

# **Liberal Democrat County Councillors Report for North Walsham East Division**

**06<sup>th</sup> of September 2025**

## **What's Going on at the County Council?**

### **Your chance to give your views on Norfolk's Recycling Centres**

The county council has launched their annual survey for Norfolk's 19 recycling centres.

Last year, the centres processed over 69,000 tonnes of household waste, with more than 73% successfully diverted from general waste disposal.

The survey, is a chance for residents to share their experiences, suggest improvements, and help shape the future of the service. It is open until Wednesday 17 September and takes just a few minutes to complete.

### **How you can help**

- Share the link: <https://www.smartsurvey.co.uk/s/RecyclingCentreSurvey2025/>
- Look out for social media posts across [Norfolk CC Facebook](#) and [Next-door](#) and share them on your own pages
- Signpost to more information about locations, opening hours and accepted items: [www.norfolk.gov.uk/wasteandrecycling](http://www.norfolk.gov.uk/wasteandrecycling)

### **Household hazardous waste days - reminder**

Norfolk County Council has announced a series of household hazardous waste days (HHWDs) this autumn, offering residents the opportunity to safely dispose of unwanted hazardous materials at seven recycling centres across the county.

The autumn HHWDs will take place on the following dates:

- Norwich South – Friday 3 & Saturday 4 October
- King's Lynn – Friday 10 & Saturday 11 October
- Caister – Friday 24 & Saturday 25 October
- Dereham – Friday 31 October & Saturday 1 November
- Thetford – Friday 7 & Saturday 8 November
- Hempton – Friday 21 & Saturday 22 November
- Norwich North – Friday 28 & Saturday 29 November

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### Norfolk Community Fund

Norfolk County Council has launched a new fund called the Norfolk Community Fund. Each Norfolk County Councillor has £5,000 to support community groups in their division.

Local groups can apply for grants of £200 to £2,500.

To help boost the overall fund, and to encourage and support groups to harness community funding power:

- For funding bids of £500 or over, groups will need to match fund 50%
- We will support groups to do this through the Crowdfunding platform, which we have already successfully used in the County Council's Growth and Investment service, and gives a simple route for groups to fundraise
- For projects under £500, there will be no match-funding requirement – but groups will have the option to still do that if they wish, to help increase the total amount of funding

Projects must clearly benefit the local community within the local area. They should aim to bring people together, celebrate local culture, and improve the overall quality of life in Norfolk. Below are the themes for the funding along with some examples of what the funding can go towards:

- **Ageing well:** Activities supporting the well-being of older adults, such as improvements to community centres or village halls, and projects for the well-being of older people.
- **Youth focus:** Engaging young people in meaningful and fun activities, including starting local groups, and buying play and exercise equipment for community use.
- **Green and clean:** Promoting environmental awareness and sustainability through local training schemes, childcare schemes, and planning and publishing village walks.
- **Come together:** Bringing diverse groups together to celebrate community and culture with public events, festivals, exhibitions, and tourist information leaflets.
- **Active living:** Supporting sports and physical activities for all ages, such as buying play and exercise equipment for community use.
- **Creative connections:** Engaging arts and cultural projects that unite people, including bringing people together to build community through public events, festivals, and exhibitions.

Local community groups should contact me in my role as their local councillor and explain their projects.

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### **Local Members Fund**

The LMF can be spent on a wide variety of highway and environmental related aspects, up to a total combined value of £11,000 each year. The LMF is capital so there needs to be an asset, or an extension of life for an existing asset as a result of the funding.

Typical uses could include:

- Advisory signs such as 'Unsuitable for HGV's' and advisory speed limits i.e. 20mph signs outside schools, would be possible.
- Capital measures to encourage more active travel (walking and cycling), including enhancement of the public rights of way (PRoW) network including footways, footpaths, bridle ways, restricted byways, permissive paths. This could include small footway extensions and modifications to enable greater access.
- More significant work to infrastructure and surfacing improvements on PRoW to increase and promote greater access. This could include replacement of stiles with gates and improved signage, information boards and creative wayfinding.
- Minor drainage works.
- New non-regulatory signs and replacement of existing signs and road markings. This includes new road markings such as "SLOW" markings.
- Minor traffic management projects including Traffic Regulation Order related works. However, it should be noted that these works can typically cost up to £9,000 each and may be difficult to deliver within a 12-month timescale.
- Day rates for contractors to carry out additional capital maintenance to areas of the highways that a Local Member would like improved.
- Other highway improvements – improved visibility splays, junction improvements, kerbing, work in conservation areas.
- Capital grants to Town or Parish Councils for highway maintenance related equipment for grass cutting including for roadside nature reserves or footway gritting equipment.
- A grant towards Electric Vehicle (EV) charging points. The LMF can be used to pay for purchase and installation costs only, so is best suited to community facilities such as village or town halls etc. The applicant (typically a Town or Parish Council) would need to lead on procurement, supply & installation. The LMF can then be used to offset these costs. In addition, the County Council would not be responsible for future maintenance costs.
- A grant towards community tree planting to support Norfolk's Environmental Policy. This could include contributions towards tree packs as part of "1 Million Trees for Norfolk". The LMF can be used to pay for purchase and planting costs only, so is best suited to community facilities that can be planted off highway land. The applicant

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(typically a Town or Parish Council) would need to lead on purchase, supply & planting. Alternatively Community groups, town and parish councils or individuals who can prove a 'community benefit', are able to approach their Local Member to see whether they would be willing to refund the some or all of the 50% cost of the tree packs available through the county council (offer is seasonal, see website for details) . Where trees are proposed on highway land, these would need to be agreed with the local Highways team to prevent future maintenance issues. Any invoices requiring payment should be sent via the Asset, Programmes and Funding Team so that the Members allocated fund can be debited.

- Wildlife friendly measures for amenity and biodiversity gain, including greenspace improvements. Particularly for priority habitats and species like bats and newts linked to Norfolk Local Nature Recovery Strategy. Funding is for capital implementation costs only but could include equipment for volunteers/local community to use to manage their local biodiversity, wildlife flower seed/plants, bat/bird boxes or a contract to create new ponds. Ongoing maintenance costs would need to be agreed by third parties.
- A grant towards flood signs fixed (drop down) 'Flood' or 'Road Ahead Closed' signs at specific agreed sites on unclassified and C roads only. Once installed these signs would be dropped down by identified local representatives to show the sign face under a Memorandum of Understanding.
- A grant towards lightweight water and flood diversion barriers for community use, procured, managed and maintained by local Parish/Town Councils. The LMF can then be used to offset the purchase costs.
- Access improvements to the PRoW network (including footways, footpaths, bridal ways, restricted byways, permissive paths) This could include improvements to surfacing, ramps, steps, handrails, accessible gates, seating. Improvements PRoW network particularly, where appropriate to provide barrier free, all abilities access.
- A grant towards the purchase of grit bins to be placed on the public highway. All requests will be considered by the local Highway Engineer, in line with current assessment guidelines, before approval for purchase. Once approved, the local Highway Engineer will arrange for them to be purchased and sited. The grit bins will be owned by NCC and filled/replenished free of charge in line with existing arrangements for all other bins located on the public highway (usually twice per winter season, in November/December and then again after Christmas depending on the weather) and agreed by Assistant Director Highways). Any maintenance, repair and replacements costs will be met by the Highways Winter Budget.

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### **North Walsham East Division**

#### **Dilham**

- I have written to our highways engineer to urge him to consider improved speed reduction signage for the village.
- Despite the parish council and I asking that Dilham becomes a 20 mph village, Highways remains reluctant.
- Unresolved issues from last report:
  - We are still awaiting confirmation of the date that the brown tourist signs advertising the Worsted Park venue to be repositioned.

#### **Happisburgh**

- A complaint has been received about mud on Lighthouse Lane, specifically following rainfall leading the verge edges to spill onto the road. North Norfolk District Council cleansing team have been contacted to see if they can help through road sweeping. This has now been escalated to Cabinet Member, who will update.
- Further complaints have been raised about the North Walsham Road development, and these have been forwarded on to the North Norfolk District Council Planning Enforcement team.
- I have received one application from the parish for my Norfolk Community Fund Budget.
- Unresolved issues from last report:
  - My Local Member Fund will be used to purchase new safety signs for Happisburgh/Walcott crossroads, we are waiting for installation.

