

Minutes of the extraordinary meeting of Drayton Parish Council held on **Thursday 23rd April 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

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

Meeting Opened: 7:03pm

1. APOLOGIES

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

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

2. DECLARATIONS OF INTEREST

- a) **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg1-4].**

None.

3. PUBLIC FORUM

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

None.

4. PLAYING FIELDS & PROPERTY COMMITTEE

- a) **To receive minutes of the Playing Field & Property Committee held on 16th April 2026 [Pg50-53].**

Council received the minutes with no further comments or questions.

- b) **To consider recommendation for the KGV Pavilion Refurbishment project scope and budget for approval [Pg5-44].**

Council **AGREED** to progress option one (full refurbishment and extension compliant with Sports England & DDA requirements), subject to value engineering exercise and cost savings where appropriate up to an initial budget of £938,216.00 to be met by CIL and S106 funding received from local developers.

- c) **To receive updated KGV Pavilion Refurbishment Project Scheme of Delegation for approval [Pg45-49].**

Council **AGREED** the KGV Pavilion Refurbishment Project Scheme of Delegation as presented.

5. EXCHANGE OF INFORMATION

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

The South Norfolk and Broadland Help Hub Team would be at Drayton Village Hall on Friday 24th April between 10:00am – 3:30pm, providing advice and support to local residents.

Planning Application 2025/3848 regarding land adjacent to 54 Fakenham Road had been approved with conditions by Broadland District Council Planning Committee.

Stuart Clancy had called a public meeting at Thorpe Mariott Village Hall for Tuesday 28th April at 7pm to discuss residents' concerns with police about the level and type of recent crime in the area.

It was noted repairs to the well outside Florence Carter Playground were required.

6. UPCOMING MEETING DATES

a) Finance & General Purposes Committee Thursday 30th April 2026.

b) Annual Parish Meeting Thursday 7th May 2026.

c) Annual Meeting of Parish Council Thursday 14th May 2026.

Noted.

Meeting closed: 7:16 pm

DRAYTON PARISH COUNCIL

Paper	DPC2a: Declarations of Interest.
Meeting	Council
Date	23 rd April 2026
Author	Parish Clerk & RFO
Summary	
<p><u>Declarations of Interests</u></p> <p>All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.</p> <p>At the start of the meeting, council members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.</p> <p>Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.</p> <p>You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.</p> <p>If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p> <p><u>Dispensation Requests</u></p> <p>In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.</p> <p>Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.</p> <p>A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.</p> <p>For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.</p>	
Recommendation	
Council is asked to note the paper for information.	

