

MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM
WEDNESDAY 26TH NOVEMBER 2025 at 18:00

Councillors: A Glynn (Chair), V Joslin, M Dutton, J Rockett, C Fairbrother, G Acheson, T Duffy & M Campbell

District / County Councillors: NNDC Cllr C Cushing, NNDC Cllr L Vickers, NCC Cllr T FitzPatrick

Clerk: Lesley Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: One

Press: None

Number	Agenda
210/25	<p>Open Forum for Public Participation</p> <p>a) To receive a report from Fakenham Police The report was noted.</p> <p>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 had requested a grit bin at Great Eastern Way/The Drift. Cllrs agreed to position one if Highways allow. ACTION: Clerk to contact highways for an assessment and permission. An Elector had raised an issue regarding cars parked on the George Edwards Road industrial estate causing issues for lorries, Highways requested instruction from Fakenham Town Council. Cllrs agreed to support the principle of parking restrictions. ACTION: Clerk to contact Highways to advise of support. Residents of Caslon Close had approached a Cllr regarding behaviour and language from the school. NCC Cllr FitzPatrick advised that they contact the school directly and if no action taken contact the Academy Trust. Police Intel had sent a targeted letter regarding drugs use on a Fakenham estate to a 90-year-old resident, whilst stating all residents would be contacted it appears only a couple have and the resident has been left very distressed. Cllr Vickers and Cllr FitzPatrick asked for a copy so they can take forward.</p> <p>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. Reports received from Cllr Cushing & Cllr FitzPatrick. Cllr Cushing updated that Savill's & Trinity Collage were in talks regarding selling ½ the site so building may start next year.</p>
211/25	<p>To consider for acceptance apologies for absence Apologies received from Cllrs Harrison, Hunter & Bucknell</p>
212/25	<p>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 Duffy declared an interest in Agenda Item 230/25 and Cllr Fairbrother declared an interest in agenda item 235/25</p>
213/25	<p>To discuss the Fakenham Area Partnerships market tolls grant application (Previously Minute 207/25) The Clerk reported that discussions were ongoing within the Fakenham Area Partnership and the Christmas lights were nearly all up.</p>
214/25	<p>To confirm the Full Council Minutes of the Meeting held on 29th October 2025 The minutes of the Full Council meeting held on the 29th October 2025 were agreed on the proposition of Cllr Glynn and seconded by Cllr Fairbrother, AGREED by all and signed by the chair</p>

215/25	<p>To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update</p> <p>Previous Agenda Item 175/25 – The police provided statistics regarding incidents within public houses in town and commented on licensing work ongoing, advising should anyone witness an incident or have concerns they should call the police.</p>
216/25	<p>To receive any reports from Councillors who have attended Meetings outside the Council</p> <p>Cllr Joslin had attended a Budgeting for Clerks & councillor training session Cllr Rockett, Glynn & Joslin had attended a meeting at 9 Norwich Street. Cllr Glynn had attended a meeting at County Hall with Cllr FitzPatrick, A meeting with the Police & crime commissioner, The Remembrance Sunday and Armistice events, The opening of the new Hair & beauty salon in Fakenham and SHQ Veterans central to assist with promoting veterans’ outreach. Cllr Glynn had also attended Trap Lane with the 92-year-old former Fakenham swimming coach and NNDC to give him a tour of the site.</p>
217/25	<p>To receive and note correspondence and comment upon any items for information and action</p> <p>Active Fakenham had provided a report on their 2025 variety of activities and events. The Clerk had bid for a ‘Christmas Photo Board’ from NCC as part of NCC’s Norfolk High Streets matter and was successful. The Fakenham Church will have it for the week of their Christmas Tree Festival and then it will move to various sites in town, with locations being advertised on social media. The Clerk had applied for a grant from NCC’s Love your Market Town in Bloom for planters and was successful so will move that forward. The Clerk, Deputy Clerk and District Cllr Vickers had attended a Wayfinding event hosted by NNDC which highlighted the lack of signage within Fakenham. The Clerk is submitting a bid for funding from NNDC to start improvements.</p>
218/25	<p>To fill four Town Councillor vacancies by co-option</p> <p>An application was received and heard.</p>
219/25	<p>To confirm the Minutes of the Facilities & Amenities Committee held on:</p> <ul style="list-style-type: none"> • 11th November 2025. <p>The minutes of the meeting held on 11th November 2025 were moved for reception and adoption by Cllr Joslin seconded by Cllr Acheson and agreed by all.</p>
220/25	<p>To discuss the proposal to offer a strip of Land without charge to the Gallow and to Fakenham Racecourse (previously Minute 123/25, 191/25)</p> <p>The Clerk advised that the Gallow did not want to accept the offer, Racecourse did. Legal costs have been estimated at approximately £4000. Giving the land away may prejudice Aldiss Park improvement plans On the proposition of Cllr Dutton, seconded by Cllr Acheson, do not proceed as the costs are too high, 6 agreed, 1 abstained, 1 objection.</p>
221/25	<p>To discuss Aldiss Park Wetlands proposal (previously Minute 192/25)</p> <p>Cllr Glynn had drafted a proposal to improve a wooded area within Aldiss park by establishing a nature reserve/wetland with improved boardwalks. An expression of interest for funding has been submitted. Cllr Acheson proposed, seconded by Cllr Dutton that Fakenham Town Council as Trustees to Fakenham Recreation Ground Charity who own the land, discuss the options to then inform and advise Fakenham Recreation Ground Charity decisions. Agreed.</p>
222/25	<p>To confirm the Minutes of the Governance & Finance Committee held on:</p> <ul style="list-style-type: none"> • 18th November 2025. To note and/or approve:

