

Table 1: Disclosable Pecuniary Interests – DPI

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council. (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge) (a) the landlord is the council; and the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class

Table 2: Other Registrable Interests - ORI

<p>You must register as an Other Registerable Interest:</p> <p>a) any unpaid directorships</p> <p>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</p> <p>c) any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.</p>

Table 3: Non-Registrable Interests - NRI

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

TUESDAY 13th JANUARY 2026 AT 18:00

Attending Committee Councillors: V Joslin (Chair), C Fairbrother, G Acheson & A Glynn (Mayor)

Attending Non-Committee: J Rockett & M Dutton

Town Clerk: L Meanley

General Public: None

Press: None

Number	Agenda
186/26 FA	To receive Apologies for Absence Apologies received from Cllrs Campbell & Duffy
187/26 FA	To adjourn the Meeting for Electors' questions None
188/26 FA	Declarations of Interest: Members are asked at this stage to declare any interests, which they may have, in any of the following items on the agenda Cllr Joslin declared an interest in agenda Item 197/26 FA and Cllr Fairbrother declared an interest in agenda item 201/26 FA
189/26 FA	To Confirm the minutes of the Facilities & Amenities meeting held on the 09th December 2025 On the proposition of Cllr Joslin, seconded by Cllr Fairbrother the minutes of the Facilities and Amenities meeting held on 9 th December 2025 were AGREED by all and signed by the Chairman
190/26 FA	To discuss any matters arising from the Minutes of the Facilities & Amenities Meeting held on 09th December 2025 The Clerk updated on the Bee Squared project, locations for seeds – Fakenham Library, Fakenham Church and Fakenham Town Council offices. Anticipated launch date 13 th February.
191/26 FA	To receive an update on estate management Cllrs noted that the zip wire repairs have been completed, groundsmen are working through the playground inspection reports. Queens Road memorial repairs are planned for w/c 26 th January weather permitting
192/26 FA	To note any equipment expenditure within budget Cllr Glynn arrived The Clerk advised Cllrs that whilst not equipment staff were undertaking NRSWA signing, lighting & guarding training
193/26 FA	To discuss Market Place Feeder Pillar Quotations On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, all agreed to move forward with the DJB market feeder pillar quotation of £414 net
194/26 FA	To discuss Love Your Market Town Planters The Clerk advised that planters were due by the third week in January, Compost and gravel had been ordered, just needed engagement o assist in planting
195/26 FA	To Receive the 2025 Annual Hawk & Owl Trust Report on Bacons Piece, Gogg's Meadow and Edmondsons Acres The report was noted. ACTION: Cllr Joslin will review and report back to February's F&A
196/26 FA	To receive an update on the ground's vehicle None received. The van is awaiting repair for an accident in the snow.
197/26 FA	To receive an update on Allotment services

	Noted
198/26 FA	<p>To receive an update on Cemetery services</p> <p>Noted Cllr Dutton suggested considering the reuse of grave spaces in Queens Road cemetery</p> <p>ACTION: The Clerk will report back on the legalities and points to consider</p>
199/26 FA	<p>To discuss Shop Fakenham's Monthly Market.</p> <p>The Clerk & Deputy Clerk had met with Shop Fakenham to go through some of the considerations for running a monthly market. Cllrs all agreed they were happy for a display banner to be placed outside Benbows for the week preceding each event.</p>
200/26 FA	<p>To discuss War Memorial surveys</p> <p>Deferred</p>
201/26 FA	<p>To discuss the FLASH Project</p> <p>The water had frozen on Monday. The Clerk was awaiting contact from Saunders Boston. The grounds team still have no access to any welfare facilities past a toilet. The Clerk has chased NNDC multiple times without success.</p> <p>ACTION: Cllr Glynn will speak to the construction company directly.</p>
202/26 FA	<p>To confirm the date and time of next the meeting –</p> <p>Facilities & Amenities: Tuesday, 10th February 2026 at 18:00</p>

	There being no further business the meeting closed at 18:45
	Confirmed this day of 2026
	CHAIRMAN

Facilities and Amenities Action Log

F&A	Date	Minute	Responsible	PRIORITY	Action	STATUS	Comments
F&A	15/07/2025	30/25	Clerk	MEDIUM	Millenium Park - Clerk to liaise with relevant parties to establish sizes / timescales / costs etc	75%	Action Plan for Engagement drawn up and presented to Full Council 30/7/25. Park user engagement undertaken August 2025.
F&A	09/09/2025	86/25	Clerk	HIGH	Havelock Square - Check for TPO and get quotes to repair / solutions to stop reoccurrences	50%	No TPO registered on NNDC TPO map 22/9/25. Quote sought from Hallers 28/1/26
F&A	09/09/2025	106/25	Clerk	HIGH	To seek CCTV quotes	100%	22/9/25 Contacted Cozens & West Norfolk, West Norfolk undertaking survey to assess requirements - moved to Full Council Agenda
F&A	14/10/2025	131/25	Clerk	MEDIUM	Quotes for Heritage Trail board proposals	25%	Awaiting Wayfinder report
F&A	11/11/2025	149/25	Clerk	MEDIUM	To take forward Hayes Lane playing field survey to see what the public want, inc houses oppiste and care home	Not Started	
F&A	11/11/2025	155/25	Clerk	HIGH	Clerk to engage appropriate legal advice regarding FRGC	25%	Community Action Norfolk contacted, initial meeting 24/11/25. currently assessing Scheme wording.
F&A	13/01/2026	195/26	VJ	MEDIUM	Review Hawk & Owl report and report back to February F&A		
F&A	13/01/2026	198/26	Clerk	LOW	Report on legalities and considerations of reusing grave spaces		
F&A	13/01/2026	201/26	AG	HIGH	To speak to the construction company directly re staff welfare facilities	100%	First staff induction completed 02/02/26, futher inductions to follow

RBS Quote for Millenium Park





RBS Engineering Hayes Lane Quote refers to the item below in the annual safety inspection. Findings 2/3/4/5



Wicksteed Leisure Limited
Digby Street
Kettering
Northamptonshire
NN16 8YJ
+44 (0)1536 517028

 10 - Low Risk		
Item: Manufacturer: Surface Type: Item Quantity: Equipment Compliance: Surface Area Compliance:	Gate - Combination Not Identified Grass 1 N/A N/A	
Total Findings: 5		
Finding 1		Finding 2
There is no padlock on the maintenance gate - Provide a padlock to secure the gate		There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap
Finding 3		Finding 4
There are openings that are less than 12mm that could trap or crush fingers - Provide a 12mm gap throughout full range of motion at both sides of gate		The gate is not aligned correctly and is difficult to close - Adjust gate
Finding 5		
The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint		



QUOTE

Fakenham Town Council

Date
30 Jan 2026

Expiry
13 Feb 2026

Quote Number
QU-0096

VAT Number
868817170

RBS Engineering Limited
Testerton Hall Farm
Workshop
Testerton
Fakenham
Norfolk
NR21 7AE

Description	Quantity	Unit Price	VAT	Amount GBP
Ref. Queens Road Car Park. Cut & weld railings as required.	1.00	300.00	20%	300.00
Ref. Hayes Lane Park. Supply & fit 3 no. Posts, Gate & Railing.	1.00	720.00	20%	720.00
Ref. Gator. Make up rear framework for Gator to include 3 no. doors. Clad in mesh as required.	1.00	1,450.00	20%	1,450.00
			Subtotal	2,470.00
			TOTAL VAT 20%	494.00
			TOTAL GBP	2,964.00

Terms

50% deposit (inc. VAT) required when placing order & balance due on delivery/collection.

Structural Steel: All Steelwork to meet the EN1090 Regulations & will default to Execution Class 2 unless otherwise specified. Please note this is a legal requirement.

Painted Steelwork: We do not give any guarantee for the paint finish on Steelwork which has not been galvanised. Over a period of time rust will appear - this is a natural occurrence.



Inspiring all generations

www.hags.co.uk, quotes@hags.co.uk

HAGS-SMP Ltd
 Clockhouse Nurseries
 Clockhouse Lane East
 Egham
 Surrey, TW20 8PG

SALES QUOTATION

Quote #	Quote Date	Page
2611293\000	03/02/2026	1

Invoice To:

Fakenham Town Council
 Fakenham Connect
 Oak Street
 Fakenham
 Norfolk
 NR21 9DY
 UK

Deliver To:

Millennium Park
 Queens Road
 Fakenham
 Norfolk
 NR21 8BN
 UK

ENQUIRY FROM Lesley Meanley

QUOTED BY Sarah Hallam

CUSTOMER ID F0065

LINE	QTY	UNIT	PART ID	DESCRIPTION / COMMENTS	UNIT PRICE	TOTAL PRICE
				Push Hands Remove and dispose of each set of bearings in the individual hand wheels (x4), replacing these with new, including all relevant fixings, bringing the unit back into good working order		
				Handle boat Service and adjust the unit accordingly, reporting back any further works, repairs or parts needed, to remedy any issues highlighted **Note: This visit includes service and adjustment only, should further parts or works be required, then a new quotation at the request of the client will be needed**		
				Labour costs to conduct the above works		
100000	4.0	EA	GYM726	PLASTIC CAP 60mm Inserts	6.47	£ 25.88
200000	4.0	EA	10211030	M10x30 HEX COACH SCREW ZP	0.63	£ 2.52
300000	4.0	EA	GYM217	LOCKNG WASHER electropLtd	2.06	£ 8.24
400000	4.0	EA	GYM216	BEARING SPACER	2.47	£ 9.88
500000	8.0	EA	GYM450	6006 2RS BEARING	20.60	£ 164.80
600000	1.0	EA	I&MREPMANN	Fitting/Installation	550.00	£ 550.00
					Total Price	£761.32

Terms of Quotation

1. THIS QUOTATION IS VALID FOR 60 DAYS

2. VAT IS NOT INCLUDED

3. Prices are strictly 30 days nett

Prices are strictly 30 days nett from date of invoice provided a credit account is in operation and we specifically draw your attention to clauses **3, 4, 6** and **7** of our *terms and conditions of sale* (a copy is available on request).

4. CARRIAGE CHARGES

Carriage charged within the UK Mainland are:

Orders with *gross equipment valued below £5,000*, carriage is charged at **12%**.

Orders with *gross equipment valued above £5,000*, carriage is charged at **6%**.

We have a *minimum carriage charge of £10*.

Carriage outside UK Mainland, price on application

5. BUDGET INSTALLATIONS COST

Budget costs assume that easy lorry access and precise siting of the equipment will be provided, no surface or underground obstructions will be encountered during excavation such as concrete, hard-core, rock, chalk, roots, drainage, gas or water pipes, telephone or electricity cables etc. In the event of any such obstructions we reserve the right to charge for any additional work involved. We cannot accept liability for any consequent charges that may be incurred by disruption of any of the foregoing services. For fixed installation prices a site survey is required by an Area Manager prior to the order being placed.

6. MINIMUM INSTALLATION CHARGE

On orders received with installation a *minimum installation charge* will be applicable per site.

7. NON HAGS PRODUCT

In cases where HAGS includes within a project non-HAGS items specified by the client or its agent HAGS does not warrant that product or service as fit for use and its inclusion by HAGS does not endorse the item as conforming to required standards. It is assumed that before specifying, the client has assured themselves as regards conformity to EN1176, durability and fitness for use. Any guarantee claims relating to the specified item will need to be directed to the manufacturer or distributor of the item directly. HAGS does not guarantee such goods or services in any way.

8. PRODUCT DEVELOPMENT

HAGS has a policy of continuous product development and improvement. We reserve the right to alter specifications and design features of our products. In this context illustrations and descriptions contained in our sales literature and drawings are not binding.

9. DELIVERY/INSTALLATION TIMEFRAME

Delivery of product will be confirmed with order and is typically 6/8 weeks from receipt of written order. Installation is undertaken subsequent to delivery of equipment and time required will vary according to the project. Most are completed in 2/3 weeks after delivery of equipment.

10. DAMAGE TO GRASSED ACCESS ROUTES

During installation of a playground damage to grassed areas used as an access route is sometimes unavoidable. This is particularly the case if the installation occurs in wet weather or the site itself does not drain well. HAGS will if necessary level and seed any areas damaged in such a way. But please note that our quotation does not include for watering, maintenance or protection of such seeded areas from further damage or erosion.

11. LIQUIDATED DAMAGES

Would you please note that unless formally agreed in writing as part of an established form of contract (e.g.: JCT Minor Works) **HAGS-SMP Ltd t/a HAGS will not accept the imposition of liquidated damages** under any circumstance. Should such an agreed contract be in force the damage applicable (such financial damage to be real) shall be no greater than 1% per week of the total value of the works placed with HAGS-SMP Ltd and limited to a maximum of £250 per week.

12. SETTLEMENT DISCOUNT

a. NOMINATED SUB-CONTRACTOR:

Should a settlement discount of 2.5% be required under the terms of the main contract, then **2.563% should be added** to all prices quoted herein.

b. NOMINATED SUPPLIER:

Should a settlement discount of 5% be required under the terms of the main contract, then **5.263% should be added** to all prices quoted herein.



