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

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

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

Meeting opened: 19:00

1. To receive apologies and consider acceptance for absence.

None.

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

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

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

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

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

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

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

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

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

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

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager on; completed fencing works at Longdale, intermittent issues with 3G pitch floodlights, completed priority 3 tree works, completed annual fire

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

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

The Committee received the report.

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

The Committee received the report and noted the update.

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

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

Cllr N. Quinsey left the meeting at 7.18pm.

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

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

Cllr N. Quinsey rejoined the meeting at 7.26pm.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15. To consider request from Thorpe Marriott Village Hall.

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

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

16. To note exchange of information

None.

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

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

Noted.

Meeting Closed: 21:21

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

Paper	PFP2: Declarations of Interest.
Meeting	Playing Fields and Property Committee
Date	4 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<p><u>Declarations of Interests</u></p> <p>All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.</p> <p>At the start of the meeting, council members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.</p> <p>Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.</p> <p>You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.</p> <p>If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. While advice can be given at meetings by the Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p> <p><u>Dispensation Requests</u></p> <p>In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.</p> <p>Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.</p> <p>A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.</p> <p>For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.</p>	
Recommendation	
The Committee is asked to note the paper for information.	

Interests Flowchart

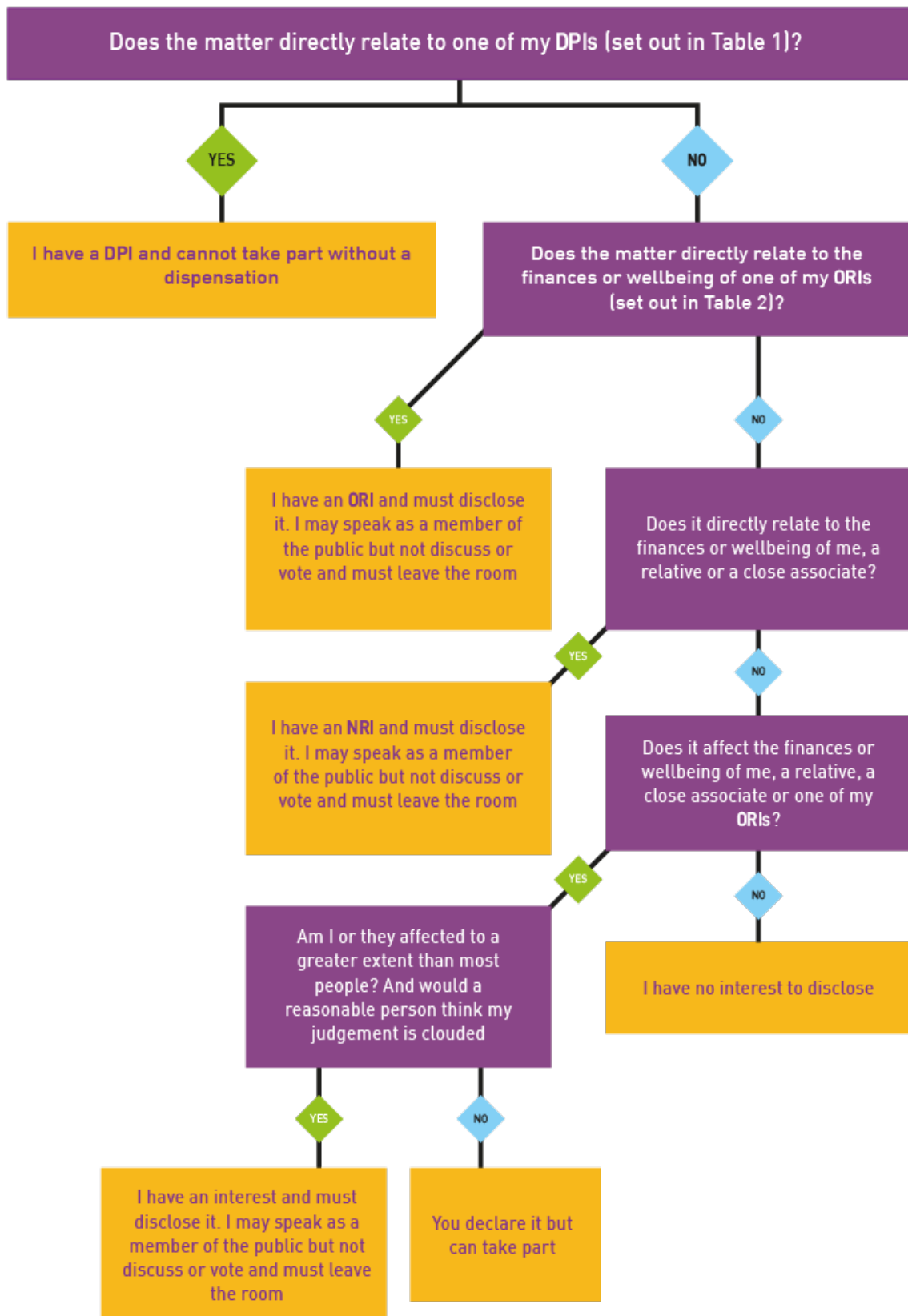


Table 1: Disclosable Pecuniary Interests

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

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

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

Paper	PFP3: To receive minutes of the meeting of the Playing Fields & Property Committee held on 28 th August 2025.
Meeting	Playing Fields & Property Committee
Date	4 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<p>Per section 12 of the Council's adopted Standing Orders, Committee members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.</p> <p>The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p> <p><u>For information</u></p> <p>Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> i. the time and place of the meeting; ii. the names of councillors who are present and the names of councillors who are absent; iii. interests that have been declared by councillors and non-councillors with voting rights; iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights; v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; vii. and the resolutions made. 	
Recommendation	
The Committee is asked to confirm the accuracy of the minutes of the meeting held on 28 th August 2025.	

Minutes of the Playing Fields & Property Committee held on **Thursday 28th August 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW

Present: Cllrs. J. Anderson, K. Morgan, T. Lee and N. Quinsey

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager

Meeting opened: 19:01

1. To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. A Crotch (Chair), C. Brown and G. Everett. The Committee agreed to appoint Cllr. J. Anderson as Chair for the meeting in the absence of Cllr. A Crotch.

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

None.

3. To receive minutes of the meeting of the Playing Fields & Property Committee held on 29th May 2025 for approval.

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

4. To receive minutes of the extraordinary meeting of the Playing Fields & Property Committee held on 3rd July 2025 for approval.

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

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

None

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

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager on; Larry Gray Fair, issues with KGV Pavilion heating system and septic tank emptying, Bowls Club electrical works, damaged waste bin, location of the new Longdale soil bin and issues with goal cage gates at Longdale.

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

The Committee received the report.

8. To consider proposals for projects for the 2026-27 financial year.

The Committee considered budget proposal for new projects for the 2026-27 financial year and **AGREED** to explore costs for:

- The purchase of additional CCTV cameras Longdale Playing Field
- Options for the space at the back of the King George V (KGV) pavilion (tennis, basketball, pickle ball etc)
- Earmarked reserves for play area enhancements
- Football kick pad wall at KGV Playing Field
- KGV and Longdale car park refurbishment
- Additional wheeled goals to replace existing fixed goals at Longdale and KGV.
- Annual expansion vessel service to be added to KGV maintenance costs
- Replacement bollards for Longdale car park
- Septic tank emptying
- Storage solutions for sports clubs (shipping container, shed)
- Upgrade to floodlights at KGV

The Committee requested quotes for the above to be considered at the next meeting.

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

The Committee considered the VAT on Sporting Fees Report and **AGREED** to recommend to Council to cease charging VAT, subject to confirmation as recommended option from Parkinson Partnership.

10. To note the internal playground inspections summary report.

The Committee noted the update regarding internal playground inspections, the replacement KGV Play Area gate and parts required for the Crazy Twister Roundabout at Florence Carter Memorial Park.

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

11. To consider ROSPA Play Safety Inspection Reports and remedial tasks for play areas at Florence Carter Memorial Park, King George V Playing Field and Longdale Playing Field.

The Committee considered the RoSPA Play Safety Inspections, noting the identified issues, and **AGREED** to authorise payment for the following remedial tasks:

- KGV Play Area gate – resolve crushing/shearing point issue
- KGV Swing Basket – remove chain covers

The Committee **AGREED** that manufacturers and suppliers should be informed of dissatisfaction with the quality of equipment and installation and that a reduction in costs should be pursued.

12. To review the Illegal & Unauthorised Encampment Policy.

The Committee reviewed a draft copy of the Illegal & Unauthorised Encampment Policy and **AGREED** to recommend the document as presented for approval by Council.

The Committee reviewed a draft copy of the Illegal & Unauthorised Encampment Procedure **AGREED** that no revisions were required.

13. To consider Grass Football Pitch Hire Arrangements for 2025-2026.

The Committee considered the update regarding grass pitch hire arrangements for 2025-2026 as presented.

The Committee noted that the Hire Charge Schedule was scheduled for review and would be presented for consideration at a future meeting, in advance of publication for the 2026-27 season.

The Committee noted the tight turn-around for line marking at KGV Playing Field due to the scheduling of the cricket and football seasons in 2025 and recommended that 2026-27 season dates be considered as part of the Hire Charge Schedule review.

The Committee noted current arrangements for goals storage and decided to take no further action at this stage.

The Committee **AGREED** not to reduce the Drayton Youth Football Club (DYFC) hire charge for Longdale for the 2025-26 season.

The Committee noted the terms of hire as presented and recommended that 2026-27 hire terms were considered as part of the Hire Charge Schedule review.

14. To consider 3G Pitch Booking Review.

The Committee considered the 3G Pitch Booking Review and **AGREED**:

- To permit block booking hirers to pay by instalment
- To develop 3G Pitch Payment Terms for presentation at the next meeting
- To revise the 3G Pitch Terms of Use to stipulate that 3G pitch bookings operate on a first-come first-served basis.

15. To consider request to offer Drayton Youth Football Club priority booking of the 3G pitch.

The Committee considered the request and noted the value in offering a period of priority booking in support for a local organisation. The Committee **AGREED** to offer DYFC a priority 3G pitch booking window from 2026 onwards as outlined:

1st June – 30th June: DYFC Priority Booking Window

- 3G Pitch Terms of Use updated to stipulate that DYFC granted priority over new season block bookings for September 1st onwards.
- Non-DYFC associated hirers to be prohibited from making block bookings for September 1st onwards, but can continue to make block bookings for June, July and August as required.
- Clubspark website settings adjusted to ensure that hirers cannot make one-off 3G pitch bookings from September 1st onwards.

1st July – 31st May: General Bookings Window

- Block bookings from September 1st onwards open to all hirers.
- Clubspark website settings adjusted to ensure that hirers can commence making one-off 3G pitch bookings from September 1st onwards

The Committee **AGREED** that deposit scheme and cancellation policy options should be presented as part of the Hire Charge Schedule review for consideration at a future meeting.

16. To consider King George V Playing Field drop bollard issues.

The Committee noted that it was possible for vehicles to fit between the up-right drop bollard and neighbouring post at KGV Playing Field and **AGREED** that the distance between bollards should be revised to prevent vehicle access.

17. To note update regarding barrier security at Longdale Playing Field and receive locking/unlocking timings.

The Committee noted the update regarding barrier security at Longdale Playing Field and received the locking/unlocking timings.

The Committee **AGREED** that the Deputy Clerk and Facilities Manager should write to Norse Security, stipulating that Council would like the issue resolved promptly.

18. To consider the risk assessment for the Longdale Playing Field boundary hedge.

The Committee reviewed the risk assessment for the Longdale Playing Field boundary hedge and noted the information provided regarding control measures. The Committee **AGREED** to address the gap underneath the large oak tree by installing stock proof wire fencing and planting bare root hedging plants as presented.

The Chairman proposed to extend the meeting by 15 minutes. All in favour.

19. To consider quotes for new signage.

The Committee reviewed the quotes for new signage and **AGREED** to accept the quote based on no new poles (where existing poles are already in place) and appoint contractor 1.

20. To note exchange of information.

It was noted that a tyre had recently been placed in, and subsequently removed from, the climbing frame at Florence Carter Memorial Park and that it had not been possible to identify those responsible.

21. To note the date and time of the next meeting is scheduled to take place on Thursday 4th December 2025 at 7pm at KGV Pavilion.

Noted

Meeting Closed: 21:03

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

Paper	PFP4: To receive minutes of the meeting of the Extraordinary Playing Fields & Property Committee held on 8 th October 2025.
Meeting	Playing Fields & Property Committee
Date	4 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<p>Per section 12 of the Council's adopted Standing Orders, Committee members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.</p> <p>The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p> <p><u>For information</u></p> <p>Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> i. the time and place of the meeting; ii. the names of councillors who are present and the names of councillors who are absent; iii. interests that have been declared by councillors and non-councillors with voting rights; iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights; v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; vii. and the resolutions made. 	
Recommendation	
<p>The Committee is asked to confirm the accuracy of the minutes of the Extraordinary Committee held on 8th October 2025.</p>	

Minutes of the Extraordinary Playing Fields & Property Committee be held on **Wednesday 8th October 2025, 7:00pm** at **Drayton Village Hall, Pond Lane, Drayton, NR8 6PP**.

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

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

Meeting Opened: 7:00:pm

1. To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. G. Everett and A Crotch (Chair). The Committee agreed to appoint Cllr J. Anderson as Chair for the meeting in the absence of Cllr. A Crotch.

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

None.

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

None.

4. To consider the tender specification for Project Management and Cost Consultancy Services for approval.

The Committee **AGREED** to approve the tender specification for Project Management and Cost Consultancy Services, subject to the following revisions:

- Section 1: Confirmation that the preferred procurement route is Design and Build.
- Section 3.3: Confirmation that tenderer quotes should incorporate an up-front fixed fee to arrange, Chair and minute monthly progress meetings, including preparation, travel, attendance in person and the issue of monthly progress reports. Assumed 12 meetings per year for duration of the project. Costs for any additional meetings to be negotiated.
- Section 6: Confirmation of the following weightings for tender evaluation criteria
 - Qualifications and experience of the proposed team (40 %).
 - Approach to the consultancy, including details of communication with the Council (40%).
 - Value for money (20 C%).
- Section 7: Confirmation that timeline 1 should be included as presented.

5. To consider and approve Project Management and Cost Consultancy Services tender assessment criteria.

The Committee **AGREED** to approve the Project Management and Cost Consultancy Services tender assessment criteria.