	The minutes of the meeting held on 18 th November 2025 were moved for reception and adoption by Cllr Dutton seconded by Cllr Joslin and agreed by all. All amendments below agreed by all.
223/25	<p>Financial Matters –</p> <ul style="list-style-type: none"> a) To receive and review October 2025 receipts and payments for Fakenham Town Council and Charter Market b) To receive and review October 2025 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 October 2025 schedule of payments over £500 for display on the website <p>On the Proposition of Cllr Dutton, seconded by Cllr Acheson, all items were received and approved by all</p>
224/25	<p>To receive the following applications for a grant from the Market Tolls:</p> <p>None received</p>
225/25	<p>To receive the Internal Controllers report</p> <p>None received</p>
226/25	<p>To receive and review the Interim Internal Audit</p> <p>Recommendation 1: The word ‘DRAFT’ should be removed from minutes saved on the website once these are finalised. Agendas and minutes should be saved under the appropriate heading on the website.</p> <p>The office has reviewed the nomenclature of minutes on the website, removing ‘DRAFT’ where appropriate, and has checked and reorganised the filing of agendas and minutes as necessary.</p> <p>Recommendation 2: The Policy folder should contain the most up to date policies. All policies should be included on the policy list or updates/reviews may be missed. All policies should be published on the website and updated when necessary.</p> <p>The policy folder has been updated, and all policies have been checked and confirmed as published on the website.</p> <p>Recommendation 3: The Cemetery charges should be published on the website as soon as approved.</p> <p>The Cemetery charges are published on the website as an appendix to the Cemetery Rules and Regulations.</p> <p>Recommendation 4: The CIO reports should be discussed at full Council meetings and any recommendations made agreed and enacted.</p> <p>‘To receive the Internal Controller Review’ is now a standing item on the Full Council agenda.</p> <p>Recommendation 5: The Head of Estates when employed performs a full review of the assets listed on the fixed asset register to ensure all items are still in ownership of the Council and no items are missing.</p> <p>The Estate Team Leader has been employed, start date 24th November 2025 and will be tasked with a full review of assets.</p> <p>Recommendation 6: The statutory accounts for Fakenham Recreation Ground Charity (FRGC) (Registration no. 303946) should be approved by the Trustees prior to submission to the Charity Commission.</p> <p>This recommendation will be made to the first available meeting of the FRGC.</p> <p>On the proposition of Cllr Dutton, seconded by Cllr Acheson all recommendations were received and noted.</p>
227/25	<p>To discuss the Town Ambition Programme Bid (previously Minute 197/25)</p> <p>Agreed at November committees to be moved forward.</p>