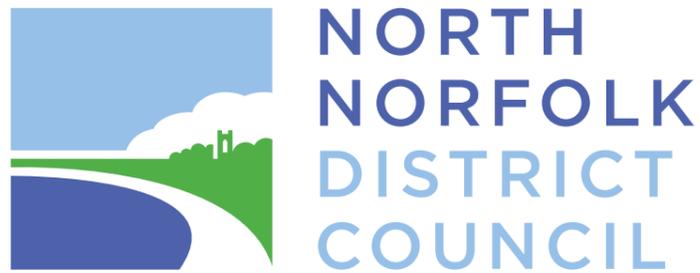
NORTH
NORFOLK
DISTRICT
COUNCIL

North Norfolk District Council

Wayfinding and Signage for Fakenham

BRAND GUIDELINES

Logo



NORTH
NORFOLK
DISTRICT
COUNCIL



A better place

BRAND GUIDELINES

District Council current colour palette

<p>Flint Grey</p> <p>CO M10 Y10 K75 R98 G92 B86 #625c59</p>			<p>White</p> <p>CO M0 Y0 K0 R255 G255 B255 #FFFFFF</p>
<p>Norfolk Sky</p> <p>C45 M15 Y0 K0 R150 G192 B233 #96c0e8</p>	<p>Norfolk Sea</p> <p>C90 M80 Y0 K0 R59 G67 B149 #3b4395</p>	<p>Norfolk Land</p> <p>C70 M0 Y90 K0 R80 G175 B71 #50af47</p>	
<p>Norfolk Reeds</p> <p>C10 M10 Y90 K0 R239 G214 B33 #efd621</p>	<p>Brick Red</p> <p>CO M80 Y55 K0 R234 G81 B91 #ea515a</p>	<p>Black</p> <p>CO M0 Y0 K100 R0 G0 B0 #1d1d1d</p>	

<p>80% Work space for text, images and colour</p>	<p>20% Flint Grey for logo sign-off and call to action.</p>
<p>Norfolk Sky</p> <p>White</p>	<p>Norfolk Sea</p> <p>Black</p>
<p>Norfolk Land</p> <p>Norfolk Reeds</p>	<p>Brick Red</p>

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BRAND GUIDELINES

District Council current typefaces

Corporate typeface

GOTHAM LIGHT

AaBaCaDdEe £123456789 %&@:#?!*

GOTHAM BOOK

AaBaCaDdEe £123456789 %&@:#?!*

GOTHAM MEDIUM

AaBaCaDdEe £123456789 %&@:#?!*

GOTHAM BOLD

AaBaCaDdEe £123456789 %&@:#?!*

System typeface

ARIAL

AaBaCaDdEe £123456789 %&@:#?!*

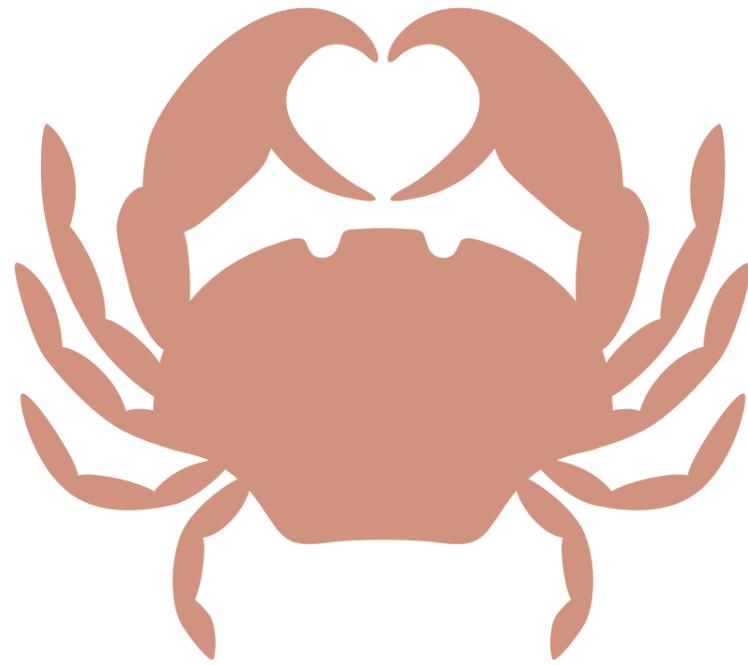
Web typeface

MONTSERRAT

AaBaCaDdEe £123456789 %&@:#?!*

ADDITIONAL BRANDING

Visit North Norfolk branding and colour palette



VISIT
NORTH NORFOLK

Terracotta

C16 M47 Y46 K4
R202 G212 B99
#ca7963

Bronze

C40 M30 Y38 K12
R135 G132 B114
#878472

INITIAL SURVEY & CONSULTATION

Survey

DMA Signs project team undertook a detailed site survey of Fakenham in October 2025, spending time walking the town and familiarising ourselves with preferred routes and places of interest.

Based on the survey, following best wayfinding practices and from our wealth of experience in this type of scheme, we have identified possible places of interest, whilst reviewing the current wayfinding.

Potential places of interest

Below is a list of potential locations visitors may wish to be directed to. Information is gathered from existing signs, stakeholder feedback and our site survey. The final proposed list will be identified later within this document.

- Town Centre
- Car Parks (Millers Walk / Bridge Street / Queens Road)
- Toilets
- Fakenham Gas Museum (Thurs/Fri - Seasonal Opening)
- River Walk
- Fakenham Market (Most Thursdays)
- Miller's Walk

Current Signage

There are very few existing fingerposts that are either in poor condition or look dated and in need of replacement.

There is signage on countryside walks and interpretation signage that is well made, although has suffered some damage/vandalism and are not used as wayfinding.

There are some great old signs for some of the shops that create a heritage feel around the town.

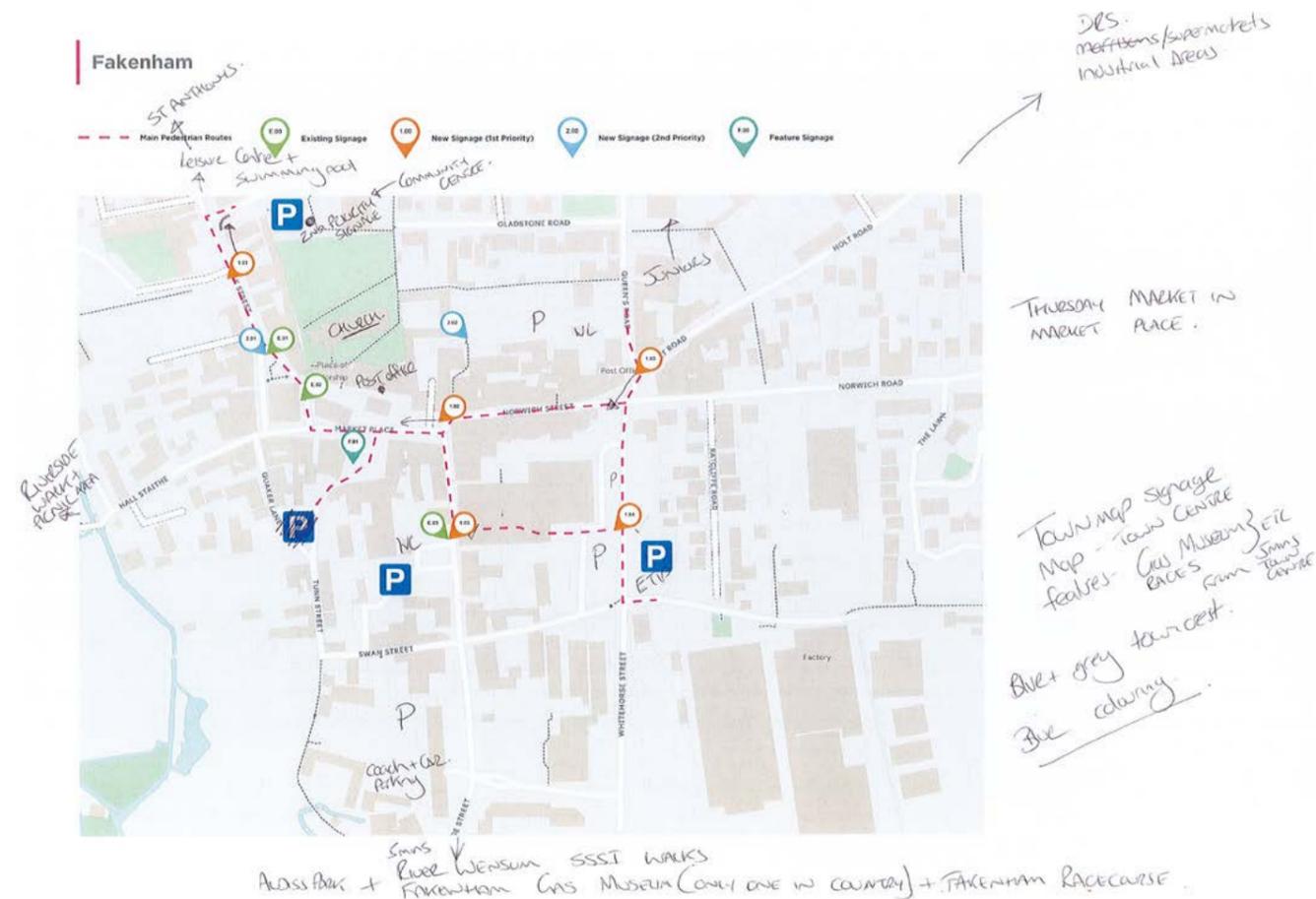
There is a feature sign with Fakenham written on it. Whilst this is well made and welcoming and we recommend it remains in place, we feel something more contemporary sited elsewhere would create some interest for visitors. The Thursday market seems very popular and well regarded, so that may become a focal point for any proposed feature sign.



STAKEHOLDER FEEDBACK

Below are comments received during a stakeholder presentation undertaken 13th November 2025, along with further stakeholder feedback thereafter.

This information helps develop proposed sign locations and types specific to each town



Fakenham Wayfinding and Town Centre Signage Improvements

Current Situation

Lack of Maps in Car Parks:
Fakenham's car parks currently have no town maps to help visitors locate key amenities such as shops, public toilets, attractions, walking routes, and cultural landmarks. Introducing clear, up-to-date maps—covering both the town centre and nearby points of interest such as the SSSI river walks and the Gas Museum (both 5 minutes from the town centre) would significantly improve visitor navigation and encourage wider exploration of the area.

Outdated and Damaged Fingerposts:
The town currently has only three fingerpost signs, all of which are out of date and in poor condition. These provide limited direction and do not support the movement of visitors through the town centre.

Proposed Priorities

1. **Phase 1 – Immediate Actions – Fakenham Way Finding - Priority Signage map refers**

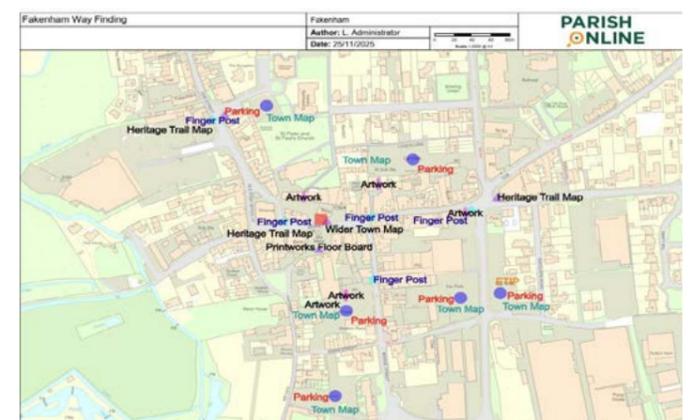
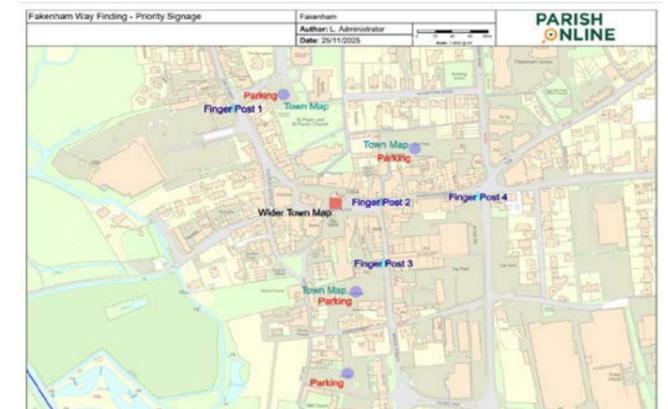
- Installation of new fingerpost signs at priority locations (Fingerposts 1–4).
- Introduction of town centre maps in the main car parks to provide clear orientation for visitors and support local businesses and attractions.

2. **Phase 2 – Secondary Enhancements – Fakenham Way Finding Map refers**

- Additional fingerpost installations to complete the town's pedestrian wayfinding network.
- Further town maps in secondary car parks or arrival points.
- Installation of ETIP (Electronic Tourist Information Points) in the area earmarked for development.
- Improved vibrant Heritage Trail maps and signposting
- Public art and murals created by Artists in Residence to brighten key pedestrian routes and reinforce a sense of place.

Overall Aim

This two-phase approach will create a coherent, accessible, and welcoming wayfinding system that improves visitor experience, supports local businesses, and encourages exploration of Fakenham's heritage and natural assets.



WAYFINDING STRATEGY

Wayfinding principles across all towns

Following stakeholder consultation, along with adhering to best practices, a general sign strategy has been agreed.

This will ensure signage is legible and as inclusive as possible, so all users, no matter age or ability, can use them to navigate to key areas during their visit.

