

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

WEDNESDAY 29TH APRIL 2026 at 18:00

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

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

Deputy Clerk/RFO: K Lindsay

Administrative Assistant: B Combrink

Members of the Public: Two

Press: None

Number	Agenda
386/26	<p>To consider for acceptance apologies for absence Apologies were received from Cllrs Dutton, Girton, Thorpe, Harrison & Duffy</p>
387/26	<p>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 None</p>
388/26	<p>Open Forum for Public Participation</p> <p>a) To receive a report from Fakenham Police No report received</p> <p>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 None received. Members noted an update from the developer of the Norwich Road housing development that the pavement works can now proceed and are expected to be completed by the end of May 2026, to Highways specification.</p> <p>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 Written reports received from District Cllr Cushing and District Cllr Vickers Members noted a verbal update from Cllr Cushing regarding the 3G pitch planning application at Trap Lane, including the statutory objection from Sport England and the potential for an alternative location for a cricket pitch within the school grounds. A query was raised regarding booking arrangements at Wensum Lodge; Cllr Vickers to raise with the owner. A query was raised regarding 9 Norwich Street; Cllr Vickers to continue to pursue the matter. A request was made for the Town Council to adopt and repair the streetlights in the alleyway between Lancaster Close and Greenway Lane, which have reportedly been non-operational for a number of years. Members acknowledged the request and the matter will be considered.</p>
389/26	<p>To confirm the Full Council Minutes of the Meeting held on 25th March 2026 The minutes of the Full Council meeting held on the 25th March 2026 were agreed on the proposition of Cllr Glynn and seconded by Cllr Bucknell, AGREED by all and signed by the chair</p>
390/26	<p>To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update</p> <ul style="list-style-type: none"> • To note the status of the 2026 Christmas Lights project Members noted that the quotation for the 2026 Christmas lights has been

	<p>accepted, with any replacement lights subject to additional cost. It was further noted that additional costs may arise in relation to anchor point testing, permissions, and the annual Highways permit. A meeting of the Christmas Lights Working Group has been scheduled for 20 May 2026.</p>
391/26	<p>To receive any reports from Councillors who have attended Meetings outside the Council</p> <p>Cllr Joslin attended a meeting with the Church to discuss the siting of the CCTV booster and installation of tomb fencing</p> <p>Cllr Glynn attended Morrison’s Garage opening</p> <p>Cllr Glynn attended a meeting with County Cllr Fitzpatrick to discuss dangerous driving and parking issuers</p> <p>Cllr Glynn attended a market research interview on the High Street Matters initiative</p> <p>Cllr Glynn attended a meeting to discuss the Wetland Project at Aldiss Park</p> <p>Cllr Glynn attended the FLASH Steering Group meeting</p> <p>Cllr Glynn attended the 3G Pitch meeting</p> <p>Cllr Glynn attended the NNDC Chairman Fundraiser</p> <p>Cllr Glynn attended the Cromer Civic Service</p> <p>Cllr Hunter attended a meeting to discuss the Wetland Project at Aldiss Park</p> <p>Cllr Hunter attended a meeting with the North Norfolk Wombles</p>
392/26	<p>To receive and note correspondence and comment upon any items for information and action</p> <ul style="list-style-type: none"> • Norfolk Ramblers Parish Footpath Audit Members considered the request and AGREED the Council is not currently in a position to undertake the work requested. • Active Fakenham Duck Race Duck sponsorship of £75 Members considered the request and RESOLVED to purchase a duck at a cost of £75. Action: The Clerk to purchase a duck for the Active Fakenham Duck Race at a cost of £75.
393/26	<p>To confirm the Minutes of the Facilities & Amenities Committee held on:</p> <ul style="list-style-type: none"> • 14th April 2026. <p>The minutes of the meeting held on 14th April 2026 were moved for reception and adoption by Cllr Joslin seconded by Cllr Fairbrother and AGREED by all.</p> <ul style="list-style-type: none"> • To note and/or approve: <p>Minute 238/26 FA To review the Allotment Sub-committee Terms of Reference</p> <p>The terms of reference were agreed to be recommended to Full Council Members RESOLVED to approve the Allotment Sub-committee Terms of Reference</p>
394/26	<p>To confirm the Minutes of the Governance & Finance Committee held on:</p> <ul style="list-style-type: none"> • 21st April 2026. <p>The minutes of the meeting held on 21st April 2026 were moved for reception and adoption by Cllr Glynn seconded by Cllr Joslin and AGREED by all.</p> <ul style="list-style-type: none"> • To note and/or approve: <p>Minute 170/26GF To review and agree policies and risk assessments for update:</p> <ul style="list-style-type: none"> • Safeguarding Policy

