

**MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**
WEDNESDAY 17TH DECEMBER 2025 at 18:00

Councillors: A Glynn (Chair), V Joslin, M Dutton, G Acheson, D Hunter, J Rockett, A Girton & P Bucknell

District / County Councillors: None

Clerk: Lesley Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: None

Press: None

Speakers: 3

Number	Agenda
247/25	<p>Open Forum for Public Participation</p> <p>a) To receive a report from Fakenham Police The report was noted</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 Electors had raised questions with Cllrs regarding the derelict caravans being moved into a field in Hempton. The Clerk advised she had written to NNDC Cllr Housden and Hempton Parish Chair Cllr FitzPatrick in September and received no response. The Hempton Parish clerk contacted the office last week to ask that any residents contacting Fakenham were not told it was in Hempton and were directed directly to NNDC, as they could not deal with elector's questions when there was nothing Hempton could do about the situation. The Hempton Clerk was advised that whilst we did and would continue to direct electors to NNDC we did need to explain to electors that it is not in Fakenham and it's their choice as to whether they contact Hempton to raise concerns with Hempton Cllrs. Cllrs raised concerns about the H&S risks, environmental risks to the SSSI River Wensum, fire risks.</p> <p>ACTION: The Clerk will write to NNDC CEO and Leader of the Council, copying in Cllrs Housden and Fitzpatrick. An Elector had raised a question on the Sport England guidance regarding mixed sex changing rooms seeking an assurance that the new Swimming pool and MUGA facility would follow the guidance of single sex changing facilities.</p> <p>ACTION: Clerk to write to NNDC to confirm single sex changing facilities will be installed.</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. Report received from Cllr Cushing, lack of volunteers for a community speed watch initiative mentioned, Cllrs suggested it may be expanded to the whole of Fakenham.</p> <p>ACTION: Clerk to contact District Cllrs The report also mentioned lorries parking on the verge outside Morrisons had destroyed it. Cllr Girton will speak to a Morrisons contact.</p>
248/25	<p>To consider for acceptance apologies for absence NNDC Cllr C Cushing & NCC Cllr T FitzPatrick, due to a NNDC meeting clash. Fakenham Town Cllrs Campbell, Fairbrother, Harrison & Duffy</p>
249/25	<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>

	None
250/25	<p>To hear from Joshua Harris, M&D Developments Ltd, in relation to planning applications PF/25/2321 and LA/25/2322 at Fakenham College, Highfield House, 50 Wells Road (Agenda Item 267/25)</p> <p>Mr Harris updated Cllrs on the progression of the development, the intention to develop a mix of units, sympathetic development of the listed building and retain as many mature trees as possible. A management company will be appointed to look after the additional outside space. Nutrient Neutrality credits will be applied for once planning agreed. Depending upon conditions imposed by planners start time of build will be impacted but hopefully it will be within a few months.</p> <p>Agenda Item 267/25 moved to be heard whilst developers on site.</p> <ul style="list-style-type: none"> • PF/25/2321 - Fakenham College, Highfield House, 50 Wells Road - Demolition of existing detached school buildings & parts of C20th extensions to original Highfield House. Repairs & restorations to original Highfield House & retained extensions with reinstatement of original plan form to Highfield House. Retention & conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only. Construction of 20 new terraced, semi-detached & detached 2, 3 & 4 bedroom houses <p><u>PF/25/2321 Demolition of existing detached school buildings & parts of C20th extensions to original Highfield House. Repairs & restorations to original Highfield House & retained extensions with reinstatement of original plan form to Highfield House. Retention & conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only. Construction of 20 new terraced, semi-detached & detached 2, 3 & 4 bedroom houses Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP</u></p> <p>Response deadline: 18/12/2025</p> <p>Cllrs offered no objection and no comment</p> <ul style="list-style-type: none"> • LA/25/2322 - Fakenham College, Highfield House, 50 Wells Road - Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings. <p><u>LA/25/2322 Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP</u></p> <p>Response deadline: 18/12/2025</p> <p>Cllrs offered no objection and no comment</p>
251/25	<p>To hear from Sharon Edwards, Mapus-Smith and Lemmon, regarding the Interim Internal Audit</p> <p>The auditor offered thanks to the Clerk & Deputy Clerk/RFO for facilitating the visit. All of the systems, controls and processes are good, recommendations of the Internal Audit run through.</p>
252/25	<p>To confirm the Full Council Minutes of the Meeting held on 26th November 2025</p> <p>The minutes of the Full Council meeting held on the 26th November 2025 were agreed on the proposition of Cllr Glynn and seconded by Cllr Joslin, AGREED by all and signed by the chair</p>
253/25	<p>To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update</p> <p>The Clerk updated on Item 169/25, surveys have progressed and potential locations identified. Item 210/25 Highways have been chased for a reply.</p>

