



Fakenham Town Council

Fakenham Connect

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Full Council Meeting

Date: **Wednesday 28th January 2026**

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, Andy Girton, Lucy Harrison, David Hunter, Ali May-Hannam, Jim Rockett

Yours faithfully

L Meanley

Lesley Meanley

Town Clerk

22nd January 2026

Number	Agenda	Pack Page
278/26	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.	1-4
279/26	To consider for acceptance apologies for absence	
280/26	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	5-6
281/26	To consider in principle an offer from Fakenham Area Partnership to take ownership and management of the Christmas lights project, if agreed to set a date for completion of asset & information transfer	
282/26	To discuss 2025 Christmas Light Expenditure either; a) Agree an amount in relation to a Market Tolls grant requested by the Fakenham Area Partnership for Christmas Lights 2025 project or; b) Confirm an amount to be invoiced directly to Fakenham Town Council	7-26
283/26	To confirm the Full Council Minutes of the Meeting held on 17th December 2025	27-33

284/26	To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update	34-37
285/26	To receive any reports from Councillors who have attended Meetings outside the Council	
286/26	To receive and note correspondence and comment upon any items for information and action	
287/26	To fill one Town Councillor vacancy by co-option	38-43
288/26	To confirm the Minutes of the Allotments Sub-Committee held on: <ul style="list-style-type: none"> 12th January 2026. 	44-45
289/26	To confirm the Minutes of the Facilities & Amenities Committee held on: <ul style="list-style-type: none"> 13th January 2026. 	46-47
290/26	<p>To confirm the Minutes of the Governance & Finance Committee held on: <ul style="list-style-type: none"> 20th January 2026. To note and/or approve: </p> <p>Minute 126/26 GF To review and agree policies and risk assessments for update:</p> <ul style="list-style-type: none"> Equality & Diversity Councillors reviewed the Equality & Diversity Policy and RESOLVED to approve for presentation and approval by Full Council with minor amendments. Finance & Governance Risk Management Councillors reviewed the Finance & Governance Risk Management Policy and RESOLVED to approve for presentation and approval by Full Council with minor amendments. <p>Minute 131/26 GF To prepare the 2026/27 Precept increase demand explanation for NNDC to use on Council Tax Demand Notices To recommend to Full Council the 2026-27 precept increase demand explanation for NNDC to use on council tax demand notices:</p> <ol style="list-style-type: none"> 1) The Council's gross expenditure for the year 2026/27. = £763,125.00 as per budget 2) The Council's gross expenditure for the year 2025/26. = £546,700.00 estimated 3) The Council's Precept for the year 2026/27. = £861,862.67 4) Confirm the Council's Precept for the year was 2025/26. = £567,675.00 5) The reasons for any difference between 1 & 2. = The Council's expenditure for 2026/27 is £216,425 higher than 2025/26. This reflects unavoidable cost pressures, including increases to overheads, direct costs and contracts, in line with prevailing inflation. The budget also includes the continued funding of the Depot (£42,500) resulting from the impact of NNDC's FLASH project and the continuance of the CCTV replacement programme (£15,000) approved in 2025/26. While these costs were not originally forecast to extend into 2026/27, they now represent ongoing commitments and do not constitute new 	48-71

budget growth. The increase in expenditure is primarily attributable to essential and time-critical service requirements, including urgent streetlight replacements and repairs (phase 1) (£93,000), revised grass-cutting arrangements to address service deficiencies (£21,185), replacement of ageing plant and machinery where continued repair is no longer cost-effective (£16,000), and the renewal or removal of play equipment that has reached the end of its safe operational life (£25,000). The remainder of the increase relates to a number of smaller service-critical and statutory items, including wayfinding, match-funded grant commitments, parking enforcement, increased electricity costs, memorial safety works and election planning.

6) The reasons for any difference between 3 & 4. =

The Council's precept for 2026/27 is £294,187.67 higher than 2025/26. This increase reflects the additional expenditure requirements outlined in Section 5, including unavoidable inflationary pressures and essential service and infrastructure priorities. In addition, the increase ensures the Council maintains sufficient contingencies and reserves to meet its statutory obligations and to respond proactively to emerging responsibilities. For example, as Local Government Reform progresses and County and District Councils move toward unitary structures, discussions are ongoing regarding the potential transfer of assets such as open spaces, playgrounds, and public toilets. The Council is taking a prudent approach to ensure it is able to respond appropriately to any new responsibilities that may arise.

7) An opinion of the change in precept issued for the upcoming year to share with the taxpayer (what has caused this change, additional services provided etc.) =

The Council recognises that the 2026/27 precept represents a significant increase. This decision was not taken lightly. The increase is necessary to meet rising costs, maintain essential services, invest in critical infrastructure, and ensure the Council is prepared for future responsibilities, including potential changes arising from Local Government Reorganisation. It also reflects the need to correct and address funding shortfalls from prior budgets to maintain financial stability. We are committed to transparency and accountability. The budget proposals were openly discussed at a public forum on 16th December, where residents had the opportunity to ask questions and provide feedback before the precept was formally set by Council on 17th December. This careful process ensures that the Council can plan prudently, safeguard essential services, and respond responsibly to the community's needs while maintaining statutory reserves and contingency funds. We appreciate that any increase can be challenging for households, and the Council will continue to manage resources efficiently and seek alternative sources of income wherever possible.

