

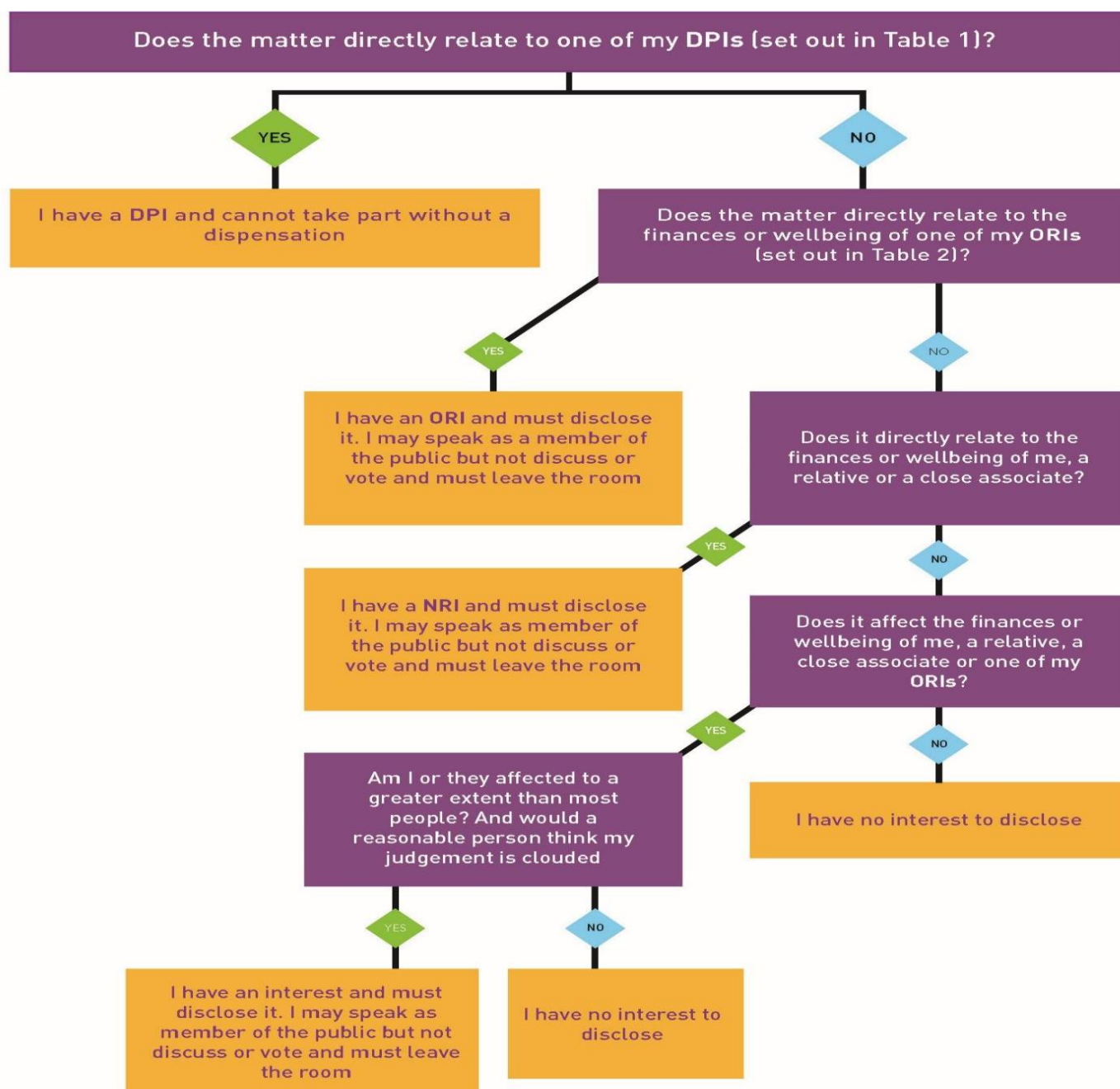


Table 1: Disclosable Pecuniary Interests – DPI

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council. (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge) (a) the landlord is the council; and the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class

Table 2: Other Registrable Interests - ORI

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Table 3: Non-Registrable Interests - NRI

An interest that is not a DPI, or an interest of a relative or close associate, which does not need to be registered.

You must declare an NRI when relevant business affects the finances or wellbeing of you, your partner, a relative, or a close associate.

12 OCTOBER 2026

Monthly Report for September 2026

ROBERT JAMIESON

County Councillor for Fakenham and The Raynhams Division

Norfolk County Council

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1. GENERAL UPDATE

1.1. MEETINGS ATTENDED:

1. Dereham Town Council Meeting 01/09/26
2. Anglian Water Presentation Q&A 03/09/26
3. Helhoughton PC Meeting 07/09/26
4. Dereham Town Council Meeting 08/09/26
5. Hempton PC Meeting 10/09/26
6. Summer Reading Challenge, Fakenham Library 12/09/26 (see my Cllr Facebook page)
7. Dereham Town Council Meeting 15/09/26
8. Fakenham Fire Station 16/09/26 (see my Cllr Facebook page)
9. Meet the Councillors Event, Fakenham Town Centre 17/09/26
10. NCC Full Council meeting 22/09/26
11. Tattersett PC Meeting 23/09/26
12. Fakenham Town Council Meeting 30/09/26

Several training courses and constituent meetings attended, which are not accounted for above.

1.2. SUMMARY OF NCC FULL COUNCIL MEETING 22/09/26:

Key Decisions and Outcomes

Council Strategy Adopted

Council approved "Standing Up for Norfolk 2026-30" as the County Council's strategic plan and formally incorporated it into the Council's Policy Framework. The strategy was adopted by 45 votes to 24, with 7 abstentions.

Major Capital Programme Approved

Council approved:

- A £4.191 million addition to the 2026/27 capital programme, including funding for children's services projects, King's Lynn South Fire Station and highways schemes.
- A further £22.646 million capital programme amendment, largely relating to the West Winch project, school expansion projects and highways investment.

Constitutional Changes to Planning Procedures

Council agreed a package of constitutional amendments relating to planning matters, including:

- Adoption of a new Committee Referral Assessment Process.
- Publication of planning decisions at least five working days before committee meetings.
- Formal reporting of decisions to refer applications to Planning Committee.

The changes were approved by 71 votes to 0, with 4 abstentions.

Appointment to Health and Wellbeing Board

Council appointed Cllr Scott Hussey, Cabinet Member for Adult Social Care and Public Health, as Chair of the Health and Wellbeing Board. The appointment was approved by 44 votes to 31, with 1 abstention.

Motions Agreed by Council

Gateway Assurance Framework for Major Contracts

Council approved a motion requiring Cabinet to strengthen oversight of major contracts through a Gateway Assurance Framework, improved reporting of budget overruns, stronger contract controls and annual transparency reports on project overspends. The motion passed 49 votes to 6, with 22 abstentions.

NEET (Young People Not in Education, Employment or Training) Initiative

Council approved an amended motion to strengthen work across Norfolk to reduce youth NEET levels. This includes enhanced partnership working, monitoring arrangements and the development of pathways into employment, training and education. The amended motion passed 73 votes to 0, with 2 abstentions.

RAF Barnham Motion

Council formally objected to Home Office proposals to use RAF Barnham to accommodate asylum seekers. It also requested further assessment of impacts on local services and continued joint working with neighbouring authorities. The motion passed 43 votes to 27, with 4 abstentions.

Review of Translation and Foreign Language Services

Council approved a review of expenditure on translation, interpretation and foreign-language publication services, alongside publication of annual expenditure figures. The motion passed 45 votes to 31.

Motions Not Approved

 Support for the UK Nature's Rights Bill – Lost (25–49, 2 abstentions).

 LGR Cost and Government Reimbursement – Lost (27–36, 13 abstentions).

 Utility Companies Roadworks Performance Reporting – Lost (35–41).

 County Farms and Agricultural Land Motion – Withdrawn.

Summary

The meeting's most significant outcomes were the adoption of the Council's new Standing Up for Norfolk 2026-30 Strategy, approval of over £26 million in capital programme amendments, planning governance reforms, and the approval of motions relating to contract management, youth opportunities, RAF Barnham and translation service expenditure.

2. DIVISION SPECIFIC CAPITAL PROGRAMME

The table below includes all the capital works planned in the division for the 2026/27 financial year. I will continue to add updates in regards each scheme listed –

Location	Scheme	Designer / Contact	Updates
PCA017 BSIP Fakenham C550 Queen's Road car park CC50 Miller Walk/White Horse st car park	Improvement - Fakenham Travel Hub - Feasibility and concept designs	Rob Pratt	Project shelved. Progress being made to implement other parking management and bus service related improvements in town. Outline proposals submitted to Fakenham Town Council
PHA069 Fakenham C590 Greenway Lane	Improvement - Signalised new crossing	Ben Hanlon	Programmed in for start of work 04/01/27. Safety audit ongoing. Preparing contractual and H&S documents for issue to Kier. Results from consultation appear majority positive. Preparing documentation for Traffic Regulation Order (TRO), to undergo statutory consultation ASAP.
PMC285 C575 Fakenham Bridge Street	Maintenance - Resurfacing (Renew the raised tegula block raised platform)	Bradley Shaw	We now have a quote per square meter from Norse. Highways to meet on the 23 rd Nov with Contractor and Designer to discuss
PR3873 Fakenham Rudham, Stile Lane	PR3873 Fakenham Rudham, Stile Lane Developer - S38 TRO 20mph zone on new housing development	Angeles Saiz- Zamora	Complete and in operation
PRZ325 Fakenham Sports Centre, Trap Lane	Developer - TRO amendment to existing waiting restrictions	Bimal Ranjit	The legal team are preparing the draft Schedule and Notice for publication. During the formal consultation period, members of the public will still have the opportunity to submit comments or objections to the TRO. If everything progresses as planned and agreed, we will then have a two-year period within which to implement the TRO on site, if we elect to do so.
PKA012 Hempton B1146/C550	Improvement - New Roundabout Design & Construction	Tim Osborn	Shelved. A comprehensive review of options has been instructed instead. Scope of review being finalised.

PLA604 Raynham Village Gateways	Parish Partnership - Replacement gateways to be funded by parish	Bradley Shaw	Still awaiting delivery once delivered Norse will install ASAP. Highways to escalate with Norse given the delay.
Fakenham Holt road service road	LMF - lack of signing to cycle path - add additional signs £2500		Complete
Fakenham Rudham style lane/greenway lane	LMF - speeding vehicles - Speed measuring strips at two locations. £1200		Complete

3. PARISH SPECIFIC CASEWORK

The following are cases, not in order of receipt or priority, that I have been dealing with during the month of September 2026 –

3.1. FAKENHAM TOWN

HGV's on Queens Road: Monitoring. No further update.

Norwich Street (parking): Still awaiting the outcome of the legal review being undertaken by the TRO Manager, NPLaw and the Parking Strategy Manager regarding the status of the pedestrianised section of Norwich Street and whether a new or amended TRO is required. Following ongoing delays and a lack of indicative timescales, I have written to Cllr Tom Dickerson, Cabinet Member for Highways and Transport, seeking assistance in obtaining clarification on the likely completion date of the review, the process being followed, and the anticipated next steps once the legal position has been established. I continue to work with Cllr Vickers on this matter and have recently chased again for an update. There may be an opportunity to combine this work with the wider TRO review for the Town Centre.

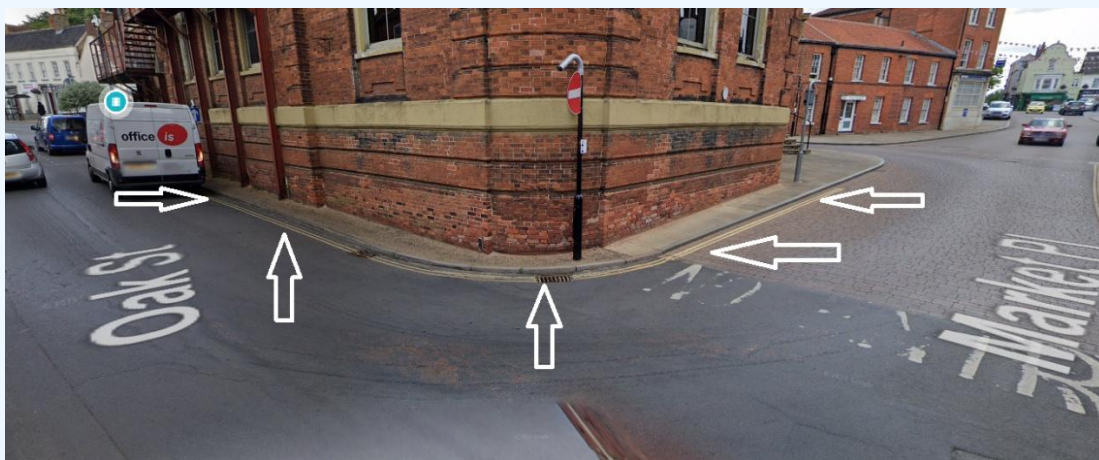
Speeding on Greenway Lane: Nothing further to report. I had suggested that the Council may wish to consider procuring new SAMS units, and to collaborate with NCC on this via the newly refreshed Parish Partnership scheme.

Speeding on Rudham Style Lane: I await a response from the Police. It's possible further speed monitoring will be undertaken.

Scaffolding at 9 Norwich Street: I have continued to press NNDC for greater transparency and accountability regarding the long-running situation at 9 Norwich Street. Having received a further response from NNDC's Deputy Chief Executive, I remain disappointed that no clear timetable for resolution has been provided and that no measurable progress has been identified despite earlier expectations that movement would be seen by the end of the summer. I have challenged the Council to provide greater reassurance to residents that the current strategy is delivering results and will continue to pursue updates. I have also written to Cllr Tom Dickerson, Cabinet Member for Highways and Transport, to request that he write to NNDC as a follow up to my letter.

Transport Hub / Oak Street Improvements: Following the collapse of the Millers Walk proposal, work has been progressed regarding alternative improvements in Oak Street. Discussions between NCC officers, the Norfolk Parking Partnership, and BCKLWN officers (ref. parking enforcement) have led to the development of initial proposals aimed at improving bus movements, passenger facilities and parking management. There is broad agreement that the existing restrictions and road markings around the cinema are confusing and difficult to enforce. Proposals are therefore being developed to introduce clearer restrictions and associated TRO amendments, improved disabled parking arrangements, improved passenger facilities and wider town-centre TRO changes. These

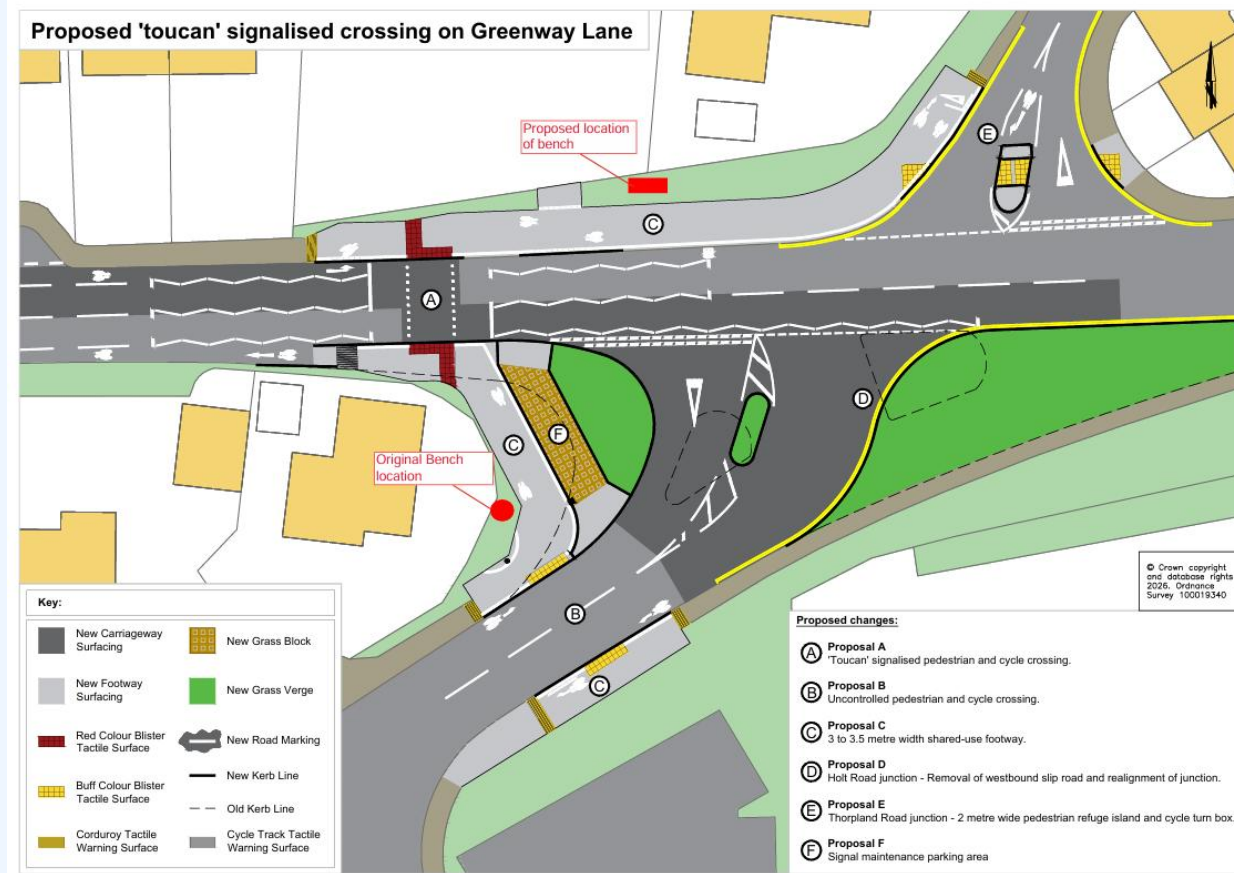
proposals have been communicated to the Town Council to invite local feedback. I have also raised concerns regarding vehicle access through the pedestrianised section of the Market Place from Tunn Street and requested this be considered as part of the wider package of TRO amendments. A temporary measure in which deployment of cones on market days has been suggested, whilst permanent changes are progressed. To this end, I sought advice from Highways as to the source and positioning of said cones. A series of locations have been suggested by Highways. The Town Council will need to procure the cones and seek approval for their deployment from Highways, should it wish to progress this.



New Venue for the Fakenham Community Shed: Nothing further to report. I await a response from the Town Council regarding use of the Scout hut, or any other opportunities.

Missing cobble near Church in Fakenham: Over 100 cobbles are to be replaced, including the temporary tarmac infill repairs, towards the end of December.

New Pedestrian Crossing on Greenway Lane: The consultation has now concluded and the overall response appears to have been broadly positive. The project team intends to proceed with the scheme, subject to a number of minor amendments arising from consultation feedback. However, following further correspondence from residents, I have requested additional discussions with the scheme designer concerning matters including crossing position, Holt Road crossing provision, construction traffic management arrangements and wider local concerns. I have also suggested a joint site meeting with residents and NCC officers to ensure local views continue to be heard as the project progresses. The scheme remains programmed for implementation in January 2027. I am also assisting collaborative efforts to facilitate a commemorative bench.



