

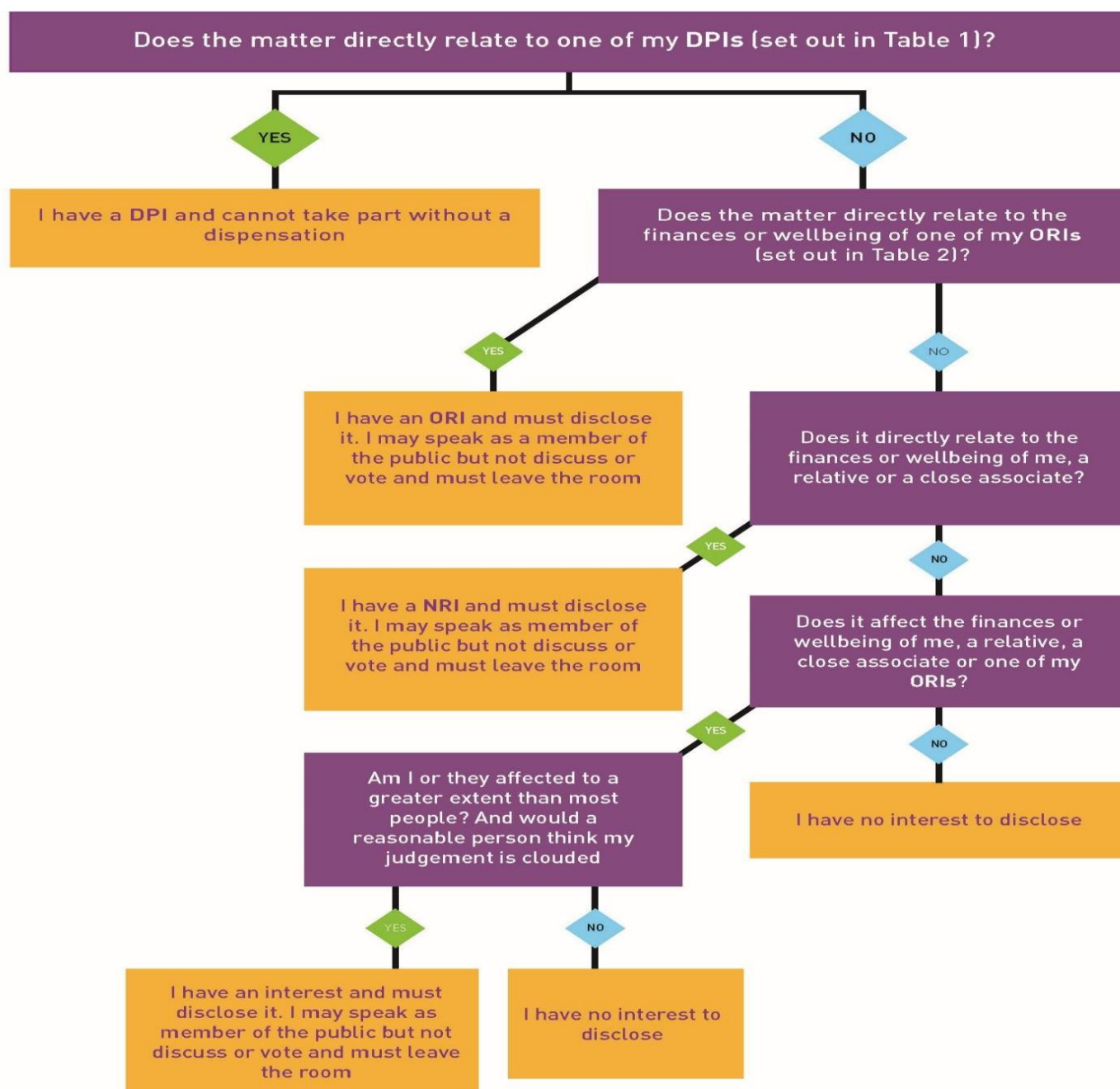


Table 1: Disclosable Pecuniary Interests – DPI

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council. (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge) (a) the landlord is the council; and the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class

Table 2: Other Registrable Interests - ORI

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Table 3: Non-Registrable Interests - NRI

An interest that is not a DPI, or an interest of a relative or close associate, which does not need to be registered.

You must declare an NRI when relevant business affects the finances or wellbeing of you, your partner, a relative, or a close associate.

I have received your letter dated 16 June 2026 to the Chief Constable regarding police engagement with Fakenham Town Council and the wider community. I am disappointed to hear that you feel the partnership with local council has reduced and I am keen to explore ways we can develop this again. I would like to take the opportunity to respond to the concerns you have raised and to clarify the current position.

Firstly, I would like to reassure you that maintaining visible and effective neighbourhood policing remains a priority for us. As your local beat manager Jess Elliot, continues to have a consistent presence within Fakenham. She drops into the Town Council offices on at least a monthly basis when she is out on patrol, although sometimes no one is present. She is regularly visible in the town centre on market days when she is on duty. In May we did an engagement event within the town where Jess and a number of others from my team were present in the town and out on foot speaking with residents and shop owners to get feedback about any issues they may have. We provide an online monthly drop in session which is advertised on our website, social media platforms and our engagement officer Pete Davison promotes to all the contacts he has within the town. On top of this Jess and others are regularly out on foot patrols within Fakenham seeking to provide visible reassurance and opportunity to engage with residents. This ongoing engagement is intended to ensure accessibility and informal opportunities for dialogue with councillors, council staff, and members of the public.

Jess is in regular contact with councillors who raise their concerns to her as and when they come up. Which is a vast improvement to how things have run previously where councillors have been known to save up their concerns until a meeting. Having encouraged councillors to engage more regularly as and when issues arise this gives us a much better ability to respond to the matters being raised in a more timely manner which in turn provides a better service to the residents of Fakenham. A couple of examples of how this has worked recently is Lancaster Close and Red Lion Court.

Jess has actively addressed the concerns raised around Lancaster Close, speaking to all the residents, obtaining a warrant under the Misuse of Drugs act and executed that with the team, and then provided follow up reassurance and engagement with residents.

We have also actively listened to Cllr Vickers concerns around Red Lion Court and worked with her and housing and successfully obtained a partial closure order on the address. There has been a lot of engagement with residents and Cllr Vickers about this.

In relation to Town Council meetings, unfortunately Jess's shifts haven't allowed her to attend Town council meetings for several months however she remains willing to attend when operationally able and on duty. Notably, for the recent Town Assembly in April, she recorded and submitted a video update to ensure that information was still shared despite her being unable to adjust her shift to attend in person. Unfortunately it is not possible for us to attend every council meeting as we are dealing with crime and other matters that arise within the community. Jess is having to focus more of her time dealing with the highest harm offenders and highest risk victims within Fakenham and the surrounding area, as we seek to make Fakenham safer for everyone who lives,

works and visits it. Unfortunately this means less attendance at some things we have previously done but I would like to reassure you she is still very actively serving the community of Fakenham and well connected to what is going on.

With regard to public meetings, as far as I am aware we have not received any recent requests for police attendance at meetings in relation to community safety matters. We are, however, committed to supporting such meetings where appropriate and where resources allow. For example, I attended a meeting on 4 November 2025 concerning speeding and road-related issues, at which several councillors were present. During that meeting, no further concerns requiring follow-up were raised, and no subsequent contact was made with us to request additional engagement.

In relation to the provision of crime data, written monthly updates were historically supplied by Jess however this was then taken over by Noeleen Woodhouse early last year. The data previously shared consisted of a monthly comparison of crime figures alongside a category breakdown, and this continued until February 2026. This practice ceased following a district-wide review, which confirmed that such reports are not routinely produced elsewhere, and that the relevant information is available through publicly accessible online platforms. Since Noeleen stopped sending the data she hasn't received any further request for them or any other data. This led to her understanding that the information was no longer being utilised or specifically requested.

That said, I fully appreciate the concerns you have raised regarding accessibility, particularly for residents who may not have the means or confidence to access information online. I recognise the importance of ensuring that all members of the community are able to remain informed about local policing matters. As such, we are open to exploring alternative ways of presenting or sharing this information in a more accessible format.

Maintaining strong and visible presence while balancing operational demands and resources, we are committed to improving communication and engagement wherever possible. To that end, I would welcome further discussion with you to identify practical and sustainable ways to enhance our joint working.

I hope that I have been able to provide some reassurance around the engagement that we have with councillors and residents of Fakenham. I look forward to continuing to work together in support of the residents of Fakenham.

Best Regards

Marie

Insp Marie Reavey
North Norfolk Neighbourhood Policing Inspector, East Command
Fakenham Police Station.

**MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**

WEDNESDAY 24th JUNE 2026 at 18:00

Councillors: A Glynn, (Chair), V Joslin, M Campbell, J Rockett, P Bucknell, D Hunter, C Fairbrother, A Girton, L Harrison & G Thorpe

District / County Councillors: Cllr C Cushing / Cllr L Vickers / Cllr R Jamieson

Clerk: L Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: One

Press: None

Number	Agenda
38/26	To consider for acceptance apologies for absence Apologies received from Cllrs M Dutton & T Duffy
39/26	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 Cllr Fairbrother declared an interest in agenda item 67/26
40/26	Open Forum for Public Participation a) To receive a report from Fakenham Police • The report was noted. 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 • An elector raised that motorbikes were causing a significant disturbance in the town centre day and night. The police had advised the resident to take photos and get vehicle registrations, but they did not feel safe to do so. Cllr Girton advised that he had passed 2 registrations to police who had acted and issued S165 notices. The Clerk had already suggested the resident speak to her District or County Cllr to raise with the police and asked District and County Cllrs in attendance to raise the matter if they had meetings with the police. • An elector raised via Cllr Hunter whether the Town Council could do more weedkilling or weed removal on the pavements or a group of volunteers could remove weeds. The Clerk advised that the pavement was part of the Highway and any works carried out would need permission from NCC. The Clerk had contacted NCC and was awaiting a reply which would be passed onto Cllr Hunter. • An elector had raised concerns about the junction of the A148 and B1105 to Wells after seeing several near misses. The Clerk had advised them to contact their County Cllr as this was a Highway's issue, which they had, and Cllr Jamieson was looking into. • An Elector raised the question of how much was being lost to shop lifting within Fakenham a month and what police action was being taken. Cllr Girton advised that a WhatsApp group for the shops had been set, and he was meeting beat manager Elliot next week. From talking to shops, it appeared that shoplifting accounted to £25-£30,000 per month. Cllrs Cushing and Vickers advised that the Safer neighbourhood police meetings had been cancelled, and none were currently planned. • Cllr Campbell raised overgrown hedging at Field Lane. Cllr Cushing will liaise with Cllr Campbell to resolve.

	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. • Reports received from District Cllrs Cushing, Vickers & Punchard and County Cllr Jamieson • Cllr Jamieson advised that discussions on the Hempton roundabout would take place next week. After discussion Cllr Glynn will write with the Town Council views. Cllrs also felt that the additional information in Cllr Jamieson's report was useful and would like that to continue.
41/26	To confirm the Full Council Minutes of the Meeting held on 27th May 2026 The minutes of the Full Council meeting held on the 27th May 2026 were agreed on the proposition of Cllr Glynn and seconded by Cllr Bucknell, AGREED by all and signed by the chair.
42/26	To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update Agenda Item 6/26 – The Clerk has written to the Chief Constable of Norfolk Police and copied in the Police and Crime Commissioner who advised it was an operational matter, and the Chief Constable would respond. Agenda item 169/25 – the Clerk advised that a £100 wayleave had been agreed with the Church and the installation of receiving equipment would be installed in the Church and Town Council Office on the 26th June with cameras to follow shortly.
43/26	To receive any reports from Councillors who have attended Meetings outside the Council Cllr Glynn & the Clerk had attended a meeting with Cllr Jamieson and NCC regarding the Transport Hub. NCC are contacting the owners again as they are slow to respond but the funding can be rolled over into 2027. Cllr Glynn attended a civic service in Kings Lynn Cllr Glynn attended the 125th anniversary of Cromer Pier Cllr Glynn and the Clerk attended a meeting regarding Christmas Lights Cllr Glynn and the Clerk attended a FLASH site meeting and saw the progress now the steels are up. Cllr Glynn, the Clerk and Cllr Jamieson attended a meeting with NCC regarding a new crossing & signage in Greenway Lane. Cllr Glynn, Cllr Thorpe and the Clerk attended a working group on dangerous driving and parking. TRO's to be confirmed and questions for the police as to why they won't enforce action on those parking on the pavement.
44/26	To receive and note correspondence and comment upon any items for information and action Cllrs noted the Holkham Outlaw Triathlon on Sunday 5th July
45/26	To confirm the Minutes of the Facilities & Amenities Committee held on: • 9th June 2026. The minutes of the meeting held on 9th June 2026 were moved for reception and adoption by Cllr Thorpe seconded by Cllr Glynn and AGREED by all.
46/26	To confirm the Minutes of the Governance & Finance Committee held on: • 16th June 2026. To note and/or approve: The minutes of the meeting held on 16th June 2026 were moved for reception and adoption by Cllr Harrison seconded by Cllr Bucknell and AGREED by all. 8/26 GF To review and agree policies and risk assessments for update: • Dignity at Work Policy

	Cllrs reviewed the Dignity at Work Policy and RESOLVED to recommend it to Full Council for approval • Health & Safety Policy Cllrs reviewed the Health & Safety Policy and RESOLVED to recommend it to Full Council for approval, subject to a minor amendment Cllrs also noted the need for a procedure to ensure that volunteers are appropriately briefed and provided with relevant risk assessments and method statements (RAMS) for the tasks they undertake. All policies were agreed 12/26 GF To review the Internal Auditor’s Year End Report for the Charter Market 2025/26 and Recommendation – “The market account cannot sustain a deficit of this level in 2026/27. The grants made by the council from this fund will need to reflect the monies being received. We recommend a balance of 3 months expenditure (£6,748.50) should be retained within reserves.” Members reviewed the Internal Auditor’s Year End Report and considered the recommendation regarding the level of reserves to be retained within the Charter Market accounts. Members acknowledged the importance of ensuring that grant funding remains sustainable and that the Market should be able to meet its own ongoing expenditure from available income and reserves. It was recognised that grant awards should not exceed income levels and that sufficient provision must be maintained to meet anticipated and reasonable costs. Members did not agree to adopt a fixed reserve figure at this stage but acknowledged that greater oversight of the Market’s financial position is required. It was therefore AGREED that future grant applications in respect of Market Tolls funding should be supported by an income and expenditure statement for the Market to provide Members with a clearer understanding of affordability and financial impact. Members AGREED that grant awarding and market finances will be more actively monitored going forward to ensure sustainability. All agreed 15/26 GF To review the current Barclays Bank mandate and appoint authorised bank users for online payment approval. In making appointments, Members are requested to consider the operational requirements of the role, including participation in any necessary training and compliance with banking security procedures, to ensure the effective and secure administration of the Council's banking arrangements. Members reviewed the current Barclays Bank mandate and the authorised users for online payment approval. Cllrs RESOLVED to recommend to Full Council the removal of Cllr Rockett from the bank mandate, as requested by Cllr Rockett and reflecting that they are no longer a member of the Governance & Finance Committee.
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	Members confirmed that the Councillor authorised bank users are Cllr Bucknell, Cllr Dutton, Cllr Glynn and Cllr Joslin. Members further confirmed that the authorised staff users are the Clerk and the Deputy Clerk/RFO. All Agreed
47/26	Financial Matters a) To receive and review April and May Payments and Receipts Lists for Fakenham Town Council and Charter Market All Cllrs reviewed and agreed b) To receive and review April and May 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts All Cllrs reviewed and agreed c) To note the current Income and Expenditure Budget vs Actuals report All Cllrs noted d) To receive and approve the April and May 2026 schedule of payments over £500 for display on the website All Cllrs noted
48/26	To receive the following applications for a grant from the Market Tolls: • Fakenham Society On the proposition of Cllr Glynn, seconded by Cllr Bucknell, all agreed to a Market Tolls grant of £500.
49/26	To note the first meeting of the dangerous driving and parking concerns working party Discussed at agenda item 43/26
50/26	To discuss shoplifting within Fakenham Discussed at agenda item 40/26
51/26	To consider holding a Civic Ceremony After discussion Cllrs agreed to not hold a civic ceremony
52/26	To receive the Internal Controllers report None received, A report will be completed ahead of next Full Council
53/26	To receive notification of the review of the North Norfolk Local Plan and discuss the 'Call for Sites' consultation Noted
54/26	To discuss the Edward VII lamp removed from the Market Place The Clerk updated that a structural inspection uncovered defects that necessitated the lamps urgent removal. Upon removal the contractors found further degradation of the iron work. The Clerk has advised the NNDC Conservation officer of the situation. Currently awaiting a report from the contractor that dismantled it on the condition and separate report as the whether repairs can be facilitated, parts can be amalgamated into a new lamp, or it requires a new structure.
55/26	To note information received from Democratic Services relating to the Register of Interests The Clerk reminded Cllrs that register of interest forms needed to be completed, failure to do so has resulted in situations where police action has been taken and to check that any addresses had been removed.
56/26	To discuss and agree an amendment to the May Annual Council meeting date in 2027 All Agreed to hold the May annual council meeting on the 19th May 2027
57/26	To consider planning applications up to 18/06/2026

	• AP/26/0014 – Appeal against Enforcement Notice Re: Installation of uPVC windows in a conservation area - First and Second Floor 12 - 14 Norwich Street, Fakenham The appellant has appealed on the following grounds; Ground (c) That there has not been a breach of planning control. Ground (f) The steps required to comply with the requirements of the notice are excessive and lesser steps would overcome the objections. Ground (g) That the time given to comply with the notice is too short. These are grounds from the Section 174(2) of the Town and Country Planning Act 1990 (As Amended). AP/26/0014 Appeal against Enforcement Notice Re: Installation of uPVC windows in a conservation area. First and Second Floor 12 - 14 Norwich Street Fakenham Norfolk NR21 9AE Response Deadline: 2/07/2026 Cllrs agreed that their previous objection hadn't changed. • PF/26/0939 - Land To Front Of Former 6th Form College, Highfield Road, Fakenham - Installation of 1.8m high Mesh Fencing around boundary PF/26/0939 Installation of 1.8m high Mesh Fencing around boundary Land To Front Of Former 6th Form College Highfield Road Fakenham Norfolk Response Deadline: 26/06/2026 Cllrs objected to the appearance of the fence, not fitting with the listed status of the building or the historic area where it would be installed
58/26	To note comments on applications for planning applications as agreed via Email: • PF/26/0841 - Ceramic Tile Distributors , 74 Holt Road, Fakenham - Demolition of all existing buildings and the erection of a 66 bed care home with external amenities and associated parking PF/26/0841 Demolition of all existing buildings and the erection of a 66 bed care home with external amenities and associated parking Ceramic Tile Distributors 74 Holt Road Fakenham Norfolk NR21 8DY Response Deadline: 10/06/2026 Councillors Response: Councillors objected to the application on the grounds that the proposed three storey building is too large and dominant for the location. Councillors also commented on the added pressure to the Fakenham Medical Practice. • PF/26/0919 - 243 Norwich Road, Fakenham - Erection of single storey rear extension and addition of render to all elevations of dwelling PF/26/0919 Erection of single storey rear extension and addition of render to all elevations of dwelling 243 Norwich Road Fakenham Norfolk NR21 8LY Response Deadline: 16/06/2026 Councillors Response: Councillors offered no comments and no objection. These were noted
59/26	To receive notice of decisions of the planning authority: • PF/26/0179 - 13 Wymans Way, Fakenham - Proposed pallet store and workshop extension PF/26/0179 Proposed pallet store and workshop extension. 13 Wymans Way Fakenham Norfolk NR21 8NT Councillors Response: Councillors offered no comment and no objections Approved

- **ADV/26/0787** - Unit 5, George Edwards Road, Fakenham - Retention of 1no. illuminated fascia sign on west elevation, 1no. non illuminated fascia sign on west elevation, vinyl signs on entrance door and windows on west elevation. Installation of 1no. non-illuminated totem sign within site boundary to west of building and adjacent public highway

[ADV/26/0787 | Retention of 1no. illuminated fascia sign on west elevation, 1no. non-illuminated fascia sign on west elevation, vinyl signs on entrance door and windows on west elevation. Installation of 1no. non-illuminated totem sign within site boundary to west of building and adjacent public highway. | Unit 5 George Edwards Road Fakenham Norfolk NR21 8NL](#)

Councillors Response: Councillors offered no objection and no comments.

Approved

- **AP/26/0004** – Appeal against refusal of **PF/25/2194** - Flat At, 12 - 14 Norwich Street, Fakenham - Replacement of first and second floor windows in front elevation

Appeal Dismissed

- **PF/25/2195** - 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 be let out separately | 4 Market Place Fakenham Norfolk NR21 9BA](#)

Councillors Response: Councillors offered no objections and no comment.

Approved

- **PF/26/0699** - 53 Smiths Lane, Fakenham - Single storey front extension to dwelling
[PF/26/0699 | Single storey front extension to dwelling | 53 Smiths Lane Fakenham Norfolk NR21 8LQ](#)

Councillors Response: Councillors did not feel there was enough information to make comment.

Approved

- **PF/26/0722** - 11 Peckover Road, Fakenham - Single storey side extension to dwelling
[PF/26/0722 | Single storey side extension to dwelling | 11 Peckover Road Fakenham Norfolk NR21 9RE](#)

Councillors Response: Councillors offered no objection and no comments.

Approved

- **PF/26/0857** - Storage Hut, Wensum Osprey Canoe Club - Retention of hut for storage of canoes

[PF/26/0857 | Retention of hut for storage of canoes | Storage Hut Wensum Osprey Canoe Club Hempton Road Fakenham Norfolk NR21 7LA](#)

	Councillors Response: Councillors objected on the grounds that the proposed development is contrary to North Norfolk Local Plan Policy SS5 due to its siting, scale and appearance within the area. Approved These were noted
60/26	To receive any further items for the agenda To discuss the Edward VII lamp
61/26	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 On the proposition of Cllr Bucknell seconded by Cllr Glynn. RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.
62/26	To agree the successful candidates for the fixed term grounds & maintenance position and for the fixed term office administrative assistant Cllrs were advised of the interviews held for both positions and the selected candidates. All agreed with the selection. Clerk to appoint 6-month fixed term grounds and maintenance team member at 24 hours per week SCP3 and a 6-month fixed term administration assistant at 27 hours per week SCP 5 .
63/26	To discuss progression of alternative options for Council administrative staff and depot accommodation An offer for Cllrs consideration had been received. On the proposition of Cllr Hunter, seconded by Cllr Fairbrother, all agreed to decline the offer.
64/26	To consider and agree the appointment of enforcement agents for matters relating to the unauthorised occupation of Council land The Clerk advised that she would not be attempting to undertake removal procedures herself if an unauthorised encampment occurred. Cllrs declined to appoint bailiffs and advised they would deal with any unauthorised encampments themselves. Cllrs agreed for a mini skip to be placed in the entrance to Aldiss Park until the end August to stop encroachment accepting that meant that it may not be possible to get the grass cut until it was removed.
65/26	To discuss Devolution and Local Government Reform Cllrs agreed to defer and review in 3 months as the situation with LGR may be clearer.
66/26	To note correspondence between Fakenham Town Council and NNDC District Councillor Punchard Correspondence was noted. It was also noted that the District Cllr did not make it clear they were speaking on behalf of a resident.
67/26	To discuss the FLASH project Cllrs agreed to the additional area of 18 metres being leased with the condition that depot access is via the car park.
68/26	To discuss 9 Norwich Street Nothing to discuss
69/26	To move into open session On the proposition of Cllr Bucknell seconded by Cllr Glynn RESOLVED the Council move into Open Session.
70/26	To confirm the date & time of the next meetings: Allotment Sub-Committee: Tuesday 7th July 2026 at 14:30 Governance & Finance: Tuesday 21st July 2026 at 18:00

	Full Council: Wednesday 29th July 2026 at 18:00
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	There being no further business the meeting closed at 19:42
	Confirmed this day of 2026
	CHAIR

Meeting	Date	Minute	Responsible	PRIORITY	Action	Progress	Comments
Full	25/06/2025	67/25	Office	LOW	To explore different options for simple mayoral chains and pendants for Mayor & Deputy Mayor civic regalia	50%	Ongoing research and awaiting quotes
Full	27/08/2025	124/25	Clerk	HIGH	Ask current Heritage Trail Supplier for costs associated with moving boards and complete refurbs/replacements	50%	On Site meeting 10/9/25. Quote received. Quotes will be sought from 3 suppliers for work 2026/27. Awaiting Way Finding report.
Full	24/09/2025	169/25	Clerk	HIGH	To take forward CCTV provisions	75%	22/9/25 Contacted Cozens. Awaiting survey from West Norfolk & Kings Lynn. Initial survey completed. WN&KL meeting with Fakenham Church 20/1/26. 28/1/26 Cllrs agreed to move forward with quote - Clerk moving forward with Church. Update 17/04/26 Church have given provisional agreement, Archdeacon sign off expected 27/28/4. Instructed West Norfolk to purchase equipment as 3/4 week lead intime. 6/5/26 Church sign off confirmed. Awaiting agreements between FTC & Church and FTC and WN&KL. Update 16/6/26, Annual Wayleave of £100 verbally agreed with church. Installation of church tower equipment booked for 26/6/26. Installation in Church and Connect Centre complete. Camera installation expected by mid August.
Full	29/10/2025	175/25	Clerk	MEDIUM	Clerk to seek clarification to NNDC Cllr Vickers Facebook comments re free residents parking on Millennium Park.	75%	Emailed 30/10/25
Full	27/05/2026	6/26	Clerk	HIGH	Clerk to write to the Chief Constable of Norfolk Police	100%	Letter Drafted and sent 16/6/26. Response received from Inspector 10/07/26
Full	27/05/2026	21/26	Clerk	MEDIUM	Take forward Wayfinding options	25%	Contacted NNDC Officer in charge of Car parks 16/6/26
Full	27/05/2026	31/26	Clerk	HIGH	Clerk to write to District Cllr	100%	Letter sent via email 2/6/26, reply and response part of June pack.
Full	27/05/2026	32/26	Clerk	MEDIUM	To seek Pre Planning Advice	75%	21/7/26 enquiries made, awaiting response.
Full	27/05/2026	33/26	Clerk	MEDIUM	To take forward LGR recommendations	100%	Emailed NNDC full list of questions 4/6/26, Response part of June Pack
Full							



Hawk and Owl Trust
Turf Moor Road
Sculthorpe, Fakenham
Norfolk NR21 9GN
Tel: 01328 856 788

Friday 3rd July 2026

The Town Clerk
Fakenham Town Council

Dear Sir / Madam,

Urgent: Access to Hawk and Owl Trust and Edmundson Acres land off Goggs Mill Road

On behalf of the Hawk and Owl Trust regarding urgent access concerns affecting Trust land and Edmundson Acres land off Goggs Mill Road, Fakenham.

At present, access to this land is being impeded by the layout and use of the town car park in this area. This is causing immediate operational difficulties, as access is required at this time of year for essential land management works using large agricultural and land management machinery.

This week alone, access has been restricted or blocked on more than one occasion by vehicles using the car park. While we appreciate that the car park is a valued local facility, the current situation cannot continue. The Trust must be able to gain safe, practical and unobstructed access to the land so that necessary works can be carried out without delay.

There is also a clear health and safety concern. Large agricultural and land-management machinery requires adequate turning and access space. Where access is restricted, machinery may be forced to manoeuvre in close proximity to parked vehicles, pedestrians and other car park users. This increases the risk of accident, injury, damage to parked vehicles, or damage to machinery, gates, fencing or other property. This is a foreseeable risk which should be reduced as soon as possible through appropriate parking layout, signage and access protection.

Fortunately, the recent access issues have not yet resulted in additional costs or aborted works. However, this remains a real and immediate risk. If contractors or machinery are unable to access the land, the Trust could incur unnecessary costs, delays, contractor charges or operational disruption.

We would therefore be grateful if the Town Council could treat this matter as urgent and review the current parking arrangements without delay. Appropriate action may include the immediate suspension or removal of parking spaces close to the access point, temporary barriers or cones, clear road markings, improved signage, physical protection of the access route, or other measures considered appropriate by the Council following its own assessment of the site.

Given the urgent nature of the issue and the land management works currently taking place, we ask that the Council confirms within **five working days** what immediate steps will be taken to keep the access clear. We would also ask that temporary measures are considered immediately, while any longer-term solution is reviewed.

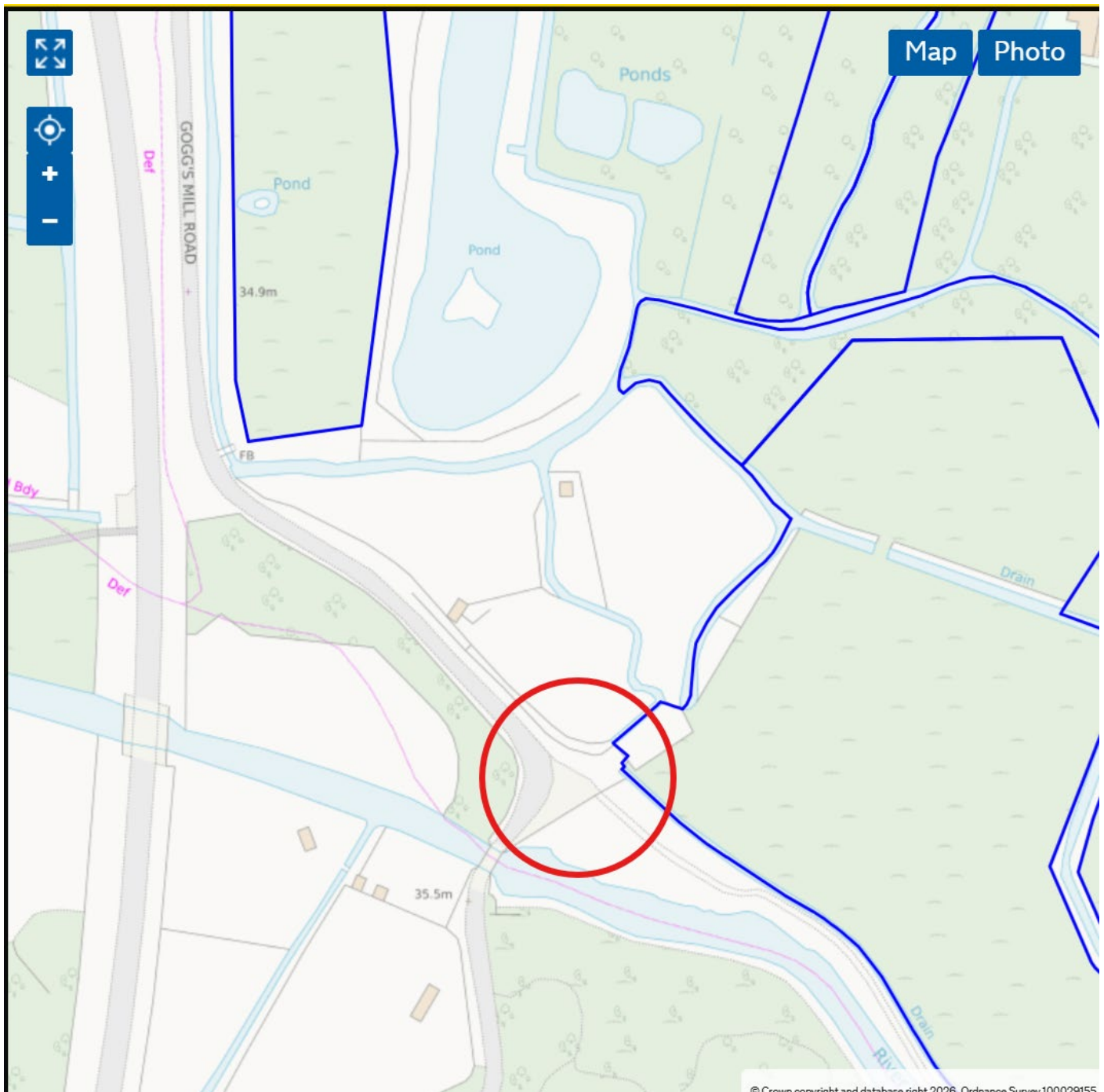
From a legal and practical perspective, lawful access to land should not be obstructed or substantially interfered with. We are not seeking to make this a formal matter at this stage and would much prefer to resolve it cooperatively with the Town Council. However, it is important to bring the issue to your attention now, so that prompt action can be taken before it results in an accident, damage, delay or avoidable cost.

Yours faithfully,

Hawk and Owl Trust









Administration Office
Turf Moor Road
Sculthorpe, Fakenham
Norfolk NR21 9GN
Tel: 01328 856 788

13th July 2026

The Town Clerk

Fakenham Town Council
Fakenham Connect
Oak Street
Fakenham
Norfolk
NR21 9DY

Subject: Access and parking arrangements off Goggs Mill Road

Dear Town Clerk,

Further to our letter of 3 July 2026 and the Town Council's response of 7 July, I am writing to seek clarification and assistance regarding the parking and access arrangements off Goggs Mill Road.

This matter has been raised with me directly by our rangers as an operational concern requiring resolution. They have identified repeated difficulties in maintaining clear and safe access for agricultural and land-management machinery. The issue is therefore not hypothetical; it is a practical operational problem affecting the management of the land.

In its response, Fakenham Town Council advised that the area concerned formed part of the public highway and was therefore the responsibility of Norfolk County Council.

The matter was subsequently reported to Norfolk County Council Highways. Following an inspection on 10 July, the County Council advised that the parking area is private land, is not owned by NCC Highways and does not fall within its responsibility.

We have also checked the available Land Registry information, but no registered owner has been identified for the area concerned. The ownership and management position therefore remains unclear.

For clarity, the issue relates specifically to the parking and turning area immediately in front of the established access to the Hawk and Owl Trust and Edmundson Acres land, rather than Goggs Mill Road itself.

I have enclosed a map clearly identifying the area in question, together with recent photographs showing vehicles obstructing or significantly restricting the access and manoeuvring space. These provide current examples of the operational difficulties being experienced and supplement the photographs and plan previously supplied.

Working to conserve wild birds of prey and their habitats

Registered charity number: 1058565, VAT number 681182335

Public copy - personal and identifying information removed. A company limited by guarantee and registered in England 3254207

We would be grateful if the Town Council could assist by confirming:

1. Whether it owns, leases, manages, maintains or otherwise exercises any control over the parking area;
2. Whether it holds any historic records, agreements, plans or other information identifying who owns or manages the land;
3. The basis on which the area was previously understood to form part of the public highway;
4. Who authorised or established its present use and layout as a public parking area; and
5. Whether the Council is aware of any other body that may have responsibility for the site.