Interests Flowchart

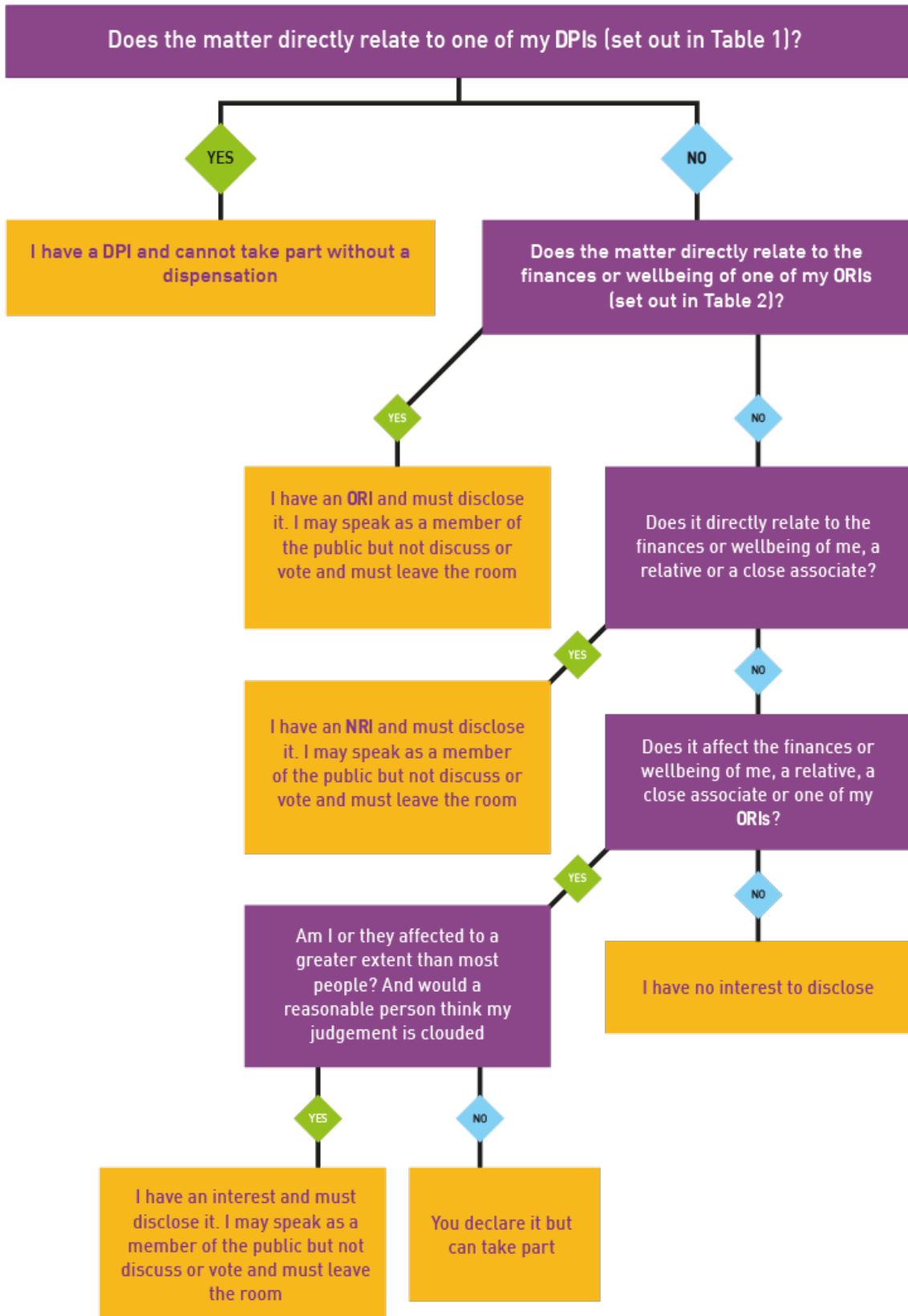


Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

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

Table 2: Other Registrable Interests

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

DRAYTON PARISH COUNCIL

Paper	DPC4b: KGV Refurbishment Project Scope and Budget.	
Meeting	Council	
Date	23 rd April 2026	
Author	Parish Clerk & RFO	
Summary		
<p><u>Background</u></p> <p>At the April 2026 meeting, the Playing Fields & Property Committee received two refurbishment options and associated costings for consideration.</p> <p>A summary of the cost estimates for each option is presented below for information and full details of discussion and debate by the Committee can be found in the minutes of the meeting presented under item 4a of the agenda.</p>		
Option	Description	Estimated Cost
Option 1 <i>Extension</i>	Reflects the latest iteration of the design proposals including extension of the changing rooms. This option is intended to deliver compliance with relevant sporting bodies to future proof the facility with improved functionality and accessibility.	£938,216.00 exc. VAT
Option 2 <i>No Extension</i>	Reflects a more limited scope of works focussed on essential improvements. This option is intended to provide a more cost-conscious solution for comparison purposes. Per the agreed Tender Specification, this option includes costings for strip out to shell and core, full replacement of mechanical and electrical engineering, full modern refit and disabled access.	£656,536.00 exc. VAT
<p><u>Recommendation</u></p> <p>The Committee agreed to recommend to progress option one (full refurbishment and extension compliant with Sports England & DDA requirements), subject to value engineering exercise and cost savings where appropriate up to an initial budget of £938,216.00 to be met by CIL and S106 funding received from local developers.</p> <p>Full details for option 1 are attached for information.</p>		
Recommendation		
Council is asked to consider the recommendation on KGV Refurbishment project scope and budget for approval.		



