Plumstead Parish Council Budget 26/27	Budget 26 27	Draft Budget 27 28
	Expenditure	
Grass Cutting/General Maintenance	£ 450.00	£ 400.00
Meadow Maintenance	£ 120.00	£ 137.50
Rents	£ 2.00	£ 2.00
Clerks Salary (including PAYE)	£ 1,691.00	£ 3,500.00
Clerks Mileage	£ 80.00	£ 66.08
WFH Allowance	£ 50.00	£ 50.00
Insurance	£ 327.00	£ 336.00
NPTS Annual Subscription	£ 64.00	£ 68.00
ICO Registration	£ 50.00	£ 50.00
Misc	£ 25.00	
Petrol	£ 70.00	TBC
Dog Bin	£ 300.00	£ 200.00
Defib	£ 113.00	£ 500.00
Office Costs	£ 35.00	£ 20.00
Microsoft 365	£ 85.00	£ 85.00
Donations	£ 100.00	£ 320.00
Service Charge	£ 84.00	£ 84.00
Gifts	£ 30.00	TBC
Mower Service	£ 225.00	?
Elections		
Annual Audit	£ 37.00	£ 80.00
Total	**£ 3,938.00**	**£ 5,898.58**
INCOME		
VAT Reclaims (Exc from Precept)		
Interest (included)	**£ 100.00**	**£ 100.00**
Total	**£ 3,838.00**	**£ 5,798.58**
Precept	**£ 3,750.00**	**£ 5,798.58**
Tax Base	**£ 51.60**	**£ 52.70**
Council Tax Charge	**£ 72.67**	**£ 110.02**
		51.39% Increase

Ear Marked Reserves	
Maintenance Reserve (Ex-PEG&open gardens)	£ 1,463.20
Plumstead 2000 Fund (Capital Reserve)	£ 2,259.28
Training	£ -
Elections	£ 1,000.00
Total	**£ 4,722.48**

Guidance for Town and Parish Councils in Norfolk: *Applying for Bus Grant Funding for Bus Shelters, Seating, Cycle Parking and Lighting.*

This guidance applies to all town and parish councils within Norfolk who wish to apply for Bus Grant funding 2026/27 to –

- **Purchase a new bus shelter.**
- **Purchase a replacement bus shelter.**
- **Refurbish an existing bus shelter.**
- **Purchase seating at the bus stop e.g. public bench.**
- **Purchase cycle parking (stands) at the bus stop.**
- **Purchase lighting for an existing bus shelter.**

If your council is interested in participating in this scheme, the information below will help guide you through the application process.

Contents

- Choosing a Bus Shelter
- Selecting a Location
- Consents and Consultation
- Grant Funding
- Bus Shelter Manufacturers

Choosing a Bus Shelter

Bus shelters are available in a range of materials including wood, brick, flint, glass, and metal, or polycarbonate and metal—ensuring options to suit every community. When selecting a shelter, consider the following:

- Ease of maintenance and repair.
- Accessibility for all users.
- Visibility of approaching buses.
- Installation requirements.
- Seating provision.
- Lighting provision.
- Impact on the local landscape, including nearby properties.
- Resistance to weather and vandalism.
- Notice board provision.
- Display options for bus stop flags and timetable information.
- Necessary consents and safety requirements.
- Sustainability including environmentally friendly materials and designs.

There are several local and national suppliers available, some of whom are listed later in this document. Alternatively, a local contractor may be able to offer a bespoke solution.

Selecting a Location

Key considerations for shelter placement include:

- Must be on an existing bus route and at a designated stop.
- Sufficient space for the shelter and a boarding area for passengers.
- A level, self-draining base is required.
- Shelters should provide clear sightlines for passengers to see approaching buses.
- Must not obstruct pedestrian access or visibility.
- Shelters on private land require the landowner's permission.
- Shelters on public highways require a **Street Furniture Licence**.

Consents and Consultation

Before proceeding, you will need:

- A **site** or **desktop assessment** by a local Highway Engineer to ensure safety and suitability (an on-site meeting with contractors may be requested).
- A **Street Furniture Licence** for shelters, seating and cycle parking located on public highways.

  Apply for a Street Furniture Licence here
  https://online.norfolk.gov.uk/highwaylicencesandpermits/(S(kozhvd20ltvls545fmcz1o 45))/streetfurniture/Default.aspx

you may need:

- Planning permission and/or conservation area consent – contact your district or borough council early in the process.