The Trust has a responsibility to consider foreseeable risks to its staff, contractors, visitors and other users arising from its operations. Restricted access and inadequate turning space can require large machinery to manoeuvre close to parked vehicles and pedestrians, creating avoidable risks of injury, collision, property damage, operational delay and additional contractor costs.

Now that this concern has been formally identified, the Trust must take reasonable steps to ensure that it is properly considered and addressed. This forms part of our normal health and safety, operational risk-management and insurance responsibilities.

Given the continuing nature of the Trust's land-management requirements, a temporary arrangement would not provide an acceptable or reliable resolution. A permanent solution is required that clearly protects the established access and the manoeuvring space needed by agricultural and land-management machinery. Depending on the ownership and management arrangements, this may require a permanent alteration to the parking layout, clearly marked restrictions, suitable signage, physical protection of the access or the removal of parking spaces immediately adjacent to it.

We understand that this matter is due to be considered by the Town Council on 29 July. We would be grateful if this letter, Norfolk County Council's response, the enclosed map and the recent photographic evidence could be placed before members as part of their consideration.

We hope the Town Council will be able to assist in clarifying responsibility and identifying an appropriate route towards a practical and permanent solution. We would appreciate a written response following the meeting, setting out any information the Council is able to provide and the action it considers appropriate.

Yours faithfully,

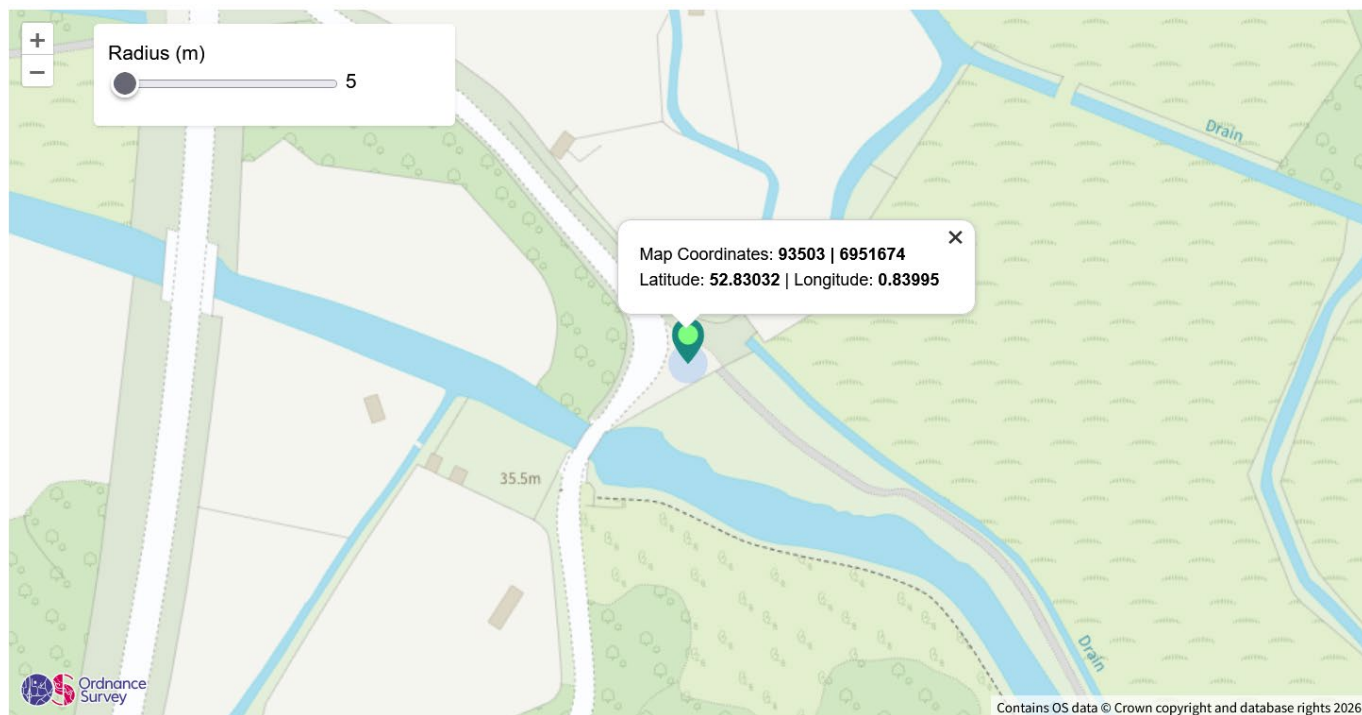


Hawk and Owl Trust

Enclosures:

- Map identifying the parking, access and turning area
- Recent photographs showing obstruction of the access
- Norfolk County Council Highways response dated 10 July 2026

Area in question marked on the map.



Unable to gain access for trailer



Issues created by cars parked.



From: mail@customerservicehub.norfolk.gov.uk <mail@customerservicehub.norfolk.gov.uk>

Sent: 10 July 2026 15:31

To: Admin office <admin.office@hawkandowltrust.org.uk>

You don't often get email from mail@customerservicehub.norfolk.gov.uk. [Learn why this is important](#)



FORM SUBMISSION

Your reference: [REDACTED]

This problem did not meet our criteria for repair. We will monitor it as part of routine inspections.

Additional officer notes:

Thank you for contacting NCC Highways. This parking area is private land not owned by NCC Highways. We recomend contact NNDC as they are the most likely land owner.

Inspection date:

10/07/2026

[REDACTED] view the case details using the below link.

Kind regards,

Norfolk County Council

Visit norfolk.gov.uk should you need to contact us again.

[We would like your feedback. Please take a few moments to complete our survey. The survey will open in a new browser window.](#)



If you did not make this request, please view our [privacy policy](#)

Please do not reply to this email as this email address is not monitored.





Norfolk County Council's Map & Statement of Public Rights of Way.



OFFICIAL



Department for Culture, Media and Sport
1st Floor
100 Parliament Street
London
SW1A 2BQ

09 July 2026

Dear Fakenham,

Unfortunately, on this occasion, **your application has not been selected for the shortlist.** This was an extremely difficult decision to make, as we received 398 applications and the panel selected 15 for the shortlist.

Although you may be disappointed that your application has not been selected, we hope you will regard your participation as a part of a continuing journey rather than a single outcome. The work you and your communities have undertaken has value, and we encourage you to continue building on that work.

UK Town of Culture was launched as an opportunity for places and communities to use culture and creativity to tell their story and why they are proud of their community, but its purpose extends beyond selecting a single winning town. It exists to celebrate the significant contributions of towns to our national story, and every application contributes to that crucial purpose.

The independent expert advisory panel and I have been overwhelmed by the response to this inaugural competition, and we have had the privilege of reviewing an exceptionally strong and diverse range of applications. We conducted an initial sift on the "Your Story" criterion, before assessing applications against the remaining criteria.

On behalf of the panel, I would like to thank you for entering the inaugural UK Town of Culture 2028 competition. We appreciate the care and commitment reflected both in your decision to apply and the application itself.

It is only through the willingness of towns and their communities to share their stories that the UK Town of Culture can fulfil its purpose. We hope the process has proved worthwhile, and we look forward to seeing how you take this experience forward in the future. The programme team will contact you with more information on how we can provide further support and guidance.

With best wishes,

Sir Phil Redmond CBE
UK Town of Culture Chair

A cash machine for Fakenham town centre should not be this difficult

Dear Mr Glason,

I understand that North Norfolk District Council is reviewing the possibility of installing a cash machine outside Nationwide in Fakenham Market Place.

There is clearly a need for a cash machine in the town centre, and I hope the proposal will not be prevented by an unnecessarily inflexible approach.

We repeatedly hear about supporting town centres, encouraging regeneration, promoting healthy living and helping local businesses. Yet practical proposals that could make a real difference often seem to become caught up in policies and procedures.

Are we stuck in some kind of time warp?

Almost every bank in Fakenham has closed. Nationwide is now the only remaining branch, and the cash machines that residents and visitors once relied upon have largely disappeared from the town centre.

Many people still need or prefer to use cash, including older residents, people managing tight household budgets and those who do not use mobile or internet banking.

Cash is also important to local independent businesses. Fakenham has several distinctive shops that rely heavily on cash payments, including the independent health food store, The Larder. Benbow's, the town's only greengrocer, has recently closed.

Small independent businesses often operate on very tight margins. They are already competing with supermarkets, national chains and fast-food outlets, which seem to have far less difficulty navigating planning rules and official procedures.

It sometimes feels as though fresh food, healthy choices and independent local shops are treated as secondary considerations.

Cash spent locally can also continue circulating within the town without a percentage being lost through card-processing charges every time it changes hands. For businesses working on small margins, that matters.

Through Active Fakenham, I am regularly contacted by representatives of councils and public bodies wishing to discuss health, healthy lifestyles, community activity and town-centre regeneration. I am also invited to meetings and conferences on these subjects.

As I am retired and undertake this work voluntarily, I generally choose to spend my time organising successful activities and events rather than attending meetings to talk about them.

Installing a town-centre cash machine would be a straightforward, practical and relatively low-cost measure. It would support residents, visitors and local businesses and could be reconsidered in the future if circumstances changed.

Local councillors support the installation, and there is an evident public need. The loss of banks and cash machines has already significantly reduced access to cash in the town centre.

If regeneration is a genuine policy rather than simply a subject for meetings, this is exactly the kind of modest but useful proposal that should be supported.

A similarly inflexible planning process nearly caused Fakenham Central Cinema to close a couple of years ago

Fakenham does not need more warm words about helping the town centre. It needs sensible decisions that make it easier for people to shop locally and for independent businesses to survive.

Yours faithfully,

Richard Crook
Chair, Active Fakenham

Richard Crook
Active Fakenham

www.activefakenham.org.uk

www.facebook.com/ActiveFakenham

www.twitter.com/activefakenham

www.instagram.com/activefakenham/



**MINUTES OF THE ALLOTMENTS SUB COMMITTEE OF THE
FACILITIES & AMENITIES COMMITTEE
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM
MONDAY 7th July 2026 AT 14:30**

Attending Committee Councillors: A Glynn (Mayor), M Dutton

Allotment Representatives: N Combrink, R Appleton

Attending Non-Committee: None

Town Deputy Clerk: K Lindsay

General Public: None

Number	Agenda
1/26 A	To elect a Chair of the Sub Committee to serve until the next Annual Meeting of the Council Cllr Dutton proposed himself, seconded by Cllr Glynn. It was RESOLVED that Cllr Dutton be elected Chair of the Sub Committee to serve until the next Annual Meeting of the Council
2/26 A	To appoint a Deputy Chair of the Sub Committee to serve until the next Annual Meeting of the Council Cllr Glynn proposed herself, seconded by Cllr Dutton. It was RESOLVED that Cllr Glynn be appointed Deputy Chair of the Sub Committee to serve until the next Annual Meeting of the Council
3/26 A	To receive Apologies for Absence None received
4/26 A	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 were declared
5/26 A	To adjourn the Meeting for Electors' questions Will the Council consider banning the use of pesticides, weedkiller etc. on all allotments by tenants? The elector (an allotment tenant) believes that the widespread use of weedkiller is negatively affecting the soil and wildlife. Members discussed the matter and acknowledged the concerns raised regarding the environmental impact of pesticides and weedkillers. Whilst recognising the importance of minimising their use, Members also noted the practical need for effective weed control on allotments. It was agreed that the Council was not in a position to prohibit their use at the present time. However, tenants will be encouraged, through the annual renewal process, to limit the use of pesticides and weedkillers to where they are genuinely necessary and to adopt alternative methods of weed control wherever practicable.
6/26 A	To confirm the minutes of the Allotments Sub-Committee meeting held on 7th January 2026 The minutes of the meeting held on 7th January 2026 were on the proposition of Cllr Dutton, seconded by R Appleton, AGREED, and signed by the Chair
7/26 A	To discuss any matters arising from the minutes of the meeting held on 7th January 2026 No matters were discussed

8/26 A	To receive updated site maps showing vacant plots, to be used for identification purposes in further discussion Received and noted
9/26 A	To note that the annual review of the Allotment Rules and Conditions of Letting, together with the allotment fees and charges for the 2027-2028 tenancy year, will be prepared and presented to the August meeting of the Facilities and Amenities Committee for consideration and recommendation Members noted the review. The draft amendments will be circulated to the Tenant Representatives, once prepared, to enable them to provide comments prior to the meeting at which they will be considered.
10/26 A	To inform members of a planned review of all allotment plot measurements to ensure records are accurate. Members were informed that a review of allotment plot measurements is planned to ensure Council records and rent charges remain accurate. It was noted that the review will be undertaken when resources allow and will be carried out sensitively, with boundary markers installed where necessary to assist in identifying plot boundaries.
11/26 A	To discuss any current problems relating to allotment sites Greenway Lane - Members discussed the ongoing issue of Mare's Tail. It was noted that Mare's Tail is a persistent weed which is likely to remain present across the site. The Council has trialled professional treatment methods with some success; however, long-term control ultimately depends upon individual allotment holders maintaining and managing infestations within their own plots. Mr Combrink advised Members that he would be stepping down from his role as Tenant Representative for the Greenway Lane Allotments, initially for a period of six months, due to other commitments. Members expressed their sincere thanks for his dedication and valuable contribution over the past four years, recognising the significant role he has played in representing the interests of fellow allotment holders. - Members discussed the increased use of water during the current hot and dry conditions and the importance of water conservation across allotment sites. It was noted that water butts and other water-saving measures should continue to be encouraged, with appropriate consideration given to safety where larger storage containers are used. Members recognised that water conservation is an ongoing consideration and that guidance and positive encouragement for tenants should be explored. Rudham Stile Lane - Members discussed the boundary fencing and hedging between the allotments and the Water Moor Lane development. It was noted that the previous developer had committed to reinstating the boundary but had subsequently gone into administration. Cllr Glynn suggested contacting the current developers to establish their plans for reinstating the boundary fencing/hedging. ACTION: Cllr Glynn to contact the current developers of the Water Moor Lane development regarding their plans for reinstatement of the boundary fencing/hedging
12/26 A	To confirm the date and time of the next meeting: Tuesday 6th October 2026, 14:30

	There being no further business the meeting closed at 15:00
	Confirmed this day of 2026
	CHAIRMAN

**MINUTES OF THE GOVERNANCE & FINANCE COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 21st July 2026 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), P Bucknell, L Harrison, D Hunter, M Dutton, V Joslin

Attending Non-Committee: None
Clerk: L Meanley
RFO & Deputy Clerk: K Lindsay
General Public: None
Press: None

Number	Agenda
21/26GF	To receive Apologies for Absence None received
22/26GF	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 declared
23/26GF	To adjourn the Meeting for Electors' questions None received
24/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 16th June 2026 On the proposition of Cllr Hunter, seconded by Cllr Bucknell, the minutes of the Governance & Finance Committee meeting held on 16 th June 2026 were AGREED by all and signed by the Chair
25/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 16th June 2026 16/26GF Cllr Dutton expressed disappointment at the decision to hold Governance & Finance Committee meetings quarterly. 17/26GF Following submission of the AGAR to PKF Littlejohn, additional information regarding the Council's Internal Auditor was requested and subsequently provided. PKF Littlejohn acknowledged receipt and confirmed that the audit submission would progress to the next stage.
26/26GF	To review and agree policies and risk assessments for update: To note an amendment to Section 4 of the Fakenham Town Council Strategic Objectives Plan 2025 2028 V4 Cllrs noted the amendment to Section 4 of the Fakenham Town Council Strategic Objectives Plan 2025 2028 V4 and RESOLVED to approve it. Mileage Log and Authorisation Procedure Cllrs reviewed the Mileage Log and Authorisation Procedure and RESOLVED to approve it, with all staff mileage claims to be authorised by the Clerk and the Clerk's mileage claims by the Chair. Scheme of Delegation and Standing Committees Terms of Reference Cllrs reviewed the Scheme of Delegation and Standing Committees Terms of Reference and RESOLVED to approve it for presentation and approval by Full Council Expenses Policy

	• Cllrs reviewed the Expenses Policy and RESOLVED to approve it for presentation and approval by Full Council subject to clarification that approved business travel includes attendance at the employee's normal workplace outside contracted hours (e.g. weekends) and travel to and from the workplace for an authorised evening meeting as part of a split shift. • Councillor Email Policy Cllrs reviewed the Councillor Email Policy and RESOLVED to approve it for presentation and approval by Full Council • Information Transfer Policy Cllrs reviewed the Information Transfer Policy and RESOLVED to approve it for presentation and approval by Full Council • Removable Media Policy Cllrs reviewed the Removable Media Policy and RESOLVED to approve it for presentation and approval by Full Council • Social Media and Communications Policy Cllrs reviewed the Social Media and Communications Policy and RESOLVED to approve it for presentation and approval by Full Council • Records Management and Retention Policy Cllrs reviewed the Records Management and Retention Policy and RESOLVED to approve it for presentation and approval by Full Council • Driver & Vehicle Policy Cllrs reviewed the Driver & Vehicle Policy and RESOLVED to approve it for presentation and approval by Full Council with amendments • Driver & Vehicle Risk Assessment Cllrs reviewed the Driver and Risk Assessment and RESOLVED to approve it for presentation and approval by Full Council with amendments • Data Protection Policies (Separate Pack) Cllrs reviewed the Data Protection Policies listed and RESOLVED to approve them: Data Protection by Design Checklist Data Protection Impact Assessment (DPIA) Procedure Appropriate Policy Document for the Processing of Special Categories of Personal Data and Criminal Offences Data Data Protection Complaints Procedure Website Privacy Notice Employee Privacy Notice Cllrs reviewed the Data Protection Policies listed and RESOLVED to approve them for presentation and approval by Full: Data Breach Procedure Data Subject Rights Request Procedure
27/26GF	To review finance reports for month ending June 2026 • To receive and review June 2026 Payments and Receipts Lists for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council • To receive and review June 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements for signing

	Cllrs RESOLVED to approve for presentation and approval by Full Council, confirming that all bank statements had been checked against the reconciliations and signed • To receive and review the quarterly Income and Expenditure Budget vs Actuals report Cllrs RESOLVED to approve for presentation and approval by Full Council • To receive and approve the June 2026 schedule of payments over £500 for display on the website Cllrs RESOLVED to approve for presentation and approval by Full Council • To note the Committed Expenditure report Noted
28/26GF	To receive the RFO's report 1. Transition to Scribe Accounts Members noted the progress report on the transition to the Scribe accounting software package and modules. 2. Financial Reports Members noted the progress made in the development of financial reporting. 3. Budget Observations Members noted the report providing an overview of the first quarter Budget vs Actuals position. 4. Reserves Investment Members noted the current reserves position and RESOLVED to invest £100,000 with CCLA. Members further agreed that a test withdrawal should be undertaken to establish the ease and timescale of accessing funds. The outcome of this exercise will be reported to the next Governance & Finance Committee meeting, where consideration will be given to a potential further investment of £100,000. 5. Fidelity Guarantee Insurance Members noted the additional cover is now in place. 6. Cyber Insurance Review Members noted that Cyber Essentials Certification is not a mandatory requirement of the Council's insurance provider. However, Members recognised that, should the Council's turnover exceed £1m in the future, completion of the Proposal Form may require an appropriate level of technical knowledge and supporting information. Following consultation with suitable providers, Cyber Essentials Certification has been recommended; however, Members considered that a more proportionate approach may be to seek a limited assessment and support with completion of the Proposal Form rather than undertaking a full Cyber Essentials Certification review. This would ensure the Council is prepared should the requirement arise. Cllrs Harrison and Glynn offered to provide details of potential contacts who may be able to assist.
29/26GF	To receive the Internal Controller review None
30/26GF	To receive and note the current Reserves Report and confirm that it accords with the 2026/27 Reserves Schedule approved by Full Council in May 2026. Members noted the current Reserves Report
31/26GF	To review the current allocation of financial administration responsibilities following the appointment of a new Chair of Governance & Finance, including the provision of a

	Microsoft 365 Premium licence, access to the payroll provider's portal and associated payroll documentation, and responsibility for reviewing and authorising the Council's VAT returns, and to determine whether any changes are required. Members reviewed the current allocation of financial administration responsibilities following the appointment of a new Chair of Governance & Finance. It was noted that the Microsoft 365 Premium Licence allocated to the Chair of Governance & Finance transfers with the position. Accordingly, Cllr Dutton's licence will be changed to a Basic Licence. Cllr Harrison, the newly appointed Chair of Governance & Finance, confirmed that a Premium Licence is not required for her role; therefore, the Premium Licence will remain unallocated and held in abeyance. Members further noted that access to the payroll provider's portal for the purpose of reviewing payroll payments will remain with Cllr Dutton in his capacity as Vice Chair of Governance & Finance. Responsibility for reviewing and authorising the Council's VAT returns will also remain with Cllr Dutton.
32/26GF	To discuss and consider adding Lonsdale Print Solutions Ltd t/a Lonsdale Direct Solutions to the Approved Contractors Register Members discussed the addition of Lonsdale Print Solutions Ltd t/a Lonsdale Direct Solutions to the Approved Contractors Register and RESOLVED to approve their inclusion, subject to their approval being limited to works that cannot be sourced from local providers.
33/26GF	To consider quotation for streetlight column 9084 replacement Members considered the quotation for the replacement of streetlight column 9084 and RESOLVED to proceed with the quotation at a cost of £2,050.00 excluding VAT.
34/26GF	To discuss the FLASH Project Nothing was discussed
35/26GF	To confirm the date and time of next meeting Governance & Finance: Tuesday 20th October 2026 at 18:00

	There being no further business the meeting closed at 18.55 Confirmed this day of 2026 CHAIR
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Fakenham Town Council

Fakenham Connect
Oak Street
Fakenham
Norfolk
NR21 9DY

Tel: 01328 853653
e-mail: info@fakenhamtowncouncil.gov.uk
website: fakenhamtowncouncil.gov.uk

Scheme of Delegation and Standing Committees Terms of Reference

1. Introduction
2. Proper Officer and Responsible Financial Officer - Duties and Powers
3. Full Council
4. Standing Committees
5. Governance & Finance Committee
6. Facilities & Amenities Committee

1. Introduction

This Scheme of Delegation and Standing Committees Terms of Reference authorises the Proper Officer, the Responsible Financial Officer and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed.

2. Proper Officer and Responsible Financial Officer - Duties and Powers

2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to: (**bold** sections are statutory requirements)

- Receive declarations of acceptance of office.
- Receive and retain plans and documents.
- Sign Notices or other documents on behalf of the Council.
- Receive copies of By-laws made by the Unitary Council.
- Certify copies of By-laws made by the Council.
- Sign and issue summonses to attend meetings of the Council.
- Sign binding contracts on behalf of the Council in accordance with the Standing Orders.
- **Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)**
- **Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office.**

2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- The day-to-day administration of services, together with routine inspection and control.
- Day to day supervision and control of all staff employed by the Council.
- Authorisation of routine expenditure within the agreed budget.
- Authorise the procurement of services and enter into contracts for the execution of works or supply of equipment as authorised by Council or its committees in line with Councils financial Regulations
- Expenditure up to £~~1,000~~ 1,500 excluding VAT within of the agreed budget as per the Councils Financial Regulations to be reported to the next Full council meeting.

- Expenditure up to £2,000 2,500 excluding VAT within of the agreed budget as per the Councils Financial Regulations in consultation with the Chair and or Chair of the appropriate committee
- Emergency expenditure up to £5,000 8,000 excluding VAT whether or not there is any budget for such expenditure as per the Councils Financial Regulations.
- Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or any other obligation due to the Council.
- To decide arrangements for the closure of the council offices in the interest of Public, Officers and Councillors safety.
- To respond to Freedom of Information requests in accordance with current legislation and guidance.
- To respond to all planning applications after seeking comment from all councillors and receiving a response from a minimum of 5 councillors either by email or by full council meeting.
- As Councils Health & Safety named representative take such action as is necessary to ensure the safety and security of council's properties and those who use them and
- To take such action as is necessary to fulfil their duties, as governed by Council standing orders.

2.3 Responsible Financial Officer

The Responsible Financial Officer to the Council shall be responsible for the Town Councils accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and shall;

- Undertake the Annual Accounting Governance & statement process with the internal & external auditor and council.
- To manage, monitor and review the Council's Internal control procedures
- To manage, monitor and review the Council's Financial Risk Assessment
- To operate the Council's Banking arrangements
- To make all necessary arrangements for the provision of an internal and external audit service for the council.
- To negotiate settlements in connection with claims made by and against the council in consultation with the council's insurers where appropriate.
- To compile, approve or vary lists of approved contractors subject to the requirements of the Councils Financial regulations.
- To carry out virement of sums between cost centres in accordance with the Councils Financial regulations
- To maintain a register of assets and inventory of equipment
- To determine the council's insurance requirements.

2.4 Delegated actions of the Town Clerk and Responsible Financial Officer shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

2.5 In the absence of the Town Clerk these duties shall be delegated to the Deputy Town Clerk.

3. Full Council

3.1 The following matters are reserved to the Full Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

For the avoidance of doubt, this list should be read in conjunction with the Council's Financial Regulations, which set out additional matters reserved to the Full Council.

- Setting the annual budget and Precept
- Borrowing money
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- Making, amending or revoking By-laws
- Making of Orders under any Statutory powers-
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings).
- Co-option of new councillors onto the Council following any uncontested vacancies
- Appoint committees and members of the committees
- Agree annually, a meetings calendar of the council and its committees for the year
- Any proposed new undertakings.
- Prosecution or defense in a court of law.
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
- Approving the annual return.
- Confirming eligibility to exercise the General Power of Competence.
- Consider expenditure requests from all committees where costs / estimated costs exceed agreed total annual budget line by more than 10 percent.
- Consider all grant or donation applications
- Authorise the disposal of surplus items of plant, furniture, equipment and land or interests in land acquisition / disposal as recommended by the Governance and Finance committee or when this committee is not able to meet.
- Any other matters not delegated to a committee, subcommittee or Officer or when a committee or subcommittee is suspended.

4. Standing Committees

4.1 The specific responsibilities of each Committee are confirmed by Terms of Reference detailed below and confirms membership and number of seats, frequency of meetings, remit, reporting structure, and delegated authority.

4.2 The Town Mayor and Deputy Town Mayor are ex-officio members of all Committees as per Council's Standing Orders and as such have voting rights and are included as part of the quorum requirement for all committees.

4.3 All Committees are subject to the following principles:

- All meetings of Town Council committees will be convened in accordance with the Town Council's Standing Orders.
- delegated powers are exercised in accordance with any policy or direction given by Full Council and subsequent decisions / acts are legally permissible.
- delegated powers are subject to the Council's Standing Orders, Financial Regulations and Code of Conduct
- any unresolved differences between Committees shall be referred to Full Council for determination
- Committees will refer to Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area

- To act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of the Committee.
- To refer budget overspends over 10% to Full Council
- To undertake work as directed by Full Council including projects identified in Council's Strategic Plan
- To annually review and submit for Council's consideration committees Terms of References
- election of Chairman and Vice Chairman for each civic year by the committee at its first meeting after the Annual Town Meeting or agreed at a subsequent full council meeting. Until a new chairman is elected the chairman from the previous year retains that office provided, they remain a councillor.
- any matters of an urgent nature requiring settlement before the next meeting of the Committee will be referred to Full Council if time permits or may be dealt with by the Town Clerk after consultation but must be submitted for approval or otherwise to the next meeting of the Committee / Council (whichever is first).
- All councillors will receive an agenda – committee members for summons and non-committee members for information.
- Minutes will be circulated to all council members and will be presented at a relevant meeting for approval. Agreement is given to acknowledge that the decisions have been reached within the powers delegated to that committee
- Committees may create sub-committees. Sub- committees may make such decisions as have been delegated to them but these decisions must be reported to the committee responsible.
- The committee may appoint working groups for a specified purpose with the approval of council. Such groups will be task and finish groups and will operate under terms of reference agreed by the committee.
- The press and public may be excluded from committee meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion shall be by a resolution which shall give reasons for that exclusion

5. Governance & Finance Committee

5.1 Objectives

To implement, monitor and review FTC policies, strategies, procedures and regulations to ensure efficient use of property and effective management of staff welfare.

5.2 Composition

- Membership will consist of The Council chair and Vice chair as well as 5 to 7 councillors appointed at the Annual Council meeting with priority being given to those with relevant financial experience.
- Appointed councillors will be a member of only one committee
- The Committee will elect a chair from its members at its first meeting each year following the Annual Council Meeting.
- Only councillors who are members of the committee will have a vote.

- The quorum for a meeting will be a minimum of 3 councillors appointed to the committee.
- The Governance & Finance Committee will meet ~~Monthly~~ quarterly.

5.3 Responsibilities

- To monitor and manage the approved budget.
- To produce estimates of proposed expenditure for the next financial year for submission to FTC for approval no later than the council's meeting in November of the current year.
- Administration of the Council's finances and oversees:
 - monitoring of income & expenditure,
 - internal & external audit of accounts and implementation & monitoring of action(s)
 - necessitated by auditors' recommendations,
 - income and expenditure
 - BACS & direct debit payments authorised by the Council
 - staff salaries, overtime, pension & discretionary payments
- The Governance & Finance Committee shall be delegated to make decisions on behalf of the Council in the following matters subject to the following limitations:
 - extent of the committee's budget.
 - amount of expenditure on any single transaction as per spending limits.

Effective management of welfare & performance as follows:

- Governance of Council Policies
- hiring of staff with the approval of full council
- staff & Councillor training
- management of staff performance
- reviewing of job descriptions
- ensuring effective implementation of employment regulations
- ensuring effective implementation of health & safety regulations
- ensuring availability of suitable equipment & accessories for the use of staff
- ensuring effective use of the equipment & accessories

Delegated Budget lines

Code	Title	2026-2027 Agreed Budget
4157	Communications- Services	1,500.00
4158	Communications - Equipment	1,500.00
4115	IT Equipment & Software	10,500.00
4120	IT Support/Maintenance	5,500.00
4122	Website Provision	1,000.00
4193	Accountancy Fees	3,000.00
4195	Audit	2,000.00
4205	Training - Members	500.00
4210	Travel - Members	100.00
4222	Meeting Expenses	2,550.00
TBC	Local Government Reform	500.00
4265	Electricity - Street Lights	15,000.00
4270	Lighting Repairs & Renewals	93,000.00

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- Setting the Budget and Precept

The Committee may refer specific matters to the Council for a final decision where Full council approval is more appropriate.

The HR Subcommittee will report to the Governance & Finance Committee.

6. Facilities & Amenities Committee

6.1 Objectives

To implement, monitor and review FTC policies, strategies, procedures and regulations to ensure efficient proficient provision and maintenance of FTC facilities & amenities.

6.2 Composition

- Membership will consist of The Council chair and Vice chair as well as 5 to 7 councillors appointed at the Annual Council meeting.
- Appointed Councillors will be members of only one committee.
- The Committee will elect a chair from its members at its first meeting each year following the Annual Council Meeting.
- All councillors will be able to attend Facilities and Amenities to debate and have full involvement including voting rights on all matters.
- The quorum for a meeting will be a minimum of 3 councillors appointed to the committee.
- The Facilities & Amenities Committee will meet bi-monthly.

6.3 Responsibilities

- To monitor and manage the approved budget.
- To produce estimates of proposed expenditure for the next financial year for submission to FTC for approval no later than the council's meeting in November of the current year.
- The Facilities & Amenities Committee shall be delegated to make decisions on behalf of the Council in the following matters subject to the following limitations:
 - extent of the committee's budget.
 - amount of expenditure on any single transaction as per spending limits of up to £7500 8,500 provided the budget line has sufficient funding.

The management of council facilities, amenities, assets, services as follows;

- Maintenance and upkeep of all vehicles and equipment used for grounds maintenance purposes
- all aspects of Creake Road Cemetery & Queens Road Cemetery
- all aspects of Rudham Stile Lane, Greenway Lane & Grove Lane Allotments
- all aspects of Whitelands, Hayes Lane, Goggs Mill, Trap Lane playing field
- all aspects of the Thursday Charter Market – except Market Tolls Grants which

will be heard at Full Council.

- All Council run or affiliated events-
- All aspects of any other designated facility or amenity.
- Community safety including CCTV

Delegated Budget lines

Code	Title	2026-2027 Agreed Budget
4230	Event Expenses	1,000.00
4262	Grass Verges	12,600.00
4275	CCTV – System & Monitoring	15,000.00
4280	CCTV - Electricity	1,500.00
4281	Grass - Creake Rd Cemetery EXT	1,080.00
4282	Grass - Creake Rd Cemetery	6,300.00
4283	Grass - St Peter's Parish Church	1,580.00
4284	Grass - Gogg's Mill	820.00
4285	Grass - Aldiss Park Field	1,640.00
4286	Grass - Trap Lane Playing Field	1,750.00
4287	Grass - Hayes Lane Playing Field	1,100.00
4288	Grass - Whitelands Play Area	625.00
4289	Grass - Millennium Park	2,730.00
4290	Hedges - Trap Lane N&W Boundary	870.00
4291	Hedges - Hayes Lane N&W Boundary	390.00
4292	Minor Project Contracts	5,000.00
4293	Parking Enforcement	2,000.00
4331	Vehicle Costs	2,100.00
4335	Repair Machinery & Equipment	2,500.00
4340	New Machinery & Equipment	30,000.00
4345	Management & Prof. Fees	5,500.00
4350	Misc. Estate Expenditure	500.00
4476	Library Triangle (Direct Exp)	500.00
4400	Trap Lane	42,500.00
4405	Creake Rd Cemetery	25,000.00
4410	Playing Fields	20,000.00
4415	Allotments	12,500.00
4420	Queens Road Cemetery	5,000.00
4430	St Peter's Gardens	4,000.00
4435	Goggs's Mill Picnic Area	1,000.00
4440	Railway Cutting	500.00
4446	Wayfinding Project	6,500.00
4445	War Memorial	5,000.00
4450	Bus Shelters	1,000.00
4465	Public Spaces	5,000.00
4461	Cinema Triangle	250.00
4462	Tree Management	7,500.00
4463	Tunn Street	2,500.00
4464	Refurbishment Programme	1,000.00
4466	Aldiss Park	2,500.00

The following matters are reserved to the Council for decision, but the Committee may make

recommendations:

- Setting the Budget and Precept
- All matters relating to the FLASH project
- All matters relating to the purchase/sale/leasing of land/property

The Committee may refer specific matters to the Council for a final decision where Full council approval is more appropriate.

The Allotments Subcommittee will report to the Facility & Amenities Committee.

