DRAYTON PARISH COUNCIL **MINUTES**
PLAYING FIELDS & PROPERTY COMMITTEE MEETING 08/10/2025

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	**PFP2:** Declarations of Interest.
Meeting	Playing Fields and Property Committee
Date	9th October 2025
Author	Deputy Clerk & Facilities Manager

Summary

Declarations of Interests

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.

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.

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.

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.

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.

For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.

Dispensation Requests

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.

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.

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.

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.

Recommendation

The Committee is asked to note the paper for information.

Interests Flowchart

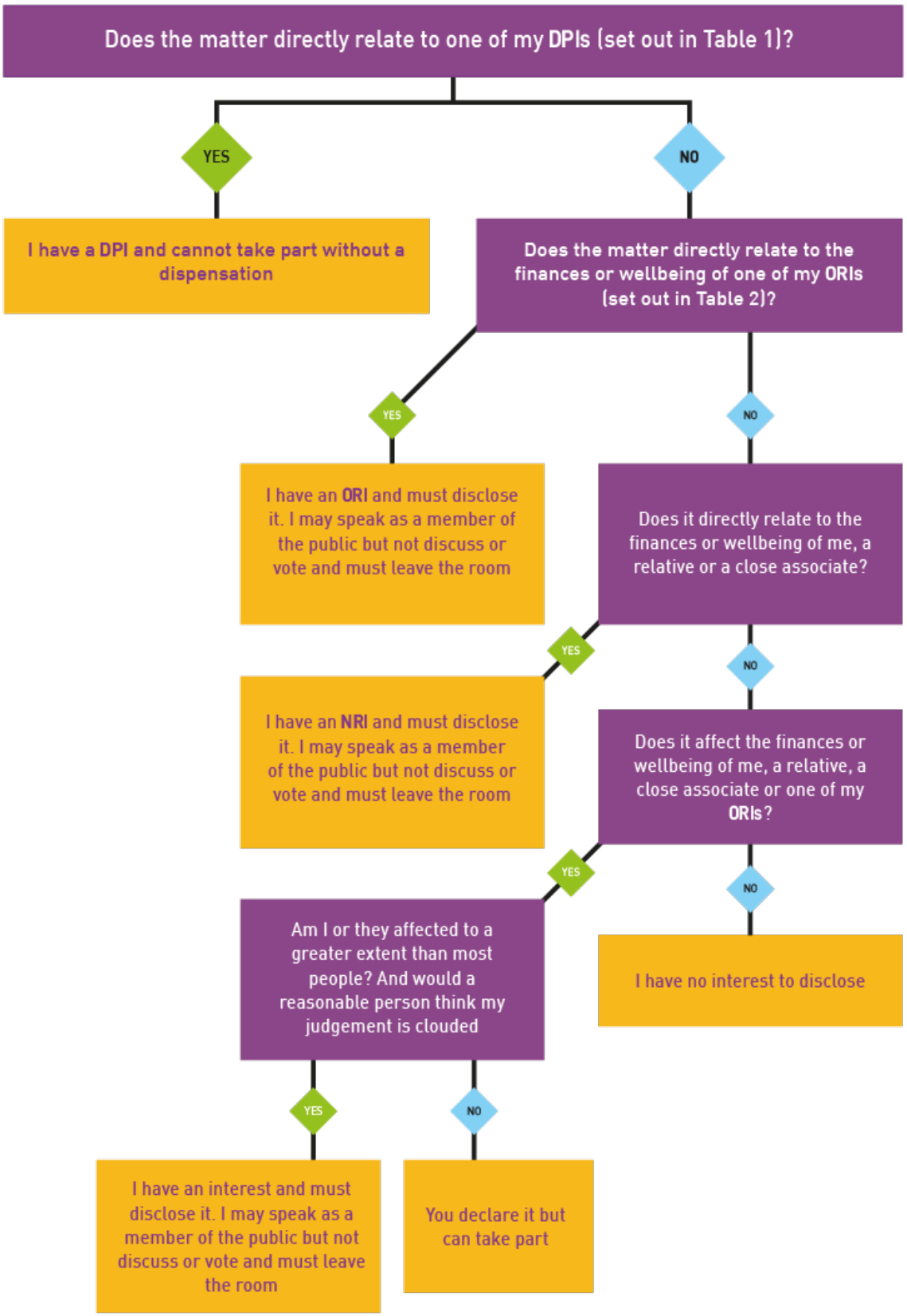

Table 1: Disclosable Pecuniary Interests

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	**PFP4:** Tender Specification for Project Management and Cost Consultancy Services
Meeting	Playing Fields & Property Committee
Date	8th October 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To provide the Committee with a tender specification for Project Management and Cost Consultancy Services for consideration and approval.

Background

At the meeting on 10th July 2025, following recommendation from the Committee, Council agreed to:

- Continue with the project as presented.
    - Enhance and broaden the scope of recreational offering, and to widen and diversify the sporting facilities, to include a meeting room, office accommodation and community facilities.
    - Focus on provision for Cricket and Football.
    - Retain current layout including the kitchen, main hall, offices and toilets.
    - Modernise and improve cosmetically throughout.
    - Replacement of the roof and heating system to improve building efficiency.
    - Rewire building to include sound system and hearing loop.
    - Install lift or ramp to improve accessibility.
    - Consider extension to provide larger changing rooms and storage.
- Explore costings for strip out to shell and core, full replacement of mechanical and electrical engineering, full modern refit and disabled access for comparison purposes.
- Explore costings for car park, fence line improvement, and footpath.

Next steps were agreed as follows:

- Confirm Council's decision with relevant stakeholders
