

**MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**

WEDNESDAY 25th MARCH 2026 at 18:40

Councillors: A Glynn, (Chair), M Campbell, A Girton, J Rockett, P Bucknell, & G Thorpe

District / County Councillors: None

Clerk: Lesley Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: None

Press: None

| Number | Agenda |
|--------|--|
| 351/26 | To consider for acceptance apologies for absence Apologies were received from Cllrs V Joslin, M Dutton, L Harrison, C Fairbrother, D Hunter & T Duffy |
| 352/26 | 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 Cllr Campbell declared an interest in agenda item 383/26 |
| 353/26 | 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 No electors' questions raised during the meeting. An elector had raised a question on the precept increase which was discussed prior to the meeting start. 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. Apologies received from all Cllrs due to a NNDC meeting clash. Reports received from Cllrs Cushing & Vickers. |
| 354/26 | To confirm the Full Council Minutes of the Meeting held on 25th February 2026 The minutes of the Full Council meeting held on the 25 th February 2026 were agreed on the proposition of Cllr Glynn and seconded by Cllr Thorpe, AGREED by all and signed by the chair. |
| 355/26 | To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update No new updates |
| 356/26 | To receive any reports from Councillors who have attended Meetings outside the Council Cllr Glynn had attended a meeting of Mayors from North Norfolk and a spring seminar with the Clerk & Deputy Clerk by Norfolk Parish Training support. |
| 357/26 | To receive and note correspondence and comment upon any items for information and action None received |
| 358/26 | To confirm the Minutes of the Facilities & Amenities Committee held on: <ul style="list-style-type: none"> • 10th February 2026 & 10th March 2026. <p>The minutes of the meeting held on 10th February 2026 were moved for reception and adoption by Cllr Fairbrother seconded by Cllr Joslin and agreed by all at the 25th February Full council meeting.</p> |

The meeting held on 10th March 2026 was not quorate

To discuss and agree:

- **a war memorial survey quotation of £850 net**

Cllr Glynn proposed, seconded by Cllr Bucknell to move forward with this survey for £850 net.

- **a quotation for the repair of Tunn Street Triangle brickwork - £1050 net**

Cllr Glynn proposed, seconded by Cllr Campbell to move forward with this quote for £1050 net.

- **a quotation for repairs to the Creake Road Cemetery wall of £3685 net**

Cllr Glynn proposed, seconded by Cllr Rockett to move forward with this quote for £3685 net.

359/26

To confirm the Minutes of the Governance & Finance Committee held on:

- **17th March 2026.**

The minutes of the meeting held on 17th March 2026 were moved for reception and adoption by Cllr Glynn seconded by Cllr Rockett and agreed by all.

To note and/or approve:

- **156/26GF - IT Policy**

Councillors reviewed the IT Policy and RESOLVED to approve it for presentation and approval by Full Council

Cllr Glynn proposed, seconded by Cllr Rockett, agreed.

- **156/26GF - Scheme of Delegation and Standing Committees Terms of Reference**

Councillors reviewed the Scheme of Delegation and Standing Committees Terms of Reference and RESOLVED to approve it for presentation and approval by Full Council

Cllr Glynn proposed, seconded by Cllr Bucknell, agreed.

- **159/26 To consider and agree the Council's reserves for the 2026/27 financial year, as detailed within the agreed 2026/27 Budget**

Members considered the Council's reserves for the 2026/27 financial year, as detailed within the agreed 2026/27 Budget.

Following discussion, it was RESOLVED that the reserves for 2026/27 be approved as presented and below:

Earmarked Reserves

Earmarked reserves are held for specific purposes or anticipated future expenditure.

| Reserve | Balance (£) | Notes |
|--------------------------|--------------------|---|
| PAYE & NI Reserve | 0 | Reserve no longer required |
| Staffing Contingencies | 10,000 | Provision for staffing pressures including incremental increase and provision equivalent to approximately six months part-time Groundsman cover |
| Insurance Excess Reserve | 2,500 | Provision to meet potential insurance excess costs |
| Event Expenses Reserve | 1,500 | Incremental increase to support Council events |

