

Minutes of the Environment & Highways Committee held on Thursday 1<sup>st</sup> May 2025 at 7:00pm at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

**In attendance:** Rachel Catto; Deputy Clerk & Facilities Manager, one member of the public.

**Meeting Opened:** 7:41pm

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

No apologies received.

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

None.

**3. To receive minutes of the meeting of the Environment & Highways Committee held on 6<sup>th</sup> February 2025 for approval [Pg 5-8].**

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.**

None.

**5. To receive Clerk's Report on matters arising from previous meetings of the Committee [Pg 9-10].**

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager regarding delays with organising a traffic count outside the Bob Carter Centre on School Road, expected timeframe for flail cutting works on School Road, quotes for Priority 3 Tree Works, allotments, resident complaints regarding road closures and the Jetty Advisory Group.

**6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [Pg 11-13].**

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

**7. To receive the proposal for the 2025 Drayton Best Kept Garden Competition and consider a response [Pg 14-17].**

The Committee considered the proposal for the 2025 Drayton Garden Competition and associated arrangements and noted the preference for the competition to be inclusive, incorporating front and back gardens, pots, hanging baskets and vegetable gardens etc. The Committee **AGREED** to proceed with the Best Kept Garden Competition in 2025 as presented, retaining the Best Young Gardener category but removing the reference to 'under the age of 18' from the poster and revising the Best Gardener category to Most Impactful Garden or Display.

**8. To receive the update regarding progress with the Parish Partnership Scheme for the SAM2 device [Pg 18].**

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

**9. To receive the update regarding waste disposal and bins in the village and consider a response [Pg 19-27].**

The Committee considered the update regarding waste disposal and bins in the village centre and noted the significant increase in Broadland District Council's bin emptying costs in recent years.

The Committee **AGREED** that the Parish Ranger should increase the frequency of litter picking in the village centre for a trial period until 7<sup>th</sup> August 2025 and that a response should be sent to Domino's, informing them that the issue is currently being monitored but requesting that they clearly display signage in the local branch requesting that customers dispose of pizza boxes and other waste in the litter in bins provided.

**10. To consider request for metal detecting at Green Lanes [Pg 28-33].**

The Committee considered the request for metal detecting at Green Lanes.

The Committee **AGREED** that Parish Council land was not suitable for metal detecting, so permission for metal detecting at Green Lanes was declined.

**11. To receive the Norfolk County Council bus shelter funding scheme and consider a response [Pg 34-44].**

The Committee considered the suitability of the Norfolk County Council bus shelter funding scheme.

The Committee **AGREED** to recommend to Council the pursuit of an application for the Norfolk County Council bus shelter funding scheme and to request replacement bus shelters for the following locations in order of preference:

1. Longdale/junction Cricket Close

Bus shelter type: Pendlesham Rise style bus shelter with toughened glass and perch bench.

2. Drayton High Road/junction Carter Road

Bus shelter type: Pendlesham Rise style bus shelter with toughened glass

The Committee **AGREED** to delegate authority to the Deputy Clerk and Facilities Manager to undertake further investigation, seeking written confirmation from the Highway Engineer that the proposed locations were suitable and presenting three quotes for appropriate bus shelters to the Council meeting on 12<sup>th</sup> June 2025.

**12. To receive the bus shelter and flag cleaning review and consider a response [Pg 45-48].**

The Committee **AGREED** to proceed with bus shelter cleaning as quoted by Contractor 1, but to request that the contractor inform the office following completion of each clean, and to obtain quotes for cleaning all bus stop flags for consideration at the Environment and Highways Committee on 7<sup>th</sup> August 2025.

**13. To note exchange of information.**

The high quality of the paperwork was noted.

**14. To note the date and time of the next meeting is scheduled to take place on Thursday 7<sup>th</sup> August 2025 at 7pm at KGV.**

