

MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM
WEDNESDAY 29th OCTOBER 2025 at 18:00

Councillors: A Glynn (Chair), V Joslin, J Rockett, C Fairbrother, G Acheson, & M Campbell

District / County Councillors: NNDC Cllr C Cushing

Clerk: Lesley Meanley
Deputy Clerk/RFO: K Lindsay
Members of the Public: One
Press: None

Number	Agenda
175/25	<p>Open Forum for Public Participation</p> <p>a) To receive a report from Fakenham Police. The report was noted, further detail had been requested on the increased Assault figures.</p> <p>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 question regarding NNDC Cllr Vickers Facebook comments on spending taxpayer money to make part of Millennium Park a free residents car park. Fakenham Town Councillors were unaware of the suggestion and NNDC Cllr Vickers had sent apologies ACTION: Clerk to seek clarification from NNDC Cllr Vickers and report back to council. Nomads Touch Rugby have asked if they could use Millennium Park for their sessions which would require removal of one of the goal posts as Trap Lane Playing Field was unavailable. The Clerk had already responded to advise Trap Lane Playing Field was still fully available for public use. Cllrs agreed Millennium Park could be used but goalposts would not be removed permanently. ACTION: Clerk to see if goal posts could be removed temporarily. An elector raised Oak Street Speeding and potential options for traffic control – to be raised at the Police & Crime commissioner visit. Previous Highways advice was that the narrowing of the lanes forced drivers to slow down. Norwich Street Parking – an elector raised that their shop had been hit by a delivery vehicle for another shop and a customer had been clipped by a vehicle avoiding parked cars. The matter has been raised with the police. To be discussed fully under Agenda Item 207/25 Electors have raised with Cllr Rockett parking in the marketplace. The Clerk has already approached Kings Lynn & West Norfolk enforcement after complaints. An elector has raised concerns about late night drinking, serving drunk customers and potential cheap alcohol events at a pub in Fakenham. ACTION: Clerk to contact NNDC Licensing team and the Police Licensing team to request they contact the public house. An elector requested a dog poo bin be placed around the Wensum way/Thorn Road/Norwich Road area. The Clerk advised that the initial cost was approximately £200 then a current yearly cost of £370 to empty. On the proposition of Cllr Glynn, seconded by Cllr Campbell Cllrs agreed that dog owners should be encouraged to use other poo bins, litter bins or take home and dispose rather than install a new dog poo bin.</p> <p>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.</p>

	<p>Apologies received from NNDC Cllr L Vickers & J Punchard and NCC Cllr T FitzPatrick. NNDC Cllr Cushing had sent a report and confirmed the Police & Crime Commissioners visit as Tuesday 4th November.</p> <p>ACTION: Clerk to extend invitation to all Fakenham Town Councillors</p>
176/25	<p>To consider for acceptance apologies for absence</p> <p>Apologies received from Cllrs M Dutton, L Harrison, P Bucknell, D Hunter & T Duffy</p>
177/25	<p>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</p> <p>Cllr Campbell declared an interest in Agenda Item 194/25. Cllr Fairbrother declared an interest in agenda Item 200/25</p>
178/25	<p>On the Proposition of Cllr Acheson, seconded by Cllr Campbell standing orders were suspended.</p>
179/25	<p>Agenda Item 190/25 was moved forward to allow a Fakenham Area Partnership representative to speak.</p> <p>To receive the following applications for a grant from the Market Tolls:</p> <ul style="list-style-type: none"> • FitzRoy Support. – An application for £1828.56 had been received for sensory garden seating. On the proposition of Cllr Acheson, seconded by Cllr Fairbrother all agreed to award the grant sum of £500.00 • Fakenham Area Partnership – An application for £10474.96 to cover the entire cost of installing Christmas Lights was received. As advised to FAP in May 2025 Market Tolls funds may not be sufficient. It was suggested at that time that additional funding be sought. Audited expenditure shows a Christmas lights profit. With forecast income and expenditure of Market Tolls if the full amount is paid no other funding will be available for any community groups for the remainder of 2025 and 2026. The Fakenham Area Partnership representative supported the idea of the council being donated the lights to take over the running costs which would be significantly cheaper due to VAT reclaim. On the proposition of Cllr Glynn, seconded by Cllr Campbell to write formally to Fakenham Area Partnership and explain full funding wasn't available but if the lights were donated to the council, the council could take over the Christmas lights. <p>ACTION: Clerk to write 30th October 2025</p>
180/25	<p>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</p> <p>On the proposition of Cllr Joslin seconded by Cllr Acheson. 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.</p>
181/25	<p>To note and approve the HR Subcommittee recommendations held on 23rd October 2025 – Minutes to follow separately</p> <p>The minutes of the meeting held on 23rd October 2025 were moved for reception and adoption and recommendation including agenda item 25/25 HR to confirm the successful Estate Team Leader candidate position and offer the role, by Cllr Glynn seconded by Cllr Joslin and agreed by all.</p>
182/25	<p>To move into open session</p> <p>On the proposition of Cllr Glynn seconded by Cllr Joslin RESOLVED the meeting moves into Open Session</p>
183/25	<p>On the Proposition of Cllr Acheson, seconded by Cllr Joslin standing orders were reinstated.</p>
184/25	<p>To confirm the Full Council Minutes of the Meeting held on 24th September 2025</p>

