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Minutes of the meeting of Drayton Parish Council held on **Thursday 10th July, 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. J. Anderson, A. Crotch (Vice-Chair), G. Everett (Chair), H. Kisby, T. Lee, A. Taylor, R. Turner and S. White.

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

**Meeting opened:** 7:00pm

## 1. APOLOGIES

**a) To receive apologies and consider acceptance for absence.**

Apologies received and accepted for Cllrs. J. Edwards-Smith, K. Morgan, C. Brown and N. Quinsey.

## 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 19<sup>th</sup> June 2025 for approval [Pg.5-10].**

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

## 4. PUBLIC FORUM

**a) To receive any questions or comments from members of the public on matters on the agenda.**

A number of highways matters were noted for raising with the appropriate authority.

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

None.

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

Regarding Broadland matters it was reported that Broadland District Council was seeking nominations for the Broadland Community Awards 2025. Nominations would close on 28<sup>th</sup> August 2025 and Councillors were encouraged to nominate worthy individuals in Drayton.

It was noted as disappointing that the Broadland District Council's Economic Success Panel had been cancelled.

Locally, District Cllr. A. Crotch paid tribute to the East Anglian Air Ambulance who recently landed on Longdale Playing Field to assist a local resident.

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

None.

**e) To receive reports from any other public bodies.**

- i) **To note update regarding Norwich Western Link and consider feedback for the next meeting of the Liaison Group [Pg.11-14].**

Council received the update and queried how a single carriage way could resolve concerns regarding the impact on bats and it was believed that a single carriageway could be located in such a way to alleviate the relevant concerns. Councillors were asked to provide any feedback to Group Representative Cllr. G. Everett for reporting at the next meeting of the liaison group.

## 5. MATTERS ARISING

- a) **To receive Clerk's Report on matters arising from previous meetings of the Council [Pg.15-18].**

Council received the report with no further questions or comments.

- b) **To receive feedback from meeting of the Town and Parish Council Forum held 8<sup>th</sup> July 2025.**

The Forum discussed Local Government Reorganisation (LGR), Devolution, Love your Market Town Fund, Age friendly communities and SNC 80 Flags project. It was noted that Norwich City was unparished and that no new parishes or towns were being considered at this stage but that some smaller parish councils could be merged. There was concern regarding a general apathy towards LGR in the area and it was estimated that it may take 4-5 years to achieve council tax alignment. Notes from the forum would be circulated upon receipt.

## 6. PLANNING MATTERS

- a) **To consider response to planning applications as follows:**

- i) **2025/1627:** 166 Drayton High Road, NR8 6NA.

Council **AGREED** to submit no comments.

- ii) **2025/1644:** 27 George Drive, NR8 6DU (Non-material amendment).

Council **AGREED** to submit no comments.

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

- i) **2025/1202:** 2 School Road, NR8 6DN – Approval with Conditions (Delegated).

- ii) **2025/1475:** Land East of 27 Manor Farm Close – Approved (Delegated).

Council noted the planning decisions by Broadland District Council.

## 7. FINANCIAL MATTERS

- a) **To receive bank reconciliation for approval [Pg.19-20].**

The Chairman verified and signed the bank reconciliation as evidence of verification in accordance with 2.2 of Council's adopted Financial Regulations. It was noted that the unrepresented payments and receipts presented would be clarified at the next meeting.

- b) **To receive list of receipts and approved payments for June 2025 [Pg.21-26].**

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

- c) **To receive list of payments for authorisation [Pg.27-28].**

Council received and authorised the list of payments to be made.

#### **8. FINANCE & GENERAL PURPOSES COMMITTEE**

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

Noted.

#### **9. PLAYING FIELDS & PROPERTY COMMITTEE**

- a) **To receive minutes of the Committee held on 29<sup>th</sup> May 2025 [Pg.29-34].**

Council received the minutes with no further questions or comments.

- b) **To consider recommendation from the extraordinary meeting of the Committee held on 3<sup>rd</sup> July 2025 [Pg.51-108].**

The Chairman of the Committee opened by thanking Officers for their work on the presentation delivered at the extraordinary meeting.

In summary, the Committee agreed that the building was predominantly a sporting facility, with accessibility issues that needed to be addressed and that the project should continue with the aim of enhancing the facilities to meet the requirements of both the Cricket and Football standards, while recognising that there may be a need to scale back if necessary.

While the Committee recognised that achieving a high standard of provision would be ideal, it was also agreed that more detailed costings for the minimum required standards should be explored for comparison, as these would be necessary regardless. It was acknowledged that the building required significant work in any case to bring it up to a compliant operational standard.

The Committee also recognised the importance of appointing a suitable project manager to progress the project efficiently and ensure robust monitoring of costs and spending.

Council challenged how it could justify a large-scale investment to the broader community beyond just the football and cricket clubs.

In response, it was noted that the promotion of health and wellbeing and the use of green spaces aligned with community priorities, as the improved facilities would support local sporting teams and increase opportunities for women's and girls' participation. Members acknowledged the importance of providing for the young people in the village and that the building is and should remain a sports pavilion. It was considered that ancillary works could be included in the refurbishment to demonstrate wider community benefit. These works could include improvements to the fence line, car park and creation of an improved footpath and/or roadway to the building.

It was confirmed that the project remained flexible at this stage, with the project manager expected to explore costings for both the minimum refurbishment required and higher-end options.

Council **AGREED** to pursue the recommendation as presented including costings for car park, fence line improvement, and footpath.

It was noted that a Multi-Use Games Area could be considered for the site as a separate matter from the building refurbishment at a future date.

#### **10. ENVIRONMENT & HIGHWAYS COMMITTEE**

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

Noted.

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**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 agree protocols regarding issues with the locking / unlocking of gates at Longdale and KGV playing fields.**

In response to reports of inconsistent gate opening and closing Council **AGREED** a protocol to ensure that CCTV was used to monitor timings of gate locking and unlocking and that all issues were reported to the contractor.

- b) **To consider any recommendations from the meeting of the Neighbourhood Plan Advisory Group held 9<sup>th</sup> July 2025.**

Council **AGREED** to the recommendation as presented to be paid from CIL including up to an additional £600 for incidental costs such as meeting room hire and leafletting.

- c) **To consider grant application received for approval [Pg.35-50].**

Council **AGREED** not to award the grant.

**13. EXCHANGE OF INFORMATION**

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

Apologies noted for Cllrs. H. Kisby and J. Anderson for the next meeting of the Council. It was noted that suggested agenda items can be requested by Councillors by contacting the Parish Clerk.

It was noted that Coffee mornings were held in Drayton Village Hall on the 1<sup>st</sup> Friday of the month at 10:30am, the Way Church on the 2<sup>nd</sup> Friday at 10:30am, St. Margaret's Church on the 3<sup>rd</sup> Friday at 10:00am and the Methodist Church at 10:30am on the 4<sup>th</sup> Friday.

**14. UPCOMING MEETING DATES**

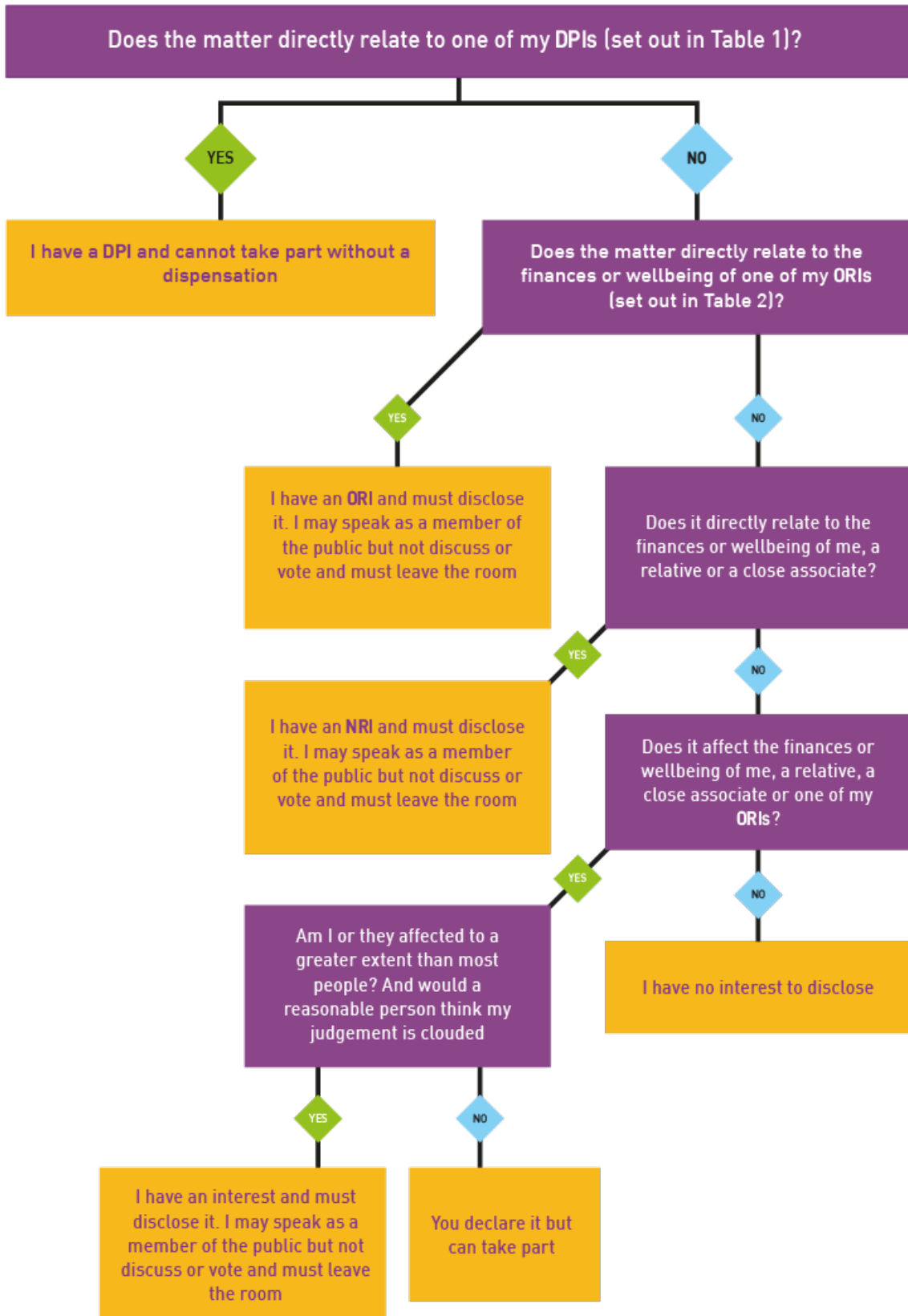
- a) **Finance & General Purposes Committee meeting Thursday 31<sup>st</sup> July 2025.**  
b) **Environment & Highways Committee meeting Thursday 7<sup>th</sup> August 2025.**  
c) **Parish Council meeting Thursday 14<sup>th</sup> August 2025.**

Council noted the dates of the next Council meetings.

**Meeting closed: 8:20pm**

<b>Paper</b>	<b>DPC2a: Declarations of Interest.</b>
<b>Meeting</b>	Council
<b>Date</b>	10 <sup>th</sup> July 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<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 <a href="mailto:monitoringofficer@southnorfolkandbroadland.gov.uk">monitoringofficer@southnorfolkandbroadland.gov.uk</a>. 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>	
<b>Recommendation</b>	
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.](#)

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

<b>Corporate tenancies</b>	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.
<b>Securities</b>	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**

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> <li>a) any unpaid directorships</li> <li>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</li> <li>c) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(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</li> </ul> </li> </ul>
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<b>Paper</b>	<b>DPC3a:</b> To receive minutes for approval.
<b>Meeting</b>	Council
<b>Date</b>	10 <sup>th</sup> July 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<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 chairman 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> <ol style="list-style-type: none"> <li>i. the time and place of the meeting;</li> <li>ii. the names of councillors who are present and the names of councillors who are absent;</li> <li>iii. interests that have been declared by councillors and non-councillors with voting rights;</li> <li>iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;</li> <li>v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li> <li>vi. if there was a public participation session;</li> <li>vii. and the resolutions made.</li> </ol>	
<b>Recommendation</b>	
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 **19<sup>th</sup> June 2025, 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, A. Taylor, and S. White.

**In attendance:** Amy Pinkham; Parish Clerk & RFO, no members of the public.

**Meeting Opened:** 7:01pm

## **1. APOLOGIES**

### **a) To receive apologies and consider acceptance for absence.**

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

## **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. S. White and A. Taylor declared non-pecuniary interests under item 6ai) due to the proximity of the property in the planning application to their home address.

## **3. MINUTES**

### **a) To receive minutes of the meeting of the Council held on 15<sup>th</sup> May 2025 for approval [Pg 5-11].**

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

## **4. PUBLIC FORUM**

### **a) To receive any questions or comments from members of the public on matters on the agenda.**

The Clerk received comments from the applicant for planning application ref. 2025/1364 that they were developing their family home and that the family planned to remain in Drayton for many years to come.

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

The Clerk received a report received for Cllr. T. Adams confirming that a site visit was undertaken at Winners Walk following heavy rain and the junction was clear of water. Councillors were encouraged to feedback to Cllr. T. Adams should any issues with standing water return. That a meeting between the Council and the Highways Area Manager had been arranged to discuss various highways matters within the Parish. Regarding devolution it was noted that the bill was expected to be published towards the end of the month and elections for the new Mayor would be held in 2026.

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

It was reported that the recent Neighbourhood Policing meeting was fairly well attended with a good councillor turnout. Across the whole police district there was an increase in burglaries but crime in Drayton remained low. It was noted that the recent stabbing in Aylsham was considered an isolated incident. Cyclists were reported as speeding on the Marriotts Way which posed a threat to dog walkers and horses. It was

noted that the local Beat Manager was aware of the issues and would take a look. Priority remained antisocial behaviour across all regions.

It was noted that the Marriotts Park consultation on reserved matters would take place on Friday 20<sup>th</sup> June at Hinks Meadow from 3pm to 7pm.

Regarding the recent consultation on remote attendance and proxy voting in local authorities, it was concluded that in person meetings remained vital but that remote attendance and proxy voting would help. The Government plans to permit local authorities to develop their own policies if they decide to hold remote meeting. Regarding proxy voting, the Government plans for principal authorities to implement proxy voting for meetings of full council but would be discouraged for other meetings.

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

The Clerk received a report from Cllr. P. Auber noting that Costco was coming to Norwich and that planning had been approved. Broadland District Council had the lowest carbon footprint among all Norfolk District Councils and had provided over a million pounds in grants to local businesses, specifically through the Local Discretionary Grant scheme. Broadland District Council continued to build temporary accommodation and were looking to build more over the coming year.

