

Minutes of the meeting of Drayton Parish Council held on **Thursday 12th March 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Vice-Chair), G. Everett (Chair), H. Kisby, A. Taylor and R. Turner.

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

Meeting Opened: 7:01pm

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllr. K. Morgan, N. Quinsey and J. Edwards-Smith.

2. DECLARATIONS OF INTEREST

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

None.

3. MINUTES

a) To receive minutes of the meeting of the Council held on 12th February 2026 for approval [Pg 5-10].

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

4. PUBLIC FORUM

a) To receive any questions or comments from members of the public.

No comments.

b) To receive report from County Councillor: Cllr. T. Adams.

It was noted that the drains around the Drayton Triangle and the traffic lights had now been cleared, including those on Drayton High Road, but that the drain on the approach to Binney Road had not yet been addressed. Drains on Pond Lane had been cleared, but those on Hall Lane and School Road remained outstanding. In addition, regarding the Wooden bollards, originally reported at Christmas, it was confirmed there was a backlog of jobs affecting installation.

c) To receive report from District Councillor for Drayton North: Cllr. A. Crotch.

A resident had raised concerns regarding a recent increase in their business rates. It was explained that business properties were subject to periodic revaluation, and it was anticipated that the latest review was expected to result in more properties becoming liable for rates following earlier valuations that took place during the COVID period.

Regarding the upcoming County elections, it was noted that postal votes require renewal every three years and the number of residents renewing had reduced. Broadland District Council had written to residents three times over the past nine months to remind them to renew.

In relation to Local Government Reorganisation (LGR), a House of Commons Library briefing had suggested the introduction of mandatory Neighbourhood Area Committees to strengthen local input; it was expected that parish councils may bear much of the responsibility, with parish councillors potentially being co-opted onto these committees.

Members were also informed of a Neighbourhood Policing meeting taking place in Hellesdon on Monday 16th March at 6pm.

d) To receive report from District Councillor for Drayton South: Cllr. P. Auber.

None.

e) To receive reports from any other public bodies.

None.

5. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg 11-13].

Council received the report with no further questions. Further to the report, it was confirmed that the grant payment to RG Carter Bowls Club had been authorised and that while the CCTV equipment was installed at Green Lanes it was noted that the solar panel was not operating as expected and was being investigated by the supplier.

b) To note no meeting of the Town and Parish Council Forum held since the last meeting.

Noted.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

- i) 2026/0511: 14 Bradshaw Road, NR8 6DJ.

Council **AGREED** to submit no comments.

- ii) 2023/0691: Land West of Manor Farm Close.

Council **AGREED** to submit no objections but requested consideration of further sustainability features such as EV charging points and/or solar panels and to seek clarity on requirements for affordable housing raised by the Housing Enabling Officer. It was noted that the Council supported the environmental quality teams comments.

b) To note planning decisions by Broadland District Council as follows:

- i) 2025/3818: Brickyard Farm, Hall Lane, NR8 6HH – Approval with Conditions (Delegated).

- ii) 2025/0053: 31 Littlewood, NR8 6FB – Approval with Conditions (Delegated).

- iii) 2025/3424: Priscilla Bacon Charity Shop – Approval with Conditions (Delegated).

- iv) 2026/0253: 34 Walsingham Drive, NR8 6FZ – Approval with Conditions (Delegated).

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

- a) **To receive bank reconciliation for approval [Pg 14-15].**

The Chair verified and signed the bank reconciliation as evidence of verification.

- b) **To receive list of receipts and approved payments for February 2026 [Pg 16-20].**

Council received the list of receipts and payments with no further comments. It was clarified that entry 408 for New Streetlight Inspections related to the pending transfer of Streetlights from the Norfolk Homes Site and was not a recurring payment.

- c) **To receive list of payments for authorisation [Pg 21-22].**

Council authorised the list of payments to be made.

8. FINANCE & GENERAL PURPOSES COMMITTEE

- a) **To note no meeting of the Committee since the last meeting of the Council.**

Noted.

9. PLAYING FIELDS & PROPERTY COMMITTEE

- a) **To receive minutes of the Extraordinary Committee held on 18th December 2025 [Pg 23-25].**

Council received the minutes with no further comments or questions.

- b) **To receive draft minutes of the Committee held on 26th February 2026 [Pg 26-29].**

Council received the minutes with no further comments or questions.

- c) **To confirm the name for the play area owned by Drayton Parish Council on School Road [Pg 30-31].**

It was clarified that the Commons Act 2006 did not have provision for formally renaming a registered village green for preference or cosmetic reasons and Council **AGREED** to adopt the name as it appeared on the Commons Register as “Florence Carter Playground”.

It was noted that the play area would be referred to as “Florence Carter Playground” in all Council related documents moving forward including the Neighbourhood Plan.

It was noted that the wooden sign at Florence Carter Playground would be retained in its current format.

- d) **To consider recommendation to approve the KGV Pavilion Refurbishment Project Scheme of Delegation [Pg 114-118].**

Council **AGREED** to adopt the KGV Pavilion Refurbishment Project Scheme of Delegation as presented subject to confirmation of the total project budget and spending limits to be agreed at a future meeting of the Council.

It was noted that the appointed Project Management & Cost Consultancy team were currently reviewing costings for the project and would be presented for consideration by Council in due course.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

- a) **To receive minutes of the Committee held on 5th February 2026 [Pg 32-35].**

Council received the minutes with no further comments or questions.

11. STAFFING COMMITTEE

- a) **To note meeting of the Committee held on 5th March 2026.**

Noted.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

- a) **To appoint vacant council position on the Neighbourhood Plan Advisory Group [Pg 36-38].**

Council **AGREED** to appoint Cllr. R. Turner to the Neighbourhood Plan Advisory Group.

- b) **To receive update from Neighbourhood Plan Advisory Group [Pg 39-106].**

Council received the update from the Neighbourhood Plan Advisory Group with no further questions.

Feedback from Collective Community Planning noted that the Group was moving at pace due to the responsiveness of Group members and the Clerk and Council noted its thanks for the work undertaken to date.

Comments and feedback on the draft Neighbourhood Plan were recorded under separate cover for consideration at the next meeting of the Group.

- c) **To consider arrangements for the Annual Parish Meeting [Pg 119-121].**

Council **AGREED** to hold the Annual Parish Meeting at the Teen Challenge Auditorium and to include an advert in the upcoming Just Drayton and Taverham newsletter.

It was noted that the leaflet would be updated to include the full address including the what three words location and to note free parking available.

- d) **To note the review of the Greater Norwich Local Plan and Call for Sites [Pg 107].**

It was noted that the Council had not been notified of any further details regarding sites that may have been proposed through the current Call for Sites within the area and that the Neighbourhood Plan Group currently had no recommendations to allocate sites.

- e) **To consider grant application from Ambers Army [Pg 108-112].**

Council **AGREED** to award a grant up to £500 subject to receipt for storage solutions under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.

13. EXCHANGE OF INFORMATION

- a) **To note resignation of former Cllr. Anthony Lee [Pg 113].**

Noted.

- b) **To note any other matters raised.**

None.

14. UPCOMING MEETING DATES

a) Parish Council meeting Thursday 9th April 2026.

Noted.

Meeting Closed: 8:26pm

DRAYTON PARISH COUNCIL

Paper	DPC2a: Declarations of Interest.
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
<u>Declarations of Interests</u> 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. 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. 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. 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. If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. 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. For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website. <u>Dispensation Requests</u> 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. 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. 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. 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.	
Recommendation	
Council is asked to note the paper for information.	

Interests Flowchart

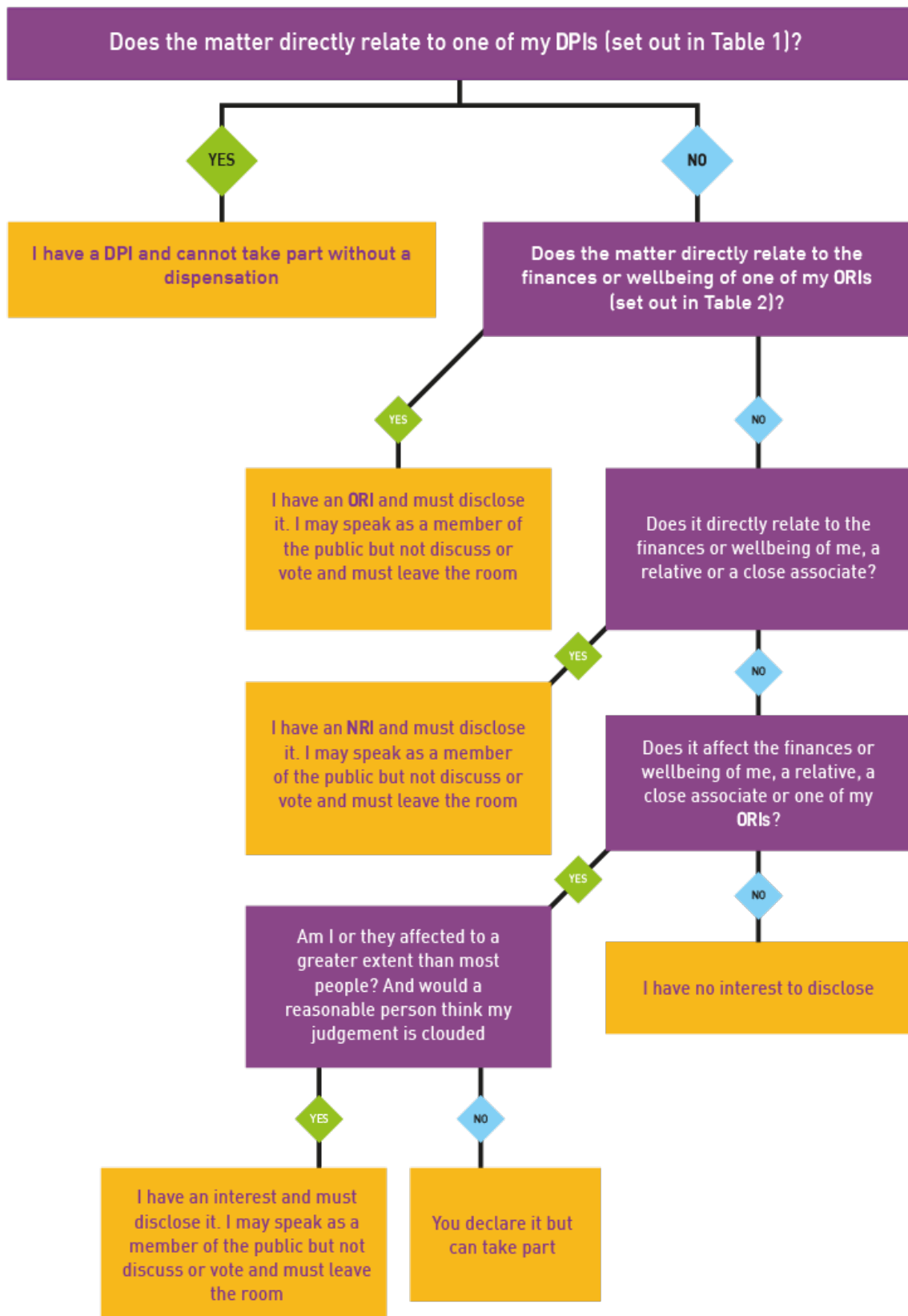


Table 1: Disclosable Pecuniary Interests

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

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

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

Corporate tenancies	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.
Securities	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 Registrable 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

Paper	DPC3a: To receive minutes for approval.
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
Per section 12 of the Council's adopted Standing Orders, Council members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting. The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i). Confirmed minutes shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate. <u>For information</u> Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following: i. the time and place of the meeting; ii. the names of councillors who are present and the names of councillors who are absent; iii. interests that have been declared by councillors and non-councillors with voting rights; iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights; v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; vii. and the resolutions made.	
Recommendation	
Council is asked to confirm the accuracy of the minutes of the last meeting of the Council.	

Minutes of the meeting of Drayton Parish Council held on **Thursday 12th February 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, A. Crotch (Vice-Chair), J. Edwards-Smith, G. Everett (Chair), H. Kisby, T. Lee, N. Quinsey (7:05pm), A. Taylor and R. Turner.

In attendance: Amy Pinkham; Parish Clerk & RFO, 3 members of the public.

Meeting Opened: 7:00pm

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. K. Morgan and C. Brown.

2. DECLARATIONS OF INTEREST

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

None.

3. MINUTES

a) To receive minutes of the meeting of the Council held on 15th January 2026 for approval [Pg 5-10].

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

4. PUBLIC FORUM

a) To receive any questions or comments from members of the public.

No comments.

b) To receive report from County Councillor: Cllr. T. Adams.

It was reported that the drains on School Road had not yet been cleaned and that the verge posts outside the junior school had not been installed. It was confirmed that works had been scheduled, including jetting of the drains, and that the posts had been ordered and were awaiting delivery.

It was noted that a traffic count would not be undertaken this year due to lack of available funding but that funds had been allocated for 2026-27.

It was noted that the Parish Council no longer received notifications of ranger visits and Cllr. T. Adams agreed to investigate with the local Highways Engineer.

Councillors noted that issues raised at previous meetings had not yet been actioned and members were encouraged to continue forwarding concerns to Cllr. T. Adams for monitoring, including reports of uneven pavements between the Red Lion Pub and Pond Lane.

Clarification was requested regarding newly planted trees on the verge at Drayton North, specifically whether Norfolk County Council would be responsible for their ongoing maintenance.

c) To receive report from District Councillor for Drayton North: Cllr. A. Crotch.

Cllr. A. Crotch expressed disappointment at the length of time the Tesco store had remained closed following the recent ram-raid in Thorpe Mariott and the impact this had had on the community, particularly in relation to the Post Office.

It was confirmed the matter remained under police investigation.

Reports of police and ambulance presence in Longdale were noted and members were advised that this was considered an isolated incident. It was noted that the matter would be raised at the next SNAP meeting scheduled for March 2026.

d) To receive report from District Councillor for Drayton South: Cllr. P. Auber.

None.

e) To receive reports from any other public bodies.

i) To note update from meeting of Norwich Western Link Local Liaison Group held on 21st January 2026.

It was reported that little progress had been made and while alternative routes were being considered, clarity was required on what Natural England would find acceptable and what level of funding may be available from central government. It was noted that, should the project progress in future, the consultation process would be undertaken again.

An update was provided on the A47 dualling scheme, which was reported to be progressing at pace and expected to open by August next year at the latest.

ii) 28th January Airport Consultative Committee

It was reported that passenger numbers at Norwich Airport reached 382,000 by the end of December, representing a 5% year-on-year increase. It was noted that there would be no flights to Guernsey in summer 2026, while discussions were ongoing with an alternative carrier regarding a potential Jersey service. Ryanair had confirmed an additional weekly flight to Faro for summer 2026 and an extension of its Malta service through the winter. It was confirmed that the Airport Development Fee remained unchanged and continued to apply to departing passengers aged 16 and over, with only the method of collection altered. No-stopping restrictions on approach roads were reiterated as a safety measure and not related to drop-off charges. Offshore helicopter activity had been lower over the winter months but was expected to return to levels similar to 2025, with operators continuing to work within agreed operating limits.

5. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg 11-13].

Council received the report with no further questions. It was confirmed that the award of contract for Project Management & Cost Consultancy Services for the KGV Pavilion project had been posted on Find a Tender in line with procurement regulations.

b) To receive feedback on Town and Parish Council Forum held on 10th February 2026.

Attendees were advised that County Council elections had been deferred and that there would be no Norfolk County Council elections in 2026. It was noted that, due to the resignation of some County Councillors, a number of by-elections would be required. Parish and Town Council elections would proceed as scheduled in 2027. The deadline for central government to determine the number of unitary authorities to be established in Norfolk was 22nd March 2026 and as part of the transition arrangements, it was noted that elections to a shadow authority were expected to take place in 2027.

South Norfolk and Broadland District Council's Handyperson Service was named Handyperson Service of the Year. The service supports residents who are unable to

carry out small household tasks, such as changing light fittings or installing shelves, either free of charge or for a small fee.

It was noted that the Members' Award Grant scheme was expected to open in April.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) 2025/3848: Land Adj 54 Fakenham Road.

Council suspended standing orders at 7:35pm to permit questions to the applicant regarding traffic movements and reinstated Standing Orders at 7:45pm. Council **AGREED** to submit no objections to the application subject to addressing Highways comment regarding SHC21.

ii) 2025/3962: 69 School Road, NR8 6EQ.

Council **AGREED** to submit no objections to the application, subject to the concerns raised by neighbours at number 71 being addressed.

iii) 2025/4013: 19 Hurn Road, NR8 6DD.

Council **AGREED** to submit no comments.

iv) 2026/0020: Kieft and Sons Ltd, Reepham Road, NR10 3AL.

Council **AGREED** to support the application in principle but wished to raise concerns under Class B8 regarding additional traffic movements at an already busy junction and the potential need to limit hours of operation.

v) 2026/0253: 34 Walsingham Drive, NR8 6FZ.

Council **AGREED** to submit no comments.

vi) 2025/3921: 5 Hall Lane, NR8 6DS.

Council **AGREED** to submit no comments.

vii) 2026/0014: 1 Howell Road, NR8 6BU (Works to TPO trees).

Council **AGREED** to submit no comments.

viii) 2026/0053: 31 Littlewood, NR8 6FB (Works to TPO trees).

Council **AGREED** to submit no comments.

b) To note planning decisions by Broadland District Council as follows:

i) 2025/3659: 5 Delane Road, NR8 6DL – Approval with Conditions (Delegated).

ii) 2025/3709: 40 Bradshaw Road, NR8 6DJ – Prior approval not required (Delegated).

iii) 2025/3782: 39 Drayton Hall Park, NR8 6HE – Approval with Conditions (Delegated).

iv) 2025/3816: Land adjacent Bradshaw Road – Approval in part, refusal in part (Delegated).

v) 2026/0168: 5 Hall Lane, NR8 6DS – Approval with no Conditions (Delegated).

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

a) To receive bank reconciliation for approval [Pg 14-15].

The Chair verified and signed the bank reconciliation as evidence of verification. It was noted the unpresented payment related to outstanding works for KGV Playground and unpresented receipts related to a 3G Pitch refund pending confirmation of bank details.

b) To receive list of receipts and approved payments for January 2026 [Pg 16-20].

Council received the list of receipts and payments with no further comments or questions.

c) To receive list of payments for authorisation [Pg 21-22].

Council authorised the list of payments to be made.

8. FINANCE & GENERAL PURPOSES COMMITTEE

a) To note meeting of the Committee held on 2nd February 2026.

Noted.

b) To consider recommendation to adopt Reserves Policy as presented [Pg 23-31].

Council **AGREED** to adopt the Reserves Policy as presented.

c) To consider recommendation to adopt Record Management Policy as presented [Pg 32-43].

Council **AGREED** to adopt the Record Management Policy as presented.

9. PLAYING FIELDS & PROPERTY COMMITTEE

a) To note no meeting of the Committee since the last meeting of the Council.

Noted.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

a) To note meeting of the Committee held on 5th February 2026.

Noted.

11. STAFFING COMMITTEE

a) To note no meeting of the Committee since the last meeting of the Council.

Noted.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

a) To consider grant application from R G Carter Bowls Club [Pg 44-50].

Council **AGREED** to award a grant of £800 for plumbing works under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.

b) To consider arrangements for the Annual Parish Meeting [Pg 51-53].

Council considered arrangements for the Annual Parish Meeting and **AGREED**:

- To hold the meeting at 7pm.
- To offer refreshments for the meeting.
- To investigate Team Challenge auditorium, The Wensum Room at Bob Carter Centre and Village Halls as possible venues.
- To amend the agenda to replace “questions to councillors” to “open session” and include discussion topics on Parish Council Grants and the Neighbourhood Plan.
- To extend invitations to County Cllr. T. Adams, District Cllr. P. Auber, Local Beat Manager B. Peyton, Charities Amber’s Army and Priscilla Bacon, Drayton Medical Practice, and the Taverham and Drayton Litter Pickers.
- To request reports from community groups on aspirations for the future as well as activities from the previous year.
- To promote the Annual Parish Meeting on Facebook and circulate leaflets to local businesses.

It was noted that the horticultural society was no longer active and could be removed from the invitation list.

Plans for the Annual Parish Meeting would be brought back to the next meeting for further consideration.

13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

To avoid road works on the A47, it was noted that Drayton may see an increase in heavy duty vehicles travelling through the village relating to works adjacent to Norwich airport. Works were expected to be completed in September 2026.

14. UPCOMING MEETING DATES

a) Playing Fields & Property Committee Thursday 26th February 2026.

b) Staffing Committee Thursday 5th March 2026.

c) Council Meeting Thursday 12th March 2026.

Noted.

Meeting Closed: 8:38pm

DRAYTON PARISH COUNCIL

Paper	DPC5a: To receive the Clerks Report on matters arising from previous meetings.
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
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. Matters arising shall include a record of the following: 1. The meeting date 2. The minute reference 3. The agenda item 4. The resolution 5. Status update The Clerks Report on Council 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. If the item requires a substantial paper for discussion and decision by Council the item will appear under its own agenda item. 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.	
Recommendation	
Council is asked to note the matters arising for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
14.08.2025	10b)	To consider recommendation for CCTV cameras at Green Lanes	Council AGREED to install CCTV cameras at Green Lanes as recommended by the Committee.	Complete: Installation completed February 2026.
14.08.2025	10d)	To consider recommendation to apply for second phase of funding for Norfolk County Council bus shelter funding scheme	Council AGREED up to £10,000 expenditure for the application as recommended by the Committee. Council AGREED to allocate the expenditure from CIL.	Ongoing: Installation of 6 new bus shelters is complete. Date TBC re refurbishment of Pendlesham Rise bus shelter.
12.02.2026	3a)	To receive minutes of the meeting of the Council held on 15th January 2026 for approval	The minutes were AGREED as an accurate record of the meeting and signed by the Chair.	Complete: Approved minutes uploaded to Parish Council website.
12.02.2026	6a)j-viii	To consider response to planning applications.	Application i (2025/3848): Council AGREED to submit no objections to the application subject to addressing Highways comment regarding SHC21.	Complete: Response submitted via email on 12th February 2026.
			Applications ii, iii, v, vi, vii & vii: Council AGREED to submit no comments	Complete: No further action required.
			Application iv (2026/0020): Council AGREED to support the application in principle but wished to raise concerns under Class B8 regarding additional traffic movements at an already busy junction and the potential need to limit hours of operation.	Complete: Response submitted via email on 12th February 2026.
12.02.2026	8b)	To consider recommendation to adopt Reserves Policy as presented	Council AGREED to adopt the Reserves Policy as presented	Complete: Document Log updated and policy uploaded to Parish Council website.
12.02.2026	8c)	To consider recommendation to adopt Record Management Policy as presented	Council AGREED to adopt the Record Management Policy as presented.	Complete: Document Log updated and policy uploaded to Parish Council website.
12.02.2026	12a)	To consider grant application from R G Carter Bowls Club	Council AGREED to award a grant of £800 for plumbing works under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.	Ongoing: Bowls Club notified of award of £800 grant, payment pending authorisation with Unity Trust Bank.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
12.02.2026	12b)	To consider arrangements for the Annual Parish Meeting	Council considered arrangements for the Annual Parish Meeting and AGREED: •To hold the meeting at 7pm. •To offer refreshments for the meeting. •To investigate Team Challenge auditorium, The Wensum Room at Bob Carter Centre and Village Halls as possible venues. •To amend the agenda to replace “questions to councillors” to “open session” and include discussion topics on Parish Council Grants and the Neighbourhood Plan. •To extend invitations to County Cllr. T. Adams, District Cllr. P. Auber, Local Beat Manager B. Peyton, Charities Amber’s Army and Priscilla Bacon, Drayton Medical Practice, and the Taverham and Drayton Litter Pickers. •To request reports from community groups on aspirations for the future as well as activities from the previous year. •To promote the Annual Parish Meeting on Facebook and circulate leaflets to local businesses.	Complete: Update presented under item 12c.

