Minutes of the Playing Fields & Property Committee e held on **15th October 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Chair), N. Quinsey and R. Turner.

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

Meeting Opened: 7:00pm

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

   Apologies received and accepted for Cllr. A. Taylor.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg 1-4].**

   None.

3. **To receive minutes of the meeting of the Playing Fields & Property Committee held on 16th July 2026 for approval [Pg 5-7].**

   The minutes were **AGREED** as an accurate record of the meeting subject to amendment to item 17 to read "Bowls Club" and signed by the Chair.

4. **To receive notes and actions arising of the KGV Pavilion Refurbishment Project Advisory Group meetings held on 14th July 2026, 17th August 2026 and 8th September 2026 for information [Pg 8-20].**

   The Committee received the notes with no further comments or questions.

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

   None.

6. **To receive Clerk's Report on matters arising from previous meetings of the Committee [Pg 21-22].**

   The Committee received the report and noted the verbal update regarding facility maintenance, KGV zipwire inspection and servicing, Longdale goals cage repairs, recent theft at Longdale Pavilion and new regular hirer of KGV pavilion.

7. **To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q1 [Pg 23-24].**

   The Committee received the report with no further questions. It was noted that income reports were considered by the Finance & General Purposes Committee and that income relating to the Playing Fields & Property Committee could be considered as part of a future review of allocated Cost Centres and Cost Codes in Scribe.

8. **To receive annual report on Tree Management at KGV, Longdale & FCP and consider planting locations for new trees [Pg 25-50].**

   The item was deferred pending receipt of report from Treecare Consultants Ltd.

9. **To receive an up-date on grounds maintenance costs for 2027/28 [Pg 51-52].**

   The Committee received the update with no further comments or questions.

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10. **To consider draft PFP budget for 2027-28 for recommendation for approval by Council [Pg 53-57].**

    The Committee **AGREED** the draft PFP budget for 2027-28 subject to the following amendments; to include £10,000 under KGV Enhancements towards the old tennis courts, to reduce the 3G Reserve transfer to £5,000.

11. **To note completion of annual external play area inspections and consider remedial actions [Pg 58-135].**

    The Committee **AGREED** to monitor internally, noting remedial action already taken by the Parish Ranger with no high-risk areas reported.
    It was further noted that there was support from Committee members for the development of a Playground Risk Management Policy to set out how the Council assesses and responds to risk including delegated authority where appropriate.

12. **To consider grass re-seeding at King George V Playing Field [Pg 136-137].**

    The Committee **AGREED** to consider the item after conclusion of item 15 on the agenda.
    The Committee **AGREED** to defer the item and seek advice from the Norfolk Football Association including a PitchPower Assessment Report with the view to applying to the grass pitch maintenance fund.

13. **To consider quotes for 3G surface replacement consultancy services [Pg 138-143].**

    The Committee **AGREED** to appoint contractor 2 as presented.

14. **To consider quotes for Longdale Pavilion roof repairs [Pg 144-154].**

    The Committee **AGREED** to appoint Contractor 1 to undertake the immediate roof repairs presented under option A. It was noted that full roof repairs would be considered at a later date.

15. **To consider quotes for Longdale Play Area gate repairs [Pg 155-167].**

    The Committee **AGREED** to appoint contractor 2 to replace both gates as presented and requested that the gates open inwards.

16. **To consider request from Drayton Youth Football Club regarding Inpost Lockers [Pg 168-170].**

    The Committee **AGREED** to extend the meeting by 10 minutes.
    The Committee **AGREED** to decline the request to install InPost lockers, citing concerns regarding electricity costs, the availability of a suitable location, the lack of 24 hour access and adequate lighting, and the potential risk of vandalism and unauthorised access to the pavilion roof.

17. **To note exchange of information.**

    It was noted that dogs had recently been seen on Florence Carter Playground. Cllr. A. Crotch noted he would enquire with Broadland regarding a site visit.

18. **To note the date and time of the next meeting is scheduled to take place on Thursday 21st January 2027 at 7.00pm King George V Pavilion.**

    Noted.

Meeting closed: 9:05pm

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DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP2:** Declarations of Interest.
Meeting	Playing Fields and Property Committee
Date	15th October 2026
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

The flowchart below gives a simple guide to declaring an interest under the code.

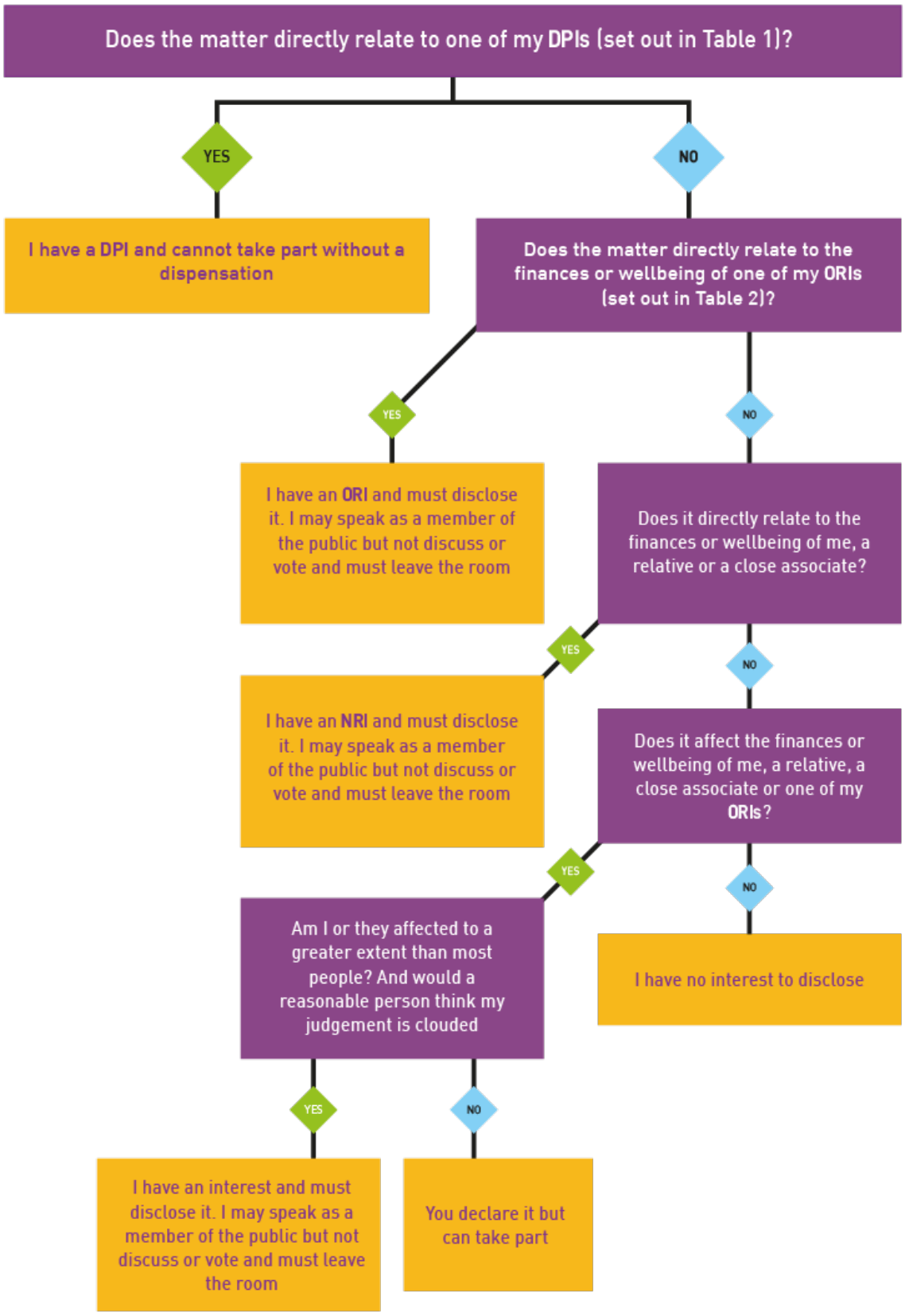

Table 1: Disclosable Pecuniary Interests

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 for approval
Meeting	Playing Fields & Property Committee
Date	15th October 2026
Author	Deputy Clerk & Facilities Manager

Summary

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.

The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.

A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

For information

Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:

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 last meeting of the Committee.

Minutes of the Playing Fields & Property Committee held on **16th July 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown (arrived 19:04), A. Crotch (Chair), N. Quinsey, A. Taylor, R. Turner.

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager

Meeting Opened: 7:00pm

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. [Pg. 1-4]**

   None.

3. **To receive minutes of the meeting of the Playing Fields & Property Committee held on 16th April 2026 for approval. [Pg.5-8]**

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

4. **To receive notes and actions arising of the meeting of the KGV Pavilion Refurbishment Project Advisory Group held on 21st May 2026. [Pg. 9-12]**

   Noted.

5. **To receive notes and actions arising of the meeting of the KGV Pavilion Refurbishment Project Advisory Group held on 18th June 2026. [Pg. 13-16]**

   Noted.

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

   None.

7. **To receive Clerk's Report on matters arising from previous meetings of the Committee. [Pg. 17-20]**

   The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager regarding updated playing field signage, Larry Gray Fair arrangements, Longdale goal cage repairs, pitch bookings, 3G pitch goal nets, play area gates, the purchase of a replacement zip wire seat and RoSPA Play Area Reports.
   The Committee discussed grass pitch use and requested that enquiries were made with Drayton Youth Football Club regarding whether match start times could be staggered to ease parking issues at King George V and Longdale Playing Fields.

8. **To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q1. [Pg. 21-22]**

   The Committee noted the update and requested that budgeted income be presented against actual income for future meetings.

9. **To consider proposals for new projects for the following financial year. [Pg. 23-26]**

The Committee considered budget proposal for new projects for the 2026-27 financial year and **AGREED** to explore costs for: annual zip wire service, new floodlights for KGV and Longdale grass pitches, solar panels for Longdale Pavilion roof, KGV enhancements (fenceline improvements and widening of main entrance).

10. **To review hire charges and particulars for all fees and charges for income and make a recommendation for approval by Council. [Pg.27-29]**

    The Committee considered the Hire Charge Schedule Review as presented and **AGREED** to recommend the 6.7% increase for approval by Council as part of the annual budget-setting exercise.

11. **To receive annual update on pitch maintenance programme at Longdale. [Pg. 30-31]**

    The Committee received the report and noted the update.

12. **To consider tender exercise for 3G Pitch Surface Replacement. [Pg.32-33]**

    The Committee noted that the 3G pitch was not compliant with the FA recommended pitch sizes, but there was consensus that resurfacing works were required and should therefore proceed as planned.
    The Committee considered the tender exercise for 3G Pitch Surface Replacement and **AGREED** to proceed with option 2 as presented, with invited contractors to be determined by the Proper Officer.

13. **To consider the request from R G Carter Bowls Club regarding permission to install club name signage on the gable end of the Bowls Club building. [Pg.34-36]**

    The Committee **AGREED**, under the terms of the lease, to provide written consent to permit R G Carter Bowls Club to erect signage as requested.

14. **To consider the response from Norfolk County Council regarding the Thorpe Marriott Tree Planting Programme. [Pg. 37-42]**

    The Committee **AGREED** to request a site meeting to discuss the suitability of locations of recently planted trees at Thorpe Marriott.

15. **To note exchange of information**

    That quotes for Longdale Car Park Refurbishment Consultancy services had been sought.

16. **Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item(s) [ITEM 17].**

17. **To conduct annual review of Lease Agreement, fees and charges for RG Carter Club and consider recommendations for approval by Council. [Pg.43-45]**

    The Committee received the report and noted the update.

18. **To note the date and time of the next meeting is scheduled to take place on Thursday 15th October 2026 at 7pm at King George V Pavilion.**

    Noted

    Meeting Closed: 20:30pm

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DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP4:** To receive notes and actions arising of the meeting of the KGV Pavilion Refurbishment Project Advisory Group held on 14th July 2026.
Meeting	Playing Fields & Property Committee
Date	15th October 2026
Author	Deputy Clerk & Facilities Manager

Summary

Background

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 and operations of the KGV Pavilion refurbishment.

In line with the Groups Terms of Reference, notes and actions arising are reported at the next meeting of the parent body.

Recommendations to the parent body must be made in writing and presented to the Playing Fields & Property Committee for consideration.

Recommendation

The Committee is asked to receive the notes and actions arising for information and consider any recommendations.

DRAYTON PARISH COUNCIL
KGV REFURBISHMENT ADVISORY GROUP

Meeting Date	14.07.2026	**Time**	16:00
Location	King George V Pavilion		
Present	**Council Members:** C. Brown, A. Crotch, J. Anderson, N. Quinsey, A. Taylor, R. Turner **External Advisors:** C. Wayne (Greyfriars), T. Boucher (Greyfriars), D. Hammond (Greyfriars), S. Jones (Fabric First) A. Holmes (Clear Consulting & Design), A. Simpson (Clear Consulting & Design) & Sam Peterson (Conisbee)		
In attendance	R. Catto, Deputy Clerk & Facilities Manager		

Recommendations to Parent Body/Delegated Officer

None

Meeting Actions

Fabric First – Architects
Commence work on project following introductory meeting.

Clear Consulting – Mechanical, Electrical and Plumbing
Commence work on project following introductory meeting.

Conisbee – Structural and Civil Engineering
Commence work on project following introductory meeting.

Meeting Notes

Meeting opened: 16:00

1. **Welcome / Introductions**
   It was confirmed that:

- Monthly design team meetings would be held throughout the project.
- Design programme timing is as presented in ITT.
- Construction is due to commence in April 2027 (pending decision regarding whether planning permission is required).
- Asbestos removal to be undertaken in two stages.

2. **King George V Pavilion Overview**
   Building upgrade, including improvements to changing rooms to ensure compliance with Sport England and DSA / accessibility regulations. Ensure building running costs are sustainable. Increase usage by different age groups and girls/women.
   Noted that temporary accommodation may be required for current regular hirers (Cricket, DYFC and Slimming World).

3. **Architects – Fabric First**
   Fabric First Architects confirmed that they had previous experience with sporting facilities, pavilions and multi-purpose community spaces. It was noted that their aim was to give

Drayton Parish Council value for money, balancing quality building with cost/budget considerations and that they would focus on building fabric (i.e. use of appropriate materials).

It was confirmed that heat gain issues had been identified and would require management.

It was suggested that the refurbishment could be used as an opportunity to increase building use by a range of different stakeholders. Drayton Parish Council confirmed that the buildings primary use was as a sports pavilion for local cricket and football clubs.

It was confirmed that heat gain issued had been identified and would require management.

4. MEP – Clear Consulting

Clear Consulting noted their previous experience on similar projects and previous work with Fabric First Architects.

It was recommended that current technology was utilised to improve ventilation and heating.

Potential electrical constraints were noted.

5. Structural & Civil Engineers – Conisbee

Conisbee confirmed their previous experience on refurbishment and redevelopment of existing buildings and provided an example of a similar project where they were undertaking a review of sewage systems to ensure capacity is adequate.

It was confirmed that the first step was to understand the behaviour of the existing building structure and that a visual inspection would provide an understanding of how well the building is performing, following which investigative work could take place in specific areas as needed.

6. Drayton Parish Council

The Advisory Group confirmed that the Council wanted to retain the iconic look of the existing Cricket Pavilion but sought to modernise and make the facilities more accessible and compliant with sporting standards.

Concerns regarding the energy efficiency of the building were noted. It was confirmed that energy use would be considered as part of the refurbishment plans and that a sustainable approach that sought to reduce day-to-day running costs would be adopted. It was confirmed that consideration would be given to the installation of heat pumps, solar panels etc and that there would be the option to heat different zones of the building as appropriate.

Concern regarding the safety of the site and materials during building works were noted. It was confirmed that the building contractor would take responsibility of the site during building works and that when going out to tender any details regarding site safety and security could be specified.

Visual inspection will provide understanding on how well the building is performing, following which investigative work can take place in specific areas as needed (i.e. roof).

7. Greyfriars Cost Management

It was confirmed that the previous design could be revised significantly in order to ensure that a suitably practical and affordable design was adopted.

8. Site Tour

A site visit of the King George V Pavilion, workshop and surrounding playing field was undertaken.

Meeting Closed: 17:30

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP4:** To receive notes and actions arising of the KGV Pavilion Refurbishment Project Advisory Group meetings held on 14th July 2026, 17th August 2026 and 8th September 2026.
Meeting	Playing Fields & Property Committee
Date	15th October 2026
Author	Deputy Clerk & Facilities Manager

Summary

<u>Background</u>

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 and operations of the KGV Pavilion refurbishment.

In line with the Groups Terms of Reference, notes and actions arising are reported at the next meeting of the parent body.

Recommendations to the parent body must be made in writing and presented to the Playing Fields & Property Committee for consideration.

Recommendation

The Committee is asked to receive the notes and actions arising for information and consider any recommendations.

DRAYTON PARISH COUNCIL
KGV REFURBISHMENT ADVISORY GROUP

Meeting Date	14.07.2026	**Time**	16:00
Location	King George V Pavilion		
Present	**Council Members:** C. Brown, A. Crotch, J. Anderson, N. Quinsey, A. Taylor, R. Turner **External Advisors:** C. Wayne (Greyfriars), T. Boucher (Greyfriars), D. Hammond (Greyfriars), S. Jones (Fabric First) A. Holmes (Clear Consulting & Design), A. Simpson (Clear Consulting & Design) & Sam Peterson (Conisbee)		
In attendance	R. Catto, Deputy Clerk & Facilities Manager		

Recommendations to Parent Body/Delegated Officer

None

Meeting Actions

Fabric First – Architects
Commence work on project following introductory meeting.

