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Fakenham Town Council Full Council Meeting

Date: **Wednesday 24th June 2026**

Time: **18:00**

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

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

Members are hereby summoned to attend the above meeting to discuss the following items. Please take a moment to review each agenda item carefully beforehand

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

Yours faithfully
L Meanley
Lesley Meanley
Town Clerk
18th June 2026

Number	Agenda	Pack Page
38/26	To consider for acceptance apologies for absence	
39/26	Declarations of Interest: Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda	1-2
40/26	Open Forum for Public Participation a) To receive a report from Fakenham Police b) To receive any Electors Questions: Members of the public will be invited to ask questions of the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item is limited to 10 mins c) To receive any reports from District/County Councillors For time management purposes, if possible written reports are requested prior to the meeting to facilitate Q&A only at the meeting.	
41/26	To confirm the Full Council Minutes of the Meeting held on 27th May 2026	3-9
42/26	To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update	10

43/26	To receive any reports from Councillors who have attended Meetings outside the Council	
44/26	To receive and note correspondence and comment upon any items for information and action	
45/26	To confirm the Minutes of the Facilities & Amenities Committee held on: <ul style="list-style-type: none"> • 9th June 2026. 	11-12
46/26	<p>To confirm the Minutes of the Governance & Finance Committee held on:</p> <ul style="list-style-type: none"> • 16th June 2026. To note and/or approve: <p>8/26 GF To review and agree policies and risk assessments for update:</p> <ul style="list-style-type: none"> • Dignity at Work Policy <p>Cllrs reviewed the Dignity at Work Policy and RESOLVED to recommend it to Full Council for approval</p> <ul style="list-style-type: none"> • Health & Safety Policy <p>Cllrs reviewed the Health & Safety Policy and RESOLVED to recommend it to Full Council for approval, subject to a minor amendment</p> <p>Cllrs also noted the need for a procedure to ensure that volunteers are appropriately briefed and provided with relevant risk assessments and method statements (RAMS) for the tasks they undertake.</p> <p>12/26 GF To review the Internal Auditor’s Year End Report for the Charter Market 2025/26 and Recommendation – “The market account cannot sustain a deficit of this level in 2026/27. The grants made by the council from this fund will need to reflect the monies being received. We recommend a balance of 3 months expenditure (£6,748.50) should be retained within reserves.”</p> <p>Members reviewed the Internal Auditor’s Year End Report and considered the recommendation regarding the level of reserves to be retained within the Charter Market accounts.</p> <p>Members acknowledged the importance of ensuring that grant funding remains sustainable and that the Market should be able to meet its own ongoing expenditure from available income and reserves. It was recognised that grant awards should not exceed income levels and that sufficient provision must be maintained to meet anticipated and reasonable costs.</p> <p>Members did not agree to adopt a fixed reserve figure at this stage but acknowledged that greater oversight of the Market’s financial position is required. It was therefore AGREED that future grant applications in respect of Market Tolls funding should be supported by an income and expenditure statement for the Market to provide Members with a clearer understanding of affordability and financial impact.</p> <p>Members AGREED that grant awarding and market finances will be more actively monitored going forward to ensure sustainability.</p>	<p>13-16</p> <p>17-22</p> <p>23-34</p>

	<p>15/26 GF To review the current Barclays Bank mandate and appoint authorised bank users for online payment approval. In making appointments, Members are requested to consider the operational requirements of the role, including participation in any necessary training and compliance with banking security procedures, to ensure the effective and secure administration of the Council's banking arrangements.</p> <p>Members reviewed the current Barclays Bank mandate and the authorised users for online payment approval.</p> <p>Cllrs RESOLVED to recommend to Full Council the removal of Cllr Rockett from the bank mandate, as requested by Cllr Rockett and reflecting that they are no longer a member of the Governance & Finance Committee.</p> <p>Members confirmed that the Councillor authorised bank users are Cllr Bucknell, Cllr Dutton, Cllr Glynn and Cllr Joslin. Members further confirmed that the authorised staff users are the Clerk and the Deputy Clerk/RFO.</p>	
47/26	<p>Financial Matters</p> <ul style="list-style-type: none"> a) To receive and review April and May Payments and Receipts Lists for Fakenham Town Council and Charter Market b) To receive and review April and May 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts c) To note the current Income and Expenditure Budget vs Actuals report d) To receive and approve the April and May 2026 schedule of payments over £500 for display on the website 	
48/26	<p>To receive the following applications for a grant from the Market Tolls:</p> <ul style="list-style-type: none"> • Fakenham Society 	35-38
49/26	To note the first meeting of the dangerous driving and parking concerns working party	
50/26	To discuss shoplifting within Fakenham	
51/26	To consider holding a Civic Ceremony	
52/26	To receive the Internal Controllers report	
53/26	To receive notification of the review of the North Norfolk Local Plan and discuss the 'Call for Sites' consultation	39-41
54/26	To discuss the Edward VII lamp removed from the Market Place	
55/26	To note information received from Democratic Services relating to the Register of Interests	42
56/26	To discuss and agree an amendment to the May Annual Council meeting date in 2027	
57/26	<p>To consider planning applications up to 18/06/2026</p> <ul style="list-style-type: none"> • AP/26/0014 – Appeal against Enforcement Notice Re: Installation of uPVC windows in a conservation area - First and Second Floor 12 - 14 Norwich Street, Fakenham <p>The appellant has appealed on the following grounds; Ground (c) That there has not been a breach of planning control.</p>	

