

MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM
WEDNESDAY 29th JULY 2026 at 18:00

Councillors: A Glynn, (Chair), V Joslin, J Rockett, P Bucknell, D Hunter, C Fairbrother, G Thorpe, M Dutton, D Hunter & T Duffy

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

Clerk: L Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: Two

Press: None

Number	Agenda
71/26	To consider for acceptance apologies for absence Apologies received from Cllrs M Campbell, L Harrison & A Girton
72/26	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 None declared The Clerk reminded Councillors that their individual register of interests needed to be completed through NNDC.
73/26	Open Forum for Public Participation a) To receive a report from Fakenham Police - The report was noted. The Clerk had received a response to the letter sent to the Norfolk Police Chief Constable from the North Norfolk Neighbourhood Policing Inspector which Cllrs noted. 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 - An elector had raised a query over the colour of a new barbershop and an external barber's pole in a conservation area. District Cllr Vickers answered to advised that she had checked with the NNDC Conservation officer and the colour was accepted. It was noted that there was no external barbers' pole but there was external CCTV. Cllr Vickers advised she would take that forward with NNDC planning officers. 2 electors had raised concerns with security and customers at a public house in Fakenham blocking the pavement in an intimidating manner. A report was sent to NNDC Licensing and the Safer neighbourhood policing team. Both advised that they would speak to the premises holder. - An elector raised concerns that a grassed area in Waterfield Avenue had been fenced off to deter parking but inconsiderate parking was now causing issues by blocking driveways. The elector had asked Highways for double yellow lines and been referred to Fakenham Town Council. Cllrs would not support double yellow lines as dangerous driving / parking blocking junctions was a police matter and as the issue had been caused by Flagship fencing off areas it should be referred back to them to resolve. - The Fakenham Community shed asked if anybody knew of any land where 2 20ft containers could be stored temporarily. - Mothers Union are receiving a 7-8ft Oak tree to commemorate their 150th anniversary and asked if it could be planted on Council land. Hayes Lane was suggested.

	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. • Apologies received from Cllr Punchard and Jamieson, reports from Cllrs Vickers, Punchard and Cushing were received and will be added to the website. • The Clerk confirmed that the application for goal posts supported by Cllr Cushing's NNDC Community Fund application were temporary. • Cllr Cushing needed further information regarding a possible application for litter picking equipment from the Town Council and will advise the Clerk as to what's required.
92/26	The Chair amended the order of the agenda to allow for district Cllr opinion To note comments on Fakenham Field Lane/Trap Lane – TRO (Prohibition of Waiting - At Any Time) as agreed via Email: Councillors' response: Cllrs offered no objection but commented as follows: Flexible restrictions may be more acceptable than a "No waiting at any time", Councillors suggested time limited restrictions, such as 07:00 – 18:00 or excepting Saturdays and Sundays to accommodate leisure centre events where parking demand may exceed the available space. Councillors also noted concerns that a total restriction could push parked vehicles further along Rudham Stile Lane, where the road narrows, potentially creating additional issues. Councillors also suggested holding off as work is so advanced on the pool and to assess the situation once the entire complex is completed and in use. Cllrs felt that additional comments should be added to say that this should be paused until the swimming pool is open and any parking issues can be properly reviewed at that time.
74/26	To confirm the Full Council Minutes of the Meeting held on 24th June 2026 The minutes of the Full Council meeting held on the 24th June 2026 were agreed on the proposition of Cllr Hunter and seconded by Cllr Joslin, AGREED by all and signed by the chair.
75/26	To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update The Clerk updated on new CCTV progression.
76/26	To receive any reports from Councillors who have attended Meetings outside the Council Cllrs Glynn, Duffy & Hunter had attended a FLASH SEG meeting, there is a slight delay to the potential opening dates due to material delays.
77/26	To receive and note correspondence and comment upon any items for information and action • A letter from the new NCC Deputy Leader had been received. • The Hawk and Owl Trust – The Hawk & Owl trust had queried ownership of a section of land near to the entrance to one of their sites twice. The Clerk will respond to their correspondence again. • UK Town of Culture Bid – The bid was unsuccessful and this was noted. • Active Fakenham – All Cllrs agreed that they support Active Fakenham's letter.
78/26	To confirm the Minutes of the Allotments Sub-Committee held on: • 7th July 2026. The minutes of the meeting held on 7th July 2026 were moved for reception and adoption by Cllr Dutton seconded by Cllr Glynn and AGREED by all.
79/26	To confirm the Minutes of the Governance & Finance Committee held on:

	• 21st July 2026. To note and/or approve: The minutes of the meeting held on 21st July 2026 were moved for reception and adoption by Cllr Dutton seconded by Cllr Bucknell and AGREED by all. Minute 26/26GF To review and agree policies and risk assessments for update: • Scheme of Delegation and Standing Committees Terms of Reference Cllrs reviewed the Scheme of Delegation and Standing Committees Terms of Reference and RESOLVED to approve it for presentation and approval by Full Council • Expenses Policy Cllrs reviewed the Expenses Policy and RESOLVED to approve it for presentation and approval by Full Council subject to clarification that approved business travel includes attendance at the employee's normal workplace outside contracted hours (e.g. weekends) and travel to and from the workplace for an authorised evening meeting as part of a split shift. • Councillor Email Policy Cllrs reviewed the Councillor Email Policy and RESOLVED to approve it for presentation and approval by Full Council • Information Transfer Policy Cllrs reviewed the Information Transfer Policy and RESOLVED to approve it for presentation and approval by Full Council • Removable Media Policy Cllrs reviewed the Removable Media Policy and RESOLVED to approve it for presentation and approval by Full Council • Social Media and Communications Policy Cllrs reviewed the Social Media and Communications Policy and RESOLVED to approve it for presentation and approval by Full Council • Records Management and Retention Policy Cllrs reviewed the Records Management and Retention Policy and RESOLVED to approve it for presentation and approval by Full Council • Driver & Vehicle Policy Cllrs reviewed the Driver & Vehicle Policy and RESOLVED to approve it for presentation and approval by Full Council with amendments • Driver & Vehicle Risk Assessment Cllrs reviewed the Driver and Risk Assessment and RESOLVED to approve it for presentation and approval by Full Council with amendments The above policies were proposed by Cllr Dutton, seconded by Cllr Bucknell and agreed by Cllrs. Cllrs reviewed the Data Protection Policies listed and RESOLVED to approve them for presentation and approval by Full: Data Breach Procedure Data Subject Rights Request Procedure The Data Breach Procedure & Data Subject Rights Request Procedure policies were on the proposition of Cllr Dutton, seconded by Cllr Bucknell agreed by Cllrs.
80/26	Financial Matters a) To receive and review June 2026 Payments and Receipts Lists for Fakenham Town Council and Charter Market All Cllrs reviewed and agreed b) To receive and review June 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm all bank statements and reconciliations have been confirmed and signed All Cllrs reviewed and agreed

	c) To receive and review the quarterly Income and Expenditure Budget vs Actuals report All Cllrs noted d) To receive and approve the June 2026 schedule of payments over £500 for display on the website All Cllrs noted
81/26	To receive the following applications for a grant from the Market Tolls: • None
82/26	To receive the Internal Controllers report The report dated 29th July was received and noted by all.
83/26	To discuss the Edward VII lamp removed from the Market Place No further news
84/26	To consider the Hayes Lane Playing Field Survey results and agree next steps Cllrs agreed that quotes should be sought for play equipment in line with survey results, accessible paths and the woodland area suggested by the Fakenham Area Conservation Team be taken forward. Cllrs also suggested enquiries be made about the overgrown verge running alongside the park as this may be able to be incorporated. ACTION: Clerk to seek quotes for play equipment and paths ACTION: Clerk to liaise with FACT ACTION Clerk to liaise with NCC
85/26	To discuss and agree War Memorial repair costs The Clerk has submitted a grant pre application to the War Memorials Trust based on the conservation report of the War Memorial. All agreed to carry out works to ensure the war memorial although in good condition had minor areas of deterioration repaired.
86/26	To consider a 'Meet the Councillor' Thursday Market session Cllrs agreed this would be a good idea, if in conjunction with District Cllrs and possible County Council as a lot of queries were on services supplied by other councils. ACTION: Clerk to arrange with NNDC/NCC
87/26	To consider Town Council provision of a Community Information, Advice and Digital Support Service The Town Council cannot offer such a service, but the Clerk advised that the office was pulling together a leaflet of services for resident support with help from NNDC/NCC the library and a variety of others so that the office could advise callers and signpost residents to sources of help. The Clerk had also offered to host a meeting with interested parties to discuss the gap in provision.
88/26	To discuss Aldiss Park Woodland regeneration On the proposition of Cllr Glynn, seconded by Cllr Hunter Cllrs agreed to the project in principle provided it came at no costs to FRGC/Fakenham Town Council
89/26	To discuss North Norfolk Local Plan Scoping Consultation & Further Call for Sites ACTION: Cllrs to send any comments to the Clerk who will draft a response and circulate to Cllrs Joslin, Rockett, Thorpe, Bucknell and Glynn for a final version to be agreed at August's Full council.
90/26	To agree the Town Council views on the Housing, Communities and Local Government Committee Revitalising High Streets Inquiry ACTION: Cllr Glynn will draft and circulate for agreement at the next August Full Council meeting.
91/26	To consider planning applications up to 23rd July 2026