**e) To receive reports from any other public bodies.**

**i) To note feedback from LGR Town and Parish Council meeting.**

It was reported that the online meeting was well attended. It was noted that the District and County Council's were open to discussion regarding any responsibilities Parish Council's might wish to take on and Councillors were encouraged to submit any suggestions and ideas to the Parish Clerk. At this stage it was unlikely that County Council, Norwich City Council and Broadland District Council would be submitting a unified proposal for Local Government Reorganisation with Norfolk County Council favouring a single unitary and City Council and Broadland District Council favouring a 3 unitary.

**5. MATTERS ARISING**

**a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg 12-15].**

Council received the report with no further questions or comments. Further to item 9b of the previous meeting, it was noted that it was not possible to include the bill period in the Scribe report but that Councillors had full access to all invoices received for any queries or clarifications required.

In addition, it was noted that SAM2 training had been undertaken and a further progress update would be presented at the next meeting of the Environment & Highways Committee.

**b) To note feedback from the Town and Parish Council Forum held 10<sup>th</sup> June 2025.**

The Forum discussed the Public Space Protection Order, Community Links Network and Climate Change funding. There were no items for further consideration by Council and notes from the forum would be circulated upon receipt.

**6. PLANNING MATTERS**

**a) To consider response to planning applications as follows:**

- i) 2025/1364: 55 Carter Road, NR8 6DY**

Council **AGREED** to submit no comments.

- ii) **2025/1294:** 3 Drayton Grove, NR8 6PU

Council **AGREED** to submit no comments.

- iii) **2025/1475:** Land East of 27 Manor Farm Close

Council **AGREED** to submit no comments.

- iv) **2025/0390:** Land at Manor Farm Close, NR8 6EE (Reserved Matters)

Council **AGREED** to submit no comments.

- v) **2025/1546:** Breck Farm NR8 6HL

Council **AGREED** to submit no comments.

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

- i) **2025/1003:** 1 Station Road NR8 6SA – Approval with Conditions (Delegated)

- ii) **2025/1036:** 62 Badgers Brook Road NR8 6EY – Approval with Conditions (Delegated)

Council noted the planning decisions by Broadland District Council.

## **7. FINANCIAL MATTERS**

**a) To receive bank reconciliation for approval [Pg 16-17].**

The Chairman verified and signed the bank reconciliation as evidence of verification in accordance with 2.2 of Council's adopted Financial Regulations.

**b) To receive list of receipts and approved payments for May 2025 [Pg 18-22].**

Council received the list of receipts and approved payments. It was confirmed that VAT was incorrectly applied to sales invoice 148 and corrective action would be sought by the Parish Clerk.

**c) To receive list of payments for authorisation [Pg 23-24].**

Council received and authorised the list of payments to be made.

**d) To receive the Annual Governance and Accountability Return Briefing [Pg 25-26].**

Council noted the briefing with no further questions or comments.

**e) To receive the Annual Internal Audit Report and consider any recommendations for action [Pg 27-52].**

Council received the report with no further questions and **AGREED** to publish the report on the parish council website. It was noted that the one recommendation received would be considered at the July meeting of the Finance & General Purposes Committee.

**f) To receive the Annual Governance Statement for consideration of approval [Pg 53-59].**

Council received and **AGREED** the Annual Governance Statement as presented and the statement was duly signed by the Chairman.

**g) To receive the Annual Accounting Statements for consideration of approval [Pg 60-65].**

Council received and **AGREED** the Annual Accounting Statements as presented and the form was duly signed by the Chairman.

- h) To consider approval of dates set for the Notice of Public Rights [Pg 66-70].**

Council **AGREED** the dates set for the Notice of Public Rights as presented.

#### **8. FINANCE & GENERAL PURPOSES COMMITTEE**

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

Noted.

- b) To consider recommendation to approve the Model Publication Scheme Guide to Information as presented [Pg 71-82].**

Council **AGREED** to adopt the Model Publication Scheme Guide to Information as presented.

- c) To consider recommendation to approve the Credit Card Policy as presented [Pg 83-86].**

Council **AGREED** to adopt the Credit Card Policy as presented.

- d) To consider recommendation for expenditure from the Earmarked Reserve for Streetlighting as presented [Pg 87].**

Council **AGREED** expenditure from the Earmarked Reserve for Streetlighting as presented.

#### **9. PLAYING FIELDS & PROPERTY COMMITTEE**

- a) To note the meeting of the Committee held on 29<sup>th</sup> May 2025.**

Noted.

#### **10. ENVIRONMENT & HIGHWAYS COMMITTEE**

- a) To receive minutes of the Committee held on 1<sup>st</sup> May 2025 [Pg 88-90].**

Council received the minutes with no further questions or comments.

- b) To consider recommendation to apply to Norfolk County Council's funding scheme for new and improved bus shelters [Pg 91-102].**

Council **AGREED** to include contractor 1 for the grant application and authorised expenditure from CIL should the grant application be successful. Council confirmed that it was committed to adopting the shelter as an asset and maintaining it.

In response to an enquiry received from a member of the public it was noted that the Council would include options for a privacy screen for the bus shelter on Cricket Close as part of the application.

It was noted that the replacement shelters would be positioned in the same orientation as the existing shelters.

#### **11. STAFFING COMMITTEE**

- a) To receive minutes of the Committee held on 22<sup>nd</sup> May 2025 [Pg 103-105].**

Council received the minutes with no further questions or comments.

#### **12. OTHER MATTERS FOR DISCUSSION AND DECISION**

- a) To consider application for casual vacancy by co-option [Pg 106].**

Council **AGREED** to co-opt Rachel Turner. It was noted the declaration of acceptance of office would be signed before the next meeting of the Council.

Council **AGREED** to appoint Cllr. Turner as a member of the Environment & Highways Committee.

**b) To consider grant application(s) received for approval [Pg 107-118].**

Council **AGREED** to award the grant for electrical works as presented.

Council **AGREED** to award the grant for hedge cutting as presented.

**13. EXCHANGE OF INFORMATION**

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

Council noted its thanks to the Parish Clerk as RFO for their work on the year-end finances.

It was noted that the barrier locking and unlocking at Longdale was inconsistent and causing a disturbance for nearby residents and required reporting back to the contractor.

The Larry Gray Fair would be returning to Longdale from Thursday 31<sup>st</sup> July – Sunday 3<sup>rd</sup> August 2025.

The next Neighbourhood Policing Meeting was scheduled for Monday 15<sup>th</sup> September at 6pm and the venue was to be confirmed.

All Councillors were encouraged to attend the extraordinary meeting of the Playing Fields & Property Committee to discuss the KGV Pavilion Project to ensure all relevant feedback could be considered prior to presenting any recommendations to Council.

**14. UPCOMING MEETING DATES**

**a) Extraordinary meeting of Playing Fields & Property Committee Thursday 3<sup>rd</sup> July 2025.**

**b) Parish Council meeting Thursday 10<sup>th</sup> July 2025.**

Council noted the dates of the next Council meetings.

**Meeting Closed: 8:12pm**

<b>Paper</b>	<b>DPC4ei:</b> Update on Norwich Western Link.
<b>Meeting</b>	Council
<b>Date</b>	10 <sup>th</sup> July 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>On 27<sup>th</sup> June 2025, Council received the attached update from the Cabinet Member for Highways, Transport and Infrastructure, Cllr Graham Plant, regarding the Norwich Western Link.</p> <p>The next meeting of the Norwich Western Link Local Liaison Group is scheduled to take place on Wednesday 23<sup>rd</sup> July and is seeking feedback from representatives on the proposed next steps of the project.</p>	
<b>Recommendation</b>	
<p>Council is asked to note the project update attached for information and provide feedback to Group Representative Cllr. G. Everett for reporting at the next meeting of the liaison group.</p>	



## Norwich Western Link project update

Dear Sir/Madam,

A report which sets out recommendations for next steps for our Norwich Western Link project, to tackle growing traffic issues and improve travel to the west of Norwich, has just been published on our website.

The report can be read [here](#) (full link also included at the end of this email), however here's a summary of the key points:

- It provides an update on discussions with the Department for Transport (DfT), which have led to us securing an in principle commitment of nearly £1 million from them to fund further options assessment work for a Norwich Western Link. DfT have also confirmed that the previously approved Strategic Outline Business Case for the project does not need to be resubmitted;
- If my cabinet colleagues and I approve the recommendations in the report, the project team will then begin the assessment work and the kind of options that would be assessed would include:
  - o Improvements to the existing road network;
  - o Public transport improvements;
  - o Active travel proposals (such as supporting walking and cycling);
  - o New single and dual carriageway roads.
- A longlist of options, reviewing the numerous options that were previously considered and any new options, would be developed and reduced down to a shortlist, and the intention would be to carry out a public consultation on this shortlist;
- A report on the outcome of the options assessment work and consultation, which would also potentially recommend a preferred option for a Norwich Western Link, would then be brought back to a meeting of our cabinet next summer (2026).
- There's also information in the report on some of the smaller-scale measures we have been and will continue to implement which may provide some relief

to affected communities, but a larger-scale intervention is needed to significantly improve the situation.

My view, which I know is shared by my cabinet colleagues, is that we have a responsibility to the local communities, businesses and people who regularly travel through the area to try to tackle the traffic problems to the west of Norwich, which are projected to get worse.

We now have an opportunity, supported by the in-principle funding commitment from DfT, to understand what transport interventions we could potentially deliver and how effective they are likely to be.

For those of you who are familiar with the history of the project, which ultimately saw us left with no choice but to withdraw a planning application for a previous preferred route for a Norwich Western Link, you'll understand that input from Natural England into our options assessment work will be key.

We need this in order to give us the confidence that any options that are shortlisted are likely to be acceptable to them. You can read more about the previous planning application proposals and what led to us being unable to progress these in a report that was brought to a December 2024 meeting of our cabinet, published on our website [here](#) (full link at the end of this email).

Based on engagement with Natural England since their publication of the Favourable Conservation Status for barbastelle bats in March last year, and taking account of their comments on the previous planning application proposals, we think it's highly unlikely that a dual carriageway solution within the same broad area and a viaduct across the River Wensum (as proposed in the previous planning application) would be acceptable to them. This would be factored into the options assessment work alongside other information, including other knowledge gained through work on the project to date and input from local community representatives.

I also want to clear something else up which some of you may have seen or heard reported – developing alternative options while a preferred option for a major infrastructure project is being developed is not feasible as it would undermine the case for the preferred option.

Therefore there was no opportunity to carry out this options assessment work before the planning application for the previous proposals was withdrawn and agreement on the next steps was reached with DfT.

I know delays are frustrating but we're working within wider national processes, and I know – subject to the outcome of the meeting on 7 July – that the project team will work hard to try to identify the best possible solution to the transport issues to the west of Norwich as soon as they reasonably can.

I hope this email gives you a good overview of where we are on the project, please do read the full July cabinet report if you want more details. I'll write to you again following the cabinet meeting on Monday 7 July to let you know the outcome.

Best wishes,

Graham

**Cllr Graham Plant**

**Cabinet Member for Highways, Transport and Infrastructure**

**Norfolk County Council**

**July 2025 cabinet report:**

<https://norfolkcc.cmis.uk.com/norfolkcc/CalendarofMeetings/tabid/128/ctl/ViewMeetingPublic/mid/496/Meeting/2257/Committee/169/Default.aspx>

**December 2024 cabinet report:**

<http://norfolkcc.cmis.uk.com/norfolkcc/CalendarofMeetings/tabid/128/ctl/ViewMeetingPublic/mid/496/Meeting/2159/Committee/169/Default.aspx>

If you wish to contact the Norwich Western Link project team, please email [norwichwesternlink@norfolk.gov.uk](mailto:norwichwesternlink@norfolk.gov.uk)

<b>Paper</b>	<b>DPC5a:</b> To receive the Clerks Report on matters arising from previous meetings.
<b>Meeting</b>	Council
<b>Date</b>	10 <sup>th</sup> July 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none"> <li>1. The meeting date</li> <li>2. The minute reference</li> <li>3. The agenda item</li> <li>4. The resolution</li> <li>5. Status update</li> </ol> <p>The Clerks Report on Committee matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.</p> <p>If the item requires a substantial paper for discussion and decision by 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>	
<b>Recommendation</b>	
Council is asked to note the matters arising for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
15.05.2025	7d)	To review representation on or work with external bodies and arrangements for reporting back	Council <b>AGREED</b> to nominate Cllrs. H. Kisby, C. Brown and J. Anderson for appointment at the Annual General Meeting of the Bob Carter Centre Management Committee. It was noted that the Council can nominate up to 6 trustees and <b>AGREED</b> to request expressions of interest from members of the public through the Council's website and Facebook page. Council <b>AGREED</b> to appoint Cllr. J. Anderson as representative on the Norwich Airport Limited Consultative Committee and Cllr. G. Everett as representative on the Norwich Western Link Committee.	<b>Not yet started:</b> Advert seeking expressions of interest for trustees to be drafted and published.
15.05.2025	14d)	To note unauthorised tree felling at Green Lanes and consider further course of action	Council agreed in principle to the provision of CCTV at Green Lanes and <b>AGREED</b> to delegate authority to the Environment & Highways Committee to consider purchase and installation of CCTV equipment for recommendation for approval by Council.	<b>Ongoing:</b> Item to be investigated by Deputy Clerk & Facilities Manger for consideration as soon as possible.
19.06.2025	3a)	To receive minutes of the meeting of the Council held on 15th May 2025 for approval	The minutes were <b>AGREED</b> as an accurate record of the meeting and signed by the Chairman.	<b>Complete:</b> Approved minutes published on Council website.
19.06.2025	6a)	To consider response to planning applications.	Council <b>AGREED</b> to submit no comments.	<b>Complete:</b> No further action required.
19.06.2025	7e)	To receive the Annual Internal Audit Report and consider any recommendations for action	Council received the report with no further questions and <b>AGREED</b> to publish the report on the parish council website. It was noted that the one recommendation received would be considered at the July meeting of the Finance & General Purposes Committee.	<b>Complete:</b> Annual Internal Audit Report published on Council website. Recommendation included on FGP July agenda for consideration.
19.06.2025	7f)	To receive the Annual Governance Statement for consideration of approval	Council received and <b>AGREED</b> the Annual Governance Statement as presented and the statement was duly signed by the Chairman.	<b>Complete:</b> Signed Annual Governance Statement published on Council website and submitted to PKF Littlejohn.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
19.06.2025	7g)	To receive the Annual Accounting Statements for consideration of approval	Council received and <b>AGREED</b> the Annual Accounting Statements as presented and the form was duly signed by the Chairman.	<b>Complete:</b> Signed Annual Accounting Statements published on Council website and submitted to PKF Littlejohn.
19.06.2025	7h)	To consider approval of dates set for the Notice of Public Rights	Council <b>AGREED</b> the dates set for the Notice of Public Rights as presented.	<b>Complete:</b> Notice of Public Rights published on Council website and submitted to PKF Littlejohn.
19.06.2025	8b)	To consider recommendation to approve the Model Publication Scheme Guide to Information as presented	Council <b>AGREED</b> to adopt the Model Publication Scheme Guide to Information as presented.	<b>Complete:</b> Publication Scheme published on Council website.
19.06.2025	8c)	To consider recommendation to approve the Credit Card Policy as presented	Council <b>AGREED</b> to adopt the Credit Card Policy as presented.	<b>Complete:</b> Credit Card Policy published on Council website.
19.06.2025	8d)	To consider recommendation for expenditure from the Earmarked Reserve for Streetlighting as presented	Council <b>AGREED</b> expenditure from the Earmarked Reserve for Streetlighting as presented.	<b>Complete:</b> Contractor instructed to order and install solar lighting column. Update to be presented at the next meeting of FGP Committee.
19.06.2025	10b)	To consider recommendation to apply to Norfolk County Council's funding scheme for new and improved bus shelters	Council <b>AGREED</b> to include contractor 1 for the grant application and authorised expenditure from CIL should the grant application be successful. Council confirmed that it was committed to adopting the shelter as an asset and maintaining it.	<b>Complete:</b> Bus shelter application submitted and accepted pending receipt of street furniture licenses with NCC. Update to be presented at the next meeting of E&H Committee.
19.06.2025	12a)	To consider application for casual vacancy by co-option	Council <b>AGREED</b> to co-opt Rachel Turner. It was noted the declaration of acceptance of office would be signed before the next meeting of the Council.	<b>Complete:</b> Declaration of Acceptance of Office Signed. Register of interest complete and submitted to Broadland's Monitoring Officer. Councillor email address issued and picture and bio published on Council website.
			Council <b>AGREED</b> to appoint Cllr. Turner as a member of the Environment & Highways Committee.	<b>Complete:</b> E&H Committee distributio list updated accordingly.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
19.06.2025	12b)	To consider grant application(s) received for approval	Council <b>AGREED</b> to award the grant for electrical works as presented.	<b>Complete:</b> Payment submitted and authorised 2nd July 2025.
			Council <b>AGREED</b> to award the grant for hedge cutting as presented.	<b>Complete:</b> Payment submitted and authorised 2nd July 2025.

