

Subject: NO0080 Burnham Market Parish Council – 2025/26 AGAR external auditor instructions

Date: Tuesday, 24 March 2026 at 09:33:39 Greenwich Mean Time

From: PKF Littlejohn

To: parishclerk@burnhammarketparishcouncil.gov.uk

Dear Clerk/RFO

We are appointed by [Smaller Authorities' Audit Appointments Ltd](#) (SAAA) as the external auditor of your smaller authority for the 5 financial years from 2022/23 to 2026/27. We are writing to you as the 2025/26 financial year ends to provide instructions to enable your smaller authority to comply with the relevant statute and Regulations regarding accounts and audit.

If you are clerk for multiple smaller authorities please accept our apologies if you receive this email more than once, these instruction emails are sent to every smaller authority for whom we act. Please note, however, that the emails are being sent out in batches over the course of this week, so if you are clerk for multiple authorities and have received this email only once, you should receive further emails over the course of the next few days.

Contact details

If you are aware that you are not going to be the main point of contact for this smaller authority going forwards, please could we ask that you provide us with the new contact email address as soon as possible to prevent unnecessary chasing and ensure all correspondence reaches the right person.

Completion of documentation for submission

Access to the Annual Governance and Accountability Returns (AGARs) and instructions is provided through email links. All the relevant information and guidance is available on [this page](#) of our website. Please click on the links provided to refer to our instructions and to obtain the relevant forms and information to be provided to us with the AGAR.

Please note that a separate email will be sent this week to any smaller authorities with income and expenditure below £200k who have been selected as part of the 5% sample subject to intermediate review. **All smaller authorities with income or expenditure greater than £200k are automatically subject to an intermediate review** and will not receive an additional email. In this case, you must submit the information required for an intermediate review.

Please submit [in excel format](#) any documents that have been prepared in excel; pdf format is fine for all word documents.

Submission deadline

Please note that our default submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is **Wednesday 1 July 2026**. Non-submission by this date will lead to chargeable chaser letters being issued (£40 plus VAT for all financially active smaller authorities). If you are not able to meet this deadline please contact us to arrange an alternative date (subject to below) to avoid incurring the administrative charges. **It is important to note, however, that:**

- **no submission deadlines will be granted beyond 31 July 2026;**
- **it will only be possible to extend submission deadlines by a maximum of 4**

weeks to 31 July 2026 providing sufficient justification explaining the exceptional need for the extension is given;

- we are only able to extend the submission deadline for exceptional reasons, and no extensions past 31 July 2026 will be given under any circumstances. If you do not submit your completed and signed AGAR or exemption certificate to us by 31 July 2026 additional charges will apply for chaser letters issued.
- a statutory recommendation will be issued to all financially active non-responding authorities that fail to submit their documents by 15 September. Statutory recommendations for non-response are charged at the standard fee rate depending on the authority's expenditure banding and hence give rise to a minimum additional fee of £210 plus VAT.

IMPORTANT: If a financially active smaller authority is issued with a statutory recommendation (and/or a public interest report) for 2025/26 it will not be able to claim exemption from a limited assurance review for 2026/27, regardless of whether it meets all other criteria.

Explanation of variances

We would like to draw your attention to Paragraph 2.38 of the [Practitioners' Guide](#). This states the smaller authority is required to provide 'a sufficiently detailed and meaningful analysis and explanation of the reasons for the change'.

Trust Funds (Local Councils only)

For Local Councils who act as sole managing trustees please ensure a response of either "Yes" or "No" is provided for Section 1, Assertion 9. Where a Local Council does not act as sole managing trustees the response should be "N/A".

There has also been a change to Section 2, Box 11. This box is no longer in two parts and only requires confirmation of the exclusion of trust fund transactions from the figures reported in Section 2.

Assertion 10

The Smaller Authorities' Proper Practices Panel (SAPPP) have introduced a new assertion in respect of Digital and Data Compliance. Please refer to the [Practitioners' Guide](#) for further details on complying with Assertion 10.

Change of address

Our new address is 30 Churchill Place, London, E14 5RE. However, please note that submission of the AGAR/Exemption Certificate is not required in hard copy unless electronic submission via email is not possible.

Contact details

If you are aware that you are not going to be the main point of contact for this smaller authority going forwards, please could we ask that you provide us with the new contact email address as soon as possible to prevent unnecessary chasing and ensure all correspondence reaches the right person.