Noted

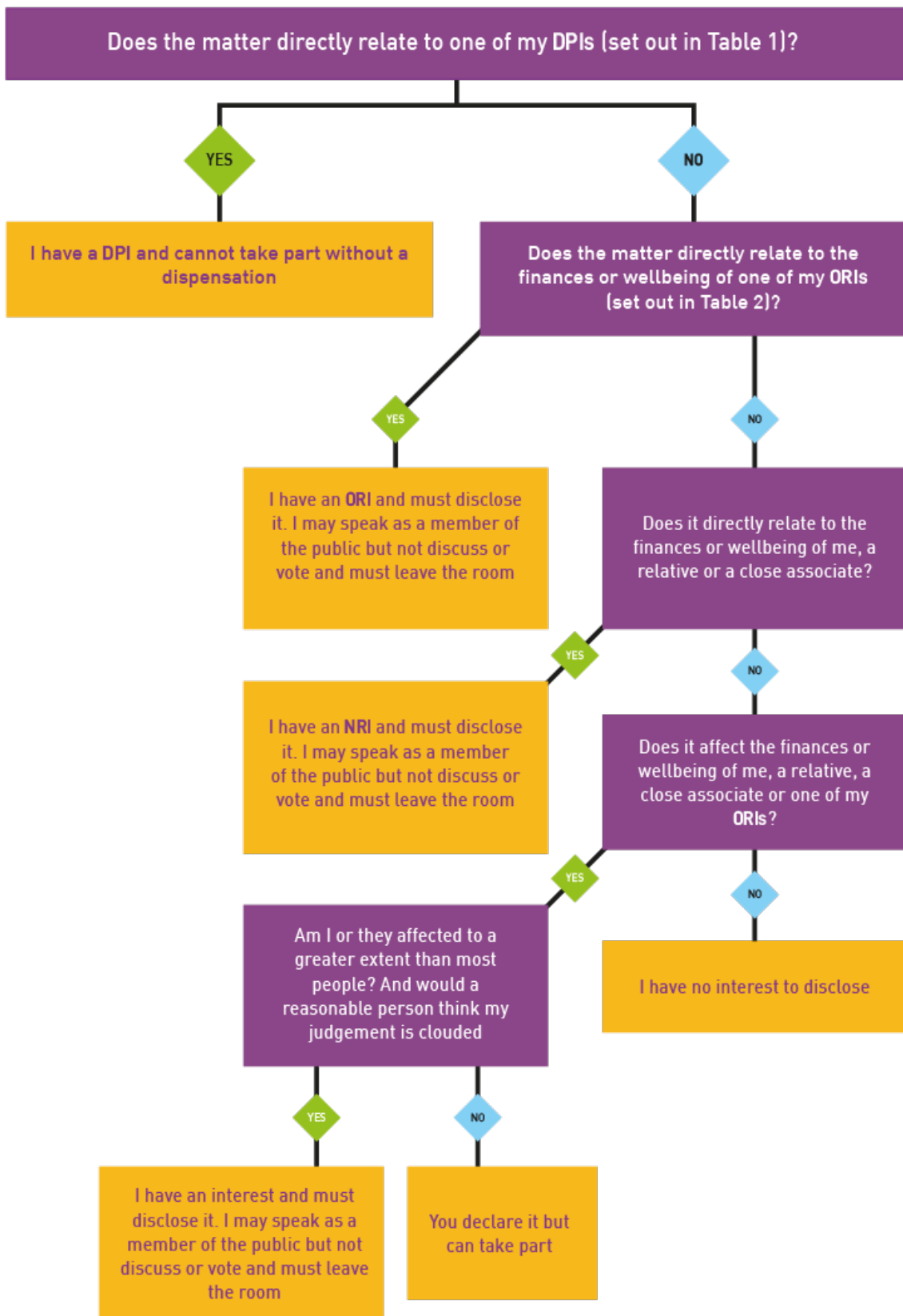
**Meeting closed: 8.55pm**

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

<b>Paper</b>	<b>EH2: Declarations of Interest.</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	1 <sup>st</sup> May 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><u>Declarations of Interests</u></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>If in doubt, you should always seek advice from the monitoring officer at <a href="mailto:monitoringofficer@southnorfolkandbroadland.gov.uk">monitoringofficer@southnorfolkandbroadland.gov.uk</a>. 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.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p> <p><u>Dispensation Requests</u></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
<b>Recommendation</b>	
Council is asked to note the paper for information.	

## Interests Flowchart

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



**Table 1: Disclosable Pecuniary Interests**

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

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

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	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.
<b>Contracts</b>	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
<b>Land and Property</b>	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.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	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.
<b>Securities</b>	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**

<b>Paper</b>	<b>EH3:</b> To receive minutes of the meeting of the Environment & Highways Committee held on 6 <sup>th</sup> February 2025 for approval.
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	1 <sup>st</sup> May 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p>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.</p> <p>The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p> <p><u>For information</u></p> <p>Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"><li>i. the time and place of the meeting;</li><li>ii. the names of councillors who are present and the names of councillors who are absent;</li><li>iii. interests that have been declared by councillors and non-councillors with voting rights;</li><li>iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;</li><li>v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li><li>vi. if there was a public participation session;</li><li>vii. and the resolutions made.</li></ul>	
<b>Recommendation</b>	
<p>The Committee is asked to confirm the accuracy of the minutes of the last meeting of the Committee.</p>	

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

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

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

**Meeting Opened:** 7:00pm

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

Apologies received and accepted for Cllr. N. Quinsey.

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

None.

**3. To receive minutes of the meeting of the Environment & Highways Committee held on Thursday 7<sup>th</sup> November 2024 for approval [EH1].**

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

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

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

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

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

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

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

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

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

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

**7. To consider Terms of Reference [EH4].**



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

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

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

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

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

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

**9. To note proposal received from the Highways Engineer regarding traffic calming measures outside Drayton Community Infant School on School Road and consider a response [EH6].**

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

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

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

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

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

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The Committee **AGREED** to request that the Highway Engineer undertake a one-week traffic count outside the Bob Carter Centre on School Road, in order to acquire data for comparative analysis with previous pre-NDR traffic counts.

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

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

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

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

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

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

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

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

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

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

**15. To note exchange of information**

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

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

Noted.

**Meeting closed: 20.40pm**

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

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<b>Paper</b>	<b>EH5:</b> To receive the Clerks Report on Committee matters arising from previous meetings.
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	1 <sup>st</sup> May 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p>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.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none"><li>1. The meeting date</li><li>2. The minute reference</li><li>3. The agenda item</li><li>4. The resolution</li><li>5. Status update</li></ol> <p>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.</p> <p>If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.</p> <p>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.</p>	
<b>Recommendation</b>	
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	3	To receive minutes of the meeting of the Environment & Highways Committee held on 7th November 2024 for approval.	The minutes were <b>AGREED</b> as an accurate record of the meeting and signed by the Chairman.	<b>Complete:</b> Approved minutes published on DPC Website.
2025.02.06	7	To consider Terms of Reference	<p>The Committee <b>AGREED</b> to retain the current Committee name.</p> <p>In line with the recommendation by the Open Spaces and Property Committee, the Committee <b>AGREED</b> to recommend to Council that responsibility for tree works at Longdale, Florence Carter Memorial Park and King George V Playing Fields should reside with Open Spaces and Property Committee and that staffing within the Committee Clerk section of the Terms of Reference should be updated.</p>	<b>Ongoing:</b> Revised Terms of Reference to be presented to the Annual Meeting of the Parish Council for consideration and approval on Thurs 15th May 2025
2025.02.06	8	To consider progress with the Parish Partnership Scheme for the SAM2 device, to note the update and consider one alternative location as proposed by the Highways Engineer	The Committee acknowledged advice from the Highways Engineer and <b>AGREED</b> to revise authorised sites 3 & 4 to School Road within the 20mph limit outside Drayton Community Infant School in both directions.	<b>Complete:</b> Revisions to sites 3 & 4 confirmed with Highways Engineer and signed Memorandum of Understanding sent to Parish Partnership Team via email on 20.02.2025. SAM2 device delivered to schedule on 25.03.2025
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 <b>AGREED</b> to support the recommendation for a white 20mph Roundel Road marking to be installed in the carriageway next to the 20mph signs.	<b>Ongoing:</b> 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. Advised that this will form part of a large bulk order, so may take a month or two to be installed on the ground.
2025.02.06	10	To note concerns raised regarding Drayton Triangle junction and consider response to feedback from the Highways Engineer [EH7]	The Committee <b>AGREED</b> 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.	<b>Ongoing:</b> On 12/03/2025 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. 08/04/2025 & 22.04.2025 Follow up emails to Highway Engineer sent. Awaiting response.
2025.02.06	13	To consider a response to the request regarding waste disposal and bins in the village	The Committee <b>AGREED</b> to enquire whether Dominoes were willing to contribute to larger bins in the village centre and to undertake a litter pick or regular clean up within the vicinity of their premises, pending a response from Broadland Council.	<b>Ongoing:</b> Letters to local Domino's branch posted on 12/03/2025. Follow up letters sent to local branch and Head Office on 09/04/2025. Response received for consideration as part of item 10.
2025.02.06	14	To consider 2025/26 prices for Grass Verge Maintenance	The Committee considered the 2025-26 grass verge pricing supplied by the current contractor and <b>AGREED</b> to the continuation of the contract with increased pricing, noting their preference to receive notification after each grass cut had taken place.	<b>Complete:</b> Emailed contractor to confirm continuation of contract and to request that the Office is informed following each grass cut.

