

Aylsham Town Council
Summary of Receipts and Payments
To 14/10/ 2022

| Cost Centre | Receipts | | | Payments | | |
|------------------|----------------|--|----------------|----------------|----------------|--|
| | Budgeted | | | Budgeted | Actual | |
| General Purpose | 423,320 | | 432,770 | 114,800 | 158,615 | |
| Town Hall | 13,600 | | 8,130 | 58,750 | 18,366 | |
| Drill Hall | 29,500 | | 17,644 | 62,985 | 16,529 | |
| 23 Market Place | 5,500 | | | | | |
| Cemetery Cottage | 7,000 | | 3,395 | 1,500 | | |
| Public Toilets | | | | 11,800 | 7,304 | |
| Other Properties | | | 2,550 | 5,700 | | |
| Cemetery | 8,000 | | 4,804 | 23,600 | 7,678 | |
| Allotments | 4,500 | | 3,722 | 24,690 | 1,901 | |
| Markets | 9,000 | | 4,206 | 2,650 | 1,010 | |
| Open Spaces | 8,200 | | 4,550 | 166,020 | 66,113 | |
| Events | | | 11,118 | | 13,840 | |
| Churchyard | | | 400 | 13,700 | 1,688 | |
| Street Scene | | | 3,179 | 10,450 | 20,683 | |
| | 508,620 | | 496,468 | 496,645 | 313,727 | |
| VAT | | | 19,087 | | 16,188 | |
| | | | 515,555 | | 329,915 | |

Aylsham Town Council Current Year

| | |
|--------------------------------|-------------------|
| Cash in hand 01/04/22 | 404,496.90 |
| Plus Receipts | 515,555.50 |
| Sub total | 920,052.40 |
| Less Payments | 329,915.00 |
| Cash in hand | 590,137.40 |
| | |
| Represented by | |
| Current Bank A/C | 247,775.09 |
| Active Saver | 226,845.47 |
| Public Sector Deposit Fund | 25,995.04 |
| Shawbrook – Issue 7 Fixed Bond | 89,271.80 |
| Petty Cash | 250.00 |
| | |
| | 590,137.40 |

| | | | | |
|--|--------------------------|--|---------|----------------|
| | General Reserves | | 266,972 | |
| | EMR Bottle Bank | | 4,950 | |
| | EMR Cittaslow | | 1,200 | |
| | EMR Community Events | | 7,400 | |
| | EMR Christmas Decoration | | 1,600 | |
| | EMR Election | | 2,000 | |
| | EMR Marquees | | 1,200 | |
| | EMR Drill Hall | | 22,000 | |
| | EMR Town Hall | | 17,000 | |
| | EMR Properties | | 24,100 | |
| | EMR Cemetery | | 41,700 | |
| | EMR Open Spaces | | 70,400 | |
| | EMR Highway Verges | | 3,880 | |
| | EMR Recreation Ground | | 34,400 | |
| | EMR Churchyard | | 48,500 | |
| | EMR Street Furniture | | 12,000 | |
| | EMR Hall Hire Deposit | | 50 | |
| | EMR CIL | | 22,930 | |
| | EMR Cemetery Cottage | | 2,000 | |
| | EMR Allotment Deposits | | 5,855 | |
| | | | | 590,137 |



Mrs S Lake
Parish Council Clerk
Council Offices, Town Hall
Market Place
Aylsham NR11 6EL

Norfolk Accident Rescue Service
Millbanks
Hall Lane
Dereham
NR20 3GG

23rd September 2022

Dear Mrs Lake,

I am writing on behalf of Norfolk Accident Rescue Service (NARS), a charity providing emergency medical care to people in Norfolk who have suffered traumatic, life-threatening injuries or serious medical conditions, such as road traffic collisions.

NARS comprises of a voluntary team including doctors, paramedics and first responders operating across Norfolk; either from our Dereham base or their own homes, both day and night. NARS volunteers use state of the art rapid response vehicles to reach people quickly, treating patients with advanced medical equipment. NARS have been saving lives in Norfolk for over 50 years.

