

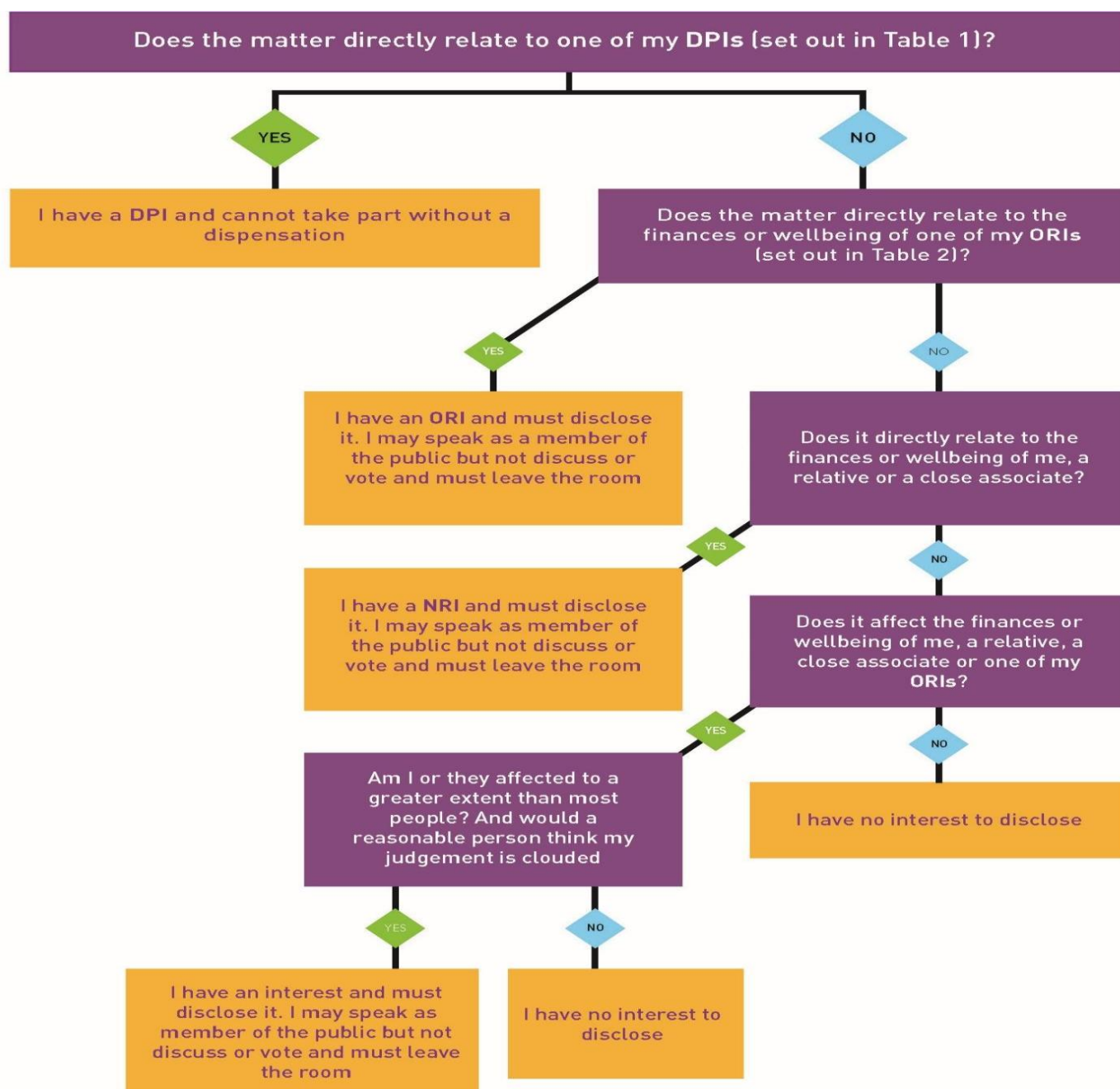


Table 1: Disclosable Pecuniary Interests – DPI

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

You must register as an Other Registrable Interest:

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

Table 3: Non-Registrable Interests - NRI

An interest that is not a DPI, or an interest of a relative or close associate, which does not need to be registered.

You must declare an NRI when relevant business affects the finances or wellbeing of you, your partner, a relative, or a close associate.

**MINUTES OF THE FACILITIES & AMENITIES COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 11th AUGUST 2026 AT 18:00

Attending Committee Councillors: C Fairbrother (Deputy Chair), A Glynn, J Rockett

Attending Non-Committee: None

Town Clerk: L Meanley

Deputy Clerk / RFO

General Public: None

Press: None

Number	Agenda
23/26 FA	To receive Apologies for Absence Apologies received from G Thorpe and T Duffy
24/26 FA	To adjourn the Meeting for Electors' questions None
25/26 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 Fairbrother declared an interest in agenda item 50/26 FA
26/26 FA	To Confirm the minutes of the Facilities & Amenities meeting held on the 09th June 2026 On the proposition of Cllr Glynn, seconded by Cllr Rockett the minutes of the Facilities and Amenities meetings held on 9 th June 2026 were AGREED by all and signed by the Chairman.
27/26 FA	To discuss any matters arising from the Minutes of the Facilities & Amenities Meeting held on 09th June 2026 Item 155/25 FA to be closed as now on FRGC agenda and action log. Item 253/26 FA LYMT grant denied by NNDC.
28/26 FA	To receive an update on estate management A tree has come down in the railway cutting at the end of the path where there is no exit so will be left for now. The skip is in place at Aldiss Park. The Tunn Street Triangle tree has been re-caged and signage put back up.
29/26 FA	To note any equipment expenditure within budget The hedge trimmer required a service and new head at a cost of £450, The tractor required works at a cost of £1068 and the Mule servicing and works at a total of £994
30/26 FA	To note Tree Works expenditure at Queens Road Cemetery of £1,165 Cllrs noted.
31/26 FA	To note the June 2026 operational playground inspections The reports were noted
32/26 FA	To discuss and agree play equipment repair expenditure On the proposition of Cllr Glynn, seconded by Cllr Fairbrother, all agreed to accept a quote for repairs excluding football goal testing for approx. £3500 exc VAT ACTION: Clerk to seek football goal quotes
33/26 FA	To consider Estate weed management Cllrs discussed weed management and agreed on the proposition of Cllr Glynn, seconded by Cllr Fairbrother to continue with the current method of weed management.
34/26 FA	To consider Estate grass cutting quotes received so far for 2027/28 On the proposition of Cllr Glynn, seconded by Cllr Rockett and agreed by all to recommend to Full Council to continue with the current 2026/27 suppliers and offer

	them the option of being a preferred supplier for the next 3 years, only seeking different supplier quotes if there are large prices rises. Quote accepted for Creake Road Cemetery and Fakenham Parish Church £9950, Estate locations £8908.20.
35/26 FA	To consider Verges grass cutting quotes received so far for 2027/28 On the proposition of Cllr Glynn, seconded by Cllr Rockett and agreed by all to recommend to Full Council to continue with the current 2026/27 suppliers and offer them the option of being a preferred supplier for the next 3 years, only seeking different supplier quotes if there are large prices rises. Quote accepted for verges £14,400.
36/26 FA	To review and agree policies and risk assessments for update: To note the Water Safety Risk Assessment review and recommendations This was noted To review the Children's Play & Fitness Equipment Areas Risk Assessment Cllrs noted the amendments to the Children's Play & Fitness Equipment Areas Risk Assessment and RESOLVED to approve it. The Biodiversity Policy 2024-2026 summary This was noted The Biodiversity Policy Cllrs noted the amendments to the Biodiversity Policy and RESOLVED to approve it.
37/26 FA	To discuss adding a cost for market traders hiring the gazebo at £5.00 Cllrs agreed to introduce a non-refundable £5 charge for traders using the Town Council gazebo. Cllr Rockett Left the meeting and it became inquorate.
38/26 FA	To confirm a donation of £100 to the Community First Responders for a free public Defibrillator and Bleed Kit training event 18th August 2026
39/26 FA	To discuss and agree quotations for lighting at Creake Road cemetery Lychgate and toilet
40/26 FA	To discuss the 2026/2027 NCC Bus Shelter Grant Scheme
41/26 FA	To discuss the Railway Cutting
42/26 FA	To discuss Christmas Lights 2027
43/26 FA	To receive an update on the ground's vehicles
44/26 FA	To discuss the Hawk & Owl Trust's request regarding parking at Gogg's Mill Picnic Area.
45/26 FA	To review and agree allotment: Rules and regulations 2027/2028 fees
46/26 FA	To receive an update on Allotment services
47/26 FA	To discuss quotations for Priority 1 memorials at Queens Road Cemetery
48/26 FA	To review and agree Cemetery Rules and regulations Fees from 1st September 2026
49/26 FA	To receive an update on Cemetery services
50/26 FA	To discuss the FLASH Project
51/26 FA	To move that the Public & Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960
52/26 FA	To consider the progression of proposals for securing alternative accommodation for Council administrative staff and to determine, in principle, the next steps.
53/26 FA	To move into open session
54/26 FA	To confirm the date and time of next the meeting –

	Facilities & Amenities: Tuesday, 13th October 2026 at 18:00
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	There being no further business the meeting closed at 18:33
	Confirmed this day of 2026
	CHAIRMAN

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	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	50%	AG emailed 9/4/26
F&A	09/06/2026	12/26	Clerk	MEDIUM	Seek advice on how to raise railway cutting base levels	50%	Clerk Met with NCC 11/8/26
F&A	09/06/2026	14/26	Clerk	MEDIUM	Seek Christmas Lights 2027 information and costs	75%	18/6/26 Emailed 4 companies for further info, meetings held, awaiting further info and designs.
F&A	11/08/2026	32/26	Clerk	HIGH	To seek quotes for football goals	100%	19/8 - emailed companies for quotes - On October Agenda

Creake Road Cemetery Solar Lighting

External Light



Toilet Light and battery store



Exterior Solar Panel





Fakenham Town Council

Fakenham Town Council Thursday Market Risk Assessment

Description of activity / area being assessed	Thursday Charter Market		Location	Market Place Fakenham
Manager responsible	Lesley Meanley	Signature & date	Lesley Meanley	
Assessed by (name & role)	Lesley Meanley - Clerk	Signature & assessment date	Lesley Meanley 21/09/2026	

Hazard (H) Hazardous event (HE) Consequence (C)	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
H – Opening and closing the Market with barriers & signage. HE – Vehicle strikes a barrier; employee is struck by a moving vehicle; manual handling incident whilst lifting barriers C – Personal injury. Damage to vehicles Damage to property	Stallholders, Employees, Members of the public.	NRSWA trained employees as Operatives and Supervisors on duty. Separate Market Place Signage & Barriers Risk Assessment to be followed.	Medium (5)		Medium (5)

Likelihood	Consequence				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
2 Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	Medium (10)
3 Possible	Low (3)	Medium (5)	Medium (9)	High (12)	High (15)
4 Probable	Low (4)	Medium (8)	High (12)	High (16)	Very High (20)
5 Very Likely	Medium (5)	Medium (10)	High (15)	Very High (20)	Very High (25)