Reviewed at G&F 17th ~~March~~ 21st July 2026

Ratified at Full Council 25th ~~March~~ 29th July 2026. Due for review 2027



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EXPENSES POLICY

CONTENTS:

1. TRAVELLING AND SUBSISTENCE
2. STATIONERY AND STAMPS
3. SUNDRY ITEMS
4. OTHER EXPENSES

1. TRAVELLING AND SUBSISTENCE

Councillors and employees may claim travel and subsistence expenses ~~when carrying out previously~~ incurred whilst undertaking approved duties on behalf of the Council.

For Councillors, approved activities include work carried out in ~~the discharge of their duties on behalf of the~~ connection with Council business, including attendance at meetings, its committees, and working parties, training events and other duties undertaken on behalf of the Council.

For Employees, approved activities include travel ~~around the estate~~ undertaken in the course of their employment, including travel around Council sites, attendance at meetings, travel to training, attendance at the employee's normal workplace outside contracted hours (for example, weekends), travel to and from the workplace for an authorised evening meeting as part of a split shift, and any other work-related travel authorised as part of their role. ~~carried out in the discharge of their duties on behalf of the Council.~~

~~Claims must be made on the appropriate forms available from the Council office. In an emergency, such expenses incurred may be approved after the event.~~

Claims should normally be submitted in arrears and will be paid following verification of the journey or expense incurred.

~~Local Government travel allowance rate is £0.45p per mile~~

~~Local Government passenger allowance rate is £0.05p per mile (the journey must also be a work journey for the passenger to qualify)~~

Mileage will be reimbursed at the prevailing National Joint Council (NJC) rates, in line with HMRC approved mileage rates.:

- £0.55 per mile for the first 10,000 miles
- £0.25 per mile thereafter
- £0.05 per mile passenger allowance (where a passenger is carried on Council business and is eligible under the scheme)

Employee mileage claims must be supported by completion of the Council's mileage calculation spreadsheet and will, once approved, be processed through the payroll system.

Councillor claims must be submitted on the appropriate form and will, once approved, be paid by bank transfer.

All claims must be authorised by the Clerk or Responsible Financial Officer (RFO) in accordance with Council procedures prior to payment.

2. STATIONERY AND STAMPS

Members may obtain stationery and stamps required for Council business from the Council office. Items should only be obtained where necessary for the discharge of Council duties and will be recorded by office staff for audit purposes.

3. SUNDRY ITEMS

~~Approved miscellaneous purchases incurred in the course of Council duties will be reimbursed.~~

~~Claims must be made on the appropriate forms, available from the Council office. Members should endeavour to obtain a VAT receipt, preferably in the Council's name and attach to the claim form.~~

Reimbursement may be made for miscellaneous or sundry items purchased in the course of authorised Council duties.

All purchases must be supported by an appropriate VAT receipt, preferably made out in the name of the Council, and submitted on the appropriate claim form.

All sundry expenditure must be pre-authorised in accordance with the Council's Financial Regulations and delegated authority limits.

4. OTHER EXPENSES

Local authorities may operate a Basic Councillor Allowance scheme in recognition of time committed to Council business.

Fakenham Town Council does not operate a Basic Councillor Allowance remuneration scheme.

Reviewed at Governance & Finance Sub Committee 15th July 2024 21st July 2026

Ratified at Full Council Meeting 31st July 2024 29th July 2026

Due for review in 2027



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Councillor Email Policy

CONTENTS:

- 1.INTRODUCTION
- 2.LEGAL OBLIGATIONS
- 3.POLICY REQUIREMENTS
- 4.EMAIL CONTENT
- 5.REVIEW

1. INTRODUCTION

This policy sets out the Council's requirements for the use of email communications to comply with **Assertion 10 – Digital and Data Compliance** of the Annual Governance and Accountability Return (AGAR) and applies to all Councillors and other authorised users accessing Council email systems in the course of official duties.

The purpose is to ensure that all council-related communications are conducted securely, consistently, and in line with recognised standards of governance meeting obligations with regards to data protection and freedom of information requests. The aim of this policy is to assist Town Councillors with email protocol and compliance setting best practice for Councillor use of emails when dealing with Council business.

This policy forms part of the Council's Digital Governance Framework and must be read in conjunction with the following related policies:

- IT Policy (Core Digital Governance Framework)
- Information Transfer Policy
- Removable Media Policy
- Social Media and Communications Policy
- Data Protection Policies
- Records Management and Retention Policy
- Members' Code of Conduct

The IT Policy provides the overarching framework for digital security, acceptable use, monitoring, and incident management. Supporting policies provide operational or role-specific guidance and must not contradict the IT Policy.

Where overlap exists between policies, the requirements of the IT Policy shall take precedence.

Failure to comply with any of the above policies may result in formal action in accordance with the Council's disciplinary procedures and, where applicable, statutory obligations

under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Freedom of Information Act 2000.

2. LEGAL OBLIGATIONS

The Freedom of Information Act 2000 (FOI Act) and GDPR applies to public bodies. The FOI Act allows members of the public to request information from the Town Council which must be treated in accordance with GDPR. Town Council information held by Councillors is subject to the FOI Act and must be made available if requested in accordance with the FOI Act and GDPR Regulations

3. POLICY REQUIREMENTS

- All official council email correspondence **must** be conducted using a Council-owned domain email address (e.g. Firstname.Surname@Fakenhamtowncouncil.gov.uk).
- Email addresses can be found by members of the public via the Town Council website
- Personal or third-party accounts (e.g. Gmail, Hotmail, Outlook.com, Yahoo) **must not** be used for council business.
- Users must not auto-forward emails from official accounts to personal addresses.
- ~~Access to council email accounts must be protected by strong passwords and, where available, multi-factor authentication (MFA).~~
- Access to Council email accounts must comply with the Council's IT Policy (Sections 4, 6, and 8), including the use of strong passwords and Multi-Factor Authentication (MFA) wherever available.
- Town Council email addresses should not be used by anyone other than the Town Councillor to whom the Town Council email address has been assigned.
- Any official Town Council business held by Councillors in their own private email accounts is still subject to the FOI Act 2000 and UK GDPR requirements, and therefore their individual account can may be searched for requested information. Councillors must not delete, alter, or conceal Council-related emails or other information held in personal accounts where they relate to Council business. Deleting or concealing information with the intention of preventing its disclosure following receipt of a FOI request is a criminal offence under section 77 of the FOI Act, and the person concealing the information is liable to prosecution.
- Councillors must follow the Council's IT Policy regarding the use of devices, secure remote access, and handling of Council information on personal or mobile devices.
- Emails should only be sent during the working week of Monday to Friday.
- Sensitive or confidential information must only be transmitted via official channels and should be marked appropriately.
- Council email communications form part of the official record and will be retained in accordance with the Council's Records Management and Retention Policy.
- Any suspected data breach must be reported immediately in line with the Council's Data Protection Policy.
- Failure to comply with this policy may result in disciplinary action or other consequences in line with the Council's IT Policy Section 11.5.

4. EMAIL CONTENT

Much of the information conveyed to Councillors is via email. Councillors should take care with the content of any emails they write and send on to others as improper language may lead to claims for

discrimination, harassment, defamation, breach of confidentiality or breach of contract. When acting on Town Council business Councillors should not:

- Send emails that contain libellous, defamatory, offensive, racist or obscene comments.
- Forward emails or attachments without being assured that the information can be passed on.
- **Must not forward emails containing Council information to personal email accounts unless authorised for secure access and storage in accordance with the IT Policy.**
- Publicise the content of emails that contain confidential information.
- Send emails that could contravene the Councillors' Code of Conduct
- CC in other councillors or officers unless the subject matter specifically relates to them or their responsibilities.

All emails from a dedicated Fakenham Town Council email accounts must carry this disclaimer.

This email and any attachments are intended solely for the use of the individual or organisation to whom they are addressed. If you have received this message in error, please notify the sender immediately and delete it from your system. Any unauthorised use, disclosure, copying, or distribution of this communication is strictly prohibited.

Unless expressly stated otherwise, nothing in this email should be taken as constituting a legally binding agreement or commitment on behalf of the Council. Any such agreement must be confirmed in writing by an authorised officer.

Please note that this email and any response to it may be subject to disclosure under the **Freedom of Information Act 2000**, the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, or for the purposes of legal proceedings.

5. REVIEW

This policy will be reviewed annually, or sooner if required, to ensure ongoing compliance with AGAR requirements, legislative changes, and best practice standards.

Reviewed at Governance & Finance ~~16th September 2025~~ **21st July 2026**

Ratified at Full Council ~~24th September 2025~~ **29th July 2026**

Review 2027



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Information Transfer Policy

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1. Purpose

There are many occasions when information is transferred between departments, to third-party service providers, to other public bodies, commercial organisations and individuals. This is done using a wide variety of media and methods, in electronic and paper format.

In every transfer, there is a risk that the information may be lost, misappropriated or accidentally released. Fakenham Town Council has a duty of care in handling information.

This policy forms part of the Council's Digital Governance Framework and must be read in conjunction with the following related policies:

- IT Policy (Core Digital Governance Framework)
- Councillor Email Policy
- Removable Media Policy
- Social Media and Communications Policy
- Data Protection Policies
- Records Management and Retention Policy

- **Members' Code of Conduct**

The IT Policy provides the overarching framework for digital security, acceptable use, monitoring, and incident management. Supporting policies provide operational or role-specific guidance and must not contradict the IT Policy.

Where overlap exists between policies, the requirements of the IT Policy shall take precedence.

Failure to comply with any of the above policies may result in formal action in accordance with the Council's disciplinary procedures and, where applicable, statutory obligations under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Freedom of Information Act 2000.

2. Scope

The scope of this policy covers any type of information (i.e. word documents, PDF reports and excel spreadsheets) in any format and on any medium.

This policy applies to all employees, Councillors and any authorised third-party parties that processes any Fakenham Town Council information handling Council information.

3. Exclusions

This policy does not cover the transfer of information over the internal network, which has its own automated security controls. It does not cover proprietary secure transfer mechanisms such as BACS financial transfers that have their own separately implemented security requirements.

4. Roles and Responsibilities

Proper definitions of roles and responsibilities are essential to assure compliance with this Policy. In summary these are:

4.1 The Sender

The Sender is responsible for ensuring the following requirements of this Policy are met.

- Assessing the information to be sent, in-line with the Risk Assessment section of this policy.
- Ensuring that the identity and authorisation of the recipient has been formally confirmed and documented.
- Obtaining the consent of the Information Asset Owner for the transfer.
- Ensuring that the information is sent and tracked in an appropriate manner.

4.2 Employees

Individual employees will be responsible for familiarising themselves with this Policy and ensuring that any information transfer for which they are responsible is done in a compliant manner.

Any suspected or actual breach during information transfer Individual employees must be reported any suspected or actual security breaches related to data transfer immediately in-line with the Incident Response Policy and the Council's IT Policy Section 12.

5. Risk Assessment

Consider the following before transferring information. If in doubt, please contact the Clerk.

Is the transfer legal and necessary?

1. It is dangerous to assume that because someone asks for information that they are necessarily authorised or legally entitled to have it. If you are in doubt then you should check with Fakenham Town Council

2. Once you are sure that the transfer is legal and necessary, then you must decide what kind of information you are dealing with. This will determine what security is appropriate.
3. To transfer personal or confidential information without these checks may leave Fakenham Town Council open to legal and reputational damages and the sender may be subject to disciplinary action.

Is it personal information?

Personal information is about a living, identifiable individual. If it contains details of racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life, commission of offences, court appearances and sentences it is further classified as sensitive personal information. Anything we do with personal information must comply with the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

Before you make any transfer, you must:

- Ensure that the transfer is legal (under the Data Protection Act & GDPR).
- Ensure that the transfer is necessary (is there a less intrusive way).
- Remove or blackout anything that is not essential for the recipient's purpose.
- Have a documented agreement in place to ensure the recipient understands their responsibilities under the law, particularly what to do with the transfer file after they have extracted the information to their system.

Is it confidential information?

Confidential information is that which Fakenham Town Council has a duty of confidentiality. This may include information that affects the business interests of a third party, or for which the sender does not hold copyright e.g. bank details, salary details, contracts, agreements.

Before you transfer you must:

- Ensure that you are not breaching a Non-Disclosure Agreement.
- Ensure that the transfer is necessary (is there a less intrusive way).
- Remove anything that is not essential for the recipient's purpose.
- Have a documented agreement in place to ensure the recipient understands their responsibilities under the law, particularly what to do with the transfer file after they have extracted the information to their system.

6. Electronic Mail & Encrypted Links

- Any password used must adhere to Password Management Policy.
- Any password to open the attached file must be transferred to the recipient using a different method than e-mail. ~~Consideration must be given.~~
- E-mail message must contain clear instructions on the recipient's responsibilities and instructions on what to do if they are not the correct recipient.
- An accompanying message and the filename must not reveal the contents of the encrypted file.
- Check with the recipient that their e-mail system will not filter out or quarantine the transferred file.
- All electronic transfers must comply with the Council's IT Policy (Sections 4, 6, 8, and 11) regarding device security, encryption, password management, and secure messaging.

- The sender must check at an appropriate time that the transfer has been successful, Senders must verify receipt of transferred information and ensure it is securely retained in accordance with IT Policy Sections 7 (Monitoring) and 11 (Social Media, Messaging, and AI Tools) and report any issues to their line manager.

6.1 Electronic memory (CD, DVD, Flash media drive)

Information must be stored encrypted using a product approved by an approved mechanism according to the Encryption policy.

- Any password used must adhere to Password Management Policy.
- Any password or key to open the attached file must be transferred to the recipient using a different method than e-mail, e.g. a telephone call to an agreed telephone number, closed letter.
- An accompanied message must contain clear instructions on the recipient's responsibilities and instructions on what to do if they are not the correct recipient.
- An accompanying message and the filename must not reveal the contents of the encrypted file.
- The sender must check at an appropriate time that the transfer has been successful, Senders must verify receipt of transferred information and ensure it is securely retained in accordance with IT Policy Sections 7 (Monitoring) and 11 (Social Media, Messaging, and AI Tools) and report any issues to their line manager.

6.2 Delivery by Post or by Hand

- It is essential that the file, whether electronic or paper is kept secure in transit, tracked during transit, and delivered to the correct individual.
- An appropriate delivery mechanism must be used.
- Package must be securely and appropriately packed, clearly labelled and have a seal, which must be broken to open the package.
- Package must have a return address and contact details.
- The label must not indicate the nature or value of the contents.
- Package must be received and signed for by addressee.
- Senders must verify receipt of transferred information and ensure it is securely retained in accordance with IT Policy Sections 7 (Monitoring) and 11 (Social Media, Messaging, and AI Tools) and report any issues to their line manager.

6.3 Telephone/Mobile Phone

- Transferred information must be kept to a minimum.
- Personal or Confidential information must not be transferred over the telephone unless the identity and authorisation of the receiver has been appropriately confirmed.
- When transferring information via telephone or messaging apps, users must follow security requirements in IT Policy Section 11, including confidentiality, secure storage, and proper authorisation.

Reviewed at Governance & Finance 19th August 2025 21st July 2026

Ratified at Full Council 29th July 2026

Review 2027



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FAKENHAM TOWN COUNCIL

Removable Media Policy

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Purpose

- 1.1 This policy supports the controlled storage and transfer of information by Councillors, employees, volunteers, contractors, and other authorised users ~~and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council)~~ who have access to and use of computing equipment that is owned or leased by Fakenham Town Council.
- 1.2 This policy must be read in conjunction with the Council's IT Policy, particularly Sections 4, 6, 8 and 11, which set out requirements relating to device security, encryption, password management, remote working and misuse.
- 1.3 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.
- 1.4 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.
- 1.5 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
 - 1.5.1 Enabling the correct data to be made available where it is required
 - 1.5.2 Maintaining the integrity of the data
 - 1.5.3 Preventing unintended consequences to the stability of the computer network
 - 1.5.4 Building confidence and trust in data that is being shared between systems
 - 1.5.5 Maintaining high standards of care towards data and information about individual parishioners, staff or information that is exempt from disclosure
 - 1.5.6 Compliance with legislation, policies or good practice requirements
- 1.6 This policy forms part of the Council's Digital Governance Framework and must be read in conjunction with the following related policies:
 - IT Policy (Core Digital Governance Framework)
 - Information Transfer Policy
 - Councillor Email Policy
 - Social Media and Communications Policy
 - Data Protection Policies
 - Records Management and Retention Policy
 - Members' Code of Conduct

The IT Policy provides the overarching framework for digital security, acceptable use, monitoring, and incident management. Supporting policies provide operational or role-specific guidance and must not contradict the IT Policy.

Where overlap exists between policies, the requirements of the IT Policy shall take precedence.

Failure to comply with any of the above policies may result in formal action in accordance with the Council's disciplinary procedures and, where applicable, statutory obligations under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Freedom of Information Act 2000.

2 Principles

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to:
USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.
- 2.3 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees, **volunteers, contractors, and other authorised users** ~~and agents~~ of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 2.4 Failure to comply with this policy could result in disciplinary action.

3 Advice and Assistance

- 3.1 The Clerk will ensure that everyone that is authorised to access the Council's information systems is aware of their obligations arising from this policy.
- 3.2 A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should be also sought from a competent person.

4 Responsibilities

- 4.1 **The Clerk** ~~are~~ **is** responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.
- 4.2 Users of removable media must have adequate Records Management / Information Security training so that relevant policies are implemented.

5 Incident Management

- 5.1 It is the duty of all ~~employees and agents~~ **Councillors, employees, volunteers, contractors, and other authorised users** of the Council to not allow storage media to be compromised in

any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the Clerk.

- 5.2 ~~It is the duty of all Councillors, employees, volunteers, contractors, and other authorised users to report any actual or suspected breaches in information security to the clerk.~~

All Councillors, employees, volunteers, contractors and other authorised users must cooperate fully with any investigation into an information security incident and take any reasonable steps required by the Council to minimise the impact of the incident and prevent any further compromise.

- 5.3 All information security incidents must be managed in accordance with the Council's IT Policy, which sets out the Council's requirements for reporting, recording, investigating, escalating and responding to actual or suspected information security incidents.

6 Data Administration

- 6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.
- 6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.
- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.
- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's ~~retention and disposition schedule~~ Records Management and Retention Policy must be implemented by Councillors, employees, ~~volunteers~~, contractors and ~~agents~~ other authorised users for all removable media.

7 Security

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.

- 7.2 Virus Infections must be prevented from damaging the Councils network and computers. Virus and malware checking software approved by the Council, must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.
- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.
- 7.4 The Council will not provide support or administrator access for any non-council memory stick.

8 Use of Removable Media

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.2 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.3 Removable media containing Council information must only be connected to Council-owned or Council-managed devices unless there is an identified operational requirement and the use of a personal device has been expressly authorised by the Clerk. In such circumstances, the authorised user must ensure that the personal device complies with the Council's IT Policy and Information Security requirements, and that Council information remains secure, is not copied or retained unnecessarily, and is removed from the personal device as soon as the authorised purpose has been fulfilled.
- 8.4 All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.
- 8.5 The person arranging the transfer of data must be authorised to make use of, or process that particular data.
- 8.6 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.
- 8.7 Encryption must be applied to the data file unless there is no risk to the Council all removable media used to store Council data. other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not technically available, then password control must be applied if removable media must be used for the business purpose strong password protection must be applied and the risks documented.

9 Faulty or Unneeded Storage Devices

- 9.1 Damaged or faulty media must not be used. The Clerk must be consulted over any damaged equipment, peripherals or media.
- 9.2 All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device. Disposal of removable media must also comply with the Council's IT Policy and Records Management and Retention policy

10 Breach Procedures

~~10.1 Users who do not adhere to this policy will be dealt with through the Council's disciplinary process.~~

~~10.2 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.~~

10.1 Any suspected breach of this policy will be investigated and dealt with in accordance with the individual's relationship with the Council and the relevant policies, procedures or contractual arrangements.

10.2 Where a breach of this policy is substantiated, appropriate action may be taken according to the individual's relationship with the Council, including:

- **an employee** – action under the Council's Disciplinary Policy and Procedure;
- **a Councillor** – referral for consideration under the Council's Code of Conduct and any applicable standards or complaints process;
- **a volunteer** – appropriate action, including suspension or termination of their volunteering role;
- **a contractor, consultant, supplier or other third party** – action in accordance with the terms of the relevant contract or service agreement, which may include termination of the contract or other contractual remedies;
- **any other authorised user** – withdrawal or suspension of access to the Council's information, systems, equipment or facilities, together with any other action considered appropriate.

10.3 Where a breach is suspected to involve unlawful activity, the Council reserves the right to report the matter to the appropriate regulatory or law enforcement authorities and to take any additional action necessary to protect its information, systems and services.

11 Review and Revision

- 11.1 This policy will be reviewed annually by the Council and revised according to developments in legislation, guidance, accepted good practice and operational use.

12 Employees Guide in Brief

- 12.1 Data and information are valuable and must be protected.

- 12.2 Only transfer data onto removable media, if you have the authority to do so.
- 12.3 All transfer arrangements carry a risk to the data.
- 12.4 Run the virus checking programme on the removable media each time it is connected to a computer.
- 12.5 Only use approved products for Council data.
- 12.6 Activate encryption on removable media wherever it is available and password protection if not available
- 12.7 Data should be available for automatic back up and not solely saved to removable media.
- 12.8 Delete files from removable media, or destroy the media, after the material has been used for its purpose.

Reviewed at ~~Data Protection Sub Committee 11th March 2024~~ **Governance & Finance 21st July 2026**
 Ratified at Full Council ~~27th March 2024~~ **29th July 2026**
Review 2027



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FAKENHAM TOWN COUNCIL

Social Media and Communications Policy

Contents:

1. Introduction
2. Scope
3. Policy Objectives
4. Roles and Responsibilities
5. Council Social Media
6. Public Participation and Moderation
7. Council Website
8. Electronic Communications
9. Internal Communications and Confidentiality
10. Monitoring and Enforcement
11. Review

1. Introduction

1.1

The Council recognises that social media and digital communications are valuable tools for engaging with residents, businesses, community organisations and partner agencies. They enable the Council to communicate efficiently, promote community initiatives and improve public access to information.

1.2

The Council currently communicates through its website, social media platforms and email. As communication technologies continue to develop, the Council may adopt additional communication channels where these are considered appropriate. This policy will be reviewed and updated to reflect any significant changes.

1.3

This policy forms part of the Council's Digital Governance Framework and must be read in conjunction with the following related policies:

- IT Policy (Core Digital Governance Framework)
- Information Transfer Policy
- Removable Media Policy
- Councillor Email Policy
- Data Protection Policies
- Records Management and Retention Policy

- Members' Code of Conduct

The IT Policy provides the overarching framework for digital security, acceptable use, monitoring, and incident management. Supporting policies provide operational or role-specific guidance and must not contradict the IT Policy.

Where overlap exists between policies, the requirements of the IT Policy shall take precedence.

Failure to comply with any of the above policies may result in formal action in accordance with the Council's disciplinary procedures and, where applicable, statutory obligations under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Freedom of Information Act 2000.

1.4

Specifically this policy should also be read in conjunction with the Council's IT Policy, which sets out the Council's requirements relating to information security, acceptable use of Council systems, monitoring, messaging applications, artificial intelligence (AI) tools, and the misuse of digital systems.

2. Scope

2.1

This policy applies to all Councillors, employees, volunteers, contractors and other authorised users acting on behalf of the Council when using social media, email or any other electronic communication platform for Council business.

2.2

The policy applies to all Council-operated communication channels, including but not limited to:

- the Council website;
- official social media accounts;
- Council email accounts;
- text messaging (SMS);
- video conferencing platforms; and
- any future communication platforms adopted by the Council.

3. Policy Objectives

3.1

The Council's social media and communication channels are intended to:

- provide information about Council services, activities and decisions;
- promote community events and initiatives;
- encourage appropriate engagement with residents and stakeholders; and
- present the Town and the Council in a positive and professional manner.

3.2

All official Council communications will:

- be civil, courteous and relevant;
- comply with all applicable legislation;
- respect copyright and intellectual property rights;
- avoid the publication of personal or confidential information unless authorised;
- be politically impartial;
- where appropriate, be moderated by the Clerk.

4. Roles and Responsibilities

4.1

The Clerk is responsible for the day-to-day administration and management of the Council's official communication channels unless delegated otherwise.

4.2

The Clerk may moderate official Council social media platforms on behalf of the Council.

4.3

Councillors communicating in a personal capacity must ensure that they do not imply they are speaking on behalf of the Council unless specifically authorised to do so.

4.4

Councillors, employees, volunteers, contractors and other authorised users must comply with the behavioural, confidentiality and information security requirements set out in the Council's IT Policy, together with the Members' Code of Conduct, where applicable.

5. Council Social Media

5.1

The Council's social media accounts are intended to provide information and updates relating to Council business and community activities.

5.2

Users engaging with the Council's social media channels are expected to:

- be courteous and respectful;
- remain on topic;
- respect differing opinions;
- avoid abusive, threatening or offensive language;
- refrain from using Council platforms for commercial advertising or promotion;
- comply with copyright legislation.

5.3

The Council's official Facebook page is maintained primarily as a means of publishing information to the community. It is not monitored continuously, and the Council cannot guarantee that comments posted on its Facebook page will be read or receive a response.

5.4

The Council does not monitor or respond to posts, comments or discussions on third-party social media pages or community groups, even where the Council is mentioned or tagged.

5.5

Facebook Messenger and other social media messaging functions are not monitored and must not be used to contact the Council.

5.6

The Council's official channels for correspondence are its published email address and postal address. Members of the public wishing to submit complaints, service requests, Freedom of Information requests, Subject Access Requests or other formal correspondence are strongly encouraged to do so using these official channels.

5.7

The Council does not monitor social media continuously and cannot guarantee that comments, posts or messages received through social media will be seen or responded to within any statutory or operational timescales. Use of social media to submit formal correspondence is therefore discouraged.

5.8

The Council reserves the right to disable comments or limit interaction on individual social media posts where this is considered necessary to protect the integrity of Council communications or to prevent misuse of its social media platforms.

5.9

Users should not publish personal, confidential or sensitive information when engaging with the Council through social media.

6. Public Participation and Moderation**6.1**

The Council encourages constructive discussion and welcomes respectful engagement through its social media channels.

6.2

The Council reserves the right to remove comments or content containing:

- obscene, offensive, abusive or discriminatory material;
- threats or personal attacks;
- potentially defamatory or libellous statements;
- material that infringes copyright;
- personal information published without consent;
- spam or commercial advertising;
- content, links or material unrelated to the original post;
- allegations of criminal activity or breaches of Council policy.

6.3

Where content is removed, the Council may publish a brief statement confirming that a post has been removed for breaching this policy.

6.4

Individuals repeatedly breaching this policy may be blocked from the Council's social media platforms.

6.5

Where a post alleges a breach of Council policy or the law, the Council may request that the individual submits a formal complaint or reports the matter to the appropriate authority to enable the matter to be considered through the appropriate process.

7. Council Website**7.1**

The Council's website provides information about Council services, meetings, policies and community information.

7.2

Where appropriate, enquiries received through the website may be referred to the Clerk for consideration and response.

7.3

The Council may permit approved community organisations to maintain information on the Council's website where this supports community engagement.

7.4

Community organisations remain responsible for the accuracy and maintenance of their own content.

7.5

The Council reserves the right to amend or remove any third-party content that does not comply with its requirements or is considered inappropriate.

8. Electronic Communications**8.1**

This section applies solely to the management and use of the Council's corporate email accounts (for example info@fakenhamtowncouncil.gov.uk).

8.2

The Clerk is responsible for monitoring the Council's corporate email accounts and ensuring correspondence is distributed appropriately.

8.3

Official communications issued on behalf of the Council will normally be sent by the Clerk or copied to the Clerk to ensure that an appropriate corporate record is maintained.

8.4

Personal information must only be disclosed in accordance with the Council's Data Protection Policy and relevant legislation.

8.5

Councillor use of email is governed separately by the Council's Councillor Email Policy.

8.6

The use of SMS (text messaging), video conferencing platforms, instant messaging applications or any other electronic messaging services for Council business must comply with the Council's IT Policy, particularly Section 11 - Messaging Applications and Electronic Communications.

9. Internal Communications and Confidentiality**9.1**

Councillors, employees, volunteers, contractors and other authorised users must comply with the behavioural, confidentiality and information security requirements contained within the Council's IT Policy and, where applicable, the Members' Code of Conduct.

9.2

Council information must only be shared with those who have a legitimate need to receive it and must be handled in accordance with the Council's information governance policies.

9.3

Users must exercise care when sending emails, ensuring that recipients are appropriate for the information being shared. The use of "Reply All" should be carefully considered and only used where all recipients have a legitimate need to receive the response.

10. Monitoring and Enforcement**10.1**

The Council reserves the right to monitor the use of its social media accounts and digital communication systems in accordance with the Council's IT Policy, relevant employment policies, and applicable data protection legislation.

10.2

Breaches of this policy will be managed in accordance with the individual's relationship with the Council and any relevant disciplinary, contractual or governance procedures.

10.3

The Council may remove content, suspend access to its communication channels or take any other action considered appropriate where this policy is breached.

11. Review**11.1**

This policy will be reviewed periodically and updated to reflect changes in legislation, guidance, technology or Council practices.

Reviewed at Governance & Finance 21st July 2026

Ratified at Full Council 29th July 2026

Review 2027



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DOCUMENT RECORDS MANAGEMENT AND RETENTION & DISPOSAL POLICY

1. Introduction
2. Scope and Objectives of the Policy
3. Roles and Responsibilities for Document Retention and Disposal
4. Document Retention Protocol
5. Document Disposal Protocol
6. Data Protection Act 2018 – Obligation to Dispose of Certain Data
7. Scanning of Documents
8. Retention of Documents for Legal Purposes
9. Review of Document Retention
10. List of Documents
11. Appendix A – List of Documents for Retention and Disposal

1. Introduction

1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of documents.

1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.

1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.

1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.

1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

1.6 This policy forms part of the Council's Digital Governance Framework and must be read in conjunction with the following related policies:

- IT Policy (Core Digital Governance Framework)
- Information Transfer Policy
- Removable Media Policy
- Social Media and Communications Policy
- Data Protection Policies
- Councillor Email Policy
- Members' Code of Conduct

The IT Policy provides the overarching framework for digital security, acceptable use, monitoring, and incident management. Supporting policies provide operational or role-specific guidance and must not contradict the IT Policy.

Where overlap exists between policies, the requirements of the IT Policy shall take precedence.

Failure to comply with any of the above policies may result in formal action in accordance with the Council's disciplinary procedures and, where applicable, statutory obligations under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Freedom of Information Act 2000.

2. Scope and Objectives of the Policy

2.1 The aim of this document is to provide a working framework to determine which documents are:

- Retained – and for how long; or
- Disposed of – and if so by what method.

2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

- 'With compliments' slips.
- Catalogues and trade journals.
- Non-acceptance of invitations.
- Trivial electronic mail messages that are not related to Council business.
- Requests for information such as maps, plans or advertising material.
- Out of date distribution lists.

2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

3.3 Councils should ensure that all employees are aware of the retention/disposal schedule

4. Document Retention Protocol

4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should ~~take into account~~ consider the legislative and regulatory environments to which they work.

4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.

- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

4.3 To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need retaining should be placed at the records office.

4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

5.1 Documents should only be disposed of if reviewed in accordance with the following:

Is retention required to fulfil statutory or other regulatory requirements?

- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept complying with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in wastepaper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted, steps should be taken to ensure that data is 'Virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 2018 – Obligation to Dispose of Certain Data

6.1 The Data Protection Act 2018 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- (a) from the data, or
- (b) from those data and other information, which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Retention of Documents for Legal Purposes

8.1 Most legal proceedings are covered by 'the Limitations Acts' which state that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question.

8.2 The table below sets out the limitation periods for the different categories of claim.

Claims under Category	Limitation period
Negligence (and other Torts)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years

Personal Injury	3 years
To recover land	12 years
Rent	6 years
Breach of Trusts	None

9. Review of Document Retention

9.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

9.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 12th edition, Chapter 11
- NALC LTN 40 – *Local Councils' Documents and Records*, January 2013
- NALC LTN 37 – *Freedom of Information*, July 2009
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

10. List of Documents

10.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Reviewed at ~~Policy & Resources 16th July 2024~~ **Governance and Finance 21st July 2026**

Ratified at Full Council ~~31st July 2024~~ **29th July 2026**

Review 2027

11. Appendix A – List of Documents for Retention and Disposal

Record	Action (P – Reserve Permanently R – Review D – Destroy)	Minimum Retention Period	Reason
Administration			
Signed Minutes	P	Indefinite	Archive
Minute Books	P	Indefinite	Archive
Agendas	R	5 years	Archive
Draft Minutes	D	When minutes approved	
Councillors Declarations of Office	P	Indefinite	Archive
Employee records	R	Employment period + 6 years	Management. Limitation Act 1980 s5
Byelaws and Orders	P	Indefinite	Archive
Policy Documents	R	2 years	Audit/Management
Allotments			
Register & Plans	P	Indefinite	Archive
Minutes	P	Indefinite	Archive
Legal papers	P	Indefinite	Archive
Burial Grounds			

Register of Fees collected	P	Indefinite	Archive – LACO 1977
Register of Burials	P	Indefinite	Archive – LACO 1977
Register of purchased grave spaces	P	Indefinite	Archive – LACO 1977
Register/Plan of grave spaces	P	Indefinite	Archive – LACO 1977
Register of memorials	P	Indefinite	Archive – LACO 1977
Applications for internment	P	Indefinite	Archive – LACO 1977
Applications for the right to erect memorials	P	Indefinite	Archive – LACO 1977
Disposal Certificates	P	Indefinite	Archive – LACO 1977
Copy Certificates of grant of exclusive right of burial	P	Indefinite	Archive – LACO 1977
Finance			
VAT Records	R	6 years generally, but 20 years on rents	VAT
Income & Expenditure Records	P	Indefinite	Archives
Investments	P	Indefinite	Audit/Management
Internal Auditor Reports	R	6 years	Audit/Management
Annual Accounts	P	Indefinite	Archives
External Auditor reports			
Bank Statements	R	7 years	Audit/Management
Bank Paying in books	R	7 years	Audit/Management
Cheque book stubs	R	7 years	Audit/Management
Paid Invoices	R	7 years	Audit/Management
Paid Cheques	R	7 years	Audit/Management
Petty Cash Records	R	7 years	Audit/Management
Insurance policies	R	While valid	Management
Scale of fees & charges	R	6 years	Management
Certificates for insurance against liability for employees	R	40 years from date on which insurance commend or was renewed	The employers Liability (Compulsory insurance) regulations 1998
Quotations and Tenders (successful)	R	6 years	Limitations Act 1980
Halls, Centres, Recreation grounds			
Town Park equipment inspection reports	R	21 years	Audit/Management
Hire applications	R	6 years	Audit/Management
Invoices	R	6 years	Audit/Management
Lettings diaries	R	6 years	Audit/Management

Terms & Conditions	R	6 years	Audit/Management
Health & Safety			
Accident books	R	3 years	Management
Risk Assessments	R	3 years	Management
Property			
Title deeds	P	Indefinite	Audit/Management
Asset Register	R	6 years	Audit/Management
Planning Applications	R	1 year	Management
Tree Preservation Orders	R	1 year	Management
Legal papers relating to acquisition of council property	P	Indefinite	Archives
Leases/agreements	P	Indefinite	
Miscellaneous			
Rejected Job Applicant records	D	6 months after applicants are notified	Management
Information from other bodies e.g. circulars	R	As long as useful	Management
Routine correspondence and emails	R	6 months after relevant issue is completed	Management
Complaints	5y		
Press Releases			
Public consultations & returns			
Photographs	P	Indefinite	



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DRIVER & VEHICLE POLICY

CONTENTS:

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- 2. Scope**
- 3. Council Responsibilities**
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- 5. Vehicle Safety**
- 6. Mobile Phones**
- 7. Alcohol and Drugs**
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- 9. Accidents**
- 10. Vehicle Security**
- 11. Smoking**
- 12. Maintenance**
- 13. Non-Compliance**
- 14. Use of Private Vehicles**

1. Purpose

This policy sets out the requirements for employees authorised to drive council vehicles or personal vehicles used for business purposes.

