

**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 16th April 2026, 6:00pm** 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: 9th April 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 26 th February 2026 for approval.	1-4
4. To receive minutes of the meeting of the Playing Fields & Property Committee held on 4 th March 2026 for approval.	5-7
5. To receive any questions or comments from members of the public.	
6. To consider the options for KGV Pavilion Refurbishment presented and agree project scope and budget.	8-86
7. To receive an update on the Partial Exemption VAT exercise.	
8. To receive Clerk's Report on matters arising from previous meetings of the Committee.	87-96
9. To consider the request from R G Carter Bowls Club regarding the display of advertising boards.	97-98
10. To consider the response from Norfolk County Council regarding the Thorpe Marriott Tree Planting Programme.	99-101
11. To consider the response from the Highway Engineer regarding the suitability of the Longdale Beryl Bikes location.	102 -104
12. To receive the Committee Agenda Schedule for 2026-27 for information.	105-106
13. To note exchange of information	
14. To note the date and time of the next meeting is scheduled to take place on Thursday 16 th July 2026 at 7pm at King George V Pavilion.	

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

Paper	PFP3: To receive minutes of the meeting of the Playing Fields & Property Committee held on 26 th February 2026
Meeting	Playing Fields & Property Committee
Date	16 th April 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<p>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.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>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.</p> <p><u>For information</u></p> <p>Per section 3t of the Council’s adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> 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 26th February 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Chair) and N. Quinsey

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager

Meeting Opened: 7:04pm

1. To receive apologies and consider acceptance for absence.

Apologies received from Cllrs. G. Everett and K. Morgan.

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 4th December 2025 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 Extraordinary Playing Fields & Property Committee held on 18th December 2025 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.

None.

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 regarding scheduled Norwich Probation Service Community Payback Works. It was also confirmed that the Highway Engineer had forwarded the Committee's concerns regarding the proximity of the Beryl Bike site to the Longdale car park entrance onto the Beryl Bike team for assessment.

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 and noted the update.

8. To note the internal playground inspections summary report.

The Committee received the report and noted the update.

It was reported that the buffers on the Longdale play area gate required replacement. The Committee **AGREED** to seek quotes for Longdale play area gate repairs or replacement as required.

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 additional amendment in section 4 regarding inclusion of the responsibility to oversee tree replacement.

10. To consider the review of 2025 Larry Gray Fair and a response to the 2026 hire request.

The Committee noted the request regarding the 2026 Larry Gray Fair and **AGREED** to reserve the use of Longdale Field as per the arrangements, hire charges (at £71.25 per day) and electricity costs presented, subject to appropriate health and safety checks.

The Committee **AGREED** that a member of Parish Council staff would meet with Larry Grey on arrival to assess set-up arrangements.

The Committee **AGREED** to address the resident feedback by liaising with the police regarding parking arrangements and the potential provision of police cones.

11. To consider the advice from tree consultancy contractor and agree suitable locations for 8 new trees.

The Committee considered the advice received from the tree consultancy contractor regarding the placement of eight new trees. It was suggested that the Parish Council could consider authorising the removal of tree stumps (following the felling of trees) and planting new perimeter hedging at King George V and Longdale Playing Fields. It was observed that the Tree Management Policy may require revision by the Committee.

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.

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:

LGD1: 3G Pitch Sign

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".

LGD3: Main Entrance Welcome Sign

Revise text to "Anyone caught littering, fouling or causing damage can be prosecuted".

LGD14: Clean and remove boots Sign

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”.

FCMP0: Play Equipment Sign

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.

13. To consider play area cleaning quotes.

The Committee considered the play area cleaning quotes and **AGREED** to appoint contractor 1, subject to confirmation that no chemicals would be used and all work to be undertaken outside of school holidays.

14. To consider Norfolk County Council’s tree planting programme.

The Committee noted the update regarding Norfolk County Council’s tree planting programme in Thorpe Marriott and confirmed that the Council had not been consulted on the siting of new trees. Members observed that the placement of the new trees could restrict residents’ ability to park on the verges. Concern was also raised that trees located near the entrance to Longdale Playing Field may affect visibility for vehicles entering and exiting the site.

The Committee **AGREED** to write to Norfolk County Council to query the location of new trees planted on the verge outside the entrance to Longdale Playing Field and what provision had been made regarding on-going maintenance.

15. To note exchange of information

Noted that the intermittent issues with the external lights outside KGV pavilion required urgent attention.

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.

Noted that an extraordinary meeting of the Committee has been scheduled to take place on 4th March 2026 at 2pm at King George V Pavilion.

Meeting Closed: 9:02pm

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

Paper	PPF4: To receive minutes of the meeting of the Extraordinary Playing Fields & Property Committee held on 4 th March 2026
Meeting	Playing Fields & Property Committee
Date	16 th April 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<p>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.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>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.</p> <p><u>For information</u></p> <p>Per section 3t of the Council’s adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ol style="list-style-type: none"> 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 extraordinary meeting of the Committee.	

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

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

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

Meeting opened: 2:03pm

1. To receive apologies and consider acceptance for absence.

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

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

None

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

None

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

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

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

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

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

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

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

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

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

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

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

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

7. To note exchange of information.

None.

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

Noted.

Meeting closed: 3:31pm

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

Paper	PFP6: KGV Refurbishment Cost Estimates
Meeting	Playing Fields & Property Committee
Date	16 th April 2026
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

The purpose of this report is to present to Committee the latest cost estimates for the refurbishment of the King George V (KGV) Pavilion and make a recommendation to Council regarding project scope and budget.

Background

At the January 2026 meeting, Council appointed Greyfriars to provide Project Management and Cost Consultancy services for the KGV Pavilion Refurbishment project. Following appointment, Greyfriars attended the March 2026 meeting of the Committee where next steps were agreed as follows:

- To present two refurbishment options and associated costings for consideration.

Summary of Options

For ease of comparison, the headline cost estimates for each option are summarised below:

Option	Description	Estimated Cost Includes construction, professional fees, legals, surveys & 10% contingency Excludes VAT
Option 1 Extension	Reflects the latest iteration of the design proposals including extension of the changing rooms. This option is intended to deliver compliance with relevant sporting bodies to future proof the facility with improved functionality and accessibility.	£938,216.00
Option 2 No Extension	Reflects a more limited scope of works focussed on essential improvements. This option is intended to provide a more cost-conscious solution for comparison purposes. Per the agreed Tender Specification, this option includes costings for strip out to shell and core, full replacement of mechanical and electrical engineering, full modern refit and disabled access.	£656,536.00

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

Cost Estimates

Greyfriars has completed the cost assessment for both options and the full cost reports are attached for consideration by the Committee.

