

**MINUTES of the FULL COUNCIL MEETING**  
**of FAKENHAM TOWN COUNCIL**  
**held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**  
**WEDNESDAY 30<sup>th</sup> July 2025 at 18:00**

---

Councillors: A Glynn (Chair), V Joslin, M Campbell, J Rockett, M Dutton, C Fairbrother, P Bucknell, G Acheson & D Hunter

District / County Councillors: NNDC District Cllr C Cushing, L Vickers & County Cllr T Fitzpatrick

Speaker: Steve Hems, Director of Service Delivery (Deputy Chief Executive), North Norfolk District Council

Clerk: Lesley Meanley  
Deputy Clerk/RFO: K Lindsay  
Members of the Public: Two  
Press: None

Number	Agenda
73/25	<p><b>Open Forum for Public Participation</b></p> <p><b>a)</b> To receive a report from Fakenham Police – Report sent by email, no police attendance.</p> <p><b>b)</b> To receive any Electors Questions: Members of the public will be invited to ask questions of the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item is limited to 10 mins. – An elector raised a question regarding the status of the Wensum Lodge and lack of support for those housed within and those from outside Norfolk being housed, again without adequate support and cited instances to support. Fakenham Town Council share those concerns. District Cllr Vickers is meeting with the owner soon and will raise concerns. NNDC Director of Service Delivery Steve Hems advised that NNDC use the lodge as nightly paid accommodation, not under contract and the owner has discretion to hire rooms to others and remove residents. There is a shortage of housing for Homeless people within North Norfolk. Cllr Fairbrother mentioned support for the homeless at the Fakenham Sports Centre on Tuesdays &amp; Thursdays by way of food and showers.</p> <p><b>c)</b> To receive any reports from District/County Councillors</p> <p>For time management purposes, if possible written reports are requested prior to the meeting to facilitate Q&amp;A only at the meeting.</p> <p>Cllr Cushing supplied a report and added that the surgery hedge appeared to be the responsibility of Med centres. No response received yet from the police regarding speeding. Trinity college had been unable to find a developer to acquire the whole Northern development site and would now be looking at selling in thirds.</p> <p>Cllr Vickers has mainly been dealing with private cases. Victory housing has now completed repairs at Heather Barrow Court.</p> <p>Cllr Vickers is meeting the owner of the Wensum Lodge shortly.</p> <p>Cllr Fitzpatrick gave dates for the household hazardous waste days, Hempton will be the 21<sup>st</sup> &amp; 22<sup>nd</sup> November 2025. Complaints of speeding received especially around Wells Road and the Drift - raised at SNAP meetings but no signs of police activity yet. 6-10 Norwich Road is with the developer to sort out the pavement and Cllr FitzPatrick will be chasing for Planning enforcement.</p> <p>He carried out a highway's inspection with an officer from NCC highways team.</p> <ul style="list-style-type: none"> <li>• Seeking funding to replace damaged setts in the Marketplace</li> <li>• Improving access for buggies and mobility scooters by dropping kerbs</li> </ul>

