

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

---

Members of the Environment & Highways Committee are summoned to attend a meeting of the Committee to be held on **Thursday 4<sup>th</sup> June 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW, 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](http://www.draytonparishcouncil.gov.uk)



*Amy Pinkham*

Parish Clerk & RFO

*Date of Issue: 28<sup>th</sup> May 2026*

**AGENDA**

	<b>Page</b>
1. To receive apologies and consider acceptance for absence.	
2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.	
3. To receive minutes of the meeting of the Environment & Highways Committee held on 5 <sup>th</sup> February 2026 for approval.	(1-4)
4. To receive any questions or comments from members of the public.	
5. To receive Clerk's Report on matters arising from previous meetings of the Committee.	(5-7)
6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure.	(8-10)
7. To consider the SAM2 (Speed Awareness Message) Draft Assessment Framework and example summary of key findings.	(11-16)
8. To receive the Committee Agenda Schedule for 2026-27 for information.	(17-18)
9. To note the update on request for Sheridan Close footpath.	
10. To consider concerns raised regarding the speed limit on Costessy Lane.	
11. To consider the request to install a bin at the Winners Walk bus stop.	(19-22)
12. To consider the requests regarding village bus stops and shelters.	(23-33)
13. To consider the responses from Norfolk County Council and Hopkins Homes regarding the installation of grit bins at Church Farm.	(34-37)
14. To consider the response from Hopkins Homes regarding the installation of an additional waste bin.	(38-40)
15. To consider bus stop flag cleaning.	
16. To note outstanding highways matters known to the Parish Council and consider any appropriate action.	(41)
17. To receive annual report on land management & maintenance at Green Lanes for consideration.	(42-43)
18. To consider the update and artwork quotes for the replacement Lectern and Map for FP2 Green Lanes.	(44-69)

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

---

19. To note exchange of information
20. To note the date and time of the next meeting is scheduled to take place on Thursday 3<sup>rd</sup> September 2026 at 7pm at King George V Pavilion.

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH3:</b> To receive minutes of the meeting of the Environment & Highways Committee held on 5 <sup>th</sup> February 2026 for approval.
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	4 <sup>th</sup> June 2026
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p>Per section 12 of the Council’s adopted Standing Orders, Committee 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.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>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.</p> <p><u>For information</u></p> <p>Per section 3t of the Council’s adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> <li>i. the time and place of the meeting;</li> <li>ii. the names of councillors who are present and the names of councillors who are absent;</li> <li>iii. interests that have been declared by councillors and non-councillors with voting rights;</li> <li>iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;</li> <li>v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li> <li>vi. if there was a public participation session;</li> <li>vii. and the resolutions made.</li> </ul>	
<b>Recommendation</b>	
The Committee is asked to confirm the accuracy of the minutes of the last meeting of the Committee.	

---

Minutes of the Environment & Highways Committee held on **Thursday 5<sup>th</sup> 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 6<sup>th</sup> 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 4<sup>th</sup> 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  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH5:</b> To receive the Clerks Report on Committee matters arising from previous meetings.
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	4 <sup>th</sup> June 2026
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p>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.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none"><li>1. The meeting date</li><li>2. The minute reference</li><li>3. The agenda item</li><li>4. The resolution</li><li>5. Status update</li></ol> <p>The Clerks Report on Committee 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.</p> <p>If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.</p> <p>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.</p>	
<b>Recommendation</b>	
The Committee is asked to receive the report for information.	

Meeting Date	Minute Ref	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
2025.02.06	9	To note proposal received from the Highways Engineer regarding traffic calming measures outside Drayton Community Infant School on School Road and consider a response	The Committee noted the Highway Engineer's proposal regarding traffic calming measures outside Drayton Community Infant School on School Road and <b>AGREED</b> to support the recommendation for a white 20mph Roundel Road marking to be installed in the carriageway next to the 20mph signs.	<b>Complete:</b> Roundels installed by Highways March/April 2026
2025.08.07	12	To receive an update regarding the Norfolk County Council bus shelter funding scheme and consider a response regarding the second phase of funding	The Committee <b>AGREED</b> to request up to £10,000 expenditure for the replacement of 5 bus shelters in the following locations in order of preference: 1. Drayton High Road near Hurn Road 2. Fakenham Road near Tesco 3. Drayton High Road near R.G. Carters 4. Pendlesham Rise 5. Drayton High Road near KGV Playing Field The Committee <b>AGREED</b> the shelters near Hurn Road and Fakenham Road should be replaced in the same orientation and style (including any seating) as the existing shelters. Where possible, the remaining shelters should follow a uniform design similar to those purchased from phase 1 of the scheme. It was noted that should quotes received exceed £10,000, application to the scheme shall be brought back to Council for approval.	<b>Complete:</b> All bus shelters installed and replaced by April 2026
2025.08.07	13	To consider request for two additional dog waste bins for the Church Farm Development.	The Committee considered the request for two additional dog waste bins for the Church Farm Development and <b>AGREED</b> to write to the developer, Hopkins Homes, to request installation of one additional general waste bin near Sabaton Way by the wooden access gate.	<b>Ongoing:</b> Response from developer received and presented under item 14.
2025.11.06	5	To receive Clerk's Report on matters arising from previous meetings of the Committee	The Committee noted that it would be useful to obtain data on current traffic flows outside the Bob Carter Centre on School Road and that the Deputy Clerk & Facilities Manager should continue to pursue funding for this with County Councillor T. Adams.	<b>Ongoing:</b> County Councillor T. Adams confirmed intent to use portion of 2026 budget for traffic count. Highway Engineer suggested that police could undertake sporadic speed monitoring on this section before a traffic count is undertaken. Beat Manager confirmed that speed monitoring had not identified any issues. Awaiting further response from Highway Engineer re traffic count.
2025.11.06	12	To receive an update and consider quotes for replacement lectern and map for Green Lanes.	The Committee noted the update and <b>AGREED</b> to purchase a Forest-Saver Recycled Plastic angled lectern, removing logos and reference to NCC & DPC, using black font and the existing signage wording and imagery as a basis for the new design. The Committee requested confirmation regarding whether the lectern could be funded via the Green Infrastructure Fund.	<b>Ongoing:</b> Confirmation received that DPC are permitted to allocate some remaining Green Infrastructure Funding for replacement lectern. Update provided under item 18.

Meeting Date	Minute Ref	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
2026.02.05	7	To consider the request for a grit bin from residents of the Church Farm development.	The Committee <b>AGREED</b> to write to 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.	<b>Ongoing:</b> Update provided under item 13.
2026.02.05	9	To conduct annual review of Working Groups of	The Committee reviewed the continued need for the Jetty Working Group and <b>AGREED</b>	<b>Complete:</b> Jetty Working Group dispanded
2026.02.05	10	To conduct annual review of Committee Terms of Reference and make recommendations for amendment to Council.	The Committee <b>AGREED</b> 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: <ul style="list-style-type: none"> <li>•<del>R</del>emoval of the Jetty Working Group</li> <li>•<del>R</del>evision of responsibility 11 from 'Drayton's Garden Competition' to 'a community competition'</li> <li>•<del>A</del>malgamation 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.'</li> <li>•<del>R</del>evision of the Minutes and Reporting section to ensure alignment with the wording presented in the Finance &amp; General Purposes Committee Terms of Reference.</li> </ul>	<b>Complete:</b> Terms of Reference amenments approved by Council on 14.05.2026
2026.02.05	11	To consider a community competition brief for 2026.	The Committee <b>AGREED</b> 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.	<b>Ongoing:</b> Schools confimed their interest in the competition, but it was agreed to postpone until next year to allow more time for planning and engagement.

