

Minutes of the extraordinary meeting of Drayton Parish Council held on **Thursday 25th June 2026, 6:30pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, A. Crotch (Chair), H. Kisby, N. Quinsey and A. Taylor.

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager, 1 member of the public.

Meeting Opened: 6:30pm

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. G. Everett, K. Morgan, J. Edwards-Smith, R. Turner and C. Brown.

2. DECLARATIONS OF INTEREST

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

None.

3. PUBLIC FORUM

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

None.

4. PLAYING FIELDS & PROPERTY COMMITTEE

a) To consider recommendation for the appointment of Architectural Services for the KGV Pavilion Refurbishment project [Pg5-29].

Council **AGREED** to award the contract for Architectural Services for the KGV Pavilion Refurbishment project to Contractor A, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.

b) To consider recommendation for the appointment of Mechanical, Electrical & Plumbing Services for the KGV Pavilion Refurbishment project [Pg30-39].

Council agreed to consider 5a before 4b. Standing Orders were suspended at 6:48pm to enable John Wilson to answer any questions from the Council regarding his application.

Standing Orders were reinstated at 6:52pm.

Council **AGREED** to award the contract for Mechanical, Electrical & Plumbing Services for the KGV Pavilion Refurbishment project to Contractor A, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.

c) To consider recommendation for the appointment of Structural & Civil Engineering Services for the KGV Pavilion Refurbishment project [Pg40-69].

Council **AGREED** to award the contract for Structural & Civil Engineering Services for the KGV Pavilion Refurbishment project to Contractor C, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.

- d) **To consider recommendation for the appointment of Asbestos removal Services for the KGV Pavilion Refurbishment project [Pg70-75].**

Council **AGREED** to award the contract for Asbestos Removal Services for the KGV Pavilion Refurbishment project to Contractor 3, as recommended by the Advisory Group.

It was noted that asbestos removal causing significant impact on usage of the building would take place closer to the date of works.

5. OTHER MATTERS FOR DISCUSSION AND DECISION

- a) **To consider application(s) received for casual vacancies for appointment by co-option [Pg76-78].**

Council **AGREED** to co-opt John Wilson as Parish Councillor for Drayton South.

Council **AGREED** to co-opt Richard Fish as Parish Councillor for Drayton South.

It was noted that declarations of acceptance of office would be signed before the next meeting of the Council.

- b) **To consider grant application received from RG Carter Bowls Club for approval [Pg79-86].**

Council **AGREED** to award a grant up to £250, subject to receipt of required costs under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.

It was noted that the Grants Policy would be reviewed regarding recurring applications.

6. EXCHANGE OF INFORMATION

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

It was noted that a 4G mast is being installed at Longdale. Broadland District Council advised that the installation was within permitted development and didn't require planning permission. It was further noted that there may be an impact on Parish Council trees situated at Longdale and Cllr. Crotch advised that he would continue to monitor the situation.

7. UPCOMING MEETING DATES

- a) **Staffing Committee Thursday 25th June 2026.**
b) **Parish Council meeting Thursday 9th July 2026.**

Council noted the upcoming meeting dates.

Meeting Closed: 7:18pm

DRAYTON PARISH COUNCIL

Paper	DPC2a: Declarations of Interest.
Meeting	Council
Date	25 th June 2026
Author	Parish Clerk & RFO
Summary	
<u>Declarations of Interests</u> 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 Parish 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. <u>Dispensation Requests</u> 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	
Council is asked to note the paper for information.	

