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Fakenham Town Council Full Council Meeting

Date: **Wednesday 26th August 2026**

Time: **18:00**

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

Councillors: Angela Glynn (Mayor), Gary Thorpe (Deputy Mayor), Penelope Bucknell, Mark Campbell, Tim Duffy, Martin Dutton, Carl Fairbrother, Andy Girton, Lucy Harrison, David Hunter, Viv Joslin

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

Members of the public and the press may attend but may only address the Council during the Open Forum for Public Participation. Questions may be raised on items on this agenda, with responses provided at a later date if necessary. Issues for future consideration may be submitted subject to a Councillor's support. This item is limited to 10 minutes. The Public may not take part in Council debates.

Yours faithfully

L Meanley

Lesley Meanley

Town Clerk

20th August 2026

Number	Agenda	Pack Page
103/26	To consider for acceptance apologies for absence	
104/26	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	1-2
105/26	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.	3 4-22
106/26	To confirm the Full Council Minutes of the Meeting held on 29th July 2026	23 – 30
107/26	To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update	31 - 32

108/26	To receive any reports from Councillors who have attended Meetings outside the Council	
109/26	To receive and note correspondence and comment upon any items for information and action Fakenham Railway Station	33-35
110/26	To fill Town Councillor vacancies by co-option	36-41
111/26	To confirm the Minutes of the Facilities & Amenities Committee held on: 11th August 2026. To note and/or approve: 34/26 FA To consider Estate grass cutting quotes received so far for 2027/28 On the proposition of Cllr Glynn, seconded by Cllr Rockett and agreed by all to recommend to Full Council to continue with the current 2026/27 suppliers and offer them the option of being a preferred supplier for the next 3 years, only seeking different supplier quotes if there are extreme prices rises. Quote accepted for Creake Road Cemetery and Fakenham Parish Church £9950, Estate locations £8908.20. 35/26 FA To consider Verges grass cutting quotes received so far for 2027/28 On the proposition of Cllr Glynn, seconded by Cllr Rockett and agreed by all to recommend to Full Council to continue with the current 2026/27 suppliers and offer them the option of being a preferred supplier for the next 3 years, only seeking different supplier quotes if there are extreme prices rises. Quote accepted for verges £14,400.	42-44
112/26	Financial Matters - To receive, review and approve July 2026 Payments and Receipts Lists for Fakenham Town Council and Charter Market - To receive, review and approve July 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts - To receive and review the current Income and Expenditure Budget vs Actuals report - To receive and approve the July 2026 schedule of payments over £500 for display on the website	Separate financial pack
113/26	To note the publication, on the Council website, of the External Auditor's report and certificate (Section 3 of the AGAR Form3) and Sections 1 and 2 on which the report is based, together with the Notice of conclusion of audit	45 - 53
114/26	To receive notification of the completion of the External Auditor's review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026, to review the External Auditor's report and certificate, and to consider and agree any actions required in response	
115/26	To consider and approve the appointment of additional Councillor signatories to the CCLA Investment Account	
116/26	To receive the following applications for a grant from the Market Tolls: None	
117/26	To receive the Internal Controllers report	
118/26	To consider either; suspension of Standing Order 4 e a) & b) or	