Acknowledgement of receipt of information

The first contact your smaller authority will receive will be an automated email notifying you

when either the AGAR or Exemption Certificate, as appropriate, has been logged onto the authority's record on our database. This should be within six weeks of submission.

Our review procedures

Please note that we undertake our reviews in order based on the date received, i.e. authorities who submit their AGAR to us earlier will be reviewed earlier. Please note that we receive a significant amount of submissions well in advance of the submission deadline, if you are able to submit earlier this may speed up your review.

Important: If you have a query **please do not respond to this email address**. All correspondence and submitted documentation should be sent to sba@pkf-l.com

Kind regards

SBA Team

For and on behalf of PKF Littlejohn LLP

T +44 (0) 20 7516 2200

sba@pkf-l.com

LGR – final decision announcements.

Alistair Beales:

Dear parish councils,

I am very pleased to let you know the Government has just confirmed that **three unitary councils** is its chosen way forward for Norfolk as part of its Local Government Reorganisation agenda.

This positive decision is the right one for Norfolk and we are pleased the Government has listened to our partnership of six councils, who worked so hard together to shape and champion this robust proposal for three unitary authorities, backed by eight local MPs.

The Government agrees that three unitary councils, including a dedicated council for the West, will best serve the people and places of our large and diverse county. A one-size-fits-all mega council for the whole of Norfolk, with Norwich-centric thinking, was never going to be the right way forward.

Three unitaries will deliver clearer local accountability, with democratic decisions made by local representatives closer to communities, and more responsive services tailored to local needs, strengths and opportunities of each area, while still remaining large enough to operate efficiently across all council services.

While three councils will still see the Borough Council of King's Lynn and West Norfolk replaced by a larger authority covering a wider area, we are already asking our residents whether they would like us to set up a town council for King's Lynn, to ensure Norfolk's biggest town continues to have a really strong local voice and civic identity into the future.

We are starting a large and complex phased process, being delivered in line with Government timescales, to create a whole new council delivering all council services. We are already liaising with all Norfolk councils, including Norfolk County Council, to ensure that reform and service integration operates smoothly for our communities, and West Norfolk has a role in driving future change.

As ever, our top priority is continuing to deliver our services well for West Norfolk and to prepare for change to ensure we are in a strong position for reorganisation – to deliver quality services for communities, invest in local priorities and places, and leave a positive lasting legacy for the future.

I will continue to keep you updated with progress.

Thanks,

Alistair.

Tom McCabe (NCC)

To Norfolk Parish and Town Councils

I am writing to update you on the Government's announcement today on Local Government Reorganisation in Norfolk.

The Government has confirmed plans for reorganisation and is minded to a **three unitary council model for Norfolk**. Subject to the required statutory and parliamentary steps, this would mean that from April 2028 three new unitary councils would replace the existing eight councils.

What this means for Norfolk

The new structure will include:

- **West Norfolk Council** (current local government areas of Breckland, King's Lynn and West Norfolk, and 9 parishes from South Norfolk).
- **Greater Norwich Council** (current local government areas of Norwich, 19 parishes from Broadland, and 16 parishes from South Norfolk).
- **East Norfolk Council** (current local government areas of Broadland (less 19 parishes), Great Yarmouth, North Norfolk, and South Norfolk (less 25 parishes)).
-

While this is not the structure Norfolk County Council had proposed, we will work to collaboratively to ensure that the Government's plan for reorganisation delivers councils that are effective, stable and sustainable, and able to work well with partners to deliver high-quality services.

Where to find information on the announcement

You can read the [written statement](#) from the Secretary of State for Housing, Communities and Local Government on the future of local government in Norfolk.

Working collaboratively with partners

We recognise the vital role Town and Parish Councils in supporting local communities. As transition planning develops, we remain committed to ensuring that we work with partners to shape arrangements that are built around communities, shaped by place, and designed to reflect how people live and thrive.

What happens next

Parliament must now approve the legal change that creates the new council.

Our focus is on planning a well-governed transition that keeps services stable and running safely, while we work together to build a new unitary council structure that is stronger, simpler and better able to deliver for Norfolk. We will work collaboratively with the other Norfolk councils, partners and Government to shape the future model and maintain strong partnership working throughout.

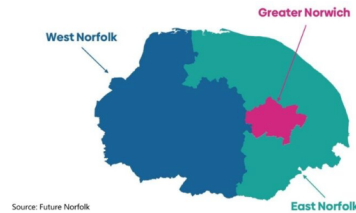
Throughout this period, all councils will continue to deliver business-as-usual services and meet statutory responsibilities, with no immediate changes to service delivery.

