

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 9th FEBRUARY 2026 AT THE TOWN HALL.

Present: Cllrs: K Bayes, S Toone, M Willoughby, M Taylor, P Wilmshurst,
R Wilmshurst, M Green, C Scrivner, M McGeary, R Hood and S Maisey.

Members of Public: – 1

Proper Officer: D Joy
Admin Assistant: J Hodds

The Chair informed members that the meeting was being recorded.

MINUTES

01 Apologies for Absence

None

02 Declarations of Interest and requests for Dispensations

If a member is not given a dispensation they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

None

03 Minutes of Previous Meetings

3.1 To AGREE and sign the minutes from the Full Council Meeting on the 12th November 2025.

The motion was proposed,

Members **AGREED** to amend the resolution to say:

*“To **AGREE** and sign the minutes from the Full Council Meeting on the 19th January 2026.”*

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 19th January 2026.

The Chair signed the minutes

The Clerk informed the meeting that by adopting the minutes from Committees and working group that Full Council were ratifying their resolutions and not agreeing to their accuracy.

3.2 To ADOPT the minutes of the events Working Group Meeting on the 12th January 2025.

The motion was proposed,

Members **AGREED** to **ADOPT** the minutes of the events Working Group Meeting on the 12th January 2025.

3.3. To ADOPT the minutes of the Finance and Data Protection Committee Meeting on the 2nd February 2026

The motion was proposed,

Members **AGREED** to **ADOPT** the minutes of the Finance and Data Protection Committee Meeting on the 2nd February 2026.

04 **Mayors Report**

I attended the launch of the Healthier Stalham Project at the Town Hall on Friday 27th February. The event was well attended by a range of organisations who came together to discuss ways in which the project could support residents, community organisations, and local businesses.

Doreen and I attended the Market Town Conference at Thursford, where keynote speakers highlighted several approaches to increasing footfall within our town centres. Representatives from Norfolk County Council and North Norfolk District Council also presented examples of projects across the county that had received funding through the 'High Streets Matter' initiative and the positive impact these projects had made in their areas. We were advised that further funding will be available in the next financial year, particularly to support the hospitality sector.

I also met with Darleen, Rector of St Mary's Church, to discuss the potential of establishing a market within the church grounds. It was proposed that stallholders would be carefully selected to complement the existing high street offer rather than compete with local businesses. It was also suggested that high street businesses could be offered the opportunity to take a free stall on market days. The church would be open during the market to provide refreshments.

It was agreed that this proposal will be brought forward for further discussion with the Full Council.

05 **Public Participation Time**

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.

To receive the Mayors Report

Note that only items on this Agenda are to be discussed – for any other item/subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed,

Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

County Councillor Dixon gave his report.

District Councillor Taylor gave his report.

The motion was proposed,

Members **AGREED** to resume the meeting

06 **MATTERS FROM PREVIOUS MEETINGS**

To report on progress on items from previous meetings. No decisions may be taken.

- 6.1 All agreed minutes filed.
- 6.2 All payments authorised.
- 6.3 Planning Application responded to.
- 6.4 Response sent to NNDC regarding assets awaiting reply.
- 6.5 Cozens instructed regarding new street lamps.
- 6.6 Health & Safety training for Councillors ongoing.
- 6.7 VAT Course pending.
- 6.8 Amenities Committee updated.
- 6.9 Meeting held with H&S Company awaiting quotes.
- 6.10 Newsletter delivery list ongoing.
- 6.11 Richardson speaking at Annual Town Meeting.
- 6.12 St Marys informed of grant update.
- 6.13 Updated policies placed on website.
- 6.14 Factory Shop response pending (MT & KB)
- 6.15 Lamp of Peace pending.
- 6.16 Replies sent to all correspondence from last meeting.

07 Amenities

- 7.1 Update on Millside’s weekly playground inspections and to consider and agree any actions.
No motion proposed.
- 7.2 To consider and agree the risk assessment for the Pontoon and the Staithe.
The motion was proposed,
Members **AGREED** the risk assessment for the Pontoon and the Staithe.
- 7.3 Update on Millside’s Annual Play Inspection and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for the Amenities Committee to work through the actions required.
- 7.4 Update on litter picks and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for a litter pick to commence this Thursday 9.30am at the Poppy Centre and going forward weekends and evenings.
The Clerk is to advertise this on FB.
- 7.5 Update on Net Zero and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to add a section to the newsletter going forward with information for residents and to place a “Net Zero” tip on FB once a month.

08 Finance & General Purposes Committee

- 8.1 To consider and agree January’s reconciliations of bank accounts.
The motion was proposed,
Members **AGREED** January’s reconciliations of bank accounts.
- 8.2 To consider and agree February’s payments.
The Clerk informed the meeting that Council were still waiting on EON to verify the bills.
The motion was proposed,
Members **AGREED** February’s payments.
- 8.3 To consider and agree the Internal Auditor for 2025-2026 accounts.
The motion was proposed,
Members **AGREED** for the Finance Committee to call and EGM to work through the process of an internal auditor and report back to Council.

09 Training

10 Policies, Documents and Communications.

- 10.1 To review Councils Equality and Diversity Policy and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then the updated policy to be ratified by Council.
- 10.2 To review Councils Financial Risk Management Policy and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then the updated policy to be ratified by Council.
- 10.3 To review Councils Compliments and Complaints Policy and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then the updated policy to be ratified by Council.
- 10.4 To consider and agree the Councillor Induction Pack.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then the updated policy to be ratified by Council.

- 10.5 To consider and agree if to make the Events Working Group a constituted Committee.
The Clerk informed the meeting that Council had previously been advised to do this.
The motion was proposed,
Members **AGREED** for the Clerk to collate a new Terms of Reference and report back to Council.

11 Events

- 11.1 To consider and agree the risk assessment for the Artisan Fayre.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then the updated policy to be ratified by Council.
- 11.2 To consider and agree the risk assessment for Stalham's Spring Watch.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then the updated policy to be ratified by Council.
- 11.3 To consider and agree if to hold an Easter Egg Hunt over the Easter Holidays.
The motion was proposed,
Members **AGREED** to hold an Easter Egg Hunt, same as the Christmas bauble Hunt, over the Easter Holidays.
- 11.4 To consider and agree protocol for events on 2027.
The motion was proposed,
Members **AGREED** for the events for 2026 to be finalised at the Events Meeting and for a separate meeting in March to finalise the events for 2027.

12 To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

- 12.1. Delegation of Powers for:
Reply to the EDP re Council's new bus shelter.
Wayfinding response to NNDC.

13 Correspondence

To consider correspondence received by the Council and agree responses thereto.

- 13.1 Email from the Business Forum regarding flags.
The Clerk advised members on the Health and Safety issues involved with working at height.
The motion was proposed,
Members **AGREED** to put a request to the Business Forum, that Council take over the responsibility of the flag holders and flags, and the Clerk to check with the insurance the protocols for this task.

14 Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment and legal issues.

14.1 Update on Employment issues and to consider and agree any actions.

Council agreed to move appraisals to April and for the staffing committee to continue ongoing work with MAD for a discretionary performance bonus policy

14.2 To **ADOPT** the minutes from the Employment Meeting held on the 26th January 2026.

The minutes were not adopted as were not circulated to members.

15 Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Town Council 9th March 2026.

MEETING CLOSED: 9.05pm

CHAIR: _____

DATE: _____

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 9th MARCH 2026 AT THE TOWN HALL.

Present: Cllrs: K Bayes, M Green, C Scrivner , M McGeary and S Maisey.

Members of Public: – 1

Proper Officer: D Joy
Admin Assistant: J Hodds

The Chair informed members that the meeting was being recorded.

MINUTES

01 Apologies for Absence

Cllr Toone – operation

Cllr P & R Wilmshurst – away

Cllr Hood – unwell

Cllr Taylor – work

Cllr Willoughby – Previous engagement

The motion was proposed,

Members **AGREED** to accept Councillors apologies for absence.

02 Declarations of Interest and requests for Dispensations

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

None

03 Minutes of Previous Meetings

3.1 To **AGREE and sign the minutes from the Full Council Meeting on the 9th February 2026.**

The motion was proposed,

Members **AGREED** to defer agreeing the minutes until the minutes for 14.1 and 14.2 had been sent to the Clerk

3.2 To **ADOPT the minutes of the Finance and Data Protection Committee Meeting on the 24th February 2026.**

The motion was proposed,

Members **AGREED** the minutes from the Finance and Data Protection Committee Meeting on the 24th February 2026

3.3. To **ADOPT the minutes of the Amenities Committee Meeting on the 2nd March 2026.**

The motion was proposed,

Members **AGREED** the minutes of the Amenities Committee Meeting on the 2nd March 2026.

3.4 To **ADOPT the minutes of the Events Working Group held on the 23rd February 2026.**

The motion was proposed,

Members **AGREED** the minutes of the Events Working Group held on the 23rd February 2026

04 Mayors Report

Waiting on KB

05 **Public Participation Time**

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed,

Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

County Councillor Dixon gave his report.

The motion was proposed,

Members **AGREED** to resume the meeting

06 **MATTERS FROM PREVIOUS MEETINGS**

To report on progress on items from previous meetings. No decisions may be taken.

6.1 All agreed minutes filed.

6.2 All payments authorised.

6.3 Updated documents filed and placed on website.

6.4 Litter pick carried out and advertised on FB.

6.5 Net Zero tips completed for each month for FB.

6.6 Equality and Diversity Policy pending (RH).

6.7 Councils Risk Management Policy pending (RH).

6.8 Councils Compliments and Complaints Policy pending (RH).

6.9 Councillors Induction Pack pending (RH).

6.10 Newsletter delivery list ongoing.

6.11 Artisan Market Risk Assessment pending (RH)

6.12 Easter Egg hunt set up.

6.13 Events meeting for 2027 events booked.

6.14 Lamp of Peace pending.

07 **Amenities**

7.1 Update on Millside's weekly playground inspections and to consider and agree any actions.

No action required

7.2 Update on residents window and to consider and agree any actions.

The motion was proposed,

Members **AGREED** to request the resident clarify the time line of events.

7.3 PF/25/1319

Proposal: Development of 150 dwellings (Class C3), together with associated works including highways infrastructure, landscaping and open space

Location: Land Adjacent To, Ingham Road, Stalham, Norfolk

The motion was proposed,

Members **AGREED** to object to this planning application on the grounds that Anglian Water have stated they do not have capacity to take on this development's sewerage.

- 7.4 To review the Town Hall Fire Risk Assessment and consider and agree any actions.
The motion was proposed,
Members **AGREED** the following:
1. To move the bin by the entrance to the Town Hall
 2. To write to Boots re the position of their bins.
 3. To have hard wired “RING” floodlights at the rear of the Town Hall
 4. The obtain a quote for the fire-resistant shutter at the kitchen hatch.
 5. To get a quote to have an emergency light outside the entrance to the Town Hall
 6. To obtain guidance on the servicing of the new boiler.
 7. To purchase a new cooker.
 8. To keep the chairs in the office.
 9. To add Fire training to the Annual Calendar of duties.
- 7.5 Update on the public toilets in Stalham and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for Cllr Baye to arrange Rob Sherwood to look at the toilets on Councils behalf.

08 Finance & General Purposes Committee

- 8.1 To consider and agree February’s reconciliations of Unity bank account and Januarys CCLA account.
The motion was proposed,
Members **AGREED** February’s reconciliations of Unity bank account and Januarys CCLA account.
- 8.2 To consider and agree March’s payments.
The motion was proposed,
Members **AGREED** March’s payments.
- 8.3 Update on the Internal Auditor for 2025-2026 accounts and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to appoint Tina Newby as Councils Internal Auditor for 2025-2026 Year End, and for Cllr Scrivner and the Clerk to put together a robust system for future auditors.
- 8.4 Update on S106 negotiations and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to request the S106 be for recreational assets.

09 Training

- 9.1 To consider and agree for the Admin Assistant to attend the following courses: GDPR and Time Management.
The motion was proposed,
Members **AGREED** for the Admin Assistant to attend the following courses: GDPR and Time Management.

10 Policies, Documents and Communications.

- 10.1 To review Councils Christmas Light Switch On Risk Assessment and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the Councils Christmas Light Switch On Risk Assessment and would nominate the “by whom “section in Octobers’ meeting.

Cllr McGeary left the meeting.

10.2 Update on Councils Neighbourhood Plan and to consider and agree any actions.

The motion was proposed,

Members **AGREED** the following:

Cllr Bayes to write to NNDC regarding the issues that have arisen due to the Neighbourhood plan sitting at District Council for a long time.

to have the plan updated at a cost of £1000 and take advice on going to public consultation.

Cllr McGeary rejoined the meeting.

10.3 To consider and agree if to formulate a response to the take-over of Sydney House.

The motion was proposed,

Members **AGREED** FOR Cllr Bayes to write to NNDC regarding how Council are very pleased with the level of care at Sydney house on the times they have visited.

10.4 To consider and agree the newsletter for March.

The motion was proposed,

Members **AGREED** to extend the March Newsletter to 6 page to allow for larger font and posters of Councils up and coming events.

The Clerk will circulate this for members to proof read before printing.

10.5 Update on "Competent Person "company for Council and to consider and agree any actions.

The motion was proposed,

Members **AGREED** to request Redcat do an initial report to be presented to members.

10.6 To consider and agree Councils Terms of Reference for an Events Committee.

The motion was proposed,

Members **AGREED** Councils Terms of Reference for an Events Committee, with a couple of minor adjustments.

10.7 To consider and agree Councils Anti-Bullying and Harassment Policy.

The motion was proposed,

Members **AGREED** to defer this to the next meeting.

10.8 To consider and agree Councils No Smoking Policy.

The motion was proposed,

Members **AGREED** to defer this to the next meeting.

10.9 To consider and agree Councils Fire Safety Policy.

The motion was proposed,

Members **AGREED** to defer this to the next meeting.

11 **Events**

11.1 To consider and agree the risk assessment for Stalham's Spring Watch.

The motion was proposed,

Members **AGREED** the risk assessment for Stalham's Spring Watch only changing the word "literature" to say advertisements.

11.2 Update on High Street flags and to consider and agree any actions.

The motion was proposed,

Members **AGREED** for Cllrs Bayes and Maisey to take this up with the SABF at their meeting this week.

12 **To Report any other business.**

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

12.1. Delegation of Powers for:

None

13 Correspondence

To consider correspondence received by the Council and agree responses thereto.

None

14 Date of Next Meeting

14.1 To confirm that the date of the next Meeting of the Town Council 13th April 2026.

MEETING CLOSED: 9:30pm

CHAIR: _____

DATE: _____

MINUTES OF THE FINANCE AND DATA PROTECTION COMMITTEE
MEETING HELD ON
MONDAY 31st MARCH 2026 AT THE TOWN HALL.

Present: Cllrs: C Scrivner (Chair) Cllrs: S Toone, M Green and M Willoughby,

Members of Public: – 0

Clerk: D.Joy

MINUTES

01 APOLOGIES FOR ABSENCE.

Cllr Taylor – no apologies given.

02 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.

None

03 MINUTES FROM PREVIOUS MEETINGS.

3.1 To agree and sign the minutes of the Finance and General Purposes Committee held on the 24TH February 2026 and **ADOPTED** by Full Council on the 9th March 2026.

The motion was proposed,

Members **AGREED** the minutes from the Finance and General Purposes Committee held on the 24th February 2026 and **ADOPTED** by Full Council on the 9th March 2026.

04 PUBLIC PARTICIPATION TIME

The meeting will be adjourned for a period specified in the Resolution (no longer than 15 minutes) to allow Members of the Public, and any Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed,

Members **AGREED** to adjourn the meeting to allow members of the public to speak.

No members of the public were present.

The motion was proposed,

Members **AGREED** to resume the meeting

05 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

5.1 Minutes filed

5.2 Internal Auditor engaged.

06 **EXPENDITURE**

6.1 To consider and agree if to pay for new lights and the ongoing maintenance for the lighting system at the A149 Development.

The motion was proposed,

Members **AGREED** to amend the resolution to say:

“To consider and agree if to pay for new lights and the ongoing maintenance for the lighting system at the Yarmouth Road Development”

The motion was proposed,

Members **AGREED** not to cover the costs of the installation of the new lights and the ongoing maintenance of the new lights as this could set a precedent for future developments, and the developer should cover these costs.

6.2 To consider and agree if to purchase a marquee from Martham Parish Council.

The motion was proposed,

Members **AGREED** not to purchase the marquee from Martham Parish Council.

07 **POLICIES AND DOCUMENTS**

7.1 To consider and agree the Internal Auditor Checklist and letter.

The motion was proposed,

Members **AGREED** Internal Auditor Checklist and letter.

08 **BUDGET**

8.1 Update on the budget and to consider and agree any actions.

No actions needed.

09 **To Report any other business.**

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

Cllr Toone informed the meeting that the new BT wi-fi would cost an extra £3 a month.

Cllr Green mentioned she would be away for the next meeting.

10 **DATE OF NEXT MEETING**

To confirm the next meeting of this Committee is 29th June 2026.

MEETING CLOSED: 7:36PM

CHAIR: _____

DATE: _____

MINUTES OF THE EVENTS COMMITTEE
MEETING HELD ON
MONDAY 16th MARCH 2026 AT THE TOWN HALL.

Present: Cllrs: M McGeary (Chair) K Bayes, M Green, M Willoughby , and S Maisey.

Members of Public: – 0

Proper Officer: D Joy
Admin Assistant: J Hodds

MINUTES

01 Apologies for Absence

Cllrs P & R Wilmshurst – unwell
Cllr Hood – previous engagement
Cllr Scrivner – away
Cllr Toone – recuperating
The motion was proposed,
Members **AGREED** to accept Councillors apologies for absence.

02 Declarations of Interest and requests for Dispensations

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

None

03 Minutes of Previous Meetings

None

04 Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to allow Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed,
Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

The motion was proposed,
Members **AGREED** to resume the meeting

05 MATTERS FROM PREVIOUS MEETINGS

None

06 Update on the Easter Egg Hunt and to consider and agree any actions.

The motion was proposed,
Members **AGREED** the following:
The purchase the remaining eggs from Morrisons with sweets for those who can't eat chocolate.

To hide the eggs in 2 stages over the Easter holidays, and to email Councillors regarding allocations and areas to be hidden.

The risk assessment for this event.

07 To consider and agree the Events for 2027.

The motion was proposed,

Members **AGREED** the following:

Easter Egg Hunt during school holidays 2027.

Armed Forces Day 26th June 2027.

Artisan Market 25th July 2027.

Remembrance Sunday Parade 14th November 2027.

Christmas Light Switch On 26th November 2027.

08 To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

Cllr Maisey mentioned the flags.

The Clerk informed the meeting this would be on the next Full Council agenda.

09 Correspondence

To consider correspondence received by the Council and agree responses thereto.

None







10 Date of Next Meeting

The next meeting of the Events Committee will be the 1st June 2026 at the Town Hall.

Meeting Closed : 7:49pm

CHAIR: _____

DATE: _____

Millside Playground						
	Name - Julie Hodds					Month - March
	Date	6.3.26	13.3.26	20.3.26	27.3.26	Comments
	General					Sign still up, Mark will get it take
	gates	✓	✓	✓	✓	
	fences	✓	✓	✓	✓	
	signage	✓	✓	✓	✓	
	grass	✓	✓	✓	✓	
	bins	✓	✓	✓	✓	
	Swings					matting stil has same level of moss slight overhanging trees - photos below
	chains	✓	✓	✓	✓	
	seats	✓	✓	✓	✓	
	matting	✓	✓	✓	✓	
	fixings	✓	✓	✓	✓	
	Slide					
	slide	✓	✓	✓	✓	
	frame	✓	✓	✓	✓	
	steps	✓	✓	✓	✓	
	matting	✓	✓	✓	✓	
	3 low-level activity trail					
	structure	✓	✓	✓	✓	
	fixings	✓	✓	✓	✓	
	Activity trail walk					
	structure	✓	✓	✓	✓	
	chains	✓	✓	✓	✓	
	fixings	✓	✓	✓	✓	
						

Stalham Neighbourhood Development Plan Review of the Plan and Evidence Documents in Readiness for Regulation 14 Consultation

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Introduction

Following the pause in progression of the Stalham Neighbourhood Plan, Collective Community Planning Ltd has undertaken a structured review of the draft Plan and its supporting evidence base. The purpose of this review is to ensure that the Plan remains up to date, reflects current national and local planning policy, and is suitable to progress to Regulation 14 consultation.

Since the draft Plan was originally prepared, there have been a number of changes to the planning policy context, including the adoption of the Local Plan for North Norfolk and updates to national planning policy. In response, the Neighbourhood Plan has been reviewed and updated where necessary to ensure general conformity with the adopted Local Plan, alignment with national policy, and clarity and usability of policies.

Alongside this, the supporting evidence base has also been reviewed to assess whether it remains proportionate, up to date, and aligned with the updated Neighbourhood Plan strategy. This report summarises the outcome of that review, identifies the updates that have been made to the Plan, and sets out recommendations for any further work required before the Plan progresses to Regulation 14 consultation.

Scope of Review

The review has focused on ensuring that both the Neighbourhood Plan and supporting evidence base remain up to date and suitable to support progression to Regulation 14 consultation.

The review has included:

- Review of the draft Neighbourhood Plan against the adopted Local Plan for North Norfolk
- Review of the draft Plan against the latest National Planning Policy Framework
- Identification and implementation of policy updates and wording amendments
- Updating policy references, terminology and factual information where required

The review has also included consideration of the supporting evidence base documents, including:

- The main Evidence Base document
- Local Green Space Assessment
- Views Assessment
- SEA and HRA Preliminary Report

These documents have been reviewed to assess whether they remain proportionate, up to date, and aligned with the revised Neighbourhood Plan strategy.

This has been undertaken as a proportionate review. The purpose has been to update and strengthen the existing Plan and evidence base where necessary, rather than fundamentally restructure the Neighbourhood Plan.

Summary of Key Findings

A structured review of the draft Stalham Neighbourhood Plan and supporting evidence base has been undertaken to ensure the Plan remains up to date and suitable to progress to Regulation 14 consultation.

The review confirms that the overall vision, objectives and spatial strategy of the Neighbourhood Plan remain appropriate and do not require fundamental change. The Plan continues to reflect locally identified priorities and provides a clear framework for managing future development in Stalham.

Updates have been made to the Neighbourhood Plan to ensure alignment with the adopted Local Plan for North Norfolk and the latest National Planning Policy Framework. These changes are primarily technical and clarification-based, including updated policy references, improved wording and strengthened supporting text. The overall direction of the Plan remains unchanged.

The review of the supporting evidence base indicates that, while much of the existing evidence remains relevant, a number of key sections require updating to ensure the Plan is supported by proportionate and up to date evidence. In particular, updates are required in relation to housing growth, population trends, affordable housing, employment, services and infrastructure.

The Local Green Space Assessment and Views Assessment have also been reviewed and will be updated to strengthen justification and improve consistency. These updates will improve the robustness of the evidence supporting locally distinctive policies.

The SEA and HRA Screening Assessment has been reviewed and remains valid. The updates made to the Neighbourhood Plan do not introduce new site allocations or materially change the scale or location of development.

Overall, the review confirms that the Neighbourhood Plan provides a strong foundation. However, proportionate updates to the supporting evidence base are required before the Plan can progress to Regulation 14 consultation.

Subject to completion of these updates, the Neighbourhood Plan will be well placed to move forward to Regulation 14 consultation.

Review of the Neighbourhood Development Plan

The draft Stalham Neighbourhood Development Plan has been reviewed to ensure it remains up to date and in general conformity with the current planning policy framework. This includes the adopted Local Plan for North Norfolk and the latest National Planning Policy Framework.

The review has focused on ensuring that the Plan remains proportionate, clearly written, and capable of progressing to Regulation 14 consultation. The intention has not been to fundamentally rewrite the Plan, but to update and refine the existing document where necessary.

The review has resulted in a series of updates to improve clarity, strengthen policy alignment, and ensure consistency throughout the document. These changes are summarised in the table below and include:

- Updating references to reflect the adopted Local Plan for North Norfolk
- Updating references to national planning policy where required
- Minor policy wording changes to improve clarity and effectiveness
- Updating supporting text to ensure consistency with current evidence and policy context
- Removal of outdated or superseded policy references
- Improvements to structure and formatting to improve readability and usability

These updates are largely technical and clarification-based. The overall vision, objectives and spatial strategy for the Neighbourhood Plan remain unchanged. The review confirms that the Plan continues to reflect locally identified priorities and provides a suitable framework for managing future development in Stalham.

Overall, the review indicates that the Neighbourhood Plan provides a strong basis for progression to Regulation 14 consultation, subject to updating of the supporting evidence base and completion of the recommended evidence updates identified elsewhere in this report.

Table 1: Changes Made to the Neighbourhood Development Plan

Section	Page/para ref	Change made
Front cover		Changed NDP date to run 2026-2040 to align with NNLP dates
Vision & Objectives	P3	Minor update to vision wording – rural part to reflect growth delivered in a way that respects the town’s setting. Amended final objective in relation to retail to broaden this slightly as slightly outdated terminology.
Introduction to this NDP	Para 6	Updated to provide a link to the Local Plan to signal general conformity.
Background to Neighbourhood Planning	Fig 2	Entire section rewritten as materially out of date. Replaced the map to show the three allocated sites in the NNDC LP.
Consultation and engagement	Para 18	New para to reflect proportionate nature of engagement.

Section	Page/para ref	Change made
	Para 19	Updated affordable housing bullet as previous text slightly outdated.
	Para 23	New para added to reflect ongoing nature of engagement and refinement of the plan since initial consultation with the town in 2022
A Green Town	para 30	Updated wording to reflect national BNG requirements and when these became mandatory
	Para 32	Final sentence updated as previously too prescriptive
Blue and Green Corridors	Para 35	Added reference to local nature recovery strategies
	SNDP1	Final para of policy updated to reflect what's realistic in most cases
	Fig 7	Updated to reflect the adopted Local Plan for NN and national policy
Protection of Special Green Spaces	SNDP2	Policy wording updated to reflect consistency with Green Belt policy and recent NDP examination decisions relating to the wording of policies such as this.
	Fig 10	Updated to reflect the adopted Local Plan for NN and national policy
Green Curtains	SNDP3	Minor wording update
Sustainable travel	SNDP4	Minor wording update
	Fig 13	Updated to reflect the adopted Local Plan for NN and national policy
A rural town	Para 59	Added sentence that links with the NNLP
	Para 62	Updated to avoid sounding restrictive
Preserving and enhancing the landscape character	Para 66	Added sentence at the end of the para to say these characteristics are particularly sensitive to change and provide an important framework for managing future development.
	Para 67	Updated local plan references
	Para 71	Updated local plan reference
	SNDP5	Amend to second para to align with NPPF wording. Criterion b updated so less restrictive.
	Fig 17	Updated to reflect the adopted Local Plan for NN and national policy

Section	Page/para ref	Change made
Achieving High Quality Design	Para 73	Strengthened reference to national policy
	Para 74	Clarifying sentence that the design guidance and code is part of the evidence base for the NDP.
	Para 75	Amended text so less subjective
	Para 78	Amended reference to building regulations and energy efficiency standards
	SNDP6	<p>Policy updated to improve clarity and usability, reduce duplication with the Stalham Design Guidance and Codes, and ensure the policy remains proportionate and flexible. The revised wording better reflects the status of the Design Guidance and Codes as supporting evidence, rather than part of the development plan, while retaining a strong emphasis on achieving high quality, locally distinctive design. Minor amendments have also been made to strengthen alignment with national design guidance and ensure the policy is easier to apply in decision making.</p> <p>Updated to reflect the adopted Local Plan for NN and national policy</p>
Conserving Stalham's Heritage	SNDP7	Minor updates to strengthen the policy
	Fig 22	Updated to reflect the adopted Local Plan for NN and national policy
A Market Town	Ambition	Added a sentence to add more planning focus
	Para 84	Amended final sentence to make more relevant for a planning document
	Para 92	Added sentence at the end of this para to link to the sustainable travel policy
	Para 93	Removed reference to emerging local plan
Public Realm Improvements	Para 97	Minor wording update
	Vision for the high street	Updated to improve clarity
	SNDP8	Policy wording refined to ensure proportionality and deliverability, and to clarify that public realm improvements should be sought where appropriate to the scale and nature of development.
	Fig 24	Updated to reflect the adopted Local Plan for NN and national policy

Section	Page/para ref	Change made
Entrance to the Town	Para 103	Text updated for clarity
	SNDP9	Policy wording refined to improve clarity and flexibility, allowing both redevelopment and enhancement proposals.
	Fig 25	Updated to reflect the adopted Local Plan for NN and national policy
Improving Car Parking Facilities	Para 104	Minor wording update
	SNDP10	Minor amendments to improve clarity and strengthen policy effectiveness.
	Fig 27	Updated to reflect the adopted Local Plan for NN and national policy
Enhancing the retail and service offer	SNDP11	Policy wording refined to improve clarity and consistency with planning terminology.
	Fig 29	Updated to reflect the adopted Local Plan for NN and national policy
Housing Development	SNDP12	Policy wording strengthened to provide clearer guidance on housing mix and local needs.
	Fig 31	Updated to reflect the adopted Local Plan for NN and national policy

Review of the Evidence Base

The Stalham Neighbourhood Plan Evidence Base has been reviewed to assess whether it remains proportionate, up to date, and aligned with the revised Neighbourhood Plan and current planning policy context.

Since the evidence base was originally prepared, there have been a number of changes which affect its relevance, including:

- Adoption of the Local Plan for North Norfolk
- Updated national planning policy
- Changes to housing commitments and development activity in Stalham
- Updated demographic and housing data
- Progression of the Neighbourhood Plan strategy

As a result, while much of the existing evidence remains relevant, a number of sections require updating to ensure the Plan is supported by proportionate and up to date evidence.

Table 2 below summarises the review of each section of the existing evidence base and identifies where updates are recommended.

Table 2: Review of the Evidence Base

Section	Change made or recommendation
Population Characteristics	<p>This section requires partial update:</p> <ul style="list-style-type: none"> • Update population figures using latest ONS mid year population estimates • Update population trend chart to include most recent available data • Review and update references to population change since 2019 • Consider adding reference to recent and planned housing growth to explain population trends • Census 2021 age profile data remains robust and does not require updating
Housing Profile	<p>This is current and up to date as based on the Stalham HNA</p>
Affordable Housing	<p>The data is currently from 2021, this needs an update with the number of affordable homes using latest data from North Norfolk District Council:</p> <ul style="list-style-type: none"> • Update proportion of affordable housing within overall housing stock • Update tenure mix including general needs, sheltered housing and shared ownership • Update Housing Register data to reflect current affordable housing need • Review affordable housing completions and commitments since 2021
Unoccupied Properties	<ul style="list-style-type: none"> • Update using Census 2021 "households with no usual residents" data • Review national and district comparison figures to ensure consistency with latest available data
Second homes / holiday lets	<ul style="list-style-type: none"> • Update Council Tax data using latest available figures from North Norfolk District Council (currently 2022) • Update number and percentage of second homes and holiday homes • Update district comparison figures • Review whether trends since 2022 show increases or decreases
Housing Growth	<p>This section requires a significant update. Much of the content is now out of date and refers to the previous Local Plan and pre adoption evidence. Updates required include:</p> <ul style="list-style-type: none"> • Update settlement role. Stalham is now identified in the adopted North Norfolk Local Plan 2024 to 2040. Not the 2012 Local Plan or emerging plan • Update housing allocations in the adopted Local Plan for NN • Update status of allocated sites. Identify which are built, under construction, permitted or remaining • Update housing completions data. Current data only runs to 2020 to 2021 • Update commitments. Dwellings with planning permission need latest figures from NNDC • Remove outdated Five Year Housing Supply 2020 to 2025 references • Remove detailed historic site schedule unless still necessary • Update overall growth narrative based on adopted Local Plan evidence
Employment	<p>This requires a moderate update:</p> <ul style="list-style-type: none"> • Update employment land figures. The section refers to the emerging Local Plan. This should now reflect the adopted Local Plan for NN • Confirm current employment allocations and status of sites • Update Census 2021 interpretation where needed. Data remains valid but narrative should be simplified

Section	Change made or recommendation
	<ul style="list-style-type: none"> Update working from home commentary. Remove COVID reference as this is now outdated Review travel to work data. Consider whether to retain full breakdown or summarise key trends Review car ownership data. Confirm whether this still adds planning value
Availability of local services and accessibility	<p>Updates required include:</p> <ul style="list-style-type: none"> Update settlement role. Stalham is now identified in the adopted Local Plan for NN rather than the 2012 Local Plan Update bus service information. Routes, frequency and operators likely to have changed Update retail evidence. Referenced retail study may now be outdated Update open space evidence. Confirm whether a more recent Open Space Assessment exists Update car ownership and accessibility data. Census 2021 remains valid but interpretation may need refining Update references to emerging Local Plan. Replace with adopted Local Plan policy context Update Weavers Way and active travel references to reflect current strategies
Natural Environment	Largely current.
Flood Risk	The current section relies heavily on older strategic evidence and pre-2025 flood mapping. Since the Environment Agency introduced major updates to national flood risk information in early 2025, including new river, sea and surface water datasets, the mapping and narrative should be refreshed before Regulation 14.
Local Landscape	Largely current
Historic Environment	Largely current

Overall, the review indicates that the existing evidence base provides a useful foundation. However, targeted updates are recommended across several sections to ensure the evidence base is robust and suitable to support Regulation 14 consultation.

These updates are not expected to require a full rewrite of the evidence base. Instead, a proportionate update is recommended, focusing on key areas including:

- Role of Stalham in the adopted Local Plan
- Housing growth and commitments
- Population and demographic trends
- Affordable housing context
- Employment and local economy
- Services and accessibility
- Open space and infrastructure

Updating these areas will ensure the Neighbourhood Plan is supported by a clear, proportionate and up to date evidence base prior to Regulation 14 consultation.

Local Green Space and Views Assessment

The Local Green Space Assessment and Views Assessment have also been reviewed as part of the wider evidence base update. These documents form an important part of the justification for locally distinctive policies within the Neighbourhood Plan and therefore need to be clear, proportionate and robust.

