

Electors Questions for Full Council 25th February 2026

1 - One of the main entrances to the town centre is rapidly becoming unattractive.

Starting at the top of Hall Staithe; the roads are not swept and there is a large accumulation of debris along the curb. This leads to blocked drains and Anglian Water are in regular attendance.

Next is Councillor Hunters piece of land which is collecting rubbish. This piece of land is surrounded by metal fencing, which in itself is unattractive, and is also not on his land! It is protruding onto the highway, by several feet and narrowing an already narrow road. Lots of pedestrians use this road, some with learning difficulties.

Further down, the river path itself is in a very poor state and needs some investment.

Please bring these matters to the attention of the next Town Council Meeting. I will keep an eye on the minutes to see the response.

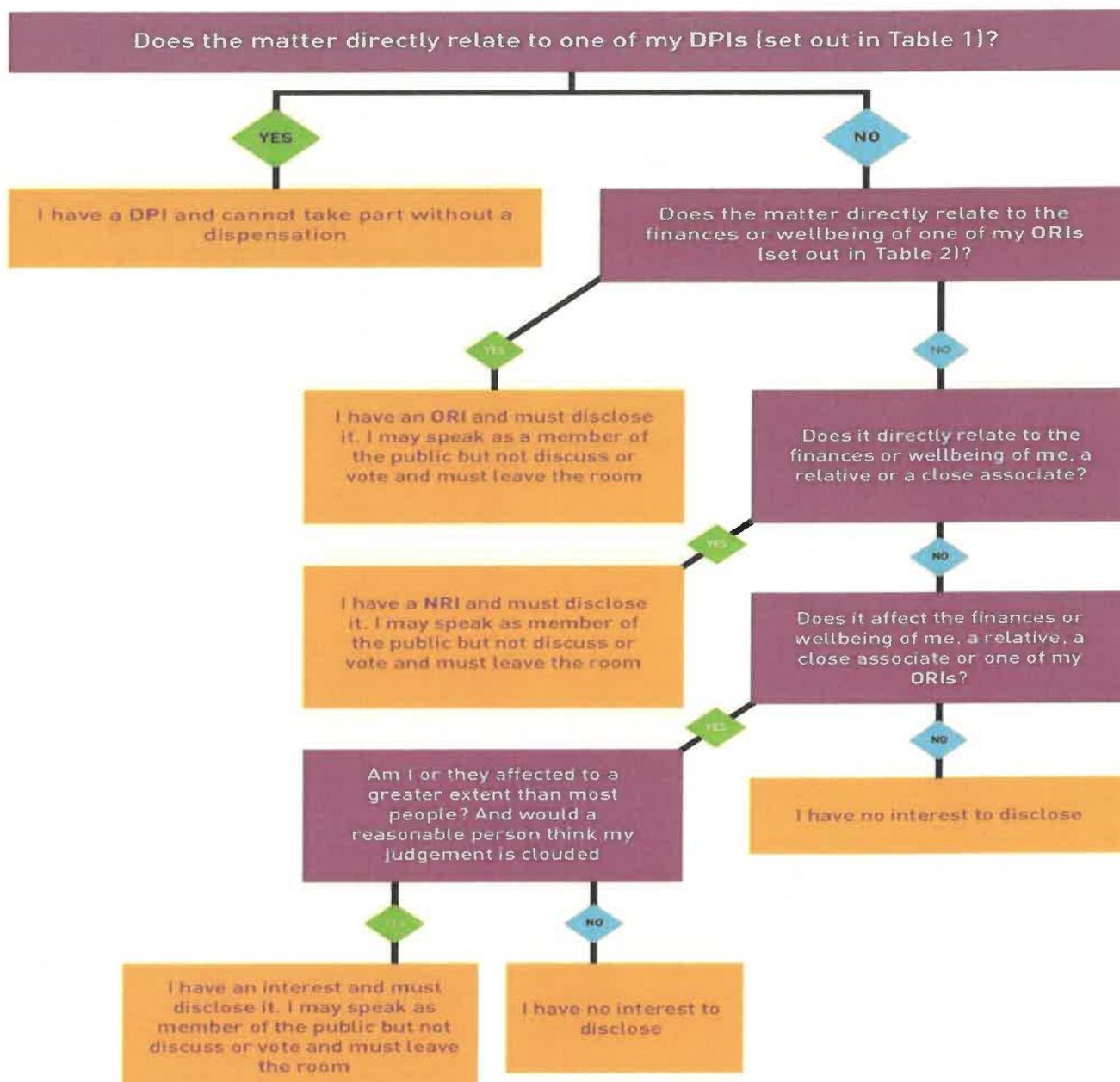


Table 1: Disclosable Pecuniary Interests – DPI

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council. (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge) (a) the landlord is the council; and the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class

Table 2: Other Registrable Interests - ORI

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Table 3: Non-Registrable Interests - NRI

An interest that is not a DPI, or an interest of a relative or close associate, which does not need to be registered.

You must declare an NRI when relevant business affects the finances or wellbeing of you, your partner, a relative, or a close associate.

**MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**

WEDNESDAY 28th JANUARY 2026 at 18:00

Councillors: A Glynn (Chair), V Joslin, M Dutton, M Campbell, L Harrison, G Acheson, J Rockett, A Girton & T Duffy

District / County Councillors: Cllr C Cushing / Cllr T FitzPatrick

Clerk: Lesley Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: 3

Press: None

Number	Agenda
278/26	<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 An elector has raised the dangerous condition of Morrisons car park – potholes and missing grating. Morrisons had been informed but had yet to respond or cone off dangerous areas. ACTION: Clerk to write to HSE with photos An elector had requested support for the kerb at the junction of Greenway Lane and North Drive to be lowered. Cllr FitzPatrick advised that Highways had already reviewed this and would be installing a lowered kerb. An elector had requested that a cut through at the end of Enterprise Way be made into a proper path. Cllr FitzPatrick will ask Highways to review and consider but that a safe route was in place along Holt road and a pedestrian crossing would be installed soon. An elector raised a request for the 40mph speed limit in Norwich Road to be lowered to a 30mph speed limit. The Clerk advised that the police had recorded 2 accidents in 5 years along that stretch of road. Cllr FitzPatrick advised that this has been raised before and he would pass to the safety reduction team for review. ACTION: Clerk to email details to Cllr FitzPatrick</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. Cllr Cushing had provided a report and Councillors thanked him for his work. Cllr FitzPatrick will provide a report but noted that the Secretary of State had postponed the County Council and Norwich City Council Elections. 40 years ago Fakenham had the first fire service cadets in the UK, and they are now being reintroduced here. A review is being undertaken of the NORSE healthcare provision and due diligence is being carried out on a potential company to take over. Next week sees Digifest returning to the library for children and young people to develop their digital skills. Adult social care will be transforming and be pushed to communities. Fakenham town Council had already been contacted by Norfolk County Council Social Care re Demetia training programmes. More investment - £35 million will be invested in independent living housing. A councillor raised that a recent pothole repair in Norwich Road at Victoria lane was already breaking down.</p>
279/26	To consider for acceptance apologies for absence

	Apologies were received from Cllrs P Bucknell, D Hunter and C Fairbrother
280/26	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 None were noted
281/26	To consider in principle an offer from Fakenham Area Partnership to take ownership and management of the Christmas lights project, if agreed to set a date for completion of asset & information transfer On the proposition of Cllr Campbell, seconded by Cllr Harrison Cllrs agreed to the principle of taking on the Christmas Lights from the Fakenham Area Partnership if they are offered formally. ACTION: Clerk to write to the Fakenham Area Partnership.
282/26	To discuss 2025 Christmas Light Expenditure either; a) Agree an amount in relation to a Market Tolls grant requested by the Fakenham Area Partnership for Christmas Lights 2025 project or; b) Confirm an amount to be invoiced directly to Fakenham Town Council The Clerk advised the offer from Fakenham Town Council to Fakenham Area Partnership to donate the project to the Town Council to enable them to take over running costs had not been taken up before the project ended and that a maximum of £7500 was available from Market Tolls for a grant but no funding would be available for any other community groups until monies had built up again if the full total was used. Cllr Harrison proposed, seconded by Cllr Campbell a Market Tolls grant of £5000 be given, a counter proposal from Cllr Dutton, seconded by Cllr Acheson to provide a payment of £9553 was received. Cllrs voted on the counter proposal 3 for and 6 against. The original proposal was then voted on 7 for, 1 against and 1 abstention. Cllr Glynn thanked the Fakenham Area Partnership for all their efforts. Cllr Acheson left the meeting.
283/26	To confirm the Full Council Minutes of the Meeting held on 17th December 2025 The minutes of the Full Council meeting held on the 17 th December 2025 were agreed on the proposition of Cllr Joslin and seconded by Cllr Campbell, AGREED by all and signed by the chair
284/26	To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update The Clerk advised that the Bleed Kit had been installed in the telephone box. NNDC licensing team had failed to reply to any emails, so NNDC Cllr L Vickers is taking forward and that NNDC's response to caravans in Gogg's Mill had been issued to Cllrs.
285/26	To receive any reports from Councillors who have attended Meetings outside the Council Cllr Joslin had attended the Fakenham Town Bands Christmas Eve carol concert, and a chairing with confidence course where she noted councils have similar issues. Cllr Rockett attended a demonstration regarding the removal of voting rights at County Council, Cllr Harrison has been measuring a Junior Park run course at Millenium Park and is progressing. Cllr Glynn has met with a company regarding the possible wetlands project and attended the Parachute project open day with the Clerk and Deputy Clerk. Cllr Glynn and the Clerk have met with Shop Fakenham and the Fakenham Gardening Club.
286/26	To receive and note correspondence and comment upon any items for information and action None
287/26	To fill one Town Councillor vacancy by co-option An application was received, voted on and agreed by all.

288/26	<p>To confirm the Minutes of the Allotments Sub-Committee held on:</p> <ul style="list-style-type: none"> • 12th January 2026. <p>The minutes of the meeting held on 12th January 2026 were moved for reception and adoption by Cllr Dutton seconded by Cllr Glynn and agreed by all.</p>
289/26	<p>To confirm the Minutes of the Facilities & Amenities Committee held on:</p> <ul style="list-style-type: none"> • 13th January 2026. <p>The minutes of the meeting held on 13th January 2026 were moved for reception and adoption by Cllr Joslin seconded by Cllr Glynn and agreed by all.</p>
290/26	<p>To confirm the Minutes of the Governance & Finance Committee held on:</p> <ul style="list-style-type: none"> • 20th January 2026. To note and/or approve: <p>The minutes of the meeting held on 20th January 2026 were moved for reception and adoption by Cllr Dutton seconded by Cllr Harrison and agreed by all.</p> <p>Minute 126/26 GF To review and agree policies and risk assessments for update:</p> <ul style="list-style-type: none"> • Equality & Diversity Councillors reviewed the Equality & Diversity Policy and RESOLVED to approve for presentation and approval by Full Council with minor amendments. • Finance & Governance Risk Management Councillors reviewed the Finance & Governance Risk Management Policy and RESOLVED to approve for presentation and approval by Full Council with minor amendments. <p>On the proposition of Cllr Dutton, seconded by Cllr Harrison both policies were agreed by all.</p> <p>Minute 131/26 GF To prepare the 2026/27 Precept increase demand explanation for NNDC to use on Council Tax Demand Notices</p> <p>To recommend to Full Council the 2026-27 precept increase demand explanation for NNDC to use on council tax demand notices:</p> <ol style="list-style-type: none"> 1) The Council's gross expenditure for the year 2026/27. = £763,125.00 as per budget 2) The Council's gross expenditure for the year 2025/26. = £546,700.00 estimated 3) The Council's Precept for the year 2026/27. = £861,862.67 4) Confirm the Council's Precept for the year was 2025/26. = £567,675.00 5) The reasons for any difference between 1 & 2. = The Council's expenditure for 2026/27 is £216,425 higher than 2025/26. This reflects unavoidable cost pressures, including increases to overheads, direct costs and contracts, in line with prevailing inflation. The budget also includes the continued funding of the Depot (£42,500) resulting from the impact of NNDC's FLASH project and the continuance of the CCTV replacement programme (£15,000) approved in 2025/26. While these costs were not originally forecast to extend into 2026/27, they now represent ongoing commitments and do not constitute new budget growth. The increase in expenditure is primarily attributable to essential and time-critical service requirements, including urgent streetlight replacements and repairs (phase 1) (£93,000), revised grass-cutting arrangements to address service deficiencies (£21,185), replacement of ageing plant and machinery where continued repair is no longer cost-effective (£16,000), and the renewal or removal of play equipment that has reached the end of its safe operational life

	<p>(£25,000). The remainder of the increase relates to a number of smaller service-critical and statutory items, including wayfinding, match-funded grant commitments, parking enforcement, increased electricity costs, memorial safety works and election planning.</p> <p>6) The reasons for any difference between 3 & 4. = The Council's precept for 2026/27 is £294,187.67 higher than 2025/26. This increase reflects the additional expenditure requirements outlined in Section 5, including unavoidable inflationary pressures and essential service and infrastructure priorities. In addition, the increase ensures the Council maintains sufficient contingencies and reserves to meet its statutory obligations and to respond proactively to emerging responsibilities. For example, as Local Government Reform progresses and County and District Councils move toward unitary structures, discussions are ongoing regarding the potential transfer of assets such as open spaces, playgrounds, and public toilets. The Council is taking a prudent approach to ensure it is able to respond appropriately to any new responsibilities that may arise.</p> <p>7) An opinion of the change in precept issued for the upcoming year to share with the taxpayer (what has caused this change, additional services provided etc.) = The Council recognises that the 2026/27 precept represents a significant increase. This decision was not taken lightly. The increase is necessary to meet rising costs, maintain essential services, invest in critical infrastructure, and ensure the Council is prepared for future responsibilities, including potential changes arising from Local Government Reorganisation. It also reflects the need to correct and address funding shortfalls from prior budgets to maintain financial stability. We are committed to transparency and accountability. The budget proposals were openly discussed at a public forum on 16th December, where residents had the opportunity to ask questions and provide feedback before the precept was formally set by Council on 17th December. This careful process ensures that the Council can plan prudently, safeguard essential services, and respond responsibly to the community's needs while maintaining statutory reserves and contingency funds. We appreciate that any increase can be challenging for households, and the Council will continue to manage resources efficiently and seek alternative sources of income wherever possible.</p> <p>On the proposition of Cllr Dutton, seconded by Cllr Harrison all comments were agreed by all.</p>
291/26	<p>Financial Matters –</p> <ul style="list-style-type: none"> a) To receive and review December 2025 receipts and payments for Fakenham Town Council and Charter Market b) To receive and review December 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements balances for signing c) To receive and review the third quarterly Income and Expenditure Budget vs Actuals report d) To receive and approve the December 2025 schedule of payments over £500 for display on the website <p>On the Proposition of Cllr Dutton, seconded by Cllr Harrison, all items were received and approved by all</p>
292/26	<p>To receive the following applications for a grant from the Market Tolls:</p> <ul style="list-style-type: none"> • None received
293/26	<p>To receive the following Market Tolls Grant evaluation forms for acquittal:</p>

	<ul style="list-style-type: none"> • Fakenham Choral Society <p>Cllrs were concerned that the grant application was based on local residents attending free of charge, but the tickets were all given to friends, sponsors and supporters so no general public tickets were available.</p> <p>ACTION: Office to write to the secretary to ask for an explanation.</p>
294/26	<p>To receive the Internal Controllers report</p> <p>None Received</p>
295/26	<p>To discuss Healthier Fakenham and agree a contribution to the inaugural event refreshments.</p> <p>On the proposition of Cllr Glynn, seconded by Cllr Joslin and agreed to contribute £100 to refreshments for the event under S137</p>
296/26	<p>To consider an advertisement in the 2026 Fakenham Town Guide</p> <p>On the proposition of Cllr Dutton, seconded by Cllr Glynn all agreed to purchase a full page advert for the Thursday Market for £225</p>
297/26	<p>To receive notification of the North Norfolk District Council Car Parks Consultation</p> <p>Noted that more paid short stay was available.</p>
298/26	<p>To discuss Devolution and Local Government Reform and agree a working party group.</p> <p>Defer to February Full Council. Cllrs Rockett, Dutton and Harrison would like to be members.</p>
299/26	<p>To consider a Defibrillator Policy</p> <p>Locations under the Circuit were noted.</p>
300/26	<p>To discuss Council and FRCG meetings timings and/or days</p> <p>On the proposition of Cllr Glynn, seconded by Cllr Dutton to keep the meeting start times to 18:00, one clash noted for NNDC Councillors of the 16th December 2026.</p>
301/26	<p>To confirm the date for the 2026 Annual Assembly of The Town</p> <p>Clerk suggested possible dates in May – 13/14/20/21</p> <p>ACTION: Clerk to arrange with the Fakenham Parish Church</p>
302/26	<p>To discuss suggestions for community awards to be presented at the 2026 Annual Assembly of the Town. (2025 awards were Community Spirit Award & Mayors Cadet Award.)</p> <p>All agreed to repeat awards</p>
303/26	<p>To confirm Working Group membership for the annual review of the Strategic Plan – currently Cllrs Harrison, Joslin, Dutton and Glynn.</p> <p>All confirmed, the Clerk will arrange dates.</p>
304/26	<p>To consider planning applications up to 28/01/2026</p> <ul style="list-style-type: none"> • PF/25/2323 - 11A Norwich Street, Fakenham - Installation of solar PV panels on roof of building PF/25/2323 Installation of solar PV panels on roof of building 11A Norwich Street Fakenham Norfolk NR21 9AF Response Deadline: 29/01/2026 • PF/25/2828 - Rosewood Villa , 4 Constitution Hill, Fakenham - Single storey front extension to dwelling PF/25/2828 Single storey front extension to dwelling Rosewood Villa 4 Constitution Hill Fakenham Norfolk NR21 9EF Response Deadline: 30/01/2026 • PF/25/2195 re-consultation due to amended plans - 4 Market Place, Fakenham - 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

	<p>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 AMENDED PLANS RECD 4 Market Place Fakenham Norfolk NR21 9BA Response Deadline: 3/02/2026</p> <ul style="list-style-type: none"> LA/25/2160 re-consultation due to amended plans - 4 Market Place, Fakenham - 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. <p>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 AMENDED PLANS RECD 4 Market Place Fakenham Norfolk NR21 9BA Response Deadline: 3/02/2026 Councillors offered no objection and no comment to all.</p>
305/26	<p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> LA/25/2732 - Flat At, 5 Oak Street, Fakenham - Proposed replacement external staircase to provide continued access to flat <p>LA/25/2732 Proposed replacement external staircase to provide continued access to flat Flat At 5 Oak Street Fakenham Norfolk NR21 9DX Response Deadline: 5/01/2026 Councillors Response: Councillors offered no objection and no comments. <ul style="list-style-type: none"> PF/25/1612 - Land At Waterhouse Farm, Wells Road, Fakenham - Change of use from agricultural to a dog exercise and training ground including perimeter fence, field shelter/store and parking area <p>PF/25/1612 Change of use from agricultural to a dog exercise and training ground including perimeter fence, field shelter/store and parking area Land At Waterhouse Farm Wells Road Fakenham Norfolk Response Deadline: 9/01/2026 Councillors Response: Councillors offered no objections. Councillors commented that further information is needed regarding the access route; the plans do not reflect the new road layout following the creation of the new roundabout and councillors raised concerns regarding traffic flow and provision for pedestrian access. These were noted</p> </p>
306/26	<p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> PF/25/1950 - 11 Market Place, Fakenham - Change of use first floor from shop (Class E) to two flats (Class C3) <p>Councillors Response: N/A</p> <p>Application Withdrawn</p> <ul style="list-style-type: none"> CD/25/1814 - 11-13 Norwich Street, Fakenham - Discharge of condition 2 (scheme for noise and odour control) of planning permission PF/21/2166 (Change of Use from Travel Agent (Use Class E(c)(iii)) to Hot Food Takeaway (sui generis) (retrospective)) <p>Councillors Response: N/A</p> <p>Condition Discharge Reply</p> <ul style="list-style-type: none"> EF/25/2379 - 11 Copper Beech Close, Fakenham - Lawful Development Certificate for Use of the land for siting a mobile home for use ancillary to the main dwelling <p>Councillors Response: N/A</p> <p>Permission not required These were noted</p>

