DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE MEETING

Members of the Playing Fields & Property Committee are summoned to attend a meeting of the Committee to be held on **Thursday 26th February 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW, for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend and can access supporting papers by scanning the QR code or visiting our website www.draytonparishcouncil.gov.uk

Amy Pinkham
Parish Clerk & RFO

Date of Issue: 19th February 2026

AGENDA

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1.	To receive apologies and consider acceptance for absence.	
2.	To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.	
3.	To receive minutes of the meeting of the Playing Fields & Property Committee held on 4th December 2025 for approval.	1-4
4.	To receive minutes of the meeting of the Extraordinary Playing Fields & Property Committee held on 18th December 2025 for approval.	5-7
5.	To receive any questions or comments from members of the public.	
6.	To receive Clerk's Report on matters arising from previous meetings of the Committee.	8-15
7.	To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure.	16-18
8.	To note the internal playground inspections summary report.	19-21
9.	To conduct annual review of Committee Terms of Reference and make recommendations for amendment to Council.	22-25
10.	To consider the review of 2025 Larry Gray Fair and a response to the 2026 hire request.	26-28
11.	To consider the advice from tree consultancy contractor and agree suitable locations for 8 new trees.	29-54
12.	To consider the update regarding signage layouts.	55-56
13.	To consider play area cleaning quotes.	57-65
14.	To consider Norfolk County Council's tree planting programme.	
15.	To note exchange of information	
16.	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.	

Committee Members: Cllrs. J. Anderson, C. Brown, A. Crotch (Chair), G. Everett, K. Morgan and N. Quinsey.

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP3:** To receive minutes of the meeting of the Playing Fields & Property Committee held on Thursday 4th December 2025.
Meeting	Playing Fields & Property Committee
Date	26th February 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 **Thursday 4th December 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Chair), G. Everett, T. Lee, K. Morgan and N. Quinsey

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

Meeting opened: 19:00

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.**

   Cllr N. Quinsey declared a Non-Registerable Interest in relation to Item 9 and confirmed that they would speak as a member of the public but would leave the room during this item and not discuss or vote.

3. **To receive minutes of the meeting of the Playing Fields & Property Committee held on 28th August 2025 for approval.**

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

4. **To receive minutes of the extraordinary meeting of the Playing Fields & Property Committee held on 8th October 2025 for approval.**

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

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

   The Bowls Club Treasurer reported that expenditure at the Bowls Club had significantly increased in 2025 due to an increase in the buildings running costs. It was suggested that hiring out one of the rooms to an art club could provide significant financial assistance. It was confirmed that if permission was granted to proceed, the Bowls Club would retain full use of the bowling green and changing rooms, a member of the Club would be on site to grant access to the art club organiser and that a hirer agreement would be in place, stipulating the room hire and payment terms. Furthermore, it was confirmed that funds raised from the room hire would be used to install up-dated LED lighting.
   The organiser of the art club confirmed that they would welcome the opportunity to engage with the local community by relocating the art club to Drayton. It was noted that the art club was aimed at adults looking to learn and meet new people and that room hire was requested for one day a week, for three terms of fourteen weeks.

6. **To receive Clerk's Report on matters arising from previous meetings of the Committee.**

   The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager on; completed fencing works at Longdale, intermittent issues with 3G pitch floodlights, completed priority 3 tree works, completed annual fire

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extinguisher checks, progress with the KGV Pavilion project manager tender process, additional tree works at KGV and Norwich Probation Service Community Payback Works. It was requested that the pitch maintenance programme be published on the Parish Council's Facebook page.

7. **To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure.**

   The Committee received the report.

8. **To note the internal playground inspections summary report and receive an up-date regarding play equipment and gate repairs.**

   The Committee received the report and noted the update.

9. **To consider the request for consent to underlet the Bowls Club.**

   The Committee **AGREED** to consider item 9 directly after item 5.
   Cllr N. Quinsey left the meeting at 7.18pm.
   The Committee considered the request and noted that the Bowls Club were seeking to hire out a room, rather than enter into a formal under-leasing agreement. The Committee **AGREED** to ongoing consent for the Bowls Club to grant room hire agreements and issue the draft consent to underlet letter as presented, subject to the replacement of all references to 'underletting' with reference to 'room hire'.

10. **To consider the draft budget for the 2026-27 financial year for recommendation for approval by Council.**

    Cllr N. Quinsey rejoined the meeting at 7.26pm.

    The Committee **AGREED** the draft 2026-27 Playing Fields & Property budget as presented for approval by Council with no amendments.
    The Committee **AGREED** the draft 2026-27 Playing Fields & Property earmarked reserve transfers as presented for approval by Council, subject to the following amendments:

- KGV enhancements: to transfer £19,000 towards car park refurbishment and £3000 towards a kick wall.
- Play Area Enhancements: to transfer £10,000 for replacement costs.
- Longdale Enhancements: £4,000 towards replacement bollards, £5,000 towards wheeled goals, £5,000 towards car park refurbishment and £1,500 for CCTV upgrade.
- Pitch Improvements: £5,000 towards pitch improvements.

    It was noted that planned spending from the earmarked reserve for 2026-27 would be allocated at the discretion of Officers of the Council in-line with capacity.

11. **To review the 2026-27 Hire Charge Schedule, including Hire Terms, season dates and 3G Pitch, and make recommendation for approval by Council.**

    The Committee considered the Hire Terms as presented and confirmed that Drayton Youth Football Club (DYFC) should not be permitted to sub-let the grass pitches. The Committee **AGREED** to the grass pitch Hire Terms as presented, subject to the inclusion of offering DYFC first refusal of season hire at Longdale and KGV.

    The Committee **AGREED** to the 2026-27 Hire Charge Schedule as presented.

12. **To consider 3G pitch deposit scheme and cancellation options and revised 3G Pitch Booking Terms, Conditions & Rules.**

    The Committee **AGREED** to extend the meeting by 20 minutes.
    The Committee considered the 3G pitch deposit scheme and cancellation policy options presented and **AGREED** the following:

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- Deposit type: Initial Deposit
- Deposit payment structure: 10% of total booking value
- Deposit Terms: as presented
- Cancellation and refund policy options:
  - 1 week's written notice required to terminate a recurring booking
  - More than 24 hours' notice: No charge for cancelled session
  - Less than 24 hours' notice: Full session fee payable.
  - Persistent Cancellations: As presented

The Committee considered the 3G Pitch Block Booking Terms, Conditions and Rules and **AGREED** to approve the document as presented, subject to the amendments in line with the above.

The Committee considered the 3G Pitch Online Booking Terms, Conditions and Rules and **AGREED** to approve the document as presented.

13. To consider the suitability of the Beryl Bikes site at Longdale.

The Committee noted the verbal update and potential issues with visibility splay at Longdale Playing Field entrance due to the positioning of the new Beryl Bikes site. The Committee **AGREED** to write to the Norfolk County Council Highways Engineer to request relocation of the new Beryl Bikes site at Longdale.

14. To consider the advice from tree consultancy contractor regarding suitable locations for 8 new trees.

The Committee received the report from the tree consultancy contractor and noted the recommendation to plant during the dormant season between October and early March. The Committee **AGREED** to defer the item to a future meeting.

15. To consider request from Thorpe Marriott Village Hall.

The Committee **AGREED** that Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of item 15.

The Committee considered the request from Thorpe Marriott Village Hall and **AGREED** to enter into an initial discussion. It was agreed that Cllrs. A. Crotch and N. Quinsey would arrange a meeting with Thorpe Marriott Village Hall and that Cllr. J. Anderson would be in attendance as a member of the Village Hall Management Committee.

16. To note exchange of information

None.

