



NORTH WALSHAM TOWN COUNCIL

Development & Amenities Meeting 21 January 2025

Published: 16.01.25

Time: 18:30

Place: Cedar House, New Road, North Walsham NR28 9DE

Councillors are hereby summoned to attend the above Committee meeting of the Council.

All members of the public and press are welcome to attend the meeting are allowed to address the Council during our Public Participation Forum but are not permitted to take part in any of the debates.

Wendy Murphy

Town Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence

2. **DECLARATIONS OF INTEREST**

To receive declarations of pecuniary or personal interests and consider requests for dispensations.

3. **TO APPROVE MINUTES OF PREVIOUS COUNCIL MEETING - emailed with Agenda**

(As per Standing Order 3t, to approve decisions/resolutions made as an accurate record)

To approve minutes of the D&A meeting 19.11.2024

4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**

Decision/Action Log (Report attached)

5. **PUBLIC FORUM**

(As per Standing Order 3e-Items on this agenda; Standing Order 3f-Total duration max 15mins; Standing Order 3g-Max 3mins per person; and Standing Order 3h-Questions do not require a response at this meeting)

6. **TO RECEIVE CLERKS REPORT AND CONSIDER AND AGREE ANY UPDATES**

7. **UPDATES**

To receive updates:

7.1. Grounds Team

7.2. North Walsham Play

8. **TO RECEIVE AND CONSIDER RECOMMENDATIONS FROM THE TREE SURVEY**

9. **TO DISCUSS AND MAKE ANY RECOMMENDATIONS RELATING TO THE HEALTH AND SAFETY AUDIT REPORT COMMISSIONED BY CRONER DUE TO VARIOUS HEALTH AND SAFETY CONCERNS RECEIVED.**

10. **TO CONSIDER 2 NEW WOODEN NOTICE BOARDS AT THE CEMETERIES**

11. **TO CONSIDER QUOTES RECEIVED FOR D DAY BENCH**

12. TO CONSIDER THE FOLLOWING WORK

- Clean War Memorial Park entrance walls inside and out
- Clean town sign and touch up paint
- Remove and replace 5 Murial plaques on town sign with granite plaques

13. TO CONSIDER UPDATING THE MAP BOARDS USING THE NEW GRAPHIC THAT HAS BEEN RECEIVED

14. TO CONSIDER FUTURE PROJECTS

15. TO CONSIDER REQUEST OF TREE REMOVAL ON WAR MEMORIAL PARK

16. TO CONSIDER REQUEST FOR LIGHTING AND NEW PATHS AT TRACKSIDE

17. TO CONSIDER PUTTING THE BENCHES AT THE WAR MEMORIAL PARK ON CONCRETE BASES

18. TO CONSIDER EXTRA LIGHTING IN THE WAR MEMORIAL PARK

19. TO CONSIDER A POLICY FOR THE FLYING OF FLAGS

20. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

21. DATE OF NEXT MEETING

Client: **North Walsham Town Council**
 Site: Various sites managed by North Walsham Town Council.
 Dates on-site: 9/12/24, 10/12/24, 12/12/24.
 Arboricultural Consultant: Phil Scott

Chapel Cemetery:

Tree no	species	DBH in cms	Life stage	Details of defects	Notes / recommendations	Physiological condition	Structural condition	Estimate of residual tree life in years	Work priority
56	Copper Beech		Over mature	Meripilus giganteus all around the base, especially on the North side. Previously this fungi present on the south side not seen this year.	This tree was lightly crown reduced since last report, however, a much bigger reduction is now required. Reduce the height of the tree by 30%, light crown thin of next 30%, remainder left untouched.	Good	Good	10+	High
Cemetery East:									
303	Horse chestnut		Over mature	Tree is moribund. The stem is now cracking at the base which is also hollow.	Either pollard to under 8 feet and retain as a monolith for wildlife or fell.	Dead	Dead	0	Low
299	Douglas fir	Small	Semi mature	Medium sized hanging branch that has fallen from the adjoining tree. Branch is on North side at about 10m.	Remove hanging branch.	Fair	Poor	40+	Low
231	Scots pine		Mature	Tree is dead - leans towards graves.	Fell	Dead	Dead	0	Low

162 - 181	7 X Beech + 1 Sycamore		All Mature	On-going issues with adjoining neighbour over the size / height of these trees.	All 8 ⁴ trees to be reduced in height - say 20-25%. I believe this has been agreed by all parties and the work is booked for early 2025. No new issues were identified by the survey.	Fair	Fair	40+	High
Trackside:									
399	Oak		Semi mature	Longitudinally split branch about 1.5m long on East side (road side) at about 6m. Also snapped branch on North side @ 6m leaving weak point.	Shorten split branch to about 4m long. Snapped branch to be cut off 1m above snap point.	Fair	Fair	40+	Low
407	Oak		Semi mature	In mid canopy, high up, hanging branch off previously split branch.	Prune split branch to tear point and remove hanger.	Good	Fair	40+	Low
389	Oak		Semi mature	Hanging branch in mid tree on East side at about 8m. Tree is near dog bin.	Remove hanger	Fair	Fair	40+	High
Woodville Park									
358	Hawthorn		Over mature	<i>Line of 6 hawthorn next to Play equipment. (Tree 4 from south).</i> Tree is forked and is heavily covered in Ivy. Probe went right through tree so is quite rotten.	Fell this tree but kill Ivy on the rest of these hawthorns to enable appropriate future inspection.	Fair	Fair	40+	High
320 - 326	6 X Apple		Veteran	These trees have numerous major decay points and fungi. They were correctly pruned several years ago but have now regrown significant branches, the weight of which will tear these trees apart.	Either prune half the trees and let the other half to continue to produce fruit or prune the larger branches of each tree to reduce the wind effect on the trees.	Fair	Fair	10+	Medium

331	Prunus sp		Over mature	Large cavity at fork at 2.5m on pathside. This affects mostly one main branch. But tree also leans over the footpath.	⁴ Reduce both main stems X 50% to reduce tension on weak point and rejuvenate the tree.	Fair	Poor	20+	Medium
St Nicholas Churchyard									
26	Lime		Mature	Several large dead branches at top of tree.	Reduce overall height of tree by 33% to large fork.	Good	Fair	40+	Low
Bluebell Pond.									
North side of pond	Ash		Semi mature	About half way along pond next to group of Lime trees. Moribund Ash which is cracked at base and leans towards pond. Tree is totally supported by adjoining sycamore.	Fell tree - which has a large Blue dot on western side.		Poor	0	Low
War Memorial Park									
576	Beech		Mature	0.5 m crack on SE side with fungi inside. On opposite NE side is a 3m crack. Moderate risk of tree snapping at this point	Fell tree.	Good	Fair	0	High
610	Oak		Mature	Ivy becoming very prolific in the canopy increasing the "sail effect" and risking branch collapse onto the school ground. The Ivy is greatly limiting the inspection of this tree.	Kill Ivy	Good	Fair	40+	Medium
618	Cherry		Over mature	Tree has been heavily reduced in size previously due to a variety of health issues. Tree is now moribund.	Fell and replant another tree nearby	Dead	Dead	0	Low

Arboricultural Statement relating to Trees within North Walsham Town Council control.

Report prepared by Phillip Scott

Tree and Woodland Consultant
phillipwscott@outlook.com

16 December 2024

This report results from the annual Tree safety survey carried out by Phil Scott at the request of Wendy Murphy North Walsham Town Clerk. The work was coordinated through James Dennis from the Gardening team.

The ground-based tree survey assessed the individual safety condition of the trees and is based on a visual and professional view. The following are points and explanations that arose during or because of the survey.

1. All trees inspected were in the following areas: -
 - i. Chapel Cemetery
 - ii. East Cemetery.
 - iii. Bluebell Pond
 - iv. St Nicholas's Churchyard
 - v. Trackside
 - vi. Woodville Park
 - vii. War Memorial Park
 - viii. Nelson Road – first inspection
2. For all the above areas, except Nelson Road, maps were provided showing the boundaries of the Town Councils ownership and the tree numbers on site.
3. **In all the above areas, every tree was inspected.** As agreed at the start of the survey, only trees requiring remedial actions were recorded on the attached data sheets – see Appendix A.
4. This survey is based on it being repeated by a Professional Tree Inspector within 15 months of this survey.
5. Using the maps provided by the Town Council, I have estimated the tree number in every instance. I should point out that most of the trees have lost their number, but the map numbers can be relatively easily approximated on the ground which makes it easier to locate a tree and ensure the right tree receives the appropriate treatment.
6. In addition, I will arrange with James to walk the various locations and point out the trees requiring remedial work and the work required.

7. In 2019, a new area adjoining the War Memorial Park was added to the survey areas, this area is now included within the War Memorial Park section.

8. **Appendix A:** The following are the definitions of the terms used: -

- **Tree number:** estimated number taken from the Town Council's maps.
- **Species:** Common name only.
- **Diameter Breast Height (DBH):** measured in cms. at 1.5 metres above ground level using standard Forestry Commission conventions. DBH is only included where trees are to be felled to indicate the size of tree to be felled. Column only used where necessary to help identify between similar trees.
- **Life stage:** terms used are: -
 - Young** - usually trees under 20 years
 - Semi mature** - trees in the first $\frac{1}{3}$ of their lives.
 - Mature** - trees in the second $\frac{1}{3}$ of their lives.
 - Over-mature** - trees in the final $\frac{1}{3}$ of their lives.
 - Veteran** - large trees, often with major defects meeting criteria specified by the Ancient Tree Forum.
- **Details of Defects:** Brief description of any relevant detail, usually indicating what the defect is and where in the tree it can be found.
- **Notes / Recommendations:** Notes are general or appropriate comments. Recommendations are for the work to reduce / eliminate the safety concerns of the individual tree's defects.
- **Physiological condition:** is a one-word description of the state of the canopy (foliage). Terms used are - good, fair, poor, dead.
- **Structural condition:** is a one-word overall description of the stem and branches: e.g. considering unbalanced canopy, degree of lean, major cavity, poor branch unions, the presence of any decay and / or physical defect. Terms used are - good, fair, poor, dead.
- **Estimated remaining tree life in years:** uses the BS 5837 system of estimating the remaining life expectancy of each tree in 10 year multiples – assuming that the recommended work is carried out. 40+ is the maximum on the scale.
- **Work Priority:** is based on a professional view as to the chances of failure causing serious injury or damage and should be used to prioritise the urgency of the remedial works. Terms used: Work priority: - Low = within 6 months, Medium = within 4 months, High = within 1 month.

9. **Tree Safety inspections:** The National Tree Safety Group set the UK's national standard for tree safety management in 2012. It emphasised that any system must be in a written format to have legal weight – I was not shown your documentation, so am unable to comment on it.

10. East Cemetery:

- **162 – 181: 7 Beech + 1 Sycamore:** This is a row of trees on the Southern boundary. Following last year's survey an agreement has been reached between the Town Council and the neighbours. The trees were inspected this year, but no changes were found which might affect the already agreed works.

11. Chapel Cemetery:

- **56: Copper Beech:**
 - i. This tree has a fungus called *Meripilus giganteus* which causes a white rot (soft rot) to the roots. It has a particular ability to degrade pectin, a substance

that helps bind cells together. Decayed wood becomes brittle and liable to fracture both longitudinally and across the grain. The fungus affects the main root structure of trees and particularly the underside of the roots and can include the deeper roots. Meripilus is a major problem for Beech trees.

- ii. Having discussed the impact of Meripilus with other professionals, the current guidance is to reduce “the sail effect” of the canopy or fell the tree. Working on the basis that the tree is to be retained, my recommendation is to reduce the height and spread of the canopy by 30%. I suggest we jointly inspect this tree and agree the reduction points for the tree.
- iii. The alternative option is to fell the tree, but I have concerns that, as this is locally a much-loved tree, felling may bring an adverse public reaction.