#### **Honing**

- No parish specific report

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### North Walsham

- The long-awaited repairs to the soakaway and pavement at Litester Close/Spencer Avenue began at the end of August.
- The crossing on Vicarage St has now been repainted.
- We have received no further update on the Salvation Army's decision to transfer Furze Hill to an alternative provider, following meeting with them.
- I have received a total of three applications from the parish for my Norfolk Community Fund Budget.
- Complaints have been raised over the maintenance of Spa Common, I have contacted NNDC regarding this, and inspection has been carried out and I am awaiting confirmation of action to be taken.
- Residents on Park Avenue have contacted me regarding concerns of the health of a tree bordering their properties. Flagship have been out to inspect and confirm that this tree will be felled within 18 months.
- I have contacted officers again about the sinking area on Marshgate. Officers have again written to Anglian Water to ascertain a date for work to commence.
- After 9 months, following an Anglian Water leak, repairs have been undertaken to a pavement on Bradfield Road.
- Unresolved issues from last report:
  - Following conversations with Sainsbury's head office the lights that line the Vicarage St carpark to Sainsbury's path are being repaired.
  - Discussions have been held for solutions to the issue of drivers parking over the Norwich Rd 'keep clear' markings by Avenue Road, the safety team will be inspecting the site.
  - The consultation regarding the land required to undertake the Lynfield estate drainage, received no comments and an instruction has been given to the legal team to move to the next stage of purchasing.
  - After 4 years, Taylor Wimpey have responded to the issue of the buildup on the verge on Bacton Rd causing fences to rot. During this time, I have only received placeholder emails from the legal team. This is now in the investigation stage.

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### Walcott

- Unresolved issues from last report:
  - My Local Member Fund will be used to purchase new safety signs for Happisburgh/Walcott crossroads.
  - Highways are awaiting delivery of the 'gate' signs, installation dates will be given when these are received.

### Witton and Ridlington

- No parish specific report

### **Lucy Shires**

County Councillor for North Walsham East

[lucy.shires.cllr@norfolk.gov.uk](mailto:lucy.shires.cllr@norfolk.gov.uk)

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# North Walsham Town Council

## Missing and Found Child Procedure for Events

Approved by Full Council on .....

### **Scope**

This procedure is for a person under 18, or a person considered vulnerable despite age.

### **Set up**

- A designated point and signposted 'Lost Children', if possible. In a smaller event a nominated point for the child to be looked after.
- Nominate child safeguarding lead and a second. These people will stay with the child and will never be in sole charge of the child.

### **Care guidelines: Found child**

- Children should not be left in the sole care of one person.
- No food or drink, except plain water should be given to children in case of allergies.
- The person claiming a child should prove their name and address and show relevant form of identification.
- Stewards should make immediate contact with the lost children point in case the parent/guardian is there, to advise that a child has been found.
- The child is then to be immediately escorted by a steward/Police officer to the lost children point.
- A form must then be completed in the presence of the steward/Police officer to detail where the child was found.
- Details of the child are to be forwarded to Event Control.
- Event Control must request a message to be relayed over the PA system. No details of the lost child should be relayed over the PA system without the permission of the Police officer.
- Event Control should also issue details to all Police/stewards regarding the lost child in case they are contacted by a parent/guardian.

- Parents/guardians claiming the child should show a form of identification (A photo driving licence, passport or correspondence showing their name and home address) before the child is released. In the event of any uncertainty, it will be the responsibility of the Police to determine if the child should be allowed to go with the person who is claiming them.