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH6:</b> To receive quarterly budget report and explanation of variance.
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	4 <sup>th</sup> June 2026
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><u>Background</u></p> <p>Quarterly Budget reports within Scribe Accounts are a key financial reporting feature. The report adjusts the annual budget according to routine payments and planned activity throughout the year, producing an accurate comparison between budgeted and actual expenditure per quarter.</p> <p>Quarterly budget reports are presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.</p> <p>In addition, per 1.8 of the Council’s Internal Controls, the Finance &amp; General Purposes Committee receives quarterly budget reports for all Committees of the Council with the aim of:</p> <ul style="list-style-type: none"> <li>• Monitoring financial performance against the budget, helping to identify potential issues or inefficiencies throughout the year</li> <li>• Refining budgeting and forecasting processes over time</li> <li>• Gaining an informed understanding of financial performance as affected by various factors</li> <li>• Creating more accurate and flexible budgets that better anticipate Council’s future needs and adapt to different circumstances</li> <li>• Streamlining variance reporting required for Year-End</li> </ul> <p>Any recommendations for corrective action are presented to Council for approval as necessary.</p> <p><u>Recommendation</u></p> <p>The budget report for Q4 was considered at the April meeting of the Finance &amp; General Purposes Committee with no recommendations for action.</p>	
<b>Recommendation</b>	
The Committee is asked to receive the Quarterly Budget Report and explanation of variance for information.	

Explanation of Material Variances: Accumulative to end of Q4							
Ref.	Cost Centre	Quarter	Budgeted	Actual	Variance	Explanation Required	Comment
3	Environment & Highways	Q2	£6,032.50	£9,547.34	-58%	Y	Unexpected tree removal costs for vandalism at Green Lanes. Additional days labour for weedpulling due to extensive growth of invasive balsam weed at Green Lanes.
		Q3	£13,247.50	£14,512.52	-9%	N	
		Q4	£13,360.00	£19,190.27	-43%	Y	CCTV Installation at Green Lanes.

\*This report does not include year-end adjustments

**Drayton Parish Council - Quarter 4**  
**(01/01/2026 to 31/03/2026 - Cost Centre 27)**

	4th Quarter						Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
<b>3. Environment &amp; Highways</b>												
31 NCC Highways Verges			(N/A)			(N/A)			(N/A)	7,410.00	7,756.00	-346.00(-4%)
33 Residents Competitions			(N/A)			(N/A)			(N/A)	250.00		250.00(N/A)
35 Tree Maintenance			(N/A)		1,130.00	-1,130.00(N/A)			(N/A)		4,276.00	-4,276.00(N/A)
36 Street Scene Maintenance			(N/A)	112.50	2,097.75	-1,985.25(-1764%)			(N/A)	3,800.00	2,488.27	1,311.73(34%)
38 Green Lanes			(N/A)		1,450.00	-1,450.00(N/A)			(N/A)	1,900.00	4,670.00	-2,770.00(-145%)
304 Parish Partnerships			(N/A)			(N/A)			(N/A)			(N/A)
<b>Sub Total for 3. Environment &amp; Highways</b>			(N/A)	<b>112.50</b>	<b>4,677.75</b>	<b>-4,565.25(-4058%)</b>			(N/A)	<b>13,360.00</b>	<b>19,190.27</b>	<b>-5,830.27(-43%)</b>
<b>TOTALS.....</b>			(N/A)	<b>112.50</b>	<b>4,677.75</b>	<b>-4,565.25(-4058%)</b>			(N/A)	<b>13,360.00</b>	<b>19,190.27</b>	<b>-5,830.27(-16958%)</b>
			<b>NET Variance Quarter 4 .....</b>			<b>-4,565.25</b>			<b>NET accumulative variance to END of Quarter 4.....</b>			<b>-5,830.27</b>

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>Item 7: SAM2 (Speed Awareness Message) Draft Assessment Framework and example summary of key findings</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	4 <sup>th</sup> June 2026
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><u>Background</u></p> <p>Following concerns raised regarding vehicle speeds in the village, the Parish Council agreed to install a SAM2 speed monitoring device to gather traffic data. The device records:</p> <ul style="list-style-type: none"> <li>• Vehicle speeds</li> <li>• Traffic volumes</li> <li>• Date and time information</li> <li>• Direction of travel, where applicable</li> </ul> <p><u>Considerations</u></p> <p>In line with the Council’s SAM2 policy, the Committee will regularly review and respond to data collected.</p> <p>In order to identify areas of concern consistently, it is recommended that the Council adopt an assessment framework for interpreting data from the SAM2 device. The purpose of the framework is to support evidence-based decision-making regarding road safety concerns within the parish. A draft Assessment Framework is attached for consideration by the Committee.</p> <p><u>Example Summary of Key Findings</u></p> <p>The attached report provides a summary of data collected using the SAM2 speed monitoring device at Site 1: School Road, facing Vawdrey Road between 08/04/2026 - 06/05/2026. The sample data provided can be considered alongside the draft Assessment Framework.</p> <p><u>For Information</u></p> <p>The 85<sup>th</sup> percentile speed represents the speed at or below which 85% of vehicles travel. It is widely used in traffic engineering to assess the overall driver behaviour and whether the existing speed limit aligns with actual road usage. An 85<sup>th</sup> percentile close to the speed limit suggests general compliance whereas a significantly higher figure may indicate routine speeding.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>• Consider approval of the Assessment Framework for interpreting data from the SAM2 device, subject to confirmation that all required indicator data can be obtained.</li> <li>• Review the example summary of key findings.</li> </ul>	

## DRAYTON PARISH COUNCIL

### SPEED MONITORING DATA INTERPRETATION

In line with the Council's SAM2 policy, the Council will analyse the data collected, noting where and when speeding occurs. This information will be utilised to inform the Norfolk Constabulary and Norfolk Highways Team where any areas of concern are identified.

In order to identify areas of concern consistently, it is recommended that the Council adopt an assessment framework for interpreting data from the SAM2 device. The purpose of the framework is to support evidence-based decision making regarding road safety concerns within the parish.

The Council will use monitoring data to:

- Identify patterns of speeding behaviour
- Support engagement with Norfolk Constabulary and Norfolk Highways
- Prioritise locations for future monitoring
- Inform any requests for traffic management measures

#### 1. Assessment Criteria

The Parish Council will assess the following key data sets.

Indicator	Purpose
Average speed	Indicates general driver behaviour
85 <sup>th</sup> percentile <sup>1</sup> speed	Indicates whether speeding is routine
Percentage exceeding limit	Indicates the scale of the issue
Excessive speeding incidents	Indicates increased road safety concern
Traffic volume	Context for road usage patterns
Site characteristics	Contextual indicators that may impact overall concern threshold

#### 2. Concern Thresholds

The Parish Council will assess each of the identified key data sets according to agreed thresholds. Thresholds are intended as guidance to support consistent interpretation of speed monitoring data. They do not automatically determine the level of concern or require specific action, which will remain subject to council judgement and local circumstances.

