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Fakenham Town Council

Full Council Meeting

Date: **Wednesday 24th September 2025**

Time: **18:00**

Location: **LOUNGE AREA, COMMUNITY CENTRE, OAK STREET, FAKENHAM**

Members are hereby summoned to attend the above meeting to discuss the following items. Please take a moment to review each agenda item carefully beforehand

Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), George Acheson, Penelope Bucknell, Mark Campbell, Tim Duffy, Martin Dutton, Carl Fairbrother, Lucy Harrison, David Hunter, Ali May-Hannam, Jim Rockett

Yours faithfully

L Meanley

Lesley Meanley

Town Clerk

18th September 2025

Number	Agenda	Pack Page
143/25	Open Forum for Public Participation a) To receive a report from Fakenham Police 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 c) To receive any reports from District/County Councillors For time management purposes, if possible written reports are requested prior to the meeting to facilitate Q&A only at the meeting.	1-2
144/25	To consider for acceptance apologies for absence	
145/25	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	
146/25	To confirm the Full Council Minutes of the Meeting held on 27th August 2025	3-8
147/25	To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update	9
148/25	To receive any reports from Councillors who have attended Meetings outside the Council	
149/25	To receive and note correspondence and comment upon any items for information and action	

150/25	<p>To confirm the Minutes of the Facilities & Amenities Committee held on:</p> <ul style="list-style-type: none"> • 9th September 2025. To note: <p>89/25 FA To review Estate grass cutting quotations for 2026 received so far Quotes from 15 contractors requested, 2 received. On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, Cllrs agreed that a Creake Road Cemetery grass cutting quote to cover April 2026 to March 2027 for £6300 be accepted and a Fakenham Church North grass cutting quote to cover April 2026 to March 2027 for £1575 be accepted.</p> <p>On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, Cllrs agreed a grass cutting quote to cover April 2026 to March 2027 for Trap Lane playing field £1456, Goggs Mill Picnic Area £682.50, Aldiss Park £1365, Millenium Park £2275, Hayes Lane Playing Field £910 and Whiteland’s £518.7 be accepted</p> <p>90/25 FA To review Verge grass cutting quotations for 2026 received so far Quotes from 9 contractors requested, 2 received. On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, Cllrs agreed to accept a quote for £12,600</p>	10-13
151/25	<p>To confirm the Minutes of the Governance & Finance Committee held on:</p> <ul style="list-style-type: none"> • 16th September 2025. To note and/or approve: <p>65/25 GF To review and agree policies for update:</p> <ul style="list-style-type: none"> • Councillor Email Policy • Members Code of Conduct Policy <p>On the proposition of Cllr Dutton, seconded by Cllr Joslin, policies were agreed by all for presentation and approval by Full Council</p> <p>69/25 GF To review proposal and quotation for adopting Scribe as the accounting software provider from 1 April 2026 Councillors reviewed the Scribe proposal and quotation to provide accounting software and associated modules, with an initial payment of £1,644 and a monthly payment of £245 from 1st April 2026 and RESOLVED to recommend approval to Full Council</p>	14-25
152/25	<p>Financial Matters –</p> <ol style="list-style-type: none"> To receive and review August 2025 receipts and payments for Fakenham Town Council and Charter Market To receive and review August 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts To note the current Income and Expenditure Budget vs Actuals report To receive and approve the August 2025 schedule of payments over £500 for display on the website 	
153/25	<p>To note the Strategic Plan 2025-2028 biannual review</p>	26-44
154/25	<p>To discuss the 2025 Remembrance Parade</p>	
155/25	<p>To Receive the following applications for a grant from the Market Tolls:</p> <ul style="list-style-type: none"> • Fakenham Area Conservation Trust (FACT) 	45-51

	<ul style="list-style-type: none"> Fakenham Choral Society 	52-61
156/25	To note the Town Ambition Programme bid Submission	62-70
157/25	To consent to allow Junior Parkrun to operate on Millennium Park	
158/25	To receive notification of preliminary consultation regarding S38 TRO 20mph zone in the development on Brick Kiln Road/Farm Drive, off Rudham Stile Lane	71-73
159/25	To discuss surface repairs to Bridge street	74-75
160/25	<p>To consider planning applications up to 24/09/2025:</p> <ul style="list-style-type: none"> ADV/25/1727 – B&Q Enterprise Way, Illuminated displays https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T0GUN5LNM9900 PF/25/1950 – 11 Market Place, Change of use https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T20ENSLNMKG00 	76
161/25	<p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> PU/25/1152 - Henry Stewart & Co Chicken Sheds, Change of use - Cllrs objected as outside of development area https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SWLJDDLNLH800 ADV/25/1430 - 12 - 14 Norwich Street, Installation of externally illuminated fascia sign - Cllrs objected due to this being within a conservation area. Cllrs concurred with the Conservation & Design comments dated 26/08/2025 https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SYNM21LNLVF00 	
162/25	<p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> NMA/25/1829 – Land To Rear Of Lidl, Non-material amendment of planning permission PF/24/1079 - Approved https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T16CSGLNMEF00 CD/25/1231 - Land To Rear Of Lidl, Discharge of condition 25 (Fire Hydrant) of planning permission PF/24/1079 – Approved https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SX9M4ILNLLB00 PF/25/1443 - 145 Holt Road, rear extension – Approved https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SYPMJOLNLW400 PF/25/1736 - Bramleberry Cottage Heath Lane, Single storey extension – Approved https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T0IA1HLNM9U00 	

	<ul style="list-style-type: none"> • PF/25/1766 - 134 Norwich Road, Single storey extension – Approved https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T0MEN8LNMBF00 • CD/25/0175 - Land North Of Rudham Stile Lane & East Of Water Moor Lane, Discharge of condition 28 (Construction Environmental Management Plan (CEMP)) of planning permission PO/17/0680 – Condition Discharge Reply https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SQLDEHLNK6D00 	
163/25	To receive notification of TPO (TPO/25/1083) Land At 33 Greenway Lane, Fakenham, Norfolk, NR21 8DF	77-84
164/25	To discuss 9 Norwich Street	
165/25	To discuss Devolution and Local Government Reform	
166/25	To receive any further items for the agenda	
167/25	To move that the Public & Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960	
168/25	To confirm the minutes of the HR Subcommittee held on 11 th September 2025	Confidential
169/25	To discuss CCTV Provisions	Confidential
170/25	To discuss options for relocating the grounds depot	
171/25	To discuss transportation and infrastructure	Confidential
172/25	To discuss and agree the Flash Project Agreement to Lease and relevant documents (details to follow)	
173/25	To move into open session	
174/25	To confirm the date & Time of the next meetings: Allotments: Tuesday 7 th October 2025 at 14:30 Facilities & Amenities: Tuesday 14 th October 2025 at 18:00 Governance & Finance: Tuesday 21 st October 2025 at 18:00 Full Council: Wednesday 29 th October 2025 at 18:00	