8th April 2026

King George V Pavilion Refurbishment Feasibility Estimate Rev 1.2 (Extension Option)

Presented by
**Greyfriars Cost
Management**

Prepared for



DRAYTON
PARISH COUNCIL

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- 4.0 Area Schedule
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- 7.0 Estimate Detail Breakdown

1.0 DOCUMENT CONTROL

Revision No.	Document Title	Job No.	Issue Date	Prepared by	Checked by	Reviewed by
Rev. 1.0	Drayton Parish Council Feasibility Estimate (Extension Option)	GCM26_025	23/03/2026	EL	TJB	JB
Rev. 1.1	Drayton Parish Council Feasibility Estimate (No Extension Option)	GCM26_025	23/03/2026	EL	TJB	JB
Rev. 1.2	Drayton Parish Council Feasibility Estimate (Extension Option)	GCM26_025	07/04/2026	EL	TJB	JB

2.0 EXECUTIVE SUMMARY

1.0 This Feasibility Estimate provides an indicative construction cost for the proposed construction of the extension and refurbishment of Drayton Parish Council. The estimate cost is summarised below:

KEY PROJECT COSTS				
Estimated Construction Costs - Q1 2026	Total £	GIFA (m²)	£/m²	£/ft²
Extension and Refurbishment of Drayton Parish Council	689,000	240	2,871	267
TOTAL ESTIMATED CONSTRUCTION COST Q1 2026	689,000	240	2,871	267
Tender Price Inflation (TPI) @ 4%	27,560	240	115	11
TOTAL ESTIMATED CONSTRUCTION COST Q4 2026	716,560	240	2,986	277
Professional Fees/Legals/Surveys - Allowance	150,000	240	625	58
Project Contingency @ 10%	71,656	240	299	28
TOTAL ESTIMATED PROJECT COST Q4 2026 excl VAT	938,216	240	3,909	363

- 2.0 We have included a 4.0% forecast inflation to allow for price increases between Q1 2026 and Q4 2026 i.e. tender period. We have based this on the BCIS latest indices.
- 3.0 A 10% Contingency has been included for unforeseen costs and risks associated with the project.
- 4.0 There are a series of assumptions, risks and exclusions listed within the document, which should be referred to in the context of the estimate.

3.0 COST SUMMARY

Ref	Description	Total (£)	Cost/m ²	Notes
1.00	Refurbishment and Extension of Drayton Parish Council Cricket Pavillion	531,160	2,213	
2.00	Total Nett Construction Cost excl. External and Site Works	531,160	2,213	
3.00	External Services and Site Works	17,600	73	
4.00	Total Nett Construction Cost incl. External and Site Works	548,760	2,287	
5.00	Preliminaries @ 15%	82,314	343	
6.00	Contractor Design Fees @ 2%	12,621	53	
7.00	Main Contractors Overheads and Profit @ 7%	45,059	188	
8.00	Design Reserve @ 0% (See Project Contingency)	-	-	
9.00	Total Estimated Construction Cost - Q1 2026	688,754	2,870	
10.00	TOTAL ESTIMATED CONSTRUCTION COST - Q1 2026 SAY	689,000	2,871	

4.0 AREA SCHEDULE

Ref	Description	GIFA (m ²)	Comments
	Analysis of Gross Internal Floor Area (GIFA)		
1	Ground Floor	240	
	Total Gross Internal Floor Area (m²)	240	

5.0 BASIS OF ESTIMATE AND ASSUMPTIONS

1.0 INFORMATION USED

22179-LSI-AAA-GF-DR-A-1300 S2 P01 Proposed General Arrangement Plan; Ground Floor 12/04/2024
22179-LSI-AAA-XX-DR-A-1170 S2 P01 Site; Site Location 12/04/2024
22179-LSI-AAA-RF-DR-A-1315 S2 P01 Proposed General Arrangement Plan; Roof 12/04/2024
22179-LSI-AAA-ZZ-DR-A-1351-WIP Proposed Elevations 02 27/03/2025
22179-LSI-AAA-ZZ-DR-A-1350-WIP Proposed Elevations 01 27/03/2025
22179-LSI-AAA--DR-A-0002--WIP Perspective Views Proposed 14/02/24
22179-LSI-AAA-GF-DR-A-1800 S2 P01 Existing General Arrangement Plan; Ground Floor 06/12/2022
22179-LSI-AAA-GF-DR-A-1850 S2 P01 Existing Elevations Sheet 01 06/12/2022