Ancillary Works

Please note that indicative cost estimates do not include:

- Car park improvements
- Fence line enhancements
- Footpath upgrades

These elements sit outside the core scope of the two refurbishment options at this stage.

For Information

The Project Lead, Tim Boucher, will be in attendance to present the findings of the cost exercise and to answer any questions from Committee members.

Recommendation

The Committee is asked to consider the attached cost estimates and make a recommendation to Council on project scope and budget for approval.



8th April 2026

King George V Pavilion Refurbishment Feasibility Estimate Rev 1.2 (Extension Option)

Presented by
**Greyfriars Cost
Management**

Prepared for



DRAYTON
PARISH COUNCIL

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- 1.0 Quality Assurance and Document Control
- 2.0 Executive Summary
- 3.0 Cost Summary
- 4.0 Area Schedule
- 5.0 Basis of Estimate including Assumptions and Exclusions
- 6.0 Estimate Elemental Summary
- 7.0 Estimate Detail Breakdown

1.0 DOCUMENT CONTROL

Revision No.	Document Title	Job No.	Issue Date	Prepared by	Checked by	Reviewed by
Rev. 1.0	Drayton Parish Council Feasibility Estimate (Extension Option)	GCM26_025	23/03/2026	EL	TJB	JB
Rev. 1.1	Drayton Parish Council Feasibility Estimate (No Extension Option)	GCM26_025	23/03/2026	EL	TJB	JB
Rev. 1.2	Drayton Parish Council Feasibility Estimate (Extension Option)	GCM26_025	07/04/2026	EL	TJB	JB

2.0 EXECUTIVE SUMMARY

1.0 This Feasibility Estimate provides an indicative construction cost for the proposed construction of the extension and refurbishment of Drayton Parish Council. The estimate cost is summarised below:

KEY PROJECT COSTS

Estimated Construction Costs - Q1 2026	Total £	GIFA (m²)	£/m²	£/ft²
Extension and Refurbishment of Drayton Parish Council	689,000	240	2,871	267
TOTAL ESTIMATED CONSTRUCTION COST Q1 2026	689,000	240	2,871	267
Tender Price Inflation (TPI) @ 4%	27,560	240	115	11
TOTAL ESTIMATED CONSTRUCTION COST Q4 2026	716,560	240	2,986	277
Professional Fees/Legals/Surveys - Allowance	150,000	240	625	58
Project Contingency @ 10%	71,656	240	299	28
TOTAL ESTIMATED PROJECT COST Q4 2026 excl VAT	938,216	240	3,909	363

- 2.0 We have included a 4.0% forecast inflation to allow for price increases between Q1 2026 and Q4 2026 i.e. tender period. We have based this on the BCIS latest indices.
- 3.0 A 10% Contingency has been included for unforeseen costs and risks associated with the project.
- 4.0 There are a series of assumptions, risks and exclusions listed within the document, which should be referred to in the context of the estimate.

3.0 COST SUMMARY

Ref	Description	Total (£)	Cost/m ²	Notes
1.00	Refurbishment and Extension of Drayton Parish Council Cricket Pavillion	531,160	2,213	
2.00	Total Nett Construction Cost excl. External and Site Works	531,160	2,213	
3.00	External Services and Site Works	17,600	73	
4.00	Total Nett Construction Cost incl. External and Site Works	548,760	2,287	
5.00	Preliminaries @ 15%	82,314	343	
6.00	Contractor Design Fees @ 2%	12,621	53	
7.00	Main Contractors Overheads and Profit @ 7%	45,059	188	
8.00	Design Reserve @ 0% (See Project Contingency)	-	-	
9.00	Total Estimated Construction Cost - Q1 2026	688,754	2,870	
10.00	TOTAL ESTIMATED CONSTRUCTION COST - Q1 2026 SAY	689,000	2,871	

5.0 BASIS OF ESTIMATE AND ASSUMPTIONS

1.0 INFORMATION USED

22179-LSI-AAA-GF-DR-A-1300 S2 P01 Proposed General Arrangement Plan; Ground Floor 12/04/2024
22179-LSI-AAA-XX-DR-A-1170 S2 P01 Site; Site Location 12/04/2024
22179-LSI-AAA-RF-DR-A-1315 S2 P01 Proposed General Arrangement Plan; Roof 12/04/2024
22179-LSI-AAA-ZZ-DR-A-1351-WIP Proposed Elevations 02 27/03/2025
22179-LSI-AAA-ZZ-DR-A-1350-WIP Proposed Elevations 01 27/03/2025
22179-LSI-AAA--DR-A-0002--WIP Perspective Views Proposed 14/02/24
22179-LSI-AAA-GF-DR-A-1800 S2 P01 Existing General Arrangement Plan; Ground Floor 06/12/2022
22179-LSI-AAA-GF-DR-A-1850 S2 P01 Existing Elevations Sheet 01 06/12/2022

2.0 ASSUMPTIONS

- 2.1 We have assumed that there is sufficient capacity within existing on-site utilities
- 2.2 We have assumed the ground conditions are suitable for 'normal' substructures; we are aware that there are potential risks that require mitigation
- 2.3 We have assumed that all windows, glazing, and both internal and external doors will require replacing
- 2.4 We have assumed that all Sanitary fittings will require disposal and replacement
- 2.5 We have assumed that all internal finishes will require replacing
- 2.6 We have made assumptions in relation to the proposed structure to the new steps, canopy and lift - These will need confirming by an Engineer
- 2.7 We have made an allowance of £25,000 to remove the existing asbestos within the building and undercroft
- 2.8 We have assumed the building will be vacant during the works
- 2.9 We have assumed the Contractor will be able to use the existing entrance to the park and not require the construction of a new entrance

5.0 BASIS OF ESTIMATE AND ASSUMPTIONS

3.0 EXCLUSIONS

- 3.1 VAT
- 3.2 Local Authority fees and charges
- 3.3 Legal costs, other than those listed in the estimate
- 3.4 Client's finance costs and insurances
- 3.5 S.106 or S.278 contributions
- 3.6 Services diversions - we have assumed there are no major service routes or diversions required across the site
- 3.7 Land costs
- 3.8 Archaeological works
- 3.9 Contaminated ground / unforeseen ground conditions
- 3.10 Sprinklers
- 3.11 Loose furniture
- 3.12 Any moves costs for the client i.e. clearance of existing storage/container units
- 3.13 No allowance for contaminated arisings from excavations and site clearance
- 3.14 Treatment of invasive species