	The minutes of the Full Council meeting held on the 24 th September 2025 were agreed on the proposition of Cllr Glynn and seconded by Cllr Acheson, AGREED by all and signed by the chair.
185/25	To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update. No further updates
186/25	To receive any reports from Councillors who have attended Meetings outside the Council Cllr Glynn & Cllr Hunter had met with Deputy Lord Lieutenant Nigel Savoury, Cllrs Glynn, Joslin and Rockett met with Historic England, NNDC & MP Jerome Mayhew regarding 9 Norwich Street. The new Post Office had opened, and Cllr Glynn had attended Chair training.
187/25	To receive and note correspondence and comment upon any items for information and action. Correspondence noted from Transport Made Simple Group & Konnectbus. All noted EP Youth have sent over their October report. The Community shed had offered free of charge two refurbished benches, which the Council was pleased to accept. The Clerk has been liaising with the film company regarding schedules and issues over filming 3-5 th November. It was noted that the Clerk to Fakenham Town Council, has been honoured with a top national award from her professional body, the Society of Local Council Clerks (SLCC). Representing clerks from over 5,000 town, parish, and community councils across England and Wales, SLCC awarded Lesley the CiLCA Exemplary Award at its National Conference. The award recognises an exemplary submission for the Certificate in Local Council Administration (CiLCA). Councillors offered congratulations on this achievement.
188/25	To discuss the Remembrance Sunday Parade and Armistice Day Service The Remembrance Parade is being held on the 9 th November at 14:45 and Armistice service at 11:00 on the 11 th .
189/25	To confirm the Minutes of the Allotments Sub-Committee held on 7th October 2025 The minutes of the meeting held on 7 th October 2025 were moved for reception and adoption by Cllr Glynn seconded by Cllr Rockett and agreed by all.
190/25	To confirm the Minutes of the Facilities & Amenities Committee held on: <ul style="list-style-type: none"> 14th October 2025. To note: <p>The minutes of the meeting held on 14th October 2025 were moved for reception and adoption by Cllr Fairbrother seconded by Cllr Glynn and agreed by all. All amendments below agreed by all.</p> <p>112/25 FA To adjourn the Meeting for Electors' questions A shop in Norwich Street has complained that their frontage was hit by a lorry and customers have been clipped by cars due to ongoing parking issues. Cllrs and the office have repeatedly informed the police of the issues. ACTION: To discuss at Full Council and refer to the police again.</p> <p>122/25 FA To note an amendment to the agreed 2026 – 27 Estate grass cutting quote – from £7207.20 to £7,875.00 ACTION: to defer to Full Council</p> <p>123/25 FA To note an amendment to the agreed 2026 -27 Hedges quote – from £1,046.88 to £1256.25 ACTION: to defer to Full Council</p>
191/25	To discuss the proposal to offer a strip of Land without charge to the Gallow and to Fakenham Race course (previously Minute 123/25)

