

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

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

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager

Meeting Opened: 7:00pm

1. To receive apologies and consider acceptance for absence.

None.

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

None.

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

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

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

Noted.

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

Noted.

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

None.

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

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager regarding updated playing field signage, Larry Gray Fair arrangements, Longdale goal cage repairs, pitch bookings, 3G pitch goal nets, play area gates, the purchase of a replacement zip wire seat and RoSPA Play Area Reports.

The Committee discussed grass pitch use and requested that enquiries were made with Drayton Youth Football Club regarding whether match start times could be staggered to ease parking issues at King George V and Longdale Playing Fields.

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

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

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

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

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

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

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

The Committee received the report and noted the update.

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

The Committee noted that the 3G pitch was not compliant with the FA recommended pitch sizes, but there was consensus that resurfacing works were required and should therefore proceed as planned.

The Committee considered the tender exercise for 3G Pitch Surface Replacement and **AGREED** to proceed with option 2 as presented, with invited contractors to be determined by the Proper Officer.

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

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

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

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

15. To note exchange of information

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

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

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

The Committee received the report and noted the update.

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

Noted

Meeting Closed: 20:30pm

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

Paper	PFP2: Declarations of Interest.
Meeting	Playing Fields and Property Committee
Date	16 th July 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Declarations of Interests</u> All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions. At the start of the meeting, council members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent. Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room. You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest. If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. While advice can be given at meetings by the Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given. For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website. <u>Dispensation Requests</u> In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests. Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required. A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final. For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.	
Recommendation	
The Committee is asked to note the paper for information.	

Interests Flowchart

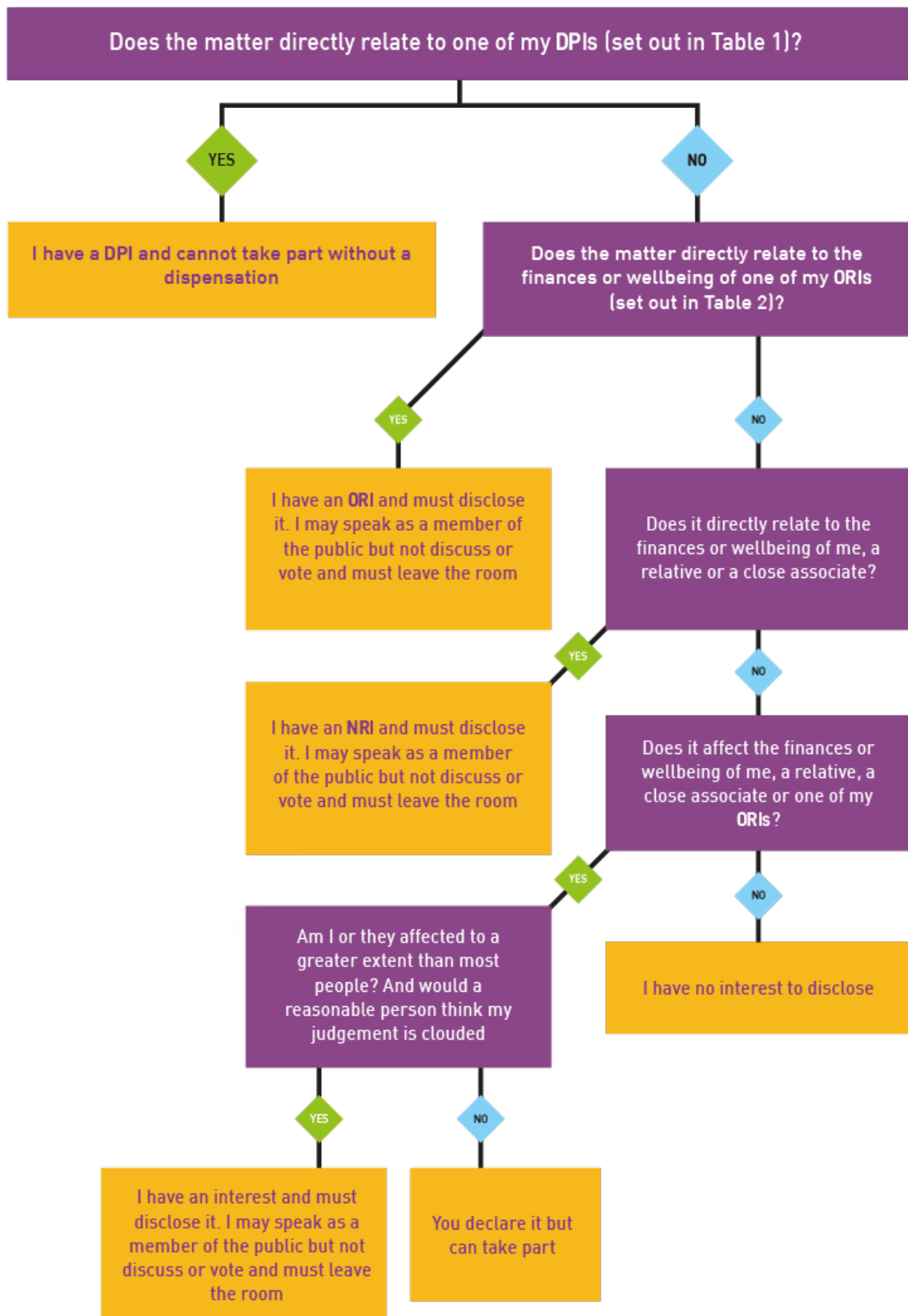


Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

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

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

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

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

Paper	PFP3: To receive minutes of the Playing Fields & Property Committee held on 16 th April 2026
Meeting	Playing Fields & Property Committee
Date	16 th July 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. <u>For information</u> 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.	

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

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

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Chair), G. Everett and N. Quinsey (arrived at 6.11pm) and five members of the public.

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager

Meeting Opened: 6:00pm

1. To receive apologies and consider acceptance for absence.

Apologies received from Cllr. K. Morgan and noted that Cllr. N Quinsey would be delayed.

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

None.

3. To receive minutes of the meeting of the Playing Fields & Property Committee held on 26th February 2026 for approval.

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

4. To receive minutes of the meeting of the Playing Fields & Property Committee held on 4th March 2026 for approval.

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

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

The Committee **AGREED** to consider agenda item 9 before item 6 and to suspend standing orders to facilitate open discussion.

In relation to agenda item 9, it was requested that the Bowls Club be granted permission to place sponsorship signage on the bowling green perimeter fence to assist with fund raising for the Club. An additional request was made regarding permission to install club name signage on the gable end of the Bowls Club building.