12. Memorial Park: Trees 621 & 610 were also recorded last year, but the work was not done.

- **621:** The issues with this tree are described in Appendix A. This tree was identified last year but the remedial works have not been done. This tree is beside the work building in this Park and is therefore within the work area of you and your staff. For this reason, I have increased its priority to High.
- **610:** This tree is becoming increasingly difficult to survey due to the amount of Ivy now in the canopy. Because this tree overhangs the High School grounds, there is a good chance that wind could bring down branches onto the school grounds from “the sail effect” of the Ivy. Can you cut the Ivy near the base of the tree to facilitate next year’s survey.
- **Between 666 and 677:** There is now significant gap along this boundary where all trees have been removed in recent years. To continue the integrity of the park flora it is recommended that a row of trees should be planted – say 10 trees. This number will allow for a couple of tree failures. As the park is predominantly Oak, I would recommend this species.

13. Nelson Road: I was asked by James to have a look at this area. On visiting, I only found 2 Oak trees, both are relatively young and neither is presenting any safety issues. It would be helpful for a map of the Town Council’s boundaries in this area is available for next year’s survey to ensure all trees are inspected.

14. New wood off Marjoram Close: This area was not included this year.

Wendy Murphy
Town Clerk
North Walsham Council
Cemetery Workshop
Bacton Road
North Walsham
Norfolk
NR28 9FH

Our ref: SSVIS/CGL926893

20 December 2024

Dear Wendy

Re: Health and Safety Service Visit

Address Visited: Cemetery Workshop, Bacton Road, North Walsham, Norfolk, NR28 9FH

Visit Date: 17 December 2024

Accompanied By: James Dennis

At my recent visit to your premises, the following activities were completed:

- Carried out a Health & Safety Inspection of your grounds maintenance activities based at the Cemetery workshops..

The following actions were identified during the visit or are outstanding from your previous health & safety compliance audit:

- **Movement of excavator** – during discussions, it became evident that the excavator has been transported on the general purpose trailer. DVSA advise that plant equipment should be carried on dedicated trailers that allow easy loading and securing. Lowloader trailers should be used to ensure a low centre of gravity to reduce the risk of rollover or other loss of control. **The height of your trailer bed (1030mm) means there will be a high centre of gravity and also the incline recommendation for the loading ramps may be exceeded.** Although your Fleming TR8 trailer is rated at 8 tonnes load capacity, which should be sufficient for the weight of the excavator, given the height considerations, **it is strongly advised this practice does not continue.** [Please refer to photographs 1 and 2]
- **Machinery/ equipment servicing** – your risk assessments state this will be done by trained and competent persons. When discussing this aspect, it was brought to my attention that some complex aspects on mobile plant are undertaken by staff. **The HSE state that “Maintenance work should only be carried out by those who are competent to do the work, and have been provided with sufficient information, instruction and competence training (PUWER regulations 8 and 9).** With high-risk or complex equipment, these demands may be significant and, in some cases, may be best undertaken by the manufacturer or specialist contractors.” **If staff have not been specifically trained to undertake tasks (eg replacing brakepads), they must not undertake those activities. Manufacturer/ Supplier manuals provided with the equipment will advise what activities can be done by users).**

- Review all risk assessments to ensure they fully reflect all activities undertaken by staff and controls are appropriate. Where your risk assessment states you have a specific control in place (eg vibration monitoring using HAVI equipment), is this actually done? Having looked at the risk assessments provided, I would make the following observations (some specific aspects are covered in the individual action points below):
 - there are references throughout to ensuring machinery/ equipment is only used by trained and competent persons. Do you have a training matrix in place that details who is authorised to operate what equipment (eg not everyone will be trained to use chainsaws or the excavator)? Ensure staff have been instructed as to which equipment they are authorised to operate so there is no ambiguity;
 - we mentioned use of ladders and you described accessing the clock tower. This is one example of a specific task that should be covered within risk assessments;
 - some specific points that I did not note in your risk assessments relate to the following:- clearing disused needles, broken glass, graffiti etc, memorial/headstone monitoring, tree inspections and playground safety (you have inspection procedures but no general risk assessment covering these areas), sunburn, recommendation for tetanus vaccinations, use of bench grinder. This is not exhaustive and you should review these with your grounds staff to ensure all significant risks are covered.
- LOLER annual inspection for excavator – as this has a lifting eye, it is classed as lifting equipment and is subject to annual Thorough Examination under the Lifting Operations and Lifting Equipment Regulations (LOLER). Any slings or chains are classed as lifting accessories and require Thorough Examination every 6 months. [Please refer to photograph 3]
- Compressor – there is no written scheme of examination in place for your Cemetery workshop compressor (800 bar litres rating – 8 bar, 100 litre). A smaller compressor is located in the Chapel Workshop which may not require a Written Scheme of Examination as it is likely to be under 250 bar litres.

Ensure a written scheme of examination is created for the larger compressor and it is inspected in accordance with this. Your smaller compressor can be assessed at the same time by the competent person to advise if it needs this, but it will still need suitable maintenance to be undertaken anyway. [Please refer to photographs 4 and 5]

- The fixed electrical system in the Chapel workshop had no evidence of a recent test. The label on the consumer unit stated the 3 year re-test was due in September 2023. If no in date Electrical Inspection Condition Report (EICR) can be located, arrange for an inspection and test to be undertaken.

The electrical system in the Cemetery workshop was inspected March 2023 and is due in 2026, according to the label on the board, but ensure you have a copy of the Electrical Inspection Condition Report (EICR) and it shows a 'Satisfactory' rating. [Please refer to photographs 6 and 7]

- Vibration risks – there is reference in risk assessments to using HAVI meters to measure vibration levels. Is this done? In any case, likely exposure levels should be documented in your risk assessments based on anticipated duration of exposure and manufacturer's vibration information. It is likely that limits will need to be placed on how long higher vibration equipment (eg petrol hedge trimmers) can be used before a break. As discussed, battery equipment tends to offer far lower vibration levels than petrol equipment.
- Tyre pressures – during discussion, it was brought to my attention that tyres have been historically overinflated above manufacturer's recommendations. This can lead to decrease in road grip, higher risk of punctures, damage to steering and suspension, increased stopping distances etc. Manufacturer's guidance must always be followed.

- Excavator operators and staff were advised to be trained under the Cemetery Operatives Training Scheme run by the Institute of Cemetery and Crematorium Management (ICCM) scheme, but training certificates weren't inspected so ensure these are up to date and employees only undertake activities they have been specifically trained on.
- No running water is provided to the Cemetery workshop although it is to the Chapel workshop – given the hazardous substances in use here, eyewash bottles should be provided as a minimum for immediate access in event of an emergency. For handwash purposes, it is acceptable (but not ideal) that staff can access the Chapel workshop to clean hands.
- Bench grinder in the Chapel workshop had no guards & the eye protection sign was obscured. The grinder should be replaced or repaired and signage made clear. [Please refer to photograph 8]
- Power take off on your tractor is provided with guarding to the rotating parts, ensure this is checked as part of routine equipment inspections. [Please refer to photograph 9]
- Provide hazardous substance signage to the chemical storage cabinet in the Chapel workshop. [Please refer to photograph 10]
- Where noise is mentioned in risk assessments, it states use of noisy equipment will be closely monitored. Is this actually measured or estimated from manufacturer's information? You should be assessing likely noise exposure of staff so you can determine what controls are needed and whether health surveillance is a requirement.
- Manual Handling – your risk assessment states that formal manual handling assessments will be undertaken using a specific form. Is this done? The assessment you provided sets out general considerations, but any significant manual handling activities should be assessed individually.
- Work at Height/ Christmas Tree risk assessments – reference is made to using powered access equipment (scissor lifts, MEWPs). Do your staff operate these and if so, are they specifically trained on that high risk equipment? There is also reference to fall arrest equipment (harnesses). Do you have these and if so, are they formally inspected at least annually?
- Hazardous substances – whilst an inventory of substances and quantities involved are in place, no actual assessment of how the substances are used and the controls needed was seen. Your generic COSHH risk assessment makes reference to completion of a specific COSHH assessment for each product. Ensure these are documented and appropriate controls put in place with staff trained in their use..

There is mention of respiratory protective equipment (RPE). If this is in use and relies on a tight face seal, each member of staff need to have the RPE face fit tested to ensure the particular model is suitable for them. See the following for details of accredited testers:
<https://www.fit2fit.org/>

- Hazardous substances – reference is made to welding. Is this done? If so, staff must be competent to do so and fume extraction should be in place and tested annually.

It was good to note the following points:

- Workshops were tidy with good housekeeping demonstrated;
- You have now registered your use of plant protection products with Defra, which is a specific legal requirement under the Official Controls (Plant Protection Products) Regulations 2020;
- Excavator operators and staff are trained under the Cemetery Operatives Training Scheme run by the Institute of Cemetery and Crematorium Management scheme (training certificates weren't inspected so ensure these are up to date and employees only undertake activities they have been specifically trained to);
- Fundamental health and safety training has now been undertaken via e-learning;



- Annual playground inspections by RoSPA supplemented by weekly staff inspections as recommended in RoSPA guidance (was previously monthly);
- Communication of risk assessments to staff and getting signatures from them to acknowledge they have read these (reference the recommendation to review these though).

Should you require advice on this report or any other health and safety issue please contact our 24 Hour Advice Service by phone on 0844 561 8143 or by email to safetytech@croner.co.uk.

Yours sincerely

Nigel Billing CMIOSH
Principal Health and Safety Consultant

nigel.billing@croner.co.uk

Send To: Wendy Murphy <townclerk@northwalsham-tc.gov.uk>

Please Note:

This report is advisory in nature, informational in content, and is intended to assist our Clients to improve their standards of compliance with health and safety legislation and best practice; it does not constitute legal advice. It has been based on observations, and written and oral information, provided by the Client's representative to our Consultant during a site visit to the Client's property, premises or area of work, and is limited to the parts of the Client's undertaking which were reasonably accessible to our Consultant at the time of the visit. This report however has been prepared on the strict understanding that our Client retains ownership of, and remains responsible for, the management of health and safety in its workplace(s). Accordingly, Croner will not accept liability for any accident, injury or damages of any kind resulting from the use of, or reliance upon, any information contained in the report.

