

**MINUTES OF THE FACILITIES & AMENITIES COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 12TH AUGUST 2025 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), G Acheson,

Attending Non-Committee: J Rockett & M Dutton

Town Clerk: L Meanley

Deputy Clerk & RFO: K Lindsay

General Public: None

Press: None

Number	Agenda
52/25 FA	To receive Apologies for Absence Apologies received from C Fairbrother, T Duffy, M Campbell and A May-Hannam.
53/25 FA	To adjourn the Meeting for Electors' questions Cllr Rockett raised that electors had been questioning what Fakenham Town Council were doing regarding 9 Norwich Street. ACTION: Clerk to add to Full Council agenda for discussion. Cllr Dutton raised that electors had asked what was happening regarding the water leak of over 3 weeks in the market Place. The Clerk advised that it had been reported to Anglia Water and both they and the housing association where the leak originates from had been to look at the issue but neither had yet resolved the problem.
54/25 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 Cllr Joslin declared a pecuniary interest in agenda items 69/25, 70/25 & 71/25
55/25 FA	To Confirm the minutes of the Facilities & Amenities meeting held on the 15th July 2025 On the proposition of Cllr Joslin, seconded by Cllr Glynn the minutes of the Facilities and Amenities meeting held on 15 th July 2025 were AGREED by all and signed by the Chairman
56/25 FA	To discuss any matters arising from the Minutes of the Facilities & Amenities Meeting held on 15th July 2025 (attached) Agenda item 28/25 – Cllr Acheson raised the cost of replacing individual elements of Heritage Trail boards – a singular moulded board may be better. ACTION: Clerk to add to 2026/27 precept discussions Agenda item 28/25 – Whiteland's swing, an additional cost may be required to fix the swings to a metal bar. Agenda Item 47/25 – Cllr Glynn has spoken to the management company responsible for Whitehorse Street corner and will follow up with an email.
57/25 FA	To discuss events: <ul style="list-style-type: none">• VJ Day – A short service will be held on the 15th August 2025 at 12:00 at the War memorial, with prayers, a 2-minute silence and wreath laying.
58/25 FA	To receive an update on estate management and building maintenance Works to pathways within Creak Road Cemetery are due to start in early September. Quotes are currently being obtained for tree works identified in the last tree survey. The Clerk is meeting with the Church and Salvation Army regarding churchyard trees.
59/25 FA	To discuss and agree any required expenditure

	6 contractors were asked for quotes to carry out works on hedging at Queens Road Cemetery (Queens Road end), Greenway Lane Allotments and Highfield Road bank. Only 1 Quote received for £1680 which can be coded to Highways verges budget. Cllrs asked that it be taken as low as possible and then repeat in further years. On the proposition of Cllr Joslin, seconded by Cllr Glynn, 4 for, 1 abstention.
60/25 FA	To note any equipment expenditure within budget None to note
61/25 FA	To review any grass cutting quotations for the remainder of 2025 and 2026 received so far Defer to September meeting
62/25 FA	To update on the Millennium Park Review Park users will be surveyed over the next few weeks
63/25 FA	To discuss the Tree Survey results for Trap Lane & Aldiss Park 6 Contractors were asked for quotes for the work. Trap Lane ongoing. 2 Quotes received for Aldiss Park works for £2265 and £2560. On the proposition of Cllr Joslin, seconded by Cllr Glynn all agreed to proceed with the £2265 quote provided reasonable work completed elsewhere. All agreed
64/25 FA	To receive notification of emergency tree works at Goggs Mill Emergency works required on 2 Trees that had fallen in the river and 3 identified in a tree survey at Goggs Mill at a cost of £2175, spent on public safety grounds with approval of the Chair of the Council and Chair of the Committee under the Financial Regulations 6.8 (ii)
65/25 FA	To discuss a quotation for establishing FRGC's Aldiss Park boundaries and land registration A quotation has been received for £1200 net plus searches for legal services, plus Land registry fees. A land registry compliant survey is also required, quote received for £1050 net plus plans. The benefits to FRGC of establishing registration would be proof of ownership would make grant or funding approvals easier for any works to the park and woodland, plus clear boundaries assist with avoiding land disputes. All agreed to recommend to Full Council.
66/25 FA	To receive an update on the ground's vehicle The garage has sought more information regarding one of the expert witnesses.
67/25 FA	To discuss the results of the 2025 Streetlight survey and consider a quotation for emergency works On the proposition of Cllr Joslin, seconded by Cllr Glynn all agreed to recommend to Full Council the urgent works on 7 columns quotation for £10,340 net to come from the General reserves and to trim back tree and shrub branches from 9 columns for £585 net from the Highways Verges budget.
68/25 FA	To discuss Smiths Lane roundabout works Highways works not yet completed but still within their 6-week time frame. Defer to September agenda
69/25 FA	To receive an update on Allotment services Greenway Lane occupancy rates currently at 83.91%, Grove Lane Occupancy rates currently at 52.17% and Rudham Stile Lane occupancy rates currently at £86.11, overall, 26 reminder letters sent in July and 3 Initial warning letters.
70/25 FA	To receive and review the Allotment Rules & Regulations Cllrs agreed with minor amendments including removal of the term regular gifting from 7 (i). Cllrs Dutton & Joslin abstained.
71/25 FA	To review and agree Allotment Fees from October 2026

	The cost of water has risen significantly with a quarter of the Allotment year to go so far water bills are already more than double last year. On the proposition of Cllr Acheson, seconded by Cllr Glynn to raise allotment fees to 0.25p per square metre from October 2026. As site costs rise, further yearly increases may be necessary in the future. 4 for, 1 abstained.
72/25 FA	To receive an update on Cemetery services Noted
73/25 FA	To receive any ideas from Councillors for the Parish Partnership Scheme 2026/27 No ideas currently
74/25 FA	To discuss the offer of a Christmas tree for the town from the Fakenham Events Committee ACTION: Clerk to contact Cllr Campbell to ask for a plan
75/25 FA	To discuss the FLASH Project Lease enquiries with NNDC currently
76/25 FA	To confirm the date and time of next the meeting – Facilities & Amenities: Tuesday, 9th September 2025 at 18:00

	There being no further business the meeting closed at 19:29
	Confirmed this day of 2025
	CHAIRMAN