6. To consider the options for KGV Pavilion Refurbishment presented and agree project scope and budget.

The Project Lead from appointed Project Management and Cost Consultancy Contractor Greyfriars outlined the differences between the two KGV Pavilion refurbishment options presented. It was noted that option one included a significant extension, almost doubling the size of the building, providing fully separate male and female changing facilities, new toilets, and a new entrance. Option two focused on refurbishment of existing facilities within the current building footprint.

The Committee acknowledged that a smaller-scale refurbishment would not achieve compliance with Disability Discrimination Act (DDA) requirements or relevant sporting body standards due to building size restrictions, thereby limiting usability and presenting operational challenges.

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PLAYING FIELDS & PROPERTY COMMITTEE MEETING**

The Committee considered the need to comply with sporting body standards based on current usage. It was anticipated that the useful life of the refurbished building, including an extension, was at least 60 years. With this in mind, the Committee acknowledged that while long-term usage over this period was inherently difficult to predict, it was important to provide future opportunities and to avoid decisions based solely on current needs. The Committee considered sustainability options, including green roofs and solar panels. Further options relating to heating, lighting, and energy efficiency, including heat pumps, would be presented at the next stage following appointment of engineers. The importance of achieving a strong Energy Performance Certificate (EPC) rating was noted. In response to concerns raised regarding potential rising costs, the Committee was advised that a design and build approach would enable fixed-cost contracts placing risk with the contractor. It was confirmed that Greyfriars would undertake due diligence to ensure contractor reliability and financial stability. It was confirmed that opportunities for value engineering and cost-effective solutions would be explored at the next stage, including consideration of materials and design features. The Committee was in agreement that compliance and long-term usability should be prioritised over non-essential design features. It was noted that the estimated costs did not include ancillary works. It was acknowledged that the car park, fenceline improvement and footpath remained important components of wider site enhancements and would be considered as part of cost saving exercises and allocation of the Council's earmarked reserves. The Greyfriars Project Lead advised that clear direction from the Council on the preferred scope and budget was required in order to progress the project to the next stage. The Committee **AGREED** to reinstate standing orders at 7:00pm. The Committee **AGREED** to make the following recommendation to Council; progress option one (full refurbishment and extension compliant with Sports England & DDA requirements), subject to value engineering exercise and cost savings where appropriate up to an initial budget of £938,216.00 to be met by CIL and S106 funding received from local developers.

7. To receive an update on the Partial Exemption VAT exercise.

The Clerk provided an update on the VAT position and confirmed that an assessment had been completed indicating that the project fell within the allowable threshold based on a seven-year average. It was noted that a full report would be presented at a future meeting for information.

8. 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 regarding the works undertaken by Norwich Probation Service Community Payback, Play Area cleaning, new signage and replacement boot brushes. The Committee expressed thanks to the Deputy Clerk and Facilities Manager for the work undertaken in reducing the number of outstanding actions.

9. To consider the request from R G Carter Bowls Club regarding the display of advertising boards.

The Committee **AGREED** to support the request for R G Carter Bowls Club to display advertising boards on the bowling green perimeter fence.

The Committee noted the request regarding permission to install club name signage on the gable end of the Bowls Club building. It was confirmed that as this had not been included on the agenda it would need to be presented to a future meeting for consideration.

10. To consider the response from Norfolk County Council regarding the Thorpe Marriott Tree Planting Programme.

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The Committee **AGREED** to request discussion between Drayton Parish Council and Norfolk County Council regarding the locations of new trees.

11. To consider the response from the Highway Engineer regarding the suitability of the Longdale Beryl Bikes location.

The Committee **AGREED** to contact Norfolk County Council and ask them to reconsider to the beryl bikes site on health and safety grounds.

12. To receive the Committee Agenda Schedule for 2026-27 for information.

The Committee noted the 2026-27 Agenda Schedule.

13. To note exchange of information

It was noted that the KGV Pavilion Refurbishment Project Advisory Group would primarily meet on an ad hoc basis and that a hybrid approach would be adopted regarding members meeting in person or online.

It was confirmed that google had been contacted regarding renaming Florence Carter Memorial Park to Florence Carter Playground.

The Committee expressed thanks to the Parish Ranger for the work undertaken to secure the top of the well outside Florence Carter Playground.

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

Noted.

Meeting Closed: 7:39pm

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

Paper	PFP4: To receive notes and actions arising of the meeting of the KGV Pavilion Refurbishment Project Advisory Group held on 21 st May 2026.
Meeting	Playing Fields & Property Committee
Date	16 th July 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Background</u> The KGV Pavilion Refurbishment Project Advisory Group is a Working Group of the Playing Fields & Property Committee. The aim of the Group is to oversee the planning, procurement, delivery and operations of the KGV Pavilion refurbishment. In line with the Groups Terms of Reference, notes and actions arising are reported at the next meeting of the parent body. Recommendations to the parent body must be made in writing and presented to the Playing Fields & Property Committee for consideration.	
Recommendation	
The Committee is asked to receive the notes and actions arising for information and consider any recommendations.	

Meeting Date	21.05.2026	Time	11:00
Location	Teams Meeting		
Present	Group Members: Cllrs C. Brown, G. Everett, J. Anderson, N. Quinsey, R. Turner External Advisors: C. Wayne, Greyfriars Assistant Project Manager Apologies: Cllrs. A. Crotch, A. Taylor		
In attendance	R. Catto, Drayton Parish Council Deputy Clerk & Facilities Manager		
Recommendations to Parent Body/Delegated Officer			
In line with the KGV Refurbishment Scheme of Delegation, the Group recommended to the designated Project Officer:			
- To undertake a selective invitation to tender process for Architectural services, Mechanical, Electrical & Plumbing services and Structural and Civil Engineering services. List of recommended consultants to be invited to tender recorded under separate cover. - To instruct Greyfriars to issue the tender documents, subject to the revisions outlined in the meeting.			
Meeting Actions			
Greyfriars Actions:			
Covering Letters			
Remove reference to 'day' before each date in the covering letter.			
Tender Specification			
- Revise Procurement Route to 'Design & Build'. - Remove requirement for ancillary works ('costings for car park, fence line improvement and footpath') and relocate within a 'nice to have' section of the brief. - Revise timeline to specify 'site visit deadline' instead of 'site visit'. - Revise Submission Requirements sections to "Appointment subject to receipt of satisfactory references"			
Scope of Service			
- Summary of Existing Issues / Constraints sections for both Architectural and Structural & Civil Engineering, should specify '<u>Not</u> Sport England compliant...' - Background sections - Remove the following stakeholders: Broadland District Council, Bowthorpe Rovers, Costessy Sports Club. - Remove requirement for ancillary works ('costings for car park, fence line improvement and footpath') and relocate within a 'nice to have' section of the brief. - Compliance with DDA requirements should be included within the project scope.			

