

Minutes of the Extraordinary Playing Fields & Property Committee held on **Thursday 18th December 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager

Meeting opened: 19:00

1. To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllr. G. Everett.

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

None.

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

None.

4. 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) 5-6.

The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 5 & 6.

5. To note confirmation of receipt of tender submissions for Project Management and Cost Consultancy Services and summary against agreed submission requirements.

It was confirmed that all tenders received for the Project Management and Cost Consultancy Services procurement exercise were managed, opened, and recorded in accordance with the Council's adopted Financial Regulations and agreed submission requirements.

The Committee noted a report summarising the 5 tender submissions received against the agreed submission requirements set out in the Invitation to Tender. It was confirmed that all five submissions had demonstrated that submission requirements had been met.

6. To evaluate tender submissions received for Project Management and Cost Consultancy Services and consider recommendations for appointment for approval by Council.

The Committee received 5 tender submissions presented in alphabetical order, from A-E.

Using the agreed assessment criteria and methodology, the Committee evaluated how well each tenderer demonstrated their capacity and approach to meeting the Council's requirements set out in the Tender Specification. The Committee then awarded points up to 5 for each criteria using the evaluation sheets provided. Details

of the evaluation for each tender was recorded in a separate report including all evaluation sheets for the Council's records.

Following evaluation, the Committee identified contractor B as the highest scoring bidder, noting that the proposal offered a detailed submission relevant to Drayton and significant experience with local authorities while demonstrating value for money.

The Committee **AGREED** to recommend to Council the appointment of contractor B to provide Project Management and Cost Consultancy Services for the KGV Refurbishment Project. It was noted that appointment would be subject to receipt of appropriate references.

Following completion of the confidential business, the meeting was reopened to the public at 20:31.

7. To note exchange of information.

It was noted that Taverham Parish Council had closed the swings on Thorpe Marriott Green due to fire.

8. To note the date and time of the next meeting is scheduled to take place on Thursday 26th February 2026 at 7pm at King George V Pavilion.

Noted

Meeting Closed: 20:37

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

Paper	PFP2: Declarations of Interest.
Meeting	Playing Fields and Property Committee
Date	18 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<p><u>Declarations of Interests</u></p> <p>All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.</p> <p>At the start of the meeting, council members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.</p> <p>Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.</p> <p>You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.</p> <p>If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. While advice can be given at meetings by the Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p> <p><u>Dispensation Requests</u></p> <p>In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.</p> <p>Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.</p> <p>A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.</p> <p>For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.</p>	
Recommendation	
The Committee is asked to note the paper for information.	

