
Meeting of the Extraordinary Playing Fields & Property Committee held on **Wednesday 4th March 2026, 2:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, A. Crotch (Chair), G. Everett, and N. Quinsey

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager and 4 members of the public.

Meeting opened: 2:03pm

1. To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. C. Brown and K. Morgan
The Committee **AGREED** to suspend standing orders.

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. To receive an introductory presentation regarding the KGV Pavilion Project from appointed Project Management and Cost Consultancy Contractor Greyfriars.

The Greyfriars Director introduced the Trainee Project Manager and Trainee Quantity Surveyor. Apologies from the Project Manager were noted. The Committee was then presented with an overview of the project scope and project plan from concept to completion, an outline of added social value for the Drayton Community and suggested next steps.

5. To consider any options outlined within the presentation for next steps in regards to the KGV Pavilion Project.

The Committee noted the advice regarding the benefits of establishing delegated authority and forming a Project Advisory Group. However, it was acknowledged that delegated authority to approve expenditure could not be confirmed until the Council had agreed the project scope and associated budget.

The Committee discussed the impact of building works on regular hirers, the importance of prioritising sustainability given rising energy costs, and potential opportunities to support local contractors and tradespeople.

It was noted that planning permission was likely to be required, particularly for any extension to the changing rooms.

The Committee confirmed that the primary focus of the refurbishment should be on quality rather than speed of delivery.

The Committee **AGREED** to pursue the next steps as follows:

1. Development of Scheme of delegation for recommendation to Council.
2. Greyfriars to present two refurbishment options and associated costing for consideration. The Committee to consider options and make recommendation to Council as appropriate.

3. Council to confirm the scope of the project (preferred refurbishment option), associated budget, and delegated authority regarding expenditure.

6. To consider delegation arrangements and determine an appropriate supporting Project Scheme of Delegation.

The Committee received a draft Scheme of Delegation for consideration and review. The Committee **AGREED** to recommend the KGV Pavilion Project Scheme of Delegation to Council as presented, subject to the recorded amendments.

7. To note exchange of information.

None.

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

Noted.

Meeting closed: 3:31pm

DRAFT

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

Paper	PFP6: Delegation Arrangements
Meeting	Extraordinary Playing Fields & Property Committee
Date	Wednesday 4 th March 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> To assist the Committee in considering delegation arrangements for the KGV Pavilion refurbishment and determining a supporting Scheme of Delegation.	
<u>Considerations</u> Given the scale and complexity of the project, and the need for efficient operational decision making, it is recommended that the Committee considers delegated arrangements for the project to: <ul style="list-style-type: none">• Focus oversight of planning, procurement, stakeholder engagement, delivery, risk management and operational readiness.• Facilitate faster operational decisions between Committee and Council meetings.• Facilitate timely financial decisions within agreed limits.	
<u>Delegated Arrangements</u> Delegated arrangements set out how the Council will manage, control and deliver the project efficiently, lawfully and transparently while minimising the need for repeated extraordinary meetings. It is recommended that a Scheme of Delegation for the Project is established which sets out: <ul style="list-style-type: none">• Matters reserved for Council• Committee responsibilities and delegated authority• Appointment of a Project Officer and delegated authority• Terms of Reference for Project Advisory Group	
<u>For Information</u> Paper copies of a draft Project Scheme of Delegation will be provided for review and development at the meeting.	
Recommendation	
The Committee is asked to consider delegation arrangements and determine an appropriate supporting Project Scheme of Delegation.	