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
H - Trader or Official Vehicle movements HE – Collison C – Personal injury. Damage to vehicles. Damage to property.	Stallholders, Employees Members of the Public	Stallholders are requested to move slowly with hazard lights on and during Market set-up and taking down. Strict times for set up and taking down.	Low (4)		Low (4)
H – Erection and dismantling of stalls HE – Stall collapses, components fall, manual handling incident, trapping injury, or vehicle collision during set-up/take-down C – Personal injury. Damage to vehicles. Damage to property.	Stallholders, Employees Members of the Public	Stallholders set up own stalls. Training given to employees to set up council owned stall Stallholders/Employees are requested to show due care and attention to Members of the Public/vehicles on site.	Low (3)		Low (3)
H – Stalls become unstable in high winds HE – Stall overturns, collapses, or components become detached and airborne due to high winds C – Damage to stalls. Personal Injury by debris or falling stall.	Stallholders, Employees Members of the Public	Stallholders must use sufficient weights for all weather conditions or remove hazardous equipment. Employees monitor weather and stallholders' equipment.	Low (4)		Low (4)

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
H – Public hazards after all stalls have been erected HE – Public trips, slips, is struck by unsecured equipment, or encounters an unsafe stall or obstruction that has not been identified C – Personal Injury	Stallholders, Employees Members of the Public	Employees to check stalls in morning inspection. Ensure pathways are safe to use. Ensure no trailing cables, guy ropes etc. are in a location used by the Public. Stallholders to check own stall areas. All stallholders must have public liability insurance	Low (3)		Low (3)
H – Slips, Trips and Falls HE – Person slips on a wet surface, trips over an obstruction, or falls due to uneven ground or poor housekeeping C – Personal Injury	Stallholders, Employees Members of the Public	Employees to check stalls in morning inspection. Stallholders / Employees to make area safe or cordon off as appropriate Highways issues to be reported immediately to Highways	Low (3)		Low (3)
H – Bottled Gass for Cooking HE –Gas leak, fire, explosion, cylinder damage, or contact with hot cooking equipment C –Personal injury (burns, smoke inhalation or other injuries)	Stallholders, Employees Members of the Public	Stallholders are requested to have a fire extinguisher which is annually serviced. Gas testing of equipment is suggested to relevant stall holders.	Low (4)		Low (4)
H - Mains electricity to supply stalls HE – Electric shock from damaged equipment or cables, electrical fire, overloaded circuits, water ingress, or damaged electrical connections C – Personal injury	Stallholders, Employees Members of the Public	Use correctly rated circuit breakers to protect circuit. Regularly examine and test equipment, certificates checked annually. Avoid use of multi adaptors. Cable protector must be used	Low (4)		Low (4)

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
H - Fire HE – Fire starts and spreads on or from a market stall due to electrical faults, cooking equipment, gas, or combustible materials C –Personal Injury, (burns, smoke inhalation or other injuries)	Stallholders, Employees Members of the Public	Electrical safety, LPG safety, appropriate fire extinguishers, fire blankets for catering stalls, good housekeeping, and maintaining clear escape routes	Medium (5)		Medium (5)
H – Food Hygiene HE – Food becomes contaminated during storage, preparation or serving, or is cooked, handled or stored at unsafe temperatures C – Food poisoning or other illness/injury to customers e.g. food poisoning or allergic reaction	Stallholders, Employees Members of the Public	Appropriate signage to be displayed. Stallholders must provide the appropriate public, product liability insurance annually and any hygiene certificates. The market is monitored by the Environmental Health department of North Norfolk District Council.	Low (3)		Low (3)
H - Displacement of Market in case of fire/flood/highway maintenance HE – Unsafe relocation, vehicle collision, inadequate traffic management, or unsafe stall set-up at the alternative site C – Personal injury. Damage to vehicles. Damage to property	Stallholders, Employees Members of the Public	Barriers to be used to close the Market site to vehicles after stallholders have set up. Signs notifying the public of the Market's move to be displayed. NRSWA trained employees as Operatives and Supervisors on duty. Separate Market Place Signage & Barriers Risk Assessment to be modified and followed.	Low (4)		Low (4)

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
H – Vehicle movement or unauthorised vehicles HE – Collision between vehicle & Pedestrian C – Traffic Accident resulting in Death, Broken bones, cuts, bruising, panic	Stallholders, Employees Members of the Public	Road Closed Signage at all entry points, Reflective Signage, Trained Operatives, Continuous locked barriers, checked twice throughout market. Signed Diversion routes if applicable, crash-worthy protection where required; Suitable PPE	Low (4)		Low (4)

Periodic Review

Review date:	21/09/26				
Review by:	L Meanley				
Signed:	<i>L. Meanley</i>				

Remembrance Parade 2026 Management Plan

Remembrance Parade 2026

Event Date 08/11/2026

Version 1.0

Date: 21st September 2026

Remembrance Parade 2026 Management Plan

Contents

Plan Production and Control	3
Event Outline	3
Plan Aim, Objectives and Scope	3
Event Management Structure and Contact Details	3
Crowd Management	3
Emergency Procedures	4
Road Traffic Management	4
Car Parking	4
Firework and Pyrotechnic Management	4
Public Transport Management	4
Severe Weather & Event Cancellation	4
First Aid	5
Waste Management	5
Toilets	5
Lighting	5
Noise Management Policy	5
Lost Children Policy	5
Event Insurance	5
Equality Impact Statement	5
Health and Safety and Risk Assessments	5
Safeguarding Event Participants	5
Appendices	6

Remembrance Parade 2026 Management Plan

Plan Production and Control

This plan has been produced by Fakenham Town Council.

Event Outline

Remembrance Parade on Sunday 8th November to include Wreath laying and outdoor service at War Memorial. Parade starts at 14:40, expected numbers weather dependant but up to 500 people, age range from young cadets to older veterans.

Plan Aim, Objectives and Scope

This plan is designed to bring together the plans involved in the event into one document to provide a complete integrated event plan.

Its main objectives are:

- to facilitate the running of a safe and enjoyable event
- to consider and plan for problems that may happen
- define trigger points at which other plans may be implemented

Event Management Structure and Contact Details

The operational event management team for the event will be:

- Fakenham Town Council – Parade & Service
- Royal British Legion – Act of Remembrance

The event will be run and coordinated from the marketplace.

All on duty staff on duty will be wearing Identification badges and high vis jackets when dealing with road closures.

Crowd Management

Previous years have indicated that crowd numbers are approximately 500 persons. This plan will work to the assumption that the maximum crowd levels will be 500 people.

This event runs for a short period of time. Crowds are expected to congregate from 14:15. The event begins at 14:40 and all required staff/volunteers will be on duty from 12:00hrs.

Details of the event

Sunday	
13:00	Event Organisers on site - Prepare for Road Closure / sound system set up / brochure distribution
14:15	The Parade will assemble at Bridge Street Car Park
14:40	Parade begins
14:45	Act of Remembrance at the War Memorial
15:30	Parade moves off to Church Service
15:35	Event organisers reopen roads and pack up.

Remembrance Parade 2026 Management Plan

Emergency Procedures

Norfolk Police will be notified of the parade in advance, and all Staff and RBL volunteers will receive a briefing before the event. Staff and Volunteers will be instructed to remain vigilant for:

- suspicious behaviour
- unattended bags
- vehicles attempting to enter the parade route
- persons attempting to disrupt the event.

If any members of staff/volunteers consider that an incident is developing which they cannot control, this must be communicated to the Event Manager (EM) directly, via mobile or with the use of a runner. If an emergency incident occurs

1. Contact 999 immediately.
2. Follow Police instructions.
3. Staff/volunteers should direct people away from danger if safe to do so.
4. If evacuation is unsafe, use nearby buildings as temporary places of safety.
5. Suspend or cancel the parade if instructed by Police.

Road Traffic Management

A road closure will be in place. Trained operatives will be responsible for closing and reopening roads. Traffic diversions will be in place. All parade members will use public car parks.

In the event of an emergency, the responding emergency services will dictate what approach road they will use. The EM will ensure on site stewards clear the access road to allow free and easy access to the site.

Public Transport Management

This is not expected to present an issue as most visitors will arrive by car and the road closure is not on a bus route. Bicycles can be walked through the site as normal.

Car Parking

The parking areas are managed and run by different organisations.

Firework and Pyrotechnic Management

There will be no fireworks or pyrotechnics.

Public Transport Management

No Public Transport Management required

Severe Weather and Event Cancellation

It will be a decision made by the EM if the weather creates too great a risk for the event to proceed.

First Aid

Medical cover will be provided by MED-PTS AMBULANCE SERVICES and emergency services.

Remembrance Parade 2026 Management Plan

Waste Management

There are multiple public waste bins available.

Toilets

Public toilets are located at Queens Road Car Park and Bridge Street Car Park

Lighting

The event will start and conclude in daylight.

Noise Management Policy

Band marching music played for approx 10 minutes

Low volume levels for a short period of time

Lost Children Policy

Any lost children will be announced over the PA system and reported to the police

Event Insurance

Insurance will be provided by Clear Councils and covers this public event

Equality Impact Statement

Disabled parking is provided at local car parks. The marketplace is accessible to all.

Health and Safety and Risk Assessments

The Health and Safety standard for the event will be in accordance with the current legislation.

Risk assessments & Method Statements for the event are shown in appendix 3.

Safeguarding Event Participants

All parade participants are under the guidance of their own group leader. No direct involvement with staff.

Appendices - Fakenham Town Council Market Place Signage & Barriers Method Statement / Fakenham Town Council Remembrance Parade Risk Assessment

Remembrance Parade 2026 Management Plan

Risk Assessment & Method Statement – Temporary Road Closures for Fakenham Town Centre Markets & Civic Events

1. Document Control

Project: Town Centre Market & Civic Event Road Closures

Location: Fakenham – Upper Market, Lower Market, Tunn Street, Norwich Street, Bridge Street

Client/Authority: Fakenham Town Council

Responsible Organisation: Fakenham Town Council

Responsible Person: Lesley Meanley

Operational Times: 05:30 – 16:00 (*Thursday Market*) *others event dependant*

Prepared by: Lesley Meanley

Date: 18/02/2026

Approved by: Governance & Finance Committee 17/03/2026

Review Frequency: Annually or following any incident or significant change

2. Scope of Works

Installation, management, monitoring, and removal of temporary traffic management measures to close five entrances/exits within Fakenham town centre for:

- Weekly markets
- Civic/community events
- Occasional use of manual Stop Works traffic control on adjoining streets

Works include:

- Temporary signage
- Cones and barriers
- Pedestrian management
- Event-duration inspections
- Safe removal and reinstatement of the highway

Road environment: Urban streets with speed limits up to 30 mph.