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH6:</b> To receive statement of receipts and payments to date and explanation of variance.
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	1 <sup>st</sup> May 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><u>Background</u></p> <p>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.</p> <p>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.</p> <p>The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.</p> <p><u>Quarterly Reports</u></p> <p>In addition, the Finance &amp; General Purposes Committee will receive quarterly reports for all Committees of the Council with the aim of:</p> <ul style="list-style-type: none"><li>• Monitoring financial performance, helping to identify potential issues or inefficiencies throughout the year</li><li>• Refining budgeting and forecasting processes over time</li><li>• Gaining an informed understanding of financial performance as affected by various factors</li><li>• Creating more accurate and flexible budgets that better anticipate Council's future needs and adapt to different circumstances</li><li>• Streamlining variance reporting required for Year-End</li></ul> <p>The Finance &amp; General Purposes Committee is scheduled to review the Environment &amp; Highways Committee budget report for Q4 at the April 2025 meeting.</p> <p><u>For Information</u></p> <p>Please note, budget reports do not include year-end adjustments and Scribe plans to update the reporting feature sometime in the future.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.</p>	

**Drayton Parish Council - Quarter 1**  
**(01/04/2025 to 30/06/2025 - Cost Centre 27)**

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
<b>3. Environment &amp; Highways</b>						
31 NCC Highways Verges			(N/A)	2,778.75		2,778.75(N/A)
33 Residents Competitions			(N/A)			(N/A)
35 Tree Maintenance			(N/A)			(N/A)
36 Street Scene Maintenance			(N/A)	112.50	108.80	3.70(3%)
38 Green Lanes			(N/A)			(N/A)
<b>Sub Total for 3. Environment &amp; Highways</b>			(N/A)	<b>2,891.25</b>	<b>108.80</b>	<b>2,782.45(96%)</b>
<b>TOTALS.....</b>			(N/A)	<b>2,891.25</b>	<b>108.80</b>	<b>2,782.45(96%)</b>
<b>NET Variance Quarter 1 .....</b>						<b>2,782.45</b>

Explanation of Material Variances 2025-26			
ID#	Cost Code	Q#	Explanation*
31	NCC Highway Verges	Q1	Contracted services higher than estimated annual budget by £346.02. Increase in this amount expected at year end. Quote for services approved by E&H at February 2025 meeting.
		Q2	
		Q3	
		Q4	
33	Resident Competitions	Q1	None required
		Q2	
		Q3	
		Q4	
35	Tree Maintenance	Q1	None required
		Q2	
		Q3	
		Q4	
36	Street Scene Maintenance	Q1	Contracted services higher than estimated annual budget by £29.16. Quotes for this service provided for consideration as Item 12. £108.80 is an adjustment and reflects Q4 payment. Invoice for Q1 pending.
		Q2	
		Q3	
		Q4	
38	Green Lane	Q1	None required
		Q2	
		Q3	
		Q4	

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH7: Drayton Best Kept Garden Competition 2025</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	1 <sup>st</sup> May 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<u>Purpose of the Report</u> To consider the proposal for Drayton's Best Kept Garden Competition 2025.	
<u>Background</u> Each year, Drayton Parish Council runs a competition to find the best kept front garden in Drayton. Records suggest the competition started in 2015 with a view to encourage parishioners to improve the appearance and view of the village. Arrangements have varied slightly year on year, but in 2024 the competition ran as follows: <ul style="list-style-type: none"><li>• Members of the community were invited to participate in the annual garden competition by submitting entries online.</li><li>• Two categories were agreed: Best Gardener and Best Young Gardener.</li><li>• The competition was advertised on the Council's website, Facebook page and noticeboards. Leaflets were also distributed via the local schools and youth groups.</li><li>• The deadline for the competition was the 31<sup>st</sup> July 2024 with a winning prize of Taverham garden centre vouchers for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place in addition to a trophy for first place.</li><li>• Three entries were received.</li><li>• On 15<sup>th</sup> August 2024 the Environment &amp; Highways Committee considered the entries and awarded 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places.</li><li>• Winners were notified by letter and invited to the September meeting of the Council for a presentation and to collect their prizes.</li></ul> <p>NB: The event is often sponsored by Taverham Garden Centre including support with judging and gift vouchers and a trophy is awarded for first place.</p> <p>Following the 2024 competition the Environment &amp; Highways Committee noted the small number of entries and agreed to consider ways to increase participation at a future meeting.</p> <u>Considerations</u> The Committee are asked to consider the advantages and disadvantages of continuing to run the Best Kept Garden Competition, given the low engagement and participation in 2024. <u>Advantages</u> <ul style="list-style-type: none"><li>• Benefit of rewarding care for, and enhancing the appearance of, the local environment.</li><li>• Benefit of encouraging mental well-being, exercise and fresh air.</li><li>• Benefit of encouraging young gardeners to spend time outside and engage with</li></ul>	



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nature.

- Benefit of engaging and supporting local community groups.

**Disadvantages**

- Risk of continuing low engagement resulting in repeatedly issuing awards to the same entrants.
- Risk of continuing low engagement resulting in poor value for money given the expenditure on trophies, printing posters and flyers and other advertising costs and office staff time.

**Proposal**

If the Committee are in agreement to continue running the Best Kept Garden Competition in 2025, it is recommended that:

- The two categories from 2024, Best Gardener and Best Young Gardener, are retained.
- Members of the community are invited to participate in the competition by submitting their own entries.
- The Committee consider offering appealing and age appropriate prizes for the Best Young Gardener category in order to stimulate interest (for example a bundle of gardening goodies including tools, seeds etc).
- The Committee aim to increase participation by engaging with the organiser of the after-school gardening club at Drayton Community Primary School, distributing leaflets and/or posters to local shops, garden centres, restaurants and food outlets, in addition to advertising on the Council's website, Facebook page and noticeboards, distributing leaflets to local schools and youth groups as per previous years.

A proposed timeline for the competition is provided below:

- **Deadline for entries:** 31<sup>st</sup> July 2025
- **Consideration of entries:** Meeting of Environment & Highways Committee on 7<sup>th</sup> August 2025
- **Presentation:** Meeting of the Council on 11<sup>th</sup> September 2025

Winners can be notified by preferred contact method and invited to the September meeting of the Parish Council to collect their prizes.

Example website copy and competition posters are provided for consideration.

**Recommendation**

The Committee is asked to consider the proposal for the 2025 Drayton Garden Competition and associated arrangements.



Prizes include: a bundle of gardening goodies, gift voucher and trophy

We're on the lookout for Drayton's best young gardener under the age of 18. Entries are welcome for any type of garden project, including: container gardens, flower gardens, vegetable gardens, fairy gardens and nature friendly gardens.

To enter please visit:  
[www.draytonparishcouncil.gov.uk/gardencompetition](http://www.draytonparishcouncil.gov.uk/gardencompetition)

Closing date: 31st July 2025

# Best Kept Garden Competition

The Parish Council is on the lookout for the best kept garden in Drayton. So dig out your gardening gear and get planting! Prizes include a gift voucher and trophy.

To enter please visit  
[www.draytonparishcouncil.gov.uk/garden competition](http://www.draytonparishcouncil.gov.uk/garden%20competition)  
or contact the Parish Office on 01603 864492.

