STALHAM TOWN COUNCIL

1st September 2026

Dear Sir/ Madam
You are hereby summoned to attend the **Amenities Committee Meeting** to be held at the Town Hall on **Monday 7th September 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 pleasecontact 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 Resident informed of Council decision regarding St Mary's Churchyard.
5.3 Allotment gate fixed.
5.4 Plots reorganised at the allotment.
5.5 Allotment plots offered to residents outside Stalham.
5.6 Waiting on Cozens re SAM2 on Yarmouth Road.
5.7 High Street bus stop being installed in October.
5.8 Fixing streetlight at Town Hall in progress.
5.9 Installing Tommy in progress.
5.10 Anti-social behaviour in the High Street reported to the police.

06 TOWN HALL

6.1 To consider and agree the quote to place protective wall panels.

BURIAL GROUNDS

7.1 To consider and agree a resident's 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 Update on hosepipes at the allotments and to consider and agree any actions.

09 HIGHWAYS

9.1 Update on planting around the Town and to consider and agree any actions.

9.2 To consider and agree if to apply for the Parish Partnership Scheme 2027/2028

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 if to place a dog bin at the back of Allen Meale Way

10.3 To consider and agree the quote for the village sign repairs.

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 2nd November 2026

STALHAM TOWN COUNCIL

MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON MONDAY 1ST JUNE 2026 AT THE TOWN HALL

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

Clerk: Ms D. Joy Public: 0

MINUTES

01 APOLOGIES FOR ABSENCE

None

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 2nd March 2026 and **ADOPTED** by Full Council on the 9th March 2026.

The motion was proposed,
Members **AGREED** 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 pleasecontact 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 New Wi-Fi 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.
The motion was proposed,
Members **AGREED** for the Clerk to go back to the contractor for more information.

6.2 To consider and agree if to take the water heater off the timer.
The motion was proposed,
Members **AGREED** to leave the system as it.

BURIAL GROUNDS

7.1 To consider and agree a resident's proposal for St Mary's Church yard.
The motion was proposed,
Members **AGREED** not to action this proposal due to the sensitivity of the area.

7.2 Update on flint walls at St Mary's burial ground and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for a Councilor to inspect the wall every 6 months and the Clerk to add this to the maintenance schedule.

08 ALLOTMENTS

8.1 To consider and agree if to fix the gate at the allotments and place a combination lock on it.
The motion was proposed,
Members **AGREED** for Cllr Wilmshurst to look at the gate and to place a combination lock on it that is changed 4 times a year.

8.2 To consider and agree if to make Plot 26 , 2 plots once cleared.
The motion was proposed,
Members **AGREED** to make Plot 26 into 3 plots once cleared.

8.3 To consider and agree if to allow plots to those outside of Stalham.
The motion was proposed,
Members **AGREED** to allow those outside Stalham to have plots on the allotments, but priority is always given to Stalham residents.

09 HIGHWAYS

9.1 To consider and agree if to take on a Foot Path Audit.
The motion was proposed,
Members **AGREED** not to take on a Foot Path Audit as this was County Councils responsibility.

9.2 To consider and agree if to place the SAM2 on Yarmouth Road.
The motion was proposed,
Members **AGREED** to contact Highways for permission for the new location, and subject to the relevant permissions install the SAM2 in the new location and request the Police to do a speed check.

10 STREET FURNITURE

10.1 Update on the bus stop at the top of the High Street and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to apply to have a new bus stop at the top of the High Street from the NCC Grant.

10.2 To consider and agree the quote to fix the lamp at the corner of the Town Hall.
The motion was proposed,
Members **AGREED** 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.
The motion was proposed,
Members **AGREED** to place the Tommy at the garden area at the top of the High Street.

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.

Cllr Toone informed the meeting that a group is still going around the town on motorbikes being anti-social.

The Clerk informed the meeting this should be reported to the Police.

16 DATE OF NEXT MEETING

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

MEETING CLOSED: 7:55pm

CHAIR:_____ DATE:_____

STALHAM TOWN COUNCIL

ST MARYS' FLINT WALL SIX-MONTHLY INSPECTION SHEET

This form allows three separate flint walls to be inspected side-by-side during the same inspection visit.

