

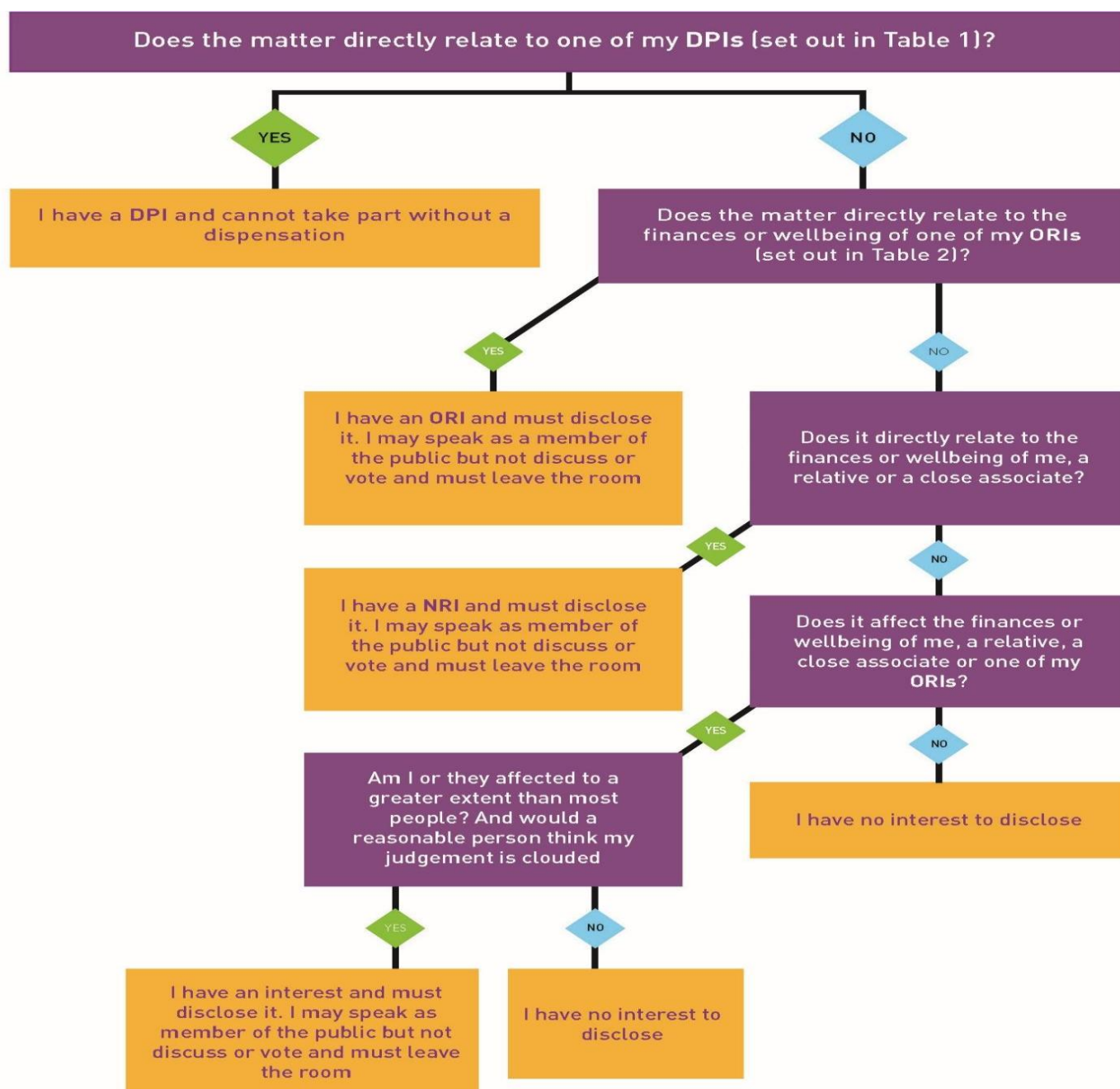


Table 1: Disclosable Pecuniary Interests – DPI

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.

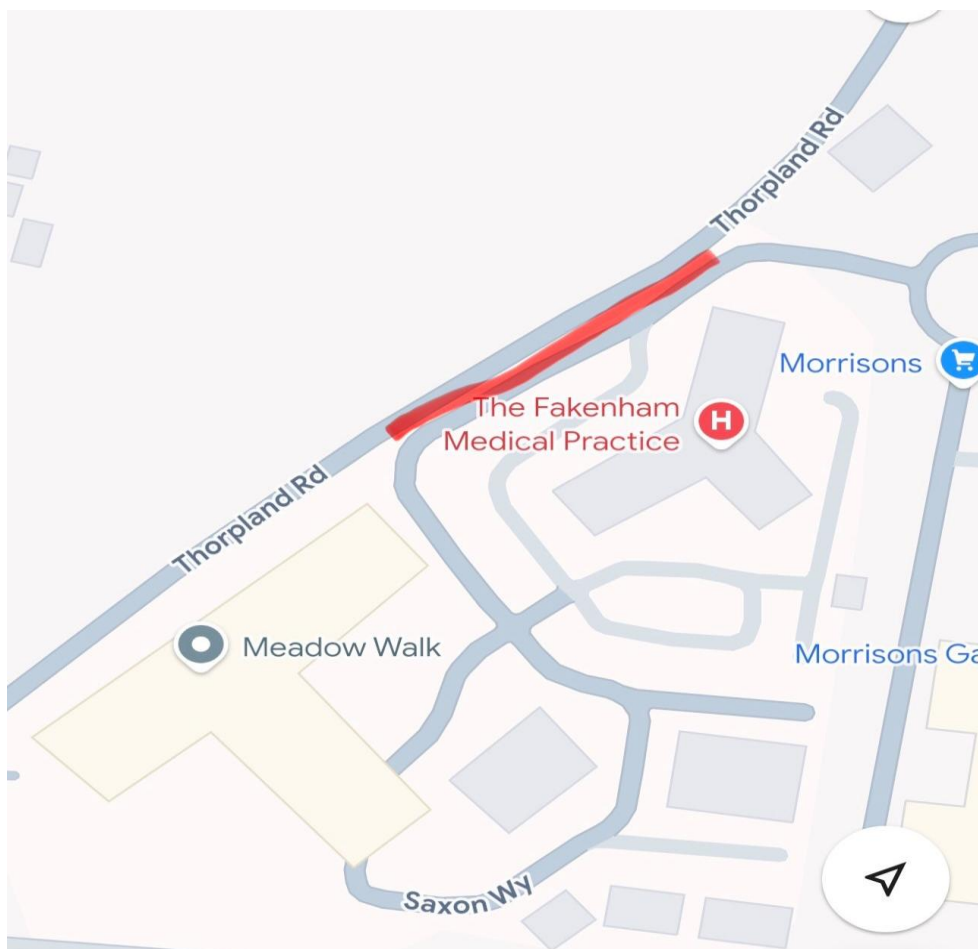
You must declare an NRI when relevant business affects the finances or wellbeing of you, your partner, a relative, or a close associate.

Electors question

Request for a dog poo bin from the Housing Manager at the Meadow Walk with care residence. She has highlighted that there is a considerable amount of dog fouling along the pathway adjacent to the building for which Housing 21 are responsible.

Unfortunately, it is the residents who bear of the cost of maintenance of this pathway.

A previous request for a dog poo bin which was turned down. This has caused some consternation given the fact this pathway is widely used by the public as access to both the Medical Centre and Morrisons. The caretaker is constantly having to clear dog waste from the pathway and the grassed area at the corner of the pathway.



2ND AUGUST 2026

Monthly Report for July 2026

ROBERT JAMIESON

County Councillor for Fakenham and The Raynhams Division

Norfolk County Council

GENERAL UPDATE

Following my last report in June I attended an NCC Full Council meeting, where various motions were discussed including one our group put forward on free speech, which was duly carried. Other motions related to recent Executive decisions to redirect funds from the Local Members Fund and the Community Fund were not carried. The Leader of the Council also advised members in regards the interim arrangements for the new CEO, and forthcoming recruitment to replace Tom McCabe. I raised an issue about recent fires associated with rooftop mounted solar panels at several schools in Suffolk, and asked what actions were being taken in our county to address this new risk. Since then, there has been another solar related fire at a hospital in Malton, N. Yorks.

Further to the above, I attended the Tatterset PC meeting, the Helhoughton PC meeting, a meeting with Fakenham Community Centre, and a meeting with Tom Townshed of Raynham. Details of my community focused work and NCC focused updates are included below.

DIVISION SPECIFIC CAPITAL PROGRAMME

The table below includes all the capital works planned in the division for the 2026/27 financial year. I will continue to add updates in regards each scheme listed –

Location	Scheme	Designer / contact	Updates
PCA017 BSIP Fakenham C550 Queen's Road car park CC50 Miller Walk/White Horse st car park	Improvement - Fakenham Travel Hub - Feasibility and concept designs	Rob Pratt	Ongoing discussions with the owners of Millers Walk car park - who we are negotiating with for lease of their asset. Letter written. Deadline for response is August 2026
PHA069 Fakenham C590 Greenway Lane	Improvement - Signalised new crossing	William Barber	Programmed in for start of work 04/01/27 Consultation to take place early August. Design ongoing. TRO for removal of slip lane and creation of crossing and shared use footways being drafted. EqIA being drafted. Safety audit being drafted. (14/07/26)
PMC285 C575 Fakenham Bridge Street	Maintenance - Resurfacing (Renew the raised tegula block raised platform)	Bradley Shaw	No update
PR3873 Fakenham Rudham, Stile Lane	Developer - S38 TRO 20mph zone on new housing development	Angeles Saiz-Zamora	Complete and in operation

PRZ325 Fakenham Sports Centre, Trap Lane	Developer - TRO amendment to existing waiting restrictions	Bimal Ranjit	NCC legal process is expected to take a minimum of 22 weeks before implementation on site, assuming no objections are received. The initial consultation for the TRO closes on 30th July. Subject to approval from the local member, the TRO will then be advertised as part of the formal consultation process
PKA012 Hempton B1146/C550	Improvement - New Roundabout Design & Construction		Withdrawn, pending review.
PLA604 Raynham Village Gateways	Parish Partnership - Replacement gateways to be funded by parish	Bradley Shaw	Still awaiting delivery once delivered Norse will install ASAP
Current LMF (in progress schemes from 2025/26-member allocation – delivering previous member requested schemes)			
Fakenham Holt road service road	LMF - lack of signing to cycle path - add additional signs £2500		Complete
Fakenham Rudham style lane/greenway lane	LMF - speeding vehicles - Speed measuring strips at two locations. £1200		Complete

PARISH SPECIFIC CASEWORK

The following are cases, not in order of receipt or priority, that I have been dealing with during the month of July 2026 –

FAKENHAM TOWN

HGV's on Queens Road: Monitoring. No further update.

Weeds on Roundabout on A148: Cut has now taken place. Job closed.

First Focus: Unfortunately, provision of grant / funding options to the Trustees was too late, and the charity has now closed. This is very disappointing, but it is hoped that the organisation could be resurrected in time, perhaps by making use of the new resilience grant detailed below. Job closed.

Norwich Street (parking): Awaiting a response back from Highways / NPLAW ref. possibility of altering the existing TRO, or establishing if a new TRO is needed. A feasibility study will be needed. NNDC will need to fund this and the TRO, which could still be objected to. I am working with Cllr Vickers on this.

Speeding on Greenway Lane: Highways had advised that a feasibility study would be needed before any action could be undertaken. Prior speed monitoring on Greenway Lane demonstrated a speed of 1-2mph above the 30mph speed limit for the 85th percentile, and thus Highways view was that no further action was justified at this time. Job closed.

Speeding on Rudham Style Lane: Recent speed monitoring showed that the 20mph limit was being well exceeded on average, and for the 85th percentile. I have sought a follow-up response from Highways, and I still await a response. Question, does FTC feel that this is worth following up?

Perceived Dangerous Junction at the A148/B1105: Highways confirmed that there was insufficient evidence to justify any action at this time. Job closed, but will be reopened if new evidence comes to light.

Noisy Manhole Cover on Raynham Road: Manhole reseated, see photos of before and after below. Job closed. General discussion ongoing with Highways about timescales for opening roads back up after repairs.



Parking obstruction on John Chapman Close: I conducted several visits but could find no indication of road blockages, or impedance of access. I met with the resident and advised her of my findings. Job closed.

Scaffolding at 9 Norwich Street: NNDC is hopeful that their enforcement action might bring some movement in the position of the property owner towards the end of the summer. I remain of the view that this is not satisfactory. In my view NNDC should be able to make the property structurally sound, remove the scaffolding, which must be costing a fortune (FOI submitted), and place a charge against the property. Steve Blatch said he would make contact with Breckland District Council about similar action I advised had been taken recently in respect of a derelict former restaurant in Dereham, but I am not sure if this happened. I will follow this up with Steve Blatch in due course.

White Horse Street: With the transport hub looking unlikely to happen, there may not be an opportunity to lease this land as part of that project. As such, FTC will need to pursue alternate arrangements with the landowner, where the Cllrs feel there is merit in progressing a project to take on this land and to turn it into a seating area.



Transport Hub for Fakenham: See update in Capital Projects section above. It is considered unlikely that this project will proceed due to reluctance on the part of the landowner to lease the land, possibly due to the reduced parking provision that would result. The landowner has until the end of August to respond back to the Project Team, beyond which the funding will need to be reallocated.

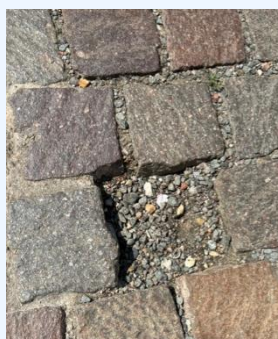
New Venue for the Fakenham Community Shed: I reached out to NNDC about whether they could accommodate the group in the Fakenham Connect building, but they advised that didn't have any suitable space that could be utilised by the community shed. Apparently this has been looked into previously. I will now ascertain if the Scouts Hut could be used, as I it is my understanding that this building is owned by NCC.

New Pedestrian Crossing on Greenway Lane: See update in Capital Projects section above. Public consultation commenced today, and will run until the 1st of September.

New Community Space at Railway Sidings in Fakenham: Information on habitat enhancement opportunities, in line with the Local Nature Recovery Strategy, has been provided from NCC to FTC. Also, whilst NCC is not able to provide a free inspection service to Parish / Town Councils, our Arboriculturist has agreed to make a site visit to get a better understanding of the project and provide some on site verbal advice in line with FTC's request for guidance on what remedial works are required to make the area safe and properly managed. The intent would be to then feedback to

the wider environment team at Norfolk County Council to explore whether there are any opportunities for working with FTC. Site visit to be arranged with FTC.

Missing coble near Church in Fakenham: Highways should have completed a temporary tarmac repair at the time of writing. Please advise if that is not the case. However, I have asked for this and other such temporary repairs in town to be revisited, and new cobbles reinstated. I await an update from Highways, and will respond back in due course.



Proposed TRO at Field Lane and Rudham Stile Lane: See update in Capital Projects section above. Deadline for consultation response is 31st of July. I have received one complaint about this proposed TRO from a resident on Field Lane. Cllr Cushing has also discussed this with several residents on both roads, and it was evident that the public feeling was weighed against this TRO. I am minded to object as I feel that the residents should not have constraints imposed on them as a result of a development being approved when there is insufficient parking provision included, but I would appreciate a fuller and final response from FTC before I do.

New Lease at Fakenham Community Centre: I met with the Trustees in order to ascertain the problem. The sub lease with NNDC has expired and is holding over. NNDC's lease with NCC expires in February 2027, and NNDC have advised that they do not wish to renew this lease. A new lease will therefore be needed. A review will be commenced by NCC's Property Services team with a view to agreeing a new lease direct with the Fakenham Community Centre in due course. However, due to NCC's market value policy, and the Best Value obligations under the Local Government Act, and associated regulations, NCC won't be able to offer a lease equivalent to the peppercorn lease that had been in place between NNDC and the Community Centre. It is recognized that it is in everyone's interest to agree a fair and proportionate lease, and I have support from the relevant Cabinet Member as well.

Parked Cars Impeding Bus Movements on Oak Street: This is not a new issue, and I am told it often occurs on Market day. I have approached the Community Parking Enforcement Team, and I await a response. I have also approached the Transport Hub project team, so see if the funding set aside for this could instead be partly used to address the parking problems on this street. Rob Pratt was amenable to this prospect, and is now arranging a meeting with the Norfolk Parking Partnership Team to explore this further.

Speeding on Valley Way: I contacted the Highways Network Safety Team about this location, and was advised that there was no relevant accident data with which to justify a speed monitoring survey and or feasibility study at this time. Cllr Vickers is progressing talks with Community Speed Watch Officer. Job closed.

Speeding on Holt Road: I contacted the Highways Network Safety Team about this location, and was advised that there was no relevant accident data with which to justify a speed monitoring survey and or feasibility study at this time. Cllr Vickers is progressing talks with FTC regarding SAMS deployment. Job closed.

Temporary Measures at Rugby Club: Speedhumps were installed a few weeks ago on the approach to the club. This had been a stipulation of the club's Trustees in regards use of the club's parking area for temporary parking by the local gym users. However, the speedhumps had been installed illegally by NNDC, and are now having to be removed. I interceded to see if a pragmatic solution could be found, but Highways confirmed that they could not set a precedent by making an exception in this case. There are lessons to be learned here, as this occurrence is not only a waste of taxpayers money, but also a reputational risk for NNDC and NCC. Furthermore, lighting was installed by NNDC on the pathway in the woodland near the club house, as a safety measure for gym users. Unfortunately, this was done without permission from Highways. Electrical certification is to be forwarded from NNDC to Highways. Lastly, I understand concerns have been raised about the fencing on this pathway, but Heras fencing has now been installed next to the existing fencing, as a temporary safety measure. Dialogue between NCC Highways and NNDC is ongoing.

HEMPTON WITH PUDDING NORTON AND TESTERTON PC

Hempton roundabout project: As detailed in the capital projects section above, I have paused the project and instructed a detailed review. This is primarily due to cost escalation (£1.3million to £4million), but also due to concerns raised by Parish Councillors. The scope of the review is being developed, but the Project Team have proposed the following –

key tasks:

1. Data collection (updated traffic surveys, accident data etc)
2. Review of previous studies/options
3. Updating option drawings and drafting the report (injunction with our Road Safety team)
4. Obtaining updated cost estimates from our contractors to allow BCR calculations
5. Internal technical review

In addition to the above, I have suggested:

1. Another key task is a review of the consultation comments / drop in feedback. The review will need to draw reference to this information, and explain how it has been considered and acted upon.
2. The review will need to be evidence based. So, we may need a spread of data acquisition over summer and autumn to ensure representative conclusions can be arrived at.
3. Representatives from the PC / TC should be included in the review process. Perhaps a task force could be set up?
4. A timeline is needed, and brief comms sent out regularly. I wouldn't expect this review to take more than 6 months.
5. I would expect an appraisal of previously considered options, and any new options. Removal of one leg of the crossroads roads should also be included.

I also met with Tom Townsend of Raynham, and he advised that the 106 Agreement and SLA are both ready for signing, and that they will complete this shortly. However, with the project being placed on hold, pending the review, then there is no immediate need to conclude this business. Once signed, NCC is still not obligated to follow through. Tom agreed the escalated cost of the roundabout proposal was of concern, and made me aware of an option he had proposed previously involving removal of one leg of the crossroads. I have asked for this to be included in the review, as detailed above.

DUNTON WITH SHEREFORD PARISH

Nothing to report. I hope to attend the next PC meeting.

TATTERSETT PARISH

Speeding (Village and The Street):

The Highways Network Safety Team confirmed that there is inadequate justification for a speed monitoring survey or feasibility study at this time. Also, since the Local Member's fund has been redirected, as detailed below, I am not able to instruct a speed monitoring survey either. However, the PC could also elect to instruct speed monitoring itself, which NCC would be happy to conduct. The cost would need to be met from the PC's budget. I had also suggested that the PC consider Community Speedwatch (CSW). I will be meeting with the local CSW representative in the coming weeks, and will report back on this in due course.

Tattersett Business Park (Tyre Mountain):

Some of the information I reported last month, as provided by Steve Blatch of NNDC appears to have been inaccurate. The correct position is that NNDC had written to Mr Gawn, the landowner on 1st May of this year advising him of NNDC's intention to re-start enforcement action given the passing of time since approval of outline planning permission was granted for a film studio development on the site last September, as part of which removal of the tyres was proposed.

Following the issuing of the 1st May letter the landowner has met with the Council's Assistant Director of Planning and the Planning Enforcement Team Leader (23rd June) and I have been advised that Mr Gawn is now considering his position further. Mr Gawn is aware that unless positive progress is made on the site by early August the Council will propose taking formal legal action to achieve removal of the tyres.

I have also received a letter from the Environment Agency, but this is quite disappointing. There is no confirmed intent to take enforcement action, but it could be that the Environment Agency has decided to let NNDC lead on enforcement, on this occasion. My intention is to draft a letter back to the Environment Agency, to press for an explanation and justification for their current stance. I agreed to draft this with support from the PC, whom may wish to cosign the letter.

Lastly, I have been waiting on the dates for future PC meetings so I could arrange for the Fire and Rescue Service to present their contingency plans for dealing with a fire at the business park, were the tyres to catch fire. I have these now so will firm up a date with the Fire and Rescue Service.

Tattersett Business Park site (Waste Timber Pile):

NCC's waste enforcement team advised that the wood pile is in the area to the south of National Pallet Services, although the site is not connected with the operators of this business. The land is leased by Tribe Assets who acquired the site as a wood recycling facility; however, the team raised concerns with the occupiers that an operation of this scale was not likely to be acceptable or regularised by a retrospective planning application. As such, the team have been working with the operator to achieve clearance of the site, with monthly progress reports being submitted.

As of 1st of July, 88 tonnes of waste wood material have been removed from the site. In addition new outlets have also been identified, including a large panel board manufacturer, as a result it is anticipated that the clearance will accelerate considerably. Alongside the submission of regular progress reports NCC's waste enforcement team also undertake monthly site inspections to ensure that works are continuing appropriately. It is hoped that this approach will bring a prompt and satisfactory conclusion to the current unauthorised use of this land.

Fourwinds Crossroads:

Prior to the installation of the 'Turning traffic X roads' sign on the junction approaches there was a pattern of failure to give way collisions at the X roads junction. However, post installation it appears the accident frequency has dropped significantly. From the 3 most recent recorded collisions, it appears the only collision which occurred at the junction itself was a rear end collision hit and run and did not involve a vehicle pulling out at the junction.

The long-term record suggests that the provision of the 'Turning traffic X roads' delivered in 203/2024 is working well and so the Highways Network Safety Team would not consider the site to meet the intervention level. Unfortunately, NCC's records don't appear to show the 3 collisions in

June 2026 just yet. As such, the team will therefore check and assess these new records in August. I will follow up in due course.

HELHOUGHTON PARISH

Digital Connectivity at Village Hall:

After surveying the site, Openreach has found that the work is more complex than initially thought. There are no viable routes into the property using poles and overhead cables, therefore, they need to install 26 meters of ducting in the pavement. Openreach are now in the process of planning these works, and should then schedule the build activities. I understand that the pavement has been marked with the route ready for the new duct. NCC have reached out to Openreach for a date that the work is likely to start, but we have not received this yet. In addition, I did request that the Clerk be kept in the loop. Please advise if this has not been happening.

RAYNHAM PARISH

Nothing to report. Unfortunately, due to a death in my family, I missed the meeting on the 29th of June. I hope to attend the next PC meeting.

OTHER CASEWORK

I am continuing to manage a complaint about SEND support to a local constituent. This is ongoing, and no further details can be provided.

PLANNING DECISIONS

NCC Planning Services: Minerals and Waste and County Council's own applications consulted, during July 2026:

None in the division this month.

NCC Planning Services: Applications consulted on during July 2026:

None in the division this month.

Note: Details of applications can be found on the website Online Planning Services - Search and comment on planning applications.

NCC GENERAL UPDATES / NEWS

Contents:

-  1. Budget Changes: Fire Service, Community Fund and Highways
-  2. Norfolk Crisis and Resilience Grant Programme
-  3. Big Norfolk Holiday Fun (BNHF)
-  4. Chief Executive Update
-  5. Free Older Driver Workshops
-  6. Local Government Reorganisation (LGR)
-  7. Youth Jobs Grant
-  8. Summer Reading Challenge 2026
-  9. Electrical Waste Collections Resume
-  10. Revitalising High Streets Inquiry
-  11. Future of Rural England Report
-  12. Healthy Ageing: Feel Connected Campaign
-  13. Love Your Market Town Grant Scheme
-  14. New Norfolk Police & Crime Commissioner
-  15. Look Twice, Save a Life: Norfolk Road Safety Campaign

1. Budget Changes: Fire Service, Community Fund and Highways

Leader of the Council, Cllr David Bick, has approved two significant budget adjustments for 2026/27:

Fire and Rescue Service Funding

- The planned **Norfolk Community Fund will not proceed in 2026/27.**
- Funding originally allocated to the fund will instead be transferred to **Norfolk Fire and Rescue Service.**
- The service is facing significant pressures, with activity increasing by **73% over the last five years**, driven partly by:
 - Extreme weather incidents.
 - Fires involving lithium-ion batteries.
- The additional funding is intended to ensure the service remains financially sustainable and able to focus on public safety.

Impact: While the Community Fund has been cancelled, Norfolk County Council will launch a separate **£3.25 million VCSE grant programme** funded through the Government's Crisis and Resilience Fund.

Highways Funding

- The **Highways Local Member Fund** will no longer accept new proposals during 2026/27.
- Funding will instead be redirected to:

- Highway maintenance.
- Tackling the maintenance backlog.
- Preventative works to reduce potholes.
- Existing schemes funded through the **2025/26 allocation will continue.**

Impact: Smaller local highway projects and new speed limit requests may be delayed or not proceed.

2. Norfolk Crisis and Resilience Grant Programme

Norfolk County Council has received **£11.25 million annually for two years** from the Government's **Crisis and Resilience Fund**.

Grant Details

- Available grant value: **£50,000 to £200,000**
- Project length: **18-24 months**
- Target applicants:
 - Charities
 - Community groups
 - Social enterprises (VCSE sector)

Funding Priorities

Projects must:

- Prevent people reaching crisis.
- Improve financial resilience.
- Strengthen community support networks.
- Complement existing services.

Applications

- Opened: Late June 2026
- Closing date: **13 September 2026**
- Decisions expected: October 2026

Contact: communities@norfolk.gov.uk

Useful links:

<https://www.norfolk.gov.uk/grants-and-funding>

<https://www.norfolk.gov.uk/help-with-living-costs>

3. Big Norfolk Holiday Fun (BNHF)

The annual holiday activities programme has returned for summer 2026.

Key Facts

- Runs from **20 July to 2 September 2026**
- Available for children aged **4-16**
- Free for children eligible for benefits-related free school meals.
- Includes meals and activities.
- Paid places available for other families.

Activities Include

- Kayaking
- Climbing
- Coding
- Cooking
- Gymnastics
- Science workshops
- Skateboarding
- SEND-specific sessions

Programme Impact

- Running for five years.
- More than **184,000 attendances** since launch.
- Approximately **25% of participants have SEND**.

Weblinks:

- Activities and booking: <https://eequ.org/bignorfolkholidayfun>
- Active Norfolk information: <https://www.activenorfolk.org/bnhf>
- Newsletter signup: <https://www.norfolk.gov.uk/holidayfunsignup>

4. Chief Executive Update

Tom McCabe has announced he will leave his role as Norfolk County Council's Chief Executive after **7.5 years**.

Key Points

- Previously served as Executive Director of Community and Environmental Services.
- Plans to take a break before considering future opportunities.
- The council has:
 - Appointed an Acting Chief Executive through an internal process.
 - Begun recruitment for a permanent replacement.

5. Free Older Driver Workshops

Norfolk County Council and Norfolk Fire & Rescue Service are delivering free workshops for drivers aged **60+**.

Topics Covered

- Driving safely as you age.
- Recent Highway Code updates.
- Practical driving advice.
- Travel support options.

Family members can also attend.

Weblink:

<https://www.norfolk.gov.uk/article/71132/Older-driver-workshop>

6. Local Government Reorganisation (LGR)

Norfolk County Council has submitted a **Judicial Review** regarding the Government's proposed Local Government Reorganisation programme in Norfolk.

Next Steps

- The court will first decide whether the case can proceed.
- If permission is granted, a full hearing will examine the legality of the Government's decision-making process.

Further details are available via the council's press release.

7. Youth Jobs Grant

A new Government-funded **Youth Jobs Grant** launched on **30 June 2026**.

Funding Available

- Employers receive **£3,000 per eligible young person hired**.
- Aims to support up to **60,000 young people aged 18-24** into work over the next three years.

Eligibility

Jobs must:

- Be at least **25 hours per week**.
- Last a minimum of **four months**.

Payments are made in two instalments after DWP verification.

8. Summer Reading Challenge 2026

Libraries across Norfolk are supporting the national **Summer Reading Challenge**.

Dates

- Challenge runs from **4 July to 12 September 2026**.

Theme

- Music and reading.

Children can:

- Set their own reading goals.
- Access themed book recommendations.
- Earn a certificate and medal on completion.

Libraries are also hosting activities including:

- Silent discos
- Storytelling
- Radio play workshops

9. Electrical Waste Collections Resume

From **13 July 2026**, Norfolk recycling centres resumed acceptance of:

- Electrical waste (WEEE)
- Batteries

Background

Collections were suspended following a major fire at a contractor's facility in Thetford.

New Arrangements

- Producer Compliance Scheme: **Recycling Lives**
- Processing contractor: **Shred Station (Rackheath)**

10. Revitalising High Streets Inquiry

The Housing, Communities and Local Government Committee has launched an inquiry into High Street regeneration.

Focus Areas

- Growth of betting shops.
- Vape shops.
- "Fake barber" businesses.
- Measures to increase town centre vitality.

Evidence submission deadline: 7 September 2026.

11. Future of Rural England Report

The Government has published the **Future of Rural England Report**.

Key Themes

- Housing
- Transport

- Healthcare
- Digital connectivity
- Skills and employment
- Support for rural businesses

A new cross-government board will oversee delivery and report annually.

This is particularly relevant to Norfolk due to its large rural population and ongoing challenges around service access and connectivity.

12. Healthy Ageing: Feel Connected Campaign

Public Health Norfolk's campaign runs from **6 July to 20 August 2026**.

Aim

Reduce loneliness and social isolation among residents aged **55+**.

Why It Matters

- Norfolk has one of the UK's oldest populations.
- Approximately **125,500 people live alone**.

Weblinks:

<https://www.norfolk.gov.uk/feelconnected>

<https://www.norfolk.gov.uk/healthyageing>

13. Love Your Market Town Grant Scheme

The scheme has been reopened to support projects that increase footfall and activity in Norfolk's market towns.

Funding Available

- Grants between **£1,000 and £5,000**

Eligible Projects

- Festivals
- Events
- Town trails
- Community activities

Deadline for initial project ideas: 31 August 2026.

14. New Norfolk Police & Crime Commissioner

On **16 July 2026**, **Colin Sutton (Reform UK)** was elected Norfolk's Police & Crime Commissioner.

Next Steps

- Development of a new Police and Crime Plan following consultation with residents, partners and Norfolk Constabulary.
- Scrutiny will be provided by Norfolk's Police and Crime Panel.

15. Look Twice, Save a Life: Norfolk Road Safety Campaign

The Norfolk Road Safety Partnership has launched a new "Look Twice, Save a Life" campaign aimed at reducing serious and fatal collisions involving motorcyclists, who remain among the most vulnerable road users in Norfolk.

Key Points

The campaign is based on:

A survey of more than 1,200 motorcyclists across the region.

Analysis of local collision data.

Research found that many collisions result from road users failing to look properly or failing to see motorcyclists.

The campaign targets riders, drivers and pedestrians, promoting safer road-sharing behaviours.

Norfolk Fire & Rescue Service has partnered in developing the campaign.

A series of road safety videos has been created with motoring YouTuber George's Car Media.

Training Offer

The Huggar motorcycle training course is available at half price for Norfolk residents booking sessions between August and October 2026.

Additional advanced rider and driver training courses are also available.

Five Small Changes That Can Save a Life

-  Keep Learning – Refresh skills and improve hazard awareness through training.
-  Slow Down and Think Ahead – Give yourself more time to react to hazards.
-  Look Twice – Double-check before manoeuvring as motorcycles can be easy to miss.
-  Stay Focused – Avoid distractions, fatigue and overconfidence.
-  Protect Yourself – Wear appropriate protective clothing and equipment.

Weblink:

<https://www.norfolk.gov.uk/wesharetheroad>

**MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**

WEDNESDAY 29th JULY 2026 at 18:00

Councillors: A Glynn, (Chair), V Joslin, J Rockett, P Bucknell, D Hunter, C Fairbrother, G Thorpe, M Dutton, D Hunter & T Duffy

District / County Councillors: Cllr C Cushing / Cllr L Vickers

Clerk: L Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: Two

Press: None

Number	Agenda
71/26	To consider for acceptance apologies for absence Apologies received from Cllrs M Campbell, L Harrison & A Girton
72/26	Declarations of Interest: Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda None declared The Clerk reminded Councillors that their individual register of interests needed to be completed through NNDC.
73/26	Open Forum for Public Participation a) To receive a report from Fakenham Police - The report was noted. The Clerk had received a response to the letter sent to the Norfolk Police Chief Constable from the North Norfolk Neighbourhood Policing Inspector which Cllrs noted. b) To receive any Electors Questions: Members of the public will be invited to ask questions of the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item is limited to 10 mins - An elector had raised a query over the colour of a new barbershop and an external barber's pole in a conservation area. District Cllr Vickers answered to advised that she had checked with the NNDC Conservation officer and the colour was accepted. It was noted that there was no external barbers' pole but there was external CCTV. Cllr Vickers advised she would take that forward with NNDC planning officers. 2 electors had raised concerns with security and customers at a public house in Fakenham blocking the pavement in an intimidating manner. A report was sent to NNDC Licensing and the Safer neighbourhood policing team. Both advised that they would speak to the premises holder. - An elector raised concerns that a grassed area in Waterfield Avenue had been fenced off to deter parking but inconsiderate parking was now causing issues by blocking driveways. The elector had asked Highways for double yellow lines and been referred to Fakenham Town Council. Cllrs would not support double yellow lines as dangerous driving / parking blocking junctions was a police matter and as the issue had been caused by Flagship fencing off areas it should be referred back to them to resolve. - The Fakenham Community shed asked if anybody knew of any land where 2 20ft containers could be stored temporarily. - Mothers Union are receiving a 7-8ft Oak tree to commemorate their 150th anniversary and asked if it could be planted on Council land. Hayes Lane was suggested.

	c) To receive any reports from District/County Councillors For time management purposes, if possible written reports are requested prior to the meeting to facilitate Q&A only at the meeting. • Apologies received from Cllr Punchard and Jamieson, reports from Cllrs Vickers, Punchard and Cushing were received and will be added to the website. • The Clerk confirmed that the application for goal posts supported by Cllr Cushing's NNDC Community Fund application were temporary. • Cllr Cushing needed further information regarding a possible application for litter picking equipment from the Town Council and will advise the Clerk as to what's required.
92/26	The Chair amended the order of the agenda to allow for district Cllr opinion To note comments on Fakenham Field Lane/Trap Lane – TRO (Prohibition of Waiting - At Any Time) as agreed via Email: Councillors' response: Cllrs offered no objection but commented as follows: Flexible restrictions may be more acceptable than a "No waiting at any time", Councillors suggested time limited restrictions, such as 07:00 – 18:00 or excepting Saturdays and Sundays to accommodate leisure centre events where parking demand may exceed the available space. Councillors also noted concerns that a total restriction could push parked vehicles further along Rudham Stile Lane, where the road narrows, potentially creating additional issues. Councillors also suggested holding off as work is so advanced on the pool and to assess the situation once the entire complex is completed and in use. Cllrs felt that additional comments should be added to say that this should be paused until the swimming pool is open and any parking issues can be properly reviewed at that time.
74/26	To confirm the Full Council Minutes of the Meeting held on 24th June 2026 The minutes of the Full Council meeting held on the 24th June 2026 were agreed on the proposition of Cllr Hunter and seconded by Cllr Joslin, AGREED by all and signed by the chair.
75/26	To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update The Clerk updated on new CCTV progression.
76/26	To receive any reports from Councillors who have attended Meetings outside the Council Cllrs Glynn, Duffy & Hunter had attended a FLASH SEG meeting, there is a slight delay to the potential opening dates due to material delays.
77/26	To receive and note correspondence and comment upon any items for information and action • A letter from the new NCC Deputy Leader had been received. • The Hawk and Owl Trust – The Hawk & Owl trust had queried ownership of a section of land near to the entrance to one of their sites twice. The Clerk will respond to their correspondence again. • UK Town of Culture Bid – The bid was unsuccessful and this was noted. • Active Fakenham – All Cllrs agreed that they support Active Fakenham's letter.
78/26	To confirm the Minutes of the Allotments Sub-Committee held on: • 7th July 2026. The minutes of the meeting held on 7th July 2026 were moved for reception and adoption by Cllr Dutton seconded by Cllr Glynn and AGREED by all.
79/26	To confirm the Minutes of the Governance & Finance Committee held on:

	• 21st July 2026. To note and/or approve: The minutes of the meeting held on 21st July 2026 were moved for reception and adoption by Cllr Dutton seconded by Cllr Bucknell and AGREED by all. Minute 26/26GF To review and agree policies and risk assessments for update: • Scheme of Delegation and Standing Committees Terms of Reference Cllrs reviewed the Scheme of Delegation and Standing Committees Terms of Reference and RESOLVED to approve it for presentation and approval by Full Council • Expenses Policy Cllrs reviewed the Expenses Policy and RESOLVED to approve it for presentation and approval by Full Council subject to clarification that approved business travel includes attendance at the employee's normal workplace outside contracted hours (e.g. weekends) and travel to and from the workplace for an authorised evening meeting as part of a split shift. • Councillor Email Policy Cllrs reviewed the Councillor Email Policy and RESOLVED to approve it for presentation and approval by Full Council • Information Transfer Policy Cllrs reviewed the Information Transfer Policy and RESOLVED to approve it for presentation and approval by Full Council • Removable Media Policy Cllrs reviewed the Removable Media Policy and RESOLVED to approve it for presentation and approval by Full Council • Social Media and Communications Policy Cllrs reviewed the Social Media and Communications Policy and RESOLVED to approve it for presentation and approval by Full Council • Records Management and Retention Policy Cllrs reviewed the Records Management and Retention Policy and RESOLVED to approve it for presentation and approval by Full Council • Driver & Vehicle Policy Cllrs reviewed the Driver & Vehicle Policy and RESOLVED to approve it for presentation and approval by Full Council with amendments • Driver & Vehicle Risk Assessment Cllrs reviewed the Driver and Risk Assessment and RESOLVED to approve it for presentation and approval by Full Council with amendments The above policies were proposed by Cllr Dutton, seconded by Cllr Bucknell and agreed by Cllrs. Cllrs reviewed the Data Protection Policies listed and RESOLVED to approve them for presentation and approval by Full: Data Breach Procedure Data Subject Rights Request Procedure The Data Breach Procedure & Data Subject Rights Request Procedure policies were on the proposition of Cllr Dutton, seconded by Cllr Bucknell agreed by Cllrs.
80/26	Financial Matters a) To receive and review June 2026 Payments and Receipts Lists for Fakenham Town Council and Charter Market All Cllrs reviewed and agreed b) To receive and review June 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm all bank statements and reconciliations have been confirmed and signed All Cllrs reviewed and agreed

	c) To receive and review the quarterly Income and Expenditure Budget vs Actuals report All Cllrs noted d) To receive and approve the June 2026 schedule of payments over £500 for display on the website All Cllrs noted
81/26	To receive the following applications for a grant from the Market Tolls: • None
82/26	To receive the Internal Controllers report The report dated 29th July was received and noted by all.
83/26	To discuss the Edward VII lamp removed from the Market Place No further news
84/26	To consider the Hayes Lane Playing Field Survey results and agree next steps Cllrs agreed that quotes should be sought for play equipment in line with survey results, accessible paths and the woodland area suggested by the Fakenham Area Conservation Team be taken forward. Cllrs also suggested enquiries be made about the overgrown verge running alongside the park as this may be able to be incorporated. ACTION: Clerk to seek quotes for play equipment and paths ACTION: Clerk to liaise with FACT ACTION Clerk to liaise with NCC
85/26	To discuss and agree War Memorial repair costs The Clerk has submitted a grant pre application to the War Memorials Trust based on the conservation report of the War Memorial. All agreed to carry out works to ensure the war memorial although in good condition had minor areas of deterioration repaired.
86/26	To consider a 'Meet the Councillor' Thursday Market session Cllrs agreed this would be a good idea, if in conjunction with District Cllrs and possible County Council as a lot of queries were on services supplied by other councils. ACTION: Clerk to arrange with NNDC/NCC
87/26	To consider Town Council provision of a Community Information, Advice and Digital Support Service The Town Council cannot offer such a service, but the Clerk advised that the office was pulling together a leaflet of services for resident support with help from NNDC/NCC the library and a variety of others so that the office could advise callers and signpost residents to sources of help. The Clerk had also offered to host a meeting with interested parties to discuss the gap in provision.
88/26	To discuss Aldiss Park Woodland regeneration On the proposition of Cllr Glynn, seconded by Cllr Hunter Cllrs agreed to the project in principle provided it came at no costs to FRGC/Fakenham Town Council
89/26	To discuss North Norfolk Local Plan Scoping Consultation & Further Call for Sites ACTION: Cllrs to send any comments to the Clerk who will draft a response and circulate to Cllrs Joslin, Rockett, Thorpe, Bucknell and Glynn for a final version to be agreed at August's Full council.
90/26	To agree the Town Council views on the Housing, Communities and Local Government Committee Revitalising High Streets Inquiry ACTION: Cllr Glynn will draft and circulate for agreement at the next August Full Council meeting.
91/26	To consider planning applications up to 23rd July 2026

	• LA/26/1445 - Evermore House , 11 Wells Road, Fakenham - Works associated with erection of single-storey side / rear extension LA/26/1445 Works associated with erection of single-storey side / rear extension Evermore House 11 Wells Road Fakenham Norfolk NR21 9EG Response deadline: 6/08/2026 Cllrs offered no objection and no comment
93/26	To note comments on applications for planning applications as agreed via Email: • PF/26/1131 - 3 Wymans Way, Fakenham - Formation of infiltration basin as part of a sustainable urban drainage system (SUDS) for the adjacent self-storage facility subject of planning permission PF/21/0065 Response deadline: 30/06/2026 PF/26/1131 Formation of infiltration basin as part of a sustainable urban drainage system (SUDS) for the adjacent self-storage facility subject of planning permission PF/21/0065 3 Wymans Way Fakenham Norfolk NR21 8NT Councillors' response: Cllrs offered no objection and no comments. • PF/26/1271 - 1 The Orchard, Holt Road, Fakenham - Proposed Car Port Response deadline: 10/07/2026 PF/26/1271 Proposed Car Port 1 The Orchard Holt Road Fakenham Norfolk NR21 8JF Councillors' response: Cllrs offered no objection and no comments. • PF/26/1304 - Evermore House , 11 Wells Road, Fakenham - Erection of single-storey side / rear extension Response Deadline: 14/07/2026 PF/26/1304 Erection of single-storey side / rear extension Evermore House 11 Wells Road Fakenham Norfolk NR21 9EG Councillors' response: Cllrs offered no objection and no comments. • PF/26/1286 - 1 Peckover Road, Fakenham – Proposed single-storey side extension Response Deadline: 15/07/2026 PF/26/1286 Proposed single-storey side extension 1 Peckover Road Fakenham Norfolk NR21 9RE Councillors' response: Cllrs offered no objection and no comments. These were noted
94/26	To receive notice of decisions of the planning authority and agree any further actions: • PF/26/0721 - 19 Ratcliffe Road, Fakenham - Removal of conservatory and erection of side extension, demolish and rebuild rear side wall, changes to fenestration PF/26/0721 Removal of conservatory and erection of side extension, demolish and rebuild rear side wall, changes to fenestration 19 Ratcliffe Road Fakenham Norfolk NR21 8AY Councillors Response: Councillors offered no objection and no comments. Approved • PF/26/0466 - 9 Wymans Way, Fakenham - Siting of storage containers to store raw materials and ancillary machinery PF/26/0466 Siting of storage containers to store raw materials and ancillary machinery 9 Wymans Way Fakenham Norfolk NR21 8NT Councillors response: Councillors offered no objections and no comments Approved

- **PF/25/2858** - Tesco's , 17 Oak Street, Fakenham - Installation of plant comprising of 2 compressor packs at ground level and surrounded by Armco barrier; and installation of new 2 gas coolers on steel deck at high level with open mesh walkway, with access steps and handrails in part of the store's service yard

[PF/25/2858 | Installation of plant comprising of 2 compressor packs at ground level and surrounded by Armco barrier; and installation of new 2 gas coolers on steel deck at high level with open mesh walkway, with access steps and handrails in part of the store's service yard | Tesco's 17 Oak Street Fakenham Norfolk NR21 9DX](#)

Councillors response: Councillors offered no objections and no comments

Approved

- **PF/25/2011** - Land North Of 109A , Queens Road, Fakenham - Erection of 3 no. self-build detached dwellings and associated works

[PF/25/2011 | Erection of 3 no. self-build detached dwellings and associated works | Land North Of 109A Queens Road Fakenham NR21 8BU](#)

Councillors Response: Councillors offered no objection. Councillors commented to note some inconsistency in the plans. The plans for plot 1 say external walls white render and read as if the building is traditional construction. Whereas, in the materials detail it shows the house as a mobile home with grey external walls.

