



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

| |
|---|
| <p>You must register as an Other Registerable Interest:</p> <p>a) any unpaid directorships</p> <p>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</p> <p>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.</p> |
|---|

Table 3: Non-Registrable Interests - NRI

| |
|--|
| <p>An interest that is not a DPI, or an interest of a relative or close associate, which does not need to be registered.</p> <p>You must declare an NRI when relevant business affects the finances or wellbeing of you, your partner, a relative, or a close associate.</p> |
|--|

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

TUESDAY 10th FEBRUARY 2026 AT 18:00

Attending Committee Councillors: V Joslin (Chair), C Fairbrother, T Duffy & A Glynn (Mayor)

Attending Non-Committee: J Rockett, G Thorpe & M Dutton

Town Clerk: L Meanley

General Public: None

Press: None

| Number | Agenda |
|------------------|--|
| 203/26 FA | To receive Apologies for Absence Apologies received from Cllr Campbell |
| 204/26 FA | To adjourn the Meeting for Electors' questions An elector had raised the issue of a man identifying as a woman using female toilets on Bridge Street. The Clerk had taken advice from the police who stated this is not a crime and advised the elector raise concerns with NNDC Cllrs as these are NNDC toilets. |
| 205/26 FA | Declarations of Interest: Members are asked at this stage to declare any Interests, which they may have, in any of the following items on the agenda Cllr Fairbrother declared an interest in Agenda item 221/26/FA. Cllr Joslin declared an interest in agenda item 216/26 FA. |
| 206/26 FA | To Confirm the minutes of the Facilities & Amenities meeting held on the 13th January 2026 On the proposition of Cllr Joslin, seconded by Cllr Fairbrother the minutes of the Facilities and Amenities meeting held on 13 th January 2026 were AGREED by all and signed by the Chairman |
| 207/26 FA | To discuss any matters arising from the Minutes of the Facilities & Amenities Meeting held on 13th January 2026 To note that CCTV is now on Full Council's agenda. |
| 208/26 FA | To receive an update on estate management Awaiting quotes for repairs to Tunn St Triangle and to Creake Road Cemetery wall and building. |
| 209/26 FA | To note any equipment expenditure within budget Approx £600 on new market barriers from market tolls |
| 210/26 FA | To discuss and agree RBS quotations for Millenium Park £300, Hayes Lane £720 and for a vehicle cage £1450. All net On the proposition of Cllr Glynn, seconded by Cllr Fairbrother it was agreed to move forward with a quote for fencing work at Millennium Park for £300. On the proposition of Cllr Glynn, seconded by Cllr Fairbrother it was agreed to move forward with a quote for fencing & gate work at Hayes Lane for £720 On the proposition of Cllr Joslin, seconded by Cllr Fairbrother it was agreed to move forward with a quote for a vehicle cage for the mule for £1450 |
| 211/26 FA | To discuss and agree a quote for repairs to outdoor fitness equipment for Millennium Park £761.32 On the proposition of Cllr Glynn, seconded by Cllr Fairbrother it was agreed to move forward with a quote for repairs to outdoor fitness equipment at Millennium Park for £761.32 |
| 212/26 FA | To discuss the NNDC Wayfinding & Signage report for Fakenham |

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

TUESDAY 10th MARCH 2026 AT 18:00

Attending Committee Councillors: A Glynn (Mayor)

Attending Non-Committee: J Rockett, D Hunter & M Dutton

Town Clerk: L Meanley

General Public: None

Press: None

| Number | Agenda |
|-----------|--|
| 223/26 FA | The meeting being inquorate, was closed immediately. |

| | |
|--|---|
| | <p>There being no further business the meeting closed at 18:01</p> <p>Confirmed this day of 2026</p> <p>CHAIRMAN</p> |
|--|---|