Interests Flowchart

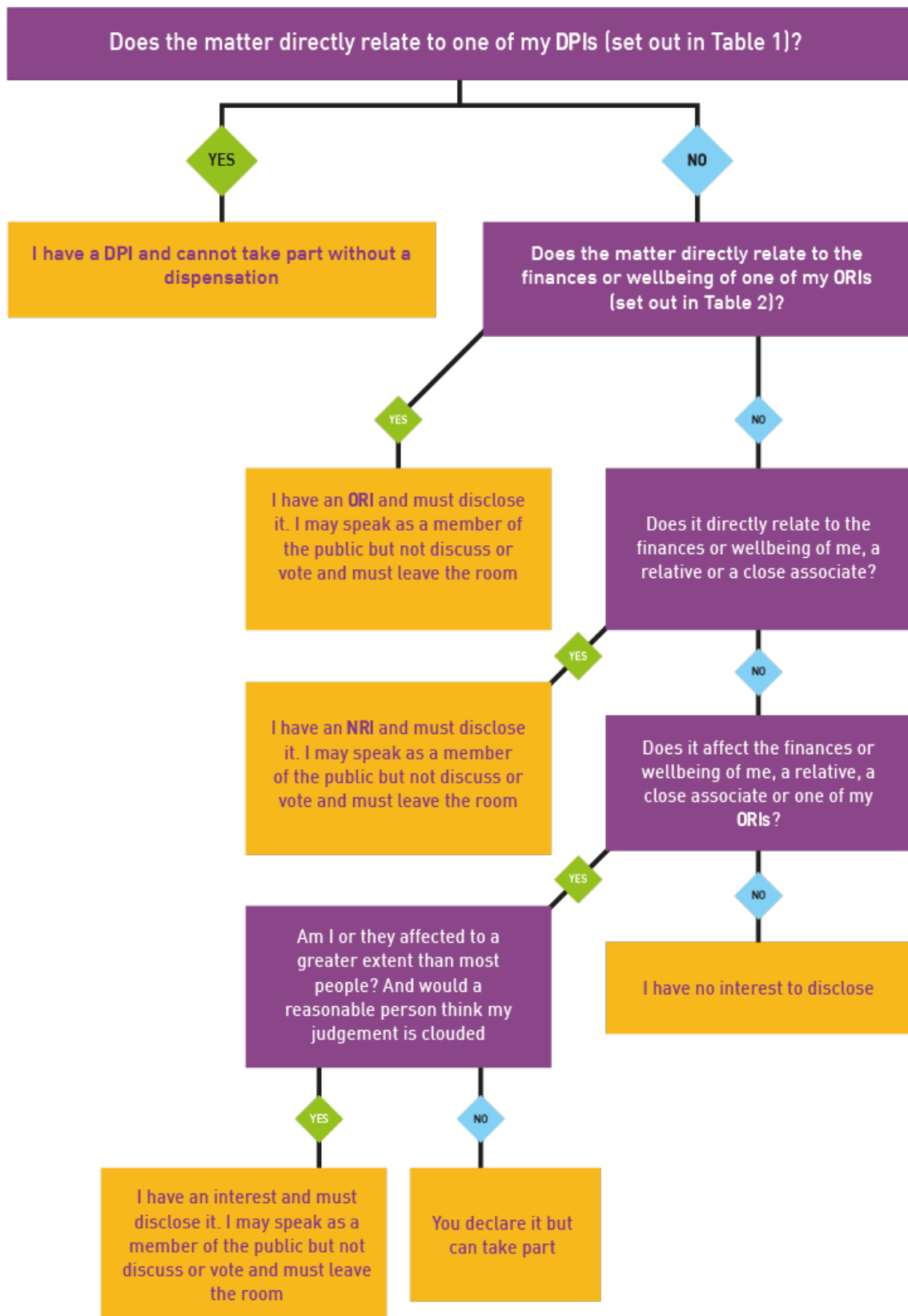


Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

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

Table 2: Other Registrable Interests

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

Paper	DPC4a: Architectural Services for the KGV Pavilion Refurbishment project.
Meeting	Council
Date	25 th June 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> At the May 2026 meeting, the KGV Pavilion Refurbishment Advisory Group considered next steps for the project and received estimated costs for Architectural Services. In line with 5.6 of the Council's Financial Regulations and Scheme of Delegation for the project, the Group agreed to commence a tendering process to appoint Architectural services. Following the tendering process outlined below, the Advisory Group is now seeking Council approval for the award of contract for Architectural Services for the project. <u>Tendering Process</u> At the May 2026 meeting, the Advisory Group agreed the Tender Specification and Assessment Criteria to undertake the procurement exercise to appoint a suitably qualified and experienced consultant. In line with the Scheme of Delegation the Project Officer together with Greyfriars issued an Invitation to Tender to 5 suitably experienced consultants on Tuesday 26th May 2026. The Tender closed on 11th June 2026 and 4 valid submissions were received. At the meeting held on 18th June 2026, the Group reviewed all submissions and completed an evaluation sheet using the agreed Assessment Criteria and methodology. <u>Recommendation</u> Following evaluation, the Group identified a preferred bidder and recommended the appointment of the attached consultant to provide Architectural Services for the KGV Refurbishment Project, subject to satisfactory references. <u>Financial Implications</u> The cost of Architectural Services is confirmed as within the estimated budget for professional services provided by Greyfriars. <u>For Information</u> Please note, the detailed proposal, including fee breakdowns and any contractual terms are considered commercially sensitive and have therefore been redacted from the published versions of the papers. In line with the project Scheme of Delegation, the Project Officer shall sign any contract or agreement on behalf of the Council.	
Recommendation	
Council is asked to approve the award of the contract for Architectural Services for the KGV Refurbishment Project as recommended by the Advisory Group.	

