MINUTES of the FULL COUNCIL MEETING

of FAKENHAM TOWN COUNCIL

held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM

WEDNESDAY 30th SEPTEMBER 2026 at 18:00

Councillors: A Glynn, (Chair), G Thorpe, M Dutton, P Bucknell, A Kemp, C Fairbrother, J Rockett & T Duffy

District / County Councillors: Cllr C Cushing / Cllr J Punchard / Cllr R Jamieson
Deputy Clerk/RFO: K Lindsay
Administrative Assistant: B Combrink
Members of the Public: Four
Press: None

Number	Agenda
143/26	**To consider for acceptance apologies for absence** Apologies received from A Girton, D Hunter, V Joslin & L Harrison
144/26	**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** None declared
145/26	**Open Forum for Public Participation** a) To receive a report from Fakenham Police • No report received 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 Council's use of artificial intelligence (AI), expressing concerns about the environmental impact of AI data centres, including their effects on wildlife, local communities and the consumption of natural resources such as clean water. The elector asked whether the Council would consider discontinuing its use of AI. The Council explained that its use of AI is currently very limited, with most use being through software and online services that already incorporate AI. AI may, for example, assist with drafting documents, communications and the creation of posters and consultation materials. The Council acknowledged the environmental concerns associated with AI but noted that completely discontinuing its use would be difficult without also ceasing to use or changing various software, design tools and online platforms, and could increase costs through the need to commission external services. The Council therefore agreed to continue its current limited use of AI-enabled software and services, whilst monitoring developments and reviewing its approach as technology and relevant guidance evolve. c) To receive any reports from District/County Councillors Reports received will be published on the website. Apologies received from all Cllr Vickers. Reports received from Cllrs Cushing, Vickers & Jamieson. Cllr Cushing provided further information in relation to his written report, advising that concerns regarding the travellers' site off the A148 had been referred to the Assistant Environmental Director for a response, as the site was considered a "no-go area" for NNDC officers. He also advised that Fakenham Town Council had been successful in its application to the NNDC Community Fund for funding towards litter-picking equipment. Cllr Jamieson was asked about the next steps in relation to the Travel Hub project. He advised that he had recently provided the office with an email outlining the proposed

	next steps. The email would be circulated to all Town Councillors and the matter included on the agenda for the next Full Council meeting. Cllr Jamieson provided further information in relation to his written report concerning the temporary repairs to missing cobblestones in the Market Place. It was confirmed that permanent repairs have been programmed for December 2026. Cllr Jamieson was asked by an elector about overhanging branches on Gogg's Mill Road, the elector was advised the matter would be reported.
146/26	**To discuss a Memorial Bench at Greenway Lane – Acceptance of Maintenance Liability Subject to Installation Approval by Norfolk Highways** Following discussion, Councillors agreed that the matter be brought back for consideration once further information has been received.
147/26	**To confirm the Full Council Minutes of the Meeting held on 26th August 2026** The minutes of the Full Council meeting held on the 26th August 2026 were agreed on the proposition of Cllr Fairbrother and seconded by Cllr Thorpe, **AGREED** by all and signed by the chair
148/26	**To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update** The Deputy Clerk provided an update on the action arising from Minute 119/26 regarding the proposed application to the War Memorials Trust. Councillors noted that an application would require three quotations and that, despite efforts to obtain further quotations, only one quotation had been received from a suitably qualified specialist. It was also noted that, although the Council is eligible to apply for a grant, the proposed works would be considered a low priority by the Trust. Councillors noted that sufficient budget was available and RESOLVED not to proceed with the grant application and to accept the quotation received at a cost of £6,500.
149/26	**To receive any reports from Councillors who have attended Meetings outside the Council** Cllr Glynn and Cllr Duffy attended a FLASH stakeholder meeting. Cllrs Glynn, Dutton, Bucknell, Kemp, District Cllrs Vickers, Cushing and County Cllr Jamieson attended the Meet the Councillors session held at the Thursday Charter Market. The Clerk attended a Norfolk Wildlife Trust Churchyard Management event. The Clerk attended an NNDC Town Clerk event.
150/26	**To receive and note correspondence and comment upon any items for information and action** None received
151/26	**To fill Town Councillor vacancies by co-option** No applications were received
152/26	**Financial Matters** a) To receive, review and approve August 2026 Payments and Receipts Lists for Fakenham Town Council and Charter Market Cllrs reviewed and agreed b) To receive, review and approve August 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts Cllrs reviewed and agreed c) To receive and review the current Income and Expenditure Budget vs Actuals report Cllrs reviewed