Project Officer Actions:

Update internal timeline for all tenders as follows:

- Opening Tenders:
Thursday 11th June 2026
Sealed bids to be opened in the presence of a Councillor prior to the Council meeting.
- KGV Refurbishment Advisory Group
Thursday 18th June 2026, 7pm, KGV Pavilion.
To undertake tender evaluations.
- Extraordinary Council Meeting
Thursday 16th June 2026, 6.30pm, KGV Pavilion.
To consider consultant appointments.

Meeting Notes

1. To appoint a Chair for the meeting.

Cllr. J. Anderson was appointed Chair for the meeting.

2. To receive apologies for absence.

Cllrs A. Crotch and A. Taylor.

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

None.

4. To receive Invitation to Tender and Scope of Works for the tender exercise for Architectural services and consider amendments, if any.

The group suggested that bidders be reminded that the project concerns the refurbishment of an existing building rather than a new-build development, and that the scope and ambitions of any appointed architects should reflect this context.

It was noted that further revisions to the building plans (i.e. review of glass frontage and green roof) could be considered by the design team.

Agreed revisions listed under meeting actions

5. To receive Invitation to Tender and Scope of Works for the tender exercise for Mechanical, Electrical & Plumbing services and consider amendments, if any.

Agreed revisions listed under meeting actions. No further comments or feedback received.

6. To receive Invitation to Tender and Scope of Works for the tender exercise for Structural and Civil Engineering services and consider amendments, if any.

Agreed revisions listed under meeting actions. No further comments or feedback received.

7. To note next steps for the project.

It was noted the Clerk met with Section 106 Officer at Broadland on 20th May 2026 to discuss financial arrangements/ payment plans for the project.

- Quarterly invoices will be raised with the relevant vouchers to Section 106 Officer to release payments.
- The following information will be sent to the relevant stakeholders at Broadland:
 - o Confirmation of agreed budget for the project
 - o Provide Greyfriars breakdown of cost estimates for information
 - o Provide anticipated start date for works
 - o Provide update on next steps for the project including the tender exercise and appointment of design team.

8. To note exchange of information.

None

Meeting Closed: 12:08pm

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

Paper	PFP5: To receive notes and actions arising of the meeting of the KGV Pavilion Refurbishment Project Advisory Group held on 18 th June 2026
Meeting	Playing Fields & Property Committee
Date	16 th July 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Background</u> The KGV Pavilion Refurbishment Project Advisory Group is a Working Group of the Playing Fields & Property Committee. The aim of the Group is to oversee the planning, procurement, delivery and operations of the KGV Pavilion refurbishment. In line with the Groups Terms of Reference, notes and actions arising are reported at the next meeting of the parent body. Recommendations to the parent body must be made in writing and presented to the Playing Fields & Property Committee for consideration.	
Recommendation	
The Committee is asked to receive the notes and actions arising for information and consider any recommendations.	

Meeting Date	18.06.2026	Time	19:00
Location	King George V Pavilion		
Present	Council Members: A. Crotch, J. Anderson, N. Quinsey, A. Taylor, R. Turner External Advisors: C. Wayne & T. Boucher Apologies: C. Brown, G. Everett		
In attendance	R. Catto, Deputy Clerk & Facilities Manager		
Recommendations to Parent Body/Delegated Officer			
To recommend the following to Council:			
1. The appointment of Contractor A for Architectural services, subject to receipt of satisfactory references of similar projects that have been completed in the last three years. 2. The appointment of Contractor A for Mechanical, Electrical and Plumbing services, subject to receipt of satisfactory references of similar projects that have been completed in the last three years. 3. The appointment of Contractor C for Structural and Civil Engineering Services, subject to receipt of satisfactory references of similar projects that have been completed in the last three years 4. The appointment of Contractor 3 for Asbestos Removal.			
Meeting Actions			
• Recommendations to be presented to Extraordinary Council meeting on Thursday 25th June 2026. • Parish Council Office to liaise with Greyfriars regarding appointments asap following Extraordinary Council meeting. • Subject to appointment, Parish Council Office to liaise with Greyfriars regarding appropriate schedule for asbestos removal. • Parish Council Office to liaise with Greyfriars regarding arrangements for the roles of CDM Principal Designer, BSA (Building Safety Act) Principal Designer and BSA (Building Safety Act) Principal Contractor. • Greyfriars to produce agenda and provide any appropriate paperwork in advance of next Advisory Group meeting, schedule on Tues 14th July 2026, 4-6pm.			
Meeting Notes			
Meeting opened: 7:00pm 1. To appoint a Chair for the meeting. Cllr. A. Crotch was appointed as Chair. 2. To receive apologies for absence.			

Cllrs. C. Brown, G. Everett

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

None.

4. To note confirmation of receipt of tender submissions for Architectural services, Mechanical, Electrical & Plumbing services and Structural and Civil Engineering services.

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

The group noted that the Tender Submission Log was available for review upon request.

The Advisory Group noted the receipt of submissions and a report summarising the tender submissions received against the agreed submission requirements set out in the Invitation to Tender for each service.

5. To evaluate tender submissions received for Architectural services and consider recommendations for appointment for approval by Council.

The Advisory Group received tender submissions presented in alphabetical order.

The Group evaluated how well each tenderer demonstrated their capacity and approach to meeting the Council's requirements set out in the Tender Specification.

Following evaluation, the Advisory Group identified Contractor A as the preferred bidder, with detailed evaluations provided under separate cover. The Advisory Group recommended to Council the appointment of Contractor A for Architectural services, subject to receipt of satisfactory references of similar projects that have been completed in the last three years.

It was noted that the project would require appointment to the roles of CDM Principal Designer, BSA (Building Safety Act) Principal Designer and BSA (Building Safety Act) Principal Contractor, all of which would be confirmed in due course.

6. To evaluate tender submissions for Mechanical, Electrical & Plumbing services and consider recommendations for appointment for approval by Council.

The Advisory Group received tender submissions presented in alphabetical order.

The Group evaluated how well each tenderer demonstrated their capacity and approach to meeting the Council's requirements set out in the Tender Specification.

Following evaluation, the Advisory Group identified Contractor A as the preferred bidder, with detailed evaluations provided under separate cover.

The Advisory Group recommended to Council the appointment of Contractor A for Mechanical, Electrical and Plumbing services, subject to receipt of satisfactory references of similar projects that have been completed in the last three years.

7. To evaluate tender submissions for Structural and Civil Engineering services and consider amendments and consider recommendations for appointment for approval by Council.

The Advisory Group received tender submissions presented in alphabetical order.

The Group evaluated how well each tenderer demonstrated their capacity and approach to meeting the Council's requirements set out in the Tender Specification.