	<ul style="list-style-type: none"> <li>NCC is considering taking action against statutory undertakers including Openreach and Anglian Water who have not repaired access hatches in the carriageway correctly</li> <li>NNDC will look at where planters couldn't be placed within the Lower &amp; Upper market areas, so Fakenham Town Council can sider suitable sites</li> <li>The Norfolk Community fund will give up to £5,000 to volunteer and community projects and up to £2.500 to fund projects.</li> <li>Repairs to the iron access covers in Whitehorse Street need raising before being surface dressing work is undertaken.</li> <li>New Wells Road bus stops are in place.</li> </ul> <p>Cllr FitzPatrick will chase AMEY regarding a Fakenham Town Council streetlight</p>
<b>74/25</b>	<p><b>To move that the Public &amp; Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960</b></p> <p>On the proposition of Cllr Bucknell, seconded by Cllr Acheson. RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public &amp; Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.</p>
<b>75/25</b>	<p><b>To hear from Steve Hems, Director of Service Delivery (Deputy Chief Executive), North Norfolk District Council</b></p> <p>Cllrs received an update on two confidential matters</p>
<b>76/25</b>	<p><b>To move into open session</b></p> <p>On the proposition of Cllr Bucknell seconded by Cllr Dutton RESOLVED the Meeting moves into Open Session</p>
<b>77/25</b>	<p><b>To consider for acceptance apologies for absence</b></p> <p>Apologies received from Cllrs Duffy and Harrison</p>
<b>78/25</b>	<p><b>Declarations of Interest: Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda.</b></p> <p>Cllr Campbell declared an interest in agenda item 87/25 and Cllr Hunter declared an interest in agenda item 98/25</p>
<b>79/25</b>	<p><b>To confirm the Full Council Minutes of the Meeting held on 25<sup>th</sup> June 2025</b></p> <p>The minutes of the Full Council meeting held on the 25<sup>th</sup> June 2025 were agreed on the proposition of Cllr Bucknell and seconded by Cllr Glynn, AGREED by all and signed by the chair.</p>
<b>80/25</b>	<p><b>To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update.</b></p> <p>None</p>
<b>81/25</b>	<p><b>To receive the Mayor's Announcements</b></p> <p>Cllr Glynn attended Brave the Shave</p>
<b>82/25</b>	<p><b>To receive any reports from Councillors who have attended Meetings outside the Council</b></p> <p>None</p>
<b>83/25</b>	<p><b>To receive and note correspondence and comment upon any items for information and action.</b></p> <p>Correspondence from the Fakenham Town Band thanking the council was noted.</p>
<b>84/25</b>	<p><b>To confirm the Minutes of the Facilities &amp; Amenities Committee held on 15<sup>th</sup> July 2025.</b></p> <p>The minutes of the meeting held on 15<sup>th</sup> July 2025 were moved for reception and adoption by Cllr Joslin seconded by Cllr Acheson and agreed by all.</p> <p><b>Minute 28/25 FA To discuss and agree any required expenditure; • To approve Heritage Trail Plaque replacement – Peckover Cemetery for either £637 plus VAT or</b></p>