The Local Green Space Assessment has been reviewed and updated to ensure greater consistency in how sites are assessed and presented. This has included ensuring that each designation is clearly justified against national policy, refining site descriptions where necessary, and improving mapping and supporting information. These updates strengthen the evidence base and ensure that proposed Local Green Space designations are clearly supported and proportionate.

The Views Assessment has also been reviewed and refined to improve clarity and consistency. This has included strengthening the justification for identified views, ensuring a clearer explanation of why each view is locally important, and improving the structure of the assessment so that each view is assessed using a consistent approach. Minor refinements have also been made to descriptions and supporting information to ensure the document provides clear and proportionate justification for the views identified.

These updates improve the robustness of the supporting evidence and ensure that the Local Green Space and Views designations are supported by a clear and proportionate evidence base prior to Regulation 14 consultation.

SEA/HRA Screening Assessment

The Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening Report (November 2023) has been reviewed as part of this work to determine whether the conclusions remain valid in light of updates to the Neighbourhood Plan and supporting evidence base.

The review confirms that the overall scope and policy direction of the Neighbourhood Plan remains largely unchanged. The updates made to the Plan are primarily focused on improving clarity, updating policy references and strengthening alignment with the adopted Local Plan for North Norfolk and national policy. These changes do not introduce new site allocations or materially alter the scale or location of development proposed within the Plan.

As a result, the conclusions of the SEA and HRA Screening Report remain appropriate. The review indicates that the updates to the Neighbourhood Plan are unlikely to result in significant environmental effects beyond those previously considered.

It is therefore considered that the existing SEA and HRA Screening Report remains valid. The updated Neighbourhood Plan can proceed to Regulation 14 consultation on this basis, with the screening assessment to be reviewed again prior to submission where necessary.

Overall Assessment of the Evidence Base

Overall, the review indicates that the existing evidence base provides a strong and comprehensive foundation for the Neighbourhood Plan. Much of the background evidence remains relevant and proportionate, particularly in relation to the natural environment, landscape character and historic environment.

However, a number of sections require updating to ensure the evidence base reflects the current planning policy context, recent development activity and the most up to date available data. In particular, the housing growth, population trends, affordable housing, employment and services sections require targeted updates to ensure alignment with the adopted Local Plan for North Norfolk and current local circumstances.

These updates are considered proportionate and do not require a full rewrite of the evidence base. Instead, a focused update of key sections will ensure that the evidence base remains robust, proportionate and suitable to support Regulation 14 consultation.

The Local Green Space and Views Assessments have also been reviewed and updated to strengthen justification and improve consistency. These updates further improve the robustness of the supporting evidence.

Recommended Next Steps

Based on the review undertaken, the following next steps are recommended prior to progressing to Regulation 14 consultation:

- Update the main evidence base to reflect the adopted Local Plan for North Norfolk
- Update housing growth and commitments data
- Update population and demographic information
- Update affordable housing data and housing need information
- Update employment and local economy evidence
- Update services, accessibility and infrastructure information
- Refresh flood risk mapping using latest Environment Agency datasets
- Finalise updated Local Green Space and Views Assessments

These updates will ensure that the Neighbourhood Plan is supported by a proportionate and up to date evidence base, consistent with national policy and current guidance for neighbourhood planning.

Readiness for Regulation 14 Consultation

The review confirms that the Neighbourhood Plan is progressing well and provides a strong framework for managing future development in Stalham. The policy framework has been updated and is now aligned with the adopted Local Plan for North Norfolk and national planning policy.

However, the review of the supporting evidence base has identified a number of areas where updates are required to ensure the Plan is supported by proportionate and up to date evidence. These updates are necessary to ensure the Plan is robust and capable of progressing successfully through Regulation 14 consultation, examination and referendum.

The recommended updates are focused and proportionate, and are intended to strengthen the supporting evidence rather than fundamentally alter the direction of the Plan. The overall vision, objectives and strategy of the Neighbourhood Plan remain appropriate and reflect locally identified priorities.

Subject to completion of the evidence base updates identified in this report, the Plan will be well positioned to progress to Regulation 14 consultation.

Conclusion

Collective Community Planning Ltd has undertaken a proportionate review of the Stalham Neighbourhood Plan and supporting evidence base to ensure the Plan remains up to date and suitable to progress to Regulation 14 consultation.

The review confirms that the Neighbourhood Plan provides a strong and locally distinctive framework for managing future development in Stalham. Updates to the Plan have ensured alignment with the adopted Local Plan for North Norfolk and national planning policy, while retaining the existing vision, objectives and spatial strategy.

The supporting evidence base provides a useful and comprehensive foundation. However, targeted updates are required to ensure the evidence reflects the adopted Local Plan, recent development activity and the most up to date available data. These updates are necessary to support the Plan through Regulation 14 consultation and subsequent examination.

Once these proportionate updates have been completed, the Neighbourhood Plan will be well placed to progress to Regulation 14 consultation.

Stalham

Neighbourhood Development Plan

2026-2040



Pre-Submission Draft

March 2026

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Vision and Objectives for Stalham

In 2040 Stalham will be a thriving green, rural, market town.

Green: Sustainability and carbon efficiency is a priority, including greening of the built-up area through tree planting, protection of green spaces and development of blue and green corridors.

Rural: Stalham sits sensitively within the surrounding rural landscape, with growth delivered in a way that respects the town's setting, including the Broads and important views from the countryside.

Market: Stalham is a thriving economic hub in and around the High Street that offers retail and services that reflects its position in the settlement hierarchy.

Neighbourhood Plan Objectives

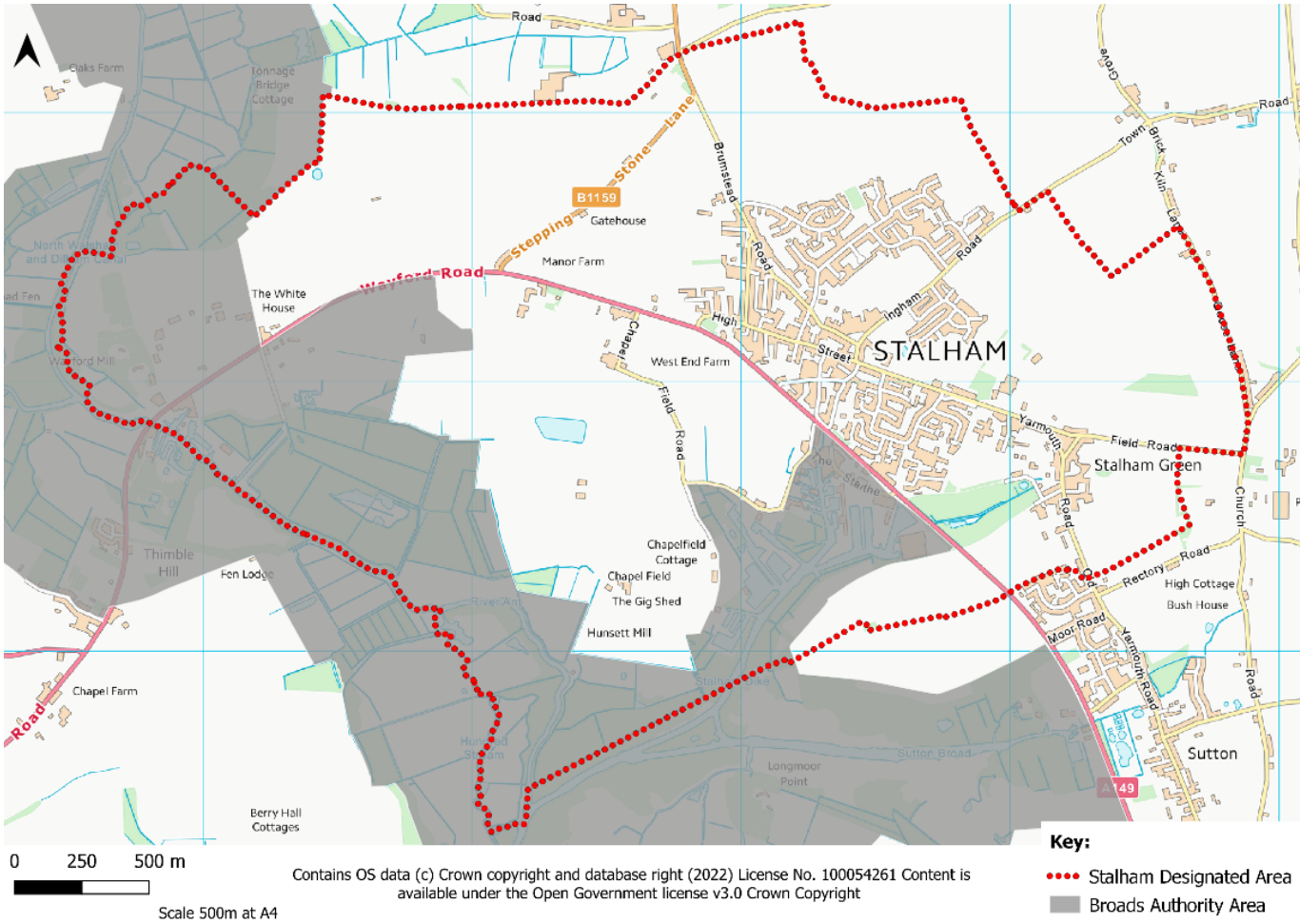
- Protect and preserve the special qualities and features that are valued by the community, such as the surrounding green landscape and the Broads.
- Improve wildlife habitat across the parish and especially in the blue and green corridors.
- Help people choose sustainable ways of getting around in Stalham and reduce barriers for those living or working in outlying areas such as Wayford and the Staithe.
- Retain the rural character of the area and connectivity between the town and its surrounding countryside.
- Ensure housing development meets local need and the scale of development, which is set by the local plan, is delivered in a way that is appropriate to the town and its function.
- Ensure that new development, especially edge of settlement housing developments, are designed to a high standard following the design codes and have a positive impact on local character.
- Protect and enhance Stalham's rich heritage, particularly within and around the Conservation Areas.
- Revitalise the High Street and town centre to allow it to perform a stronger role as a service centre that provides jobs, shops, services and community facilities for the town and surrounding villages.
- Encourage footfall within the town centre to support a range of shops and services.
- Enhance and expand the provision of retail, service and community uses within the town centre.



Introduction to this Neighbourhood Development Plan

1. Stalham is an attractive market town which is situated in North Norfolk. Figure 1 provides a map of the designated Neighbourhood Plan area. The population has been on the increase since 2015 and is made up of approximately 4,000 people according to the 2021 Census.
2. The town lies within the Norfolk Broads, which is a network of waterways and lakes that are popular for boating and fishing. Stalham is known for its beautiful scenic views, historic buildings, and traditional markets. It is also home to the Museum of the Broads, which showcases the history and culture of the Norfolk Broads.
3. Stalham has a rich history and heritage. Its name may derive from the Old English meaning either 'homestead by a pool' or 'homestead with a stables'. The town was granted a market charter by King Henry III in the 13th century, which led to the growth of its market and trade.
4. Today, Stalham is popular with visitors, especially boating enthusiasts. The town has two marinas, which provide access to the Broads, and there are plenty of opportunities for fishing, sailing, and kayaking. Visitors can also explore the town's historic buildings, including St Mary's Church, which dates back to the 13th century, and Richardson's Boatyard, which has been part of the town's boating industry for over 100 years, and remains the largest boatyard on the Norfolk Broads.
5. In addition to its rich history and natural beauty, Stalham has a vibrant community. The town hosts regular events and markets, especially during the summer months. There are also plenty of local shops and an impressive range of services, including many independent traders.
6. The Town Council and Stalham's residents have developed this Neighbourhood Plan as a way of having greater influence over development. It aims to ensure that growth meets the needs of Stalham and its hinterland, and that it is delivered in a sensitive way that protects and enhances the town's green, rural, market town character, whilst supporting the role of Stalham as identified in the Local Plan for North Norfolk.

Figure 1: Designated Neighbourhood Plan Area

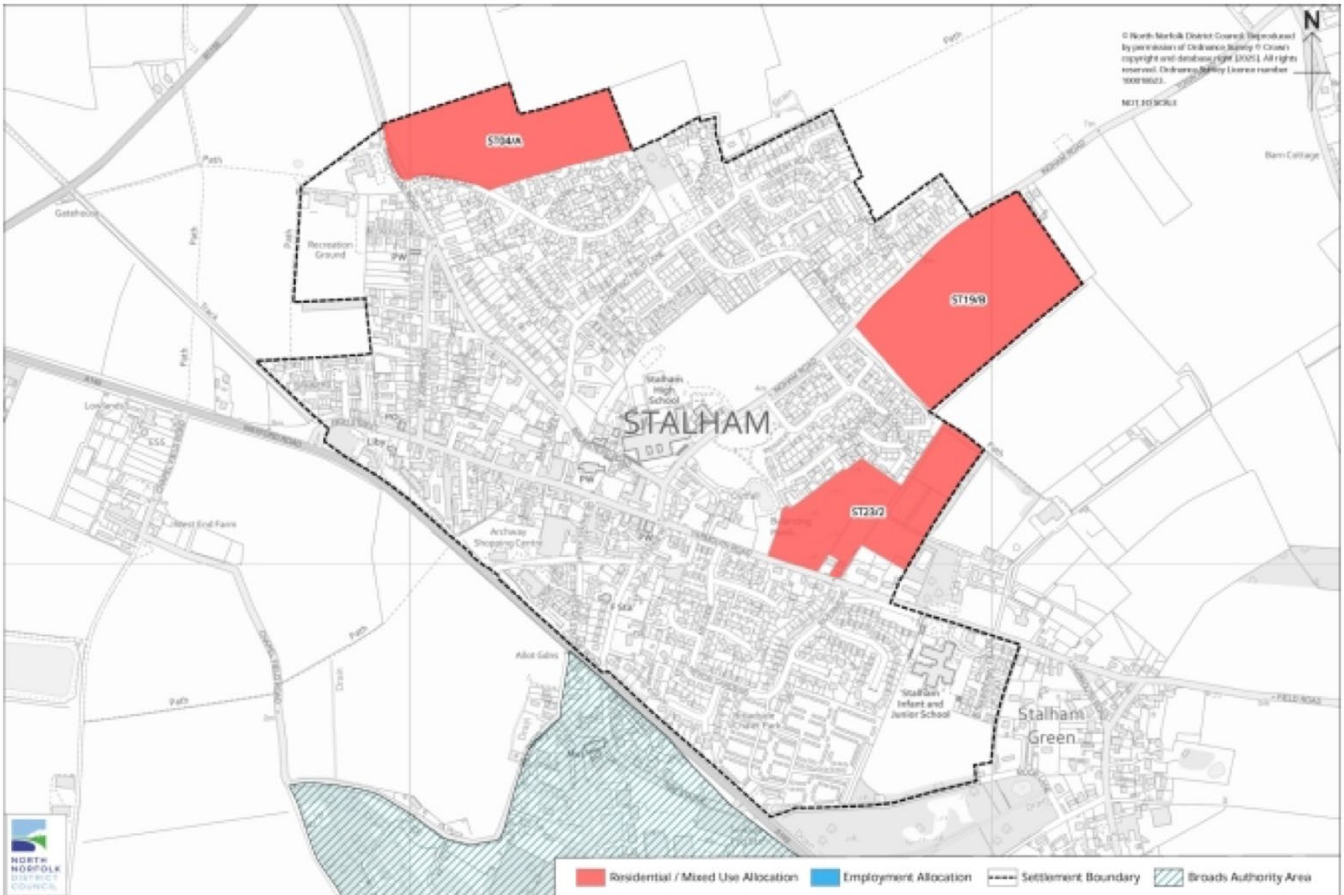




Background to Neighbourhood Planning

7. Neighbourhood planning was introduced by the Localism Act 2011, with legislation coming into effect in April 2012. It gives communities the power to develop a planning document that sets out a shared vision and policies that will shape future development of their area. The planning policies it contains will be used alongside national and local plan policy to decide whether planning applications are approved.
8. All neighbourhood plans must sit within the existing planning context. For Stalham, this includes the National Planning Policy Framework and the development plans prepared by North Norfolk District Council and the Broads Authority.
9. The Local Plan for North Norfolk (2024 to 2040), adopted in December 2025, now provides the strategic planning framework for development within the district. The Local Plan identifies the role of settlements and sets out the scale and distribution of development, alongside policies relating to design, landscape, environment, housing, employment and infrastructure.
10. Stalham is identified within the Local Plan for North Norfolk as a Small Growth Town. As one of five towns identified in the settlement hierarchy, Stalham is expected to accommodate a more limited level of growth, reflecting its role as a service centre for the surrounding rural area and gateway to the Norfolk Broads.
11. The Local Plan allocates three development sites in Stalham. These allocations are expected to deliver approximately 275 dwellings over the plan period, together with at least 1 hectare of employment land, open space and supporting infrastructure.
12. The allocations identified within the Local Plan for North Norfolk (figure 2) are:
 - ST04/A: Land at Brumstead Road
 - ST19/B: Land adjacent Ingham Road
 - ST23/2: Land north of Yarmouth Road, East of Broadbeach Gardens

Figure 2: North Norfolk Local Plan Allocations



- 13. These allocations establish the strategic framework for growth in Stalham. The Neighbourhood Plan does not seek to alter the scale of development set by the Local Plan, but instead provides locally specific policies to guide how development should be delivered, including design, landscape integration, green infrastructure and town centre vitality.
- 14. The Broads Local Plan also forms part of the development plan for areas within the Broads Authority boundary. The Broads Local Plan does not allocate land for housing within the neighbourhood plan area. However, it does allocate land at Stalham Staithe for residential moorings.
- 15. The Stalham Neighbourhood Development Plan includes non-strategic policies that are in general conformity with the strategic policies in the Local Plan for North Norfolk and the Broads Local Plan. These include design principles for development, criteria relating to where new development would be acceptable, requirements relating to greenery and blue green corridors, sustainable travel infrastructure, protection of landscape character and the identification of important green spaces.
- 16. Once made, the Stalham Neighbourhood Development Plan will become part of the statutory development plan used by North Norfolk District Council and the Broads Authority in determining planning applications.



Consultation and Engagement

17. The neighbourhood plan area, aligning with the parish boundary, was designated in October 2021. Stalham Neighbourhood Development Plan (NDP) has been developed by a steering group on behalf of Stalham Town Council. A key priority has been to ensure that the plan was community led and that local views were collected and included at all stages of plan making.
18. The consultation process has been proportionate to the scale of the NDP and has sought to engage residents, businesses, landowners and local organisations throughout the preparation of the Plan.
19. An initial consultation on the NDP with residents, visitors, local landowners and people who work in the town was held in March/April 2022. This included a survey with 28 questions. A leaflet advertising the survey was distributed to all households and businesses and posters were placed in noticeboards. The survey, available online or in hard copy, was completed by 349 people. There were also consultation events on Saturday 26 and Thursday 30 March that enabled people to drop in and have a discussion about the NDP.
20. The main issues and concerns raised by the consultation included:
 - **Environmental protection:** There is strong support for protecting the environment, through identification of local green spaces such as playing fields and recreation grounds in Stalham, wildlife corridors and encouraging the use of more tree planting and other green measures for new developments.
 - **Regeneration of the High Street:** The High Street and the need for there to be a diverse range of shops/businesses. Currently many respondents felt the High Street needed to be regenerated, with a shift in focus away from shops like charity shops, takeaways, and hairdressers.
 - **Local employment:** There was a concern that not enough is being done to encourage local employment opportunities and for small/independent businesses to come to Stalham. There was an emphasis on needing to offer job opportunities for younger people/apprenticeships and trying to help businesses do this.
 - **Community facilities:** Respondents felt there was a need to have more community facilities on offer for all age groups particularly children/younger adults who have limited facilities currently. There was also a need for people wanting more options for the evening such as restaurants, family pubs and the need for a hotel/B&B to encourage more visitors.
 - **Parking:** A range of issues were raised about parking in the town, this includes availability of free parking, current rules on 30-minute parking, a need for disabled parking, allocating land

for a car park and residents having issues with people parking outside their homes for work purposes or picking children up from school.

- **Design:** The design of any new housing is important. There's support for ensuring new housing is in keeping with existing development and also new development should incorporate low carbon design and follow a design guide.
- **Affordable Housing:** Whilst there was limited support for significant additional growth beyond that planned through the Local Plan, there was support for more affordable homes for younger people and families including family sized homes and bungalows for residents wishing to downsize or for adaptable needs.
- **Housing mix:** Regarding development coming forward the idea of 2 and 3 beds were the preferred option.
- **Heritage:** The identity of Stalham being a small town is important to residents and there were many suggestions of heritage assets which should be protected.
- **Sustainable travel:** Respondents mentioned the issue of public transport services and the need to improve current footpaths and cycle links.
- **Infrastructure:** There were a lot of comments about the availability of infrastructure like medical facilities, and how capacity issues should be addressed prior to new development being delivered.
- **Non-planning matters:** A range of comments related to non-planning matters, such as dog fouling and litter were received.

21. A number of these issues will be addressed through strategic plans and policies and are outside of the influence of Stalham NDP. Those that will be addressed through the NDP are clearly set out in **Figure 3**.
22. Feedback from the consultation helped the steering group to formulate a vision and objectives for Stalham NDP, which is set out in detail on **Page 1**. The vision is for Stalham to fulfil its purpose as a thriving green, rural, market town.
23. Since the initial consultation, the Steering Group has continued to refine the Neighbourhood Plan, taking into account changes in national planning policy and the adoption of the Local Plan for North Norfolk. The draft Neighbourhood Plan will be subject to further public consultation at Regulation 14 stage, providing an additional opportunity for residents, businesses and stakeholders to comment before submission.
24. The remainder of this document is structured according to this vision with sections relating to these three key elements as well as housing.

Figure 3: Key Issues

Issue	Stalham NDP	Town Council Strategic Plan	NNDC Local Plan	Local Plan for the Broads	National Planning Policy Framework
Environmental protection					
Regeneration of the High Street					
Local employment					
Community facilities					
Parking					
Design					
Affordable Housing					
Housing Mix					
Heritage					
Sustainable travel					
Infrastructure					
Non-planning matters					



A Green Town

Ambition for and importance of achieving a Green Town

Sustainability and carbon efficiency is a priority, including greening of the built-up area through tree planting, protection of green spaces and development of wildlife corridors.

Key objectives include:

- Protect and preserve the special qualities and features that are valued by the community, such as the surrounding green landscape and the Broads
- Improve wildlife habitat across the parish and especially in the wildlife corridors.
- Help people choose sustainable ways of getting around in Stalham and reduce barriers for those living or working in outlying areas such as Wayford and the Staithe.

Stalham NDP contributes towards achieving these through the following policies:

- Wildlife corridors
- Local Green Space
- Green curtains
- Walking and cycling improvements
- Protection and enhancement of public footpaths

Key Characteristics of a Green Market Town

26. Part of what makes Stalham special and unique is its situation on the edge of the Broads. Its name is said to mean 'settlement by the river' and a significant area of the parish contains natural features such as waterways and woodland. They typically support the fen habitat and Stalham Fen sits within the parish boundary, as does important wildlife corridors connecting to Sutton Fen, the flood plain of the River Ant and Sutton Broad. The Broads themselves are designated for their environmental importance. The Broads are an internationally important wetland and protected landscape of the highest order, with an equivalent status to a National Park.
27. The town is situated in what is a very flat arable landscape, and away from the Broads network the wider landscape is predominantly agricultural, with arable fields divided by hedgerows, and there is the occasional presence of woodlands. Overall, there is a real sense of tranquillity across the parish, with this broken only by the existence of the A149, which divides it just south of the town.

28. There are many influences of the Broads within the town, and historically the environment of the town itself would have been very green. This has been eroded somewhat as the town has grown and developed. Whilst individual developments may only have a small impact, e.g., removing a front garden, trees, shrubs, and hedgerow, to accommodate parking, the cumulative impact of this has become significant. There are now entire streets within the town that are devoid of greenery, especially in more recent developments, and some of the streetscape has become more dominated by concrete, vehicles, and built structures.
29. Development, infrastructure delivery and intensification of agriculture is leading to a decrease in the amount of habitat where wildlife can flourish, compromising the ability for some species to survive. Fragmentation of habitat is now one of the key drivers of the disappearance of species and the decline of species abundance¹. Climate change is exacerbating this problem. Some farmers/landowners have recognised these issues and taken action to encourage biodiversity.
30. The Environment Act 2021 introduced mandatory Biodiversity Net Gain (BNG), which requires most development to deliver at least 10 percent biodiversity net gain to be maintained for a minimum of 30 years. This seeks measurable improvements for biodiversity by creating or enhancing habitats in association with development. Biodiversity net gain became mandatory in England from February 2024. Delivery may be achieved onsite, offsite or through the purchase of statutory biodiversity credits. The requirement for BNG sits alongside the mitigation hierarchy to avoid, mitigate or compensate for biodiversity losses.
31. Recent development in the town has gone some way towards achieving this. For example, the Hopkins Homes development off Ingham Road, incorporates new boundary hedging that screens the development to a degree from the wider countryside and includes green open space with two small rows of trees. The green space created as part of this development is likely to transfer to the Parish Council, which also provides opportunity for community action to further enhance habitat. This could be through local indigenous tree planting. There are also good examples of local farmers incorporating floristic field margins, wildflower meadows and setting aside land for public access for dog walking.
32. Ensuring that protected and other conserved areas are well connected as part of ecological networks will maintain biodiversity and provide an opportunity for species to adapt to climate change as local conditions change. Given the importance of ecosystems to our own health and wellbeing, we need to reverse current trends of biodiversity loss and fragmentation. The Broads area is a vital habitat for the 16 different species of Bat that flourish here. New development can incorporate measures such as bat and bird boxes, native planting and habitat connectivity to support biodiversity and strengthen ecological networks.

Blue-Green Corridors

33. Stalham NDP identifies blue-green corridors which act as a link from one environment to another. They connect individual, and sometimes isolated, habitats, allowing wildlife to move freely and safely between them. Such corridors offer an opportunity to plan, design and create better green infrastructure in our loved spaces. As set out in the Natural England Infrastructure Principles, a key starting point for creating good green infrastructure is vision and evidence².

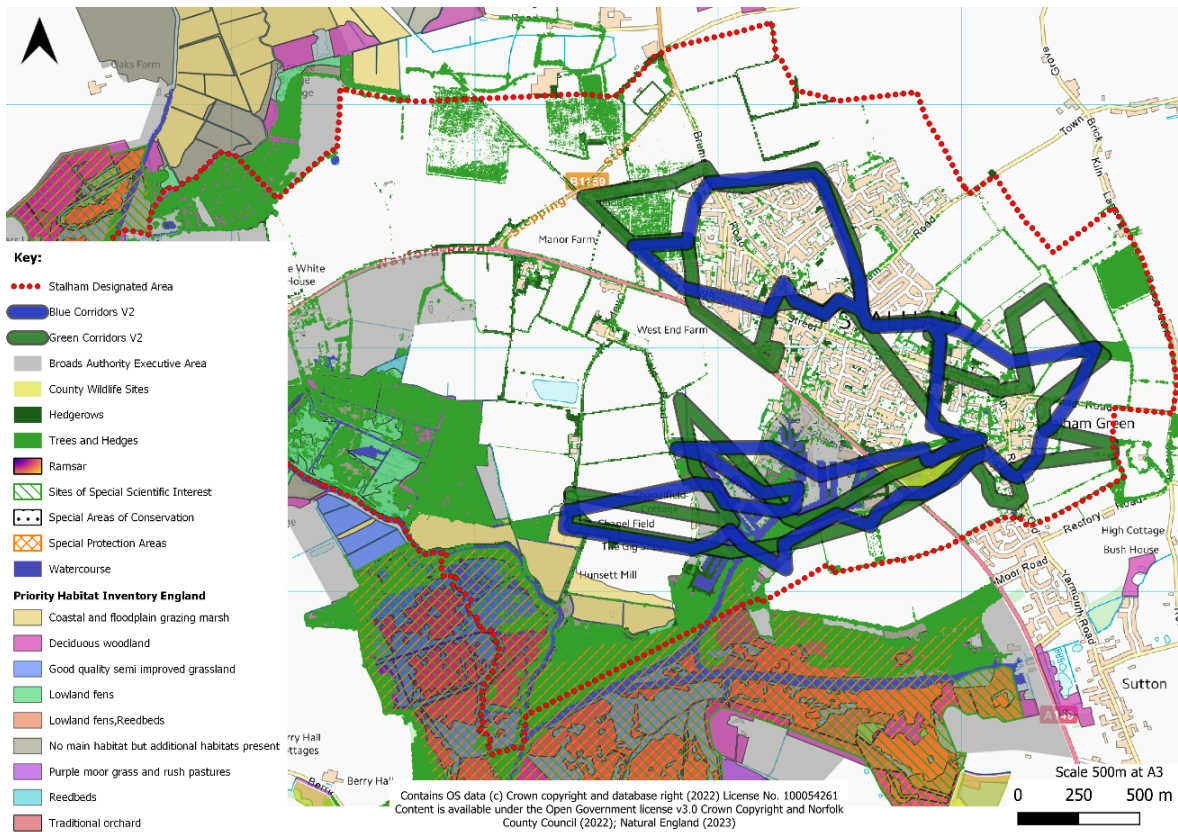
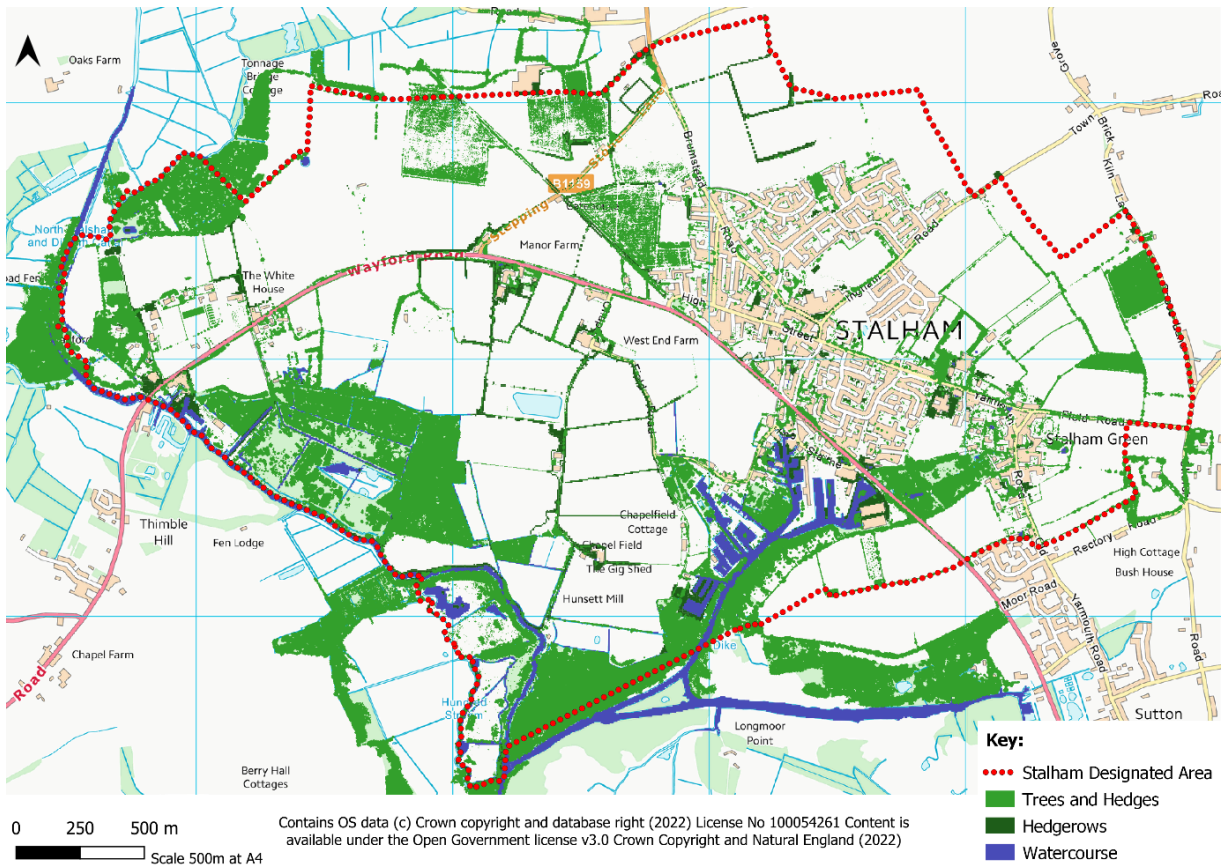
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¹ Rewilding Europe

² [Green Infrastructure Principles \(naturalengland.org.uk\)](https://www.naturalengland.org.uk)

