



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Development & Amenities Meeting

held on Tuesday 18<sup>th</sup> November 2025 at Cedar House, New Road, North  
Walsham NR28 9DE

### Present:

Town Councillors: R Smith (RS), H Richardson (HR), J Reid (JR), E Seward (ES), B Wright (BW), P Brand (PB)

Town Clerk: Wendy Murphy

Grounds Manager: James Dennis

Members of Public: 0

1. **APOLOGIES FOR ABSENCE**

T Scannell

2. **DECLARATIONS OF INTEREST**

None

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

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

Proposed by JR and seconded by HS and with all in favor the minutes dated 16th September 2025 which had previously been circulated were agreed and signed as a true record.

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

Decision/Action Log was received and updates given. The clerk will get an update regarding the lights between Vicarage Street Car Park and Sainsburys being turned back on.

5. **PUBLIC FORUM**

None

6. **TO RECEIVE ANY UPDATES**

James Dennis gave his report, he confirmed that Community Payback team had been arranged and would be commencing in December.

7. **TO RECEIVE AN UPDATE ON THE INVESTIGATION AT TRACKSIDE AND AGREE ANY DECISIONS**

A report was given and the clerk will contact the contractor who installed the skatepark for a resolution to the drainage system in the bowls.

8. **TO RECEIVE AND AGREE A NEW EVENT MANAGEMENT PLAN**

Initials:..... Date:.....

With a few amendments it was proposed by BW and seconded by PB and with all in favor the Event Management Plan be adopted.

**9. TO DISCUSS THE UPKEEP OF THE SEATS AND PLANTERS IN THE MARKET PLACE AND AGREE ANY DECISIONS**

The clerk will speak to NNDC to see if these assets can be transferred to North Walsham Town Council

**10. TO DISCUSS AND AGREE THE INSTALLATION OF A LIGHT AT THE HERITAGE CENTRE LOKE**

The clerk will get a quote from an electrician and put this in the budget for 2026/2027

**11. TO DISCUSS THE REFUSE BINS BEHIND CEDAR BARN AND AGREE ANY DECISIONS**

The clerk will liase with the community center to see if the bins can be placed next to theirs. If this cannot happen then an area in the War Memorial Park will need to be made available.

**12. TO DISCUSS PURCHASING THREE DOG BINS – 1 HOWLETT CLOSE. 1 MARSHGATE AND 1 BLUEBELL ROAD**

A map of all bins will be taken back to the next meeting when a decision can be made

**13. ITEMS FOR THE NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY**

Bins

Finger Posts – The Clerk and The Mayor attended a meeting at NNDC to discuss having 7 new finger posts

Poppies Lease

**14. DATE OF NEXT MEETING**

**20<sup>TH</sup> January 2026**

Meeting closed at 19.29

Initials:.....

Date:.....

January 2026

The Red swing set at trackside Park has been removed as per Council Meeting 30/09/25 item 12 of the minutes

I've liaised with our approved tree inspector on his annual visit to analyse the condition of our "Arbor"

All our Christmas display items i.e. Sleigh & Reindeer etc ... have been removed and stored away safely until the next season

Community Payback from Norfolk Probation have started with us on a fortnightly calendar slot for an indefinite rolling time

The new wall at the North and South side entrance has started to be built as per the D&A Meeting on 16/09/25 item 13 of the minutes

We have fitted a new memorial bench in the North and South Cemetery at location point C2

Most of the fallen leaves have been collected on our sites of maintenance and deposited at Yarmouth rd. end of the memorial park as per our own bio-diversity ethics

I've liaised with a few residents around North Walsham regarding sporadic areas of wilds overgrowth and along with my team we have cleared the offending vegetation in line with being 'a good neighbour'

My team and I continue to deliver high quality results of work due to our passion in our roles in the community of North Walsham

VanChamp  
Unit 7 Horseshoe Business Park  
Lye Lane  
St Albans AL2 3TA

Tel: 0203 900 3321  
Email: sales@vanchamp.co.uk



## CUSTOMER QUOTATION

Twin  
axel.

To: Mr Wendy Murphy  
North Walsham Town Council  
Office 4  
Cedar House, 3 New Road  
North Walsham  
Norfolk  
NR28 9DE

FAO: Mr Wendy Murphy  
From: Andy Georgiou  
Quote Date: 17/09/2025  
Quote Ref: Q06820AG  
Phone: 0203 900 3321

Dear Wendy

Thank you for your recent enquiry. Please find below a quotation for your vehicle:

| <u>ITEM</u>  | <u>Price</u> |
|--|--------------|
| 1 x Renault Master Dropside MY24 LL35 FWD 150ps ADVANCE 4.26m (14') BODY with SOLID TAIL | £33,995.00   |
| Colour: Mineral White  |              |
| LED Roof Lightbar  | £225.00      |
| <hr/>  |              |
| Total Net  | £34,220.00   |
| VAT @ 20.0%  | £6,844.00    |
| VED & 1st Reg Fee  | £400.00      |
| Total Gross  | £41,464.00   |

This is for a new un-registered vehicle and includes delivery to your door. All our vehicles are UK sourced and are supplied with full manufacturer's warranty

### LEAD TIME FROM ORDER DATE : DELIVERY APPROX. 5 WEEKS

#### Optional:

Chapter 8 markings to the rear & yellow stripe to each side £425 + VAT

Led Front Grill Strobe Lights £195 + VAT

Led Rear Strobe Lights £195 + VAT

#### FINANCE LEASE QUOTE

|                          |                  |                  |                  |
|--------------------------|------------------|------------------|------------------|
| Total Deposit:           | £4,720.44 + VAT  | £4,637.64 + VAT  | £3,471.30 + VAT  |
| Balance To Fund:         | £34,220.00 + VAT | £34,220.00 + VAT | £34,220.00 + VAT |
| Length Of Term (Months): | 36               | 48               | 60               |
| Interest Rate (Flat):    | 5.46%            | 5.46%            | 5.46%            |
| Monthly Amount:          | £786.74 + VAT    | £772.94 + VAT    | £578.55 + VAT    |
| Balloon:                 | £7,900.00 + VAT  | £7,000.00 + VAT  | £6,000.00 + VAT  |

Finance subject to status

Caged  
Tow Bar

# Renault Master 3.5t LL35 dCi 150ps Advance

Dropside 3.8m, 4.2m or 4.8m with/without Tail Lift



| Specifications                    | 3.8m    | 4.2m    | 4.8m    |
|-----------------------------------|---------|---------|---------|
| INTERNAL LENGTH:                  | 3810 mm | 4250 mm | 4850 mm |
| INTERNAL WIDTH:                   | 2030 mm | 2030 mm | 2030 mm |
| SIDE PANEL HEIGHT:                | 400 mm  | 400 mm  | 400 mm  |
| OVERALL LENGTH:                   | 6310 mm | 6750 mm | 7350 mm |
| OVERALL WIDTH: (Excl. Mirrors)    | 2105 mm | 2105 mm | 2105 mm |
| OVERALL HEIGHT (to top of gantry) | 2405 mm | 2405 mm | 2405 mm |
| PAYLOAD*                          | 1452 kg | 1428 kg | 1404 kg |



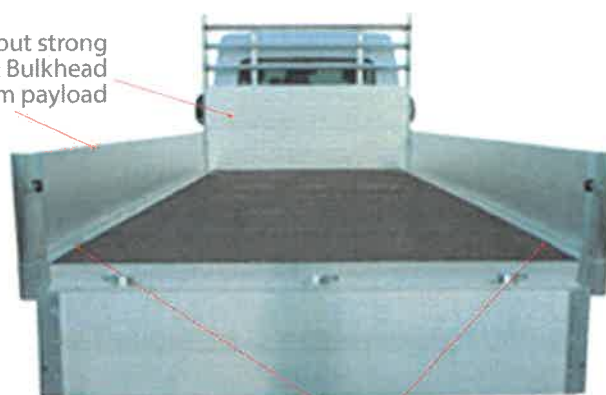
UP TO  
**1452 Kg**  
PAYLOAD

*\*Deduct 145kg from payload with tail lift fitted*



OPTIONAL  
**500 Kg**  
TAIL LIFT FITTED

Lightweight but strong  
Alloy sides & Bulkhead  
for maximum payload



4, 6 or 8 Recessed TT  
lashing anchor points  
included as standard



\*Payload equals the Maximum Operating Mass (Gross Vehicle Mass or GVM) less the Kerb Weight. Kerb Weight is the weight of the complete vehicle including coolant, oil, a 90% full fuel tank, a 100% full AdBlue tank, spare wheel and jack, but excluding driver and crew. All Kerb Weights, and therefore Payloads quoted are subject to a 5% manufacturing tolerance and are based on the base level model. Any additional equipment added (options or accessories), or the selection of a higher trim level, could result in a higher Kerb Weight and a reduced Payload, and may increase CO2 and decrease MPG figures. Specified measurements may vary slightly due to manufacturing tolerances.