### **Missing Child**

- If a missing child report is made to Police/stewards, then they should contact the lost children point to ascertain whether the child is there.
- If the child is there then parents/guardians should be directed or escorted directly to the lost children point.
- If the child is not there then parents/guardians should be directed to the lost children point to complete a missing child form with a description of the child, where they were last seen and who with.
- Details of the missing child should then be forwarded to event control
- Event Control should then issue a message to all Police/stewards so that they can remain vigilant. No details of the lost child should be relayed over the PA system without the permission of the Police officer.
- Organise steward to conduct a search of the surrounding area allocating each person a specific area. Steward to call back to the Event Control via mobile phone or Walkie Talkie to update rather than waste time walking back.
- Reassure the child's parents that everything is being done to look for their child.
- Report the missing child to the police if the search is unsuccessful or after 15 minutes of the 1st report if the search is ongoing.
- Inform everyone including the parents if the child is located.
- If you feel that there has been suspicious activity before the child went missing or that the child may be in danger, call the police 999 before commencing the search.

Date of next review .....



# North Walsham Town Council

## Missing Child Form

This form is to be filled out when a child has gone missing at a NWTC event and given to the police as required.

|                                                                                                                                                                              |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Surname of missing child                                                                                                                                                     |  |
| First name of missing child                                                                                                                                                  |  |
| Date & time of disappearance                                                                                                                                                 |  |
| When & where were they last confirmed seen and by whom?                                                                                                                      |  |
| What was your child wearing? Be as specific on colours, styles & brands as you can. Include jewellery. Are there photos of the child wearing the same clothing or jewellery? |  |
| Who, if anyone, was your child supposed to be with?                                                                                                                          |  |
| Are there any concerns for the child's safety?                                                                                                                               |  |
| Any other information that would be helpful                                                                                                                                  |  |

Our **General Privacy Statement** explains how we use your personal data, keep it stored securely and how you can exercise your rights. All data will be destroyed securely in line with our **Retention & Disposal Policy**

Office 4, Cedar House, 3 New Road, North Walsham, NR28 9DE or email to [townclerk@northwalsham-tc.gov.uk](mailto:townclerk@northwalsham-tc.gov.uk)



# North Walsham Town Council

## Found Child Form

This form is to be filled out when a child has been found at a NWTC event and given to the police as required.

|                                                              |  |
|--------------------------------------------------------------|--|
| Surname of found child                                       |  |
| First name of found child                                    |  |
| Date & time they were found                                  |  |
| When & where were they last saw their parent/guardian.       |  |
| Names and descriptions of they parent/guardian. Be specific. |  |
| Any other information that would be helpful                  |  |

Our **General Privacy Statement** explains how we use your personal data, keep it stored securely and how you can exercise your rights. All data will be destroyed securely in line with our **Retention & Disposal Policy**

Office 4, Cedar House, 3 New Road, North Walsham, NR28 9DE or email to [townclerk@northwalsham-tc.gov.uk](mailto:townclerk@northwalsham-tc.gov.uk)

## **Events Proposals for 2026:**

### **Contents:**

1. Proposed Standard Car Boot and Sunday Market Dates for 2026.
2. Proposal for combining North Walsham's Summer Car Boot Sales with the Monthly Sunday Market.
3. Easter Egg Hunt 2026
4. Yard Sale 2026
5. Mini Music Festival 2026
6. Trackside Event 2026
7. Halloween 2026
8. Christmas Market 2026

## **1. Proposed standard Car Boot and Sunday Market dates for 2026:**

**Car Boot Sales:** (April-October last Sunday of the month except August)

- 12<sup>th</sup> April, 10<sup>th</sup> May, 14<sup>th</sup> June, 12<sup>th</sup> July, 2<sup>nd</sup> August, 13<sup>th</sup> September, 11<sup>th</sup> October 2026

**Sunday Markets:** (Last Sunday of the month except December)

- 25<sup>th</sup> January, 22<sup>nd</sup> February, 29<sup>th</sup> March, 26<sup>th</sup> April, 24<sup>th</sup> May, 28<sup>th</sup> June, 26<sup>th</sup> July, 30<sup>th</sup> August, 27<sup>th</sup> September, 25<sup>th</sup> October, 29<sup>th</sup> November, 20<sup>th</sup> December.
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## **2. Proposal for combining North Walsham's Summer Car Boot Sales with the Monthly Sunday Market**

### **Background**

North Walsham Town Council currently organises two separate community events:

The Monthly Sunday Market, held in the Market Place, which has historically provided a valuable opportunity for local traders, artisans, and food producers. However, attendance and footfall have been declining, reducing its impact on the market's economic vitality and potentially leading to a need to rebrand.