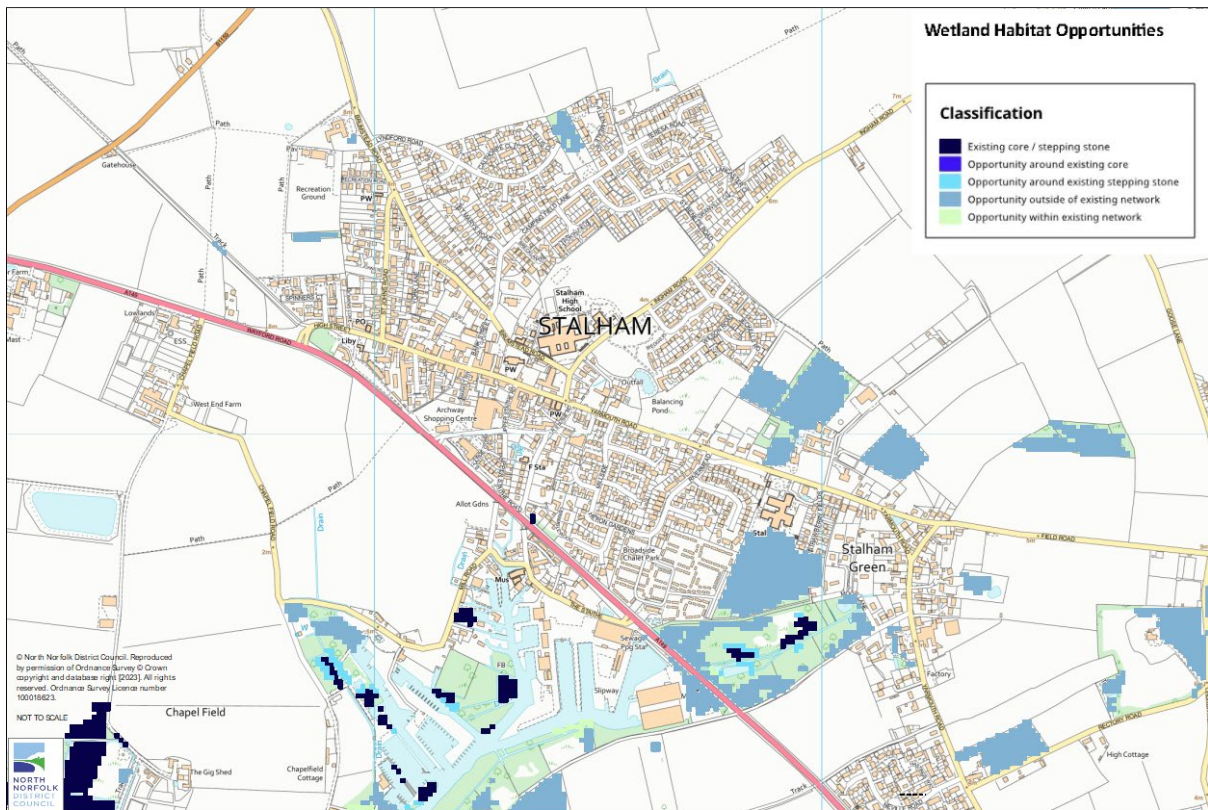
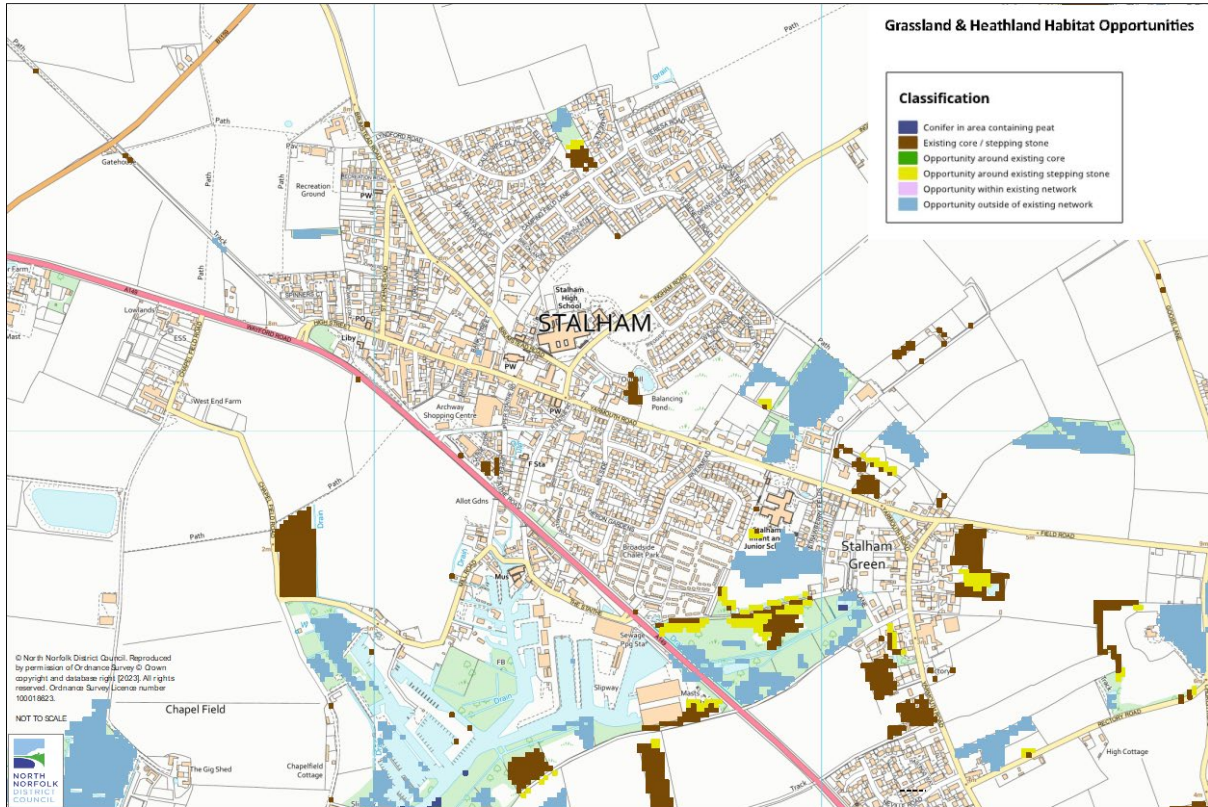
34. The corridors identified in **Figure 4** have been established based on a desktop study of local evidence including:
- Examining the location of Natural England statutory environmental designations.
 - The location of County Wildlife Sites, Priority Habitats and Habitat Networks.
 - Local information such as mapping provided by Norfolk Biodiversity Information Service on the location of hedgerows, trees and waterbodies (ponds, rivers, streams).
 - The ecological opportunity maps provided by North Norfolk District Council, which include the location of existing core grassland, heathland, woodland, and wetland habitats as well as areas of opportunity around existing habitats that could be improved for ecological reasons.
 - The location of open green spaces, such as playing fields / parks, school fields, cemeteries and church grounds.
 - The location of public rights of way and sustainable transport routes such as Weavers Way.
35. This approach supports delivery of the national Nature Recovery Network, a major commitment in the Government's 25 Year Environment Plan. This approach also supports delivery of the Local Nature Recovery Strategy and the creation of resilient ecological networks across North Norfolk and the wider Broads landscape.

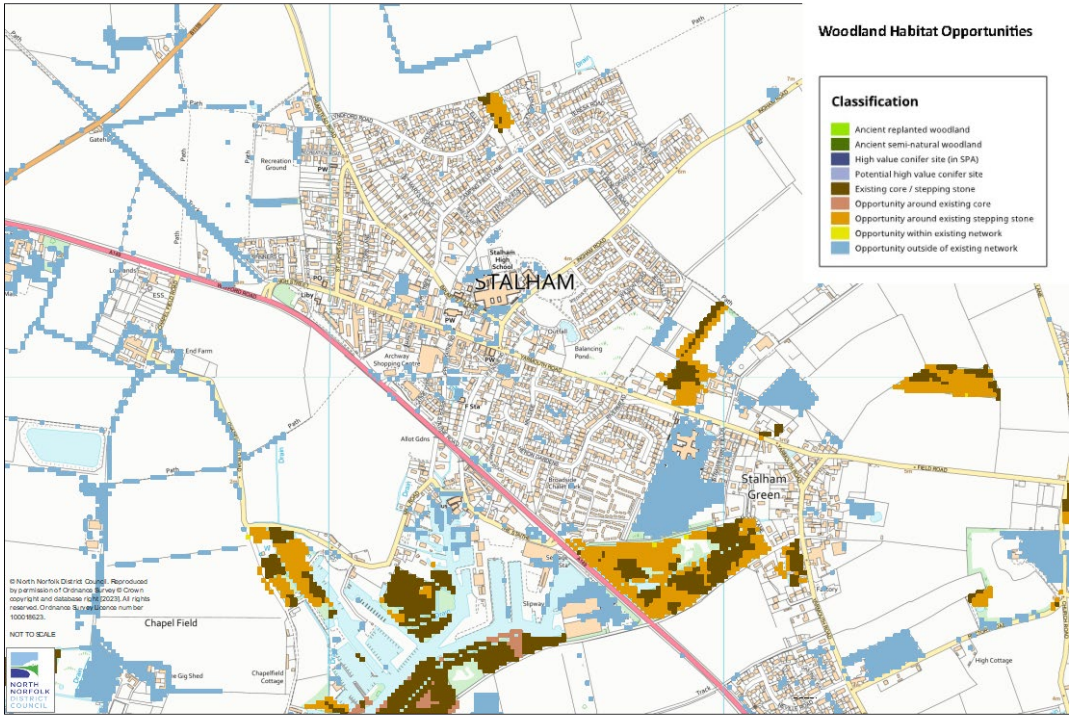
Figure 4: Ecological Network Basemap



Source: Norfolk Biodiversity Information Service (2022); North Norfolk District Council (2023)

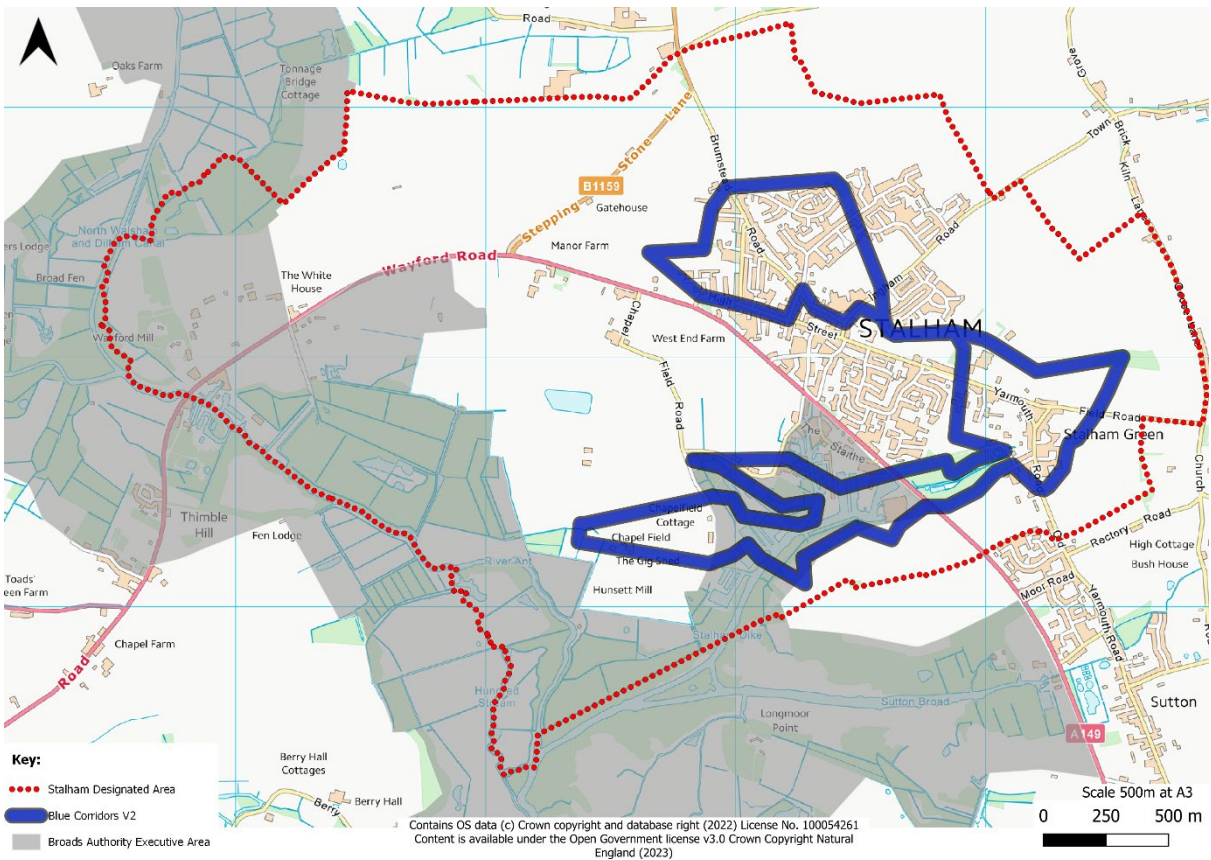
Figure 5: Ecological Opportunity Maps

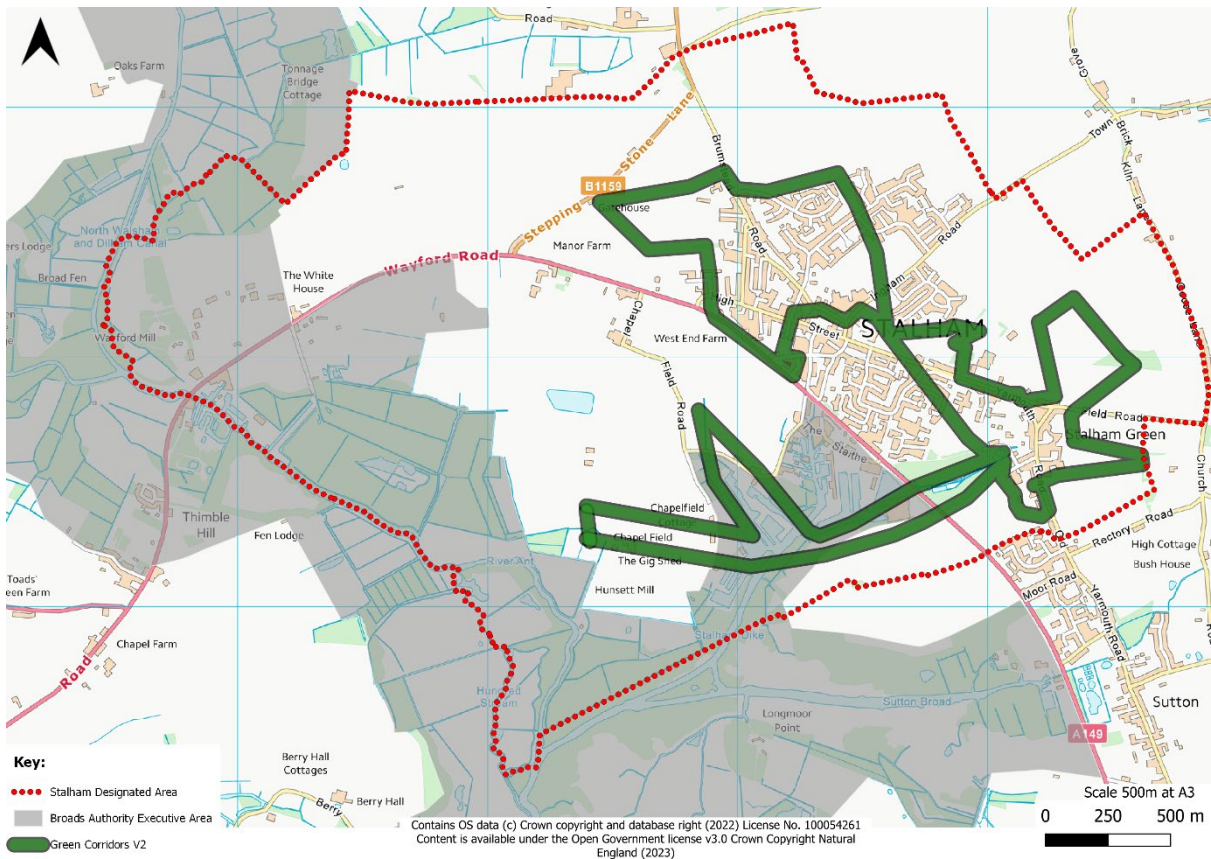




Source: North Norfolk District Council, October 2023

Figure 6: Blue-Green Wildlife Corridors





36. Blue and green corridors are identified in **Figure 5**. They link the key blocks of habitat, identifying where there is likely to be the best opportunity for improving ecological connectivity. Further work to determine the condition of existing habitat and engagement with the local community and landowners to identify the exact location and nature of improvements will take place over the course of this NDP and beyond. In this respect, the mapped corridors are indicative, as it may be that the best opportunities to improve or create habitat arise adjacent or just outside of the corridors.
37. In relation to planning, the corridors should be a focus for protection and enhancement of wildlife habitat and efforts to deliver greater ecological connectivity. These will be a focal point for local conservation activities with the aim of creating a more joined up green infrastructure network. Where appropriate, action should be taken to increase public access to wildlife within these corridors, working with local landowners and developers. Policy **SNDP1** requires development proposals that are within or nearby to the identified corridors to facilitate improved ecological connectivity. This is important for combating the decline in biodiversity, and preserving ecosystem services, especially in view of a changing climate. This policy approach reflects the importance of going beyond protecting designated wildlife sites, specifically directing action locally.
38. There is an emphasis on preventing negative impacts on wildlife using these corridors. This could arise due to the introduction of barriers, such as housing, traffic routes, hard landscaping, or the use of artificial lighting. Where harm is likely to arise development proposals will need to demonstrate that they have taken steps to mitigate such impacts. This is in recognition that fragmentation of habitats has a significant impact on species and their ability to thrive. There is potential for new development to deliver benefit to or add to the network of wildlife corridors through the delivery of green curtains, as required by policy **SNDP3**.

SNDP1: Blue and Green Corridors

The management, enhancement, and creation of habitats within the blue and green corridors identified in **Figure 5** is a key priority. New development proposals that are located within or near to the wildlife corridors should take opportunities to enhance ecological connectivity to or within them where feasible. Negative impacts on the wildlife value of the corridor should be avoided and any harm likely to arise through the development mitigated.

Where opportunities arise, development proposals will be encouraged to deliver biodiversity enhancements within the parish, particularly within identified wildlife corridors, where this is consistent with the statutory biodiversity net gain framework.

Figure 7: Summary of the policy context for SNDP1: Blue and Green Corridors

National

- The Environment Act 2021³ sets the requirement for mandatory biodiversity net gain of at least 10% on development proposals.
- NPPF Chapter 15 affords considerable support for protecting and enhancing key landscapes and areas of value in terms of biodiversity. This includes the need for biodiversity net gains in developments, including through green infrastructure networks.
- Paragraphs 103-108 of the NPPF cover protection of existing green open spaces and creation of new ones.

Local

- NN Local Plan Policy ENV4 seeks to protect and enhance biodiversity assets and requires development to conserve and enhance habitats and ecological networks.
- Policy EN2 of the NN Local Plan Supports protection of landscape features, green infrastructure and ecological connectivity.
- Policy SP6 of the Broads Local Plan requires protection and enhancement of habitats and delivery of biodiversity net gain and ecological networks and Policy DM8 protects designated sites and supports ecological connectivity.

Protection of Special Green Spaces

39. There are many important green spaces within the NDP area, including parks, playgrounds, woodland areas, allotments, and waterways. These are all pleasant areas to relax, socialise, exercise and for people to access nature. They contribute enormously towards a sustainable town by enhancing quality of life of residents, promoting mental wellbeing, supporting local wildlife, and even helping to reduce flood risk.
40. National policy sets out that green spaces which are demonstrably special to the local community can be protected against development through designation as Local Green Spaces. Focus of Stalham NDP has been on identifying particularly important green spaces within the town that merit protection through this designation. Each of the spaces contributes in some way towards the character of the settlement, have value to the community and help define what makes Stalham what it is today.

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³ [Environment Act 2021 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

41. The designation should only be used where:
 - The green space is reasonably close to the community it serves.
 - The green area is demonstrably special to the community and holds a particular local significance, for example because of its beauty, historic significance, recreational value, tranquillity or richness of wildlife.
 - The green area concerned is local in character and is not an extensive tract of land.
42. All the designated green spaces were initially suggested by residents during consultation activities. Indeed, there was overwhelming support for protecting green spaces and 168 people made suggestions of areas that were important to them.
43. Stalham NDP designates 15 Local Green Spaces, these are identified in **Figure 8**. Justification for each Local Green Space is found in the **Local Green Space Assessment** document.

Figure 8: Process of identifying Local Green Spaces

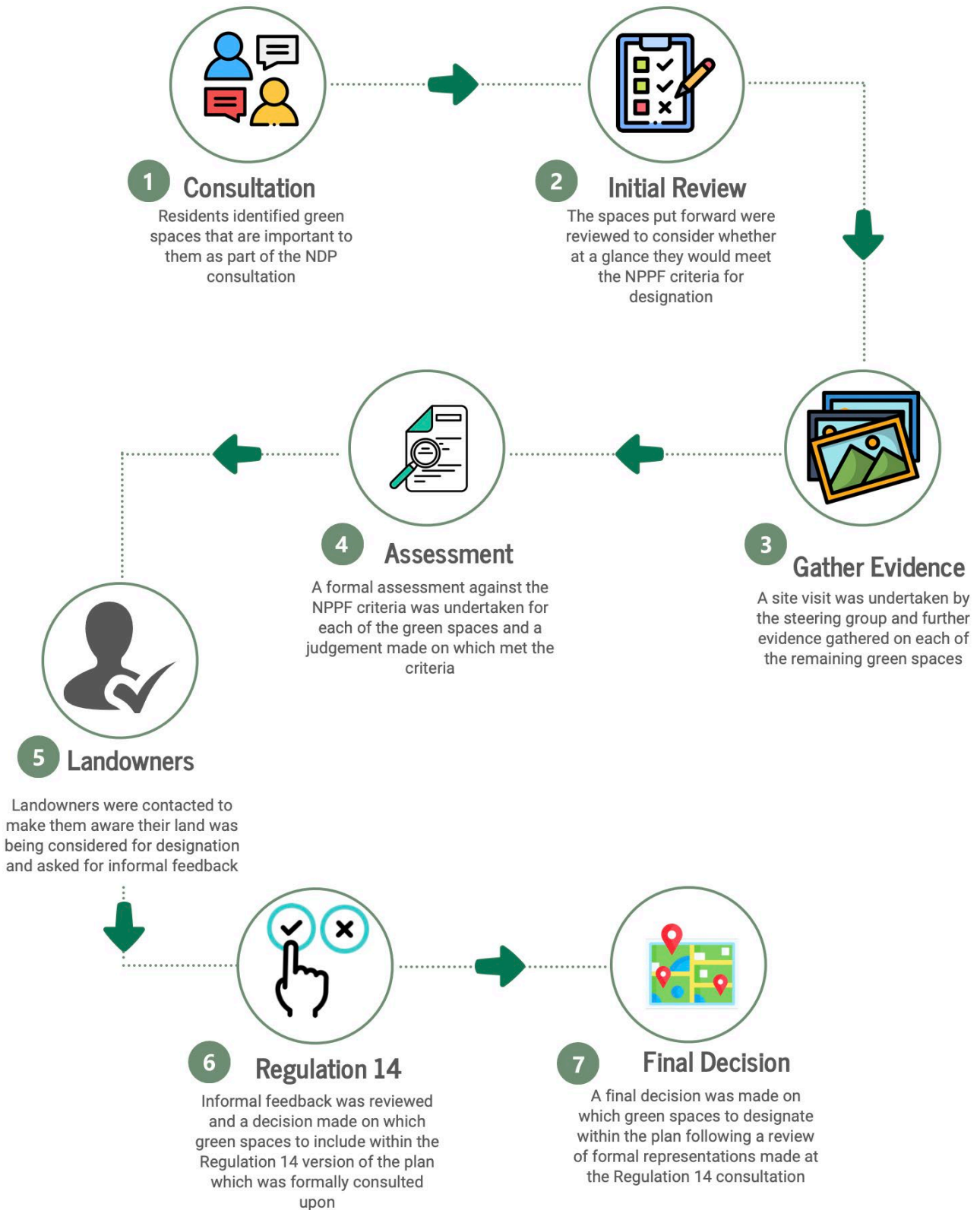
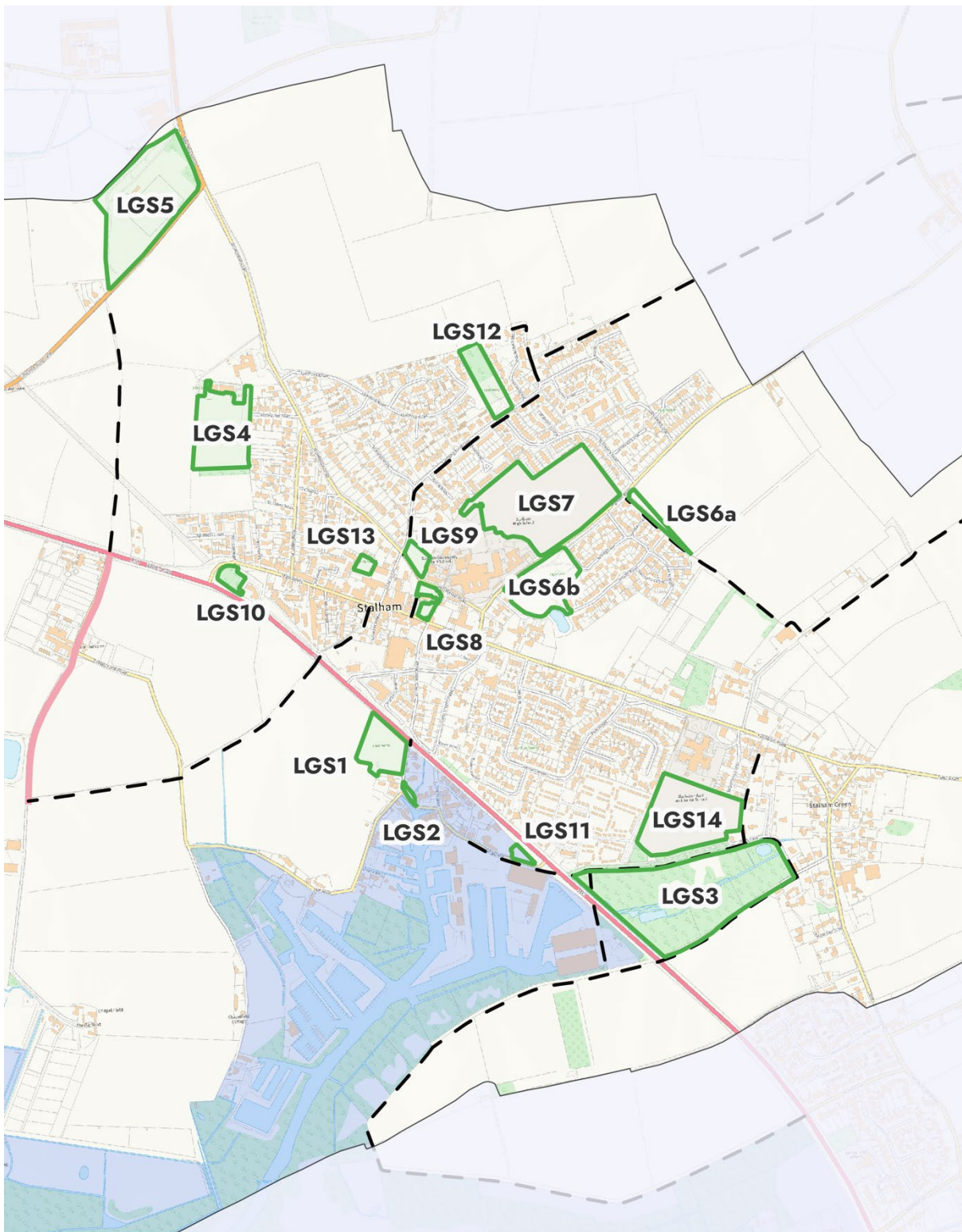


Figure 9: Local Green Space Designations



0 100 200 m
 Scale 1:10,000 at A4

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- Local Green Space
- Public Rights of Way
- Broads Authority Executive Area
- Neighbourhood Plan Boundary

SNDP2: Local Green Space

The areas listed below and shown in **Figure 9** are designated as Local Green Spaces:

- LGS1: Allotments
- LGS2: Green Space at Stalham Staithe
- LGS3: Stalham Fen County Wildlife Site
- LGS4: Recreation Ground at the Poppy Centre
- LGS5: Rivers Park (Stalham Town FC Ground), Brumstead Road
- LGS6a: Broad Beach Gardens Open Greenspace
- LGS6b: Broad Beach Gardens Tree Belt
- LGS7: Stalham High School Playing Fields
- LGS8: St Mary's Church Yard
- LGS9: St Mary's Cemetery, Brumstead Road
- LGS10: Old Railway Station, High Street
- LGS11: Bakers Pond
- LGS12: Stalham Town Council Cemetery & Adjoining Open Space
- LGS13: Bowling Green
- LGS14: Stalham Infant and Junior School Playing Field

Development within Local Green Spaces will be managed in a manner consistent with national policy Green Belt, as set out in the National Planning Policy Framework.

Development proposals affecting Local Green Spaces, or land adjacent to them, should demonstrate they conserve and where possible enhance the special qualities of the green space, as identified in the Local Green Space Assessment.

Figure 10: Summary of the policy context for SNDP2: Local Green Space

National

- NPPF Paras 106-108 set out criteria for designation of Local Green Space
- Policies for managing development within a Local Green Space should be consistent with those for managing Green Belts.
- The protection of Green Belt land is set out in chapter 13 of the NPPF.

Local

- NNLP Policy ENV4 supports the protection and enhancement of green infrastructure, habitats and ecological networks, including open spaces of biodiversity value.
- NNLP Policy ENV2 supports the protection of important landscape features, green infrastructure and open spaces that contribute to local character.
- Broads LP Policy DM7 protects open space on land, play space, sports fields and allotments.
- Broads LP Policy DM8 relates to green infrastructure, with the expectation that development will integrate and contribute towards this.

Delivery of Green Curtains

44. Policy **SNDP3** focuses on creating a greener Stalham through positive action on the part of developers to protect and enhance habitat and biodiversity. There is an expectation that green curtains will be delivered to ensure that development on the edge of town that expands the settlement into the surrounding countryside, is delivered in a sensitive manner. A green curtain is an area of trees and shrubs that shields the development from what would otherwise be intrusive within the rural landscape. The intention is to create a curtain that reflects the surrounding countryside. The fields around Stalham are bounded by well-developed hedges, mostly of 5 or more species with intermittent trees emerging. These serve as successful habitat for many nesting birds and a wide range of invertebrates.
45. The term 'curtain' is a deliberate attempt to create something quite different to just soft edges. These have the natural ability to capture pollution, reduce noise, mitigate flooding and provide food and shelter to wildlife. The curtains are such hedges. Around the settlement we have some good examples of this in practice, where the countryside flourishes in the town. However, recent developments have seen post-development planting which has been poorly planned and delivered, being the wrong species and insufficient density or height.
46. A planted green curtain may also be applied to other more informal situations such as subdividing development sites, lining streets, forming boundary treatments, creating shelter belts and forming green infrastructure corridors.
47. Green curtains are a tree buffer planted to enhance the greenness and attractiveness of the development, provide environmental protection and habitat. Well-designed they can provide multiple benefits, including those which support healthier lifestyles and contributing overall towards successful developments where people want to live. Green curtains also integrate well within the context of the wider landscape as the Broads are often fringed with trees or woodland. Species choice is important so that the trees/hedges planted reflect the surrounding landscape.
48. There is emphasis on 'right tree, right place', which is about careful planning of habitat improvements to ensure they work in the location, rather than just being a tick box to enable planning permission. It is not as simple as planting trees in any space available, careful design and planning to get the right species in the right place will create a positive impact. Where possible new planting should be targeted where there are existing trees and hedges. It is important that some long-term planning is considered so that in the future (100 years) mature trees especially oaks are thriving, as in the present environment.
49. The dimension of green curtains should be appropriate to the scale of development. A factor to consider in this is that green curtains would count towards on-site provision of open space, as determined by the Local Plan.

SNDP3: Green Curtains

Development proposals on the edge of settlement, or those that would affect the landscape setting or views of the town, should incorporate green curtains where appropriate. Applications should demonstrate how they have considered the following:

- The dimension of green curtains should be appropriate to the scale of development
- Layouts should ensure planting can mature without conflict with buildings or gardens
- Green curtains should be located in areas where long term management and stewardship can be secured
- Development should seek to positively face green curtains where appropriate
- Green curtains should incorporate native species of local provenance
- Planting should reflect the surrounding landscape character
- Planting should enhance visual interest, biodiversity and ecological connectivity

Green curtains should, where appropriate, link with wildlife corridors and contribute towards wider green infrastructure networks.

Figure 11: Summary of the policy context for SNDP3: Green Curtains

National

- The Environment Act 2021 introduced mandatory biodiversity net gain for most development.
- NPPF Chapter 15 supports the protection and enhancement of landscapes, biodiversity and green infrastructure.
- NPPF paragraph 139 (2024) supports the incorporation of trees and green infrastructure within development and encourages tree lined streets.

Local

- Policy ENV2 of the Local Plan for NN supports protection of landscape character and settlement setting.
- Policy ENV4 supports biodiversity enhancement and ecological connectivity.
- Policy ENV8 requires high quality design incorporating green infrastructure and landscaping.
- Broads Local Plan Policy DM13 requires development to include green infrastructure and beneficial conservation features.

50. To complement **SNDP3** the Town Council will lead community action around tree planting.

Community Action 1: Tree Planting

The Town Council will proactively coordinate tree planting within the town, engaging the wider community, to enhance the amount and value of native trees and hedgerow in the wildlife corridors, public places, green spaces, streets, footpaths and in private gardens.

Sustainable Travel

51. Stalham is a fairly compact market town, which means that the High Street and many services are easily accessible by walking, cycling or wheeling for most residents. These are all accessible by walking on footways, though some footways are narrow, with breaks or are just along one side of the road in places.
52. The Census 2021 data⁴ indicates that 29% of Stalham’s population is aged 65 and over, with just over half of this age group in their mid-seventies or older. The number of older people as a

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⁴ www.nomisweb.co.uk – data accessed March 2023 using Topic Summaries at ward level

proportion of the total population of Stalham is high compared with Norfolk (24%) and nationally (18%). As people age, they tend to become less mobile and are more reliant on services and facilities being available locally, within walking or wheeling distance. To reflect the population demographics, it is essential that any new development is within walking, cycling or wheeling distance of the town centre where the majority of services and facilities are located. There should also be a focus on creating a High Street that is more accessible/user friendly for those with mobility impairments or those wheeling.