20mph Roads			
Indicator	Low concern	Moderate Concern	High Concern
Average speed	<22mph	22-25mph	>25mph
85 <sup>th</sup> percentile speed	<24mph	24-28mph	>28mph
Vehicles exceeding limit	<20%	20-40%	>40%

<sup>1</sup> The 85<sup>th</sup> percentile is used extensively in decision making as it is indicative of the speed that the majority of road users are travelling at.

**DRAYTON PARISH COUNCIL**  
**SPEED MONITORING DATA INTERPRETATION**

Vehicles >30mph	Rare	Occasional	Frequent
-----------------	------	------------	----------

30mph Roads			
Indicator	Low concern	Moderate Concern	High Concern
Average speed	<32mph	32-35mph	>35mph
85 <sup>th</sup> percentile speed	<35mph	35-39mph	>39mph
Vehicles exceeding limit	<25%	25-50%	>50%
Vehicles >40mph	Rare	Occasional	Frequent

**3. Frequency Definitions**

The frequency of excessive speeding incidents shall be defined as follows.

Description	Threshold
Rare	<1% of vehicles
Occasional	1-5%
Frequent	5-15%
Persistent	>15%

**4. Concern Definitions**

The Parish Council will review the level of concern raised and consider appropriate action in response.

Concern Level	Characteristics	Suggested Action
Low Concern	General compliance with speed limit. Limited excessive speeding. No persistent trend.	Continue monitoring Share findings with residents
Moderate Concern	Persistent low-level speeding Elevated 85 <sup>th</sup> percentile speed Speeding concentrated at certain times	Additional monitoring Request police/community speed watch Review signage and road markings
High Concern	Significant excessive speeding High 85 <sup>th</sup> percentile Persistent trend over multiple surveys Presence of vulnerable road users	Referral to Highways Authority Request enforcement activity Investigate traffic calming measures

## **5. Context Adjustment Factors**

The Council may elevate level of concern where:

- Schools or playgrounds are nearby
- There are no pavements
- Visibility is poor
- Collision history exists
- Elderly or vulnerable pedestrians are common
- Cycling routes are present
- Crossings are uncontrolled

Similarly, the Council recognises that the data collected over a limited period may not fully reflect year-round traffic conditions and may adjust level of concern in response to:

- Seasonal traffic
- Known diversions
- School holidays
- Any other events that may distort interpretation of collected data

**Site Details**

Site Site 1: School Road, facing Vawdrey Road  
 Speed Limit 30 MPH  
 Speed Intervals 5 MPH  
 Time Intervals Instant  
 Traffic Report From 08/04/2026 - 06/05/2026

**Traffic Volumes Summary**

Volumes: Weekly Counts			
	Time	5 Day	7 Day
Average Daily		1284	1176
AM Peak	08:00	82	81
PM Peak	17:00	144	120

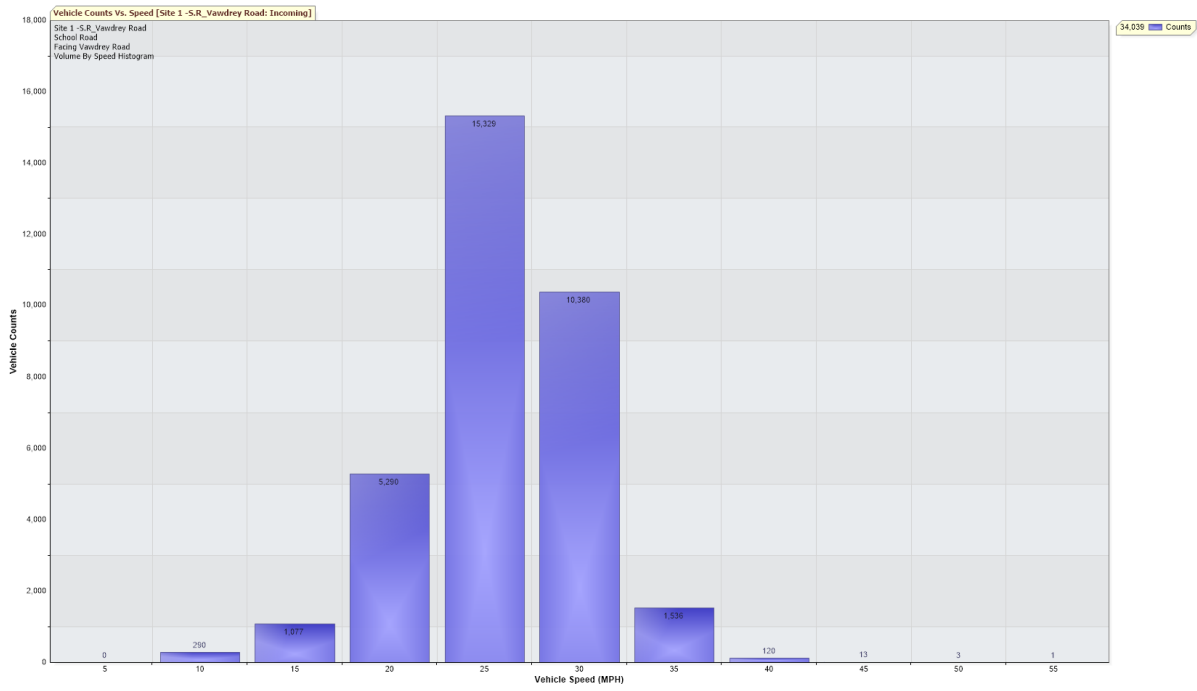
Time of Highest Traffic Volume	Weekday Average Peak Monthly Count
April 17:00 -18:00	500.4 vehicles
May 17:00 -18:00	133 vehicles

**Speeds Summary**

Average Speed: 23.32 MPH  
 85th Percentile Speed 28.3 MPH  
 85th Percentile Vehicles 28933  
 Max Speed (29.04.2026 at 00:00:00) 55 MPH  
 Total Vehicles 34039

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Count over limit	268	256	241	254	247	235	172
% over limit	5.8	4.5	4.4	4.6	4.5	5.8	5.3
Avg Speeder	32.8	33.1	32.8	33.0	33.2	32.9	33.0
Avg Speed	10.2	8.9	9.2	9.4	9.4	11.3	12.3

Vehicle Counts vs Speed: Volume by Speed Histogram



**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH8: Annual Agenda Schedule 2026-27</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	4 <sup>th</sup> June 2026
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>As part of the annual appraisal process, it was agreed to develop an Annual Agenda Schedule to support officers in planning and prioritising key projects across the year for each Committee.</p> <p>This approach aims to provide a structured and transparent framework for managing the Committee’s workload, improve forward planning and align officer capacity with agreed priorities.</p> <p><u>Overview of the Agenda Schedule</u></p> <p>The Annual Agenda Schedule is shared with the Committee for information and intended to enhance transparency in how officer resources are prioritised throughout the year.</p> <p>The schedule sets out:</p> <ul style="list-style-type: none"> <li>• <b>Meeting Dates:</b> The scheduled dates of Committee meetings.</li> <li>• <b>Standing Items:</b> Items that are presented at every meeting as a matter of routine.</li> <li>• <b>Periodic Items:</b> Cyclical items that are presented at fixed points during the year.</li> <li>• <b>In-Year Items:</b> Items prioritised to support delivery of outstanding Committee actions and planned projects aligned with the agreed budget.</li> </ul> <p><u>For Information</u></p> <p>New projects and/or actions may be identified throughout the year. These will be captured through matters arising at Committee meetings and progressed as officer capacity allows. As such, these items are not included within the Annual Agenda Schedule from the outset.</p>	
<b>Recommendation</b>	
The Committee is asked to receive the Annual Agenda Schedule for information.	