3. Responsibilities

Traffic Management Supervisor

- Overall responsibility for site safety
- Conduct pre-event briefing where applicable
- Verify layout compliance
- Escalate incidents and liaise with authorities

Traffic Management Operatives

- Install and remove signage and barriers
- Monitor closure points
- Operate Stop Works boards where applicable

Event Coordinator

- Liaise with emergency services and stakeholders
- Ensure emergency access maintained

4. Persons at Risk

- Traffic management operatives
- Traffic management supervisors
- Market traders and event staff
- Pedestrians including vulnerable users (elderly, children, mobility impaired)

Remembrance Parade 2026 Management Plan

- Cyclists
- Drivers
- Emergency services

5. Risk Assessment

See attached Appendix

5.1 Overall Risk Rating

Before controls: High (live urban traffic, public interface)

After controls: Low–Medium (acceptable for planned public event traffic management)

6. Method Statement

6.1 Pre-Event Planning

- Pre-event dynamic risk assessment
- Confirm closure extents and times
- Notify emergency services and stakeholders
- Confirm staff competence and equipment availability
- Conduct team briefing

6.2 Installation Sequence

- Operatives install advance warning signage on approaches if appropriate.
- Operatives position vehicle where required
- Install barriers and road closure signage at:
 - Norwich Street
 - Upper Market
 - Lower Market
 - Tunn Street
 - Bridge Street
- Confirm pedestrian routes and emergency access
- Supervisor conducts site check and dynamic risk assessment
- Verify layout and record inspection

6.3 Event Monitoring

- Routine inspections during operational hours
- Check barrier stability and visibility
- Maintain emergency access route
- Manage Stop Works operations where required
- Record incidents and near misses

6.4 Removal Sequence

- Operatives confirm safe traffic conditions
- Operatives remove barriers in controlled order
- Operatives remove signage last
- Operatives final sweep for equipment or debris
- Reopen roads safely

7. PPE Requirements

- High-visibility clothing
- Safety footwear

Remembrance Parade 2026 Management Plan

- Hard Hat
- Gloves
- Weather protection

8. Equipment

- Temporary road closure signs
- Barriers
- Cones
- Stop Works boards (where required)
- Radios or mobile communication
- Warning lamps where required
- Vehicles with Beacons / Chevrons

9. Emergency Procedures

- Stop work if conditions become unsafe
- Move staff to safe area
- First aid provision at event/market
- Contact emergency services where required
- Provide immediate barrier removal for access
- Record and report incidents

10. Environmental & Community Considerations

- Maintain resident and business access where agreed
- Avoid blocking fire hydrants and key infrastructure
- Minimise disruption during early setup
- Remove all equipment promptly after event

11. Training & Competence

- Traffic management Operative & Supervisor competence such as NRSWA training
- Manual handling awareness
- PPE compliance
- Stop Works operator competence for civic events
- Supervisor present during installation and removal

12. Monitoring & Review

- Annual review
- Review following incidents or layout changes

Appendices (to complete before issue)

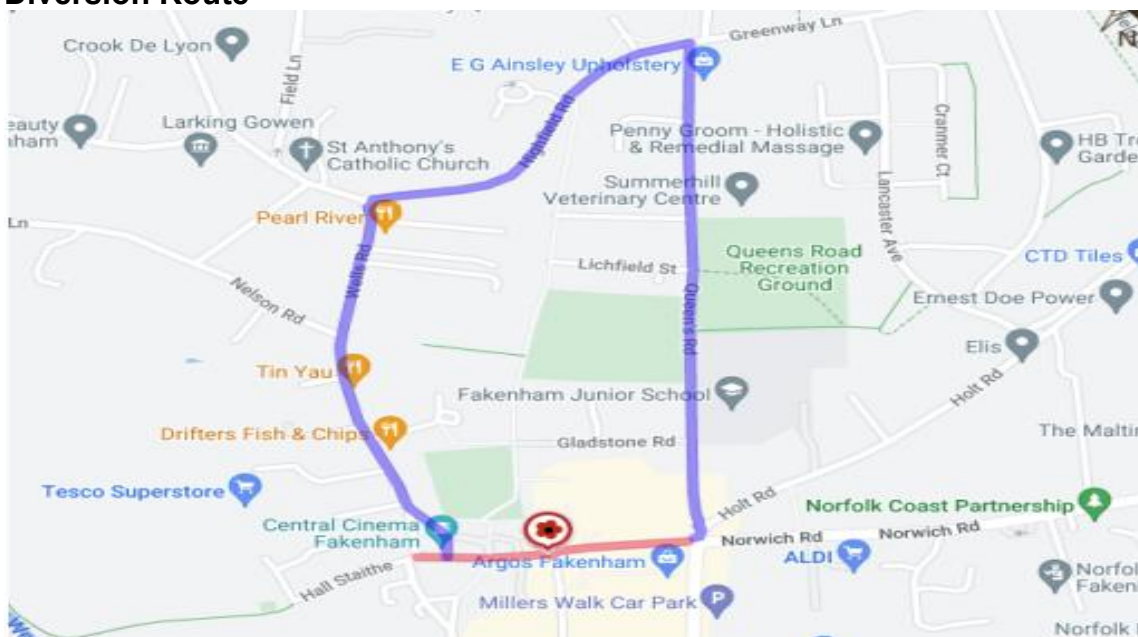
- A. Site layout drawing showing five closure points and diversion routes
- B. Sign & Barrier installation schedule for each closure point
- C. Staff competence records
- D. Risk Assessment

Remembrance Parade 2026 Management Plan

Appendix A – Site Layout (TRO)



Diversion Route



Appendix B - Sign & Barrier installation schedule for each closure point

Upper Market

- 2 Road Closed Sign / 6 Barriers chained across from planter to planter, covering full carriageway – Footway clear either side

Lower Market

- 2 Road Closed Signs either end of barriers facing oncoming traffic direction / 5

Remembrance Parade 2026 Management Plan

Road Barriers – Footway clear either side

Tunn Street

- 1 Road Closed Sign / 2 Barriers staggered to allow pedestrian access

Norwich Street

- 1 Road Closed Sign / 1 Thursday Market Ahead Sign / 3 Barriers chained across. One chained to railings, 1 chained to planter, – Footway clear either side

Bridge Street

- 1 Road Closed Sign / 1 Thursday Market ahead Sign / 2 Road Barriers — Footway clear either side

Appendix C – Staff Competence Records

Staff Member	Training – NRSWA Signage Guiding & Lighting	Date valid	Expiry Date
Lesley Meanley	Operator Supervisor	26/01/26 12/02/26	27/01/2031 18/02/2031
Karen Lindsay	Operator Supervisor	26/01/26 12/02/26	27/01/2031 18/02/2031
Beverley Combrink	Operator Supervisor	26/01/26 12/02/26	27/01/2031 18/02/2031
Jamie Francis	Operator Supervisor	26/01/26 12/02/26	27/01/2031
Barry Wheller	Operator	18/05/26	

Appendix D – Risk Assessment

Fakenham Town Council Market Place Signage & Barriers Risk Assessment

Description of activity / area being assessed	Town Centre Market Place Barriers for Thursday Market.		Location	Fakenham Town Centre – Upper Market / Lower Market / Norwich Street / Tunn Street / Bridge Street
Manager responsible	Lesley Meanley	Signature & date	Lesley Meanley 17/03/26	
Assessed by (name & role)	Lesley Meanley - Clerk	Signature & assessment date	Lesley Meanley	

Likelihood	Consequence				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
2 Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	Medium (10)
3 Possible	Low (3)	Medium (5)	Medium (9)	High (12)	High (15)
4 Probable	Low (4)	Medium (8)	High (12)	High (16)	Very High (20)
5 Very Likely	Medium (5)	Medium (10)	High (15)	Very High (20)	Very High (25)

Hazard	Who may be harmed	Risk	Current Controls	Current Risk LxC=R	Additional Controls	Residual Risk LxC=R
Working in live traffic	Operatives, Supervisors Drivers, Pedestrians	Collision with moving vehicles	Use approved traffic management plan; trained operatives; safe working zone; vehicle beacons; advance warning signs. Suitable PPE Team Working, Install in low traffic periods if	Medium Risk (5)		

			possible			
Hazard	Who may be harmed	Risk	Current Controls	Current Risk LxC=R	Additional Controls	Residual Risk LxC=R
Poor visibility-weather	Operatives, Supervisors, road users	Struck by vehicles, missed signage	Suitable PPE lighting if required, Trained Operatives, Reflective signage avoid installation in severe weather Additional inspections	Low Risk (4)		
Manual handling of signs/barriers	Operatives	Musculoskeletal injury	Manual handling training; team lifts; lightweight compliant equipment; plan storage/transport	Low Risk (4)		
Incorrect sign placement	Road users, public	Confusion, collisions, non-compliance	Follow approved drawings & Chapter 8 layouts; Trained Operatives, competent supervisor checks; maintain minimum visibility distances	Low Risk (4)		
Vehicle ingress into work zone	Operatives Supervisors Pedestrians	Serious injury/fatality	Road Closed Signage at all entry points, Reflective Signage, Trained Operatives Continuous, barriers, Signed Diversion routes, crash-worthy protection where required; Suitable PPE	Medium Risk (5)		
Trips and slips during setup	Operatives, pedestrians	Minor–serious injury	PPE footwear; defined pedestrian routes, Keeping ground clear,	Low Risk (3)		

			No barrier pinch points			
Hazard	Who may be harmed	Risk	Current Controls	Current Risk LxC=R	Additional Controls	Residual Risk LxC=R
Public interaction / hostility	Operatives	Verbal abuse, distraction	Lone-working policy; communication procedure; withdraw if unsafe; report incidents	Low Risk (3)		
Equipment failure / wind loading	Road users, operatives Supervisors	Signs falling into carriageway	Suitable PPE, Trained Operatives, Ballast correctly; wind checks; regular inspection; remove in extreme conditions	Low Risk (3)		
Working near junctions/roundabouts	Operatives, Supervisors, road users, Pedestrians	Reduced reaction time, collisions	Trained Operatives, Enhanced advance signage: traffic marshals if needed; off-peak installation	Medium Risk (5)		
Emergency access blocked	Emergency services, public	Delayed response	Maintain access routes; liaison with local authority /emergency services; quick-remove barriers	Low Risk (3)		
Stop/Go Traffic Control (Civic Events)	Operatives, pedestrians	Traffic Collision	Trained Operatives, Adequate sightlines Advance warning signage, Escape route identified	Medium Risk (5)		

Periodic Review

Review date:					
Review by:					



Fakenham Town Council

Fakenham Town Council Remembrance Parade Risk Assessment

Description of activity / area being assessed	Remembrance Parade in Town Centre		Location	Queens Road Car Park, Norwich Street, Market Place, Oak Street
Manager responsible	Lesley Meanley	Signature & date	Lesley Meanley	
Assessed by (name & role)	Lesley Meanley - Clerk	Signature & assessment date	Lesley Meanley 07/10/25	

Likelihood	Consequence				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
2 Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	Medium (10)
3 Possible	Low (3)	Medium (5)	Medium (9)	High (12)	High (15)
4 Probable	Low (4)	Medium (8)	High (12)	High (16)	Very High (20)
5 Very Likely	Medium (5)	Medium (10)	High (15)	Very High (20)	Very High (25)

