

**MINUTES OF THE FACILITIES & AMENITIES COMMITTEE MEETING  
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

**TUESDAY 14<sup>th</sup> October 2025 AT 18:00**

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Attending Committee Councillors: A Glynn (Mayor), T Duffy, & C Fairbrother

Attending Non-Committee: J Rockett

Town Clerk: L Meanley

General Public: None

Press: None

Number	Agenda
111/25 FA	<b>To receive Apologies for Absence</b> Apologies received from A May-Hannam, M Campbell, V Joslin & G Acheson
112/25 FA	<b>To adjourn the Meeting for Electors' questions</b> 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 repeatably informed the police of the issues. <b>ACTION: To discuss at Full Council and refer to the police again.</b>
113/25 FA	<b>Declarations of Interest: Members are asked at this stage to declare any Interests, which they may have, in any of the following items on the agenda</b> Cllr Fairbrother declared an interest in agenda item 139/25 FA
114/25 FA	<b>To Confirm the minutes of the Facilities &amp; Amenities meeting held on the 9<sup>th</sup> September 2025</b> On the proposition of Cllr Fairbrother, seconded by Cllr Glynn the minutes of the Facilities and Amenities meeting held on 9 <sup>th</sup> September 2025 were AGREED by all and signed by the Chairman Cllr Rockett arrived
115/25 FA	<b>To discuss any matters arising from the Minutes of the Facilities &amp; Amenities Meeting held on 9<sup>th</sup> September 2025 (attached)</b> Minute 65/25 FA regarding establishing Aldiss Park boundaries – The solicitor has suggested the boundary line for the purposes of registering the land. All Cllrs agreed
116/25 FA	<b>To discuss events:</b> <ul style="list-style-type: none"><li>• <b>Remembrance Parade</b> – Parade arranged for 9<sup>th</sup> November 14:45, the Clerk and RBL have met and are liaising re details. Aim to have confirmed parade order by Full Council. Event management plan and Risk Assessment to go to next Governance &amp; Finance.</li><li>• <b>Armistice</b> - will be a short service at 11:00 on the 11<sup>th</sup> November</li></ul>
117/25 FA	<b>To receive an update on estate management</b> Tree work has been ongoing on the estate
118/25 FA	<b>To discuss a Barbers Lane dog poo bin replacement</b> Cllr Acheson confirm that lid was missing and whilst protected by hedging the bin was still open. On the proposition of Cllr Glynn, seconded by Cllr Fairbrother Cllrs agreed to purchase a replacement bin 35 litres for £158.95
119/25 FA	<b>To note any equipment expenditure within budget</b> Mule indicators replaced with larger versions for driving safety.
120/25 FA	<b>To review and agree Tree Works quotes received</b> On the proposition of Cllr Glynn, seconded by Cllr Fairbrother all agreed to proceed with Tree works quotes for Millenium Park for £1785, Rudham Stile allotments £820 and Trap Lane £1385