254/25	<p>To receive any reports from Councillors who have attended Meetings outside the Council</p> <p>Cllr Glynn updated on a public meeting held on the 16th December to discuss the forthcoming budget where 6 members of the public attended and thanked Cllrs Joslin, Dutton and Rockett for attending.</p> <p>Cllr Glynn has met with the Fakenham Academy Head of Geography to discuss a proposed wetland project in Aldiss Park which would benefit A level students of science and geography.</p> <p>Cllr Glynn and the Clerk met with NNDC to discuss the MUGA build entry.</p>
255/25	<p>To receive and note correspondence and comment upon any items for information and action</p> <p>Nothing to report</p>
256/25	<p>To confirm the Minutes of the Facilities & Amenities Committee held on:</p> <ul style="list-style-type: none"> • 9th December 2025. <p>The minutes of the meeting held on 9th December 2025 were moved for reception and adoption by Cllr Joslin seconded by Cllr Glynn and agreed by all.</p> <ul style="list-style-type: none"> • To approve: <p>Agenda Item 173/25 FA - To Discuss a quote for £1080 to cut the back of Creake Road Cemetery April 2026 – March 2027.</p> <p>On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, all agreed to move forward with the quote of £1080.</p> <p>All agreed to move forward with the quote for £1080</p> <p>Agenda Item 177/25 FA - To discuss Queens Road Cemetery oversize Memorial quotes</p> <p>7 oversize memorials still to be inspected. Cordoning off or lying flat regarded as temporary make safe options – not permanent repairs. Quote received for 4 failed oversize memorials to repair, totalling £830 net. Quote received for 8 under 1.6m totalling £1320. On the proposition of Cllr Joslin, seconded by Cllr Glynn to recommend this work is completed as soon as possible to Full Council. 1 agreed.</p> <p>Agreed to move forward with repairs totalling £2150</p> <ul style="list-style-type: none"> • To note: <p>Agenda Item 181/25 - To discuss the Bee Squared initiative</p> <p>The initiative encourages residents to plant a square meter of wildflower seeds distributed freely by the council to create wildflower patches forming a countrywide wildlife corridor. Approx costs of £100 to be funded via market fees for the benefit of residents. On the proposition of Cllr Fairbrother, seconded by Cllr Joslin all agreed to support the initiative, all agreed.</p> <p>This was noted</p> <p>Agenda Item 182/25 FA - To discuss the purchase of bleed kits</p> <p>An additional mitigation for market safety and wider public access in the event of an accident or incident. On the proposition of Cllr Fairbrother, seconded by Cllr Glynn all agreed to purchase a lockable kit to be installed within the red phone box in the town centre from Market Tolls for approximately £425.</p> <p>This was noted</p>
257/25	<p>Cllr Hunter left the meeting</p> <p>To confirm the Minutes of the Governance & Finance Committee held on:</p> <ul style="list-style-type: none"> • 10th December 2025. <p>The minutes of the meeting held on 10th December 2025 were moved for reception and adoption by Cllr Dutton seconded by Cllr Bucknell and agreed by all.</p> <ul style="list-style-type: none"> • To note and/or approve:

	<p>Agenda item 114/25 GF - To receive 2026 Insurance renewal quotations Cllrs RESOLVED to recommend to Full Council the approval of the quotation from Clear Councils for Agricultural Vehicle Insurance for 2026, at a total cost of £1,924.91. All Agreed to move forward with the Agricultural Vehicle Insurance for a total of £1924.91</p>
258/25	<p>To receive and approve 2026 insurance renewal quotations and delegate authority to the Clerk to approve quotes received post 17th December 2025. Insurance quotes had been received for the Council for £3266.86 or if tying into a 3-year deal £3100.94. On the proposition of Cllr Dutton seconded by Cllr Acheson all agreed to move forward with the 3-year tie in, 2026 price of £3100.94. A quote for FRGC had been received for £835.43, On the proposition of Cllr Dutton seconded by Cllr Bucknell all agreed to move forward with the policy for £835.43 On the proposition of Cllr Dutton, seconded by Cllr Glynn all agreed to give the Clerk delegated authority to approve the Cyber policy in conjunction with Cllrs Glynn & Dutton via email.</p>
259/25	<p>Financial Matters –</p> <ol style="list-style-type: none"> To receive and review November 2025 receipts and payments for Fakenham Town Council and Charter Market To receive and review November 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts To note the current Income and Expenditure Budget vs Actuals report To receive and approve the November 2025 schedule of payments over £500 for display on the website <p>On the Proposition of Cllr Dutton, seconded by Cllr Acheson, all items were received and approved by all</p>
260/25	<p>To discuss a donation to be made to the Royal British Legion on behalf of the Bugler, for the 2025 Armistice Day Service On the Proposition of Cllr Dutton, seconded by Cllr Glynn all Cllrs agreed a donation of £60</p>
261/25	<p>To receive the 2026/2027 budget as recommended at the Governance and Finance Committee 10th December 2025 The Council received and considered the draft budget for the financial year 2026/27 from the Governance & Finance Committee. The Clerk advised that an alternative, more modest budget proposal was available for members' consideration, which would have resulted in a 28.77% increase to the precept, should Councillors have wished to view it. RESOLVED: That the budget for the financial year 2026/27 be approved in the sum of £902,270.67. On the proposition of Cllr Dutton, seconded by Cllr Rockett, Agreed with 1 abstention</p>
262/25	<p>To receive and propose the precept demand for 2026-27 The Council received and considered the recommendation of the Governance & Finance Committee to set the precept for the financial year 2026/27 at £861,862.67 (Eight hundred and sixty-one thousand, eight hundred and sixty-two pounds and sixty-seven pence), representing an increase of £294,187.67 from £567,675, equating to a 52.89% increase for a Band D property. RESOLVED: That a precept of £861,862.67 (Eight hundred and sixty-one thousand, eight hundred and sixty-two pounds and sixty-seven pence), be issued to the billing authority for the financial year 2026/27. On the proposition of Cllr Dutton, seconded by Cllr Rockett, Agreed with 1 abstention</p>
263/25	<p>To receive the following applications for a grant from the Market Tolls:</p> <ul style="list-style-type: none"> Club 26 Heather Barrow Court Annual Christmas Lunch

	<p>(Development and Market Committee meeting 4th December 2024, Minute 95 - Christmas dinner applications are to be considered at an amount of £13 per person)</p> <p>On the proposition of Cllr Acheson, seconded by Cllr Glynn a sum of £300 was granted from Market Tolls</p> <ul style="list-style-type: none"> • Active Fakenham <p>On the proposition of Cllr Joslin, seconded by Cllr Acheson a sum of £3900 was granted from Market Tolls</p>
264/25	<p>To award a grant under the local government act 1972, s 137</p> <p>Under the provisions of Section 137 of the Local Government Act 1972 the following expenditure should be incurred which, in the opinion of the Council is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure:</p> <p>The Crown free Christmas lunches for the elderly and vulnerable</p> <p>On the proposition of Cllr Glynn, seconded by Cllr Joslin a S137 grant of £684.21 was awarded</p>
265/25	<p>To discuss Healthier Fakenham and agree a contribution to the inaugural event refreshments.</p> <p>Cllrs have agreed to support where possible but not lead. Initial meeting of interested parties organised for 10th February 2026. Defer to January's agenda to discuss further.</p>
266/25	<p>To receive the Internal Controllers report</p> <p>The report was noted, the recommendation to fill in H&S poster details has now been rectified.</p>
267/25	<p>To consider planning applications up to 17/12/2025</p> <ul style="list-style-type: none"> • PF/25/2321 - Fakenham College, Highfield House, 50 Wells Road - Demolition of existing detached school buildings & parts of C20th extensions to original Highfield House. Repairs & restorations to original Highfield House & retained extensions with reinstatement of original plan form to Highfield House. Retention & conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only. Construction of 20 new terraced, semi-detached & detached 2, 3 & 4 bedroom houses <p>PF/25/2321 Demolition of existing detached school buildings & parts of C20th extensions to original Highfield House. Repairs & restorations to original Highfield House & retained extensions with reinstatement of original plan form to Highfield House. Retention & conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only. Construction of 20 new terraced, semi-detached & detached 2, 3 & 4 bedroom houses Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP</p> <p>Response deadline: 18/12/2025</p> <ul style="list-style-type: none"> • LA/25/2322 - Fakenham College, Highfield House, 50 Wells Road - Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings. <p>LA/25/2322 Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP</p> <p>Response deadline: 18/12/2025</p> <p>Discussed at agenda item 250/25</p>
268/25	<p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> • PF/25/2515 - 13 The Drift, Fakenham - Proposed New Single Storey Dwelling