	<p>Ground (f) The steps required to comply with the requirements of the notice are excessive and lesser steps would overcome the objections.</p> <p>Ground (g) That the time given to comply with the notice is too short.</p> <p>These are grounds from the Section 174(2) of the Town and Country Planning Act 1990 (As Amended).</p> <p>AP/26/0014 Appeal against Enforcement Notice Re: Installation of uPVC windows in a conservation area. First and Second Floor 12 - 14 Norwich Street Fakenham Norfolk NR21 9AE</p> <p>Response Deadline: 2/07/2026</p> <ul style="list-style-type: none"> • PF/26/0939 - Land To Front Of Former 6th Form College, Highfield Road, Fakenham - Installation of 1.8m high Mesh Fencing around boundary PF/26/0939 Installation of 1.8m high Mesh Fencing around boundary Land To Front Of Former 6th Form College Highfield Road Fakenham Norfolk Response Deadline: 26/06/2026 	
<p>58/26</p>	<p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> • 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: 10/06/2026 Councillors Response: Councillors objected to the application on the grounds that the proposed three storey building is too large and dominant for the location. Councillors also commented on the added pressure to the Fakenham Medical Practice. • PF/26/0919 - 243 Norwich Road, Fakenham - Erection of single storey rear extension and addition of render to all elevations of dwelling PF/26/0919 Erection of single storey rear extension and addition of render to all elevations of dwelling 243 Norwich Road Fakenham Norfolk NR21 8LY Response Deadline: 16/06/2026 Councillors Response: Councillors offered no comments and no objection. 	
<p>59/26</p>	<p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> • PF/26/0179 - 13 Wymans Way, Fakenham - Proposed pallet store and workshop extension PF/26/0179 Proposed pallet store and workshop extension. 13 Wymans Way Fakenham Norfolk NR21 8NT Councillors Response: Councillors offered no comment and no objections Approved • ADV/26/0787 - Unit 5, George Edwards Road, Fakenham - Retention of 1no. illuminated fascia sign on west elevation, 1no. non illuminated fascia sign on west elevation, vinyl signs on entrance door and windows on west elevation. Installation of 1no. non-illuminated totem sign within site boundary to west of building and adjacent public highway 	

	<p>ADV/26/0787 Retention of 1no. illuminated fascia sign on west elevation, 1no. non-illuminated fascia sign on west elevation, vinyl signs on entrance door and windows on west elevation. Installation of 1no. non-illuminated totem sign within site boundary to west of building and adjacent public highway. Unit 5 George Edwards Road Fakenham Norfolk NR21 8NL</p> <p>Councillors Response: Councillors offered no objection and no comments. Approved</p> <ul style="list-style-type: none"> <p>• AP/26/0004 – Appeal against refusal of PF/25/2194 - Flat At, 12 - 14 Norwich Street, Fakenham - Replacement of first and second floor windows in front elevation</p> <p>Appeal Dismissed</p> <p>• PF/25/2195 - 4 Market Place, Fakenham - Conversion of first floor Class E vacant office to one 2-bedroom flat along with ground floor internal alterations to create an updated office layout to be let out separately</p> <p>PF/25/2195 Conversion of first floor Class E vacant office to one 2-bedroom flat along with ground floor internal alterations to create an updated office layout to be let out separately 4 Market Place Fakenham Norfolk NR21 9BA</p> <p>Councillors Response: Councillors offered no objections and no comment. Approved</p> <p>• PF/26/0699 - 53 Smiths Lane, Fakenham - Single storey front extension to dwelling</p> <p>PF/26/0699 Single storey front extension to dwelling 53 Smiths Lane Fakenham Norfolk NR21 8LQ</p> <p>Councillors Response: Councillors did not feel there was enough information to make comment. Approved</p> <p>• PF/26/0722 - 11 Peckover Road, Fakenham - Single storey side extension to dwelling</p> <p>PF/26/0722 Single storey side extension to dwelling 11 Peckover Road Fakenham Norfolk NR21 9RE</p> <p>Councillors Response: Councillors offered no objection and no comments. Approved</p> <p>• PF/26/0857 - Storage Hut, Wensum Osprey Canoe Club - Retention of hut for storage of canoes</p> <p>PF/26/0857 Retention of hut for storage of canoes Storage Hut Wensum Osprey Canoe Club Hempton Road Fakenham Norfolk NR21 7LA</p> <p>Councillors Response: Councillors objected on the grounds that the proposed development is contrary to North Norfolk Local Plan Policy SS5 due to its siting, scale and appearance within the area. Approved</p> 	
60/26	To receive any further items for the agenda	

61/26	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	
62/26	To agree the successful candidates for the fixed term grounds & maintenance position and for the fixed term office administrative assistant	
63/26	To discuss progression of alternative options for Council administrative staff and depot accommodation	
64/26	To consider and agree the appointment of enforcement agents for matters relating to the unauthorised occupation of Council land	Confidential 1-21
65/26	To discuss Devolution and Local Government Reform	Confidential 22-25
66/26	To note correspondence between Fakenham Town Council and NNDC District Councillor Punchard	Confidential 26-29
67/26	To discuss the FLASH project	Confidential 30-31
68/26	To discuss 9 Norwich Street	
69/26	To move into open session	
70/26	To confirm the date & time of the next meetings: Allotment Sub-Committee: Tuesday 7th July 2026 at 14:30 Governance & Finance: Tuesday 21st July 2026 at 18:00 Full Council: Wednesday 29th July 2026 at 18:00	