

MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM
f WEDNESDAY 26th AUGUST 2026 at 18:00

Councillors: A Glynn, (Chair), V Joslin, C Fairbrother, G Thorpe, L Harrison, A Girton, M Dutton, & T Duffy

District / County Councillors: Cllr C Cushing / Cllr L Vickers / Cllr J Punchard

Clerk: L Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: Three

Press: None

Number	Agenda
103/26	To consider for acceptance apologies for absence Apologies received from P Bucknell, D Hunter & M Campbell
104/26	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 Joslin declared an interest in agenda item 132/26. Cllr Fairbrother declared an interest in agenda item 123/26
105/26	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 - A question was raised from Heacham Ward regarding a McDonalds application. Cllrs agreed that some concerns had been raised by residents that antisocial driving and music was occurring after closing hours within the area. There had been an increase in litter but more from the new Burger King situated within Morrisons. - A question was raised as to whether a dog poo bin could be fitted on the path near the Doctors surgery due to dog mess being left on the pathway from Rudham Stile Lane. As this is all private land it was suggested that Housing 21 could place some signs asking people to clean up after their dogs and it was suggested that NNDC could place a litter bin on Highway land at the Rudham Stile Lane / Thorpeland Road end. Cllr Cushing will look into this. - Cllrs heard from an elector in relation to the death of a motorcyclist at Greenway Lane / Holt Road regarding Norfolk County Council's Greenway Lane Toucan crossing scheme. Concerns were raised that the design would lead to more accidents and traffic lights or a roundabout would be safer as removing the filter lane increases the potential for accidents. All Cllrs extended their sympathies to the elector for their loss. - An elector asked the Clerk if they had attended a confidential meeting between NNDC and Cllr Glynn regarding 9 Norwich Street. The Clerk confirmed they had attended. - Cllr Punchard complained that grass was growing over pavements from verges, not in height but in spread over paving but was unable to qualify this with specific locations, he would like all verges edged. The Town Council are only responsible for grass cutting and will look into it but suggested this matter is taking up with NCC Highways. c) To receive any reports from District/County Councillors

	Reports received will be published on the website. Cllr Jamieson had asked a question regarding speeding on Rudham Stile Lane, Cllrs agreed it was worth pursuing. Cllr Cushing raised that the Fat Cow owners are proceeding with their planning application after discussion with NNDC. Cllr Punchard raised that the proposed Toucan crossing was in the wrong place
106/26	To confirm the Full Council Minutes of the Meeting held on 29th July 2026 The minutes of the Full Council meeting held on the 29th July 2026 were agreed on the proposition of Cllr Fairbrother and seconded by Cllr Joslin, AGREED by all and signed by the chair
107/26	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 Clerk updated on CCTV provision and Hayes Lane Playing Field play equipment supplier meetings
108/26	To receive any reports from Councillors who have attended Meetings outside the Council Cllr Glynn and the Clerk attended a meeting with a NCC Community Development Worker. Cllr Glynn had attended a FLASH Stakeholder meeting. Cllr Glynn and the Clerk had attended a meeting with NCC at the Railway Cutting. Cllr Glynn had attended a meeting with the Air Cadets.
109/26	To receive and note correspondence and comment upon any items for information and action • Norfolk Parish Council Webinar with Anglian Water – Cllr Harrison volunteered to attend on the Council's behalf. • Fakenham Railway Station – The Melton Constable Trust had shared aims for progressing reinstatement of the railway lines. Fakenham Town Council agreed they support in principle.
110/26	To fill Town Councillor vacancies by co-option • Two applications were received, the first was proposed by Cllr Glynn, seconded by Cllr Dutton and all agreed, the second was proposed by Cllr Thorpe, seconded by Cllr Fairbrother, agreed with 1 abstention.
111/26	To confirm the Minutes of the Facilities & Amenities Committee held on: • 11th August 2026. To note and/or approve: The minutes of the meeting held on 11th August 2026 were moved for reception and adoption by Cllr Fairbrother seconded by Cllr Glynn and AGREED by all. 34/26 FA To consider Estate grass cutting quotes received so far for 2027/28 On the proposition of Cllr Glynn, seconded by Cllr Rockett and agreed by all to recommend to Full Council to continue with the current 2026/27 suppliers and offer them the option of being a preferred supplier for the next 3 years, only seeking different supplier quotes if there are extreme prices rises. Quote accepted for Creake Road Cemetery and Fakenham Parish Church £9950, Estate locations £8908.20. 35/26 FA To consider Verges grass cutting quotes received so far for 2027/28 On the proposition of Cllr Glynn, seconded by Cllr Rockett and agreed by all to recommend to Full Council to continue with the current 2026/27 suppliers and offer them the option of being a preferred supplier for the next 3 years, only seeking different supplier quotes if there are extreme prices rises. Quote accepted for verges £14,400.