Periodic Review

Review date:	21/09/2026				
Review by:	Lesley Meanley				
Signed:	L. Meanley				

Hazard (H) Hazardous event (HE) Consequence (C)	Who might be harmed	Current controls	Current risk L x C =R	Additional controls	Residual risk L x C =R
H - Overcrowding HE – crush, trips, falls C – musculoskeletal injuries, cuts, bruises	Staff Councillors Participants The Public	Members of the public gather at various points around the war memorial and on the pavement opposite where there is room to gather and disperse. Staff in Hi-Viz will monitor any overcrowding	LOW RISK (3)		
H – Vehicle movement HE – Collision between vehicle & Pedestrian C – Traffic Accident resulting in Death, Broken bones, cuts, bruising, panic	Staff Councillors Participants The Public	Road closures in place in streets for the duration Marshalls in car park in Hi-Viz Parade group leaders to manage their groups	MEDIUM RISK (5)	Staff training in NRSWA Signage and Barriers, additional barriers in place,	LOW RISK (4)
H – Slips, Trips & Falls HE – Falling, tripping. C - musculoskeletal injuries, cuts, bruises	Staff Councillors Participants The Public	The route follows roads and pavements and is generally sound and level <u>with the exception of the cobbles in Market Place</u> Marshalls in Hi-Viz will keep the route clear.	LOW RISK (3)		
H- Weather conditions HE - Poor Weather C - Exposure	Staff Councillors Participants The Public	Parade participants and Marshalls to be briefed to wear suitable clothing Long & Short-term forecasts checked In the event of extreme weather, the organiser will decide if the event should continue and communicate to key participants	LOW RISK (1)		
H-Lost Children or vulnerable adults HE – Separation, injury C – General injuries, missing persons	Participants The Public	Group Leaders present and responsibility for their children Parents responsible for non-group children attending Announcements can be given over the PA system	LOW RISK (1)		
H- Terrorism HE – Vehicular attack / weapons or Firearms attack C - Death, Broken bones, cuts, bruising, panic	Staff Councillors Participants The Public	Road Closures in place Staff & Councillors briefed on "Run, Hide, Tell" procedure Police in attendance	MEDIUM RISK (5)		

Fakenham Town Council Bee Squared 2026

The Bee Squared Project 2026 was a Fakenham Town council led community biodiversity initiative to encourage residents, schools, businesses and community groups to create bee-friendly habitats across the town. The project centred on the distribution of 900 free bee-friendly wildflower seed packets, which were widely taken up by residents. Each packet contained approximately 2 grams of bee-friendly wildflower seed mix, sufficient to create around one square metre of wildflower habitat. The initiative received valuable support from local community partners, including Fakenham Library and Fakenham Parish Church, which helped promote and distribute the seed packets.

The aim of the project was to increase the availability of food sources and safe habitats for pollinators, particularly bees, whose populations are in decline. By encouraging many small-scale planting projects throughout Fakenham, the council hoped to create a connected network of wildflower-rich spaces that collectively deliver a significant environmental benefit.

The total cost of the project was approximately £125, funded through market tolls, demonstrating how a relatively modest investment can deliver a positive environmental and community impact across the town.

In summary, the Bee Squared Project is a practical and highly visible environmental campaign that:

- Encourages community participation in improving biodiversity.
- Creates new bee-friendly habitats across Fakenham.
- Raises awareness of pollinator decline and the importance of wildflower planting.
- Brings together individual planting efforts into a town-wide ecological network.
- Demonstrates the positive impact that small individual actions can have when combined across the wider community.
- Strengthens partnerships between the Town Council and local organisations, including the Library and Parish Church, in support of environmental initiatives.
- Provides excellent value for money, with a project cost of approximately £125 funded from market tolls, enabling the creation of up to 900 square metres of bee-friendly habitat throughout the town.

Should the Council wish to continue the Bee Squared Project in 2027 at a similar scale, the estimated cost would be approximately £150, reflecting anticipated increases in seed and packaging costs whilst remaining a low-cost initiative with significant environmental and community benefits.

RB RUTH BRENNAN ARCHITECTURE

Survey Report Mortuary Chapel, Queen's Road, Fakenham, Norfolk



1st August 2023

Fakenham Town Council

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Contents

1.0	Introduction and Limitations	2
2.0	Description	3
3.0	Summary	5
4.0	Current Condition: External	5
5.0	Current Condition: Internal	11
6.0	Services	14
7.0	Recommended Repairs	15
8.0	Possible Uses	16

1.0 Introduction and Limitations

- 1.1 This is a visual survey only. I have not examined woodwork or any other parts of the structure, which were covered or otherwise inaccessible and can give no guarantee that they are free from defect.

The report only covers findings from an inspection made from the ground, or other places which can easily be reached from the ladders or hatches provided. Inaccessible voids were not opened.

1.2 Services installations

None of these were tested. This report is limited to a visual inspection of the installations where visible. Electrical, heating, fire prevention, ventilation systems must be tested and inspected by a Competent Person, a member of one of the government approved bodies.

1.3 The Control of Asbestos Regulations 2012

If existing asbestos containing materials are in good condition and are not likely to be damaged, they may be left in place; their condition monitored and managed to ensure they are not disturbed.

The building occupier or owner has a duty to manage the asbestos, to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes. If work is to be carried out on parts of the building or on plant or equipment that might contain asbestos, the risks must be identified, managed, and controlled.

1.4 Health and Safety – the Construction (Design and Management) Regulations 2015

Some construction and repair works require the appointment of a Principal Designer and Principal Contractor. The Principal Designer will advise the PCC of their duties relating to the health and safety aspects of any building work.

Overall responsibility for the health and safety of users of the building lies with the building owner or occupier. This report may identify any risks but is not a complete and thorough risk assessment.

1.5 Ecology

Several species of wildlife are protected by legislation and the approval of Natural England will be required for works in the protected species habitat. This may affect the timing of any proposed repairs, especially in the case of bats. Natural England must be consulted at an early stage and an ecologist will be required to prepare a report. It may be necessary to obtain a licence before any works can proceed.

1.6 Specific Limitations

- The survey was conducted in one visit on 1st August 2023
- The weather was overcast, with occasional drizzle.
- The building was examined from the ground, using binoculars for the high levels.
- The building is used as a store. Some areas could not be seen due to stored items against the walls or on the floor.

2.0 **Description**

2.1 Description

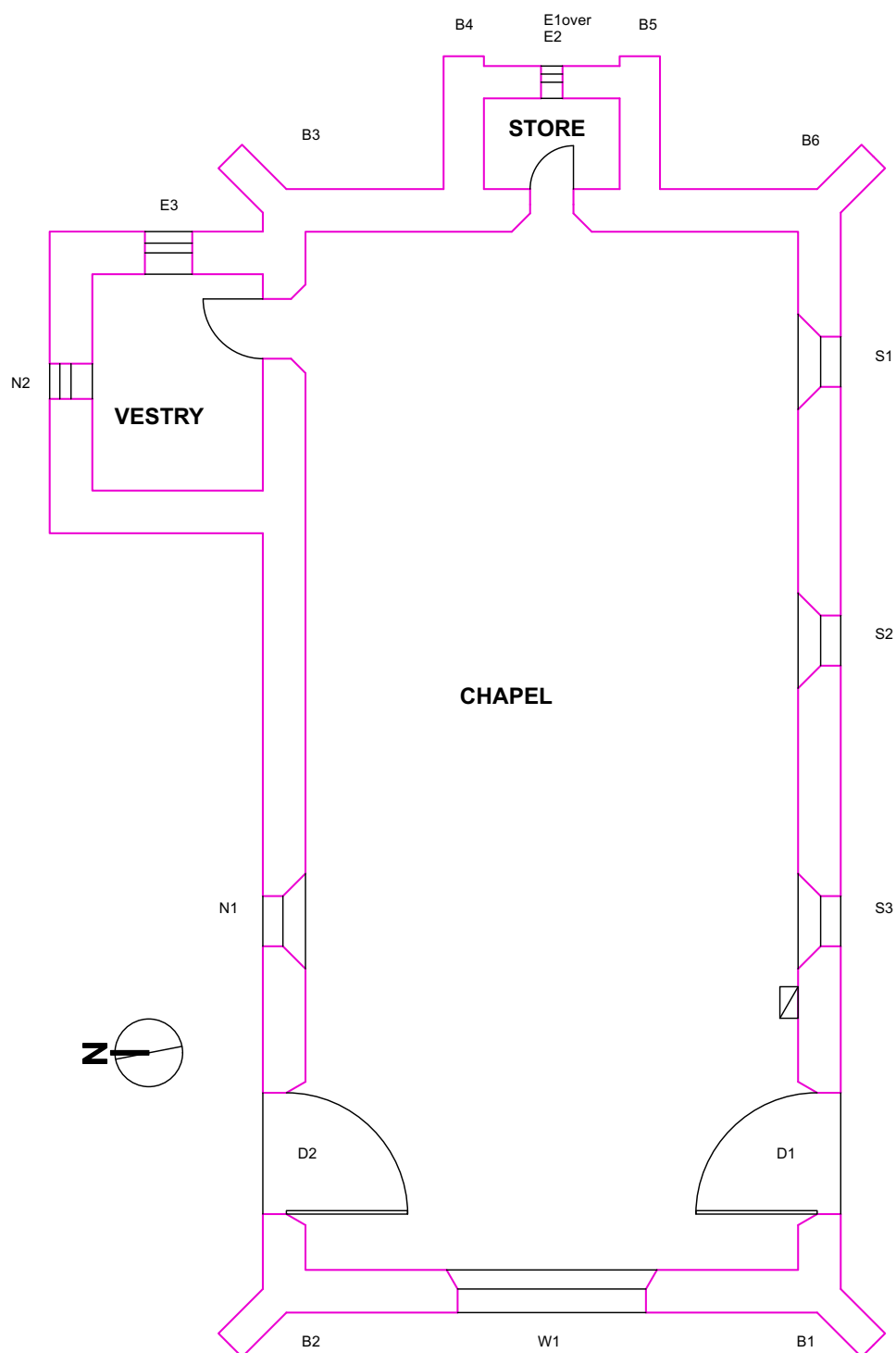
Mortuary chapel, now used for storage. It was designed by Thomas Jeckyll, architect, in the Gothic Revival style in the mid 19th century. It is faced with flint cobbles and limestone dressings, under a plain tiled roof. It has leaded glazing.

The chapel is situated within the cemetery, which is within the Fakenham conservation area. It is not listed, but demolition within a conservation area requires listed building consent.

2.2 Accommodation

One large room, with a smaller vestry to the north, and a store or cupboard to the east.

Plan – Not to scale. For location purposes only



3.0 Summary

The building is in a poor condition. The flint facings are separating from the brick and flint rubble walls. Some are very loose and are falling off. The stone dressings, especially to the corners and buttresses, are badly eroded, and some are broken with pieces missing. There is some flushwork flint on the buttresses which is in danger of being lost as the stone around it erodes. Some flints are already missing.

The roof is poor, with slipping tiles, especially on the north side. The flashing is badly detailed, as there do not appear to be any soakers, and each piece of lead is too long and subject to expansion and metal fatigue. There is evidence of leaks and rot internally.

The rainwater goods are of PVCu, which are later replacements for (most likely) cast iron. They are aged and in a poor condition.

The building is damp (in the areas which could be seen), partly from poor rainwater drainage, leaking roofs and partly from soil piled up against the exterior.

There have been repairs in the past, but they have been badly done, using incorrect materials, which are either failing or are causing further damage. Repairs of flint and stone, and decorative plain tiling, are jobs for specialist contractors. It is essential to use a properly qualified stonemason and the correct materials.

There is electricity connected, which has not been inspected recently (there is no ticket on the circuit board). This could put the building at risk of fire and the users are at risk.

There does not appear to be any major structural movement (apart from the dressings and facings) but the cracks must be monitored.

There is a risk to the public and users from falling masonry and the building must be kept securely fenced.

4.0 Current Condition: External

4.1 Roofs

4.1.1 *Chapel*

The roof is covered with red clay plain club tiles. The south side has recently had some units replaced, but some of the originals are delaminating or have surface wear. Some are slipping, especially on the north side. The roof appears to be nail sick.