2. Scope

This policy applies to all authorised employees, temporary staff, contractors and volunteers who drive on council business.

3. Council Responsibilities

The Council is committed to providing and maintaining vehicles that are safe, roadworthy and fit for purpose. To support the safety of authorised drivers and other road users, the Council will:

- Ensure all Council-owned or leased vehicles are appropriately insured and comply with all relevant legal requirements.
- Maintain vehicles in accordance with the manufacturer's recommended service schedules and statutory inspection requirements.
- Arrange for regular servicing, maintenance and safety inspections to be carried out by competent persons.
- Ensure defects reported by drivers are recorded, assessed and investigated promptly.
- Take appropriate action to repair genuine faults and, where necessary, remove vehicles from service until they are safe to use.

- Provide a system for authorised drivers to report vehicle defects, accidents and maintenance concerns.
- Keep appropriate records of servicing, inspections, repairs, MOTs (where applicable) and insurance.
- Ensure only authorised individuals who meet the Council's driver requirements are permitted to drive Council vehicles.
- Provide drivers with appropriate information, instruction and guidance on the safe use of Council vehicles.
- Periodically verify that employees using their own vehicles for business purposes hold a valid driving licence, appropriate business-use insurance, and a valid MOT certificate where required by law.
- Review incidents, accidents and reported defects to identify trends and implement improvements where necessary.

4. Driver Responsibilities

Drivers must:

- Hold a valid driving licence appropriate for the vehicle being driven and provide a copy on request.
- Inform management immediately of any licence endorsements, disqualifications, or medical conditions affecting their ability to drive.
- Drive safely, legally, and courteously at all times.
- Comply with all road traffic laws.
- Wear seat belts at all times where applicable.
- Ensure passengers also wear seat belts where applicable

5. Vehicle Safety

Drivers must report any vehicle defect or safety concern as soon as it is identified. The Council will investigate all genuine defect reports promptly and determine whether the vehicle remains safe to use. Where a defect could affect the safe operation of the vehicle, it will be withdrawn from service until appropriate repairs have been completed.

Before each journey, drivers should check:

- Tyres
- Lights
- Mirrors
- Windscreen and wipers
- Fuel level
- Any warning lights

Drivers should complete a weekly vehicle safety checklist

6. Mobile Phones

Drivers must not use handheld mobile phones while driving.

Calls should only be made or received when the vehicle is safely parked.

7. Alcohol and Drugs

Drivers must never operate a vehicle:

- Under the influence of alcohol.
- Under the influence of illegal drugs.

- While impaired by prescription or over-the-counter medication.

8. Fatigue

Drivers should:

- Take regular breaks on long journeys.
- Stop driving if they become tired.
- Never drive if unfit through illness or fatigue.

9. Accidents

If involved in an accident, drivers should:

- Stop safely.
- Check for injuries.
- Contact emergency services if required.
- Exchange details with other parties.
- Report the incident to their manager as soon as possible.
- Complete the councils accident report.

10. Vehicle Security

Drivers must:

- Lock vehicles when unattended.
- Remove valuables where possible.
- Keep keys secure.
- Park safely and legally.

11. Smoking

Smoking and vaping are prohibited in council vehicles.

12. Maintenance

Vehicles must be serviced in accordance with the manufacturer's recommendations.

Drivers must report:

- Damage
- Mechanical faults
- Warning lights
- Any concerns affecting safety

13. Non-Compliance

Failure to comply with this policy may result in disciplinary action and withdrawal of permission to drive council vehicles.

14. Use of Private Vehicles

Employees who use their own vehicle for business purposes must ensure that:

- They hold a valid driving licence appropriate for the vehicle.
- The vehicle is roadworthy, maintained in accordance with the manufacturer's recommendations, and has a current MOT certificate where legally required.
- The vehicle is taxed and insured.

- Their motor insurance policy specifically covers **business use**. Commuting insurance alone may not be sufficient.

They can provide copies of the following documents on request:

- Driving licence
- Insurance certificate showing business use
- MOT certificate (where applicable)
- Vehicle registration document (V5C) if requested

The council reserves the right to refuse authorisation for an employee to use their own vehicle for business if satisfactory documentation is not provided or if the vehicle is considered unsafe.

Employees must notify their manager immediately if:

- Their driving licence status changes.
- Their insurance expires or business cover is withdrawn.
- Their MOT expires.
- Their vehicle becomes unroadworthy.
- They are involved in an accident whilst travelling on company business.

The same standards of safe driving, vehicle security, mobile phone use, fatigue management, alcohol and drug policy, and accident reporting contained within this policy apply equally to private vehicles used for council business.

Reviewed at Governance & Finance Committee 21st July 2026

Ratified at Full Council Meeting 29th July 2026

Due for review in 2029



Fakenham Town Council

Fakenham Town Council Driver & Vehicle Risk Assessment

Description of activity / area being assessed	Employees driving council owned, leased, or authorised business vehicles for work purposes		Location	Various
Manager responsible	Lesley Meanley	Signature & date	Lesley Meanley	
Assessed by (name & role)	Lesley Meanley - Clerk	Signature & assessment date	Lesley Meanley 21/07/2026	

Hazard (H) Hazardous event (HE) Consequence (C)	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
H - Driver fatigue HE – Reduced concentration, slower reactions C – Road traffic collision causing injury or fatality	Staff Contractors Volunteers Public	Drivers plan journeys, take regular breaks, avoid driving when tired	MEDIUM RISK (5)		

Likelihood	Consequence				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
2 Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	Medium (10)
3 Possible	Low (3)	Medium (5)	Medium (9)	High (12)	High (15)
4 Probable	Low (4)	Medium (8)	High (12)	High (16)	Very High (20)
5 Very Likely	Medium (5)	Medium (10)	High (15)	Very High (20)	Very High (25)

Hazard (H) Hazardous event (HE) Consequence (C)	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
H - Mobile phone use HE – Driver distraction C - Collision resulting in injury, death or property damage	Staff Contractors Volunteers Public	Handheld mobile phones prohibited while driving.	LOW RISK (1)		
H - Speeding HE - Loss of vehicle control, reduced stopping distance C - Serious collision, injury, prosecution, vehicle damage	Staff Contractors Volunteers Public	Drivers must obey speed limits and adjust speed for road conditions	MEDIUM RISK (5)		
H - Poor weather (rain, snow, ice, fog, high winds) HE - Reduced visibility and grip C - Collision, injury, vehicle damage	Staff Contractors Volunteers Public	Drivers assess conditions, reduce speed, increase stopping distances and postpone journeys if unsafe.	LOW RISK (4)		
H - Vehicle defects HE - Mechanical failure leading to collision or breakdown C - Brake, tyre, steering or lighting failure	Staff Contractors Volunteers Public	Daily visual vehicle checks, Weekly scheduled servicing and immediate reporting of defects	LOW RISK (4)		

Hazard (H) Hazardous event (HE) Consequence (C)	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
H - Unauthorised or unlicensed drivers HE - Inexperienced or uninsured driving C - Serious accident, insurance invalidation, legal action	Staff Contractors Volunteers Public	Only authorised employees with valid licences may drive council vehicles	LOW RISK (3)		
H - Alcohol or drugs HE - Impaired judgement and reaction times C - Fatal or serious road traffic collision	Staff Contractors Volunteers Public	Zero-tolerance policy for alcohol, illegal drugs and impairment from medication	LOW RISK (4)		
H - Insecure or overloaded vehicles HE - Load shift causing loss of vehicle control or falling objects C - Injury to occupants or other road users	Staff Contractors Volunteers Public	Loads secured correctly and vehicle weight limits observed	LOW RISK (3)		
H - Reversing manoeuvres HE - Poor visibility and blind spots C - Collision with pedestrians, vehicles or property	Staff Contractors Volunteers Public	Use mirrors, reversing cameras (where fitted), and banksman where appropriate	LOW RISK (3)		

Hazard (H) Hazardous event (HE) Consequence (C)	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
H - Employees using private vehicles for business HE - Vehicle not roadworthy or not adequately insured C - Accident, insurance issues, legal liability, injury	Staff Contractors Volunteers Public	Drivers provide evidence of a valid licence, business-use insurance, MOT (where applicable), and maintain vehicles in a safe condition	LOW RISK (4)		
H - Driver distraction (eating, smoking, adjusting sat nav, etc.) HE - Loss of attention from the road C - Collision causing injury or property damage	Staff Contractors Volunteers Public	Drivers should only adjust equipment when safely parked and avoid activities that distract from driving	LOW RISK (3)		
H - Lone working while driving HE - Delayed assistance following breakdown or accident C - Increased personal safety risk	Staff Contractors Volunteers Public	Drivers inform managers of travel plans where appropriate, carry a charged mobile phone and follow lone working procedures	LOW RISK (3)		

Periodic Review

Review date:	21/07/2026				
Review by:	L Meanley				
Signed:	<i>L Meanley</i>				



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Fakenham Town Council

DATA BREACH PROCEDURE

VERSION HISTORY

DATE	VERSION NUMBER	NAME	CHANGE DESCRIPTION
04/05/2025	V0.1	Bulletproof	Initial Document Creation
11/7/2025	0.2	Fakenham Town Council	Document Review
21/07/2026	0.3	Fakenham Town Council	Annual Document Review

1. INTRODUCTION

A data breach procedure creates a framework for all staff at Fakenham Town Council who hold and processes personal data in relation to employees, members and contractors. As a council we pride ourselves on the security and lawful handling of personal data including special category data. At Fakenham Town Council we process data in accordance with the relevant legal requirements, namely General Data Protection Regulation 2016/679; the UK Data Protection Act 2018 and all relevant EU and UK data protection legislation. As a council we ensure that care is taken to protect personal data from incidents (either committed accidentally or deliberately) and to avoid a data breach that could compromise security. Any compromise to the confidentiality, integrity, or availability of information we hold, in terms of breach of may result in harm to individual(s), reputational damage, a detrimental effect on service provision, amount to legislative noncompliance, and/or financial costs.

2. DEFINITION OF DATA BREACH

A personal data breach is defined as a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity, or availability of personal data. In short, there will be a personal data breach whenever any personal data is lost, destroyed, corrupted, or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable, for example, when it has been encrypted by ransomware, or accidentally lost or destroyed.

Personal data breaches can include:

- Loss or theft of personal data and/or equipment on which data is stored
- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor

- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data
- Hacking attack
- Cyber attack
- Equipment failure
- Human error
- Unforeseen circumstances such as a fire or flood
- Flawed data destruction procedures.

3. RESPONSIBILITIES

Fakenham Town Council recognises that it has responsibility to ensure that all Fakenham Town Council data is processed in accordance with any relevant legislation and guidance to which it is subject to.

All individuals covered by the scope of this policy are responsible for reporting actual, suspected, threatened or potential data breaches and for assisting with investigations as required, particularly if urgent action must be taken to prevent any or further damage.

The Clerk is responsible for drawing up guidance on access to information, including data protection and promoting compliance with this policy in such a way as to ensure the easy, appropriate and timely management of incidents.

Failure to comply with the policy may result in an administrative fine for Fakenham Town Council by the information commissioner's office (ICO) and/or disciplinary action against individuals under Fakenham Town Council procedures.

4. PERSONAL DATA BREACH NOTIFICATION: GENERAL POINTS

When a personal data breach is suspected, it is the responsibility of the employee or Councillor who identifies the breach to report this to the Clerk immediately to ensure the breach can be dealt with within the timescales required.

All data breaches, regardless of their severity and impact will be recorded in the council data breach register.

In the event of a data breach, employees must not speak to third parties or the press without permission from the Clerk. Any questions from third parties related to any suspected or actual data breach should be passed to the Clerk.

If there is doubt as to whether a data breach should be reported to the ICO and/or data subject, the Clerk should seek guidance from the ICO.

5. PERSONAL DATA BREACH NOTIFICATION: DATA CONTROLLER TO SUPERVISORY AUTHORITY

When the personal data breach or suspected data breach affects personal data that is being processed by Fakenham Town Council as a data controller, the following actions are performed by the Clerk:

1) Fakenham Town Council must establish whether the personal data breach should be reported to the Supervisory Authority.

2) In order to establish the risk to the rights and freedoms of the data subject affected, the Clerk must assess the risks in accordance with the guidelines outline in section 9.0 of this document and, where required, using the ICO tool [here](#).

3) The Supervisory Authority must be notified ([see here](#)) with undue delay but no later than in 72 hours, if the personal data breach is likely to result in a risk to the rights and freedoms of the data subjects affected by the personal data breach.

Any possible reasons for delay beyond 72 hours must be communicated to the Supervisory Authority. The Clerk will send Notifications to the Supervisory Authority that will include the following:

- A description of the nature of the breach
- Categories of personal data affected
- Approximate number of data subjects affected
- Name and contact details of the Data Breach Response Team Leader/ Data Protection Officer
- Consequences of the personal data breach
- Measures taken to address the personal data breach

6. **PERSONAL DATA BREACH NOTIFICATION: DATA CONTROLLER TO DATA SUBJECT**

The Clerk must assess if the personal data breach is likely to result in high risk to the rights and freedoms of the data subject in accordance with the guidelines outlined in section 9 of this document. If there is a high risk, Fakenham Town Council must notify, without undue delay, the affected data subjects. The notification to the data subjects must be written in clear and plain language and include:

- The name and contact details of any data protection officer you have, or other contact point where more information can be obtained;
- a description of the likely consequences of the personal data breach; and
- a description of the measures taken or proposed to deal with the personal data breach and, where appropriate, a description of the measures taken to mitigate any possible adverse effects.
- If possible, Fakenham Town Council should give specific and clear advice to individuals on the steps they can take to protect themselves, and what Fakenham Town Council is able to do to help them. Depending on the circumstances, this may include such things as:
 - forcing a password reset;
 - advising individuals to use strong, unique passwords; and
 - telling them to look out for phishing emails or fraudulent activity on their accounts.

If, due to the number of affected data subjects, it is disproportionately difficult to notify each affected data subject, Fakenham Town Council must take the necessary measures to ensure that the affected data subjects are notified by using appropriate, publicly available channels.

7. PERSONAL DATA BREACH NOTIFICATION: DATA PROCESSOR TO CONTROLLER

Where Fakenham Town Council acts as a processor, any data breach identified must be reported, without undue delay to the controller(s) of the personal data. Information relating to relevant controllers of personal data will be found on the Records of Processing Activities (Processor) document. Information to provide to the controller should include:

- The date and time the breach was identified
- A description of the nature of the breach
- Categories of personal data affected
- Approximate number of data subjects affected
- Name and contact details of the Clerk
- Consequences of the personal data breach
- Measures taken to address the personal data breach
- Any mitigating measures the controller needs to take

8. PERSONAL DATA BREACH NOTIFICATION: NOTIFICATION OF OTHER THIRD PARTIES

Fakenham Town Council is responsible for checking with sectoral regulations of the relevant parties that should be notified following a severe data breach. Significant cyber incidents may also need to be reported to the National Cyber Security Centre, more details can be found [here](#).

Data breaches that may lead to individuals being victims of fraud should be reported to [Action Fraud](#) the UK's national fraud and cybercrime reporting centre.

It may also be necessary to consider notifying third parties such as the police, insurers, professional bodies, or bank or credit card companies who can help reduce the risk of financial loss to individuals.

9. GRADING THE PERSONAL DATA BREACH

Any incident must be graded according to the significance of the breach and the likelihood of serious consequences occurring. The incident must be graded according to the impact on the individual or groups of individuals and not the organisation.

Likelihood grade	Likelihood of adverse effect	Description
1	Not occurred	There is absolute certainty that there can be no adverse effect. This may involve a reputable audit trail or forensic evidence
2	Not likely or any incident involving vulnerable groups even if no adverse effect occurred.	In cases where there is no evidence that can prove that no adverse effect has occurred this must be selected.
3	Likely	It is likely that there will be an occurrence of an adverse effect arising from the breach.
4	Highly likely	There is almost certainty that at some point in the future an adverse effect will happen.
5	Occurred	There is a reported occurrence of an adverse effect arising from the breach.

Severity Grade	Severity of the adverse effect on Individuals	Description
1	No adverse effect	There is absolute certainty that no adverse effect can arise from the breach.
2	Potentially some minor adverse effect or any incident involving vulnerable groups even if no adverse effect occurred.	A minor adverse effect must be selected where there is no absolute certainty. A minor adverse effect may be sending an email containing personal data about an employee to the wrong recipient.
3	Potentially some adverse effect.	An adverse effect may be release of confidential information into the public domain leading to embarrassment.
4	Potentially Pain and suffering/ financial loss.	There has been reported suffering and decline in health arising from the breach or there has been some financial detriment occurred. A person is at risk of harassment or violence from exposed information.
5	Death/ catastrophic event.	A person dies or suffers a catastrophic occurrence. Specific risk information for tailored response is wrong or not available.

9.1 BREACH ASSESSMENT GRID

This operates on a 5 x 5 basis with anything other than “grey breaches” being reportable. Incidents where the grading results are in the red are advised to notify data subjects.

S

Severity (Impact)	Catastrophic	5	5	10	15	20	25
	Serious	4	4	8	12	16	20
	Adverse	3	3	6	9	12	15
	Minor	2	2	4	6	8	10
	No adverse effect	1	1	2	3	4	5
			1	2	3	4	5
			Not Occurred	Not Likely	Likely	Highly Likely	Occurred
			Likelihood that citizens' rights have been affected (harm)				

Reviewed at Governance & Finance 21st July 2026

Ratified at Full Council 29th July 2026

To be reviewed annually

**Fakenham Town Council****Data Subject Rights Request Procedure****Version History**

Date	Version Number	Name	Change Description
05/06/2025	0.1	Bulletproof	Initial Document Creation
19/08/2025	0.2	Fakenham Town Council	Document Review
21/07/2026	0.3	Fakenham Town Council	Annual Document Review

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1. Purpose

The purpose of this procedure is to define what steps need to be taken when a data subject exercises one or more of the rights, they are granted under the Data Protection Act 2018/EU-GDPR/UK-GDPR.

2. Scope

The scope of this procedure will extend to all data subject rights requests made to The Fakenham Town Council.

3. Data subject rights by lawful basis

The following should be used as a guide to which rights of the data subject are relevant to each basis of lawful processing. The assumption made is that all personal data is being lawfully processed and personal data are necessary for the purposes for which they processed.

Data Subject Right	Lawful Basis					
	Consent	Contractual	Legal Obligation	Vital Interests	Public Interest	Legitimate Interest
Withdraw consent	Yes	No	No	No	No	No
Be Informed	Yes	Yes	Yes	Yes	Yes	Yes
Access	Yes	Yes	Yes	Yes	Yes	Yes
Rectification	Yes	Yes	Yes	Yes	Yes	Yes
Erasure	Yes	No	No	No	No	Yes
Restrict Processing	Yes	Yes	Yes	Yes	Yes	Yes
Data Portability	Yes	Yes	No	No	No	No
Object	N/A	No	No	No	Yes	Yes
Automated decision making and profiling	N/A	No	No	Yes	Yes	Yes

4. Data subject rights request procedure

4.1 General points

The following points apply to all data subject rights requests described in this document. Please see Article 12 of the GDPR for the full text.

1. Information will be provided to the data subject in a concise, transparent, intelligible, and easily accessible form using clear and plain language, for any information addressed specifically to a child.
2. Information will be provided to the data subject in writing, electronically, or by other means agreed.
3. The identity of the data subject must be established in relation to any request to exercise their rights. Where necessary Fakenham Town Council may request further information to establish the

identity of the data subject. If the identity cannot be established, the data subject rights request will be refused.

4. Where the data subject is being represented by a third party, the authorisation to act on behalf of the data subject must be verified in relation to any request to exercise rights on behalf of the data subject. Fakenham Town Council may request further information to establish this and, if this authorisation cannot be established, the data subject rights request will be refused.
5. If it is decided that Fakenham Town Council will not action the request, the data subject must be informed without delay and at the latest within one calendar month of the request. The reason for not acting and the right for the data subject to complain to the Supervisory Authority must be provided to the data subject.
6. Fakenham Town Council will not charge for data subject rights requests unless they are manifestly unfounded or excessive, in particular because of their repetitive character. However, the onus is on Fakenham Town Council to demonstrate this is the case. If a request is unfounded or excessive, Fakenham Town Council can decide not the action the request or charge a reasonable fee considering the administrative costs of providing the information.
7. Where Fakenham Town Council is acting as a processor, the Clerk will record the details of the data subject rights request, it will inform the controller without undue delay and provide support to the controller, where required, to satisfy the request.

4.2 Responsibilities

ACTIVITY	DESCRIPTION	RESPONSIBLE ROLE
Identifying data subject rights request	Handling the initial request, taking contact details and passing this on to the Clerk	All staff
Log data subject rights request and confirm receipt	Recording the request in the appropriate data subject rights request register and confirm receipt to data subject	All staff
Confirm the identity of data subject or third party acting on their behalf has authorisation to do so	Confirming the data subject is who they say they are, or the third party can provide evidence of authorisation to act for the data subject.	All staff
Evaluate validity of the request	Testing whether request is manifestly unfounded or excessive. Testing whether the request is reasonable and lawful – in relation to rights to rectification, restriction and objection.	Clerk
Confirming any charges or refusal to data subject	If the request is manifestly excessive or unfounded it can be charged for or refused.	Clerk
Communicating any extension to the one-month deadline and reasons why	If the request is going to be complex and is going to take longer than 1 calendar month, the data subject must be informed within one calendar month of their original request	Clerk
In the event of an access request, compiling requested information	Gathering personal data for request	Clerk
In the event of an access request, reviewing the compiled data	Identifying what needs to be provided to the data subject and redacting data that cannot be disclosed	Clerk

In the event of a rectification request, requesting evidence of the correct information	E.g. asking for proof of address	Clerk
In the event of requests other than access, ensuring requested action is taken	e.g. erasing data, making rectification, removing data subject from mailing list, stopping processing if consent is withdrawn	Clerk
In the event of an access request ensuring the information is provided to the data subject	This should be provided in a secure way by the means preferred by the data subject	Clerk
In the event of an access request, confirming the data subject has received the data	Confirming that the data is received and the access request is now closed	Clerk
Collating documentation and completing data subject rights register	Ensuring a complete record of the request is kept (where necessary) and recorded in the rights register	Clerk

4.3 Right to withdraw consent

Data subjects have the right to withdraw consent where the lawful basis for processing is identified as consent. There are two consent scenarios that may arise at Fakenham Town Council as follows:

Scenario 1

If consent was provided electronically via a tick box or similar, withdrawal of consent will not require this procedure as the data subject will be able to withdraw consent themselves.

Scenario 2

Where the data subject cannot withdraw consent electronically (e.g. if they have signed a document) they will need to contact Fakenham Town Council to exercise their right.

The steps for the procedure are as follows:

1. Identify a request to withdraw consent has been made and obtain contact details of data subject or the third-party representative (All staff).
2. Notify the Clerk of the request and provide contact information (All staff).
3. Respond to data subject or third party to confirm receipt of request (Clerk)
4. Verify ID of data subject or, if being represented by a third party, verify the third party has permission to act for the data subject. (All Staff)
5. Verify the lawful basis used is consent, if not then contact the data subject/third party and advise them of this and that their request cannot be satisfied. (Clerk)
6. Record the request in the Rights Request Log. (Clerk)
7. Notify relevant parties internally and externally of request and ask them to stop processing immediately. (Clerk)
8. Respond to data subject/third party to confirm the request has been addressed and processing stopped in accordance with their wishes. (Clerk)
9. Complete the Rights Request Log. (Clerk)

4.4 Right to be informed

The right to be informed is satisfied by ensuring at the point where personal data is collected from the data subject or third party, the data subject is informed about the use of this and their rights by means of a data

privacy notice. As such, this is a right that will not be requested after processing has begun as the data subject's right to be informed would have been satisfied before this point.

4.5 Right of access

In principle, the Council will not normally disclose the following types of information in response to a Data Subject Access Request however, the decision of disclosure rests with the Clerk and each case must be reviewed on its own merits:

Information about other people – A Data Subject Access Request may cover information which relates to an individual or individuals other than the data subject. Access to such data will not be granted unless the individuals involved consent to the disclosure of their data.

Repeat requests – Where a similar or identical request in relation to the same data subject has previously been complied with within a reasonable time period, and where there is no significant change in personal data held in relation to that data subject, any further request made within a six-month period of the original request will be considered a repeat request, and the Council will not normally provide a further copy of the same data.

Publicly available information – The Council is not required to provide copies of documents which are already in the public domain.

Opinions given in confidence or protected by copyright law – The Council does not have to disclose personal data held in relation to a data subject that is in the form of an opinion given in confidence or protected by copyright law.

Privileged documents – Any privileged information held by Council need not be disclosed in response to a DSAR. In general, privileged information includes any document which is confidential (e.g. a direct communication between a client and his/her lawyer) and is created for the purpose of obtaining or giving legal advice.

The steps for the procedure are as follows:

1. Identify a request for access has been made and obtain contact details of data subject or the third-party representative (All staff).
2. Notify the Clerk of the request and provide contact information (All staff).
3. Respond to data subject or third party to confirm receipt of request and get specific information about what data they wish to access and how they wish to be provided with the Data. (Clerk)
4. Verify ID of data subject or, if being represented by a third party, verify the third party has permission to act for the data subject. (Clerk)
5. Verify that the request meets one of the above conditions, does not fall into any exceptions (see ICO guidance [here](#)) and is not manifestly unfounded or excessive. If it doesn't meet the conditions, there is an exception, or the request is manifestly unfounded/excessive then contact the data subject/third party and advise them of this and that their request cannot be satisfied. (Clerk)

This Information will need to include:

- The reasons the council is not taking action;
- Their right to make a complaint to the ICO or another supervisory authority; and
- Their ability to seek to enforce this right through a judicial remedy.

6. Verify whether Fakenham Town Council is a controller or processor for the information requested. If Fakenham Town Council is a processor, identify the controller(s) and inform them immediately of the request and provide full details of the data subject and the request. Inform the data subject that their request has been passed to the data controller and provide the data subject with contact details for the controller. (Clerk)
7. Record the request in the Rights Request Log. (Clerk)
8. If Fakenham Town Council is a Controller, identify the relevant internal departments where the personal data requested is handled and gather relevant data in relation to the request. (Clerk)
9. Once the data requested is compiled, review the data to ensure data about any other data subjects is either redacted, or appropriate consent to disclose is obtained from that data subject. Also review the data in line with possible exemptions to disclosure in accordance with the ICO guidance [here](#) .(Clerk)
10. Compile the data for the data subject in the format requested (taking into consideration the need to secure this data in transmission to the data subject. (Clerk)
11. Contact the data subject and provide a copy of Fakenham Town Council's privacy notice along with the data requested (in a secure format). Ask the data subject to confirm receipt of the data. (Clerk)
12. Update the Rights Request Log with the latest information. (Clerk)

4.6 Right of rectification

Regardless of the lawful basis of processing, data subjects have the right to have personal data that is inaccurate corrected and to complete information that is incomplete.

This procedure applies where data subjects are unable to update/correct their own data e.g. through a customer portal/website.

The steps for the procedure are as follows:

1. Identify a request to update/correct/complete Information, obtain contact details of the data subject/ third party. (All Staff)
2. Contact data subject/third party to acknowledge request. (All Staff)
3. Verify ID of data subject or, if being represented by a third party, verify the third party has permission to act for the data subject. (Clerk)
4. Ascertain changes required and ask for evidence of the change e.g. change of address - utility/council tax bill etc. (Clerk)
5. If there is a question over the accuracy or necessity of the changes being requested by the data subject (e.g. the request is unfounded, excessive, or is asking to change factual Information), this should be escalated to the Clerk and the request handed to them for further Investigation. In this scenario, the Clerk should, if required, request to restrict all processing of this data subject's personal data until the question is resolved.
6. Make changes and confirm these to the data subject/third party. Ask the data subject to confirm they are now happy with the changes. (Clerk)

4.7 Right to erasure

The right to erasure is a conditional right and only applies where the following applies:

- The personal data is no longer necessary for the purpose which it was originally collected or processed for;
- Fakenham Town Council is relying on consent as the lawful basis for holding the data, and the individual withdraws their consent.

- Fakenham Town Council is relying on legitimate interests the basis for processing, the individual objects to the processing of their data, and there is no overriding legitimate interest to continue this processing.
- Fakenham Town Council is processing the personal data for direct marketing purposes and the individual objects to that processing.
- Fakenham Town Council has processed the personal data unlawfully (i.e. in breach of the lawfulness requirement of the 1st principle);
- Fakenham Town Council must do it to comply with a legal obligation; or
- Fakenham Town Council has processed the personal data to offer information society services to a child.

The steps for the procedure are as follows:

1. Identify a request for erasure has been made and obtain contact details of data subject or the third-party representative (All staff).
2. Notify the Clerk of the request and provide contact information (All staff).
3. Respond to data subject or third party to confirm receipt of request. (All Staff)
4. Verify ID of data subject or, if being represented by a third party, verify the third party has permission to act for the data subject. (Clerk)
5. Verify that the request meets one of the above conditions, does not fall into any exceptions (see ICO guidance [here](#)) and is not manifestly unfounded or excessive. If it doesn't meet the conditions, there is an exception, or the request is manifestly unfounded/excessive then contact the data subject/third party and advise them of this and that their request cannot be satisfied. (Clerk)

This information will need to include:

- The reasons the council is not taking action;
 - Their right to make a complaint to the ICO or another supervisory authority; and
 - Their ability to seek to enforce this right through a judicial remedy.
6. Record the request in the Rights Request Log (Clerk)
 7. Identify third parties that the personal data involved has been shared with e.g. controllers, processors. (Clerk)
 8. Notify relevant parties internally and externally of request and ask them to remove the data requested (remember this may require removal from backups) immediately.(Clerk)
 9. Once erasure is confirmed by all relevant parties, notify the data subject that their data has been erased as per the request. Ask the data subject to confirm receipt. (Clerk)
 10. Update the Rights Request Log with the latest information. (Clerk)

4.8 Right to restrict processing

The right to restrict processing is a conditional right and data subjects can only exercise this right where:

- The individual contests the accuracy of their personal data and you are verifying the accuracy of the data;
- The data has been unlawfully processed (i.e. in breach of the lawfulness requirement of the first principle of the UK GDPR) and the individual opposes erasure and requests restriction instead;
- You no longer need the personal data, but the individual needs you to keep it in order to establish, exercise or defend a legal claim; or
- The individual has objected to you processing their data under Article 21(1), and you are considering whether your legitimate grounds override those of the individual.

The steps for the procedure are as follows:

1. Identify a request for restriction has been made and obtain contact details of data subject or the third-party representative (All staff).
2. Notify the Clerk of the request and provide contact information (All staff).
3. Respond to data subject or third party to confirm receipt of request and confirm the details of the request i.e. identify the reason for the request to restrict processing, what processing activities they want to restrict etc. (Clerk)
4. Verify ID of data subject or, if being represented by a third party, verify the third party has permission to act for the data subject. (Clerk)
5. Verify that the request meets one of the above conditions and is not manifestly unfounded, or excessive. If it does not meet the conditions, or the request is manifestly unfounded/excessive then contact the data subject/third party and advise them of this and that their request cannot be satisfied. (Clerk)

This information will need to include:

- The reasons the council is not taking action;
 - Their right to make a complaint to the ICO or another supervisory authority; and
 - Their ability to seek to enforce this right through a judicial remedy.
6. Record the request in the Rights Request Log (Clerk).
 7. Identify third parties that the personal data involved has been shared with e.g. controllers, processors and request they restrict processing until notified otherwise. (Clerk)
 8. Notify relevant internal parties of the need to restrict processing. Agree on a method of restricting processing which could include. (Clerk)
 - Temporarily moving the data to another processing system;
 - Making the data unavailable to users;
 - Temporarily removing published data from a website; or
 - Storing personal data somewhere to avoid erasure in a case where the data subject has asked to restrict processing for the purpose of retaining data beyond the time Fakenham Town Council would normally retain it.
 9. Once restriction is confirmed by all relevant parties, notify the data subject that data processing has been restricted and will not resume until they inform Fakenham Town Council that processing can resume (if required). (Clerk)
 10. Update the Rights Request Log with the latest information. (Clerk)

4.9 Right to data portability

The right to data portability gives individuals the right to receive personal data they have provided to Fakenham Town Council in a structured, commonly used and machine-readable format (e.g. XML, CSV, JSON). It also gives them the right to request that Fakenham Town Council transmits this data directly to another controller.

Data subjects can exercise this right where:

- The lawful basis for processing this information is consent, or for the performance of a contract; and
- Processing is carried out by automated means (i.e. excluding paper files).

The data required to be provided for this right only applies to personal data provided by the data subject e.g. name, address, email address etc AND personal data relating to the observation of an individual's activities e.g. search history, raw data processed by connected objects, location data.