	On the proposition of Cllr Harrison, seconded by Cllr Joslin and agreed by all, Cllrs agreed to accept Facilities and Amenities recommendations for Estate grass cutting and Verges grass cutting for 2027/2028.
112/26	Financial Matters a) To receive, review and approve July 2026 Payments and Receipts Lists for Fakenham Town Council and Charter Market All Cllrs reviewed and agreed b) To receive, review and approve July 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts All Cllrs reviewed and agreed c) To receive and review the current Income and Expenditure Budget vs Actuals report All Cllrs noted d) To receive and approve the July 2026 schedule of payments over £500 for display on the website All Cllrs agreed
113/26	To note the publication, on the Council website, of the External Auditor's report and certificate (Section 3 of the AGAR Form3) and Sections 1 and 2 on which the report is based, together with the Notice of conclusion of audit All Cllrs noted
114/26	To receive notification of the completion of the External Auditor's review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026, to review the External Auditor's report and certificate, and to consider and agree any actions required in response All Cllrs noted. There were no recommendations. All Cllrs thanked the Deputy Clerk/RFO for their work on this.
115/26	To consider and approve the appointment of additional Councillor signatories to the CCLA Investment Account All Cllrs agreed that Cllr Thorpe would be an additional signatory
116/26	To receive the following applications for a grant from the Market Tolls: • None
117/26	To receive the Internal Controllers report None
118/26	To consider either; a) suspension of Standing Order 4 e a) & b) or b) an amendment to confirm all councillors shall be committee members until 6th May 2027 e The standing committees of the Council shall be I. Governance and Finance II. Facilities and Amenities a) The Governance and Finance Committee shall be made up of between five to seven members, who will only be a member of one committee, and in addition the Town Chair and Deputy Town Chair shall be members. Only councillors who are members of the committee will have a vote b) The Facilities and Amenities Committee shall be made up of between five to seven members, who will only be a member of one