	<p>PF/25/2515 Proposed New Single Storey Dwelling 13 The Drift Fakenham Norfolk NR21 8EE Response deadline: 16/12/2025 Councillors Response: Councillors offered no objection and no comments.</p> <ul style="list-style-type: none"> • PU/25/1152 – Re-Consultation due to amended plans <p>Henry Stewart & Co Chicken Sheds , Land To Rear Of Heath Farm, Pensthorpe Road - Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 1 PU/25/1152 Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 1 Henry Stewart & Co Chicken Sheds Land To Rear Of Heath Farm Pensthorpe Road Fakenham NR21 8LZ</p> <p>Response deadline: 10/12/2025 Councillors Response: Councillors offered no objection and no comments.</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 <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>Response deadline: 17/12/2025 Councillors Response: Councillors offered no objection and no comments. These were noted</p>
269/25	<p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> • NMA/25/2464 - 145 Holt Road, Fakenham - Non-material amendment to planning permission PF/25/1443 (Two storey rear extension to dwelling and canopy to front) to allow change of roof tiles, to be slate or man made similar NMA/25/2464 Non-material amendment to planning permission PF/25/1443 (Two storey rear extension to dwelling and canopy to front) to allow change of roof tiles, to be slate or man made similar 145 Holt Road Fakenham Norfolk NR21 8JF <p>Councillors Response: N/A</p> <p>Approved</p> <ul style="list-style-type: none"> • PF/22/0694 - Land North Of 11 Hall Staithe Fakenham - Erection of single storey dwelling PF/22/0694 Erection of single storey dwelling Land North Of 11 Hall Staithe Fakenham Norfolk <p>Councillors Response: Councillors offered no objections. Councillors commented that materials used should be sympathetic to the surrounding properties</p> <p>Approved</p> <ul style="list-style-type: none"> • EF/25/2202 - Mercury Petrol Filling Station, Clipbush Lane, Fakenham - Certificate of lawfulness for proposed 24 hour opening of existing Petrol Filling Station EF/25/2202 Certificate of lawfulness for proposed 24 hour opening of existing Petrol Filling Station Mercury Petrol Filling Station Clipbush Lane Fakenham Norfolk NR21 8SW <p>Councillors Response: N/A</p> <p>Permission not required</p> <ul style="list-style-type: none"> • 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 <p>Councillors Response: Councillors offered no objections but noted they were reluctant to have had to make that decision</p> <p>Refused</p> <ul style="list-style-type: none"> • PF/25/2367 - Stables Building Adjacent To , Heath Barn, Norwich Road - Partial Change of Use to Form Office Space & Retrospective Car parking <p>Application Withdrawn</p>

	<ul style="list-style-type: none"> AP/25/0018 (Appeal of PO/24/0808) - 77 Norwich Road Fakenham - Appeal Against Refusal - Erection of single storey dwelling - outline with all matters reserved PO/24/0808 Erection of single storey dwelling - outline with all matters reserved 77 Norwich Road Fakenham Norfolk NR21 8HH <p>Councillors Response: 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.</p> <p>Appeal Dismissed These were noted</p>
270/25	To discuss Devolution and Local Government Reform and agree a working party group. Defer to January
271/25	To receive and discuss correspondence from Wells Town Council regarding a common response to consultations on Local Government Reform Cllrs discussed and agreed with survey answer 9 as a council. Cllrs felt that they did not have enough information for an informed response. On the proposition of Cllr Dutton, seconded by Cllr Glynn, Clerk to complete survey on behalf of Fakenham Town Council and Cllr's to complete as individuals ACTION: Clerk to complete survey
272/25	To receive any further items for the agenda To consider a change to Full Council meetings timings and/ or days
273/25	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 On the proposition of Cllr Bucknell 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.
274/25	To discuss the FLASH project The Clerk advised that a new water supply had been fitted without a stopcock, so one had been requested. Steve Hems was visiting the site to view the lack of welfare provision today. NNDC had advised that UKPN required a separate lease for the substation. All agreed that NNDC's proposal to complete the Head Lease from FTC and exclude the UKPN area from the current sublease, leasing it separately.
275/25	To discuss 9 Norwich Street NNDC's response was noted.
276/25	To move into open session On the proposition of Cllr Bucknell seconded by Cllr Dutton RESOLVED the Meeting moves into Open Session
277/25	To confirm the date & Time of the next meetings: Allotment Sub-Committee: Tuesday 6th January 2026 at 14:30 Facilities & Amenities: Tuesday 13th January 2026 at 18:00 Governance & Finance: Tuesday 20th January 2026 at 18:00 Full Council: Wednesday 28th January 2026 at 18:00

	There being no further business the meeting closed at 19:46		
	Confirmed this	day of	2026
	CHAIR		