53. In terms of travel and car ownership, 16% of households do not have access to a car or van, down from 21% in 2011. Of those in employment, 10% travel less than 2km to work, with 10% stating that they walked or cycled to work. A fifth of people said they mainly work from home, which is up significantly from just 6% in 2011. Homeworking is now common, and of course those working from home are more likely to make use of their local shops and services on a regular basis and go for walks in their local area.
54. The popularity of cycling has also increased and nationally the government is promoting improvements to cycle infrastructure to support this. Local authorities are currently working to establish improved walking and cycling networks across Norfolk, with Local Cycling and Walking Infrastructure Plans (LCWIPs) being developed to help prioritise funding for improvements. The aim is to make walking and cycling the natural travel choice.
55. Many people also walk (or cycle) for recreational purposes. Part of the route of the Weavers Way long-distance path, from Cromer to Great Yarmouth, runs through the parish. This path has recently been improved, with new surfacing to ensure year-round accessibility for walkers between Stalham and East Ruston. This mainly focuses on revitalising the disused railway line, which is safeguarded within the North Norfolk Local Plan. Within the parish there are also public footpaths and permissive paths that provide wider access into the countryside including to the Broads, though these are fragmented in places.
56. These sustainable, active modes of travel are both more environmentally friendly, but also promote healthier lifestyles. Evidence⁵ shows that the transport sector in Stalham is responsible for around a fifth of all carbon emissions, so a reduction in car use could bring real benefits and should be promoted. Fewer cars also help create nicer public spaces and improves local air quality, creates more social interaction and in terms of those choosing to travel in a physically active way, delivers substantial health benefits.
57. There are however barriers to these modes of travel, including the A149 which dissects the parish just south of the town, a lack of signage and a conflict with traffic at some junctions. The car remains an important mode of travel for many people within the parish. Feedback from residents in relation to the barriers to active travel include:
 - Pavements are narrow and uneven (difficult for people with mobility issues)
 - Need safe pedestrian crossings across A149 and near the middle and high schools
 - No space for cycle lanes due to cars, need to create a cycle network for recreation
 - Creating safe cycle lanes are important (deal with car speed, linking up to cycle network such as Weaver's Way)
 - Lack of cycle parking
 - Accessibility of footways in the town centre

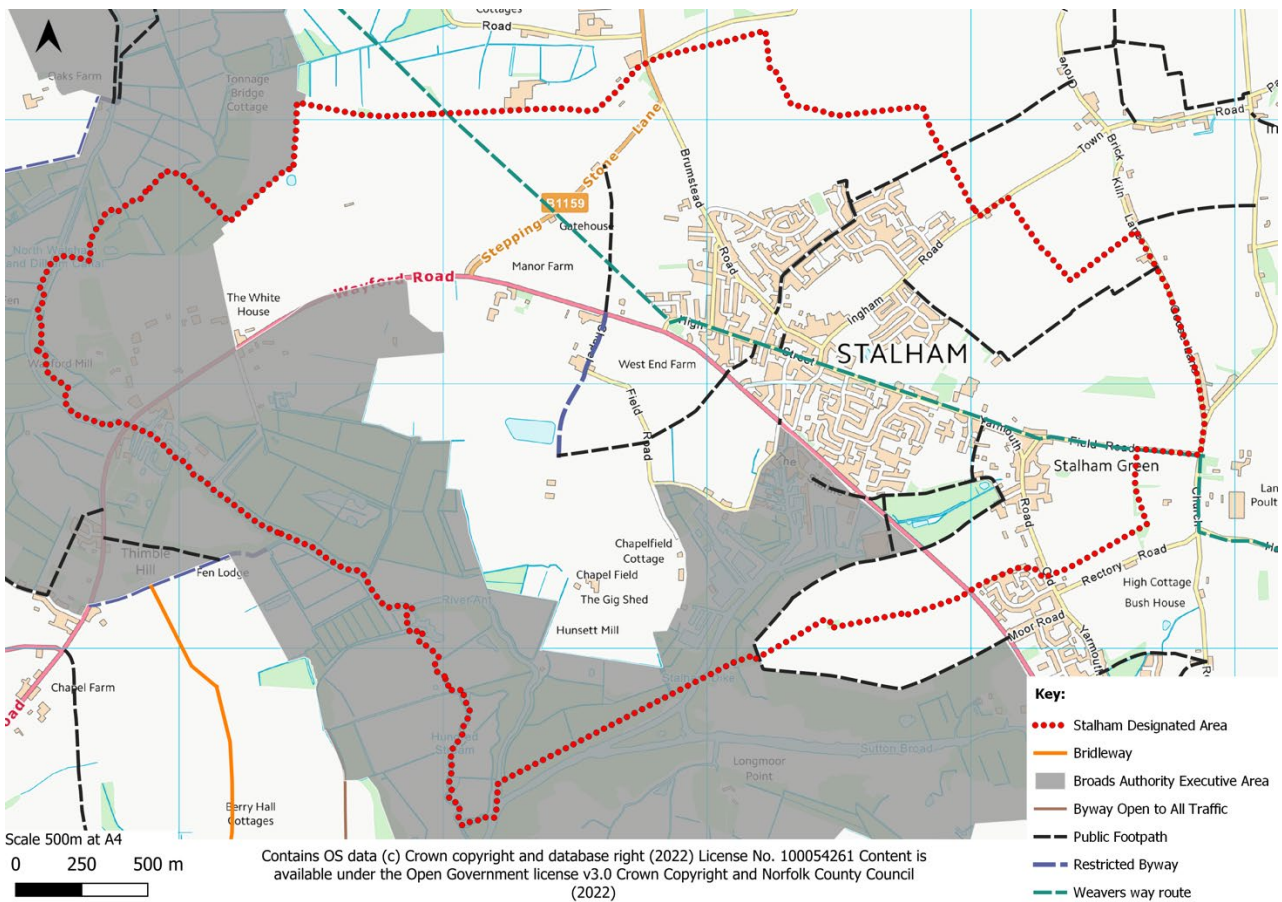
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⁵ University of Exeter, Impact Tool – www.impact-tool.org.uk which provides carbon emission data at local community level

- Better bus services & more bus stops in the area
- Needing benches at bus stops with shelters
- Ensure maintenance schedule is adhered to for public footpaths
- Encourage children to walk/cycle to schools having sheds for bike storage

58. Access and transport are important considerations in planning decisions. National and local plan policy requires development to be located where the need to travel will be minimised and for the use of sustainable transport to be maximised. **SNDP4** focuses on ensuring sustainable travel improvements link with existing networks.

Figure 12: Map of key footpaths



SNDP4: Walking, Cycling and Wheeling

New development sites should demonstrate good connectivity to Stalham town centre and other key services by walking, cycling, and wheeling, to facilitate active travel. Opportunities should also be taken to connect with wildlife corridors and create greener walking routes through habitat.

Development proposals for sites that include Public Rights of Way or are adjacent to them, should protect and incorporate them into the scheme. Justification will be required where this is considered not possible, and appropriate diversions or new routes should be provided that are convenient for users. Development proposals should avoid the severance or loss of existing routes. Where this cannot be avoided, suitable alternative routes should be provided that maintain or improve connectivity. Where possible, routes should be enhanced to improve accessibility for all users, including those with mobility impairments, and this would be considered a planning benefit. Enhancement could include new routes, linkages, upgraded surfaces or signage.

Community Action 2: Walk/cycle network Improvements

The Town Council and local community will identify and assess potential walking/cycling network improvements around Stalham that could be incorporated into a LCWIP.

Figure 13: Summary of policy context for SNDP4: Walking, Cycling and Wheeling

National

- NPPF Chapter 9 promotes sustainable transport and active travel
- NPPF supports protection and enhancement of public rights of way and opportunities to improve accessibility
- Walking and cycling should be integral to the design of new development

Local

- NNLP policy CT5 protects integrated and safe routes for pedestrians and cyclists and expects development will be designed to reduce the need to travel
- Policy ENV2 of the Local Plan for NN supports integration of development with surrounding areas and movement networks
- Policy ENV8 requires high quality design including pedestrian connectivity and active travel
- Policy CC1 supports sustainable development and reduction in travel related emissions
- Policy CC7 supports sustainable transport and climate resilience through development design
- Policy SP9 of the Broads Local Plan seeks to protect and improve recreational access and public rights of way
- Policy DM23 of the Broads Local Plan safeguards public rights of way and prevents severance of routes



A Rural Town

Ambition for and importance of achieving a Rural Town

The ambition is to retain the rural character and key rural features of the area. Stalham sits sensitively within the surrounding rural landscape which includes the Broads. Views of the town from the surrounding countryside contribute to Stalham's distinctive character.

Key objectives include:

- To retain the rural character of the area and connectivity between the town and its surrounding countryside.
- The scale of development is appropriate to the town and its function.
- Protect and preserve the special qualities and features that are valued by the community, such as the surrounding green landscape and the Broads.
- Ensure that new development, especially edge of settlement housing developments, are designed to a high standard following the design codes and have a positive impact on local character.
- Protect and enhance Stalham's rich heritage particularly around the conservation areas.

Stalham NDP contributes towards achieving these through the following policies:

- Preserving and enhancing the landscape character
- Achieving high quality design
- Preserving Stalham's heritage

59. Stalham has a strong rural character, and away from the town there is a real sense of remoteness and tranquillity. The surrounding landscape is flat with numerous small copses and agricultural fields bordered by mature hedgerows, making the town a strong feature within it. There are long uninterrupted views, punctuated by distinctive features, including the Church of St Marys, linking the area with its past. The settlement is slightly elevated above the surrounding landscape, making the transition between the settlement edge and countryside an important consideration for future development. It is important to ensure that new development does not compete with views of St Mary's Church and its distinctive tower, so that this can remain a key landmark feature on the horizon as you look towards the town. These characteristics align with the Local Plan for North Norfolk, which seeks to protect landscape character, settlement setting and heritage assets, and ensure that development is well integrated into its surroundings.
60. There is a network of small rural lanes that are an integral part of the landscape, contributing to the perception of rurality and providing a sense of history. Rural lanes also facilitate quiet

enjoyment of the countryside, for example by walking, cycling or horse riding. The rural lane network therefore represents a significant resource for recreation.

61. There is a strong relationship with the Broads, and they are a significant landscape feature in the area which adds to its sense of tranquillity. There is a sense of isolation which can be found both on the water and land which is in part due to the carr woodland which provides an effective screen from development. An exception to this is at Stalham Staithe, where the backdrop is formed by the settlement of Stalham. As referred to in the Green Section, significant parts of the Broads network are designated for their nature conservation value.
62. The Broads have intrinsically dark skies which helps create the sense of remoteness. Parts of the parish fall within the second darkest category, registering 0.25-0.5 in terms of levels of radiance⁶. New development has the potential to increase levels of light pollution if not sensitively designed. Careful consideration of lighting design, including minimising light spill and using appropriate lighting levels, can help to protect the area's dark skies and sense of tranquillity. The dark night skies are valued by residents as one of the best things about living in Stalham, as demonstrated in the results of the consultation survey.
63. The boatyard, marinas and moorings at Stalham Staithe are another feature of the area's character. Stalham has the largest boatyard on the Broads network, Richardsons, and the staithe area includes a number of vast hangar-like buildings and long rows of large holiday boats. It caters for a large number of hire boats and during the summer months the waterspace can become very congested with holiday makers. There could be opportunities as this area develops to integrate it more effectively within the open countryside.
64. This area also has a fine grouping of traditional staithe buildings, which is reflected in its conservation area status. The Conservation Area Appraisal for Stalham Staithe⁷, describes development in this area to be informally sited around a historic staithe that is bordered by several boatyards in a network of inlets and mooring basins. Most buildings date from the early 19th century, and although it is possible that the staithe may have been used for local water transport before that date, no earlier buildings survive. There is a variety of building designs, with a contrast of scale between commercial and domestic uses. The conservation area contains many mature trees and is fringed by trees and alder carr giving it a lush setting. A number of smaller boatyards have gradually coalesced into the Museum of the Broads whose aim is to tell the story of the Broads while preserving the historic building, boats and artefacts. Some larger-scale boatyard buildings that sit just outside the conservation area contrast with this. Stalham Staithe also has a number of unlisted buildings which make a positive contribution to the area. These are recognised in the appraisal as having local architectural or historic interest and effort should be made to maintain their character.
65. Part of the rural and traditional character of the town relates to its heritage. A conservation area exists within the heart of the town, covering much of the High Street and areas to the north of Market Road and Brumstead Road and the eastern side of Lower Staithe Road. Many of the buildings in this area date back to the Victorian period and a few of the buildings have retained their original signage. Several buildings are listed, including the Church of St Mary's, the Fire

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⁶ Broads Authority, Dark Sky and Night Blight Data comparison, August 2016 https://www.broads-authority.gov.uk/_data/assets/pdf_file/0018/251811/EB6-Assessment-of-Night-Blight-and-Dark-Skies-Survey-Data.pdf

⁷ <https://www.north-norfolk.gov.uk/media/6305/stalham-staithe-caa-adopted-by-nndc-7th-december-2020.pdf>

Engine House and Village Lock Up and Rosedale. A Conservation Area Appraisal does not currently exist for this area.

Preserving and enhancing the landscape character

66. As detailed above, distinctive qualities of Stalham's landscape character include its flat topography with long views, including those towards the town of St Mary's Church in its elevated position; surrounding arable farmland; the network of small rural country lanes; existence of the Broads fringed by woodland; and intrinsically dark skies at night. These features help to create a unique sense of place within the parish and are particularly sensitive to change and provide an important framework for managing future development.
67. Local Plan policy for North Norfolk and the Broads Authority requires development proposals to be well integrated into the landscape and to demonstrate how they take account of relevant Landscape Character Assessments. This is set out in Policy ENV2 of the Local Plan for NN and Policy DM4 of the Broads Local Plan. Intention is to ensure that landscape qualities are conserved, enhanced, and properly considered when new development is planned. For clarity and reinforcement of this for proposals within the neighbourhood plan area, **Policy SNDP5** makes specific reference to the relevant landscape vision and guidelines for Stalham, requiring that proposals demonstrate how they are meeting these. This is felt to be especially relevant for proposals on the settlement edge, as these expand the town into the wider countryside. In these locations development that is not sensitively designed could significantly change the character of the area. With edge of town development there is a strong risk that views into and out of the town will be impacted.
68. The Broads LCA identifies a particular opportunity to better integrate commercial activity at Stalham Staithe with the wider countryside. **Policy SNDP5** requires proposals relating to the boatyards or marina to demonstrate this.

Figure 14: Summary of the relevant parts of the LCA for North Norfolk

Character Area	Settled Farmland⁸
Landscape Vision	The landscape retains a rural character and dark skies at night. New development is integrated within existing settlements where it reinforces traditional character and vernacular.
Key Pressures:	<ul style="list-style-type: none"> • Modern agricultural practices • Uncertainty regarding future agricultural subsidy schemes • Conversion of agricultural buildings and scale of new storage structures • Edge of town development and settlement expansion • Demand for isolated new homes • Changes to the road network • Loss of traditional land uses and habitats • Tree disease and invasive species • Renewable energy development • Climate change
Relevant Landscape Guidelines⁹	<ul style="list-style-type: none"> • Conserve and expand areas of woodland and other non-arable habitats: Retain areas of managed woodland and trees. Reinststate and create hedges with a focus on re-connecting fragmented habitats. Support landowners to invest in natural capital and ecosystem services. • Conserve a sense of rurality: ensure redevelopment of redundant barns and single dwellings is sensitively undertaken. Reduce adverse light pollution. Maintain rural features such as rural lanes, hedgerow, verges, gateposts and walls and avoid urbanising features. • Prepare for climate change and potential loss of features through disease: Manage and enhance the health and structure of woodlands to improve resilience. Integrate biofuel crops into the landscape by avoiding excessively large blocks and ensuring they do not appear higher than hedgerow. • Retain the character of the skyline: Maintain the tree-lined skyline on which church towers are features. Ensure new development does not compete with church towers for prominence so they remain key landmark features. • Enhance public rights of way: Link existing rights of way and provide improved non-car routes. Enhance opportunities for enjoying and understanding the landscape.

Figure 15: Summary of the relevant parts of the Broads LCA

Character Area	Ant Valley – Wayford Bridge to Turf Fen
Why is the area special	<ul style="list-style-type: none"> • Broads are a significant landscape feature in this area. The scale of activity on the rivers is such that the waterspace can be very

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⁸ A small area of the parish falls within the Low Plains Farmland character area

⁹ There are two landscape guidelines not considered to be relevant including ‘conserve the nucleated character of villages’ and ‘protect and appropriately manage the historic parks’ as Stalham is a town and the area does not have a historic park.

	<p>congested in summer months with holiday makers and local boating events</p> <ul style="list-style-type: none"> • There is a strong sense of tranquillity, with the only intrusions being the A149 which crosses the area at Stalham, and the Stalham boatyards and marina. • The valley side carr woodland provides an effective screen from much of the development. • There are a number of areas designated for their nature conservation • There is a Conservation Area at Stalham Staithe, where there is a grouping of traditional staithe buildings.
<p>Guidelines to help keep it special</p>	<ul style="list-style-type: none"> • Care needs to be taken when landscape change occurs to ensure these positive characteristics are conserved and enhanced. • Opportunities to integrate the boatyards and marinas at Stalham more effectively with the open countryside could be considered • Future development on either the river or broad edges should be designed to conserve the sense of isolation and minimise urbanisation.

69. If you drive along the A149, you get a glimpse of the town and boat yards, but mostly there is a green curtain that surrounds the edge of the built-up area. Any new development such as at the railway station needs to be screened from the road. This is covered in the **A Green Town section**.
70. In relation to important views, those of St Mary’s Church from outside the settlement are especially noteworthy, part of the historic standing of the town, and cherished by residents. Proposals that interrupt views of the church will not be acceptable. The three key views identified in **SNDP5** were identified by residents as part of consultation activities for developing this Plan. Many of these are of local landscape features, key buildings, or landmarks. They contribute towards a sense of place.

View 1: From public footpath 1 to the south-west of the town



View 2: From public footpath 11 to the north-east of the town

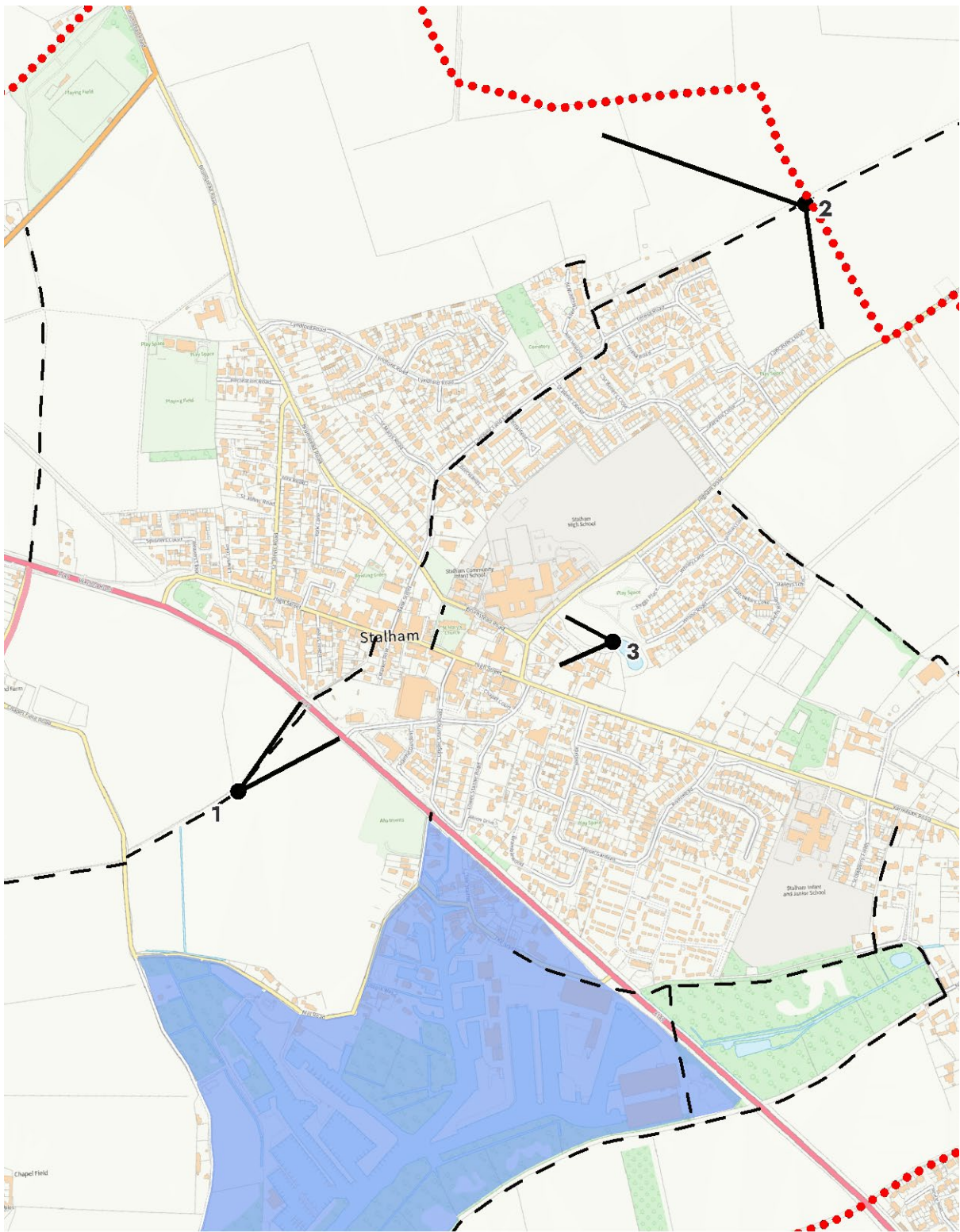


View 3: Towards the town centre from Broad Beach Gardens



71. Policy ENV2 of the Local Plan for NN requires that proposals with wider visual impacts are supported by appropriate landscape assessment, which may include a Landscape and Visual Impact Assessment where necessary. **Policy SNDP5** requires that an LVIA be undertaken to support applications that have potential to impact on the key views identified within this Plan. Such proposals will need to demonstrate that they are sited, designed and of a scale that does not significantly harm the key views. Development that is overly intrusive or prominent will not be supported. The NDP seeks to ensure development coming forward within these views is designed sensitively.
72. **SNDP6** sets an approach for lighting related to new development. This is considered essential for retaining dark skies that are a key feature of the landscape. Generally, external lighting will only be supported where it is required for public safety reasons, and where implemented will need to be of a specification that avoids light spill. For example, lights being fully shielded, directed downwards, implemented on timers, and making use of low energy lamps. It is important to consider not just the immediate area being illuminated, but also the effects further away, for example external lighting in a prominent position on the settlement edge could spill into the wider landscape. Policy **SNDP5** also relates to internal lighting, where consideration should be given to the design of windows to ensure light spill is avoided. This policy approach aligns with that of the Broads Local Plan. As set out within this, there is firm evidence of issues arising because of artificial lighting, not least due to impacts on wildlife, human health, and the waste of energy and money it results in.

Figure 16: Key Views



0 100 200 m
 Scale 1:10,000 at A4

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- Key Views
- Public Rights of Way
- Broads Authority Executive Area
- Neighbourhood Plan Boundary

SNDP5: Preserving and Enhancing the Landscape Character

Proposals with visual impacts on the following key views will require a Landscape and Visual Impact Assessment undertaken to current best practice:

- View 1: From public footpath 1 to the south-west of the town.
- View 2: From public footpath 11 to the north-east of the town.
- View 3: Towards the town centre from Broad Beach Gardens.

Proposals are expected to demonstrate that they are sited and designed to be of a form and scale that avoids any harm to the key views. Development that would result in significant harm to views of St Mary's Church from the wider landscape will not be supported.

All development should support preservation of dark night skies by taking steps to avoid light spill:

- a) Proposals for external lighting must consider potential impact on the surrounding landscape not just the immediate area. External lighting should be minimised and only provided where required for safety, security or community purposes.
- b) Proposals will need to demonstrate how they are meeting best practice to minimise light spillage and maximise energy efficiency.
- c) The design of new development is expected to minimise potential for light pollution from internal light.

Proposals within Stalham that fall in the North Norfolk Planning Authority area must demonstrate how they accord with NNDC's Landscape Character Assessment's vision of retaining the area's rural character and dark skies, and for development to be integrated within the existing settlement to reinforce traditional character and vernacular. Additionally, proposals should demonstrate how they are addressing the relevant landscape guidelines of:

- a) Conserve and expanding areas of woodland and other non-arable habitats;
- b) Conserving a sense of rurality;
- c) Preparing for climate change and potential loss of features through disease;
- d) Retaining the character of the skyline; and
- e) Enhancing public rights of way.

Proposals within Stalham that fall in the Broads Authority Executive Area should accord with the Broads Authority Landscape Character Assessment. Proposals which relate to the boatyards or marinas at Stalham Staithe must demonstrate how they are integrating this area more effectively with the open countryside and riverine landscape.

Figure 17: Summary of the policy context for SNDP5 Preserving and Enhancing the Landscape Character

National

- NPPF paragraph 180 recognises the intrinsic character and beauty of the countryside and requires planning policies and decisions to contribute to and enhance the natural environment
- NPPF paragraph 187 states that great weight should be given to conserving and enhancing landscape and scenic beauty in the Broads, which has the highest status of protection in relation to these issues
- NPPF paragraph 191 requires planning decisions to limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation

Local

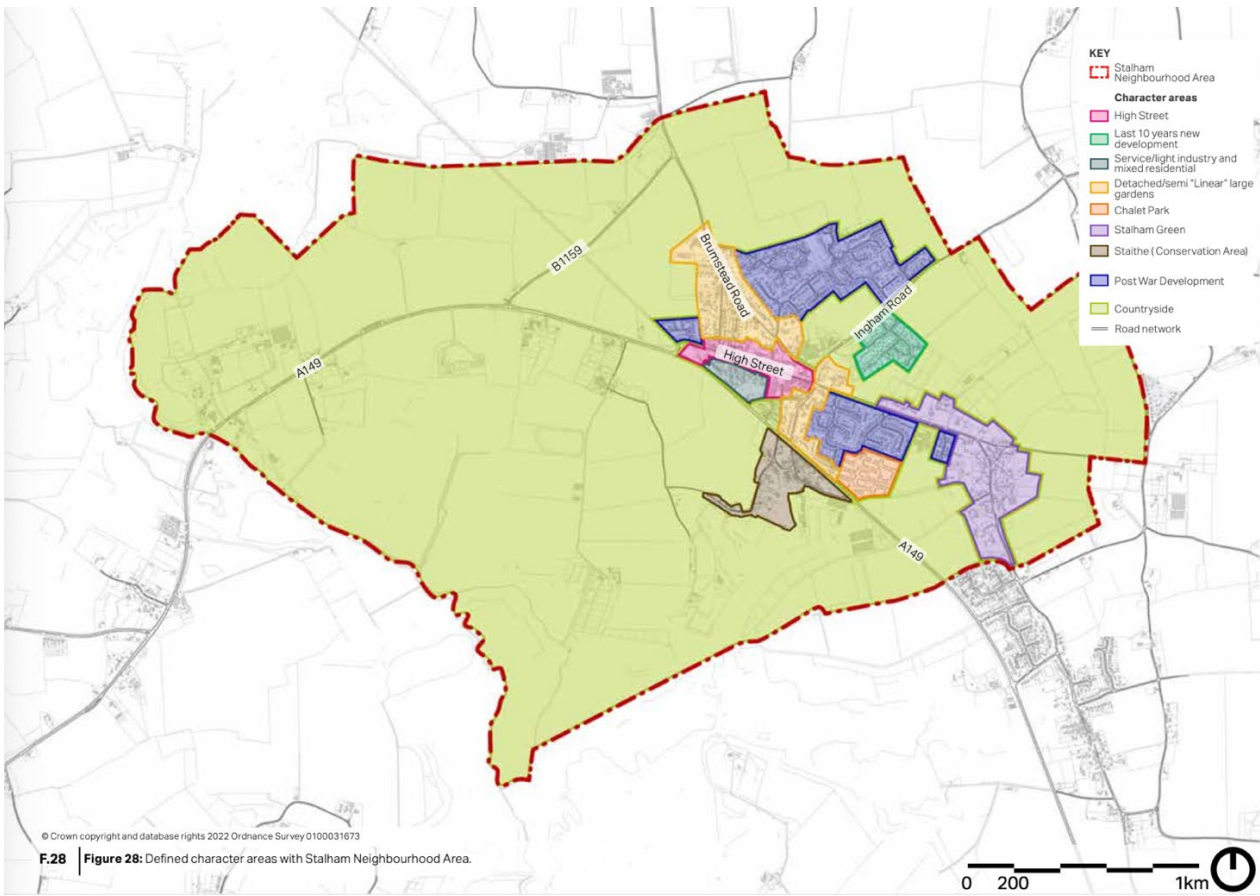
- Local Plan for NN Policy ENV2 requires development to respond positively to landscape character and settlement setting, informed by Landscape Character Assessments
- Local Plan for NN Policy ENV7 supports protection of the wider historic landscape and settlement character
- Broads Local Plan Policy SP7 requires development to be appropriate to the character and appearance of the Broads and its distinctive qualities
- Broads Local Plan Policy DM22 requires proposals to minimise light spillage and avoid unnecessary artificial lighting
- North Norfolk Landscape Character Assessment SPD (2021) provides detailed assessment of landscape character across the district
- Broads Landscape Character Assessment provides guidance on conserving the special character of the Broads landscape

Achieving High Quality Design

73. The design of new development is of critical importance for shaping better places in which people live and work. It covers not just appearance, but how a place functions. The design of new development is of critical importance for shaping better places in which people live and work. It covers not just appearance, but also how a place functions. The National Planning Policy Framework emphasises that good design is a key aspect of sustainable development, while the National Design Guide sets out that a well-designed place comes through making the right choices at all levels including layout, form and shape of buildings, appearance, landscape and materials. Good design can ensure that future development takes the best of what has gone before, creating a place that is attractive and appealing.
74. As part of developing Stalham NDP AECOM were commissioned to develop Design Guidance and Codes. This report includes an analysis of current design within the parish and identifies a series of codes to ensure future development is fit for purpose, in keeping with existing and designed to a high standard. The guide identifies 9 distinct character areas within the parish, see **Figure 18**. Each of these is characterised by variations in topography, movement, views and landmarks, green space and landscape cover, public realm, streetscape, built form and architectural details. The Design Guidance and Codes form part of the evidence base supporting this Plan and provide further detail to assist applicants and decision makers in achieving high quality design.

75. The Design Guide has a section defining each of the areas with photos, maps, and a summary of its key characteristics. As an example, character area CA2 is development delivered within the last 10 years, comprising modern development off Ingham Road. It is predominantly a modern residential cul-de-sac development of detached two-storey properties with garages, though there is some terrace housing. In terms of style, dwellings are mainly red brick, red interlocking tiles, coloured render effect, slate roofs, and timber cladding, with boundary treatment consisting of low red brick walls, wooden fencing, shrubs, and hedges. Community consultation identified concern that some recent development does not reflect the historic pattern, layout or architectural features of the town. The purpose of the Design Guidance and Codes is to ensure that future development takes more of its cues from the key features of existing buildings and surrounding rural areas.

Figure 18: Development Character Areas



F.34
 Figure 34: View towards the park and new development from Ingham Road.



F.35
 Figure 35: View towards properties facing onto Peggs Place.

Photos of development typical of CA2, source: Stalham Design Guidance and Codes, AECOM, March 2023

76. The most significant proportion of new development will be located on what is currently the edge of the settlement. Ensuring that this is sensitively designed to enhance the character of the area and in accordance with the codes is a top priority. This development will fall within CA9 – countryside, the codes relating to this are set out in **Figure 19** below. Other development within the settlement boundary should aim to be well integrated with existing land uses and buildings.

Figure 19: Design Codes for CA9 – Countryside

CA9- Countryside

SP 05 - Encourage active travel. Establish good connectivity to Stalham High Street and its services via new or enhanced footpaths, cycle routes and/or surfaces suitable for wheeling.

SP 06- On-plot parking with EV charging points and associated services incorporated should be integrated into the design of new developments.

SP 07- The rural nature of the area, and the lanes in particular, should be enhanced through conservation and planting of native trees and hedgerows, to reflect habitat already found within the parish.

BF 04- Heights may be 1 or 2 storeys. New development should not impact upon key views.

BF 05- Soft boundaries should be incorporated wherever possible. Use of low brick walls and metal railings as boundary treatment should have soft landscaping behind it.

EE 08- Strengthen biodiversity and the natural environment. Comprehensive landscape buffering, or 'green curtains' are required along the edge of new developments.

Source: Stalham Design Guidance and Codes, AECOM, May 2023

77. There is strong community support for ensuring that new developments are designed to a high quality and reflect the character of Stalham, rather than being generic developments that could be delivered anywhere in the country. In addition, over 85% of respondents to the survey agreed or strongly agreed that new housing should be environmentally sustainable. There is, however, some concern that integrating sustainable features will make homes more expensive to buy, which will be unaffordable to local people. There were many suggestions about how to incorporate environmental considerations into new development, including integrating energy/water saving technology, but also about better integrating green infrastructure.
78. Neighbourhood Plans cannot set mandatory energy efficiency standards that exceed national Building Regulations. For this reason, **SNDP6** focuses on encouraging high standards of design and construction to achieve energy efficiency, ensuring developers consider and justify decisions in relation to sustainable design and construction options.

SNDP6: Design of New Development

All development proposals should demonstrate high quality design that responds positively to local character. Proposals should have regard to the Stalham Design Guidance and Codes, where relevant and proportionate to the scale and nature of development.

Applicants are encouraged to use the checklist set out in the Stalham Design Guidance and Codes to demonstrate how proposals respond to local character. In particular, development should:

- a) Reflect the prevailing density, layout and spatial character of the relevant character area;
- b) Respect existing building heights, rooflines and settlement pattern;
- c) Use materials and detailing that respond to the local vernacular;
- d) Provide appropriate landscaping, including retention of existing features and incorporation of new planting;
- e) Incorporate appropriate boundary treatments that reflect local character;
- f) Ensure buildings address streets and public spaces and provide good natural surveillance;
- g) Protect and enhance landscape features, including mature trees and hedgerows; and
- h) Provide appropriate spacing between buildings to maintain openness and important views where relevant.

New development should demonstrate how opportunities for sustainable design and energy efficiency have been considered at an early stage. Proposals should have regard to the energy hierarchy, including:

- Reducing energy demand through passive design and building fabric
- Using efficient building systems and technologies
- Incorporating renewable or low carbon energy where appropriate

Proposals to improve the energy efficiency of existing buildings, including heritage assets, will be supported where this can be achieved without harm to their character or significance.