6. To consider and approve project tender process.

The Committee considered the different tender process options and noted that the seven suppliers presented all had suitable experience. The Committee **AGREED** that the preferred project tender process was to seek formal tenders from the following seven suppliers:

- Real Consulting
- Ingleton Wood
- Oxbury
- Richard Utting
- Daniel Connal Partnership
- Greyfriars
- Hainstone

7. To note exchange of information

It was suggested that gantt charts could be utilised by the office to support project planning.

8. To note the date and time of the next meeting is scheduled to take place on Thursday 4th December 2025 at 7.00pm at King George V Pavilion.

Noted.

Meeting closed: 19:48

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

Paper	PFP6: To receive the Clerks Report on Committee matters arising from previous meetings.
Meeting	Playing Fields and Property Committee
Date	4 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<p>It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none"> 1. The meeting date 2. The minute reference 3. The agenda item 4. The resolution 5. Status update <p>The Clerks Report on Committee matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.</p> <p>If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.</p> <p>Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.</p> <p>In addition, outstanding matters arising from the previous 2 years of meetings of the Committee have been reviewed and are attached for information and action by the Deputy Clerk & Facilities Manager.</p> <p>The Deputy Clerk and Facilities Manager will provide a verbal up-date on any other matters as appropriate.</p>	
Recommendation	
The Committee is asked to receive the report for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
2025.01.23	5	To receive Clerk's Report on Committee matters arising from previous meetings.	Following consideration of the status update for outstanding matters arising, going forward the Committee AGREED to set target dates in relation to all projects.	Ongoing: Committee to confirm target dates for projects as and when required.
13.03.2025 (Council)	12b)	To consider nominal hire charge fee for trading at Longdale	Council AGREED a nominal hire charge fee of £10.00 per evening session. It was noted that Terms and Conditions would be produced for consideration at a further meeting.	Ongoing: Vendor notified and confirmed they would not be returning due to low turnout. Terms and Conditions to be drafted and considered at a future meeting of PFP.
29.05.2025	7	To note the internal playground inspections summary report and confirm authorisation for expenditure for playground repairs.	The Committee AGREED to authorise payment for the required gate repairs.	Ongoing: Updated provided under item 8.
29.05.2025	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.	Complete: Online claim form for year 1 submitted. The pitch maintenance schedule has been publicised on the noticeboard at Longdale.
29.05.2025	13	To receive update regarding flower bed maintenance at Florence Carter Memorial Park (FCMP).	The Committee AGREED to cease using the rectangular flowerbed for decorative planting and to return the area to grass.	Ongoing: Parish Ranger aware. Re-seeding to take place in early Autumm (weather permitting). Flower bed clearing and levelling agreed as Norwich Probation Service Community Payback task. Awaiting confirmation of date for agreed works.
29.05.2025	14	To consider the location of eight new trees per the 2025-26 budget.	The Committee AGREED to seek advice from the appointed tree consultancy contractor regarding planting new trees across all sites.	Ongoing: Updated provided under item 14.
29.05.2025	15	To consider 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.	Ongoing: Site visits undertaken with Unpaid Work Placement Co-ordinator on 28.10.2025. List of agreed tasks and Memorandum of Understanding received. Pending authorisation.

28.08.2025	8	To consider proposals for projects for the 2026-27 financial year.	<p>The Committee considered budget proposal for new projects for the 2026-27 financial year and AGREED to explore costs for:</p> <ul style="list-style-type: none"> •The purchase of additional CCTV cameras Longdale Playing Field •Options for the space at the back of the King George V (KGV) pavilion (tennis, basketball, pickle ball etc) •Earmarked reserves for play area enhancements •Football kick pad wall at KGV Playing Field •KGV and Longdale car park refurbishment •Additional wheeled goals to replace existing fixed goals at Longdale and KGV. •Annual expansion vessel service to be added to KGV maintenance costs •Replacement bollards for Longdale car park •Septic tank emptying •Storage solutions for sports clubs (shipping container, shed) •Upgrade to floodlights at KGV <p>The Committee requested quotes for the above to be considered at the next meeting.</p>	Ongoing: Update provided under item 10.
28.08.2025	9	To receive the VAT on Sporting Fees Report and consider a response	The Committee considered the VAT on Sporting Fees Report and AGREED to recommend to Council to cease charging VAT, subject to confirmation as recommended option from Parkinson Partnership.	<p>Complete: On 11.09.2025 Council AGREED to cease charging VAT on the use of sports facilities or services by the public, including through their membership of sports teams from 1st October 2025. Council AGREED to charge the same amount as per the hire charge schedule i.e. not reduced by the VAT amount.</p>
28.08.2025	10	To note the internal playground inspections summary report	The Committee AGREED to authorise payment for the required play equipment and gate repairs.	Ongoing: Further update provided under item 8.
28.08.2025	11	To consider ROSPA Play Safety Inspection Reports and remedial tasks for play areas at Florence Carter Memorial Park, King George V Playing Field and Longdale Playing Field.	<p>The Committee considered the RoSPA Play Safety Inspections, noting the identified issues, and AGREED to authorise payment for the following remedial tasks:</p> <ul style="list-style-type: none"> •KGV Play Area gate – resolve crushing/shearing point issue •KGV Swing Basket – remove chain covers <p>The Committee AGREED that manufacturers and suppliers should be informed of dissatisfaction with the quality of equipment and installation and that a reduction in costs should be pursued.</p>	Ongoing: Update provided under item 8.
28.08.2025	12	To review the Illegal & Unauthorised Encampment Policy.	<p>The Committee reviewed a draft copy of the Illegal & Unauthorised Encampment Policy and AGREED to recommend the document as presented for approval by Council.</p> <p>The Committee reviewed a draft copy of the Illegal & Unauthorised Encampment Procedure AGREED that no revisions were required.</p>	<p>Complete: Policy presented to Council for approval 11.09.2025. Council agreed to adopt the Policy as presented. Procedure saved within office procedures folder</p>
28.08.2025	13	To consider Grass Football Pitch Hire Arrangements for 2025-2026.	The Committee AGREED not to reduce the Drayton Youth Football Club (DYFC) hire charge for Longdale for the 2025-26 season.	Complete: DYFC informed of Committee decision

28.08.2025	14	To consider 3G Pitch Booking Review	<p>The Committee considered the 3G Pitch Booking Review and AGREED:</p> <ul style="list-style-type: none"> •To permit block booking hirers to pay by instalment •To develop 3G Pitch Payment Terms for presentation at the next meeting •To revise the 3G Pitch Terms of Use to stipulate that 3G pitch bookings operate on a first-come first-served basis. 	<p>Ongoing:</p> <p>DYFC informed of Commmittee decision. Update provided under item 12.</p>
28.08.2025	15	To consider request to offer Drayton Youth Football Club priority booking of the 3G pitch.	<p>The Committee AGREED to offer DYFC a priority 3G pitch booking window from 2026 onwards as outlined:</p> <p><u>1st June – 30th June: DYFC Priority Booking Window</u></p> <ul style="list-style-type: none"> •3G Pitch Terms of Use updated to stipulate that DYFC granted priority over new season block bookings for September 1st onwards. •Non-DYFC associated hirers to be prohibited from making block bookings for September 1st onwards, but can continue to make block bookings for June, July and August as required. •Clubspark website settings adjusted to ensure that hirers cannot make one-off 3G pitch bookings from September 1st onwards. <p><u>1st July – 31st May: General Bookings Window</u></p> <ul style="list-style-type: none"> •Block bookings from September 1st onwards open to all hirers. •Clubspark website settings adjusted to ensure that hirers can commence making one-off 3G pitch bookings from September 1st onwards <p>The Committee AGREED that deposit scheme and cancellation policy options should be presented as part of the Hire Charge Schedule review for consideration at a future meeting.</p>	<p>Ongoing:</p> <p>DYFC informed of Commmittee decision. Deposit scheme and cancellation policy options presented under items 11 & 12.</p>
28.08.2025	16	To consider King George V Playing Field drop bollard issues.	<p>The Committee noted that it was possible for vehicles to fit between the up-right drop bollard and neighbouring post at KGV Playing Field and AGREED that the distance between bollards should be revised to prevent vehicle access.</p>	<p>Complete:</p> <p>Additional bollard installed by Parish Ranger</p>
28.08.2025	17	To note update regarding barrier security at Longdale Playing Field and receive locking/unlocking timings.	<p>The Committee AGREED that the Deputy Clerk and Facilities Manager should write to Norse Security, stipulating that Council would like the issue resolved promptly.</p>	<p>Complete: Norse Security confirmed that team scheduling had been revised to accommodate the following:</p> <p>Opening: 06:00 (scheduled for between 05:45 and 06:30)</p> <p>Closing: 22:00 (scheduled for between 21:45 and 22:30)</p>
28.08.2025	18	To consider the risk assessment for the Longdale Playing Field boundary hedge.	<p>The Committee AGREED to address the gap underneath the large oak tree by installing stock proof wire fencing and planting bare root hedging plants as presented.</p>	<p>Complete</p> <p>Contractor installed new fencing and bare root hedging on 14.10.2025</p>
28.08.2025	19	To consider quotes for new signage.	<p>The Committee reviewed the quotes for new signage and AGREED to accept the quote based on no new poles and appoint contractor 1.</p>	<p>Ongoing:</p> <p>Emailed contractor to confirm Committee decision and seek guidance re next steps. Awaiting revised quote and draft layouts.</p>

PFP Status Update for outstanding matters arising from previous meetings

Meeting Date	Minute Ref.	Action	Details	Status Update
16/06/2022	7.2	Investigate the cost and feasibility of solar powered CCTV at KGV.	Matter arising following concerns of anti-social behaviour at Longdale. No anti-social behaviour has been reported for King George V Playing Field at the time of writing. It is recommended that the item be reviewed in future should concerns be raised.	No further action required at this stage.
02/03/2023	7	Repair/improve pillars to KGV at a later date.	It was reported that RG Carter confirmed the pillars were structurally sound. It is recommended that any proposals for changes to the pillars are considered following the outcome of the KGV Pavilion refurbishment.	No further action required at this stage.
02/03/2023	12	To develop a schedule of building maintenance checks.	The item has been included as a project for action by the Deputy Clerk & Facilities Manager.	Ongoing: example statutory compliance checklist guidance received. Digital and paper filing system established for all facility maintenance related documents. Draft Maintenance schedule to be developed and presented in due course.
22/06/2023	6.1	To purchase Dog Ban sign and Park Ownership signs at FCMP as recommended in ROSPA report	Dog ban sign has been installed. It is recommended that Park Ownership signs at FCMP as recommended in ROSPA report be considered as part of the overall proposal to replace all signage (see item 13.b below).	See item 13.b below.
22/06/2023	6.1	Investigate warranty with Wicksteed regarding weed growth through mulching at FCMP.	Parish Ranger confirmed weeds are not growing through but growing on top of the mulching. OSP to confirm permitted strength of weedkiller use as environmentally friendly weedkiller currently used doesn't work.	Ongoing: See item 9.8 below
			The item has been included for action by Deputy Clerk to check recommendations for weedkiller use in play areas.	
			Should OSP agree to carry out an annual clean of the play area (see item 9.8 below), any pressure washers used will likely tackle any issues with weeds.	
22/06/2023	9.1	To consider quotes for bike racks near the KGV play area similar to those installed at FCMP.	Item included in the draft budget for consideration.	Ongoing: £2,000 allocated for bike racks in 2025-26 budget. Quotes for bike racks will be presented for approval in 2025-26.
22/06/2023	9.1	To install picnic bench inside KGV play area.	Complete.	No further action required.

PFP Status Update for outstanding matters arising from previous meetings

Meeting Date	Minute Ref.	Action	Details	Status Update
28/09/2023	8	Carry out C3 recommendations in electrical installation condition report for Longdale Pavilion. C3 recommendations for KGV to be considered as part of KGV refurbishment.	Quote for electrical work to LD pavilion approved at the Feb 24 meeting. Email trail suggests this quote was received from Peter Stanger but not been instructed to carry out works. The item has been included for action by Deputy Clerk & Facilities Manager.	Complete: RCD protection installed and required electrical works completed in February 2025
28/09/2023	9.5	To consider options for improved security at Longdale including:	Matter arising following concerns of anti-social behaviour at Longdale.	No further action required at this stage.
		To close gates earlier once football has finished	Due to ad-hoc bookings for the 3g pitch it is not recommended to instruct an earlier schedule to close the gates.	
		Confirm quality of CCTV imagery with TPI security if the lights were turned off earlier	It is recommended to revisit chicane gates at the far side of the field at a later date as works on the housing development on School Road progress. The item has been included for monitoring by the Deputy Clerk & Facilities Manager.	
		Continue with chicane gates options for the other access points at Longdale	The Committee is asked to note that Beat Manager Brett Peyton has confirmed reports of anti-social behaviour has decreased significantly in the area.	
28/09/2023	9.8	To consider quotes for professional cleaners for play equipment and noticeboards on an adhoc basis.	Parish Ranger suggested one clean per year only. Quotes obtained and presented as part of the draft budget.	Ongoing: PFP agreed to include annual clean of play area equipment in the draft 2025-26 budget. Quotes have been sought. Awaiting responses.
28/09/2023	11.2	To consider options for Council signage similar to Longdale and KGV.	To be considered together with item 13b.	See item 13b.
28/09/2023	12.1	Check the hedge height around Council land.	Committee confirmed that they sought confirmation re potential legal requirements for hedge heights surrounding play areas.	Complete: RoSPA recommend that fences surrounding play areas are a minimum height of 1.0m. No specific guidance re hedges. www.gov.uk provides guidance regarding the law and high hedges. Whilst there is no legal maximum height for a hedge in the UK, a hedge may be considered high if it is above 2m in height.