- Commence the tendering process to appoint a Project Management & Cost Consultancy services
- Confirm Council's decision with relevant stakeholders
- Further consultation with key stakeholders to test latest plans and refine final design.
- Schedule onsite meeting with relevant parties including England Cricket Board and Football Foundation.
- Continue to pursue possible funding opportunities

Update

In line with the agreed upon next steps, the following actions have been undertaken:

- Relevant stakeholders have been up-dated and informed of the Council's decision regarding how to move the project forward.
- A Project Management and Cost Consultancy Services tender specification has been drafted for consideration and approval.

Considerations
The Committee is asked to review the draft Tender Specification and confirm:

- Section 1: the preferred procurement route
- Section 3.3: arrangements for meetings
- Section 6: tender evaluation criteria
- Section 7: timeline

Additional guidance has been provided to assist the Committee in the decision making process.

Recommendation

The Committee is asked to confirm arrangements regarding the following before approving the Project Management and Cost Consultancy Services tender specification:

- Section 1: the preferred procurement route
- Section 3.3: arrangements for meetings
- Section 6: tender evaluation criteria
- Section 7: timeline

Tender Specification: Project Management and Cost Consultancy Services

Refurbishment of King George V Cricket Pavilion

1. Introduction

Drayton Parish Council invites tenders from suitably qualified and experienced consultants to provide Project Management and Cost Consultancy Services for the reconfiguration, alteration and refurbishment of the King George V Cricket Pavilion, located at King George Playing Field, Drayton High Road, Drayton, NR8 6AW.

The refurbishment aims to modernise and expand the facility to meet current Football and Cricket Standards, while improving accessibility throughout.

- **Project Title:** Refurbishment of King George V Cricket Pavilion
- **Client:** Drayton Parish Council
- **Location:** King George Playing Field, Drayton High Road, Drayton, NR8 6AW.
- **Anticipated Start Date:**
- **Anticipated Completion Date:**
- **Estimated Construction Budget:** £870,000.00 (excluding VAT)
- **Funding Sources:** S106, Community Infrastructure Levy, Earmarked Reserves
- **Procurement Route:** Traditional / Design-Bid-Build OR Design & Build OR The route will be Traditional or Design and Build and the consultant will need to allow for either.