Below is a list of key points for consideration:

- 1) Signage needs to be consistent across all towns, but with adjustments to differentiate one town from the next. These form a family and is achieved through the use of colour.
- 2) Signs should direct to key points of interest including town centres, historic places of interest, train stations, car parks, toilets, art installations, etc.
- 3) This document details a strategy for each town. This project includes a limited installation budget and therefore Phase 1 includes what is possible within the delivery timeframe and budget envelope. Phases do not reflect the priority but concentrate on what is achievable in this project.
- 4) Interpretation signs should reflect the character of each town and pick up on it's USP. Given the planning and design implications this has been added to a later phase, but towns may choose to prioritise this over other directional signage.
- 5) The wayfinding will follow preferred routes rather than quickest routes, as sometimes there may be access or safety issues that help define where visitors should be directed.
- 6) Where practical walking times or distances should be included, along with inclusion of standardised symbols.
- 7) Modern systems and materials can be used to keep costs down and ensure signs are long lasting, but they can be designed to work in harmony with each environment. This may be through embellishments to give the signs a more heritage appearance.
- 8) Signs should follow best codes of practice for visual impairment. This includes non-reflective finishes, sans serif typefaces, standardised heights for the signs, ensuring text is as large as possible, the inclusion of symbols and QR codes where possible.
- 9) NNDC brand guidelines have been included in this document and all signs reflect these in terms of font, colours and styling.
- 10) All wayfinding signage should allow for future updates and be as robust as practical.
- 11) This strategy has documented existing signage, which in many cases are in poor condition, have misleading information and ideally need to be removed.

WAYFINDING STRATEGY

Recommendations for Fakenham

Proposed places of interest on fingerposts.

These are based on locations we believe visitors would want or need to find, plus locations you would want visitors to be aware of.

Other areas may be useful to identify but we believe they should not be included on fingerposts as they may be very specific to a small demographic, not always operational or too far to comfortably walk. Should further phases be commissioned, they may be included on totems or other interpretational signage where more information can be presented.

- 1) Town Centre
- 2) Car Parks (Millers Walk / Bridge Street / Queens Road)
- 3) Toilets (located in Queens Road Car Park / Bridge Street Car Park)
- 4) Fakenham Gas Museum (Thurs/Fri - Seasonal Opening)
- 5) Fakenham Market (Most Thursdays)
- 6) Tourist Information Centre (Seasonal opening: Monday to Friday 10am - 3pm (March to October))
- 7) River Walk

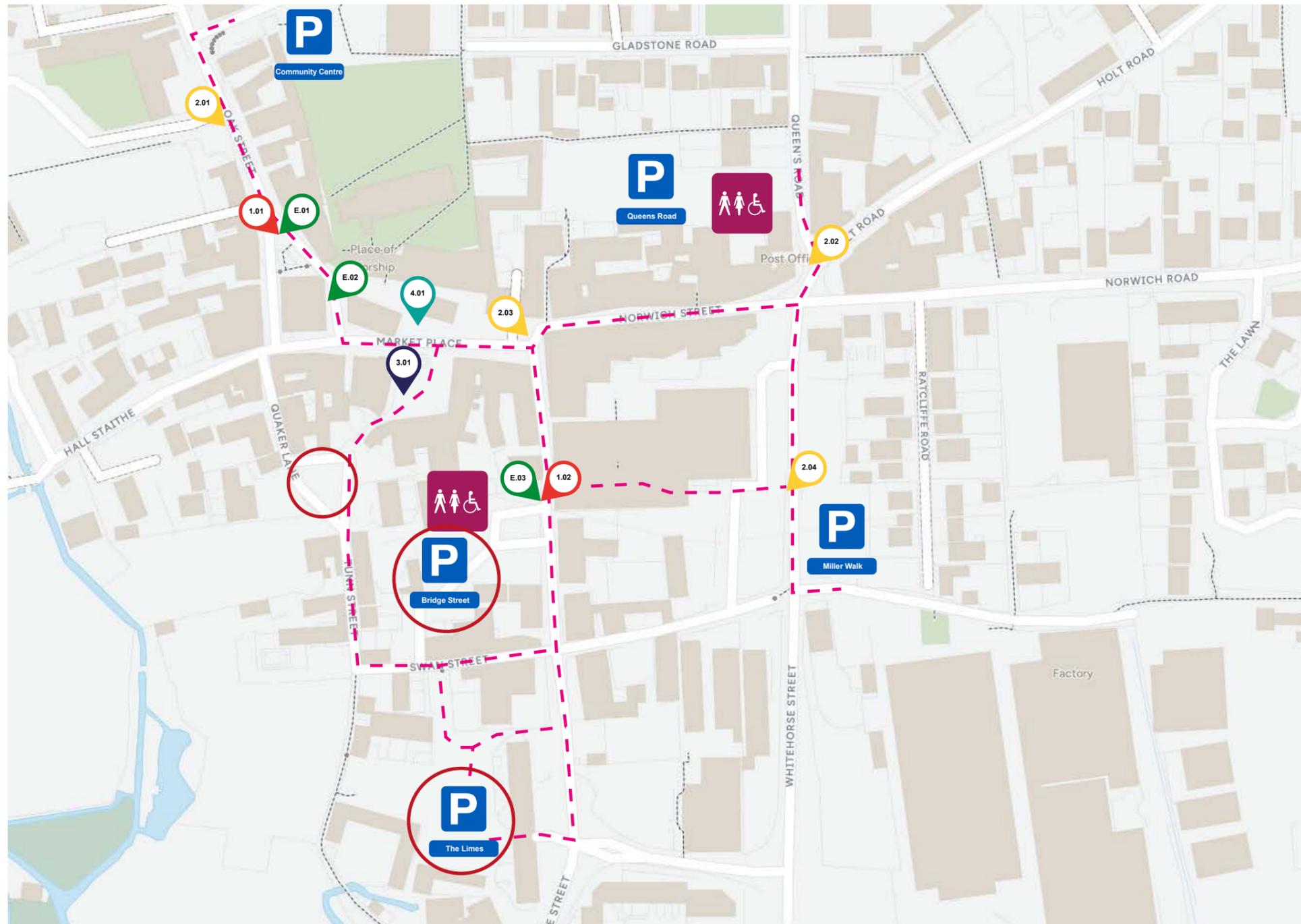
The signage will replace the current fingerposts, giving visitors clearer information in the most needed locations, whilst utilising modern materials and systems but with a traditional feel. The signs will reflect the environment and give users more confidence the information supplied is accurate. The new signs will improve the town's aesthetics, demonstrating that the council and local community welcome visitors and wish to represent their town in the best possible way.

Where new signs are installed, existing signs will be removed.

The signage set out in this strategy provides clear, accurate information at key locations and arrival points. It is intended to improve visitor confidence, enhance the appearance of each town, and reinforce a welcoming environment. Guided by wayfinding principles and stakeholder feedback, the designs form a cohesive family across our area while reflecting a difference in each town.

- 1) Due to this project limitation, Phase 1 reflects what is possible in the timescale and budget envelope.
- 2) They will be direct to areas visitors would likely wish to find, along with directing back to car parks.
- 3) There are a number of areas like supermarkets, church, post office, leisure centre that are mostly used by the local community and you would not expect to see on wayfinding fingerposts. However, we propose to include these, along with a town map on a totem sign that will form Phase 3 of the project. This will be in Market Place where most visitors are likely to visit. There is plenty of room to place the sign without blocking views or access.
- 4) We feel a feature sign would create interest and be a good photo opportunity for visitors. Given the well-regarded Thursday market we have shown an example following this motif. This could be further developed should budget become available.
- 5) There were a number of comments regarding the riverside walk. After review we feel this would be beneficial to identify this on totems and localised signage, and any fingerposts that were relevant, but not to place on all signs.
- 6) There are comments regarding the use of electronic tourist information points. This project is outside this scope and is being considered separately.
- 7) Maps within car parks was also noted. Whilst these would be useful the places of interest can be discovered through fingerposts in key locations. Maps in car parks give information on what is available, but fingerposts are much more useful in directing to specific locations. This is why we have recommended them as part of the Phase 1 works. They are also much quicker to implement as the designing of town centre maps can be time consuming.
- 8) We have included the Gas Museum and market on some of the signs, but noting they have seasonal opening hours.
- 9) It was requested we name the public car parks which we agree is useful on localised signs to help point visitors in the right direction.
- 10) There were some comments about fingerpost locations. The suggested locations reduce the need for planning, and also ensure the signs capture those heading in from the various car parks.
- 11) We have not directed to Miller's Walk on the fingerpost signs as it is in and around other shops and is well signed on arrival. It will be included on any totem maps.

PROPOSED SIGN LOCATIONS & PHASES



Existing Signage



Fingerpost Signs - Phase 1



Fingerpost Signs - Phase 2



Totem Signs - Phase 3



Feature Sign - Phase 4

Main Pedestrian Routes



Highlighted stakeholder Recommendations

Add in Bridge Street Parking
Add in The Limes Parking
Remove Quaker Lane Parking

There were notes to move Signs 1.02 & Signs 1.03, but after review DMA feel that they are already in the optimum position.

PROPOSED SIGN TYPES

SIGN TYPE BREAKDOWN

We propose the following 3 sign types with as many fingerposts (Phase 1) as possible to be included within this project. Subsequent phases are subject to additional funding but included here so the project can be considered as a complete and more long term plan.

Fingerposts - Phase 1 & 2

Typical unit cost: £1,500.00 - £2,500.00 depending on number of fingers
To direct to key places of interest in the clearest way. Fingerposts are simple to follow as they accurately point in the direction the user should travel. They will have simple text, symbols where possible and also include estimated walking time, to give users a guide on distance. They can also warn of gradient changes and advise if alternate accessible routes are available.

Totem Signs - Phase 3

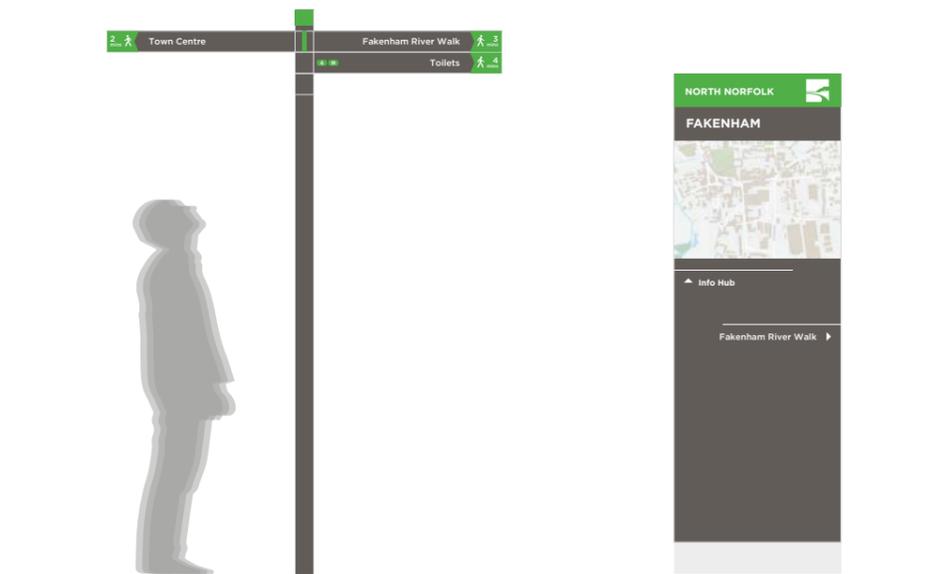
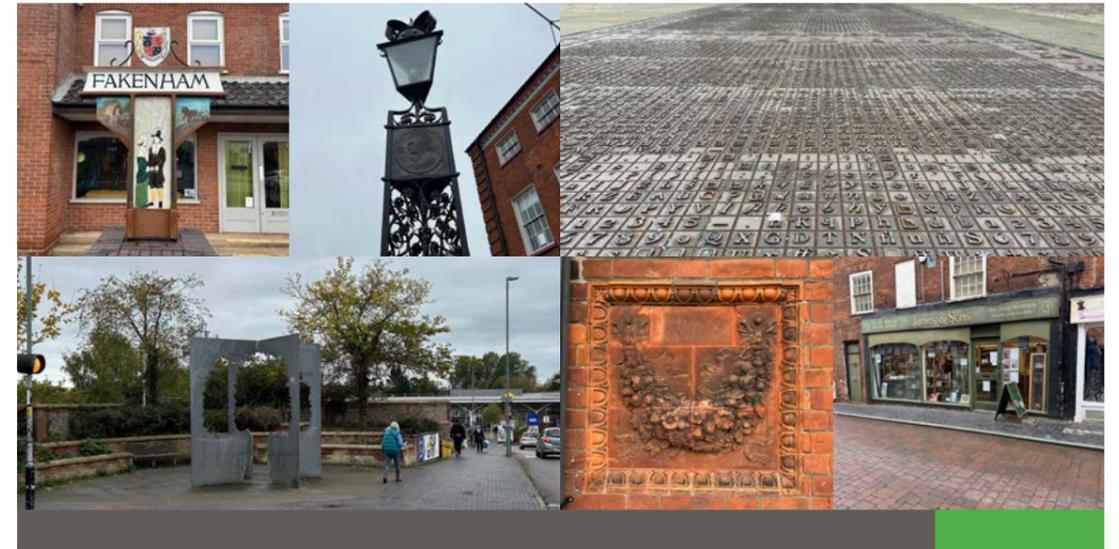
Typical unit cost: £1,500.00
These can include directional information and allow much more detailed information, including the use of maps. As the user can view the sign much closer, text can be smaller and therefore you can give more descriptive information and even include images of photos. However, these should not be used in place of fingerposts as some users will not want to spend time reading them, or may struggle to understand maps.

Feature Sign - Phase 4

Typical unit cost: £3,000.00 - £6,000.00
This is a showcase of what is great about the town. Whilst this can give information on places of interest, it is typically designed to welcome visitors and be used as a destination point, where people can meet, take photos and publicise the town. Typically, these types of signs are more costly and require more consultation with the stakeholder groups, to ensure it is truly representative and specific to the town. Each accent colour has been carefully selected based on our experiences at each town.