Clear Consulting – Mechanical, Electrical and Plumbing
Commence work on project following introductory meeting.

Conisbee – Structural and Civil Engineering
Commence work on project following introductory meeting.

Meeting Notes

Meeting opened: 16:00

1. **Welcome / Introductions**
   It was confirmed that:

- Monthly design team meetings would be held throughout the project.
- Design programme timing is as presented in ITT.
- Construction is due to commence in April 2027 (pending decision regarding whether planning permission is required).
- Asbestos removal to be undertaken in two stages.

2. **King George V Pavilion Overview**
   Building upgrade, including improvements to changing rooms to ensure compliance with Sport England and DSA / accessibility regulations. Ensure building running costs are sustainable. Increase usage by different age groups and girls/women.
   Noted that temporary accommodation may be required for current regular hirers (Cricket, DYFC and Slimming World).

3. **Architects – Fabric First**
   Fabric First Architects confirmed that they had previous experience with sporting facilities, pavilions and multi-purpose community spaces. It was noted that their aim was to give

Drayton Parish Council value for money, balancing quality building with cost/budget considerations and that they would focus on building fabric (i.e. use of appropriate materials).

It was confirmed that heat gain issues had been identified and would require management.

It was suggested that the refurbishment could be used as an opportunity to increase building use by a range of different stakeholders. Drayton Parish Council confirmed that the buildings primary use was as a sports pavilion for local cricket and football clubs.

It was confirmed that heat gain issued had been identified and would require management.

4. MEP – Clear Consulting

Clear Consulting noted their previous experience on similar projects and previous work with Fabric First Architects.

It was recommended that current technology was utilised to improve ventilation and heating.

Potential electrical constraints were noted.

5. Structural & Civil Engineers – Conisbee

Conisbee confirmed their previous experience on refurbishment and redevelopment of existing buildings and provided an example of a similar project where they were undertaking a review of sewage systems to ensure capacity is adequate.

It was confirmed that the first step was to understand the behaviour of the existing building structure and that a visual inspection would provide an understanding of how well the building is performing, following which investigative work could take place in specific areas as needed.

6. Drayton Parish Council

The Advisory Group confirmed that the Council wanted to retain the iconic look of the existing Cricket Pavilion but sought to modernise and make the facilities more accessible and compliant with sporting standards.

Concerns regarding the energy efficiency of the building were noted. It was confirmed that energy use would be considered as part of the refurbishment plans and that a sustainable approach that sought to reduce day-to-day running costs would be adopted. It was confirmed that consideration would be given to the installation of heat pumps, solar panels etc and that there would be the option to heat different zones of the building as appropriate.

Concern regarding the safety of the site and materials during building works were noted. It was confirmed that the building contractor would take responsibility of the site during building works and that when going out to tender any details regarding site safety and security could be specified.

Visual inspection will provide understanding on how well the building is performing, following which investigative work can take place in specific areas as needed (i.e. roof).

7. Greyfriars Cost Management

It was confirmed that the previous design could be revised significantly in order to ensure that a suitably practical and affordable design was adopted.

8. Site Tour

A site visit of the King George V Pavilion, workshop and surrounding playing field was undertaken.

Meeting Closed: 17:30

DRAYTON PARISH COUNCIL
KGV REFURBISHMENT ADVISORY GROUP

Meeting Date	17th August 2026	**Time**	2:00pm – 3:15pm
Location	KGV Pavilion, Drayton High Road, NR8 6AW		
Present	**Council Members:** Cllrs. J. Anderson, C. Brown, A. Crotch (Chair), N. Quinsey, A. Taylor & R. Turner. **External Advisors:** Stuart Jones, Fabric First.		
In attendance	Amy Pinkham, Drayton Parish Council Clerk & RFO		

Recommendations to Parent Body/Delegated Officer

None.

Meeting Actions

- Fabric First to revise plans as follows for costing by Greyfriars:
  - Option 02A to include wrap around slope and the cleaner's cupboard from option 01A, widen the extended changing rooms further and explore options for the accessible toilet in the lobby.
  - Option 01B to include wrap around slope and the cleaner's cupboard.
- Greyfriars to cost relocation of garages

Meeting Notes

1. **To receive apologies for absence**
   None.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**
   None.

3. **To receive concept designs and feedback from key stakeholders.**
   The Group received the concept designs and feedback from key stakeholders. Further to the report provided, feedback on the outstanding items was updated as follows:
   - ECB confirmation regarding pitch visibility: No further update.
   - FA/Football Foundation confirmation regarding shower provision: No further update.
   - FA/Football Foundation advice on officials' changing facilities: No further update.
   - Sport England review of the proposed ramp: No further update.
   - Norfolk DRAGONs feedback regarding accessibility: No further update.
   - Football pitch-size overlays: Basic layouts received.
   - Planning advice regarding whether the proposed works constitute permitted development or require a full planning application: No further update.
   - Confirmation of club operational requirements: See below
     - **Drayton Cricket Club**

    - Would like to retain storage for spare kit and equipment. Access to the crawl space was considered suitable provided it could be accessed externally.
    - Confirmed the club room was predominantly used to provide food and suitable kitchen was preferred.
    - If the long, low-incline, slope access to the front of the building is preferred, it is important that access to the garage, in its present (and future) location, is not compromised.
    - The Club has an electric scoreboard, which at present needs a relay of extension cables to power it. An outdoor power source would be welcomed.
- **Slimming World**
    - Would like to retain a separate space from the main club room to induct new members if possible.
- **Drayton Youth Football Club**
    - No feedback received.

4. **To identify a preferred option for the concept design for development by the Design Team.**
   Fabric First introduced each of the two concept designs and answered questions from Councillors.
   - The Group welcomed the proposal of a slope/ramp entrance in place of a lift, noting minimal ongoing maintenance.
   - The wrap around ramp was identified as the preferred ramp option noting that members of the public visiting the Council Office would have a dedicated entrance.
   - It was noted that the garages could be relocated to further open-up the space to the side of the building and increase ramp width if needed.
   - It was clarified that the toilets would be multi sex and required a minimum of 3 individual toilets to remain complaint with relevant regulations.
   - Option 2a was identified as the preferred option at this stage, with the Group noting the improved location of the changing rooms, provision of a separate space for officials, improved internal flow and overall feel of the layout. It was observed that this option may also provide cost savings through reduced drainage requirements.
   - The inclusion of the cleaner's cupboard and wider extension as shown in Option 01A was preferred and the Group requested that Fabric First update the plans to include these elements for Option 02A.
   - Option 01B was identified as a viable alternative option and for comparison the Group requested that Fabric First revise the plans to include the cleaner's cupboard, as shown in Option 01A.
   - It was clarified that both Option 01A and 01B would retain access to the crawl space for storage purposes and could be access from the front of the building.

- It was noted that the Group would need to compare the costs of the two revised options before confirming the preferred option for further development by the Design Team.

The Advisory Group agreed to compare the costs of the two revised options and, subject to the outcome, determine the preferred option for further development by the Design Team at its next meeting.

5. Exchange of Information.
None.

6. To confirm the date and time of the next meeting.
To be confirmed pending receipt of updated two options and costings.

DRAYTON PARISH COUNCIL
KGV REFURBISHMENT ADVISORY GROUP

Meeting Date	08.09.2026	**Time**	16:30 (meeting opened 16:40)
Location	King George V Pavilion, Drayton High Road, Drayton,		
Present	**Council Members:** A. Crotch, J. Anderson, N. Quinsey, A. Taylor & R. Turner **External Advisors:** T. Boucher (Greyfriars)		
In attendance	R. Catto, Deputy Clerk & Facilities Manager		

Recommendations to Parent Body/Delegated Officer

None

Meeting Actions

The Group identified Option 02 as the preferred option for the concept design for development by the Design Team.

Greyfriars to explore costings for the following:

- repair or replacement of the wooden flooring in the main hall.
- storing items from the Pavilion and workshop for the duration of the build period.
- suitable air conditioning system.

Greyfriars to undertake further work on requirements, scope and costings for dismantling and relocating the workshop and cricket store.
Project Officers to provide all Councillors with an update on progress with the project.

Meeting Notes

1. **To receive apologies for absence.**
   Apologies received from Cllr. C. Brown.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**
   None.

3. **To receive costs for refurbishment options 01B and 02A.**
   Greyfriars confirmed their confidence in the costs presented and advised that there would be opportunities to value engineer as necessary in the event of any unforeseen budgetary issues.
   Greyfriars outlined further detail regarding the estimate detail.
   It was noted that demolitions and enabling works encompassed the following; strip out of structural installations, internal partitions, walls, stairs, roof, windows, doors, internal partitions, finishes.
   The Group discussed the existing wooden flooring within the main hall, and it was suggested that costs be included for the repair or replacement of the wooden flooring in the main hall.
   It was confirmed that security fencing had been included and was covered within the 'preliminaries' section, which also included costs for two cabins (for site office and contractor toilets/changing rooms etc).
   It was confirmed that contractor design fees and a design reserve fee had been included.
   It was noted that office staff would require space to work and make use of the photocopier and that the Parish Ranger would require access to workshop equipment and supplies for the duration of the build period. Therefore, it was suggested that additional

costs would need to be established for storing items from the Pavilion and workshop for the duration of the build period.
Detail was provided regarding fittings, furnishings and equipment and sanitary installations and it was noted that loose furniture and fittings such as fridges, tables, chairs, kettles etc were not included.
It was noted that allowance for new heating installations (air heat source pump) and ventilation systems had been included, but that no allowance was included for solar panels or an air conditioning system. It was noted that two air conditioning units would costs approximately £6000.00. The Group noted the increasing summertime temperatures and suggested that costs be included for a suitable air conditioning system.
It was confirmed that an allowance had been included to widen the existing path to increase accessibility.
The group queried insurance arrangements during the build period, and it was confirmed that the Parish Council could request that the main building contractor take on responsibility for building/site insurance for the duration of the build.
It was confirmed that the main building contractor would provide a 12-year warranty, providing latent defect cover and that a small percentage of payment to the main contractor would be retained until the defect inspection period was complete.

4. **To receive costs for dismantling and relocating the workshop and cricket store.**

   It was noted that building a new workshop and cricket store would be more expensive than dismantling and relocating existing buildings or installing new shipping containers.

   It was suggested that this project could run alongside the main refurbishment project, with different contractors undertaking work on each project.

   The group was in agreement that removing the existing cricket storage and workshop was necessary to accommodate the access ramp and allow continued access to the old tennis court at the rear of the pavilion.

   It was noted that the Parish Council would need to confirm where to relocate the cricket storage and workshop buildings at a future meeting, once additional information regarding cost and build options was available.

   It was suggested that Greyfriars should undertake further work on requirements, scope and costings for dismantling and relocating the workshop and cricket store.

5. **To identify a preferred option for the concept design for development by the Design Team.**
   The Group identified Option 02 as the preferred option for the concept design for development by the Design Team.

6. **To note exchange of information**
   It was confirmed that building works were anticipated to commence in Autumn 2027.
   The group requested that the Project Officers provide all Councillors with an update on progress with the project.
   It was noted that the next step was for the Design Team to develop building plans in greater detail.

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP6:** To receive the Clerks Report on Committee matters arising from previous meetings.
Meeting	Playing Fields & Property Committee
Date	15th October 2026
Author	Deputy Clerk & Facilities Manager

Summary

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.

Matters arising shall include a record of the following:

1. The meeting date
2. The minute reference
3. The agenda item
4. The resolution
5. Status update

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.

If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.

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.

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.

The Deputy Clerk and Facilities Manager will provide a verbal up-date on any other matters as appropriate.

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
26.02.2026	8	To note the internal playground inspections summary report.	The Committee **AGREED** to seek quotes for Longdale gate repairs or replacement as required.	**Ongoing:** Update presented under item 17.
26.02.2026	11	To consider the advice from tree consultancy contractor and agree suitable locations for 8 new trees.	The Committee **AGREED** to defer any tree planting at King George V Playing Field until Pavilion refurbishment works were complete and that Committee members should undertake site visits at Longdale Playing Field and Florence Carter Memorial Park (when deciduous trees are in leaf) to assess appropriate sites for tree planting.	**Ongoing:** Site visit undertake on 01.09.2026. Update provided under item 10.
16.04.2026	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.	**Ongoing** Awaiting response from Highway Engineer.
16.07.2026	3	To receive minutes of the meeting of the Playing Fields & Property Committee held on 16th April 2026 for approval. [Pg.5-8]	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.	**Complete:** Draft minutes published
16.07.2026	9	To consider proposals for new projects for the following financial year. [Pg. 23-26]	The Committee considered budget proposal for new projects for the 2026-27 financial year and **AGREED** to explore costs for: <u>Playing Fields and Property Budget</u> •Annual zip wire service. <u>Earmarked Reserves</u> •New floodlights for KGV and Longdale grass pitches. •Solar panels for Longdale Pavilion roof. •KGV enhancements (fenceline improvements and widening of main entrance).	**Ongoing:** Update presented under item 12.
16.07.2026	10	To review hire charges and particulars for all fees and charges for income and make a recommendation for approval by Council. [Pg.27-29]	The Committee considered the Hire Charge Schedule Review as presented and **AGREED** to recommend the 6.7% increase for approval by Council as part of the annual budget-setting exercise.	**Ongoing:** Revised fees to be incorporated into budget setting exercise for Council approval
16.07.2026	12	To consider tender exercise for 3G Pitch Surface Replacement [Pg.32-33].	The Committee considered the tender exercise for 3G Pitch Surface Replacement and **AGREED** to delegate authority to the Officers to invite between 3 and 5 suitably qualified contractors to tender.	**Ongoing:** Update provided under item 16
16.07.2026	13	To consider the request from R G Carter Bowls Club regarding permission to install club name signage on the gable end of the Bowls Club building. [Pg.34-36]	The Committee **AGREED**, under the terms of the lease, to provide written consent to permit R G Carter Bowls Club to erect signage as requested.	**Complete:** Letter granting consent sent to Bowls Club sent on 22.07.2026
16.07.2026	14	To consider the response from Norfolk County Council regarding the Thorpe Marriott Tree Planting Programme. [Pg. 37-42]	The Committee **AGREED** to request a site meeting to discuss the suitability of locations of recently planted trees at Thorpe Marriott.	**Ongoing:** Email sent to NCC on 30.07.2026 & 23.09.2026. Awaiting response.

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP7:** To receive quarterly budget report and explanation of variance.
Meeting	Playing Fields & Property Committee
Date	15th October 2026
Author	Deputy Clerk & Facilities Manager

Summary

Background

Quarterly 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.

Quarterly budget reports are presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.

In addition, per 1.8 of the Council's Internal Controls, the Finance & General Purposes Committee receives quarterly budget reports for all Committees of the Council with the aim of:

- Monitoring financial performance against the budget, 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

Any recommendations for corrective action are presented to Council for approval as necessary.

Recommendation

The budget report for Q1 was considered at the July 2026 meeting of the Finance & General Purposes Committee with no recommendations for action.

Ref.	Cost Centre	Quarter	Budgeted	Actual	Variance	Explanation Required
5	Playing Fields & Property	Q1	£11,525.24	£10,711.06	7%	N

Recommendation

The Committee is asked to receive the Quarterly Budget Report and explanation of variance for information.

Drayton Parish Council - Quarter 1
(01/04/2026 to 30/06/2026 - Cost Centre 29)

	1st.Quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
5. Playing Fields & Property						
57 Play Area			(N/A)		2,500.00	-2,500.00(N/A)
58 Sports Facilities			(N/A)	1,447.50	200.36	1,247.14(86%)
501 Pavilion Maintenance			(N/A)	412.50	423.95	-11.45(-2%)
502 Play Area Inspections			(N/A)			(N/A)
503 Grounds Maintenance			(N/A)	5,043.08	3,782.50	1,260.58(25%)
504 Security			(N/A)	3,257.50	3,075.60	181.90(5%)
511 3G Surface Maintenance			(N/A)	1,128.41	728.65	399.76(35%)
514 Pest Control			(N/A)	236.25		236.25(N/A)
Sub Total for 5. Playing Fields & Property			**(N/A)**	**11,525.24**	**10,711.06**	**814.18(7%)**
TOTALS.....			**(N/A)**	**11,525.24**	**10,711.06**	**814.18(7%)**
			NET Variance Quarter 1			**814.18**

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP8:** Tree Management Report
Meeting	Playing Fields & Property Committee
Date	15th October 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To up-date the Committee in regards to tree management at King George V Playing Field, Longdale Playing Field and Florence Carter Playground and assist the Committee in determining suitable planting locations for 8 new trees.

Background

The Parish Council's Hazard Risk Policy Statement and Tree Management Policy stipulates that in order "to foresee and prevent harm arising from tree failure, it is necessary to subject the trees to 'regular inspection' by a competent person who has specific training, experience and knowledge to identify tree defects and interpret the significance to public safety. This should take the form of a formal 'Tree Hazard Risk Assessment'."

Treecare Consultants Ltd are appointed as the Parish Council's preferred supplier and are responsible for devising and managing a systematic and pro-active strategy for tree hazard risk assessment. Tree Hazard Risk Assessments are undertaken biannually across all Parish Council owned sites.

Update

2024 Tree Hazard Risk Assessments and Associated Tree Works

Following careful site assessment in July 2024, Treecare Consultants Ltd produced Tree Hazard Risk Assessment Reports for King George V Playing Field, Longdale Playing Field and Florence Carter Playground, which categorised any required maintenance and risk mitigation works. The reports identified a series of required works ranging from Priority 2 (presenting a high risk) to priority 4 (presenting a low risk).

Tree works were undertaken across all sites by appropriately qualified contractors in order of priority in January 2025 (priority 2) and November 2025 (priority 3). All required tree works identified within the 2024 Tree Hazard Risk Assessments have now been completed.