ENVIRONMENT & HIGHWAYS COMMITTEE AGENDA SCHEDULE		JUNE	SEP	NOV	MARCH
		04/06/2026	16/07/2026	19/11/2026	04.03.2027
STANDING ITEMS	To receive apologies and consider acceptance for absence.	✓	✓	✓	✓
	To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.	✓	✓	✓	✓
	To receive minutes of meeting of the Environment & Highways Committee held on [DATE] for approval.	✓	✓	✓	✓
	To receive any questions or comments from members of the public.	✓	✓	✓	✓
	To receive Clerk's Report on Committee matters arising from previous meetings of the Committee.	✓	✓	✓	✓
	To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for [Q1/Q2/Q3/Q4].	✓	✓	✓	✓
	To receive SAM2 (Speed Awareness Message) report.	✓	✓	✓	✓
	To note exchange of information.	✓	✓	✓	✓
	To note the date and time of the next meeting is scheduled to take place on [DATE] at [TIME] at [VENUE].	✓	✓	✓	✓
PERIODIC ITEMS	To receive annual report on land management & maintenance at Green Lanes for consideration.	✓			
	To consider planning and promotion of annual Competition(s).				✓
	To receive EH Agenda Schedule for [YEAR-YEAR] for information.	✓			
	To consider proposals for new projects for the following financial year.		✓		
	To consider bid proposals for Norfolk County Council's Parish Partnership Scheme and make recommendations to Council.		✓		
	To consider draft EH budget for [YEAR-YEAR] for recommendation for approval by Council.			✓	
	To consider tenders for Grass Verge Maintenance Contract and make recommendation for approval by Council.			✓	
	To conduct annual review of Committee Terms of Reference and make recommendations for amendment for approval by Council.				✓
To conduct annual review of Working Groups of the Committee.				✓	
IN-YEAR ITEMS	Lectern and Map replacement for FP2 Green Lanes	✓			
	To receive allotment briefing for information.		✓		
	To consider draft Allotment Policy & Procedure for consideration and recommendation for approval by Council.			✓	
	2026 Green Lanes Tree survey			✓	
	To consider draft EH Action Plan.			✓	✓
	Tree Management & Hazard Risk Policy				✓
	To consider draft allotment rules and regulations for consideration and recommendation for approval by Council.				✓
	To consider allotment charges and tenancy agreement.				✓

<b>Standing Items:</b> Items presented at every meeting.
<b>Periodic Items:</b> Items scheduled at fixed times every year.
<b>In-Year Items:</b> Items planned for the year ahead*.

\*In line with the approach set out in the Annual Appraisal Report, Officers will prioritise outstanding items from the previous year and those items arising from the agreed budget for the year ahead. New projects and/or actions identified throughout the year will be recorded through matters arising.

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH11: Request for installation of bin at Winners Walk bus stop.</b>					
<b>Meeting</b>	Environment & Highways Committee					
<b>Date</b>	4 <sup>th</sup> June 2026					
<b>Author</b>	Deputy Clerk & Facilities Manager					
<b>Summary</b>						
<p><u>Purpose of the Report</u></p> <p>To assist the Committee in determining a suitable course of action in response to the request for the installation of a new bin at the Winners Walk bus stop.</p> <p><u>Background</u></p> <p>In February 2026 a resident requested that the Council consider installing a new bin at the Winners Walk bus stop in response to persistent littering. The request is presented for consideration.</p> <p><u>Broadland District Council Litter Bin Guidance</u></p> <p>All costs associated with current village centre litter bins are covered by Broadland District Council. The Assistant Contracts Officer at Broadland District Council (BDC) has confirmed that Broadland had taken the view that there is sufficient dog and litter bin provision across the district so they are not looking to increase or change the current provision.</p> <p>However, they advised that the Parish Council could elect to install additional bins in the area and take on the responsibility of managing them and emptying them. Broadland can provide an emptying service at the commercial rate of £5.00 per empty, per bin.</p> <p>Broadland recommend a list of suitable bins, which is provided for consideration.</p> <p><u>Considerations</u></p> <p>It is recommended that the Committee consider the following:</p> <ul style="list-style-type: none"> <li>• Whether the issue occurs frequently enough to warrant the additional expenditure.</li> <li>• That approval via a Street Furniture Licence is required prior to the installation of any new bins.</li> <li>• That the bins on Broadland’s list do not include ash trays.</li> <li>• That any additional or replacement bins installed by the Parish Council will become assets of the Parish Council. Therefore, in addition to the initial cost of purchasing and installing additional bins, any on-going maintenance or replacement costs will need to be budgeted for, as well as bin emptying fees (as illustrated in the table below).</li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Annual Cost for Once Weekly Empty</td> <td style="text-align: center;">Annual Cost for Twice Weekly Empty</td> </tr> <tr> <td style="text-align: center;">£260.00</td> <td style="text-align: center;">£520.00</td> </tr> </table>			Annual Cost for Once Weekly Empty	Annual Cost for Twice Weekly Empty	£260.00	£520.00
Annual Cost for Once Weekly Empty	Annual Cost for Twice Weekly Empty					
£260.00	£520.00					

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

---

**Recommendation**

The Committee is asked to consider the following:

1. Whether to install an additional bin at the Winners Walk bus stop.

If installation is agreed:

2. What type of additional or replacement bin is preferred.
3. Whether to instruct Broadland to empty the new bin/s at the commercial rate of £5.00 per empty, per bin.

**From:** [REDACTED]  
**To:** [Drayton Parish Council](#)  
**Cc:** [REDACTED]  
**Subject:** Longdale Bus Stop  
**Date:** 17 February 2026 09:57:18

---

I am writing to request the installation of a litter bin at the Longdale bus stop, located near Winners Walk.

The area is currently suffering from persistent cigarette litter. While we have reported this to Broadland District Council on several occasions, and they have been helpful in sending cleaning crews, the lack of a bin means the mess returns almost immediately.

This is not only an eyesore but a recurring maintenance cost for the area. My husband has noted that the littering appears to be caused by a regular commuter who catches the same bus as him every morning. We believe that providing a bin, specifically one with a stubber plate, would offer a practical solution and prevent this ongoing behaviour.

Is this something the Parish Council can assist with?

We look forward to hearing from you.

Kind regards,

[REDACTED]



## Broadland District Council Preferred Bin Styles

Bin Name	Image	Details
<p>Swintex Osprey Post Mountable Litter Bin - 40 Litre</p>		<p>Capacity: 40l Opening diameter: 270mm x 130mm Est Cost: £202.75 (ex. VAT) *Similar style and dimensions to current village centre bin provision.</p>
<p>Melba Swintex Copperfield 90 litre litter bin</p>		<p>Capacity: 90l Opening diameter: 280mm (top) 230mm (bottom) Est Cost: £296.07 (ex. VAT)</p>
<p>Glasdon Topsy Jubilee</p>		<p>Capacity: 100-110l Opening diameter: 326mm Est Cost: £304.19 (ex. VAT)</p>

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH12: Bus shelter requests</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	4 <sup>th</sup> June 2026
<b>Author</b>	Deputy Clerk & Facilities Manager

**Summary**

Purpose of the Report

To assist the Committee in determining a suitable course of action in response to the requests for:

- a new bus shelter at the Manor Farm Close bus stop.
- the installation of a seat at the Cock bus shelter.