For more information please contact: **0203 900 3321**

[www.vanchamp.co.uk](http://www.vanchamp.co.uk)

Unit 9, Round Bush, Watford, WD25 8DL



**Renault Master** 3.5t LL35 dCi 150ps Advance  
Dropside 3.8m, 4.2m or 4.8m with/without Tail Lift



Built in Side Steps each side



Fold Down & removable side boards

# Renault Master 3.5t LL35 dCi 150ps Advance Dropside 3.8m, 4.2m or 4.8m with/without Tail Lift



## Dropside Body Features

- Lightweight folding and removable aluminium side and rear panels (400mm high)
- Rear corner pillars as standard
- Anchorage points in loading area (4 to 6 depending on version)
- Hot-galvanised steel front side panel and platform
- Anti-slip wooden floor
- Alloy cab protecting grid with ladder/long object rack
- Optional tail lift - Mesh or Solid platform 500kg column tail lift  
*Mesh tail lift is ideal for road maintenance vehicles - Reduces drag factor and maximises payload as it is lighter than the solid base.* **Mesh**

## Additional options available on request

- Additional Retractable Floor Lashings
- Fall Arrest Safety System
- Hardwood floor
- Underbody Lockable thermoplastic toolbox
- Fixed bed-mounted Vault-Toolbox

Other special options may be possible.  
Please let us know any special requirements.

## Standard Renault Master Chassis Features

- analog speedometer and cluster with 3.5" black and white TFT display
- 10" open RLink touchscreen
- manual air conditioning
- front LED lights with C-shaped signature
- cruise control and speed limiter
- automatic headlights and wipers
- 12V socket in central console
- dark marl fabric upholstery with dark grey stitching
- 6-speed gearbox
- ESC (Electronic Stability Control) with Grip Xtend, Hill Start Assist and Trailer Swing Assist
- 3 Button Key Fob with Folding Key with Zone Opening Function comes with 1 Spare Fixed Key
- Closed glove box
- Driver's seat - height adjustable, lumbar adjustment and armrest
- Steering wheel - height adjustment
- Electric front windows
- Passenger bench seat

## Exterior

- 80-litre fuel tank
- 22-litre AdBlue tank
- LED daytime running lights
- Door mirrors - electric adjustment, heated
- 16" steel wheels
- Spare wheel

## Safety and security

- Full-steel bulkhead
- ABS with EBD (Electronic Brake force Distribution)
- Automatic headlights and wipers
- Electronic immobiliser
- Alarm (excluding Master Z.E.)
- Remote central locking
- Airbag - driver
- 4 disc brakes
- Deadlocking



# NORTH WALSHAM TOWN COUNCIL

## Event Management Form

Adopted by the Council at its meeting held on .....

Please submit a copy of your Event Management Plan along with this form within 3-6 months of your event. It is strongly recommended that you submit the details of your event to the North Norfolk Safety Advisory Group (SAG) for feedback.

Name of Event

Event Location

- |   |   |
|---|---|
| <input type="checkbox"/> War Memorial Park          | <input type="checkbox"/> Woodville Park         |
| <input type="checkbox"/> Trackside Park (skatepark) | <input type="checkbox"/> St Nicholas Churchyard |
| <input type="checkbox"/> Market Cross               | <input type="checkbox"/>                        |
| Other .....   |   |

Date(s) of Event

Name of Organisation

Event Organiser(s)

Contact Address  
(including postcode)

Contact Telephone Number

Contact Email Address

Do you have minimum £5m  
Public Liability and  
Employees Liability  
Insurance?

(Please include the name of insurer and value of cover)

This Event Management Form does not constitute an Event Management Plan.

North Walsham Town Council will not approve any final documentation as the onus is upon the organiser to consider all risks identified by the members of the group and the Health and Safety Executive (HSE).





# NORTH WALSHAM TOWN COUNCIL

## Event Management Form

Adopted by the Council at its meeting held on .....

North Walsham Town Council follow the guidance set out by the HSE and also refer to 'The Purple Guide'. This guide has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are duty holders to manage health and safety, particularly at large-scale music and similar events.

For more advice relating to Event Management, please refer to the Health & Safety Executive guidance found via <http://www.hse.gov.uk/event-safety/>

Data Protection : Please refer to the Town Council's Policy on the website [www.nwtc.org.uk](http://www.nwtc.org.uk). If you have any concerns regarding the handling of your personal data you can contact [info@northwalsham-tc.gov.uk](mailto:info@northwalsham-tc.gov.uk) and you can also contact the Information Commissioners Office (ICO) <https://ico.org.uk/global/contact-us/>

### Declaration:

This information is true and correct.

|                         |  |
|-------------------------|--|
| Signed                  |  |
| Printed Name & Position |  |
| Date                    |  |

Please return form to 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 Street Lighting Survey, July 2025

| Unit no. | Location:   | Defects:  |
|----------|---|---|
| 1        | Roysten Green, o/s 42                                 |   |
| 2        | Roysten Green, between 17 and 19                      |   |
| 3        | Roysten Green, between 10 and 12                      |   |
| 4        | William Paston Rd, o/s 6                              |   |
| 5        | Roysten Green, between 5 and 7                        |   |
| 6        | Roysten Green, first from the junction with marshgate |   |
| 7        | Marshgate, opp 22                                     |   |
| 8        | Marshgate, o/s 45                                     |   |
| 9        | Marshgate, opp 53                                     | major trim back required  |
| 10       | Marshgate, o/s 61                                     | major trim back required / leaning                                |
| 11       | Anchor Rd, opp Anchor lodge                           |   |
| 12       | Anchor Rd, o/s fleet house                            | major trim back required  |
| 13       | Anchor Rd, opp Anchor house                           | column was made safe by being cut down so will require new column |
| 14       | Anchor Rd, o/s rose villa                             |   |
| 15       | Anchor Rd, o/s Blangor                                | major trim back required  |
| 16       | Manor Rd, opp Anchor rd                               |   |
| 17       | Manor Rd, o/s 25                                      |   |
| 18       | Manor Rd, o/s 43                                      | Leaning and loose   |
| 19       | Manor Rd, closest to Anchor Rd                        |   |
| 20       | Manor Rd, closest to Manor court                      | major trim back required  |
| 21       | White Horse Common, o/s 12                            |   |
| 22       | White Horse Common, o/s 7                             | Small dent in door  |
| 23       | White Horse Common, o/s Wheelwrights Arms             |   |
| 24       | White Horse Common, o/s The Barn                      |   |
| 25       | White Horse Common, o/s fairveiw                      | major trim back required  |
| 26       | St. Benets Avenue, o/s 2                              |   |
| 27       | St. Benets Avenue, in garden of 8                     | needs further investergation                                      |

|    |  |                                       |
|----|--|---------------------------------------|
| 28 | St. Benets Avenue, between 5 and 6           |                                       |
| 29 | The close , at the end                       |                                       |
| 30 | The Close, o/s Savana Lodge                  | major trim back required              |
| 31 | Spenser Avenue, junction with Happisburgh Rd |                                       |
| 32 | Spenser Avenue, o/s School                   |                                       |
| 33 | Spenser Avenue, opp 2                        |                                       |
| 34 | Spenser Avenue                               | couldn't locate                       |
| 35 | Spenser Avenue, o/s 11                       |                                       |
| 36 | Spenser Avenue, o/s 15                       | damaged door                          |
| 37 | Spenser Avenue, o/s 21                       |                                       |
| 38 | Spenser Avenue, o/s 25                       |                                       |
| 39 | Spenser Avenue, o/s 26                       |                                       |
| 40 | Spenser Avenue, o/s 29                       |                                       |
| 41 | Spenser Avenue, o/s 37                       |                                       |
| 42 | Spenser Avenue, o/s 44                       |                                       |
| 53 | Grange Court, o/s 10                         |                                       |
| 54 | Grange Court, o/s 4                          |                                       |
| 55 | Grange Court, o/s 1                          |                                       |
| 56 | Hall Lane, at entrance to Reeves Court       |                                       |
| 57 | Hall Lane, o/s salvation army                |                                       |
| 58 | Hall Lane, o/s 28                            | requires head realinement and leaning |
| 59 | Hall Lane, o/s 45                            |                                       |
| 60 | Hall Lane, opp Lime Tree Rd                  |                                       |
| 61 | Hall Lane, o/s 50                            |                                       |
| 62 | Hall Lane, junction with kings close         |                                       |
| 63 | Hall Lane, opp 56                            |                                       |
| 64 | Hall Lane, opp 62                            |                                       |
| 65 | Hall Lane, junction with pound Rd            |                                       |
| 65 | Kimberley Rd, o/s 28                         |                                       |
| 66 | Lime Tree Rd, o/s Rimington                  |                                       |
| 67 | Lime Tree Rd, between 6 and 7                |                                       |

