



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

<p>You must register as an Other Registrable Interest:</p> <p>a) any unpaid directorships</p> <p>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</p> <p>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.</p>
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Table 3: Non-Registrable Interests - NRI

<p>An interest that is not a DPI, or an interest of a relative or close associate, which does not need to be registered.</p> <p>You must declare an NRI when relevant business affects the finances or wellbeing of you, your partner, a relative, or a close associate.</p>
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**MINUTES OF THE FACILITIES & AMENITIES COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 10th FEBRUARY 2026 AT 18:00

Attending Committee Councillors: V Joslin (Chair), C Fairbrother, T Duffy & A Glynn (Mayor)

Attending Non-Committee: J Rockett, G Thorpe & M Dutton

Town Clerk: L Meanley

General Public: None

Press: None

Number	Agenda
203/26 FA	To receive Apologies for Absence Apologies received from Cllr Campbell
204/26 FA	To adjourn the Meeting for Electors' questions An elector had raised the issue of a man identifying as a woman using female toilets on Bridge Street. The Clerk had taken advice from the police who stated this is not a crime and advised the elector raise concerns with NNDC Cllrs as these are NNDC toilets.
205/26 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 Cllr Fairbrother declared an interest in Agenda item 221/26/FA. Cllr Joslin declared an interest in agenda item 216/26 FA.
206/26 FA	To Confirm the minutes of the Facilities & Amenities meeting held on the 13th January 2026 On the proposition of Cllr Joslin, seconded by Cllr Fairbrother the minutes of the Facilities and Amenities meeting held on 13 th January 2026 were AGREED by all and signed by the Chairman
207/26 FA	To discuss any matters arising from the Minutes of the Facilities & Amenities Meeting held on 13th January 2026 To note that CCTV is now on Full Council's agenda.
208/26 FA	To receive an update on estate management Awaiting quotes for repairs to Tunn St Triangle and to Creake Road Cemetery wall and building.
209/26 FA	To note any equipment expenditure within budget Approx £600 on new market barriers from market tolls
210/26 FA	To discuss and agree RBS quotations for Millenium Park £300, Hayes Lane £720 and for a vehicle cage £1450. All net On the proposition of Cllr Glynn, seconded by Cllr Fairbrother it was agreed to move forward with a quote for fencing work at Millennium Park for £300. On the proposition of Cllr Glynn, seconded by Cllr Fairbrother it was agreed to move forward with a quote for fencing & gate work at Hayes Lane for £720 On the proposition of Cllr Joslin, seconded by Cllr Fairbrother it was agreed to move forward with a quote for a vehicle cage for the mule for £1450
211/26 FA	To discuss and agree a quote for repairs to outdoor fitness equipment for Millennium Park £761.32 On the proposition of Cllr Glynn, seconded by Cllr Fairbrother it was agreed to move forward with a quote for repairs to outdoor fitness equipment at Millennium Park for £761.32
212/26 FA	To discuss the NNDC Wayfinding & Signage report for Fakenham

Facilities & Amenities Action Log

F&A	Date	Minute	Responsible	PRIORITY	Action	STATUS	Comments
F&A	15/07/2025	30/25	Clerk	MEDIUM	Millenium Park - Clerk to liaise with relevant parties to establish sizes / timescales / costs etc	75%	Action Plan for Engagement drawn up and presented to Full Council 30/7/25. Park user engagement undertaken August 2025.
F&A	09/09/2025	86/25	Clerk	HIGH	Havelock Square - Check for TPO and get quotes to repair / solutions to stop reoccurences	100%	No TPO registered on NNDC TPO map 22/9/25. Quote on March Agenda
F&A	14/10/2025	131/25	Clerk	MEDIUM	Quotes for Heritage Trail board proposals	50%	Awaiting Wayfinder Working group recommendations
F&A	11/11/2025	149/25	Clerk	MEDIUM	To take forward Hayes Lane playing field survey to see what the public want, inc houses oppiste and care home	Not Started	
F&A	11/11/2025	155/25	Clerk	HIGH	Clerk to engage appropriate legal advice regarding FRGC	25%	Community Action Norfolk contacted, initial meeting 24/11/25. currently assessing Scheme wording.
F&A	13/01/2026	195/26	VJ	MEDIUM	Review Hawk & Owl report and report back to February F&A	50%	Defered to April
F&A	13/01/2026	198/26	Clerk	LOW	Report on legalities and considerations of reusing grave spaces	Not Started	
F&A	10/02/2026	216/26	AG	HIGH	To chase Coastal Construction re fencing at Rudham Stile Lane allotments		
F&A	10/02/2026	220/26	Clerk	HIGH	Clerk to seek quotes for a war memorial survey	100%	One quote received so far - on March agenda