	Defer to November Full Council
192/25	To discuss Aldiss Park Wetlands proposal Defer to November Full Council
193/25	<p>To confirm the Minutes of the Governance & Finance Committee held on:</p> <ul style="list-style-type: none"> 21st October 2025. To note and/or approve: <p>The minutes of the meeting held on 21st October 2025 were moved for reception and adoption by Cllr Glynn seconded by Cllr Joslin and agreed by all.</p> <p>80/25 GF To review and agree policies and risk assessments for update:</p> <ul style="list-style-type: none"> Fakenham Town Council Remembrance Parade Management Plan & Risk Assessment Councillors reviewed the Fakenham Town Council Remembrance Parade Management Plan & Risk Assessment and RESOLVED to approve for presentation and approval by Full Council with one minor amendment. <p>82/25 GF To receive the RFO's report</p> <ul style="list-style-type: none"> Councillors noted the procedural improvements that will be implemented as a result of discussions held during the interim internal audit and, while awaiting the formal written report, appreciated and understood there may be a need to restrict unplanned expenditure and budget adjustments may be necessary.
194/25	<p>Financial Matters –</p> <ol style="list-style-type: none"> To receive and review September 2025 receipts and payments for Fakenham Town Council and Charter Market To receive and review September 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and note all bank statements and reconciliations have been confirmed and signed To receive and review the second quarterly Income and Expenditure Budget vs Actuals report To receive and approve the September 2025 schedule of payments over £500 for display on the website <p>On the Proposition of Cllr Glynn, seconded by Cllr Joslin, all items were received and approved by all</p>
195/25	<p>To Discuss Budget Setting for 2026/2027</p> <p>The Clerk advised that the streetlight structural survey and electrical testing reports had been received and work was estimated to be near £200,000, the majority of the work was highlighted as required in 2011 but appears to have not been taken forward. Further conversations required on how to deal with this.</p>
196/25	<p>To receive the following applications for a grant from the Market Tolls:</p> <ul style="list-style-type: none"> FitzRoy Support Fakenham Area Partnership <p>Covered at Agenda Item 179/25</p>
197/25	<p>To discuss the Town Ambition Programme Bid</p> <p>Defer to November Full Council</p>
198/25	<p>To receive notification of the Public Space Protection Orders (PSPO)- Dogs on Leads public consultation</p> <p>This was noted</p>
199/25	<p>To consider planning applications up to 29/10/2025:</p> <ul style="list-style-type: none"> PF/25/2195 – 4 Market Place, Fakenham - Conversion of first floor Class E

	<p>vacant office to one 2-bedroom flat – Cllrs offered no objection and no comment PF/25/2195 Conversion of first floor Class E vacant office to one 2-bedroom flat along with ground floor internal alterations to create an updated office layout to be let out separately. 4 Market Place Fakenham Norfolk NR21 9BA</p> <ul style="list-style-type: none"> LA/25/2160 – 4 Market Place, Fakenham - Conversion of first floor vacant class E space into one two-bedroom self contained flat – Cllrs offered no objection and no comment LA/25/2160 Conversion of first floor vacant class E space into one two-bedroom self contained flat with ground floor internal alterations to create an updated office layout. 4 Market Place Fakenham Norfolk NR21 9BA PF/25/2194 - Flat At, 12 - 14 Norwich Street, Fakenham - Replacement of first and second floor windows in front elevation – Cllrs offered no objection but commented that they were reluctant to have been forced to make that decision. PF/25/2194 Replacement of first and second floor windows in front elevation Flat At 12 - 14 Norwich Street Fakenham Norfolk NR21 9AE
200/25	<p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> PF/25/2011 - Land North Of 109A , Queens Road - Erection of 3 no. self-build detached dwellings - 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. https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T2GNELLMNS00 PO/24/0808 (Appeal Reference: AP/25/0018) - 77 Norwich Road, Fakenham - Erection of single storey dwelling - Fakenham Town Council supports the decision to refuse this planning application. Councillors commented that the site is not suitable for back garden development and access is impossible for construction traffic, due to three large oak trees and the need to go over private land. PO/24/0808 Erection of single storey dwelling - outline with all matters reserved 77 Norwich Road Fakenham Norfolk NR21 8HH LA/25/2143 - Barn Behind, 12 Wells Road, Fakenham - Conversion of Former Barn/Stables to a Residential Dwelling - Councillors offered no objection and no comments LA/25/2143 Proposed Conversion of Former Barn/Stables to a Residential Dwelling Barn Behind 12 Wells Road Fakenham These were noted
201/25	<p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> PF/25/1413 - St Peter & St Paul Church, Solar Panels installation – Approved https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SYI21LLNLUD00 PF/25/1453 - 125 Norwich Road, Fakenham – Demolition and erection of storage warehouse – Approved https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SYRBCFLNLWG00 PF/25/1459 - Morrisons, Clipbush Lane - Installation of new jet washes – Approved https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SYRBFWLNLT00