DRAYTON PARISH COUNCIL

Paper	DPC4b: Mechanical, Electrical & Plumbing Services for the KGV Pavilion Refurbishment project.
Meeting	Council
Date	25 th June 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> At the May 2026 meeting, the KGV Pavilion Refurbishment Advisory Group considered next steps for the project and received estimated costs for Mechanical, Electrical & Plumbing Services. In line with 5.6 of the Council's Financial Regulations and Scheme of Delegation for the project, the Group agreed to commence a tendering process to appoint Mechanical, Electrical & Plumbing services. Following the tendering process outlined below, the Advisory Group is now seeking Council approval for the award of contract for Mechanical, Electrical & Plumbing Services for the project. <u>Tendering Process</u> At the May 2026 meeting, the Advisory Group agreed the Tender Specification and Assessment Criteria to undertake the procurement exercise to appoint a suitably qualified and experienced consultant. In line with the Scheme of Delegation the Project Officer together with Greyfriars issued an Invitation to Tender to 5 suitably experienced consultants on Tuesday 26th May 2026. The Tender closed on 11th June 2026 and 2 valid submissions were received. At the meeting held on 18th June 2026, the Group reviewed all submissions and completed an evaluation sheet using the agreed Assessment Criteria and methodology. <u>Recommendation</u> Following evaluation, the Group identified a preferred bidder and recommended the appointment of the attached consultant to provide Mechanical, Electrical & Plumbing Services for the KGV Refurbishment Project, subject to satisfactory references. <u>Financial Implications</u> The cost of Mechanical, Electrical & Plumbing Services is confirmed as within the estimated budget for professional services provided by Greyfriars. <u>For Information</u> Please note, the detailed proposal, including fee breakdowns and any contractual terms are considered commercially sensitive and have therefore been redacted from the published versions of the papers. In line with the project Scheme of Delegation, the Project Officer shall sign any contract or agreement on behalf of the Council.	
Recommendation	
Council is asked to approve the award of the contract for Mechanical, Electrical & Plumbing Services for the KGV Refurbishment Project as recommended by the Advisory Group.	

DRAYTON PARISH COUNCIL

Paper	DPC4c: Structural & Civil Engineering Services for the KGV Pavilion Refurbishment project.
Meeting	Council
Date	25 th June 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> At the May 2026 meeting, the KGV Pavilion Refurbishment Advisory Group considered next steps for the project and received estimated costs for Structural & Civil Engineering Services. In line with 5.6 of the Council's Financial Regulations and Scheme of Delegation for the project, the Group agreed to commence a tendering process to appoint Mechanical, Electrical & Plumbing services. Following the tendering process outlined below, the Advisory Group is now seeking Council approval for the award of contract for Structural & Civil Engineering Services for the project. <u>Tendering Process</u> At the May 2026 meeting, the Advisory Group agreed the Tender Specification and Assessment Criteria to undertake the procurement exercise to appoint a suitably qualified and experienced consultant. In line with the Scheme of Delegation the Project Officer together with Greyfriars issued an Invitation to Tender to 5 suitably experienced consultants on Tuesday 26th May 2026. The Tender closed on 11th June 2026 and 4 valid submissions were received. At the meeting held on 18th June 2026, the Group reviewed all submissions and completed an evaluation sheet using the agreed Assessment Criteria and methodology. <u>Recommendation</u> Following evaluation, the Group identified a preferred bidder and recommended the appointment of the attached consultant to provide Structural & Civil Engineering Services for the KGV Refurbishment Project, subject to satisfactory references. <u>Financial Implications</u> The cost of Structural & Civil Engineering Services is confirmed as within the estimated budget for professional services provided by Greyfriars. <u>For Information</u> Please note, the detailed proposal, including fee breakdowns and any contractual terms are considered commercially sensitive and have therefore been redacted from the published versions of the papers. In line with the project Scheme of Delegation, the Project Officer shall sign any contract or agreement on behalf of the Council.	
Recommendation	
Council is asked to approve the award of the contract for Structural & Civil Engineering Services for the KGV Refurbishment Project as recommended by the Advisory Group.	