Following evaluation, the Advisory Group identified Contractor C as the preferred bidder, with detailed evaluations provided under separate cover. The Advisory Group recommended to Council the appointment of Contractor C for Structural and Civil Engineering Services, subject to receipt of satisfactory references of similar projects that have been completed in the last three years.

8. To evaluate the quotes for Asbestos Removal services and consider recommendations for appointment for approval by Council.

The Advisory Group noted that in May 2026 Anglian undertook an Asbestos Refurbishment Survey of the King George V Pavilion. The survey provides up-to-date information regarding the location, amount and condition of (ACMs) within the building.

Greyfriars confirmed that asbestos removal would take approximately 2 weeks and would potentially result in some damage to the building. It was agreed that the Parish Office would liaise with Greyfriars regarding an appropriate schedule for asbestos removal, in phases if appropriate.

The Advisory Group recommended to Council the appointment of Contractor 3 for Asbestos Removal.

9. To note next steps for the project.

It was agreed that the Advisory Group would meet for a kick off meeting with the Design Team on Tuesday 14th July 2026, 4-6pm. Greyfriars confirmed that they would provide an agenda, any papers as appropriate and would take minutes.

10. To note exchange of information.

None.

Meeting Closed: 10.20pm

**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	16 th July 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
04.12.2025	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. J. Anderson, A. Crotch and N. Quinsey would arrange a meeting with Thorpe Marriott Village Hall.	Complete
26.02.2026	8	To note the internal playground inspections summary report.	The Committee AGREED to seek quotes for Longdale gate repairs or replacement as required.	Ongoing: Quotes received. Awaiting results of June 2026 RoSPA inspection.
26.02.2026	9	To conduct annual review of Committee Terms of Reference and make recommendations for amendment to Council	The Committee AGREED to recommend the amendment of the Terms of Reference as presented for approval by Council at the annual meeting in May, subject to an amendment in section 4 regarding inclusion of the responsibility to oversee tree replacement.	Complete AGREED at Annual Meeting of the Parish Council on 14.05.2026
26.02.2026	11	To consider the advice from tree consultancy contractor and agree suitable locations for 8 new trees.	The Committee AGREED to defer any tree planting at King George V Playing Field until Pavilion refurbishment works were complete and that Committee members should undertake site visits at Longdale Playing Field and Florence Carter Memorial Park (when deciduous trees are in leaf) to assess appropriate sites for tree planting.	Ongoing: Awaiting feedback from Committee members following site visits.

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
26.02.2026	12	To consider the update regarding signage layouts.	The Committee noted a recent query regarding the correct name for Florence Carter Memorial Park and AGREED to make a recommendation to Council to update the name to “Florence Carter Children’s Playground”. The Committee AGREED to proceed with the layouts as presented, subject to the following amendments: <u>LGD1: 3G Pitch Sign</u> Revise text to “Only players with Astroturf boots are permitted on the 3G pitch”. Remove the following text “Before you leave the site, please ensure the following: • That the floodlights are switched off • That the gate key is returned to the hook in the Pavilion • That the 3G Pitch and Pavilion are securely locked using the padlocks provided Failure to do so can result in a charge” <u>LGD3: Main Entrance Welcome Sign</u> Revise text to “Anyone caught littering, fouling or causing damage can be prosecuted” <u>LGD14: Clean and remove boots Sign</u> Increase sign size to accommodate the following additional text: “Before you leave the site, please ensure the following: • That the floodlights are switched off • That the gate key is returned to the hook in the Pavilion • That the 3G Pitch and Pavilion are securely locked using the padlocks provided Failure to do so can result in a charge” <u>FCMP0: Play Equipment Sign</u> Revise text to “Florence Carter Children’s Playground”, subject to approval by Council. The Committee AGREED to implement a maintenance programme for Parish Council owned signs.	Complete New signage installed across all sites
04.03.2026	6	To consider delegation arrangements and determine an appropriate supporting Project Scheme of Delegation.	The Committee AGREED to recommend the KGV Pavilion Project Scheme of Delegation to Council as presented, subject to the recorded amendments.	Complete 23.04.2026 Council AGREED to adopt the KGV Pavilion Refurbishment Project Scheme of Delegation, including total project budget and spending limits.
16.04.2026	3	To receive minutes of the meeting of the Playing Fields & Property Committee held on 26th February 2026 for approval.	The minutes were AGREED as an accurate record of the meeting and signed by the Chair.	Complete: Approved minutes published on DPC Website.

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
16.04.2026	4	To receive minutes of the meeting of the Playing Fields & Property Committee held on 4th March 2026 for approval	The minutes were AGREED as an accurate record of the meeting and signed by the Chair.	Complete: Approved minutes published on DPC Website.
16.04.2026	5	To receive any questions or comments from members of the public.	The Committee AGREED to consider agenda item 9 before item 6 and to suspend standing orders to facilitate open discussion.	Complete
16.04.2026	6	To consider the options for KGV Pavilion Refurbishment presented and agree project scope and budget.	The Committee AGREED to reinstate standing orders at 7:00pm.	Complete
16.04.2026			The Committee AGREED to make the following recommendation to Council; progress option one (full refurbishment and extension compliant with Sports England & DDA requirements), subject to value engineering exercise and cost savings where appropriate up to an initial budget of £938,216.00 to be met by CIL and S106 funding received from local developers.	Complete: Council agreed to PFP recommendation on 23.04.2026
16.04.2026	9	To consider the request from R G Carter Bowls Club regarding the display of advertising boards.	The Committee AGREED to support the request for R G Carter Bowls Club to display advertising boards on the bowling green perimeter fence.	Complete Decision confirmed with R G Carter Bowls Club
16.04.2026	10	To consider the response from Norfolk County Council regarding the Thorpe Marriott Tree Planting Programme	The Committee AGREED to request discussion between Drayton Parish Council and Norfolk County Council regarding the locations of new trees.	Ongoing Response presented under item 15.
16.04.2026	11	To consider the response from the Highway Engineer regarding the suitability of the Longdale Beryl Bikes location.	The Committee AGREED to contact Norfolk County Council and ask them to reconsider to the beryl bikes site on health and safety grounds.	Ongoing Awaiting response from Highway Engineer

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

Paper	PFP8: To receive quarterly budget report and explanation of variance.					
Meeting	Playing Fields & Property Committee					
Date	16 th July 2026					
Author	Deputy Clerk & Facilities Manager					
Summary						
<u>Background</u>						
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.						
<u>Recommendation</u>						
The budget report for Q1 will be considered at the July 2026 meeting of the Finance & General Purposes Committee for any recommendations for action.						
Explanation of Material Variances: Accumulative to End of Q1						
Ref.	Cost Centre	Quarter	Budgeted	Actual	Variance	Explanation Req.
5	Playing Fields & Property	Q1	£11,525.24	£10,711.06	7%	N
Recommendation						
The Committee is asked to receive the Quarterly Budget Report and explanation of variance for information.						