Proposed TRO at Field Lane and Rudham Stile Lane: Response to the consultation was mixed. You'll recall my opposition to it. In the end, I was advised that the formal consultation should proceed, but that implementation of the TRO will be put on hold, and held as a future option, should the additional parking provision not come to fruition, or should other circumstances dictate.

New Lease at Fakenham Community Centre: As previously stated, a review had been commenced by NCC's Property Services team with a view to agreeing a new lease direct with the Fakenham Community Centre. However, NNDC has since requested an extension to their lease. Heads of Terms are now being agreed between NNDC and NCC.

Mobile Reception in Fakenham: NCC's Director of Digital & Transformation took a paper to Cabinet to lobby the mobile services providers to improve coverage, which was approved. Nothing further to report.

Parking Concerns at Nelson Rd: I previously advised that a H bar is to be installed when other works are taking place in the area, within next few months. Nothing further to report.

Alleged Underage Selling of Vapes to Children: Monitoring. No further update.

A-boards on Footpaths: Still awaiting photographs from the Town Council.

Faded Road Markings on Norwich Road (roundabouts): Works completed. Job closed.

Faded Road Markings near School on Queens Road: Works delayed again. I have requested this be escalated with Kier. However, there is a TTRO for gas main works that may now inhibit this work.

Banking Hub: Following my earlier correspondence with LINK, I have continued to support efforts to secure a banking hub for Fakenham. Discussions are ongoing involving NNDC, Jerome Mayhew MP and the Town Council. I am advised that LINK may now be applying updated criteria relating to local population catchment figures, with Fakenham reportedly falling just short of the threshold currently being cited. Further enquiries are being undertaken and I remain supportive of continued efforts to secure this facility for the town.

Wall and Fence Removal on Norwich Road / Barons Hall Lane: Highways continuing to pause their follow up action, at my request, pending agreement of a pragmatic way forwards. This is being progressed with NPLaw.

Damaged Kerb at Shell Roundabout: A kerb on the roundabout island nearest the A148 turn-off has been damaged. Highways inspected the site on 08/10/26 and advised that repairs of this nature typically take around six weeks.

Overgrown Roundabouts: I have reported the three roundabouts near Smiths Lane and Morrisons due to being heavily overgrown. Highways officers have indicated future clearance, landscaping and signage improvements are planned, although no timescale has yet been provided. I am seeking an update from the Area Manager.

Overhanging Hedges and Obscured Signs: I have reported excessive vegetation around Wells Road, Toll Bar and Creake Road, which is affecting visibility and obscuring road signs. Highways have inspected and will be writing to the landowner shortly. A new letter template needs to be signed off by NPLaw first.



Trees Overhanging Goggs Mill Road: Residents raised concerns at the last Town Council meeting about overhanging trees. I visited that same day and whilst the trees were overhanging, I did not feel there to be any obvious obstruction. Highways previously inspected and found no issue. A further complaint, via social media, advised that taller vehicles were being affected. Highways have since returned, and confirmed that they will be writing to the landowner to seek remedial works. The extent of the growth is borderline relative to the standard Highways go by, but action was subsequently deemed appropriate as when wet the height clearance is reduced below the limit. Highways are now waiting on NPLaw for a new letter template.

St Peter's Road Estate Highways Concerns: A resident has raised concerns, via social media, regarding fencing, cracked footways and potential access issues for emergency vehicles. I did ask the individual to report this job via the Highways online reporting tool, but this has not been done as yet. As such, I will visit the locality when next possible.

Alleged Poor Road Repair Outside Lodge Tyres: A resident has complained, via social media, that a recent road repair was substandard. I did ask the individual to report this job via the Highways online reporting tool, but this has not been done as yet. As such, I will visit the locality when next possible.

Overhanging Trees on Church Lanes and Constitution Hill: Residents have complained about tree branches extending over the highway from private gardens. Awaiting photographs and formal reporting to Highways. This is a case that Cllr Vickers notified me about, and is still following up.

Request for Speed Limit Reduction on Norwich Road: The Town Council Clerk advised that the former County Cllr Tom Fitzpatrick had suggested that he would support a speed review in response to requests made to the Town Council to reduce the limit from 40mph to 30mph. I was able to confirm that a speed review had not been commissioned. As such, I advised that the Town Council could make a bid for funded from the Parish Partnership scheme to progress the speed

review. However, where the study confirms a sound justification for the speed reduction, then a TRO would be needed to bring this to fruition. This is likely to cost circa £10k, and could take up to 18 months to implement.

Shell Roundabout Speed Limit Request: A resident has requested, via social media, a 40mph speed limit on the A148 southbound approach to the Shell Roundabout due to concerns about historic collisions. However, the Network Safety Team have advised that there has only been two accidents in the last 5 years, that have been recorded, and as such further intervention is not justified at the current time. This will be kept under review.

Water leak on Holt Road: I called Anglian Water and found that a repair had been scheduled for repair on the 22/10/26. However, given that this had first been reported in July, I requested a priority work order. The job was subsequently brought forward to 08/10/26. I now need to check if the work has now been done.



Pedestrian Crossing on Queens Road near school: I have recently been made aware, via social media, about a petition that was progressed in relation to the author's aspiration for a new pedestrian crossing near the school, to enable safer crossing for pupils and parents. I have not been able to locate the petition. However, Highways have confirmed that consideration has previously been undertaken, but a feasibility study would be needed to progress this further. I would like the Town Council's view on this, and whether there is any appetite for a collaboration via the Parish Partnership Scheme. It is expected that this would cost in the order of £7k.

3.2. HEMPTON WITH PUDDING NORTON AND TESTERTON PC

Hempton Roundabout Project: Progress has been made on scoping the options review. NCC officers have confirmed that the review will take a genuinely broad and evidence-led approach,

considering accident data, previous interventions, affordability, deliverability and stakeholder views. I have stressed that the exercise must not simply seek to revalidate the previous roundabout proposal, but rather determine the most proportionate, affordable and effective intervention available today. Cllr Tom Dickerson, Cabinet Member for Highways and Transport, has confirmed publicly that the Council still intends to progress a safety improvement scheme at the location, albeit not necessarily the previously proposed roundabout. I have also asked that the Parish and Town Council be actively involved as the review progresses.

Perceived Speeding in Pudding Norton: Police monitoring demonstrated an 85th percentile speed above the 40mph limit, although enforcement thresholds were not reached. The Police have therefore declined to pursue enforcement action. You'll recall that the Network Safety Team concluded that there was insufficient accident data to justify further intervention. NCC's speed management strategy requires houses to be present on both sides, for a 30mph limit to be considered. The situation will be kept under review.

Old Caravans and bonfires at Goggs Mill Road, Hempton:

Further to prior notification from Fakenham Town Council about this job after which I had sought details from NNDC, I received a complaint from a constituent. I had been assured at that NNDC were monitoring the conversion of the caravans to glamping pods, but having received this complaint I have written again to NNDC seeking updates on the exemption licence, waste clearance, reports of burning activity, caravan conversion progress and wider site management. I await a substantive response.

Flooding and Drainage on Dereham Road / The Green: A constituent has reported flooding associated with highway drains. A site visit has been arranged where I will be meeting the constituent on the 30/10/26, so that I can better understand this reoccurring issue.

3.3. DUNTON WITH SHEREFORD PARISH

Nothing to report. I hope to attend the next PC meeting when one is scheduled.

3.4. TATTERSETT PARISH

Perceived Speeding (Village and The Street): The Police have now completed speed monitoring in Tattersett. Whilst the 85th percentile speed was marginally above the speed limit, enforcement thresholds were not met and no further police action is proposed. However, the results may assist the Parish Council's Parish Partnership bid for a SAM device, which I have assisted by providing a letter of support.

Tattersett Business Park (Tyre Mountain): Further to my earlier correspondence, both North Norfolk District Council and the Environment Agency have now agreed in principle to participate in a multi-agency meeting involving the Parish Council. Arrangements for this meeting are currently being developed. I have been asked to attend a preliminary meeting, which has now been pushed back to November. The Fire and Rescue Service are still to attend the PC meeting in January to present their contingency plans for dealing with a fire at the business park.

Tattersett Business Park site (Waste Timber Pile): I previously advised that the Environment Agency had served a Section 59 Notice requiring the unprocessed waste to be removed. The Notice is required to be complied with by 7th December although there is a right of appeal, which may delay the compliance date. I await an update from NCC's Enforcement lead.

Safety Concerns about Fourwinds Crossroads: The Network Safety Team reviewed the latest collision data and concluded that the site still does not meet NCC's intervention threshold of five injury collisions within a 100-metre radius over a three-year period. The review identified three slight-injury collisions within the threshold area and a further collision at the Fourwinds Café access outside the assessment radius. Network Safety considers the vehicle-activated "Turning Traffic X Roads" signs installed in 2023/24 to have been successful in reducing both the frequency and severity of collisions compared with earlier years and therefore does not believe there is justification for further engineering, signing or lining measures at present. The junction will continue to be monitored, with any future intervention dependent on collision trends reaching the authority's established criteria. A longer-term staggered junction arrangement was acknowledged as the most effective engineering solution but would require land outside the highway boundary and involve significant cost.

Concerns have also been raised about road markings, and non-functioning cats eyes. I have confirmed this myself, after returning from the last PC meeting. These issues have been reported to Highways, and night inspections are due to commence in the coming weeks, which will include this location. A scope of works can then be developed. I will continue to follow this up.

Road Markings on Tattersett Road and the B1454: Works completed. Job closed.

Missing / Damaged Road Signs on Junction of A148: Four signs ordered and three galvanised posts. Installation expected on or before the 02/02/26, unless delayed by weather. Signs are non-safety signs, so are lower priority. Highways are checking that they have included the missing Parking sign in the layby closers to the Four Winds junction that has fallen off.

Safety Concerns Regarding Bus Stop on T-junction: Awaiting suggestions from Parish Councillors for alternative locations of bus stop.

3.5 HELHOUGHTON PARISH

Digital Connectivity at Village Hall: Problems installing the 26 meters of ducting in the pavement. We have escalated the issue and Openreach are now expected to complete the installation on 14/10/26.

Flooding in Buck Yard: Still waiting on the report from the Flood Management Team. I have chased and I await an update.

Flooding on underneath rail bridge on Broomsthorpe Road: Highways have been out on the 08/10/26, and cleared all the silt that had been washed down. Carriageway swept. Highways are reviewing the maintenance schedule, and will advise back if anything more than triannual is needed.

3.6. RAYNHAM PARISH

Village Gateway Impact Damage A1065 East Raynham: I continue to chase various officers for an update but to no avail. I have since escalated this to the Area Manager.

Clearance of the footpath in East Raynham alongside the A1065: This work package has been awarded to the contractor, and I have asked for this to be prioritized. We can expect this to be completed in the next two weeks.

5. OTHER CASEWORK

I had been managing a complaint about SEND support to a local constituent. Job closed.

I am continuing to deal with some neighbour related complaints work. No further details can be shared.

6. PLANNING DECISIONS

6.1. NCC Planning Services: Minerals and Waste and County Council's own applications consulted, during July 2026:

None in the division this month.

6.2. NCC Planning Services: Applications consulted on during July 2026:

None in the division this month.

Note: Details of all applications can be found on the website Online Planning Services - Search and comment on planning applications.

7. OTHER NCC UPDATES / NEWS

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Budget proposals for 2027-2028

Norfolk County Council has published initial 2027-28 budget proposals to address a projected £35.9m gap and growing service demand. Consultation will take place on relevant proposals, with final decisions due in February 2027. The council has identified £32.3m of savings and efficiencies, but further action is needed to close the remaining gap as demand for services continues to grow.

Key proposals include:

- Earlier intervention and neighbourhood support to reduce demand for adult social care
- More support for children to remain within or return to family networks, alongside expanded family help services
- Higher income from infrastructure fees and charges

The plans will be reviewed when government funding is confirmed and the County Council will make final budget and council tax decisions in February 2027.

Improving roads and tackling potholes

Norfolk County Council is trialling Roadmender, an innovative repair system designed to improve local roads, reduce disruption and provide better value for taxpayers. The technology supports preventative maintenance by repairing cracks and early deterioration before potholes develop. Rather than digging out and replacing sections of road, repair material is applied directly to damaged areas, enabling quicker repairs with less waste. The trial will help assess whether the approach can deliver longer-lasting, more sustainable repairs across Norfolk's highway network.

Youth support services support for young people over the summer holidays

Nearly 1,700 young people benefited from County Council youth support activities over the summer, helping them stay safe, build relationships and grow in confidence. More than 600 joined the new Norwich Chill on the Hill sessions, enjoying activities including karaoke, arts and crafts, gaming and quizzes. Weekly sessions also took place in Great Yarmouth, Thetford, King's Lynn and Norwich. Young people receiving targeted support, including those at risk of exploitation or social exclusion, reported greater confidence, pride and aspirations for education, training and employment. The summer programme was supported with funding from the Office of the Police and Crime Commissioner. The OPCC provides £175,000 of funding to Norfolk County Council to support the work of its youth team, with £5,000 used to help run the summer programme.

Helping to improve Norfolk's recycling service

Norfolk County Council's annual Recycling Centre Survey is now open until 18 October 2026. It seeks views from both users and non-users to inform future improvements to the service. Feedback from the previous survey led to practical changes, including improved booking arrangements for Blue Badge holders, vape recycling at every site, and the addition of coffee pod recycling and acceptance of UPVC windows and doors at the county's seven main centres. The council's 19 Recycling Centres handled almost 56,000 tonnes of household waste last year, with around three quarters recycled or reused. Responses from people who do not currently use a Recycling Centre are particularly valuable, as they can help the council understand barriers, unmet needs and opportunities to make the service more accessible.

www.smartsurvey.co.uk/s/RecyclingCentres2026/

The Big Conversation on Care

The independent Casey Commission launched The Big Conversation on Care, a national public conversation inviting people across England to share their views and experiences to help shape the future of adult social care. The Commission described this as the most ambitious public conversation on care in a generation, giving the public a direct opportunity to influence future reforms. In Norfolk, this aligns closely with our ongoing transformation of Adult Social Services. We are working to help people live their best life by focusing on strengths, prevention, stronger

relationships and joined-up support in communities. These changes are rooted in listening to residents and building services around what matters most to them.

You can find out more and vote at [The Big Conversation on Care](#).

Free self-service health checks in Norfolk

Residents across Norfolk are encouraged to take charge of their health with the launch of six digital health stations offering free, quick and easy health assessments in community locations across the county. A mobile health station will also visit libraries and events across the county.

The new self-service stations, provided by Norfolk County Council's Public Health team, allow people to check key health indicators, including blood pressure, heart rate, body mass index (BMI), alcohol consumption, physical activity levels and heart age, in under five minutes. Users receive instant results, along with personalised advice and signposting to local support services.

The health stations are located at:

- Tesco Superstore, Kilverstone, Thetford
- ASDA, Great Yarmouth
- Shrublands Youth and Adult Centre, Gorleston
- King's Lynn Library
- Victory Swim and Fitness Centre, North Walsham

Local government reorganisation over - for now

Councillor Robin Hunter-Clarke told the Strategic and Corporate select committee (16 September) that the Government had withdrawn its decision to have three unitary councils in Norfolk and was not simply pausing it. Even if LGR is brought back in future, Cllr Hunter-Clarke said his administration would continue to oppose it. He said that it is crucial to focus on delivering the best services for residents and pursuing devolution, to bring new powers and funding to Norfolk.

Government announces draft Environment Delivery Plan for Norfolk

The Government has [announced a draft Environmental Delivery Plan](#) (EDP) that could unlock up to 15,780 new homes in Norfolk and fund improvements to rivers, wetlands and wildlife habitats. Natural England drafted the plan under the Nature Restoration Fund. It aims to unlock housing delayed by the need to protect rivers and wetlands from nutrient pollution. The government says that the Norfolk EDP will be the first test of their approach to winning public consent for housebuilding, and that the EDP has been developed with local authorities and partners to reflect local environmental priorities. It covers the River Wensum, Bure Broads and Marshes, and Yare Broads and Marshes catchments across much of central and eastern Norfolk.

Developers would pay into a shared fund instead of arranging separate environmental measures for each site. Natural England would use the fund for larger projects to restore rivers, create wetlands and improve water quality. The plan will also create new opportunities for farmers, landowners and private organisations to work with Natural England to deliver conservation

measures to support nature recovery. The EDP is [open for consultation until 27 October 2026](#). Responses will inform the final plan submitted to the Secretary of State.

Common Ground Award - community grant funding

Community and voluntary organisations can apply for grants to improve local places and help bring people together. The Common Ground Award 2026 to 2027 will fund buildings, facilities, equipment and other long-term improvements for eligible voluntary, community and social enterprise organisations in England. Individual organisations can apply for between £20,000 and £50,000. In exceptional cases, applications of up to £100,000 may be considered where there is strong evidence of need and likely benefit. Groups of organisations applying together can seek between £100,000 and £250,000.

Further details and information on how to apply are available in the [Government press release](#).

Grants to support community energy projects

Local authorities and community energy groups across the UK are being given new opportunities to develop their own renewable energy projects, following the [launch of a £30 million funding programme](#) from Great British Energy (GBE). The investment is the first tranche of a wider commitment of up to £1 billion. The initiative is designed to support more than 1,000 community and locally led clean energy schemes, ranging from solar panels on public buildings to village-owned wind farms and hydroelectric projects. The funding includes the [GBE Community Fund \(£20 million\)](#), which is now open, and a new [GBE Partnerships Grant \(£5 million\)](#). Alongside funding specific local power projects, the Government will also set out further details this autumn on plans to offer community energy groups an ownership stake in renewable energy projects.

Scam alert - letters claiming to be from Norfolk County Council

Councillors are asked to publicise and share with constituents and local parishes a scam warning issued by Norfolk County Council Trading Standards. A letter claiming to be from 'Norfolk County Council' is being circulated. It states that it is informing the recipient about 'changes to Council Tax payments'. The letter is a scam. Norfolk County Council is not responsible for collecting Council Tax payments in Norfolk. The letter also includes a QR code that directs recipients to a fraudulent website and attempts to take payments.

Trading Standards is investigating the scam. Its advice is to be wary of claims made in unexpected letters. If you, or anyone you know, receives this or a similar letter claiming to be from Norfolk County Council about Council Tax payments, please ignore it and do not scan the QR code. Scam letters can also be reported to Trading Standards through its partner, the Citizens Advice consumer helpline, on freephone 0808 223 1133. Any questions about Council Tax should be raised directly with the relevant district council.

Standing Up for Norfolk - a new four year strategy for Norfolk

Standing Up for Norfolk has now been formally adopted by Norfolk County Council as the new four year strategy. Covering the period from 2026 to 2030, the strategy will shape how the council works and what it delivers for Norfolk. It also sets out five new priorities for the County Council:

- Putting Norfolk's residents first
- Growing Norfolk's economy
- Keeping Norfolk moving
- Running an efficiency and effective council
- Building stronger Norfolk communities and places

Full details and a copy of the strategy are available in the papers taken to the full council meeting on 22 September - available [here](#).

Free weight management support for Adults

Norfolk adults who would like support to lose weight and improve their health are being encouraged to find out if they are eligible for free weight management services funded by Norfolk County Council. Being overweight or obese can increase the risk of developing several long-term health conditions, including type 2 diabetes, high blood pressure, heart disease and some cancers. In Norfolk, around 65% of adults are classed as overweight or obese.