Replacing Felled Trees

The 2024 Tree Hazard Risk Assessments identified 10 trees that required felling. All recommended felling was completed by November 2025.

The Parish Council's Hazard Risk Policy Statement and Tree Management Policy stipulates that any tree that is felled must be replaced with one or more new trees of an appropriate species. Two replacement trees were planted at Florence Carter Playground in January 2025. The Committee is required to consider appropriate locations for the planting of eight additional replacement trees.

In February 2026 the Committee considered the advice received from Treecare Consultants

Ltd as presented regarding the placement of eight new trees. The Committee agreed to defer any tree planting at King George V Playing Field until Pavilion refurbishment works were complete and that Committee members should undertake site visits at Longdale Playing Field and Florence Carter Playground (when deciduous trees were in leaf) to assess appropriate sites for tree planting.

In September 2026 Committee members undertook site visits and noted their preference for planting 4 new trees as follows:

- Location 1 Longdale: Plant two small trees near the playing field entrance (between T4 & T5). Request for two small trees in place of the one medium Corylus colurna identified by Treecare Consultants Ltd.
- Location 2 Longdale: Plant one tree along the western side of the south perimeter (between T13 & T14). Request for one small tree in place of the small-medium Acer campestre Elsrijk identified by Treecare Consultants Ltd.
- Location 3 Florence Carter Play Area: Plant one small tree (Photinia x fraseri Red Robin) along the western side of the north perimeter.

Treecare Consultants Ltd have been notified of the above preferences and have agreed to update the Parish Office week commencing 12th October 2026 regarding alternative species for planting at locations 1 & 2.

The Committee is asked to note the update and confirm appropriate locations for the planting of additional replacement trees.

2026 Tree Hazard Risk Assessments and Associated Tree Works
Treecare Consultants Ltd are scheduled to undertake site visits week commencing 12th October 2026. Following which, updated Tree Hazard Risk Assessments will be submitted to the Parish Office. Upon receipt of the updated reports the Parish Office will ensure that any identified recommendations for tree works are scheduled in order of priority, based on the stipulated level of risk.

Recommendation
The Committee is asked to note the up-date regarding tree management and confirm appropriate locations for the planting of additional replacement trees.

Nick Coleman MSc (Arb) MArborA CEnv
Colin McDonald Tech ArborA
39 Catton Grove Road, Norwich, NR33NJ

Email: treecarenorwich@aol.com
Web: www.treecareconsultants.com
Tel: 01603 721552

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	• 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 strim 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.

Nick Coleman MSc (Arb) MArborA CEnv
Colin McDonald Tech ArborA
39 Catton Grove Road, Norwich, NR33NJ
Email: treecarenorwich@aol.com
Web: www.treecareconsultants.com
Tel: 01603 721552

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

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

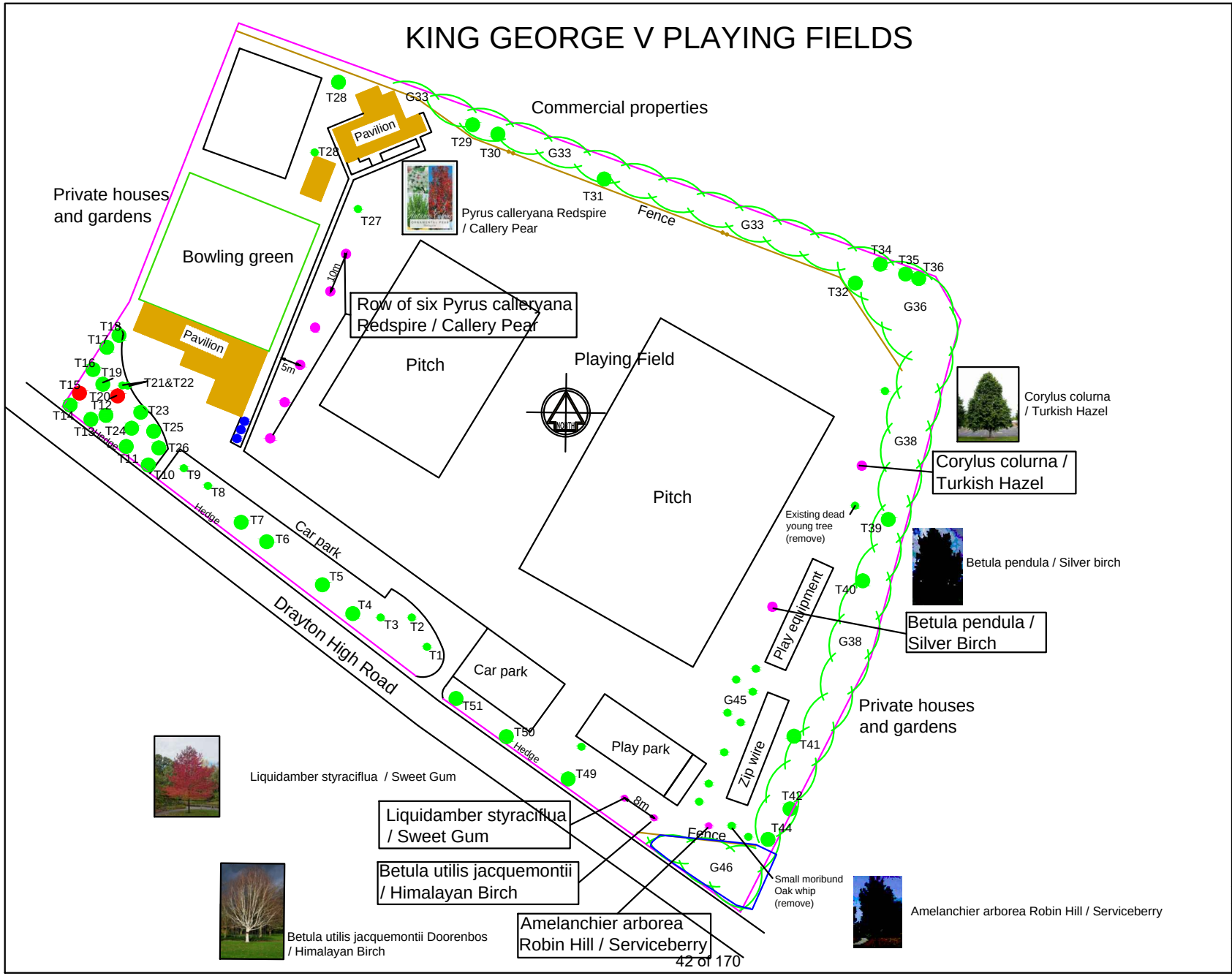
The following tree species have been selected for planting taking in to account the planting objectives and existing site conditions:

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 peals 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

Treecare Consultants Ltd
39 Cafton 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

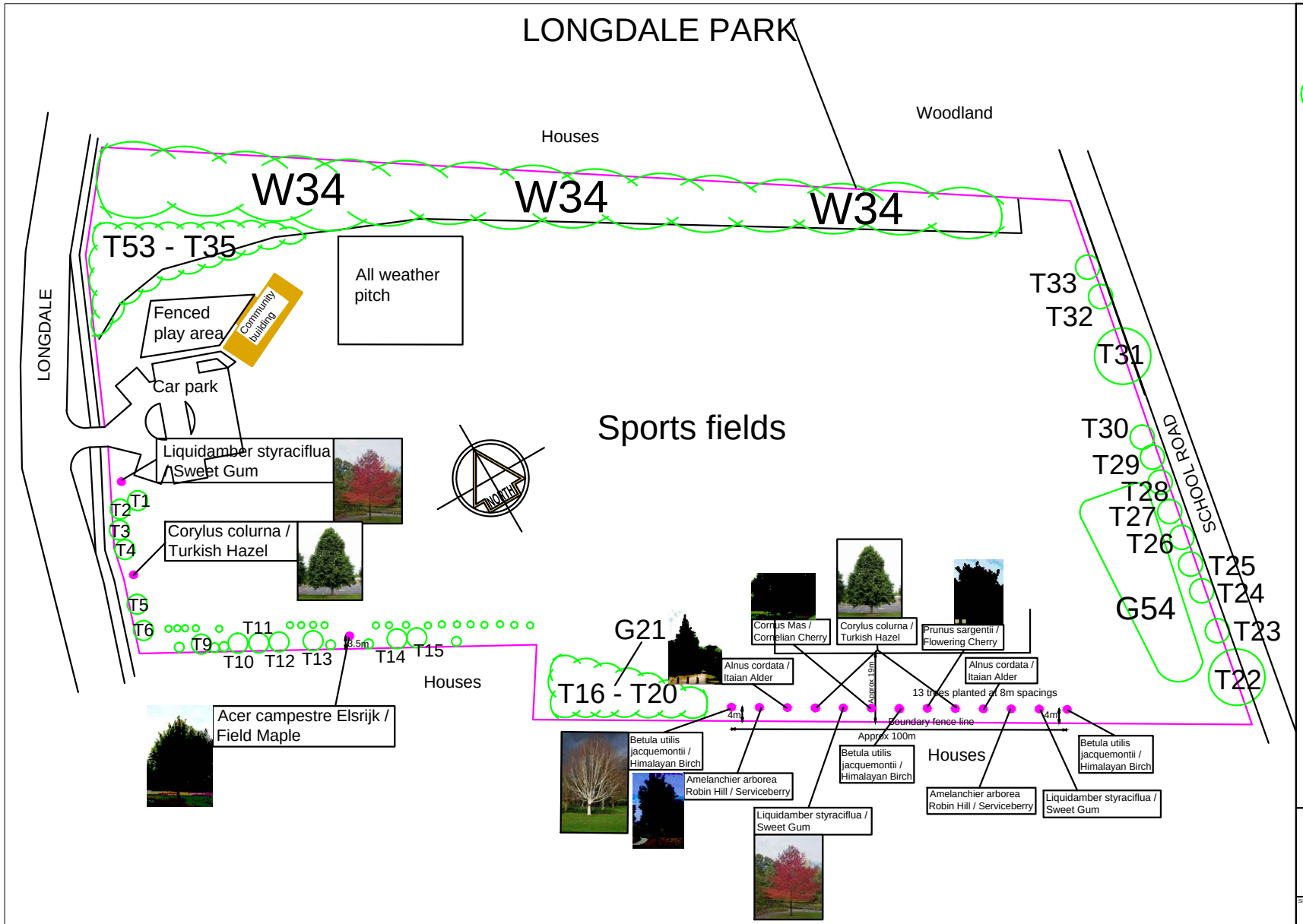
SPECIES SELECTION – LONGDALE PARK

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 peals 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.



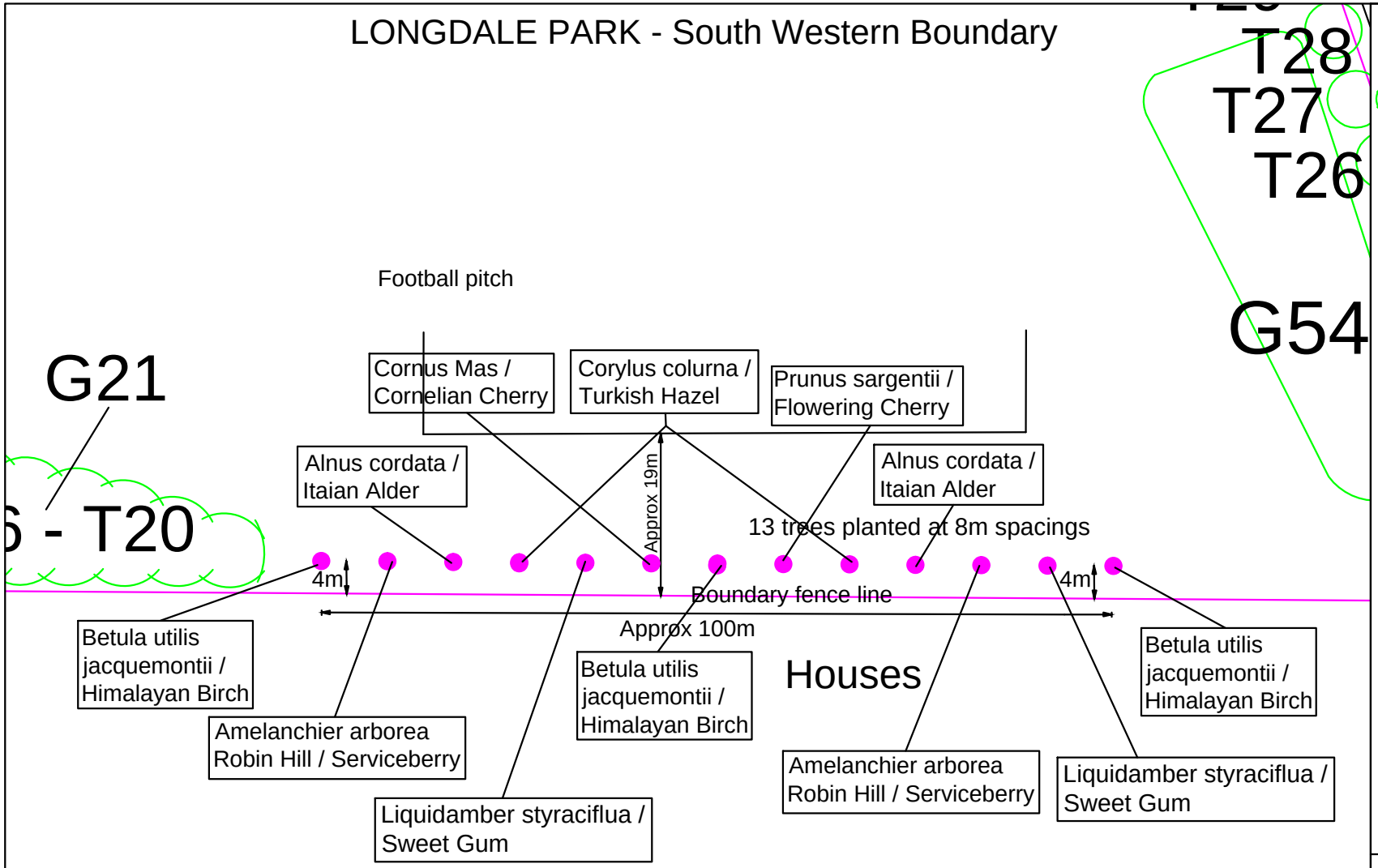
KEY

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

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

Site	Longdale Park Longdale Drayton NR8 6AU
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 - South Western Boundary



KEY

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

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

Site	Longdale Park Longdale Drayton NR8 6AU
Client	Drayton Parish Council
Title	Planting Plan-South Western Boundary
Surveyed By	: Colin McDonald
Scale	NOT TO SCALE Do not use for direct scaling
Date	14/11/2025

FLORENCE CARTER MEMORIAL PARK

SITE PHOTOGRAPHS OF PROPOSED PLANTING SITE - FLORENCE CARTER MEMORIAL PARK

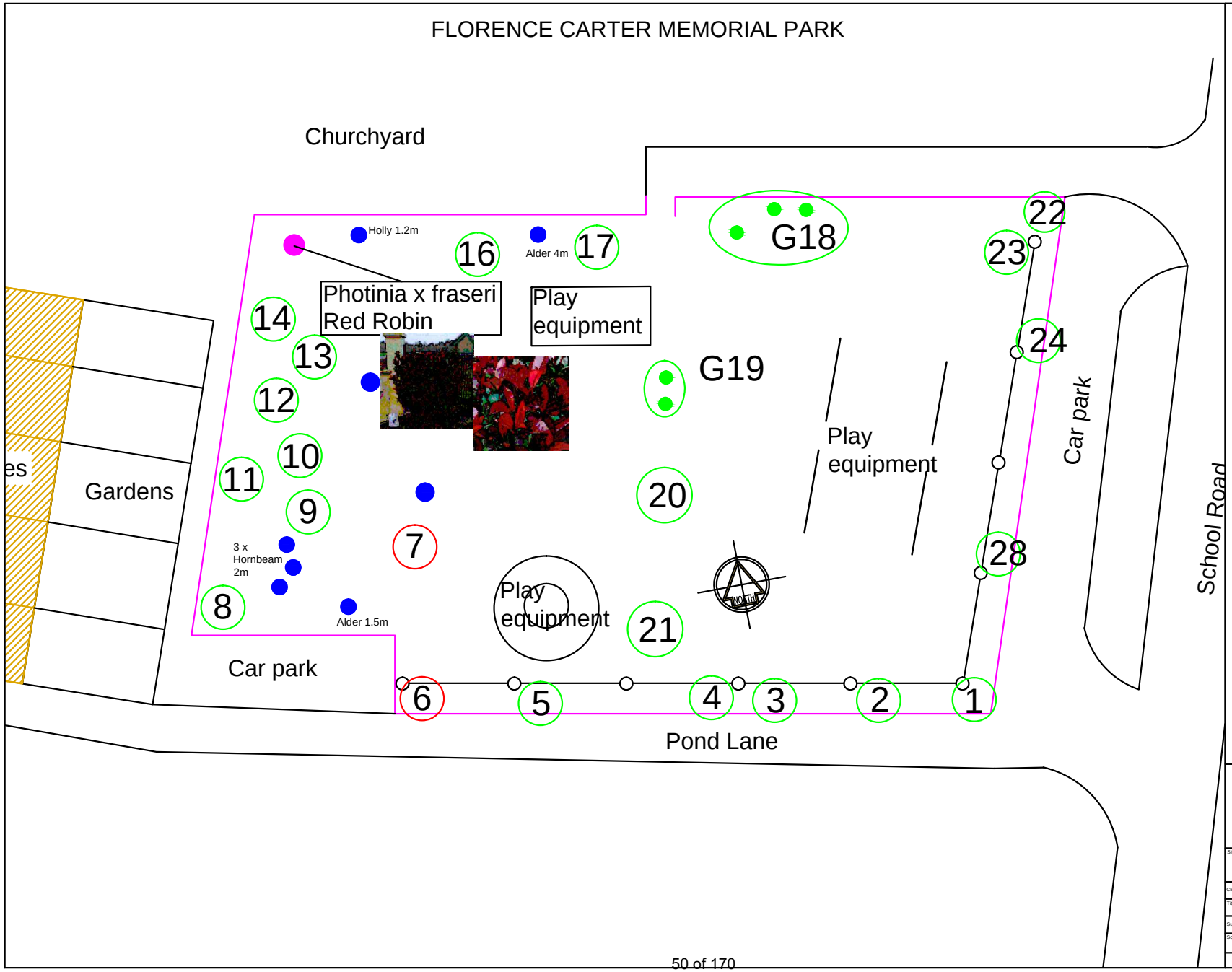
Proposed location of Photinia x fraseri Red Robin

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 Catton 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

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP9:** Grounds Maintenance Costs 2027/28
Meeting	Playing Fields & Property Committee
Date	15th October 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To update the Committee in regards to grounds maintenance costs for 2027/28.