| F&A | Date | Minute | Responsible | PRIORITY | Action | STATUS | Comments |
|-----|------------|--------|-------------|----------|---|-------------|--|
| F&A | 15/07/2025 | 30/25 | Clerk | MEDIUM | Millenium Park - Clerk to liaise with relevant parties to establish sizes / timescales / costs etc | 75% | Action Plan for Engagement drawn up and presented to Full Council 30/7/25. Park user engagement undertaken August 2025. |
| F&A | 09/09/2025 | 86/25 | Clerk | HIGH | Havelock Square - Check for TPO and get quotes to repair / solutions to stop reoccurrences | 100% | No TPO registered on NNDC TPO map 22/9/25. Quote on March Agenda - Approved at March Full Council |
| F&A | 14/10/2025 | 131/25 | Clerk | MEDIUM | Quotes for Heritage Trail board proposals | 50% | Awaiting Wayfinder Working group recommendations - suggested May meeting dates |
| F&A | 11/11/2025 | 149/25 | Clerk | MEDIUM | To take forward Hayes Lane playing field survey to see what the public want, inc houses oppiste and care home | Not Started | |
| F&A | 11/11/2025 | 155/25 | Clerk | HIGH | Clerk to engage appropriate legal advice regarding FRGC | 50% | Community Action Norfolk contacted, initial meeting 24/11/25. currently assessing Scheme wording. Cahrity Commission written to - 27/03/26 |
| F&A | 13/01/2026 | 195/26 | VJ | MEDIUM | Review Hawk & Owl report and report back to February F&A | 50% | Defered to April |
| F&A | 13/01/2026 | 198/26 | Clerk | LOW | Report on legalities and considerations of reusing grave spaces | Not Started | |
| F&A | 10/02/2026 | 216/26 | AG | HIGH | To chase Coastal Construction re fencing at Rudham Stile Lane allotments | | |
| F&A | 10/02/2026 | 220/26 | Clerk | HIGH | Clerk to seek quotes for a war memorial survey | 100% | One quote received so far - on March agenda. Approved at March Full Council |

QUOTE

Fakenham Town Council
 Attention: Town Clerk
 Fakenham Town Council
 Fakenham Connect
 Oak Street
 Fakenham
 Norfolk
 NR21 9DY

Date
04 Mar 2026

Expiry
03 Apr 2026

Quote Number
QU-1193

Reference
RC

VAT Number
552 6584 25



Cozens (UK) Limited
 10 Stanley Close
 Cantley
 Norwich
 Norfolk
 NR13 3RW

Option 1

| Description | VAT | Amount GBP |
|--|------------------|---------------|
| FAKENHAM TOWN COUNCIL - LED & BRACKET ARM REPLACEMENT FOR OUTSIDE GROVE HOUSE, SWAN STREET. (Col No = 9218) OPTION 2 | | |
| 1 X NEW 1M GALVANISED STEEL BRACKET WITH LED LANTERN:- | | |
| LABOUR AND MATERIALS | 20% | 475.00 |
| | Subtotal | 475.00 |
| | Total VAT 20% | 95.00 |
| | TOTAL GBP | 570.00 |

Terms (if any)

QUOTE

Fakenham Town Council
 Attention: Town Clerk
 Fakenham Town Council
 Fakenham Connect
 Oak Street
 Fakenham
 Norfolk
 NR21 9DY

Date
04 Mar 2026

Expiry
03 Apr 2026

Quote Number
QU-1194

Reference
RC

VAT Number
552 6584 25



Cozens (UK) Limited
 10 Stanley Close
 Cantley
 Norwich
 Norfolk
 NR13 3RW

Option 2

| Description | VAT | Amount GBP |
|--|------------------|---------------|
| FAKENHAM TOWN COUNCIL - VICTORIAN LED LANTERN FOR OUTSIDE GROVE HOUSE, SWAN STREET. (Col No = 9218) OPTION 1 | | |
| 1 X NEW VICTORIAN LED LANTERN AND INSTALL ON EXISTING BRACKET:- | | |
| LABOUR AND MATERIALS | 20% | 695.00 |
| | Subtotal | 695.00 |
| | Total VAT 20% | 139.00 |
| | TOTAL GBP | 834.00 |

Terms (if any)