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

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

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

Paper	PFP9: To consider budget proposals for 2027-28 financial year
Meeting	Playing Fields & Property Committee
Date	16 th July 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> To assist the Committee in determining a suitable course of action in regards to budget proposals for the 2027-28 financial year. <u>Background</u> In line with section 4 of the Council's Financial Regulations, the Committee has the opportunity to consider potential initiatives, priorities and areas of investment that may require financial provision in the next financial year. To support the annual budget-setting process, members are invited to put forward proposals for inclusion in the draft budget. This process allows members to identify priorities early in the budget exercise and ensures that proposals can be properly assessed before the draft budget is prepared. Where possible, proposals should include a brief description of the proposed initiative or funding request and an estimated cost. <u>Next Steps</u> Proposals will be compiled and included in the draft budget for consideration at the next meeting of the Playing Fields & Property Committee. Officers will work with members to clarify proposals where necessary and gather information as needed. The Committee will then be asked to review the draft budget for recommendation for approval by Council. <u>Considerations</u> In addition to any proposals put forward by members at the meeting, Officers have submitted the following budget proposals for the forthcoming financial period. These proposals aim to support the Playing Fields & Property Committees objectives and members are asked to determine which, if any, should be progressed for inclusion within the draft budget. Playing Fields & Property Committee Budget • Additional costs for Annual Zip Wire Service <u>For Information</u> A copy of the Committees 2026-27 budget and Reserve Balance is attached for reference purposes.	
Recommendation	
The Committee is asked to consider budget proposals for inclusion in the draft 2027-28 Budget for Playing Fields & Property.	

57 Play Area	Budget	Budget Notes
Repairs and maintenance	£0.00	Repairs and maintenance to play areas King George V, Longdale and Florence Carter Memorial Park including play equipment, furniture such as seating and welcome signage and dog signs.
Cleaning	£2,350.00	Scheduled cleaning of play equipment and signage.
Sub Total	£2,350.00	

58 Sports Facilities	Budget	Budget Notes
Repairs and maintenance	£0.00	Repairs and maintenance for sports equipment including goals, 3g nets, 3g fencing, kickwall etc.
Clubspark	£1,440.00	Annual License Fee for online pitch booking software.
Smart Padlock	£30.00	Monthly subscription for use of Igloo Smart padlock at Longdale.
Sub Total	£1,470.00	

501 Pavilion Maintenance	Budget	Budget Notes
PA Testing	£150.00	Portable appliance testing advisable to carry out annually. Preferred supplier Peter Stanger and completed for KGV & LD pavilions and Bowls club. Typically due in July of each year.
Fire Extinguisher Checks	£100.00	Annual service of fire equipment. Preferred supplier Fire Assess to complete for KGV, LD and Bowls Club. Due in November each year.
Repairs and maintenance	£0.00	Repairs and maintenance to pavilions e.g. roof, leaks etc.
Boiler Checks	£75.00	Annual service of expansion vessel (KGV)
Pavilion Consumables	£550.00	Toilet roll, blue roll, cleaning supplies, bin bags etc.
Sub Total	£875.00	

502 Play Area Inspections	Budget	Budget Notes
Play Area Inspections	£330.00	Inspections on play areas at King George V, Longdale and Florence Carter Memorial Park by ROSPA.

Sub Total	£330.00
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503 Grounds Maintenance	Budget	Budget Notes
Grounds Maintenance Contract	£20,172.30	Grass cutting, line marking, fertilizing and other grounds maintenance by Garden Guardian at KGV, Longdale & FCMP.
Repairs & Maintenance	£0.00	Repairs and maintenance to car parks, bollards, fencing, pathways etc.
Tree Maintenance	£4,000.00	Repairs and maintenance to trees including consultations following surveys.
Sub Total	£24,172.30	

504 Security	Budget	Budget Notes
Repairs & Maintenance	£0.00	Repairs and maintenance to CCTV, key cutting and security gates etc.
Contract security	£13,030.00	Locking and unlocking gates at King George V and Longdale by Norse Commerical Services Ltd.
Sub Total	£13,030.00	

511 3G Surface Maintenance	Budget	Budget Notes
Contract Maintenance	£4,513.63	3g Surface Clean by Garden Guardian (42 visits) including inspection, brush and litter picking.
Sub Total	£4,513.63	

514 Pest Control	Budget	Budget Notes
Pest Control	£945.00	Mole Removal by APC Pest Control Ltd.
Sub Total	£945.00	

Drayton Parish Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
3G Deposits		9.60		88.80	98.40
3G Surface Replacement	77,784.03	96.00		2,222.71	80,102.74
Allotments	2,000.00	726.94			2,726.94
Cyclical Payments	2,969.30	2,695.00	216.00		5,448.30
Election Reserve	2,500.00				2,500.00
Floodlight Replacement	5,500.00				5,500.00
KGV Enhancements	28,104.00	37,000.00			65,104.00
KGV Project - CIL	673,331.40			5,132.47	678,463.87
KGV Project - S106			11,835.74		-11,835.74
Longdale Pavilion Enhancemen	29,821.38	30,500.00			60,321.38
Pitch Improvements	11,363.66	5,000.00			16,363.66
Play Area Enhancements	82,550.97	10,000.00	986.00		91,564.97
Projects	9,356.50		4,185.00		5,171.50
Street Scene Furniture & Footp	2,575.41	500.00			3,075.41
Streetlighting	102,712.99	9,000.00	1,700.00		110,012.99
Tree Works	14,137.34				14,137.34
Total Earmarked	1,044,706.98	95,527.54	18,922.74	7,443.98	1,128,755.76
TOTAL RESERVE	1,044,706.98	95,527.54	18,922.74	7,443.98	1,128,755.76
GENERAL FUND					78,434.00
TOTAL FUNDS					1,207,189.76

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

Paper	PFP10: Hire Charge Schedule Review
Meeting	Playing Fields & Property Committee
Date	16 th July 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> To provide the Committee with information in support of the required annual Hire Charge Schedule Review. <u>Background</u> Per paragraph 13.2 of the Council's adopted Financial Regulations, the Council will review all fees and charges at least annually as part of the budget-setting process. <u>Annual Review</u> The Hire Charge Schedule has been reviewed against: • Increase in principal maintenance costs • CPI inflation rate • Comparable facilities Following a review of Drayton Parish Council's current hire charges together with comparable facilities across Norwich, Broadland and South Norfolk, analysis indicates that the current charging structure remains broadly fair, proportionate and competitive. It is noted that whilst the hourly rate for 3G surface hire (£18.50 – £27.00) is lower than many nearby 3G facilities, this reflects the fact that 3G Pitch at Longdale is not a full-size FA-compliant artificial pitch, but a much smaller community facility. Principle maintenance costs have increased by 6.7% from 2025-26. Whilst the annual CPI inflation rate is currently 2.8% this does not reflect the principal costs of maintaining the facilities. A draft version of the 2027-28 Hire Charge Schedule is presented for consideration by the Committee. Fees have been increased by 6.7% to represent the recommended top end increase. Revised fees have been rounded to the nearest whole pound for ease of administration.	
Recommendation	
The Committee is asked to consider the revised Hire Charge Schedule for recommendation for approval by Council as part of the annual budget-setting process.	