QUOTATION

JOB NUMBER: 26105

DATE: 23/02/2026

CLIENT: Lesley Meanley, Fakenham Town Council

PROPERTY: War Memorial

LOCATION: Fakenham Town Square, Market Place

OBJECT: 1921 Octagonal War Memorial

CLIVEDEN CONSERVATION

The Tennis Courts
CLIVEDEN ESTATE
Maidenhead SL6 0JA

t. 01628 604721

f. 01628 660379

t. (Bath) 01761 420300

t. (Houghton) 01485 528970

Dear Lesley,

I'm pleased to provide the below quotation for the site survey and subsequent report detailing the condition and any recommendations for the conservation of the Fakenham War Memorial.

COST:

The total cost for the above works is **£850.00** excluding VAT.

If you have any queries at all, please don't hesitate to contact me.

Sincerely,

K. Langridge

Katie May Langridge
Head of Conservation (East)

For and on behalf of Cliveden Conservation.

I/we confirm acceptance of the above estimate:

Signed: *Date:*

For and on behalf of:

*Please copy, sign and date both, and return one copy to Cliveden Conservation Workshop.
Alternatively provide an Order Number or alternative letter of Instruction.*

Confirm below to whom the invoice should be sent:

TERMS & CONDITIONS

This forms part of the contract between Cliveden Conservation Workshop Ltd (“CCW”, “we” or “us”) and the Client (as identified in the Letter of Agreement and also referred to as “you” or “your”) and applies in relation to the Works. Other than the documents that make up this Agreement as set out in the Letter of Agreement, no other terms and conditions other than those implied by law shall be of any effect unless the same are expressly agreed in writing by both parties. Words defined in these terms and conditions shall have the same meaning as defined in the other documents that together comprise the Agreement.

1. Commencement and Termination

- 1.1 This Agreement shall commence on the date set out in the Letter of Agreement, or a later date as determined by CCW if the Letter of Agreement is not signed and returned, along with all Project Documents, by the date stated in the Letter of Agreement.
- 1.2 This Agreement shall terminate at the completion of the Works and upon receipt by us of full and final payment for the Works. Any disputes or concerns in relation to the Works, including where you have not complied with your obligations under this agreement are subject to the dispute resolution process as set out in clause 8 (Dispute Resolution).
- 1.3 This Agreement may be terminated where so determined in accordance with clause 8 (Dispute Resolution) or where the other party takes any step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a solvent restructuring), obtaining a moratorium, being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of its assets or ceasing to carry on business or the other party suspends, or threatens to suspend, or ceases or threatens to cease to carry on all or a substantial part of its business.

2. Our Obligations

- 2.1 We shall:
- (a) complete the Works in accordance with the Project Documents and will use reasonable endeavours to meet the milestone dates set out in the Project Documents.
 - (b) comply with all reasonable health and safety policies and procedures that relate to a site where the Works are carried out, as advised to us by you.
 - (c) always maintain insurance policies in line with industry practice and will make available to you details of our insurance cover where requested.
- 2.2 We reserve the right to:
- (a) amend the Project Documents in accordance with clause 5 (Variations, Additions and Omissions) and in agreement with you.
 - (b) amend the Construction Phase Plan (where one has been provided) if you do not provide the necessary consents and approvals for us to progress the Works where indicated in the Project Documents.

3. Your Obligations

- 3.1 You shall:
- (a) co-operate with us on all matters related to the Works.
 - (b) ensure you have all necessary permits and approvals for us to access the site where the Works are to be carried out.
 - (c) provide input and approvals as set out in the Project Documents, in a timely manner.