<b>Paper</b>	<b>DPC7a:</b> To receive Bank Reconciliation for approval.
<b>Meeting</b>	Council
<b>Date</b>	10 <sup>th</sup> July 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<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>Per section 2.2 of the Council's adopted Financial Regulations, the Chairman is appointed to verify monthly bank reconciliations for all accounts. The Chairman shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly.</p>	
<b>Recommendation</b>	
Council is asked to receive the bank reconciliation for approval.	



<b>Paper</b>	<b>DPC7b:</b> To receive list of receipts and payments.
<b>Meeting</b>	Council
<b>Date</b>	10 <sup>th</sup> July 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<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>	
<b>Recommendation</b>	
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 01-06-2025 and 30-06-2025)**

1 July 2025 (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
21	30/06/2025			Unity Trust Bank - I		Interest paid on Bank Account	Unity Trust Bank	X	3,727.32		3,727.32
Subtotal for Code: Income on Investment									<u>£3,727.32</u>		<u>£3,727.32</u>

**Code Number 53 Pavilion Hire**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
15	10/06/2025	2025-2026/137		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	199.40		199.40
16	10/06/2025	2025-2026/146		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	250.00		250.00
17	10/06/2025	2025-2026/150		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	200.00		200.00
Subtotal for Code: Pavilion Hire									<u>£649.40</u>		<u>£649.40</u>

**Code Number 55 3G Income**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
18	16/06/2025	2025-2026/138		Unity Trust Bank		3G Pitch Hire	Taverham Tigers U11 Girls	S	81.46	16.29	97.75
20	30/06/2025	None		Unity Trust Bank		3G Pitch Bookings	Stripe	S	200.87	40.17	241.04
Subtotal for Code: 3G Income									<u>£282.33</u>	<u>£56.46</u>	<u>£338.79</u>
Subtotal for Cost Centre: 1. Income									<u>4,659.05</u>	<u>56.46</u>	<u>4,715.51</u>

**Cost Centre 8. Earmarked Reserves**

**Code Number 8535 Pitch Improvements**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	20/06/2025	None		Unity Trust Bank		Pitch Improvement Grant	Football Foundation	E	8,532.00		8,532.00
Subtotal for Code: Pitch Improvements									<u>£8,532.00</u>		<u>£8,532.00</u>
Subtotal for Cost Centre: 8. Earmarked Reserves									<u>8,532.00</u>		<u>8,532.00</u>

**TOTALS . . . . . £13,191.05    £56.46    £13,247.51**

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-06-2025 and 30-06-2025)

**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
81	12/06/2025	None		Unity Trust Bank		Internal Audit Fee	Mrs. V. S. Waples	E	452.70		452.70
103	16/06/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
104	16/06/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
105	16/06/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
106	04/06/2025	813305761		Unity Trust Bank		Electricity Charges KGV	British Gas	S	474.63	94.93	569.56
107	05/06/2025	28793		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	199.00	39.80	238.80
110	20/06/2025	955653		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	52.08	10.41	62.49
111	24/06/2025	806941839		Unity Trust Bank		Electricity Charges LD	British Gas	L	121.48	6.07	127.55
112	30/06/2025	29165		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	199.00	39.80	238.80
Subtotal for Code: Utilites & Services									£1,511.25	£193.50	£1,704.75

**Code Number 28 Handyman Equipment & Consumables**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
99	16/06/2025	Credit Card		Credit Card		Cable Ties	Toolstation	S	9.16	1.83	10.99
Subtotal for Code: Handyman Equipment & Consu									£9.16	£1.83	£10.99

**Code Number 201 Stationery & Software**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
83	12/06/2025	506661		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	77.47	15.49	92.96
109	12/06/2025	49144		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	136.00	27.20	163.20
Subtotal for Code: Stationery & Software									£213.47	£42.69	£256.16

**Code Number 205 Insurance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
96	12/06/2025	None		Unity Trust Bank		Insrance Premium	Clear Councils	X	5,150.42		5,150.42
Subtotal for Code: Insurance									£5,150.42		£5,150.42

**Code Number 215 Bank Charges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
97	16/06/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
98	16/06/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
101	16/06/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
113	30/06/2025	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	10.35		10.35
114	30/06/2025	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	0.30		0.30
Subtotal for Code: Bank Charges									£19.65		£19.65

**Code Number 282 Community Newsletter**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
84	12/06/2025	10639		Unity Trust Bank		Newsletter	Just Regional	S	195.00	39.00	234.00
Subtotal for Code: Community Newsletter									£195.00	£39.00	£234.00

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-06-2025 and 30-06-2025)

**Code Number 8523 Street Lighting Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
95	12/06/2025	0254		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	106.69	21.34	128.03
Subtotal for Code: Street Lighting Maintenance									£106.69	£21.34	£128.03
Subtotal for Cost Centre: 2. Finance & General Purposes									7,205.64	298.36	7,504.00

**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
80	12/06/2025	571		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
Subtotal for Cost Centre: 3. Environment & Highways									969.50	193.90	1,163.40

**Cost Centre 5. Open Spaces & Property**

**Code Number 58 Sports Facilities**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
102	16/06/2025	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.49		1.49
Subtotal for Code: Sports Facilities									£1.49		£1.49

**Code Number 501 Pavilion Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
100	16/06/2025	Credit Card		Credit Card		Bulb replacement LD	Wickes	S	16.66	3.34	20.00
Subtotal for Code: Pavilion Maintenance									£16.66	£3.34	£20.00

**Code Number 503 Grounds Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
78	12/06/2025	563		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
Subtotal for Code: Grounds Maintenance									£1,575.47	£315.09	£1,890.56

**Code Number 504 Security**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
94	12/06/2025	5492		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	1,054.00	210.80	1,264.80
Subtotal for Code: Security									£1,054.00	£210.80	£1,264.80

**Code Number 511 3G Surface Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
79	12/06/2025	564		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
Subtotal for Code: 3G Surface Maintenance									£352.52	£70.50	£423.02

**Code Number 514 Pest Control**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
82	12/06/2025	44980		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00
Subtotal for Code: Pest Control									£150.00	£30.00	£180.00

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-06-2025 and 30-06-2025)

Subtotal for Cost Centre: 5. Open Spaces & Property 3,150.14 629.73 3,779.87

**Cost Centre 6. Staffing**

**Code Number 61 Salaries**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
115	30/06/2025	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,117.78		1,117.78
116	30/06/2025	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	374.17		374.17
120	30/06/2025	None		Unity Trust Bank		Take-home pay	Staff	X	5,046.79		5,046.79
Subtotal for Code: Salaries									£6,538.74		£6,538.74

**Code Number 65 Employer Pension Contributions**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
119	30/06/2025	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,438.54		1,438.54
Subtotal for Code: Employer Pension Contributions									£1,438.54		£1,438.54

**Code Number 601 Expenses/Mileage**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
117	30/06/2025	None		Unity Trust Bank		Mileage & Allowance	Staff	X	225.57		225.57
Subtotal for Code: Expenses/Mileage									£225.57		£225.57

**Code Number 602 Consultancy Services**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
108	06/06/2025	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
118	30/06/2025	None		Unity Trust Bank		ER NI	HMRC	X	793.16		793.16
Subtotal for Code: Employer NI Contributions									£793.16		£793.16

Subtotal for Cost Centre: 6. Staffing 9,096.01 20.00 9,116.01

**Cost Centre 8. Earmarked Reserves**

**Code Number 84 KGV Enhancements**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
87	12/06/2025	None		Unity Trust Bank		VAT Advice & Report	The Parkinson Partnership LLP	S	1,000.00	200.00	1,200.00
Subtotal for Code: KGV Enhancements									£1,000.00	£200.00	£1,200.00

**Code Number 8534 Projects**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
85	12/06/2025	1939		Unity Trust Bank		Bowls Club Legionella Risk Assessmen	Taurus Monitoring Ltd	S	552.00	110.40	662.40
86	12/06/2025	None		Unity Trust Bank		Bowls Club EICR	Peter Stanger	E	380.00		380.00
Subtotal for Code: Projects									£932.00	£110.40	£1,042.40

Subtotal for Cost Centre: 8. Earmarked Reserves 1,932.00 310.40 2,242.40

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-06-2025 and 30-06-2025)

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<b>TOTALS .....</b>	<b>£22,353.29</b>	<b>£1,452.39</b>	<b>£23,805.68</b>
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<b>Paper</b>	<b>DPC7c:</b> To receive list of payments for authorisation.
<b>Meeting</b>	Council
<b>Date</b>	10 <sup>th</sup> July 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>Per 5.2 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>	
<b>Recommendation</b>	
Council is asked to receive the list of payments for authorisation.	

Drayton Parish Council

2 July 2025 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
123	NCC Highways Verges	10/07/2025		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	969.50	193.90	1,163.40
124	Tree Maintenance	10/07/2025		Unity Trust Bank		Tree Removal at Green Lanes	Plantscape	S	2,400.00	480.00	2,880.00
126	Play Area Inspections	10/07/2025		Unity Trust Bank		Play Area Inspections	RoSPA	S	312.00	62.40	374.40
121	Grounds Maintenance	10/07/2025		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
122	3G Surface Maintenance	10/07/2025		Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
125	Staff Training & Development	10/07/2025		Unity Trust Bank		Asset Management Training	NALC	S	35.00	7.00	42.00
127	Pavilion Maintenance	10/07/2025		Unity Trust Bank		Boiler Repairs KGV	Peter Stanger	E	70.00		70.00
128	Security	10/07/2025		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,020.00	204.00	1,224.00
<b>Total</b>									<b>6,734.49</b>	<b>1,332.89</b>	<b>8,067.38</b>

<b>Paper</b>	<b>DPC9a:</b> To receive minutes for information.
<b>Meeting</b>	Council
<b>Date</b>	10 <sup>th</sup> July 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<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>	
<b>Recommendation</b>	
Council is asked to note receipt of the minutes of the Committee meeting.	

Minutes of the Playing Fields and Property Committee held on Thursday 29<sup>th</sup> May 2025, 7:00pm at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. A Crotch (Chair), C. Brown, G. Everett, T. Lee and N. Quinsey

**In attendance:** Rachel Catto; Deputy Clerk & Facilities Manager

**Meeting Opened:** 7:01pm

**1. To receive apologies and consider acceptance for absence.**

Apologies received and accepted for Cllr. J. Anderson

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

None.

**3. To receive minutes of the meeting of the Open Spaces & Property Committee held on 23<sup>rd</sup> January 2025 for approval.**

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

**4. To receive any questions or comments from members of the public on matters on the agenda.**

In relation to agenda item 16, it was requested that the prohibition of dogs from KGV Playing Fields be removed. It was suggested that the many local dog owners were unable to make full use of KGV playing fields and that various parks in Norwich and the surrounding area permit dogs onto playing fields and sports pitches without significant issues.

In relation to agenda items 17, 18 and 19, concerns were raised regarding the potential cost of remedial actions required as result of various building survey reports.

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

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager on: electrical works and surface repairs at Longdale, introductory meetings with Drayton Cricket Club and Drayton Youth Football Club and up-dates to the Fire Management Procedure section of the Facility Hire Terms and Conditions.

It was noted that FireXO Extinguishers are advertised as suitable for tackling any type of fire and could be explored as an option when existing fire extinguisher supplies are replenished.

The Committee confirmed that the outstanding action to check the hedge height around Council land was in regards to establishing whether there are maximum / minimum legal requirements regarding the height of hedges surrounding play areas.

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

The Committee received the report.

**7. To note the internal playground inspections summary report and confirm authorisation for expenditure for playground repairs.**

The Committee noted the update regarding playground inspections and the issues with damping on one of the spring-loaded gates at the KGV Playground.

The Committee **AGREED** to authorise payment for the required gate repairs.

**8. To review the Hire Agreement and arrangements for Larry Gray Summer Fair for approval.**

The Committee considered the proposed arrangements for Larry Gray Fair. It was noted that further information was required in regards to whether it was appropriate and safe to permit fair operators to make use of the mains electricity supply. Therefore, the Committee **AGREED** to Permit fair operators to continue to use smaller generators until 12 midnight.

The Committee **AGREED** to proceed with the Hire Agreement and associated Terms and Condition as presented

The Committee **AGREED** to publicize the event through the display of posters on public noticeboards.

**9. To receive report illustrating 3G pitch running costs and income for information.**

The Committee received the report.

**10. To consider request from Drayton Youth Football Club (DYFC) in regards to hire arrangements and determine a response.**

The Committee considered the request regarding grass pitch hire from DYFC.

The Committee **AGREED** that full access to Longdale Pavilion and Playing Field should be available to the hirer throughout the football season as presented.

It was noted that organised use of the playing fields over the summer was likely to impact the effectiveness of the pitch maintenance programme and the recovery of the grass pitches. Therefore, permission to extend the season at Longdale Playing Field to allow training over the summer was not granted. However, to support DYFC associated teams with access to training throughout the summer months, the Committee **AGREED** to introduce a 50% reduced rate for weekday off-peak 3G pitches until grass pitch season hire for 2025-26 commenced.