PFP Status Update for outstanding matters arising from previous meetings

Meeting Date	Minute Ref.	Action	Details	Status Update
29/11/2023	9.1	Investigate options to edge the paths around the beds at FCMP.	Included in the draft budget for consideration.	Complete: Arrangements for FCMP flowerbeds agreed at May PFP Meeting.
29/11/2023	9.2	To turn old tree stumps at FCMP into seats.	Included in the draft budget for consideration.	Ongoing: for action in 2025-26.
29/11/2023	10	To consider nets to protect cars parked at KGV during cricket season.	Included in the draft budget for consideration.	Complete: OSP agreed to not pursue cricket nets at this time. Item removed from the draft 2025-26 budget.
18/01/2024	6.3	Update on purchase of wheeled goals.	Wheeled goals ordered, delivered and assembled to Longdale and KGV. Invoice submitted for payment at October 2024 meeting, once paid Football Foundation to release £3,000.00 grant towards the goals.	Complete: £3000 grant received from Football Foundation on 10 January 2025
18/01/2024	7.2	Provision needs to be made for the Longdale Car Park to be appropriately refurbished.	<div>It is understood that the quotes received to refurbish the whole car park were high and not commensurate to need.</div> <div>It is recommended that OSP instead consider quotes for a designated 'overflow' area for parking to alleviate parking issues during football season along with other measures such as match start times.</div> <div>Item included for action by the Deputy Clerk & Facilities Manager.</div>	Ongoing: PFP agreed to include consultancy in 2025-26 budget. Quotes will be presented in 2025-26 for approval.
18/01/2024	8.3	Signage for the play area at KGV required in similar design to Padgate Green.	To be considered together with item 13b.	See item 13b.
04/07/2024	17	Pavilion	Pavilion update included for action by the Deputy Clerk & Facilities Manager to deliver a presentation on actions taken to date, current status and next steps.	Complete: Digital and paper filing system established, liaison with key stakeholders undertaken. Presentation at extraordinary PFP meeting on 03.07.2025. Committee decision presented to Council for consideration on 10.07.2025.
04/07/2024	17	Sign on the zip-wire	Sign for zip-wire to be ordered.	Complete: sign for zip wire installed
04/07/2024	17	Dog signs on all facilities	Dog signs to be reviewed alongside item 13b below.	See item 13b.

PFP Status Update for outstanding matters arising from previous meetings

Meeting Date	Minute Ref.	Action	Details	Status Update
04/07/2024	7	Illegal and Unauthorised Encampment Policy	The policy was supported in principle, it was noted that Broadland District Council were to review the policy and make amendments before it was taken to Full Council at the August meeting.	Complete: Feedback on the Encampment Policy received from Broadland District Council and amendments to DPC's existing policy made to ensure alignment with BDC's advice. Revised Illegal and Unauthorised Encampment Policy has been provided as paper PFP13.
Council Meeting	13b	Review of all signage	Signage reported above and included in the draft budget for consideration.	Complete: update presented at August 2025 Committee meeting
08/08/2024		Review of security at Longdale	Security reported to Parish Ranger who believes this is the best option currently. The pavilion is locked and has been cleared with insurance provider. It is recommended to review the security arrangements after the first year. Item included for action by the Deputy Clerk & Facilities Manager.	
17/10/2024	7	Update on pitch maintenance programme	Accept the football foundation grant offer.	Complete: Parish Clerk and Deputy Clerk & Facilities Manager have accepted the Football Foundation grant offer.
			Appoint the Deputy Clerk and the Parish Ranger as the two representatives to complete the required course as a pre-claim condition.	Complete: Deputy Clerk & Facilities Manager and Parish Ranger have completed and passed the Level 1 Football Pitch Management qualification as required.
			Publicise maintenance programme in community	Ongoing: The pitch maintenance programme has been published on the noticeboard at Longdale Pavilion.
17/10/2024	8	Undertake a full review of the management of the 3g pitch as presented.		Complete: A 3G pitch booking review has been undertaken and has been provided as paper PFP14.
		Earmarked Reserve for 3g income for approval by Council at the annual budget meeting.		Complete: Earmarked Reserve for 3G pitch income created.

PFP Status Update for outstanding matters arising from previous meetings

Meeting Date	Minute Ref.	Action	Details	Status Update
17/10/2024	9	Undertake a review of arrangements for Larry Gray Fair and present to future meeting.	Deputy Clerk and Facilities Manager to undertake a review of: Hire agreement and stipulated requirements Notifications for key stakeholders Permits and licencing Publicising the event	Complete: Outome of review and updated Hire Agreement (and associated Terms and Conditions) presented at May meeting.

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

Paper	PFP7: To receive statement of receipts and payments to date and explanation of variance.
Meeting	Playing Fields & Property Committee
Date	4 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<p><u>Background</u></p> <p>Budget reports within Scribe Accounts are a key financial reporting feature. The report adjusts the annual budget according to routine payments and planned activity throughout the year, producing an accurate comparison between budgeted and actual expenditure per quarter.</p> <p>Budget reports are available live from Scribe and presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.</p> <p>The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.</p> <p><u>Quarterly Reports</u></p> <p>In addition, the Finance & General Purposes Committee will receive quarterly reports for all Committees of the Council with the aim of:</p> <ul style="list-style-type: none"> • Monitoring financial performance, helping to identify potential issues or inefficiencies throughout the year • Refining budgeting and forecasting processes over time • Gaining an informed understanding of financial performance as affected by various factors • Creating more accurate and flexible budgets that better anticipate Council's future needs and adapt to different circumstances • Streamlining variance reporting required for Year-End <p>The Finance & General Purposes Committee reviewed the Playing Fields and Property budget report for Q2 at the October 2025 meeting with no recommendations for action.</p> <p><u>For Information</u></p> <p>Please note, budget reports do not include year-end adjustments and Scribe plans to update the reporting feature sometime in the future.</p>	
Recommendation	
The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.	

Explanation of Material Variances: Accumulative to end of Q2						
Ref.	Cost Centre	Budgeted	Actual	Variance (% Figure)	Explanation Required	Comment
5	Playing Fields & Property	£20,895.00	£23,276.45	-11%	N	

Drayton Parish Council - Quarter 2
(01/07/2025 to 30/09/2025 - Cost Centre 29)

2nd Quarter							Accumulative to end of 2nd quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
5. Playing Fields & Property													
57 Play Area			(N/A)			(N/A)			(N/A)			(N/A)	
58 Sports Facilities			(N/A)	7.50	1,144.47	-1,136.97(-15159%)			(N/A)	1,215.00	1,149.01	65.99(5%)	
501 Pavilion Maintenance			(N/A)	237.50	617.81	-380.31(-160%)			(N/A)	500.00	916.28	-416.28(-83%)	
502 Play Area Inspections			(N/A)	350.00	312.00	38.00(10%)			(N/A)	350.00	312.00	38.00(10%)	
503 Grounds Maintenance			(N/A)	4,775.00	6,321.88	-1,546.88(-32%)			(N/A)	9,800.00	10,749.96	-949.96(-9%)	
504 Security			(N/A)	3,125.00	3,043.00	82.00(2%)			(N/A)	6,250.00	7,005.00	-755.00(-12%)	
511 3G Surface Maintenance			(N/A)	1,075.00	1,410.08	-335.08(-31%)			(N/A)	2,150.00	2,103.20	46.80(2%)	
514 Pest Control			(N/A)	315.00	225.00	90.00(28%)			(N/A)	630.00	1,041.00	-411.00(-65%)	
Sub Total for 5. Playing Fields & Property			(N/A)	9,885.00	13,074.24	-3,189.24(-32%)			(N/A)	20,895.00	23,276.45	-2,381.45(-11%)	
TOTALS.....									(N/A)	20,895.00	23,276.45	-2,381.45(-135%)	
NET Variance Quarter 2						-3,189.24	NET accumulative variance to END of Quarter 2.....						-2,381.45

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

Paper	PFP8: Playground inspections summary report
Meeting	Playing Fields & Property Committee
Date	4 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<p><u>Purpose of the Report</u></p> <p>To up-date the Committee in regards to internal and external playground inspections and seek authorisation for expenditure for playground repairs.</p> <p><u>Background</u></p> <p>Playing Fields and Property Terms of Reference specify that the Committee has responsibility to 'To oversee the programme of internal and external playground inspections; and commissioning of repairs and maintenance as required'.</p> <p><u>Internal Inspections</u></p> <p>Internal Inspections are carried out weekly at KGV, Longdale and Florence Carter Memorial Park by the Parish Ranger. Results have been reported electronically since March 2024.</p> <p>The attached report provides an overview of all defects reported from weekly inspections since March 2024.</p> <p><u>Update</u></p> <ol style="list-style-type: none"> 1. KGV Playground: No damping on one of the spring-loaded gates, resulting in an increased risk of the gate slamming shut on users. At the May 2025 Committee meeting, it was agreed to authorise payment for the required gate repairs. Installation of a replacement gate was scheduled for 3rd October 2025, but contractors were unable to complete the work because the gate post position had moved out of alignment. Gate does not currently close fully. Request placed for fee waiver / reduction and confirmation received that no additional charge due for any costs associated with gate post repairs. Awaiting confirmation regarding date for repairs. 2. KGV Playground: Finger crush point on second gate. Request placed for fee waiver / reduction and confirmation received that no additional charge due for any costs associated with gate post adjustment. Awaiting confirmation regarding date for repairs. 3. KGV Playground: Theft of Flower and Spiderweb play panels in October 2025. Police aware. Parish Ranger has secured the remaining play board with tamper proof fixings. Replacement panels have been ordered, with delivery anticipated week commencing 5th of January 2026. Parish Ranger to install with tamper proof fixings. Insurers have confirmed that reimbursement will be authorised (net of the £250 policy excess and VAT) for the replacement play panels. 4. Florence Carter Memorial Park: Top of Crazy Twister displaced due to bearings becoming worn. Confirmed cost for replacement parts and installation £357.03 	

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

(excluding VAT). Installation of replacement parts completed on 31 st October 2025.
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Recommendation

The Committee is asked to note the update on internal playground inspections.

Background

Playing Fields and Property Terms of Reference specify that the Committee has responsibility to 'To oversee the programme of internal and external playground inspections; and commissioning of repairs and maintenance as required'.

Internal Inspections are carried out weekly at KGV, Longdale and Florence Carter Memorial Park by the Parish Ranger. Results are reported electronically since March 2024.

The attached report provides an overview of internal playground inspections reported weekly since March 2024.

Florence Carter Memorial Park	
Risk Assessment	Defect Registered
Site Approaches, Gates and fencing	None
Ancillary Items	None
Planting	None
Slide	None
Swing 1	None
Swing 2	None
Roundabout	None
Rocker / See Saw	None
Climbing Multi Play Toddler	None
Tom Thumb Multi Play Toddler	1
Comments	
The following defect was reported in August 2025: Crazy Twister Broken. Top of Crazy Twister displaced due to bearings becoming worn. Installation of replacement parts completed October 2025. The equipment is now compliant.	

Longdale Playground	
Risk Assessment	Defect Registered
Site Approaches, Gates and fencing	None
Ancillary Items	None
Planting	None
Slide with Multi Play Junior	None
Swing 1	None
Swing 2	None
Swing 3	None

Swing 4	None
Roundabout	None
Rocker / See Saw	None
Climbing Multi Play	None
Comments	
None	

King George V Playground	
Risk Assessment	Defect Registered
Safety Surfacing	None
Equipment	3
Comments	
<p>The following defects were reported:</p> <p>April 2025 – No damping on gate. Awaiting repairs.</p> <p>August 2025 – Finger crush point on second gate. Awaiting repairs.</p> <p>October 2025 – Play Panels stolen. Awaiting delivery and installation of replacements.</p>	

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

Paper	PFP9: Request for consent to underlet the Bowls Club.
Meeting	Playing Fields & Property Committee
Date	4 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<p><u>Purpose of the Report</u></p> <p>To assist the Committee in determining a suitable course of action in response to the request from the Bowls Club for consent to underlet the building to a local community group.</p> <p><u>Background</u></p> <p>Underletting is when a tenant leases all or part of their rented property to a third party (the underlessee or subtenant) for a term shorter than their own original lease. The original tenant remains responsible for the obligations of their original lease to the landlord, while also acting as a landlord to the new subtenant under the terms of the underlease.</p> <p>Section 8a of the Bowls Club lease stipulates the following in regards to underletting:</p> <p>“Not to assign underlet charge or part with or share possession or occupation of the Demised Property as a whole or any part thereof save that with the Landlord's consent (such consent not to be unreasonably withheld) the Tenant may assign the whole of the Demised Property to a non-profit making body or person.”</p> <p>The Bowls Club have requested consent to underlet the building to a local community art group on Thursdays from 8.15am - 5.00pm during term-time.</p> <p><u>For Information</u></p> <p>Should the Committee agree to consent to underlet the property, a draft “Consent to Underlet” letter is attached for consideration. This document undertakes to confirm the following:</p> <ul style="list-style-type: none"> • Drayton Parish Council (The Landlord) agrees to ongoing consent to underletting • Sub-Rent conditions • Compliance with lease terms • Scope of consent • No variation of the lease is required (the landlords rights under the existing lease are preserved) 	
Recommendation	
<p>The Committee is asked to consider the request from the Bowls Club for consent to underlet the building to a local community group.</p>	



Drayton Parish Council

Parish Office

King George Fifth Playing Field

Drayton High Road

Drayton, Norwich,

NR8 6AW

Telephone: 01603 864492

Email: office@draytonparishcouncil.gov.uk

[Date TBC]

To:

Bowls Club Treasurer
Drayton Bowls Club
King George V Playing Field
Drayton High Road
Drayton
NR8 6AW

For the attention of the Bowls Club Treasurer,

Re: Ongoing Consent to Underletting Drayton Bowls Club

Further to your written request received on 19th November 2025, Drayton Parish Council ("the Landlord") hereby gives its standing consent to Drayton Bowls Club ("the Tenant") to grant underleases of the whole or any part of the above premises, without the need to seek further consent from the Landlord for each underletting, subject to the terms set out below:

This standing consent is given on the following terms:

1. Tenant to Set Sub-Rent

The Tenant may determine the sub-rent and any other financial terms of the underlease at its sole discretion.

2. Tenant to Retain Sub-Rent

The Tenant shall be entitled to retain all sub-rent and any associated income received from the sub-tenant. No portion of the sub-rent is payable to the

Landlord, other than the rent and other sums already due under the existing lease.

3. Compliance with Lease Terms

This consent is given without prejudice to the Tenant's ongoing obligations under the lease dated 21st November 1997, including any requirements relating to the permitted use of the premises, the condition of the property, and any other relevant tenant covenants.

The Tenant remains responsible to the Landlord for all obligations under the lease notwithstanding the grant of any underlease.

4. Scope of Consent

This letter constitutes ongoing consent for the Tenant to underlet in accordance with the above terms and the relevant provisions of the lease. Separate or repeat consent from the Landlord is **not required** for future underleases provided they comply with the terms of this consent and the lease.