Photographs

1



2



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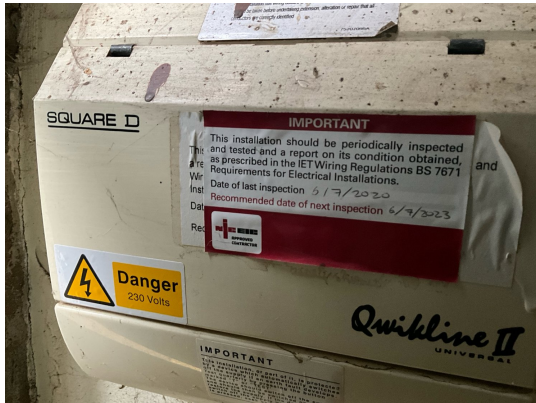
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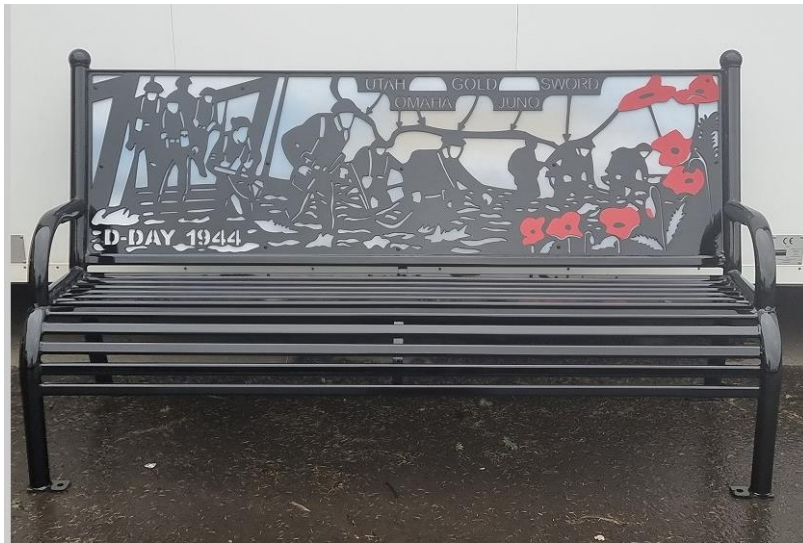


Actions Arising from Croner H&S Report (Cemetery Workshop) 20th December 2024

Issue/Comment	Action Required	Action Owner	Status	RAG	Target Date for Completion	Additional Comments
1 Movement of Excavator using an inappropriate trailer causing risk of toppling	Cease use of current trailer	Grounds Staff	Practice has ceased		Completed	Quotes for the cost of acquiring a 'low loader' trailer to be obtained for consideration at D&A committee. Suggested budget up to £6k
2 Machinery/equipment servicing undertaken by a member of ground staff - for example changing brake pads	All servicing and maintenance to be undertaken by specifically trained personnel - refer to individual manufacturer information for details of any 'user' maintenance that is deemed appropriate.	Grounds Staff	Only limited user maintenance in accordance with manufacturer information to continue - in all other instances to be outsourced to appropriately qualified company/individual - Ben Burgess for example		Completed	
3 Review all Risk Assessments to ensure that they fully reflect all activities undertaken by the Grounds Staff	Fill any gaps for activities not currently covered by a Risk Assessment	Town Clerk /Croner	Croner to quote for reviewing the existing and completing the suite of RAs		End of Feb '25	
4 Lifting Operations and Lifting Equipment Regulations (LOLER) annual inspection of Excavator	Lifting Eye is covered by requirement for LOLER inspection and certification every 12-months	Grounds Staff	Inspection to be arranged and certificate presented to D&A Committee		End of Feb '25	
5 Compressor (cemetery workshop) and lack of Written Scheme of Examination	Cease use of compressor as there is no evidence of inspection by a 'competent person' and anecdotal evidence of maintenance by member of grounds staff	Grounds Staff	Seek to replace both cemetery workshop and chapel compressors and establish regular Written Scheme of Maintenance by a competent person.		End of Jan '25	
6 Chapel Workshop - no evidence of recent electrical system check	Arrange appropriate testing to be undertaken	Grounds Staff	Electrical check arranged for 1st week of February - all other electrical installations to be checked at the same time to ensure retest dates are aligned in future		Mid Feb '25	No problems have been encountered and an inspection has been arranged - grounds staff to be vigilant in the interim period
7 Vibration Risks - being considered as detailed in the Risk Assessment?	Risk assessment to be reviewed based on equipment currently in use with vibration hazard	Town Clerk /Croner	Croner to quote for reviewing the existing and completing the suite of RAs		End of Feb '25	
8 Tyre Pressures in excess of manufacturers recommendations	Inflate to manufacturers stated levels	Grounds Staff	Practice has been revised accordingly		Completed	
9 Excavator Operators to be trained under Cemetery Operatives Training Scheme	Update training matrix and book any necessary training sessions as a matter of urgency	Town Clerk /Grounds Staff	On-going		End of Feb '25	
10 No running water in the Cemetery Workshop	Purchase of eye-wash bottles immediately	Town Clerk	On-going		Jan '25	Investigate installation of water supply to Cemetery Workshop and bring to D&A committee for further consideration
11 Bench Grinder has no guards or eye protection	Cease use until rectified	Grounds Staff	Grinder has been destroyed and replaced with compliant one		Completed	
12 Power take-off on tractor - no evidence of routine checking of rotating parts	Routine inspection checklist to be instigated	Grounds Staff	On-going		Jan '25	

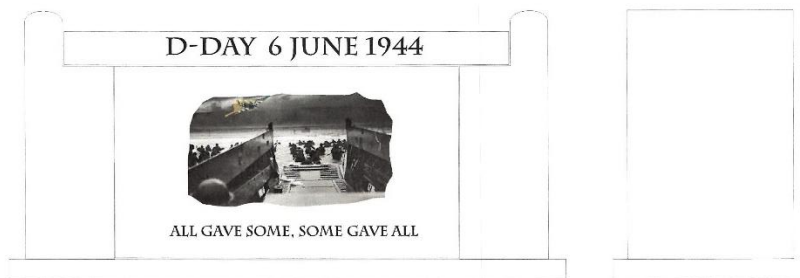
13	Lack of Hazardous Substances signage to Chapel Workshop chemical store	Signage to be replaced	Grounds Staff	On-going	Feb '25	
14	Noisy Equipment in Risk Assessments	Used in compliance with manufacturers information? RA required for any significant manual handling activities	Town Clerk /Croner Grounds Staff	To be part of Croner review of RA suite Current RA is OK for general duties	End of Feb '25 No Action now	
16	Work at Height/Christmas Lights - use of powered access equipment and fall arrest systems	Powered access equipment to be used only by trained personnel	Town Clerk /Grounds Staff	Any powered access equipment (cheery picker, MEWP etc) will be hired with a trained operator and will NOT be operated by NWTCC staff	No Action now - note for future bookings	
17	Hazardous Substances - lack of assessment for how substances are used	Specific COSHH assessment required for use of each substance	Grounds Staff	On-going	Feb '25	
18	Respiratory Protective Equipment (RPE)	If in use, then requires a tight seal with each staff member having correctly fitting equipment	Grounds Staff	Noted, but no substances currently being used requiring such RPE	No Action now	
19	Hazardous Substances - welding	Staff must be competent to undertake welding and have fume extraction which should be regularly tested	Grounds Staff	Noted, but no welding activities are currently undertaken or planned in the near future	No Action now	
20	Annual Playground Inspection by RoSPA (or suitably qualified alternative)	Supplement with weekly staff inspections	Grounds Staff	Weekly inspections have commenced	On-going	

D-Day Memorial Bench Quote: A



Price: £1845 + VAT

D-Day Memorial Bench Quote B:



SIGNED

DATE



The gap underneath would be filled in and design etched onto this.

Price: £2254 + VAT

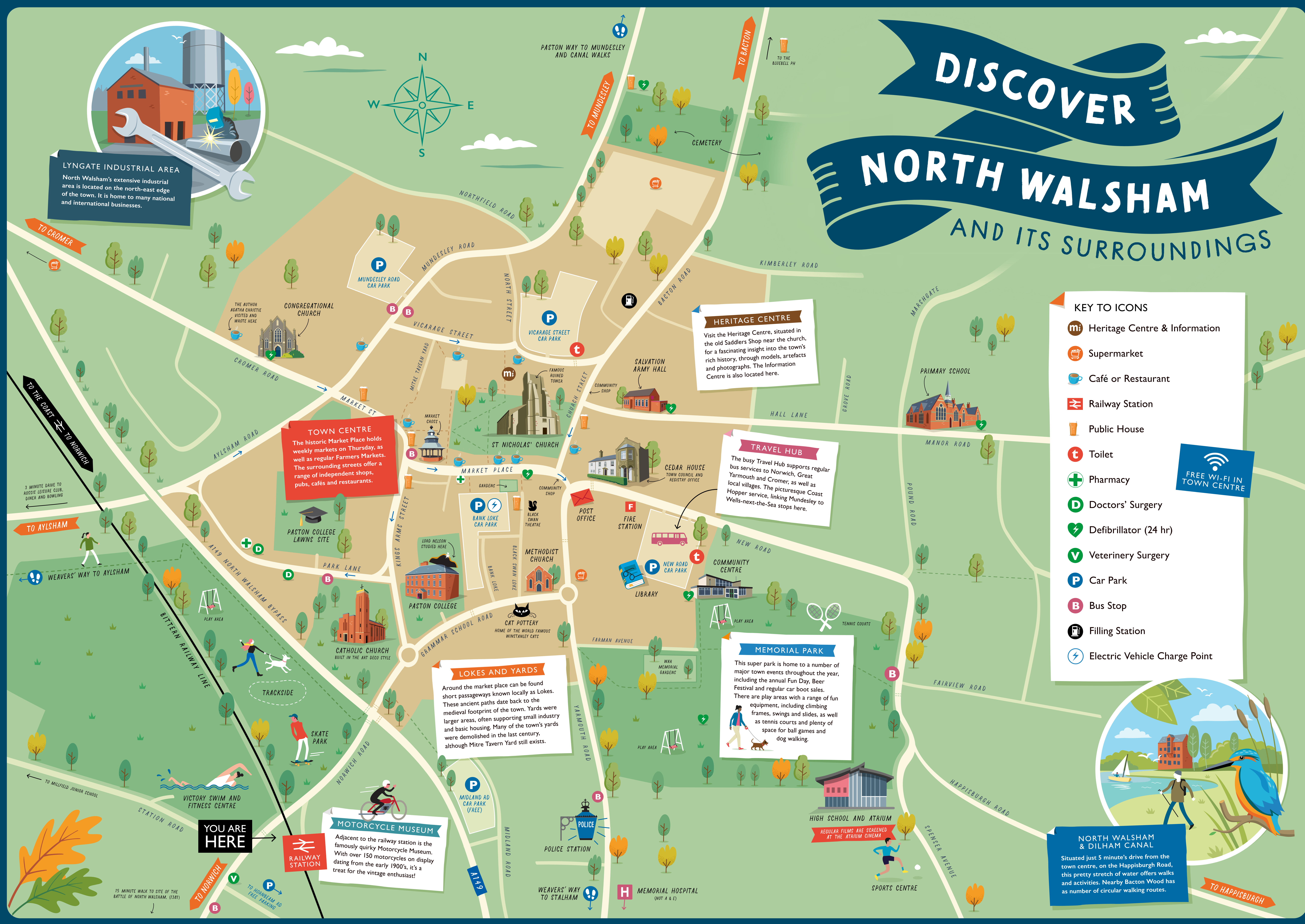
D & A quotes for approval:

These quotes are for cleaning and improvements:

Clean the park entrance walls inside and out **£275 + VAT**

Clean the town sign and touch up paint **£255 + VAT**

Remove and replace 5 mural plaques on town sign with granite plaques in colour **£720 + VAT** each or monochrome **£560 + VAT** each.



DISCOVER NORTH WALSHAM AND ITS SURROUNDINGS

LYNGATE INDUSTRIAL AREA
North Walsham's extensive industrial area is located on the north-east edge of the town. It is home to many national and international businesses.

TOWN CENTRE
The historic Market Place holds weekly markets on Thursday, as well as regular Farmers Markets. The surrounding streets offer a range of independent shops, pubs, cafés and restaurants.

HERITAGE CENTRE
Visit the Heritage Centre, situated in the old Saddlers Shop near the church, for a fascinating insight into the town's rich history, through models, artefacts and photographs. The Information Centre is also located here.

TRAVEL HUB
The busy Travel Hub supports regular bus services to Cromer, Great Yarmouth and Cromer, as well as local villages. The picturesque Coast Hopper service, linking Mundesley to Wells-next-the-Sea stops here.

MEMORIAL PARK
This super park is home to a number of major town events throughout the year, including the annual Fun Day, Beer Festival and regular car boot sales. There are play areas with a range of fun equipment, including climbing frames, swings and slides, as well as tennis courts and plenty of space for ball games and dog walking.

LOKES AND YARDS
Around the market place can be found short passageways known locally as Lokes. These ancient paths date back to the medieval footprint of the town. Yards were larger areas, often supporting small industry and basic housing. Many of the town's yards were demolished in the last century, although Mitre Tavern Yard still exists.

MOTORCYCLE MUSEUM
Adjacent to the railway station is the famously quirky Motorcycle Museum. With over 150 motorcycles on display dating from the early 1900's, it's a treat for the vintage enthusiast!