Estimated costs are subject to final specification and do not include installation or vat.

Fakenham, like most of the towns, does not have a particular colour associated with the town's street furniture and architecture, so we are proposing all signs use North Norfolk's Flint grey as a base colour, with an accent colour for each town. This will give some differentiation whilst the base colour, font and general design tie the town's together to create some elements of uniformity. We have also chosen a sans serif typeface from the council's guidelines. This all helps make the signs as cost effective as possible, whilst following best codes of practice to ensure maximum legibility, ensuring the signs are inclusive for all.



Fingerpost Sign

Totem Sign



Feature Sign

FINGERPOSTS

PURPOSE

Direct visitors to key destinations and places of interest by finger way markers along key routes

BENEFITS

- Remove & replace tired and out of date current fingerposts
- Clear directions to places of interest
- Accurate directions in 1 of 8 directions
- Updateable
- Only one post so easier to install than other post mounted signs
- Fingers out of the reach so reduced levels of vandalism
- Can include embellishments like ornate caps or heritage sleeves to make the signs appear more traditional
- Can include distances or walking times on the signs

DRAWBACKS

- Have to be selective where you can direct to (5 locations per direction)
- Cannot incorporate Braille or tactile information



Example of Fingerpost Sign



TOTEMS

PURPOSE

Inform and direct visitors to key destinations and places of interest through maps and directional information

BENEFITS

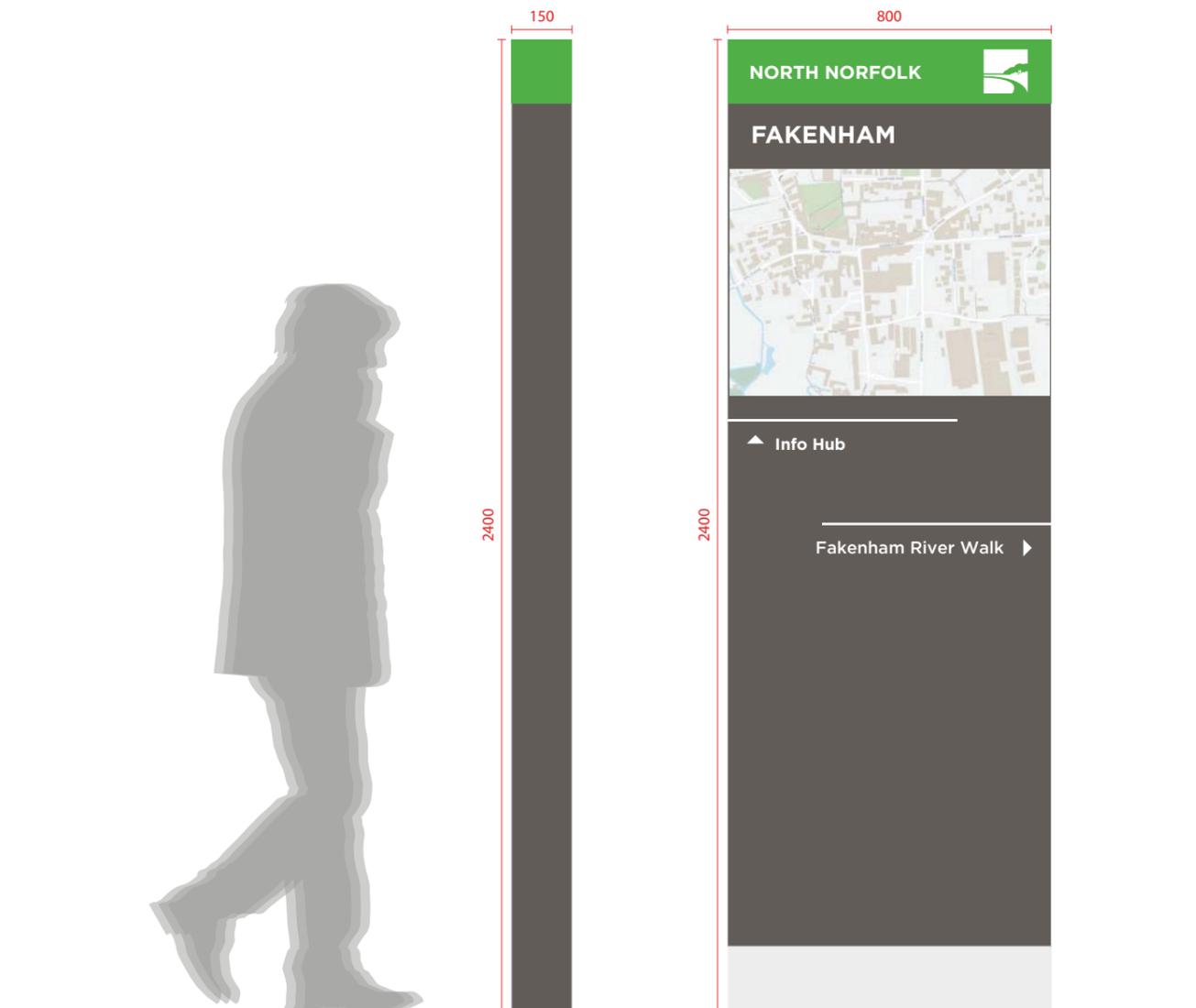
Combines the benefits of simple directional signs with detailed map information

- Allows the user to quickly glance for key information, or spend more time studying a map
- Area on sign to include artworks for photography specific to each town
- Can be single or double sided

DRAWBACKS

- More expensive than fingerpost signs
- Takes up more space than a fingerpost
- Text can become smaller and harder to read
- Maps are harder to understand for some users
- May need up to 4 orientations so they are easier to understand

Example of Totem Sign



FEATURE SIGN

PURPOSE

Create a focal point or landmark visitors can explore. This installation would be located centrally or at a key landmark within the town to highlight your arrival

BENEFITS

- Instant reaction and impact
- A landmark or destination that visitors may wish to visit
- Can be representative of local culture or landmarks

DRAWBACKS

- Can be expensive depending on design and materials
- May require additional consents
- Won't be to everyone's taste
- Typically form over function

Example of Feature Sign



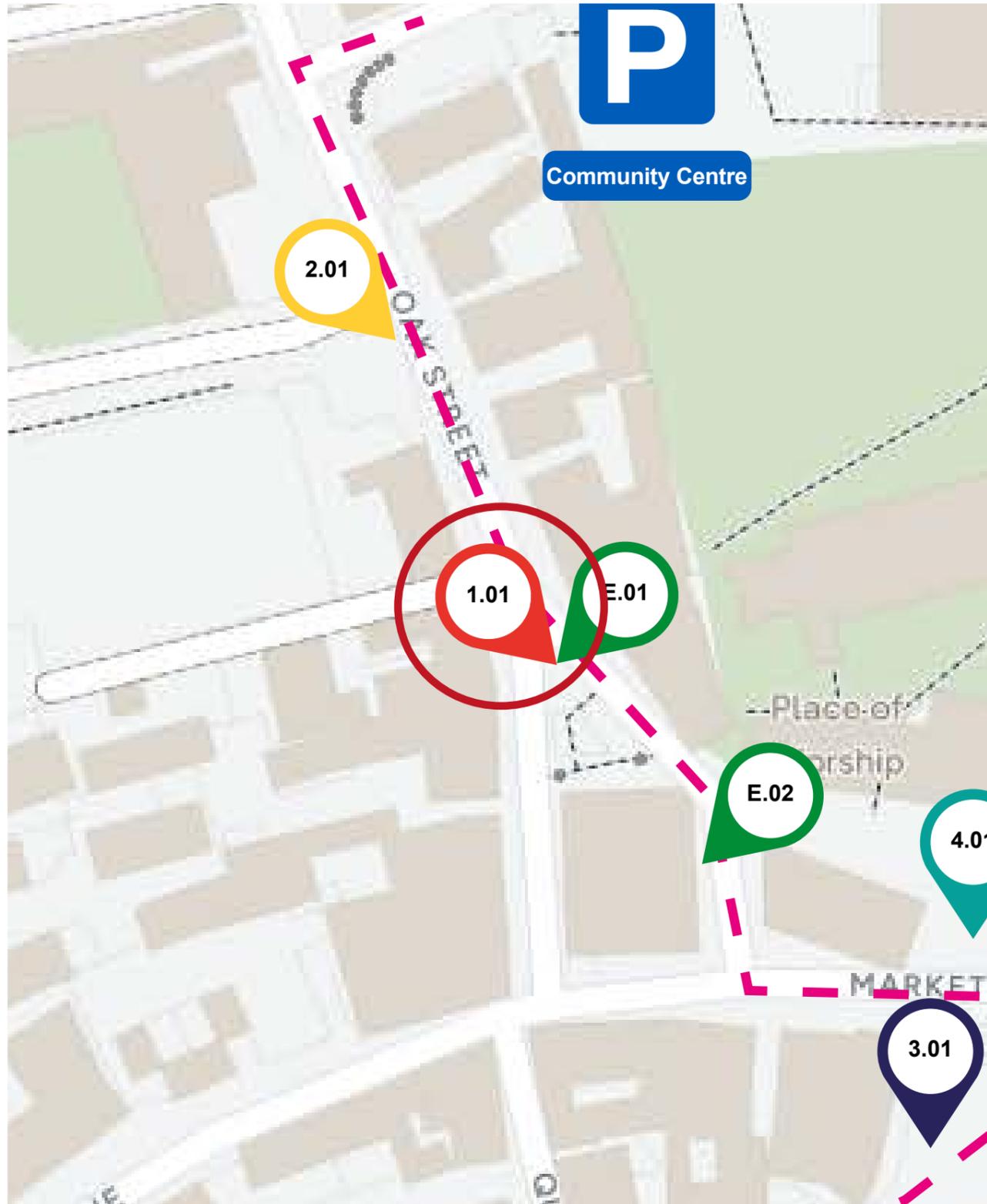
Market Stall: Highlighting the history of the markets at Fakenham
Design subject to further consultation

PROPOSED SIGN LOCATIONS AND TYPES

Over the following pages we have highlighted the proposed sign locations, including sign type, phase and content.



1.01



LOCATION

Oak Street - Old Post Office Street

Sign Type

Fingerpost - Phase: 2

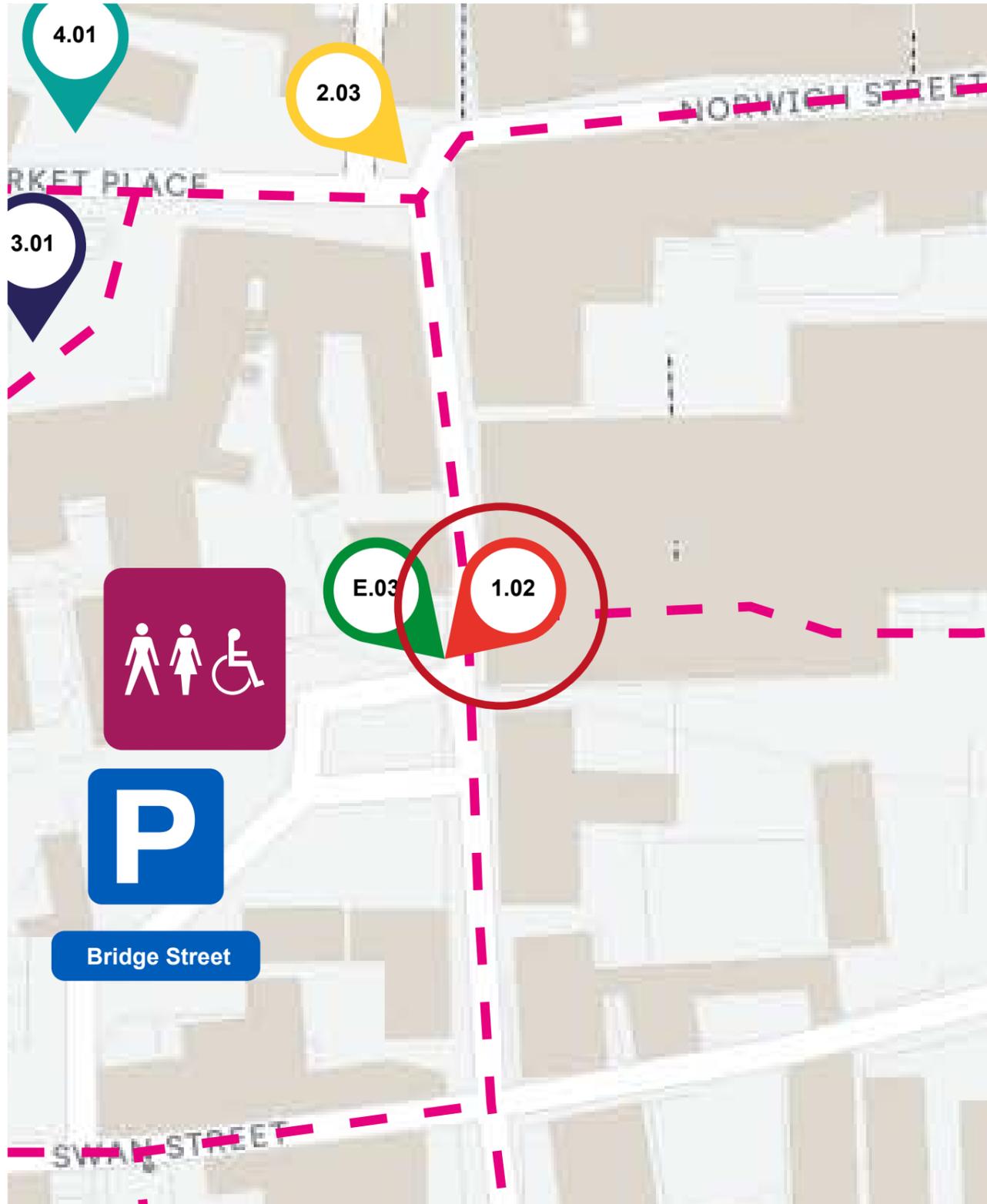
Replacement of Existing Infrastructure

Yes

Direct To

- Town Centre
- Car Parks
- Toilets
- Fakenham Gas Museum (Thurs/Fri - Seasonal Opening)
- River Walk
- Fakenham Market (Most Thursdays)
- Tourist Information Centre (Seasonal opening: Monday to Friday 10am - 3pm (March to October))