The steps for the procedure are as follows:

1. Identify a request for data portability has been made and obtain contact details of data subject or the third-party representative (All staff).
2. Notify the Clerk of the request and provide contact information (All staff).
3. Respond to data subject or third party to confirm receipt of request and confirm the details of the request i.e. Identify what personal data they require, if there is a particular format they would like it in and whether they want the data transferred securely to another controller and, if so, contact details of that controller. (Clerk)
4. Verify ID of data subject or, if being represented by a third party, verify the third party has permission to act for the data subject. (Clerk)
5. Verify that the request meets one of the above conditions and is not manifestly unfounded or excessive. If it does not meet the conditions, or the request is manifestly unfounded/excessive then contact the data subject/third party and advise them of this and that their request cannot be satisfied. (Clerk)

This Information will need to include:

- The reasons the council is not taking action;
 - Their right to make a complaint to the ICO or another supervisory authority; and
 - Their ability to seek to enforce this right through a judicial remedy.
6. Record the request in the Rights Request Log. (Clerk)
 7. Notify relevant parties of the request and provide details of what data is to be extracted and the format requested by the data subject. (Clerk)
 8. Extract the data and provide to the relevant parties. (Clerk)
 9. Check the data to ensure there is no information that should not be disclosed to the data subject. (Clerk)
 10. Provide the data to the data subject, or their nominated controller by a secure method e.g. secure file transfer, encrypted email, SFTP upload to the controller etc. (Clerk)
 11. Confirm with the data subject that the data requested has been received by them or the new controller. (Clerk)
 12. Update the Rights Request Log with the latest Information. (Clerk)

4.10 Right to object

Article 21 of the UK GDPR gives individuals the right to object to the processing of their personal data at any time. This effectively allows individuals to stop or prevent Fakenham Town Council from processing their personal data.

An objection may be in relation to all the personal data Fakenham Town Council holds about an individual, or only to certain information. It may also only relate to a particular purpose Fakenham Town Council is processing the data for.

The right to object only applies in certain circumstances. Whether it applies depends on the purposes for processing and the lawful basis for processing.

Individuals have the absolute right to object to the processing of their personal data if it is for direct marketing purposes.

Individuals can also object if the processing is for:

- A task carried out in the public interest;
- The exercise of official authority vested in Fakenham Town Council; or
- Legitimate interests (or those of a third party).

In these circumstances the right to object is not absolute.

If the processing is for scientific or historical research, or statistical purposes, the right to object is more limited.

Refer to the ICO guidance on the full details of the limitations associated with this right [here](#).

Note, the following does not apply if the user expresses their wish to object to direct marketing by clicking “unsubscribe” on marketing emails. In this situation, their objection will be recorded automatically and they will be removed from mailing lists to prevent any further marketing emails being sent. The minimal amount of data will be kept ensuring the objection is noted.

The steps for the procedure are as follows:

1. Identify a request to object to processing has been made and obtain contact details of data subject or the third-party representative (All staff).
2. Notify the Clerk of the request and provide contact information (All staff).
3. Respond to data subject or third party to confirm receipt of request and confirm the details of the request i.e. what exactly are they objecting to. (Clerk)
4. Verify ID of data subject or, if being represented by a third party, verify the third party has permission to act for the data subject. (Clerk)
5. Verify that the request meets one of the above conditions and is not manifestly unfounded or excessive. If it does not meet the conditions, or the request is manifestly unfounded/excessive then contact the data subject/third party and advise them of this and that their request cannot be satisfied. (Clerk)

This Information will need to include:

- The reasons the council is not taking action;
 - Their right to make a complaint to the ICO or another supervisory authority; and
 - Their ability to seek to enforce this right through a judicial remedy.
6. Record the request in the Rights Request Log. (Clerk)
 7. Identify third parties that the personal data involved has been shared with e.g. controllers, processors and request they cease processing and confirm this has been done. (Clerk)
 8. Notify relevant internal parties of the need to cease processing and confirm this has been done. (Clerk)
 9. Once processing has ceased and is confirmed by all relevant parties, notify the data subject that data processing has ceased. (Clerk)
 10. Update the Rights Request Log with the latest Information. (Clerk)

4.11 Rights in relation to automated decision making and profiling

Where Article 22(1) applies, the data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her.

In this situation, processing can occur where processing is:

- Necessary for entering into or performance of a contract between an organisation and the individual;
- Authorised by law (for example, for the purposes of fraud or tax evasion); or
- Based on the individual's explicit consent.

In this situation, Fakenham Town Council needs to ensure data subjects can:

- Obtain human intervention;
- Express their point of view; and
- Obtain an explanation of the decision and challenge it.

Rights associated with automated decision making and profiling can be complex. The Clerk should refer to the ICO guidance [here](#) and seek the advice of the ICO/data privacy lawyers, if required.

The steps for the procedure are as follows:

1. Identify a request to object to exercise rights in relation to automated decision making and/or profiling has been made and obtain contact details of data subject or the third-party representative (All staff).
2. Notify the Clerk of the request and provide contact information (All staff).
3. Respond to data subject or third party to confirm receipt of request and confirm the details of the request i.e. what processing activities are involved. Details of why the data subject wishes to challenge any automated decision making should be obtained. (Clerk)
4. Verify ID of data subject or, if being represented by a third party, verify the third party has permission to act for the data subject. (Clerk)
5. Verify that the request is relevant and that automated decision making and/or profiling with legal effects (or similarly significant effects) is taking place and the request is not manifestly unfounded or excessive. If the request is not relevant or is manifestly unfounded/excessive then contact the data subject/third party and advise them of this and that their request cannot be satisfied. (Clerk)

This Information will need to include:

- The reasons the council is not taking action;
 - Their right to make a complaint to the ICO or another supervisory authority; and
 - Their ability to seek to enforce this right through a judicial remedy.
6. Record the request in the Rights Request Log. (Clerk)
 7. If the request is valid, the Clerk should identify any relevant internal or external parties involved in the processing and obtain details of the automated decisions making/profiling to discuss with the data subject. They should also identify a suitably qualified person who is authorised to intervene and overrule an automated decision.
 8. The Clerk should discuss the process in depth with the data subject, explaining the decision-making process, how the decision was made etc. The data subject should be given the option to obtain human intervention and challenge the decision.
 9. If the data subject wishes to obtain human intervention, the suitably qualified person identified as one that could overrule an automated decision should be asked to review the decision and document their findings and decision.

10. The data subject should be made aware of the human intervention, the decision-making process and the outcome. They should also be reminded of their rights to make a complaint to the ICO, or another supervisory authority. This should be made in writing. (Clerk)
11. Update the Rights Request Log with the latest Information. (Clerk)

4.12 The right to complain

The General Data Protection Regulation gives Data Subjects (natural living human beings) the right to complain about a business they believe to be mishandling personal data to the Information Commissioners Office (The ICO <https://ico.org.uk/>).

Complaints can contribute to the following eventualities:

- Fines under GDPR
- Unannounced audits
- Reputational damage

Fakenham Town Council is committed to protecting personal data and complying with the GDPR. This includes being transparent and handling customer complaints seriously. Fakenham Town Council enables data subjects to exercise their right to complain, either directly to the council, or to the Information Commissioner, by providing details of how to complain on the Privacy Notice.

Data subjects can complain to Fakenham Town Council or the ICO about:

- How their personal data has been processed
- How their request to exercise their rights has been handled
- How any complaints have been handled

They can also appeal against any decision made following a complaint.

All complaints made will be directed to the Clerk for resolution and will be resolved within one calendar month of receipt.

The steps for the procedure are as follows:

1. Complaint will be sent to the Clerk, any email complaints will automatically be routed to the Clerk, but telephone enquiries will be routed manually (All staff).
2. Notify the Clerk of the request and provide contact information (All staff).
3. Respond to data subject or third party to confirm receipt of complaint and confirm the details of the complaint. (Clerk)
4. Verify ID of data subject or, if being represented by a third party, verify the third party has permission to act for the data subject. (Clerk)
5. Record the request in the Rights Request Log. (Clerk)
6. Investigate the complaint. (Clerk)
7. Respond to the data subject with findings/decisions and make them aware that they can exercise their right to complain to the Supervisory Authority (ICO) along with their contact details. (Clerk)
8. Update the Rights Request Log with the latest Information (Clerk)

Reviewed at Governance & Finance 21st July 2026

Ratified at Full Council 29th July 2026

To be reviewed annually

Hayes Lane Playing Field Consultation

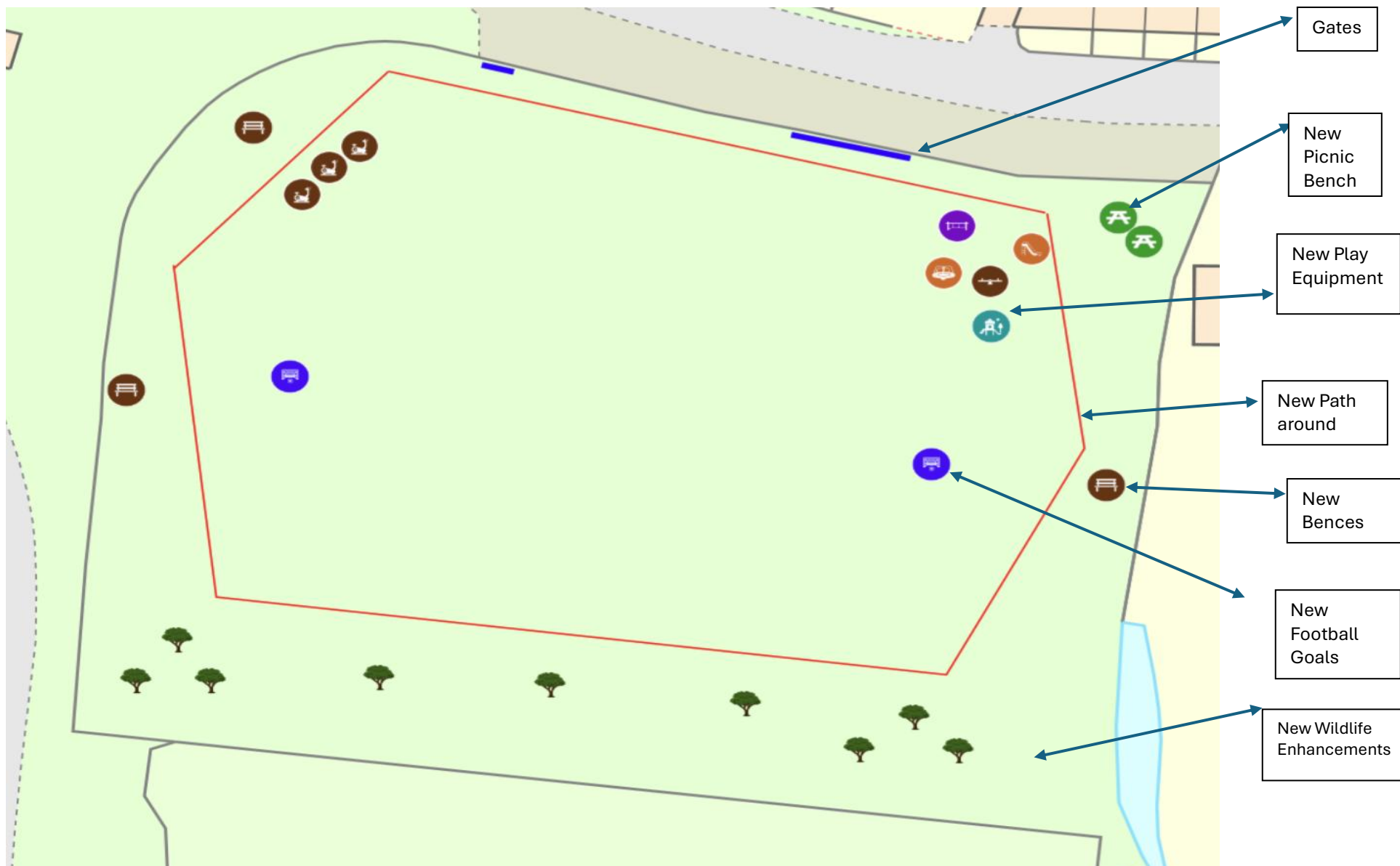
Email responses received: 28

Suggestions noted via social media: 10

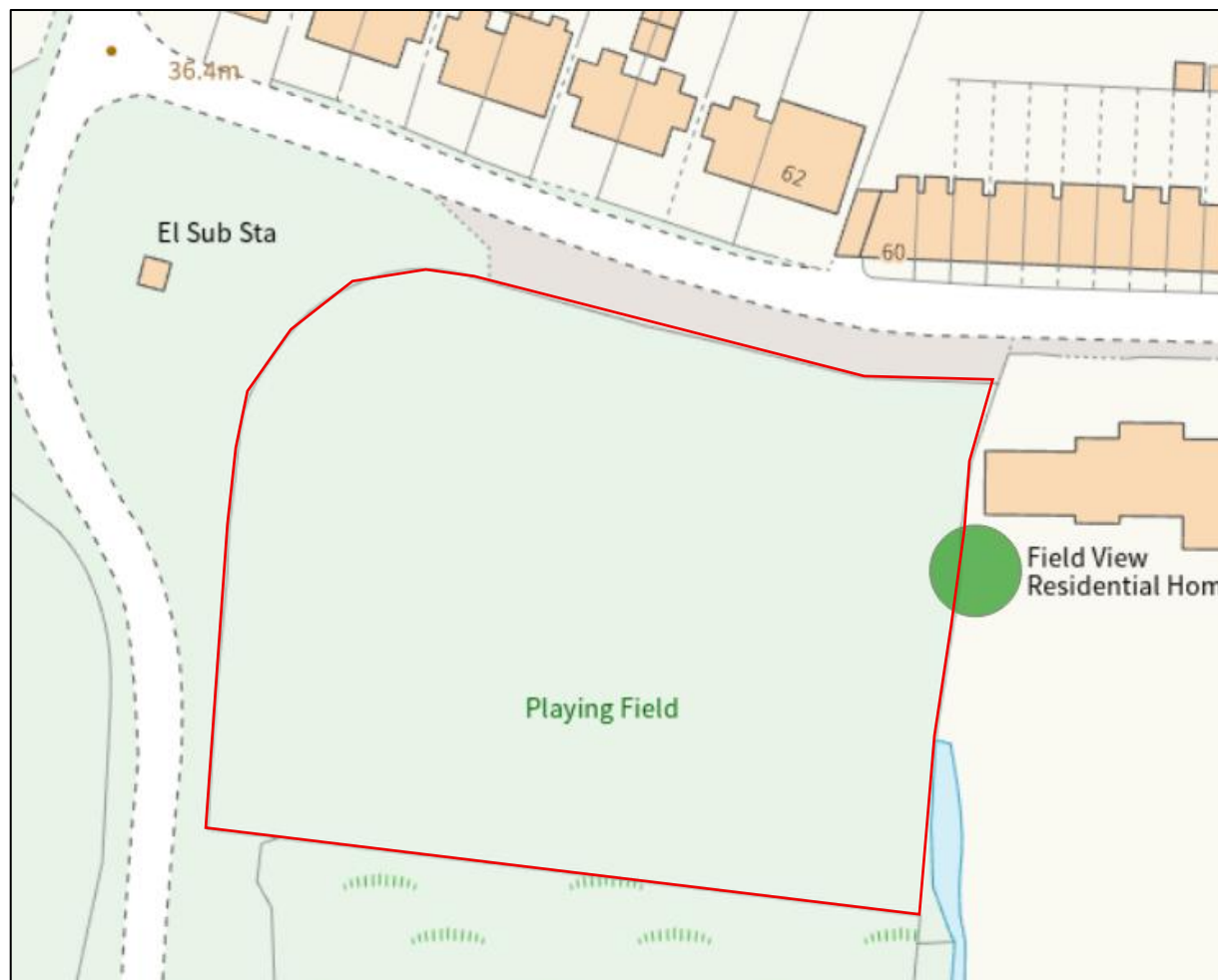
Key ideas	Number of mentions
Play Equipment <i>suggestions including:</i> • <i>variety of <u>swings</u> (9 mentions)</i> • <i>specific equipment for <u>toddlers/younger children</u> (4 mentions)</i> • <i><u>climbing</u> equipment (3 mentions)</i> • <i><u>zipline</u> (2 mentions)</i> • <i><u>slides</u> (2 mentions)</i> • <i>wooden <u>adventure play</u> equipment (2 mentions)</i> • <i><u>assault course</u> for older children</i> • <i><u>monkey bars</u></i> • <i><u>sensory equipment</u></i> • <i><u>water play</u></i>	19
Seating <i>suggestions including:</i> • <i><u>benches/general seating</u> appropriate for all ages (9 mentions)</i> • <i><u>picnic benches</u> (4 mentions)</i> • <i><u>Sheltered seating</u></i>	13
Pump Track	10
Open recreational space <i>suggestions including:</i> • <i>short <u>maintained grass</u> (4 mentions)</i> • <i><u>levelling</u> of ground (3 mentions)</i> • <i>improved ground <u>drainage</u> (2 mentions)</i>	9
Exercise equipment/ exercise circuit	7
Planting <i>suggestions including:</i> • <i><u>wildflower</u> (4 mentions)</i> • <i><u>trees</u> (3 mentions)</i> • <i><u>community orchard</u></i> • <i><u>community garden</u></i>	7
Football pitch <i>suggestions including:</i> • <i>short <u>maintained grass</u> (4 mentions)</i> • <i><u>goals with nets/backboards</u> (3 mentions)</i> • <i>pitch <u>markings</u> (2 mentions)</i>	6

Skate Park	6
Improved access <i>suggestions including:</i> • <i>levelling of ground (3 mentions)</i> • <i>more accessible entrance (2 mentions)</i>	5
Maintained path around perimeter	4
Dog friendly area	4
Improved visibility <i>suggestions including:</i> • <i>lowering of/removal of hedge to discourage anti-social behaviour (3 mentions)</i>	3
Splash Pad	3
CCTV	2
Basketball hoop	2
All weather sports pitch	2
Shelter	2
Bird/ Owl boxes	1
Tennis Courts	1
Lido	1

Hayes Lane Playing Field



Proposed wildlife and landscape enhancements for Hayes Lane Playing Field, Fakenham



Location Plan

Proposed wildlife enhancements to the site



Proposed features and approximate costings

1. 45 trees with guards and stakes – planted during the winter of 2026 – 7. I would suggest that these are small in size and would cost around £4 each. The use of Black poplar might be possible if Norfolk County Council still have a Black Poplar project running. There are only around 80 known true Black Poplars (native to the Country) in the County and the County used to give these out to suitable locations. It's a nice special thing which we could enjoy having as a feature. The other trees are available locally.
2. Perch type benches – just two posts in the ground with a board across the top – probably cost around £50 each
3. The grass sward on the site is rather rich and dense – I am not sure how this will react to being allowed to grow to a meadow height as its clearly had a lot of enrichment from the mowings being allowed to compost back into the sward over many years but there was a good deal of diversity in the grasses I could see and maybe there will be some wildflowers. Over time as the sward is mown annually and the arrisings taken off and composted, the fertility should reduce and the sward become more interesting and less dense but its impossible to tell at the moment – we would have to try it and see.
4. A couple of compost areas would be formed from the cut grass and these would provide habitat for reptiles. In this area I would expect it to be fairly valuable for this – particularly slow worm and grass snake which I am pretty certain will be in this area
5. We can also add a bug hotel made from wooden pallets with layers of different materials between them which provide habitats for different types of invertebrate and also some amphibians. Cost is negligible
6. Ideally we could also provide a notice board to describe what is on the site and show a plan. This would give a sense of purpose to the project and explain the reasoning behind what some folk might see as being 'untidy'. Cost is probably around £600

CLIVEDEN CONSERVATION

THE OLD COACH HOUSE, HOUGHTON, NORFOLK, PE316ZD

BUDGET COSTS - FAKENHAM WAR MEMORIAL

Date: 2/7/2026

Our Job Ref: 26105

Lesley Meanley
Fakenham Council Town Clerk
Norfolk

By email only

Dear Lesley,

Budget Costs for recommended repairs extracted from our Condition Report.

Clean:

Carry out a full, non-abrasive clean to all areas using either super-heated steam cleaning system or by hand with nylon scrubbing brush. Care should be taken around the painted inscriptions – suggest solubility trials prior to this work.

Stone repairs:

Localised mortar repairs to be applied where stone has been lost and there is the potential for pooling and/or ingress of water. Compatible lime based materials, similar in durability and appearance to be used. It would be advisable to create some mortar samples prior to progression of the work. Where fills are deep insert stainless steel armatures.

Option for stone indents, as an alternative to mortar repairs, where current cement fills have failed:

NE elevation, loss at bullnose. Approx 230mm x 200mm x 120mm

SE elevation, small loss of bullnose. Approx 50mm x 50mm x 70mm

SW elevation, loss at bullnose. Approx 220mm x 180mm x 80mm

Pointing:

Rake out failed and loose mortar joints throughout and repoint using lime mortar where required, pushing well into the joints. Allow mortar to cure slowly and therefore effectively by avoiding particularly hot weather and frosts.

If not detrimental to the stone, carefully remove and repoint entire joint beneath the bullnose – approximately 12.8 linear m. Suggest also approx. 3 to 4 linear metres per elevation of additional repointing.

*Therefore allowing for **30 linear metres** of repointing.*

Including tending of the lime work

Our budget price allows for recommendations listed above including mortar and paint solubility trials. Please note at this stage there is no allowance for scaffold access or accommodation/mileage.

Estimate £6,500.00 excluding VAT

Yours sincerely,
For & on behalf of **Cliveden Conservation**

Fiona Johnson – Senior Conservator

M: 07946 515304
fionajones@clivedenconservation.com

TERMS & CONDITIONS

All contracts between Cliveden Conservation Workshop Limited (herein referred to as ('CCW LTD')) and the owner shall be governed by the following terms and conditions and the acceptance of the contract by the owner shall be deemed to be an acceptance of these terms and conditions. No other conditions except those implied by law shall be of any effect unless the same are expressly agreed in writing by both parties.

Cost

1. Estimates and quotations are valid for three months only. They are given in good faith and are not an offer to carry out the works indicated.
2. The contract price is the net price of carrying out the listed works after deduction of any available discounts and override any estimate or quotation.
3. The contract price is exclusive of value added tax and any other duties or tax, unless stated. These are all payable in addition to the contract price at the rates prevailing at the relevant times.
4. For owners with approved account facilities invoices are due for payment 14 days after the date of invoice at CCW LTD place of business and in sterling.
5. Invoices not, paid on the due date shall carry interest thereon on a daily basis at 4% above the base rate for National Westminster Bank Plc both before and after any court judgment.
6. Payment in full shall be due immediately upon the commencement of any act, or proceeding in which the owners' solvency is involved.

Insurance

1. The owner warrants that all items in transit or held at premises belonging to CCW LTD are covered in full by the owners own insurers and where necessary all notices relating thereto have been given to the owners insurers
2. If required in writing by the owner and agreed in writing by CCW LTD items can be insured by CCW LTD on the following terms:-
 - a. no insurance cover shall commence until the premium has been paid
 - b. that the owner has provided all required details of all items and an insurance valuation (but limited to its market value or £20,000 whichever is the lower per item pair or set as appropriate)
 - c. subject to the terms and conditions applicable specified in CCW LTD insurance policy a copy of which is available on request
 - d. that the items are collected by the owner on written request from CCW LTD
3. If the owner requires insurance cover in excess of the above then such insurance and the terms thereof must be specifically agreed and the premium paid

Dates

1. CCW LTD will use its best endeavours to comply with any completion dates given but in any event they shall not be of the essence of the contract.
2. If for any reason CCW LTD is unable to carry out the works hereunder CCW LTD shall be at liberty by notice in writing to determine the contract or part thereof without incurring any liability to the owner.
3. CCW LTD shall be at liberty to carry out the works by instalments and each instalment shall be deemed to be a separate contract.

Title

1. The owner warrants that he is the unencumbered owner of the subject matter of tile works and he has accepted the contract price and the terms hereof.
2. The owner hereby expressly agrees that CCW LTD shall have a lien over all items supplied to it under the contract until the contract price has been paid in full.

Liability

1. CCW LTD will carry out the contracted works to the best of its ability but any default or breach whatsoever shall in no case exceed the contract, price.
2. In the event that any damage is caused which is covered by insurance CCW LTD shall not be liable for any sum in excess of that payable by the insurer.
3. No claim for damages shall be accepted unless CCW LTD is notified in writing by the owner within four days of delivery to the owner.

Generally

1. If any of these terms and conditions shall be found to be unlawful it shall not vary or affect the validity or enforceability of the remainder of the conditions.
2. This contract is and shall be deemed to have been made in England and shall in all respects be governed by English law.

Aldiss Park proposal for full council

29 July 2026

This proposal sets out the plan to improve an area of Aldiss Park which has been neglected for many years. It is largely scrub and self-seeded willow with an overgrown path through it, which is overgrown with brambles and nettles. There is a pond, stagnant and virtually inaccessible.

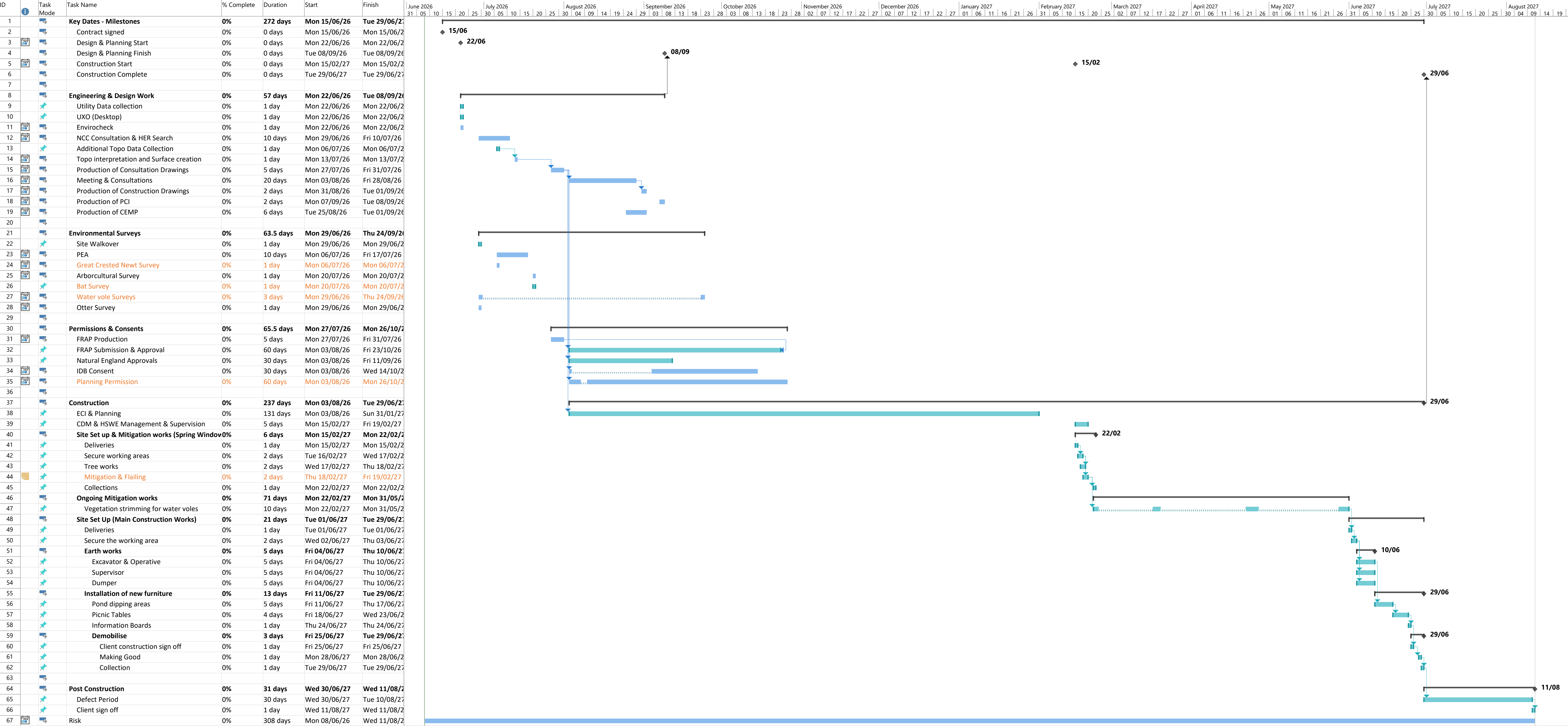
Councillors have considered the proposal, to be externally funded, for the area to be made into a properly designed wetland to encourage wildlife and to improve biodiversity. To this end, a topographical survey was conducted last year, which showed that a wetland could be constructed and plans and costs from the Internal Drainage Board (IDB) are supplied in the pack of papers for this meeting. Paul George attended the meeting.

External agencies have been consulted, as permissions would be needed from the Environment Agency and Natural England. A meeting held on 14 April with representatives from both EA (Local Nature Recovery Strategy team) and NE followed by a site visit resulted in both agencies showing enthusiastic support for the scheme. The site is within the LNRS target area and appears on their mapping site.

Further information was forthcoming from the Norfolk Rivers Trust, who would support, advise and help fund the project should FTC decide to proceed.

Benefits:

- a new asset for Fakenham, its residents and visitors
- a place for school pupils to visit to carry out field work, within walking distance of all schools
- another part of the Wensum wildlife corridor completed
- volunteering opportunities for maintenance
- improvement to biodiversity and carbon capture
- externally funded for capital expenditure and ongoing financial support available



Project		
Prepared By		
Checked By		
Item	Rate	Unit
Environmental Surveys		
Site walkover	£ 66.00	£/hr
PEA	£ 2,000.00	unit
GCN	£ 1,000.00	unit
Arboricultural	£ 2,500.00	unit
Arboricultural Admin	£ 66.00	unit
Bat Survey	£ 500.00	unit
Bat survey admin	£ 66.00	unit
Water vole. Ecologist 1 1st Survey	£ 66.00	£/hr
Water vole. Ecologist 2 1st Survey	£ 66.00	£/hr
Water vole. Ecologist 1 2nd Survey	£ 66.00	£/hr
Water vole. Ecologist 1 2nd Survey	£ 66.00	£/hr
Engineering & Design Work		
Utilities	£ 50.00	£/hr
UXO (Desktop)	£ 50.00	£/hr
EnviroCheck inc Contaminated land (desktop)	£ 500.00	unit
Archaeology / heritage checks & consultation	£ 250.00	unit
Additional Data Topo Data collection PPE	£ 88.00	£/hr
Additional Data Topo Data collection Engineer	£ 66.00	£/hr
Topo interpretation & Surface creation	£ 88.00	£/hr
production of consultation drawings	£ 88.00	£/hr
Meetings & Consultations	£ 88.00	£/hr
Production of Construction drawings	£ 88.00	£/hr
Production of PCI	£ 88.00	£/hr
Production of CEMP	£ 800.00	unit
Consents & Permissions		
FRAP fee	£ 500.00	unit
Frap admin	£ 66.00	£/hr
Natural England HRA & SSSI Consent	£ 66.00	£/hr
IDB Consent	£ 50.00	unit
Planning permission?	£ 1,000.00	unit
Planning permission admi	£ 88.00	£/hr
Construction		
Planning	£ 90.00	£/hr
CDM & H&S Management	£ 90.00	£/hr
Mitigation works (vegetation management / tree work)	£ 62.50	£/hr
Mitigation works (vegetation management / tree work)	£ 47.00	£/hr
Excavator and operative	£ 62.50	£/hr
Supervisor	£ 47.00	£/hr
Dumper	£ 1,500.00	£/week
Machine delivery & Collection	£ 500.00	unit
Dumper delivery & Collection	£ 500.00	unit
Fuel (dumper)	£ 1.25	£/litre
Furniture	£ 1,000.00	unit

Pond dipping area	£ 1,500.00	unit
Information boards	£ 1,000.00	unit
Fixings and fasteners for furniture	£ 1,000.00	£/week
Welfare	£ 300.00	£/week
Risk		10%
TOTAL - Ex. VAT		
VAT		20%
TOTAL - Inc. VAT		

Aldias Park	
Number	Item Total
7.5	£ 495.00
1	£ 2,000.00
1	£ 1,000.00
1	£ 2,500.00
7.5	£ 495.00
1	£ 500.00
7.5	£ 495.00
4	£ 264.00
4	£ 264.00
4	£ 264.00
4	£ 264.00
4	£ 200.00
2	£ 100.00
1	£ 500.00
1	£ 250.00
7.5	£ 660.00
7.5	£ 495.00
15	£ 1,320.00
22.5	£ 1,980.00
37.5	£ 3,300.00
15	£ 1,320.00
15	£ 1,320.00
1	£ 800.00
1	£ 500.00
37.5	£ 2,475.00
37.5	£ 2,475.00
1	£ 50.00
1	£ 1,000.00
22.5	£ 1,980.00
27	£ 2,430.00
108	£ 9,720.00
45	£ 2,812.50
45	£ 2,115.00
135	£ 8,437.50
135	£ 6,345.00
3	£ 4,500.00
2	£ 1,000.00
2	£ 1,000.00
2500	£ 3,125.00
9	£ 9,000.00

2	£	3,000.00
2	£	2,000.00
1	£	1,000.00
4	£	1,200.00
	£	8,695.10
	£	95,646.10
	£	19,129.22
	£	114,775.32

North Norfolk Local Plan Review

Scoping Consultation: Regulation 20

July 2026



Blakeney



Warham



Beeston Regis



Hindringham

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**All documents can be made available in
Braille, audio, large print or in other languages.
Please contact 01263 516318 to discuss your requirements**



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1 Introduction

- 1.1 **The purpose** of this consultation is to provide the opportunity for meaningful early engagement in preparing the Council's new Local Plan by seeking views from local residents and stakeholders as to what the Plan should contain and how future engagement should be carried out.
- 1.2 The starting point for this is to review the recently adopted Local Plan to ensure that the policies within it either remain consistent with, or can be brought into alignment with, the new plan-making system, as explained below.
- 1.3 The consultation will **run from Monday 20 July 2026 to Monday 31 August 2026** and details of how to respond are included below.
- 1.4 Simultaneously, a **Call for Sites consultation is also running** giving those wishing to put forward potential development sites for consideration a further opportunity to do so. **For more details and to submit a site to the Call for Sites, please follow the link below to the Council's [Call for Sites main webpage](#) and follow the instructions provided:**
- 1.5 **Plan Review Context:** In order to ensure Local Plans are kept up to date and significant weight is given to Local Plan policies and priorities in the preparation and determination of planning applications, Local Planning Authorities, are required to review Local plans at least every five years.
- 1.6 The new Government has recently introduced significant changes including legislating for a new plan making system and widespread changes to the National Planning Policy Framework (NPPF) and Planning Practice Guidelines (PPG).
- 1.7 The Council adopted its current Local Plan on 17 December 2025, however the Government require us to update our Local Plan in order for us to respond to their reforms to the planning system which are intended to increase the delivery of new homes and support economic growth. Key elements of the existing Plan will become out of date when it becomes five years old. Responding now will also ensure that the district maintains an up-to-date Plan within the five-year review period and ensure we are able to plan sustainably for the higher housing requirement the government has now set for us.
- 1.8 Without this work there is a significant increased risk of unplanned development which will make it harder for responsible bodies and infrastructure providers to plan for and deliver appropriate infrastructure in the right place at the right time. It will also make it harder for the relevant Council to plan for and deliver on future services such as education, highway improvements and adult social services.