|     |  |                          |
|-----|--|--------------------------|
| 68  | Lime Tree Rd, o/s bethany                  |                          |
| 69  | Kimberley Rd, o/s 10                       | Awaiting connection      |
| 70  | Witton vei w, o/s 2                        |                          |
| 71  | Dixon Rd, on cornor                        | major trim back required |
| 72  | Kimberley Rd, o/s 7                        | requires new column      |
| 73  | Kimberley Rd, o/s 2                        |                          |
| 74  | Grove Rd, o/s 7                            |                          |
| 75  | Grove Rd, between hiddenhurst and homewood |                          |
| 79  | Manor Rd, o/s school, opp 2                |                          |
| 80  | Hannat Rd, o/s 13                          |                          |
| 81  | Hannat Rd, o/s 7                           |                          |
| 82  | Hamlet Close, o/s 17                       |                          |
| 83  | Hamlet Close, o/s 1                        |                          |
| 84  | Hamlet Close, o/s 31                       |                          |
| 85  | Hamlet Close, opp Darly                    |                          |
| 86  | Meadow Close, o/s 6                        |                          |
| 87  | Meadow Close, o/s 3                        |                          |
| 88  | Northmead Drive, o/s 27                    |                          |
| 89  | Northmead Drive, o/s 19                    |                          |
| 90  | Garden Close, o/s 3                        |                          |
| 91  | Garden Close, o/s 7                        |                          |
| 92  | Northmead Drive, opp Garden Close          |                          |
| 93  | Northmead Drive, o/s 8a                    |                          |
| 94  | Orchard Close, o/s 4                       |                          |
| 95  | Orchard Close, o/s 7                       |                          |
| 96  | Northmead Drive, opp Orchard Close         |                          |
| 97  | Northmead Drive, between 4 and 6           |                          |
| 98  | St. Marys Way, opp 6                       |                          |
| 100 | St Nicholas Churchyard, South West Corner  |                          |
| 103 | St Nicholas Churchyard, East side          |                          |
| 104 | St Nicholas Churchyard, North east side    |                          |

|     |  |                          |
|-----|--|--------------------------|
| 105 | St Nicholas Churchyard, North West Corner      |                          |
| 107 | St Nicholas Churchyard, West Corner            |                          |
| 109 | St Nicholas Churchyard, south east side        | Leaning                  |
| 110 | Mitre Tavern Yard, market street end           |                          |
| 111 | Mitre Tavern Yard, Vicarage street end         | new column required      |
| 112 | Beach Drive, o/s 4                             | major trim back required |
| 113 | Beach Drive, o/s 1                             |                          |
| 114 | Coronation Walk, o/s 3                         |                          |
| 115 | Coronation Walk, opp 17                        |                          |
| 116 | Princes Street, o/s 31                         |                          |
| 117 | Princes Street, o/s 16                         |                          |
| 118 | Princes Street, o/s 5                          |                          |
| 119 | Queensway, opp Princes Sreet                   |                          |
| 120 | Queensway, o/s 9                               |                          |
| 121 | Queensway, at end near garages                 | major trim back required |
| 122 | Cherry Tree Lane, o/s 8                        | requires new column      |
| 123 | Cherry Tree Lane, opp 5                        |                          |
| 124 | Cherry Tree Lane, o/s 26                       | Requires new column      |
| 125 | Cherry Tree Lane, o/s 21                       | Requires new column      |
| 126 | Cherry Tree Lane, o/s 31                       | Requires new column      |
| 127 | Cherry Tree Lane, o/s 32                       | Requires new column      |
| 128 | Cherry Tree Lane, o/s 36a                      | Requires new column      |
| 129 | Cherry Tree Lane, o/s 45                       | Requires new column      |
| 130 | Cherry Tree Lane, o/s 47                       | Requires new column      |
| 131 | Cherry Tree Lane, near junction with Cromer Rd | Requires new column      |
| 132 | Kingsway, at junction with Cromer Rd           |                          |
| 133 | Kingsway, o/s 3                                |                          |
| 134 | Kingsway, o/s 20                               |                          |
| 135 | Kingsway, footpath between between 2 and 4a    |                          |
| 136 | Kingsway, garden of 44                         |                          |
| 137 | Kingsway, at end of cul-de-sac                 |                          |



[illegible]

[illegible]

[illegible]

[illegible]

[illegible][illegible]

|  |                                   |
|--|-----------------------------------|
|  | Recommend new bracket             |
|  | Recommend new bracket and lantern |
|  | Recommend new lantern             |
|  | Cutback required                  |
|  | Column damage                     |
|  | Door damage                       |
|  | Other                             |





[illegible]

|                       |
|-----------------------|
| LED, galvanised steel |
| LED, galvanised steel |
| LED, galvanised steel |
| LED, galvanised steel |
| LED, concrete         |
| LED, galvanised steel |
| LED, galvanised steel |
| LED, galvanised steel |
| LED, galvanised steel |
| LED, galvanised steel |
| LED, galvanised steel |
| LED, galvanised steel |
| LED, galvanised steel |
| LED, galvanised steel |
| LED, galvanised steel |
| LED, concrete         |
| LED, galvanised steel |
| LED, concrete         |
| LED, concrete         |
| LED, concrete         |
| LED, concrete         |
| LED, concrete         |
| LED, concrete         |
| LED, concrete         |
| LED, concrete         |
| LED, concrete         |
| LED, galvanised steel |
| LED, galvanised steel |
| LED, wooden pole      |
| LED, wooden pole      |
| LED, wooden pole      |
| LED, galvanised steel |

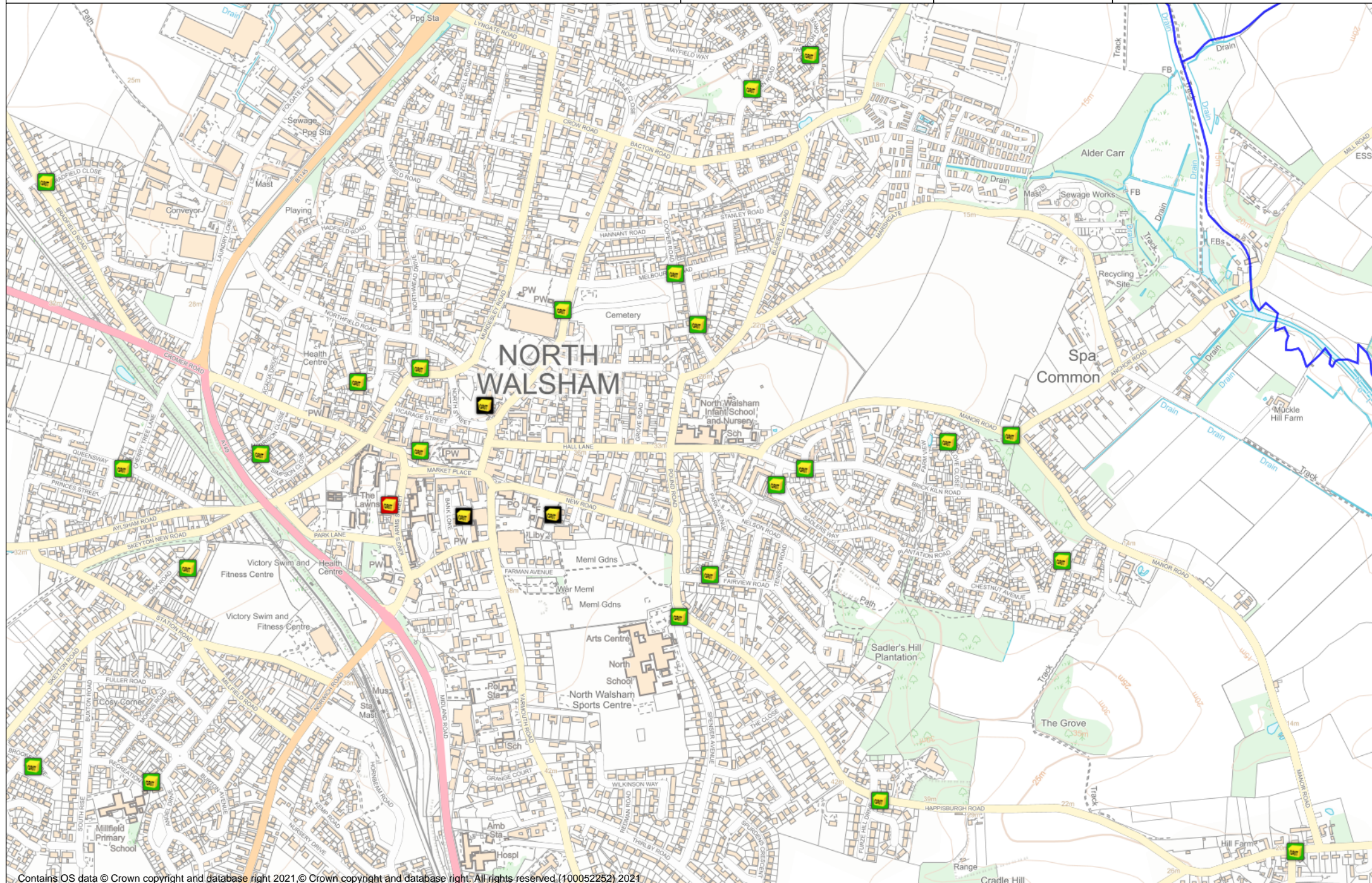
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# Arboricultural Statement relating to Trees within North Walsham Town Council control.