Inspection Date: _____ Inspected by: _____

Structural Condition

Inspection Item	Brumstead Road ✓/✗	Comments	Boundary wall ✓/✗	Comments	High Street ✓/✗	Comments
Wall remains vertical and plumb						
No significant leaning or bulging						
No signs of movement or settlement						
No major cracks present						
Wall coping secure and intact						
Corners stable						

Flintwork Condition

Inspection Item	Brumstead Road ✓/✗	Comments	Boundary wall ✓/✗	Comments	High Street ✓/✗	Comments
Flint facing secure						
No missing flints						
No loose flints						
No erosion						
No vandalism/impact damage						

Vegetation and Growth

Inspection Item	Brumstead Road ✓/✗	Comments	Boundary wall ✓/✗	Comments	High Street ✓/✗	Comments
No trees/saplings growing in wall						
No root damage						
Ivy controlled						
Vegetation clear at base						

Safety Inspection

Inspection Item	Brumstead Road ✓/✗	Comments	Boundary wall ✓/✗	Comments	High Street ✓/✗	Comments
No loose material likely to fall						
No collapse risk						
Public access areas safe						
No immediate safety concerns						

Photographic Record

Inspector's Summary

Inspector Signature: _____

Date: _____

Next Inspection Due: _____





COUNCIL REPORT

Year-Round Low-Maintenance Planting

A resilient planting approach providing lasting cover, seasonal colour and reduced watering

Prepared for	Stalham Town Council
Purpose	To consider a durable planting palette for public beds and planters
Report status	Proposal for discussion and site-specific costing



Illustrative summer view with labels identifying each recommended plant group.

Recommendation: Council supports this planting approach in principle, subject to confirming the location, dimensions, soil conditions, underground services, access and supplier quotations.

1. Proposal

It is proposed that selected public beds and planters use a predominantly permanent planting scheme rather than relying heavily on seasonal bedding. The design combines evergreen shrubs, coloured foliage, flowering perennials, ornamental grasses and low ground cover.

The aim is not to provide flowers every week of the year. Instead, the scheme maintains attractive foliage and structure throughout winter, with a succession of flowers from spring to autumn.

2. Why this approach is suitable

- Provides visible planting and ground coverage throughout the year.
- Reduces the need to purchase and replace annual bedding each season.
- Uses drought-tolerant plants that need less watering once established.
- Dense planting and mulch help suppress weeds and retain soil moisture.
- Offers flowers and shelter for pollinating insects and other wildlife.
- Creates a consistent, cared-for appearance appropriate for the town centre.



Illustrative late-winter view: Euonymus, Bergenia, Heuchera, Festuca, Santolina and thyme retain colour and form; sedum seed heads add structure.

Important: Drought-tolerant does not mean no watering. All new plants require attentive watering while their root systems establish, particularly during the first growing season.

3. Recommended planting palette

The following plants provide a balanced mixture of height, texture, evergreen cover and flowering interest. Final cultivars should be confirmed for the selected site's light levels, drainage and exposure.

Plant	Type	Year-round contribution	Suggested position	Water need
Euonymus 'Emerald 'n' Gold'	Evergreen shrub	Green-and-gold foliage	Back / structure	Low once established
Bergenia	Evergreen perennial	Glossy leaves; pink spring flowers	Middle / broad cover	Low to moderate
Heuchera	Evergreen or semi-evergreen perennial	Burgundy, lime or bronze foliage	Middle / colour blocks	Moderate in prolonged drought
Lavender 'Hidcote'	Evergreen aromatic shrub	Purple summer flowers	Middle / sunny areas	Low; free-draining soil
Santolina	Evergreen shrub	Silver foliage; yellow flowers	Middle / sunny areas	Low; free-draining soil
Hylotelephium (sedum)	Herbaceous perennial	Pink autumn flowers; winter seed heads	Middle / seasonal interest	Very low once established
Festuca glauca	Evergreen ornamental grass	Blue-grey foliage	Front / repeated accents	Low
Creeping thyme	Evergreen ground cover	Low mat; small flowers	Front edge / soil cover	Very low once established

Design principles

Place taller evergreen shrubs toward the rear and keep sightlines clear.

Repeat plants in groups rather than planting isolated specimens.

Plant closely enough to form cover as plants mature, while following supplier spacing guidance.

Use a 5–7 cm organic mulch after planting, keeping mulch clear of plant crowns and stems.

Avoid species with thorns or plants likely to obstruct pavements and visibility splays.

> **Site variation:** For shaded locations, the palette should place greater emphasis on Bergenia, Heuchera, Liriope, Geranium macrorrhizum and suitable evergreen shrubs. Lavender, Santolina and thyme require sun and good drainage.

4. Expected appearance through the year

Season	Main interest
Winter	Evergreen Euonymus, Bergenia, Heuchera, Festuca, Santolina and thyme; retained sedum seed heads.
Spring	Fresh foliage growth, Bergenia flowers and renewed ground cover.
Summer	Lavender, Santolina and thyme in flower, with strong silver, blue, green and burgundy foliage.
Autumn	Pink sedum flowers, Heuchera foliage and continued evergreen structure.