5. Non-Waiver

This standing consent does not operate as a variation of the lease or as consent to any assignment, alteration, or other dealing with the premises. All other terms of the lease remain in full force and effect.

Please acknowledge receipt of this consent and confirm the intended date of the proposed underletting.

Yours faithfully,

Rachel Catto

Deputy Clerk and Facilities Manager

Drayton Parish Council

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

Paper	PPF10: Draft budget for the 2026-27 financial year
Meeting	Playing Fields & Property Committee
Date	4 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<p><u>Purpose of the Report</u></p> <p>To provide the Committee with a draft budget for Playing Fields & Property Committee for consideration for recommendation to Council.</p> <p><u>Background</u></p> <p>Per section 4 of the Council's adopted Financial Regulations, the Committee will consider a draft budget for Playing Fields & Property Committee. The Committee may make recommendations for amendment prior to presentation for approval by Council at its annual budget meeting.</p> <p>In addition to the Committee budget, the draft transfers and budget for Earmarked Reserves for the Committee is also presented for consideration.</p> <p><u>For Information</u></p> <p>At the August 2025 meeting, the Committee considered proposals for inclusion in the draft budget and the following have been included as agreed by the Committee:</p> <ul style="list-style-type: none"> • The purchase of additional CCTV cameras Longdale Playing Field • Options for the space at the back of the King George V (KGV) pavilion (tennis, basketball, pickle ball etc) • Earmarked reserves for play area enhancements • Football kick pad wall at KGV Playing Field • KGV and Longdale car park refurbishment • Additional wheeled goals to replace existing fixed goals at Longdale and KGV. • Annual expansion vessel service to be added to KGV maintenance costs • Replacement bollards for Longdale car park • Septic tank emptying • Storage solutions for sports clubs (shipping container, shed) • Upgrade to floodlights at KGV <p><u>For Information</u></p> <p>Septic tank emptying has been included in the Finance & General Purposes budget as a utility.</p>	
Recommendation	
<p>The Committee is asked to consider the draft budget for amendment and recommendation for approval by Council at the annual budget meeting.</p>	

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

57 Play Area	Budget	Budget Notes
Repairs and maintenance	£0.00	Repairs and maintenance to play areas King George V, Longdale and Florence Carter Memorial Park including play equipment, furniture such as seating and welcome signage and dog signs.
Cleaning	£2,350.00	Scheduled cleaning of play equipment and signage.
Sub Total	£2,350.00	

58 Sports Facilities	Budget	Budget Notes
Repairs and maintenance	£0.00	Repairs and maintenance for sports equipment including goals, 3g nets, 3g fencing, kickwall etc.
Clubspark	£1,440.00	Annual License Fee for online pitch booking software.
Smart Padlock	£30.00	Monthly subscription for use of Igloo Smart padlock at Longdale.
Sub Total	£1,470.00	

501 Pavilion Maintenance	Budget	Budget Notes
PA Testing	£150.00	Portable appliance testing advisable to carry out annually. Preferred supplier Peter Stanger and completed for KGV & LD pavilions and Bowls club. Typically due in July of each year.
Fire Extinguisher Checks	£100.00	Annual service of fire equipment. Preferred supplier Fire Assess to complete for KGV, LD and Bowls Club. Due in November each year.
Repairs and maintenance	£0.00	Repairs and maintenance to pavilions e.g. roof, leaks etc.
Boiler Checks	£75.00	Annual service of expansion vessel (KGV)
Pavilion Consumables	£550.00	Toilet roll, blue roll, cleaning supplies, bin bags etc.
Sub Total	£875.00	

502 Play Area Inspections	Budget	Budget Notes
Play Area Inspections	£330.00	Inspections on play areas at King George V, Longdale and Florence Carter Memorial Park by ROSPA.

Sub Total	£330.00
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503 Grounds Maintenance	Budget	Budget Notes
Grounds Maintenance Contract	£20,172.30	Grass cutting, line marking, fertilizing and other grounds maintenance by Garden Guardian at KGV, Longdale & FCMP.
Repairs & Maintenance	£0.00	Repairs and maintenance to car parks, bollards, fencing, pathways etc.
Tree Maintenance	£4,000.00	Repairs and maintenance to trees including consultations following surveys.
Sub Total	£24,172.30	

504 Security	Budget	Budget Notes
Repairs & Maintenance	£0.00	Repairs and maintenance to CCTV, key cutting and security gates etc.
Contract security	£13,030.00	Locking and unlocking gates at King George V and Longdale by Norse Commerical Services Ltd.
Sub Total	£13,030.00	

511 3G Surface Maintenance	Budget	Budget Notes
Contract Maintenance	£4,513.63	3g Surface Clean by Garden Guardian (42 visits) including inspection, brush and litter picking.
Sub Total	£4,513.63	

514 Pest Control	Budget	Budget Notes
Pest Control	£945.00	Mole Removal by APC Pest Control Ltd.
Sub Total	£945.00	

81 3G Surface Replacement (PFP)	Transfer	Transfer Notes: Earmarked reserve for 3G surface replacement.
3G Surface Replacement.	£0.00	PFP recommended no transfers for 2026-27.
Sub Total	£0.00	
Current Balance	£72,752.06	
New Balance	£72,752.06	
84 KGV Enhancements (PFP)	Transfer	Transfer Notes: Earmarked reserve for KGV enhancement project including; car park, access posts, outdoor lighting, pavilion enhancements.
Court enhancements		TBC PFP recommended exploration of transfer towards possible options for the courts at the back of the building. PFP to confirm transfers for 2026-27.
Car Park refurbishment		TBC PFP recommended exploration of transfers towards car refurbishment. PFP to confirm transfers for 2026-27.
Kickwall		TBC PFP recommended football kickpad/wall. PFP to confirm transfers for 2026-27.
Wheeled Goals		TBC PFP recommended wheeled goals to replace fixed goal posts. PFP to confirm transfers for 2026-27.
Storage Solutions		TBC PFP recommended storage solutions for sports clubs. PFP to confirm transfers for 2026-27.
Sub Total	£0.00	
Current Balance	£28,104.00	
New Balance	£28,104.00	
605 Floodlight Replacement (PFP)	Transfer	Transfer Notes: Earmarked reserve for floodlight replacement.
Floodlight Replacement.	£0.00	PFP recommended upgrade to KGV Floodlights. PFP to confirm transfers for 2026-27.
Sub Total	£0.00	
Current Balance	£5,500.00	
New Balance	£5,500.00	

Play Area Enhancements (PFP)	Transfer	Transfer Notes: Earmarked reserve for replacement play equipment, surfacing and fencing.
607		
Replacement costs.	£10,000.00	FCMP installed 2019. Longdale intalled approximately 2008. KGV all equipment, surfacing and fencing installed 2023 @ £182633.66. Estimated lifespan ranges from 10 - 20 years. PFP recommendation from 2024/25 budget exercise to transfer £10k annual amount towards replacement of play equipment.
Sub Total	£10,000.00	
Current Balance	£82,550.97	
New Balance	£92,550.97	
613 Longdale Enhancements (PFP)	Transfer	Transfer Notes: Earmarked reserve for facility enhancements to include increased car park allocation, access posts, roofing etc.
Replacement bollards.		TBC PFP recommended replacement bollards. PFP to confirm transfers for 2026-27.
Wheeled Goals		TBC PFP recommended wheeled goals to replace fixed goal posts. PFP to confirm transfers for 2026-27.
Car Park Refurbishment		TBC PFP recommended transfer towards car park refurbishment. PFP to confirm transfers for 2026-27.
CCTV Upgrade		TBC PFP recommended additional CCTV cameras/upgrade. PFP to confirm transfers for 2026-27.
Sub Total	£0.00	
Current Balance	£29,821.38	
New Balance	£29,821.38	
8532 Trees (EH & PFP)	Transfer	Transfer Notes
New trees.	£0.00	Earmarked reserve for new trees.
Sub Total	£0.00	
Current Balance	£20,870.67	
New Balance	£20,870.67	
8533 Cyclical Payments	Transfer	Transfer Notes

Electrical Installation Condition Report (EICR) (PFP)	£250.00	Annual savings contributing towards assessment of the safety of a property's electrical system for LD, KGV and Bowls Club.
Floodlight Electrical Installation Condition Report (EICR) (PFP)	£150.00	Annual savings contributing towards assessment of the safety of floodlights at Longdale and KGV.
Wix website provision (FGP)	£65.00	Annual savings contributing to 3 yearly website provision.
Domain registration (FGP)	£30.00	Annual savings contributing to .gov domain registration paid annually or every 5 years.
Transfer includes additional £120.00 to cover 5 year cost if agreed by FGP.		
Longdale Fence (PFP)	£100.00	Annual savings for 4 yearly maintenance of water based fence stain (not paint) as recommended by installer.
Tree Survey (EH)	£1,150.00	Next payment due 2026-27. Annual savings contributing towards 2 yearly tree surveys.
Reinstatement Surveys (FGP)	£450.00	Annual savings contributing towards 3 yearly reinstatement surveys for Bowls Club, KGV & Longdale.
Defibrillator replacement costs (FGP)	£500.00	Annual savings contributing towards defibrillator replacement costs including pads and batteries.
Sub Total	£2,695.00	
Current Balance	£2,969.30	
New Balance	£5,664.30	

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

81 3G Surface Replacement (PFP)	Budget	Budget Notes: Earmarked reserve for 3G surface replacement.
3G Surface Replacement.	£45,000.00	3G pitch installed in August 2012 and recommendation from Norfolk FA in 2023 that the pitch is due for replacement. PFP agreed to complete 3G surface replacement in 25-26 project likely to rollover to 2026-27.
Sub Total	£45,000.00	
Current Balance	£72,752.06	
Transfers	£0.00	
Remaining Balance	£27,752.06	
84 KGV Enhancements (PFP)	Budget	Budget Notes: Earmarked reserve for KGV enhancement project including; car park, access posts, outdoor lighting, pavilion enhancements.
Court enhancements	TBC	PFP to determine budget for 2026-27.
Car Park refurbishment	TBC	PFP to determine budget for 2026-27.
Kickwall	TBC	PFP to determine budget for 2026-27.
Wheeled Goals	TBC	PFP to determine budget for 2026-27.
Storage Solutions	TBC	PFP to determine budget for 2026-27.
Sub Total	£0.00	
Current Balance	£28,104.00	
Transfers	£0.00	
Remaining Balance	£28,104.00	
605 Floodlight Replacement (PFP)	Budget	Budget Notes: Earmarked reserve for floodlight replacement.
Floodlight Replacement.	£0.00	PFP to determine budget for 2026-27.
Sub Total	£0.00	
Current Balance	£5,500.00	
Transfers	£0.00	
Remaining Balance	£5,500.00	
607 Play Area Enhancements (PFP)	Budget	Budget Notes: Earmarked reserve for replacement play equipment, surfacing and fencing.

Replacement costs.	£0.00	FCMP installed 2019. Longdale intalled approximately 2008. KGV all equipment, surfacing and fencing installed 2023 @ £182633.66. Estimated lifespan ranges from 10 - 20 years. No plans for expenditure in 2026-27.
Sub Total	£0.00	
Current Balance	£82,550.97	
Transfers	£10,000.00	
Remaining Balance	£92,550.97	

613 Longdale Enhancements (PFP)	Budget	Budget Notes
Replacement bollards.	£0.00	PFP to determine budget for 2026-27.
Wheeled Goals		TBC PFP to determine budget for 2026-27.
Car Park Refurbishment		TBC PFP to determine budget for 2026-27.
CCTV Upgrade		TBC PFP to determine budget for 2026-27.
Sub Total	£0.00	
Current Balance	£29,821.38	
Transfers	£0.00	
Remaining Balance	£29,821.38	

8532 Tree Works (EH & PFP)	Budget	Budget Notes
New trees.	£4,000.00	2 replacement trees at Green Lanes proposed at August 2025 meeting and additional replacement trees for those those that have died in 2025.
Sub Total	£4,000.00	
Current Balance	£20,870.67	
Transfers	£0.00	
Remaining Balance	£16,870.67	

8533 Cyclical Payments	Budget	Budget Notes
Electrical Installation Condition Report (EICR) (PFP)	£0.00	Next due 2028-29.

Floodlight Electrical Installation Condition Report (EICR) (PFP)	£0.00	Next due April 2027-28.
Wix website provision (FGP)	£194.40	3 yearly website provision with Wix due June 2026.
Domain registration (FGP)	£0.00	.gov domain registration with Openstrike. Next payment due April 2030.
Longdale Fence (PFP)	£400.00	Installed in 2022. Water based fence stain due every 4 years due in 2026-27.
Tree Survey (EH)	£2,300.00	Tree survey due summer 2026.
Reinstatement Surveys (FGP)	£0.00	3 yearly reinstatement surveys for Bowls Club, KGV & Longdale. Next due 2027-28.
Defibrillator replacement costs (FGP)	£0.00	No replacements due in 2026-27.
Sub Total	£2,894.40	
Current Balance	£2,969.30	
Transfers	£2,695.00	
Remaining Balance	£2,769.90	

8535 Pitch Improvements (PFP)	Budget	Budget Notes
Pitch Improvements	£1,458.00	Year 1 maintenance costs due to contractor.
Sub Total	£1,458.00	
Current Balance	£11,482.00	
Transfers	£5,000.00	
Remaining Balance	£15,024.00	

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

Paper	PPF11: Hire Charge Schedule Review
Meeting	Playing Fields & Property Committee
Date	4 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<p><u>Purpose of the Report</u></p> <p>To provide the Committee with information in regards to grass pitch Hire Terms and 2026-27 cricket and football season dates, in support of the required Hire Charge Schedule Review.</p> <p><u>Background</u></p> <p>At the meeting on Thursday 28th August 2025 the Committee noted the tight turn-around for line marking at KGV Playing Field due to the scheduling of the cricket and football seasons in 2025 and received the annual review of grass pitch hire arrangements for 2025-26. The Committee agreed to consider the season dates and terms of hire alongside the review of the Hire Charge Schedule.</p> <p><u>Update</u></p> <ol style="list-style-type: none"> 1. Hire Terms as presented at the meeting on Thursday 28th August 2025 have been provided for consideration. 2. A draft version of the 2026-27 Hire Charge Schedule has been presented for review. 3. Dates have been updated in line with the 2026-27 calendar and charges have been increased by 5% (to the nearest 50 pence). 4. For clarity, it has been stipulated that season and single game hire fees for main pitches at King George V Playing Field, and season and single game hire for teams other than Drayton Youth Football Club (DYFC) at Longdale are “per pitch”. 	
Recommendation	
<p>The Committee is asked to consider the options presented and confirm the following:</p> <ol style="list-style-type: none"> 1. Grass Pitch Hire Terms <ul style="list-style-type: none"> • Whether there are any proposed amendments to the terms as presented. • Whether DYFC should be granted priority booking and exclusive season hire at King George V Playing Field in line with arrangements at Longdale. • Whether DYFC should be permitted to sublet grass pitches. 2. Hire Charge Schedule <ul style="list-style-type: none"> • 2026-27 cricket and football season dates (taking into consideration whether scheduling allows an adequate time-frame for line marking at KGV Playing Field.) • Whether there are any proposed amendments to the hire fees as presented. 	

