

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

**WEDNESDAY 25<sup>th</sup> FEBRUARY 2026 at 18:00**

Councillors: V Joslin (Chair), M Dutton, L Harrison, C Fairbrother, J Rockett, D Hunter, G Thorpe & T Duffy

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

Clerk: Lesley Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: One

Press: None

Number	Agenda
316/26	<p><b>Open Forum for Public Participation</b></p> <p><b>a)</b> To receive a report from Fakenham Police The report was noted.</p> <p><b>b)</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 with a Cllrs support. This item is limited to 10 mins An elector has raised concerns about Hall Staithe</p> <ul style="list-style-type: none"> <li>• the state of the roads and debris – the Clerk had previously advised that they contact Highways.</li> <li>• The state of the river path – the Clerk has walked this path on Tuesday and although it does have some mud on it which would be expected in winter alongside a river it didn't appear to be unusable.</li> </ul> <p>Cllr Hunter had completed a litter pick and moved fencing.</p> <p><b>ACTION: Cllr Rockett to establish what the elector means regarding the Hall Staithe river path.</b></p> <p>An elector had raised a query on overage on a piece of land in Hall Staithe. Paperwork found by the Clerk indicates there was no overage clause when the land was sold. An elector had raised a query regarding the use of polytunnels on the allotment sites. They had emailed the office and already received a reply. The elector already had a copy of the rules &amp; regulations and could attend an Allotments meeting if they wanted. A councillor raised a water leak outside the Limes. Anglian Water are aware. A councillor raised the derelict caravan park in Hempton. Hempton Parish were advising electors to contact their North Norfolk District Councillor Nigel Housden, Norfolk County Councillor T FitzPatrick also urged people to keep trying to contact him. The Clerk advised that although she had tried, no responses had been forthcoming. A councillor raised a query regarding a headstone in Queens Road cemetery; the Clerk advised the family to contact the office for assistance. The North Norfolk Wombles would like to meet with a councillor to discuss litter around Fakenham - Cllr Hunter agreed to represent the Council. The Junior Rugby club have asked if they can mark out pitches at Trap Lane. Councillors agreed on the understanding that the Junior Rugby Club understood it was temporary and at their own risk, other building work would be taking place and that the area is free for all to use. An elector had previously raised the speed limit and SAMS2 camera placement in Norwich Road, Cllr FitzPatrick asked the Clerk to email him regarding it.</p> <p><b>c)</b> 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&amp;A only at the meeting.</p>

	<p>Cllr Cushing had provided a report which will be published on the website</p> <p>Cllr Vickers had provided a report which will be published on the website</p> <p>Cllr Punchard provided an email update</p> <p>Cllr FitzPatrick provided a report which will be published on the website</p>
<b>317/26</b>	<p><b>To consider for acceptance apologies for absence</b></p> <p>Apologies were received from Cllrs A Glynn, M Campbell, P Bucknell L Harrison &amp; A Girton</p>
<b>318/26</b>	<p><b>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</b></p> <p>Cllr Fairbrother declared an interest in agenda item 346/26</p>
<b>319/26</b>	<p><b>To confirm the Full Council Minutes of the Meeting held on 28<sup>th</sup> January 2026</b></p> <p>The minutes of the Full Council meeting held on the 28<sup>th</sup> January 2026 were agreed on the proposition of Cllr Joslin and seconded by Cllr Fairbrother, AGREED by all and signed by the chair. Councillors asked that a note is added to the record that former Cllr G Acheson had indicated an intention to resign after disagreeing with a resolution.</p>
<b>320/26</b>	<p><b>To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update</b></p> <p>These were noted</p>
<b>321/26</b>	<p><b>To receive any reports from Councillors who have attended Meetings outside the Council</b></p> <p>Cllr Fairbrother attended a Healthier Fakenham meeting and noted that the Fakenham Medical Practice are trying to build community links. Cllr Duffy &amp; Hunter had attended a FLASH site meeting</p>
<b>322/26</b>	<p><b>To receive and note correspondence and comment upon any items for information and action</b></p> <p>None</p>
<b>323/26</b>	<p><b>To fill four Town Councillor vacancies by co-option</b></p> <p>No Applications Received</p>
<b>324/26</b>	<p><b>To confirm the Minutes of the Facilities &amp; Amenities Committee held on: 10<sup>th</sup> February 2026.</b></p> <p>The minutes of the meeting held on 10<sup>th</sup> February 2026 were moved for reception and adoption by Cllr Fairbrother seconded by Cllr Joslin and agreed by all.</p>
<b>325/26</b>	<p><b>To confirm the Minutes of the Governance &amp; Finance Committee held on:</b></p> <ul style="list-style-type: none"> <li>• <b>17<sup>th</sup> February 2026. To note and/or approve:</b></li> </ul> <p>The minutes of the meeting held on 17<sup>th</sup> February 2026 were moved for reception and adoption by Cllr Dutton seconded by Cllr Joslin and agreed by all.</p> <ul style="list-style-type: none"> <li>• <b>143/26GF - Investment Strategy Policy</b></li> </ul> <p>Councillors reviewed the Investment Strategy Policy and RESOLVED to approve it for presentation and approval by Full Council</p> <p>On the proposition of Cllr Dutton, seconded by Cllr Fairbrother the Investment Strategy policy was agreed by all.</p>
<b>326/26</b>	<p><b>Financial Matters –</b></p> <ul style="list-style-type: none"> <li>a) <b>To receive and review January 2026 receipts and payments for Fakenham Town Council and Charter Market</b></li> <li>b) <b>To receive and review January 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts</b></li> <li>c) <b>To note the current Income and Expenditure Budget vs Actuals report</b></li> </ul> <p><b>To receive and approve the January 2026 schedule of payments over £500 for display on the website</b></p>

