

DRAYTON PARISH COUNCIL

Minutes of the meeting of Drayton Parish Council held on **Thursday 15th January 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, T. Lee, N. Quinsey, 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 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 11th December 2025 for approval [Pg 5-10].

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair subject to amendment of agenda item 7e to 'consider'.

4. PUBLIC FORUM

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

Drayton Drewray Relief in Need Charity noted its thanks to the Council for the award of their grant application and confirmed that the required insurance cover was now in place.

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

Locally, it was confirmed that Adult Social Services had responded to concerns raised regarding the wellbeing of a local resident and the matter was ongoing.

It was reported that MP Alice Macdonald had passed on a request from a resident for a controlled crossing outside the Red Lion to improve pedestrian safety. In response, Cllr. T. Adams noted there was a pedestrian refuge and there had been no reported accidents to indicate there was a safety concern. The cost of a traffic-controlled crossing was significant at between £175k to £200k and funds had to be prioritised for other areas.

Further to highways matters raised at the December meeting, and other matters reported through the usual channels, it was noted as disappointing to see that little to no action had been taken. Cllr. T. Adams asked Councillors to forward any ongoing issues and confirmed these would be followed up with the local Highways Engineer. Norfolk County Council elections were currently scheduled for May 2026 and no decision had been taken as to whether elections would be delayed in light of local government reorganisation.

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

Locally, PC Beat Manager had reported no concerns of note in Drayton.
Regarding Broadland, it was noted with disappointment that the meeting of the Economic Success Policy Development Panel had been cancelled and hadn't met since April 2025.

It was noted that Norfolk County Council had been awarded significant funding to improve walking and cycling infrastructure across the county which could prove beneficial for some of Drayton's Neighbourhood Plan initiatives.

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

Locally, District Cllr. P. Auber reported action taken with regards to planning enforcement, dangerous dogs and tree felling at Drayton Lodge. Outcomes were pending a response from Broadland.

It was noted that Mayoral Elections had been delayed.

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. It was noted that installation of the remaining 5 bus shelters was scheduled for February 2026 and that the SAM2 had now been installed in the first location on School Road.

b) To note no meeting of the Town and Parish Council Forum held in January 2026.

Noted.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

- i) 2025/3782: 39 Drayton Hall Park, NR8 6HE (Works to TPO trees).

Council **AGREED** to submit no comments.

- ii) 2025/3816: Land Adjacent Bradshaw Road (Works to TPO trees).

Council **AGREED** to submit no comments.

- iii) 2025/3818: Brickyard Farm, Hall Lane, NR8 6HH.

Council **AGREED** to submit no comments.

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

Council **AGREED** to submit no comments.

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

- i) 2025/3361: 40 Carter Road, NR8 6DY – Approval with Conditions (Delegated).

- ii) 2025/2044: Borderlands, Reephams Road, NR10 3AJ – Approval with Conditions (Delegated).

- iii) 2025/3796: Land Adjacent Manor Farm Close, Hall Lane, - Approval with no Conditions (Delegated).

- iv) 2025/3692: 2 Manor Farm Close, NR8 6EE – Approval in part, refusal in part (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 December 2025 [Pg 16-21].

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

c) To receive list of payments for authorisation [Pg 22-23].

Council authorised the list of payments to be made. It was noted that payment to Sutcliffe Play would be issued subject to confirmation of completion of works.

d) To re-consider the 2026-27 budget and precept for approval [Pg 24-29].

In accordance with Standing Order 6.a. Council considered a special motion from Cllrs. G. Everett, H. Kisby and R. Turner to re-consider the 2026-27 budget and precept which was approved at the December 2025 meeting.

It was noted that the total reserve transfers presented had been reduced by £2,000 compared with the budget presented at the December 2025 meeting for accuracy due to an administrative error for allotments.

It was reported that the Council had been notified by the S106 Officer at Broadland District Council that an additional £27,313.18 index-linked S106 payment had become available which had not been previously earmarked to any project. It was proposed that £17,000 of the S106 income could be allocated to applicable reserve transfers to offset the precept demand by the same amount while still delivering on proposed projects.

A recorded vote was requested by Cllr. G. Everett. The recorded vote was taken by a show of hands as follows:

For (5): Cllrs. A. Taylor, H. Kisby, G. Everett, J. Anderson, R. Turner

Against (0): None.

Abstentions (3): Cllr. Quinsey, Cllr. Crotch and Cllr. Brown.

Cllr. T. Lee did not vote.

RESOLVED: To allocate £17,000 of S106 income to applicable reserve transfers to reduce the precept demand by the same amount resulting in a 2026-27 budget of £294,498.25 and precept of £228,497.00 equating to a 6.5% increase or £6.70 increase for a Band D property compared with last year.

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 Committee held on 4th December 2025 [Pg 30-33].

Noted.

b) To consider recommendation for award of contract for Project Management and Cost Consultancy Services for KGV refurbishment for approval [Pg 34-82].

Council **AGREED** to award the contract for Project Management and Cost Consultancy services for KGV refurbishment as presented.

It was clarified that the current plans and specification of the KGV refurbishment were subject to change and the Consultant would support the progression of the refurbishment through to completion.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

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

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 the schedule of meetings for the ensuing year for approval [Pg 83-84].**

Council **AGREED** the schedule of meetings as presented subject to inclusion of deadline for requests for agenda items.

- b) **To receive update from Neighbourhood Plan Advisory Group [Pg 85].**

Council noted the update from the Neighbourhood Plan Advisory Group with no further questions and noted its thanks to Cllr. Taylor for her work as Chair of the Group.

- c) **To consider response to Consultation on Broadland District Council's Sex Establishment Policy [Pg 86].**

Council **AGREED** to submit no comments.

- d) **To consider response to pre-planning application consultation for a mobile phone base station installation at Longdale, NR8 6AU [Pg 87-103].**

Council noted it's support for 5G in principle but **AGREED** the location was not appropriate as it was considered too prominent within the surrounding street scene and too close to residential properties. It was noted as clearly visible when viewed from all directions and given the overall height it was considered at odds with the surrounding properties. Under the circumstances the Council asked that the location be reconsidered.

Cllr. Quinsey left the meeting at 8:35pm.

13. EXCHANGE OF INFORMATION

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

Cllr. Turner noted a request received from a member of the public for Council to consider a grit bin for the Hopkins Homes Development. It was confirmed that the item had been included on the upcoming Environment & Highways agenda for consideration by the Committee.

Feedback on the 2025 Christmas Lights event had been positive. It was reported that there appeared to be a fault with the lights between Christmas and New Year and it was confirmed that the matter would be raised with the contractor for addressing ahead of the 2026 event.

Cllr. Brown noted that the Kickwall at Longdale required cleaning and that the doors to the Longdale pavilion were showing signs of wear and that their condition should be reviewed.

14. UPCOMING MEETING DATES

- a) **Finance & General Purposes Committee Thursday 29th January 2026.**
- b) **Environment & Highways Committee Thursday 5th February 2026.**
- c) **Parish Council meeting Thursday 12th February 2026.**

Noted.

Meeting Closed: 8:43pm

DRAFT

DRAYTON PARISH COUNCIL

Paper	DPC2a: Declarations of Interest.
Meeting	Council
Date	15 th January 2026
Author	Parish Clerk & RFO
Summary	
<p><u>Declarations of Interests</u></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p> <p><u>Dispensation Requests</u></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
Recommendation	
Council is asked to note the paper for information.	

Interests Flowchart

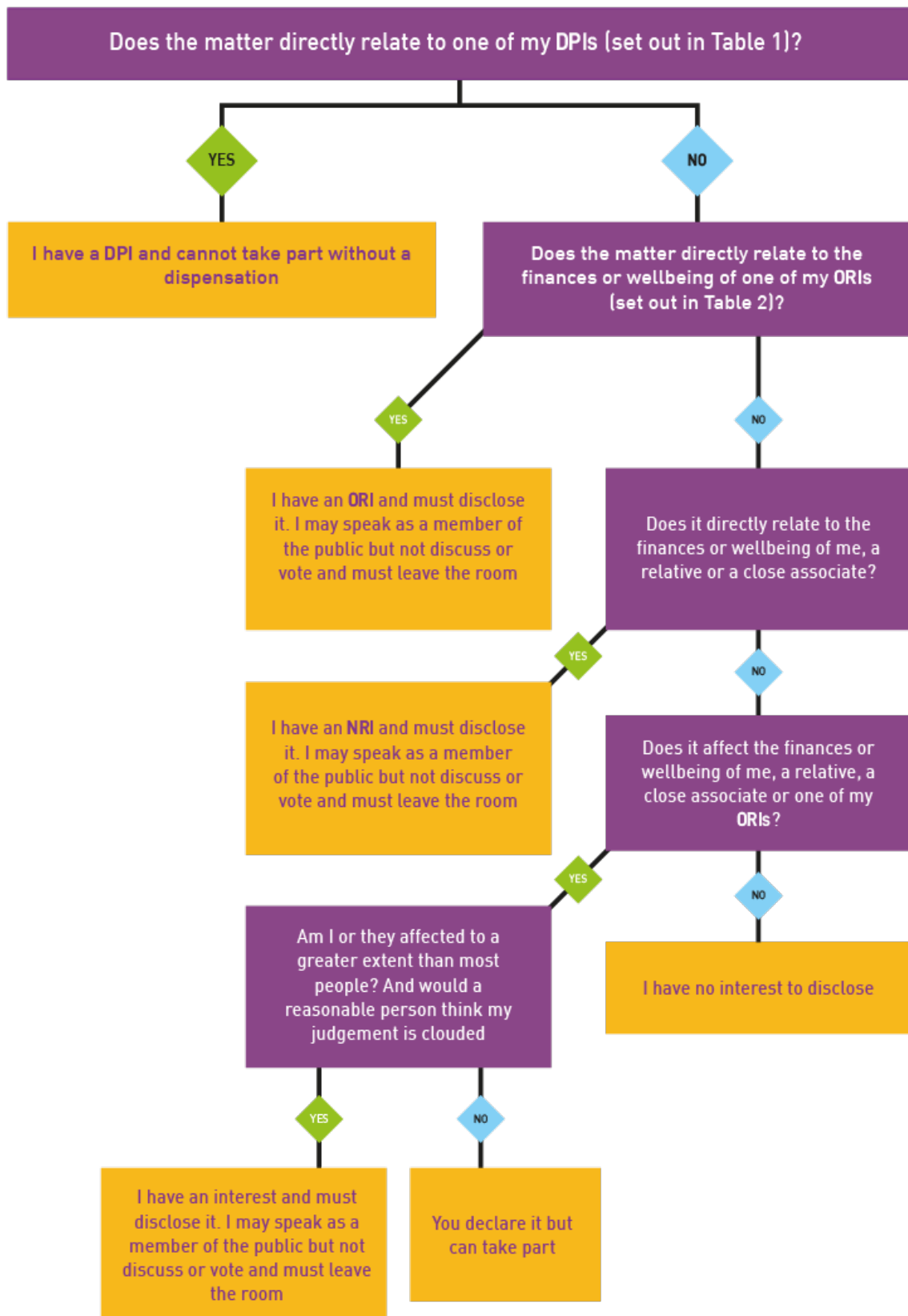


Table 1: Disclosable Pecuniary Interests

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 Registerable 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	15 th January 2026
Author	Parish Clerk & RFO
Summary	
<p>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.</p> <p>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">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, 11th December 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

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

Meeting Opened: 7:02pm

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. J. Anderson, T. Lee, K. Morgan 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].

Cllr. A. Crotch declared a pre-disposition regarding agenda item 12a due to prior discussions at Broadland District Council. The Councillor confirmed that they had an open mind and would consider all information presented before reaching a decision.

3. MINUTES

a) To receive minutes of the meeting of the Council held on 13th November 2025 for approval [Pg 5-9].

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair subject to amendment of a typographical error on page 3.

4. PUBLIC FORUM

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

None.

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

Cllr. T. Adams wished Council Members a Merry Christmas and Happy New Year. Locally, it was confirmed that the local Highway Engineer would install wooden posts outside Drayton Junior School to prevent parking on the grass verge, and that Adult Social Services had been contacted regarding the wellbeing of a local resident for further investigation. It was noted that the recent rainfall had washed away markings for repairs on School Road and Cllr. T. Adams agreed to follow up with the local Highway Engineer.

Regarding Local Government Reorganisation, it was noted that the mayoral election for Norfolk and Suffolk had been delayed and would now take place in May 2028. It was noted that Norfolk County Council had expressed its disappointment with the delay noting that preparations were well underway.

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

Locally, it was noted that the Teen Challenge Carol Service was well attended with an excellent service and food.

It was reported that Broadland District Council's Communities Team had produced a report illustrating the work of the team over the 2024/25 financial year and its impact on residents. The report would be circulated to Council members for information and included details of various grants awarded, holiday clubs available and other schemes such as "Broadly Active".

It was noted that Broadland District Council provide a free bi-monthly newsletter, "Yours Sincerely", available for all residents who feel they would like additional contact. Council Members were encouraged to notify any residents of the newsletter who may benefit from a subscription.

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 10-12].

Council received the report with no further questions. It was further noted that delivery of the CCTV equipment for Green Lanes was expected mid-December with the aim of a pre-Christmas installation.

b) To receive feedback on Town and Parish Council Forum held on 9th December 2025.

Broadland District Council had received 1500 toys donated over a 3-week period to be distributed to families in need throughout the districts. Council Members were asked to contact the Parish Clerk or District Councillors if they were aware of families in need who might wish to receive any toys.

The forum re-emphasised that residents should not put batteries in their regular rubbish or recycling bins because they are a major fire hazard and should be disposed of through the weekly kerbside collection by placing them in a separate tied carrier bag next to their bins on collection day.

Regarding Local Government Reorganisation, it was noted that the mayoral election for Norfolk and Suffolk had been delayed and would now take place in May 2028.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) 2025/3361: 40 Carter Road, NR8 6DY.

Council noted the application had been approved by District Council.

ii) 2025/3424: Priscilla Bacon Charity Shop, School Road.

Council **AGREED** to support subject to further enhancement of the landscape in line with applicant comments.

iii) 2025/3659: 5 Delane Road, NR8 6DL.

Council **AGREED** to submit no comments.

iv) 2025/2835: Drayton Hall, 73 Hall Lane, NR8 6DP.

Council **AGREED** to support the application.

v) 2025/2044: Borderlands, Reephams Road, NR10 3AJ.

Council **AGREED** to submit no comments.