We will provide further updates as key stages progress, and we will ensure there are opportunities for partners to stay informed and feed into emerging arrangements as they develop.

With regards,

Tom McCabe

Tom McCabe
Chief Executive



🕒 Marketing Officer 📅 March 26, 2026 ⌚ 11:19 am 📍 LGR

The Government has now confirmed its decision on the future structure of local government in Norfolk, selecting a model based on **three unitary authorities**.

In **a letter** issued on 25 March 2026, the Secretary of State for Housing, Communities and Local Government set out that the proposal for three unitaries was judged to best meet the Government's criteria. The decision reflects a view that this model most effectively aligns with Norfolk's distinct urban, rural and coastal communities, and will support the delivery of public services tailored to local needs, as well as future devolution arrangements across Norfolk and Suffolk.

Under the approved model, three new councils will be created:

- West Norfolk Council
- East Norfolk Council
- Greater Norwich Council

These new authorities will replace the current two-tier system of district and county councils, with implementation to follow through legislation and elections expected in 2027.

Norfolk County Council delivers balanced and responsible budget for 2026–2027

On February 17th, I delivered **my seventh robust and balanced budget** to Full Council.

As a result, Norfolk County Council has approved a balanced **£613.8m budget** for 2026–27, demonstrating strong financial leadership and prudent management in what remains one of the toughest funding climates in decades.

Under Conservative leadership, the council has once again delivered stability and certainty for residents, **setting a balanced financial position while identifying £42.3 million in savings and efficiencies and committing £76.3 million in targeted investment** to protect vital services and strengthen Norfolk's economy.

Despite significant national financial pressures and ongoing constraints in central government funding, Norfolk's Conservative administration has ensured the county remains on a firm financial footing, without resorting to emergency measures. This stands in stark contrast to a growing number of upper-tier authorities across the country that have issued Section 114 notices or are facing effective bankruptcy.

The budget enables the council to continue:

- **Protecting frontline services**
- **Investing heavily in adults and children's services**
- **Delivering new libraries and modern learning hubs in key towns**
- **Supporting for heritage, culture, and tourism**
- **Driving transformative reforms to improve efficiency and outcomes**
- **Backing economic growth and infrastructure**
- **Maintaining long-term financial sustainability**
- Councillors also agreed a 4.998% council tax increase, in line with national governments' funding assumptions: the continued reliance on local taxation to safeguard core services has worsened significantly under this government. **92% of future funding growth for rural and shire counties** is assumed to come from council tax
- Only **around 8% comes from additional Government grant**

This is not fair — and it is not sustainable.

The removal of remoteness from all but one funding formulae, the continuation of a Recovery Grant that does not benefit Norfolk, and **the ongoing redistribution of funding towards urban areas all work against counties like ours**, where services cost more to deliver. To add insult to injury, the government announced another £440 million of this supposedly one off Recovery Fund to target even more resources on a select

cohort of mainly urban and metropolitan councils, rather than providing extra funding to all county and unitary councils. This is wholly unfair and compounds the decision to downgrade rurality and remoteness within the formula.

Norfolk Conservatives have been clear that this decision reflects the financial realities facing councils nationwide, while ensuring essential services remain protected for Norfolk residents.

This budget reinforces Norfolk Conservatives' commitment to careful stewardship of taxpayers' money, strong local services, and a resilient future for the county.

County council elections confirmed for 7th May

Elections for all 84 divisions of Norfolk County Council will now go ahead on 7th May, following a late reversal by the Labour Government to withdraw its previous decision to postpone the vote.

The original postponement had been announced to allow councils to focus on preparations for local government reorganisation and devolution. However, the sudden change of direction has created uncertainty for local authorities across the country.

Despite the shifting national position, Norfolk County Council had responsibly prepared for all eventualities. The authority had already made financial provision and operational plans to ensure elections could proceed smoothly if required.

Local Conservative leaders have welcomed the confirmation that residents will have their say as planned. The Norfolk Conservatives have reiterated their commitment to strong local leadership, sound financial management and standing up for Norfolk's interests, particularly at a time when national policy decisions have caused disruption and uncertainty for councils.

With elections now confirmed, attention turns to ensuring a clear choice for voters about the future direction of the county and continued stable leadership for Norfolk.

Further details of the Government's decision can be found in its published statement on the postponement of local elections in England in May 2026.