6.0 ELEMENTAL COST SUMMARY

6.0 ELEMENTAL COST SUMMARY

Ref	Description	Cost £	£/m ² (based on GIFA)	Notes
<u>0.0</u>	<u>Demolition and Enabling Works</u>	49,620	207	
<u>1.0</u>	<u>Substructure</u>	38,800	162	
<u>2.0</u>	<u>Superstructure</u>			
2.1	Frame	8,000	33	
2.2	Upper Floors	-	-	
2.3	Roof	78,250	326	
2.4	Stairs and Ramps	15,000	63	
2.5	External Walls	27,500	115	
2.6	Windows and External Doors	58,700	245	
2.7	Internal Walls and Partitions	16,200	68	
2.8	Internal Doors	17,900	75	
<u>3.0</u>	<u>Internal Finishes</u>			
3.1	Wall Finishes	48,390	202	
3.2	Floor Finishes	15,150	63	
3.3	Ceiling Finishes	5,450	23	
<u>4.0</u>	<u>Fittings, Furnishings and Equipment</u>	8,000	33	
	Carried Forward	386,960		

6.0 ELEMENTAL COST SUMMARY

Ref	Description	Cost £	£/m ² (based on GIFA)	Notes
	Brought Forward	386,960		
<u>5.0</u>	<u>Services</u>			
5.1	Sanitary Installations	47,050	196	
5.2	Mechanical Installations	22,750	95	
5.3	Electrical Installations	32,100	134	
5.4	Ventilation	5,550	23	
5.5	Lift Installation	18,500	77	
5.6	Fire and Lightning Protection	6,250	26	
5.7	Communication, Security and Control Systems	9,600	40	
5.8	Builders Work in Connection with Services	2,400	10	
	Sub-Total Nett Construction Costs Excl. External Works	531,160	2,213	
<u>6.0</u>	<u>External Works and Services</u>			
6.1	External Works	6,600	28	
6.2	External Services and Drainage	11,000	46	
	Sub-Total Nett Construction Costs Incl. External Works	548,760	2,287	

7.0 ESTIMATE DETAIL

Ref	Description	Quantity	Unit	Rate	£	Notes
0.0	<u>Demolitions and Enabling Works</u>					
0.1	Internal strip-out					
0.1.1	Strip-out of all internal fittings and fixtures	205	m ²	10	2,050	
0.1.2	Allowance for the removal of all existing sanitaryware including temporary capping of services	1	item	1,000	1,000	
0.1.3	Allowance to strip out redundant mechanical and electrical services	1	item	1,000	1,000	
0.1.4	Removal of existing ceilings	205	m ²	2	410	
0.1.5	Removal of existing floor coverings	205	m ²	2	410	
0.2	Demolition and Removal Works					
0.2.1	Demolition of external walls	90	m ²	20	1,800	Approx 3m
0.2.2	Demolition of internal walls	135	m ²	10	1,350	Height estimated at 2.4m
0.2.3	Roof removal; including covering and structure	205	m ²	15	3,075	
0.2.4	Removal of existing floor construction	55	m ²	10	550	
0.2.5	Removal of existing windows and glazing	70	m ²	15	1,050	
0.2.6	Removal of existing internal doors	13	nr	25	325	
0.2.7	Removal of existing external doors	15	m ²	25	375	
0.2.8	Allowance for temporary propping of load bearing walls	1	item	500	500	
0.3	Enabling works for platform hoist enclosure					
0.3.1	Removal of vegetation and topsoil under new platform hoist enclosure	10	m ²	20	200	
0.3.2	Excavation to foundation level of platform lift enclosure, including disposal	10	m ²	25	250	

Ref	Description	Quantity	Unit	Rate	£	Notes
0.4	Enabling works for new extension					
0.4.1	Allowance to break up and remove existing hardstanding	1	item	1,000	1,000	
0.4.1	Removal of vegetation and topsoil under new extension footprint	120	m ²	20	2,400	
0.4.2	Excavation to foundation level of new extension, including disposal	120	m ²	25	3,000	
0.4.3	Excavation of trenches for strip foundations; including disposal	40	m	-	-	Included
0.5	Provisional allowance for asbestos removal	1	item	25,000	25,000	
0.6	Demolition and enabling works for new external steps					
0.6.1	Demolition and removal of existing external steps	1	item	3,000	3,000	
0.6.2	Removal of vegetation and topsoil under new steps footprint	25	m ²	10	250	
0.6.3	Excavation to foundation level of new steps, including disposal	25	m ²	25	625	
Total Carried to Summary					49,620	

Ref	Description	Quantity	Unit	Rate	£	Notes
2.2	<u>Upper Floors</u>					
2.2.1	N/A					
Total Carried to Summary					-	

Ref	Description	Quantity	Unit	Rate	£	Notes
<u>2.3</u>	<u>Roof</u>					
2.3.1	Green Roof to Extension					
2.3.1.1	New green roof system to extension, including roof deck, vapour barrier, attenuation layer and vegetation	85	m ²	250	21,250	
2.3.1.2	Edging to green roof	50	m	100	5,000	
2.3.1.3	Allowance for new rainwater drainage	1	item	2,000	2,000	
2.3.4	Rooflights to green roof (2m x 1m)	2	nr	1,500	3,000	
2.3.2	Canopy Roof to Front Elevation					
2.3.2.1	Allowance for canopy roof construction to front elevation	70	m ²	250	17,500	
2.3.2.2	Structural support posts to canopy (approx 3m)	8	nr	1,500	12,000	
2.3.3	Allowance for new flat roof covering and repair to rest of building	175	m ²	100	17,500	
	Total Carried to Summary				78,250	

Ref	Description	Quantity	Unit	Rate	£	Notes
2.4	<u>Stairs & Ramps</u>					
2.4.1	New full-width external steps to front elevation (assumed concrete), with central gentle-rise flight	1	nr	15,000	15,000	
	Total Carried to Summary				15,000	

Ref	Description	Quantity	Unit	Rate	£	Notes
<u>5.1</u>	<u>Sanitary Installations</u>					
5.1.1	New unisex sanitaryware	7	nr	400	2,800	
5.1.2	Doc M WC pack, including WC, grab rails, basins and support rails	4	sets	2,500	10,000	
5.1.3	Basins	7	nr	300	2,100	
5.1.4	Taps	11	nr	100	1,100	
5.1.5	Baby change unit	1	nr	750	750	
5.1.6	Allowance for accessories (mirrors, toilet roll holders, soap dispensers, etc.)	11	sets	300	3,300	
5.1.7	Allowance for hand dryers	11	nr	750	8,250	
5.1.8	Shower units, including heads and hoses	5	sets	700	3,500	
5.1.9	Doc M shower packs, including head and hose, grab rails, seat, curtain and rail	2	sets	1,000	2,000	
5.1.10	Above ground drainage; disposal installations; waste, soil and vent pipework; uPVC pipework and fittings	20	nr	500	10,000	

Ref	Description	Quantity	Unit	Rate	£	Notes
5.1.11	Installation of sanitaryware, including offloading and checking	13	nr	250	3,250	
Total Carried to Summary					47,050	

