



**via e-mail**  
Swaffham Town Clerk

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

cc Cllr Ed Colman – FAO

Your Ref:

Date: 30 March 2021

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

**Delivering local highway improvements in partnership with Town and Parish Councils 2022/11**

I am pleased to advise that your bid for signs 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 2021/22 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 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  
Chairman of Environment, Development and Transport Cabinet  
Enc.

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# **Norfolk County Council: Conditions for delivering a small highway improvement scheme in partnership with Swaffham Town Council.**

## **Scheme title: Signs**

### **1. Timescale**

We aim to deliver schemes in the financial year 2021/22, although some (for example, where land is required) may take longer. If your scheme is fairly straightforward and NCC are the contractor, your local Highway Engineer will agree a timescale and keep you informed of the planned programme date.

### **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 2021/22. 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	£530
Parish Contribution	£265
Norfolk County Council Contribution	£265

**Due to the tight timescales involved in delivering schemes for 2021/22, we would be grateful if you could please send your Parish's contribution (cheque or BACS) along with the required signed consent/conditions forms as soon as possible to allow works to be programmed.**

If wishing to pay by BACS please contact us via email or phone for NCC's bank details and confirmation as soon as the transfer has been made

### **On highway scheme – works organised by NCC**

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

1. Work with our staff to prepare any required detailed scheme design.
2. Transfers its funding contribution to Norfolk County Council, at County Hall, Martineau Lane, Norwich NR1 2SG

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

As authorised representative of Swaffham Town Council I hereby accept the above conditions for delivering the scheme and I enclose a cheque to the value of £265 as our contribution towards the scheme.

**Signed by:**

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

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

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

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

**Witnessed by:**

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

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

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

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