**11. To receive update regarding progress with the pitch maintenance programme.**

The Committee noted the update regarding the pitch maintenance programme and **AGREED** to proceed with the recommended next steps as presented.

**12. To note request regarding potential boundary safety issues at Longdale Playing Field and consider a response.**

The Committee **AGREED** that a risk assessment should be undertaken to establish the level of risk associated with the gaps in the boundary hedge and consider how best to mitigate potential hazards. The Deputy Clerk and Facilities Manager was asked to consider and present potential options (including net fencing, hedges and large sandbags) to a future Committee meeting.

**13. To receive update regarding flower bed maintenance at Florence Carter Memorial Park (FCMP).**

The Committee noted the update regarding flower beds at FCMP.

The Committee **AGREED** to cease using the rectangular flowerbed for decorative planting and to return the area to grass.

**14. To consider the location of eight new trees per the 2025-26 budget.**

The Committee considered suitable sites and locations for eight new trees. The Committee **AGREED** to seek advice from the appointed tree consultancy contractor regarding planting new trees across all sites.

**15. To consider the offer from Norwich Probation Service regarding potential Community Payback works.**

The Committee considered the offer from Norwich Probation Service regarding potential Community Payback works. The Committee **AGREED** to delegate authority to the Deputy Clerk and Facilities Manager to engage with Norwich Probation Service and request the undertaking of suitable works, for reporting at full Council at a later date.

**16. To consider request for dogs' to be permitted on King George V (KGV) Playing Field.**

The Committee considered the request regarding granting dogs' access to the KGV Playing Field. It was noted that feedback from sports clubs currently hiring pitches at KGV indicated that they would not support dogs on site due to the potential impact on the pitches. Furthermore, it was suggested that North Norfolk District Council had recently announced additional dog exclusion orders throughout the county in order to address concerns regarding dog fouling and public safety. The Committee acknowledged that many dog owners clean up after their dogs, but highlighted the potential issues and safety concerns as a result of those who do not. It was suggested that the Parish Council retain KGV as a protected site for cricket, football and bowls, given the number of existing 'dog friendly' areas accessible to dog owners within Drayton.

The Committee **AGREED** that they could not support the request to grant dogs access to KGV Playing Field and were in favour of retaining the current by-law.

**17. To receive the Bowls Club Electrical Installation Condition Report (EICR) and consider a response.**

The Chairman proposed to extend the meeting by 20 minutes. All in favour.

The Committee **AGREED** to consider agenda items 17, 18 and 19 in unison and to suspend standing orders to facilitate open discussion with the Bowls Club Treasurer. It was noted that during planning for the 2024-25 year the Parish Council had agreed and budgeted for an EICR, a Legionella Report and a Fire Risk Assessment for the Bowls Club. Upon consideration of the Bowls Club Lease Agreement, it was noted that the Bowls Club had responsibility to undertake relevant surveys and any required remedial action. It was suggested that the Bowls Club could apply for a grant from the Parish Council to assist with the cost of any required remedial action. It was noted that the grant must be approved by the Parish Council prior to any works being undertaken by the Bowls Club.

The Committee received the Bowls Club EICR and noted the recommended remedial actions. The Committee **AGREED** to write to the Bowls Club, relaying the terms of the lease and requesting that they to undertake the highlighted remedial action identified within EICR.

**18. To receive the Bowls Club Legionella Report and consider a response.**

The Committee received the Bowls Club Legionella Report and noted the recommendation that remedial actions should be undertaken as outlined within the Record of Corrective Actions.

The Committee **AGREED** to write to the Bowls Club, relaying the terms of the lease and requesting that they to undertake the highlighted remedial action identified within the

Legionella Report. The Deputy Clerk and Facilities Manager to obtain quotes for the relevant works and establish whether the Parish Ranger has capacity to visit the Bowls Club and provide guidance regarding any appropriate processes currently adopted by the Parish Council.

**19. To receive the Bowls Club Fire Risk Assessment and consider a response.**

The Committee received the Bowls Club Fire Risk Assessment and noted that the overall risk to life within the premises was deemed to be a tolerable risk.

The Committee **AGREED** to write to the Bowls Club, relaying the terms of the lease and requesting that they to undertake the highlighted remedial action identified within the Fire Risk Assessment. The Deputy Clerk and Facilities Manager to obtain quotes for the relevant works.

**20. To consider response to parking arrangements at KGV raised at the annual parish meeting.**

The Committee noted the previously reported issues with parking arrangements at KGV and the update on the remedial action undertaken by the Office and Bowls Club. There was consensus that no further action was required at this stage.

**21. To receive the VAT on Sporting Fees Report and consider a response.**

The Committee **AGREED** to reinstate standing orders and to extend the meeting by 15 minutes.

The Committee received the VAT and Sporting Fee Report.

The Committee **AGREED** defer the item until the up-coming KGV Pavilion Project meeting.

**22. To receive quotes for priority three tree works and consider a recommendation for Council.**

The Committee considered the quotes for priority three tree works and noted that only one of the quotes presented in the covering paper included VAT.

The Committee **AGREED** to recommend to Council to appoint Contractor 1 as they had provided a lower quote.

**23. To receive update and quotes for new signage and consider a response.**

The Committee noted the update regarding new signage and reviewed the mock up play area welcome signs. The Committee thanked the Parish Ranger for restoring the old signs as requested.

The Committee **AGREED** that the prohibitive images presented were adequate for play area welcome signs, subject to the following revisions:

FCMP: Revise to play 'equipment' not play area.

KGV: Check age restrictions and ensure that age restrictions of equipment outside of fenced area is not included.

The Committee considered the quotes for new and replacement signage and noted that a more detailed breakdown of costs was required.

The Committee **AGREED** to request more comparable quotes, including clarification regarding the cost of polls and installation.

**24. To consider suitable date for an extraordinary meeting for an up-date on the KGV Pavilion Project.**

The Committee noted the requirement to set a date for an extraordinary meeting and considered suitable dates.

The Committee **AGREED** to meet on Thursday 3<sup>rd</sup> July 2025 to receive an up-date on the KGV Pavilion Project.

**25. To note exchange of information**

None.

**26. To note the date and time of the next meeting is scheduled to take place on Thursday 28<sup>th</sup> August 2025 at 7pm at KGV.**

Noted

**Meeting Closed: 21:32**

DRAFT

<b>Paper</b>	<b>DPC12c:</b> To consider application received for the Council's Grant Scheme
<b>Meeting</b>	Council
<b>Date</b>	10 <sup>th</sup> July 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>During the week commencing 30<sup>th</sup> June 2025, Council received the attached grant application for consideration.</p> <p><u>Considerations</u></p> <p>Per the Council's adopted Grants Policy, successful grants will need to demonstrate the following:</p> <ol style="list-style-type: none"> <li>a. Show that the benefiting group or organisation is based within the parish or that it is constituted for the benefit of Drayton parishioners.</li> <li>b. The grant must go towards supporting or purchasing one of the following: <ol style="list-style-type: none"> <li>i. Purchasing equipment either in part or in full.</li> <li>ii. Funding transport to enable group members to partake in a group trip or outing.</li> <li>iii. For training activities, or to purchase the expertise of a trainer/facilitator.</li> <li>iv. Raising the profile of the group's work.</li> <li>v. Covering running costs of a viable group experiencing a period of hardship.</li> <li>vi. Hosting special events or celebrations.</li> <li>vii. Providing new or improving existing recreational facilities for which the Council is not currently responsible.</li> </ol> </li> </ol>	
<b>Recommendation</b>	
Council is asked to consider the award of funding for the grant applications received.	

DRAYTON PARISH COUNCIL  
APPLICATION FOR A GRANT

<b>Name of Organisation or Group:</b>		<b>Status (Charity, trust, etc.)</b>	
R.G. CARTERS BOWLS CLUB		CLUB	
<b>Address:</b>			
KING GEORGE V PLAYING FIELD DRAYTON HIGH ROAD DRAYTON NR8 6AW			
<b>Postcode:</b> NR8 6AW			
<b>Telephone Number:</b>	-		
<b>Email Address:</b>	rgarterbc@gmail.com		
<b>Lead Applicant Name:</b>	Paul Webb		
<b>Amount requested:</b>	£	355.00	
<b>Date of Application:</b>	1-7-25		
<b>Brief Description of Request:</b>	TO PAY FOR ADDITIONAL FIRE EXTINGUISHERS IDENTIFIED FROM FIRE RISK ASSESSMENT REQUEST BY DRAYTON P.C		
<b>Account Name:</b>	R.E. CARTER GROUP BOWLING CLUB		
<b>Sort Code:</b> 20 62 68	<b>Account No:</b>	40781312	
<i>For Office Completion</i>			
<b>Application Status:</b>	<b>Date Received:</b>	<b>Approved / Declined</b>	
<b>Full Parish Council Meeting Date:</b>			
<b>Comments on Decision (Including any conditions of award):</b>			

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**Your Organisation**

1. Describe the business of your organisation.  BOWLS CLUB
2. How does your organisation benefit the people of Drayton?  SOCIAL AND COMPETITIVE ACTIVITIES FOR THE MEMBERS OF THE CLUB

**About your Request**

3. What specifically are you applying for a grant for?  TO PAY FOR ADDITIONAL FIRE EXTINGUISHER EQUIPMENT 2 WATER EXTINGUISHER, 1 POWDER EXTINGUISHER, SIGNAGE AND STANDS + DISPOSAL OF OLD EQUIPMENT
4. How will this item/activity/project etc. benefit the people of Drayton?  REDUCE THE FIRE RISK WITHIN THE CLUBHOUSE TO KEEP MEMBERS AND GUESTS SAFE IN THE EVENT OF A FIRE AND PROTECT BUILDING.
5. What need/demand is there for your proposed item/activity/project?  FIRE RISK ASSESSMENT IDENTIFIED NEED FOR ADDITIONAL EQUIPMENT TO THAT ALREADY PRESENT IN THE CLUBHOUSE, <sup>AND</sup> REPLACING OUT OF DATE EQUIPMENT

## Funding

<p>6. What are the costs associated with your item/activity project?</p> <p>SEE QUOTE FROM NOODWELLS NO SPLIT PROVIDED</p>
<p>7. What are your other sources of funding for your item/activity/project?</p> <p>THE CLUB HAS ALREADY PAID FOR THE SERVICING OF THE EQUIPMENT ALREADY ON-SITE. NEW EQUIPMENT WOULD HAVE TO BE RESOURCED FROM THE CLUBS DWINDLING FINANCIAL RESERVES.</p>
<p>8. Have you made an application elsewhere for funding for this item/activity/project? If so, what was the result?</p> <p>THE CLUB REQUESTED A GRANT FOR EMERGENCY LIGHTING WORK (LINKED TO FIRE RISK) WHICH WAS GRANTED BY DRAYTON P.C.</p>
<p>9. How are your group/organisation's activities ordinarily financed?</p> <p>MEMBERSHIP FEES BOWLING ACTIVITIES SOCIAL EVENTS</p>

## Other Information

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

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

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

**For Applicant:**

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

Print Name: PAUL WEBB

Signature: 

Date Submitted: 1-7-25

**Please return form to:**

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

Email: [clerk@draytonparishcouncil.org.uk](mailto:clerk@draytonparishcouncil.org.uk)  
Telephone: 01603 864492  
Mobile: 07471 552906

<b>Paper</b>	<b>DPC9b: Recommendation from PFP regarding KGV Pavilion Project</b>
<b>Meeting</b>	Council
<b>Date</b>	10 <sup>th</sup> July 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>On 3<sup>rd</sup> July 2025, an extraordinary meeting of the Playing fields &amp; Property Committee was held in regards to the current status of the KGV Pavilion Project.</p> <p>The attached presentation was delivered with the aim to support Committee members towards agreeing a recommendation for next steps.</p> <p><u>Recommendation</u></p> <p>The Playing Fields &amp; Property Committee unanimously agreed to recommend Option A as presented for approval.</p> <p>The Committee unanimously agreed to recommend exploring costings for strip out to shell and core, full replacement of mechanical and electrical engineering, full modern refit and disabled access for comparison purposes.</p> <p><u>Option A</u></p> <p><b>Scope</b></p> <p>To enhance and broaden the scope of recreational offering, and to widen and diversify the sporting facilities, to include a meeting room, office accommodation and community facilities.</p> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Focus on provision for Cricket and Football.</li> <li>• Retain current layout including the kitchen, main hall, offices and toilets.</li> <li>• Modernise and improve cosmetically throughout.</li> <li>• Replacement of the roof and heating system to improve building efficiency.</li> <li>• Rewire building to include sound system and hearing loop.</li> <li>• Install lift or ramp to improve accessibility.</li> <li>• Consider extension to provide larger changing rooms and storage.</li> </ul> <p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Confirm Council’s decision with relevant stakeholders.</li> <li>• Commence the tendering process to appoint Project Management &amp; Cost Consultancy services.</li> <li>• Further consultation with key stakeholders to test latest plans and refine final design.</li> <li>• Schedule onsite meeting with relevant parties including Norfolk Cricket Board and Football Foundation.</li> <li>• Continue to pursue possible funding opportunities.</li> </ul>	
<b>Recommendation</b>	
Council is asked to consider the recommendation for approval.	

# KING GEORGE V PAVILION PROJECT

PARISH CLERK & RFO | AMY PINKHAM

DEPUTY CLERK & FACILITIES MANAGER | RACHEL CATTO

# OVERVIEW

## ▶ **Context**

- ▶ History & usage of the KGV Field & pavilion
- ▶ Tour of the facilities
- ▶ Council Responsibilities
- ▶ Maintenance needs

## ▶ **Background & Timeline**

- ▶ Origin of the project and timeline of resolutions made to date

## ▶ **Project Plans**

- ▶ Agreed scope & requirements of the project
- ▶ Latest Architectural Plans
- ▶ Latest estimated costs

# OVERVIEW

## ▶ Funding

- ▶ Greater Norwich Growth Board, Football Foundation and Norfolk Cricket Foundation
- ▶ Section 106 including brief overview, current balance, projections and spending implications
- ▶ Community Infrastructure Levy including brief overview, current balance, projections and spending implications
- ▶ VAT implications

## ▶ Considerations

- ▶ Summary of wider considerations discussed during development of the pavilion plan

## ▶ Conclusion

- ▶ Options for next steps for consideration

# CONTEXT

## HISTORY & USAGE

- ▶ The land was acquired by the Parish Council on 8<sup>th</sup> November 1937 for the purpose of a recreation ground at the price of £300.
- ▶ On 14<sup>th</sup> October 1938, it was declared by the Parish Council that the Recreation Ground shall be preserved in perpetuity as a Memorial to His Late Majesty King George V. under the provisions of the King George's Fields Foundation and shall be known as "King George's Field".
- ▶ Heraldic Panels, the official emblems of a "King George's Field", were provided by the King George's Fields Foundation and were installed at the entrance to the site.
- ▶ The King George V Pavilion was constructed by R. G Carter Ltd. in 1966 and opened on 10<sup>th</sup> June 1966.
- ▶ The building currently houses the Parish Council office, and is regularly used by local football and cricket clubs, as well as being available for room hire.