17. To note that an extraordinary meeting of the Committee is scheduled to take place on Thursday 18th December 2025 at 7.00pm at King George V Pavilion.
The next meeting is scheduled to take place on Thursday 26th February 2026 at 7.00pm at King George V Pavilion.

Noted.

Meeting Closed: 21:21

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DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP4:** To receive minutes of the meeting of the Playing Fields & Property Committee held on Thursday 18th December 2025.
Meeting	Playing Fields & Property Committee
Date	26th February 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.

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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 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

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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

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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	26th February 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
2025.01.23	5	To receive Clerk's Report on Committee matters arising from previous meetings.	Following consideration of the status update for outstanding matters arising, going forward the Committee **AGREED** to set target dates in relation to all projects.	**Ongoing:** Committee to confirm target dates for projects as and when required.
29.05.2025	13	To receive update regarding flower bed maintenance at Florence Carter Memorial Park (FCMP).	The Committee **AGREED** to cease using the rectangular flowerbed for decorative planting and to return the area to grass.	**Ongoing:** Parish Ranger aware. Re-seeding to take place in early spring (weather permitting). Flower bed clearning and levelling agreed as Norwich Probation Service Community Payback task. Awaiting confirmation of date for agreed works.
29.05.2025	14	To consider the location of eight new trees per the 2025-26 budget.	The Committee **AGREED** to seek advice from the appointed tree consultancy contractor regarding planting new trees across all sites.	**Complete:** Advice sought and update provied under item 11.
29.05.2025	15	To consider the offer from Norwich Probation Service regarding potential Community Payback works.	The Committee **AGREED** to delegate authority to the Deputy Clerk and Facilities Manager to engage with Norwich Probation Service and request the undertaking of suitable works, for reporting at full Council at a later date.	**Ongoing:** Site visits undertaken with Unpaid Work Placement Co-ordinator on 28.10.2025. List of agreed tasks and Memorandum of Understanding received. Pending agreed visit dates.
28.08.2025	8	To consider proposals for projects for the 2026-27 financial year.	The Committee considered budget proposal for new projects for the 2026-27 financial year and **AGREED** to explore costs for: •The purchase of additional CCTV cameras Longdale Playing Field •Options for the space at the back of the King George V (KGV) pavilion (tennis, basketball, pickle ball etc) •Earmarked reserves for play area enhancements •Football kick pad wall at KGV Playing Field •KGV and Longdale car park refurbishment •Additional wheeled goals to replace existing fixed goals at Longdale and KGV. •Annual expansion vessel service to be added to KGV maintenance costs •Replacement bollards for Longdale car park •Septic tank emptying •Storage solutions for sports clubs (shipping container, shed) •Upgrade to floodlights at KGV The Committee requested quotes for the above to be considered at the next meeting.	**Complete:** Budget recommendations confirmed by Committee on 04.12.2025
28.08.2025	10	To note the internal playground inspections summary report	The Committee **AGREED** to authorise payment for the required play equipment and gate repairs.	**Ongoing:** Further update provided under item 8.

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
28.08.2025	11	To consider ROSPA Play Safety Inspection Reports and remedial tasks for play areas at Florence Carter Memorial Park, King George V Playing Field and Longdale Playing Field.	The Committee considered the RoSPA Play Safety Inspections, noting the identified issues, and **AGREED** to authorise payment for the following remedial tasks: •KGV Play Area gate – resolve crushing/shearing point issue •KGV Swing Basket – remove chain covers The Committee **AGREED** that manufacturers and suppliers should be informed of dissatisfaction with the quality of equipment and installation and that a reduction in costs should be pursued.	**Ongoing:** Update provided under item 8.
28.08.2025	15	To consider request to offer Drayton Youth Football Club priority booking of the 3G pitch.	The Committee **AGREED** to offer DYFC a priority 3G pitch booking window from 2026 onwards as outlined: <u>1st June – 30th June: DYFC Priority Booking Window</u> •3G Pitch Terms of Use updated to stipulate that DYFC granted priority over new season block bookings for September 1st onwards. •Non-DYFC associated hirers to be prohibited from making block bookings for September 1st onwards, but can continue to make block bookings for June, July and August as required. •Clubspark website settings adjusted to ensure that hirers cannot make one-off 3G pitch bookings from September 1st onwards. <u>1st July – 31st May: General Bookings Window</u> •Block bookings from September 1st onwards open to all hirers. •Clubspark website settings adjusted to ensure that hirers can commence making one-off 3G pitch bookings from September 1st onwards The Committee **AGREED** that deposit scheme and cancellation policy options should be presented as part of the Hire Charge Schedule review for consideration at a future meeting.	**Complete:** DYFC informed of Commmitee decision**.** Deposit scheme and cancellation policy options approved by Committee on 04.12.2025
28.08.2025	19	To consider quotes for new signage.	The Committee reviewed the quotes for new signage and **AGREED** to accept the quote based on no new poles and appoint contractor 1.	**Ongoing:** Layouts provided for consideration under item 12. Revised quote requested.

PFP Status Update for outstanding matters arising from previous meetings

Meeting Date	Minute Ref.	Action	Details	Status Update
16/06/2022	7.2	Investigate the cost and feasibility of solar powered CCTV at KGV.	Matter arising following concerns of anti-social behaviour at Longdale. No anti-social behaviour has been reported for King George V Playing Field at the time of writing. It is recommended that the item be reviewed in future should concerns be raised.	No further action required at this stage.
02/03/2023	7	Repair/improve pillars to KGV at a later date.	It was reported that RG Carter confirmed the pillars were structurally sound. It is recommended that any proposals for changes to the pillars are considered following the outcome of the KGV Pavilion refurbishment.	No further action required at this stage.
02/03/2023	12	To develop a schedule of building maintenance checks.	The item has been included as a project for action by the Deputy Clerk & Facilities Manager.	**Ongoing:** example statutory compliance checklist guidance received. Digital and paper filing system established for all facility maintenance related documents. Draft Maintenance schedule to be developed and presented in due course.
22/06/2023	6.1	To purchase Dog Ban sign and Park Ownership signs at FCMP as recommended in ROSPA report	Dog ban sign has been installed. It is recommended that Park Ownership signs at FCMP as recommended in ROSPA report be considered as part of the overall proposal to replace all signage (see item 13.b below).	See item 13.b below.
22/06/2023	6.1	Investigate warranty with Wicksteed regarding weed growth through mulching at FCMP.	Parish Ranger confirmed weeds are not growing through but growing on top of the mulching. OSP to confirm permitted strength of weedkiller use as environmentally friendly weedkiller currently used doesn't work.	**Ongoing:** Play Area cleaning quotes presented under item 13.
			The item has been included for action by Deputy Clerk to check recommendations for weedkiller use in play areas.	
			Should OSP agree to carry out an annual clean of the play area (see item 9.8 below), any pressure washers used will likely tackle any issues with weeds.	
22/06/2023	9.1	To consider quotes for bike racks near the KGV play area similar to those installed at FCMP.	Item included in the draft budget for consideration.	**Ongoing:** £2,000 allocated for bike racks in 2025-26 budget. Quotes for bike racks will be sought pending confirmation re whether car park refurbishment to be undertaken as part of KGV Pavilion Refurbishment.
22/06/2023	9.1	To install picnic bench inside KGV play area.	Complete.	No further action required.