The ridge is of decorative angled clay tiles. There is a great deal of moss on the mortar bedding indicating porosity, and some of the mortar is loose.

The lead flashings at each abutment are poorly dressed on top of the tiles, there do not appear to be any soakers. The sheets are too long, and the laps do not appear to be adequate.

The undercloak on the small piece of verge on the south east side appears to be missing, and has been filled with cement mortar, which is loose and cracking.



Chapel Roof, south east, poor lead flashing and slipping tiles at abutment



South east corner, showing poorly detailed verge

4.1.2 Vestry

Red clay plain tiles, not decorative. They appear reasonably sound, although some units are starting to spall. The eaves course is uneven, leaving part of the undercloak exposed, especially where the roof has been patched.

The softwood fascia has flaking decorations.

4.1.3 Store

The roof is a small area covered with overlapping limestone slabs. It appears to be sound, although there is no flashing at the abutments. The mortar fillets are worn and require replacement.

4.2 Rainwater Drainage

4.2.1 *Underground system*

This was not inspected. The rainwater pipes discharge directly into the underground system: there are no gullies.

4.2.2 *Chapel*

PVCu rainwater goods, half round gutters and round section downpipes, generally poor. They are discoloured from exposure to the sun. On the south side, the joint has come apart, and there is a similar problem to the north.

The rainwater pipe on the north side has a broken clip.

The north side gutter stops short of the Vestry to the west. There is no gutter on the small length of roof on the east side of the vestry, leaving water to run down the wall.

4.2.3 *Vestry*

A piece of the rainwater pipe is missing. The stop end is missing from the gutter.



Poorly aligned PVCu gutters, north side



Joint failed, south side

4.3 Parapets and Upstands

4.3.1 *West Chapel*

The south parapet copings are of limestone. There is a mismatched repair to the top one.

The north parapet is of concrete interlocking slabs. The apex is a large piece of moulded limestone which appears to have had a cross originally, now missing.

4.3.2 *East Chapel*

The south parapet coping has been replaced with interlocking concrete slabs. There is a hump mid-way, and a crack in the bedding below which is of cement mortar.

The concrete copings cover the sides of the bellcote. There is a gap between them, where they are not wide enough to cover the whole width so two have been used. This is a poor detail which will let in water as the sides of the copings are not lapped.

The bellcote has a missing top and no bell. There is water penetration through it, which is tracking through the wall and onto the soffit between the two buttresses and down through the top of the window. There are some open joints in the stone masonry.

The north-east parapet is of limestone. There are some plants growing out of the joints, indicating loss of mortar, which will cause leaks.



Bellcote, showing concrete copings, and missing top. Tiles to right of picture are slipping



Water penetration through soffit of bellcote and top of E1.

4.4 External Walls and Openings

4.4.1 *Chapel Walls*

The ground level is high enough in places to cover the top of the plinth. The soil is higher than the internal floor and is causing penetrating damp.

The west wall has bulging and hollow flint facings in two large areas, at high level to the north and mid level to the south. These are likely to drop off with no warning and are a hazard.

The east wall has detached flint facings at high level, some have dropped off. The exposed core of flint and brick rubble is vulnerable to the weather. This will lead to further falls of flint and damp internally.

The south west and north west corners have badly eroded quoins and kneeler stones.

The north wall has some hollow sections in the flint facings. The north east kneeler is eroding.



Loose and missing facings, east wall



Eroded kneeler and quoins, south west corner

4.4.2 *Chapel Openings*

W1 is a two light window at high level. It has had plastic repairs to the mullions and reveals, which are badly matched in colour and are too small in shape to support the stone above. There is some slight damage to the tracery.

D1 is the main entrance. There is a badly damaged stone at low level on the west side, possibly due to rust jacking from the pintle hinge. The door leaf has been refaced in oak recently, and the ironworks refurbished.

D2 is not used. There is a badly damaged stone due to rust jacking from the pintle. The door is in danger of coming loose. The door has had the planks cut back at low level and replaced with a single board and repainted. The planks have areas of rot at the joints, and gaps in some places.

Window N1 has a slight crack in the stone apex.

There is a vertical crack next to S1, indicating movement of the facings.

E3 has a stone guard fitted and is in a fair condition.

E1 is a tall lancet at high level. It appears to be in a sound condition.



Damaged reveal to D1 due to rust jacking



Rust jacking, D2, leaving a hole to the interior and an exposed pintle hinge.



Poor plastic repairs, W1

4.4.3 Chapel Buttresses

B1 has eroded stone quoins; the edges of the flushwork are exposed and loose. There is eroded mortar at plinth level on the east side.

B2 has damaged stone quoins and poorly executed and unsuitable repairs. The flints on the top stage on the north east side are hollow; coming loose.

B3 is badly eroded.

B4 and B5 support the overhanging bellcote. Both have badly eroded quoins.



B2, showing erosion and exposed edges of flushwork



Erosion, B4 and B5. Cupboard roof

B6, missing flushwork and damaged stone



High soil levels covering plinth, B6.

4.4.4 Vestry Walls

The ground level is higher than the internal floor level, and will cause penetrating damp.

The flint facings on the west side are becoming detached at high level. There have been some poorly done cement mortar repairs. There is some slight movement in the quoins on the north west corner. There is a damp patch at low level on the west side where it adjoins the chapel, due to poor rainwater goods. There is moss growth and damp on the plinth.

The facework on the east side is also becoming detached and is bulging over the window S2. There is a poor repair to the south of the window.

B6 has badly eroded quoins, and missing flushwork as a result.



Damp in corner of Vestry



Misaligned flint facings, west side of Vestry

4.4.5 Vestry Openings

N2 has surface delamination. There is a stone guard fitted, in good condition.

4.4.6 Site and Access

This relates to the immediate surroundings; the rest of the cemetery was not inspected.

There is a pea shingled path from the drive to the south, leading to door D1. There is a concrete ramp up to the door, utilitarian but in fair condition. Grass surrounds the rest of the building, with several 19th century headstones and grave markers.

The nearby trees have been well trimmed, and do not overhang the building.

5.0. Current Condition and Recommendations: Internal

Note: the interior was partly obscured by stored items, and could not be inspected fully.

5.1 Chapel

5.1.1 *Ceiling*

The ceiling soffit is lined with softwood boards. They are extensively stained at all the nail positions. There is staining on the flat section, second bay from the east, and what appears to be rot on the edges of the boards. There are water marks elsewhere, from leaks, and/ or condensation.

5.1.2 *Walls and Openings*

The walls are plastered. The bottoms of the walls were generally obscured by stored items. There is some damage at low level to the east of D1, and a cement render patch. The reveals of D1 are damaged at low level.

There are some plaster cracks around N2.

There is a crack under W1 south side, and another crack above at high level on the north side. There is a further crack down the south west corner, cracks over D2 and in the apex of N1. These do not appear to be significant but must be monitored.

There is a large damp patch on the east wall, to the north of window E1.

There are three cracked quarries in window S3, two in S2 and a stone hole and crack in S1.

5.1.3 *Floor*

Mainly obscured by stored items. It is of red and cream quarry tiles, extensively cracked at the west end. There is a dip in the floor to the north west.

There are some patches of a cement based screed where the tiles are missing.



Ceiling, showing stains around nails and between boards



Damaged floor tiles and cement screed patch



Damaged plaster and cement repair, D1



Damp at high level, north west side



Hole in glazing of window S1



Plaster cracks over D2

5.2 Vestry

5.2.1 *Ceiling*

Partly lined with pegboard, which is deteriorating, especially at the junction with the chapel wall.

The rest of the roof is unlined, and is of softwood rafters which appear to be modern, with a bituminous felt on top. All appears sound.

5.2.2 *Walls and Openings*

The walls are unplastered, and there is no evidence of any other wall finish. They are obscured at low level by stored items. They are built of flint and brick rubble, in a lime mortar. The tops of the walls have been reconstructed in brick, in a very hard mortar, which is badly finished at the junction with the original walling.

There is a crack on the west side, near the junction with the chapel.

There are two small window openings, N2 and E3, in a fair condition. The glazing is sound.

E2 has a cracked quarry, and there is a cement repair to the sill.

The timber door is in good condition.

5.2.3 *Floor*

Solid construction, obscured by stored items. The small patch visible by the door was covered by some disintegrating matting.



Damaged ceiling lining, Vestry



Cracks in west wall

5.3 Cupboard

5.3.1 *General*

Inaccessible due to stored items across the door. The inspection was done from a distance, outside the doorway.

5.3.2 *Ceiling*

Not visible so not inspected.

5.3.3 *Walls*

There are some vertical cracks in the plaster of the east wall.

The east wall is damp at low level and the plaster is delaminating. The plaster on the sill is damaged, and there is a missing patch at high level.

There are two timber shelves on the north side, which are flimsy and warped.

The timber door appears sound from the exterior.

5.3.4 *Floor*

Not visible so not inspected.



Damp damaged plaster, cupboard

6.0 Services

No tests have been undertaken on the service installations. These must be commissioned by appropriately qualified specialists. The following are visual observations only.

6.1 Electrical

6.1.1 There is a single phase electrical supply on the south wall next to the door D1. There is no inspection ticket. It serves a single strip light in the Chapel, and a pendant in the Vestry. It was not possible to see if there are any power points.

6.1.2 As the building is in use, it is essential to have the system checked and certified by a suitably qualified electrician.

6.2 There do not appear to be any other services.

7.0 Recommended Repairs

This is not a specification for a builder to price, it is an advisory to aid planning or phasing of the works. Costs for the works are approximate within the broad bands given. Costs depend on how much work is done at once, market conditions, changes in the law and the availability of suitable contractors. Professional fees, permissions, VAT are not included.

Cost Bands

1	£0 – 1999
2	£2000 – 9,999
3	£10,000 - £29,000
4	£30,000 - £49,000
5	£50,000 - £249,000
6	£250,000 plus

Priority A	Immediate	Cost Band
	Electrical test by competent person, and carry out any recommended repairs	1
	Keep building securely fenced off until repair works to the loose flint facings are complete.	1
	Remove loose flintwork where they are dropping off on the east side. Dropped flints to be securely stored. Wear PPE when approaching the building.	1
	Monitor cracks internally for further movement.	1
	Rainwater goods to be reconnected (temporary measure – require a total replacement)	1
	<i>Total A</i>	2
Priority B	Requires attention within 12 months	
	Reset and tie all loose and blown flint facings to core, all external walls.	5
	Vestry roof abutment, check and overhaul, leave watertight with new flashing or flaunching	1
	Replace copings over parapets each side of bellcote.	3
	Waterproof top of bellcote, repoint sides	3
	Reduce levels of soil around the exterior to below internal floor level.	2
	Replace damaged stone to reveals of D1 and D2, replace rusting pintles.	2
	Reset loose flints buttresses B1 and B2, replace poor repairs, repair damaged quoins. Repoint plinth of B1.	3
	Repair stone quoins of buttress B6, replace missing flushwork, reset loose flints.	2
	Replace damaged quarry, S1	1
Priority C	Requires attention within the next 18 – 24 months	
	Replace rainwater goods, preferably for cast aluminium or cast iron, provide gutter to the east of the Vestry.	2
	Provide gullies at the base of the rainwater pipes, rod through and inspect underground system	2

	Reroofing, repairs to roof structure, correctly detailed lead flashing	5
	Replace mortar fillets on cupboard roof.	1
	Repair buttresses B3, B4 and B5.	3
Priority D	Requires attention within the next five years	
	Replace rotting boarding to chapel ceiling	4
	Repair south west chapel parapet	2
	Rebed copings, south east chapel parapet. (The concrete copings would best be replaced with limestone).	3
	Remove plastic repairs to W1 and replace with stone, Repair tracery	2
	Repair door D2, replace rotting planks.	2
	Repairs to stone face of N2	2
	Point crack in N1.	1
	Remove damp damaged plaster in Chapel, allow walls to dry and replace.	1
	Repair cracks to internal plaster at west end of Chapel	1
	Replace cracked quarries, S3, S2, E2.	1
	Dip in Chapel floor to be investigated – cost of repair not included.	1
	Replace damaged or loose floor tiles in Chapel	3
	Line the walls of the Vestry, either plaster or timber panelling, depending on final use.	2
	Remove matting to Vestry, floor repairs may be required.	2
	Repair damaged plaster in Cupboard.	1
	Replace ceiling lining, Vestry	1

The total cost of all repairs is likely to be to the upper end of Cost Band 5.