307/26	To receive any further items for the agenda None
308/26	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 On the proposition of Cllr Joslin seconded by Cllr Dutton. 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.
309/26	To discuss a quotation for CCTV provision On the proposition of Cllr Dutton, seconded by Cllr Harrison all agreed to move forward with an installation quote for £24154.28 net and a monitoring and maintenance package for £7008.63 net There may be a payment to the church if a faculty is required and a way leave agreement will need to be drafted. ACTION: Clerk to ensure no unauthorised access can be sought.
310/26	To discuss Councillors commitment to FRGC as the Sole/Corporate Trustee A working group will be established with Cllr Dutton, Rockett and Glynn, once initial questions are established the Clerk will arrange a session with a Charities specialist.
311/26	To discuss the FLASH project and the proposal that the Clerk write to Steve Blatch regarding breach of contract. The Clerk and groundsmen on duty will have an induction on Monday to the welfare facilities on site, the Clerk will arrange a separate induction for those not in. The Clerk advised one potential depot project lead had not yet responded but she will seek quotes from 2 others.
312/26	To discuss 9 Norwich Street No updates
313/26	To discuss Office accommodation Cllrs discussed a letter received. ACTION: Clerk will arrange a viewing
314/26	To move into open session On the proposition of Cllr Joslin, seconded by Cllr Dutton RESOLVED the meeting moves into Open Session.
315/26	To confirm the date & Time of the next meetings: Facilities & Amenities: Tuesday 10th February 2026 at 18:00 Governance & Finance: Tuesday 17th February 2026 at 18:00 Full Council: Wednesday 25th February 2026 at 18:00 Noted

	There being no further business the meeting closed at 19:57
	Confirmed this day of 2026
	CHAIR

FULL COUNCIL ACTION LOG

Meeting	Date	Minute	Responsible	PRIORITY	Action	STATUS	Comments
Full	25/06/2025	67/25	Office	LOW	To explore different options for simple mayoral chains and pendants for Mayor & Deputy Mayor civic regalia	50%	Ongoing research and awaiting quotes
Full	27/08/2025	124/25	Clerk	HIGH	Ask current Heritage Trail Supplier for costs associated with moving boards and complete refurbishments/replacements	50%	On Site meeting 10/9/25. Quote received. Quotes will be sought from 3 suppliers for work 2026/27. Awaiting Way Finding report.
Full	24/09/2025	143/25	Clerk	HIGH	Clerk to request further information from the North Norfolk Active Communities re funding request	75%	Emailed for further information 25/9/25. 3/10/25 NNAC replied - will source Specific Fakenham information.
							22/9/25 Contacted Cozens. Awaiting survey from West Norfolk & Kings Lynn. Initial survey completed. WN&KL meeting with Fakenham Church 20/1/26. 28/1/26 Cllrs agreed to move forward with quote - Clerk moving forward with Church
Full	24/09/2025	169/25	Clerk	HIGH	To take forward CCTV provisions	75%	
Full	29/10/2025	175/25	Clerk	MEDIUM	Clerk to seek clarification to NNDC Cllr Vickers Facebook comments re free residents parking on Millennium Park.	75%	Emailed 30/10/25
							Emailed 17/11/25 Response received from Police 12/01/2026 No response from NNDC Licensing. Followed up with District Councillors- Liz Vickers to take forward
Full	29/10/2025	175/25	Office	MEDIUM	Contact NNDC Licensing team and Police Licensing team re public house enquiry	75%	
Full	26/11/2025	234/25	Clerk	HIGH	Clerk to contact NNDC re Asset data - costs/income	100%	Part of February Full Council
Full	28/01/2026	278/26	Clerk	HIGH	Clerk to contact HSE with photos of Morrisons car park	On Hold	Morrisons repaired 29/1/26

Full	28/01/2026	278/26	Clerk	HIGH	Pass details of speed reduction request through to Cllr FitzPatrick	100%	Emails all sent through
Full	28/01/2026	281/26	Clerk	HIGH	Write to Fakenham Area Partnership	100%	Letter sent via email 29/1/2026
Full	28/01/2026	293/26	Office	HIGH	Letter to be sent to Fakenham Choral Society asking for explanation as to ticket allocation at the free public concert	100%	Response received and part of February Full Council Pack
Full	28/01/2026	301/26	Clerk	HIGH	Clerk to arrange Annual Assembly of the Town meeting with the Church	100%	13th May 2026 19:00 agreed
Full	28/01/2026	309/26	Clerk	HIGH	To ensure CCTV cant be hacked or WiFi used	50%	
Full	28/01/2026	313/26	Clerk	HIGH	Clerk to arrange a viewing	100%	Arranged for 18/2/26

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

TUESDAY 10th FEBRUARY 2026 AT 18:00

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

Attending Non-Committee: J Rockett, G Thorpe & M Dutton

Town Clerk: L Meanley

General Public: None

Press: None

Number	Agenda
203/26 FA	To receive Apologies for Absence Apologies received from Cllr Campbell
204/26 FA	To adjourn the Meeting for Electors' questions An elector had raised the issue of a man identifying as a woman using female toilets on Bridge Street. The Clerk had taken advice from the police who stated this is not a crime and advised the elector raise concerns with NNDC Cllrs as these are NNDC toilets.
205/26 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 Fairbrother declared an interest in Agenda item 221/26/FA. Cllr Joslin declared an interest in agenda item 216/26 FA.
206/26 FA	To Confirm the minutes of the Facilities & Amenities meeting held on the 13th January 2026 On the proposition of Cllr Joslin, seconded by Cllr Fairbrother the minutes of the Facilities and Amenities meeting held on 13 th January 2026 were AGREED by all and signed by the Chairman
207/26 FA	To discuss any matters arising from the Minutes of the Facilities & Amenities Meeting held on 13th January 2026 To note that CCTV is now on Full Council's agenda.
208/26 FA	To receive an update on estate management Awaiting quotes for repairs to Tunn St Triangle and to Creake Road Cemetery wall and building.
209/26 FA	To note any equipment expenditure within budget Approx £600 on new market barriers from market tolls
210/26 FA	To discuss and agree RBS quotations for Millenium Park £300, Hayes Lane £720 and for a vehicle cage £1450. All net On the proposition of Cllr Glynn, seconded by Cllr Fairbrother it was agreed to move forward with a quote for fencing work at Millennium Park for £300. On the proposition of Cllr Glynn, seconded by Cllr Fairbrother it was agreed to move forward with a quote for fencing & gate work at Hayes Lane for £720 On the proposition of Cllr Joslin, seconded by Cllr Fairbrother it was agreed to move forward with a quote for a vehicle cage for the mule for £1450
211/26 FA	To discuss and agree a quote for repairs to outdoor fitness equipment for Millennium Park £761.32 On the proposition of Cllr Glynn, seconded by Cllr Fairbrother it was agreed to move forward with a quote for repairs to outdoor fitness equipment at Millennium Park for £761.32
212/26 FA	To discuss the NNDC Wayfinding & Signage report for Fakenham

**MINUTES OF THE GOVERNANCE & FINANCE COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 17th February 2026 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), M Dutton, D Hunter & J Rockett

Attending Non-Committee: None
RFO & Deputy Clerk: K Lindsay
General Public: None
Press: None

Number	Agenda
138/26GF	To receive Apologies for Absence Apologies received from Councillors Bucknell & Harrison
139/26GF	To adjourn the Meeting for Electors' questions None received
140/26GF	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 None declared
141/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 20th January 2026 On the proposition of Cllr Dutton, seconded by Cllr Joslin, the minutes of the Governance & Finance Committee meeting held on 20 th January 2026 were AGREED by all and signed by the Chair
142/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 20th January 2026 Nothing was discussed
143/26GF	To review and agree policies and risk assessments for update: <ul style="list-style-type: none"> • Reserves Policy Councillors reviewed the Reserves Policy and RESOLVED to approve it with one minor amendment • Investment Strategy Policy Councillors reviewed the Investment Strategy Policy and RESOLVED to approve it for presentation and approval by Full Council
144/26GF	To review finance reports for month ending January 2026 <ul style="list-style-type: none"> • To receive and review January 2026 receipts and payments for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council • To receive and review January 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts Cllrs RESOLVED to approve for presentation and approval by Full Council • To note the current Income and Expenditure Budget vs Actuals report Cllrs RESOLVED to approve for presentation and approval by Full Council Councillors noted the RFO had highlighted key points within their report • To receive and approve the January 2026 schedule of payments over £500 for display on the website Cllrs RESOLVED to approve for presentation and approval by Full Council
145/26GF	To receive the RFO's report

	<ul style="list-style-type: none"> Councillors reviewed Amey Invoice 90936316 totalling £457.48 (excl. VAT) and RESOLVED to pay the undisputed amount of £280.67 (excl. VAT). It was further agreed to contact County Cllr Fitzpatrick regarding the disputed Call Out element of £176.81 (excl. VAT). <p>ACTION: Cllr Glynn to contact County Cllr Fitzpatrick regarding the disputed £176.81 (excl. VAT) Call Out charge on Amey Invoice 909363</p> <ul style="list-style-type: none"> Councillors reviewed the current Income and Expenditure Budget vs Actuals report (Minute 144/26GF), considering notable variations and explanations provided. Councillors reviewed the Town Ambition Programme Grant update and suggested that a social media post be issued to demonstrate project publicity. It was further suggested that, upon completion, the promotional film could be screened for the public, potentially in the church. <p>ACTION: Cllr Glynn to draft a publicity piece for the Town Ambition Programme project</p> <p>The rest of the report was noted</p>
146/26GF	<p>To note the notification from Barclays regarding an interest rate reduction on FTC Business Saver accounts</p> <p>Noted</p>
147/26GF	<p>To receive notification of Fakenham Town Councils contribution rate to Norfolk Pension Fund 01/04/2026 to 31/03/2029</p> <p>Councillors received notification that Fakenham Town Council's contribution rate to the Norfolk Pension Fund for the period 01/04/2026 to 31/03/2029 will be 19.5%, representing a reduction of 3%.</p>
148/26GF	<p>To receive the Internal Controller review</p> <p>None</p>
149/26GF	<p>To discuss the FLASH Project</p> <p>Nothing was discussed</p>
150/26GF	<p>To confirm the date and time of next meeting</p> <p>Governance & Finance: Tuesday 17th March 2026 at 18:00</p>

	<p>There being no further business the meeting closed at 18.17</p> <p>Confirmed this day of 2026</p> <p>CHAIR</p>
--	--



Fakenham Town Council

Fakenham Connect
 Oak Street
 Fakenham
 Norfolk
 NR21 9DY
 Tel: 01328 853653
 e-mail: info@fakenhamtowncouncil.gov.uk
 website: fakenhamtowncouncil.gov.uk

INVESTMENT STRATEGY POLICY

CONTENTS:

1. INTRODUCTION
2. POLICY
3. INVESTMENT OBJECTIVES
4. SPECIFIED OBJECTIVES
5. NON SPECIFIED OBJECTIVES
6. LIQUIDITY OF INVESTMENTS
7. LONG TERM INVESTMENTS
8. INVESTMENT STRATEGY
9. END OF YEAR INVESTMENT REPORT
10. REVIEW AND AMENDMENT OF REGULATIONS
11. FREEDOM OF INFORMATION

1. INTRODUCTION

Fakenham Town Council (the Council) acknowledges the importance of prudently investing temporary surplus funds held on behalf of the community as part of its fiduciary duty.

This Strategy complies with the revised requirements set out in the Department of Communities and Local Government *Guidance on Local Government Investments* and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within *Governance and Accountability for Local Councils Practitioner's Guide 2018* and *SAPPP Practitioners' Guide 2025*.

The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment.
- For the purpose of prudent management of its financial affairs.

The Council defines its financial management responsibilities as:

- Responsible management of cash flow, banking and money transactions.
- Effective control of associated risks.
- Best value performance consistent with those risks.

2. POLICY

The investment strategy establishes objectives, practices and reporting arrangements for the effective management and control of the Council's financial management activities and associated risks in conjunction with its Financial Regulations.

3. INVESTMENT OBJECTIVES

The Council's investment priorities are SECURITY – LIQUIDITY – YIELD

Council aims to achieve the optimum return on investments in line with appropriate levels of security and liquidity.

- Investments will be made in sterling.
- The borrowing of money to invest or lend to make a return is unlawful and the Council will not engage in such activity.
- The Council will monitor investment risks by regular review.
- Investments will be spread over different providers and limited to institutions of high credit rating to minimise risk.

4. SPECIFIED INVESTMENTS

Specified investments are those offering high security, high liquidity, made in sterling and with a maturity of no more than a year. The Council will ensure Treasury Management Advisors are aware of the different context for Councils.

Investments with the UK Government, a local authority, town or parish council are Specified Investments.

For the prudent management of its finances, maintaining sufficient levels of security and liquidity, Fakenham Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- Other approved public sector investment funds.

The choice of institution and length of deposit will be initially considered by the **Governance & Finance Committee** for recommendation to the Council.

5. NON-SPECIFIED INVESTMENTS

Investments which include money markets, stocks and shares, with greater potential risks, will not be used by the Council.

6. LIQUIDITY OF INVESTMENTS

The investment terms by which funds may be prudently committed, without compromising liquidity, will be assessed initially by the **Governance & Finance Committee** for recommendation to full Council.

Investments will be regarded as commencing on the date of commitment rather than the date on which funds are paid over to the counterparty.

7. LONG TERM INVESTMENTS

Long term investments are defined in the Guidance as greater than 12 months. The Council does not currently hold any funds in long term investments.

8. INVESTMENT STRATEGY

The Council will aim to invest as much of its surplus cash assets as possible in low-risk products in order to achieve investment objectives.

- Cash assets are deposited with Barclays Bank plc, or other high street banks, as appropriate

The Council invests surplus cash assets in low-risk products that prioritise security and liquidity while achieving an appropriate return.

- Cash assets are held with Barclays Bank plc and, where appropriate, with other high-street banks.
- The Council also invests surplus cash with CCLA Investment Management Ltd through the Public Sector Deposit Fund, a pooled cash investment vehicle designed specifically for public sector bodies.

9. END OF YEAR INVESTMENT REPORT

At the end of the financial year, the Governance & Finance Committee will report on the investment activity to the Council.

10. REVIEW AND AMENDMENT OF REGULATIONS

The Investment Strategy must be reviewed annually and revised if considered necessary. The Council reserves the right to vary the Investment Strategy subject to the approval of the Council. Any variations will be made available to the public.

11. FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, the Council's Investment Strategy will be published on the Town Council's website www.fakenhamtowncouncil.gov.uk and available as hard copy from the Town Council Offices.

Reviewed at Governance & Finance Committee 17th February 2026

Ratified at Full Council 25th February 2026

MARKET TOLLS GRANT EVALUATION FORM

Complete all sections.

Name of Organisation

FAKENHAM SOCIETY

Year of Award

2025/26

How much funding did you receive?

£500

Did you spend the entire amount awarded?

YES

If No, please explain why the full amount was not spent and detail how much remains?

What did you use the grant monies for?

ADVERTISING TO ATTRACT NEW MEMBERS

What difference has funding made in the locality/community?

Please include information about the number of people in Fakenham who participated and/or benefited from the grant.

All Older people Children Youth Multicultural Other(specify)

APPROX TO
WE HAVE SEEN MORE GUESTS ATTENDING THROUGH ADVERTISING

How did your group measure these benefits?

ATTRACTING NEW MEMBERS & GUESTS BY COMPARISON

Did you come across any problems in the delivery of your projects, and give reasons.

NO

How was your project / event promoted? How was the Council's support acknowledged?

Please attach copies

PROGRAMMES AND ADVERTISING IN LOCAL PUBLICATIONS

Please use this space to make any other comments which will help us improve the grants process

AWARENESS OF ALL LOCAL FAKENHAM SOCIAL EVENTS

I am authorised to complete this form on behalf of the group. (Normally completed by the original applicant of the grant)

Name

MRS A CLAUSSON-REYNOLDS

Position in Organisation

SECRETARY

Signature

Date

23RD JANUARY 2026

This completed evaluation forms, and any other supporting documents should be returned to:
Fakenham Town Council, Fakenham Connect, Oak Street, Fakenham, Norfolk, NR21 9DY



THE FAKENHAM SOCIETY

Established 1948

**Lancaster Room, The Gallow, Hempton
Road, NR21 7NY from 7pm**

2025-2026 Programme

November to December

13-Nov-25 Raising the Roof at Oxburgh Hall

Matt Champion

Local historian Matt Champion tell us of the exciting and unexpected finds that materialised when the National Trust set about repairs to the roof at their Oxburgh Hall property.

27-Nov-25 Thomas Buxton's Fight against the Slave Trade

Dr Alison Dow

Norwich was the home of one of the most prominent anti-slave trade fighters and Dr Alison Dow looks at his life and how the people of Norwich and Norfolk supported him.

11-Dec-25 Death in Disguise

Gary Powell

Former London detective and history buff, Garry Powell, invites us to be the jury at a true Victorian murder trial. Guilty or Not Guilty – you decide!

The Society arranges a fortnightly series of talks on a wide variety of topics, which happen every other Thursday from October to March in the Lancaster Room at the Fakenham Sports Centre.

Talks starts at 7.30pm with a break halfway through when tea and coffee can be purchased and time to socialise.

If you are not already a member, come along to any meeting and try it out as a guest.

Membership for season is £25 (for 12 talks!)

Guests £5 only per talk

See our website for full programme

www.fakenhamsociety.org.uk

Tel: 01328 887514

Thanks for the support of Fakenham and District Community Archive and Fakenham Town Council.

↗
alteres - correct as! 13/10



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Established 1948

**Lancaster Room, The Gallow, Hempton
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Accomplished author, Ralph, explains the intrigues and conspiracies which were needed to secure the elevated position of leader of ancient Rome.

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Richard tells us about post WW2 Berlin and gathering intelligence in the Russian sector.

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See our website for full programme

www.fakenhamsociety.org.uk

Tel: 01328 887514

Thanks for the support of Fakenham and District Community Archive and Fakenham Town Council.

The entire committee of the Fakenham Society welcomes past members, new members and occasional guests to the 2025-2026 season. As usual, we can promise a fascinating and varied range of topics, from stories of local interest to tales from further afield in both time and location. All this, and something special and different just before Christmas too!

The aim of the Society has always been to enlighten and entertain, but we want to do this in a way that turns our meetings into social occasions as well. To that end we have altered the format of our meetings so that the refreshment break is now halfway through the talk rather than at the beginning. Please let us know what you think about the new format.

The whole committee looks forward to welcoming you to our meetings this season.

Neville

PRESIDENT

Dave Siseman

OFFICERS & COMMITTEE

CHAIR

Neville Lunness-Barnes 07501 164890
chair@fakenhamsociety.org.uk

VICE CHAIR

Annie Claussen-Reynolds 07860 457528
secretary@fakensociety.org.uk

SPEAKERFINDER

Steve Brettell 01485 528512
speakerfinder@fakenhamsociety.org.uk

SECRETARY & MEMBERSHIP SECRETARY

Annie Claussen-Reynolds &
Roy Reynolds 07860 457528
memberships@fakenhamsociety.org.uk
secretary@fakensociety.org.uk

TREASURER

Annie Cooper 07798 851907
treasurer@fakenhamsociety.org.uk

COMMITTEE

Sue Parry 01328 316096



THE FAKENHAM SOCIETY 2025-26 Programme



The Society arranges a fortnightly series of talks on a wide variety of topics, which happen every other Thursday, from October to March in the Lancaster Room at the Fakenham Sports Centre, Hempton Road, Fakenham. NR21 7NY (on the racecourse complex).