	d) To receive and approve the August 2026 schedule of payments over £500 for display on the website Cllrs agreed
153/26	**To receive the following applications for a grant from the Market Tolls:** • **Wensum Dementia Café** Councillors RESOLVED to defer consideration of the application pending receipt of further information • **Creake Encounters** Councillors RESOLVED not to award a grant to the applicant
154/26	**To note the EP Youth Streetlife report June – August 2026** The report was noted, and Councillors RESOLVED to release the second tranche of the S137 grant awarded for 2026/27, amounting to £3,000.
155/26	**To receive the Internal Controllers report** None
156/26	**To discuss littering within Fakenham** Deferred
157/26	**To discuss and agree a Fakenham Town Council response to the Police and Crime Plan 2026/28 Police Budget 2027/28 Consultation – Closing date 9th October 2026** Councillors agreed to email their comments to the office, with a draft Fakenham Town Council response to be prepared based on the comments received. **ACTION:** The Clerk to collate Councillors' emailed comments and submit a Fakenham Town Council response to the Police and Crime Plan 2026/28 and Police Budget 2027/28 Consultation. Councillors also discussed requesting a meeting with the Chief Constable and RESOLVED to request a private meeting to discuss their concerns regarding crime in Fakenham. **ACTION:** The Clerk to write to the Chief Constable to request a private meeting.
158/26	**To discuss and note Fakenham Town Councils view on the variety of shops within the high street** Councillors discussed the matter and agreed that Cllr Duffy would draft a statement for consideration as Fakenham Town Council's position. The statement will be considered at the next Full Council meeting. **ACTION:** Cllr Duffy to draft a statement setting out Fakenham Town Council's position on the variety of shops within the High Street, for consideration at the next Full Council meeting.
159/26	**To discuss Greenway Lane Speeding Concerns** Deferred
160/26	**To note the Aldiss Park Wetland Public Consultation to be launched 15th October and Close 30th November** Councillors noted the consultation document and agreed amendments to clarify that there is no direct capital cost to the Council or taxpayer and that any external or grant funding sought would be specific to this type of project and would not be funding that could otherwise be used for other purposes.
161/26	**To discuss a quotation for the treatment of Japanese Knotweed at Aldiss Park** Councillors considered the quotation options and RESOLVED to accept Environet UK Ltd's 10-year guaranteed Japanese Knotweed treatment programme at a cost of £4,700 excluding VAT. Councillors also considered the quotation from TTSR Ltd for the placement of three concrete blocks at Aldiss Park to impede access and RESOLVED to accept the quotation at a cost of £750 excluding VAT. Councillors noted that this would result in an overspend against cost code 4466 Aldiss

	Park FRGC. The RFO recommended, and Councillors RESOLVED, to vire funds from cost centre 4465 Public Spaces to meet the additional expenditure.
162/26	**To note the current withdrawal of Local Government Reorganisation** This was noted
163/26	**To consider quotations for replacement Mayoral Chains** Deferred
164/26	**To discuss Houses of Multiple Occupation** Councillors discussed the matter and RESOLVED to ask District Cllr Vickers to investigate a potential unauthorised House in Multiple Occupation (HMO). **ACTION:** The Clerk to contact District Cllr Vickers regarding the potential unauthorised House in Multiple Occupation (HMO)
165/26	**To consider planning applications up to 24th September 2026:** • **PF/26/1918 -** Waterhouse Farm , Waterhouse, Fakenham, Norfolk, NR21 0LA - Erection of single-storey building for use as sauna and cold-water wellbeing facility, and formation of pedestrian access path https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TL3G0HLNIQW00 **Response Deadline:** 13/10/2026 Councillors offered no objection and no comment • **PF/26/1304 – Reconsultation, amended plans.** Evermore House, 11 Wells Road, Fakenham, Norfolk, NR21 9EG - Erection of single-storey side / rear extension https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TGRW2ALNHWX00 **Response Deadline:** 7/10/2026 **Previous comments:** Councillors offered no objections and no comments Councillors offered no objection and no comment • **LA/26/1445 – Reconsultation, amended plans.** Evermore House, 11 Wells Road, Fakenham, Norfolk, NR21 9EG - Works associated with erection of single-storey side / rear extension https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=THURX5LNI3Q00 **Response Deadline:** 7/10/2026 **Previous comments:** Councillors offered no objections and no comments Councillors offered no objection and no comment
166/26	**To note comments on applications for planning applications as agreed via Email:** • **Reconsultation due to amended plans PF/26/0841 -** Ceramic Tile Distributors, 74 Holt Road, Fakenham - Demolition of all existing buildings and the erection of a 66 bed care home with external amenities and associated parking PF/26/0841 | Demolition of all existing buildings and the erection of a 66 bed care home with external amenities and associated parking | Ceramic Tile Distributors 74 Holt Road Fakenham Norfolk NR21 8DY **Response Deadline:** 09/09/2026 **Councillors' response:** Having reviewed the available information, Councillors maintain their objection to this application. Councillors noted that whilst there has been a decrease in size of the building, the size and design remain out of place with the surrounding area. Councillors