Cllrs reviewed the Safeguarding Policy and RESOLVED to approve it for presentation and approval by Full Council
 Members **RESOLVED** to approve the Safeguarding Policy

Minute 173/26GF To receive the RFO’s report

1. Transition to Scribe
 Noted

2. Year-End Position, Accruals, Creditors and Journal Adjustments

Cllrs reviewed the proposed Year-End journals and RESOLVED to approve the processing of all routine journals as set out in the schedule

Cllrs reviewed and RESOLVED to approve the proposed additional journals as detailed:

- Write-off of aged debtor – Chamber of Commerce (£118.80)
- Removal of historic accrual – Employers’ Allowance adjustment (£6,000)

3. Budgetary Position and Earmarked Reserves

Cllrs noted the forecasted year-end financial position for 2025/26

Cllrs reviewed the position and RESOLVED to carry forward identified 2025/26 underspends and allocate them from the General Reserve to the appropriate Earmarked Reserves, with the RFO authorised to process the necessary accounting entries in 2026/27:

Cost Code	Amount	Earmarked Reserve
CCTV	£20,000	CCTV System & Monitoring EMR (New)
Machinery & New Equipment	£5,621	Machinery EMR
Trap Lane	£43,685	Welfare Unit EMR (Renamed Depot / Welfare Unit)
Town Signage / War Memorial	£4,919	War Memorial EMR (New)

VAT Return

Cllrs agreed that, in the absence of Cllr Dutton, the RFO is authorised to proceed with the submission of the VAT return

Members **RESOLVED** to approve the write-off of an aged debtor – Chamber of Commerce (£118.80)

Members **RESOLVED** to approve to carry forward identified 2025/26 underspends and allocate as detailed in the RFO’s report

Minute 176/26GF To review the Strategic Plan 2025 – 2028 and recommend amendments to Full Council

Cllrs reviewed the Strategic Plan 2025 - 2028 and RESOLVED to approve it for presentation and approval by Full Council

Members **RESOLVED** to approve the Strategic Plan 2025 -2028

395/26

Financial Matters –

- a) To receive and review March 2026 receipts and payments for Fakenham Town Council and Charter Market
- b) To receive and review March 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements balances for signing
- c) To receive and review the fourth quarterly Income and Expenditure Budget vs Actuals report
- d) To receive and approve the March 2026 schedule of payments over £500 for display on the website

Members **RESOLVED** to approve items a) to d) as listed

396/26	<p>To discuss communication from the Fakenham Area Partnership, Fakenham in Bloom noting their intention to invoice approximately £495 for flowers on the War memorial in breach of the current agreement.</p> <p>Members considered correspondence regarding the proposed introduction of a charge for War Memorial planting, thereby ending the current agreement. It was noted that the proposed cost of approximately £495 could be reduced to £295 should the Town Council undertake the watering of the planting. Members further noted that the Council already contributes to the wider project through water supply, fuel, and vehicle use.</p> <p>RESOLVED to propose that the Town Council undertake the watering of the War Memorial planting to reduce costs, and that, in light of the ending of the current agreement and the Council's ongoing contributions to the project, Fakenham Area Partnership be asked to gift the six planters to the Town Council.</p> <p>Action: The Clerk to write to Fakenham Area Partnership to set out the Council's proposal</p>
397/26	<p>To receive the following S137 Grant report for acquittal:</p> <ul style="list-style-type: none"> • EP Youth Streetlife <p>Members RESOLVED to approve the S137 Grant report for acquittal</p>
398/26	<p>To consider a grant under the local government act 1972, s 137</p> <p>Under the provisions of Section 137 of the Local Government Act 1972 the following expenditure should be incurred which, in the opinion of the Council is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure:</p> <ul style="list-style-type: none"> • EP Youth Streetlife - £18,798.00 <p>It was proposed by Cllr Glynn and seconded by Cllr Bucknell that a grant of £9,500 be awarded. A counter proposal that a grant of £4,000 was proposed by Cllr Rockett and seconded by Cllr Campbell. Upon being put to the vote, the counter proposal was lost (For 3, Against 4).</p> <p>The original proposal was then put to the vote and RESOLVED (For 4, Against 3) that a grant of £9,500 be awarded.</p> <p>It was further AGREED that the grant be paid in quarterly instalments, subject to receipt of satisfactory quarterly monitoring reports. Members also noted that the applicant should be advised that funding at this level may not be sustainable in future years and that alternative funding provision should be considered.</p> <p>Action: The RFO to award the S137 grant of £9,500 in accordance with the agreed terms and to notify EP Youth Streetlife of the conditions attached, including future funding considerations.</p>
399/26	<p>To receive the following Market Tolls Grant evaluation forms for acquittal:</p> <ul style="list-style-type: none"> • Shop Fakenham Food Market <p>Members RESOLVED to approve the Market Tolls Grant evaluation for acquittal</p>
400/26	<p>To receive the following applications for a grant from the Market Tolls:</p> <ul style="list-style-type: none"> • Shop Fakenham - £288 <p>Members considered the application and RESOLVED to award a Market Tolls grant of £288 to Shop Fakenham.</p> <p>It was further AGREED that, as the purpose of the grant is to fund a webpage promoting both Fakenham Thursday markets, James Beck be approached to enquire</p>