PFP Status Update for outstanding matters arising from previous meetings

Meeting Date	Minute Ref.	Action	Details	Status Update
28/09/2023	8	Carry out C3 recommendations in electrical installation condition report for Longdale Pavilion. C3 recommendations for KGV to be considered as part of KGV refurbishment.	Quote for electrical work to LD pavilion approved at the Feb 24 meeting. Email trail suggests this quote was received from Peter Stanger but not been instructed to carry out works. The item has been included for action by Deputy Clerk & Facilities Manager.	**Complete:** RCD protection installed and required electrical works completed in February 2025
28/09/2023	9.5	To consider options for improved security at Longdale including:	Matter arising following concerns of anti-social behaviour at Longdale.	No further action required at this stage.
		To close gates earlier once football has finished	Due to ad-hoc bookings for the 3g pitch it is not recommended to instruct an earlier schedule to close the gates.	
		Confirm quality of CCTV imagery with TPI security if the lights were turned off earlier	It is recommended to revisit chicane gates at the far side of the field at a later date as works on the housing development on School Road progress. The item has been included for monitoring by the Deputy Clerk & Facilities Manager.	
		Continue with chicane gates options for the other access points at Longdale	The Committee is asked to note that Beat Manager Brett Peyton has confirmed reports of anti-social behaviour has decreased significantly in the area.	
28/09/2023	9.8	To consider quotes for professional cleaners for play equipment and noticeboards on an adhoc basis.	Parish Ranger suggested one clean per year only. Quotes obtained and presented as part of the draft budget.	**Ongoing:** PFP agreed to include annual clean of play area equipment in the draft 2025-26 budget. Play Area cleaning quotes presented under item 13.
28/09/2023	11.2	To consider options for Council signage similar to Longdale and KGV.	To be considered together with item 13b.	See item 13b.
28/09/2023	12.1	Check the hedge height around Council land.	Committee confirmed that they sought confirmation re potential legal requirements for hedge heights surrounding play areas.	**Complete:** RoSPA recommend that fences surrounding play areas are a minimum height of 1.0m. No specific guidance re hedges. www.gov.uk provides guidance regarding the law and high hedges. Whilst there is no legal maximum height for a hedge in the UK, a hedge may be considered high if it is above 2m in height.

PFP Status Update for outstanding matters arising from previous meetings

Meeting Date	Minute Ref.	Action	Details	Status Update
29/11/2023	9.1	Investigate options to edge the paths around the beds at FCMP.	Included in the draft budget for consideration.	**Complete:** Arrangements for FCMP flowerbeds agreed at May PFP Meeting.
29/11/2023	9.2	To turn old tree stumps at FCMP into seats.	Included in the draft budget for consideration.	**Complete:** Unable to pursue due to degradation of tree stumps
29/11/2023	10	To consider nets to protect cars parked at KGV during cricket season.	Included in the draft budget for consideration.	**Complete:** OSP agreed to not pursue cricket nets at this time. Item removed from the draft 2025-26 budget.
18/01/2024	6.3	Update on purchase of wheeled goals.	Wheeled goals ordered, delivered and assembled to Longdale and KGV. Invoice submitted for payment at October 2024 meeting, once paid Football Foundation to release £3,000.00 grant towards the goals.	**Complete:** £3000 grant received from Football Foundation on 10 January 2025
18/01/2024	7.2	Provision needs to be made for the Longdale Car Park to be appropriately refurbished.	It is understood that the quotes received to refurbish the whole car park were high and not commensurate to need.	**Ongoing:** PFP agreed to include consultancy in 2025-26 budget. Quotes will be presented in 2025-26 for approval.
			It is recommended that OSP instead consider quotes for a designated 'overflow' area for parking to alleviate parking issues during football season along with other measures such as match start times.	
			Item included for action by the Deputy Clerk & Facilities Manager.	
18/01/2024	8.3	Signage for the play area at KGV required in similar design to Padgate Green.	To be considered together with item 13b.	See item 13b.
04/07/2024	17	Pavilion	Pavilion update included for action by the Deputy Clerk & Facilities Manager to deliver a presentation on actions taken to date, current status and next steps.	**Complete:** Digital and paper filing system established, liaison with key stakeholders undertaken. Presentation at extraordinary PFP meeting on 03.07.2025. Committee decision presented to Council for consideration on 10.07.2025.
04/07/2024	17	Sign on the zip-wire	Sign for zip-wire to be ordered.	**Complete:** sign for zip wire installed
04/07/2024	17	Dog signs on all facilities	Dog signs to be reviewed alongside item 13b below.	See item 13b.

PFP Status Update for outstanding matters arising from previous meetings

Meeting Date	Minute Ref.	Action	Details	Status Update
04/07/2024	7	Illegal and Unauthorised Encampment Policy	The policy was supported in principle, it was noted that Broadland District Council were to review the policy and make amendments before it was taken to Full Council at the August meeting.	**Complete:** Feedback on the Encampment Policy received from Broadland District Council and amendments to DPC's existing policy made to ensure allignment with BDC's advice. Revised Illegal and Unauthorised Encampment Policy has been provided as paper PFP13.
Council Meeting	13b	Review of all signage	Signage reported above and included in the draft budget for consideration.	**Complete:** update presented at August 2025 Committee meeting
08/08/2024		Review of security at Longdale	Security reported to Parish Ranger who believes this is the best option currently. The pavilion is locked and has been cleared with insurance provider. It is recommended to review the security arrangements after the first year.Item included for action by the Deputy Clerk & Facilities Manager.	
17/10/2024	7	Update on pitch maintenance programme	Accept the football foundation grant offer.	**Complete:** Parish Clerk and Deputy Clerk & Facilities Manager have accepted the Football Foundation grant offer.
			Appoint the Deputy Clerk and the Parish Ranger as the two representatives to complete the required course as a pre-claim condition.	**Complete:** Deputy Clerk & Faclities Manager and Parish Ranger have completed and passed the Level 1 Football Pitch Management qualification as required.
			Publicise maintenace programme in community	**Complete:** The pitch maintenance programme has been published on the noticeboard at Longdale Pavilion.
17/10/2024	8	Undertake a full review of the management of the 3g pitch as presented.		**Complete:** A 3G pitch booking review has been undertaken and has been provided as paper PFP14.
		Earmarked Reserve for 3g income for approval by Council at the annual budget meeting.		**Complete:** Earmarked Reserve for 3G pitch income created.

PFP Status Update for outstanding matters arising from previous meetings

Meeting Date	Minute Ref.	Action	Details	Status Update
17/10/2024	9	Undertake a review of arrangements for Larry Gray Fair and present to future meeting.	Deputy Clerk and Facilities Manager to undertake a review of: Hire agreement and stipulated requirements Notifications for key stakeholders Permits and licencing Publicising the event	**Complete:** Outome of review and updated Hire Agreement (and associated Terms and Conditions) presented at May meeting.

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP7:** To receive quarterly budget report and explanation of variance.
Meeting	Playing Fields & Property Committee
Date	26th February 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 Q3 was considered at the February 2026 meeting of the Finance & General Purposes Committee with no recommendations for action.