	committee, and in addition the Town Chair and Deputy Town Chair shall be members. All councillors will be able to attend Facilities and Amenities to debate and have full involvement including voting rights on all matters excepting election of a Committee chair. To amend the Scheme of Delegation and Standing Committees Terms of Reference section 5.2 & 6.2 to reflect agreed changes. Cllr Dutton proposed, seconded by Cllr Duffy that an amendment to confirm all councillors shall be committee members until 6th May 2027 and that Standing orders and the Scheme of Delegation be amended accordingly, all agreed.
119/26	To discuss and agree War Memorial repair costs All Cllrs agreed the Clerk would pursue a grant with the War Memorials Trust ACTION: Clerk to submit a grant application
120/26	To discuss Greenway Lane Speeding Concerns and potential deployment of the SAM2 device Cllrs observed that Highways had taken speed measurements at the time when the road was undergoing road works so was controlled by traffic lights and that a repeat had placed equipment in the wrong location. Cllrs requested that this be repeated before deployment of a SAM2 was considered.
121/26	To consider a request for non-urgent tree works following concerns raised by a resident of £780 The ownership of the tree is not clear, on the proposition of Cllr Harrison, seconded by Cllr Joslin a boundary survey is to be completed, agreed by Cllrs ACTION: Clerk to arrange a boundary survey
122/26	To agree Town Council views and support for a Banking Hub. On the proposition of Cllr Glynn, seconded by Cllr Harrison, all agreed that there was a need for both a banking hub and an additional cash machine.
123/26	To discuss the FLASH project and the requirement for an asbestos survey of the depot. On the proposition of Cllr Glynn, seconded by Cllr Duffy Cllrs agreed to a survey costing £245 plus VAT
124/26	To agree Fakenham Town Councils response to North Norfolk Local Plan Scoping Consultation & Further Call for Sites Cllrs agreed the response with an addition that low local rural salaries vs average house prices should be considered. ACTION: Clerk to submit
125/26	To agree the Town Council views on the Housing, Communities and Local Government Committee Revitalising High Streets Inquiry All Cllrs agreed the submission ACTION: Clerk to submit
126/26	To discuss and agree Town Council response to Norfolk County Council Informal Consultation: Proposed Toucan Crossing, Greenway Lane, Fakenham Cllrs are concerned that removing the slip road will cause more accidents, traffic lights or a mini roundabout would be safer and would ask that Norfolk County council revisit the scheme.
127/26	To discuss a 2027/2028 Norfolk County Council Parish Partnership bid. Cllr Dutton proposed, seconded by Cllr Harrison, agreed by all that a SAM3 with data collection is bid for, approximate cost £4000 in total, approximately £2000 cost to Fakenham Town Council. ACTION: Clerk to submit a bid.

128/26	To discuss and agree to pursue the total pedestrianisation of Lower Market place Cllr Dutton proposed that the total pedestrianisation of Lower Market Place be pursued, seconded by Cllr Joslin. A counter-proposal, proposed by Cllr Duffy and seconded by Cllr Fairbrother, that the proposal not be pursued and that Lower Market Place remain accessible to traffic, was considered first and received 3 votes. The original proposal by Cllr Dutton was then put to the vote and received 4 votes. There was 1 abstention on each vote. It was therefore resolved that the Council pursue the total pedestrianisation of Lower Market Place.
129/26	To consider and approve the revised IT Support Agreement, updated to reflect current Microsoft 365 Business Premium user numbers, noting that the provider's pricing has remained unchanged since 2021 This was approved on the proposition of Cllr Dutton, seconded by Cllr Glynn, agreed by all.
130/26	To note a donation of £100 to the Community First Responders for a free public Defibrillator and Bleed Kit training event 18th August 2026 This was noted by all.
131/26	To discuss the Hawk & Owl Trust's request regarding parking at Gogg's Mill Picnic Area. Cllrs discussed and agreed that Fakenham Town Council would assist the Hawk & Owl Trust. ACTION: Clerk will take forward with Norfolk County Council.
132/26	To review and agree allotment: Cllr Thorpe declared an interest Rules and regulations – Cllr Dutton requested that it be minuted under 3f that Cllrs were still able to access paths / general allotment areas and it only applied to plot access. 10e & 15 regarding insurance – tenant National Allotment Society membership offers free insurance – recommend when renewal letters go out. 2027/2028 fees - Cllr Harrison proposed, seconded by Cllr Fairbrother that charges rise to 30p per square metre, Agreed.
133/26	To review and agree Cemetery Rules and regulations Fees from 1st September 2026 Cllr Dutton proposed, seconded by Cllr Glynn that the amendments to the rules and regulations and the new fee structure be agreed. All agreed
134/26	To consider planning applications up to 20th August 2026: PF/26/1616 - 2 The Orchard, Holt Road, Fakenham - Garage Conversion and Erection of Car Port PF/26/1616 Garage Conversion and Erection of Car Port 2 The Orchard Holt Road Fakenham Norfolk NR21 8JF Response deadline: 28/08/2026 Cllrs offered no objection and no comment PF/26/1628 - 7A Norwich Road, Fakenham - Change of use from tattoo studio (no specified use class) to beauty salon (Class E) PF/26/1628 Change of use from tattoo studio (no specified use class) to beauty salon (Class E) 7A Norwich Road Fakenham Norfolk NR21 8AU Response deadline: 1/09/2026 Cllrs offered no objection and no comment

