

Table 1: Disclosable Pecuniary Interests – DPI

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 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

Table 2: Other Registrable Interests - ORI

<p>You must register as an Other Registerable Interest:</p> <p>a) any unpaid directorships</p> <p>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</p> <p>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.</p>

Table 3: Non-Registrable Interests - NRI

<p>An interest that is not a DPI, or an interest of a relative or close associate, which does not need to be registered.</p> <p>You must declare an NRI when relevant business affects the finances or wellbeing of you, your partner, a relative, or a close associate.</p>
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**MINUTES OF THE FACILITIES & AMENITIES COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 12th MAY 2026 AT 18:00

Attending Committee Councillors: V Joslin (Chair), A Glynn, C Fairbrother

Attending Non-Committee: J Rockett & M Dutton

Town Clerk: L Meanley

General Public: None

Press: None

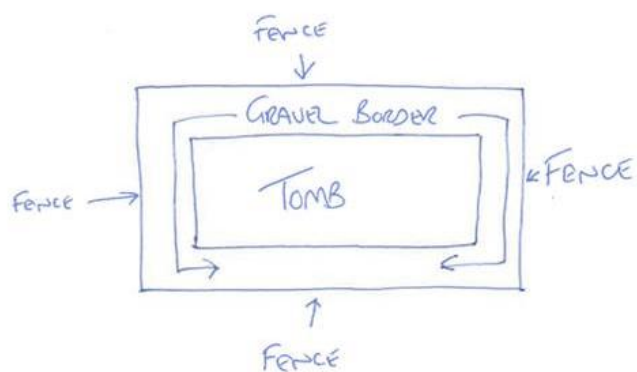
Number	Agenda
245/26 FA	To receive Apologies for Absence Apologies received from A Girton, T Duffy & G Thorpe
246/26 FA	To adjourn the Meeting for Electors' questions An elector asked if the Town Council would support NNDC positioning a dog waste bin and litter bin on the corner of Holt Road and Lancaster Avenue. Cllrs agreed that as dog waste can be put into a litter bin they would support NNDC placing a litter bin there. An elector raised a question as to whether a Pétanque terrain could be placed within the town. Cllrs discussed that during the last survey for Millennium Park this hadn't been mentioned. If another survey is carried out and members of the public call for one, it may be considered. In the meantime, a location like the Gallows may be better suited.
247/26 FA	Declarations of Interest: Members are asked at this stage to declare any interests, which they may have, in any of the following items on the agenda Cllr Joslin declared an interest in agenda item 260 and Cllr Fairbrother declared an interest in agenda item 264
248/26 FA	To Confirm the minutes of the Facilities & Amenities meeting held on the 14th April 2026 On the proposition of Cllr Joslin, seconded by Cllr Fairbrother the minutes of the Facilities and Amenities meetings held on 14 th April 2026 were AGREED by all and signed by the Chairman.
249/26 FA	To discuss any matters arising from the Minutes of the Facilities & Amenities Meeting held on 14th April 2026 The Clerk noted that the Hayes Lane playing field survey would be launched at the Annual Assembly and NNDC were coming on the 18 th to discuss the trap lane depot
250/26 FA	To receive an update on estate management Nothing to add
251/26 FA	To note any equipment expenditure within budget Nothing to add
252/26 FA	To note and agree the War Memorial Condition report and recommendations The condition report survey confirmed that the War memorial was stable and in good condition with only cleaning and some minor remedial works required to be carried out. The Clerk is awaiting a quote from the conservation company that surveyed the memorial. All Cllrs agreed to support the recommendations being carried out to maintain the War memorials condition and to use the current conservation company for the works. When quotes are received the Clerk will seek grant funding.
253/26 FA	To discuss the latest Love Your Market Town Grant funding