# CONTEXT

## TOUR OF THE PAVILION

Changing  
Rooms

Shower  
Facilities

Toilet  
Facilities

External  
Facilities

Office  
Space

Kitchen  
Facilities

# CONTEXT

## COUNCIL RESPONSIBILITY

### ▶ **General Duty to Manage Assets**

- ▶ Councils have a duty to manage their land and property effectively, ensuring it's used for public benefit.
- ▶ Councils have a duty to make the best use of their assets in the interests of the local residents/taxpayers.
- ▶ This may involve reviewing underused or unused land and considering its disposal to fund other community projects.

### ▶ **Accountability**

- ▶ Councils are accountable to their local community for their action as property owners.
- ▶ They must be transparent in their decision-making and consider the needs of their residents when managing their assets.

# CONTEXT

## COUNCIL RESPONSIBILITY

### ▶ **Financial Management**

- ▶ Councils must ensure proper financial management of their assets, including income from land and property.
- ▶ This includes adhering to financial regulations and Proper Practices.

### ▶ **Public Safety**

- ▶ Councils must ensure the safety of the public on their land and in the buildings they own.
- ▶ This includes maintaining structures, addressing hazards, and complying with relevant health and safety regulations.

### ▶ **Compliance with Legislation**

- ▶ Councils must comply with all relevant legislation related to land/property ownership.

# CONTEXT

## COUNCIL RESPONSIBILITY

### ▶ **Accessibility**

- ▶ Councils have a responsibility to ensure their buildings and activities are accessible to everyone, including those with disabilities.
- ▶ This involves making reasonable adjustments to buildings and facilities to eliminate discrimination.
- ▶ If a building already exists but does not meet current accessibility expectations, Council's should take reasonable steps to:
  - ▶ Change or remove it
  - ▶ Offer another method to use our services
  - ▶ Provide aids

# CONTEXT

## MAINTENANCE NEEDS

### Building Survey 2019

**Purpose:** Provide an assessment of the overall condition of the premises.

**Summary of assessment results and outcomes:**

- ▶ **Summary:** Concerns regarding potential failure of damp proof course, various issues with the roof (ponding, undulation, inadequate drainage and roof coverings at end of useful life), uneven timber floor, failed window glazing in changing rooms, external cracking, algal growth and access issues.
- ▶ **Recommended remedial action:** undertake damp proofing works, roof repairs (fitting lead flashings at flat roof abutments and overhaul of roof coverings), replacement for failed window glazing in changing rooms, internal and external window redecoration, monitoring of external cracking and various maintenance activities.

# CONTEXT

## MAINTENANCE NEEDS

### Asbestos Management Survey 2020

**Purpose:** Locate the presence and extent of asbestos, which could be damaged or disturbed during normal occupancy.

#### Summary of survey results and outcomes:

- ▶ Medium risk materials were identified in the ground floor undercroft. Removal and environmental clean recommended.
- ▶ Low risk materials were identified in first floor WC floor tiles. Management via regular inspection recommended or removal / covering.
- ▶ Areas presumed to contain asbestos - roof and showers. Inspection prior to disturbance recommended.

# CONTEXT

## MAINTENANCE NEEDS

### Fire Risk Assessment Report 2020

**Purpose:** Provide an assessment of the risk to life from fire on the premises, before making recommendations to improve fire safety measures.

**Summary of assessment results and outcomes:**

- ▶ **Summary:** Hazard from fire (probability of ignition) identified as *medium*, consequences for life in the event of fire identified as *slight harm*. Overall risk within the site deemed to be *tolerable*. No major additional controls required.
- ▶ **Recommended remedial action:** enclosure of electrical installation, repair of emergency lighting, relocation of fire extinguishers, installation of suitable doors, appropriate signage and mains operated battery backup interlinked smoke alarms, produce fire safety management policies and procedures.

# CONTEXT

## MAINTENANCE NEEDS

### Legionella Risk Assessment 2022

**Purpose:** To assess the building's water systems and identify site specific control measures and corrective actions.

**Summary of assessment results and outcomes:**

- ▶ **Summary:** Risk rating system designed to prioritise individual corrective actions, rather than providing a summary of average or overall residual risk. Number of risks identified re: the expansion vessel, direct mains services, Calorifier (water heater) and the management regime.
- ▶ **Recommended remedial action:** Remove all dead ends in pipework, instal appropriate insulation for pipework, label distribution valves, annual visual checks of water heaters, fit temperature gauge to water heater, arrange certified training in Legionella management for responsible person, produce formalised management regime (including an action plan for emergency conditions), produce routine monitoring, inspection and cleaning procedures and records (detailing temperatures and cleaning etc)

# CONTEXT

## MAINTENANCE NEEDS

### Electrical Installation Condition Report (EICR) 2023

**Purpose:** To assess the condition of the building's electrical system.

**Summary of assessment results and outcomes:**

- ▶ **Summary:** Overall assessment of the installation in terms of its suitability for continued use was recorded as satisfactory.
- ▶ **Recommended remedial action:** The following Code 3 observations were identified (meaning that 'improvement is recommended in these areas') - additional protection for all low voltage circuits, review suitability of current using equipment within showers, provision of extra protection for cables concealed in walls, correctly support cables within distribution circuit and review compatibility of protective devices. Advised that further testing required within 5 years (2028).

# CONTEXT

## MAINTENANCE NEEDS

### Accessibility Audit Report 2005

**Purpose:** Establish the accessibility of the premises with reference to Part III of the Disability Discrimination Act (DDA) 1995: Access to Goods, Facilities and Services.

#### Summary of assessment results and outcomes:

- ▶ **Summary:** Premises are 80m from the car park with pedestrian access across grass playing area. No toilet facilities suitable for wheelchair and/or ambulant disabled users on site. Building layout would require substantial reorganisation to provide an internal platform lift and accessible toilets.
- ▶ **Recommended remedial action for consideration:** Revise layout of building if major refurbishments carried out, relocation of public meetings to alternative suitable facilities, resurface car park and provide adequate 'disabled' bays, install external building access ramp and localised ramps for main entrance threshold, install suitable illuminated footpath from car park to proposed ramp, install accessible toilet/s, implement appropriate maintenance schedule and policies.

# BACKGROUND

## STRATEGY WORKING GROUP



Council agreed to establish a working group in July 2019 to discuss Council priorities and anticipated CIL and S106 expenditure.



The Group considered objectives set out in the Neighbourhood Plan and how CIL could facilitate relevant projects.



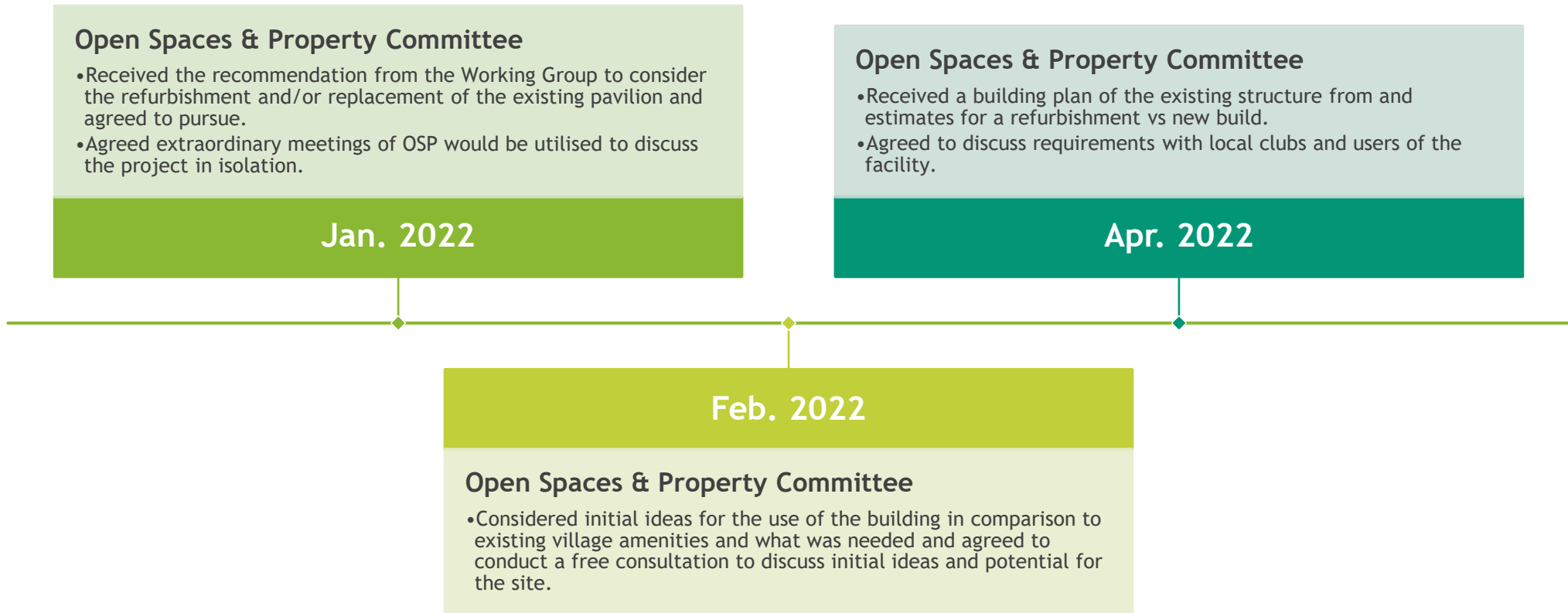
The Group identified the development of the KGV Pavilion as a priority project in response to Objective 2 *“protecting and enhancing resources available for sports, leisure, community and educational activities”*.



The Group developed a list of priorities for consideration by relevant Committees and agreed to recommend the KGV Pavilion project as a priority for the Open Spaces & Property Committee in November 2021.