Approved

- **RV/26/0978** - The Grove Veterinary Group , Holt Road, Fakenham - Siting of a single storey Portakabin building in the car park area to be used for consultations without complying with condition 1 (limited period approval) of planning permission PF/23/0934 to allow building to be retained permanently

[RV/26/0978 | Siting of a single storey Portakabin building in the car park area to be used for consultations without complying with condition 1 \(limited period approval\) of planning permission PF/23/0934 to allow building to be retained permanently | The Grove Veterinary Group Holt Road Fakenham Norfolk NR21 8JG](#)

Councillors response: Cllrs offer no objection and no comment

Approved

- **ADV/26/0689** - 14 Market Place, Fakenham - Internally illuminated ATM Collar

[ADV/26/0689 | Internally illuminated ATM Collar | 14 Market Place Fakenham Norfolk NR21 9BG](#)

Councillors response: Councillors offered no objections. Councillors whole heartedly support the facility of an ATM at this location.

Refused

- **PF/26/0688** - 14 Market Place, Fakenham - Installation of new ATM in part of existing ground floor window opening, and accessible ramp with railings

[PF/26/0688 | Installation of new ATM in part of existing ground floor window opening, and accessible ramp with railings | 14 Market Place Fakenham Norfolk NR21 9BG](#)

Councillors response: The Town Council wishes to formally express its support for the proposed ATM installation and respectfully requests that planning officers, highways officers and conservation officers work constructively to identify a solution to the objections that have been raised, rather than allowing those objections to prevent the provision of an important community facility.

In many respects, the objections bear an unfortunate resemblance to the purely statutory objections previously advanced by the English Cricket Board regarding Trap Lane, where little apparent effort was made to seek a practical solution to the underlying problem. It is disappointing that consultees appear content simply to object when residents would

reasonably expect public bodies to work collaboratively to achieve an outcome that serves the community.

The reality is that the town now has no banks, no Banking Hub, no indication that a Banking Hub will be provided in the foreseeable future, and consequently no reliable access to cash outside normal trading hours other than through supermarkets. This is highly inconvenient for residents, businesses, visitors and vulnerable members of the community who continue to rely on cash transactions. It should also be noted that the former branches of Barclays, HSBC, Lloyds and Natwest each provided externally accessible ATMs prior to their closure. Residents therefore previously benefited from convenient, round-the-clock access to cash within the town centre. The loss of all three facilities has created a significant gap in local banking provision, which the proposed ATM would help to address.

Whilst we recognise that highways and conservation officers have a duty to provide professional observations on planning applications, those observations should not be allowed to operate to the detriment of local residents where reasonable and proportionate solutions are available. The planning process should seek to balance competing interests and deliver practical outcomes for communities, not simply identify reasons for refusal.

The Town Council therefore requests that its views, as the democratically elected representative body for local residents, be given significant weight and that every effort be made to facilitate the installation of this important facility.

The objections raised also draw attention to a broader issue which has existed since the Market Place was pedestrianised approximately twenty-five years ago. At that time, consideration should have been given to carrying out the scheme properly by extinguishing the rights of way through both the Upper and Lower Market Place. Instead, those rights were retained.

Furthermore, the signage subsequently provided has proved wholly inadequate in clearly communicating the pedestrianised nature of the area.

As a result, confusion persists on an almost daily basis. Motorists, including delivery drivers, regularly drive into the cobbled pedestrian areas, creating genuine danger for pedestrians. The situation has become noticeably worse since the opening of the Post Office in the Upper Market Place. The Town Council is aware of two incidents, thankfully resulting only in minor injuries, where pedestrians have been struck by vehicles within the area.

These are longstanding issues that require attention irrespective of the current application. It would be regrettable if the existence of unresolved traffic management problems were now used as grounds to prevent the provision of a much-needed ATM, rather than prompting the relevant authorities to address the underlying causes.

Accordingly, the Town Council urges planning officers, highways officers and conservation officers to reconsider their positions on this application and to place practical common sense above rigid adherence to bureaucratic process. The provision of accessible cash facilities is an important public service, and the Council believes that a solution can and should be found that accommodates both the ATM installation and any legitimate concerns regarding traffic management and conservation.

We therefore respectfully request that planning permission be granted.

Refused

- **LA/26/0696** - 14 Market Place, Fakenham - Installation of ATM, accessible ramp with a railing, internally illuminated ATM signage, and associated works

[LA/26/0696 | Installation of ATM, accessible ramp with a railing, internally illuminated ATM signage, and associated works | 14 Market Place Fakenham Norfolk NR21 9BG](#)

Councillors response: comments as per PF/26/0688 above

Refused

- **PF/26/0919** - 243 Norwich Road, Fakenham - Erection of single storey rear extension and addition of render to all elevations of dwelling

[PF/26/0919 | Erection of single storey rear extension and addition of render to all elevations of dwelling | 243 Norwich Road Fakenham Norfolk NR21 8LY](#)

Councillors response: Councillors offered no objection and no comment

	Approved • PF/25/2515 - 13 The Drift, Fakenham - Proposed New Single Storey Dwelling PF/25/2515 Proposed New Single Storey Dwelling 13 The Drift Fakenham Norfolk NR21 8EE Councillors response: Councillors offered no objection and no comments Approved These were noted. Cllrs discussed the refusal of an ATM and the lack of clarity around where parking was/wasn't allowed within the Town Centre. Cllr Dutton suggested a motion for the next Council meeting. Cllr Duffy requested that the Clerk try to obtain a copy of a NNDC or NCC traffic report carried out at some point approximately 10-15 years ago. ACTION: Clerk to contact NNDC or NCC to see if they still hold copies.
95/26	To receive notification of Tree Protection Order TPO/26/1102 Land On The South Side Of Greenway Lane, Fakenham, Norfolk, NR21 8ET This was noted
96/26	To receive any further items for the agenda • To discuss and agree Fakenham Town Council's response to the North Norfolk Local Plan Scoping Consultation & Further Call for Sites • To agree the Town Council views on the Housing, Communities and Local Government Committee Revitalising High Streets Inquiry • To discuss and agree to pursue the total pedestrianisation of Lower Market place
97/26	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 On the proposition of Cllr Bucknell seconded by Cllr Thorpe. RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.
98/26	To discuss progression of alternative options for Council administrative staff and depot accommodation NNDC had provided responses for consideration. Councillors are considering other possible options. Cllr Bucknell left the meeting
99/26	To discuss the FLASH project Progression on schedule. Likely that no temporary FTC facility will be needed.
100/26	To discuss 9 Norwich Street Nothing new to discuss
101/26	To move into open session On the proposition of Cllr Dutton seconded by Cllr Glynn RESOLVED the Council move into Open Session.
102/26	To confirm the date & time of the next meetings: Facilities & Amenities Committee: Tuesday 11th August 2026 at 18:00 Full Council: Wednesday 26th August 2026 at 18:00

	There being no further business the meeting closed at 19:31 Confirmed this day of 2026 CHAIR
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Full Council Action Log

Meeting	Date	Minute	Responsible	PRIORITY	Action	STATUS	Comments
Full	25/06/2025	67/25	Office	LOW	To explore different options for simple mayoral chains and pendants for Mayor & Deputy Mayor civic regalia	50%	Ongoing research and awaiting quotes
Full	27/08/2025	124/25	Clerk	HIGH	Ask current Heritage Trail Supplier for costs associated with moving boards and complete refurbs/replacements	50%	On Site meeting 10/9/25. Quote received. Quotes will be sought from 3 suppliers for work 2026/27. Awaiting Way Finding report.
Full	24/09/2025	169/25	Clerk	HIGH	To take forward CCTV provisions	75%	22/9/25 Contacted Cozens. Awaiting survey from West Norfolk & Kings Lynn. Initial survey completed. WN&KL meeting with Fakenham Church 20/1/26. 28/1/26 Cllrs agreed to move forward with quote - Clerk moving forward with Church. Update 17/04/26 Church have given provisional agreement, Archdeacon sign off expected 27/28/4. Instructed West Norfolk to purchase equipment as 3/4 week lead intime. 6/5/26 Church sign off confirmed. Awaiting agreements between FTC & Church and FTC and WN&KL. Update 16/6/26, Annual Wayleave of £100 verbally agreed with church. Installation of church tower equipment booked for 26/6/26. Installtion in Church and Connect Centre complete. Camera installation expected by mid August. 19/8 - Final works commenced w/c 17/8
Full	29/10/2025	175/25	Clerk	MEDIUM	Clerk to seek clarification to NNDC Cllr Vickers Facebook comments re free residents parking on Millennium Park.	75%	Emailed 30/10/25
Full	27/05/2026	21/26	Clerk	MEDIUM	Take forward Wayfinding options	25%	Contacted NNDC Officer in charge of Car parks 16/6/26
Full	27/05/2026	32/26	Clerk	MEDIUM	To seek Pre Planning Advice	100%	21/7/26 enquiries made, awaiting response. 29/7 - response heard at Full Council
Full	29/07/2026	84/26	Clerk	HIGH	Hayes Lane - Clerk to seek quotes for play equipment and paths	50%	19/8 - 4 suppliers contacted

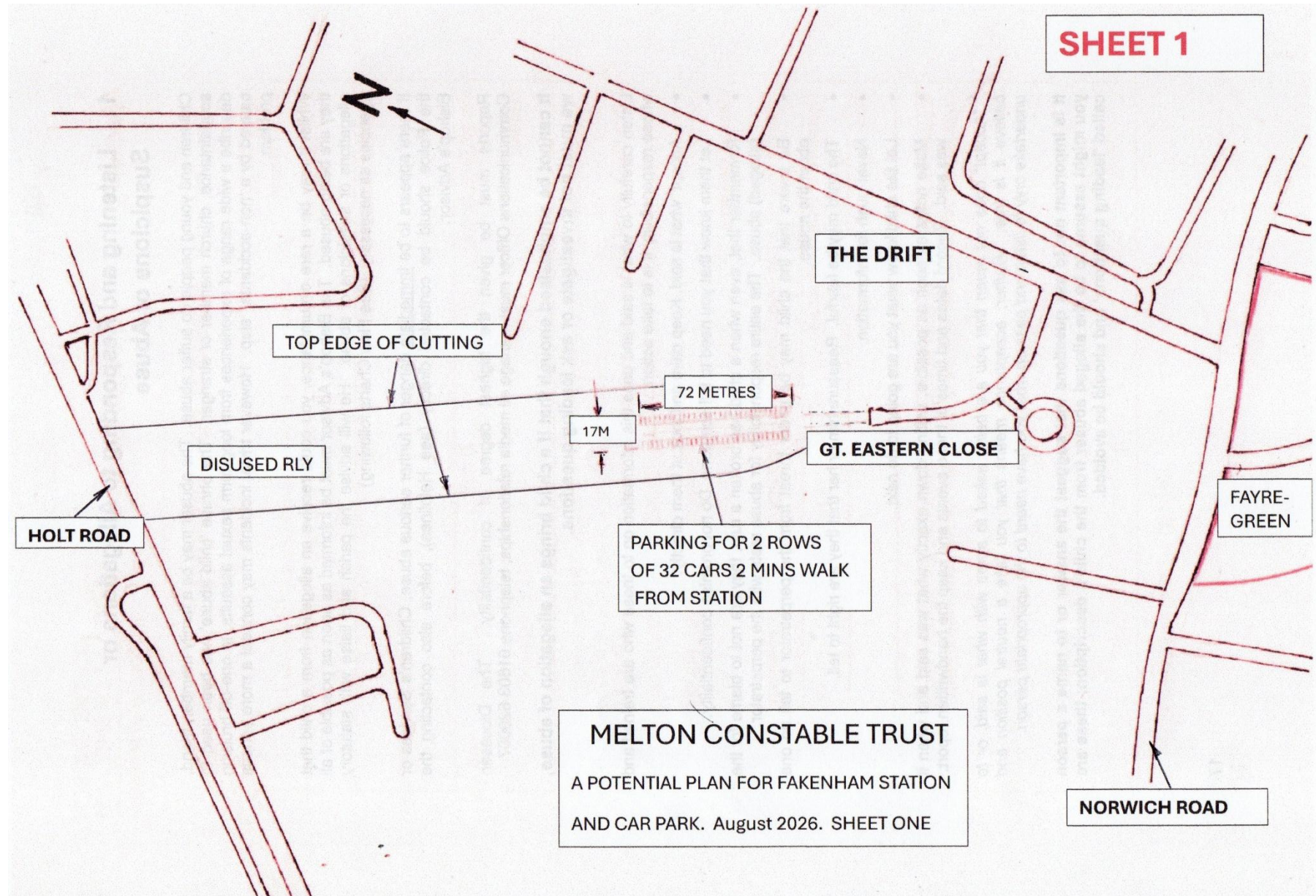
Full Council Action Log

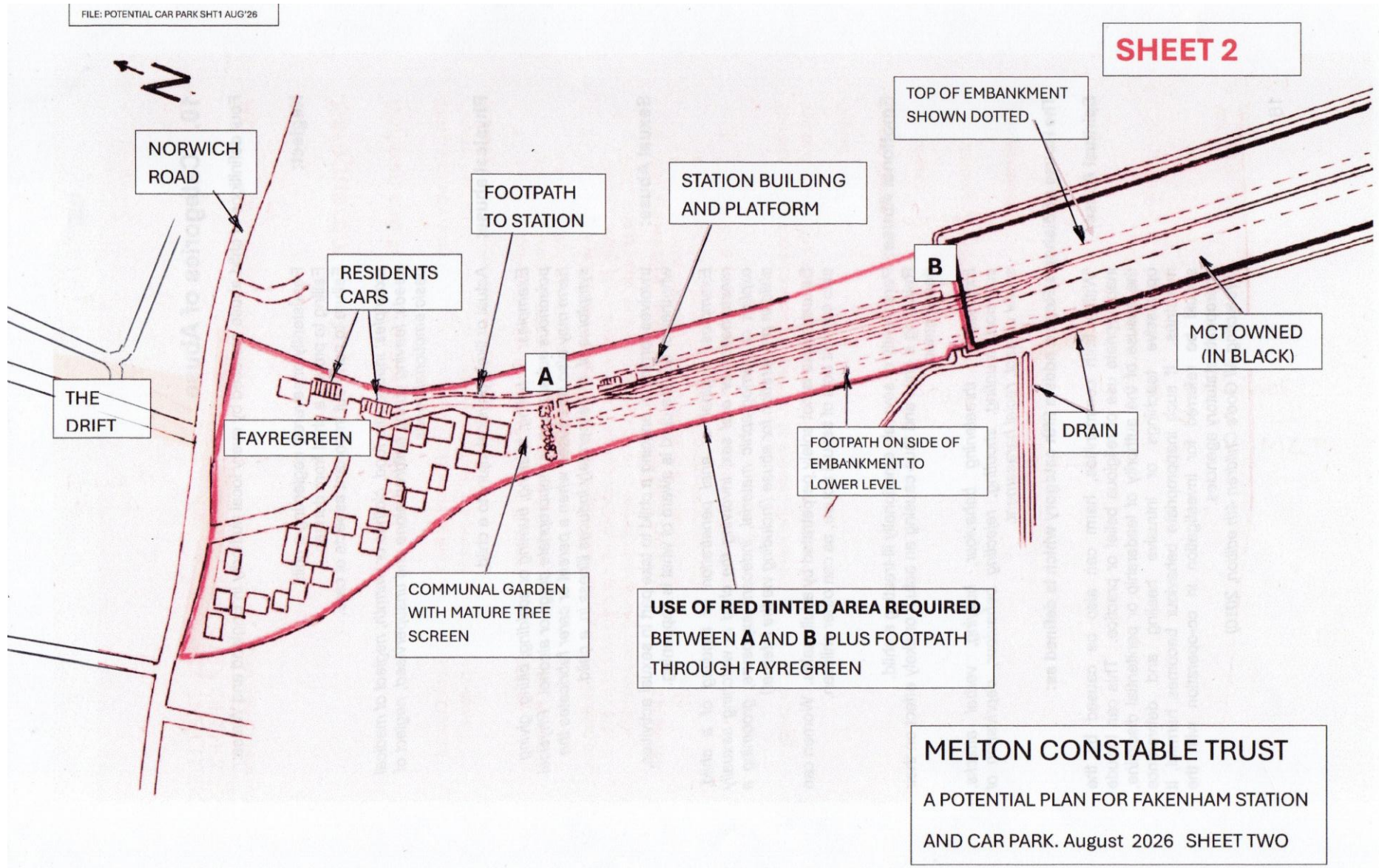
Full	29/07/2026	84/26	Clerk	HIGH	Hayes Lane Clerk to liaise with FACT re woodland	50%	31/7/26 emailed to arrange meeting
Full	29/07/2026	84/26	Clerk	HIGH	Hayes Lane - Clerk to liaise with NCC re verge		
Full	29/07/2026	86/26	Clerk	HIGH	Meet the Cllrs Thursday Market Session - Clerk to arrange with NNDC/NCC	50%	31/7/26 emailed NNDC/NCC Cllrs
Full	29/07/2026	89/26	Clerk	HIGH	To discuss North Norfolk Local Plan Scoping Consultation & Further Call for Sites - Cllrs to send any comments to the Clerk who will draft a response and circulate to Cllrs Joslin, Rockett, Thorpe, Bucknell and Glynn for a final version to be agreed at Augusts Full council.	100%	No cllr comments received so first draft sent to agreed Cllrs 14/08/26
Full	29/07/2026	90/26	AG	HIGH	To agree the Town Council views on the Housing, Communities and Local Government Committee Revitalising High Streets Inquiry. Cllr Glynn will draft and circulate for agreement at the next August Full Council meeting.		
Full	29/07/2026	94/26	Clerk	HIGH	Clerk to contact NNDC or NCC to see if they still hold copies of a historic traffic report	75%	31/7/26 - Emailed NCC & NNDC - 4/8 NNDC sent over Fakenham Conservation Area Partnership Scheme 2007 review

THE MELTON CONSTABLE TRUST

Registered Charity no. 1090847

- The Trust's priority is to provide Dereham and Fakenham with a public transport service of modern trains between Fakenham/Dereham and Norwich/Cambridge. This aim is based on the economic, social and environmental benefits that would result.
- The Mid Norfolk Railway already operates a heritage service between Dereham and Wymondham, where there is a junction with the main Cambridge – Norwich line, and is extending northwards to County School.
- Whilst the Trust's principal concern is a modern transport service, an extended heritage service reaching Fakenham would also bring economic benefits to the town.
- The Trust has commissioned a series of professional studies into the engineering issues and into the traffic potential of the route. Most recently a study by Stantec Ltd. has confirmed the value of a rail service to Dereham and Fakenham. Potential is expected to increase with development in Fakenham and Dereham.
- Under an agreement with the Mid Norfolk Railway, the Melton Constable Trust is seeking to acquire the former railway track bed between County School and Fakenham, It has already bought a substantial section of the former railway at Fakenham, including two bridges.
- This was achieved through financial contributions from supporters in the community, indicating the level of interest in the Trust's proposals.
- Remedial work has been undertaken on the two bridges with Lottery support. The same project enabled the Trust to work with a local school to assist study of the railway's history and potential, to allow the route to be used initially as a permissive path and to provide community information.
- Fakenham Town Council contributed financially to the Lottery project and Fakenham Area Conservation Team has maintained the Trust's track bed on a voluntary basis. The project provided equipment for the task.
- Community involvement has, therefore, been quite extensive.
- It is proposed that the footpath will be retained alongside the rebuilt railway.
- As part of a highly controversial national scheme, Highways England proposed to infill a vital bridge on the Dereham – Fakenham route. That would have created a major hindrance. With the active assistance of MPs George Freeman and Jerome Mayhew this was prevented and replaced with measures to limit very heavy road vehicles from using the bridge.
- The Trust needs to acquire the short section of track bed which runs north from its current property to the Fayregreen bungalow estate in order to reach a potential Fakenham Station site.
- A preliminary layout for the station has been drawn up based on careful inspection of the site. This incorporates ideas for access and car parking.







Fakenham Town Council
 Connect Building
 Oak Street
 Fakenham NR21 9DY
 01328 853653
info@fakenhamtowncouncil.gov.uk

APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a town councillor. Please provide the below information to assist the council in making their decision.

PERSONAL DETAILS

Full Name and Title	Alice Kemp
Home Address	[REDACTED]
Home Telephone	N/A
Mobile Telephone	[REDACTED]
Email Address	[REDACTED]

ABOUT YOU

Please provide the council with some background information about yourself:

I live in Kettlestone (Fulmodeston), just outside Fakenham, with my husband and our four children. I have lived and worked in Norfolk for 14 years and my working background has been varied, with much of my career spent running and developing small businesses.

My experience includes hospitality and tourism, where I was involved in the management of a hotel and later a Norfolk coastal holiday park that my husband and I owned. I had responsibility for all areas including staffing, budgets, bookkeeping, health and safety and the day-to-day running of the businesses. I have also been involved in property renovation and development and, together with my husband, currently run a businesses in agricultural drone services. Running small businesses has meant turning my hand to everything from finance and administration to marketing, customer service, problem-solving and dealing with the inevitable unexpected challenges.

Outside of work, I previously chaired my children's school PTA, where I organised fundraising activities and events and helped to deliver larger projects for the school. I enjoy bringing people together, organising things and turning ideas into something practical. I am confident dealing with people from a wide range of backgrounds, comfortable taking responsibility and, above all, someone who likes to get things done.

Please continue on a separate sheet if necessary

REASONS FOR APPLYING

Please provide the council with your reasons for wanting to become a town councillor:

Living just outside Fakenham, it is very much our local town and somewhere my family and I regularly use for shopping, services and leisure. Having raised four children, we now have just one still at school, which means I am at a stage where I have more time and flexibility to become actively involved in the local community and to commit properly to a role such as this.

I would like to put some of that time, along with the experience I have gained through running businesses and managing people, budgets and projects, to good use. I believe I could bring a practical, common-sense perspective to the Council and would be keen to learn more about the issues affecting Fakenham and its residents.

I am comfortable asking questions, listening to different points of view and speaking up where I feel something could be improved. Most importantly, I would like the opportunity to make a useful contribution and play a more active part in the future of a town that is an important part of our everyday lives.

Please continue on a separate sheet if necessary

QUESTIONS

Is there anything you would like to ask the council or the Clerk?

I'd be interested to know what the Council sees as its main priorities over the next 12–18 months, and where a newly co-opted councillor might be able to make the most useful contribution?

Please continue on a separate sheet if necessary

SIGNATURE & DATE



18th August 2026

Please return your completed application to the Clerk to Fakenham Town Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide your co-option to Fakenham Town Council.

Data Protection Act (2018): The information provided on the application form will remain private and confidential.

1. In order to be eligible for co-option as a Fakenham Town Councillor, you must be a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights; and on the date of the poll, election or co-option, 18 years of age or over; and be able to meet one of the following qualifications set out below:

Please tick which one applies to you:

- a) I am, and will continue to be, registered as a local government elector for the parish; or ☐
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or ☐
- c) My principle or only place of work, during the twelve months preceding the date of my co-option, has been in the parish; or ☐
- d) I have, during the whole of the twelve months preceding the date of my co-option, resided in the parish or within three miles of it. ☒

2. Apart from meeting the qualifications for co-option, you must also not be disqualified. The full range of disqualifications is complex and if you are in any doubt, you must do everything you can to check you are not disqualified before submitting your application. It is a criminal offence to make a false statement as to your qualification for being elected, if in any doubt you should consult the legislation and / or take your own independent legal advice. We are not able to confirm whether or not you are disqualified.

A person is disqualified from being a parish councillor if they, at the time of election or co-option:

- a) Are employed by the parish council or hold a paid office under the parish council -Section 80(1)(a) LGA Act 1972; or
- b) Are the subject of a bankruptcy restrictions order or interim order - Section 80(1)(b) LGA 1972; or
- c) During the five years before the day of election or co-option, or since his/her election or co-option, have been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine - Section 80(1)(d) & 80(5) LGA 1972; or
- d) Have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices) – Section 80(1)(e) LGA 1972 & Section 173(3) RPA 1983
- e) I subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003 – Section 81A (4) & (5) LGA 1972; or
- f) Have been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office – Section 30 EAA 2022.

A person may also be disqualified from being or becoming a member of certain authorities following a conviction under the Localism Act 2011 – Section 27(6) & 34(4) LA 2011.

DECLARATION

I, Alice Kemp hereby confirm that I am eligible for the vacancy of Fakenham Town Councillor; and the information given on this form, and attached, is a true and accurate record.

Signature 

Date 18th August 2026

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	• Strong knowledge of local issues and a deep understanding of the community's needs and dynamics • Proactive and innovative, with the ability to anticipate challenges and drive future-focused solutions. • Must demonstrate impartiality and fairness, ensuring decisions are made in the best interests of the community rather than influenced by personal views or biases	• Ability to contribute new skills, expertise, or valuable local knowledge to enhance the Council's work
Experience, Skills, Knowledge and Ability	• Ability to consistently uphold and adhere to the Code of Conduct in all actions and decisions • Ability to listen constructively • Ability to contribute to the development of plans and strategies for the area • Ability to comprehend and apply relevant legal and regulatory considerations, ensuring informed and responsible decision-making in the best interests of the community • Ability to demonstrate resilience and sound judgment, making decisions based on the best interests of the community, even when they may be unpopular or not immediately understood by the public • Collaborative and supportive, with a strong	• Proven experience working with or serving as a member of a local authority or other public body • Experience working with voluntary, local, or community groups, supporting initiatives and fostering engagement • Possesses a foundational understanding of legal matters relevant to town and parish councils or local authorities • Proven experience in delivering presentations and speaking effectively in public forums

	ability to work effectively within a team • Ability to initiate and lead diverse projects effectively. • Ability and willingness to represent the Council and their community • Strong interpersonal skills, able to contribute ideas in meetings while respecting others' views and accepting majority decisions • Clear and concise communicator, able to convey information effectively • Ability and willingness to collaborate effectively with colleagues, fostering strong working relationships with both members and staff • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other Parish Councils etc.) • Ability and willingness to undertake induction training and other relevant training	
Circumstances	• Ability and willingness to attend meetings of the Council and its committees (or meetings of other local authorities and local bodies) at any time; and events in the evening and at weekends	

**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

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **Fakenham Town Council – NO0149**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP SIGNATURE REQUIRED

Date

02/08/2026

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

FAKENHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✓	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

27/05/2026

and recorded as minute reference:

18/26

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.fakenhamtowncouncil.gov.uk

Section 2 – Accounting Statements 2025/26 for

FAKENHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	244,805	244,456	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	341,600	567,675	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	55,116	69,536	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	179,608	220,346	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	217,457	248,942	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	244,456	412,379	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	253,803	423,909	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	874,187	726,630	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date

07/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

27/05/2026

as recorded in minute reference:

18/26

Signed by Chair of the meeting where the Accounting Statements were approved

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the accounts ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **Fakenham Town Council**

County area (local councils and parish meetings only): **Norfolk**

Financial year ending 31 March 2026

Prepared by (Name and Role): **Karen Lindsay RFO**

Date: **31/03/2026**

	£	£
Balance per bank statements as at 31/3/2026:		
General Current Account	33,320.94	
Busienss Reserve Account	164,614.44	
Precept Account	123,046.61	
CCLA Investment Account	102,868.82	
Petty Cash	58.64	
[add more accounts if necessary]		
		423,909.45
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/2026 (enter these as negative numbers)		
[add more lines if necessary]		
		0.00
Add: any un-banked cash as at 31/3/2026		
		0.00
Net balances as at 31/3/2026 (Box 8)		<u>423,909.45</u>

	2024/25	2023/24	Variance	Variance %	Expendable
	£	£	£	%	2023/24 Expendable
1 Balance Brought Forward	244,661	244,661			244,661
2 Receipt of Rates and Loans	64,435	64,435			64,435
3 Total Other Receipts	141,120	141,120			141,120
4 Staff Costs	14,116	14,116			14,116
5 Loan Interest/Capital Repayment	27,945	27,945			27,945
6 All Other Payments	3,312	3,312			3,312
7 Balance Carried Forward	244,661	244,661			244,661
8 Total Cash and Cash Term Investments	244,661	244,661			244,661
9 Total Fund Assets plus Other Long Term Investments in	244,661	244,661			244,661
10 Total Expenditure	244,661	244,661			244,661
11 Total Income	244,661	244,661			244,661
12 Total Expenditure	244,661	244,661			244,661
13 Total Income	244,661	244,661			244,661
14 Total Expenditure	244,661	244,661			244,661
15 Total Income	244,661	244,661			244,661
16 Total Expenditure	244,661	244,661			244,661
17 Total Income	244,661	244,661			244,661
18 Total Expenditure	244,661	244,661			244,661
19 Total Income	244,661	244,661			244,661
20 Total Expenditure	244,661	244,661			244,661
21 Total Income	244,661	244,661			244,661
22 Total Expenditure	244,661	244,661			244,661
23 Total Income	244,661	244,661			244,661
24 Total Expenditure	244,661	244,661			244,661
25 Total Income	244,661	244,661			244,661
26 Total Expenditure	244,661	244,661			244,661
27 Total Income	244,661	244,661			244,661
28 Total Expenditure	244,661	244,661			244,661
29 Total Income	244,661	244,661			244,661
30 Total Expenditure	244,661	244,661			244,661
31 Total Income	244,661	244,661			244,661
32 Total Expenditure	244,661	244,661			244,661
33 Total Income	244,661	244,661			244,661
34 Total Expenditure	244,661	244,661			244,661
35 Total Income	244,661	244,661			244,661
36 Total Expenditure	244,661	244,661			244,661
37 Total Income	244,661	244,661			244,661
38 Total Expenditure	244,661	244,661			244,661
39 Total Income	244,661	244,661			244,661
40 Total Expenditure	244,661	244,661			244,661
41 Total Income	244,661	244,661			244,661
42 Total Expenditure	244,661	244,661			244,661
43 Total Income	244,661	244,661			244,661
44 Total Expenditure	244,661	244,661			244,661
45 Total Income	244,661	244,661			244,661
46 Total Expenditure	244,661	244,661			244,661
47 Total Income	244,661	244,661			244,661
48 Total Expenditure	244,661	244,661			244,661
49 Total Income	244,661	244,661			244,661
50 Total Expenditure	244,661	244,661			244,661
51 Total Income	244,661	244,661			244,661
52 Total Expenditure	244,661	244,661			244,661
53 Total Income	244,661	244,661			244,661
54 Total Expenditure	244,661	244,661			244,661
55 Total Income	244,661	244,661			244,661
56 Total Expenditure	244,661	244,661			244,661
57 Total Income	244,661	244,661			244,661
58 Total Expenditure	244,661	244,661			244,661
59 Total Income	244,661	244,661			244,661
60 Total Expenditure	244,661	244,661			244,661
61 Total Income	244,661	244,661			244,661
62 Total Expenditure	244,661	244,661			244,661
63 Total Income	244,661	244,661			244,661
64 Total Expenditure	244,661	244,661			244,661
65 Total Income	244,661	244,661			244,661
66 Total Expenditure	244,661	244,661			244,661
67 Total Income	244,661	244,661			244,661
68 Total Expenditure	244,661	244,661			244,661
69 Total Income	244,661	244,661			244,661
70 Total Expenditure	244,661	244,661			244,661
71 Total Income	244,661	244,661			244,661
72 Total Expenditure	244,661	244,661			244,661
73 Total Income	244,661	244,661			244,661
74 Total Expenditure	244,661	244,661			244,661
75 Total Income	244,661	244,661			244,661
76 Total Expenditure	244,661	244,661			244,661
77 Total Income	244,661	244,661			244,661
78 Total Expenditure	244,661	244,661			244,661
79 Total Income	244,661	244,661			244,661
80 Total Expenditure	244,661	244,661			244,661
81 Total Income	244,661	244,661			244,661
82 Total Expenditure	244,661	244,661			244,661
83 Total Income	244,661	244,661			244,661
84 Total Expenditure	244,661	244,661			244,661
85 Total Income	244,661	244,661			244,661
86 Total Expenditure	244,661	244,661			244,661
87 Total Income	244,661	244,661			244,661
88 Total Expenditure	244,661	244,661			244,661
89 Total Income	244,661	244,661			244,661
90 Total Expenditure	244,661	244,661			244,661
91 Total Income	244,661	244,661			244,661
92 Total Expenditure	244,661	244,661			244,661
93 Total Income	244,661	244,661			244,661
94 Total Expenditure	244,661	244,661			244,661
95 Total Income	244,661	244,661			244,661
96 Total Expenditure	244,661	244,661			244,661
97 Total Income	244,661	244,661			244,661
98 Total Expenditure	244,661	244,661			244,661
99 Total Income	244,661	244,661			244,661
100 Total Expenditure	244,661	244,661			244,661

2024/25

2023/24

Variance

Variance %

Expendable

£

£

£

%

2023/24 Expendable

1 Balance Brought Forward

244,661

244,661

244,661

2 Receipt of Rates and Loans

64,435

64,435

64,435

3 Total Other Receipts

141,120

141,120

141,120

4 Staff Costs

14,116

14,116

14,116

5 Loan Interest/Capital Repayment

27,945

27,945

27,945

6 All Other Payments

3,312

3,312

3,312

7 Balance Carried Forward

244,661

244,661

244,661

8 Total Cash and Cash Term Investments

244,661

244,661

244,661

9 Total Fund Assets plus Other Long Term Investments in

244,661

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10 Total Expenditure

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11 Total Income

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12 Total Expenditure

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2024/25

2023/24

Variance

Variance %

Expendable

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£

£

%

2023/24 Expendable

1 Balance Brought Forward

244,661

244,661

244,661

2 Receipt of Rates and Loans

64,435

64,435

64,435

3 Total Other Receipts

141,120

141,120

141,120

4 Staff Costs

14,116

14,116

14,116

5 Loan Interest/Capital Repayment

27,945

27,945

27,945

6 All Other Payments

3,312

3,312

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7 Balance Carried Forward

244,661

244,661

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8 Total Cash and Cash Term Investments

244,661

244,661

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9 Total Fund Assets plus Other Long Term Investments in

244,661

244,661

244,

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

FAKENHAM TOWN COUNCIL

County area (local councils and parish meetings only):

NORFOLK

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		412,379.00
Deduct: Debtors (enter these as negative numbers)		
VAT	(9,780.00)	
Reimbursement - MKT	(209.74)	
Clear Insurance	(113.08)	
Fakenham & District Funeral Services	(1,000.00)	
	<u>(11,102.82)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Clear Insurance x 9 months	(5,169.12)	
ICOS - MS365 x 11 months	(2,454.10)	
ICOS - Nameserver x 12 months	(18.00)	
Café Menu Systems - Domains x 10 months	(66.63)	
Café Menu Systems - Website x 10 months	(362.50)	
POL Mapping x 10 months	(200.00)	
	<u>(8,270.35)</u>	
Total deductions		(19,373.17)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
PAYE & NI - Month 12	4,718.20	
Fakenham Charter Market	1,134.00	
FTC Hire & Sales - Chipper	151.55	
FTC Hire & Sales - Tape and Gloves	27.87	
Kings & Barnhams - PAT Testing	370.50	
Community Centre - March Meetings	57.60	
Shred Station - Confidential Waste Disposal	59.00	
Barclays - Account Fees	8.50	
Veolia - Waste Collection	163.13	
Npower - CCTV Electricity	64.83	
Npower - Streetlights Electricity	998.97	
Barclays - Card Machine Charges	24.80	
We Clean Any Window - Bus Shelters	125.00	
Motia - Fuel Card	91.33	
Amazon - Friukon Pen Refills	7.44	
Amazon - Air Purifiers	165.20	
Amazon - COSHH Book & Signs	15.82	
Amazon - Friukon Pen Refills	4.31	
Amazon - A3 Wallets	12.06	
Amazon - Coffee	9.89	
Amazon - Shelving	76.98	
Amazon - File Holders	34.80	
Amazon - Shelving	78.37	
Fresh Air Fitness - Hayes Lane Equip Repair	70.26	
All About Chevrons - Van Signage	65.00	
Vistaprint - Signs Millennium Park	42.42	
Handy Labels - Streetlight Tags	97.65	
Post Office - Stamps	43.50	
Amazon - Plant Tags (LYMT Grant)	10.82	
Amazon - A4 Wallets	15.82	
Amazon - Seed Envelopes (LYMT Grant)	4.98	
Amazon - Keyboard & Mouse	16.66	
Amazon - Stakes (GWL Numbering)	27.30	
Amazon - Estate Keys	10.74	
Amazon - Stickers (GWL Numbering)	6.60	
Amazon - Trundel Wheel	24.99	
Amazon - Hooks	10.49	
Screwfix - Eye Plate	9.98	
Screwfix - Padlock	52.47	
Amazon - Office Divider	39.98	
O2 - Telephone	71.85	
Konica Minolta - Bizhub Prints	151.25	
Nurture - Estate	1,316.04	
Nurture - Verges	2,582.90	
MJ Tree Services - Millennium Park	2,205.00	
Top Trees - Hedges & Trees Estate	4,400.00	
Café Menu Systems - HT Decals	497.00	
Office Cupboard	800.00	
Stephenson Smart - Payroll	2,498.77	
Mappus, Smith & Lemmon - YE Internal Audit	500.00	
PKF - External Audit 31/03/26	900.00	
Land Registry - Aldiss Park	1,400.00	
Haller - Board Walk Aldiss Park	1,230.00	
	<u>27,513.62</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
Allotment Deposits	3,390.00	
	<u>3,390.00</u>	
Total additions		30,903.62
Box 8: Total cash and short term investments		423,909.45

Fakenham Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Fakenham Town Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Fakenham Town Council on application to:	
(a) <u>MRS. K. LINDSAY - RFO</u> <u>FAKENHAM TOWN COUNCIL</u> <u>FAKENHAM CONNECT, OAK STREET</u> <u>FAKENHAM NR21 9DY</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>TUESDAY TO FRIDAY</u> <u>BETWEEN 10am + 1pm</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £2- (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>K. LINDSAY RFO</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>3RD AUGUST 2026</u>	(e) Insert the date of placing of the notice



Fakenham Town Council
BY EMAIL

DDI:

+44 (0)20 7516 2200

Email:

sba@pkf-l.com

Date:

03 August 2026

Our Ref:

NO0149

SAAA Ref:

SB03166

Fakenham Town Council

Completion of the limited assurance review for the year ended 31 March 2026

Dear Ms Lindsay (RFO)

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Fakenham Town Council for the year ended 31 March 2026. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

PKF Littlejohn LLP
30 Churchill Place
London
E14 5RE

T: +44 (0)20 7516 2200
www.pkf-l.com

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 30 Churchill Place, Canary Wharf, London, E14 5RE. Please include the reference NO0149 or Fakenham Town Council as a reference when paying by BACS.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

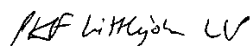
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2025/26

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2026. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/satisfaction-survey-for-the-year-ended-31-march-2026/>

Yours sincerely



PKF Littlejohn LLP

Fakenham Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Fakenham Town Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Fakenham Town Council on application to: (a) _____ _____ _____ _____ (b) _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice



Fakenham Town Council

Our ref NO0149**SAAA Ref** SB03166**Invoice No.** SB20260337**VAT No.** GB 440 4982 50**Email:** sba@pkf-l.com**Date:** 03 August 2026

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£1,365.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,365.00
VAT @ 20%	£273.00
TOTAL PAYABLE	£1,638.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 30 Churchill Place, Canary Wharf, London E14 5RE**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include NO0149 or Fakenham Town Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
 30 Churchill Place
 London
 E14 5RE

T: +44 (0)20 7516 2200
www.pkf-l.com



Fakenham Town Council

Our ref NO0149

SAAA Ref SB03166

Invoice No. SB20260337

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 03 August 2026

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£1,365.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,365.00
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TOTAL PAYABLE	£1,638.00

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PKF Littlejohn LLP, Credit Control (SBA), 30 Churchill Place, Canary Wharf, London E14 5RE**

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HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include NO0149 or Fakenham Town Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
 30 Churchill Place
 London
 E14 5RE

T: +44 (0)20 7516 2200
www.pkf-l.com

nquin@link.co.uk

19 August 2026

Dear Sir/ Madam,

As North Norfolk District Councillors who represent Fakenham, we are baffled by Link's recommendation that Fakenham does not require a banking hub. Link has made this recommendation despite recognising Fakenham's poor access to cash and other banking services. Until recently Fakenham had five high street banks and multiple town centre ATMs. One building society now remains. We are perplexed by Links' findings because other comparable Norfolk towns have been granted a banking hub even though they have smaller populations, better access by public transport to other banking facilities and, in some cases, are designated as urban areas.

Fakenham is the largest market town in the western outreaches of North Norfolk, close to coastal villages. Data held by North Norfolk District Council from ActiveXchange, which tracks town centre footfall through mobile phone activity, shows that Fakenham had 2.1 million visits annually between 1 August 2025 and 1 August 2026. By contrast, North Walsham, which has a banking hub, had a footfall of 1.4 million in the same period. Fakenham is also classed as a rural area because it serves a wide network of small villages that rely entirely on Fakenham as their hub for cash, shopping, leisure, education and employment.

Fakenham is not simply a residential settlement, but an important local service and employment centre for the town and surrounding rural hinterland. It has several large employers, such as Linda McCartney and Kinnerton Chocolate. The presence of larger employers and employment areas in and around Fakenham, including food manufacturing, construction, retail, services, care, education, leisure and public/community services, means access to day-to-day banking remains relevant both for residents and for businesses alike.

Fakenham has a weekly charter market that has thrived since the 12th Century. Every Thursday morning Fakenham is teeming with people from outlying villages and tourists attracted by our historic marketplace and the variety of goods it offers. Intermittent mobile reception means that many of the market traders often rely on cash to trade.

The town hosts Fakenham Racecourse, close to the centre, which attracts up to 20,000 visitors to race meetings. Many of these visitors use the town centre and deal in cash at the Racecourse. Without banks, the Racecourse has nowhere convenient to bank its cash. Many of Fakenham's 83 shops are in a similar position.

We hope that the details in this letter help to give you a flavour of our wonderful town. A banking hub for Fakenham would support cash access, payments, business banking needs, financially vulnerable residents, voluntary/community organisations, the large proportion of



older residents living in and around Fakenham, and other people who may find digital-only banking less accessible.