- KEY TO ICONS**
- Heritage Centre & Information
 - Supermarket
 - Café or Restaurant
 - Railway Station
 - Public House
 - Toilet
 - Pharmacy
 - Doctors' Surgery
 - Defibrillator (24 hr)
 - Veterinary Surgery
 - Car Park
 - Bus Stop
 - Filling Station
 - Electric Vehicle Charge Point

FREE WI-FI IN TOWN CENTRE



NORTH WALSHAM & DILHAM CANAL
Situated just 5 minute's drive from the town centre, on the Happsburgh Road, this pretty stretch of water offers walks and activities. Nearby Bacton Wood has as number of circular walking routes.

345 mm

POSITION OF A3 SNAP-FRAME

465 mm

The town with two stations

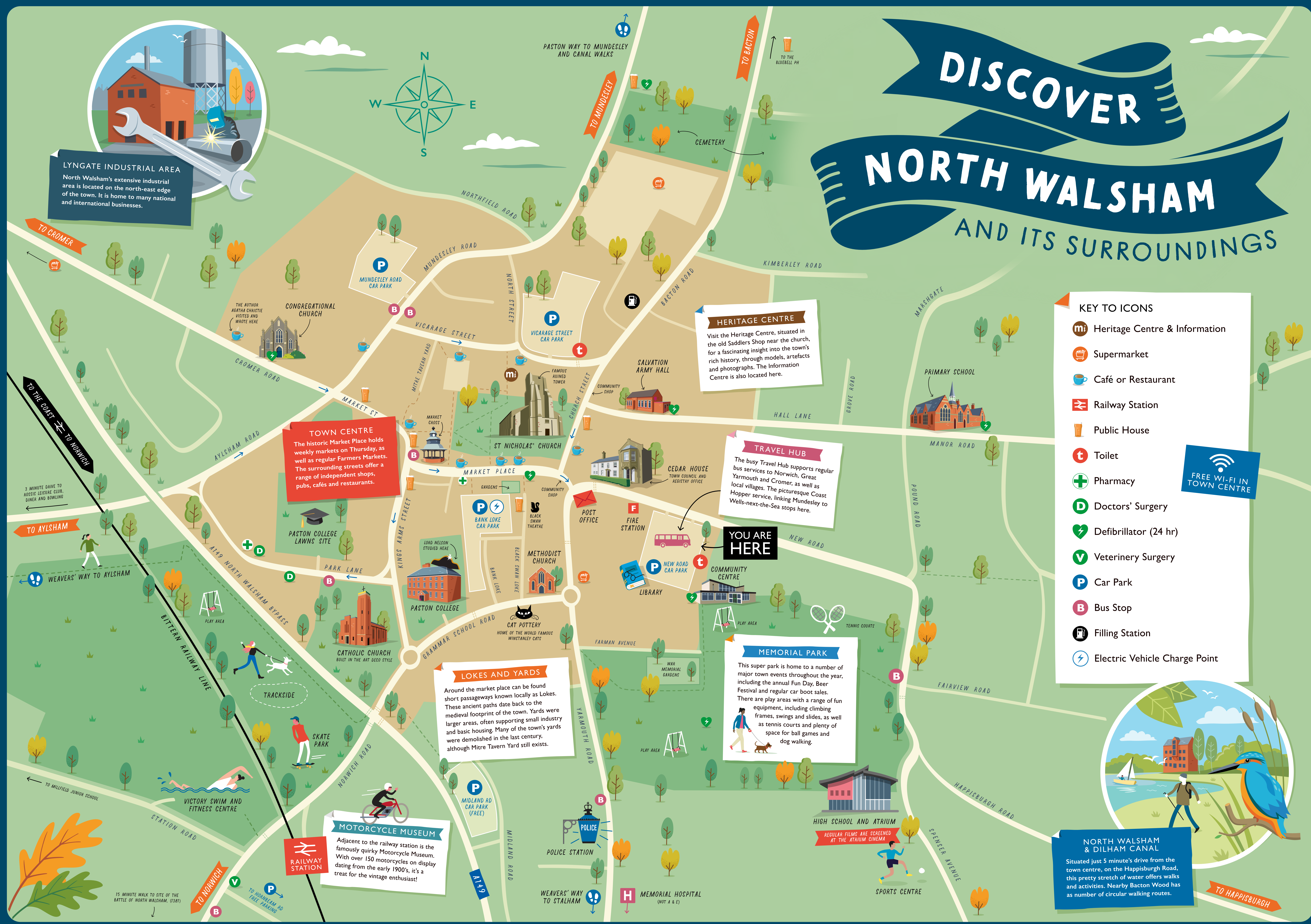
Did you know?



North Walsham was once the junction of five railways, with lines to Norwich, Aylsham, Cromer, Mundesley and Great Yarmouth. As a result of the commercial competition and a lack of cooperation between the various private railway companies in the late 19th century, the town originally had two railway stations alongside each other, 'North Walsham Town' now replaced by the bypass and 'North Walsham Main' which continues to serve today's Bittern Line.

Strange as may seem today, from 1896 until 1914 there was a daily summer service non-stop from London Liverpool Street to North Walsham. The 'Cromer Express', later the 'East Coast Express', served the growing popularity of the coastal resorts. The train halted at North Walsham Main station and was split in three, with separate portions proceeding to Cromer, Sheringham and Mundesley. From 1945 until 1962 'The Broadman' provided a similar service.

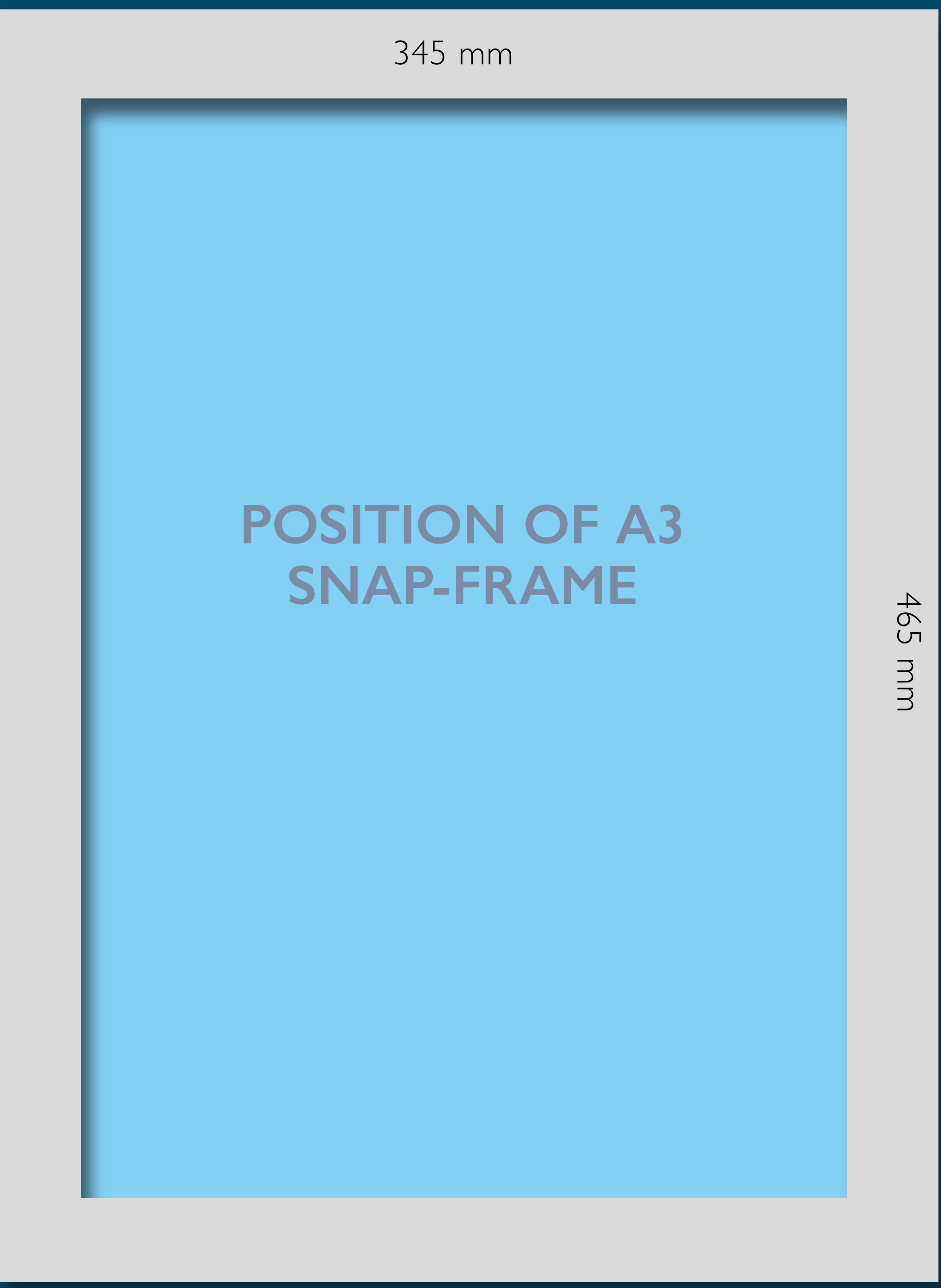
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DISCOVER NORTH WALSHAM AND ITS SURROUNDINGS

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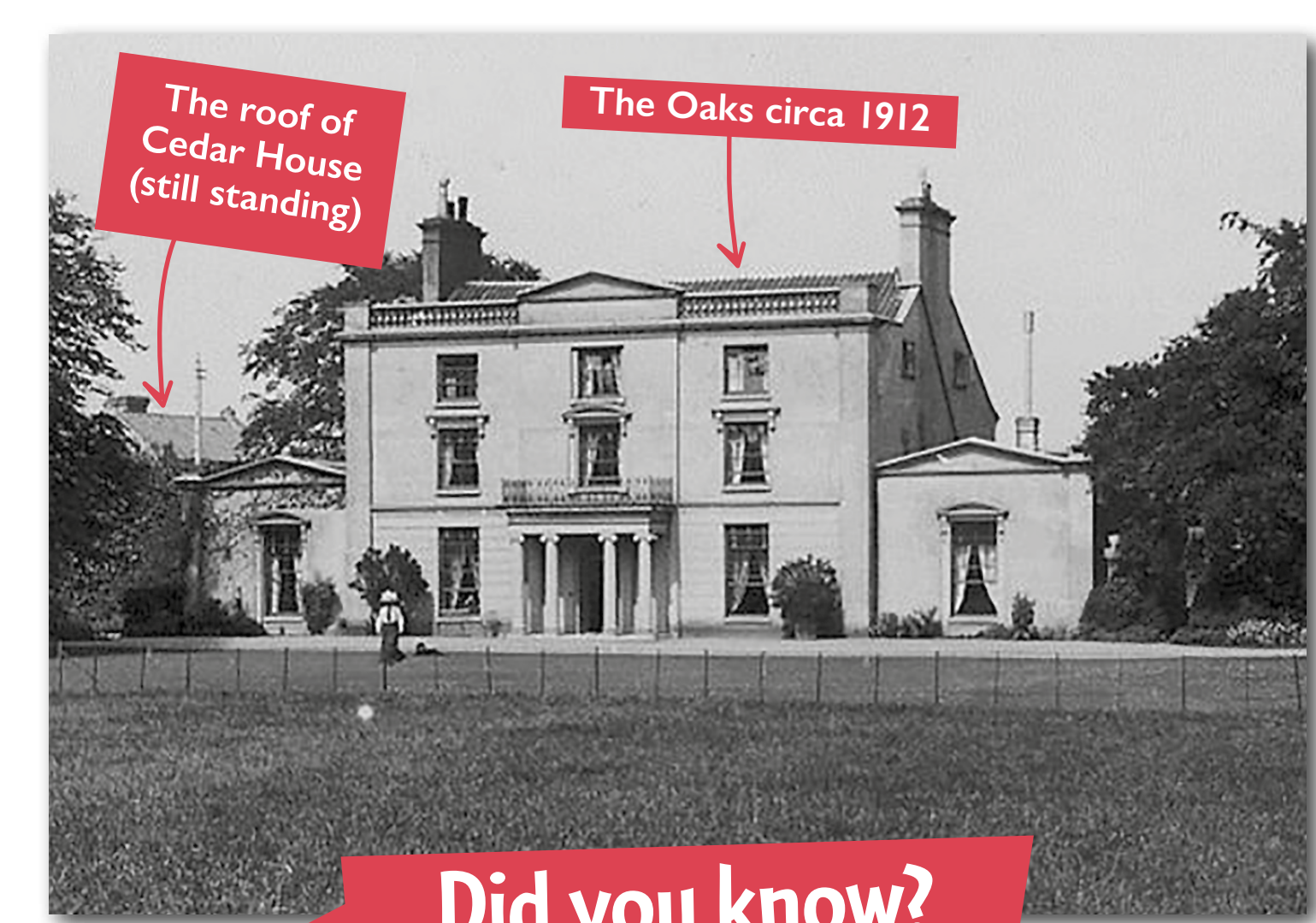
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SNAP-FRAME

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What became of The Oaks?