Ref	Description	Quantity	Unit	Rate	£	Notes
5.2	<u>Mechanical Installations</u>					
5.2.1	Allowance for water installations	240	m ²	25	6,000	Based on GIFA
5.2.1.1	Testing and commissioning of water installations	1	item	250	250	
5.2.2	Allowance for disposal installations	240	m ²	25	6,000	Based on GIFA
5.2.2.1	Testing and commissioning of disposal installations	1	item	250	250	
5.2.3	Allowance for new heating installations (air sourced heat pump)	1	item	10,000	10,000	
5.2.3.1	Testing and commissioning of heating installations	1	item	250	250	
Total Carried to Summary					22,750	

Ref	Description	Quantity	Unit	Rate	£	Notes
5.4	<u>Ventilation</u>					
5.4.1	Allowance for new extract fans to WCs, showers and changing room areas including wiring, ductwork connections and all necessary fixings	18	nr	250	4,500	
5.4.2	Allowance for Kitchen extract system including wiring, ductwork connections and all necessary fixings	1	nr	750	750	
5.4.2	Testing of new extract systems	1	item	300	300	
Total Carried to Summary					5,550	

Ref	Description	Quantity	Unit	Rate	£	Notes
5.6	<u>Fire and Lightning Protection</u>					
5.6.1	Allowance for earthing and bonding	240	m ²	5	1,200	Based on GIFA
5.6.2	Smoke/ heat detectors	240	m ²	20	4,800	Based on GIFA
5.6.2.1	Testing and commissioning of fire alarm system	1	item	250	250	
Total Carried to Summary					6,250	

Ref	Description	Quantity	Unit	Rate	£	Notes
5.8	<u>Builder's work in connection with services</u>					
5.8.1	Builders work in connection with services; forming holes, chases, casings and the like, firestopping etc.	240	m ²	10	2,400	
	Total Carried to Summary				2,400	

Ref	Description	Quantity	Unit	Rate	£	Notes
<u>6.1</u>	<u>External Works</u>					
6.1.1	New pathway to Changing Rooms	40	m ²	90	3,600	
6.1.2	Allowance for grass seeding where required	1	item	500	500	
6.1.3	Allowance for external planting	1	item	1,000	1,000	
6.1.4	Allowance to making good hardstanding around lift enclosure	1	item	1,500	1,500	
Total Carried to Summary					6,600	

Ref	Description	Quantity	Unit	Rate	£	Notes
6.2	<u>External Services and Drainage</u>					
6.2.1	Allowance for reconnections/diversion and extension of existing foulwater pipework to suit new layout	1	item	1,500	1,500	
6.2.2	Allowance for modifications to existing surface water drainage	1	item	2,000	2,000	
6.2.3	Allowance for works to below ground drainage system	1	item	3,000	3,000	
6.2.4	Allowance for altered services connections; water, electricity and BT installations	1	item	3,000	3,000	
6.2.5	Testing and commisioning of drainage and service alterations	1	item	1,500	1,500	
	Total Carried to Summary				11,000	



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8th April 2026

King George V Pavilion Refurbishment Feasibility Estimate Rev 1.3 (No Extension Option)

Presented by
**Greyfriars Cost
Management**

Prepared for



DRAYTON
PARISH COUNCIL

CONTENTS

- 1.0 Quality Assurance and Document Control
- 2.0 Executive Summary
- 3.0 Cost Summary
- 4.0 Area Schedule
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- 6.0 Estimate Elemental Summary
- 7.0 Estimate Detail Breakdown

1.0 DOCUMENT CONTROL

Revision No.	Document Title	Job No.	Issue Date	Prepared by	Checked by	Reviewed by
Rev. 1.0	Drayton Parish Council Feasibility Estimate (Extension Option)	GCM26_025	23/03/2026	EL	TJB	JB
Rev. 1.1	Drayton Parish Council Feasibility Estimate (No Extension Option)	GCM26_025	23/03/2026	EL	TJB	JB
Rev. 1.2	Drayton Parish Council Feasibility Estimate (Extension Option)	GCM26_025	07/04/2026	EL	TJB	JB
Rev. 1.3	Drayton Parish Council Feasibility Estimate (No Extension Option)	GCM26_025	07/04/2026	EL	TJB	JB

2.0 EXECUTIVE SUMMARY

- 1.0 This Feasibility Estimate provides an indicative construction cost for the proposed construction of the extension and refurbishment of Drayton Parish Council. The estimate cost is summarised below:

KEY PROJECT COSTS

Estimated Construction Costs - Q1 2026	Total £	GIFA (m²)	£/m²	£/ft²
Extension and Refurbishment of Drayton Parish Council	469,000	205	2,288	213
TOTAL ESTIMATED CONSTRUCTION COST Q1 2026	469,000	205	2,288	213
Tender Price Inflation (TPI) @ 4%	18,760	205	92	9
TOTAL ESTIMATED CONSTRUCTION COST Q4 2026	487,760	205	2,379	221
Professional Fees/Legals/Surveys - Allowance	120,000	205	585	54
Project Contingency @ 10%	48,776	205	238	22
TOTAL ESTIMATED PROJECT COST Q4 2026 excl VAT	656,536	205	3,203	298

- 2.0 We have included a 4.0% forecast inflation to allow for price increases between Q1 2026 and Q4 2026 i.e. tender period. We have based this on the BCIS latest indices.
- 3.0 A 10% Contingency has been included for unforeseen costs and risks associated with the project.
- 4.0 There are a series of assumptions, risks and exclusions listed within the document, which should be referred to in the context of the estimate.

3.0 COST SUMMARY

Ref	Description	Total (£)	Cost/m ²	Notes
1.00	Refurbishment and Extension of Drayton Parish Council Cricket Pavillion	341,570	1,666	
2.00	Total Nett Construction Cost excl. External and Site Works	341,570	1,666	
3.00	External Services and Site Works	14,600	71	
4.00	Total Nett Construction Cost incl. External and Site Works	356,170	1,737	
5.00	Preliminaries @15%	53,426	261	
6.00	Contractor Design Fees @ 2%	8,192	40	
7.00	Main Contractors Overheads and Profit @ 7%	29,245	143	
8.00	Design Reserve @ 5%	22,352	109	
9.00	Total Estimated Construction Cost - Q1 2026	469,384	2,290	
10.00	TOTAL ESTIMATED CONSTRUCTION COST - Q1 2026 SAY	469,000	2,288	

4.0 AREA SCHEDULE

Ref	Description	GIFA (m ²)	Comments
	Analysis of Gross Internal Floor Area (GIFA)		
1	Ground Floor	205	
	Total Gross Internal Floor Area (m²)	205	