Tender prices will vary; phasing the work into packages which can be done from the same scaffolding will save hire fees. Larger projects bring economies of scale.

8.00 Possible Uses

8.1 Store

The building obviously has a use as a store. According to the groundsman, it is visited once or twice a week, and used for items which are no longer useful or there is nowhere else to put them.

If there is storage available elsewhere, the building could be cleared. Otherwise the items should be stored without leaning on the walls, which is exacerbating the damp problems and damaging the plaster.

If it is to continue as a store, the outside envelope must be repaired to keep it weathertight, secure and most importantly, safe. It is hazardous now due to the loose flint facings. It is essential to check the electrical installation.

8.2 Community Centre

The building is attractive, and could be used for a community space, which could be rented by various groups for art, yoga, music, or meetings. There is good parking for users nearby, but the access for vehicles is limited and would have to be improved to allow deliveries.

Some facilities would be required, such as a WC and a kitchenette. The building interior would require repair and refurbishment, as well as a heating system, water supply and an upgrade to the electrical system. Furnishings such as seating and tables would be needed.

A community space would generate an income, and it is possible that grant aid could be sought for the conversion.

8.3 Chapel

Few burials take place at the cemetery, so it is unlikely the building would be useful as its original use, a chapel. If it is converted to a community building, it is possible occasional services or memorials could take place.

8.4 Selling to a Third Party

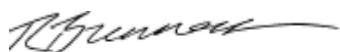
It may be possible to sell the building for development by others. However, there may be legal caveats which prevent it. Part of the sale would have to include a right of access for vehicles. Its position within the cemetery and the narrow gates may make this undesirable.

8.4 Demolition

Unless the building is repaired correctly in the very near future, it will deteriorate quickly and be beyond economic repair.

If demolition is considered, listed building consent will be required. It is likely the building would have to be recorded as part of a planning condition. The materials could be sold for reuse elsewhere or retained for other buildings in the local area.

This option is likely to meet with local resistance.



Ruth Brennan BA BArch DipRSA PgCertPMA MCIAT RIBA
AABC Registered Architect
Director

2023 Queens Road Chapel Condition Survey works

Priority A	Immediate	Works completed/due
	Electrical test by competent person, and carry out any recommended repairs	2023
	Keep building securely fenced off until repair works to the loose flint facings are complete.	2024
	Remove loose flintwork where they are dropping off on the east side. Dropped flints to be securely stored. Wear PPE when approaching the building.	2024
	Monitor cracks internally for further movement.	Ongoing
	Rainwater goods to be reconnected (temporary measure – require a total replacement)	2024
	Total A	
Priority B	Requires attention within 12 months	
	Reset and tie all loose and blown flint facings to core, all external walls.	2024
	Vestry roof abutment, check and overhaul, leave watertight with new flashing or flaunching	2024
	Replace copings over parapets each side of bellcote.	2024
	Waterproof top of bellcote, repoint sides	2024
	Reduce levels of soil around the exterior to below internal floor level.	2024
	Replace damaged stone to reveals of D1 and D2, replace rusting pintles.	2024
	Reset loose flints buttresses B1 and B2, replace poor repairs, repair damaged quoins. Repoint plinth of B1.	2024
	Repair stone quoins of buttress B6, replace missing flushwork, reset loose flints.	2024
	Replace damaged quarry, S1	2024
Priority C	Requires attention within the next 18 – 24 months	
	Replace rainwater goods, preferably for cast aluminum or cast iron, provide gutter to the east of the Vestry.	2024
	Provide gullies at the base of the rainwater pipes, rod through and inspect underground system	2024
	Reroofing, repairs to roof structure, correctly detailed lead flashing	27/28
	Replace mortar fillets on cupboard roof.	27/28
	Repair buttresses B3, B4 and B5.	27/28
Priority D	Requires attention within the next five years	
	Replace rotting boarding to chapel ceiling	28/29
	Repair southwest chapel parapet	27/28

2023 Queens Road Chapel Condition Survey works

	Rebed copings, southeast chapel parapet. (The concrete copings would best be replaced with limestone).	27/28
	Remove plastic repairs to W1 and replace with stone, Repair tracery	27/28
	Repair door D2, replace rotting planks.	27/28
	Repairs to stone face of N2	27/28
	Point crack in N1.	27/28
	Remove damp damaged plaster in Chapel, allow walls to dry and replace.	28/29
	Repair cracks to internal plaster at west end of Chapel	28/29
	Replace cracked quarries, S3, S2, E2.	27/28
	Dip in Chapel floor to be investigated – cost of repair not included.	28/29
	Replace damaged or loose floor tiles in Chapel	28/29
	Line the walls of the Vestry, either plaster or timber paneling, depending on final use.	28/29
	Remove matting to Vestry, floor repairs may be required.	28/29
	Repair damaged plaster in Cupboard.	28/29
	Replace ceiling lining, Vestry	28/29

TTSR Grounds Maintenance Services quotation prepared for Fakenham Town Council October 2026



Park View, Houghton Lane, North Pickenham, Norfolk PE37 8LF

01760 440806 | info@ttsrltd.co.uk | ttsrltd.co.uk

Company Registration 4937897 VAT Registration 279807350





For over two decades, TTSR has been a trusted partner in creating and maintaining high-quality outdoor spaces. We work with businesses, oil and gas, local authorities, and housing providers to deliver landscaping, grounds maintenance, fencing, and conservation services that ensure compliance, safety, and sustainability.

Founded in 2003, TTSR has built a reputation for excellence in landscaping, grounds maintenance, and outdoor solutions. Our commitment to quality, compliance, and customer care has made us a trusted partner for businesses, local authorities, and housing providers.

With over 50 years' combined expertise, we have honed our skills and refined our processes to provide outstanding results. Our workforce is highly skilled, trained through the TTSR Academy, and committed to excellence. We utilise cutting-edge technology and innovative solutions to ensure the best service. Additionally, we are dedicated to sustainability and social responsibility, working to create better environments for people to live, work, and thrive.

From a small team to a leading industry name, TTSR has grown through dedication, expertise, and a passion for outdoor excellence. Our history reflects our commitment to continuous improvement and delivering outstanding results for our clients. We look forward to continuing our journey and partnering with more businesses and organisations to shape thriving outdoor spaces.

We focus on delivering exceptional landscaping and grounds maintenance, and we do it with precision, care and commitment.

Looking for expert landscaping, grounds maintenance, or fencing services? Our team is ready to help. Whether you have an inquiry, need professional advice, or would like a quote, we are here to assist you.

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Bev Combrink
 Fakenham Town Council
 Fakenham Connect 4 London Street
 Oak Street
 Fakenham
 Norfolk
 NR21 9DY

Date: 07/10/2026

Dear Bev

TTSR Grounds Maintenance Services quote for Hedge Cutting

We are pleased to submit our quote for the hedge cutting for the consideration of the Town Council. We have also attached our Terms and Conditions of Business. We respectfully await the response of the Town Council.

All prices include the current rate of VAT.

QTY	DESCRIPTION	LINE TOTAL
1	Queens Road Cemetery 47 Queen's Road, Fakenham, NR21 8BT WHAT3WORDS: stung.cooked.inhaled Cutting of hedge Removal of all arisings	£270.00 +VAT
TOTAL		£270.00 +VAT

QTY	DESCRIPTION	LINE TOTAL
1	Millenium Park Queen's Road, Fakenham, NR21 8BT WHAT3WORDS: remit.verve.shorter Cutting of hedge Removal of all arisings	£470.00 +VAT
TOTAL		£470.00 + VAT

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QTY	DESCRIPTION	LINE TOTAL
1	Highfield Road Embankment (the section near the roundabout), Fakenham, NR21 9AA Cutting of hedge Removal of all arisings	£125.00 +VAT
Total		£125.00 +VAT

QTY	DESCRIPTION	LINE TOTAL
1	Greenway Lane Allotments Greenway Lane, Fakenham, NR21 8BY WHAT3WORDS: wanting.subjects.motive Cutting of hedge Removal of all arisings	£900.00 +VAT
Total		£900.00 +VAT

QTY	DESCRIPTION	LINE TOTAL
1	Grove Lane Allotments Grove Lane, Fakenham, NR21 8JT WHAT3WORDS: gobbles.chairs.canines Cutting of hedge Removal of all arisings	£270.00 + VAT
Total		£270.00 + VAT

QTY	DESCRIPTION	LINE TOTAL
1	Rudham Stile Lane Allotments 38 Brick Kiln Road, Fakenham, NR21 8DG WHAT3WORDS: gathering.goose.rooks Cutting of hedge Removal of all arisings	£270.00 +VAT
Total		£270.00 +VAT

Staff Training and Qualifications

Our staff are trained and accredited in the National Training Organisation for the Land Based Industries (LANTRA) and National Proficiency Tests Council (NPTC) and this gives us a workforce that are all competent to undertake any task professionally and proficiently.

LANTRA is a Sector Skills Council which supports skills and training for people and businesses in the land-based and environmental sector. LANTRA works with employers and the UK governments to address productivity needs ensuring companies have skilled, knowledgeable, and qualified workers.

City & Guilds Land Based Services (formerly NPTC) is the UK's largest awarding body in the land-based sector, encompassing agriculture, horticulture, forestry, animal care, conservation, machinery and more. City & Guilds Land Based Services works closely with LANTRA.

Our workforce is also qualified under the Construction Skills Certification Scheme, which is a British company that runs a training and qualification scheme of the same name for the British Construction industry. This involves a detailed course in Health and Safety in the Construction Industry and a qualifying examination to achieve a CSCS Labourer card.

Insurance

TTSR Limited is covered for £10M Public and Product Liability Insurance. This policy covers the business in the event of claims brought against us for injuries or property damage caused in consequence of our business activities.

Payment

All prices quoted are subject to VAT at the current rate.

Invoices will be submitted by email to be paid by BACS, where possible.

Banking information is available on each invoice. Invoices must be paid within 30 days of receipt.

TTSR Limited would like to assure you of its commitment to undertake all works in a professional and safe manner. We invite the input of the Council should there be any queries regarding the works completed – at the earliest opportunity – so that we can ensure we are giving the best service possible to the satisfaction of the Council and in accordance with the agreed contract.