The Oaks was a grand house situated next to this car park, where the Fire Station currently stands. In 1822 the estate owned 51 acres in North Walsham including the Cross Keys Inn, The Inns Bowling Green (which later became the cattle market and now Roys store) and most of the land bounded by New Road, Pound Road and Hall Lane, which was the orchard and vegetable garden for the house. Another 153 acres between the Yarmouth Road and Happingburgh Road, extending beyond the present Memorial Park and the High School, was also part of the estate. The entrance was opposite Grammar School Road where Lidl's store now stands; with a large lodge building alongside.



The roof of Cedar House (still standing)
The Oaks circa 1912

In later years, the estate was bought by John Wilkinson who married Eleonora a celebrated international concert singer. In 1919 as his widow she gave the town the site for North Walsham Cottage Hospital. The house was demolished sometime around 1930.

Did you know?

Thomas Cooper, who owned The Oaks in the early 1700s, wasn't keen on the road that crossed his gardens between Grammar School Road and Happingburgh Road, so he tore it up, replacing it with the present New Road, that ran behind his house.

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NORTH WALSHAM & DILHAM CANAL
Situated just 5 minute's drive from the town centre, on the Happingburgh Road, this pretty stretch of water offers walks and activities. Nearby Bacton Wood has as number of circular walking routes.

DISCOVER NORTH WALSHAM AND ITS SURROUNDINGS



LYNGATE INDUSTRIAL AREA
North Walsham's extensive industrial area is located on the north-east edge of the town. It is home to many national and international businesses.

TOWN CENTRE
The historic Market Place holds weekly markets on Thursday, as well as regular Farmers Markets. The surrounding streets offer a range of independent shops, pubs, cafes and restaurants.

HERITAGE CENTRE
Visit the Heritage Centre, situated in the old Saddlers Shop near the church, for a fascinating insight into the town's rich history, through models, artefacts and photographs. The Information Centre is also located here.

TRAVEL HUB
The busy Travel Hub supports regular bus services to Norwich, Great Yarmouth and Cromer, as well as local villages. The picturesque Coast Hopper service, linking Mundesley to Wells-next-the-Sea stops here.

MEMORIAL PARK
This super park is home to a number of major town events throughout the year, including the annual Fun Day, Beer Festival and regular car boot sales. There are play areas with a range of fun equipment, including climbing frames, swings and slides, as well as tennis courts and plenty of space for ball games and dog walking.

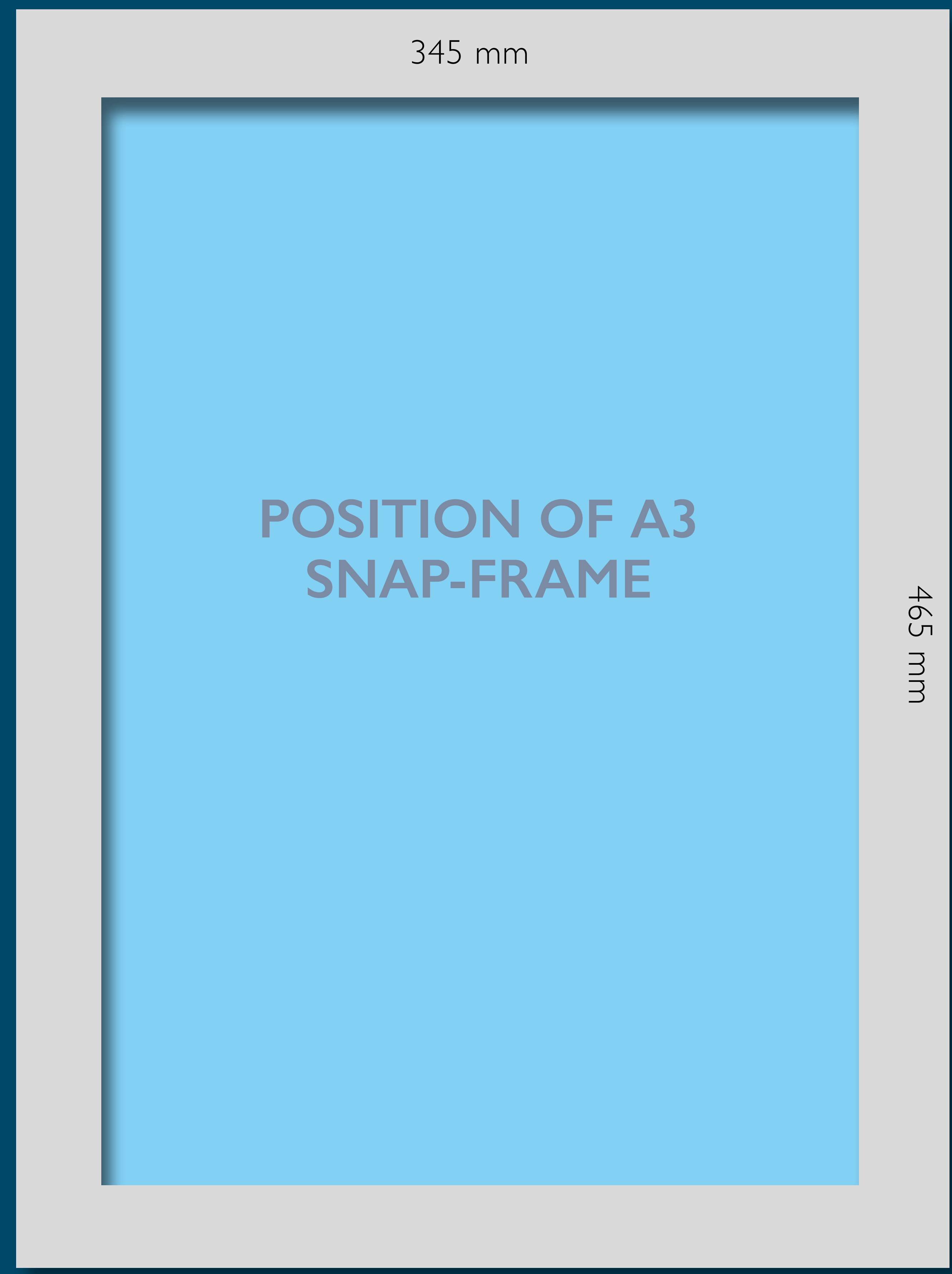
LOKES AND YARDS
Around the market place can be found short passageways known locally as Lokes. These ancient paths date back to the medieval footprint of the town. Yards were larger areas, often supporting small industry and basic housing. Many of the town's yards were demolished in the last century, although Mitre Tavern Yard still exists.

MOTORCYCLE MUSEUM
Adjacent to the railway station is the famously quirky Motorcycle Museum. With over 150 motorcycles on display dating from the early 1900's, it's a treat for the vintage enthusiasts!

NORTH WALSHAM & DILHAM CANAL
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FREE WI-FI IN TOWN CENTRE



North Walsham's lost streets and yards

Did you know?

This area of North Walsham changed dramatically in the 1960s and 70s, with many characterful older buildings being demolished to make way for modern redevelopment.

Behind you, Back Street ran diagonally across what is now the car park. Over the road beyond the public toilets was Dog Yard, an area of housing named after the long-gone Dog public house.

Over your right shoulder, where the rear of St Nicholas precinct can be seen, stood Ship Yard, a large courtyard of ramshackle housing and industrial buildings. A detailed scale model of Ship Yard can be seen in the nearby Heritage Centre.

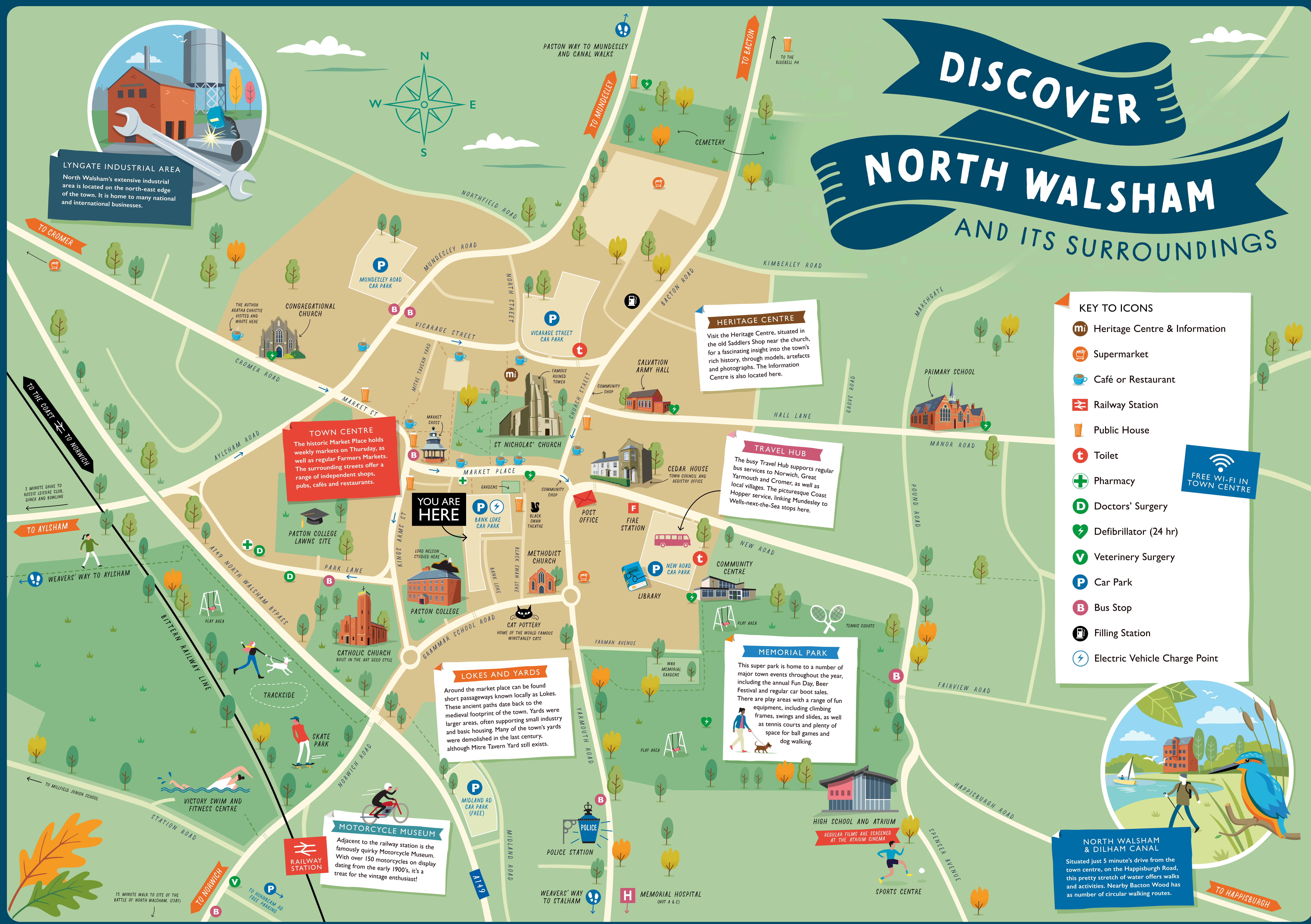


Most of the buildings in this 1960's photo taken from the church tower have been demolished.