	<p>whether they would wish to contribute to the website.</p> <p>Action: Cllr Glynn to contact James Beck to discuss potential contribution to the webpage</p>
401/26	<p>To discuss dangerous driving and parking in Upper Market and Norwich Street</p> <p>Members discussed concerns regarding dangerous driving and parking in Upper Market and Norwich Street. Possible measures to improve the situation were considered.</p> <p>RESOLVED to establish a Working Party to develop coordinated proposals to address the issues, with membership to be confirmed.</p> <p>Action: The Clerk to establish a Dangerous Driving and Parking Concerns Working Party</p> <p>Cllr Campbell left the meeting</p>
402/26	<p>To discuss and agree in principle moving forward with a wetland project at Aldiss Park</p> <p>Members RESOLVED in principle to proceed with a wetland project at the Aldiss Park site owned by Fakenham Town Council. It was noted that a design proposal, being prepared at no cost to the Council, is currently in progress and will be used to determine costs to inform a future funding application.</p>
403/26	<p>To receive the Internal Controllers report</p> <p>None</p>
404/26	<p>To consider planning applications up to 29/04/2026</p> <ul style="list-style-type: none"> <p>• PF/26/0699 - 53 Smiths Lane, Fakenham - Single storey front extension to dwelling</p> <p>PF/26/0699 Single storey front extension to dwelling 53 Smiths Lane Fakenham Norfolk NR21 8LQ</p> <p>Response Deadline: 7/05/2026</p> <p>Councillors noted that insufficient details had been supplied - unable to comment</p> <p>• PF/26/0726 - Norfolk Padel, Waterhouse Farm, Waterhouse, Fakenham - Erection of building to provide Padel tennis facility with 2no. indoor courts, changing facilities, bar and sitting area, and construction of outdoor court and parking area (retrospective - revised positioning). Construction of additional building to provide 2no. indoor Padel courts and 2no. indoor Pickleball courts, treatment room and leisure facilities</p> <p>PF/26/0726 Erection of building to provide Padel tennis facility with 2no. indoor courts, changing facilities, bar and sitting area, and construction of outdoor court and parking area (retrospective - revised positioning). Construction of additional building to provide 2no. indoor Padel courts and 2no. indoor Pickleball courts, treatment room and leisure facilities Norfolk Padel Waterhouse Farm Waterhouse Fakenham Norfolk NR21 0LA</p> <p>Response Deadline: 11/05/2026</p> <p>N/A – Not in the parish of Fakenham</p> <p>• PF/26/0722 - 11 Peckover Road, Fakenham - Single storey side extension to dwelling</p> <p>PF/26/0722 Single storey side extension to dwelling 11 Peckover Road Fakenham Norfolk NR21 9RE</p> <p>Response Deadline: 12/05/2026</p> <p>Councillors offered no objection and no comment</p> <p>• RV/26/0736 - 11A Norwich Street, Fakenham - Variation of prior approval ref. PU/23/0011 condition 1: development must be completed within a period of 3 years to enable regulation 77 decision and time to start the conversion.</p> <p>RV/26/0736 Variation of prior approval ref. PU/23/0011 condition 1: development must be completed within a period of 3 years to enable regulation 77 decision and time to start the conversion. 11A Norwich Street Fakenham Norfolk NR21 9AF</p> <p>Response Deadline: 13/05/2026\</p> <p>Councillors offered no objection and no comment</p>