DRAYTON PARISH COUNCIL

Paper	DPC4d: Asbestos Removal Services
Meeting	Drayton Parish Council
Date	25 th June 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> At the June 2026 meeting, the KGV Pavilion Refurbishment Advisory Group considered 3 quotations for the removal of Asbestos Containing Materials (ACM) at the KGV Pavilion based on the latest survey for the building. Quotes obtained exceeded spending limits as set out in the Scheme of Delegation for the project and the Group is now seeking Council approval for the award of contract for asbestos removal services.	
<u>Recommendation</u> Following evaluation of quotes received, the Group recommended the appointment of the attached contractor to provide Asbestos Removal Services for the KGV Pavilion Refurbishment project.	
<u>For Information</u> Please note, the quote, including fee breakdowns and any contractual terms are considered commercially sensitive and have been redacted from the published versions of the papers.	
Recommendation	
Council is asked to approve the award of the contract for Asbestos Removal Services for the KGV Refurbishment Project as recommended by the Advisory Group.	

DRAYTON PARISH COUNCIL

Paper	DPC5a: To consider applications for casual vacancy by co-option.
Meeting	Council
Date	25 th June 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> Council currently has 1 casual vacancy for Drayton North and 2 casual vacancies for Drayton South. On 31st May 2026 and 9th June 2026, Council received two expressions of interest from members of the public in becoming a Councillor for Drayton Parish Council. Following an initial meeting with the Parish Clerk to confirm eligibility and discuss the role in more detail, the candidates have confirmed they wish to be considered, and their applications are attached for review by Council.	
<u>Recommendation</u> Council is asked to consider the following applications for co-option: • Richard Fish – Drayton South • John Wilson – Drayton South	
<u>For Information</u> The debate and vote on the co-option must not exclude the public and press and candidates are entitled to be present during the proceedings. The Parish Council is not obliged to fill a vacancy from the candidates who apply and co-option is resolved by a majority vote. In line with the Council's adopted co-option policy, the successful candidate(s) will be summonsed to attend the next meeting at which they will sign the appropriate declarations. All councillors are required under the Localism Act 2011 to complete a Notification of Disclosable Pecuniary and Other Interests form within 28 days of taking office. The Clerk to the Council will support any new councillors through this process with the relevant information.	
Recommendation	
Council is asked to consider the applications for co-option.	

Richard Fish – Drayton South

Most of my working life I have been involved in Corporate Travel, many years at a senior level including as a company director.

Corporate travel involves managing the travel requirements of businesses, in my time I have dealt with a diverse range of clients from global car manufacturers to universities, research institutes, international TV companies, music industry clients, oil & gas clients to name a few.

My work is often dealing with time critical situations so I work well under pressure, am able to prioritise & have a methodical approach, some of these attributes I hope would be useful as a Parish Councillor!

As mentioned, I have a particular interest in sustainability. Last year I completed a level 2 certificate in Understanding Environmental Sustainability so I would have a particular interest in the Environmental & Highways committee.

I currently am semi-retired, only working Monday, Tuesday & Wednesday, so have free time to commit to being a councillor.

I don't have any previous experience as a parish councillor, but I was a member of the Hethersett Village Hall committee while I lived in Hethersett (I left when I moved from the area in 2018). I enjoyed my time there & feel the experience gives me an insight into what is required for the role.

I hope that helps & if there is anything else you would like from me please let me know.

John Wilson – Drayton South

Until reading latest newsletter, was unaware of vacancies in parish, this prompted me to look at “can I contribute” what can I offer?

Thereafter emailed Amy reference openings.

Planner, through and through, certainly document majority of events.

Happily married to Carol, have a daughter, son in law and one grandchild. Have lived in Drayton and Taverham since 1984.

Retired engineer who worked with one of the major players in oil and gas production / exploration, reliable team player.

Enjoy meeting people, whether through business or social (s) Hobbies Have had Labradors for many years, over 36!

Love walking, part of the joys of ownership of dogs.

Still play golf to a reasonable level, and enjoy the competitive nature, albeit love social side equally.

Football lover, supporter only now including grass roots.

Have an easy maintenance garden that suits us, we enjoy garden but not slave to it.

Motorhome owners and have fun exploring UK as we have travelled extensively through the major continents.

Hopefully enough information, all being well looking forward to working with you and team.