Background

The current grounds maintenance contract covers the following works:

- Grass cutting (KGV, FCPA & Longdale)
- Line marking (KGV & Longdale)
- Pitch Maintenance (KGV & Longdale)
- Hedge Cutting (KGV & Longdale)
- Herbicide Application (KGV & Longdale)

The contract runs for a period of five years, 1st April 2023 – 1st April 2028 and pricing is fixed for a contractual year (April – April).

Any change in price per item in the specification should be put forward to the Council a minimum of 3 months prior to the start of the next contractual year i.e. notify the Council in January 2024 for proposed changes for 1st April 2024 – 1st April 2025. Should the changes not be agreeable, the Council reserves the right to terminate the contract at the end of that contractual year.

Update

The contractor has confirmed that grounds maintenance costs are anticipated to increase by 5-6% in 2027/28. This anticipated increase has been included within the draft PFP budget for 2027-28 for recommendation for approval by Council.

Recommendation

The Committee is asked to note the update in regards to grounds maintenance costs for 2027/28.

From:	Drayton Parish Council
To:	Drayton Parish Council
Subject:	FW: Quotes for verge cutting and grounds maintenance 2027-28
Date:	08 October 2026 10:59:51

From: [redacted]

Sent: 30 September 2026 18:36

To: Drayton Parish Council <office@draytonparishcouncil.gov.uk>

Subject: Re: Quotes for verge cutting and grounds maintenance 2027-28

Hi Rachel,

Thank you for your email.

I expect the increase on the contracts to be around the 5 - 6% increase depending on minimum wage increase, the rate of inflation and the outcome of the national budget.

Kind regards

Robert

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP10:** To consider draft PFP budget for 2027-28 financial year.
Meeting	Playing Fields & Property Committee
Date	15th October 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To receive the 2027-28 draft budget for the Playing Fields & Property Committee for consideration and recommendation for approval by Council.

Background

Per section 4 of the Council's adopted Financial Regulations, the Committee will consider a draft budget prepared by the Responsible Financial Officer.

The Committee may make recommendations for amendment prior to presentation for approval by Council at its annual budget meeting.

In addition to the Committee budget, the draft transfers for Earmarked Reserves for the Committee is also presented for consideration.

Recommendation

The Committee is asked to consider the draft budget for amendment and recommendation for approval by Council at the annual budget meeting.

5. PLAYING FIELDS & PROPERTY EXPENDITURE								
ID#	Cost Code	2025-26 Budget	2025-26 Actual	2026-27 Budget	Apr - Sep Actual	Year End Forecast	2027-28 Budget	% +/- from Budget
57	Play Area	£2,200.00	£6,378.31	£2,350.00	£122.00	£2,472.00	£2,562.50	
58	Sports Facilities	£1,230.00	£1,157.99	£1,470.00	£1,344.84	£1,353.82	£1,186.95	
501	Pavilion Maintenance	£775.00	£1,823.67	£875.00	£436.05	£2,200.00	£857.41	
502	Play Area Inspections	£350.00	£312.00	£330.00	£321.00	£321.00	£687.78	
503	Grounds Maintenance	£19,600.00	£21,175.21	£24,172.30	£7,265.12	£24,713.36	£25,482.64	
504	Security	£12,500.00	£12,325.00	£13,030.00	£5,225.60	£13,179.60	£12,720.25	
511	3G Surface Maintenance	£4,300.00	£4,230.24	£4,513.63	£1,504.52	£4,513.56	£4,784.45	
514	Pest Control	£1,260.00	£825.00	£945.00	£0.00	£600.00	£922.50	
	SUB TOTAL EXPENDITURE	**£42,215.00**	**£48,227.42**	**£47,685.93**	**£16,219.13**	**£49,353.34**	**£49,204.47**	3.18%

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57	Play Area	Draft Budget	Budget Notes
	Repairs and maintenance	£0.00	Repairs and maintanance to play areas King George V, Longdale and Florence Carter Playground including play equipment, furniture such as seating and welcome signage and dog signs.
	Cleaning	£2,562.50	Scheduled cleaning of play equipment and signage.
	Sub Total	**£2,562.50**	

58	Sports Facilities	Draft Budget	Budget Notes
	Repairs and maintenance	£0.00	Repairs and maintenance for sports equipment including goals, 3G nets, 3G fencing, kickwall etc.
	Clubspark	£1,168.50	Annual License Fee for online pitch booking software.
	Smart Padlock	£18.45	Monthly subscription for use of Igloo Smart padlock at Longdale.
	Sub Total	**£1,186.95**	

501	Pavilion Maintenance	Draft Budget	Budget Notes
	PA Testing	£123.00	Annual portable applicance testing by Peter Stanger, completed for King George V Pavilion, Longdale Pavilion and Bowls Club.
	Fire Extinguisher Checks	£95.33	Annual service of fire equipment by Fire Assess to complete for King George V Pavilion, Longdale Pavilion and Bowls Club.
	Repairs and maintenance	£0.00	Repairs and maintenance to pavilions e.g. roof, leaks etc.
	Boiler Checks	£75.34	Annual service of expansion vessel at King George V Pavilion.
	Pavilion Consumables	£563.75	Toilet roll, blue roll, cleaning supplies, bin bags etc.
	Sub Total	**£857.41**	

502	Play Area Inspections	Draft Budget	Budget Notes
	Zip Wire Inspections	£358.75	Annual inspection of Zip Wire at King George V playing field.
	Play Area Inspections	£329.03	Inspections on play areas at King George V, Longdale and Florence Carter Playground by ROSPA.

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Sub Total	**£687.78**	

503	**Grounds Maintenance**	**Draft Budget**	**Budget Notes**
	Grounds Maintenance Contract	£21,382.64	Grass cutting, line marking, fertilizing and other grounds maintenance by Garden Guardian at King George V, Longdale & Florence Carter Playground.
	Repairs & Maintenance	£0.00	Repairs and maintenance to car parks, bollards, fencing, pathways etc.
	Tree Maintenance	£4,100.00	Repairs and maintenance to trees at King George V, Longdale and Florence Carter Playground, including consultations following surveys.
	Sub Total	**£25,482.64**	

504	**Security**	**Draft Budget**	**Budget Notes**
	Repairs & Maintenance	£0.00	Repairs and maintenance to CCTV, key cutting and security gates etc.
	Contract security	£12,720.25	Locking and unlocking gates at King George V and Longdale Playing Fields by Norse Commerical Services Ltd.
	Sub Total	**£12,720.25**	

511	**3G Surface Maintenance**	**Draft Budget**	**Budget Notes**
	Contract Maintenance	£4,784.45	3g Surface Clean by Garden Guardian (42 visits) including inspection, brush and litter picking.
	Sub Total	**£4,784.45**	

514	**Pest Control**	**Draft Budget**	**Budget Notes**
	Pest Control	£922.50	Mole removal inspections by APC Pest Control Ltd. at King George V and Longdale Playing Fields.
	Sub Total	**£922.50**	

Total Draft Budget	**£49,204.47**

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ID	Cost Code	Description	Allocated Committee	Opening Balance (01/04/2026)	Transfers to Date (30/09/2026)	Income to Date (30/09/2026)	Expenditure to Date (30/09/2026)	Current Balance (30/09/2026)	Planned Income Remaining	Planned Expenditure Remaining	Year End Forecast	Proposed Transfers (2027-28)
80	KGV Project - CIL	Earmarked Reserve for Community Infrastructure Levy allocated for KGV Pavilion Refurbishment Project.	PFP	£673,331.40	£0.00	£5,132.47	£0.00	£678,463.87	£20,000.00	£0.00	**£698,463.87**	**£0.00**
81	3G Surface Replacement	Earmarked Reserve for routine Surface Replacement for 3G pitch.	PFP	£77,784.03	£96.00	£5,926.50	£0.00	£83,806.53	£2,073.50	£65,000.00	**£20,880.03**	**£10,000.00**
84	KGV Enhancements	Earmarked reserve for KGV enhancements such as; car park, access posts, fenceline and outdoor lighting.	PFP	£28,104.00	£37,000.00	£0.00	£0.00	£65,104.00	£0.00	£0.00	**£65,104.00**	**£10,000.00**
605	Floodlight Replacement	Earmarked Reserve for replacement floodlight lamps and columns.	PFP	£5,500.00	£0.00	£0.00	£0.00	£5,500.00	£0.00	£0.00	**£5,500.00**	**£0.00**
607	Play Area Enhancement	Earmarked Reserve for replacement play equipment, surfacing and fencing.	PFP	£82,550.97	£10,000.00	£0.00	£2,020.00	£90,530.97	£0.00	£0.00	**£90,530.97**	**£18,330.99**
613	Longdale Enhancements	Earmarked reserve for facility enhancements such as: car park, access posts, roofing etc.	PFP	£29,821.38	£30,500.00	£0.00	£0.00	£60,321.38	£0.00	£1,000.00	**£59,321.38**	**£15,500.00**
8528	KGV Project - S106	Earmarked Reserve for S106 allocation for KGV Pavilion Refurbishment Project.	PFP	£0.00	£0.00	£9,350.02	£42,401.65	-£33,051.63	£33,051.63	£0.00	**£0.00**	**£0.00**
8532	Trees	Earmarked Reserve for provision of new trees.	PFP	£14,137.34	£0.00	£0.00	£0.00	£14,137.34	£0.00	£0.00	**£14,137.34**	**£0.00**
8535	Pitch Improvement	Earmarked reserve for Longdale grass pitch improvement project.	PFP	£11,363.66	£5,000.00	£0.00	£0.00	£16,363.66	£8,532.00	£8,532.00	**£16,363.66**	**£5,000.00**
8539	3G Deposits	Earmarked Reserve for deposits for 3G block bookings.	PFP	£0.00	£9.60	£1,346.95	£0.00	£1,356.55	£0.00	£0.00	**£1,356.55**	**£0.00**
8533	Cyclical Payments	Earmarked Reserve for cyclical payments not paid annually through the revenue budget.	PFP / EH / FGP	£2,969.30	£2,695.00	£0.00	£216.00	£5,448.30	£0.00	£3,059.00	**£2,389.30**	**£3,055.00**
			Total	**£925,562.08**	**£85,300.60**	**£21,755.94**	**£44,637.65**	**£987,980.97**	**£63,657.13**	**£77,591.00**	**£974,047.10**	**£61,885.99**

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DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP11:** RoSPA Safety Inspection Reports and remedial tasks
Meeting	Playing Fields & Property Committee
Date	15th October 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in reviewing Royal Society for the Prevention of Accidents (RoSPA) annual Play Safety Inspection Reports for Florence Carter Memorial Park (FCMP), KGV Playing Field (KGV) and Longdale Playing Field and any associated remedial tasks.

Background

The British and European safety standard BS EN1176 and the Health and Safety Executive strongly recommend that all play areas have at least one inspection every year from an independent suitably qualified body such as RoSPA. Children's playgrounds should be inspected annually by an independent specialist to ensure the long-term safety of the site, equipment and ancillary items.

The Parish Council schedule annual RoSPA playground inspections in order to ensure that legal and insurance responsibilities are met, as well as complying with the requirements of EN1176 (the European Playground Standard).

RoSPA playground inspections at all Drayton Parish Council managed play areas were undertaken in June 2026 and associated reports received by the office in July 2026.

Summary

RoSPA Safety Inspection Reports are included as part of this paper for consideration.

Each report provides risk scores for ancillary and primary items. Risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The guidance notes stipulate that it is important to consider likelihood and consequence, and not just one of the factors in isolation.

It is recommended that the Committee note the risk rating for each item of play area equipment when considering whether to authorise the recommended actions identified within the ROSPA Safety Inspection Reports. A summary of identified risks has been provided below.

Play Area Location	Risk Level			
	Very Low	Low	Medium	High
KGV	5	12	4	0
Florence Carter	3	10	5	0
Longdale	5	8	3	0

Recommendation
The Committee is asked to review the RoSPA Safety Inspection Reports and consider an appropriate response regarding any identified remedial tasks.

Safety Inspection Report

Annual Inspection

King George V Playing Fields

Drayton Parish Council

30 June 2026

Playsafety Ltd is licensed by RoSPA to trade as RoSPA Play Safety

Powered by SAFERplay INSPECTION & MAINTENANCE

Safety Inspection Report

Annual Inspection

Site name: **King George V Playing Fields**
Date of inspection: **30 June 2026**
Inspector: **David Owen**

Powered by SAFERplay INSPECTION & MAINTENANCE

General Surface - Mulch - Bonded

Innate risk score: 3

Description	Tasks	Risk score
The surface is crumbling.	Read the notes for further action.	6

Gates

Innate risk score: 4

Description	Tasks	Risk score
No Findings		

Fencing - Bow-Top

Innate risk score: 3

Description	Tasks	Risk score
No Findings		

Seating - Bench & Table

Innate risk score: 3

Description	Tasks	Risk score
No Findings		

Signage - Ownership

Innate risk score: 2

Description	Tasks	Risk score
No Findings		

Litter Bin

Innate risk score: 0

Description	Tasks	Risk score
No Findings		

Swing - Basket (Field Side)

Innate risk score: 8

Description	Tasks	Risk score
Chain covers prevent a thorough inspection of all chain links.	Remove chain covers to inspect according to manufacturer's instructions.	10

Cableway - Seated (Field Side)

Innate risk score: 5

Description	Tasks	Risk score
Swing seat is damaged.	Replace.	9
Item is worn.	Replace.	6
Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is	Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually. The trolley mechanism can be checked at the same time.	

Multiplay - Toddler & Junior - Mixed

Innate risk score: 6

Description	Tasks	Risk score
Additional comments are noted below.	Install correctly according to the manufacturer's instructions.	8

Agility - Ladder - Horizontal (Field Side)

Innate risk score: 8

Description	Tasks	Risk score
Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.	The protective surface under all bars and rings must be kept in good condition.	8

Carousel

Innate risk score: 6

Description	Tasks	Risk score
Cap missing.	Replace.	5

Agility - Trampoline - Play

Innate risk score: 6

Description	Tasks	Risk score
No Findings		

Carousel - Flush - Scooter

Innate risk score: 6

Description	Tasks	Risk score
The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Dismantle and inspect according to manufacturer's instructions.	