	<ul style="list-style-type: none"> <p>PF/26/0721 - 19 Ratcliffe Road, Fakenham - Removal of conservatory and erection of side extension, demolish and rebuild rear side wall, changes to fenestration PF/26/0721 Removal of conservatory and erection of side extension, demolish and rebuild rear side wall, changes to fenestration 19 Ratcliffe Road Fakenham Norfolk NR21 8AY Response Deadline: 14/05/2026 Councillors offered no objection and no comment</p> <p>ADV/26/0787 - Unit 5 , George Edwards Road, Fakenham - Installation 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, and 1no. non-illuminated totem sign within site boundary to west of building and adjacent public highway. ADV/26/0787 Installation 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, and 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 Response Deadline: 15/05/2026 Councillors offered no objection and no comment</p> <p>PF/26/0857 - Storage Hut, Wensum Osprey Canoe Club, Hempton Road, Fakenham - 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 Response Deadline: 18/05/2026 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</p>
<p>405/26</p>	<p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> <p>PF/26/0470 - 170 Norwich Road, Fakenham - Extension to rear of dwelling, dormer window to front, conversion of loft to habitable space, front porch and external alterations. Erection of detached double garage to front of dwelling PF/26/0470 Extension to rear of dwelling, dormer window to front, conversion of loft to habitable space, front porch and external alterations. Erection of detached double garage to front of dwelling 170 Norwich Road Fakenham Norfolk NR21 8LX Response deadline: 14/04/2026 Councillors response: Councillors offered no objection and no comments.</p> <p>LA/26/0603 - 14 Market Place, Fakenham - Installation of defibrillator and bleed kit cabinets to external wall of building LA/26/0603 Installation of defibrillator and bleed kit cabinets to external wall of building 14 Market Place Fakenham Norfolk NR21 9BG Response deadline: 17/04/2026 Councillors response: Councillors offered no objection and no comments.</p> <p>PF/26/0600 - Brambles, Heath Lane, Fakenham - Erection of open fronted detached carport on driveway to front of house PF/26/0600 Erection of open fronted detached carport on driveway to front of house Brambles Heath Lane Fakenham Norfolk NR21 8LN Response deadline: 17/04/2026 Councillors response: Councillors offered no objection and no comments.</p>

	<ul style="list-style-type: none"> • PF/26/0466 - 9 Wymans Way, Fakenham - Siting of storage containers to store raw materials and ancillary machinery PF/26/0466 Siting of storage containers to store raw materials and ancillary machinery 9 Wymans Way Fakenham Norfolk NR21 8NT Response deadline: 21/04/2026 Councillors response: Councillors offered no objection and no comments. <p>These were noted</p>
406/26	<p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> • PF/25/1612 - Land At Waterhouse Farm, Wells Road - Change of use from agricultural to a dog exercise and training ground including perimeter fence, field shelter/store and parking area PF/25/1612 Change of use from agricultural to a dog exercise and training ground including perimeter fence, field shelter/store and parking area Land At Waterhouse Farm Wells Road Fakenham Norfolk Councillors Response: Councillors offered no objections. Councillors commented that further information is needed regarding the access route; the plans do not reflect the new road layout following the creation of the new roundabout and councillors raised concerns regarding traffic flow and provision for pedestrian access. Approved • LA/25/2160 - 4 Market Place, Fakenham - Conversion of first floor vacant class E space into one two-bedroom self contained flat with ground floor internal alterations to create an updated office layout LA/25/2160 Conversion of first floor vacant class E space into one two-bedroom self contained flat with ground floor internal alterations to create an updated office layout 4 Market Place Fakenham Norfolk NR21 9BA Councillors Response: Councillors offered no objections and no comment. Approved • PF/26/0418 - 4 Norman Close, Fakenham - Erection of side extension to garage PF/26/0418 Erection of side extension to garage 4 Norman Close Fakenham Norfolk NR21 9RX Councillors Response: Councillors offered no objection and no comments. Approved • NMA/26/0452 - Land North Of Rudham Stile Lane & East Of , Water Moor Lane, Fakenham - Non-material amendment of planning permission RV/22/0855 NMA/26/0452 Non-material amendment of planning permission RV/22/0855 (Variation of conditions 2, 3, 4, 5, 6, 10, 11, 28, 37, 38, and 40 of outline planning permission PO/17/0680 (Outline planning application (all matters except primary means of access reserved for future approval) for residential development of up to 950 dwellings (Use Class C3), employment development (Use Classes B1/B2/B8), a primary school and children's nursery (Use Class D1), a hotel (Use Class C1), local retail (Use Classes A1/A3/A4/A5) and associated public open space and infrastructure) regarding the highways works associated with Condition 31i. (site access and roundabout from the A148 and associated works to Wells Road) are proposed to be undertaken directly by the Highway Authority and not the applicant. As such, these works are to be specifically excluded from the requirements and triggers indicated in the conditions that are proposed to be amended (See-Schedule of Condition amends) Amendments 22 August 2024)) to allow revisions to the triggers set out under conditions 3 and 6 Land North Of Rudham Stile Lane & East Of Water Moor Lane Fakenham Norfolk Councillors Response: N/A Approved

