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Fakenham Town Council
Full Council Meeting

Date: **Wednesday 28th October 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, Alice Kemp, 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
22nd October 2026

Number	Agenda	Pack Page
176/26	**To consider for acceptance apologies for absence**	
177/26	**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
178/26	**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.	3-26
179/26	**To confirm the Full Council Minutes of the Meeting held on 30th September 2026**	27-33
180/26	**To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update**	34-35

181/26	**To receive any reports from Councillors who have attended Meetings outside the Council**	
182/26	**To receive and note correspondence and comment upon any items for information and action**	
183/26	**To fill Town Councillor vacancies by co-option**	
184/26	**To confirm the Minutes of the Allotments Sub-Committee held on:** • **6th October 2026.**	36-38
185/26	**To confirm the Minutes of the Facilities & Amenities Committee held on:** • **13th October 2026.**	39-41
186/26	**To confirm the Minutes of the Governance & Finance Committee held on:** • **20th October 2026. To note and/or approve:** **41/26 GF** **To review and agree policies and risk assessments for update:** Policies/Risk Assessments for review • Members code of Conduct Cllrs reviewed the Members Code of Conduct Policy and RESOLVED to approve it for presentation and approval by Full Council **42/26 GF** **To receive and review the second quarterly Income and Expenditure Budget vs Actuals report** Cllrs RESOLVED to recommend to Full Council approval of the following: • Use of £20,000 from the CCTV – System & Monitoring EMR to pay invoice BC110376524 for installation of the CCTV system. • Use of £4,919 from the War Memorial EMR against PO70 for the approved and ordered war memorial repairs. **43/26 GF** **To receive the RFO's report** 2. Cllrs RESOLVED to recommend to Full Council that Cllr Kemp be added as an additional signatory to the CCLA account. **52/26 GF** **To discuss and consider events costings** Cllrs agreed to recommend to Full Council that if staffing allowed for individual events, the council may be able to support with expertise/administrative assistance only, event ownership would always sit with the organisers.	42-44
187/26	**Financial Matters** a) To receive and review September 2026 receipts and payments lists for Fakenham Town Council and Charter Market b) To receive and review September 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements have been signed c) To receive and review the second quarterly Income and Expenditure Budget vs Actuals report d) To receive and approve the September 2026 schedule of payments over £500 for display on the website	Financial Documents Pack
188/26	**To review and agree the Procurement Policy**	45-52

189/26	**To discuss and confirm the financial priorities for the 2027-28 budget, as recommended by the Facilities & Amenities and Governance & Finance committees**	53-55
190/26	**To receive the following applications for a grant from the Market Tolls:** • **Wensum Dementia Café (amended application)**	56-60
191/26	**To receive the Internal Controllers report**	
192/26	**To complete a 6 month review of the Strategic Objectives plan 2025-2028**	61-80
193/26	**To discuss littering within Fakenham**	
194/26	**To consider quotations for replacement of Mayoral Chains**	81-83
195/26	**To discuss & agree quotations for works Creake Road Cemetery**	84
196/26	**To discuss reducing the speed limit in Norwich Road from 40mph to 30mph**	85-88
197/26	**To discuss Greenway Lane speeding concerns**	89
198/26	**To consider planning applications up to 22nd October 2026:** • **ADV/26/2056 -** Busseys & Sabberton , Enterprise Way, Fakenham, Norfolk, NR21 8SN - Display of internally illuminated freestanding panel advertisement https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TM2MQDLNIX900 **Response Deadline:** 02/11/2026	
199/26	**To note comments on applications for planning applications as agreed via Email:** • **PF/26/1357-** The Workshop, Greenway Lane, Fakenham, Norfolk, NR21 8ET - Change of use from commercial workshop (upholstery repair service) to retail (charity shop) - retrospective https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TH6MRDLN03Y00 **Councillors Response**: No objection and no comments • **PM/26/2055-** Land North Of Rudham Stile Lane & East Of , Water Moor Lane, Fakenham, Norfolk, - Approval of all reserved matters relating to Phase 2A development works comprising highways, landscape, drainage attenuation and associated works, including temporary drainage works as required under application ref: PO/17/0860 (as varied by application ref: RV/22/0855) https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TM2MPXLNIX700 **Councillors Response**: No objection and no comments	
200/26	**To receive notice of decisions of the planning authority and agree any further actions:** • **LA/26/1645-** Lancaster House , 44 Wells Road, Fakenham, Norfolk, NR21 9AA - Works associated with replacement of windows to ground floor living room and two upstairs bedrooms	

https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJ8CQOLNIDU00
Councillors' response: Councillors offered no objection and no comments.
Approved

- **PF/25/1660 -** Bridge Farm Workshop , Water Moor Lane, Fakenham, Norfolk, NR21 8JS - Erection of 3 No. dwellings, new vehicular access to Water Moor Lane
https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T03W11LNM6C00
Councillors' response: Cllrs offered no Objection but wanted clarity on the allotment boundary line.
Approved

- **LA/25/2143 -** Barn Behind, 12 Wells Road, Fakenham - Proposed Conversion of Former Barn/Stables to a Residential Dwelling
https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T36KRNLNMTS00
Councillors' response: Cllrs offered no objection, or comment
Approved

- **PF/25/1442 -** Barn Behind, 12 Wells Road, Fakenham - Proposed Conversion of Former Barn/Stables to a Residential Dwelling
https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SYPMJ9LNLW200
Councillors' response: Cllrs offered no objection, or comment
Approved

- **PU/26/1736-** 11A Norwich Street, Fakenham, Norfolk, NR21 9AF - Change from offices to residential use, including some minimal internal alterations
https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJPFWYLNII500
Councillors' response: Councillors strongly objected to this planning application. Councillors considered the proposed shutters to not be in keeping or compliant with the conservation area. Councillors also noted that no evidence has been provided to demonstrate that reasonable attempts have been made to rent or let the premises. Councillors recommend that North Norfolk District Council (NNDC) consider enforcement action.
Prior Approval Given

- **LA/26/1583-** Prospect House, 21 Norwich Road, Fakenham, Norfolk, NR21 8AU - Replace bathroom window with like for like timber window with obscured glass
https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TIVE1RLNIB300

	Councillors' response: Cllrs offered no objection, or comment **Approved**	
201/26	**To receive confirmation of Tree Protection Order TPO/26/1102 Land On The South Side Of, Greenway Lane, Fakenham, Norfolk, NR21 8ET**	90-97
202/26	**To discuss the FLASH project**	
203/26	**To receive any further items for the agenda**	
204/26	**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**	
205/26	**To discuss Staffing matters** Governance & Finance made the following recommendations to Full Council in agenda item 51/26GF: An administrative role be increased from 27.5 hours pw from January 2027. A fixed term appointment to be made permanent at SCP5 A fixed term appointment be extended by 18 months	
206/26	**To discuss Proposed Improvements to Parking, Bus Facilities and Traffic Management**	Confidential Pack
207/26	**To receive an update on Staff accommodation progress**	
208/26	**To discuss 9 Norwich Street**	
209/26	**To move into open session**	
210/26	**To confirm the date & time of the next meetings:** **Full Council: Wednesday 25th November 2026 at 18:00**	