2.0 ASSUMPTIONS

- 2.1 We have assumed that there is sufficient capacity within existing on-site utilities
- 2.2 We have assumed the ground conditions are suitable for 'normal' substructures; we are aware that there are potential risks that require mitigation
- 2.3 We have assumed that all windows, glazing, and both internal and external doors will require replacing
- 2.4 We have assumed that all Sanitary fittings will require disposal and replacement
- 2.5 We have assumed that all internal finishes will require replacing
- 2.6 We have made assumptions in relation to the proposed structure to the new steps, canopy and lift - These will need confirming by an Engineer
- 2.7 We have made an allowance of £25,000 to remove the existing asbestos within the building and undercroft
- 2.8 We have assumed the building will be vacant during the works
- 2.9 We have assumed the Contractor will be able to use the existing entrance to the park and not require the construction of a new entrance

5.0 BASIS OF ESTIMATE AND ASSUMPTIONS

3.0 EXCLUSIONS

- 3.1 VAT
- 3.2 Local Authority fees and charges
- 3.3 Legal costs, other than those listed in the estimate
- 3.4 Client's finance costs and insurances
- 3.5 S.106 or S.278 contributions
- 3.6 Services diversions - we have assumed there are no major service routes or diversions required across the site
- 3.7 Land costs
- 3.8 Archaeological works
- 3.9 Contaminated ground / unforeseen ground conditions
- 3.10 Sprinklers
- 3.11 Loose furniture
- 3.12 Any moves costs for the client i.e. clearance of existing storage/container units
- 3.13 No allowance for contaminated arisings from excavations and site clearance
- 3.14 Treatment of invasive species

6.0 ELEMENTAL COST SUMMARY

6.0 ELEMENTAL COST SUMMARY

Ref	Description	Cost £	£/m ² (based on GIFA)	Notes
<u>0.0</u>	<u>Demolition and Enabling Works</u>	49,620	207	
<u>1.0</u>	<u>Substructure</u>	38,800	162	
<u>2.0</u>	<u>Superstructure</u>			
2.1	Frame	8,000	33	
2.2	Upper Floors	-	-	
2.3	Roof	78,250	326	
2.4	Stairs and Ramps	15,000	63	
2.5	External Walls	27,500	115	
2.6	Windows and External Doors	58,700	245	
2.7	Internal Walls and Partitions	16,200	68	
2.8	Internal Doors	17,900	75	
<u>3.0</u>	<u>Internal Finishes</u>			
3.1	Wall Finishes	48,390	202	
3.2	Floor Finishes	15,150	63	
3.3	Ceiling Finishes	5,450	23	
<u>4.0</u>	<u>Fittings, Furnishings and Equipment</u>	8,000	33	
	Carried Forward	386,960		

6.0 ELEMENTAL COST SUMMARY

Ref	Description	Cost £	£/m ² (based on GIFA)	Notes
	Brought Forward	386,960		
<u>5.0</u>	<u>Services</u>			
5.1	Sanitary Installations	47,050	196	
5.2	Mechanical Installations	22,750	95	
5.3	Electrical Installations	32,100	134	
5.4	Ventilation	5,550	23	
5.5	Lift Installation	18,500	77	
5.6	Fire and Lightning Protection	6,250	26	
5.7	Communication, Security and Control Systems	9,600	40	
5.8	Builders Work in Connection with Services	2,400	10	
	Sub-Total Nett Construction Costs Excl. External Works	531,160	2,213	
<u>6.0</u>	<u>External Works and Services</u>			
6.1	External Works	6,600	28	
6.2	External Services and Drainage	11,000	46	
	Sub-Total Nett Construction Costs Incl. External Works	548,760	2,287	