DRAYTON PARISH COUNCIL

Paper	DPC7a: To receive Bank Reconciliation for approval.
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
Bank reconciliations within Parish Councils involves comparing the council's financial records with the bank statement to ensure that both are accurate and consistent. This process helps identify discrepancies, such as missing transactions, bank charges, or direct debits and ensures the council's financial records are up-to-date and accurate. Drayton Parish Council has a number of different bank accounts which need to be reconciled individually. All bank accounts are reconciled to provide a comprehensive check on the overall bank position. The Chair shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly. Per section 2.6 of the Council's adopted Financial Regulations, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts and will sign and date the reconciliations quarterly for reporting to the Finance & General Purposes Committee.	
Recommendation	
Council is asked to receive the bank reconciliation for approval.	

Drayton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 28/02/2026		
	Cash in Hand 01/04/2025		1,118,311.56
	ADD Receipts 01/04/2025 - 28/02/2026		331,888.70
	SUBTRACT Payments 01/04/2025 - 28/02/2026		1,450,200.26
	Cash in Hand 28/02/2026 (per Cash Book)		258,953.91
B			1,191,246.35
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2026	0.00	
	Unity Trust Bank 28/02/2026	104,273.37	
	Unity Trust Bank - Instant Access (l 28/02/2026	648,137.07	
	BDC Parish Deposit Scheme 28/02/2026	95,593.62	
	Cambridge Building Society 28/02/2026	128,471.14	
	Nationwide Instant Saver Issue 8 28/02/2026	129,550.21	
	Skipton Community Saver 10 A 28/02/2026	87,941.77	
	Credit Card 28/02/2026	0.00	
			1,193,967.18
	Less unrepresented payments		2,720.83
			1,191,246.35
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,191,246.35
	A = B Checks out OK		

DRAYTON PARISH COUNCIL

Paper	DPC7b: To receive list of receipts and payments.
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
The list of receipts and payments is a financial report produced by Scribe that provides a structured presentation of receipts and payments, sub-totalled for each code for all Cost Centres. The report is accompanied by the relevant invoices for information. Drayton Parish Council produce reports for the previous full calendar month which include authorised payments from the previous meeting and regular payments (approved annually) taken by Direct Debit and/or Standing Order. The report is valuable for understanding the overall records in detail and provides an opportunity for Council members to query receipts and payments and/or code allocation.	
Recommendation	
Council is asked to receive list of receipts and approved payments.	

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-02-2026 and 28-02-2026)

05 March 2026 (2025-2026)

Cost Centre 1. Income

Code Number 14 Miscellaneous

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
105	06/02/2026	None		Unity Trust Bank		Insurance Claim	Clear Councils	E	1,009.54		1,009.54
106	12/02/2026	2025-2026/174		Unity Trust Bank		Bus Shelter Grant	Norfolk County Council	E	19,873.60		19,873.60
106	12/02/2026	2025-2026/174		Unity Trust Bank		Bus Shelter Grant	Norfolk County Council	E	1,961.60		1,961.60
Subtotal for Code: Miscellaneous									£22,844.74		£22,844.74

Code Number 55 3G Income

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
97	02/02/2026	2025-2026/140		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	67.08	13.42	80.50
98	02/02/2026	2025-2026/141		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	67.08	13.42	80.50
99	02/02/2026	2025-2026/142		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	67.08	13.42	80.50
100	02/02/2026	2025-2026/139		Unity Trust Bank		3G Pitch Hire	Taverham Under 7's	S	47.92	9.58	57.50
101	11/02/2026	2025-2026/168		Unity Trust Bank		3G Pitch Hire	Sean Middleton	S	172.50	34.50	207.00
102	23/02/2026	2025-2026/145		Unity Trust Bank		3G Pitch Hire	Sara Arend	S	72.83	14.57	87.40
103	25/02/2026	2025-2026/176		Unity Trust Bank		3G Pitch Hire	Danni Birkin	Z	161.00		161.00
104	27/02/2026	2025-2026/143		Unity Trust Bank		3G Pitch Hire	Drayton Wildcats Under 9's	S	76.67	15.33	92.00
107	28/02/2026	None		Unity Trust Bank		3G Pitch Bookings	Stripe	E	160.40		160.40
108	04/02/2026	None		Unity Trust Bank		3G Booking Refund	Stripe	E	-22.63		-22.63
Subtotal for Code: 3G Income									£869.93	£114.24	£984.17
Subtotal for Cost Centre: 1. Income									23,714.67	114.24	23,828.91

TOTALS £23,714.67 £114.24 £23,828.91

Listing of Payments in each Code for All Cost Centres
(Between 01-02-2026 and 28-02-2026)

Cost Centre 2. Finance & General Purposes

Code Number 27 Utilites & Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
411	04/02/2026	811927458		Unity Trust Bank		Electricity Charges KGV	British Gas	S	560.88	112.17	673.05
412	04/02/2026	965627		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	56.03	11.21	67.24
416	24/02/2026	804006145		Unity Trust Bank		Electricity Charges LD	British Gas	L	175.00	8.76	183.76
436	16/02/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
437	16/02/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
440	16/02/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
Subtotal for Code: Utilites & Services									£804.27	£134.63	£938.90

Code Number 28 Handyman Equipment & Consumables

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
428	16/02/2026	Credit Card		Credit Card		Drill	Screwfix	S	83.32	16.67	99.99
430	16/02/2026	Credit Card		Credit Card		Charger	B&Q	E	26.10		26.10
432	16/02/2026	Credit Card		Credit Card		saw blades	B&Q	E	26.44		26.44
Subtotal for Code: Handyman Equipment & Consu									£135.86	£16.67	£152.53

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
413	12/02/2026	53851		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	194.50	38.90	233.40
433	16/02/2026	Credit Card		Credit Card		Printer Paper	Norwich Office Supplies	S	24.80	4.95	29.75
438	16/02/2026	Credit Card		Credit Card		envelopes	Amazon	S	25.61	5.11	30.72
439	16/02/2026	Credit Card		Credit Card		Office Stationary	Amazon	E	24.66		24.66
Subtotal for Code: Stationery & Software									£269.57	£48.96	£318.53

Code Number 208 Community Event

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
406	12/02/2026	482		Unity Trust Bank		Christmas Lights at FCMP - Removal	T T Jones Electrical Ltd	S	650.00	130.00	780.00
Subtotal for Code: Community Event									£650.00	£130.00	£780.00

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
417	28/02/2026	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	13.20		13.20
424	16/02/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
427	16/02/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
434	16/02/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
Subtotal for Code: Bank Charges									£22.20		£22.20

Code Number 8522 Street Lighting Energy

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
415	20/02/2026	14908559		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	862.55	172.51	1,035.06
Subtotal for Code: Street Lighting Energy									£862.55	£172.51	£1,035.06

Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-02-2026 and 28-02-2026)

05 March 2026 (2025-2026)

												Subtotal for Cost Centre:	2. Finance & General Purposes	2,744.45	502.77	3,247.22
Cost Centre	5. Playing Fields & Property															
Code Number		57 Play Area														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
402	12/02/2026	128164		Unity Trust Bank		Replacement Play Equipment KGV	Sutcliffe Play	S	1,259.53	251.91	1,511.44					
							Subtotal for Code:	Play Area	£1,259.53	£251.91	£1,511.44					
Code Number		58 Sports Facilities														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
435	16/02/2026	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.46		1.46					
							Subtotal for Code:	Sports Facilities	£1.46		£1.46					
Code Number		501 Pavilion Maintenance														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
425	16/02/2026	Credit Card		Credit Card		Bleed Kit Sign	Safety Signs UK	S	5.34	1.07	6.41					
429	16/02/2026	Credit Card		Credit Card		Postbox	Toolstation	S	27.23	5.45	32.68					
431	16/02/2026	Credit Card		Credit Card		Toilet Repairs	Wickes	S	14.92	2.98	17.90					
							Subtotal for Code:	Pavilion Maintenance	£47.49	£9.50	£56.99					
Code Number		503 Grounds Maintenance														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
403	12/02/2026	712		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56					
							Subtotal for Code:	Grounds Maintenance	£1,575.47	£315.09	£1,890.56					
Code Number		504 Security														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
405	12/02/2026	281		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	1,054.00	210.80	1,264.80					
410	12/02/2026	486		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	1,054.00	210.80	1,264.80					
							Subtotal for Code:	Security	£2,108.00	£421.60	£2,529.60					
Code Number		511 3G Surface Maintenance														
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total					
404	12/02/2026	713		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02					
							Subtotal for Code:	3G Surface Maintenance	£352.52	£70.50	£423.02					
												Subtotal for Cost Centre:	5. Playing Fields & Property	5,344.47	1,068.60	6,413.07

Cost Centre 6. Staffing

Code Number		61 Salaries												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
418	27/02/2026	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,181.86		1,181.86			
419	27/02/2026	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	386.10		386.10			
423	27/02/2026	None		Unity Trust Bank		Take-home pay	Staff	X	5,179.30		5,179.30			
Subtotal for Code: Salaries									£6,747.26		£6,747.26			

Listing of Payments in each Code for All Cost Centres
(Between 01-02-2026 and 28-02-2026)

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
422	27/02/2026	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,518.14		1,518.14
Subtotal for Code:							Employer Pension Contributions:		£1,518.14		£1,518.14

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
420	27/02/2026	None		Unity Trust Bank		Mileage & Allowance	Staff	X	239.61		239.61
Subtotal for Code:							Expenses/Mileage		£239.61		£239.61

Code Number 602 Consultancy Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
414	06/02/2026	None		Unity Trust Bank		HR Consultancy	Personnel & Advice Solutions Ltd	S	100.00	20.00	120.00
Subtotal for Code:							Consultancy Services		£100.00	£20.00	£120.00

Code Number 8531 Employer NI Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
421	27/02/2026	None		Unity Trust Bank		ER NI	HMRC	X	824.43		824.43
Subtotal for Code:							Employer NI Contributions		£824.43		£824.43
Subtotal for Cost Centre:							6. Staffing		9,429.44	20.00	9,449.44

Cost Centre 8. Earmarked Reserves

Code Number 8530 Streetlighting

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
408	12/02/2026	477		Unity Trust Bank		New streetlights inspection	T T Jones Electrical Ltd	S	135.00	27.00	162.00
Subtotal for Code:							Streetlighting		£135.00	£27.00	£162.00

Code Number 8534 Projects

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
407	12/02/2026	843		Unity Trust Bank		Neighbourhood Plan	Collective Community Planning	S	200.00	40.00	240.00
Subtotal for Code:							Projects		£200.00	£40.00	£240.00

Code Number 8537 Street Scene Furniture

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
409	12/02/2026	7168		Unity Trust Bank		New bench	Realise Futures Eco Furniture	S	1,160.59	232.12	1,392.71
426	16/02/2026	Credit Card		Credit Card		Replacement Grit Bin	GForce Direct	S	114.00	22.80	136.80
Subtotal for Code:							Street Scene Furniture		£1,274.59	£254.92	£1,529.51
Subtotal for Cost Centre:							8. Earmarked Reserves		1,609.59	321.92	1,931.51

TOTALS £19,127.95 £1,913.29 £21,041.24

DRAYTON PARISH COUNCIL

Paper	DPC7c: To receive list of payments for authorisation.
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
Per 6.10 of the Council's adopted Financial Regulations, the RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The authorised schedule shall be initialled below the last item by the person Chairing the meeting.	
Recommendation	
Council is asked to receive the list of payments for authorisation.	

Drayton Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

05 March 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
445	Street Scene Maintenance	12/03/2026		Unity Trust Bank		Waste Clearance	Broadland District Council	S	1,976.00	395.20	2,371.20
446	Street Scene Maintenance	12/03/2026		Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services	S	108.80	21.76	130.56
447	Stationery & Software	12/03/2026		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	56.74	11.34	68.08
449	Green Lanes	12/03/2026		Unity Trust Bank		CCTV Green Lanes	TPI Security	S	1,450.00	290.00	1,740.00
451	Stationery & Software	12/03/2026		Unity Trust Bank		Printing/Copies	Sharprint Ltd	S	76.17	15.23	91.40
441	Grounds Maintenance	12/03/2026		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
442	3G Surface Maintenance	12/03/2026		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
443	Grounds Maintenance	12/03/2026		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
444	3G Surface Maintenance	12/03/2026		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
448	Projects	12/03/2026		Unity Trust Bank		Room Hire	Drayton Village Hall	E	57.00		57.00
450	Pitch Improvements	12/03/2026		Unity Trust Bank		Grounds Maintenance Training	Grounds Management Assc	S	118.34	23.66	142.00
452	CIL Expenditure	12/03/2026		Unity Trust Bank		Bus Shelter	GW Shelter Solutions	S	3,762.00	752.40	4,514.40
453	CIL Expenditure	12/03/2026		Unity Trust Bank		Bus Shelter	GW Shelter Solutions	S	6,818.00	1,363.60	8,181.60
454	CIL Expenditure	12/03/2026		Unity Trust Bank		Bus Shelter	GW Shelter Solutions	S	6,305.00	1,261.00	7,566.00
455	CIL Expenditure	12/03/2026		Unity Trust Bank		Bus Shelter	GW Shelter Solutions	S	5,383.00	1,076.60	6,459.60
456	CIL Expenditure	12/03/2026		Unity Trust Bank		Bus Shelter	GW Shelter Solutions	S	5,026.00	1,005.20	6,031.20
457	Projects	12/03/2026		Unity Trust Bank		NHPlan Consultant	Collective Community Plan	S	3,700.00	740.00	4,440.00
Total									38,693.03	7,727.17	46,420.20

Prepared by: _____
Name and Role

Date: _____

Approved by: _____
Name and Role

Date: _____

Approved by: _____
Name and Role

Date: _____

DRAYTON PARISH COUNCIL

Paper	DPC9a: To receive minutes for information.
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
Per the adopted Terms of Reference for Standing Committees of the Council, minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information only. Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.	
Recommendation	
Council is asked to note receipt of the minutes of the Committee meeting.	

Minutes of the Extraordinary Playing Fields & Property Committee held on **Thursday 18th December 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A Crotch, K. Morgan, T. Lee and N. Quinsey

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager

Meeting opened: 19:00

1. To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllr. G. Everett.

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

None.

3. To receive any questions or comments from members of the public.

None.

4. 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(s) 5-6.

The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 5 & 6.

5. To note confirmation of receipt of tender submissions for Project Management and Cost Consultancy Services and summary against agreed submission requirements.

It was confirmed that all tenders received for the Project Management and Cost Consultancy Services procurement exercise were managed, opened, and recorded in accordance with the Council's adopted Financial Regulations and agreed submission requirements.

The Committee noted a report summarising the 5 tender submissions received against the agreed submission requirements set out in the Invitation to Tender. It was confirmed that all five submissions had demonstrated that submission requirements had been met.

6. To evaluate tender submissions received for Project Management and Cost Consultancy Services and consider recommendations for appointment for approval by Council.

The Committee received 5 tender submissions presented in alphabetical order, from A-E.

Using the agreed assessment criteria and methodology, the Committee evaluated how well each tenderer demonstrated their capacity and approach to meeting the Council's requirements set out in the Tender Specification. The Committee then awarded points up to 5 for each criteria using the evaluation sheets provided. Details

of the evaluation for each tender was recorded in a separate report including all evaluation sheets for the Council's records.

Following evaluation, the Committee identified contractor B as the highest scoring bidder, noting that the proposal offered a detailed submission relevant to Drayton and significant experience with local authorities while demonstrating value for money.

The Committee **AGREED** to recommend to Council the appointment of contractor B to provide Project Management and Cost Consultancy Services for the KGV Refurbishment Project. It was noted that appointment would be subject to receipt of appropriate references.

Following completion of the confidential business, the meeting was reopened to the public at 20:31.

7. To note exchange of information.

It was noted that Taverham Parish Council had closed the swings on Thorpe Marriott Green due to fire.

8. To note the date and time of the next meeting is scheduled to take place on Thursday 26th February 2026 at 7pm at King George V Pavilion.

Noted

Meeting Closed: 20:37

DRAYTON PARISH COUNCIL

Paper	DPC9b: To receive minutes for information.
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
Per the adopted Terms of Reference for Standing Committees of the Council, minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information only. Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.	
Recommendation	
Council is asked to note receipt of the minutes of the Committee meeting.	

Minutes of the Playing Fields & Property Committee held on **Thursday 26th February 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Chair) and N. Quinsey

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager

Meeting Opened: 7:04pm

1. To receive apologies and consider acceptance for absence.

Apologies received from Cllrs. G. Everett and K. Morgan.

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 Playing Fields & Property Committee held on 4th December 2025 for approval.

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

4. To receive minutes of the meeting of the Extraordinary Playing Fields & Property Committee held on 18th December 2025 for approval.

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

5. To receive any questions or comments from members of the public.

None.

6. To receive Clerk's Report on matters arising from previous meetings of the Committee.

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager regarding scheduled Norwich Probation Service Community Payback Works. It was also confirmed that the Highway Engineer had forwarded the Committee's concerns regarding the proximity of the Beryl Bike site to the Longdale car park entrance onto the Beryl Bike team for assessment.

7. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure.

The Committee received the report and noted the update.

8. To note the internal playground inspections summary report.

The Committee received the report and noted the update.

It was reported that the buffers on the Longdale play area gate required replacement. The Committee **AGREED** to seek quotes for Longdale play area gate repairs or replacement as required.

9. To conduct annual review of Committee Terms of Reference and make recommendations for amendment to Council.

The Committee **AGREED** to recommend the amendment of the Terms of Reference as presented for approval by Council at the annual meeting in May, subject to an additional amendment in section 4 regarding inclusion of the responsibility to oversee tree replacement.

10. To consider the review of 2025 Larry Gray Fair and a response to the 2026 hire request.

The Committee noted the request regarding the 2026 Larry Gray Fair and **AGREED** to reserve the use of Longdale Field as per the arrangements, hire charges (at £71.25 per day) and electricity costs presented, subject to appropriate health and safety checks.

The Committee **AGREED** that a member of Parish Council staff would meet with Larry Grey on arrival to assess set-up arrangements.

The Committee **AGREED** to address the resident feedback by liaising with the police regarding parking arrangements and the potential provision of police cones.

11. To consider the advice from tree consultancy contractor and agree suitable locations for 8 new trees.

The Committee considered the advice received from the tree consultancy contractor regarding the placement of eight new trees. It was suggested that the Parish Council could consider authorising the removal of tree stumps (following the felling of trees) and planting new perimeter hedging at King George V and Longdale Playing Fields. It was observed that the Tree Management Policy may require revision by the Committee.

The Committee **AGREED** to defer any tree planting at King George V Playing Field until Pavilion refurbishment works were complete and that Committee members should undertake site visits at Longdale Playing Field and Florence Carter Memorial Park (when deciduous trees are in leaf) to assess appropriate sites for tree planting.

12. To consider the update regarding signage layouts.

The Committee noted a recent query regarding the correct name for Florence Carter Memorial Park and **AGREED** to make a recommendation to Council to update the name to "Florence Carter Children's Playground".

The Committee **AGREED** to proceed with the layouts as presented, subject to the following amendments:

LGD1: 3G Pitch Sign

Revise text to "Only players with Astroturf boots are permitted on the 3G pitch".

Remove the following text "Before you leave the site, please ensure the following:

- That the floodlights are switched off
 - That the gate key is returned to the hook in the Pavilion
 - That the 3G Pitch and Pavilion are securely locked using the padlocks provided
- Failure to do so can result in a charge".

LGD3: Main Entrance Welcome Sign

Revise text to "Anyone caught littering, fouling or causing damage can be prosecuted".

LGD14: Clean and remove boots Sign

Increase sign size to accommodate the following additional text:

"Before you leave the site, please ensure the following:

- That the floodlights are switched off
- That the gate key is returned to the hook in the Pavilion
- That the 3G Pitch and Pavilion are securely locked using the padlocks provided

Failure to do so can result in a charge”.

FCMP0: Play Equipment Sign

Revise text to “Florence Carter Children’s Playground”, subject to approval by Council.

The Committee **AGREED** to implement a maintenance programme for Parish Council owned signs.

13. To consider play area cleaning quotes.

The Committee considered the play area cleaning quotes and **AGREED** to appoint contractor 1, subject to confirmation that no chemicals would be used and all work to be undertaken outside of school holidays.

14. To consider Norfolk County Council’s tree planting programme.

The Committee noted the update regarding Norfolk County Council’s tree planting programme in Thorpe Marriott. The Committee **AGREED** to write to Norfolk County Council to query the location of new trees planted on the verge outside the entrance to Longdale Playing Field.

15. To note exchange of information

Noted that the intermittent issues with the external lights outside KGV pavilion required urgent attention.

16. To note the date and time of the next meeting is scheduled to take place on Thursday 16th April 2026 at 7pm at King George V Pavilion.

Noted that an extraordinary meeting of the Committee has been scheduled to take place on 4th March 2026 at 2pm at King George V Pavilion.

Meeting Closed: 9:02pm

DRAYTON PARISH COUNCIL

Paper	DPC9c: To confirm name for play area on School Road.
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> At the February 2026 meeting, the Playing Fields & Property Committee noted that the play area on School Road was known by varying names in the Community. The Committee agreed to confirm the desired name by Council prior to completion of planned updates to the signage for the play area. Florence Carter Playground The name registered under the Commons Registration Act 1965 (Pending confirmation from Norfolk County Council). Florence Carter Childrens Playground. The name displayed on a wooden sign at one of the entrances to the play area.  Florence Carter Playing Field In his published work, The Story of Drayton, Leonard George Goodrum stipulates that the playing field was named Florence Carter Playing Field in memory of Florence Carter in 1964. Florence Carter Memorial Play Park The name as it appears on Google, typically pulled from various public sources and user edits via Google Maps. Florence Carter Memorial Park The name as historically referred to by Drayton Parish Council.	