How to respond to the consultation

- 1.9 A detailed overview and analysis of the issues now being consulted upon at the early stage of Plan making is contained in this scoping document. A series of questions are then set out in Section 6 to guide feedback. Submit your comments via the [consultation portal](#) between **Monday 20 July** and **Monday 31 August 2026**.
- 1.10 In line with the Government's digital planning agenda, the Scoping Consultation is being conducted online. Our online consultation portal is designed to help you complete the response form accurately. It supports transparent and cost-effective engagement, allowing responses to be managed efficiently.
- 1.11 We are unable to accept responses received outside of the advertised consultation period.
- 1.12 Those wishing to submit sites for assessment as part of the Call for Sites can do so at www.north-norfolk.gov.uk/callforsites

Accessibility

- 1.13 If you have any difficulty submitting a response, or have specific accessibility requirements, please contact us:

Planning Policy
 NNDC Council Offices
 Holt Road
 Cromer
 NR27 9EN
planning.policy@north-norfolk.gov.uk
 01263 513811

What happens next?

- 1.14 The feedback received will be reviewed to identify the main considerations and suggestions raised. This will help shape the next stage of the Local Plan review and will inform more detailed proposals for future consultation. A summary of the Scoping Consultation will also be published so that participants can see who was invited to comment, and how the Council has considered the feedback so far.

2. New Plan Making Requirements

- 2.1 This project will review the Adopted Local Plan and prepare a new-style Local Plan under the Planning and Compulsory Purchase Act (PCPA) 2004, as modified by the Levelling-up and Regeneration Act (LURA) 2023, in accordance with the new plan-making system set out by the UK Government, including the emerging new National Planning Policy Framework which will incorporate Plan-making and national decision-making policies (which local plans should not repeat or seek to alter) and Local Planning Regulations 2026. The Plan will form an updated statutory Development Plan for North Norfolk, setting a clear vision, development strategy, and strategic land-use framework required to guide planning decisions.
- 2.2 It is expected that the **Plan will set out a vision and spatial development strategy for the district and focus on development site allocations and local spatial policies**. More general policies will be replaced by the national decision-making policies contained in the new NPPF, which is timetabled to be published by the government in summer 2026. A consultation draft was issued in December 2025 and more information on this proposed reform of the NPPF and the timing of the release of the final version can be found here: [National Planning Policy Framework: proposed reforms and other changes to the planning system – GOV.UK](#)
- 2.3 The new plan-making system is characterised by a more efficient and **regulated 30-month preparation process**¹. The Council is required to undertake preparatory work as part of the early stage of preparing for Plan review, providing at least four months' notice prior to start of the formal 30-month period.
- 2.4 The Council is required to issue a notice to commence a new style Local Plan on or before 30 June 2026, which means the 30-month timeframe for Local Plan review, examination and adoption, will start on or before 31 October 2026.
- 2.5 This early-stage preparation incorporates a number of actions many of which are underway:
- Prepare and publish details of the time scales for producing the new local plan. As required by the regulations the timeline will be kept under review and updated monthly when required.
 - Issue a notice to commence a new local plan no later than 30 June 2026 (Regulation 19).
 - Issue a Call for Sites to help understand what land is available for development.
 - Undertake a Scoping Consultation (this consultation) (Regulation 20) seeking views on what the Plan should contain and how to engage.
 - Scoping and preparing the evidence base.

¹ [30-month local plan process: an overview - GOV.UK](#)

- Gather baseline information, knowledge and an understanding of the area.
- Gather baseline environmental information to help establish the base line for the required environmental report to support the Strategic Environmental Assessment. As set out in [The Environmental Assessment of Plans and Programmes Regulations 2004](#).
- Establishing project management and governance arrangements.
- Drafting a vision, Plan objectives, and measurable outcomes.

2.6 The new Plan making system then includes two further formal consultation stages, a number of Gateway assessments and a shorter more efficient examination.

- Under Regulation 23 and following a self-assessment at Gateway 1 on Plan readiness the Council will consult on the **Proposed Local Plan content and evidence including the proposed Vision - anticipated Spring 2027:** This consultation will focus on the draft vision of the Plan and proposed aims and objectives, the proposed spatial strategy and a summary of the evidence gathered/still to be gathered. It's likely that this consultation will include an overview of the suitability of all the sites received and assessed and potentially identify the broad direction(s) of growth. It's also anticipated that the level of detail and scope of the Environmental report, SEA will be consulted upon at this time.
- Under Regulation 27 and following observations and feedback from the Planning Inspectorate to support early resolution of potential soundness issues and progress towards meeting the prescribed requirements at Gateway 2, the Council will **consult on the Proposed Local Plan in Winter/ Spring 2028:** this will be a consultation on the full draft Plan before it is finalised, tested at Gateway three and then once successfully passed, submitted for examination by an independent examination, expected Winter 2028.

2.7 Table 1 below outlines the key stages and contains a summary of the key milestones within the new plan making process. More information can be obtained in the Plan making regulations explainer [Plan-making regulations explainer – GOV.UK](#)

Summary of key milestones & stages within the new plan-making system

Key Milestone	Regulation Reference	Stage Summary	Timeline ²
Notification: intention to commence Plan making	Reg. 4(1)(a) + Reg. 19	Publication of notice. Notification period must be at least four months so as to raise awareness and ensure stakeholders are aware	30/06/2026
Consultation 1: scoping	Reg. 4(1)I + Reg. 20(4)	Seeks views on what the Plan should contain and feedback on how to engage with stakeholders	W/C 20/07/2026 31/08/2026

Gateway 1: self-assessment of readiness	Reg. 4(1)(d) + Reg. 21	Publication of a self -assessment of the Council's readiness to start the 30-month plan preparation material. (prescribed template)	W/C 31/10/2026
Consultation 2: content & evidence	Reg. 4(1)(f) + Reg. 23(4)	Minimum 6-week consultation on the proposed Local Plan Vision, objectives, emerging spatial strategy, (and site options), SEA scope and evidence to date.	W/C 12/04/2027 24/05/2027
Gateway 2: Independent review	Reg. 4(1)(g) + Reg. 26	Seek observations and advice from the Planning Inspectorate to support early resolution of potential soundness issues and progress to the prescribed requirements of Gateway 3.	W/C 01/11/2027
Consultation 3: proposed Local Plan	Reg. 4(1)(i) + Reg. 27(4)	Minimum 8-week consultation on the proposed Local Plan and supporting documents	W/C 13/03/2028 08/05/2028
Gateway 3: independent testing	Reg. 4(1)(j) + Reg. 31	Testing by the Planning Inspectorate against the prescribed requirements and whether the Plan is ready to be submitted for examination. Prescribed requirements relate to legal compliance, availability and completeness of required submission documents, and whether the Plan and the council are ready to proceed. If the Council do not successfully pass through Gateway 3, the Council cannot proceed to examination and are required to make the necessary changes and re-do the gateway assessment	W/C 09/10/2028
Submission	Reg. 4(1)(k) + s.15D(1)	Formal Submission of the Local Plan. Triggers commencement of the examination	W/C 18/12/2028
Examination		Undertaken by the Planning Inspectorate the examination will assess whether the Plan is "Sound". Meaning it meets the test of soundness set out in national planning policy. Those who have made representations on the plan during its preparation will have the right to present their views to the inspector. The inspector may recommend that modifications are required to be found sound. If this is the case, proposed modifications may need to be consulted on. This will likely extend the timeframe for the examination.	December 28-March 29
Adoption	Reg. 4(1)(l) + s.15EA	Subject to the conclusion of the examination and full council decision	W/C 30/04/2029

		the new local plan will be brought into effect and the existing Plan revoked.	
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Table 1 Summary of Key Milestones & Stages within the new plan-making system

- 2.8 Full details of the timescales for producing the new Local Plan are set out in the Council's Local Plan timetable which can be viewed online on the [Local Plan Review](#) webpage. This will be kept up to date throughout the period our new Local Plan is being prepared.

3. Changes to the National Planning System

- 3.1 Recent changes by the government to the planning system will have a direct impact on how the Council plans for the district's future growth.

Changes to increase the assessment of housing need

- 3.2 The Government's "standard method" for assessing local housing need (used to inform housing requirements in Local Plans in England) underwent a significant reform in December 2024. The Council must plan to meet as a minimum all of their housing needs as identified by the new standard methodology and In England, Local Planning Authorities are legally required to review their Local Plans at least once every five years to assess whether policies need updating. The housing requirement in the adopted plan is now meeting less than 80 per cent of local housing need as defined by the new methodology, and in this situation the Council is required to commence local plan review to the prescribed timetable set out above.
- 3.3 Rather than being based on household projections the new prescribed figure and methodology are based on a proportional increase to the existing housing stock with an affordability adjustment (uplift), the size of which is dependent upon a five year median average house prices relative to incomes ratio.(the affordability ratio published by the Office of National Statistics).For every 1% the ratio rises above a specific threshold, the housing need figure is adjusted upwards, with an upward adjustment multiple of 95%. More detail is available [here](#)
- 3.4 The Council is required to plan for **932 dwellings per annum**, an increase of 375 dpa on the current Local Plan objectively assessed needs set at 557 dwellings per annum - a 65 % increase.
- 3.5 It important to note this is an unconstrained assessment of the minimum number of homes the Council is required to Plan for. The actual housing requirements set in the Plan will also be dependent on the consideration of constraints, land availability and deliverability.

Housing Land Supply

- 3.6 Local planning authorities are required to maintain a five-year housing land supply in order to demonstrate they have enough specific, deliverable land available to meet their current housing needs for the next five years.
- 3.7 A failure to demonstrate this means that policies in the NPPF would take precedence and the Council would find it more difficult to refuse planning applications where necessary, even if they go against the adopted Local Plan and local preferences.
- 3.8 Currently the Council can demonstrate a [7-year supply of housing supply](#). Maintaining at least a five-year supply depends on the rate of housing completion

and delivery as well as market circumstances; factors which in the main are beyond the Councils influence.

Removal of the Duty to Co-operate

- 3.9 Regulations came into effect early 2026 removing the Duty to Co-operate from the Plan making system. Although this legal test has been removed, co-operation is still required between Local planning authorities through a more flexible system of **“effective co-operation”** backed by strategic planning. Planning Authorities must still work with neighbouring authorities to address cross-boundary issues, infrastructure requirements and delivery, and any unmet housing needs. At Gateway Assessment and Examination, Inspectors will require evidence of co-operation, however, failure is no longer a legal showstopper but a question of soundness and policy judgement.
- 3.10 The Council and neighbouring authorities all continue to work together through the jointly resourced [Norfolk Strategic Planning Member Framework](#).

Changes to the National Planning Policy Framework

- 3.11 Following sweeping overhauls to the planning system and the [draft revisions to the National Planning Policy Framework](#) (NPPF), the government is introducing several changes to how local and national interests are balanced.
- **Rules-Based Approach:** The system now establishes a "default yes" to development that aligns with specific national policy criteria, shifting power away from local vetoes.
 - **No Duplication:** Local authorities are instructed not to replicate, restate, or modify national decision-making policies in their own local plans.
 - **Prioritisation of Growth:** Significant weight is afforded to development in desirable areas, specifically sites close to transportation hubs and areas where evidence shows an unmet housing need.

The emerging revised NPPF (2025/26) gives a clear steer towards a more permissive and pro-development planning system in order to *“boost housing delivery and economic growth”* through its approach of stronger national approaches and decision making, and a simplified rules-based system. Although it is not a blanket approval, the ‘presumption in favour of sustainable development’ will apply to all development within settlements unless harms “substantially outweighs the benefits”.

- 3.12 **National Decision-Making Policies (NDMPs)**, also referred to as National Development Management Policies, are centralised government policies that aim to provide consistent rules and standards. These NDMPs are non-statutory, with the intention that they will be a material consideration in decision-making, limiting local variation and increasing consistency. It is intended that new local plans do

not duplicate, substantially restate or modify the content of these policies. In some cases, the policies are expected to express how much weight to certain benefits should be given in the planning balance at decision making stage. Local Plan and neighbourhood plan policies that are in any way inconsistent with NDMPs should be given very limited weight.

- 3.13 Streamlining Local Standards:** Restrictions on the Council's ability to set local standards other than those set out in building regulations, such as the use of the optional prescribed space standards and accessible housing standards (with the exception of water use). Policies HOU8 & 9 of the current Local Plan currently evoke the optional minimum space and accessible standards, and Policy CC4 minimises development impact on water supplies to the lowest legal limit set by the water efficiency requirements at the time.
- 3.14 Prioritising development on Brownfield land:** The emerging NPPF strengthens the approach to brownfield first (previously developed land). In plan-making the Council is expected to prioritise brownfield sites in allocations and maximise the reuse of previously developed land and focus growth in urban areas first. If the brownfield capacity is insufficient then sequentially this will result in greenfield releases. **It should be noted that North Norfolk does not have any land designated as greenbelt land and little land that is classed as previously developed land. the Annual Monitoring Report shows that in 2024/25 only 130 dwellings were completed on previously developed land.**
- 3.15** The introduction of a new '**medium development**' category, as set out within Annex C of the draft NPPF, 2025. The category is currently proposed for schemes of 10 to 49 homes, and on sites up to 2.5 hectares. The changes aim to remove obstacles to bringing forward smaller parcels of land and encourage the growth of small and medium-sized builders. In addition, **new local plans will be expected to allocate at least 10% of the housing requirement to smaller sites.**
- 3.16 Higher density development:** The changes in the NPPF support higher density development in sustainable locations with good access to services. there is a clear expectation that Councils should set minimum densities in well-connected locations, including around train stations and town centres, and support an overall increase in density within settlements.
- 3.17 Concentration for growth in and adjacent to settlements:** Development should be supported in principle in identified settlements unless there would be substantial harm. Outside of settlements, the form of development continues to be restricted in order to prevent unsustainable patterns of growth and to conserve rural character. However, the list of developments considered appropriate outside settlements is broad and now includes such items as: rural business and services which need to be located outside settlements, and development of other sorts which would meet an evidenced unmet need (for example in instances where there is not a five-year housing land supply). The proposed NPPF adds the proviso that in such circumstances development should be well-related to an existing

settlement (unless the nature of the use would make this inappropriate), to guard against development being badly located.

- 3.18 In defining what is a settlement the emerging draft NPPF** *‘Includes cities, towns, villages and other predominantly built-up areas, including land which is allocated or has permission for development which will form part of the built-up area once the development is complete. This includes areas defined as a settlement in the development plan (whether using defined settlement boundaries or equivalent terms, or criteria for identifying settlement extents). Settlements do not include hamlets and scattered groups of houses located outside predominantly built-up areas, unless specifically defined as a settlement in the development plan.’* Source draft NPPF Annex B: Glossary

- 3.19 Changes to the definition of a Designated Rural Area** in the definition for Affordable Housing policy: changes are included in the draft to support the provision of much needed social and affordable housing in rural areas. This includes amending the definition of Designated Rural Areas in the current Framework glossary to allow affordable housing contributions to be sought on minor development in parishes with a population of 3,000 or less and a population density of two persons or less per hectare. This is not intended to alter the way in which those areas currently designated as ‘rural’ under Section 157 of the Housing Act 1985 (as identified in the current Local Plan) are treated, or how that designation is achieved. Further support remains for affordable housing on rural exception sites.
- 3.20 Promoting economic growth:** through the use of flexible site allocations and the non-proliferation of overly prescriptive requirements on acceptable uses. The Government’s aim is to provide employment land that can more readily adapt to changing commercial demands. The expectation is that new style local plans will also meet the needs of a more modern economy and growth by giving substantial weight to the benefits of supporting business growth. In terms of rural business development, the proposed changes align with the wider policies for inside and outside settlements and strengthen support for various types of agricultural development and diversification. Opportunities should be well related to existing development and use PDL where possible.

Removal of Supplementary Planning Documents and the introduction of Supplementary Plans

- 3.21** The transition from Supplementary Planning Documents (SPDs) to Supplementary Plans reflects wider reforms, particularly those set out through the Levelling-up and Regeneration Act 2023. The intention of these changes is to strengthen the effectiveness of supplementary guidance within the plan-making system. Under the previous system, SPDs were intended to provide additional detail to policies in the Local Plan, but they were not part of the statutory development plan. This meant that, although they could be material considerations in decision-making, their influence was often limited and included within the plan’s evidence base.

- 3.22 A key reason for introducing the new Supplementary Plans is to address this by giving such documents a clearer and more robust role in planning decisions. The changes to the planning system seek to streamline plan-making by reducing reliance on lengthy Local Plans and enabling authorities to produce more focused, topic-specific documents that can be updated more quickly. In practice, Supplementary Plans can cover a multitude of issues and topics that the Council consider necessary to include in a Supplementary Plan.
- 3.23 The key difference between the two lies in their legal status and planning weight. SPDs do not form part of the development plan and therefore could not introduce new policy, only expand upon existing Local Plan policies and provide supporting evidence. However, Supplementary Plans are intended to form part of the development plan itself. This means they will carry full statutory weight under section 38(6) of the Planning and Compulsory Purchase Act 2004, requiring decisions to be made in accordance with them unless material considerations indicate otherwise.
- 3.24 Overall, the change to Supplementary Plans represents a move towards a more flexible plan-led system. By replacing SPDs, the planning system aims to ensure that detailed local policies are not only easier to prepare and update but also carry the full weight necessary to shape development outcomes effectively.

Environment Assessment Changes: Sustainability Assessment

- 3.25 Under the new plan-making system, the **requirement to carry out Sustainability Appraisal** as required under the Planning and Compulsory Purchase Act 2004 has **been removed**, while the requirement for Strategic Environmental Assessment (SEA), as required under the SEA Regulations 2004 remains. This will involve the preparation of an environmental report that identifies, describes and evaluates the likely significant effects on the environment of implementing the plan or programme, and the reasonable alternatives taking into account the objectives and geographical scope of the plan or programme.
- 3.26 Current government guidance does not yet provide specific guidance on this matter. However, references to environmental assessment in the plan-making guidance focuses only on SEA (see [New local plan-making roadmap](#))
- 3.27 The SEA Regulations require the scoping of environmental effects as well as broader topics such as population, human health and ‘material assets’ which all need to be addressed. This means that, in practice, the scope of the assessment remains relatively broad and does extend into some social and economic issues. The main difference lies in how the assessment is framed and reported, rather than what is assessed, as a clearer focus on SEA requirements is likely to support more concise, targeted reporting.
- 3.28 A structured SEA process will be maintained that aligns with key plan-making stages. As such, SEA scoping will commence alongside Local Plan scoping to

ensure that the framework for assessment is in place early in the plan-making process, before options emerge, and will mean that the Council is ready to undertake SEA of options as soon as they are identified for consideration.

Introduction of Spatial Development Strategies (SDS)

3.29 The new plan making system and emerging updated NPPF support the structure and operation of a new planning system comprising of three levels of Plan making

- Strategic: Spatial Development Strategies (SDS)
- Local: Local Plans, Minerals and Waste Plan, and Supplementary Plans
- Neighbourhood: Neighbourhood Plans

3.30 Spatial Development Strategies are intended to be high-level, strategic plans that provide a cohesive framework across regional and sub-regional, or combined authority areas. The intention is that they will set a 20-year vision, ensuring that local planning authorities align their detailed policies with the wider sustainable growth and climate reliance goals. The Norfolk and Suffolk SDSs will be drawn up by the elected Mayors following the Mayoral elections currently due to be held May 2028. It is not expected that the SDS will directly inform this round of Local Plan making.

Environmental Delivery Plans

3.31 A key part of the Planning and Infrastructure Act is the Nature Restoration Fund (NRF). The Nature Restoration Fund(s) aims to accelerate the building of homes and infrastructure while diverting the impact into the recovery of protected sites and species.

3.32 The NRF introduces a new way for housing and infrastructure developers to meet their environmental responsibilities where their projects affect protected sites or species. Natural England will deliver the NRF through Environmental Delivery Plans (EDPs). Each EDP will cover a specific area and outline a package of conservation measures that will address one or more impacts of development on a protected site or species. Where an EDP is in place, developers can make a payment into the NRF to meet their environmental responsibilities and crucially unlock development which might otherwise have stalled.

3.33 Towards the end of 2025 the government released guidance on the timetable for EDPs. The intention is that the first EDPs will begin consultation/engagement early in 2026, with the first EDPs to go live spring/summer 2026. The first EDPs will focus on areas and catchments that have significant pressure from nutrient neutrality issues.

3.34 In December 2025, Natural England gave notice of its intention to prepare a number of Environmental Delivery Plans in 2026. Two will apply to the North Norfolk district. The first tranche of EDPs being prepared will cover nutrient pollution from development, with one being prepared for The Broads Special Area

of Conservation (SAC) (including River Wensum SAC). The second tranche will be prepared for great crested newts, which is relevant to North Norfolk, being a place where the species is materially present.

- 3.35 Each EDP will set out the conservation measures that will be brought forward to materially outweigh the impact of the development on the environmental feature that the EDP covers. Once in place, developers will be able to pay the relevant nature restoration levy which will discharge the relevant environmental obligations covered by the EDP. Natural England will use this money to deliver the necessary conservation measures.
- 3.36 Whilst the full details regarding EDPs is still emerging, it is clear that once formally agreed by the Secretary of State, they will provide an alternative way for developers to address and pay for impacts on protected sites and species.

Local Nature Recovery Strategies (LNRS)

- 3.37 In complying with the strengthened duty set out in the Environment Act 2021, the Planning Practice Guidance (PPG) confirms that all public authorities must “have regard” to any relevant LNRS. As informed by Defra, it is understood that the PPG is likely to be updated to ensure public authorities ‘take account of’ any relevant LNRS. As such, from adoption in October 2025, the Norfolk LNRS is a material consideration in the assessment of planning applications and is being utilised as an important source of information in relation to finding where off-site provision of biodiversity gain would be most beneficial in circumstances where it cannot be fully met on-site.
- 3.38 Therefore, the Norfolk LNRS will play a key role in channelling nature recovery going forward. The Strategy includes a description of the area covering the full range of Norfolk’s habitats from its coast, farmland, woodland, grassland and heathland to its freshwater habitats and urban and built environment. It also identifies Norfolk’s priorities and measures to guide recovery and enhancement of local species and habitats by highlighting specific habitat priorities, key species, habitat-based species assemblages and the environmental benefits of nature-based solutions (NbS) following the nature recovery principles.
- 3.39 The LNRS Local Habitat Map identifies existing natural areas and key locations and opportunities for potential enhancement, expansion and improved habitat connectivity. The mapped measures also indicate where wider environmental benefits will be recognised using nature-based solutions delivering for example, flood risk mitigation and improved water quality. By mapping specific locations to take such actions, the LNRS aims to drive delivery and funding towards achieving nature recovery in these areas.

Digital planning and engagement

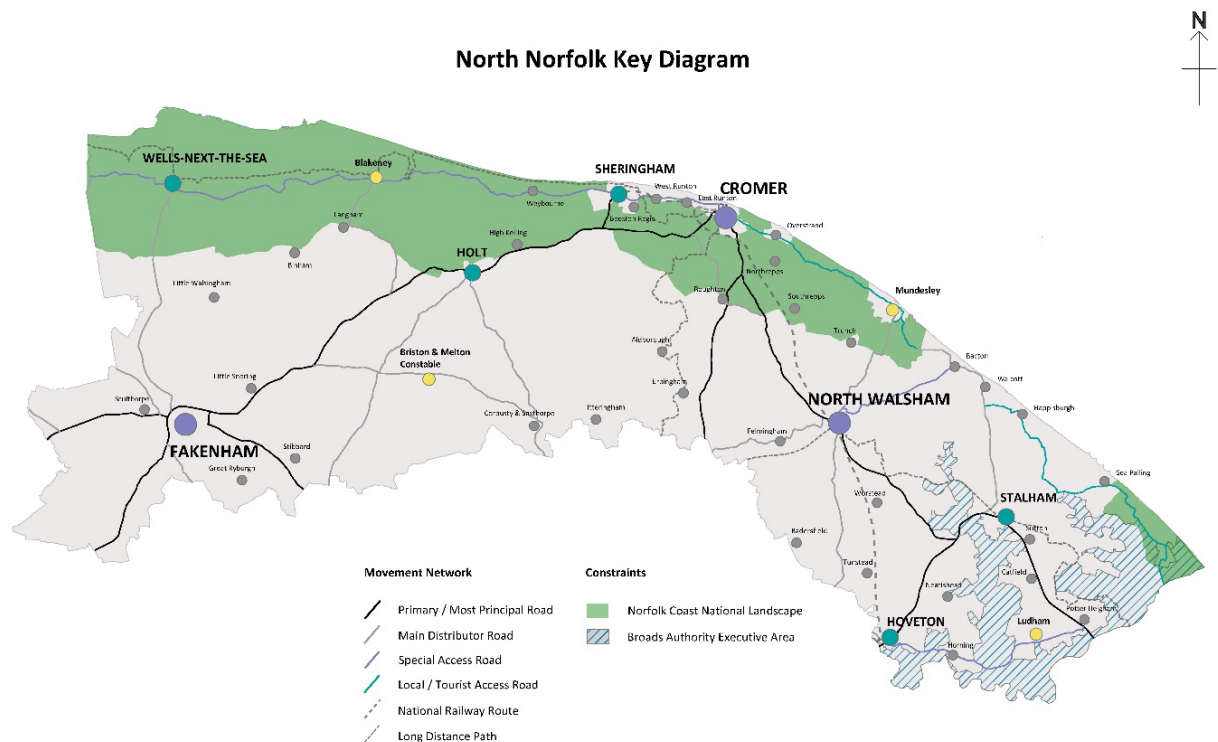
- 3.40 The preparation of new style Local Plans should be supported by robust digital planning processes to improve transparency, accessibility, and efficiency. This

includes using standardised, machine-readable data and geospatial formats so that policies, site allocations, and constraints can be clearly understood and easily shared across statutory consultees and engagement platforms. Embedding these digital approaches early helps ensure compliance with national expectations and supports more effective plan-making.

- 3.41 Digital tools can play a key role in enhancing engagement by presenting complex information in accessible and interactive formats. Instead of relying solely on static documents, authorities can use interactive maps, visual dashboards, and scenario tools to help users explore proposals and understand their impacts. These approaches can improve public understanding and lead to more informed and constructive feedback.
- 3.42 The Government and new regulations expected that engagement should be continuous and inclusive, making full use of digital platforms to widen participation. Online consultation portals, social media, and targeted outreach can help engage communities that are often underrepresented. Authorities should treat engagement as an ongoing dialogue, with clear and user-friendly mechanisms for capturing and analysing feedback throughout the plan process.
- 3.43 Effective digital planning also requires strong data management and governance. Authorities should maintain high-quality datasets, ensure systems are interoperable, and follow recognised standards to enable data sharing. Publishing evidence and engagement outcomes openly can build trust and demonstrate how stakeholder input has influenced plan development.
- 3.44 While digital methods offer significant benefits, it is important to address digital exclusion. Authorities should ensure that traditional engagement methods remain available and that support is provided for those with limited digital access, skills or certain accessibility needs. A balanced approach will help ensure that digital planning enhances participation while remaining inclusive and equitable.
- 3.45 The digital planning requirements for new style Local Plans derive from the Levelling-up and Regeneration Act 2023, which introduces powers to standardise, digitise and make planning data publicly accessible. These powers are implemented through the Planning Data (England) Regulations 2026 and the Town and Country Planning (Local Planning) (England) Regulations 2026, **which establish a digital-first plan-making system supported by mandatory data standards**. National guidance, including Digital Land specifications and GOV.UK guidance on publishing plan data, provides the technical framework for implementation, while the Government's Digital Planning Programme sets the broader policy direction, including a strong emphasis on improving public engagement through digital tools and accessible formats.

4. District Overview

- 4.1 North Norfolk is a large rural area of some 372 square miles. For planning purposes, the Council acts as the Local Planning Authority, LPA for all of the district except the part that falls into the Broads Authority Executive Area. This means that for planning purposes the district is 340 Square miles / 87,040 hectares. There is approximately 43 miles of coastline situated on the northern periphery between Holkham in the West and Horsey in the south-east.
- 4.2 Main settlements are its seven towns and one large Village: North Walsham, Cromer, Fakenham, Sheringham, Holt, Stalham and Wells-next-the-Sea, and Hoveton. These settlements are distributed more or less evenly across the district, which spatially can be divided into three broad areas, west, central and east, with each of these areas defined by the catchments of the three larger towns. Approximately half of the population live in one of the towns. The other half of the population live in a large number of smaller villages, hamlets and scattered dwellings, which are dispersed throughout an extensive rural area. Overall, the district is one of the most rural in lowland England.
- 4.3 Norwich and the Norwich Urban Area is situated approximately 22 miles to the South of Cromer and exerts a significant influence in terms of employment and services. The towns of Kings Lynn situated 20 miles to the West and Great Yarmouth 19 miles to the southeast of Stalham are the principal neighbouring settlements, but their impact on the district is far more limited.



Population

- 4.4 The 2021 census records the population of north Norfolk at 102,979 residents, an increase of 1.5% from the 2011 census. This is lower than the overall increase for England (6.6%) where the population grew by almost 3.5 million to 56,489,800³, and well below the regional average of 8.3% population growth. It was the lowest local authority population change in the East of England. The population in the North Norfolk Local Authority area is however now expected to grow by about 12,000 people between 2024 and 2044, approximately 11.7% with the largest growth expected in the older age bands. In comparison the population of Norwich Urban Area is 213,166⁴
- 4.5 According to the latest Office for National Statistics (ONS) census data, north Norfolk is the local authority area with the highest average age in England and Wales. The graph below shows the data from 2021 Census that in the North Norfolk District 33.4% of its population is over 65, i.e. 1 person in every 3 - well above the England average figure of 18.4% and demonstrates that the ageing demographics are increasing. North Norfolk has the highest proportion of over 65s in England and Wales.
- 4.6 Between the last two censuses, the average (median) age of north Norfolk increased by three years, from 51 to 54 years of age. The number of people aged 65 to 74 years rose by just under 3,000 (an increase of 20.1%), while the number of residents between 35 and 49 years fell by just under 2,900 (16.5% decrease). Furthermore, the statistics show a decrease of 5.6% in people aged 15 to 64 years, and a decrease of 4% in children aged under 15 years.
- 4.7 Only 48% of the population is 'economically active' down from 63% at the time of the 2011 census, which is below the England figure of 58.6%, down from 71% (2011 census).
- 4.8 23.8% of the population is below 29 years of age, which is below the England figure of 34.3%.

³ Figures from Source ONS: [North Norfolk population change, Census 2021 – ONS](#) and [Population - JSNA - Norfolk Insight](#) accessed 21.05.2026.

⁴ Greater Norwich Local Plan 2021

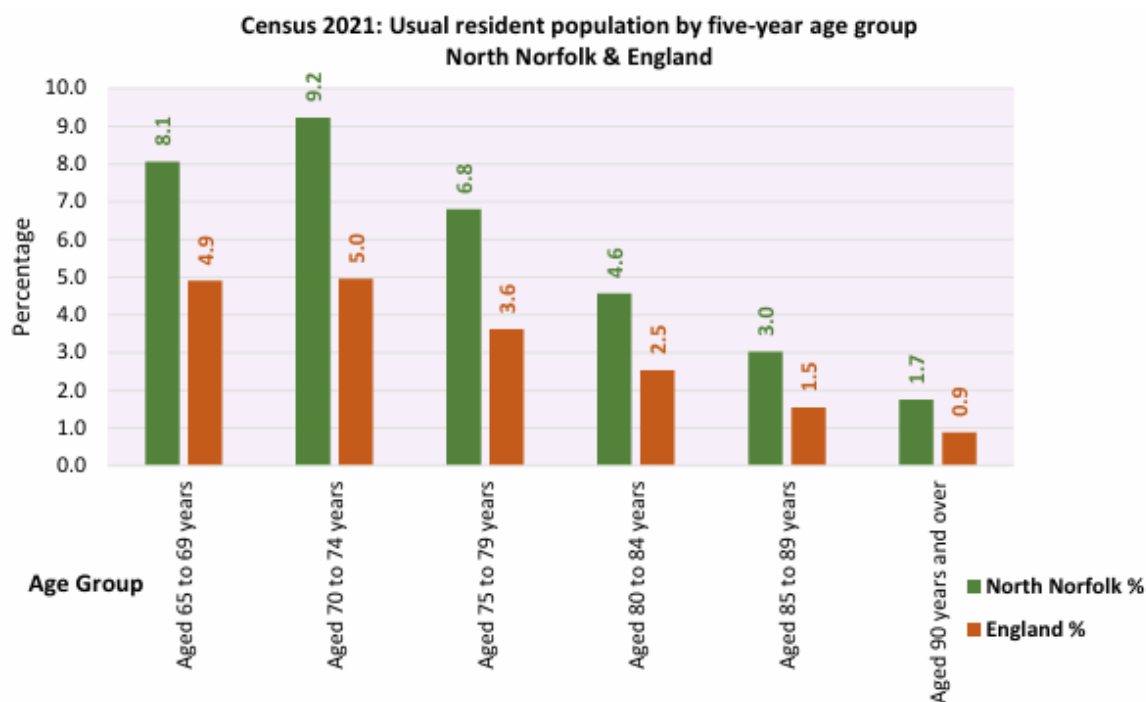
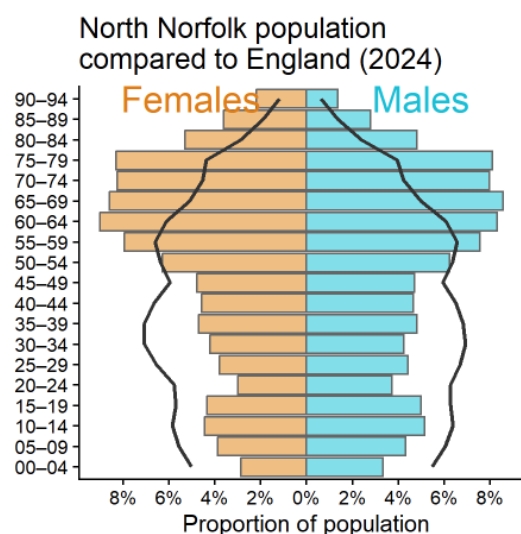


Figure 1: ONS 2021 Census North Norfolk V England Population 65+ source NNDC Population Supplementary Statement Local Plan examination ref EX033

4.9 The figure below shows the north Norfolk area's population by five-year age bands. The black line shows the distribution for England for comparison

4.10 Across the district the birth rate is falling and with on average there being more deaths than births and only a relatively small growth from net international migration (878 between 2014 and 2024) population growth is mainly driven from net internal migration.