Report prepared by Phillip Scott

Tree and Woodland Consultant  
phillipwscott@outlook.com

16 December 2025

This report results from the annual Tree safety survey carried out by Phil Scott at the request of James Dennis, Head Groundsman for North Walsham Town Council. 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
2. For all the above areas, 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, 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 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. The following are the definitions of the terms used in Appendix A: -

- **Tree number:** estimated number taken from the Town Council's maps.
- **Species:** Common name only.
- **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.
  - Dead** – tree is dead.
- **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 – 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.

8. Trees of particular concern:

- a) Chapel cemetery – 104 Lime This tree is a large mature tree beside Mundesley road. The degree of decay at the base is quite advanced and the tree should be felled as quickly as reasonably possible as it may collapse onto the road
- b) Memorial Park – 621 Oak. This tree has been commented on for 3 years now and should be prioritised. The people most at risk by this tree are Council employees working in and around the nearby shed / building.
- c) Memorial Park – near 676 Lime. This tree is outside the fence and therefore beside Yarmouth Road. Cars are constantly parked alongside the road and while the footpath is also busy. The tree should be felled as quickly as reasonably possible as it may collapse onto the road.
- d) Trackside - I would still recommend that the roadside belt of trees (trees 410 to 451) should be thinned for their long-term health and stability.
- e) Two more Beech trees were found in East Cemetery with the particularly damaging fungus called Meripulus at the base. I pointed these trees out to James so he can monitor the spread of the fungus.



# 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 ⅓ of their lives.
  - Mature** - trees in the second ⅓ of their lives.
  - Over-mature** - trees in the final ⅓ 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.



# NORTH WALSHAM TOWN COUNCIL

## Cemetery Rules and Regulations

In accordance with - The Local Authorities' Cemeteries Order 1977

<https://www.legislation.gov.uk/cy/uksi/1977/204>

**Adopted by the Council at its meeting held on 19.12.17**

For further information or any issues not mentioned in these **Rules & Regulations** please contact the Town Council at the Council Offices, Cedar House, New Road, North Walsham NR28 9DE or on 01692 404114

These Rules and Regulations apply to:-

***The Chapel Cemetery*** - Mundesley Road

***The North / South Cemetery & Garden of Remembrance*** - Bacton Road

1. **General Cemetery Regulations** *(These regulations are intended to keep the burial grounds in clean and well-ordered condition – the best mark of respect).*
  - 1.1 The Cemeteries will be open: **April – September 7:00 – 20:00, October – March 8:00 – 16:00**  
The Council may temporarily close the Cemeteries at any time should they consider it necessary for special reasons or in connection with the maintenance of the Cemeteries.
  - 1.2 The Council is responsible for the upkeep of all grassed and planted areas, walls, paths, fences and buildings.
  - 1.3 It is the responsibility of the next of kin to ensure that memorials are kept in good order and that mowers and other machinery are not obstructed by incorrectly positioned tributes.
  - 1.4 Children under twelve years will not be admitted, except under the care of a responsible person.
  - 1.5 Anyone caught damaging a building, wall, fence or seat belonging to the Cemetery, or damaging or removing any tree, plant, tribute, tablet, or headstone, shall be liable for prosecution.
  - 1.6 Anyone caught playing games or sport, or discharging firearms, (save at a military funeral, in the Cemetery) or causing disruption to any person or committing any nuisance within the Cemetery, shall be liable for prosecution.
  - 1.7 The consumption of alcohol within the Cemetery is strictly prohibited.
  - 1.8 Dogs are permitted but must be on a short lead and fully under control at all times.
  - 1.9 The riding of bicycles, scooters, skateboards etc. across the grassed areas of the Cemetery is strictly forbidden.
  - 1.10 A Register of all Burials is kept at the Town Council Office and searches may be made by appointment, between **9.30 a.m. and 1.00 p.m. Monday to Friday**.
  - 1.11 A plan of the Cemeteries, showing locations of graves and interments is kept at the Town Council Office and may be seen by appointment, between **9.30 a.m. and 1.00 p.m. Monday to Friday** and on our Website.

- 1.12 Annual Cemetery inspections will take place to ensure rules and regulations are being adhered to.

## **2 Interments**

- 2.1 Interments may take place at the Cemetery
- **1<sup>st</sup> April - 30<sup>th</sup> September between 10.00 a.m. and 2.00 p.m. Monday to Fridays**
  - **1<sup>st</sup> October - 31<sup>st</sup> March between 10.00 a.m. and 12.30 p.m. Monday to Fridays**
- 2.2 All fees and charges must be paid, and notices given to the Town Council before the grave is dug or before the memorial/headstone is erected.
- 2.3 Double fees are payable for Saturday, Sunday and statutory holiday interments. No interment will take place on these days after 12 noon, except with notification of the certificate of a Coroner or Registered Medical Practitioner that immediate interment is necessary.
- 2.4 At least three clear working days' notice is to be given between **9.30 a.m. and 1.00 p.m. Monday to Friday** to the Town Council Office, North Walsham previous to any earthen grave interment, and four clear working days' notice if a vault or brick grave is required.
- This rule will not apply to any religion that requires immediate burial or, in the case of death from epidemic or endemic disease upon medical certification.
- 2.5 The time fixed for the funeral refers to that at which the procession is at the Cemetery.
- 2.6 All graves are to be dug and excavated by the person appointed by the Town Council or under its supervision and, except in the case of children's graves and graves for the interment of cremated remains, are to be dug at least 6 feet deep.
- 2.7 The brickwork of every brick grave must be carried up to, within twelve inches of the surface and may be executed by persons appointed by the purchaser subject to the Regulations of the Council.
- 2.8 Cremated remains may be interred:-
- In a plot 2' x 2' in the space set aside for the purpose and two interments will be permitted.
  - In a plot 3' x 3' in the space set aside for the purpose and up to six interments will be permitted.
  - In a grave in which burials have already taken place and where exclusive rights of burial have been granted
- 2.9 All caskets must be bio degradable
- 2.10 Before any interments can proceed, the correct certification must be presented to the Town Council for **standard graves. The Town Council is to be contacted for any other types of graves.**

## **3 Memorials and Monuments**

- 3.1 No brick grave or vault may be constructed, no monument/memorial, including a headstone, tablet, or tribute of any description erected or placed on a grave or plot, unless the exclusive right of burial has been purchased. The plot letter and grave number shall be inscribed thereon.
- 3.2 No bodies shall be buried in any vault or walled grave unless the coffin is separately entombed in an airtight manner; that is, by properly cemented stone or brickwork.

