

via e-mail

King's Lynn Borough Council

NCC contact number: 0344 800 8020  
Textphone: 0344 800 8011  
DX 135927 Norwich 13

cc Cllr Kemp – FAO

Your Ref:

Date: 30 March 2022

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

**Delivering local highway improvements in partnership with Town and Parish Councils 2022/23**

I am pleased to advise that your bid for a Bus Shelter has been successful and will be funded up to 50% in accordance with the terms and conditions below.

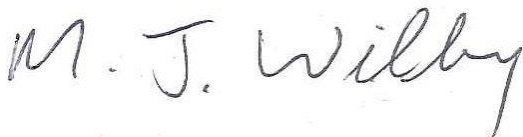
This funding must be spent in the 2022/23 financial year unless agreement is reached with Linda McDermott on 01603 228905: [ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk)

I hope this offer will be acceptable, and helpful in delivering local priorities.

I would like to thank you for the thought and effort you have put into your submission and for supporting this initiative, and being prepared to contribute funding towards it. I hope that through working in partnership we can deliver a scheme that will benefit your local community for many years to come.

Should you need any further information in meantime, then please contact Area Programme Engineer, Linda McDermott on 01603 228905 or email her at: [ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk)

Yours sincerely



Martin Wilby  
Cabinet Member for Highways, Infrastructure and Transport  
Enc.

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# Norfolk County Council: Conditions for delivering a small highway improvement scheme in partnership with King's Lynn Town Council

## Scheme title: Bus Shelter On Elvington Road

### 1. Timescale

We aim to deliver schemes in the financial year 2022/23, although some (for example, where land is required) may take longer. In this case, your scheme is fairly straightforward and we expect to deliver it at a time we will agree with you.

### 2. Funding

The County Council will support up to 50% of the cost of scheme. If the scheme is delivered below the estimated cost you were provided with, your share of the saving will be refunded.

Unless it has been agreed in writing between yourselves and Norfolk County Council all funds need to be spent in 2022/23 Once bids are approved, the terms should not be altered (i.e. change of supplier etc.) without our express agreement.

Based on your submission the proposed cost share is as follows:

Total scheme costs	£8,595
Parish Contribution	£4,297.50
Norfolk County Council Contribution	£4,297.50

### On highway scheme – works organised by Parish

Our financial regulations require us to avoid making prepayments where possible. We would therefore ask that you submit the invoice from your contractor to us. We will then send to you our agreed contribution by BACs transfer. For the purpose of the BAC's payment please can you ensure that you include the Parish's bank account number and sort code.

We also ask that, before works start, the Parish/Town Council:

1. Submit details of their design proposals for approval
2. Agree a construction programme with the County Council Street Works Department Adrian Stout 01553 778047 to ensure minimum disruption to the public, and allow us to inspect and approve works as required and on completion.
3. Provide evidence of an acceptable level of public liability insurance. For works on the highway this would need to be a minimum of £5m.
4. Agree an acceptable form of contract to deliver the works.
5. If you are installing an item of Street Furniture such as:-
  - Benches
  - Bike Racks
  - Bus Shelters

The Parish will need to liaise with the Highway Engineer to obtain a Street Furniture licence agreeing acceptability of type and location

We would also require, on completion, an acceptable account of expenditure for approval prior to release of funding.

**It is important to understand that the Parish Council will own the bus shelter and will be responsible for any associated costs regarding replacement/repair and maintenance.**

**3. Acceptance form to be returned marked for the attention of Linda McDermott.**

As authorised representative of King's Lynn Borough Council I hereby accept the above conditions for delivering the scheme.

**Signed by:**

**Witnessed by:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Official capacity: \_\_\_\_\_

Official capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Street Furniture licence conditions**

As the Highway Authority the County Council has a scheme that gives permission to Parish or Town Councils to place street furniture on the path or verge of the highway. This includes:

- Benches
- Bus Shelters

- Flower containers/planters
- Litter bins
- Village or town signs
- Notice board
- Village or town shelter

**Steps for the Parish or Town Council to complete**

1. Read the scheme conditions
2. Print the application form
3. Complete and sign the application
4. Email, with required attachments, to CentralSupportTeamMaintenance@norfolk.gov.uk or send to Business Support, 8th Floor, County Hall, Martineau Lane, NORWICH NR1 2SG.

**Steps to be completed by Norfolk County Council**

1. Consider the proposed site in relation to visibility, obstruction and distance from the edge of the road, minimum 450mm.
2. Consult with stakeholders as required.
3. Send consent to you
4. If not approved you will be contacted to discuss the application

**Conditions - the Parish or Town Council must**

- Indemnify the County Council against any claims caused by the street furniture being in the highway
- Keep the street furniture in a good state of repair
- Remove the street furniture at the Parish or Town Council’s expense if at any time the County Council needs that to be done. The area where the street furniture stood must be “made good”, normally this would mean to restore the ground or path to its original state
- Pay the expense of any damage to the highway or apparatus within it that may be caused by the removal of the street furniture
- Not break up the surface of the highway
- Not interfere with the apparatus of undertakers such as pipes or cables
- Not interfere with land and premises outside the control of the County Council

The above are defined in the New Roads and Street Works Act 1991

The County Council does not grant planning permission for any purpose

[www.norfolk.gov.uk](http://www.norfolk.gov.uk)



**Street furniture application/consent form**

**This section is for the Parish or Town Council to complete**

I have read and agree to the conditions of placing street furniture on the highway. I am applying for permission on behalf of:

Name of Parish or Town Council

.....

Address

.....  
.....Post

Code.....

**Contact details**

Name.....

..  
Address (if different from above)

.....  
.....Post

Code.....

Telephone

.....Mobile.....

Email .....Fax

**Type of furniture** (please tick)

Bench  Bus Shelter  Flower Container or Planter  Litter Bin

Village or town sign  Notice Board  Village or town shelter  Other

If other please state

**Location**

.....  
.....

Drawing or sketch attached in relation to the highway (please tick)

Signed: .....Date..... / .....

/.....

On behalf of Parish or Town Council

**This section is for Norfolk County Council to complete**

Pursuant to the Provisions of the Local Government (Miscellaneous Provisions) Act 1953

Norfolk County Council gives its consent to place a street furniture on the highway at the above location.

Signed: .....Date..... / .....

/.....