QUOTATION

QUT00011

19/02/26

Customer Ref: 32

Fakenham Town Council
 Fakenham Connect
 Oak Street
 Fakenham
 NR21 9DY

AMK Exteriors Ltd
 25 Silver Birch Road
 Dereham
 Norfolk
 NR20 3GL

Tel: 01603 552901
 Mobile: 07491382911

Queries@amkexteriors.uk

| Date | Description | Amount | VAT | Total |
|----------|--|---------|--------------|----------------|
| 19/02/26 | Bus shelter clean (Ref: 520) Priced per clean and based on 6 bus shelters to be cleaned on a 6 weekly basis. The address of each bus shelter to be provided. | £200.00 | £40.00 | £240.00 |
| | | | Net Total | £200.00 |
| | | | VAT | £40.00 |
| | | | Total | £240.00 |



Fakenham Town Council

Agreement for Use of Electricity Feeder Pillars

This Agreement is made between:

Fakenham Town Council (“the Council”)

and

Organisation (“the User”)

1. Purpose

The Council permits the User to access and use its electricity feeder pillar(s) for a **one-off event** at:

- Upper Market
- Lower Market

Date of Event: _____

Use is strictly limited to this event and for no other purpose.

2. Charges

No charge will be made for this one-off use.

3. Access and Security

- Access codes and/or keys will be issued to the User for the duration of the event.
- Codes and keys **must not be shared** with any third party.
- The User is fully responsible for the **security and safe keeping** of any key issued.
- **Any lost key must be reported immediately**, and the User will be responsible for **any associated costs**, including replacement locks or keys if required.

4. Use and Responsibility

The User is responsible for ensuring that:

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY

Tel: 01328 853653

Email: info@fakenhamtowncouncil.gov.uk

Website: www.fakenhamtowncouncil.gov.uk

- The electricity supply is used **safely and appropriately**.
- All equipment used is suitable, safe, and compliant with relevant regulations.
- All cables are properly managed and do not present a hazard.

The Council accepts no responsibility for equipment, usage, or any incidents arising from use.

5. Feeder Pillar Security and Condition

While in use, the User must ensure:

- Cabinet doors are secured when open and do not pose a hazard.
- The feeder pillar is **fully closed and locked immediately after use**.

The User is responsible for **any damage** caused to the feeder pillar, including by third parties acting on their behalf. Any repair costs will be recharged.

6. Faults

- Faults must be reported to the Council immediately.
 - If an emergency electrician is called and no fault is found with the Council's equipment, the cost may be recharged to the User.
-

7. General

This Agreement does not create any tenancy or ongoing right and applies **only to the date specified above**.

Signed for and on behalf of the Council:

Name: _____
 Position: _____
 Date: _____

Signed for and on behalf of the User:

Name: _____
 Position: _____
 Date: _____

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

Attending Committee Councillors:

Allotment Representatives: N Combrink, R Appleton

Attending Non-Committee: None

Town Clerk : L Meanley

Estate Team Leader: P Woodhouse

General Public: None

| Number | Agenda | Pack Page |
|----------------|--|--------------|
| 33/26 A | The meeting being inquorate, was closed immediately | |

| | |
|--|---|
| | <p>There being no further business the meeting closed at 14:40</p> <p>Confirmed this day of 2026</p> <p>CHAIRMAN</p> |
|--|---|



Fakenham Connect
 Oak Street
 Fakenham
 Norfolk
 NR21 9DY
 Tel: 01328 853653

e-mail: info@fakenhamtowncouncil.gov.uk
 website: fakenhamtowncouncil.gov.uk

Fakenham Town Council

Allotment Sub Committee Terms of Reference

Contents:

1. Introduction
2. Purpose
3. Membership
4. Quorum
5. Chair
6. Meetings
7. Public Participation
8. Reporting
9. Finance
10. Review of Terms of Reference

1. Introduction

The Allotment Sub-Committee is established by Full Council in accordance with the Council's Standing Orders.

The Sub-Committee is advisory only and has no delegated decision-making authority unless expressly granted by Full Council

The Sub-Committee will make recommendations to the Facilities and Amenities Committee for consideration and approval.