	b) an amendment to confirm all councillors shall be committee members until 6th May 2027 e The standing committees of the Council shall be I. Governance and Finance II. Facilities and Amenities a) The Governance and Finance Committee shall be made up of between five to seven members, who will only be a member of one committee, and in addition the Town Chair and Deputy Town Chair shall be members. Only councillors who are members of the committee will have a vote b) The Facilities and Amenities Committee shall be made up of between five to seven members, who will only be a member of one committee, and in addition the Town Chair and Deputy Town Chair shall be members. All councillors will be able to attend Facilities and Amenities to debate and have full involvement including voting rights on all matters excepting election of a Committee chair. To amend the Scheme of Delegation and Standing Committees Terms of Reference section 5.2 & 6.2 to reflect agreed changes.	
119/26	To discuss and agree War Memorial repair costs	
120/26	To discuss Greenway Lane Speeding Concerns and potential deployment of the SAM2 device	
121/26	To consider a request for non-urgent tree works following concerns raised by a resident of £780	
122/26	To agree Town Council views and support for a Banking Hub.	54-55
123/26	To discuss the FLASH project and the requirement for an asbestos survey of the depot.	
124/26	To agree Fakenham Town Councils response to North Norfolk Local Plan Scoping Consultation & Further Call for Sites	56-123
125/26	To agree the Town Council views on the Housing, Communities and Local Government Committee Revitalising High Streets Inquiry	124-127
126/26	To discuss and agree Town Council response to Norfolk County Council Informal Consultation: Proposed Toucan Crossing, Greenway Lane, Fakenham	128-130
127/26	To discuss a 2027/2028 Norfolk County Council Parish Partnership bid.	
128/26	To discuss and agree to pursue the total pedestrianisation of Lower Market place	
129/26	To consider and approve the revised IT Support Agreement, updated to reflect current Microsoft 365 Business Premium user numbers, noting that the provider's pricing has remained unchanged since 2021	131-138
130/26	To note a donation of £100 to the Community First Responders for a free public Defibrillator and Bleed Kit training event 18th August 2026	
131/26	To discuss the Hawk & Owl Trust's request regarding parking at Gogg's Mill Picnic Area.	139
132/26	To review and agree allotment: • Rules and regulations	140-157

	2027/2028 fees	
133/26	To review and agree Cemetery Rules and regulations Fees from 1st September 2026	158-181
134/26	To consider planning applications up to 20th August 2026: PF/26/1616 - 2 The Orchard, Holt Road, Fakenham - Garage Conversion and Erection of Car Port PF/26/1616 Garage Conversion and Erection of Car Port 2 The Orchard Holt Road Fakenham Norfolk NR21 8JF Response deadline: 28/08/2026 PF/26/1628 - 7A Norwich Road, Fakenham - Change of use from tattoo studio (no specified use class) to beauty salon (Class E) PF/26/1628 Change of use from tattoo studio (no specified use class) to beauty salon (Class E) 7A Norwich Road Fakenham Norfolk NR21 8AU Response deadline: 1/09/2026 LA/26/1645 - Lancaster House, 44 Wells Road, Fakenham - Works associated with replacement of windows to ground floor living room and two upstairs bedrooms LA/26/1645 Works associated with replacement of windows to ground floor living room and two upstairs bedrooms Lancaster House 44 Wells Road Fakenham Norfolk NR21 9AA Response deadline: 1/09/2026 PU/26/1736 - 11A Norwich Street, Fakenham - Change from Offices to Residential use, including some minimal internal alterations PU/26/1736 Change from Offices to Residential use, including some minimal internal alterations 11A Norwich Street Fakenham Norfolk NR21 9AF Response deadline: 3/09/2026 PF/26/1678 - 13 The Drift, Fakenham - Proposed Replacement Single Storey Dwelling PF/26/1678 Proposed Replacement Single Storey Dwelling 13 The Drift Fakenham Norfolk NR21 8EE Response deadline: 3/09/2026 LA/26/1583 - Prospect House , 21 Norwich Road, Fakenham - Replace bathroom window with like for like timber window with obscured glass LA/26/1583 Replace bathroom window with like for like timber window with obscured glass. Prospect House 21 Norwich Road Fakenham Norfolk NR21 8AU Response deadline: 9/09/2026	
135/26	To note comments on applications for planning applications as agreed via Email: Reconsultation due to amended plans 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: 13/08/2026 Councillors' response: Cllrs strongly object to this application. Cllrs commented that the proposal is out of keeping with the surrounding buildings, noting that it is too large and dominant for the proposed site. Cllrs also commented that the design does not consider local architecture or materials. Cllrs raised concerns regarding additional pressure on the Fakenham Medical Practice and other local health services Reconsultation due to amended information 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: 13/08/2026 Councillors' response: Cllrs objected to the application on the grounds that the proposed mesh fencing is visually intrusive and not in keeping with the historic nature of the building and the listed building status. Cllrs noted that any boundary fencing should be sympathetic and in keeping with the character of the area. Park fencing was suggested as a potential alternative way to mark the boundary. Cllrs commented that the old wooden close board fencing, which is rotting and at the end of its life, should be removed; current plans suggest a new fence would be erected behind this existing wooden fence. Cllrs also commented that detail of the double access gates needs to be supplied. ADV/26/1581 - 17 Bridge Street, Fakenham - Installation of new fascia signage to front and side elevations ADV/26/1581 Installation of new fascia signage to front and side elevations. 17 Bridge Street Fakenham Norfolk NR21 9AG Response deadline: 24/08/2026 Councillors' response: councillors offered no comments and no objections ADV/26/1456 - 14 Whitehorse Street, Fakenham - Display of 1no. non-illuminated sign on north elevation ADV/26/1456 Display of 1no. non-illuminated sign on north elevation 14 Whitehorse Street Fakenham Norfolk NR21 8AD Response deadline: 25/08/2026 Councillors' response: councillors offered no comments and no objections LA/26/1455 - 14 Whitehorse Street, Fakenham - Display of 1no. non-illuminated sign on north elevation LA/26/1455 Display of 1no. non-illuminated sign on north elevation 14 Whitehorse Street Fakenham Norfolk NR21 8AD Response deadline: 26/08/2026 Councillors' response: councillors offered no comments and no objections	
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	• PF/26/1364 - 174 Norwich Road, Fakenham - Single storey rear extension to existing detached residential dwelling PF/26/1364 Single storey rear extension to existing detached residential dwelling 174 Norwich Road Fakenham Norfolk NR21 8LX Response deadline: 26/08/2026 Councillors' response: councillors offered no comments and no objections	
136/26	To receive notice of decisions of the planning authority and agree any further actions: • 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. 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 Councillors' response: Councillors offered no objection and no comments. Application Withdrawn • PF/26/1271 - 1 The Orchard, Holt Road, Fakenham - Proposed Car Port PF/26/1271 Proposed Car Port 1 The Orchard Holt Road Fakenham Norfolk NR21 8JF Councillors' response: Councillors offered no objections and no comments. Approved • PF/23/0906 - 3 Cattle Market Street, Fakenham - Change of use from beauty salon to a mixed use with shop on part of ground floor and flat at first floor and part of ground floor PF/23/0906 Change of use from beauty salon to a mixed use with shop on part of ground floor and flat at first floor and part of ground floor 3 Cattle Market Street Fakenham Norfolk NR21 9AW Councillors' response: Cllrs commented that they would like clarification of use of the shop after the flat has been converted. They felt that this would be better as a 2 bedroom house. Approved • PF/25/2307 - 4 Bridge Street, Fakenham - Conversion and extension of first floor of vacant Class E office space to create 2no. two-bed flats along with a side extension PF/25/2307 Conversion and extension of first floor of vacant Class E office space to create 2no. two-bed flats along with a side extension. 4 Bridge Street Fakenham Norfolk NR21 9AQ Councillors' response: Councillors offered no comment and no objections Approved • PF/26/1286 - 1 Peckover Road, Fakenham - Proposed single-storey side extension PF/26/1286 Proposed single-storey side extension 1 Peckover Road Fakenham Norfolk NR21 9RE Councillors' response: Councillors offered no objections and no comments.	