DRAYTON PARISH COUNCIL

<u>For Information</u>
Norfolk County Council, as the registration authority for commons, has been approached to confirm the name held on the register and the process for amendment should an amendment be agreed by Council.
Recommendation
Council is asked to consider the desired name for the play area owned by Drayton Parish Council on School Road.

DRAYTON PARISH COUNCIL

Paper	DPC10a: To receive minutes for information.
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
Per the adopted Terms of Reference for Standing Committees of the Council, minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information only. Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.	
Recommendation	
Council is asked to note receipt of the minutes of the Committee meeting.	

Minutes of the Environment & Highways Committee held on **Thursday 5th February 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: J. Anderson, G. Everett, H. Kisby (Chair) and R. Turner

In Attendance: Rachel Catto; Deputy Clerk & Facilities Manager, 1 member of the public.

Meeting Opened: 7:00pm

1. To receive apologies and consider acceptance for absence.

No apologies were received.

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 6th November 2025 for approval.

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair, following the inclusion of Cllr J. Anderson and removal of Cllr S. White from the meeting attendance.

4. To receive any questions or comments from members of the public.

A resident raised safety concerns as a result of the icy conditions on paths and roads throughout the Church Farm housing development. It was reported that no grit bins were currently available on the Church Farm development and therefore a request was made for the installation of grit bins.

5. To receive Clerk's Report on matters arising from previous meetings of the Committee.

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager regarding the installation of CCTV and bus shelters, replacement grit bin for Carter Road and response from the Highway Engineer regarding blocked drains and traffic count.

The Committee noted that it would be advisable for the traffic count to take place between 3:30-5:30pm and not during school holidays.

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

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

7. To consider the request for a grit bin from residents of the Church Farm development.

The Committee noted a correction to the paper as presented, from 'section 278 agreement' to 'section 38 agreement'.

The Committee considered the residents' request for grit bins on the Church Farm development and **AGREED** to write to the Norfolk County Council (NCC) to request the installation of grit bins on the Church Farm development, and to contact the developer Hopkins Homes if the request to NCC was unsuccessful.
The Committee confirmed that the preferred sites for new grit bins were on Binney Road, Sabberton Drive and Sladden Road.

8. To consider the update in regards to the Green Lanes Jetty Project.

The Committee considered the update regarding the Green Lanes Jetty Project and **AGREED** not to continue with the project.

9. To conduct annual review of Working Groups of the Committee.

The Committee reviewed the continued need for the Jetty Working Group and **AGREED** to disband the Jetty working group.

10. To conduct annual review of Committee Terms of Reference and make recommendations for amendment to Council.

The Committee **AGREED** to recommend the amendment of the Terms of Reference as presented for approval by Council at the annual meeting in May, subject to the following amendments:

- removal of the Jetty Working Group
- revision of responsibility 11 from 'Drayton's Garden Competition' to 'a community competition'
- amalgamation of responsibilities 12 and 13 as follows; 'To oversee the management and operation of Parish Council owned allotments and to determine allotment charges, tenancy agreements and rules and regulations.'
- revision of the Minutes and Reporting section to ensure alignment with the wording presented in the Finance & General Purposes Committee Terms of Reference.

The Committee noted that it may be helpful to set-up an Allotment Working Group at a later date.

The Committee reviewed the overall effectiveness of Committee operations and support provided with no matters raised for action.

11. To consider a community competition brief for 2026.

The Committee considered a suitable course of action in regards to alternatives to the Best Young Gardener and Most Impactful Garden or Display competitions in 2026 and noted their preference for running a Tallest Sunflower competition for local primary school children. It was suggested that Drayton Parish Council could provide the sunflower seeds required to run competitions for both local schools.

The Committee **AGREED** that the Deputy Clerk and Facilities Manager should set-up a meeting between with Cllr. H. Kisby, Cllr. R. Turner, Drayton Community Infant School and Drayton CoE Junior School to establish whether there is any support for a tallest sunflower growing competition.

12. To receive an update in regards to the SAM2 device.

The Committee noted the update.

13. To receive an update in regards to replacement benches.

The Committee noted the update.

14. To note exchange of information

It was requested that the Deputy Clerk & Facilities Manager follow up with the Highways Engineer regarding overhanging trees on School Road near Stower Grange.

15. To note the date and time of the next meeting is scheduled to take place on Thursday 4th June 2026 at 7pm at King George V Pavilion.

The Committee noted the date and time of the next meeting of the Committee.

Meeting Closed: 20:15pm

DRAFT

DRAYTON PARISH COUNCIL

Paper	DPC12a: Neighbourhood Plan Advisory Group Vacancy
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> On 16th February 2026 former Cllr. Anthony. Lee gave written notice of their resignation. As a member of the Neighbourhood Plan Advisory Group, the position is now vacant and available for appointment by Council in line with the Groups Terms of Reference. <u>For Information</u> The Terms of Reference for the Neighbourhood Plan Advisory Group are attached for information should a member of Council express an interest in joining the Group.	
Recommendation	
Council is asked to appoint a Council member to the Neighbourhood Plan Advisory Group.	

NEIGHBOURHOOD PLAN ADVISORY GROUP

TERMS OF REFERENCE

ROLE

The Neighbourhood Plan Advisory Group is a Working Group of the Council. The aim of the Group is to prepare and develop a Neighbourhood Plan for the parish of Drayton. The Group will set out policies and proposals that seek to address the community's aspirations for the area and make recommendations to Council for approval.

RESPONSIBILITIES

1. To act in accordance with the adopted Scheme of Delegation for all Working Groups of Drayton Parish Council.
2. To agree a brief for commissioning a consultant, describing the Council's needs and expectations and the work that is to be carried out by the consultant.
3. To agree the tendering process for commissioning a consultant, if any.
4. To recommend appointment of a Neighbourhood Plan Consultant for approval by Council
5. To work with the Neighbourhood Plan Consultant to set out a project timetable including key timeframes, milestones and budget.
6. To plan, manage and monitor expenditure incurred in the preparation of the plan
7. To seek appropriate funding opportunities to meet the costs of developing the Plan and apply to external funding opportunities as required.
8. To engage and conduct consultation with residents, partners and key stakeholders from the local community as necessary and analyse the evidence gathered to inform the development of the Neighbourhood Plan
9. To promote engagement with the plan, including a referendum, if necessary
10. To liaise with relevant authorities such as Broadland Council Planning Policy Team to ensure that the Neighbourhood Plan meets the balance of local opinion and meets the Basic Conditions as set out in planning law
11. To have regard to all relevant existing plans and evidence available during the plan-making process

MEMBERSHIP & TERM OF OFFICE

The membership of the Group will normally comprise a maximum of 8 members of Council and up to 6 Community Members living, working or operating a business in Drayton.

Membership shall be appointed by resolution of the Council and shall be reviewed annually at it's first meeting of the year.

The Working Group Chair shall be a Council Member and appointed by it's members as the first item of business at its first meeting.

Members of the public who have specific knowledge, expertise and/or experience on the subject may be invited as attendees to assist the Group.

The Group shall continue until such a time as its existence is deemed unnecessary by resolution of the Council.

QUORUM

The quorum necessary for the transaction of business is 5 members of the Group, to include a minimum of 3 Council members.

MEETINGS

The Group will arrange its own meetings and schedule of work, as determined by its members and meet at least once every 12 months. Meetings may be held remotely as necessary.

Decisions on recommendations shall be determined by a majority of votes of the Working Group members present and voting. In the case of equality of votes, the Chair shall have a casting vote.

PUBLIC PARTICIPATION

The Group does not meet in public.

MINUTES & REPORTING

The Group may take notes and record actions and outcomes as necessary. All recommendations must be made in writing and presented to Council for consideration.

GROUP CLERK

The Clerk to the Neighbourhood Plan Advisory Group is normally the Clerk to the Council.

REVIEW

The Council is tasked to conduct an annual review of its Working Groups at its first meeting of the year to ensure they remain necessary and fit for purpose.

Terms of Reference reviewed and adopted by Council on **11th April 2024**.

DRAYTON PARISH COUNCIL

Paper	DPC12b: Neighbourhood Plan Advisory Group Update
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> The Neighbourhood Plan Advisory Group is a Working Group of the Council with the aim of preparing and developing the Neighbourhood Plan which is due to expire in July 2026. Since the last update presented to Council at the January 2026 meeting, the Group, together with consultant, Collective Community Planning has: • Received the draft Local Green Space Assessment for comments and feedback. • Received the revised draft Neighbourhood Plan for comments and feedback. • Agreed to undertake informal consultation with the owners of the Green Spaces identified in the Local Green Space Assessment prior to formal consultation. • Noted that the draft Views Assessment would be presented at the next meeting of the Group. <u>Next Steps</u> Before moving to the statutory consultation stage, it is considered good practice to share a draft of the Neighbourhood Plan with the Local Planning Authority to obtain informal officer comments. This helps to ensure the plan aligns with national planning policy, the Local Plan and other relevant evidence and can identify any technical issues at an early stage. The Group has now reached the point where a working draft of the Neighbourhood Plan is available and is attached for information prior to circulating to the Local Planning Authority for Informal Feedback. Following receipt of the Local Planning Authority's informal feedback, the Group will review the comments and make any necessary revisions to the draft plan. A revised version will then be presented to Council before progressing to the formal Regulations 14 consultation, which will involve engagement with residents, stakeholders and statutory consultees. The next meeting of the Advisory Group will be scheduled pending receipt of informal feedback from the Local Planning Authority which can take up to 6 weeks. N.B. It is important to note that: • The draft plan is not yet a final document • It is being shared solely for informal officer feedback • This stage does not constitute the statutory Regulations 14 consultation. • Formal consultation on the draft Neighbourhood Plan, will take place at a later stage once informal feedback from the Local Planning Authority has been received and the draft plan has been refined.	
Recommendation	
Council is asked to note the update for information and review the draft Neighbourhood Plan for comments prior to circulating to the Local Planning Authority for informal feedback.	

Drayton Neighbourhood Plan

2026 - 2040



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1. Introduction

What the Neighbourhood Plan Does

1. The Drayton Neighbourhood Plan sets out a locally driven planning framework that will guide the future of the parish to 2040. It gives the community a stronger voice in shaping development, protecting the parish's distinctive identity, and ensuring that growth supports local needs. Once made, the Neighbourhood Plan forms part of the statutory development plan for Broadland, meaning that its policies must be taken into account when planning applications are determined.
2. The Plan cannot stop development, but it can influence *how* and *where* future change happens. It enables Drayton residents to secure high-quality design, protect valued landscapes, improve local infrastructure, support community facilities, and shape a balanced mix of housing that reflects local needs.
3. The policies in this Plan apply to all areas within the designated Drayton Neighbourhood Area and sit alongside national policy and the Greater Norwich Local Plan.

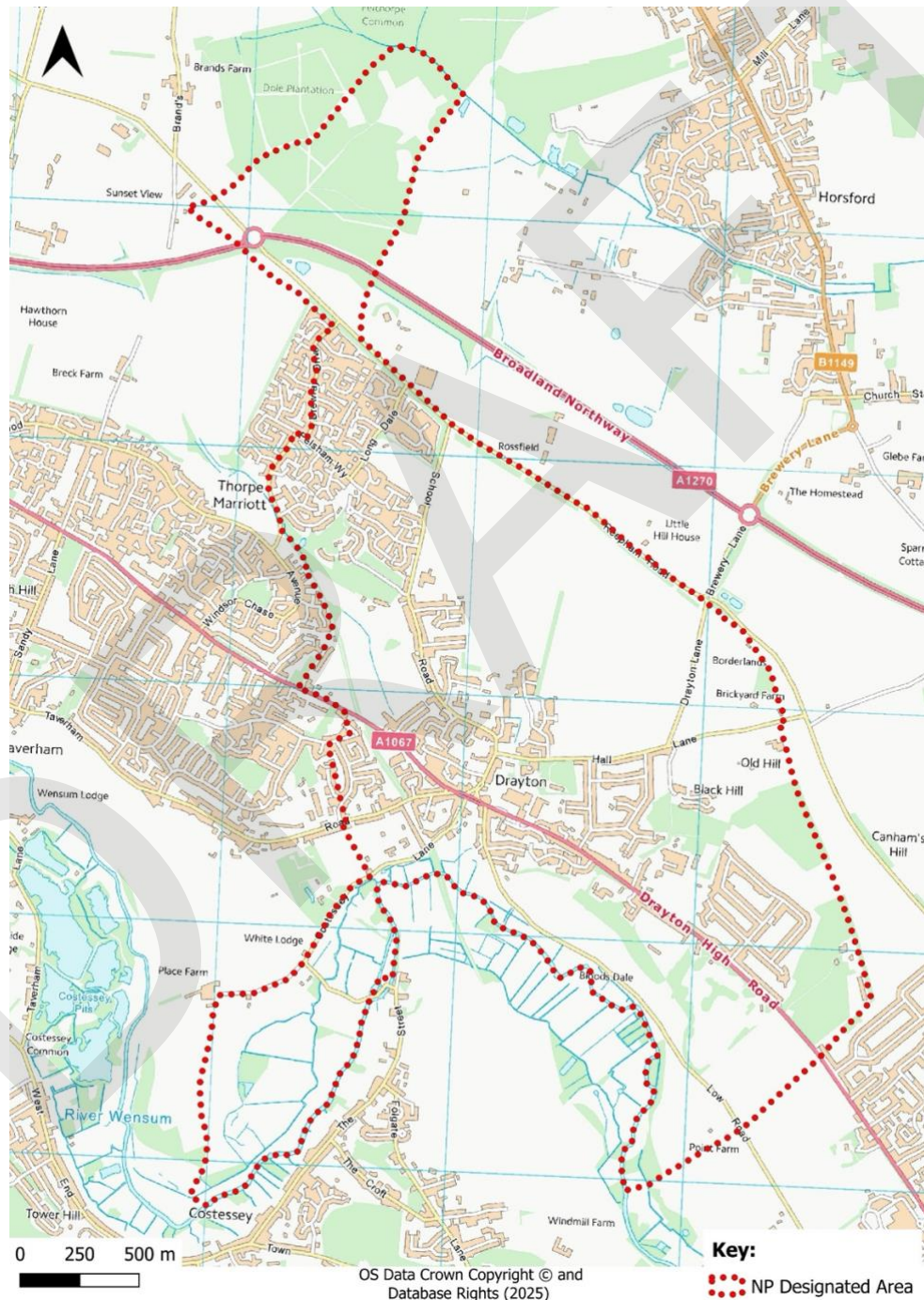
Why the Plan Is Being Reviewed

4. The first Drayton Neighbourhood Plan was adopted in 2016. Since then, the parish has experienced significant change. More than 200 new homes have now been delivered or are nearing completion, largely through major allocations that have altered the scale and pattern of development in the parish. National planning policy has also evolved, placing greater emphasis on climate resilience, biodiversity recovery, sustainable drainage, and high-quality design.
5. Local needs have also shifted. Evidence gathered during the review shows:
 - A changing population with a growing number of one or two person households.
 - A shortage of smaller, more affordable homes.
 - Increasing pressure on walking, cycling and road infrastructure.
 - A strong desire to protect green spaces and the parish's landscape setting.
 - The need to enhance community facilities and youth provision.
6. Community engagement reinforced these messages. Residents expressed very high levels of support for protecting green spaces and biodiversity, ensuring new homes fit the existing street scene, planning homes that younger and older residents can afford, and improving walking and cycling infrastructure. These themes sit at the heart of the updated Vision and Objectives for Drayton.
7. Refreshing the Neighbourhood Plan ensures that Drayton continues to have an up-to-date and locally relevant planning framework that responds to changing circumstances, strengthens environmental protection, and supports a sustainable and inclusive future for the parish.

The Neighbourhood Area

8. The Neighbourhood Plan covers the entire parish of Drayton. The Neighbourhood Area was formally designated by Broadland District Council on 14 November 2013, and this boundary remains identical to that used for the original (2016) made Neighbourhood Plan. See **Figure 1**. The updated Plan therefore applies to the same geographic area and continues the community's long-term approach to planning for the parish as a whole.

Figure 1: Designated Neighbourhood Plan Area



9. Drayton sits immediately northwest of Norwich and includes a mix of historic village core, established suburban neighbourhoods, and areas of valued countryside. The River Wensum valley forms the parish's southern boundary and is of exceptional ecological importance, while woodland, meadows and farmland contribute significantly to the rural setting of the village.
10. Drayton remains physically and visually distinct from neighbouring settlements including Taverham, Hellesdon and Norwich. Maintaining this separation and reinforcing the parish's identity are key themes within the updated Plan.

How the Plan Was Prepared

11. The review of the Neighbourhood Plan has been informed by a robust evidence base and meaningful community engagement. The 2025 parish-wide survey provided clear and representative insight into local priorities, and the updated Plan builds on both the delivery experience of the 2016 Neighbourhood Plan and the new evidence that has emerged since.
12. Key components of the preparation process include:
 - Preparation of an updated evidence base, covering population change, housing needs, landscape, biodiversity, flood risk, local facilities, access and movement, and the local economy.
 - A parish-wide community survey undertaken in 2025, completed by 166 respondents, identifying local priorities for housing, design, green spaces, travel, community facilities and business needs.
 - Discussions with the Neighbourhood Plan Steering Group, helping to shape the updated Vision, Objectives and direction of policy.
 - A review of the effectiveness and relevance of the 2016 Neighbourhood Plan, assessing which policies should be retained, updated or replaced.
 - Engagement with Broadland District Council and Norfolk County Council, ensuring alignment with strategic planning policy and local delivery priorities.
 - Public consultation on the draft Plan at Regulation 14, which will gather further community and stakeholder input before the Plan proceeds to examination.
13. This introduction explains the purpose and context of the updated Plan. The following chapters summarise what the evidence shows about Drayton today, set out the community's Vision and Objectives, and present a set of planning policies designed to help deliver them.

Status and Timeframe of the Plan

14. Once made, this Neighbourhood Plan will form part of the statutory development plan for the area and will be used alongside the Greater Norwich Local Plan when determining planning applications in Drayton. Its policies must be taken into account in decision-making unless material considerations indicate otherwise.

15. The updated Plan provides a framework to guide development and investment in the parish up to 2040, reflecting local priorities while allowing flexibility to respond to future opportunities and challenges.

2. Drayton Today

16. This chapter summarises the key characteristics of Drayton as it stands today. It draws on updated evidence about the parish's population, housing, environment, landscape, movement networks, community facilities and local economy. Together, these elements form the context for the Vision, Objectives and policies that follow.



Settlement Identity and Form

17. Drayton is a distinctive parish located immediately northwest of Norwich. The settlement has developed over time through a series of neighbourhoods that together form a cohesive but varied village. These include:

- The historic village core, centred around St Margaret's Church, older cottages, and the traditional route network.
- Post-war and late-20th-century neighbourhoods, including areas around School Road, Cator Road and George Drive.
- Thorpe Marriott, a large suburban extension dating from the late 20th century, with its own community facilities, open spaces and housing character.
- Recent housing growth, particularly around the Manor Park and Drayton High Road areas, contributing to the parish's expansion in the last decade.

18. Despite this growth, Drayton retains a clear physical and visual separation from Norwich, Hellesdon and Taverham. This separation, reinforced by woodland, farmland and the River Wensum valley, forms an essential part of the parish's identity and is strongly valued by residents.

19. The village's topography, characterised by a gently rising landform north of the Wensum valley, creates distinctive approaches and important views. Mature trees, hedgerows, wooded edges and open spaces shape the character of the settlement and contribute to its semi-rural feel.



Population and Housing

20. Drayton is one of the larger parishes in Broadland, with a population of around 5,567 people. Like many parishes in the District, it is experiencing gradual demographic change. Evidence indicates that the 16-24 age group has increased over the last ten years and there has been a small reduction in other age groups in that time (0-15, 25-64 and 75+). The 65-74 age group has remained static.
21. Household composition is changing. There are increasing numbers of single-person and couple households, which is driving demand for smaller homes, particularly 1–2 bedroom properties that are well designed, accessible and adaptable over time.
22. Housing affordability remains a key concern, particularly for younger residents and first-time buyers. Survey feedback shows strong support for affordable routes into home ownership and for housing that allows local people to remain in Drayton as their circumstances change. This includes a mix of affordable rented homes, shared ownership, and smaller market homes.
23. A substantial number of new homes have been delivered or are nearing completion since the original Neighbourhood Plan was made, largely through recent major housing schemes. While this growth has contributed to the overall housing supply, it has not fully addressed the identified need for smaller and more affordable homes. Together, these trends highlight the importance of planning for a balanced housing mix that reflects the needs of different age groups and household types, both now and in the future.
24. In addition to completed and ongoing housing schemes, there are other sites within the parish that have previously been the subject of planning permissions or redevelopment proposals, including the former David Rice Hospital site. This site occupies a prominent position and has been the focus of local interest for a number of years. While the strategic principle of development is established through the Local Plan framework and previous decisions, the site's landscape setting, areas of openness and informal access routes form part of the wider spatial context of the parish and are relevant to the application of policies in this Plan.



Natural Environment and Landscape

25. Drayton benefits from an exceptional natural environment that plays a central role in defining its character and quality of life. The River Wensum valley forms the parish's southern boundary and is of national and international ecological importance. Its grazing marsh, fen, woodland and wetland habitats support biodiversity and create a distinctive landscape setting.
26. The parish also contains several valued areas of woodland and semi-natural habitat, including Drayton Wood, Canham's Hill and Drayton Drewray. These areas contribute to ecological connectivity, provide opportunities for informal recreation, and help maintain physical separation between Drayton and neighbouring settlements.
27. Beyond these sites, open countryside surrounds much of the village, with farmland forming important transition areas between the built-up area and the wider rural landscape. Views across the Wensum valley, towards woodland edges and over rolling farmland are widely appreciated by residents and contribute strongly to the parish's sense of place.
28. Drayton village centre lies within a Critical Drainage Area and is vulnerable to surface water flooding during periods of heavy rainfall. This highlights the importance of sustainable drainage, flood-resilient design and careful consideration of water management in future development.



Access and Movement

29. Drayton is served by a network of local roads, footpaths and cycle routes that connect neighbourhoods, community facilities and the surrounding countryside. Fakenham Road (A1067) passes through the parish, forming a busy spine route linking Norwich with outlying towns. Other key routes, including School Road, Hall Lane and Low Road, provide important local connections but experience congestion and pressure at peak times.
30. Walking and cycling are highly valued by residents, particularly for local journeys and access to green spaces. The parish benefits from links to Marriott's Way, a popular walking and cycling route connecting Norwich with the wider rural area.

However, community feedback identifies a number of locations where conditions for pedestrians and cyclists could be improved, including narrow pavements, missing links and limited safe crossing points.