- vi) **2025/3709:** 40 Bradshaw Road, NR8 6DJ.

Council **AGREED** to submit no comments.

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

- i) **2025/2846:** Drayton and St Faiths Medical Practice NR8 6EE – Approval with Conditions (Delegated).
- ii) **2025/3439:** 39 Drayton High Road, NR8 6AQ – Approval with Conditions (Delegated).
- iii) **2025/3544:** 65 Hall Lane, NR8 6DP – Approval with Conditions (Delegated).

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

- a) **To receive bank reconciliation for approval [Pg 13-14].**

The Chair verified and signed the bank reconciliation as evidence of verification. It was noted that the unresented payment related to a late payment to the Norfolk Pension Fund that had since been paid.

- b) **To receive list of receipts and approved payments for November 2025 [Pg 15-20].**

Council received the list of receipts and payments with no further questions. Further to the query raised at the November 2025 meeting of the Council, it was clarified that electricity bills were higher for Longdale Pavilion due to the two electric boilers to service the two changing rooms and the frequent use of floodlights and users of the pavilion 7 days a week.

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

Council authorised the list of payments to be made. It was noted that the donation to Royal British Legion had been updated in Scribe to the correct amount of £28.50.

- d) **To receive the budget briefing for information [Pg 23-24].**

Council received the budget briefing with no further comments or questions.

- e) **To re-consider the 2026-27 budget and precept for approval [Pg 25-42].**

Council **AGREED** the 2026-27 budget of £296,498.25 and a 2026-27 precept of £247,497.02 equating to a 15.4% increase or £15.80 increase for a Band D property.

Council considered the budget at length including recommendations from each Committee and a review of proposed reserve transfers. It was further noted that communication was key to demonstrate to residents the rationale for the agreed increase and that this information would be provided as part of the annual budget leaflet published on the Parish Council website.

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 note meeting of the Committee held on 4th December 2025.**

Noted.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

- a) **To receive minutes of the Committee held on 6th November 2025 [Pg 43-45].**

Council received the minutes with no further comments or questions.

11. STAFFING COMMITTEE

Council **AGREED** to consider item 11 after item 14b).

- a) **To receive minutes of the Committee held on 20th November 2025 [Pg 46-48].**

Council received the minutes with no further comments or questions.

- b) **To consider recommendation to adopt Recruitment & Selection Policy as presented [Pg 49-53].**

Council **AGREED** to adopt the Recruitment & Selection Policy as presented subject to removal of all reference to application forms.

- c) **To consider recommendation to adopt Equal Opportunities Policy as presented [Pg 54-57].**

Council **AGREED** to adopt the Equal Opportunities Policy as presented.

- d) **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 11e.**

Council **AGREED** to extend the meeting by 15 minutes.

Council **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of item 11e.

- e) **To receive Annual Appraisal Report [Pg 58-61].**

Council received the report with thanks, noting it was a useful report aiding transparency, accountability and shared understanding of expectations between Staff and Council.

The Chairman noted his thanks to both the Staffing Committee and all staff for their work on behalf of the Council.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

- a) **To consider response to consultation on Proposals for Local Government Reorganisation in Norfolk and Suffolk [Pg 62-63].**

In response to the consultation, Council **AGREED** to strongly disagree for all multiple-choice questions for a 3 unitary council and submit no further comments.

- b) **To consider response to Norfolk County Council's annual budget consultation proposals [Pg 64-66].**

Council **AGREED** to submit no response.

- c) **To consider response to Supplementary Planning Document Consultations [Pg 67].**

Council **AGREED** to submit no response.

- d) **To consider response to correspondence received from Taverham Lions [Pg 68].**

Council **AGREED** to include the Bleed Kit in the Defibrillator at Longdale Pavilion offered by Taverham Lions with thanks. Council **AGREED** the bleed kit would be managed by Drayton Parish Council including associated costs for restocking supplies as needed.

13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

Council expressed its condolences on the passing of Brenda Foulger, wife of former District Councillor for Drayton South and a card of condolence would be sent by the Parish Clerk on behalf of the Council.

Council noted the office would be closed during the Christmas period from Wednesday 24th December 2025 and re-open Monday 5th January 2026.

Council noted correspondence received on behalf of Alice Macdonald MP for Norwich North to arrange a meeting to discuss the work of the Parish Council, priorities for Drayton and any support Alice may be able to provide. A date would be agreed and circulated to Council Members in due course.

14. UPCOMING MEETING DATES

a) Extraordinary meeting of the Playing Fields & Property Committee 18th December 2025.

b) Parish Council meeting 15th January 2026.

Noted.

Meeting Closed: 9:04pm

DRAYTON PARISH COUNCIL

Paper	DPC5a: To receive the Clerks Report on matters arising from previous meetings.
Meeting	Council
Date	15 th January 2026
Author	Parish Clerk & RFO
Summary	
<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">1. The meeting date2. The minute reference3. The agenda item4. The resolution5. Status update <p>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.</p> <p>If the item requires a substantial paper for discussion and decision by Council 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>	
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.	Ongoing: Quote accepted, site visit took place 23rd September. Permissions received from land owner to film car park. Installation expected before Christmas 2025.
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: Application successful. 2 of the 7 shelters installed to date at Cricket Close and Drayton High Road. Pending confirmation of installation dates for remaining 5 shelters.
11.12.2025	3a)	To receive minutes of the meeting of the Council held on 13th November 2025 for approval	The minutes were AGREED as an accurate record of the meeting and signed by the Chair subject to amendment of a typographical error on page 3.	Complete: Minutes amended and uploaded to Parish Council website.
11.12.2025	6aii)	2025/3424: Priscilla Bacon Charity Shop, School Road.	Council AGREED to support subject to further enhancement of the landscape in line with applicant comments.	Complete: Response submitted via email Monday 15th December 2025.
11.12.2025	6aiv)	2025/2835: Drayton Hall, 73 Hall Lane, NR8 6DP.	Council AGREED to support the application.	Complete: Response submitted via email Monday 15th December 2025.
11.12.2025	7e)	To consider the 2026-27 budget and precept for approval	Council AGREED the 2026-27 budget of £296,498.25 and a 2026-27 precept of £247,497.02 equating to a 15.4% increase or £15.80 increase for a Band D property.	Ongoing: Resolution to be re-considered in accordance with 6a) of Council's Standing Orders. Presented under item 7d) of the agenda.
11.12.2025	11b)	To consider recommendation to adopt Recruitment & Selection Policy as presented	Council AGREED to adopt the Recruitment & Selection Policy as presented subject to removal of all reference to application forms.	Complete: Policy amended and uploaded to Council website.
11.12.2025	11c)	To consider recommendation to adopt Equal Opportunities Policy as presented	Council AGREED to adopt the Equal Opportunities Policy as presented.	Complete: Policy uploaded to Council website.
11.12.2025	12a)	To consider response to consultation on Proposals for Local Government Reorganisation in Norfolk and Suffolk	In response to the consultation, Council AGREED to strongly disagree for all multiple-choice questions for a 3 unitary council and submit no further comments.	Complete: Response submitted online Monday 15th December 2025.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
11.12.2025	12b)	To consider response to Norfolk County Council's annual budget consultation proposals	Council AGREED to submit no response.	Complete: No further action required.
11.12.2025	12c)	To consider response to Supplementary Planning Document Consultations	Council AGREED to submit no response.	Complete: No further action required.
11.12.2025	12d)	To consider response to correspondence received from Taverham Lions	Council AGREED to include the Bleed Kit in the Defibrillator at Longdale Pavilion offered by Taverham Lions with thanks. Council AGREED the bleed kit would be managed by Drayton Parish Council including associated costs for restocking supplies as needed.	Ongoing: Taverham Lions notified of outcome and Bleed Kit on order, pending confirmation of delivery. Facilities Manager informed and internal procedures established for monitoring and replenishing.

DRAYTON PARISH COUNCIL

Paper	DPC7a: To receive Bank Reconciliation for approval.
Meeting	Council
Date	15 th January 2026
Author	Parish Clerk & RFO
Summary	
<p>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.</p> <p>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.</p> <p>The Chair shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly.</p> <p>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.</p>	
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 31/12/2025		
	Cash in Hand 01/04/2025		1,118,311.56
	ADD Receipts 01/04/2025 - 31/12/2025		294,787.72
	SUBTRACT Payments 01/04/2025 - 31/12/2025		1,413,099.28
			220,499.12
	Cash in Hand 31/12/2025 (per Cash Book)		1,192,600.16
B	Cash in hand per Bank Statements		
	Petty Cash 31/12/2025	0.00	
	Unity Trust Bank 31/12/2025	102,906.35	
	Unity Trust Bank - Instant Access (l 31/12/2025	648,137.07	
	BDC Parish Deposit Scheme 31/12/2025	95,593.62	
	Cambridge Building Society 31/12/2025	128,471.14	
	Nationwide Instant Saver Issue 8 31/12/2025	129,550.21	
	Skipton Community Saver 10 A 31/12/2025	87,941.77	
	Credit Card 31/12/2025	0.00	
			1,192,600.16
	Less unrepresented payments		
			1,192,600.16
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,192,600.16
	A = B Checks out OK		

DRAYTON PARISH COUNCIL

Paper	DPC7b: To receive list of receipts and payments.
Meeting	Council
Date	15 th January 2026
Author	Parish Clerk & RFO
Summary	
<p>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.</p> <p>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.</p> <p>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.</p>	
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 01-12-2025 and 31-12-2025)

5 January 2026 (2025-2026)

Cost Centre 1. Income

Code Number 13 Income on Investment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
75	31/12/2025	None		Unity Trust Bank - I		Interest paid on Bank Account	Unity Trust Bank	X	3,552.28		3,552.28
Subtotal for Code: Income on Investment									£3,552.28		£3,552.28

Code Number 14 Miscellaneous

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
70	15/12/2025	60024614		Unity Trust Bank		Wayleave KGV	UK Power Networks	E	4.60		4.60
Subtotal for Code: Miscellaneous									£4.60		£4.60

Code Number 53 Pavilion Hire

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
71	18/12/2025	2025-2026/178		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	200.00		200.00
Subtotal for Code: Pavilion Hire									£200.00		£200.00

Code Number 55 3G Income

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
67	01/12/2025	2025-2026/139		Unity Trust Bank		3G Pitch Hire	Taverham Under 7's	S	67.08	13.42	80.50
68	04/12/2025	2025-2026/145		Unity Trust Bank		3G Pitch Hire	Sara Arend	S	72.83	14.57	87.40
69	05/12/2025	2025-2026/143		Unity Trust Bank		3G Pitch Hire	Drayton Wildcats Under 9's	S	76.67	15.33	92.00
72	31/12/2025	2024-2025/128		Unity Trust Bank		3G Pitch Hire	Drayton Youth Football Club	S	197.50	39.50	237.00
73	31/12/2025	None		Unity Trust Bank		3G Pitch Bookings	Stripe	E	154.56		154.56
74	04/12/2025	2025-2026/177		Unity Trust Bank		3G Pitch Hire	Stuart Brunton-Douglass	S	-38.33	-7.67	-46.00
Subtotal for Code: 3G Income									£530.31	£75.15	£605.46
Subtotal for Cost Centre: 1. Income									4,287.19	75.15	4,362.34

TOTALS £4,287.19 £75.15 £4,362.34

Listing of Payments in each Code for All Cost Centres
(Between 01-12-2025 and 31-12-2025)

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
336	01/12/2025	31320		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	199.00	39.80	238.80
337	03/12/2025	802415927		Unity Trust Bank		Electricity Charges KGV	British Gas	S	394.91	78.98	473.89
341	23/12/2025	802440279		Unity Trust Bank		Electricity Charges LD	British Gas	L	171.20	8.56	179.76
343	30/12/2025	31782		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	199.00	39.80	238.80
357	16/12/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
359	16/12/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
360	16/12/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
Subtotal for Code: Utilites & Services									£976.47	£169.63	£1,146.10

Code Number 28 Handyman Equipment & Consumables

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
348	16/12/2025	Credit Card		Credit Card		Extension Lead	Toolstation	S	37.49	7.50	44.99
349	16/12/2025	Credit Card		Credit Card		Cable Covers	Simply Safety Group	S	27.96	5.59	33.55
Subtotal for Code: Handyman Equipment & Consu									£65.45	£13.09	£78.54

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
324	11/12/2025	510482		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	52.07	10.41	62.48
339	11/12/2025	52669		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	194.50	38.90	233.40
342	29/12/2025	801575		Unity Trust Bank		Printer Lease	CF Corporate	S	148.00	29.60	177.60
Subtotal for Code: Stationery & Software									£394.57	£78.91	£473.48

Code Number 208 Community Event

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
333	11/12/2025	11147		Unity Trust Bank		First Aid Provision	A11 Medical Services Ltd.	E	105.00		105.00
335	11/12/2025	419		Unity Trust Bank		Christmas Lights	T T Jones Electrical Ltd	S	1,598.61	319.72	1,918.33
356	16/12/2025	Credit Card		Credit Card		Glow Sticks	Amazon	S	8.32	1.67	9.99
358	16/12/2025	Credit Card		Credit Card		christmas tree collection	Just Helping	E	50.00		50.00
Subtotal for Code: Community Event									£1,761.93	£321.39	£2,083.32

Code Number 212 Grants

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
326	11/12/2025	13		Unity Trust Bank		Remembrance Day Wreath	Royal British Legion	X	28.50		28.50
Subtotal for Code: Grants									£28.50		£28.50

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
344	31/12/2025	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	13.35		13.35
345	16/12/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
346	16/12/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
354	16/12/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00

Listing of Payments in each Code for All Cost Centres
(Between 01-12-2025 and 31-12-2025)