The Car Boot Sale is a popular and well-attended seasonal event that attracts both sellers and bargain-hunters from the wider area. There are always at least 100 cars on site, with numbers increasing as popularity increases.

Both events support the Council's wider objectives of encouraging community engagement, increasing town activity, and supporting the local economy.

### **Proposal**

That the Council trial combining the summer Car Boot Sale with the Monthly Sunday Market on selected dates during the summer season. (April through October.) The two events would run side by side, with the Car Boot element located as normal, and the market stalls relocated from Market Place to a designated area 'Market Avenue' within the War Memorial Park.

### **Anticipated Benefits**

- Increased Footfall for the market stalls, as there is already a strong existing following for the car boot sales. This would draw visitors who may not normally attend the monthly market diversifying the customer base and helps with 'word of mouth' marketing.

- By hosting both events together, visitors attracted to the car boot are more likely to browse market stalls, increasing exposure for regular traders.
- Market traders would benefit from greater visibility and sales opportunities as the combined event offers a wider variety of attractions. There is also more physical space to expand the range of stalls on offer.
- Strengthening the market's popularity could help reverse recent declines in attendance.
- Enhanced Community Appeal – convenience is key, and shoppers are more likely to buy from both the Car Boot and the Market when they are in the same place.
- A combined event would offer a more varied experience, appealing to different age groups and interests.

### **Efficient Use of Resources**

- By aligning staffing, facilities, and publicity, the Council can achieve better value for money and stronger promotional impact.
- Marketing the combined event under a single campaign could improve recognition and turnout.
- Currently the Sunday Market does not have a viable return on investment, so for safeguarding public money changes are recommended.

### **Next Steps**

- Discuss potential dates for these events to be combined. Does the Market come forward to the Car Boot Sunday, or does the Car Boot change to the last Sunday of the month.
- Discuss whether consultation is needed with existing market traders and car boot participants to ensure practical arrangements (layout, parking, fees, etc.).
- Prepare a joint marketing plan to highlight the variety and scale of the combined event.
- Trial the combined format over one summer season and review attendance, feedback, and financial outcomes before deciding whether to make the arrangement permanent. Parameters for measurements of success to be agreed.

### **Recommendation**

That North Walsham Town Council approves a pilot scheme to combine the summer car boot sale with the monthly Sunday market during the 2026 summer season, with outcomes to be reported back to Council in the autumn.

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### **3. Easter Egg Hunt 2026**

Proposed Date: Easter Saturday (4<sup>th</sup> April 2026)

This has already been agreed by Full Council to continue on with the Easter Egg Hunt from North Walsham Play. (Minute ref: Full Council Meeting 29.04.2025 10.2.

Volunteers will be required, so please discuss potential ways for recruitment.

### **4. Yard Sale 2026**

Proposed Date: Sunday 5<sup>th</sup> July 2026

This has already been agreed by Full Council to continue on with the Yard Sale from North Walsham Play. (Minute ref: Full Council Meeting 29.04.2025 10.1.

### **5. Mini Music Festival 2026**

Proposed Date: Saturday 11<sup>th</sup> July 2026

This will be expanding on the success of 2025! Aiming for a similar style event with bigger and better bands and still including the Picnic in the Park and children's elements.

### **6. Trackside Event 2026**

Proposed Date: Saturday 22<sup>nd</sup> August 2026

This will be a similar style event after the success of this year. We had amazing feedback from the young people that attended the event.

### **7. Halloween 2026**

Proposed Date: Saturday 31<sup>st</sup> October 2026

Suggested Halloween themed parade through Market Place with illuminations and light shows on the buildings. Potential to decorate the town. Children's disco/party at an inside venue, including music and entertainment, sweets and refreshments. This events target audience would be young children and families.

### **8. Christmas Market 2026 (combined with the regular Sunday Market)**

Proposed Date: Sunday 29<sup>th</sup> November 2026

This would be the regular Sunday Market (if it continues in its current form), plus Christmas stalls and entertainment. This would be the day after the annual North Walsham Lights switch on.