To help people achieve and maintain a healthier weight, Public Health Norfolk commissions two free programmes: Slimming World and Your Health Norfolk. Eligible residents can access weekly group support sessions that provide practical advice, encouragement and tools to help them make sustainable lifestyle changes. Further details and links are available in the county council news release [here](#). For those not meeting the eligibility criteria there are other useful tools, tips and support available through the County Council's Ready to Change web pages - www.readytochange.co.uk/

Children's services team selected by the Government to share expertise

Norfolk County Council's outstanding Children's Services team has been selected by the Government to share its expertise nationally and help improve social care at other councils. Norfolk is one of eight councils and one trust chosen by the Department for Education for the second phase of its Children's Social Care Improvement Team programme. The selection reflects the council's progress over the past decade and follows Norfolk's outstanding Ofsted rating earlier this year. Norfolk will be partnered with an underperforming local authority, providing practical, sustainable peer support for up to two years. The programme is fully funded by the Department for Education, which will pay Norfolk for its contribution.

Household Hazardous Waste Days 2026

Free Household Hazardous Waste Days will take place across Norfolk in autumn 2026, allowing residents to safely dispose of materials not accepted through kerbside collections or standard recycling centre services.

Key points:

- Free for Norfolk residents, accepting hazardous household waste including paint, aerosols, antifreeze, fertilisers and drain cleaners.

- Only hazardous household waste will be accepted.
- Booking is required and opens eight days before each event.
- Events run from 8am to 4pm; early booking is advised as they are popular.

Autumn dates and locations

- Norwich South Recycling Centre – Friday 16 and Saturday 17 October
- King's Lynn Recycling Centre – Friday 23 and Saturday 24 October
- Thetford Recycling Centre – Friday 30 and Saturday 31 October
- Caister Recycling Centre – Friday 6 and Saturday 7 November
- Dereham Recycling Centre – Friday 13 and Saturday 14 November
- Hempton Recycling Centre – Friday 20 and Saturday 21 November
- Norwich North Recycling Centre – Friday 27 and Saturday 28 November

Free winter safety testing events

Residents can have electric blankets, heated pads and throws, and small portable heaters tested free of charge at a series of events in Norfolk libraries this November. The events are being run by Norfolk County Council Trading Standards and Norfolk Fire & Rescue Service to help residents use these products safely over the winter. Residents can bring items to any of the sessions below for professional testing and advice on home fire and product safety. They are also encouraged to bring items on behalf of relatives, friends or neighbours who cannot attend.

Monday 2 November 2026

- 10am-12 noon: King's Lynn Library
- 2-4pm: Watton Library

Tuesday 3 November 2026

- 10.30am-12.30pm: Sheringham Library
- 2-4pm: Caister Library

Wednesday 4 November 2026

- 10am-12 noon: Sprowston Library
- 2-4pm: Harleston Library

Details of the events and safety advice related to electric blankets is available on the county council web pages [here](#).

Helping residents into work and transforming lives

Employment support programmes in Norfolk are helping residents with disabilities, long-term health conditions and other barriers to move into, return to or remain in work. The Working Well programme launched in October 2023, has received almost 3,000 referrals and supported more

than 2,200 people, with 45% achieving employment outcomes compared with a national average of 38%. A specialist Local Supported Employment programme helped 48 people into work.

By joining up health and employment support, these programmes help residents improve their wellbeing, independence and quality of life. They also support local employers, reduce economic inactivity and contribute to a stronger Norfolk economy. Building on the success of Working Well and supported employment programmes, Norfolk County Council was commissioned by the Department for Work and Pensions to deliver the Government-funded Connect to Work programme with local delivery partners, with the aim of supporting more than 4,000 people.

Residents can find out how to access support via Connect to Work at www.norfolk.gov.uk/workingwell or email connecttowork@norfolk.gov.uk.

Norfolk Fire & Rescue Service awards

Norfolk Fire & Rescue Service staff have been recognised for long service, dedication and outstanding achievement. Thirty-eight awards were presented at the Assembly House in Norwich on 2 October. The ceremony followed a record-breaking August, the service's busiest month.

East of England Investment Fund launched

A £140m East of England Investment Fund that will provide much-needed equity and loan finance to dozens of our most promising businesses was recently unveiled by the British Business Bank at Norwich Research Park. The fund aims to drive sustainable economic growth by supporting innovation and creating local opportunities for new and growing businesses throughout the region. It offers two commercial finance options: loans ranging from £25,000 to £2m and equity investments of up to £5m.

If you know of businesses who may be interested in the fund, please refer them to the New Anglia Growth Hub, where the team can discuss the criteria or provide information on alternative business support services. [New Anglia Growth Hub contact form](#)

**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=RQXTWTALNKPFO0 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=TJ0XZNLNIG00 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

Full Council Action Log October 2026

Meeting	Date	Minute	Responsible	PRIORITY	Action	STATUS	Comments
Full	27/08/2025	124/25	Clerk	HIGH	Ask current Heritage Trail Supplier for costs associated with moving boards and complete refurb/replacements	50%	On Site meeting 10/9/25. Quote received. Quotes will be sought from 3 suppliers for work 2026/27. Awaiting Way Finding report.
Full	29/10/2025	175/25	Clerk	MEDIUM	Clerk to seek clarification to NNDC Cllr Vickers Facebook comments re free residents parking on Millennium Park.	75%	Emailed 30/10/25
Full	27/05/2026	21/26	Clerk	MEDIUM	Seek planning permission for totems in the suggested locations and a finger post at the Town sign in 2026/27 with new totem & finger post costs factored into 2027/28. To seek costs for replacement Heritage trail boards at the library and town sign in a uniform design with other wayfinding signage and refresh maps/website & IT provision in 2026/27. To refurbish the Town sign in 2027/28	75%	Costs received from 2 suppliers, will go on Novembers Agenda
Full	29/07/2026	84/26	Clerk	HIGH	Hayes Lane Clerk to liaise with FACT re woodland	100%	FACT meeting 21/10/26
Full	29/07/2026	94/26	Clerk	HIGH	Clerk to contact NNDC or NCC to see if they still hold copies of a historic traffic report	75%	31/7/26 - Emailed NCC & NNDC - 4/8 NNDC sent over Fakenham Conservation Area Partnership Scheme 2007 review
Full	26/08/2026	121/26	Clerk	HIGH	To arrange a Rudham Stile Lane Boundary Survey	100%	7/9/26 - emailed Local Chartered Surveyor, Organised works for September 2026. Site Meeting 8/10/26

Full	26/08/2026	127/26	Clerk	HIGH	Clerk to submit a Norfolk Parish Partnership bid	75%	Bid Submitted
Full	26/08/2026	131/26	Clerk	MEDIUM	Clerk to contact NCC/NNDC re Gogg's Mill boundary lines	50%	28/8/26 Emailed NCC - Approx 15 week wait time for a response.
Full	30/09/2026	157/26	Clerk	MEDIUM	The Clerk to collate Councillors' comments and submit a Fakenham Town Council response to the Police and Crime Plan 2026/28 and Police Budget 2027/28 Consultation.	100%	No Cllr comments received
Full	30/09/2026	157/26	Clerk	MEDIUM	The Clerk to write to the Chief Constable to request a private meeting	On Hold	
Full	30/09/2026	158/26	Cllr Duffy	MEDIUM	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.	Not Started	

**MINUTES OF THE ALLOTMENTS SUB COMMITTEE OF THE
FACILITIES AND AMENITIES COMMITTEE
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM
TUESDAY 6th October 2026 AT 14:30**

Attending Committee Councillors: A Glynn (Mayor), M Dutton and D Hunter

Allotment Representatives: R Appleton

Attending Non-Committee: None

Deputy Clerk: K Lindsay

General Public: None

Number	Agenda
13/26 A	To receive Apologies for Absence None received
14/26 A	Declarations of Interest: Members are asked at this stage to declare any Interests, which they may have, in any of the following items on the agenda. None declared
15/26 A	To adjourn the Meeting for Electors' questions None received
16/26 A	To confirm the minutes of the Allotments Sub-Committee meeting held on 7th July 2026 The minutes of the meeting held on 7 th July 2026 were on the proposition of Cllr Dutton, seconded by Cllr Glynn, AGREED, with one amendment. To be signed by the Chair at the next Allotments meeting.
17/26 A	To discuss any matters arising from the minutes of the meeting held on 7th July 2026 5/26 A - 'Think Before You Spray' FTC leaflet has been distributed to all allotment tenants. 9/26 A - The Allotment Rules and Conditions of Letting were reviewed at the August Full Council meeting and are available on the Council's website. The allotment fees for the 2027–28 tenancy year were also reviewed and agreed. 11/26 A - The Greenway Lane plots that have been professionally treated for mares tail have potential tenants for both plots. One tenant is willing to take on a plot for one year at no cost, with rent payable thereafter, and the same arrangement may be possible for the other plot. If the plots cannot be let, ongoing maintenance will be considered at the next Facilities & Amenities meeting. 11/26 A – 'Water Wise Allotments' FTC leaflet has been distributed to all allotment tenants.
18/26 A	To note the issuing of 2026-2027 tenancy renewals and invoices It was noted that the 2026–2027 tenancy renewals and invoices had been distributed to allotment tenants, together with twelve months' notice of the 2027–2028 increase.
19/26 A	To note that a survey of Rudham Stile Lane allotment site is being undertaken to establish the accurate boundary prior to the installation of boundary demarcation fencing Noted
20/26 A	To discuss any current problems relating to allotment sites Greenway Lane

	- Members were advised that some tenants had expressed dissatisfaction with the rent increases. It was explained that the increases were intended to partially offset the cost of providing and maintaining the allotments, which currently operate at a cost to the Council and therefore to local taxpayers. The increases are intended to increase the contribution made by tenants towards these costs and help reduce the amount funded by the taxpayer. - Members were advised that some tenants had expressed concern about the cost of professionally treating two plots for mares tail. It was explained that the treatment had been undertaken as an experiment and had been reasonably successful, but there are no plans for continuing it on an ongoing basis. - The progress of a Council project on a specific plot was raised, and it was advised that the tenant would continue to be updated directly by the office as appropriate. - A maintenance issue with the car park was raised and will be added to the Grounds Team's list for investigation. - The current water restrictions imposed by Anglian Water and the exemption for Blue Badge holders were discussed. It was clarified that, although the Anglian Water exemption may apply to an individual Blue Badge holder, use of a hosepipe on the allotment remains subject to the Council's Allotment Rules and Conditions of Letting. Accordingly, a hosepipe may be used to fill a water butt but not to water the allotment plot directly. - A query was raised regarding the Council's maintenance of boundary hedges and vacant plots. It was advised that these remain on the Grounds Team's ongoing work programme and are addressed as time and resources allow, alongside competing priorities and staffing constraints. Hedge maintenance is dependent on tenants providing clear and safe access to the boundary areas. - It was questioned whether the Council would return to its previous practice of ploughing plots before re-letting. It was advised that this is not currently being considered due to the machinery and time required, tenant preference, and the risk that ploughed plots may not subsequently be cultivated, resulting in overgrown, unsafe and difficult-to-let plots. - It was raised that an annual meeting for allotment holders had historically been held. Current staff and Councillors were not aware of this arrangement, but it was confirmed that allotment tenants are able to attend allotment meetings and speak at the appropriate point under the agenda item for elector questions. It was also noted that, should a need for a dedicated allotment holders' meeting become apparent, the Council would be able to facilitate one.
21/26A	To discuss the quarterly meeting dates for 2027 2nd February, 4th May, 3rd August, 2nd November The proposed meeting dates of 2 February, 4 May, 3 August and 2 November 2027 were agreed.
22/26 A	To confirm the date and time of the next meeting: Tuesday 2nd February 2027, 14:30

	There being no further business the meeting closed at 15:05 Confirmed this day of 2027 CHAIRMAN
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**MINUTES OF THE FACILITIES & AMENITIES COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 13TH OCTOBER 2026 AT 18:00

Attending Councillors: M Dutton, A Kemp & J Rockett

Town Clerk: L Meanley

Deputy Clerk / RFO: K Lindsay

General Public: None

Press: None

Number	Agenda
	As the Chair and Deputy Chair were not present - On the proposition of Cllr Kemp, seconded by Cllr Rockett elected Cllr Dutton to chair the meeting
55/26 FA	To receive Apologies for Absence Apologies received from Cllrs Thorpe, Fairbrother, Glynn and Hunter
56/26 FA	To adjourn the Meeting for Electors' questions None Received
57/26 FA	Declarations of Interest: Members are asked at this stage to declare any Interests, which they may have, in any of the following items on the agenda None
58/26 FA	To Confirm the minutes of the Facilities & Amenities meeting held on the 11th August 2026 On the proposition of Cllr Dutton, seconded by Cllr Rockett the minutes of the Facilities and Amenities meetings held on 11 th August 2026 were AGREED by all and signed by the Chairman.
59/26 FA	To discuss any matters arising from the Minutes of the Facilities & Amenities Meeting held on 11th August 2026 The Clerk advised that Cllr Joslin had suggested agenda item 195/26 was closed and reviewed when the 2026 report was received. Cllrs Agreed The Clerk advised that Cllr Glynn had contacted the developers as in agenda item 216/26 and a fence was being built. Item Closed
60/26 FA	To receive an update on estate management The Clerk updated that; Creak Road Cemetery – solar lighting has been fitted Queens Road Cemetery – the big beech tree has been trimmed Hayes Lane Playing Fields – The gate has been reinstalled and fencing installed where the hedge wasn't growing Railway Cutting – Outstanding Tree work had been completed Aldiss Park – Concrete blocks are being installed Millennium Park – A new section of fencing is being installed on the 19 th October
61/26 FA	To note any equipment expenditure within budget None
62/26 FA	To review and agree policies and risk assessments for update: Thursday Market Risk Assessment The Risk Assessment was agreed on the proposition of Cllr Dutton seconded by Cllr Rockett, all agreed.
63/26 FA	To note the Remembrance Parade Event Plan and Risk Assessment This was noted
64/26 FA	To review 2026 Bee Squared project and consider repeating for 2027

	Cllrs reviewed and agreed to continue the project in 2027 with funding from Market Tolls.
65/26 FA	To discuss & agree a further maintenance schedule for Queens Road Chapel as suggested by the 2023 report Cllrs agreed to schedule exterior works for 2027/28 ACTION: Clerk to seek quote
66/26 FA	To note fencing expenditure at Millennium Park as agreed on 26th August at FRCG of £1850 exc. VAT Noted
67/26 FA	To agree a 2027/28 quote to cut Hayes Lane Hedge £401.70 + Vat This was agreed by all
68/26 FA	To agree a quotation for 2026/7 season hedge cutting totalling £2305 + Vat This was agreed by all
69/26 FA	To agree an Estate wide Tree survey Quotation for £1590 + Vat This was agreed by all
70/26 FA	To review and agree quotations for new football posts at Hayes Lane Playing Field and Millennium Park Cllrs agreed on a quotation for 2 sets of goal posts at £2535.90 plus Vat
71/26 FA	To review the received Hayes Lane Playground plans and agree next steps Cllrs reviewed a quotation for a pathway for £7324.80 plus Vat, all agreed to proceed on the proposition of Cllr Dutton, seconded by Cllr Kemp Cllrs reviewed 4 Playground schemes that had been received and agreed that the Clerk would seek some adjustments to 2 schemes. These 2 schemes then would go out for public consultation. ACTION: Clerk to seek adjustments to 2 schemes then initiate a public consultation.
72/26 FA	To discuss the 2026/2027 NCC Bus Shelter Grant Scheme Noted
73/26 FA	To discuss the Railway Cutting The tree survey will give an idea of initial works
74/26 FA	To discuss Christmas Lights 2027 Deferred
75/26 FA	To receive the minutes of the Allotments Sub-Committee meeting held on 7th July 2026 and 6th October 2026 The minutes were received and noted
76/26 FA	To receive an update on Allotment services These were noted
77/26 FA	To consider responsibility for pest control on individual allotment plots, including rats, wasps, rabbits and other pests, and whether the cost should be met by the Council or the individual tenant, with the Allotment Rules and Conditions of Letting amended accordingly. Cllrs Agreed that the Council would retain responsibility for rat control across the allotment sites, and any other pests on council-maintained areas only. Any pest issues on let plots would be the tenant's responsibility
78/26 FA	To receive an update on the treatment of Mares Tail at an allotment site and consider any appropriate next steps. Mares tail is now under control on the 2 plots. One plot has been let. Cllrs agreed to continue quarterly treatments on the unlet plot and review in 6 months. Should the plot be let all treatments would stop.
79/26 FA	To receive an update on Cemetery services Noted

80/26 FA	To discuss the FLASH Project The Clerk advised that NNDC had raised concerns as to the new depot being approved by planners and were seeking guidance.
81/26 FA	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 Rockett 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.
82/26 FA	To discuss and agree further land areas to be registered. Cllrs agreed the next 4 land areas to be registered. Action: Clerk to take forward
83/26 FA	To receive an update on the ground's vehicle Cllrs noted legal advice received and agreed to follow
84/26 FA	To discuss the memorial policy Cllrs agreed the principles of the cemetery memorial bench policy would extend to all bench requests received regardless of location.
85/26 FA	To move into open session On the proposition of Cllr Kemp seconded by Cllr Dutton RESOLVED the Council move into Open Session.
	To confirm the date and time of next the meeting – Facilities & Amenities: Tuesday, 8th December 2026 at 18:00

	There being no further business the meeting closed at 19:39
	Confirmed this day of 2026
	CHAIRMAN

**MINUTES OF THE GOVERNANCE & FINANCE COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 20th October 2026 AT 18:00

Attending Committee Councillors: M Dutton, P Bucknell, A Kemp, D Hunter, V Joslin & J Rockett

Clerk: L Meanley

RFO & Deputy Clerk: K Lindsay

General Public: None

Press: None

Number	Agenda
36/26GF	To receive Apologies for Absence Apologies received from Councillors Harrison, Glynn, Thorpe, Fairbrother
37/26GF	Declarations of Interest: Members are asked at this stage to declare any Interests, which they may have, in any of the following items on the agenda Cllr Joslin declared a non-pecuniary interest in agenda items 47/26 GF & 51/26 GF
38/26GF	To adjourn the Meeting for Electors' questions None received On resuming, the Chair revised the order of the agenda – item 47/26GF to be considered after item 50/26GF
39/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 21st July 2026 On the proposition of Cllr Joslin, seconded by Cllr Bucknell, the minutes of the Governance & Finance Committee meeting held on 16 th July 2026 were AGREED by all and signed by the Chair
40/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 21st July 2026 The Action Log was noted
41/26GF	To review and agree policies and risk assessments for update: Policies/Risk Assessments for review • Members code of Conduct Cllrs reviewed the Members Code of Conduct Policy and RESOLVED to approve it for presentation and approval by Full Council To note • Thursday Market Risk Assessment • Remembrance parade 2026 Management plan These were noted.
42/26GF	To review finance reports for month ending September 2026 • To receive and review September 2026 receipts and payments lists for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council • To receive and review September 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements for signing