							Subtotal for Code:	Bank Charges	£22.35	£22.35	
Code Number		282 Community Newsletter									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
327	11/12/2025	12621		Unity Trust Bank		Newsletter	Just Regional	S	195.00	39.00	234.00
							Subtotal for Code:	Community Newsletter	£195.00	£39.00	£234.00
Code Number		8522 Street Lighting Energy									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
340	19/12/2025	14517327		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	810.92	162.18	973.10
							Subtotal for Code:	Street Lighting Energy	£810.92	£162.18	£973.10
							Subtotal for Cost Centre:	2. Finance & General Purposes	4,255.19	784.20	5,039.39
Cost Centre	3. Environment & Highways										
Code Number		31 NCC Highways Verges									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
331	11/12/2025	692		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	969.50	193.90	1,163.40
							Subtotal for Code:	NCC Highways Verges	£969.50	£193.90	£1,163.40
Code Number		35 Tree Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
325	11/12/2025	7964		Unity Trust Bank		Tree Maintenance	Treecare Consultants Ltd	S	92.00	18.40	110.40
328	11/12/2025	8004		Unity Trust Bank		Consultation New Trees	Treecare Consultants Ltd	S	654.00	130.80	784.80
334	11/12/2025	2983		Unity Trust Bank		Priority 3 Tree Works	Target Trees Ltd	S	6,733.33	1,346.67	8,080.00
							Subtotal for Code:	Tree Maintenance	£7,479.33	£1,495.87	£8,975.20
Code Number		36 Street Scene Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
323	11/12/2025	930828		Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services Ltd	S	108.80	21.76	130.56
351	16/12/2025	Credit Card		Credit Card		Street Scene Repairs	B&Q	Z	30.88		30.88
							Subtotal for Code:	Street Scene Maintenance	£139.68	£21.76	£161.44
							Subtotal for Cost Centre:	3. Environment & Highways	8,588.51	1,711.53	10,300.04
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
353	16/12/2025	Credit Card		Credit Card		Play Area Repairs	Toolstation	S	10.53	2.10	12.63
							Subtotal for Code:	Play Area	£10.53	£2.10	£12.63
Code Number		58 Sports Facilities									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
355	16/12/2025	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.52		1.52
							Subtotal for Code:	Sports Facilities	£1.52		£1.52

Listing of Payments in each Code for All Cost Centres
(Between 01-12-2025 and 31-12-2025)

Code Number 501 Pavilion Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
347	16/12/2025	Credit Card		Credit Card		Bulbs	Screwfix	S	6.66	1.33	7.99
350	16/12/2025	Credit Card		Credit Card		Loo Rolls & Bin Bags	Loorolls.com	S	46.90	9.38	56.28
352	16/12/2025	Credit Card		Credit Card		Cleaning Consumables for Pavilions	Medisave	S	44.95	8.99	53.94
Subtotal for Code: Pavilion Maintenance									£98.51	£19.70	£118.21

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
320	11/12/2025	684		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
329	11/12/2025	703		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
Subtotal for Code: Grounds Maintenance									£3,150.94	£630.18	£3,781.12

Code Number 504 Security

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
322	11/12/2025	57		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	1,020.00	204.00	1,224.00
Subtotal for Code: Security									£1,020.00	£204.00	£1,224.00

Code Number 511 3G Surface Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
321	11/12/2025	685		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
330	11/12/2025	704		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
Subtotal for Code: 3G Surface Maintenance									£705.04	£141.00	£846.04
Subtotal for Cost Centre: 5. Playing Fields & Property									4,986.54	996.98	5,983.52

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
361	31/12/2025	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,181.86		1,181.86
362	31/12/2025	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	386.10		386.10
366	31/12/2025	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

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
365	31/12/2025	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
363	31/12/2025	None		Unity Trust Bank		Mileage & Allowance	Staff	X	232.32		232.32
Subtotal for Code: Expenses/Mileage									£232.32		£232.32

Code Number 602 Consultancy Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
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Drayton Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-12-2025 and 31-12-2025)

5 January 2026 (2025-2026)

338	08/12/2025	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
364	31/12/2025	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		9,422.15	20.00	9,442.15

Cost Centre 8. Earmarked Reserves

Code Number 80 CIL Expenditure

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
332	11/12/2025	1990		Unity Trust Bank		Bus Shelter	GW Shelter Solutions	S	5,833.00	1,166.60	6,999.60
Subtotal for Code:							CIL Expenditure		£5,833.00	£1,166.60	£6,999.60
Subtotal for Cost Centre:							8. Earmarked Reserves		5,833.00	1,166.60	6,999.60

TOTALS £33,085.39 £4,679.31 £37,764.70

DRAYTON PARISH COUNCIL

Paper	DPC7c: To receive list of payments for authorisation.
Meeting	Council
Date	15 th January 2026
Author	Parish Clerk & RFO
Summary	
<p>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.</p> <p>The authorised schedule shall be initialled below the last item by the person Chairing the meeting.</p>	
Recommendation	
Council is asked to receive the list of payments for authorisation.	

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
367	Stationery & Software	15/01/2026		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	154.64	30.93	185.57
368	Street Lighting Maintenance	15/01/2026		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	106.69	21.34	128.03
372	Tree Maintenance	15/01/2026		Unity Trust Bank		Tree Works	Plantscape	S	1,130.00	226.00	1,356.00
369	Play Area	15/01/2026		Unity Trust Bank		Play Area Repairs	Wicksteed	S	340.89	68.18	409.07
370	Pavilion Maintenance	15/01/2026		Unity Trust Bank		PA Testing	Peter Stanger	E	80.00		80.00
371	Play Area	15/01/2026		Unity Trust Bank		Play Area Repairs	Sutcliffe Play	S	2,267.36	453.47	2,720.83
373	Staff Training & Development	15/01/2026		Unity Trust Bank		CILCA Training	Suffolk ALC	S	45.00	9.00	54.00
Total									4,124.58	808.92	4,933.50

DRAYTON PARISH COUNCIL

Paper	DPC7d: To re-consider the 2026-27 Budget and Precept.
Meeting	Council
Date	15 th January 2026
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>In accordance with Standing Order 6.a. Cllrs. G. Everett, H. Kisby and R. Turner have raised a special motion to re-consider the 2026-27 budget and precept which was approved at the December 2025 meeting of the Council.</p> <p>Council is asked to revisit the Reserve Transfers and General Fund Offset to seek a reduction in the overall precept demand.</p>	
Recommendation	
<p>Council is asked to consider the special motion from Cllrs. G. Everett, H. Kisby and R. Turner to re-consider the 2026-27 budget and precept.</p>	

1. INCOME								
ID#	Cost Code	2024-25 Budget	2024-25 Actual	2025-26 Budget	Apr - Sep Actual	Year End Forecast	2026-27 Budget	% +/- from Budget
	13 Income on Investment	£7,000.00	£29,504.44	£10,000.00	£7,362.30	£25,000.00	£10,000.00	
	14 Miscellaneous	£155.00	£6,602.75	£945.00	£9,747.20	£10,172.20	£995.00	
	21 Insurance Bowls Club Reimbursement	£190.00	£190.00	£1,200.00	£0.00	£1,204.61	£1,270.00	
	51 Grass Pitch Hire	£1,751.40	£2,187.54	£2,300.00	£0.00	£2,796.00	£2,940.00	
	53 Pavilion Hire	£3,112.20	£2,438.15	£2,720.00	£704.40	£2,655.00	£2,200.00	
	55 3G Income	£6,086.85	£7,403.97	£8,000.00	£4,577.35	£8,000.00	£8,000.00	
	56 Cricket Hire	£1,403.33	£1,443.42	£1,520.00	£1,516.00	£1,516.00	£1,600.00	
	603 CIL Income	£0.00	£10,426.31	£0.00	£12,211.36	£12,211.36	£0.00	
	8527 NCC Highways Verges	£6,886.00	£6,759.65	£5,920.00	£6,996.23	£6,996.23	£6,996.23	
	8528 S106 Income	£0.00	£8,240.00	£0.00	£0.00	£0.00	£0.00	
SUB TOTAL INCOME		£26,584.78	£75,196.23	£32,605.00	£43,114.84	£70,551.40	£34,001.23	4.28%

2. FINANCE & GENERAL PURPOSES EXPENDITURE								
ID#	Cost Code	2024-25 Budget	2024-25 Actual	2025-26 Budget	Apr - Sep Actual	Year End Forecast	2026-27 Budget	% +/- from Budget
	26 Office Equipment	£1,000.00	£1,149.79	£100.00	£40.88	£100.00	£100.00	
	27 Utilities & Services	£17,772.40	£15,459.66	£14,420.00	£6,720.99	£13,200.00	£14,277.00	
	28 Handyman Equipment	£600.00	£638.36	£630.00	£154.36	£630.00	£630.00	
	201 Stationary & Software	£2,856.00	£3,400.52	£3,520.00	£2,530.59	£5,134.99	£5,898.00	
	204 Subscriptions	£1,142.00	£904.00	£1,580.00	£1,233.50	£1,280.50	£2,022.00	
	205 Insurance	£4,000.00	£4,166.53	£4,230.00	£5,150.42	£5,400.42	£5,410.00	
	208 Community Event	£4,000.00	£3,184.34	£4,000.00	£17.17	£2,860.00	£4,000.00	
	212 Grants	£3,000.00	£1,195.00	£3,050.00	£960.00	£1,460.00	£3,050.00	
	215 Bank Charges	£248.00	£240.90	£248.00	£127.50	£248.00	£248.00	
	216 Member Training	£500.00	£0.00	£550.00	£0.00	£354.00	£550.00	
	282 Community Newsletter	£1,230.00	£390.00	£1,290.00	£390.00	£720.00	£1,290.00	
	284 Website	£1,200.00	£960.00	£220.00	£0.00	£220.00	£230.00	
	8522 Streetlighting Energy	£6,500.00	£5,867.34	£6,500.00	£0.00	£6,500.00	£7,700.00	
	8523 Streetlighting Maintenance	£680.00	£1,988.76	£810.00	£213.38	£810.00	£780.00	
SUB TOTAL EXPENDITURE		£44,728.40	£39,545.20	£41,148.00	£17,538.79	£38,917.91	£46,185.00	12.24%

3. ENVIRONMENT & HIGHWAYS EXPENDITURE								
ID#	Cost Code	2024-25 Budget	2024-25 Actual	2025-26 Budget	Apr - Sep Actual	Year End Forecast	2026-27 Budget	% +/- from Budget
	31 NCC Highways Verges	£6,886.00	£7,050.96	£7,410.00	£5,817.00	£7,556.02	£8,275.67	
	33 Residents Competitions	£250.00	£31.79	£250.00	£0.00	£0.00	£250.00	
	35 Tree Maintenance	£7,500.00	£7,840.14	£0.00	£2,400.00	£2,400.00	N/A	
	36 Street Scene Maintenance	£2,460.00	£4,763.95	£3,800.00	£142.04	£3,709.64	£3,865.00	
	38 Green Lane	£3,000.00	£1,765.00	£1,900.00	£1,020.00	£1,770.00	£2,870.00	
	304 Parish Partnerships	£1,932.00	£3,710.00	N/A	N/A	N/A	N/A	N/A
SUB TOTAL EXPENDITURE		£22,028.00	£25,161.84	£13,360.00	£9,379.04	£15,435.66	£15,260.67	14.23%

5. PLAYING FIELDS & PROPERTY EXPENDITURE								
ID#	Cost Code	2024-25 Budget	2024-25 Actual	2025-26 Budget	Apr - Sep Actual	Year End Forecast	2026-27 Budget	% +/- from Budget
	57 Play Area	£0.00	£472.97	£2,200.00	£0.00	£5,074.00	£2,350.00	
	58 Sports Facilities	£0.00	£2,154.76	£1,230.00	£1,149.01	£1,158.01	£1,470.00	
	501 Pavilion Maintenance	£5,900.00	£3,487.37	£775.00	£916.28	£1,000.00	£875.00	
	502 Play Area Inspections	£225.00	£306.00	£350.00	£312.00	£312.00	£330.00	
	503 Grounds Maintenance	£18,091.96	£22,775.12	£19,600.00	£9,200.25	£18,653.07	£24,172.30	
	504 Security	£11,680.00	£12,685.00	£12,500.00	£5,117.00	£12,376.00	£13,030.00	
	511 3G Surface Maintenance	£4,068.10	£4,720.86	£4,300.00	£1,762.60	£3,877.72	£4,513.63	
	514 Pest Control	£600.00	£741.00	£1,260.00	£600.00	£1,050.00	£945.00	
SUB TOTAL EXPENDITURE		£40,565.06	£47,343.08	£42,215.00	£19,057.14	£43,500.80	£47,685.93	12.96%

6. STAFFING EXPENDITURE								
ID#	Cost Code	2024-25 Budget	2024-25 Actual	2025-26 Budget	Apr - Sep Actual	Year End Forecast	2026-27 Budget	% +/- from Budget
	61 Salaries	£69,969.12	£70,658.91	£83,060.67	£40,483.56	£80,967.12	£85,569.80	
	8531 Employer NI Contributions	£5,888.35	£5,664.64	£10,209.10	£4,946.62	£9,893.20	£12,835.47	
	65 Employer Pension Contributions	£16,092.91	£14,700.69	£18,688.65	£9,108.87	£18,217.71	£16,686.11	
	68 Staff Training & Development	£1,100.00	£733.50	£900.00	£115.00	£565.00	£1,097.00	
	69 Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	601 Expenses/Mileage	£900.00	£2,055.24	£2,888.27	£1,397.81	£2,795.63	£3,283.27	
	602 Consultancy Services	£1,200.00	£1,200.00	£1,260.00	£600.00	£1,200.00	£1,200.00	
	8529 Locum Clerk Services	£0.00	£298.75	£0.00	£0.00	£0.00	£0.00	

SUB TOTAL EXPENDITURE	£95,150.38	£95,311.73	£117,006.69	£56,651.86	£113,638.66	£120,671.65
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3.13%

RESERVE TRANSFERS						
ID#	Cost Code	Balance 30/09/2024	2025-26 Transfers	2025-26 Budget	2025-26 Balance	2026-27 Transfers
	80 Community Infrastructure Levy	£661,663.32	£0.00	£0.00	£669,583.00	£0.00
	3G Surface Replacement (OSP)	£32,000.00	£8,000.00	£40,000.00	£74,681.16	£0.00
	84 KGV Enhancements (OSP)	£29,104.00	£0.00	£2,000.00	£28,104.00	£22,000.00
	605 Floodlight Replacement (OSP)	£5,500.00	£0.00	£0.00	£5,500.00	£0.00
	607 Play Area Enhancements (OSP)	£72,687.20	£10,000.00	£5,000.00	£82,550.97	£10,000.00
	611 Election Reserve (FGP)	£2,500.00	£0.00	£0.00	£2,500.00	£0.00
	613 Longdale Enhancements (OSP)	£29,950.00	£0.00	£3,500.00	£29,821.38	£15,500.00
	8532 Tree Works (E&H)	£13,244.00	£8,500.00	£13,600.00	£20,870.67	£0.00
	8530 Streetlighting (FGP)	£96,547.99	£9,000.00	£0.00	£102,847.99	£9,000.00
	8533 Cyclical Payments	£784.50	£2,309.80	£150.00	£2,969.30	£2,695.00
	8534 Projects	£12,000.00	£0.00	£10,000.00	£13,313.50	£0.00
	8535 Pitch Improvements (OSP)	£5,000.00	£5,000.00	£0.00	£11,482.00	£5,000.00
	8537 Street Scene Furniture & Footpaths (E&H)	£0.00	£3,850.00	£3,350.00	£3,850.00	£500.00
	8538 Allotments	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
SUB TOTAL RESERVE TRANSFERS		£960,981.01	£48,659.80	£77,600.00	£1,050,073.97	£64,695.00