## **Issued on behalf of the Electric Vehicle Infrastructure Team**

Dear Councillors,

I am writing to you on behalf of Norfolk County Council regarding our successful Plug in Norfolk (PiN) initiative, which aims to improve access to electric vehicle charging points across the county.

We are proud to report that we currently have 27 PiN installations county-wide, with more already in development. The initiative has been a significant success story, supporting residents in the transition to electric vehicles and working towards our county's green initiative.

Our ambition is to expand this network further, ensuring that residents, businesses, and visitors have reliable access to charging facilities, no matter where they are in Norfolk. A key part of this next phase is to engage more closely with local communities.

As a Local Member, your knowledge of your division and your connections with the communities you represent are invaluable. To that end, we would be grateful if you could consider and suggest any parishes within your area that you believe would be suitable and interested hosts for a new charging point. Ideal locations often include village hall car parks, community centres, or other publicly accessible spaces. In order to best fit the remit of our available funding, we are particularly interested in locations with on-street residential parking demand and / or tourist locations, and any host premises would need to be able to offer 24-hour access for charging.

We would welcome any suggestions you might have or your assistance in engaging with parish councils to gauge their interest in the scheme. Please email [evehicles@norfolk.gov.uk](mailto:evehicles@norfolk.gov.uk) with your suggestions.

Kind regards,

Tommy Lambert,  
Engineer. Network Management – Electric Vehicle Infrastructure.  
[evehicles@norfolk.gov.uk](mailto:evehicles@norfolk.gov.uk)

### **Judith Beales, Councillor Support**

Democratic Services | Chief Executive's Office  
Tel: 01603 222968 | Text Relay : 18001 0344 800 8020  
County Hall, Martineau Lane, Norwich, NR1 2DH

My name is Sean Pasque and I work for Active Norfolk and North Norfolk District Council as the North Active Communities Officer. I am emailing you to discuss a potential project proposal called the North Norfolk Holiday Provision.

As you might be aware, the Holiday Activities and Food (HAF) programme is a free, government-funded initiative that has been running since 2021. In Norfolk, it is known as the *Big Norfolk Holiday Fun (BNHF)* programme, which has supported over 20,000 children since its inception.

We are pleased to share that funding for the HAF programme has recently been confirmed for a further three years. While this is excellent news, the programme currently only runs during the Easter, Summer, and Christmas holidays. In North Norfolk, we are exploring ways to offer additional provision throughout all school holidays to ensure no child misses out.

We are actively seeking to collaborate with providers, organisations, and town and parish councils to help expand this support. Our goal is to ensure children in North Norfolk continue to have access to enriching holiday provision particularly during the school breaks not currently covered by HAF.

Families have already told us how vital this support is:

“I would truly struggle, I won’t lie. I am a single mother, and I don’t have much help due to people working, so I only have this to rely on — otherwise, I would be out of a job.”

“The holidays would be desperate; I’d probably have to borrow to fund activities.”

We are reaching out to invite you to partner with us on the **North Norfolk Holiday Provision** programme, which we aim to launch in February 2026. This initiative will provide support during holiday periods not currently covered by HAF and offer a longer-term solution should national funding be withdrawn in the future.

### **How Your Council Can Help:**

We are specifically seeking support for children who receive Free School Meals. By sponsoring places in the programme, you can directly benefit local families who might otherwise struggle to access holiday activities and childcare.

Each sponsored place covers the cost of a full day of provision including activities and a nutritious meal therefore making a tangible difference to children and families in your town.

### **Benefits of Sponsoring:**

- Create a positive and lasting impact in your community
- Directly support local children and families in need
- Recognition in our promotional and community materials

With your support, we can ensure that no child in North Norfolk misses out on fun, friendship, and food during the holidays. We would be delighted to discuss this opportunity further and explore how your council can be involved or hear any other suggestions you might have to enhance the project.

We also ask if you would consider sharing this email with any businesses in your domain who you think might be interested in supporting.

Thank you for considering this important initiative.

