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Fakenham Town Council

Full Council Meeting

Date: **Wednesday 29th October 2025**

Time: **18:00**

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

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

Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), George Acheson, Penelope Bucknell, Mark Campbell, Tim Duffy, Martin Dutton, Carl Fairbrother, Lucy Harrison, David Hunter, Ali May-Hannam, Jim Rockett

Yours faithfully

L Meanley

Lesley Meanley

Town Clerk

23rd October 2025

Number	Agenda	Pack Page
175/25	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.	1-3
176/25	To consider for acceptance apologies for absence	
177/25	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	
178/25	To confirm the Full Council Minutes of the Meeting held on 24th September 2025	4-8
179/25	To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update	9
180/25	To receive any reports from Councillors who have attended Meetings outside the Council	
181/25	To receive and note correspondence and comment upon any items for information and action	10
182/25	To discuss the Remembrance Sunday Parade and Armistice Day Service	11-15

183/25	To confirm the Minutes of the Allotments Sub-Committee held on 7 th October 2025	16-17
184/25	<p>To confirm the Minutes of the Facilities & Amenities Committee held on:</p> <ul style="list-style-type: none"> 14th October 2025. To note: <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 repeatably 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>	18-20
185/25	To discuss the proposal to offer a strip of Land without charge to the Gallow and to Fakenham Race course (previously Minute 123/25)	
186/25	To discuss Aldiss Park Wetlands proposal	
187/25	<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>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 <p>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> <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. 	21-29
188/25	<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 	

	<p>c) To receive and review the second quarterly Income and Expenditure Budget vs Actuals report</p> <p>d) To receive and approve the September 2025 schedule of payments over £500 for display on the website</p>	
189/25	To Discuss Budget Setting for 2026/2027	
190/25	<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>30-34</p> <p>35-47</p>
191/25	To discuss the Town Ambition Programme Bid	48-97
192/25	To receive notification of the Public Space Protection Orders (PSPO)- Dogs on Leads public consultation	98-100
193/25	<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 vacant office to one 2-bedroom flat 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 • LA/25/2160 – 4 Market Place, Fakenham - Conversion of first floor vacant class E space into one two-bedroom self contained flat 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 PF/25/2194 Replacement of first and second floor windows in front elevation Flat At 12 - 14 Norwich Street Fakenham Norfolk NR21 9AE 	101-104
194/25	<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	
195/25	<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 • 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=SZH8OYLNLM1X00 • 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 	

196/25	To receive notification of TPO TPO/25/1079 Land At 1 Fernbank Cottages, Church Lanes, Fakenham, Norfolk, NR21 9DD	105-112
197/25	To receive notification of TPO TPO/25/1082 Land At 33 Greenway Lane, Fakenham, Norfolk, NR21 8DF	113-121
198/25	To receive notification of TPO TPO/25/1083 Land At 33 Greenway Lane, Fakenham, Norfolk, NR21 8DF	122-129
199/25	To discuss Devolution and Local Government Reform	
200/25	To discuss the FLASH project	
201/25	To receive any further items for the agenda	
202/25	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	
203/25	To note and approve the HR Subcommittee recommendations held on 23rd October 2025 – Minutes to follow separately	
204/25	To discuss 9 Norwich Street	
205/25	To discuss transportation and infrastructure	Confidential
206/25	To discuss Healthier Fakenham	
207/25	To discuss parking enforcement	
208/25	To move into open session	
209/25	To confirm the date & Time of the next meetings: Facilities & Amenities: Tuesday 11 th November 2025 at 18:00 Governance & Finance: Tuesday 18 th November 2025 at 18:00 Full Council: Wednesday 26 th November 2025 at 18:00	