4.11 Overall, the population is projected to increase by around 12,000 between 2024 and 2044 and residents 65 years or older will make up approximately 35% of the population.

4.12 The 2021 Census provides a population summary and demonstrates that approximately 60% of the population live outside the 7 main settlements⁵

⁵ UK census figures vary depending on geography (e.g. civil parish, built up area, or ward) Parish figures (e.g. Cromer, North Walsham, Stalham) can differ slightly from built up areas

Settlement	2021 Pop.
North Walsham	12,630
Fakenham	8,385
Cromer	7,544
Holt	4,015
Stalham	3,572
Wells-next-the-Sea	2,147
Hoveton	2,127
Total large settlements	40,420
Remaining dispersed population	62,559
Total population	102,979

Economy⁶

4.13 In terms of employment, spatially the district functions as three separate sub areas:

- The eastern area of the district which covers North Walsham, Stalham, Hoveton and their surrounds,
- The western area, which covers Fakenham and Wells-next-the-Sea and
- The central area which covers the towns of Cromer, Holt and Sheringham.

4.14 The eastern area of the district has a greater relationship to Great Yarmouth, Norwich and the Broads. This area has historically had high levels of employment in agriculture, the defence sector, manufacturing and Broads based tourism. There has been a decline in manufacturing, particularly food manufacturing, but a growth in the plastics and boat building and marine sectors, with investment and employment growth in these sectors in North Walsham and Catfield. The town's industrial businesses are focused on manufacturing of machinery and equipment, plastics products and metal fabrication. North Walsham has seen the greatest levels of activity within the district. Levels of employment in the tourism sector in this part of the district remain stable but with a change from Broads based boating related activity to small scale land-based accommodation and attractions. The

⁶ Statistics from [Population - JSNA - Norfolk Insight](#), Economic Evidence Base for North Norfolk DC April 2024, The Norfolk Office of Data Analysis , NODA, [PowerPoint Presentation](#): accessed 21.5.26 , adopted Local Plan. [Home | Local plan examination library](#).

proximity of this part of the district to Norwich has meant that there is increasing levels of out-commuting. The Eastern sub-region has the largest share of available land area in the district with the town of North Walsham and Scottow Enterprise Park providing the larger quantum of employment land.

- 4.15 The western area of the district has a greater relationship with Kings Lynn and the south. Fakenham acts as a large centre of employment for a large rural area of north-west Norfolk, extending beyond the district's boundary. The town occupies the most accessible location in the district in terms of access to the national road network and, as a result, has strong manufacturing base and presence of distribution companies and is seen as an attractive location for investment. Building off its existing high level of self-containment and its role as an employment centre for surrounding settlements.
- 4.16 Fakenham offers a strong opportunity for sustainable development. The town has seen some change in its manufacturing base with the loss of some jobs in the food processing sector, although this remains the single largest employment sector in the town. Approximately half of the available land within the Western sub-region is within Fakenham. The other half is mostly located in Egmore Enterprise Zone and Tattersett Business Park, two rural locations that have been available for several years, with only limited take-up. Wells-next-the-Sea contains limited supply of employment land; however, there is also little evidence of demand for new industrial development. Tourism and fishing are important sectors to the local economy. The town's location and relative inaccessibility is likely to discourage business start-ups. Any demand is likely to be from local businesses and service providers. Egmore Business Zone lies to the south of the town and has been established to support any investment associated with the growing offshore renewables sector off the North Norfolk Coast.
- 4.17 The central area is dominated by tourism with the resort towns of Cromer and Sheringham and the wider Norfolk Coast National Landscape providing a large number of jobs in the hospitality sector. There are also a large number of jobs in retailing and public administration – with Cromer being the administrative centre of North Norfolk District Council and having a small district hospital, and department of work and pensions office. The coastal towns are subject to further constraint due to their environmentally sensitive locations. It has long been regarded that the towns of Cromer, Holt and Sheringham function as a network in terms of movement for employment between the towns. The Business Growth Sites Delivery Strategy [Local Plan Examination ref [H6](#)] concludes that given this area is a more localised market (with the Eastern and Western subregions having larger businesses and more outward looking economies), it is appropriate that the central sub-region has the lowest share of available land.
- 4.18 The Council's approach is one that guides new employment generating development towards designated employment sites and to additional allocations, both employment and mixed use, in order to serve local markets, provide choice

and opportunities and align with the strategic growth ambitions. To facilitate employment land provision, the adopted local plan is predicated on projecting forward past land take up rates of 1.6 ha annually since 2000 as this is identified as the best indicator to reflect the market, particularly in relation to industrial land for manufacturing uses. On this basis, the current local plan identifies 55.26ha of employment land which is sufficient to factor in potential fluctuations in the market and flexibility through choice to meet the need for 24ha. There is enough pipeline supply in theory to ensure that the district can meet its need for approximately 34 years.

- 4.19 This potentially presents a misleading picture as the available land may not always be suitable or suitably located in order to meet the range of employment opportunities within the market and so the local plan contains a number of specific employment policies that set the parameters for employment development outside the existing designated employment areas, tourism development, and the re-use of buildings in the countryside for commercial use.
- 4.20 The economy in north Norfolk remains fairly narrowly based with a relatively high dependence upon employment in the agriculture, retail, public services and tourism sectors. The local economy is particularly characterised by the fact that the majority of employees (84%) work in small businesses. Whilst there has been a change in the business base of the manufacturing sector with business closures / rationalisations in the food processing and engineering sectors in recent years, there has been a growth in employment in the manufacture of plastic and timber products and marine engineering / boatbuilding, which continue to perform strongly. Significant numbers of employees in the district are engaged in the provision of education, health and social care, public administration, retailing and tourism. In recent years the tourism sector has enjoyed growth through investment in quality accommodation and attractions, and a move to year-round operations capturing short breaks and specialist markets, in addition to the traditional summer holiday. Whilst most of north Norfolk's towns have small industrial estates, the main concentration of manufacturing employment is in Fakenham and North Walsham. Cromer, Mundesley, Sheringham and Wells-next-the-Sea are traditional destination resorts, and Hoveton acts as an important centre for Broads-based tourism.
- 4.21 The Visitor Economy sector has the highest share of business counts (890) within the businesses in North Norfolk (24.89%), followed by the Agri-food Tech sector (779) and then Construction and development (660), Ports and logistics (270), Health and Social work (235)⁷
- 4.22 In terms of statistics the working age population in north Norfolk (typically 15-65) is approximately 52.7%. This is below the Norfolk average of 59% and England average of 63%.

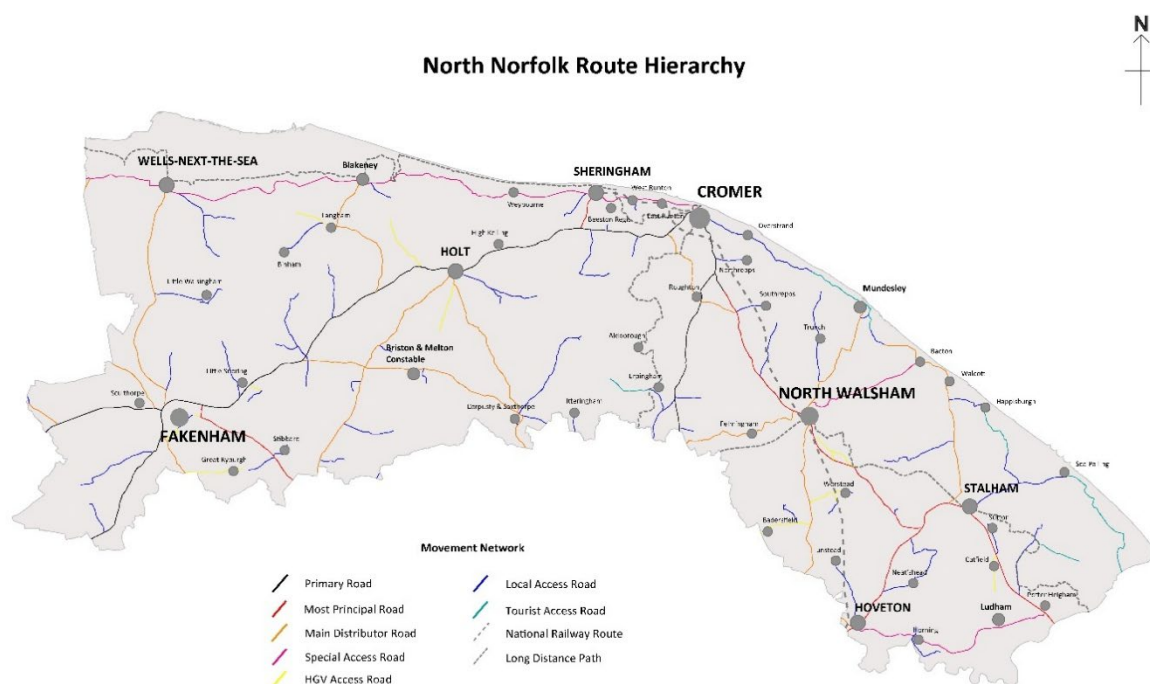
⁷ Economic Evidence Base for North Norfolk DC April 2024, The Norfolk Office of Data Analysis , NODA [PowerPoint Presentation](#) & [Nomis - Official Census and Labour Market Statistics \(nomisweb.co.uk\)](#) - UK Business Counts (local units)

- 4.23 The old age dependency ratio for North Norfolk is high at 649 (and projected to increase), when compared to England which is in the region of 300 this shows that north Norfolk has a **much lower share of working-age residents** than Norfolk as a whole and England.
- 4.24 Pay across North Norfolk reflects the lowest resident gross median pay of all the districts (£578.70) and is below the Norfolk average (£600), and the England average (£645.80).
- 4.25 Commuting patterns in north Norfolk show a net outflow of workers from the district, predominantly to other areas of the County, particularly Norwich. 63.3% of employed residents of north Norfolk work within the district, while 70.5% of workers that make up the north Norfolk workforce reside in the district. Analysis indicates that 51.2% of the north Norfolk workforce live within the immediate area of employment, while a further 28.5% live within the district. In total 79.7% of the overall workforce within north Norfolk live and work within the district. These figures are higher for areas such as Cromer, Holt and Sheringham and lower for areas around Stalham and Fakenham where trends of outflow are more prevalent.
- 4.26 Collectively much if this reflects the district's significantly older population and means that there is a relatively smaller workforce to attract new employment and also to support the larger retired population. This is likely to put extra pressure on the working age population and potentially the availability of staff to deliver services and a greater reliance on commuting workers and in- migration. In addition, the population profile leads to sectorial pressure with rising demand especially in areas of health service, social care and assisted living and tends to produce a tight labour market with ongoing recruitment challenges, demand for in-migration and the requirement for workforce retention policies. Many of these issues sit outside the Local Plan, however planning for growth and the rural economy through land-based planning and the Local Plan allow accountable bodies such as the health authority, adult social services and other investors to plan and develop their own investment strategies with more certainty and ensure more timely delivery.

Transport

- 4.27 North Norfolk's peripheral location is reflected in the fact that it has no trunk roads or motorways. Only the A140 (Cromer to Norwich), the A148 (Cromer to King's Lynn - via Holt and Fakenham but also serving Sheringham) and the A1065 (Fakenham to Mildenhall) are regarded as part of the national 'primary route network'. Other important routes are the A1067 (Fakenham to Norwich), the A149 (Cromer to Great Yarmouth – via North Walsham and Stalham) and the A1151 (linking the A149 at Smallburgh to Norwich via Hoveton). The only public rail service is the 'Bittern Line', operated by Department for Transport Operator (DfTO) following renationalisation in October 2025, linking Sheringham, Cromer, North Walsham and Hoveton with Norwich. The 'Poppy Line' provides a tourist attraction

rail link from Sheringham to Holt. There is also the Bure Valley Railway in Broadland which provides a tourist / leisure link between Aylsham and Hoveton / Wroxham along with the “Poppy line” which runs heritage steam trains connecting Sheringham to Holt. Most of North Norfolk’s villages are served only by very limited public bus services. The 'Coasthopper' bus service runs from Hunstanton to Cromer and Mundesley, providing a popular regular service for locals and visitors along the coast and has recently linked in the wider network to Norwich via the Cromer interchange. Related to the modest level of public transport services across the area is the finding from the 2021 Census that 89.4% of households in north Norfolk owned at least one car or van and 43.6% owned two or more vehicles. Census 2021 data indicates that approximately 21,600 of north Norfolk residents travelled to work by car or van as a driver, representing around 64% of all employed residents aged 16 and over. Collectively this reflects a high level of car dependency consistent with the district’s rural and coastal character.



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Environment

- 4.28 The landscape of north Norfolk is distinctive within England, characterised by a combination of coastal, rural, and gently undulating countryside environments, with a strong sense of openness and natural character. One of the defining features is its **long, varied coastline**, much of which is designated as nationally important. Much of this coastline falls within the wider designated **Norfolk Coast National Landscape** (formally known as Area of Outstanding Beauty (AONB), reflecting its high scenic value. Away from the coast, the district is predominantly rural farmland and characterised by gently rolling arable landscapes large open fields with big skies and long views. The district is characterised by nine separate landscape types and 16 landscape character areas as listed in Table 4.1 of the [North Norfolk Landscape Character Assessment](#). Each type has its own key characteristics, valued features and qualities.
- 4.29 Along with the Norfolk Coast National Landscape, north Norfolk is nationally and internationally important for wildlife and has significant wetland habitats. The district has 13 internationally designated sites, under the Ramsar convention or the European Habitats and Birds Directives whose designation, protection and restoration is transposed into the Conservation of Habitats and Species Regulations 2017, as amended (commonly referred to as the Habitat Regulations), and often referred to as European sites (Es) and/or Natura 2000 (N2K sites), and which represents a functioning network of the Es as a whole. Each site contributes to an ecological network of protected areas, and includes the North Norfolk Coast Special Area of Conservation SAC/Special Protection Area SPA/Ramsar site, Winterton-Horsey Dunes SAC, Norfolk Valley Fens SAC, Overstrand Cliffs SAC, River Wensum SAC, The Wash and North Norfolk Coast SAC, Great Yarmouth North Denes SPA, Breydon Water SPA/Ramsar site, Broadland SPA/Ramsar site, The Broads SAC, Greater Wash SPA. Collectively these sites all contribute to the unique quality of the districts landscape and are important for migratory birds and coastal and marsh ecosystems.
- 4.30 In addition, the wider district includes part of the Broad's Area, 40 Sites of Special Scientific Interest (SSSI), 255 County Wildlife Sites (CWS), 2 County Geodiversity Sites (CGS) and 42 candidate County Geodiversity Sites (cCGS). Collectively much of the district lies within nationally important landscape and ecological designations, which reflects the high environmental value and sensitivity of the landscape.

Housing

- 4.31 Approximately half of the population live in one of the dispersed seven larger market towns and the larger village of Hoveton. The districts remaining half of the population live in a large number of smaller villages, hamlets and scattered dwellings, which are dispersed throughout the extensive rural area. Overall, the district is one of the most rural in lowland England.

- 4.32 In terms of settlements and built character, the built environment tends to sit relatively lightly within the landscape, reinforcing its overall rural character. Traditional flint, brick and pantiles are reflected in the architectural style. Throughout the district there are a large number of Listed Buildings (2265) and 81 Conservation Area designations.
- 4.33 There are approximately 59,000 dwellings across the district (census data) with approx. 8.3% being recorded as not a principle residence⁸ and are registered as second homes for council tax purposes. The percentage varies across the district with higher concentrations in the coastal communities. Some coastal communities also have a high concentration of holiday accommodation, such as caravan parks and chalets which means that on average 12.6% of the housing stock are classed as second homes and or holiday accommodation. These must also be seen as contributing significantly to the local economy and tourism industry of the district and help sustain the more rural services and employment as well as the wider tourism industry.
- 4.34 The average house price⁹ in north Norfolk was approximately £293,000 in May 2026, down 2.9% from March 2025. The average price paid by first-time buyers was £239,000 in March 2026. Prices are **relatively high given local incomes**, contributing to affordability pressure. The median workplace-based affordability ratio sits at 10.80. This is above the broader Norfolk average of 8.5 and means that, on average, houses prices are approximately 11 times local average earnings. As a result, access to the private ownership market is constrained and a high demand for affordable rented properties persists.
- 4.35 Affordability is stretched for a number of reasons, not least the relatively low levels of local income and high house prices but also the relatively low housing stock, the high number of larger house types, the competing demand with second homes/holiday homes, and the continued low delivery rate of new housing compared to the housing requirements and permissions granted.
- 4.36 The 2025-2030 Five Year Housing Land Supply Statement shows that the district currently has a 7-year supply of homes against the existing Local Plan housing requirement of 557 dpa. Permissions for over 2000 dwellings have been granted across the district in the period 2024/25, significantly above the adopted Local Plans housing requirements. However, the number of completions in the same period was only 360¹⁰. This low delivery / completion rate is also reflected historically.

⁸ NNDC second home monitoring records 2024

⁹ ONS [Housing prices in North Norfolk](#): accessed 22.5.26

¹⁰ Annual Monitoring report 24/25, NNDC

Historical delivery and rolling requirements

Number of Homes required				Total Homes Required	Number homes delivered(net)				Total No of Homes delivered
2021-22	2022-23	2023-24	2024-25		2021-22	2022-23	2023-24	2024-25	
531	562	567	572	2,232	456	348	226	329	1,359

- 4.37 **The housing requirements which the Council is required to now plan for as a minimum is set to increase to 932 dwellings per annum (dpa)** due to the governments revised standard housing methodology. This is a significant increase from the current Local Plan figure of 557dpa.

Housing Stock

- 4.38 The majority of households in Norfolk are owner occupied (72%), however there is a historical deficit of accessible and adaptable properties across all tenures. Social care and health strategies continuing to place more emphasis on supporting people in their own homes and the rapidly aging population for north Norfolk, which is already the highest proportion in England, and the associated health issues that that an aging population brings their remains a compelling case to ensure new housing is built to address the specific needs of the districts population¹¹. Peoples housing needs change as they get older and homes designed that reflect this from the outset provide safe and convenient approach routes, circulation space, and appropriate kitchens, bathroom and outside space as well as making them easier and cheaper to adapt when the need arises. Such an approach helps foster a community, allows people to stay independent longer and stay in their own homes for longer.

Coast

- 4.39 The North Norfolk district has approximately 43 miles of coastline, and whilst it plays a major role in creating North Norfolk's distinctive environment and is important to the economy through tourism, it also presents two significant challenges. The first emanates from north Norfolk's cliffed coastline between Kelling Hard (near Weybourne) and Cart Gap (near Happisburgh), which is made of soft glacial deposits, and has been eroding since the last Ice Age. The second concerns the low-lying coastline either side of the cliffs, which is at risk from tidal flooding.
- 4.40 North Norfolk has some of the fastest eroding coastline in NW Europe with average retreat rate in the region of 1.7m/year on soft cliffs, higher in storms. Local Plans are expected to identify areas of coastal change and help manage the areas affected by physical changes to the coast over the longer term -100yrs, or from any

¹¹ Background Paper 7 & 7.1 , Housing construction standards updated, Examination reference C7 & C7.1, NNDC 2023 [Home | 4: Evidence base and supporting documents](#)

updated risk mapping which may supersede that currently in use. The extent of the current Coastal Change Management Area (CCMA) and the associated risk zones are defined on the [Local Plan Policies Map](#) that accompanies the Local Plan. The CCMA is made up of two risk zones, estimated at being at risk of erosion within 50 years and within 100 years. In addition, the Policies Map identifies Hold the Line Zones, which are areas within identified Hold the Line Areas, but outside the CCMA where new development or intensification of a use may have long-term implications for coastal change.

- 4.41 The emerging National Planning Policy Framework (due to be published summer 2026) seeks to minimise risks to development arising from flooding and coastal change, taking into account the impacts of climate change, by steering development away from areas at risk. As such, development plans should take account of the relevant Shoreline Management Plans (SMPs), the National Coastal Erosion Risk Map, the UK Marine Policy Statement and relevant marine plans in assessing the risks arising from coastal change and the potential approaches to coastal management
- 4.42 Shoreline Management Plans are non-statutory plans for coastal defence management planning. They provide a strategic assessment of the risks associated with coastal erosion and provide estimates of how the coast is likely to change over the next 100 years, taking into account the future implementation of coastal policies, geology, likely impacts of climate change and the existing condition of the coast including coastal defences. A national refresh of SMPs began in 2019 to make sure that the plans were up to date in the light of any new evidence. The refresh also aimed to allow ongoing maintenance and delivery, particularly in guiding policy transitions from 2025 onwards. The process led to new national Supplementary Guidance and Health Check recommendations for each SMP in 2020. These recommendations are being taken forward, and a national SMP Explorer tool has been developed to allow people to access SMP policies for each part of the coast. The two Shoreline Management Plans active along the North Norfolk coastal frontage are SMP5 (Hunstanton to Kelling Hard) and SMP6 (Kelling Hard to Lowestoft Ness). These can be accessed [via the SMP Explorer](#), which show planned approaches to managing risk from flooding and erosion within individual 'units' of shoreline.
- 4.43 In the advent of the publication of the **Environment Agency National Coastal Erosion Risk Mapping (NCERM) in 2025**, and the national refresh of the relevant Shoreline Management Plans through updated action plans (SMP5 and SMP6), it is proposed to review and update the spatial area identified as a Coastal Change Management Area in order to provide up to date information about the area of land likely to be affected by physical changes to the coast, estuaries or tidal rivers over a 100 year period. The updated CCMA will identify the area at risk and hence the number of properties, businesses and existing infrastructure within that area and set the boundaries / inform revisions of the existing coastal change management and adaptation policies. It is expected that the revised CCMA will also inform any

spatial strategy in relation to new growth as well as help plan for long term adaptation planning rollback/relocation of development and the re-positioning/re-routing of infrastructure in affected coastal settlements such as Happisburgh, Overstrand and Trimingham.

- 4.44 The Council is already part of the Coastal Transition Accelerator Programme (CTAP) through [Coastwise](#) which is exploring how communities can adapt to the effects of climate change and coastal impacts and speed up strategic and action planning in order to address long term impacts of coastal change. It is expected that in undertaking Local Plan review with the aim of facilitating change and betterment, close co-operation with the Coastwise programme will need to be undertaken.

5. Scoping Consultation

- 5.1 Before commencing the 30-month local plan programme outlined above, the first step in updating the Plan is to seek the views of local residents, town and parish councils, organisations, statutory stakeholders, landowners and developers on the what the plan should contain i.e. its scope.
- 5.2 In particular the Council are **seeking views on what the new style Local Plan should contain** in light of the new local plan system and changes to national policy **and our approach to engagement during its preparation:**
- A) The key elements of the vision and up to 10 measurable outcomes.**
 - B) The key considerations for identifying an appropriate spatial strategy to manage the overall growth requirements and distribution of development.**
 - C) The evidence required to support the emerging Local Plan.**
 - D) How could the Council effectively engage communities and wider communities given the prescribed timeline and wider digital agenda.**
 - E) Call for Sites.**
- 5.3 For each of the above items, this document includes a section below summarising each of the issues/policy areas within the scoping consultation, and our survey asks questions on each of these matters.
- 5.4 To ensure the consultation is effective, it is asked that feedback is provided constructively in a way that addresses these matters.

A) Vision, Objectives & Measurable outcomes

- 5.5 Local planning authorities (LPAs) must prepare a vision as part of the local plan. The vision should:
- set out key aims and objectives for your area over the next 15 years or longer.
 - be ambitious but also reflect what the local plan can realistically achieve through its policies.
 - There should be no more than 10 measurable outcomes. Each should be designed to help monitor the Plan in meeting the Vision and the appropriateness of the policies.
- 5.6 **The purpose of the Local Plan's vision** is to set out how an area should develop over the period of the plan. The vision should be **locally distinctive and provide a positive approach towards the future of the district by establishing a framework for meeting housing, economic, social and environmental needs** in a coordinated and achievable way. This then needs to be translated into deliverable outcomes to be included in the Local Plan. National guidance advises

that the vision should set **out key aims and objectives for the area over the next 15 years or longer** whilst also being ambitious in such a way that is realistically achievable through its policies. Through this approach, **there should be no more than 10 measurable outcomes in the Local Plan**, and these should be tangible, achievable, locally specific and easy to monitor.

- 5.7 The measurable outcomes that the Local Plan should flow from the aims and objectives identified in the vision statement and outline how the desired change will be delivered and measured. In order to achieve this, the measurable outcomes should be based on quantitative and qualitative targets and standards. These can be linked to specific Local Plan Policies and/or site-specific allocation policies.
- 5.8 The vision, aims and objectives, in addition to the associated measurable outcomes, should provide the framework for preparing the wider Local Plan and an effective basis by which to monitor delivery after the plan's adoption.
- 5.9 In making the vision locally distinctive to inform the preparation of the new Local Plan, it should be:
 - grounded in the unique qualities of the district
 - refer to specific settlements, include the growth and regeneration aspirations, new infrastructure and specific environmental factors. It should also be based on the baseline information as set out earlier in section 3 and 4 of this document, be informed by early engagement and a SWOT analysis in order to balance considerations holistically and make sure the vision's priorities reflect local issues and opportunities. Any vision should align with existing local priorities and strategies and integrate relevant information from them where appropriate
 - An overview of what is expected is set out in government guidance [here](#).
- 5.10 In preparing a new vision to inform the new Local Plan it is also appropriate to review the existing vision adopted in December 2025 in order to help ascertain if it remains relevant.
- 5.11 The adopted North Norfolk Local Plan establishes a clear spatial vision of delivering sustainable growth across the district to 2040 in a way that responds positively to climate change, supports the local economy, and protects the area's distinctive environmental and historic character. It seeks to direct development to the most sustainable locations, primarily the main towns and key service centres, ensuring that growth is plan led and supported by appropriate infrastructure. At the same time, the Plan emphasises the importance of maintaining the intrinsic qualities of North Norfolk, including its valued landscapes, coastline, and built heritage, so that change reinforces local distinctiveness rather than diminishing it.
- 5.12 The current adopted Local Plan vision is as follows:

In 2040, residents and visitors to North Norfolk will enjoy a high quality of life. The District will have retained its distinct identity as a unique and attractive coastal and rural tourist destination and will have a diverse and thriving economy, with vibrant and appealing towns and villages which act as employment and service centres for their surrounding rural areas. Residents will have increased access to good quality affordable homes, a wider range of local higher skilled and better paid jobs, and good quality services and facilities close to where they live.

The towns of North Walsham, Fakenham and Cromer will have been the focus for a significant proportion of the required development. A mix of resource efficient and secure residential development will have been delivered to meet local needs including affordable housing, homes for the elderly and those with specialist accommodation needs. The necessary infrastructure and community facilities/services will be in place to support this growth. In the wider countryside, appropriate small-scale development will have been delivered where this meets local needs and supports the long-term sustainability of a settlement.

The quality of the natural and built environment, the Norfolk Coast National Landscape, the Norfolk and Suffolk Broads and their setting will have been protected and enhanced. The overall diversity and quality of North Norfolk's countryside and natural environment will have been maintained and enhanced, and the District's many Conservation Areas and Listed Buildings will have been conserved or enhanced. There will be better access to the countryside and green spaces for local communities. New development will have been provided and designed to minimise resource and energy use, minimise the risks arising from flooding and coastal erosion, protect nature and improve biodiversity, and delivered in ways that adapts to and mitigates the inevitable changes to the climate.

The Strategic Aims and Objectives of the adopted Local Plan are:

- *Delivering Climate Resilient Sustainable Development*
- *Protecting Character*
- *Meeting Accommodation Needs*
- *Enabling Economic Growth*
- *Delivering Healthy Communities*

Vision adopted Local Plan north-norfolk.gov.uk/media/11773/north-norfolk-local-plan-2024-2040.pdf

5.13 To achieve these aims, the adopted Plan sets out a series of strategic objectives focused on:

- climate resilience,
- sustainable patterns of development, and the
- creation of healthy, balanced communities.

It aims to protect the characteristics of local communities, promote the development of affordable and specialist accommodation, alongside opportunities for economic growth and job creation. There is a strong emphasis on protecting and enhancing biodiversity, green infrastructure, and environmental quality, as well as supporting community wellbeing through access to services, open space, and infrastructure. Collectively, these objectives underpin an integrated approach to growth that balances social, economic, and environmental priorities, ensuring that North Norfolk remains a sustainable and attractive place to live, work, and visit.

5.14 The first step in preparing the vision and measurable outcomes of the next Local Plan will be to identify **‘key priorities’ for North Norfolk**. To identify these ‘key priorities’, we will consider the following:

- The requirements of national planning policy
- Collected evidence that supports and identifies the ‘baseline’ conditions and any local issues and opportunities
- Other Council strategies across Norfolk and beyond that might be relevant to North Norfolk.
- Analysis of North Norfolk’s strengths, weaknesses, opportunities and threats. (SWOT analysis)
- Responses to these consultations undertaken to inform the next Local Plan.
- Technical assessments supporting evidence documentation undertaken to inform the next Local Plan

Initial SWOT Analysis of North Norfolk

Strengths	Weaknesses
• The diverse and rich characteristics of our communities • Proactive and committed approach towards Climate Change • Strong tourism and wellbeing benefits from natural assets • Unique and attractive qualities of our coastal and rural tourist towns and destinations • Distinctive rural landscape valued by residents, business and visitors • High quality natural, coastal and built environments • Significant valued heritage assets • Local, national and internationally designated areas of landscape and habitat protection	• Ageing demographic of our population • Remoteness and accessibility of the district • No significant highway networks within the district • Affordability of housing – particularly in coastal communities. • High proportion of older/ unsuitable housing stock • Limited new employment investment/ redevelopment opportunities • High proportion of settlements with limited services and constrained access to education and health facilities

• Railway connections to Norwich and onward national links • Employment land availability • Strong retail economy with low vacancy rates • Rural and dispersed nature of the district	• High & dispersed proportion of settlements with infrastructure capacity constraints, in particular water treatment • Constrained road networks within the district • Significant reliance on private transport due to rural and dispersed nature of the district • Constrained growth opportunities due to high valued landscapes, heritage and environmental assets. • Receding coastline
Opportunities • Capitalising on locations with capacity for growth or potential to increase infrastructure capacity • Providing new growth in areas otherwise underdelivered • Enable rural communities to become more sustainable, particularly through improved services and facilities • Potential for new self-contained communities/settlements • Enhancement and protection of the natural environment and coastline • Biodiversity gains through nature restoration • Water quality restoration through Nutrient Neutral developments • Wider renewable energy use through greater access to up-to-date technologies for developments • Improving distribution of electric vehicle charging and update of electric vehicles • Improve delivery of affordable housing and elderly care provision • Providing new job growth opportunities • Increased infrastructure investment	Threats • Changing climate and impacts on the North Norfolk Coast and communities through extreme weather, erosion and rising sea levels • Constraints to sewerage network • Water scarcity • Providing adequate growth and services to accommodate the ageing demographic • Residential market capacity and absorption rates for higher growth • Loss of services to rural communities • Employment and labour supply constraints • Increased growth beyond North Norfolk's border that increase pressure on roads and services within the district • Slow or static delivery of already identified housing growth, especially large schemes • Coastal erosion • High land values (especially in western coastal areas) • Requirements for environment mitigation

Key Priorities

5.15 The Council considers the **following key priorities** to be important for inclusion within the Local Plan's vision:

- Protecting and enhancing the natural environment, landscapes, coast, biodiversity and heritage assets
- Responding to climate change and supporting the transition to net zero
- Managing coastal change, erosion, flood risk and supporting coastal adaptation
- Managing water resources, water quality and infrastructure capacity
- Delivering sufficient housing, including affordable housing and an appropriate mix of homes
- Supporting an ageing population through accessible, adaptable and specialist housing
- Strengthening and diversifying the local economy and supporting skilled employment opportunities
- Supporting sustainable rural communities and access to local services and facilities
- Improving transport connectivity, active travel and digital infrastructure
- Securing investment in infrastructure, community facilities and services

B) The key considerations for identifying an appropriate Spatial Strategy to manage the overall growth requirements and distribution of development

5.16 The spatial strategy provides the planning framework to achieve the vision and sets out where development will happen and at what scale. With the expectation that the main focus on local plans will be around the facilitation of growth, central to the spatial strategy will be the distribution of development and deciding where new development should occur.

5.17 Whilst it is comparatively clear which are the largest towns and village settlements in the district and which provide the most services and could accommodate growth in a sustainable way, it is less clear which of the smaller villages can, or should, accommodate development. Most villages, with the exception of Hoveton, have relatively limited facilities, some lie within the Norfolk Coast National Landscape, and a small number are within flood risk or coastal erosion areas which limit the opportunities for sustainable growth. Approximately half of the district's population live in the rural communities outside of the larger towns and the larger villages of Hoveton, Blakeney, Briston, Ludham and Mundesley.

5.18 **Housing Numbers:** The Council must plan to meet all of its identified minimum need and is currently required to plan for at least 932 dwellings per annum (dpa) in accordance with the government's new standard methodology for assessing need. Over a 15-year period from 2029-2045, the minimum period for a local plan, this is the equivalent of 13,980 dwellings. This is a significant increase from the current

Local Plan figure of 557dpa which plans for 8,912 new dwellings between 2024-2040. National policy also requires the Council to consider whether any unmet needs arising in neighbouring areas can sustainably be accommodated in the district and vice versa.

5.19 The 932dpa figure is currently an unconstrained assessment of the minimum number of homes the Council is required to Plan for. The actual housing requirement that will be set in the Plan is also dependent on the consideration of constraints and deliverability. If the Council cannot meet its need in full it will need to justify a lower requirement through clear evidence and demonstrate that all reasonable alternatives have been explored. It will also have to explore how any shortfall can be met across the wider region in neighbouring authorities.

5.20 Key strategic constraints are potentially:

- the extensive coverage of the Norfolk Coast National Landscape designation (formally known as the Area of Outstanding Beauty, AONB). Although this does not automatically cap housing, the current NPPF gives “great weight” to the designation and states that major development should be restricted except only where demonstrated to be in the public interest, potentially reducing the available land supply (rather than need)
- significant number of designated habitats sites, high valued landscape, and areas of landscape sensitivity
- Significant areas at risk of coastal erosion
- Historic towns and landscapes subject to conservation area appraisal
- Limitations in infrastructure capacity. Although technically this can be overcome through investment and site allocation policy, it can impact in overall deliverability, viability, and phasing, and thus overall site suitability.
- Poor road network and footpaths in rural villages and lack of active travel opportunities
- Lack of rural supporting services.

