

**DRAYTON PARISH COUNCIL
ENVIRONMENT AND HIGHWAYS COMMITTEE MEETING**

Meeting held on **Thursday 22nd February 2024, 7:00pm** at Drayton Parish Council, Pavilion King George V Playing Field, Drayton Highroad, Drayton, Norwich, NR8 6AW

Present: Cllrs J. Anderson, G. Everett, H. Kisby (Chairman) and S. White.

In attendance: Amy Gallant, Assistant Clerk & RFO, 1 member of the public.

Meeting brought to order: 07:00pm

1. Apologies and consideration of acceptance for absence

Apologies received and accepted for Cllr. C. Brown and Cllr. J. Edwards-Smith.

2. Members' declaration of interest and requests for dispensations

None declared.

3. To approve the minutes of Committee meeting held 13th November 2023

The minutes were **AGREED** as an accurate record of the meeting subject to amendment to item 6 to include an additional two trees for planting at KGV. The minutes were signed by the Chairman.

4. To allow public participation in accordance with Standing Orders

Thanks were given to the Parish Clerk for their response from the February meeting of the Council regarding traffic calming measures on Hall Lane.

It was noted from the response that no further action had been taken regarding displaced kerbs on Hall Lane which had been damaged by vehicles due to the width of the road. It was requested that the kerbs be put back to their original position as the current location was frequently hit by cars and would continue to be a liability for maintenance at cost to the taxpayer.

In response to an update on Beryl Bikes it was noted no further update was available regarding contribution from Beryl Bikes for the use of Drayton Parish Council's bike rack and it was suggested that it's use was stopped until the matter was resolved.

5. To receive updates on Committee matters arising from previous meetings

The report was noted by the Committee.

A verbal update was provided to confirm works by The Conservation Volunteers (TCV) Norfolk on the second pair of steps at Green Lanes was expected to commence in early April 2024.

6. To note update on actions taken in response to concerns raised regarding traffic calming measures on Hall Lane

The Committee noted remedial action taken by Norfolk County Council including new signage, road markings, verge marker posts, refresh of existing road markings and cut back to heavy vegetation.

In addition to works programmed by Norfolk County Council, the Parish Council approved an application to the Parish Partnership Scheme 2024/25 for a SAM2 device to monitor speeds on Hall Lane and an outcome of the application would be reported in due course.

Concurrently, Police Beat Manager Brett Peyton, carried out a 24-hour, 8 day survey from a fixed piece of equipment on Hall Lane in December and reported an average speed of 30.2mph.

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It was noted the survey took place during the Christmas period and that a second survey would be carried out in the coming weeks to account for typical commuting traffic and that the results would be reported in due course.

In response to matters raised under the public forum, the Committee **AGREED** to contact NCC Highways regarding the displaced kerbs. **ACTION:** Clerk.

7. To note update on proposal to improve Sheridan Close footpath and consider recommendations

The Committee **AGREED** to defer the item until works pertaining to Planning Application 20210017 for 44 Taverham Road were complete.

8. To note update on tree trimming on School Road

It was noted that some privately owned trees had been trimmed following intervention from Broadland District Council but that overhanging trees remained problematic for the continuation of the bus service. **ACTION:** Clerk to follow up action to be taken on remaining trees.

9. To note response from Taverham & Drayton Litter Pickers

The Committee noted the response and considered alternative litter picking options under item 10 of the agenda.

10. To note receipt of £300 Clean Up & Bloom Grant and to consider proposals for expenditure

The Committee considered proposals for the grant including bulbs for the Drayton Triangle, hanging baskets for Drayton Parish Council property, contributions towards the Garden Competition, shrubs at Florence Carter Memorial Park and possible litter picking events.

The Committee **AGREED** to present costed proposals at the next meeting for approval.

11. To note 2024/25 prices for Grass Verge Maintenance

The Committee noted the price increase for Grass Verge Maintenance and **AGREED** to continue with the contract.

12. To consider Memorial Policy and Procedure for recommendation for approval by Council

The Committee **AGREED** to recommend the Memorial Policy and Procedure as presented for approval by Council.

13. To consider proposal to appoint an approved supplier for tree management for Drayton Parish Council's tree stock

The Committee **AGREED** the specification as presented for an approved supplier for tree management services and to seek quotes for consideration at the next meeting. The Committee **AGREED** to recommend the development of a Procurement Policy to the Finance & General Purposes Committee to ensure full transparency and remain compliant with Drayton Parish Council's Financial Regulations. **ACTION:** Clerk.

14. To approve Jetty Advisory Group Terms of Reference and schedule first meeting date

The Committee **AGREED** to adopt the Terms of Reference as presented. It was noted that scheduled works on the steps and flooding at Green Lanes prevented an initial meeting on site at this stage but that a meeting would be scheduled as soon as weather permits.

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In the meantime, the Committee **AGREED** to contact the Environment Agency to determine permit options and/or requirements to report back at the first meeting of the Working Group. **ACTION:** Clerk.

15. To note update on drainage issues on School Road

It was noted that Norfolk County Council Highways Team had programmed investigations to locate the main outfall pipe. In the meantime, a tanker was scheduled to carry out works in the chambers around Pond Lane/School Road to empty the current systems.

The Committee noted the drainage issues were recurring and **AGREED** to collate relevant information as it was known to the Parish Council to better support the work of Norfolk County Council in the future should the issues arise again. **ACTION:** Clerk.

16. Exchange of information

No matters raised.

17. Date and time of next Committee pending 2024-25 Annual Calendar approval by Council

Noted.

Meeting adjourned: 7:51pm