Talks start at 7:30pm and there is a break about halfway through when tea and coffee are available to purchase and to give you some time to socialise. Note that the Sports Centre has a very nice bar which is open before and after the meeting.

If you're not already a member, come along to any meeting and try it out initially as a guest. If you want to know more or would like to join, contact any Officer or visit our website at:

www.fakenhamsociety.org.uk

or

Tel: 01328 887514

Membership for season - £25.00
 Guests/Visitors – £5.00 / meeting
 Tea/Coffee is available

Our thanks for the support of

Fakenham and District
 Community Archive



2025-2026 Programme

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Former London detective and history buff, Gary Powell, invites us to be the jury at a true Victorian murder trial. Guilty or Not Guilty – you decide.
- 08-Jan-26 A Talk with James Stewart – Greg Powles**
Appearing in character, Greg gives his highly acclaimed talk as James Stewart describing his life, films and wartime experiences.
- 22-Jan-26 The Magnificent Seven – Jim Stebbings**
The music, lives & stories of the American songwriters largely responsible for the "American Songbook". Inc: Irving Berlin, Cole Porter, Richard Rodgers, illustrated with musical extracts.
- 05-Feb-26 Queen Elizabeth 1st East Anglian Progress – Dr Jill Husselsby**
Hear about the huge extent of the visit of Queen Elizabeth 1st to our region in 1578.
- 19-Feb-26 The Druce Portland Affair – Sue Parry**
Over 30 years after the funeral of T. C. Druce, his daughter-in-law claimed his death in 1864 had been faked. Sue tells us about this extraordinary story that filled newspapers for 9 years.
- 05-Mar-26 Life and Times of Langham Dome – Mark Glaister**
Come and hear Mark Glaister, one of Langham Dome Museum's Archivists, as he unveils the hidden past of one of our local attractions.
- 19-Mar-26 AGM – Who Do You Think You Are – Neville Lunness-Barnes**
After the rigours of the AGM, our chairman will entertain us with stories from his life and career in an almost interactive talk.



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and dining.

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squash, indoor bowls,
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Function rooms available
Everyone welcome
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YOUR EARWAX EXPERTS

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www.groveearclinic.co.uk for more information

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USE CODE **WENSUMOFFER**
VALID UNTIL 1ST JULY 2025



📍 **Fakenham NEW**
Fakenham Medical Practice, Trinity Road, Fakenham, NR21 8SY

📍 **Norwich**
The Consulting Rooms, 77 Newmarket Road, Norwich, NR2 2HW

☎ 01635 575060
✉ contact@groveearclinic.co.uk
🌐 www.groveearclinic.co.uk
📱 @groveearclinic



President, Sarah, Countess of Leicester

Charity No: 278713

Candlemas
 Massingham Rd
 Weasenham
 Kings Lynn
 PE32 2TB

12.02.26

Dear Fakenham Town Council,

Ref. your letter dated 30th January 2026 concerning Market Tolls Grant.

We fully understand your concerns about the free Fakenham Choral Society Christmas Concert held on Saturday 13th December 2026. We would like to give you a full understanding of the difficulties we faced leading up to the concert that resulted in us having to let members of the community know via social media that there would likely not be seats available at the concert.

In December 2024, we held a similar free concert, as we do like to try and provide the local community with the opportunity to come along and hear live choral music without having to pay what is often a significant amount of money for tickets at these sort of events in the area. As you could see from our original response, this type of event still costs around £6,000 and we always make a significant financial loss which is partially offset by donations at the retiring collection, programme sales and our income from generous sponsors of the choir. (The treasurer's report for the 2025 concert showed expenses of £5913.71, income of £2803.26 and a deficit of £3110.45). The rest of the shortfall has to be covered by choir members' fees and fundraising arranged within the society.

At the 2024 concert we were quite overwhelmed with the numbers of people who wished to attend. It was an exciting programme with an orchestra and soloists resulting in every seat being taken and many people standing at the back of the church. We always review our concerts after the event and at the meeting held for this purpose we were concerned about the following:

- The church was crowded and uncomfortable for those having to stand

- There were safety concerns about the fire regulations due to the number of people in the church
- Some people had to be turned away due to lack of space

This resulted in a discussion as to how we could avoid a possible reoccurrence of these issues. We discussed issuing tickets to everyone but this would be difficult to arrange for the Fakenham Community. We decided that if we knew how many friends, family and sponsors would be wanting to attend the December 2025 concert, we would know how many tickets would be left available for the community and could make sure that this number of tickets were available to be used by local people arriving on the night to attend the concert. To that end, we decided to issue tickets to choir members for their friends and family and put aside those required for sponsors. We fully expected that there would be a large number of tickets left over for the local community especially as we did not have a large orchestra for this event resulting in more space for audience.

What happened really surprised us and resulted in very few spaces being available. We did not want a lot of people arriving on the night, having taken time to get ready and travel to the event, only to find we did not have space for them. So it was decided to use social media to alert people to the fact that space would be very limited. As it turned out, many people did arrive on the night and we did find room for them in the audience. Only about 6 seats, spread throughout the church, were left unoccupied. Nobody was turned away on the night, although one family decided not to wait to see if we could find them seats.

In addition to this, the building improvements at the church, although wonderful in providing disabled access, have meant a reduction of 50 seats due the extra space taken up by the ramp. This obviously as led to a reduction in the numbers of people we can safely accommodate in the audience.

After the 2025 concert we reviewed our concert, as is our usual practice, and decided that the system we had used to allocate seats was not appropriate. It was decided that in future we would have to arrange to issue tickets to anyone who wanted to attend, choir members' friends and family, sponsors and the local people of Fakenham at the same time. We would still like to make this a free concert but may have to ask for SAEs to send out tickets to the public or use some other method of distribution that is fair to all people wishing to attend.

We very much regret any upset caused by our attempt to avoid overcrowding and to adhere to fire regulations and ask that the Town Council considers the information in our response and will look favourably on any future request for funding from Market Tolls. Any future request would contain information about fair allocation of spaces at the concert.

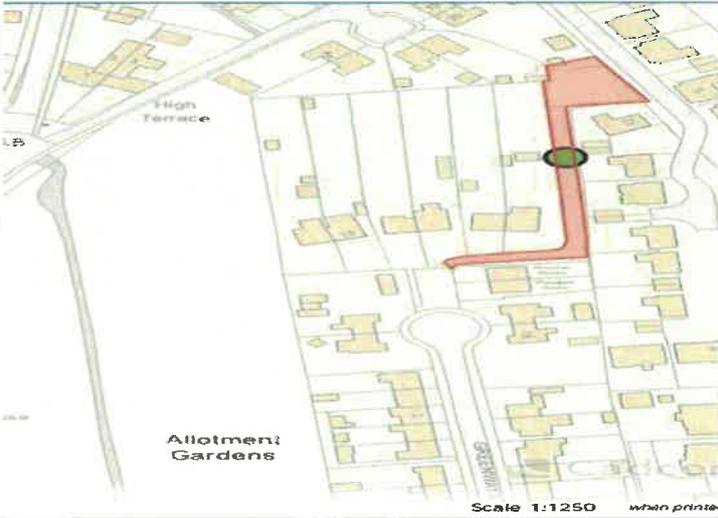
With grateful thanks for your support

Sally Bone

Secretary FCS

Potential NNDC Assets Transfer

Possible Assets for transfer

<p>Land at Tollbar Fakenham</p>  <p>Production Date: 12 Nov 2025</p>	<p>Freehold</p>
<p>Land at Great Eastern Way</p> 	<p>Freehold</p>
<p>Land north of Greenway Close Fakenham</p>  <p>High Terrace</p> <p>Allotment Gardens</p> <p>Scale 1:1250 when printed</p>	<p>Freehold</p>

Potential NNDC Assets Transfer

<p>Grass Area with Shrub Bed Southgates drive and Claypit Lane</p>  <p>on Date: 12 Nov 2025</p>	<p>Freehold</p>
<p>Public Open Space Hedge and Trees Wigg Road</p>  <p>Scale: 1:1250 when printed at A4</p>	<p>Freehold</p>
<p>2 Areas of Amenity Land off Smiths Lane Fakenham</p> 	<p>Freehold</p>

Potential NNDK Assets Transfer

Land south of Townshend Green North (2 Sections either side of path to Townshend Green West)



Freehold

Public Open Space Holt Road Driftlands frontage Fakenham



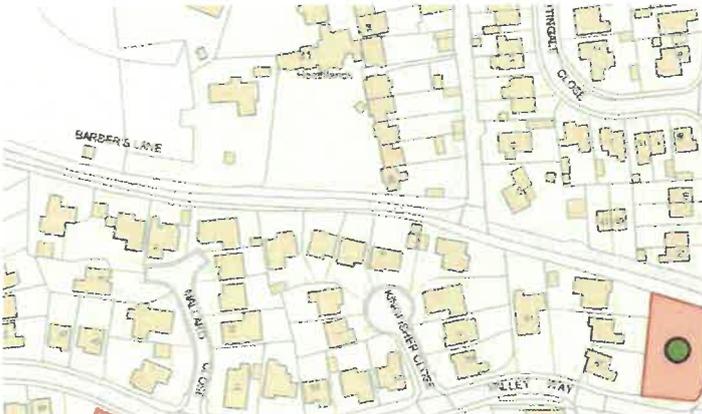
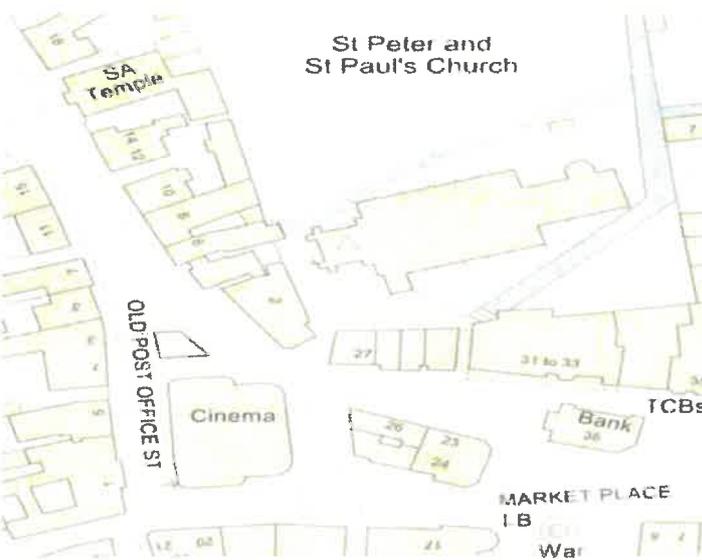
Freehold

Land On the South Side of Valley Way Fakenham



Freehold

Potential NNDC Assets Transfer

<p>Land at Plantation Road and John Chapman Close Fakenham (3 areas)</p> 	<p>Freehold</p>
<p>Land at Warren Avenue / Valley Way Fakenham</p> 	<p>Freehold</p>
<p>Oak Street Gardens</p> 	<p>Managed By NNDC</p>

Potential NNDC Assets Transfer

<p>Roundabout Fakenham A1067</p> <p>TBC</p>	<p>Managed By NNDC</p>
<p>Land at Heather Barrow Court – Highlighted Green</p> 	<p>Managed By NNDC</p>
<p>Pathway Wells Road Fakenham</p> 	<p>Freehold</p>
<p>The Lawn Play Area Fakenham and grassed areas</p> 	<p>Freehold</p>

Potential NNDC Assets Transfer

Play Area And Open Space Heather Barrow Court – Highlighted Red	
	Freehold
Play Area Wensum Way Fakenham	Freehold
TBC	Freehold
Public Convenience Bridge Street Fakenham	Freehold
Public Convenience Queens Road	Freehold

Current costs supplied - Repairs and maintenance costs 2024/25.

For play areas this doesn't include grounds maintenance, grass cutting etc. The Serco contract for this isn't broken down to individual site level for these assets. NNDC have a large contract with Serco for a range of services and so may differ from what the Town Council could obtain.

Trap Lane (Fakenham Sports) Playgrounds - Repair 1,474.61
Lawns Fakenham (Play & Grass) 2003 Rep & Maint (Programmed) 43.00

Toilets

Fakenham - Queens Road Rep & Maint (Programmed) 2,335.00
Fakenham - Queens Road Business Rates 1,987.27
Fakenham - Queens Road Water Charges Metered 902.80
Fakenham - Queens Road Water Charges Sewerage 1,022.85
Fakenham - Queens Road Electricity 1,303.93
Fakenham - Queens Road Contract Cleaning 7,378.92
£14,930.77

Fakenham - Bridge Street Rep & Maint (Programmed) 450.00
Fakenham - Bridge Street Rep & Maint (Reactive) 350.21
Fakenham - Bridge Street Water Charges Metered 962.36
Fakenham - Bridge Street Water Charges Sewerage 981.82
Fakenham - Bridge Street Electricity 1,088.01
Fakenham - Bridge Street Contract Cleaning 13,485.48
£17,317.88

Potential NNDC Assets Transfer

Electorate: 2,800 / Precept: £194,000 / Expenditure: £238,327

The council has taken on hedge cutting and is planning grass cutting services previously delivered by higher tiers, responding to resident concerns. Local oversight has improved responsiveness, safety and accountability in managing shared spaces.

Minehead Town Council, Somerset

Electorate: 9,366 / Precept: £1,011,635 / Expenditure: £1,100,110

The council has taken responsibility for most green spaces through transfers, leases and maintenance agreements, including TUPE of staff and acquisition of income-generating assets. While local benefits are emerging, underinvestment, administrative demands and budget pressures present ongoing challenges.

Morecambe Town Council, Lancashire

Electorate: 35,000 / Precept: £1,007,671 / Expenditure: £1,300,000

The council secured a six-year, district-wide weed control contract with Lancashire County Council, expanding capacity, investing in an electric fleet and improving performance. Complaints have fallen significantly, response rates improved and the contract has generated income, strengthened services and demonstrated the capability of local delivery.

Newport Pagnell Town Council, Buckinghamshire and Milton Keynes

Electorate: 18,630 / Precept: £1,238,930 / Expenditure: £1,352,782

The council transformed Middleton Pool from a loss-making asset into a sustainable facility through partnership delivery and new leisure provision, later taking on parks, play areas and a large common. Investment, consultation and freehold transfers improved safety, usage and income, despite challenges around cost clarity and negotiations with the principal authority.

Oswestry Town Council, Shropshire

Electorate: 8,000 / Precept: £588,315 / Expenditure: £2,600,000

The council secured and revitalised a purpose-built youth facility through investment and partnerships after a four-year project. The site now hosts a range of youth and community services, ensuring long-term use and safeguarding local provision.

Penzance Town Council, Cornwall

Electorate: 15,760 / Precept: £2,499,750 / Expenditure: £2,662,010

The council has taken on public toilets, open spaces, play facilities and street weeding through devolution from Cornwall Council, supported by investment and staffing growth. Ongoing transfers and service delivery continue to expand local control and improve public realm management.

Potential NNDC Assets Transfer

Sevenoaks Town Council, Kent

Electorate: 20,000 / Precept: £1,545,147 / Expenditure: £1,997,096

The council operates the Stag Theatre and Cinema via an independent charity, supporting it with subsidy and investment. Plans for freehold transfer are progressing but remain subject to differing interpretations of Best Value requirements by the district council, government guidance and auditors.

Shrewsbury Town Council, Shropshire

Electorate: 60,206 / Precept: £2,389,594 / Expenditure: £4,924,620

The council is expanding environmental maintenance responsibilities and has already taken on more than 240 acres of land. Resident consultation is guiding priorities for future service transfers and potential precept changes as reductions in principal authority services are anticipated.

St Austell Town Council, Cornwall

Electorate: 15,500 / Precept: £1,301,100 / Expenditure: £1,873,285

A wide-ranging devolution package in 2016 transferred assets and services including parks, library, car parks and highways maintenance. Despite initial capacity and cost challenges, the council has improved services, strengthened community engagement, enhanced facilities and delivered operational and financial efficiencies.

Stroud Town Council, Gloucestershire

Electorate: 10,668 / Precept: £1,072,385 / Expenditure: £1,179,513

Following transfer of the Subscription Rooms in 2019, the council secured the building's future through community opposition to its sale, freehold acquisition and lease to a charitable organisation. Investment and management changes have turned a large deficit into a sustainable, community-focused cultural venue.

Wivenhoe Town Council, Essex

Electorate: 6,025 / Precept: £471,244 / Expenditure: £553,889

The council has secured ownership of open space at Mede Way, complementing an existing playpark and funding for a new inclusive play area. Plans are also being developed for a community hub, with consultation scheduled and minimal transfer costs.

Yatton Parish Council, Avon

Electorate: 6,674 / Precept: £332,991 / Expenditure: £330,480

The council has taken over management of two play areas through North Somerset's Local Devolution programme, committing to maintenance, improvement and community engagement. Freehold ownership will transfer once legal processes are complete.

APPLICATION FOR ACQUISITION OF LAND NOT FOR PRIVATE USE

Please complete all sections below and provide supporting information where requested.

Land/Asset Details	
Asset type (for example, public toilets, amenity land, play area etc)	
Asset Address (include site plan identifying the site)	
Purpose of Acquisition (community benefit, proposed activities, expected outcomes, intended future use)	
Acquiring Organisation Details	
Organisation Name	
Address	
Organisation Type (for example, Town or Parish Council, Community Interest Company, Charity, Registered Housing Provider etc)	
Key Contact (Name, Role)	
Specify relevant Legal Power/Authority to Acquire Land/Property Committee meeting decision/date	



Evidence of capacity (e.g., governance structure, skills, experience)	
Evidence of Financial Resources to Maintain the Asset. Provide information on how future management and maintenance of the asset will be funded. How long can the organisation commit to maintain the asset? Please provide supporting evidence	

Acquisition Proposal	
Earliest proposed date for transfer	
Proposed purchase price	
Any conditions proposed	
If below market value, provide justification (Social/community, Economic or Environmental benefits)	
Any other relevant information	
Solicitors contact information	

FAKENHAM TOWN COUNCIL
MEETING DATES 2026/2027

2026	DAY	DATE	MEETING	TIME
	Wednesday	13th May	Annual Assembly of The Town	7:00pm
	Wednesday	27th May	Full Council (Annual Meeting)	6:00pm
	Tuesday	9th June	Facilities & Amenities	6:00pm
	Wednesday	24th June	Full Council	6:00pm
	Tuesday	7th July	Allotment Sub-Committee	2:30pm
	Tuesday	21st July	Governance & Finance	6:00pm
	Wednesday	29th July	Full Council	6:00pm
	Tuesday	11th August	Facilities & Amenities	6:00pm
	Wednesday	26th August	Full Council	6:00pm
	Wednesday	30th September	Full Council	6:00pm
	Tuesday	6th October	Allotment Sub-Committee	2:30pm
	Tuesday	13th October	Facilities & Amenities	6:00pm
	Tuesday	20th October	Governance & Finance	6:00pm
	Wednesday	28th October	Full Council	6:00pm
	Wednesday	25th November	Full Council	6:00pm
	Tuesday	1st December	Facilities & Amenities	6:00pm
	Wednesday	16th December	Full Council	6:00pm

2027	DAY	DATE	MEETING	TIME
	Tuesday	5th January	Allotment Sub-Committee	2:30pm
	Tuesday	19th January	Governance & Finance	6:00pm
	Wednesday	27th January	Full Council	6:00pm
	Tuesday	9th February	Facilities & Amenities	6:00pm
	Wednesday	24th February	Full Council	6:00pm
	Wednesday	31st March	Full Council	6:00pm
	Tuesday	6th April	Allotment Sub-Committee	2:30pm
	Tuesday	13th April	Facilities & Amenities	6:00pm
	Tuesday	20th April	Governance & Finance	6:00pm
	Wednesday	28th April	Full Council	6:00pm
	Wednesday	26th May	Full Council (Annual Meeting)	6:00pm

FAKENHAM TOWN COUNCIL 2025-26 - LIST OF COMMITTEES

GOVERNANCE & FINANCE

Mayor Cllr Angela Glynn

Deputy Mayor Cllr Viv Joslin

1. Cllr Martin Dutton (Chair)
2. Cllr Lucy Harrison (Deputy Chair)
3. Cllr Penelope Bucknell
4. Cllr David Hunter
5. Cllr Jim Rockett
6. Cllr **Vacant**
7. Cllr **Vacant**

FACILITIES & AMENITIES

Mayor Cllr Angela Glynn

Deputy Mayor Viv Joslin (Chair)

1. Cllr Carl Fairbrother (Deputy Chair)
2. Cllr Mark Campbell
3. Cllr Tim Duffy
4. Cllr **Vacant**
5. Cllr **Vacant**
6. Cllr **Vacant**
7. Cllr **Vacant**

HUMAN RESOURCES

Mayor Cllr Angela Glynn

Deputy Mayor Viv Joslin

1. Cllr Penelope Bucknell
2. Cllr Carl Fairbrother
3. Cllr Lucy Harrison

ALLOTMENT SUB-COMMITEE

1. Cllr Martin Dutton (Chair)
2. Mayor Cllr Angela Glynn
3. Cllr David Hunter

Reps

Rudham Stile Lane: **Vacant**

Greenway Lane: Mr N Combrink, Mr R Appleton

Grove Lane: **Vacant**

REPRESENTATIVES TO OUTSIDE BODIES FOR 2025/26

Fakenham-Olivet Twinning Club

Fakenham Museum of Gas & Local History

Fakenham Police (SNAPS)

Fakenham Charities (4-Year Term)

Active Fakenham Steering Group

Norfolk Association Local Councils

Cllr Penelope Bucknell

Cllr **Vacant**

Cllr Angela Glynn

Cllr Angela Glynn

Cllr Penelope Bucknell

Cllr Martin Dutton

INTERNAL CONTROL OFFICER

Cllr M Campbell

NNDC Wayfinding Report - Fakenham

1. Overview

This report outlines the proposed improvements to signage across Fakenham, including replacement and new installations, visitor information enhancements, and associated estimated costs and funding responsibilities following an independent report commissioned by NNDC.

