

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

Minutes of the meeting of the Environment & Highways Committee held on **2nd May 2024, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

In attendance: Amy Pinkham, Assistant Clerk & RFO

Meeting opened: 7:01pm

MINUTES

1. To receive apologies and consider acceptance for absence

None.

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 22nd February 2024 for approval [Paper 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

It was noted that the bench at Florence Carter Memorial Park required relocating following the recent planting of new flower beds and that a meeting between representatives from the Environment & Highways Committee and the Open Spaces and Property Committee would be beneficial to determine a new location for the bench.

5. To receive updates on Committee matters arising from previous meetings [Paper EH2]

The report was noted by the Committee.

Further to item 12 of the report from the November meeting it was reported that works were expected to start on Layton Close on Monday 20th May 2024.

Further to item 14 of the report from the February meeting it was reported that a response had been received from the Environment Agency confirming that a floating platform and/or fixed quay at Green Lanes would require a site-specific Flood Risk Assessment (FRA) and a Flood Risk Activity Permit as the River Wensum was categorised as a Main River. Supporting information and next steps would be considered by the Jetty Working Group.

6. To note correspondence received from Norfolk County Council regarding Traffic Calming measures on Hall Lane and consider a response [Paper EH3]

The Committee noted the response from Norfolk County Council and **AGREED** to take no further action at this time. It was noted that the closure of Carter Road may see an increase in volume of traffic on Hall Lane and that there may be evidence in future to support further action.

Thanks were noted for the efforts of the local Highways Engineer and their ongoing support.

7. To consider proposals for expenditure of Clean Up & Bloom Grant [Paper EH4]

The Committee **AGREED** to allocate £300 towards the planting project at FCMP organised by the Open Spaces & Property Committee.

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- 8. To consider proposal for Best Kept Garden Competition 2024 [Paper EH5]**
The Committee **AGREED** to proceed with arrangements for the Best Kept Garden Competition 2024 as presented.
- 9. To consider quote for removal of invasive species of Himalayan Balsam from Green Lanes [Paper EH6]**
The Committee **AGREED** to instruct the Conservation Volunteers Norfolk Team to carry out works as quoted.
It was **AGREED** that invasive species was likely to be a recurring issue and should be considered for future budget setting each year. It was noted that there could be local groups who may be prepared to carry out the work on a voluntary basis.
- 10. To consider action for bus shelter maintenance [Paper EH7]**
The Committee **AGREED** to replace the Perspex panel as quoted. The Committee **AGREED** to review all bus shelters as a potential project for the next budget setting exercise including any potential grants available.
- 11. To consider request for planting for Autumn 2024 [Paper EH8]**
The Committee **AGREED** to consider the request for tree planting as part of the 2025-26 budget exercise. It was noted that any recommendations would be made subject to consultation from the preferred tree management supplier and put forward to OSP for consideration.
- 12. To agree date for meeting of the Jetty Working Group [Paper EH9]**
The Committee **AGREED** to meet on Tuesday 28th May midday.
- 13. To note exchange of information**
It was reported that more magnets were needed for the noticeboards. The Committee considered if the noticeboards were fit for purpose and agreed to bring the item to the next meeting for further consideration.
- 14. Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 15.**
The Committee **AGREED** to exclude the public and press for consideration of item 15 of the agenda.
- 15. To consider responses received to appoint a preferred supplier for tree management for Drayton Parish Council's tree stock [Paper E10]**
The Committee **AGREED** to appoint Treecare Consultants Ltd. as the preferred supplier noting that the Council had previously received professional and reliable services from the supplier. It was agreed that CAD mapping was preferable and that the presentation and clarity of the written assessments and recommendations were excellent. The Committee agreed the response times offered by Treecare Consultant's Ltd. would be effective and that costs were reasonable for the services offered.
- 16. To note the date and time of the next meeting is scheduled to take place on Thursday 15th August 2024 at 07:00pm at KGV Pavilion.**

Meeting closed: 8:24pm