Norfolk County Council invests in community led highway improvements across the county

Norfolk County Council has reaffirmed its commitment to supporting local communities with the approval of 99 new highway improvement schemes for 2026-27, delivered in partnership with town and parish councils across Norfolk.

Papers published today ahead of next month's Cabinet meeting highlight how the Parish Partnership Programme, now entering its fifteenth year, gives local communities a voice in shaping the highways enhancements that matter most to them, whether that's improving pedestrian safety, slowing vehicle speeds, or making it easier to walk, cycle or access local services.

This year's programme represents a total investment of £769,034, made possible through the longstanding 50/50 funding model. Town and parish councils will collectively contribute £384,517, matched by £384,517 from Norfolk County Council, enabling more than twice as many small-scale schemes to be delivered than could be funded by the council alone.

The programme will deliver across the county from Ashill and Attleborough to Wymondham and Weybourne and include;

- **68 small highway improvements** - such as village gateways, new trods, signage, surfacing, benches, and access improvements
- **31 vehicle activated speed sign (VAS/SAM2) projects**, helping encourage safer speeds through villages and towns. The County Council has stepped in to fully support this part of the programme following the withdrawal of previous funding from the Safety Camera Partnership

The full report including a list of all 99 schemes can be found from page 788 in the [cabinet papers online](#).

As well as the major redevelopment of the Hunstanton travel hub, schemes added in and around my Division include: pedestrian crossings **in Old Hunstanton** (opposite the Lodge) and in **Hunstanton** (Sandringham Road/Park Road); Bus stop upgrades to improve shelter and include information boards; **Titchwell** speed reduction from 40-30MPH; resurfacing at **Brancaster Staithe**; additional SAM3's for **Holme, Ringstead** and **Burnham Market**.

Support for vital hospitality sector launched at Norfolk Market Towns Conference

Pubs, restaurants, hotels and other businesses in the county's hospitality industry are to be offered bespoke training and other support through a new £250,000 campaign launched at the Norfolk Market Towns Conference.

A practical, people-centred support programme for independent retailers operating in the sector is being introduced by Norfolk County Council following the success of its High Streets Matter initiative, which has won praise from central government. The scheme is part of a £1m package of support and funding confirmed by the council to support high streets.

More than 120 retailers and organisations from market towns joined us at Thursford near Fakenham on Thursday 19th February to discuss the future of high streets, and to share and develop ideas.

Hospitality businesses are invited to take part in a training course and could be eligible for a business improvement grant of up to £1,000. Workshops will be delivered in-person and online and will cover everything from marketing and booking to menu engineering and seasonal staffing. The courses run from May to June for the first cohort and September to October for the second.

A creative session in selected towns will explore local identity, civic pride and shared challenges, helping businesses understand their individual needs and skills, find quick practical solutions, reconnect with their place, and collaborate on bold, town-wide ideas.

A follow up High Growth Programme will be offered to 24 businesses to accelerate success and help grow the next retail and hospitality superstars, with a further business growth grant of up to £2,500. Love Your Market Town grants are available to businesses in all sectors to support unique projects to celebrate Pride of Place, engage communities, increase footfall and raise awareness of our high streets.

Retail Excellence courses are also available for high street businesses outside the hospitality sector as part of the package of support being delivered by the council.

For more information about Norfolk's High Streets Matter visit [Norfolk's High Streets Matter - New Anglia Growth Hub](#) or email nhsm@norfolk.gov.uk

Norfolk County Council launches 2026 Rural Business Awards

Norfolk County Council is once again shining a spotlight on the county's outstanding rural enterprise as nominations open for the prestigious Norfolk Rural Business Awards 2026.

From pioneering food and drink producers to forward-thinking farming innovators and dedicated community champions, the awards celebrate the very best of rural Norfolk.

Businesses, individuals and organisations are invited to apply across nine categories, with finalists honoured at a special ceremony during the Royal Norfolk Show in June.

Now firmly established as a highlight of Norfolk's business calendar, the 2026 awards were officially launched on 10th February at the Norfolk Farming Conference, underlining the council's ongoing commitment to supporting and championing the rural economy.

Delivered by Norfolk County Council in partnership with the Royal Norfolk Agricultural Association, the awards recognise excellence, innovation and resilience across the county's diverse rural sectors. The council continues to work closely with partners and sponsors to ensure rural businesses receive the recognition they deserve.

Each category will be judged by a specialist panel, who will review applications and follow up with shortlisted nominees before selecting the winners. The closing date for entries is Tuesday 21st April.