Back Street ran diagonally across this car park. If you explore, you will find the wall shown in the photo still standing.

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 - Play Area
 - Tennis Courts
 - Filling Station
 - Electric Vehicle Charge Point

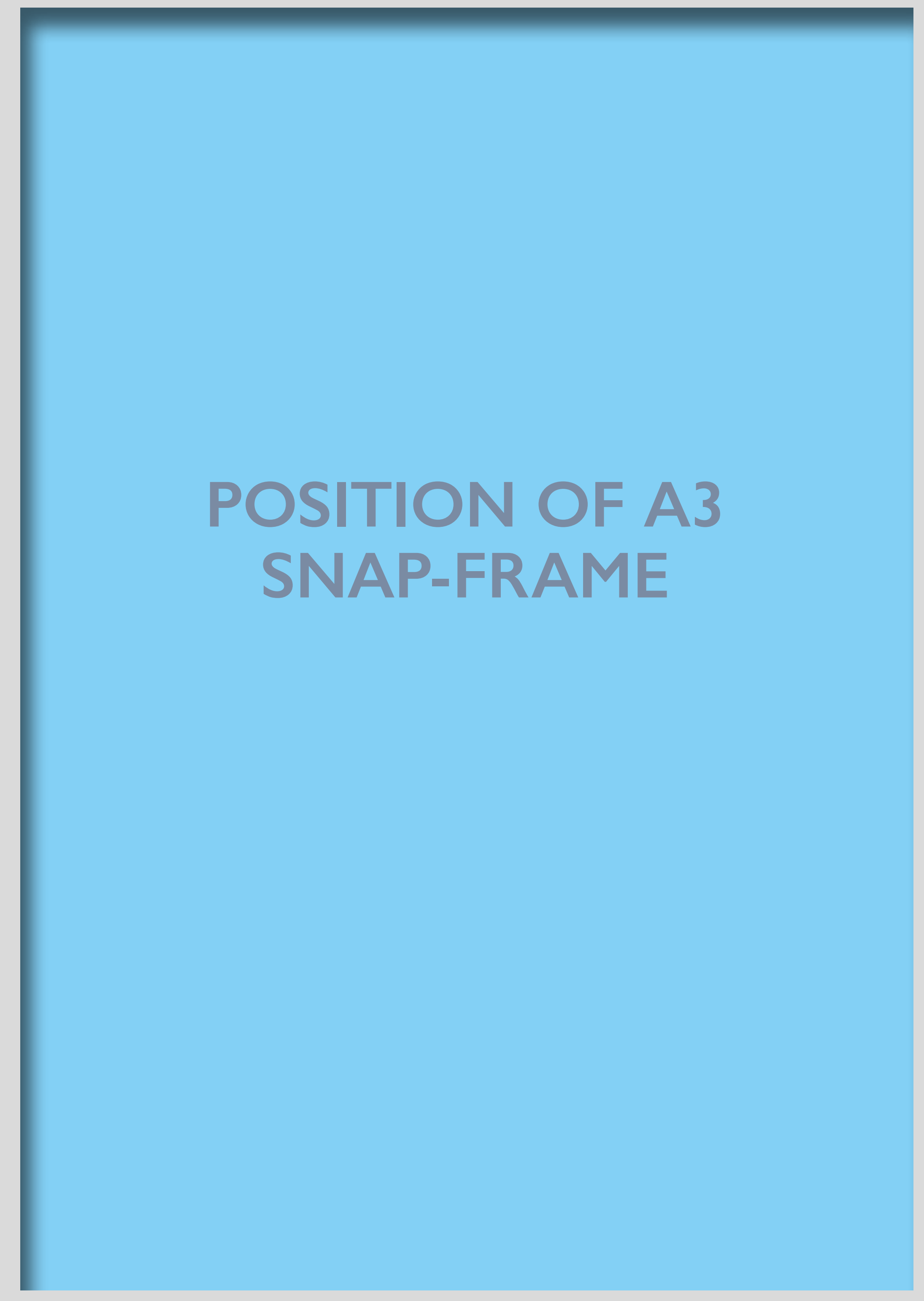
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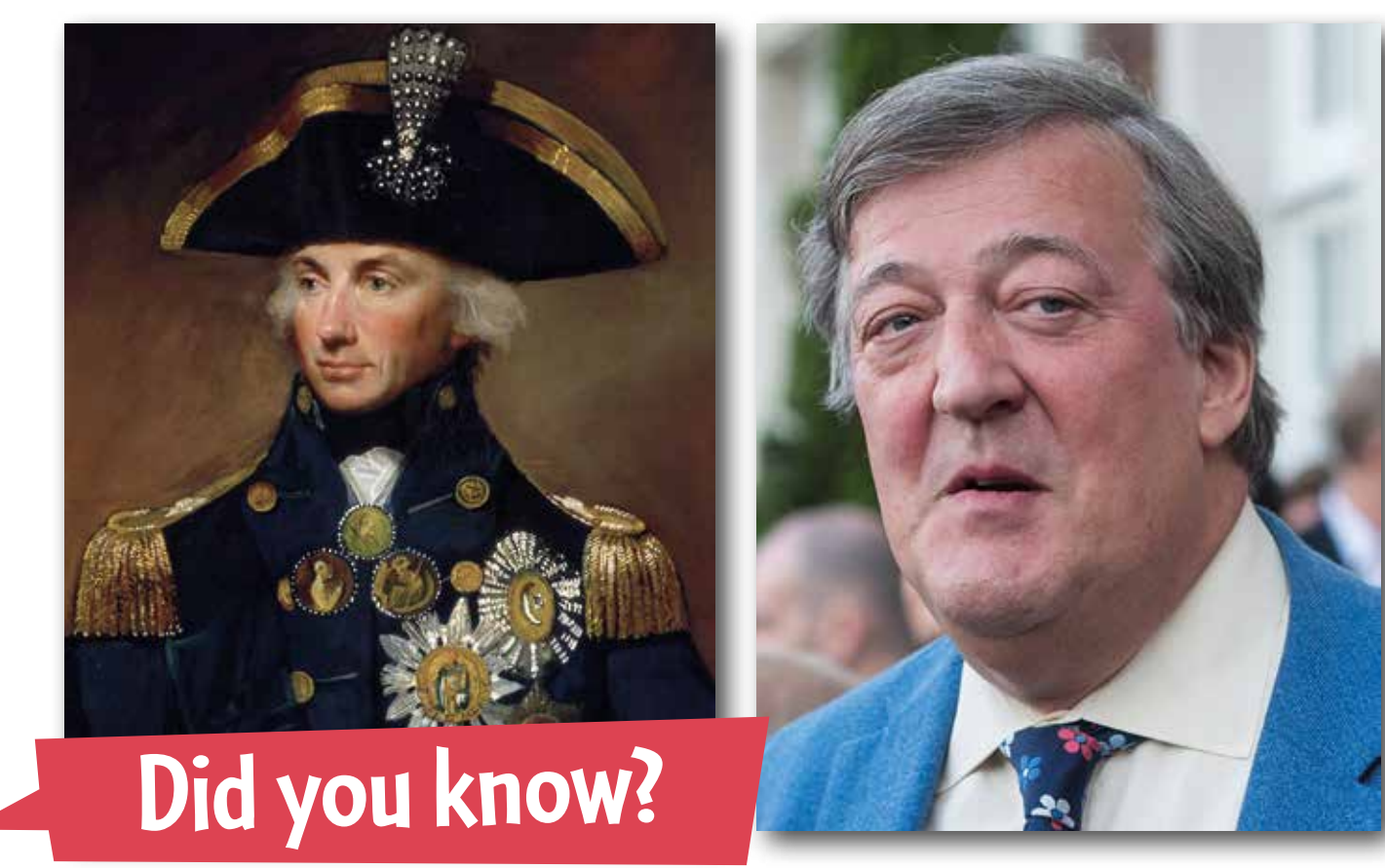
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Paston school and the Pastons

The Pastons were one of Norfolk's most prominent families. They rose from medieval peasants to become successful lawyers and landowners. Today, the family are best known as the authors of the remarkable Paston Letters- the world's earliest family letter collection.

North Walsham is a gateway to 'Paston Country'. In 1606, Sir William Paston founded the nearby Paston School and his magnificent tomb can be found in St Nicholas Church. In 1679, Sir Robert Paston of nearby Oxnead Hall was made Earl of Great Yarmouth.

In the year 1600, the town suffered a disastrous fire, countless buildings were destroyed, and the rebuilding of the town was estimated to cost £20,000. Sir William Paston used the opportunity to buy up several acres of scorched land to build his famous school which opened as a free Grammar School in 1606 for '40 boys from north east Norfolk, not just from the town'. A new School House was built in 1765, the one seen today, and by then around 70 boys were taught.



Did you know?

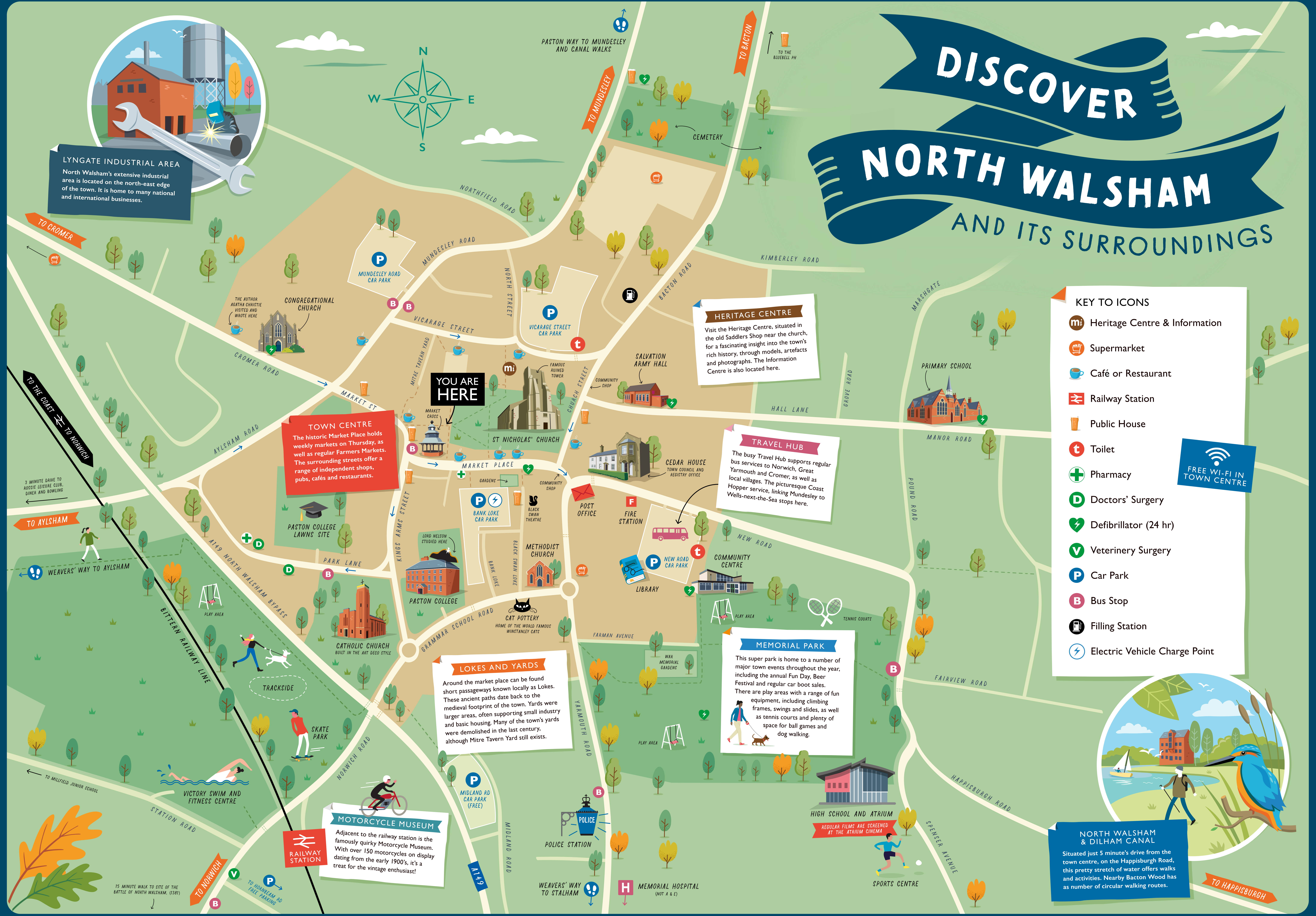
Paston school has a fine record of educating its pupils but perhaps its two most famous did not stay here very long.

