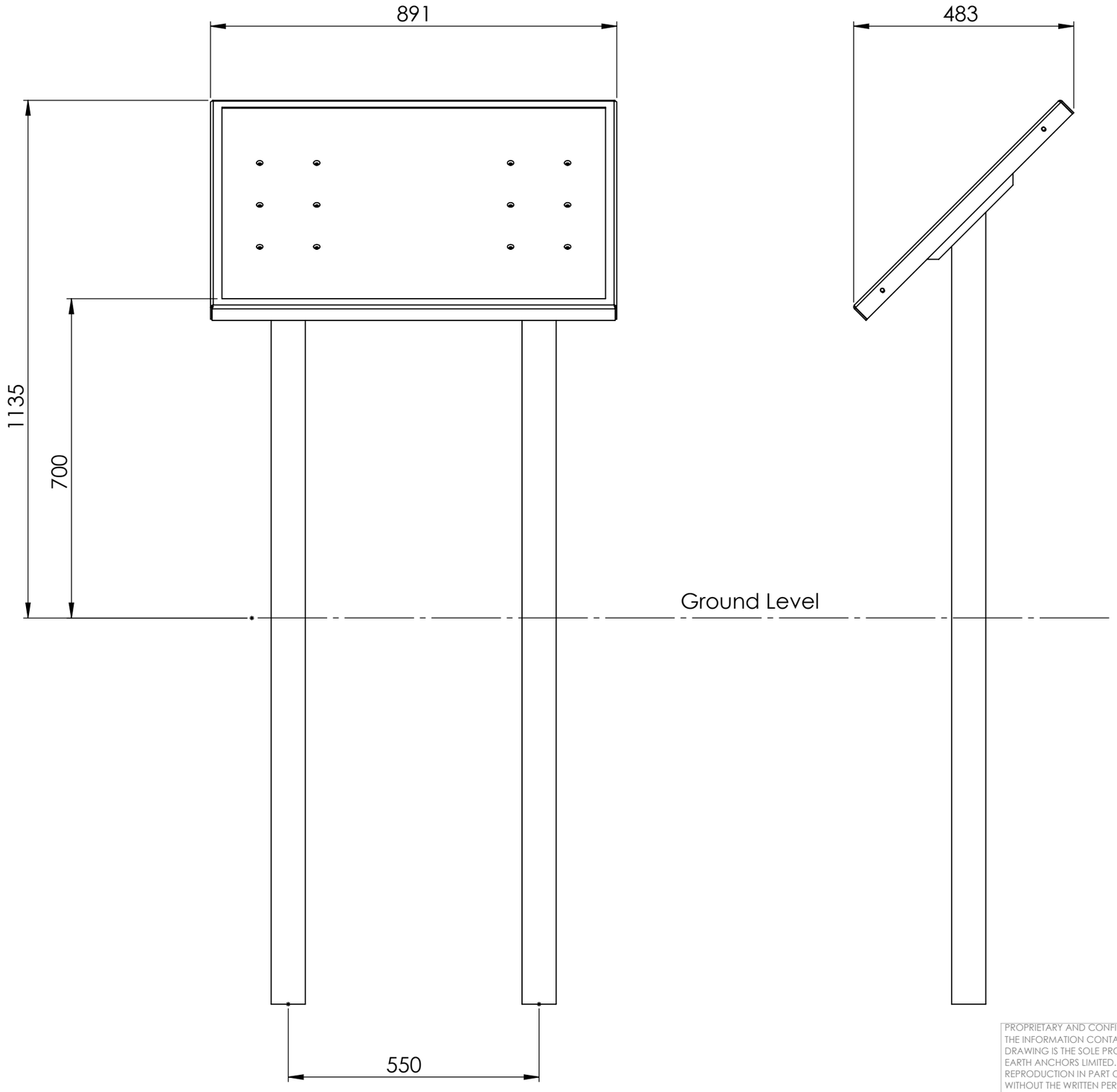
TITLE:
Aluminium Lectern - A1
Data Sheet - Page 1

DWG NO. EA2400748

REVISION 1

SCALE:

SHEET 1 OF 2



A1 Aluminium Lectern

Installation Notes

The lectern should have a minimum space of 500mm either side and behind for future servicing and cleaning.

The height can be adjusted to suit the location, and intended age or demographics of the potential readers.

Installation Method

Quick setting concrete (postcrete) can be used. Footings should be approx 300 x 300mm and 600mm deep.

Legs can be cut down if necessary.

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF EARTH ANCHORS LIMITED. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF EARTH ANCHORS LIMITED IS PROHIBITED.

UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN MILLIMETERS
SURFACE FINISH: RAW
TOLERANCES:
LINEAR:
ANGULAR:

DEBUR AND BREAK SHARP EDGES

	NAME	SIGNATURE	DATE
DRAWN	AC		01/11/24
MOD			

FINISH:

STOCK CODE:

WEIGHT:

SW-DWG NAME: ALBP_300A_A1

SW-PART NAME: ALBP_020A

MATERIAL: Aluminium

DO NOT SCALE DRAWING

A3

Earth Anchors Ltd

TITLE:
Aluminium Lectern - A1
Data Sheet - Page 2

DWG NO. EA2400748

REVISION 1

SCALE:

SHEET 2 OF 2

DRAYTON PARISH COUNCIL
ENVIRONMENT AND HIGHWAYS COMMITTEE

Paper	**EH13:** Grass Verge Pricing 2026/27
Meeting	Open Spaces & Property Committee
Date	6th November 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To update the Committee in regards to grass verge maintenance costs for 2026-27.

Background

The current grass verge maintenance contract runs for a period of five years, 1st April 2023 – 1st April 2028 and stipulates that 16 cuts are required per season (no less than fortnightly). 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

Currently awaiting a response from the agreed service contract provider regarding an updated delegated grass verge maintenance quote for 2026/27. An up-dated quote will be provided in due course.

Recommendation

The Committee is asked to note the update in regards to grass verge maintenance costs for 2026-27.