2. Project Overview

The King George V Pavilion was constructed in 1966 and includes 2 changing room areas with communal showers, main hall and a small kitchen area, 3 toilets, urinals, and a council office and storage room.

The latest iteration of building plans include;

- Two new charging rooms compliant with Sport England and ECB guidance;
- An officials' changing room;
- New kitchen servery and refurbished WC facilities serving the existing clubroom;
- A new storage area;
- A platform lift to make the raise clubroom fully accessible;
- General upgrades to ensure long-term viability of the building.

In addition to the latest iteration of building plans, services are required to explore costings for strip out to shell and core, full replacement of mechanical and electrical engineering, full modern refit, disabled access and costings for car park, fence line improvement and footpath for comparison purposes.

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Drayton Parish Council is now seeking Project Management and Consultancy Services to progress plans through to completion.

Other appointments will be procured separately.

3. Scope of Services

Drayton Parish Council anticipates the following scope of works and should be the basis of pricing for the return tenders at this stage of the procurement process. However, the Council reserves the right to finalise the scope to reduce or add to the specification by negotiation if requirements, extent of the project or process of realisation are changed.

3.1 Project Management and Contract Administration Services

The Project Manager will help procure and lead a Project Team to support the Council in all aspects of the planning and progression of the project from development and delivery stages through to completion and handover.

- Full oversight and execution of project plans, managing the delivery from concept to completion including a review of current plans to produce a Project Definition Report.
- Managing procurement processes and appointments for specialist consultants and contractors.
- Co-ordination of external consultants, design teams and contractors ensuring milestones are met.
- Monitoring construction programme.
- Managing stakeholder engagement, including liaison with the Parish Clerk and Council representatives, local clubs, Broadland District Council and Norfolk Cricket Board and Norfolk Football Board to ensure alignment with agreed objectives.
- Ensuring compliance with governance, regulations and financial procedures.
- Risk management and mitigation, advising on corrective actions as required.
- Quality control and compliance monitoring.
- Maintaining full and accurate documentation of the project lifecycle including risk registers.
- Arrange, Chair and minute monthly progress meetings.
- Visit site regularly to review progress.
- Issue all instructions and notices required under the building contract.
- Issue monthly progress reports to Council.
- Any other matters related to administering the building contract.

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3.2 Cost Consultancy (Quantity Surveying) Services

The Cost Consultant will be responsible for:

- Preparing and maintaining cost plans for each RIBA stage.
- Advising on procurement strategy and contract options.
- Preparing tender documentation and managing the tender process.
- Evaluating contractor bids and providing recommendations including a tender report.
- Managing cost reporting throughout the project lifecycle.
- Assessing interim valuations and final account.
- Reviewing and agreeing the cost of any changes to the works in conjunction with the Contract Administrator.
- Ensuring adherence to budget and cost forecasting.

3.3 Meetings

- Fixed fee upfront OR additional fees for meeting post-appointment.

4. Consultant Requirements

Tenderers must demonstrate:

- Proven experience of delivering similar refurbishment projects, preferably in sports or community facilities.
- Degree level or relevant professional qualification(s) in construction project management or a related field.
- Membership of a relevant professional body (e.g. RICS, APM).
- Strong understanding of public sector procurement processes, tendering and contractor evaluations.
- Strong financial and risk management capabilities.
- Excellent communication, negotiation and stakeholder management skills.
- Ability to lead and motivate project teams.
- Minimum £10m public liability insurance, £5m Employer's liability, £2m professional indemnity.
- Capacity to deliver the project within the required timeframe.

5. Submission Requirements

Tenderers must submit:

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- A detailed proposal outlining their approach to project delivery.
- Evidence of relevant experience, including 2 case studies and 2 references of similar projects that have been completed within the last 3 years.
- A breakdown of costs, including fees and projected expenses.
- CVs of key personnel assigned to the project.

