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## Fakenham Town Council Full Council Meeting

Date: **Wednesday 27<sup>th</sup> May 2026**

Time: **18:00**

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

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

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  
20<sup>th</sup> May 2026

Number	Agenda	Pack Page
1/26	To elect the Town Mayor and receive the Town Mayor's Declaration of Acceptance of Office as required by law	
2/26	To elect the Deputy Mayor and receive the Deputy Mayor's Acceptance of Office as required by law	
3/26	To consider for acceptance apologies for absence	
4/26	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
5/26	All Councillors to confirm to abide by the Code of Conduct and sign the Statement of Assurance	3-9
6/26	<b>Open Forum for Public Participation</b> 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.	
<b>7/26</b>	<b>To confirm the Full Council Minutes of the Meeting held on 29<sup>th</sup> April 2026 and the Extraordinary Full Council Meeting held on 12<sup>th</sup> May 2025</b>	10-19
<b>8/26</b>	<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>	20
<b>9/26</b>	<b>To constitute the Committees of the Council for the ensuing year as follows:</b> <b>a) Governance &amp; Finance (Mayor and Deputy Mayor and 7 members)</b> <b>b) Facilities &amp; Amenities (Mayor and Deputy Mayor and 7 members)</b> <b>c) HR Sub Committee (Mayor, Deputy Mayor, and 3 other members with HR experience)</b> <b>d) Allotment Sub Committee (3 members)</b>	
<b>10/26</b>	<b>To appoint representatives to the following outside bodies (previous appointee's names in brackets):</b> <b>a) Fakenham Olivet Twinning Club (Cllr P Bucknell)</b> <b>b) Fakenham Museum of Gas &amp; Local History (Vacant)</b> <b>c) Fakenham Police SNAPs (Cllr A Glynn)</b> <b>d) Fakenham Charities (Cllr A Glynn)</b> <b>e) Area Representative for Norfolk Association of Local Councils (Cllr M Dutton)</b> <b>f) Active Fakenham Steering Group (Cllr P Bucknell)</b>	
<b>11/26</b>	<b>To receive any reports from Councillors who have attended Meetings outside the Council</b>	
<b>12/26</b>	<b>To receive and note correspondence and comment upon any items for information and action</b>	
<b>13/26</b>	<b>To note, for information, the draft Minutes of the Annual Assembly of the Town Meeting held on 13<sup>th</sup> May 2026</b>	21-23
<b>14/26</b>	<b>To confirm the Minutes of the Facilities &amp; Amenities Committee held on:</b> <ul style="list-style-type: none"> <li>• 12<sup>th</sup> May 2026.</li> </ul>	24-25
<b>15/26</b>	<b>To confirm the Minutes of the Governance &amp; Finance Committee held on:</b> <ul style="list-style-type: none"> <li>• 19<sup>th</sup> May 2026. To note and/or approve:</li> </ul>	Finance Pack
<b>16/26</b>	<b>To review Standing Orders</b>	26-47
<b>17/26</b>	<b>To receive and note the Internal Auditors Report- End of Year Internal Audit 2025/2026 for Fakenham Town Council and the Charter Market</b>	Finance Pack
<b>18/26</b>	<b>Financial Matters – 2025-26 reports &amp; annual Governance &amp; Accountability Return</b> <b>a) To receive 2025-26 Statutory Income &amp; Expenditure Report &amp; Balance Sheet for signing</b> <b>b) To receive and note final 2026- 2027 Reserves schedule</b> <b>c) To receive and note the Annual Internal Audit Report 2025/2026 Annual Governance Statement</b> <b>d) To consider, approve and sign Section 1 Annual Governance Statement for signing</b> <b>e) To consider, approve and sign Section 2 Annual Accounting Statement for signing</b> <b>f) To note the dates for the exercise of Public Rights for the 2025/26 AGAR</b> <b>g) To appoint an Internal Control Officer</b>	Finance Pack