- 3.3 Wooden markers will be removed after six months.
- 3.4 All foundations of monuments/memorials, the removal of or re-fixing of monuments/memorials and other work connected therewith must be done under the supervision of the Town Council. Upon completion of the work, materials not used, or deposited on the site must be cleared away to the satisfaction of the Town Council. Any damage done in carrying out and completing any of the above works shall be the responsibility of those undertaking the work.
- 3.5 All monuments/memorials (including wooden crosses) and inscriptions are to be subject to the approval of the Council and a drawing, showing the form and dimensions of every monument/memorial to be erected including the inscription or additional inscription to be placed on the monument/memorial, must be submitted to the Town Council for approval. All fees must be paid in advance.
- 3.6 Only headstones not exceeding 2'6 height will be allowed.
- Dowling pins on monuments/memorials should be stainless steel and not copper. Ground anchors must be fitted.
  - Book memorials must be pinned to the supports.
  - Wooden crosses should be 2½" wide by 1"-2" thick and no more than 2'6" high and secured in the ground by a mettapost, with any void to be filled in.
- 3.7 All erected monuments/memorials should, be kept in good repair by the owner, if this is not done the Council reserves the right to have them repaired or removed at the owner's expense.
- 3.8 If any monument/memorial is erected in violation of the Regulations of the Council, it may be removed by the Council without prior notice, but we will endeavour to give one months notice.
- 3.9 The Council reserves the right to lay down any monument/memorial found to be unsafe, without prior notice.
- 3.10 Approved monuments/memorials must be placed at the head of the grave to facilitate ground maintenance
- No kerb or other form of enclosure (including digging out of gullies and fencing of any sort) of the grave will be permitted.
  - Up to two items of tribute may be incorporated at the foot of the headstone
  - No additional tributes will be permitted.
  - The letter/number of the grave space, corresponding with the register must be placed on the headstone/tablet.
- 3.11 Up to two items of tribute may be placed on the tablet/memorial marking the burial of ashes
- 3.12 The Town Council shall not be held responsible for any theft or damage.

#### **4 Tributes**

- 4.1 Only **two** items of tribute are allowed per grave space, provided they are incorporated within or on the memorial base. If the memorial is not yet in situ, the items may rest at the foot of the temporary cross.
- 4.2 Only **two** items of tribute are allowed per ashes plot, provided they are placed on the memorial base.

- 4.3 Funeral flowers will be removed automatically after one month.
- 4.4 Extra flowers and wreaths will be permitted on anniversary dates and at Christmas and will be automatically removed within one month.
- 4.5 Any tribute deemed inappropriate, will receive written notice asking that the tribute be removed within 30 days, or it will be removed by our Groundsmen.
- 4.6 No shrubs, plants or flowers may be planted within the Cemetery or on any grave therein. The Council reserves the right to cut down or dig up and remove any shrub, plant or flower planted without authorisation.
- 4.7 No plastic or breakable items such as glass or ceramics are permitted for health and safety reasons. No LED, solar lights, artificial coverings or animated tributes of any sort are permitted within the Cemetery. All these will be removed immediately and stored in a secure place.
- 4.8 Any tribute deemed hazardous, detrimental or causing obstruction, will be removed immediately.
- 4.9 In all cases of immediate removal, tributes will be securely stored and notification will be sent to the relevant Grave Rights owner. Items not collected within 90 days will be disposed of.

## **5 Additional Regulations relating to Children's Area (under 5's)**

- 5.1 A soft toy can be secured at the head of the grave space, at the parents own risk.
- 5.2 Memorials may contain a photograph (not glass/ceramic) of the child or an engraving of the child's favourite toy/character.

## **6 Exclusive Rights of Burial**

- 6.1 Exclusive Rights of Burial are purchased for a period of 75 years, in accordance with the council's scale of charges. This entitles the purchaser to determine who else shall be interred in the grave up to a maximum of two bodies (buried or cremated) and permits the holder of the rights to erect a memorial.
- 6.2 It should be noted that the grant of 'Exclusive Rights of Burial' does not confer on the owner any right of title to the land, the grave itself remaining at all times the property of the council.
- 6.3 A Deed of Exclusive Rights will be sent to the purchaser of the grave or Ashes Plot.
- 6.4 Change of contact details - it is the responsibility of the Exclusive Rights holder to notify the Town Council to ensure the Deeds are kept up-to-date.

### **Disclaimer.**

The Council reserves the right to make alterations or additions to the foregoing Rules and Regulations consistent with the Burial Acts. The Regulations of Her Majesty's Secretary of State, under the Burial Acts 1977, and applicable to the Cemetery must be considered as incorporated herewith.



# NORTH WALSHAM TOWN COUNCIL

## Grass Verge Cutting/Signage Procedure

Adopted by the Council at its meeting held on 29.10.19

At the meeting on 25.7.23 it was agreed by the Council that where safe and appropriate, temporary rewilding of the verges would be permitted.

### 1 Risk Assessment for Grass Verge Cutting

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The Head Groundsman will carry out a risk assessment of the verge which has to be cut. This will take into account any hazards which are likely to occur during the cutting being the condition of the verge and whether there are any obstacles which could impede or cause an accident when cutting. If there are any such concerns these will be reported to the employee.

The aim of this policy is to provide a fair and consistent process for ground staff employees to be able to cut the grass verges with efficiency and with no hazards.

The emphasis that signage should be placed when the grass cutting is in progress on a particular verge is to safeguard pedestrians and road users.

### 2 Procedure to be undertaken before Grass Verge Cutting commences

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It is the responsibility of the employee to ensure that the equipment that they are going to use for the grass verge cutting is working properly and requires no maintenance work to be undertaken. Should any equipment need attention it must not be used.

The employee must ensure they are wearing Personal Protective Equipment as identified in the Health & Safety Risk Assessment for Grass and Hedge Cutting pertaining to the section of wearing protective clothing.

The employee must ensure the signs are placed at the beginning of the verge and at the end of it so that members of the public are aware that this work is being carried out

The signs state **"GRASS CUTTING"**

If there is a problem before, during or after the grass verge cutting then the employee should contact the Head Groundsman straight away and report the problem who will then try and resolve it.

### 3 Procedure after Grass Verge Cutting

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Once the grass verge cutting is complete the following should be carried out :

- removal of the grass cuttings as far as is possible from the pavement to avoid making a slippery surface for pedestrians
- remove all equipment
- lastly remove the signs as the work has been completed





# **NORTH WALSHAM TOWN COUNCIL**

## **Outdoors Advertising Procedure**

**Adopted by the Council at its meeting held on 30.10.18**

### **1 Introduction**

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North Walsham Town Council aspires to be a first-class Council. In order to achieve and maintain this the Town Council implements this policy to ensure that all outdoors advertising and signs which are placed on the Town Council's property (property in this context includes fencing) have been approved by the Council.

A wide range of advertisements can include posters, notices, placards, boards and banners, these can be placed at a cost of £25 per month. There will be no charge for not-for-profit organisations.

This Policy is to ensure that the Town Council's property/fences does not have placed on it a large quantity of advertisements either for business or events without prior approval.

### **2 How to obtain Authorisation**

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Any advertiser who wishes to place a banner/advertisement on any property/fence which belongs to the Town Council must seek authorisation from the Town Council.

An advertiser should contact: North Walsham Town Council, Office 4, Cedar House, 2 New Road North Walsham NR28 9DY email [info@northwalsham-tc.gov.uk](mailto:info@northwalsham-tc.gov.uk) or telephone: 01692 404114 to provide details of whether the banner/advertisement is for a business or an event. The Town Council after considerations will specify the date when the banner/advertisement shall be removed and failure to remove the banner/advertisement will result in the Town Council removing the same. See no 4 below.

### **3 Standard Terms**

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All outdoor banner/advertisements must comply with the following:

- have permission from the Town Council
- maximum display period of 1 month
- maximum 2 banners per year per group/business
- limited to 4 banners in one area at anytime
- promoting North Walsham only
- be kept clean and tidy
- be kept in a safe condition
- not obscure or hinder official signs
- be removed carefully when so required by the Town Council

The Town Council reserves the right to remove banners/advertisements if terms are not strictly adhered to.

## 4 Removal of Signs

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If any signs are placed on any Town Council property/fence without prior approval from the Council these will be removed immediately. Such signs will be stored for one calendar month at the Town Council Offices, Cedar House, New Road, North Walsham NR28 9DE from where the signs can be collected. No notification will be given to advertisers prior to removal of any signs.