	Approved PO/22/0676 - 124 Norwich Road, Fakenham - Erection of detached dwelling on land adjacent 124 Norwich Road - (outline with details of access only - all other matters reserved) PO/22/0676 Erection of detached dwelling on land adjacent 124 Norwich Road - (outline with details of access only - all other matters reserved) 124 Norwich Road Fakenham Norfolk NR21 8LF Councillors' response: Councillors offered no objection or comment Approved PF/26/1131 - 3 Wymans Way, Fakenham - Formation of infiltration basin as part of a sustainable urban drainage system (SUDS) for the adjacent self-storage facility subject of planning permission PF/21/0065 (retrospective) PF/26/1131 Formation of infiltration basin as part of a sustainable urban drainage system (SUDS) for the adjacent self-storage facility subject of planning permission PF/21/0065 (retrospective) 3 Wymans Way Fakenham Norfolk NR21 8NT Councillors' response: Councillors offered no comments and no objections. Approved	
137/26	To receive any further items for the agenda	
138/26	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	
139/26	To consider the progression of proposals for securing alternative accommodation for Council administrative staff and to determine, in principle, the next steps.	
140/26	To discuss 9 Norwich Street	
141/26	To move into open session	
142/26	To confirm the date & time of the next meetings: Full Council: Wednesday 30th September 2026 at 18:00	