2. Purpose of the Report

To present a proposed programme of signage improvements across Fakenham, outline phased delivery options, and seek committee agreement on priorities, funding responsibilities, and next steps.

3. Recommendations

The Council is asked to:

1. Note the current deficiencies in town signage.
2. Approve the proposed signage colour scheme (Flint Grey and Norfolk Sky Blue).
3. Agree a phased delivery approach as outlined in this report.
4. Confirm inclusion of Fakenham Town Council priority items within the programme.
5. Note the estimated costs and funding responsibilities.
6. Approve progression to planning and detailed design where required.

4. Current Situation

- Existing signage across the town is currently considered inadequate & inconsistent.
- Improvements are required to support residents, visitors, and tourism, and to enhance wayfinding to key destinations within the town.
- A new colour scheme has been agreed for all signage by NNDC:
 - Flint Grey
 - Norfolk Sky Blue

5. Key Places of Interest for Signage

Signage should reference the following destinations where appropriate:

- Town Centre
- Car Parks
- Public Toilets
- Fakenham Gas Museum
- River Walk
- Fakenham Thursday Market
- Millers Walk

6. NNDC Recommendations (Phased Approach)

Phase 1 – Replacement Fingerposts

- Replace 2 existing fingerposts
- Funded by NNDC

Phase 2 – New Fingerposts

- Install 4 new fingerposts in new locations (planning permission required)
- Funded by FTC

NNDC Wayfinding Report - Fakenham

Phase 3 – Totem Sign with Town Map

- Install town totem sign featuring a town map
- Planning permission required
- Funded by FTC

Phase 4 – Feature Sign

- Install a feature sign
- Planning permission required
- Funded by FTC

7. Fakenham Town Council Recommendations

The following items are recommended for inclusion and alignment with agreed project phases:

Electronic Tourist Information Point

- 1 installation at the Transport Hub

Car Park Maps / Totems

- 4 installations at:
 - Community Centre Car Park
 - Queens Road Car Park
 - Bridge Street Car Park
 - The Limes Car Park

Heritage Trail Signage

- Replacement of 3 Heritage Trail signs

Town Sign

- Repaint/Repair Town Sign

8. Potential Phases, Estimated Costs and Funding Responsibilities

Current Phase	Item	Estimated Cost	Funding Responsibility	Suggested Phase
Phase 1	2 fingerposts replacing existing posts	£4,000	NNDC	Phase 1
Phase 2	4 new fingerposts (planning required)	£8,000 + planning costs	FTC	
Phase 3	Totem sign with town map	£1,775 + planning costs	FTC	
Phase 4	Feature sign	£5,250 + planning costs	FTC	
Not Inc.	Electronic Tourist Information Point	Cost to be confirmed	To be confirmed	
Not Inc	Car park maps / totems (x4)	£7,100 + planning costs	FTC	
Not Inc.	Heritage trail maps	£6,000	FTC	

NNDC Wayfinding Report - Fakenham

Not Inc	Town Sign repaint	Cost to be confirmed	FTC	
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Further detailed costings and any associated planning fees will be confirmed at the detailed design stage.

9. Planning and Legal Considerations

- Planning permission will be required for new signage installations in proposed locations.
- All signage will need to comply with local planning policy and highways requirements.

10. Risk Considerations

- Delays in planning approvals.
- Budget pressures due to inflation or specification changes.
- Coordination between NNDC and FTC delivery timelines when funding is available.

11. Equality and Accessibility Impact

Improved signage will support accessibility and inclusivity by providing clearer wayfinding for residents, visitors, and those unfamiliar with the town.

12. Environmental Considerations

Materials and design should aim to minimise environmental impact and be durable to reduce long-term maintenance requirements.

13. Summary

The proposed signage improvements aim to enhance navigation, accessibility, and visitor experience across Fakenham. The project will be delivered in phases, with clear funding responsibilities identified. Further planning approvals and confirmation of costs will be required for several elements before implementation

14. Next Steps

Subject to approval:

1. Confirm project scope and phasing.
2. Commission any detailed design work required.
3. Develop implementation timetable
4. Submit planning applications where required.
5. Confirm final budgets and funding allocations.

15. Appendices

Appendix A: NNDC dma signs Wayfinding & Signage for Fakenham report.

NORTH NORFOLK DISTRICT COUNCIL



North Norfolk District Council

Wayfinding and Signage for Fakenham

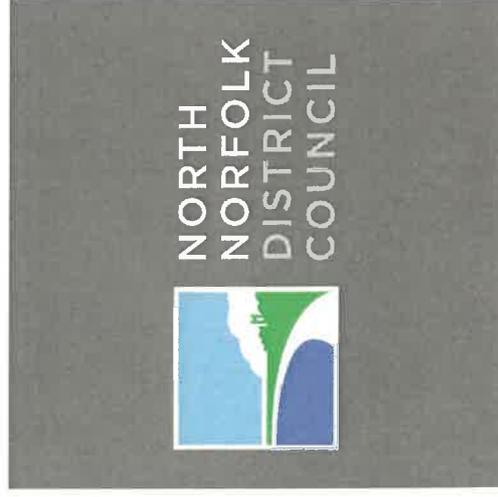


BRAND GUIDELINES

Logo



**NORTH
NORFOLK
DISTRICT
COUNCIL**



A better place

PROPOSED SIGNAGE LOCATION: FAKENHAM

North Norfolk District Council
Wayfinding and Signage for Fakenham | 16.02.2026 | Version 06 | Job No. 93468

BRAND GUIDELINES

District Council current colour palette

<p>Flint Grey</p> <p>C0 M10 Y10 K75 R98 G92 B86 #625C59</p>	<p>Norfolk Land</p> <p>C70 M0 Y90 K0 R80 G175 B71 #5C8147</p>	<p>Black</p> <p>C0 M0 Y0 K100 R0 G0 B0 #1a1a1a</p>
<p>Norfolk Sea</p> <p>C90 M80 Y0 K0 R59 G57 B149 #3b4335</p>	<p>Norfolk Sky</p> <p>C41 M15 Y10 K0 R50 G132 B113 #49c0e6</p>	<p>Brick Red</p> <p>C0 M80 Y55 K0 R224 G81 B91 #ea5559</p>
<p>Norfolk Reeds</p> <p>C55 M40 Y65 K0 R225 G221 B121 #a1d127</p>	<p>White</p> <p>C0 M0 Y0 K0 R255 G255 B255 #FFFFFF</p>	

<p>80% Work space for text, images and colour</p>	<p>20% Flint Grey for logo sign-off and call to action.</p>
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Norfolk Sky	Norfolk Sea	Norfolk Land	Norfolk Reeds	Brick Red
White	Black			

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BRAND GUIDELINES

District Council current typefaces

Corporate typeface

GOTHAM LIGHT

AaBaCaDdEe £123456789 %&@:#?!*

GOTHAM BOOK

AaBaCaDdEe £123456789 %&@:#?!*

GOTHAM MEDIUM

AaBaCaDdEe £123456789 %&@:#?!*

GOTHAM BOLD

AaBaCaDdEe £123456789 %&@:#?!*

System typeface

ARIAL

AaBaCaDdEe £123456789 %&@:#?!*

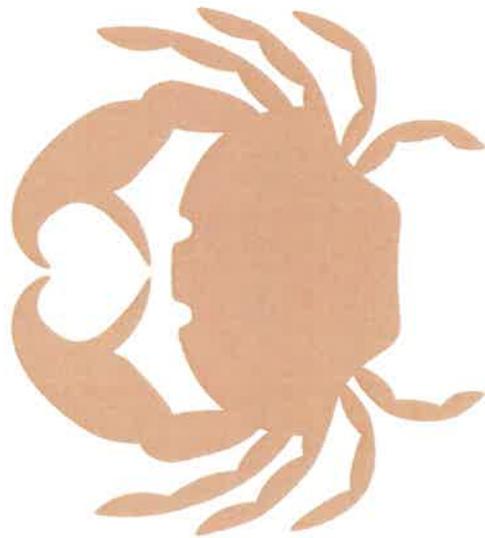
Web typeface

MONTERRAT

AaBaCaDdEe £123456789 %&@:#?!*

ADDITIONAL BRANDING

Visit North Norfolk branding and colour palette



VISIT
NORTH NORFOLK



INITIAL SURVEY & CONSULTATION

Survey

DMA Signs project team undertook a detailed site survey of Fakenham in October 2025, spending time walking the town and familiarising ourselves with preferred routes and places of interest.

Based on the survey, following best wayfinding practices and from our wealth of experience in this type of scheme, we have identified possible places of interest, whilst reviewing the current wayfinding.

Potential places of interest

Below is a list of potential locations visitors may wish to be directed to. Information is gathered from existing signs, stakeholder feedback and our site survey. The final proposed list will be identified later within this document.

- Town Centre
- Car Parks (Millers Walk / Bridge Street / Queens Road)
- Toilets
- Fakenham Gas Museum (Thurs/Fri - Seasonal Opening)
- River Walk
- Fakenham Thursday Market
- Miller's Walk

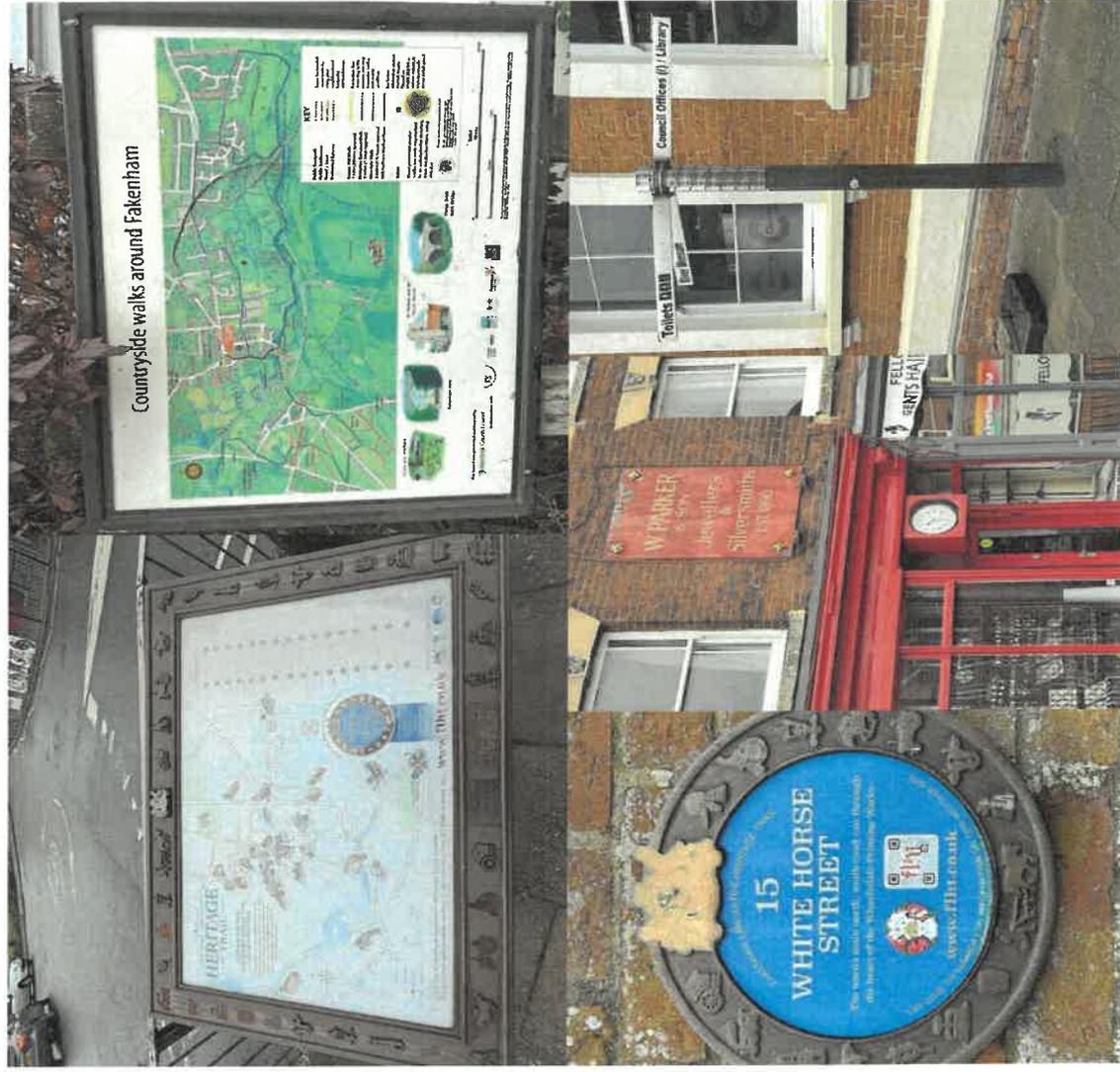
Current Signage

There are very few existing fingerposts that are either in poor condition or look dated and in need of replacement.

There is signage on countryside walks and interpretation signage that is well made, although has suffered some damage/vandalism and are not used as wayfinding.

There are some great old signs for some of the shops that create a heritage feel around the town.

There is a feature sign with Fakenham written on it. Whilst this is well made and welcoming and we recommend it remains in place, we feel something more contemporary sited elsewhere would create some interest for visitors. The Thursday market seems very popular and well regarded, so that may become a focal point for any proposed feature sign.



WAYFINDING STRATEGY

Wayfinding principles across all towns

Following stakeholder consultation, along with adhering to best practices, a general sign strategy has been agreed. This will ensure signage is legible and as inclusive as possible, so all users, no matter age or ability, can use them to navigate to key areas during their visit.

Below is a list of key points for consideration:

- 1) Signage needs to be consistent across all towns, but with adjustments to differentiate one town from the next. These form a family and is achieved through the use of colour.
- 2) Signs should direct to key points of interest including town centres, historic places of interest, train stations, car parks, toilets, art installations, etc.
- 3) This document details a strategy for each town. This project includes a limited installation budget and therefore Phase 1 includes what is possible within the delivery timeframe and budget envelope. Phases do not reflect the priority but concentrate on what is achievable in this project.
- 4) Interpretation signs should reflect the character of each town and pick up on it's USP. Given the planning and design implications this has been added to a later phase, but towns may choose to prioritise this over other directional signage.
- 5) The wayfinding will follow preferred routes rather than quickest routes, as sometimes there may be access or safety issues that help define where visitors should be directed.
- 6) Where practical walking times or distances should be included, along with inclusion of standardised symbols.
- 7) Modern systems and materials can be used to keep costs down and ensure signs are long lasting, but they can be designed to work in harmony with each environment. This may be through embellishments to give the signs a more heritage appearance.
- 8) Signs should follow best codes of practice for visual impairment. This includes non-reflective finishes, sans serif typefaces, standardised heights for the signs, ensuring text is as large as possible, the inclusion of symbols and QR codes where possible.
- 9) NNDC brand guidelines have been included in this document and all signs reflect these in terms of font, colours and styling.
- 10) All wayfinding signage should allow for future updates and be as robust as practical.
- 11) This strategy has documented existing signage, which in many cases are in poor condition, have misleading information and ideally need to be removed.

WAYFINDING STRATEGY

Recommendations for Fakenham

Proposed places of interest on fingerposts.

These are based on locations we believe visitors would want or need to find, plus locations you would want visitors to be aware of. Other areas may be useful to identify but we believe they should not be included on fingerposts as they may be very specific to a small demographic, not always operational or too far to comfortably walk. Should further phases be commissioned, they may be included on totems or other interpretational signage where more information can be presented.

- 1) Town Centre
- 2) Car Parks (Millers Walk / Bridge Street / Queens Road)
- 3) Toilets (located in Queens Road Car Park / Bridge Street Car Park)
- 4) Fakenham Gas Museum (Thurs/Fri - Seasonal Opening)
- 5) Fakenham Thursday Market
- 6) River Walk

The signage will replace the current fingerposts, giving visitors clearer information in the most needed locations, whilst utilising modern materials and systems but with a traditional feel. The signs will reflect the environment and give users more confidence the information supplied is accurate. The new signs will improve the town's aesthetics, demonstrating that the council and local community welcome visitors and wish to represent their town in the best possible way.

Where new signs are installed, existing signs will be removed.

The signage set out in this strategy provides clear, accurate information at key locations and arrival points. It is intended to improve visitor confidence, enhance the appearance of each town, and reinforce a welcoming environment. Guided by wayfinding principles and stakeholder feedback, the designs form a cohesive family across our area while reflecting a difference in each town.

- 1) Due to this project limitation, Phase 1 reflects what is possible in the timescale and budget envelope.
- 2) They will be direct to areas visitors would likely wish to find, along with directing back to car parks.
- 3) There are a number of areas like supermarkets, church, post office, leisure centre that are mostly used by the local community and you would not expect to see on wayfinding fingerposts. However, we propose to include these, along with a town map on a totem sign that will form Phase 3 of the project. This will be in Market Place where most visitors are likely to visit. There is plenty of room to place the sign without blocking views or access.
- 4) We feel a feature sign would create interest and be a good photo opportunity for visitors. Given the well-regarded Thursday market we have shown an example following this motif. This could be further developed should budget become available.
- 5) There were a number of comments regarding the riverside walk. After review we feel this would be beneficial to identify this on totems and localised signage, and any fingerposts that were relevant, but not to place on all signs.
- 6) There are comments regarding the use of electronic tourist information points. This project is outside this scope and is being considered separately.
- 7) Maps within car parks was also noted. Whilst these would be useful the places of interest can be discovered through fingerposts in key locations. Maps in car parks give information on what is available, but fingerposts are much more useful in directing to specific locations. This is why we have recommended them as part of the Phase 1 works. They are also much quicker to implement as the designing of town centre maps can be time consuming.
- 8) We have included the Gas Museum and market on some of the signs, but noting they have seasonal opening hours.
- 9) It was requested we name the public car parks which we agree is useful on localised signs to help point visitors in the right direction.
- 10) There were some comments about fingerpost locations. The suggested locations reduce the need for planning, and also ensure the signs capture those heading in from the various car parks.
- 11) We have not directed to Miller's Walk on the fingerpost signs as it is in and around other shops and is well signed on arrival. It will be included on any totem maps.