	<ul style="list-style-type: none"> CD/25/1575 - Morrisons Petrol Filling Station - To discharge PF/25/0289 conditions 4, 5 and 6 – Condition Discharge Reply https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SZH8OYLM1X00 PF/25/1620 - 5 Bracken Close, Fakenham – Proposed front porch – Approved https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SZSCOCLNM3T00 ADV/25/1430 - 12 - 14 Norwich Street, Fakenham - illuminated fascia sign – Approved https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SYNM21LNLVF00 PF/22/2392 - 19 Greenway Close, Fakenham - Two semi-detached houses with parking – Approved https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RJL44XLNIQD00 NMA/25/2233 – 1 Rivetts Cottage, 6 - 10 Norwich Road - Non-material amendment to planning permission PF/22/2381- Approved NMA/25/2233 Non-material amendment to planning permission PF/22/2381 (Erection of two dwellings and detached garages (amended plans)) to allow amendment of plans for highways works 1 Rivetts Cottage 6 - 10 Norwich Road Fakenham Norfolk NR21 8AX CD/25/1353 - Land To Rear Of Lidl, Fakenham - Submission of Biodiversity Gain Plan and Habitat Management and Monitoring Plan – Condition Discharge Reply CD/25/1353 Submission of Biodiversity Gain Plan and Habitat Management and Monitoring Plan) for development authorised by planning permission PF/24/1079 (Erection of a drive-thru restaurant, car parking, landscaping and associated works, including Customer Order Displays) Land To Rear Of Lidl Fakenham NR21 8JG <p>These were noted</p>
202/25	<p>To receive notification of TPO TPO/25/1079 Land At 1 Fernbank Cottages, Church Lanes, Fakenham, Norfolk, NR21 9DD</p> <p>Noted</p>
203/25	<p>To receive notification of TPO TPO/25/1082 Land At 33 Greenway Lane, Fakenham, Norfolk, NR21 8DF</p> <p>Noted</p>
204/25	<p>To receive notification of TPO TPO/25/1083 Land At 33 Greenway Lane, Fakenham, Norfolk, NR21 8DF</p> <p>Noted</p>
205/25	<p>To discuss Devolution and Local Government Reform</p> <p>Defer to November Full Council</p>
206/25	<p>To discuss the FLASH project</p> <p>Contracts exchanged on the 23rd October 2025</p>
207/25	<p>To receive any further items for the agenda</p> <p>Fakenham Area Partnership Grant Application</p>
208/25	<p>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</p> <p>On the proposition of Cllr Joslin seconded by Cllr Acheson. 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.</p>

209/25	To note and approve the HR Subcommittee recommendations held on 23rd October 2025 – Minutes to follow separately Covered at agenda item 181/25
210/25	To discuss 9 Norwich Street A meeting was held with NNDC, Fakenham Town Council, Historic England, shop representatives and Jerome Mayhew MP. NNDC advised that it was a political decision to not take further action at the moment. Interested parties are agreeing next steps Cllr Campbell left the meeting. At this point the meeting became inquorate.
211/25	To discuss transportation and infrastructure Defer to November Full Council
212/25	To discuss Healthier Fakenham Defer to November Full Council
213/25	To discuss parking enforcement Defer to November Full Council
214/25	To move into open session
215/25	To confirm the date & Time of the next meetings: Facilities & Amenities: Tuesday 11th November 2025 at 18:00 Governance & Finance: Tuesday 18th November 2025 at 18:00 Full Council: Wednesday 26th November 2025 at 18:00

	There being no further business the meeting closed at 19:26 Confirmed this day of 2025 CHAIR
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