Nelson was born at Burnham Market and came to the school in 1769. However, after just two years 13 year-old Horatio set out on the start of his legendary naval career.

Stephen Fry grew up near Reepham. He had a rather troubled education, and was dismissed from Paston school. Despite this his career as an actor, comedian and writer have been very successful.

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DISCOVER NORTH WALSHAM AND ITS SURROUNDINGS



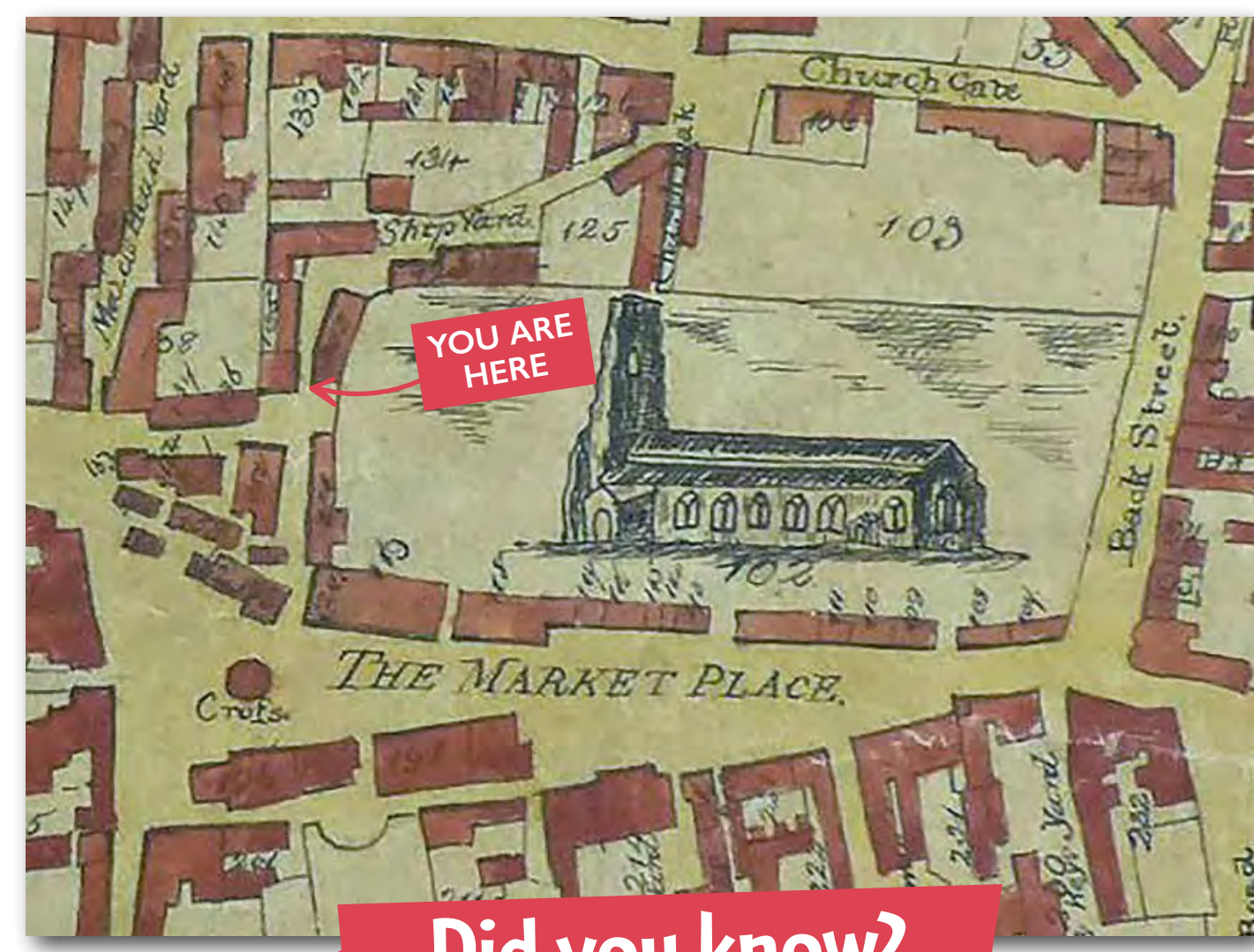
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FREE WI-FI IN TOWN CENTRE

A market town for eight centuries

In the mid thirteenth century North Walsham was given by Royal Charter of Henry III the right to hold a weekly market, providing a place where farmers and traders could sell their produce, livestock, meats, and of course wool and the famous 'Walsham' cloth. By 1379 sixty-eight families were weavers compared to thirty working in agriculture. Many of the narrower shops in the Market Place still occupy the original market stall plots, of widths in multiples of seven feet. These are parallel to the church on the north side, with the south side forming a triangular shape, very typical of medieval market places.

In 1600, the town suffered a disastrous fire, which began at around six o'clock in the morning on the 27th June, in the house of a 'poor and lewd person' by the name of Dowle, who on fleeing was apprehended and imprisoned. 118 houses, 70 shops, and countless other buildings were destroyed. The town layout was altered during rebuilding; the parallel 'Lokes' south of the Market Place may be early attempts at town planning. The town's Market Cross was rebuilt after the fire and today is a defining feature of the town.



Did you know?
The area where you stand was originally home to the town's butchers and was known as the 'Butchery'. Their individual shops can be seen in this early 19th century map.

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345 mm

465 mm

Quote for Map Boards:

5x new 'You are here' map boards to be replaced around the town, please see attached artwork.

The locations are:

Railway Station

Travel Hub Car Park

Vicarage Street Car Park

Bank Loke Car Park

Top of Shambles slope

Total cost for 5 signs including installation etc £1258.90 (not subject to VAT)

Detailed breakdown per sign:

1. Supply of: Printed signboard (approx 1630mmx900), A3 clip-frame & qty 3 colour coded signpost channel affixed to back of sign = £213.50 per sign
2. Supply of: Qty 1 post clip for above sign = £2.08 per clip / set of six 6 post clips for above sign £12.48 extra (if needed) Likely to use the original ones.
3. Installation: Removal of existing sign & installation of new sign = £26.70 per sign (based on qty 2+ per visit)
4. Disposal of old sign (if required): = £9.50 per sign

To:
Jasmine Dewberry
Assistant to the Town Clerk – North Walsham Town Council
jasmine@northwalsham-tc.gov.uk

Date: 2nd January 2025

Quotation Number: 15488

Dear Jasmine

Further to your recent enquiry we have the pleasure in submitting quotations and options for the supply and installation of the following:

Bus stop, Aylsham Road opp Howlett Close, North Walsham NR28 0BW.

Two bay bolt down shelter with full end panels and concrete base.



- Approx: 2060mm (L) x 1380mm (W) x 2.24mm (H).
- Powder Coated Aluminium Frame (**RAL6005 Green**).
- 5mm Polycarbonate Glazing.
- Timetable, perch seat and bus stop flag bracket.
- Concrete pad

Total: £7,989 excluding VAT



t: 01362 853124

e: sales@westcotec.co.uk

w: www.westcotec.co.uk

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

Reg'd in Cardiff No: 4208260

Please note; that you need to apply for a Norfolk County Council Street furniture licence before we can install a bus shelter: [Highways licences and permits - Norfolk County Council](#)

We will submit a Notice of Works to Norfolk County Council Streetworks before any work takes place. The price includes all groundworks, installation, traffic management where required, disposals and administration costs.

All shelters fabricated by are constructed from high-grade aluminium extrusion BS EN 755 (1-9) that once powder coated BS EN ISO 9002 to your chosen RAL or BS colour will give a long lasting, low maintenance corrosion free finish. The shelter has a 10-year warranty.

This quotation is valid for 30 days after receiving this quotation.

I hope these quotations meets with your approval and we look forward to hearing from you in due course.

Kind regards

Paul Young

Contracts Manager - Street Furniture

Mobile: 07826 382830

email: paul.young@westcotec.co.uk



t: 01362 853124

e: sales@westcotec.co.uk

w: www.westcotec.co.uk

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Request for tree removal on War Memorial Park:

D & A Meeting:

Written by Jasmine Dewbery 09.12.2024

We have had emails from members of the public relating to the below issue.

Please see map location of the offending trees within the War Memorial Park (as sent in by email). Residents living on New Road have asked that this non-native 'rogue' tree and its saplings be removed as it is blocking light (they wish to have solar panels).



This potentially could tie in with our plans for a 'wild area', which could be cleared and then planted with native wildflowers and maintained year-round as a wild space.

Please discuss and consider removal of this tree/saplings and make a recommendation about using this area as a wild space.

Request lighting and paths at Trackside:

D&A Meeting:

Written by Jasmine Dewbery:

Part 1:

We have received emails and enquiries into the office regarding lack of lighting within the Dog Park area of Trackside Park. Although the Skatepark area is very well lit, unfortunately there is no lighting in the Dog Park area. This is leading people to feeling unsafe and potentially not using the Dog Park at all after it gets dark!

Please discuss and make recommendations on the lack of lighting in and around the Dog Park at Trackside.

Part 2:

The weather has turned wet and muddy like it does every winter, and since the Skatepark within Trackside is mostly used for skateboards, BMX's and other wheeled items, please consider having a tarmacked (or alternative) hard pathway from the gate to the Skatepark area. This area is well lit and still used after dark as a safe place for children and young people to 'play'.

Please discuss and make recommendations for a hard pathway from the gate to the Skatepark.

Report regarding new surface for benches in the park:

Written by Jasmine Dewbery 08.01.2025

With the weather being what it is, the material (grass and soil) has turned to mud beneath the three benches situated in the War Memorial Park, near the entrance near the Community Centre and the small children's enclosed play area.

A gentleman called today and informed me that he had slipped in the mud whilst walking his dog and going to sit on the bench, he has mobility issues and struggled to right himself again. With further investigation, these benches are not set onto a base or 'pad', they are just on an extremely well-trodden grassed part of the park. Every time the weather gets wet, this issue will happen again, therefore I recommend that the benches are taken up (and any refurbishment/maintenance carried out) and then a more suitable base installed.

The potential options might be:

A) Concrete Pad:



B) Paving slabs:



C) Wet Pour Surface (like on a children's playground):



My recommendation would be to get quotes for C (the wet pour surface) as this is directly outside the small children's play area, so we can guarantee that small children will be using it daily. This would be potentially safer than the harder options of concrete or slabs (less scraped knees and bumped heads!).

Request lighting in War Memorial Park:

D&A Meeting:

Written by Jasmine Dewbery;

Please consider providing some street lighting between the War Memorial Gardens and the Yarmouth Road entrance to the War Memorial Park. There is sufficient lighting at the other entrances to the Park (near the Community Centre and on Happisburgh Road) that runs along the paths, but none on entry from Yarmouth Road.

This is used regularly by members of the public, children, dog walkers etc and could potentially provide a further deterrent for the damaging antisocial behaviour we have been seeing recently.