Background

**Manor Farm Close bus stop**

In February 2026 Cllr. K. Morgan requested that the Council consider installing a bus shelter at the Manor Farm Close bus stop. It was suggested that this is a busy bus stop and that the installation of a bus shelter would be beneficial, particularly to residents visiting Drayton Medical Practice. The photograph below depicts the bus stop location.



**Cock bus shelter**

In February 2026 the Council received a request from a local resident regarding the installation of a seat at the Cock bus shelter. The request is presented for information.

The contractor who installed the new bus shelters throughout the village has confirmed that they could supply and retro fit a 3m long aluminium perch seat to the existing shelter at a cost of £1000.00. Details are presented for information.

NCC's Bus Grant programme

On 13<sup>th</sup> May 2026 Norfolk County Council (NCC) announced a new funding opportunity to support the installation and refurbishment of bus shelters within town and parish council areas for the 2026/27 financial year. The initiative is being delivered through NCC's Bus Grant programme and is designed to support a range of associated improvements, including enhanced shelter lighting and the provision of cycle parking facilities at bus stops. The funding opportunity is aimed at helping local councils upgrade waiting facilities for bus

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

---

passengers as high-quality shelters can significantly improve comfort, safety, and the overall travel experience. NCC has supplied the attached Bus shelter funding guidance outlining the funding conditions and application process.

Grant Funding Eligibility:

- Funding can be used to purchase; new or replacement bus shelters, refurbishment, seating, cycle parking, bus stop lighting.
- The Parish/Town Council must contribute 20% of the total cost\*.
- The Council must agree to adopt the shelter as a community asset and take responsibility for its ongoing maintenance.
- The shelter must be fully accessible and located on a current bus route.
- The project must prioritise public safety.
- Written approval from a local Highway Engineer.
- Planning permission and/or conservation consent must be secured if needed.

\*Contributions can also be made from NCC Local Member Funds.

**Deadline for applications:** 31<sup>st</sup> March 2027

Considerations

There is not currently any money assigned for new bus shelters in the Parish Council's earmarked reserves. The following options are available should the Committee wish to pursue the requests:

- Consider at the September meeting when the Committee identifies proposals for new projects for the 2027-28 financial year.
- Recommend that Council consider applying for NCC funding for 80% of the project costs and funding the Parish Council's 20% contribution from the general fund.

**Recommendation**

The Committee is asked to consider the requests for:

- a new bus shelter at the Manor Farm Close bus stop.
- the installation of a seat at the Cock bus shelter.

And to confirm funding sources for bus stop improvements should the Committee agree to pursue the requests.

**From:** [REDACTED]  
**To:** [Drayton Parish Council](#)  
**Subject:** New Bus Shelter  
**Date:** 26 February 2026 10:49:01

---

**Recent installed Bush Shelter on Drayton Road next to  
The Cock Pub.**

Hi

I am writing regarding the installation of the above new bus shelter and would like to enquire why one with a bench seat wasn't purchased similar to other areas around the City?

This bus stop is probably the most used in Drayton which has a large older population.

It wouldn't be difficult to install steel brackets to the uprights of this bus shelter and attach a small wooden bench. Could you please consider doing this?

Kind regards

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



## **Guidance for Town and Parish Councils in Norfolk: *Applying for Bus Grant Funding for Bus Shelters, Seating, Cycle Parking and Lighting.***

This guidance applies to all town and parish councils within Norfolk who wish to apply for Bus Grant funding 2026/27 to –

- **Purchase a new bus shelter.**
- **Purchase a replacement bus shelter.**
- **Refurbish an existing bus shelter.**
- **Purchase seating at the bus stop e.g. public bench.**
- **Purchase cycle parking (stands) at the bus stop.**
- **Purchase lighting for an existing bus shelter.**

If your council is interested in participating in this scheme, the information below will help guide you through the application process.

---

### **Contents**

- Choosing a Bus Shelter
- Selecting a Location
- Consents and Consultation
- Grant Funding
- Bus Shelter Manufacturers

---

### **Choosing a Bus Shelter**

Bus shelters are available in a range of materials including wood, brick, flint, glass, and metal, or polycarbonate and metal—ensuring options to suit every community. When selecting a shelter, consider the following:

- Ease of maintenance and repair.
- Accessibility for all users.
- Visibility of approaching buses.
- Installation requirements.
- Seating provision.
- Lighting provision.
- Impact on the local landscape, including nearby properties.
- Resistance to weather and vandalism.
- Notice board provision.
- Display options for bus stop flags and timetable information.
- Necessary consents and safety requirements.
- Sustainability including environmentally friendly materials and designs.

There are several local and national suppliers available, some of whom are listed later in this document. Alternatively, a local contractor may be able to offer a bespoke solution.

---

## Selecting a Location

Key considerations for shelter placement include:

- Must be on an existing bus route and at a designated stop.
- Sufficient space for the shelter and a boarding area for passengers.
- A level, self-draining base is required.
- Shelters should provide clear sightlines for passengers to see approaching buses.
- Must not obstruct pedestrian access or visibility.
- Shelters on private land require the landowner's permission.
- Shelters on public highways require a **Street Furniture Licence**.

---

## Consents and Consultation

Before proceeding, you will need:

- A **site** or **desktop assessment** by a local Highway Engineer to ensure safety and suitability (an on-site meeting with contractors may be requested).
- A **Street Furniture Licence** for shelters, seating and cycle parking located on public highways.

*Apply for a Street Furniture Licence here*

[https://online.norfolk.gov.uk/highwaylicencesandpermits/\(S\(kozhvd20ltvls545fmcz1o45\)\)/streetfurniture/Default.aspx](https://online.norfolk.gov.uk/highwaylicencesandpermits/(S(kozhvd20ltvls545fmcz1o45))/streetfurniture/Default.aspx)

you may need:

- Planning permission and/or conservation area consent – contact your district or borough council early in the process.

We also recommend consulting:

- Your local police officer (to address concerns about anti-social behaviour).
- Residents near the proposed shelter site.
- Local bus operator(s) for insights into passenger usage and timetable display requirements.

---

## Grant Funding

As part of the scheme, Norfolk County Council is offering funding to support the installation, upgrade or refurbishment of bus shelters, new seating, cycle parking or shelter lighting. To be eligible:

- The Parish/Town Council must contribute 20% of the total cost\*.

- The Council must agree to adopt the shelter as a community asset and take responsibility for its ongoing maintenance.
- The shelter must be fully accessible and located on a current bus route.
- The project must prioritise public safety.
- Approval from a local Highway Engineer through the completion of a Street Furniture Licence.
- Planning permission and/or conservation consent must be secured, if needed.

***\*Contributions can also be made from NCC Local Member Funds.***

**Please note:** Norfolk County Council retains discretion over final allocations based on demand. There is no set limit on the number of shelters that can be funded but we want to see a spread across Norfolk so will distribute the funding countywide.

