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Fakenham Town Council Full Council Meeting

Date: **Wednesday 25th February 2026**

Time: **18:00**

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

Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), Penelope Bucknell, Mark Campbell, Tim Duffy, Martin Dutton, Carl Fairbrother, Andy Girton, Lucy Harrison, David Hunter, Jim Rockett & Gary Thorpe

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

19th February 2026

| Number | Agenda | Pack Page |
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| 316/26 | 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. | 1-3 |
| 317/26 | To consider for acceptance apologies for absence | |
| 318/26 | 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 | |
| 319/26 | To confirm the Full Council Minutes of the Meeting held on 28th January 2026 | 4-10 |
| 320/26 | To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update | 11-12 |

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| 321/26 | To receive any reports from Councillors who have attended Meetings outside the Council | |
| 322/26 | To receive and note correspondence and comment upon any items for information and action | |
| 323/26 | To fill four Town Councillor vacancies by co-option <ul style="list-style-type: none"> No Applications Received | |
| 324/26 | To confirm the Minutes of the Facilities & Amenities Committee held on: <ul style="list-style-type: none"> 10th February 2026. | 13-14 |
| 325/26 | To confirm the Minutes of the Governance & Finance Committee held on: <ul style="list-style-type: none"> 17th February 2026. To note and/or approve: 143/26GF - Investment Strategy Policy Councillors reviewed the Investment Strategy Policy and RESOLVED to approve it for presentation and approval by Full Council | 15-16 |
| 326/26 | Financial Matters – <ul style="list-style-type: none"> a) To receive and review January 2026 receipts and payments for Fakenham Town Council and Charter Market b) To receive and review January 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts c) To note the current Income and Expenditure Budget vs Actuals report d) To receive and approve the January 2026 schedule of payments over £500 for display on the website | 17-19 |
| 327/26 | To receive the following applications for a grant from the Market Tolls: <ul style="list-style-type: none"> None received | |
| 328/26 | To receive the following Market Tolls Grant evaluation forms for acquittal: <ul style="list-style-type: none"> Fakenham Society | 20-25 |
| 329/26 | To note the Fakenham Choral Society letter regarding market Tolls Grant acquittal. | 26-27 |
| 330/26 | To discuss and agree the formal offer of the Fakenham Christmas Lights from the Fakenham Area Partnership and transfer of assets agreement | |
| 331/26 | To receive the Internal Controllers report | |
| 332/26 | To discuss Devolution and Local Government Reform and agree a working party group. | 28-39 |
| 333/26 | To consider the frequency of committee meetings - moving Facilities & Amenities to Bimonthly starting in June 2026 and Governance & Finance to quarterly starting in July 2026 | 40 |
| 334/26 | To discuss committee meeting members | |
| 335/26 | To confirm the Annual Assembly of The Town 2026 meeting date and time as Wednesday 13 th May 2026 at 19:00 | |
| 336/26 | To discuss and agree Wayfinding phases | 42-73 |
| 337/26 | To discuss the future of the Fakenham Info Hub/Tourist information | 74-79 |
| 338/26 | To Discuss and Agree: <ol style="list-style-type: none"> Whether Councillors wish to be informed of all complaints received relating to Fakenham facilities and services provided by North Norfolk District Council or Norfolk County Council. | |

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| | 2. If so, the preferred method by which Councillors would like to be notified. | |
| 339/26 | To discuss the Healthier Fakenham Event and next steps. | |
| 340/26 | To discuss Fakenham Town Council moving forward with the UK Town of Culture Bid. For context - First ever UK Town of Culture competition to restore pride in communities - GOV.UK - North Norfolk Culture+Tourism Feasibility Study 25Sep24 v6 | 80-101 |
| 341/26 | To consider planning applications up to 25/02/2026 None Received | |
| 342/26 | <p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> PF/25/2858 - Tesco's , 17 Oak Street, Fakenham - Installation 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 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 Response Deadline: 11/02/2026 Councillors Response: No objection and no comments PF/26/0096 - Three Gables , Heath Way, Fakenham - Erection of single storey dwelling (revised design, self build), and demolition of balcony and replacement new window to existing dwelling PF/26/0096 Erection of single storey dwelling (revised design, self build), and demolition of balcony and replacement new window to existing dwelling Three Gables Heath Way Fakenham Norfolk NR21 8LW Response Deadline: 19/02/2026 Councillors Response: No objection and no comments PF/26/0179 - 13 Wymans Way, Fakenham - Proposed pallet store and workshop extension. PF/26/0179 Proposed pallet store and workshop extension. 13 Wymans Way Fakenham Norfolk NR21 8NT Response Deadline: 23/02/2026 Councillors Response: No objection and no comments PF/25/2307 re-consultation due to amended location plans - 4 Bridge Street, Fakenham- Conversion and extension of first floor of vacant Class E office space to create three one-bed flats along with a side extension. PF/25/2307 Conversion and extension of first floor of vacant Class E office space to create three one-bed flats along with a side extension. 4 Bridge Street Fakenham Norfolk NR21 9AQ Response Deadline: 24/02/2026 Councillors Response: No objection and no comments | |
| 343/26 | <p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> PF/25/2555 - Flat At, 5 Oak Street, Fakenham - Demolition of existing wooden staircase and erection of steel staircase to provide continued access to flat | |

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| | <p>PF/25/2555 Demolition of existing wooden staircase and erection of steel staircase to provide continued access to flat Flat At 5 Oak Street Fakenham Norfolk NR21 9DX</p> <p>Councillors Response: Councillors offered no objection and no comments Approved</p> <ul style="list-style-type: none"> <p>LA/25/2732 - Flat At, 5 Oak Street, Fakenham – Listed Building Alterations, Proposed replacement external staircase to provide continued access to flat</p> <p>LA/25/2732 Proposed replacement external staircase to provide continued access to flat Flat At 5 Oak Street Fakenham Norfolk NR21 9DX</p> <p>Councillors Response: Councillors offered no objection and no comments Approved</p> | |
| 344/26 | To receive any further items for the agenda | |
| 345/26 | 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 | |
| 346/26 | To discuss the FLASH project | |
| 347/26 | To discuss 9 Norwich Street | |
| 348/26 | To discuss Office accommodation | |
| 349/26 | To move into open session | |
| 350/26 | <p>To confirm the date & Time of the next meetings:</p> <p>Facilities & Amenities: Tuesday 10th March 2026 at 18:00</p> <p>Governance & Finance: Tuesday 17th March 2026 at 18:00</p> <p>Full Council: Wednesday 25th March 2026 at 18:00</p> | |