Grass Pitches: Terms of Hire

Drayton Parish Council has two playing fields with football pitches available for hire: Longdale Playing Field and King George V Playing Field.

As part of the Hire Charge Schedule review, the Committee is asked to confirm the terms associated with the current hire charges.

1. DYFC Season Hire (Longdale)

All pitches at Longdale are hired for the season for exclusive use by DYFC teams. DYFC determines the required pitch sizes, has access to all pitches throughout the season and co-ordinates its own schedule for matches and training.

Exclusive hire for the season is a flat rate fee and includes access to the pitches for both matches and training, toilet and changing facilities and storage.

Additional line marking for pitches within pitches, is not currently included and is therefore charged at an additional rate provided by the contractor.

Exclusive season hire generates secure income and significantly simplifies pitch management and administration. The Council does not deal with individual team bookings but rather an exclusive use hire agreement with the Club.

Considerations:

- There is currently no exclusive season hire for DYFC at King George V Playing Field.
- DYFC is not currently permitted to sublet, should the Council receive grass pitch booking enquiries.

2. Other Season Hire

Please note DYFC currently has priority booking and Other Season Hire is *not* available at Longdale if a season hire agreement is in place with DYFC.

However, if there is no exclusive season hire agreement in place with DYFC, individual football pitches are available for hire by teams for an entire season based on shared or scheduled access to the pitch.

The hirer would have access to the pitch for scheduled matches throughout the season and would need to co-ordinate with other teams for shared use of the pitch (typically 2 teams per pitch) to ensure fairness and maximise community access.

Hire charges for the season currently depend on the age of the team (not pitch size), and include access to the pitch for matches only, toilet and changing facilities and DPC goal use.

Seasonal hire generates predictable income and supports grassroots football but would require significant scheduling and communication with a range of teams to facilitate reliable bookings and access to pitches.

Considerations:

- While other seasonal hire is advertised on the Hire Charge Schedule, there is currently no availability for additional bookings if booked by DYFC.
- DYFC is not currently permitted to sublet, should the Council receive grass pitch

Grass Pitches: Terms of Hire

seasonal hire booking enquiries.

3. Single Game Hire

Please note DYFC has priority booking and other Single Game Hire is not available at Longdale if a season hire agreement is in place with DYFC.

If there is no exclusive season hire agreement in place with DYFC, football pitches are available for hire for ad-hoc matches, friendlies, tournaments or community events. The hirer would have access to the pitch for the duration of the match only.

Hire charges for single games currently depend on the age of the team (not pitch size), and includes access to the pitch, toilet and changing facilities and DPC goal use.

Single game hire generates unpredictable income with no commitment and is generally considered straightforward to administer, though potentially time-consuming if the number of individual bookings requested is significant.

Considerations:

- While single hire is advertised on the Hire Charge Schedule, there is currently no availability for additional bookings if booked by DYFC.
- DYFC is not currently permitted to sublet, should the Council receive grass pitch single hire booking enquiries.

DRAYTON PARISH COUNCIL
HIRE CHARGE SCHEDULE WITH EFFECT FROM 1st APRIL 2026

KING GEORGE V PLAYING FIELD

Main pitches 202~~65~~-2~~76~~ Season (1st September 202~~65~~ – 1st May 202~~76~~*)

Youth teams	Season hire (<u>per pitch</u>)	£4 20 5.00
	Single Game (<u>per pitch</u>)	£ 50 48.00

Adult teams	Season hire (<u>per pitch</u>)	£ 67 00.00
	Single Game (<u>per pitch</u>)	£ 80 77.00

Cricket Hire charges 2nd May~~30-Apr~~ 202~~65~~ – 31 August 202~~65~~

Hire of pitch for season	£15 90 46.00
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Group Hire – Use of a designated field space

Small groups <10 people, maximum 3 x 2 hour sessions per week.	£2 01 .00 per week
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Large groups >10 people (<50) for 1 x 2 hour session per week	£2 10 .00 per session
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Hall hire

Monday to Friday (hourly rate)	£10. 50 0 per hour
Full Day (+6 hours)	£5 75.0 . 50
Saturday to Sunday (hourly rate)	£16. 50 0 per hour
Full Day (+6 hours)	£8 62 .00

LONGDALE

The 3G Surface Hire 1st April 202~~56~~ – 31st March 202~~76~~

Book Online: <https://clubspark.net/LongdalePlayingField>

Monday to Friday 8am – 5pm (hourly rate)	£18. 50 0 per hour
Monday to Friday 5pm – 9pm (hourly rate)	£2 43 .00 per hour
Saturday to Sunday 8am – 9pm (hourly rate)	£2 7.6 .00 per hour

For block bookings of 5 or more sessions please contact the Office at
office@draytonparishcouncil.gov.uk

Main pitches 202~~56~~-2~~76~~ Season (20th August 202~~65~~ – 31st May 202~~76~~*)

Drayton Youth Football Club	£1486.00
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~~Annual payment split between all the DYFC teams that play at Longdale**~~

<u>Drayton Youth Football Club**</u>	<u>Season hire (all pitches)</u>	<u>£1560.00</u>
Other Youth teams	Season hire (<u>per pitch</u>)	£3 53 70.00
	Single Game (<u>per pitch</u>)	£3 32 . 50 0

Adult teams	Season hire (<u>per pitch</u>)	£ 670 3. 50 0
	Single Game (<u>per pitch</u>)	£ 80 77.00

Group Hire – Use of a designated field space

Small groups <10 people, maximum 3 x 2 hour sessions per week.	£19. 50 0 per week
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Large groups >10 people (<50) for 1 x 2 hour session per week	£19. 50 0 per session
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*All pitches will be rested out of season

** Annual payment split between all the DYFC teams that play at Longdale. Subject to confirmation of number of teams.

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

Paper	PPF12: 3G Pitch Deposit & Cancellation Options & Payment Terms
Meeting	Playing Fields & Property Committee
Date	4 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<p><u>Purpose of the Report</u></p> <p>To provide the Committee with information in regards to 3G pitch deposit scheme and cancellation options for consideration alongside the revised 3G Pitch Terms of Use.</p> <p><u>Background</u></p> <p>At the meeting on Thursday 28th August 2025 the Committee carried out an annual review of the management of the 3G pitch and agreed that options for a deposit scheme and cancellation policy should be considered for inclusion within the current 3G Pitch Terms of Use. Furthermore, the Committee agreed that the 3G Pitch Terms of Use should be updated to stipulate that from 2026 onwards Drayton Youth Football Club (DYFC) would be granted priority over new season block bookings (for September 1st onwards).</p> <p><u>Update</u></p> <p>The 3G Pitch Terms of Use document has been separated into two distinctive documents; one for online bookings and one for block bookings. The block booking version includes new sections on deposits and cancellations and the online booking version includes a revised cancellation and refunds section. Both documents contain a new booking access section, outlining the Drayton Youth Football Club priority booking window and the general bookings window.</p> <p>In addition, the opportunity was taken to complete a wider review of the 3G Pitch Terms of Use document to ensure it remained accurate and up to date, with further revisions recommended as follows to aid overall clarity:</p> <ul style="list-style-type: none"> • Document name revised to “3G Pitch Block Booking Terms, Conditions & Rules”. • New Booking Confirmation section – aims to clarify the block booking process (block booking version only) • Removal of duplicated wording within Security Section - “All users are requested to report any damage to the Drayton Parish Council Clerk as soon as possible” • Revision to Right to Play Section – Removal of reference to making booking ‘online’ (block booking version only) • Revised email address to office@draytonparishcouncil.gov.uk <p>Both documents are attached for consideration and areas highlighted in yellow require confirmation by the Committee.</p> <p>NB: Wording of the Booking Deposit and Payment of Fees and Cancellation and Refunds sections will be finalised once terms have been agreed by the Committee.</p>	

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

For Information

To further aid the Committee, supporting information regarding deposit and cancellation options is attached including a summary of advantages and disadvantages for the different approaches proposed.

Recommendation

The Committee is asked to consider the options presented and confirm the following:

1. 3G Pitch Deposit Scheme and Cancellation Policy options

- Deposit type.
- Deposit payment structure.
- Deposit Terms.
- Cancellation and refund policy options.

2. 3G Pitch Block Booking Terms, Conditions & Rules Document

3G Pitch Block Booking Terms, Conditions & Rules

LONGDALE PLAYING FIELD, LONGDALE, DRAYTON, NORFOLK, NR8 6AU

3G Pitch Terms and Conditions

Booking Access

- Drayton Youth Football Club (DYFC) associated hirers have priority over new season block bookings for September 1st onwards and have access to a priority booking window on a first-come, first-served basis from 1st June to 30th June each year. During this period non-DYFC associated hirers are prohibited from making block bookings for September 1st onwards, but can continue to make block bookings for June, July and August as required.
- The 3G Pitch block booking window is available to the public on a first-come, first-served basis from 1st July to 31st May each year. During this period block bookings from September 1st onwards are open to all hirers.

Booking Confirmation

- Block bookings of 5 or more sessions can be requested via the Parish Council Office at office@draytonparishcouncil.gov.uk
- Hirers are required to provide the following information before a block booking can be confirmed:
 1. Team/Group/Hirer name
 2. Preferred day and time
 3. Start and end date for the booking
 4. Any excluded weeks (eg. Christmas and New Year etc)
 5. Preferred payment option
 6. Contact telephone number
- Upon receipt of the required booking information (subject to the availability of facilities) the Parish Council Office will email the Hirer to confirm the booking.

Booking Deposit and Payment of Fees

- Hirers are required to pay a deposit to cover non-payment, damage or late cancellation.
- The deposit is # months sessions fees / #% of total booking value and must be paid within one month of booking confirmation.

DRAYTON PARISH COUNCIL

THE PAVILION, KING GEORGE V PLAYING FIELD, DRAYTON HIGH ROAD, DRAYTON,
NORFOLK, NR8 6AW

TEL: 01603 864482, MOBILE: 07471 552906

EMAIL: OFFICE@DRAYTONPARISHCOUNCIL.GOV.UK

- The deposit will be held for the duration of the booking and refunded at the end of the block booking period, subject to:

1. All fees being paid in full;
2. No damage, misconduct or rule breaches being recorded; and
3. Proper notice being given for cancelled sessions and/or termination of the block booking (see section on Cancellation and Refunds).

Hirers must select one of the following payment options at the point of making a block booking:

1. Lump Sum: Hire charge payment to be made in one lump sum by standing order, direct debit, or bank transfer within the first month of the block booking.
2. Monthly Payment Plan: Hire charge payment to be made in monthly instalments by standing order, direct debit, or bank transfer.

The Council will issue an invoice stipulating the hire charge for the block booking, the deposit amount and any monthly payment plan arrangements as appropriate.

NB: Non-payment of the deposit, lump sum or monthly payment by the due date may result in the cancellation of the booking and forfeiture of the deposit.

Cancellation and Refunds

Hirer Cancellation Notice Requirements

Block Booking:

- # week's written notice required to terminate a recurring booking)

Individual Sessions within Block Booking

- # notice → No charge for cancelled session
- # → Full session fee payable.
- Persistent Cancellations (3+ within 3 months): Council reserves the right to reallocate the booking slot.

Council Cancellation Requirements

- The Council has the right to cancel bookings at their discretion. If the Council must cancel a session (e.g. due to maintenance, weather, or safety), hirers will receive a full refund or a credit towards the next invoice. An email will be sent to the user notifying them.
- The Council reserves the right to pre-book the 3G pitch for other events and maintenance.

DRAYTON PARISH COUNCIL

THE PAVILION, KING GEORGE V PLAYING FIELD, DRAYTON HIGH ROAD, DRAYTON,
NORFOLK, NR8 6AW

TEL: 01603 864482, MOBILE: 07471 552906

EMAIL: OFFICE@DRAYTONPARISHCOUNCIL.GOV.UK

3G Pitch Rules for Users

Conduct

- Users should comply with the principles of respect and fair play, both on and off the 3G pitch.
- Users should wear appropriate sports clothing and footwear when on the 3G pitch.
- Users must be mindful of neighbouring properties with respect to noise.
- The 3G pitch is to be used for the purpose of sport and sporting activities only. Any other activities such as parties should be discussed with the Parish Council Office prior to booking.
- Smoking is not permitted on the 3G pitch.
- Users must ensure they take all belongings with them off the 3G pitch including equipment and rubbish. Drayton Parish Council will not be held liable for any left items.
- Users hire and use the 3G pitch at their own risk.
- Users are required to report any damage to the Parish Council Council as soon as possible.

Security

- Digital access codes are bespoke to your booking and will therefore only work for the date/dates and times you have booked. The code will work 15 minutes prior to the booking and 15 minutes after.
- Users must ensure they securely lock the 3G pitch gate after use using the padlock, and return the key to the hook inside the pavilion. Once the key has been returned, users must ensure the floodlights are switched off and the pavilion door is secured with the digital padlock.
- Please ensure that the 3G pitch padlock, 3G pitch padlock key and pavilion padlock are returned to their respective locations at the end of your booking. Failure to do so will incur the following charges:
 - Padlocks = £170 each
 - Key = £50
- Please ensure the floodlights are switched off at the end of the session. Failure to do so may incur a charge.
- No user may sub-let the 3G pitch without the prior approval of the Council.

DRAYTON PARISH COUNCIL

THE PAVILION, KING GEORGE V PLAYING FIELD, DRAYTON HIGH ROAD, DRAYTON,
NORFOLK, NR8 6AW

TEL: 01603 864482, MOBILE: 07471 552906

EMAIL: OFFICE@DRAYTONPARISHCOUNCIL.GOV.UK

- All users are reminded that the pavilion and 3G have 24-hour CCTV surveillance in operation.