DRAYTON PARISH COUNCIL
HIRE CHARGE SCHEDULE WITH EFFECT FROM 1st APRIL 2027~~6~~

KING GEORGE V PLAYING FIELD

Main pitches 2027~~6~~-287 Season (1st September 2027~~6~~ – 1st May 20287*)

Youth teams	Season hire (per pitch)	£ 453.00 425.00
	Single Game (per pitch)	£ 53.00 50.00

Adult teams	Season hire (per pitch)	£ 747.00 700.00
	Single Game (per pitch)	£ 85.00 80.00

Cricket Hire charges 2nd May 2027~~6~~ – 31 August 2027~~6~~

Hire of pitch for season	£ 1697.00 1590.00
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Group Hire – Use of a designated field space

Small groups <10 people, maximum 3 x 2 hour sessions per week.	£ 22.00 21.00 per week
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Large groups >10 people (<50) for 1 x 2 hour session per week	£ 22.00 21.00 per session
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Hall hire

Monday to Friday (hourly rate)	£ 11.00 10.50 per hour
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Full Day (+6 hours)	£ 61.00 57.50
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Saturday to Sunday (hourly rate)	£ 18.00 16.50 per hour
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Full Day (+6 hours)	£ 92.00 86.00
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LONGDALE

The 3G Surface Hire 1st April 2027~~6~~ – 31st March 20287

Book Online: <https://clubspark.net/LongdalePlayingField>

Monday to Friday 8am – 5pm (hourly rate)	£ 20.00 18.50 per hour
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Monday to Friday 5pm – 9pm (hourly rate)	£ 26.00 24.00 per hour
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Monday to Friday 5pm – 9pm (hourly rate)	£ 29.00 27.00 per hour
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Saturday to Sunday 8am – 9pm (hourly rate)	£ 29.00 27.00 per hour
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For block bookings of 5 or more sessions please contact the Office at
office@draytonparishcouncil.gov.uk

Main pitches 2027~~6~~-287 Season (20th August 2027~~6~~ – 31st May 20287*)

Drayton Youth Football Club**	Season hire (all pitches)	£ 1665.00 1560.00
Other Youth teams	Season hire (per pitch)	£ 395.00 370.00
	Single Game (per pitch)	£ 36.00 33.50

Adult teams	Season hire (per pitch)	£ 751.00 703.50
	Single Game (per pitch)	£ 85.00 80.00

Group Hire – Use of a designated field space

Small groups <10 people, maximum 3 x 2 hour sessions per week.	£ 21.00 19.50 per week
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Large groups >10 people (<50) for 1 x 2 hour session per week	£ 21.00 19.50 per session
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*All pitches will be rested out of season

** Annual payment split between all the DYFC teams that play at Longdale. Subject to confirmation of number of teams.

DRAFT

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

Paper	PFP11: Annual update on pitch maintenance programme at Longdale.	
Meeting	Playing Fields & Property Committee	
Date	16 th July 2026	
Author	Deputy Clerk & Facilities Manager	
Summary		
<u>Purpose of the Report</u>		
To up-date the Committee in regards to the pitch maintenance programme at Longdale.		
<u>Background</u>		
In 2024 the Parish Council secured a 6-year Grass Pitch Maintenance Fund grant from the Football Foundation, with the aim of improving the quality of the grass pitches at Longdale by increasing the levels of maintenance works carried out.		
<u>Update</u>		
The following table summarises the status of scheduled pitch maintenance works in 2025-26:		
Work Description	Work Status	Details
Overseeding in season	Complete	Undertaken Autumn 2025. Invoice received and paid.
Application of fertiliser	Complete	Undertaken Autumn 2025. Invoice received and paid.
Scarification / Surface Grooming	Incomplete	Scheduled Winter 2025 - Spring 2026
Goal Mouth Repairs	Pending	Scheduled Summer 2026
Decompaction	Postponed	Scheduled Winter 2025.
Slitting	Postponed	Scheduled Winter 2025.
The Parish Council’s designated grounds maintenance contractor confirmed that scheduled decompaction and slitting works were not undertaken in Winter 2025 due to unsuitable weather / pitch conditions. The grounds maintenance contractor has been contacted regarding outstanding work on scarification / surface grooming and goal mouth repairs and a verbal update will be provided at the meeting. A schedule of programmed works for 2026-27 has been presented for information.		
Recommendation		
The Committee is asked to note the up-date regarding the pitch maintenance programme.		

PITCH MAINTENANCE PROGRAMME 2026-27	
SCHEDULE OF WORK	DELIVERY SCHEDULE
Scarifying or Surface grooming To use a SISIS quadraplay and turf groomer as directed by the report. To use when the grass has established after December until April. To be completed as weather conditions allow. Not too wet, not too dry.	Spring 2027 as required
Overseeding in season 20,000 sqm with a Rigby Taylor pitch renovation grass seed, applied 3 ways at 35g perm sq. Total number of 20kg bags 35. Application in September, when the ground is damp.	Autumn 2026
Application of fertiliser 20,000 sqm. with Rigby Taylor poly pro 15-0-25. To be applied after seeding. To apply 35g per meter squared. Application in September. Total number of 20kg bags 35.	Autumn 2026
Goal mouth repairs on all pitches. Levelling of historic mole hills and runs mainly on pitch 5 to be completed by hand after the season has finished. Football club to take down goal posts after last game. Goal mouths to be monitored monthly during the playing season and additional seed and topdressing applied if required.	To be completed at end of 2026-27 season
Decompaction To verti-drain or verti-quake once during the winter months. To complete 20,000 sq m	Winter 2026
Slitting To complete deep slitting/ spiking meters during the winter when the ground conditions are soft. Pending results of vert-draining	Winter 2026