	Cllrs RESOLVED to approve for presentation and approval by Full Council - To receive and review the second quarterly Income and Expenditure Budget vs Actuals report Cllrs RESOLVED to approve for presentation and approval by Full Council. Cllrs RESOLVED to recommend to Full Council approval of the following: - Use of £20,000 from the CCTV – System & Monitoring EMR to pay invoice BC110376524 for installation of the CCTV system. - Use of £4,919 from the War Memorial EMR against PO70 for the approved and ordered war memorial repairs. - To receive and approve the September 2026 schedule of payments over £500 for display on the website Cllrs RESOLVED to approve for presentation and approval by Full Council
43/26GF	To receive the RFO's report Budget Observations Members noted the report providing an overview of the second quarter Budget vs Actuals position. Reserves Investment - Update Members noted the current reserves position and RESOLVED to transfer a further £195,000 to CCLA, subject to four signatories being in place. Cllrs RESOLVED to recommend to Full Council that Cllr Kemp be added as an additional signatory to the CCLA account. Cllrs Dutton and Glynn are existing signatories, and Cllr Thorpe's application is pending. Cyber Insurance Review – Update Members RESOLVED not to pursue Cyber Essentials certification or a professional cyber security assessment at this stage, and to complete the Extended Proposal Form to the best of the Council's knowledge, seeking technical advice where necessary and available, should it be required. VAT Return Members noted the draft VAT reclaim of £9,707.54 for the period 1 July to 30 September 2026, subject to approval of the September financial statements and the return prior to submission to HMRC. Budget Setting – Principles and Preparation for the Meeting Members noted the budget-setting principles, preparation of Draft 1, and arrangements for reviewing and amending the draft budget ahead of a further Governance & Finance Committee meeting in November.
44/26GF	To discuss Highway projects criteria Cllrs agreed to trial the Highways projects criteria matrix for the 3 current requests and then review its suitability.
45/26GF	To receive the Internal Controller review None
46/26GF	To receive and note the revised Local Government pay scales for 2026/27, to be implemented from September 2026, with back pay payable from 1 April 2026, in accordance with all employees' contracts of employment This was noted

48/26GF	To notify of the Interim Internal Audit taking place on 29th October 2026 This was noted
49/26GF	To discuss the FLASH Project Cllr Hunter updated Cllrs about the latest SEG he had attended
50/26GF	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 Joslin. 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.
47/26GF	To discuss and consider adding TTSR Limited, Top Garden Services and NJ Combrink to the Approved Contractors Register Members considered the applications and RESOLVED to approve the addition of TTSR Limited, Top Garden Services and NJ Combrink to the Approved Contractors Register, with Top Garden Services' approval limited to verge works.
51/26GF	To discuss Fixed Term Staff appointments Cllrs discussed and agreed 3 recommendations for Full council: An administrative role be increased from 27.5 hours pw from January 2027. A fixed term appointment to made permanent at SCP5 A fixed term appointment be extended by 18 months
52/26GF	To discuss and consider events costings Cllrs agreed to recommend to Full Council that if staffing allowed for individual events, the council may be able to support with expertise/administrative assistance only, event ownership would always sit with the organisers. Action: Clerk to investigate Town Centre manager roles
53/26GF	To consider and review Draft 1 of the 2027–2028 Budget Members considered and discussed Draft 1 of the 2027–2028 Budget and put forward proposals for amendment. The RFO and Clerk will review the draft and make any further amendments considered appropriate before recommending the budget to Full Council.
54/26GF	To move into open session
55/26GF	To confirm the date and time of next meeting Governance & Finance: Tuesday 17th November 2026 at 18:00

	There being no further business the meeting closed at 20.10
	Confirmed this day of 2026
	CHAIR



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Fakenham Town Council

PROCUREMENT POLICY

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1. Introduction

This Procurement Policy provides guidance on the procedures to be followed when purchasing goods, services, or works, ensuring compliance with Section 135 of the Local Government Act 1972, the Procurement Act 2023, the Procurement Regulations 2024, and the Council's adopted Standing Orders and Financial Regulations.

The policy aims to support the efficient, effective, and economic delivery of the Town Council's services, aligned with its strategic objectives. It ensures transparency, accountability, and best value — defined as a balance of cost, quality, and service, with consideration given to local suppliers where appropriate.

All contracts must comply with this policy, except for those relating solely to land transactions or employment contracts, or temporary agency staff and any other contracts that are exempt from the applicable procurement legislation. Fair and open competition will be used wherever practicable, and both internal and external providers will be considered. Sustainability, continual improvement, and avoiding conflicts of interest are central to this policy.

Exceptions from any of the following provisions of these Contract Procurement Rules may be made under the direction of the Council, in consultation with the Clerk and/or RFO, where they are satisfied that the exception is justified in special circumstances. Every exception and reason therefore shall be recorded by a

resolution of Council.

No exception under this policy shall override any applicable statutory procurement requirement.

The Clerk, RFO and officers must be mindful of avoiding conflicts of interest when obtaining quotations and awarding tenders. Quotations should not be obtained by Members without prior approval of the Clerk.

This policy should be read in conjunction with the Council's Standing Orders and Financial Regulations, which together form the complete framework for the Council's financial and procurement procedures. Reference should also be made to the Council's Biodiversity, Health & Safety, and Equality & Diversity Policies, which are relevant to and referred to within this Procurement Policy.

2. Scope

Every individual involved in procurement and contract management processes within Fakenham Town Council (the 'Council') falls within the scope of this policy.

The Clerk and/or RFO will co-ordinate all procurement practices to ensure compliance with this policy, as well as being responsible for providing all associated advice.

~~The policy governs the method by which the Council spends money on goods and services which the Council need to deliver its services.~~ **The policy governs the procurement of goods, services and works required by the Council to deliver its services, together with the associated contract management processes.**

3. Purpose

The Council's Procurement Policy has five main purposes:

1. To obtain best value in the way the Council spends money, so that it may in turn offer better and more cost- effective services to the public.
2. To support the ability of the Council's officers to procure and manage goods, services and suppliers effectively, including informing all Council staff of the appropriate procedures and responsibilities.
3. To enable the Council to comply with legal obligations that govern the spending of public money.
4. To support the delivery of the Council's Biodiversity Policy and contribute to the Council's duty towards sustainability and environmental aims.
5. Wherever feasible and cost-effective, prioritise the procurement of goods and services from local suppliers within the Fakenham area to support the local economy.

4. Procurement principles

When procuring goods and services, the Council, where possible, will aim to meet the following principles:

- a) The Council shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.
- b) The Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers, wherever possible, practicable and financially viable.
- c) All contractors and suppliers working on Council sites and/or projects will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation. Provision of suitable risk assessments and safe working method statements will be a condition of all such contracts.

- d) The Council requires all contractors working on Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £10 million.
- e) All procurement will be in accordance with the Council's Equality & Diversity Policy and ~~in line with legal obligations under the Equalities Act 2010 which makes it generally unlawful to discriminate on the grounds of colour, race, nationality, ethnic or national origins, sex or marital status, disability and on the grounds of age~~ applicable legal obligations, including the Equality Act 2010 and its provisions relating to protected characteristics.
- f) The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.
The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will, wherever possible, purchase products that follow the Council's Biodiversity Policy.
The Council will encourage the purchase of locally sourced products and, where possible, ensure that products and materials originate from sustainable sources and accredited sustainable companies. In order to:
- minimise waste and maximise efficiency
 - minimise travel
 - minimise energy consumption
 - promote greater use of new sustainable technologies
 - keep material consumption to a minimum.
- The Council will:
- wherever possible, purchase goods that meet international Fairtrade standards (or similar)
 - consider the whole life cost of products when selecting a supplier (energy efficient products for example often have an increased capital cost that is more than offset over time by the reduced operational cost)
 - not buy products that are harmful to the environment if a less damaging alternative is available (for example not use tropical hardwood that is not independently certified as being from a sustainable forest)
 - continually review the purchasing of goods and services through contract specifications, with the intention of decreasing the Council's environmental impact and increasing its positive impacts on society, the local economy and producers.
- g) The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 30 days, or earlier, by agreement. ~~In order to comply with current legislation all payments (apart from petty cash payments) are made by BACS transfer or Direct Debit.~~ Payments, other than petty cash payments, will be made by BACS transfer or Direct Debit in accordance with the Council's financial procedures.

5. Register of approved contractors

In respect of contracts that may be exempt from the Procurement Act 2023 and the Procurement Regulations 2024, the Council may have access to pre-approved (preferred) contractors to supply routine services (or who can be called on to provide emergency services) including but not limited to:

- Electricians
- General builders

- Glaziers
- Grass and hedge cutting contractors
- Grave diggers
- Groundworkers
- Memorial masons
- HR advice
- IT support
- Legal advice
- Locksmiths
- Plant hirers
- Play equipment repairers
- Plumbing and heating engineers
- Tree surgeons
- Vehicle and machinery service engineers

Provision of the Council's internal audit services is reviewed every three years, with a decision required ahead of the upcoming financial year.

Contractors wishing to be included on the Council's register of approved contractors will be required to complete a registration form (see Appendix A). The register of approved contractors will be periodically reviewed.

Inclusion on the Council's register of approved contractors does not, in itself, exempt a procurement from any applicable statutory requirements or the Council's Financial Regulations. Any departure from the usual quotation procedure must be justified and authorised in accordance with the Council's adopted procedures.

6. Best Value

Normally the Council will accept the quotation, estimate or tender that provides best value for money. However, in accordance with Financial Regulations, the Council is not obliged to accept the lowest of any tender, quotation or estimate.

7. Purchases on account

The Council maintains monthly accounts with suppliers of regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must be provided with a receipt. An official purchase order shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate.

8. Specifications for tender process

Tendering processes ensure fair competition, achieve value for money and avoid anti-competitive behaviour. The tender process is detailed in Appendix 1 of the Council's adopted Financial Regulations.

9. Contracts & Purchases

The following outlines the procedures the Council will follow when entering into contracts for the supply of goods, materials, execution of works, or provision of specialist services, depending on the level of financial

commitment involved. These procedures must be read in conjunction with the Council's Financial Regulations, which provide full details, including any exceptions and specific requirements.

For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1 of the Financial Regulations.

For contracts **with an estimated value of to be over £30,000 or more** including VAT, the council ~~must~~ **shall** comply with ~~any requirements of the Legislation regarding the publication of invitations and notices~~ **the applicable notice requirements under the Procurement Act 2023 and the Procurement Regulations 2024.** **Where a contract opportunity is advertised publicly, the required below-threshold tender notice must be published on the Central Digital Platform (Find a Tender) before the opportunity is advertised elsewhere.**

~~(The Regulations require councils to use the Find Tender website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT)~~ **Following award, a contract details notice must be published as soon as reasonably practicable,** regardless of whether they were advertised.)

The Council shall also comply with the Local Government Transparency Code 2015, including the requirement to publish details of contracts exceeding £5,000. For contracts below £30,000, this information may be published on the Council's website without using Find a Tender.

For contracts **with an estimated value of over** ~~greater than~~ £5,000 excluding VAT, the Clerk or RFO shall seek at least 3 fixed-price quotes unless the proposed works fall within the scope of an approved preferred contractor.

~~Where the value is between~~ **For purchases with an estimated value of £500 and to £5,000** excluding VAT, the Clerk or RFO shall obtain 3 estimates where possible which might include evidence of online prices, or recent prices from regular suppliers.

For smaller purchases, the Clerk or RFO shall seek to achieve value for money.

Contracts must not be split to avoid compliance with these rules

Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below ~~£1,000~~ **1,500** excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below ~~£2,000~~ **2,500** excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under ~~£7,500~~ **8,000** excluding VAT.
- the council for all items over ~~£7,500~~ **8,000**.

10. Contract variations

Any necessary instructions to vary a contract shall be made in writing by the Clerk or RFO. Where a variation occurs during the currency of the contract that is material and cannot be met from within the

original contract sum a report shall be made to the appropriate committee or Council, as appropriate, who shall decide what further action is necessary.

Any additional expenditure arising from a contract variation must be authorised in accordance with the Council's Financial Regulations and scheme of delegation before the Council commits to that expenditure.

11. Termination of contracts

Council reserves the right to terminate a contract in accordance with its terms where a supplier commits a material breach of the agreement or fails to deliver the agreed services within the specified timeframe and does not adequately address the failure.

~~any contract immediately where a supplier commits a material breach of the agreement to deliver services, or fails to deliver agreed services, in the agreed timeframe without a plan to address the failings.~~

12. Compliance with other relevant legislation

In cases where any law, statutory instrument of Government regulation is found to be at variance with any section of this policy, then that shall be applied, and this document shall be amended accordingly.

Reviewed and ratified at Full Council 28th October 2026

Due for review October 2027

Appendix A: Application Form

Application form for contractors wishing to be included on the Council's register of approved contractors:

Business Name:	
Business Address:	
Contact Name:	
Position:	
Telephone:	
Email:	
Business Category:	
Description of Services:	
Membership of professional bodies / accreditations / qualifications:	
I confirm that I currently hold, or understand that if my application is successful, I will be required by the Council to hold, Public Liability Insurance with a minimum cover of £10 million.	YES/NO
I confirm that I am aware of, and understand that I am required to comply with, the Council's Health & Safety Policy.	YES/NO
I confirm that I am aware that I may be required to provide suitable risk assessments and/or method statements.	YES/NO
I confirm that I am aware of, and understand that I am required to comply with, the Council's Biodiversity Policy	YES/NO
I confirm that I am aware of the Council's Equality & Diversity Policy and the legal obligations under the Equality Act 2010. Please provide a copy of any supporting policies your organisation has in place.	YES/NO

I confirm that I am aware Fakenham Town Council is required to undertake due diligence in line with its Procurement Policy. I understand the Council may carry out reasonable and relevant enquiries to assess the organisation's suitability, eligibility, financial standing, and technical capacity prior to awarding a contract.

Signed: _____ **Name (Print):** _____

Date: _____ **Position in Company:** _____

Privacy Notice

Fakenham Town Council is committed to protecting your privacy. The information provided as part of this procurement application will be used solely for the purposes of assessing suitability to supply goods or services to the Council.

Although we are primarily collecting information about organisations, some data may relate to individuals (e.g., sole traders or named contacts). Where this is the case, the Council processes this information under the lawful basis of **public task** or **legitimate interests**, as defined in the UK General Data Protection Regulation (UK GDPR).

We will:

- Keep your data secure and confidential.
- Use it only for procurement-related decision-making.
- Retain it only for as long as necessary in accordance with our retention schedule.

You have rights under the UK GDPR, including the right to access and correct your data. For more information or to exercise your rights, contact us at **info@fakenhamtowncouncil.gov.uk** or see our full Privacy Policy at **www.fakenhamtowncouncil.gov.uk**.



Budget 2027-2028

INCOME

Code	Title	2026-27	Apr - Sept	----- Forecast -----						2026-27	*
Income		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance
1076	Precept	861,862.67	861,862.67	0.00	0.00	0.00	0.00	0.00	0.00	861,862.67	0.00
1090	Interest Received	4,000.00	4,747.79	0.00	0.00	0.00	0.00	0.00	0.00	4,747.79	-747.79
1100	Cemeteries Income	12,600.00	8,750.00	0.00	0.00	0.00	0.00	0.00	0.00	8,750.00	3,850.00
1120	Allotment Income	5,500.00	483.64	0.00	0.00	0.00	0.00	0.00	0.00	483.64	5,016.36
1140	Insurance Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1150	Wayleave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1160	Misc. Receipts	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	-100.00
1164	Trail Brochure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1180	NCC Highways Mgmt Receipts	18,308.00	19,076.51	0.00	0.00	0.00	0.00	0.00	0.00	19,076.51	-768.51
1200	Market Management Charges								0.00	0.00	0.00
	SUB TOTAL	902,270.67	895,020.61	0.00	0.00	0.00	0.00	0.00	0.00	895,020.61	7,250.06
	TOTAL	902,270.67	895,020.61	0.00	0.00	0.00	0.00	0.00	0.00	895,020.61	7,250.06

2027-2028	Comments
0.00	
6,000.00	
12,600.00	
5,500.00	
0.00	
0.00	
0.00	
0.00	
19,076.51	
43,176.51	Excluding Precept
43,176.51	Including Precept

Rounding - Report variance +/- 1
NB Income negative = Budget surplus

EXPENDITURE

Code	Title	2026-27	Apr - Sept	----- Forecast -----						2026-27	*
Direct Costs		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance
4000	Salaries & Wages	208,200.00	78,231.06	0.00	0.00	0.00	0.00	0.00	0.00	78,231.06	129,968.94
4001	Additional Staff Wages	5,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,250.00
4010	PAYE & NI	26,000.00	27,141.42	0.00	0.00	0.00	0.00	0.00	0.00	27,141.42	-1,141.42
4020	Pension	26,500.00	17,521.94	0.00	0.00	0.00	0.00	0.00	0.00	17,521.94	8,978.06
4050	Rent/Service Charges	12,000.00	3,445.00	0.00	0.00	0.00	0.00	0.00	0.00	3,445.00	8,555.00
4060	Rates	1,700.00	1,185.62	0.00	0.00	0.00	0.00	0.00	0.00	1,185.62	514.38
4070	Charter Market Rates	2,000.00	809.20	0.00	0.00	0.00	0.00	0.00	0.00	809.20	1,190.80
	SUB TOTAL	281,650.00	128,334.24	0.00	0.00	0.00	0.00	0.00	0.00	128,334.24	153,315.76

2027-2028	Comments
237,000.00	Annual progression / 2027 National Pay Increase / Travel
5,513.00	5% Increase
35,500.00	Calculated ERs
28,500.00	Calculated ERs
15,000.00	5% Increase and YE rec. + Connect maintenance / Rent?
1,785.00	5% Increase
2,100.00	5% Increase
325,398.00	

NB Expenditure negative = Budget overspend

Admin Services	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance
4115	IT Equipment & Software	10,500.00	5,866.22	0.00	0.00	0.00	0.00	0.00	5,866.22	4,633.78
4120	IT Support/Maintenance	5,500.00	3,542.36	0.00	0.00	0.00	0.00	0.00	3,542.36	1,957.64
4122	Website Provision	1,000.00	45.00	0.00	0.00	0.00	0.00	0.00	45.00	955.00
4125	Office Equipment	1,500.00	921.64	0.00	0.00	0.00	0.00	0.00	921.64	578.36
4130	Office Repairs & Maintenance	500.00	336.48	0.00	0.00	0.00	0.00	0.00	336.48	163.52
4135	Stationery & Postage	1,000.00	257.84	0.00	0.00	0.00	0.00	0.00	257.84	742.16
4140	Photocopying	1,050.00	504.79	0.00	0.00	0.00	0.00	0.00	504.79	545.21
4145	Publications, Books & Binding	100.00	43.59	0.00	0.00	0.00	0.00	0.00	43.59	56.41
4150	Promotions & Publicity	500.00	87.44	0.00	0.00	0.00	0.00	0.00	87.44	412.56
4155	Misc. Admin Expenses	500.00	30.34	0.00	0.00	0.00	0.00	0.00	30.34	469.66
4157	Communications- Services	1,500.00	1,061.60	0.00	0.00	0.00	0.00	0.00	1,061.60	438.40
4158	Communications - Equipment	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
	SUB TOTAL	25,150.00	12,697.30	0.00	0.00	0.00	0.00	0.00	12,697.30	12,452.70