2. Purpose

The purpose of the Allotment Sub-Committee is to:

- Consider matters relating to the Council's allotment sites.
- Develop and promote projects that support the improvement, sustainability, and effective use of allotments.
- Provide a forum for discussion of allotment management, maintenance, and operational issues.
- Consider issues raised by allotment tenants and site representatives.
- Make recommendations to the Facilities and Amenities Committee on matters relating to allotment provision and management.

3. Membership

The Sub-Committee shall consist of a minimum of three councillors appointed by Full Council.

- Membership shall normally be reviewed annually following the Annual Meeting of the Council.
- The Sub-Committee will invite allotment tenant representatives to attend meetings.

Tenant representatives:

- May attend meetings and contribute to discussions
- Are not members of the Sub-Committee and do not have voting rights.

4. Quorum

The quorum of the Sub-Committee shall be two councillor members. Tenant representatives and other attendees shall not be counted for the purpose of the quorum.

5. Chair

The Chair of the Sub-Committee shall be:

- Appointed by the Facilities and Amenities Committee; or
- Elected by the councillor members of the Sub-Committee at its first meeting following appointment.

6. Meetings

The Sub-Committee shall meet four times per year, or more frequently if required. Meetings shall be convened in accordance with the Council's Standing Orders where applicable.

7. Public Participation

A period of public participation may be included at the beginning of each meeting.

During this time:

- Allotment tenants and members of the public may raise matters relating to allotments.
- Contributions should normally be limited to three minutes per speaker, at the discretion of the Chair.

The Sub-Committee may consider issues raised and determine whether they should be placed on a future agenda or referred to the Facilities and Amenities Committee.

Members of the public and tenant representatives may contribute to discussions with the permission of the Chair but shall not take part in any vote.

8. Reporting

The Sub-Committee shall report to the Facilities and Amenities Committee.

Recommendations of the Sub-Committee shall be submitted to the Facilities and Amenities Committee for consideration and decision.

Minutes or notes of meetings shall be circulated to members of the Facilities and Amenities Committee.

9. Finance

The Sub-Committee shall have no authority to commit the Council to expenditure.

Any financial implications arising from recommendations must be referred to the Facilities and Amenities Committee for approval in accordance with the Council's Financial Regulations.

10. Review of Terms of Reference

These Terms of Reference shall be reviewed periodically by the Facilities and Amenities Committee to ensure that they remain appropriate and effective.

Allotment Plot Eligibility – Non-Parish Residents (Discussion Draft)

Purpose

To consider whether allotment plots may be offered to individuals who do not live within the parish boundary, and under what conditions.

Key Considerations

Primary Eligibility

- Residents living within the parish boundary should retain first priority for allotment plots.

Waitlist Priority

Applications from non-parish residents would only be considered when:

- The parish resident waiting list has been exhausted, or
- There is no immediate demand from parish residents.

Distance / Locality Considerations

Options for discussion:

- Accept applicants from adjacent or outlying villages
- Accept applicants within a defined distance (e.g., 3–5 miles)
- Accept applicants where no allotment provision exists within their own parish

Site-Specific Lettings

Options for discussion:

- Apply policy to all allotment sites, or
- Apply policy to specific sites only, depending on availability and demand

Terms and Conditions

Non-parish tenants must:

- Abide by the same tenancy agreement and rules
- Receive no special allowances due to living outside the parish
- Maintain plots to the same standards and requirements

Summary of Possible Policy Approach

- Parish residents retain first priority
- Non-parish applicants considered only when no local demand exists
- Limit eligibility to nearby villages or defined distance
- Apply policy to one or all sites (to be agreed)
- All tenants subject to identical rules and expectations

Allotment Updates as at 31st March 2026

Greenway Lane

| Occupancy | Managed | Occupied | | Occupancy % | |
|-----------------|-------------------|-----------------|----------------|---------------|------------|
| | | Feb 2026 | March 2026 | Feb 2026 | March 2026 |
| | 87 | 68 | 69 | 78.16 | 79.31 |
| Inspection Date | | | | | |
| Actions | Inspection Letter | Initial Warning | Ongoing Breach | Final Warning | |
| | | | | | |

