



## Fakenham Town Council

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## Full Council Meeting

Date: **Wednesday 17<sup>th</sup> December 2025**

Time: **18:00**

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

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

Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), George Acheson, Penelope Bucknell, Mark Campbell, Tim Duffy, Martin Dutton, Carl Fairbrother, Lucy Harrison, David Hunter, Ali May-Hannam, Jim Rockett

Yours faithfully

**L Meanley**

Lesley Meanley

Town Clerk

11<sup>th</sup> December 2025

Number	Agenda	Pack Page
247/25	<b>Open Forum for Public Participation</b> <b>a)</b> To receive a report from Fakenham Police <b>b)</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 <b>c)</b> 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.	
248/25	<b>To consider for acceptance apologies for absence</b>	
249/25	<b>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</b>	
250/25	<b>To hear from Joshua Harris, M&amp;D Developments Ltd, in relation to planning applications PF/25/2321 and LA/25/2322 at Fakenham College, Highfield House, 50 Wells Road (Agenda Item 267/25)</b>	
251/25	<b>To hear from Sharon Edwards, Mapus-Smith and Lemmon, regarding the Interim Internal Audit</b>	1-42
252/25	<b>To confirm the Full Council Minutes of the Meeting held on 26<sup>th</sup> November 2025</b>	43-49
253/25	<b>To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update</b>	50

254/25	To receive any reports from Councillors who have attended Meetings outside the Council	
255/25	To receive and note correspondence and comment upon any items for information and action	
256/25	<p><b>To confirm the Minutes of the Facilities &amp; Amenities Committee held on:</b></p> <ul style="list-style-type: none"> <li>9<sup>th</sup> December 2025.</li> <li>To approve:</li> </ul> <p>Agenda Item 173/25 FA - <b>To Discuss a quote for £1080 to cut the back of Creake Road Cemetery April 2026 – March 2027.</b> On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, all agreed to move forward with the quote of £1080.</p> <p>Agenda Item 177/25 FA - <b>To discuss Queens Road Cemetery oversize Memorial quotes</b> 7 oversize memorials still to be inspected. Cordoning off or lying flat regarded as temporary make safe options – not permanent repairs. Quote received for 4 failed oversize memorials to repair, totalling £830 net. Quote received for 8 under 1.6m totalling £1320. On the proposition of Cllr Joslin, seconded by Cllr Glynn to recommend this work is completed as soon as possible to Full Council. 1 agreed.</p> <ul style="list-style-type: none"> <li>To note:</li> </ul> <p>Agenda Item 181/25 - <b>To discuss the Bee Squared initiative</b> The initiative encourages residents to plant a square meter of wildflower seeds distributed freely by the council to create wildflower patches forming a countrywide wildlife corridor. Approx costs of £100 to be funded via market fees for the benefit of residents. On the proposition of Cllr Fairbrother, seconded by Cllr Joslin all agreed to support the initiative, all agreed.</p> <p>Agenda Item 182/25 FA - <b>To discuss the purchase of bleed kits</b> An additional mitigation for market safety and wider public access in the event of an accident or incident. On the proposition of Cllr Fairbrother, seconded by Cllr Glynn all agreed to purchase a lockable kit to be installed within the red phone box in the town centre from Market Tolls for approximately £425.</p>	51-57
257/25	<p><b>To confirm the Minutes of the Governance &amp; Finance Committee held on:</b></p> <ul style="list-style-type: none"> <li>10<sup>th</sup> December 2025. To note and/or approve:</li> </ul> <p>Agenda item 114/25 GF - <b>To receive 2026 Insurance renewal quotations</b> Cllrs RESOLVED to recommend to Full Council the approval of the quotation from Clear Councils for Agricultural Vehicle Insurance for 2026, at a total cost of <b>£1,924.91</b>.</p>	
258/25	<b>To receive and approve 2026 insurance renewal quotations and delegate authority to the Clerk to approve quotes received post 17<sup>th</sup> December 2025.</b>	
259/25	<p><b>Financial Matters –</b></p> <p>a) To receive and review November 2025 receipts and payments for Fakenham Town Council and Charter Market</p>	