	• LA/26/1445 - Evermore House , 11 Wells Road, Fakenham - Works associated with erection of single-storey side / rear extension LA/26/1445 Works associated with erection of single-storey side / rear extension Evermore House 11 Wells Road Fakenham Norfolk NR21 9EG Response deadline: 6/08/2026 Cllrs offered no objection and no comment
93/26	To note comments on applications for planning applications as agreed via Email: • 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 Response deadline: 30/06/2026 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 3 Wymans Way Fakenham Norfolk NR21 8NT Councillors' response: Cllrs offered no objection and no comments. • PF/26/1271 - 1 The Orchard, Holt Road, Fakenham - Proposed Car Port Response deadline: 10/07/2026 PF/26/1271 Proposed Car Port 1 The Orchard Holt Road Fakenham Norfolk NR21 8JF Councillors' response: Cllrs offered no objection and no comments. • PF/26/1304 - Evermore House , 11 Wells Road, Fakenham - Erection of single-storey side / rear extension Response Deadline: 14/07/2026 PF/26/1304 Erection of single-storey side / rear extension Evermore House 11 Wells Road Fakenham Norfolk NR21 9EG Councillors' response: Cllrs offered no objection and no comments. • PF/26/1286 - 1 Peckover Road, Fakenham – Proposed single-storey side extension Response Deadline: 15/07/2026 PF/26/1286 Proposed single-storey side extension 1 Peckover Road Fakenham Norfolk NR21 9RE Councillors' response: Cllrs offered no objection and no comments. These were noted
94/26	To receive notice of decisions of the planning authority and agree any further actions: • 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 Councillors Response: Councillors offered no objection and no comments. Approved • 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 Councillors response: Councillors offered no objections and no comments Approved

- **PF/25/2858** - Tesco's , 17 Oak Street, Fakenham - Installation of 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

[PF/25/2858 | Installation of 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 | Tesco's 17 Oak Street Fakenham Norfolk NR21 9DX](#)

Councillors response: Councillors offered no objections and no comments

Approved

- **PF/25/2011** - Land North Of 109A , Queens Road, Fakenham - Erection of 3 no. self-build detached dwellings and associated works

[PF/25/2011 | Erection of 3 no. self-build detached dwellings and associated works | Land North Of 109A Queens Road Fakenham NR21 8BU](#)

Councillors Response: Councillors offered no objection. Councillors commented to note some inconsistency in the plans. The plans for plot 1 say external walls white render and read as if the building is traditional construction. Whereas, in the materials detail it shows the house as a mobile home with grey external walls.

Approved

- **RV/26/0978** - The Grove Veterinary Group , Holt Road, Fakenham - Siting of a single storey Portakabin building in the car park area to be used for consultations without complying with condition 1 (limited period approval) of planning permission PF/23/0934 to allow building to be retained permanently

[RV/26/0978 | Siting of a single storey Portakabin building in the car park area to be used for consultations without complying with condition 1 \(limited period approval\) of planning permission PF/23/0934 to allow building to be retained permanently | The Grove Veterinary Group Holt Road Fakenham Norfolk NR21 8JG](#)

Councillors response: Cllrs offer no objection and no comment

Approved

- **ADV/26/0689** - 14 Market Place, Fakenham - Internally illuminated ATM Collar

[ADV/26/0689 | Internally illuminated ATM Collar | 14 Market Place Fakenham Norfolk NR21 9BG](#)

Councillors response: Councillors offered no objections. Councillors whole heartedly support the facility of an ATM at this location.

Refused

- **PF/26/0688** - 14 Market Place, Fakenham - Installation of new ATM in part of existing ground floor window opening, and accessible ramp with railings

[PF/26/0688 | Installation of new ATM in part of existing ground floor window opening, and accessible ramp with railings | 14 Market Place Fakenham Norfolk NR21 9BG](#)

Councillors response: The Town Council wishes to formally express its support for the proposed ATM installation and respectfully requests that planning officers, highways officers and conservation officers work constructively to identify a solution to the objections that have been raised, rather than allowing those objections to prevent the provision of an important community facility.

In many respects, the objections bear an unfortunate resemblance to the purely statutory objections previously advanced by the English Cricket Board regarding Trap Lane, where little apparent effort was made to seek a practical solution to the underlying problem. It is disappointing that consultees appear content simply to object when residents would

reasonably expect public bodies to work collaboratively to achieve an outcome that serves the community.

The reality is that the town now has no banks, no Banking Hub, no indication that a Banking Hub will be provided in the foreseeable future, and consequently no reliable access to cash outside normal trading hours other than through supermarkets. This is highly inconvenient for residents, businesses, visitors and vulnerable members of the community who continue to rely on cash transactions. It should also be noted that the former branches of Barclays, HSBC, Lloyds and Natwest each provided externally accessible ATMs prior to their closure. Residents therefore previously benefited from convenient, round-the-clock access to cash within the town centre. The loss of all three facilities has created a significant gap in local banking provision, which the proposed ATM would help to address.