	<b>h) To confirm the appointment of the Internal Auditor 2026/27</b>	
<b>19/26</b>	<p><b>To consider 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:</p> <ul style="list-style-type: none"> <li>• <b>First Focus</b></li> </ul>	48-50
<b>20/26</b>	<p><b>To receive the following applications for a grant from the Market Tolls:</b></p> <ul style="list-style-type: none"> <li>• <b>EP Youth</b></li> </ul>	51-55
<b>21/26</b>	<b>To consider and discuss the Wayfinding working group recommendations.</b>	56-57
<b>22/26</b>	<b>To consider Whitelands Playground swing grass matt repair quotes</b>	58
<b>23/26</b>	<b>To discuss shoplifting within Fakenham</b>	
<b>24/26</b>	<b>To consider holding a Civic Ceremony</b>	
<b>25/26</b>	<b>To receive the Internal Controllers report</b>	
<b>26/26</b>	<p><b>To consider planning applications up to 27/05/2026</b></p> <ul style="list-style-type: none"> <li>• <b>PF/26/0631</b> - 3 Barons Close, Fakenham - First floor extension to side and part of rear of dwelling above existing flat roof integral garage  <a href="#">PF/26/0631   First floor extension to side and part of rear of dwelling above existing flat roof integral garage   3 Barons Close Fakenham Norfolk NR21 8BE</a>  Response Deadline: 4/06/2026</li> <li>• <b>RV/26/0978</b> - The Grove Veterinary Group , Holt Road, Fakenham - Siting of a single storey Portakabin building in the car park area to be used for consultations without complying with condition 1 (limited period approval) of planning permission PF/23/0934 to allow building to be retained for a further 3 years  <a href="#">RV/26/0978   Siting of a single storey Portakabin building in the car park area to be used for consultations without complying with condition 1 (limited period approval) of planning permission PF/23/0934 to allow building to be retained for a further 3 years   The Grove Veterinary Group Holt Road Fakenham Norfolk NR21 8JG</a>  Response Deadline: 8/06/2026</li> </ul>	
<b>27/26</b>	<p><b>To note comments on applications for planning applications as agreed via Email:</b></p> <ul style="list-style-type: none"> <li>• <b>ADV/26/0689</b> - 14 Market Place, Fakenham - Internally illuminated ATM Collar  <a href="#">ADV/26/0689   Internally illuminated ATM Collar   14 Market Place Fakenham Norfolk NR21 9BG</a>  Response Deadline: 22/05/2026  Councillors Response: Councillors offered no objections. Councillors whole heartedly support the facility of an ATM at this location.</li> <li>• <b>PF/26/0688</b> - 14 Market Place, Fakenham - Installation of new ATM in part of existing ground floor window opening, and accessible ramp with railings  <a href="#">PF/26/0688   Installation of new ATM in part of existing ground floor window opening, and accessible ramp with railings   14 Market Place Fakenham Norfolk NR21 9BG</a>  Response Deadline: 22/05/2026  Councillors Response: Councillors offered no objections. Councillors whole heartedly support the facility of an ATM at this location but noted concerns regarding the positioning of a ramp on the highway.</li> </ul>	