228/25	<p>To discuss the results of the streetlight structural survey and electrical testing</p> <p>A structural and electrical inspection of the lighting stock had identified 7 lights with faults requiring immediate replacement, from previous works the Clerk expected costs to be around £15,000. On the proposition of Cllr Rockett, seconded by Cllr Dutton all agreed to move forward with urgent repairs if costs were as expected.</p> <p>The clerk advised that a further 76 streetlights had been identified as requiring full replacement within 24 months with another 95 requiring repair work.</p>
229/25	<p>To receive notification of the deadline extension and final opportunity for Bus Grant Funding applications</p> <p>Noted</p>
230/25	<p>To receive notification of public consultation on proposals for a development of 59 affordable homes on land to the south of Baron's Close, Fakenham</p> <p>Cllrs offered no objections but noted that the plans show the bridleway rerouted, this must be preserved. Run off into the SSSI River Wensum must be considered and if 59 affordable home are proposed it negates the need to build on Highfield Road Car Park.</p>
231/25	<p>To consider planning applications up to 26/11/2025</p> <p>Responses by email will be given for those received on 26th November.</p>
232/25	<p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> PF/25/2367 - Stables Building Adjacent to Heath Barn, Norwich Road, Fakenham - Partial Change of Use to Form Office Space & Retrospective Car parking https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T4KZZILNN4S00 Response deadline: 20/11/2025 Councillors Response: No objection and no comment PF/25/2307 - 4 Bridge Street, Fakenham - Conversion and extension of first floor of vacant Class E office space to create three one-bed flats along with a side extension. https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T47M13LNN1T00 Response deadline: 24/11/2025 Councillors Response: No objection and no comment <p>These were noted</p>
233/25	<p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> CD/25/2049 - Fakenham Sports & Fitness Centre - To discharge PF/24/2418 informative note 2: Habitat management and monitoring plan & biodiversity gain plan https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T2QAXELN06Z00 Councillors Response: N/A <p>Condition Discharge Reply</p> <ul style="list-style-type: none"> PF/24/2528 - Land/Buildings To Rear Of, 14 Nelson Road, Fakenham- Demolition of existing buildings and erection of a single storey dwelling https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SNUST3LNJML00 Councillors Response: Cllrs offered no objection and no comment <p>Approved</p> <ul style="list-style-type: none"> ADV/25/1727 - B & Q , Enterprise Way, Fakenham - Display of various illuminated and non-illuminated advertisements https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TOGUN5LNM9900 Councillors Response: Councillors offered no objection and no comments <p>Approved</p> <p>These were noted</p>

234/25	<p>To discuss Devolution and Local Government Reform (Previously Minute 205/25)</p> <p>NNDC had held further meetings in November regarding their 3 Unitary proposal, Slide pack sent to all.</p> <p>Potential areas that NNDC may be interested in passing to the Town Council have been supplied. All to look at the assets list. To discuss in December and agree a working party</p> <p>ACTION: Clerk to try to gather some data from NNDC regarding costs / income etc.</p>
235/25	<p>To discuss the FLASH project</p> <p>Building works ongoing. No rest area has been provided for the grounds staff but Everyone Active Facilities can be used.</p>
236/25	<p>To receive any further items for the agenda</p> <p>To consider a Defibrillator policy for January's agenda</p>
237/25	<p>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</p> <p>On the proposition of Cllr Joslin seconded by Cllr Acheson. 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.</p>
238/25	<p>To fill four Town Councillor vacancies by co-option</p> <p>The application from Agenda item 218/25 was voted on, agreed by all.</p>
239/25	<p>To discuss Budget Setting for 2026/2027</p> <p>Cllrs were asked to consider the following decisions in principle as recommended by Governance & Finance committee meeting 18th November 2025.</p> <p>1. Depot Project – Initial Set-Up Funding</p> <p>Approval is sought to allocate funds in 2026/27 to progress preparatory work for the Depot project (feasibility, design, compliance and early site work).</p> <p>This allocation will be supported by the existing EMR for the Welfare Unit and any transfer from the 2025/26 Trap Lane budget line.</p> <p>Construction costs are expected to be funded through a PWLB loan in later years.</p> <p>2. Streetlighting – High-Priority Replacement Programme</p> <p>Agreement is required to fund a two year phased replacement programme for unsafe, high-priority lighting columns identified in the latest inspection.</p> <p>The principle is a two-year phased approach, balancing public safety with affordability.</p> <p>3. Office Accommodation – Temporary Relocation Provision</p> <p>Members are asked to authorise the creation of an EMR to fund temporary rented accommodation for approximately six months.</p> <p>This prepares for the likely need to vacate the current premises as devolution progresses and provides flexibility and continuity while long-term accommodation is developed.</p> <p>Cllr Campbell Left the meeting</p> <p>4. CCTV – Replacement and Modernisation</p> <p>To approve an allocation within the 2026/27 budget, supplemented by any underspend transferred from 2025/26, to begin installation of a new, smaller but strategically-located CCTV system.</p> <p>The system will be scalable, allowing expansion in future years.</p> <p>5. Devolution – Establishment of a Contingency EMR</p> <p>Members are asked to agree the principle of creating an EMR to prepare for potential asset or service transfers from NNDC or NCC.</p> <p>The allocation is a prudent early provision only; actual resource requirements will depend on the final scope of devolution.</p>