- (d) ensure that all our materials at the site will be covered in full by your insurance policy and, where required, ensure that all relevant consents, authorisations and/or notices have been provided to your insurers.

4. Costs and Payment Terms

- 4.1 All prices quoted are exclusive of value added tax which shall be added to the contract price as set out in the Formal Quotation.
- 4.2 Unless otherwise agreed, where you have an approved account facility with us, invoices are due for payment 14 days after the date of the invoice. In all other cases they are due for payment 5 days after the date of the invoice.
- 4.3 Invoices that are not paid by the due date shall carry interest calculated on a daily basis at 4% above the base rate for National Westminster Bank Plc both before and after any court judgment.
- 4.4 The schedule for the payment of invoices will be set out in the Cash Flow Forecast.

5. Variations, Additions and Omissions

- 5.1 Given the unpredictable and unknown nature of conservation projects, we may only be able to provide our Formal Quotation with an element of certainty. Where this is the case, this will be indicated to you in the Formal Quotation and it means that we shall have the right to make amendments to the Formal Quotation and Construction Phase Plan because of any variations, additions or omissions. Where we are required to make such changes, we will do this in consultation with you and we will not commence and / or continue the Works until we have agreed a revised Formal Quotation and Construction Phase Plan. If we are unable to agree this, both parties agree to follow the dispute resolution process set out in clause 8 (Dispute Resolution).

6. Title and Lien

- 6.1 You warrant that you are the unencumbered owner of the subject matter of the Works and have all necessary consents for us to carry out the Works.
- 6.2 You warrant that there are no other approvals or consents required from any party in order for us to carry out the Works.
- 6.3 You expressly agree that we shall have a lien over all items you have supplied to us under the Agreement and the subject of the Works, until the contract price as set out in the Formal Quotation, as varied, has been paid in full.

7. Intellectual Property

- 7.1 All intellectual property rights arising out of or in connection with the Works (“Created IP”) shall be owned by CCW and we shall grant you a perpetual, irrevocable, non-assignable licence to use the Created IP, but only to the extent necessary to enjoy the Works and