---


### **How to Apply for Grant Funding**

Applications should be submitted via email to: [busshelters@norfolk.gov.uk](mailto:busshelters@norfolk.gov.uk)

Your application should include the following:

1. A map showing the proposed location of the shelter.
2. A **Street Furniture Licence** (if located on public highway).
3. Evidence of consultation and support from the local bus operator(s) (desirable).
4. A quotation from your chosen supplier.
5. Total project cost, including the Parish/Town Council's percentage and monetary contribution.
6. A written commitment from the Parish/Town Council to adopt the shelter as an asset and maintain it.

Deadline for applications: **31<sup>st</sup> March 2027**

For further information about the application process, contact the **Travel Development Officer**:  [robert.pratt@norfolk.gov.uk](mailto:robert.pratt@norfolk.gov.uk)

For advice on technical aspects or location-specific queries, contact your **local Highway Engineer**.

**Successful applicants will be notified within 2 weeks of funding submission.** Funds will be disbursed upon approval and provided via a purchase order, against which councils may invoice to recoup eligible costs. Further details will be provided on receipt of application.

NCC will require written email confirmation, and a photo of the new shelter(s) once installed. Please send both to the **Travel Development Officer** (details above).

---

## Bus Shelter Manufacturers

Below is a list of suppliers who provide bus shelters locally and nationally. This list does **not** represent endorsement, recommendation, or approval by Norfolk County Council.

We strongly advise obtaining multiple quotes before selecting a supplier.

Abacus Sutton-in-Ashfield Nottinghamshire NG17 5FT	01623 511111 <a href="http://www.abacuslighting.com/">http://www.abacuslighting.com/</a>
Able Engineering Ltd 1 Hamlin Way Hardwick Narrows Kings Lynn Norfolk PE30 4NG	01553 691870 <a href="http://www.ableengineering.co.uk/index.php">http://www.ableengineering.co.uk/index.php</a>
Bus Shelters Ltd Unit 60Dyffryn Business Park Llantwit Major Road Llandow Vale of Glamorgan South Wales, CF71 7PY	01446 795444 <a href="http://www.shelters.co.uk/">http://www.shelters.co.uk/</a>
Garrick Outdoor Ltd Unit 4 Langley Place Burscough Industrial Estate Burscough Ormskirk L40 8JS	01772 816414 <a href="http://www.garrickoutdoor.org.uk/">http://www.garrickoutdoor.org.uk/</a>
Glasdon Manufacturing Ltd Industrial Estate Poulton-le-Fylde Lancashire FY6 8JW	01253 891131 <a href="http://www.glasdon.com/home.aspx?cid=2">http://www.glasdon.com/home.aspx?cid=2</a>

<p>Littlethorpe of Leicester Ltd  Unit 2 Lakeside Business park  Pinfold Road  Thurmaston  Leicester  LE4 8AT</p>	<p>0116 260 3777  <a href="http://www.bus-shelters.co.uk/">http://www.bus-shelters.co.uk/</a></p>
<p>Macemain + Amstad  Boyle Road  Willowbrook Industrial Estate  Corby  Northants  NN17 5XU</p>	<p>01536 401331  <a href="http://www.macemainamstad.com/">http://www.macemainamstad.com/</a></p>
<p>Polydon  Polydon Park  Radiance Road  Doncaster  South Yorkshire DN1  2TE</p>	<p>01302 327172  <a href="http://www.polydon.co.uk/index.htm">http://www.polydon.co.uk/index.htm</a></p>
<p>Queensbury  Fitzherbert Road  Farlington  Portsmouth  Hampshire  PO6 1SE</p>	<p>023 9221 0052  <a href="http://www.queensbury.org/">http://www.queensbury.org/</a></p>
<p>SMF  Parnall Road Fishponds  Bristol  BS16 3JD</p>	<p>0117 965 3438  <a href="http://www.smfdisplays.com/">http://www.smfdisplays.com/</a></p>
<p>Westcotec Ltd.  34 Bertie Ward Way  Rash's Green Industrial Estate  Dereham, Norfolk. NR19 1TE</p>	<p>T: 01362 853124  W: <a href="http://www.westcotec.co.uk">www.westcotec.co.uk</a></p>
<p>Trueform  Pasadena Trading Estate  Pasadina Close  Hayes  Middlesex  UV3 3NQ</p>	<p>020 8561 4959  <a href="http://trueform.co.uk/">http://trueform.co.uk/</a></p>

Bauer Media Outdoor UK Ltd  
(formerly Clear Channel)  
33 Golden Square  
London  
W1

T: 02074 782 256

<https://www.clearchannel.co.uk/contact>

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH13: Grit Bins at Church Farm</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	4 <sup>th</sup> June 2026
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><u>Purpose of the Report</u></p> <p>To assist the Committee in determining a suitable course of action regarding the installation of grit bins at Church Farm.</p> <p><u>Background</u></p> <p>Following a period of cold weather and snow in early January 2026, the Parish Office was contacted by 16 different residents who raised safety concerns as a result of the icy conditions throughout the Church Farm development. Residents reported that there were currently no grit bins on the development and therefore requested support from the Parish Council in regards to the installation of a grit bin/s for them to use.</p> <p>At its meeting in February 2026, the Committee agreed to write to 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.</p> <p>The Committee confirmed that the preferred sites for new grit bins were on Binney Road, Sabberton Drive and Sladden Road.</p> <p><u>Update</u></p> <p>Responses were received from Norfolk County Council and Hopkins Homes and have been represented for consideration.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to consider a suitable response regarding the request to install grit bins at Church Farm.</p>	

**From:** [mail@customerservicehub.norfolk.gov.uk](mailto:mail@customerservicehub.norfolk.gov.uk)  
**To:** [Drayton Parish Council](#)  
**Subject:** Grit Bins  
**Date:** 16 February 2026 16:10:58

Norfolk County Council Logo



## Form submission

Hi Rachel, The Church Farm Estate is still under the Developer Hopkins control and would be down to them to arrange any grit bin requests. NCC would look at once the estate is adopted but this may not be for some time

**From:** [Sharon Levell](#)  
**To:** [Drayton Parish Council](#)  
**Subject:** Request for grit bins: Church Farm housing development in Drayton  
**Date:** 05 May 2026 13:27:48  
**Attachments:** [image004.png](#)  
[147200058emailsignatures\\_c68b0010-1794-4e30-966f-930129f3bc2d.png](#)  
[untypicalgroup\\_emailfooter\\_linkedin-pink\\_31b430b7-10b1-4fd5-b486-59baa89066b8.png](#)

---

Hi Rachel

I forwarded your request for grit bins to Senior Management for review and the reply is that we do not as a matter of course install salt bins on any of our developments in the course of construction.

Once sites are completed and adopted, it will be a matter for the Highway Authority or Local Council to consider.

Regards.