**Sean Pasque**

North Norfolk Active Communities Officer

[sean.pasque@activenorfolk.org](mailto:sean.pasque@activenorfolk.org) | <https://www.activenorfolk.org>

The Rural Support Centre, Easton College, Easton, Norwich, NR9  
5DU

Good afternoon Mrs Murphy,

Many thanks for making the time to see me on Monday 22nd to discuss the possibility of North Walsham Town council agreeing to allow the Norfolk & Suffolk RAF Air cadets to march from the memorial park to the St Nicholas church to mark the 85<sup>th</sup> anniversary of the founding of the organisation.

Each year a Sqn is chosen to host what we refer to as ATC Sunday and next year 2110 "North Walsham" Sqn has that honour. there will be a total of 9 Sqns on parade from across the North & east of Norfolk.

I have had the go ahead from the Vicar and the church is now booked for Sunday 8th Feb 26 at 14.30

I politely request that the full Council consider allowing rolling road closures to allow us to march from the Memorial park into the town marketplace and dismiss outside the church. There will be NO return parade required as we will be hosting a tea party in the church hall after the church service.

Timing for the parade

1315 - Muster in the memorial park near to the memorial garden.

1350 - Parade Form up

1400 - Parade March off

1410 - Parade arrives market place

1415 - Dismiss to church

1430 - Service commences

Vehicles used to transport troops will be properly parked in correct car parks around the town.

I will produce a Risk Assessment for the parade and will be responsible for organising First aid cover and submitting a Public Military event (PME) form to our RAF Police and Norfolk police.

I am also keen to be able to support the town council and will be canvassing Sqns for adult helpers to be allocated to your marshal team on the day to help out as required.

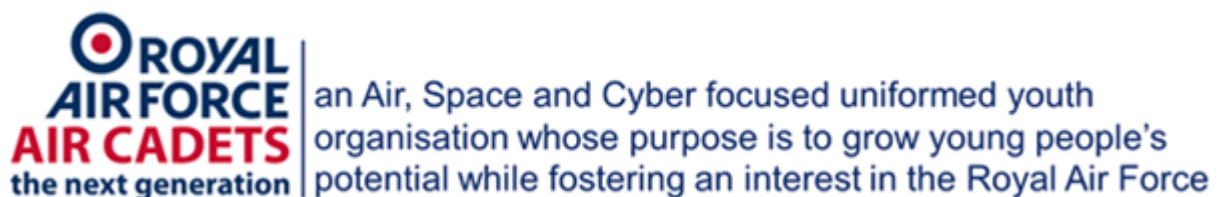
Of course should the weather become too inclement the parade will be called off but I would only make that decision on the day.

If there are any questions or queries please don't hesitate to call me.

With kind regards

*Kevin*

Squadron Leader Kevin Green MBE RAFAC | Wing Sector Commander 3 | Norfolk & Suffolk  
Wing Constitution Hill Norwich NR6 7RA | Email [Kevin.green100@rafac.mod.gov.uk](mailto:Kevin.green100@rafac.mod.gov.uk) |  
Telephone 07887654903



Parish/Town/Borough Council

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

Your ref:

Phone: 0344 800 8020

Text relay: 18001 0344 800 8020

[www.norfolk.gov.uk](http://www.norfolk.gov.uk)Email: [ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk)

Date: June 2025

**From the Cabinet Member for Highways, Infrastructure & Transport**

Dear Sir or Madam

**Delivering local highway improvements in partnership with Town and Parish Councils**

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last eleven years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2026/27. Further supporting information, including possible funding sources for your share of the bid, is available on our [webpage](#).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. **The closing date for submissions will be 01 December 2025.** Please contact your local Highway Engineer based at the local Area Office for agreement as early as you can, ideally by the end of September, to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2026 following approval by the Norfolk County Council Cabinet.

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

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

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their

willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our [webpage](#).

### What sort of schemes would be acceptable?

- Small lengths of formal footway
- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record and must be agreed by NCC's Network Safety Team. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our [webpage](#).
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school).
- New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council. Please note, for 2025/26 only, that a bus shelter grant for 80% funding grant is currently available. Please email [busshelters@norfolk.gov.uk](mailto:busshelters@norfolk.gov.uk) for more information.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email [evehicles@norfolk.gov.uk](mailto:evehicles@norfolk.gov.uk) – A [webpage](#) containing useful information is now live.