PRECEPT CALCULATION					% +/- from Previous Year
	2024-25	2025-26	2026-27		
TOTAL BUDGETED EXPENDITURE +	£202,571.84	£213,729.69	£229,803.25		
TOTAL BUDGETED RESERVE TRANSFERS -	£44,785.50	£48,659.80	£64,695.00		
TOTAL OTHER BUDGETED INCOME-	£26,584.78	£32,605.00	£34,001.23		
GENERAL FUND OFFSET	£24,277.05	£20,000.49	£15,000.00		
10 PRECEPT	£196,495.51	£209,784.00	£245,497.02		14.55%
Tax Base	1974	2042	2088		
Band D	£99.54	£102.73	£117.58		14.4%
GENERAL FUND					
Balance 25/11/2025	£188,303.61				
Forecast expenditure remaining +	£108,866.20				
Forecast income remaining -	£27,436.56				
2025-26 Year End Forecast	£106,873.97				

81 3G Surface Replacement (PFP)	Transfer	Transfer Notes: Earmarked reserve for 3G surface replacement.
3G Surface Replacement.	£0.00	PFP agreed reserve held sufficient.
Sub Total	£0.00	
Current Balance	£74,681.16	
New Balance	£74,681.16	

84 KGV Enhancements (PFP)	Transfer	Transfer Notes: Earmarked reserve for KGV enhancement project including; car park, access posts, outdoor lighting, pavilion enhancements.
Car Park refurbishment	£19,000.00	PFP recommended transfer towards car park refurbishment.
Kickwall	£3,000.00	PFP recommended transfer based on estimate for a penalty shoot out wth target wall from Wicksteed.
Sub Total	£22,000.00	
Current Balance	£28,104.00	
New Balance	£50,104.00	

605 Floodlight Replacement (PFP)	Transfer	Transfer Notes: Earmarked reserve for floodlight replacement.
Floodlight Replacement.	£0.00	PFP agreed reserve held sufficient.
Sub Total	£0.00	
Current Balance	£5,500.00	
New Balance	£5,500.00	

607 Play Area Enhancements (PFP)	Transfer	Transfer Notes: Earmarked reserve for replacement play equipment, surfacing and fencing.
Replacement costs.	£10,000.00	FCMP installed 2019. Longdale intalled approximately 2008. KGV all equipment, surfacing and fencing installed 2023 @ £182633.66. Estimated lifespan ranges from 10 - 20 years. PFP recommendation from 2024/25 budget exercise to transfer £10k annual amount towards replacement of play equipment.
Sub Total	£10,000.00	
Current Balance	£82,550.97	
New Balance	£92,550.97	

611 Election Reserve (FGP)	Transfer	Transfer Notes
Election reserve.	£0.00	Reserve to cover associated costs of a contested election. Next election due 2027. No plans for transfers in 2026-27
Sub Total	£0.00	
Current Balance	£2,500.00	

New Balance	£2,500.00
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613 Longdale Enhancements (PFP)	Transfer	Transfer Notes: Earmarked reserve for facility enhancements to include increased car park allocation, access posts, roofing etc.
Replacement bollards.	£4,000.00	PFP recommended transfer towards replacement bollards.
Wheeled Goals	£5,000.00	PFP recommended transfer towards wheeled goals to replace fixed goal posts.
Car Park Refurbishment	£5,000.00	PFP recommended transfer towards car park refurbishment.
CCTV Upgrade	£1,500.00	PFP recommended transfer towards additional CCTV cameras/upgrade.
Sub Total	£15,500.00	
Current Balance	£29,821.38	
New Balance	£45,321.38	

8532 Trees (EH & PFP)	Transfer	Transfer Notes
New trees.	£0.00	Earmarked reserve for new trees.
Sub Total	£0.00	
Current Balance	£20,870.67	
New Balance	£20,870.67	agreed no new funds.

8530 Streetlighting (FGP)	Transfer	Transfer Notes: Earmarked reserve for replacement columns.
Replacement Costs	£9,000.00	Agreed annual transfer annual amount towards replacement columns.
Sub Total	£9,000.00	
Current Balance	£102,847.99	
New Balance	£111,847.99	

8533 Cyclical Payments	Transfer	Transfer Notes
Electrical Installation Condition Report (EICR) (PFP)	£250.00	Annual savings contributing towards assessment of the safety of a property's electrical system for LD, KGV and Bowls Club.
Floodlight Electrical Installation Condition Report (EICR) (PFP)	£150.00	Annual savings contributing towards assessment of the safety of floodlights at Longdale and KGV.
Wix website provision (FGP)	£65.00	Annual savings contributing to 3 yearly website provision.
Domain registration (FGP)	£30.00	Annual savings contributing to .gov domain registration paid annually or every 5 years.
		Transfer includes additional £120.00 to cover 5 year cost if agreed by FGP.
Longdale Fence (PFP)	£100.00	Annual savings for 4 yearly maintenance of water based fence stain (not paint) as recommended by installer.
Tree Survey (EH)	£1,150.00	Next payment due 2026-27. Annual savings contributing towards 2 yearly tree surveys.

Reinstatement Surveys (FGP)	£450.00	Annual savings contributing towards 3 yearly reinstatement surveys for Bowls Club, KGV & Longdale.
Defibrillator replacement costs (FGP)	£500.00	Annual savings contributing towards defibrillator replacement costs including pads and batteries.
Sub Total	£2,695.00	
Current Balance	£2,969.30	
New Balance	£5,664.30	

8534 Projects	Transfer	Transfer Notes
Neighbourhood Plan (FGP)	£0.00	Sufficient budget held, no plans for further transfers.
Parish Partnership Scheme (EH)	£0.00	Committee agreed at the August 2025 meeting not to apply for the 2026-27 scheme.
Sub Total	£0.00	
Current Balance	£10,318.00	
New Balance	£10,318.00	

8535 Pitch Improvements (PFP)	Transfer	Transfer Notes: Earmarked reserve towards 6 year pitch enhancement.
Pitch Improvements	£5,000.00	Council agreed to transfer annual amount for 6 years until April 2029.
Sub Total	£5,000.00	
Current Balance	£11,482.00	
New Balance	£16,482.00	

8537 Street Scene Furniture & Footpaths (EH)	Transfer	Transfer Notes
New/replacement grit bins	£0.00	No further replacement grit bins proposed.
New/replacement benches	£0.00	Additional bench at Green Lanes overlooking the river and additional bench on Hall Lane by Drayton Hall to be paid for by Green Infrastructure Fund. No transfer required.
New/replacement lecterns	£0.00	No further lecterns proposed.
Footpath maintenance	£500.00	Layton Close.
Sub Total	£500.00	
Current Balance	£3,850.00	
New Balance	£4,350.00	

8538 Allotments (EH)	Transfer	Transfer Notes
Allotments	£0.00	Annual savings towards set up costs.
Sub Total	£0.00	
Current Balance	£2,000.00	
New Balance	£2,000.00	

DRAYTON PARISH COUNCIL

Paper	DPC9a: To receive minutes for information.
Meeting	Council
Date	15 th January 2026
Author	Parish Clerk & RFO
Summary	
<p>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.</p> <p>Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.</p>	
Recommendation	
Council is asked to note receipt of the minutes of the Committee meeting.	

Minutes of the Playing Fields & Property Committee held on **Thursday 4th December 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Chair), G. Everett, T. Lee, K. Morgan and N. Quinsey

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager and 4 members of the public.

Meeting opened: 19:00

1. To receive apologies and consider acceptance for absence.

None.

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

Cllr N. Quinsey declared a Non-Registerable Interest in relation to Item 9 and confirmed that they would speak as a member of the public but would leave the room during this item and not discuss or vote.

3. To receive minutes of the meeting of the Playing Fields & Property Committee held on 28th August 2025 for approval.

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

4. To receive minutes of the extraordinary meeting of the Playing Fields & Property Committee held on 8th October 2025 for approval.

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

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

The Bowls Club Treasurer reported that expenditure at the Bowls Club had significantly increased in 2025 due to an increase in the buildings running costs. It was suggested that hiring out one of the rooms to an art club could provide significant financial assistance. It was confirmed that if permission was granted to proceed, the Bowls Club would retain full use of the bowling green and changing rooms, a member of the Club would be on site to grant access to the art club organiser and that a hirer agreement would be in place, stipulating the room hire and payment terms. Furthermore, it was confirmed that funds raised from the room hire would be used to install up-dated LED lighting.

The organiser of the art club confirmed that they would welcome the opportunity to engage with the local community by relocating the art club to Drayton. It was noted that the art club was aimed at adults looking to learn and meet new people and that room hire was requested for one day a week, for three terms of fourteen weeks.

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 on; completed fencing works at Longdale, intermittent issues with 3G pitch floodlights, completed priority 3 tree works, completed annual fire

extinguisher checks, progress with the KGV Pavilion project manager tender process, additional tree works at KGV and Norwich Probation Service Community Payback Works. It was requested that the pitch maintenance programme be published on the Parish Council's Facebook page.

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.

8. To note the internal playground inspections summary report and receive an up-date regarding play equipment and gate repairs.

The Committee received the report and noted the update.

9. To consider the request for consent to underlet the Bowls Club.

The Committee **AGREED** to consider item 9 directly after item 5.

Cllr N. Quinsey left the meeting at 7.18pm.

The Committee considered the request and noted that the Bowls Club were seeking to hire out a room, rather than enter into a formal under-leasing agreement. The Committee **AGREED** to ongoing consent for the Bowls Club to grant room hire agreements and issue the draft consent to underlet letter as presented, subject to the replacement of all references to 'underletting' with reference to 'room hire'.

10. To consider the draft budget for the 2026-27 financial year for recommendation for approval by Council.

Cllr N. Quinsey rejoined the meeting at 7.26pm.

The Committee **AGREED** the draft 2026-27 Playing Fields & Property budget as presented for approval by Council with no amendments.

The Committee **AGREED** the draft 2026-27 Playing Fields & Property earmarked reserve transfers as presented for approval by Council, subject to the following amendments:

- KGV enhancements: to transfer £19,000 towards car park refurbishment and £3000 towards a kick wall.
- Play Area Enhancements: to transfer £10,000 for replacement costs.
- Longdale Enhancements: £4,000 towards replacement bollards, £5,000 towards wheeled goals, £5,000 towards car park refurbishment and £1,500 for CCTV upgrade.
- Pitch Improvements: £5,000 towards pitch improvements.

It was noted that planned spending from the earmarked reserve for 2026-27 would be allocated at the discretion of Officers of the Council in-line with capacity.

11. To review the 2026-27 Hire Charge Schedule, including Hire Terms, season dates and 3G Pitch, and make recommendation for approval by Council.

The Committee considered the Hire Terms as presented and confirmed that Drayton Youth Football Club (DYFC) should not be permitted to sub-let the grass pitches. The Committee **AGREED** to the grass pitch Hire Terms as presented, subject to the inclusion of offering DYFC first refusal of season hire at Longdale and KGV.

The Committee **AGREED** to the 2026-27 Hire Charge Schedule as presented.

12. To consider 3G pitch deposit scheme and cancellation options and revised 3G Pitch Booking Terms, Conditions & Rules.

The Committee **AGREED** to extend the meeting by 20 minutes.

The Committee considered the 3G pitch deposit scheme and cancellation policy options presented and **AGREED** the following:

- Deposit type: Initial Deposit
- Deposit payment structure: 10% of total booking value
- Deposit Terms: as presented
- Cancellation and refund policy options:
 - 1 week's written notice required to terminate a recurring booking
 - More than 24 hours' notice: No charge for cancelled session
 - Less than 24 hours' notice: Full session fee payable.
 - Persistent Cancellations: As presented

The Committee considered the 3G Pitch Block Booking Terms, Conditions and Rules and **AGREED** to approve the document as presented, subject to the amendments in line with the above.

The Committee considered the 3G Pitch Online Booking Terms, Conditions and Rules and **AGREED** to approve the document as presented.

13. To consider the suitability of the Beryl Bikes site at Longdale.

The Committee noted the verbal update and potential issues with visibility splay at Longdale Playing Field entrance due to the positioning of the new Beryl Bikes site. The Committee **AGREED** to write to the Norfolk County Council Highways Engineer to request relocation of the new Beryl Bikes site at Longdale.

14. To consider the advice from tree consultancy contractor regarding suitable locations for 8 new trees.

The Committee received the report from the tree consultancy contractor and noted the recommendation to plant during the dormant season between October and early March. The Committee **AGREED** to defer the item to a future meeting.

15. To consider request from Thorpe Marriott Village Hall.

The Committee **AGREED** that Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of item 15.

The Committee considered the request from Thorpe Marriott Village Hall and **AGREED** to enter into an initial discussion. It was agreed that Cllrs. J. Anderson, A. Crotch and N. Quinsey would arrange a meeting with Thorpe Marriott Village Hall.

16. To note exchange of information

None.

17. To note that an extraordinary meeting of the Committee is scheduled to take place on Thursday 18th December 2025 at 7.00pm at King George V Pavilion.

The next meeting is scheduled to take place on Thursday 26th February 2026 at 7.00pm at King George V Pavilion.

Noted.

Meeting Closed: 21:21

DRAYTON PARISH COUNCIL

Paper	DPC9b: Project Management and Cost Consultancy Services
Meeting	Council
Date	15 th January 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> <p>At the July 2025 meeting, Council received a recommendation from the Playing Fields & Property Committee regarding next steps for the KGV refurbishment project. In line with the recommendation, Council agreed to commence a tendering process to appoint Project Management and Cost Consultancy Services for the project.</p> <p>Following the tendering process outlined below, the Playing Fields & Property Committee is now seeking Council approval for the award of a contract for Project Management and Cost Consultancy Services for the project.</p> <u>Tendering Process</u> <p>At the October 2025 meeting, the Playing Fields & Property Committee agreed the Tender Specification and Assessment Criteria to undertake the procurement exercise to appoint a suitably qualified and experienced consultant.</p> <p>In line with the Council's Financial Regulations and the Public Contracts Regulations 2015, the Committee issued an Invitation to Tender to 7 suitably experienced consultants on 15th October 2025.</p> <p>The Tender closed on 28th November 2025 and 5 valid submissions were received.</p> <p>At the extraordinary meeting in December 2025, the Committee reviewed all submissions and completed an evaluation sheet using the agreed Assessment Criteria and methodology. A copy of the Tender Specification and the final anonymised score for each tender is attached for information.</p> <u>Recommended Contractor</u> <p>Following evaluation, the Committee identified a preferred bidder whose proposal offered a detailed submission relevant to Drayton and significant experience with local authorities while demonstrating value for money.</p> <p>The Committee recommends the appointment of the attached consultant to provide Project Management and Cost Consultancy Services for the KGV Refurbishment Project.</p>	

Financial Implications

The cost of the consultancy services is confirmed as within the permitted spending of Section 106 for the project.