6. Evaluation Criteria

Tenders will be evaluated based on:

- Qualifications and experience of the proposed team (TBC%).
- Approach to the consultancy, including details of communication with the Council (TBC%).
- Value for money (TBC%).

The Council will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Assessment Criteria table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at the Council's discretion.

Assessment Criteria	Score
Unacceptable: Either no answer is provided, or the answer fails to demonstrate that any of the Council's ley requirements in the are being measured will be delivered.	0
Poor: Failes to demonstrate how the Council's basic requirements in the are being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
Weak: Barely demonstrates how the Council's basic requirements in the are being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
Satisfactory: Demonstrates how the Council's basic requirements in the area being measured will be addresses so as to deliver acceptable outcomes against the project brief.	3
Good: Demonstrates how most of the Council's requirements in the area being measured will be addressed so as to deliver good outcomes against the project brief.	4
Excellent: Demonstrates clearly how all the requirements in the area being measured will be fully addressed so as to deliver excellent outcomes against the project brief.	5

Please note the tenderer who submits the lowest overall price will receive the full score of 5 available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

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Score = (lowest bid received/bid price) x 5

Abnormally low or high bids distort evaluation of tenders and where the Council feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

7. Timeline

Tender Issue [Insert Date]
Site Visit (optional/mandatory) [Insert Date]
Tender Queries Deadline [Insert Date]
Tender Submission Deadline [Insert Date]
Appointment Notification [Insert Date]
Project Start [Insert Date]

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Section 1: Preferred procurement route

Which procurement route is preferable?

Project procurement route options:

1. Traditional / Design-Bid-Build

   Description: The client appoints a separate design team, completes the design, and then invites contractors to tender for the construction work.
   Key Feature: Design and construction are handled by different entities.

2. Design & Build

   Description: A single contractor is responsible for both designing and constructing the project.
   Key Feature: A single point of contact for the client.

3. Traditional or Design and Build (the consultant will need to allow for either)

The table below outlines key advantages and disadvantages of the different approaches.

Method	Process Overview	Advantages	Disadvantages	Best Suited For
Design-Bid-Build (DBB)	Client hires designer → full design → competitive tender → contractor builds	• Clear separation of design & build • Competitive pricing • Strong client control over design • Widely understood	• Slower (sequential) • Higher risk of disputes • Contractor not involved in design • Client bears design risk	Projects needing high design quality, cost certainty before build, and less time pressure
Design & Build (D&B)	Single entity (contractor-led) designs and builds	• Faster (overlapping design & build) • Single point of responsibility • Contractor builds more efficiently • Early cost certainty	• Less client design control • Quality may suffer if poorly specified • Harder to change once underway	Time-sensitive projects, clients seeking simplicity, efficiency-driven builds

Section 3.3: Arrangements for meetings

How many meetings should be included within the consultants quote?

Whilst there is currently ambiguity around how many meetings will be required, it would be beneficial to provide a steer or baseline number to ensure that quotes provided are comparable.
It is worth noting that any meetings not included in the quote will likely incur an additional fee.
Example wording:

Meetings
Arrange, Chair and minute monthly progress meetings; includes preparation, travel, attendance and issue of monthly progress report. Assumed 12 meetings per year for duration of the project.

Section 6: Tender evaluation criteria

The committee is asked to consider and confirm the evaluation criteria and the associated weightings for assessment

- Qualifications and experience of the proposed team (TBC%).
- Approach to the consultancy, including details of communication with the Council (TBC%).
- Value for money (TBC%).

NB: Submission requirements and evaluation criteria must be in alignment (i.e. any significant changes to the evaluation criteria may require revisions to the submission requirements).

Section 7: Timeline

The committee is asked to consider and confirm the timeline for the Project Management and Cost Consultancy Services tender process

Two draft timelines are presented below for consideration (based on best practice and the Council meeting schedule for 2025-26).