Recommendation

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

Explanation of Material Variances: Accumulative to end of Q3							
Ref.	**Cost Centre**	**Quarter**	**Budgeted**	**Actual**	**Variance**	**Explanation Required**	**Comment**
5	Playing Fields & Property	Q2	£20,895.00	£23,276.45	-11%	N	
		Q3	£30,630.00	£33,377.06	-8%	N	

Drayton Parish Council - Quarter 3
(01/10/2025 to 31/12/2025 - Cost Centre 29)

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
5. Playing Fields & Property												
57 Play Area			(N/A)		10.53	-10.53(N/A)			(N/A)		10.53	-10.53(N/A)
58 Sports Facilities			(N/A)	7.50	4.54	2.96(39%)			(N/A)	1,222.50	1,153.55	68.95(5%)
501 Pavilion Maintenance			(N/A)	187.50	335.90	-148.40(-79%)			(N/A)	687.50	1,252.18	-564.68(-82%)
502 Play Area Inspections			(N/A)			(N/A)			(N/A)	350.00	312.00	38.00(10%)
503 Grounds Maintenance			(N/A)	5,025.00	5,373.08	-348.08(-6%)			(N/A)	14,825.00	16,123.04	-1,298.04(-8%)
504 Security			(N/A)	3,125.00	3,094.00	31.00(0%)			(N/A)	9,375.00	10,099.00	-724.00(-7%)
511 3G Surface Maintenance			(N/A)	1,075.00	1,057.56	17.44(1%)			(N/A)	3,225.00	3,160.76	64.24(1%)
514 Pest Control			(N/A)	315.00	225.00	90.00(28%)			(N/A)	945.00	1,266.00	-321.00(-33%)
Sub Total for 5. Playing Fields & Property			**(N/A)**	**9,735.00**	**10,100.61**	**-365.61(-3%)**			**(N/A)**	**30,630.00**	**33,377.06**	**-2,747.06(-8%)**
TOTALS.....			**(N/A)**	**9,735.00**	**10,100.61**	**-365.61(-3%)**			**(N/A)**	**30,630.00**	**33,377.06**	**-2,747.06(-242%)**

NET Variance Quarter 3 ..... **-365.61**

NET accumulative variance to END of Quarter 3..... **-2,747.06**

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP8:** Playground inspections summary report
Meeting	Playing Fields & Property Committee
Date	26th February 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To up-date the Committee in regards to internal and external playground inspections and seek authorisation for expenditure for playground repairs.

Background

Playing Fields and Property Terms of Reference specify that the Committee has responsibility to 'To oversee the programme of internal and external playground inspections; and commissioning of repairs and maintenance as required'.

Internal Inspections Update

Internal Inspections are carried out weekly at KGV, Longdale and Florence Carter Memorial Park by the Parish Ranger. Results have been reported electronically since March 2024.

The attached report provides an overview of all defects reported from weekly inspections since March 2024.

Update

1. **KGV Playground:** No damping on one of the spring-loaded gates, resulting in an increased risk of the gate slamming shut on users. In May 2025, the Committee agreed to authorise payment for the required gate repairs. Replacement gate installed in October 2025, but gate not closing fully due to gate post position moving out of alignment. Awaiting dry weather to complete repairs. Confirmation received that no additional charge due for any costs associated with gate post repairs.
2. **KGV Playground:** Finger crush point on second gate. Awaiting dry weather to complete repairs. Confirmation received that no additional charge due for any costs associated with gate post repairs.
3. **KGV Playground:** Parish Ranger installed replacement Flower and Spiderweb play panels and secured with tamper proof fixings in January 2026. Insurers have confirmed that reimbursement will be authorised (net of the £250 policy excess and VAT) for the replacement play panels.

Recommendation

The Committee is asked to note the update on internal playground inspections.

Background

Playing Fields and Property Terms of Reference specify that the Committee has responsibility to 'To oversee the programme of internal and external playground inspections; and commissioning of repairs and maintenance as required'.

Internal Inspections are carried out weekly at KGV, Longdale and Florence Carter Memorial Park by the Parish Ranger. Results are reported electronically since March 2024.

The attached report provides an overview of all defects reported from weekly inspections since March 2024. Moving forward a Playground inspection status report will be presented as a standing item for the Committee to note.

Florence Carter Memorial Park	
Risk Assessment	**Defect Registered**
Site Approaches, Gates and fencing	None
Ancillary Items	None
Planting	None
Slide	None
Swing 1	None
Swing 2	None
Roundabout	None
Rocker / See Saw	None
Climbing Multi Play Toddler	None
Tom Thumb Multi Play Toddler	None
Comments	
None	

Longdale Playground	
Risk Assessment	**Defect Registered**
Site Approaches, Gates and fencing	None
Ancillary Items	None
Planting	None
Slide with Multi Play Junior	None
Swing 1	None
Swing 2	None
Swing 3	None

Swing 4	None
Roundabout	None
Rocker / See Saw	None
Climbing Multi Play	None
Comments	
None	

King George V Playground	
Risk Assessment	**Defect Registered**
Safety Surfacings	None
Equipment	3
Comments	
The following defects were reported: April 2025 – No damping on gate. August 2025 – Finger crush point on second gate. October 2025 – Play Panels stolen.	

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP9:** Review of Effectiveness of Terms of Reference
Meeting	Playing Fields & Property Committee
Date	26th February 2026
Author	Deputy Clerk & Facilities Manager

Summary

Background

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the year.

Review Process

Committee members are asked to review the adequacy of the Terms of Reference, meeting support and the overall effectiveness of meetings using the attached survey for consideration at the meeting.

A copy of the Terms of Reference is attached for your reference including tracked changes for recommended amendments, if any.

Amendment Process

Any recommendations for changes to the Committees Terms of Reference are a matter reserved for Council. Procedural changes may be adopted at Committee level but may wish to be considered by Council formally for the benefit of all Committees.

Recommendation

The Committee is asked to consider a response to the survey and make recommendations for amendment to the Terms of Reference for approval by Council at the annual meeting.

DRAYTON PARISH COUNCIL
ANNUAL COMMITTEE REVIEW

Committee Terms of Reference			
Question	**Agree**	**Somewhat**	**Disagree**
The Terms of Reference are accessible, clear and easy to read.			
The Terms of Reference adequately define the Committee's role.			
The responsibilities of the Committee are clear and accurately reflect the work of the Committee.			
The membership requirements for the Committee are appropriate.			
The Committee has sufficient delegated authority to perform its role effectively.			
Committee Administration & Clerking			
Question	**Agree**	**Somewhat**	**Disagree**
Agendas are well constructed.			
Agendas and meeting papers are received in a timely manner.			
Meeting papers provide the information you need to support decision making by the Committee.			
Minutes are routinely published within one calendar month of the meeting.			
Minutes contain sufficient detail and provide an accurate reflection of decisions made.			
The Committee is aware of the routine papers it should receive in order to fulfil its role.			
Question	**Paper**	**Electronic**	**Both**
Do you access meeting paperwork electronically or via paper copies?			
Committee Operation			
Question	**Agree**	**Somewhat**	**Disagree**
The number of meetings is sufficient to meet the needs of the Committee.			
The length of meetings is adequate.			
Committee members attend on a regular basis.			
The meetings are chaired well.			
Committee members appropriately engage with debate and decision making.			
Any other Comments			

PLAYING FIELDS & PROPERTY COMMITTEE
TERMS OF REFERENCE

ROLE

The Playing Fields & Property Committee is a Standing Committee of the Council. It is responsible for the provision, maintenance and future development of playing fields, sporting and recreational facilities at King George V Playing Field, Longdale, Florence Carter Memorial Park and for making recommendations to Council for new and improved services and provision.

RESPONSIBILITIES

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure.
2. To consider the provision of Parish Council owned assets including trees.
3. To manage the maintenance and replacement of Parish Council owned assets.

~~3.~~4. To oversee tree maintenance including the programme of scheduled tree surveys at Longdale and King George V Playing Fields

~~4.~~5. To determine and monitor service contracts for grounds maintenance and security, making recommendations to Council for appointment.

~~5.~~6. To determine, monitor and appoint service contracts and other works, in line with budget requirements.

~~6.~~7. To oversee the implementation of designated policies.

~~7.~~8. To oversee the implementation of remedial actions from health & safety inspections, risk assessments and risk mitigation measures for property and playing fields.

~~8.~~9. To review and determine hire charges and conditions of hire for playing fields and facilities.

~~9.~~10. To determine charges and letting conditions for the use of Council facilities and amenities.

~~10.~~11. To oversee the management and operation of playing fields and associated equipment.

~~11.~~12. To prepare and review management plans for property and playing fields as required.