31. Public transport provides regular and frequent connections to Norwich and nearby settlements, with bus services operating at intervals of approximately 15 minutes along key routes. This level of provision supports sustainable travel choices and access to employment, education and services. While bus services are generally well regarded, community engagement undertaken as part of the Neighbourhood Plan review highlighted the importance of maintaining reliable and accessible public transport, particularly for residents without access to a car. The historic layout of the village centre also creates challenges around parking and vehicle movement, reinforcing the need to balance accessibility with improvements to the public realm.



Community Facilities and Local Life

32. Drayton has a strong network of community facilities that support social life, recreation and wellbeing. These include the Bob Carter Centre, community halls serving different neighbourhoods, King George V Playing Field, Florence Carter Memorial Park and Longdale Playing Field, local play areas, bowls green and informal green spaces, schools, healthcare provision and places of worship.
33. Community feedback highlights strong support for protecting these facilities and ensuring they continue to meet local needs. There is particular interest in improved provision for children and young people, including modernised play spaces, youth facilities and opportunities for informal recreation. Accessibility for older residents and people with mobility challenges is also an important consideration.
34. These facilities play a vital role in maintaining Drayton's sense of community and supporting everyday life within the parish.



Local Economy and Village Centre

35. Drayton supports a diverse local economy, with a parish centre focused around the traditional village centre along Fakenham Road and School Road. This area includes the Bob Carter Centre, local shops, local churches, two pubs, a Post Office, cafés, a 24/7 petrol station/shop, estate agents and a medium-sized supermarket, and continues to function as the main commercial and social hub of the parish. In addition, Thorpe Marriott contains a cluster of local facilities serving

its neighbourhood, including shops, a church and a pub, contributing to everyday convenience for residents in that part of the parish.

36. Employment within the parish is provided through a mix of small workshops, light industrial and office uses, alongside home-based and small business enterprises. Community feedback shows strong support for small-scale, locally focused and low-impact employment, including workshops, studios, green businesses and flexible or co-working spaces. There is less support for larger or more intensive employment uses that could increase traffic or harm local character.
37. A vibrant and welcoming parish centre remains a key aspiration. Opportunities exist to enhance its appearance, accessibility and public spaces while continuing to support local businesses and services that meet day-to-day needs.



Summary

38. Drayton is a well-connected, green and attractive parish with a strong sense of identity and community. It faces the challenge of managing growth while protecting its landscape setting, meeting changing housing needs, supporting biodiversity, improving movement networks and maintaining high-quality community facilities. These issues provide the foundation for the Vision, Objectives and planning policies set out in the following chapters.

3. Vision and Objectives

Introduction

39. The Vision and Objectives provide the strategic framework for the Drayton Neighbourhood Plan. They set out how the parish should evolve over the plan period and guide the detailed planning policies that follow. Together, they respond to the evidence summarised in Chapter 2 and reflect the priorities identified through community engagement.
40. The Vision describes the long-term aspiration for Drayton, while the Objectives identify the key themes that the Neighbourhood Plan seeks to address in order to deliver that Vision.

Vision

Drayton Parish will continue to be a distinct, characterful and well-connected community, proud of its identity and separate from Norwich. Future growth will be carefully managed so that new development is well related to the existing built-up area, supports local facilities, and helps to provide a balanced mix of homes for all generations. The parish's green spaces, River Wensum valley and surrounding landscape will continue to define its setting and support wildlife through stronger ecological connections between woodlands, meadows and watercourses. Drayton will be a place where people of all ages can live, meet and take part in community life, with well-used community spaces, thriving local shops and small businesses, and opportunities for everyone to enjoy its green environment. Future change will enhance what people already value about Drayton, its green setting, community spirit and sense of place.

Objectives to Deliver the Vision

41. The Objectives below set out how the Vision will be delivered through planning policy. They provide a clear link between the evidence base, the issues facing the parish, and the policies in later chapters of the Plan.

Objective 1: Distinct Identity and Settlement Form

To maintain Drayton's separate identity and prevent physical and visual coalescence with neighbouring settlements such as Norwich, Hellesdon and Taverham. To ensure that development at the edges of the parish and at key gateways respects the rural setting, landscape character and important views, reinforcing well-defined settlement boundaries. To recognise the differing character of the historic village, Thorpe Marriott and newer neighbourhoods, ensuring that all contribute positively to a cohesive and connected parish identity.

Objective 2: High-Quality, Integrated Development

To ensure that all new development is well integrated with surrounding areas, connected to existing movement routes, and designed to respond positively to

local context, scale and landscape setting. To promote high-quality, sustainable and accessible design that supports community cohesion, enhances environmental performance and reinforces the parish's distinctive character.

Objective 3: Balanced and Inclusive Housing

To support the provision of a balanced mix of homes that meets the needs of first-time buyers, families and older residents. To encourage smaller, adaptable and accessible homes that enable people to remain within the parish as their needs change, helping to sustain a balanced and inclusive community.

Objective 4: Environment and Landscape

To protect and enhance the parish's natural environment, including the River Wensum valley, Drayton Wood, Drayton Drewray and other valued green spaces. To strengthen ecological connectivity between habitats and green corridors, improve biodiversity, and enhance resilience to climate change. To manage flood risk and surface water through sustainable design, tree planting and landscaping that contribute to both ecological value and visual amenity.

Objective 5: Access and Movement

To improve opportunities for walking and cycling by providing safe, accessible and well-connected routes linking neighbourhoods, schools, facilities and green spaces. To encourage the use of public transport and measures that reduce reliance on private vehicles. To manage traffic and parking pressures, particularly around the village centre, in order to improve safety, accessibility and environmental quality.

Objective 6: Community Life and Wellbeing

To protect and enhance valued community facilities, including the Bob Carter Centre, community halls and recreation grounds. To encourage flexible, inclusive and accessible spaces that meet the needs of a changing population. To support opportunities for people of all ages, particularly younger residents, to participate in community, cultural and recreational life.

Objective 7: Local Economy and Parish Centre

To support small-scale, local and low-impact businesses that provide local jobs and services and contribute to the parish's vitality. To encourage the continued success of local shops, cafés and services within the parish centre. To support the reuse or sensitive redevelopment of vacant or underused business premises in ways that sustain employment and local enterprise.

Relationship to Planning Policies

42. The Vision and Objectives provide the framework for the planning policies set out in subsequent chapters of the Neighbourhood Plan. Each policy is designed to

contribute directly to one or more Objectives, ensuring that development and change within Drayton support the community's long-term aspirations.

4. Spatial Approach

43. Drayton is identified within the Greater Norwich Local Plan as part of the Norwich Urban Area. The strategic role, scale and distribution of growth within the area are therefore established through the Local Plan. This Neighbourhood Plan does not seek to redefine that role or allocate additional sites for development.
44. Instead, the Spatial Approach of this Plan focuses on how change should be managed within the parish. The emphasis is on reinforcing local identity, maintaining meaningful separation where it remains, protecting valued landscape and green infrastructure, and ensuring that development is well designed and integrated.
45. Drayton has experienced significant growth over recent decades and now forms part of a wider continuous urban area in places. While further development may come forward in accordance with strategic policy, it is important that such development respects the spatial structure of the parish and does not result in the incremental erosion of its remaining distinctive qualities.
46. The Spatial Approach also recognises that certain previously developed or permitted sites within the parish, including the former David Rice Hospital site, may come forward for development. In such cases, the focus of the Plan is on ensuring that development is well integrated, respects landscape setting and protects areas of recognised local value where these meet national policy tests.
47. The Plan therefore adopts a spatial approach that:
- Maintains and reinforces meaningful areas of separation between built-up areas where these continue to contribute to settlement identity and landscape structure;
 - Protects key views, landscape character and green infrastructure networks;
 - Promotes high-quality design at settlement edges and gateway locations;
 - Supports the vitality of the village centre and local services; and
 - Ensures that development is well integrated with walking, cycling and community infrastructure.
48. This approach works within the framework of the Greater Norwich Local Plan and focuses on managing the quality and location of development rather than its overall quantum.

5. Policies



Introduction to the Policies Chapter

49. This chapter sets out the planning policies of the Drayton Neighbourhood Plan. These policies provide the detailed framework for managing development and change within the parish over the plan period and are intended to be read alongside the Vision and Objectives (Chapter 3) and the Spatial Strategy for Drayton (Chapter 4).
50. The policies apply to all development proposals within the designated Neighbourhood Area. They are informed by the evidence base and by community engagement and reflect the distinctive character, landscape setting and community priorities of Drayton.
51. The Neighbourhood Plan does not allocate land for development. Instead, the policies focus on guiding the location, form and quality of development, supporting appropriate growth while safeguarding the parish's identity, environmental assets and community infrastructure. Where relevant, policies complement and add local detail to strategic planning policies, including those within the Greater Norwich Local Plan and district-wide guidance.
52. The policies are structured around key themes, including settlement identity and form, design quality, housing mix, the natural environment, access and

movement, community facilities and the local economy. Each policy is designed to contribute to one or more of the Plan's Objectives and to work collectively as part of a coherent planning framework.

53. Once made, the policies in this chapter will form part of the statutory development plan for the area and will be used in the determination of planning applications unless material considerations indicate otherwise.

5.1 Settlement Identity, Form and Coalescence

54. Drayton forms part of the north-western edge of the Norwich Urban Area and is identified within the Greater Norwich Local Plan as part of that wider urban area. The parish is closely connected to neighbouring settlements including Hellesdon, Taverham and Norwich, and over time development has extended across parish boundaries in places. As a result, the built form in parts of the area is closely aligned with that of adjoining settlements.
55. Despite this urban context, Drayton retains areas of openness that contribute to its spatial structure and local identity. Open land, woodland and green corridors continue to provide visual relief between built-up areas, reinforce the character of different neighbourhoods, and shape the experience of moving into and through the parish. In particular, remaining gaps along key approach routes play an important role in preventing the complete consolidation of development and maintaining a perception of distinct settlement areas within the wider urban framework.
56. Development in neighbouring parishes already extends to the Drayton boundary in some locations, and further growth is planned within the wider urban area. This makes the management of remaining settlement edges and gaps increasingly important. Incremental infill or piecemeal expansion in sensitive locations could, over time, erode the remaining distinctions between built-up areas and diminish the character of the parish.
57. Engagement undertaken as part of the 2025 Neighbourhood Plan review demonstrated strong support for protecting green spaces, landscape setting and the features that contribute to Drayton's sense of place. Respondents emphasised the importance of avoiding the loss of open land that contributes to character and identity, particularly along key approach corridors and at the edges of the built-up area.
58. The policies in this section recognise Drayton's role within the Norwich Urban Area while seeking to maintain the remaining spatial structure, settlement edges and areas of openness that continue to shape local identity. They provide a framework for managing development at the urban edge in a way that supports coherent settlement form, protects meaningful separation where it exists, and ensures that new development reinforces rather than dilutes the distinct qualities of the parish.

Policy 5.1A Green Gap between Settlements

59. Drayton forms part of the Norwich Urban Area and is closely connected to neighbouring settlements including Hellesdon and Taverham. In several locations, development has already reduced historic separation. Thorpe Marriott, which extends across both Drayton and Taverham parishes, demonstrates how built form can blur administrative and perceptual boundaries. Along parts of the Fakenham Road corridor, frontage development has created an increasingly continuous urban character.
60. Despite this, a limited number of open areas continue to provide meaningful visual and spatial separation between settlements. These areas are increasingly important in maintaining the distinct identity of Drayton within the wider urban framework. Once lost, such separation cannot realistically be reinstated.
61. The most significant remaining area of separation lies between Drayton and Taverham along the Fakenham Road corridor, extending on both sides of Marriott's Way. This land comprises open agricultural fields, pasture and areas of scrub, with strong tree belts and hedgerow boundaries. The landform gently falls toward the valley, allowing long views across open countryside and toward the built edge of Thorpe Marriott.
62. The openness of this land is clearly experienced from public vantage points, including Marriott's Way and surrounding footpaths. The photographs below illustrate the expansive character of the fields, the visual break between built areas, and the way in which tree belts frame views while maintaining a perception of countryside separation. In particular, the land forms part of an identified Key View, where open farmland provides an important foreground to the wider landscape setting.



Open agricultural land forming part of the Green Gap between Drayton and Taverham, viewed from Marriott's Way.



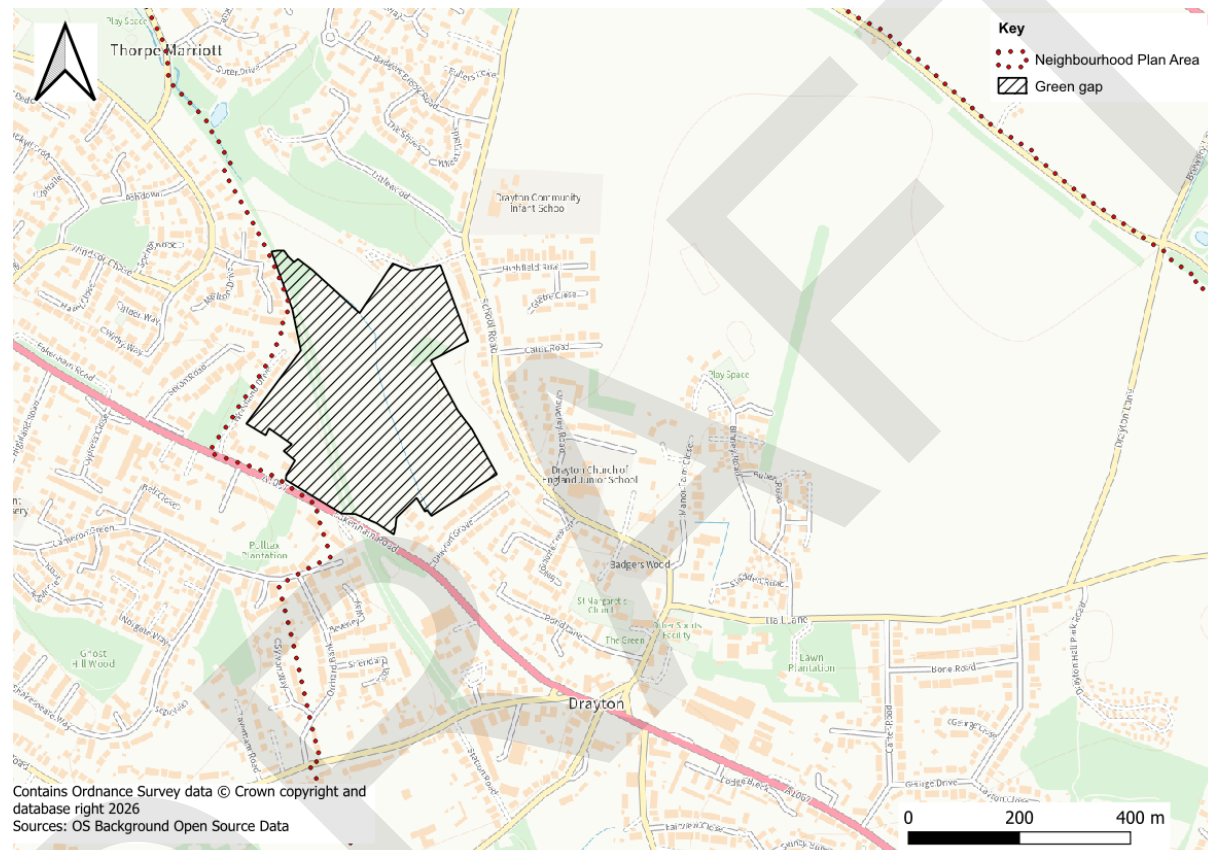
Western extent of the Green Gap, illustrating open pasture and scrub foreground maintaining separation from existing housing along Fakenham Road.

63. The area to the east of Marriott's Way prevents consolidation of development between the built edge of Drayton and Thorpe Marriott. The land to the west of Marriott's Way performs an equally important function by maintaining openness

along the Fakenham Road corridor and avoiding continuous frontage development. Together, both areas contribute to the perception of a meaningful gap. If only part of the land were retained, development could still result in a visually consolidated settlement pattern.

64. For these reasons, the Neighbourhood Plan identifies a Green Gap, as identified in **Figure 2**, extending on both sides of Marriott's Way. The designation recognises land that performs a particularly important role in maintaining visual and spatial separation and reinforcing Drayton's distinct identity.

Figure 2: Green Gap between Settlements



Policy 5.1A Green Gap between Settlements

A Green Gap is identified in **Figure 2** between Drayton and Taverham, extending on both sides of Marriott's Way.

Within this area, development proposals will only be supported where they can clearly demonstrate that they would not:

- a) Materially reduce the physical or visual separation between built-up areas;
- b) Result in continuous or consolidated frontage development along the Fakenham Road corridor;
- c) Diminish the openness, undeveloped character or landscape qualities that contribute to settlement distinction; or

- d) Harm the integrity of identified Key Views associated with this landscape.

Proposals affecting land within or adjacent to the Green Gap should be accompanied by proportionate evidence demonstrating how the scheme has responded to the function of the area in maintaining separation.

Where relevant, proposals outside the defined Green Gap should demonstrate that they do not contribute to the cumulative erosion of remaining separation between settlements.

Policy 5.1B Village Edges and Gateways

65. Drayton is identified within the Greater Norwich Local Plan as part of the Norwich Urban Area and lies toward its north-western extent. As a result, the transition between built development and open countryside is particularly important. In several locations, development already extends close to parish boundaries, and the distinction between settlements can become visually blurred. In this context, the quality of village edges and approach routes plays a significant role in reinforcing identity and maintaining a recognisable sense of place.
66. Key approach corridors into Drayton, including routes along Fakenham Road, Drayton High Road and School Road, shape the experience of arrival into the parish. Changes in landscape character, the presence of open land, trees and hedgerows, wide verges and variations in built form all contribute to the perception that one has entered a distinct settlement. Where these features are weakened or replaced by abrupt or poorly integrated development, the clarity of that transition can be diminished.
67. Community engagement undertaken as part of the Neighbourhood Plan review demonstrated strong support for maintaining Drayton's character, protecting green spaces and ensuring that new development fits well within its surroundings. Many respondents expressed concern about the cumulative impact of development on the parish's appearance and identity, reinforcing the importance of careful design and appropriate landscaping, particularly where development is visually prominent or located at the edge of the built-up area.
68. Development at settlement edges is often more exposed and can have a disproportionate impact on character and landscape setting. Poorly defined or harsh settlement edges may erode the semi-rural qualities that remain in parts of the parish. Conversely, well-designed and landscaped edges can strengthen identity, frame important views and create a clear and positive sense of arrival.
69. This policy therefore seeks to ensure that development at village edges and gateway locations responds sensitively to landscape setting, reinforces local distinctiveness and contributes positively to the experience of entering Drayton.

Policy 5.1B Village Edges and Gateways

Development proposals located at the edge of the built-up area, or along key approach routes into the parish, will be supported where they:

- a) Provide a clear and well-designed transition between built development and open countryside;
- b) Avoid creating abrupt, intrusive or poorly defined settlement edges;
- c) Contribute positively to the experience of arrival into Drayton, including through appropriate scale, layout and landscape structure; and
- d) Do not undermine the character of identified gateway locations or important approach corridors.

Development proposals should demonstrate how the settlement edge has been designed having regard to public viewpoints and the wider landscape setting.

5.2 Design, Quality and Character

70. National planning policy places strong emphasis on achieving high-quality, well-designed places. The National Planning Policy Framework expects development to be visually attractive, sympathetic to local character and history, and to establish a strong sense of place, while also supporting sustainability, accessibility and long-term adaptability.

71. Strategic planning policy for the area similarly seeks to raise design quality across all forms of development. The Greater Norwich Local Plan is supported by the South Norfolk and Broadland Design Guide, which sets out overarching principles for layout, scale, materials, streets, public realm and landscape. This document provides an important strategic framework for design expectations across the district and will continue to apply in Drayton.

72. At a local level, Drayton contains a range of distinct character areas, including the historic village core, established residential neighbourhoods characterised by bungalows and varied house types, Thorpe Marriott, and more recent development areas such as Church Farm and Manor Farm. These areas demonstrate that development in the parish can achieve a high quality of design while responding to local context. Developments such as Manor Farm are valued for their coherent layout, landscaping and integration within the wider settlement. The treatment of streets, grass verges, building form and materials contributes to a recognisable local character.

73. Community engagement undertaken as part of the 2025 Neighbourhood Plan review demonstrated strong support for high-quality design. Residents expressed clear expectations that new development should fit the existing street scene, use appropriate materials, integrate well with surrounding areas, and incorporate landscaping, biodiversity features and sustainable design measures. The importance of accessible and adaptable homes that meet the needs of different age groups was also highlighted.

74. Reinforcing a clear sense of place is central to maintaining Drayton's identity. Development at the edges of the village is expected to respond sensitively to its landscape setting, incorporating appropriate landscaping and high-quality design to ensure that the transition between built form and open countryside is carefully managed. Similarly, infill or individual buildings within established neighbourhoods should respect the prevailing form, scale and character of surrounding development, avoiding incongruous or poorly related forms of design.
75. The following policy translates this national, strategic and local context into clear criteria for assessing development proposals in Drayton.\

Policy 5.2A Design Quality and Local Character
Development proposals will be supported where they achieve a high standard of design that responds positively to the character, appearance and landscape setting of Drayton. Development will be supported where it: a) Reflects the scale, form, layout and character of the surrounding area, having regard to the distinct qualities of different parts of the parish, including the historic village core, established residential areas and Thorpe Marriott; b) Reinforces a strong sense of place and contributes positively to the experience of arrival at key settlement entry points; c) Respects prevailing building lines, plot patterns, roof forms, proportions and street relationships, and avoids incongruous or poorly related forms of development within established streets; d) Uses materials and detailing that are sympathetic to local character, while allowing for well-designed contemporary approaches where these demonstrably enhance the area; e) Integrates appropriate landscaping, tree planting and biodiversity features as an integral part of site design; f) Ensures development at settlement edges responds sensitively to its landscape context, providing appropriate screening, soft edges and a well-designed transition between built form and open countryside; g) Incorporates principles of safe and secure design, including natural surveillance, clear definition of public and private spaces and well-overlooked streets and public areas; and h) Provides accessible and adaptable homes where appropriate, supporting changing household needs over time. Development that fails to respond appropriately to local character, results in poor relationships with neighbouring properties, or harms the distinctive qualities of the parish will not be supported.

5.3 Housing Mix, Affordability and Adaptability

76. National planning policy seeks to significantly boost the supply of homes while ensuring that development meets the needs of different groups in the community. The National Planning Policy Framework emphasises the importance of delivering a wide choice of high-quality homes, including affordable housing, homes suitable for older people, and housing that is accessible and adaptable over time.
77. Strategic planning policy for the area similarly focuses on securing a balanced mix of housing types and tenures. The Greater Norwich Local Plan identifies the importance of responding to demographic trends, improving housing affordability, and ensuring that new homes are well designed, adaptable and sustainable. These priorities are particularly relevant in larger, well-connected villages such as Drayton, which continue to play an important role in meeting housing needs within the wider area.
78. Evidence for Drayton indicates that the parish population is broadly stable in overall numbers but is experiencing changes in household composition and age structure. Like much of Norfolk, the parish has a significant proportion of older residents, alongside smaller households and single-person dwellings. At the same time, housing affordability remains a concern for younger households and first-time buyers. These trends reinforce the importance of delivering a range of dwelling types and sizes that can support residents at different stages of life.
79. Engagement undertaken as part of the 2025 Neighbourhood Plan review highlighted support for smaller homes, accessible and adaptable housing, and a broader range of housing options that would enable younger households to remain in the parish and older residents to downsize if they wish. The policies in this section respond to this national, strategic and local context. They seek to guide the mix and adaptability of new housing in Drayton, within the parameters set by strategic policy, ensuring that development contributes to a balanced, inclusive and sustainable community.