Winners will receive a trophy and certificate, as well as the opportunity to use Norfolk Rural Business Awards branding in their promotions, a mark of excellence backed by Norfolk County Council.

The categories are:

- Best Rural Community Initiative - sponsored by Pearn Wyatt Transport Ltd
- Best Rural Innovation in Practice - sponsored by Birketts
- Best Food and Drink Producer - sponsored by Fountain Fresh Imports
- Norfolk's 'Unsung Hero' - sponsored by Poultec
- Best Food and Farming Champion - sponsored by CLG Norfolk
- Best Emerging Talent - sponsored by PlantGrow
- Best Rural Tourism Attraction - sponsored by Thursford
- Best Woman in Agriculture - sponsored by Lovewell Blake
- Best Rural Business - sponsored by New Anglia Growth Hub

Find out how to apply by visiting www.norfolk.gov.uk/business/norfolk-rural-business-awards.

Norfolk strengthens support for fostering

Leaders at Norfolk County Council have reaffirmed their commitment to strengthening fostering services and supporting foster families across the county.

The council continues to focus on:

- Expanding fostering capacity
- Enhancing regional collaboration
- Innovating to improve outcomes for children
- Developing stronger support for foster families
- Simplifying processes and putting trusted relationships first

This builds on significant investment, agreed last month, which will see:

- A 15% uplift in fees for mainstream and kinship carers
- Additional uplifts for mainstream carers looking after children aged 10 and older
- Greater rewards for long service
- An expanded therapeutic support team
- Enhanced practical support for foster families

Norfolk County Council is taking action to address the ongoing shortage of foster carers. There are children currently living in residential care who could thrive in a fostering family. Evidence shows that living in a family environment is less traumatic and leads to better long-term outcomes for children in care. It also represents better value for the local authority, with a residential care placement in Norfolk costing nearly £300,000 per year compared with around £45,000 per year for a foster home.

The council continues to play a key role in regional collaboration through Foster East, a partnership between 11 local authorities across the eastern region.

On average, five children per week come into care in Norfolk. The council works with around 300 fostering households who look after children ranging in age from babies to young adults.

For further information visit www.norfolk.gov.uk/fostering

Boost for water safety as new rescue boats arrive

Norfolk Fire & Rescue Service has taken delivery of six new Zodiac Milpro ERB400 rescue boats to strengthen its response to water emergencies across the county.

The boats will support rescues on inland waterways and the Broads, as well as assist during major flooding incidents. They will replace ageing vessels at King's Lynn, Great Yarmouth, Dereham and Carrow fire stations, with an additional boat based at the Training and Development Centre in Bowthorpe to enhance in-house training.

Crews will complete familiarisation training before the new fleet becomes fully operational. The investment modernises equipment that was more than 18 years old, ensuring firefighters are equipped to respond quickly and safely.

Norfolk Fire & Rescue Service will continue working with partners through the county's Water Safety Forum to educate the public about staying safe around water. In any coastal emergency, residents should call 999 and ask for HM Coastguard.

Microphone options:

Of course it is possible to continue with the current hand held one – maybe trial placing it on a stand?

However a member of public suggest lapel ones, so here are other options.

Option A: A "Centralised" Tabletop Setup

2 Boundary Microphones on the table, feed to a mixer and into a speaker.

Item	Recommendation	Approx. Cost
2x Boundary Mics	SubZero Boundary Condenser Mics	£70 (£35 each)
Small Mixer	Behringer Micromix MX400	£25
Cables	2x XLR-to-Jack cables	£15
Total		£110

- Pros: no batteries to charge; Cllrs just sit and talk.
- Cons: If the hall is very "echoey," these can pick up the sound of papers shuffling on the table.

Option B: The "Individual" Lapel Setup

Everyone wears a Lapel Microphone clipped to a collar, fed to a mixer and to the speaker

Item	Recommendation	Approx. Cost
4-Way Wireless System	Q-Audio QWM 1900 VHF (4 Mics)	£155
Single Wireless Kit	Extra Vonyx BP12 (for the 5th person)	£30
Total		£185

- Pros: Best for "quiet" voices; your volume will be consistent even if you turn your head to read minutes.
- Cons: You have to manage 5 sets of batteries (usually 9V or AA) and ensure everyone clips them on correctly.

Additional costs: The Wall Connection

need one cable to go from your desk (the mixer or the receiver) into the village hall wall.

- Standard 5m Cable: Approx £10.