F&A	Date	Minute	Responsible	PRIORITY	Action	STATUS	Comments
F&A	15/07/2025	30/25	Clerk	MEDIUM	Millenium Park - Clerk to liaise with relevant parties to establish sizes / timescales / costs etc	75%	Action Plan for Engagement drawn up and presented to Full Council 30/7/25. Park user engagement undertaken August 2025.
F&A	11/11/2025	149/25	Clerk	MEDIUM	To take forward Hayes Lane playing field survey to see what the public want, inc houses oppiste and care home	75%	Survey Launch at Annual Assembly with Close date of 26/6/26
F&A	11/11/2025	155/25	Clerk	HIGH	Clerk to engage appropriate legal advice regarding FRGC	50%	Community Action Norfolk contacted, initial meeting 24/11/25. currently assessing Scheme wording. Charity Commission written to - 27/03/26
F&A	13/01/2026	195/26	VJ	MEDIUM	Review Hawk & Owl report and report back to February F&A	50%	Defered to September
F&A	10/02/2026	216/26	AG	HIGH	To chase Coastal Construction re fencing at Rudham Stile Lane allotments	25%	AG emailed 9/4/26
F&A	14/04/2026	234/26	Clerk	HIGH	To arrange defib and bleed kit training inconjunction with Active Fakenham	75%	Active Fakenham will supply a room in the community centre and share publicity. The Community First Responders look to be able to help train CPR/ Defib/ Bleed kit. Awaiting potential dates and numbers.
F&A	12/05/2026	253/26	Clerk	HIGH	LYMT Grant - Coffee grounds scheme	100%	Application submitted 29/5/26
F&A	12/05/2026	258/26	Clerk	HIGH	Quote for container safety door	100%	13/5/26 Awaiting Haller quote , Quote received and accepted - H&S
F&A	12/05/2026	261/26	Clerk	HIGH	Quotes for solar lighting Creake Road cemetery toilet and outside		Quotes requested from 3 companies
F&A	12/05/2026	262/26	Clerk	HIGH	Quotes for either laying down P1 memorials in Queens Road cemetery or repairing		

Fakenham church Tomb Fencing

2025 Quinquennial inspection identified extensive repairs required to tombs.

Alternative option previously agreed is to fence off.



Gravel border / railings
 Locations 1-4 £1,200 each
 Location 5 - £2,400

Following the success of the 2025/26 Bus Shelter Grant Scheme, Norfolk County Council (NCC) is pleased to announce a new funding opportunity for the 2026/27 financial year to support the installation and refurbishment of bus shelters within town and parish council areas.

The scheme will also support a range of associated improvements, including enhanced shelter lighting and the provision of cycle parking facilities at bus stops. This initiative is being delivered through NCC's Bus Grant programme as part of our continued commitment to improving public transport infrastructure, enhancing accessibility, and encouraging sustainable travel across the county.

This funding opportunity is intended to help local councils improve waiting facilities for bus passengers, particularly in locations where enhanced infrastructure can make a significant difference to passenger comfort, safety, and the overall travel experience. We recognise that high-quality bus stop facilities play an important role in encouraging greater use of public transport and supporting more sustainable travel choices.

Providing improved facilities at bus stops aligns closely with NCC's strategic public transport objectives, which include:

- Improving the quality, reliability, and attractiveness of local bus services for both existing and potential passengers.
- Enhancing passenger comfort and accessibility, particularly for older people, those with disabilities, and passengers travelling with children.
- Supporting a shift away from private car use, helping to reduce congestion, improve air quality, and contribute towards the county's environmental ambitions.
- Strengthening connectivity for rural and underserved communities, ensuring public transport remains a practical and appealing option for all residents.

To support participation in the scheme, we have prepared a guidance document outlining the funding criteria, eligible works, and application process. This document is attached to this email.

We encourage you to review the guidance and consider whether your community would benefit from new or upgraded bus shelter infrastructure and associated facilities. Please note that the Terms and Conditions will remain the same as those applied to the previous year's funding scheme.

We look forward to continuing to work in partnership with local councils to improve transport infrastructure and deliver lasting benefits for communities across Norfolk.

Kind regards

Rob Pratt, Public Transport Development Officer
Highways, Transport & Waste
Infrastructure



Guidance for Town and Parish Councils in Norfolk: *Applying for Bus Grant Funding for Bus Shelters, Seating, Cycle Parking and Lighting.*

This guidance applies to all town and parish councils within Norfolk who wish to apply for Bus Grant funding 2026/27 to –

- **Purchase a new bus shelter.**
- **Purchase a replacement bus shelter.**
- **Refurbish an existing bus shelter.**
- **Purchase seating at the bus stop e.g. public bench.**
- **Purchase cycle parking (stands) at the bus stop.**
- **Purchase lighting for an existing bus shelter.**

If your council is interested in participating in this scheme, the information below will help guide you through the application process.

Contents

- Choosing a Bus Shelter
- Selecting a Location
- Consents and Consultation
- Grant Funding
- Bus Shelter Manufacturers

Choosing a Bus Shelter

Bus shelters are available in a range of materials including wood, brick, flint, glass, and metal, or polycarbonate and metal—ensuring options to suit every community. When selecting a shelter, consider the following:

- Ease of maintenance and repair.
- Accessibility for all users.
- Visibility of approaching buses.
- Installation requirements.
- Seating provision.
- Lighting provision.
- Impact on the local landscape, including nearby properties.
- Resistance to weather and vandalism.
- Notice board provision.
- Display options for bus stop flags and timetable information.
- Necessary consents and safety requirements.
- Sustainability including environmentally friendly materials and designs.