291/26	Financial Matters – a) To receive and review December 2025 receipts and payments for Fakenham Town Council and Charter Market	
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	<p>b) To receive and review December 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements balances for signing</p> <p>c) To receive and review the third quarterly Income and Expenditure Budget vs Actuals report</p> <p>d) To receive and approve the December 2025 schedule of payments over £500 for display on the website</p>	
292/26	To receive the following applications for a grant from the Market Tolls: <ul style="list-style-type: none">• None received	
293/26	To receive the following Market Tolls Grant evaluation forms for acquittal: <ul style="list-style-type: none">• Fakenham Choral Society	72-73
294/26	To receive the Internal Controllers report	
295/26	To discuss Healthier Fakenham and agree a contribution to the inaugural event refreshments.	
296/26	To consider an advertisement in the 2026 Fakenham Town Guide	74-75
297/26	To receive notification of the North Norfolk District Council Car Parks Consultation	76-78
298/26	To discuss Devolution and Local Government Reform and agree a working party group.	
299/26	To consider a Defibrillator Policy	79-117
300/26	To discuss Council and FRCG meetings timings and/or days	118
301/26	To confirm the date for the 2026 Annual Assembly of The Town	
302/26	To discuss suggestions for community awards to be presented at the 2026 Annual Assembly of the Town. (2025 awards were Community Spirit Award & Mayors Cadet Award.)	119-120
303/26	To confirm Working Group membership for the annual review of the Strategic Plan – currently Cllrs Harrison, Joslin, Dutton and Glynn.	
304/26	<p>To consider planning applications up to 28/01/2026</p> <ul style="list-style-type: none"> • PF/25/2323 - 11A Norwich Street, Fakenham - Installation of solar PV panels on roof of building PF/25/2323 Installation of solar PV panels on roof of building 11A Norwich Street Fakenham Norfolk NR21 9AF Response Deadline: 29/01/2026 • PF/25/2828 - Rosewood Villa , 4 Constitution Hill, Fakenham - Single storey front extension to dwelling PF/25/2828 Single storey front extension to dwelling Rosewood Villa 4 Constitution Hill Fakenham Norfolk NR21 9EF Response Deadline: 30/01/2026 • PF/25/2195 re-consultation due to amended plans - 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 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 	

	<p>be let out separately AMENDED PLANS RECD 4 Market Place Fakenham Norfolk NR21 9BA</p> <p>Response Deadline: 3/02/2026</p> <ul style="list-style-type: none"> LA/25/2160 re-consultation due to amended plans - 4 Market Place, Fakenham - Conversion of first floor vacant class E space into one two-bedroom self contained flat with ground floor internal alterations to create an updated office layout. LA/25/2160 Conversion of first floor vacant class E space into one two-bedroom self contained flat with ground floor internal alterations to create an updated office layout AMENDED PLANS RECD 4 Market Place Fakenham Norfolk NR21 9BA Response Deadline: 3/02/2026 	
305/26	<p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> LA/25/2732 - Flat At, 5 Oak Street, Fakenham - Proposed replacement external staircase to provide continued access to flat LA/25/2732 Proposed replacement external staircase to provide continued access to flat Flat At 5 Oak Street Fakenham Norfolk NR21 9DX Response Deadline: 5/01/2026 Councillors Response: Councillors offered no objection and no comments. PF/25/1612 - Land At Waterhouse Farm, Wells Road, Fakenham - Change of use from agricultural to a dog exercise and training ground including perimeter fence, field shelter/store and parking area PF/25/1612 Change of use from agricultural to a dog exercise and training ground including perimeter fence, field shelter/store and parking area Land At Waterhouse Farm Wells Road Fakenham Norfolk Response Deadline: 9/01/2026 Councillors Response: Councillors offered no objections. Councillors commented that further information is needed regarding the access route; the plans do not reflect the new road layout following the creation of the new roundabout and councillors raised concerns regarding traffic flow and provision for pedestrian access. 	
306/26	<p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> PF/25/1950 - 11 Market Place, Fakenham - Change of use first floor from shop (Class E) to two flats (Class C3) Councillors Response: N/A Application Withdrawn CD/25/1814 - 11-13 Norwich Street, Fakenham - Discharge of condition 2 (scheme for noise and odour control) of planning permission PF/21/2166 (Change of Use from Travel Agent (Use Class E(c)(iii)) to Hot Food Takeaway (sui generis) (retrospective)) Councillors Response: N/A Condition Discharge Reply 	

	<ul style="list-style-type: none"> EF/25/2379 - 11 Copper Beech Close, Fakenham - Lawful Development Certificate for Use of the land for siting a mobile home for use ancillary to the main dwelling Councillors Response: N/A Permission not required 	
307/26	To receive any further items for the agenda	
308/26	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	
309/26	To discuss a quotation for CCTV provision	Confidential 1-21
310/26	To discuss Councillors commitment to FRGC as the Sole/Corporate Trustee	Confidential 22-30
311/26	To discuss the FLASH project and the proposal that the Clerk write to Steve Blatch regarding breach of contract.	
312/26	To discuss 9 Norwich Street	
313/26	To discuss Office accommodation	Confidential 31
314/26	To move into open session	
315/26	To confirm the date & Time of the next meetings: Facilities & Amenities: Tuesday 10th February 2026 at 18:00 Governance & Finance: Tuesday 17th February 2026 at 18:00 Full Council: Wednesday 25th February 2026 at 18:00	