5. Maintenance requirements

Before planting: remove perennial weeds, assess drainage and improve soil where appropriate.

Establishment: inspect regularly and water thoroughly during dry periods throughout the first growing season.

Once established: water during prolonged dry weather rather than little and often.

Annually: top up mulch, remove weeds, trim evergreen shrubs and cut back spent perennial growth at the appropriate time.

Periodically: divide or replace overcrowded plants and inspect for damage, litter or trip hazards.

6. Information required before purchase

Before a final schedule and budget are approved, officers should record the bed dimensions, sunlight, drainage, soil depth, nearby services, pedestrian visibility and watering access. Quotations can then cover plants, soil improvement, mulch, installation and establishment watering.

7. Suggested decision

> **Draft resolution:** Council supports the proposed year-round, low-maintenance planting approach in principle and authorises officers to identify suitable sites, obtain site-specific planting plans and quotations, and report the cost and maintenance implications to a future meeting.

Reference and notes

Horticultural reference: Royal Horticultural Society, ‘Drought-resistant plants’ – https://www.rhs.org.uk/plants/for-places/drought-resistant

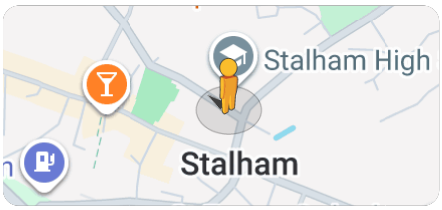
Visual note: The seasonal images are concept visuals for discussion. Final plant sizes, flowering periods and appearance will vary according to cultivar, location, weather and maintenance.

Google Maps

Brumstead Rd



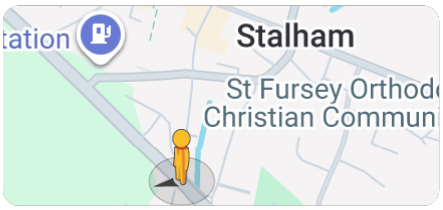
Image capture: Aug 2024 © 2026 Google



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Image capture: Mar 2019 © 2026 Google



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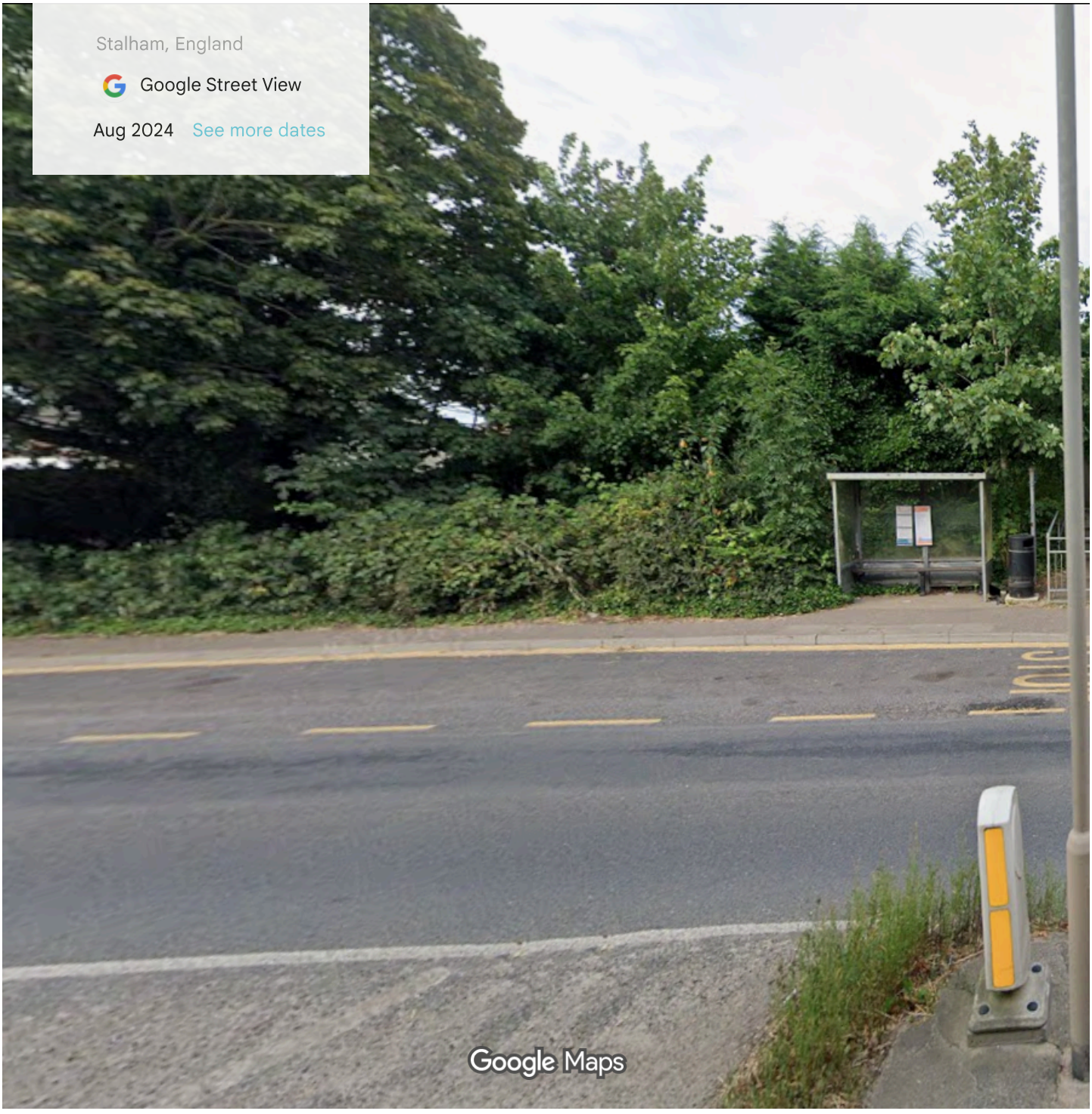