7.0 ESTIMATE DETAIL

Ref	Description	Quantity	Unit	Rate	£	Notes
0.0	<u>Demolitions and Enabling Works</u>					
0.1	Internal strip-out					
0.1.1	Strip-out of all internal fittings and fixtures	205	m ²	10	2,050	
0.1.2	Allowance for the removal of all existing sanitaryware including temporary capping of services	1	item	1,000	1,000	
0.1.3	Allowance to strip out redundant mechanical and electrical services	1	item	1,000	1,000	
0.1.4	Removal of existing ceilings	205	m ²	2	410	
0.1.5	Removal of existing floor coverings	205	m ²	2	410	
0.2	Demolition and Removal Works					
0.2.1	Demolition of external walls	90	m ²	20	1,800	Approx 3m
0.2.2	Demolition of internal walls	135	m ²	10	1,350	Height estimated at 2.4m
0.2.3	Roof removal; including covering and structure	205	m ²	15	3,075	
0.2.4	Removal of existing floor construction	55	m ²	10	550	
0.2.5	Removal of existing windows and glazing	70	m ²	15	1,050	
0.2.6	Removal of existing internal doors	13	nr	25	325	
0.2.7	Removal of existing external doors	15	m ²	25	375	
0.2.8	Allowance for temporary propping of load bearing walls	1	item	500	500	
0.3	Enabling works for platform hoist enclosure					
0.3.1	Removal of vegetation and topsoil under new platform hoist enclosure	10	m ²	20	200	
0.3.2	Excavation to foundation level of platform lift enclosure, including disposal	10	m ²	25	250	

Ref	Description	Quantity	Unit	Rate	£	Notes
0.4	Enabling works for new extension					
0.4.1	Allowance to break up and remove existing hardstanding	1	item	1,000	1,000	
0.4.1	Removal of vegetation and topsoil under new extension footprint	120	m ²	20	2,400	
0.4.2	Excavation to foundation level of new extension, including disposal	120	m ²	25	3,000	
0.4.3	Excavation of trenches for strip foundations; including disposal	40	m	-	-	Included
0.5	Provisional allowance for asbestos removal	1	item	25,000	25,000	
0.6	Demolition and enabling works for new external steps					
0.6.1	Demolition and removal of existing external steps	1	item	3,000	3,000	
0.6.2	Removal of vegetation and topsoil under new steps footprint	25	m ²	10	250	
0.6.3	Excavation to foundation level of new steps, including disposal	25	m ²	25	625	
Total Carried to Summary					49,620	

Ref	Description	Quantity	Unit	Rate	£	Notes
<u>1.0</u>	<u>Substructure</u>					
1.1	Substructure to extension					
1.1.1	Assume concrete strip foundations to new extension; including engineering blocks and DPC installation	40	m	220	8,800	
1.1.2	Assume concrete ground bearing slab to new extension; including hardcore, DPM and insulation	120	m ²	120	14,400	
1.1.3	Screed layer to new extension floor	120	m ²	20	2,400	
1.2	Substructure of platform hoist					
1.2.1	Assume concrete slab foundation for platform lift enclosure	10	m ²	120	1,200	
1.3	Substructure to external steps					
1.3.1	Assume strip foundations to new external steps	25	m	-	-	Included
1.4	Substructure to canopy roof					
1.4.1	Allowance for concrete pad foundations to support posts of canopy roof	8	nr	1,500	12,000	
	Total Carried to Summary				38,800	

Ref	Description	Quantity	Unit	Rate	£	Notes
2.2	<u>Upper Floors</u>					
2.2.1	N/A					
Total Carried to Summary					-	