Policy 5.3A Housing Mix

80. The mix of homes delivered through new development plays an important role in shaping the long-term social and demographic balance of the parish. A varied housing offer supports households at different stages of life, including younger people forming new households, families with children, and older residents wishing to downsize.
81. Strategic planning policy sets the overarching framework for affordable housing and overall housing provision. This policy does not seek to duplicate or override those requirements. Instead, it provides locally specific guidance to encourage a balanced range of dwelling sizes within individual schemes, recognising the parish's demographic profile and the importance of maintaining a diverse and inclusive community.

82. In applying this policy, the scale of development will be an important consideration. Smaller infill schemes may not be able to provide a full range of dwelling sizes, but should nevertheless consider how their proposals contribute to overall housing diversity within the parish. Larger schemes will be expected to demonstrate more clearly how the proposed mix responds to up-to-date housing evidence and local context.

Policy 5.3A Housing Mix
Development proposals for new homes will be supported where they deliver a balanced mix of dwelling types and sizes that contributes to a mixed and inclusive community. Development will be supported where it: a) Provides a range of dwelling sizes appropriate to the scale and location of the site; b) Includes smaller dwellings, including one- and two-bedroom homes, where this would help support a broader choice of housing within the parish; c) Avoids an over-concentration of a single dwelling type or size within individual schemes, where this would result in an unbalanced mix; d) Demonstrates that the proposed housing mix has regard to up-to-date strategic housing evidence and local demographic context; and e) Integrates affordable housing in accordance with strategic policy in a manner that promotes tenure integration and social inclusion. The precise mix of homes should be proportionate to the scale of development and consistent with strategic development plan policies.

Policy 5.3B Adaptable and Accessible Homes

83. Ensuring that homes can adapt to changing needs over time is an important element of sustainable development. Accessible and adaptable homes allow residents to remain in the parish as they age or as family circumstances change, reducing the need to relocate and supporting stable and cohesive communities.

84. Strategic planning policy establishes the framework for accessible housing standards, including where higher Building Regulations accessibility standards may be required. This policy does not duplicate or override those requirements. Instead, it reinforces the importance of considering accessibility and adaptability from the earliest stages of site layout and building design.

85. Drayton already includes a range of housing types, including single-storey dwellings and age-restricted accommodation. Drayton Hall Park on Hall Lane is a residential park home development restricted to older residents, providing smaller, single-storey homes that enable residents to live independently within the parish. This demonstrates the contribution that different housing formats can make to meeting the needs of older people within the community.

86. Inclusive design benefits a wide range of residents, including older people, families with young children and individuals with temporary or permanent mobility constraints. Early consideration of access arrangements, level thresholds, internal circulation space and the potential for future adaptation can significantly improve long-term usability.
87. The expectations of this policy are proportionate and will vary according to the scale and type of development proposed. Smaller schemes may demonstrate compliance through basic layout and access design, while larger schemes may be expected to explain how a proportion of homes meet relevant accessibility standards in accordance with strategic policy.

Policy 5.3B Adaptable and Accessible Homes
Development proposals will be supported where they provide homes that are accessible and adaptable, enabling residents to remain in their homes as circumstances change and supporting inclusive communities. Development will be supported where it: a) Incorporates accessible and adaptable design principles into dwelling layouts and access arrangements, proportionate to the scale and type of development; b) Encourages step-free access and inclusive internal layouts where this can be achieved without harm to design quality or character; c) Includes homes suitable for older residents or people with reduced mobility where appropriate to the scale and nature of the development; and d) Demonstrates how inclusive design principles have been considered as part of the overall design approach. The level of provision should be proportionate and consistent with strategic development plan policies, including any requirements relating to accessible housing standards.

5.4 Natural Environment, Landscape and Green Infrastructure

88. National planning policy places significant importance on protecting and enhancing the natural environment, recognising its fundamental role in supporting biodiversity, landscape character, climate resilience and human health and wellbeing. The National Planning Policy Framework requires planning policies to conserve and enhance the natural and local environment, protect valued landscapes, secure measurable biodiversity net gain, and promote the use of green infrastructure and nature-based solutions, including sustainable drainage, to address the impacts of climate change.
89. Strategic planning policy for the area reflects these priorities. The Greater Norwich Local Plan seeks to protect designated and non-designated environmental assets, strengthen ecological networks, and ensure that

development responds positively to landscape character, biodiversity and environmental constraints. Particular emphasis is placed on sensitive landscapes, river corridors and areas affected by flood risk.

90. Drayton's landscape setting is a defining characteristic of the parish. Evidence shows that the parish lies within a varied landscape context, including the River Wensum valley to the south, areas of woodland and farmland to the north and east, and established urban character within the built-up area. Together, these landscapes frame the settlement, reinforce its physical and visual separation from neighbouring communities, and contribute to a strong and distinctive sense of place.
91. Woodland, farmland, river valley and open countryside provide important habitats, support biodiversity, and offer opportunities for recreation and wellbeing. Green spaces within and around the village contribute to local character, ecological connectivity and community life. The River Wensum corridor, in particular, is a highly sensitive environmental asset of national and international importance, requiring a careful and informed approach to development and land management.
92. Parts of the parish, including areas within and close to the village centre, are affected by surface water flood risk and lie within a Critical Drainage Area. This highlights the importance of sustainable drainage, integrated water management and the use of green infrastructure to manage flood risk, enhance biodiversity and improve environmental resilience.
93. Community engagement has consistently demonstrated strong support for protecting green spaces, landscape setting and biodiversity. The 2025 parish survey showed high levels of support across the community for safeguarding existing green spaces, protecting important views, enhancing habitats through tree planting and biodiversity measures, and ensuring that new development incorporates green infrastructure and sustainable drainage. Residents also highlighted the value of accessible green spaces for recreation, health and wellbeing.
94. The policies in this section respond to this national, strategic and local context. They seek to protect and enhance Drayton's natural environment and landscape setting, strengthen green infrastructure and ecological connectivity, and ensure that development contributes positively to biodiversity, climate resilience and flood risk management. Together, they provide a framework for managing environmental change in a way that supports the parish's character, environmental assets and long-term community wellbeing.

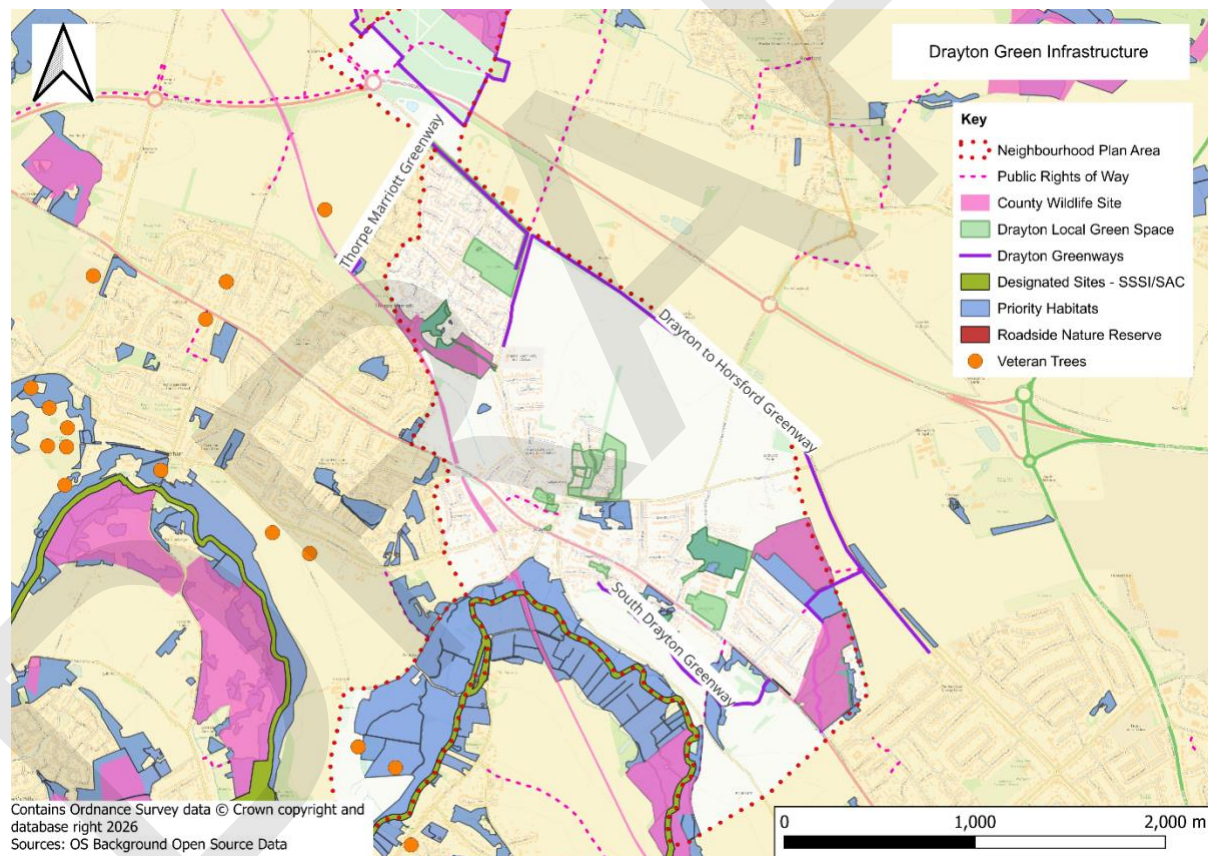
Policy 5.4A Green Infrastructure and Ecological Networks

95. Green infrastructure forms an integral part of Drayton's landscape, settlement structure and environmental resilience. It comprises a connected network of green spaces, woodlands, watercourses, floodplains, recreational routes and other natural features that together support biodiversity, landscape character, recreation, active travel, climate adaptation and community wellbeing.

96. Strategic evidence for Greater Norwich identifies the River Wensum corridor as a key strategic green infrastructure asset, providing ecological connectivity, floodplain function and landscape separation at a wider scale. Within Drayton, this corridor is complemented by a broader network of green infrastructure assets, including woodland areas such as Drayton Wood, Canham's Hill, Littlewood Drayton and Drewray, linear routes such as Marriott's Way, areas of grazing marsh and meadow, and a series of locally important green spaces within and around the built-up area.

97. To support the application of this policy, **Figure 3** illustrates the principal green infrastructure assets and connections within and around the parish. The map is intended to provide a spatial overview of how green infrastructure functions as a network, highlighting key corridors, stepping-stone habitats and areas of connectivity. It is diagrammatic in nature and is intended to guide how development responds to the green infrastructure network, rather than to define precise boundaries or designate land.

Figure 3: Green infrastructure assets and connections



98. Evidence also identifies opportunities to strengthen green infrastructure and ecological connectivity across the parish, including improving links between the River Wensum valley, woodland areas, open countryside and recreational routes, and enhancing connections between neighbourhoods and green spaces. Previous green infrastructure work and community engagement have highlighted the importance of these connections not only for biodiversity, but also for access, health, wellbeing and climate resilience.

99. This policy establishes the spatial framework for green infrastructure and ecological networks within the parish. It focuses on protecting and strengthening the overall network and ensuring that development responds positively to it through layout, design and integration. Site-specific ecological outcomes, including biodiversity net gain and habitat enhancement, are addressed separately through Policy 5.4B.

Policy 5.4A – Green Infrastructure and Ecological Networks

Development proposals will be required to protect, enhance and, where possible, strengthen the green infrastructure network and ecological connectivity within the parish.

Development will be supported where it:

- a) Safeguards existing green infrastructure assets, including green spaces, woodlands, trees, hedgerows, watercourses, floodplains, recreational routes and areas of open land that contribute to the green infrastructure network;
- b) Protects and reinforces key green infrastructure corridors and connections, including the River Wensum corridor and associated floodplain landscapes, woodland areas such as Drayton Wood, Canham's Hill and Littlewood Drayton, and linear routes such as Marriott's Way;
- c) Maintains and enhances ecological and green infrastructure connectivity within the parish and with adjoining areas, avoiding fragmentation or severance of existing networks;
- d) Integrates green infrastructure into site layout and design from the outset, ensuring that green spaces, landscaping, routes and drainage features form a coherent, functional and accessible network rather than isolated elements; and
- e) Supports multifunctional green infrastructure, delivering combined benefits for biodiversity, landscape character, recreation, active travel, health and wellbeing, climate adaptation and sustainable drainage.

Development proposals that would result in the fragmentation, severance or significant degradation of the green infrastructure network, or that would undermine its strategic function as illustrated on Figure X, will not be supported unless it can be clearly demonstrated that no reasonable alternatives exist and that appropriate mitigation and enhancement measures are secured.

Policy 5.4B Biodiversity and Habitat Enhancement

100. Drayton supports a range of habitats that contribute to biodiversity at both the local and wider landscape scale. These include woodland, hedgerows, watercourses, ponds, grassland and agricultural land, which together support wildlife and provide important ecosystem services. Evidence prepared for the Neighbourhood Plan highlights the importance of retaining these features and enhancing biodiversity as part of new development.

101. National planning policy now requires development to deliver measurable biodiversity net gain. This policy ensures that such requirements are met in a way that responds to local ecological characteristics and priorities, and that biodiversity enhancement is integrated into development proposals from an early stage rather than treated as a residual consideration.
102. Biodiversity enhancement measures should be proportionate to the scale and potential impact of development and may include, where appropriate, habitat creation, native planting, tree and hedgerow retention and reinforcement, wildlife-friendly green spaces, and sustainable drainage features designed to provide ecological as well as drainage benefits.
103. This policy applies to all development proposals, including small-scale development, where opportunities for enhancement should still be taken where practicable. It works alongside Policy 5.4A – Green Infrastructure and Ecological Networks, which provides the spatial framework for ecological connectivity across the parish, and Policy 5.4C – Landscape Character, Setting and Key Views, which addresses landscape and visual considerations.
104. Together, these policies ensure that development in Drayton contributes positively to biodiversity, supports nature recovery and strengthens the resilience of the natural environment over the plan period.

Policy 5.4B – Biodiversity and Habitat Enhancement

Development proposals will be required to protect and enhance biodiversity and deliver positive ecological outcomes within the parish.

Development will be supported where it:

- a) Delivers biodiversity net gain in accordance with national policy and relevant legislation, using the appropriate biodiversity metric and securing habitats through suitable long-term management arrangements;
- b) Avoids harm to priority habitats and species, and to habitats and features of ecological value, including woodland, hedgerows, trees, watercourses, ponds and grassland, unless it can be clearly demonstrated that there are no reasonable alternatives and that harm is adequately mitigated and compensated;
- c) Retains and incorporates existing ecological features into the design and layout of development wherever possible, recognising their contribution to biodiversity, landscape character and ecological connectivity;
- d) Provides on-site habitat creation and enhancement proportionate to the scale and nature of the development, with a preference for native species and locally appropriate planting;
- e) Contributes to ecological connectivity by strengthening links between habitats on site and the wider green infrastructure network identified within the parish;

- f) Demonstrates how biodiversity measures will be managed and maintained over the long term through appropriate management plans, conditions or legal agreements.

Development proposals that deliver biodiversity gains in excess of minimum national requirements, particularly where they contribute to locally identified ecological priorities or wider nature recovery objectives, will be given positive weight in decision-making, where this does not result in unacceptable harm having regard to other policies in the Plan.

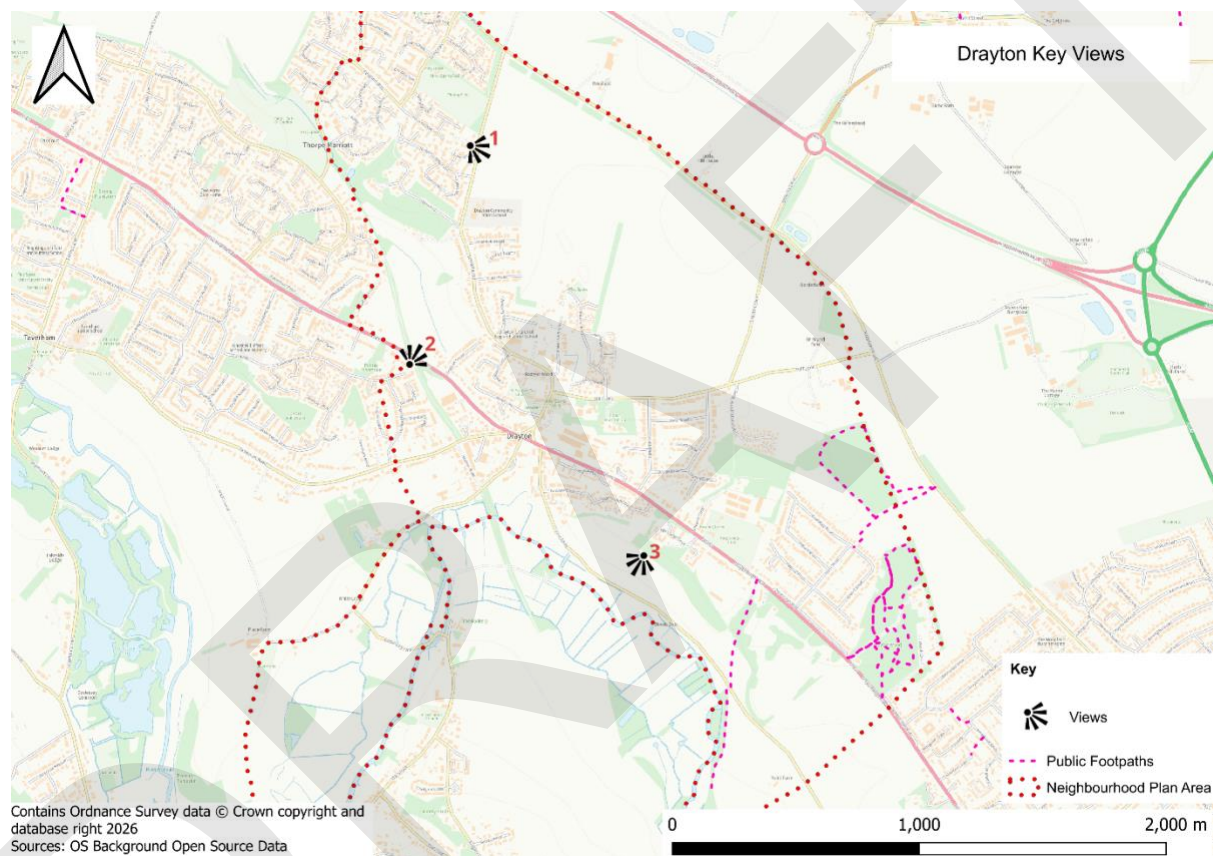
Policy 5.4C Landscape Character, Setting and Key Views

105. Drayton's landscape setting is a defining characteristic of the parish and plays a central role in shaping its identity and sense of place. The relationship between the built-up area, surrounding countryside, the River Wensum valley, woodland and open land creates a distinctive settlement form and contributes to the clear separation between Drayton and neighbouring communities. This landscape context is experienced through views into, out of and across the village, the character of settlement edges, and the transition between development and open countryside.
106. Evidence prepared for the Neighbourhood Plan identifies that parts of the parish are particularly sensitive to change, including the river valley and floodplain, woodland edges, open countryside and key approach routes into the village. Development in these locations has the potential to adversely affect landscape character, settlement setting and visual qualities if not carefully designed and sited.
107. Community engagement has consistently highlighted the importance residents place on maintaining Drayton's landscape setting, protecting views that contribute to the rural character of the parish, and ensuring that development at the edges of the settlement responds positively to its landscape context. In response to this evidence, a limited number of locally important views have been identified through the Neighbourhood Plan process. These views contribute to an understanding of Drayton's landscape character, settlement form and relationship with the surrounding countryside, including views along key approach routes, views across open land, and views that reinforce the separation between settlements.
108. The location and general direction of these views are shown on **Figure 4**. The map is indicative and is intended to illustrate the spatial relationship between the identified views, the settlement and the surrounding landscape, rather than to define precise view cones or boundaries.
109. To assist with interpretation, a brief description and photograph of each locally important view is provided below. The photographs illustrate the character and qualities of each view at the time of plan preparation and are intended to help decision-makers and applicants understand what contributes to their significance. The identification of these views is not intended to prevent development in

principle, but to guide the siting, layout, scale and design of development so that significant harm to their key qualities is avoided.

110. The purpose of this policy is to ensure that development responds positively to local landscape character and setting, reinforces Drayton's identity and separation from neighbouring settlements, and avoids significant harm to locally important views. This policy focuses on landscape and visual considerations and operates alongside Policy 5.4A, which addresses green infrastructure and ecological networks, and Policy 5.4B, which addresses biodiversity and habitat enhancement.

Figure 4: Locally Important Views



111. The Neighbourhood Plan identifies three key views that contribute to Drayton's character and setting. These views are shown on the Policies Map. Full evidence is provided in the Drayton Key Views Assessment.

Figure 5: View 1 - views across open fields from the top of School Road towards Hall Lane



Figure 6: View 2 - views over the green gap between Drayton and Taverham from the Fakenham Road looking to the north and east.



Figure 7: View 3 - views of the Wensum Valley from Old Lodge / Southern Edge



View	Description	Why it is Important
View 1: views across open fields from the top of School Road towards Hall Lane	Wide views across open agricultural land from the edge of the settlement. The simple field pattern and open sky create a strong sense of openness and transition into the countryside.	Demonstrates the open gap between Drayton and neighbouring settlements. Helps maintain Drayton's separate identity and prevents coalescence. The openness of this land is central to the village's semi-rural character.
View 2: views over the green gap between Drayton and Taverham from the Fakenham Road looking to the north and east.	Open land framed by tree belts and hedgerows forming a clear visual break between Drayton and Taverham.	Clearly shows the separation between the two settlements. The undeveloped gap reinforces settlement identity and forms part of the experience of arriving in or leaving Drayton.

View 3: views of the Wensum Valley from Old Lodge / Southern Edge	Long views across the River Wensum floodplain, including grazing land, the river corridor and rising land beyond.	Illustrates Drayton's relationship with the Wensum Valley. The contrast between the settlement edge and the open valley is a defining feature of the village's setting and landscape character.
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Development proposals will be required to respect and respond positively to the landscape character and setting of the parish.