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Google Maps

4 Old Market Rd

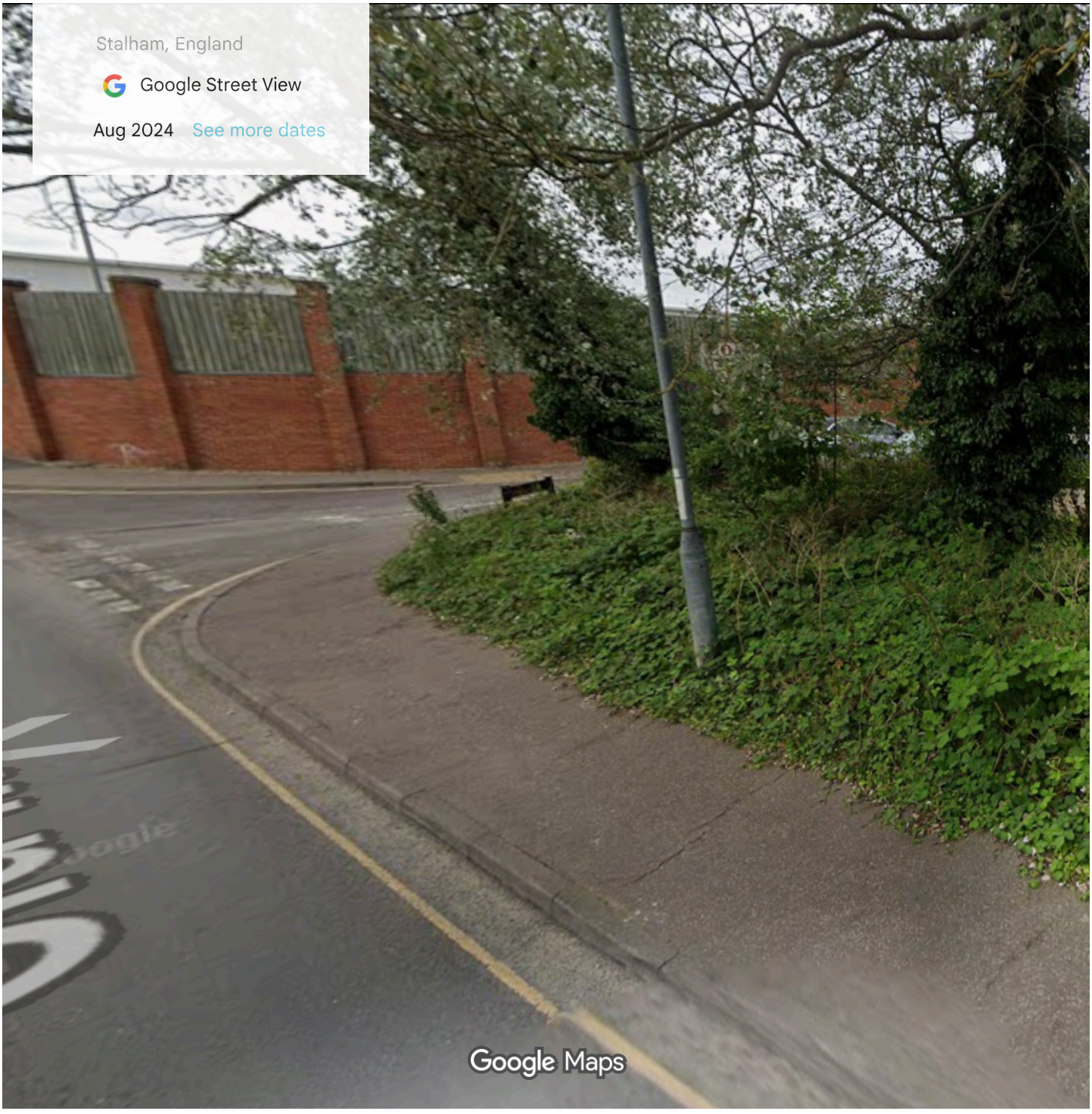
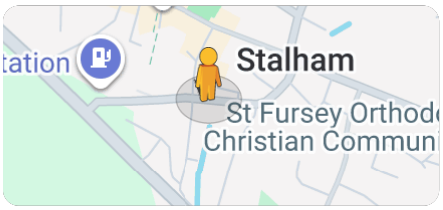