Failure to remove any banners/advertisements by the date specified by the Town Council or do not accord with no 3 above will result in the Town Council removing the banner/advertisement and a fee of £25 being charged to the advertiser to cover removal costs.

The placement of event and business banners/advertisements on the fence at Trackside is unauthorised without permission being granted by the Town Council. Requests for authorisation should be made direct to the Town Council Office the contact details of which are given above.

However, if anyone wished to have a permanent Notice Board placed within Trackside details can be obtained from the Town Council Office as to type of sign, size and of the charge which is payable on an annual basis.

The object of this Policy is to ensure that banners/advertisements are controlled by the Town Council in order to avoid multiple banners/advertisements being placed in one specific area thus causing problems with visibility of the same and making the area look untidy.



# **NORTH WALSHAM TOWN COUNCIL**

## **Tree Management Policy**

**Adopted by the Council at its meeting held on 25.2.20**

### **Introduction**

North Walsham Town Council have the responsibility of three parks namely The War Memorial Park, Woodville Park and Trackside Park, such parks having an abundance of various trees together with the trees in the Cemeteries, St Nicholas Churchyard and Fiske's Wood. In the parks the canopies of the trees provide shade with an array of leaves being a variety of green and rustic colours depending on the type of tree species and season.

The safe and appropriate management of the trees receive the full care and attention of the North Walsham Town Council ground staff who maintain the trees within their remit. They also identify foreseeable hazards which can be made safe and recognise any decay, pests and diseases which may need to be treated. A tree surgeon is employed to remove upper branches and generally look after the trees as necessary, if any, such work is outside the remit of ground staff.

The Town Council have a tree inspection carried out annually so that any problems can be addressed immediately or on a pre-determined date.

Trees play a vital role in our eco system and positive aspects are converting carbon dioxide to oxygen, filtering polluted air, shading and providing an attractive, shaded setting for visitors to enjoy. All the Town Council Parks are enjoyed by many people of all ages.

The trees also provide food and habitat for birds and other wildlife which supports nature, conservation and biodiversity. Any work except in an emergency is taken after the nesting season.

North Walsham Town Council hope that this Policy covers many aspects of tree management which may be raised. However, at the end of this Policy are contact details to report a problem, discuss an issue or obtain further information.

## **THE TREE MANAGEMENT POLICY**

### **Tree Preservation Orders ("TPO") – Legal Document**

A TPO is a legal document made, administered and enforced by the Local Planning Authority to protect specified trees and woodlands with public amenity value. North Walsham comes under North Norfolk District Council's Local Planning Authority who hold a tree register.

A TPO prevents cutting down, uprooting, topping, lopping, wilful damage or destruction of trees (including cutting roots) without permission.

The Town Council recognises and adheres to the trees protected under TPOs.

### **Trees in a conservation area**

The Town Council recognises its obligations when undertaking works to trees in conservation areas within their ownership and the town.

It is an offence to cut down, prune, top, lop, uproot, damage or destroy a tree in a conservation area without the prior written consent of North Norfolk District Council.

### **Complaints regarding Trees**

If any member of the public should have any concerns about any trees within the ownership of the Town Council with regard to hazards, decay, broken branches etc they should contact the Town Council immediately on the details at the end of this Policy.

### **The Importance of Trees in the Environment**

Trees play a major part in the environment as follows:

- they convert carbon dioxide to oxygen
- reduce the greenhouse effect
- they filter airborne dust, smoke and fumes
- they can absorb noise pollution
- providing shelter in hot weather and insulation in cold weather
- they can be a screen for privacy and shade
- providing food and habitat for birds and wildlife

### **Tree Maintenance - Inspections**

To ensure the trees within the ownership and responsibility of the Town Council receive the appropriate management, the Town Council undertake a tree inspection which is carried out annually with such further considerations as follows :

- Tree inspections are carried out annually by a reputed Tree Consultant
- Certain works will be undertaken by a Tree Consultant such as branch removal, pruning
- Ground staff would carry out their own inspection by recognising if a tree needed attention.
- Reports of any problems by residents, Town Councillors etc are promptly investigated
- Any emergency work (eg resulting from high winds) is carried out immediately

A tree could warrant immediate attention if, for example:

- it has snapped or blown over
- it is rocking (roots are damaged)
- it is uprooted but supported by another tree or building
- a large branch is broken off or hanging off the tree
- a branch or branches are blocking the road or footpath
- if the tree roots are causing damage to pathways, roads etc
- it or a tree branch are blocking access to a property
- it has fallen on to a structure, such as a building or car.

A tree that is considered to be at risk to people or property but does not require immediate attention eg:

- it is dying (few leaves in summer or die back in the Crown)
- the bark is loose and falling off
- mushrooms or fungi are growing on or near the tree
- splits or cracks in the trunk or large branches
- smaller branches or twigs are falling from the tree.

### **Tree obstruction/overhanging branches – Tree Pruning and Felling**

Tree branches can cause obstructions along pavements, footpaths, over signs, streetlights, obstructing CCTV cameras, access to a property where the public require access and open spaces. Pruning will be undertaken to remedy the problem thus eliminating the hazard.

It is not the Town Council's responsibility to prune back tree branches which overhang neighbouring properties unless they are dangerous, causing structural damage to a property (ie buildings, roofs, walls and fences).

All pruning will be carried out at a suitable time of year as not to impact on the health of the tree. All pruning of the Council's trees will be specified and must be carried out in accordance with British Standard BS3998:2010 Tree Work Recommendations unless otherwise directed by the Arboriculture and Woodland Officers.

***Note : Adjacent landowners have a common law right to prune back tree branches to their boundary providing it does not destroy the tree, the tree is protected by a TPO or in a conservation area***

**Felling** – Where a competent officer has determined that the tree should be felled on public safety grounds there will be no public consultation and no right of objection. **Where appropriate, we will replace felled trees with another tree.**

### **Topping**

Trees will only be "topped" for the structural stability of the tree or branch and root decay. Certain trees such as Beech or Birch do not need to be greatly pruned as this could affect their growth.

Please see The International Society of Arboriculture guideline entitled "Why Topping Hurts Trees" for further information.

### **Shading and Loss of Light**

Trees are often perceived to block light to nearby properties. However, pruning or removal of trees will often have a negligible impact on the amount of light reaching a house or garden.

A "habitable room" is a dining room, lounge, kitchen, study or bedroom but not a WC, bathroom, utility room, landing or hallway. Consideration is given to elderly, infirm or disabled persons who spend a considerable amount of time within their homes so would be affected by the loss of light.

### **Loss of View**

Trees will only be pruned or removed to restore views when necessary to retain important public viewpoints or there is potential to bring about significant public benefit and/or enhance the local landscape or townscape. Historical records may be used to determine the level of management required. Pruning of trees for highway sight line requirements will be dealt with on a case by case basis by Highways of Norfolk County Council

### **Trees affecting reception (aerials etc)**

Pruning in the short term may help improve television reception. However, in the long term the flush of quick, extra growth associated with pruning can exacerbate the problem. In most cases the problem can be resolved by relocating the aerial or satellite dish, or alternatively using a booster. Residents are advised to contact their satellite or TV provider for specialist advice. Removal or pruning of trees to enable a clear television reception would only be considered in exceptional circumstances.

Similarly, a tree will not be pruned or felled to improve natural light to a solar panel. Whilst it is recognised the need for renewable energy sources, trees are also important in tackling climate change.

### **Overhead cables and wires**

Utility companies have certain legal rights to carry out works to public or privately owned trees to address health and safety problems and to maintain their apparatus for continuity of supply. This may

sometimes involve the loss of trees. Where works to trees are necessary utility operators should a long-term solution, giving consideration to tree health, local tree cover and visual amenity. Problems caused by branches interfering with privately owned telephone wires can usually be eliminated through appropriate pruning and tree removal would not usually be considered.

We will not prune or fell a tree in our ownership/management to prevent or reduce interference with telephone wires. We would recommend contacting the telephone service provider in such circumstances.

### **General/Minor Nuisances**

There are various general and minor nuisances associated with trees which can be as follows :

- falling leaves, sap, blossom, fruit, nuts, bird and insect droppings
- insects associated with trees (spiders, wasps, flies)
- reduction or increase of moisture to gardens
- suckers or germinating seedlings in gardens
- leaves falling into gutters, drains or footpaths
- build-up of algae on fences, paths or other structures

Clearing of leaves from gutters, pathways and weeding of set seeds are considered to be normal routine maintenance which property owners are expected to carry out. Falling leaves, sap, blossom, fruit etc are not readily controllable by pruning and cleaning of affected surfaces can be considered to be routine maintenance. Pruning will not normally be considered solely as a way of alleviating problems with these issues alone.

