

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

TUESDAY 9th SEPTEMBER 2025 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), G Acheson, & C Fairbrother

Attending Non-Committee: J Rockett & M Dutton

Attending District Councillors: NNDC Cllr C Cushing

Town Clerk: L Meanley

General Public: None

Press: None

Number	Agenda
77/25 FA	To receive Apologies for Absence Apologies received from Cllr May-Hannam
78/25 FA	To adjourn the Meeting for Electors' questions An elector raised a question about a broken dog poo bin at the east end of Barbers Lane, the elector advised there was no lid and the smell was bad. ACTION: Cllr Acheson will take a look and report back NCC Highways had raised a question regarding the surface of Bridge Street ACTION: Clerk to refer to Full Council Cllr Fairbrother raised a member of the public that had fallen from a mobility device due to uneven pavements on Highfield Road. Advised to report to NCC Highways. If locations and photos are shared with the office, they will also report. Cllr Glynn raised an issue with 3 Quaker Lane. An internal water leak has caused floors to collapse, and water is now escaping the building. The property is empty. Cllr Glynn will send photos. Cllr Rockett raised an issue that waste bins on church lanes or those adjoining streets were being missed by NNDC during the normal collection routine.
79/25 FA	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 Cllr Joslin declared a non-pecuniary interest in agenda item 97/25 FA and 98/25 FA. Cllr Fairbrother declared a pecuniary interest in agenda item 108/25/ FA
80/25 FA	To Confirm the minutes of the Facilities & Amenities meeting held on the 12th August 2025 On the proposition of Cllr Joslin, seconded by Cllr Acheson the minutes of the Facilities and Amenities meeting held on 12 th August 2025 were AGREED by all and signed by the Chairman
81/25 FA	To discuss any matters arising from the Minutes of the Facilities & Amenities Meeting held on 12th August 2025 (attached) The clerk updated that agenda items 53/25 FA, 56/25 FA & 74/25 FA were completed.
82/25 FA	To discuss events: <ul style="list-style-type: none">• VJ 80th Debrief – A short service was held by the War memorial• Remembrance Parade – The police are unable to assist the parade access and exit so potentially a slightly revised route may be required. RBL have not been in contact• ACTION: Clerk will contact Colonel David James
83/25 FA	To discuss FTC maintenance of private land

	<p>Cllr Cushing raised the issue of a small piece of land owned by the builders of an estate but ignored for maintenance. Cllrs highlighted that the wall have been maintained a few years ago. Fakenham Town Council would not take on responsibility for private companies or individual's land. Cllr Rockett agreed as a one off to clear the brambles so they didn't encroach the path.</p>
84/25 FA	<p>To discuss NNDC's Healthier Fakenham On the proposition of Cllr Acheson, seconded by Cllr Joslin Cllrs agreed Fakenham Town Council would support NNDC's healthier model but were unable to lead it. ACTION: Clerk to write to the Doctors surgery and the NNDC to advise of our support</p>
85/25 FA	<p>To receive an update on estate management The Clerk advised that work on the Trees at Goggs Mill had been completed, Aldiss Park tree works were due to start on the 10th September and work in Creake Road cemetery was underway.</p>
86/25 FA	<p>To discuss Havelock Square Brickwork Tree roots have disturbed some of the inner triangle brickworks. ACTION: Clerk to check for TPO & get quotes to repair/solutions to stop reoccurrences</p>
87/25 FA	<p>To note any equipment expenditure within budget The Clerk noted that a reciprocating saw was purchased on the 5th August for £223</p>
88/25 FA	<p>To Review and agree Tree works quotes received Quotes from 11 contractors requested, 3 received. On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, Cllrs agreed to accept a quote for tree works at Greenway Lane allotment £940, Fakenham Church £800 and Queens Road cemetery £140 – totalling £1880</p>
89/25 FA	<p>To review Estate grass cutting quotations for 2026 received so far Quotes from 15 contractors requested, 2 received. On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, Cllrs agreed that a Creake Road Cemetery grass cutting quote to cover April 2026 to March 2027 for £6300 be accepted and a Fakenham Church North grass cutting quote to cover April 2026 to March 2027 for £1575 be accepted. On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, Cllrs agreed a grass cutting quote to cover April 2026 to March 2027 for Trap Lane playing field £1456, Goggs Mill Picnic Area £682.50, Aldiss Park £1365, Millenium Park £2275, Hayes Lane Playing Field £910 and Whiteland's £518.7 be accepted</p>
90/25 FA	<p>To review Verge grass cutting quotations for 2026 received so far Quotes from 9 contractors requested, 2 received. On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, Cllrs agreed to accept a quote for £12,600</p>
91/25 FA	<p>To review Hedge cutting quotations for 2026 received so far Quotes from 7 contractors requested, 1 received. On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, Cllrs agreed to accept a quote for £1046.88</p>
92/25 FA	<p>To update on the Millennium Park Review – including consideration of an internal gate from the play park to the main field now Cllr Joslin & the Clerk surveyed parents & children in the park over several days in August to seek initial views on the ideas generated so far. All were positive and a lot more suggestions were made. Cllr Joslin and the Clerk have also met with 4 play equipment providers who will be submitting their ideas for the space based on requirements identified. The Clerk has sent out initial ideas to all local schools and a variety of youth and sports groups for feedback.</p>
93/25 FA	<p>To discuss Smiths Lane roundabout works</p>