Swing - Mixed - 2 Bay 2 Junior 1 Toddler 1 Buddy Seat

Innate risk score: 6

Description	Tasks	Risk score
Loose swing seat eye-bolts.	Tighten connecting nuts.	6

Carousel - Stand-On (Field Side)

Innate risk score: 6

Description	Tasks	Risk score
No Findings		

Climber - Up & Over (Field Side)

Innate risk score: 6

Description	Tasks	Risk score
No Findings		

Adult Fitness - Chinning Bars (Field Side)

Innate risk score: 6

Description	Tasks	Risk score
No Findings		

Agility - Balance Trail (Field Side)

Innate risk score: 6

Description	Tasks	Risk score
No Findings		

Agility - Parallel Bars (Field Side)

Innate risk score:
5

Description	Tasks	Risk score
No Findings		

Play Panels x 3, Flower, Tumble, Spider

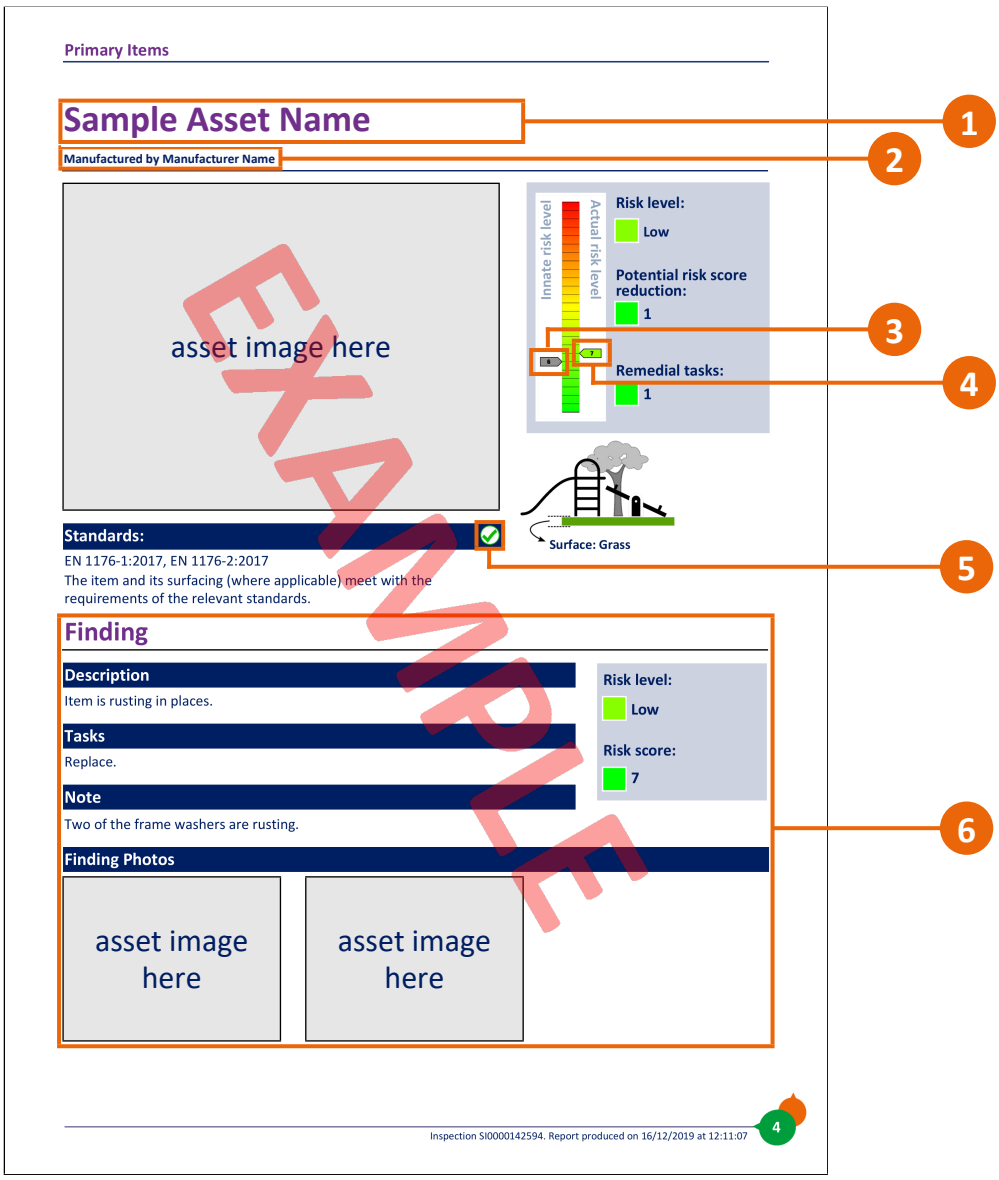
Innate risk score:
3

Description	Tasks	Risk score
No Findings		

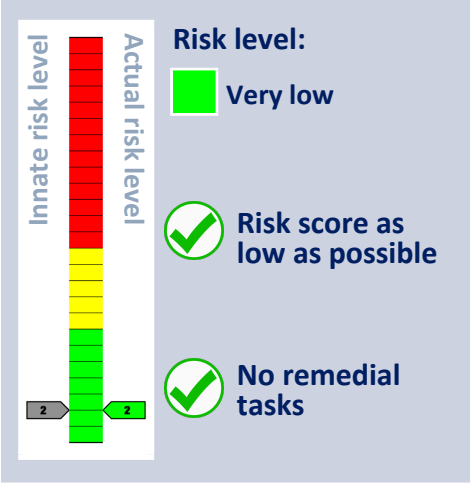
The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

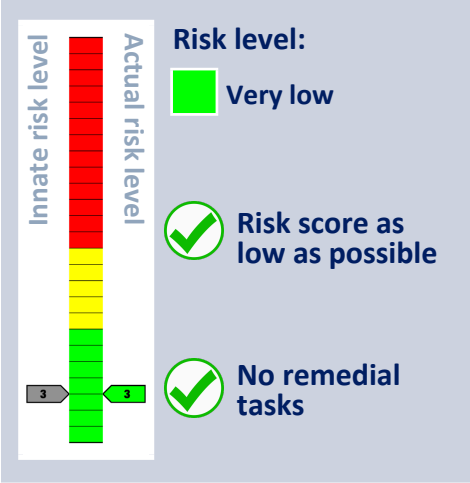
1) The name of the asset
2) The manufacturer of the asset, if known,
3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.



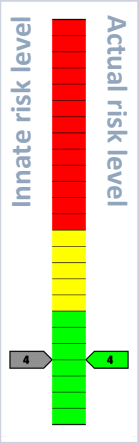
Signage - Ownership



Fencing - Bow-Top



Gates



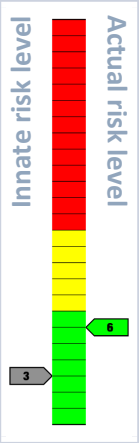
Risk level:

Low

Risk score as low as possible

No remedial tasks

General Surface - Mulch - Bonded



Risk level:

Low

Potential risk score reduction:

3

Remedial tasks:

1

Maintenance Finding

Description

The surface is crumbling.

Tasks

Read the notes for further action.

Note

Loose rubber on the surface. Monitor for deterioration and repair accordingly. Sweep off loose particles.

Risk level:

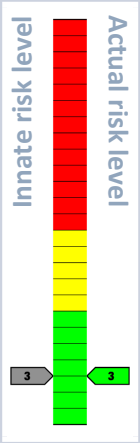
Low

Risk score:

6

Finding Photos

Seating - Bench & Table



Risk level:

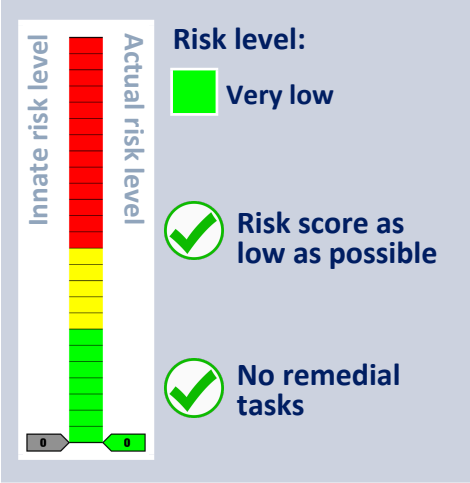
Very low

Risk score as low as possible

No remedial tasks

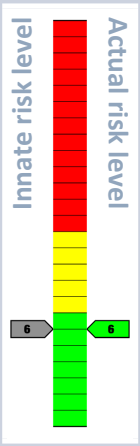
Litter Bin

LITTER


Innate risk level
Actual risk level
Risk level:
Very low
Risk score as low as possible
No remedial tasks

Carousel

Manufactured by Sutcliffe Play Ltd



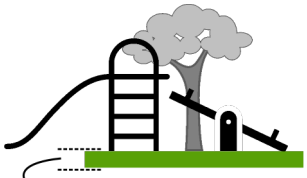
Risk level:

Low

Risk score as low as possible

Remedial tasks:

1



Surface: Rubber & Wet Pour

Standards:

EN 1176-1:2017+A1:2023, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Note

Several bolt caps are missing.

Risk level:

Low

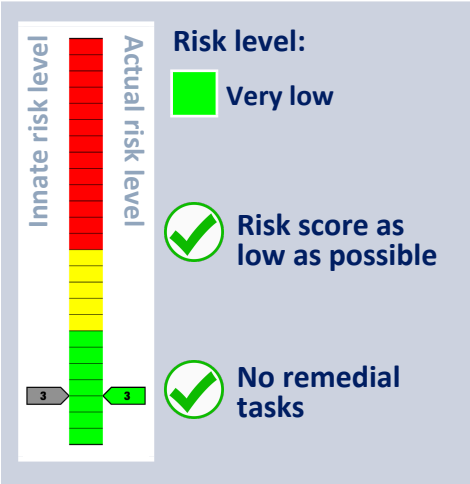
Risk score:

5

Finding Photos

Play Panels x 3, Flower, Tumble, Spider

Manufactured by Sutcliffe Play Ltd



Surface: Rubber - Mulch - Bonded

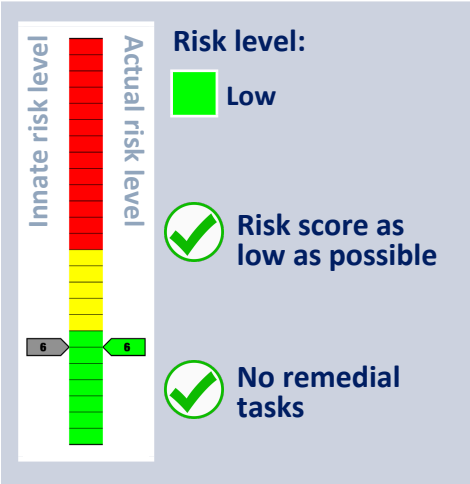
Standards:

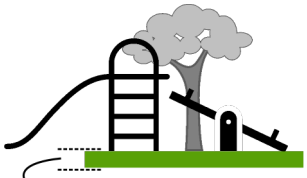
EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Agility - Trampoline - Play

Manufactured by SMB Seilspielgeräte GmbH





Surface: Rubber - Mulch - Bonded

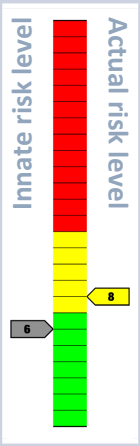
Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Multiplay - Toddler & Junior - Mixed

Manufactured by Sutcliffe Play Ltd



Risk level:

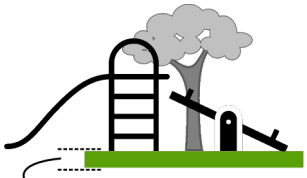
Medium

Potential risk score reduction:

2

Remedial tasks:

1



Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Additional comments are noted below.

Tasks

Install correctly according to the manufacturer's instructions.

Note

The bridge platform has moved, possibly due to loose fittings which have created a lip and finger entrapment.
Loosen off the fittings to move the platform and the secure in place.

Risk level:

Medium

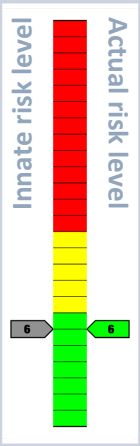
Risk score:

8

Finding Photos

Carousel - Flush - Scooter

Manufactured by Sutcliffe Play Ltd



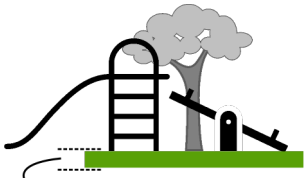
Risk level:

Low

Risk score as low as possible

Remedial tasks:

1



Surface: Rubber & Wet Pour

Standards:

EN 1176-1:2017+A1:2023, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.

Risk level:

See finding details

Tasks

Dismantle and inspect according to manufacturer's instructions.

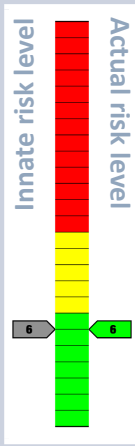
Note

It is important to carry out all routine maintenance for this unit as per the manufacturer's detailed instructions.

Finding Photos

Swing - Mixed - 2 Bay 2 Junior 1 Toddler 1 Buddy Seat

Manufactured by Sutcliffe Play Ltd



Risk level:

Low

Risk score as low as possible

Remedial tasks:

1

Surface: Rubber & Wet Pour

Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Loose swing seat eye-bolts.

Tasks

Tighten connecting nuts.

Risk level:

Low

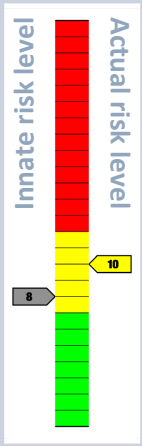
Risk score:

6

Finding Photos

Swing - Basket (Field Side)

Manufactured by Sutcliffe Play Ltd



Risk level:

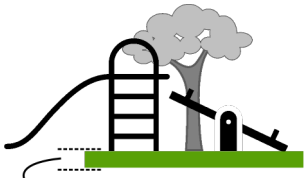
Medium

Potential risk score reduction:

2

Remedial tasks:

1



Surface: Rubber & Wet Pour

Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Chain covers prevent a thorough inspection of all chain links.

Tasks

Remove chain covers to inspect according to manufacturer's instructions.

Risk level:

Medium

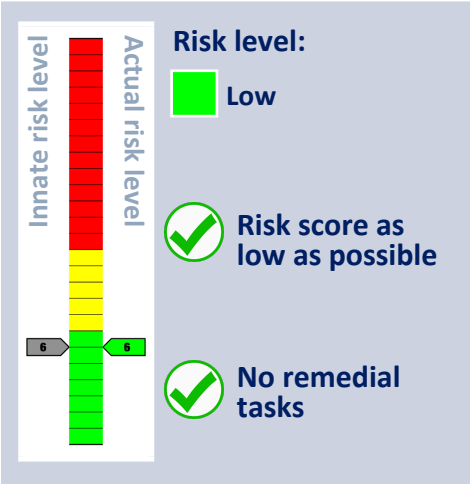
Risk score:

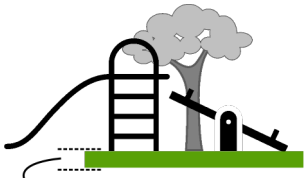
10

Finding Photos

Carousel - Stand-On (Field Side)

Manufactured by Sutcliffe Play Ltd





Surface: Rubber & Wet Pour

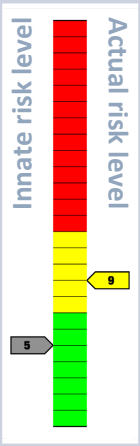
Standards:

EN 1176-1:2017+A1:2023, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Cableway - Seated (Field Side)

Manufactured by Sutcliffe Play Ltd



Risk level:

Medium

Potential risk score reduction:

4

Remedial tasks:

3

Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023, EN 1176-4:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Swing seat is damaged.

Tasks

Replace.

Note

Replace button seat.

Risk level:

Medium

Risk score:

9

Finding Photos

Maintenance Finding

Description

Item is worn.

Tasks

Replace.

Note

Trolley cable guards x 2 are worn.

Risk level:

Low

Risk score:

6

Finding Photos

Maintenance Finding

Description

Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is important to inspect any hidden parts at least annually. Damaged cables require replacement. This cannot be determined during an annual inspection, and is excluded from our inspection. This can lead to a high risk if no action is taken. Refer to the manufacturer's instructions to ensure the correct check is carried out.

Risk level:

See finding details

Tasks

Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually. The trolley mechanism can be checked at the same time.

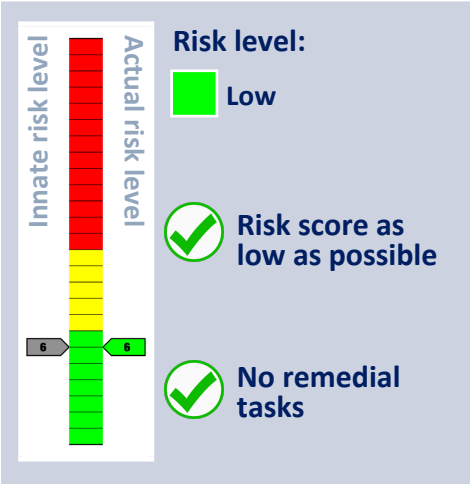
Note

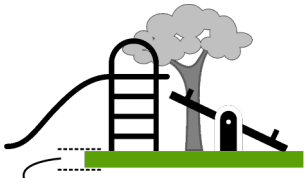
Unable to inspect the cable within the casing.

Finding Photos

Climber - Up & Over (Field Side)

Manufactured by Sutcliffe Play Ltd





Surface: Rubber - Mulch - Bonded

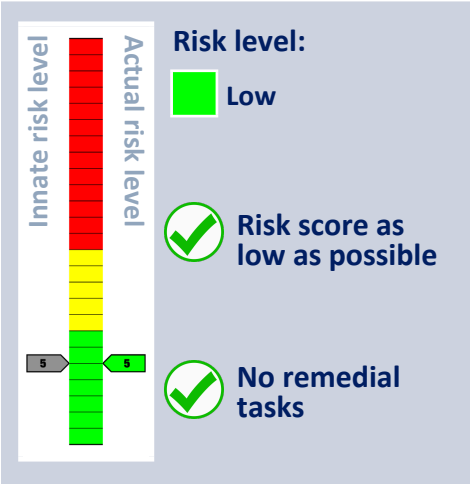
Standards:

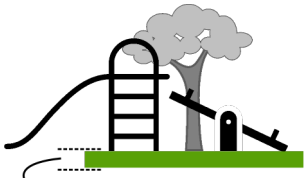
EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Agility - Parallel Bars (Field Side)

Manufactured by Sutcliffe Play Ltd





Surface: Rubber - Mulch - Bonded

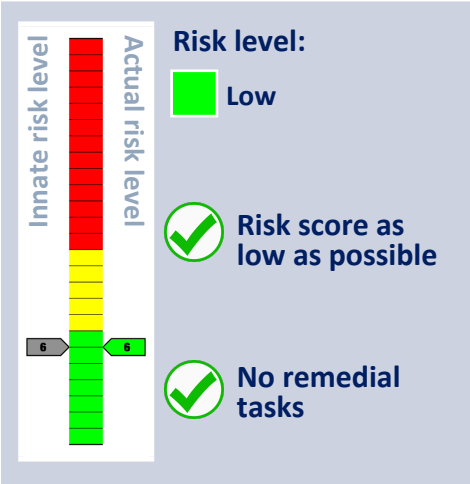
Standards:

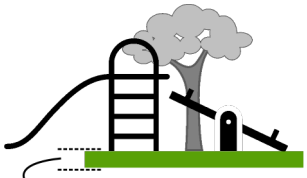
EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Adult Fitness - Chinning Bars (Field Side)

Manufactured by Sutcliffe Play Ltd





Surface: Rubber - Mulch - Bonded

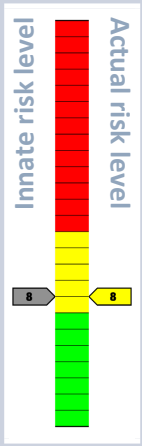
Standards:

EN 16630:2015

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Agility - Ladder - Horizontal (Field Side)

Manufactured by Sutcliffe Play Ltd



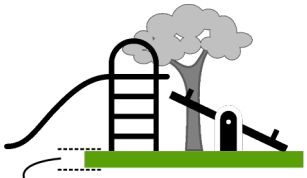
Risk level:

Medium

Risk score as low as possible

Remedial tasks:

1



Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.