	• LA/26/1645 - Lancaster House, 44 Wells Road, Fakenham - Works associated with replacement of windows to ground floor living room and two upstairs bedrooms LA/26/1645 Works associated with replacement of windows to ground floor living room and two upstairs bedrooms Lancaster House 44 Wells Road Fakenham Norfolk NR21 9AA Response deadline: 1/09/2026 Cllrs offered no objection and no comment • PU/26/1736 - 11A Norwich Street, Fakenham - Change from Offices to Residential use, including some minimal internal alterations PU/26/1736 Change from Offices to Residential use, including some minimal internal alterations 11A Norwich Street Fakenham Norfolk NR21 9AF Response deadline: 3/09/2026 Cllrs objected and requested that enforcement action be taken as there is no approval for shutters and no efforts have been made to occupy the space by renting or leasing. • PF/26/1678 - 13 The Drift, Fakenham - Proposed Replacement Single Storey Dwelling PF/26/1678 Proposed Replacement Single Storey Dwelling 13 The Drift Fakenham Norfolk NR21 8EE Response deadline: 3/09/2026 Cllrs offered no objection and no comment • LA/26/1583 - Prospect House , 21 Norwich Road, Fakenham - Replace bathroom window with like for like timber window with obscured glass LA/26/1583 Replace bathroom window with like for like timber window with obscured glass. Prospect House 21 Norwich Road Fakenham Norfolk NR21 8AU Response deadline: 9/09/2026 Cllrs offered no objection and no comment
135/26	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: 13/08/2026 Councillors' response: Cllrs strongly object to this application. Cllrs commented that the proposal is out of keeping with the surrounding buildings, noting that it is too large and dominant for the proposed site. Cllrs also commented that the design does not consider local architecture or materials. Cllrs raised concerns regarding additional pressure on the Fakenham Medical Practice and other local health services • Reconsultation due to amended information PF/26/0939 - Land To Front Of Former 6th Form College, Highfield Road, Fakenham - Installation of 1.8m high Mesh Fencing around boundary PF/26/0939 Installation of 1.8m high Mesh Fencing around boundary Land To Front Of Former 6th Form College Highfield Road Fakenham Norfolk

	Response Deadline: 13/08/2026 Councillors' response: Cllrs objected to the application on the grounds that the proposed mesh fencing is visually intrusive and not in keeping with the historic nature of the building and the listed building status. Cllrs noted that any boundary fencing should be sympathetic and in keeping with the character of the area. Park fencing was suggested as a potential alternative way to mark the boundary. Cllrs commented that the old wooden close board fencing, which is rotting and at the end of its life, should be removed; current plans suggest a new fence would be erected behind this existing wooden fence. Cllrs also commented that detail of the double access gates needs to be supplied. • ADV/26/1581 - 17 Bridge Street, Fakenham - Installation of new fascia signage to front and side elevations ADV/26/1581 Installation of new fascia signage to front and side elevations. 17 Bridge Street Fakenham Norfolk NR21 9AG Response deadline: 24/08/2026 Councillors' response: councillors offered no comments and no objections • ADV/26/1456 - 14 Whitehorse Street, Fakenham - Display of 1no. non-illuminated sign on north elevation ADV/26/1456 Display of 1no. non-illuminated sign on north elevation 14 Whitehorse Street Fakenham Norfolk NR21 8AD Response deadline: 25/08/2026 Councillors' response: councillors offered no comments and no objections • LA/26/1455 - 14 Whitehorse Street, Fakenham - Display of 1no. non-illuminated sign on north elevation LA/26/1455 Display of 1no. non-illuminated sign on north elevation 14 Whitehorse Street Fakenham Norfolk NR21 8AD Response deadline: 26/08/2026 Councillors' response: councillors offered no comments and no objections • PF/26/1364 - 174 Norwich Road, Fakenham - Single storey rear extension to existing detached residential dwelling PF/26/1364 Single storey rear extension to existing detached residential dwelling 174 Norwich Road Fakenham Norfolk NR21 8LX Response deadline: 26/08/2026 Councillors' response: councillors offered no comments and no objections These were noted
136/26	To receive notice of decisions of the planning authority and agree any further actions: • RV/26/0736 - 11A Norwich Street, Fakenham - Variation of prior approval ref. PU/23/0011 condition 1: development must be completed within a period of 3 years to enable regulation 77 decision and time to start the conversion. RV/26/0736 Variation of prior approval ref. PU/23/0011 condition 1: development must be completed within a period of 3 years to enable regulation 77 decision and time to start the conversion. 11A Norwich Street Fakenham Norfolk NR21 9AF Councillors' response: Councillors offered no objection and no comments. Application Withdrawn • PF/26/1271 - 1 The Orchard, Holt Road, Fakenham - Proposed Car Port PF/26/1271 Proposed Car Port 1 The Orchard Holt Road Fakenham Norfolk NR21 8JF Councillors' response: Councillors offered no objections and no comments.