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Google Maps

Lower Staithe Rd



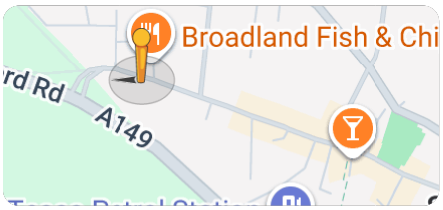
Image capture: Aug 2024 © 2026 Google



Google Maps 1 High St



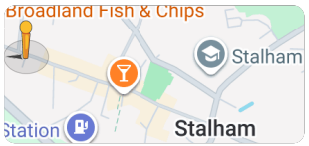
Image capture: Aug 2024 © 2026 Google



Google Maps 63 High St



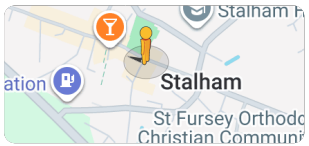
Image capture: Aug 2024 © 2026 Google



Google Maps Upper Staithe Rd



Image capture: Aug 2024 © 2026 Google



Norfolk County Council

Infrastructure
County Hall
Martineau Lane
Norwich
NR1 2SG

My ref: HI/12/GEN/PF3041/DN
Your ref:
Phone: 0344 800 8020
Text relay: 18001 0344 800 8020
www.norfolk.gov.uk
Email: ppschemes@norfolk.gov.uk

Date: August 2026

From the Cabinet Member for Highways & Transport

Dear Sir or Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last twelve years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2027/28. Further supporting information, including possible funding sources for your share of the bid, is available on our webpage.

The County Council has provisionally allocated £500,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. **The closing date for submissions will be 01 December 2026.** Please contact your local Highway Engineer based at your local Area Office for agreement as early as you can, ideally by the end of September, to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2027 following approval by the Norfolk County Council Cabinet.

With the government's proposed Local Government Reorganisation programme and timeline, any schemes **will need to be delivered on the ground by the end of December 2027.** Therefore, we would ask that parishes supply their funding by end of April 2027 to prevent lapse of grant.

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

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

Bids will also be accepted from the unparished wards of Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Further details are in the relevant committee report on our webpage.

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record and must be agreed by NCC's Network Safety Team. We consider that SAM2/SAM3 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council**. **Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our webpage.

- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times. Please note that these signs are advisory only and cannot be enforced.

- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school). Please note that these markings are not enforceable by Civil Parking Enforcement without a Traffic Regulation Order (which is outside the scope of the parish partnership scheme).

- New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on this link). **Any new shelter would be owned and maintained by the Parish/Town Council.** Please note, that a bus shelter grant for 80% funding grant is currently available. Please email busshelters@norfolk.gov.uk for more information.

- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A webpage containing useful information is now live.

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

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

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

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

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
  - Speed Limits
  - Waiting restrictions
  - Weight restrictions
- Bids for installation of any streetlighting
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones
- Air quality units
- Parish Car parks / extensions
- Public notice boards
- Play areas
- CCTV
- Brown tourist signs
- Ditch clearing/ drainage cleansing

Information you must include in your bid

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

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

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

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

Yours faithfully



Tom Dickerson
Cabinet Member for Highways & Transport

Copy to: Local County Councillor
Enclosed: Parish Partnership bid application form 2027/28