Right to Play

- You must book the pitch before playing.
- Please allow other users to complete their session within their timeslot before entering the 3G pitch.

Contact

- Please use the details below should you need to contact the Council at any time.
- Please note that the usual office opening hours are 0930 – 1430. We may not be able to respond outside of these times depending on staff availability.

Deputy Clerk & Facilities Manager on behalf of
Drayton Parish Council
December 2025

DRAYTON PARISH COUNCIL

THE PAVILION, KING GEORGE V PLAYING FIELD, DRAYTON HIGH ROAD, DRAYTON,
NORFOLK, NR8 6AW

TEL: 01603 864482 MOBILE: 07471 552906

EMAIL: OFFICE@DRAYTONPARISHCOUNCIL.GOV.UK

3G Pitch Online Booking Terms, Conditions & Rules

LONGDALE PLAYING FIELD, LONGDALE, DRAYTON, NORFOLK, NR8 6AU

3G Pitch Terms and Conditions

Booking Access

- Drayton Youth Football Club (DYFC) associated hirers have priority over new season bookings for September 1st onwards and have access to a priority booking window on a first-come, first-served basis from 1st June to 30th June each year. During this period non-DYFC associated hirers are prohibited from making bookings for September 1st onwards, but can continue to make block bookings for June, July and August as required.
- The 3G Pitch booking window is available to the public on a first-come, first-served basis from 1st July to 31st May each year. During this period bookings from September 1st onwards are open to all hirers.

Booking Confirmation

- 3G Pitch booking are made on a first come, first served basis.
- You must book the 3G pitch online before you play.

Cancellation and Refunds

Hirer Cancellation Notice Requirements

- More than **24** hours notice – No charge for cancelled session

Council Cancellation Requirements

- The Council has the right to cancel bookings at their discretion. If the Council must cancel a session (e.g. due to maintenance, weather, or safety), hirers will receive a full refund or a credit towards the next invoice. An email will be sent to the user notifying them.
- The Council reserves the right to pre-book the 3G pitch for other events and maintenance.

DRAYTON PARISH COUNCIL

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- Please use the details below should you need to contact the Council at any time.
- Please note that the usual office opening hours are 0930 – 1430. We may not be able to respond outside of these times depending on staff availability.

Deputy Clerk & Facilities Manager on behalf of
Drayton Parish Council
December 2025

DRAYTON PARISH COUNCIL

THE PAVILION, KING GEORGE V PLAYING FIELD, DRAYTON HIGH ROAD, DRAYTON,
NORFOLK, NR8 6AW

TEL: 01603 864482 MOBILE: 07471 552906

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Deposit Scheme and Cancellation Policy Options

Definitions

- **Block booking** means a recurring reservation of the pitch for a minimum of five consecutive weeks.
- **Hirer** means the club, team, organisation, or individual entering into the booking agreement.
- **Session fee** means the hourly charge for one booked session.
- **Hire Charge** means the total booking fee (hourly charge for one booked session, multiplied by the number of weeks booked).
- **Deposit** means the refundable amount held by the Council to cover non-payment, damage, or late cancellation.

Deposit Types

The table below outlines the advantages and disadvantages of different deposit types.

Deposit Type	Deposit Use	Advantages	Disadvantages
Initial Deposit	If a payment is missed, the deposit covers the shortfall.	Ensures the Council is protected against non-payment or cancellations, up to the initial deposit amount.	No protection for the Council against non-payment or cancellations beyond the initial deposit amount.
Rolling Deposit (Retainer)	If a payment is missed, the deposit covers the shortfall. The hirer must then top the deposit back up.	Ensures the Council is always protected against non-payment or cancellations.	Additional administrative work involved in monitoring any required deposit top-ups
Full First Month in Advance + No Separate Deposit	Covers the first month and acts as confirmation of the booking.	Simple to administer; suitable if the risk of non-payment is low (e.g., long-standing, reliable clubs).	No protection for the Council against non-payment or cancellations after the first month.

Payment Structure Options

Example deposit payment structure options are presented below for consideration.

Option A: Deposit is equivalent to one month's session fees paid in advance of first booked session.

Example: (based on 20 Week Block Booking)

Hire Charge = £460.00 (Session Fee £23.00 per hour x 20 weeks)

Deposit = £92.00 (Session Fee £23.00 per hour x 4 weeks)

- **Advantages:** Ensures the Council is protected against non-payment or cancellations. Standardised deposit amount ensures ease of administration.
- **Disadvantages:** Youth teams seeking to make block bookings for shorter periods may face difficulties in paying one month's session fees in advance.

Deposit Scheme and Cancellation Policy Options

Option B: Deposit is equivalent to 10% of the total block booking value.

Example: (based on 20 Week Block Booking)

Hire Charge = £460.00 (Session Fee £23.00 per hour x 20 weeks)

Deposit = £46.00 (10% of £460.00)

- **Advantages:** More affordable up-front costs for youth teams seeking to make block bookings.
- **Disadvantages:** Relatively low deposit amount may not guarantee the Council is protected against all non-payment or cancellations.

Deposit Terms

Draft deposit terms are presented below for consideration:

- **Deposit Use:** Non-payment, damage, or late cancellation.
- **Deposit Return:** Refundable at the end of the block booking period, subject to no arrears, damage or cancellations.
- **Outstanding Balances:** Must be settled before the deposit is refunded.

Cancellation & Refund Policy Options

- **Hirer Cancellation Notice Requirements:**
 - More than 7 days' notice → No charge for cancelled session.
 - 4-7 days' notice → 50% of session fee payable.
 - Less than 3 days' notice → Full session fee payable.
- **Council-Cancelled Sessions (e.g., maintenance, weather):** Full refund or credit applied to next month's invoice.
- **Persistent Cancellations (3+ within 3 months):** Council reserves the right to reallocate the slot.
- **Persistent late Payments (3+ within 3 months):** Council reserves the right to reallocate the slot.

For Ending a Block Booking:

- **Notice Period:** One week's written notice required to terminate a recurring booking.
- **Outstanding Balances:** Must be settled before the deposit is refunded.

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

Paper	PPF14: Tree Consultancy advice regarding planting new trees
Meeting	Playing Fields & Property Committee
Date	4 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> To up-date the Committee in regards to advice received on the planting of eight new trees.	
<u>Background</u> At the May 2025 meeting the Committee agreed to seek advice from the appointed tree consultancy contractor regarding planting eight new trees across all sites.	
<u>Update</u> On 5 th November 2025 the Deputy Clerk & Facilities Manager undertook site visits with Tree Care, the Parish Council's appointed tree consultancy contractor, in order to discuss suitable locations and species for new trees. It was requested that multiple locations be identified to assist the Council in determining suitable locations for the planting of eight new trees in 2025-26 and any additional trees in the foreseeable future. The detailed report is attached for information and a summary and recommendation for each site is provided below for your convenience.	
Green Lanes During the site visit it was noted that the woodland area at Green Lanes was not considered an ideal location for planting and maintaining young trees (due to the steep banks and lack of an accessible water source), but that there was evidence of natural regeneration of woodland species.	
King George V Playing Field The report noted suitable sites for the planting of 11 new trees. Photos of suitable sites and species have been outlined on pages 13-16 of the report.	
Longdale Playing Field The report noted suitable sites for the planting of 16 new trees. Photos of suitable sites and species have been outlined on pages 17-21 of the report.	
Florence Carter Memorial Park During the site visit it was noted that there was little available space for additional planting at Florence Carter Memorial Park. The report noted a suitable site for the planting of 1 new tree. Suitable site and species have been outlined on pages 22-23 of the report.	
<u>General Information</u> The report outlines the following additional recommendations: <ul style="list-style-type: none">• That trees are planted in the dormant season between October and early March.	

**DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE**

Planting outside this period would require careful and more committed watering management.

- That containerised standard trees are planted to improve the success of early establishment.
- That mitigation measures as presented are adhered to during periods of drought.
- That mitigation measures as presented are adhered to, to avoid the negative impact of mechanical damage from strimmer's.

Recommendation

The Committee is asked to consider the advice received in the attached report before confirming preferred locations and species for eight new trees.

TREE PLANTING PLAN

CLIENT

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

SITES

King George V Playing Field.
Longdale Park.
Florence Carter Memorial Park.

PREPARED BY

Nick Coleman MSc Arb MArborA
Colin McDonald Tech Cert ArborA
Arboricultural Consultant
Treecare Consultants Ltd

DATE

14 November 2025

CONTENTS

1.	Introduction
1.1	Assignment
1.2	Tree planting objectives and desired outcomes
2.	The Site
2.1	Site visit
2.2	Identification and location of the trees
2.3	Soils
2.4	Methodology
3.	Site evaluation, threats and constraints
3.1	Drought
3.2	Grass Cutting Machinery
3.3	Vandalism
Appendices	<ul style="list-style-type: none">• Appendix 1 – Method Statement – Planting and Post Maintenance of a Containerised Standard Tree.• Appendix 2 - Planting Plans

1. INTRODUCTION

1.1 ASSIGNMENT

I have been instructed by Rachel Catto of Drayton Parish Council to prepare a planting plan for the following three sites:

King George V Playing Field Drayton High Road Drayton NR8 6AW	Longdale Park Long Dale Drayton NR8 6AU	Florence Carter Memorial Park School Road Drayton NR8 6PP
--	--	--

1.2 TREE PLANTING OBJECTIVES AND DESIRED OUTCOMES

The main objectives of this planting plan following discussion with Rachel Cato are as follows:

- To provide replacement tree planting for trees that have been removed for hazard risk reasons in the past five years.
- To introduce a future generation of trees that will maintain a sustainable healthy tree cover with species suitable for the locations and surrounding environments.
- To improve on both age and height structure of the present tree stock.
- To expand the species variety in order to improve the amenity value of the present tree population within the sites.
- To minimise mass losses of same species trees as a result of future and present tree disease threats, such as Chalara Ash die-back, Acute Oak Decline and Phytophthora diseases.
- To increase wildlife habitat for small birds through the introduction of trees with a good food source of seed, fruit and insects and nesting site potential.
- To improve screening to and from adjacent neighbouring properties through tree form and structure.
- To improve variety of leaf and bark characteristics in the form of bark colour and texture, autumn leaf colour, leaf shape and general all year interest.

2. THE SITES

2.1 SITE VISIT

I carried out a site visits accompanied by Rachel Catto on 5 November 2025 to assess the site conditions for planting and to discuss the tree planting objectives, in order to prepare this plan.

2.2 IDENTIFICATION AND LOCATION OF THE TREES

I have prepared individual planting plans for all three sites See appendix 2. I have illustrated the approximate locations of the both the existing trees and the proposed tree planting locations on the attached individual planting site plans. These plans are for illustration purposes only and it should not be used for direct scaling measurement.

2.3 SOILS

The UK Soil Observatory (UKSO) website identifies the soil type within Longdale Park and King George V Playing Field to be sand to sandy loam.

The soil type at Florence Carter Memorial Park was identified as being chalky, sandy loam.

2.4 METHODOLOGY

In order to achieve successful establishment of new tree planting it is important to administer and adopt the 4Ps principle as follows:

PLANNING – Choosing the correct species for the site environment, right tree right place etc.

PREPARATION – Provision of detailed planting specification.

PROTECTION – Identification of threats such as drought, vandalism, disease and mowing damage etc.

PROVISION – Implementation of watering, mulching etc.

It is recommended that the trees are sourced from a nursery that has produced and dispatched the trees in accordance with BS8545 Trees: from nursery to independence in the landscape – Recommendations, Chapters 8 and 9.

The method statement for planting and post maintenance of a containerised standard tree is attached as Appendix 1.

3. SITE EVALUATION, THREATS AND CONSTRAINTS

It is always a challenge trying to establish new tree planting within sites where the soils are of a dry sandy nature and watering maintenance is restricted. Establishment is however, more achievable if initial care is taken in identifying what the planting conditions and mitigating any issues that could be detrimental to the establishment of new planting.

3.1 DROUGHT

The soils in King George V Playing Field and Longdale Park are sandy and very free draining and therefore there is a risk of drought conditions in spring and summer months. In order for successful establishment of newly planted trees, they will require regular water uptake from the soils in the spring and summer months. Persistent drought conditions at these times will lead to stress and eventually strain resulting in tree death.

- Mitigation
 - Select tree species that are drought tolerant or moderately drought tolerant.
 - Select tree species that will generally establish in the identified soil type of the site.
 - Carry out regular watering of newly planted trees in periods of significant drought as detailed in the planting specification.
 - Maintain a weed free tree station around each tree filled with a suitable mulch.
 - Add a Carbon Gold enriched biochar soil improver to the planting pit and soil infill to help improve water holding capacity.

3.2 GRASS CUTTING MACHINERY (Strimmers)

A major threat to the newly planted trees is from mechanical damage to the lower stems by grass cutting machinery and more precisely strimmers.

- Mitigation
 - Maintain a weed free tree station around each tree filled with a suitable mulch to avoid the need for cutting grass right up to the stems.
 - Inform ground maintenance staff not to trim or use mechanical methods of grass mowing within the circular tree station. The tree stations should be weeded by hand.
 - Install strimmer guards around the stem base of each tree.

3.3 VANDALISM

- Mitigation
 - Where vandalism to young trees is anticipated, a timber tree frame should be installed at the planting stage to minimise the associated risk. The timber frames should be a minimum of 180cm high from ground level and consist of four 8cm square posts with two 10cm x 2cm upper cross members. The frames should be secured into the ground to 30cm to 40cm to avoid being pushed over.

APPENDIX 1

PLANTING AND POST MAINTENANCE OF A CONTAINERISED STANDARD TREE

1. INTRODUCTION

This method statement describes the procedure required for the planting and post maintenance of a containerised standard tree for successful establishment.

The tree locations and species selection are identified on the attached planting plans for the individual sites attached as appendix 2 of this report.

2. TIMING

Although containerised trees can be planted throughout the year, we would recommend that these trees are planted in the dormant season between October and early March. Planting outside this period would require careful and more committed watering management.

3. TREE & NURSERY SELECTION

It is recommended that containerised standard trees are planted to improve the success of early establishment. The recommended tree and container sizes are detailed in section 4 of this report.