1.02



LOCATION

Bridge Street - Car Park

Direct To

- Town Centre
- Fakenham Market (Most Thursdays)

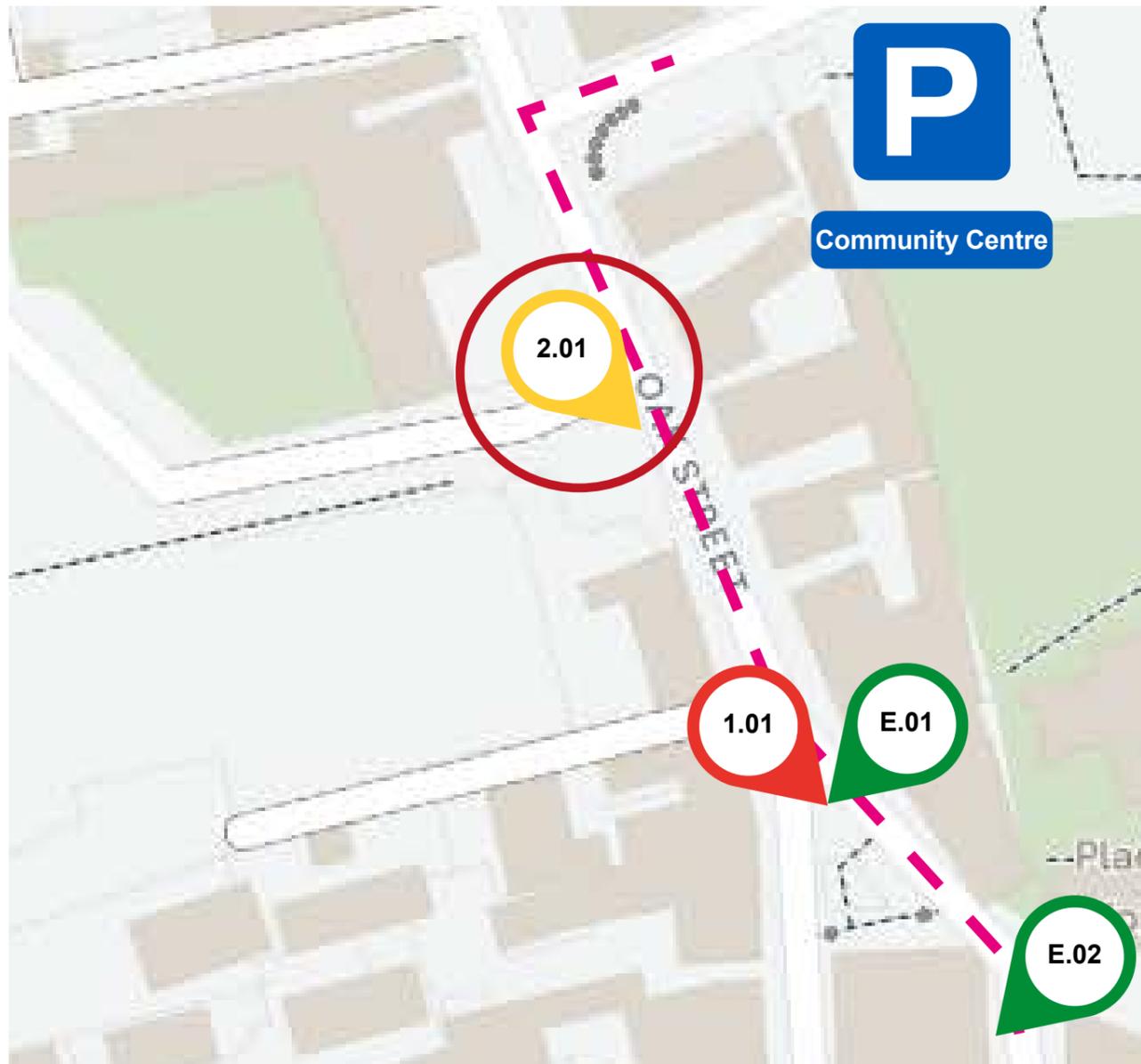
Sign Type

Fingerpost - Phase: 1

Replacement of Existing Infrastructure

Yes

2.01



LOCATION

Oak Street

Direct To

- Town Centre

Sign Type

Fingerpost - Phase: 2

Replacement of Existing Infrastructure

No existing signage therefore this sign will require planning consent. An application is typically 8-12 weeks to approve. This sign has therefore moved to Phase 2 as there is insufficient time available to undertake in Phase 1

2.02



LOCATION

Queens Road - Holt Road

Direct To

- Town Centre
- Queens Road Car Park & Toilets

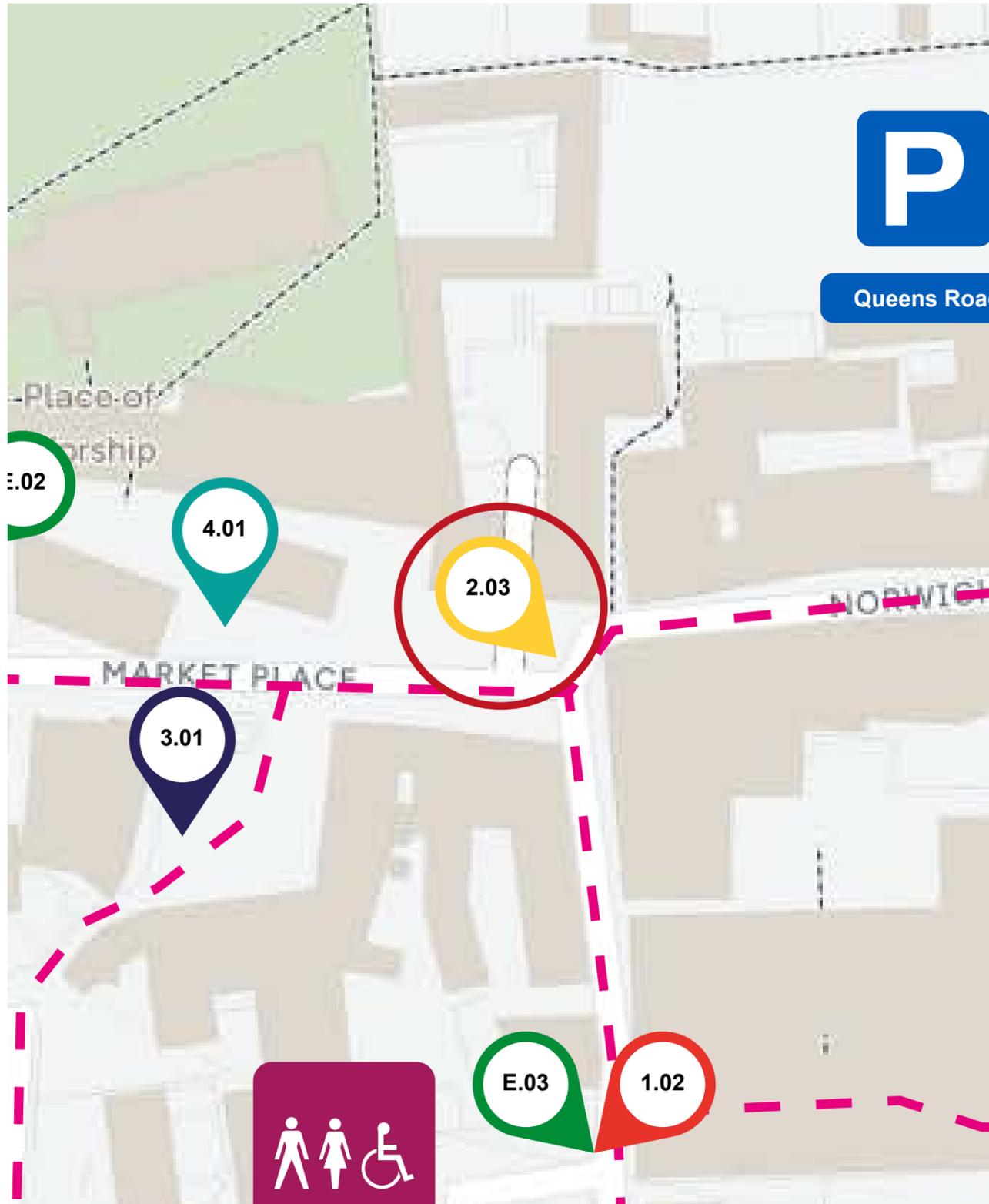
Sign Type

Fingerpost - Phase: 1

Replacement of Existing Infrastructure

No existing signage therefore this sign will require planning consent. An application is typically 8-12 weeks to approve. This sign has therefore moved to Phase 2 as there is insufficient time available to undertake in Phase 1

2.03



LOCATION

Market Place - Norwich Street

Sign Type

Fingerpost - Phase: 2

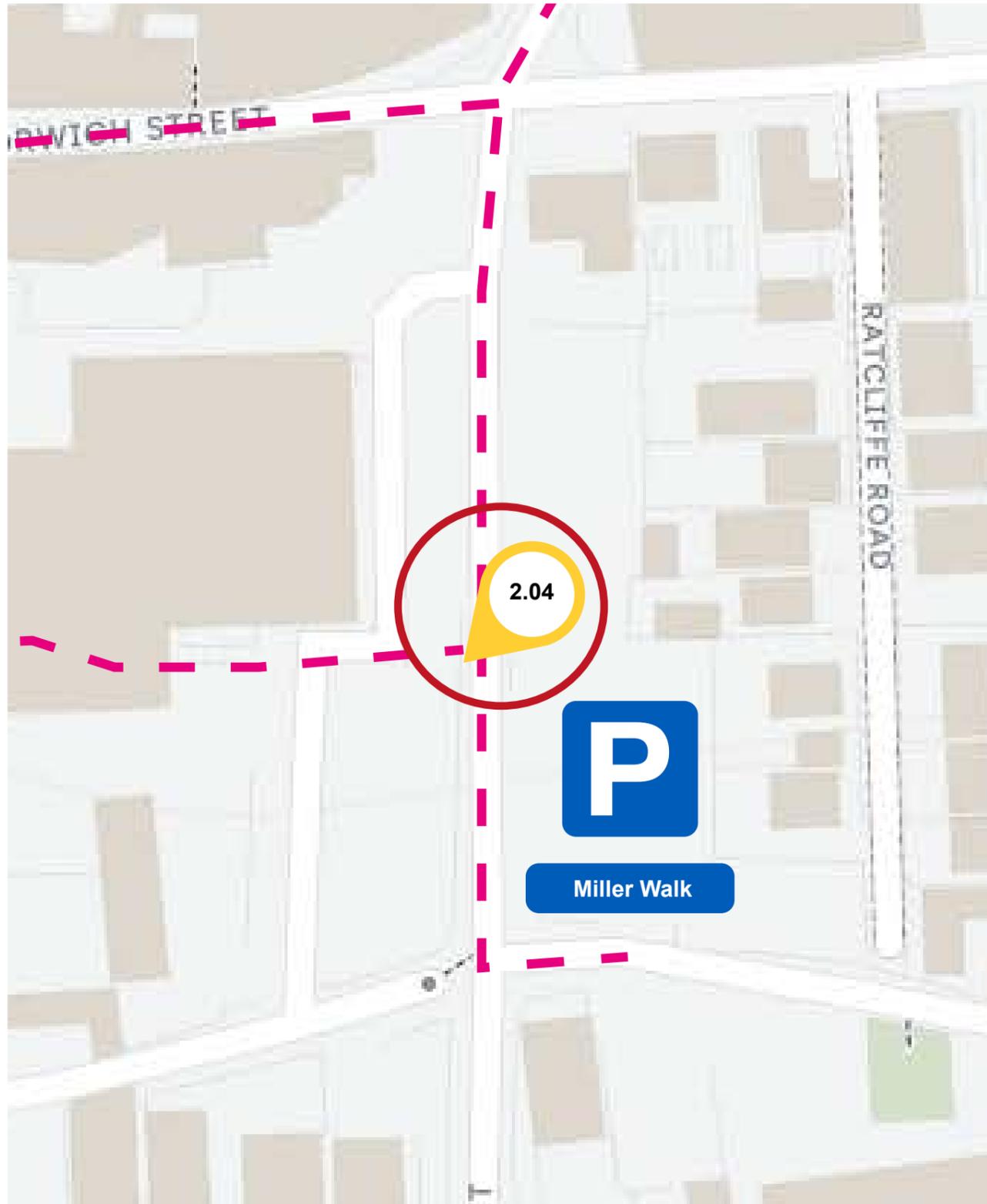
Replacement of Existing Infrastructure

No existing signage therefore this sign will require planning consent. An application is typically 8-12 weeks to approve. This sign has therefore moved to Phase 2 as there is insufficient time available to undertake in Phase 1