**Closing date: Thursday  
31st July 2025**




**DRAYTON PARISH COUNCIL**  
**ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH8: Progress Update Parish Partnership Scheme and SAM2 Device</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	1 <sup>st</sup> May 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><u>Purpose of the Report</u></p> <p>To provide the Committee with an update regarding progress with the Parish Partnership Scheme and SAM2 Device.</p> <p><u>Background</u></p> <p>At the October 2023 meeting of the Council, it was agreed to submit a Parish Partnership Application for a SAM2 device to monitor speeds on Hall Lane.</p> <p>At the meeting of the Environment and Highways Committee on 15<sup>th</sup> August 2024, the Committee agreed to accept the Terms and Conditions of the Parish Partnership Scheme, which were signed by the Interim Parish Clerk &amp; RFO and witnessed by the Chairman of the Committee.</p> <p>Norfolk County Council notified Drayton Parish Council that they were required to sign a Memorandum of Understanding to cover use of the sign and agree suitable locations with the Local Highway Engineer.</p> <p>At the meeting of the Environment and Highways Committee on 6<sup>th</sup> February 2025 the Committee acknowledged advice from the Highways Engineer and agreed to the proposed revisions to authorized sites 3 &amp; 4 on School Road.</p> <p><u>Update</u></p> <ul style="list-style-type: none"><li>• Memorandum of Understanding signed by Parish Clerk and Norfolk County Council.</li><li>• SAM2 device ordered and delivered.</li><li>• Invoice for £1855 submitted to Parish Partnership Scheme.</li><li>• Highway Engineer confirmed that new post would be purchased and installed at site 5 &amp; 6 at Longdale (DPC owned lampposts can be utilised at all other locations).</li><li>• SAM2 supplier contacted and arrangements in progress regarding Deputy Clerk and Facilities Manager and Parish Ranger undertaking training.</li></ul> <p><u>Next Steps</u></p> <ol style="list-style-type: none"><li>1. Deputy Clerk and Facilities Manager and Parish Ranger to undertake training.</li><li>2. Deputy Clerk and Facilities Manager to draft a SAM2 Policy and Risk Assessment for review and recommendation for approval by Council.</li><li>3. Deputy Clerk and Facilities Manager to develop processes and schedule for reviewing SAM2 data and SAM2 site rotation schedule.</li><li>4. Deputy Clerk and Facilities Manager and Parish Ranger to install SAM2 device at first location.</li></ol>	
<b>Recommendation</b>	
The Committee is asked to note the update.	



**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH9: Update regarding waste disposal and bins in the village</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	1 <sup>st</sup> May 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<u>Purpose of the Report</u>  To assist the Committee in determining a suitable course of action in regards to resolving issues with pizza box litter in the village centre.	
<u>Background</u>  At the Environment and Highways Committee on 6 <sup>th</sup> February 2025 the Committee considered a proposal for instigation of a daily litter pick and/or funding to replace the existing village centre small litter bins (as per photo below) with large bins. The Committee agreed to enquire whether Dominoes were willing to contribute to larger bins in the village centre and to undertake a litter pick or regular clean up within the vicinity of their premises, pending a response from Broadland Council.	
	
<u>Up-date</u>  A letter to the local Domino's branch was posted on 12 <sup>th</sup> March 2025 and follow up letters sent to the local branch and Head Office on 9 <sup>th</sup> April 2025. A response was received from Domino's Head Office on 18 <sup>th</sup> April 2025 and is included for consideration.	
<u>Broadland District Council Litter Bin Guidance</u>  The Assistant Contracts Officer at Broadland District Council confirmed that the two village centre litter bins are owned and managed by Broadland, but that Broadland had taken the view that there was sufficient dog and litter bin provision across the district so they are not looking to increase or change the current provision.  They advised that the Parish Council could elect to replace the two village bins with larger ones, with the Parish Council taking on the responsibility of managing them and emptying them, or the Parish Council could install additional bins in the area. With either option, Broadland would be able to provide an emptying service at the commercial rate of £4.60 per empty, per bin. However, it was noted that Broadland were not able to offer a bin emptying service for bins holding above 120 litres (due to bag weight restrictions for	

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the emptying crews).

A list of preferred bins styles was provided, details of which (including estimated costs) can be found in the attached paper.

Considerations

It is recommended that the Committee consider the following:

- Large Domino's pizza's are 355mm, so none of Broadland District Council preferred bins can accommodate a large pizza box without needing to fold the box first.
- All relevant permissions required to install new bins, as per the attached Street Furniture Licence Conditions.
- All costs associated with current village centre litter bins are covered by Broadland District Council. Any additional or replacement bins installed by DPC will become assets of the Parish Council. Therefore, in addition to the initial cost of purchasing and installing additional bins, any on-going maintenance or replacement costs will need to be budgeted for, as well as bin emptying fees. Estimated costs for the purchase of new bins are provided in the enclosed preferred bins styles paper and an illustration of potential bin emptying fees has been provided below:

	Annual Cost for Once Weekly Empty	Annual Cost for Twice Weekly Empty
One bin	£239.30	£478.60
Two bins	£478.60	£957.20

- Whether the issue occurs frequently enough to warrant the additional expenditure.
- Whether an alternative solution could be to request that the Parish Ranger increase the frequency of village centre litter picking.

Proposal

It is recommended that the Committee consider:

1. Whether to install additional or replacement village centre bins..
2. What type of additional or replacement bins are preferred.
3. Whether to instruct Broadland to empty the new bin/s at the commercial rate of £4.60 per empty, per bin.
4. What financial contribution the Council would like Domino's to make in regards to purchasing and/or maintaining additional /replacement bins for the village centre.

**Recommendation**

The Committee is asked to consider a suitable course of action in regards to resolving issues with pizza box litter in the village centre.

**From:** [Sarbjit Hair](#)  
**To:** [Drayton Parish Council](#)  
**Subject:** Waste Management and Community Clean-Up Initiatives  
**Date:** 18 April 2025 15:36:06  
**Attachments:** [Document\\_250415\\_113606.pdf](#)

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Dear Sir/Madam

Thank you for reaching out to express your concerns regarding litter in your village associated with our store, Norwich-Drayton.

We would like to clarify that our establishment operates as an independent franchise of Domino's Pizza and is not directly affiliated with Domino's Pizza Group PLC, to whom your letter was addressed. Nevertheless, we take such matters seriously and are committed to being responsible members of the community.

Our store is equipped with large external bins that are emptied regularly to manage waste effectively. While we can control how our store disposes of rubbish, we acknowledge that we cannot govern the actions of individuals once they leave our premises.

In line with our commitment to environmental responsibility, we are open to discussing ways we can contribute to addressing the litter issue. If you could provide specific figures or details regarding the financial contribution you are seeking, we will review the information and consider how we can assist.

We appreciate your efforts in bringing this matter to our attention and look forward to collaborating on solutions that benefit the community.

Kind Regards

*Sarbjit*

Sarbjit Hair

**Office Admin Manager**



**Kennicott House  
Well Lane  
Wolverhampton  
West Midlands**

**WV11 1XR**  
**(T) 01784919376**  
**07771703775 (out of hours only)**

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## Broadland District Council Preferred Bin Styles

Bin Name	Image	Details
<p>Swintex Osprey Post Mountable Litter Bin - 40 Litre</p>		<p>Capacity: 40l Opening diameter: 270mm x 130mm Est Cost: £187.49 *Similar style and dimensions to current village centre bin provision.</p>
<p>Melba Swintex Copperfield 90 litre litter bin</p>		<p>Capacity: 90l Opening diameter: 280mm (top) 230mm (bottom) Est Cost: £269.00 (exc. VAT)</p>
<p>Glasdon Topsy Jubilee</p>		<p>Capacity: 100-110l Opening diameter: 326mm Est Cost: £292.49 (exc. VAT)</p>

**NB:** Large Domino's pizza's are 355mm, so none of Broadland District Council preferred bins can accommodate a large pizza box without folding.



