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Fakenham Town Council Full Council Meeting

Date: **Wednesday 25th March 2026**

Time: **18:00**

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

Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), Penelope Bucknell, Mark Campbell, Tim Duffy, Martin Dutton, Carl Fairbrother, Andy Girton, Lucy Harrison, David Hunter, Jim Rockett & Gary Thorpe

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

Members of the public and the press may attend but may only address the Council during the Open Forum for Public Participation. Questions may be raised on items on this agenda, with responses provided at a later date if necessary. Issues for future consideration may be submitted subject to a Councillor's support. This item is limited to 10 minutes. The Public may not take part in Council debates.

Yours faithfully

L Meanley

Lesley Meanley

Town Clerk

19th March 2026

Number	Agenda	Pack Page
351/26	To consider for acceptance apologies for absence	
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	1-2
353/26	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.	
354/26	To confirm the Full Council Minutes of the Meeting held on 25th February 2026	3-7
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	8

356/26	To receive any reports from Councillors who have attended Meetings outside the Council																
357/26	To receive and note correspondence and comment upon any items for information and action																
358/26	<p>To confirm the Minutes of the Facilities & Amenities Committee held on:</p> <ul style="list-style-type: none"> • 10th February 2026 & 10th March 2026. <p>To discuss and agree:</p> <ul style="list-style-type: none"> • a war memorial survey quotation of £850 net • a quotation for the repair of Tunn Street Triangle brickwork - £1050 net • a quotation for repairs to the Creake Road Cemetery wall of £3685 net 	<p>9</p> <p>10-13</p> <p>14</p> <p>15</p>															
359/26	<p>To confirm the Minutes of the Governance & Finance Committee held on:</p> <ul style="list-style-type: none"> • 17th March 2026. To note and/or approve: • 156/26GF - IT Policy Councillors reviewed the Investment IT Policy and RESOLVED to approve it for presentation and approval by Full Council • 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 • 159/26 To consider and agree the Council's reserves for the 2026/27 financial year, as detailed within the agreed 2026/27 Budget <p>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:</p> <p>Earmarked Reserves Earmarked reserves are held for specific purposes or anticipated future expenditure.</p> <table border="1" data-bbox="225 1429 1337 1975"> <thead> <tr> <th>Reserve</th> <th>Balance (£)</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>PAYE & NI Reserve</td> <td>0</td> <td>Reserve no longer required</td> </tr> <tr> <td>Staffing Contingencies</td> <td>10,000</td> <td>Provision for staffing pressures including incremental increase and provision equivalent to approximately six months part-time Groundsman cover</td> </tr> <tr> <td>Insurance Excess Reserve</td> <td>2,500</td> <td>Provision to meet potential insurance excess costs</td> </tr> <tr> <td>Event Expenses Reserve</td> <td>1,500</td> <td>Incremental increase to support Council events</td> </tr> </tbody> </table>	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	<p>16-18</p> <p>19-31</p> <p>32-40</p> <p>41-42</p>
Reserve	Balance (£)	Notes															
PAYE & NI Reserve	0	Reserve no longer required															
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Insurance Excess Reserve	2,500	Provision to meet potential insurance excess costs															
Event Expenses Reserve	1,500	Incremental increase to support Council events															

	Street Light Replacement Reserve	6,000	Incremental increase to support future street lighting replacement	
	Vehicle Reserve	5,000	Incremental increase towards future vehicle replacement	
	Machinery Reserve	10,000	Includes provision for machinery replacement and potential roll-forward of budget underspend at end of FY 2025/26	
	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	
	Replacements Reserve	2,000	Incremental increase for minor asset replacement	
	Local Government Reform	20,000	Provision to support potential costs associated with local government reform	
	Office Space Provision	10,000	Provision equivalent to approximately six months accommodation rental if required	
	Contingency Builder	20,000	Reserve to support strengthening the General Reserve above minimum levels	
	CCTV – System & Monitoring	0	Potential roll forward of budget balance at end of FY 2025/26	
	War Memorial	0	Potential roll forward of budget balance at end of FY 2025/26	
	Capital Reserve	90,005	Existing capital reserve provision (Restricted)	
360/26	Financial Matters – 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			
361/26	To receive the following S137 Grant report for acquittal - Norfolk Community Law Service grant 2026			43-56
362/26	To award a grant under the local government act 1972, s 137 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			57-92