PROPOSED SIGNAGE
LOCATION: FAKENHAM

PROPOSED SIGN LOCATIONS & PHASES

Existing Signage
E.00

Fingerpost Signs - Phase 1
1.00

Fingerpost Signs - Phase 2
2.00

Totem Signs - Phase 3
3.00

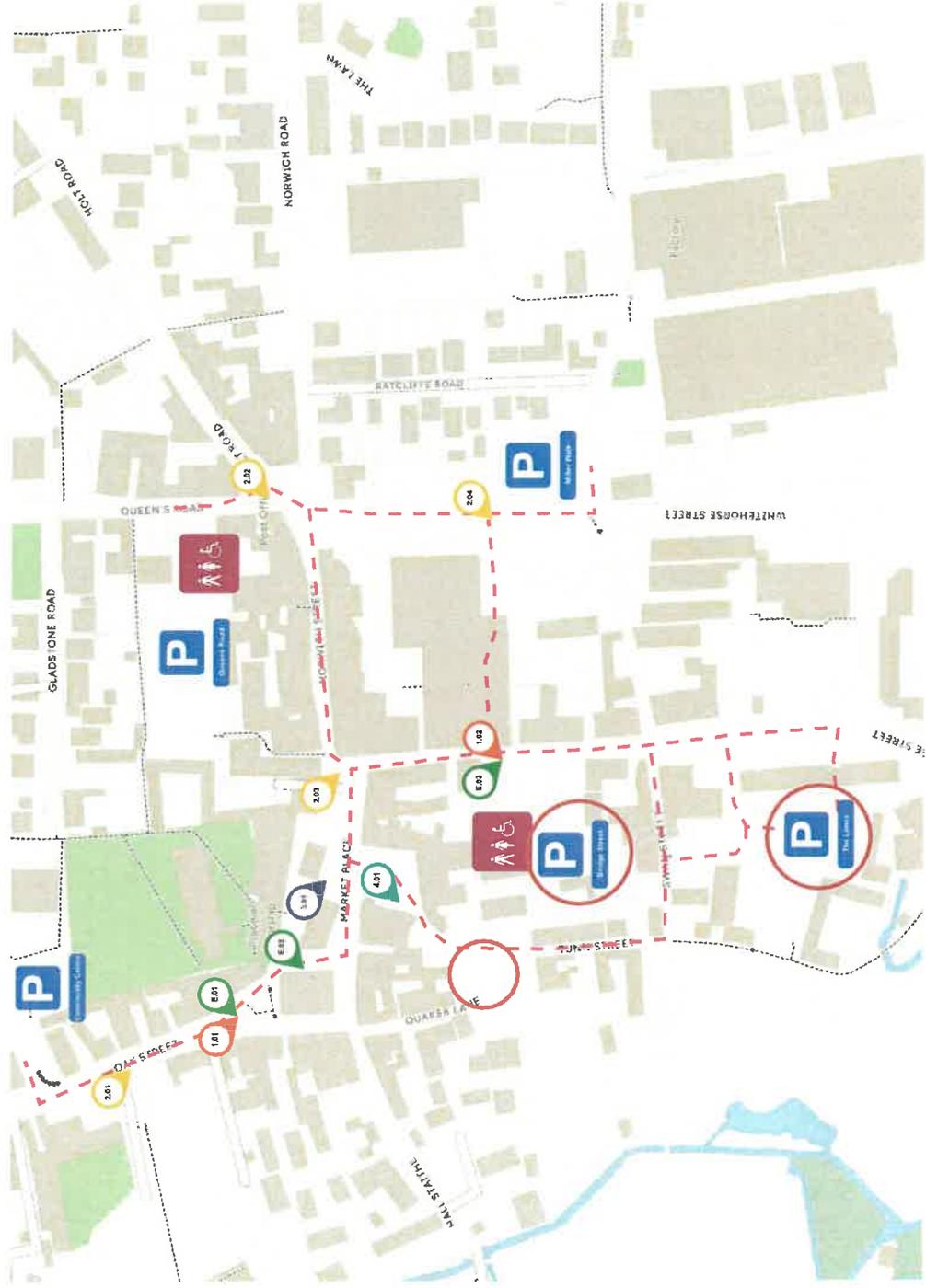
Feature Sign - Phase 4
4.00

Main Pedestrian Routes

Highlighted stakeholder Recommendations

Add in Bridge Street Parking
Add in The Limes Parking
Remove Quaker Lane Parking

There were notes to move Signs 1.02 & Signs 1.03, but after review DMA feel that they are already in the optimum position.



PROPOSED SIGN TYPES

SIGN TYPE BREAKDOWN

We propose the following 3 sign types with as many fingerposts (Phase 1) as possible to be included within this project. Subsequent phases are subject to additional funding but included here so the project can be considered as a complete and more long term plan.

Fingerposts – Phase 1 & 2

Typical unit cost: £1,500.00 - £2,500.00 depending on number of fingers
To direct to key places of interest in the clearest way. Fingerposts are simple to follow as they accurately point in the direction the user should travel. They will have simple text, symbols where possible and also include estimated walking time, to give users a guide on distance. They can also warn of gradient changes and advise if alternate accessible routes are available.

Totem Signs – Phase 3

Typical unit cost: £1,500.00
These can include directional information and allow much more detailed information, including the use of maps. As the user can view the sign much closer, text can be smaller and therefore you can give more descriptive information and even include images of photos. However, these should not be used in place of fingerposts as some users will not want to spend time reading them, or may struggle to understand maps.

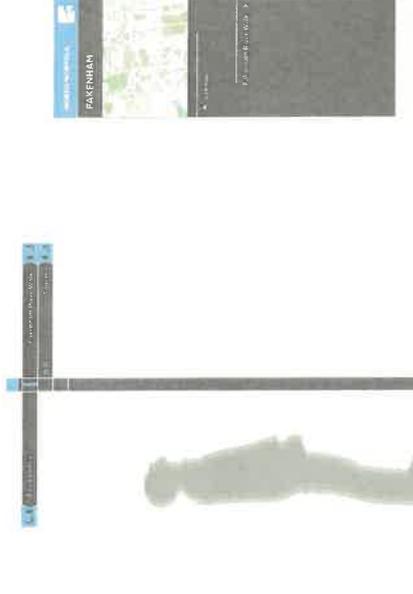
Feature Sign – Phase 4

Typical unit cost: £3,000.00 - £6,000.00
This is a showcase of what is great about the town. Whilst this can give information on places of interest, it is typically designed to welcome visitors and be used as a destination point, where people can meet, take photos and publicise the town. Typically, these types of signs are more costly and require more consultation with the stakeholder groups, to ensure it is truly representative and specific to the town. Each accent colour has been carefully selected based on our experiences at each town.

Estimated costs are subject to final specification and do not include installation or vat.

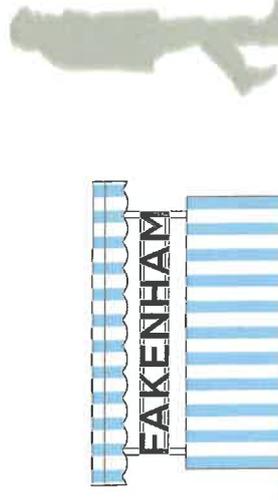
Fakenham, like most of the towns, does not have a particular colour associated with the town's street furniture and architecture, so we are proposing all signs use North Norfolk's Flint Grey as a base colour, with an accent colour for each town.

This will give some differentiation whilst the base colour, font and general design tie the town's together to create some elements of uniformity. We have also chosen a sans serif typeface from the council's guidelines. This all helps make the signs as cost effective as possible, whilst following best codes of practice to ensure maximum legibility, ensuring the signs are inclusive for all.



Fingerpost Sign

Totem Sign



Feature Sign

FINGERPOSTS

PURPOSE

Direct visitors to key destinations and places of interest by finger way markers along key routes

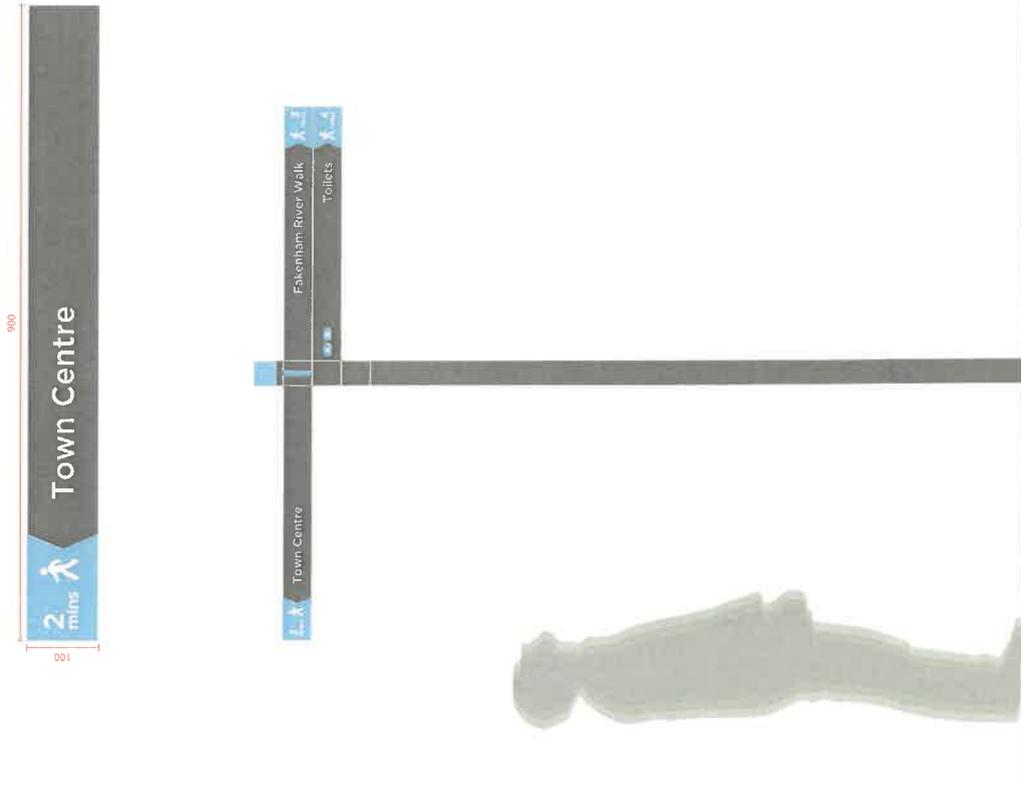
BENEFITS

- Remove & replace tired and out of date current fingerposts
- Clear directions to places of interest
- Accurate directions in 1 of 8 directions
- Updateable
- Only one post so easier to install than other post mounted signs
- Fingers out of the reach so reduced levels of vandalism
- Can include embellishments like ornate caps or heritage sleeves to make the signs appear more traditional
- Can include distances or walking times on the signs

DRAWBACKS

- Have to be selective where you can direct to (5 locations per direction)
- Cannot incorporate Braille or tactile information

Example of Fingerpost Sign



TOTEMS

PURPOSE

Inform and direct visitors to key destinations and places of interest through maps and directional information

BENEFITS

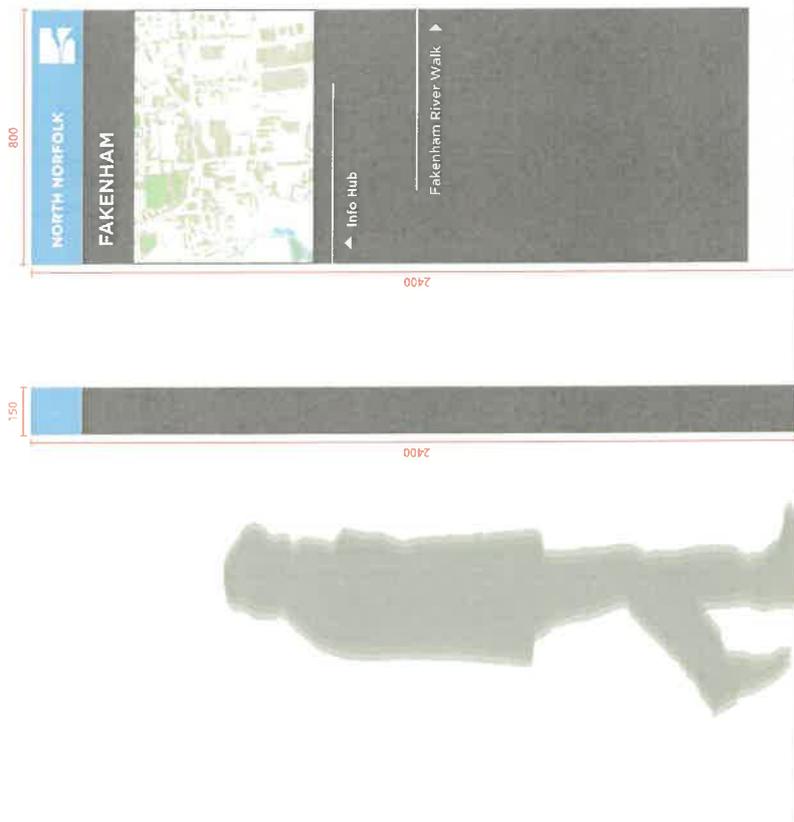
Combines the benefits of simple directional signs with detailed map information

- Allows the user to quickly glance for key information, or spend more time studying a map
- Area on sign to include artworks for photography specific to each town
- Can be single or double sided

DRAWBACKS

- More expensive than fingerpost signs
- Takes up more space than a fingerpost
- Text can become smaller and harder to read
- Maps are harder to understand for some users
- May need up to 4 orientations so they are easier to understand

Example of Totem Sign



FEATURE SIGN

PURPOSE

Create a focal point or landmark visitors can explore. This installation would be located centrally or at a key landmark within the town to highlight your arrival

BENEFITS

- Instant reaction and impact
- A landmark or destination that visitors may wish to visit
- Can be representative of local culture or landmarks

DRAWBACKS

- Can be expensive depending on design and materials
- May require additional consents
- Won't be to everyone's taste
- Typically form over function

Example of Feature Sign



Market Stall: Highlighting the history of the markets at Fakenham
Design subject to further consultation

PROPOSED SIGNAGE
LOCATION: FAKENHAM

North Norfolk District Council
Wayfinding and Signage for Fakenham | 16.02.2026 | Version 06 | Job No. 93468

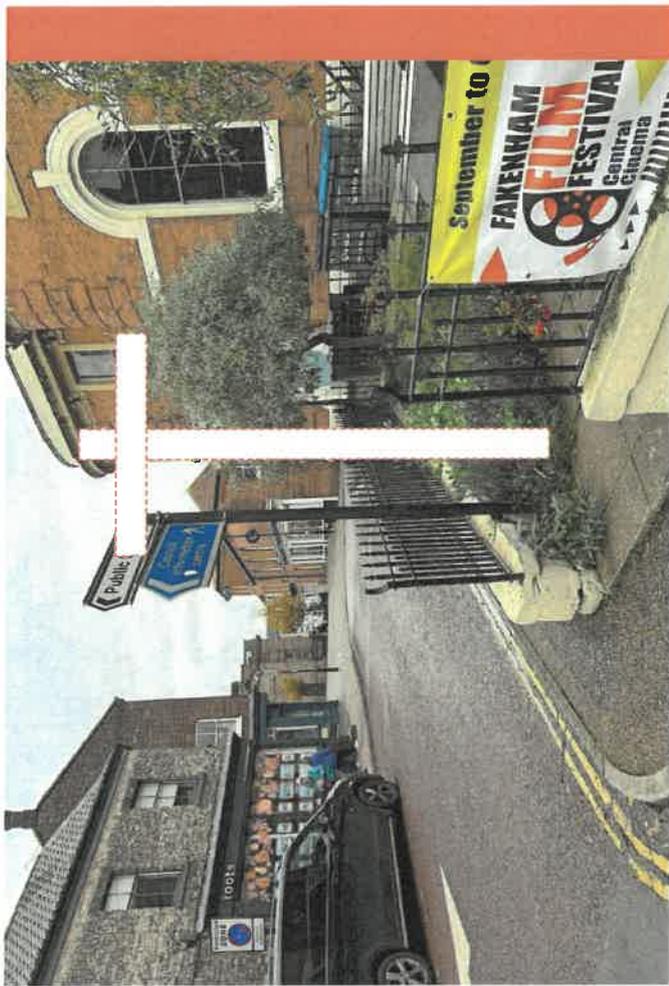
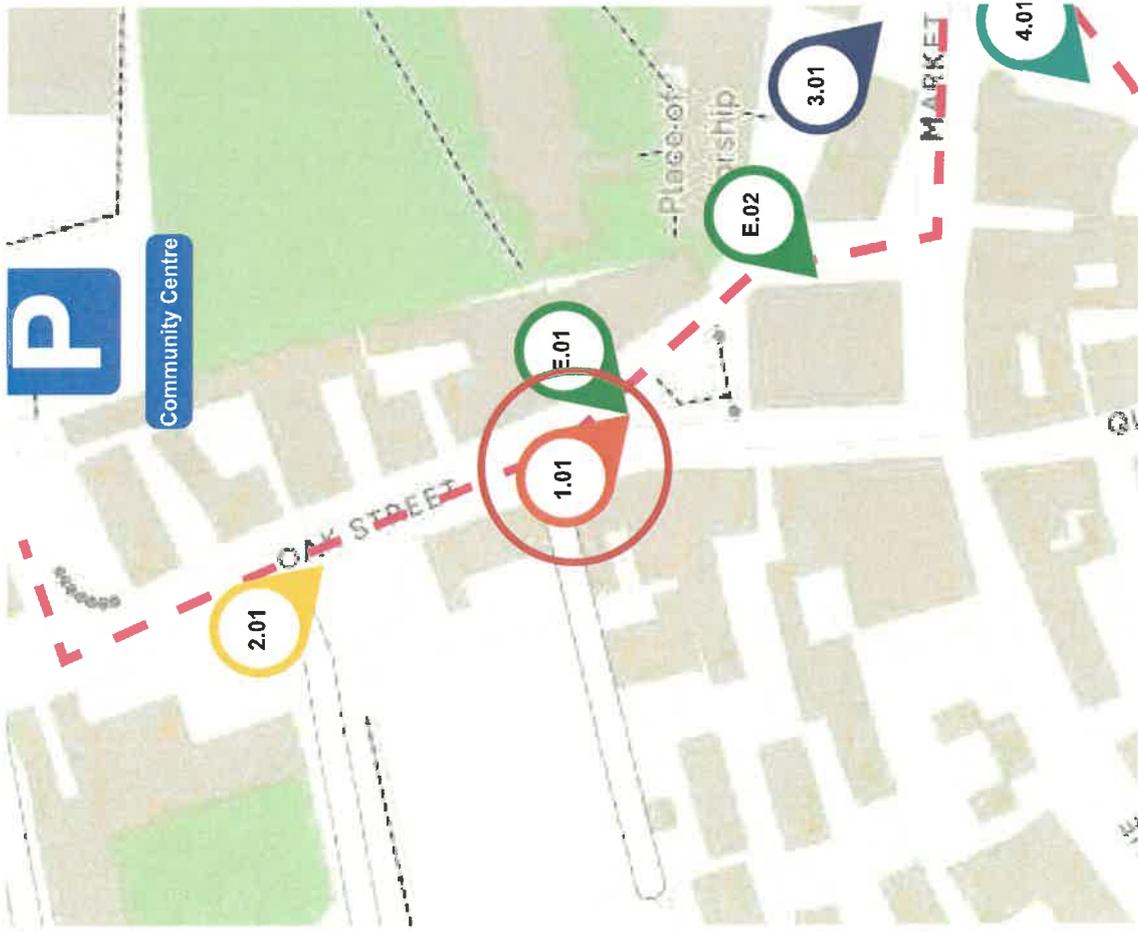
PROPOSED SIGN LOCATIONS AND TYPES

Over the following pages we have highlighted the proposed sign locations, including sign type, phase and content.



