

19th May 2026

Dear Sir/ Madam

You are hereby summoned to attend the **Amenities Committee Meeting** to be held at the Town Hall on **Monday 1st June 2026**, at 7.00pm for the purpose of transacting the business listed on the agenda below.

Yours faithfully

Doreen Joy – Proper Officer and RFO
Stalham Town Hall
74 High Street, Stalham
Norfolk, NR12 9AS
Tel: 07881 638145
Email: Clerk@stalham-tc.gov.uk

AGENDA

01 APOLOGIES FOR ABSENCE

02 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.

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

03 MINUTES FROM PREVIOUS MEETINGS.

- 3.1 To agree and sign the minutes of the Amenities Committee held on the 2nd March 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.

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 New WiOFi fitted at the Town Hall.
- 5.3 Oven fixed.
- 5.4 APC Pest control employed.
- 5.5 Allotment holders agreement updated.
- 5.6 Plot holder informed about plots 1a & b.
- 5.7 High Street flags ongoing.
- 5.8 Waiting on update for repair of village sign.
- 5.9 New bench for Richard Jackson in place.
- 5.10 Landscaping around the town – ongoing.
- 5.11 Maintenance work at Millside ongoing.

06 TOWN HALL

- 6.1 To consider and agree if to place protective wall panels.
- 6.2 To consider and agree if to take the water heater off the timer.

BURIAL GROUNDS

- 7.1 To consider and agree a residents proposal for St Mary's Church yard.
- 7.2 Update on flint walls at St Mary's burial ground and to consider and agree any actions.

08 ALLOTMENTS

- 8.1 To consider and agree if to fix the gate at the allotments and place a combination lock on it.
- 8.2 To consider and agree if to make Plot 26 , 2 plots once cleared.
- 8.3 To consider and agree if to allow plots to those outside of Stalham.

09 HIGHWAYS

- 9.1 To consider and agree if to take on a Foot Path Audit.
- 9.2 To consider and agree if to place the SAM2 on Yarmouth Road.

10 STREET FURNITURE

- 10.1 Update on the bus stop at the top of the High Street and to consider and agree any actions.
- 10.2 To consider and agree the quote to fix the lamp at the corner of the Town Hall.
- 10.3 Update on the Tommy and to consider and agree any actions.

11 STREET LIGHTS

12 PROCEDURAL

13 STAITHE

14 Land

15 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.

16 DATE OF NEXT MEETING

- 16.1 To confirm the next meeting of this Committee is 7th September 2026

MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON
MONDAY 2nd MARCH 2026 AT THE TOWN HALL

Present: Cllrs: S Toone (Chair), M Willoughby, R Hood and P Wilmshurst

Clerk: Ms D. Joy

Public: 1

MINUTES

01 APOLOGIES FOR ABSENCE

Cllr Maisey – unwell

The motion was proposed,

Members **ACCEPTED** Cllr Maiseys' apologies for absence.

02 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.

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 FROM PREVIOUS MEETINGS.

3.1 To agree and sign the minutes of the Amenities Committee held on the 3rd March 2025 and **ADOPTED** by Full Council on the 10th March 2025.

The motion was proposed,

Members **AGREED** the minutes of the Amenities Committee held on the 3rd March 2025 and **ADOPTED** by Full Council on the 10th March 2025.

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.

No members of the public wished to speak.

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 Flag pole installed.

5.3 SAM2 guide pending(ST)

5.4 Bin at Staithe replaced.

5.5 Weavers Way ownership settled.

5.6 Correspondence replied to.

06 TOWN HALL

6.1 To consider and agree Internet Connections for the Town Hall.

The motion was proposed,

Members **AGREED** for Cllr Toone to organise the switch over.

6.2 To consider and agree actions to the oven not working.

The motion was proposed,

Members **AGREED** for Cllr P Wilmhurst to investigate getting this repaired.

07 BURIAL GROUNDS

7.1 To consider and agree how often to have the walls at the burial ground inspected.

The motion was proposed,

Members **AGREED** for the Clerk to contact Councils insurance for guidance and report back to members.