	b) To receive and review November 2025 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 November 2025 schedule of payments over £500 for display on the website	
260/25	<b>To discuss a donation to be made to the Royal British Legion on behalf of the Bugler, for the 2025 Armistice Day Service</b>	
261/25	<b>To receive the 2026/2027 budget as recommended at the Governance and Finance Committee 10<sup>th</sup> December 2025</b>	
262/25	<b>To receive and propose the precept demand for 2026-27</b>	
263/25	<b>To receive the following applications for a grant from the Market Tolls:</b> <ul style="list-style-type: none"> <li>• <b>Club 26 Heather Barrow Court Annual Christmas Lunch</b> (Development and Market Committee meeting 4<sup>th</sup> December 2024, Minute 95 - Christmas dinner applications are to be considered at an amount of £13 per person)</li> <li>• <b>Active Fakenham</b></li> </ul>	58-62  63-69
264/25	<b>To award a grant under the local government act 1972, s 137</b> Under the provisions of Section 137 of the Local Government Act 1972 the following expenditure should be incurred which, in the opinion of the Council is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure: <b>The Crown free Christmas lunches for the elderly and vulnerable</b>	70-74
265/25	<b>To discuss Healthier Fakenham and agree a contribution to the inaugural event refreshments.</b>	
266/25	<b>To receive the Internal Controllers report</b>	
267/25	<b>To consider planning applications up to 17/12/2025</b> <ul style="list-style-type: none"> <li>• PF/25/2321 - Fakenham College, Highfield House, 50 Wells Road - Demolition of existing detached school buildings &amp; parts of C20th extensions to original Highfield House. Repairs &amp; restorations to original Highfield House &amp; retained extensions with reinstatement of original plan form to Highfield House. Retention &amp; conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only. Construction of 20 new terraced, semi-detached &amp; detached 2, 3 &amp; 4 bedroom houses  <a href="#">PF/25/2321   Demolition of existing detached school buildings &amp; parts of C20th extensions to original Highfield House. Repairs &amp; restorations to original Highfield House &amp; retained extensions with reinstatement of original plan form to Highfield House. Retention &amp; conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only. Construction of 20 new terraced, semi-detached &amp; detached 2, 3 &amp; 4 bedroom houses   Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP</a>            Response deadline: 18/12/2025</li> <li>• LA/25/2322 - Fakenham College, Highfield House, 50 Wells Road - Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings.</li> </ul>	

	<p><a href="#">LA/25/2322</a>   Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings   Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP</p> <p>Response deadline: 18/12/2025</p>	
268/25	<p><b>To note comments on applications for planning applications as agreed via Email:</b></p> <ul style="list-style-type: none"> <li>PF/25/2515 - 13 The Drift, Fakenham - Proposed New Single Storey Dwelling  <a href="#">PF/25/2515</a>   <a href="#">Proposed New Single Storey Dwelling   13 The Drift Fakenham Norfolk NR21 8EE</a>  Response deadline: 16/12/2025  Councillors Response: Councillors offered no objection and no comments.</li> <li>PU/25/1152 – Re-Consultation due to amended plans  Henry Stewart &amp; Co Chicken Sheds , Land To Rear Of Heath Farm, Pensthorpe Road - Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 1  <a href="#">PU/25/1152</a>   <a href="#">Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 1   Henry Stewart &amp; Co Chicken Sheds Land To Rear Of Heath Farm Pensthorpe Road Fakenham NR21 8LZ</a>  Response deadline: 10/12/2025  Councillors Response: Councillors offered no objection and no comments.</li> <li>PF/25/2555 - Flat At, 5 Oak Street, Fakenham - Demolition of existing wooden staircase and erection of steel staircase to provide continued access to flat  <a href="#">PF/25/2555</a>   <a href="#">Demolition of existing wooden staircase and erection of steel staircase to provide continued access to flat   Flat At 5 Oak Street Fakenham Norfolk NR21 9DX</a>  Response deadline: 17/12/2025  Councillors Response: Councillors offered no objection and no comments.</li> </ul>	
269/25	<p><b>To receive notice of decisions of the planning authority:</b></p> <ul style="list-style-type: none"> <li>NMA/25/2464 - 145 Holt Road, Fakenham - Non-material amendment to planning permission PF/25/1443 (Two storey rear extension to dwelling and canopy to front) to allow change of roof tiles, to be slate or man made similar  <a href="#">NMA/25/2464</a>   <a href="#">Non-material amendment to planning permission PF/25/1443 (Two storey rear extension to dwelling and canopy to front) to allow change of roof tiles, to be slate or man made similar   145 Holt Road Fakenham Norfolk NR21 8JF</a>  Councillors Response: N/A  <b>Approved</b></li> <li>PF/22/0694 - Land North Of 11 Hall Staithe Fakenham - Erection of single storey dwelling  <a href="#">PF/22/0694</a>   <a href="#">Erection of single storey dwelling   Land North Of 11 Hall Staithe Fakenham Norfolk</a>  Councillors Response: Councillors offered no objections. Councillors commented that materials used should be sympathetic to the surrounding properties  <b>Approved</b></li> </ul>	