Link's recommendation has generated a huge sense of disappointment in the town and a feeling that Fakenham is being left behind, when compared to other market towns, such as Cromer, Holt, Wymondham and North Walsham, which have all been given banking hubs. We believe that Fakenham is just as deserving and important as these other towns and it has the clear potential to thrive. We respectfully ask you to review your recommendation, in the light of new information, and recommend a banking hub for Fakenham.

Yours faithfully

Cllr Liz Vickers (District Councillor for Fakenham Lancaster South Ward)

Cllr Christopher Cushing (District Councillor for Fakenham Lancaster North Ward)

Copied to:

Jerome Mayhew MP

Steve Blatch, CEO of North Norfolk District Council (NNDC)

Angela Glynn Mayor of Fakenham

Cllr Tim Adams Leader of NNDC

Cllr Jeremy Punchard

North Norfolk Local Plan Review

Scoping Consultation: Regulation 20

July 2026



Blakeney



Warham



Beeston Regis



Hindringham

**North Norfolk District Council
Planning Policy Team**

01263 516318

planningpolicy@north-norfolk.gov.uk

Planning Policy

North Norfolk District Council

Holt Road, Cromer, NR27 9EN

**All documents can be made available in
Braille, audio, large print or in other languages.
Please contact 01263 516318 to discuss your requirements**



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1	Introduction.....	1
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2.	New Plan Making Requirements	3
3.	Changes to the National Planning System	7
4.	District Overview	16
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1 Introduction

- 1.1 **The purpose** of this consultation is to provide the opportunity for meaningful early engagement in preparing the Council's new Local Plan by seeking views from local residents and stakeholders as to what the Plan should contain and how future engagement should be carried out.
- 1.2 The starting point for this is to review the recently adopted Local Plan to ensure that the policies within it either remain consistent with, or can be brought into alignment with, the new plan-making system, as explained below.
- 1.3 The consultation will **run from Monday 20 July 2026 to Monday 31 August 2026** and details of how to respond are included below.
- 1.4 Simultaneously, a **Call for Sites consultation is also running** giving those wishing to put forward potential development sites for consideration a further opportunity to do so. **For more details and to submit a site to the Call for Sites, please follow the link below to the Council's [Call for Sites main webpage](#) and follow the instructions provided:**
- 1.5 **Plan Review Context:** In order to ensure Local Plans are kept up to date and significant weight is given to Local Plan policies and priorities in the preparation and determination of planning applications, Local Planning Authorities, are required to review Local plans at least every five years.
- 1.6 The new Government has recently introduced significant changes including legislating for a new plan making system and widespread changes to the National Planning Policy Framework (NPPF) and Planning Practice Guidelines (PPG).
- 1.7 The Council adopted its current Local Plan on 17 December 2025, however the Government require us to update our Local Plan in order for us to respond to their reforms to the planning system which are intended to increase the delivery of new homes and support economic growth. Key elements of the existing Plan will become out of date when it becomes five years old. Responding now will also ensure that the district maintains an up-to-date Plan within the five-year review period and ensure we are able to plan sustainably for the higher housing requirement the government has now set for us.
- 1.8 Without this work there is a significant increased risk of unplanned development which will make it harder for responsible bodies and infrastructure providers to plan for and deliver appropriate infrastructure in the right place at the right time. It will also make it harder for the relevant Council to plan for and deliver on future services such as education, highway improvements and adult social services.

How to respond to the consultation

- 1.9 A detailed overview and analysis of the issues now being consulted upon at the early stage of Plan making is contained in this scoping document. A series of questions are then set out in Section 6 to guide feedback. Submit your comments via the [consultation portal](#) between **Monday 20 July** and **Monday 31 August 2026**.
- 1.10 In line with the Government's digital planning agenda, the Scoping Consultation is being conducted online. Our online consultation portal is designed to help you complete the response form accurately. It supports transparent and cost-effective engagement, allowing responses to be managed efficiently.
- 1.11 We are unable to accept responses received outside of the advertised consultation period.
- 1.12 Those wishing to submit sites for assessment as part of the Call for Sites can do so at www.north-norfolk.gov.uk/callforsites

Accessibility

- 1.13 If you have any difficulty submitting a response, or have specific accessibility requirements, please contact us:

Planning Policy
 NNDC Council Offices
 Holt Road
 Cromer
 NR27 9EN
planning.policy@north-norfolk.gov.uk
 01263 513811

What happens next?

- 1.14 The feedback received will be reviewed to identify the main considerations and suggestions raised. This will help shape the next stage of the Local Plan review and will inform more detailed proposals for future consultation. A summary of the Scoping Consultation will also be published so that participants can see who was invited to comment, and how the Council has considered the feedback so far.

2. New Plan Making Requirements

- 2.1 This project will review the Adopted Local Plan and prepare a new-style Local Plan under the Planning and Compulsory Purchase Act (PCPA) 2004, as modified by the Levelling-up and Regeneration Act (LURA) 2023, in accordance with the new plan-making system set out by the UK Government, including the emerging new National Planning Policy Framework which will incorporate Plan-making and national decision-making policies (which local plans should not repeat or seek to alter) and Local Planning Regulations 2026. The Plan will form an updated statutory Development Plan for North Norfolk, setting a clear vision, development strategy, and strategic land-use framework required to guide planning decisions.
- 2.2 It is expected that the **Plan will set out a vision and spatial development strategy for the district and focus on development site allocations and local spatial policies**. More general policies will be replaced by the national decision-making policies contained in the new NPPF, which is timetabled to be published by the government in summer 2026. A consultation draft was issued in December 2025 and more information on this proposed reform of the NPPF and the timing of the release of the final version can be found here: [National Planning Policy Framework: proposed reforms and other changes to the planning system – GOV.UK](#)
- 2.3 The new plan-making system is characterised by a more efficient and **regulated 30-month preparation process**¹. The Council is required to undertake preparatory work as part of the early stage of preparing for Plan review, providing at least four months' notice prior to start of the formal 30-month period.
- 2.4 The Council is required to issue a notice to commence a new style Local Plan on or before 30 June 2026, which means the 30-month timeframe for Local Plan review, examination and adoption, will start on or before 31 October 2026.
- 2.5 This early-stage preparation incorporates a number of actions many of which are underway:
- Prepare and publish details of the time scales for producing the new local plan. As required by the regulations the timeline will be kept under review and updated monthly when required.
 - Issue a notice to commence a new local plan no later than 30 June 2026 (Regulation 19).
 - Issue a Call for Sites to help understand what land is available for development.
 - Undertake a Scoping Consultation (this consultation) (Regulation 20) seeking views on what the Plan should contain and how to engage.
 - Scoping and preparing the evidence base.

¹ [30-month local plan process: an overview - GOV.UK](#)

- Gather baseline information, knowledge and an understanding of the area.
- Gather baseline environmental information to help establish the base line for the required environmental report to support the Strategic Environmental Assessment. As set out in [The Environmental Assessment of Plans and Programmes Regulations 2004](#).
- Establishing project management and governance arrangements.
- Drafting a vision, Plan objectives, and measurable outcomes.

2.6 The new Plan making system then includes two further formal consultation stages, a number of Gateway assessments and a shorter more efficient examination.

- Under Regulation 23 and following a self-assessment at Gateway 1 on Plan readiness the Council will consult on the **Proposed Local Plan content and evidence including the proposed Vision - anticipated Spring 2027:** This consultation will focus on the draft vision of the Plan and proposed aims and objectives, the proposed spatial strategy and a summary of the evidence gathered/still to be gathered. It's likely that this consultation will include an overview of the suitability of all the sites received and assessed and potentially identify the broad direction(s) of growth. It's also anticipated that the level of detail and scope of the Environmental report, SEA will be consulted upon at this time.
- Under Regulation 27 and following observations and feedback from the Planning Inspectorate to support early resolution of potential soundness issues and progress towards meeting the prescribed requirements at Gateway 2, the Council will **consult on the Proposed Local Plan in Winter/ Spring 2028:** this will be a consultation on the full draft Plan before it is finalised, tested at Gateway three and then once successfully passed, submitted for examination by an independent examination, expected Winter 2028.

2.7 Table 1 below outlines the key stages and contains a summary of the key milestones within the new plan making process. More information can be obtained in the Plan making regulations explainer [Plan-making regulations explainer – GOV.UK](#)

Summary of key milestones & stages within the new plan-making system

Key Milestone	Regulation Reference	Stage Summary	Timeline ²
Notification: intention to commence Plan making	Reg. 4(1)(a) + Reg. 19	Publication of notice. Notification period must be at least four months so as to raise awareness and ensure stakeholders are aware	30/06/2026
Consultation 1: scoping	Reg. 4(1)I + Reg. 20(4)	Seeks views on what the Plan should contain and feedback on how to engage with stakeholders	W/C 20/07/2026 31/08/2026

Gateway 1: self-assessment of readiness	Reg. 4(1)(d) + Reg. 21	Publication of a self -assessment of the Council's readiness to start the 30-month plan preparation material. (prescribed template)	W/C 31/10/2026
Consultation 2: content & evidence	Reg. 4(1)(f) + Reg. 23(4)	Minimum 6-week consultation on the proposed Local Plan Vision, objectives, emerging spatial strategy, (and site options), SEA scope and evidence to date.	W/C 12/04/2027 24/05/2027
Gateway 2: Independent review	Reg. 4(1)(g) + Reg. 26	Seek observations and advice from the Planning Inspectorate to support early resolution of potential soundness issues and progress to the prescribed requirements of Gateway 3.	W/C 01/11/2027
Consultation 3: proposed Local Plan	Reg. 4(1)(i) + Reg. 27(4)	Minimum 8-week consultation on the proposed Local Plan and supporting documents	W/C 13/03/2028 08/05/2028
Gateway 3: independent testing	Reg. 4(1)(j) + Reg. 31	Testing by the Planning Inspectorate against the prescribed requirements and whether the Plan is ready to be submitted for examination. Prescribed requirements relate to legal compliance, availability and completeness of required submission documents, and whether the Plan and the council are ready to proceed. If the Council do not successfully pass through Gateway 3, the Council cannot proceed to examination and are required to make the necessary changes and re-do the gateway assessment	W/C 09/10/2028
Submission	Reg. 4(1)(k) + s.15D(1)	Formal Submission of the Local Plan. Triggers commencement of the examination	W/C 18/12/2028
Examination		Undertaken by the Planning Inspectorate the examination will assess whether the Plan is "Sound". Meaning it meets the test of soundness set out in national planning policy. Those who have made representations on the plan during its preparation will have the right to present their views to the inspector. The inspector may recommend that modifications are required to be found sound. If this is the case, proposed modifications may need to be consulted on. This will likely extend the timeframe for the examination.	December 28-March 29
Adoption	Reg. 4(1)(l) + s.15EA	Subject to the conclusion of the examination and full council decision	W/C 30/04/2029

		the new local plan will be brought into effect and the existing Plan revoked.	
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Table 1 Summary of Key Milestones & Stages within the new plan-making system

- 2.8 Full details of the timescales for producing the new Local Plan are set out in the Council's Local Plan timetable which can be viewed online on the [Local Plan Review](#) webpage. This will be kept up to date throughout the period our new Local Plan is being prepared.

3. Changes to the National Planning System

- 3.1 Recent changes by the government to the planning system will have a direct impact on how the Council plans for the district's future growth.

Changes to increase the assessment of housing need

- 3.2 The Government's "standard method" for assessing local housing need (used to inform housing requirements in Local Plans in England) underwent a significant reform in December 2024. The Council must plan to meet as a minimum all of their housing needs as identified by the new standard methodology and In England, Local Planning Authorities are legally required to review their Local Plans at least once every five years to assess whether policies need updating. The housing requirement in the adopted plan is now meeting less than 80 per cent of local housing need as defined by the new methodology, and in this situation the Council is required to commence local plan review to the prescribed timetable set out above.
- 3.3 Rather than being based on household projections the new prescribed figure and methodology are based on a proportional increase to the existing housing stock with an affordability adjustment (uplift), the size of which is dependent upon a five year median average house prices relative to incomes ratio.(the affordability ratio published by the Office of National Statistics).For every 1% the ratio rises above a specific threshold, the housing need figure is adjusted upwards, with an upward adjustment multiple of 95%. More detail is available [here](#)
- 3.4 The Council is required to plan for **932 dwellings per annum**, an increase of 375 dpa on the current Local Plan objectively assessed needs set at 557 dwellings per annum - a 65 % increase.
- 3.5 It important to note this is an unconstrained assessment of the minimum number of homes the Council is required to Plan for. The actual housing requirements set in the Plan will also be dependent on the consideration of constraints, land availability and deliverability.

Housing Land Supply

- 3.6 Local planning authorities are required to maintain a five-year housing land supply in order to demonstrate they have enough specific, deliverable land available to meet their current housing needs for the next five years.
- 3.7 A failure to demonstrate this means that policies in the NPPF would take precedence and the Council would find it more difficult to refuse planning applications where necessary, even if they go against the adopted Local Plan and local preferences.
- 3.8 Currently the Council can demonstrate a [7-year supply of housing supply](#). Maintaining at least a five-year supply depends on the rate of housing completion

and delivery as well as market circumstances; factors which in the main are beyond the Councils influence.

Removal of the Duty to Co-operate

- 3.9 Regulations came into effect early 2026 removing the Duty to Co-operate from the Plan making system. Although this legal test has been removed, co-operation is still required between Local planning authorities through a more flexible system of **“effective co-operation”** backed by strategic planning. Planning Authorities must still work with neighbouring authorities to address cross-boundary issues, infrastructure requirements and delivery, and any unmet housing needs. At Gateway Assessment and Examination, Inspectors will require evidence of co-operation, however, failure is no longer a legal showstopper but a question of soundness and policy judgement.
- 3.10 The Council and neighbouring authorities all continue to work together through the jointly resourced [Norfolk Strategic Planning Member Framework](#).

Changes to the National Planning Policy Framework

- 3.11 Following sweeping overhauls to the planning system and the [draft revisions to the National Planning Policy Framework](#) (NPPF), the government is introducing several changes to how local and national interests are balanced.
- **Rules-Based Approach:** The system now establishes a "default yes" to development that aligns with specific national policy criteria, shifting power away from local vetoes.
 - **No Duplication:** Local authorities are instructed not to replicate, restate, or modify national decision-making policies in their own local plans.
 - **Prioritisation of Growth:** Significant weight is afforded to development in desirable areas, specifically sites close to transportation hubs and areas where evidence shows an unmet housing need.

The emerging revised NPPF (2025/26) gives a clear steer towards a more permissive and pro-development planning system in order to *“boost housing delivery and economic growth”* through its approach of stronger national approaches and decision making, and a simplified rules-based system. Although it is not a blanket approval, the ‘presumption in favour of sustainable development’ will apply to all development within settlements unless harms “substantially outweighs the benefits”.

- 3.12 **National Decision-Making Policies (NDMPs)**, also referred to as National Development Management Policies, are centralised government policies that aim to provide consistent rules and standards. These NDMPs are non-statutory, with the intention that they will be a material consideration in decision-making, limiting local variation and increasing consistency. It is intended that new local plans do

not duplicate, substantially restate or modify the content of these policies. In some cases, the policies are expected to express how much weight to certain benefits should be given in the planning balance at decision making stage. Local Plan and neighbourhood plan policies that are in any way inconsistent with NDMPs should be given very limited weight.

- 3.13 Streamlining Local Standards:** Restrictions on the Council's ability to set local standards other than those set out in building regulations, such as the use of the optional prescribed space standards and accessible housing standards (with the exception of water use). Policies HOU8 & 9 of the current Local Plan currently evoke the optional minimum space and accessible standards, and Policy CC4 minimises development impact on water supplies to the lowest legal limit set by the water efficiency requirements at the time.
- 3.14 Prioritising development on Brownfield land:** The emerging NPPF strengthens the approach to brownfield first (previously developed land). In plan-making the Council is expected to prioritise brownfield sites in allocations and maximise the reuse of previously developed land and focus growth in urban areas first. If the brownfield capacity is insufficient then sequentially this will result in greenfield releases. **It should be noted that North Norfolk does not have any land designated as greenbelt land and little land that is classed as previously developed land. the Annual Monitoring Report shows that in 2024/25 only 130 dwellings were completed on previously developed land.**
- 3.15** The introduction of a new '**medium development**' category, as set out within Annex C of the draft NPPF, 2025. The category is currently proposed for schemes of 10 to 49 homes, and on sites up to 2.5 hectares. The changes aim to remove obstacles to bringing forward smaller parcels of land and encourage the growth of small and medium-sized builders. In addition, **new local plans will be expected to allocate at least 10% of the housing requirement to smaller sites.**
- 3.16 Higher density development:** The changes in the NPPF support higher density development in sustainable locations with good access to services. there is a clear expectation that Councils should set minimum densities in well-connected locations, including around train stations and town centres, and support an overall increase in density within settlements.
- 3.17 Concentration for growth in and adjacent to settlements:** Development should be supported in principle in identified settlements unless there would be substantial harm. Outside of settlements, the form of development continues to be restricted in order to prevent unsustainable patterns of growth and to conserve rural character. However, the list of developments considered appropriate outside settlements is broad and now includes such items as: rural business and services which need to be located outside settlements, and development of other sorts which would meet an evidenced unmet need (for example in instances where there is not a five-year housing land supply). The proposed NPPF adds the proviso that in such circumstances development should be well-related to an existing

settlement (unless the nature of the use would make this inappropriate), to guard against development being badly located.

- 3.18 In defining what is a settlement the emerging draft NPPF** *'Includes cities, towns, villages and other predominantly built-up areas, including land which is allocated or has permission for development which will form part of the built-up area once the development is complete. This includes areas defined as a settlement in the development plan (whether using defined settlement boundaries or equivalent terms, or criteria for identifying settlement extents). Settlements do not include hamlets and scattered groups of houses located outside predominantly built-up areas, unless specifically defined as a settlement in the development plan.'* Source draft NPPF Annex B: Glossary

- 3.19 Changes to the definition of a Designated Rural Area** in the definition for Affordable Housing policy: changes are included in the draft to support the provision of much needed social and affordable housing in rural areas. This includes amending the definition of Designated Rural Areas in the current Framework glossary to allow affordable housing contributions to be sought on minor development in parishes with a population of 3,000 or less and a population density of two persons or less per hectare. This is not intended to alter the way in which those areas currently designated as 'rural' under Section 157 of the Housing Act 1985 (as identified in the current Local Plan) are treated, or how that designation is achieved. Further support remains for affordable housing on rural exception sites.
- 3.20 Promoting economic growth:** through the use of flexible site allocations and the non-proliferation of overly prescriptive requirements on acceptable uses. The Government's aim is to provide employment land that can more readily adapt to changing commercial demands. The expectation is that new style local plans will also meet the needs of a more modern economy and growth by giving substantial weight to the benefits of supporting business growth. In terms of rural business development, the proposed changes align with the wider policies for inside and outside settlements and strengthen support for various types of agricultural development and diversification. Opportunities should be well related to existing development and use PDL where possible.

Removal of Supplementary Planning Documents and the introduction of Supplementary Plans

- 3.21** The transition from Supplementary Planning Documents (SPDs) to Supplementary Plans reflects wider reforms, particularly those set out through the Levelling-up and Regeneration Act 2023. The intention of these changes is to strengthen the effectiveness of supplementary guidance within the plan-making system. Under the previous system, SPDs were intended to provide additional detail to policies in the Local Plan, but they were not part of the statutory development plan. This meant that, although they could be material considerations in decision-making, their influence was often limited and included within the plan's evidence base.

- 3.22 A key reason for introducing the new Supplementary Plans is to address this by giving such documents a clearer and more robust role in planning decisions. The changes to the planning system seek to streamline plan-making by reducing reliance on lengthy Local Plans and enabling authorities to produce more focused, topic-specific documents that can be updated more quickly. In practice, Supplementary Plans can cover a multitude of issues and topics that the Council consider necessary to include in a Supplementary Plan.
- 3.23 The key difference between the two lies in their legal status and planning weight. SPDs do not form part of the development plan and therefore could not introduce new policy, only expand upon existing Local Plan policies and provide supporting evidence. However, Supplementary Plans are intended to form part of the development plan itself. This means they will carry full statutory weight under section 38(6) of the Planning and Compulsory Purchase Act 2004, requiring decisions to be made in accordance with them unless material considerations indicate otherwise.
- 3.24 Overall, the change to Supplementary Plans represents a move towards a more flexible plan-led system. By replacing SPDs, the planning system aims to ensure that detailed local policies are not only easier to prepare and update but also carry the full weight necessary to shape development outcomes effectively.

Environment Assessment Changes: Sustainability Assessment

- 3.25 Under the new plan-making system, the **requirement to carry out Sustainability Appraisal** as required under the Planning and Compulsory Purchase Act 2004 has **been removed**, while the requirement for Strategic Environmental Assessment (SEA), as required under the SEA Regulations 2004 remains. This will involve the preparation of an environmental report that identifies, describes and evaluates the likely significant effects on the environment of implementing the plan or programme, and the reasonable alternatives taking into account the objectives and geographical scope of the plan or programme.
- 3.26 Current government guidance does not yet provide specific guidance on this matter. However, references to environmental assessment in the plan-making guidance focuses only on SEA (see [New local plan-making roadmap](#))
- 3.27 The SEA Regulations require the scoping of environmental effects as well as broader topics such as population, human health and ‘material assets’ which all need to be addressed. This means that, in practice, the scope of the assessment remains relatively broad and does extend into some social and economic issues. The main difference lies in how the assessment is framed and reported, rather than what is assessed, as a clearer focus on SEA requirements is likely to support more concise, targeted reporting.
- 3.28 A structured SEA process will be maintained that aligns with key plan-making stages. As such, SEA scoping will commence alongside Local Plan scoping to

ensure that the framework for assessment is in place early in the plan-making process, before options emerge, and will mean that the Council is ready to undertake SEA of options as soon as they are identified for consideration.

Introduction of Spatial Development Strategies (SDS)

3.29 The new plan making system and emerging updated NPPF support the structure and operation of a new planning system comprising of three levels of Plan making

- Strategic: Spatial Development Strategies (SDS)
- Local: Local Plans, Minerals and Waste Plan, and Supplementary Plans
- Neighbourhood: Neighbourhood Plans

3.30 Spatial Development Strategies are intended to be high-level, strategic plans that provide a cohesive framework across regional and sub-regional, or combined authority areas. The intention is that they will set a 20-year vision, ensuring that local planning authorities align their detailed policies with the wider sustainable growth and climate reliance goals. The Norfolk and Suffolk SDSs will be drawn up by the elected Mayors following the Mayoral elections currently due to be held May 2028. It is not expected that the SDS will directly inform this round of Local Plan making.

Environmental Delivery Plans

3.31 A key part of the Planning and Infrastructure Act is the Nature Restoration Fund (NRF). The Nature Restoration Fund(s) aims to accelerate the building of homes and infrastructure while diverting the impact into the recovery of protected sites and species.

3.32 The NRF introduces a new way for housing and infrastructure developers to meet their environmental responsibilities where their projects affect protected sites or species. Natural England will deliver the NRF through Environmental Delivery Plans (EDPs). Each EDP will cover a specific area and outline a package of conservation measures that will address one or more impacts of development on a protected site or species. Where an EDP is in place, developers can make a payment into the NRF to meet their environmental responsibilities and crucially unlock development which might otherwise have stalled.

3.33 Towards the end of 2025 the government released guidance on the timetable for EDPs. The intention is that the first EDPs will begin consultation/engagement early in 2026, with the first EDPs to go live spring/summer 2026. The first EDPs will focus on areas and catchments that have significant pressure from nutrient neutrality issues.

3.34 In December 2025, Natural England gave notice of its intention to prepare a number of Environmental Delivery Plans in 2026. Two will apply to the North Norfolk district. The first tranche of EDPs being prepared will cover nutrient pollution from development, with one being prepared for The Broads Special Area

of Conservation (SAC) (including River Wensum SAC). The second tranche will be prepared for great crested newts, which is relevant to North Norfolk, being a place where the species is materially present.

- 3.35 Each EDP will set out the conservation measures that will be brought forward to materially outweigh the impact of the development on the environmental feature that the EDP covers. Once in place, developers will be able to pay the relevant nature restoration levy which will discharge the relevant environmental obligations covered by the EDP. Natural England will use this money to deliver the necessary conservation measures.
- 3.36 Whilst the full details regarding EDPs is still emerging, it is clear that once formally agreed by the Secretary of State, they will provide an alternative way for developers to address and pay for impacts on protected sites and species.

Local Nature Recovery Strategies (LNRS)

- 3.37 In complying with the strengthened duty set out in the Environment Act 2021, the Planning Practice Guidance (PPG) confirms that all public authorities must “have regard” to any relevant LNRS. As informed by Defra, it is understood that the PPG is likely to be updated to ensure public authorities ‘take account of’ any relevant LNRS. As such, from adoption in October 2025, the Norfolk LNRS is a material consideration in the assessment of planning applications and is being utilised as an important source of information in relation to finding where off-site provision of biodiversity gain would be most beneficial in circumstances where it cannot be fully met on-site.
- 3.38 Therefore, the Norfolk LNRS will play a key role in channelling nature recovery going forward. The Strategy includes a description of the area covering the full range of Norfolk’s habitats from its coast, farmland, woodland, grassland and heathland to its freshwater habitats and urban and built environment. It also identifies Norfolk’s priorities and measures to guide recovery and enhancement of local species and habitats by highlighting specific habitat priorities, key species, habitat-based species assemblages and the environmental benefits of nature-based solutions (NbS) following the nature recovery principles.
- 3.39 The LNRS Local Habitat Map identifies existing natural areas and key locations and opportunities for potential enhancement, expansion and improved habitat connectivity. The mapped measures also indicate where wider environmental benefits will be recognised using nature-based solutions delivering for example, flood risk mitigation and improved water quality. By mapping specific locations to take such actions, the LNRS aims to drive delivery and funding towards achieving nature recovery in these areas.

Digital planning and engagement

- 3.40 The preparation of new style Local Plans should be supported by robust digital planning processes to improve transparency, accessibility, and efficiency. This

includes using standardised, machine-readable data and geospatial formats so that policies, site allocations, and constraints can be clearly understood and easily shared across statutory consultees and engagement platforms. Embedding these digital approaches early helps ensure compliance with national expectations and supports more effective plan-making.

- 3.41 Digital tools can play a key role in enhancing engagement by presenting complex information in accessible and interactive formats. Instead of relying solely on static documents, authorities can use interactive maps, visual dashboards, and scenario tools to help users explore proposals and understand their impacts. These approaches can improve public understanding and lead to more informed and constructive feedback.
- 3.42 The Government and new regulations expected that engagement should be continuous and inclusive, making full use of digital platforms to widen participation. Online consultation portals, social media, and targeted outreach can help engage communities that are often underrepresented. Authorities should treat engagement as an ongoing dialogue, with clear and user-friendly mechanisms for capturing and analysing feedback throughout the plan process.
- 3.43 Effective digital planning also requires strong data management and governance. Authorities should maintain high-quality datasets, ensure systems are interoperable, and follow recognised standards to enable data sharing. Publishing evidence and engagement outcomes openly can build trust and demonstrate how stakeholder input has influenced plan development.
- 3.44 While digital methods offer significant benefits, it is important to address digital exclusion. Authorities should ensure that traditional engagement methods remain available and that support is provided for those with limited digital access, skills or certain accessibility needs. A balanced approach will help ensure that digital planning enhances participation while remaining inclusive and equitable.
- 3.45 The digital planning requirements for new style Local Plans derive from the Levelling-up and Regeneration Act 2023, which introduces powers to standardise, digitise and make planning data publicly accessible. These powers are implemented through the Planning Data (England) Regulations 2026 and the Town and Country Planning (Local Planning) (England) Regulations 2026, **which establish a digital-first plan-making system supported by mandatory data standards**. National guidance, including Digital Land specifications and GOV.UK guidance on publishing plan data, provides the technical framework for implementation, while the Government's Digital Planning Programme sets the broader policy direction, including a strong emphasis on improving public engagement through digital tools and accessible formats.

Population

- 4.4 The 2021 census records the population of north Norfolk at 102,979 residents, an increase of 1.5% from the 2011 census. This is lower than the overall increase for England (6.6%) where the population grew by almost 3.5 million to 56,489,800³, and well below the regional average of 8.3% population growth. It was the lowest local authority population change in the East of England. The population in the North Norfolk Local Authority area is however now expected to grow by about 12,000 people between 2024 and 2044, approximately 11.7% with the largest growth expected in the older age bands. In comparison the population of Norwich Urban Area is 213,166⁴
- 4.5 According to the latest Office for National Statistics (ONS) census data, north Norfolk is the local authority area with the highest average age in England and Wales. The graph below shows the data from 2021 Census that in the North Norfolk District 33.4% of its population is over 65, i.e. 1 person in every 3 - well above the England average figure of 18.4% and demonstrates that the ageing demographics are increasing. North Norfolk has the highest proportion of over 65s in England and Wales.
- 4.6 Between the last two censuses, the average (median) age of north Norfolk increased by three years, from 51 to 54 years of age. The number of people aged 65 to 74 years rose by just under 3,000 (an increase of 20.1%), while the number of residents between 35 and 49 years fell by just under 2,900 (16.5% decrease). Furthermore, the statistics show a decrease of 5.6% in people aged 15 to 64 years, and a decrease of 4% in children aged under 15 years.
- 4.7 Only 48% of the population is 'economically active' down from 63% at the time of the 2011 census, which is below the England figure of 58.6%, down from 71% (2011 census).
- 4.8 23.8% of the population is below 29 years of age, which is below the England figure of 34.3%.

³ Figures from Source ONS: [North Norfolk population change, Census 2021 – ONS](#) and [Population - JSNA - Norfolk Insight](#) accessed 21.05.2026.

⁴ Greater Norwich Local Plan 2021

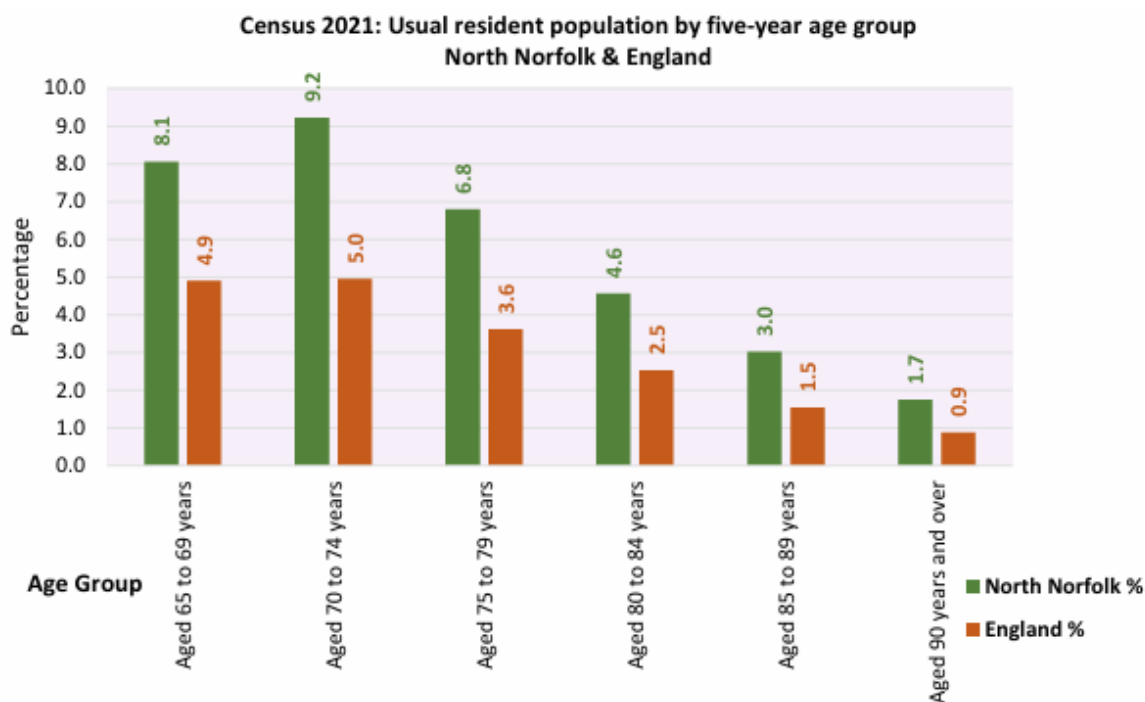
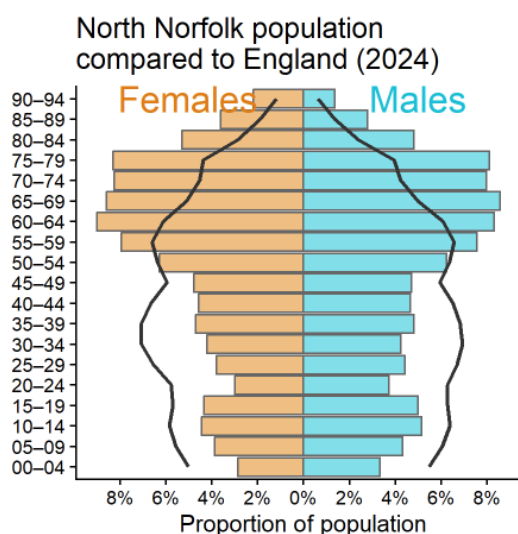


Figure 1: ONS 2021 Census North Norfolk V England Population 65+ source NNDC Population Supplementary Statement Local Plan examination ref EX033

4.9 The figure below shows the north Norfolk area's population by five-year age bands. The black line shows the distribution for England for comparison

4.10 Across the district the birth rate is falling and with on average there being more deaths than births and only a relatively small growth from net international migration (878 between 2014 and 2024) population growth is mainly driven from net internal migration.



4.11 Overall, the population is projected to increase by around 12,000 between 2024 and 2044 and residents 65 years or older will make up approximately 35% of the population.

4.12 The 2021 Census provides a population summary and demonstrates that approximately 60% of the population live outside the 7 main settlements⁵

⁵ UK census figures vary depending on geography (e.g. civil parish, built up area, or ward) Parish figures (e.g. Cromer, North Walsham, Stalham) can differ slightly from built up areas

Settlement	2021 Pop.
North Walsham	12,630
Fakenham	8,385
Cromer	7,544
Holt	4,015
Stalham	3,572
Wells-next-the-Sea	2,147
Hoveton	2,127
Total large settlements	40,420
Remaining dispersed population	62,559
Total population	102,979

Economy⁶

4.13 In terms of employment, spatially the district functions as three separate sub areas:

- The eastern area of the district which covers North Walsham, Stalham, Hoveton and their surrounds,
- The western area, which covers Fakenham and Wells-next-the-Sea and
- The central area which covers the towns of Cromer, Holt and Sheringham.

4.14 The eastern area of the district has a greater relationship to Great Yarmouth, Norwich and the Broads. This area has historically had high levels of employment in agriculture, the defence sector, manufacturing and Broads based tourism. There has been a decline in manufacturing, particularly food manufacturing, but a growth in the plastics and boat building and marine sectors, with investment and employment growth in these sectors in North Walsham and Catfield. The town's industrial businesses are focused on manufacturing of machinery and equipment, plastics products and metal fabrication. North Walsham has seen the greatest levels of activity within the district. Levels of employment in the tourism sector in this part of the district remain stable but with a change from Broads based boating related activity to small scale land-based accommodation and attractions. The

⁶ Statistics from [Population - JSNA - Norfolk Insight](#), Economic Evidence Base for North Norfolk DC April 2024, The Norfolk Office of Data Analysis , NODA, [PowerPoint Presentation](#): accessed 21.5.26 , adopted Local Plan. [Home | Local plan examination library](#).

proximity of this part of the district to Norwich has meant that there is increasing levels of out-commuting. The Eastern sub-region has the largest share of available land area in the district with the town of North Walsham and Scottow Enterprise Park providing the larger quantum of employment land.

- 4.15 The western area of the district has a greater relationship with Kings Lynn and the south. Fakenham acts as a large centre of employment for a large rural area of north-west Norfolk, extending beyond the district's boundary. The town occupies the most accessible location in the district in terms of access to the national road network and, as a result, has strong manufacturing base and presence of distribution companies and is seen as an attractive location for investment. Building off its existing high level of self-containment and its role as an employment centre for surrounding settlements.
- 4.16 Fakenham offers a strong opportunity for sustainable development. The town has seen some change in its manufacturing base with the loss of some jobs in the food processing sector, although this remains the single largest employment sector in the town. Approximately half of the available land within the Western sub-region is within Fakenham. The other half is mostly located in Egmere Enterprise Zone and Tattersett Business Park, two rural locations that have been available for several years, with only limited take-up. Wells-next-the-Sea contains limited supply of employment land; however, there is also little evidence of demand for new industrial development. Tourism and fishing are important sectors to the local economy. The town's location and relative inaccessibility is likely to discourage business start-ups. Any demand is likely to be from local businesses and service providers. Egmere Business Zone lies to the south of the town and has been established to support any investment associated with the growing offshore renewables sector off the North Norfolk Coast.
- 4.17 The central area is dominated by tourism with the resort towns of Cromer and Sheringham and the wider Norfolk Coast National Landscape providing a large number of jobs in the hospitality sector. There are also a large number of jobs in retailing and public administration – with Cromer being the administrative centre of North Norfolk District Council and having a small district hospital, and department of work and pensions office. The coastal towns are subject to further constraint due to their environmentally sensitive locations. It has long been regarded that the towns of Cromer, Holt and Sheringham function as a network in terms of movement for employment between the towns. The Business Growth Sites Delivery Strategy [Local Plan Examination ref [H6](#)] concludes that given this area is a more localised market (with the Eastern and Western subregions having larger businesses and more outward looking economies), it is appropriate that the central sub-region has the lowest share of available land.
- 4.18 The Council's approach is one that guides new employment generating development towards designated employment sites and to additional allocations, both employment and mixed use, in order to serve local markets, provide choice

and opportunities and align with the strategic growth ambitions. To facilitate employment land provision, the adopted local plan is predicated on projecting forward past land take up rates of 1.6 ha annually since 2000 as this is identified as the best indicator to reflect the market, particularly in relation to industrial land for manufacturing uses. On this basis, the current local plan identifies 55.26ha of employment land which is sufficient to factor in potential fluctuations in the market and flexibility through choice to meet the need for 24ha. There is enough pipeline supply in theory to ensure that the district can meet its need for approximately 34 years.

- 4.19 This potentially presents a misleading picture as the available land may not always be suitable or suitably located in order to meet the range of employment opportunities within the market and so the local plan contains a number of specific employment policies that set the parameters for employment development outside the existing designated employment areas, tourism development, and the re-use of buildings in the countryside for commercial use.
- 4.20 The economy in north Norfolk remains fairly narrowly based with a relatively high dependence upon employment in the agriculture, retail, public services and tourism sectors. The local economy is particularly characterised by the fact that the majority of employees (84%) work in small businesses. Whilst there has been a change in the business base of the manufacturing sector with business closures / rationalisations in the food processing and engineering sectors in recent years, there has been a growth in employment in the manufacture of plastic and timber products and marine engineering / boatbuilding, which continue to perform strongly. Significant numbers of employees in the district are engaged in the provision of education, health and social care, public administration, retailing and tourism. In recent years the tourism sector has enjoyed growth through investment in quality accommodation and attractions, and a move to year-round operations capturing short breaks and specialist markets, in addition to the traditional summer holiday. Whilst most of north Norfolk's towns have small industrial estates, the main concentration of manufacturing employment is in Fakenham and North Walsham. Cromer, Mundesley, Sheringham and Wells-next-the-Sea are traditional destination resorts, and Hoveton acts as an important centre for Broads-based tourism.
- 4.21 The Visitor Economy sector has the highest share of business counts (890) within the businesses in North Norfolk (24.89%), followed by the Agri-food Tech sector (779) and then Construction and development (660), Ports and logistics (270), Health and Social work (235)⁷
- 4.22 In terms of statistics the working age population in north Norfolk (typically 15-65) is approximately 52.7%. This is below the Norfolk average of 59% and England average of 63%.

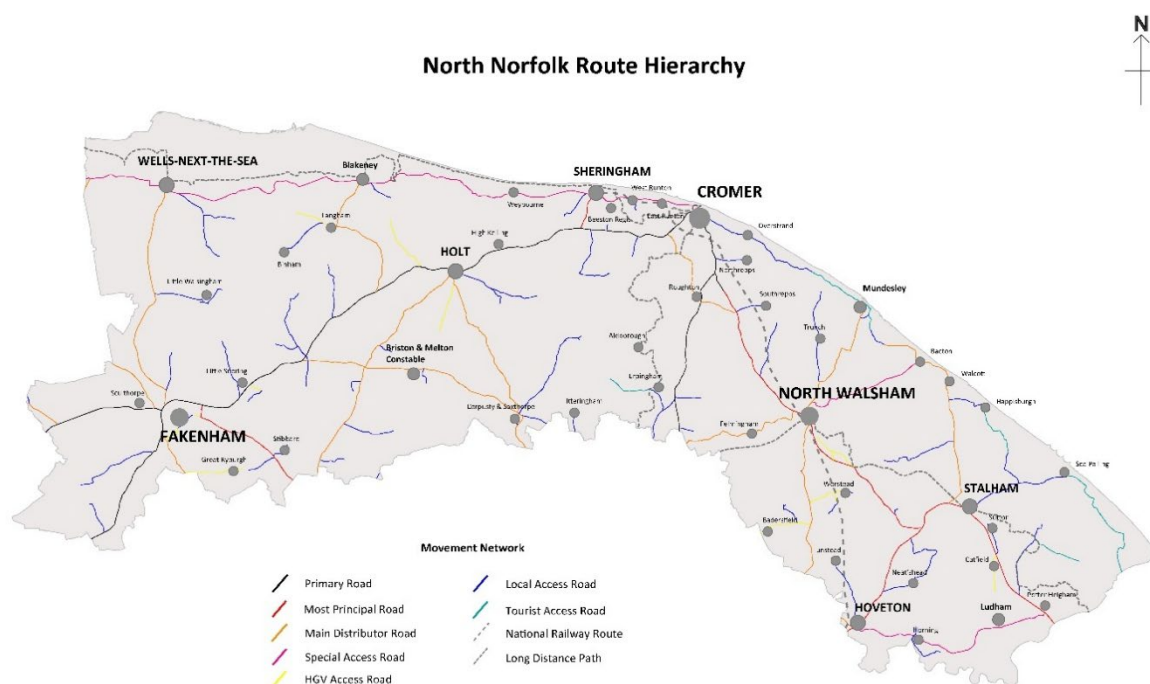
⁷ Economic Evidence Base for North Norfolk DC April 2024, The Norfolk Office of Data Analysis , NODA [PowerPoint Presentation](#) & [Nomis - Official Census and Labour Market Statistics \(nomisweb.co.uk\)](#) - UK Business Counts (local units)

- 4.23 The old age dependency ratio for North Norfolk is high at 649 (and projected to increase), when compared to England which is in the region of 300 this shows that north Norfolk has a **much lower share of working-age residents** than Norfolk as a whole and England.
- 4.24 Pay across North Norfolk reflects the lowest resident gross median pay of all the districts (£578.70) and is below the Norfolk average (£600), and the England average (£645.80).
- 4.25 Commuting patterns in north Norfolk show a net outflow of workers from the district, predominantly to other areas of the County, particularly Norwich. 63.3% of employed residents of north Norfolk work within the district, while 70.5% of workers that make up the north Norfolk workforce reside in the district. Analysis indicates that 51.2% of the north Norfolk workforce live within the immediate area of employment, while a further 28.5% live within the district. In total 79.7% of the overall workforce within north Norfolk live and work within the district. These figures are higher for areas such as Cromer, Holt and Sheringham and lower for areas around Stalham and Fakenham where trends of outflow are more prevalent.
- 4.26 Collectively much if this reflects the district's significantly older population and means that there is a relatively smaller workforce to attract new employment and also to support the larger retired population. This is likely to put extra pressure on the working age population and potentially the availability of staff to deliver services and a greater reliance on commuting workers and in- migration. In addition, the population profile leads to sectorial pressure with rising demand especially in areas of health service, social care and assisted living and tends to produce a tight labour market with ongoing recruitment challenges, demand for in-migration and the requirement for workforce retention policies. Many of these issues sit outside the Local Plan, however planning for growth and the rural economy through land-based planning and the Local Plan allow accountable bodies such as the health authority, adult social services and other investors to plan and develop their own investment strategies with more certainty and ensure more timely delivery.