Proposed Budget	Comments
9,000.00	Scribe & Civicy Mthly / Server? / Screen
5,775.00	5% Increase ICO MS365&Support
750.00	New FTC website
1,000.00	Office organisation
525.00	5% Increase
800.00	Decrease - fewer stamps
1,103.00	5% Increase
105.00	5% Increase
250.00	Decrease
250.00	Decrease
2,000.00	Line rental / Broadband / Contracts
1,575.00	Handsets / Office phone system etc.*CF EMR
23,133.00	

Overheads	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance
4180	Insurance incl. Vehicle Cover	9,000.00	5,221.49	0.00	0.00	0.00	0.00	0.00	5,221.49	3,778.51
4185	Legal Costs	7,500.00	1,641.00	0.00	0.00	0.00	0.00	0.00	1,641.00	5,859.00
4190	Professional Fees	7,500.00	21.00	0.00	0.00	0.00	0.00	0.00	21.00	7,479.00
4193	Payroll Provider	3,000.00	29.03	0.00	0.00	0.00	0.00	0.00	29.03	2,970.97
4195	Audit	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
4200	Bank Charges	300.00	104.66	0.00	0.00	0.00	0.00	0.00	104.66	195.34
4202	Card Payment Service	500.00	124.00	0.00	0.00	0.00	0.00	0.00	124.00	376.00
4205	Training - Members	500.00	194.60	0.00	0.00	0.00	0.00	0.00	194.60	305.40
4206	Training - Staff	2,500.00	851.50	0.00	0.00	0.00	0.00	0.00	851.50	1,648.50
4210	Travel - Members	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
4211	Travel - Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4215	Subscriptions & Memberships	2,800.00	1,733.21	0.00	0.00	0.00	0.00	0.00	1,733.21	1,066.79
4222	Meeting Expenses	2,550.00	132.50	0.00	0.00	0.00	0.00	0.00	132.50	2,417.50
4230	Event Expenses	1,000.00	31.74	0.00	0.00	0.00	0.00	0.00	31.74	968.26
4232	Freight Inwards	500.00	125.64	0.00	0.00	0.00	0.00	0.00	125.64	374.36
4233	Local Government Reorg	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
4234	Occupational Health	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
	SUB TOTAL	40,500.00	10,210.37	0.00	0.00	0.00	0.00	0.00	10,210.37	30,289.63

Proposed Budget	Comments
9,450.00	5% Increase
7,875.00	5% Increase
7,878.00	5% Increase / Planning etc.
2,500.00	
3,000.00	PKF & IA (including MKT)
315.00	5% Increase
525.00	5% Increase
750.00	Election Year
2,625.00	5% Increase
50.00	Decrease
0.00	Claimed via Salaries
2,940.00	5% Increase
500.00	*CF EMR - Hybrid element
500.00	Mkt Mgt Fees offset overspend
300.00	Decrease
0.00	
250.00	
39,458.00	

Contracts		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
4160	Confidential Waste Disposal	600.00	225.25	0.00	0.00	0.00	0.00	0.00	0.00	225.25	374.75	630.00	5% Increase
4250	Veolia - Waste Collection	1,890.00	706.97	0.00	0.00	0.00	0.00	0.00	0.00	706.97	1,183.03	1,985.00	5% Increase
4255	Dog Bin - NNDC	5,000.00	4,695.00	0.00	0.00	0.00	0.00	0.00	0.00	4,695.00	305.00	5,250.00	5% Increase
4262	Grass - Verges	12,600.00	4,725.00	0.00	0.00	0.00	0.00	0.00	0.00	4,725.00	7,875.00	14,400.00	Actual 2027/28
4265	Electricity - Street Lights	15,000.00	3,711.86	0.00	0.00	0.00	0.00	0.00	0.00	3,711.86	11,288.14	15,000.00	
4270	Lighting Repairs & Renewals	93,000.00	18,165.00	0.00	0.00	0.00	0.00	0.00	0.00	18,165.00	74,835.00	108,650.00	Contract, minor repairs / £80K Replacement Project / £15K Edward Lam
TBC	Christmas Lights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	Ongoing £20K (£10K Funded MKT Tolls / sponsor supplement precept £5k?) £30K Infrastructure
4275	CCTV - System & Monitoring	15,000.00	4,154.28	0.00	0.00	0.00	0.00	0.00	0.00	4,154.28	10,845.72	9,000.00	Annual contract
4280	CCTV - Electricity	1,500.00	328.52	0.00	0.00	0.00	0.00	0.00	0.00	328.52	1,171.48	1,500.00	
4281	Grass - Creake Rd Cemetery EX	1,080.00	540.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00	540.00	0.00	Archive - included in 4282
4282	Grass - Creake Rd Cemetery	6,300.00	3,071.25	0.00	0.00	0.00	0.00	0.00	0.00	3,071.25	3,228.75	8,200.00	Actual 2027/28
4283	Grass - St Peter's Parish Church	1,580.00	540.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00	1,040.00	1,750.00	Actual 2027/28
4284	Grass - Gogg's Mill	820.00	614.28	0.00	0.00	0.00	0.00	0.00	0.00	614.28	205.72	845.00	Actual 2027/28
4285	Grass - Aldiss Park Field	1,640.00	1,228.50	0.00	0.00	0.00	0.00	0.00	0.00	1,228.50	411.50	1,688.00	Actual 2027/28
4286	Grass - Trap Lane Playing Field	1,750.00	1,310.40	0.00	0.00	0.00	0.00	0.00	0.00	1,310.40	439.60	1,800.00	Actual 2027/28
4287	Grass - Hayes Lane Playing Field	1,100.00	819.00	0.00	0.00	0.00	0.00	0.00	0.00	819.00	281.00	1,125.00	Actual 2027/28
4288	Grass - Whitelands Play Area	625.00	466.80	0.00	0.00	0.00	0.00	0.00	0.00	466.80	158.20	642.00	Actual 2027/28
4289	Grass - Millennium Park	2,730.00	2,047.50	0.00	0.00	0.00	0.00	0.00	0.00	2,047.50	682.50	2,812.00	Actual 2027/28
4290	Hedges - Trap Lane N&W Bdary	870.00	649.69	0.00	0.00	0.00	0.00	0.00	0.00	649.69	220.31	893.00	Actual 2027/28
4291	Hedges Hayes Lane N&W Bdary	390.00	292.50	0.00	0.00	0.00	0.00	0.00	0.00	292.50	97.50	402.00	Actual 2027/28
4292	Minor Project Contracts	5,000.00	2,907.50	0.00	0.00	0.00	0.00	0.00	0.00	2,907.50	2,092.50	4,000.00	
4293	Parking Enforcement	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	
	SUB TOTAL	170,475.00	51,199.30	0.00	0.00	0.00	0.00	0.00	0.00	51,199.30	119,275.70	215,572.00	

Estate Running Costs		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
4315	Workwear	1,000.00	126.56	0.00	0.00	0.00	0.00	0.00	0.00	126.56	873.44	1,050.00	5% Increase
4330	Fuel	2,100.00	941.75	0.00	0.00	0.00	0.00	0.00	0.00	941.75	1,158.25	2,205.00	5% Increase
4331	Vehicle Costs	2,100.00	2,016.07	0.00	0.00	0.00	0.00	0.00	0.00	2,016.07	83.93	3,000.00	Servicing / Tax etc. Vehicle & Tractor
4335	Repairs-Machinery & Equipment	2,500.00	509.72	0.00	0.00	0.00	0.00	0.00	0.00	509.72	1,990.28	2,625.00	5% Increase
4340	New Machinery & Equipment	30,000.00	273.68	0.00	0.00	0.00	0.00	0.00	0.00	273.68	29,726.32	12,000.00	Trailer / Ride-on / *CF EMR
4345	Estate Manag. & Prof. Fees	5,500.00	2,903.20	0.00	0.00	0.00	0.00	0.00	0.00	2,903.20	2,596.80	5,775.00	Playground Inspections etc.
4346	Estate Consumables	1,500.00	558.62	0.00	0.00	0.00	0.00	0.00	0.00	558.62	941.38	1,200.00	Decrease
4350	Misc. Estate Expenditure	500.00	95.24	0.00	0.00	0.00	0.00	0.00	0.00	95.24	404.76	250.00	Decrease
	SUB TOTAL	45,200.00	7,424.84	0.00	0.00	0.00	0.00	0.00	0.00	7,424.84	37,775.16	28,105.00	

Estate Sites		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
4400	Trap Lane Depot / Field	42,500.00	1,367.62	0.00	0.00	0.00	0.00	0.00	0.00	1,367.62	41,132.38	88,000.00	Rates / Maintenance / *CF EMR / £75K Project
4406	Creake Rd Cemetery	25,000.00	1,289.85	0.00	0.00	0.00	0.00	0.00	0.00	1,289.85	23,710.15	15,000.00	Incl.Peckover/Rates//Maint./ Minor Improvements / *CF EMR
4410	Playing Fields	20,000.00	1,837.63	0.00	0.00	0.00	0.00	0.00	0.00	1,837.63	18,162.37	35,000.00	Maintenance / *CF EMR / £25K Hayes Lane Project
4412	Millennium Park FRGC	25,000.00	1,546.96	0.00	0.00	0.00	0.00	0.00	0.00	1,546.96	23,453.04	5,000.00	Maintenance / *CF EMR
4415	Allotments	12,500.00	3,860.75	0.00	0.00	0.00	0.00	0.00	0.00	3,860.75	8,639.25	10,000.00	Maintenance / *CF EMR
4420	Queens Road Cemetery	5,000.00	1,833.24	0.00	0.00	0.00	0.00	0.00	0.00	1,833.24	3,166.76	25,250.00	Rates / Maintenance / Path / £20K Project /*CF EMR
4430	St Peter's Gardens	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	5,000.00	Tomb Safety Measures Phase 2
4435	Goggs's Mill Picnic Area	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,050.00	*CF EMR
4440	Railway Cutting	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	5,525.00	5% Increase Maintenance/ £5K Phase1 Project
4445	War Memorial	5,000.00	1,555.50	0.00	0.00	0.00	0.00	0.00	0.00	1,555.50	3,444.50	2,000.00	Railings
4446	Wayfinding Project	6,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,500.00	10,000.00	Town signage / Town Sign Refurb *CF EMR
4450	Bus Shelters	1,000.00	208.34	0.00	0.00	0.00	0.00	0.00	0.00	208.34	791.66	1,050.00	5% Increase Maintenance / *CF EMR
4461	Cinema Triangle	250.00	116.25	0.00	0.00	0.00	0.00	0.00	0.00	116.25	133.75	250.00	Weeding/Litter etc.
4462	Tree Management	7,500.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00	780.00	6,720.00	17,875.00	5% Increase Maintenance / £10K Survey & works
4463	Tunn Street	2,500.00	1,060.57	0.00	0.00	0.00	0.00	0.00	0.00	1,060.57	1,439.43	250.00	Maintenance / Project delivered 2026/27
4464	Refurbishment Programme	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,050.00	5% Increase / *CF EMR
4465	Public Spaces	1,324.93	683.94	0.00	0.00	0.00	0.00	0.00	0.00	683.94	640.99	6,250.00	Was £5K / Grit / Dog Bins Replacement Schedule
4466	Aldiss Park FRGC	6,175.07	725.07	0.00	0.00	0.00	0.00	0.00	0.00	725.07	5,450.00	7,625.00	Maintenance / Was £2k/ £5K Phase1 Project
4470	Heritage Trail Project	0.00	429.13	0.00	0.00	0.00	0.00	0.00	0.00	429.13	-429.13	0.00	Redundant - moved to Wayfinding Project
4476	Library Triangle	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	250.00	Hedging & Weed Control
4477	Market Expenses	0.00	805.39	0.00	0.00	0.00	0.00	0.00	0.00	805.39	-805.39	0.00	No budget required - receipts & payments net off
	SUB TOTAL	167,250.00	18,100.24	0.00	0.00	0.00	0.00	0.00	0.00	18,100.24	149,149.76	236,425.00	

Grants		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
4500	Grants - S137	15,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	12,000.00	12,000.00	Including Youth Services Support
4502	Grants - S144	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	Archive code GPOC
4505	Grants Match Funding / Other	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,000.00	11,550.00	Stress Testing £3K / Sml Trf Fund FTC Provision / *CF EMR
	SUB TOTAL	26,500.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	23,500.00	23,550.00	

Civic		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance
4580	Elections	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
4585	Annual Meeting	150.00	220.99	0.00	0.00	0.00	0.00	0.00	0.00	220.99	-70.99
4586	Civic Regalia	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00
	SUB TOTAL	6,400.00	220.99	0.00	0.00	0.00	0.00	0.00	0.00	220.99	6,179.01
	TOTAL	763,125.00	231,187.28	0.00	0.00	0.00	0.00	0.00	0.00	231,187.28	531,937.72

RESERVES

		Current	Proposed		Variance
4025	Staffing Contingencies	10,000.00	11,000.00		1,000.00
4183	Insurance Excess Reserve	2,500.00	2,500.00		0.00
4231	Event Expenses Reserve	1,500.00	1,750.00	Civic Commemorative Events	250.00
4271	S/Light Replacement Reserv	6,000.00	8,500.00		2,500.00
4332	Vehicles Reserve	5,000.00	11,000.00		6,000.00
4341	Machinery Reserve C	15,621.00	20,826.00	&* Roll forward cost code balance EOFY 2026/27 (Tractor & Accessories) 4340	5,205.00
4401	Depot / Welfare Unit	63,685.00	63,685.00	&* Roll forward cost code balance EOFY 2026/27 4400	0.00
4480	Replacement/Refurb Reserv	2,000.00	7,000.00	&* Roll forward cost code balance EOFY 2026/27 4464	5,000.00
4481	Asset Devolution	20,000.00	20,000.00		0.00
4482	Office Space Provision	10,000.00	46,000.00	6 Mths Accomodation Rental / 1Yr Repayment £300K PWLB	36,000.00
4899	Contingency Builder Reserve	20,000.00	20,000.00	To add to General Reserve	0.00
4484	CCTV - System & Monitoring	0.00	0.00		0.00
4485	War Memorial	0.00	0.00		0.00
TBC	Communications - Equipmen	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4158	0.00
TBC	Meeting Expenses - Hybrid	0.00	1,000.00	&* Roll forward cost code balance EOFY 2026/27 4222	1,000.00
TBC	Playing Fields	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4410	0.00
TBC	Millennium Park FRGC	0.00	100,000.00	&* Roll forward cost code balance EOFY 2026/27 4412 Phase 1 Project	100,000.00
TBC	Allotments	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4415	0.00
TBC	Goggs's Mill	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4435	0.00
TBC	Wayfinding Project	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4446	0.00
TBC	Bus Shelters	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4450	0.00
TBC	Grants Match Funding / Othe	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4505	0.00
TBC	Elections	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4580	0.00
TBC	Cemeteries	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4406 & 4420	0.00
4899	Capital Reserve	90,005.00	90,005.00	Restricted Fund	0.00
	SUB TOTAL	246,311.00	403,266.00		156,955.00
	TOTAL	246,311.00	403,266.00		156,955.00
4900	General / Contingencies	215,466.67	265,036.94		49,570.27
	Total Reserves	461,777.67	668,302.94		206,525.27

Precept Calculation	
Budgeted Expenditure	896,799.00
Reserves Adjustment	156,955.00
Budgeted Income	43,176.51
Expenditure / EMRs Total	1,010,577.49
General Reserve Adjustment	795,110.82
Precept Required (incl 25%	1,060,147.76
Current General Reserve	215,466.67
Additional General Reserve	49,570.27
New General Reserve Total	265,036.94

Calculation purposes only

Check:	
Expenditure	1,010,577.49
Additional General Reserve	49,570.27
Precept	1,060,147.76

Year	Tax Base	Precept	Band D
2026/27	2,702.60	861,862.67	318.90
2027/28	2,702.60	1,060,147.76	392.27
	Increase	198,285.09	73.37
	% Increase	23.01%	23.01%

BAND	CALCULA	AMOUNT
A	6/9	£261.51
B	7/9	£305.10
C	8/9	£348.68
D	9/9	£392.27
E	11/9	£479.44
F	13/9	£566.61
G	15/9	£653.78
H	18/9	£784.54

Committed Spend

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

Income

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
1090	Interest Received		47.19	47.19						47.19 (N/A)
1110	Market Income		10,135.00	10,135.00						10,135.00 (N/A)
SUB TOTAL			10,182.19	10,182.19						10,182.19 (N/A)

Running Costs

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
4150	Promotions & Publicity									(N/A)
4200	Bank Charges					59.50		59.50	-59.50	-59.50 (N/A)
4265	Electricity					241.17		241.17	-241.17	-241.17 (N/A)
4270	FTC Management Fees						2,288.00	2,288.00	-2,288.00	(N/A)
4335	Machinery/Tools/Equipm		1,134.00	1,134.00			508.75	508.75	-508.75	1,134.00 (N/A)
4340	Repairs					526.38		526.38	-526.38	-526.38 (N/A)
4501	Training					480.00		480.00	-480.00	-480.00 (N/A)
SUB TOTAL			1,134.00	1,134.00		1,307.05	2,796.75	4,103.80	-4,103.80	-173.05 (N/A)

Grants

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
4500	Grant Awarded					788.00	8,994.00	9,782.00	-9,782.00	-788.00 (N/A)
SUB TOTAL						788.00	8,994.00	9,782.00	-9,782.00	-788.00 (N/A)

Summary

										Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
NET TOTAL			11,316.19	11,316.19		2,095.05	11,790.75	13,885.80	-13,885.80	9,221.14 (N/A)



MARKET TOLLS GRANT APPLICATION FORM

Complete all sections.

Please attach a copy of the most recent accounts and latest bank statement to your application

Name of Organisation

WENSUM DEMENTIA CAFE

Main Contact Name

MRS JULE BOGGS

Contact e-mail Address

[REDACTED]@com

Contact Phone Number

[REDACTED]

Contact Address

[REDACTED]
FAKENHAM NR21 [REDACTED]

How long has your group been operating?

(If less than 1 year please give date of inception)

2 YEARS + 4 MONTHS

Do you have a formal constitution?

NO

Is your group a registered Charity?

If yes please give a Registered Charity Number

NO

How many members does your group have? And what percentage are Fakenham residents?

APPROX 20 - 50%
22

Do you have an equal opportunities policy/statement or have you undertaken relevant training?

NO

Do you have an annual record of accounts?

NEW ACCOUNT OPENED AUG 2026

Please describe your group's main activities:

WE AIM TO PROVIDE VARIOUS ACTIVITIES TO SUPPORT PEOPLE LIVING WITH DEMENTIA.
INTERACTIVE HAND-EYE COORDINATION GAMES, PUZZLES, PAINTING AND QUIZZES.
QUIZZES

What is the Grant For?

- A PLANNED TRIP WITH THE GROUP TO PENSTHORPE TO INCLUDE A MEAL.
- CHRISTMAS FAYRE OPEN INVITATION TO VISITORS TO COME AND SEE HOW THE CAFE IS RUN AND TO RAISE FUNDS FOR GROUP THIS WOULD INCLUDE SUPPLYING REFRESHMENTS.
- NEW CRAFT SUPPLIES, PUZZLES, PAINTS, CARD, PENS, SPEAKERS. AS MOST REQUEST TRAVELLING EXPENSES

Who will benefit from the grant if approved?