## Street Furniture Licence Conditions (Parish/Town Council Applications Only)

As the Highway Authority the County Council has a scheme that gives permission to place street furniture on the path or verge of the highway. This includes:

- Benches
- Bus shelters
- Flower containers/plants
- Litter bins
- Village or town signs
- Notice board
- Village or town shelter

### Steps for the Applicant to complete

1. Read the scheme conditions
2. Print the application form
3. Complete and sign the application
4. Email, with required attachments, to [BSHighwaysCH@norfolk.gov.uk](mailto:BSHighwaysCH@norfolk.gov.uk) or send to Highways Business Support, County Hall, Martineau Lane, Norwich, NR1 2DH.

### Steps to be completed by Norfolk County Council

1. Consider the proposed site in relation to visibility, obstruction and distance from the edge of the road, minimum 450mm.
2. Consult with stakeholders as required.
3. Send consent to you
4. If not approved, you will be contacted to discuss the application.

### Conditions – the Applicant must

- Indemnify the County Council against any claims caused by the street furniture being in the highway
- Keep the street furniture in a good state of repair
- Remove the street furniture at the Applicant's expense if at any time the County Council needs that to be done. The area where the street furniture stood must be "made good", normally this would mean to restore the ground or path to its original state



- Pay the expense of any damage to the highway or apparatus within it that may be caused by the removal of the street furniture
- Not break up the surface of the highway
- Not interfere with the apparatus of undertakers such as pipes or cables
- Not interfere with land and premises outside the control of the County Council.

The above are defined in the New Roads and Street Works Act 1990.

The County Council does not grant planning permission for any purpose.



## **Street Furniture Application/Consent Form**

**This section is for the Applicant to complete**

I have read and agree to the conditions of placing street furniture on the highway. I am applying for permission on behalf of:

Name:

Address:

Postcode:

### **Contact Details**

Name:

Address (if different from above):

Postcode:

Main telephone number:

Alternative telephone number:

Email address:

### **Type of furniture (please circle)**

Bench

Bus shelter

Flower container/planter

Litter bin

Bollard/Post

Village/Town sign

Notice board

Village/Town shelter

Other

If other please state:



Location;

Drawing or sketch attached in relation to the highway? Yes/No

Signed:

Date:

**This section is for Norfolk County Council to complete:**

Pursuant to the Provisions of the Local Government (Miscellaneous Provisions) Act 1953 Norfolk County Council gives its consent to place a street furniture on the highway at the above location.

Signed:

Date:

For Lead Director Infrastructure  
Director of Highways, Transport & Waste

**DRAYTON PARISH COUNCIL  
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<b>Paper</b>	<b>EH10: Metal Detecting at Green Lanes</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	1 <sup>st</sup> May 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<u>Purpose of the Report</u>  To assist the Committee in determining a suitable course of action in regards to determining whether to grant permission for metal detecting at Green Lanes.	
<u>Background</u>  On 31 <sup>st</sup> March 2025 the Council received an enquiry from a member of the community who expressed an interest in gaining permission to metal detect on local land. They clarified that they would declare anything of interest and leave the area as found, disposing of any rubbish located as part of the activity.  They were advised that the majority of Drayton Parish Council land was not suitable for metal detecting due to the nature of its use for sport. However, they were informed that the Environment and Highways Committee could be asked to consider whether permission should be granted to metal detect at Green Lanes.	
<u>Considerations</u>  The National Council for Metal Detecting (NCMD) provides guidance regarding the basic rules of metal detecting, including the stipulation that anyone seeking to metal detect must have the landowners permission. Furthermore, they recommend use of their Search Agreement Form, to ensure that all involved parties understand what is being agreed.  The NCMD basic rules of detecting and Search Agreement Form are included as part of this paper for consideration.  Currently awaiting confirmation from the member of the community regarding whether they are a member of the National Council for Metal Detecting and whether they have public liability Insurance Cover up to £10,00,000 (as per the proviso within the NCMD Search Agreement Form).	
<u>Recommendation</u>  It is recommended that the Committee consider: <ul style="list-style-type: none"><li>• Whether to grant permission for metal detecting at Green Lanes.</li><li>• Whether to adopt the NCMD Search Agreement Form.</li><li>• Whether metal detectorists should be required to hold membership of the NCMD and public liability Insurance Cover up to £10,00,000.</li></ul> If the Committee agrees to grant permission for metal detecting at Green Lanes and decides to adopt a Search Agreement Form, the following details will need to be considered and confirmed:	

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- To metal detect at Green Lanes , from (date) ..... until (date) ..... Note: Permission may be withdrawn at any time.
- The Finder may keep all finds not owned or claimed by the Crown; however, for any finds kept with a value of over £....., ..... % of the value or reward (if claimed by the Crown) will be paid to the landowner.
- Any special conditions and boundaries as required.

**Recommendation**

The Committee is asked to consider the request for permission to undertake metal detecting at Green Lanes and agree a suitable response.

The basic rules of detecting

**1. You must have the landowners permission** to detect on any land. This includes parks, public spaces, woods, common land and public footpaths! Permission must be from the land owner (and the tenant if the land is leased).

When you do get permission to detect on someone's land, we recommend using our [Search Agreement Form](#) so everyone understands what they are agreeing to.

Beaches are a good place to detect and Crown Estate and Scottish beaches are generally fine. However please double check before travelling as on some detecting is not allowed. [Visit the Crown Estate website for further information.](#)

**2. Never, ever detect on protected sites.** Important historical sites are scheduled, giving them legal protection; it's a criminal offence to detect on them and you will be prosecuted if caught. Sites of Special Scientific Interest (SSSI) are also protected because of nesting birds, protected wildlife or rare fauna and flora.

**3. In England, Wales and NI, the landowner owns any non-treasure item found on** on their land unless they agree otherwise. Have a written agreement to avoid any misunderstandings. [Use our Search Agreement Form](#)

**4. Dig carefully and always fill in your holes properly.** Leaving holes not only gives detectorists a bad reputation, but it can also lead to farm animals getting injured. This will mean fewer landowners will allow us on their land

**5. Dispose of all rubbish responsibly.** It's tempting to just throw anything you find that is of no interest into the hedge or leave it where you found it, but again it sheds a bad light on the hobby. Always take it home and bin it.

**6. Follow the Countryside code** – close gates, don't block field entrances, and be respectful of crops, plants and trees as well as the animals and wildlife that live there.

