



Noticeboards

Cemetery & Commons

December 2022

Project Proposal

1 Cemetery entrance signage – Current layout: photos taken 12th November 2022



2 Right hand side of cemetery entrance



3 Entrance to the Memorial Garden – Photo taken 1st October 2022



Please note: The 'Polite sign' leading into the Memorial Garden has been removed by request of the Project Officer with the Clerk's authorisation.

Overview

There are number of 'Quick win' actions that should be considered to enhance the overall experience of anyone entering and visiting our Weybourne Road cemetery and Memorial Garden. The entrance area does not currently have a welcoming feel to it, so this report lists a few considerations for Council.

1 Entrance signage



Whilst we need to make sure that our visitors stay safe and understand their obligations as they visit the cemetery, the current signage is extremely unwelcoming – NO...! BEWARE...! BY ORDER...!

Setting up a sign template to be able produce professional looking paper notices and creating a library/suite of welcoming, contemporary and informative signs and replacing the current signage would be recommended. The new designs should include the new STC logo and the STC team contact information making the signage more 'modern in look & feel. In addition, all signs should state that STC is the Burial Authority for the Parish, this would notify visitors how/who to feedback to.

The more 'policy lead' messaging could be made a little less visible, perhaps using smaller signs in the same style and following the review of STC DOG policy, new boards will need to be implemented to reflect the changes.

Introduce a smaller sign that can be positioned around the site which asks visitors to use the litter bins provided.

2 Right hand side of the Entrance



The current noticeboard is in the cemetery pavilion which is not really the right place for it to be as the footfall into that building is poor, and the board itself is not fit for purpose. We should look to implement a new a statement piece to be proud of.

The right hand side of the main entrance would make an ideal spot for an informative, welcoming Oasis which can house all the relevant information required for our visitors: Rules & Regs, Opening times, plastic policy to name a few.

Sowing ornamental grasses, wildflowers, bulbs etc and planting up evergreen bushes along the back to cover the concrete posts and unsightly fencing, (Free saplings can be sourced via the Woodlands Trust) will make the area looked loved and inviting.

3 Entrance to the Memorial Garden



Whilst there is a lot of work to be done to determine the layout of the sections of the garden that are not currently in use, we should look to enhance the entrance so that it too becomes more welcoming to our visitors.

At the moment there is no way of communicating to visitors at all. A suggestion would be to have a smaller style noticeboard implemented on the righthand side of the garden's entrance which can house information about the garden and even updates on planned activity going forward.

Another quick win would be to sow bulbs around the outside of the low wall so as we move from winter to spring, the entrance has some natural colour to welcome visitors – rather than an ugly brick wall.

4 Existing signage near railway bridge – Beeston back common



During the June Assets Committee meeting, the Honourable Warden, Francis Farrow raised concern about the noticeboard in the commons and requested that missing or damaged signage could be reprinted.

This noticeboard is positioned at the front of the Common next to the STC owned bus stop & bench. It is unsightly, in a very poor condition and is obviously no longer water-tight so the pin board area is quite damaged.

The header is not up to date and shows the Sheringham Crest rather than the new waved logo and the information contained inside consisting of 2 x A4 sheets of unlaminated paper is dated 2004.

It has also been requested that a new noticeboard is purchased to be sited in the Lay-by and an additional noticeboard is erected left of the entrance of the commons.



Following the original cost submission to Council in September, further investigation has been undertaken so that a wider range of alternative solutions for the replacement and installation of the requested 3 noticeboards can be considered by the Council body for the Beeston back Common (Replace), Entrance to the Commons (New) and in the Lay-by (New).

The style of notice boards must be sustainable, fit for purpose (Adequate space to house the byelaws and the commons map) and work aesthetically with the surrounding environment.

The ideal would also be that they are low maintenance and resistant to all weather conditions, here are a few more options for consideration

(All of which are made from recycled materials or manmade timber (MMT):



Cemetery signage



Recommendation



Use online printers: Urban design & Print

Our signs can be designed inhouse & then uploaded to the site for professional printing which will mean additional items can be ordered quickly and efficiently.

This company provides permanent external advertising hoardings and signage, which is hard-wearing, rigid and fully weatherproof.

The boards we would use can be printed single or double-sided with UV cured inks, portrait or landscape format or cut to a bespoke shape.

Approximate cost per sign (Size dependant) £50

- ⇒ A new template design to be used around the cemetery site.
- ⇒ Online printers Urban Design & Print used
- ⇒ Budget based on approximate costs for 10 signs at £50 each - Total: £500

Cemetery & Commons Noticeboards



Recommendation



Use Green Barnes Ltd online supplier

Greenbarnes Ltd have evolved a comprehensive range of boards in MMT (Man-made Timber) which is a maintenance-free, recycled plastic material with the appearance of timber and have supplied boards to councils, churches, etc which are glazed, lockable and weatherproof.

Most of the posts would be displayed permanently, however, there is the need to be able to pop updates and other information into the display bays too, like 'Funeral taking place today'.

Note - The company can apply the STC logo as well as rebranding each header to read either Sheringham Town Council or Sheringham Cemetery / Memorial Gardens

Approximate cost for the lead in feature Noticeboard £1500

Approximate cost for the smaller Memorial Garden Noticeboard £600

(These boards will have a life span of well over 60 years & will require minimal maintenance, so logically the yearly total cost would be £83 per year)

- ⇒ Purchase the recommended noticeboards - Estimated Total: £5000
- ⇒ Purchase of seasonal bulbs, seeds and bushes - Estimated Total: £50
- ⇒ Woodlands Trust to be contacted & to supply saplings

MOTION: Council to agree a total budget / spend for this project - £5600