

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

Minutes of the meeting of the Environment & Highways Committee held on **15th August 2024, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: G. Everett, H. Kisby (Chairman), S. White and N. Quinsey.

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

MINUTES

1. To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllr. Edwards-Smith and Cllr. Anderson.

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 2nd May 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 travellers had moved onto land by Reephams Road and that South Norfolk and Broadland District Council were aware and arranging a protocol meeting discuss in more detail.

Preference for the SAM2 device to be placed on School Road was noted by the Committee.

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

The report was noted by the Committee with no further comments or recommendations.

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

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

7. To note the outcome of the 2024/25 Parish Partnership Scheme for a SAM2 device and consider acceptance of Terms and Conditions and proposed locations for approval by Local Highways Engineer [Paper EH4].

The Committee **AGREED** to accept the Terms and Conditions of the Parish Partnership Scheme and were signed by the Interim Parish Clerk & RFO and witnessed by the Chairman of the Committee.

The Committee **AGREED** to recommend the following locations for the SAM2 device to the local Highways Engineer for approval;

Site 1 & 2: School Road between Vawdrey road and Cator road within the 30mph limit in both directions.

Site 3 & 4: School Road near Badgers Brook Road within the 30mph limit in both directions.

Site 5 & 6: Longdale Road near Winners Walk within the 30mph limit in both directions.

Site 7: Hall Lane near Binney Road within the 30mph limit recording traffic travelling up the hill towards the pinch point.

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The Committee **AGREED** to draft a SAM2 Policy and Risk Assessment for review and recommendation for approval by Council.

8. To receive tree survey reports and consider recommendations for action [Paper EH5].

The Committee noted the reports and **AGREED** to seek quotes for priority 2 trees for completion in 2024/25 financial year and to seek quotes for inclusion in the 2025/26 budget year for Priority 3 trees for completion in the same year.

The Committee **AGREED** to replace T7 of the FCMP Tree survey with a Sweet gum.

9. To consider recommendation for tree replacements at FCMP [Paper EH6].

The Committee **AGREED** to replace trees as recommended.

10. To note complaint received regarding trees at Longdale and consider recommendation for action [Paper EH7].

The Committee noted the report and **AGREED** to carry out tree works as recommended in the report.

11. To consider entries to the annual Garden Competition [Paper EH8].

The Committee reviewed the entries to the annual Garden Competition and **AGREED** the winners. It was noted that the winners would be announced at the September meeting of the Council and invited to attend.

The Committee noted the small number of entries and **AGREED** to consider ways to increase participation at a future meeting.

12. To consider budget proposals for new projects for 2025-26 financial year [Paper EH9].

The Committee **AGREED** to include draft budget lines for consideration at the November meeting of the Committee as follows; replacement bus shelters as part of a potential Parish Partnership Scheme application, 8 replacement trees, second replacement bench for Green Lanes, routine maintenance of marshland at Green Lanes, replacement grit bin for Carter Road, replacement bench at Drayton Triangle and an uplift of 5% across all applicable existing budget lines.

The Committee considered the tree planting request from the May 2024 meeting and **AGREED** to consider proposals for trees on Drayton Parish Council land only as part of the 8 replacement trees from the 2024 tree survey.

13. To receive draft 3-year action plan and make recommendations for amendment [Paper EH10].

The Committee **AGREED** to recommend the draft 3-year action plan for adoption by Council as presented subject to inclusion of an additional objective to improve safe travel paths around the village including possible cycling routes and connecting existing walkways.

The Committee considered if raising the profile of allotments could be extended to include community gardens and would need to seek advice and guidance from the S106 and Community Infrastructure Officer for guidance.

It was anticipated that the draft plan would be considered at the November budget meeting of the Council.

14. To note update on the meeting of the Jetty Advisory Group held on 28th May 2024 [Paper EH11].

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

15. To note exchange of information.

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To ensure drains at Florence Crater Memorial Park are cleared in preparation for the autumn.

- 16. To note the date and time of the next meeting is scheduled to take place on Thursday 7th November 2024 at 07:00pm at KGV Pavilion.**

Thursday 7th November 2024 at 7:00pm at KGV Pavilion.

Meeting closed: 8:34pm