5.0 BASIS OF ESTIMATE AND ASSUMPTIONS

1.0 INFORMATION USED

22179-LSI-AAA-GF-DR-A-1300 S2 P01 Proposed General Arrangement Plan; Ground Floor 12/04/2024
22179-LSI-AAA-XX-DR-A-1170 S2 P01 Site; Site Location 12/04/2024
22179-LSI-AAA-RF-DR-A-1315 S2 P01 Proposed General Arrangement Plan; Roof 12/04/2024
22179-LSI-AAA-ZZ-DR-A-1351-WIP Proposed Elevations 02 27/03/2025
22179-LSI-AAA-ZZ-DR-A-1350-WIP Proposed Elevations 01 27/03/2025
22179-LSI-AAA--DR-A-0002--WIP Perspective Views Proposed 14/02/24
22179-LSI-AAA-GF-DR-A-1800 S2 P01 Existing General Arrangement Plan; Ground Floor 06/12/2022
22179-LSI-AAA-GF-DR-A-1850 S2 P01 Existing Elevations Sheet 01 06/12/2022

2.0 ASSUMPTIONS

- 2.1 We have assumed that there is sufficient capacity within existing on-site utilities
- 2.2 We have assumed the ground conditions are suitable for 'normal' substructures; we are aware that there are potential risks that require mitigation
- 2.3 We have assumed that all windows, glazing, and both internal and external doors will require replacing
- 2.4 We have assumed that all Sanitary fittings will require disposal and replacement
- 2.5 We have assumed that all internal finishes will require replacing
- 2.6 Based on the information provided within the drawings, it has been assumed that no additional accessibility requirements will be necessary beyond those already included
- 2.7 It has been assumed that the platform hoist lift will be required, and allowances have been made accordingly
- 2.8 We have assumed that, within the storage area to the east of the building, only the wall adjoining the platform lift hoist structure will require replacement
- 2.9 We have made an allowance of £25,000 to remove the existing asbestos within the building and undercroft
- 2.10 We have made assumptions in relation to the proposed structure to the new steps, canopy and lift - These will need confirming by an Engineer
- 2.11 We have assumed the building will be vacant during the works
- 2.12 We have assumed the Contractor will be able to use the existing entrance to the park and not require the construction of a new entrance

5.0 BASIS OF ESTIMATE AND ASSUMPTIONS

3.0 EXCLUSIONS

- 3.1 VAT
- 3.2 Local Authority fees and charges
- 3.3 Legal costs, other than those listed in the estimate
- 3.4 Client's finance costs and insurances
- 3.5 S.106 or S.278 contributions
- 3.6 Services diversions - we have assumed there are no major service routes or diversions required across the site
- 3.7 Land costs
- 3.8 Archaeological works
- 3.9 Contaminated ground / unforeseen ground conditions
- 3.10 Sprinklers
- 3.11 Loose furniture
- 3.12 Any moves costs for the client i.e. clearance of existing storage/container units
- 3.13 No allowance for contaminated arisings from excavations and site clearance
- 3.14 Treatment of invasive species

6.0 ELEMENTAL COST SUMMARY

6.0 ELEMENTAL COST SUMMARY

Ref	Description	Cost £	£/m ² (based on GIFA)	Notes
<u>0.0</u>	<u>Demolition and Enabling Works</u>	39,720	194	
<u>1.0</u>	<u>Substructure</u>	13,200	64	
<u>2.0</u>	<u>Superstructure</u>			
2.1	Frame	8,000	39	
2.2	Upper Floors	-	-	
2.3	Roof	51,000	249	
2.4	Stairs and Ramps	15,000	73	
2.5	External Walls	1,350	7	
2.6	Windows and External Doors	53,300	260	
2.7	Internal Walls and Partitions	-	-	
2.8	Internal Doors	11,050	54	
<u>3.0</u>	<u>Internal Finishes</u>			
3.1	Wall Finishes	22,675	111	
3.2	Floor Finishes	12,400	60	
3.3	Ceiling Finishes	4,600	22	
<u>4.0</u>	<u>Fittings, Furnishings and Equipment</u>	7,000	34	
	Carried Forward	239,295		

6.0 ELEMENTAL COST SUMMARY

Ref	Description	Cost £	£/m ² (based on GIFA)	Notes
	Brought Forward	239,295		
<u>5.0</u>	<u>Services</u>			
5.1	Sanitary Installations	17,050	83	
5.2	Mechanical Installations	21,000	102	
5.3	Electrical Installations	28,075	137	
5.4	Ventilation	3,050	15	
5.5	Lift Installation	18,500	90	
5.6	Fire and Lightning Protection	4,350	21	
5.7	Communication, Security and Control Systems	8,200	40	
5.8	Builders Work in Connection with Services	2,050	10	
	Sub-Total Nett Construction Costs Excl. External Works	341,570	1,666	
<u>6.0</u>	<u>External Works and Services</u>			
6.1	External Works	6,600	32	
6.2	External Services and Drainage	8,000	39	
	Sub-Total Nett Construction Costs Incl. External Works	356,170	1,737	

7.0 ESTIMATE DETAIL

Ref	Description	Quantity	Unit	Rate	£	Notes
0.0	<u>Demolitions and Enabling Works</u>					
0.1	Internal strip-out					
0.1.1	Strip-out of all internal fittings and fixtures	205	m ²	10	2,050	
0.1.2	Allowance for the removal of all existing sanitaryware including temporary capping of services	1	item	1,000	1,000	
0.1.3	Allowance to strip out redundant mechanical and electrical services	1	item	1,000	1,000	
0.1.4	Removal of existing ceilings	205	m ²	2	410	
0.1.5	Removal of existing floor coverings and associated skirting	205	m ²	2	410	
0.2	Demolition and Removal Works					
0.2.1	Demolition of external walls	10	m ²	20	200	Approx 3m
0.2.2	Roof removal; including covering and structure	205	m ²	15	3,075	
0.2.3	Removal and disposal of existing windows and glazing	70	m ²	15	1,050	
0.2.4	Removal and disposal of existing internal doors	13	nr	25	325	
0.2.5	Removal of existing external doors	15	m ²	25	375	
0.2.6	Allowance for temporary propping of load bearing walls	1	item	500	500	
0.3	Enabling works for platform hoist enclosure				-	
0.3.1	Removal of vegetation and topsoil under new platform hoist enclosure	10	m ²	20	200	
0.3.2	Excavation to foundation level of platform lift enclosure, including disposal	10	m ²	25	250	
0.4	Provisional allowance for asbestos removal	1	item	25,000	25,000	

Ref	Description	Quantity	Unit	Rate	£	Notes
0.5	Demolition and enabling works for new external steps					
0.5.1	Demolition and removal of existing external steps	1	item	3,000	3,000	
0.5.2	Removal of vegetation and topsoil under new steps footprint	25	m ²	10	250	
0.5.3	Excavation to foundation level of new steps, including disposal	25	m ²	25	625	
Total Carried to Summary					39,720	