Transport

- 4.27 North Norfolk's peripheral location is reflected in the fact that it has no trunk roads or motorways. Only the A140 (Cromer to Norwich), the A148 (Cromer to King's Lynn - via Holt and Fakenham but also serving Sheringham) and the A1065 (Fakenham to Mildenhall) are regarded as part of the national 'primary route network'. Other important routes are the A1067 (Fakenham to Norwich), the A149 (Cromer to Great Yarmouth – via North Walsham and Stalham) and the A1151 (linking the A149 at Smallburgh to Norwich via Hoveton). The only public rail service is the 'Bittern Line', operated by Department for Transport Operator (DfTO) following renationalisation in October 2025, linking Sheringham, Cromer, North Walsham and Hoveton with Norwich. The 'Poppy Line' provides a tourist attraction

rail link from Sheringham to Holt. There is also the Bure Valley Railway in Broadland which provides a tourist / leisure link between Aylsham and Hoveton / Wroxham along with the “Poppy line” which runs heritage steam trains connecting Sheringham to Holt. Most of North Norfolk’s villages are served only by very limited public bus services. The 'Coasthopper' bus service runs from Hunstanton to Cromer and Mundesley, providing a popular regular service for locals and visitors along the coast and has recently linked in the wider network to Norwich via the Cromer interchange. Related to the modest level of public transport services across the area is the finding from the 2021 Census that 89.4% of households in north Norfolk owned at least one car or van and 43.6% owned two or more vehicles. Census 2021 data indicates that approximately 21,600 of north Norfolk residents travelled to work by car or van as a driver, representing around 64% of all employed residents aged 16 and over. Collectively this reflects a high level of car dependency consistent with the district’s rural and coastal character.



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Environment

- 4.28 The landscape of north Norfolk is distinctive within England, characterised by a combination of coastal, rural, and gently undulating countryside environments, with a strong sense of openness and natural character. One of the defining features is its **long, varied coastline**, much of which is designated as nationally important. Much of this coastline falls within the wider designated **Norfolk Coast National Landscape** (formally known as Area of Outstanding Beauty (AONB), reflecting its high scenic value. Away from the coast, the district is predominantly rural farmland and characterised by gently rolling arable landscapes large open fields with big skies and long views. The district is characterised by nine separate landscape types and 16 landscape character areas as listed in Table 4.1 of the [North Norfolk Landscape Character Assessment](#). Each type has its own key characteristics, valued features and qualities.
- 4.29 Along with the Norfolk Coast National Landscape, north Norfolk is nationally and internationally important for wildlife and has significant wetland habitats. The district has 13 internationally designated sites, under the Ramsar convention or the European Habitats and Birds Directives whose designation, protection and restoration is transposed into the Conservation of Habitats and Species Regulations 2017, as amended (commonly referred to as the Habitat Regulations), and often referred to as European sites (Es) and/or Natura 2000 (N2K sites), and which represents a functioning network of the Es as a whole. Each site contributes to an ecological network of protected areas, and includes the North Norfolk Coast Special Area of Conservation SAC/Special Protection Area SPA/Ramsar site, Winterton-Horsey Dunes SAC, Norfolk Valley Fens SAC, Overstrand Cliffs SAC, River Wensum SAC, The Wash and North Norfolk Coast SAC, Great Yarmouth North Denes SPA, Breydon Water SPA/Ramsar site, Broadland SPA/Ramsar site, The Broads SAC, Greater Wash SPA. Collectively these sites all contribute to the unique quality of the districts landscape and are important for migratory birds and coastal and marsh ecosystems.
- 4.30 In addition, the wider district includes part of the Broad's Area, 40 Sites of Special Scientific Interest (SSSI), 255 County Wildlife Sites (CWS), 2 County Geodiversity Sites (CGS) and 42 candidate County Geodiversity Sites (cCGS). Collectively much of the district lies within nationally important landscape and ecological designations, which reflects the high environmental value and sensitivity of the landscape.

Housing

- 4.31 Approximately half of the population live in one of the dispersed seven larger market towns and the larger village of Hoveton. The districts remaining half of the population live in a large number of smaller villages, hamlets and scattered dwellings, which are dispersed throughout the extensive rural area. Overall, the district is one of the most rural in lowland England.

- 4.32 In terms of settlements and built character, the built environment tends to sit relatively lightly within the landscape, reinforcing its overall rural character. Traditional flint, brick and pantiles are reflected in the architectural style. Throughout the district there are a large number of Listed Buildings (2265) and 81 Conservation Area designations.
- 4.33 There are approximately 59,000 dwellings across the district (census data) with approx. 8.3% being recorded as not a principle residence⁸ and are registered as second homes for council tax purposes. The percentage varies across the district with higher concentrations in the coastal communities. Some coastal communities also have a high concentration of holiday accommodation, such as caravan parks and chalets which means that on average 12.6% of the housing stock are classed as second homes and or holiday accommodation. These must also be seen as contributing significantly to the local economy and tourism industry of the district and help sustain the more rural services and employment as well as the wider tourism industry.
- 4.34 The average house price⁹ in north Norfolk was approximately £293,000 in May 2026, down 2.9% from March 2025. The average price paid by first-time buyers was £239,000 in March 2026. Prices are **relatively high given local incomes**, contributing to affordability pressure. The median workplace-based affordability ratio sits at 10.80. This is above the broader Norfolk average of 8.5 and means that, on average, houses prices are approximately 11 times local average earnings. As a result, access to the private ownership market is constrained and a high demand for affordable rented properties persists.
- 4.35 Affordability is stretched for a number of reasons, not least the relatively low levels of local income and high house prices but also the relatively low housing stock, the high number of larger house types, the competing demand with second homes/holiday homes, and the continued low delivery rate of new housing compared to the housing requirements and permissions granted.
- 4.36 The 2025-2030 Five Year Housing Land Supply Statement shows that the district currently has a 7-year supply of homes against the existing Local Plan housing requirement of 557 dpa. Permissions for over 2000 dwellings have been granted across the district in the period 2024/25, significantly above the adopted Local Plans housing requirements. However, the number of completions in the same period was only 360¹⁰. This low delivery / completion rate is also reflected historically.

⁸ NNDC second home monitoring records 2024

⁹ ONS [Housing prices in North Norfolk](#): accessed 22.5.26

¹⁰ Annual Monitoring report 24/25, NNDC

Historical delivery and rolling requirements

Number of Homes required				Total Homes Required	Number homes delivered(net)				Total No of Homes delivered
2021-22	2022-23	2023-24	2024-25		2021-22	2022-23	2023-24	2024-25	
531	562	567	572	2,232	456	348	226	329	1,359

- 4.37 **The housing requirements which the Council is required to now plan for as a minimum is set to increase to 932 dwellings per annum (dpa)** due to the governments revised standard housing methodology. This is a significant increase from the current Local Plan figure of 557dpa.

Housing Stock

- 4.38 The majority of households in Norfolk are owner occupied (72%), however there is a historical deficit of accessible and adaptable properties across all tenures. Social care and health strategies continuing to place more emphasis on supporting people in their own homes and the rapidly aging population for north Norfolk, which is already the highest proportion in England, and the associated health issues that that an aging population brings their remains a compelling case to ensure new housing is built to address the specific needs of the districts population¹¹. Peoples housing needs change as they get older and homes designed that reflect this from the outset provide safe and convenient approach routes, circulation space, and appropriate kitchens, bathroom and outside space as well as making them easier and cheaper to adapt when the need arises. Such an approach helps foster a community, allows people to stay independent longer and stay in their own homes for longer.

Coast

- 4.39 The North Norfolk district has approximately 43 miles of coastline, and whilst it plays a major role in creating North Norfolk's distinctive environment and is important to the economy through tourism, it also presents two significant challenges. The first emanates from north Norfolk's cliffed coastline between Kelling Hard (near Weybourne) and Cart Gap (near Happisburgh), which is made of soft glacial deposits, and has been eroding since the last Ice Age. The second concerns the low-lying coastline either side of the cliffs, which is at risk from tidal flooding.
- 4.40 North Norfolk has some of the fastest eroding coastline in NW Europe with average retreat rate in the region of 1.7m/year on soft cliffs, higher in storms. Local Plans are expected to identify areas of coastal change and help manage the areas affected by physical changes to the coast over the longer term -100yrs, or from any

¹¹ Background Paper 7 & 7.1 , Housing construction standards updated, Examination reference C7 & C7.1, NNDC 2023 [Home | 4: Evidence base and supporting documents](#)

updated risk mapping which may supersede that currently in use. The extent of the current Coastal Change Management Area (CCMA) and the associated risk zones are defined on the [Local Plan Policies Map](#) that accompanies the Local Plan. The CCMA is made up of two risk zones, estimated at being at risk of erosion within 50 years and within 100 years. In addition, the Policies Map identifies Hold the Line Zones, which are areas within identified Hold the Line Areas, but outside the CCMA where new development or intensification of a use may have long-term implications for coastal change.

- 4.41 The emerging National Planning Policy Framework (due to be published summer 2026) seeks to minimise risks to development arising from flooding and coastal change, taking into account the impacts of climate change, by steering development away from areas at risk. As such, development plans should take account of the relevant Shoreline Management Plans (SMPs), the National Coastal Erosion Risk Map, the UK Marine Policy Statement and relevant marine plans in assessing the risks arising from coastal change and the potential approaches to coastal management
- 4.42 Shoreline Management Plans are non-statutory plans for coastal defence management planning. They provide a strategic assessment of the risks associated with coastal erosion and provide estimates of how the coast is likely to change over the next 100 years, taking into account the future implementation of coastal policies, geology, likely impacts of climate change and the existing condition of the coast including coastal defences. A national refresh of SMPs began in 2019 to make sure that the plans were up to date in the light of any new evidence. The refresh also aimed to allow ongoing maintenance and delivery, particularly in guiding policy transitions from 2025 onwards. The process led to new national Supplementary Guidance and Health Check recommendations for each SMP in 2020. These recommendations are being taken forward, and a national SMP Explorer tool has been developed to allow people to access SMP policies for each part of the coast. The two Shoreline Management Plans active along the North Norfolk coastal frontage are SMP5 (Hunstanton to Kelling Hard) and SMP6 (Kelling Hard to Lowestoft Ness). These can be accessed [via the SMP Explorer](#), which show planned approaches to managing risk from flooding and erosion within individual 'units' of shoreline.
- 4.43 In the advent of the publication of the **Environment Agency National Coastal Erosion Risk Mapping (NCERM) in 2025**, and the national refresh of the relevant Shoreline Management Plans through updated action plans (SMP5 and SMP6), it is proposed to review and update the spatial area identified as a Coastal Change Management Area in order to provide up to date information about the area of land likely to be affected by physical changes to the coast, estuaries or tidal rivers over a 100 year period. The updated CCMA will identify the area at risk and hence the number of properties, businesses and existing infrastructure within that area and set the boundaries / inform revisions of the existing coastal change management and adaptation policies. It is expected that the revised CCMA will also inform any

spatial strategy in relation to new growth as well as help plan for long term adaptation planning rollback/relocation of development and the re-positioning/re-routing of infrastructure in affected coastal settlements such as Happisburgh, Overstrand and Trimingham.

- 4.44 The Council is already part of the Coastal Transition Accelerator Programme (CTAP) through [Coastwise](#) which is exploring how communities can adapt to the effects of climate change and coastal impacts and speed up strategic and action planning in order to address long term impacts of coastal change. It is expected that in undertaking Local Plan review with the aim of facilitating change and betterment, close co-operation with the Coastwise programme will need to be undertaken.

5. Scoping Consultation

- 5.1 Before commencing the 30-month local plan programme outlined above, the first step in updating the Plan is to seek the views of local residents, town and parish councils, organisations, statutory stakeholders, landowners and developers on the what the plan should contain i.e. its scope.
- 5.2 In particular the Council are **seeking views on what the new style Local Plan should contain** in light of the new local plan system and changes to national policy **and our approach to engagement during its preparation:**
- A) The key elements of the vision and up to 10 measurable outcomes.**
 - B) The key considerations for identifying an appropriate spatial strategy to manage the overall growth requirements and distribution of development.**
 - C) The evidence required to support the emerging Local Plan.**
 - D) How could the Council effectively engage communities and wider communities given the prescribed timeline and wider digital agenda.**
 - E) Call for Sites.**
- 5.3 For each of the above items, this document includes a section below summarising each of the issues/policy areas within the scoping consultation, and our survey asks questions on each of these matters.
- 5.4 To ensure the consultation is effective, it is asked that feedback is provided constructively in a way that addresses these matters.

A) Vision, Objectives & Measurable outcomes

- 5.5 Local planning authorities (LPAs) must prepare a vision as part of the local plan. The vision should:
- set out key aims and objectives for your area over the next 15 years or longer.
 - be ambitious but also reflect what the local plan can realistically achieve through its policies.
 - There should be no more than 10 measurable outcomes. Each should be designed to help monitor the Plan in meeting the Vision and the appropriateness of the policies.
- 5.6 **The purpose of the Local Plan's vision** is to set out how an area should develop over the period of the plan. The vision should be **locally distinctive and provide a positive approach towards the future of the district by establishing a framework for meeting housing, economic, social and environmental needs** in a coordinated and achievable way. This then needs to be translated into deliverable outcomes to be included in the Local Plan. National guidance advises

that the vision should set **out key aims and objectives for the area over the next 15 years or longer** whilst also being ambitious in such a way that is realistically achievable through its policies. Through this approach, **there should be no more than 10 measurable outcomes in the Local Plan**, and these should be tangible, achievable, locally specific and easy to monitor.

- 5.7 The measurable outcomes that the Local Plan should flow from the aims and objectives identified in the vision statement and outline how the desired change will be delivered and measured. In order to achieve this, the measurable outcomes should be based on quantitative and qualitative targets and standards. These can be linked to specific Local Plan Policies and/or site-specific allocation policies.
- 5.8 The vision, aims and objectives, in addition to the associated measurable outcomes, should provide the framework for preparing the wider Local Plan and an effective basis by which to monitor delivery after the plan's adoption.
- 5.9 In making the vision locally distinctive to inform the preparation of the new Local Plan, it should be:
 - grounded in the unique qualities of the district
 - refer to specific settlements, include the growth and regeneration aspirations, new infrastructure and specific environmental factors. It should also be based on the baseline information as set out earlier in section 3 and 4 of this document, be informed by early engagement and a SWOT analysis in order to balance considerations holistically and make sure the vision's priorities reflect local issues and opportunities. Any vision should align with existing local priorities and strategies and integrate relevant information from them where appropriate
 - An overview of what is expected is set out in government guidance [here](#).
- 5.10 In preparing a new vision to inform the new Local Plan it is also appropriate to review the existing vision adopted in December 2025 in order to help ascertain if it remains relevant.
- 5.11 The adopted North Norfolk Local Plan establishes a clear spatial vision of delivering sustainable growth across the district to 2040 in a way that responds positively to climate change, supports the local economy, and protects the area's distinctive environmental and historic character. It seeks to direct development to the most sustainable locations, primarily the main towns and key service centres, ensuring that growth is plan led and supported by appropriate infrastructure. At the same time, the Plan emphasises the importance of maintaining the intrinsic qualities of North Norfolk, including its valued landscapes, coastline, and built heritage, so that change reinforces local distinctiveness rather than diminishing it.
- 5.12 The current adopted Local Plan vision is as follows:

In 2040, residents and visitors to North Norfolk will enjoy a high quality of life. The District will have retained its distinct identity as a unique and attractive coastal and rural tourist destination and will have a diverse and thriving economy, with vibrant and appealing towns and villages which act as employment and service centres for their surrounding rural areas. Residents will have increased access to good quality affordable homes, a wider range of local higher skilled and better paid jobs, and good quality services and facilities close to where they live.

The towns of North Walsham, Fakenham and Cromer will have been the focus for a significant proportion of the required development. A mix of resource efficient and secure residential development will have been delivered to meet local needs including affordable housing, homes for the elderly and those with specialist accommodation needs. The necessary infrastructure and community facilities/services will be in place to support this growth. In the wider countryside, appropriate small-scale development will have been delivered where this meets local needs and supports the long-term sustainability of a settlement.

The quality of the natural and built environment, the Norfolk Coast National Landscape, the Norfolk and Suffolk Broads and their setting will have been protected and enhanced. The overall diversity and quality of North Norfolk's countryside and natural environment will have been maintained and enhanced, and the District's many Conservation Areas and Listed Buildings will have been conserved or enhanced. There will be better access to the countryside and green spaces for local communities. New development will have been provided and designed to minimise resource and energy use, minimise the risks arising from flooding and coastal erosion, protect nature and improve biodiversity, and delivered in ways that adapts to and mitigates the inevitable changes to the climate.

The Strategic Aims and Objectives of the adopted Local Plan are:

- *Delivering Climate Resilient Sustainable Development*
- *Protecting Character*
- *Meeting Accommodation Needs*
- *Enabling Economic Growth*
- *Delivering Healthy Communities*

Vision adopted Local Plan north-norfolk.gov.uk/media/11773/north-norfolk-local-plan-2024-2040.pdf

5.13 To achieve these aims, the adopted Plan sets out a series of strategic objectives focused on:

- climate resilience,
- sustainable patterns of development, and the
- creation of healthy, balanced communities.

It aims to protect the characteristics of local communities, promote the development of affordable and specialist accommodation, alongside opportunities for economic growth and job creation. There is a strong emphasis on protecting and enhancing biodiversity, green infrastructure, and environmental quality, as well as supporting community wellbeing through access to services, open space, and infrastructure. Collectively, these objectives underpin an integrated approach to growth that balances social, economic, and environmental priorities, ensuring that North Norfolk remains a sustainable and attractive place to live, work, and visit.

5.14 The first step in preparing the vision and measurable outcomes of the next Local Plan will be to identify **‘key priorities’ for North Norfolk**. To identify these ‘key priorities’, we will consider the following:

- The requirements of national planning policy
- Collected evidence that supports and identifies the ‘baseline’ conditions and any local issues and opportunities
- Other Council strategies across Norfolk and beyond that might be relevant to North Norfolk.
- Analysis of North Norfolk’s strengths, weaknesses, opportunities and threats. (SWOT analysis)
- Responses to these consultations undertaken to inform the next Local Plan.
- Technical assessments supporting evidence documentation undertaken to inform the next Local Plan

Initial SWOT Analysis of North Norfolk

Strengths	Weaknesses
• The diverse and rich characteristics of our communities • Proactive and committed approach towards Climate Change • Strong tourism and wellbeing benefits from natural assets • Unique and attractive qualities of our coastal and rural tourist towns and destinations • Distinctive rural landscape valued by residents, business and visitors • High quality natural, coastal and built environments • Significant valued heritage assets • Local, national and internationally designated areas of landscape and habitat protection	• Ageing demographic of our population • Remoteness and accessibility of the district • No significant highway networks within the district • Affordability of housing – particularly in coastal communities. • High proportion of older/ unsuitable housing stock • Limited new employment investment/ redevelopment opportunities • High proportion of settlements with limited services and constrained access to education and health facilities

• Railway connections to Norwich and onward national links • Employment land availability • Strong retail economy with low vacancy rates • Rural and dispersed nature of the district	• High & dispersed proportion of settlements with infrastructure capacity constraints, in particular water treatment • Constrained road networks within the district • Significant reliance on private transport due to rural and dispersed nature of the district • Constrained growth opportunities due to high valued landscapes, heritage and environmental assets. • Receding coastline
Opportunities • Capitalising on locations with capacity for growth or potential to increase infrastructure capacity • Providing new growth in areas otherwise underdelivered • Enable rural communities to become more sustainable, particularly through improved services and facilities • Potential for new self-contained communities/settlements • Enhancement and protection of the natural environment and coastline • Biodiversity gains through nature restoration • Water quality restoration through Nutrient Neutral developments • Wider renewable energy use through greater access to up-to-date technologies for developments • Improving distribution of electric vehicle charging and update of electric vehicles • Improve delivery of affordable housing and elderly care provision • Providing new job growth opportunities • Increased infrastructure investment	Threats • Changing climate and impacts on the North Norfolk Coast and communities through extreme weather, erosion and rising sea levels • Constraints to sewerage network • Water scarcity • Providing adequate growth and services to accommodate the ageing demographic • Residential market capacity and absorption rates for higher growth • Loss of services to rural communities • Employment and labour supply constraints • Increased growth beyond North Norfolk's border that increase pressure on roads and services within the district • Slow or static delivery of already identified housing growth, especially large schemes • Coastal erosion • High land values (especially in western coastal areas) • Requirements for environment mitigation

Key Priorities

5.15 The Council considers the **following key priorities** to be important for inclusion within the Local Plan's vision:

- Protecting and enhancing the natural environment, landscapes, coast, biodiversity and heritage assets
- Responding to climate change and supporting the transition to net zero
- Managing coastal change, erosion, flood risk and supporting coastal adaptation
- Managing water resources, water quality and infrastructure capacity
- Delivering sufficient housing, including affordable housing and an appropriate mix of homes
- Supporting an ageing population through accessible, adaptable and specialist housing
- Strengthening and diversifying the local economy and supporting skilled employment opportunities
- Supporting sustainable rural communities and access to local services and facilities
- Improving transport connectivity, active travel and digital infrastructure
- Securing investment in infrastructure, community facilities and services

B) The key considerations for identifying an appropriate Spatial Strategy to manage the overall growth requirements and distribution of development

5.16 The spatial strategy provides the planning framework to achieve the vision and sets out where development will happen and at what scale. With the expectation that the main focus on local plans will be around the facilitation of growth, central to the spatial strategy will be the distribution of development and deciding where new development should occur.

5.17 Whilst it is comparatively clear which are the largest towns and village settlements in the district and which provide the most services and could accommodate growth in a sustainable way, it is less clear which of the smaller villages can, or should, accommodate development. Most villages, with the exception of Hoveton, have relatively limited facilities, some lie within the Norfolk Coast National Landscape, and a small number are within flood risk or coastal erosion areas which limit the opportunities for sustainable growth. Approximately half of the district's population live in the rural communities outside of the larger towns and the larger villages of Hoveton, Blakeney, Briston, Ludham and Mundesley.

5.18 **Housing Numbers:** The Council must plan to meet all of its identified minimum need and is currently required to plan for at least 932 dwellings per annum (dpa) in accordance with the government's new standard methodology for assessing need. Over a 15-year period from 2029-2045, the minimum period for a local plan, this is the equivalent of 13,980 dwellings. This is a significant increase from the current

Local Plan figure of 557dpa which plans for 8,912 new dwellings between 2024-2040. National policy also requires the Council to consider whether any unmet needs arising in neighbouring areas can sustainably be accommodated in the district and vice versa.

5.19 The 932dpa figure is currently an unconstrained assessment of the minimum number of homes the Council is required to Plan for. The actual housing requirement that will be set in the Plan is also dependent on the consideration of constraints and deliverability. If the Council cannot meet its need in full it will need to justify a lower requirement through clear evidence and demonstrate that all reasonable alternatives have been explored. It will also have to explore how any shortfall can be met across the wider region in neighbouring authorities.

5.20 Key strategic constraints are potentially:

- the extensive coverage of the Norfolk Coast National Landscape designation (formally known as the Area of Outstanding Beauty, AONB). Although this does not automatically cap housing, the current NPPF gives “great weight” to the designation and states that major development should be restricted except only where demonstrated to be in the public interest, potentially reducing the available land supply (rather than need)
- significant number of designated habitats sites, high valued landscape, and areas of landscape sensitivity
- Significant areas at risk of coastal erosion
- Historic towns and landscapes subject to conservation area appraisal
- Limitations in infrastructure capacity. Although technically this can be overcome through investment and site allocation policy, it can impact in overall deliverability, viability, and phasing, and thus overall site suitability.
- Poor road network and footpaths in rural villages and lack of active travel opportunities
- Lack of rural supporting services.

5.21 As part of the process, the emerging plan will be subject to Habitat Regulations Assessment (HRA). This will determine potential adverse effects on key impact pathways at district and site level, and identify effective mitigation measures. If the proposed scale of growth cannot be mitigated, then potentially a lower or alternative distribution of development would be required.

5.22 As part of the evidence building the Council is currently undertaking a [Call for Sites](#), reviewing the capacity of the district to accommodate growth including that of the Norfolk Coast National Landscape and taking part in a wider study across Norfolk seeking to identify potential broad areas that could be suitable for a new settlement. If insufficient land is identified the end result could be that there would be a greater reliance on fewer settlements, with the concentration of growth outside the Norfolk Coast National Landscape along with higher densities would be required.

5.23 Taking into consideration the characteristics of the district and that of our communities, **we need your views** on how the Local Plan **could distribute growth** across the district, and what principles or considerations should be taken into account. The potential exists that the final approach will be a hybrid of a number of options.

1. **Continuation of the current Local Plan approach** where the majority of new development will be located in larger towns and villages and major development will not be permitted in the Norfolk Coast National Landscape. This approach distributes growth across 3 large growth towns, 5 smaller growth towns, 4 large growth villages and 34 small growth villages which are identified based on the provision of a level of services. Where such villages are situated in the Norfolk Coast National Landscape, small-scale allocations have been made.
2. **Expansion of existing larger settlements.** This would mean large scale growth through the identification of strategic urban extensions to most if not all of the 7 towns and the larger village of Hoveton, subject to consideration of environmental constraints.
3. **Creation of new settlement(s).** Any new settlement should take account of road network hierarchy and key rail connections within the district. Areas considered to have the greatest potential to support sustainable growth include areas in the east along the railway line / A140 between Cromer and North Walsham and in the west along the primary road route between Fakenham and Swaffham along the A1065 and or the main principal route to the south of Fakenham along the A 1067. Alternatively, growth could be directed to one of the former airbases.
4. **Increased rural growth and a more dispersed pattern of growth:** This would involve the identification of a greater number of rural villages in which new growth would be acceptable. Perhaps more in line with the direction of travel set out in national policy, this could involve specific development site allocations, however consideration will need to be given to infrastructure capacity, accessibility and service provision. Such a dispersed pattern brings opportunities of countryside development, low density and nature-integrated design, supports a local rural economy and vitality and may help maintain a population balance in rural communities, however it can lead to greater car dependency, poor access to services such as education health and daily shopping needs, higher infrastructure costs including the potential for as increased strain and capacity issues around existing water recycling centres and cumulative environmental impacts. In some cases, it may lead to isolation, and it makes concentration of new service provision difficult and may be difficult to align / justify with sustainable development objectives.

5. **Village cluster approach:** this would direct development not to individual dispersed sites, nor only to large settlements, but to **groups of geographically close villages that function collectively**. It would allow the Council to identify growth locations around several small to medium-sized villages linked spatially but which arguably share resources such as primary schools, local shops, and set the spatial strategy around functional relationships rather than individual settlement services and facilities. Development could feasibly be spread across the villages with a functional link at a scale proportionate (not equal) to their individual circumstances, helping to maintain character and address a local need through a proportion of homes being available for market-led and affordable mix and support wider rural vitality through support for combined services. The approach could also help minimise environmental impacts and help maintain / improve public transport, local shops and rural pubs. The approach does provide some flexibility and would support growth in a number of villages that are currently not supported in the Local Plan. Whilst arguably better than a purely dispersed growth strategy, infrastructure capacity and investment may still be fragmented and it may lead to the concentration of growth in less constrained/more market attractive villages. Other disadvantages include the need for clear phasing in terms of investment, relatively car dependent growth and it would not address access to higher order services such as GPs.

6. **Norfolk Coast National Landscape:** An option remains to develop a strategy that limits growth within the National Landscape or alternatively seek opportunities within to support the social and economic needs of the area and contribute more fully to the wider need. The area covers approximately one quarter of the district and as such, each option could have implications for the scale and density of development required elsewhere.

The NPPF states that *Plans should: distinguish between the hierarchy of international, national and locally designated sites; allocate land with the least environmental or amenity value, where consistent with other policies in this Framework.*’ Para 188. Local Authorities have a legal duty to further the statutory purpose of conserving and enhancing the natural beauty of National Landscapes and National Parks during Plan making, however although the Norfolk Coast National landscape is recognised as a sensitive landscape, development should not be prevented on the bases purely of its designation and proposals within or affecting its setting should demonstrate clearly that they remain appropriate the landscape character type and designation.

National planning policy advises that the scale and extent of development within these nationally designated areas should be limited and that

permission for major development should be refused in National Landscapes other than in exceptional circumstances and where it can be demonstrated that the development is in the public interest. The NPPF advises that whether a proposed development constitutes major development will be a matter for the relevant decision taker, taking into account the individual characteristics and circumstances of the proposal and the local context.

The Norfolk Coast National Landscape Management Plan 2025 – 2030

actively supports Local Planning Authorities in achieving sustainable development and recognises that sustainable development in this area requires a careful balance of economic growth, social equity and environmental protection. The current Local Plan allocated a number of smaller allocations in the settlements of Wells next the Sea and Blakeney and a larger site on the outskirts of Cromer all located within the National Landscape. The Plan also has a specific strategic policy which ensures appropriate consideration is given to proposals in designated landscape ensuring that they are of an appropriate scale and further the purposes of designation.

- 5.24 **Allocating Infill development within settlement boundaries:** While the principle of infill development within settlement boundaries is implicit in providing sustainable locations for development, there are clear advantages to allocating sites within settlement boundaries in order to establish greater certainty within a local plan to deliver a prescribed level of growth, and in turn, this allows there to be better infrastructure co-ordination. The Council has historically relied upon windfall development to boost its housing delivery, but this approach can lead to significant unpredictability in long term planning, as relying on past windfall trends can produce flawed future trajectories.
- 5.25 Other considerations within settlements include the use of **brownfield land, and the concentration around transport infrastructure**, however given the relatively small size of the district's towns and the limited supply of previously development land the vast majority of sites will be greenfield.

C) What evidence is required to support the emerging Local Plan?

- 5.26 Local plans must be underpinned by relevant and up to date evidence and be tailored to the area and Plan objectives. Evidence must be **relevant, proportionate, up to date and adequate to justify policy choices and soundness matters at examination**. It is therefore important to collate the required baseline evidence to support plan making in the early plan making stages and to ensure it remains iterative throughout the process.
- 5.27 As part of the process at Regulation 23 stage, the Council is required to publish the available evidence. Following an initial audit of the Councils evidence and Plan requirements it is proposed to prepare the following studies. Some of these will be

undertaken through the commissioning of specialist planning experts, some jointly through the Norfolk Strategic Planning Framework and adjacent Local Planning Authorities, while others will be undertaken in-house:

Housing	Economy	Environment	Infrastructure
Housing Capacity Study	Economic forecasting	Water Cycle Study	Energy Capacity Study
New Settlement Study	Retail Capacity Study	Strategic Flood Risk Assessment	Infrastructure Delivery Plan
Site Assessment Methodology	Designated Employment Land Review	Coastal Change Management Area (CCMA) Methodology Review (National Review)	
Design Guidance		Coastal Change Management Area (CCMA) Local Review	
Local Housing Needs Assessment		Norfolk Coast National Landscape and Undeveloped Coast Growth Capacity Review	
Gypsy & Traveller Accommodation Needs Assessment		Strategic Environmental Assessment (SEA) / Habitats Regulations Assessment (HRA) Scoping Document	
Plan-Wide Viability (including CIL review)		Strategic Environmental Assessment (SEA) / Habitats Regulations Assessment (HRA) Final Environmental Report	
Site Assessment Methodology		Water Efficiency Standards	
Settlement Boundary Review			
Heritage Impact Assessment			

5.28 The Council is also working collectively with the Norfolk authorities to update the **Norfolk Strategic Planning Framework** and will also undertake an **Equalities Impact Assessment (EqIA)**.

5.29 In addition, we are working in collaboration with Anglian Water to update their Water Resources Plan 2026 and continue to work with the Norfolk and Suffolk Integrated Care Board through the Norfolk Strategic Planning Framework, utilising the joint Planning Health protocol,¹² Norfolk County Council Education, Highways

¹² Planning in Health (Health Protocol) [Home | Document library](#)

and Adult Social Services, the Environment Agency, Natural England, and Coastwise (list not exhaustive)

- 5.30 With the focus being on **proportionate evidence**, the plan focussing principally on sites for housing and growth and the up-to-date nature of the current studies it is not currently intended to update the following studies/ evidence:
- 5.31 Economic growth requirements/ Growth sites Delivery Strategy, Landscape Character Assessment, Landscape Sensitivity Assessment (renewable energy), Open Space Standards and Indoor Sports Facility Strategy and Playing Pitch Strategy.

D) How could the Council effectively engage communities and other stakeholders given the prescribed timeline and wider digital agenda

- 5.32 As part of preparing our new Local Plan, we want to make sure people engage in an effective and inclusive way. This means understanding how you would like to be involved, what works well, and what could be improved.

National planning requirements (including the Local Planning Regulations 2026) require Councils to set out how they will involve communities in plan-making.

Your feedback will help us prepare an engagement plan which takes into account the needs of all those involved in the process.

We are keen to hear your views on:

- the best ways to communicate with you
- how you would like to take part in consultations
- any barriers that might make it harder for you or others to get involved

- 5.33 **How we will use your feedback:** Your responses will directly inform how we design future engagement activities for the Local Plan. This includes choosing the right mix of online and in-person opportunities, improving accessibility, and making sure information is clear and easy to understand.

5.34 We will use what you tell us to:

- inform our approach to consultation and engagement
- ensure a wider and more diverse range of people can take part
- shape future Local Plan consultations so they work better for our community

E) Call for Sites

- 5.35 This is the second opportunity to input into the Call for Sites which will run alongside this scoping consultation between **Monday 20 July** and **Monday 31 August 2026**.

5.36 The Call for Sites submission process is a fully online process, and the Council will only accept alternative submission formats in exceptional circumstances. The Call for Sites webpage includes guidance on how to submit sites via the online web submission form and how to input the required information.

To submit a site for consideration, please visit

www.north-norfolk.gov.uk/callforsites

5.37 Please note, the Call for Sites will only accept sites capable of accommodating five or more dwellings or are at least 0.25ha in size. If land does not meet this starting threshold, it will not be considered. When submitting a site, please carefully read through the instructions and additional requirements.

5.38 The process of site assessment is iterative and will be informed throughout the time allotted in the new process for plan-making. The Council will undertake an assessment of each site (Stage 2) utilising a site assessment methodology developed through the Norfolk Strategic Planning Framework. This assessment methodology is based on criteria that utilises spatial information and relevant evidence sources to effectively assess a sites suitability, availability and achievability and includes where necessary engagement with appropriate statutory bodies in order to obtain early input into the process and to inform site selection. This approach has been created within the context of the updated Planning Practice Guidance advice on how to identify sites for development¹³. Once this assessment has been completed and a list of sites that have passed the assessment has been identified, the Council will then undertake a further review (Stage 3) of those shortlisted sites to identify which, if any, are suitable for allocation in the new Local Plan.

5.39 The overall process is as follows:

- Stage 1 - Call for Sites
- Stage 2 - Initial site assessment for Call for Sites submissions.
- Stage 3 - Second stage site assessment and review of sites that passed Stage 2.

5.40 The Council will consult on the emerging spatial strategy (and site options) at the Local Plan Content & Evidence stage (Regulation 23) and again at Draft Plan stage (Regulation 27) as detailed in [Summary of key milestones & stages table](#) on pages 4-6.

¹³ [Introduction to identifying, assessing and selecting sites - GOV.UK](#)

6. Consultation Questions

North Norfolk Local Plan Review Scoping Consultation: Regulation 20

This section is for reference only. Responses to this Scoping Consultation should be made by visiting www.north-norfolk.gov.uk/scopingconsultation between Monday 20 July and Monday 31 August 2026.

Before completing this consultation response, we strongly advise reading the accompanying Scoping Consultation document, which sets the context for the consultation, including the profile and characteristics of North Norfolk, and the scope and requirements for undertaking a Local Plan Review.

A - Vision

Question 1

[Please review the Initial SWOT Analysis of North Norfolk in Section 5A of the Scoping Consultation Document]

Do you agree with the strengths, weaknesses, opportunities and threats we should consider when determining the key priorities of our vision?

[Yes/No/Not sure]

Please explain your answer and provide any suggested changes:

Question 2

[The identification of Key Priorities will inform the new Local Plan Vision and Objectives. The suggested Key Priorities are derived from the District Overview in Section 4 of the Scoping Consultation document]

Which of the following key priorities do you consider to be important for inclusion within the Local Plan's vision (select all that apply, rank in order of priority)

- ☐ Protecting and enhancing the natural environment, landscapes, coast, biodiversity and heritage assets
- ☐ Responding to climate change and supporting the transition to net zero
- ☐ Managing coastal change, erosion, flood risk and supporting coastal adaptation
- ☐ Managing water resources, water quality and infrastructure capacity
- ☐ Delivering sufficient housing, including affordable housing and an appropriate mix of homes

- ☐ Supporting an ageing population through accessible, adaptable and specialist housing
- ☐ Strengthening and diversifying the local economy and supporting skilled employment opportunities
- ☐ Supporting sustainable rural communities and access to local services and facilities
- ☐ Improving transport connectivity, active travel and digital infrastructure
- ☐ Securing investment in infrastructure, community facilities and services

Question 3

Are there any other key priorities which we should use in developing the Vision? If so, please detail these and explain why they are important.

B: Spatial strategy: The key considerations for identifying an appropriate strategy to manage the overall growth requirements and distribution of development

Question 4

[Please review para 5.23 of the Scoping Consultation Document]

Which approach do you prefer for distributing development? (rank in order of preference)

- ☐ Continuation of the existing Local Plan approach
- ☐ Expansion of existing larger settlements
- ☐ Creation of new settlements
- ☐ Increased rural growth and a more dispersed pattern of growth
- ☐ Village cluster growth

Question 5

If you prefer a combination of approaches for distributing development, which combinations would you choose and why?

Question 6

[Please review para 5.23(4) of the Scoping Consultation Document]

Should the Plan allocate residential development sites in rural villages?

[Yes/No/Not sure]

Please explain your answer and provide any suggestions:

Question 7

[Please review para 5.24 of the Scoping Consultation Document]

Should the plan allocate residential development sites within settlement boundaries (infill development)?

[Yes/No/Not sure]

Please explain your answer and provide any suggestions:

Question 8

[Please review para 5.23(6) of the Scoping Consultation Document]

The Norfolk Coast National Landscape accounts for a quarter of the district's land area. A proportion of new growth is considered likely to be needed within the National Landscape in order to support residential growth needs. Which of the following options are preferred? (rank in order of preference)

- ☐ Limited development within the National Landscape (a specific policy)
- ☐ Small-medium sized allocations (up to 49 dwellings)
- ☐ Medium-sized allocations (50-499 dwellings)
- ☐ Large allocations (500+ dwellings)
- ☐ New Settlement(s)

Question 9

[Please review para 4.13 - 4.26 of the Scoping Consultation Document]

The current Local Plan designates employment land sufficient to meet existing growth needs for the next 34 years, well beyond the minimum 15-year plan period required for the next Local Plan. However, this employment land may not always be in the right location or at the right scale. Should the plan designate/allocate additional employment land in new areas of the District?

[Yes/No/Not sure]

Please explain your answer and provide any suggestions:

C - Evidence: What evidence is required to support the emerging Plan

Question 10

[Please review Section 5C of the Scoping Consultation Document]

Has the Council identified proportionate and relevant evidence to be prepared in order to underpin the development of the new Local Plan? Are there any gaps?

[Yes/No/Not sure]

If no, what other areas of evidence are required to support, inform and justify appropriate strategies and policies for the Local Plan? If you answered yes or not sure you may also leave comments.

D - How could the Council effectively engage communities and other stakeholders given the prescribed timeline and wider digital agenda

Question 11

How would you prefer to hear about the Local Plan? (rank in order of preference)

- ☐ Council website
- ☐ Newsletters
- ☐ Social media (e.g. Facebook, X, Instagram)
- ☐ Local newspapers
- ☐ Posters / leaflets in local areas
- ☐ Town and parish councils
- ☐ Community groups / organisations
- ☐ Other (please specify)

If you would like to hear about the Local Plan by other methods, please provide further details:

Question 12

How would you prefer to take part in shaping the Local Plan? (rank in order of preference)

- ☐ Online surveys and consultations
- ☐ Interactive online maps
- ☐ In-person public events / exhibitions
- ☐ Workshops or focus groups
- ☐ Written submissions
- ☐ Other (please specify)

If you would prefer to take part by other methods, please provide further details:

Question 13

What types of engagement events would you be most likely to attend? (rank in order of preference)

- ☐ Drop-in exhibitions
- ☐ Evening meetings
- ☐ Weekend events
- ☐ Online webinars / virtual meetings
- ☐ Themed workshops
- ☐ Events with local groups
- ☐ Other (please specify)

If you prefer other engagement methods, please provide further details:

Question 14

Where would you prefer engagement activities to take place? (rank in order of preference)

- ☐ Across towns and villages
- ☐ In main towns only
- ☐ Online only
- ☐ Mix of online and in-person
- ☐ Other (please specify)

If you prefer engagement activities to take place in other ways/locations, please provide further details:

Question 15

What would help you participate more easily? (select all that apply)

- ☐ Clear and simple information
- ☐ Flexible response methods
- ☐ Convenient timing for events
- ☐ Accessible venues
- ☐ Support for additional needs

- ☐ Other (please specify)

If you selected 'Other', please provide further details:

Question 16

How should information be presented? (rank in order of preference)

- ☐ Shorter, plain english summaries
- ☐ Detailed documents
- ☐ Infographics
- ☐ Interactive maps
- ☐ Videos
- ☐ Other (please specify)

If you prefer information to be presented in other ways, please provide further details:

Question 17

What is most important to you in engagement? (rank in order of preference)

- ☐ Early involvement
- ☐ Clear explanations (plain English)
- ☐ Influencing outcomes
- ☐ Feeling heard / feedback is provided
- ☐ Accessibility
- ☐ Other (please specify)

If there are other elements that are important to you in engagement, please provide further details:

Question 18

How can we engage under-represented groups? For example, groups representing age, disability, race, religion, belief, sex or gender. (select all that apply)

- ☐ Work with community organisations to identify relevant groups
- ☐ Identify relevant groups ourselves and engage in targeted outreach
- ☐ Translated materials
- ☐ Other (please specify)

If you selected 'Other', please provide further details:

Question 19

Community Groups: If you work for or know of a community organisation that represents people in North Norfolk, and you feel it is important for us to consult them in preparing the new Local Plan, please provide its public or organisational contact details (e.g. website, generic email address or telephone number). Do not provide personal information:

E - Call for Sites

We are inviting landowners, developers, agents and members of the public to put forward land that may be suitable for future development, also known as a 'Call for Sites'.

Sites can be put forward for a range of potential uses, such as housing, employment, retail or commercial uses, community facilities, local green space, and infrastructure.

Submissions will be accepted between **Monday 20 July** and **Monday 31 August 2026**.

For more information, please visit www.north-norfolk.gov.uk/callforsites

7. Glossary

Baseline information	Comprises the social, economic and environmental data needed to assess the current situation and inform options going forward.
Brownfield land	Land that has been lawfully developed and is, or was, occupied by a permanent or fixed structure and infrastructure. Also known as previously developed land.
Call for sites	A formal consultation run by local planning authorities to identify land that could potentially be developed for housing, employment or other land uses.
Five-year housing land supply	A requirement for local planning authorities to demonstrate that they have an identifiable, deliverable supply of land sufficient to provide at least five years' worth of new housing against their housing need requirements.
Measurable outcomes	A required set of outcomes, up to 10 specific and locally relevant objectives connected to a long-term vision.
Rules-based approach (NPPF)	Forthcoming standardised and centralised rules set as national decision-making policies.
Spatial Strategy	Sets out the level and type of development and infrastructure that should be built within a local area over a minimum 15-year period that achieves sustainable development.
Supplementary Planning Documents	Local planning guidance that adds further detailed information to adopted local plan policies, which serves as material considerations when deciding planning applications.
SWOT analysis	A planning tool used to understand key factors - Strengths, Weaknesses, Opportunities and Threats - involved in a project.