Figure 20: Policy Context for SNDP6: Design of New Development

National

- NPPF Section 12 (Achieving well-designed and beautiful places) requires development to be sympathetic to local character and history, including the surrounding built environment and landscape setting
- NPPF Section 14 (Meeting the challenge of climate change, flooding and coastal change) supports the transition to a low carbon future and encourages development that reduces greenhouse gas emissions and supports renewable and low carbon energy

Local

- Local Plan for NN Policy ENV8 requires high quality design that responds positively to local character, landscape and settlement pattern
- Local Plan for NN Policy CC1 supports climate resilient and sustainable development, including low carbon design and construction
- Local Plan for NN Policy CC5 supports renewable and low carbon energy where impacts are acceptable
- Broads Local Plan Policy DM43 expects all development to be of high design quality
- North Norfolk Design Guide SPD provides guidance for achieving high quality design across the district

Conserving Stalham’s Heritage

79. As described above, a key part of Stalham’s character and charm relates to its history. The parish was well established by the time of the Norman Conquest and its population, land ownership and productive resources were detailed in the Domesday Book of 1086. This document revealed that the parish was part of the land held by Count Alan, and that much of it was under the jurisdiction of Edric. It also demonstrates that Stalham had rich agricultural land and valuable

woodland. The name Stalham may derive from the Old English meaning either ‘homestead by a pool’ or ‘homestead with a stables’.¹⁰ The most obvious medieval monument in Stalham is St Mary’s Church. This building dates to the 14th/15th century, although the top of the original tower fell, and the chancel has been subject to rebuilding. Intriguingly, a fire engine house and lockup stand in the yard of the church.

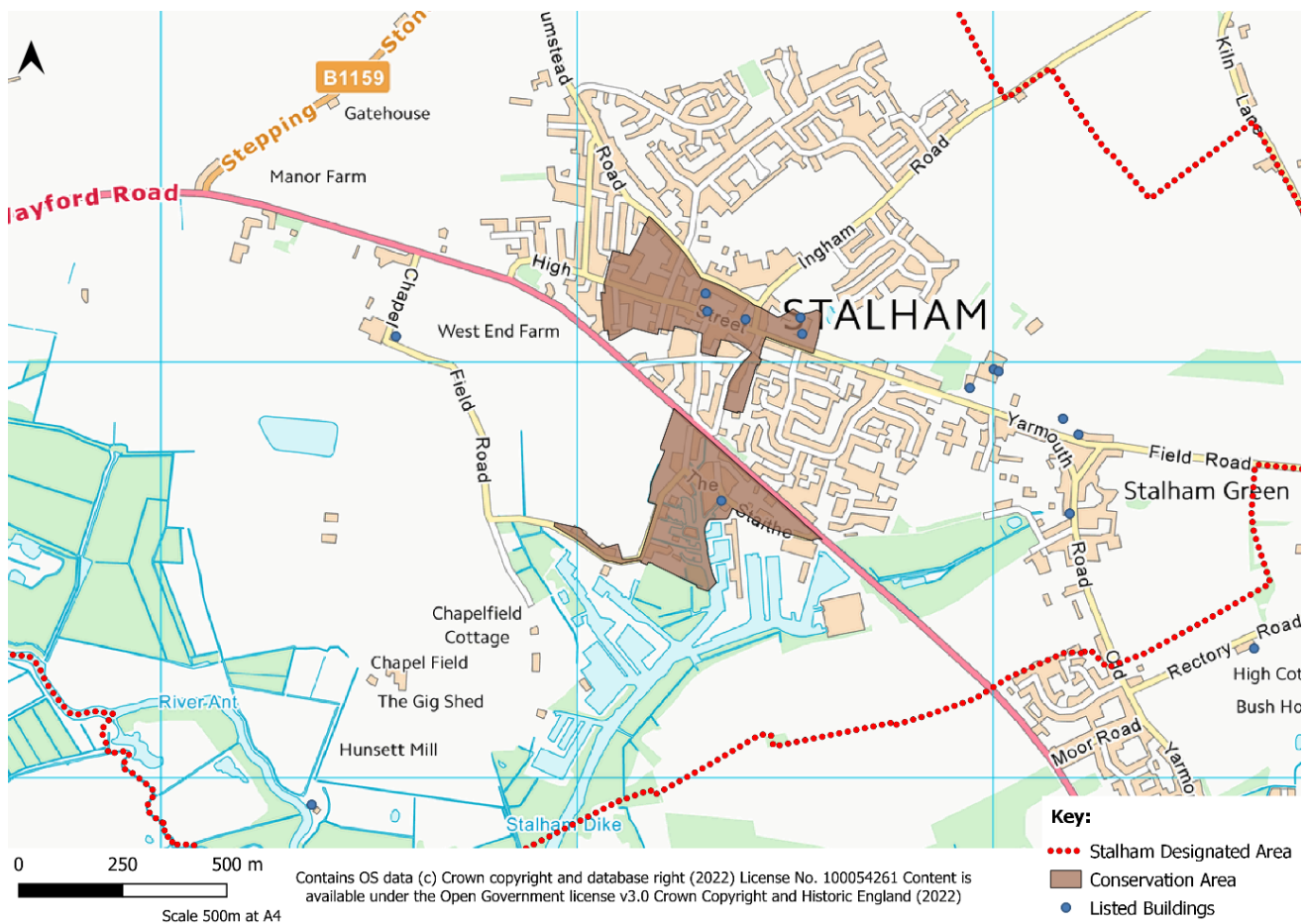
80. There are two conservation areas, one in the town centre north of Wayford Road, and the other at Stalham Staithe on the opposite side of the A149, see **Figure 20**. A Conservation Area Appraisal has been completed for the Staithe, but not for the town centre.
81. Stalham Staithe Conservation Area falls within the Broads Authority Executive Area. The Conservation Area Appraisal for Stalham Staithe.¹¹, describes development in this area to be informally sited around a historic staithe that is bordered by a number of boatyards in a network of inlets and mooring basins. Most buildings here date from the early 19th century, and although it is possible that the staithe may have been used for local water transport before that date, no earlier buildings survive. With no prevalent architectural style, as would be found for example in planned suburban areas, there is a variety of building designs, with a contrast of scale between commercial and domestic uses. The conservation area contains many mature trees and is fringed by trees and alder carr giving it a verdant setting. Some large-scale boatyard buildings outside the conservation area contrast with the generally domestic scale buildings of the historic settlement.
82. The historic High Street, which is a key feature of the town centre Conservation Area, is narrow with a strong sense of enclosure as the buildings typically front directly onto the road. Shop fronts now vary greatly, but some retain historic features such as timber pilasters and original signs/lettering. A few buildings are listed, including Fire Engine House & Village Lock Up; Rosedale; Church Farmhouse; the Stable Block at Church Farm; and the Church of St Mary the Virgin.
83. Its heritage is an important part of Stalham’s identity and something which is greatly valued by residents. The history of the Broads and the town centre, previously used as a cattle market, were referenced by respondents to the NDP survey as being some of the best things about Stalham. The Museum of the Broads is located at Stalham Staithe, housing a unique collection of boats, models, marsh working tools, boat plans, paintings, books, photos, postcards and social history items from the Norfolk and Suffolk Broads. It aims to bring stories about the Broads and its history to life.

Figure 21: Conservation Areas and Listed Buildings in Stalham

1. _____

¹⁰ Taken from the Historic Environment Record: [https://www.heritage.norfolk.gov.uk/record-details?TNF1711-Parish-Summary-Stalham-\(Parish-Summary\)](https://www.heritage.norfolk.gov.uk/record-details?TNF1711-Parish-Summary-Stalham-(Parish-Summary))

¹¹ <https://www.north-norfolk.gov.uk/media/6305/stalham-staithe-caa-adopted-by-nndc-7th-december-2020.pdf>



SNDP7: Preserving Stalham's Heritage

Development proposals within or affecting the setting of Stalham Conservation Area or Stalham Staithe Conservation Area must demonstrate how they preserve or enhance the character and appearance of the Conservation Areas, having particular regard to:

- a) The effect of the proposal on the significance of any designated heritage assets and important unlisted buildings that are identified in the Conservation Area Appraisal
- b) Use of locally distinctive materials, building styles and detailing, including flint and brick where appropriate
- c) The mix of building types and their arrangement with respect to each other and the street, with effort taken to retain gaps within the settlement that create interest and changing views.
- d) Significant townscape and landscape features, such as historic brick front walls, trees and hedges and open spaces, within the Conservation Areas.

All proposals should identify opportunities for enhancing the Conservation Area and should be supported by proportionate information sufficient to allow an informed assessment of impacts.

Where relevant, development should also have regard to the Stalham Design Guidance and Codes Character Area CA7. Staithe Conservation Area.

Figure 22: Summary of the policy context for SNDP7: Preserving Stalham's Heritage

National

- NPPF Chapter 16 covers the conservation of the historic environment, including the planning balance to be applied to different levels of protection, such as non-designated heritage assets.
- The Planning (Listed Buildings and Conservation Areas) Act 1990 provides protection to historic assets, affecting all decisions concerning them.

Local

- Local Plan for NN Policy ENV7 seeks to conserve and enhance the historic environment, including conservation areas, listed buildings and non-designated heritage assets
- Local Plan for NN Policy ENV8 requires high quality, sensitive design that responds to local character and heritage context
- Broads Local Plan Policy SP5 seeks to protect and enhance key buildings, structures and features which contribute to the Broads character and distinctiveness



A Market Town

Ambition for and importance of Stalham as a Market Town

The ambition is to create a thriving economic hub in and around the High Street that offers retail and services (schools, health services) that reflects its position in the settlement hierarchy. This reflects Stalham's role in the settlement hierarchy as a service centre for surrounding villages and supports sustainable patterns of development.

Key objectives include:

- To revitalise the High Street and town centre to allow it to perform a stronger role as a service centre that provides jobs, shops, services and community facilities for the town and surrounding villages.
- Encourage footfall within the town centre to support a range of shops and services.
- Enhance and expand the provision of retail services.

Stalham NDP contributes towards achieving these through the following policies:

- Improving the public realm
- Entrance to the town centre
- Public car parking
- Enhancing the retail and service offered

84. Stalham's town centre is the hub of the community. In Victorian times the High Street was a bustling place, with saddle makers, bakers, a stone mason, pottery, drapers, milliners, wine shops, pubs, basket makers, an auctioneer, surgeon, post office, watchmakers, plumbers, blacksmiths and haberdashers. This heritage is reflected in the High Street's Conservation Area status, and some original signs and murals remain from this era, including the sign above Boots the Chemist. There was also cattle market, every Tuesday. Some residents to this day remember the chaos of cattle, chickens, rabbits and ferrets in the High Street. People used to come from surrounding villages to participate and socialise in the town centre.



Cattle market action from Stalham's past (Image from Archant Norfolk)

85. The High Street has evolved significantly over the last 100 years, with the offering now including a broad range of shops and services. It has adapted quite well to the changing population needs, with a particularly strong service economy that includes hair and beauty salons, dog grooming, opticians, dentist, veterinary surgery, hearing centre and takeaways. A short distance from the High Street is a medium sized supermarket, which attracts visitors into the town.
86. Whilst busy during the day, the town centre has a limited night-time economy. There are just a few places that serve food in the evening, including The Swan public house. This remains the case throughout the year, despite an increase in visitors to the area during the summer months. Most of these visitors will stay in Stalham Staithe or the chalet park, which provides limited services and entertainment for guests.
87. The town has an active Business Forum which was established in 2016 to promote trade and encourage engagement between local business, with a view to establishing a stronger economy, provide more jobs and to enhance what is on offer for tourists. The town is also in the process of establishing a Chamber of Commerce.
88. Over the summer months special event markets are run, with the High Street closed to traffic for the day. These markets are big events comprising over 50 stalls selling a range of products and drawing residents and visitors from afar. They also benefit the rest of the High Street, with local shops, cafes and pubs remaining open to passing trade. The Town Council and Business Forum are currently exploring the option of reintroducing a regular market to the town centre.



A street market today

89. There is fairly good connectivity for those walking between the town centre and Stalham’s main residential areas. This is in part due to the nucleated nature of the settlement. There are a few dedicated walking routes, or cut throughs, and most roads leading into the centre have footways and formal crossing points. Infrastructure is less good for cyclists, who in the main need to cycle on the roads.
90. More people are now spending time in their local communities, making use of services and facilities. This change in behaviour is in part due to the coronavirus pandemic, which resulted in many more people working from home instead of commuting to jobs. The trend for homeworking has continued, with more employers supporting flexible working from home some or all of the time. The 2021 Census data supports this. Of those living and working in Stalham, 20% indicated that they mainly work at or from home and 10% said they travel less than 2km to work, which suggests they work in Stalham.¹²
91. Added to this, Stalham has an older population than the average, with this continuing to age. The Census 2021 data indicates that 29% of people living in Stalham are aged 65 or over, with 14.5% aged 75 or older. The town is a great place for people to retire to, and this is what people are increasingly doing. As people age, they too spend more time in their local environment, preferring to shop and access services nearer to where they live.
92. The demographics and trend for home working presents an opportunity for the town centre and businesses within it to thrive. At present however, parts of the High Street would benefit from improvement, and this has a detrimental impact on the overall image of the town centre. There is a compelling case for enhancing both the function and environment of the centre. Maintaining

1. _____

¹² 2021 Census – TS058 Distance travelled to work, accessed via www.nomis.web February 2023

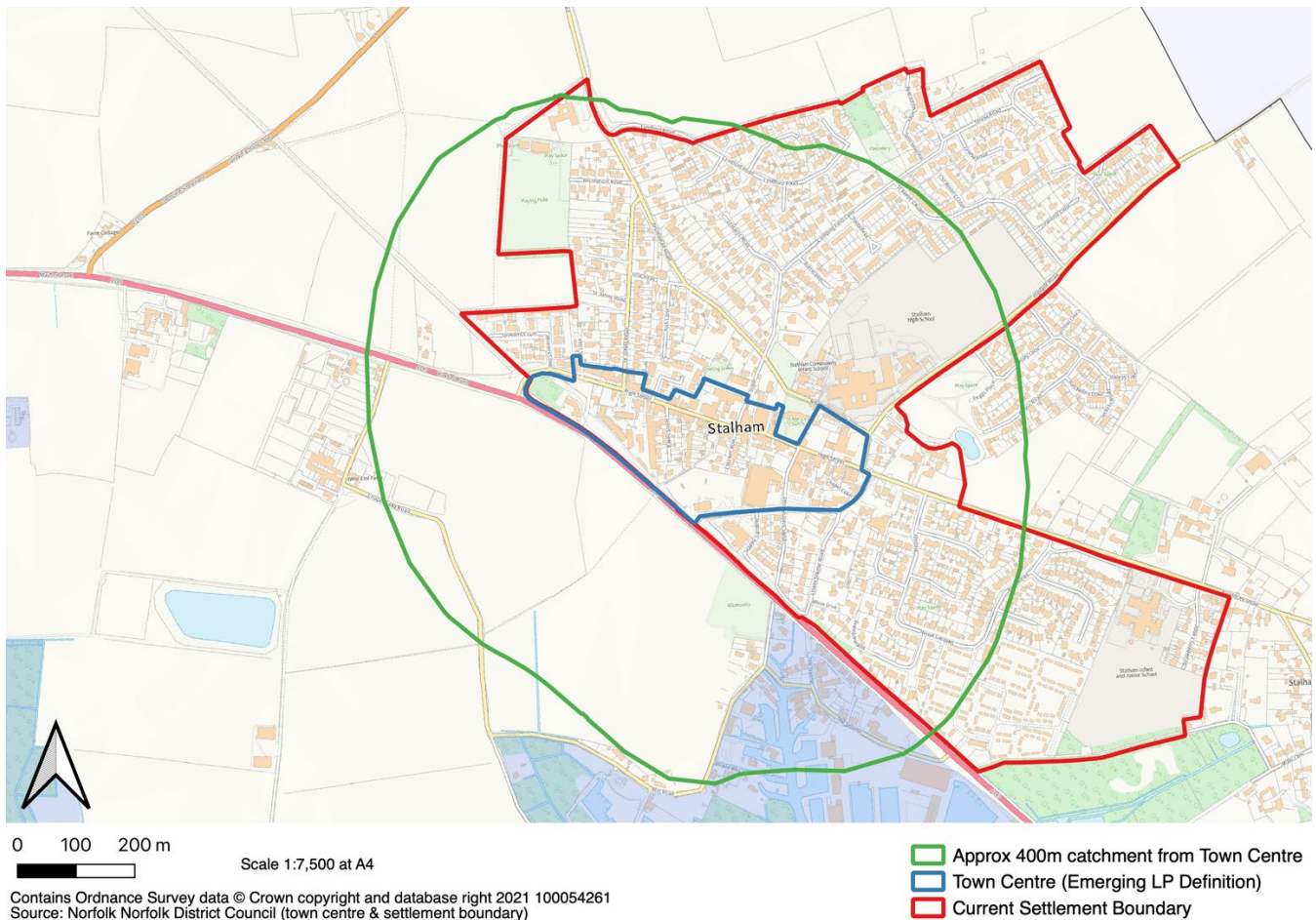
a vibrant town centre also reduces the need to travel and supports more sustainable patterns of development.

93. The 20-Minute Neighbourhood Model is a well-established approach used worldwide as a way of delivering services within communities. It is about finding ways for residents to access most of their daily services and amenities in a single 20-minute round trip, either by walking, cycling, taking public transport or using wheelchairs and other 'wheels' like scooters or prams. Research on 20-Minute Neighbourhoods.¹³ demonstrates that where people can meet their everyday needs within a short walk or cycle, there are multiple benefits including boosting local economies, improving people's health and wellbeing, increased social connections in communities, and tackling climate change. Evidence shows that the maximum time people are willing to walk to meet their local daily needs is 20 minutes, which represents an 800 metre walk to a destination and back again. Or 10 minutes' walk out and 10 minutes back to home. **Figure 22** shows an approximate 400m catchment from the town centre, as defined in the Local Plan for North Norfolk. The catchment is approximate as it has been developed using a buffer tool in QGIS. It is to give a broad indication of the catchment for a 20-minute neighbourhood.
94. Regeneration of the High Street is strongly supported by residents. Many comments about the High Street were received as part of the initial survey, with some people saying it had become run down in places. Suggestions for improvement included levelling the road surface and creating a more attractive, greener environment, with informal areas for sitting or congregating. This in turn could encourage a greater variety of shops and services. Residents also reflected on the positives, including the architecture and existing range of shops/services which includes a mix of small independent businesses as well as larger chain stores. Reintroduction of the market would be particularly welcomed by residents.
95. We would like to create an attractive, interesting, walkable and wheelable environment in the town centre, just a short distance from where people live, so that they can visit and use the services they need on a day-to-day basis. We would also like Stalham to become a place that people in nearby villages can get to for most of their needs. This will lead to social benefits as it will lead to a greater sense of community that enhances social interaction, with residents more likely to informally meet their neighbours and participate in community life.
96. The key components required to achieve this in Stalham include:
 - Public realm improvements
 - Improving car parking facilities
 - Improved gateways to the town centre
 - Enhanced service

Figure 23: 400m Catchment from the edge of the Town Centre

1. _____

¹³ https://tcpa.org.uk/wp-content/uploads/2021/11/final_20mnguide-compressed.pdf 20-Minute Neighbourhoods, TCPA



Public Realm Improvements

97. We would like the High Street to become a pedestrian friendly route with public spaces that are attractive, inclusive, easy to navigate and safe. There needs to be a stronger focus on prioritising pedestrian and active travel movement, rather than traffic, giving priority to pedestrians, cyclists, and wheelers. This will help to increase footfall and encourage residents and visitors to explore, congregate and interact in the town centre.
98. The High Street should be vibrant and welcoming. At present however, it feels quite car-orientated, with narrow footways, few formal crossing points, or greenery. The environment needs to be more inclusive to inspire everyone to walk, cycle or wheel, including older people, children, and people with disabilities. The most immediate barrier facing people with disabilities wanting to make an active travel choice is inaccessibility of the street. Indeed, crossing the road could be a particular barrier along Stalham High Street, there are three formal crossing points, concentrated at one end of the High Street. Informal crossing is common, particularly where there are raised tables, but this is not accessible for everyone.
99. The popularity and atmosphere created during the street markets demonstrate what can be achieved through temporary road closures, and the creation of a safe place for people to wander and congregate.

Our vision for the High Street includes reducing vehicular dominance, resurfacing with high quality paving materials that give the impression of a shared space where vehicles, pedestrians, wheelers, and cyclists co-exist. The area will have a green feel, with more

planters, living walls, and street trees. It will be a place where people can sit down or congregate, with attractive public spaces that include seating, other associated street furniture. There will be good signage and wayfinding to other parts of the town.

100. As part of developing this Neighbourhood Plan a Stalham Town Centre Masterplan was commissioned and written by AECOM. This sets out principles for redevelopment of the area, a baseline, and key opportunities for improvement. There are good ideas in the document for transforming the whole town centre, but also a particular focus on three areas – the library zone, the area around the Grebe Pub and the entrance to the town near to the Baptist church. This document should be considered when planning any public realm improvements for Stalham town centre.

Policy SNDP8: Improvements to the Public Realm

Development proposals within the High Street or town centre should, where appropriate and proportionate, contribute towards improvements to the public realm, having regard to the Stalham Town Centre Masterplan and High Street Task Force action plan.

Improvements may include:

- Measures that improve accessibility for pedestrians, cyclists and wheelers
- Enhancements to paving and surface materials
- Provision of seating and opportunities for social interaction
- Introduction of greenery, including planters and street trees
- Improvements to signage and wayfinding
- Provision of facilities supporting sustainable travel, including mobility hubs where appropriate

Improvements should be accessible to all users and reflect the needs of an ageing population.

The scale of improvements sought should be proportionate to the scale and nature of development.

101. Although individual development schemes can and should contribute towards improving the public realm, a more coordinated and comprehensive approach will be required to achieve the vision set out above. This will require community action and engagement with the Business Forum, District Council and Highway Authority. North Norfolk District Council is part of the national High Street Task Force, a national programme supporting communities and local government to transform their high streets. Stalham has been identified as a focus for improvements. The Town Council is currently engaged with the District Council in scoping any works that could come forward.
102. Delivering this will involve significant financial investment, opportunities for which should be investigated. It is possible that some funding could come through public monies associated with promoting active travel, such as through Local Cycling and Walking Infrastructure Plans.

Community Action: High Street Task Force

Stalham Town Council has embarked on a town centre development plan following advice from the High Street Task Force. As part of this, the Town Council will:

- Work with the District Council and Highway Authority to develop a comprehensive scheme of measures to improve the public realm of the High Street.

- Look at options to reduce vehicular traffic along the High Street, including discouraging or removing buses, lorries and non-local traffic, thus opening up the street for more walking, cycling and social interaction.
- Secure funding to deliver improvements to the public realm in the town centre.

Figure 24: Summary of the policy context for SNDP8: Improvements to the Public Realm

National

- NPPF paragraph 90 supports the role of town centres at the heart of communities
- NPPF paragraph 96 supports provision of shared spaces and community facilities
- NPPF paragraph 116 requires priority to be given to pedestrian and cycle movements in development

Local

- Local Plan for NN Policy ENV8 requires high quality design including public realm improvements
- Local Plan for NN Policy ENV2 supports development that enhances settlement character and public spaces
- Local Plan for NN Policy CC1 supports sustainable and accessible development
- Broads Local Plan Policy DM43 requires high quality design and public realm improvements where appropriate

Entrance to the Town



Entrance to the town centre

103. The entrance to the town represents a gateway to Stalham High Street, which is one-way, and should be welcoming and attractive to residents and visitors. At present this area is a hard

landscape with very little greenery, that is dominated by the junction, vehicles on the road and the car sale / car wash site. The Baptist Church on the corner is a nice building and potential point of interest but is currently visually dominated by surrounding uses and highway infrastructure lost. Redevelopment of this area would create a more interesting and attractive entrance to the town.

Policy SNDP9: Entrance to the Town Centre

Proposals to redevelop or enhance the entrance to the town centre at Ingham Road, High Street and Lower Staithe Road (as shown on **Figure 26**) will be supported where they deliver one or more of the following:

- a) Improved connectivity for walkers, cyclists and wheelers;
- b) Enhancement to the public realm and increased greenery; or
- c) Uses that enhance commercial or social activity in the town centre.

Figure 25: Summary context for Policy SNDP9: Entrance to the town centre

National

- NPPF paragraph 90 supports the vitality and viability of town centres
- NPPF Section 12 promotes high quality design and attractive, well-designed places
- NPPF supports development that enhances local character and creates welcoming environments

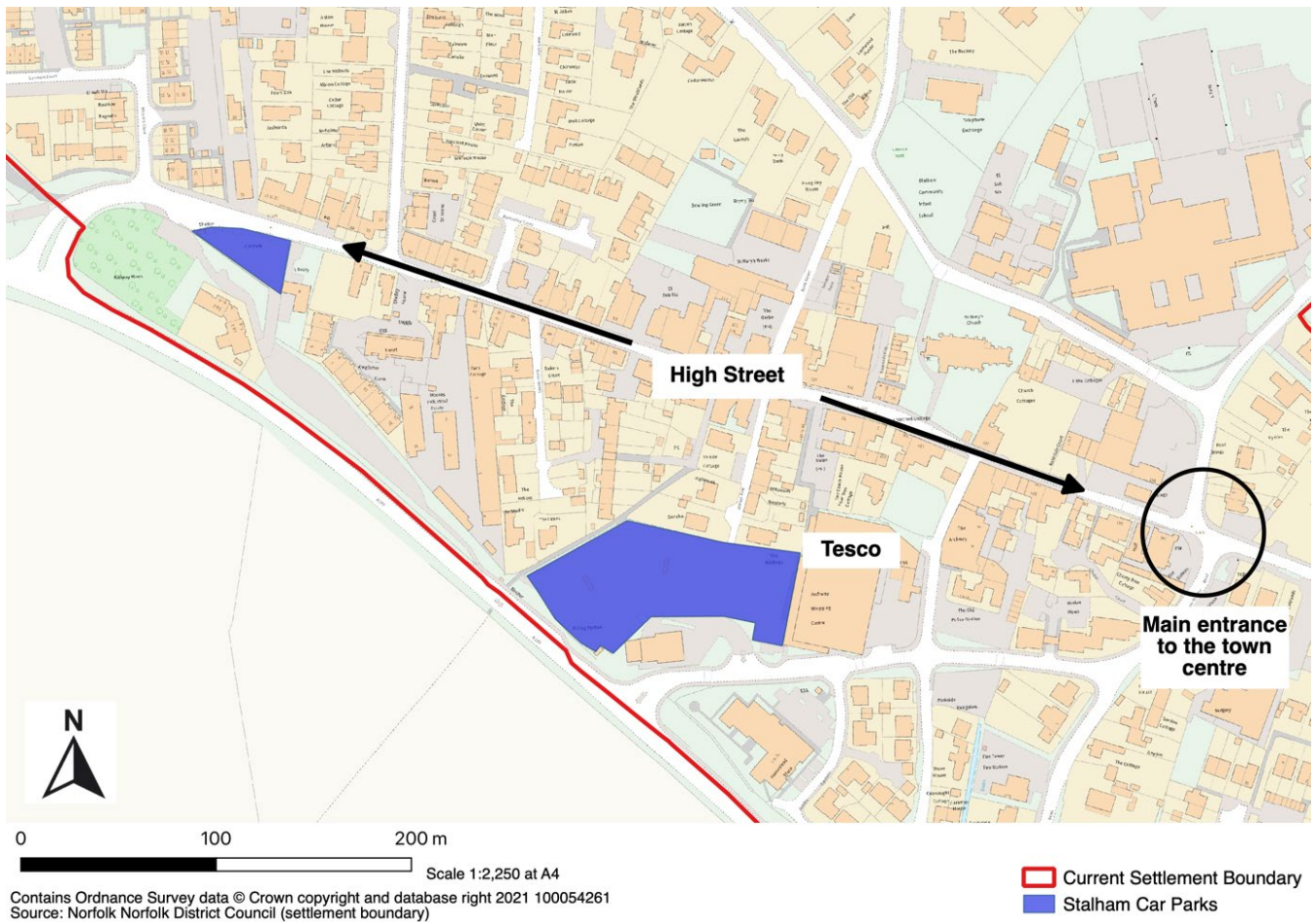
Local

- Local Plan for NN Policy ENV8 requires high quality design and enhancement of public realm
- Local Plan for NN Policy ENV2 supports development that enhances settlement character and sense of place
- Local Plan for NN Policy CC1 supports sustainable and accessible development

Improving Car Parking Facilities

- 104. While active travel is encouraged, access by car remains important, particularly for residents of surrounding rural areas.
- 105. For those visiting Stalham by car, Tesco provides 3 hours free parking. There is a public car park, just off the High Street, which is operated by North Norfolk District Council and also some limited on-street parking along the High Street, which is available for disabled road users, or for general use for up to 30 minutes.

Figure 26: Current Car Parking Facilities



Policy SNDP10: Public Car Parking

The provision of new public car parking to support the vitality and accessibility of Stalham town centre will be supported, where consistent with other policies in the Plan.

New public car parking should be designed to a high quality and incorporate, where appropriate:

- Design that minimises visual impact and enhances the town centre setting
- Green infrastructure and landscaping
- Electric vehicle charging infrastructure
- Cycle and scooter parking
- Safe pedestrian connections to the town centre.

New public car parking should be located to minimise additional traffic movements along the High Street where possible.

Figure 27: Summary of policy context for Policy SNDP10: Public Car Parking

National

- NPPF paragraph 115 requires patterns of movement, streets and parking to be integral to design

Local

- Local Plan for NN Policy ENV8 requires high quality design including parking areas

- NPPF supports provision of appropriate parking in town centres to maintain vitality and accessibility
- NPPF promotes sustainable transport and integration of active travel with parking provision
- Local Plan for NN Policy CC1 supports sustainable transport and low carbon infrastructure
- Local Plan for NN Policy ENV2 supports development that enhances settlement character
- Local Plan for NN Policy EC6 protects against the loss of public car parking facilities

Enhancing the Retail and Service Offer

106. Stalham has a wide range of retail services, higher than the Norfolk average.¹⁴, comparison retail units and mixed-use units. The High Street includes a mix of independent businesses and chain stores. The 2017 North Norfolk Retail & Main Town Centres Uses Study (Retail Study).¹⁵ identifies that there is a good provision of shops for the size of town, including convenience (food) shopping, comparison shopping (provided by independent retailers) and services. It has a locally distinctive small shop character. And it has an impressive range of retail services including opticians, a hearing centre, barbers, hair salons, a beauty salon, tanning salon, printers, cafes, take-away units, an undertakers, estate agents and solicitors.



A few of the shops and services down the High Street today

107. There are a number of public buildings along the High Street, including the Church of St Mary the Virgin, the Library and the Town Hall, which is used for various community activities. These make

1. _____

¹⁴ Norfolk County Council Market Town Report 2021 - <https://www.norfolk.gov.uk/-/media/norfolk/downloads/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/monitoring-land-use/market-towns-report.pdf>

¹⁵ [retail-and-main-town-centre-uses-study-2017.pdf](https://www.norfolk.gov.uk/-/media/norfolk/downloads/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/monitoring-land-use/market-towns-report.pdf) (north-norfolk.gov.uk)

a positive contribution towards the services offered within the town centre and could be built upon.

108. **Figure 27** provides a summary of the comments received (the larger the words the higher the volume of comments received), as part of the consultation, on key issues for Stalham. Many relate to the High Street, including the need to encourage a greater variety of businesses, and too many of a particular type of outlet.
109. Local Plan policy supports development proposals in Stalham town centre that will meet local or visitor/tourist needs. The NDP seeks to support existing businesses to expand and proposals that will bring back into use vacant shops or those which will enhance the heritage features of older buildings. We believe that any change in how services are delivered should respond to local demographics, needs and demand. It is recognised that change of use, for example Use Class E into residential, can already occur under permitted development rights, or Prior Approval. Policy SNDP11 will not affect this in any way.

Figure 28: Comments received from residents during the consultation



Policy SNDP11: Enhancing Stalham’s Retail and Service Offer

The following proposals will be supported, where consistent with other policies in the Plan:

- Proposals that will result in better use of existing community buildings, including those that will allow them to become more flexible spaces.
- New or the expansion of existing businesses, including small scale extensions, appropriate to their location and character.
- Proposals that secure the reuse or regeneration of historic buildings and enhance the historic character of the High Street.

Main town centre uses located within or adjacent to the town centre will be supported where they reinforce the vitality and viability of Stalham.

Figure 29: Summary of the policy context for Policy SNDP11: Enhancing Stalham's Retail and Service Offer

National

- NPPF paragraph 90 recognises the role of town centres at the heart of local communities
- NPPF supports town centres to grow and diversify and meet anticipated retail, leisure and service needs
- NPPF supports reuse of vacant buildings and regeneration of town centres

Local

- Local Plan for NN identifies Stalham as a service centre supporting a range of shops, services and facilities
- Local Plan for NN Policy ENV8 supports high quality development and regeneration within town centres

- Local Plan for NN Policy EC3 supports town centre uses and economic development where appropriate
- Local Plan for NN supports reuse of existing buildings and regeneration of town centres



Housing Development

Ambition for and importance of housing development in Stalham

The ambition is to ensure future housing development meets the needs of Stalham's current and future residents.

Key objectives include:

- Ensure housing development meets local need and the scale of development is appropriate to the town and its function.

Stalham NDP contributes towards achieving this through the following policies:

- Housing mix

110. There has been a fair amount of new housing development in Stalham over the last five years. Data from the District Council indicates there have been just over 100 new homes built, and there are a further 54 with planning permission. The two main developments have been the Hopkins Homes estate and the McCarthy and Stone development for 30 apartments and 12 bungalows. On top of this, over 150 new homes will be built in accordance with the two new allocated sites in the emerging North Norfolk Local Plan, one of which already has planning permission. Overall, this new housing represents a 20% increase in the number of homes in Stalham.
111. Valuation Office Agency (VOA) data relating to homes in Stalham in 2021 indicates that bungalows make up almost a third of all properties (30.4%). Semi-detached homes make up 23.1%, terrace properties 17.4%, flats 14.2% and detached homes 13.8%. For the most part flats are concentrated in the town centre. The high proportion of bungalows reflects the ageing population of Stalham, and could be part of the reason why older people continue to move to the area.
112. The consultation survey identified that 41% of respondents were either looking for, or knew someone looking for, a bungalow in Stalham. This is despite there being a significant supply of such homes. The figure is substantial, but it should be noted that there is likely to be some duplication due to the potential that multiple respondents to the survey know the same person looking for a bungalow in the area. Additionally, a high proportion of older people completed the survey, which is another factor, and they are likely to have a greater preference for bungalows.