Development will be supported where it:

- a) Responds positively to local landscape character, reflecting the form, scale, pattern and features of the surrounding landscape;
- b) Protects the wider landscape setting of Drayton, including the open countryside, river valley and woodland that contribute to the parish's identity and separation from neighbouring settlements;
- c) Is sensitively designed at settlement edges, providing a well-considered transition between built development and open countryside through layout, building form, scale and landscaping;
- d) Avoids significant harm to locally important views, including those identified on **Figure 4** and in the accompanying view descriptions, where development would adversely affect their character, openness or visual quality; and
- e) Incorporates appropriate landscaping, using locally characteristic features and planting to soften development and reinforce landscape character.

Development proposals that would result in significant harm to landscape character, settlement setting or identified locally important views will not be supported unless it can be clearly demonstrated that such harm is unavoidable and is appropriately mitigated.

Policy 5.4D Local Green Spaces

112. National planning policy allows communities, through neighbourhood plans, to designate areas of Local Green Space that are of particular importance to them. The National Planning Policy Framework enables this designation where green spaces are reasonably close to the community they serve, demonstrably special to that community, and local in character rather than an extensive tract of land. Once designated, Local Green Spaces are afforded strong protection, consistent with the level of protection applied to Green Belt land.

113. Drayton contains a rich and varied network of green spaces that make a significant contribution to the parish's character, identity and quality of life. These

spaces support recreation, health and wellbeing, biodiversity, landscape character and opportunities for social interaction. Community engagement undertaken as part of the Neighbourhood Plan review has consistently highlighted the importance residents place on protecting these green spaces from inappropriate development.

114. A detailed Local Green Space Assessment has been undertaken to identify and assess green spaces within the parish that are valued by the local community. Each site has been assessed against the national Local Green Space criteria set out in the National Planning Policy Framework, including proximity to the community, demonstrable local significance, and scale and character. The assessment also considers planning status and strategic policy context to ensure that proposed designations are appropriate and justified.
115. The Local Green Spaces identified through this process reflect a range of functions and characteristics, including playing fields, parks, churchyards, woodland, informal recreation areas and small but historically important green spaces within the village centre. Together, they form an important network of local green infrastructure that contributes to Drayton's distinct identity, supports biodiversity and landscape character, and underpins everyday community life.
116. The following policy designates these sites as Local Green Space in order to secure their long-term protection and ensure that their special qualities are conserved for current and future generations.

Policy 5.4D Local Green Spaces
The green spaces listed below and shown on the Policies Map are designated as Local Green Space: • LGS1: King George V Playing Field • LGS2: Florence Carter Memorial Park • LGS3: St Margaret's Churchyard • LGS4: Longdale Recreation Area - PC • LGS5: Thorpe Marriott Woodland Path • LGS6: Littlewood and Suter Pond Area • LGS7: Drayton Wood • LGS8: Church Farm Green Spaces • LGS9: The Lodge Green Space • LGS10: Frosts Industrial Estate Woods • LGS11: Canham Hills (Canham's Hill) • LGS12: Wensum View Green Space Development proposals within or affecting a designated Local Green Space will be supported only where they are consistent with the purpose of the designation and do not result in harm to the openness, character, appearance or function of the Local Green Space.

Very special circumstances will be required to justify development that would result in the loss of, or harm to, a designated Local Green Space.

Proposals for development adjacent to a Local Green Space must demonstrate that they would not adversely affect the setting, accessibility, tranquillity or special qualities of the space.

117. The Local Green Spaces designated by this Plan are shown on the Local Green Space Map (**Figure 8**). The map identifies the location and extent of each designated space within the Neighbourhood Area.

118. Each Local Green Space has been assessed against the criteria set out in national planning policy and is considered to be reasonably close to the community it serves, demonstrably special to the local community, and local in character. Further detail is provided in the Local Green Space Assessment (January 2026).

119. To aid clarity and understanding, a brief description and photograph of each Local Green Space is provided below.

Figure 8 Map of Local Green Space

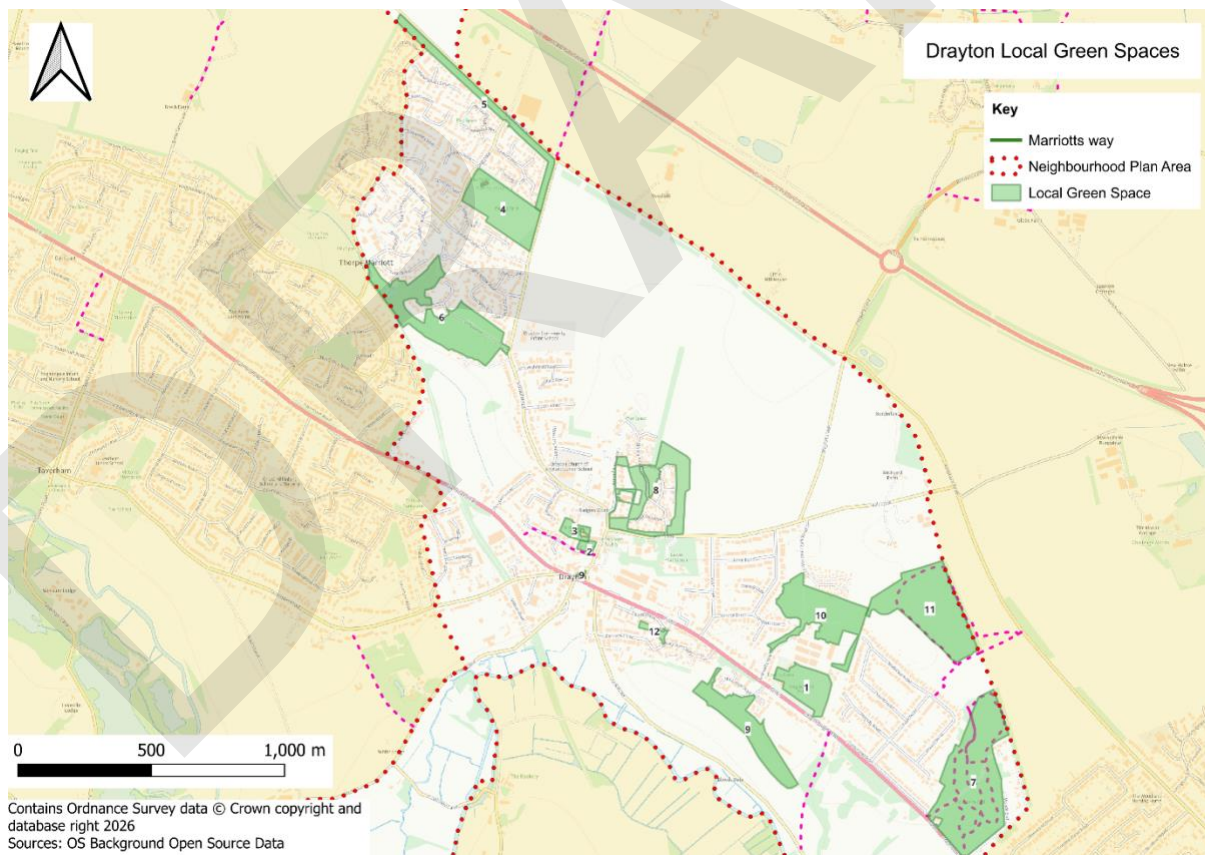


Figure 9: Description of Local Green Space

LGS1 – King George V Playing Field

A large, well-used recreational space located close to the village centre. The playing field provides formal sports facilities and open space for community use and plays an important role in local recreation, health and wellbeing.



LGS2 – Florence Carter Memorial Park

A centrally located landscaped park providing informal recreation, seating and green space. The park is a valued quiet space within the village and contributes positively to the character of the surrounding area.



LGS3 – St Margaret's Churchyard

The churchyard associated with St Margaret's Church forms an important historic and tranquil green space. It contributes to the setting of the listed church and provides biodiversity, heritage and amenity value within the village.



LGS4 – Longdale Recreation Area

An accessible recreational space serving nearby residential areas. The site provides opportunities for informal play and outdoor activity and contributes to the green infrastructure network within this part of the parish.



LGS5 – Thorpe Marriott Woodland Path

A linear woodland area forming an informal trail used for walking and recreation. The woodland provides biodiversity value and contributes to the landscape setting and ecological connectivity of the area.



LGS6 – Littlewood and Suter Pond Area

A valued area of woodland and open space incorporating Suter Pond. The site supports wildlife, provides opportunities for informal recreation, and contributes to local character and landscape quality.



LGS7 – Drayton Wood

A significant area of ancient woodland on the edge of the settlement. Drayton Wood is of high ecological and landscape value and plays a key role in defining the parish's setting and separation from surrounding areas.



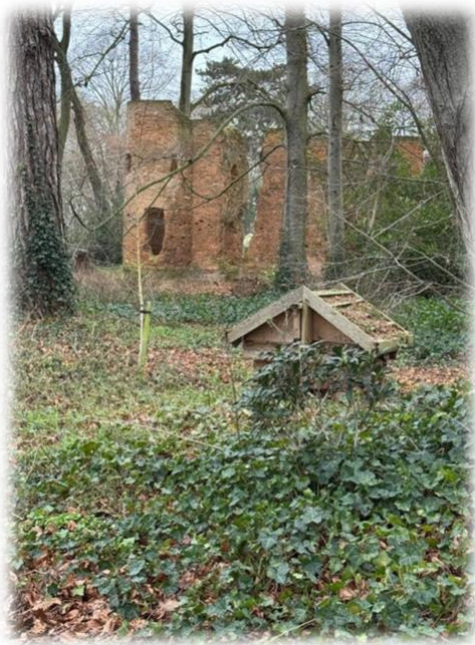
LGS8 – Church Farm Green Spaces

A group of small but important green spaces associated with the Church Farm area. These spaces contribute to local character, provide informal amenity space, and form part of the immediate setting of nearby heritage assets.



LGS9 - The Lodge Green Space

An area of deciduous woodland on the site of Drayton Old Lodge offering biodiversity enhancements, public access and informal recreational use. The woodland contributes to the semi-rural character of the parish and separation of land uses as well as being the setting for protected heritage assets.



LGS10 – Frosts Industrial Estate Woods

A wooded area adjacent to the Frosts Industrial Estate that provides visual screening, biodiversity value and informal recreational use. The woodland contributes to the separation of land uses and to the wider green infrastructure network.



LGS11 – Canham Hills (Canham's Hill)

An elevated area of open space and woodland forming a distinctive local landmark. The site offers informal recreation opportunities and contributes to long-range views and the landscape setting of the parish.



LGS12 – Wensum View Green Space

An open grassed area located behind the Lodge Breck housing development, contributing to local character and providing a green space for residents including children to play and enjoy the outdoors.



5.5 Access, Movement and Transport

120. National planning policy seeks to promote sustainable patterns of development that reduce the need to travel, prioritise walking, cycling and public transport, and create safe, accessible and inclusive environments for all users. The National Planning Policy Framework emphasises the importance of creating places that are well connected, promote active travel, improve road safety, and respond positively to the needs of people of all ages and abilities.
121. Strategic planning policy for the area reflects these principles. The Greater Norwich Local Plan promotes sustainable transport choices, improved walking and cycling connectivity, and development that is well integrated with existing movement networks. It also recognises the importance of managing the impacts of traffic and parking on residential amenity, village centres and the wider environment.
122. Drayton is a well-connected parish with strong links to Norwich and nearby settlements, but it also experiences challenges associated with traffic levels, congestion at peak times, parking pressure and the quality and continuity of walking and cycling routes. Key routes through the parish, including Fakenham Road and local connecting streets, play an important role in movement but also shape the character and experience of the village.
123. Community engagement has highlighted access and movement as important issues for residents. The 2025 parish survey showed high levels of support for improving pedestrian and cycle connections, enhancing safety along key routes, managing traffic speeds and volumes, and improving access to local facilities, schools and green spaces. Respondents also highlighted the importance of public transport accessibility and well-designed parking that does not dominate the street scene.
124. The policies in this section respond to this national, strategic and local context. They seek to promote safe, convenient and sustainable movement within Drayton, prioritise walking and cycling, support access to public transport, and manage traffic and parking impacts in a way that supports the character of the parish and the quality of the public realm. Together, they provide a framework for ensuring that development contributes positively to accessibility, safety and connectivity for residents and visitors alike.

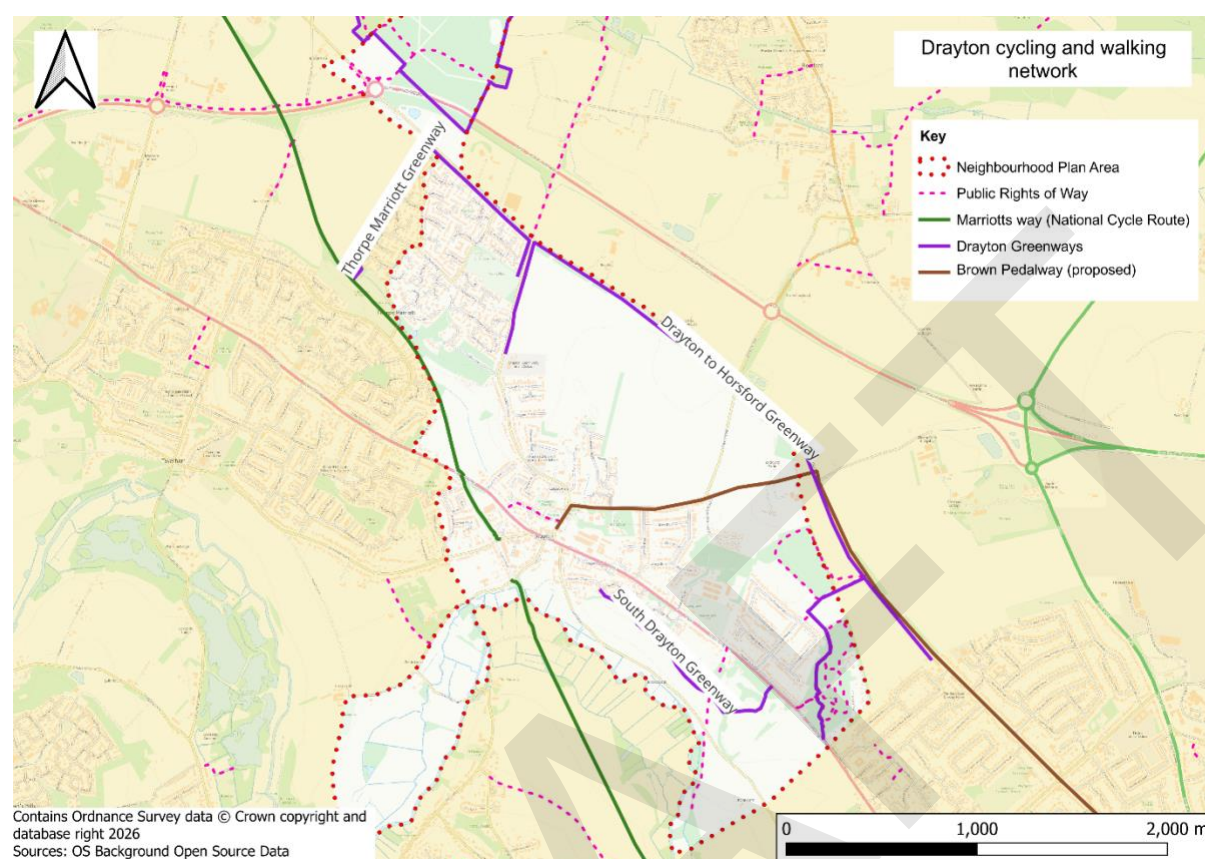
Policy 5.5A Walking and Cycling Connectivity

125. Walking and cycling are important to everyday life in Drayton, supporting access to local services, schools, community facilities, green spaces and the wider countryside. Opportunities for walking and cycling also contribute to health and wellbeing, reduce reliance on the private car and help create safer, more inclusive streets and neighbourhoods.
126. Evidence prepared for the Neighbourhood Plan highlights the value of an interconnected network of walking and cycling routes that serve both everyday journeys, including access to schools, services and public transport, and

recreational use. Community engagement undertaken as part of the Plan review showed strong support for improving the safety, continuity and attractiveness of routes within the parish, particularly where routes are well connected, separated from traffic where possible, and integrated with green spaces and the surrounding landscape.

127. Earlier green infrastructure work for the wider area identified opportunities to strengthen walking and cycling connectivity through the creation of multi-functional routes that combine movement with landscape, biodiversity and recreational benefits. More recent evidence continues to support improved connections between neighbourhoods, key destinations and longer-distance recreational routes. Some routes and improvements have already been delivered, demonstrating the long-term value and feasibility of this approach.
128. Walking and cycling connectivity in Drayton can be enhanced in a variety of ways. These include improvements to existing footpaths and cycleways, safer routes within residential areas, better road crossings and signage, improved links between neighbourhoods and local facilities, and the creation of new connections where opportunities arise. Greenway-style routes, which combine walking and cycling with landscape, biodiversity and recreational benefits, form an important part of this mix, particularly where they link neighbourhoods with green spaces, the wider countryside and strategic recreational routes. However, they are not the sole focus of this policy.
129. To support the application of this policy, **Figure 10** illustrates priority connections and opportunity corridors for walking and cycling within and around the parish. The indicative plan draws on local evidence, community feedback and wider green infrastructure and active travel work. It highlights where improved connectivity would be most beneficial, including links between residential areas and the village centre, connections to green spaces and the River Wensum corridor, enhanced links to longer-distance recreational routes such as Marriott's Way, and improved connections between neighbourhoods in the parish.
130. The indicative plan is diagrammatic and not prescriptive. It does not define precise route alignments or imply that all routes must be delivered. Routes may be delivered incrementally over time through development, public investment, community projects or partnership working. The purpose of the plan is to guide decision-making and ensure that opportunities to improve walking and cycling connectivity are considered as part of development proposals and other initiatives.

Figure 10: Drayton Walk/Cycle Network



The Drayton Greenways shown in the map above are areas of green infrastructure and connectivity providing or enhancing walking access to parts of the parish. These green corridors are important local places for recreation, wellbeing and biodiversity.

Thorpe Marriott Greenway	A tree lined footpath that links Marriott's Way to the junction of School Road and Reephams Road and Longdale playing field.
Drayton to Horsford Greenway	A greenway linking the two settlements incorporating local green spaces including Drayton Wood and Canham Hills (County Wildlife Sites).
South Drayton Greenway	The green space that lies between Drayton High Road and Low Road incorporating local green space at The Lodge.

Policy 5.5A – Walking and Cycling Connectivity

Development proposals will be supported where they contribute to safe, convenient and attractive walking and cycling connectivity within the parish.

Development will be supported where it:

- a) Protects and enhances existing walking and cycling routes, including footpaths, cycleways and shared-use routes;
- b) Provides new or improved connections where development creates opportunities to strengthen links between neighbourhoods, local facilities, green spaces and the wider countryside;
- c) Supports a range of walking and cycling route types, including routes within residential areas, connections along streets, off-road paths and, where appropriate, greenway-style routes that combine movement with landscape, biodiversity and recreational benefits;
- d) Improves access to key destinations and strategic routes, including green spaces, the River Wensum corridor and longer-distance recreational routes such as Marriott's Way; and
- e) Ensures routes are safe, attractive and inclusive, taking account of design, surfacing, gradients, visibility and natural surveillance, and prioritising pedestrians and cyclists where appropriate.

Development proposals should demonstrate how opportunities to enhance walking and cycling connectivity, including the priority connections shown on **Figure 10**, have been considered at an early stage in the design process. Where direct provision is not feasible, proportionate contributions towards off-site improvements or future route delivery may be supported.

Policy 5.5B Managing Traffic Impacts and Local Movement

131. Traffic movement and vehicle use are an important part of everyday life in Drayton, but they also have the potential to affect residential amenity, road safety, village character and the quality of the public realm if not carefully managed. The parish includes a mix of residential streets, distributor roads and key routes that serve both local movement and wider traffic, and experiences variations in traffic levels at different times of day.
132. Evidence prepared for the Neighbourhood Plan, together with feedback from community engagement, indicates that residents are particularly concerned about the effects of traffic on local streets, including vehicle speeds, congestion at peak times, pedestrian safety and the cumulative impact of development on the movement network. These issues are often most acute along residential streets, on key through-routes, and in locations close to schools, local facilities and the village centre, where vehicle movements interact more frequently with pedestrians and cyclists.
133. National and strategic planning policies already require development to achieve safe and suitable access and to ensure that severe highway impacts are

avoided. This policy does not repeat those tests. Instead, it focuses on the local effects of traffic and movement, and on how development can be designed to respond positively to its context by reducing conflict between users, managing cumulative impacts, and supporting safer, more legible and more pleasant streets.

134. The policy seeks to ensure that development contributes to a movement environment that supports walking and cycling, protects residential amenity, and reinforces the character of Drayton's streets and neighbourhoods. It operates alongside Policy 5.5A, which promotes walking and cycling connectivity, and together these policies aim to support a balanced and integrated approach to movement within the parish.

135. The requirements of this policy are expected to be addressed through information that would normally accompany planning applications, including site layout plans, Design and Access Statements and, where appropriate, Transport Statements or Transport Assessments. The level of detail required should be proportionate to the scale and nature of development. Small-scale development will generally require a simple explanation of how local traffic and movement impacts have been considered, while larger schemes may need to demonstrate how layout, access and mitigation measures respond to cumulative impacts and local conditions.

Policy 5.5B – Managing Traffic Impacts and Local Movement

Development proposals will be supported where they demonstrate that traffic and movement impacts have been appropriately considered and addressed in a way that reflects local context and character.

Development will be supported where it:

- a) Demonstrates that traffic generated by the development can be accommodated without unacceptable impacts on residential amenity, pedestrian safety or the character and function of local streets, having regard to cumulative effects where relevant;
- b) Responds positively to its location, particularly along key routes, near schools, community facilities and the village centre, through layout, access design and measures that reduce conflict between vehicles, pedestrians and cyclists;
- c) Supports lower vehicle speeds and safer local movement, where appropriate, through street design, access arrangements and traffic-calming measures integrated into development proposals;
- d) Avoids introducing inappropriate through-traffic into residential streets or creating new rat-running routes that would undermine local amenity or safety; and

- e) Integrates with walking and cycling networks, ensuring that vehicle access and servicing arrangements do not compromise the safety, attractiveness or continuity of pedestrian and cycle routes.

Where development gives rise to identifiable local traffic impacts, proportionate mitigation measures may be required. These may include changes to access arrangements, improvements to local streets, enhanced crossing points, or other measures designed to address site-specific issues.