Risk level:

Medium

Risk score:

8

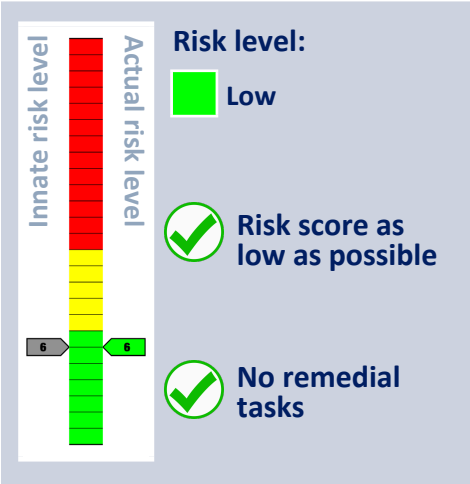
Tasks

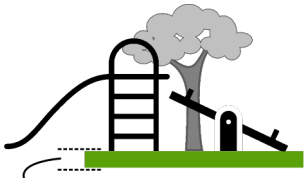
The protective surface under all bars and rings must be kept in good condition.

Finding Photos

Agility - Balance Trail (Field Side)

Manufactured by Sutcliffe Play Ltd





Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Safety Inspection Report

Annual Inspection

Florence Carter Memorial Park

Drayton Parish Council

30 June 2026

Playsafety Ltd is licensed by RoSPA to trade as RoSPA Play Safety

Powered by SAFERplay INSPECTION & MAINTENANCE

Safety Inspection Report

Annual Inspection

Site name: **Florence Carter Memorial Park**
Date of inspection: **30 June 2026**
Inspector: **David Owen**

Powered by SAFERplay INSPECTION & MAINTENANCE

Signage - Ownership

Innate risk score: 2

Description	Tasks	Risk score
Projecting bolt thread.	Cut off and file down to remove sharp edges or use the correct length of bolt.	8

Seating - Bench & Tables

Innate risk score: 3

Description	Tasks	Risk score
Encroaching vegetation or trees.	Remove.	8

Gates

Innate risk score: 4

Description	Tasks	Risk score
No Findings		

Fencing - Bow-Top

Innate risk score: 3

Description	Tasks	Risk score
No Findings		

General Surface - Grass

Innate risk score: 3

Description	Tasks	Risk score
No Findings		

Litter Bin

Innate risk score: 2

Description	Tasks	Risk score
No Findings		

Carousel

Innate risk score: 6

Description	Tasks	Risk score
Tree branches present that could be hit by a user.	Remove.	12

Swing - Toddler - 2 Bay 4 Seat

Innate risk score: 3

Description	Tasks	Risk score
The central strap is loose / missing / damaged.	Repair/replace strap.	12

Swing - Mixed - 2 Bay 1 Basket 2 Junior Seat

Innate risk score: 8

Description	Tasks	Risk score
No Findings		

Multiplay - Toddler

Innate risk score: 6

Description	Tasks	Risk score
Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	5

Space Net - Central Post

Innate risk score: 6

Description	Tasks	Risk score
No Findings		

Multiplay - Toddler

Innate risk score: 6

Description	Tasks	Risk score
No Findings		

Carousel - Overhead

Innate risk score: 6

Description	Tasks	Risk score
No Findings		

Rocker - Seesaw

Innate risk score: 6

Description	Tasks	Risk score
Cap missing.	Replace.	5
Moving parts require greasing.	Apply lubricant according to the manufacturer's instrutions.	4

Slide - Freestanding

Innate risk score: 6

Description	Tasks	Risk score

No Findings

Multiplay - Junior - Slide Climber - Castle

Innate risk score: 6

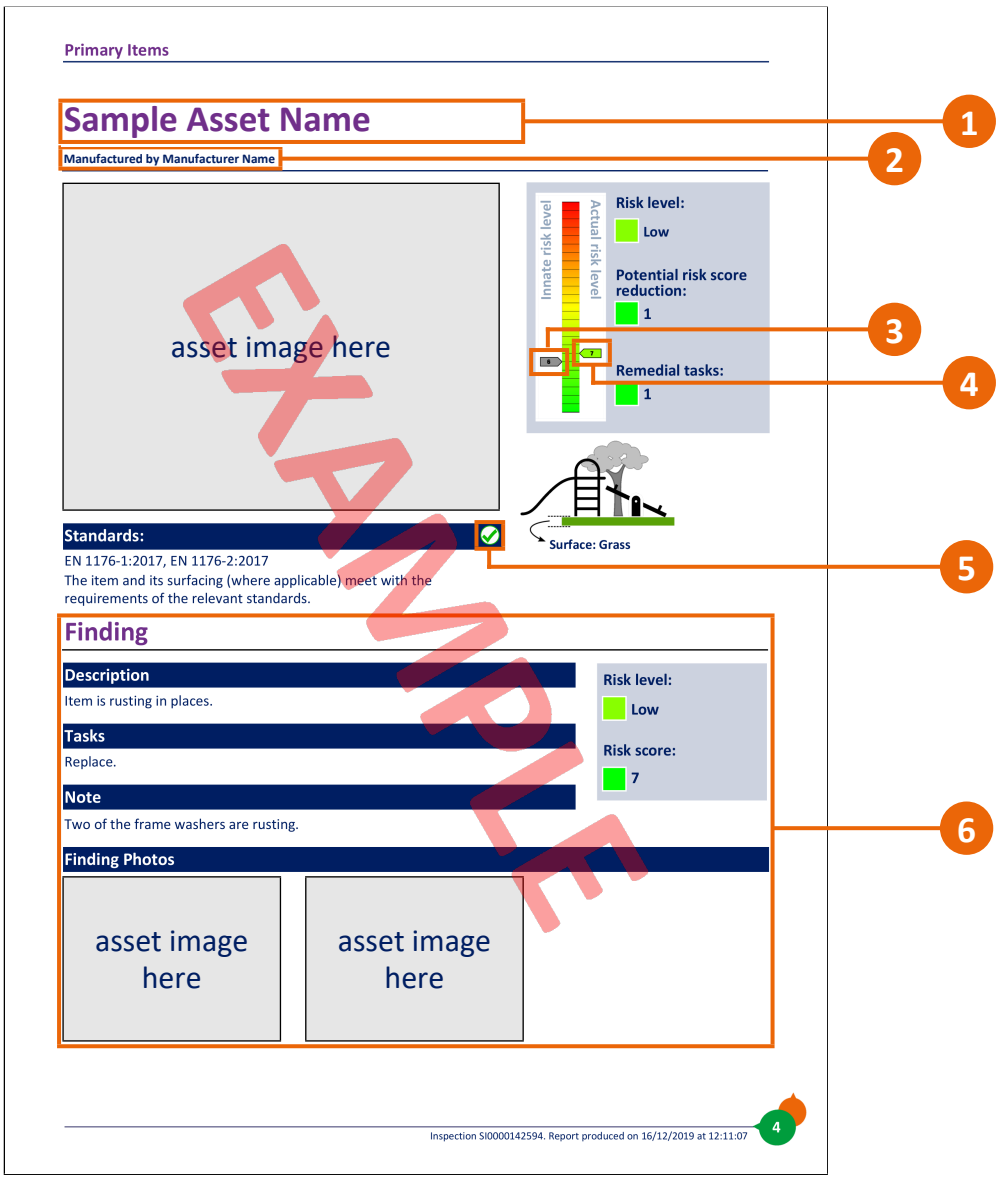
Description	Tasks	Risk score

No Findings

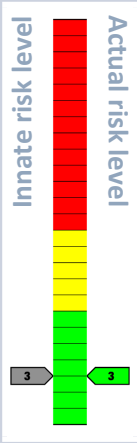
The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

1) The name of the asset
2) The manufacturer of the asset, if known,
3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.



Fencing - Bow-Top



Risk level:

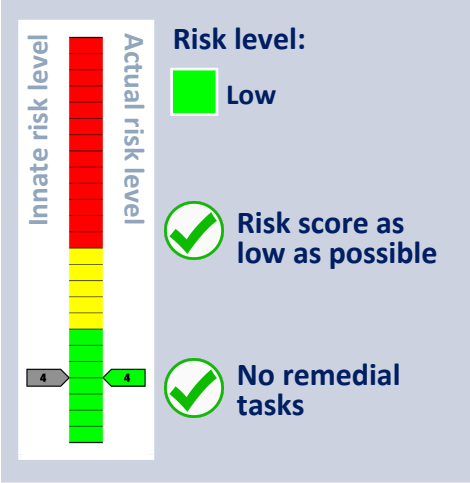
Very low

Risk score as low as possible

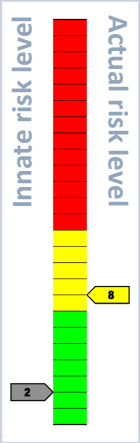
No remedial tasks

Gates

NO DRONE
ZONE


Innate risk level
Actual risk level
4
4
Risk level:
Low
Risk score as low as possible
No remedial tasks

Signage - Ownership



Risk level:

Medium

Potential risk score reduction:

6

Remedial tasks:

1

Maintenance Finding

Description

Projecting bolt thread.

Tasks

Cut off and file down to remove sharp edges or use the correct length of bolt.

Risk level:

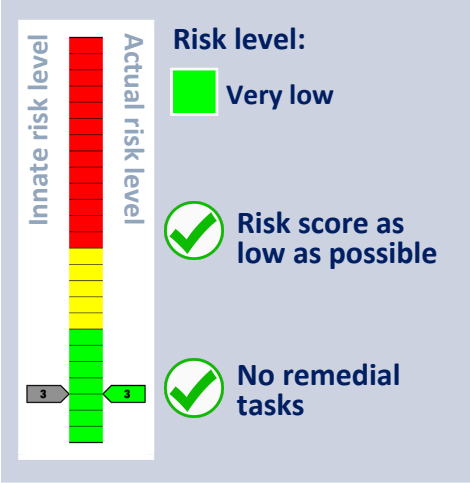
Medium

Risk score:

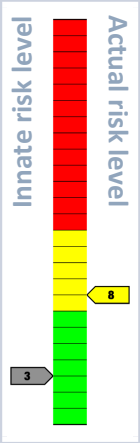
8

Finding Photos

General Surface - Grass



Seating - Bench & Tables



Risk level:

Medium

Potential risk score reduction:

5

Remedial tasks:

1

Maintenance Finding

Description

Encroaching vegetation or trees.

Tasks

Remove.

Note

Trim back tree branches.

Risk level:

Medium

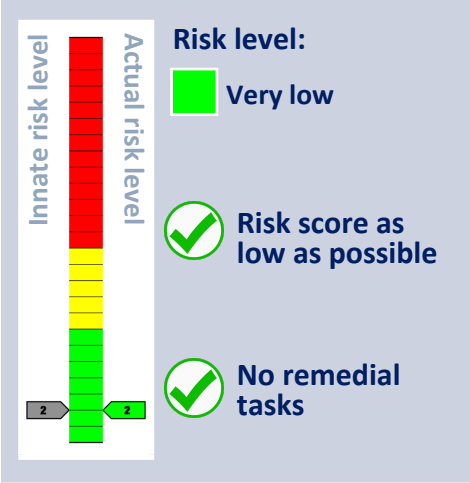
Risk score:

8

Finding Photos

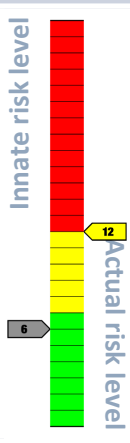
Litter Bin

Litter


Innate risk level
Actual risk level
2
2
Risk level:
Very low
Risk score as low as possible
No remedial tasks

Carousel

Manufactured by Wicksteed Leisure Ltd



Risk level:

Medium

Potential risk score reduction:

6

Remedial tasks:

1

Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Tree branches present that could be hit by a user.

Tasks

Remove.

Note

Branches are at eye level. Trim back branches to approximately 2.5 m above the unit/ground and 2 m to the side of the unit and past the surfacing area.

Risk level:

Medium

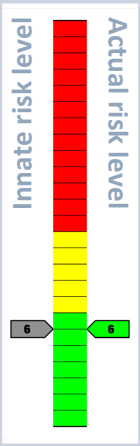
Risk score:

12

Finding Photos

Multiplay - Toddler

Manufactured by Playquip UK Ltd



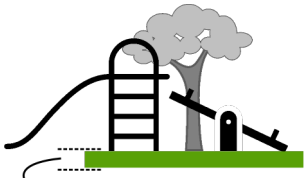
Risk level:

Low

Risk score as low as possible

Remedial tasks:

1



Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Paintwork is in poor condition.

Tasks

De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

Note

Frame rusting.

Risk level:

Low

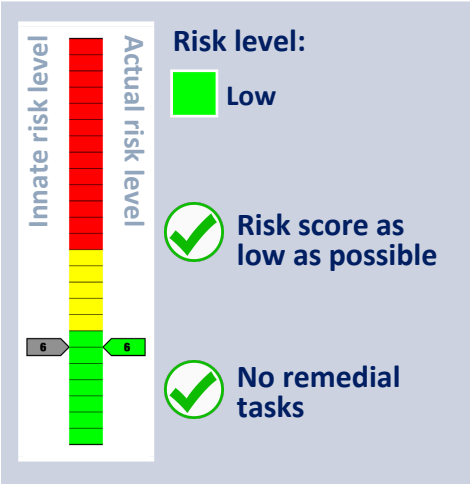
Risk score:

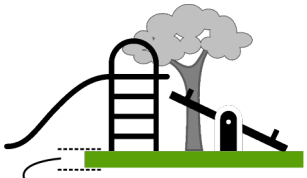
5

Finding Photos

Space Net - Central Post

Manufactured by Tayplay Ltd





Surface: Rubber - Mulch - Bonded

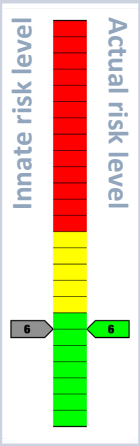
Standards:

EN 1176-11:2014, EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Multiplay - Toddler

Manufactured by Wicksteed Leisure Ltd

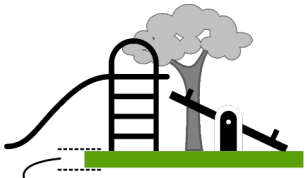


Risk level:

Low

Risk score as low as possible

No remedial tasks



Surface: Rubber - Mulch - Bonded

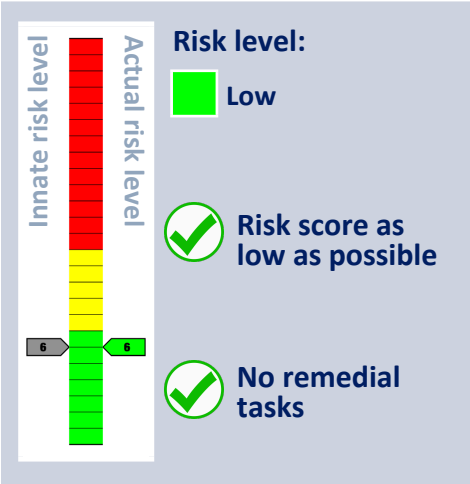
Standards:

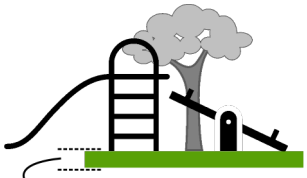
EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Carousel - Overhead

Manufactured by Wicksteed Leisure Ltd





Surface: Rubber - Mulch - Bonded

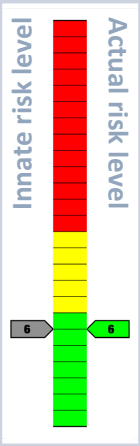
Standards:

EN 1176-1:2017+A1:2023, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Rocker - Seesaw

Manufactured by Wicksteed Leisure Ltd



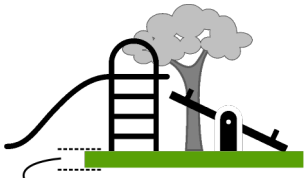
Risk level:

Low

Risk score as low as possible

Remedial tasks:

2



Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Risk level:

Low

Risk score:

5

Finding Photos

Maintenance Finding

Description

Moving parts require greasing.

Tasks

Apply lubricant according to the manufacturer's instrutions.

Note

Noisy when in use.

Risk level:

Low

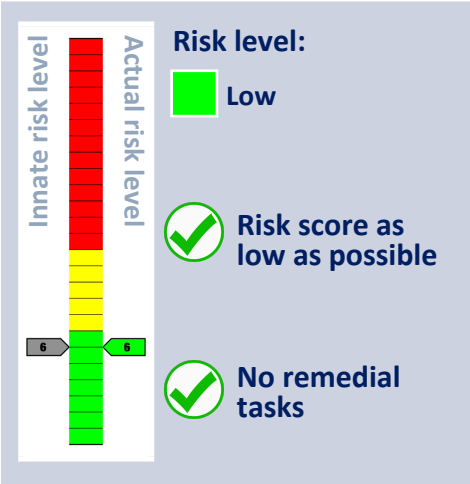
Risk score:

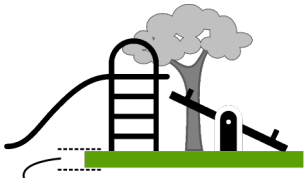
4

Finding Photos

Slide - Freestanding

Manufactured by Playquip UK Ltd





Surface: Rubber - Mulch - Bonded

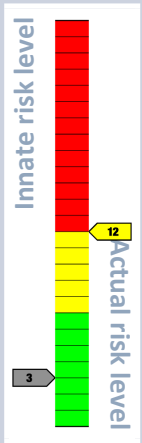
Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Swing - Toddler - 2 Bay 4 Seat

Manufactured by Wicksteed Leisure Ltd



Risk level:

Medium

Potential risk score reduction:

9

Remedial tasks:

1

Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

The central strap is loose / missing / damaged.