**7. Stop digging and get expert help immediately if you dig anything unusual** – this includes bombs, ammunition, human bones, burials, archaeological remains and hoards. [Watch our Bombs, Bones & Burials Video.](#)

**8. Know and follow the Treasure laws.** Our [videos offer further help and guidance](#)

**9. Recording finds** that are not classed as Treasure is voluntary but we encourage you to do this. By recording these objects you help advance knowledge of our shared history. PAS (Portable Antiquities Scheme) is run by the British Museum (in England) and through Amgueddfa Cymru – National Museum Wales (in Wales). [Visit their site to record your finds.](#) Our mobile app is a great tool for recording your finds. [Watch our video for more help.](#)



## **NCMD Policy No 10 Issue 3**

### **Search Agreements**

#### Regional Variations

Search Agreement forms on subsequent pages are for England & Wales and for Scotland, it should be noted that within the UK and the Crown Dependencies there are Regional Variations in the Law with regard to Metal Detecting. I.e. Differences between England, Wales, Scotland, Northern Ireland, Isle of Man, and the Channel Isles. It is your responsibility to check and know any variations, or different laws pertaining to Metal Detecting in the region where you are detecting, whether you use NCMD search agreements or not.

1. If an agreement is signed by a Tenant Farmer on behalf of the Landowner, the Landowner must be aware of this agreement.
2. Remember, in England and Wales, the Landowner has a lawful right to everything that you find except for potential Treasure. The NCMD suggest that anything with a value of over £500 be shared on a 50/50 basis, note that this is guidance; you and the landowner must agree to a value and split that is acceptable to you both.
3. Treasure Rewards. Potential Treasure belongs to the Crown and, in England and Wales, must be declared to the Local Coroner direct or via the FLO within 14 days of realising it is potential Treasure. See Treasure Act on the NCMD website. In Scotland, all historical finds and Treasure items belong to the Crown and must be reported to the Treasure Trove Unit within one month. If the Crown does not disclaim the find they will offer a reward, we recommend that any reward be divided 50/50 between landowner and finder or equally between all interested parties.
4. Check with the farmer if there are any restrictions on his land such as SSSI's, Agri-environment schemes or scheduled monuments; in which case the conditions must be adhered to, or the area avoided as is relevant. To violate any such restrictions could be a criminal offence.
5. Do keep to the area the landowner/farmer has agreed to; having a map of the area is essential. Always clarify any conditions such as crop rotation at certain times of the year or whether you can go on to newly planted crops.
6. Recording of Finds in England and Wales: Confirm that the landowner is happy for you to record your finds with the Portable Antiquities Scheme (PAS), you should agree with the landowner that you can use either a six-figure grid reference, what 3 words, or just the parish. This is the landowner's choice, (Except potential Treasure, then it must be six-figure grid references.).
7. Fill in all details so you both know what is going on, and other people know you are entitled to be there. Always carry your NCMD card, it shows that you are insured. Be polite; you are an ambassador for our hobby.
8. Our code of conduct should be adhered to at all times.

**Print off copies of the relevant form below so all parties have a copy.**



## Search Agreement Form: England & Wales

I ..... being the owner of the land known as  
..... situated at .....

Give permission for ..... NCMD No..... of

Address.....to metal detect on my property,

from (date) ..... until (date) ..... Note: Permission may be withdrawn at any time.

### Provided that:

1. The Detectorist(s) shall hold a current NCMD membership card showing their details and the details of their £10,000,000 Public Liability Insurance cover.
2. The detectorist(s) shall always observe and adhere to the Code of Conduct as set out by the NCMD.
3. The detectorist(s) shall strictly observe and adhere to any guidelines or special conditions and area boundaries which may be set out by the owner / occupier below, these may vary from time to time.
4. In England, all parties must abide by the terms and conditions with respect to metal detecting access and reporting of finds specified in of any Agri-environment schemes.

### Ownership and reporting of finds:

1. Non-Treasure items are historically the property of the landowner; however, they or their value shall be split as stated below. Findspots of non-Treasure items should only be reported on the PAS system to the accuracy stated below.
2. Items classed as potential Treasure must be reported, with accurate findspots, to the coroner within 14 days. If finds are disclaimed by the Crown, or a reward is paid, it shall be split as stated below.

The Finder may keep all finds not owned or claimed by the Crown; however, for any finds kept with a value of over

£....., ..... % of the value or reward (if claimed by the Crown) will be paid to the landowner.

The detectorist(s) shall / shall not be able to record non-Treasure finds with the Portable Antiquities Scheme (PAS) to an accuracy of ..... (grid reference or Parish) .

### Special conditions and boundaries,

.....  
.....

Signed ..... Landowner Date..... phone No.....

Signed ..... Occupier Date..... phone No.....

Signed ..... Detectorist Date..... phone No.....



## Search Agreement Form: Scotland

I ..... being the owner of the land known as  
..... situated at .....

Give permission for ..... NCMD No..... of

Address..... to metal detect on my property,

from (date) ..... until (date) ..... Note: Permission may be withdrawn at any time.

### Provided that:

1. The Detectorist(s) shall hold a current NCMD membership card showing their details and the details of their £10,000,000 Public Liability Insurance cover.
2. The detectorist(s) shall always observe and adhere to the Code of Conduct as set out by the NCMD.
3. The detectorist(s) shall strictly observe and adhere to any guidelines or special conditions and area boundaries which may be set out by the owner / occupier below, these may vary from time to time.

### Ownership and reporting of finds:

1. All found Portable Antiquities and any Treasure items fall under the Treasure Trove system and are subject to claim by the Crown.
2. Findspots must be reported as accurately as possible.
3. The Finder may keep all finds disclaimed by the Crown.

If Claimed by the Crown, ..... % of any *ex-gratia* payment will be paid to the landowner.

### Special conditions and boundaries,

.....  
.....

Signed ..... Landowner Date..... phone No.....

Signed ..... Occupier Date..... phone No.....

Signed ..... Detectorist Date..... phone No.....

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH11: Norfolk County Council bus shelter funding scheme</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	1 <sup>st</sup> May 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<u>Purpose of the Report</u>  To assist the Committee in determining a suitable course of action in regards to the bus shelter funding scheme.	
<u>Background</u>  On 22 <sup>nd</sup> April 2025 Norfolk County Council (NCC) announced the launch of a new £800,000 funding scheme to support the installation of up to 100 new and improved bus shelters in town and parish council areas across Norfolk during the 2025/26 financial year. The funding opportunity is aimed at helping local councils upgrade waiting facilities for bus passengers as high-quality shelters can significantly improve comfort, safety, and the overall travel experience. NCC has supplied the attached Bus shelter funding guidance outlining the funding conditions and application process.  Drayton Parish Council currently own and manage 8 perspex and/or metal bus shelters at the following locations: <ul style="list-style-type: none"><li>• Drayton High Road/junction of Hurn Road</li><li>• Drayton High Road/junction of KGV Playing Fields</li><li>• Drayton High Road/junction Carter Road</li><li>• Drayton High Road/by Carters</li><li>• School Road/junction Cator Road</li><li>• Longdale/junction Cricket Close</li><li>• Pendelsham Rise 100m from Acres Way</li><li>• Fakenham Road 100m from Drayton Grove</li></ul>	
<u>Grant Funding Eligibility:</u> <ul style="list-style-type: none"><li>• The Parish/Town Council must contribute 20% of the total cost*.</li><li>• The Council must agree to adopt the shelter as a community asset and take responsibility for its ongoing maintenance.</li><li>• The shelter must be fully accessible and located on a current bus route.</li><li>• The project must prioritise public safety.</li><li>• Written approval from a local Highway Engineer.</li><li>• Planning permission and/or conservation consent must be secured if needed.</li></ul> *Contributions can also be made from NCC Local Member Funds.  Maximum BSIP funding available: £8,000 per shelter	

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Applications requirements:

- A map showing the proposed location of the shelter.
- Written confirmation from the Highway Engineer that the location is suitable.
- Evidence of consultation and support from the local bus operator(s) (desirable).
- A quotation from your chosen supplier.
- Total project cost, including the Parish/Town Council's percentage and monetary contribution.
- A written commitment from the Parish/Town Council to adopt the shelter as an asset and maintain it.