Ref	Description	Quantity	Unit	Rate	£	Notes
1.0	<u>Substructure</u>					
1.1	Substructure of platform hoist					
1.1.1	Assume concrete slab foundation for platform lift enclosure	10	m ²	120	1,200	
1.2	Substructure to external steps					
1.2.1	Assume strip foundations to new external steps	25	m	-	-	Included
1.3	Substructure of canopy roof					
1.3.1	Allowance for concrete pad foundations to support posts of canopy roof	8	nr	1,500	12,000	
Total Carried to Summary					13,200	

Ref	Description	Quantity	Unit	Rate	£	Notes
2.2	<u>Upper Floors</u>					
2.2.1	N/A					
Total Carried to Summary					-	

Ref	Description	Quantity	Unit	Rate	£	Notes
2.4	<u>Stairs & Ramps</u>					
2.4.1	New full-width external steps to front elevation (assumed concrete), with central gentle-rise flight	1	nr	15,000	15,000	
Total Carried to Summary					15,000	

Ref	Description	Quantity	Unit	Rate	£	Notes
<u>2.5</u>	<u>External Walls</u>					
2.5.1	External skin	10	m ²	70	700	
2.5.2	Internal skin (blockwork)	10	m ²	40	400	
2.5.3	Insulation of cavity walls	10	m ²	25	250	
Total Carried to Summary					1,350	

Ref	Description	Quantity	Unit	Rate	£	Notes
2.7	<u>Internal Walls and Partitions</u>					
2.7.1	N/A					
Total Carried to Summary					-	

Ref	Description	Quantity	Unit	Rate	£	Notes
<u>5.1</u>	<u>Sanitary Installations</u>					
5.1.1	New unisex sanitaryware	6	nr	400	2,400	Assumed
5.1.2	Basins	6	nr	300	1,800	Assumed
5.1.3	Taps	6	nr	100	600	Assumed
5.1.4	Allowance for accessories (mirrors, toilet roll holders, soap dispensers, etc.)	6	sets	300	1,800	Assumed
5.1.5	Allowance for hand dryers	6	nr	750	4,500	Assumed
5.1.6	Shower unit, including heads and hoses	1	set	700	700	Assumed
5.1.7	Above ground drainage; disposal installations; waste, soil and vent pipework; uPVC pipework and fittings	7	nr	500	3,500	Based on area
5.1.8	Installation of sanitaryware, including offloading and checking	7	nr	250	1,750	
	Total Carried to Summary				17,050	

Ref	Description	Quantity	Unit	Rate	£	Notes
5.2	<u>Mechanical Installations</u>					
5.2.1	Allowance to adapt/renew water installations	205	m ²	25	5,125	Based on GIFA
5.2.1.1	Testing and commissioning of water installations	1	item	250	250	
5.2.2	Allowance to adapt/renew disposal installations	205	m ²	25	5,125	Based on GIFA
5.2.2.1	Testing and commissioning of disposal installations	1	item	250	250	
5.2.3	Allowance for new heating installations (air sourced heat pump)	1	item	10,000	10,000	
5.2.3.1	Testing and commissioning of heating installations	1	item	250	250	
Total Carried to Summary					21,000	

Ref	Description	Quantity	Unit	Rate	£	Notes
5.8	<u>Builder's work in connection with services</u>					
5.8.1	Builders work in connection with services; forming holes, chases, casings and the like, firestopping etc.	205	m ²	10	2,050	
	Total Carried to Summary				2,050	

Ref	Description	Quantity	Unit	Rate	£	Notes
6.2	<u>External Services and Drainage</u>					
6.2.1	Allowance for reconnections/diversion and extension of existing foulwater pipework to suit new layout	1	item	1,500	1,500	
6.2.2	Allowance for additions to existing surface water drainage	1	item	1,000	1,000	
6.2.3	Allowance for works to below ground drainage system	1	item	2,000	2,000	
6.2.4	Allowance for altered services connections; water, electricity and BT installations	1	item	2,000	2,000	
6.2.5	Testing and commisioning of drainage and service alterations	1	item	1,500	1,500	
	Total Carried to Summary				8,000	



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

Paper	PPF8: To receive the Clerks Report on Committee matters arising from previous meetings.
Meeting	Playing Fields & Property Committee
Date	16 th April 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<p>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.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none"> 1. The meeting date 2. The minute reference 3. The agenda item 4. The resolution 5. Status update <p>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.</p> <p>If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.</p> <p>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.</p> <p>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.</p> <p>The Deputy Clerk and Facilities Manager will provide a verbal up-date on any other matters as appropriate.</p>	
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.	Complete: Target dates for projects outlined within agenda schedule
29.05.2025	7	To note the internal playground inspections summary report and confirm authorisation for	The Committee AGREED to authorise payment for the required gate repairs.	Complete: KGV gate repairs undertaken 07.03.2026
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.	Complete: Flower bed clearing and levelling undertaken by Norwich Probation Service Community Payback team on 18.03.2026 Parish Ranger sewn grass seed 08.04.2026
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.	Complete: Works undertaken at KGV and FCMP on 18.03.2026. Additional works at Longdale Playing Field to be scheduled in due course.
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.	Complete: KGV gate repairs undertaken 07.03.2026
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: <ul style="list-style-type: none"> • KGV Play Area gate – resolve crushing/shearing point issue • KGV Swing Basket – remove chain covers <p>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.</p>	Complete: KGV gate repairs undertaken 07.03.2026
04.12.2025	13	To consider the suitability of the Beryl Bikes site at Longdale.	The Committee AGREED to write to the Norfolk County Council Highway Engineer to request relocation of the new Beryl Bikes site at Longdale	Ongoing: Request sent to Highway Engineer. Response presented under item 14.
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.	Ongoing: Thorpe Marriott Village Hall Committee is scheduled to meet on 23rd February 2026.
26.02.2026	3	To receive minutes of the meeting of the Playing Fields & Property Committee held on 4th December 2025 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
26.02.2026	4	To receive minutes of the meeting of the Extraordinary Playing Fields & Property Committee held on 18th December 2025 for	The minutes were AGREED as an accurate record of the meeting and signed by the Chair.	Complete: Approved minutes published on DPC Website.
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: Contacted Wicksteed gate repairs / replacement 01.04.2026
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.	Ongoing: Subject to approval at Annual Meeting of the Parish Council on 14.05.2026
26.02.2026	10	To consider the review of 2025 Larry Gray Fair and a response to the 2026 hire request	The Committee noted the request regarding the 2026 Larry Gray Fair and AGREED to reserve the use of Longdale Field as per the arrangements, hire charges (at £71.25 per day) and electricity costs presented, subject to appropriate health and safety checks. It was AGREED that a member of Parish Council staff would meet with Larry Grey on arrival to assess set-up arrangements. The Committee AGREED to address the resident feedback by liaising with the police regarding parking arrangements and the potential provision of police cones.	Complete: Agreed arrangements confirmed with Larry via email on 03.03.2026 Hire Agreement and T's & C's to be sent in due course. Beat Manager advised that it would not be possible to use police cones, but that residents could contact him directly with any concerns regarding parking during the fair and that he would deal with any unsafe or illegal
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.	<p>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”.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>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:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>The Committee AGREED to implement a maintenance programme for Parish Council owned signs.</p>	<p>Ongoing; On 12th March 2026 Council confirmed 'Florence Carter Playground' as preferred name for FCMP. 26.03.2026: Final revisions confirmed with This is Effective.</p>
26.02.2026	13	To consider play area cleaning quotes.	<p>The Committee considered the play area cleaning quotes and AGREED to appoint contractor 1, subject to confirmation that no chemicals would be used and all work to be undertaken outside of school holidays.</p>	<p>Complete: Contrator 1 contacted on 02.03.2026. Confirmation received that no chemicals would be used and all work would be undertaken outside of school holidays. Work undertaken week commencing 9th March 2026</p>
26.02.2026	14	To consider Norfolk County Council’s tree planting programme	<p>The Committee AGREED to write to Norfolk County Council to query the location of new trees planted on the verge outside the entrance to Longdale Playing Field and what provision had been made regarding on-going maintenance.</p>	<p>Ongoing: Response received from Tom Russell-Grant on 19.03.2026 . Paper included in April PFP meeting paperwork (PFP13)</p>