Policy 5.5C Parking and Street Design

136. The design of streets and the way parking is accommodated play an important role in shaping the character, safety and usability of neighbourhoods. Well-designed streets support movement for all users, create attractive public spaces and contribute positively to local character, while poorly designed parking arrangements can dominate street scenes, reduce safety and undermine the quality of the built environment.
137. Drayton includes a variety of street types, ranging from quieter residential streets to busier routes and more recently developed areas. Community feedback gathered as part of the Neighbourhood Plan review highlights the importance residents place on streets that feel safe and attractive, where parking is well managed and does not detract from the appearance or function of the street or surrounding area.
138. National and local planning policies set out minimum parking standards and technical requirements. This policy does not seek to duplicate those standards. Instead, it focuses on how parking and street design are integrated into development proposals, ensuring that parking provision supports the quality of streets, protects residential amenity and reflects the character of the parish.
139. Well-designed streets and parking arrangements can also contribute to community safety. Development that incorporates good natural surveillance, clear definition of public and private spaces, appropriate lighting and legible layouts, and other principles associated with recognised initiatives such as Secured by Design, can help create safer and more inclusive environments.
140. This policy applies to all forms of development and should be read alongside Policies 5.5A and 5.5B, which address walking and cycling connectivity and the management of traffic impacts respectively.

Policy 5.5C – Parking and Street Design

Development proposals will be supported where parking provision and street design are appropriately designed to reflect local character and support safe, attractive and functional streets.

Development will be supported where it:

- a) Provides parking in a manner that reflects the character of the surrounding area, avoiding layouts that are visually dominant or harmful to street character;
- b) Integrates parking into the overall design of development, including through the use of on-plot parking, shared surfaces, landscaping, boundary treatments or other design measures where appropriate;
- c) Avoids excessive areas of hardstanding on street frontages and within plots, and incorporates landscaping and permeable surfaces where practicable;
- d) Ensures streets are designed to support safe and convenient movement for pedestrians, cyclists and vehicles, with clear definition of spaces and appropriate natural surveillance;
- e) Provides adequate and accessible parking for all users, including provision for visitors, servicing, and where appropriate, cycles and electric vehicle charging;
- f) Responds positively to local context, particularly in areas where streets perform an important social or movement function, such as near schools, local facilities and the village centre; and
- g) Reflects principles of inclusive and secure street design, including natural surveillance, legibility of spaces and appropriate lighting, having regard to recognised good practice such as Secured by Design.

Parking and street design should be considered at an early stage in the design process and demonstrated through site layout plans and supporting information. The level of detail required should be proportionate to the scale and nature of development.

5.6 Community Facilities and Social Infrastructure

141. National planning policy recognises the important role that community facilities and social infrastructure play in supporting healthy, inclusive and sustainable communities. The National Planning Policy Framework emphasises the need to plan positively for the provision and use of shared spaces, community services and local facilities, and to guard against the unnecessary loss of valued facilities that support social interaction, wellbeing and community cohesion.
142. Strategic planning policy for the area reflects these objectives. The Greater Norwich Local Plan seeks to protect existing community facilities, support their enhancement where appropriate, and ensure that new development contributes to the provision of social infrastructure in a way that responds to local needs. Access to community facilities is also closely linked to wider objectives relating to sustainable development, accessibility and quality of life.
143. Drayton benefits from a strong network of community facilities that support a wide range of social, cultural, recreational and wellbeing activities. These include community halls, sports and recreation facilities, play spaces, places of worship, education provision and other local services that contribute to everyday life in the

parish. The location, accessibility and quality of these facilities are central to maintaining Drayton's sense of community as the parish continues to evolve.

144. Community engagement has highlighted the importance residents place on protecting and maintaining existing community facilities and ensuring they remain fit for purpose. The 2025 parish survey showed high levels of support for safeguarding community halls, sports and recreation facilities and play spaces, alongside interest in improved provision for children and young people, opportunities for informal recreation, and facilities that are accessible to older residents and people with mobility challenges.

145. The policies in this section respond to this national, strategic and local context. They seek to protect valued community facilities, support their improvement and adaptation, and ensure that development contributes positively to social infrastructure and community wellbeing. Together, these policies provide a framework for maintaining and enhancing the facilities that underpin community life in Drayton, now and over the plan period.

Policy 5.6A Community Facilities

146. Community facilities play a vital role in supporting social interaction, health, wellbeing and community cohesion in Drayton. They provide spaces for meeting, recreation, learning, worship and support services, and contribute to the parish's identity and quality of life for residents of all ages.

147. Drayton benefits from a range of community facilities distributed across the parish, including facilities within and close to the village centre as well as others serving specific neighbourhoods. Together, these facilities support day-to-day community life and help meet local needs without requiring residents to travel further afield. The accessibility, condition and continued availability of these facilities are therefore important considerations in planning for the future of the parish.

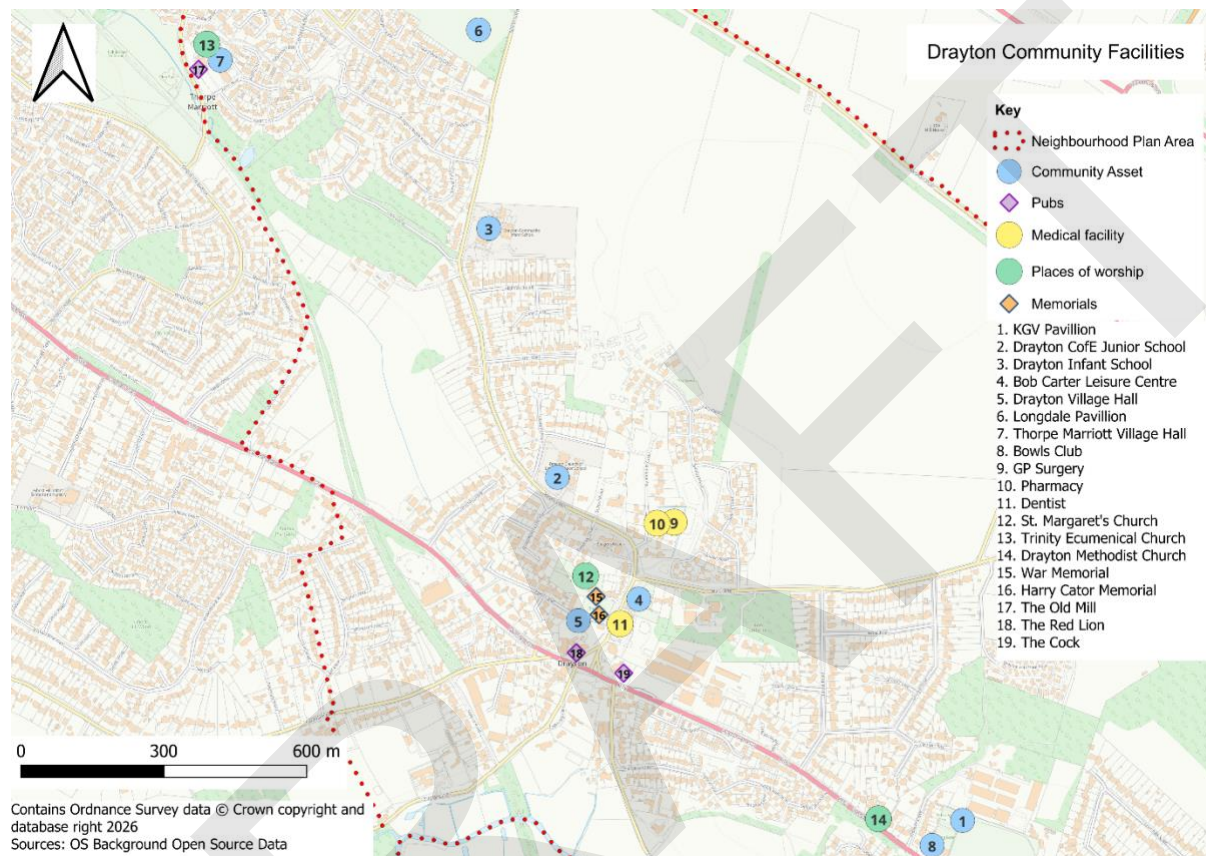
148. Evidence prepared for the Neighbourhood Plan, including the 2025 parish-wide community survey and related engagement, demonstrates strong local support for the retention and improvement of community facilities. Respondents highlighted the importance of facilities that are accessible on foot, by bicycle and by public transport, that feel welcoming and inclusive, and that are able to adapt over time to changing community needs.

149. Strategic planning policies already recognise the importance of safeguarding community facilities and supporting their provision through development. This policy does not duplicate those requirements. Instead, it provides a locally specific framework to protect valued facilities in Drayton while supporting their continued use, adaptation and enhancement, and ensuring that facilities remain accessible, inclusive and fit for purpose.

150. To support the application of this policy, **Figure 11** identifies the location of key community facilities across the parish. The map is intended to provide context and assist decision-making. It is not exhaustive and does not preclude the identification or provision of additional facilities where needs arise.

151. Key community facilities in Drayton include spaces for community meetings and events, education and childcare facilities, sports and recreation facilities, health services, a Post Office, public houses and places of worship that also serve a wider community function. Together, these facilities form an important network that supports everyday community life across the parish.

Figure 11 Community Facilities in Drayton



152. Where proposals involve the loss or change of use of a community facility, applicants are expected to demonstrate compliance with this policy through information that would normally accompany a planning application. The level of detail required should be proportionate to the scale and nature of the proposal.

153. This may include, where relevant:

- Evidence relating to the viability or ongoing use of the facility;
- An assessment of whether the facility is still required to meet local needs, having regard to patterns of use and the availability of alternative provision;
- Information on the location, accessibility and function of alternative facilities within the parish, including their suitability for different user groups;
- A brief explanation of how the proposal would affect access to facilities for local residents, particularly for groups who may be more reliant on local provision.

154. In assessing proposals, decision-makers will consider this information alongside the wider planning balance, including any benefits of the proposal, to determine whether it would result in unacceptable harm to the community's ability to access and use local facilities.

Policy 5.6A – Community Facilities

Development proposals that protect, enhance or support the continued use of community facilities will be supported.

Development will be supported where it:

- a) Protects existing community facilities that are demonstrably valued and contribute to the social, cultural, recreational or wellbeing needs of the parish;
- b) Supports the retention of community facilities and resists their loss or change of use, unless it can be clearly demonstrated that the facility is no longer viable, no longer required to meet local needs, or that appropriate alternative provision of equivalent or better quality is available or will be provided within the parish;
- c) Supports the continued use, adaptation and modernisation of community facilities, where this helps secure their long-term viability and continued community use;
- d) Enhances the quality, accessibility or usability of community facilities, including through improvements to layout, design, accessibility, energy efficiency or supporting infrastructure;
- e) Encourages inclusive and flexible facilities that meet the needs of different age groups and abilities and can adapt to changing community needs over time; and
- f) Improves access to community facilities by walking, cycling and public transport where opportunities arise, while ensuring that access arrangements do not give rise to unacceptable impacts on safety or residential amenity.

Where the loss of a community facility is proposed, proposals should be accompanied by proportionate evidence demonstrating that reasonable efforts have been made to retain the facility in community use and that the proposal would not result in unacceptable harm to the community's ability to access and use local facilities.

Policy 5.6B Provision of Community Infrastructure through Development

155. New development can increase demand for community facilities and social infrastructure, including community meeting spaces, sports and recreation facilities, play provision, health services and other shared facilities that support day-to-day life. As Drayton continues to evolve, it is important that growth is accompanied by appropriate investment in the infrastructure needed to support both new and existing residents.

156. Strategic planning policies already require development to mitigate its impacts and contribute towards necessary infrastructure. Financial contributions may be secured through mechanisms such as planning obligations and the Community Infrastructure Levy (CIL). This policy does not duplicate those requirements. Instead, it provides a locally specific framework to ensure that development proposals in Drayton properly consider their impact on community infrastructure and contribute proportionately where needs arise.
157. Evidence prepared for the Neighbourhood Plan, including the 2025 parish-wide community survey, indicates clear local concern that community infrastructure and facilities should be maintained and improved as the parish evolves. Respondents highlighted the importance of high-quality play provision, recreation facilities, safe and accessible routes, and shared community spaces, while identifying areas where improvements are needed. In particular, engagement identified a need for improved provision for older children and young people, greater availability of informal and flexible spaces for play and social interaction, and facilities that are safely accessible on foot or by bicycle.
158. Facilities for children and young people play an important role in supporting healthy development, wellbeing and social interaction, and contribute to the creation of inclusive and balanced communities. The quality, accessibility and location of such facilities are as important as their quantity. Provision may take a variety of forms, including equipped play areas, informal play and recreation spaces, youth facilities, and multi-functional open spaces that can adapt over time. These considerations are especially relevant where development increases demand or presents opportunities to address identified gaps in provision.
159. Contributions towards community infrastructure may therefore take a variety of forms. Depending on the scale and nature of development, this could include on-site provision of facilities, enhancement of existing facilities within the parish, financial contributions towards infrastructure projects, or in-kind works delivered as part of a scheme. The most appropriate mechanism will depend on the characteristics of the development and the nature of the impact.
160. The level of consideration given to provision for children and young people should be proportionate to the scale and nature of development. Smaller developments may address this through financial contributions or reference to existing provision, while larger schemes may be expected to provide on-site facilities or improvements where appropriate.
161. This policy should be read alongside Policy 5.6A, which safeguards and supports existing community facilities.

Policy 5.6B – Provision of Community Infrastructure through Development

Development proposals will be supported where they contribute proportionately to the provision, enhancement or improvement of community infrastructure where a need arises as a result of the development.

Development will be supported where it:

- a) Demonstrates that the likely impacts of the development on community infrastructure have been appropriately considered, having regard to the scale, location and cumulative effects of the proposal where relevant;
- b) Provides on-site community facilities or infrastructure, where the scale and nature of the development justify such provision;
- c) Contributes to the enhancement, expansion or improvement of existing community facilities within the parish, where this represents the most appropriate and effective means of addressing identified needs;
- d) Gives particular consideration to the provision and enhancement of facilities for children and young people, including equipped play areas, informal recreation spaces, youth facilities and multi-functional open space, especially where development increases demand or presents opportunities to address identified gaps in provision;
- e) Supports financial or in-kind contributions towards community infrastructure, in accordance with relevant strategic planning policies and infrastructure funding mechanisms; and
- f) Aligns with locally identified priorities, including those set out in this Neighbourhood Plan and relevant infrastructure planning or Community Infrastructure Levy (CIL) priority frameworks.

The level of provision or contribution sought will be proportionate to the scale and nature of development and will be secured through appropriate legal or funding mechanisms where required.

5.7 Local Economy and Village Centre

162. National planning policy supports a strong and diverse local economy and recognises the role that town and village centres play in supporting community life, access to services and sustainable patterns of development. The National Planning Policy Framework promotes the vitality and viability of local centres, supports small and medium-sized enterprises, and encourages the reuse of existing buildings and previously developed land in ways that contribute positively to local character and economic resilience.

163. Strategic planning policy for the area reflects these objectives. The Greater Norwich Local Plan supports sustainable economic growth, the retention and enhancement of local services and facilities, and the role of village centres as focal points for everyday shopping, employment and community activity. It also encourages development that supports local employment opportunities while being compatible with surrounding uses and residential amenity.

164. Drayton has a diverse local economy that includes shops, services, cafés and community facilities concentrated within the village centre around Fakenham Road and School Road, as well as small-scale employment, home-based businesses and workshops located elsewhere in the parish. This traditional village centre functions as the primary commercial and social hub for Drayton. In addition, Thorpe Marriott contains a smaller cluster of local facilities that serve the

day-to-day needs of residents in that neighbourhood, contributing to local convenience while remaining distinct from the village centre.

165. Community engagement highlights strong support for maintaining a vibrant village centre and protecting local shops and services. The 2025 parish survey showed high levels of support for small-scale, locally focused businesses, cafés and services that meet everyday needs, as well as interest in flexible workspace, studios and low-impact employment uses. Respondents also emphasised the importance of ensuring that economic activity is well integrated, does not generate unacceptable traffic impacts, and respects the character of surrounding residential areas.
166. The policies in this section respond to this national, strategic and local context. They seek to support a resilient local economy, strengthen the role of the village centre, and encourage appropriate forms of employment and commercial activity that contribute positively to community life. Together, these policies provide a framework for managing economic development in a way that supports local needs, protects residential amenity, and reinforces Drayton's character and sense of place.

Policy 5.7A Village Centre and Local Services

167. The village centre around Fakenham Road and School Road functions as the principal location within the parish for shops, services, cafés and community facilities. It provides access to everyday goods and services, supports social interaction and contributes to the character and identity of Drayton.
168. Maintaining a vibrant and active village centre is important to the long-term resilience of the local economy and to sustainable patterns of development. A concentration of services within walking and cycling distance of surrounding residential areas reduces the need to travel and supports community wellbeing.
169. Community engagement undertaken as part of the Neighbourhood Plan review highlights clear support for protecting local shops and services, encouraging small-scale and locally focused businesses, and ensuring that the village centre remains active and welcoming. Respondents emphasised the importance of retaining everyday services and avoiding the loss of facilities that contribute to the centre's vitality.
170. Although modest in scale, the clustering of shops, services and community facilities along Fakenham Road and School Road creates a recognisable commercial core that supports walkable access for surrounding neighbourhoods. Given the relatively limited number of commercial and service premises within the centre, incremental loss of active ground-floor uses could have a disproportionate effect on its vitality and function. This provides justification for a locally specific policy approach that supports retention, appropriate diversification and sensitive change, while allowing flexibility where uses are no longer viable.
171. This policy supports the continued vitality and viability of the village centre while ensuring that change is managed in a way that respects its character and

surrounding residential areas. Protection of community facilities is addressed separately under Policy 5.6A.

Policy 5.7A Village Centre and Local Services

Development proposals within or affecting the village centre will be supported where they contribute positively to its vitality, viability and character.

Development will be supported where it:

- a) Retains and enhances local shops, services and other main village centre uses, particularly those that meet everyday needs;
- b) Supports appropriate new commercial, service or community uses that increase activity and footfall, provided they are compatible with surrounding uses;
- c) Resists the loss of active ground-floor commercial or service uses where this would undermine the vitality or function of the village centre, unless it can be clearly demonstrated that the use is no longer viable or required;
- d) Ensures that proposals respect the character and scale of the village centre, including shopfront design, signage and relationship to the street; and
- e) Avoids development that would generate unacceptable traffic, parking or amenity impacts on surrounding residential areas.

Proposals for change of use within the village centre should demonstrate how the proposal would affect the vitality and function of the centre, having regard to the role of the use within the wider local economy.

Policy 5.7B Small-Scale and Local Employment

172. Drayton supports a diverse local economy that extends beyond the village centre. In addition to shops and services, the parish includes small-scale employment uses such as workshops, service trades, personal services, small offices and a growing number of home-based enterprises operating from residential properties or adapted premises. These activities contribute to economic resilience, provide local employment opportunities, reduce commuting and support sustainable patterns of development.
173. National and strategic planning policy support sustainable economic growth and the diversification of local economies, particularly where employment uses are compatible with surrounding areas and do not give rise to unacceptable impacts. In predominantly residential parishes such as Drayton, small-scale and low-impact employment uses are often the most appropriate and sustainable form of economic development.
174. Community engagement undertaken as part of the Neighbourhood Plan review indicates interest in flexible workspace, studios, workshops and opportunities for locally based enterprise. Respondents expressed support for employment uses that are well integrated within the parish, minimise traffic

impacts and operate in environmentally responsible ways. This reflects wider objectives within the Plan to support sustainability and low-impact forms of development.

175. The reuse and adaptation of existing buildings can provide opportunities for small-scale employment without requiring significant new build development. Such proposals can contribute positively to the vitality of the parish and make efficient use of land and buildings, provided they respect local character and residential amenity.

176. This policy supports locally appropriate economic activity while ensuring that proposals are compatible with the predominantly residential character of much of the parish.

Policy 5.7B – Small-Scale and Local Employment

Development proposals for small-scale and locally appropriate employment uses will be supported where they are compatible with surrounding uses and contribute positively to the local economy.

Development will be supported where it:

- a) Supports small-scale, low-impact employment uses that are appropriate to a predominantly residential setting;
- b) Encourages workshops, studios, flexible workspace and home-based businesses, provided that the scale and nature of activity does not give rise to unacceptable impacts on residential amenity;
- c) Supports the reuse and adaptation of existing buildings for employment purposes where this respects local character and avoids significant harm to amenity;
- d) Ensures that employment uses do not generate unacceptable levels of traffic, parking demand, noise or disturbance;
- e) Integrates employment uses sensitively within their surroundings, having regard to design, access arrangements and relationship to neighbouring properties; and
- f) Supports employment uses that contribute positively to environmental sustainability, including low-carbon and resource-efficient activities, where compatible with surrounding uses.

Proposals for larger-scale employment uses or uses that would give rise to significant traffic or amenity impacts will not be supported unless it can be demonstrated that such impacts can be satisfactorily mitigated.

Policy 5.7C Reuse of Vacant or Underused Premises

177. The efficient use of land and buildings contributes to sustainable development and economic resilience. Within Drayton, there are vacant or underused commercial premises and previously developed sites that may present opportunities for appropriate reuse or redevelopment.

178. National and strategic planning policy support the reuse of previously developed land and existing buildings, particularly where proposals make effective use of land, reduce pressure on undeveloped sites and contribute positively to local character. Sensitive reuse can also support local enterprise, improve the appearance and functionality of underused sites and provide flexibility in response to changing economic conditions.
179. Community engagement undertaken as part of the Neighbourhood Plan review indicates a desire to maintain a vibrant local economy and to see sites and buildings used in ways that contribute positively to the parish. This includes support for small-scale enterprise and improvements to the quality and appearance of the local environment.
180. The reuse or redevelopment of such sites must respond appropriately to their context. Proposals should respect residential amenity, environmental constraints, green infrastructure networks and landscape character, particularly where sites are located at settlement edges or close to sensitive features.
181. This policy provides a framework for supporting appropriate reuse while ensuring that proposals are compatible with the character and environmental qualities of the parish. It should be read alongside relevant strategic planning policies, including those relating to the protection of employment land and commercial premises.

Policy 5.7C Reuse of Vacant or Underused Premises

Proposals for the reuse or redevelopment of vacant or underused premises and previously developed land will be supported where they:

- a) Make efficient and appropriate use of land or buildings, having regard to their location and surroundings;
- b) Contribute positively to the character and appearance of the site and its wider setting;
- c) Do not give rise to unacceptable traffic, parking, noise or amenity impacts;
- d) Respect environmental and landscape constraints, including green infrastructure networks, identified views and ecological assets where relevant; and
- e) Integrate sensitively with surrounding uses, particularly in predominantly residential areas.

Where proposals involve change of use, applicants should demonstrate how the proposed use responds appropriately to the site's context and contributes positively to the vitality, sustainability or visual quality of the area. This policy operates alongside relevant strategic planning policies, including those relating to the protection of employment land and commercial premises.