	<p><b>£434 plus VAT.</b> All Cllrs agreed that they wanted to proceed with the replacement knowing the budget is already more than 10% overspent and monies have already been spent from the public spaces budget, A grant may be available. To be discussed at Full Council. ACTION: Clerk to seek a quote for a 2D replacement.</p> <p>A quote for a 2D replacement and fitting for £135 had been received. All agreed to proceed.</p> <p><b>Minute 30/25 FA To discuss Millennium Park Options</b> Cllr Acheson proposed, seconded by Cllr Campbell that a Basketball court be included. All agreed. After discussion Cllrs agreed that Layout 3 was a preferred option with a pump track and increased walking/running paths. ACTION: Clerk to liaise with relevant parties to establish sizes / timescales / costs etc Cllrs agreed that within the fenced children's play area to remove the brick areas containing bushes, to install accessible play equipment and older children's equipment ACTION: Clerk to liaise with Duke of Lancaster school and play equipment providers for proposals Grant funding etc will need to be sought for the majority of works.</p> <p>This was noted by all</p> <p><b>Minute 35/25 FA To discuss UTV Quotes and make a recommendation to Full Council</b> 3 quotes were discussed, a quote for £17602.20 for a Kawasaki Mule Pro-DX be recommended to Full Council for purchase.</p> <p>On the proposition of Cllr Joslin, seconded by Cllr Campbell, 9 agreed with 1 abstention.</p> <p><b>Minute 42/25 FA To discuss and recommend to full council a quotation for extension of paths and roadway at Creake road Cemetery for £26,148.43 plus VAT</b> All agreed to recommend to Full council</p> <p>On the proposition of Cllr Joslin, seconded by Cllr Glynn 8 agreed with 1 vote against and 1 abstention</p>
85/25	<p><b>To confirm the Minutes of the Governance &amp; Finance Committee held on:</b></p> <ul style="list-style-type: none"> <li>• <b>22<sup>nd</sup> July 2025. To note and approve:</b></li> </ul> <p>Items 31/25 below deferred until August Full Council</p> <p><b>31/25 GF To discuss the reallocation of Budget funds following issue of first quarterly Income and Expenditure Budget vs Actuals report</b></p> <p>Councillors discussed budget requirements and RESOLVED to meet the necessary expenditure by approving the following amendments and virement, and to recommend to Full Council a withdrawal from the relevant Earmarked Reserve:</p> <ul style="list-style-type: none"> <li>• <b>Cemetery Expenditure - £26,000 approx.</b></li> </ul> <p>£18,000 allocated in the current Cemetery budget. An additional £5,000 to be reallocated from the Cemetery brickwork budget (the brickwork project to be deferred and given a separate budget in 2026/27), and £3,000 to be vired from the underspend on the Allotment surveys.</p> <ul style="list-style-type: none"> <li>• <b>UTV - £18,000 approx.</b></li> </ul> <p><b>To be funded by £12,500 from the Machinery EMR</b> and £5,500 from the New Machinery budget line. Any underspend remaining on the New Machinery budget at the end of the financial year is to be reallocated to the Machinery EMR.</p> <ul style="list-style-type: none"> <li>• <b>Trees and Streetlights</b></li> </ul> <p>Costs are currently unknown and will be considered as they become available, with prioritisation as necessary.</p> <p><b>36/25 GF To receive and sign the Barclays mandate change form removing Martyn Benstead (Stephenson Smart - former RFO) and Natasha Southerland (former Councillor) as signatories from all accounts</b></p> <p>Cllrs RESOLVED to approve and recommend to Full Council for signing, the mandate change form</p>

	On the proposition of Cllr Acheson, seconded by Cllr Glynn, all agreed.
<b>86/25</b>	<b>Financial Matters –</b> <ul style="list-style-type: none"> <li>a) To receive and review June 2025 payments and receipts for Fakenham Town Council and Charter Market</li> <li>b) To receive and review June 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and note all bank statements and reconciliations have been confirmed and signed</li> <li>c) To receive and review the first quarterly Income and Expenditure Budget vs Actuals report</li> <li>d) To receive and approve the June 2025 schedule of payments over £500 for display on the website</li> </ul> <p>All items were received and approved by all</p>
<b>87/25</b>	<b>To Receive the following applications for a grant from the Market Tolls:</b> <ul style="list-style-type: none"> <li>• <b>Fakenham Events Committee</b></li> </ul> <p>The Fakenham Events committee revised the original application down to £1000. On the proposition of Cllr Hunter, seconded by Cllr Acheson Cllrs agreed to support up to £1000 less any profit made. Rather than donate any profit to MIND its returned to the Market Tolls fund up to a £1000. All agreed</p>
<b>88/25</b>	<b>To discuss and consider the Love your Market Town grant proposal</b> ACTION: Cllr Glynn will send details to all
<b>89/25</b>	<b>To seek additional committee members for:</b> <ul style="list-style-type: none"> <li>a) Governance &amp; Finance - 3 vacancies – Cllr Rockett joined leaving 2 vacancies</li> <li>b) Facilities &amp; Amenities - 2 Vacancies</li> </ul>
<b>90/25</b>	<b>To Agree Working Group members for the Strategic Plan 6-month review as agreed in Full Council March 2025 minute 326.</b> “Strategic Objectives plan 2025-2028, To recommend that a working group be establish in late summer to review the plan ahead of 2026/27 budget considerations starting in October 2025” Deferred until Augusts Full Council
<b>91/25</b>	<b>To discuss Allotments and opens spaces associated with PA 4682 (PM/24/1946) - Approval of all reserved matters relating to Phase 1 of outline planning permission PO/17/0690 (residential development of up to 950 dwellings - as varied by planning permission RV/22/0855) comprising the landscape scheme, drainage attenuation and associated features on land east of the main access roundabout - Land North Of Rudham Stile Lane &amp; East Of Water Moor Lane, NR21 9QU</b> Deferred until August Full Council
<b>92/25</b>	<b>To consider applications for planning applications up to 23/07/2025</b> <ul style="list-style-type: none"> <li>• PU/25/1152 – Cllrs objected as outside of development area.</li> <li>• PF/25/1453 – Cllrs offered No objection or comment</li> <li>• ADV/25/1430 – Cllrs objected as coloured lighting within a conservation area is not appropriate.</li> <li>• PF/25/1443 – Cllrs offered No objection or comment</li> </ul>
<b>93/25</b>	<b>To note comments on applications for planning applications as agreed by via Email:</b> <ul style="list-style-type: none"> <li>• ADV/25/1138</li> <li>• PF/22/0694</li> </ul> <p>Both were noted</p>
<b>94/25</b>	<b>To receive notice of decisions of the planning authority:</b> <ul style="list-style-type: none"> <li>• PF/23/2524</li> <li>• PO/21/3222</li> <li>• PF/25/0289</li> <li>• PF/24/2418</li> <li>• CD/25/1116</li> </ul>