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| | <p>Street Light Replacement Reserve 6,000 Incremental increase to support future street lighting replacement</p> <p>Vehicle Reserve 5,000 Incremental increase towards future vehicle replacement</p> <p>Machinery Reserve 10,000 Includes provision for machinery replacement and potential roll-forward of budget underspend at end of FY 2025/26</p> <p>Depot / Welfare Unit Reserve 20,000 Provision towards depot or welfare facilities and potential roll-forward of budget underspend at end of FY 2025/26</p> <p>Replacements Reserve 2,000 Incremental increase for minor asset replacement</p> <p>Local Government Reform 20,000 Provision to support potential costs associated with local government reform</p> <p>Office Space Provision 10,000 Provision equivalent to approximately six months accommodation rental if required</p> <p>Contingency Builder 20,000 Reserve to support strengthening the General Reserve above minimum levels</p> <p>CCTV – System & Monitoring 0 Potential roll forward of budget balance at end of FY 2025/26</p> <p>War Memorial 0 Potential roll forward of budget balance at end of FY 2025/26</p> <p>Capital Reserve 90,005 Existing capital reserve provision (Restricted)</p> <p>Cllr Glynn proposed seconded by Cllr Campbell, agreed.</p> |
| 360/26 | <p>Financial Matters –</p> <ul style="list-style-type: none"> a) To receive and review February 2026 receipts and payments for Fakenham Town Council and Charter Market b) To receive and review February 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts c) To note the current Income and Expenditure Budget vs Actuals report d) To receive and approve the February 2026 schedule of payments over £500 for display on the website <p>On the Proposition of Cllr Glynn, seconded by Cllr P Bucknell, all items were received and approved by all.</p> |
| 361/26 | <p>To receive the following S137 Grant report for acquittal - Norfolk Community Law Service grant 2026</p> <p>This was noted</p> |
| 362/26 | <p>To award a grant under the local government act 1972, s 137</p> <p>Under the provisions of Section 137 of the Local Government Act 1972 the following expenditure should be incurred which, in the opinion of the Council is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure:</p> <p>Norfolk Community Law Service (NCLS) - £2000</p> <p>Cllrs denied the grant and asked that NCLS reapply in 6 months' time with more data on how Fakenham residents have been helped.</p> |

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| 363/26 | <p>To note that the agreement between Fakenham Area Partnership & Fakenham Town Council regarding Christmas Lights has been signed and the Christmas Lights have passed to the council.</p> <p>This was noted</p> |
| 364/26 | <p>To discuss a quotation of £8994 for installation of the 2026 Christmas Lights</p> <p>Cllr Glynn proposed, seconded by Cllr Campbell to accept the quote of £8994 net, agreed.</p> |
| 365/26 | <p>To consider an Events & Marketing committee or working group (to include Shop Fakenham & the Fakenham Events Committee)</p> <p>Cllrs agreed to set up a working group for the Christmas lights event.</p> <p>ACTION: Clerk to take forward</p> |
| 366/26 | <p>To discuss and agree a quote for Aldiss Park Boardwalk works.</p> <p>Cllr Glynn proposed, seconded by Cllr Thorpe to move forward with a quotation for £1230 net, agreed.</p> |
| 367/26 | <p>To discuss and agree an approach to managing an entrance into Aldiss Park</p> <p>Cllrs agreed to seek a quotation for a bund</p> <p>ACTION: Clerk to take forward</p> |
| 368/26 | <p>To receive the Internal Controllers report</p> <p>A report dated 24/3/26 was noted.</p> |
| 369/26 | <p>To consider signing the Plant Based Treaty</p> <p>https://plantbasedtreaty.org/individual-endorse/</p> <p>This is not applicable</p> |
| 370/26 | <p>To discuss committee meeting members</p> <p>All agreed Cllr Girton would join the Facilities & Amenities Committee.</p> |
| 371/26 | <p>To discuss adding a member of Shop Fakenham to the Wayfinding working group</p> <p>All agreed.</p> |
| 372/26 | <p>To confirm the use of the remainder of the field at Trap Lane after the Swimming Pool build</p> <p>All agreed that the Fakenham Town Council land to the north of the new Swimming pool and MUGA development would include the relocation of the grounds depot to that area which would limit space. Cllrs agreed any remaining area should remain as open green space with no specific designation. Clerk to ask NNDC Cllrs to call in planning application.</p> |
| 373/26 | <p>To discuss and agree the signage and barrier agreement with Shop Fakenham</p> <p>The Clerk advised that Shop Fakenham had been advised on the limitations of the barriers and signage borrowed and placing them on the highway and as event organisers accepted the risk. Agreed this is minimal risk to the council.</p> |
| 374/26 | <p>To discuss Fakenham Town Council moving forward with the UK Town of Culture Bid.</p> <p>For context - North Norfolk Culture+Tourism Feasibility Study 25Sep24 v6</p> <p>A public meeting was held on the 18th March with a good turnout. The theme of the bid is storey telling.</p> <p>ACTION: Clerk will send out current EOI draft.</p> |
| 375/26 | <p>To consider planning applications up to 25/03/2026</p> <ul style="list-style-type: none"> • PF/25/2615 - Unit 5 , George Edwards Road, Fakenham - External alterations to facade and external works including a concrete hardstanding area to provide a dog run, external plant area, isolation run and a timber gate and fencing on the western boundary |

[PF/25/2615 | External alterations to facade and external works including a concrete hardstanding area to provide a dog run, external plant area, isolation run and a timber gate and fencing on the western boundary. | Unit 5 George Edwards Road Fakenham Norfolk NR21 8NL](#)

Response Deadline: 26/03/2026

- **PF/25/2321 Reconsultation due to amended plans**- Fakenham College, Highfield House, 50 Wells Road, Fakenham - Demolition of existing detached school buildings & parts of C20th extensions to original Highfield House. Repairs & restorations to original Highfield House & retained extensions with reinstatement of original plan form to Highfield House. Retention & conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only.