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
04.03.2026	1	To receive apologies and consider acceptance for absence	The Committee AGREED to suspend standing orders.	Complete
04.03.2026	5	To consider any options outlined within the presentation for next steps in regards to the KGV Pavilion Project.	The Committee AGREED to pursue the next steps as follows: 1. Development of Scheme of delegation for recommendation to Council. 2. Greyfriars to present two refurbishment options and associated costing for consideration. The Committee to consider options and make recommendation to Council as appropriate. 3. Council to confirm the scope of the project (preferred refurbishment option), associated budget, and delegated authority regarding expenditure.	Complete: 1. Scheme of Delegation developed and presented to Council. Ongoing: 2. Refurbishment options to be presented. 3. Council to confirm project scope.
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.	Ongoing: 12.03.2026 - Council AGREED to adopt the KGV Pavilion Refurbishment Project Scheme of Delegation as presented subject to confirmation of the total project budget and spending limits to be agreed at a future meeting of the Council.

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. 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.	Annual Compliance and Maintenance Assurance Report included within PFP Agenda Schedule
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. 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.	Complete: Play Area cleaning undertaken in March 2026.
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.	Quotes for bike rack installation included as outstanding item within PFP Agenda Schedule
22/06/2023	9.1	To install picnic bench inside KGV play area.	Complete.	No further action required.

PFPP 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.	Complete: Play Area cleaning undertaken in March 2026.
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. 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.	Longdale Car Park Refurbishment Consultancy Quotes included within PFP Agenda Schedule
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 alignment 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 & Facilities Manager and Parish Ranger have completed and passed the Level 1 Football Pitch Management qualification as required.
			Publicise maintenance 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	PFP9: R G Carter Bowls Club request to display advertising boards
Meeting	Playing Fields & Property Committee
Date	16 th April 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 the display advertising boards.	
<u>Background</u> In February 2026 the Council received a request from R G Carter Bowls Club for permission to display advertising boards for local businesses on the wooden fence along one side of the Bowls Green.	
<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 the display advertising boards.	

From: [Drayton Parish Clerk](#)
To: [Drayton Parish Council](#)
Subject: FW: Advertising boards
Date: 17 February 2026 16:13:14
Attachments: [image001.png](#)

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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From: Carter Bowls <rgcarterbc@gmail.com>
Sent: 09 February 2026 16:09
To: Drayton Parish Clerk <clerk@draytonparishcouncil.gov.uk>
Subject: Advertising boards

Good afternoon Amy & Rachel

Following on from Paul's quick visit to you last week, we are emailing to ask if R G Carter Bowls club would be able to display advertising boards for local businesses on the wooden fence along one side of our green. We do not have any arrangements at present as we wanted to check with you first that this would be permitted, but due to the continual cost increases we are incurring we are looking into the possibility as a way to raise a small amount of income to help us out.

Look forward to your reply.

Many thanks

Carol Webb

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

Paper	PPF10: Thorpe Marriott tree planting programme
Meeting	Playing Fields & Property Committee
Date	16 th April 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 26 th February 2026 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 query the location of new trees planted on the verge outside the entrance to Longdale Playing Field and what provision had been made regarding on-going maintenance. A response was received from NCC on 19 th March 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: 19 March 2026 13:14:39
Attachments: [image001.png](#)

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

WARNING: EXTERNAL EMAIL: Don't open any links or attachments unless you trust the sender. Click [Here](#) for more information.

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

Working Days: Tues, Wed, Thurs

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

Paper	PPF11: Suitability of location of Longdale Beryl Bikes
Meeting	Playing Fields & Property Committee
Date	16 th April 2026
Author	Deputy Clerk & Facilities Manager
Summary	
<p><u>Purpose of the Report</u></p> <p>To up-date the Committee in regards to the location of Longdale Beryl Bikes.</p> <p><u>Background</u></p> <p>At the meeting on 4th December 2025 the Committee considered the suitability of the Beryl Bikes site at Longdale and agreed to write to the Norfolk County Council Highway Engineer to request relocation of the new Beryl Bikes site.</p> <p>Figure 1: Location of Longdale Beryl Bikes Site</p>  <p><u>Update</u></p> <p>The Highway Engineer has provided the following response:</p> <p>“The project officer for the Beryl Bikes and the designer could not find any issues with the location. I have attached the Designers site Risk assessment. The bay is situated back from the vis splay and will not impede vehicles trying to leave”</p> <p>The Designers Site Risk Assessment is presented for consideration.</p>	
Recommendation	
<p>The Committee is asked to note the up-date and consider a response regarding the suitability of the Beryl Bikes site at Longdale.</p>	