Direct To

- Queens Road Car Park & Toilets
- Fakenham Gas Museum (Thurs/Fri - Seasonal Opening)
- River Walk
- Tourist Information Centre (Seasonal opening: Monday to Friday 10am - 3pm (March to October))

2.04



LOCATION

Millers Walk

Direct To

- Town Centre
- Queens Road Car Park & Toilets

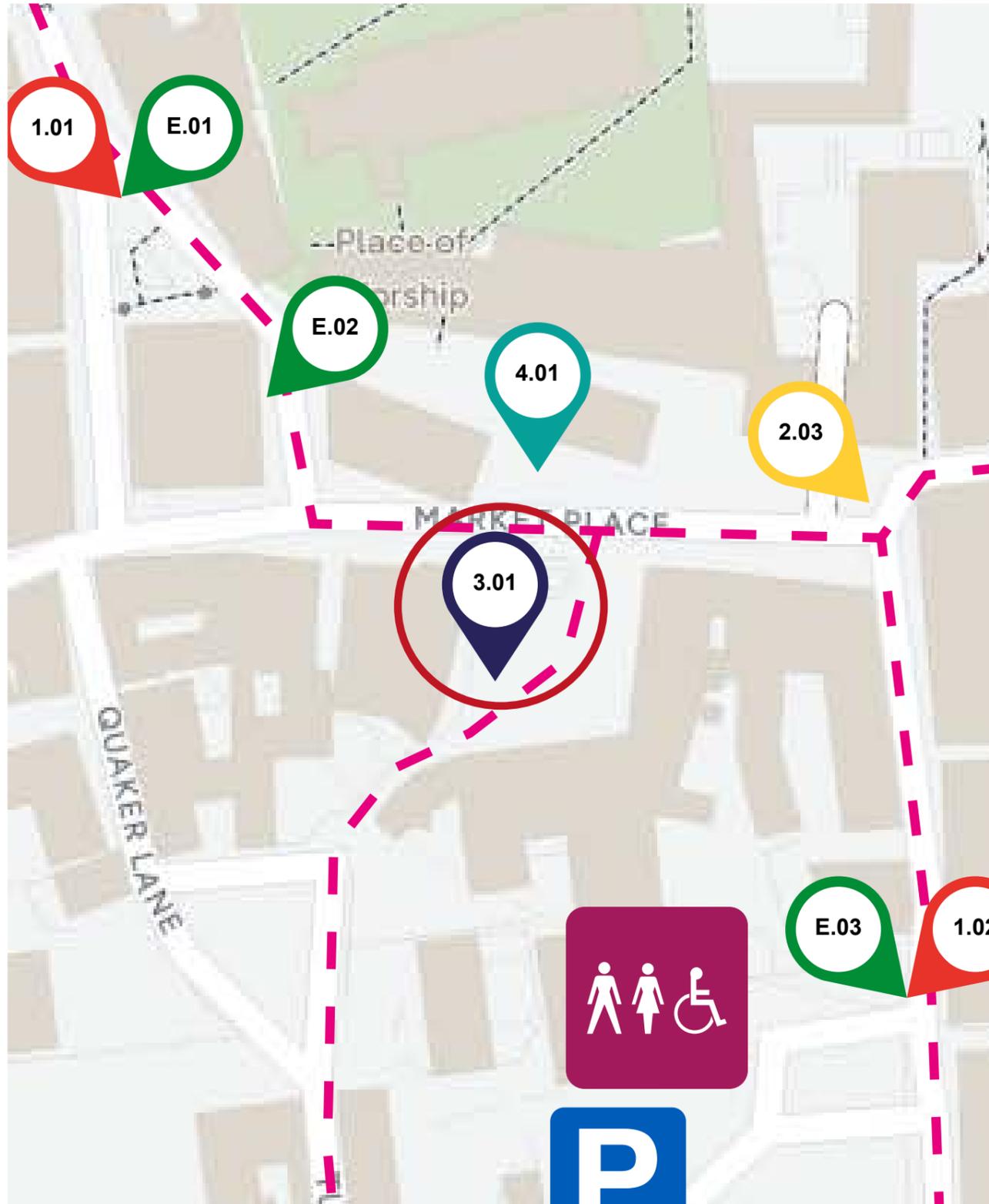
Sign Type

Fingerpost - Phase: 2

Replacement of Existing Infrastructure

No existing signage therefore this sign will require planning consent. An application is typically 8-12 weeks to approve. This sign has therefore moved to Phase 2 as there is insufficient time available to undertake in Phase 1

3.01



LOCATION

Market Place - War Memorial

Direct To

Directional information to all places of interest, with map to also highlight local amenities & transport links

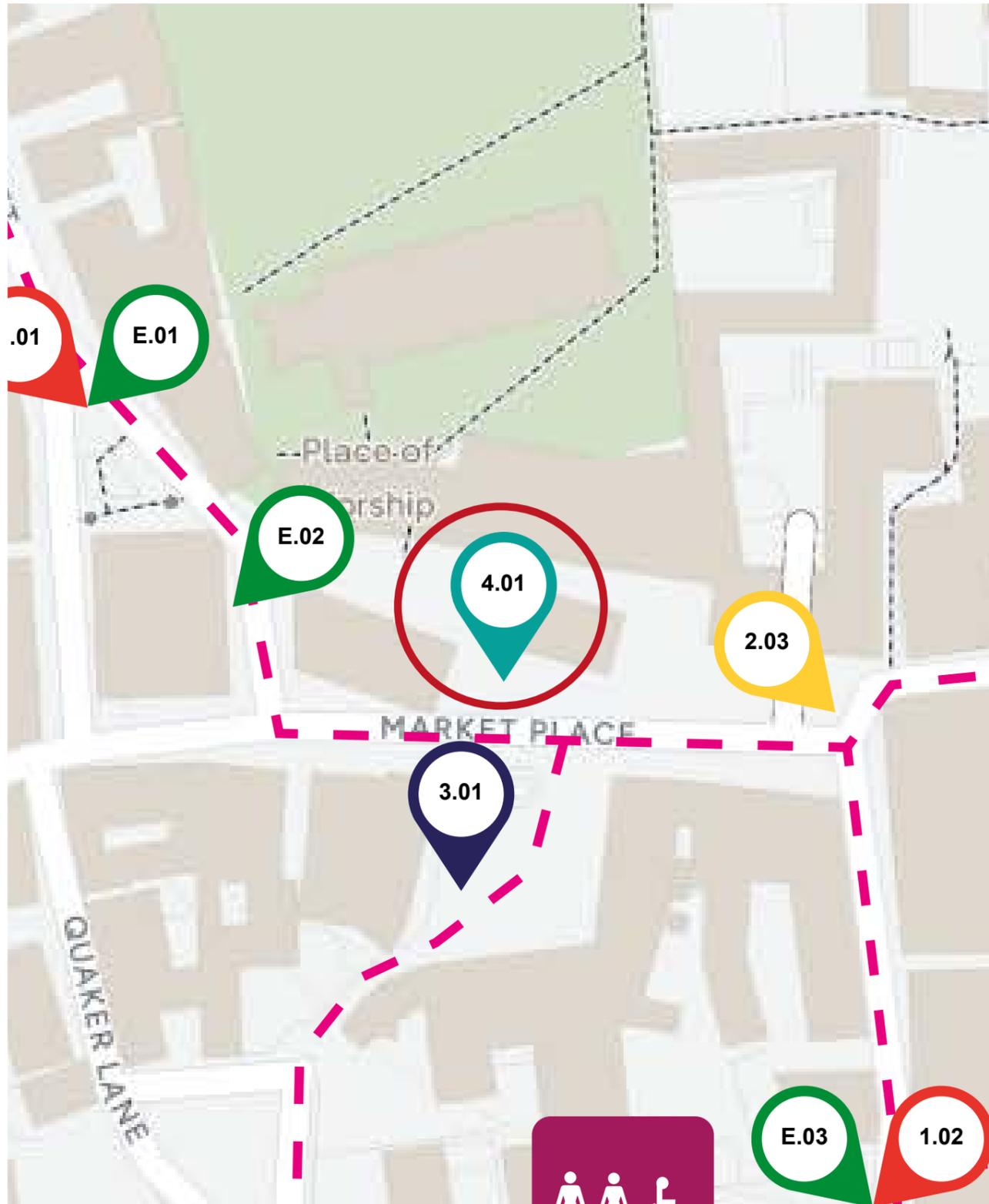
Sign Type

Totem Sign - Phase: 3

Replacement of Existing Infrastructure

No existing signage therefore this sign will require planning consent. An application is typically 8-12 weeks to approve. This sign has therefore moved to Phase 3 as there is insufficient time available to undertake in Phase 1

4.01



LOCATION

Market Place

Sign Type

Feature Sign - Phase: 4

Replacement of Existing Infrastructure

No existing signage therefore this sign will require planning consent. An application is typically 8-12 weeks to approve. This sign has therefore moved to Phase 4 as there is insufficient time available to undertake in Phase 1

NEXT STEPS

Based on the current programme and budget, we propose to progress with Phase 1 signage as detailed, with remainder subject to approval of additional budget. Below is confirmation of estimated costs for all phases.

PHASE	TOWN	Qty	Unit	Total (Signs)	Installation & Removals	Total (Signs & install)
Phase 1	Fakenham	2	£1,750.00	£3,500.00	£500.00	£4,000.00
Phase 2	Fakenham	4	£1,750.00	£7,000.00	£1,000.00	£8,000.00
Phase 3	Fakenham	1	£1,500.00	£1,500.00	£275.00	£1,775.00
Phase 4	Fakenham	1	£4,500.00	£4,500.00	£750.00	£5,250.00
TOTAL				£16,500.00	£2,525.00	£19,025.00

To discuss progressing further phases please contact us on 07917 395822



THANK YOU



Fakenham Town Council

Fakenham Connect
Oak Street
Fakenham
Norfolk
NR21 9DY
Tel: 01328 853653

e-mail: info@fakenhamtowncouncil.gov.uk
website: fakenhamtowncouncil.gov.uk

Biodiversity Policy

CONTENTS:

- 1. BACKGROUND**
- 2. DEFINITION**
- 3. AIMS AND OBJECTIVES**
- 4. ACTIONS**
- 5. MONITORING**
- 6. ACTION PLAN**

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Fakenham Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy will be reviewed in two years or sooner should legislation dictate. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole Council Area	Raise Local awareness of biodiversity.	Gain Local support for action.	Ongoing	Social Media, local press, website.
Protect and Support Biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species.	Ongoing	Mapping
The Built Landscape	Ensure that planning consultations are considered against Neighbourhood plan requirements Encourage hedgehog/small animal highways with permeable boundaries	Protecting / enhancing habitats Extending habitats	Ongoing	
Increase community awareness of biodiversity	Ask residents for their views on what they would like to be done to conserve biodiversity within the parish. Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in parish updates. Create a page on the parish council website for photographs/information/links Encourage local farmers or estates to contribute	Engagement / Ownership of biodiversity Promote biodiversity Promote biodiversity Promote biodiversity	Ongoing	Community survey, Social Media, local press, website.

Support community Projects	<p>Support hedge/tree planting in any appropriate areas</p> <p>Work in partnerships with schools to develop young people's awareness of the environment around them</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats</p> <p>Promote biodiversity</p> <p>Promote biodiversity</p>	Ongoing	Social Media, local press, website.
Allotments	<p>Encourage tenants to conserve water with water butts.</p> <p>Encourage tenants to use compost heaps or bins.</p> <p>Encourage tenants to use only environmentally friendly pesticides if absolutely necessary.</p> <p>Encourage use of environmentally friendly pesticides where necessary and only in ideal weather conditions.</p> <p>Encourage tenants to actively encourage pollinators and associated wildlife on plots.</p> <p>Sympathetically maintain hedging.</p> <p>Carry out routine tree surveys</p>	<p>Water saved, lower bills.</p> <p>Less waste taken to landfill.</p> <p>Sustains and enhances habitats.</p> <p>Sustains and enhances habitats.</p> <p>Supports and maintains habitats.</p> <p>Provides nesting sites, food and protection.</p> <p>Maintenance works carried out. Bird habitats maintained.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Bi-annual cycle</p>	Allotment noticeboards / social media
Aldiss Park	<p>Encourage residents to use litter bins and to pick up after their dogs.</p> <p>Sympathetically maintain hedging.</p> <p>Install & maintain bird boxes as required</p> <p>Install & maintain bat boxes as required</p> <p>Leave boundaries uncut to allow for natural habitat.</p>	<p>Protecting habitats</p> <p>Provides nesting sites, food and protection.</p> <p>Increased diversity of habitats & food sources.</p> <p>Increased diversity of habitats & food sources</p> <p>Protecting/enhancing habitats for insects, bees, butterflies and small mammals</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Social Media, local press, website.