A tree would not normally be pruned or felled under our ownership/management that bears poisonous fruit/foliage (such as Laburnum or Yew).

However, exposure to berries or foliage if eaten that will cause illness to children will be investigated and appropriate action taken.

### **Trees considered too big/too tall**

We will not prune or fell a tree under council ownership/management because it is considered to be “too big” or “too tall” for its surroundings.

### **Constraining work to trees**

Consideration is given to the following when undertaking work to any trees.

#### **Birds**

Under the Wildlife & Conservation Act 1981 (as amended) it is an offence to kill, injure or take wild birds, their young, their eggs or nests. Non urgent major tree work involving tree removal/reduction and hedge cutting operations should not normally be undertaken during bird nesting/breeding season, which is considered to be from 1 March to 31 July.

#### **Bats**

Bats are a European Protected Species and are protected by the Conservation of Habitats and Species Regulations 2010 and the Wildlife & Countryside Act 1981 (as amended). Causing damage to a roosting/nesting site is a criminal offence which can lead to imprisonment. Trees displaying signs of roosting bats will be referred to an Ecologist before any work commences. Any trees supporting roosting bats will not be worked on until Natural England is consulted.

### **Restrictive Covenants**

Occasionally, restrictive covenants attached to the deeds for a property may restrict what work can be undertaken to trees.

## Legalities with reference to trees

### Policy Scope

This policy applies to all trees under North Walsham Town Council ownership/management, regardless of their location. This policy is as comprehensive as is possible but acknowledge that it does not cover every situation. The Town Council reserve the right to exercise discretion in application of this policy and when to do so would be in the best interests of the Council and its residents.

### Legislation

There is a range of legislation which has been considered throughout this policy as follows :

Tree Preservation Orders (“TPO”) in respect of trees or woodland which is considered to have a significant impact on the amenity of the local area.

Town & Country Planning Act (1990) also makes special provision for trees in conservation area.

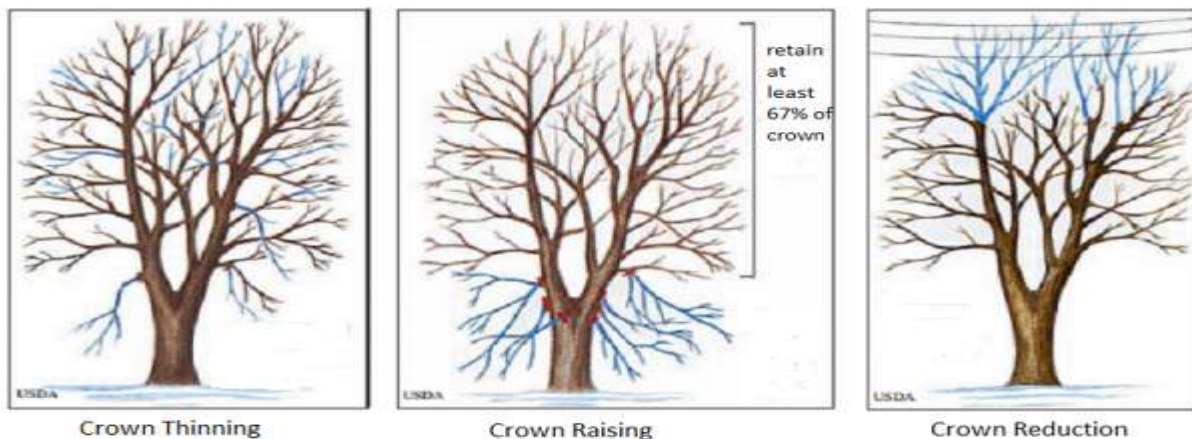
Wildlife and Countryside Act (1981, as amended CROW Act 2000) states that it is illegal to intentionally or recklessly damage or destroy the nest of a wild bird while that nest is in use or being built.

Bats are a European Protected Species and are protected by the Conservation of Habitats and Species Regulations 2010 and the Wildlife & Countryside Act 1981 (as amended)., Causing damage to a roosting/nesting site is a criminal offence which can lead to imprisonment.

Hedgerow Regulations (1997) introduced powers allowing important rural native hedgerows to be protected.

## Tree Pruning Techniques – Visual Guide to Tree Management

The following are examples of tree pruning techniques :

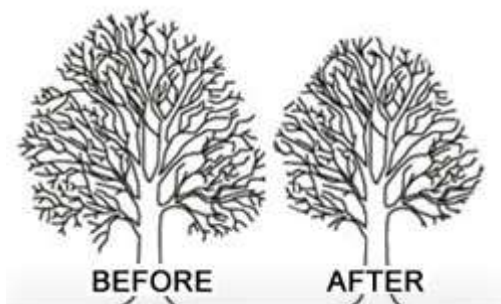


Crown Thinning – Removal of branches within the crown which does not affect the shape of the tree.

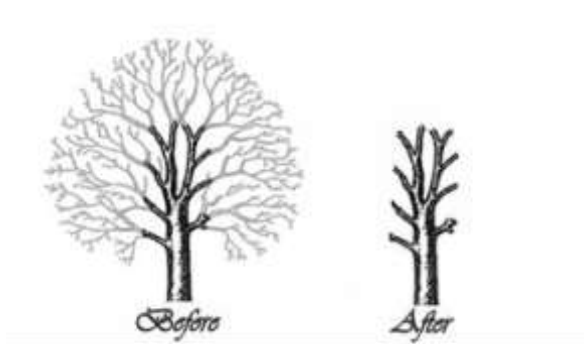
Crown Raising – Removal of the lowest branches of the tree.

Crown Reduction – Removal of branches at the top of the tree.

All methods of pruning will affect the tree keeping it to a high standard of health and enabling it to flourish.



Crown Topping – Removal of the upper branches which reduces the height of the tree. Crown reduction is considered a much-preferred option.