**Sharon Levell**  
**Planning Assistant**

t: 01284 337092 | [untypical.co.uk](http://untypical.co.uk)

Office: Blenheim House, Newmarket Road, Bury St Edmunds, Suffolk IP33 3SB



**untypical Ltd.**

Registered in Guernsey No. CMP68992  
Registered Office: Fourth Floor, Plaza House Admiral Park, St Peter Port, Guernsey, GY1 2HU



*This email is sent on behalf of untypical Group. This email and any attachments are confidential and intended solely for the use of the individual to whom they are addressed. If you are not the addressee, please do not use or publish its contents; please notify the sender immediately that you have received the email and then delete it. Contracts cannot be concluded with us nor services effected by email. Emails are not secure and may contain viruses, you are advised to scan all messages for viruses with your own anti-virus programme. untypical Group may monitor emails. If you are the intended recipient of the email, upon receipt it is your responsibility to ensure that you comply with data protection laws that govern its processing and untypical Group policy where appropriate'. If the disclaimer can't be applied, attach the message to a new disclaimer message.*

---

**From:** Drayton Parish Council <office@draytonparishcouncil.gov.uk>  
**Sent:** 15 April 2026 16:07  
**To:** Sharon Levell <Sharon.Levell@untypical.co.uk>  
**Cc:** Drayton Parish Council <office@draytonparishcouncil.gov.uk>  
**Subject:** Request for grit bins: Church Farm housing development in Drayton

**\*External Email\*** Please do not click links or open attachments unless you trust the sender and know the content is safe. If in doubt, contact the IT Service Desk.

Good afternoon Sharon,

On behalf of the Parish Council, I am writing to request the installation of grit bins at appropriate locations within the Church Farm housing development in Drayton.

Following a period of cold weather and snowfall in early January 2026, the Parish Office was contacted by 16 residents raising safety concerns due to icy conditions across the development. Several residents reported that they were unable to move vehicles from their driveways or safely navigate roads and footpaths because of the hazardous surfaces, with particular concerns raised around the risk of navigating inclines within the development.

Residents advised that there are currently no grit bins within the development and asked the Parish Council to seek support in arranging their installation.

In light of these concerns and the number of requests received, the Parish Council approached Norfolk County Council and were advised that "The Church Farm Estate is still under the Developer Hopkins control and it would be down to them to arrange any grit bin requests. NCC would look at once the estate is adopted but this may not be for some time".

The Parish Council have therefore requested that I contact you to enquire whether Hopkins Homes could assess the site and consider installing grit bins at suitable points within the Church Farm development.

We would appreciate your consideration of this request and would be pleased to provide any further information if required.

Best wishes,  
Rachel

Rachel Catto  
Deputy Clerk and Facilities Manager

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH14: Waste Bins at Church Farm</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	4 <sup>th</sup> June 2026
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<u>Purpose of the Report</u> To assist the Committee in determining a suitable course of action regarding the installation of waste bins at Church Farm.	
<u>Background</u> In August 2025 the Committee considered a request for two additional dog waste bins for the Church Farm Development and agreed to write to the developer, Hopkins Homes, to request installation of one additional general waste bin near Sabaton Way by the wooden access gate.	
<u>Update</u> In February 2026 a response was received from Hopkins Homes and has been represented for consideration.	
<b>Recommendation</b>	
The Committee is asked to consider a suitable response regarding the request to install waste bins at Church Farm.	

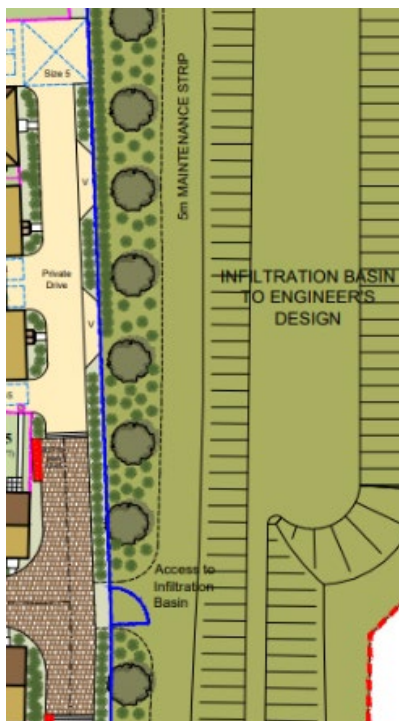
**From:** [Drayton Parish Council](#)  
**To:** [Drayton Parish Council](#)  
**Subject:** FW: Request for Installation of Additional Waste Bin - Drayton Development.  
**Date:** 15 April 2026 15:46:23  
**Attachments:** [image014.png](#)  
[image002.png](#)

---

**From:** Sharon Levell <Sharon.Levell@untypical.co.uk>  
**Sent:** 09 February 2026 16:09  
**To:** Drayton Parish Council <office@draytonparishcouncil.gov.uk>  
**Subject:** Request for Installation of Additional Waste Bin - Drayton Development.

Hi Rachel

Thanks for reviewing further. I don't really think the location you have proposed would suit for installation of a waste bin.



My concern is that the “gated access” as shown on the approved layout is simply for servicing the attenuation basin in this area. As a matter of course we wouldn't be wanting to encourage residents of our development to be regularly utilising this access gate and entering an area specifically approved as an attenuation basin which could hold water, as a walking route.

Hopkins Homes have paid for installation of two waste bins in the play area as agreed through planning. A residents management company has been set up for maintenance of POS areas within site, the details of maintenance costs are agreed early doors and residents contribute an annual service charge.

Hopkins Homes would not be paying for emptying of bins on a finished development into

perpetuity. The residents ManCo would not be expecting additional emptying costs for bins that were not proposed when permission was granted and which would have an impact/increase on the annual service charge residents would be paying.

We would appreciate further information on Broadland's policy for emptying of waste bins before considering any further waste bin additions.

Regards.

**Sharon Levell**  
**Planning Assistant**

t: 01284 337092 | [untypical.co.uk](https://www.untypical.co.uk)

**Office: Blenheim House, Newmarket Road, Bury St Edmunds, Suffolk IP33 3SB**

---



PART OF THE untypical GROUP

**untypical Ltd.**

Registered in Guernsey No. CMP68992

Registered Office: Fourth Floor, Plaza House Admiral Park, St Peter Port, Guernsey, GY1 2HU



**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>Item 16: Highways Matters</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	4 <sup>th</sup> June 2026
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><u>Purpose of the Report</u></p> <p>To note ongoing and outstanding highways matters affecting the parish and review protocols for reporting, monitoring and escalating highways matters raised by residents, councillors and staff.</p> <p><u>Background</u></p> <p>Highways matters are currently raised through a number of different routes, including:</p> <ol style="list-style-type: none"> <li>1. Residents reporting directly to the relevant authority</li> <li>2. Parish Council reporting on behalf of residents to the relevant authority</li> <li>3. Residents raising concerns to County or District Councillors</li> </ol> <p>Matters reported via the Parish Council are tracked centrally and reviewed at regular intervals by Officers and escalated as necessary. Matters reported directly to Norfolk County Council can also be viewed online through the Report a Highways Problem Portal.</p> <p><a href="https://www.norfolk.gov.uk/article/39652/Report-a-highways-problem">https://www.norfolk.gov.uk/article/39652/Report-a-highways-problem</a></p> <p><u>Considerations</u></p> <p>The following list summarises outstanding highways matters known to the Parish Council for consideration by the Committee.</p> <ol style="list-style-type: none"> <li>1. Blocked Drains and congested gullies on Hall Lane and School Road.</li> <li>2. Horse chestnut tree protruding into path and road and obstructing road signage on School Road (near the Red Lion car park leading to the Florence Carter Playground).</li> <li>3. Replacement chicane posts on Hall Lane, towards Reephams Road.</li> <li>4. Installation of posts for the SAM2 Speed Awareness Device at Hall Lane and Longdale.</li> <li>5. Damaged sign-post at the intersect of Drayton Lane and Hall Lane.</li> </ol> <p>Councillors are invited to raise any additional highways matters that are currently in progress or under investigation.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to review protocols for reporting, monitoring and escalating highways matters and consider next steps for outstanding highways matters affecting the Parish.</p>	