Tasks

Repair/replace strap.

Risk level:

Medium

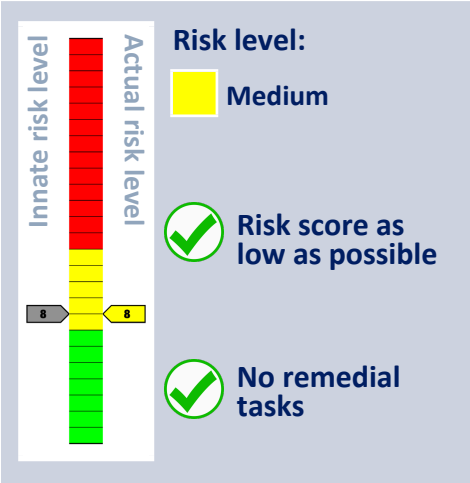
Risk score:

12

Finding Photos

Swing - Mixed - 2 Bay 1 Basket 2 Junior Seat

Manufactured by Wicksteed Leisure Ltd



Surface: Rubber - Mulch - Bonded

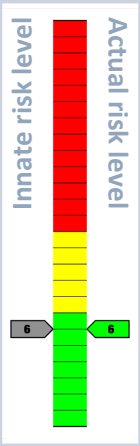
Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Multiplay - Junior - Slide Climber - Castle

Manufactured by Wicksteed Leisure Ltd

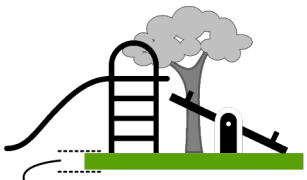


Risk level:

Low

Risk score as low as possible

No remedial tasks



Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Safety Inspection Report

Annual Inspection

Longdale Park

Drayton Parish Council

30 June 2026

Playsafety Ltd is licensed by RoSPA to trade as RoSPA Play Safety

Powered by SAFERplay INSPECTION & MAINTENANCE

Safety Inspection Report

Annual Inspection

Site name: **Longdale Park**
Date of inspection: **30 June 2026**
Inspector: **David Owen**

Powered by SAFERplay INSPECTION & MAINTENANCE

Youth Shelter

Innate risk score: 4

Description	Tasks	Risk score
No Findings		

Fencing

Innate risk score: 3

Description	Tasks	Risk score
No Findings		

Gates

Innate risk score: 3

Description	Tasks	Risk score
No Findings		

Seating - Benches

Innate risk score: 3

Description	Tasks	Risk score
No Findings		

Signage

Innate risk score: 2

Description	Tasks	Risk score
No Findings		

Litter Bin

Innate risk score: 2

Description	Tasks	Risk score
No Findings		

Swing - Group

Innate risk score: 8

Description	Tasks	Risk score
Surface needs repair.	Repair.	8
The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Dismantle and inspect according to manufacturer's instructions.	

Basketball Post

Innate risk score: 8

Description	Tasks	Risk score
Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	5

Carousel - Inclusive

Innate risk score: 5

Description	Tasks	Risk score
Surface is wearing.	Repair.	6

Swing - Surfer

Innate risk score: 6

Description	Tasks	Risk score
Bolt is missing.	Replace.	6

Climber - With Rotator

Innate risk score: 6

Description	Tasks	Risk score
No Findings		

Swing - Mixed - 1 Bay 1 Accessible 1 Junior Seat

Innate risk score: 6

Description	Tasks	Risk score
No Findings		

Multiplay - Slide Climber

Innate risk score: 5

Description	Tasks	Risk score
No Findings		

Swing - Toddler - 1 Bay 2 Seat

Innate risk score: 4

Description	Tasks	Risk score
Moving parts require greasing.	Apply lubricant according to the manufacturer's instrutions.	4

Rocker - Boat - Sit-In

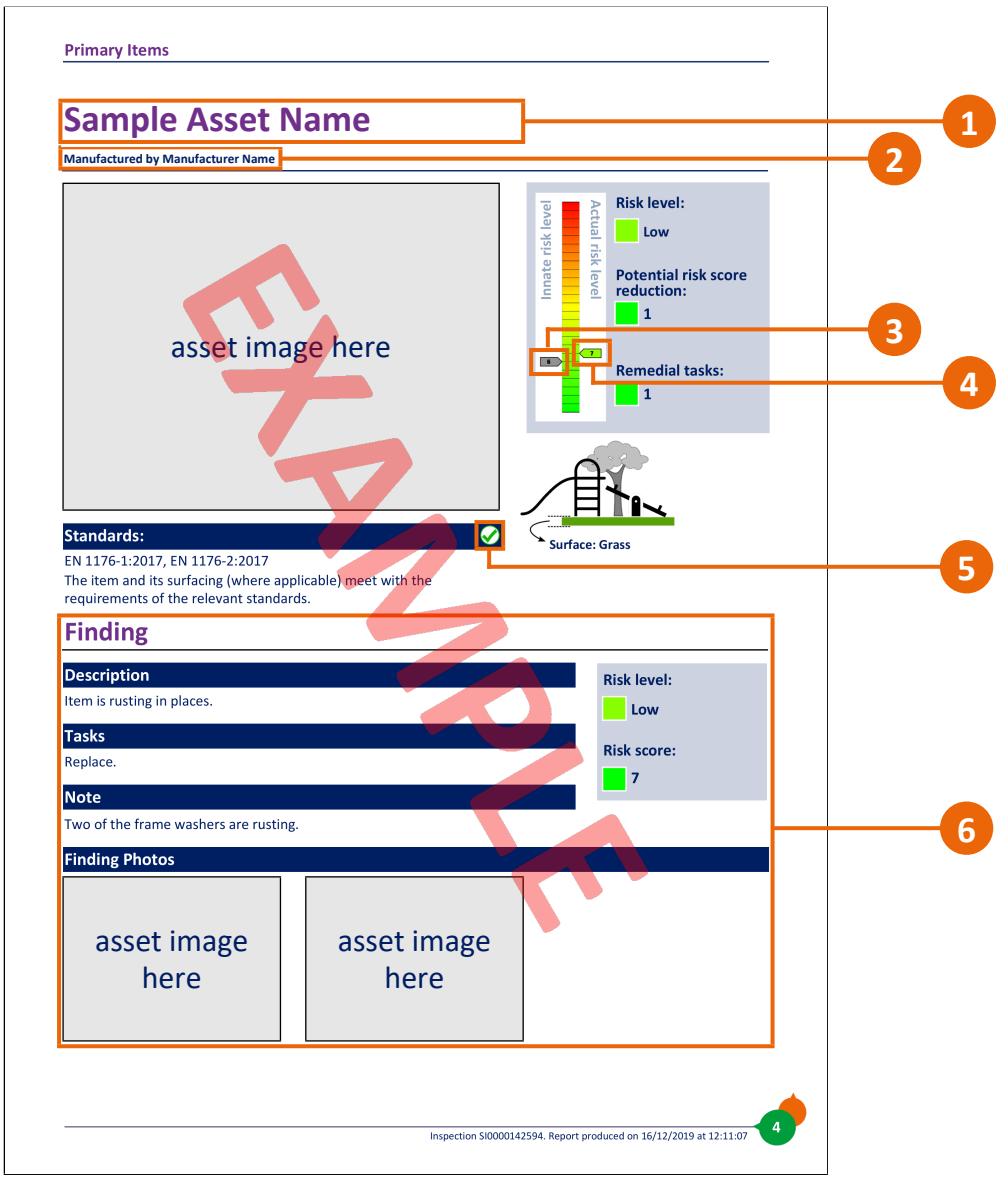
Innate risk score: 4

Description	Tasks	Risk score
Fixtures loose or missing.	Tighten.	3

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

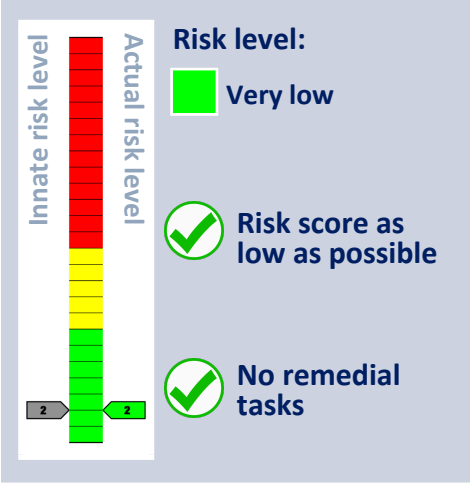
Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

1) The name of the asset
2) The manufacturer of the asset, if known,
3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

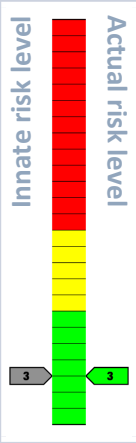


Signage

Welcome to
Longdale Play Area
This area is only to be used by children under 12
In case of emergency call 999
For non-emergency queries contact Drayton Parish Council


Innate risk level
Actual risk level
2
2
Risk level:
Very low
Risk score as low as possible
No remedial tasks

Fencing



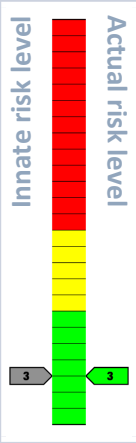
Risk level:

Very low

Risk score as low as possible

No remedial tasks

Gates



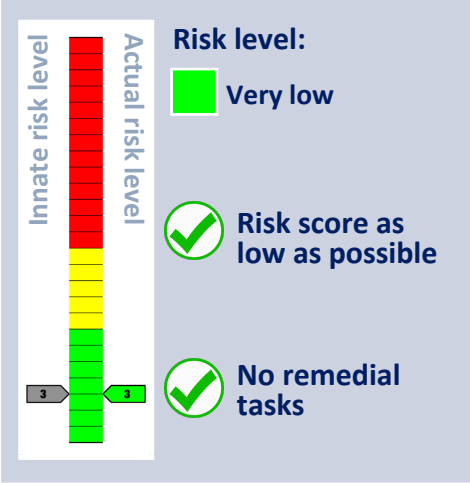
Risk level:

Very low

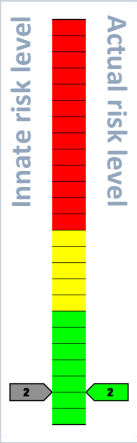
Risk score as low as possible

No remedial tasks

Seating - Benches



Litter Bin



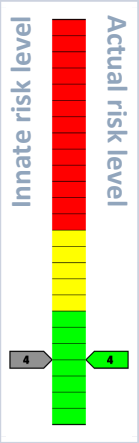
Risk level:

Very low

Risk score as low as possible

No remedial tasks

Youth Shelter



Risk level:

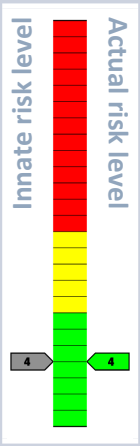
Low

Risk score as low as possible

No remedial tasks

Swing - Toddler - 1 Bay 2 Seat

Manufactured by HAGS SMP



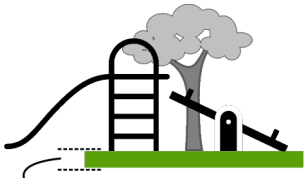
Risk level:

Low

Risk score as low as possible

Remedial tasks:

1



Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Moving parts require greasing.

Tasks

Apply lubricant according to the manufacturer's instrutions.

Note

Swing shackles squealing when in motion.

Risk level:

Low

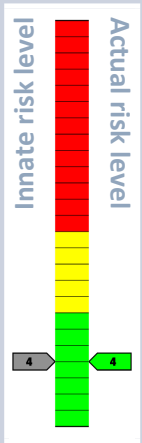
Risk score:

4

Finding Photos

Rocker - Boat - Sit-In

Manufactured by HAGS SMP



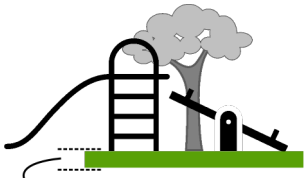
Risk level:

Low

Risk score as low as possible

Remedial tasks:

1



Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

Seat back rest is working loose.

Risk level:

Very low

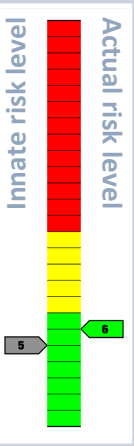
Risk score:

3

Finding Photos

Carousel - Inclusive

Manufactured by HAGS SMP



Risk level:

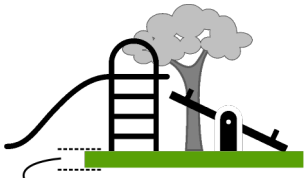
Low

Potential risk score reduction:

1

Remedial tasks:

1



Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Surface is wearing.

Tasks

Repair.

Note

Small holes has started to appear.

Risk level:

Low

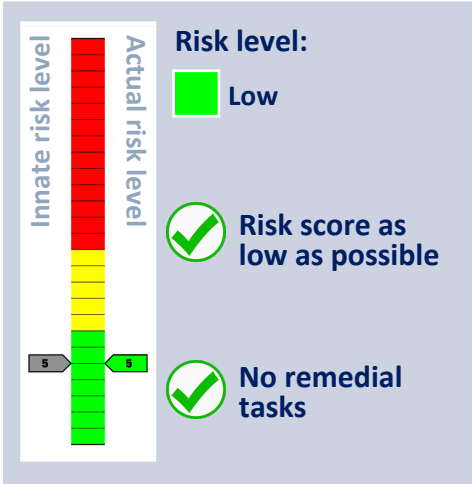
Risk score:

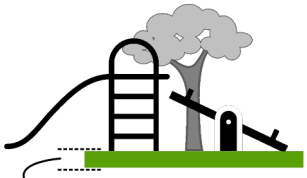
6

Finding Photos

Multiplay - Slide Climber

Manufactured by HAGS SMP





Surface: Rubber - Mulch - Bonded

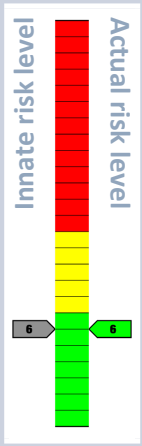
Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Swing - Surfer

Manufactured by HAGS SMP



Risk level:

Low

Risk score as low as possible

Remedial tasks:

1

Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Bolt is missing.

Tasks

Replace.

Note

Foot board bolt missing.

Risk level:

Low

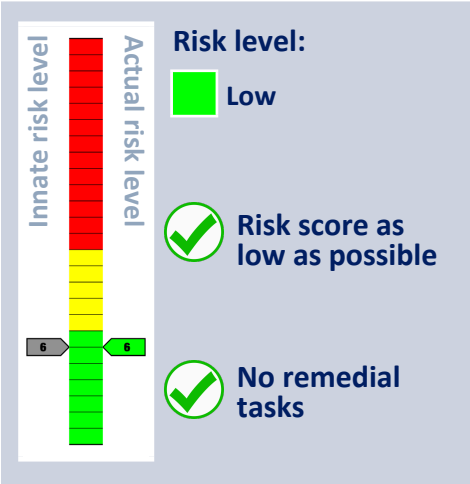
Risk score:

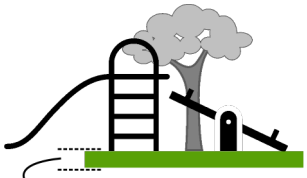
6

Finding Photos

Climber - With Rotator

Manufactured by HAGS SMP





Surface: Rubber - Mulch - Bonded

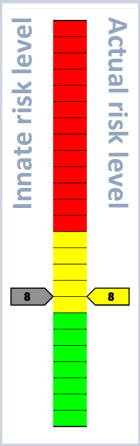
Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Swing - Group

Manufactured by HAGS SMP



Risk level:

Medium

Risk score as low as possible

Remedial tasks:

2

Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Hole appearing underneath the seat.

Risk level:

Medium

Risk score:

8

Finding Photos

Maintenance Finding

Description

The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.

Risk level:

See finding details

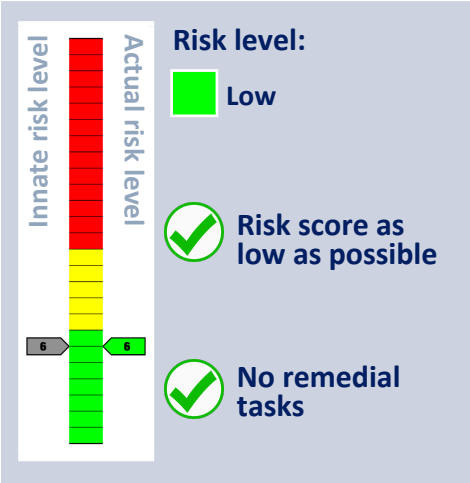
Tasks

Dismantle and inspect according to manufacturer's instructions.

Finding Photos

Swing - Mixed - 1 Bay 1 Accessible 1 Junior Seat

Manufactured by HAGS SMP



Surface: Rubber - Mulch - Bonded

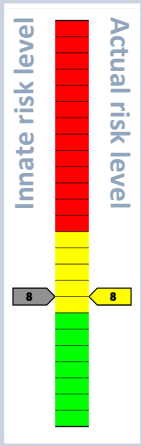
Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Basketball Post

Manufactured by HAGS SMP



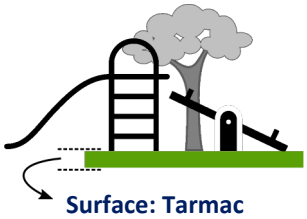
Risk level:

Medium

Risk score as low as possible

Remedial tasks:

1



Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Paintwork is in poor condition.