Grove Lane

| Occupancy | Managed | Occupied | | Occupancy % | |
|-----------------|-------------------|-----------------|----------------|---------------|------------|
| | | Feb 2026 | March 2026 | Feb 2026 | March 2026 |
| | 23 | 11 | 11 | 47.83 | 47.83 |
| Inspection Date | | | | | |
| Actions | Inspection Letter | Initial Warning | Ongoing Breach | Final Warning | |
| | | | | | |

Rudham Stile Lane (Inspection Done 10 February 2026)

| Occupancy | Managed | Occupied | | Occupancy % | |
|-----------------|-------------------|-----------------|----------------|---------------|----------------|
| | | Feb 2026 | March 2026 | Feb 2026 | March 2026 |
| | 72 | 56 | 57 | 77.78 | 79.17 |
| Inspection Date | | | | | |
| Actions | Inspection Letter | Initial Warning | Ongoing Breach | Final Warning | Notice to Quit |
| | | | | | |



ESTABLISHED 1986

Command Pest Control Ltd.
 Command House, College Farm,
 Church Lane, Preston St. Mary,
 Sudbury, Suffolk CO 10 9NQ.

Tel: 01787 248049
 Fax: 01787 247113
 E.mail: sales@commandpestcontrol.co.uk
 Web site: www.commandpestcontrol.co.uk

Bev Combrink
 Administration Assistant
 Fakenham Town Council
 Fakenham Connect
 Oak Street
 Fakenham
 Norfolk
 NR21 9DY

Saturday 14th February 2026

Fakenham New Cemetery

Dear Bev

Thank you for allowing Command Pest Control the opportunity of supplying this quotation for the rabbit control as requested. There are numerous burrows in and around the cemetery, they are mostly located on the surrounding fields and the rabbits are making their way into the cemetery through gaps/holes in the fence, due to the location of the cemetery and the proximity to the main road we are limited to which control measures we are able to undertake, therefore I would recommend the below.

I would recommend the following specification of work:

- All RAMS (Risk Assessments & Method Statements) supplied on request.
- Copies of DBS checks and Firearms licence available on request
- Local Police informed and event number obtained.
- 1-man team to carry out evening/night shoots.
- Shot rabbits to be removed from site where possible and disposed of.
- A tally of shot rabbits to be supplied on completion of shoots.
- More than 1 shoot may be required

The cost to carry out this work will be £420.00 + vat per shoot.

The above price includes all labour, materials used and disposal costs, I hope this meets with your approval and I look forward to hearing from you in the near future.

If you would like to discuss this quote or if I can be of any further assistance, then please do not hesitate to contact me.

Yours sincerely

Mike Darling
 Surveyor



Cemetery Data Analysis

| | Consecrated | Unconsecrated | Ashes | ERB Purchases | Memorial Applications |
|----------------|-------------|---------------|-------|---------------|-----------------------|
| April 2025 | 1 | 1 | 0 | 1 | 1 |
| May 2025 | 2 | 0 | 0 | 3 | 3 |
| June 2025 | 2 | 0 | 0 | 1 | 0 |
| July 2025 | 3 | 1 | 0 | 1 | 0 |
| August 2025 | 2 | 0 | 1 | 3 | 0 |
| September 2025 | 0 | 0 | 2 | 1 | 1 |
| October 2025 | 2 | 0 | 1 | 0 | 5 |
| November 2025 | 2 | 0 | 3 | 1 | 1 |
| December 2025 | 0 | 0 | 1 | 1 | 0 |
| January 2026 | 1 | 0 | 0 | 0 | 3 |
| February 2026 | 0 | 0 | 0 | 1 | 2 |
| March 2026 | 2 | 0 | 1 | 1 | 2 |
| | | | | | |
| Running Total | 17 | 2 | 9 | 14 | 18 |