Ref	Description	Quantity	Unit	Rate	£	Notes
<u>2.3</u>	<u>Roof</u>					
2.3.1	Green Roof to Extension					
2.3.1.1	New green roof system to extension, including roof deck, vapour barrier, attenuation layer and vegetation	85	m ²	250	21,250	
2.3.1.2	Edging to green roof	50	m	100	5,000	
2.3.1.3	Allowance for new rainwater drainage	1	item	2,000	2,000	
2.3.4	Rooflights to green roof (2m x 1m)	2	nr	1,500	3,000	
2.3.2	Canopy Roof to Front Elevation					
2.3.2.1	Allowance for canopy roof construction to front elevation	70	m ²	250	17,500	
2.3.2.2	Structural support posts to canopy (approx 3m)	8	nr	1,500	12,000	
2.3.3	Allowance for new flat roof covering and repair to rest of building	175	m ²	100	17,500	
	Total Carried to Summary				78,250	

Ref	Description	Quantity	Unit	Rate	£	Notes
<u>3.1</u>	<u>Wall Finishes</u>					
3.1.1	Allowance to seal and skim existing plaster walls	150	m ²	20	3,000	
3.1.2	Allowance for water resistant plasterboard to changing areas	130	m ²	25	3,250	
3.1.3	Allowance to plasterboard and skim remaining new internal walls	465	m ²	20	9,300	
3.1.4	Allowance for PVC wall panelling to WC and shower areas	340	m ²	85	28,900	
3.1.5	Allowance for paint finishes; 1 no. mist/undercoat, 2 no. emulsion coats	430	m ²	8	3,440	
3.1.6	Allowance for making good areas around new/altered openings and partitions	1	item	500	500	
	Total Carried to Summary				48,390	

Ref	Description	Quantity	Unit	Rate	£	Notes
<u>5.1</u>	<u>Sanitary Installations</u>					
5.1.1	New unisex sanitaryware	7	nr	400	2,800	
5.1.2	Doc M WC pack, including WC, grab rails, basins and support rails	4	sets	2,500	10,000	
5.1.3	Basins	7	nr	300	2,100	
5.1.4	Taps	11	nr	100	1,100	
5.1.5	Baby change unit	1	nr	750	750	
5.1.6	Allowance for accessories (mirrors, toilet roll holders, soap dispensers, etc.)	11	sets	300	3,300	
5.1.7	Allowance for hand dryers	11	nr	750	8,250	
5.1.8	Shower units, including heads and hoses	5	sets	700	3,500	
5.1.9	Doc M shower packs, including head and hose, grab rails, seat, curtain and rail	2	sets	1,000	2,000	
5.1.10	Above ground drainage; disposal installations; waste, soil and vent pipework; uPVC pipework and fittings	20	nr	500	10,000	

Ref	Description	Quantity	Unit	Rate	£	Notes
5.1.11	Installation of sanitaryware, including offloading and checking	13	nr	250	3,250	
Total Carried to Summary					47,050	

Ref	Description	Quantity	Unit	Rate	£	Notes
5.8	<u>Builder's work in connection with services</u>					
5.8.1	Builders work in connection with services; forming holes, chases, casings and the like, firestopping etc.	240	m ²	10	2,400	
	Total Carried to Summary				2,400	

Ref	Description	Quantity	Unit	Rate	£	Notes
6.2	<u>External Services and Drainage</u>					
6.2.1	Allowance for reconnections/diversion and extension of existing foulwater pipework to suit new layout	1	item	1,500	1,500	
6.2.2	Allowance for modifications to existing surface water drainage	1	item	2,000	2,000	
6.2.3	Allowance for works to below ground drainage system	1	item	3,000	3,000	
6.2.4	Allowance for altered services connections; water, electricity and BT installations	1	item	3,000	3,000	
6.2.5	Testing and commisioning of drainage and service alterations	1	item	1,500	1,500	
	Total Carried to Summary				11,000	



Phone: [01603 985656](tel:01603985656)
Email: info@greyfriarscm.com
Website: greyfriarscm.com



DRAYTON PARISH COUNCIL

Paper	DPC4c: KGV Refurbishment Project Scheme of Delegation
Meeting	Council
Date	23 rd April 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> At the March 2026 meeting, Council agreed to adopt the attached Scheme of Delegation for the KGV Pavilion Refurbishment Project, subject to confirmation of the total project budget and spending limits to be agreed at a future meeting of the Council.	
<u>Recommendation</u> Subject to Council approval of item 4b of the agenda, the Scheme of Delegation has been updated (with tracked changes) to reflect: <ul style="list-style-type: none">• The Playing Fields & Property Committee’s recommended total project budget• Spending limits aligned with anticipated costs proposed by Greyfriars• Updated document adoption date	
Recommendation	
Council is asked to adopt the updated Scheme of Delegation as presented.	