Millenium Park	<p>Encourage use of environmentally friendly pesticides where necessary and only in ideal weather conditions.</p> <p>Sympathetically maintain hedging.</p> <p>Install & maintain bird boxes as required</p> <p>Install & maintain bat boxes as required</p> <p>Leave boundaries uncut to allow for natural habitat.</p>	<p>Sustains and enhances habitats.</p> <p>Provides nesting sites, food and protection.</p> <p>Increased diversity of habitats & food sources.</p> <p>Increased diversity of habitats & food sources</p> <p>Protecting/enhancing habitats for insects, bees, butterflies and small mammals</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Social Media, local press, website.</p>
Trap Lane	<p>Encourage use of environmentally friendly pesticides where necessary and only in ideal weather conditions.</p> <p>Sympathetically maintain hedging.</p> <p>Install & maintain bird boxes as required</p> <p>Install & maintain bat boxes as required</p> <p>Leave boundaries uncut to allow for natural habitat.</p>	<p>Sustains and enhances habitats.</p> <p>Provides nesting sites, food and protection.</p> <p>Increased diversity of habitats & food sources.</p> <p>Increased diversity of habitats & food sources</p> <p>Protecting/enhancing habitats for insects, bees, butterflies and small mammals.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Social Media, local press, website.</p>
Hayes Lane	<p>Sympathetically maintain hedging.</p> <p>Install & maintain bird boxes as required</p> <p>Install & maintain bat boxes as required</p> <p>Leave boundaries uncut to allow for natural habitat.</p> <p>Consider setting aside an area for wildflowers</p>	<p>Provides nesting sites, food and protection.</p> <p>Increased diversity of habitats & food sources.</p> <p>Increased diversity of habitats & food sources</p> <p>Protecting/enhancing habitats for insects, bees, butterflies and small mammals</p> <p>Enhanced habitats for butterflies, bees and insects</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Social Media, local press, website.</p>

Whitelands Play Area	Encourage use of environmentally friendly pesticides where necessary and only in ideal weather conditions.	Sustains and enhances habitats.	Ongoing	Social Media, local press, website.
Goggs Mill Picnic Area	Encourage use of environmentally friendly pesticides where necessary and only in ideal weather conditions.	Sustains and enhances habitats.	Ongoing	Social Media, local press, website.
	Encourage residents to use litter bins and to pick up after their dogs.	Protecting habitats	Ongoing	
	Sympathetically maintain hedging.	Provides nesting sites, food and protection.	Ongoing	
	Install & maintain bird boxes as required	Increased diversity of habitats & food sources.	Ongoing	
	Install & maintain bat boxes as required	Increased diversity of habitats & food sources	Ongoing	
	Leave boundaries uncut to allow for natural habitat.	Protecting/enhancing habitats for insects, bees, butterflies and small mammals	Ongoing	
Creake Road Cemetery	Encourage use of environmentally friendly pesticides where necessary and only in ideal weather conditions.	Sustains and enhances habitats.	Ongoing	Social Media, local press, website.
	Encourage residents to use litter bins and to pick up after their dogs.	Protecting habitats	Ongoing	
	Sympathetically maintain hedging.	Provides nesting sites, food and protection.	Ongoing	
	Install & maintain bird boxes as required	Increased diversity of habitats & food sources.	Ongoing	
	Install & maintain bat boxes as required	Increased diversity of habitats & food sources	Ongoing	
	Plant a wildflower meadow in an area of back field to create a quiet and calm, reflective area.	Encourages insects, particularly butterflies and bees	Ongoing	
Queens Road Cemetery	Encourage use of environmentally friendly pesticides where necessary and only in ideal weather conditions.	Sustains and enhances habitats.	Ongoing	Social Media, local press, website.
	Encourage residents to use litter bins and to pick up after their dogs.	Protecting habitats	Ongoing	
	Sympathetically maintain hedging.	Provides nesting sites, food and protection.	Ongoing	

	Install & maintain bird boxes as required	Increased diversity of habitats & food sources.	Ongoing	
	Install & maintain bat boxes as required	Increased diversity of habitats & food sources	Ongoing	
St Peters Churchyard & Memorial Gardens	Encourage use of environmentally friendly pesticides where necessary and only in ideal weather conditions.	Sustains and enhances habitats.	Ongoing	Social Media, local press, website.
	Work with the church on increasing their biodiversity.	Protecting/enhancing habitats.	Ongoing	
Peckover Cemetery	Encourage use of environmentally friendly pesticides where necessary and only in ideal weather conditions.	Sustains and enhances habitats.	Ongoing	Social Media, local press, website.
Library Corner	Encourage use of environmentally friendly pesticides where necessary and only in ideal weather conditions.	Sustains and enhances habitats.	Ongoing	Social Media, local press, website.
	Sympathetically maintain hedging.	Provides nesting sites, food and protection.	Ongoing	

Reviewed at Policy & Resources Committee 16th July 2024
Ratified at Full Council Meeting 31st July 2024



Administration Office
Turf Moor Road
Sculthorpe, Fakenham
Norfolk NR21 9GN
Tel: 01328 856 788

10th December 2025

Lesley Meanley
Town Clerk
Fakenham Town Council
Fakenham Connect
Oak Street
Fakenham
Norfolk
NR21 9DY

Dear Ms Meanley,

Please find enclosed the annual report for the Fakenham Town Council land, written, submitted, and approved by the Trustees of the Hawk and Owl Trust.

Yours sincerely,

Hawk and Owl Trust Trustees

Fakenham Land Management Annual Report 2025

Prepared by the Hawk and Owl Trust

Overview

The Hawk and Owl Trust continue to manage Fakenham Town Council–leased land in accordance with the objectives of the **Entry Level and Higher-Level Stewardship (ELS/HLS) Agreement**. All management activities during 2025 have focused on conserving and enhancing biodiversity, restoring traditional grassland and wetland habitats, and protecting the ecological and historic integrity of the landscape.

Work across the sites is fully compliant with **Natural England land designations** for **Lowland Meadows, Floodplain Grazing Marsh, Fen Habitat, Reedbeds, and Bog Communities**. All operations have been undertaken without the use of fertilisers, pesticides, or lime, and with careful consideration to minimise soil disturbance and maintain water quality.

Natural England Land Designations (for FTC information only)

Lowland Meadows and Marshes

These are species-rich grasslands maintained through traditional cutting and low-intensity grazing, providing habitat for wildflowers, pollinators, and ground-nesting birds. The Hawk and Owl Trust manage **Goggs Mill** and **Edmundson's Acres / Bacons Piece** as lowland meadow and marsh habitats, using seasonal cutting and grazing to control coarse grasses and encourage botanical diversity.

Floodplain Grazing Marsh

Covering areas of **Goggs Mill** and **Bacons Piece**, this habitat ideally would support breeding waders, overwintering wildfowl, and a diverse invertebrate population. Controlled grazing and cutting maintain the variable sward height and soil moisture levels essential for these species, while natural drainage preserves wetland function without artificial intervention.

Fen Habitat

Fen habitats at **Edmunson's Acres** and parts of **Bacons Piece** are managed to sustain hydrologically dependent plant communities dominated by rushes, sedges, and wet grasses. Management follows **HLS prescriptions HQ6, HQ11, and HQ12**, with rotational cutting and scrub control to preserve structure, diversity, and open water margins.

Reedbeds

Reedbeds within **Bacons Piece** are key for birds, invertebrates, and amphibians. In line with Natural England guidance, reedbeds are cut on a **3–5-year rotational cycle**. No cutting occurred in 2025, following work in 2024. A reassessment is planned for 2026 to determine if partial cutting is required to sustain optimal conditions.

Bog and Transitional Wetland Areas

Small transitional boggy areas within **Goggs Mill** and **Bacons Piece** are left undisturbed to maintain sphagnum and moisture-dependent plant species. These are managed passively to retain natural hydrology and peat-forming processes.

Habitat Types vs. Wildflower Meadows (for FTC information only)

While all sites managed by the Hawk and Owl Trust support flowering plants, there are important ecological and management differences between **these habitats** and a traditional **wildflower meadow**:

Feature	Lowland Meadow / Wetland Habitat	Traditional Wildflower Meadow
Soil Type	Moist to seasonally wet, often nutrient-rich soils associated with floodplains or groundwater influence	Free-draining, low-nutrient soils, often on higher ground
Vegetation	Mix of grasses, sedges, rushes, and wetland wildflowers (e.g. meadow buttercup, ragged robin, yellow flag iris)	Dominated by meadow wildflowers and fine grasses (e.g. ox-eye daisy, knapweed, red clover)
Management Regime	Combination of cutting and grazing; emphasis on water management and controlling invasive wetland species	Annual hay cut (usually July/August), followed by aftermath grazing
Wildlife Value	Supports amphibians, waders, wetland birds, and invertebrates adapted to damp conditions	Favors pollinators, butterflies, and small mammals associated with dry grasslands
Hydrology	Requires careful maintenance of wet conditions and natural drainage patterns	Relies on drier soils with minimal hydrological management

Summary:

Wildflower meadows are primarily dry, floristically rich grasslands, whereas the habitats managed at Fakenham — such as **lowland meadows, floodplain marsh, wetlands and fen** — are much wetter and more complex ecosystems, i.e. they are **not Wildflower meadows**. They combine grassland, wetland, and transitional vegetation communities that provide a wider range of niches for birds, amphibians, and invertebrates.

Management must therefore balance vegetation diversity with hydrological stability, rather than simply focusing on floral display.

2025 Site Management Summaries

Goggs Mill

A grazer was introduced in April, and native, rare-breed cattle and sheep were placed on site for conservation grazing. The meadow was cut at the end of July, with grazing continuing until September. This regime is intended to reduce dominant species such as *Glyceria* and canary reed grass, encouraging greater floral diversity.

In autumn, the pond will be manually cleared of bullrush to maintain open water habitat, and harrowing has been undertaken to aerate the soil, level molehills, and remove thatch buildup.

Compliance:

Meets **HLS Grassland Management (HK15)** and **Wetland Supplement (HQ12)** prescriptions for lowland meadow and floodplain grazing marsh habitats.



Goggs Mill 2025

Edmundson's Acres / Bacons Piece

This large, continuous area of meadow and wetland has been managed as a single ecological unit. The main meadow was cut in July, while flower-rich margins were left uncut to provide refuge for invertebrates and small mammals. The adjacent reedbed was not cut this year, following the prescribed 3–5-year rotational cycle. Local residents have reported increased sightings of **Red Kites**, **Buzzards**, and **Kestrels**, indicating enhanced prey availability and healthy habitat conditions. A winter plan is in place to clear vegetation obstructing the main access gate, improving site access for ongoing management.



Figure 1 - Edmundsons Acres

Compliance:

Management follows **Grassland and Fen Management (HK15, HQ6, HQ11)** prescriptions. Cutting and rotational reedbed management maintain the structural diversity of lowland meadow, floodplain marsh, and wetland habitats while promoting biodiversity across the mosaic.

Edmunson's Acres

This meadow was cut and cleared using a forage harvester, with vegetation deposited into habitat heaps to provide overwintering refuges for **grass snakes** and **amphibians**. Harrowing was also undertaken to aerate the soil and encourage even regeneration.

Fen vegetation within the site is managed through rotational cutting to retain hydrological balance and plant diversity.

Compliance:

Meets **HLS Grassland and Fen Management (HK15, HQ6)** prescriptions, ensuring the long-term health of the meadow-fen mosaic.

Management of Environmental Features under ELS/HLS

Under the **Higher Level Stewardship Agreement**, all designated parcels are managed to:

- **Conserve biodiversity** through rotational cutting, low-intensity grazing, and non-mechanical habitat maintenance.
- **Protect soil and water** by preventing nutrient enrichment, soil compaction, or drainage alteration.
- **Safeguard historic and landscape features** through exclusion of ploughing, fertilisers, and mechanical disturbance.
- **Support community and wildlife engagement** by fostering visible ecological recovery and increased raptor activity across Fakenham's natural landscape.

All sites remain compliant with HLS prescriptions **HK15 (Grassland Management)**, **HQ6 (Fen Management)**, **HQ11/HQ12 (Wetland Cutting and Grazing Supplements)**, and align with **Natural England's habitat designations** for lowland meadow, fen, floodplain grazing marsh, and reedbed systems.

Summary of Site Management and Compliance (2025)

Site	Primary Management Activity (2025)	Habitat Designation	Target Outcome	Compliance Code(s)
Goggs Mill	Grazing with native cattle and sheep; meadow cut; pond clearance; harrowing	Lowland Meadow / Floodplain Grazing Marsh	Reduce dominant grasses, enhance plant diversity, maintain wetland habitat	HK15, HQ12
Bacons Piece	Meadow cut with uncut margins; reedbed rotational management; access improvements	Lowland Meadow / Fen / Reedbed / Floodplain Grazing Marsh	Maintain habitat diversity; support birds of prey and wetland species; promote plant regeneration	HK15, HQ6, HQ11
Edmunson's Acres	Cut and clear using forage harvester; habitat heap creation; harrowing	Lowland Meadow / Fen Mosaic	Reduce nutrient buildup; support reptile and amphibian habitat; promote even vegetation regeneration	HK15, HQ6

Conclusion

The Hawk and Owl Trust's 2025 management activities across Fakenham's leased lands demonstrate ongoing compliance with the **Entry Level and Higher Level Stewardship (ELS/HLS) Agreement** and with **Natural England's habitat management designations**.

By implementing controlled grazing, rotational cutting, and manual habitat management, the Trust has improved habitat quality and biodiversity across the sites — particularly within the extensive Bacons Piece and Racecourse complex.

These actions ensure that all areas remain in **favourable or recovering condition**, securing the ecological resilience and heritage value of Fakenham's landscapes for future generations.