Housing Mix including Affordable Housing

113. As part of developing Stalham NDP the consultancy AECOM were commissioned to write a Housing Needs Assessment (HNA), which specifically covers the neighbourhood area. This provides detailed local evidence in relation to housing tenure and affordability; dwelling type and size; and the need for specialist housing for older people and people with disabilities. The following is a summary of findings from the Stalham HNA, further detail is available within the full report.
114. As mentioned earlier, Stalham has a high proportion of bungalows which make up around a third of properties. In order of proportion, we then have semi-detached (23.1%), terrace properties (17.4%), flats (14.2%) and then detached homes (13.8%).¹⁶ Stalham has a slightly higher proportion of mid-sized 2- and 3-bedroom homes than North Norfolk, and significantly more so than England. The proportion of larger 4+ bedroom homes is lower than across other areas.
115. In terms of household composition, the HNA identifies that a significantly higher proportion of households in Stalham were single person households than in both North Norfolk and England, indicating a potential demand for smaller dwellings, or that people who need smaller dwellings move to the area. In addition, the proportion of older single person households is significantly above national levels. The proportion of households with dependent children is significantly lower than nationally, indicating a potential lack of mid-sized or larger dwellings suitable for families.
116. Underoccupancy is relatively common, with 72.7% of households living in a dwelling with at least one extra bedroom. The HNA suggests that the larger housing in Stalham isn't occupied by households with the most family members, but by the people with the most wealth or by older persons who have chosen not to or been unable to move into smaller properties.
117. Modelling suggests that to reach the recommended dwelling size mix by the end of the plan period, the majority of new dwellings should be delivered as 2-bedroom and 3-bedroom dwellings. The smaller 2-bedroom dwellings would likely be more suitable than larger dwellings for couples or first-time buyers, as well as for older persons looking to downsize. The mid-sized dwellings are considered more suitable for moderate sized families. It is also suggested that provision of some larger 4+ bedroom dwellings, suitable for larger families, continues in future years. It is also important to consider community opinion. Consultation with residents found that the preferred size of dwellings was small to mid-sized, aligning with Stalham HNA findings, with 44% of respondents indicating a preference for 2-bedroom dwellings and 57% for 3-bedroom dwellings. There was also a 24% preference for larger 4-bedroom dwellings suitable for families. This aligns with the community's general support for the delivery of more family sized homes and dwellings suitable for older people to downsize.
118. Specialist housing for older people can be divided into categories depending on level of need. It comprises specialist schemes with 24-hour onsite care and support; specialist housing designed with the relevant group in mind; and mainstream housing that is adapted or capable of adaptation so that a person can live independently with care or support provided in their home. There are 137 units of specialist accommodation within Stalham currently, with roughly half of these available for social rent for those in financial need. In addition, there is a residential care home within Stalham, which has 40 bed spaces. Stalham HNA identifies that current provision is

1. _____

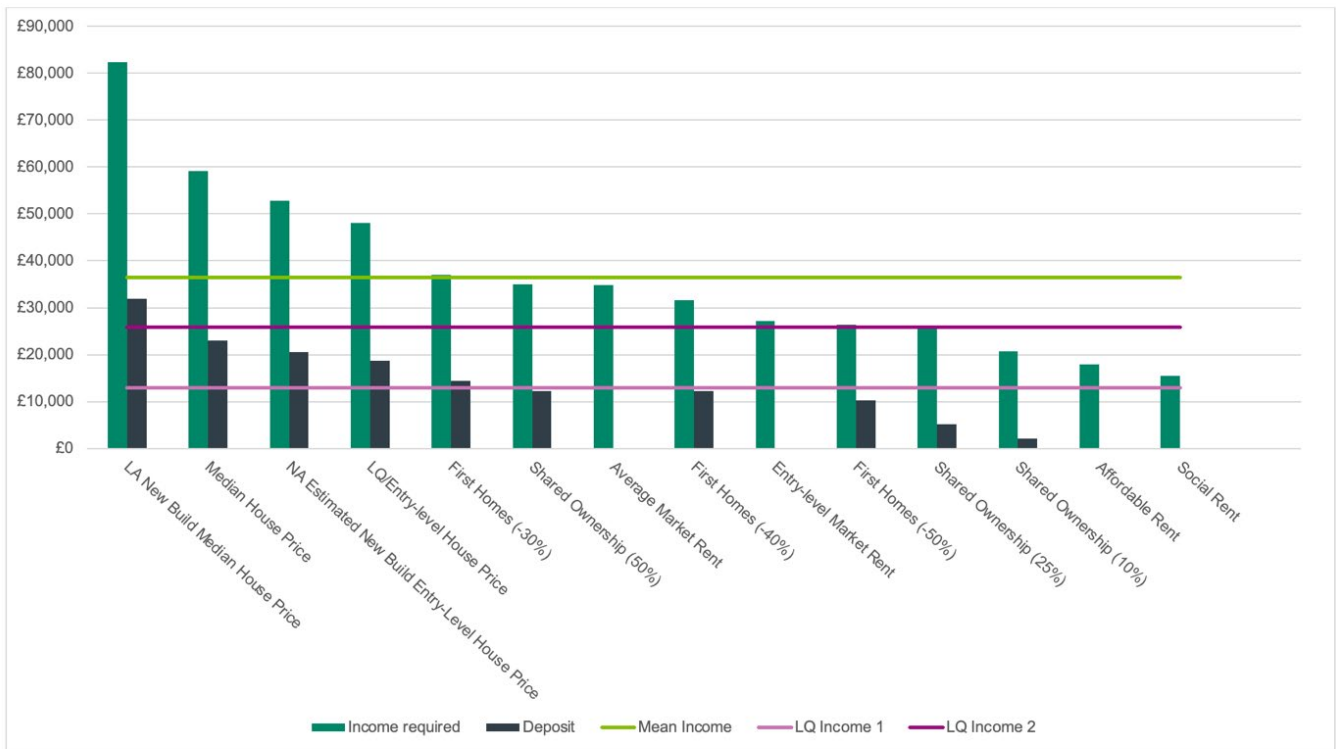
¹⁶ VOA 2021 data – taken from the Stalham Housing Needs Assessment 2022

around 257 units per 1,000 of the population aged 75+, which is a common measure of specialist housing supply. The proportion of the population aged 75+ is expected to grow significantly in Stalham up to 2036. Stalham HNA uses two different models to identify potential need for specialist housing, this provides a range of 71 to 98 units of specialist accommodation that might be required during the plan period.

119. House prices provide an indication of the level of demand for homes within an area. The relationship between house prices and incomes determines whether housing is affordable to local households and, to a large extent, what tenure, type and size of home they occupy. The Stalham HNA examines trends in prices and considers what this reveals about the local housing market. Between 2012 and 2021 average (median) house prices grew by almost 75%, peaking at £230,000 in 2021.
120. Analysis in the Stalham HNA underlines the importance of Affordable Housing being part of new development. It indicates that local households on average incomes are unable to access even entry-level new homes, unless they have a very large deposit. **Figure 32** highlights the tenures of housing that are currently affordable to local households. Market housing, even with the benefit of higher than average income, is likely to remain out of reach to most. Private renting is generally only affordable to average earners. There is a relatively large group of households in Stalham who may be able to afford to rent privately but cannot afford home ownership. This 'can rent, can't buy' cohort may benefit from the range of affordable home ownership products, such as First Homes. The affordable rented sector performs a vital function in Stalham as the only option for a large segment of those in greatest need.
121. Stalham HNA provides evidence that the tenure of affordable housing needed in Stalham going forward is 60% affordable rent, 40% affordable to buy, which is reflected in **Policy SNDP12**. This compares to a district need for 80% social rented accommodation, as identified in HO2 of the current Core Strategy and based on the district wide Strategic Housing Market Assessment.

Figure 30: Affordability Thresholds for Housing in Stalham

Figure 4-2: Affordability thresholds in Stalham, income required (additional cost of deposit in black)



Source: AECOM Calculations

Source: Stalham HNA, AECOM, 2022

122. Engagement with the community indicates there is a gap between Affordable Housing provision and local need for it. Community consultation in 2022 showed strong support for more affordable housing and 83.4% of respondents were either looking for, or knew someone who was looking, for affordable housing in Stalham. It should be noted, that although this indicates a strong need and demand, there is likely to be some double counting due to those answering on behalf of themselves and potentially other respondents also answering on their behalf. That said, the need for affordable housing in the town is also reflected in data from the District Council, which indicated that in February 2022 there were 885 households on the Housing Register with a preference for living in Stalham, with 137 of these in the highest priority bands. Based on nationally accepted guidance, Stalham HNA calculates a need for 228 additional Affordable Homes up to the end of the plan period.
123. According to data provided by North Norfolk District Council, in April 2021 there were 271 affordable homes in Stalham, with 1,941 homes in total registered for Council Tax. This would indicate that Affordable Housing accounted for 14% of all housing in the town at this time. The majority of Affordable Housing is to meet general needs, 15% is sheltered housing designed for older people and a handful of properties are shared ownership. The number of beds is mainly 1 to 3 beds.
124. According to data supplied by the NNDC there have been 4 affordable homes built in the town since 2016, all on the Old Bakers Yard site. This suggests that some additional provision of Affordable Housing would offer a wider choice of homes for local residents and may allow those on lower incomes including newly forming households and younger families to remain in or move to the area. There is no legal obligation on the part of the local authority or NDP to meet

affordable housing needs in full, though there are tools available that can ensure it is met at a greater extent if resources permit.

125. The overall proportion of housing that must be affordable is not an area of policy that Stalham NDP can influence, but the Stalham HNA finds there to be robust evidence of need. Therefore, every effort should be made to maximise delivery of such.

Policy SNDP12: Housing Mix

Housing development proposals should reflect identified local housing needs, using proportionate and up to date evidence, including the Stalham Housing Needs Assessment (2022) or any subsequent update.

Proposals should, where appropriate:

- Provide a mix of dwelling sizes, including 2 and 3 bedroom homes
- Include a range of housing suitable for older people, including accessible and adaptable homes
- Provide homes suitable for families, including some larger dwellings
- Support delivery of affordable housing in accordance with identified local need

The mix should be proportionate to the size and nature of the development.

Figure 31: Summary of the policy context for SNDP12: Housing Mix

National

- NPPF paragraph 60 requires planning to significantly boost the supply of homes
- NPPF paragraph 63 requires planning policies to reflect local housing need for different groups in the community
- NPPF paragraph 64 supports provision of affordable housing based on identified needs
- NPPF supports housing suitable for older people, families and first time buyers

Local

- Local Plan for NN Policy HOU1 supports delivery of a mix of housing types and sizes
- Local Plan for NN Policy HOU2 sets out affordable housing requirements
- Local Plan for NN supports housing that meets local need and supports sustainable communities
- Broads Local Plan requires affordable housing contributions where thresholds are met

Stalham Town Clerk

From: Streetlighting <streetlighting.pt@norfolk.gov.uk>
Sent: 03 December 2025 10:36
To: Stalham Town Clerk
Cc: Jonathan Larter
Subject: S38 Yarmouth Road, Stalham - Medcentres PLC (9/1/21/1532)
Attachments: 8580-BHP-XX-XX-DR-C-200 C6 (Extra Care Road S38 Layout).pdf; S38 Yarmouth Road, Stalham - Letter C2.pdf

Good morning Susan,

Norfolk County Council have been approached to define the street lighting requirements for the above development in Stalham, I have attached the S38 layout to this email.

Following a review of the highway safety requirements on this site, I can confirm that Norfolk County Council does not require any street lighting on the estate.

I am now writing to you to confirm whether or not street lighting will be required by Stalham Town Council.

Please could I ask that you review the attached and return the complete C2 letter, I can then inform the developer of any lighting requirements.

If you have any questions, please feel free to get in touch.

Kind regards

Danny

Daniel Marshall, Electrical Services Technician (Street Lighting)

Infrastructure

Tel: 01603 224314 | Dept: 0344 800 8020 | Working Hours: Monday to Thursday between 6:30 and 16:00

Disability statement:

I have dyslexia. While I proofread my emails, some typos may slip through. Thank you for your understanding.
County Hall, Martineau Lane, Norwich, NR1 2DH



Norfolk County Council



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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>



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 - DO NOT SCALE FROM THIS DRAWING MANUALLY OR ELECTRONICALLY. WRITTEN PERMISSION MUST BE OBTAINED FROM BARTER HILL PARTNERSHIP LTD. PRIOR TO SCALING ELECTRONICALLY OR USING THIS ELECTRONIC
 - EXTRA CARE SITE LAYOUT BASED ON PSD DRAWING: 78C-002 REV. C DATED 09.07.2025
 - HOUSING SITE LAYOUT BASED ON PSD DRAWING: 79C-130 RECEIVED 07.07.2025
 - PRIOR TO THE COMMENCEMENT OF ANY WORKS THE CONTRACTOR SHALL LIAISE WITH ALL RELEVANT AUTHORITIES TO ENSURE THAT ALL EXISTING SERVICES THAT MAY BE AFFECTED BY THE WORKS ARE LOCATED, PROTECTED AND WHERE NECESSARY DIVERTED.
 - ADAPTABLE SEWERAGE WORKS TO BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE SEWERAGE SECTOR GUIDANCE: DESIGN & CONSTRUCTION GUIDE (DCG V2.3).

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015
DESIGNER'S HAZARD INFORMATION FOR CONSTRUCTION

- IF YOU DO NOT FULLY UNDERSTAND THE RISKS INVOLVED DURING THE CONSTRUCTION OF THE ITEMS INDICATED ON THIS DRAWING ASK YOUR MANAGER, HEALTH & SAFETY ADVISOR OR A MEMBER OF THE DESIGN TEAM BEFORE PROCEEDING.
- STRIKING CHARTED AND UNCHARTED BURIED AND OVERHEAD SERVICES INCLUDING BURIED HV & OVERHEAD EHV, GAS ETC.
- DEEP DRAINAGE EXCAVATIONS, RISK OF FALLS, COLLAPSE OF TRENCH OR BATTER, CONFINED SPACES.
- CONFLICT BETWEEN CONSTRUCTION WORKERS, VISITORS AND GENERAL PUBLIC WITH MOVING PLANT AND VEHICLES.
- WORKS ADJACENT TO AND WITHIN PUBLIC ADOPTED HIGHWAY, CONFLICT BETWEEN CONSTRUCTION WORKERS/ACTIVITIES AND MOVING VEHICLES.
- CARE TO BE TAKEN WHEN CONSTRUCTING/CONNECTING NETWORK TO EXISTING INFRASTRUCTURE DRAINAGE TO ENSURE DOWNSTREAM RECEPTORS ARE NOT POLLUTED/HARMED DURING CONSTRUCTION. WORKS TO ENSURE APPROPRIATE MEASURES ARE IN PLACE TO ENSURE THE SAFETY OF WORKERS DURING CONSTRUCTION.

THE ABOVE NOTES REFER SPECIFICALLY TO THE INFORMATION SHOWN ON THIS PROJECT. REFER TO THE HEALTH AND SAFETY PLAN FOR FURTHER INFORMATION.

C6	AMENDED TO SUIT NCC COMMENTS RECEIVED 01/09/2025	OCS	JR	18/09/25
C5	AMENDED TO SUIT NCC COMMENTS RECEIVED 08/07/2025	JH	JR	23/07/25
C4	AMENDED SW & FW DRAINAGE	JWH	LA	28/05/25
C3	AMENDED GULLY POSITIONS TO SUIT ROAD 1 & IT RE-DESIGN	JWH	LA	16/05/25
C2	AMENDED TO SUIT CLIENT COMMENTS RECEIVED 02/05/25	JWH	LA	09/05/25
C1	AMENDED PER CLIENT COMMENTS RECEIVED 11/04/25. DRAWING TITLE AMENDED	JWH	JH	14/04/25
P1	PRELIMINARY ISSUE	JWH	JR	11/04/25

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Consulting Structural & Civil Engineers

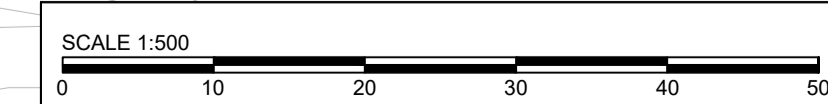
Client
Medcentres
 Specialist Property Developers

Project
YARMOUTH ROAD, STALHAM

Drawing Title
EXTRA CARE ROAD S38 LAYOUT

Designed by OCS	Drawn by JWH	Checked by JR
Scale @ A1 1:500	Contact Office NORWICH	Date APRIL 2025
Status CONSTRUCTION ISSUE	Revision C6	Job Ref 8580
Drawing No. 8580-BHP-XX-XX-DR-C-200		
Cad file P:8580/Civils/BHP Drawings/8580-BHP-XX-XX-DR-C-200		

	S38 BOUNDARY
	SWA EXTENT OF WORKS BOUNDARY
	DEVELOPMENT SITE BOUNDARY
	S38 CARRIAGEWAY
	S38 FOOTPATH
	S104 ADOPTABLE SURFACE WATER DRAINAGE
	S104 ADOPTABLE FOUL WATER DRAINAGE
	S104 ADOPTABLE HIGHWAY DRAINAGE
	S38 ADOPTABLE HIGHWAY GULLY
	ADAPTABLE HIGHWAY GULLY
	VISIBILITY SPLAY
	UNCONTROLLED TACTILE PAVED PEDESTRIAN CROSSING



via e-mail
Susan Hunt
Clerk to Stalham Town Council

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

cc: J Larter - NCC Developer Services

Your Ref:
Date: 3rd December 2025

My Ref: KHU 9/1/21/1532
Tel No.: 01603 224314
Email: streetlighting.pt@norfolk.gov.uk

Dear Susan,

**Development at S38 Yarmouth Road, Stalham.
By: Medcentres PLC.**

The County Council will not accept responsibility for street lighting on this estate as it is considered that there is no highway need.

If your Council requires lighting and wishes to accept its future responsibility then it must be to a footway lighting standard, (Where no street lamp is mounted above 13 feet (3.9 metres) or where no street lamp is mounted more than 20 feet (6 metres) above ground level and there is at least one interval of more than 50 yards (45.75 metres)) between adjacent street lamps in the system) but the actual positions and equipment used is your Council's decision subject to the County Council's approval as Highway Authority.

Would you please complete the attached form and return it to me in order that I may know your Council's requirements.

Yours sincerely



Daniel Marshall
Street Lighting Technician

Continued.../

Encl

Continuation sheet to: KHU 9/1/21/1532

Dated : 3rd December 2025 -2-

To: Highways Maintenance Manager
Community and Environmental Services
County Hall
Martineau Lane
NORWICH
NR1 2SG

For the Attention of the Street Lighting Section

Development at Yarmouth Road, Stalham.
By Medcentres PLC.

Please select which statement applies to your Council, as the local lighting authority:

(Please tick one statement only)

The local lighting authority does not want street lighting to be installed on the above development.	
The local lighting authority would like street lighting to be provided on the above development and wishes to accept responsibility for it. The lighting will be designed and installed to a footway lighting standard.	

Name (Print): _____ Signed: _____

On behalf of the local lighting authority

You may wish to keep a copy of this for your records.

STALHAM - PF/21/1532 (Application 1) - Extra Care development of 61 independent one and two bedroom flats, with secured landscaped communal gardens, associated visitor and staff car and cycle parking, external stores and a new vehicular access onto Yarmouth Road.

STALHAM - PF/21/2021 (Application 2) - A new residential development of 40 affordable houses comprising 22 affordable/shared ownership houses and one block of 18 affordable flats consisting of 9, one bedroom flats and 9, two bedroom flats with associated landscaping, infrastructure and access. Land North East of Yarmouth Road, Stalham

**Site: Land North East of Yarmouth Road, Stalham
Applicant: Medcentres**

EXECUTIVE SUMMARY

The Development Committee are being asked to consider two applications in Stalham that were previously resolved to be approved by the Development Committee on 17 March 2022. The applications relate to the provision of Extra Care housing and affordable housing and further consideration is required in relation to matters of nutrient neutrality, the impacts of which were not assessed at the time the previous resolutions to grant planning permission were made.

The applicant has now satisfactorily addressed nutrient neutrality through additional planning submissions and the Development Committee are recommended to **APPROVE** the two individual planning applications subject to the completion of S106 Obligation(s) and subject to the imposition of conditions as set out in this report.

Application 1: PF/21/1532	Application 2: PF/21/2021
Major Development - Target Date: 21 September 2021 - Extension of Time till 31 Jan 2025 Case Officer: Mr G Lyon Full Planning Permission	Major Development - Target Date: 11 November 2021 - Extension of Time till 31 Jan 2025 Case Officer: Mr G Lyon Full Planning Permission

BACKGROUND

On 17 March 2022, the above planning applications in Stalham were individually considered by the Development Committee with both applications reaching a resolution to Approve "subject to conditions contained within the Officer Recommendation".

For application PF/21/1532 the Officer Recommendation was:

Part 1: Delegate authority to the Assistant Director of Planning to APPROVE subject to:

- 1) Satisfactory completion of a Section 106 Planning Obligation to cover the following:**
 - 61 Extra Care affordable houses;
 - GI/RAMS contribution of £11,341.73; and,

- Green Infrastructure contribution towards the installation and maintenance of dog waste bins and provision of resident green infrastructure information packs (exact details to be confirmed with NNDC Environmental Services).

2) The imposition of the appropriate conditions as set out in the list below (plus any other conditions considered to be necessary by the Assistant Director of Planning):

Part 2:

That the application be refused if a suitable section 106 agreement is not completed within 4 months of the date of resolution to approve, and in the opinion of the Assistant Director of Planning, there is no realistic prospect of a suitable section 106 agreement being completed within a reasonable timescale.

[The suggested list of conditions included 31 conditions and 17 notes]

For application PF/21/2021 the Officer Recommendation was:

Part 1: Delegate authority to the Assistant Director of Planning to APPROVE subject to:

1) Satisfactory completion of a Section 106 Planning Obligation to cover the following:

- 40 affordable dwellings;
- GI/RAMS contribution of £7,437.20; and,
- Green Infrastructure contribution towards the installation and maintenance of dog waste bins and provision of resident green infrastructure information packs (exact details to be confirmed with NNDC Environmental Services).

2) The imposition of the appropriate conditions as set out in the list below (plus any other conditions considered to be necessary by the Assistant Director of Planning):

Part 2:

That the application be refused if a suitable section 106 agreement is not completed within 4 months of the date of resolution to approve, and in the opinion of the Assistant Director of Planning, there is no realistic prospect of a suitable section 106 agreement being completed within a reasonable timescale.

[The suggested list of conditions included 26 conditions and 14 notes]

Copies of the Reports of 17 March 2022 and approved minutes are attached at **Appendix 1, 2 and 3** to this report. **This report should be read in conjunction with the March 2022 reports.**

HABITATS REGULATIONS

Natural England Nutrient Neutrality Advice

On 16 March 2022, alongside all other local planning authorities in Norfolk, the Council received an email with numerous attachments from Natural England about nutrient pollution in the protected habitats of the River Wensum Special Area of Conservation and the Broads Special Area of Conservation and Ramsar site. The letter advised that new development within the catchment of these habitats comprising overnight accommodation can cause adverse impacts on nutrient pollution.

The Natural England letter arrived less than 24hrs ahead of the Development Committee meeting at which the Stalham applications were considered on 17 March 2022. The full implications of the letter were only realised after the Committee meeting. Basically this means that mitigation is required to ensure the development would not have an adverse effect on the integrity of The Broads SAC and Broadland Ramsar and or damage or destroy the interest features for which they have been notified. As this issue wasn't discussed at Committee it is considered necessary to report the applications back to Committee – for this issue to be considered – i.e. prior to any approvals being issued.

The applicant has subsequently provided a “Nutrient Neutrality evidence” report dated 21 Nov 2024 together with nutrient calculations using the Norfolk calculator. The Council have used this information in order to produce a Habitats Regulations Assessment and Appropriate Assessment under the Habitats Regulations.

The proposed developments (Application 1 and Application 2) have the following identified nutrient loadings for Phosphate (TP) and Nitrate (TN) with calculations pre and post 2030 at which point Stalham WRC will have been upgraded by Anglian Water to “Technically Achievable Limits” (TAL).

Table 1 - Nutrient Loading for Application 1 and Application 2

	To 2030 (Temporary)		Post-2030 (Permanent)	
	TP (kg/yr)	TN (kg/yr)	TP (kg/yr)	TN (kg/yr)
PF/21/1532 (Application 1)	2.24	81.51	0.14	28.81
PF/21/2021 (Application 2)	2.55	89.50	0.25	31.62
Totals	4.79	171.01	0.39	60.43

Proposed Mitigation

The applicant has put forward a scheme of nutrient mitigation based on land offset.

Several parcels of land have been identified which create Phosphate and Nitrate credits to be secured as part of S106 agreements with the Landowner (of those parcels) to restrict the use of the land to enable the applications to be nutrient neutral. This applies to both the pre 2030 and post 2030 credit requirements.

The land which has been identified is within the same river catchment, to the north of the river Ant and upstream of the SAC and the first point of harm occurring. The landowner is a farmer and has confirmed that for the last 10 years the land in question has been used for general arable farming. This has been confirmed directly to the Local Planning Authority via DEFRA returns and exact use type is shown in report submitted by the applicant.

The Council completed its HRA/AA dated 5th December 2024 which concluded that *“Subject to planning conditions securing the provision of details to demonstrate how water use of 110 litres/person/day will be achieved and legal obligation with the applicant and landowner to secure the cessation of farming activities at the identified offsite land parcels prior to occupation/use of the developments, it is considered the proposed developments will not have an adverse effect on the integrity of the Habitats Sites identified above from nutrient pollution when considered ‘alone’ or ‘in combination’ with other plans and projects”.*

With the mitigation measures listed above, the HRA/AA concludes that this would reduce the effect of the plan or project so that the integrity of the Habitats Sites are not adversely affected.

Natural England were consulted on 5th December 2024 in respect of the HRA/AA produced by the Council and have subsequently responded on 20th December 2024 confirming **NO OBJECTION - SUBJECT TO APPROPRIATE MITIGATION BEING SECURED** as follows:

In order to mitigate these adverse effects and make the developments acceptable, the following mitigation measures are required / or the following mitigation options should be secured:

- A suitable contribution per new dwelling towards the Norfolk Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy (GIRAMS).
- Suitable measures, secured in perpetuity, that mitigate the nutrient load from the development

Officers can confirm that suitable mitigation measures will be secured via a combination of S106 Obligations and conditions such that the grant of planning permission would accord with the Council's duties under the Habitats Regulations and would comply with Core Strategy Policy EN 9.

OTHER MATTERS

Since the application(s) last came before Development Committee in March 2022, there have been numerous changes to the National Planning Policy Framework with the latest version dated December 2024 – which notably changes the Council's annual housing target from 556 to 932 using new methodology.

In March 2022, the Local Planning Authority was able to demonstrate a five-year housing land supply. However, at the current time, North Norfolk District Council is unable to demonstrate deliverable sites sufficient to provide a minimum of five years' worth of housing.

Planning applications will therefore be considered in line with paragraph 11(d) of the NPPF which states that:

“where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless:

- the application of policies in this Framework that protect areas or assets of particular importance provides a strong reason for refusing the development proposed; or*
- any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole, having particular regard to key policies for directing development to sustainable locations, making effective use of land, securing well-designed places and providing affordable homes, individually or in combination”.*

With matters relating the Habitats Regulations having been addressed, Officers consider that both Application 1 and Application 2 would be subject to the “tilted balance” under NPPF paragraph 11 (d) (ii)

Further consideration of this will be provided within the Planning Balance section of this report below.

PLANNING BALANCE / CONCLUSION

In the March 2022 Development Committee reports, the Planning Balance and Conclusion sections set out in detail the range of planning issues, both positive and negative, associated with each application. Development Committee are advised to re-read these respective sections of the reports attached at **Appendix 1 and 2**

In terms of the most up to date housing need data, the Council's Housing Strategy and Delivery Manager has confirmed that:

- There are 840 households on the council's list who have included Stalham as an area of choice to live
- Of these 161 are in the most urgent housing need
- Of the 840 households, 203 are aged 60 or over

This reinforces the urgent need for housing of the type being proposed under these applications. Individually, the public benefits associated with the applications would carry their own high level of weighting. Cumulatively, Officers consider that the public benefits of the proposal carry substantial weight in the determination of this application.

Officers consider that the provision of 101 dwellings (61 associated with Application 1 and 40 associated with Application 2) would contribute positively to the ongoing supply and the Government's aim in NPPF (Chapter 5) Paragraph 61 of boosting significantly the supply of housing through ensuring that a sufficient amount and variety of land can come forward where it is needed. This is therefore a benefit, which Officers consider attracts significant weight in the planning balance.

Overall, given the assessment of the proposal against the policies in the adopted North Norfolk Core Strategy, and other material considerations relevant to the proposal, the proposal is found to result in substantial benefits in the public interest, which is deemed to outweigh the significant harm identified within the 2022 Development Committee reports, including the specific conflicts within the relevant Development Plan policies. Indeed the considerations in favour of these applications is considered to be stronger now than was the case in 2022.

Officers consider that there are no adverse impacts associated with approval of the proposed developments that would significantly and demonstrably outweigh the benefits, when assessed against the policies in the NPPF (December 2024) taken as a whole, having particular regard to key policies for directing development to sustainable locations, making effective use of land, securing well-designed places and providing affordable homes, individually or in combination.

As such Officers consider that the proposal can still be considered favourably as a departure from adopted Development Plan policy.

RECOMMENDATION(S):

APPLICATION 1 – PF/21/1532

Part 1: Delegate authority to the Assistant Director of Planning to APPROVE subject to:

1) Satisfactory completion of a Section 106 Planning Obligation to cover the following:

- 61 Extra Care affordable houses;

- GI/RAMS contribution of £11,341.73; and,
- Green Infrastructure contribution towards the installation and maintenance of dog waste bins and provision of resident green infrastructure information packs (exact details to be confirmed with NNDC Environmental Services).
- Securing Nutrient Neutrality Mitigation

2) The imposition of the appropriate conditions as set out in the Development Committee report of 17 March 2022 (plus any other conditions considered to be necessary by the Assistant Director of Planning including securing water efficiency of 110 litres per person per day):

Part 2:

That the application be refused if a suitable section 106 agreement is not completed within 4 months of the date of resolution to approve, and in the opinion of the Assistant Director of Planning, there is no realistic prospect of a suitable section 106 agreement being completed within a reasonable timescale.

APPLICATION 2 – PF/21/2021

Part 1: Delegate authority to the Assistant Director of Planning to APPROVE subject to:

1) Satisfactory completion of a Section 106 Planning Obligation to cover the following:

- 40 affordable dwellings;
- GI/RAMS contribution of £7,437.20; and,
- Green Infrastructure contribution towards the installation and maintenance of dog waste bins and provision of resident green infrastructure information packs (exact details to be confirmed with NNDC Environmental Services).
- Securing Nutrient Neutrality Mitigation

3) The imposition of the appropriate conditions as set out in the Development Committee report of 17 March 2022 (plus any other conditions considered to be necessary by the Assistant Director of Planning including securing water efficiency of 110 litres per person per day):

Part 2:

That the application be refused if a suitable section 106 agreement is not completed within 4 months of the date of resolution to approve, and in the opinion of the Assistant Director of Planning, there is no realistic prospect of a suitable section 106 agreement being completed within a reasonable timescale.

Bank Reconciliation Statement as at 31/03/2026 for Cashbook 4 - Unity Bank

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Bank	31/03/2026	12	41,942.77
			<u>41,942.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			41,942.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			41,942.77
			Balance per Cash Book is :- 41,942.77
			Difference Excluding Adjustments is :- 0.00
<u>Adjustments to Reconciliation</u>			
31/10/2024 ONLINE S Toone		0.00	
			<u>0.00</u>
			Unreconciled Difference is :- 0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date	Type	Details	Payments Out	Payments In	Balance
20/03/2025		Transfer to Cash	10.00	10.00	244,378.70
04/04/2025	Standing Order	Water Authority	11,400.00	0.00	232,978.70
04/04/2025	Standing Order	Water Authority	11,400.00	0.00	221,578.70
04/04/2025	Credit	J. Toone	0.00	200.00	221,778.70

Your Account Statement



For Businesses. For Communities. For Good.