For Information

Please note, the detailed proposal, including fee breakdowns and any contractual terms are considered commercially sensitive and have therefore been redacted from the published versions of the papers.

Recommendation

Council is asked to:

1. Approve the award of the contract for Project Management and Cost Consultancy Services for the KGV Refurbishment Project as recommended by the Playing Fields & Property Committee.
2. Authorise the Deputy Clerk & Facilities Manager (in consultation with the Chair of the Playing Fields & Property Committee) to finalise and enter into the contract on behalf of the Parish Council, subject to satisfactory references.

DRAYTON PARISH COUNCIL

Paper	DPC12a: Annual schedule of meetings
Meeting	Council
Date	15 th January 2026
Author	Parish Clerk & RFO
Summary	
<p>A draft schedule of meetings for 2026-27 is presented for consideration of adoption by Council.</p> <p><u>Approach to Scheduling</u></p> <ul style="list-style-type: none">• The meeting schedule aligns with the financial year, running 1st April to 31st March.• Parish Council meetings continue to be scheduled for the second Thursday of the month.• Finance & General Purposes Committee meetings continue to be scheduled 4 times per year, held on the last Thursday of April, July, October and January to support quarterly financial reporting.• Environment & Highways Committee and Playing Fields & Property Committee meetings continue to be scheduled 4 times per year, held on Thursdays and spread across the year to alleviate any time pressures between meetings where possible.• The last Thursday of November remains clear of meetings to accommodate the Christmas Lights Switch on.• No meetings scheduled during office closure between Christmas Eve and New Years Day. <p><u>Proposed Changes</u></p> <ul style="list-style-type: none">• No Committee meetings to be scheduled in August.• A separate date for the Annual Parish Meeting (previously held prior to a Committee meeting) scheduled for an available Thursday between 1st March and 1st June in line with legislative requirements.• An additional Budget meeting has been accommodated within the schedule.• Staffing Committee meetings to be reduced to 3 meetings per year on a trial basis.	
Recommendation	
Council is asked to consider adopting the schedule of meetings for 2026-27 as presented.	

DRAYTON PARISH COUNCIL
MEETING SCHEDULE 2026-27

Any items for the agenda must be received for consideration by the Clerk as soon as possible and no later than 10 clear days before the meeting.

Meeting Date	Meeting	Deadline for Summons
9th April 2026	Council	2nd April 2026
16th April 2026	Playing Fields & Property Committee	11th April 2026
30th April 2026	Finance & General Purposes Committee	25th April 2026
7th May 2026	Annual Parish Meeting	27th April 2026
14th May 2026	Annual Meeting of the Parish Council	9th May 2026
4th June 2026	Environment & Highways Committee	30th May 2026
11th June 2026	Council	6th June 2026
25th June 2026	Staffing Committee	20th June 2026
9th July 2026	Council	4th July 2026
16th July 2026	Playing Fields & Property Committee	11th July 2026
30th July 2026	Finance & General Purposes Committee	25th July 2026
13th August 2026	Council	8th August 2026
3rd September 2026	Environment & Highways Committee	28th August 2026
10th September 2026	Council	5th September 2026
8th October 2026	Council	3rd October 2026
15th October 2026	Playing Fields & Property Committee	10th October 2026
22nd October 2026	Staffing Committee	17th October 2026
29th October 2026	Finance & General Purposes Committee	24th October 2026
12th November 2026	Council	7th November 2026
19th November 2026	Environment & Highways Committee	14th November 2026
10th December 2026	Council	5th December 2026
17th December 2026	Council Budget Meeting	12th December 2026
14th January 2027	Council	9th January 2027
21st January 2027	Playing Fields & Property Committee	16th January 2027
28th January 2027	Finance & General Purposes Committee	23rd January 2027
11th February 2027	Council	6th February 2027
25th February 2027	Staffing Committee	20th February 2027
4th March 2027	Environment & Highways Committee	27th February 2027
11th March 2027	Council	6th March 2027

DRAYTON PARISH COUNCIL

Paper	DPC12b: To receive update on Neighbourhood Plan
Meeting	Council
Date	15 th January 2026
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>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.</p> <p>Since the last update presented to Council at the September 2025 meeting, the Group, together with consultant, Collective Community Planning has:</p> <ul style="list-style-type: none">• Received grant funding from Broadland District Council in the sum of £6,000.• Carried out a public survey on key issues and options for the Neighbourhood Plan, receiving 166 responses.• Received a survey analysis report, focusing on key themes and points of clarity arising from the survey.• Agreed to undertake assessment work for Green Spaces and Heritage Assets identified from the survey analysis report to build an evidence base to confirm requirements for protection i.e. that space is ‘demonstrably special’ to a local community based on its beauty, historic significance, recreational value and/or wildlife richness.• Considered proposed priority statements and a revised vision and objectives for the 2026 Neighbourhood Plan.• Considered status updates for projects identified in the 2016 Neighbourhood Plan. <p><u>Next Steps</u></p> <p>At its meeting scheduled for Thursday 8th January 2026, the group will be receiving guidance on Allocating Sites and implementing a Design Guide for consideration of inclusion in the Neighbourhood Plan.</p>	
Recommendation	
Council is asked to note the update for information.	

DRAYTON PARISH COUNCIL

Paper	DPC12c: Consultation on Sex Establishment Policy.
Meeting	Council
Date	15 th January 2026
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>On 3rd December 2025, Council received the following invitation to comment on Broadland District Council's Sex Establishment Policy.</p> <p><i>"Broadland District Council is currently consulting on reviewing its Sex Establishment and Sexual Entertainment Venue (SEV) policy. You have received this email as it is understood that this may directly affect your business or because you may have a particular interest in viewing and commenting on the proposals.</i></p> <p><i>A comprehensive review of the current policy document, introduced in 2011, is required to ensure the policy remains fit for purpose. The revised document has been developed with reference to the legislation, guidance, best practice and recently updated policy documents drafted by other licensing authorities local to Broadland.</i></p> <p><i>At present, Broadland does not have any affected premises located within the district and the authority is not aware of any pending applications. However, having a robust and up to date policy in place will ensure the authority is suitably prepared should an application be received."</i></p> <p><u>Consultation</u></p> <p>Drayton Parish Council is invited to comment on the draft revised policy document. The consultation period for the Sex Establishment and Sexual Entertainment Venue policy begins on 3 December 2025 and ends on 25 February 2026. The policy document and a schedule of the key proposed changes may be accessed via the Broadland District Council website at Licensing policies Broadland and South Norfolk.</p> <p>At the end of the consultation period, any comments received will be considered and the policy document will be amended as appropriate before being approved and adopted by the Council.</p>	
Recommendation	
Council is asked to consider a response to the consultation.	

DRAYTON PARISH COUNCIL

Paper	DPC12d: Mobile Phone Base Station Consultation.
Meeting	Council
Date	15 th January 2026
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>On Wednesday 7th January 2026, Council received an invitation to comment on the proposed installation of telecommunications equipment at Longdale NR8 6AU.</p> <p>The consultation letter, proposal drawings and additional information are attached for information.</p> <p>The deadline for comments is 21st January 2026 before an application is submitted to the Local Planning Authority.</p>	
Recommendation	
Council is asked to consider a response to the consultation.	

Our ref: **CS_30934900**

7th January 2026

Drayton Parish Clerk

office@draytonparishcouncil.gov.uk

United Living Connected
Building 4
Clearwater
Lingley Mere Business Park
Warrington
WA5 3UZ

Dear Parish Clerk,

PRE-PLANNING APPLICATION CONSULTATION FOR A MOBILE PHONE BASE STATION INSTALLATION AT CS_30934900, LAND AT LONG DALE, LONG DALE ROAD, THROPE MARRIETT, DRAYTON, NORFOLK, NR8 6AU (NGR: E617546 N315007)

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone are in the process of progressing suitable sites in the Thorpe Marriett area for radio base stations that will improve service provision for VMO2.

The purpose of this letter is to consult with you and seek your views on our proposal before any planning submission is made. We understand that you are not always able to provide site specific comments, however, Cornerstone and the operators are committed to consultation with communities on our mobile telecommunications proposals and as such would encourage you to respond.

As part of VMO2's continued network improvement program, there is a specific requirement for a new telecommunication base station at this location to provide upgraded 4G coverage and capacity as well as new 5G coverage in this area of Thorpe Marriett.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

Please find below the details of the proposed site and the alternative site options considered and discounted in our site selection process: -


Our technical network requirement is as follows:

CS_30934900, LAND AT LONG DALE, LONG DALE ROAD, THROPE MARRIETT, DRAYTON, NORFOLK, NR8 6AU (NGR: E617546 N315007)

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Standard V.3 – 15/04/2021

Registered Address:
Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

The operator currently provides coverage to the area from an existing installation located at Long Dale, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6AU, United Kingdom (NGR: E617592, N315091). However, the existing structure is not capable of supporting the weight and size of the equipment required to enable VMO2 to provide the latest 4G and 5G coverage and capacity to the area. As such, a new replacement site for VMO2 is required. As the replacement VMO2 site will need to cover the same target coverage area, it needs to be located as close as possible to the existing site.

A number of options have been assessed in respect of the site search process and the preferred option is as follows:

CS_30934900, LAND AT LONG DALE ROAD, THROPE MARRIETT, DRAYTON, NORFOLK, NR8 6AU (NGR: E617546 N315007)

The proposed installation of a telecommunications base station comprising a 20m monopole supporting 6 no. antennas, together with 3 no. ground based equipment cabinets and ancillary development thereto.

Details enclosed on drawings numbered: 100A, 200A, 201A, 300A & 301A.


Alternative site options considered and rejected are as follows:

Site Type	Site name and address	National Grid Reference	Reason for not choosing site
Existing site	Long Dale, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6AU, United Kingdom	E617592, N315091	This installation is not able to support modern telecoms equipment required to provide the latest 4G and 5G coverage and capacity to the area for both VodafoneThree and VMO2. As such, a new permanent replacement site for VMO2 is required. As the replacement VMO2 site will need to cover the same target coverage area, it needs to be located as close as possible to the existing site. The existing site will remain in situ for VodafoneThree technologies.
D1 - Long Dale Streetworks	Long Dale, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6AU, United Kingdom	E617602, N315120	An installation at this location is considered to be within too close proximity to residential frontages and their accesses. This site has therefore been discounted for this reason.
D2 - Long Dale Streetworks	Long Dale, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6AU, United Kingdom	E617647, N315207	An installation at this location is considered to be within too close proximity to residential gardens and their accesses. This site has therefore been discounted for this reason.
D3 - Long Dale Streetworks	Long Dale, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6AU, United Kingdom	E617688, N315273	The footway at this location is too narrow to accommodate the operator's equipment. As such, it would lead to highway safety issues. A site in this location has therefore been discounted for this reason.

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1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

D4 - Long Dale Streetworks	Long Dale, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6AU, United Kingdom	E617682, N315281	The footway at this location is too narrow to accommodate the operator's equipment. As such, it would lead to highway safety issues. A site in this location has therefore been discounted for this reason.
D5 - Century Way Streetworks	Century Way, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6GZ, United Kingdom	E617682, N315156	The footway at this location is too narrow to accommodate the operator's equipment and it is restricted by existing residential accesses. As such, it would lead to highway safety issues. A site in this location has therefore been discounted for this reason.
D6 - Brancaster Close Streetworks	Brancaster Close, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6GX, United Kingdom	E617726, N315196	The footway at this location is too narrow to accommodate the operator's equipment and it is restricted by existing residential accesses. As such, it would lead to highway safety issues. A site in this location has therefore been discounted for this reason.
D7 - Wensum Walk Streetworks	Wensum Walk, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6AS, United Kingdom	E617612, N315244	The footway at this location is too narrow to accommodate the operator's equipment and it is restricted by existing residential accesses. As such, it would lead to highway safety issues. A site in this location has therefore been discounted for this reason.
D8 - Wensum Walk Streetworks	Wensum Walk, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6AS, United Kingdom	E617536, N315271	An installation at this location is considered to be too prominent within the open greenspace and is surrounded by residential frontages. This site has therefore been discounted for this reason.
D9 - Wensum Walk Streetworks	Winners Walk, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6YP, United Kingdom	E617498, N315196	The footway at this location is too narrow to accommodate the operator's equipment and it is restricted by existing residential accesses. As such, it would lead to highway safety issues. A site in this location has therefore been discounted for this reason.
D10 - Walsingham Drive Streetworks	Walsingham Drive, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6FZ, United Kingdom	E617487, N315389	The footway at this location is too narrow to accommodate the operator's equipment and it is restricted by existing residential accesses. As such, it would lead to highway safety issues. A site in this location has therefore been discounted for this reason.
D11 - Priorswood Streetworks	Priorswood, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6FW, United Kingdom	E617439, N315248	The footway at this location is too narrow to accommodate the operator's equipment and it is restricted by existing residential accesses. As such, it would lead to highway safety issues. A site in this location has therefore been discounted for this reason.
D12 - Foxwood Close Streetworks	Foxwood Close, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6XU, United Kingdom	E617425, N315178	The footway at this location is too narrow to accommodate the operator's equipment and it is restricted by existing residential accesses. As such, it would lead to highway safety issues.