PROPOSED SIGNAGE
LOCATION: FAKENHAM

1.01



LOCATION

Oak Street - Old Post Office Street

Sign Type

Fingerpost - Phase: 1

Replacement of Existing Infrastructure

Yes

Direct To

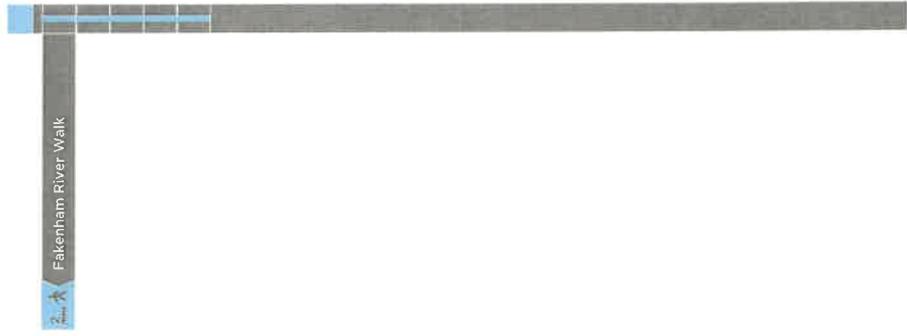
- Town Centre
- Car Parks
- Toilets
- Fakenham Gas Museum (Thurs/Fri - Seasonal Opening)
- River Walk
- Fakenham Thursday Market

PROPOSED SIGNAGE LOCATION: FAKENHAM

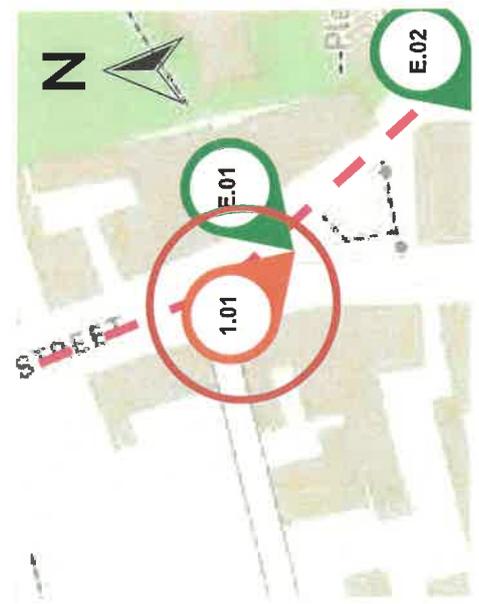
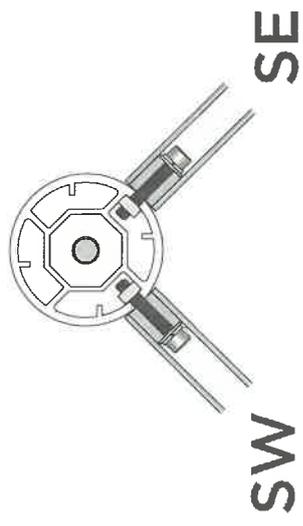
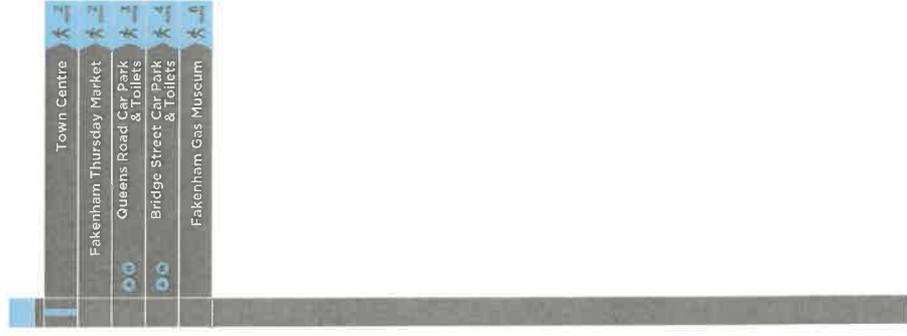
North Norfolk District Council
Wayfinding and Signage for Fakenham | 16.02.2026 | Version 06 | Job No. 93468

1.01

SOUTH
WEST



SOUTH
EAST



PROPOSED SIGNAGE
LOCATION: FAKENHAM

1.01

SOUTH
WEST

 **2 mins**
Fakenham River Walk

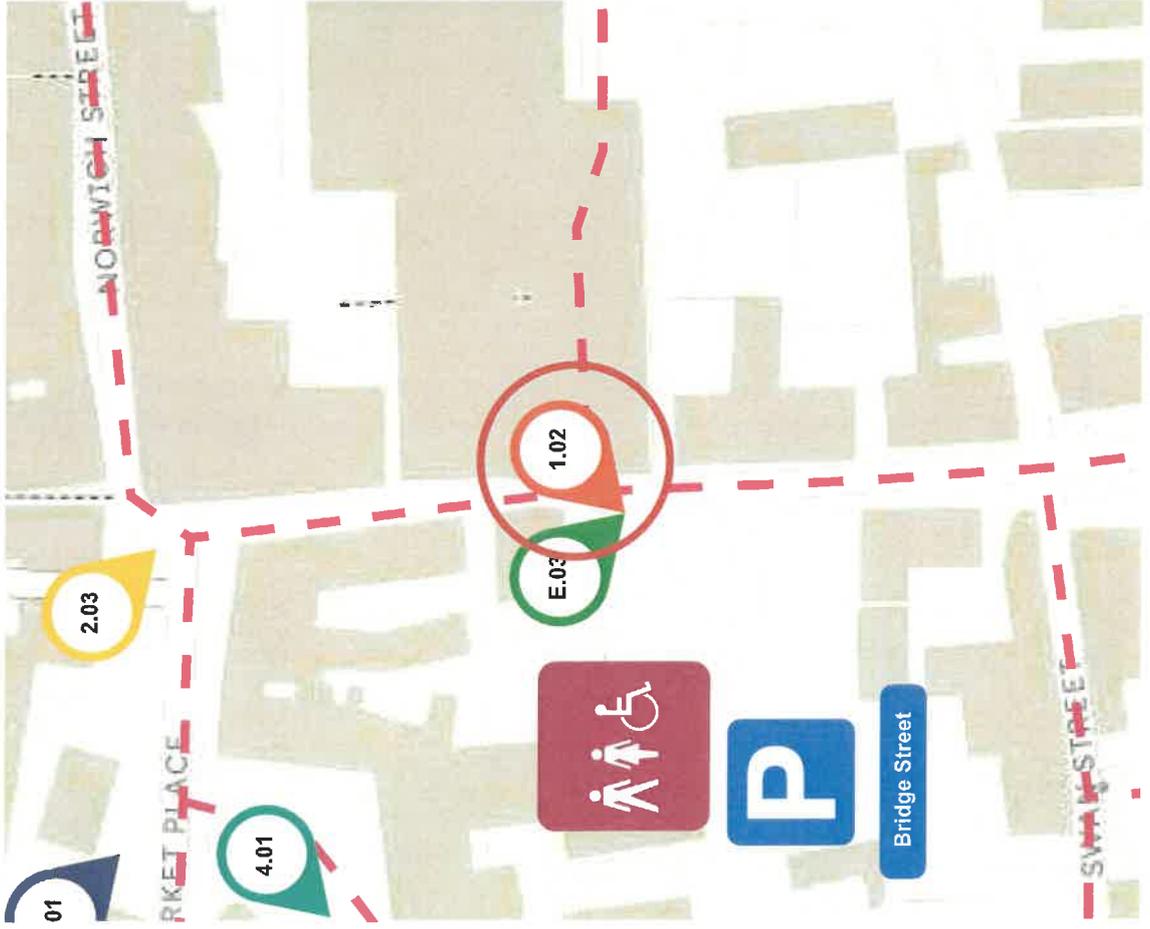
SOUTH
EAST

 2 mins	Town Centre	 2 mins
 2 mins	Fakenham Thursday Market	 2 mins
 	Queens Road Car Park & Toilets	 3 mins
 	Bridge Street Car Park & Toilets	 4 mins
	Fakenham Gas Museum	 6 mins

PROPOSED SIGNAGE LOCATION: FAKENHAM

North Norfolk District Council
Wayfinding and Signage for Fakenham | 16.02.2026 | Version 06 | Job No. 93468

1.02



LOCATION

Bridge Street - Car Park

Sign Type

Fingerpost - Phase: 1

Replacement of Existing Infrastructure

Yes

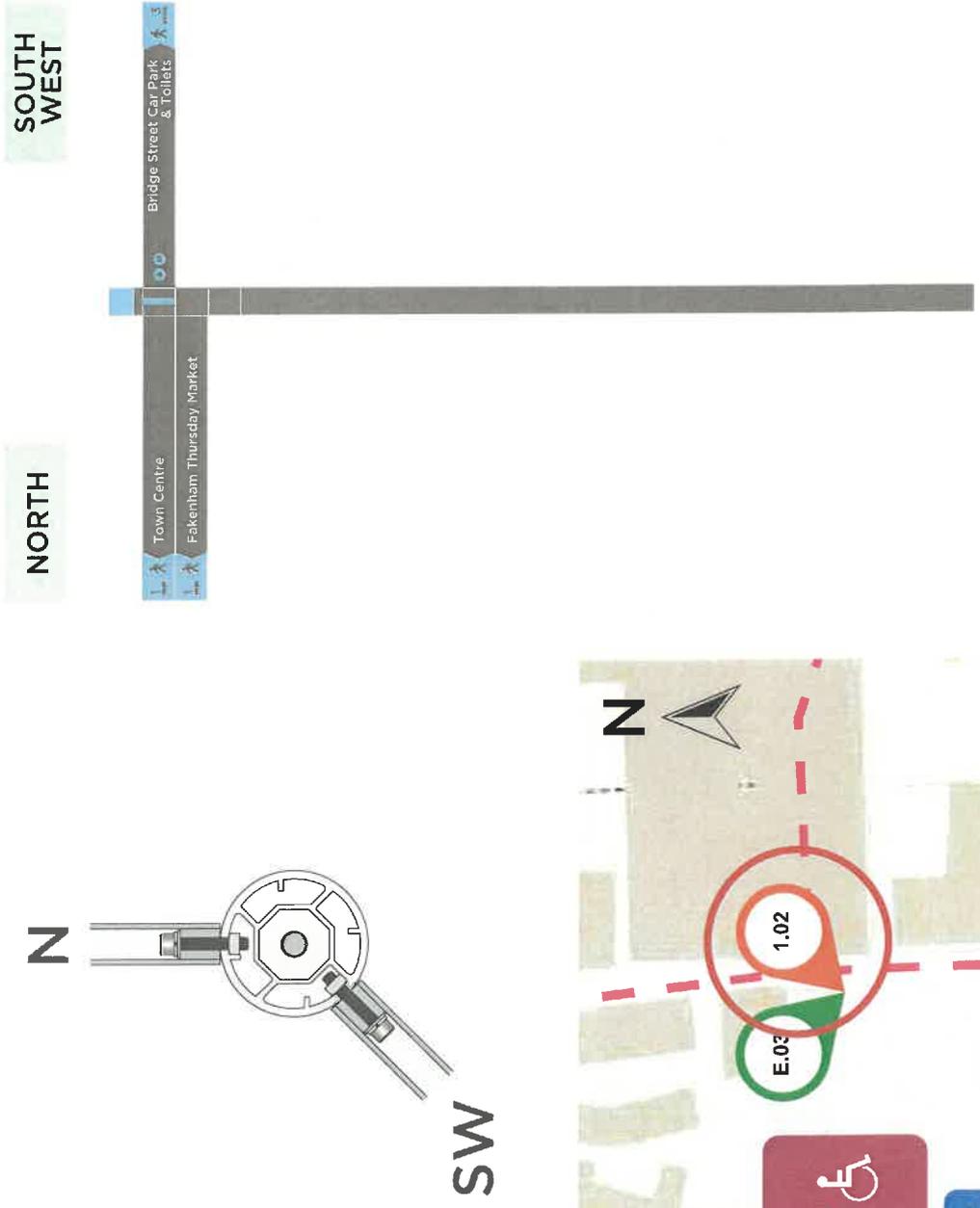
Direct To

- Town Centre
- Fakenham Thursday Market
- Bridge Street Car Park & Toilets

PROPOSED SIGNAGE LOCATION: FAKENHAM

North Norfolk District Council
Wayfinding and Signage for Fakenham | 16.02.2026 | Version 06 | Job No. 93468

1.02



PROPOSED SIGNAGE
LOCATION: FAKENHAM

1.02

NORTH

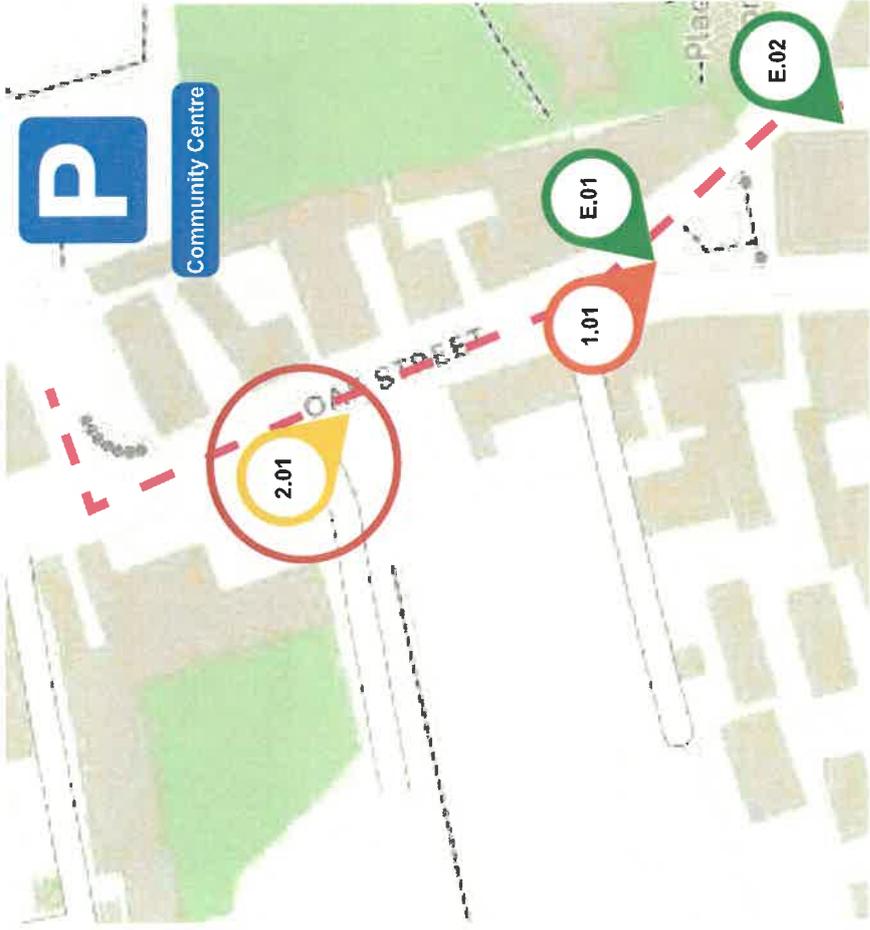
SOUTH
WEST

 1 min	Town Centre
 1 min	Fakenham Thursday Market

 	Bridge Street Car Park & Toilets	 3 mins
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PROPOSED SIGNAGE LOCATION: FAKENHAM

2.01



LOCATION
Oak Street

Sign Type
Fingerpost - Phase: 2

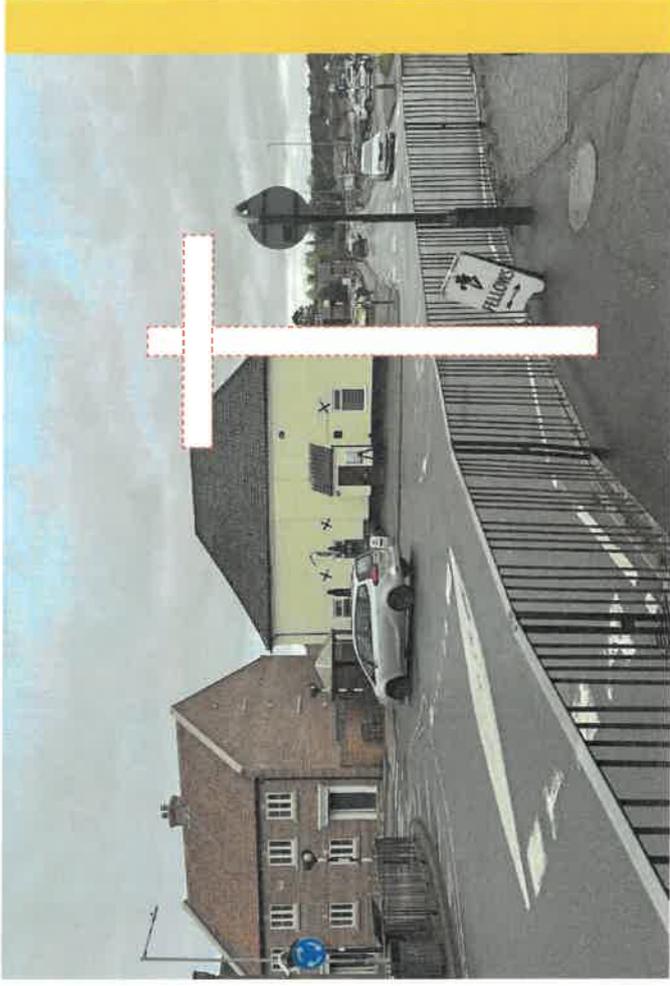
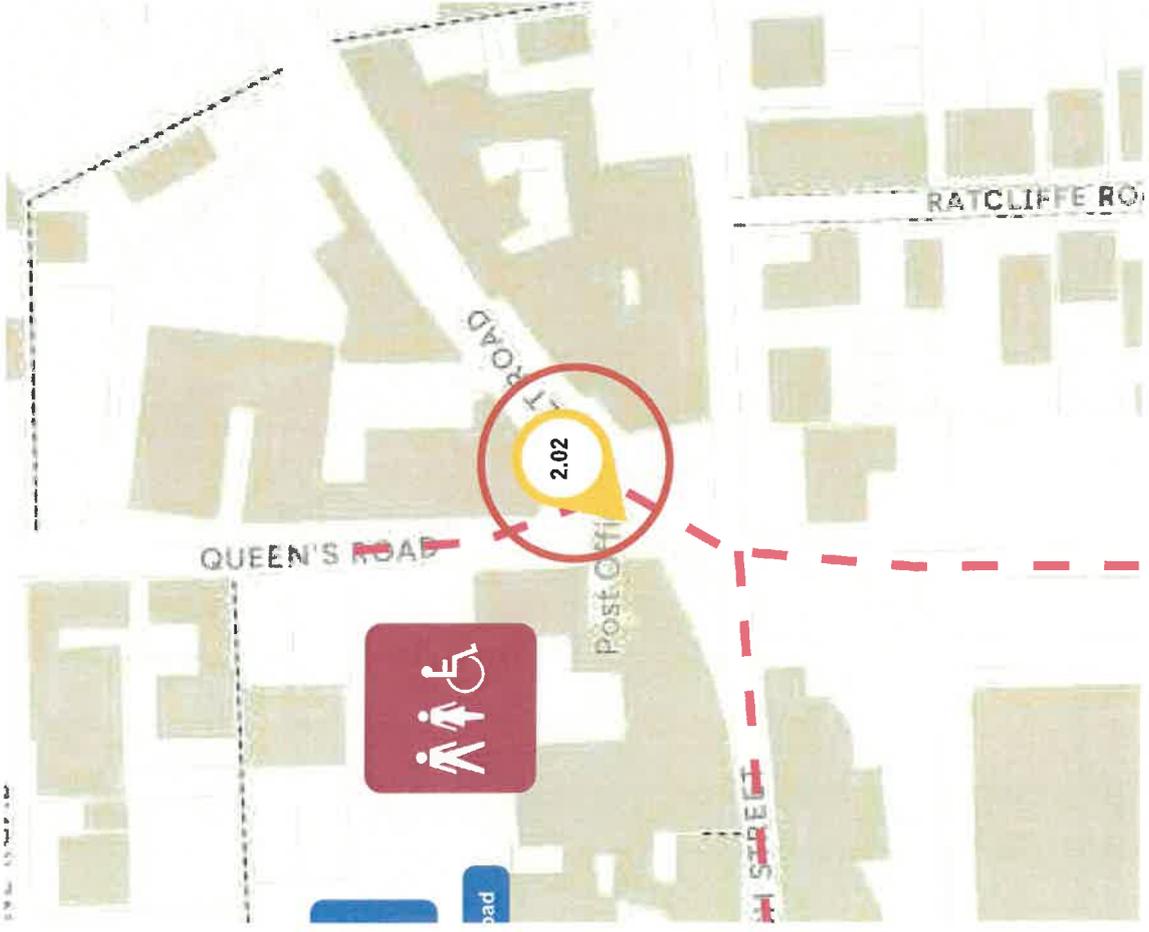
Replacement of Existing Infrastructure