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

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

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

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

**Schemes which will not be considered**

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
  - Speed Limits
  - Waiting restrictions
  - Weight restrictions
- Bids for installation of any streetlighting
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

**Information you must include in your bid**

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

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

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

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

Yours faithfully



Graham Plant  
Cabinet Member for Highways, Infrastructure & Transport

Copy to: Local County Councillor  
Enclosed: Parish Partnership bid application form 2026/27



# North Walsham Town Council

## **Risk Assessment: Bluebell Pond Volunteer Clearance in Wet Weather**

### **Site Details**

Location: Bluebell Pond, Bacton Road, North Walsham NR28 0RA

Ownership/Management: North Walsham Town Council; supported by the Bluebell Pond Committee

History: Community-managed since the 1990s, now a wildlife haven with regular volunteer clean-up days

### **Key Hazards & Wet Weather Controls**

#### **Traffic (adjacent to Bacton Road)**

Who at Risk: All

Wet Weather Controls:

- High-vis vests for all
- Temporary signage/barriers if appropriate
- Marshals at road edge when loading and unloading
- Extra caution: verges slippery when wet

#### **Slips, trips, falls (mud, banks, paths)**

Who at Risk: All

Wet Weather Controls:

- Waterproof, sturdy footwear
- Avoid steep/unstable banks
- Mark/cordon off very slippery areas
- Slow pace, regular reminders

#### **Water hazards (pond edge, deeper water)**

Who at Risk: All, especially young/older

Wet Weather Controls:

- No lone working
- Life ring/throw line on site

- Limit access to water's edge
- Extra supervision for under 18s
- No unaccompanied wading in pond by under 18s
- Waterborne disease Leptospirosis, also known as Weil's disease

**Manual handling (wet, heavy debris)**

Who at Risk: All

Wet Weather Controls:

- Team lifts for heavy/wet items
- Use tools to reduce bending
- Extra caution: wet material is heavier

**Hand tool use (slippery handles)**

Who at Risk: All

Wet Weather Controls:

- Gloves required
- Check tools for grip
- Wipe handles regularly
- Remove damaged tools

**Fatigue, cold, hypothermia**

Who at Risk: All

Wet Weather Controls:

- Warm, waterproof clothing
- Shelter available (e.g., gazebo, cars)
- Hot drinks
- Shorter work sessions, more breaks
- Monitor for cold under 18s

**Inexperience/young age**

Who at Risk: Under 18s

Wet Weather Controls:

- Age appropriate tasks
- Close supervision in hazardous areas
- Parental consent under 18s

**Lightning (if thunderstorm)**

Who at Risk: All

Wet Weather Controls:

- Stop working immediately if thunder is heard
- Move to shelter
- Wait 30 mins after the last thunder

### **Supervision & Safeguarding**

- Adult: child ratio: 1:6
- DBS-checked adults for under 18s
- First aider on site
- Emergency contacts collected

### **Emergency Procedures**

- Nearest hospital: Cromer or Norfolk and Norwich
- Emergency access: Bacton Road entrance
- Mobile phone signal checked
- Briefing on emergency plan

### **Additional Notes**

- Dynamic risk assessment: Ongoing, especially if weather worsens
- Cancel/postpone if conditions become unsafe (e.g., flooding, high winds, lightning)
- All volunteers sign in/out
- Weather forecast monitored in advance

### **Contact Details**

#### **Bluebell Pond Committee**

Chairperson: Kev Richardson

Role: Organises pond clean up, liaises with Town Council, manages volunteers

#### **North Walsham Town Council**

Address:

Office 4, Cedar House

New Road, North Walsham

Norfolk NR28 9DE

Phone: 01692 404114

Email: [info@northwalsham-tc.gov.uk](mailto:info@northwalsham-tc.gov.uk)

Website: [www.nwtc.org.uk/contact](http://www.nwtc.org.uk/contact) Wendy Murphy Town Clerk

Emergency Liaison Wendy Murphy

Phone: 07972 214028

Email: [townclerk@northwalsham-tc.gov.uk](mailto:townclerk@northwalsham-tc.gov.uk)

Approved at Full Council on .....

Next review is .....