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Theale, Berkshire, RG7 4SA

			A site in this location has therefore been discounted for this reason.
D13 - Winners Wlk Streetworks	Winners Walk, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6YP, United Kingdom	E617476, N315118	The footway at this location is too narrow to accommodate the operator's equipment and it is restricted by existing residential accesses. As such, it would lead to highway safety issues. A site in this location has therefore been discounted for this reason.
D14 - Foxwood Wlk Streetworks	Foxwood Close, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6XU, United Kingdom	E617304, N315227	An installation at this location is considered to be too prominent in the streetscene and would impact junction sight lines, it is also surrounded by residential frontages. This site has therefore been discounted for this reason.
D15 - Drewray Dr Streetworks	Drewray Drive, Taverham, Thorpe Marriott, Broadland, Norfolk, England, NR8 6XS, United Kingdom	E617296, N315095	An installation at this location is considered to be too prominent within the streetscene and is surrounded by residential frontages/gardens. This site has therefore been discounted for this reason.
D16 - Long Dale Streetworks	Long Dale, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6AU, United Kingdom	E617524, N314978	It is not possible to install a street furniture installation at this location due to unresolvable underground services in order to deliver the required level of coverage to the target area. This site has therefore been discounted for this reason.
D17 - Felsham Way Streetworks	Felsham Way, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6XQ, United Kingdom	E617467, N314902	It is not possible to install a street furniture installation at this location due to unresolvable underground services in order to deliver the required level of coverage to the target area. A site in this location would also impact junction sight lines and would lead to highways safety issues. This site has therefore been discounted for these reasons.
D18 - Reepham Rd Streetworks	Reepham Road, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6AS, United Kingdom	E617416, N315525	This location has been discounted as it is outside the optimal search area for the network, which requires a replacement installation as close to the existing site as possible to provide sufficient coverage to the area.
D19 - Drewray Dr Streetworks	Drewray Drive, Taverham, Thorpe Marriott, Broadland, Norfolk, England, NR8 6XS, United Kingdom	E617314, N315444	This location has been discounted as it is outside the optimal search area for the network, which requires a replacement installation as close to the existing site as possible to provide sufficient coverage to the area.
D20 - Nature Fm Green field	Reepham Road, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6AS, United Kingdom	E617683, N315334	A mast at this location would not provide the required level of coverage to the target area due to the distance away from the existing site and the substantial tree cover that would inhibit the signal and would not deliver the required coverage to the target area. This site has therefore been discounted for this reason.

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D21 - Keiff & Sons Green field	Reephams Road, Drayton, Thorpe Marriott, Broadland, Norfolk, England, NR8 6GU, United Kingdom	E617732, N315291	A mast at this location would not provide the required level of coverage to the target area due to the distance away from the existing site and the substantial tree cover that would inhibit the signal and would not deliver the required coverage to the target area. This site has therefore been discounted for this reason.
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The Local Planning Authority must register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation. A certificate of ICNIRP compliance will be included within the planning submission.

In order to give you time to send your comments or request further information, we commit to allow at least 14 days before an application is submitted to the Local Planning Authority. This 14-day period starts from the date at the top of this letter.

We would also be grateful if you could please advise of any local stakeholders or groups that might like to make comments.

We look forward to receiving any comments you may have on the proposal.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number **CS_30934900**)

Yours faithfully,



Phoebe Birney
Assistant Planner : United Living Connected

Tel: +44 (0) 7999 834 759

Email: pbirney@perrywilliams.co.uk

(for and on behalf of Cornerstone)

In the first instance, all correspondence should be directed to the agent.


Cornerstone Planning Consultation Letter to Councillors - Standard V.3 – 15/04/2021

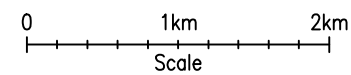
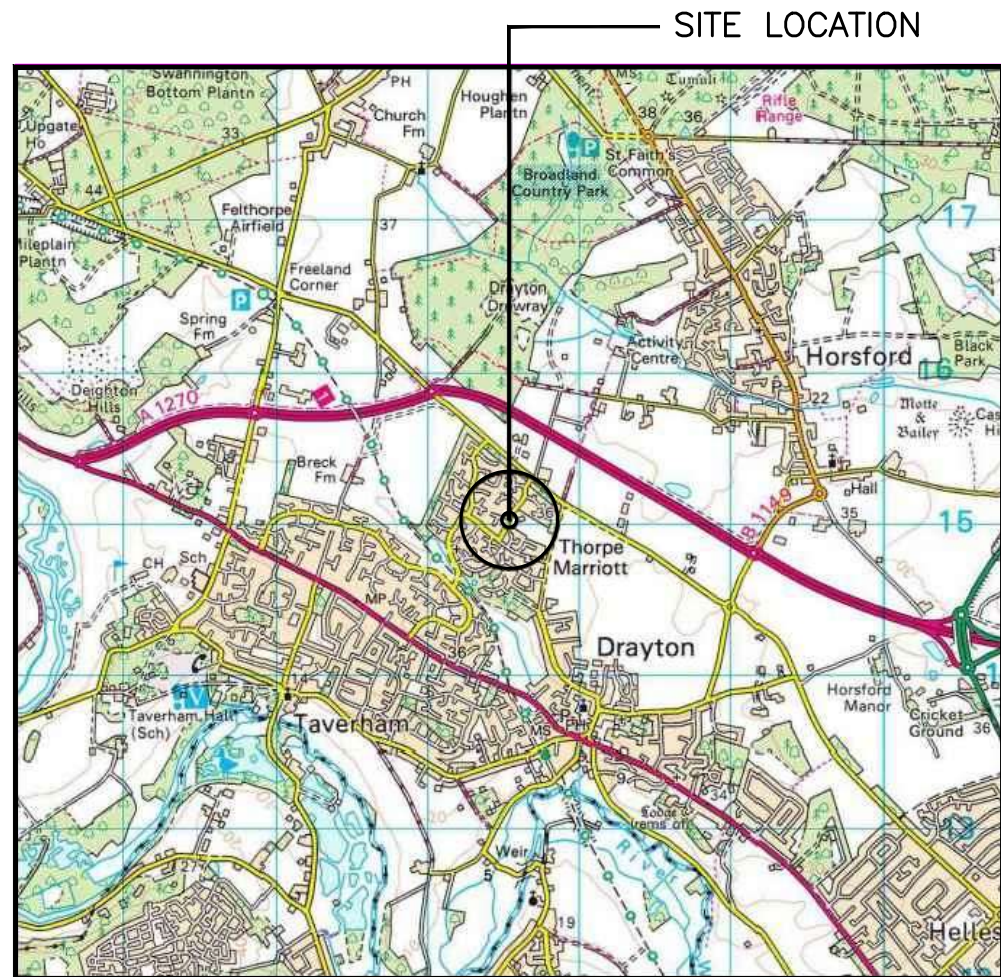
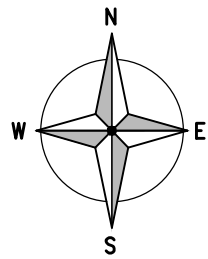
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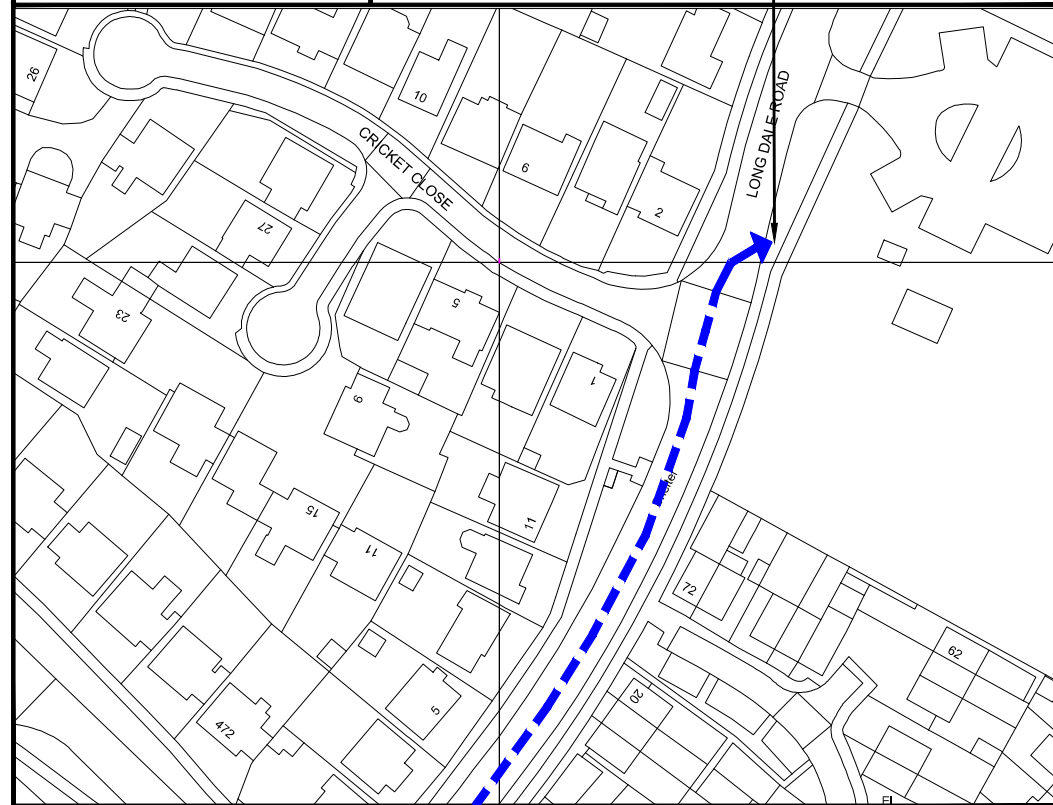
SITE LOCATION
(Scale 1:50000)

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SITE PHOTOGRAPH

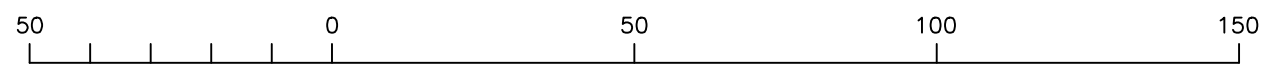
315000



617500

DETAILED SITE LOCATION
(Scale 1:1250)

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ORIGINAL SCALE AT A3 – 1:1250
93 of 103

ALL DIMENSIONS IN METRES

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R | E:617546 | N: 315007

DIRECTIONS TO SITE: FROM THE A1270, TAKE THE EXIT TOWARD SPROWSTON OR WROXHAM ROAD (A1151) AND HEAD SOUTHEAST. CONTINUE ON WROXHAM ROAD, THEN TURN ONTO SALHOUSE ROAD HEADING EAST. FOLLOW SIGNS TOWARD RACKHEATH, THEN TURN ONTO GREEN LANE WEST, CONTINUING UNTIL YOU REACH LONGDALE. THE SITE IS LOCATED ON LONGDALE, A RESIDENTIAL STREET IN THIS AREA.

A	PLANNING ISSUE	UI	UI	23.09.25
REV	MODIFICATION	BY	CH	DATE

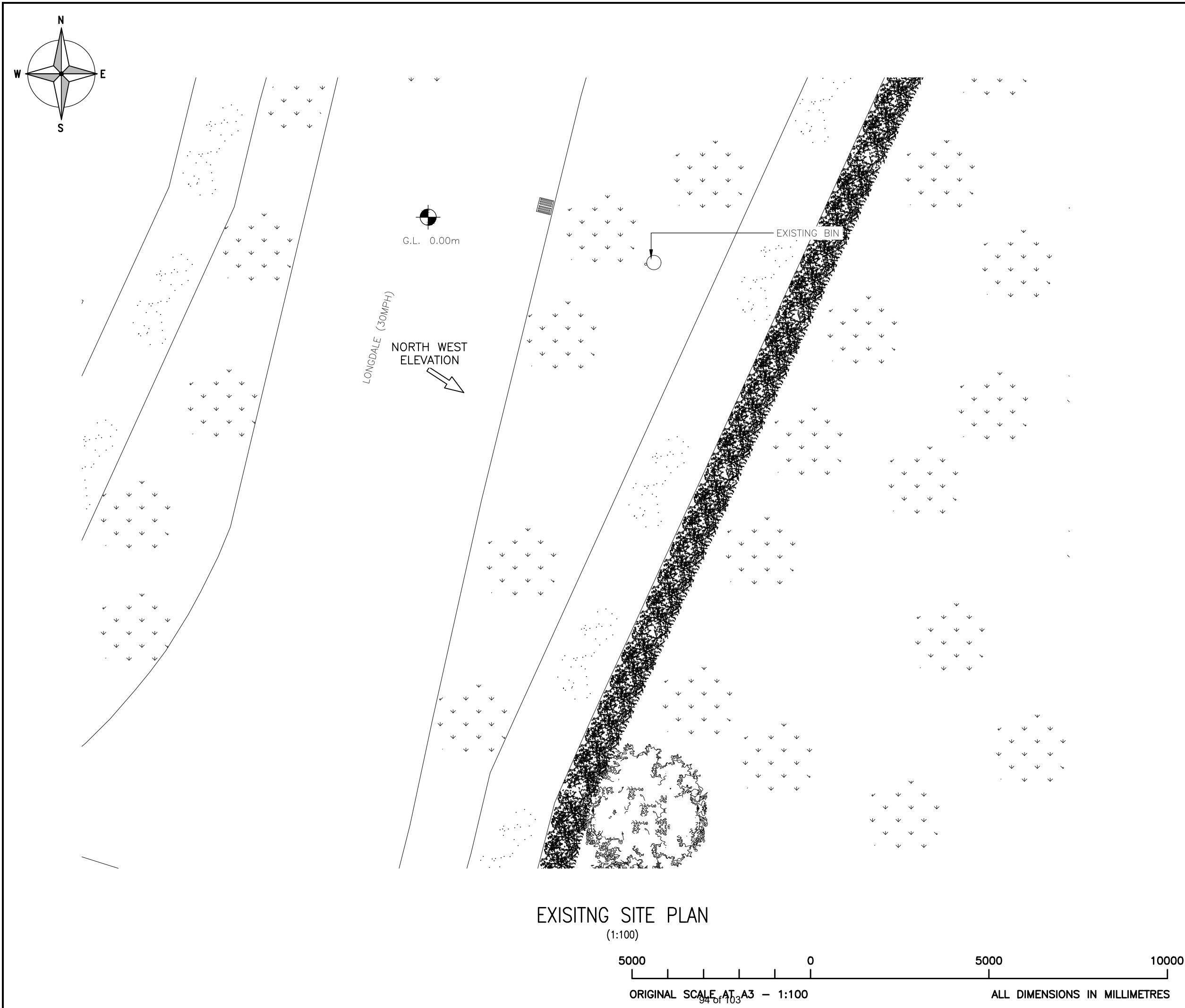


united infrastructure
United Infrastructure
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Avenue,
Great Sankey, Warrington, WA5 3UZ
t. 44 (0)151 420 4128
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cornerstone