	continue to hold concerns regarding the additional pressures on the Fakenham Medical Practice. Councillors also commented that the plans contain insufficient parking space. • **PF/26/1732 -** 11 - 13 Norwich Street, Fakenham, Norfolk, NR21 9AF - Replacement of first and second floor windows in front elevation with UPVc sash windows (retrospective) https://idoxpa.north-norfolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=TJPALCLN06Z00 **Response Deadline:** 24/09/2026 **Councillors' response:** Councillors strongly object to this planning application on heritage and design grounds. Councillors noted that the UPVC windows are not in keeping with the conservation area. Their retention would adversely affect the character and appearance of the building and the wider conservation area. Councillors also raised concerns over potential non approved activities and commented that enforcement action is required to investigate the current use of the property. • **PF/26/1705 -** 11 - 13 Norwich Street, Fakenham, Norfolk, NR21 9AF - Installation of roller shutters to shop front (retrospective) https://idoxpa.north-norfolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=TJLK4ILN06Z00 **Response Deadline:** 24/09/2026 **Councillors' response:** Councillors strongly object to this planning application on heritage and design grounds. Councillors noted that the materials and design of the shutters are not in keeping with the conservation area. Their retention would adversely affect the character and appearance of the building and the wider conservation area. Councillors also raised concerns over potential non approved activities and commented that enforcement action is required to investigate the current use of the property. These were noted
167/26	**To receive notice of decisions of the planning authority and agree any further actions:** • **PF/23/0460 -** 2 Driftlands, Fakenham, Norfolk, NR21 8EB - Two-storey and single-storey extensions to dwelling, front porch and canopy https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQTWTALNKPF00 Councillors' response: Councillors offered no objection and no comments. **Approved** • **PF/26/1616 -** 2 The Orchard, Holt Road, Fakenham, Norfolk, NR21 8JF - Garage conversion and erection of car port https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJ0XZNLNICG00 Councillors' response: Councillors offered no objection and no comments. **Approved** • **ADV/26/1456 -** 14 Whitehorse Street, Fakenham, Norfolk, NR21 8AD - Display of 1no. non-illuminated sign on north elevation https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=THY20SLNI4F00 Councillors' response: Councillors offered no comments and no objections.

	Approved • **LA/26/1455 -** 14 Whitehorse Street, Fakenham, Norfolk, NR21 8AD - Works associated with display of 1no. non-illuminated sign on north elevation https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=THY20ILNI4D00 Councillors' response: Councillors offered no comments and no objections. **Approved** • **ADV/26/1581 -** 17 Bridge Street, Fakenham, Norfolk, NR21 9AG- Installation of new fascia signage to front and side elevations. https://idoxpa.north-norfolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=TIUE7JLNIAT00 Councillors' response: Councillors offered no comments and no objections. **Approved** • **PF/26/1628 -** 7A Norwich Road, Fakenham, Norfolk, NR21 8AU - Change of use from tattoo studio (no specified use class) to beauty salon (Class E) https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJ6I3XLNID50 Councillors' response: Councillors offered no comments and no objections. **Approved** • **PF/26/1364 -** 174 Norwich Road, Fakenham, Norfolk, NR21 8LX - Single storey rear extension to existing detached residential dwelling https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TH84OMLNHZV00 Councillors' response: Councillors offered no comments and no objections. **Approved** • **PF/26/1678 -** 13 The Drift, Fakenham, Norfolk, NR21 8EE - Proposed replacement single storey dwelling https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJDWOSLNIFD00 Councillors' response: Councillors offered no comments and no objections. **Approved** These were noted
168/26	**To receive any further items for the agenda** No further items were received
169/26	**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** On the proposition of Cllr Bucknell seconded by Cllr Thorpe. RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & 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.

170/26	**To discuss Fakenham Town Council taking over established/non established events.** Councillors discussed the matter. Councillors RESOLVED to proceed with activities and entertainment at the Thursday Charter Market during the October half-term and on Christmas Eve.
171/26	**To discuss grounds staff depot proposals** Councillors received a report. Councillors RESOLVED to proceed with the grounds staff depot proposal
172/26	**To consider the progression of proposals for securing alternative accommodation for Council administrative staff and to determine, in principle, the next steps.** Councillors RESOLVED to proceed with the proposal
173/26	**To discuss 9 Norwich Street** Nothing new to discuss
174/26	**To move into open session** On the proposition of Cllr Bucknell seconded by Cllr Glynn RESOLVED the Council move into Open Session.
175/26	**To confirm the date & time of the next meetings:** **Allotment Sub-Committee: Tuesday 6th October 2026 at 14:30** **Facilities & Amenities: Tuesday 13th October 2026 at 18:00** **Governance & Finance: Tuesday 20th October 2026 at 18:00** **Full Council: Wednesday 28th October 2026 at 18:00**

	There being no further business the meeting closed at 20:04 Confirmed this day of 2026 **CHAIR**