

Carbrooke Village Maintenance Plan

1 Aims and Objectives

The Parish Council wants to ensure that the assets it holds on behalf of the parish are administered efficiently; in the best interests of residents; and in a manner that represents the best value to the community. The aim of the Village Maintenance Plan is to set out the Parish Council's responsibilities and to advise residents how to report any faults/damage concerning Council owned assets in the older part of the parish. (This is predominantly the area near the Church and the Village Hall, but some assets are held on the Norwich Road estates and elsewhere.) It is hoped that the Plan will help residents to have a better understanding of what the Parish Council does and that it will encourage them to come forward with any ideas for improvements.

2 Assets maintained by the Parish Council

The Parish Council is currently maintaining the following assets in Carbrooke excluding Blenheim Grange. (A separate plan has been drawn up for Blenheim Grange.) The Clerk makes a full annual assessment of the condition of all these assets, which is reported to the Parish Council as the annual Asset Report. The Clerk also makes periodic checks of those assets which are deemed in need of particular care and attention.

2.1 Village Hall Car Park

The Parish Council is the Custodian Trustee of Carbrooke Village Hall. The Village Hall is not an asset of the Parish Council and the Parish Council takes no part in the management of the Hall.

The Parish Council owns and maintains the Village Hall car park.

The Parish Council maintains the grassed area at the front of the Village Hall and areas around the edge of the car park. These are cut from March/April to October/November.

The trees in the car park are included in the Council's annual Tree Survey. The Parish Council pays for maintenance work as necessary.

A Veolia bin is kept at the rear of the Village Hall. This is the responsibility of the Village Hall Management Committee.

2.2 Solar Lights in the Car Park

The Parish Council installed two solar lights at the rear of the car park, near the Millennium Green. The lights were installed by and maintained by Westcotec Ltd.

2.3 Noticeboard in the Car Park

The Parish Council has assumed responsibility for the noticeboard under the tree near the entrance to the car park. The condition of the noticeboard is monitored and action taken as necessary. In 2022, the Parish Council paid for new frontage to be added to the noticeboard. It was re-stained in 2024.

2.4 Noticeboard attached to the Village Hall

The Parish Council owns the noticeboard attached to the Village Hall. The condition of the noticeboard is monitored and action taken as necessary. It was re-stained in 2024.

2.5 Wooden Bench

The bench was restored in 2012 and was re-stained in 2024. The condition of the bench is monitored and action taken as necessary.

2.6 Dog Bin in the Car Park

The bin is attached to the wooden fence and is emptied by volunteers from the Millennium Green.

2.7 Recycling Banks

The income from the recycling banks is paid to the Millennium Green Trust.

2.8 Village Sign

The Village sign was restored in 2012. The wooden parts of the sign were re-stained in 2024. The condition of the sign is monitored and action taken as necessary.

2.9 Hunton Plough and Plinth

The plough was restored in 2022/23. The condition of the plinth and plough is monitored and action is taken as necessary.

3 Benches on the Millennium Green

The Council installed a bench on the Millennium Green following the resignation of Councillors Buscall, Muller and Webster. The bench has been moved next to the tree planted in memory of Robert Buscall. It was re-stained in 2024. The memorial tree was replaced in 2022. The condition of the bench and tree are monitored by the Parish Clerk.

The Council installed a War Memorial bench on the Millennium Green in 2025.

4 Litter Bins

The Council owns litter bin at the following locations:-

- Norwich Road next to the bus shelter (attached to the metal fence on the same side of the road as the Blenheim Grange estate). The bin is emptied by Breckland Council.
- Norwich Road next to the bus shelter on the same side of the road as the Blenheim Grange estate (free standing near the bus shelter). The bin is emptied by Breckland Council.
- Norwich Road next to the bus stop (on opposite side of the road to the Blenheim Grange estate). This was installed by the Parish Council in 2020 and moved by Norfolk County Council in 2021. The bin is emptied by Breckland Council.
- Norwich Road next to Salmond Road junction (entrance to Maid Marian estate). This was installed by the Parish Council next to the bus stop in 2021. The bin is emptied by Breckland Council.

- Norwich Road entrance to the Caudle Springs footpath. This was installed by the Parish Council next to the Information Board in 2021. The bin is emptied by Breckland Council.
- Caudle Springs entrance to the Caudle Springs footpath. This was installed by the Parish Council in 2021. The bin is emptied by Breckland Council.
- Willow Corner next to the entrance to Manor Farm. This was installed by the Parish Council in 2021. The bin is emptied by Breckland Council.
- Broadmoor Road junction with Mill Lane.
- Broadmoor Road junction with Bridge Street

5 Phone Box/defibrillator

The Parish Council purchased the telephone box on Church Street and installed a defibrillator inside the phone box. The equipment is regularly monitored and tested by Cllr Borrett on behalf of the Parish Council. All necessary actions are taken.

6 Bus Shelter on Broadmoor Road

The Parish Council paid for woodworm treatment to the timbers of the Bus Shelter and added anti-vandal paint to the roof. There is a seat in the shelter and a bin attached to one wall. The Parish Clerk makes periodic checks on the condition of the shelter inside and out. Any necessary works are reported to the Council.