No existing signage therefore this sign will require planning consent. An application is typically 8-12 weeks to approve. This sign has therefore moved to Phase 2 as there is insufficient time available to undertake in Phase 1

Direct To
- Town Centre
- River Walks
- Fakenham Thursday Market

PROPOSED SIGNAGE LOCATION: FAKENHAM

2.02



LOCATION

Queens Road - Holt Road

Sign Type

Fingerpost - Phase: 1

Replacement of Existing Infrastructure

No existing signage therefore this sign will require planning consent. An application is typically 8-12 weeks to approve. This sign has therefore moved to Phase 2 as there is insufficient time available to undertake in Phase 1

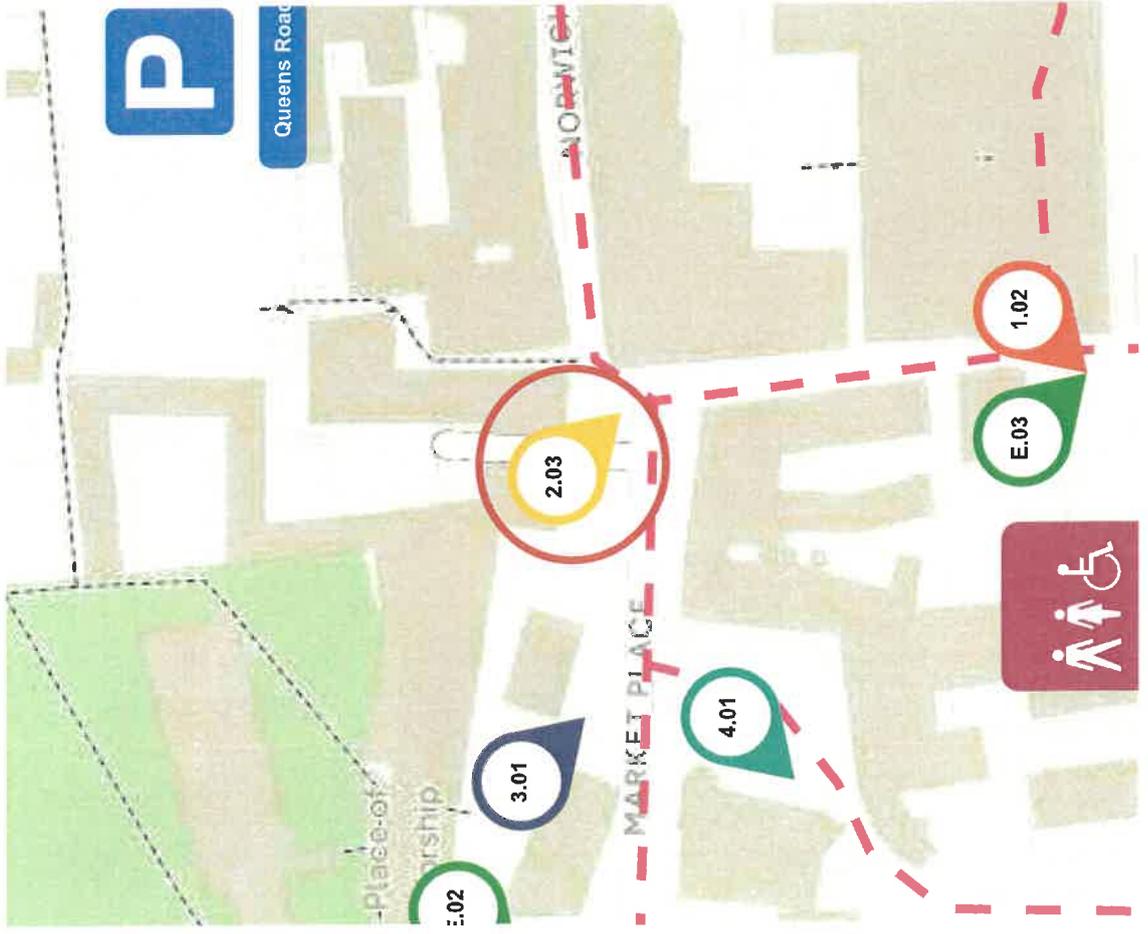
Direct To

- Town Centre
- Queens Road Car Park & Toilets
- Fakenham Thursday Market

PROPOSED SIGNAGE
LOCATION: FAKENHAM

North Norfolk District Council
Wayfinding and Signage for Fakenham | 16.02.2026 | Version 06 | Job No. 93468

2.03



LOCATION

Market Place - Norwich Street

Sign Type

Fingerpost - Phase: 2

Replacement of Existing Infrastructure

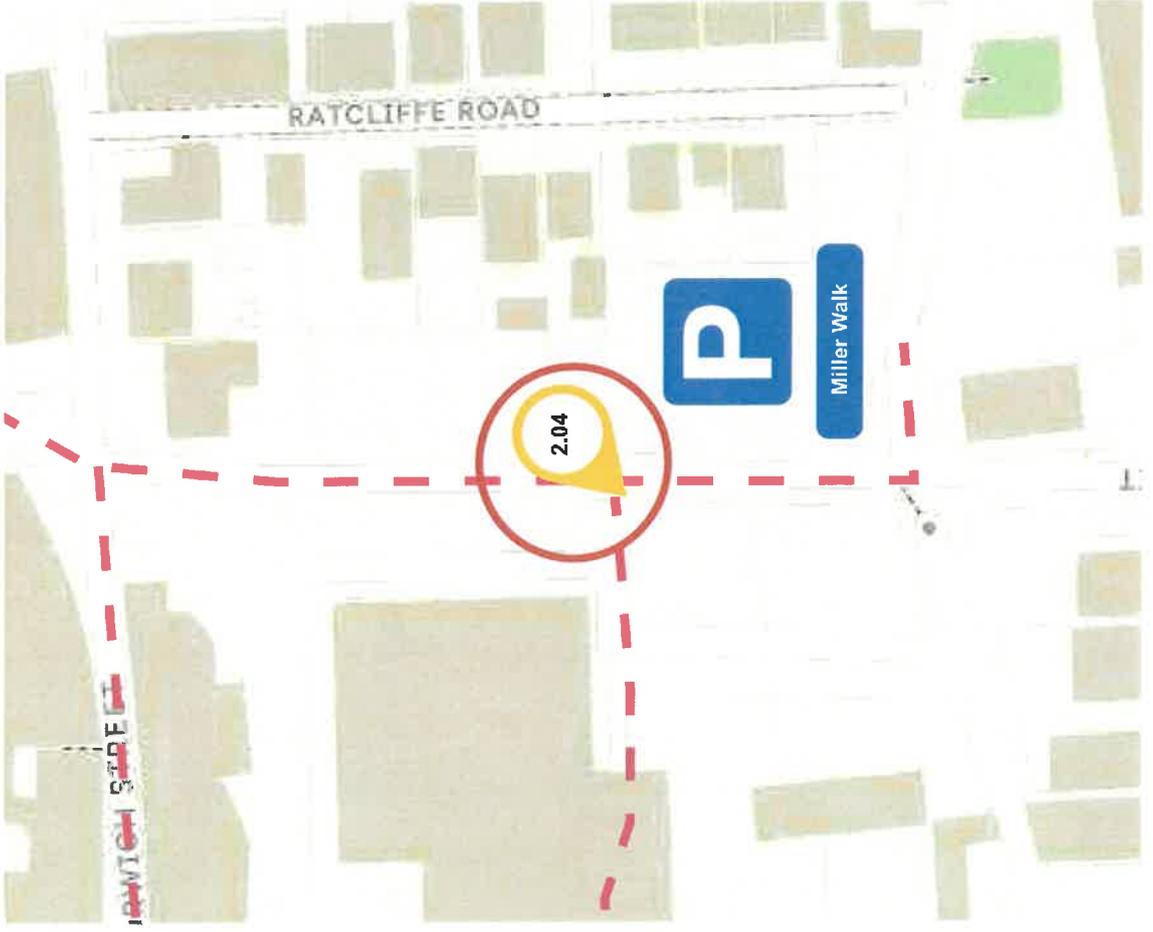
No existing signage therefore this sign will require planning consent. An application is typically 8-12 weeks to approve. This sign has therefore moved to Phase 2 as there is insufficient time available to undertake in Phase 1

Direct To

- Queens Road Car Park & Toilets
- Fakenham Gas Museum (Thurs/Fri - Seasonal Opening)
- River Walk
- Bridge Street Car Park & Toilets

PROPOSED SIGNAGE LOCATION: FAKENHAM

2.04



LOCATION
Millers Walk

Sign Type
Fingerpost - Phase: 2

Replacement of Existing Infrastructure

No existing signage therefore this sign will require planning consent. An application is typically 8-12 weeks to approve. This sign has therefore moved to Phase 2 as there is insufficient time available to undertake in Phase 1

Direct To

- Town Centre
- Queens Road Car Park & Toilets
- River Walk
- Bridge Street Car Park & Toilets
- Fakenham Thursday Market

PROPOSED SIGNAGE LOCATION: FAKENHAM

4.01



LOCATION
Market Place (Final Location Under Review)

Sign Type
Feature Sign - Phase: 4

Replacement of Existing Infrastructure

No existing signage therefore this sign will require planning consent. An application is typically 8-12 weeks to approve. This sign has therefore moved to Phase 4 as there is insufficient time available to undertake in Phase 1

NEXT STEPS

Based on the current programme and budget, we propose to progress with Phase 1 signage as detailed, with remainder subject to approval of additional budget. Below is confirmation of estimated costs for all phases.

PHASE	TOWN	Qty	Unit	Total (Signs)	Installation & Removals	Total (Signs & install)
Phase 1	Fakenham	2	£1,750.00	£3,500.00	£500.00	£4,000.00
Phase 2	Fakenham	4	£1,750.00	£7,000.00	£1,000.00	£8,000.00
Phase 3	Fakenham	1	£1,500.00	£1,500.00	£275.00	£1,775.00
Phase 4	Fakenham	1	£4,500.00	£4,500.00	£750.00	£5,250.00
TOTAL				£16,500.00	£2,525.00	£19,025.00

To discuss progressing further phases please contact us on 07917 395822

THANK YOU



9 February 2026

Fakenham Info Hub

Hi Lesley,

I have been unhappy with the current position of the Fakenham Info Hub for some time and wanted to set out the situation clearly.

As you know, the Tourist Information Centre (TIC) was originally run by NNDC. When it closed, it was taken over by the Fakenham Area Partnership. Both of these were funded organisations. When that arrangement ended, I agreed to set up a contact point for tourism, which was initially based at Sweets and Things and then moved to the Original Factory Shop (OFS). Following the closure of OFS, I was unable to find another suitable venue willing or able to take this on. As a result, I decided to try a more decentralised approach.

This involved using noticeboards, leaflet collection points, social media, a dedicated webpage, and a digital screen. It is correct to say that the main leaflet rack is now located at the Fakenham Sports and Fitness Centre. For context, below is an extract from the Market Tolls bid I submitted earlier this year:

Until early 2024, the Hub was based at the Original Factory Shop in the town centre. Following the closure of the shop, the Hub is now delivered across a range of venues and digital platforms. It includes several community noticeboards located at the Fakenham Sports and Fitness Centre (which also hosts a leaflet rack), Tudor Tea Rooms, Fakenham Cinema, and Fakenham Market Place. The Hub is further supported by a dedicated webpage, Facebook, and other social media channels. We also administer the Love Fakenham Facebook Group, which currently has over 6,500 members. We will discuss handing this over to Shop Fakenham.

It has become clear that this decentralised system is not working as it should. It was never an ideal solution, but at the time it was the only practical option available. For it to function effectively would require significantly more time and energy than I am able to give as a volunteer.

I am therefore suggesting that either someone else takes over responsibility for the Hub, or I will close down the remaining elements rather than allow it to continue in a reduced or ineffective form. From a personal perspective, I am also looking to reduce my unpaid workload and to focus on the core, successful elements of what Active Fakenham delivers.

I hope this clarifies the situation and is helpful. Please do let me know if you have any suggestions or would like to discuss this further.

For information, I am also currently in discussion with the team who run the Fakenham Thursday Market website (<https://www.fakenhamthursdaymarket.co.uk>), which I have supported since 2020. They have advised me that, for personal reasons, they are no longer able to continue supporting the site and intend to close it. We are exploring whether the site, or some of its content, may be used in the future, given the significant amount of work that has gone into it over the years. I understand it has had around 50,000 views. I expect to write separately to clarify this in the next few days.

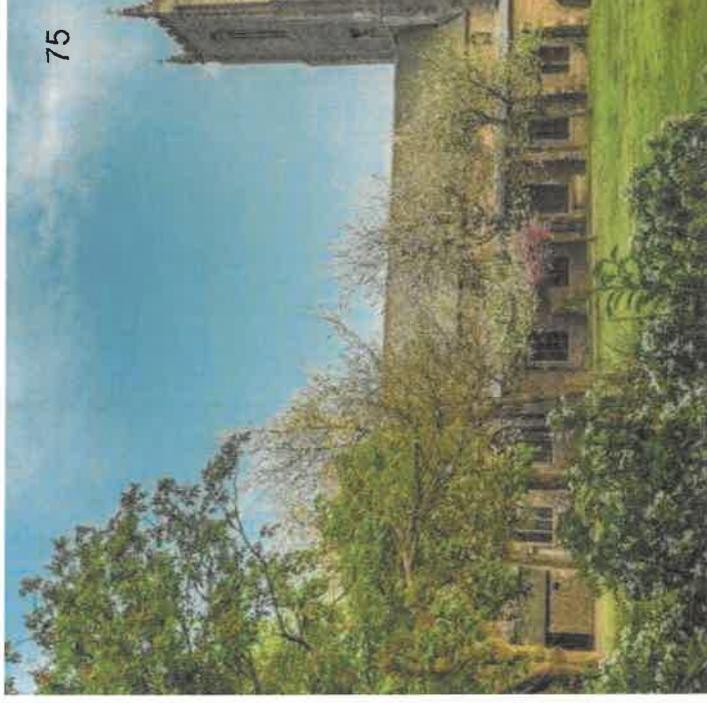
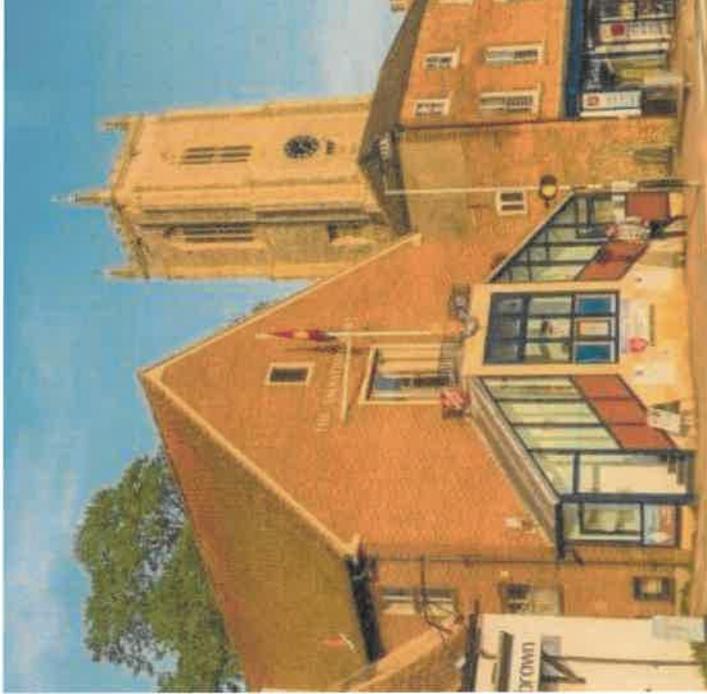
Best regards,

Richard Crook

Harp House, 54 Wells Road Fakenham Norfolk NR21 9HJ

m07887 803091 info@activefakenham.org.uk www.activefakenham.org.uk

Active Fakenham on Social Media



Healthier Fakenham

- Strengths
- Challenges
- How we could build on strengths
- How we could overcome challenges



Strengths

- Active Fakenham (duck race, film night, running club)
- Free papers & Residents Handbook
- Library
- EP Youth & Fakenham Food Fellowship
- Fitness Centre (dementia group, Parkinson's, junior gym, swimming pool, kids club, GP referral services)
- GP surgery community day
- The Parachute Project
- Green spaces, river walks, allotments, Pensthorpe
- Cinema, bowling alley, pubs
- Historic buildings
- Market Day
- Schools
- CAB (meal planning, maths & English)
- Veterans
- First Focus
- Community bus for 55yrs+
- Fadlos amateur dramatics
- Baptist church
- Fakenham Food Bank
- Gallows bridge, archery, golf & tennis clubs
- Canno Club
- Youth Arts, Triple Threat
- Salvation Army
- Sports Clubs
- Early Help Hub (Tuesdays)
- Toddler groups (fishes)
- Sense of community, a town for its people
- Christmas tree festival
- Uniformed organisations
- Close to beach

How we could build on strengths

- More collaborative work (Fakenham Food Fellowship youth workers already partner with Greggs where sausage rolls draw young people in)
- Starting a Saturday Market focussed on local produce
- More support to help people complete forms/paperwork

Challenges

- Apathy
- Low expectations – things start up & then stop, loss of community champions
- Lack of awareness of community assets & activities
- Access to funding
- Interconnectedness
- Young people & adolescent mental health
- Engaging people who need help
- Lack of volunteers
- Transport to rural areas is bad
- Support events for children & young people are often in Norwich or Kings Lynn
- No men's, children's or young people's clothing or footwear shops
- Lack of activities for young people to do at the weekends
- Premises sought for men's shed

How we could overcome challenges

- Accessible directory of Fakenham assets (Spond, EQ, Padlet?)
- Visual in town of the directory
- Need a unified, holistic approach
- Town hotspot / WiFi
- More enabling/empowering rather than doing to
- Engagement is key



Department
for Culture,
Media & Sport

Guidance

UK Town of Culture 2028 Expression of Interest: Guidance for bidders

Published 14 January 2026

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Alignment with UK government missions & priorities

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Support during bidding process

Competition stages

Key milestones and dates

How to make an Expression of Interest (EOI)



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This publication is available at <https://www.gov.uk/government/publications/uk-town-of-culture-2028-expression-of-interest/uk-town-of-culture-2028-expression-of-interest-guidance-for-bidders>

Ministerial foreword



I am proud that the last Labour government launched the UK City of Culture competition in 2009 to celebrate the enormous contribution people and places across the UK have made to our cultural life. Since its launch, the programme has gone from strength to strength and now has a firm footing in the UK's culture calendar. Four incredible cities - Derry/Londonderry, Hull, Coventry and now Bradford - have delivered a year of rich cultural activity rooted in their unique identities and drawing on local strengths and stories. In each place, being the UK City of Culture has been a transformative experience, with the impacts for places and people extending well beyond the title year.