	On the Proposition of Cllr Dutton, seconded by Cllr Fairbrother, all items were received and approved by all
<b>327/26</b>	<b>To receive the following applications for a grant from the Market Tolls:</b> None received
<b>328/26</b>	<b>To receive the following Market Tolls Grant evaluation forms for acquittal: Fakenham Society</b> On the Proposition of Cllr Dutton, seconded by Cllr Fairbrother the acquittal was received and agreed by all
<b>329/26</b>	<b>To note the Fakenham Choral Society letter regarding Market Tolls Grant acquittal.</b> This was noted
<b>330/26</b>	<b>To discuss and agree the formal offer of the Fakenham Christmas Lights from the Fakenham Area Partnership and transfer of assets agreement</b> The formal offer and transfer of assets agreement was proposed by Cllr Joslin, seconded by Cllr Fairbrother and agreed.
<b>331/26</b>	<b>To receive the Internal Controllers report</b> None Received. Cllr Campbell had advised he was unable to continue in the role. Cllr G Thorpe volunteered to take on the role and all agreed.
<b>332/26</b>	<b>To discuss Devolution and Local Government Reform and agree a working party group.</b> Cllrs Rockett, Dutton & Harrison had agreed to be part of the working party. Defer to April Full Council.
<b>333/26</b>	<b>To consider the frequency of committee meetings - moving Facilities &amp; Amenities to Bimonthly starting in June 2026 and Governance &amp; Finance to quarterly starting in July 2026</b> Cllr Rockett, seconded by Cllr Hunter proposed moving Facilities & Amenities to Bimonthly starting in June 2026 and Governance & Finance to quarterly starting in July 2026 but a counter proposal by Cllr Dutton seconded by Cllr Fairbrother proposed moving Facilities & Amenities to Bimonthly starting in June 2026 and Governance & Finance remaining monthly. This was agreed with 4 votes. The original proposal was withdrawn. It was agreed to review after 4 months.
<b>334/26</b>	<b>To discuss committee meeting members</b> Cllr Thorpe requested to be placed on the Facilities & Amenities Committee, all agreed
<b>335/26</b>	<b>To confirm the Annual Assembly of The Town 2026 meeting date and time as Wednesday 13<sup>th</sup> May 2026 at 19:00</b> This was noted.
<b>336/26</b>	<b>To discuss and agree Wayfinding phases</b> A working party was agreed of Cllrs Joslin, Dutton, Thorpe & Fairbrother
<b>337/26</b>	<b>To discuss the future of the Fakenham Info Hub/Tourist information</b> Thanks were given to all the work Richard Crook does on the Tourist information and Cllrs will give thought to possible solutions. Visit Fakenham had offered a potential solution for the Thursday Market website.
<b>338/26</b>	<b>To Discuss and Agree:</b> <b>1. Whether Councillors wish to be informed of all complaints received relating to Fakenham facilities and services provided by North Norfolk District Council or Norfolk County Council.</b> <b>If so, the preferred method by which Councillors would like to be notified.</b> Cllrs agreed they did not need to know of all complaints relating to other authority issues.
<b>339/26</b>	<b>To discuss the Healthier Fakenham Event and next steps.</b> NNDC's initial report was noted, The Clerk will be part of the Action group.
<b>340/26</b>	<b>To discuss Fakenham Town Council moving forward with the UK Town of Culture Bid.</b>

