

**MINUTES OF THE FACILITIES & AMENITIES COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 13TH OCTOBER 2026 AT 18:00

Attending Councillors: M Dutton, A Kemp & J Rockett

Town Clerk: L Meanley

Deputy Clerk / RFO: K Lindsay

General Public: None

Press: None

Number	Agenda
	As the Chair and Deputy Chair were not present - On the proposition of Cllr Kemp, seconded by Cllr Rockett elected Cllr Dutton to chair the meeting
55/26 FA	To receive Apologies for Absence Apologies received from Cllrs Thorpe, Fairbrother, Glynn and Hunter
56/26 FA	To adjourn the Meeting for Electors' questions None Received
57/26 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 None
58/26 FA	To Confirm the minutes of the Facilities & Amenities meeting held on the 11th August 2026 On the proposition of Cllr Dutton, seconded by Cllr Rockett the minutes of the Facilities and Amenities meetings held on 11 th August 2026 were AGREED by all and signed by the Chairman.
59/26 FA	To discuss any matters arising from the Minutes of the Facilities & Amenities Meeting held on 11th August 2026 The Clerk advised that Cllr Joslin had suggested agenda item 195/26 was closed and reviewed when the 2026 report was received. Cllrs Agreed The Clerk advised that Cllr Glynn had contacted the developers as in agenda item 216/26 and a fence was being built. Item Closed
60/26 FA	To receive an update on estate management The Clerk updated that; Creake Road Cemetery – solar lighting has been fitted Queens Road Cemetery – the big beech tree has been trimmed Hayes Lane Playing Fields – The gate has been reinstalled and fencing installed where the hedge wasn't growing Railway Cutting – Outstanding Tree work had been completed Aldiss Park – Concrete blocks are being installed Millennium Park – A new section of fencing is being installed on the 19 th October
61/26 FA	To note any equipment expenditure within budget None
62/26 FA	To review and agree policies and risk assessments for update: • Thursday Market Risk Assessment The Risk Assessment was agreed on the proposition of Cllr Dutton seconded by Cllr Rockett, all agreed.
63/26 FA	To note the Remembrance Parade Event Plan and Risk Assessment This was noted
64/26 FA	To review 2026 Bee Squared project and consider repeating for 2027

	Cllrs reviewed and agreed to continue the project in 2027 with funding from Market Tolls.
65/26 FA	To discuss & agree a further maintenance schedule for Queens Road Chapel as suggested by the 2023 report Cllrs agreed to schedule exterior works for 2027/28 ACTION: Clerk to seek quote
66/26 FA	To note fencing expenditure at Millennium Park as agreed on 26th August at FRCG of £1850 exc. VAT Noted
67/26 FA	To agree a 2027/28 quote to cut Hayes Lane Hedge £401.70 + Vat This was agreed by all
68/26 FA	To agree a quotation for 2026/7 season hedge cutting totalling £2305 + Vat This was agreed by all
69/26 FA	To agree an Estate wide Tree survey Quotation for £1590 + Vat This was agreed by all
70/26 FA	To review and agree quotations for new football posts at Hayes Lane Playing Field and Millennium Park Cllrs agreed on a quotation for 2 sets of goal posts at £2535.90 plus Vat
71/26 FA	To review the received Hayes Lane Playground plans and agree next steps Cllrs reviewed a quotation for a pathway for £7324.80 plus Vat, all agreed to proceed on the proposition of Cllr Dutton, seconded by Cllr Kemp Cllrs reviewed 4 Playground schemes that had been received and agreed that the Clerk would seek some adjustments to 2 schemes. These 2 schemes then would go out for public consultation. ACTION: Clerk to seek adjustments to 2 schemes then initiate a public consultation.
72/26 FA	To discuss the 2026/2027 NCC Bus Shelter Grant Scheme Noted
73/26 FA	To discuss the Railway Cutting The tree survey will give an idea of initial works
74/26 FA	To discuss Christmas Lights 2027 Deferred
75/26 FA	To receive the minutes of the Allotments Sub-Committee meeting held on 7th July 2026 and 6th October 2026 The minutes were received and noted
76/26 FA	To receive an update on Allotment services These were noted
77/26 FA	To consider responsibility for pest control on individual allotment plots, including rats, wasps, rabbits and other pests, and whether the cost should be met by the Council or the individual tenant, with the Allotment Rules and Conditions of Letting amended accordingly. Cllrs Agreed that the Council would retain responsibility for rat control across the allotment sites, and any other pests on council-maintained areas only. Any pest issues on let plots would be the tenant's responsibility
78/26 FA	To receive an update on the treatment of Mares Tail at an allotment site and consider any appropriate next steps. Mares tail is now under control on the 2 plots. One plot has been let. Cllrs agreed to continue quarterly treatments on the unlet plot and review in 6 months. Should the plot be let all treatments would stop.
79/26 FA	To receive an update on Cemetery services Noted