Now, we are building on that success by launching the search for the UK's first Town of Culture.

Great culture is not confined to our largest metropolitan centres; it is everywhere, rooted in communities across the country. But for too long that talent and contribution has gone unrecognised. In my town, Wigan, we are fiercely proud of the contribution we have and continue to make to the UK's cultural life, from brass bands and Northern Soul to the Verve and Ian McKellan. Every town has its own story and unique contribution. Our government believes it should be seen and valued, and reflected in the story we tell ourselves about ourselves as a nation.

Everybody deserves the chance to share their pride in the place they call home and to have access to quality art, music, dance and drama wherever they live. That is why we are launching the UK Town of Culture. To celebrate towns and help to create a lasting cultural legacy. We will select the best small, medium and large towns from the full applications we receive. One of these will be named UK Town of Culture 2028 and receive £3 million, while the other two finalists will each receive £250,000 to deliver an ambitious programme of cultural activity in 2028. This is in addition to development grants for shortlisted places to work up their full bids.

I hope you will consider bidding to become the first UK Town of Culture, and showing the whole country what makes your town unique.

Lisa Nandy

Secretary of State for Culture, Media and Sport

Introduction

This guidance has been produced by the Department for Culture, Media & Sport (DCMS) to assist towns that wish to bid for the title of UK Town of Culture 2028. This guidance outlines the aims of the competition and details the requirements for the initial Expression of Interest (EOI) stage. This guidance also sets out the bidding and selection process for the later stages of the competition to support planning.

Places wishing to apply for the UK Town of Culture 2028 competition are advised to read the guidance in full.

A Welsh language version of this guidance will follow.

UK Town of Culture explained

UK Town of Culture is a brand new DCMS competition. For the first time, DCMS is inviting towns across the UK to enter the competition to showcase original storytelling, and empowering, accessible culture. The competition is targeted at all towns, whether small, medium or large. Please refer to the 'Who can bid?' section of this guidance, any town that can fulfil these requirements will be considered. Inspired by the success of the flagship UK City of Culture, which is a proven model for cultural placemaking, this competition aims to spotlight the cultural contribution of towns to our national story. In order to ensure we are able to showcase towns of different sizes, we will be introducing small, medium and large-size category winners and from these three designations, an overall UK Town of Culture winner will be selected.

The winning town will be awarded £3 million to deliver a cultural programme in 2028 of around six months. Additionally, the two finalists from their category will receive £250,000 each to deliver elements of their bid.

It is a UK-wide programme, developed in collaboration with the devolved governments in Northern Ireland, Scotland and Wales.

Aims

The UK Town of Culture competition aims to celebrate the significant contributions of towns to our national story. The competition focuses on building a more socially cohesive country where communities feel proud of their place and empowered to celebrate it. The UK Town of Culture is an opportunity for places and communities to use culture and creativity to tell their story and why they are proud of their community.

Benefits of winning

In addition to the £3 million main prize and £250,000 finalist prizes, we anticipate that winning will lead to significant, demonstrable outcomes, including a boost in civic pride, greater participation in cultural activities, and the formation of enduring community partnerships. These partnerships will help build a strong sense of place and champion grassroots arts and culture, mirroring the proven impact of the UK City of Culture programme. Research has shown that for the UK City of Culture programme more than 70% of attendees to UK City of Culture events feel a greater sense of pride. We also know that the benefits for places extend well beyond their title period, leading to a lasting legacy of social and cultural change. We expect to see similar benefits for the UK Town of Culture.

Benefits of bidding

Competing for the title, irrespective of whether or not a place wins, can have a hugely positive impact on the local community. It fosters a sense of local pride and strengthens collaboration among local partners. Previous bidders for the UK City of Culture report that the process brought the community together to develop strategic

and cohesive cultural leadership. In turn, this enabled them to showcase – and open up access to – local heritage, art, and culture.

We want as many places as possible from across the UK to have the opportunity to draw on the benefits of bidding. We have designed the competition with this in mind: with an initial EOI stage and funding to support bidders in the later stage of the competition.

Funding

We are pleased to announce a guaranteed £3.5 million prize fund for the UK Town of Culture competition. The panel will select the best small, medium and large towns from the full applications we receive. One of these will be named UK Town of Culture 2028 and receive £3 million, while the other two finalists will each receive £250,000 to ensure they are able to take forward key parts of their bids. We recognise that commitment of funding up front can provide places with the confidence and security to engage with the competition and launch ambitious bids.

We also recognise that there are costs associated with developing and submitting a bid and we want places to feel able to bid and to benefit from the bidding process. There is a simple EOI phase and has been designed to keep costs to a minimum at the outset. DCMS will award bid development grants of £60,000 to each of the shortlisted places which are invited to submit a full application.

You need to outline in your EOI how you would spend this £60,000 grant. It is a flexible source of funding to strengthen your full application and help to develop a scalable plan, for example on:

- Research & Development
- Consultation
- Human resources
- Data gathering

- Commercial expertise for capital plans

Competition criteria

The UK Town of Culture 2028 criteria sets out the strategic objectives of the programme and should be used by bidding places to inform their bids. They will be used by the Expert Advisory Panel to assess bids at all stages of the competition.

To be successful, EOIs must demonstrate how they meet the criteria and show potential to make a significant contribution to the aims of the UK Town of Culture programme.

Please note: If a large number of applications are received, an initial sift will take place on the first criterion, 'Your Story' only.

Table 1: UK Town of Culture 2028 competition aims and criteria

Aims	Criteria
<p>1. Your story: tell us about the unique story and culture of your town.</p>	<p>1. Vision: A strong, compelling local story that uses culture to bring people together, reflecting place, pride, and contribution to the national story.</p>
	<p>2. Local Need: How your programme builds on local strengths while addressing specific local priorities.</p>

Aims

2. Culture for Everyone: how you will design a cultural programme that provides visible, accessible culture and boosts your town's profile.

Criteria

3. Empower: Commitment to involving communities, grassroots artists, creatives, and local leaders in shaping the bid, programme, and legacy, devolving decision-making where possible.

5. Quality and Innovation: A high-quality, bold programme drawing on arts, heritage, and creative industries, demonstrating excellence, creativity, innovation, and use of technology to widen access.

6. Opportunity: Expanding opportunities for those who currently do not access cultural infrastructure, especially young people, while creating new opportunities for existing participants.

7. Accessibility: Ensuring the programme is accessible to all ages and underserved communities, providing a safe, supportive, non-discriminatory environment.

8. Communication: A well-resourced communications plan that reaches multiple audiences and shines a spotlight on the town's contribution to national life.

3. Making it happen: how you will deliver a successful programme.

9. Partnerships: Strong, collaborative leadership with clear commitment from local authorities, community organisations, and cultural/heritage partners, including pursuit of new opportunities and lasting connections.

10. Programme Management: Evidence of capacity, capability, and effective processes to deliver the programme successfully.

11. Financial Management: A realistic, viable budget representing value for money, with clear monitoring processes and plans to

Aims

Criteria

attract appropriate funding.

12. Monitoring, Evaluation & Legacy: A clear plan for evaluating impact (including environmental sustainability), sharing insights, and strengthening or rejuvenating cultural and heritage infrastructure with realistic expectations.

Who can bid?

We welcome bids from places across the UK. To be eligible, bidding places must demonstrate the capability to successfully manage, fund, and deliver a programme that clearly meets the established criteria. Bidders will be required to show their confidence in, and readiness for, programme delivery both in the EOI application and, in greater detail, during the full application stage. For the largest towns, the UK City of Culture competition may be more suitable and these towns should consider applying to [UK City of Culture 2029](https://www.gov.uk/government/publications/uk-city-of-culture-2029-expression-of-interest/uk-city-of-culture-2029-expression-of-interest-guidance-for-bidders) (<https://www.gov.uk/government/publications/uk-city-of-culture-2029-expression-of-interest/uk-city-of-culture-2029-expression-of-interest-guidance-for-bidders>).

The only areas precluded from bidding are any parts of Greater London, but we would encourage these areas or London-based organisations being partners in a bid for an area outside London.

We want to ensure that towns of all different sizes are showcased when applying for the competition, therefore, we have introduced three prize categories. We will be introducing small, medium and large-size category winners and from these three finalists, an overall UK Town of Culture winner will be selected. We will be using the Office of National Statistics definitions for [towns/urban areas based on population size](https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/articles/understanding-owns-in-england-and-wales/an-introduction#things-you-need-to-know-about-this-release) (<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/articles/understanding-owns-in-england-and-wales/an-introduction#things-you-need-to-know-about-this-release>) to determine categories and you will not be expected to apply to a specific category.

Category	Population Size
Small Town	Under 20,000 people
Medium Town	20,000 - 75,000
Large Town	Over 75,000

Which organisations can bid?

We expect bids to be from a partnership for your bidding place and include the relevant local authorities. This partnership may be well-established, but it does not need to be and we welcome bids from newly formed place partnerships. Bids will need to specify a single organisation to be 'Lead applicant' for information and communication purposes during the competition process. The Lead applicant must be a formally constituted accountable organisation; they do not need to be a local authority, but the relevant local authority will need to be in a dedicated role in the bid partnership.

The partnership should demonstrate commitment to work collaboratively and could include a range of community and cross-sector partners such as: local businesses, industry and civic leaders, cultural bodies, local library services, voluntary, community and social enterprise organisations. It should also demonstrate commitment to actively including local communities in decision-making and supporting them to directly shape what happens in their area. This commitment to community collaboration should be demonstrated at all stages of the competition.

Accountability for the programme

If successful, the winning places will be required to specify a chosen 'Accountable Body' and 'Delivery Body' for their programme (which may be the same organisation but does not need to be). You will need to set out your plan for this at the EOI stage, in reference to the below definitions.

Accountable Body: A place's chosen party, who are the recognised Accountable Body in relation to a planned UK Town of Culture programme e.g. the relevant local or regional public authority. If successful, the Accountable Body will have overall responsibility and ownership for the programme. The responsibilities of the Accountable Body may include, but are not limited to:

- Ensuring the safe and successful delivery of a UK Town of Culture programme;
- Managing the financial and legal requirements associated with the delivery of a UK Town of Culture programme;
- Taking responsibility for the organisation of a UK Town of Culture programme, including leading on the necessary coordination between relevant partners;
- Taking responsibility for any grant funding associated with a UK Town of Culture programme, for which the Accountable Body is the recipient organisation; and
- Monitoring delivery of a UK Town of Culture programme and undertaking relevant reporting as may be required by DCMS.

Delivery Body: A place's chosen party who will be responsible for the planning, procuring, commissioning and delivery of a planned UK Town of Culture programme.

What do we mean by culture?

Culture means different things to different places and communities, and we want local stories and the unique character of places to shine through in bids. We expect bidders to showcase the strengths of the cultural offer in

the area, acknowledge its weaknesses, and its ambition and potential to improve. It will be up to you to make the case for which activities are included in your proposed cultural programme and articulate the step change you aim to achieve. We expect programmes to be able to appeal to a wide range of audiences and to increase participation in cultural activities, especially amongst young people, as well as contributing to community cohesion and wellbeing.

Applicants are encouraged to include activities encompassing a broad definition of culture and its creative industries and how it relates to the town's history, story and community. This includes but is not limited to: visual arts; literature; music; theatre; dance; combined arts; architecture; crafts; design; heritage and the historic and natural environment; museums and galleries; libraries and archives; film; broadcasting and media; video games; animation; visual and special effects; photography; and publishing.

Alignment with UK government missions & priorities

The UK Town of Culture, along with the UK City of Culture competition complements other UK government initiatives to support culture to thrive, such as the £270 million Arts Everywhere Fund, which will ensure that everyone, everywhere has the opportunity to experience great culture and access to high quality institutions in the places they call home.

Local government is foundational to the sharing of cultural opportunity across the UK, and to the successful delivery of UK Town of Culture. Local authorities should work with local people to ensure that their bid and creative vision is reflective of their communities. In this way, the UK Town of Culture competition embodies the principles set out in the English Devolution White Paper, the biggest transfer of power out of Westminster to England's regions this century.

It further complements other UK government place-based initiatives, notably the Pride in Place Strategy which sets out a plan to create safer, healthier neighbourhoods where communities can thrive. The Pride in Place Programme represents one of the largest investments in deprived neighbourhoods for a generation - up to £5 billion over 10 years to support up to 250 places.

We encourage bidders to think about how their bid aligns with, builds on or prepares for other funds and initiatives as well as how it is integrated in wider local and regional inclusive growth plans. This will be assessed in a light touch way at this EOI stage and bidders will be expected to demonstrate this in more detail at the full application stage.

Bids should actively complement, rather than duplicate or compete with funding already delivering or set to deliver in their areas. Areas should not consider the UK Town of Culture competition as an opportunity to plug any gap in funding not realised by other government funds. Nor should places that did or do not receive support through other funds feel that they are at a disadvantage in applying to the UK Town of Culture competition. We want to support all bidders to realise culture's contribution to transformational step change

Environmental considerations

One of the UK government's missions is to make Britain a clean energy superpower and accelerate to net zero by 2050. Tackling climate change is the one of the most urgent shared endeavours of our lifetimes, demanding bold action from us all. Our towns and cities are on the front line of climate change and culture is a powerful tool in tackling environmental challenges. Bids for UK Town of Culture 2028 should consider embedding environmentally sustainable practices into their plans, demonstrating contribution to the UK's net zero and nature protection objectives, and promote and inspire environmental responsibility.

Support during bidding process

DCMS plans to host an online information session for all interested bidders on 21 January 2026. Details will follow, please contact uktownofculture2028-competition@dcms.gov.uk with any questions and to register interest.

We would encourage interested bidders to attend this information session to access information from experts. DCMS, other government departments, and arms-length bodies will not be available to provide further support for bidders at the EOI stage of the competition. Shortlisted places will have access to further expertise, support and advice during the preparation of their full applications, and we will provide further guidance on this in due course.

Competition stages

The competition selection process for UK Town of Culture 2028 is designed to identify and designate places from across the UK that offer the best possible bids. Bidders must not only present an ambitious and unique vision for its 2028 programme, but also demonstrate credible and realistic plans to successfully turn that vision into a reality.

There are three main stages to the competition.

Stage 1 - Expression of Interest (EOI)

1. The EOI phase is an opportunity for bidding places to succinctly articulate their vision, key elements of their proposed programme, and readiness to deliver. The EOI form asks for responses to the three criteria with prompts. We recognise the challenge on resources at this early stage, so do not expect detailed economic data, research, or in depth delivery plans. For more information on how to apply, see the 'How to make an Expression of Interest (EOI)' section below. The deadline for EOIs will be 31 March 2026.
2. The Expert Advisory Panel will assess the EOIs against the relevant competition criteria and select a shortlist of places. DCMS intends to announce the shortlist of places that will proceed to the next stage of the competition in Spring 2026.

Stage 2 - Shortlisted places make a full application

3. The shortlisted places will be awarded a grant of £60,000 each to support them with developing and strengthening their full application. We intend to publish detailed full application guidance in Spring 2026, including our expectations for data submission. Applicants will have up to five months to complete the full application.
4. The full application will ask questions in more depth and will expect you to set out a detailed plan for how you will deliver your vision, including a programme plan and narrative, partnerships and budget. We will require information about your local context, priority needs and challenges and how you will use UK Town of Culture to address them. We may require applicants to undertake research, present data relating to expected impact, as well as delivery, fundraising and governance plans. We will also require applicants to consider how they will deliver digital content for wider public engagement through the competition.

Stage 3 - Shortlisted places host and present to the panel

5. The panel will visit the shortlisted places, who will be invited to present to the panel and engage in detailed discussions about their plans.
6. The panel will assess the full applications and presentations of the shortlisted places including any outcomes of public engagement and communications, and against the competition criteria.
7. The panel will submit their recommendation for the finalists and overall winner of UK Town of Culture 2028 to the Secretary of State for DCMS, who will make the final decision. We will provide feedback to all the shortlisted places.
8. DCMS aims to announce the UK Town of Culture 2028 winners in early 2027.

Key milestones and dates

Table 2: Key competition milestones

Milestone	Dates
Expressions of Interest (EOI)	Opens: 14 Jan 2026 Deadline: 31 March 2026
Information event for bidders	21 January 2026
Shortlisted places announced	Spring 2026
Full application period	Spring 2026 – Autumn 2026
Panel visits	Autumn 2026
Finalists and winner announced	Early 2027
Delivery Period	2028

How to make an Expression of Interest (EOI)

Register as a bidder

The first step is to register as a bidder for the UK Town of Culture 2028 title by emailing uktownofculture2028-competition@dcms.gov.uk and providing the following information which will allow us to contact you quickly if we need to, send the branding guidelines and share information about the information workshop for prospective bidders:

- Place name of bidding place
- Brief geographical description of bidding place
- Named contact and contact details for the bidding team

EOI form

Bidders should download and complete the EOI form template and return by email to uktownofculture2028-competition@dcms.gov.uk

Download the [EOI form template](https://assets.publishing.service.gov.uk/media/6964cd638d599f4c09e1ff41/UK_ToC_EOI_ApplicationForm.odt)
(https://assets.publishing.service.gov.uk/media/6964cd638d599f4c09e1ff41/UK_ToC_EOI_ApplicationForm.odt)

The EOI form comprises three sections which each require a statement response:

- 1 Your story: tell us about the unique story and culture of your town
- 2 Culture for everyone: tell us how you will design a cultural programme which will provide visible, accessible culture that boosts the profile of your town
- 3 Making it happen: tell us how you will deliver a successful programme

Further instructions, including word limits and prompts to use as a guide in your responses, are detailed in the EOI form template. Please note, where a large number of applicants are received, bids will be sifted on the second section only 'Your Story'.

The deadline to submit the EOI form is 31 March 2026. DCMS will not accept EOIs received after this date.

'UK Town of Culture 2028' title, trade mark and branding

The competition winner will be designated as "UK Town of Culture 2028". We will issue branding guidance to all registered bidders to outline how bidding, winning and legacy places are able to use the title and trade mark in the years running up to and after 2028.

Media and publicity

We expect there to be significant publicity associated with the selection process, with coverage at a local and national level. We will issue press releases on the results of the shortlisting and final selection processes. All the bidding places will be listed on the DCMS website (with links to their respective bid website if applicable) and may be referenced in press releases. The DCMS communications team will be in touch with communications teams in bidding locations as needed to update on plans and embargos.

Data sharing and transparency

The UK Town of Culture programme and its evaluation will be crucial to our developing understanding of the social and economic impacts of cultural investment. We expect to receive an incredible volume of information and data as part of the application process. Once the 2028 title has been awarded, we plan to deposit all bids (initial EOLs and full applications) in the National Archives, the official public archive of the UK government, to allow researchers and the public free access to this wealth of detail. We understand that some data may be commercially sensitive, so we will work with all bidders to provide redacted versions as necessary.

Data protection

DCMS is committed to using any personal information we collect on a lawful, fair and transparent basis, respecting your legal rights as an individual in accordance with the UK General Data Protection Regulation, the UK Data Protection Act 2018 and other applicable laws that regulate the use and privacy of personal data (Data Protection Law).

As part of us meeting this requirement, we have published our General Privacy Notice for you to refer to. For further information about our obligations and your rights under Data Protection Law, as well as how to report a concern if you believe that your personal data is being collected or used illegally, please also see the Information Commissioner's Office.

Contact

For further information please contact uktownofculture2028-competition@dcms.gov.uk



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