There are several local and national suppliers available, some of whom are listed later in this document. Alternatively, a local contractor may be able to offer a bespoke solution.

Selecting a Location

Key considerations for shelter placement include:

- Must be on an existing bus route and at a designated stop.
- Sufficient space for the shelter and a boarding area for passengers.
- A level, self-draining base is required.
- Shelters should provide clear sightlines for passengers to see approaching buses.
- Must not obstruct pedestrian access or visibility.
- Shelters on private land require the landowner's permission.
- Shelters on public highways require a **Street Furniture Licence**.

Consents and Consultation

Before proceeding, you will need:

- A **site** or **desktop assessment** by a local Highway Engineer to ensure safety and suitability (an on-site meeting with contractors may be requested).
- A **Street Furniture Licence** for shelters, seating and cycle parking located on public highways.

Apply for a Street Furniture Licence here

[https://online.norfolk.gov.uk/highwaylicencesandpermits/\(S\(kozhvd20ltvls545fmcz1o45\)\)/streetfurniture/Default.aspx](https://online.norfolk.gov.uk/highwaylicencesandpermits/(S(kozhvd20ltvls545fmcz1o45))/streetfurniture/Default.aspx)

you may need:

- Planning permission and/or conservation area consent – contact your district or borough council early in the process.

We also recommend consulting:

- Your local police officer (to address concerns about anti-social behaviour).
- Residents near the proposed shelter site.
- Local bus operator(s) for insights into passenger usage and timetable display requirements.

Grant Funding

As part of the scheme, Norfolk County Council is offering funding to support the installation, upgrade or refurbishment of bus shelters, new seating, cycle parking or shelter lighting. To be eligible:

- The Parish/Town Council must contribute 20% of the total cost*.

- The Council must agree to adopt the shelter as a community asset and take responsibility for its ongoing maintenance.
- The shelter must be fully accessible and located on a current bus route.
- The project must prioritise public safety.
- Approval from a local Highway Engineer through the completion of a Street Furniture Licence.
- Planning permission and/or conservation consent must be secured, if needed.

****Contributions can also be made from NCC Local Member Funds.***

Please note: Norfolk County Council retains discretion over final allocations based on demand. There is no set limit on the number of shelters that can be funded but we want to see a spread across Norfolk so will distribute the funding countywide.


How to Apply for Grant Funding

Applications should be submitted via email to: busshelters@norfolk.gov.uk

Your application should include the following:

1. A map showing the proposed location of the shelter.
2. A **Street Furniture Licence** (if located on public highway).
3. Evidence of consultation and support from the local bus operator(s) (desirable).
4. A quotation from your chosen supplier.
5. Total project cost, including the Parish/Town Council's percentage and monetary contribution.
6. A written commitment from the Parish/Town Council to adopt the shelter as an asset and maintain it.

Deadline for applications: **31st March 2027**

For further information about the application process, contact the **Travel Development Officer**:  robert.pratt@norfolk.gov.uk

For advice on technical aspects or location-specific queries, contact your **local Highway Engineer**.

Successful applicants will be notified within 2 weeks of funding submission. Funds will be disbursed upon approval and provided via a purchase order, against which councils may invoice to recoup eligible costs. Further details will be provided on receipt of application.

NCC will require written email confirmation, and a photo of the new shelter(s) once installed. Please send both to the **Travel Development Officer** (details above).

Bus Shelter Manufacturers

Below is a list of suppliers who provide bus shelters locally and nationally. This list does **not** represent endorsement, recommendation, or approval by Norfolk County Council.

We strongly advise obtaining multiple quotes before selecting a supplier.

Abacus Sutton-in-Ashfield Nottinghamshire NG17 5FT	01623 511111 http://www.abacuslighting.com/
Able Engineering Ltd 1 Hamlin Way Hardwick Narrows Kings Lynn Norfolk PE30 4NG	01553 691870 http://www.ableengineering.co.uk/index.php
Bus Shelters Ltd Unit 60 Dyffryn Business Park Llantwit Major Road Llandow Vale of Glamorgan South Wales, CF71 7PY	01446 795444 http://www.shelters.co.uk/
Garrick Outdoor Ltd Unit 4 Langley Place Burscough Industrial Estate Burscough Ormskirk L40 8JS	01772 816414 http://www.garrickoutdoor.org.uk/
Glasdon Manufacturing Ltd Industrial Estate Poulton-le-Fylde Lancashire FY6 8JW	01253 891131 http://www.glasdon.com/home.aspx?cid=2