Summary Comparison:

The Boundary setup is cheaper (~£110) and easier. The Lapel setup (~£185) is slightly more

expensive and "fiddly" but is much better at making a sounds loud and crisp and clear to the back of the room

A Bandstand for Burnham Market

Executive Summary

This paper seeks support for the installation of a Bandstand on the village green in Burnham Market. It is presented as an initial scoping document for input and discussion.

The project enhances the green while retaining the heritage and ‘boutique’ feel of the village. The bandstand would give the village green a focus point, enabling regular cultural programming, community events and bringing increased footfall to the area.

Evidence from public-realm improvements and cultural infrastructure shows that small-scale performance spaces increase dwell time, visitor numbers, and local spending. The proposal aligns with national and local priorities around placemaking, community cohesion, and revitalising local economies.

Context

“Burnham Market is one of North Norfolk’s most charming villages — a mix of Georgian architecture, boutique shopping, great food, and easy access to the coast. It’s often nicknamed “Chelsea-on-Sea” thanks to its stylish shops and London-weekender crowd, but beneath that gloss is a genuinely historic village with roots in the 17th and 18th centuries.” [Visit Norfolk Website].

Alongside the beautiful beaches, the retail offer is what makes Burnham Market Burnham. Most are independent shops run by local people who bring character and charm attracting both holiday makers and locals ‘off down the village’. It’s buzzy, friendly and welcoming but behind this is the reality of maintaining a small business in incredibly challenging times. Online retail has devastated highstreets around the UK. In Burnham we rely on good sales while the sun is shining as we know most of the year no one is spending.

As people increasingly seek alternatives to their screens, they are looking for local opportunities to enjoy food, drink and company. A bandstand enhances and celebrates what we have - a great community that people want to be part of.

Rationale

The proposal aligns with Burnham’s settlement hierarchy and enhances the village function as a local hub.

A bandstand directly supports

- Community wellbeing: A free accessible space for performances and gatherings promotes community cohesion and togetherness.

- Cultural enrichment: it would be a focus for the village providing a new performance space for local groups, schools, choirs and bands. Depending on size and scale this would be used for small scale touring shows, book readings and music events.
- Economic resilience: We need to support local businesses by bringing more people to the area, making sure they relax and have a great time so they spend money in the shops. This proposal is a low key way of achieving this without directly asking for increased spend from visitors – they get something for free.
- Heritage and placemaking: It is in keeping with and reinforces Burham Market's identity and a vibrant, historic village with a strong public realm.

Business Case

The busy season is shortening, we've seen reduced mid-week footfall and people aren't spending as long in the village. We are known for our shops, but people have no money for nice biscuits and nicks. We need to diversify and present Burham as a destination beyond the retail. This is a strategic response to a serious problem.

A bandstand is a flexible, low impact, high value public asset that enhances the public space. It would address current gaps in provision, being a dedicated outdoor performance space in an area that lacks venues suitable for schools, choirs and local musicians. Further, at other times it adds a weather protected outdoor gathering point for people and a focus point for the village. Both these functions are in high demand.

History

Although Burham Market never had a bandstand, the village green has always been a flexible communal space of gatherings, markets, fairs and seasonal celebrations. Its historic character comes not from being frozen in time but from its long tradition of accommodating community life in many forms. A modest, sensitively designed bandstand sits comfortably within this pattern: it provides a focal point for events without altering the underlying form or fabric of the conservation area.

Bandstands themselves are part of Britain's cultural heritage and a structure scaled and detailed to compliment Burham's Georgian and vernacular architecture would enhance the green's role as the social heart of the village. Far from being an intrusion, it would reinforce the historic function of the space as a place where people come together to listen, celebrate and participate in village life.

Recent examples from other localities.

Providing free entertainment and activities is proven to increase civic pride as well as footfall and spend.

Oakwood Park, Hythe, Kent, 2024.



Like Burnham, Hythe is a place that relies on its historic charm and has seasonal high points.

This was a low-cost project, repurposing a concrete structure into a successful community focal point.

Local people were integral to design and creation of the mosaics that decorate it, instilling community ownership from the off. The busy programme showcases local bands and choirs, further enhancing its value as a community asset.

It is now a community anchor hosting free events that draw families, older residents and visitors from nearby towns. The success comes from activation, not architecture.

For further details click here: [Bandstand | Event Categories | Hythe Town Council](#)

Fair Green, Mitcham, South London, 2025.



Created as part of a town centre regeneration this temporary performance structure revitalised the town centre and brought new energy to the area.

It cost £90K to build (including 3 years of storage and reassembly) and is promoted as a free performance space for anyone who wants to use it.