**Deadline for applications: 30th June 2025.**

Considerations

It is recommended that the Committee consider the following:

- The opportunity to access considerable funding and provide substantial improvements to community assets.
- The limited timeframe to complete the application and compile the required supporting evidence before the submission deadline.
- The preferred location of any proposed replacement or additional bus shelters, in order of preference.
- The preferred style of any proposed replacement or additional bus shelters, taking note of the list of bus shelter suppliers provided within the bus shelter funding guidance.
- How the 20% contribution required from DPC will be funded.

Proposal

Should the Committee agree to apply for the bus shelter funding scheme, it is recommended that agreement is reached regarding:

- Preferred location/s for any replacement or additional bus shelters, in order of preference.
- Preferred style of any proposed replacement or additional bus shelters.
- Recommended funding for the 20% contribution required from DPC (SIL, Section 106 etc).

Next steps

Should the Committee agree to apply, the Deputy Clerk and Facilities Manager will submit a summary paper and copy of the application and supporting evidence to Parish Council for approval on 12<sup>th</sup> June 2025.

**Recommendation**

The Committee is asked to determine a suitable course of action in regards to the bus shelter funding scheme.

**From:** [Robert Pratt](#)  
**To:** [Robert Pratt](#)  
**Subject:** New Funding Initiative to Support Bus Shelter Installations Across Norfolk  
**Date:** 22 April 2025 10:45:50  
**Attachments:** [BSIP\\_Bus shelter funding guidance.pdf](#)

---

Norfolk County Council (NCC) is pleased to announce the launch of a new £800,000 funding scheme to support the installation of up to 100 new and improved bus shelters in town and parish council areas across Norfolk during the 2025/26 financial year. Under this initiative, NCC will contribute up to 80% of total project costs, with the remaining balance to be funded by town/parish councils or through Local Member Funds.

Delivered through the **Bus Grant** (formerly the Bus Service Improvement Plan) from central government, this scheme forms part of our ongoing commitment to enhancing public transport infrastructure and improving accessibility across the county.

This funding opportunity is aimed at helping local councils and members upgrade waiting facilities for bus passengers as high-quality shelters can significantly improve comfort, safety, and the overall travel experience. We know from feedback from Norfolk residents that investing in bus stop infrastructure is key to encouraging greater use of bus services.

Providing new or improved bus shelters aligns with NCC's strategic public transport goals:

- Enhancing the quality and reliability of local bus services by making journeys more appealing to current and potential passengers.
- Improving comfort and accessibility, particularly for older residents, people with disabilities, and families.
- Encouraging a shift away from private car use—helping to reduce congestion, improve air quality, and support Norfolk's environmental objectives.
- Strengthening transport links in rural and underserved communities, ensuring public transport remains a practical and attractive option for all.

To help support participation in this scheme, we have prepared the attached guidance document outlining the funding conditions and application process.

*Please note:* Borough and district councils are exempt from the formal application process but will have the opportunity to request funding through direct engagement with the Bus Grant team.

We encourage you to review the guidance and consider whether your community would benefit from new or upgraded bus shelter facilities. Town/parish councils should coordinate with their elected County Council member to complete an application.

Please feel free to discuss this opportunity with your local/NCC council members and constituents. The Bus Grant team looks forward to working with you to improve local bus stop infrastructure and deliver meaningful, lasting benefits for residents across Norfolk.

Kind regards

**Rob Pratt, Public Transport Development Officer**

Highways, Transport & Waste

Infrastructure

Tel: 01603 223114

County Hall, Martineau Lane, Norwich. NR1 2DH


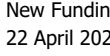


Campaign Logo



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Highways, Transport & Waste

Infrastructure

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County Hall, Martineau Lane, Norwich. NR1 2DH



Campaign Logo



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## **Guidance for Town and Parish Councils in Norfolk: Applying for BSIP Funding for Bus Shelters**

This guidance applies to all town and parish councils within Norfolk who wish to apply for Bus Service Improvement Plan (BSIP) funding to purchase new or replacement bus shelters.

If your council is interested in participating in this scheme, the information below will help guide you through the application process.

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### **Contents**

- Choosing a Bus Shelter
- Selecting a Location
- Consents and Consultation
- Grant Funding
- Bus Shelter Manufacturers

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### **Choosing a Bus Shelter**

Bus shelters are available in a range of materials including wood, brick, flint, glass, and metal, or polycarbonate and metal—ensuring options to suit every community. When selecting a shelter, consider the following:

- Ease of maintenance and repair.
- Accessibility for all users.
- Visibility of approaching buses.
- Installation requirements.
- Seating provision.
- Lighting provision.
- Impact on the local landscape, including nearby properties.
- Resistance to weather and vandalism.
- Notice board provision.
- Display options for bus stop flags and timetable information.
- Necessary consents and safety requirements.
- Sustainability including environmentally friendly materials and designs.

There are several local and national suppliers available, some of whom are listed later in this document. Alternatively, a local contractor may be able to offer a bespoke solution.

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### **Selecting a Location**

Key considerations for shelter placement include:

- Must be on an existing bus route and at a designated stop.
- Sufficient space for the shelter and a boarding area for passengers.

- A level, self-draining base is required.
- Shelters should provide clear sightlines for passengers to see approaching buses.
- Must not obstruct pedestrian access or visibility.
- Shelters on private land require the landowner's permission.
- Shelters on public highways require a Street Furniture Licence.

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## Consents and Consultation

Before proceeding, you will need:

- A site assessment by a local Highway Engineer to ensure safety and suitability (an on-site meeting with contractors may be requested).

you may need:

- Planning permission and/or conservation area consent – contact your district or borough council early in the process.
- A Street Furniture Licence for shelters located on public highways.

*Apply for a Street Furniture Licence here*

[https://online.norfolk.gov.uk/highwaylicencesandpermits/\(S\(kozhvd20ltvls545fmcz1o45\)\)/streetfurniture/Default.aspx](https://online.norfolk.gov.uk/highwaylicencesandpermits/(S(kozhvd20ltvls545fmcz1o45))/streetfurniture/Default.aspx)

We also recommend consulting:

- Your local police officer (to address concerns about anti-social behaviour).
- Residents near the proposed shelter site.
- Local bus operator(s) for insights into passenger usage and timetable display requirements.