~~12.~~13. To oversee the programme of internal and external playground inspections; and commissioning of repairs and maintenance as required.

~~13.~~14. Review and make recommendations for action, reports of all forms of crime and disorder.

~~14.~~15. To consider any other matter which may be delegated to it by the Council from time to time.

~~15.~~16. To consider any implication(s) linked to other committees when conducting its business, making decisions and agreeing actions.

MEMBERSHIP & TERM OF OFFICE

The Committee will normally comprise a maximum of 7 members of Council. Membership and Chair~~man~~ shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chair~~man~~'s absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

QUORUM

The quorum necessary for the transaction of business is 3 members of the Committee.

MEETINGS

Ordinary Committee meetings will typically be held 4 times per year and no fewer than once every 12 months.

PUBLIC PARTICIPATION

Normal public participation is permitted at meetings of the Playing Fields & Property Committee.

MINUTES & REPORTING

Draft minutes are reviewed by the Chairman and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Playing Fields & Property Committee and published in place of the draft minutes on the website as soon as practicable.

~~A Synoptic Report, summarising decisions and actions taken by the Committee including any recommendations within its remit, is received at the next meeting of the Parish Council for consideration.~~

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

COMMITTEE CLERK

The Deputy Clerk & Facilities Manager is normally the Clerk to the Committee. The Parish Clerk & RFO will act as Clerk to the Committee in the absence of the Deputy Clerk & Facilities Manager.

SUB-COMMITTEE

There are no sub-committees of the Playing Fields & Property Committee.

REVIEW

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the civic year and make recommendations for approval by Council at the annual meeting.

Terms of Reference reviewed and adopted by Council on **15th May 2025**.

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP10:** Review of 2025 Larry Gray Fair and request for 2026 hire.
Meeting	Playing Fields & Property Committee
Date	26th February 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in considering the review of the 2025 Larry Gray Fair and a response to the 2026 hire request.

Background

In January 2025 the Committee articulated their support for the Funfair as a fantastic event for the local and wider community.

In May 2025 the Committee agreed to a hire charge of £540 for 8 days (Monday 28th July to Monday 4th August 2025) and to proceed with the Hire Agreement and associated Terms and Conditions as presented. The Committee considered the request from fair operators to pay for use of the mains electricity supply (accessed via a nearby, on-site lamppost) in order to service the caravan residents. It was noted that further information was required in regards to whether it was appropriate and safe to permit fair operators to make use of the mains electricity supply.

Arrangements for 2025 were confirmed with fair operators as follows:

- Caravans to be located away from residential housing and near the centre of the Fair site to minimize disturbance for residents.
- Large generators servicing the rides to be turned off when the fair closed at 10pm. That smaller generators would be permitted to run until 12 midnight in order to service the caravan residents.
- That use of the Pavilion was not required, but access to the external water tap would be needed.
- That fair operators would take on responsibility for locking the Playing Field gate every night whilst on site (it was confirmed that Norse Security would continue to unlock the gates at 6am).

Review of 2025 Larry Gray Fair

Revisions to fair dates

In July 2025 unforeseen circumstances resulted in last minute changes to the agreed fair dates. As a result, the hire period was increased to 10 days at no additional cost. Revised dates for the fair were Friday 1st August to Sunday 10th August 2025.

Resident Feedback and Requests

The Council received feedback and requests from 3 neighbouring residents regarding parking issues and noise from the fair. A summary is presented below:

1. Request for additional cones on the verge at Cricket Close junction to restrict parking

and ensure drivers have clear site lines when leaving the Close.

2. Request for additional cones at Cricket Close to restrict parking in front of resident's driveway.
3. Feedback re obtrusive music volume and klaxons impacting resident's ability to relax in the garden or with windows open during fair opening hours. Request for additional cones towards Winners Walk.

Update

On 20 December 2025 the Council received a request from Larry Gray regarding hiring Longdale Playing Field for the Larry Gray & Sons Funfair for 8 days from Monday 27th July – Monday 3rd August 2026.

Considerations for 2026 Fair

Addressing Resident Feedback

In response to resident feedback it is recommended that:

- Additional cones and/or signage are provided by the Parish Council.
- Fair operators are notified of the complaint regarding music volume / klaxons and asked to ensure that sound levels are kept to a reasonable volume.

Request for Access to Electrical Supply

Advice was obtained from a qualified electrician regarding the suitability and safety of permitting fair operators to access the mains electricity supply at Longdale. Two potential connection points were confirmed:

- The external socket located by the pavilion door, providing a 13-amp supply.
- An external supply on the far security mast, providing a 16-amp supply.

In February 2026 Larry Gray confirmed that:

- Commercial power will be provided by generators that will be turned off no later than 10 pm on opening nights.
- Mains electricity would be for domestic use only, to supply power to a limited number of caravans.
- A 30ma breaker would be installed to keep the connection safe and would only draw power from the outlet that is rated at source, 16 amp usually.
- All electrical cabling would be properly secured and, where necessary, covered with protective matting.
- Domestic power used on site would be paid for by fair operators. An additional charge of £100 was proposed.

Hire Charges for 2026

It is recommended that:

- Hire charges are increased from £540 for 8 days, to £570 for 8 days.
- An additional charge of £100.00 be applied, if the Committee agree to grant fair operators access to the mains electricity supply at Longdale.

Arrangements for 2026

It is recommended that the following arrangements are in place for the 2026 Fair:

- Caravans to be located away from residential housing and near the centre of the Fair site to minimize disturbance for residents.
- Large generators servicing the rides to be turned off when the fair closes at 10pm.
- Smaller generators to be permitted to run until 12 midnight in order to service the caravan residents **or** access to the mains electricity supply at Longdale to be available for domestic use only and a 30ma breaker to be installed to keep the connection safe.
- That use of the Pavilion is not required, but access to the external water tap would be needed.
- That all rubbish will be deposited in a skip supplied by fair operators.
- That fair operators would take on responsibility for locking the Playing Field gate every night whilst on site (it was confirmed that Norse Security would continue to unlock the gates at 6am).

Recommendation

The Committee is asked to consider:

- The request from Larry Gray to hold the 2026 fun fair at Longdale Playing Field.
- A suitable response to resident feedback.
- Whether to permit fair operators to access, and pay for, the mains electricity supply.
- Hire fees for the 2026 fun fair.
- Arrangements for 2026.

DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP11:** Tree Consultancy advice regarding planting new trees
Meeting	Playing Fields & Property Committee
Date	26th February 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To up-date the Committee in regards to advice received from the tree consultancy contractor in order to assist in determining the preferred locations and species for eight new trees.

Background
At the May 2025 meeting the Committee agreed to seek advice from the appointed tree consultancy contractor regarding planting eight new trees across all sites.

Update
On 5th November 2025 the Deputy Clerk & Facilities Manager undertook site visits with Tree Care, the Parish Council's appointed tree consultancy contractor, in order to discuss suitable locations and species for new trees. It was requested that multiple locations be identified to assist the Council in determining suitable locations for the planting of eight new trees in 2025-26 and any additional trees in the foreseeable future. The detailed report is attached for information and a summary and recommendation for each site is provided below for your convenience.

Green Lanes
During the site visit it was noted that the woodland area at Green Lanes was not considered an ideal location for planting and maintaining young trees (due to the steep banks and lack of an accessible water source), but that there was evidence of natural regeneration of woodland species.

King George V Playing Field
The report noted suitable sites for the planting of 11 new trees. Photos of suitable sites and species have been outlined on pages 13-16 of the report.
NB: The Committee are asked to note that some of the proposed locations may not be suitable due to the planned refurbishment of the KGV Pavilion, but have been included as potential future options.