Please discuss and make recommendations on adding this lighting to the War Memorial Park.



North Walsham Town Council

Policy for Flying of Flags

October – 2024

To be reviewed October 2025

North Walsham Town Council

Policy for Flying of Flags

Background

North Walsham Town Council currently has responsibility for one flagpole in The War Memorial Park Remembrance Gardens.

There is potential to have a second flagpole installed in the raised bed outside of Cedar House, pending approval and permissions etc.

North Walsham Town Council can currently fly two appropriate flags on the same pole for special occasions.

Protocol for flag-flying

There is a strict protocol for the flying of flags, and it is dictated to a certain degree by the flagpole or building from which the flag or flags will be flown.

Officially, flags may be flown every day of the year but generally should only be flown from sunrise to sunset. If a flag is to be flown at night, it should be illuminated.

Regarding the flying of a national flag, no planning permission is needed (however, planning permission may be needed for the flagpole).

No flag should be flown when it is in a damaged or worn condition as it is regarded as being disrespectful to the Nation, Country, Town or Organisation it represents.

The Union Flag (Union Jack)

The Union Flag can always fly, except when it is to be flown at the same time as a Royal Standard, which takes precedence over every other flag or ensign.

One of the most important factors to consider when flying the Union Flag of the United Kingdom is to ensure that it is flown correctly.

In the half of the flag nearest the flagpole, the wider diagonal white stripe must be above the red diagonal stripe, as Scotland's St Andrew's cross takes precedence over Ireland's St. Patrick's cross. It is most improper to fly the flag upside down.

There are certain days when the Union Flag should be flown, and this policy does not cover the birthdays of "minor" royals. On all days as listed in Appendix 1, the Union Flag should be flown. (See appendix).



North Walsham Town Council

Over the next twelve months there is an expectation that there will be additional events when the Union Flag should be flown. These are listed in the attached appendix.

Flags of the countries within the United Kingdom

As an up-and-coming tourist area, it is reasonable to acknowledge that North Walsham receives guests from all over the four countries within the United Kingdom. To show our appreciation for these visitors and a statement of gratitude to these countries, it is proposed that the individual flags of Wales, Northern Ireland, England and Scotland are flown on their respective Saints' Days. (See appendix)

Flags of other Nations

Flags of other nations should be flown where there is a link with the town and those Countries.

Furthermore, it would also be reasonable to fly the flag of the USA on 4-July to mark the special relationship that has existed with Norfolk and the United States since the Second World War. (See appendix).

Flags of other Towns and Organisations.

Occasionally, the North Walsham Town Council may be approached by other communities or organisations to fly their flag to mark or commemorate their "special" day. An example of this is Armed Forces Day.

Permission to fly their flag each year may be sought by groups that run a yearly event. (See appendix).

Future Years

Some of the dates outlined in the appendix will change each year and these dates will be discussed and agreed by North Walsham Town Council in reasonable time before the event.

Requests to fly flags

Normally, all requests to fly flags shall be made in writing to the Town Council and will be delivered in sufficient time for

- i) The request to be submitted to the Full Council for discussion and agreement.
- ii) If there is insufficient time for this, then the Town Clerk shall consult with the Mayor, Deputy Mayor and one other Chairperson to receive a consensus.
- iii) In an emergency such as the death of a national or local figure of importance, the Town Clerk shall consult with the Mayor and Deputy Mayor for a consensus.

In implementing this policy, North Walsham Town Council gives delegated authority to these members to make a binding decision on behalf of Council.

- iv) In the event the Chairperson is not available or unable to make a decision, the Clerk shall have the power to contact the Vice-Chairperson of the same committee(s).



North Walsham Town Council

Supply of flags

North Walsham Town Council has a supply of flags including the Union Flag and the Town Flag. These will be used when appropriate and as agreed by this policy.

There will be occasions when other countries, groups or organisations will supply their own flag and to maximise the desired visual impact that is needed, it is suggested that the flag is no more than 6 feet x 4 feet.

North Walsham Town Council or its' representatives cannot be held responsible for any loss or damage to any flag left with the Council however caused.

As the cost of some flags can be quite high, it is recommended that any individuals, groups, or organisations leaving their flag with North Walsham Town Council ensure that it has sufficient insurance to cover all risks. Any flag that is to be left with North Walsham Town Council must be supplied with all necessary eyelets already in place and clean and ironed.

A flag which is to be flown by North Walsham Town Council must be left at the office of North Walsham Town Council no less than 7 (seven) days before the requested day and will be ready for collection no earlier than 3 (three) days after the last day the flag is flown.

Any repairs or laundering that is necessary after the flag has been flown is the sole responsibility of the owner.

Flying a flag at half-mast

Either the Union flag or the Town flag may be flown at half-mast. The flag to be flown will depend on the status of the deceased individuals as to whether they are local or of national significance.

A flag at half-mast is flown exactly one flag's height down from its normal position, and no lower.

When hoisting a flag that is to be displayed at half-mast, it should be hoisted to the finial for an instant, and then lowered to half-mast.

Likewise, when it is lowered at the end of the day, it is to be hoisted to the finial for an instant, and then lowered.

Depending on the size of the flag being flown, attempts to lower the flag as reasonably possible will be made.

Training

At present, flags are raised and lowered on the flag-pole at The War Memorial Park Gardens by a member of the Grounds Team.

As previously mentioned, it is vital that anyone accepting this responsibility is aware of the full protocol involved with the flying of flags especially the Union flag.

Flag Flying Ceremonies

Generally, all flags will be flown without ceremony and will be raised and lowered at an unspecified time convenient to the person responsible. However, North Walsham Town Council will consider requests for arrangements for small ceremonies for '0' and '5' anniversaries.



North Walsham Town Council

Flagpole in The War Memorial Park Gardens

The Union Flag must always take precedence.

The flag should not be raised before sunrise and should be lowered by sunset.

“Sponsorship” of a flag

The flagpole is available for individuals to “sponsor” for the day to mark special occasions.

This is done by payment of a £25.00 fee and in return, the Town Council will fly the Town flag for one specific day to commemorate a birth, a wedding etc. Other reasons may also be considered but will be subject to a satisfactory response from the Town Council. The only flag which will be flown for “sponsored” days is the flag of North Walsham Town Council. No other flag will be flown under any circumstance.

The fee **MUST** be paid in full and in advance and will be allocated to the Mayor’s Charities Fund.

In the event of a birth or wedding, satisfactory evidence **MUST** be seen of the birth or impending marriage at the time of the request.

For Valentine’s Day, Mother’s Day and Father’s Day, joint and multiple sponsorship is available at £10.00 each.

In addition to the flying of a flag, North Walsham Town Council will make an announcement on its’ social media pages giving the reason for the flying of the flag from the flagpole. If appropriate, a card may be sent from the North Walsham Town Council offices to the sponsor or beneficiary of the flag-flying.

The Town Council reserve the right to reject or cancel an application to fly a flag if it coincides with a day when the flag is needed elsewhere or for any other reason.

Additionally, it may be the case that in the interest of health and safety, a flag cannot be flown. In all cases, the maximum amount of refund will be limited to the fee paid.

The flying of the flag gives the sponsor no additional rights and is imperative that it is acknowledged that the flagpole is in the Remembrance Garden within The War Memorial Park where fallen soldiers are commemorated.

North Walsham Town Council accepts no responsibility for any errors, offence or omissions caused.

Next review Oct 2025

Flags we currently have:

- Union Jack
- Norfolk Flag
- North Walsham Town Council
- D-Day 80th
- VE-Day 80th (ordered)

Need to purchase?

- German Flag
- Scottish Flag
- St George's Cross
- Welsh Flag
- St Patrick Cross
- Norfolk Fire & Rescue Service Flag
- NHS Flag
- Armed Forces Glaf
- Pride Flag
- American Flag
- French Flag
- 999 Flag
- RAF Ensign



NORTH WALSHAM TOWN COUNCIL

BOOKING FORM FOR THE FLYING OF NORTH WALSHAM TOWN FLAG IN THE WAR MEMORIAL PARK REMEMBRANCE GARDENS

Please complete and sign this form and send it to the address below together with a cheque for £25 made payable to North Walsham Town Council. Cash payments can be made in person at the Town Council Office.

North Walsham Town Council take no responsibility for any errors or omissions.

Date flag to be flown:

Reason for flag to be flown:

[] Birthday - Name/age of person for whom flag to be flown
.....

[] Anniversary – Names/number of years and type of anniversary.....
.....

[] Other occasion (subject to permission from North Walsham Town Council)
.....
.....

Name of person making booking:

Address:

Email:

Phone number:

Type of ID shown:

I accept full responsibility for this booking and payment of the fee due. I confirm that the above information is correct and that I give permission for the details to be posted on the Town Council Facebook page on the date that the flag is flown.

I sign to give my consent to my details being held as per North Walsham Town Council’s GDPR Policy, which can be found at: [Forms & Policies | www.nwtc.org.uk](http://www.nwtc.org.uk)

Signed Dated

North Walsham Town Council, Office 4, Cedar House, 3 New Road, North Walsham NR28 9DE

Tel: 01692 404114 Website: www.nwtc.org.uk

Email: info@nwtc.org.uk

PROPOSED FLAG FLYING DATES 2024-2025:

A) All dates based on Cromer Town Council (including royal birthdays)

Date	Event	Flag
10 th November 2024	Remembrance Day (Second Sunday in November)	Union Jack
11 th November 2024	Armistice Day	Union Jack
14 th November 2024	Birthday of H.M. King Charles III (1948)	Union Jack
30 th November 2024	Christmas lights event (last Saturday in November)	Town Flag
30 th November 2024	St Andrew's Day (Scotland)	Scottish Flag
9 th January 2025	Birthday of Princess of Wales (1982)	Union Jack
1 st March 2025	St David's Day (Wales)	Welsh Flag
10 th March 2025	Commonwealth Day (Second Monday in March)	Union Jack
17 th March 2025	St Patrick's Day (Ireland)	St Patrick Cross
9 th April 2025	Wedding Anniversary of H.M King Charles III & Camilla, Queen Consort	Union Jack
23 rd April 2025	St George's Day (England)	St George Cross
23 rd April 2025	Birthday of Prince Louis of Wales (2018)	Union Jack
2 nd May 2025	Birthday of Princess Charlotte of Wales (2015)	Union Jack
4 th May 2025	International Fire Fighter's Day	Norfolk Fire & Rescue Service
6 th May 2025	Coronation Day	Union Jack
8 th May 2025	80 th Anniversary VE-Day	80 th VE-Day Flag
12 th May 2025	International Nurse's Day	NHS
17 th May 2025	International Day Against Homophobia	Pride
6 th June 2025	D-Day	Union Jack or D-Day 80 th ?
21 st June 2025	Official birthday of H.M. King Charles III (third Saturday in June)	Union Jack
21 st June 2025	Birthday of Prince of Wales (1982)	Union Jack
29 th June 2025	Armed Forces Day	Armed Forces Flag
4 th July 2025	Independence Day (USA)	American Flag
5 th July 2025	NHS Day	NHS
14 th July 2025	Bastille Day (France)	French Flag
17 th July 2025	Birthday of Camilla, Queen Consort (1947)	Union Jack
22 nd July 2025	Birthday of Prince George of Wales (2013)	Union Jack
27 th July 2025	Norfolk Day	Norfolk Flag

8 th September 2025	Ascension of H.M. King Charles III	Union Jack
9 th September 2025	999 Day	999 Flag
15 th September 2025	Battle of Britain Day	RAF Ensign
3 rd October 2025	Unity Day (Germany)	German Flag

B) Based on the above but removed most royal birthdays except for H.M. King Charles III.

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27 th July 2025	Norfolk Day	Norfolk Flag
9 th September 2025	999 Day	999 Flag
15 th September 2025	Battle of Britain Day	RAF Ensign
3 rd October 2025	Unity Day (Germany)	German Flag