<b>121/25 FA</b>	<b>To review and agree Queens Road Cemetery Church Lane / North Border Hedge cutting quote received</b> On the proposition of Cllr Fairbrother, seconded by Cllr Glynn all agreed to proceed with Hedge work at Queens Road Cemetery for £840
<b>122/25 FA</b>	<b>To note an amendment to the agreed 2026 – 27 Estate grass cutting quote – from £7207.20 to £7,875.00</b> Agreed to defer to Full Council
<b>123/25 FA</b>	<b>To note an amendment to the agreed 2026 -27 Hedges quote – from £1,046.88 to £1256.25</b> Agreed to defer to Full Council
<b>124/25 FA</b>	<b>To note &amp; discuss results received of the 2025 Playground inspections so far.</b> The swing at Hayes Lane had been identified as an immediate risk on Wednesday 8 <sup>th</sup> October and was taken out of action on the 8 <sup>th</sup> . <b>ACTION: Clerk to seek quotes for replacement swings</b>
<b>125/25 FA</b>	<b>To discuss Aldiss Park</b> Cllr Glynn had arranged for free topographical surveys and will give a proposal for wetland creation in part of Aldiss Park to Full Council. <b>ACTION: Cllr Glynn to submit wetland creation proposal to Full Council</b>
<b>126/25 FA</b>	<b>To discuss the Town Ambition Programme Bid</b> The Clerk has yet to receive full costings from NCC so all agreed to defer to Full Council
<b>127/25 FA</b>	<b>To discuss Thursday Charter Market on call electrician services quotes</b> On the proposition of Cllr Fairbrother, seconded by Cllr Glynn all agreed to request DJB cover any call outs to the market electricity feeder pillars for Town Council sanctioned events.
<b>128/25 FA</b>	<b>To discuss Energy renewal quotes for the Market Feeder Pillar</b> Cllrs discussed the quotes obtained and the Clerk explained rates changed daily. On the proposition of Cllr Fairbrother seconded by Cllr Duffy, all agreed to go to the British Gas fixed 3-year deal – Standing charge currently 45p/pday 28.48p/kwh on the understanding that if the rate had fluctuated by a few pence it was acceptable.
<b>129/25 FA</b>	<b>To update on the Millennium Park Review</b> Some Play providers proposals have started to come in. The Clerk suggested that a working group be established to work through them and make recommendations. Cllrs Joslin prior to the meeting, Rockett and possible Fairbrother and Duffy expressed an interest
<b>130/25 FA</b>	<b>To receive an update on the ground's vehicle</b> A letter had been sent to engage the independent witness.
<b>131/25 FA</b>	<b>To discuss the Heritage Trail</b> A quote has been received from the original supplier with recommendations. <b>ACTION: Clerk to seek further quotes</b> <b>ACTION: Clerk to request website hit data</b>
<b>132/25 FA</b>	<b>To consider the use of dead hedges on the estate</b> On the proposition of Cllr Fairbrother, seconded by Cllr Glynn agreed by all to proceed with creating where appropriate on allotment sites and at Creake Road Cemetery.
<b>133/25 FA</b>	<b>To receive the minutes of the Allotments Sub-Committee meeting held on 7<sup>th</sup> October 2025</b> The minutes were received and noted
<b>134/25 FA</b>	<b>To receive an update on Allotment services</b> Noted
<b>135/25 FA</b>	<b>To discuss and agree Queens Road Cemetery oversize Memorial inspection quotes</b>

	On the proposition of Cllr Glynn, seconded by Cllr Fairbrother all agreed to proceed with a testing quotation for £550 plus any additional charges for failures.
<b>136/25 FA</b>	<b>To receive an update on Cemetery services</b> Noted
<b>137/25 FA</b>	<b>To discuss War Memorial surveys</b> The Clerk needs the War Memorial to be cleared to take reference photos for the War Memorial online record prior to any grant seeking. The Fakenham in Bloom flowers are due off on the 20 <sup>th</sup> October.
<b>138/25 FA</b>	<b>To discuss Budget setting for 2026/27</b> All Cllrs were asked to consider any items for the 26/27 budget discussions.
<b>139/25 FA</b>	<b>To discuss the FLASH Project</b> The Clerk noted that the temporary access had been provided but the gate had been positioned so that there wasn't enough allowance to manoeuvre larger vehicles or trailers. A large blue shipping container had been positioned next to the grounds container. The Clerk & Cllr Rockett had spoken to the site manger who had arranged for the gate to be repositioned and had said the blue container was storage, the welfare facilities would be shared with contractors and Active Fakenham employees. A contractor had dug a trial pit in the retained land for MUGA testing and been asked to fill in, which they had but had left in appalling condition, so a complaint had been made to NNDC. NNDC have requested that rather than add a memorandum to the Lease agreements a new lease be signed which the Clerk received this afternoon.
<b>140/25 FA</b>	<b>To confirm the date and time of next the meeting – Facilities &amp; Amenities: Tuesday, 11<sup>th</sup> November 2025 at 18:00</b>

	There being no further business the meeting closed at 19:08
	Confirmed this                      day of                      2025
	<b>CHAIRMAN</b>