08 ALLOTMENTS

8.1 Update on the pest issues at the allotments and to consider and agree any actions.

The motion was proposed,

Members **AGREED** to go with APC Pest Control with 12 visits per year.

8.2 To consider and agree the updated allotment holders agreement.

The motion was proposed,

Members **AGREED** to update the allotment holders agreement to say:

*"in the event of an infestation the allotment holder is responsible for contacting the Council to advise full details. The holder is **not** to take any measures to control this by baiting or trapping."*

8.3 To consider and agree allotment holders proposal re plot 1a and b.

The Clerk requested the motion to be amended to say:

"To consider and agree allotment holders proposal re plot 1a, b and 3"

The motion was proposed,

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

"To consider and agree allotment holders proposal re plot 1a, b and 3"

The motion was proposed,

Members **AGREED** the following:

Plots 1a and 1b to be cultivated rent free for a year, but if required can be rented.

Plot 3 to be turned into 3 plots once cleared and rent to be charged at £20 with water of £11 per year for each plot.

09 HIGHWAYS

None

10 STREET FURNITURE

10.1 Update on the place for the Tommy and to consider and agree to any actions.

The motion was proposed,

Members **AGREED** for the Clerk to investigate 3 options:

The area by the Swan sign on the High Street.

The Baptist Church

Garden area at the top of Yarmouth Road.

10.2 To consider and agree if to purchase new flags for the High Street.

The motion was proposed,

Members **AGREED** to wait until the ownership issue has been resolved and then look into.

10.3 To consider and agree actions for the Stalham Sign at Stalham Green.

The motion was proposed,

Members **AGREED** for the Clerk to obtain a quote from BBT for refurbishing this sign.

- 10.4 To consider and agree if to move the bench for Richard Jackson in the Churchyard to the Burial Ground and replace it with a new bench.
The Clerk informed the meeting this had not been budgeted for and would come from general reserves.
The motion was proposed,
Members **AGREED** to move the bench from the Churchyard to Campingfield to replace the broken bench and then purchased a new bench at the cost of £999 plus fitting in the Church yard.
- 11 **STREET LIGHTS**
- 11.1 To consider and agree if to take over responsibility for the lights on the new development on Yarmouth Road.
The motion was proposed,
Members **AGREED** to refer this to the District Councillors to look into.
- 12 **PROCEDURAL**
None
- 13 **STAITHE**
None
- 14 **Land**
- 14.1 To consider and agree areas for landscaping around Stalham as noted in Councils strategic plan.
The motion was proposed,
Members **AGREED** for the Clerk to send Cllr Hood a map marking areas and for Cllr Hood to take photos of these areas and report back.
- 14.2 To consider and agree actions for the Annual Playground Inspection Report for Millside.
The motion was proposed,
Members **AGREED** for Cllr Wilmhurst to put together a schedule showing a list of quick fixes, which he will do and then to get a quote for the other items.
- 15 **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 Hodd inquired about electing a new vice chair.
The Clerk informed the meeting this will be held at the next meeting.
- 16 **CORRESPONDENCE**
To consider correspondence received by the Council and agree responses thereto.
None
- 17 **DATE OF NEXT MEETING**
- 17.1 To confirm the next meeting of this Committee is 1st June 2026

MEETING CLOSED: 7:55pm

CHAIR: _____

DATE: _____

Stalham Town Council Office

From:

Sent:

[REDACTED]

[REDACTED]

Julie

To supply and fix pvc wall pannels in the hall and wc , in white

£850.00

[REDACTED]

Stalham Town Clerk

From: [REDACTED]
Sent: 06 May 2026 21:51
To: Stalham Town Clerk
Subject: Annual Meeting

[REDACTED]

I think I have already returned my questionnaire [either that or I have lost it!]. May I repeat my suggestion about St. Mary's churchyard? Please would the Council consider moving the headstones to the perimeter of the the area to the South of the church to make a very attractive and usable open space, with benches, picnic tables and perhaps a performing space/bandstand at the very heart of the High Street, in the same way as has been done at North Walsham. The area to the North could be left unmown for the most-part, and a wildlife meadow created, both to enhance the visual amenity and biodiversity of the space, and enhancing the "green" credentials of the town. There can be no immediate living relatives, and, in any case, the headstones would remain available for inspection.