Interests Flowchart

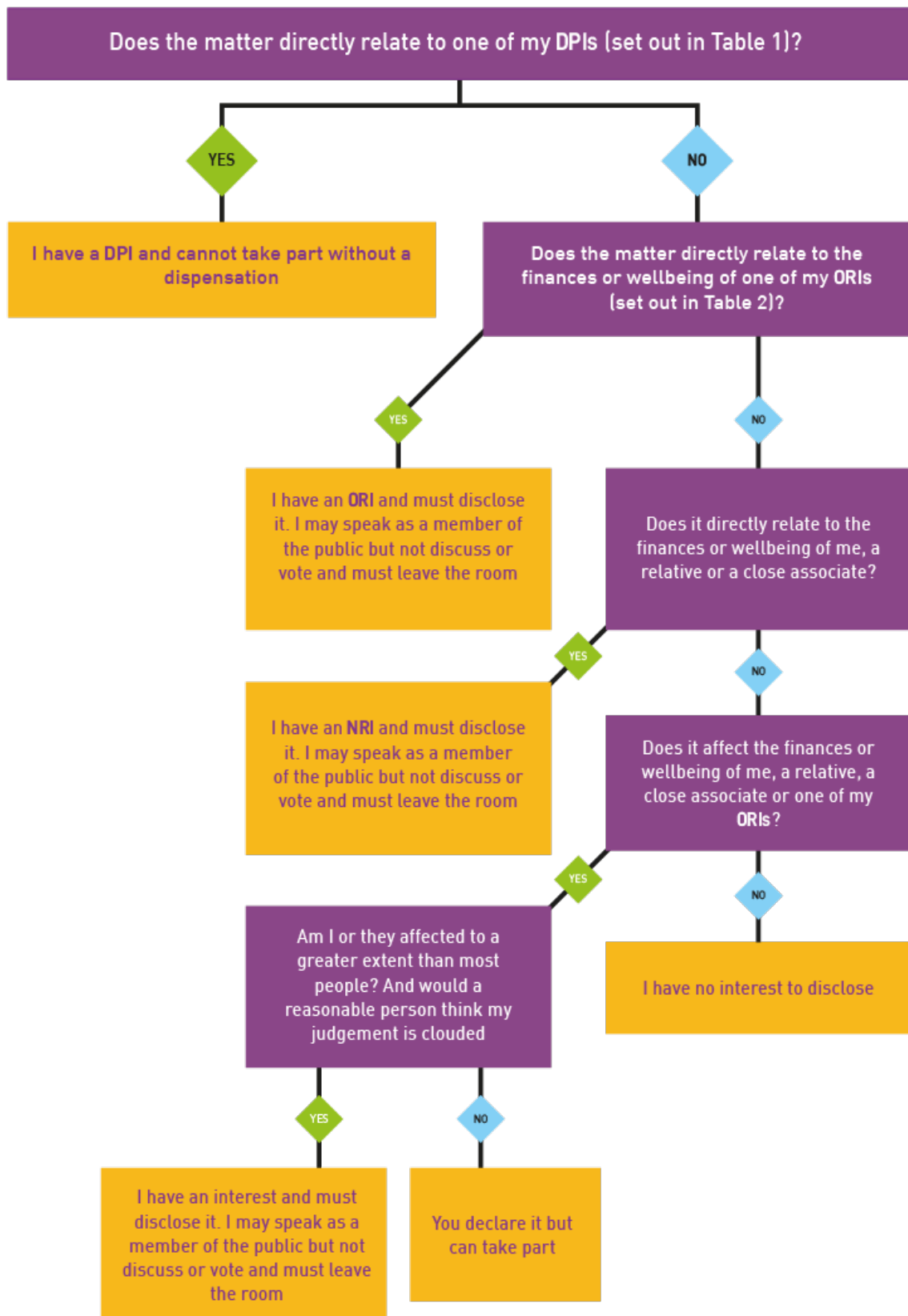


Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

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

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

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

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

Paper	PFP5: Tender Submission Confirmation
Meeting	Playing Fields & Property Committee
Date	18 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> <p>The purpose of the report is to confirm that all tenders received for the Project Management and Cost Consultancy Services procurement exercise were managed, opened, and recorded in accordance with the Council's adopted Financial Regulations and agreed submission requirements.</p>	
<u>Tender Management</u> <p>Council received 5 tender submissions delivered in a sealed envelope addressed to the Parish Clerk at King George V Pavilion by the specified deadline of 28th November 2025. Tenders were opened on Monday 1st December 2025 by the Parish Clerk in the presence of one Council Member, Cllr. Graham Everett, in line with the Council's adopted Financial Regulations.</p> <p>An audit trail has been retained, including a log and declaration of the submission and opening of all tenders submitted.</p>	
<u>Tender Submission Requirements</u> <p>The attached report summarises the 5 tender submissions received against the agreed submission requirements set out in the Invitation to Tender as follows;</p> <ul style="list-style-type: none">• A detailed proposal outlining their approach to project delivery.• Evidence of relevant experience, including 2 case studies and 2 references of similar projects that have been completed within the last 3 years.• A breakdown of costs, including fees and projected expenses.• CVs of key personnel assigned to the project. <p><i>N.B. The attached summaries provide factual information only and do not constitute any form of scoring, ranking or judgement. Evaluation will take place under agenda item 6 in accordance with the agreed assessment criteria set out in the Invitation to Tender.</i></p>	
<u>For information</u> <p>Please note, supporting papers have been redacted from the published versions due to the confidential nature of the business to be transacted.</p>	
Recommendation	
<p>The Committee is asked to note that all tenders were received and opened in compliance with the Council's Financial Regulations and note the summaries of submissions provided for information.</p>	

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

Paper	PFP6: To consider tender submissions.
Meeting	Playing Fields & Property Committee
Date	18 th December 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> The purpose of this report is to present members with the information required to assess the tenders submitted for the Project Management and Cost Consultancy procurement exercise.	
<u>Background</u> On 15 th October 2025, the Committee issued an Invitation to Tender for the provision of suitably qualified and experienced consultants to provide Project Management and Cost Consultancy Services for the reconfiguration, alteration and refurbishment of the King George V Cricket Pavilion. The tender closed on 28 th November 2025 and 5 valid submissions were received.	
<u>Tender Documentation</u> To support the Committees assessment, each member will receive the following documents: <ul style="list-style-type: none">• Agreed Tender Specification: Members are asked to refer to the tender specification when assessing how well each tenderer has demonstrated their capacity and approach to meeting the Council's requirements.• Agreed Assessment Criteria: Members are asked to refer to the Assessment Criteria when awarding points up to 5 for each criteria ranging from unacceptable (0) to Excellent (5).• Agreed Evaluation Sheet: Each criteria carries a score out of 5 with a defined weighting. Members are asked to score each criterion out of 5 using the agreed Assessment Criteria. N.B. Please note pricing information provided by tenderers has been assessed in line with agreed value for money criteria. The weighted score can be calculated at the meeting.	
<u>Evaluation Process</u> Committee members are asked to review all submissions and complete the evaluation sheet using the agreed criteria and scoring methodology. The Committee can then discuss collectively to agree a final moderated score for each tenderer. Once all evaluation sheets are completed and collated, the Committee will determine its recommendation for awarding the contract for approval by Council.	

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

Considerations

The Committee must ensure that the evaluation process is fair, transparent and consistent with the rules applied equally to all tenderers.

If the Committee needs further clarification during the evaluation, all tenderers must be treated equally and any clarification requested of one tender must be considered for all others if relevant. The Committee may reconvene once clarifications have been sought to continue the evaluation and submit its recommendation to Council.

For information

Please note, supporting papers have been redacted from the published versions due to the confidential nature of the business to be transacted.

Recommendation

The Committee is asked to:

1. Review the tender submissions in accordance with the Tender Specification and Assessment Criteria.
2. Complete the Evaluation Sheet for each Tenderer.
3. Agree a recommendation for awarding the contract for approval by Council.