KGV PAVILION REFURBISHMENT PROJECT

SCHEME OF DELEGATION

1. Purpose

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

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

2. Matters Reserved only for Council

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

- Approval of the overall project scope and objectives.
- Approval of the total project budget of **£938,216.00**.
- Approval of any decision to increase the total project budget.
- Approval to commence the project.
- Approval of the funding sources (reserves, borrowing, grants, etc.).
- Approval of this Scheme of Delegation.
- Appointment of main contractors.

3. Playing Fields & Property Committee Responsibilities

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

- Authorise expenditure up to **£10,000.00**.
- Appointment of other contractors and consultants within the delegated expenditure limit.
- Approval of contracts and agreements on behalf of the Council.
- Approve variations to contracts as reported by Greyfriars provided that:
 1. the total value of variations does not exceed **£10,000.00**
 2. the total project budget is not exceeded

4. Project Officers

4.1 Appointment of Project Officers

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

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

4.2 Delegated Authority to the Project Officers

The Project Officers are delegated authority to:

Procurement and Contracts

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

Expenditure

- Approve stage payments and final payments.
- Authorise individual items of expenditure up to **£10,000.00**

Variations

- Approve variations to contracts as reported by Greyfriars provided that:
 - the total value of variations does not exceed **£10,000.00**
 - the total project budget is not exceeded

4.3 Reporting and Accountability

The Project Officers shall:

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

5. KGV Pavilion Refurbishment Project Advisory Group

5.1 Role

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

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

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

5.2 Responsibilities

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

5.3 Membership & Term of Office

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

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

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

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

5.4 Quorum

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

5.5 Meetings

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

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

The Group does not meet in public.

5.6 Minutes & Reporting

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

8. Duration and Review

This Scheme of Delegation:

- Takes effect on [23rd April 2026](#)
- Remains in force until project completion or revocation by Council

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

9. Adoption

Adopted by resolution of the Council on [23rd April 2026](#)

Signed:

Parish Council Chair: _____

Parish Clerk & Responsible Financial Officer: _____

DRAYTON PARISH COUNCIL

Paper	DPC4a: To receive minutes for information.
Meeting	Council
Date	23 rd April 2026
Author	Parish Clerk & RFO
Summary	
<p>Per the adopted Terms of Reference for Standing Committees of the Council, minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information only.</p> <p>Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.</p>	
Recommendation	
Council is asked to note receipt of the minutes of the Committee meeting.	

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

Minutes of the Playing Fields & Property Committee held on **Thursday 16th April 2026, 6:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Chair), G. Everett and N. Quinsey (arrived at 6.11pm) and five members of the public.

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager

Meeting Opened: 6:00pm

1. To receive apologies and consider acceptance for absence.

Apologies received from Cllr. K. Morgan and noted that Cllr. N Quinsey would be delayed.

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 26th February 2026 for approval.

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

4. To receive minutes of the meeting of the Playing Fields & Property Committee held on 4th March 2026 for approval.

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

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

The Committee **AGREED** to consider agenda item 9 before item 6 and to suspend standing orders to facilitate open discussion.

In relation to agenda item 9, it was requested that the Bowls Club be granted permission to place sponsorship signage on the bowling green perimeter fence to assist with fund raising for the Club. An additional request was made regarding permission to install club name signage on the gable end of the Bowls Club building.

6. To consider the options for KGV Pavilion Refurbishment presented and agree project scope and budget.

The Project Lead from appointed Project Management and Cost Consultancy Contractor Greyfriars outlined the differences between the two KGV Pavilion refurbishment options presented. It was noted that option one included a significant extension, almost doubling the size of the building, providing fully separate male and female changing facilities, new toilets, and a new entrance. Option two focused on refurbishment of existing facilities within the current building footprint.