Timeline 1

This option gives consultants 6 weeks between tender issue and submission.

Day	Date	Activity	Timescale	Details
1	17 Oct 2025	Tender Issue		Date that tender goes live.
17	4 Nov 2025	Site Visit Deadline	17 days from tender issue	Deadline by which bidders can undertake a site visit.
17	4 Nov 2025	Tender Queries Deadline	17 days from tender issue	Cut-off date by which bidders can submit queries. Typically set 1-2 weeks before tender submission deadline. Ensure that date and time are included. Best practice is to compile query and response information and share with all bidders in one communication (rather than answering queries on an ad-hoc basis).
28	14 Nov 2025	Tender Clarification Issue Date	10 days from tender queries deadline	Deadline by which DPC will respond to all queries.
42	28 Nov 2025	Tender Submission Deadline	14 days from tender clarification deadline	6 weeks from tender issue date.
62	18 Dec 2025	Extraordinary PFP Committee	20 days from tender submission deadline	Tenders assessed using evaluation criteria before recommendation to Council.
90	15 Jan 2025	Council	28 days from Extraordinary PFP	Recommendation presented to Council for approval.
120	14 Feb 2025	Appointment Notification	30 days from Council	Details of appointment must be published on Find a Tender within 30 days of confirmation.
	ASAP	Project Start		

Timeline 2

This option gives consultants 7 weeks between tender issue and submission.

Day	Date	Activity	Timescale	Details
1	17 Oct 2025	Tender Issue		Date that tender goes live.
17	4 Nov 2025	Site Visit Deadline	17 days from tender issue	Deadline by which bidders can undertake a site visit.
17	4 Nov 2025	Tender Queries Deadline	17 days from tender issue	Cut-off date by which bidders can submit queries. Typically set 1-2 weeks before tender submission deadline. Ensure that date and time are included. Best practice is to compile query and response information and share with all bidders in one communication (rather than answering queries on an ad-hoc basis).
28	14 Nov 2025	Tender Clarification Issue Date	10 days from tender queries deadline	Deadline by which DPC will respond to all queries.
49	5 Dec 2025	Tender Submission Deadline	21 days from tender clarification deadline	7 weeks from tender issue date.
69	18 Dec 2025	Extraordinary PFP Committee	13 days from tender submission deadline	Tenders assessed using evaluation criteria before recommendation to Council.
97	15 Jan 2025	Council	28 days from Extraordinary PFP	Recommendation presented to Council for approval.
127	14 Feb 2025	Appointment Notification	30 days from Council	Details of appointment must be published on Find a Tender within 30 days of confirmation.
	ASAP	Project Start		

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP5:** Project Management and Cost Consultancy Services Tender Assessment Criteria.
Meeting	Playing Fields & Property Committee
Date	8th October 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To provide the Committee with draft assessment criteria, that will be used to support the evaluation of tender submissions received for Project Management and Cost Consultancy Services, for consideration and approval.

Background

As part of the procurement process, it is essential that all tender submissions are assessed fairly, transparently, and in accordance with procurement regulations. The assessment criteria provide the framework through which bids will be evaluated and ensure that decisions are evidence-based, objective, and defensible.

Scoring Methodology

Each criterion will be weighted according to its relative importance identified as part of the tender specification (e.g. Qualifications & Experience 50%, Approach to Consultancy 40%, Value for Money 10%).

Bidders will be scored against a 0–5 scale, where 0 represents an unacceptable response and 5 represents an excellent, comprehensive response fully meeting or exceeding requirements.

The final weighted scores will be used to determine the ranking of bids and to support the award recommendation.

Proposed Assessment Criteria

Draft Project Management and Cost Consultancy Services assessment criteria have been presented for consideration.

Recommendation

The Committee is asked to consider and approve Project Management and Cost Consultancy Services tender assessment criteria.