It is recommended that the trees are sourced from a nursery that has produced and dispatched the trees in accordance with BS8545 Trees: from nursery to independence in the landscape – Recommendations, Chapters 8 and 9.

4. METHODOLOGY

This method statement describes the procedure required for the planting and post maintenance of a containerised standard tree for successful establishment.

- 4.1 All ground level changes and landscaping within the planting zones will be established prior to any tree planting.
- 4.2 Any weed growth will be removed within the planting areas not surfaced by lawn, including removal of weed roots.
- 4.3 If the area has been turfed a square of turf will be removed. This area will be 40cms larger than the diameter of the containerised root ball. The removed turf can be retained initially for re-turfing the final shape of the tree station.
- 4.4 Place the tree, still in its container onto the ground, centralised to its proposed position.
- 4.5 Mark out the size of the planting pit with a spade by scraping the edge along the ground surface. The planting pit will be a minimum of 20cm larger than the diameter of the containerised root ball.
- 4.6 Remove the tree to an area where it will not become a trip hazard and where damage to the tree can be avoided.
- 4.7 Excavate the planting pit using a garden fork to loosen the soil and a spade or shovel to remove it. The top soil will be removed initially and placed directly adjacent to the planting pit. The sub soil will then be removed and placed in a separate pile adjacent to the planting pit.

- 4.8 The depth of the planting pit will be the same as the height of the root ball of the tree from the base of the container to the inner compost level. This can be measured by holding the spade or cane against the container and transferring the measurement to the planting pit.
- 4.9 If the sides of the planting pit have been glazed during excavation, lightly loosen the soil with a garden fork.
- 4.10 Prune any damaged branches and formative prune the crown as per BS 3998:2010 'Tree work - Recommendations'. No heavy pruning or crown reduction will take place at this time.
- 4.11 Transfer the tree, still in its container, into the planting pit; centrally position it and check the pit dimensions against the container.
- 4.12 If the excavated soil from the tree pit is in such a poor condition that it would not be worthy of re-use as a backfill, it shall be replaced with a good quality top soil.
- 4.13 If the excavated soil lacks organic material and the structure is poor, it can be ameliorated at this stage using well composted organic matter or a commercially developed material developed for the purpose. Any organic matter addition shall not exceed 5% of the total volume of the tree pit. Excessive organic matter may lead to serious soil settlement meaning that the root ball and root collar will finally settle below the soil level.
- 4.14 Sprinkle Carbon Gold enriches biochar soil improver into the planting pit and the backfill soil and mix in using a fork or spade. The quantity of biochar used will be to the manufacturer's instructions, but as a guide, 2kg to a 45lt container size.
- 4.15 If the tree is supplied in a containerised bag, then bag shall be carefully removed with the tree still in the planting pit. This will be achieved by cutting the bag vertically in quarters and peeling the individual sections back to slide out from the base of the root ball. If the tree is supplied in a pot, it should be carefully lifted out of the pot and transferred to the planting pit. Care shall be taken to avoid disturbing the root ball.
- 4.16 If there is significant root balling, carefully prune the affected roots with sharp secateurs and lightly ease the roots out of the root ball.
- 4.17 Any weed growth will be removed from the surface of the root ball and disposed of.
- 4.18 The backfill soil mix will be placed into the planting pit, filling the void between the root ball and the sides of the planting pit. All backfill applied should, as far as is practicable, replicate the horizons within the original soil profile. The backfill shall be worked around the root ball in layers of 10cm to 15cm with each layer being carefully firmed using the sole of the foot without damaging the root ball.
- 4.19 During the process of backfill, the tree will continually be checked to make sure that it is straight.
- 4.20 If the tree is planted in a lawn a circular tree station shall be left. This is an area of no less than 1m diameter around the base of the tree which is free of turf.
- 4.21 Any leftover soil and debris arising from the planting will be removed and disposed of accordingly.

- 4.22 The tree will be mulched with a well composted organic mulch such as woodchip to a depth of 8cms when settled. The mulch will be placed around the base of the tree to a diameter of no less than 1m to form a bund for water retention. No build-up of mulch will be situated around the base of the stem as any heat produced by the mulch may kill the cambium and also prevent respiration.
- 4.23 The tree will be supported using a 5cm diameter round softwood stake on the windward side of the tree and driven into the ground diagonally to avoid piercing the root ball. The angle will be determined by the width of the root ball and the eventual height of the stem attachment. The height of the stake in relation to the stem will be no more than one third of the height of the clear stem.
- 4.24 The tree will be fixed to the stake using a proprietary tree tie which will be fixed 25mm below the top of the stake with 20mm galvanized clout nails. A proprietary spacer will be positioned between the stake and the tree to prevent abrasion. The tie shall be tight enough to securely support the tree but without restricting stem growth. If the top of the stake requires cutting, this will be done using a sharp hand saw being careful not cut into the tree stem.
- 4.25 The tree will be watered immediately by slowly filling the mulch bund with ten litres of water allowing for the water to soak into the root ball and planting pit.

5. POST MAINTENANCE

- 5.1 During the first three growing seasons after planting, the tree will be watered regularly especially during dry periods from March to October. The amount of water required will be dependent on the soil type but water logging will be avoided. Any water should be applied slowly avoiding run off away from the root ball. An ideal way to achieve this is with a seep hose placed in a spiral pattern around the base of the tree. The frequency of irrigation is more important than the volume of water given at any one time. Increased water volumes cannot compensate for a lack of frequency.
- 5.2 All grass and weed competition around the base of the tree, to a minimum of 1m diameter, shall be eliminated in the first three growing seasons. This can be carried out using hand tools or using an approved herbicide which will not be translocated to the tree.
- 5.3 The mulch shall be replenished on a regular basis to maintain a depth of 8cm during the first three growing seasons.
- 5.4 All support ties will be regularly checked in early spring, autumn and after any high winds to ensure they are not too tight, too slack or broken and adjusted accordingly.
- 5.5 The stake and tie will be required for at least the first two years after planting until the root ball has established a firm hold in the ground. After two years, if there is still some movement in the root ball, then the stake and tie shall be maintained until the root ball has a firm holding.
- 5.6 A formal assessment of young tree health and development should be carried out annually for the first three growing seasons. This assessment should include foliage appearance, leaf size and leaf canopy density, extension growth and incremental stem girth development. This information will inform any further maintenance requirements.

6. SUGGESTED SUPPLIERS

Tree Supplier	<p>Barcham Trees Plc Eye Hill Drove Ely Cambridgeshire CB7 5XF</p> <p>Tel: 01353 720950 Email: sales@barchamtrees.co.uk https://www.barcham.co.uk/</p>
Enriched biochar soil improver	<p>Carbon Gold 3C Windmill Business Park Clevedon BS219DN</p> <p>Tel: 0117 2440032 Email: info@carbongold.com https://www.carbongold.com/</p>



Nick Coleman MSc (Arb) MArborA CEnv
Colin McDonald Tech ArborA

Email: treecarenorwich@aol.com
Web: www.treecareconsultants.com

39 Catton Grove Road, Norwich, NR33NJ

Tel: 01603 721552

APPENDIX 2

PLANTING PLANS

KING GEORGE V PLAYING FIELD

SITE PHOTOGRAPHS OF PROPOSED PLANTING SITES

Proposed location of 6 Callery Pears



Proposed location Sweet Gum & Himalayan Birch



Proposed location of Turkish Hazel



Proposed location of Turkish Hazel



SPECIES SELECTION - KING GEORGE V PLAYING FIELD

The following tree species have been selected for planting taking in to account the planting objectives and existing site conditions:

SPECIES: Latin Common	No of trees	ATTRIBUTES	RECOMMENDED STEM CIRCUMFERENCE	CONTAINER SIZE
Amelanchier arborea Robin Hill Serviceberry	1	Small tree with a dense oval form. Prefers moist, well drained & lime free soils. Abundant spring flowers which open pink and turn white. Glorious red autumn leaf colour.	8-10cm	45lt
Betula utilis jacquemontii Doorenbos Himalayan Birch variety	1	Medium tree with ascending branches. Grows well on most soils. Bright white bark on the trunk and branches which peels each year. Fantastic against the dark background of Holly	8-10cm	45lt
Liquidamber styraciflua Sweet Gum	1	Medium sized tree with broad pyramidal form. Grows well on most soils but not chalk. Prefers fertile, well drained soils. Highly dramatic dark crimson to red autumn colour with maple like leaves. Excellent specimen tree	8-10cm	45lt
Corylus colurna Turkish Hazel	1	Medium sized tree with broad pyramidal form. Grows well on most soils. Notable for its roughly textured, corky bark. Produces long yellow catkins in early spring	8-10cm	45lt

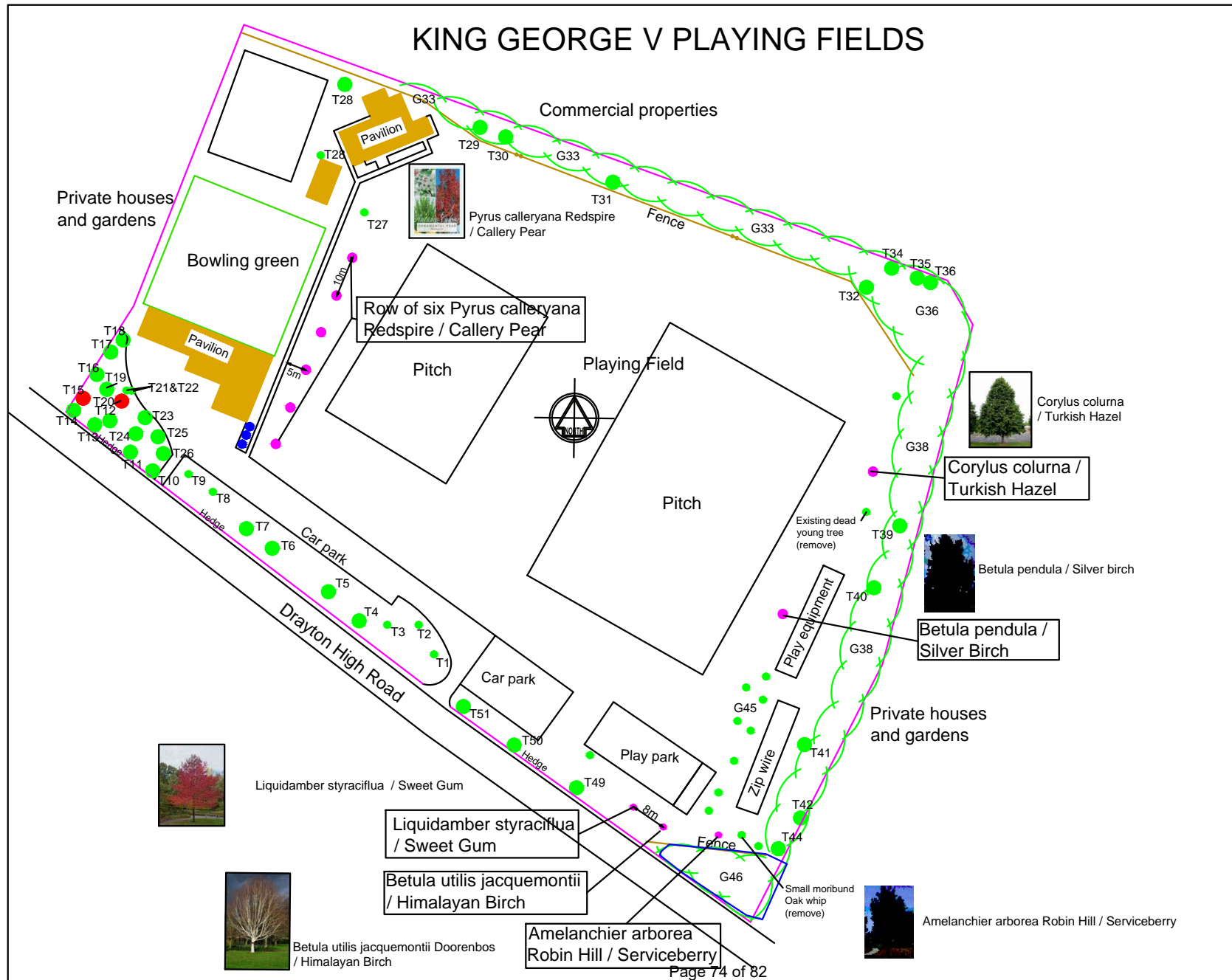
Pyrus calleryana Redspire Ornamental Pear	6	Medium sized tree with columnar habit. Grows well on most soils and is tolerant to air pollution. Profuse white blossoms in spring. Green glossy leaves which turn a magnificent orange/red colour in autumn. Good screening qualities. Good bird habit.	8-10cm	45lt
Betula pendula Silver Birch	1	Medium sized tree with conical, but slightly weeping habit. Silvery, white bark. Grows well on most soils.	8-10cm	45lt

These trees should be planted in accordance with the method statement 'Planting and Post Maintenance of a Containerised Standard Tree' attached as Appendix 1.