Village cluster growth	A strategy that distributes development across a group of geographically linked villages that function together as a single sustainable network.
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Consultation Questions

North Norfolk Local Plan Review Scoping Consultation: Regulation 20

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Before completing this consultation response, we strongly advise reading the accompanying Scoping Consultation document, which sets the context for the consultation, including the profile and characteristics of North Norfolk, and the scope and requirements for undertaking a Local Plan Review.

A - Vision

Question 1

[Please review the Initial SWOT Analysis of North Norfolk in Section 5A of the Scoping Consultation Document]

Do you agree with the strengths, weaknesses, opportunities and threats we should consider when determining the key priorities of our vision?

[Yes/No/Not sure]

Please explain your answer and provide any suggested changes:

Response: No – some additions/strengthening required.

Fakenham Town Council broadly agrees with the strengths, weaknesses, opportunities and threats identified within the SWOT analysis. However, we consider that greater emphasis should be placed on the important role of the larger market towns, and particularly Fakenham, as service, employment and community centres for their surrounding rural areas.

The SWOT analysis should recognise more clearly:

- ***The scale and strategic role of Fakenham.*** *Fakenham is the second largest inland market town in North Norfolk after North Walsham. It provides a significant range of employment, retail, health, education, leisure and community services to a substantial rural hinterland extending well beyond the immediate town.*
- ***Fakenham's strategic accessibility and connectivity,*** *including its location on the A148 and its connections to the A1065 and A1067. These routes are important to the movement of residents, businesses, visitors and goods, but also create significant pressures on the town and surrounding road network.*
- ***Constrained road networks within the district.*** *The rural and dispersed nature of North Norfolk, combined with limited alternative routes, means that the capacity of the road network is an important consideration when planning for further growth. Development should not be considered in isolation from the ability of the existing highway network to accommodate additional traffic.*
- ***The significant reliance on private transport*** *arising from the rural and dispersed nature of the district. This should be recognised when considering sustainable development, particularly where residents need to access employment, education, healthcare, shopping and other essential services.*

- **The importance of sustainable transport and connectivity.** Fakenham is a significant service and employment centre and is larger than both Cromer and Sheringham. Both Cromer and Sheringham have transport hubs, whereas Fakenham currently does not. Given Fakenham's size, strategic location and extensive rural catchment, the absence of a transport hub represents a significant gap in sustainable transport infrastructure and should be recognised when considering future growth and investment priorities.
- **The importance of maintaining and strengthening town centres and local retail economies** as development takes place. The health and vitality of established market towns should be treated as an important component of sustainable development, rather than focusing primarily on housing growth.
- **The need for infrastructure to be delivered alongside growth rather than retrospectively.** New development should be supported by appropriate investment in highways, drainage, sewerage, education, health provision, public transport, community facilities, open space and other local services.
- **The cumulative impact of development** on roads, drainage, sewerage, education, health provision, community facilities and other infrastructure. The combined effect of development across the district should be considered rather than assessing individual developments in isolation.
- **The importance of protecting and enhancing the identity, heritage and character of existing market towns.** Fakenham has a distinctive historic market-town identity which contributes to its attractiveness as a place to live, work, shop and visit. Future development should respect and enhance this character.
- **The need to ensure that new housing creates sustainable communities rather than simply increasing housing numbers.** Growth should be accompanied by the services, facilities, employment opportunities and infrastructure needed to support residents, whilst integrating newcomers.
- **The importance of employment growth and suitable employment land** in locations that can support local jobs, strengthen the local economy and reduce the need for residents to travel significant distances to work.

Fakenham Town Council particularly welcomes the recognition within the document that Fakenham represents a strong opportunity for sustainable development. However, this should translate into an appropriate level of growth being directed towards Fakenham, supported by the infrastructure necessary to accommodate that growth.

Given Fakenham's size, strategic location, existing services and role as a major service centre for the surrounding rural area, it is important that the Local Plan recognises the town's wider contribution to the district. Growth in Fakenham has the potential to support the wider rural economy and reduce the need for residents to travel further afield for employment, services and facilities, provided that the necessary infrastructure and transport improvements are delivered at the same time.

Question 2

[The identification of Key Priorities will inform the new Local Plan Vision and Objectives. The suggested Key Priorities are derived from the District Overview in Section 4 of the Scoping Consultation document]

Which of the following key priorities do you consider to be important for inclusion within the Local Plan's vision (select all that apply, rank in order of priority)

- Protecting and enhancing the natural environment, landscapes, coast, biodiversity and heritage assets
- Responding to climate change and supporting the transition to net zero
- Managing coastal change, erosion, flood risk and supporting coastal adaptation
- Managing water resources, water quality and infrastructure capacity
- Delivering sufficient housing, including affordable housing and an appropriate mix of homes
- Supporting an ageing population through accessible, adaptable and specialist housing
- Strengthening and diversifying the local economy and supporting skilled employment opportunities
- Supporting sustainable rural communities and access to local services and facilities
- Improving transport connectivity, active travel and digital infrastructure
- Securing investment in infrastructure, community facilities and services

Fakenham Town Council supports all ten proposed priorities.

Our suggested order of priority is:

1. Securing investment in infrastructure, community facilities and services

Growth must be accompanied by the infrastructure required to support it. This should include highways, public transport, walking and cycling, education, healthcare, drainage and sewerage, open space, recreation and community facilities.

2. Delivering sufficient housing, including affordable housing and an appropriate mix of homes

The Plan should provide housing to meet identified need, but should focus particularly on genuinely affordable housing, smaller homes, family housing and homes suitable for older residents and those with specialist needs.

3. Strengthening and diversifying the local economy and supporting skilled employment opportunities

Fakenham is an important employment centre for the wider area. The Plan should support employment growth, retain existing employment land and ensure that sufficient land is available in locations where there is genuine demand.

4. Supporting sustainable rural communities and access to local services and facilities

The Plan should recognise the role of market towns such as Fakenham in supporting surrounding villages and rural communities.

5. Improving transport connectivity, active travel and digital infrastructure

Development should be supported by improvements to highways, public transport, walking and cycling infrastructure and digital connectivity.

There should also be a particular focus on improving public transport connectivity in Fakenham, including the provision of a transport hub. Fakenham is a major service and employment centre and serves a large rural hinterland, yet it does not currently have a transport hub. Any future growth should be accompanied by investment in sustainable transport infrastructure to improve connectivity and reduce reliance on private cars.

6. Managing water resources, water quality and infrastructure capacity

Water, sewerage and drainage capacity must be treated as fundamental constraints to growth and properly considered before development is allocated.

7. Protecting and enhancing the natural environment, landscapes, coast, biodiversity and heritage assets

Growth must protect the character and environmental quality of North Norfolk and its settlements.

8. Managing coastal change, erosion, flood risk and supporting coastal adaptation

Although particularly important for coastal communities, flood risk and climate resilience should also be considered across inland settlements.

9. Supporting an ageing population through accessible, adaptable and specialist housing

This is particularly important given North Norfolk's ageing population.

10. Responding to climate change and supporting the transition to net zero

New development should contribute positively to climate resilience, energy efficiency and sustainable transport.

The proposed priorities broadly reflect the issues identified within the Council's evidence base, including infrastructure constraints, housing need, employment, transport and environmental pressures.

Question 3

Are there any other key priorities which we should use in developing the Vision? If so, please detail these and explain why they are important.

Yes.

An additional priority should be:

Ensuring that development creates sustainable, well-connected and properly serviced communities, with infrastructure delivery being integral to the development strategy rather than an afterthought.

*The Plan should also include a specific focus on the **vitality and viability of market towns**, recognising their role as service, employment, retail, leisure and community centres for surrounding rural areas.*

The Plan should establish clear mechanisms for monitoring whether infrastructure promised alongside development is actually delivered and should provide greater transparency around infrastructure contributions and delivery.

B: Spatial strategy: The key considerations for identifying an appropriate strategy to manage the overall growth requirements and distribution of development

Question 4

[Please review para 5.23 of the Scoping Consultation Document]

Which approach do you prefer for distributing development? (rank in order of preference)

- Continuation of the existing Local Plan approach
- Expansion of existing larger settlements
- Creation of new settlements
- Increased rural growth and a more dispersed pattern of growth
- Village cluster growth

Fakenham Town Council's preferred ranking is:

- 1. Expansion of existing larger settlements*
- 2. Continuation of the existing Local Plan approach*
- 3. Village cluster growth*
- 4. Increased rural growth and a more dispersed pattern of growth*
- 5. Creation of new settlements*

Fakenham Town Council considers that the majority of new development should be directed towards existing larger settlements where there is already a concentration of employment, services, facilities and infrastructure.

Fakenham is particularly well placed to accommodate sustainable growth. The consultation document itself identifies Fakenham as the most accessible location in North Norfolk in terms of access to the national road network and as a significant employment centre for the surrounding area.

However, growth must be matched by infrastructure investment and should not simply be concentrated in a town because land is available.

Question 5

If you prefer a combination of approaches for distributing development, which combinations would you choose and why?

Preferred combination:

- 1. Expansion of existing larger settlements;*
 - 2. Appropriate infill and brownfield development within existing settlement boundaries;*
 - 3. Village cluster growth where this can be demonstrated to be sustainable and supported by services and infrastructure;*
 - 4. Limited rural growth to support the sustainability of existing communities.*
- The Town Council does not consider that a large number of new settlements should*

be the primary solution to meeting the increased housing requirement.

A combination of approaches is preferable because it provides flexibility while allowing development to be directed towards locations where services, employment and infrastructure already exist.

For Fakenham, this should mean planned expansion supported by improvements to transport, health, education, drainage, open space and community infrastructure

Question 6

[Please review para 5.23(4) of the Scoping Consultation Document]

Should the Plan allocate residential development sites in rural villages?

[Yes/No/Not sure]

Please explain your answer and provide any suggestions:

Yes – but subject to clear criteria

Residential allocations should be permitted in appropriate rural villages where development:

- *Is proportionate to the size and character of the settlement;*
- *Is well related to the existing built form;*
- *Has access to appropriate services and facilities;*
- *Does not create unacceptable highway or transport impacts;*
- *Can be supported by adequate water, sewerage, drainage and other infrastructure;*
- *Provides an appropriate proportion of affordable housing;*
- *Helps maintain the vitality of the village.*

The Plan should avoid allowing unrestricted housing growth in villages that lack the infrastructure and services necessary to support additional population.

Question 7

[Please review para 5.24 of the Scoping Consultation Document]

Should the plan allocate residential development sites within settlement boundaries (infill development)?

[Yes/No/Not sure]

Please explain your answer and provide any suggestions:

Yes – subject to appropriate safeguards.

Infill development within existing settlement boundaries can represent a sustainable way of accommodating some growth and can make efficient use of existing infrastructure and previously developed land.

However, infill should not be regarded as an automatic justification for development.

Consideration should be given to:

- *Character and appearance;*
- *Density;*
- *Residential amenity;*
- *Parking;*
- *Highway safety;*
- *Drainage;*
- *Trees and biodiversity;*

- *Loss of important open space;*
- *The cumulative impact of multiple infill developments.*

The Council supports the principle of greater certainty through allocating appropriate sites rather than relying excessively on windfall development, particularly given the uncertainty this can create for long-term infrastructure planning.

Question 8

[Please review para 5.23(C) of the Scoping Consultation Document]

The Norfolk Coast National Landscape accounts for a quarter of the district's land area. A proportion of new growth is considered likely to be needed within the National Landscape in order to support residential growth needs. Which of the following options are preferred? (rank in order of preference)

- Limited development within the National Landscape (a specific policy)
- Small-medium sized allocations (up to 49 dwellings)
- Medium-sized allocations (50-499 dwellings)
- Large allocations (500+ dwellings)
- New Settlement(s)

Fakenham Town Council's preferred ranking is:

- 1. Limited development within the National Landscape through a specific policy*
- 2. Small-medium sized allocations – up to 49 dwellings*
- 3. New settlement(s), where exceptionally justified and appropriately located*
- 4. Medium-sized allocations – 50–499 dwellings*
- 5. Large allocations – 500+ dwellings*

The environmental and landscape value of the National Landscape must be given significant weight. Development should be directed towards locations outside the National Landscape wherever reasonable alternatives exist.

Where development is necessary within the National Landscape, it should be proportionate, appropriately designed and clearly demonstrate that it can be accommodated without unacceptable harm to landscape character.

The consultation document itself recognises the sensitivity of the National Landscape and the need to limit the scale and extent of development within it.

Question 9

[Please review para 4.13 - 4.2C of the Scoping Consultation Document]

The current Local Plan designates employment land sufficient to meet existing growth needs for the next 34 years, well beyond the minimum 15-year plan period required for the next Local Plan. However, this employment land may not always be in the right location or at the right scale. Should the plan designate/allocate additional employment land in new areas of the District?

[Yes/No/Not sure]

Please explain your answer and provide any suggestions:

Yes – but only where there is demonstrated demand and where the location is

appropriate.

Fakenham Town Council does not consider that simply having sufficient employment land in quantitative terms means that no additional allocations are required.

The Plan should consider:

- *Whether existing employment land is genuinely deliverable;*
- *Whether it is in the right location;*
- *Whether it meets the requirements of modern businesses;*
- *Whether there is evidence of local demand;*
- *Access to the strategic road network;*
- *Access to public transport;*
- *The relationship with existing employment areas;*
- *The availability of utilities and other infrastructure.*

Fakenham should be recognised as a priority location for appropriate employment growth because of its strategic accessibility, existing employment base and role as an employment centre for a wider rural area. The consultation document identifies approximately half of the available employment land in the western sub-region as being within Fakenham.

Additional employment land should therefore be considered where it supports genuine economic growth and provides opportunities for local employment.

C – Evidence: What evidence is required to support the emerging Plan

Question 10

[Please review Section 5C of the Scoping Consultation Document]

Has the Council identified proportionate and relevant evidence to be prepared in order to underpin the development of the new Local Plan? Are there any gaps?

[Yes/No/Not sure]

If no, what other areas of evidence are required to support, inform and justify appropriate strategies and policies for the Local Plan? If you answered yes or not sure you may also leave comments.

Response: No – further evidence should be considered.

The proposed evidence base is generally appropriate, but Fakenham Town Council considers that additional evidence should be provided regarding:

- *Infrastructure capacity and infrastructure delivery;*
- *Cumulative impact of development on existing settlements;*
- *Highway capacity and congestion;*
- *Public transport capacity and future improvements;*
- *Walking and cycling connectivity;*
- *Education capacity;*
- *Health and social care capacity;*
- *Sewerage, drainage and water infrastructure;*
- *Open space, recreation and community facilities;*
- *Town centre vitality and viability;*
- *Employment land deliverability and genuine market demand;*
- *The deliverability and viability of proposed development sites;*
- *The capacity of local services to accommodate population growth;*
- *The impact of growth on existing community facilities;*
- *Climate resilience and the ability of existing settlements to adapt to increased temperatures, flooding and extreme weather.*

*The Council should also ensure that evidence considers cumulative impacts, rather than assessing individual development sites in isolation.
The consultation document recognises that evidence needs to be proportionate, relevant, up to date and adequate to justify policy choices.*

D - How could the Council effectively engage communities and other stakeholders given the prescribed timeline and wider digital agenda

Question 11

How would you prefer to hear about the Local Plan? (rank in order of preference)

Council website

- Newsletters
- Social media (e.g. Facebook, X, Instagram)
- Local newspapers
- Posters / leaflets in local areas
- Town and parish councils
- Community groups / organisations
- Other (please specify)

If you would like to hear about the Local Plan by other methods, please provide further details:

Recommended ranking:

1. *Town and parish councils*
2. *Council website*
3. *Local newspapers*
4. *Community groups / organisations*
5. *Newsletters*
6. *Posters / leaflets in local areas*
7. *Social media*

Fakenham Town Council considers town and parish councils particularly important because they provide an established local democratic route into communities and can help ensure that information reaches residents who may not routinely engage with the Council's website or social media.

A combination of methods should be used rather than relying primarily on digital communication.

Question 12

How would you prefer to take part in shaping the Local Plan? (rank in order of preference)

- Online surveys and consultations
- Interactive online maps
- In-person public events / exhibitions
- Workshops or focus groups
- Written submissions
- Other (please specify)

If you would prefer to take part by other methods, please provide further details:

Recommended ranking:

1. *In-person public events / exhibitions*
2. *Online surveys and consultations*
3. *Interactive online maps*
4. *Written submissions*
5. *Workshops or focus groups*

Digital consultation is important, but it should complement rather than replace face-to-face engagement.

Interactive maps would be particularly useful for a Local Plan because residents can see proposed development locations, infrastructure constraints and the relationship between sites and existing settlements.

Question 13

What types of engagement events would you be most likely to attend? (rank in order of preference)

- Drop-in exhibitions
- Evening meetings
- Weekend events
- Online webinars / virtual meetings
- Themed workshops
- Events with local groups
- Other (please specify)

If you prefer other engagement methods, please provide further details:

Recommended ranking:

1. *Drop-in exhibitions*
2. *Evening meetings*
3. *Events with local groups*
4. *Weekend events*
5. *Themed workshops*
6. *Online webinars / virtual meetings*

A mixture is important because different groups have different availability and preferences.

Question 14

Where would you prefer engagement activities to take place? (rank in order of preference)

Across towns and villages

In main towns only

Online only

Mix of online and in-person

Other (please specify)

If you prefer engagement activities to take place in other ways/locations, please provide further details:

Recommended ranking:

1. Across towns and villages
2. Mix of online and in-person
3. In main towns only
4. Online only

Engagement should take place throughout North Norfolk rather than being concentrated in Cromer or other main administrative centres.

For Fakenham, consultation events should be held within the town and should be accessible to residents from the surrounding villages who rely on Fakenham for employment, shopping, healthcare, education and other services.

Question 15

What would help you participate more easily? (select all that apply)

- Clear and simple information
- Flexible response methods
- Convenient timing for events
- Accessible venues
- Support for additional needs

Fakenham Town Council supports all of the proposed options, particularly:

1. Clear and simple information;
2. Flexible response methods;
3. Convenient timing for events;
4. Accessible venues;
5. Support for additional needs.

There should also be sufficient time for Town and Parish Councils to consider consultation material, consult their own communities and provide properly considered responses.

Question 16

How should information be presented? (rank in order of preference)

- Shorter, plain english summaries
- Detailed documents
- Infographics
- Interactive maps
- Videos
- Other (please specify)

If you prefer information to be presented in other ways, please provide further details:

Recommended ranking:

1. *Shorter, plain English summaries*
2. *Interactive maps*
3. *Detailed documents*
4. *Infographics*
5. *Videos*

The detailed technical documents remain important, particularly for Town and Parish Councils, but they should be accompanied by concise plain-English summaries explaining what is proposed and its likely local implications.

Maps should be used extensively to show proposed growth locations, infrastructure constraints, environmental designations and transport networks.

Question 17

What is most important to you in engagement? (rank in order of preference)

- Early involvement
- Clear explanations (plain English)
- Influencing outcomes
- Feeling heard / feedback is provided
- Accessibility
- Other (please specify)

If there are other elements that are important to you in engagement, please provide further details:

Recommended ranking:

1. *Influencing outcomes*
2. *Early involvement*
3. *Clear explanations in plain English*
4. *Feeling heard / feedback is provided*
5. *Accessibility*

It is particularly important that consultation is demonstrably meaningful.

Residents and local councils should be told how their representations have influenced the Plan and, where suggestions have not been accepted, why.

Consultation should not simply be an exercise in collecting comments after key decisions have effectively already been made.

The consultation document itself states that the engagement process is intended to be continuous and inclusive and that feedback should help shape future consultation.

Question 18

How can we engage under-represented groups? For example, groups representing age, disability, race, religion, belief, sex or gender. (select all that apply)

Work with community organisations to identify relevant groups
 Identify relevant groups ourselves and engage in targeted outreach
 Translated materials
 Other (please specify)
 If you selected 'Other', please provide further details:

Fakenham Town Council supports:

*Working with community organisations to identify relevant groups;
 Identifying relevant groups directly and undertaking targeted outreach;
 Providing translated materials where required.*

The Council would also recommend targeted engagement with:

Older residents;

Young people;

People with disabilities;

People who are digitally excluded;

Residents in rural communities;

Lower-income households;

Local businesses and employers;

Community and voluntary organisations.

Engagement should take place through organisations and locations that people already use and trust.

Question 19

Community Groups: If you work for or know of a community organisation that represents people in North Norfolk, and you feel it is important for us to consult them in preparing the new Local Plan, please provide its public or organisational contact details (e.g. website, generic email address or telephone number). Do not provide personal information:

Fakenham Town Council recommends that North Norfolk District Council works through the established network of Town and Parish Councils and local community organisations.

In particular, engagement should include organisations representing:

Businesses and traders; [Welcome to Fakenham | Visit Fakenham & BNI?](#)

Residents;

Young people; www.epyouth.org.uk

Older people; www.fakenhamtalkingtimes.org fakenham@salvationarmy.org.uk

<https://ageconcernfakenhamminibus.wordpress.com/>

Sports and recreation; www.activefakenham.org.uk ?

Education; www.fakenhamacademynorfolk.org

Health and wellbeing; www.fakenham-community-shed.org.uk

Heritage and cultural interests;?

Environmental interests; Fakenham Area Conservation Team?

Town and Parish Councils should be treated as key strategic stakeholders throughout the Local Plan process rather than simply being consulted at formal stages.

Housing, Communities and Local Government Committee Commons Select Committee

Revitalising High Streets

Inquiry

In this inquiry, the Housing, Communities and Local Government Committee is looking at the action needed to revitalise England's high streets.

Our inquiry will examine the proliferation of “unwanted” retail and services – such as new betting shops, vape shops and fake barbers – and the impact they have on high streets and community pride. We will be looking at different approaches to high street regeneration, such as design codes, street furniture, and pedestrianisation, and explore the effectiveness of local council powers, such as High Street Rental Auctions, Compulsory Purchase Orders and the Community Right to Buy.

The inquiry will scrutinise the government's measures to support the high street. In particular, we will assess the impact of changes to business rates on high street businesses, and the government's [Pride in Place Programme](#), which it says will provide up to £20m to hundreds of areas over the next decade.

This inquiry is accepting evidence

The committee welcomes responses from anyone with answers to the questions in the call for evidence. The deadline to submit evidence is 11:59pm on 7 September 2026.

Call for evidence

Terms of Reference

The Committee welcomes written evidence responding to the terms of reference outlined below. The closing date for submissions is Monday 7 September.

- What impact does the clustering of similar retail and service outlets, such as betting shops, vape shops and barbers, have on high streets and community pride?
 - What new planning powers is the government proposing to empower communities to block “unwanted” businesses from high streets, and how effective will these powers be?
 - Are local authorities' Trading Standards departments sufficiently funded and resourced to improve problem high streets alongside the new High Streets Organised Crime Unit?
- What factors and approaches have led to successful high street regeneration in different parts of England?
 - What conditions might allow for such approaches to be replicated in other areas?

Housing, Communities and Local Government Committee Commons Select Committee

- What are the potential benefits and drawbacks of different approaches to public realm improvements on high streets, such as design codes, street furniture, and pedestrianisation?
- How effective are existing local powers at supporting high streets, such as High Street Rental Auctions, Compulsory Purchase Orders and the Community Right to Buy?
- What impacts can improvements to a high street have on community pride and people's sense of belonging?
- What impact have recent changes to business rates had on high street businesses?
- Are allocation methods for Pride in Place funding suitable to ensure funding reaches communities where it is most needed?
- How effective are the government's plans to address current challenges on high streets across England?

Important information about making a submission

Please read this section before making a submission. This information is particularly important for people making written submissions in an individual capacity, and about their own lived experience.

Written evidence must address the terms of reference as set out above, but please note that submissions do not have to address every point. Guidance on giving evidence to a select committee of the House of Commons is available [here](#).

Individual cases

In line with the general practice of select committees the Housing, Communities and Local Government Committee is not able to take up individual cases. If you would like political support or advice you may wish to [contact your local Member of Parliament](#).

How your submission will be treated

The Committee has discretion over which submissions it accepts as evidence, and which of those it then publishes on its website. If your submission is accepted by the Committee, it will usually be published online. It will then be available permanently for anyone to view and may be found online by using search engines. It will form part of the parliamentary record and cannot be changed or removed. If you have included your name or any personal information that may identify you such as names of organisations or locations, in your submission, that will normally be published too. Please consider how much personal information you want or need to share.

Housing, Communities and Local Government Committee Commons Select Committee

Your contact details will never be published.

Evidence accepted by the Committee is protected by parliamentary privilege. However, if published evidence suggests that criminal behaviour has occurred, there is no bar on external bodies investigating that behaviour, which may lead them to find independent evidence which could be put before a court.

Confidential submissions

The Committee may decide to accept evidence on a confidential basis. Confidential submissions remain available to the Committee but are not published or referred to in public.

If you would like to ask the Committee to accept your submission confidentially, please tick the box when you make your submission. This lets the Committee know what you would like but the final decision will be taken by the Committee.

We may treat submissions confidentially, even where you have not requested this.

Anonymisation

Decisions about publishing evidence anonymously are made by the Committee. If you would like to ask the Committee to accept your submission anonymously (meaning it will be published but without your name) please tick the box when you make your submission. This lets the Committee know what you would like but the final decision will be taken by the Committee.

If you would like to request that your submission be published anonymously, then you are responsible for ensuring you cannot be identified from your submission. Please make sure you have not included information that would allow someone to work out who you are.

We may anonymise or redact some of your submission if it is published, even where you have not requested this.

Information about other people in your evidence

If you include personal information about other people in your submission (including your friends and family), the Committee may decide not to publish it. It is advisable to make your submission about your own experiences and to keep information about other people to a minimum.

Legal cases

We can't publish submissions that mention ongoing legal cases. Please do not include details of an ongoing case, or details that are likely to be the subject of future proceedings, in your submission.

**Housing, Communities and Local Government Committee
Commons Select Committee**



Infrastructure
County Hall
Martineau Lane
Norwich
NR1 2DH

My ref: PHA069/HD2/BH/TC

Your ref: PHA069

Phone: 0344 800 8020

Text relay: 18001 0344 800 8020

www.norfolk.gov.uk

Email: TOSchemefeedback@norfolk.gov.uk

Sent via Email

Date: 30 July 2026

PROPOSED TOUCAN CROSSING, GREENWAY LANE, FAKENHAM

Dear Sir / Madam,

Norfolk County Council (NCC) are proposing to construct a new Toucan crossing on Greenway Lane at Fakenham near to the junction with Holt Road. Alterations are also proposed at the Holt Road and Thorpland Road junctions with Greenway Lane where shared use paths and a refuge island would be installed, narrowing the junctions. This is being proposed to improve safety for pedestrians and cyclists travelling through the area and crossing the road at this location. A plan showing the proposals is included below. As part of this proposal NCC are holding an informal consultation.

How to give your views

As part of the informal consultation NCC want to **hear your views by the 1 September 2026**.

- You can give your views in writing by mailing them to:
Toucan Crossing - Greenway Lane, Fakenham, Highways Design Team, Floor 1,
County Hall, Martineau Lane, Norwich, NR1 2DH
- You can give your views in writing by emailing them to:
TOSchemefeedback@Norfolk.gov.uk

How your views help

By hearing from you NCC can build a bigger picture of how the public may feel about the proposal. Choosing whether to provide your views on the proposal is voluntary but it will help NCC to understand any impacts the proposed change could have and highlight areas of the proposal that may need further consideration.

If you choose to include your personal details (i.e. name, address or email address) when giving your views you are giving NCC your consent to process this information. NCC will use your personal details to let you know the outcome of the informal consultation. Your personal information will not be shared with any external third parties and views that are published will be anonymised and you cannot be identified.

You have the right to withdraw your consent for your personal details being held by NCC or to withdraw your objection at any time by emailing: TOSchemefeedback@Norfolk.gov.uk or by writing to us at the previously given address.

What happens next

In the event that comments are received during this informal consultation suggesting changes or objecting to the proposal as a whole these comments will then be reviewed. Your views will help NCC to identify key themes or issues that are raised so that these may be taken into consideration as part of its internal process. Following this process the proposal may be modified.

NCC will process your views and will hold this record of them as long as necessary to fulfil the purposes they were collected for, the information is stored electronically, on the County Council's internal systems. More information on how NCC processes personal data and your information rights can be found on our website <https://www.norfolk.gov.uk/article/39356/Highways-privacy-notice> or you can request a copy by contacting us using the information on this letter.

Once a final proposal has been agreed upon by NCC, that aims to meet the needs of the public whilst also complying with necessary design guidance and NCC strategies or policies, a final consultation (the statutory consultation) will be held.

Thank you for taking the time to review this proposal.

Kind regards,

Ben Hanlon
Project Engineer

If you have any queries relating to the proposal, please contact TOSchemefeedback@Norfolk.gov.uk or telephone 0344 800 8020





My ref: HI/12/GEN/PF3041/DN

Your ref:

Phone: 0344 800 8020

Text relay: 18001 0344 800 8020

www.norfolk.gov.uk

Email: ppschemes@norfolk.gov.uk

Date: August 2026

From the Cabinet Member for Highways & Transport

Dear Sir or Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last twelve years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2027/28. Further supporting information, including possible funding sources for your share of the bid, is available on our [webpage](#).

The County Council has provisionally allocated £500,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. **The closing date for submissions will be 01 December 2026.** Please contact your local Highway Engineer based at your local Area Office for agreement as early as you can, ideally by the end of September, to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2027 following approval by the Norfolk County Council Cabinet.

With the government's proposed Local Government Reorganisation programme and timeline, any schemes **will need to be delivered on the ground by the end of December 2027.** Therefore, we would ask that parishes supply their funding by end of April 2027 to prevent lapse of grant.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Bids will also be accepted from the unparished wards of Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Further details are in the relevant committee report on our [webpage](#).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record and must be agreed by NCC's Network Safety Team. We consider that SAM2/SAM3 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our [webpage](#).
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times. Please note that these signs are advisory only and cannot be enforced.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school). Please note that these markings are not enforceable by Civil Parking Enforcement without a Traffic Regulation Order (which is outside the scope of the parish partnership scheme).
- New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council. Please note, that a bus shelter grant for 80% funding grant is currently available. Please email busshelters@norfolk.gov.uk for more information.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A [webpage](#) containing useful information is now live.

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our [webpage](#).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of any streetlighting
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones
- Air quality units
- Parish Car parks / extensions
- Public notice boards
- Play areas
- CCTV
- Brown tourist signs
- Ditch clearing/ drainage cleansing

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost (and outline estimate – not just a summary) and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support: -
 - essential from your Local Member
 - frontages and landowners.
 - your local highway engineer
- For 'off highway' schemes, your proposals for future maintenance.

Please find a bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemas@norfolk.gov.uk. If you need further information on the bid process, please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours faithfully

A handwritten signature in cursive script that reads "T Dickerson".

Tom Dickerson
Cabinet Member for Highways & Transport

Copy to: Local County Councillor
Enclosed: Parish Partnership bid application form 2027/28

TO SUPPLY ONLY:

- Portable **SAM 2** with SLOW DOWN legend, complete with two lead acid batteries, battery charger, one bracket and pair of tamtorque clips for a cost of £3,366.00 excluding VAT.



Data collection option:

- Data Collection Unit (Bluetooth to your existing Android Device, App download required from Google Play Store) for a cost of £379.00 per sign excluding VAT.

OR

- Westconnect Remote Access for Data Collection with full access to cloud and hosting with 2-year contract for a cost of £1,479.00 per sign excluding VAT.

OPTIONAL EXTRAS:

- Provide and erect 76mm Galvanised steel post for a cost of £195.00 each excluding VAT.
- Spare bracket sets (bracket & pair of clamps) for a cost £58.00 each excluding VAT.
- Additional lead acid battery 12V-35Ah for a cost of £94.00 each excluding VAT.

OPTIONAL PORTABLE SOLAR POWER SYSTEM:

If you require your sign to be solar powered (portable) please add the below cost per sign.

- ***10W Portable Solar Panel with bracket set for a cost of £650.00 per sign excluding VAT.***



Solar Panel Dimensions:
H 355mm x W255 x D34mm
Solar Panel Weight: 3.3kg



SAM2 installation guide is attached.

t: 01362 853124

e: sales@westcotec.co.uk

w: www.westcotec.co.uk

Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260

SAM2 will be delivered via our trusted courier.

Batteries typically last around 10 days, although this duration can vary depending on several factors.

SAM2 Data Collection via Bluetooth isn't compatible with Apple products, only Android.

Please inform your local Highway Engineer of the location of your speeding issue, and they will authorise your sites accordingly.

IMPORTANT INFORMATION REGARDING PORTABLE SOLAR SYSTEM

We suggest four weeks in one location before changing batteries and moving the device. Even if the unit is still operational, swap the battery to ensure a regular charging cycle for both.

- **All of our portable signs come complete with our comprehensive **THREE-YEAR WARRANTY** which covers everything except vandalism, impact damage, theft and batteries*.**

*** Batteries include manufacturer's **ONE-year warranty****

At present we could deliver the above products within approximately 6 – 8 / 8-10 weeks from receipt of written Official Purchase Order.

Please do not hesitate to contact me if you require any further information and I will be happy to help.



t: 01362 853124

e: sales@westcotec.co.uk

w: www.westcotec.co.uk

Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260

TO SUPPLY ONLY:

- Portable **SAM 3** with dual colour display and SLOW DOWN legend and du, complete with two lead acid batteries, battery charger, post bracket and pair of clamps for a cost of £3,636.00 excluding VAT.



Data collection options:

- Data Collection Unit (Bluetooth to your existing Android Device, App download required from Google Play Store) for a cost of £379.00 per sign excluding VAT.
- Westconnect Remote Data Collection with full access to cloud and hosting with 2-year contract for a cost of £1,479.00 per sign excluding VAT.

OPTIONAL EXTRAS:

- Provide and erect 76mm Galvanised steel post for a cost of £195.00 each excluding VAT.
- Spare bracket sets (bracket & pair of clamps) for a cost £58.00 each excluding VAT.
- Additional lead acid battery 12V-35Ah for a cost of £94.00 each excluding VAT.

OPTIONAL PORTABLE SOLAR POWER SYSTEM:

If you require your sign to be solar powered (portable) please add the below cost per sign.

- ***10W Portable Solar Panel set (including post bracket and pair of clamps) for a cost of £650.00 per sign excluding VAT.***



Solar Panel Dimensions:
H 355mm x W255 x D34mm
Solar Panel Weight: 3.3kg



SAM3 installation guide is attached.

t: 01362 853124

e: sales@westcotec.co.uk

w: www.westcotec.co.uk

Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260

SAM3 will be delivered via our trusted courier.

Batteries typically last around 7–10 days, although this can vary depending on usage and environmental factors.

With a portable solar panel, battery life may be extended to approximately 3–4 weeks. However, please note that the solar panel cannot act as a primary power source, and the batteries will still need to be replaced.

SAM3 Data Collection via Bluetooth isn't compatible with Apple products, only Android.

Please inform your local Highway Engineer of the location of your speeding issue, and they will authorise your sites accordingly.

IMPORTANT INFORMATION REGARDING PORTABLE SOLAR SYSTEM

We suggest four weeks in one location before changing batteries and moving the device. Even if the unit is still operational, swap the battery to ensure a regular charging cycle for both.

- **All of our portable signs come complete with our comprehensive **THREE-YEAR WARRANTY** which covers everything except vandalism, impact damage, theft and batteries*.**
- * Batteries include manufacturer's **ONE-year warranty****

At present we could deliver the above products within approximately 6 – 8 / 8-10 weeks from receipt of written Official Purchase Order.

Please do not hesitate to contact me if you require any further information and I will be happy to help.



t: 01362 853124

e: sales@westcotec.co.uk

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Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260

IT Support Contract

Contact: Karen Lindsay
Customer: Fakenham Town Council
Customer Ref:

From: Geoff Rich
ICO Systems Ltd.

Our Ref: C1415

Date: 18-May-26

Start Date: 01-Aug-26
Next Review Date: 31-Jul-27

Telephone Support Helpline

support@icosystems.co.uk

Please have the serial number of the equipment
available when placing the call

All Prices exclude delivery & VAT @ 20.0%, and are valid for 7 days unless expressly stated. All Products & Services are offered under our Standard Terms of Business. To ensure the highest quality of service your calls may be recorded. E&OE.

Special Instructions:

Ultra Program - IT Support

ICO will provide IT support for a fixed fee per user per annum.

Proactive Managed Services

- The list of managed services for users and devices provided within this agreement are detailed in the investment schedule.

Helpdesk & Remote Support

- Software Diagnosis & Resolution for Windows operating systems and applications included on your software schedule.
- User Configuration Management

On-Site Support

- Hardware Repair & Replacement
- Labour only (no parts or materials)

Ultra Program - Service Level Agreement

Unless otherwise specified in the investment schedule your service level agreement is:

Days of Week:

- Monday - Friday

Time of Day:

- 09.00-17.00

On-site response:

- Next Working Day

Software Schedule

Operating Systems (Physical & Virtual)

- Windows 10/11 Pro
- Windows Server Essentials & Standard 2012 (r2)/2016/2019/2022

Microsoft Office

- Office 2016/2019 (all releases)
- Microsoft 365 & Office 365
- Office 365 IOS & Android Apps

Microsoft Back Office

- SQL Server 2014/2016/2017/2019/2022 (all releases)

Utilities (current versions only)

- Adobe Acrobat Reader
- Google Chrome
- Mozilla Firefox
- Java
- Windows printer drivers

Security

- NOC Anti-Virus (ICO provided)
- WatchGuard Threat Detection & Response
- WatchGuard mobile VPN with SSL Client
- SOC Endpoint Detection & Response (ICO provided)

Additional software can be appended to this list by prior agreement.

New - Pricing Inflation

The charges shall be increased annually on each anniversary of the Commencement Date by no more than a percentage equal to one percent (1%) above the greater of the percentage increase in the Retail Prices Index (RPI) and the Consumer Prices Index (CPI) over the preceding twelve (12) months.

Protecting Your Data

Please note that all data remains the sole responsibility of the customer at all times. In the event of equipment failure or a cyber-attack, ICO Systems Ltd can offer no assurances that data can be retrieved.

We strongly recommend that a robust backup system is used so that in the event of data loss we may be able to restore data from the latest bona fide backup taken. Data generated between the time of the equipment failure and the last bona fide backup will be lost. Thus, it is important that backups are taken at suitable intervals to minimize the data loss in such circumstances.

Investment Schedule:

SERVICES: SUPPORT

Description Managed Service: ICT Support Service - Ultra Program

- Unlimited Helpdesk & Onsite Support
 - Provision of Managed Services
 - User Management
 - See Software Schedule for supported software
- Price per user

Location HQ**Function** Business Premium Users**Start Date** 01-Aug-26**Review Date** 31-Jul-27**Quantity** 3**Item Price** per month £31.50**Item Price** per contract £378.00**Total Price** per contract £1,134.00**Service Level** Mon - Fri, 09:00 - 17:00, Remote Support Only*Comment: Beverley Combrink, Karen Lindsay and Lesley Meanley***Description** Managed Service: ICT Support Service - Ultra Program

- Unlimited Helpdesk & Onsite Support
 - Provision of Managed Services
 - User Management
 - See Software Schedule for supported software
- Price per user

Location HQ**Function** Business Premium Users**Start Date** 01-Aug-26**Review Date** 31-Jul-27**Quantity** 2**Item Price** per month £15.75**Item Price** per contract £189.00**Total Price** per contract £378.00**Service Level** Mon - Fri, 09:00 - 17:00, Next Day On-Site Response*Comment: Holly Westmacott, Connor Battersby***Description** Managed Service: Proactive Workstation Mgmt - Advanced (1Q)

*** ANNUAL COMMITMENT ***

24x7 Advanced Performance Monitoring

Real Time Workstation Optimisation

Self Healing Systems

Scheduled Preventative Maintenance

Microsoft Patch Management

Remote Support Agent

Quarterly payments in advance

Location HQ**Function****Start Date** 01-Aug-26**Review Date** 31-Jul-27**Quantity** 5**Item Price** per month £0.00**Item Price** per contract £0.00**Total Price** per contract £0.00**Service Level** Mon - Fri, 09:00 - 17:00, 8 Hour On-Site Response*Comment: Included in Ultra Program.*

Description **Managed Service: Endpoint Detection & Response (1Y)**

Security for Windows and MAC devices

- Helps prevent, detect, and quickly respond to cyberthreats
- Behavioural AI threat detection and automated remediation
- 24x7 monitoring and real-time alerts

Price per device
Subscription as per Support Agreement

Location HQ
Function Business Premium Users
Start Date 01-Aug-26
Review Date 31-Jul-27
Quantity 5
Item Price per month £2.85
Item Price per contract £34.20
Total Price per contract £171.00

Service Level Mon - Fri, 09:00 - 17:00, Remote Support Only**Description** **Managed Service: Backup 30 - M365 Mailbox (1Y)**

- 25GB Max limit per mailbox
- 30 day backup retention policy

Price per user/mailbox
Subscription as per Support Agreement

Location HQ
Function
Start Date 01-Aug-26
Review Date 31-Jul-27
Quantity 5
Item Price per month £0.00
Item Price per contract £0.00
Total Price per contract £0.00

Service Level Mon - Fri, 09:00 - 17:00, Remote Support Only*Comment: Included in Ultra Program.***Description** **Managed Service: Backup 30 - M365 SharePoint (1Y)**

- Backup of specified SharePoint sites
- 30 day backup retention policy

Price per GB
Subscription as per Support Agreement

Location HQ
Function
Start Date 01-Aug-26
Review Date 31-Jul-27
Quantity 5
Item Price per month £0.00
Item Price per contract £0.00
Total Price per contract £0.00

Service Level Mon - Fri, 09:00 - 17:00, Remote Support Only*Comment: Included in Ultra Program.**Max 100GB***Description** **Managed Service: M365 Email Attachments & Links Management**

Quarterly monitoring, review and configuration updates of Office 365 Security Centre
Requires compatible Microsoft 365 user licenses
Priced per user
Subscription as per Support Agreement

Location HQ
Function
Start Date 01-Aug-26
Review Date 31-Jul-27
Quantity 5
Item Price per month £0.00
Item Price per contract £0.00
Total Price per contract £0.00

Service Level Mon - Fri, 09:00 - 17:00, Remote Support Only*Comment: Included in Ultra Program.*

Description**Managed Service: M365 Conditional Access**

Restrict user access to Microsoft 365 from specific countries
 Priced per user
 Subscription as per Support Agreement

Location

HQ

Function**Start Date**

01-Aug-26

Review Date

31-Jul-27

Quantity

5

Item Price per month

£0.00

Item Price per contract

£0.00

Total Price per contract

£0.00

Service Level

Mon - Fri, 09:00 - 17:00, Remote Support Only

*Comment: Included in CyberPlus***Total:** £1,683.00**Discount:** £0.00**Net Total:** £1,683.00**VAT @ 20.0% :** £336.60**Contract Total:** £2,019.60**Acceptance of Contract Terms & Conditions**

Please sign below in full acceptance of the terms detailed below.

