

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

MINUTES

Meeting held on **Monday 13th November 2023, 7:00pm** at Drayton Parish Council, Pavilion King George V Playing Field, Drayton Highroad, Drayton, Norwich, NR8 6AW

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

In attendance: Amy Gallant, Assistant Clerk & RFO, 3 members 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.

2. Members' declaration of interest and requests for dispensations

None declared.

3. To approve the minutes of Committee meeting held 26th September 2023

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

4. To allow public participation in accordance with Standing Orders

In response to item 14 of the October meeting it was confirmed that Beryl Bikes did not own the bike rack on Pond Lane and that the Committee was awaiting a response on a contribution towards its use by the organisation.

In response to item 16 of the October meeting it was confirmed that a closed meeting with Highways to discuss concerns on Hall Road had been agreed and would take place w/c 4th December 2023. The offer of assistance at the meeting was received and noted by the Committee and it was requested that the displaced kerbs and tyre marks along the section of road between the mini roundabout and where the road narrows on the brow of the hill be noted at the meeting.

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

The report was noted by the Committee and a request to include the wider Committee and the District Councillor Adrian Crotch to the highways meeting in December was received and accepted by the Committee.

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

MINUTES

6. To consider recommendation for planting of new trees including the number, species and location for planting

Following a meeting held on Saturday 11th November at Florence Carter Memorial Park, the Committee received recommendations and **AGREED** to plant 11 new tree as follows; to replace the leylandii towards the back of the play area with 3 trees. The area was noted as very wet and required a species such as hornbeam, field maple or a mixture of the two; to replace the Cherry Tree with another to be planted nearby; to plant 3 trees in the corner of the play area near the church. The area was noted as shady and required a species such as Holly, Hazel, Yew or something similarly suitable for shade; to plant 2 Alder trees at the side of the play nearest Pond Lane; to plant two trees at KGV. It was noted that the bin may require moving to accommodate the new trees.

The Committee also received a recommendation for 3 replacement trees towards the front of the play area. The Committee noted that a clear view of the play area was preferred and had been previously advised by Broadland Tree Warden not to overcrowd the area. For these reasons the Committee agreed not to pursue further.

It was noted that the location for the 9 new trees would need to be shared with the Open Spaces and Property Committee who manage the Play Areas on behalf of Council and to consider use of the old tree stumps as a suitable bench.

The Committee **AGREED** to suspend Standing Orders to receive comments from the public who recommended the Committee consider the use of Treegators or similar slow-release watering bag as a means to maintain the new trees.

7. To consider application to the Subsidised Tree Pack scheme by Norfolk County Council

The Committee **AGREED** not to apply to the scheme at this stage based on the size and species of trees available in the pack. The Committee **AGREED** to promote the Tree Pack Scheme on the Council's website and Facebook page.

8. To consider revised Tree Management Policy for recommendation for approval by Council

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

MINUTES

Due to conflicting priorities, the item was deferred to the next meeting of the Committee.

9. To consider Memorial Policy for recommendation for approval by Council

Due to conflicting priorities, the item was deferred to the next meeting of the Committee.

10. To consider proposal to install dog bins for the new housing estate and outside Florence Carter Memorial Park

The Committee noted Drayton was well serviced for dog bins and that dog waste could be disposed of in domestic waste bins. The Committee **AGREED** not to pursue new dog bins at this stage but would contact NCC to determine if they would consider installing further dog bins once the roads at Manor Park housing development were adopted.

11. To consider the draft budget 2023/24

The Committee considered the budget for recommendation at the November budget meeting of the Council and made the following amendments; to continue to run the Garden Competition and increase the budget to £250; to increase the tree maintenance budget by £2,000 following approval to plant 9 new trees and to approach the Church to consider arrangements for watering using the available water supply; to include two bus stop flag cleans to the street scene maintenance budget; to seek quotes to maintain the marshland at Green Lane and increase the budget line accordingly.

12. To consider quotes for repairs for the footpath from Layton Close to Drayton High Road

At the November meeting of the Council, it was agreed for works to proceed while ownership of the land was unknown and that Council would register the land from Layton Close to the top of the steps in the Council's name. The Committee **AGREED** to proceed with option 1, to Tarmac the path and steps subject to payment in full by the Green Infrastructure Fund. At the request of Cllr. Edwards-Smith, her vote against the motion is recorded.

13. To consider replacement bench at Green Lanes

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

MINUTES

The Committee **AGREED** to purchase a large Curtis bench.

14. To consider support for Taverham & Drayton Litter Picker Group

Committee **AGREED** to sponsor £50 towards a Drayton Litter Pick. It was noted that litter picks on Parish Council owned land were managed by the Maintenance Operative as a paid employee of the Council and that it may be more beneficial for the group to litter pick in other areas of Drayton where this is not catered for.

15. To consider plaque for Wilkinson memorial bench

The Committee **AGREED** to spend up to £41.95 for a polished brass plaque and to confirm the wording for the plaque and location for the bench with the family.

ACTION: Cllr. Kisby.

16. Matters to consider for next Agenda

The Committee **AGREED** to include the following items for consideration at the next meeting; update on Sheridan Close pathway, review of the Grass Verge Contract and receive an update on status of tree trimming on School Road.

17. Date and time of next Committee meeting 22nd February 2023

Meeting closed: 8:44pm