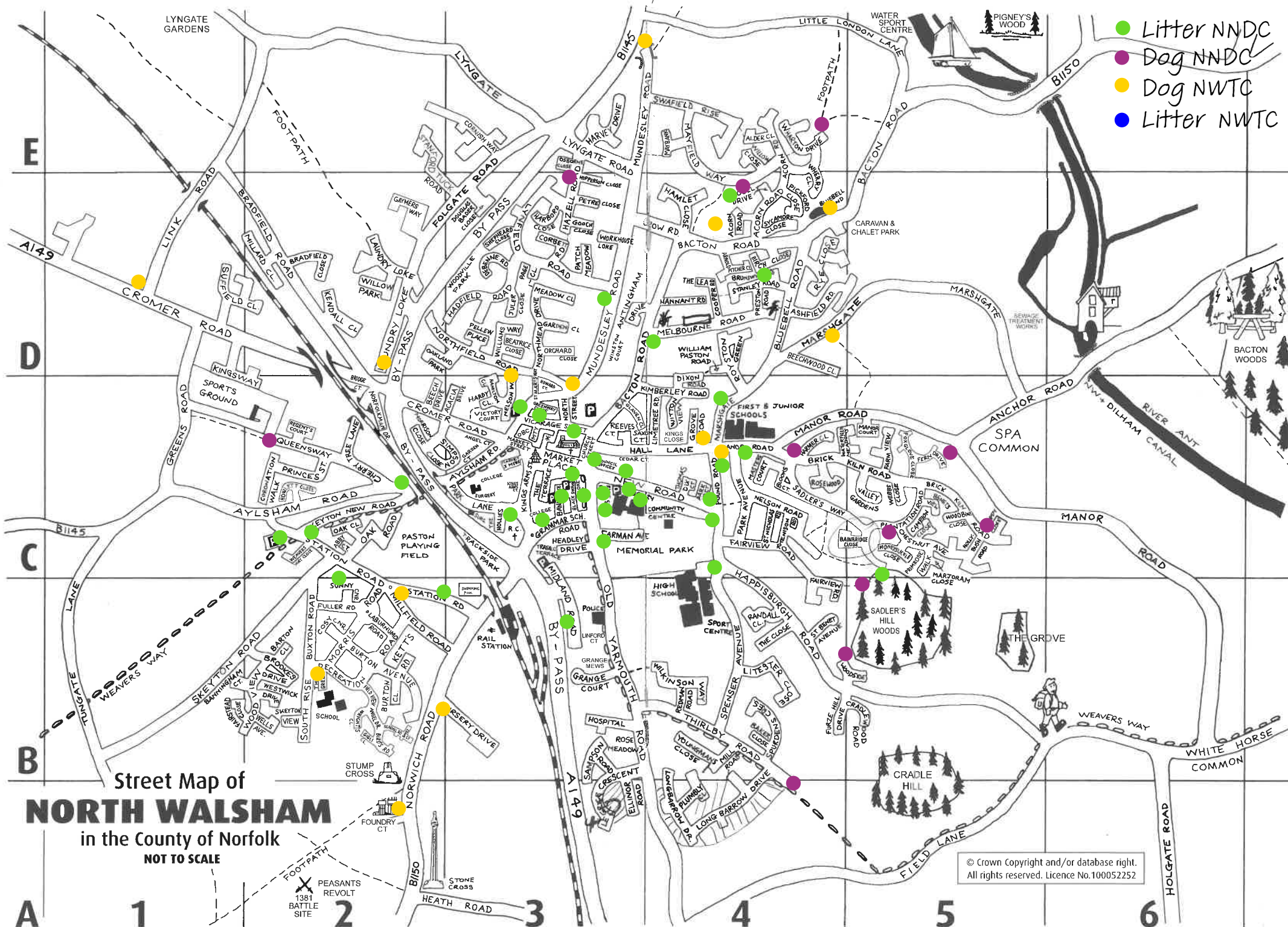


Pollarding – Removal of all the branches of a tree leaving only the trunk which only certain species of tree can withstand this degree of pruning. Pollarding is used in only extreme cases.

“Formative Pruning” means the removal of branches which are a problem or potentially a problem.

“Stump Grinding” means removal of a tree stump to below ground level by mechanical methods. This will avoid any trip hazards.





- Litter NNDC
- Dog NNDC
- Dog NWTC
- Litter NWTC

Street Map of  
**NORTH WALSHAM**  
in the County of Norfolk  
NOT TO SCALE

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# Bins

Please see [map](#) of all bins

## Household bins

### Collection dates

#### Missed collections should be reported within 2 days Waste Bins (black) & Recycle Bins (Green)

Damaged or missing household bins please visit [norfolkwaste@serco.com](mailto:norfolkwaste@serco.com)

Bin lids must be closed for collection

Bins need to be on the edge of your property by the road at 7am on your collection day with the handles facing outwards

Additional household waste will not be taken

Collections may be delayed in bad weather, leave your bin out and it will be collected as soon as possible

## Recycle bins

No bagged recycling in your green bin

Rinse food and drink containers before recycling

Incorrect items in your recycling bin may result in it not being emptied

Additional recycling can be taken if it is left by the side of your bin in a clear plastic bag or cardboard box



#### **Items that can be recycled:-**

Paper

Plastic Bottles

[Privacy & Cookies Policy](#)

Plastic Lids  
Plastic Food Pots  
Plastic Tubs

Plastic Trays  
Aerosols  
Aluminium Foil  
Aluminium Trays  
Aluminium Cans  
Cardboard

Food Cartons  
Drink Cartons  
Glass Bottles  
Glass Jars  
Steel Cans

## Dog Bins (map)

Any dog fouling problems can be reported at [dog fouling](#)

These bins should be emptied on a weekly basis

**North Walsham Town Council** are responsible for the dog bins listed below, any damaged or missing bins please email [info@nwtc.org.uk](mailto:info@nwtc.org.uk)



Acorn Rd – nr Field  
Cromer Rd/Link Rd  
Cromer Rd/Laundry Loke  
Hall Lane – nr Grove Rd  
Marshgate – footpath behind sch  
Mundesley Rd/Northfield Rd

Northfield Rd/Nelson Way  
Norwich Rd/Foundry Court  
Norwich Rd/Garden Centre

Recreation Rd – nr Millfield Sch  
Station Rd/Millfield Rd  
Yarmouth Rd Rd/Legrice Cr

Cemetery Chapel x1  
Cemetery Nth/Sth x1  
Churchyard x2  
Memorial Park x3  
Trackside x3  
Woodville x3

Other dog bins are the responsibility of **North Norfolk District Council** as listed below, and can be reported at [report a bin](#)

*Brick Kiln Rd – nr Waterfield Gdns*  
*Brick Kiln Rd – opp Sadlers Way*  
*Brick Kiln Rd – opp Hollybush Rd*  
*Hazel Rd/Osborne Close*

*Manor Rd – opp Anchor Rd*  
*Mayfield Way – Acorn Field*  
*Queensway – footpath to Greens Way*  
*Sadlers Wood Play Area*

*Sadlers Wood – nr Plantation Rd*  
*Sadlers Wood – nr Woodside*  
*Thirlby Rd – nr Field*  
*Wharton Drive Footpath*

## Litter Bins (map)

These bins should be emptied on a weekly basis

**North Walsham Town Council** are responsible for the litter bins listed below, any damaged or missing bins please email [info@nwtc.org.uk](mailto:info@nwtc.org.uk)



Bluebell Pond  
Mundesley Rd/Paston Way

[Privacy & Cookies Policy](#)

Churchyard x2  
Churchyard recyclable x3  
Memorial Park x10  
Trackside x6  
Woodville x1

Other litter bins are the responsibility of **North Norfolk District Council** as listed below, and can be reported at [report a bin](#)

*Ayisham Rd – nr bridge*

*Acorn Field*

*Bacton/Melbourne Rd*

*Bank Loke Car park*

*Marshgate – nr bench*

*Grammar Sch Rd/P Coll*

*Happisburgh Rd*

*Market Place x5*

*Manor Rd/Park Ave*

*Midland Rd/end Estate*

*Mundesley/Lynfield Rd*

*Mundesley Rd c/park*

*New Rd – opp f/stat*

*New Rd – nr Zebra Cr*

*New Rd c/park x2*

*Norwich Rd b/stop*

*Park Ln b/stop*

*Pound Rd/Hall Ln*

*Pound Rd/New Rd*

*Precinct x2*

*Sadlers Wood x3*

*Stanley Rd*

*Station Rd/Skeyton Rd*

*Station Rd/Victory ent*

*Vicarage Street*

*Vicarage Street c/park*

*Yarmouth Rd b/stop*

*Yarmouth Rd/Post Off*

*Yarmouth Rd/Trafalgar ct*



Yarmouth Rd – o/s Park

Weavers way Car Park

## Grit Bins (map)

Although the Town Council are responsible for providing the **Grit bins**, the siting of the bin and the grit is the responsibility of **Norfolk County Council**. Grit bins should be filled by early December and refilled by February if necessary. We urge people to use grit sparingly, a tablespoon of salt will treat an area of 1m<sup>2</sup>

Due to funding pressures new grit bins are very rarely authorised, only in exceptional circumstances. Consideration will be given to-

- Problematic gradients.
- Proximity to bends, footbridges etc.
- Number of premises for which this is the only access route.
- Community facilities (School, Shops etc) within 200m of proposed bin.
- Winter priority gritting routes within vicinity of proposed bin.
- This criteria will only be considered on a heavily used part of the network where accidents may occur or where there are significant delays.
- For sites that potentially meet the criteria, a desk top exercise and full on site assessment will be carried out.
- Locations will only be agreed and signed off by senior NCC management.

If you feel this criteria is satisfied, please put a report together with appropriate evidence and email to [Norfolk County Council-highways](mailto:Norfolk County Council-highways)

4a Market Street

Acorn Rd/Wooll Drive

Bacton Rd – Chapel Cem

Bradfield Close

Brick Kiln opp Hollybush

Brick Kiln opp Harmer

Brookes Dr – bus stop

Fairview Rd/Park Ave

[Privacy & Cookies Policy](#)

Foxglove Close  
Hamilton Close  
Happisburgh Rd x2  
Manor Rd/Anchor Rd

Melbourne Rd  
Millfield Rd/Station Rd  
Mundesley Rd/St Marys  
Oak Rd – bungalows  
Queensway/Princes St  
Plantation Rd/Brick Kiln

Royston Green  
Recreation Rd near sch  
Sadlers Way x2  
Simpson Close  
Wherry Close  
White Horse Cmn

## Recent Posts

Announcement  
SNAP meeting 05/06/2025  
Notice of Vacancy Town Centre East  
(no title)  
3 Cllr Vacancies