Special Payment Terms: Quarterly in Advance**Customer**

Signature: _____

Print Name: _____

Position Held: _____

Date: _____

Maintainer

Signature: _____

Print Name: Mr G S Rich

Position Held: Managing Director

Date: _____

ICO Systems Maintenance Terms and Conditions rev 3.1

1) Definitions

- a) ICO Systems Ltd shall be referred to hereafter as the 'Maintainer'.
- b) The 'Contract' means the terms and conditions recorded in this document and the Maintenance Contract to which these conditions apply.
- c) The 'Equipment', means any equipment specified in the Maintenance Contract and any such changes and additions thereto as agreed by both parties in writing.
- d) 'ICO Systems Technical Staff' means field service engineers and employees of the Maintainer and any sub-contractors agents or representatives of the Maintainer whom the Maintainer may have requested to provide Maintenance and Support Cover.
- e) The 'Maintenance and Support Cover' means the services to be provided by the Maintainer at the level stated on the Maintenance Contract and includes remedial maintenance to the Equipment.
- f) The person(s) or corporate body entering into a Maintenance Contract with the Maintainer is hereafter referred to as the 'Customer'
- g) A 'Maintenance Contract' is the provision of maintenance for the Equipment and Software under written agreement by the 'Maintainer' to the Customer for an agreed period at an agreed cost and subject to these terms and conditions.
- h) The 'Software' means the software specified in the Maintenance Contract.
- i) The 'Site' has the meaning set out in clause 12.

2) Period of Maintenance and Support Cover

The period of cover and the Commencement Date is stipulated on the Maintenance Contract.

3) Payment

- a) Unless otherwise agreed in writing, the Maintenance Contract is invoiced annually in advance with payment due immediately prior to the start of the period of cover. Failure to remit payment on time may, at the discretion of the Maintainer, result in the suspension and/or termination of the Maintenance Contract. Interest may be charged at 2% per month on all outstanding balances.
- b) Unless otherwise agreed in writing, the charges shall be increased annually on each anniversary of the Commencement Date by a percentage equal to one percent (1%) above the greater of the percentage increase in the Retail Prices Index (RPI) and the Consumer Prices Index (CPI) over the preceding twelve (12) months.

4) Staff Employment

If the Customer employs any relevant member of the ICO Systems Technical Staff during the Maintenance Contract or within six months after the end of the Maintenance Contract, the Customer shall be liable to pay a finders fee to IcoSys of an amount equal to half of that employee's gross annual salary at the time of leaving ICO Systems' employment. For the purposes of this clause "relevant member of the ICO Systems Technical Staff" shall mean any person who had been a member of the ICO Systems Technical Staff at any time during the period of six months immediately preceding the commencement of his employment with the Customer

5) Obligations of the Customer

- a) The Customer shall not use any equipment and or computer programs not supplied or approved by the maintainer for use with the Equipment and Software without prior written consent of the Maintainer.
- b) The Customer shall not adjust alter change adapt maintain repair modify service or make additions to the Equipment or Software without the prior written consent of the Maintainer.
- c) The Customer shall throughout the term of this agreement:
 - i) grant the Maintainer such access to the Site as the Maintainer shall from time to time reasonably require in order to discharge its obligations hereunder;
 - ii) make available at the Site such facilities as the Maintainer shall reasonably require in order to discharge its obligations hereunder including without limitation adequate work space storage and office furniture and equipment;
 - iii) take all reasonable precautions to protect the health and safety of the Maintainer's employees agents and sub-contractors while on the Site; and
 - iv) make available the Equipment and supply all documentation and other information necessary for the Maintainer to diagnose any fault in the Equipment and/or the Software

6) Equipment Maintenance

- a) The maintenance provided by the Maintainer shall comprise of remedial maintenance and shall consist of the Maintainer (following a detailed request from the Customer) rectifying a breakdown or malfunction of the Equipment during the hours specified in the Maintenance Contract, by testing, adjusting or repairing the Equipment as the Maintainer shall deem appropriate.
- b) The Maintainer will endeavour by all reasonable means to carry out remedial maintenance within the response time specified but such response time is a reasonable estimate only and shall not be binding upon the Maintainer or of the essence.
- c) The Maintainer reserves the right to replace the whole of the Equipment or part thereof which may be found to be faulty or in the need of investigation with loan equipment. The loan equipment is the sole property of the Maintainer. On completion of the repair the equipment will be exchanged back at the Customer's convenience.
- d) When substitute parts are fitted, the Equipment or parts thereof removed shall become the property of the Maintainer whilst the replacement equipment or replacement parts shall become the property of the Customer.
- e) The Customer will permit the IcoSys Technical Staff to have full access to the Equipment during the hours specified within the Maintenance Contract.
- f) The Maintainer does not warrant that the maintenance will cause the Equipment to operate without interruption or error

7) Consumable Items

All consumables are excluded from the Maintenance and Support Cover. It is the responsibility of the Customer to supply and pay for any consumable items to be used in conjunction with the Equipment such as toners, drums, ribbons, fusers, keyboards, mice or any other item regarded by the Maintainer as consumable

8) Software Support

- a) The support provided by the Maintainer in respect of the Software shall comprise of the Maintainer (following a detailed request by the Customer) giving such telephone advice as is necessary during the hours specified in the Maintenance Contract and or callout to the Customers Site and or modem support, to resolve the difficulties and queries the Customer has with the Software.
- b) The Maintainer will endeavour by all reasonable means to carry out such support within the response time specified on the Maintenance Contract, but such response time is a reasonable estimate only and shall not be binding upon the Maintainer or of the essence

9) Notices

All notices will be sent by recorded delivery to the Customer's last notified invoice address. Any notice will be deemed to have been accepted on the date of receipt of the recorded delivery. All notices to the Maintainer must be sent by recorded delivery to the current trading address of the Maintainer

10) Exclusions of the Maintenance and Support Cover

The Maintenance and Support Cover shall not include any support or maintenance in respect of any difficulty query or fault resulting from a breach by the Customer of the provisions of the clause headed 'Obligations of the Customer' nor in respect of any difficulty query or fault arising from: -

- a) the failure of the Customers to comply with directions instructions and recommendations issued by the Maintainer and or the ICO Systems Technical Staff whether orally or in writing.
- b) the failure fluctuation intermittent operation or the inadequacy of the electrical power supply or air conditioning or dust or humidity control or the environmental conditions at the Site.
- c) the supply repair renewal or fitting of operating supplies including (without prejudice to the generality of the forgoing) cards tapes disk packs stationary printing ribbons type heads toners paper and similar accessories and the replacement painting and refurbishing of decorative parts trim or cases
- d) the connection of the Equipment by electrical or mechanical means to another item of equipment or device
- e) any fault in any attachments or associated equipment (whether or not supplied by the Maintainer)
- f) any act of God fire flood water wind lightening war act of violence or any other similar occurrence
- g) operator error, neglect, misuse or abuse of the Equipment or willful or accidental damage to the Equipment other than by the Maintainer
- h) the transportation or relocation of the Equipment save where the same has been performed by or under the direction of the Maintainer.
- i) The Maintenance and Support Cover shall not include
 - i) the painting or refurbishing of the Equipment
 - ii) the relocation or transportation of the Equipment
 - iii) electrical work external to the Equipment
 - iv) the provision of supplies for use in association with the Equipment.

The Maintainer shall not for the avoidance of doubt be under any obligation to provide any services or works of maintenance and support which are at the sole discretion of the Maintainer or are not covered by or are excluded from the Maintenance and Support Cover.

If the Maintainer agrees to provide any services or works of maintenance or support which are at the sole discretion of the Maintainer or are not covered by or are excluded from the Maintenance and Support Cover (including Maintenance and Support Cover outside the hours specified in the Maintenance Contract) then the Customer shall become liable to pay the Maintainer such charge as may be the standard charge of the Maintainer for the time being for the same which charge shall be paid within 30 days after receipt by the Customer of the Maintainer's invoice therefor and shall be in addition to any other charges due under the Contract.

Without prejudice to the above the Customer shall be liable for the charges referred to above if Maintenance and Support Cover is provided in circumstances where any reasonably skilled competent data processing operator would have judged the Customer's request for maintenance and/or support unnecessary

Any consent given by the Maintainer pursuant to the clause 'Obligations of the Customer' may be revoked by the Maintainer if the performance of the Maintenance and Support Cover is thereby impaired in the event of such revocation the Customer shall at its own expense relocate and reinstate the Equipment and the Software in its original position and its original condition and standard of performance and between the time of revocation on the one hand and such relocation and reinstatement of the other the Maintainer shall have no obligation to provide the Maintenance and Support Cover

11) Provision of Substitute Loan Equipment

Where the Maintenance Contract specifically states that on-site repair of the equipment is to be provided by The Maintainer, The Maintainer, in the event of not being able to effect a repair on-site within the specified time window (for reasons such as parts availability), may provide a substitute for the faulty equipment with equal or higher specification equipment for the duration of the repair. The loan equipment is the sole property of the Maintainer. On completion of the repair the equipment will be exchanged back at the Customer's convenience

12) Site

The Site is the Customer's premises where the Equipment is permanently stationed. The Maintainer must be notified of any changes of address of the Site

13) Terms of Maintenance and Support Cover

- a) Subject to termination as elsewhere provided in the Maintenance Contract and these Terms and Conditions the Contract shall be for the period and shall commence on the start date in each case specified on the front cover of this Maintenance Contract. Thereafter it shall automatically be renewed for successive periods of the same length and shall remain in force unless and until termination by either party giving to the other not less than three calendar months prior written notice expiring on the last day of the said period and the Customer shall not be entitled to any refund of payments or any part of them paid by it prior to or after termination.
- b) Save as provided in clause (a) any termination of the Maintenance Contract pursuant to the provisions of that clause shall not affect any accrued rights or liabilities of either party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue if force on or after termination

14) Liability

- a) The following provisions set out the entire liability of the Maintainer to the Customer in respect of any breach of its obligations arising under or in connection with the Contract including (without prejudice to the generality of the foregoing) any representation statement or tortious act or omission including negligence AND THE CUSTOMERS ATTENTION IN PARTICULAR IS DRAWN TO THIS CLAUSE
- b) The liability of the Maintainer for death or personal injury arising from the negligence of the Maintainer or that of its employees agents or sub-contractors shall not be limited
- c) The Maintainer shall not in any circumstances be liable whether in contract tort or otherwise for any special indirect or consequential loss or damage howsoever arising and of whatsoever nature including (without limitation) loss or profit of contracts loss of data loss of operation time or loss of any equipment or process or any loss of anticipated earnings or savings (including loss or damage suffered by the Customer as a result of an action brought by a third party) even if such loss was reasonably foreseeable or the Maintainer had been advised of the possibility of the Customer incurring the same.
- d) Subject as aforesaid the liability of the Maintainer to the Customer in respect of any breach of its obligations arising under or in connection with the Contract including (without prejudice to the generality of the foregoing) any representation statement or tortious act or omission including negligence shall be limited to damages of an amount equal to the aggregate of the payments made by the Customer to the Maintainer with respect to the Maintenance Contract in the period of 12 months immediately preceding
- e) Except as set out in this clause the Maintainer shall have no liability to the Customer unless the Customer shall have served notice containing full and complete details of any claim upon the Maintainer within six calendar months after the date the Customer became aware of the circumstances giving rise to the claim or the date when it ought reasonably to have become so aware (whichever shall be earlier)

15) Termination

- a) The Maintenance and Support Cover may notwithstanding anything else contained within the Maintenance Contract and these Terms and Conditions be terminated
 - i) By the Maintainer forthwith on giving notice in writing to the Customer if the Customer shall fail to pay any sum under the terms of the Contract and such sum remains unpaid for 30 days
 - ii) By either party forthwith on giving notice in writing to the other if the other commits any material or persistent breach of any term of the Contract and (in the case of a breach capable of being remedied) shall have failed to remedy the breach within 30 days after receipt of a request in writing from the other party to do so
 - iii) By either party forthwith on giving notice in writing to the other if the other shall have a receiver or administrative receiver appointed over any part of its undertaking or assets or shall pass a resolution for winding-up (otherwise than for the purpose of a bona fide scheme of solvent amalgamation or reconstruction) or if a court of competent jurisdiction shall make an order to the same effect or if it shall become subject to an administration order or shall enter into any voluntary arrangement with its creditors or shall cease or threaten to cease to carry on business
 - iv) By the Maintainer forthwith on giving notice in writing to the Customer if the country in which the Site is situated is at any time outside the United Kingdom
 - v) By the Maintainer forthwith on giving notice in writing to the Customer if control (as defined for the purpose of section 416 of the Income and Corporation Tax Act 1988) of the Customer shall be transferred to any person other than the person in control of the Customer at the date hereof
 - vi) If the country in which the Site is situated and/or country in which any office of the Customer is situated is outside the United Kingdom by the Maintainer forthwith on giving notice in writing to the Customer if diplomatic relations between such country or countries on the one hand and the United Kingdom on the other make the continuance of the Maintenance Contract unduly difficult or dangerous
- b) Any termination of the Maintenance Contract (however occasioned) shall (save as aforesaid and subject to the Customer having no entitlement to the refund of any payments or any part of them paid prior to or after such termination) not affect any accrued rights or liabilities of either party nor the coming into force of any provision hereof which is expressly or by implication to come into or continue to force on or after such termination

16) Force Majeure

Notwithstanding anything else contained within this Contract neither party shall be liable for any delay in performing its obligations hereunder (except a failure to pay) if such delay is caused by circumstances beyond its reasonable control (including without limitation act of God perils of the sea or air fire flood drought explosion sabotage accident embargo riot civil unrest including acts of local government and parliamentary authority industrial dispute strike breakdown of machinery or plant accident) Subject to the party so delaying promptly notifying the other party in writing of the reasons for the delay (and the likely duration of the delay) the performance of such party's obligations shall be suspended during the period that the said circumstances persist without liability to the other party and such party shall be granted an extension time for the performance of its obligations equal to the period of delay. Either party may if such delay continues for more than five weeks terminate the Contract forthwith on giving notice to the other party

17) Entire Agreement Amendment and Waiver

- a) The Contract supersedes all prior communications representations statements agreements and understandings (either written or oral between the parties and constitutes the entire agreement between the parties relating to the subject matter hereof. The Customer irrevocably and unconditionally waives any right it may have to claim damages or to rescind (in the case of misrepresentation) the Contract for any misrepresentation or warranty not set out specially in this contract unless such misrepresentation or warranty was made fraudulently. No addition or modification of any provision of the Contract shall have effect unless expressly agreed in writing by the parties. If any provision of the Contract shall be proved or found to be illegal or unenforceable the remaining provisions of the Contract shall continue in force and effect
- b) No forbearance delay or indulgence by either party in enforcing the provisions of the Contract shall prejudice or restrict the rights of that party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right power or remedy herein conferred upon or reserved for either party is exclusive of any other right power or remedy available to the party and each such right power or remedy shall be cumulative
- c) Sums payable under the Contract for the supply of goods and services are exclusive of value added tax chargeable on the payment

18) Interpretation

In the Contract:

- a) Words importing the singular include the plural words importing any gender include every gender words importing persons include bodies corporate and un-incorporated and (in each case) vice versa
- b) The headings to the clauses are for ease of reference only and shall not effect interpretation or construction of the Contract
- c) Reference to any statute or statutory provision includes a reference to that statute or statutory provision as from time to time amended or re-enacted

19) Authority Execution and Statements

The Customer confirms to the Maintainer that:

- a) It has power to enter into and perform the Contract and has taken all necessary action to authorise the entry into and performance of the same
- b) The Contract constitutes legal and binding obligations of the Customer
- c) The entry into and performance of the Contract by the Customer does not conflict with any law or regulation or any official or judicial order of any Government Authority
- d) All authorisations approval consents licences exemptions fillings registrations and other matters official or otherwise required in connection with the entry into performance validity and enforceability of the Contract have been obtained or effected and are in full force and effect
- e) If the Maintainer and Customer do not execute the Contract simultaneously any execution of the Contract by the Customer before the Maintainer shall be deemed to constitute an offer by the Customer to enter the Contract which offer may be accepted by the Maintainer if the Maintainer executes the Contract within 28 days after such execution by the Customer and which offer cannot be withdrawn during such period
- f) Neither party shall make any detrimental statement (whether orally or in writing) concerning or pertaining to other's business or employee

20) Property Law and Jurisdiction

The Contract shall be governed by and constructed in accordance with the laws of England and the parties submit to the non-exclusive jurisdiction of the English Courts.

Hawk & Owl Parking at Gogg's Mill Picnic

Thank you for your response and for raising the matter with councillors. We appreciate the Council's assistance and would like to work cooperatively towards a practical solution.

The position remains unclear. Norfolk County Council inspected the site and advised that the parking area is private land and outside its responsibility. This appears to conflict with the highway map and the fact that NCC has previously repaired potholes there. It may be that Goggs Mill Road is publicly maintained while the adjoining parking and turning area is not.

To help resolve this, we would be grateful if the Town Council could:

1. Ask Norfolk County Council to confirm the precise adopted-highway boundary, including whether it covers any part of the parking and turning area shown on our plan.
2. Contact North Norfolk District Council to establish whether it owns, manages or has any responsibility for the area, as NCC identified NNDC as the most likely landowner.
3. Provide us with the relevant minute or resolution from the Town Council's consideration of this matter on 29 July.
4. Once ownership or responsibility has been clarified, assist us in bringing together the relevant parties to agree a permanent solution that protects the established access and the manoeuvring space required by agricultural and land-management vehicles.

We are willing to consider appropriate signage. However, before installing anything, we need to establish who owns or controls the land and who has authority to approve signage or changes to the parking arrangements.

Clearing the nearby footpath may improve pedestrian access, but it would not resolve the obstruction or provide a safe substitute for the turning space required by agricultural machinery.

Our aim is simply to ensure that the established access remains safe and usable for everyone. We would be grateful if the Town Council could confirm whether it is willing to undertake the above enquiries and assist with the next steps.

Recommended amendments
Cllrs may wish to review



Fakenham Town Council

RULES & CONDITIONS OF LETTING

Allotment Sites

Rudham Stile Lane
Greenway Lane
Grove Lane

Eligibility for Tenancy of Allotment Plots

In consideration of the Clerk of the Council of Fakenham Town Council granting the use of allotment plots, tenancies will be offered primarily to residents of the parishes of Fakenham and Hempton.

From April 2026, applications for allotment plots at Rudham Stile Lane and Greenway Lane may be considered from individuals residing in neighbouring villages within a 20-mile radius, but only where there is no existing waiting list of applicants from Fakenham and Hempton.

In the allocation of plots, applicants residing in Fakenham and Hempton will always be considered first.

Tenancies granted to applicants residing outside the parishes of Fakenham and Hempton will be subject to a surcharge of 10p per square metre. All other rules and conditions as set out herein, and administered by the Council, shall apply.

All applicants must provide appropriate and verifiable proof of address. Applications submitted without the required documentation will not be processed or approved.

1. Introduction

- a) Fakenham Town Council has allotment plots on 3 sites, Rudham Stile Lane, Greenway Lane and Grove Lane
- b) These rules and conditions apply to all allotment plots managed by Fakenham Town Council

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY

Tel: 01328 853653

Email: info@fakenhamtowncouncil.gov.uk

Website: www.fakenhamtowncouncil.gov.uk

- c) The current version of the Rules and Conditions of Letting is provided to all new tenants at the commencement of their tenancy. By signing the Tenancy Agreement, tenants agree to abide by all such Rules and Conditions. The most up-to-date version is always available on the Council's website and will be provided to any tenant upon request. Any revised versions will also be made available in the same way.

2) Definitions

- a) Council (Us/We) – Fakenham Town Council
- b) Tenant (You) – The tenant that has signed or will sign the tenancy agreement and with whom liability for the plot/s rests.
- c) Cultivation - The active and continuous use of the plot for the purpose of growing and tending to fruit, vegetables, or other approved crops. A cultivated plot should show evidence of regular maintenance, including planting, harvesting, soil preparation, and keeping the soil fertile and reasonably free of weeds.
Please note: Paths, storage areas, compost bays, sheds, greenhouses or any other structures or covered areas do **not** count towards the cultivated area of the plot.
- d) Plot / garden allotment – The area leased to you for the production of fruit and vegetables or other approved crops, only for your and your household's consumption.
- e) Hazardous material – Any materials that have the potential to cause harm.
- f) Livestock – Animals permitted to be kept on the plot with the prior written consent of the Council, subject to relevant regulations.

3) Site Management

- a) Only Council officers, members, current tenants and their immediate family members (in accordance with Paragraph 4h), and individuals who have received prior permission from the Council, are permitted to enter the allotment sites. Unauthorised access by any other party is strictly prohibited.
- b) Tenants are required to promptly report any incidents, accidents, or potential tenancy breaches to the Council office. This includes any situations that may affect the safety, use, or condition of the allotment site or its surroundings.
- c) Tenants must report any suspected criminal activity directly to the police without delay. The Council office should then be informed as soon as practicable.
- d) We will conduct regular inspections of the allotment site to ensure that all plots are being properly cultivated and maintained in accordance with the Allotment Rules and Conditions of Letting. Such inspections will take place without prior notice and tenants are not required to be present or accompany the inspecting officers. The purpose of these inspections is to support fair use, uphold site standards, and identify any issues requiring attention.
- e) The Council will make every effort to maintain unallocated plots in a tidy condition. If you observe any unallocated plot becoming excessively overgrown, please notify the Council office.
- f) Any ~~member~~, Council officer, **employee** or authorised agent of the Council may enter the plot at any time, without prior notice. Access to the plot must be unimpeded at all times. Where entry is restricted by a locked gate or similar barrier, tenants must provide the Council office with a working key or access code. This ensures that Council officers, and others acting on behalf of the Council, particularly in emergency or urgent circumstances, can gain entry without delay.
- g) We may take photos as part of our regular site inspections.
- h) All allotment gates, both vehicular and pedestrian, must be kept closed and securely

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locked after each use. It is the responsibility of the tenant to ensure that the gates are properly secured upon entering and exiting the allotment site in order to maintain the security of the premises. Each tenant will be provided with the code for the padlock(s) and will be notified of any changes to the code. Tenants are strictly prohibited from disclosing the code to any third party. Any unauthorised disclosure of the code will constitute a breach of the tenancy.

- i) No allotment site fittings or security measures are permitted to be altered – this includes perimeter fencing, gates, locks, water fittings, ~~etc.~~ **boundary markers and any other Council installed equipment.** Please report any issues to the office.
- j) Allotment plots are let on an “as seen” basis. By signing the Tenancy Agreement, the tenant accepts the plot in its current condition at the time of handover. From that point forward, the maintenance, improvement, and cultivation of the plot becomes the full responsibility of the tenant. The Council will not accept complaints or appeals relating to the condition of the plot at the time of letting, and tenants cannot refer back to its previous state as justification for non-compliance with the Allotment Rules and Conditions of Letting.
- k) We will endeavor to maintain water supply fittings in good order.
- l) Tenants must not assign, sublet, or part with possession or control of the allotment plot, or any part of it, under any circumstances. This includes informal arrangements or temporary transfers. Such actions are strictly prohibited and constitute a breach of tenancy under Section 27(4) of the Allotments Act 1908. Any unauthorised use by third parties may result in immediate termination of the tenancy.

4) Tenant Responsibilities

- a) Tenants must be over the age of 18.
- b) To observe all rules and conditions relating to allotment gardens / plots as made, amended, or adopted by the Council from time to time. It is the tenant's responsibility to ensure they are aware of the current Allotment Rules and Conditions of Letting, which are publicly available on the Council's website and referenced in official communications, including the annual rent notification. Failure to have received a physical copy does not exempt any tenant from compliance.
- c) By signing the Tenancy Agreement, you accept the plot in its current condition at the time of handover, including any structures, fixtures, or features you have agreed to retain. From that point forward, all maintenance, repairs, and improvements, whether to the land itself or to any inherited items such as sheds, greenhouses, compost bays or fencing, become the tenant's full responsibility. Issues such as disrepair, damage, or untidiness cannot later be attributed to the condition at the time of letting. Such matters will be noted in inspections and treated as the tenant's responsibility, regardless of their pre-existing state. The Council will not consider complaints or appeals related to the condition of the plot or retained items post-handover.
- d) It is your responsibility to ensure that any changes to your contact details, including your residential address, are reported to the Council without delay during the term of your tenancy. Should your new address mean you no longer meet the Eligibility of Tenancy Conditions, you must notify the Council immediately. In such cases, the Council reserves the right to review your tenancy and may terminate it with appropriate notice, in order to ensure plots are fairly allocated in accordance with the stated eligibility criteria.
- e) You are solely responsible for the safety, condition, and security of your allotment plot, including any structures, tools, and equipment stored thereon. **Except where liability cannot lawfully be excluded**, the Council accepts no ~~liability whatsoever~~ **responsibility**

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for any loss, theft, damage, or injury sustained by tenants, their family members, visitors, or their belongings while on the allotment site. Tenants must take all reasonable precautions to ensure the plot is maintained in a safe and secure condition at all times.

- f) You must not deposit, or permit others to deposit, on your plot or any part of the allotment site, any earth, road sweepings, refuse, tyres, gravel, stones, paving slabs, concrete, timber, or any other materials not specifically and reasonably required for immediate use in cultivation. The only permitted exception is the temporary and proportionate storage of manure for direct application to the plot. Dumping or stockpiling of any non-cultivation-related materials is strictly prohibited.
- g) You must not bring, or allow others to bring, dogs onto the allotment sites, except for assistance dogs used by individuals with disabilities.
- h) Not to allow children (under 18 years old) onto the site unless accompanied and supervised by the tenant or other responsible adult.

5) Tenant Conduct

- a) Fakenham Town Council supports the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination. It will ensure, at a minimum, that all relevant legal requirements are met.
- b) Tenants must not, through their actions or omissions, cause damage to any fences, gates, signs, water tanks, taps, or other fixtures and equipment located on or around the site that are the property of the Council. This includes, in the case of fences and gates, those belonging to neighbouring properties. Tenants must also ensure that **others any person visiting** or acting on their behalf **does** not cause such damage. **The tenant shall remain responsible for any damage caused by such persons.**
- c) Tenants must not cause, permit, or engage in any behaviour that constitutes a nuisance, annoyance, or interference with the quiet enjoyment of the site by other tenants, neighbouring residents, or Council officers.
- d) Tenants must not harass, intimidate, threaten, or abuse any person on the allotment site, including other tenants, visitors, or Council representatives.
- e) Tenants are fully responsible for the behaviour and actions of any person they bring onto or allow access to the allotment site. This includes ensuring that such individuals comply with all site rules and conditions. Any breach by these individuals may be treated as a breach by the tenant.
- f) Tenants must not attempt to gain unfair benefits for themselves or others, or to cause harm or disadvantage to others, by using influence, pressure, or inappropriate behaviour.
- g) Tenants may refer any general allotment site observations to their allotment representative, but specific issues or concerns should be raised directly with the Fakenham Town Council office.
- h) Tenants must not live in or temporarily sleep overnight in any part of the allotment site.
- i) Tenants are subject to the Council's Allotments Inspection & Warning Appeal Policy if concerns arise regarding poor cultivation standards or breaches of tenancy. This process is in place to ensure fairness and transparency. The policy is available on the Council's website. All decisions made as a result of this process are final and binding.

6) Rent & Deposit Payments

- a) Tenants are to pay the annual rent for their allotment plot, which falls due on 11th October each year, no later than 11th November. Tenants are also responsible for any

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additional charges or outgoings arising from their use of the plot.

- b) All new tenants are required to pay a £50 deposit upon taking on a new tenancy. This deposit will be held by the Council and returned in full upon termination of the tenancy, provided the plot is left in a good and lettable condition. If, upon inspection, the plot requires clearance or any remedial works before it can be re-let, the Council reserves the right to retain the deposit to cover these costs. If the cost of remediation exceeds £50, the Council also reserves the right to pursue the outgoing tenant for any additional costs incurred and may take legal action to recover these where necessary.
- c) Rent charges are reviewed on an annual basis. You will receive at least 12 months' notice of any rent changes.
- d) ~~Due to administrative charges, tenants will not receive a part-year refund if you decide to terminate your tenancy during the year. Likewise, if your tenancy is terminated part-way through the period tenants will not receive a part-year refund.~~

Due to administrative costs, tenants are not entitled to a part-year refund of the annual tenancy fee if the tenancy is terminated before the end of the tenancy year, whether by the tenant or by the Council.

7) Cultivation

- a) Tenants are to ensure that the plot is cultivated only by themselves or by another person for whom prior permission has been sought and granted by the Council.
- b) Tenants must keep the entire plot clean, well-maintained, and in a properly cultivated and fertile condition. The plot must be kept free of weeds, and the crops thereon must be free from pests and disease.
- c) At least two-thirds of the plot must be actively and continuously cultivated. This means the area must be in productive use for growing fruit, vegetables, or other approved crops, and must show ongoing signs of planting, harvesting, soil preparation, and general upkeep. Up to one-third of the plot may be used for approved non-growing purposes (such as sheds, hen houses, or compost bays), but only with the Council's prior written consent, see Paragraph 8a.
- d) Tenants should inform the Council if they expect to be temporarily absent from the plot (e.g. due to holidays or illness etc.) and, as a result, cultivation standards may fall below the required level. This allows the Council to take reasonable account of the circumstances when conducting inspections and, where appropriate, grant a short-term concession before initiating any communication or engaging the Allotments Inspection, Warning and Appeal Policy.

In cases of extended absence due to long-term illness or prolonged holiday, tenants may request permission for another person to temporarily tend the plot on their behalf. Such arrangements must be approved in advance by the Council and are strictly subject to the conditions set out in Paragraph 3l (regarding unauthorised subletting or assignment) and Paragraph 5e (regarding the tenant's responsibility for the conduct of others on site).

- e) Tenants beginning their tenancy on a plot that has not been actively cultivated or maintained, will not be expected to meet the requirement to cultivate two-thirds of the plot within the first year of their tenancy. However, clear and ongoing progress must be evident throughout the year, and failure to demonstrate this at routine inspections may result in the tenant being contacted by the Council.

By the first anniversary of the tenancy, the minimum cultivation requirement, that at least two-thirds of the plot is actively cultivated, must be fully met and maintained thereafter. All other rules and conditions apply to new tenancies from the commencement date, and the Council's Allotments Inspection & Warning Appeal Policy

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- may be implemented in response to any other breaches of tenancy during this period.
- f) Tenants may plant small fruit trees on dwarf rootstock, provided that no more than one-quarter of the allotment plot is used for this purpose. This area will be considered as part of the two-thirds of the plot that must be actively cultivated, provided it is maintained and used for productive growing. All other types of trees require the Council's prior written consent before planting. All trees must be removed at the end of the tenancy, except for individual fruit trees which may be left in situ with the Council's prior approval, provided they meet the conditions set out in Paragraph 7g.
 - g) Tenants must ensure that all fruit trees on their plot are pruned regularly at the appropriate time of year and maintained at a height not exceeding 12 feet. Branches must not overhang the boundary of the plot, obstruct any pathways, or impede access to or along the plot. These requirements also apply to any other tree for which prior permission has been requested and granted by the Council.
 - h) A limited number of flowers may be grown as an approved crop for companion planting or aesthetics, but they must not dominate or exceed the area used for growing fruit or vegetables on the plot.
 - i) Tenants must not use their allotment plot for any commercial purpose or business activity, including but not limited to growing produce, keeping hens or bees, or cultivating plants with the intent to sell or distribute beyond personal and immediate family consumption.

In accordance with Section 22 of the Allotments Act 1922 (as amended), allotments must be used solely for the cultivation of produce for the tenant's personal consumption and that of their immediate household. This restriction applies to all produce from the plot, including fruit, vegetables, eggs, and honey. Tenants must not use their plot to grow or produce goods for any form of distribution beyond their household, whether for sale, barter, promotion or informal trading. Even where no money or goods are exchanged, consistent or deliberate distribution to others constitutes a use inconsistent with the purpose of the allotment and is not permitted.

Occasional and unplanned surpluses may be given away at the tenant's discretion. However, intentional overproduction for distribution, whether sold, swapped, or donated, is strictly prohibited and constitutes a breach of the tenancy.

8) **Buildings and Structures**

- a) Tenants must not erect any building or structure without the prior written consent of the Council. This includes, but is not limited to, sheds, greenhouses, ponds, beehives, and hen houses. Applications for consent must be made in writing and must include a clearly drawn plan showing the exact location of the proposed structure on the plot, along with its full description, external dimensions, materials to be used, and its proximity to any neighbouring boundaries, paths, or existing structures. Vague or incomplete applications, including those which refer only to general locations, will not be accepted.

Plastic polytunnels are strictly prohibited and will not be authorised under any circumstances. Any polytunnels erected in contravention of this rule may be treated as a breach of tenancy, and tenants will be required to remove or modify them. Failure to comply may result in enforcement action under the Allotment Inspection & Warning Policy.

Please note: A polytunnel is a tunnel-shaped structure made with rigid curved, semi-circular hoops, typically metal or plastic, covered by a continuous sheet (or sheets) of flexible polythene or similar material, and is large enough to walk into. It is characterised by a smooth, arched profile and does not feature true vertical sides that

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meet a flat roof section, as seen in greenhouses. While the sides of a polytunnel may appear nearly vertical at their lower points, they are still part of a continuous curve and do not form flat, rigid panels. Polytunnels are not designed to accommodate framed roofs or support systems such as guttering, for water harvesting. They are usually fixed directly into the ground and are often used for intensive or commercial scale growing.

- b) Tenants may, with prior written approval as required in Paragraph 8a, erect a maximum of one shed and one greenhouse per individual allotment plot. Tenants with more than one plot may request permission to locate their permitted structures across their plots in a different configuration (e.g., two sheds on one plot and none on the other). However, regardless of how structures are distributed, each individual plot must still comply with the limitations in Paragraph 8c, including that no more than one-third of the plot may be covered by structures. This applies to all sheds, greenhouses, compost bays, covered areas, hen houses, bee hives, ponds, and other built or semi-permanent features.

- c) The total area of all structures on a plot, including, but not limited to, sheds, greenhouses, compost bays, covered areas, ponds, hen houses, bee hives and any other built or semi-permanent features, must not exceed one-third of the total plot size. This requirement is subject to the prior written approval process set out in Paragraph 8a.

Where one-third of the plot is occupied by such structures, the remaining two-thirds must be actively and fully cultivated in accordance with Paragraph 7c. Cultivation taking place within structures (such as inside greenhouses) does not count toward the minimum two-thirds cultivation requirement.

Failure to comply with this rule may constitute a breach of tenancy and may result in enforcement action under the Council's Allotment Inspection & Warning Appeal Policy.

- d) Tenants must ensure that all structures on their plot are kept in a good state of repair, including any that predate current permission rules or were installed without formal consent. It includes, but is not limited to: sheds, greenhouses, hen houses, beehives, ponds, compost bays, cold frames, fruit cages, and any other built or fixed items, whether temporary or permanent. All structures, regardless of their origin or authorisation status, must be maintained in a safe, secure, and visually acceptable condition at all times.

As part of the Council's routine site inspections (see Paragraph 3d), the external condition of all structures will be visually assessed. Any structure found to be in disrepair, unsightly, unauthorised, or posing a potential risk to the tenant, other plot holders, visitors, or Council officers will be recorded. The tenant will be contacted and required to take appropriate remedial action within a specified timeframe.

Failure to act may constitute a breach of tenancy and may result in enforcement action under the Council's Allotment Inspection & Warning Appeal Policy.

- e) Tenants must ensure that all structures on the plot, whether already in place at the start of the tenancy or erected subsequently, are used solely in connection with the lawful cultivation and maintenance of the plot. This includes the storage of only those items directly related to the cultivation and upkeep of the allotment. Use of any structure for unrelated purposes, such as residential use, business activity, or storage of non-gardening items, is strictly prohibited and may constitute a breach of tenancy which may result in enforcement action under the Council's Allotment Inspection & Warning Appeal Policy.
- f) Tenants are responsible for dismantling and removing from the allotment site any unwanted structures on their plot. Once a plot has been accepted and the tenancy agreement signed, it is the tenant's responsibility, as set out in Paragraphs 3j and 4c,

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to dismantle and remove any structures they do not wish to retain. This applies regardless of whether the structures were present at the start of the tenancy or erected thereafter.

- g) Upon termination of the tenancy, tenants must dismantle and remove from the allotment site any buildings or structures on the plot, unless prior written agreement has been obtained from the Council permitting specific structures to remain. Failure to remove unauthorised structures may result in the Council incurring clearance and disposal costs. These costs may be pursued in accordance with Paragraph 6b which states: *"the Council reserves the right to retain the tenant's deposit to cover such expenses. Where costs exceed the £50 deposit, the Council further reserves the right to recover the additional amount directly from the outgoing tenant and may take legal action to do so, if necessary."*

9) **Boundaries**

- a) Tenants must maintain their plot strictly within its prescribed boundaries at all times. Under no circumstances may the plot be extended beyond these boundaries, whether by physical encroachment, placement of items, or through inaction that allows boundary creep. Any such extension, whether intentional or through neglect, will be considered a breach of tenancy.
- b) Boundary markers installed by the Council to identify or define allotment plot boundaries must not be removed, repositioned, damaged, altered or used for any other purpose. Where a boundary marker is found to be missing or damaged, tenants must notify the Council as soon as reasonably practicable.
- c) Plot numbers will be provided and installed by the Council. Once in place, tenants are responsible for ensuring their plot number remains clearly visible, securely located in its original position, and maintained in good condition at all times.
- d) Tenants must keep the common pathways (excluding access roads) adjacent to their plot in good condition. This includes ensuring that grass is kept neatly cut, weeds do not encroach, and no plants or structures overhang or obstruct the path. Pathways must be maintained to a standard width of not less than 450mm (18 inches) and not more than 750mm (30 inches). The surface should be level and free of holes, trip hazards, or other obstructions at all times.
- e) Tenants must ensure that all access roads and designated parking areas on the allotment site are kept free from obstructions and hazards at all times. The established width of access roads must be maintained, and no part of any plot may encroach upon this area. Tenants must not deposit soil, compost, tools, equipment, waste, or any other materials onto the road surfaces or designated parking areas. Any such encroachment or obstruction will be considered a breach of tenancy.
- f) Tenants must not plant, or allow to grow, any vegetation that overhangs, encroaches upon, or obstructs adjacent plots, common pathways, access roads, or designated parking and turning areas. All vegetation must be kept trimmed and managed to prevent any obstruction or infringement on neighbouring plots or communal access routes. Failure to comply may constitute a breach of tenancy.
- g) Tenants must ensure that any pegs, stakes, supports, or similar items are positioned securely within the boundaries of their plot and do not overhang, encroach upon, or obstruct adjacent plots, common pathways, access roads, or communal areas. Such items must not present a trip hazard or obstruction to others.
- h) Tenants must not use barbed wire or any other hazardous materials anywhere on their plot. This includes, but is not limited to, fencing or structural supports. The use of such materials poses a risk to the safety of other tenants and visitors and is strictly

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prohibited, particularly where it adjoins Council-set paths, access roads, or communal areas.

- i) Council staff may require access to your plot for the purpose of maintaining boundary hedges and fences. Access will be gained in accordance with Paragraph 3f, and while some disturbance to your plot may be unavoidable, every effort will be made to minimise any impact and ensure minimal disruption.

10) Storage and Materials

- a) Only items directly related to the cultivation and maintenance of the plot may be kept on site. This applies to the entire plot, including within sheds, greenhouses, or any other structure. The storage or retention of household goods, building materials, furniture, appliances, or any other non-gardening related items is strictly prohibited.
- b) Tenants must ensure that tools and other equipment are not left unattended on common pathways, access roads, or any other areas in a manner that could cause an accident or injury. Tools and equipment must be cleared away and not left out when not in use. All tools and equipment must be used responsibly and with due care and consideration for the safety of others at all times.
- c) The Council accepts no responsibility for the loss, theft, or damage of any tools, equipment or personal property, regardless of how such loss or damage occurs. ~~Tenants remain fully responsible for their own belongings and for ensuring that no injury or damage is caused by such items, whether to themselves, others, or property, under any circumstances.~~ **Tenants are responsible for ensuring that their property does not present a risk of injury to any person or damage to any property.** Tenants are encouraged to limit the quantity and value of tools and other personal property brought to or stored on the allotment site in order to minimise the risk of theft or loss. **The Council strongly recommends that tenants arrange appropriate insurance to cover their own property, public liability and any other risks associated with their use of the allotment plot.**
- d) The tenant shall not use the allotment for the storage of any vehicles, goods, or crops not produced on the plot. All storage must be directly related to the cultivation and maintenance of the allotment. The storage of any items must not cause nuisance, obstruction, or annoyance to other tenants or interfere with the enjoyment or use of neighbouring plots. Use of the allotment for any purpose inconsistent with its use as an allotment garden is strictly prohibited.
- e) Materials such as timber may be stored on the allotment plot only in limited quantities and must be intended for use on the plot. All such materials must be stored neatly and safely, and in a manner that does not create a hazard or nuisance, in accordance with Paragraph 10d. Any materials not used within six months must be removed. Tenants must also remove any materials at any time if the Council deems them to pose a hazard or to be in breach of the Rules and Conditions of Letting.
- f) The use of carpet, underlay, or similar materials as weed suppressant is strictly prohibited, as such materials may leach harmful chemicals into the soil and compromise its quality. Only purpose-made, horticultural-grade weed suppressant materials are permitted.
- g) The storage of flammable, hazardous, or otherwise dangerous chemicals on allotment plots is strictly prohibited. **Except where liability cannot lawfully be excluded,** the Council accepts no responsibility for the loss of or damage to such items, nor for any injury or incident arising from their presence or use, however caused.
- h) Tyres must not be brought onto, stored, used or placed upon any part of the allotment site. The presence of tyres on a plot will constitute a breach of tenancy. Failure to

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comply with an instruction to remove them may result in enforcement action in accordance with the Council's Allotment Inspection & Warning Appeal Policy.

11) Waste Disposal / Bonfires / Hazardous Material

- a) Tenants must ensure that all rubbish and waste generated through their use of the plot is removed promptly from both the plot and the wider allotment site. Waste must not be left on the plot, in communal areas, or elsewhere on the site. If the Council is required to remove waste as a result of non-compliance, the costs of removal and any necessary remediation will be recovered from the tenant in accordance with Paragraph 6b of these Rules and Conditions of Letting.

- b) No fire of any kind may be lit, maintained or permitted on any part of the allotment site between 1 May and 30 September inclusive. This prohibition applies to all forms of fire, including bonfires, incinerators and any other means of burning, and there are no exceptions to this seasonal prohibition.

~~Bonfires are strictly prohibited at all times on any part of the allotment site. However, tenants may burn organic material generated only from their own plot using a lidded incinerator.~~

Between 1 October and 30 April inclusive, bonfires remain strictly prohibited, but tenants may burn organic material generated only from their own plot using a suitable lidded incinerator designed for this purpose. Only dry, untreated plant material, such as weeds and prunings, may be burned. The burning of household waste, plastics, treated timber or any other material likely to create excessive smoke or harmful fumes is strictly prohibited. The use of accelerants (such as petrol, oil, or spirits) is strictly forbidden.

The incinerator must be positioned safely and securely within the boundary of the tenant's own plot and must be placed in a location where the wind direction and weather conditions will not cause smoke to drift and create a nuisance on a stable, non-combustible surface and at a sufficient distance from sheds, fences, buildings, hedges, trees and any other combustible materials to prevent heat, flames or burning embers from causing ignition. The area immediately surrounding the incinerator must be kept clear of anything that could catch fire. It must be placed in a location where the wind direction and weather conditions will not cause smoke to drift and create a nuisance. Where there is insufficient space within a plot to safely position and operate an incinerator in accordance with these requirements, the incinerator must not be used and burning is prohibited.

Fires must not be lit or allowed to continue during unsuitable weather conditions, including strong winds, extreme dry conditions, or where there is a risk that flames, smoke or burning embers could spread beyond the tenant's plot or create a danger or nuisance.

Fires must not be lit or allowed to continue during unsuitable weather conditions, including strong winds, extreme dry conditions, or where there is a risk that flames, smoke or burning embers could spread beyond the tenant's plot or create a danger or nuisance.

Tenants must ensure that any smoke does not constitute a statutory smoke nuisance under Section 80 of the Environmental Protection Act 1990, which may result in the tenant being personally liable for enforcement action. Any breach of this rule will also constitute a breach of tenancy.