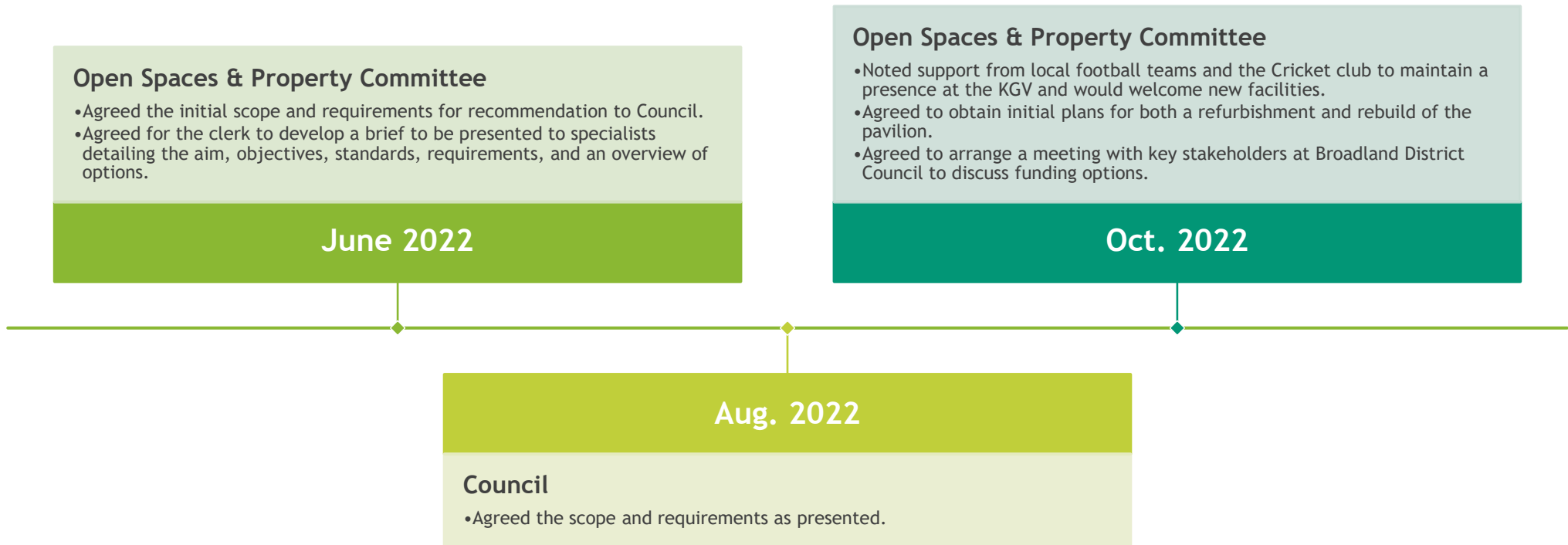
# TIMELINE

## DECISIONS TAKEN TO DATE



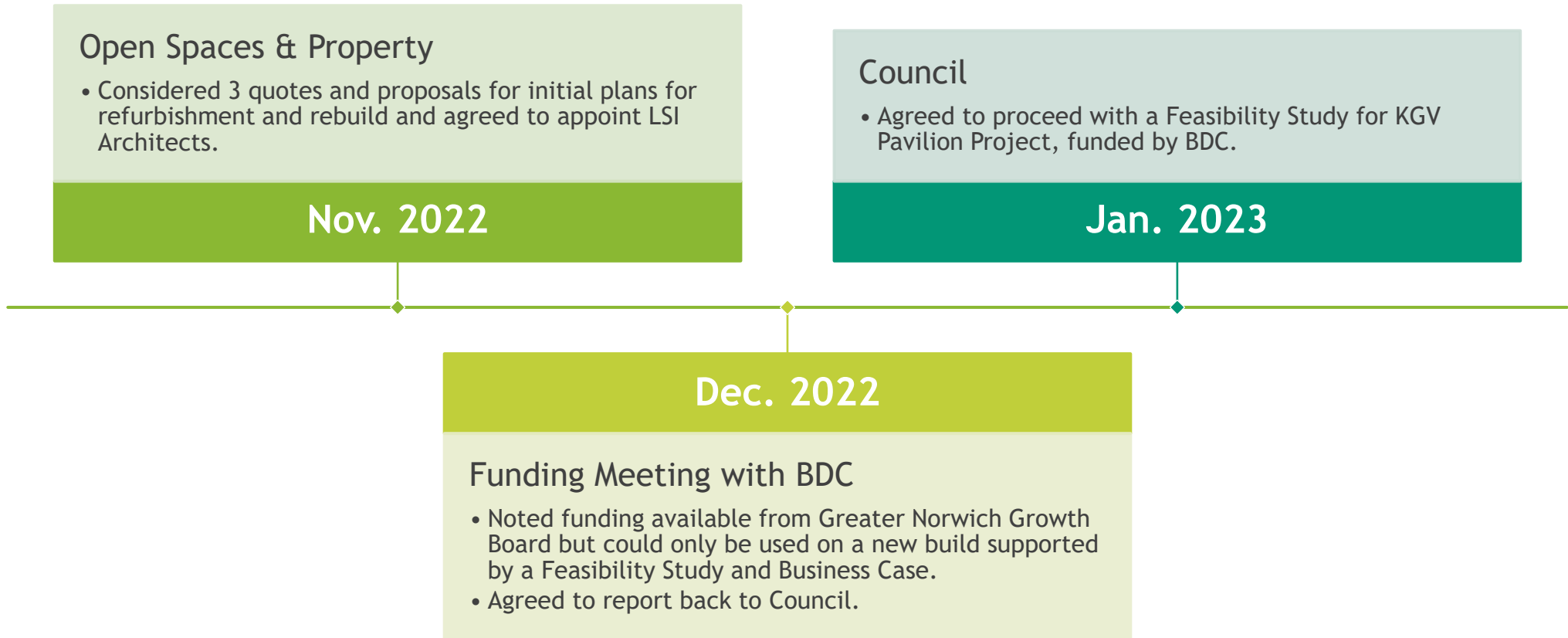
# TIMELINE

## DECISIONS TAKEN TO DATE



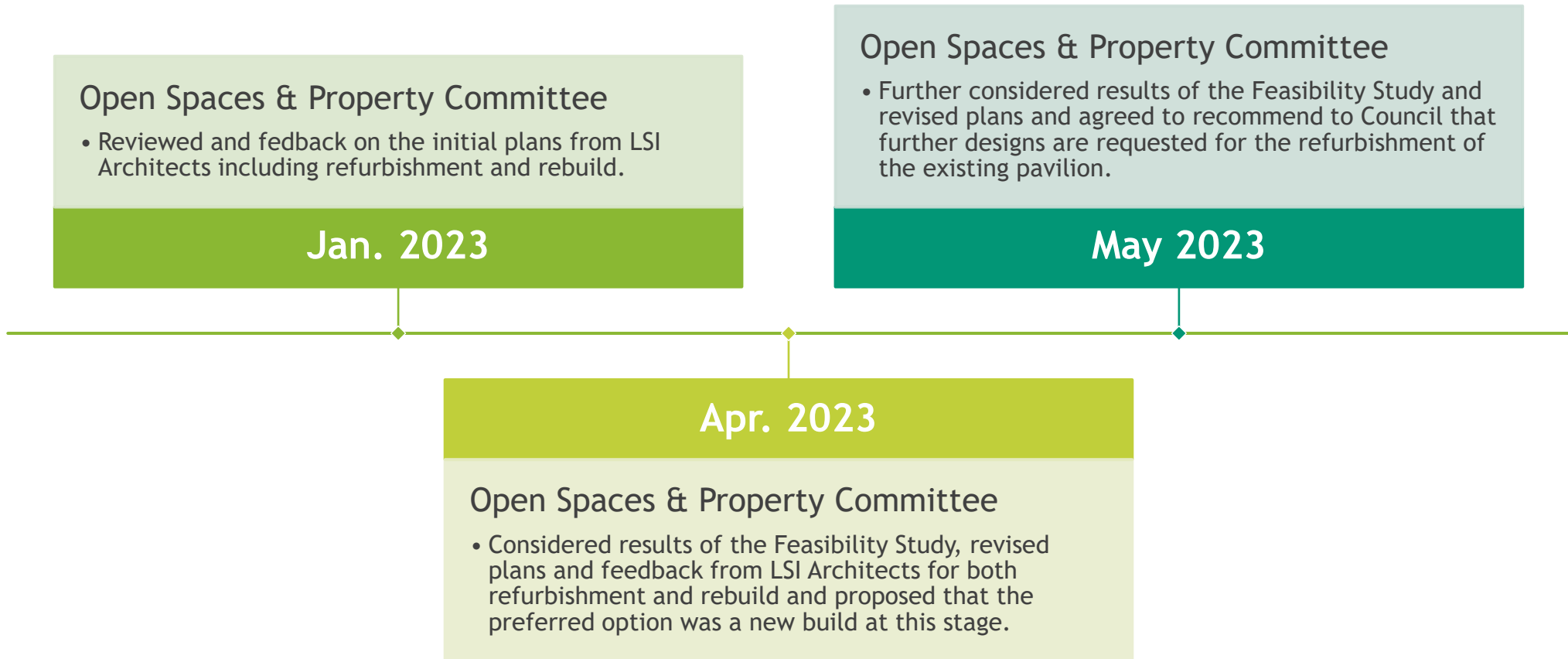
# TIMELINE

## DECISIONS TAKEN TO DATE

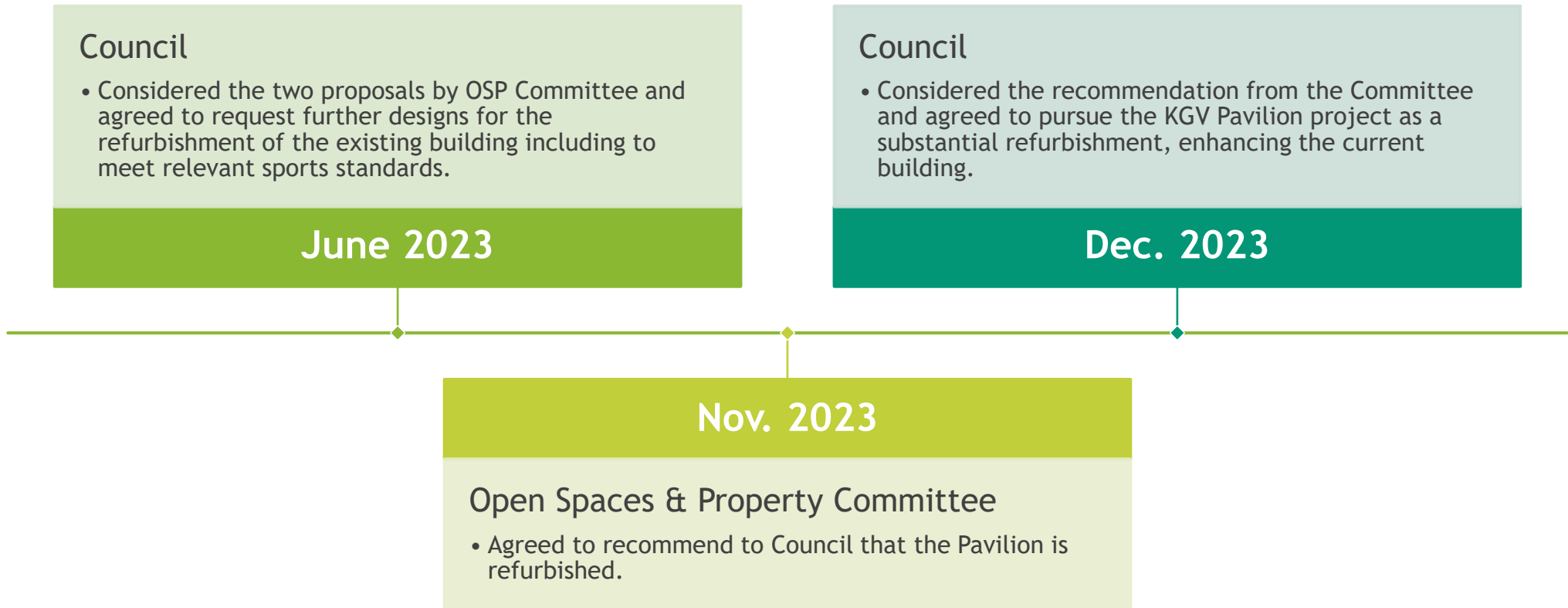


# TIMELINE

## DECISIONS TAKEN TO DATE

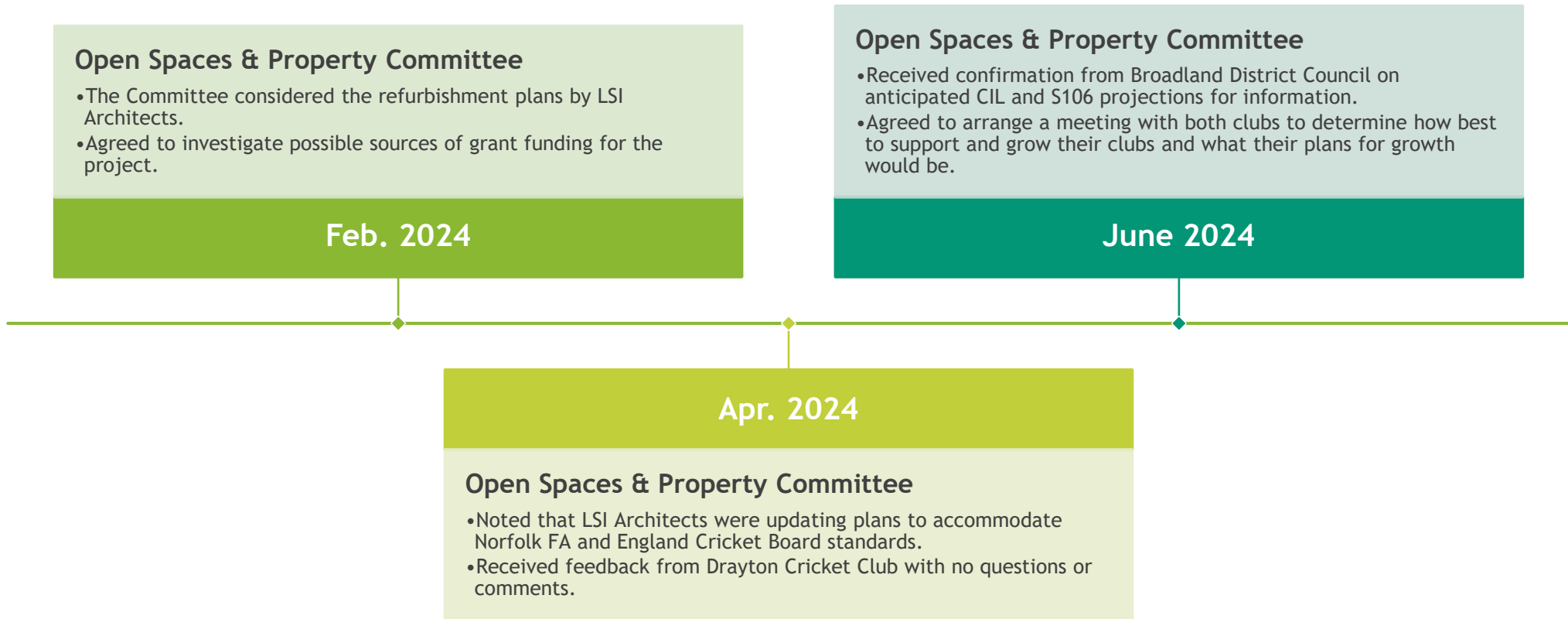


# TIMELINE DECISIONS TAKEN TO DATE



# TIMELINE

## DECISIONS TAKEN TO DATE



# PROJECT PLANS

# PROJECT PLANS

## SCOPE

- ▶ Based on agreements to date, the following summarises the agreed project scope:
  - ▶ The Committee agreed that in line with the Neighbourhood Plan, the scope of the project was for the pavilion to **remain as a Sports and Recreation Pavilion (June 2022)**.
  - ▶ Council agreed to **enhance and broaden the scope of recreational offering, and to widen and diversify the sporting facilities, to include a meeting room, office accommodation and community facilities (August 2022)**.
  - ▶ Council agreed to pursue the KGV Pavilion project as a **substantial refurbishment, enhancing the current building (December 2023)**.

# PROJECT PLANS

## AGREED REQUIREMENTS

- ▶ Focus on provision for Cricket and Football
- ▶ Retain current layout including the kitchen, main hall, offices and toilets.
- ▶ Modernise and improve cosmetically throughout
- ▶ Replacement of the roof and heating system to improve building efficiency.
- ▶ Rewire building to include sound system and hearing loop.
- ▶ Install lift or ramp to improve accessibility.
- ▶ Consider extension to provide larger changing rooms and storage.

# PROJECT PLANS

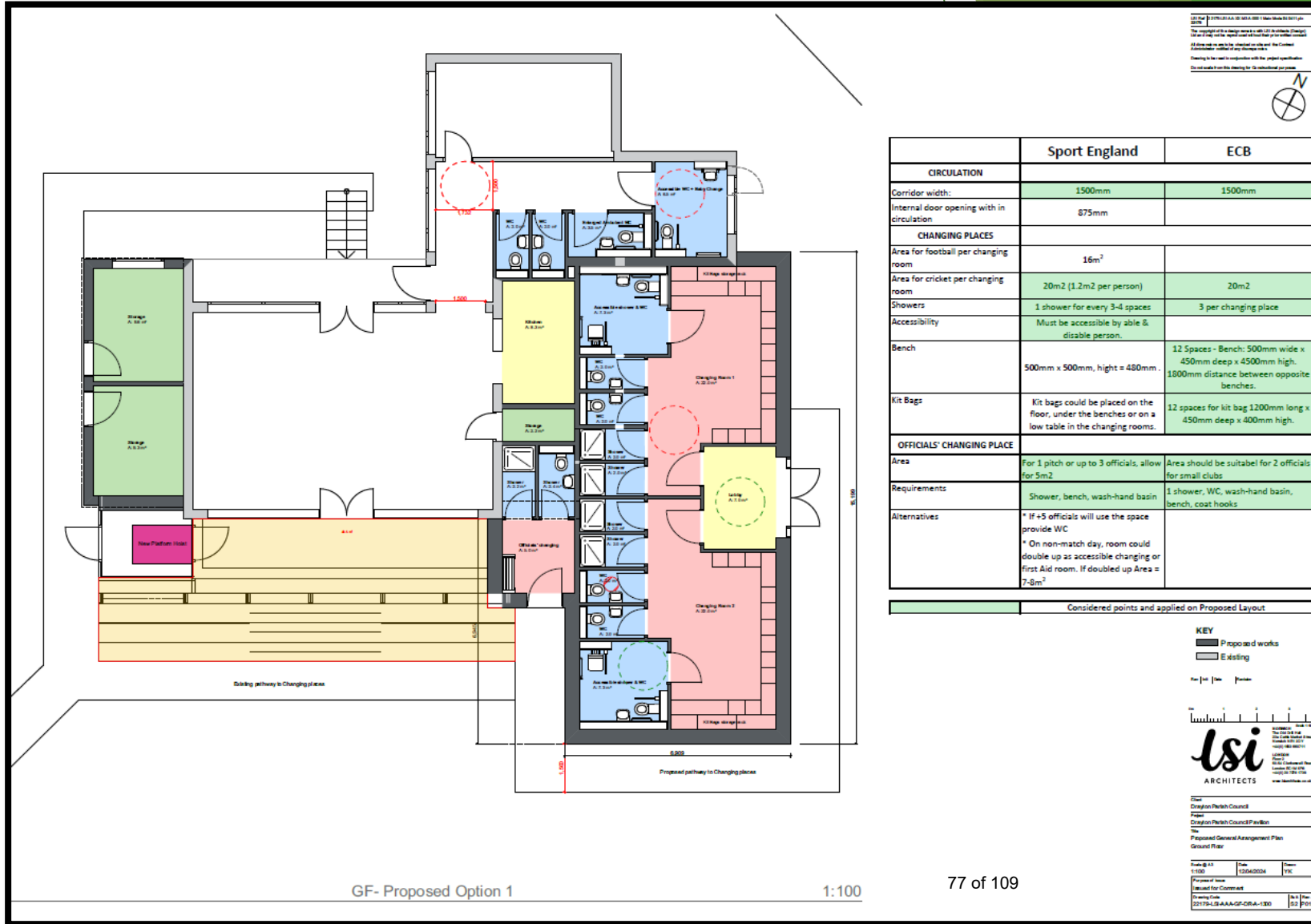
## ARCHITECTURAL DRAWINGS

The latest iteration of building plans designed by LSI Architects include:

- ▶ Two new changing rooms;
- ▶ An officials' changing room;
- ▶ New kitchen servery and refurbished WC facilities serving the existing clubroom;
- ▶ A new storage area;
- ▶ A platform lift to make the raised clubroom fully accessible;
- ▶ General upgrades to ensure long-term viability of the building.