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

Paper	PFP12: 3G Pitch Resurfacing
Meeting	Playing Fields & Property Committee
Date	16 th July 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> To present procurement options for the 3G Resurfacing project for consideration and approval by the Committee. <u>Background</u> The 3G pitch at Longdale was installed in 2012. In 2023 a representative from Norfolk Football Association undertook a visual inspection of the 3G pitch and advised that the surfacing was due for replacement. The estimated value of the proposed works is below the relevant Government procurement threshold but above the threshold for a notifiable below-threshold contract (currently £30,000 including VAT). Therefore, the Council has discretion to determine the most appropriate procurement approach, provided it complies with the Council's Financial Regulations and the applicable requirements of the Procurement Act 2023. • Financial Regulations: Section 5 provides that the procurement route for contracts exceeding £30,000 must comply with any requirements of the Legislation regarding the publication of invitations and notices. • Procurement Act 2023: Where a Council advertises the opportunity through an open invitation to tender, it must publish a Below-Threshold Tender Notice on Find a Tender. Where a Council invites tenders only from selected suppliers and does <i>not</i> advertise the opportunity more widely, a Below-Threshold Tender Notice is <i>not</i> required. In either case, once a contract has been entered into, the Council must publish a Contract Details Notice (UK7). <u>Considerations</u> The Committee is asked to consider the procurement options presented below and confirm a preferred approach ensuring the procurement route is proportionate to the needs of the Council. Option 1: Advertise an open invitation to tender Under this approach, the Council would publicly advertise the opportunity, allowing any interested supplier to submit a tender. A Below-Threshold Tender Notice would be published on Find a Tender, followed by a Contract Details Notice once the contract is awarded. This option maximises competition by allowing all interested suppliers to participate but is likely to generate a greater number of tender submissions, increasing the time and resources required to administer and evaluate the procurement.	

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

Option 2: Invite tenders from selected suppliers.

Under this approach, the Council would invite tenders from a number of selected suppliers that it considers capable of delivering the works. A Below-Threshold Tender Notice would *not* be required, but a Contract Details Notice must still be published following the award of contract.

This option reduces the administrative burden of managing an open tender but limits competition to only those invited to tender and care should be taken to ensure invited suppliers are selected fairly and objectively.

Inviting between 3 and 5 suitably qualified contractors to tender with relevant experience in the installation and resurfacing of 3G pitches would be considered reasonable. Contractors can be identified from a combination of manufacturers' approved installers and contractors who may have delivered similar projects in the region.

Next Steps

A tender specification has been drafted and will be presented at the next meeting of the Committee pending advice and feedback from Norfolk Football Association.

Recommendation

The Committee is asked to consider options presented and agree a preferred procurement route.

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

Paper	PPF13: R G Carter Bowls Club request for building signage
Meeting	Playing Fields & Property Committee
Date	16 th July 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> To assist the Committee in determining a suitable course of action in response to the request from R G Carter Bowls Club regarding new building signage. <u>Background</u> In April 2026 the Council received a request from R G Carter Bowls Club for permission to erect signage on the building. The request is presented for consideration. <u>Considerations</u> Section 11 of the Bowls Club Lease Agreement sets out the following tenant covenants with the landlord: “Not to exhibit any signboard advertisement placard or nameplate on or in the demised property except with the Landlord’s written consent (such consent must not be unreasonably withheld).”	
Recommendation	
The Committee is asked to consider the request from R G Carter Bowls Club regarding new building signage.	

From: [REDACTED]
To: [Drayton Parish Council](#)
Subject: Re: Request for gable end signage - upcoming PFP Committee
Date: 07 July 2026 11:49:47
Attachments: [image001.png](#)

Hi Rachel

Unfortunately I cannot make the meeting on the 16th July as (surprise, surprise) I will be playing a bowls game on that evening.

The signage we would like to be approved would be approximately 2 meters long by 1 meter high and would simply contain the words "BOWLS CLUB" on it with the possible drawing of a bowler delivering a wood (bowl). The wording and bowler would be in club colours (maroon and gold). The sign would be situated on the gable end of the building (car park end) directly above the toilet window. We anticipate that the sign would be printed on plastic and we may or not attach that to a wooden frame, but either way it would be attached to the building in a manner that would be able to be taken down at any point in time. Depending on cost to the club would the committee also consider a second sign (exactly the same as the first one) on the gable end of the building overlooking the playing field placed at the same height as the first sign and again fixed in a manner that could be taken down at any point in time.

In the past, the club has placed a banner outside the gates of the playing fields to advertise our open days. The signage on the clubhouse would be of a similar style but in club colours, not bright orange and green!

We hope approval can be granted for the signage as it will assist in the awareness of our bowls club as many residents and visitors do not know which building is the bowls club and which is the Parish Council building!! i.e. post delivered to the incorrect place.

Many Thanks

Paul Webb
Bowls Club Captain/Treasurer

On 07/02/2026 4:10 PM BST Drayton Parish Council
<office@draytonparishcouncil.gov.uk> wrote:

Good afternoon Paul,

As you are aware, when the Playing Field and Property Committee met in April it was agreed to support the request for R G Carter Bowls Club to display advertising boards on the bowling green perimeter fence.

The Committee also noted your request regarding permission to install club name signage on the gable end of the Bowls Club building. It was confirmed that as this had not been included on the agenda it would need to be presented to a future meeting for consideration.

If we include it on the agenda for the upcoming meeting on Thursday 16th July will you be able to attend and clarify your request? If you can't attend, are you able to send

a brief email confirming any relevant details you want the Committee to be aware of (i.e. precise location and scale of signage etc).

Many thanks,

Rachel

Rachel Catto

Deputy Clerk and Facilities Manager

Drayton Parish Council

Working Days: Tues, Wed, Thurs

Tel: 01603 864492 | 07471552906

Email: office@draytonparishcouncil.gov.uk

Web: www.draytonparishcouncil.gov.uk

Please note that the office will aim to respond to any enquiries within 5 working days



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

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

Paper	PFP14: Thorpe Marriott tree planting programme
Meeting	Playing Fields & Property Committee
Date	16 th July 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> To up-date the Committee following the response from Norfolk County Council (NCC) regarding the Thorpe Marriott tree planting programme. <u>Background</u> At the meeting on 16th April 026 the Committee considered the recent tree planting undertaken in Thorpe Marriott as part of NCC's programme. It was agreed to write to NCC to request discussion between Drayton Parish Council and Norfolk County Council regarding the locations of new trees. A response was received from NCC on 2nd July 2026 and is presented for consideration.	
Recommendation	
The Committee is asked to consider a response to the correspondence from Norfolk County Council.	

From: [Tom Russell-Grant](#)
To: [Drayton Parish Council](#)
Subject: RE: Tree Planting Programme in Thorpe Marriott – Longdale Playing Field
Date: 02 July 2026 18:17:29
Attachments: [image001.png](#)
[image002.png](#)

Hi Rachel,

Thank you very much for your email. We are very happy to discuss locations for new tree planting, just let me know the best format and time for a discussion. A Teams call during working hours would be best for us, but very happy to attend a meeting in person.