It had instant impact, demonstrating that modest cultural infrastructure paired with regular programming can effectively activate public space and support local business.

For further details click here: [Mitcham Bandstand on the Fair Green | Merton Council](#)

Burnham Market Budget, Installation and Design

The proposed bandstand is open sided, simple and elegant, inspired by garden pavilions and early outdoor structures, in keeping with the predominantly Georgian architectural context of the village. Below are two ends of the budget options, both

- are sensitive to the character of Burnham Market Conservation Area.
- require full planning permission (cost £258), site plan and elevations (up to £4K)
- use low impact installation, which is fully reversable, with no harm to the historic street pattern or key views.
- Offer local commercial and procurement opportunities, supporting a local circular economy.

1. Off the Shelf Steel Pavillion

A small steel structure can be purchased for between £10-£20K. There would need to be a floor with sub-base foundations (cost £3K). There are options for material depending on heritage 'look and feel' as well as maintenance (max £6K). Ideally this would be installed by local builders, adding to the local economy and making it a whole community project (estimate £15K).



Pros: Affordable, quick installation, could be achieved in 2026 (subject to planning). Sensitive design.

Cons: limits scale of events, would have to be upgraded if popular. Not designed specifically for area.

Total cost: circa £44,000 installation.

Running costs: amps/ batteries, cleaning and structural maintenance.

2. Purpose designed Georgian Pavillion

The council may consider a larger project that engages an architect to design a bespoke bandstand (circa £120 - £200K. This option is significantly more expensive but would be designed for the green, meaning more input from local people. This option would take longer but could be included in local area plans as an additional attraction to the area and has potential to generate income directly (for example small-scale touring shows).



Pros: Designed for the village green, long-term investment, scalable to host larger events (i.e. school choir), power built into infrastructure (additional planning needed).

Cons: big upfront investment, would be monument to 'waste of money' if unsuccessful.

Total cost: circa £120 – £200k.

Running costs: power source. cleaning and structural maintenance.

Proposed, Next Steps, points for discussion and further consideration

1. Success comes from engaging with local people so the project is owned by everyone rather than dumped on them. This means it should evolve with their needs at the heart. The next phase would be to conduct community/ market engagement, to (a) understand what businesses would want, including their suggestions for events they could deliver/ support (i.e. book readings and signings, pop up food stalls, music), (b) exploring what local residents want/ what is missing in local area that could be delivered through the project, conducting interviews with local leaders from schools, universities and other groups. (c) What events would attract holiday makers and support the local economy in peak season, a questionnaire through local businesses (the hotel and restaurant) websites and social media
2. Following the meeting and input from the council we would develop a fully costed proposal that incorporates all the feedback and ideas. As well as all expenditure from initial installation and ongoing maintenance costs this will include a proposal for programme budget based on input from the council and community engagement to determine size and scale. Within the meeting the source of investment should be discussed include any additional funding that will need to be secured.
3. Initial exploration of the planning permissions needed should be undertaken. This project will need the support of the local authority. Involving them at an early stage will allow them input and ownership.

Our ref: 26/00326/F
Planning Officer: Clare Malcomson
Council Information Centre: 01553 616200
E-mail: borough.planning@west-norfolk.gov.uk

Borough Council of
**King's Lynn &
West Norfolk**



PARISH CONSULTATION

Stuart Ashworth
Assistant Director Environment And Planning

The Clerk
Burnham Market Parish Council
1 Jarvie Close
Sedgeford
PE36 5NG

Ref. No: 26/00326/F
Validated: 27 February 2026
Parish: Burnham Market
Date: 5th March 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **HOUSEHOLDER: Addition of bedroom and en suite to rear and study to side. at Meadow View 40 Sutton Estate Burnham Market King's Lynn Norfolk PE31 8EX**

I have recently received details in respect of the above planning application. If you would like to make comments on this application, please do so no later than 26 March 2026.

You can make your comments by email to: **planning.econsultation@west-norfolk.gov.uk**.

The Case Officer dealing with this is Clare Malcomson who can be contacted on 01553 616230 should you have any questions.

Application details on public access can be found by clicking on the link below:

http://online.west-norfolk.gov.uk/online-applications/applicationDetails_____

Please allow 2 working days from the date of this letter to ensure the documents have been scanned.

I look forward to receiving any comments that you may have via email.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Ashworth', written over a horizontal line.