5.21 As part of the process, the emerging plan will be subject to Habitat Regulations Assessment (HRA). This will determine potential adverse effects on key impact pathways at district and site level, and identify effective mitigation measures. If the proposed scale of growth cannot be mitigated, then potentially a lower or alternative distribution of development would be required.

5.22 As part of the evidence building the Council is currently undertaking a [Call for Sites](#), reviewing the capacity of the district to accommodate growth including that of the Norfolk Coast National Landscape and taking part in a wider study across Norfolk seeking to identify potential broad areas that could be suitable for a new settlement. If insufficient land is identified the end result could be that there would be a greater reliance on fewer settlements, with the concentration of growth outside the Norfolk Coast National Landscape along with higher densities would be required.

5.23 Taking into consideration the characteristics of the district and that of our communities, **we need your views** on how the Local Plan **could distribute growth** across the district, and what principles or considerations should be taken into account. The potential exists that the final approach will be a hybrid of a number of options.

1. **Continuation of the current Local Plan approach** where the majority of new development will be located in larger towns and villages and major development will not be permitted in the Norfolk Coast National Landscape. This approach distributes growth across 3 large growth towns, 5 smaller growth towns, 4 large growth villages and 34 small growth villages which are identified based on the provision of a level of services. Where such villages are situated in the Norfolk Coast National Landscape, small-scale allocations have been made.
2. **Expansion of existing larger settlements.** This would mean large scale growth through the identification of strategic urban extensions to most if not all of the 7 towns and the larger village of Hoveton, subject to consideration of environmental constraints.
3. **Creation of new settlement(s).** Any new settlement should take account of road network hierarchy and key rail connections within the district. Areas considered to have the greatest potential to support sustainable growth include areas in the east along the railway line / A140 between Cromer and North Walsham and in the west along the primary road route between Fakenham and Swaffham along the A1065 and or the main principal route to the south of Fakenham along the A 1067. Alternatively, growth could be directed to one of the former airbases.
4. **Increased rural growth and a more dispersed pattern of growth:** This would involve the identification of a greater number of rural villages in which new growth would be acceptable. Perhaps more in line with the direction of travel set out in national policy, this could involve specific development site allocations, however consideration will need to be given to infrastructure capacity, accessibility and service provision. Such a dispersed pattern brings opportunities of countryside development, low density and nature-integrated design, supports a local rural economy and vitality and may help maintain a population balance in rural communities, however it can lead to greater car dependency, poor access to services such as education health and daily shopping needs, higher infrastructure costs including the potential for as increased strain and capacity issues around existing water recycling centres and cumulative environmental impacts. In some cases, it may lead to isolation, and it makes concentration of new service provision difficult and may be difficult to align / justify with sustainable development objectives.

5. **Village cluster approach:** this would direct development not to individual dispersed sites, nor only to large settlements, but to **groups of geographically close villages that function collectively**. It would allow the Council to identify growth locations around several small to medium-sized villages linked spatially but which arguably share resources such as primary schools, local shops, and set the spatial strategy around functional relationships rather than individual settlement services and facilities. Development could feasibly be spread across the villages with a functional link at a scale proportionate (not equal) to their individual circumstances, helping to maintain character and address a local need through a proportion of homes being available for market-led and affordable mix and support wider rural vitality through support for combined services. The approach could also help minimise environmental impacts and help maintain / improve public transport, local shops and rural pubs. The approach does provide some flexibility and would support growth in a number of villages that are currently not supported in the Local Plan. Whilst arguably better than a purely dispersed growth strategy, infrastructure capacity and investment may still be fragmented and it may lead to the concentration of growth in less constrained/more market attractive villages. Other disadvantages include the need for clear phasing in terms of investment, relatively car dependent growth and it would not address access to higher order services such as GPs.

6. **Norfolk Coast National Landscape:** An option remains to develop a strategy that limits growth within the National Landscape or alternatively seek opportunities within to support the social and economic needs of the area and contribute more fully to the wider need. The area covers approximately one quarter of the district and as such, each option could have implications for the scale and density of development required elsewhere.

The NPPF states that *Plans should: distinguish between the hierarchy of international, national and locally designated sites; allocate land with the least environmental or amenity value, where consistent with other policies in this Framework.*’ Para 188. Local Authorities have a legal duty to further the statutory purpose of conserving and enhancing the natural beauty of National Landscapes and National Parks during Plan making, however although the Norfolk Coast National landscape is recognised as a sensitive landscape, development should not be prevented on the bases purely of its designation and proposals within or affecting its setting should demonstrate clearly that they remain appropriate the landscape character type and designation.

National planning policy advises that the scale and extent of development within these nationally designated areas should be limited and that

permission for major development should be refused in National Landscapes other than in exceptional circumstances and where it can be demonstrated that the development is in the public interest. The NPPF advises that whether a proposed development constitutes major development will be a matter for the relevant decision taker, taking into account the individual characteristics and circumstances of the proposal and the local context.

[The Norfolk Coast National Landscape Management Plan 2025 – 2030](#)

actively supports Local Planning Authorities in achieving sustainable development and recognises that sustainable development in this area requires a careful balance of economic growth, social equity and environmental protection. The current Local Plan allocated a number of smaller allocations in the settlements of Wells next the Sea and Blakeney and a larger site on the outskirts of Cromer all located within the National Landscape. The Plan also has a specific strategic policy which ensures appropriate consideration is given to proposals in designated landscape ensuring that they are of an appropriate scale and further the purposes of designation.

- 5.24 **Allocating Infill development within settlement boundaries:** While the principle of infill development within settlement boundaries is implicit in providing sustainable locations for development, there are clear advantages to allocating sites within settlement boundaries in order to establish greater certainty within a local plan to deliver a prescribed level of growth, and in turn, this allows there to be better infrastructure co-ordination. The Council has historically relied upon windfall development to boost its housing delivery, but this approach can lead to significant unpredictability in long term planning, as relying on past windfall trends can produce flawed future trajectories.
- 5.25 Other considerations within settlements include the use of **brownfield land, and the concentration around transport infrastructure**, however given the relatively small size of the district's towns and the limited supply of previously development land the vast majority of sites will be greenfield.

C) What evidence is required to support the emerging Local Plan?

- 5.26 Local plans must be underpinned by relevant and up to date evidence and be tailored to the area and Plan objectives. Evidence must be **relevant, proportionate, up to date and adequate to justify policy choices and soundness matters at examination**. It is therefore important to collate the required baseline evidence to support plan making in the early plan making stages and to ensure it remains iterative throughout the process.
- 5.27 As part of the process at Regulation 23 stage, the Council is required to publish the available evidence. Following an initial audit of the Councils evidence and Plan requirements it is proposed to prepare the following studies. Some of these will be

undertaken through the commissioning of specialist planning experts, some jointly through the Norfolk Strategic Planning Framework and adjacent Local Planning Authorities, while others will be undertaken in-house:

Housing	Economy	Environment	Infrastructure
Housing Capacity Study	Economic forecasting	Water Cycle Study	Energy Capacity Study
New Settlement Study	Retail Capacity Study	Strategic Flood Risk Assessment	Infrastructure Delivery Plan
Site Assessment Methodology	Designated Employment Land Review	Coastal Change Management Area (CCMA) Methodology Review (National Review)	
Design Guidance		Coastal Change Management Area (CCMA) Local Review	
Local Housing Needs Assessment		Norfolk Coast National Landscape and Undeveloped Coast Growth Capacity Review	
Gypsy & Traveller Accommodation Needs Assessment		Strategic Environmental Assessment (SEA) / Habitats Regulations Assessment (HRA) Scoping Document	
Plan-Wide Viability (including CIL review)		Strategic Environmental Assessment (SEA) / Habitats Regulations Assessment (HRA) Final Environmental Report	
Site Assessment Methodology		Water Efficiency Standards	
Settlement Boundary Review			
Heritage Impact Assessment			

5.28 The Council is also working collectively with the Norfolk authorities to update the **Norfolk Strategic Planning Framework** and will also undertake an **Equalities Impact Assessment (EqIA)**.

5.29 In addition, we are working in collaboration with Anglian Water to update their Water Resources Plan 2026 and continue to work with the Norfolk and Suffolk Integrated Care Board through the Norfolk Strategic Planning Framework, utilising the joint Planning Health protocol,¹² Norfolk County Council Education, Highways

¹² Planning in Health (Health Protocol) [Home | Document library](#)

and Adult Social Services, the Environment Agency, Natural England, and Coastwise (list not exhaustive)

- 5.30 With the focus being on **proportionate evidence**, the plan focussing principally on sites for housing and growth and the up-to-date nature of the current studies it is not currently intended to update the following studies/ evidence:
- 5.31 Economic growth requirements/ Growth sites Delivery Strategy, Landscape Character Assessment, Landscape Sensitivity Assessment (renewable energy), Open Space Standards and Indoor Sports Facility Strategy and Playing Pitch Strategy.

D) How could the Council effectively engage communities and other stakeholders given the prescribed timeline and wider digital agenda

- 5.32 As part of preparing our new Local Plan, we want to make sure people engage in an effective and inclusive way. This means understanding how you would like to be involved, what works well, and what could be improved.

National planning requirements (including the Local Planning Regulations 2026) require Councils to set out how they will involve communities in plan-making.

Your feedback will help us prepare an engagement plan which takes into account the needs of all those involved in the process.

We are keen to hear your views on:

- the best ways to communicate with you
- how you would like to take part in consultations
- any barriers that might make it harder for you or others to get involved

- 5.33 **How we will use your feedback:** Your responses will directly inform how we design future engagement activities for the Local Plan. This includes choosing the right mix of online and in-person opportunities, improving accessibility, and making sure information is clear and easy to understand.

5.34 We will use what you tell us to:

- inform our approach to consultation and engagement
- ensure a wider and more diverse range of people can take part
- shape future Local Plan consultations so they work better for our community

E) Call for Sites

- 5.35 This is the second opportunity to input into the Call for Sites which will run alongside this scoping consultation between **Monday 20 July** and **Monday 31 August 2026**.

5.36 The Call for Sites submission process is a fully online process, and the Council will only accept alternative submission formats in exceptional circumstances. The Call for Sites webpage includes guidance on how to submit sites via the online web submission form and how to input the required information.

To submit a site for consideration, please visit

www.north-norfolk.gov.uk/callforsites

5.37 Please note, the Call for Sites will only accept sites capable of accommodating five or more dwellings or are at least 0.25ha in size. If land does not meet this starting threshold, it will not be considered. When submitting a site, please carefully read through the instructions and additional requirements.

5.38 The process of site assessment is iterative and will be informed throughout the time allotted in the new process for plan-making. The Council will undertake an assessment of each site (Stage 2) utilising a site assessment methodology developed through the Norfolk Strategic Planning Framework. This assessment methodology is based on criteria that utilises spatial information and relevant evidence sources to effectively assess a sites suitability, availability and achievability and includes where necessary engagement with appropriate statutory bodies in order to obtain early input into the process and to inform site selection. This approach has been created within the context of the updated Planning Practice Guidance advice on how to identify sites for development¹³. Once this assessment has been completed and a list of sites that have passed the assessment has been identified, the Council will then undertake a further review (Stage 3) of those shortlisted sites to identify which, if any, are suitable for allocation in the new Local Plan.

5.39 The overall process is as follows:

- Stage 1 - Call for Sites
- Stage 2 - Initial site assessment for Call for Sites submissions.
- Stage 3 - Second stage site assessment and review of sites that passed Stage 2.

5.40 The Council will consult on the emerging spatial strategy (and site options) at the Local Plan Content & Evidence stage (Regulation 23) and again at Draft Plan stage (Regulation 27) as detailed in [Summary of key milestones & stages table](#) on pages 4-6.

¹³ [Introduction to identifying, assessing and selecting sites - GOV.UK](#)

6. Consultation Questions

North Norfolk Local Plan Review Scoping Consultation: Regulation 20

This section is for reference only. Responses to this Scoping Consultation should be made by visiting www.north-norfolk.gov.uk/scopingconsultation between Monday 20 July and Monday 31 August 2026.

Before completing this consultation response, we strongly advise reading the accompanying Scoping Consultation document, which sets the context for the consultation, including the profile and characteristics of North Norfolk, and the scope and requirements for undertaking a Local Plan Review.

A - Vision

Question 1

[Please review the Initial SWOT Analysis of North Norfolk in Section 5A of the Scoping Consultation Document]

Do you agree with the strengths, weaknesses, opportunities and threats we should consider when determining the key priorities of our vision?

[Yes/No/Not sure]

Please explain your answer and provide any suggested changes:

Question 2

[The identification of Key Priorities will inform the new Local Plan Vision and Objectives. The suggested Key Priorities are derived from the District Overview in Section 4 of the Scoping Consultation document]

Which of the following key priorities do you consider to be important for inclusion within the Local Plan's vision (select all that apply, rank in order of priority)

- ☐ Protecting and enhancing the natural environment, landscapes, coast, biodiversity and heritage assets
- ☐ Responding to climate change and supporting the transition to net zero
- ☐ Managing coastal change, erosion, flood risk and supporting coastal adaptation
- ☐ Managing water resources, water quality and infrastructure capacity
- ☐ Delivering sufficient housing, including affordable housing and an appropriate mix of homes

- ☐ Supporting an ageing population through accessible, adaptable and specialist housing
- ☐ Strengthening and diversifying the local economy and supporting skilled employment opportunities
- ☐ Supporting sustainable rural communities and access to local services and facilities
- ☐ Improving transport connectivity, active travel and digital infrastructure
- ☐ Securing investment in infrastructure, community facilities and services

Question 3

Are there any other key priorities which we should use in developing the Vision? If so, please detail these and explain why they are important.

B: Spatial strategy: The key considerations for identifying an appropriate strategy to manage the overall growth requirements and distribution of development

Question 4

[Please review para 5.23 of the Scoping Consultation Document]

Which approach do you prefer for distributing development? (rank in order of preference)

- ☐ Continuation of the existing Local Plan approach
- ☐ Expansion of existing larger settlements
- ☐ Creation of new settlements
- ☐ Increased rural growth and a more dispersed pattern of growth
- ☐ Village cluster growth

Question 5

If you prefer a combination of approaches for distributing development, which combinations would you choose and why?

Question 6

[Please review para 5.23(4) of the Scoping Consultation Document]

Should the Plan allocate residential development sites in rural villages?

[Yes/No/Not sure]

Please explain your answer and provide any suggestions:

Question 7

[Please review para 5.24 of the Scoping Consultation Document]

Should the plan allocate residential development sites within settlement boundaries (infill development)?

[Yes/No/Not sure]

Please explain your answer and provide any suggestions:

Question 8

[Please review para 5.23(6) of the Scoping Consultation Document]

The Norfolk Coast National Landscape accounts for a quarter of the district's land area. A proportion of new growth is considered likely to be needed within the National Landscape in order to support residential growth needs. Which of the following options are preferred? (rank in order of preference)

- ☐ Limited development within the National Landscape (a specific policy)
- ☐ Small-medium sized allocations (up to 49 dwellings)
- ☐ Medium-sized allocations (50-499 dwellings)
- ☐ Large allocations (500+ dwellings)
- ☐ New Settlement(s)

Question 9

[Please review para 4.13 - 4.26 of the Scoping Consultation Document]

The current Local Plan designates employment land sufficient to meet existing growth needs for the next 34 years, well beyond the minimum 15-year plan period required for the next Local Plan. However, this employment land may not always be in the right location or at the right scale. Should the plan designate/allocate additional employment land in new areas of the District?

[Yes/No/Not sure]

Please explain your answer and provide any suggestions:

C - Evidence: What evidence is required to support the emerging Plan

Question 10

[Please review Section 5C of the Scoping Consultation Document]

Has the Council identified proportionate and relevant evidence to be prepared in order to underpin the development of the new Local Plan? Are there any gaps?

[Yes/No/Not sure]

If no, what other areas of evidence are required to support, inform and justify appropriate strategies and policies for the Local Plan? If you answered yes or not sure you may also leave comments.

D - How could the Council effectively engage communities and other stakeholders given the prescribed timeline and wider digital agenda

Question 11

How would you prefer to hear about the Local Plan? (rank in order of preference)

- ☐ Council website
- ☐ Newsletters
- ☐ Social media (e.g. Facebook, X, Instagram)
- ☐ Local newspapers
- ☐ Posters / leaflets in local areas
- ☐ Town and parish councils
- ☐ Community groups / organisations
- ☐ Other (please specify)

If you would like to hear about the Local Plan by other methods, please provide further details:

Question 12

How would you prefer to take part in shaping the Local Plan? (rank in order of preference)

- ☐ Online surveys and consultations
- ☐ Interactive online maps
- ☐ In-person public events / exhibitions
- ☐ Workshops or focus groups
- ☐ Written submissions
- ☐ Other (please specify)

If you would prefer to take part by other methods, please provide further details:

Question 13

What types of engagement events would you be most likely to attend? (rank in order of preference)

- ☐ Drop-in exhibitions
- ☐ Evening meetings
- ☐ Weekend events
- ☐ Online webinars / virtual meetings
- ☐ Themed workshops
- ☐ Events with local groups
- ☐ Other (please specify)

If you prefer other engagement methods, please provide further details:

Question 14

Where would you prefer engagement activities to take place? (rank in order of preference)

- ☐ Across towns and villages
- ☐ In main towns only
- ☐ Online only
- ☐ Mix of online and in-person
- ☐ Other (please specify)

If you prefer engagement activities to take place in other ways/locations, please provide further details:

Question 15

What would help you participate more easily? (select all that apply)

- ☐ Clear and simple information
- ☐ Flexible response methods
- ☐ Convenient timing for events
- ☐ Accessible venues
- ☐ Support for additional needs

- ☐ Other (please specify)

If you selected 'Other', please provide further details:

Question 16

How should information be presented? (rank in order of preference)

- ☐ Shorter, plain english summaries
- ☐ Detailed documents
- ☐ Infographics
- ☐ Interactive maps
- ☐ Videos
- ☐ Other (please specify)

If you prefer information to be presented in other ways, please provide further details:

Question 17

What is most important to you in engagement? (rank in order of preference)

- ☐ Early involvement
- ☐ Clear explanations (plain English)
- ☐ Influencing outcomes
- ☐ Feeling heard / feedback is provided
- ☐ Accessibility
- ☐ Other (please specify)

If there are other elements that are important to you in engagement, please provide further details:

Question 18

How can we engage under-represented groups? For example, groups representing age, disability, race, religion, belief, sex or gender. (select all that apply)

- ☐ Work with community organisations to identify relevant groups
- ☐ Identify relevant groups ourselves and engage in targeted outreach
- ☐ Translated materials
- ☐ Other (please specify)

If you selected 'Other', please provide further details:

Question 19

Community Groups: If you work for or know of a community organisation that represents people in North Norfolk, and you feel it is important for us to consult them in preparing the new Local Plan, please provide its public or organisational contact details (e.g. website, generic email address or telephone number). Do not provide personal information:

E - Call for Sites

We are inviting landowners, developers, agents and members of the public to put forward land that may be suitable for future development, also known as a 'Call for Sites'.

Sites can be put forward for a range of potential uses, such as housing, employment, retail or commercial uses, community facilities, local green space, and infrastructure.

Submissions will be accepted between **Monday 20 July** and **Monday 31 August 2026**.

For more information, please visit www.north-norfolk.gov.uk/callforsites

7. Glossary

Baseline information	Comprises the social, economic and environmental data needed to assess the current situation and inform options going forward.
Brownfield land	Land that has been lawfully developed and is, or was, occupied by a permanent or fixed structure and infrastructure. Also known as previously developed land.
Call for sites	A formal consultation run by local planning authorities to identify land that could potentially be developed for housing, employment or other land uses.
Five-year housing land supply	A requirement for local planning authorities to demonstrate that they have an identifiable, deliverable supply of land sufficient to provide at least five years' worth of new housing against their housing need requirements.
Measurable outcomes	A required set of outcomes, up to 10 specific and locally relevant objectives connected to a long-term vision.
Rules-based approach (NPPF)	Forthcoming standardised and centralised rules set as national decision-making policies.
Spatial Strategy	Sets out the level and type of development and infrastructure that should be built within a local area over a minimum 15-year period that achieves sustainable development.
Supplementary Planning Documents	Local planning guidance that adds further detailed information to adopted local plan policies, which serves as material considerations when deciding planning applications.
SWOT analysis	A planning tool used to understand key factors - Strengths, Weaknesses, Opportunities and Threats - involved in a project.

Village cluster growth	A strategy that distributes development across a group of geographically linked villages that function together as a single sustainable network.
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Housing, Communities and Local Government Committee Commons Select Committee

Revitalising High Streets

Inquiry

In this inquiry, the Housing, Communities and Local Government Committee is looking at the action needed to revitalise England's high streets.

Our inquiry will examine the proliferation of “unwanted” retail and services – such as new betting shops, vape shops and fake barbers – and the impact they have on high streets and community pride. We will be looking at different approaches to high street regeneration, such as design codes, street furniture, and pedestrianisation, and explore the effectiveness of local council powers, such as High Street Rental Auctions, Compulsory Purchase Orders and the Community Right to Buy.

The inquiry will scrutinise the government's measures to support the high street. In particular, we will assess the impact of changes to business rates on high street businesses, and the government's [Pride in Place Programme](#), which it says will provide up to £20m to hundreds of areas over the next decade.

This inquiry is accepting evidence

The committee welcomes responses from anyone with answers to the questions in the call for evidence. The deadline to submit evidence is 11:59pm on 7 September 2026.

Call for evidence

Terms of Reference

The Committee welcomes written evidence responding to the terms of reference outlined below. The closing date for submissions is Monday 7 September.

- What impact does the clustering of similar retail and service outlets, such as betting shops, vape shops and barbers, have on high streets and community pride?
 - What new planning powers is the government proposing to empower communities to block “unwanted” businesses from high streets, and how effective will these powers be?
 - Are local authorities' Trading Standards departments sufficiently funded and resourced to improve problem high streets alongside the new High Streets Organised Crime Unit?
- What factors and approaches have led to successful high street regeneration in different parts of England?
 - What conditions might allow for such approaches to be replicated in other areas?

Housing, Communities and Local Government Committee Commons Select Committee

- What are the potential benefits and drawbacks of different approaches to public realm improvements on high streets, such as design codes, street furniture, and pedestrianisation?
- How effective are existing local powers at supporting high streets, such as High Street Rental Auctions, Compulsory Purchase Orders and the Community Right to Buy?
- What impacts can improvements to a high street have on community pride and people's sense of belonging?
- What impact have recent changes to business rates had on high street businesses?
- Are allocation methods for Pride in Place funding suitable to ensure funding reaches communities where it is most needed?
- How effective are the government's plans to address current challenges on high streets across England?

Important information about making a submission

Please read this section before making a submission. This information is particularly important for people making written submissions in an individual capacity, and about their own lived experience.

Written evidence must address the terms of reference as set out above, but please note that submissions do not have to address every point. Guidance on giving evidence to a select committee of the House of Commons is available [here](#).

Individual cases

In line with the general practice of select committees the Housing, Communities and Local Government Committee is not able to take up individual cases. If you would like political support or advice you may wish to [contact your local Member of Parliament](#).

How your submission will be treated

The Committee has discretion over which submissions it accepts as evidence, and which of those it then publishes on its website. If your submission is accepted by the Committee, it will usually be published online. It will then be available permanently for anyone to view and may be found online by using search engines. It will form part of the parliamentary record and cannot be changed or removed. If you have included your name or any personal information that may identify you such as names of organisations or locations, in your submission, that will normally be published too. Please consider how much personal information you want or need to share.

Housing, Communities and Local Government Committee Commons Select Committee

Your contact details will never be published.

Evidence accepted by the Committee is protected by parliamentary privilege. However, if published evidence suggests that criminal behaviour has occurred, there is no bar on external bodies investigating that behaviour, which may lead them to find independent evidence which could be put before a court.

Confidential submissions

The Committee may decide to accept evidence on a confidential basis. Confidential submissions remain available to the Committee but are not published or referred to in public.

If you would like to ask the Committee to accept your submission confidentially, please tick the box when you make your submission. This lets the Committee know what you would like but the final decision will be taken by the Committee.

We may treat submissions confidentially, even where you have not requested this.

Anonymisation

Decisions about publishing evidence anonymously are made by the Committee. If you would like to ask the Committee to accept your submission anonymously (meaning it will be published but without your name) please tick the box when you make your submission. This lets the Committee know what you would like but the final decision will be taken by the Committee.

If you would like to request that your submission be published anonymously, then you are responsible for ensuring you cannot be identified from your submission. Please make sure you have not included information that would allow someone to work out who you are.

We may anonymise or redact some of your submission if it is published, even where you have not requested this.

Information about other people in your evidence

If you include personal information about other people in your submission (including your friends and family), the Committee may decide not to publish it. It is advisable to make your submission about your own experiences and to keep information about other people to a minimum.

Legal cases

We can't publish submissions that mention ongoing legal cases. Please do not include details of an ongoing case, or details that are likely to be the subject of future proceedings, in your submission.

**Housing, Communities and Local Government Committee
Commons Select Committee**



North Norfolk District Council
Holt Road, Cromer, Norfolk, NR27 9EN
Tel: 01263 513 811
www.north-norfolk.gov.uk
E-mail planning@north-norfolk.gov.uk

Date: 19 June 2026

Our Ref: TPO/26/1102

**Town and Country Planning Act 1990
Town and Country Planning (TREES) Regulations 2012**

NNDC TPO (FAKENHAM) 2026 No.11

Land On The South Side Of Greenway Lane, Fakenham, Norfolk, NR21 8ET

To whom it may concern,

Please be aware that the above provisional TPO has been served.

Ward: Lancaster South
Parish: Fakenham
NNDC Ref: TPO/26/1102

In due course, the TPO will be made available on our online TPO register/map at

www.north-norfolk.gov.uk/tasks/conservation/search-for-tree-preservation-orders-tpos/

We will update you further when a decision to confirm or otherwise has been made.

In the meantime, if you have any queries please email planning@north-norfolk.gov.uk quoting **reference number TPO/26/1102**.

Kind regards,

NNDC Planning Dept.

Attached:

1. Copy of TPO Schedule and Map
(NNDC TPO (FAKENHAM) 2026 No.11)



TOWN AND COUNTRY PLANNING ACT 1990

**TOWN AND COUNTRY PLANNING
(TREES) REGULATIONS 2012**

NORTH NORFOLK DISTRICT COUNCIL

NNDC TPO (FAKENHAM) 2026 No.11

**Land On The South Side Of Greenway Lane, Fakenham,
Norfolk, NR21 8ET**

NNDC Ref. TPO/26/1102

Dated 19 June 2026

SCHEDULE

Regulation 3(1)

Form of Tree Preservation Order

NORTH NORFOLK DISTRICT COUNCIL

NNDC TPO (FAKENHAM) 2026 No.11

**Land On The South Side Of Greenway Lane, Fakenham,
Norfolk, NR21 8ET**

NNDC Reference TPO/26/1102

North Norfolk District Council in exercise of the powers conferred on them by section 198 of the Town and Country Planning Act 1990 make the following Order—

Citation

1. This Order may be cited as **NNDC TPO (FAKENHAM) 2026 No.11.**

Interpretation

- 2.— (1) In this Order “the authority” means the **North Norfolk District Council.**

(2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation)(England) Regulations 2012.

Effect

- 3.— (1) Subject to article 4, this Order takes effect provisionally on the date on which it is made.

(2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners) and, subject to the exceptions in regulation 14, no person shall –

- a) cut down, top, lop, uproot, wilfully damage, or wilfully destroy; or
- b) cause or permit the cutting down, topping, lopping, uprooting, wilful damage or wilful destruction of,

any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

4. In relation to any tree identified in the first column of the Schedule by the letter “C”, being a tree to be planted pursuant to a condition imposed under paragraph (a) of section 197 (planning permission to include appropriate provision for preservation and planting of trees), this Order takes effect as from the time when the tree is planted.

NORTH NORFOLK DISTRICT COUNCIL

NNDC TPO (FAKENHAM) 2026 No.11

Land On The South Side Of Greenway Lane, Fakenham,
Norfolk, NR21 8ET

NNDC Ref. TPO/26/1102

Dated: 19 June 2026

The Order was served and takes effect as from the date above as instructed by our Landscape Officer –



Imogen Mole
Senior Landscape Officer

[Authorised by the Council to sign in that behalf]

CONFIRMATION OF ORDER

This Order was **confirmed** by North Norfolk District Council **without modification** on the

Signed on behalf of North Norfolk District Council

.....

[Authorised by the Council to sign in that behalf]

CONFIRMATION OF ORDER

This Order was **confirmed** by North Norfolk District Council, **subject to the modifications** indicated below on the

Signed on behalf of North Norfolk District Council

.....

[Authorised by the Council to sign in that behalf]

DECISION NOT TO CONFIRM ORDER

A decision **not to confirm** this Order was taken by North Norfolk District Council on the

Signed on behalf of North Norfolk District Council

.....

[Authorised by the Council to sign in that behalf]

VARIATION OF ORDER

This Order was varied by North Norfolk District council on the [] day of *[insert month and year]* by a variation order under reference number *[insert reference number to the variation order]* a copy of which is attached]

Signed on behalf of North Norfolk District Council

.....

[Authorised by the Council to sign in that behalf]

REVOCATION OF ORDER

This Order was revoked by North Norfolk District Council on the [] day of *[insert month and year]*.

Signed on behalf of North Norfolk District Council

.....

[Authorised by the Council to sign in that behalf]

SCHEDULE

Specification of trees

Trees specified individually
(encircled in black on the map)

Reference on map	Description	Situation
T1	Horse Chestnut	Land On The South Side Of Greenway Lane, Fakenham, Norfolk, NR21 8ET E: 592761 N: 330410

Trees specified by reference to an area
(within a dotted black line on the map)

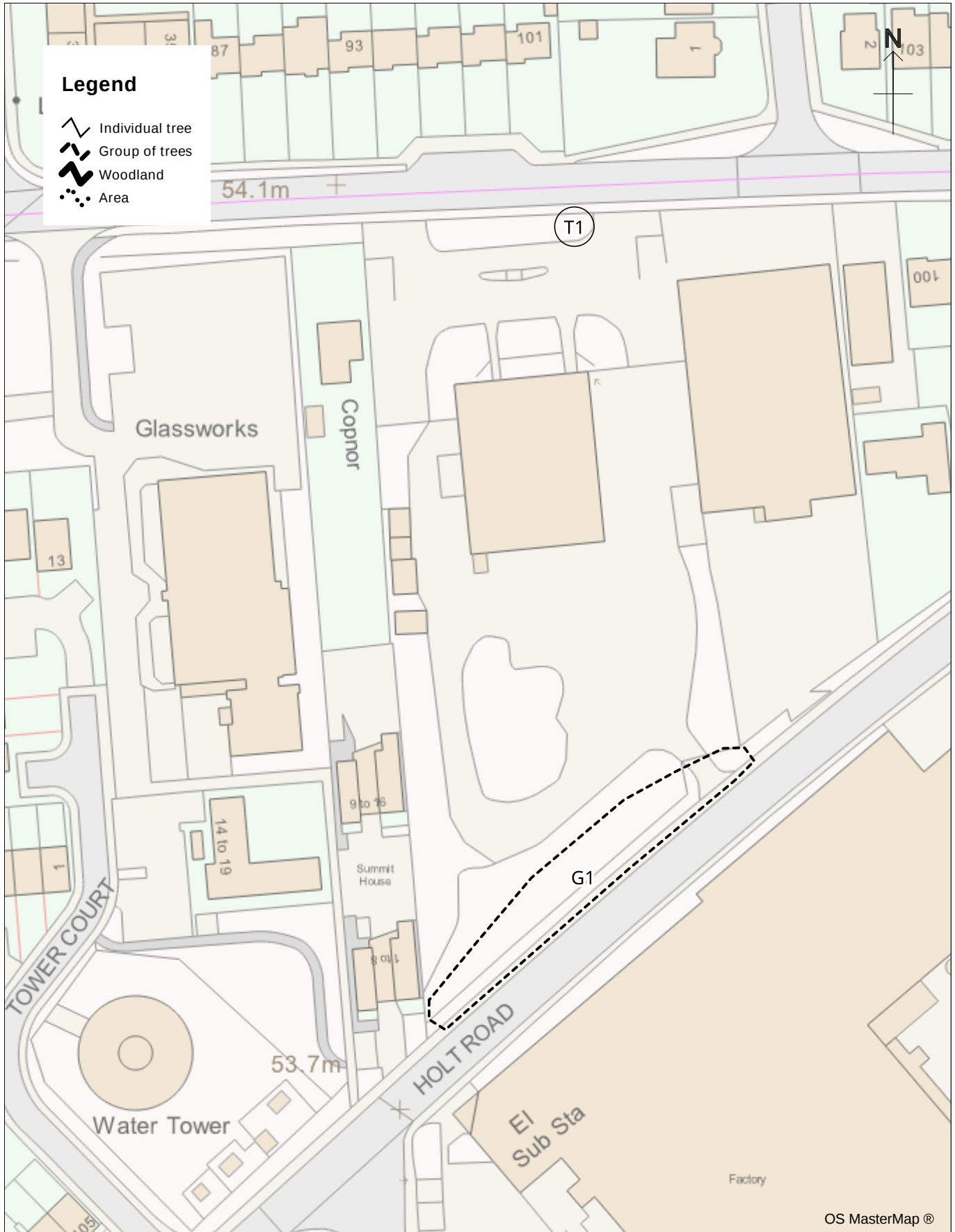
Reference on map	Description	Situation
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Groups of trees
(within a broken black line on the map)

Reference on map	Description	Situation
G1	8 Lime	Land On The South Side Of Greenway Lane, Fakenham, Norfolk, NR21 8ET E: 592758 N: 330289

Woodlands
(within a continuous black line on the map)

Reference on map	Description	Situation
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	Map referred to in the North District Council		Scale = 1:950	RJ
	NNDC TPO (FAKENHAM) 2026 No.11		19.06.2026	
	NNDC Reference: TPO/26/1102		© Crown Copyright and database right 2026 Ordnance Survey AC0000850570	
	North Norfolk District Council Council Offices, Holt Road, Cromer, Norfolk, NR27 9EN Tel: 01263 513811 https://www.north-norfolk.gov.uk Email: planning@north-norfolk.gov.uk		Aerial Photos ©Getmapping plc	

Dated: 19 June 2026

NORTH NORFOLK DISTRICT COUNCIL

TREE PRESERVATION ORDER

Land On The South Side Of
Greenway Lane
Fakenham
Norfolk
NR21 8ET

NNDC TPO (FAKENHAM) 2026 No.11

TPO/26/1102

Town and Country Planning (Trees) Regulation
2012

Town and Country Planning Act 1990