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH17: Land management &amp; maintenance at Green Lanes</b>
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	4 <sup>th</sup> June 2026
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><u>Purpose of the Report</u></p> <p>To provide the Committee with an up-date on marshland maintenance and meadow cutting at Green Lanes.</p> <p><u>Background</u></p> <p>Himalayan Balsam is an invasive plant species that is widely spread throughout England and Wales. Government guidance stipulates that invasive alien plants must not be grown, cultivated or permitted to reproduce and that where possible land-owners should seek to remove and safely dispose of any listed plant. Whilst landowners do not have to remove listed plants growing wild on their land, it is an offence to allow invasive plant species to contaminate anyone else’s land. As the Himalayan Balsam at Green Lanes is growing by the river, and the seeds are fired out up to 7 meters when ripe, seeds could easily be transported downriver and spread to other sites.</p> <p><u>Update</u></p> <p><b>Marshland Maintenance</b></p> <p>The Conservation Volunteers are contracted to visit Green Lanes each year to manage invasive Himalayan Balsam growth within the marshland. Works in 2026 are scheduled as follows:</p> <ul style="list-style-type: none"> <li>• The group are due to support corporate volunteers to undertake a day of Himalayan Balsam pulling on 2<sup>nd</sup> June 2026.</li> <li>• The Conservation Volunteers are due to undertake two days of Himalayan Balsam pulling in July 2026, at a cost of £360 (plus VAT) per day.</li> </ul> <p>Both groups will prioritize clearance along the riverside to prevent seed contamination further downstream.</p> <p>The Conservation Volunteers Team Leader confirmed that there remains a significant amount of Himalayan Balsam at Green Lanes and recommended that the Council support additional work to try and get the growth under control.</p> <p><b>Meadow Cutting</b></p> <p>The Fringe Project are contracted to undertake meadow cutting and rake off vegetation at Green Lanes. Following a site inspection in May 2026, the Volunteer Coordinator has reported that Himalayan Balsam has started to appear in the meadow and has therefore recommended that meadow cutting is undertaken in two stages as follows:</p> <ul style="list-style-type: none"> <li>• First Visit: Wednesday 17<sup>th</sup> and Wednesday 24<sup>th</sup> June.</li> <li>• Second Visit: Wednesday 16<sup>th</sup> (and Wednesday 23<sup>rd</sup> September if required).</li> </ul> <p>As the June visit would result is an additional, earlier cut than previous years, the</p>	

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

---

Volunteer Coordinator has advised that they will leave roughly a quarter of the meadow intact to provide shelter/nectar for wildlife.

**Tree Works**

In order to foresee and prevent harm arising from tree failure, it is necessary to subject trees to 'regular inspection' by a competent person who has specific training, experience and knowledge to identify tree defects and interpret the significance to public safety. This should take the form of a formal 'Tree Hazard Risk Assessment'.

The Committee has responsibility to oversee tree maintenance including the programme of scheduled tree surveys at Green Lanes.

Drayton Parish Council have engaged Tree Care Consultants to devise and manage a systematic and pro-active strategy for tree hazard risk assessment at all Council owned sites. In July 2024 Tree Care Consultants undertook a Tree Hazard Risk Assessment for Green Lanes which categorised any required maintenance and risk mitigation works. The report identified a series of required works ranging from Priority 1 (presenting a high risk) to priority 3 (presenting a moderate risk), which were undertaken by tree contractors in order of priority and completed in November 2025.

Tree Care Consultants are due to undertake a Tree Hazard Risk Re-Assessment and Picus Tomograph for Green Lanes in the 2026-27 financial year. An up-to-date quote for these services has been received and the Parish Office are in the process of scheduling the required works.

**Recommendation**

The Committee is asked to receive the update.

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

<b>Paper</b>	<b>EH18:</b> Update and artwork quotes for the replacement Lectern and Map for FP2 Green Lanes.
<b>Meeting</b>	Environment & Highways Committee
<b>Date</b>	4 <sup>th</sup> June 2026
<b>Author</b>	Deputy Clerk & Facilities Manager

**Summary**

Purpose of the Report

To assist the Committee in determining an appropriate course of action regarding the replacement lectern and map for Green Lanes.

Background

At its meeting on 7<sup>th</sup> November 2024, the Committee noted the correspondence from Norfolk County Council's (NCC's) Countryside Access Officer regarding a broken signboard for Green Lanes. The Committee agreed to take ownership and responsibility for the signboard at the entrance to FP2 at its junction with A1067 and to include repairs within the 2025-26 budget.

In November 2025, the Committee resolved to purchase a Forest-Saver Recycled Plastic angled lectern and to commission an updated sign board. It was agreed that logos and reference to NCC would be removed from the revised signage, that the existing wording and imagery would be retained as a basis for the new design, and that black font would be adopted. It was noted that £1000 had been allocated within earmarked reserves for replacement lecterns. The Committee requested confirmation regarding whether the lectern could be funded via the Green Infrastructure Fund.

Update

In November 2025 the County Council's Green Infrastructure (GI) Officer confirmed that some of the remaining £7619.64 GI funding could be allocated towards the replacement lectern.

The lectern is too heavy for Council staff to install, and the manufacturer has confirmed that they do not provide an installation service. The Council's approved contractor for groundworks and general repairs has provided a quote of £560.00 (ex. VAT) for installation.

Three organisations were invited to submit quotations for updated signboard artwork. The received estimates are provided for consideration and a summary provided in the table below.

<b>Contractor</b>	<b>Quote (ex. VAT)</b>	<b>Details</b>
Contractor 1	£680.00	Examples of similar work provided; experience with public sector organisations; project brief and design process outlined.
Contractor 2	£600.00	Positive references provided within quote Project brief and design process outlined.
Contractor 3	£650.00	Project brief outlined.

**DRAYTON PARISH COUNCIL  
ENVIRONMENT & HIGHWAYS COMMITTEE**

Costs Summary

Estimated total project costs are as follows:

<b>Item</b>	<b>Item Details</b>	<b>Cost (ex. VAT)</b>
Lectern	Forest-Saver Recycled Plastic A1 angled lectern. Supplied with concrete in legs and information panel. Includes cost of printing artwork/sign	£685.00
Delivery		£48.00
Installation	Quote provided by approved supplier for groundworks and general repairs	£560.00
Artwork	Estimated (based on highest quote)	£680.00
<b>Total</b>		<b>£1,973.00</b>

Financial Considerations

The total anticipated cost exceeds the £1000 currently allocated within earmarked reserves for replacement lecterns.

**Recommendation**

The Committee is asked to:

- Review the artwork quotations and confirm a preferred contractor;
- Determine the appropriate funding allocation for the project;
- If funding is to be sourced solely from GI funds, whether to make a recommendation to Council that the £1000 earmarked reserve be reallocated.