ALL OUR GROUP THEIR CAREERS/FAMILY MEMBERS
AND VOLUNTEERS FOR ALL THEIR SUPPORT
AND CONTRIBUTIONS TOWARD THE GROUP.

How will Fakenham benefit from the monies if the grant is awarded?

AS A GROUP WE WELCOME VISITORS AND HAVE ADVERTISED IN
LOCAL SUPERMARKETS TO REACH OUT TO PEOPLE WHO ARE LIVING
OR CARING FOR A LOVED ONE LIVING WITH DEMENTIA AND
NEEDS SUPPORT

How much are you applying for?

£ 500

How many Fakenham residents will benefit from the monies?

APPROX 11.

Have any other bodies been approached for grant funding in relation to this application / Project? If yes please provide details.

A DONATION OF 1250.00 WAS GIVEN TO OUR GROUP ON 21/5/25 BY
NORTH NORFOLK DISTRICT COUNCIL. VISITS FROM COUNCILLOR
VICTORIA HOLLIDAY WITNESSED THE BENEFITS THE GROUP WAS
PROVIDING FOR PEOPLE LIVING WITH DEMENTIA AND THEIR CAREERS

What will you do if you get less funding than you have asked for? Will all or part of the project still go ahead?
Please tell us what could be achieved if you only receive part funding?

IF WE WERE TO ONLY RECEIVE PART OF THE GRANT
APPLIED FOR IT HAS BEEN DISCUSSED WITH THE GROUP
AND THEY HAVE AGREED TO PAY A CONTRIBUTION TOWARDS
THE PROJECT/ EVENT AND USE GROUP FUNDS IF NEEDED

Please provide a full breakdown of the event / project costs and how they will be

funded: Item	Cost	Funded From
MEAL OUT AT PENSTHORPE	300.00	GRANT / PERSONAL CONTRIBUTIONS.
CHRISTMAS FAYRE/ REFRESHMENTS.	50.00	GRANT / OR GROUP FUNDS
RAISING MONEY FOR GROUP FUNDS.		
CRAFT SUPPLIES PUZZLES, PAINTS, CARD PENS	150.00	GRANT
SPEAKERS (TRAVELLING EXPENSES)		
Total Project Cost:	500.00	

Revised application 2/10/26 - Total applied for £150

Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Fakenham Town Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the event / project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Fakenham Town Councils decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Fakenham Town Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Fakenham Town Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful

I confirm that the information given in this application is a fair and accurate description of our group and our proposed event / project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

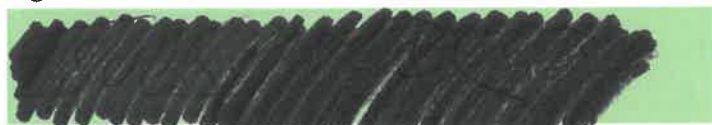
Name

MRS JULIE BOGGIS

Position in Organisation

TREASURER

Signature



Date

11-9-2020

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to:

Fakenham Town Council, Fakenham Connect, Oak Street, Fakenham, Norfolk, NR21 9DY



Issue date: 1 September 2026

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)Visit us online: www.lloydsbank.com

Your branch: DIRECT BUSINESS

Sort code: [REDACTED] Account number: [REDACTED]

BIC: [REDACTED]

IBAN: [REDACTED]



020845 PDOEA02-20260902-79015-022128

WENSUM DEMENTIA CAFE

FAKENHAM
NR21 [REDACTED]

35500 B

COMMUNITY ACCOUNT

WENSUM DEMENTIA CAFE

Account summary

Total Paid In	£1,739.00
Total Paid Out	£980.00
Balance On 01 Sep 2026	£759.00

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
		STATEMENT OPENING BALANCE			0.00
05 Aug 26	DEP	P.O. 34 UPPER MARK	120.00		120.00
05 Aug 26	FPO	HEMPTON PAROCHIAL 600000001813438208 HALL HIRE 203081 10 05AUG26 20:23		120.00	0.00
06 Aug 26	DEP	P.O. 34 UPPER MARK	309.00		309.00
11 Aug 26	BGC	NNDC	1,250.00		1,559.00
26 Aug 26	DEP	P.O. 34 UPPER MARK	60.00		1,619.00
01 Sep 26	FPO	HEMPTON PAROCHIAL 400000001831892100 HALL HIRE 203081 10 30AUG26 17:31		60.00	1,559.00
01 Sep 26	FPO	FAKENHAM TOWN CRIC 600000001827904345 VENUE RENTAL 203081 10 01SEP26 14:47		800.00	759.00
01 Sep 26		STATEMENT CLOSING BALANCE	1,739.00	980.00	759.00

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

DEP - Deposit

FPO - Faster Payment

BGC - Bank Giro Credit

Support for charities and not-for-profit organisations

Discover our hub for tips and guidance to make running your organisation easier. Pop back regularly for new content and updates.

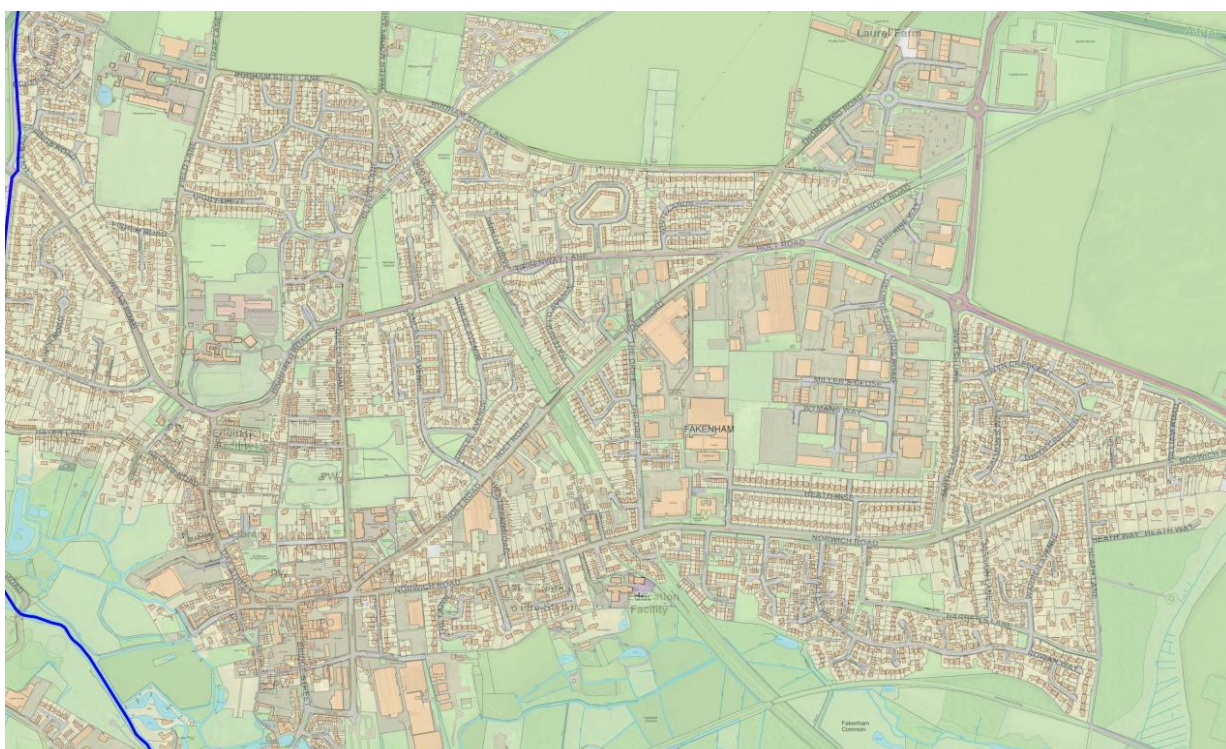
To explore our hub visit lloydsbank.com/not-for-profits or scan the QR code.





Fakenham Town Council

Strategic Plan 2025 - 2028



Vision Statement

Creating a Thriving Environmentally friendly Market town where people aspire to live, work and play

Version Control

Version	Full Council Date
1	26/03/25
2	24/9/25
3	29/04/26
4	01/07/26
5	28/10/26

- 1. Fakenham**
- 2. Fakenham Town Council: Responsibilities and Structure**
- 3. Fakenham Lancaster – Council Structure**
- 4. Council Committees**
- 5. Achievements**
- 6. Our Priorities/goals for 25-28**
- 7. ACTION PLAN**
- 8. Fakenham Town Council Community Engagement Survey 2024**

1. Fakenham

Only 10 miles from the beautiful North Norfolk coast sits the traditional market Town of Fakenham. Known locally as the gateway to North Norfolk, with rich heritage and surrounded by spectacular countryside Fakenham is the largest town in North Norfolk with over 8000 residents.

The weekly charter market dates to 1250 and is today a vibrant event selling products for homes and gardens, pets and people. The income generated by stallholders' rents is paid into the 'Market Tolls' charitable account. Grants are awarded to community groups and individuals for the benefit of Fakenham residents. Dating back 140 years a weekly flea market and auction is also held on the same day.

The town council is also the sole trustee of the Fakenham Recreation Ground Charity, which owns Millennium Park and some of Aldiss Park.

Printing was the major industry in the 19th and 20th century. Printing blocks now form part of the market surface, and the Fakenham Museum of Gas and Local History is the only surviving town gasworks in England and Wales.

The skyline is dominated by the tower of the 14th century St Peters church and the river Wensum, the largest chalk fed river in Norfolk, runs alongside the town. The entire river and some adjoining fields in the southern tip of the Town are designated as a Site of Special Scientific Interest and a Special Area of Conservation.

2. Fakenham Town Council: Responsibilities and Structure

Estate and Grounds	Land Leased to others	Other Responsibilities
Aldiss Community Park (As a Trustee of FRGC)	Goggs Meadow – To the Hawk & Owl Trust	Weekly Charter Market
Millennium Park (As a Trustee of FRGC)	Bacons Piece – To the Hawk & Owl Trust	Administering grants from Market tolls fund
Hayes Lane Playing Field	Edmondsons Acres – To the Hawk & Owl Trust	Oak Street seating & Bike rack area opposite Library (Leased)
Trap Lane Playing Field	Trap Lane – To NNDC	Streetlights
Whitelands Play Areas		Heritage Trail
Creake Road Cemetery		Cinema Triangle (license)
Queens Road Cemetery		Town Sign
Quaker Burial Ground		Wayfinding Signage
St. Peters Gardens		Edward VII Lamp
Rudham Stile Lane Allotments		
Grove Lane Allotments		
Greenway Lane Allotments		
Railway Cutting		
Havelock Square		

3. Fakenham Lancaster – Council Structure

Ward	Councillors	Support (mix of F/T & P/T)
North Ward	5 Councillors	Town Clerk x 1
South Ward	11 Councillors	Deputy Clerk & RFO x 1
		Administrative Assistant x 2
		Groundsmen x 3

4. Council Committees

Monthly Full council meetings with District & County Councillors in attendance are supported by committee meetings–

Governance & Finance (G&F)- Quarterly
- Administration of the Council's Finances - Management of Staff Welfare & Performance - Governance of Council Policies
Facilities & Amenities (F&A)- Monthly – moving to Bi-monthly from June 2026
- Manages all cemeteries, parks, play, allotments and amenity areas - Regulates the Thursday Charter Market - Responsible for the Heritage Trail

And Subcommittee meetings

Allotments – Quarterly
HR – As required

5. Achievements

Since the production of the last Business Plan Fakenham Town Council have;

- Supported improvements to the Wensum riverside walk
- Developed a heritage trail as part of the history of the town and tourist destination.
- Supported local business, charities and groups with a stall and gazebo at the weekly market.
- Supported local community groups and the police in activities combating anti-social activities.
- Supported armed forces charity initiatives.
- Reviewed services contracts to ensure value for public money.
- Consecrated the remainder of Creake Road Cemetery.
- Collaborated with NNDC to bring the FLASH project to Fakenham.

6. Our Priorities/goals for 25-28

In developing a new three-year action plan, we prioritised building it from the ground up with input from the community. In 2024, Fakenham Town Council (FTC) conducted a community survey (Annex A), providing residents with an opportunity to contribute their views and ideas.

This plan is a living document which will be reviewed biannually by the council and adjusted as necessary to reflect the evolving needs of the town, as well as the available resources and finances. Town councils have limited powers, but it is essential for FTC to develop in a way that effectively serves its community. As society continually evolves, it is important that we regularly review our practices to ensure they align with the changing needs of the community.

It is important to recognise that the priorities themselves are high level to support flexibility as there are many matters that fall outside of the council's control and, thus, we must adapt.

At the time of writing the Council has been briefed by North Norfolk District Council on the early implications of devolution and Local Government Reform. Undoubtedly the restructuring of the local government sector will impact upon town and parish councils. It is likely that more responsibility will fall to them for the supply of discretionary services, such as managing public conveniences, grass cutting, car park management and maintenance and emptying of dog waste bins. Very little detail is available at present.

At the time of review, the Local Government Reform proposals have been withdrawn. However, there remains considerable uncertainty regarding future arrangements and whether alternative proposals will be brought forward. Until greater clarity is provided, it is difficult to assess the potential impact on town and parish councils. The Council will continue to keep the situation under review and respond to any emerging changes that may affect local governance and service delivery.

7. ACTION PLAN

Prosperous Town - Increase economic prosperity and encourage a vibrant and diverse town, championing our business and investing in the town - We will:							
➤ Encourage visitors to the town outside the main summer season ➤ Run a varied and vibrant Thursday market. ➤ Facilitate events with community groups throughout the year in our parks and open spaces. ➤ Support Fakenham Area Partnership to deliver town centre Christmas Lights ➤ Support a Banking hub ➤ Support a Transport Hub							
No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
1	Understand who uses our town and when the peak usage times are.	Work with NNDC Economic Growth Team. Attend District/County led business development days Attend Market Town development strategy meetings	High	2025-26	NNDC/NCC/ Broadlands Norfolk Chamber of Commerce	All Cllrs	Various Market Town or Tourism events attended. NNDC Wayfinding event attended. Collective town Wi-Fi, ActiveXchange and Social Value Engine work options being explored
2	Support & engage with market traders, encouraging a flourishing Thursday market	Work with other organisations or initiatives to improve our market Advertise regularly on a variety of platforms	Medium	Ongoing	Social Media, Tourist information	FTC Staff	Market advertised on Facebook & Instagram. Attendance at the Norfolk Market Operator forum Oct 2025 Market shared with local parishes. New Visit Fakenham Web Page for Market. Planned Market family events during School Holidays
3	Complete the restoration of the war memorial	Look at funding available for restoration projects and produce a business case.	Medium	2025	War Memorials Trust	F&A Cllrs	Conservation survey identified condition as good. Minor Repairs awaiting start date

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
4	Enhance the appeal of the town for visitors and the community	Work with district & county councils for improvements to pavements and road markings Implement community survey suggestions in surrounding green spaces that form part of our estate. Identify new opportunities to promote the town centre – e.g. the auto rally	High	2025-28	NNDC / NCC / Community groups Market Tolls Grants Budgeted Grants	F&A Cllrs / FTC Staff	2025 – 26 Town Ambition Programme bid provided streetlight banners & a promotional film. 4 Planters received as part of the Love your market towns in bloom Highways Bridge Street resurfacing agreed
5	Support residents and community groups	Free or low-cost council run events Support to other community groups providing free or low-cost events Market Tolls grants to community groups	Medium	Ongoing	Community groups Market Tolls Grants	FTC Staff	Civic Events VE/VJ80th celebrations & Remembrance parade. S137 Grants to youth support with EP Youth. Various Market tolls grants inc Active Fakenham / Shop Fakenham / Fakenham Society / Fakenham Events Committee. Planned Market family events during School Holidays
6	Enhance tourism within the town	Work with local tourist information Advertise across North Norfolk Provide support for initiatives within the town	Medium	Ongoing	Tourist Information Social Media NNDC Budget £500 S144 Grant	F&A Cllrs / FTC Staff	Support Active Fakenham Events with publicity Share Market with other Parishes 2 Fingerposts installed, Wayfinding project underway
7	Support the retention of banking facilities within the town	Working to improve Post Office Facilities Work with our MP / NNDC on campaigning for a banking hub	Medium	2025-26	Banks NNDC Jerome Mayhew MP	All Cllrs	Working with NNDC & MP. New Post Office opened 2025 Community Cash Hub opening Late 2026. Supported Petition being laid at Parliament.