Please be aware that previous planting was funded through the now closed Local Authority Treescapes Fund: ([\[Withdrawn\] Local Authority Treescapes Fund \(currently closed\) - GOV.UK](#)) , so we are unlikely to be considering any significant street tree planting in the Drayton area for 2026/27 planting season. Please take a look at [1 Million Trees for Norfolk - Norfolk County Council](#) for more information on tree planting, any new offers and sign up to the 1MT newsletter.

If the Parish Council have any particular areas that they would like to see trees established please let us know, we can take a look and provide advice.

Kind regards,

Tom

Tom Russell Grant, Lead Tree and Woodland Officer
Norfolk County Council
Natural Environment Team
Tel: 01603 224027 | Mobile: 07789 615382



From: Drayton Parish Council <office@draytonparishcouncil.gov.uk>
Sent: 02 July 2026 16:00
To: Tom Russell-Grant <tom.russellgrant@norfolk.gov.uk>

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

Subject: RE: Tree Planting Programme in Thorpe Marriott – Longdale Playing Field

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Good afternoon Tom,

The Playing Fields and Property Committee reviewed your response regarding recent tree planting undertaken in Thorpe Marriott as part of Norfolk County Council's programme. The Committee requested that I contact you to ask if a discussion can be arranged between Drayton Parish Council and Norfolk County Council regarding the locations of new trees.

As I mentioned previously, the Parish Council would be pleased to engage constructively with the County Council on future planting schemes to ensure that local considerations are fully taken into account.

I would be grateful if you can provide me with some feedback regarding this request so that I can report back to the Committee.

Many thanks,
Rachel

Rachel Catto
Deputy Clerk and Facilities Manager
Drayton Parish Council

Working Days: Tues, Wed, Thurs

Tel: 01603 864492 | 07471552906

Email: office@draytonparishcouncil.gov.uk

Web: www.draytonparishcouncil.gov.uk

Please note that the office will aim to respond to any enquiries within 5 working days



Drayton Parish Council
King George V Playing Field
Drayton High Road
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From: Drayton Parish Council <office@draytonparishcouncil.gov.uk>
Sent: 01 April 2026 15:03
To: Tom Russell-Grant <tom.russellgrant@norfolk.gov.uk>
Cc: Drayton Parish Council <office@draytonparishcouncil.gov.uk>
Subject: RE: Tree Planting Programme in Thorpe Marriott – Longdale Playing Field

Dear Tom,

Many thanks for your detailed response below.

I will present this information to Drayton Parish Council at an up-coming Committee meeting on 16th April 2026, so may be in touch following that if the Committee have further questions.

Best wishes,
Rachel

Rachel Catto
Deputy Clerk and Facilities Manager
Drayton Parish Council

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From: Tom Russell-Grant <tom.russellgrant@norfolk.gov.uk>
Sent: 19 March 2026 13:15

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

Subject: RE: Tree Planting Programme in Thorpe Marriott – Longdale Playing Field

Dear Rachel,

Thank you for your message and your request to be involved in constructive engagement for any future tree planting schemes.

I have responded in blue to your questions below which I hope gives you a better understanding of the decision making for this scheme:

- The rationale behind the chosen locations for the newly planted trees, especially those adjacent to the entrance of Longdale Playing Field.

Locations have been chosen where there was sufficient verge and rooting volume below ground, where there was sufficient above ground space and where trees would have a positive impact to current and future residents and users of the area. Areas where verges were too narrow / not large enough were not considered. Tree species have also been carefully considered and tailored to the space available eg larger tree species in areas far from properties and smaller, often columnar / narrow trees planted in areas closer to footways, roads and houses.

- Whether any consultation was undertaken with local stakeholders prior to planting.

Cllr Stuart Clancy proposed the scheme and advised and vetted the planting locations. These locations were drawn up from Stuart's engagement in the area.

- What assessment, if any, was made regarding the potential impact on parking and highway visibility.

The proposals were worked up in partnership with the highway engineer who is responsible for managing the roads, paths and verges in this area.

- What provisions have been made for the ongoing maintenance and management of these trees.

The trees will receive 3 years aftercare maintenance including weeding and watering. By that time the trees should not require intensive establishment management and maintenance will be incorporated into the general maintenance of other trees that are growing on NCC's highways land.

Kind regards,

Tom

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

Sent: 17 March 2026 17:01

To: Tom Russell-Grant <tom.russellgrant@norfolk.gov.uk>

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

Subject: Re: Tree Planting Programme in Thorpe Marriott – Longdale Playing Field

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Dear Tom,

I write on behalf of Drayton Parish Council following a committee meeting held on 26 February 2026, at which members considered the recent tree planting undertaken in Thorpe Marriott as part of Norfolk County Council's programme.

The Committee noted that the Parish Council had not been consulted regarding the siting of the newly planted trees. Members observed that the positioning of certain trees may inadvertently restrict residents' ability to park on grass verges, which is an established practice in parts of the area.

In particular, the Committee raised specific concerns about the trees planted on the verge outside the entrance to Longdale Playing Field. It was felt that their location could affect visibility for vehicles entering and exiting the site, potentially giving rise to safety issues.

The Committee therefore agreed to seek clarification from Norfolk County Council on the following points:

- The rationale behind the chosen locations for the newly planted trees, especially those adjacent to the entrance of Longdale Playing Field.
- Whether any consultation was undertaken with local stakeholders prior to planting.
- What assessment, if any, was made regarding the potential impact on parking and highway visibility.
- What provisions have been made for the ongoing maintenance and management of these trees.

The Parish Council would welcome a response addressing these points and would be pleased to engage constructively with the County Council on future planting schemes to ensure that local considerations are fully taken into account.

Many thanks,
Rachel

Rachel Catto
Deputy Clerk and Facilities Manager
Drayton Parish Council

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

Paper	PFP17: Annual Lease Review Checklist
Meeting	Playing Fields & Property Committee
Date	16 th July 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<u>Purpose of the Report</u> To support the annual review of the Council's Lease Agreement with R G Carter Bowls Club.	
<u>Background</u> In line with good governance and asset management practice, it is recommended that lease agreements are regularly reviewed to demonstrate proper control over council assets. By conducting an annual high-level review the Council can: • Rent is paid in accordance with the lease • Insurance and compliance requirements have been met • Identify any issues or risks and action to be taken It is important to note that this High-level review is not intended as a re-negotiation of terms and conditions. Professional advice will be sought when entering, renewing or significantly varying a lease. Instead, the annual review focuses on key dates, financial arrangements, compliance and any risks to the Council.	
<u>2026 Review</u> The Annual Review has been completed by the Parish Office and is attached for consideration by the Committee. Please note supporting papers have been redacted from the published papers due to confidentiality.	
Recommendation	
The Committee is asked to note the Annual Compliance & Maintenance Report for information.	