Construction of 20 new terraced, semi-detached & detached 2, 3 & 4 bedroom houses

[PF/25/2321 | Demolition of existing detached school buildings & parts of C20th extensions to original Highfield House. Repairs & restorations to original Highfield House & retained extensions with reinstatement of original plan form to Highfield House. Retention & conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only. Construction of 20 new terraced, semi-detached & detached 2, 3 & 4 bedroom houses | Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP](#)

Councillors previous response: Councillors offered no objection and no comments

Response deadline: 30/03/2026

- **LA/25/2322 Reconsultation due to amended plans** - Fakenham College, Highfield House, 50 Wells Road, Fakenham - Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings

[LA/25/2322 | Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings | Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP](#)

Councillors previous response: Councillors offered no objection and no comments

Response deadline: 30/03/2026

- **PF/23/0460 Reconsultation due to amended plans** - 2 Driftlands, Fakenham, Norfolk - Erection of two storey sides and part two/single storey rear extensions to existing dwelling

[PF/23/0460 | Erection of two storey sides and part two/single storey rear extensions to existing dwelling | 2 Driftlands Fakenham Norfolk NR21 8EB](#)

Councillors previous response: Councillors objected to this application on the grounds that it is far too cramped on the existing site and the building will be out of keeping with those around it. Garage and car parking will be reduced and hence there will be more parking on the road

Response Deadline: 30/03/2026

- **AP/26/0004 (PF/25/2194) Planning Appeal**- Flat At, 12 - 14 Norwich Street, Fakenham - Replacement of first and second floor windows in front elevation

[PF/25/2194 | Replacement of first and second floor windows in front elevation | Flat At 12 - 14 Norwich Street Fakenham Norfolk NR21 9AE](#)

Councillors previous response: Councillors offered no objections but noted they were reluctant to have had to make that decision

Response Deadline: 15/04/2026

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| | <ul style="list-style-type: none"> • PF/26/0579 - Fakenham Sports & Fitness Centre , Trap Lane, Fakenham - Creation of a 3G Artificial Grass Pitch (AGP) with perimeter fencing, hardstanding areas, storage container, floodlights and an access footpath. Extension of the gravel car park and installation of a reinforced mesh to create a grass overflow car park PF/26/0579 Creation of a 3G Artificial Grass Pitch (AGP) with perimeter fencing, hardstanding areas, storage container, floodlights and an access footpath. Extension of the gravel car park and installation of a reinforced mesh to create a grass overflow car park Fakenham Sports & Fitness Centre Trap Lane Fakenham Norfolk NR21 9HL Response Deadline: 8/04/2026 <p>Cllrs offered no objection and no comment.</p> |
| <p>376/26</p> | <p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> • RV/26/0355 - Norfolk Padel, Waterhouse Farm, Waterhouse, Fakenham - Erection of building to provide Padel tennis facility RV/26/0355 Erection of building to provide Padel tennis facility with two indoor courts, changing facilities, bar and sitting area; construction of outdoor court and parking area, without complying with condition 2 (approved plans) of PF/23/2569, to regularise the current development; (the building is the correct distance from the service road but has been moved 11m to the west northwest, the outdoor padel court has been moved 18m to the north, the parking area has increased from circa 500 sq/m to circa 700 sq/m, & the parking area has been topped with a tarmac surface) Norfolk Padel Waterhouse Farm Waterhouse Fakenham Norfolk NR21 0LA Response Deadline: 17/03/2026 Councillors response: Councillors offered no objection and no comments • PF/26/0418 - 4 Norman Close, Fakenham - Erection of side extension to garage PF/26/0418 Erection of side extension to garage 4 Norman Close Fakenham Norfolk NR21 9RX Response Deadline: 25/03/2026 Councillors response: Councillors offered no objection and no comments <p>These were noted</p> |
| <p>377/26</p> | <p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> • PF/25/2828 - Rosewood Villa , 4 Constitution Hill, Fakenham - Single storey front extension to dwelling PF/25/2828 Single storey front extension to dwelling Rosewood Villa 4 Constitution Hill Fakenham Norfolk NR21 9EF Councillors Response: Councillors offered no objections and no comment. Approved • PU/25/1153 - Henry Stewart & Co Chicken Sheds , Land To Rear Of Heath Farm, Pensthorpe Road, Fakenham - Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 2 PU/25/1153 Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 2 Henry Stewart & Co Chicken Sheds Land To Rear Of Heath Farm Pensthorpe Road Fakenham Norfolk NR21 8LZ Councillors Response: N/A Permission not required • PU/25/1152 - Henry Stewart & Co Chicken Sheds , Land To Rear Of Heath Farm, Pensthorpe Road, Fakenham - Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 1 |