DRAYTON PARISH COUNCIL

Paper	DPC5b: To consider application received for the Council's Grant Scheme.
Meeting	Council
Date	25 th June 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> On 9 th June 2026, Council received the attached grant application from RG Carter Bowls Club for consideration. The Council currently has £2,780 remaining in the grants scheme until 31 st March 2027.	
<u>Considerations</u> Per the Council's adopted Grants Policy, successful grants will need to demonstrate the following: a. Show that the benefiting group or organisation is based within the parish or that it is constituted for the benefit of Drayton parishioners. b. The grant must go towards supporting or purchasing <i>one</i> of the following: i. Purchasing equipment either in part or in full. ii. Funding transport to enable group members to partake in a group trip or outing. iii. For training activities, or to purchase the expertise of a trainer/facilitator. iv. Raising the profile of the group's work. v. Covering running costs of a viable group experiencing a period of hardship. vi. Hosting special events or celebrations. vii. Providing new or improving existing recreational facilities for which the Council is not currently responsible.	
<u>Section 137 Expenditure – Statutory Compliance Note</u> Expenditure will be made under Section 137 of the Local Government Act 1972 where Council is satisfied that the expenditure is not otherwise authorised under any other statutory power. Council shall confirm that the expenditure complies with the requirements of Section 137 in that it is for purposes which, in the opinion of the Council, are in the direct benefit of the Council's area, or part of its area, or all or some of its inhabitants. The statutory spending limit applicable for the current financial year is £11.60 per elector, and Council is asked to note that the total Section 137 expenditure, including this proposal, remains within the permitted allowance per elector as prescribed by legislation.	
<u>For Information</u> Please note confidential information is redacted from the published papers.	
Recommendation	
Council is asked to consider the award of funding for the grant application received.	

DRAYTON PARISH COUNCIL
APPLICATION FOR A GRANT

Name of Organisation or Group:		Status (Charity, trust, etc.)
R.G. CARTER BOWLS CLUB		CLUBS
Address:		
KING GEORGE V PLAYING FIELD DRAYTON HIGH ROAD DRAYTON NORWICH		
		Postcode: NR8 6AW
Telephone Number:		
Email Address:	rgcarterboc@gmail.com	
Lead Applicant Name:	PAUL WEBB	
Amount requested:	£ 250 (maximum)	
Date of Application:	9th JUNE 2026	
Brief Description of Request:	COST OF CUTTING HEDGE AROUND BOWLS GREEN - ON THE PLAYING FIELD SIDE BOWLS CLUB TO PAY FOR THEIR SIDE AND TOP	
Account Name:	R.G. CARTER GROUP BOWLING CLUB	
Sort Code:	Account No:	
For Office Completion		
Application Status:	Date Received:	Approved / Declined
Full Parish Council Meeting Date:		
Comments on Decision (Including any conditions of award):		

Your Organisation

1. Describe the business of your organisation.

BOWLS CLUB

2. How does your organisation benefit the people of Drayton?

SOCIAL AND COMPETITIVE ACTIVITIES FOR
ITS MEMBERS

About your Request

3. What specifically are you applying for a grant for?

TO CUT ONE SIDE OF THE HEDGE SURROUNDING OUR
BOWLING GREEN.
THE CLUB WILL PAY FOR THE CUTTING OF THE HEDGE ON
OUR SIDE (AND THE TOP OF THE HEDGE)

4. How will this item/activity/project etc. benefit the people of Drayton?

A NEATLY CUT HEDGE LOOKS BETTER AND CUTTING
THE "OUTSIDE" OF THE HEDGE (ON THE PLAYING FIELD SIDE)
WILL ALLOW CLEAR ACCESS FROM THE CAR PARK TO
THE PAVILLION

5. What need/demand is there for your proposed item/activity/project?

CLEAR ACCESS ALONG THE PATHWAY

Funding

6. What are the costs associated with your item/activity project?

LAST YEAR THE CUTTING OF THE HEDGE TO THE CLUB WAS £650 (SEE INVOICE)

OUR CLAIM IS FOR ONE THIRD OF THE TOTAL COST
- THIS INCLUDES DISPOSING OF THE WASTE.

7. What are your other sources of funding for your item/activity/project?

CLUB FUNDS WILL PAY FOR THE CUTTING OF THE INSIDE AND TOP OF THE HEDGE

8. Have you made an application elsewhere for funding for this item/activity/project? If so, what was the result?

NO

9. How are your group/organisation's activities ordinarily financed?

MEMBERSHIP FEES
BOWLING ACTIVITIES
SOCIAL EVENTS

Other Information

To support your application, where possible, please provide a copy of the following:

- Any permissions required for third party use (e.g., licences or land rent).
- A copy of your public liability cover.
- A recent copy of your group/organisation bank statements, income/expenditure sheet and/or

- balance sheet.
d. Evidence showing you have sought to achieve best cost for you item/activity/project (e.g., multiple quotes).

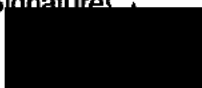
For Applicant:

This form has been completed to the best of my knowledge. I consent to the information contained within and attached to this application being shared with the Councillors and Staff of Drayton Parish Council.

Print Name:

PAUL WEBB

Signature:



Date Submitted:

17-6-58

Please return form to:

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

Email: clerk@draytonparishcouncil.org.uk
Telephone: 01603 864492
Mobile: 07471 552906