



Fakenham Town Council

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

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

Full Council Meeting

Date: **Wednesday 26th November 2025**

Time: **18:00**

Location: **LOUNGE AREA, COMMUNITY CENTRE, OAK STREET, FAKENHAM**

Members are hereby summoned to attend the above meeting to discuss the following items. Please take a moment to review each agenda item carefully beforehand

Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), George Acheson, Penelope Bucknell, Mark Campbell, Tim Duffy, Martin Dutton, Carl Fairbrother, Lucy Harrison, David Hunter, Ali May-Hannam, Jim Rockett

Yours faithfully

L Meanley

Lesley Meanley

Town Clerk

20th November 2025

Number	Agenda	Pack Page
210/25	Open Forum for Public Participation a) To receive a report from Fakenham Police b) To receive any Electors Questions: Members of the public will be invited to ask questions of the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item is limited to 10 mins c) To receive any reports from District/County Councillors For time management purposes, if possible written reports are requested prior to the meeting to facilitate Q&A only at the meeting.	1
211/25	To consider for acceptance apologies for absence	
212/25	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	
213/25	To discuss the Fakenham Area Partnerships market tolls grant application (Previously Minute 207/25)	2-10
214/25	To confirm the Full Council Minutes of the Meeting held on 29th October 2025	11-17
215/25	To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update	18
216/25	To receive any reports from Councillors who have attended Meetings outside the Council	

217/25	To receive and note correspondence and comment upon any items for information and action	19-27
218/25	To fill four Town Councillor vacancies by co-option	28-33
219/25	To confirm the Minutes of the Facilities & Amenities Committee held on: <ul style="list-style-type: none"> • 11th November 2025. 	34-35
220/25	To discuss the proposal to offer a strip of Land without charge to the Gallow and to Fakenham Race course (previously Minute 123/25, 191/25)	
221/25	To discuss Aldiss Park Wetlands proposal (previously Minute 192/25)	36-38
222/25	<p>To confirm the Minutes of the Governance & Finance Committee held on:</p> <ul style="list-style-type: none"> • 18th November 2025. To note and/or approve: <p>65/25 GF To review and agree policies for update:</p> <ul style="list-style-type: none"> • Councillor Email Policy • Members Code of Conduct Policy <p>On the proposition of Cllr Dutton, seconded by Cllr Joslin, policies were agreed by all for presentation and approval by Full Council</p> <p>69/25 GF To review proposal and quotation for adopting Scribe as the accounting software provider from 1 April 2026</p> <p>Councillors reviewed the Scribe proposal and quotation to provide accounting software and associated modules, with an initial payment of £1,644 and a monthly payment of £245 from 1st April 2026 and RESOLVED to recommend approval to Full Council.</p>	39-43
223/25	<p>Financial Matters –</p> <ul style="list-style-type: none"> a) To receive and review October 2025 receipts and payments for Fakenham Town Council and Charter Market b) To receive and review October 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts c) To note the current Income and Expenditure Budget vs Actuals report d) To receive and approve the October 2025 schedule of payments over £500 for display on the website 	
224/25	<p>To receive the following applications for a grant from the Market Tolls:</p> <p>None received</p>	
225/25	To receive the Internal Controllers report	
226/25	To receive the interim Internal Auditors report	44-85
227/25	To discuss the Town Ambition Programme Bid (previously Minute 197/25)	86-131
228/25	To discuss the results of the streetlight structural survey and electrical testing	Separate Document
229/25	To receive notification of the deadline extension and final opportunity for Bus Grant Funding applications	132-140
230/25	To receive notification of public consultation on proposals for a development of 59 affordable homes on land to the south of Baron's Close, Fakenham	141-142
231/25	To consider planning applications up to 26/11/2025	
232/25	To note comments on applications for planning applications as agreed via Email:	

	<ul style="list-style-type: none"> PF/25/2367 - Stables Building Adjacent to Heath Barn, Norwich Road, Fakenham - Partial Change of Use to Form Office Space & Retrospective Car parking https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T4KZZILNN4S00 Response deadline: 20/11/2025 Councillors Response: No objection and no comment PF/25/2307 - 4 Bridge Street, Fakenham - Conversion and extension of first floor of vacant Class E office space to create three one-bed flats along with a side extension. https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T47M13LNN1T00 Response deadline: 24/11/2025 Councillors Response: No objection and no comment 	
233/25	<p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> CD/25/2049 - Fakenham Sports & Fitness Centre - To discharge PF/24/2418 informative note 2: Habitat management and monitoring plan & biodiversity gain plan https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T2QAXELN06Z00 Councillors Response: N/A Condition Discharge Reply PF/24/2528 - Land/Buildings To Rear Of, 14 Nelson Road, Fakenham- Demolition of existing buildings and erection of a single storey dwelling https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SNUST3LNJML00 Councillors Response: Cllrs offered no objection and no comment Approved ADV/25/1727 - B & Q , Enterprise Way, Fakenham - Display of various illuminated and non-illuminated advertisements https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T0GUN5LNM9900 Councillors Response: Councillors offered no objection and no comments Approved 	
234/25	To discuss Devolution and Local Government Reform (Previously Minute 205/25)	143-153
235/25	To discuss the FLASH project	
236/25	To receive any further items for the agenda	
237/25	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	
238/25	To fill four Town Councillor vacancies by co-option	
239/25	To discuss Budget Setting for 2026/2027	Separate Document
240/25	To discuss 9 Norwich Street	
241/25	To discuss transportation and infrastructure (Previously Minute 211/25)	Confidential
242/25	To discuss Healthier Fakenham (Previously Minute 212/25)	
243/25	To discuss parking enforcement (Previously Minute 213/25)	

244/25	To discuss land leased to the Hawk & Owl Trust	
245/25	To move into open session	
246/25	To confirm the date & Time of the next meetings: Facilities & Amenities: Tuesday 9th December 2025 at 18:00 Governance & Finance: Wednesday 10th December 2025 at 18:00 Full Council: Wednesday 17th December 2025 at 18:00	