	<p><b>For context - <a href="#">First ever UK Town of Culture competition to restore pride in communities - GOV.UK</a></b></p> <p><b>- <a href="#">North Norfolk Culture+Tourism Feasibility Study 25Sep24 v6</a></b></p> <p>On the Proposition of Cllr Joslin, seconded by Cllr Fairbrother all agreed to support the bid. A public meeting will be held and Cllr Glynn will draw up an EOI in conjunction with Shop Fakenham</p>
<b>341/26</b>	<p><b>To consider planning applications up to 25/02/2026</b></p> <p>None Received</p>
<b>342/26</b>	<p><b>To note comments on applications for planning applications as agreed via Email:</b></p> <ul style="list-style-type: none"> <li> <p><b>PF/25/2858</b> - Tescos , 17 Oak Street, Fakenham - Installation plant comprising of 2 compressor packs at ground level and surrounded by Armco barrier; and installation of new 2 gas coolers on steel deck at high level with open mesh walkway, with access steps and handrails in part of the store's service yard</p> <p><a href="#">PF/25/2858   Installation plant comprising of 2 compressor packs at ground level and surrounded by Armco barrier; and installation of new 2 gas coolers on steel deck at high level with open mesh walkway, with access steps and handrails in part of the store's service yard   Tescos 17 Oak Street Fakenham Norfolk NR21 9DX</a></p> <p>Response Deadline: 11/02/2026</p> <p>Councillors Response: No objection and no comments</p> </li> <li> <p><b>PF/26/0096</b> - Three Gables , Heath Way, Fakenham - Erection of single storey dwelling (revised design, self build), and demolition of balcony and replacement new window to existing dwelling</p> <p><a href="#">PF/26/0096   Erection of single storey dwelling (revised design, self build), and demolition of balcony and replacement new window to existing dwelling   Three Gables Heath Way Fakenham Norfolk NR21 8LW</a></p> <p>Response Deadline: 19/02/2026</p> <p>Councillors Response: No objection and no comments</p> </li> <li> <p><b>PF/26/0179</b> - 13 Wymans Way, Fakenham - Proposed pallet store and workshop extension.</p> <p><a href="#">PF/26/0179   Proposed pallet store and workshop extension.   13 Wymans Way Fakenham Norfolk NR21 8NT</a></p> <p>Response Deadline: 23/02/2026</p> <p>Councillors Response: No objection and no comments</p> </li> <li> <p><b>PF/25/2307 re-consultation</b> due to amended location plans - 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.</p> <p><a href="#">PF/25/2307   Conversion and extension of first floor of vacant Class E office space to create three one-bed flats along with a side extension.   4 Bridge Street Fakenham Norfolk NR21 9AQ</a></p> <p>Response Deadline: 24/02/2026</p> <p>Councillors Response: No objection and no comments</p> <p>These were noted</p> </li> </ul>
<b>343/26</b>	<p><b>To receive notice of decisions of the planning authority:</b></p> <ul style="list-style-type: none"> <li> <p><b>PF/25/2555</b> - Flat At, 5 Oak Street, Fakenham - Demolition of existing wooden staircase and erection of steel staircase to provide continued access to flat</p> <p><a href="#">PF/25/2555   Demolition of existing wooden staircase and erection of steel staircase to provide continued access to flat   Flat At 5 Oak Street Fakenham Norfolk NR21 9DX</a></p> <p>Councillors Response: Councillors offered no objection and no comments</p> <p><b>Approved</b></p> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>LA/25/2732</b> - Flat At, 5 Oak Street, Fakenham – Listed Building Alterations, Proposed replacement external staircase to provide continued access to flat  <a href="#">LA/25/2732   Proposed replacement external staircase to provide continued access to flat   Flat At 5 Oak Street Fakenham Norfolk NR21 9DX</a>  Councillors Response: Councillors offered no objection and no comments  <b>Approved</b>  These were noted</li> </ul>
<b>344/26</b>	<b>To receive any further items for the agenda</b> None
<b>345/26</b>	<b>To move that the Public &amp; Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960</b> On the proposition of Cllr Dutton seconded by Cllr Thorpe. 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.
<b>346/26</b>	<b>To discuss the FLASH project</b> The Clerk highlighted that if the build continued to schedule NNDC would need to provide a temporary depot and facilities for the grounds staff by late summer. On the proposition of Cllr Dutton, seconded by Cllr Duffy all agreed with the NNDC & Power Network lease and that the Clerk could sign. A site visit had shown the build was progressing as expected.
<b>347/26</b>	<b>To discuss 9 Norwich Street</b> Cllrs expressed their disappointment at the lack of NNDC progress
<b>348/26</b>	<b>To discuss Office accommodation</b> A potential space had been viewed and deemed to be too large and the renovations required too expensive to be of value to the public.
<b>349/26</b>	<b>To move into open session</b> On the proposition of Cllr Dutton, seconded by Cllr Joslin RESOLVED the meeting moves into Open Session.
<b>350/26</b>	<b>To confirm the date &amp; Time of the next meetings:</b> <b>Facilities &amp; Amenities: Tuesday 10<sup>th</sup> March 2026 at 18:00</b> <b>Governance &amp; Finance: Tuesday 17<sup>th</sup> March 2026 at 18:00</b> <b>Full Council: Wednesday 25<sup>th</sup> March 2026 at 18:00</b>

	There being no further business the meeting closed at 19:36
	Confirmed this                      day of    2026
	<b>CHAIR</b>