Stuart Ashworth
Assistant Director
Environment and Planning

**KING'S LYNN & WEST NORFOLK BOROUGH COUNCIL
PLANNING CONTROL**

Reference No: 26/00326/F **Case Officer:** Clare Malcomson

Proposal: HOUSEHOLDER: Addition of bedroom and en suite to rear and study to side.

Location: Meadow View 40 Sutton Estate Burnham Market King's Lynn Norfolk

Observations from: Burnham Market Town/Parish Council.

Please tick

☐

SUPPORT the application because ... (please give relevant planning reasons in space below)

☐

OBJECT to the application because ... (please give relevant planning reasons in space below)

☐

NO OBSERVATIONS either in favour or against the proposal.

ANY OTHER COMMENTS:

Clerk to Burnham Market Town/Parish Council Dated:

NOTE: In the event that the Parish Council do not provide reasons for their support or objection within 21 days from the date of this consultation, then it may stop qualifying applications from automatically going to Planning Committee in the event that the Parish Councils view differs from that of the planning officers.

Parish Infrastructure Investment Plan (PIIP)	
Parish name(s)	Burnham Market Parish Council
Area covered (if combined area)	
Date of PIIP	7 th April 2026
Date of next review	May AGM 2027
Date adopted / approved by Parish Council	
Existing Infrastructure Audit To enable you to demonstrate the need of Infrastructure, please provide a list of services and facilities within the local area, their condition, location, existing capacity, and catchment area.	
<u>Existing infrastructure inside the PIIP area, that are used by the community:</u> 1. <i>Transport related: roads, pathways, parking, footpaths, signage, Bus shelters, bike racks, parking, car parks.</i> 2. <i>Communication Infrastructure: Noticeboards, website, Social Media</i> 3. <i>Green Space Infrastructure – the greens, playingfield,</i> 4. <i>Community Infrastructure – green spaces, playground, village halls,</i> 5. <i>Waste collection services</i> 6. <i>Historical, cultural & identity infrastructure e- eg signage, interpretation boards, restorations.</i>	
<u>External infrastructure services and facilities outside the PIIP area, that are used by the community:</u> 1. <i>Public Transport</i>	
Infrastructure Needs Based upon the finding of your internal and external infrastructure audit, please identify your Community Infrastructure needs and aspirations:	

List of identified infrastructure needs, in order of priority:

1. *Green Space infrastructure*
2. *traffic management / road safety parking*
3. *Safe cycle, footpath routes*
4. *Community Infrastructure -places to meet, gather, hold events.*
5. *Improved communication infrastructure – social media, website*
6. *waste services (dog bins)*
7. *Improved BM historical and cultural infrastructure.*

Community Engagement

How have you sought the views of your community and how they have helped to inform your current and future needs:

We hold 2 x public session in each meeting to hear feedback and ideas.

We publish monthly newsletter identifying ideas, and asking for feedback.

Th clerk email is regularly used by parishoners to report ideas and issues.

We have links with local groups – FAG and Traders association and Allotment holders to hear their views and concerns also

Future Growth

Expected growth – location, size and timing of development (planning) sites.

Planning information can be obtained using the [Councils Developer Contributions data.](#)

Location	Size/Number of Houses	Timing
S u t t o n L e a	2 2 h o u s e s	A l m o s t c o m p l e t e d
Holkham Estatres – next to the allotments	1 1 h o u s e s	J u s t s t a r t e d

What impact would new development have on your community needs?

New developments increase pressure on roads, footpaths, parking, greenspaces It increases the requirement for dog bin collections, and bin collections also

Financial Details

Projected income – from all sources including external grants, CIL and s106 income (legal agreements attached to planning permissions):

CIL & S106 information can be obtained using the [Councils Developer Contributions data.](#)

Your investment priorities – the list of infrastructure projects to be funded over the next 3-to-5-year period, in order of their priority:
Road and traffic safety Community & Green Spaces Infrastructure Safe cycling / walking routes Historical and cultural infrastructure
Any other information relating to your infrastructure needs:
Infrastructure requirements are also heavily impacted by tourist footfall, which the PC must accommodate also. BM is a tourist destination which puts pressure on infrastructure, but also is essential to businesses and identity. PC must seek to both support and provide for visitors in order to provide well for BM.

Priority projects relating to statutory services such as highways, health and education must be agreed first, with the relevant statutory body or partnership.

Subject: Parish Footpath Audit
Date: Monday, 30 March 2026 at 22:56:34 British Summer Time
From: Norfolk Ramblers Footpaths
To: parishclerk@burnhammarketparishcouncil.gov.uk
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