	<ul style="list-style-type: none"> <li>EF/25/2202 - Mercury Petrol Filling Station, Clipbush Lane, Fakenham - Certificate of lawfulness for proposed 24 hour opening of existing Petrol Filling Station <a href="#">EF/25/2202   Certificate of lawfulness for proposed 24 hour opening of existing Petrol Filling Station   Mercury Petrol Filling Station Clipbush Lane Fakenham Norfolk NR21 8SW</a> Councillors Response: N/A <b>Permission not required</b></li> <li>PF/25/2194 - Flat At, 12 - 14 Norwich Street, Fakenham- Replacement of first and second floor windows in front elevation <a href="#">PF/25/2194   Replacement of first and second floor windows in front elevation   Flat At 12 - 14 Norwich Street Fakenham Norfolk NR21 9AE</a> Councillors Response: Councillors offered no objections but noted they were reluctant to have had to make that decision <b>Refused</b></li> <li>PF/25/2367 - Stables Building Adjacent To , Heath Barn, Norwich Road - Partial Change of Use to Form Office Space &amp; Retrospective Car parking <b>Application Withdrawn</b></li> <li>AP/25/0018 (Appeal of PO/24/0808) - 77 Norwich Road Fakenham - Appeal Against Refusal - Erection of single storey dwelling - outline with all matters reserved <a href="#">PO/24/0808   Erection of single storey dwelling - outline with all matters reserved   77 Norwich Road Fakenham Norfolk NR21 8HH</a> Councillors Response: Fakenham Town Council supports the decision to refuse this planning application. Councillors commented that the site is not suitable for back garden development and access is impossible for construction traffic, due to three large oak trees and the need to go over private land. <b>Appeal Dismissed</b></li> </ul>	
270/25	<b>To discuss Devolution and Local Government Reform and agree a working party group.</b>	
271/25	<b>To receive and discuss correspondence from Wells Town Council regarding a common response to consultations on Local Government Reform</b>	75-79
272/25	<b>To receive any further items for the agenda</b>	
273/25	<b>To move that the Public &amp; Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960</b>	
274/25	<b>To discuss the FLASH project</b>	Confidential
275/25	<b>To discuss 9 Norwich Street</b>	
276/25	<b>To move into open session</b>	
277/25	<b>To confirm the date &amp; Time of the next meetings:</b> <b>Allotment Sub-Committee: Tuesday 6<sup>th</sup> January 2026 at 14:30</b> <b>Facilities &amp; Amenities: Tuesday 13<sup>th</sup> January 2026 at 18:00</b> <b>Governance &amp; Finance: Tuesday 20<sup>th</sup> January 2026 at 18:00</b> <b>Full Council: Wednesday 28<sup>th</sup> January 2026 at 18:00</b>	