I would be delighted if the Council would give serious consideration to this suggestion.

[REDACTED]

[REDACTED]

[REDACTED]

Stalham Town Clerk

From: Clear Councils Enquiries <councils@thecleargroup.com>
Sent: 06 March 2026 12:36
To: Stalham Town Clerk
Subject: FW: Flint Walls

Dear Doreen,

Many thanks for the email and query.

There is no specification within your policy, however insurers recommend a once a week visual inspection to insure good state of repair.

There is also no specific person required to do so. Any repairs should be sought from a suitably qualified person.

Kindest Regards

Babs

Clear Councils Enquiries

 **Web** clearcouncils.co.uk  **Direct** 0330 013 0036

 **Address** Clear Councils, AGM House, 3 Barton Close, Leicester, LE19 1SJ



Broker at **LLOYD'S**



From: Stalham Town Clerk <clerk@stalham-tc.gov.uk>
Sent: 04 March 2026 09:31
To: Clear Councils Enquiries <councils@thecleargroup.com>
Subject: Flint Walls

Good morning ,

Council maintains a closed burial ground that has flint walls around it.

Would you please clarify the following :

1. How often these should be inspected
2. Who to inspect them.

I look forward to your reply.

Kind Regards
Doreen Joy

Proper Officer & RFO to Stalham Town Council
74 High Street, Stalham, Norfolk, NR12 9AS
Tele: 07881 638 145
clerk@stalham-tc.gov.uk



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Stalham Town Clerk

From: Norfolk Ramblers Footpaths <footpaths@norfolkra.org.uk>
Sent: 30 March 2026 22:46
To: Stalham Town Clerk
Subject: Parish Footpath Audit
Attachments: Parish Footpath Audit Exemplar.docx

Dear Parish / Town Clerk

Please forward this correspondence to your Chairman and Councillors

As Chairman of Norfolk Ramblers I am writing to you concerning Rights of Way and Footpaths in your Parish. You may know that Ramblers endeavour not only to lead walks but help to keep the Rights of Way and footpaths open and in an accessible condition for all to enjoy. Responsibility for maintaining these is shared between the landowner and Norfolk Highways but more and more paths are becoming difficult to walk, which then results in further decline and use. The Norfolk Highways budget for maintain paths is also diminishing. Ramblers do sterling work with their volunteers who undertaking smaller maintenance issues.

It is well documented that walking is a good, easy to access, and inexpensive way of maintaining fitness and good physical and mental health for all age groups and Norfolk Ramblers are proposing that each Parish has a documented audit of their paths and Rights of Way, which can be accessed by any member of the public from the minutes published on the Parish website. Each Parish Council should have either an appointed footpath warden or a Councillor who is responsible for this facility. It would be helpful to both residents and those planning walks from further afield if a detailed audit of the state of the paths could be published as a Report at the Annual Parish Meeting, or more frequently if you wish. Attached is a copy of part of a report from a local Parish Council, prepared for an Annual Parish Meeting which shows 'best practice'. An annual audit enables any defects or problems to be reported to Norfolk Highways, or to the landowner, and hopefully resolved before paths become overgrown or inaccessible through neglect, wilful obstruction, lack of signage etc.

If you are unsure of how the footpaths are numbered on the Rights of Way Definitive Map for your Parish, or how to report defects to Norfolk Highways, or who is responsible for what, please get in touch. I will be pleased to help.

Your co operation with this suggestion will hopefully benefit your residents, as well as visitors to your Parish, and will add to the enjoyment of the Norfolk countryside for all.

If you are already completing and publishing a comprehensive footpath audit on your Parish website similar to the one attached, please ignore this correspondence, and thank you.

Thank you
Kind regards
Richard May
Area chair, Norfolk Area Ramblers