Cell Name				Opt.
LONG DALE SW				–
Cell ID No				
CSID	–	VF	–	TEF
309349	–	–	–	25202
Project No.	–	TM Cell ID	–	N/A
30934900	–	–	–	–
Site Address / Contact Details				
LONG DALE ROAD THORPE MARRIETT DRAYTON NORFOLK NR8 6AU				
Drawing Title: SITE LOCATION MAPS				
Purpose of issue: PLANNING				Dwg Rev:
Drawing Number: 100				A
Surveyed By: UI		Original Sheet Size: A3		Pack Issue:
Drawn: UI	Date: 23.09.25	Checked: UI	Date: 23.09.25	A



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N.G.R

E:617546

N: 315007


NOTES:

A	PLANNING ISSUE	UI	UI	23.09.25
REV	MODIFICATION	BY	CH	DATE

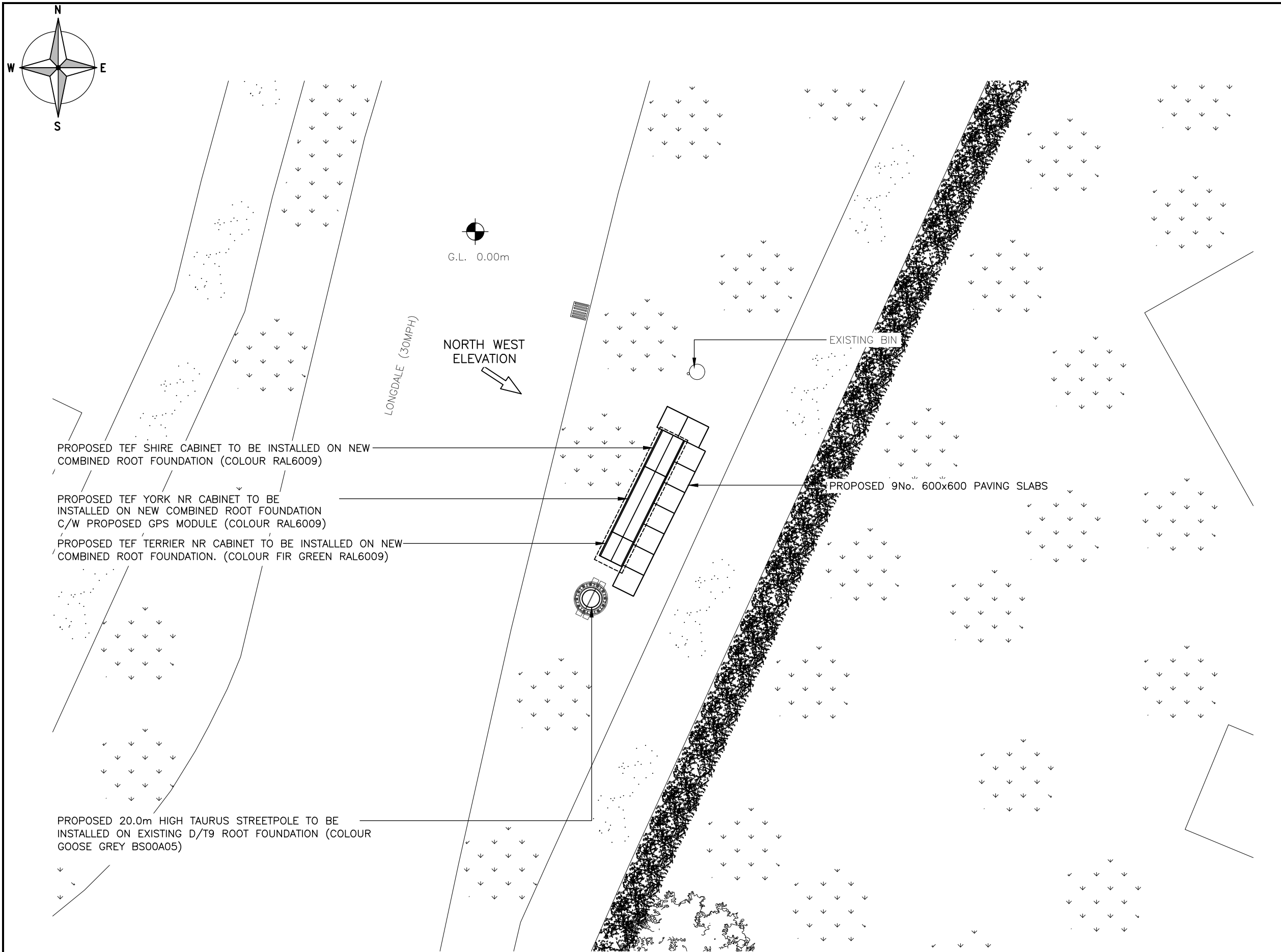


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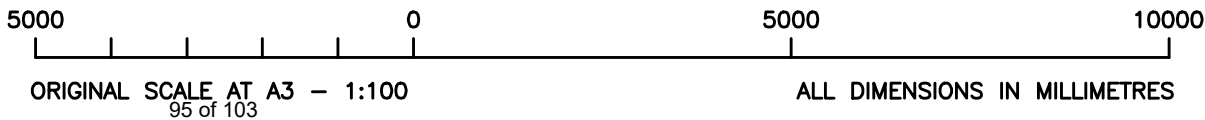
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30934900	—	—	—	—
Site Address / Contact Details				
LONG DALE ROAD THORPE MARRIETT DRAYTON NORFOLK NR8 6AU				
Drawing Title: EXISTING SITE PLAN				
Purpose of issue: PLANNING				Dwg Rev: A
Drawing Number: 200				A
Surveyed By: UI		Original Sheet Size: A3		Pack Issue:
Drawn: UI	Date: 23.09.25	Checked: UI	Date: 23.09.25	A



These drawings comply with TEF Standard ICNIRP guidelines,
Designed in accordance with Cornerstone documents: SDN0007 & SDN0008 V5.0



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N.G.R E:617546 N: 315007

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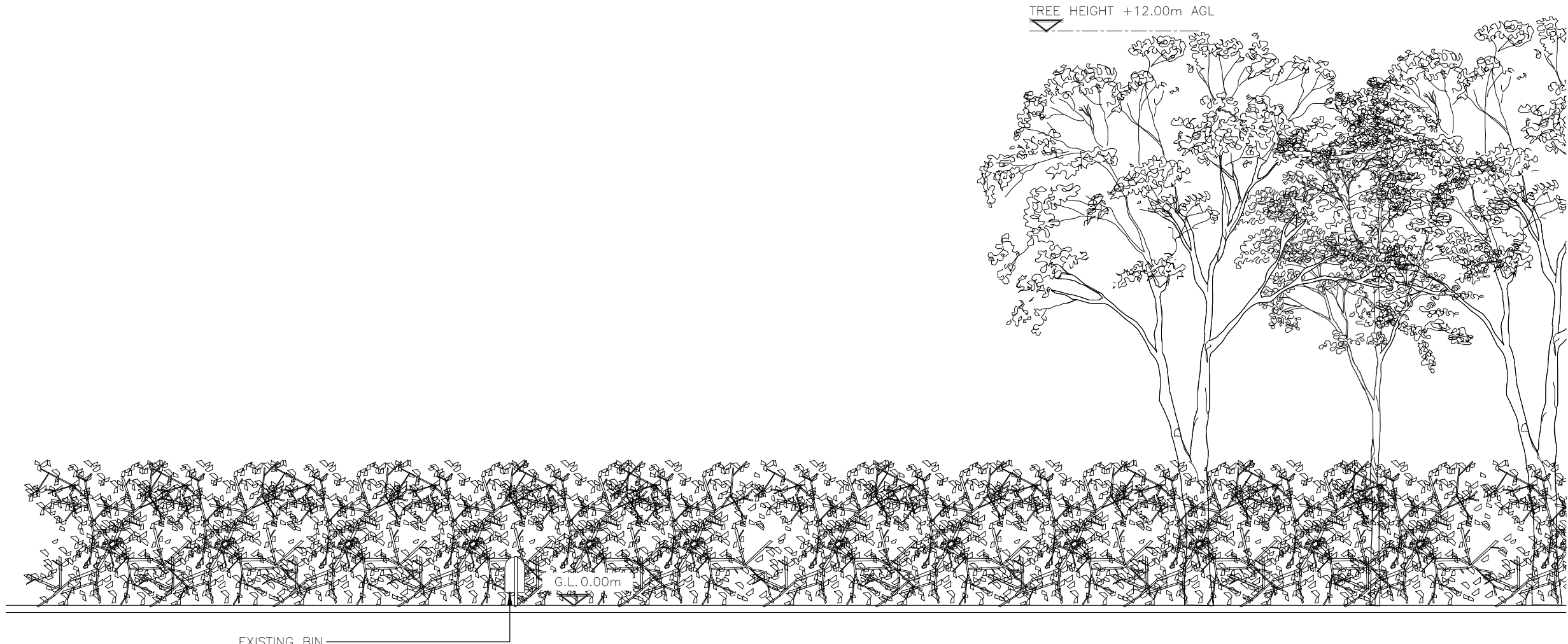


Cell Name				Opt.
LONG DALE SW				—
Cell ID No				
CSID	—	VF	—	TEF
309349	—			25202
Project No.	—	TM Cell ID	—	N/A
30934900	—			—

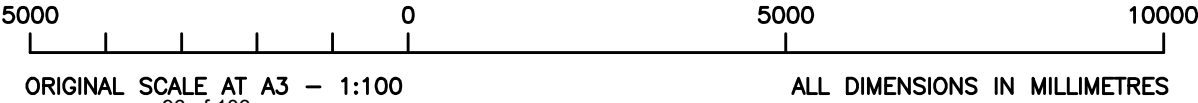
Site Address / Contact Details

LONG DALE ROAD
THORPE MARRIETT
DRAYTON
NORFOLK
NR8 6AU

Drawing Title: PROPOSED SITE PLAN				
Purpose of issue: PLANNING				Dwg Rev: A
Drawing Number: 201				A
Surveyed By: UI		Original Sheet Size: A3		Pack Issue:
Drawn: UI	Date: 23.09.25	Checked: UI	Date: 23.09.25	A



EXISTING NORTH WEST ELEVATION
(1:100)



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N: 315007


NOTES:

A	PLANNING ISSUE	UI	UI	23.09.25
REV	MODIFICATION	BY	CH	DATE



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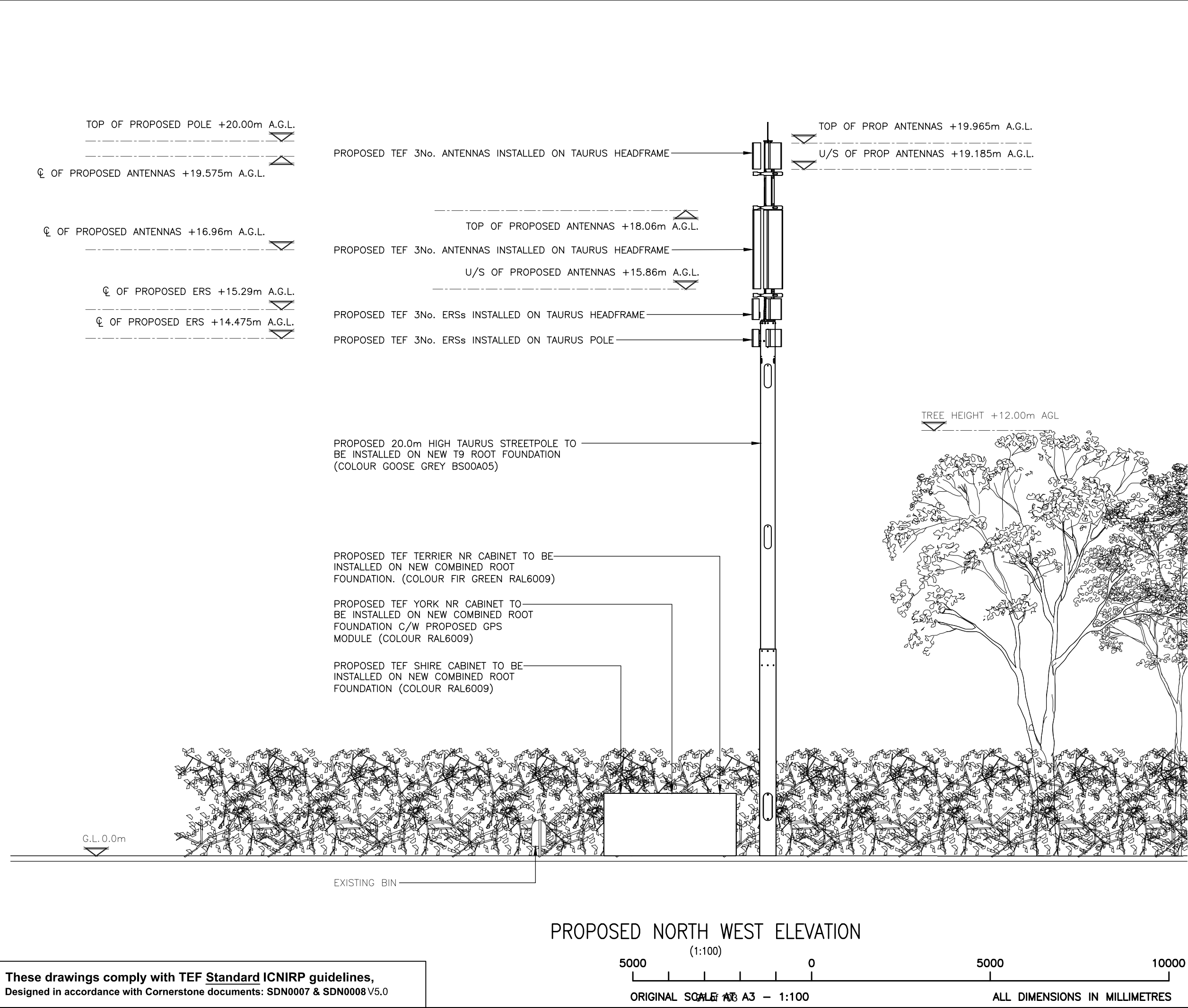
United Infrastructure
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Cell Name				Opt.
LONG DALE SW				—
Cell ID No				
CSID	—	VF	—	TEF
309349	—		25202	
Project No.	—	TM Cell ID	—	N/A
30934900	—		—	
Site Address / Contact Details				
LONG DALE ROAD THORPE MARRIETT DRAYTON NORFOLK NR8 6AU				
Drawing Title: EXISTING ELEVATION				
Purpose of issue: PLANNING				Dwg Rev: A
Drawing Number: 300				A
Surveyed By: UI		Original Sheet Size: A3		Pack Issue:
Drawn: UI	Date: 23.09.25	Checked: UI	Date: 23.09.25	A

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SDNT0005 Version 3.2



These drawings comply with TEF Standard ICNIRP guidelines,
Designed in accordance with Cornerstone documents: SDN0007 & SDN0008 V5.0

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N.G.R

E:617546

N: 315007


NOTES:

A	PLANNING ISSUE	UI	UI	23.09.25
REV	MODIFICATION	BY	CH	DATE



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LONG DALE SW				—
Cell ID No				
CSID	—	VF	—	TEF
309349	—		25202	
Project No.	—	TM Cell ID	—	N/A
30934900	—		—	

Site Address / Contact Details

LONG DALE ROAD
THORPE MARRIETT
DRAYTON
NORFOLK
NR8 6AU

Drawing Title:
PROPOSED SITE ELEVATION

Purpose of issue:		PLANNING	Dwg Rev:
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General Background Information for Telecommunications Development.