	Approved • PF/23/0906 - 3 Cattle Market Street, Fakenham - Change of use from beauty salon to a mixed use with shop on part of ground floor and flat at first floor and part of ground floor PF/23/0906 Change of use from beauty salon to a mixed use with shop on part of ground floor and flat at first floor and part of ground floor 3 Cattle Market Street Fakenham Norfolk NR21 9AW Councillors' response: Cllrs commented that they would like clarification of use of the shop after the flat has been converted. They felt that this would be better as a 2 bedroom house. Approved • PF/25/2307 - 4 Bridge Street, Fakenham - Conversion and extension of first floor of vacant Class E office space to create 2no. two-bed flats along with a side extension PF/25/2307 Conversion and extension of first floor of vacant Class E office space to create 2no. two-bed flats along with a side extension. 4 Bridge Street Fakenham Norfolk NR21 9AQ Councillors' response: Councillors offered no comment and no objections Approved • PF/26/1286 - 1 Peckover Road, Fakenham - Proposed single-storey side extension PF/26/1286 Proposed single-storey side extension 1 Peckover Road Fakenham Norfolk NR21 9RE Councillors' response: Councillors offered no objections and no comments. Approved • PO/22/0676 - 124 Norwich Road, Fakenham - Erection of detached dwelling on land adjacent 124 Norwich Road - (outline with details of access only - all other matters reserved) PO/22/0676 Erection of detached dwelling on land adjacent 124 Norwich Road - (outline with details of access only - all other matters reserved) 124 Norwich Road Fakenham Norfolk NR21 8LF Councillors' response: Councillors offered no objection or comment Approved • PF/26/1131 - 3 Wymans Way, Fakenham - Formation of infiltration basin as part of a sustainable urban drainage system (SUDS) for the adjacent self-storage facility subject of planning permission PF/21/0065 (retrospective) PF/26/1131 Formation of infiltration basin as part of a sustainable urban drainage system (SUDS) for the adjacent self-storage facility subject of planning permission PF/21/0065 (retrospective) 3 Wymans Way Fakenham Norfolk NR21 8NT Councillors' response: Councillors offered no comments and no objections. Approved These were noted
137/26	To receive any further items for the agenda To discuss and note Fakenham Town Councils view on the variety of shops within the high street.
138/26	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 Joslin seconded by Cllr Dutton. 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.
139/26	To consider the progression of proposals for securing alternative accommodation for Council administrative staff and to determine, in principle, the next steps. Cllrs agreed to continue with current plans for accommodation.
140/26	To discuss 9 Norwich Street Nothing new to discuss
141/26	To move into open session On the proposition of Cllr Harrison seconded by Cllr Joslin RESOLVED the Council move into Open Session.
142/26	To confirm the date & time of the next meetings: Full Council: Wednesday 30th September 2026 at 18:00

	There being no further business the meeting closed at 20:02
	Confirmed this day of 2026
	CHAIR