We look forward to hearing from you.

Yours sincerely



Wil Smith
Managing Director
TTSR Limited

Park View, Houghton Lane, North Pickenham, Norfolk PE37 8LF

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TERMS & CONDITIONS OF BUSINESS

TTSR Limited (TTSR)

Quotations – Works detailed by TTSR and accepted in writing by the client shall form the basis of the contract between TTSR and the client. The cost of any additional works required by the client will be priced and agreed by both parties prior to commencement of the works.

Contracts – the Contractor (TTSR) and client are entering into a contract until the agreed works are completed, or for a defined period unless otherwise stated.

Validity of Quotations – All quotes will be valid for 30 days from the date of submission, unless otherwise stated. After this time TTSR has the right to re-quote on the works.

Termination of Contracts – If either party wishes to terminate a contract, the notice must be given in writing.

Periods of Notice – TTSR requires one month for Grounds Maintenance Contracts and one week for a Service Agreement and will provide the same.

Inflation – Term maintenance contracts are subject to an annual increase in line with government indices. TTSR will inform clients of price uplifts prior to the next financial year.

Invoicing – Grounds Maintenance Contracts will be invoiced by TTSR monthly or bi-monthly, or as agreed in the quote terms. Invoices will be sent by email. Service Agreements will be invoiced by email on completion of works.

Payments – All payments must be received from the client within 30 days of the dated invoice, or as otherwise agreed in writing in the quote terms. Payment is preferred by BACS, or card payment over the phone.

Normal terms are either to complete payment on completion of the job: or at the Company's discretion, agreed in writing. TTSR shall be entitled to refuse to commence and/or cease to carry out further work if any payment due from the client remains unpaid for more than 30 days after becoming due and payable.

TTSR reserves the right to charge statutory interest for overdue payments. If payment reminders are not adhered to, TTSR may resort to employing the services of a debt collection agency. If this is deemed necessary, the client owing money will be responsible for covering the costs of this service in addition to payment for services owed to TTSR.

Fuel Surcharge - TTSR reserves the right to apply a fuel surcharge to all invoices to account for fluctuations in the price of fuel. This will be applied as a percentage increase to the base rate.

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Changes to these Terms and Conditions – TTSR has the right to change any of the terms and conditions at any time. Should TTSR make any changes, clients will be informed in writing and issued a new copy of the Terms and Conditions.

Title – Title in all materials used within the works shall remain with TTSR and shall not pass to the client until the price has been paid in full by the client.

Insurance – TTSR will maintain employee and public liability insurance in respect of works agreed.

Health & Safety and the Environment – TTSR will operate in compliance with health, safety and environmental legislation throughout the Contract or Service Agreement.

Nuisance and Damage – TTSR will conduct its business to minimise nuisance, damage and annoyance to the client and other people who are affected by TTSR's operations. If damage is caused to property during the work activities by TTSR Operatives, they will inform Head Office, who will arrange to fix or replace the item affected. TTSR cannot be held responsible for claims of damage made without supporting CCTV evidence.

Barrier and Signs – TTSR will be responsible, where required, to provide barriers, signage or other measures in order to protect members of the public and the client during contracted works.

Machinery Plant and Equipment – TTSR will provide all plant, tools, machinery, vehicles, cartage and haulage for the proper execution and completion of the works, including all fuel and maintenance for the plant and vehicles.

Site Clearance on Completion of Works – TTSR will clear up debris, surplus materials, and leave the site tidy on completion of works. It is not normally TTSR's policy to remove grass arisings, unless otherwise stated in a contract.

Delays – Delays caused that are beyond the control of TTSR are the responsibility of the client. In the event of such delays TTSR may charge the client for the time lost and travel costs.

Weather – TTSR will ensure that all contracts are delivered on time (weather dependant). Should TTSR fall behind due to adverse weather conditions, we will inform clients of delays.

Variations – Should any variations be required to the contract by either TTSR or the client, 14 working days' notice must be given in writing.

Customer Obligations – The client shall provide access to the site during TTSR normal working hours. The client will ensure that TTSR are aware of any statutory provisions, by-laws, planning or building regulation conditions specific to the site prior to commencement of works.

Site Safety – It is the client's responsibility to ensure that the area to be maintained is safe, and to point out in writing any known hazards, such as underground and overhead services, drains, pods, ditches or water courses. After commencement of work, TTSR will have the right to re-price any area, should any of these services be discovered.

Site Access – TTSR will ensure clear access is maintained at all times and will prevent major obstructions that could prevent access to the site. Where gate locks are in place it is the responsibility of the client to inform TTSR of the codes in writing or provide keys in advance. If site access is prevented by such measures that TTSR are not informed about, TTSR reserves the right to charge an extra fee for fuel costs to and from the site.

Deliveries – TTSR will inform the client should deliveries be likely to cause an obstruction and will ensure any delays are agreed with the client and minimised as far as practicable.

Injurious matter – The client is responsible for ensuring that grassed areas to be maintained are kept free of dog mess, moles and other items that may cause damage to/harm machinery, operatives or third parties. If such conditions exist upon arrival, TTSR reserves the right to apply a Site Condition Surcharge to cover necessary manual levelling or the increased risk of machinery damage.

Grass Cutting – Prior to commencement of grass cutting TTSR will check the area to be cut for obstacles and items that may interfere with the mowing and strimming equipment, and where reasonable remove items of litter. TTSR will cut the entire of any grassed area to a recognised industry standard for the intended use. TTSR will not be held responsible for grass clumping due to damp weather conditions where grass arisings are to remain on site and uncollected. TTSR Ltd reserves the right to postpone grass cutting operations where concerns of public safety are noted, where access is restricted, or where obstacles such as vehicles are present in the grass-cutting zones. If this occurs, Head Office will inform the contract holder.

Strimming – When strimming TTSR will ensure the grass is cut to the height of the surrounding area and will ensure that arisings are mechanically blown off all public rights of way unless otherwise required in the contract.

Grass Contamination – TTSR will take reasonable care to ensure minimum contamination of the surrounding area, obstructions with grass arisings, but will not be held responsible for contamination unless specified in the contract.

Hedges – When maintaining hedges the specified price is to remove the last 12 months growth. Reduction work will be quoted separately by TTSR. TTSR will carry out hedge trimming where possible, outside the bird nesting season March-July inclusive. If TTSR finds an occupied bird's nest whilst hedge trimming work will cease and the client will be informed. Work will re-commence as soon as possible after the area becomes un-occupied.

Herbicides – TTSR will ensure that herbicide application is carried out when weather conditions are suitable. Spraying will be carried out by fully qualified NPTC operators, and in compliance with all statutory requirements. Weather depending, TTSR will carry out spraying when programmed. The application of herbicide shall not be made during inclement or adverse weather conditions.

Soft Landscaping, Maintenance and Watering – When carrying out soft landscaping works, i.e. planting, turfing and seeding, TTSR will ensure that the ground is prepared to good horticultural standard and ensure plants are healthy when introduced. On completion of the job, it is the client's responsibility to maintain soft landscaping by way of watering and feeding to ensure successful establishment. Should any soft landscaping deteriorate down to lack of water, pests and diseases or climatic conditions TTSR will not be responsible, other than when a specific maintenance contract has been agreed prior to works commencing.

Arboriculture – TTSR will check for the presence of Tree Preservation Orders or Conservation Areas and will ensure that consent for work is granted prior to commencing where required.

Tree works will be carried out in accordance with BS3998:2010 – Recommendations for tree works, and to best Arboriculture practices. TTSR will ensure that each job is carried out to the highest standard and in accordance with Health & Safety Regulations, including LOLER and PUWER. Should there be adverse weather conditions in the way of high winds, all tree works will be halted and re-scheduled

October 2026

Fee proposal for tree survey of multiple sites

Following your recent enquiry, we are pleased to provide our fee proposal for undertaking a survey and assessment of trees at the following locations – Creak Road Cemetery, Rudham Stile Lane Allotments, Grove Lane Allotments, Greenway Lane Allotments, Millenium Park, Queens Road Cemetery, St Peters & St Pauls Church Garden, Goggs Mill Picnic Area, Peckover Family Cemetery, Tunn Street Triangle, Trap Lane recreation Ground, Aldiss Park & Railway Cutting.

Using Quantified Tree Risk Assessment, we take a probabilistic risk management approach to tree safety assessment (a summary of the Quantified Tree Risk Assessment method is enclosed for your information).

The survey and risk assessment of potential tree failure on the land identified in your enquiry will follow the method set out below.

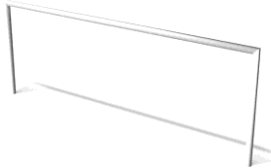
1. Carry out a target appraisal using the target ranges prescribed.
2. Map and assess the tree population in broad or areas groups in relation to the targets. Grouping to be informed by the character of the tree population and relationship with targets.
3. Carry out a walkover survey of the site.
4. Assess the trees at an appropriate level of detail in relation to the targets. Including, at the discretion of our surveyor, a more detailed inspection of those trees considered to require individual assessment and recording.
5. Produce tabulated schedules of trees setting out our survey data.
6. Produce a report outlining our findings and proposing future management of the surveyed trees if risk control is required.

Assessment of the potential influence of trees on buildings or other structures resulting from their effects on shrinkable load bearing soils is specifically excluded from this proposal.

Our fixed price for the above service is £1,590.00 + vat.

The tree survey plan will be of sufficient detail and scale to enable the identification and appraisal of targets and identification of individual trees.

Unless specified by contract, the tree survey plan may not be drawn to any particular scale.

Product	Description	Item Cost (exc VAT)	Install Cost	Environmental Fee	Delivery Charge	Total Cost (exc VAT)	Total cost (inc 20% VAT)	Image
football goal post FBL-046 (2 sets/4posts total)	Senior 76mm Round Super Heavyweight Goal, 7.32m x 2.44m (set of 2) Manufactured from heavy gauge material, these posts are designed for durability. Features: Fully welded crossbar corner joint provides superior strength and added safety. Unique hexagonal rivet fixing provides 12mm of thread to prevent cross threading and gives a secure safe fixing. Specification: Size 7.32m x 2.44m. Uprights & crossbars made from 76mm diameter steel. 80.9mm internal diameter sockets with internal bar allowing uprights to sit 313mm deep into socket.	£2,636.01	£1,980.23	£65	free	£4,681.24	£5,617.49	
Football goal post OMG210/FG01 (2 sets/4posts total)	OMG210/FG01 5 aside goal 3000L x 2000H in standard colour White (each) Manufactured in the UK, fully compliant with BS EN 1176:2008, steel shot blasted to SA 2.5, 60micron thick epoxy-based zinc phosphate primor and 70micron thick coating of polyester powder available in primary RAL colours with 25-year steel structure guarantee	£2,008.50	£1,980.23	£65	£585	£4,638.73	£5,566.48	
Football goal post MUGA Netting OMG653.SP01 (2 sets/4 Posts total)	OMG653/SP01M2 Senior "Highfield" MUGA enclosed football goal unit 3000L x 800W x 2000H with overall height approx 3000H in standard colours Red, White, Green. Ideal for open field / playground / MUGA area. Manufactured in the UK, fully compliant with BS EN 1176:2008, steel shot blasted to SA 2.5, 60micron thick epoxy-based zinc phosphate primor and 70micron thick coating of polyester powder available in primary RAL	£11,692.20	£3,621.15	£65	£926.25	£16,304.60	£19,565.52	
Football Goal Post FBL-046 (2 sets/4posts total)	7.32x2.44m SHW Football Goal	£2,280	Does not offer	£0	£255.90	£2,535.90	£3,043.09	No Image supplied
Football Goal Post FBL-058 (2 sets/4posts total)	7.32x2.44m SHW Football Goal CW Lock Skts	£2,605.00	Does not offer	£0	£255.90	£2,860.90	£3,433.08	No Image supplied