KING GEORGE V PLAYING FIELDS

KEY

- Existing trees
- Tree groups and hedgerows
- Removed trees
- New tree planting sites with recommended species



39 Calfon Grove Road, Norwich, Norfolk, NR3 4HG
 Email: treecarenorwich@aol.com
 Web: www.treecareconsultants.com
 Tel: 01603 721552

Site: King George V Playing Fields
 Drayton High Road
 Drayton
 NR8 6AW

Client: Drayton Parish Council
 Title: Planting Plan

Surveyed By: Colin McDonald

Scale: NOT TO SCALE
 Do not use for direct scaling Date: 14/11/2025

LONGDALE PARK

SITE PHOTOGRAPHS OF PROPOSED PLANTING SITES - LONGDALE PARK

Proposed location of Sweet Gum



Proposed location Sargent's Cherry



Proposed location of linear group of 13 trees



Proposed location of Field Maple



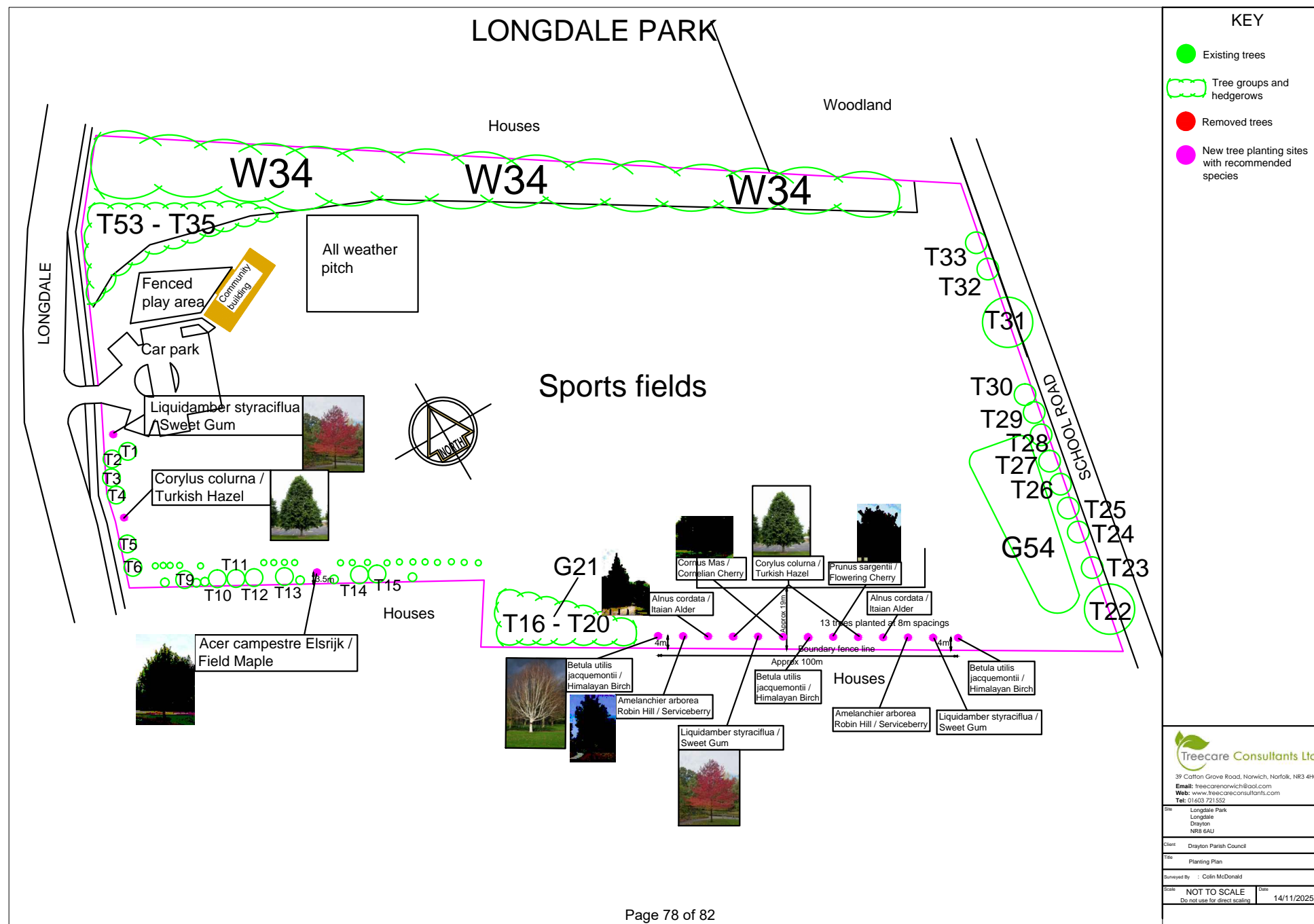
SPECIES SELECTION – LONGDALE PARK

The following tree species have been selected for planting taking in to account the planting objectives and existing site conditions:

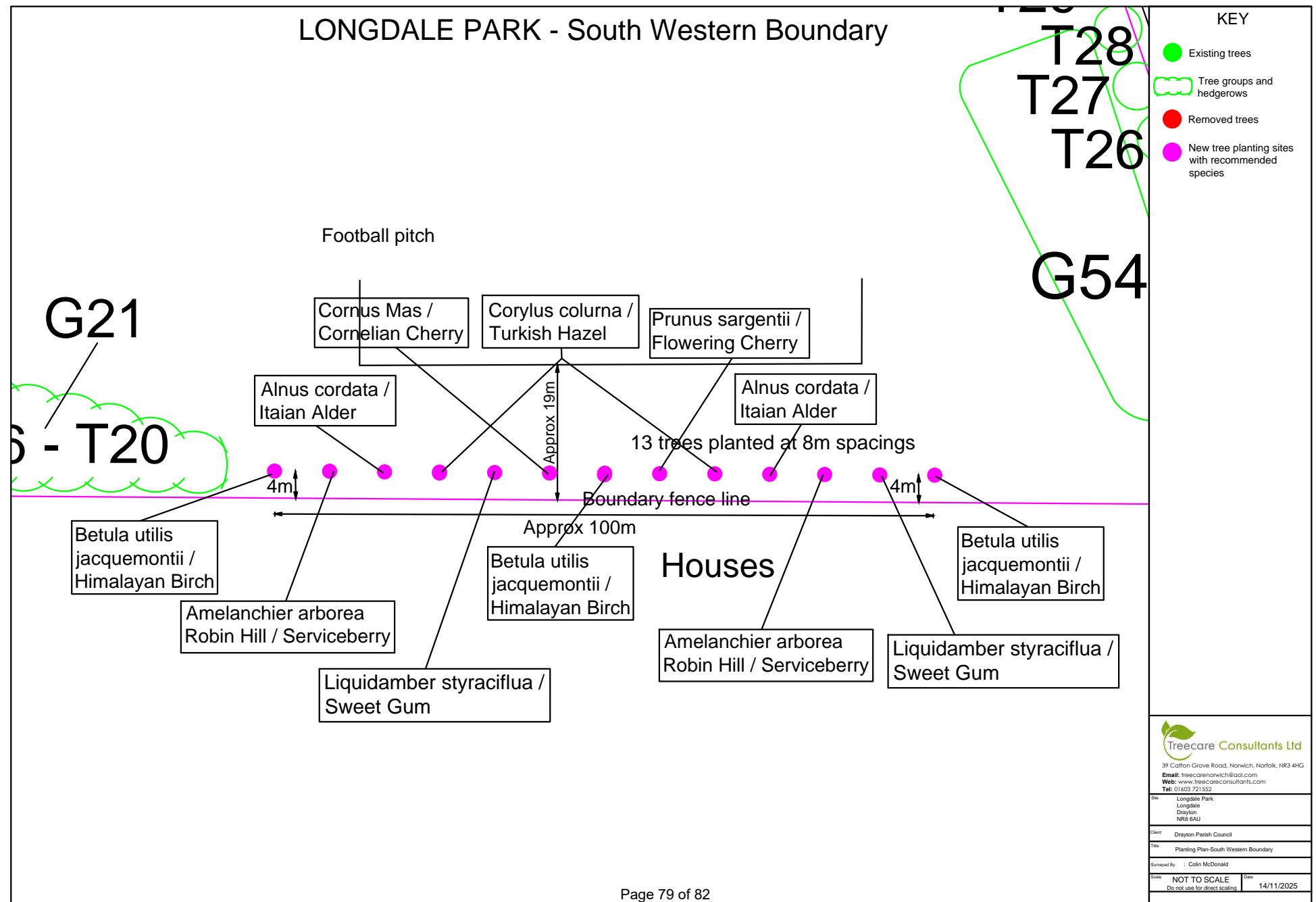
SPECIES: Latin Common	No of trees	ATTRIBUTES	RECOMMENDED STEM CIRCUMFERENCE	CONTAINER SIZE
Acer campestre Elsrijk Field Maple variety	1	Will tolerate most soil types, drought and soil compaction. Small to medium tree with a rounded form. Leaves have a red tinge when they flush. Good bird habitat.	8-10cm	45lt
Liquidamber styraciflua Sweet Gum	3	Medium sized tree with broad pyramidal form. Grows well on most soils but not chalk. Prefers fertile, well drained soils. Highly dramatic dark crimson to red autumn colour with maple like leaves. Excellent specimen tree	8-10cm	45lt
Prunus sargentii Sargent's Cherry	2	Small tree with rounded habit. Produces abundant, single, pink flowers in March/April. Autumn tints of orange and crimson leaves. Chestnut brown bark.	8-10cm	45lt
Corylus colurna Turkish Hazel	2	Medium sized tree with broad pyramidal form. Grows well on most soils. Notable for its roughly textured, corky bark. Produces long yellow catkins in early spring	8-10cm	45lt

Amelanchier arborea Robin Hill Serviceberry	2	Small tree with a dense oval form. Prefers moist, well drained & lime free soils. Abundant spring flowers which open pink and turn white. Glorious red autumn leaf colour.	8-10cm	45lt
Alnus cordata Italian Alder	2	Will tolerate most soil types. Tolerant of urban pollution. Pyramidal Form.	8-10cm	45lt
Betula utilis jacquemontii Himalayan Birch	3	Medium tree with ascending branches. Grows well on most soils. Bright white bark on the trunk and branches which peels each year. Fantastic against the dark backgrounds.	8-10cm	45lt
Cornus Mass Cornelian Cherry	1	Small yellow flowers on bare twigs from February. Bright red cherry like fruits which are edible Reddish purple Autumn colour.	8-10cm	45lt

These trees should be planted in accordance with the method statement 'Planting and Post Maintenance of a Containerised Standard Tree' attached as Appendix 1.



LONGDALE PARK - South Western Boundary



FLORENCE CARTER MEMORIAL PARK

SITE PHOTOGRAPHS OF PROPOSED PLANTING SITE - FLORENCE CARTER MEMORIAL PARK

Proposed location of Photinia x fraseri Red Robin

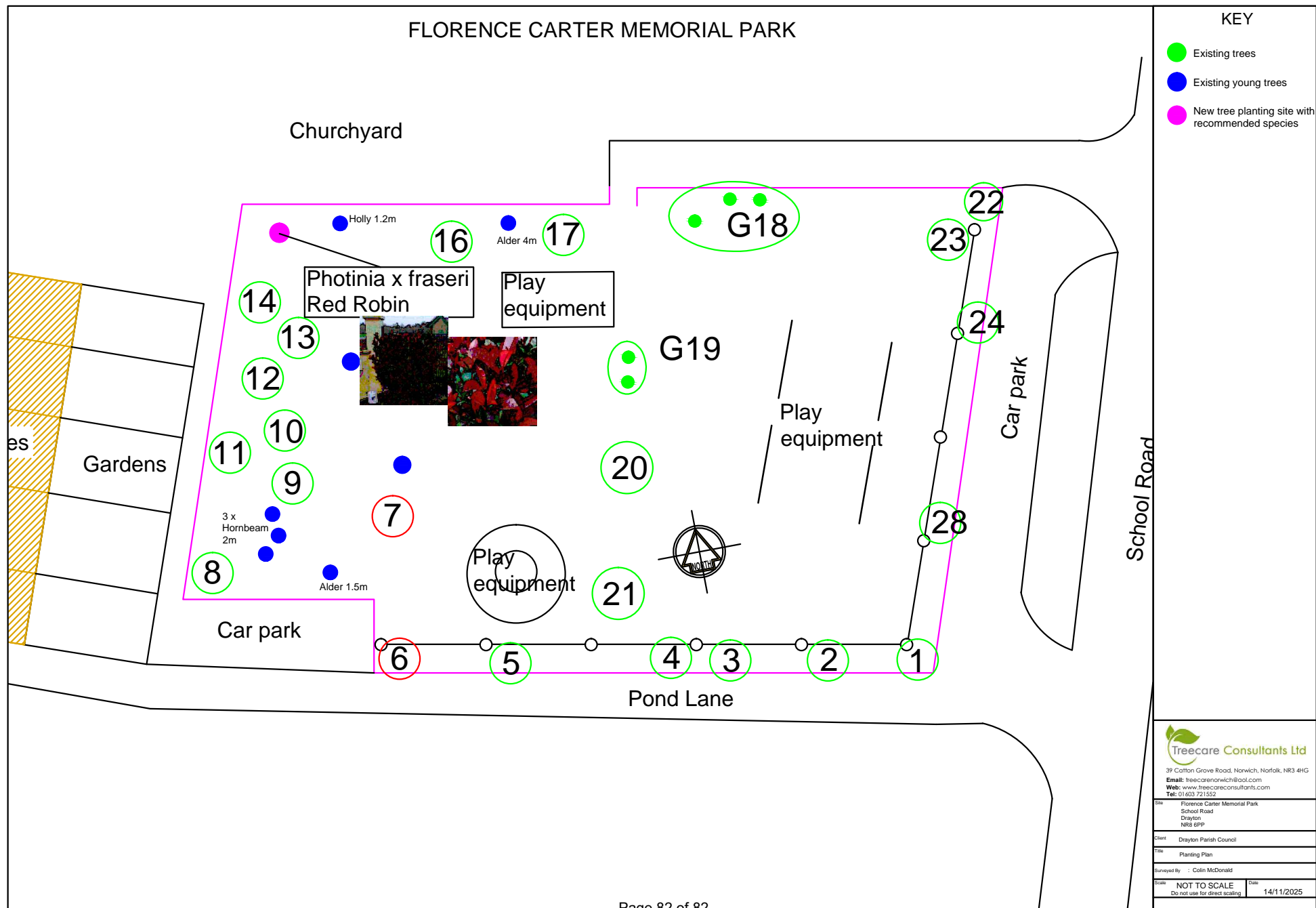


SPECIES SELECTION - FLORENCE CARTER MEMORIAL PARK

The following species has been selected for planting taking in to account the planting objectives and existing site conditions:

SPECIES: Latin Common	No of trees	ATTRIBUTES	RECOMMENDED STEM CIRCUMFERENCE	CONTAINER SIZE
Photinia x fraseri Red Robin Christmas Berry Bush	1	Small shrubby evergreen bush. New leaves open red before hardening to green. Good screening qualities.	N/A	25 – 45lt

FLORENCE CARTER MEMORIAL PARK



KEY

- Existing trees
- Existing young trees
- New tree planting site with recommended species

Treecare Consultants Ltd
 39 Cotton Grove Road, Norwich, Norfolk, NR3 4HG
 Email: treecarenorwich@aol.com
 Web: www.treecareconsultants.com
 Tel: 01603 721552

Site: Florence Carter Memorial Park
 School Road
 Drayton
 NR8 6PP

Client: Drayton Parish Council

Title: Planting Plan

Surveyed By: Colin McDonald

Scale: NOT TO SCALE
 Do not use for direct scaling

Date: 14/11/2025