	<ul style="list-style-type: none"> <li>• PF/23/1207</li> <li>• EF/25/1060</li> <li>• PF/23/0649</li> <li>• PU/25/1090</li> </ul> <p>All were noted</p>
95/25	<p><b>To receive notification of TPO (TPO/25/1079) Land At 1 Fernbank Cottages, Church Lanes, Fakenham, Norfolk, NR21 9DD</b></p> <p>Noted</p>
96/25	<p><b>To discuss the Flash Project</b></p> <p>The MUGA pitch will not be used by the contractors whilst the swimming pool development is undertaken</p>
97/25	<p><b>To Discuss Advertising in Fakenham Town Football Club Match Day Program</b></p> <p>None required</p>
98/25	<p><b>To discuss the costs involved with the proposal to offer a strip of land, without charge, to The Gallows and Fakenham Racecourse</b></p> <p>Deferred to August Full Council</p>
99/25	<p><b>To receive an update on Rail Services from Melton Constable Trust</b></p> <p>The report was noted</p>
100/25	<p><b>To discuss a Fakenham Town Council response to the Future Norfolk survey</b></p> <p>None</p>
101/25	<p><b>To discuss Devolution and Local Government Reform</b></p> <p>To remain on future agendas</p>
102/25	<p><b>To receive any further items for the agenda</b></p> <p>For Facilities &amp; Amenities – to discuss the offer of a Christmas tree for the town from the Fakenham Events Committee.</p>
103/25	<p><b>To move that the Public &amp; Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960</b></p> <p>On the proposition of Cllr Bucknell, seconded by Cllr Dutton. RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public &amp; Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.</p>
104/25	<p><b>To discuss the Flash Project</b></p> <p>Nothing further discussed</p>
105/25	<p><b>To discuss the land managed by the Hawk and Owl trust</b></p> <p>Deferred until August Full Council</p>
106/25	<p><b>To move into open session</b></p> <p>On the proposition of Cllr Bucknell seconded by Cllr Dutton RESOLVED the Meeting moves into Open Session</p>
107/25	<p><b>To confirm the date &amp; Time of the next meetings:</b></p> <p><b>Facilities &amp; Amenities: Tuesday 12<sup>th</sup> August 2025 at 18:00</b></p> <p><b>Governance &amp; Finance: Tuesday 19<sup>th</sup> August 2025 at 18:00</b></p> <p><b>Full Council: Wednesday 27<sup>th</sup> August 2025 at 18:00</b></p>

	<p>There being no further business the meeting closed at 20:15</p> <p>Confirmed this                      day of                      2025</p> <p><b>CHAIR</b></p>
--	--