Allotment Updates as at 31 January 2026**Greenway Lane** (Inspection done 14 & 19 January 2026)

Occupancy	Managed	Occupied		Occupancy %	
		Dec 2025	Jan 2026	Dec 2025	Jan 2026
	87	67	67	77.01	77.01
Inspection Date					
Actions	Inspection Letter Jan 2026	Initial Warning	Ongoing Breach	Final Warning	
	25				

Grove Lane (Inspection done 19th December 2025)

Occupancy	Managed	Occupied		Occupancy %	
		Dec 2025	Jan 2026	Dec 2025	Jan 2026
	23	11	11	47.83	47.83
Inspection Date					
Actions	Inspection Letter Dec 2026	Initial Warning	Ongoing Breach	Final Warning	
	0				

Rudham Stile Lane (Inspection Due 9th February 2026)

Occupancy	Managed	Occupied		Occupancy %	
		Dec 2025	Jan 2026	Dec 2025	Jan 2026
	72	58	58	80.56	80.56
Inspection Date					
Actions	Inspection Letter	Initial Warning	Ongoing Breach	Final Warning	

(1 x Notice to Quit Issued)

RULES AND REGULATIONS MADE BY FAKENHAM TOWN COUNCIL FOR THE MANAGEMENT OF FAKENHAM CEMETERIES.

(Local Government Act 1972 & Local Authorities' Cemeteries Order 1977)

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DEFINITIONS

ADMINISTRATION

The "Burial Authority" referred to in this document is 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 Creake Road cemetery on Creake road, Fakenham and the Queens Road cemetery on 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 Authority will review and amend these regulations 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 rules and regulations should be read in their entirety. Section headings are not exclusive and all regulations apply equally to all cemetery users.

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:

'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.

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.

GENERAL CONDUCT FROM 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.)
2. Children under the age of 11 should be accompanied by a responsible person.
3. Visitors should always remove their dead flowers and other litter or place in the litter bins provided.
4. Dogs on leads are permitted onto the cemetery grounds.
5. No person shall offer goods for sale or solicit orders for the sale of any goods within the cemeteries.
6. 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

7. 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;
(e) Play any games or sport in the cemeteries.

8. 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

9. 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.

CONDITIONS REGULATING BURIALS

10. Burials 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.

11. Saturday burials will only occur with prior approval of the Burial Authority, subject to staff availability. No burials will be permitted on Sundays or public holidays.

12. The Burial Authority may, from time to time, need to make certain burial times unavailable because of operational issues.

13. In some cases, for cultural, religious or public health reasons, there may be a request for a burial to take place at short notice. In such circumstances the Burial Authority will make reasonable efforts to arrange the burial within the specified 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.

14. The fully completed Notice of Interment, along with the relevant accompanying burial certificate or order for burial, must be received by the Burial Authority office no later than five full working days prior to the date of the funeral. Failure to provide these documents within the required timeframe may result in delays or cancellation of the funeral.

15. The location of each new burial plot will be allocated by the Burial Authority. The final decision on the allocation and use of any new burial plot rests with the Burial Authority. Location plans and plot numbers for the identification of new or existing burial plots (including those for re-opening) will be supplied only upon receipt of all fully completed and verified documentation, as referenced in paragraph 14.

16. 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.

17. 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.

18. 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 at whose expense the memorial will be reinstated to the satisfaction of the Exclusive Right of Burial (ERB) owner.

19. 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.

20. 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.

21. 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.

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.

22. All bodies must be prepared for interment before being brought to the cemetery.

23. No coffin/container will be accepted at a cemetery unless the name of the deceased therein is clearly shown.

24. 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.

CONDITIONS REGULATING FUNERAL DIRECTORS

25. All Funeral Directors are required to provide to the Burial Authority annually and also on receipt of any specific request from the Burial Authority, the following documentation—

- 1) Full risk assessments and method statement showing how work will be undertaken and what measures will be taken to minimise the risk of personal injury or damage to property. These must cover all aspects of work the Funeral Director is likely to undertake, including any activities within the cemetery that are associated with the funeral service (including any activities associated with funeral services based on religious beliefs) and all issues relating to vehicle access and movements within the cemeteries.

3) A copy of their health and safety policy and codes of practice.

4) A copy of their Public and Employee Liability insurance with at least £5 million cover.

Copies also to be provided to the Burial Authority upon policy renewal.

CONDITIONS REGULATING FUNERAL DIRECTORS, MONUMENTAL STONEMASONS AND CONTRACTORS

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.

1. 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.

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 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.

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.

CONDITIONS REGULATING GRAVES

26. 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.

27. No trees, shrubs, or other vegetation of any kind should be planted on or around graves or anywhere in the cemetery and the Burial Authority will remove unauthorised vegetation.

28. 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 – these must still conform with the rules and regulations as detailed herein.

29. 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.

30. 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.

31. 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.

32. 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).

33. All objects emitting either noise or light are not permitted, so as to not intrude on other visitors.

34. 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.

35. 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).

36. 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

37. 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 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. See paragraph 45 for eligibility criteria.

38. 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.

39. 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.

40. 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.

41. 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.

42. 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. The ERB MUST be legally transferred to the person(s) entitled before any application can be made to erect, amend, or reinstate a memorial. The Burial Authority must be contacted as soon as possible to initiate the transfer process in accordance with legal requirements.

43. An interment fee is payable each time a grave is reopened.

44. 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.

45. 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 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 MASONS

Paragraphs 46 – 66 (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 59).

Paragraphs 46 – 66 (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.

46. 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.

47. 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.

48. 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.

49. 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 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.

50. 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. Owners of memorials are advised to take out appropriate insurance cover against theft or damage.

51. 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.

52. 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.

53. 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.

54. 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.

55. 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).

56. All memorials must be designed and erected in full compliance with BS8415.

57. In order to ensure that all new memorials achieve the performance standard requirements of BS8415, monumental masons should 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.

58. 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.

59. 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.

60. 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 with the BRAMM guidelines.

61. The Burial Authority may refuse memorial applications from monumental masons who have 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.

62. 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.

63. No hewing or dressing of any memorial will be permitted in the cemetery.

64. 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.

65. 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. Action may need to be taken immediately following an inspection. Please refer to the Memorial Inspection Policy for further details.

66. 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 41 of these rules and regulations.

CONDITIONS REGULATING THE CHILDREN'S SECTION

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.

67. 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 of such items and any such items are always left entirely at the ERB owner's own risk. For this reason, the Burial Authority advises against placing any items of significant value. The Burial Authority may remove any glass vases, jars or other fragile materials which have been placed on the grave if, in the opinion of the Burial Authority, they present a health and safety risk (particularly if damaged).

68. 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.

69. All plots in the designated children's section will be allocated consecutively by the bereavements officer.

70. All items placed on the grave must be contained within the personal grave space.

71. All objects emitting either noise or light are not permitted, so as to not intrude on other visitors.

72. 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.

73. 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 1ft in height. Balloons and soft toys should be removed and properly disposed of before they begin to degrade.

74. 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.

CONDITIONS REGULATING CREMATION PLOTS

75. All memorials on cremation plots must be no larger than 1ft6" by 1ft6". A flat stone may be a maximum of 4" in height and must be laid level within the borders. An ashes tablet may be a maximum of 1ft in height.

76. Flower containers must be incorporated into the tablet at all times. No other receptacle will be permitted. The Burial Authority may remove any other objects which are not authorised.

77. 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 cremation plaque and does not interfere with maintenance.

78. No trees, shrubs, plants or any kind of memorial will be permitted on the cremation plots and the Burial Authority will remove unauthorised vegetation.

79. All objects emitting either noise or light are not permitted, so as to not intrude on other visitors.

80. All cremation plots will be allocated consecutively by the Burial Authority.

CONDITIONS REGULATING THE PLACEMENT OF BENCHES

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.

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
(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
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

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 EARTHEN 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 |
| | (iii) Exclusive right of burial (50 years) for a plot not exceeding 7ft by 3ft | £325.00 |
| | (iv) Exclusive right of burial (50 years) for a plot in the Bariatric Section not exceeding 7ft by 4ft6" | £488.00 |
| 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 |

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
Initial fee includes first 2 hours of consultation, legal documentation preparation, and issuing of Deed. Thereafter an hourly rate will apply. | £40.00
£22.00ph |
| 4 | Optional 5-year renewal of Exclusive Right of Burial up to a maximum of 99 years | £40.00 |

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 | |
| | (a) not exceeding 1ft6" by 1ft6" and 4" in height | £100.00 |
| | (b) not exceeding 1ft6" by 1ft6" and 4" in height, on the grave of a child whose age at the time of death did not exceed 18 years | £45.00 |
| | (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 |

(iii) A headstone	
(a) not exceeding 4 feet in height	£325.00
(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
(iv) A memorial vase	
Must be unbreakable, made of natural stone or similar durable material consistent with headstone construction	£80.00
2 For the right to erect or place on a Common Grave:	
i) a wooden cross not exceeding 1ft6" in height	£60.00
(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

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

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

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.

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 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 Reserved Graves (Reservations No Longer Permitted)

Interment into a previously 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.

*** To qualify for the resident rate, *all* named ERB owners must meet the residency criteria.**

Reviewed and ratified at Facilities & Amenities Committee 10th February 2026

Cemetery Data Analysis

	Consecrated	Unconsecrated	Ashes	ERB Purchases	Memorial Applications
April 2025	1	1	0	1	1
May 2025	2	0	0	3	3
June 2025	2	0	0	1	0
July 2025	3	1	0	1	0
August 2025	2	0	1	3	0
September 2025	0	0	2	1	1
October 2025	2	0	1	0	5
November 2025	2	0	3	1	1
December 2025	0	0	1	1	0
January 2026	1	0	0	0	3
February 2026					
March 2026					
Running Total	15	2	8	12	14



FAKENHAM TOWN COUNCIL

Have you spotted the four brand-new planters brightening up Fakenham Town Centre?

Organized by Fakenham Town Council, kindly funded through the Love Your Town Scheme, in partnership with Norfolk County Council and North Norfolk District Council, these planters are here to add a splash of colour and a little extra joy as we head towards spring!

With special thanks to the [Fakenham Gardening Club \(FDHA\)](#) Volunteers for support in planting the beautiful displays.



War Memorial conservation





What We Do

Consultancy

Our work falls into two categories, specialist consultancy work alongside the undertaking of sensitive traditional and heritage building conservation and construction.

Areas of Work:

- Testing and sampling, invasive and non invasive
- Technical advice for conservation repair and adaption
- Preparation of schedules of work and specification
- Investigation work
- Practical advice and training
- Building fabric survey and reports
- Photographic recording
- Maintenance planning
- Lectures and seminars
- Project management and supervision
- Budgeting

Practitioners

Areas of Work:

- Principle Contractor
- Specialist Sub-Contractor
- Traditional Building and Construction
- Internal remodelling and adaption
- External envelope restoration and repair
- Conservation and repair of listed and heritage buildings
- Masonry and facade cleaning
- Timber and joinery repairs and renewal
- Stonemasonry and re-pointing
- Traditional timber framing
- Brickwork repair
- Roman Stucco repair

Contact Details

John Hoath BSc MSc IHBC
 Artemis Conservation Ltd
 79b Eurolink Business Centre
 49 Effra Road
 London SW2 1BZ
 07982 434 938

John Hoath BSc MSc IHBC

John studied the conservation of historic buildings at the University of Bath (MSc) and is a member of the IHBC. He has worked for many years as a project manager, consultant and practitioner on all aspects of heritage projects and conservation work.



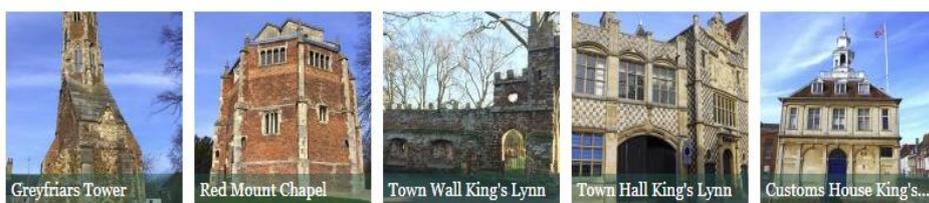
Heritage Organisations



Private Clients



Local Authorities



War Memorials and Cemeteries



CROMER WAR MEMORIAL NORFOLK

Cromer War Memorial, originally designed by WD Carøe in 1919, had suffered severe wind-driven, seaward weather conditions over the years.



STONE CARVING AND LETTER CUTTING

Project overview

Cromer War Memorial, originally designed by WD Carøe in 1919, had suffered severe wind-driven, seaward weather conditions over the years. A funding campaign was launched in 2014 by the then Mayor of Cromer to restore the memorial at St Peter & St Paul Church. By 2017, with the funds in place, Cromer Town Council were able to appoint conservation specialists to carry out the repair works including replacing the carved figures on the memorial.

Summary of the conservation work carried out

Cliveden Conservation were chosen for their expertise in the cleaning and repair of war memorials but particularly for their stone carving skills. The five figures which represent a soldier, sailor, airman, nurse, and the St George and Dragon figure had become so eroded that replica versions were required. Additional names of Cromer residents who died in the Second World War and subsequent conflicts, were also to be hand carved onto the base of the monument as part of the project.

The conservation team carefully removed the figures in their fragile state and took them to the workshop. Jem Hobbs, a specialist stone carver for Cliveden Conservation, carefully pieced, pinned and glued together parts which had broken off. Armatures were added to missing areas which were then remodelled using a mixture of cements, alabaster

Project details

Client:

Cromer Town Council

Client:

Cliveden Conservation

Category:

Advisory and material analysis | Stonework

Awards & recognition



Stone Federation Natural Stone Awards 2021

Cromer War Memorial: Joint Winner (Carving,
Lettering & Sculpture)

BUILDING SURVEYS

Our methodical assessments of existing conditions are supported by extensive recording of observed conditions, material defects, mechanisms of decay, environmental exposure and historical records.



CONSULTANCY

We conduct detailed surveys, prepare schedules of work, supervise and oversee long-term projects.

Our team of qualified professionals provide training and deliver continued professional development sessions and presentations.