Designer's Initial CDM Site Assessment			
Project Title: Beryl Bays 2024		Project Code: PEA084	
Site address: Longdale, Drayton			
Brief description of works: New hardstanding for a Beryl bay			
Date of Site Visit: 25/03/25		Designer's Name:	
		PD Name: N/A	
(tick and add comments where applicable otherwise insert n/a)		✓or n/a	Comments
Traffic Management	Adjacent businesses	<input checked="" type="checkbox"/>	Football Fun Factory, Longdale Pavillion
	Traffic flows	<input checked="" type="checkbox"/>	Light, residential area
	Bus route	<input checked="" type="checkbox"/>	First 28
	Pedestrians/Cyclists/ Equestrians	<input checked="" type="checkbox"/>	Pedestrians and cyclists present
	Controlled ped. crossings	<input type="checkbox"/>	N/A
	Pedestrian refuges	<input type="checkbox"/>	N/A
	Junctions	<input checked="" type="checkbox"/>	Longdale junction with Cricket Close
	Schools, hospitals or communal establishments in vicinity	<input checked="" type="checkbox"/>	Longdale Recreation Ground
Site restrictions	Does site have restricted access – if so how?	<input type="checkbox"/>	N/A
	Hazards for individuals with accessibility difficulties*	<input type="checkbox"/>	N/A
	Poor visibility	<input type="checkbox"/>	N/A
	Severe bends	<input type="checkbox"/>	N/A
	Steep gradient	<input type="checkbox"/>	N/A
	Headroom	<input type="checkbox"/>	N/A
	Weight restriction	<input type="checkbox"/>	N/A
	Seasonal activities	<input type="checkbox"/>	N/A
	Carriageway width		Av.= 6.8m. Min.= 6.5m.
	Footway width		Av.= 2m. Min.= 1.8m.
Utility	Any underground services	<input checked="" type="checkbox"/>	See C2 returns – BT & Anglian Water close
	Overhead cables-crossing**	<input type="checkbox"/>	N/A
	Overhead cables-alongside**	<input type="checkbox"/>	N/A
Site safety	Railway	<input type="checkbox"/>	N/A
	Water close to site	<input type="checkbox"/>	N/A
	Bridge under/over site	<input type="checkbox"/>	N/A
	Any demolition planned?	<input type="checkbox"/>	N/A
Environment	Trees/hedges	<input checked="" type="checkbox"/>	Hedge runs parallel with footpath
	Street furniture	<input checked="" type="checkbox"/>	Lamp columns, signs and dog waste bin
	Hazardous materials	<input type="checkbox"/>	N/A
M -	Any other hazards arising	<input type="checkbox"/>	N/A

from military establishments, industrial premises or adjacent land use.	
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Note: Designer is required to produce a site-specific Risk Assessment in respect of any hazards identified above which are considered **significant, ie are unusual, not obvious or difficult to manage, and cannot be designed out.**

* **Hazards for individuals with accessibility difficulties:** detail the current issues on site and the potential issues which may arise during the schemes construction (For guidance see SP03-06-G34).

** **Overhead Cables:** for overhead electricity cables initiate the GS6 procedure (For guidance see SP03-06-G33).

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

Paper	PPF12: Annual Agenda Schedule 2026-27
Meeting	Playing Fields & Property Committee
Date	16 th April 2026
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>As part of the annual appraisal process, it was agreed to develop an Annual Agenda Schedule to support officers in planning and prioritising key projects across the year for each Committee.</p> <p>This approach aims to provide a structured and transparent framework for managing the Committee’s workload, improve forward planning and align officer capacity with agreed priorities.</p> <p><u>Overview of the Agenda Schedule</u></p> <p>The Annual Agenda Schedule is shared with the Committee for information and intended to enhance transparency in how officer resources are prioritised throughout the year.</p> <p>The schedule sets out:</p> <ul style="list-style-type: none"> • Meeting Dates: The scheduled dates of Committee meetings. • Standing Items: Items that are presented at every meeting as a matter of routine. • Periodic Items: Cyclical items that are presented at fixed points during the year. • In-Year Items: Items prioritised to support delivery of outstanding Committee actions and planned projects aligned with the agreed budget. <p><u>For Information</u></p> <p>New projects and/or actions may be identified throughout the year. These will be captured through matters arising at Committee meetings and progressed as officer capacity allows. As such, these items are not included within the Annual Agenda Schedule from the outset.</p>	
Recommendation	
The Committee is asked to receive the Annual Agenda Schedule for information.	

PLAYING FIELDS & PROPERTY COMMITTEE AGENDA SCHEDULE		APR	JUL	OCT	JAN
		16/04/2026	16/07/2026	15/10/2026	21/01/2027
STANDING ITEMS	To receive apologies and consider acceptance for absence.	✓	✓	✓	✓
	To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.	✓	✓	✓	✓
	To receive minutes of meeting of the Playing Fields & Property Committee held on [DATE] for approval.	✓	✓	✓	✓
	To receive any questions or comments from members of the public.	✓	✓	✓	✓
	To receive Clerk's Report on Committee matters arising from previous meetings of the Committee.	✓	✓	✓	✓
	To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for [Q1/Q2/Q3/Q4].	✓	✓	✓	✓
	To note exchange of information.	✓	✓	✓	✓
To note the date and time of the next meeting is scheduled to take place on [DATE] at [TIME] at [VENUE].	✓	✓	✓	✓	
PERIODIC ITEMS	To receive PFP Agenda Schedule for [YEAR-YEAR] for information.	✓			
	To receive annual compliance and maintenance assurance report for consideration.	✓			
	To receive annual report on Tree Management at KGV, Longdale & FCP for consideration.		✓		
	To consider proposals for new projects for the following financial year.		✓		
	To review hire charges and particulars for all fees and charges for income and make recommendation for approval by Council.		✓		
	To conduct annual review of Lease Agreement, fees and charges for R G Carter Bowls Club and consider recommendations for approval by Council.		✓		
	To receive annual update on pitch maintenance programme at Longdale.		✓		
	To consider draft PFP budget for [YEAR-YEAR] for recommendation for approval by Council.			✓	
	To receive report on annual external play area inspection and note remedial action and recommendations for approval.			✓	
	To consider tenders for Grounds Maintenance Contract and make recommendation for approval by Council.			✓	
	To conduct annual review of Committee Terms of Reference and make recommendations for amendment for approval by Council.				✓
	To conduct annual review of Working Groups of the Committee.				✓
To review Larry Gray Summer Fair and consider arrangements for the coming year.				✓	
IN-YEAR ITEMS	Longdale Car Park Refurbishment Consultancy Quotes.		✓		
	3G Pitch Surface Replacement Quotes.		✓		
	2026 KGV and FCP Tree survey.			✓	
	To develop a schedule of building maintenance checks.				✓
	To consider draft PFP Action Plan.			✓	✓

Standing Items: Items presented at every meeting.				
Periodic Items: Items scheduled at fixed times every year.				
In-Year Items: Items planned for the year ahead*.				

*In line with the approach set out in the Annual Appraisal Report, Officers will prioritise outstanding items from the previous year and those items arising from the agreed budget for the year ahead. New projects and/or actions identified throughout the year will be recorded through matters arising.