	<p>6. General Reserve – Strengthening Financial Resilience Approval is sought to allocate additional funds to a General Reserve EMR to improve resilience against unforeseen expenditure. This is in addition to the amount already required from the precept to restore the General Reserve to the minimum recommended level. The aim is to ensure that emergency spending does not push the Reserve below statutory good-practice thresholds.</p> <p>7. Wayfinding Project – Initial Funding Allocation Members are asked to support creating a unified 2026/27 budget line for a comprehensive Wayfinding Project linked to NNDC's wider programme. This will bring together signage, mapping, Heritage Trail assets and other navigational projects into one coordinated scheme, with external funding to be actively sought.</p> <p>8. Grant Match Funding – Establishing an Enabling Budget To approve a dedicated match-funding allocation to allow the Council to pursue grant opportunities throughout the year. This principle ensures the Council can unlock external funding without requiring in-year budget changes.</p> <p>9. Fakenham Recreation Ground Charity (FRGC) – Temporary Freeze on Non-Essential Activity Members are asked to agree that all work on FRGC-owned assets (Millennium Park and Aldiss Park) be limited to essential routine maintenance only, pending legal advice. All non-essential projects and improvements to be paused until governance and management responsibilities are clarified. On the proposition of Cllr Dutton, seconded by Cllr Rockett, all agreed to adopt these principles. All agreed to hold a meeting on the 16th December open to the public to offer them the opportunity to comment and discuss 2026/2027 Budgets.</p>
240/25	<p>To discuss 9 Norwich Street 9 Norwich Street and current NNDC action was discussed. ACTION: Clerk to write to NNDC to ascertain details</p>
241/25	<p>To discuss transportation and infrastructure (Previously Minute 211/25) This was noted</p>
242/25	<p>To discuss Healthier Fakenham (Previously Minute 212/25) The Fakenham Medical Practice have been in touch with NNDC & contacted Cllr Glynn.</p>
243/25	<p>To discuss parking enforcement (Previously Minute 213/25) Cllrs agreed in principle to allow a small budget for additional parking enforcement</p>
244/25	<p>To discuss land leased to the Hawk & Owl Trust Deferred until March 2026</p>
245/25	<p>To move into open session On the proposition of Cllr Joslin seconded by Cllr Dutton RESOLVED the meeting moves into Open Session</p>
246/25	<p>To confirm the date & Time of the next meetings: Facilities & Amenities: Tuesday 9th December 2025 at 18:00 Governance & Finance: Wednesday 10th December 2025 at 18:00 Full Council: Wednesday 17th December 2025 at 18:00</p>
	<p>There being no further business the meeting closed at 19:57</p> <p>Confirmed this day of 2025</p> <p>CHAIR</p>