Tasks

De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

Risk level:

Low

Risk score:

5

Finding Photos

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP12:** Grass re-seeding at King George V Playing Field.
Meeting	Playing Fields & Property Committee
Date	15th October 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in regards to grass renovations at King George V Playing Field.

Background

The Deputy Clerk & Facilities Manager and Grounds Maintenance Contractor have been monitoring the state of grass pitches a Longdale and King George V Playing Field following an extended period of drought during summer 2026.

The grass at Longdale has started to recover, however, portions of the field that were reseeded in late summer remain vulnerable as a result of limited rainfall in September 2026. The grass at King George V Playing Field has failed to regrow across the majority of the site and the field is currently primarily populated by low growing weeds.

Update

The Grounds Maintenance Contractor has provided a quote of £3450.00 (excluding VAT) to undertake the following renovations:

Reseed the playable area of Drayton Cricket field, King George V Playing Field. Football and cricket outfield area. To use pitches renovation grass seed mix total 24 X 20KG bags on 14,000sq meters. To seed in two directions.

The Grounds Maintenance Contractor has advised that:

- Ground conditions need to be suitable before renovation works can commence, but they are able to schedule in the work as needed from mid-October onwards.
- The disc seeding process will ensure that weeds currently growing on the pitch are cut down.
- The grass seed should out-compete any remaining weeds over time.
- Fertiliser will be applied in autumn/winter as stipulated in the Schedule of Work.
- The grass will need to be monitored closely following reseeding to establish whether adverse weather conditions and/or regular use of the field is impacting re-growth.

Potential Impact on Hirers

Drayton Youth Football Club (DYFC) have hired the grass pitches at Longdale and King George V Playing Field for the duration of the football season.

Grass pitches at King George V Playing Field have been hired from 1st September 2026 to 1st May 2027. Fees for this hire period total £1390.00.

If it is deemed that grass re-growth at King George V Playing Field has been impacted by

adverse weather conditions and/or regular use of the field, then the Parish Council will need to consider whether it is necessary to cancel hire of pitches until the new grass is suitably established.

DYFC have been notified that the Parish Council are exploring options regarding pitch renovation work and that there may be a need to reseed the playing field and restrict use of the pitches whilst the grass is getting established.

Considerations

The Committee is asked to consider the following:

- The impact on the playing field and its users if grass renovations are not undertaken.
- The impact on DYFC if the Parish Council need to cancel hire of the King George V Playing Field whilst new grass is suitably established.

Recommendation

The Committee is asked to consider a suitable course of action in regards to grass renovations at King George V Playing Field and the impact on season hirers DYFC.

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP13:** 3G Pitch Surface Replacement Consultancy Services
Meeting	Playing Fields & Property Committee
Date	15th October 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action regarding appointing a suitable contractor to produce a Tender Specification for 3G pitch resurfacing works.

Background

The 3G pitch at Longdale was installed in 2012. In 2023 a representative from Norfolk Football Association undertook a visual inspection of the 3G pitch and advised that the surfacing was due for replacement.

At the July 2026 meeting of the Playing Fields and Property Committee, a procurement route was agreed to appoint a suitable contractor for the surface replacement works.

Prior to this, an appropriate Tender Specification is required. Quotes have been sought for expertise and guidance in drafting a suitable tender specification for the required works.

Update

Of the six contractors approached for a quote, two had capacity to undertake the required work. Relevant quotes are attached for consideration and a summary is provided in the table below:

Contractor Details	Fees (exc. VAT)	Service Details
Contractor 1	£9,500.00	Undertake site condition survey and produce scaled site plan. Tender specification, detailed schedule of works, digital design drawings, analysis and review; review priced works before providing written report, Acting Principal Designer CDM Coordinator (Development stage – health & safety). Contract Management throughout construction phase. Post construction defect checks etc.
Contractor 2	£2,500.00	Pitch survey, tender specification (with select tender list), site drawing with line markings, attend meetings, manage tender process, produce tender evaluation report, tender award and contracting, project management and contract administration, Acting Principal Designer under CDM 2015 regulations.

Contractor 3	N/A	Unable to undertake work
Contractor 4	N/A	Unable to undertake work
Contractor 5	N/A	Unable to undertake work
Contractor 6	N/A	No response received

For Information

Please note, contractor quotes have been redacted from the published papers due to commercial sensitivity.

Considerations

It is recommended that the Committee consider the following when reviewing the quotes:

- Contractor 1 has included costs for a site Condition Survey, whereas Contractor 2 has suggested that an intrusive survey is not required.
- Contractors 1 and 2 have indicated that additional project management services would be required for a project of this scale and have therefore included costs for project phases beyond site surveys and the drafting of a suitable Tender Specification (including project management, contract administration and post-construction defect checks etc).

Recommendation

The Committee is asked to consider the quotes provided and confirm the preferred contractor.

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP14:** Longdale Pavilion roof repairs
Meeting	Playing Fields & Property Committee
Date	15th October 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action regarding Longdale Pavilion roof repairs.

Background

In July 2026 a member of the public left a pile of broken roof tiles outside Longdale Pavilion. Following a visual inspection of the roof, missing/broken tiles were located on the roof section above the Parish Council noticeboard.

Update

In July 2026 various companies were approached and asked to provide a quote to replace any missing/broken roof tiles. In addition, advice was sought regarding the overall condition of the roof and any further remedial or repair works required.

Of the four companies approached for a quote two replied, undertook site visits and provided advice and quotes as requested. Both companies advised that, in addition to the replacement of missing/broken tiles, remedial work was required to ensure that the ridgeline tiles were secure. It was also confirmed that the existing roof would be able to support solar panels should the Parish Council wish to consider installing them in the future.

The photos below depict damage to roof tiles and ridgeline

Fig1: Broken Roof Tile

Fig 2: Damaged ridgeline

Relevant quotes are attached for consideration and a summary is provided in the table below:

Contractor Details	Fees	Service Details
Contractor 1	**£1,250.00** (excludes VAT)	**Option A – Immediate Roof Repairs** Quote includes: • Installation of scaffolding • removal and replacement of broken/damaged roof tiles in 3 areas • removal of failed mortar where ridge is missing and installation of new ridge tiles as required • re-point 4 verge tiles • waste removal
	£13,689.36 (excludes VAT)	**Option B – Longer Term Roof Repairs** Quote includes: Scaffolding and fencing - £2,550.00 Roofline Installation Works - £5,913.16 • improvements to Fascia boards, soffits, eaves and guttering Ridge and Hip Remedial Works £6,271.44 • roof cleaning • removal and replacement of broken/damaged roof tiles • installation of new ridge tile system • repointing of valley tiles and verges • waste removal
Contractor 2	**£9,500**	Quote includes: • Installation of scaffolding • removal and replacement of all broken/damaged roof tiles • repair of entire ridge system and installation of new ridge tiles as required • removal of all worn & defective mortar from valleys before repointing • waste removal
Contractor 3	N/A	Unable to undertake work
Contractor 4	N/A	Unable to undertake work

Considerations It is recommended that the Committee consider: • whether to undertake immediate roof repairs at a lower immediate cost, with a view to saving additional funds for further future repairs and roof improvements • whether to undertake full scale roof repairs at a greater immediate cost For Information Please note, contractor quotes have been redacted from the published papers due to commercial sensitivity.
Recommendation
The Committee is asked to review the quotes provided and confirm their preferred contractor and quote.

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP15**: Update and quotes for Longdale Play Area gates.
Meeting	Playing Fields & Property Committee
Date	15th October 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action regarding Longdale Play Area gates.

Background

At its meeting on 26th February 2026, the Committee noted ongoing issues with the Longdale play area gates and agreed to seek quotes for gate repairs or replacement as required. It was noted that the gates currently open outwards and that the Committees preference was for inwards opening gates.

RoSPA Guidance and Play Area Reports

RoSPA stipulate provide the following guidance regarding play area gates:

- Gates should normally open outwards except where opening outwards may cause a hazard to others (i.e. opening into the path of pedestrians/cyclist etc). This is because dogs find it easier to push a gate than pull it and therefore can access a gate opening inwards much more easily. The gate should ideally not close quicker than 5 seconds to make wheelchair access easier and also to prevent it striking the back of a child walking through.
- It is important that there are no finger or hand traps and shear points. This means that there should be a minimum gap of 12mm between the gate and the posts etc, both sides of the gate. This minimum gap should be maintained throughout the full range of movement of the gate throughout its full arc. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.

RoSPA Safety Inspection Reports stipulate the following in reference to the play area gate near Longdale Pavilion:

- The 2024 RoSPa report for Longdale stipulated that the gate supports were loose in the ground and needed to be reset. The risk level was noted as medium.
- The 2025 RoSPA report for Longdale stipulated that the gate mechanism needs adjustment. The risk level was noted as low.
- The 2026 RoSPA report for Longdale stipulated no remedial tasks. The risk level was noted as low.

In response to the RoSPA reports, the Parish Ranger has attempted to rectify the issue by adjusting the post positioning and the mechanism, but the problem with the gate closing in under 5 seconds persists.

Update

The company who originally installed the play area gates have advised that they would not be able to repair the gates. Therefore, alternative companies were approached for quotes for repair and/or replacement.

Of the four companies approached for a quote, four have replied, and the relevant quotes are attached for consideration. A summary of quotes received is provided in the table below:

Contractor	Quote (ex. VAT)	Details
Contractor 1	£9236.48	**2 Gates** Includes; 2x replacement gates, disposal of removed items, provision of heras type fencing for duration of the contract. Water access. Terms are based on a 30% deposit payable by return, a 40% payment prior to delivery of goods and a 30% balance invoice payable by return after delivery/installation.
	£5,079.15	**1 Gate** Includes; 1x replacement gate, disposal of removed items, provision of heras type fencing for duration of the contract. Water access. Terms are based on a 30% deposit payable by return, a 40% payment prior to delivery of goods and a 30% balance invoice payable by return after delivery/installation.
Contractor 2	£5874.44	**2 Gates** Includes; 2x replacement gates, disposal of removed items and repair of the existing strip of rubber mulch. Heras and Waste Management included.
	£3976.20	**1 Gate** Includes; 1x replacement gate, disposal of removed items and repair of the existing strip of rubber mulch. Heras and Waste Management included.
Contractor 3	£4,111.00	**2 Gates** Includes; 2x replacement gate, disposal of removed items, travel to site with up to 3 staff members. Terms - Orders in excess of £4995 but under£19,999 nett 40% on order, 60% balance promptly on completion.
	£2,416.00	**1 Gate** Includes; 1x replacement gate, disposal of removed items, travel to site with up to 3 staff members. Terms - Orders under £4995 nett payment due promptly on completion of works.
	£1,425.00	**Gate Repairs** Includes the following gate repairs:

		Adjust the gate mechanism to ensure it meets RoSPA guidelines. Replacement gate spring. Carry out groundworks to the gate posts, reset and concrete back into position to ensure it meets RoSPA guidelines. Travel to site with up to 3 staff members per vehicle.
Contractor 4	£1,324.00	**Gate Repairs** Reset and secure gate, adjust gate mechanism.

For Information

Please note, contractor quotes have been redacted from the published papers due to commercial sensitivity.

Considerations

If the Committee decide to replace play area gates, it is recommended that any works be undertaken during school term time to minimise disruption.

Recommendation

The Committee is asked to note the up-date and consider:

- whether remedial action is required
- the quotes for play area gate repairs/replacement

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP16:** Request from DYFC regarding InPost Locker X England Football promotion.
Meeting	Playing Fields & Property Committee
Date	15th October2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action regarding the request from Drayton Youth Football Club (DYFC) for the Council to consider pursuing an InPost Locker X England Football promotion.

Background

In September 2026 DYFC contacted the Parish Office to enquire whether the Council would be open to considering hosting an InPost box at Longdale.

In order to find out further information about the scheme, DYFC has submitted an expression of interest in the InPost x England Football promotion. InPost has subsequently contacted DYFC and indicated that it would like to undertake a site visit, but has confirmed that Parish Council permission is required as landowner before the proposal can progress.

DYFC considers that hosting an InPost locker could provide additional income for the club, which could potentially be used to offset club pitch hire costs payable to the Parish Council and help limit increases in fees for parents.

DYFC were invited to attend the Committee meeting in support of their request.

Further information regarding the InPost Locker X England Football promotion can be found here: https://inpost.co.uk/business/the-fa

NB: The Inpost website stipulates that lockers are secure storage facilities that can be used 24/7 for collecting orders, returning items, and sending parcels.

Recommendation

The Committee is asked to consider the request from DYFC regarding an InPost Locker X England Football promotion.

FREQUENTLY ASKED QUESTIONS

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Can multiple clubs at one site submit applications, or is it one EOI per facility?

EOIs should be submitted based on one per facility, and ultimately whoever has the authority to provide approval to install a locker at the site and can sign the agreement should submit an EOI.

What is the security of tenure required to enable a club to apply?

The required security of tenure is a minimum 5 years, either as a freehold or lease tenure arrangement. However, if the security of tenure is lower, this doesn't mean you can't apply, we would just need to review the detail of tenure prior to progressing your application.

SITE REQUIREMENTS & INSTALLATION

What specific space is required for an InPost Locker?

A minimum of 2m of space left to right and 2.5m height clearance. The lockers are 919mm deep, so we need that as a minimum plus around a metre in front to allow for disabled access to pass the locker.

Do we need planning permission?

If a council requires it after installation, we carry out the necessary application and cover all costs. Likewise, if this is refused (which is rare) we will remove the locker and make good the area if necessary.

Who is responsible for installation?

InPost covers all costs and works associated with the installation. Occasionally, we may request for certain civils to be completed prior to installation such as post removal or bench removal for example, but this will all be clear to each club if required.

Does the site need continuous power for the locker?

Yes, if the locker is electrically powered, it needs to be connected to a 24hr connection to the distribution board. A connection will be installed by the contractor if required. We need the lockers to always be turned on as the PC unit within the locker is not built to be constantly rebooted if the power is switched off and back on again every day.

Can the club choose the exact location of the locker?

The club will be invited to provide input on the preferred on-site location and will have the opportunity to review and approve the proposed position. While a location may initially appear suitable from the club's perspective, our specialist team will conduct a full assessment and may identify practical or technical factors that make an alternative position more appropriate or determine that a suggested location is not feasible.

Does it need to be already a freestanding floor?

We can install a concrete base in areas if the location has been identified as feasible and approved by the club. For example, if the area is currently grassed, we would install a concrete base for the locker to be installed. If required, we can also extend pathways to provide a safe route to the locker.

FINANCIALS & COMMERCIALS

How and when are payments made to clubs?

Clubs will be paid quarterly in January, April, July and October via BACS.

Who pays for electricity usage?

The club pays for electricity usage if required. Our machines are extremely energy efficient and do not consume significant amounts of electricity to operate.

OPERATIONAL CONSIDERATIONS

How often will InPost staff or couriers be on site?

Our lockers will be serviced by our couriers at least once a day.

Is the site expected to manage any operational responsibilities (e.g. security, reporting issues)?

We ask that sites report any operational issues (e.g. damage) directly to our team, which plays an important role in keeping the lockers fully functional and available to users. This helps maintain service quality and enhances the overall offering at their location. A dedicated telephone number and email address will be provided for reporting any such issues.

What happens if the locker is damaged or vandalised?

We take care of fixing and rectifying the issues to the locker if it is damaged or vandalised. This can be reported by the club, customers or couriers. We have security cameras on our lockers to protect users but also to identify and to provide evidence to the police if required.

Can the locker be removed if the partnership doesn't work out?

The locker can be removed, however if it is removed at no fault to InPost, the club will be expected to pay a removal charge. This is an extreme case and removal is the absolute last resort. Most issues can be resolved prior to this.

COMMUNITY IMPACT / CLUB PERCEPTION

How can clubs promote the locker to their community?

Clubs can use whatever method of promotion that they desire including social media, newsletters, email etc. InPost may at times request the club to take part in our own marketing campaigns to promote the locker and partnerships. This will of course be agreed prior to activity.

PROGRAMME MANAGEMENT & TIMELINES

What happens after submitting an EOI?

Your site will be checked for viability remotely by checking Land Registries and general Google Maps searches if applicable. If the site is deemed a viable site, InPost will contact the person who submitted the EOI to discuss next steps. After that, we will send out a member of the InPost team to discuss terms, agree on the contract, survey the site for viable locations and answer any questions the club may have. If all successful and completed OK, we then move to install the locker at a later date.

The club will be kept up to date at each stage throughout the process.

Are site visits required before approval?

Site visits aren't required prior to first approval that a site is viable (after Land Reg and Google Maps searches), however every site will need to be surveyed in person on site before installing a locker.

RISK / LEGAL / COMPLIANCE

What legal agreements must the club sign?

The club must sign the InPost licence agreement prior to installation, which will last for a minimum of 5 years. This agreement will be discussed with the club at the site visit and can be signed on the day of visit.

Who is liable for loss, theft, or injury involving the locker?

Loss and theft (i.e. a lost or stolen parcel) is generally a matter for between InPost and the impacted individual, not the clubs. We are also insured in the unlikely case an injury is caused by a locker (it is InPost's product, again not the clubs).

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FUTURE OPPORTUNITIES / SCALABILITY

Can clubs host multiple lockers?

There is nothing against a club hosting multiple lockers, however this will be at InPost's discretion and decision. We try to install the largest locker possible to accommodate the demand for a site, rather than installing multiple lockers.