We also recommend consulting:

- Your local police officer (to address concerns about anti-social behaviour).
- Residents near the proposed shelter site.
- Local bus operator(s) for insights into passenger usage and timetable display requirements.

Grant Funding

As part of the scheme, Norfolk County Council is offering funding to support the installation, upgrade or refurbishment of bus shelters, new seating, cycle parking or shelter lighting. To be eligible:

- The Parish/Town Council must contribute 20% of the total cost.

- The Council must agree to adopt the shelter as a community asset and take responsibility for its ongoing maintenance.
- The shelter must be fully accessible and located on a current bus route.
- The project must prioritise public safety.
- Approval from a local Highway Engineer through the completion of a Street Furniture Licence.
- Planning permission and/or conservation consent must be secured, if needed.

Please note: Norfolk County Council retains discretion over final allocations based on demand. There is no set limit on the number of shelters that can be funded but we want to see a spread across Norfolk so will distribute the funding countywide.

How to Apply for Grant Funding

Applications should be submitted via email to: **busshelters@norfolk.gov.uk**

Your application should include the following:

1. A map showing the proposed location of the shelter.
2. A **Street Furniture Licence** (if located on public highway).
3. Evidence of consultation and support from the local bus operator(s) (desirable).
4. A quotation from your chosen supplier.
5. Total project cost, including the Parish/Town Council's percentage and monetary contribution.
6. A written commitment from the Parish/Town Council to adopt the shelter as an asset and maintain it.

Deadline for applications: **31st March 2027**

For further information about the application process, contact the **Travel Development Officer**: ✉ robert.pratt@norfolk.gov.uk

For advice on technical aspects or location-specific queries, contact your **local Highway Engineer**.

Successful applicants will be notified within 2 weeks of funding submission. Funds will be disbursed upon approval and provided via a purchase order, against which councils may invoice to recoup eligible costs. Further details will be provided on receipt of application.

NCC will require written email confirmation, and a photo of the new shelter(s) once installed. Please send both to the **Travel Development Officer** (details above).

Bus Shelter Manufacturers

Below is a list of suppliers who provide bus shelters locally and nationally. This list does **not** represent endorsement, recommendation, or approval by Norfolk County Council.
We strongly advise obtaining multiple quotes before selecting a supplier.

Abacus Sutton-in-Ashfield Nottinghamshire NG17 5FT	01623 511111 http://www.abacuslighting.com/
Able Engineering Ltd 1 Hamlin Way Hardwick Narrows Kings Lynn Norfolk PE30 4NG	01553 691870 http://www.ableengineering.co.uk/index.php
Bus Shelters Ltd Unit 60Dyffryn Business Park Llantwit Major Road Llandow Vale of Glamorgan South Wales, CF71 7PY	01446 795444 http://www.shelters.co.uk/
Garrick Outdoor Ltd Unit 4 Langley Place Burscough Industrial Estate Burscough Ormskirk L40 8JS	01772 816414 http://www.garrickoutdoor.org.uk/
Glasdon Manufacturing Ltd Industrial Estate Poulton-le-Fylde Lancashire FY6 8JW	01253 891131 http://www.glasdon.com/home.aspx?cid=2

Littlethorpe of Leicester Ltd Unit 2 Lakeside Business park Pinfold Road Thurmaston Leicester LE4 8AT	0116 260 3777 http://www.bus-shelters.co.uk/
Macemain + Amstad Boyle Road Willowbrook Industrial Estate Corby Northants NN17 5XU	01536 401331 http://www.macemainamstad.com/
Polydon Polydon Park Radience Road Doncaster South Yorkshire DN1 2TE	01302 327172 http://www.polydon.co.uk/index.htm
Queensbury Fitzherbert Road Farlington Portsmouth Hampshire PO6 1SE	023 9221 0052 http://www.queensbury.org/
SMF Parnall Road Fishponds Bristol BS16 3JD	0117 965 3438 http://www.smfdisplays.com/
Westcotec Ltd. 34 Bertie Ward Way Rash's Green Industrial Estate Dereham, Norfolk. NR19 1TE	T: 01362 853124 W: www.westcotec.co.uk
Trueform Pasadena Trading Estate Pasadina Close Hayes Middlesex UV3 3NQ	020 8561 4959 http://trueform.co.uk/

Bauer Media Outdoor UK Ltd (formerly Clear Channel) 33 Golden Square London W1	T: 02074 782 256 https://www.clearchannel.co.uk/contact