	the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure: Norfolk Community Law Service (NCLS) - £2000	
363/26	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.	
364/26	To discuss a quotation of £8994 for installation of the 2026 Christmas Lights	93-97
365/26	To consider an Events & Marketing committee or working group (to include Shop Fakenham & the Fakenham Events Committee)	
366/26	To discuss and agree a quote for Aldiss Park Boardwalk works.	98
367/26	To discuss and agree an approach to managing an entrance into Aldiss Park	
368/26	To receive the Internal Controllers report	
369/26	To consider signing the Plant Based Treaty https://plantbasedtreaty.org/individual-endorse/	
370/26	To discuss committee meeting members	99
371/26	To discuss adding a member of Shop Fakenham to the Wayfinding working group	
372/26	To confirm the use of the remainder of the field at Trap Lane after the Swimming Pool build	
373/26	To discuss and agree the signage and barrier agreement with Shop Fakenham	100-102
374/26	To discuss Fakenham Town Council moving forward with the UK Town of Culture Bid. For context - North Norfolk Culture+Tourism Feasibility Study 25Sep24 v6	
375/26	To consider planning applications up to 25/03/2026 <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

- **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>376/26</p>	<p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> <p>RV/26/0355 - Norfolk Padel, Waterhouse Farm, Waterhouse, Fakenham - Erection of building to provide Padel tennis facility</p> <p>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</p> <p>Response Deadline: 17/03/2026</p> <p>Councillors response: Councillors offered no objection and no comments</p> <p>PF/26/0418 - 4 Norman Close, Fakenham - Erection of side extension to garage</p> <p>PF/26/0418 Erection of side extension to garage 4 Norman Close Fakenham Norfolk NR21 9RX</p> <p>Response Deadline: 25/03/2026</p> <p>Councillors response: Councillors offered no objection and no comments</p> 	
<p>377/26</p>	<p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> <p>PF/25/2828 - Rosewood Villa , 4 Constitution Hill, Fakenham - Single storey front extension to dwelling</p> <p>PF/25/2828 Single storey front extension to dwelling Rosewood Villa 4 Constitution Hill Fakenham Norfolk NR21 9EF</p> <p>Councillors Response: Councillors offered no objections and no comment.</p> <p>Approved</p> <p>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</p> <p>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</p> <p>Councillors Response: N/A</p> <p>Permission not required</p> <p>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</p> <p>PU/25/1152 Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 1 Henry Stewart & Co Chicken Sheds Land To Rear Of Heath Farm Pensthorpe Road Fakenham NR21 8LZ</p> <p>Councillors Response: Councillors offered no objection and no comments</p> <p>Permission not required</p> 	

	<ul style="list-style-type: none"> • PF/23/0128 - Upholstery Repair Service , Greenway Lane, Fakenham - Demolition of existing building and erection of two dwellings PF/23/0128 Demolition of existing building and erection of two dwellings Upholstery Repair Service Greenway Lane Fakenham Norfolk NR21 8ET Application Withdrawn 	
378/26	To receive any further items for the agenda	
379/26	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	
380/26	To discuss the FLASH project and agree initial costs for a depot planning application.	Confidential 1-2
381/26	To discuss 9 Norwich Street	
382/26	To discuss staff accommodation	
383/26	To discuss and agree the 2026 nominations for the Community Spirit Award	Confidential 3-4
384/26	To move into open session	
385/26	To confirm the date & Time of the next meetings: Allotments: Tuesday 7th April 2026 at 14:30 Facilities & Amenities: Tuesday 14th April 2026 at 18:00 Governance & Finance: Tuesday 21st April 2026 at 18:00 Full Council: Wednesday 29th April 2026 at 18:00	