<p>Littlethorpe of Leicester Ltd Unit 2 Lakeside Business park Pinfold Road Thurmaston Leicester LE4 8AT</p>	<p>0116 260 3777 http://www.bus-shelters.co.uk/</p>
<p>Macemain + Amstad Boyle Road Willowbrook Industrial Estate Corby Northants NN17 5XU</p>	<p>01536 401331 http://www.macemainamstad.com/</p>
<p>Polydon Polydon Park Radiance Road Doncaster South Yorkshire DN1 2TE</p>	<p>01302 327172 http://www.polydon.co.uk/index.htm</p>
<p>Queensbury Fitzherbert Road Farlington Portsmouth Hampshire PO6 1SE</p>	<p>023 9221 0052 http://www.queensbury.org/</p>
<p>SMF Parnall Road Fishponds Bristol BS16 3JD</p>	<p>0117 965 3438 http://www.smfdisplays.com/</p>
<p>Westcotec Ltd. 34 Bertie Ward Way Rash's Green Industrial Estate Dereham, Norfolk. NR19 1TE</p>	<p>T: 01362 853124 W: www.westcotec.co.uk</p>
<p>Trueform Pasadena Trading Estate Pasadena Close Hayes Middlesex UV3 3NQ</p>	<p>020 8561 4959 http://trueform.co.uk/</p>

Bauer Media Outdoor UK Ltd
(formerly Clear Channel)
33 Golden Square
London
W1

T: 02074 782 256

<https://www.clearchannel.co.uk/contact>

Quote 1

Amount excluding VAT: £2,740.00

- Inland Waterways Site Review/ Water Safety Consultancy: Full day Price per unit £1,295.00 x 2
- Leisure Consultancy Expenses £150

1-day on site review and 1-day report writing included

Site 1: Aldiss Park, Hempton Road, Fakenham, Norfolk, NR21 9AY

Site 2: Goggs Mill Picnic Area, Gogg's Mill Road, Fakenham, Norfolk, NR21 7LZ

Scope: 1 Riverbank 1 Pond 1 River section

Quote 2

Amount excluding VAT £2470

Consultant to conduct a site visit at each of the locations Aldiss Park & Goggs Mill
Develop a water safety risk assessment and report with recommendations on practicable control measures, including

- Safety signage inclusive of:
 - Contents
 - Location
 - Wayfinding systems
- Public Rescue Equipment (PRE)
- Barriers (fencing, horticultural)
- Maintenance requirements
- Submit documentation to Fakenham City Council for review.

Project Title	Fakenham Grounds for Growth
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Please tell us about your proposed project:

(This should include essential details on what your project is and what it hopes to achieve, where will it happen, when will it happen, how will it happen? Who will it benefit and why is there a need for it? What difference will the grant make to your project?)

Fakenham Grounds for Growth is a community coffee grounds recycling scheme designed to reduce waste, support sustainable gardening, and increase town centre footfall. The project will work with participating cafés and businesses in Fakenham to divert used coffee grounds away from landfill by packaging them into reusable bags of up to 1kg for local residents to collect free of charge from designated town centre collection points.

Coffee grounds are a natural soil enhancer rich in minerals that support plant growth, improve soil quality, and can help deter slugs and snails, making them useful for gardeners and allotment holders. By creating a visible and accessible recycling scheme, the project will encourage residents to make regular visits into the town centre, generating additional opportunities for people to browse local shops, cafés and services while collecting the grounds.

The project will take place in Fakenham town centre and will be delivered through a partnership between Fakenham Town Council, Shop Fakenham and participating businesses.

Grant support would help fund start-up costs for as recyclable packaging, labelling, and promotional materials needed to launch the scheme effectively. The project will benefit local businesses, residents, community gardeners and allotment holders by providing a free eco-friendly resource, reducing landfill waste, lowering carbon impacts, and strengthening engagement with the town centre.

The grant will make it possible to establish the scheme professionally, build public awareness, and create a strong foundation for longer-term continuation through future local sponsorship and in-kind promotion.

Cemetery Data Analysis 2026-2027

	Consecrated	Unconsecrated	Ashes	ERB Purchases	Memorial Applications
April 2026	2	1	1	1	3
May 2026	0	0	1	0	2
June 2026					
July 2026					
August 2026					
September 2026					
October 2026					
November 2026					
December 2026					
January 2027					
February 2027					
March 2027					
Running Total	2	1	2	1	5