Ms Doreen Joy
Stalham Town Hall
74 High Street
Stalham Norwich
NR12 9AS

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Date: 31/03/2026

Account Name: Stalham Town Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20439693

Your arranged overdraft limit is £0.00

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
28/02/2026		Balance brought forward	£0.00	£0.00	£44,379.70
02/03/2026	Standing Order	S/O to: Julie Hodds	£1,485.13	£0.00	£42,894.57
02/03/2026	Standing Order	S/O to: D E JOY	£2,326.81	£0.00	£40,567.76
02/03/2026	Credit	T Fuller	£0.00	£40.00	£40,607.76

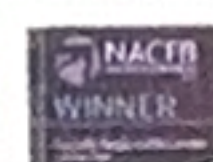
Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
03/03/2026	Credit	Coffeesmiths Limited	£0.00	£70.00	£40,677.76
03/03/2026	Credit	CCLA Investment Management Limited	£0.00	£297.39	£40,975.15
03/03/2026	Credit	Deena Ball	£0.00	£300.00	£41,275.15
03/03/2026	Credit	Deena Ball	£0.00	£225.00	£41,500.15
03/03/2026	Credit	Deena Ball	£0.00	£225.00	£41,725.15
04/03/2026	Credit	Luke Mann	£0.00	£460.00	£42,185.15
06/03/2026	Standing Order	S/O to: Cozens (UK) Ltd	£180.00	£0.00	£42,005.15
09/03/2026	Direct Debit	Direct Debit (EE LIMITED)	£54.52	£0.00	£41,950.63
10/03/2026	Credit	J Nudd	£0.00	£30.00	£41,980.63
11/03/2026	Faster Payment Debit	B/P to: Cozens (UK) Ltd	£150.00	£0.00	£41,830.63
11/03/2026	Faster Payment Debit	B/P to: Norfolk Office	£44.29	£0.00	£41,786.34
11/03/2026	Faster Payment Debit	B/P to: Norfolk Pension Fu	£1,376.49	£0.00	£40,409.85
11/03/2026	Faster Payment Debit	B/P to: N Compass	£264.00	£0.00	£40,145.85
11/03/2026	Faster Payment Debit	B/P to: Hampshire Flag Com	£55.48	£0.00	£40,090.37
11/03/2026	Faster Payment Debit	B/P to: Mole Plumbing	£465.00	£0.00	£39,625.37
11/03/2026	Faster Payment Debit	B/P to: Safety 4 Less	£10.93	£0.00	£39,614.44
11/03/2026	Faster Payment Debit	B/P to: century printing	£206.15	£0.00	£39,408.29
11/03/2026	Faster Payment Debit	B/P to: RED DRAGON	£6,780.00	£0.00	£32,628.29
11/03/2026	Faster Payment Debit	B/P to: ILOCALiQ	£660.00	£0.00	£31,968.29
11/03/2026	Faster Payment Debit	B/P to: Mad HR	£270.00	£0.00	£31,698.29
11/03/2026	Credit	The Stalham Broads	£0.00	£30.00	£31,728.29
11/03/2026	Credit	The Stalham Broads	£0.00	£15.00	£31,743.29
16/03/2026	Direct Debit	Direct Debit (BT GROUP PLC)	£76.55	£0.00	£31,666.74
16/03/2026	Direct Debit	Direct Debit (ANGLIAN WATER BUSI)	£82.14	£0.00	£31,584.60

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Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
 Unity Trust Bank is entered in the Financial Services Register under number 204570.
 Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
 Registered in England and Wales no. 1713124.
 Calls may be monitored and recorded for training, quality and security purposes.
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Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
16/03/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£877.01	£0.00	£30,707.59
17/03/2026	Direct Debit	Direct Debit (E.ON NEXT LTD)	£374.63	£0.00	£30,332.96
17/03/2026	Credit	NNDC	£0.00	£70.00	£30,402.96
17/03/2026	Credit	THE COMMUNITY HE	£0.00	£848.40	£31,251.36
19/03/2026	Direct Debit	Direct Debit (SAGE UK LTD)	£13.20	£0.00	£31,238.16
23/03/2026	Credit	Autism Explorers	£0.00	£15.00	£31,253.16
23/03/2026	Credit	J Keir	£0.00	£82.50	£31,335.66
25/03/2026	Direct Debit	Direct Debit (ANGLIAN WATER BUSI)	£18.09	£0.00	£31,317.57
26/03/2026	Direct Debit	Direct Debit (ENGIE POWER)	£941.77	£0.00	£30,375.80
26/03/2026	Credit	Helene Baker	£0.00	£30.00	£30,405.80
27/03/2026	Credit	The Stalham Broads	£0.00	£30.00	£30,435.80
27/03/2026	Transfer	STALHAM AND BRUMST	£0.00	£109.32	£30,545.12
27/03/2026	Transfer	STALHAM AND BRUMST	£0.00	£2,002.26	£32,547.38
30/03/2026	Standing Order	S/O to: Julie Hodds	£1,485.13	£0.00	£31,062.25
30/03/2026	Standing Order	S/O to: D E JOY	£2,326.81	£0.00	£28,735.44
30/03/2026	Credit	GORDON HAYNE	£0.00	£300.00	£29,035.44
30/03/2026	Transfer	STALHAM AND BRUMST	£0.00	£12,831.13	£41,866.57
31/03/2026	Fee	Manual Credit Handling Charge	£0.80	£0.00	£41,865.77
31/03/2026	Credit	Nick Hindle Stonem	£0.00	£90.00	£41,955.77
31/03/2026	Fee	Service Charge	£13.00	£0.00	£41,942.77



GOOD INVESTMENT

Statement of Account

Mrs Doreen E Joy
Stalham Town Council
74 High Street
Stalham
Norfolk
NR12 9AS

5 April 2026

Account name: **STALHAM TOWN COUNCIL**
Account number: **PS1007149-001**
Statement period: **28/02/2026 to 31/03/2026**

Account summary

Total valuation as at 31 March 2026 **£103,000.00**
Total valuation as at last statement at 28 February 2026 **£103,000.00**

Holdings as at 31 March 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	103,000.0000	£1.00	£103,000.00
			Total value
			£103,000.00

The average Fund yield for this period was 3.74% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Mar 2026	02/04/2026	Public Sector Deposit Fund SC4 - Public Sector	Paid to Nominated Bank Details	£327.51	

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 4 - Unity Bank

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Bank	31/03/2026	12	41,942.77
			<u>41,942.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			41,942.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			41,942.77
		Balance per Cash Book is :-	41,942.77
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
31/10/2024 ONLINE S Toone		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 6 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/03/2026	12	103,000.00
			<u>103,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,000.00
		Balance per Cash Book is :-	103,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



Anti-Bullying and Harassment Policy

Purpose	This policy sets out Stalham Town Council's (STC) commitment to creating a workplace environment which is free from hostility and any kind of bullying or harassment. The policy sets out the measure STC takes to achieve this and sets out the procedure an employee should follow in order to report an act of bullying or harassment.
Scope	<p>This policy applies to all Stalham Town Council employees. The principles of non-discrimination apply to dealings with people outside the workforce such as suppliers, contractor and visitors to Council premises.</p> <p>This policy applies to behaviours that occur in any of the following ways:</p> <ul style="list-style-type: none"> • In connection with work, even if it occurs outside normal working hours • During work activities, for example when dealing with members of the public • At work-related events • On social media <p>STC reserves the right to change or cancel the provisions of this policy, without notice and, in any event, the policy will be regularly reviewed to judge its effectiveness and will be updated in accordance with changes in legislation and regulation, as required. This document is non-contractual and does not form part of the terms and conditions of employment.</p>
Audience	All STC employees and Councillors should read and adhere to this policy.
Contact	If you have any questions or queries about this document and how it applies to you, please contact the Clerk or STC Employment Committee.

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1 Introduction

This policy clearly sets out that any forms of bullying and harassment are unacceptable in any circumstance.

2 Objectives

All employees have the right to be treated fairly, with dignity and respect irrespective of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age or disability. These are referred to as “protected characteristics” and are protected under UK law.

This policy applies to all staff (whether permanent, fixed term, or casual), contractors and agency staff.

STC endeavour to create a workplace environment which is free from hostility and will not tolerate any kind of bullying or harassment.

This is the case for work-related events that take place within or outside of normal working hours; on Council property or elsewhere; whether the conduct is an isolated incident or a repeated course of conduct, and whether it is done deliberately or purposefully, or not.

We commit to embedding equality, diversity and inclusion in all employment policies, procedures and practices. We do not tolerate any form of direct or indirect discrimination or victimisation, as set out in our Equality, Diversity and Inclusion policy.

3 Overview

The Council does not tolerate bullying or harassment in the workplace. This applies to all work, including work-related events that take place outside of normal working hours; on Council property or elsewhere; whether the conduct is an isolated incident or a repeated course of conduct, and whether it is done deliberately or purposefully, or not.

STC does not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. You should also be aware that if a court or tribunal finds you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

The Council will take appropriate action if any of our employees are bullied or harassed by other employees, councillors, members of the public, contractors or suppliers.

4 Anti-Bullying and Harassment Policy

4.1 STC commitment

STC commit to:

- Provide support to any employee who is subjected to unlawful or unacceptable harassment or bullying in the course of their employment.
- Provide support to any employee who is subjected to victimisation or discrimination, as set out in the Equality, Diversity, and Inclusion policy.
- Ensure that all employees undertake regular training on how to identify, prevent and respond to workplace bullying and harassment.
- Act to prevent the harassment of our employees by their parties.
- Take any complaint seriously and investigate fully any formal complaint of harassment or bullying, as outlined in Appendix A, or any formal complaint or victimisation or discrimination as set out in the Equality, Diversity and Inclusion policy.
- Resolve any informal or formal complaint via the Grievance Policy. This includes, but

- is not limited to, appropriate use of mediation and counselling.
- Treat acts of harassment or bullying against employees as disciplinary offences which will be dealt with under the Disciplinary and Capability Policy.

We understand that being subjected to bullying and harassment in the course of employment is likely to be a highly stressful and upsetting experience and recognise this as a psychosocial hazard in the workplace as it could result in psychological or physical harm. We commit to providing full support to any employee who experiences such behaviour.

4.2 Employee Commitment

You must read, understand, and comply with the terms of this policy.

- You will behave in a reasonable and professional manner and assist us in meeting our commitment to provide dignity in employment.
- You will not violate the dignity, harass or bully customers using or seeking to use the facilities or services provided by STC.
- You must report as early as possible any forms of bullying or harassment in the workplace that you may experience or witness. Details of how to do this are set out in section 5.4.

4.3 Definitions

Bullying and/or harassment will not be tolerated under any circumstances.

4.3.1 Harassment

Harassment is unwanted conduct related to a protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual.

The intention behind the conduct is irrelevant, if conduct could reasonably be considered to have the effect described, it will be harassment. An alleged harasser might not always realise that their behaviour is found offensive, and it is important for everyone to recognize that what is acceptable to one colleague may not be acceptable to another or may not be acceptable behaviour on other occasions or from a different colleague. Harassment also includes treating someone less favourable because they have submitted or refused to submit to such behaviour in the past. The following is a non-exhaustive list of examples of harassment:

- Jokes, derogatory banter or stereotypical remarks about a particular group, and which could be considered racist, sexist, ageist, homophobic, transphobic or offensive to groups of particular national origin or descent.
- Suggestive or overly personal comments about appearance
- Unnecessary body contact
- Looking at, sharing or displaying sexually offensive material that may offend another on discriminatory grounds. Looking at these things on screen, mobile phone or in other ways can be harassment, even if the content is not circulated or displayed.
- Any unwelcome sexual attention
- Any insult or ridicule
- Any threatened or actual physical or sexual violence
- Use of email or other technology to harass
- Isolation or non-co-operation at work, including the deliberate exclusion from conversations at work.
- Demeaning a colleague in their own or others' eyes

- Intrusion by pestering, spying, following or similar.
- Suggesting that engaging in sexual conduct may further someone's career, or that refusal may damage it, or basing decision affecting a colleague's job on such factors.
- Intentionally misgendering someone by using the wrong pronouns to describe them
- Mimicking, mocking or belittling a person's disability.
- Threatening to out someone as a member of the LGBTQIA+ community

A person can complain of offensive behaviour even if it is not directed at them. For example, a person may be harassed by racist jokes about a different ethnic group if this creates an offensive working environment for them.

4.3.2 Bullying

Bullying is:

- Offensive
- Intimidating
- malicious or insulting behaviour
- An abuse of misuse of power through means that result in the recipient feeling undermined, humiliated, denigrated or injured

including any combination of one or more of these acts.

Workplace bullying occurs when:

- an individual or group of individuals, **repeatedly** act unreasonably towards an employee or group of employees at work; and
- the behaviour creates a **risk to health and safety**.

It should be acknowledged that behaviour that is considered as bullying or harassment by one person may be considered firm management by another.

Some examples of behaviour that may be considered bullying (although not an exhaustive list) are given below:

- inappropriate criticizing or deriding workers in front of colleagues
- setting someone up to fail
- excluding a colleague from groups or social events intending to cause distress
- misuse of power, such as overbearing supervision or assigning unrelated meaningless tasks
- making threats or comments about job security without foundation; and wrongly preventing individuals by intentionally blocking their career.

Reasonable management action conducted in a reasonable manner does not constitute workplace bullying. It is reasonable for managers to allocate work and to give feedback on work performance. These actions are not considered to be workplace bullying if they are carried out lawfully and in a reasonable manner.

5 Reporting an Act of Harassment or Bullying

You will not be penalised for raising a grievance, unless a complaint is found to be both untrue and made in bad faith.

If you believe you have been subject to harassment or bullying or you believe you have

witnessed someone else being subject to harassment or bullying, please follow the procedures detailed in the Council's Grievance Policy. In summary, there are two main options available to you to resolve the problem:

- a) An informal procedure where you raise the issue informally in open dialogue with your line manager, the Clerk, or the Employment Committee, or
- b) A formal procedure where you put your complaint in writing, clearly setting out the details of the allegation. STC will accept any form of written complaint (e.g., by letter email or text/app message).

5.1 Harassment by Third Parties

STC take our responsibility very seriously to take steps to ensure that employees are protected from harassment. If you believe you have ground to complain about the actions of a non-employee (e.g., a contractor, member of the public, supplier or visitor) then you should submit a complaint in writing to your Line Manager or to the Employment Committee. We will consider what action may be appropriate to protect you and anyone involved pending the outcome of an investigation, bearing in mind the needs of the Council and the rights of that person. We may contact the third party in the course of that investigation.

6 Relevant Legislation

Legislation: Equality Act 2010

Link: [ACAS Website](#)

7 Related Documents

- Grievance Policy
- Risk Management Policy
- Health and Safety Policy
- Equal Opportunities Policy
- Equality, Diversity and Inclusion Policy

8 Appendix A – Investigation Process

Investigations will be carried out in accordance with the following steps, although the process may vary from case to case, where appropriate:

- Upon receipt of a complaint or formal grievance, the Clerk and members of the Employment Committee will investigate the allegations, and take any interim actions, as appropriate. The investigation will include requesting and reviewing all relevant documents, including electronic communications, and interviews with all parties involved including any relevant witnesses. If necessary, this may be passed to our external HR advisers to take forward on STCs behalf.
- Depending on the nature of the complaint, and/or the roles of the individual(s) who are the subject of the complaint it may also be appropriate to raise concerns under the Whistleblowing Policy.
- In situations where there is concern over treatment of an individual by a Councillor, but the Whistleblowing Policy is not appropriate, individuals may raise concerns directly with the Chair of the Council.

- If it is deemed necessary to protect the Council and/or the individuals concerned, the individual who is the subject of the complaint may be suspended on full pay while the investigation is completed.
- The Employment Committee and/or Clerk will promptly notify the individual who reported the concerns that the investigation is complete and that appropriate action has been taken, where this is the case.
- The Employment Committee and/or Clerk will notify the individual(s) about whom the complaint was made of the outcome and implement any corrective actions identified in the written document.
- A full record of the investigation will be maintained by the Clerk/Employment Committee and saved in a secure and confidential location which can only be accessed by the Clerk and the Employment Committee. Anyone involved in the investigation process (Councillor/Clerk) will ensure that any locally saved copies of documents or information are deleted once the investigation is complete.

In all the above, if the complaint is in relation to the Clerk or a Councillor on the Employment Committee, the information will remain confidential from them unless required to be shared as part of the investigation or resolution.

The investigation record will contain the following:

- A list of all documents reviewed
- A list of names of those interviewed, along with a summary of their statements
- A summary or prior relevant incidents, reported or unreported; and
- The basis for the decision and outcome of the complaint, together with any corrective action(s)

The individual who raised the complaint will have the right of appeal against the outcome. Valid broad grounds for appeal are as follows:

- That there was a failure to follow policy and procedures, and this had a material effect on the outcome.
- That any necessary investigation was not carried out fully and properly
- That the evidence available did not support the conclusion reached
- That new evidence has genuinely come to light since the original investigation which will substantiate the grounds for appeal.

8.1 Disclosure and confidentiality

We will treat any personal data collected during any investigation in accordance with General Data Protection Regulation and the Council's Data Protection Policy.



No Smoking & Vaping Policy

1. INTRODUCTION

1.1 General Statement of Policy

As a public body, Stalham Town Council has a duty to promote the health and wellbeing of employees, provide a positive image to the general public and provide a lead for other organisations.

1.2 Aim

The primary aim of this policy is to protect the health, safety and welfare of all employees. It will also provide advice and support for employees who wish to stop smoking.

1.3 Scope

The policy applies to all employees, elected members, contractors, agency workers and visitors who are not permitted to smoke cigarettes/E-cigarettes in any Council premises.

This includes:-

- All Council workplaces and training facilities
- Offices, including reception areas
- Enclosed vehicle parking areas
- Sports facilities including changing rooms
- Toilet facilities within any of the above
- Communal areas
- Council Vehicles
- Temporary workplaces i.e. site huts, display caravans/marquees etc. Smoking of cigarettes/E-cigarettes will not be permitted near to the entrances, windows or air

intake of any Council premises or within 10 metres of any council workplace, whereby smoke may affect other employees or portray a negative image of the Council.

2. IMPLEMENTING THE POLICY

In support of this policy the following actions are to be taken:

- NO SMOKING SIGNS will be displayed in all buildings and vehicles to which the policy applies.
- Responsibility for the implementation of this policy in respect of employees rests with all line managers, and in Council controlled buildings, the premises manager. Contractors and Agencies engaged by the Council must comply with this policy.

3. BREACH OF THE POLICY

Breach of the policy by employees will be treated as a conduct issue. The full range of penalties as described in the Council's Conduct Procedure could be imposed. Breach of the Policy by Elected Members, to be treated as if it were a breach of the Code of Conduct and be dealt with by the Chief Executive and Leader of the Group. Breach of the Policy by Contractors, will be dealt with under the default procedures in contracts and may lead to financial penalties and/or the termination of contract. Details of this policy will be included in all future Council contracts. Smoking of cigarettes in any enclosed work or public place is also a criminal offence that can be dealt with by; on the spot fines or the Criminal Courts. Smoking of E-cigarettes is forbidden by the Council but is not a criminal offence.

4. ASSISTANCE TO STOP SMOKING

Employees who smoke cigarettes/E-cigarettes but are considering quitting, please note the following sources of help:

- NORFOLK COUNTY COUNCIL www.norfolk.gov.uk/smoking
- GENERAL PRACTITIONERS and some local pharmacies will be able to give advice regarding help which is available locally or visit

www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/

- [Home | Smokefree Norfolk](#)

Appendix

GUIDANCE NOTES

This policy has been introduced in the interest of the health, safety and welfare of employees.

1. Employees, who have concerns regarding any breach of the policy at a particular worksite, should consult with their Line Manager, where appropriate action will be taken.
2. All adventure playgrounds, play-schemes buildings and their grounds and the grounds of all children's play areas are to be totally smoking free.
3. Internal communal areas of all elderly person's dwellings are to be smoke free. Smoking cigarettes/E-cigarettes will only be permitted in outside areas 10 metres away from any opening door, window or air intake.
4. Working in Clients' Homes - Employees, who are required to undertake duties in the homes of clients who smoke cigarettes/E-cigarettes, are duly authorised to respectfully ask any client who does smoke in their presence, to stop until their meeting or work is concluded. No action will be taken against an employee who refuses to work with clients who smoke cigarettes/E-cigarettes in their presence or where a smoke polluted environment has been created.
5. Employees and any Contractors engaged by the Council are not permitted to smoke cigarettes/E-cigarettes in a client's home or void property, even if permission to do so is given by the client.
6. All employees who take smoking breaks will be required to make up time spent on such breaks. All employees must have the permission of their line manager to undertake a smoking break. If employees wish to smoke cigarettes/E cigarettes including during their official lunch break, they must use a designated external smoking area, which will be at least 10 metres from an opening door, window or air intake of any Council workplace.
7. Smoking cigarettes/E-cigarettes will not be permitted in any Stalham Town Council operated vehicle this includes vehicles on hire. In circumstances where any vehicle, including an employee's own vehicle, is used in carrying other employees and/or clients in the course of their duties. Except in these circumstances smoking cigarettes/E-cigarettes is not prohibited in employees' own vehicles.

8. Employees who traditionally take their lunch break in a Council vehicle should be aware that if they wish to smoke cigarettes/E-cigarettes during their official lunch break, they must step outside the vehicle to do so.

All rooms, which are available for private functions will be, designated as no smoking areas. All licensed bar areas will also be designated as no smoking areas.

10. Whilst the smoking of E-cigarettes on council property is not illegal, it is forbidden by Stalham Town Council.



Fire Safety Policy Statement

1. Introduction

- 1.1 The need to manage fire risk and ensure the safety of employees whilst at work and the safety of other relevant persons in the premises or in the vicinity of the premises is a requirement under both fire and safety legislation. This policy sets out clearly how the Town Council will achieve this and what it expects its employees to do to assist.

2. General Statement

- 2.1 Stalham Town Council is a responsible employer and takes its fire safety duties seriously. This policy is implemented to assist the Council as far as it is reasonably practicable to comply at all times with the Regulatory Reform (Fire Safety) Order 2005 as well as the Council's other legal obligations towards its staff and visitors. Due to its importance, this fire safety policy also forms part of the Council's overall health and safety policy.

3. Legal Requirement

- 3.1 The primary legislation applicable to fire safety is the Regulatory Reform (Fire Safety) Order 2005. However, the following legislation is also relevant:
- Health and Safety at Work Act 1974
 - Health and Safety (Safety Signs and Signals) Regulations 1996
 - Management of Health and Safety at Work Regulations 1999
 - The Building Act 1984, Building (Amendment) Regulations 2012: Circular 02/2012

4. Employees' Duties

- 4.1 All employees have a duty to take steps to ensure that they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices. They are also expected to cooperate fully with the Council in complying with any procedures that may be introduced as a measure to protect the safety and well being of staff and visitors

5. Communication

- 5.1 Stalham Town Council as the employer is the “Responsible Person” for purposes of the Fire Safety Order 2005. Members and Staff will be kept informed by the Town Clerk, who will be known as the “Duty Holder”, of any changes that are made to the Council’s fire safety procedures and significant findings from fire risk assessments. The Council will also ensure that all visitors to its premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

6. Procedures

- 6.1 The following procedures have been introduced in order to maintain high standards of fire safety:

- A fire risk assessment has been undertaken under the Fire Safety Order which will be reviewed every 2 years. However more frequent reviews will occur if there are any changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- The emergency fire action plan and the fire evacuation procedures will be reviewed and practiced at least annually and a record of fire evacuation drills will be kept.
- The Fire Safety Management Policy will identify the specific roles and responsibilities of all staff.
- A Fire Safety Book will be kept containing the following documents which are available for inspection if required:
 - Fire procedures and guidance
 - Fire safety risk assessments
 - Examinations, inspections and tests carried out on fire fighting and detection equipment, emergency lighting and alarm systems
 - Records of fire evacuation drills
- Training will be provided as necessary to all staff with additional role based training being given to any staff with extra fire safety responsibilities, such as fire marshals and fire safety assistants, which may include the use of fire extinguishers.
- All new members of staff and temporary employees will be provided with fire safety training at induction including how to raise the alarm and the available escape routes.
- All emergency exits will be clearly signed, unlocked (except by approved emergency door release mechanisms) and kept free from obstructions at all times.

- All fire-related equipment will be regularly serviced and maintained. If any employee notices fire safety equipment is defective or missing, they must report it to the Duty Holder otherwise known as the Town Clerk.
- The fire alarm system will be tested twice a year. Staff will be told when a test is scheduled.
- Any other fire safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting, fire extinguishers and smoke detection.
- When public events take place that are outside normal day-to-day operations, the Town Council will ensure an equivalent level of fire safety exists during the period in which the event takes place by requiring users to comply with the Council fire safety policy and emergency procedures.

This policy forms part of an employee's condition of employment. Failure to comply will be treated as a disciplinary matter.

7. Actions in the event of a fire

7.1 On discovering a fire

- If you discover a fire raise the alarm immediately by operating the fire alarm system
- If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided.
- If this fails, ensure that no one is left in the room and close the door behind you. Then evacuate immediately to the assembly point.
- Ensure that you or the designated person has called the fire and rescue service.
- Play your part in the roll call so you are safely accounted for.

7.2 If you hear the Fire Alarm

- Operate any essential shut down devices e.g. machinery.
- Immediately leave using the nearest available fire exit.
- Report to the assembly point for a roll call.
- If you are with a visitor, ensure they accompany you.

7.3 Fire Marshals/Safety Assistants

- Ensure all staff and visitors around you evacuate the building and proceed to the assembly point.
- Report to the Duty Holder, noting any absentees

7.4 Duty Holder

- Gather all information regarding the evacuation.
- Ensure that in event of any fires that the fire and rescue service has been called.
- Liaise with the fire and rescue service incident commander on their arrival, giving full details of the fire including names of any persons believed to be missing.

7.5 Log Book

- A record of the fire risk assessment, the fire safety action plan, the emergency fire plans, the nature, frequency and dates of any training events, the nature, frequency and dates of all tests, checks and servicing activities, a record of any dangerous substances, a record of those persons appointed as fire marshals or fire safety assistants and their respective roles and an up to date plan drawing of the premises will be kept in the Town Council's fire safety log book.

Organisation	Funding for	Constitution (if app.)	Quotes received	Bank Statement	£ req.	Grant allocated	Reason	Email	ATM	EOY
Age UK	Funding towards project supporting residents with Blue Badge applications. Four appointment blocks to support at least 8 local residents aged 50+	Yes	Yes	Yes ██████	£500					
Broadland 1 st Responders	Casualty simulation kit to train staff on knife crime injuries	Yes	Yes	Yes ██████ ██████ ██████ ██████	£690					
Norfolk Community Law Service	A project to host drop in sessions in Stalham once a month – costing £2831	Yes	Yes on application on Impact report sent	Yes ██████	£500					
Stalham Community Fridge	Pay the church for electricity and amenities + refreshments, leaflets, posters, advertising	Yes	Yes	Yes ██████	£500					
1 st Stalham Brownies	To subsidise a residential trip for 12 members @ £30 each	Yes	Yes	Yes ██████	£360					

Organisation	Funding for	Constitution (if applicable)	Quotes received	Bank Statement	£ requested	Grant allocated	Reason	Email	ATM	EOY
Stalham Trefoil Guild	Subsidise outing to Anglia Annual Review in Bury St Edmunds for 8 members. Travel and tours	Yes	Yes	Yes █	£200					
Stalham Community Gym	Insurance renewal	Yes	Yes. Last years renewal supplied as this year not produced yet	Yes █	£500					
Stalham Baptist Church	Messy Church – to help pay for food and craft activities, heating and electrical costs	Yes	Yes	Yes █	£300					
Stalham Broads Walking Netball Group	Subsidise the cost of weekly overheads to keep monthly subscriptions for members at an affordable rate.	Yes	Yes	Yes █	£500					
Repair Café	Start up costs including insurance, 2 sessions of venue hire and refreshment provisions, PAT tester, 6xRCD's, anti trip matting	Yes	Yes	Yes █	£500					

Organisation	Funding for	Constitution (if applicable)	Quotes received	Bank Statement	£ requested	Grant allocated	Reason	Email	ATM	
Saint Fursey's Orthodox	2 x public benches	Yes	Yes	Yes ██████	£500					
Stalham WI	Pay for a singer to sing at their 'Over 50's disco' community event	Yes	Yes	Yes ██████	£135					
North Norfolk Community Transport	Towards costs for running their 'Dial-a-Ride' service	Yes	Yes on form	Yes ██████	£500					
Joint Service Cadet Corps	To purchase fieldcraft kit	Yes	Yes	Yes ██████	£350					
Stalham Brass Band	Towards re-roofing the band practice room damaged by recent storms	Yes	Yes	Yes ██████	£500					
Stalham Area Business Forum	Fund 8 historic plaques for relevant buildings in the town	Yes	Yes	Yes ██████	£500					
Museum of the Broads	Activity back-packs and educational toys	Yes	Yes	Yes ██████	£500					

Organisation	Funding for	Constitution (if applicable)	Quotes received	Bank Statement	£ requested	Grant allocated	Reason	Email	ATM	
Stalham Firehouse Museum	Enhance visitor experience with various items, photoframe, pencils, leaflets. Also a filing cabinet.	Yes	Yes	Yes ██████	£467.97					
1 st Stalham Rainbows	4 x seat cushions. Bluetooth speaker. Paint drying rack	N/A	Yes	Yes ██████	£310					
Stalham Horticultural Society	Microphone/ speakers, booklets, printing costs for show schedules and posters	Yes	Yes	Yes ██████	£500					
Stalham Town FC	Help fund a trip to St Georges Park for 17 under 11's	Yes	Yes	Yes ██████	£500					
1 st Stalham Scout Group	To purchase a portable generator and lighting equipment	Yes	Yes	Yes ██████	£646.74					
2 nd Stalham & Sutton Brownies	Help with summer term trips	Yes	Yes	Yes ██████	£500					
901 Troop Marine Cadets	To purchase drill purpose parade rifles	Yes	Yes	Yes ██████	£500					
Stalham Men's Shed	To repair a broken sander	Yes	Yes	Yes ██████	£400					
Total					£11359.71					



STALHAM TOWN COUNCIL DATA PROTECTION POLICY

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Purpose

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed [name and job title] as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

Definitions

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

Data protection principles

The council processes HR-related personal data in accordance with the following data protection principles the council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Processing

Personal data

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons of substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

Individual rights

As a data subject, you have a number of rights in relation to your personal data.

Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

Data security

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Impact assessments

Some of the processing that the council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk to your rights and freedoms, the council will carry out a data protection impact assessment (DPIA) to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.

Data breaches

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

International data transfers

The council will not transfer HR-related personal data to countries outside the EEA.

Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

Training

The council provides training to all individuals about their data protection responsibilities.

If your roles require you to have regular access to personal data, or you are responsible for implementing this policy or responding to subject access requests under this policy, you will receive additional training to help you understand your duties and how to comply with them.]

This is a non-contractual policy and procedure which will be reviewed from time to time.

Notes

This is an example policy that should be adjusted to reflect the procedures and policy of the council.

1. Data audit

It is important that the council's policy reflects current practice. Any policy must be based on a data audit to ensure that the council understands what data is collected, where it is stored, who has access to the data and the measures taken to ensure it is secure. For more information on implementing a Data Protection Policy, please refer to the Information Commissioner website.

2. Relevance

The council must ensure that any commitment made in their policy is relevant and up-to-date.

3. Data Protection Officer

The policy assumes that the council has a Data Protection lead rather than appointed a Data Protection Officer (DPO). The role of DPO is set out in legislation and infers specific obligations. Parish councils in England and community councils in Wales and Scotland are exempt from having to appoint a DPO (<https://ico.org.uk/for-organisations/in-your-sector/local-government/local-gov-gdpr-faqs/>) but are still subject to data protection legislation and must ensure sufficient resources to meet the obligations under the GDPR.

4. Data storage within the EU

You need to take account of where your data is stored including servers, on the cloud, and where your suppliers might hold their data including on their server.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

Paul Padda, Principal of East Coast College,

Firstly, please accept my apologies for the delay in writing.

On behalf of Stalham Town Council, I would like to sincerely thank Gary Jefferson, and the staff and students from the welding department for the wonderful sledge produced for our festive Christmas light switch-on in November. It was an outstanding piece of work that was widely admired throughout the time it was on display, and we are grateful on behalf of our residents, community, and local businesses.

We personally recognise the importance of providing students with opportunities to develop practical skills, including specialist welding techniques, associated mathematical knowledge, and broader employability skills such as teamwork.

Once again, many thanks to everyone involved in the project. Stalham Town Council will ensure that the sledge is well cared for and continues to be enjoyed at Christmas events for many years to come.

Yours sincerely,

Retail Invitation – Be Part of Our Vibrant High Street and Gateway to the Norfolk Broads

Dear [Business Owner/Manager],

Stalham Town Council, working closely with the Stalham Area Business Forum (SABF), has been actively working with local district councillors, partners and grant providers to raise the profile of our High Street and promote Stalham as a thriving destination for shopping and local enterprise.

Recent promotion has included coverage in the January issue of Norfolk Magazine and features on Heart Radio supporting our Christmas Lights Switch-On, which is now set to become an annual event. These initiatives form part of our wider effort to strengthen Stalham's reputation as a welcoming and distinctive place to shop and do business.

As part of this ongoing work, we are inviting retailers and independent businesses to consider becoming part of our vibrant High Street community. Stalham benefits from a loyal local customer base, strong community support for independent shops, and increasing footfall driven by events, promotion, and collaboration between local businesses.

We would be delighted to speak with you about opportunities to bring your business to Stalham and become part of our growing retail offer.

If you would like to find out more or discuss available premises and upcoming initiatives, please feel free to get in touch.

We look forward to welcoming new businesses to our town.

Kind regards,

Kevin Bayes

Mayor of Stalham Town Council

RISK ASSESSMENT

Artisan Fayre Sunday 19th July 2026

This document has been produced to enable Stalham Town Council to assess the risks of this activity and satisfy itself that it has taken adequate steps to minimise them.

Stallholders must prepare their own risk assessment and insurance and provide a copy to the event organisers prior to the event.

For this risk assessment, we are assuming that there is a potential for anyone attending the event to be harmed, whether they are organisers, stall holders, marshals or the general public, therefore there will be no more specific identification of those who may be affected.

Risk Assessment carried out by:

Agreed by Full Council :

Marshalling

Marshalls will be present in sufficient numbers to help with the smooth running of this event, they will be identifiable as wearing hi-vis waistcoats / Event Staff T-shirts, they will be the first point of contact for any health and safety issues, as they will be in direct contact with the Organiser, who can then arrange for any relevant action. All Marshalls will have access to a mobile phone and be able to contact Lead Marshall / Organiser at all times.

First Aid

First aid will be provided on the day. They will be at specific locations on the site and on the day can be contacted directly or via any of the marshals or organisers. Lead Marshall / Organiser First Aid Trained and main contact: **TBC**

Fire

Should a fire be discovered, then it should only be tackled by a competent person or someone who has been trained accordingly, and the fire services called.

Road Closures & Traffic Control

Road Closure is in place.

Car parking facilities have been allocated, Poppy Centre, Staithe Surgery & NNDC Car Park.

Accident, Incident or Occurrence

Should an accident, incident or occurrence happen then the following procedure should be followed:

- Assess the situation, observing what has happened quickly and calmly, look for dangers to yourself and the casualty, DO NOT put yourself at risk. If you are the casualty, then summon assistance as quickly as possible.
- Make the area safe, protect the casualty from further danger, and be aware of your limitations. DO NOT move the casualty unless their life is in immediate danger.