		Work with current individual bank local hubs to support and extend their services					
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Engaging with our community - *Engage with residents of all age groups to develop a greater sense of community spirit.*

We will:

- Provide a platform for promoting community activities.
- Work with a range of partners to provide initiatives to ensure the town remains a safe place.
- Work with young people and support the provision of youth groups and activities
- Collaborate with local stakeholders to identify & address hidden needs within our community
- Celebrate our community spirit

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
8	Carry out regular community and stakeholder surveys	Feedback on specific or general issues. Budget for expenditure	Low	Ongoing	Community	FTC Staff	Millenium Park review initial online social media survey April/May 2025. In Park Aug 2025, to schools and community groups Sept 2025. Hayes Lane Playing Field survey Spring 2026 Aldiss Park Wetlands Survey October 2026
9	Provide support & information to local community groups	Seek out opportunities to engage with more community initiatives. Work with NNDC community connector.	Medium	Ongoing	NNDC Community groups FTC Staff	FTC Staff	Market Tolls Grants Grants allocation in Budget. Market stalls loaned to support Barclays Scam support, NNDC, NCC Positivitea, Community connectors. Support Healthier Fakenham Resident Support Leaflet produced
10	Lead, develop & assist with community events	Continue to support funding for the Christmas events & activities. Provide support by way of grants & advertising.	Medium	Ongoing	Community groups FTC Staff / Cllrs	FTC Staff / F&A Cllrs	Civic Events VE/VJ80th celebrations & Remembrance parade. Community focused Annual Assembly

		Lead on ceremonial occasions.			Market Tolls Grants Budget £1000		Advertising and Market Tolls grants to active Fakenham / Fakenham Events committee / Shop Fakenham Planned Market family events during School Holidays
No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
11	Provide support to services for young people	Work towards establishing a 'youth' council. Work with individual schools to support work placements and delivery of awards such as Duke of Edinburgh.	Medium	Ongoing	Budget £6000 allocation Local Schools	All Cllrs / FTC Staff	Duke of Lancaster pupils working in Queens Road Cemetery towards Duke of Edinburgh volunteering award.
12	Annual Town Assembly (a meeting for the Town)	Awards for community spirit and Mayor's cadet. Invite community groups as stall holders	Medium	May Annually	Community groups FTC Staff / Cllrs	FTC Staff	Annual Assembly 22/5/25, 6 community stalls. Awards given out for Community Spirit and Mayors Cadet. Annual Assembly 22/5/26, 10 community stalls. Awards given out for Community Spirit winner and highly commended as well as Mayors Cadet.
13	Publish an annual update to this plan, indicating where budget has and will be spent	Publish an annual report on the work of the Council and make this widely available. Consider working towards delivery of a Neighbourhood Plan	High	May Annually	FTC Staff / Cllrs	FTC Staff	Annual report given at the Town Assembly 22/5/25. Annual report given at the Town Assembly 22/5/26
14	Ensure that all meetings of the Council are well-publicised and accessible to members of the public	Agree calendar of meetings for the year and publish this. Ensure that individual meetings are publicised Consider installing appropriate technology – recording etc	Medium	May Annually	FTC Staff Cllrs	FTC Staff	All meetings on the physical noticeboard and website

15	Improve communication with the electorate	Ensure regular use of Facebook to promote Council. Regular articles in local newsletters. Replace Town Council website.	Medium	Ongoing	FTC Staff Cllrs	FTC Staff	FTC / Community / NCC / NNDC / Highways / military events & updates shared on social media Monthly Beacon Article
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Sustainable environment - *Seeking to improve the local environment for the benefit of present and future generations of townspeople*

We will:

- Adapt to the changing climate in the management of our parks & open spaces
- Identify opportunities to deliver on our biodiversity duty
- Require all events held on Town Council land to complete an Environmental Impact Assessment

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
16	Maintain & develop allotments	Ensure sites are managed properly – reducing chemicals used and controlling waste disposal.	Low	Ongoing	National Allotment Society Tenant Reps 2025/6 £6000 budgeted for surveys. £5000 for fencing FTC Staff	FTC Staff	Monthly inspections Topographical surveys undertaken Greenway Lane Plot numbering project nearly complete February 2026 Ongoing Boundary surveys underway
17	Management of burial grounds	Footpath improvements in Queens Road. Tree management in Queens Road. Improvement of abandoned grave sites. Consecration of new burial area at Creak Road. Extension of roadways and footpaths into new burial area at Creak Road. Consider memorial garden or garden of remembrance.	Medium	2025	£23000 budgeted for Creak Road £2000 budgeted for Queens Road memorials FTC Staff	FTC Staff	Consecration of Creak Road Jan 2025 Extension of roadways and footpaths into new burial area at Creak Road September 2025 Memorials inspections by staff completed Aug 2025. Creak Road Wall

							Repairs scheduled Completed 2026 Solar lighting installed, access improvements ongoing
18	Reduce our carbon footprint	Review our energy contracts. Review our vehicles & equipment. Review our waste management procedures. Review and write sustainability criteria for events held on FTC sites. Consider green energy initiatives	Medium	Ongoing		FTC Staff	Market Place Electricity Feeder Pillars reviewed annually Replacement vehicle schedule in place
No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
19	Seating and waste provisions at all open space sites	Refurbishment/replacement of benches. Review and list out current provisions.	Low	Ongoing	FTC staff	FTC Staff	
20	Open Space management	Develop Tree management plan. Reduce use of chemical pesticides. Look at balance between grass cutting to improve biodiversity and keeping areas tidy. Consider improvements to the Millenium Park Consider improvements to Aldiss Park. Develop clear plan for areas to be allowed to grow and encourage suitable additional planting. Consider ways to consult with public on plans for the site. Seek available funding for identified improvements.	Medium	2025/26	Tree surveys & work £6000 budgeted Millenium Park £10,000 budgeted Community Grant funds	FTC Staff	Estate Strategy June 2025 & Asset Management plan July 2025 developed. Tree surveys completed Nov 24/July 25 and works completed / booked Millennium Park reviews Summer 2025 Estate Wide tree survey booked for November 2026
21	Manage development and the built environment	Play an active role in commenting on planning applications.	Medium	Ongoing	Cllrs	All Cllrs	Keeping pressure on NNDC regarding 9 Norwich Street & 6-10 Norwich Road

22	Consider our Biodiversity Duty	Follow the actions set out in our biodiversity policy.	Medium	Ongoing	FTC Staff Cllrs	FTC Staff	Estate Strategy June 2025 & Asset Management plan July 2025 developed. Biodiversity Policy Reviewed 2026 Pesticide usage reviewed
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Community Health & Wellbeing - *Improving our facilities to enable community wellbeing*

We will:

- Encourage participation in sporting and cultural activities including the new facilities.
- Maintain a safe environment
- Provide a range of community services, including allotments, cemeteries, and bus shelters.
- Support the provision of social housing for local people

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
23	Enhance Arts & Culture in the Town	Work with creative & artistic communities to support & showcase the incredible talent within the community, promoting festivals & community events.	Low	2026- 7	Local artisans Community Groups	F&A Cllrs	Artists in residence appointed in 2025 Active Fakenham Arts & Film festival promotions Heritage Trail improvements planned as part of Wayfinding project
24	Improve Health & Wellbeing opportunities for residents	Support Active Fakenham in their many events promoting various health and wellbeing activities. Support County Council improvements to the national cycle highway. Provide opportunities to purchase fresh seasonal food through markets & events.	Medium	Ongoing	Market Tolls Grants	All Cllrs / FTC Staff	Support Active Fakenham with publicity & funding. Support the dementia café & Homelessness project Market tolls grants

							Facilitated Healthier Fakenham inaugural event
25	Support affordable local housing	Encourage others to identify areas that may be suitable for affordable housing. Challenge Planning applications to include affordable house where and when appropriate.	Low	Ongoing	NNDC	All Cllrs	Cllrs actively look for potential sites.
26	Spaces can be improved and better signposted	Promotion of areas and development of Millennium Park and Aldiss Park.	Low	Ongoing	NNDC Community Funding	L&E Cllrs	Millennium Park Summer 2025 Survey Hayes Lane survey ~~scheduled~~ completed spring 2026. Aldiss Park Wetland Survey Launched
No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
27	Improve Riverside walks	Provide support to the continuation of improvements to the River Wensum walkways. Undertake a feasibility study to develop opportunities for improvements in the areas owned or managed by FTC.	Low	2026-7	NCC Environment Agency Ramblers	L&E Cllrs	Aldiss Park - Potential wetland grant funding options being explored.
28	Work with key enforcement agencies to tackle anti-social behaviour within the town	Ensure that CCTV provides a deterrent for damage to public assets and antisocial behaviour. Continue to ensure that the relationship with the Police is positive & supportive.	Medium	2025-26	Police NNDC NCC Youth Groups	All Cllrs	Police unable to provide support. New CCTV equipment ~~being renewed~~ installed
29	Safe management of community facilities	Effective management of Health & Safety, including statutory testing. Regular inspections to ensure assets are well maintained. Continue to review and evaluate risk.	High	Ongoing	HSE RoSPA ICCM FTC Staff	FTC Staff	Estate Strategy June 2025 & Asset Management plan July 2025 developed. H&S policy. Yearly PAT

30	Regular review of policies	Ensure Council is operating legally & with transparency.	High	Ongoing	Clerk / RFO / Cllrs	FTC Staff	Reviewed at Governance & Finance meetings
31	Stop Verges looking neglected	Encourage strategic planting, rewilding, safe maintenance from NCC.	Low	Ongoing	NCC Contractors	FTC Staff	Contractor replacement for 2026
32	Explore additional vehicle safety options, generally and for the Thursday Market	Assess locations & timings of cars parking on pavements blocking pedestrian access. Work with the police and parking enforcement team to reduce occurrences and educate drivers.	Low	Ongoing	Police Parking Enforcement	All Cllrs	Relevant staff NRWSA trained as operators & supervisors, enhanced barriers placed for Market. Working with Highways to avoid cinema triangle congestion.
33	Clear Litter & graffiti on our estate	Increased groundsmen patrols during school holidays.	Low	Ongoing	FTC staff Police	All Cllrs	Groundsmen visit areas more in school holidays
34	Accessible options to our spaces for all ages & mobility	Ensure accessibility options are considered with any enhancement or updates to our open spaces.	Medium	Ongoing	FTC Staff Cllrs	FTC Staff	Inclusive play equipment and areas included within Millennium Park review
35	Safe fit for purpose equipment & machinery	Replace tractor. Regular servicing of equipment and replacement programme.	Medium	Ongoing (tractor 2025)	Budget £39,000 FTC staff	FTC Staff	New UTV purchased Sept 25 New Mowers & chainsaw purchased.
36	New fit for purpose grounds staff depot	Identify location, suitable building type. Assign contract.	High	2025	Budget £70,000 FTC Staff Cllrs NNDC	All Cllrs / FTC Staff	

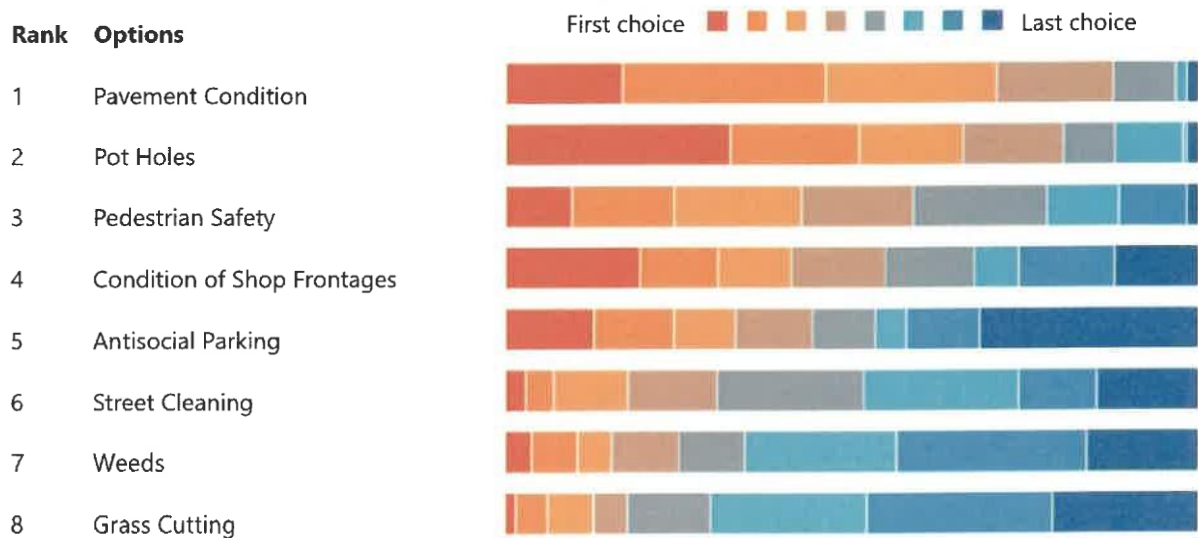
Transport improvements - *Working with other agencies to deliver a sustainable transport solution benefitting the town*

We will:

- Work with partner agencies for a new town transport hub
- Engage with transport providers
- Review town centre parking arrangements
- Monitor the town for highways defects
- Encourage the reduction of traffic speed to improve road safety by supporting road safety improvement measures

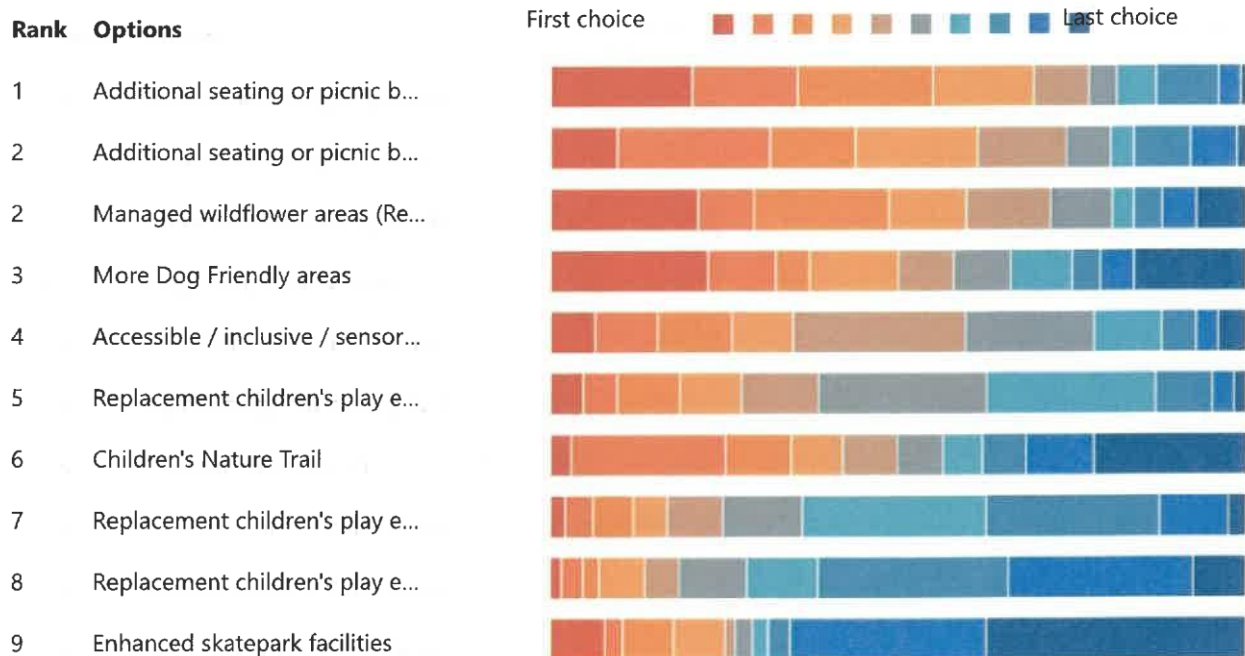
No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
37	Transport improvement options	Work with NCC to improve Town Centre transport facilities including a transport hub.	Low	2026/7	Cllrs NCC	All Cllrs	Discussions with NCC ongoing
38	Encourage a reduction speed across town	Ensure the Speed Awareness Monitors (SAM2s) are moved regularly between locations. Work with Police, NNDC & NCC on ideas to reduce speed.	Medium	Ongoing	FTC Staff Cllrs Police NNDC NCC	FTC Staff	2 SAMS2 cameras located across 6 town locations for 1 month on 2 off. NCC looking at speed measuring devices Application for SAM3 funding submitted.

124 Responses 09:00 Average time to complete Closed Status

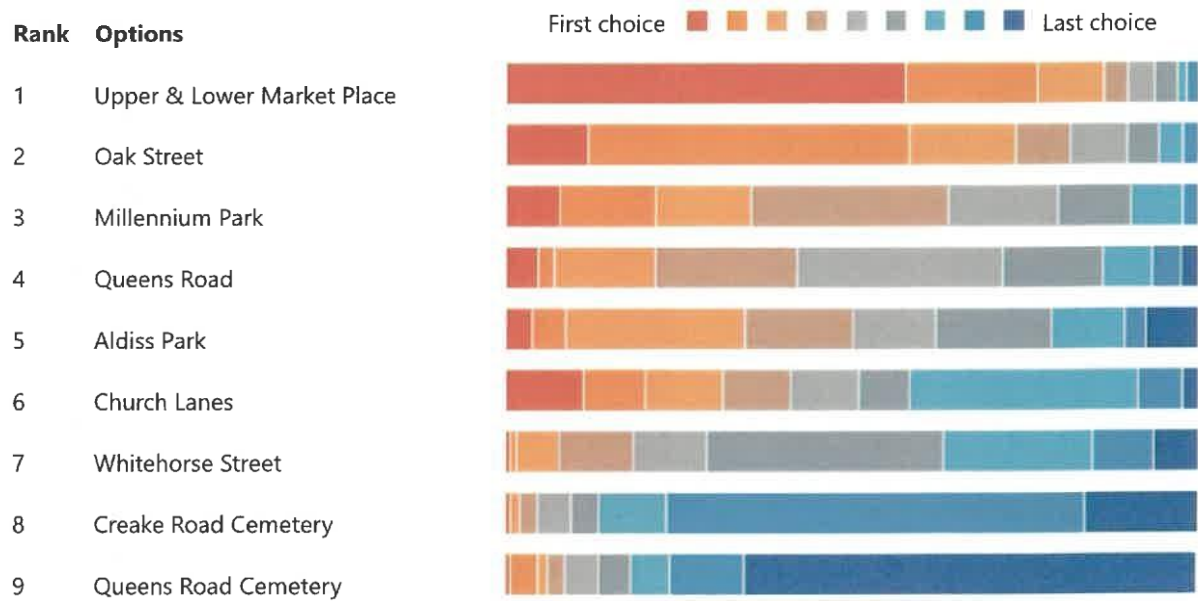


- 3 Fakenham Town Council manage several areas of estate within the town including Aldiss Park, Millennium Park, Hayes Lane playing field and Gogg's Mill Picnic Area.

If we were to make improvements, please rate as top item or number 1 being the most important to you down to the bottom item or number 10 being the least important to you.



4. If Fakenham Town Council were to enhance current CCTV provision within the Town what locations do you think should benefit?
Please rate as top item or number 1 being where you feel the most beneficial down to the bottom item or number 9 being where you feel the least benefit.



5. In the free text box below please enter any further comments.

61

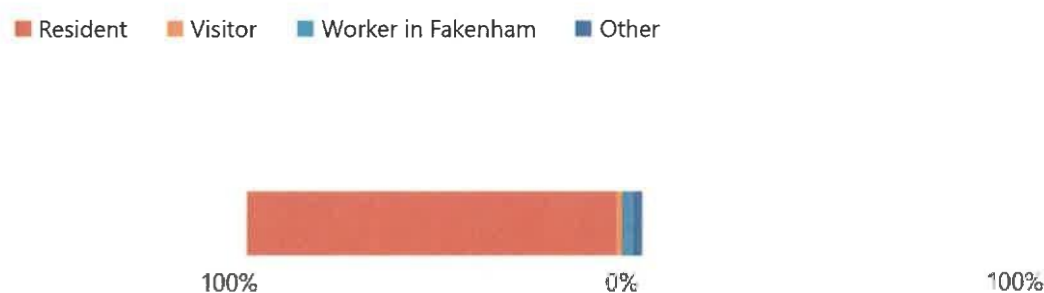
Responses

Latest Responses

"Better safer pavements for older residents on buggies mor..."

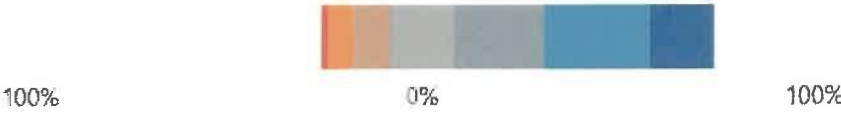
"Bridge Street would be better for cctv "

6. Are you a



7. What is your age range?

17 & Under 18 - 29 30 - 39 40 - 49 50 - 59 60 - 69 70 +



QUOTATIONS – MAYOR CHAIN & PENDANT

SUPPLIER 1 (Additional 3 options on page 1)

Pendant – (Gold Gild) Die origination Cost £275.00, single press of pendant £105.00 = **£380.00** + cost of chain chosen + **£19.95** delivery Cost



CIVIC CHAIN OF OFFICE – Filigree Style 11

£230.00 + Pendant £380 + Delivery £19.95 (Total £629.95 excl vat)



CIVIC CHAIN OF OFFICE – Filigree Style 12

£162.00 + Pendant £380 + Delivery £19.95 (Total £561.95 excl vat)



CIVIC CHAIN OF OFFICE – Filigree Style 26

£225.00 + Pendant £380 + Delivery £19.95 (Total £624.95 excl vat)



CIVIC CHAIN OF OFFICE - MONARCH STYLE 21**£700.00 + Pendant £380 + Delivery £19.95 (Total £1099.95 excl vat)****CIVIC CHAIN OF OFFICE - CONSORT STYLE 17-****£528.00 + Pendant £380 + Delivery £19.95 (Total £927.95 excl vat)****CIVIC CHAIN OF OFFICE - EMPEROR - STYLE 24 -****£1100 + Pendant £380 + Delivery £19.95 (Total £1499.95 excl vat)****CIVIC CHAIN OF OFFICE – ENVOY - STYLE 20****£680.00 Excl + Pendant £380 + Delivery £19.95 (Total £1079.95 excl vat)**

SUPPLIER 2**£3849.86** excl vat Chain & Pendant**£3736.69** excl vat Chain & Pendant**SUPPLIER 3****£9309.00** excl Chain and Pendant – no picture or artwork supplied

CREAKE ROAD CEMETERY

To supply all necessary labour, materials and machinery to break out existing ramp and handrails, alter guttering and move water butt to the opposite side of window. Dig out hardcore additional path area where needed, form new disabled ramp level platform at the top, ramp to have 1 in 12 fall. Key clamp handrail to both sides.