# PROJECT PLANS

## ARCHITECTURAL DRAWINGS

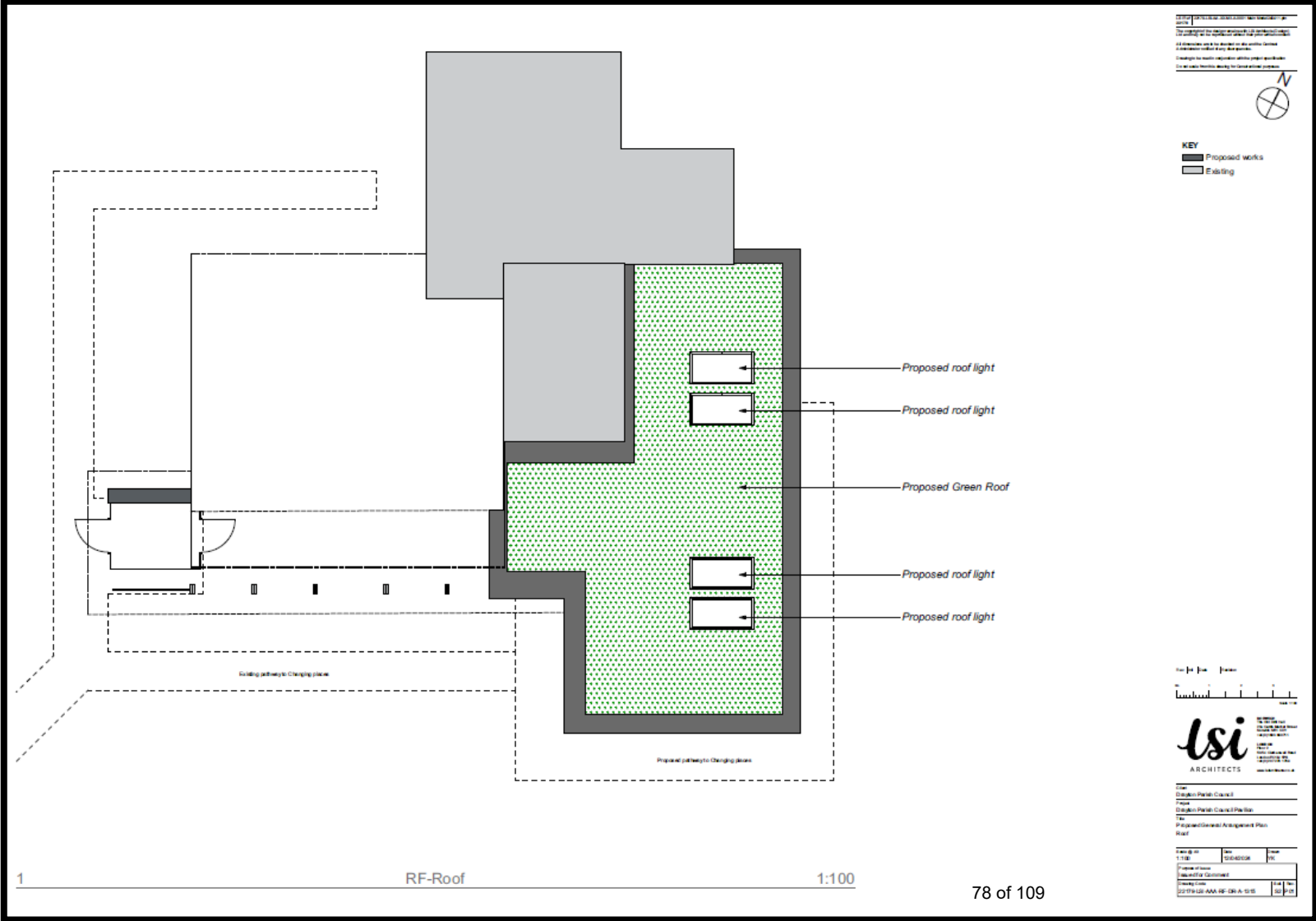


### Proposed General Arrangement Plan Ground Floor

NB: In March 2025 LSI Architects confirmed that Sport England requirements were utilised because of their similarity to FA requirements and that to ensure compliance with any relevant standards, further feasibility work would be required in conjunction with key stakeholders.

# PROJECT PLANS

## ARCHITECTURAL DRAWINGS



Proposed General Arrangement Plan Roof

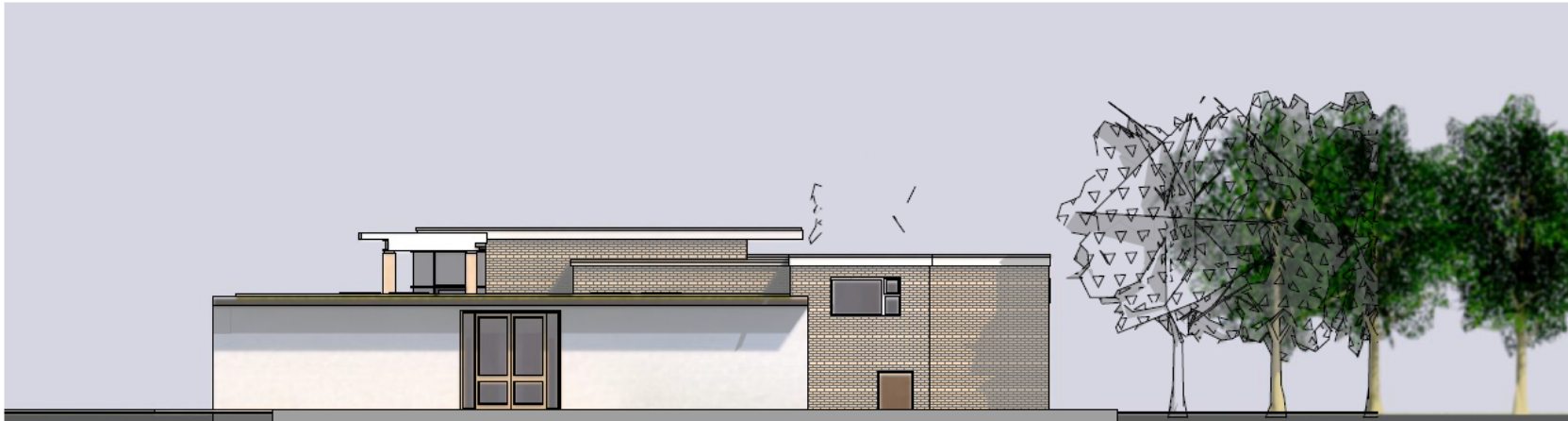
# PROJECT PLANS

## ARCHITECTURAL DRAWINGS

ARCHITECTS



NORTH ELEVATION (PROPOSED)



EAST ELEVATION (PROPOSED)

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PROPOSED ELEVATIONS 02

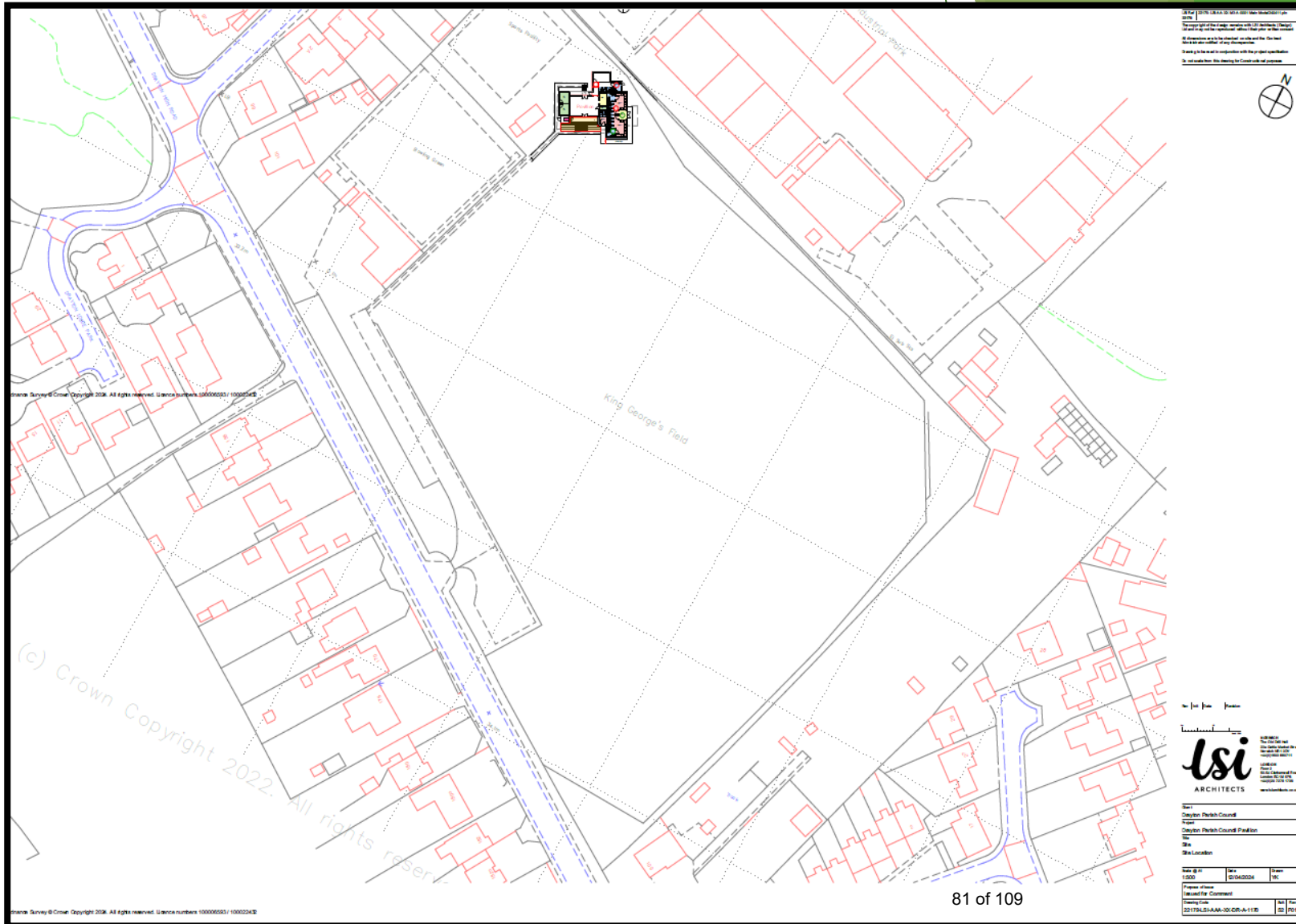
Drayton Parish Council Pavilion PROJECT  
Drayton Parish Council CLIENT  
22179-LSI-AAA-ZZ-DR-A-1351--WIP DRAWING  
27/03/2025 DATE



# PROJECT PLANS

## ARCHITECTURAL DRAWINGS

### Building Footprint



# PROJECT PLANS

## QUANTITY SURVEYOR

In **March 2024** the Daniel Connall Partnership provided an update to the cost plan based on the latest iteration of LSI Architects building plans. Extension and refurbishment costs were estimated at **£740,732** (excluding VAT).

Items included in cost plan	Items excluded from cost plan
Facilitating works	Value Added Tax
Substructure	Planning / Building Control Fees
Superstructure	Project / design team fees
Internal finishes	Ground decontamination / dewatering
Fittings, Furnishings & Equipment	Ecology / Bats
Services	Loose furniture, soft furnishings, AV equipment
External Works (including widening and extension of the existing pathway and resurface the existing courts for parking)	Additional External works

# FUNDING

# FUNDING GRANTS

- ▶ **Greater Norwich Growth Board**
  - ▶ Provides grant funding for strategic infrastructure projects across the partnership area that support the growth of the local community and ensure that residents have access to the infrastructure which makes Greater Norwich a great place to live.
  - ▶ The project would have to serve not just Drayton residents but the wider community.
  - ▶ The project would have to align with recommendations from the feasibility study.
- ▶ **Football Foundation**
  - ▶ Funding is generally prioritised for larger projects
  - ▶ Accessibility is essential if they are to consider funding
- ▶ **Norfolk Cricket Foundation**
  - ▶ Indicated there were no grants available for the project

# FUNDING

## SECTION 106

- ▶ A section 106 (S106) agreement is a legally binding agreement or “planning obligation” between a local planning authority, like Broadland District Council, and a property owner.
- ▶ The purpose of a S106 agreement is to mitigate the impact of the development on the local community and infrastructure.
- ▶ The agreement sets out the terms binding on the owners or developer to provide, facilitate or fund the provision of infrastructure, services or other measures that may be needed for the development to be acceptable in planning terms.
- ▶ A Parish / Town Council would be consulted over the content of the agreement if the developer is to pass on land or money paid under a Section 106 obligation to the Parish / Town Council.
- ▶ The purpose for which funds received under a S106 obligation can be spent will be defined in the obligation and will be binding on a Parish or Town Council where funds are passed onto them.

# FUNDING

## SECTION 106

- ▶ **Drayton High Road (Norfolk Homes)**
  - ▶ There is a S106 agreement in place for the Norfolk Homes development on Drayton High Road which includes an obligation for off-site space contributions as follows:
    - ▶ The sum of £133,730.38 (Index Linked) to be paid to the Council as a contribution towards the cost of providing off-site childrens' play space, formal recreation space and allotments within the village of Drayton.
  
- ▶ **Land Adjacent to Hall Lane/School Road (Hopkins Homes)**
  - ▶ There is a S106 agreement in place for the Hopkins Homes development on the land adjacent to Hall Lane/School Road which includes an obligation for off-site space contributions as follows:
    - ▶ A financial contribution of £157,027 towards the provision of equipment at, and the maintenance of, the play area at Florence Carter Memorial Park maintenance of play areas and the intensification of use of sports provision at King George V and Longdale playing fields and generally in the Parish of Drayton such contribution to be increased in line with the Inflation Provision

# FUNDING

## SECTION 106

Development	Current Balance	Remaining Balance	Comment
Drayton High Road (Norfolk Homes)	£170,003.65*	Nil	Balance held by BDC. Clawback date 21/03/2029.
Land Adjacent to Hall Lane/School Road (Hopkins Homes)	£72,676.35*	£51,527.00	Occupation of 110 dwellings expected 2025**.
		£55,931.00	Occupation of 220 dwellings expected 2028**.
<b>Total</b>	<b>£242,680.00</b>	<b>£107,458.00</b>	

\*April 2025

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\*\*98 completed but not confirmed occupancy. 50 dwellings anticipated per year as a guideline for anticipated income.