Criteria		Example Evidence	Score out of 5	Weighting	Weighted Score**
Relevant Qualifications & Experience	Experience	Track record in similar projects (sector, size, complexity).	#/5	(TBC%)	
	Qualifications	Qualifications, skills and suitability.			
	References	Reliability, capability and quality of work, timeliness, client satisfaction etc.			
Approach to Consultancy	Comprehension of project scope	Clear understanding of objectives, deliverables and challenges.	#/5	(TBC%)	
	Project Plan & management of client relationship	The process or framework used to deliver consultancy (e.g. clear project plan). Key milestones and anticipated timeframes. Approach to engagement and communication with client and key stakeholders.			
	Risk & Quality Management	Identification and monitoring of risks, mitigation strategies and quality assurance measures.			
Value for Money*	Pricing and cost breakdown	Transparency, competitiveness and justification of costs.	#/5	(TBC%)	
	Added value	Innovation, efficiencies or additional benefits offered.			
				Total Weighted Score (out of 100)	#/100

*__Value for Money:__ please note the tenderer who submits the lowest overall price will receive the full score of 5 available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula.

- Score = (lowest bid received/bid price) * 5

To calculate the **weighted score we must first calculate the score out of 5 as a percentage (Percentage score).

- **Step 1:** Percentage Score = Score/maximum score (5) * 100
- **Step 2:** Weighted score = percentage score * weighting (in decimals)

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DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP6:** KGV Pavilion Refurbishment Project Tender Process.
Meeting	Playing Fields & Property Committee
Date	8th October 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To provide the Committee with suitable tender process options for the KGV pavilion refurbishment project for consideration and approval.

Background

Per section 5.6 of the Parish Council's Financial Regulations "For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices."

In summary, where the estimated total value (including VAT) is below these thresholds, but exceeds £30,000 (after 21 December 2022), a council is required to advertise the opportunity on Contracts Finder if they publish an open invitation to quote/tender. If they are inviting specific firms and not opening it up to wider competition, they don't have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg. 110(5)(b)) (Parkinson Partnership Procurement Thresholds Guidance).

For Information

At the Finance and General Purposes meeting on 31st July 2025 the Committee recommended that contracts exceeding £30,000 were rare and procurement processes could be decided on a case-by-case basis. This decision was ratified as part of the Financial Regulations approved by Council at the August 2025 meeting.

Tender Options

The Committee is asked to consider the following options for the tender process and confirm a preferred approach:

Option 1: Seek formal tenders from at least three suppliers.

If a council simply chooses specific firms to invite, it must avoid allowing non-commercial considerations (defined in Part 2 of the Local Government Act 1988) to influence its decisions. If a council invites some suppliers and not others, it should record its reasons (Parkinson Partnership Procurement Thresholds Guidance).

The Broadland District Council Leisure and Sport Strategic Development Manager has provided the following list of consultancy companies who have recently undertaken work on leisure projects in Broadland and South Norfolk.

1. Real Consulting
   Worked on Brundall clubhouse (new build) and Cringleford (also a new build) and the Parish Council's were both very pleased with the service they received from Real. Also used for recent Diss Swim Centre refurbishment. BDC Leisure and Sport

Strategic Development team tend to use them for most of their projects and rate the service provided.

2. Ingleton Wood
   Undertaken work for Economic Growth team for various projects.

3. Oxbury
   Undertaken work as an external cost consultant on Diss Swim Centre.

4. Richard Utting
   Undertaken work for BDC Leisure and Sport Strategic Development team on leisure project in Diss.

In addition, the Committee is asked to note the work already undertaken by Daniel Connal Partnership. Other local consultancy services include Greyfriars and Hainstone.

Option 2: Advertise an open invitation for tenders

The Committee is reminded that a Council is required to advertise the opportunity on Contracts Finder if they publish an open invitation to quote/tender.

Recommendation

The Committee is asked to consider the tender procedure options and confirm the preferred approach, including the names of at least three suppliers if option 1 is selected and its reasoning.