Will cost the sum of £2,200.00 plus vat at standard rate

Request for Speed Limit Reduction - Norwich Road, Fakenham (40mph to 30mph)

Purpose

To consider a resident request for the speed limit on Norwich Road, Fakenham, to be reduced from 40mph to 30mph and assess the proposal against the Council's adopted Highway Improvement Requests Assessment Framework.

Background

A resident has requested that the existing 40mph speed limit on Norwich Road be reduced to 30mph. Advice has been sought from Norfolk County Council Highways and Norfolk Police. Key points are:

- NCC records indicate one slight injury collision in the last six years.
- NCC considers the road environment to be similar to other 30mph roads and would support a formal speed limit review.
- A review is estimated to cost £3,000-£4,000, with implementation costs of approximately £10,000 if approved.
- Norfolk Police report around four speeding offences per hour within the adjacent 30mph section and identify two recorded collisions within the last five years.
- No speed survey, traffic count, Community Speed Watch data or evidence of wider public support has been provided

Weighted Assessment Matrix

Criterion	Evidence	Score	Weighting	Weighted Score
Road Safety Record	One/two recorded collisions in the previous five years and no evidence of a significant collision history.	3	×5	15
Initial Highway Authority Support	NCC Highways have indicated they would be happy for a speed limit review to be undertaken and acknowledge the road has characteristics similar to existing 30mph roads.	5	×4	20
Traffic Evidence	No speed surveys, traffic counts, Community Speed Watch data or other supporting evidence provided.	0	×3	0
Community Support	Request currently originates from a single resident.	0	×2	0
Strategic Importance	Norwich Road is a principal route into Fakenham serving residential areas and providing pedestrian access via footways. Moderate strategic importance.	2	×2	4
Deliverability & Funding Opportunities	Feasibility study and implementation would potentially be required to be funded by FTC	3	×2	6
Total				45 / 90

Request for Speed Limit Reduction - Norwich Road, Fakenham (40mph to 30mph)

Outcome Against Framework Thresholds

The Framework states that proposals should normally achieve:

A minimum score of **50 out of 90**; and

A minimum score of **3 out of 5** in both Road Safety Record and Initial Highway Authority Support.

Result

Requirement	Achieved?
Minimum total score of 50/90	 No (45/90)
Road Safety Record score ≥ 3	 Yes
Highway Authority Support score ≥ 3	 Yes

The proposal meets the individual gateway requirements for Road Safety Record and Highway Authority Support but falls below the overall threshold score of 50/90 due to the absence of supporting traffic data and wider community evidence.

Officer Assessment

The road's character may justify consideration of a lower speed limit and NCC has indicated support for a review. However, the collision record is limited, the request originates from a single resident, and no objective evidence has been supplied to demonstrate excessive vehicle speeds or a significant safety concern. On balance, the proposal does not currently meet the Council's threshold for supporting a feasibility study.

Financial Implications

Should the Council choose to support a formal speed limit review, NCC advise that the review is likely to cost between £3,000 and £4,000. Any subsequent implementation of a revised speed limit would typically cost around £10,000 and would require separate funding and approval.

Risk Assessment

The principal risk is that commissioning a feasibility study without sufficient supporting evidence could result in expenditure without a reasonable prospect of achieving a deliverable scheme. The Framework was adopted specifically to ensure that limited Council resources are directed towards projects with the strongest evidence base.

Recommendation

It is recommended that Council:

- Notes the assessment undertaken using the adopted Highway Improvement Requests Assessment Framework.
- Notes that the proposal achieves a score of **45 out of 90**, below the normal threshold of 50 out of 90.
- Determines if the current evidence justifies supporting a NCC speed limit feasibility study and who should pay for such study.

Greenway Lane Speed Concerns - Request for Further Speed Monitoring

Purpose

To consider a request relating to vehicle speeds on Greenway Lane and assess the proposal against the Council's adopted Highway Improvement Requests Assessment Framework.

Background

Concerns have been raised by residents regarding vehicle speeds on Greenway Lane, particularly in the vicinity of Holt Road and the proposed Toucan Crossing scheme. Previous speed monitoring undertaken by Norfolk County Council did not identify speeding at a level warranting enforcement or significant traffic-calming measures, although concerns continue to be expressed by local residents.

A suggestion was made to undertake additional speed monitoring or deploy a vehicle-activated sign. Norfolk County Council has subsequently advised that:

- Existing speed surveys were commissioned in response to previous concerns and undertaken at locations identified through discussions with residents and the Town Council.
- The monitoring period was extended to account for utility works affecting the initial survey period.
- Norfolk County Council remains satisfied that the survey location, methodology and resulting data are representative.
- Current evidence does not indicate a speed-related problem requiring further County Council-funded investigation or intervention.
- Should the Town Council choose to commission further monitoring at its own expense, Norfolk County Council would be willing to review any additional evidence collected.
- Norfolk County Council does not consider the previous survey invalid and considers the matter fully assessed on the evidence currently available.

A speed survey undertaken on Greenway Lane recorded approximately 76,600 vehicle movements. Mean speeds were recorded at 27.9mph eastbound and 28.0mph westbound within the existing 30mph limit. Whilst around 26% of vehicles exceeded 30mph, the 85th percentile speeds were 31.7mph eastbound and 31.4mph westbound. Vehicles exceeding 40mph represented less than 1% of recorded traffic in either direction, indicating that significant speeding is relatively uncommon.

Weighted Assessment Matrix

Criterion	Evidence	Score	Weighting	Weighted Score
Road Safety Record	No evidence of a significant collision history or injury collision pattern has been identified.	1	×5	5
Initial Highway Authority Support	Norfolk County Council considers the matter adequately assessed and does not support further County Council-funded investigation.	0	×4	0

Greenway Lane Speed Concerns - Request for Further Speed Monitoring

Traffic Evidence	Existing survey data shows average speeds below the speed limit and only a very small proportion of vehicles exceeding 40mph.	0	×3	0
Community Support	Concerns have been raised by a number of residents but no petition or wider evidence of community support has been submitted.	1	×2	2
Strategic Importance	Greenway Lane serves local residential areas and links to Holt Road but is not considered a strategically significant route.	2	×2	4
Deliverability & Funding Opportunities	Additional monitoring could be commissioned locally and reviewed by NCC; however, funding would need to be identified by the Town Council.	3	×2	6
Total				17 / 90

Outcome Against Framework Thresholds

The Framework states that proposals should normally achieve:

- A minimum score of 50 out of 90; and
- A minimum score of 3 out of 5 in both Road Safety Record and Initial Highway Authority Support.

Requirement	Achieved?
Minimum total score of 50/90	No (17/90)
Road Safety Record score ≥3	No
Highway Authority Support score ≥3	No

The proposal falls substantially below the Framework threshold and does not meet either of the gateway criteria relating to Road Safety Record or Highway Authority Support.

Officer Assessment

Available evidence does not indicate a significant speeding problem on Greenway Lane. Survey data demonstrates that average vehicle speeds remain below the posted 30mph limit, with the 85th percentile speed only marginally exceeding the limit and fewer than 1% of vehicles travelling above 40mph. Norfolk County Council remains satisfied that the existing surveys are representative and does not support further investigation based on the current evidence.

Whilst residents' concerns are acknowledged, the proposal lacks the level of supporting evidence required under the Council's Highway Improvement Requests Assessment Framework and does not currently justify support for a further feasibility study or monitoring exercise.

Greenway Lane Speed Concerns - Request for Further Speed Monitoring

Financial Implications

Should the Council wish to pursue additional speed monitoring notwithstanding the outcome of this assessment, costs would need to be met by the Town Council or secured through an external funding source. Any additional survey work would not guarantee Norfolk County Council support for future highway interventions.

Risk Assessment

There is a risk that commissioning additional monitoring could create an expectation of future traffic-calming measures or speed limit changes despite the absence of supporting evidence from previous surveys. There is also a risk that further monitoring produces similar results, resulting in expenditure without materially altering the Highway Authority's position.

Recommendation

It is recommended that Council:

- Notes the assessment undertaken using the adopted Highway Improvement Requests Assessment Framework.
- Notes that the proposal achieves a score of 17 out of 90, below the normal threshold of 50 out of 90.
- Notes that the proposal does not meet either of the Framework gateway criteria relating to Road Safety Record or Highway Authority Support.
- Determines whether there is sufficient justification to support any further monitoring work at Town Council expense.
- Notes that the matter may be reconsidered should new evidence become available, including collision data, wider community support or materially different speed survey results.



North Norfolk District Council
 Holt Road, Cromer, Norfolk, NR27 9EN
 Tel: 01263 513 811
www.north-norfolk.gov.uk
 E-mail planning@north-norfolk.gov.uk

Date: 14 October 2026

Our Ref: TPO/26/1102

**Town and Country Planning Act 1990
 Town and Country Planning (TREES) Regulations 2012**

NNDC TPO (FAKENHAM) 2026 No.11

Land On The South Side Of, Greenway Lane, Fakenham, Norfolk, NR21 8ET

To whom it may concern,

Please be aware that the above TPO was confirmed on 14 October 2026.

Ward: Lancaster South

Parish: Fakenham

NNDC Ref: TPO/26/1102

The confirmed TPO will be made available on our online TPO register/map at

www.north-norfolk.gov.uk/tasks/conservation/search-for-tree-preservation-orders-tpos/

If you have any queries please email planning@north-norfolk.gov.uk quoting **reference number TPO/26/1102**.

Kind regards,

NNDC Planning Dept.

Attached:

1. Copy of confirmed TPO Schedule and Map
 (NNDC TPO (FAKENHAM) 2026 No.11)



TOWN AND COUNTRY PLANNING ACT 1990

**TOWN AND COUNTRY PLANNING
(TREES) REGULATIONS 2012**

NORTH NORFOLK DISTRICT COUNCIL

NNDC TPO (FAKENHAM) 2026 No.11

**Land On The South Side Of, Greenway Lane, Fakenham,
Norfolk, NR21 8ET**

NNDC Ref. TPO/26/1102

Dated 19 June 2026

SCHEDULE

Regulation 3(1)

Form of Tree Preservation Order

NORTH NORFOLK DISTRICT COUNCIL

NNDC TPO (FAKENHAM) 2026 No.11

**Land On The South Side Of, Greenway Lane, Fakenham,
Norfolk, NR21 8ET**

NNDC Reference TPO/26/1102

North Norfolk District Council in exercise of the powers conferred on them by section 198 of the Town and Country Planning Act 1990 make the following Order—

Citation

1. This Order may be cited as **NNDC TPO (FAKENHAM) 2026 No.11.**

Interpretation

- 2.— (1) In this Order “the authority” means the **North Norfolk District Council.**

(2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation)(England) Regulations 2012.

Effect

- 3.— (1) Subject to article 4, this Order takes effect provisionally on the date on which it is made.

(2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners) and, subject to the exceptions in regulation 14, no person shall –

- a) cut down, top, lop, uproot, wilfully damage, or wilfully destroy; or
- b) cause or permit the cutting down, topping, lopping, uprooting, wilful damage or wilful destruction of,

any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

4. In relation to any tree identified in the first column of the Schedule by the letter “C”, being a tree to be planted pursuant to a condition imposed under paragraph (a) of section 197 (planning permission to include appropriate provision for preservation and planting of trees), this Order takes effect as from the time when the tree is planted.

NORTH NORFOLK DISTRICT COUNCIL

NNDC TPO (FAKENHAM) 2026 No.11

Land On The South Side Of, Greenway Lane, Fakenham,
Norfolk, NR21 8ET

NNDC Ref. TPO/26/1102

Dated: 19 June 2026

The Order was served and takes effect as from the date above as instructed by our Landscape Officer -



Imogen Mole
Senior Landscape Officer

[Authorised by the Council to sign in that behalf]

CONFIRMATION OF ORDER

This Order was **confirmed** by North Norfolk District Council **without modification** on the 14th day of October 2026

Signed on behalf of North Norfolk District Council



Mr David Glason
Assistant Director Planning

[Authorised by the Council to sign in that behalf]

CONFIRMATION OF ORDER

This Order was **confirmed** by North Norfolk District Council, **subject to the modifications** indicated below on the

Signed on behalf of North Norfolk District Council

.....

[Authorised by the Council to sign in that behalf]

DECISION NOT TO CONFIRM ORDER

A decision **not to confirm** this Order was taken by North Norfolk District Council on the

Signed on behalf of North Norfolk District Council

.....

[Authorised by the Council to sign in that behalf]

VARIATION OF ORDER

This Order was varied by North Norfolk District council on the [] day of *[insert month and year]* by a variation order under reference number *[insert reference number to the variation order]* a copy of which is attached]

Signed on behalf of North Norfolk District Council

.....

[Authorised by the Council to sign in that behalf]

REVOCATION OF ORDER

This Order was revoked by North Norfolk District Council on the [] day of *[insert month and year]*.

Signed on behalf of North Norfolk District Council

.....

[Authorised by the Council to sign in that behalf]

SCHEDULE

Specification of trees

Trees specified individually
(encircled in black on the map)

Reference on map	Description	Situation
T1	Horse Chestnut	Land On The South Side Of Greenway Lane, Fakenham, Norfolk, NR21 8ET E: 592761 N: 330410

Trees specified by reference to an area
(within a dotted black line on the map)

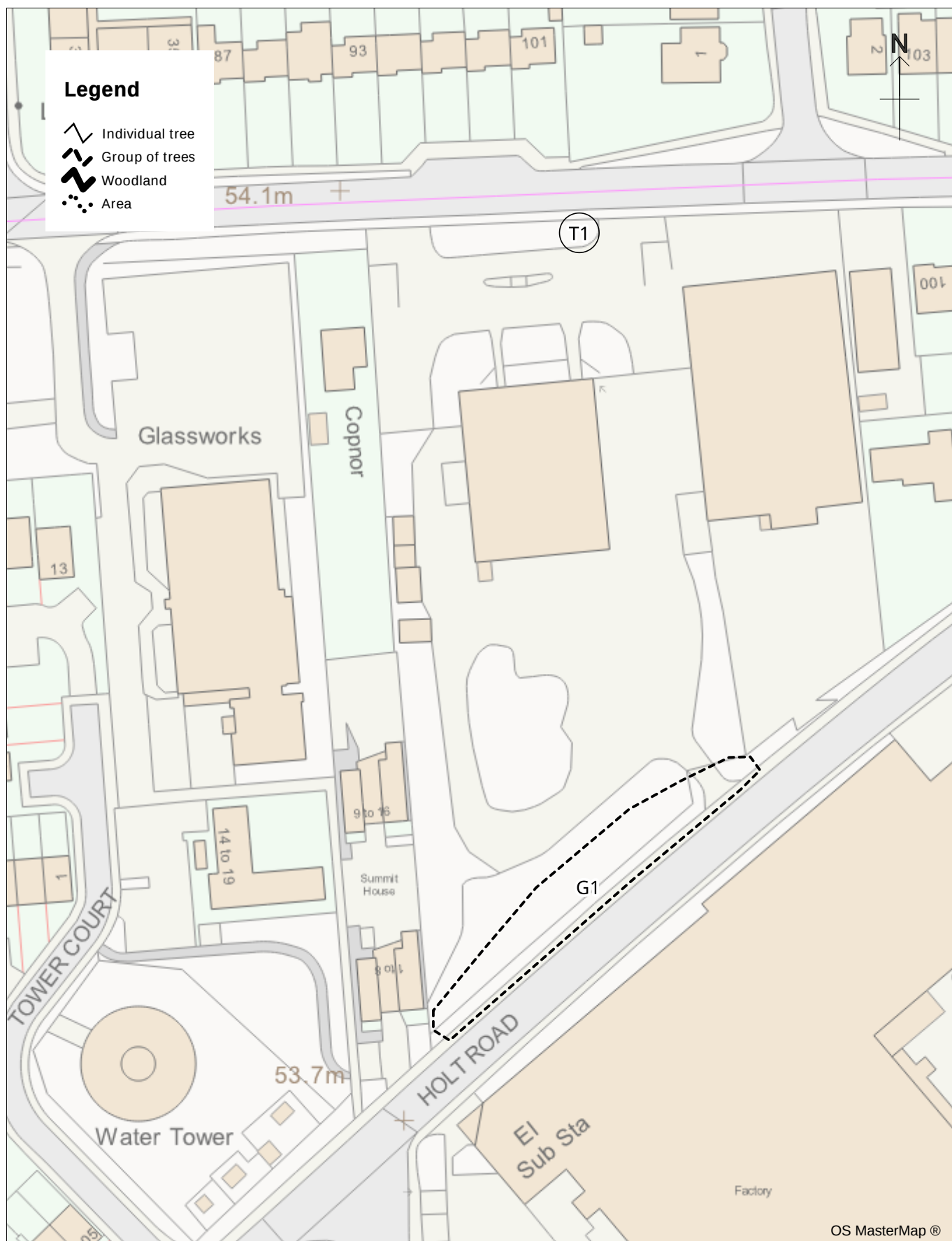
Reference on map	Description	Situation
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Groups of trees
(within a broken black line on the map)

Reference on map	Description	Situation
G1	8 Lime	Land On The South Side Of Greenway Lane, Fakenham, Norfolk, NR21 8ET E: 592758 N: 330289

Woodlands
(within a continuous black line on the map)

Reference on map	Description	Situation
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 NORTH NORFOLK DISTRICT COUNCIL	Map referred to in the North District Council		Scale = 1:950	RJ
	NNDC TPO (FAKENHAM) 2026 No.11		19.06.2026	
	NNDC Reference: TPO/26/1102 North Norfolk District Council Council Offices, Holt Road, Cromer, Norfolk, NR27 9EN Tel: 01263 513811 https://www.north-norfolk.gov.uk Email: planning@north-norfolk.gov.uk		© Crown Copyright and database right 2026 Ordnance Survey AC0000850570 Aerial Photos ©Getmapping plc	

Dated: 19 June 2026

NORTH NORFOLK DISTRICT COUNCIL

TREE PRESERVATION ORDER

Land On The South Side Of
Greenway Lane
Fakenham
Norfolk
NR21 8ET

NNDC TPO (FAKENHAM) 2026 No.11

TPO/26/1102

Town and Country Planning (Trees) Regulation
2012

Town and Country Planning Act 1990