- only after you have paid all invoices in relation to the Works.
- 7.2 You acknowledge that in undertaking the Works, CCW will use its own intellectual property ("Background IP") and we shall grant you a perpetual, irrevocable, non-assignable licence to use the Background IP, but only to the extent necessary to enjoy the Works and only after you have paid all invoices in relation to the Works.
- 7.3 In certain circumstances, CCW will be required to make moulds of items you have provided to us in order to complete the Works. Where we create a mould, the mould itself is our intellectual property and there shall be no restrictions on our making positives out of these moulds in the future.
- 8. Dispute Resolution**
- 8.1 We aim to provide a professional standard of service at all times and expect you to fulfil your obligations under this Agreement with the same level of professionalism.
- 8.2 If either party is not satisfied with any aspects of the Works, or if there are any disputes in relation to the personnel or the scope of any other matter set out in the Project Documents, then this should initially be raised with CCW's Managing Director and the Client's most senior manager with knowledge of the Works.
- 8.3 If the parties are unable to resolve any differences within 10 working days of the matter first being raised in writing, then either party is able to refer the matter to the Centre for Effective Dispute Resolution ("CEDR") for resolution. Both parties shall equally bear their costs in resolving any disputes, unless so directed by the CEDR.
- 8.4 The parties agree to be bound by the CEDR and will observe all reasonable instructions so provided.
- 9. Liability**
- 9.1 Nothing in the Agreement limits any liability which cannot legally be limited, including liability for death or personal injury caused by negligence, fraud or fraudulent misrepresentation, breach of the terms implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession), or defective products under the Consumer Protection Act 1987.
- 9.2 Subject to clauses 9.3, 9.4 and 9.5,
- (a) We shall not be liable to you, whether in contract, tort (including negligence), misrepresentation, restitution or otherwise, for any loss of profit, or any indirect or consequential loss arising under or in connection with this Agreement; and
- (b) Our total liability to you for all other losses arising under, or in connection with, the Agreement, whether in contract, tort (including negligence), misrepresentation, restitution or otherwise, shall not exceed the total sums paid and/or payable by you for the Works.
- 9.3 The terms implied by sections 13 to 15 of the Sale of Goods Act 1979 and sections 3, 4 and 5 of the Supply of Goods and Services Act 1982 are, to the fullest extent permitted by law, excluded from this Agreement.
- 9.4 Where any of the materials that you have provided us to complete the Works are damaged while being transported from one location to another location, our total liability is limited to £20,000.
- 9.5 Should circumstances arise where you believe you have grounds to make a claim against us, you must advise us of such claim within 7 working days of becoming aware of the claim, including any potential claim, and in sufficient detail, for us to raise the matter with our insurers otherwise we shall have no liability to you at all.
- 9.6 This clause on liability shall survive termination of the Agreement.
- 10. General**
- 10.1 The parties agree to comply with their respective obligations under the Data Protection Act 2018 and the UK GDPR.
- 10.2 Unless mutually agreed otherwise, the parties agree to keep the scope and nature of the Works and this Agreement confidential save for where either party is required to disclose its contents to its officers, employees, consultants, workers and professional advisers or where the information is to be included in documents that are not generally available to the general public. This provision shall survive termination of the Agreement.
- 10.3 Neither party shall be in breach of the Agreement nor liable for delay in performing or failure to perform, any of its obligations under the Agreement if such delay or failure result from events, circumstances or causes beyond its reasonable control. In such circumstances, the affected party shall be entitled to a reasonable extension of time for performing such obligations and in the case of CCW, we shall be entitled to amend any Project Documents accordingly in consultation with you.
- 10.4 Unless it expressly states otherwise, the Agreement does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Agreement.
- 10.5 Except as set out in this Agreement, no variation of the Agreement shall be effective unless it is agreed in writing, which for the avoidance of doubt shall include email, and signed by the parties, or in the case of email, emailed from one of your authorised representatives.
- 10.6 If any of these terms and conditions shall be found to be unlawful it shall not vary or affect the validity or enforceability of the remainder of these terms and conditions or the Agreement.
- 10.7 Any notices to be sent in relation to this Agreement shall be sent by email to the email addresses set out in the Formal Quotation. A notice shall be deemed sent upon transmission of the email, if sent during the hours of 9am – 6pm on a UK week-day that is not a bank holiday, and if sent after 6pm, it shall be deemed to have been received on the next UK week-day that is not a bank holiday.
- 10.8 This Agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales.



ESTABLISHED 1986

Command Pest Control Ltd.
Command House, College Farm,
Church Lane, Preston St. Mary,
Sudbury, Suffolk CO 10 9NQ.

Tel: 01787 248049
Fax: 01787 247113
E.mail: sales@commandpestcontrol.co.uk
Web site: www.commandpestcontrol.co.uk

Bev Combrink
Administration Assistant
Fakenham Town Council
Fakenham Connect
Oak Street
Fakenham
Norfolk
NR21 9DY

Saturday 14th February 2026

Fakenham New Cemetery

Dear Bev

Thank you for allowing Command Pest Control the opportunity of supplying this quotation for the rabbit control as requested. There are numerous burrows in and around the cemetery, they are mostly located on the surrounding fields and the rabbits are making their way into the cemetery through gaps/holes in the fence, due to the location of the cemetery and the proximity to the main road we are limited to which control measures we are able to undertake, therefore I would recommend the below.

I would recommend the following specification of work:

- All RAMS (Risk Assessments & Method Statements) supplied on request.
- Copies of DBS checks and Firearms licence available on request
- Local Police informed and event number obtained.
- 1-man team to carry out evening/night shoots.
- Shot rabbits to be removed from site where possible and disposed of.
- A tally of shot rabbits to be supplied on completion of shoots.
- More than 1 shoot may be required

The cost to carry out this work will be £420.00 + vat per shoot.

The above price includes all labour, materials used and disposal costs, I hope this meets with your approval and I look forward to hearing from you in the near future.

If you would like to discuss this quote or if I can be of any further assistance, then please do not hesitate to contact me.