6. Community Actions

182. The Community Actions set out in this chapter are projects and initiatives identified by the Parish Council and local residents through the Neighbourhood Plan review process.
183. They do not form part of the statutory development plan and will not be used in the determination of planning applications. Instead, they represent locally supported priorities that the Parish Council and its partners may seek to deliver over the plan period through partnership working, Community Infrastructure Levy (CIL) funding, grant funding and other mechanisms.
184. Many actions build on projects identified in the 2016 Neighbourhood Plan and reflect the progress already made. The updated list focuses on initiatives that remain relevant, achievable and aligned with the Vision and Objectives of this Plan.

6.1 Green Infrastructure, Landscape and Biodiversity

CA1 – Tree Planting and Landscape Enhancement

Continue to implement and periodically review the Parish Council's tree planting policy, supporting new tree planting in appropriate locations, particularly along streets, at settlement edges, and within green corridors.

CA2 – Strengthening Green Corridors

Work with partners to protect and enhance green corridors identified through local green infrastructure work, including links between Low Road, Drayton Old Lodge, Drayton Wood and Canham's Hill.

CA3 – Contiguous Route from Low Road to Drayton Wood and Canham's Hill

Pursue the long-standing aspiration to deliver a continuous, safe and accessible walking route linking Low Road to Drayton Wood and Canham's Hill, improving recreational access and ecological connectivity.

CA4 – Biodiversity and Habitat Enhancement Projects

Support community-led habitat creation and enhancement projects, including woodland management, pond restoration, native planting and biodiversity education initiatives.

6.2 Walking, Cycling and Active Travel

CA5 – Walking and Cycling Connectivity Improvements

Continue to support improvements to walking and cycling routes within the parish, building on recent additions at Manor Farm, Drayton Old Lodge and improvements to Marriott's Way.

CA6 – Wayfinding and Signage Improvements

Improve signage, wayfinding and public awareness of local walking and cycling routes, including links to Marriott's Way, woodland paths and local green spaces.

CA7 – Links Associated with the Northern Distributor Road (NDR)

Explore opportunities to improve access to walking and cycling routes associated with the NDR, including better connectivity to existing infrastructure and safer access points.

CA8 – Marriott's Way Bridge and Access Improvements

Work with relevant authorities to improve accessibility, safety and integration of the Marriott's Way bridge connection at School Road.

CA9 – Alignment with Strategic Access Plans

Engage with Norfolk County Council and relevant bodies regarding delivery opportunities identified within wider strategic documents, including the Norfolk Access Improvement Plan and green infrastructure strategies.

6.3 Public Realm and Village Environment

CA10 – Village Centre Public Realm Improvements

Pursue further improvements to the public realm in the village centre, building on past works such as the removal of redundant street infrastructure and footpath enhancements.

CA11 – Sensitive Car Parking Improvements

Explore opportunities to improve car parking provision where appropriate, ensuring that solutions are sensitively designed and enhance rather than detract from the character of the village centre.

CA12 – Gateway Enhancements

Investigate measures to reinforce key gateway points into Drayton through landscaping, signage, planting or public realm enhancements.

6.4 Community Facilities and Youth Provision

CA13 – Youth and Informal Recreation Provision

Work with local partners to enhance provision for older children and young people, including informal recreation spaces and youth-focused facilities.

CA14 – Enhancement of Existing Community Facilities

Support the continued improvement and adaptation of existing community facilities to ensure they remain accessible, flexible and fit for purpose.

CA15 – Access Improvements to Community Facilities

Improve walking and cycling access to community facilities where opportunities arise.

6.5 Monitoring and Partnership Delivery

CA16 – Engagement with Broadland District Council

Share the updated list of Community Actions with Broadland District Council and relevant infrastructure partners to inform future funding and delivery discussions.

CA17 – CIL Priority Framework

Maintain and periodically review a locally agreed list of infrastructure priorities to guide allocation of Community Infrastructure Levy funding within the parish.

DRAFT

7. Implementation and Monitoring

Implementation

185. The Drayton Neighbourhood Plan provides a locally specific framework to guide development and investment in the parish to 2040. The delivery of the Plan will take place through a combination of:

- The development management process;
- Partnership working with Broadland District Council, Norfolk County Council and other public bodies;
- Community Infrastructure Levy (CIL) and planning obligations;
- Parish Council initiatives and community-led projects; and
- Ongoing engagement with landowners, developers and local organisations.

Development Management

186. Once made, the policies in this Plan will form part of the statutory development plan and will be used in the determination of planning applications. The majority of the Plan's objectives will be delivered through this process, particularly policies relating to:

- Settlement identity and separation;
- Design quality and character;
- Housing mix and adaptability;
- Green infrastructure, biodiversity and landscape protection;
- Walking and cycling connectivity;
- Community facilities and local economic uses.

187. Applicants will be expected to demonstrate how proposals respond to relevant Neighbourhood Plan policies, alongside national and strategic planning policy.

Infrastructure and Community Investment

188. Where development gives rise to additional demand for infrastructure or community facilities, contributions may be secured through:

- Planning obligations (Section 106 agreements);
- The Community Infrastructure Levy (CIL), where applicable; and
- Other appropriate funding mechanisms.

189. As a CIL-recipient parish, Drayton Parish Council receives a proportion of CIL funds generated by development within the parish. These funds provide an opportunity to invest in locally identified priorities, which may include:

- Improvements to walking and cycling routes;
- Enhancement of community facilities;
- Play and youth provision;
- Public realm improvements;

- Green infrastructure and biodiversity projects.

190. The Parish Council will continue to identify and prioritise infrastructure projects in line with the Vision and Objectives of this Plan.

Partnership Working

191. Many elements of the Plan, particularly those relating to movement, green infrastructure, flood risk management and community wellbeing, rely on partnership working.

192. Delivery may involve collaboration with:

- Broadland District Council;
- Norfolk County Council (including highways and education functions);
- The Environment Agency;
- Local community organisations and volunteers;
- Landowners and developers;
- Infrastructure providers.

193. The Parish Council will work proactively with partners to support funding bids, project development and implementation where opportunities arise.

Community Actions

194. Chapter 6 sets out a number of Community Actions. These are not planning policies and do not form part of the statutory development plan. However, they represent important locally identified priorities that the Parish Council and community may seek to progress over time.

195. These actions may be delivered through:

- Parish Council initiatives;
- CIL funding;
- Grant funding and external funding bids;
- Partnership projects;
- Community volunteering and local initiatives.

196. The Community Actions provide flexibility to respond to changing local circumstances without requiring formal review of the Neighbourhood Plan.

Monitoring and Review

197. The Parish Council will monitor the effectiveness of the Neighbourhood Plan on an ongoing basis.

198. Monitoring will focus on:

- The extent to which planning decisions reflect the policies in the Plan;
- Delivery of housing mix and adaptable homes in line with Policy 5.3;

- Protection of designated Local Green Spaces;
- The integrity of the Green Gap and identified Key Views;
- Delivery of improvements to walking and cycling connectivity;
- The retention and enhancement of community facilities.

199. Monitoring will be proportionate and pragmatic, drawing on:

- Planning application decisions within the parish;
- Annual Authority Monitoring Reports prepared by the local planning authority;
- Feedback from residents and community organisations; and
- Parish Council experience of development and infrastructure delivery.

200. If monitoring indicates that policies are no longer effective, have been superseded by strategic planning policy, or if significant changes occur in national or local planning policy, the Parish Council will consider whether a partial or full review of the Neighbourhood Plan is required.

201. The Plan is intended to provide a robust but flexible framework to 2040. Regular review will ensure that it remains up to date, relevant and aligned with the strategic planning context.

DRAYTON PARISH COUNCIL

Paper	DPC12d: Greater Norwich Local Plan Call for Sites
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> On 6th February 2026, Council received correspondence from the Greater Norwich Local Plan Review Team regarding their preparation to review of the Greater Norwich Local Plan (GNLP) which was adopted in March 2024. This review is prompted by national planning reform and the government's new method for calculating housing need. In addition, the government has introduced a new plan-making system, which changes the way local plans are prepared. As part of the early preparation stage of reviewing the GNLP, the Greater Norwich authorities are opening a Call for Sites. Landowners, developers, and other interested parties are invited to submit sites that may be suitable for housing, employment or other uses. The Greater Norwich authorities will then assess submissions to identify which sites may be suitable to allocate in the reviewed local plan. This will form the basis of a future public consultation. Please note that many more sites were submitted than were allocated in the GNLP. The Call for Sites will be open from 9th February 2026 – 23rd March 2026. As this is evidence gathering rather than a consultation, there is the possibility that the call for sites may reopen later in the year. You can find more information on this evidence collection using the link below which will be live from 9am on 9th February 2026: https://gnlp.oc2.uk/ Further information about the next stages of the plan review will be provided in due course.	
Recommendation	
Council is asked to note the review of the Greater Norwich Local Plan Call for Sites.	

DRAYTON PARISH COUNCIL

Paper	DPC12e: To consider application received for the Council's Grant Scheme.
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> On 2nd March 2026, Council received the attached grant application from Ambers Army for consideration. <u>Considerations</u> Per the Council's adopted Grants Policy, successful grants will need to demonstrate the following: a. Show that the benefiting group or organisation is based within the parish or that it is constituted for the benefit of Drayton parishioners. b. The grant must go towards supporting or purchasing <i>one</i> of the following: i. Purchasing equipment either in part or in full. ii. Funding transport to enable group members to partake in a group trip or outing. iii. For training activities, or to purchase the expertise of a trainer/facilitator. iv. Raising the profile of the group's work. v. Covering running costs of a viable group experiencing a period of hardship. vi. Hosting special events or celebrations. vii. Providing new or improving existing recreational facilities for which the Council is not currently responsible. <u>Section 137 Expenditure – Statutory Compliance Note</u> Expenditure will be made under Section 137 of the Local Government Act 1972 where Council is satisfied that the expenditure is not otherwise authorised under any other statutory power. Council shall confirm that the expenditure complies with the requirements of Section 137 in that it is for purposes which, in the opinion of the Council, are in the direct benefit of the Council's area, or part of its area, or all or some of its inhabitants. The statutory spending limit applicable for the current financial year is £11.10 per elector, and Council is asked to note that the total Section 137 expenditure, including this proposal, remains within the permitted allowance per elector as prescribed by legislation.	
Recommendation	
Council is asked to consider the award of funding for the grant application received.	

**DRAYTON PARISH COUNCIL
APPLICATION FOR A GRANT**

Name of Organisation or Group:		Status (Charity, trust, etc.)	
Amber's Army		CIO	
Address:			
60 Chestnut Drive, Harford			
		Postcode: NR103GG	
Telephone Number:			
Email Address:	amanda.sheehy@ambersarmy.org.uk		
Lead Applicant Name:	Amanda Sheehy		
Amount requested:	£ 500		
Date of Application:	2nd March 2026		
Brief Description of Request:	we would like storage boxes in our loft		
Account Name:			
Sort Code:		Account No:	
<i>For Office Completion</i>			
Application Status:	Date Received:	Approved / Declined	
Full Parish Council Meeting Date:			
Comments on Decision (Including any conditions of award):			

Your Organisation

1. Describe the business of your organisation.

Amber's Army supports families affected by terminal cancer. We create memories.

2. How does your organisation benefit the people of Drayton?

By providing affordable items in our shop and offering volunteering opportunities.

About your Request

3. What specifically are you applying for a grant for?

Storage boxes in the loft.

4. How will this item/activity/project etc. benefit the people of Drayton?

It will enable us to look after our surplus stock to ensure it's in great condition for selling.

5. What need/demand is there for your proposed item/activity/project?

Extra storage is essential in a charity shop. It will keep our items in great condition.

Funding

6. What are the costs associated with your item/activity project?
£500
7. What are your other sources of funding for your item/activity/project?
other council grants
8. Have you made an application elsewhere for funding for this item/activity/project? If so, what was the result?
Yes, not heard yet
9. How are your group/organisation's activities ordinarily financed?
By a finance director, then audited by an accountant.

Other Information

To support your application, where possible, please provide a copy of the following:

- Any permissions required for third party use (e.g., licences or land rent).
- A copy of your public liability cover.
- A recent copy of your group/organisation bank statements, income/expenditure sheet and/or

balance sheet.

- d. Evidence showing you have sought to achieve best cost for you item/activity/project (e.g., multiple quotes).

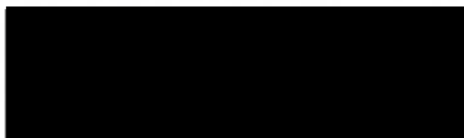
For Applicant:

This form has been completed to the best of my knowledge. I consent to the information contained within and attached to this application being shared with the Councillors and Staff of Drayton Parish Council.

Print Name:

Amanda Sheehy

Signature:



Date Submitted:

02 - 03 - 2026

Please return form to:

Drayton Parish Council
King George V Playing Field
Drayton High Road
Drayton
Norwich
NR8 6AW

Email: clerk@draytonparishcouncil.org.uk
Telephone: 01603 864492
Mobile: 07471 552906

DRAYTON PARISH COUNCIL

Paper	DPC13a: Notice of Resignation
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> Per section 84 paragraph (c) of the Local Government Act, a parish councillor, may resign from office at any time by giving written notice to the Chair of the Parish Council and the resignation shall take effect upon receipt of the notice. On 16th February 2026 former Cllr. T. Lee gave written notice of their resignation to Cllr. G. Everett (Chair). <u>Casual Vacancies</u> Broadland District Council was notified of the resignation on 24th February 2026 and the notice of Casual Vacancy is published on the Parish Council website and noticeboards. Should there be no written request for an election signed by ten local government electors for the electoral area, the Parish Council will be permitted to fill the vacancy by co-option.	
Recommendation	
Council is asked to note the update.	

DRAYTON PARISH COUNCIL

Paper	DPC9d: KGV Pavilion Refurbishment Project Scheme of Delegation
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> On 4th March 2026, the Playing Fields & Property Committee considered a draft Scheme of Delegation for the KGV Pavilion Refurbishment Project with the aim of clarifying: • Matters reserved for Council • Committee responsibilities and delegated authority • Appointment of a Project Officer and delegated authority • Terms of Reference for a Project Advisory Group Given the scale and complexity of the KGV Pavilion refurbishment project, and the need for efficient operational decision making, the Committee agreed to recommend the attached Scheme of Delegation as presented. It was noted that the project budget and spending limits would need to be agreed by Council, following confirmation of the scope of the project (i.e. full or lighter refurbishment).	
Recommendation	
Council is asked to consider the KGV Pavilion Project Scheme of Delegation as presented for approval, subject to the project budget and spending limits to be agreed at a later date.	

KGV PAVILION REFURBISHMENT PROJECT

SCHEME OF DELEGATION

1. Purpose

This Scheme of Delegation sets out how the Council will manage, control, and deliver the KGV Pavilion Refurbishment Project efficiently, lawfully, and transparently, while minimising the need for repeated extraordinary meetings.

The Scheme is adopted pursuant to section 101 of the Local Government Act 1972 and the Council's Standing Orders and Financial Regulations.

2. Matters Reserved only for Council

The following matters are reserved for the Council and may not be delegated to a Committee, Officer of the Council or any other local authority:

- Approval of the overall project scope and objectives.
- Approval of the total project budget of £ [TBC].
- Approval of any decision to increase the total project budget.
- Approval to commence the project.
- Approval of the funding sources (reserves, borrowing, grants, etc.).
- Approval of this Scheme of Delegation.
- Appointment of main contractors.

3. Playing Fields & Property Committee Responsibilities

The Playing Fields & Property Committee is authorised to discharge the delegated functions set out below in accordance with the project, the Council's Financial Regulations, and all relevant procurement and legal requirements.

- Authorise expenditure up to £ [TBC].
- Appointment of other contractors and consultants within the delegated expenditure limit.
- Approval of contracts and agreements on behalf of the Council.
- Approve variations to contracts as reported by Greyfriars provided that:
 1. the total value of variations does not exceed £ [TBC]
 2. the total project budget is not exceeded

4. Project Officers

4.1 Appointment of Project Officers

The Council appoints the Deputy Clerk & Facilities Manager and the Parish Clerk & Responsible Financial Officer as Project Officers for the duration of the project.

KGV PAVILION REFURBISHMENT PROJECT

SCHEME OF DELEGATION

The Project Officers are authorised to discharge the delegated functions set out below in accordance with the project, the Council's Financial Regulations, and all relevant procurement and legal requirements.

4.2 Delegated Authority to the Project Officers

The Project Officers are delegated authority to:

Procurement and Contracts

- Obtain professional advice, surveys, and reports.
- Liaise with Greyfriars regarding the preparation and issue of tenders or quotations subject to approval from project officer.
- Evaluate tenders and quotations alongside the Working Group.
- Liaise with Greyfriars regarding the appointment of contractors and consultants
- Sign contracts and agreements on behalf of the Council and/or Playing Fields & Property Committee.

Expenditure

- Approve stage payments and final payments.
- Authorise individual items of expenditure up to £ [TBC].

Variations

- Approve variations to contracts as reported by Greyfriars provided that:
 - the total value of variations does not exceed £ [TBC]
 - the total project budget is not exceeded

4.3 Reporting and Accountability

The Project Officers shall:

- Maintain a written record of all significant delegated decisions (recording the date, decision taken, and financial impact).
- Provide written progress reports to the Playing Fields & Property Committee.
- Provide financial updates showing spend against budget.
- Provide immediate notification of any significant risks or issues.

5. KGV Pavilion Refurbishment Project Advisory Group

5.1 Role

The KGV Pavilion Refurbishment Project Advisory Group is a Working Group of the Playing Fields & Property Committee. The aim of the Group is to oversee the planning, procurement, delivery

KGV PAVILION REFURBISHMENT PROJECT

SCHEME OF DELEGATION

and operations of the KGV Pavilion refurbishment, ensuring they operate in accordance with internal imperatives and external requirements.

The Group will operate in an advisory and project-monitoring capacity and will report regularly to the Playing Fields & Property Committee.

5.2 Responsibilities

1. To advise the Project Officers.
2. To review reports from contractors, consultants, or the Proper Officer.
3. To monitor projected and actual expenditure against the approved budget.
4. To review quotations or tenders in accordance with Standing Orders and Financial Regulations.
5. To assist in preparing specifications for works or services.
6. To make recommendations to the Playing Fields & Property Committee on contractor or consultant appointments.
7. To monitor progress against the agreed programme and scope and sign off each RIBA stage.
8. To review key milestones, site reports and contractor updates.
9. To monitor quality standards and compliance with agreed specifications.
10. To identify risks, delays or issues and recommend mitigation measures to the Playing Fields and Property Committee or Council as appropriate.
11. To identify where changes to scope, cost, or programme are required and make recommendations to the Playing Fields & Property Committee or Council as appropriate.
12. To support engagement and consultation with residents, partners and key stakeholders from the local community as necessary and analyse the evidence gathered.
13. To consider community needs, accessibility, sustainability, and long-term use.
14. To seek appropriate funding opportunities and apply to external funding opportunities as required.

5.3 Membership & Term of Office

Membership of the group shall normally comprise a maximum of seven members of Playing Fields & Property Committee.

External advisors who have specific knowledge, expertise and/or experience on the subject may be invited as attendees to assist the Group.

The Working Group Chair shall be appointed by its members as the first item of business at its first meeting.

The Group shall continue until such a time as its existence is deemed unnecessary by resolution of the Playing Fields & Property Committee.

5.4 Quorum

The quorum necessary for the transaction of business is 3 members of the Group.

5.5 Meetings

KGV PAVILION REFURBISHMENT PROJECT

SCHEME OF DELEGATION

The Group will arrange its own meetings and schedule of work, as determined by its members and meet at least once every 12 months. Meetings may be held remotely as necessary.

Decisions on recommendations shall be determined by a majority of votes of the Working Group members present and voting. In the case of equality of votes, the Chair shall have a casting vote.

The Group does not meet in public.

5.6 Minutes & Reporting

The Group may take notes and must report actions and outcomes at the next meeting of the parent body. All recommendations for approval by the Playing Fields & Property Committee must be made in writing.

8. Duration and Review

This Scheme of Delegation:

- Takes effect on [DATE]
- Remains in force until project completion or revocation by Council

The Council may amend or revoke this Scheme at any time by resolution.

9. Adoption

Adopted by resolution of the Council on [DATE].

Signed:

Parish Council Chair: _____

Parish Clerk & Responsible Financial Officer: _____

DRAYTON PARISH COUNCIL

Paper	DPC12b: Draft Annual Parish Meeting Agenda
Meeting	Council
Date	12 th March 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> At the February 2026 meeting, Council considered arrangements for the Annual Parish Meeting to be held on 7 th May 2026 at 7pm and agreed the following for further consideration:	
<u>Location</u> The Wensum Room: Unavailable for the required date. Village Halls: Unavailable for the required date. Teen Challenge Auditorium: Available at no charge.	
<u>Refreshments</u> Teen Challenge has confirmed they can provide light refreshments for the event. Refreshments may be purchased using funds under Section 137 of the Local Government Act 1972.	
<u>Community Representatives and Organisations</u> Local community organisations to attend and present a brief account of its activities from the past year and any future aspirations and plans. 1. Drayton Parish Council 2. Women's Institute / Drayton Scout Group / Taverham & Drayton Litter Pickers 3. The Way Church / The Trinity Church / St Margaret's Church / The Methodist Church 4. Drayton Village Hall / Thorpe Marriott Village Hall 5. Bob Carter Centre 6. Teen Challenge 7. R. G. Carter Bowls Club 8. Drayton Youth Football Club / Drayton Cricket Club 9. Drayton Junior School / Drayton Infant School 10. Drayton Drewray Relief in Need Charity, Amber's Army and Priscilla Bacon 11. Drayton Medical Practice 12. Cllr. T. Adams, Cllr. P. Auber and PC Brett Peyton. In addition, all organisations are encouraged to forward the invitation to other relevant persons who may wish to attend.	
<u>Promotion</u> To promote the Annual Parish Meeting on Facebook and circulate the attached leaflets to local businesses as well as on Parish noticeboards.	
<u>Agenda</u> A copy of the draft agenda is attached as agreed at the February meeting.	
Recommendation	
Council is asked to note the updates agreed at the February 2026 meeting and confirm the location for the meeting and consider any final amendments to arrangements for the meeting.	

You're Invited to Drayton's:

Annual Parish Meeting

Join us to hear from local groups, learn about upcoming projects and share your ideas and suggestions for the future of the village



7th May at 7pm
Drayton Hall, NR8 6DP

Refreshments
served from 6:30pm

To find out more visit: www.draytonparishcouncil.gov.uk/news

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Notice of the Annual Parish Meeting

The Annual Parish meeting for the electors of Drayton Parish will be held on **Thursday 7th May 2026, 7:00pm** at Drayton Hall, NR8 6DP for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend and can access supporting papers by scanning the QR code or visiting our website www.draytonparishcouncil.gov.uk



G. Everett

Chair, Drayton Parish Council

Date of Issue: 27th April 2026

AGENDA

1. Welcome from the Chair.
2. To receive minutes of the Annual Parish meeting held on 1st May 2025 for approval.
3. To receive reports from community representatives and organisations.
4. Open Session to receive questions and comments from members of the community.