	<ul style="list-style-type: none"> • CD/26/0307 - Land North Of Rudham Stile Lane & East Of , Water Moor Lane, Fakenham - Discharge of condition 9 (materials) of planning permission PF/23/0649 CD/26/0307 Discharge of condition 9 (materials) of planning permission PF/23/0649 (Erection of seven dwellings with parking and shared surface access drive) Land East Of Water Moor Lane South Of Bridge Farm Workshop Water Moor Lane Fakenham Norfolk Councillors Response: N/A Condition Discharge Reply • RV/26/0355 - Norfolk Padel, Waterhouse Farm, Waterhouse, Fakenham - Erection of building to provide Padel tennis facility with two indoor courts, changing facilities, bar and sitting area; construction of outdoor court and parking area, without complying with condition 2 (approved plans) of PF/23/2569 Application Withdrawn <p>These were noted</p>
407/26	To receive any further items for the agenda To consider concerns regarding shoplifting in the town and any potential measures that may be available to the Town Council.
408/26	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. The meeting was briefly interrupted by a question from a member of the public outside of the public participation item. The meeting then continued.
409/26	To discuss the FLASH project Members received an update and RESOLVED to accept the recommendation of the Council's solicitors in relation to the lease. Members further AGREED that, subject to the solicitor's confirming satisfaction with the final version of the lease, the document does not need to return to Full Council and may be signed by any two authorised Councillors. Action: The Clerk to instruct the Council's solicitors in relation to the lease Cllr Fairbrother left the meeting. At this point the meeting became inquorate.
410/26	To discuss 9 Norwich Street Defer to next Full Council
411/26	To discuss progression of alternative options for Council administrative staff and depot accommodation Defer to next Full Council
412/26	To confirm the minutes of the HR Subcommittee meeting held on the 16th April 2026 Defer to next Full Council
413/26	To approve the recommendations made in Governance and Finance held on 21st April 2026 <ul style="list-style-type: none"> • Minute 180/26 GF Following recommendations from the HR Subcommittee meeting on the 16th April 2026 minute 34/26 & 35/26 it was proposed by Cllr Glynn, seconded by Cllr Joslin and agreed by all that the scope of administrative roles had developed beyond the current banding and aligned more closely with the next banding level, moves to be reflected from 1st April 2026.

	<ul style="list-style-type: none"> Following recommendations from the HR Subcommittee meeting on the 16th April 2026 minute 36/26 it was proposed by Cllr Rockett, seconded by Cllr Hunter, agreed by all, to appoint a Fixed Term Part Time Grounds person and Fixed Term Administrative assistant if it was cost neutral. <p>Defer to next Full Council</p>
414/26	To move into open session
415/26	<p>To confirm the date & Time of the next meetings: Facilities & Amenities: Tuesday 12th May 2026 at 18:00 Governance & Finance: Tuesday 19th May 2026 at 18:00 Full Council (Annual Meeting): Wednesday 27th May 2026 at 18:00</p>

	<p>There being no further business the meeting closed at 19:40</p> <p>Confirmed this day of 2026</p> <p>CHAIR</p>
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