Longdale Playing Field
The report noted suitable sites for the planting of 16 new trees. Photos of suitable sites and species have been outlined on pages 17-21 of the report.

Florence Carter Memorial Park
During the site visit it was noted that there was little available space for additional planting at Florence Carter Memorial Park. The report noted a suitable site for the planting of 1 new tree. Suitable site and species have been outlined on pages 22-23 of the report.

General Information

The report outlines the following additional recommendations:

- That trees are planted in the dormant season between October and early March. Planting outside this period would require careful and more committed watering management.
- That containerised standard trees are planted to improve the success of early establishment.
- That mitigation measures as presented are adhered to during periods of drought.
- That mitigation measures as presented are adhered to, to avoid the negative impact of mechanical damage from strimmer's.

Recommendation

The Committee is asked to consider the advice received in the attached report before confirming preferred locations and species for eight new trees.

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

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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.

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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
39 Catton Grove Road, Norwich, NR33NJ
Email: treecarenorwich@aol.com
Web: www.treecareconsultants.com
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

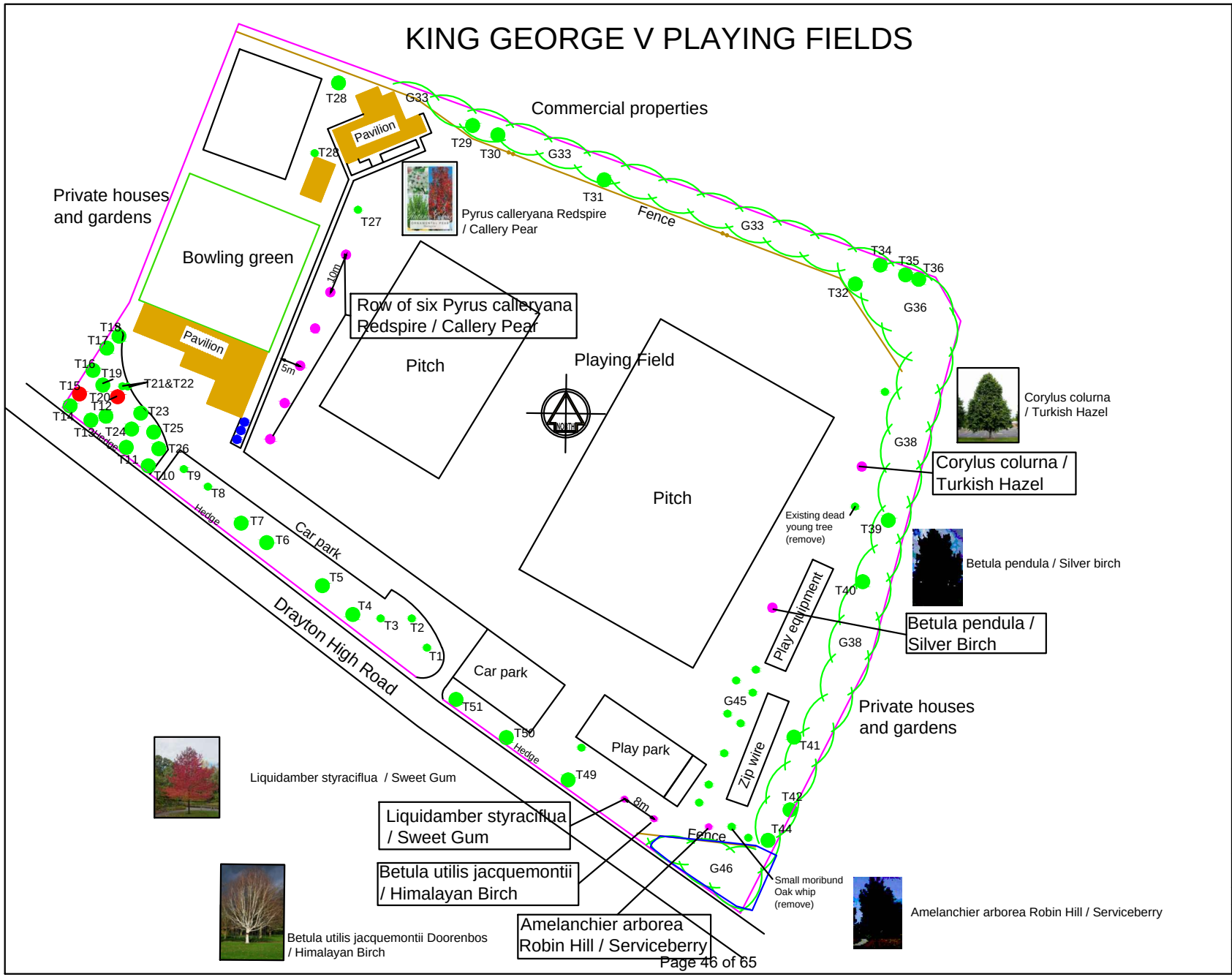
The following tree species have been selected for planting taking in to account the planting objectives and existing site conditions:

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

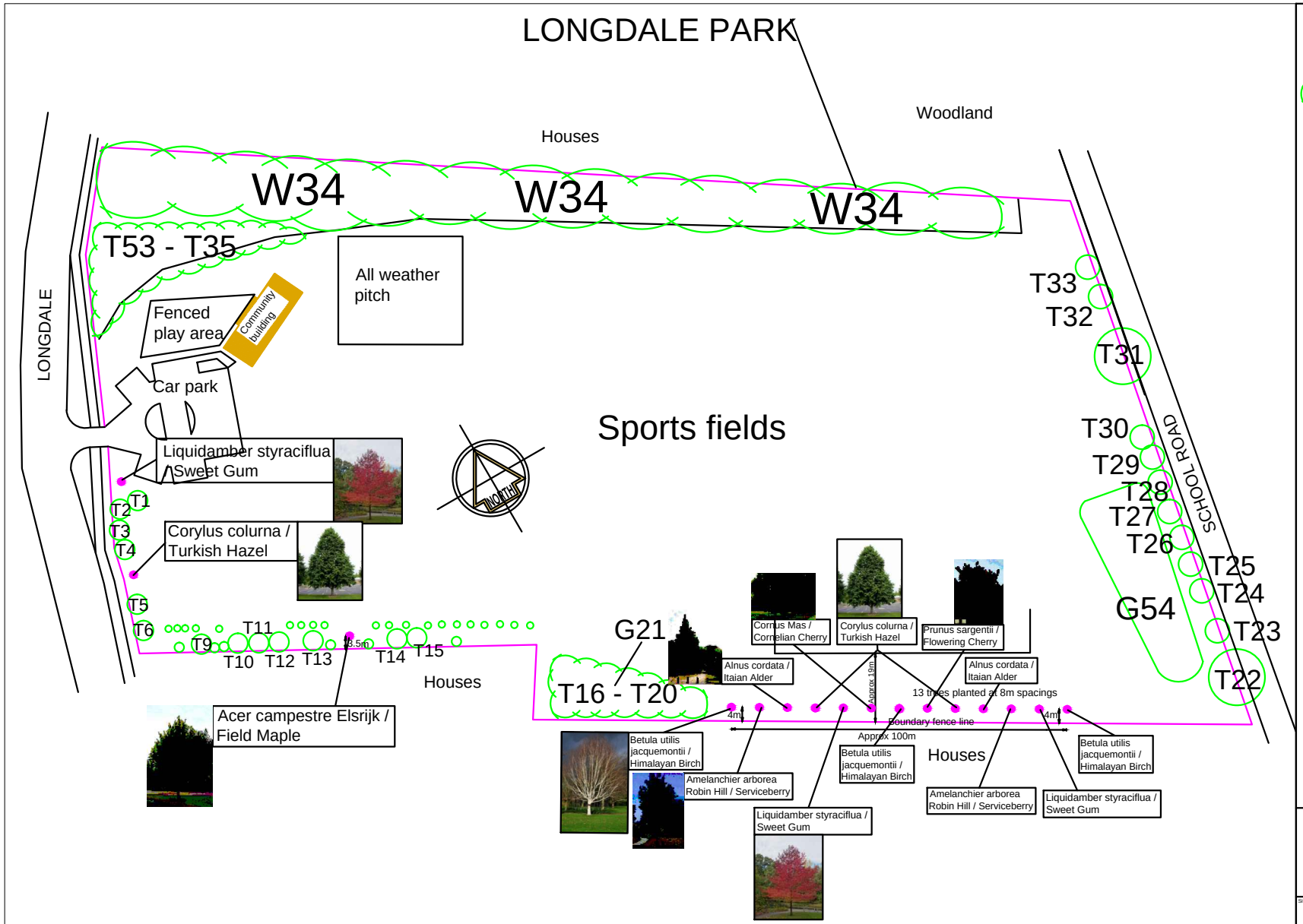
SPECIES SELECTION – LONGDALE PARK

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.