The Committee acknowledged that a smaller-scale refurbishment would not achieve compliance with Disability Discrimination Act (DDA) requirements or relevant sporting body standards due to building size restrictions, thereby limiting usability and presenting operational challenges.

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The Committee considered the need to comply with sporting body standards based on current usage. It was anticipated that the useful life of the refurbished building, including an extension, was at least 60 years. With this in mind, the Committee acknowledged that while long-term usage over this period was inherently difficult to predict, it was important to provide future opportunities and to avoid decisions based solely on current needs.

The Committee considered sustainability options, including green roofs and solar panels. Further options relating to heating, lighting, and energy efficiency, including heat pumps, would be presented at the next stage following appointment of engineers. The importance of achieving a strong Energy Performance Certificate (EPC) rating was noted.

In response to concerns raised regarding potential rising costs, the Committee was advised that a design and build approach would enable fixed-cost contracts placing risk with the contractor. It was confirmed that Greyfriars would undertake due diligence to ensure contractor reliability and financial stability. It was confirmed that opportunities for value engineering and cost-effective solutions would be explored at the next stage, including consideration of materials and design features. The Committee was in agreement that compliance and long-term usability should be prioritised over non-essential design features. It was noted that the estimated costs did not include ancillary works. It was acknowledged that the car park, fenceline improvement and footpath remained important components of wider site enhancements and would be considered as part of cost saving exercises and allocation of the Council's earmarked reserves.

The Greyfriars Project Lead advised that clear direction from the Council on the preferred scope and budget was required in order to progress the project to the next stage.

The Committee **AGREED** to reinstate standing orders at 7:00pm.

The Committee **AGREED** to make the following recommendation to Council; progress option one (full refurbishment and extension compliant with Sports England & DDA requirements), subject to value engineering exercise and cost savings where appropriate up to an initial budget of £938,216.00 to be met by CIL and S106 funding received from local developers.

7. To receive an update on the Partial Exemption VAT exercise.

The Clerk provided an update on the VAT position and confirmed that an assessment had been completed indicating that the project fell within the allowable threshold based on a seven-year average. It was noted that a full report would be presented at a future meeting for information.

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

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager regarding the works undertaken by Norwich Probation Service Community Payback, Play Area cleaning, new signage and replacement boot brushes. The Committee expressed thanks to the Deputy Clerk and Facilities Manager for the work undertaken in reducing the number of outstanding actions.

9. To consider the request from R G Carter Bowls Club regarding the display of advertising boards.

The Committee **AGREED** to support the request for R G Carter Bowls Club to display advertising boards on the bowling green perimeter fence.

The Committee noted the request regarding permission to install club name signage on the gable end of the Bowls Club building. It was confirmed that as this had not been included on the agenda it would need to be presented to a future meeting for consideration.

10. To consider the response from Norfolk County Council regarding the Thorpe Marriott Tree Planting Programme.

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The Committee **AGREED** to request discussion between Drayton Parish Council and Norfolk County Council regarding the locations of new trees.

11. To consider the response from the Highway Engineer regarding the suitability of the Longdale Beryl Bikes location.

The Committee **AGREED** to contact Norfolk County Council and ask them to reconsider to the beryl bikes site on health and safety grounds.

12. To receive the Committee Agenda Schedule for 2026-27 for information.

The Committee noted the 2026-27 Agenda Schedule.

13. To note exchange of information

It was noted that the KGV Pavilion Refurbishment Project Advisory Group would primarily meet on an ad hoc basis and that a hybrid approach would be adopted regarding members meeting in person or online.

It was confirmed that google had been contacted regarding renaming Florence Carter Memorial Park to Florence Carter Playground.

The Committee expressed thanks to the Parish Ranger for the work undertaken to secure the top of the well outside Florence Carter Playground.

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

Noted.

Meeting Closed: 7:39pm