Yours sincerely

Mike Darling
Surveyor



HALLER BUILDERS

ROSH PINNA , LYNN ROAD, SCULTHORPE, FAKENHAM, NORFOLK, NR21 9NE
TELEPHONE 01328 855802 FAX 01328 853544

Our Ref GH.2910

19th February 2026

Fakenham Town Council
Fakenham Connect
Oak Street
Fakenham
NR21 9DY

Dear Madam,

We thank you for your recent kind enquiry and have pleasure in estimating as follows:

TUNN STREET CARPARK

To supply all necessary labour and materials to take up brick pavers around tree area. Raise to avoid tree roots and relay using same pavers.

Will cost the sum of £1,050.00 plus vat at standard rate

We trust that you find the foregoing all in order and look forward to receiving your further instructions which will have our prompt and careful attention.

Yours Faithfully
Haller Builders

S. Woods

.....
S.Woods (Mrs)

HALLER BUILDERS

ROSH PINNA , LYNN ROAD, SCULTHORPE, FAKENHAM, NORFOLK, NR21 9NE
TELEPHONE 01328 855802 FAX 01328 853544

Our Ref GH.2909

19th February 2026

Fakenham Town Council
Fakenham Connect
Oak Street
Fakenham
NR21 9DY

Dear Madam,

We thank you for your recent kind enquiry and have pleasure in estimating as follows:

CREAKE ROAD CEMETERY WALL

The wall is structurally sound but just in need of repointing in several areas.
To supply all necessary labour and materials to chop out all damaged bricks, Aprox 120 and replace with brick to match as close as possible. Cut out all bad brick joints and repoint where needed.

Will cost the sum of £3,685.00 plus vat at standard rate

We trust that you find the foregoing all in order and look forward to receiving your further instructions which will have our prompt and careful attention.

Yours Faithfully
Haller Builders

S. Woods

.....
S. Woods (Mrs)



QUOTATION

QUT00011

19/02/26

Customer Ref: 32

Fakenham Town Council
 Fakenham Connect
 Oak Street
 Fakenham
 NR21 9DY

AMK Exteriors Ltd
 25 Silver Birch Road
 Dereham
 Norfolk
 NR20 3GL

Tel: 01603 552901
 Mobile: 07491382911

Queries@amkexteriors.uk

Date	Description	Amount	VAT	Total
19/02/26	Bus shelter clean (Ref: 520) Priced per clean and based on 6 bus shelters to be cleaned on a 6 weekly basis. The address of each bus shelter to be provided.	£200.00	£40.00	£240.00
			Net Total	£200.00
			VAT	£40.00
			Total	£240.00

Allotment Updates as at 28 February 2026

Greenway Lane

Occupancy	Managed	Occupied		Occupancy %	
		Jan 2026	Feb 2026	Jan 2026	Feb 2026
	87	67	68	77.01	78.16
Inspection Date					
Actions	Inspection Letter Jan 2026	Initial Warning	Ongoing Breach	Final Warning	
	25				

Grove Lane

Occupancy	Managed	Occupied		Occupancy %	
		Jan 2026	Feb 2026	Jan 2026	Feb 2026
	23	11	11	47.83	47.83
Inspection Date					
Actions	Inspection Letter Dec 2026	Initial Warning	Ongoing Breach	Final Warning	
	0				

Rudham Stile Lane (Inspection Done 10 February 2026)

Occupancy	Managed	Occupied		Occupancy %	
		Jan 2026	Feb 2026	Jan 2026	Feb 2026
	72	58	56	80.56	77.78
Inspection Date					
Actions	Inspection Letter	Initial Warning	Ongoing Breach	Final Warning	Notice to Quit
	14				1

Cemetery Data Analysis

	Consecrated	Unconsecrated	Ashes	ERB Purchases	Memorial Applications
April 2025	1	1	0	1	1
May 2025	2	0	0	3	3
June 2025	2	0	0	1	0
July 2025	3	1	0	1	0
August 2025	2	0	1	3	0
September 2025	0	0	2	1	1
October 2025	2	0	1	0	5
November 2025	2	0	3	1	1
December 2025	0	0	1	1	0
January 2026	1	0	0	0	3
February 2026	0	0	0	1	2
March 2026					
Running Total	15	2	8	13	16