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## Grant Funding

As part of the BSIP scheme, Norfolk County Council is offering funding to support the installation or upgrade of bus shelters. To be eligible:

- The Parish/Town Council must contribute 20% of the total cost\*.
- The Council must agree to adopt the shelter as a community asset and take responsibility for its ongoing maintenance.
- The shelter must be fully accessible and located on a current bus route.
- The project must prioritise public safety.
- Written approval from a local Highway Engineer.
- Planning permission and/or conservation consent must be secured if needed.

***\*Contributions can also be made from NCC Local Member Funds.***

**Maximum BSIP funding available:** £8,000 per shelter

**Please note:** Norfolk County Council retains discretion over final allocations based on demand. There is no set limit on the number of shelters that can be funded but we want to see a spread across Norfolk so would distribute the funding countywide.

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## How to Apply for Grant Funding

Applications should be submitted via email to: [bussshelters@norfolk.gov.uk](mailto:bussshelters@norfolk.gov.uk)

Your application should include the following:

1. A map showing the proposed location of the shelter.
2. Written confirmation from the Highway Engineer that the location is suitable.
3. Evidence of consultation and support from the local bus operator(s) (desirable).
4. A quotation from your chosen supplier.
5. Total project cost, including the Parish/Town Council's percentage and monetary contribution.
6. A written commitment from the Parish/Town Council to adopt the shelter as an asset and maintain it.

Deadline for applications: **30<sup>th</sup> June 2025**.

For further information about the application process, contact the **Travel Development Officer**:  [robert.pratt@norfolk.gov.uk](mailto:robert.pratt@norfolk.gov.uk)

For advice on technical aspects or location-specific queries, contact your **local Highway Engineer**.

**Successful applicants will be notified within 4 weeks of funding submission.** Funds will be disbursed upon approval and provided via a purchase order, against which councils may invoice to recoup eligible costs.

Shelter installations are expected to be completed by **31<sup>st</sup> March 2026**. NCC will require written email confirmation, and a photo of the new shelter(s) once installed. Please send both to the **Travel Development Officer** (details above).

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### Bus Shelter Manufacturers

Below is a list of suppliers who provide bus shelters locally and nationally. This list does **not** represent endorsement, recommendation, or approval by Norfolk County Council.

We strongly advise obtaining multiple quotes before selecting a supplier.

Abacus Sutton-in-Ashfield Nottinghamshire NG17 5FT	01623 511111 <a href="http://www.abacuslighting.com/">http://www.abacuslighting.com/</a>
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Able Engineering Ltd 1 Hamlin Way Hardwick Narrows Kings Lynn Norfolk PE30 4NG	01553 691870 <a href="http://www.ableengineering.co.uk/index.php">http://www.ableengineering.co.uk/index.php</a>
Bus Shelters Ltd Unit 60Dyffryn Business Park Llantwit Major Road Llandow Vale of Glamorgan South Wales, CF71 7PY	01446 795444 <a href="http://www.shelters.co.uk/">http://www.shelters.co.uk/</a>
Garrick Outdoor Ltd Unit 4 Langley Place Burscough Industrial Estate Burscough Ormskirk L40 8JS	01772 816414 <a href="http://www.garrickoutdoor.org.uk/">http://www.garrickoutdoor.org.uk/</a>
Glasdon Manufacturing Ltd Industrial Estate Poulton-le-Fylde Lancashire FY6 8JW	01253 891131 <a href="http://www.glasdon.com/home.aspx?cid=2">http://www.glasdon.com/home.aspx?cid=2</a>
Littlethorpe Ltd Pingle Farm ` Seine Lane Enderby Leicester LE19 4PD	0116 260 3777 <a href="http://www.bus-shelters.co.uk/">http://www.bus-shelters.co.uk/</a>
Macemain + Amstad Boyle Road Willowbrook Industrial Estate Corby Northants NN17 5XU	01536 401331 <a href="http://www.macemainamstad.com/">http://www.macemainamstad.com/</a>

Polydon Polydon Park Radiance Road Doncaster South Yorkshire DN1 2TE	01302 327172 <a href="http://www.polydon.co.uk/index.htm">http://www.polydon.co.uk/index.htm</a>
Queensbury Fitzherbert Road Farlington Portsmouth Hampshire PO6 1SE	023 9221 0052 <a href="http://www.queensbury.org/">http://www.queensbury.org/</a>
SMF Parnall Road Fishponds Bristol BS16 3JD	0117 965 3438 <a href="http://www.smfdisplays.com/">http://www.smfdisplays.com/</a>
Westcotec Ltd. 34 Bertie Ward Way Rash's Green Industrial Estate Dereham, Norfolk. NR19 1TE	T: 01362 853124 M: 07796 807059 F: 01362 851809`  W: <a href="http://www.westcotec.co.uk">www.westcotec.co.uk</a>
Trueform Pasadena Trading Estate Pasadina Close Hayes Middlesex UV3 3NQ	020 8561 4959  <a href="http://trueform.co.uk/">http://trueform.co.uk/</a>
Bauer Media Outdoor UK Ltd (formerly Clear Channel) 33 Golden Square London W1	T: 02074 782 256  <a href="https://www.clearchannel.co.uk/contact">https://www.clearchannel.co.uk/contact</a>

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>Item 12: Review of bus shelter and flag cleaning</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	1 <sup>st</sup> May 2025
<b>Author</b>	Deputy Clerk & Facilities Manager

### Summary

#### Purpose of the Report

To assist the Committee in determining a suitable course of action in regards to the continued cleaning of DPC owned bus shelters and flags.

#### Background

Drayton Parish Council currently own and manage 8 perspex and/or metal bus shelters at the following locations:

- Drayton High Road/junction of Hurn Road
- Drayton High Road/junction of KGV Playing Fields
- Drayton High Road/junction Carter Road
- Drayton High Road/by Carters
- School Road/junction Cator Road
- Longdale/junction Cricket Close
- Pendelsham Rise 100m from Acres Way
- Fakenham Road 100m from Drayton Grove

#### Current Cleaning Programme

Bus shelter cleaning currently consists of thoroughly washing with pure water and suitable detergent. In 2024 this task was undertaken by a contractor on a three monthly basis, at a cost of £108.80 per clean (excluding VAT). The current contractor has provided a revised quote and has been asked to provide a proposed bus cleaning schedule for the coming year.

Three contractors were approached and asked to provide a quote for bus shelter cleaning. Quotes can be found in the table below and further information is attached for consideration.

Contractor	Quote	Details
Contractor 1:	£116.09 per clean	
Contractor 2:	£400 per clean (£50 per bus shelter)	
Contractor 3:	Unable to quote	

#### Considerations

- Cost
- Standard of cleaning
- Required frequency and scope of cleaning

#### For Information

Quotes received from contractors have been excluded from public publication due to commercial sensitivity.

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

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<b>Recommendation</b>
The Committee is asked to review the quotes received and agree a suitable course of action in regards to bus shelter and flag cleaning.

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