Whilst we recognise that highways and conservation officers have a duty to provide professional observations on planning applications, those observations should not be allowed to operate to the detriment of local residents where reasonable and proportionate solutions are available. The planning process should seek to balance competing interests and deliver practical outcomes for communities, not simply identify reasons for refusal.

The Town Council therefore requests that its views, as the democratically elected representative body for local residents, be given significant weight and that every effort be made to facilitate the installation of this important facility.

The objections raised also draw attention to a broader issue which has existed since the Market Place was pedestrianised approximately twenty-five years ago. At that time, consideration should have been given to carrying out the scheme properly by extinguishing the rights of way through both the Upper and Lower Market Place. Instead, those rights were retained.

Furthermore, the signage subsequently provided has proved wholly inadequate in clearly communicating the pedestrianised nature of the area.

As a result, confusion persists on an almost daily basis. Motorists, including delivery drivers, regularly drive into the cobbled pedestrian areas, creating genuine danger for pedestrians. The situation has become noticeably worse since the opening of the Post Office in the Upper Market Place. The Town Council is aware of two incidents, thankfully resulting only in minor injuries, where pedestrians have been struck by vehicles within the area.

These are longstanding issues that require attention irrespective of the current application. It would be regrettable if the existence of unresolved traffic management problems were now used as grounds to prevent the provision of a much-needed ATM, rather than prompting the relevant authorities to address the underlying causes.

Accordingly, the Town Council urges planning officers, highways officers and conservation officers to reconsider their positions on this application and to place practical common sense above rigid adherence to bureaucratic process. The provision of accessible cash facilities is an important public service, and the Council believes that a solution can and should be found that accommodates both the ATM installation and any legitimate concerns regarding traffic management and conservation.

We therefore respectfully request that planning permission be granted.

Refused

- **LA/26/0696** - 14 Market Place, Fakenham - Installation of ATM, accessible ramp with a railing, internally illuminated ATM signage, and associated works

[LA/26/0696 | Installation of ATM, accessible ramp with a railing, internally illuminated ATM signage, and associated works | 14 Market Place Fakenham Norfolk NR21 9BG](#)

Councillors response: comments as per PF/26/0688 above

Refused

- **PF/26/0919** - 243 Norwich Road, Fakenham - Erection of single storey rear extension and addition of render to all elevations of dwelling

[PF/26/0919 | Erection of single storey rear extension and addition of render to all elevations of dwelling | 243 Norwich Road Fakenham Norfolk NR21 8LY](#)

Councillors response: Councillors offered no objection and no comment

	Approved • PF/25/2515 - 13 The Drift, Fakenham - Proposed New Single Storey Dwelling PF/25/2515 Proposed New Single Storey Dwelling 13 The Drift Fakenham Norfolk NR21 8EE Councillors response: Councillors offered no objection and no comments Approved These were noted. Cllrs discussed the refusal of an ATM and the lack of clarity around where parking was/wasn't allowed within the Town Centre. Cllr Dutton suggested a motion for the next Council meeting. Cllr Duffy requested that the Clerk try to obtain a copy of a NNDC or NCC traffic report carried out at some point approximately 10-15 years ago. ACTION: Clerk to contact NNDC or NCC to see if they still hold copies.
95/26	To receive notification of Tree Protection Order TPO/26/1102 Land On The South Side Of Greenway Lane, Fakenham, Norfolk, NR21 8ET This was noted
96/26	To receive any further items for the agenda • To discuss and agree Fakenham Town Council's response to the North Norfolk Local Plan Scoping Consultation & Further Call for Sites • To agree the Town Council views on the Housing, Communities and Local Government Committee Revitalising High Streets Inquiry • To discuss and agree to pursue the total pedestrianisation of Lower Market place
97/26	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 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.
98/26	To discuss progression of alternative options for Council administrative staff and depot accommodation NNDC had provided responses for consideration. Councillors are considering other possible options. Cllr Bucknell left the meeting
99/26	To discuss the FLASH project Progression on schedule. Likely that no temporary FTC facility will be needed.
100/26	To discuss 9 Norwich Street Nothing new to discuss
101/26	To move into open session On the proposition of Cllr Dutton seconded by Cllr Glynn RESOLVED the Council move into Open Session.
102/26	To confirm the date & time of the next meetings: Facilities & Amenities Committee: Tuesday 11th August 2026 at 18:00 Full Council: Wednesday 26th August 2026 at 18:00

	There being no further business the meeting closed at 19:31 Confirmed this day of 2026 CHAIR
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