What are the Hazard	Who might be harmed and how	Controls	Residual Score	Further Actions Required?	Action by Whom? Needs to be a named person	Action When?	Action Completed Date
Collapse of gazebos / stalls	Members of the public could suffer personal injury through objects falling from height or falling onto them.	<p>Gazebos and stalls erected at the event should be fit for purpose and properly maintained. They should be positioned so as not to endanger the user or members of the public.</p> <p>All stallholders must prepare a risk assessment for their activities, and forward a copy to the Event Working Group (EWG) ,prior to the event.</p> <p>All stallholders are responsible for their own stall/gazebo.</p>	L	<p>Ensure guidance regarding responsibilities for equipment/gazebos /stalls is included in the event information for stallholders</p> <p>Refer to stallholders booking form</p>	Event Organiser	In advance of the event date	
Slips, trips and falls	Members of the public could suffer personal injury through slips, trips or falls, due to pathways not being clear, uneven ground, slippery surfaces, obstruction or bad weather.	<p>Access to be restricted between adjacent structures where possible, all products are to be stored within the confines of the pitch allocated.</p> <p>Marshals monitor that barriers are not removed or breached.</p> <p>Stalls spaces to be pre-set by organisers. Obstructions that cannot be removed and present a hazard will be clearly identified by hazard tape or protected by barrier.</p> <p>In case of severe rain, high winds or flooding, the Chief Marshal will decide to either cordon off certain areas until they have been made safe, permanently close areas from the public or suspend all activities.</p>	L	<p>Ensure appropriate guidance is included in event information for stallholders.</p> <p>Refer to stallholders booking form</p>	Event Organiser	In advance of event date	
Use of bottled gas	Fire, explosion	Bottled gas will only be used by stallholders who are fully responsible for their management.	M	<p>Ensure guidance regarding use of bottled gas is included in the event information for stallholders.</p> <p>Refer to stallholders booking form</p>	Event Organiser	In advance of event date	

What are the Hazard	Who might be harmed and how	Controls	Residual Score	Further Actions Required?	Action by Whom? Needs to be a named person	Action When?	Action Completed Date
Moving Vehicles	Members of the public may suffer personal injury (potentially fatal) from contact with a moving vehicle	All pitch vehicles must be on site prior to the event starting. No vehicles are allowed within the site during the event road closure other than in an emergency. Vehicles will be restricted to the designated car parking areas whilst all events are live. Barriers will be in place and managed.	L	Ensure guidance is included in the event information to stallholders. Refer to stallholders booking form	Event Organiser	In advance pf event date	
Emergency occurrence creating panic or crowd pressure	Members of the public may suffer personal injury (potentially fatal) from crown pressure or panic in an emergency.	The presence of event marshals and first aid facilities will act as a general deterrent and reassurance. In the event of any incident, marshals are to usher the public away from danger and contact the relevant emergency services and event organiser immediately. Emergency services to be made aware of date and type of event in advance.	M	No further actions required.			
Use of hazardous machinery or equipment including electrical equipment, hot plates, cooking equipment or machinery with exposed moving parts.	Users of the equipment could suffer cuts, burns, electric shocks or other personal injury from use of poorly maintained or incorrectly used equipment. Members of the public could suffer personal injury (potentially fatal) from contact with such equipment or items.	Any hazardous machinery should be fit for purpose and properly maintained. It should have any relevant testing certificates and be positioned so as not to endanger the operator or the public. It must only be operated by a trained and competent person. Fire service to be made aware of date and type of event in advance.	L	Ensure guidance is included in event information to stallholders. Refer to stallholders booking form	Event Organiser	In advance of event date	
Food handling, food preparation and consumption	Members of the public could suffer food-related illness (potentially fatal) from incorrectly handled, stored or cooked food.	Stalls serving food must have their own Food Hygiene certificates. Confirmation of all necessary hygiene facilities and possession of relevant certification must be sent to the event organiser prior to the event.	L	Ensure guidance is included in event information to stallholders. Refer to stallholders booking form	Event Organiser	In advance of event date	

What are the Hazard	Who might be harmed and how	Controls	Residual Score	Further Actions Required?	Action by Whom? Needs to be a named person	Action When?	Action Completed Date
Communicable Disease/ Illness	Members of the public could suffer illness (potentially fatal) through communicable diseases, especially at an event where many people are present.	The event is predominantly located outside. Handwashing facilities are nearby (eg Town Hall), and stall holders are recommended to wash hands or use hand sanitizer before and after eating and using the toilet. Those who are immunocompromised are advised to wear a suitable face mask.	L	Ensure guidance is included in event information to stallholders. Refer to stallholders booking form	Event Organiser	In advance of event date	
Manual Handling	Stallholders and Councillors risk physical injury or back pain from handling heavy objects or putting up gazebos.	Councillors receive relevant training in Manual Handling. Risk Assessments for stall holders are required, to include manual handling controls. No one should be expected to move objects which are heavy on their own and should seek assistance where required.	L	Ensure guidance is included in event information to stallholders Dynamic Risk Assessment on day of event for manual handling tasks. Refer to stallholders booking form	Event Organiser Councillors	In advance of event date. During Event	
Electricity	Fire or electric shock risk due to improper use of electrical devices and extension cables, particularly in wet weather	Any electrical devices or extension cables should be properly protected from water ingress and used correctly/in accordance with manufacturer's instructions (if applicable)	L	Ensure guidance is included in event information to stallholders. Refer to stallholders booking form	Event Organiser	In advance of event date.	
Working at Height	Stallholders or Councillors could suffer injury (potentially fatal) from falling from height. Injury could occur from objects falling from height.	Stallholders provide Risk Assessment to include Working from Height if applicable?. Councillors are trained in Working at Height. Any ladders/steps to be checked prior to use.	L	Ensure guidance is included in event information to stallholders. Refer to stallholders booking form	Event Organiser	In advance of event date.	

- Contact the onsite first aid personnel or emergency services as appropriate. DO NOT attempt any first aid unless you are trained to do so.
- If needed the **what3words location of Town Hall** details are: hurry.messaging.shortcuts
- If emergency medical assistance has been arranged, report the occurrence to the event organiser; pay particular attention to recording the following details:
 1. Full name, address and occupation of the casualty.
 2. Date and time of occurrence.
 3. Place and circumstances of the incident (give as much detail as possible as to what activities were being carried out, details of the location and any other conditions that may have had an influence on the occurrence).
 4. Details of any injury and treatment given.
 5. Full names and contact details of any witnesses

Street Trading, House to House and Charitable Collections Policy 2025 - 2030

VERSION NUMBER	DATE
1.0	27 August 2025

Agreed by Licensing Committee (Regulatory) 22 October 2025
Approved by Full Council 19 November 2025
Effective from 1 April 2026



NORTH
NORFOLK
DISTRICT
COUNCIL

Differences between Street Trading, Charitable Collections, and House-to-House Collections

Feature	Street Trading	Charitable Collection	House-to-House Collection
Purpose	Commercial - selling goods	Non-commercial - collecting for charity	Non-commercial - collecting for charity
Location	Public spaces (streets, lay-bys, markets)	Public spaces (streets, parks, outside shops)	Private premises (homes, pubs, businesses)
Examples	Food vans, market stalls, mobile traders	Bucket collections, charity stalls, supermarket collections	Doorstep clothing collections, donation requests, charity sign-ups
Licence Required	Yes - Street Trading Licence	Yes - Street Collection Permit	Yes - House-to-House Collection Licence (or exemption certificate)
Governing Law	Local Government (Miscellaneous Provisions) Act 1982	Police, Factories, etc. (Miscellaneous Provisions) Act 1916	House to House Collections Act 1939
Collector Requirements	Must comply with trading standards, hygiene, and safety regulations	Must wear ID badge, use sealed containers, and follow collection rules	Must carry certificate of authority, wear badge, and use sealed containers

Licensing Team - Contact Us

For applications, forms, or advice, contact:

01263 513811

licensing@north-norfolk.gov.uk

[Apply online](#)

North Norfolk District Council Street Trading Policy

North Norfolk District Council has the legal power to control street trading under **Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982**.

The Council has formally adopted this part of the law, which allows it to:

- Decide which streets in the district are suitable for trading,
- Set rules for how and when trading can take place,
- Decide applications for street trading consents, review and revoke trading consents - if necessary.

This helps the Council manage public spaces safely, support local businesses, and prevent nuisance or unfair competition.

What is street trading?

Street trading is the **offering of goods for sale** in public places like streets, pavements, or car parks, even where a sale is not completed. This includes trading from stalls, vans, trailers, or similar setups.

The definition of 'Street' includes: **A street includes any road, footway, beach, car park, or area accessible to the public without payment**, including service areas. Street trading consent is not required on privately-owned land, but the landowner must give their permission.

What is not street trading?

The following activities do not require Street Trading Consent:

- Pedlars with valid certificates issued under the Pedlars Act 1871, **who must trade on foot and move frequently, at least once every half an hour to a completely new area, which must be out of sight of the previous place of trading.**
- News vendors selling newspapers or periodicals.
- Trading at historic or statutory markets and fairs **with appropriate permissions.**
- Forecourt sales at petrol stations.
- Roundsmen delivering pre-ordered goods. Sometimes known as door-to-door deliveries.

Pavement licenses are different from street trading consents. They grant deemed planning permission and apply only to areas adjacent to the business premises. You can find out about pavement licensing in the Council's Pavement Licensing Policy.

Street designation

North Norfolk District Council has three types of street designations:

1. A **Prohibited Street** – a street where street trading is prohibited. It is a criminal offence to do so.
2. A **Consent Street** – a street where street trading is prohibited unless you have obtained a Street Trading Consent from this Council.
3. **Un-designated Streets** – All streets that are not designated as either a Consent Street or Prohibited Street are undesignated streets. You may be able to trade here, but you will need the landowner's permission and you must not obstruct the highway or cause a nuisance.

Most streets near schools will be designated as Prohibited Streets

The Council has chosen to prohibit street trading near schools for the following reasons:

1. Child safety

- Streets near schools are often busy with children walking, cycling, or being dropped off and picked up.
- Street trading can obstruct visibility for drivers and pedestrians, increasing the risk of accidents.
- Reducing distractions and congestion helps ensure a safer environment for children.

2. Traffic flow and congestion

- Street traders can cause bottlenecks, especially during peak school hours.
- Prohibiting trading helps maintain smooth traffic flow and access for emergency vehicles, school buses, and parents.

3. Public health and hygiene

- Food stalls or vendors near schools may not always meet hygiene standards.
- Limiting trading helps control litter, pests, and food safety concerns in areas where children are present.

4. Noise and nuisance

- Street trading can generate noise and crowding, which may disrupt the school environment and nearby residents.

5. Planning and accessibility

- Narrow streets or pavements near schools may not have the capacity to safely accommodate both pedestrians and traders.
- Ensuring clear walkways supports accessibility for all, including those with disabilities or pushchairs.

Designation procedure

Designating a street requires a formal resolution, at least 28 days' notice, publication in a local newspaper, and notification to the Police and Highways Authority.

Street trading consents

Rules and applications for consent streets

You must apply for street trading consent to be able to trade on a Consent Street. If you want to trade from a stationary van, cart, barrow, or other vehicle, this must be approved as part of any consent.

Application

Applications must be submitted at least 35 days before you want to start trading.

You need to provide:

- A completed application form - [available here](#)
- The relevant fee
- A map showing where you want to trade
- Details of your vehicle, stall etc. including dimensions and a photograph
- Right to work evidence
- Proof of land ownership or permission from the landowner (if on private land)
- If you're selling food, your setup must be inspected and approved by the Council's Public Protection team
- You must provide proof of public liability insurance

The council may ask for a DBS disclosure, MOT certificate, photographs, or any other reasonable information to help it decide whether to grant a street trading consent.

Deciding the application

The application will be decided by an officer of the Council's licensing team. It will consider such information as it considers necessary, including all information requested as part of the application.

- When deciding a new or renewal application the Council may grant the consent as applied for;
- Grant the consent with conditions;
- Refuse the consent.

Event based trading

The Council may waive individual consent for stalls operating within an event footprint with more than 10 stalls. A single consent can be granted to the event organiser, who manages third-party agreements. Event consent holders are expected to ensure their traders comply with this policy. The arrangement may be reviewed if breaches occur.

Trading adjacent to business premises

The Council may waive individual consent for established business premises who display their wares outside their trading address. The common grounds for refusal will be considered in determining whether a waiver will be granted.

Consent duration

Street trading consents may be granted for up to a **maximum of 12 months**.

Consents may be for a specific:

- Date range
- Time period
- Duration of less than 12 months

Depending on the outcome of the application assessment.

They may be revoked at any time.

Trading hours

Street trading is generally permitted between 5:00 AM and 11:00 PM, although restrictions may be applied to individual consents.

Please note that any trading outside these hours may require a Premises Licence under the Licensing Act 2003.

You can find full details on our website or contact the Council for further information.

Conditions on Street Trading Consent

- The Council may impose conditions on any street trading consent
 - To restrict obstruction of the street (for example by restricting the size, positioning, type, or number of stalls).
 - To prevent danger to any person using the street (for example by restricting the include size, positioning and type of stall).

- To prevent a nuisance or annoyance to any person (for example conditions about waste management or how frequently you may trade).
- The times between or period when street trading may take place.
- Where the street trading may take place.
- Any other conditions it considers reasonably necessary.

The Council may vary the Conditions of a street trading consent at any time by informing the trader in writing of the change to conditions and reasons why.

A failure to comply with any condition of a Street Trading Consent could result in your consent being revoked.

Common grounds for refusal

North Norfolk District Council may refuse a **Street Trading Consent** on **discretionary grounds** under the **Local Government (Miscellaneous Provisions) Act 1982**. Common reasons for doing so include, but are not limited to:

1. Unsuitability of the Applicant

- Street trading consent will not be granted to anyone under 17 years of age. Proof of age will be required.
- Previous convictions for dishonesty, violence, or trading offences.
- History of breaching licence conditions or trading without consent.

2. Unsuitability of the Location

- The site is too narrow or busy, causing obstruction or danger.
- The location is near a school, pedestrian crossing, or junction.
- The area is already well-served by similar traders or shops.

3. Public Safety or Nuisance

- The activity may cause congestion, noise, litter, or anti-social behaviour.
- Risk to pedestrians, especially in high-footfall areas.

4. Impact on Local Businesses

- The trader may unfairly compete with nearby rate-paying businesses.
- The activity may harm the character or appearance of the area.

5. Failure to Comply with Application Requirements

- Incomplete or inaccurate application.
- Lack of insurance, hygiene certification, or landowner permission.

6. Objections from Relevant Authorities

- Police, Highways Authority, Environmental Health, or Planning may raise concerns.

7. Non-Compliance with Council Policy

- The application contradicts the council's street trading policy or local development plans.

8. Public Objections

- If there are significant objections from residents or businesses during consultation.

All consent holders must:

- Prevent obstruction or danger to the public.
- Comply with directions from the Police, Council, or Highways Authority.
- Not assign or sub-let the consent.
- Comply with food hygiene, planning, and health & safety laws.
- Maintain cleanliness and dispose of waste responsibly.

Offences

It is a criminal offence to:

- Engage in street trading on a Prohibited Street.
- Engage in street trading on a Consent Street without having first obtained a Street Trading Consent from this Council.
- Contravene any of the conditions of any Street Trading Consent relating to location, time and duration of permitted street trading.
- Trades from a stationary van, cart, barrow or other vehicle, or from a portable stall without the required permission to do so.

Penalties

1. Prosecution

- You may be prosecuted in a Magistrates' Court, which could result in a criminal record and may result in a fine of up to £1000 for each offence.

2. Confiscation orders

- In some cases, the court may issue a confiscation order under the Proceeds of Crime Act if illegal trading has generated significant income.

3. Seizure of goods

- The Council has the power to seize goods, equipment or vehicles used in illegal street trading.

4. Loss of future trading rights

- Councils may refuse future applications for street trading consents if you've previously traded illegally.

5. Civil enforcement

- The Council may also use injunctions or civil enforcement to stop persistent offenders.

Any enforcement action will be taken in accordance with the Council's enforcement policy and upon consideration of evidential and public interest tests.

Appeal process

If your application is refused or your consent is revoked, you may:

- Request a review by the Licensing Team. The review will be conducted by a senior officer who was not involved with the original decision.
- Seek Judicial Review, as there is no statutory appeal process.

Table 1 - Full list of designated streets

The following is the existing list of designated streets in North Norfolk District Council, including their designation and status.

These designations will continue under the new policy.

In Cromer, Fakenham, North Walsham and Sheringham, current Consent Streets will be brought under the proposed 'all unprohibited streets' in table 2.

Town	Street	Designation	Description
Cromer	Bond Street	Consent	Existing
Cromer	Church Street	Consent	Existing
Cromer	The Gangway	Consent	Existing
Cromer	Garden Street	Consent	Existing
Cromer	Hamilton Road	Consent	Existing
Cromer	High Street (between Runton Road and Hamilton Road)	Consent	Existing
Cromer	Louden Road	Consent	Existing
Cromer	Meadow Road	Consent	Existing
Cromer	Mount Street	Consent	Existing
Cromer	Prince of Wales Road	Consent	Existing
Cromer	Runton Road	Consent	Existing
Cromer	Tucker Street	Consent	Existing
Holt	Bull Street	Consent	Existing
Holt	Cross Street	Consent	Existing
Holt	Fish Hill	Consent	Existing
Holt	High Street	Consent	Existing
Holt	Mill Street	Consent	Existing
Holt	New Street	Consent	Existing
Holt	Peacock Lane	Consent	Existing
Holt	Plain Park	Consent	Existing
Holt	Station Road	Consent	Existing

Holt	Letheringsett Hill Car Park	Consent	Existing
Holt	Market Place	Consent	Existing
Holt	Station Road Car Park	Consent	Existing
Holt	White Lion Street	Consent	Existing
Holt	Shire Hall	Consent	Existing
Holt	Albert Street	Consent	Existing
Holt	Albert Street Car Park	Consent	Existing
Hoveton	A1151 (from River Bridge to Horning Road)	Prohibited	Existing
Hoveton	Church Road	Prohibited	Existing
Hoveton	Tunstead Road (between Station Road and Horning Road)	Prohibited	Existing
Hoveton	Station Road	Prohibited	Existing
North Walsham	Church Street	Consent	Existing
North Walsham	Kings Arms Street	Consent	Existing
North Walsham	Market Place	Consent	Existing
North Walsham	Market Street	Consent	Existing
North Walsham	New Road (between Yarmouth Road and public car park)	Consent	Existing
Sheringham	Church Street	Consent	Existing
Sheringham	High Street	Consent	Existing
Sheringham	Station Approach	Consent	Existing
Sheringham	Station Road	Consent	Existing
Stalham	Baker Street	Consent	Existing
Stalham	Bank Street	Consent	Existing
Stalham	Dunkerley Court	Consent	Existing
Stalham	High Street	Consent	Existing
Stalham	Ingham Road (between its junction with High Street and Brumstead Road)	Consent	Existing
Stalham	Lower Staithe Road	Consent	Existing
Stalham	Recreation Road (including Recreation Car Park)	Consent	Existing
Stalham	Upper Staithe Road (excluding Sale Ground)	Consent	Existing
Stalham	York Lane	Consent	Existing
Stalham	York Road	Consent	Existing

Stalham	Newlands Car Park	Consent	Existing
Stalham	The Close Café Car Park	Consent	Existing
Stalham	The Grebe Public House	Consent	Existing
Stalham	The Maids Head Public House car park	Consent	Existing
Stalham	The Swan Public House Car Park	Consent	Existing
Stalham	The Co-Operative Rear Car Park	Consent	Existing
Stalham	Weavers Close	Consent	Existing
Stalham	Market Row	Consent	Existing
Stalham	Lawns Loke	Consent	Existing
Walcott	Along the north side of the B1159 COAST ROAD at Walcott, from a point commencing at the end of the no waiting restriction (as defined by the commencement of double yellow lines) adjacent to the property known as 'Shifting Sands', for a distance of approximately 355 metres in an easterly direction to the commencement of the no waiting restriction (as defined by the commencement of double yellow lines) opposite Walcott Post Office Stores.	Prohibited	Existing

Table 2 - Full list of proposed streets

The following list shows proposed designations in North Norfolk District, including their designation type and reasons.

Town	Street	Designation	Description	Basis	Basis 2	Basis 3
Aylmerton	Holt Road	Prohibited	New	School vicinity		
Bacton	Walcott Road	Prohibited	New	School vicinity	Narrow and busy thoroughfare	
Blakeney	All	Consent	New	Narrow main thoroughfare	Parish council suggestion	
Catfield	School Road	Prohibited	New	School vicinity		
Cley	Coast Road	Consent	New	Narrow main thoroughfare	Councillor suggestion	
Cley	New Road	Consent	New	Narrow main thoroughfare	Councillor suggestion	
Cley	High Street	Consent	New	Narrow main thoroughfare	Councillor suggestion	
Colkirk	School Road	Prohibited	New	School vicinity		
Cromer	Mill Road	Prohibited	New	School vicinity		
Cromer	Norwich Road	Prohibited	New	School vicinity		
Cromer	All unprohibited streets	Consent	New	Urban centre	Enforcement recommendation	
East Ruston	School Road	Prohibited	New	School vicinity		
Fakenham	Field Lane	Prohibited	New	School vicinity		
Fakenham	Highfield Road	Prohibited	New	School vicinity		
Fakenham	Norwich Road	Prohibited	New	School vicinity		
Fakenham	Queens Road	Prohibited	New	School vicinity		
Fakenham	All unprohibited streets	Consent	New	Urban centre	Enforcement recommendation	

Gimingham	All	Consent	New	Parish council suggestion		
Gresham	Cromer Road	Prohibited	New	School vicinity		
Happisburgh	The Street	Prohibited	New	School vicinity	Narrow main thoroughfare	
Hickling	The Street	Prohibited	New	School vicinity		
Hindringham	Wells Road	Prohibited	New	School vicinity		
Holt	Church Street	Consent	New			
Holt	Cromer Road	Prohibited	New	School vicinity	Narrow and busy thoroughfare	
Holt	Norwich Road	Prohibited	New	School vicinity		
Horning	Abbot Road	Consent	New	Parish council suggestion		
Horning	Benedict Road	Prohibited	New	Parish council suggestion		
Horning	Bettys Way	Prohibited	New	Parish council suggestion		
Horning	Broadwater Way	Consent	New	Parish council suggestion		
Horning	Burnt Fen Road	Consent	New	Parish council suggestion		
Horning	Church Road	Consent	New	Parish council suggestion		
Horning	Crabbetts Marsh	Consent	New	Parish council suggestion		
Horning	Falgate	Consent	New	Parish council suggestion		

Horning	Ferry Cott Lane	Consent	New	Parish council suggestion		
Horning	Ferry Road	Consent	New	Parish council suggestion		
Horning	Ferry View Estate	Consent	New	Parish council suggestion		
Horning	Hall Farm Cottage	Consent	New	Parish council suggestion		
Horning	Hillside Road	Consent	New	Parish council suggestion		
Horning	Horning Hall	Consent	New	Parish council suggestion		
Horning	Horning Reach	Consent	New	Parish council suggestion		
Horning	James Road	Consent	New	Parish council suggestion		
Horning	Kimberley Terrace	Consent	New	Parish council suggestion		
Horning	Leeds Way	Prohibited	New	Parish council suggestion		
Horning	Letheringtons Lane	Consent	New	Parish council suggestion		
Horning	Long Lane	Consent	New	Parish council suggestion		
Horning	Lower Street	Prohibited	New	School vicinity	Parish council suggestion	
Horning	Mill Hill	Consent	New	Parish council suggestion		
Horning	Mill Hill Close	Consent	New	Parish council suggestion		
Horning	Mill Loke	Consent	New	Parish council suggestion		

Horning	Neatishead Road	Consent	New	Parish council suggestion		
Horning	Norwich Road	Consent	New	Parish council suggestion		
Horning	Orchard Cottage	Consent	New	Parish council suggestion		
Horning	Parker Way	Consent	New	Parish council suggestion		
Horning	Parkland Close	Consent	New	Parish council suggestion		
Horning	Parkland Crescent	Consent	New	Parish council suggestion		
Horning	Petersfield Drive	Prohibited	New	Parish council suggestion		
Horning	Pinewood Drive	Consent	New	Parish council suggestion		
Horning	Ropes Hill	Consent	New	Parish council suggestion		
Horning	Ropes Hill Dyke	Consent	New	Parish council suggestion		
Horning	School Road	Prohibited	New	School vicinity	Parish council suggestion	
Horning	Staithe Close	Consent	New	Parish council suggestion		
Horning	The Avenue	Consent	New	Parish council suggestion		
Horning	The Staithe	Prohibited	New	Parish council suggestion		
Horning	Upper Street	Consent	New	Parish council suggestion		
Horning	Water Works Lane	Consent	New	Parish council suggestion		

Kelling	Salthouse Road	Prohibited	New	School vicinity		
Langham	North Street	Prohibited	New	School vicinity		
Little Snoring	Thursford Road	Prohibited	New	School vicinity		
Ludham	All	Prohibited	New	Parish council suggestion		
Ludham	School Road	Prohibited	New	School vicinity		
Mundesley	Trunch Road	Prohibited	New	School vicinity		
North Walsham	Manor Road	Prohibited	New	School vicinity		
North Walsham	Recreation Road	Prohibited	New	School vicinity		
North Walsham	Spenser Avenue	Prohibited	New	School vicinity		
North Walsham	The Stables	Prohibited	New	School vicinity		
North Walsham	All unprohibited streets	Consent	New	Urban centre	Enforcement recommendation	
Northrepps	Church Street	Prohibited	New	School vicinity		
Overstrand	Cromer Road	Prohibited	New	School vicinity	Busy thoroughfare	
Salthouse	Coast Road	Consent	New	Narrow main thoroughfare	Councillor suggestion	
Sculthorpe	Creake Road	Prohibited	New	School vicinity		
Sculthorpe	Lancaster Road	Prohibited	New	School vicinity		
Sheringham	Cooper Road	Prohibited	New	School vicinity		
Sheringham	Holt Road	Prohibited	New	School vicinity		
Sheringham	All unprohibited streets	Consent	New	Urban centre	Enforcement recommendation	
Sidestrand	Cromer Road	Prohibited	New	School vicinity	Narrow and busy thoroughfare	

Southrepps	Lower Street	Prohibited	New	School vicinity		
Stalham	Brumstead Road	Prohibited	New	School vicinity	Busy thoroughfare	
Stalham	Old Yarmouth Road	Prohibited	New	School vicinity		
Stibbard	Fulmodeston Road	Prohibited	New	School vicinity	Narrow thoroughfare	Fair competition
Stiffkey	Church Street	Consent	New	Narrow main thoroughfare	Councillor suggestion	
Sutton	Church Road	Prohibited	New	School vicinity	Narrow thoroughfare	
Swanton Abbott	Youngmans Lane	Prohibited	New	School vicinity	Narrow thoroughfare	
Walsingham	High Street	Consent	New	Narrow main thoroughfare		
Walsingham	Wells Road	Prohibited	New	School vicinity	Narrow main thoroughfare	
Wells	Market Lane	Prohibited	New	School vicinity		
Wells	Polka Road	Prohibited	New	School vicinity		
Wells	Staithe Street	Consent	New	Local business representations	MP support	
West Raynham	Hollow Lane	Prohibited	New	School vicinity	Narrow thoroughfare	
Weybourne	The Street	Consent	New	Narrow main thoroughfare	Councillor suggestion	
Weybourne	Sheringham Road	Consent	New	Narrow main thoroughfare	Councillor suggestion	
Worstead	School Road	Prohibited	New	School vicinity		

Justification for designating urban centres as consent streets

Urban centres: Cromer, North Walsham, Fakenham, and Sheringham are fully designated as consent or prohibited streets, to support a balanced approach to street trading that promotes economic vitality while safeguarding public interests.

These towns have the highest urban centres, defined by visitor traffic and density of population. The following reasons underpin these designations:

1. Economic development and local enterprise

- Urban centres are hubs of commercial activity and footfall, making them ideal locations for street trading.
- Designating these areas as consent streets encourages entrepreneurship and supports local traders, artisans, and small businesses.
- Controlled trading enhances the vibrancy of town centres, attracting visitors and boosting the local economy.

2. Managed public space use

- Consent designation allows the Council to regulate the number, type, and location of traders, ensuring public spaces are used efficiently and safely.
- It helps prevent overcrowding, obstruction, and conflicts between traders, pedestrians, and existing businesses.

3. Fair competition and business protection

- By requiring consent, the Council can assess the impact of proposed trading on nearby rate-paying businesses.
- This ensures fair competition and protects the character and sustainability of established retail areas.

4. Public safety and accessibility

- Consent streets enable the Council to evaluate and mitigate risks related to pedestrian safety, emergency access, and traffic flow.
- Traders must meet specific criteria, including insurance and hygiene standards, which helps maintain public health and safety.

5. Community and aesthetic considerations

- The consent process allows for consultation with residents, businesses, and relevant authorities.
- It ensures that street trading activities align with the town's visual appeal, heritage, and community values.

6. Legal and policy alignment

- Under the Local Government (Miscellaneous Provisions) Act 1982, local authorities have the power to designate streets to control trading.
- The designation aligns with local development plans and Council policies aimed at enhancing town centre environments, specifically E4 of the local plan. The plan defines what is suitable in town centre locations.

By designating urban centres as consent streets, North Norfolk District Council aims to foster a thriving, safe, and well-managed street trading environment that benefits traders, residents, and visitors alike.

House-to-house collection policy

1. What is a house-to-house collection?

A house-to-house collection is when someone goes door-to-door or visits public places (like pubs) to ask for donations. This can include:

- Money (in sealed tins or envelopes)
- Goods (like clothes, books, or household items)
- Sign-ups for regular donations (e.g. direct debits)

These collections are usually for charitable purposes.

2. Do I need a licence?

Yes. You must apply for a licence from North Norfolk District Council unless you have a national exemption certificate from the Charity Commission. Collecting without a licence is a criminal offence under the House-to-House Collections Act 1939 and the House-to-House Collections Regulations 1947.

3. Who can apply?

Anyone organising a charitable collection can apply. You must:

- Be over 18
- Be a fit and proper person
- Provide full details of the charity and collection plans

4. How to apply

You'll need to submit:

- A completed application form
- A signed declaration
- Details of the charity or cause

- Dates and locations of the collection
- Evidence of how donations will be used

There is no fee for the licence.

5. What happens after you apply?

If approved, you'll receive:

- A permit
- A certificate to request official badges and ID cards from HM Stationery Office

You must display these when collecting. It is an offence not to do so.

6. Collection rules

- Collectors must be over 16
- Must wear a badge and carry a certificate of authority
- Use sealed and numbered collection boxes
- Do not collect at homes with "No Cold Calling" signs or in designated No Calling Zones

7. After the collection

You must submit a returns form within one month showing:

- Total amount collected
- Any expenses
- Amount given to the charity

This form must be signed by a responsible person and may need to be audited.

8. Enforcement

You may face enforcement action if:

- You collect without a licence
- You fail to follow the rules
- Complaints are received about your conduct

Penalties can include fines or imprisonment.

All forms and further information about house to house collections in North Norfolk can be found on the [Council website](#) or requested from the Licensing team.

Licensing Team - Contact Us

For applications, forms, or advice, contact:

01263 513811

licensing@north-norfolk.gov.uk

[Apply online](#)

Charitable collections policy

1. Introduction

This policy outlines the rules and procedures for charitable collections in public spaces and door-to-door within North Norfolk. It ensures collections are lawful, transparent, and respectful of residents.

2. Legal framework

Charitable collections are regulated under:

- House to House Collections Act 1939
- House to House Collections Regulations 1947
- Charitable Collections (Transitional Provisions) Order 1974
- Consumer Protection from Unfair Trading Regulations 2008
- EU Services Directive (no restriction on number of charities collecting per day)

3. Types of collections

- Street Collections: In public places such as streets, parks, and shopping areas.
- House-to-House Collections: Door-to-door or in venues like pubs, collecting money or goods.

4. Licence requirements

A licence is required for all charitable collections unless the organiser holds a national exemption certificate from the Charity Commission.

Applications must include:

- Completed application form
- Declaration of charitable purpose
- Proposed dates and locations
- Details of the charity and intended use of funds

Note: Incomplete applications will be returned. The council aims to process applications within 7 days of receiving a complete submission.

5. Collector requirements

- Must be over 16 years old
- Must wear a badge and carry a certificate of authority
- Must use sealed and numbered collection boxes
- Must not collect at properties with “No Cold Calling” signs or in designated No Calling Zones

6. Conduct during collections

- Collectors must be polite, respectful, and avoid pressuring residents.
- Collections must not obstruct public pathways or cause nuisance.
- Collections must not be made during unsociable hours (e.g. before 9am or after 8pm).

7. Post-collection reporting

Within one month of the collection, organisers must submit a returns form detailing:

- Total amount collected
- Expenses incurred
- Net amount donated to the charity

Returns must be signed by a responsible person and may require independent audit. The council may also request evidence of bank deposits.

8. Transparency measures

To improve public trust, the council recommends:

- Publishing collection results in a local newspaper or online
- Providing a summary of how funds were used

9. Enforcement

Failure to comply with this policy may result in:

- Refusal of future applications
- Licence revocation
- Legal action under relevant legislation

All forms and further information about charitable collections in North Norfolk can be found on the [Council website](#) or requested from the Licensing team.

Licensing Team - Contact Us

For applications, forms, or advice, contact:

01263 513811

licensing@north-norfolk.gov.uk

[Apply online](#)

Appendix A - Sample trading conditions

Street Trading Consent conditions

1. Consent validity

- Consent is non-transferable and valid only for the named trader, location, and dates specified.

2. Trading hours

- Permitted between 5:00 AM and 11:00 PM, unless otherwise stated in Trading Consent.

3. Location & setup

- Trading must occur only at the approved location.
- Stall/vehicle must not obstruct the highway or pedestrian access.
- Setup must be safe, clean, and well-maintained.

4. Goods & services

- Only goods/services listed in the application may be sold.
- No alcohol or age-restricted items without appropriate licences.

5. Conduct

- Traders must behave respectfully and avoid aggressive sales tactics.
- No amplified music or shouting to attract customers.

6. Waste & cleanliness

- Area must be kept clean and free of litter.
- Waste must be removed daily and disposed of responsibly.

7. Insurance & documentation

- Valid public liability insurance (min. £5 million) must be held.
- Food traders must comply with hygiene regulations and be registered with Environmental Health.

8. Safety & compliance

- Traders must comply with all relevant laws, including health & safety, planning, and food hygiene.
- Generators must be quiet and safely operated.

9. Authority directions

- Traders must follow instructions from Council officers, Police, or Highways Authority.

10. Revocation & enforcement

- Breach of any condition may result in revocation of consent or legal action.