- c) Tenants must never leave any fire unattended at any time. The tenant must remain present and in control until the fire is fully extinguished and the incinerator is completely cool of the fire from the point of lighting until it is fully extinguished and the incinerator is completely cool. A suitable fire extinguisher or other appropriate fire-extinguishing

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- equipment must be immediately available whenever the incinerator is in use.
- d) Barbecues are strictly prohibited at all times on any part of the allotment site.
 - e) **Except where liability cannot lawfully be excluded**, the Council accepts no responsibility for any loss, damage, or injury arising from the burning of waste on the allotment site. All such activities are carried out entirely at the tenant's own risk, and any consequences, including injury or damage to property, shall remain the sole responsibility of the tenant. **The tenant remains responsible for ensuring that the use of an incinerator does not create a risk to other tenants, visitors, neighbouring properties or the allotment site itself.**
 - f) Tenants are responsible for ensuring that any pest control treatments, including herbicides, are used strictly in accordance with the manufacturer's instructions and statutory conditions for use, in compliance with current Health and Safety regulations. **The Council encourages tenants to minimise the use of herbicides wherever practicable and to consider alternative methods of weed control. Where herbicides are used, tenants must take all reasonable precautions to ensure that they are applied only within the boundaries of their own allotment plot and in a manner that does not drift onto, contaminate or otherwise adversely affect neighbouring plots, wildlife, watercourses or surrounding land.** Only approved and lawful products may be used. Bait boxes or similar items must be securely fixed to the ground to prevent risk to other users, wildlife, and pets. Misuse, unsafe application, or the use of unapproved products will be treated as a breach of tenancy.
 - g) Hazardous materials, including any substances or items that may pose a risk to people, animals, or property, must not be brought onto or used on the allotment site / plot under any circumstances. Items which are permitted for use in the lawful cultivation and maintenance of the plot, but which have the potential to be hazardous (such as sharp tools), must be stored securely and safely. Such items must not be left out, unattended, or stored in a way that may cause harm or pose a danger to others.

12) Livestock and Bees

- a) Animal owners and keepers are legally responsible for meeting the welfare needs of any animals kept on the allotment, in accordance with Section 9 of the Animal Welfare Act 2006. Failure to meet this duty of care is a criminal offence and may result in prosecution, a fine, and/or a custodial sentence. Under current legislation, penalties can include an unlimited fine and imprisonment of up to five years for the most serious offences, as amended by the Animal Welfare (Sentencing and Recognition of Sentience) Act 2021.
- b) A tenant may keep a maximum of eight hens, regardless of the number of plots held. This limit ensures compliance with Paragraph 7i, which requires that produce from the allotment, including eggs, is for the tenant's own household use only. Cockerels are strictly prohibited under all circumstances.
Hens must be housed in a suitable, secure hen enclosure that meets the welfare needs of the number of hens you intend to keep. The enclosure must provide adequate space, shelter, and protection from predators, and must comply with the requirements set out in the DEFRA "Code of Practice for the Welfare of Laying Hens" (or any successor guidance).
No hen house or enclosure may be erected without obtaining prior written approval, as required under Paragraph 8a. Your application must include the number of hens you wish to keep. The hen house, run, and any associated structure will be included within the one-third of the plot permitted for non-growing purposes, as set out in Paragraph 7c.

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- c) Poultry keepers are responsible for being aware of and complying with all relevant regulations set by the Department for Environment, Food & Rural Affairs (DEFRA). This includes, where applicable, registration requirements and any restrictions relating to avian flu or similar disease control measures. Further information can be found at: [Poultry and other captive birds: registration rules and forms - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/guidance/poultry-and-other-captive-birds-registration-rules-and-forms)
- d) If at any time livestock on your plot is found to be in poor condition or without its basic welfare needs being met, the Council reserves the right to take such action as it deems appropriate at the time. This may include, but is not limited to, reporting the matter and any supporting evidence to the RSPCA or another relevant authority.
- e) There is no statutory right to keep bees on allotment land. Tenants must obtain prior written approval from the Council before commencing any beekeeping activity or bringing any beehives or related equipment onto the allotment site. Approval, where granted, will be subject to strict conditions and compliance with all relevant requirements outlined in this paragraph and associated policies. The Council reserves the right to withdraw permission at any time, with as little as 14 days' notice, should any breach of conditions occur, complaints be upheld, or a risk to safety or public welfare arise. The Council's decision will be final and non-negotiable. **Please note:** Beekeeping is not permitted under any circumstances at the Rudham Stile Lane allotment site.
- f) All tenants who currently keep bees, or who wish to apply to do so, must be able to demonstrate their competency to keep bees safely and responsibly. To do so, they must:
 - (i) Be a current member of the British Beekeepers Association (BBKA); and
 - (ii) Hold a valid insurance policy providing specifically for beekeeping risks, including public liability insurance with a minimum cover of £5 million (as normally held by BBKA members); and
 - (iii) Have either successfully completed the BBKA Basic Assessment (or similar training) or be actively mentored by an experienced qualified beekeeper who can formally vouch for their competence.

Tenants must provide documentary evidence of compliance with these requirements upon request and submit up-to-date certificates or proof of renewal to the Council office as required. Failure to meet these standards may result in the withdrawal of beekeeping permission.
- g) Approval, if granted, will permit the keeping of no more than three (3) hives per tenant, regardless of the number of plots held. Additional hives will not be permitted under any circumstances. All hives must be of a recognised type suitable for safe and responsible beekeeping. No hives may be erected without obtaining prior written approval from the Council, as required under Paragraph 8a. Your application must specify the number of hives you wish to keep. The hive(s), along with any associated structures, will count towards the one-third of the plot permitted for non-growing purposes, as set out in Paragraph 7c.
- h) Hives must be positioned to avoid bee flight paths crossing footpaths, neighbouring plots, or public areas. Entrances should be directed away from walkways and public access routes, and hives must have hedging or other screening **at least 2 metres high**, encouraging bees to fly upwards and away from site users.
- i) In accordance with British Beekeepers Association (BBKA) guidance, hives must be sited in a way that restricts access to the beekeeper only and prevents unintentional approach by other allotment users.
- j) Applications to keep bees may be refused solely on the basis that a plot is not suitable for beekeeping, including where the plot cannot physically accommodate the required screening, safe placement, or meet the other requirements of these rules.

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Current tenants wishing to keep bees may be offered the opportunity to relocate to a vacant plot deemed suitable, and prospective tenants may be invited to select from a list of suitable available plots, provided, in all cases, that all other conditions of the application are met.

- k) Beekeepers must ensure that only gentle, docile strains of bees are kept on site. In the event that a hive becomes aggressive or presents a risk to other plot holders or members of the public, the tenant must take immediate corrective action, which may include re-queening or complete removal of the hive. During the active beekeeping season (typically spring to summer), hives must be monitored at least weekly, and proactive swarm management must be undertaken to prevent nuisance or safety risks.
- l) Clear signage must be displayed at the designated apiary area by the tenant, stating the beekeeper's name and emergency contact details. These details must also be provided to the Council and must include a qualified secondary contact who can respond to bee-related emergencies (e.g. swarms) if the primary beekeeper is unavailable.
- m) The Council will display signs indicating "Honey Bees Present" on the site noticeboard at any allotment site where beekeeping is authorised.
- n) The Council accepts no responsibility for any loss, damage, or injury arising from the keeping of bees or from bee activity on the allotment site. Beekeeping is undertaken entirely at the tenant's own risk.

However, the Council recognises its general duty of care to all allotment users and will take reasonable steps to ensure that beekeeping activities are assessed, approved, and monitored in line with best practice guidance, including that from the British Beekeepers Association (BBKA).

13) Water

A mains water supply is available on the allotment sites at no charge to tenants.

Water privileges are granted equally to each tenant for the duration of their tenancy, subject to the limitations set out below. Misuse of water, excessive water usage, or any action that results in disproportionately high water bills for the site may result in the restriction or withdrawal of these privileges, including the withdrawal of permission to fill water butts using hoses. Such misuse or disregard of the rules may also be treated as a breach of tenancy and could lead to enforcement action under the Allotment Inspection & Warning Policy.

- a) Tenants must not alter, interfere with, or permit any other person to alter or interfere with any part of the water supply system, including taps, pipes, or associated fittings.
- b) Hoses must not be attached to the allotment site's communal mains water supply for the purpose of watering allotment plots directly.
- c) Hoses may be used either to fill water butts from the mains supply or to water the plot from a water butt, but not for both purposes at the same time. The water butt must not be used to water the plot while it is being filled by a hose from the mains. **As the mains water supply is a shared resource, tenants must ensure that all users have fair and reasonable access to the water taps. Where other tenants are wishing to use the water supply, the use of a hose to fill a water butt from the mains must be limited to a maximum continuous period of 15 minutes before the supply is made available to others.** Solar-powered sprinklers or water pumps may be used to assist in watering the plot, but they must not be connected directly to the mains water supply, and must not be run from a water butt while it is being filled from the mains.
- d) During periods of drought or water shortage, the Council reserves the right to

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temporarily turn off the water supply, where necessary to comply with hosepipe bans and/or other restrictions imposed by the relevant water authority.

- e) The Council will turn off the water supply during the winter months (1st November to 1st April) to help prevent burst pipes. As stated in Paragraph 13a, no tenant is permitted to turn the water supply on or off. This will be managed solely by authorised Council staff.
- f) Water taps must not be left unattended while in use, under any circumstances. Tenants are required to remain present at all times when drawing water to ensure taps are fully turned off immediately after use and to prevent water wastage or potential flooding.

14) Vehicle access/Parking

- a) Parking is only permitted in the designated parking areas provided by the Council. Tenants must not park cars or any other vehicles on their plot. Vehicular access to plots is strictly limited to the delivery and collection of heavy or bulky materials that cannot be reasonably transported by hand or wheelbarrow.
- b) Tenants must drive with due care and consideration for others at all times, keeping to an appropriate low speed within the allotment site and respecting the safety and access of other users.
- c) Tenants must not create or attempt to create their own parking spaces, either by extending existing designated areas or by regularly parking near their plot in a manner that results in ground wear. Such repeated action does not set a precedent or imply permission, and may result in enforcement action.
- d) Trailers may only be brought onto the allotment site temporarily for the delivery or removal of materials. They must not be left unattended, stored on plots, or parked anywhere on the allotment site. Caravans are strictly prohibited and may not be brought onto the site under any circumstances.

15) General Liability

- a) The Council does not provide insurance for tenants' personal property, structures, equipment or activities undertaken on allotment plots. Tenants are strongly encouraged to obtain appropriate insurance, including public liability insurance where appropriate, to protect themselves against claims arising from injury, damage to property or loss associated with their occupation of the allotment plot.
- b) The tenant shall indemnify the Council against any claim, loss, damage, liability, cost or expense arising directly from the tenant's breach of these Rules and Conditions of Letting or from the tenant's negligent or unlawful use of the allotment plot, except where such loss results from the Council's own negligence or breach of statutory duty.

16) Tenancy Termination

- a) The Council reserves the right to terminate a tenancy by giving the tenant not less than one month's written notice, in accordance with the provisions of the Allotments Act 1922 (as amended), if:
 - (i) The rent, or any part thereof, is in arrears for not less than 40 days, whether legally demanded or not; or
 - (ii) The Council deems there has been a breach by the tenant of any of the terms or conditions of the tenancy agreement or of the Rules and

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- Conditions of Letting, *provided that in the case of breaches relating to the cultivation or condition of the plot, at least three months have elapsed* since the start (not the renewal) of the tenancy; or
- (iii) The tenant becomes bankrupt or enters into a formal arrangement or compromise with creditors (such as an Individual Voluntary Arrangement).
- b) The Council reserves the right to terminate a tenancy by giving the tenant not less than twelve months' written notice to quit, in accordance with Section 1(1)(a) of the Allotments Act 1922 (as amended). This notice:
 - (i) Must expire on or before 6 April or on or after 29 September in any year (i.e. not during the growing season), and
 - (ii) Does not require the Council to give a reason, and may be issued regardless of whether the tenant is in breach of any tenancy condition.
 - c) Whether a tenant has breached the Rules and Conditions of Letting and/or the Tenancy Agreement shall be determined at the discretion of the Council. In such cases, the procedure for issuing warnings, Notices to Quit, and any applicable appeal periods will be followed as outlined in the Allotment Inspection & Warning Appeal Policy, which is available on the Council's website. If the tenancy is terminated as a result of a breach, no refund of rent will be issued the annual tenancy fee will be made and the deposit may be retained, in accordance with these Rules and Conditions of Letting.
 - d) A notice to end tenancy shall be deemed properly served upon the tenant if it is delivered to the tenant in person, sent to the tenant's last known address or clearly displayed on the tenant's allotment plot.
 - e) Tenants may voluntarily surrender their allotment tenancy at any time by giving not less than two months' written notice to the Council in writing. No refund of rent will be issued the annual tenancy fee will be made where a tenancy is surrendered before the end of the tenancy year. Tenants are required to clear the plot and remove all personal property, structures, trees etc., unless otherwise agreed with the Council.
 - f) Where a tenancy is terminated, whether by the tenant or by the Council, any shed, greenhouse, or other structure remaining on the plot one month after the termination date shall be deemed abandoned and will become the property of the Council. No compensation will be payable for any such items. The Council reserves the right to remove and dispose of these structures, and any associated disposal or remediation costs will be charged to the outgoing tenant in accordance with Paragraph 6b, which allows for retention of the deposit and, where costs exceed £50, the pursuit of additional costs including legal action if necessary.
 - g) The tenant shall not be entitled to any compensation upon termination of the tenancy, except in cases where compensation is expressly due to the extent prescribed by Section 2, Sub-sections 2 and 3, of the Allotments Act 1922, as amended by the Allotments Act 1950. In all other circumstances, no compensation will be paid.
 - h) The Council shall on termination of the tenancy be entitled to recover compensation from the tenant by virtue of section 4 of the Allotments Act 1950 in respect of any deterioration of land caused by the failure of the plot holder to maintain the land in a clean and good state of cultivation and fertility.

Breach and Enforcement

Any contravention of these Rules and Conditions of Letting may constitute a breach of tenancy, regardless of whether such a breach is explicitly stated within individual clauses. In all cases, the Council reserves the right to take enforcement action under the Council's Allotment

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Inspection & Warning Appeal Policy.

Application of New or Amended Rules

Any new rules or amendments to the existing Rules and Conditions of Letting shall apply from the date of their ratification by the appropriate overseeing committee. Where a rule change requires tenants to make significant or material alterations to their plot or practices, as determined by the Council, a notice period of 12 months will be given to allow for compliance. This notice period will be deemed to commence from the start of the new allotment year on 12th October.

Annually, prior to 12th October, all tenants receive an Allotment Renewal Notice, which includes reference to the reviewed Rules and Conditions of Letting, along with information on how to access a copy via the Fakenham Town Council website, or request a printed version.

This policy has been drawn up in accordance with:

The Small Holding and Allotments Act 1908, Allotment Act 1922, Allotment Act 1925 and the Allotment Act 1950. Also, the Animal Welfare Act 2006, Animal Welfare Act 2021 and the Environmental Protection Act 1990.

With reference to and advice from: The National Allotment Society, The British Beekeepers Association and the Department for Environment, Food & Rural Affairs (DEFRA).

Reviewed and ratified at Facilities & Amenities Committee Meeting 12th August 2025 ~~11th August 2026~~

~~Eligibility for Tenancy of Allotment Plots Updated Facilities & Amenities Committee Meeting 14th April 2026~~

Allotment Charges Review 2026 for 2027

Council	Charging Method	Charge	Review Information / Notes
Watton Town Council	Plot-based charging	Approx. 20p	
Watlington Parish Council	Plot-based charging	Approx. 24p	Water £10 per year
Fakenham Town Council	Per square metre charging	25p	Implemented from October 2026
Reedham Parish Council	Approximate figure	Approx. 28p	
West Dereham Parish Council	Approximate figure	Approx. 28p	
Norwich City Council (discounted rate)	Per square metre charging	31p	Discounted tenant rate
King's Lynn & West Norfolk Borough Council	Per square metre charging	34p	Local authority comparator
Norwich City Council (standard rate)	Per square metre charging	44p	Standard tenant rate

Allotment Rent Comparison – Context for 2027/28 Budget Considerations

The comparison provides an indication of allotment rental charges applied by other local councils and similar authorities. Comparisons should be treated with some caution, as councils use different charging structures, review periods and approaches to recovering associated costs such as water charges.

From 12 October 2026, Fakenham Town Council's allotment rent will increase to **25p per square metre**, following the increase agreed in the previous year. The comparison demonstrates that, even following this increase, Fakenham's allotment rents remain competitive and are towards the lower end of the range when compared with neighbouring councils and similar local providers.

The purpose of this comparison is to provide context for future budget discussions and consideration of the appropriate allotment charge for the **2027/28 allotment year**.

Whilst rental comparisons are helpful, they represent only one aspect of the overall financial position. Future budget considerations should also take into account the ongoing costs and responsibilities associated with managing the allotment sites, as outlined separately in the accompanying budget considerations paper.

At the current rate of **25p per square metre**, Fakenham's allotment rents provide a useful benchmark when considering whether future adjustments may be required to ensure that income remains aligned with the ongoing costs of maintaining and managing the allotment sites.

Allotment Budget Considerations and Future Cost Pressures 2026 for 2027

FAKENHAM TOWN COUNCIL		Current Budget	Forecast	Alternative Forecast
Year	2025/26	2026/27	2027/28	2027/28
Fee	20p per sqm	25p per sqm	25p per sqm	27p per sqm
Income	£4,880.00	£5,500.00	£5,500.00	£5,940.00
Direct Costs	£8,197.00	£12,500.00	£13,000.00	£13,000.00
Indirect Costs	£1,100.00	£1,150.00	£1,200.00	£1,200.00
Tree Maintenance				
% Admin Costs				
Surplus / Deficit	-£4,417.00	-£8,150.00	-£8,700.00	-£8,260.00

The following factors should be considered when reviewing current and future allotment budgets:

Indirect Costs

Indirect costs are approximate and include allotment management software, postage, card payment fees (approximately 95% attributable to allotment tenants), National Allotment Society subscription, photocopying and other associated costs. These are coded across various budgets but relate directly to the management of the allotment sites.

Infrastructure and Maintenance

Essential works, including replacement fencing and other infrastructure improvements, have been deferred in previous years due to competing priorities and budget pressures. These works remain necessary and should be factored into future budgets, as delaying maintenance generally results in increased costs over time.

Water Consumption

Water is a significant ongoing cost. Whilst water conservation measures should continue to be encouraged, they are unlikely to fully offset increasing consumption and costs, particularly with forecasts of hotter, drier weather.

Trees

The allotment sites contain a significant number of trees. Their ongoing inspection, maintenance and any necessary remedial works have not been included within this initial assessment and will create future budget pressures.

Staffing

Staff costs have not been included within this assessment, despite representing a significant element of the overall cost of managing the allotments. This includes administration, tenant management and the physical maintenance undertaken by the grounds team.

Overall, this forecast provides an indication of the principal direct and associated allotment costs but does not capture all future liabilities and operational pressures. Future budgets should therefore ensure that allotment income remains sufficient to support both day-to-day management and the long-term maintenance and sustainability of the sites.

RULES AND REGULATIONS MADE BY FAKENHAM TOWN COUNCIL IN ITS CAPACITY AS BURIAL AUTHORITY FOR THE MANAGEMENT OF FAKENHAM CEMETERIES.

Made pursuant to the Local Government Act 1972 & Local Authorities' Cemeteries Order 1977 (as amended)

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DEFINITIONS

ADMINISTRATION

The "Burial Authority" referred to in this document is Fakenham Town Council. In these Regulations, the "Burial Authority" means Fakenham Town Council. These rules and regulations will be applied and enforced by designated officers working for the Burial Authority.

The 'cemeteries' referred to in this document are the Creak Road cemetery on Creak road, Fakenham and the Queens Road cemetery on Queens Road, Fakenham.

The "Cemeteries" referred to in these Regulations are Creak Road Cemetery, Creak Road, Fakenham and Queens Road Cemetery, Queens Road, Fakenham.

The Town Council office will be open on Mondays to Fridays between 10.00am and 2.00pm. On Saturdays, Sundays and Bank Holidays the office will be closed. The Register of Burials and other Cemeteries Records are kept at the Town Council offices where, during normal office hours, enquiries and searches may be made by appointment, on payment of the appropriate fee.

All correspondence should be addressed to: Fakenham Town Council, Fakenham Connect, Oak Street, Fakenham, Norfolk, NR21 9DY Tel no 01328 853653.

These regulations are made under the Local Government Act 1972 & Local Authorities' Cemeteries Order 1977 as amended by Local Authorities' Cemeteries (Amendment) Order 1986 and the Burial

Reviewed and ratified at Facilities & Amenities Committee 15th July 2025 11th August 2026 Updated at Facilities & Amenities 10th February 2026

Authority will review and amend these regulations as necessary. The Burial Authority reserves the right to review, amend and update these Regulations from time to time, as necessary.

Regulations have always existed in cemeteries and are a necessary requirement for the effective management of a burial facility and to ensure that the cemeteries are maintained for quiet contemplation.

These Regulations are made to ensure the proper management, regulation and control of the Cemeteries and to provide a respectful, safe and dignified environment for all users. Compliance with these Regulations is a condition of using or undertaking work within the Cemeteries.

These rules and regulations should be read in their entirety. Section headings are not exclusive and all regulations apply equally to all cemetery users. Section headings are included for convenience only and do not limit the application of any provision.

As well as the following rules and regulations, the Local Authority Cemeteries Order 1977 applies. In particular, Clause 3(1) of this order states that:

In addition to these Regulations, the Local Authorities' Cemeteries Order 1977 applies. In particular, Article 3(1) provides that:

'Subject to the provisions of this order, a Burial Authority may do all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery.'

The scattering of cremated remains in the cemeteries is forbidden.

The Burial Authority expects all persons using or working within the Cemeteries to conduct themselves in a respectful manner befitting the nature of the Cemeteries as places of remembrance and reflection.

~~All Funeral Directors, Monumental Stonemasons, and any contractors acting on their behalf must submit an application for approval before carrying out any work within Fakenham Town Council cemeteries. This requirement applies in all cases, regardless of whether a fee is payable. No works may commence without prior written authorisation from the Burial Authority.~~

All Funeral Directors, Monumental Stonemasons and contractors (including subcontractors acting on their behalf) must obtain prior written approval from the Burial Authority before carrying out any work within the Council's Cemeteries. This requirement applies whether or not a fee is payable. No works shall commence until such approval has been granted.

GENERAL CONDUCT ~~FROM~~ OF VISITORS TO THE CEMETERIES

1. All persons are expected to conduct themselves in an orderly manner and should keep to all roads and footpaths when not attending graves. Where vehicular access is possible all vehicles being driven within the cemetery are limited to a maximum speed of 5mph. (Vehicles are prohibited from entering Queen's Road Cemetery other than in connection with funerals and the erection and maintenance of memorials and general maintenance, grass cutting etc. unless special permission is obtained from the Town Clerk.)

All persons are expected to conduct themselves in an orderly manner and should keep to all roads and footpaths when not attending graves.

2. Where vehicular access is permitted, all vehicles within the cemeteries shall be driven at a maximum speed of 5 mph.
3. Public vehicle access to Queens Road Cemetery is prohibited. Limited vehicle access may be permitted at the discretion of the Town Clerk for funerals, approved memorial works, cemetery maintenance, or other essential purposes. Any vehicle permitted to enter the cemetery must do so with due care and consideration for visitors, graves, memorials and cemetery infrastructure.
4. Children under the age of 11 should be accompanied by a responsible person adult.
5. Visitors should always remove their dead flowers and other litter or place in the litter bins provided.
6. Dogs on leads are permitted onto the cemetery grounds.
7. No person shall offer goods for sale or solicit orders for the sale of any goods within the cemeteries.
8. Visitors or other persons shall not interfere with any workmen employed by the Burial Authority and shall not employ them to execute any private work whatsoever within the cemeteries.

OFFENCES IN THE CEMETERIES

9. Visitors must behave respectfully at all times. No person shall:
 - (a) Wilfully create a disturbance in the cemeteries;
 - (b) Commit any nuisance in the cemeteries;
 - (c) Wilfully interfere with any burial taking place in the cemeteries;
 - (d) ~~Wilfully interfere with any grave, walled grave or vault, tombstone or other memorial or building, or any flowers or plants on any such manner;~~
Wilfully interfere with any grave, walled grave, vault, tombstone, memorial, building, flowers or plants placed in or upon any grave or memorial;
 - (e) Play any games or sport in the cemeteries.
10. No person, not being an officer of the Burial Authority, or another person so authorised by or on behalf of the Burial Authority, shall enter or remain in the cemeteries at any hour when it is closed to the public.

PENALTIES

11. ~~Every person who contravenes paragraphs 7 and 8 shall be liable on summary conviction to a fine not exceeding £1,000 and, in the case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after conviction therefore, in accordance with articles 18 and 19 of the Local Authorities Cemeteries order 1977.~~
Any person who commits an offence under these Regulations shall be liable on summary conviction to a fine not exceeding £1,000 and, in the case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after conviction for that offence, in accordance with Articles 18 and 19 of the Local Authorities' Cemeteries Order 1977.

CONDITIONS REGULATING ~~BURIALS~~ INTERMENTS

12. ~~Burials~~ **Interments** normally take place Monday to Friday between the hours of 9.15am – 3.15pm. The time arranged for the burial service is the time when the cortege should be at the graveside.

13. Saturday ~~burials~~ **interments** will only occur with prior approval of the Burial Authority, subject to staff availability. No ~~burials~~ **interments** will be permitted on Sundays or public holidays.

14. The Burial Authority may, from time to time, need to make certain ~~burial~~ **interment** times unavailable because of operational issues.

15. In some cases, for cultural, religious or public health reasons, there may be a request for an ~~burial~~ **interment** to take place at short notice. In such circumstances the Burial Authority will make reasonable efforts to arrange the ~~burial~~ **interment** within the ~~specified~~ **requested** period, however, as these situations are exceptional, no guarantee can be provided. The scheduling of any funeral is always at the discretion of the Burial Authority.

16. The fully completed Notice of Interment, ~~along with the relevant accompanying certificate or order for burial,~~ **together with the relevant supporting documentation, including (where applicable) the Certificate for Burial, Order for Burial, Cremation Certificate or other statutory documentation,** must be received by the Burial Authority office no later than five full working days prior to the date of the ~~funeral~~ **interment**. Failure to provide these documents within the required timeframe may result in delays or cancellation of the ~~funeral~~ **interment**.

17. The location of each new ~~burial~~ **interment** plot will be allocated by the Burial Authority. The final decision on the allocation and use of any new ~~burial~~ **interment** plot rests with the Burial Authority. Location plans and plot numbers for the identification of new or existing ~~burial~~ **interment** plots (including those for re-opening) will be supplied only upon receipt of all fully completed and verified documentation, as referenced in paragraph 16.

18. **Where it is intended that a grave will accommodate more than one coffin interment, this must be declared to the Burial Authority before the first interment. The grave shall be excavated to the appropriate depth at the first interment to accommodate the intended number of interments. Failure to notify the Burial Authority before excavation may prevent further interments within the grave.**

19. **Where it is intended that a cremated remains plot will accommodate two interments, this must be declared to the Burial Authority before the first interment. The first interment shall be undertaken at an appropriate depth to accommodate a second interment. No more than two interments of cremated remains shall be permitted within any cremated remains plot.**

20. Those families requiring interments to be in a designated faith section should make their wishes clear to their Funeral Director. Such requests will be accommodated subject to sufficient space being available in the appropriate section. ~~No third party has the right to preclude a burial within any burial section.~~ **No individual or third party shall have the right to object to or prevent an interment allocation made by the Burial Authority, provided that the interment complies with these Regulations and all legal requirements.**

21. Persons who are authorised by the Burial Authority will ensure the back filling of any graves as necessary. However, in the event of relatives and friends wishing to do so, this will be permitted at the discretion of the Funeral Director and with a minimum of 48 hours prior notice to the Burial

Authority. The Funeral Director will be responsible for all arrangements, including risk assessments, relating to any additional activities at graveside.

22. Funeral Directors must arrange, where necessary, for memorials to be removed from the grave to allow graves to be reopened. The memorial shall subsequently be dealt with in accordance with the directions of the Burial Authority. Responsibility for any memorial removed in error will remain with the Funeral Director **person who arranged or undertook the removal** and at whose expense the memorial will be reinstated to the satisfaction of the Exclusive Right of Burial (ERB) owner.

23. Reinstatement of memorials following an interment is not permitted for a period of six months. After this period has elapsed, the owner of the Exclusive Right of Burial (ERB) may instruct a Funeral Director or monumental mason to proceed with reinstatement, subject to submission of the appropriate application and payment of the applicable fee, if required, to the Burial Authority.

24. Floral tributes that are placed on the grave after a funeral should be removed when the tributes are seen to be decaying. If these are not removed by the owner, the Burial Authority may arrange for them to be disposed of.

25. No grave is to be excavated more than two working days prior to the scheduled interment. Once excavated, all appropriate measures must be taken to ensure the grave is left safe, secure, and protected at all times. ~~Full responsibility and liability for the safety and condition of the grave rests with the Funeral Director and / or their nominated gravedigger.~~ **Responsibility for ensuring the safe excavation, temporary protection and reinstatement of the grave rests with the Funeral Director and/or their nominated gravedigger.**

In certain circumstances, it may be necessary for the soil excavated from a grave to be temporarily placed on an adjacent grave. This will only be done if there is no reasonable alternative. The Burial Authority will ensure that this is for the shortest time possible, and any affected grave will be protected using appropriate boards over the grave and in front of any memorial. Following the funeral, the affected grave will be fully reinstated.

Following completion of the interment and backfilling of the grave, all surplus excavated soil (spoil) shall be removed by the Funeral Director and/or their nominated gravedigger and deposited only in the location designated by the Burial Authority. Surplus spoil must not be left elsewhere within the cemetery. Responsibility for the removal and correct disposal of surplus spoil rests solely with the Funeral Director and/or their nominated gravedigger.

26. All bodies must be prepared for interment before being brought to the cemetery.

27. No coffin/container will be accepted at a cemetery unless the name of the deceased therein is clearly shown.

~~28. After the coffin/container and body have been committed into the grave they shall not be removed or otherwise disturbed except for lawful exhumation by licence and / or faculty or by the order of the coroner.~~ **After human remains have been committed to the ground, they shall not be removed or otherwise disturbed except by lawful authority.**

CONDITIONS REGULATING FUNERAL DIRECTORS, MONUMENTAL STONEMASONS AND CONTRACTORS

29. All Funeral Directors, Monumental Stonemasons and any other contractors undertaking work within the Council's cemeteries are required to provide the Burial Authority with the documentation listed below **annually**, and **upon request** by the Burial Authority.

Where a Funeral Director, Monumental Stonemason or contractor engages a subcontractor to undertake any work within the Council's cemeteries, the principal organisation shall remain fully responsible for that subcontractor. The principal organisation must ensure that all documentation required under this section is provided in respect of any subcontractor engaged and that the subcontractor complies fully with these Regulations. The Burial Authority will not accept responsibility for managing subcontractors engaged by the principal organisation, and all compliance matters will remain the responsibility of the principal organisation.

Risk Assessments and Method Statements

Full and up-to-date risk assessments and method statements detailing how all work will be undertaken and the measures that will be taken to minimise the risk of personal injury or damage to property.

These must cover all activities the organisation is likely to undertake within the cemeteries, including (but not limited to):

- Activities associated with funeral services, including those arising from religious or cultural practices
 - Memorial works
 - Vehicle access, movements and parking within cemetery grounds
 - Any other site-specific risks
2. **Health and Safety Documentation**
A copy of the organisation's current health and safety policy and any relevant codes of practice.
 3. **Evidence of Competence and Training**
~~Evidence that all staff and any subcontractors working within the cemeteries are suitably competent, trained and experienced to carry out the work being undertaken.~~
Evidence that all employees, agency staff and any subcontractors engaged by the organisation are suitably competent, trained and experienced to carry out the work being undertaken.
This may include (but is not limited to) training records, qualifications, certifications, or evidence of relevant industry experience.
 4. **Emergency and Incident Reporting Procedures**
Details of the organisation's procedures for dealing with emergencies, accidents, incidents and near misses, including arrangements for reporting such matters to the Burial Authority as soon as reasonably practicable where they occur within the cemetery.
 5. **Insurance**
A copy of valid Public Liability Insurance and Employer's Liability Insurance (where applicable), each with a minimum cover of **£5 million**.
Updated copies must be provided to the Burial Authority upon renewal of the policies.
 6. **Compliance**
~~It is the responsibility of the Funeral Director, Monumental Stonemason or contractor to ensure that all required documentation is submitted, remains current, and is compliant with these conditions.~~
It is the responsibility of the Funeral Director, Monumental Stonemason or contractor to ensure that all required documentation relating to themselves and any subcontractors they engage is submitted to the Burial Authority, remains current and complies with these

conditions. The engagement of a subcontractor does not remove or reduce the responsibility of the principal organisation for compliance with these Regulations.

~~Failure to provide or maintain the required documentation will result in the organisation not being permitted to operate or carry out works within the Council's cemeteries until full compliance is achieved.~~

Failure by the principal organisation or any subcontractor engaged by it to provide or maintain the required documentation, or otherwise comply with these requirements, may result in the principal organisation and/or subcontractor being refused permission to access the Council's cemeteries or undertake any works or activities within them until full compliance has been achieved.

CONDITIONS REGULATING GRAVES

30. All graves must be kept flat and level with adjoining ground. Grave mounds will be removed 6 months after an interment and must not be remounded, at the same time grave markers placed by undertakers will be removed. The Burial Authority will make reasonable efforts to contact the Exclusive Right of Burial (ERB) owner/s prior to carrying out this work, giving them the option to level the grave themselves, if they wish. If no response is forthcoming or the grave remains mounded, the Burial Authority will complete the work **be permitted to remain for a period of up to 6 months following an interment. Following this period, the Burial Authority will arrange for the grave to be levelled at an appropriate time, taking into account seasonal conditions and the need to allow the ground to settle. Once the grave has been levelled, it will be either turfed or seeded, as appropriate to the season and ground conditions. Any grave marker placed by an undertaker will also be removed at this stage.**

31. No trees, shrubs, or other vegetation of any kind ~~should~~ **may** be planted on or around graves or anywhere in the cemetery and the Burial Authority will remove unauthorised vegetation.

32. To maintain the cemetery and for Health and Safety reasons, tributes are permitted to be placed on the plinth or the headstone or memorial. An unbreakable vase of no more than 8" x 8" x 8" is allowed to be placed in the centre of a grave space for which the Exclusive Right of Burial (ERB) has been purchased.

Tributes of a temporary nature may be placed on the grave space for grieving purposes ~~but shall be removed within 6-12 months of interment~~ **and may remain for a period of 6 months, after which they must be removed** – these must still conform with the rules and regulations as detailed herein.

33. **Permanent** fencing, enclosures, kerb surrounds or border stones are not permitted on any grave space. However, in order to protect floral tributes from wildlife a small, coated chicken wire fence may be erected on the condition it fits snugly around the plinth of the headstone/memorial/unbreakable vase and does not interfere with maintenance.

34. If there is no headstone or memorial on a grave, tributes must be restricted to an area at the head of the grave in line with other memorials and not exceed an area covering 2ft6" x 1ft. All temporary or undertaker's grave markers will be removed after 6 months. These are not permitted as permanent markers except in cases where they are the sole marker on the grave. Wooden crosses are permitted, subject to an application submitted via an approved monumental mason and payment of the applicable fee to the Burial Authority.

35. Visitors are welcome to place wreaths on graves to mark Remembrance and Christmas. These will be removed when in the opinion of the Burial Authority they become unsightly.

36. In the interests of health & safety any breakable items are not permitted, this includes but is not limited to glass containers, jam jars, milk bottles or similar jars or bottles or receptacles. The Burial Authority reserves the right to remove any items which have been placed on the grave if, in the opinion of the Burial Authority, they present a health & safety risk (particularly if damaged).

37. All objects emitting either noise or light are not permitted, so as to not intrude on other visitors.

38. The Burial Authority is not responsible for any items placed in the cemeteries by exclusive right of burial (ERB) owners or cemetery visitors and may remove any such items placed in the cemeteries at any time and without prior notice. If undamaged, they will be moved to a designated collection point within the cemetery, where they will be held for up to 3 months before being permanently removed.

39. The Burial Authority may take over the maintenance of any grave where, in the opinion of the Burial Authority, the grave has not been suitably maintained. The Burial Authority will make reasonable efforts to contact the exclusive right of burial (ERB) owner prior to carrying out works of this kind (subject to paragraph 40).

40. The Council reserves to itself the right of passage over all graves and, where such a course is necessary, temporarily to cover or remove, without notice, the memorial on any grave in order to permit the re-opening of another grave in the vicinity, or for any other purpose.

CONDITIONS REGULATING EXCLUSIVE RIGHTS OF BURIAL

The Burial Authority does not permit the reservation or pre-purchase of grave spaces. Exclusive Rights of Burial (ERBs) are granted only at the time an application for an interment is approved. An Exclusive Right of Burial (ERB) must be purchased for all new interments.

41. The Exclusive Right of Burial (ERB) must be purchased or transferred, as applicable, prior to an interment, erection of a new memorial or the repair/reinstatement/replacement of a memorial. The right of burial is for a period of 50 years from the date of purchase. The purchaser is not buying the grave freehold and does not own any land. The person who has purchased the right of burial ~~can~~ may authorise who is interred in the grave, subject to the requirements of these Regulations, applicable legislation and there being sufficient remaining capacity within the grave ~~determine who may be interred in the grave, provided there is sufficient depth remaining.~~ Notwithstanding this, the Burial Authority will determine the total amount of burials and/or cremated remains that may be interred in each grave.

The Exclusive Right of Burial (ERB) also entitles the owner to apply to the Burial Authority, via a qualified monumental stonemason, for permission to erect, amend, repair etc. a memorial on the grave, subject to payment of the applicable fee.

~~The Exclusive Right of Burial for an interment in a common grave may be purchased at any time but must be obtained prior to any re-opening of the grave or submission of an application to erect a memorial.~~ Where, following investigation of the cemetery records, the Burial Authority is satisfied that a common grave contains only a single interment or interments relating to the same family, the Exclusive Right of Burial (ERB) may be purchased at any time. The ERB must be obtained prior to any re-opening of the grave or submission of an application to erect a memorial. See paragraph 49 for eligibility criteria.

42. The Exclusive Right of Burial (ERB) may, at the discretion of the Burial Authority, be renewed in increments of 5 years upon expiry, up to a maximum total period of 99 years, subject to payment of the applicable fee.

43. The Deed of Grant issued for the Exclusive Right of Burial (ERB) is a legal and important document. This Deed should be retained in a safe place, as it will be required by the Burial Authority when arrangements are made for any future interment. The Funeral Director will be asked to present the Deed at that time.

Only one Deed will be issued to the nominated point of contact. A purchased Exclusive Right of Burial (ERB) must have at least one named owner, with the option to include up to three joint owners. In all cases, a single point of contact must be nominated for communication with the Burial Authority. Where more than three individuals are legally entitled to the ERB, those entitled may agree to nominate up to three entitled individuals to be named on the Deed. If more than three owners are to be included, this will incur additional charges. The Burial Authority will not mediate or become involved in disputes regarding ERB ownership or entitlement.

44. The Exclusive Right of Burial (ERB) can be transferred through a number of prescribed legal mechanisms. The Burial Authority will advise on the appropriate process based on individual circumstances.

All transfers are subject to fees, the amount of which will depend on the complexity of the situation.

45. Any change of address must be notified to the Burial Authority in order that up-to-date records are maintained and so that the Burial Authority is able to contact Exclusive Right of Burial (ERB) owners as and when required. No responsibility can be accepted for information which does not reach an ERB owner if the Burial Authority has not been informed about a change of address.

46. ~~Graves for which the Exclusive Right of Burial (ERB) applies can only be opened with the written consent of the person to whom the Deed of Grant is issued, unless the interment is to be that of the Deed holder, before which the ERB should be updated.~~ Graves in respect of which an Exclusive Right of Burial (ERB) has been granted may only be reopened with the written consent of the owner(s) of the Exclusive Right of Burial, unless the interment is that of the ERB owner, in which case the ERB should first be transferred to the person(s) legally entitled. This requirement is subject to any statutory power or lawful authority permitting the grave to be reopened without such consent. The ERB must be legally transferred to the person(s) entitled before any application can be made to erect, amend, reinstate or replace a memorial. The Burial Authority must be contacted as soon as possible to initiate the transfer process in accordance with legal requirements.

47. An interment fee is payable each time a grave is reopened.

48. In the event that the owner of an Exclusive Right of Burial (ERB) wishes to return this right to the Burial Authority, details of the process will be provided on request. The original Deed of Grant must be provided as part of this process. No refund will be made if any burials have been made in the plot. Full details will be provided on application to the Burial Authority.

49. The Burial Authority would normally expect the Deed of Grant to be purchased by the next-of-kin or other close family member and will ask for suitable identification to prove the relationship or legal entitlement. The Burial Authority will **may** refuse to allow the purchase of a Deed of Grant to a third-party if, in the opinion of the Burial Authority –

i) Such a purchase would present a third party with the opportunity to decide who could, and who could not, be buried within the cemetery.

- ii) Such a purchase would provide an opportunity for the third party to profit from the use of the grave.
- iii) Such a purchase would create a lack of clarity for future management issues, particularly the ownership of, and liability for, any memorial erected on the grave.

CONDITIONS REGULATING HEADSTONES, MEMORIALS AND MONUMENTAL STONEMASONS

~~Paragraphs 47 – 67 (inclusive) apply to all new memorials and any remedial works to existing memorials where such works are required due to an existing memorial failing a safety inspection (paragraph 60).~~

~~Paragraphs 47 – 67 (inclusive) also apply to any memorial which is removed from the cemetery for any purpose and then returned and re-erected within the cemetery. The removal of any memorial for any purpose must always be approved by the Burial Authority.~~

These conditions apply to the erection of all new memorials, the re-erection of memorials following removal from the cemetery, and any repair, replacement or remedial works to memorials. No memorial may be removed from or re-erected within the cemetery without the prior written approval of the Burial Authority.

50. Memorials are not permitted on graves where the Exclusive Right of Burial (ERB) has not been purchased, nor anywhere within the cemetery, ~~unless written permission is granted by the Burial Authority and is in relation to an interment within the cemetery~~ unless prior written permission has been granted by the Burial Authority in connection with an interment within the cemetery.

51. No memorial shall be erected on any grave unless the Exclusive Right of Burial (ERB) has been purchased, and an application for permission, submitted by a Monumental Stonemason, signed by the ERB owner(s), and approved by the Burial Authority, has been made, along with payment of the applicable fee.

52. Applications for permission to erect a memorial must be via a Monumental Stonemason. The written application must be submitted to the Burial Authority using the current 'Application to Erect a Memorial' form and be accompanied by the appropriate fee. The erection of any memorial is not permitted for a period of six months following an interment. The Burial Authority will not accept or process applications submitted within six months of the date of interment. Applications submitted before the expiry of the six-month period will be returned unprocessed. No memorial may be erected without the prior written approval of the Burial Authority.

53. The full design and installation specification must be provided by the monumental mason to the Burial Authority in advance of any works commencing on site.

- a) Headstone – not exceeding 4ft in height – at the head of the grave, not exceeding an area covering 2ft6" x 1ft.
- b) Cremation memorial – not exceeding 1ft6" x 1ft6" - see ~~paragraph 75~~ **CONDITIONS REGULATIONS CREMATION PLOTS** for further specifications.

All headstones must be mounted on approved bases only and with foundations which comply with statutory safety regulations in force at that time.

54. The Burial Authority will not be responsible for any accidents or damage to any memorial caused by vandalism, storm, wind, lightning, subsidence, earthquake, general grounds maintenance or any cause that is beyond the Council's control **reasonable control of the Burial Authority**. Owners of memorials are advised to take out appropriate insurance cover against theft or damage.