	<ul style="list-style-type: none"> <li> <b>LA/26/0696</b> - 14 Market Place Fakenham - Installation of ATM, accessible ramp with a railing, internally illuminated ATM signage, and associated works  <a href="#">LA/26/0696   Installation of ATM, accessible ramp with a railing, internally illuminated ATM signage, and associated works   14 Market Place Fakenham Norfolk NR21 9BG</a>            Response Deadline: 1/06/2026            Councillors Response: Councillors offered no objections. Councillors whole heartedly support the facility of an ATM at this location but noted concerns regarding the positioning of a ramp on the highway.         </li> </ul>	
<b>28/26</b>	<p><b>To receive notice of decisions of the planning authority:</b></p> <ul style="list-style-type: none"> <li> <b>PO/22/2244</b> - 33 Greenway Lane Fakenham - Demolition of existing dwelling and erection of up to 8 no. dwellings and formation of new access to Greenway Lane (Outline - details of access only with all other matters reserved)  <a href="#">PO/22/2244   Demolition of existing dwelling and erection of up to 8 no. dwellings and formation of new access to Greenway Lane (Outline - details of access only with all other matters reserved)   33 Greenway Lane Fakenham Norfolk NR21 8DF</a>            Councillors Response: Cllrs offered no objection and no comment  <b>Finally Disposed Of</b> </li> <li> <b>PF/26/0470</b> - 170 Norwich Road, Fakenham - Extension to rear of dwelling, conversion of loft to habitable space, front porch and external alterations. Erection of detached double garage to front of dwelling  <a href="#">PF/26/0470   Extension to rear of dwelling, conversion of loft to habitable space, front porch and external alterations. Erection of detached double garage to front of dwelling   170 Norwich Road Fakenham Norfolk NR21 8LX</a>            Councillors Response: Councillors offered no objections and no comments  <b>Approved</b> </li> <li> <b>LA/26/0603</b> - 14 Market Place, Fakenham - Installation of defibrillator and bleed kit cabinets to external wall of building  <a href="#">LA/26/0603   Installation of defibrillator and bleed kit cabinets to external wall of building   14 Market Place Fakenham Norfolk NR21 9BG</a>            Councillors Response: Councillors offered no objections and no comments.  <b>Approved</b> </li> <li> <b>PF/25/2615</b> - Unit 5 , George Edwards Road, Fakenham - External alterations to facade and external works including a concrete hardstanding area to provide a dog run, external plant area, isolation run and a timber gate and fencing on the western boundary (retrospective)  <a href="#">PF/25/2615   External alterations to facade and external works including a concrete hardstanding area to provide a dog run, external plant area, isolation run and a timber gate and fencing on the western boundary (retrospective)   Unit 5 George Edwards Road Fakenham Norfolk NR21 8NL</a>            Councillors Response: Councillors offered no objection and no comments  <b>Approved</b> </li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>PF/26/0600</b> - Brambles, Heath Lane, Fakenham - Erection of open fronted detached carport on driveway to front of house <a href="#">PF/26/0600   Erection of open fronted detached carport on driveway to front of house   Brambles Heath Lane Fakenham Norfolk NR21 8LN</a> Councillors Response: Councillors offered no objection and no comments <b>Approved</b></li> <li>• <b>PF/26/0096</b> - Three Gables , Heath Way, Fakenham - Erection of single storey dwelling (revised design, self build), and demolition of balcony and replacement new window to existing dwelling <a href="#">PF/26/0096   Erection of single storey dwelling (revised design, self build), and demolition of balcony and replacement new window to existing dwelling   Three Gables Heath Way Fakenham Norfolk NR21 8LW</a> Councillors Response: Councillors offered no objection and no comments <b>Approved</b></li> </ul>	
<b>29/26</b>	<b>To receive any further items for the agenda</b>	
<b>30/26</b>	<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>	
<b>31/26</b>	<b>To consider a response to verbal criticism of the council and staff</b>	
<b>32/26</b>	<b>To discuss progression of alternative options for Council administrative staff and depot accommodation</b>	
<b>33/26</b>	<b>To discuss Devolution and Local Government Reform potential asset transfers</b>	Confidential Pack
<b>34/26</b>	<b>To discuss the FLASH project</b>	
<b>35/26</b>	<b>To discuss 9 Norwich Street</b>	
<b>36/26</b>	<b>To move into open session</b>	
<b>37/26</b>	<b>To confirm the date &amp; Time of the next meetings:</b> <b>Facilities &amp; Amenities: Tuesday 9<sup>th</sup> June 2026 at 18:00</b> <b>Governance &amp; Finance: Tuesday 16<sup>th</sup> June 2026 at 18:00</b> <b>Full Council: Wednesday 24<sup>th</sup> June 2026 at 18:00</b>	