England

Introduction.

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- Promote shared infrastructure;
- Maximise opportunities to consolidate the number of base stations;
- Significantly reduce the environmental impact of network development.

This document is designed to provide general background information on the development of UK mobile telecommunications networks.

It has been prepared for inclusion with planning applications and supports network development proposals with general information.

Background

Over 30 years ago under the Telecommunications Act 1984, a licence was granted to mobile network operators. The licence was to provide wireless (or mobile) phone services utilising unused radio frequencies adjacent to those transmitted for over 50 years by the television industry.

With the wireless technology being new and the number of potential customers unknown, several tall masts were used to provide basic radio coverage to the main populated areas.

As the way we use our phones and other technologies have changed over the past 30 years, where we locate masts is crucial.

Due to the increased data transfer necessary for the latest telecommunication services, locations of base stations must be where the local demand exists.

Digital networks.



2G

2G digital networks developed in the early 1990s.

This digital technology is also known as GSM (Global System for Mobile Communications), which is the common European operating standard. This technology enabled phones to interconnect to other networks throughout Europe and internationally.



3G

In 2000, the 'Third Generation' mobile telecommunications service was launched, known as 3G or UMTS.

In addition to voice services, this allowed broadband access to the internet for mobile phones and laptop computer data card users.



4G

2013 saw the launch of 4G services on the network.

This technology allows for ultra-fast speeds when browsing the internet, streaming videos or sending emails. It also enables faster downloads.

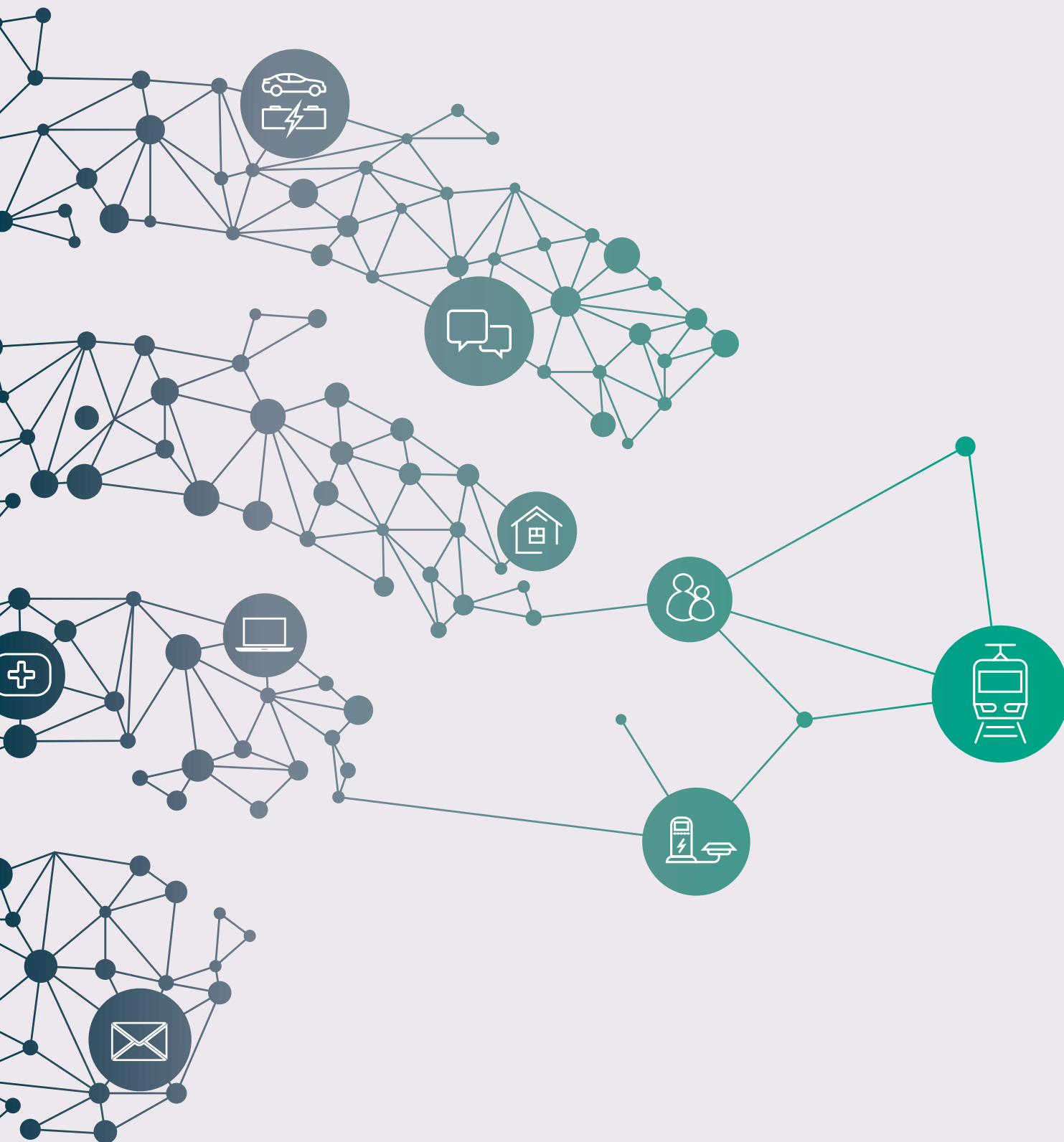


5G

2019 saw the introduction of 5G services, with the Government's ambition for the UK to become a world leader in this technology.

5G Connectivity will ensure that everyone benefits from early advantages of its potential and that the UK creates a world-leading digital economy that works for all.

What is 5G?



5G is the new generation of wireless technology that will deliver reliable and faster networks of the future, changing how we understand wireless connectivity.

The technology will see us all move from something we experience through personal devices to an integrated infrastructure across buildings, transport and utilities. The new technology will provide enormous benefits for citizens, businesses and urban regions alike.

5G will also offer a new level of underlying connectivity to transform services and create new digital ecosystems.

The economic benefit

- Businesses offering online services can extend their products to a broader audience
- Local areas and businesses can benefit from tourists and visitors as hotels, attractions, and restaurants can be booked online from anywhere in the world
- Business owners and services like doctors can provide a faster and more cost effective service by offering both online appointments and ordering
- Digital connectivity facilitates economic growth, something which the Government is keen to progress and promote

The social benefit

- Mobile communications can help people to stay in touch wherever and whenever, which can help improve social well-being
- Contacting emergency services is easier, especially in remote areas
- Using a mobile wherever you go can provide better personal security
- Having access to social networking sites and applications can keep people entertained with their lifestyles and interests

- Mobile connectivity helps promote smarter and productive ways of working. For example, working from home can help minimise commuting which can provide better work and home life balance

- Access to personal information 24/7, e.g. bank accounts, can offer efficiency and convenience

5G is the next generation of mobile connectivity, providing us with a new level of experience. It will offer immense opportunities, given the faster and more reliable connectivity that it will provide.

We will experience new technologies that will help us become more efficient and save costs as an individual or business.

What can we expect from 5G?

- Driverless vehicles – this will give drivers autonomy to do other things while driving
- Advanced healthcare facilities – performing surgeries remotely will be made possible, along with freeing up more GP time through better online facilities
- Enhanced Virtual and Augmented reality (AR) – used in gaming and entertainment already, with 5G, live interactions will be taken to the next level
- Greater Internet of Things (IoT) transformation – with better connected devices, the IoT will enable us to control devices more independently
- Cutting-edge agricultural operations – operating farming machinery and tools remotely will promote smart agriculture, saving time and increasing productivity for farmers

We need to continue to work together to enable the opportunities that mobile technology brings to all of us.

Planning policies.

Planning policy guidance on telecommunications

The revised National Planning Policy Framework (NPPF), published in December 2024, supports high-quality communications infrastructure and recognises it as a strategic priority.

Within paragraph 119 it states that:

“Advanced, high-quality and reliable communications infrastructure is essential for economic growth and social well-being. Planning policies and decisions should support the expansion of electronic communications networks, including next-generation mobile technology (such as 5G) and full-fibre broadband connections.”

The NPPF goes on to state within Paragraph 123 that:

“Local planning authorities must determine applications on planning grounds only. They should not seek to prevent competition between different operators, question the need for an electronic communications system, or set health safeguards different from the International Commission guidelines for public exposure.”

Section 6 of the revised NPPF relates to:

“Building a Strong, Competitive Economy’ and refers specifically to ‘Digital Infrastructure.’

Paragraph 85 states:

“Significant weight should be placed on the need to support economic growth and productivity. This is particularly important where Britain can be a global leader in driving innovation.”

Paragraph 86 highlights that Local Development Plans should include policies that facilitate development to meet the needs of a modern economy, including identifying suitable locations for uses such as digital infrastructure. It goes on to confirm that Planning Policies should:

“Set out a clear economic vision and strategy which positively and proactively encourages sustainable economic growth, having regard to the national industrial strategy and any relevant Local Industrial Strategies and other local policies for economic development and regeneration.”

And that they should:

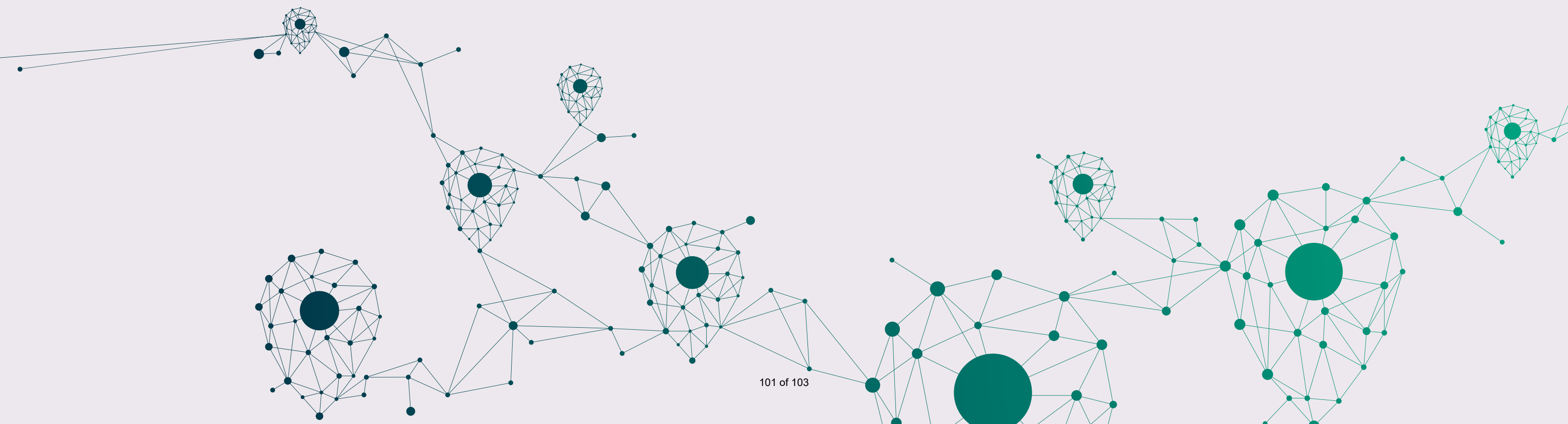
“Seek to address potential barriers to investment, such as inadequate infrastructure, services or housing, or a poor environment.”

Paragraph 87 states:

“Planning policies and decisions should recognise and address the specific locational requirements of different sectors. This includes making provision for: (a) clusters or networks of knowledge and data-driven, creative or high technology industries, and for new, expanded or upgraded facilities and infrastructure that are needed to support the growth of these industries.” And (c) “The expansion or modernisation of other industries of local, regional or national importance to support economic growth and resilience.”

Site/Mast sharing

Cornerstone actively encourages and supports site-sharing for both commercial and environmental reasons. All operators are required to explore site-sharing opportunities under the terms of their licences. Cornerstone has implemented many measures to identify and maximise site-sharing opportunities.



Consultation & legal case.

Consultation

Cornerstone is committed to carrying out appropriate consultations with Local Planning Authorities, stakeholders and the public.

The Code of Practice for Wireless Network Development in England (March 2022) gives guidance on the factors that operators should consider when determining what consultation is required, as each development is different.

These factors are equally applicable for Local Planning Authorities who carry out their own consultation once the application has been submitted.

Legal case

The following legal case may be helpful:

Harrogate case November 2004

The Court of Appeal gave a judgement that Government Planning Guidance in PPG8 (now replaced by the NPPF) is perfectly clear in relation to compliance with the Health and Safety standards for mobile phone base stations.

The Court of Appeal and the High Court both upheld Government policy in response to a planning inspector's decision that departed from that policy and failed to give adequate reasons for doing so.

Bardsey case January 2005

The Court of Appeal confirmed that the permitted development regime for mobile phone base stations is compliant with the Human Rights Act. This was a case in which a local planning authority failed to comply with its obligations to act within the 56 day period provided under the permitted development regulations.

Further information.

We trust that this document answers your main queries regarding our planned installation.

The enclosed site-specific details will identify any alternative discounted options and reasons why they were rejected and how the proposed site complies with national and local planning policies.

The Local Government Ombudsman's Special Report on Telecommunication Masts gives some positive recommendations and advice to Local Planning Authorities in determining prior approval applications.

The Digital Connectivity Portal provides guidance for local authorities and network providers on improving connectivity across the UK. Produced by DCMS, it promotes closer co-operation between network providers and local authorities, and offers guidance on effective policies and processes to facilitate deployment of digital networks.

Proud to be delivering sites for the
future of UK mobile connectivity.