	The roundabout was cut on the 8 th September
94/25 FA	To receive an update on the ground's vehicle The new UTV was collected on the 5 th . Still awaiting a response on the pick-up.
95/25 FA	To discuss the Heritage Trail The council will consider options for repair or renewal. No remaining budget this year so will factor into 2026/27 or funding will need to be sought.
96/25 FA	To discuss Thursday Charter Market on call electrician services The Clerk advised that several weeks ago one of the electrical boxes hadn't worked when traders arrived for the market. ACTION: To arrange for the box to be inspected ACTION: To seek quotes for call out services
97/25 FA	To receive an update on Allotment services Noted. Cllrs agreed that no new plots be let on Grove Lane until further notice
98/25 FA	To discuss the ongoing issue of Mares Tail infestation at Greenway Lane Allotments, resulting in an increasing number of plots becoming unrentable Cllrs agreed to seek quotes to eradicate/control the infestation on 2 unrentable plots. ACTION: Office to seek quotes
99/25 FA	To discuss the removal or relocation of a streetlight in Clarendon Road Cllrs discussed the request and NCC Highways advice. All agreed that our contractor would need to identify and quote for relocation which would require a new column as the current one is concrete and that the requesters must pay directly and cover the administrations costs. ACTION: Office to contact the residents and outline next steps.
100/25 FA	To receive an update on Cemetery services Noted
101/25 FA	To note memorial inspections and oversize requirements Noted
102/25 FA	To discuss next steps for priority 1 memorials where no ERB holder can be identified All agreed that the council shouldn't incur repair costs. To take steps to rebury / make flush with ground to enable maintenance as far as practicable and inscriptions to still be visible. ACTION: Office to contact Fakenham Archives to ask if they want pictures of any graves
103/25 FA	To discuss the Town Ambition Programme Bid Cllr Glyn advised that she had submitted the bid and withdrawn the Heritage Trail element. The bid was for a video and 6 banners. The Clerk advised that structural surveys were required before anything could be hung on their streetlights and the council should do the same if using Fakenham Town Council lighting.
104/25 FA	To discuss the offer of a Christmas tree for the town from the Fakenham Events Committee The Fakenham Events Committee have offered a large real tree to the town for Christmas and asked the council to consider possible locations and decoration. Cllrs agreed that there were no suitable secure Fakenham Town Council locations within the Town Centre – only private or Highways areas.
105/25 FA	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 Glynn, seconded by Cllr Joslin. 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.
106/25 FA	To discuss CCTV provision On the proposition of Cllr Glynn seconded by Cllr Joslin Cllrs agreed CCTV be moved to the Full Council agenda for discussion and quotes for equipment provision, and monitoring services were sought. ACTION: Clerk to seek quotes
107/25 FA	To discuss a reserved cemetery plot request On the proposition of Cllr Acheson, seconded by Cllr Joslin Cllrs agreed to on this occasion allow the reservation of up to 2 spaces in the location discussed with the purchase of relevant ERB's.
108/25 FA	To discuss the FLASH Project Cllrs discussed the FLASH project
109/25 FA	To move into Open Session On the proposition of Cllr Glynn seconded by Cllr Joslin resolved the meeting moves into open session
110/25 FA	To confirm the date and time of next the meeting – Facilities & Amenities: Tuesday, 14th October 2025 at 18:00 Noted

	There being no further business the meeting closed at 20:01
	Confirmed this day of 2025
	CHAIRMAN