55. ~~Once installation is complete and responsibility has passed from the Monumental Stonemason, all memorials shall remain at the sole risk of the owner at all times.~~ **Following completion of the installation, responsibility for the memorial passes to the ERB owner. Thereafter, the memorial shall remain at the sole risk of the ERB owner at all times.**

56. Each memorial must be maintained in good repair by the Exclusive Right of Burial (ERB) owner. Where a memorial is deemed unsafe, the Burial Authority reserves the right to take any necessary action to make it safe. This may include laying the memorial down or other remedial measures.

57. The Burial Authority reserves the right to refuse permission for any memorial inscription it deems libellous, factually inaccurate, or likely to cause offence to any person or group. Where an inscription includes the name of a deceased person who is not interred in the grave, this must be clearly stated. ~~The Burial Authority also reserves the right to refuse inscriptions, fonts, images, or photographs that it considers unsuitable or inappropriate. The decision of the Burial Authority is final.~~ **The acceptability of any proposed inscription, font, image or photograph shall be determined by the Burial Authority, whose decision shall be final.**

58. Any memorial that is erected without the written approval of the Burial Authority is unauthorised and may be removed and stored until such time as a proper application is made and approved. A fee will be charged in respect of the removal and storage in addition to the appropriate erection fee. The Burial Authority will take reasonable steps to ensure the safe removal and storage of any unauthorised memorial but will not be held responsible for any damage that may occur as part of this process.

59. All monumental masons carrying out work in the cemeteries shall have at least one person on site that ~~has been registered or is in the process of being registered with the National Association of Monumental Masons (NAMM)~~ **holds a current NAMM Fixer Licence or equivalent recognised accreditation accepted by the Burial Authority.**

60. All memorials must be designed and erected in ~~full compliance with~~ **accordance with the current edition of** BS8415.

61. In order to ensure that all new memorials achieve the performance standard requirements of BS8415, monumental masons ~~should~~ **must** follow the BRAMM (British Register of Accredited Memorial Masons) guidelines (Blue Book) with regard to ground conditions, foundation design, joints and assembly. The Burial Authority may insist on corrective or remedial works if, in the opinion of the Burial Authority, a memorial has not been designed and/or erected in accordance with the BRAMM guidelines. Corrective or remedial works must be completed to the Burial Authority's satisfaction within 28 days.

62. All new memorials will be inspected following the fixing by the monumental mason to ensure that they have been securely installed and do not present a health and safety risk. If, in the opinion of the Burial Authority, the memorial fails this inspection, then corrective or remedial works must be completed to the Burial Authority's satisfaction within 28 days.

63. Whenever a new memorial fails an inspection or fails to meet the criteria detailed in these rules and regulations, the Burial Authority will, in accordance with the circumstances of each individual

memorial, take appropriate action to remove any health and safety risks. The Burial Authority reserves the right to charge an administrative fee to the monumental mason or the person to whose order the memorial works were carried out, to cover any costs incurred in this process, including remedial action(s), inspections (including any subsequent re-inspections) and all correspondence.

64. The Burial Authority requires all monumental masons working in the cemeteries to be fully conversant with the BRAMM guidelines. Any relevant revision to these guidelines may, at the Burial Authority's discretion, be applied to the design and erection of all memorials subsequent to the date of the revision. ~~The Burial Authority will make reasonable efforts to inform monumental masons of such changes, but notwithstanding this.~~ It is the responsibility of monumental masons to remain fully conversant familiar with the current BRAMM guidelines.

65. The Burial Authority may refuse to approve memorial applications from submitted by a monumental mason who has repeatedly been responsible for memorials which have failed inspections or where, in the opinion of the Burial Authority, there is clear evidence of repeated poor workmanship.

66. All rubbish and surplus materials of any kind arising from an erection, removal, repair, alteration or cleaning of any memorial must be removed from the cemetery by the monumental mason or person who has carried out the work. Should any such material be left by persons working on memorials the cost of removal and disposal may, at the Burial Authority's discretion, be recharged to the monumental mason who submitted the memorial application or the person to whose order the memorial works were carried out.

67. No hewing or dressing of any memorial will be permitted in the cemetery.

68. No erection or other works to memorials will be permitted in the cemeteries at weekends or on public holidays excepting remedial works in response to health and safety issues. Any such works will be permitted at the Burial Authority's discretion and with formal written approval.

69. The Burial Authority will carry out a continuous programme of safety inspections to establish whether memorials are at risk of falling and causing damage or injury. If any memorial is found to be unsafe the Burial Authority has a duty to minimise the risk and will take the action which best suits the circumstances relating to the individual memorial such action as it considers reasonably necessary to make the memorial safe. Action may need to be taken immediately following an inspection. Please refer to the Memorial Inspection Policy for further details.

70. The Burial Authority will follow relevant guidelines and best-practice and will publish full details of the inspection programme and procedure. The Burial Authority will use its own website, local media and cemetery signage to communicate details of the programme. The Burial Authority will make reasonable efforts to contact Exclusive Right of Burial (ERB) owners, subject to paragraph 45 of these rules and regulations.

CONDITIONS REGULATING THE CHILDREN'S SECTIONS

~~The Burial Authority will seek to accommodate the reasonable requests of the families of deceased children and will explain if, for any reason, certain requests cannot be met.~~

The Children's Sections are designated for the interment of persons under the age of 18 years. Grave spaces within the sections will be allocated by the Burial Authority according to operational requirements.

The Burial Authority recognises that families may wish to personalise the graves of children and will seek to accommodate reasonable requests wherever possible, provided they are compatible with these Regulations, health and safety requirements and the respectful management of the cemetery.

71. Within the designated grave space allocated by the Burial Authority, families may place items of remembrance. However, Exclusive Right of Burial (ERB) owners must be aware that the Burial Authority accepts no responsibility for the ~~safety~~ **safekeeping** of such items ~~and any such items which~~ are always left entirely at the ERB owner's own risk. For this reason, the Burial Authority advises against placing any items of significant **financial or sentimental** value **on the grave**. The Burial Authority may remove any glass vase, jar or other fragile materials ~~which have been placed on the grave if where~~, in the opinion of the Burial Authority, it presents a health and safety risk, particularly if damaged.

72. ~~No fences or edging of any kind will be permitted. However, in order to protect floral tributes from wildlife a small, coated chicken wire fence may be erected on the condition it fits snugly around the plinth of the headstone/memorial/unbreakable vase and does not interfere with maintenance.~~ **Permanent fences, enclosures or edging of any kind are not permitted. However, in order to protect floral tributes from wildlife, a small coated chicken wire protective fence may be erected, provided it fits snugly around the plinth, memorial or permitted unbreakable vase and does not interfere with maintenance.**

73. All plots in the designated children's section will be allocated consecutively by the ~~bereavements officer~~ **Burial Authority**.

74. All items placed on the grave must be contained within the personal grave space.

75. All objects emitting either noise or light are not permitted, so as to not intrude on other visitors.

76. ~~Items found to be outside the personal grave space will be moved back into the personal grave space. Where there are a large number of items that cannot all be moved into the personal grave space the Exclusive Right of Burial (ERB) owner will be informed by letter and requested to remove the items. If the ERB owner has not taken action within 14 days of being notified, this will be considered a reasonable time frame, and any items placed outside the personal grave space may be removed by the Burial Authority. If undamaged, they will be moved to a designated collection point within the cemetery, where they will be held for up to 3 months before being permanently removed.~~ **Items found outside the personal grave space may, where reasonably practicable, be moved by the Burial Authority back into the personal grave space. Where the number or nature of the items means this is not reasonably practicable, the Burial Authority will make reasonable efforts to contact the Exclusive Right of Burial (ERB) owner and request that the items are removed within a reasonable period. If the items are not removed, or where it is not reasonably practicable to contact the ERB owner, the Burial Authority may remove them. If undamaged, removed items will be placed at a designated collection point within the cemetery, where they will be retained for up to three months before being permanently disposed of.**

78. In order to prevent memorials being hidden and to maintain the dignity of the burial area items placed on children's graves ~~should not be over~~ **must not exceed** 1ft in height. Balloons and soft toys should be removed and properly disposed of before they begin to degrade.

79. ~~The Burial Authority must ensure that the cemeteries are maintained for quiet contemplation by all visitors and may, therefore, remove anything which does not comply with these regulations, which has become unsightly or which may cause distress to other cemetery users.~~

The Burial Authority may remove any item that does not comply with these Regulations, has become unsafe or unsightly, or which, in the opinion of the Burial Authority, is inappropriate to the character, dignity or proper maintenance of the cemetery.

CONDITIONS REGULATING CREMATION PLOTS

80. All memorials on cremation plots must be no larger than 1ft6" by 1ft6". A flat stone may be a maximum of 4" in height thickness and must be laid level within the borders flush with the surrounding ground level (not proud of the ground) and without an inset flower vase.

An ashes tablet may be a maximum of 1ft in height.

81. Flower containers must be incorporated into the tablet at all times. No other receptacle will be permitted. Any flower container must be incorporated into the approved memorial tablet (not flat stones). No separate flower containers or receptacles will be permitted. The Burial Authority may remove any other objects which are not authorised.

82. No fences or edging of any kind will be permitted. No permanent fences, edging or borders of any kind will be permitted. However, in order to protect floral tributes from wildlife, a small, coated chicken wire fence may be erected on the condition it fits snugly around the cremation plaque memorial and does not interfere with maintenance.

83. No trees, shrubs, plants or any kind of unauthorised memorial items will be permitted on the cremation plots and the Burial Authority will remove unauthorised vegetation.

84. All objects emitting either noise or light are not permitted, so as to not intrude on other visitors.

85. All cremation plots will be allocated consecutively by the Burial Authority.

CONDITIONS REGULATING THE PLACEMENT OF BENCHES MEMORIAL BENCH DONATION SCHEME

81. The placement of a bench in the cemeteries requires permission to be granted by the Burial Authority.

82. Once a bench has been agreed and sited a plaque or plaques may be affixed to the bench.

83. No plants, pots or other loose items will be permitted around the bench and no additional items can be affixed to any bench.

84. After the bench has been installed an inspection will be carried out to ensure it is satisfactory. If there are any issues regarding the addition of unapproved memorials the bench purchaser will be notified and asked to remove them within 28 days. Where such issues are not resolved within this period, the Burial Authority may remove the bench and/or any memorials for which permission has not been granted. An appropriate charge will be made to the bench owner to cover all costs incurred by the Burial Authority.

85. The Burial Authority will provide routine maintenance.

86. Bench owners will be required to pay the costs of repairing any damage which, in the opinion of the Burial Authority, is not the result of general wear and tear. If repairs are not carried out in a timely fashion the Burial Authority will remove any bench that is unsightly or which may present a

~~health and safety risk. A charge will be levied for the re-installation of benches which have been removed and subsequently repaired.~~

86. Memorial benches are provided through the Fakenham Town Council Memorial Bench Donation Scheme and are subject to these Rules and Regulations.

87. No memorial bench shall be installed within either cemetery without the prior written approval of the Burial Authority.

88. Memorial benches are intended to commemorate a person or persons with a meaningful connection to the cemetery. The Burial Authority reserves the right to determine whether the connection is sufficient to justify the provision of a memorial bench.

89. Applications for memorial benches must be made using the Council's prescribed application form and be accompanied by the appropriate non-refundable Application Fee.

90. Applicants shall select from the Burial Authority's approved range of memorial benches current at the time the order is placed. The Burial Authority reserves the right to amend, substitute or withdraw approved bench designs at any time.

91. The applicant's payment for the memorial bench shall be a contribution towards the purchase, delivery and installation of a memorial bench which shall be donated to Fakenham Town Council.

92. Upon satisfactory installation and formal acceptance by the Burial Authority, the memorial bench shall become the property of Fakenham Town Council and shall be recorded as a Council asset.

93. A Memorial Bench Licence shall be issued following satisfactory installation and acceptance of the memorial bench. The licence shall be issued for a period of fifteen (15) years, commencing on the date of installation of the memorial bench, and shall be subject to these Rules and Regulations. A Memorial Bench Licence is personal to the Licence Holder and is not transferable.

94. Memorial benches shall only be installed in locations identified on the Council's approved Memorial Bench Location Plan. Applicants may indicate a preferred approved location as part of their application; however, the final location shall be determined by the Burial Authority having regard to availability, the character and appearance of the cemetery, operational requirements and the long-term management of the site.

95. Commemorative plaques shall only be supplied and installed as part of an approved memorial bench. Applicants shall select from the Burial Authority's current approved range of commemorative plaques. The material and size of the plaque shall be selected by the applicant from the approved options. The font, positioning and method of fixing shall be determined by the Burial Authority to ensure consistency throughout the Memorial Bench Donation Scheme.

96. Applicants are responsible for ensuring that the wording submitted for the commemorative plaque is accurate. Prior to manufacture, the applicant shall be provided with a plaque proof for approval. Once the plaque proof has been approved, the approved wording shall be used for the production of the commemorative plaque and the Burial Authority accepts no responsibility for errors contained within the approved wording.

97. All memorial benches and memorial plaques shall be purchased and installed through arrangements approved by the Burial Authority.

98. Following installation, the Burial Authority shall inspect the memorial bench before it is accepted into the Memorial Bench Donation Scheme. No Memorial Bench Licence shall be issued until the installation has been inspected and accepted.

99. The Burial Authority will undertake routine maintenance necessary to keep memorial benches clean, tidy and serviceable as part of normal cemetery maintenance.

100. Where, in the opinion of the Burial Authority, significant repair or replacement of a memorial bench becomes necessary during the Memorial Bench Licence period, the Licence Holder may, at the absolute discretion of the Burial Authority, be offered the opportunity to contribute towards the cost of those works. Any such works shall be arranged by or on behalf of the Burial Authority. Where the Licence Holder declines the invitation to contribute, cannot be contacted, or does not respond within the period specified by the Burial Authority, the Burial Authority reserves the right to remove the memorial bench in accordance with these Regulations.

101. Where a memorial bench is permanently removed for any reason, the Burial Authority may offer the commemorative plaque to the Licence Holder, provided that it is reasonably practicable to recover the plaque without undue damage and current contact details for the Licence Holder are held. The Burial Authority gives no undertaking as to the condition or recoverability of any commemorative plaque.

102. Upon expiry of the Memorial Bench Licence, the Burial Authority may, at its absolute discretion:

- a) renew the licence;
- b) offer a further licence subject to the Rules and Regulations in force at that time;
- c) remove the memorial bench; or
- d) make such other arrangements as it considers appropriate.

Nothing in this Rule shall oblige the Burial Authority to renew or extend any Memorial Bench Licence.

103. No flowers, wreaths, vases, pots, ornaments, photographs, solar lights, memorabilia or any other unauthorised items shall be placed on or around a memorial bench.

104. Any unauthorised items placed on or around a memorial bench may be removed by the Burial Authority without notice in accordance with the provisions of these Rules and Regulations relating to unauthorised memorials and other unauthorised items within the cemetery.

105. The Burial Authority accepts no responsibility or liability whatsoever for the loss of, damage to, theft of or vandalism affecting any memorial bench, commemorative plaque or any other item placed within the cemetery.

106. The Burial Authority reserves the right to temporarily or permanently remove or relocate a memorial bench where reasonably necessary to facilitate cemetery maintenance, health and safety works, burials, landscaping, changes to the cemetery layout or any other operational or management requirement. Where reasonably practicable, the Licence Holder will be informed of any permanent relocation.

107. The Burial Authority reserves the right to refuse any application for a memorial bench or to impose such conditions as it considers appropriate, having regard to the proper management, appearance, maintenance, safety and future development of the cemetery.

108. The decision of the Burial Authority in respect of all matters relating to memorial benches shall be final.

FAKENHAM TOWN COUNCIL
QUEEN'S ROAD AND CREAKE ROAD CEMETERIES
1 September 2025 – 31 August 2026

PART I INTERMENTS

- | | | |
|---|--|-----------------------|
| 1 | (i) The body or cremated remains of stillborn child or a child whose age at the time of death did not exceed 18 years. | No charge |
| | (ii) The body of a person whose age at the time of death exceeded 18 years, in a plot not exceeding 7ft by 3ft | £250.00 275.00 |
| | (iii) The body of a person whose age at the time of death exceeded 18 years, in a Bariatric Section plot not exceeding 7ft by 4ft6" | £375.00 400.00 |
| 2 | For the interment of cremated remains in a designated Ashes Section, or in any other section when an existing grave is to be reopened. | £150.00 175.00 |

Where ashes are to be interred outside of a designated Ashes Section, and this constitutes the first interment in the plot, the appropriate interment fee for that section will apply.

PART II EXCLUSIVE RIGHTS OF BURIAL IN EARTHERN GRAVES

Exclusive Right of Burial MUST be purchased at the time of interment. Common graves **cannot** be re-opened unless an ERB is purchased — see paragraph 45 for purchaser eligibility.

- | | | |
|---|---|-----------------------|
| 1 | (i) Exclusive right of burial (50 years) for a plot in the Children's Section (up to 18 years of age) | No charge |
| | (ii) Exclusive Right of Burial (50 years) for a plot outside the Children's Section (up to 18 years of age) | £90.00 100.00 |
| | (iii) Exclusive right of burial (50 years) for a plot not exceeding 7ft by 3ft | £325.00 350.00 |
| | (iv) Exclusive right of burial (50 years) for a plot in the Bariatric Section not exceeding 7ft by 4ft6" | £488.00 500.00 |

- 2 Exclusive right of burial (50 years) for a cremated remains plot not exceeding 2ft by 2ft, located in a designated Ashes Section only. £150.00 **175.00**

Where the Exclusive Right of Burial is for the interment of cremated remains outside of a designated Ashes Section, the appropriate fee applicable to that section will apply.

- 3 Transfer fee for Exclusive Right of Burial £40.00 **50.00**
Initial fee includes first 2 hours of consultation, legal documentation preparation, and issuing of Deed. Thereafter an hourly rate will apply. £22.00ph
- 4 Optional 5-year renewal of Exclusive Right of Burial up to a maximum of 99 years £40.00 **50.00**

PART III MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

All fees listed in this section include the cost of the first inscription

- 1 For the right to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted:
- (i) A flat stone, laid flush with the surrounding ground level (not proud of the ground) and without an inset flower vase:
- (a) not exceeding 1ft6" by 1ft6" and 4" in height thickness £100.00
- (b) not exceeding 1ft6" by 1ft6" and 4" in height thickness, on the grave of a child whose age at the time of death did not exceed 18 years £45.00 **50.00**
- (ii) An ashes tablet
- (a) not exceeding 1ft6" by 1ft6" and 1ft in height £150.00
- (b) not exceeding 1ft6" by 1ft 6" and 1ft in height on the grave of a child whose age at the time of death did not exceed 18 years £60.00 **75.00**
- (iii) A headstone
- (a) not exceeding 4 feet in height £325.00 **350.00**
- (b) not exceeding 4 feet in height on the grave of a child whose age at the time of death did not exceed 18 years £80.00 **100.00**
- (iv) A memorial vase
Must be unbreakable, made of natural stone or similar durable material consistent with headstone construction £80.00 **100.00**
- 2 *For the right to erect or place on a Common Grave:
- i) a wooden cross not exceeding 1ft6" in height £60.00 **80.00**
- *It should be noted that no rights of burial are granted or implied with this right and the grave remains common.
The cross must not be cemented in the ground

Additional inscriptions (per inscription) £70.00 **80.00**

PART IV SEARCHES OR REGISTERS AND COPIES TAKEN THEREFROM

Every search covering a period of not more than one year	£22ph charged
Every additional year	in full hour
Every certified copy of an entry of burial in the registers	increments
Administrative Fee	

Unless otherwise stated, all fees, payments, and charges listed in this section apply to residents.

For all non-resident cases, fees, payments, and charges will be doubled, except for fees listed at Part II paragraph 3 Transfer fee for the Exclusive Right of Burial only, which apply at the standard rate regardless of residency.

Definitions

RESIDENT AND NON-RESIDENT FEES - THE CRITERIA AND RULES

Resident

A person (adult or child) will be considered a resident if, at the time of death, they:

- had lived within the Parishes of Fakenham (including the west side of Sandy Lane and Sculthorpe Eastgate), Hempton, or Pudding Norton, and
- had been registered for Council Tax and/or on the Electoral Register (where applicable) for a minimum of one year.

For a stillborn child or a child under 18, residency may be established if at least one parent or legal guardian meets the above criteria.

Non-resident

A person (adult or child) will be considered a non-resident if they do **not meet the definition of a Resident** (as outlined above), **unless** the exception below applies.

In the case of a stillborn child or a child under 18, this applies if **neither** parent or legal guardian meets the Resident criteria.

Exceptions where the Resident fee may still apply:

The Resident rate **may be granted** if:

- The deceased was a former resident who moved outside the parish to receive end-of-life care (e.g. in a care home or hospice), within one year of death, and
- The applicant provides sufficient proof of previous qualifying residency, such as a Council Tax bill, driving licence, or other acceptable evidence, and
- All relevant details are included in the application.

If evidence cannot be provided, or residency cannot be verified, the non-resident rate will apply.

Exclusive Right of Burial Purchase, Interments & Memorial Applications

Reviewed and ratified at Facilities & Amenities Committee 15th July 2025 **11th August 2026** Updated
at Facilities & Amenities 10th February 2026

Exclusive Right of Burial (ERB)

Grave space reservations are not permitted. Exclusive Rights of Burial must be purchased at the time of any new interment.

Common Graves

The Exclusive Right of Burial for a common grave may be purchased at any time but **must** be obtained **prior to any re-opening of the grave or submission of an application to erect a memorial**. See **paragraph 45** for eligibility criteria. Where, following investigation of the cemetery records, the Burial Authority is satisfied that a common grave contains only a single interment or interments relating to the same family, the Exclusive Right of Burial (ERB) may be purchased at any time. The ERB **must** be obtained **prior to any re-opening of the grave or submission of an application to erect a memorial**.

The ERB purchase fee will be based on the residency status of the *purchaser(s), in accordance with the criteria set out above.

Transfer of Ownership

If the ERB of an unused, **previously historically** reserved grave is to be transferred to a new *owner(s), residency status will be assessed in accordance with the criteria set out above. A transfer from a resident to a non-resident will result in the higher (non-resident) ERB purchase fee being retrospectively applied in addition to the standard transfer fee.

Interments

Interment fees will be charged based on the residency status of the deceased being interred, in accordance with the criteria set out above. Specific examples are provided below for clarity:

Purchase and Interment at Point of Use

Where an ERB is purchased at the time of interment (as is now required), the applicable ERB and interment fee will be based on the residency status of the deceased, in accordance with the criteria set out above, not the ERB purchaser.

Use of **Previously Historically Reserved Graves (Reservations No Longer Permitted)**

Interment into a **previously historically** reserved grave will be charged based on the residency status of the deceased, in accordance with the criteria set out above, not the ERB owner.

Interment into a Re-opened Grave

If a grave originally used for a resident is to be re-opened for the interment of a non-resident, in accordance with the criteria set out above, the non-resident interment rate will apply.

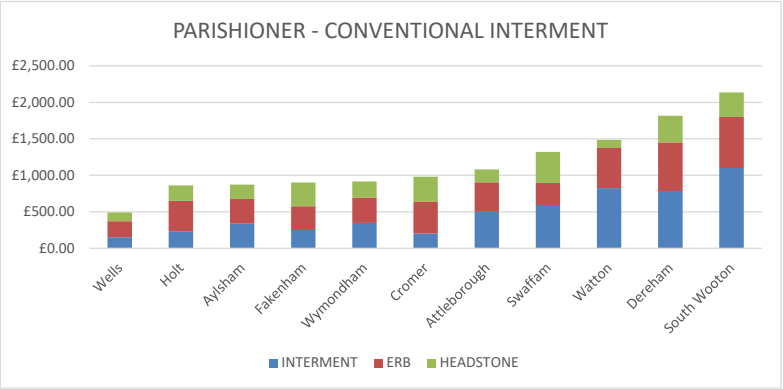
Memorial Applications

All memorial application fees will be based on the residency status of the applicant i.e. the ERB *owner(s), at the time of the application **is submitted**.

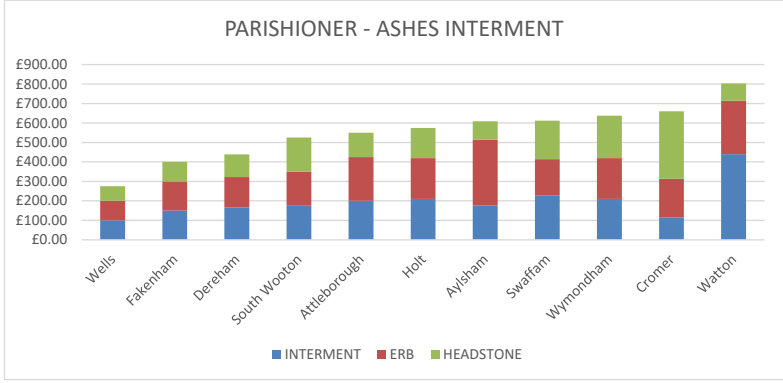
*** To qualify for the resident rate, *all* named ERB owners must meet the residency criteria.**

CURRENT PRICING

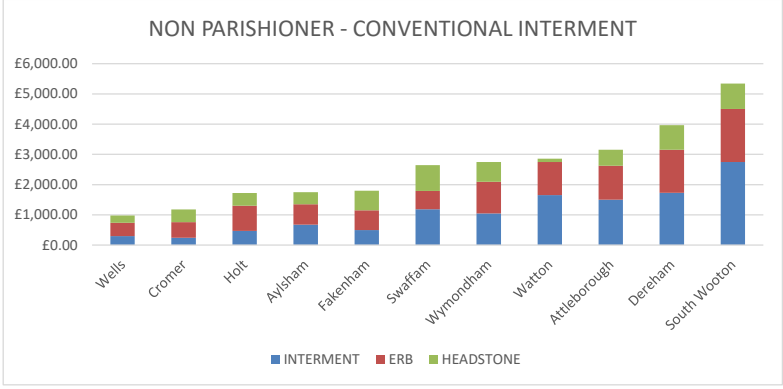
PARISHIONER - CONVENTIONAL INTERMENT				
COUNCIL	INTERMENT	ERB	HEADSTONE	TOTAL
Wells	£150.00	£220.00	£120.00	£490.00
Holt	£235.00	£415.00	£210.00	£860.00
Aylsham	£338.00	£338.00	£198.00	£874.00
Fakenham	£250.00	£325.00	£325.00	£900.00
Wymondham	£348.00	£348.00	£218.00	£914.00
Cromer	£202.00	£433.00	£346.00	£981.00
Attleborough	£500.00	£405.00	£175.00	£1,080.00
Swaffam	£593.77	£302.66	£424.38	£1,320.81
Watton	£825.00	£550.00	£110.00	£1,485.00
Dereham	£784.50	£665.60	£367.50	£1,817.60
South Wooton	£1,100.00	£700.00	£336.00	£2,136.00



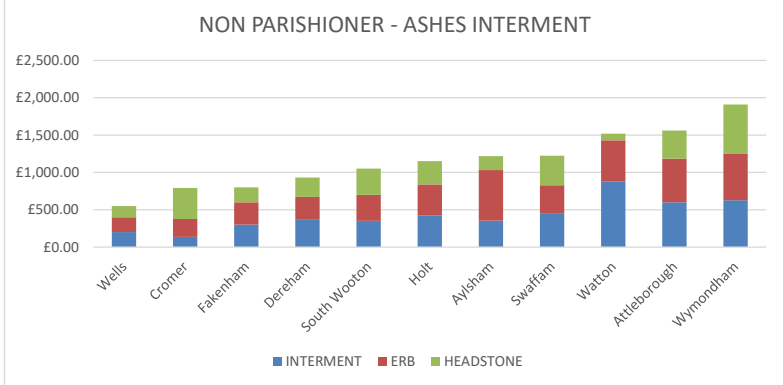
PARISHIONER - ASHES INTERMENT				
COUNCIL	INTERMENT	ERB	HEADSTONE	TOTAL
Wells	£100.00	£100.00	£75.00	£275.00
Fakenham	£150.00	£150.00	£100.00	£400.00
Dereham	£166.50	£155.60	£117.00	£439.10
South Wooton	£175.00	£175.00	£175.00	£525.00
Attleborough	£200.00	£225.00	£125.00	£550.00
Holt	£210.00	£210.00	£155.00	£575.00
Aylsham	£177.00	£338.00	£94.00	£609.00
Swaffam	£227.74	£186.57	£197.83	£612.14
Wymondham	£210.00	£210.00	£218.00	£638.00
Cromer	£115.00	£199.00	£346.00	£660.00
Watton	£440.00	£275.00	£88.00	£803.00



NON PARISHIONER - CONVENTIONAL INTERMENT				
COUNCIL	INTERMENT	ERB	HEADSTONE	TOTAL
Wells	£300.00	£440.00	£240.00	£980.00
Cromer	£242.00	£519.00	£415.00	£1,176.00
Holt	£470.00	£830.00	£420.00	£1,720.00
Aylsham	£676.00	£676.00	£396.00	£1,748.00
Fakenham	£500.00	£650.00	£650.00	£1,800.00
Swaffam	£1,187.54	£605.31	£848.75	£2,641.60
Wymondham	£1,047.00	£1,047.00	£656.00	£2,750.00
Watton	£1,650.00	£1,100.00	£110.00	£2,860.00
Attleborough	£1,500.00	£1,125.00	£525.00	£3,150.00
Dereham	£1,725.50	£1,430.60	£810.00	£3,966.10
South Wooton	£2,750.00	£1,750.00	£840.00	£5,340.00

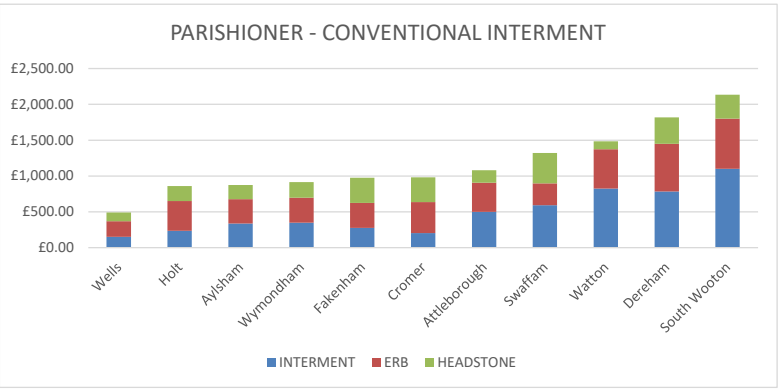


NON PARISHIONER - ASHES INTERMENT				
COUNCIL	INTERMENT	ERB	HEADSTONE	TOTAL
Wells	£200.00	£200.00	£150.00	£550.00
Cromer	£138.00	£238.00	£415.00	£791.00
Fakenham	£300.00	£300.00	£200.00	£800.00
Dereham	£364.50	£308.60	£259.00	£932.10
South Wooton	£350.00	£350.00	£350.00	£1,050.00
Holt	£420.00	£420.00	£310.00	£1,150.00
Aylsham	£354.00	£676.00	£188.00	£1,218.00
Swaffam	£455.47	£371.96	£395.65	£1,223.08
Watton	£880.00	£550.00	£88.00	£1,518.00
Attleborough	£600.00	£585.00	£375.00	£1,560.00
Wymondham	£627.00	£627.00	£656.00	£1,910.00

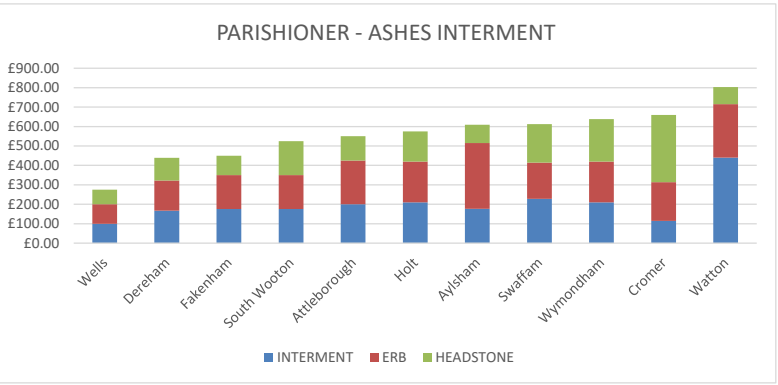


PROPOSED PRICING

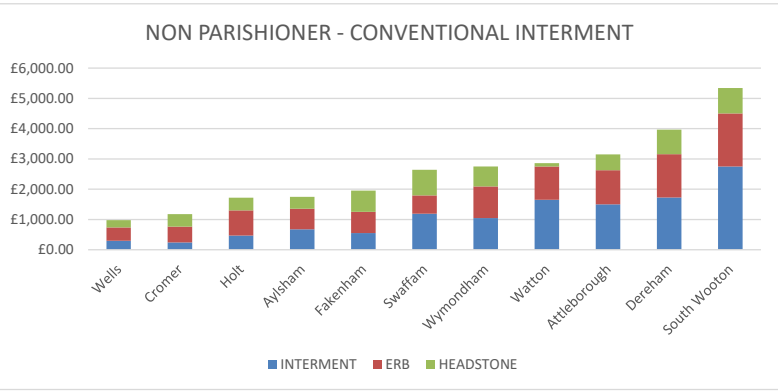
PARISHIONER - CONVENTIONAL INTERMENT				
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Fakenham	£275.00	£350.00	£350.00	£975.00
Cromer	£202.00	£433.00	£346.00	£981.00
Attleborough	£500.00	£405.00	£175.00	£1,080.00
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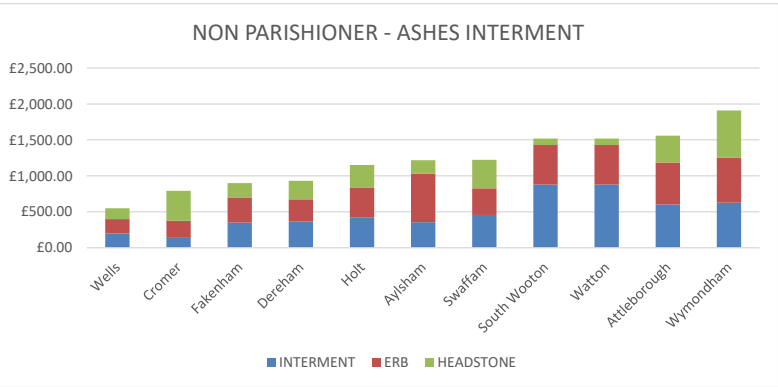
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Fakenham	£175.00	£175.00	£100.00	£450.00
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Watton	£1,650.00	£1,100.00	£110.00	£2,860.00
Attleborough	£1,500.00	£1,125.00	£525.00	£3,150.00
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Swaffam	£455.47	£371.96	£395.65	£1,223.08
South Wooton	£880.00	£550.00	£88.00	£1,518.00
Watton	£880.00	£550.00	£88.00	£1,518.00
Attleborough	£600.00	£585.00	£375.00	£1,560.00
Wymondham	£627.00	£627.00	£656.00	£1,910.00



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	COMPARISON OF CEMETERY FEES FOR NEIGHBOURING PARISHES																			
2	Variation to service offered by FTC	INTERMENT FEES			EXCLUSIVE RIGHTS				MEMORIALS							SEARCHES OF REGISTERS			NON PARISHIONER (Except ERB Transfer & Searches)	
2	Additional service to that offered by FTC																			
3	NAME OF COUNCIL	INTERMENT - CONVENTIONAL	INTERMENT (stillborn child or child whose age does not exceed 18 Years)	INTERMENT OF CREMATED REMAINS	CONVENTIONAL 50 YEARS	CHILDRENS SECTION 50 YEARS	CREMATED REMAINS SECTION 50 YEARS	TRANSFER	FLAT STONE /TABLET not exceed. 1ft6" x 1ft6"	FLAT STONE / TABLET (child whose age does not exceed 18 years)	HEADSTONE not exceed. 4ft	HEADSTONE (child whose age does not exceed 18 years)	COMMON GRAVE - CROSS	MEMORIAL VASE	ADDITIONAL INSCRIPTION	PLAQUES	SEARCH COVERING NOT MORE THAN 1 YEAR	EACH ADDITIONAL YEAR	EACH CERTIFIED COPY OF A BURIAL ENTRY	
4	Fakenham Last review 2025	£250.00 (7ft x 3ft) £375.00 (7ftx4ft6in)	No charge	£150.00	£325.00 (7ft x 3ft) £488.00 (7ftx4ft6in)	No charge	£150.00	£40.00	£100.00 Flat Stone £150.00 Ashes Tablet	£45.00 Flat Stone £60.00 Ashes Tablet	£325.00	£80.00	£60.00	£80.00	£70.00		£22.00ph			Double fee
5	Wells Next The Sea Last review 2018	£150.00	No charge Not exceeding 12 years	£100.00	£220.00 (7ft x 3ft)		£100.00		£75.00		£120.00	£45.00			£55.00		£10.00	£5.00	£10.00	Double fee
6					£440.00 (7ft x 6ft)															
7	Dereham Last review 2026	£784.50 (non parishioner £1,725.50)	£87.10 1-12 yrs (non parishioner £187.50)	£166.50 (non parishioner) £364.50)	£638.00 + £27.60 60 Years (non parishioner £1,403.00 + £27.60)		£128.00 + £27.60 60 Years (non parishioner £281.00 + £27.60)		£117.00 (non parishioner £259.00)		£236.50 not exceed. 3ft (non parishioner £520.00)	£217.00 Infants not exceed. 2ft (non parishioner £477.00)		£118.00 (non-parishioner £260.00)	£59.80 (non-parishioner £116.00)	£200.00 Up to 70 letters 10 years (non-parishioner £436.00)	£27.60			See each service for pricing
8		£2,060 Kerbed area (non parishioner £4,530.00)	£73.00 S/born - under 1 (non parishioner £160.50)	£64.00 Scattering of ashes (non parishioner £96.00)	£1,275.00 + £27.60 Kerbed area (non parishioner £2,806.00 + £27.60)						£367.50 over 3ft (non parishioner £810.00)					£294.00 Up to 70 letters 20 years (non-parishioner £648.00)				See each service for pricing
9											£940.00 HS + kerb stones (non parishioner £2,470.00)					Additional lettering 43p per letter				See each service for pricing
10	Aylsham Last review 2026	£338.00		£177.00	£338.00 30 years		£338.00 30 years	£25.00	£94.00		£198.00			£94.00	£42.00		£28.00			Double fee
11	Cromer Last review 2026	£202.00 (non parishioner £242.00)	No charge	£115.00 (non parishioner £138.00)	£381.00 + £52.00 30 years (non parishioner £457.00 + £62.00)	£25.00	£147.00 + £52.00 30 years (non parishioner £176.00 + £62.00)	£52.00	£346.00 (non parishioner £415.00)		£346.00 (non parishioner £415.00)			£346.00 (non parishioner £415.00)	£173.00 (non parishioner £207.00)		£52.00			See each service for pricing
12				£52.00 + £52.00 Scattering of ashes (non parishioner £63.00 + £50.00)																
13	Wymondham Last review 2026	£348.00 (non parishioner £1,047.00)	£87.00 S/born - 1year (non parishioner £261.00) £174.00 1year - 12years (non-parishioner £523.00)	£53.00 S/born - 1year (non parishioner £157.00) £105.00 1year - 12years (non-parishioner £313.00) £210.00 Exceeding 12years (non-parishioner £627.00)	£348.00 (non parishioner £1,047.00)	£87.00 S/born - 1year (non parishioner £261.00) £174.00 1year - 12years (non-parishioner £523.00)	£53.00 S/born - 1year (non parishioner £157.00) £105.00 1year - 12years (non-parishioner £313.00) £210.00 Exceeding 12years (non-parishioner £627.00)		£218.00 (non parishioner £656.00)		£218.00 (non parishioner £656.00)			£218.00 (non parishioner £656.00)	£109.00 (non parishioner £328)					See each service for pricing
14	Watton Last review 2025	£825.00 (non parishioner £1,650.00)	No charge S/born - 10 years (non parishioner £302.50 - Ashes £220.00)	£440.00 (non parishioner £880.00)	£550.00 (non parishioner £1,100.00)		£275.00 (non parishioner £550.00)		£88.00		£110.00				£55.00					See each service for pricing
15	South Wooton Last review 2026	£1,100.00	No charge Not exceeding 12 years	£175.00	£700.00		£175.00		£175.00		£336.00				£175.00					Double and a half fee
16	Holt Last review 2026	£235.00	No charge Not exceeding 12 years	£105.00 - £210.00 depending on area selected	£415.00 100 years		£210.00 100 years	£30.00 ph	£155.00		£210.00 not exceed. 3ft6"			£85.00	£85.00					Double fee
17	Swaffham Last review 2026	£593.77 (non parishioner £1,187.54)	No charge	£197.83 - £227.74 depending on area selected (non-parishioner £395.65 - £455.47)	£283.71 + £18.95 100 years (non parishioner £567.41 + £37.90)		£167.62 + £18.95 100 years (non parishioner £334.06 + £37.90)	£38.21 (non parishioner £76.40)	No charge Flat Stone £77.63 - £197.83 Desk Tablet (non parishioner £150.15 - £395.65)	No charge	£247.58 not exceed. 3ft (non parishioner £495.16)			£134.76 (non parishioner £269.49)		£38.21 (non parishioner £76.40)				See each service for pricing
18											£424.38 not exceed 4ft6" (non parishioner £848.75)									
19											£447.18 - £1,172.45 HS + kerb stones (non parishioner £894.35 - £2,344.88)									
20	Attleborough Last review 2023	£500.00 (non parishioner £1500.00)	No charge	£200.00 (non parishioner £600.00)	£375.00 + £30.00 (non parishioner £1,125.00)		£195.00 + £30.00 (non parishioner £585.00)	£30.00	£125.00 (non parishioner £375.00)		£175.00 (non parishioner £525.00)			£125.00 (non parishioner £375.00)	£100.00 (non parishioner £300.00)		£20.00			See each service for pricing

Cemetery Budget Considerations and Future Cost Pressures 2026-2027

FAKENHAM TOWN COUNCIL		Current Budget	Forecast
Year	2025/26	2026/27	2027/28
Income	£15,013.00	£12,600.00	£15,000.00
Direct Costs	£39,672.00	£37,380.00	£41,000.00
Indirect Costs	£800.00	£1,500.00	£1,700.00
Tree Maintenance			
% Admin Costs			
Surplus / Deficit	-£25,459.00	-£26,280.00	-£27,700.00

The following factors should be considered when reviewing current and future cemetery budgets:

Indirect Costs

Indirect costs are approximate and include cemetery management software, ICCM subscription, and other associated costs. These are coded across various budgets but relate directly to the management and administration of the cemeteries.

Infrastructure and Maintenance

Essential works and other infrastructure improvements have been deferred in previous years due to competing priorities and budget pressures. These works remain necessary and should be factored into future budgets, as delaying maintenance generally results in increased costs over time. Cemeteries also require regular ongoing maintenance to remain safe, accessible and appropriately presented, reflecting the reasonable expectations of residents and bereaved families.

Trees

The cemeteries contain a significant number of trees. Their ongoing inspection, maintenance and any necessary remedial works have not been included within this initial assessment and will create future budget pressures, particularly as trees mature and require more extensive management.

Staffing

Staff costs have not been included within this assessment, despite representing a significant element of the overall cost of managing the cemeteries. This includes administration, management and the physical maintenance undertaken by the grounds team. Cemetery administration also involves specialist legal and regulatory requirements, essential training, record keeping, liaison with funeral directors and stonemasons, and responding to an increasing level of public enquiries and interaction.

Overall

This forecast provides an indication of the principal direct and associated cemetery costs but does not capture all future liabilities and operational pressures. Future budgets should therefore ensure that cemetery income makes an appropriate contribution towards the cost of providing and maintaining the service, whilst recognising that some expenditure will continue to be supported through the precept. Maintaining an appropriate balance between cemetery income and expenditure will help to ensure that the service does not place undue pressure on the Council's wider budget and precept.