7 War Memorial

In 2024, the Parish Council took responsibility for the War Memorial at the entrance to Carbrooke churchyard. The Council has used its contractor to make repairs to the Memorial, which the Council will monitor and maintain.

8 Carbrooke Village Signs at Caudle Springs and Broadmoor Road

The Parish Council maintains a road sign (Welcome to Carbrooke) at Caudle Springs and another at Broadmoor Road. Any necessary works are reported to the Council.

9 Speed Gates

In 2025, four sets of speed gates were installed in the parish under the Parish Partnership Scheme. These are maintained by the Parish Council.

10 Speed Sign

The Parish Council owns a SAM2 mobile speed sign. This is moved to different locations by volunteers. The volunteers hold the fixing equipment. The Parish Council is aware of the problems caused by speeding through the village. In 2021, the Parish Council contributed 50% of the cost of two solar-powered flashing 20mph signs near the school under the Parish Partnership Scheme with Norfolk County Council.

11 Information Boards

The Parish Council maintains three Information Boards which were passed to it by the Heritage group in 2018. The Information Boards are in the following locations:-

- At the entrance to the Caudle Springs footpath near the Aerolite Garage
- At the entrance to Carbrooke Church
- At the Community Hb, Blenheim Grange

12 Norwich Road Estate Noticeboards

The Parish Council owns and maintains noticeboards in the following locations.

- Ash Tree (Hendon Avenue). There are two noticeboards.
- Beech Tree (on the wall at the entrance to the estate).
- Maid Marian estate (Salmond Road).

13 Norwich Road Bus Shelters

The Parish Council owns and maintains two bus shelters, one on either side of Norwich Road near the junction with Washington Drive.

14 Norwich Road Estate Noticeboards

The Parish Council owns and maintains noticeboards in the following locations.

- Ash Tree (Hendon Avenue). There are two noticeboards.
- Beech Tree (on the wall at the entrance to the estate).
- Maid Marian estate (Salmond Road).

15 Street Light

The Parish Council owns a street light at Trenchard Crescent. This is the only street light the Parish Council owns in Carbrooke. The other street lights are maintained by Norfolk County Council.

16 Defibrillator outside Aerolite Garage

The Council has installed a defibrillator next to the entrance to the Aerolite Garage. The equipment is regularly monitored and tested by Cllr Borrett. All necessary actions are taken.

17 Future Aims and Objectives

The Parish Council will adapt its plans accordingly and its Management Plan will be a 'living' document, which will be changes/amended as it progresses in order to meet current needs.

18 Feedback

The Parish Council represents the view of residents. We welcome your comments. Please submit any ideas/proposals to the Parish Clerk at clerk@carbrooke-pc.gov.uk or write to Oakleigh House, Shipdham Lane, Scarning, NR19 2LB.

If you have any questions or would like more information about what is happening, please don't hesitate to contact us and we will do our best to provide an answer.

This Maintenance Plan was adopted by the Council February 2026.

Appendix A Who Does What

Task/Activity	Action	Frequency	Who is responsible	Notes
Grass cutting (Village Hall car park)	Maintenance	Every 10-14 days	Community volunteers on behalf of the Council	
Trees (Village Hall car park)	Tree survey	Annually	Council appointed contractor	Actions will be taken in accordance with the report
Trees (Village Hall car park)	Overhanging branches/damaged trees, and so on	As necessary	Parish Council	The Council will take advice from a qualified contractor as to the best course of action on a per case basis
Village sign	Cleaning/repainting/restaining	As necessary	Parish Council	
Hunton Plough	Cleaning/repainting/restaining	As necessary	Parish Council	
Benches	Cleaning/repainting/restaining	As necessary	Parish Council	
Solar lights (Village Hall car park)	Damage/faults	As necessary	Parish Council	Report faults/damage to Westcotec Ltd via the Parish Clerk

Recycling Bins (Village Hall car park)	Faults	As necessary	Serco	
Defibrillators	Reporting and checking equipment	Weekly	Councillor	Liaise with and report to Community Heartbeat
Phone box (Church Street)	Damage faults	As necessary	Parish Council	Instruct Council contractor as necessary
Noticeboards	Cleaning/repainting/restaining	As necessary	Parish Council	Instruct Council contractor as necessary
Litter bins	Emptying	Weekly	Serco	
Bus Shelters	Repairs/cleaning	As necessary	Parish Council	Reports made to the Council as part of the annual Asset Report or inspections
Street light (Trenchard Crescent)	Faults/damage	Periodically and as part of the annual Asset Report	Parish Council	Instruct Westcotec Ltd as necessary
Information Boards	Cleaning/repainting/restaining	As necessary	Parish Council	Instruct Council contractor as necessary
Speed sign/SAM2	Moving to stated locations agreed with Norfolk County Council	As necessary	Parish Council	Faults reported to the Parish Clerk/Westcotec Ltd.
Village signs	Repairs/cleaning	As necessary	Parish Council	Reports made to the Council as part of the annual Asset Report or inspections
War Memorial	Repairs/cleaning	As necessary	Parish Council	Reports made to the Council as part of the annual Asset Report or inspections