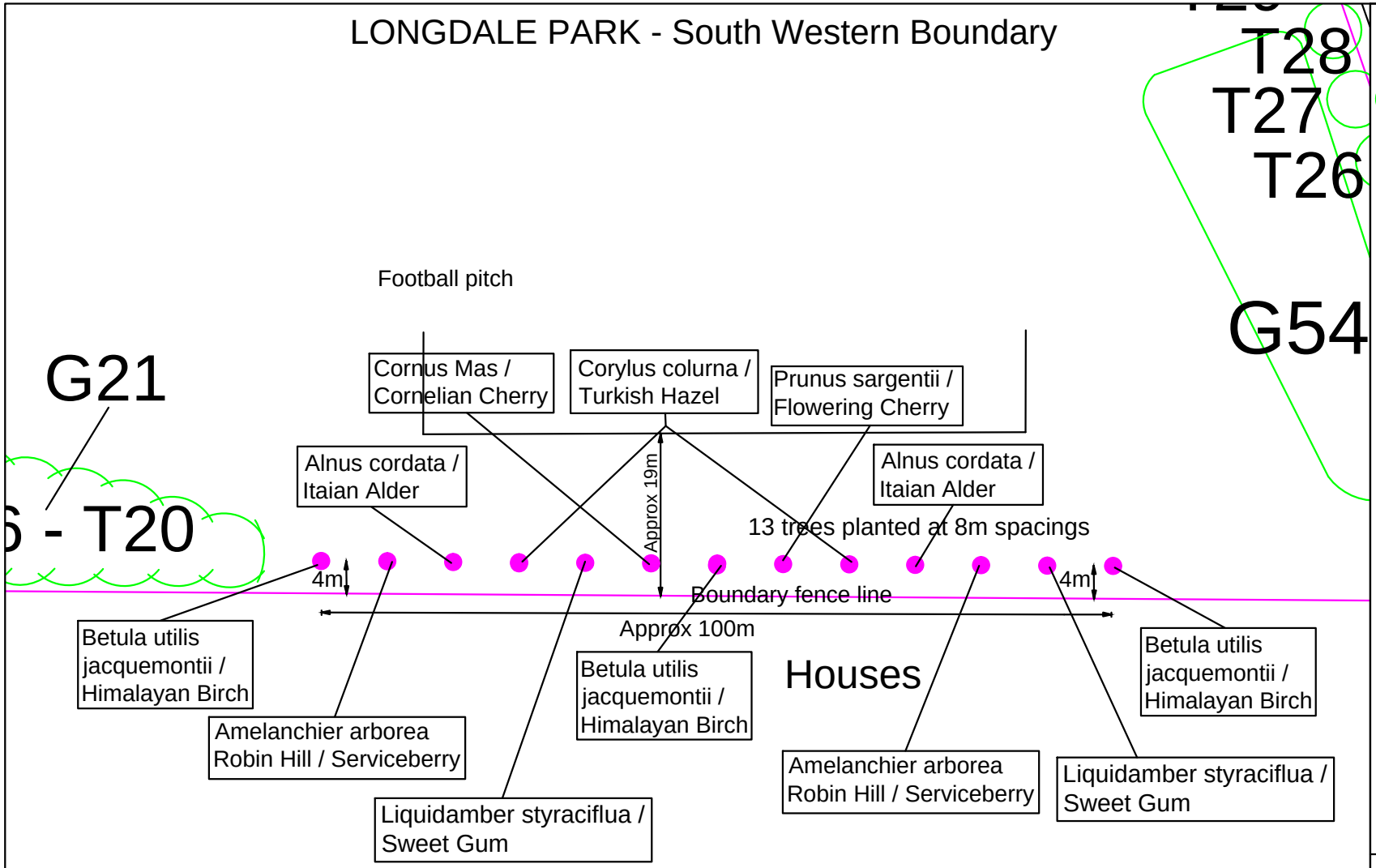
KEY

- 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

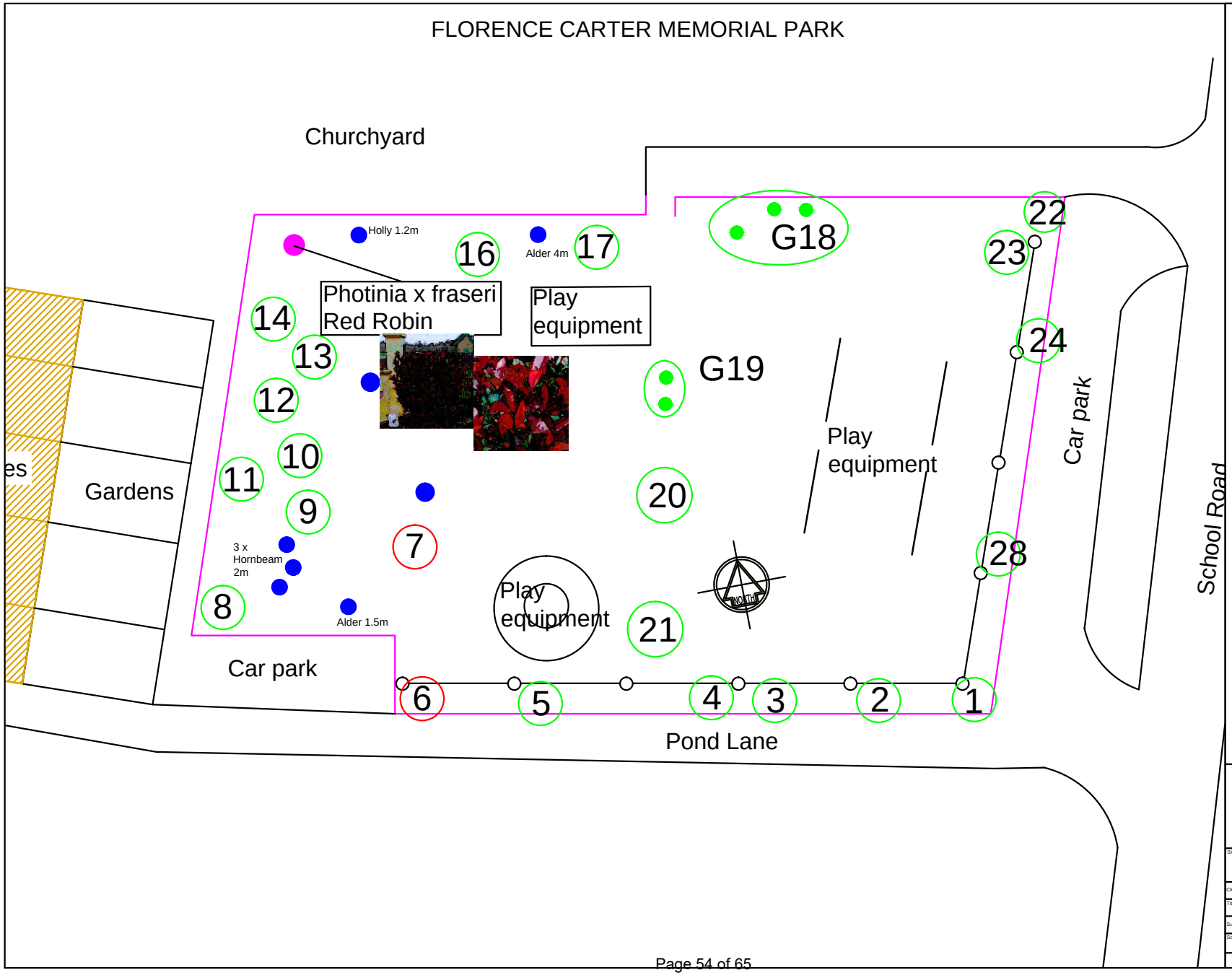
Proposed location of Photinia x fraseri Red Robin