# FUNDING

## SECTION 106

### ▶ KGV Project Spending Implications

- ▶ It has been confirmed that the total S106 balance from both developments would qualify for permitted spending under the current scope of the project
- ▶ It has been confirmed that the pavilion project would qualify for permitting spending as either a new build or a refurbishment.
- ▶ It has been confirmed that any refurbishment to the hall space would qualify for permitted spending irrespective of multi use because the space would still be used for organised sport e.g. the main space from which cricket can be viewed by members and others
- ▶ It has been confirmed that any expenditure for accessibility is welcomed as it enhances the space for use by all residents within the parish of Drayton.
- ▶ It has been confirmed that the Council would be unable to 'pre-spend' the funds before S106 is received from the developer so this would need careful timing for the works to the pavilion.

# FUNDING COMMUNITY INFRASTRUCTURE LEVY

- ▶ Whilst S106 agreements address site-specific mitigation required to make a new development acceptable in planning terms, CIL addresses the broader impacts of the development.
- ▶ Designed to be generally paid up front and is a levy calculated on the size and type of development.
- ▶ All Parish / Town Councils will receive a minimum of 15% of CIL funds raised from development within their area. However, a further 10% (total 25%) is available for those Councils that have adopted a Neighbourhood Plan.
- ▶ The relevant proportion of CIL funds collected are passed on to Parish and Town Councils every 6 months, in April and October, unless a different arrangement is agreed.
- ▶ Where the payment liability from a particular development, or phase of a development, exceeds £25,000, CIL can be paid in instalments. So, on occasion it may be some time after development commences that a Parish / Town Council receives its full proportion of CIL funds arising from that particular development.
- ▶ CIL funds given to Parish / Town councils should be spent within 5 years. After this period, the District Council is entitled to require that any unspent funds be returned.

# FUNDING

## COMMUNITY INFRASTRUCTURE LEVY

- ▶ A Parish / Town Council must use CIL receipts passed to it to support the development of the Parish / Town Council's area, or any part of that area, by funding:
  - ▶ (a) the provision, improvement, replacement, operation or maintenance of infrastructure.
- ▶ Infrastructure can include roads and other transport facilities, flood defences, schools and other educational facilities, medical facilities, allotments, sporting and recreational facilities, open spaces and other green infrastructure; or
  - ▶ (b) anything else that is concerned with addressing the demands that development places on an area.
- ▶ Provision (b) is drawn very widely and as such a Parish / Town Council has a broad discretion as to how the money is used. However, there must be a link between what the money is used for and the pressures that development is placing on the area.

# FUNDING

## COMMUNITY INFRASTRUCTURE LEVY

- ▶ The Parish Council has a current balance of £682,017.00. This accounts for total CIL received from various developments to date and any expenditure.
- ▶ There is a demand notice in place for approx. £45,000.00 for Drayton Old Lodge (Sowerbys)
  - ▶ The Parish Council will receive 25% and it is anticipated the payment will be made to the Parish Council in October 2025.
  - ▶ There are two remaining phases for Drayton Old Lodge and the amount of remaining CIL expected is £131,000.00 and £67,000.00
    - ▶ The Parish Council will receive 25% and there is currently no indication of timeline for starting these phases of the development.
- ▶ Based on CIL received and expenditure to date, the first clawback date is April 2027.

# FUNDING

## COMMUNITY INFRASTRUCTURE LEVY

Development	Current Balance	Remaining Balance	Comment
Various	£682,017.00	£11,250.00	Demand notice in place for Drayton Old Lodge. Payment expected October 2025.
		£32,750.00	Remaining phases for Drayton Old Lodge. Currently no indication of timeline.
		£16,750.00	
<b>Total</b>	<b>£682,017.00</b>	<b>£60,750.00</b>	

# FUNDING SUMMARY

Funding Source	Current Balance	Projected Income 31 <sup>st</sup> March 2026	Projected Income 31 <sup>st</sup> March 2028
Section 106	£242,680.00	£51,527.00	£55,931.00
Community Infrastructure Levy	£682,017.00	£11,250.00	TBC
Earmarked Reserves	£28,104.00	£0.00	TBC
<b>Total</b>	<b>£952,801.00</b>	<b>£62,777.00</b>	<b>£55,931.00</b>

# FUNDING

## VAT IMPLICATIONS

- ▶ On 10<sup>th</sup> October 2024, Council agreed to appoint the Parkinson Partnership to advise the Council on VAT implications of the renovation of the pavilion.
- ▶ A Zoom consultation was conducted in February 2025 with the following report received 6<sup>th</sup> May 2025.
- ▶ Executive Summary
  - ▶ VAT can be reclaimed on renovation costs related to the provision of changing facilities and toilets in connection with the hire of sports facilities, which is now regarded by HMRC as a non-business activity for VAT purposes. As well as on the provision of an office, both of which are non-business activities for VAT purposes.
  - ▶ Hiring out meeting rooms is a VAT-exempt business activity. The Council is limited in its ability to reclaim VAT on the costs relating to this activity, such as work to renovate the meeting room.
  - ▶ Calculating the average VAT incurred on exempt activities over a 7-year period should ensure that VAT can be reclaimed on the pavilion project

# CONSIDERATIONS

# CONSIDERATIONS

## PROTECTED SPACES

- ▶ **Making changes to protected parks**
  - ▶ Landowners of protected green spaces can make changes to those spaces as long as they fit with the purpose of the protection and benefit its recreational use. Some changes will require consent from Fields in Trust which needs to be applied for through their field change request process.
  - ▶ The following *do not* require consent from Fields in Trust provided that the total structural and building footprint (including car parking) does not exceed 20% of the overall protected area:
    - ▶ Sports pavilions
    - ▶ Changing rooms
    - ▶ Public toilets
    - ▶ Storage facilities for sport and play equipment and machinery
    - ▶ Cafes

# CONSIDERATIONS

## ADDITIONAL FEES & COSTS

- ▶ **As outlined by Quantity Surveyor:**
  - ▶ Value Added Tax
  - ▶ Planning / Building Control Fees
  - ▶ Project/design team fees
  - ▶ ground decontamination or dewatering
  - ▶ Ecology / Bats
  - ▶ loose furniture, soft furnishings, AV equipment
- ▶ **Temporary office and meeting accommodation**
- ▶ **Loss of income from hirers**

# CONSIDERATIONS

## ANCILLARY WORKS

- ▶ **Gates, Fencing and Hedging**
  - ▶ Narrow gates, access concerns for emergency services such as fire trucks
  - ▶ Improve or replace the fence line along roadside to improve visibility into KGV
- ▶ **Car Park & Building Access**
  - ▶ Improve parking provision including to front of Bowls Club
  - ▶ Possibility of parking next to/rear of pavilion
  - ▶ Improve/widen footpath for improved accessibility
    - ▶ Single/double road would lose a football pitch
- ▶ **Additional provision**
  - ▶ Multi use hard court for netball, tennis etc. at rear of pavilion
- ▶ **Storage**
  - ▶ Improve garage space and area for goal storage

# CONSIDERATIONS

## CRICKET & FOOTBALL STANDARDS

- ▶ Meeting minimum standards
  - ▶ Protects and improves current and future needs for cricket and football in Drayton and the surrounding catchment
  - ▶ Ensures best overall facility for teams going forward
  - ▶ Enables groups to enter leagues
  - ▶ Supports a wider range of users including growth of youth and girl's teams
  - ▶ Receives support from relevant sporting bodies for any planning required
  - ▶ Increases cost of the refurbishment

# CONSIDERATIONS

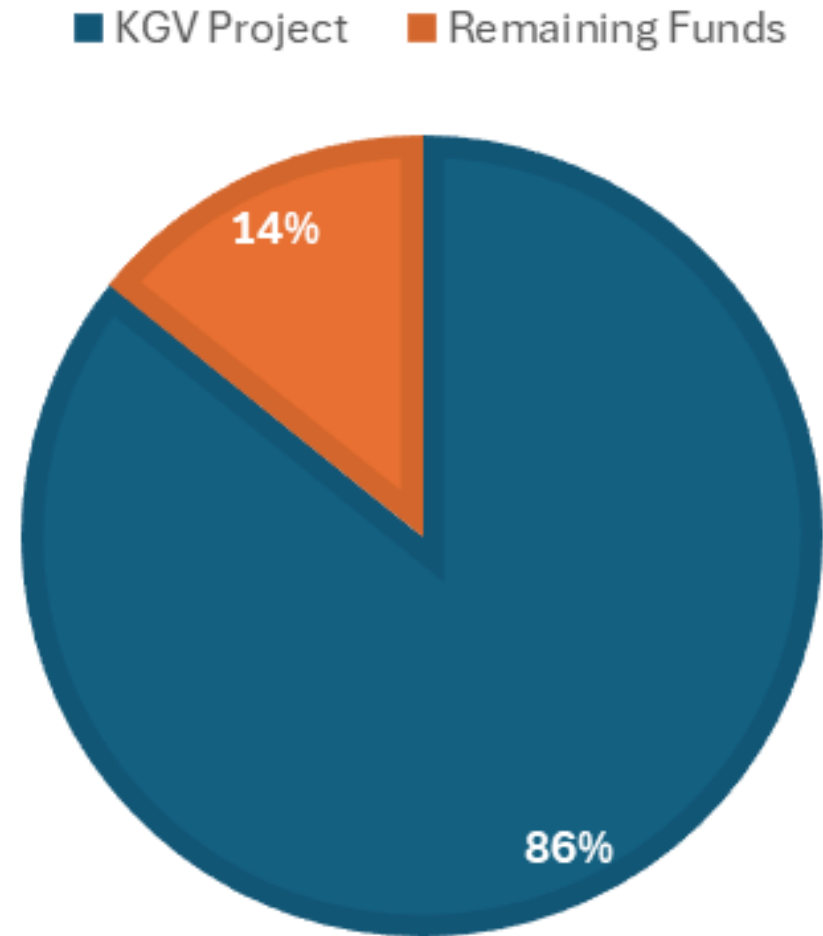
## MAINTENANCE NEEDS & SURVEYS

- ▶ **Maintenance needs**
  - ▶ Key findings from noted surveys and report will need to be addressed.
- ▶ **Updated Accessibility Audit Report**
  - ▶ If plans for refurbishment do not proceed, an updated report may be required to ensure reasonable adjustments can be made in line with the Equality Act 2010 (which superseded Part III of the Disability Discrimination Act (DDA) 1995: Access to Goods, Facilities and Services).

# CONSIDERATIONS

## COST BENEFIT

- ▶ To ensure expenditure is commensurate with the wider community and other projects identified.



# CONCLUSIONS

# CONCLUSIONS

## SUMMARY

- ▶ The Committee is asked to consider the status of the project and consider one of the following recommendations for approval by Council:
  - ▶ **Option A:** To continue with the project as presented.
  - ▶ **Option B:** To continue with the project with amendments agreed by the Committee.
  - ▶ **Option C:** To discontinue the project.

# CONCLUSIONS

## OPTION A

- ▶ **To continue with the project as presented**
- ▶ **Scope**
  - ▶ To enhance and broaden the scope of recreational offering, and to widen and diversify the sporting facilities, to include a meeting room, office accommodation and community facilities
- ▶ **Requirements**
  - ▶ Focus on provision for Cricket and Football
  - ▶ Retain current layout including the kitchen, main hall, offices and toilets.
  - ▶ Modernise and improve cosmetically throughout
  - ▶ Replacement of the roof and heating system to improve building efficiency.
  - ▶ Rewire building to include sound system and hearing loop.
  - ▶ Install lift or ramp to improve accessibility.
  - ▶ Consider extension to provide larger changing rooms and storage.

# CONCLUSIONS

## OPTION A

- ▶ **To continue with the project as presented**
- ▶ **Next steps**
  - ▶ Confirm Council's decision with relevant stakeholders
  - ▶ Commence the tendering process to appoint a Project Management & Cost Consultancy services
  - ▶ Further consultation with key stakeholders to test latest plans and refine final design.
  - ▶ Schedule onsite meeting with relevant parties including Norfolk Cricket Foundation and Football Foundation.
  - ▶ Continue to pursue possible funding opportunities

# CONCLUSIONS

## OPTION B

- ▶ **To continue with the project with amendments agreed by the Committee**
- ▶ **Scope - for consideration for amendment**
  - ▶ To enhance and broaden the scope of recreational offering, and to widen and diversify the sporting facilities, to include a meeting room, office accommodation and community facilities
- ▶ **Requirements - for consideration for amendment**
  - ▶ Focus on provision for Cricket and Football
  - ▶ Retain current layout including the kitchen, main hall, offices and toilets.
  - ▶ Modernise and improve cosmetically throughout
  - ▶ Replacement of the roof and heating system to improve building efficiency.
  - ▶ Rewire building to include sound system and hearing loop.
  - ▶ Install lift or ramp to improve accessibility.
  - ▶ Consider extension to provide larger changing rooms and storage.

# CONCLUSIONS

## OPTION C

- ▶ **To discontinue the project**
- ▶ Next steps
  - ▶ Consider Infrastructure Investment Plan
    - ▶ A document created by a Parish Council to identify and prioritise the infrastructure needs of its community. It acts as a guide for informed spending decisions, ensuring that resources are directed towards projects that address the most pressing needs of the parish.
  - ▶ Undertake consultation on proposed allocation of funds
    - ▶ As infrastructure investment decisions affect all members of a community, the Council should make efforts to engage with as many people as possible in the process.
  - ▶ Pursue remedial works for KGV pavilion and surveys
    - ▶ Building/Asbestos/Electrical/Legionella/Fire/Accessibility

# Q&A

<b>Paper</b>	<b>DPC12b:</b> Neighbourhood Plan Advisory Group Recommendation.
<b>Meeting</b>	Council
<b>Date</b>	10 <sup>th</sup> July 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>On 9<sup>th</sup> July 2025, a meeting of the Neighbourhood Plan Advisory Group was held to meet with the appointed consultant and plan next steps for the review of the Neighbourhood Plan. The Group noted that there would be no further funding available from Locality for developing Neighbourhood Plans and considered the impact on available funds and projected costs.</p> <p><u>Recommendation</u></p> <p>The Group agreed to request up to an additional £3,400 in earmarked reserves in light of the funding gap.</p>	
<b>Recommendation</b>	
<p>Council is asked to consider the recommendation from the Group to increase the earmarked reserves for the Neighbourhood Plan by up to £3,400.</p>	