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

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

Bauer Media Outdoor UK Ltd (formerly Clear Channel) 33 Golden Square London W1	T: 02074 782 256 https://www.clearchannel.co.uk/contact
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**MINUTES OF THE ALLOTMENTS SUB COMMITTEE OF THE
FACILITIES & AMENITIES COMMITTEE
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

Tuesday 7th July 2026 AT 14:30

Attending Committee Councillors: A Glynn (Mayor), M Dutton

Allotment Representatives: N Combrink, R Appleton

Attending Non-Committee: None

Town Deputy Clerk: K Lindsay

General Public: None

Number	Agenda
1/26 A	To elect a Chair of the Sub Committee to serve until the next Annual Meeting of the Council Cllr Dutton proposed himself, seconded by Cllr Glynn. It was RESOLVED that Cllr Dutton be elected Chair of the Sub Committee to serve until the next Annual Meeting of the Council
2/26 A	To appoint a Deputy Chair of the Sub Committee to serve until the next Annual Meeting of the Council Cllr Glynn proposed herself, seconded by Cllr Dutton. It was RESOLVED that Cllr Glynn be appointed Deputy Chair of the Sub Committee to serve until the next Annual Meeting of the Council
3/26 A	To receive Apologies for Absence None received
4/26 A	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 None were declared
5/26 A	To adjourn the Meeting for Electors' questions Will the Council consider banning the use of pesticides, weedkiller etc. on all allotments by tenants? The elector (an allotment tenant) believes that the widespread use of weedkiller is negatively affecting the soil and wildlife. Members discussed the matter and acknowledged the concerns raised regarding the environmental impact of pesticides and weedkillers. Whilst recognising the importance of minimising their use, Members also noted the practical need for effective weed control on allotments. It was agreed that the Council was not in a position to prohibit their use at the present time. However, tenants will be encouraged, through the annual renewal process, to limit the use of pesticides and weedkillers to where they are genuinely necessary and to adopt alternative methods of weed control wherever practicable.
6/26 A	To confirm the minutes of the Allotments Sub-Committee meeting held on 7th January 2026 The minutes of the meeting held on 7 th January 2026 were on the proposition of Cllr Dutton, seconded by R Appleton, AGREED, and signed by the Chair
7/26 A	To discuss any matters arising from the minutes of the meeting held on 7th January 2026 No matters were discussed

8/26 A	To receive updated site maps showing vacant plots, to be used for identification purposes in further discussion Received and noted
9/26 A	To note that the annual review of the Allotment Rules and Conditions of Letting, together with the allotment fees and charges for the 2027-2028 tenancy year, will be prepared and presented to the August meeting of the Facilities and Amenities Committee for consideration and recommendation Members noted the review. The draft amendments will be circulated to the Tenant Representatives, once prepared, to enable them to provide comments prior to the meeting at which they will be considered.
10/26 A	To inform members of a planned review of all allotment plot measurements to ensure records are accurate. Members were informed that a review of allotment plot measurements is planned to ensure Council records and rent charges remain accurate. It was noted that the review will be undertaken when resources allow and will be carried out sensitively, with boundary markers installed where necessary to assist in identifying plot boundaries.
11/26 A	To discuss any current problems relating to allotment sites Greenway Lane - Members discussed the ongoing issue of Mare's Tail. It was noted that Mare's Tail is a persistent weed which is likely to remain present across the site. The Council has trialled professional treatment methods with some success; however, long-term control ultimately depends upon individual allotment holders maintaining and managing infestations within their own plots. Mr Combrink advised Members that he would be stepping down from his role as Tenant Representative for the Greenway Lane Allotments, initially for a period of six months, due to other commitments. Members expressed their sincere thanks for his dedication and valuable contribution over the past four years, recognising the significant role he has played in representing the interests of fellow allotment holders. - Members discussed the increased use of water during the current hot and dry conditions and the importance of water conservation across allotment sites. It was noted that water butts and other water-saving measures should continue to be encouraged, with appropriate consideration given to safety where larger storage containers are used. Members recognised that water conservation is an ongoing consideration and that guidance and positive encouragement for tenants should be explored. Rudham Stile Lane - Members discussed the boundary fencing and hedging between the allotments and the Water Moor Lane development. It was noted that the previous developer had committed to reinstating the boundary but had subsequently gone into administration. Cllr Glynn suggested contacting the current developers to establish their plans for reinstating the boundary fencing/hedging. ACTION: Cllr Glynn to contact the current developers of the Water Moor Lane development regarding their plans for reinstatement of the boundary fencing/hedging
12/26 A	To confirm the date and time of the next meeting: Tuesday 6th October 2026, 14:30

	There being no further business the meeting closed at 15:00
	Confirmed this day of 2026
	CHAIRMAN

**MINUTES OF THE ALLOTMENTS SUB COMMITTEE OF THE
FACILITIES AND AMENITIES COMMITTEE
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM
TUESDAY 6th October 2026 AT 14:30**

Attending Committee Councillors: A Glynn (Mayor), M Dutton and D Hunter

Allotment Representatives: R Appleton

Attending Non-Committee: None

Deputy Clerk: K Lindsay

General Public: None

Number	Agenda
13/26 A	To receive Apologies for Absence None received
14/26 A	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. None declared
15/26 A	To adjourn the Meeting for Electors' questions None received
16/26 A	To confirm the minutes of the Allotments Sub-Committee meeting held on 7th July 2026 The minutes of the meeting held on 7 th July 2026 were on the proposition of Cllr Dutton, seconded by Cllr Glynn, AGREED, with one amendment. To be signed by the Chair at the next Allotments meeting.
17/26 A	To discuss any matters arising from the minutes of the meeting held on 7th July 2026 5/26 A - 'Think Before You Spray' FTC leaflet has been distributed to all allotment tenants. 9/26 A - The Allotment Rules and Conditions of Letting were reviewed at the August Full Council meeting and are available on the Council's website. The allotment fees for the 2027–28 tenancy year were also reviewed and agreed. 11/26 A - The Greenway Lane plots that have been professionally treated for mares tail have potential tenants for both plots. One tenant is willing to take on a plot for one year at no cost, with rent payable thereafter, and the same arrangement may be possible for the other plot. If the plots cannot be let, ongoing maintenance will be considered at the next Facilities & Amenities meeting. 11/26 A – 'Water Wise Allotments' FTC leaflet has been distributed to all allotment tenants.
18/26 A	To note the issuing of 2026-2027 tenancy renewals and invoices It was noted that the 2026–2027 tenancy renewals and invoices had been distributed to allotment tenants, together with twelve months' notice of the 2027–2028 increase.
19/26 A	To note that a survey of Rudham Stile Lane allotment site is being undertaken to establish the accurate boundary prior to the installation of boundary demarcation fencing Noted
20/26 A	To discuss any current problems relating to allotment sites Greenway Lane

	- Members were advised that some tenants had expressed dissatisfaction with the rent increases. It was explained that the increases were intended to partially offset the cost of providing and maintaining the allotments, which currently operate at a cost to the Council and therefore to local taxpayers. The increases are intended to increase the contribution made by tenants towards these costs and help reduce the amount funded by the taxpayer. - Members were advised that some tenants had expressed concern about the cost of professionally treating two plots for mares tail. It was explained that the treatment had been undertaken as an experiment and had been reasonably successful, but there are no plans for continuing it on an ongoing basis. - The progress of a Council project on a specific plot was raised, and it was advised that the tenant would continue to be updated directly by the office as appropriate. - A maintenance issue with the car park was raised and will be added to the Grounds Team's list for investigation. - The current water restrictions imposed by Anglian Water and the exemption for Blue Badge holders were discussed. It was clarified that, although the Anglian Water exemption may apply to an individual Blue Badge holder, use of a hosepipe on the allotment remains subject to the Council's Allotment Rules and Conditions of Letting. Accordingly, a hosepipe may be used to fill a water butt but not to water the allotment plot directly. - A query was raised regarding the Council's maintenance of boundary hedges and vacant plots. It was advised that these remain on the Grounds Team's ongoing work programme and are addressed as time and resources allow, alongside competing priorities and staffing constraints. Hedge maintenance is dependent on tenants providing clear and safe access to the boundary areas. - It was questioned whether the Council would return to its previous practice of ploughing plots before re-letting. It was advised that this is not currently being considered due to the machinery and time required, tenant preference, and the risk that ploughed plots may not subsequently be cultivated, resulting in overgrown, unsafe and difficult-to-let plots. - It was raised that an annual meeting for allotment holders had historically been held. Current staff and Councillors were not aware of this arrangement, but it was confirmed that allotment tenants are able to attend allotment meetings and speak at the appropriate point under the agenda item for elector questions. It was also noted that, should a need for a dedicated allotment holders' meeting become apparent, the Council would be able to facilitate one.
21/26A	To discuss the quarterly meeting dates for 2027 2nd February, 4th May, 3rd August, 2nd November The proposed meeting dates of 2 February, 4 May, 3 August and 2 November 2027 were agreed.
22/26 A	To confirm the date and time of the next meeting: Tuesday 2nd February 2027, 14:30

	There being no further business the meeting closed at 15:05 Confirmed this day of 2027 CHAIRMAN
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Allotment Updates as at 30th September 2026

Greenway Lane

Occupancy	Managed	Occupied		Occupancy %	
		July 2026	Sept 2026	July 2026	Sept 2026
	84	71	68	84.52	80.95
Inspection Date	28/09/2026				
Actions	Inspection Letter	Initial Warning	Ongoing Breach	Final Warning	
	11				

Grove Lane

Occupancy	Managed	Occupied		Occupancy %	
		July 2026	Sept 2026	July 2026	Sept 2026
	23	9	9	39.13	39.13
Inspection Date	18/08/2026 + 29/09/2026				
Actions	Inspection Letter	Initial Warning	Ongoing Breach	Final Warning	
	3	1			

Rudham Stile Lane

Occupancy	Managed	Occupied		Occupancy %	
		July 2026	Sept 2026	July 2026	
	71	59	58	83.10	81.69
Inspection Date	28/08/2026 +29/09/2026				
Actions	Inspection Letter	Initial Warning	Ongoing Breach	Final Warning	Notice to Quit
	10	4			

Cemetery Data Analysis 2026-2027

	Consecrated	Unconsecrated	Ashes	ERB Purchases	Memorial Applications	Live Enquiries
April 2026	2	1	1	1	3	-
May 2026	0	0	1	0	2	-
June 2026	1	0	1	2	0	-
July 2026	1	0	2	1	1	-
August 2026	1	1(RC)	2	1	1	-
September 2026	1	0	0	0	1	9
October 2026						
November 2026						
December 2026						
January 2027						
February 2027						
March 2027						
Running Total	6	2	7	5	8	