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	**PFP12:** New signage up-date
Meeting	Playing Fields & Property Committee
Date	4th December 20255
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To up-date the Committee in regards to the purchase of new signage.

Background

At the January 2025 meeting, Council approved the 2025-26 Budget and Precept and agreed to allocate £5000 to the general reserve for replacement signage for all locations.

At the meeting in August 2025, the Committee reviewed quotes for new signage and agreed to appoint contractor 1 and to accept the quote of £1440.00 (excluding VAT) based on no new poles where existing poles are already in place.

Update

Following the August 2025 meeting, the Deputy Clerk and Facilities Manager undertook a final review of the quote, sign sizing and agreed wording before liaising with the designated contractor. A request was submitted to adjust the quote, taking into account the inclusion of two additional signs (missing from the original quote) and the removal of two small signs that are no longer required. The revised cost for new signage and installation is £1797.00 (excluding VAT).

The contractor has provided example layout designs for consideration by the Committee.

Following review, it is confirmed that the wording and prohibitive imagery accurately reflects that agreed by the Committee in January 2025.

Considerations

Whilst prohibitive messaging is important to encourage compliance, welcome-led signage creates a more inviting, family-friendly atmosphere and is easier to read. By limiting the size and prominence of prohibitive messages, the sign maintains necessary rules without making the space feel hostile or over-regulated.

The Committee is asked to review the layout designs as presented and consider whether any revisions to layout, sizing, spacing and wording are required.

Recommendation

The Committee is asked to note the revised costs and consider the layouts as presented and confirm whether any revisions are required.

Welcome to
The 3G Pitch

Thank you for hiring the 3G facility.
Players only with astroturf boots on the 3G pitch

Before you leave the site, please ensure the following:

- Floodlights are switched off
- The gate key is returned to the hook in the Pavilion
- The 3G Pitch and Pavilion are securely locked using the padlocks provided

Failure to do so will result in a charge

Drayton Parish Council, The Pavilion, King George V Playing Field, Drayton, NR8 6AW

LGD1: 3G Pitch Sign

Welcome to
Longdale Playing Field

These facilities are monitored by CCTV

Please use the bins provided

Dog walkers, feel free to walk your dogs around the park, but please keep off the main pitches and clean up after your dog using the bins provided.

LGD2: Car Park Welcome Sign

WARNING
24 HOUR 4K RECORDING
CCTV
IN OPERATION

Images are being recorded for purpose of Security and Crime Prevention.

For more information please contact **Drayton Parish Clerk.**

This scheme is controlled by **Drayton Parish Council.**

This CCTV system has been installed in compliance with data protection regulations. Recorded data is stored securely and the system is designed in accordance with a privacy assessment that has been carried out by the registered data controller.

LGD10: CCTV in opertion
x3

Welcome to
Longdale Playing Field

These facilities are monitored by CCTV.
This car park is only for people using the facilities.
Anyone caught littering, fouling or causing damage will be prosecuted.

Gate Closing: 22:00

LGD3: Main Entrance Welcome Sign

Welcome to
Longdale Play Area

This area is only to be used by children under 12

In case of emergency call 999
Location: Longdale Playing Field, NR8 6AU What3words: Actors. Deed. Ballooned.
For non-emergency queries contact Drayton Parish Council
office@draytonparishcouncil.gov.uk

LGD4: Play Area Sign

Please remove boots before entering the building

LGD14: Clean and Remove Boots

Welcome to
Drayton Parish Council

KGV9: DPC Sign

Welcome to
King George V
Play Area

This area is only to be used by children under 14

In case of emergency call 999
Location: King George Fifth Playing Field, Drayton High Road, NR8 6AW
What3words: Roofs. Unicorns. Showdown

For non-emergency queries contact Drayton Parish Council
01603 864492
office@draytonparishcouncil.gov.uk

KGV0: Play Area Sign

Welcome to
King George V
Playing Field

CCTV Surveillance operates at this park

Please use the bins provided

Caution: Active Play Area - Balls May Leave the Field

This Playing Field is owned by Drayton Parish Council

KGV1: Main Entrance Welcome Sign
KGV8b: New Welcome Sign

Welcome to
Florence Carter Memorial Park
Play Equipment

This area is only to be used by children under 12

In case of emergency call 999
Location: Florence Carter Memorial Park, Pond Lane, NR8 6DW
What3words: School. Reseller. Hulk

For non-emergency queries contact Drayton Parish Council
01603 864492
office@draytonparishcouncil.gov.uk

FCMP0: Play Equipment Sign
x4

Telephone: 01493 718900
sales@thisiseffective.uk / www.thisiseffective.uk

APPROVED BY:

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DRAYTON PARISH COUNCIL
PLAYING FIELDS & PROPERTY COMMITTEE

Paper	**PFP13:** Play Area Cleaning
Meeting	Playing Fields & Property Committee
Date	26th February 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 playground cleaning.

Background

The Parish Council agreed to set-aside a budget of £2,200 for play area cleaning at Longdale, King George V and Florence Carter Memorial Park in 2025-26.

Drayton Village Hall have confirmed that access will be provided to their water supply for cleaning at Florence Carter Memorial Park.

Quotations

The Deputy Clerk & Facilities Manager approached contractors to seek quotations for play area cleaning. Out of the 8 organisations approached for a quote 4 have replied.

The Committee is asked to consider the summary provided in the table below, and attached quotes, before determining the preferred contractor.

Contractor	Quote (excluding VAT)	Details
Contractor 1	**£2500.00** KGV: £1400.00 FCMP: £550.00 Longdale: £550.00	Cleaning of wet-pour floors, surrounding fence, paths and apparatus. Risk assessments, MSDS documentation, and full insurance details can be provided upon request.
Contractor 2	**£2400.00** KGV: £800.00 FCMP: £800.00 Longdale: £800.00	Wet pour surface clean and weeding and removal of loose debris. Equipment cleaning and rinse down of all equipment.
Contractor 3	**£3500.00** KGV: £1350.00 FCMP: £1150.00 Longdale: £1000.00	Pressure washing - (Using WATER ONLY) Under no circumstances will chemicals be used or applied to any surface)
Contractor 4	**£1600.00**	To provide all labour, sanitising cleaner and pressure washing plant to carry out the works.
Contractor 5	No quote provided	N/A
Contractor 6	No quote provided	N/A
Contractor 7	No quote provided	N/A
Contractor 8	No quote provided	N/A

<u>For information</u>

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 consider the quotes provided and confirm their preferred contractor.