My reason for contacting Aylsham Parish Council is to seek your support. We rely on the generosity of voluntary donations to ensure our life-saving charity remains operational in Norfolk. We have volunteers helping in your local area and we are asking for financial support to help us continue providing our life-saving service.

So far this year, NARS responders have treated many patients in cardiac arrest. They have used advanced medical equipment such as our LUCAS device which administers automatic chest compressions and helps improve patient survival chances. In addition to our lifesaving work, we also offer free CPR and defibrillator training to the public.

In 2021 NARS responded to more than 2,100 calls. Our medical professionals provided critical and emergency care across Norfolk, from roadsides to workplaces, urban to rural areas, for people of all ages. Our data demonstrates the value of NARS to our local communities and there are many people in Norfolk today who are alive because of the work that we do.

Despite our lifesaving work in partnership with the NHS and Ambulance Trust, NARS rely entirely on donations from councils, trusts, individuals, and local businesses. The generosity of these people and groups maintains our vital service. I would like to ask Aylsham Parish Council that you represent, to please consider making a lifesaving donation to NARS.

Thank you for taking the time to read this letter.

Kind regards,

Jess Moses
Fundraising Manager
E – jess.moses@nars.org.uk

Telephone: 01362 698007 www.nars.org.uk enquiries@nars.org.uk
Norfolk Accident Rescue Service is a Charity registered with the Charity Commission Regd. No 261666

REPORT TO COUNCIL

Subject: Outside speaker

Author: Sue Lake

Date: 26th October 2022

At the recent Green Day the event was opened by Patrick Barkham. He used one of the speakers which meant he could be heard clearly inside but could not be heard outside. For large events the Town Council always hires in independent sound systems. However, it may be useful for smaller events i.e. Markets, Races, etc to have an extension to the sound system that we could place outside. This would be a temporary placement so planning permission would not be required.

I contacted the company who provided the system as follows

We were wondering if it would be possible to have a linked speaker that we could take outside as and when required? Either on a stand or possibly one we could add to a bracket on the Town Hall.

and received the following response

We can certainly do this. Price is going to be around the same for either option. The outdoor (weather proof) speakers are not vey pretty so not sure how that would go with fixing to the building. Side view of the speaker attached. You would be looking at £800 plus Vat

Council are asked to consider this proposal

CLERK'S REPORT FOR COUNCIL MEETING 2.11.22

| <u>ITEM</u> | <u>DESCRIPTION</u> | <u>COMMENTS</u> |
|--|-----------------------------|---|
| Town Hall | | Still waiting details for repairs |
| 23 Market Place | | |
| Cemetery Cottage | Private Letting | No reported issues |
| Cemetery | | |
| Allotments | | |
| Churchyard | | Faculty for the waste area has been approved. Planning permission has been submitted |
| Market Place | | |
| Farmers' Markets | | A new trader contacted the Town Council about a 'relaunch' of the Farmers Market. It is possibly the 20 th anniversary next March so will check and look to coincide |
| Markets | | Traders have been advised re charging and Friday markets |
| Jannys Close Community Garden | | |
| Staithe | | |
| "Little Staithe" | | |
| Hopkins Homes areas general | | Playground inspections have been received and show minor areas needing improvement – these will be discussed in detail at the next Properties Meeting. Repairs have started |
| Highways | | Grit bins have been installed and filled |
| Paupers Graveyard | | Signage is currently being designed and a maintenance schedule put in place More detail to be added to the Town Council website |
| Norfolk Homes Play Areas (equipped) | Wymer Drive | Playground inspections have been received and show minor areas needing improvement – these will be discussed in detail at the next Properties Meeting. Repairs have started |
| Norfolk Homes large area off Mileham Drive | | Playground inspections have been received and show minor areas needing improvement – these will be discussed in detail at the next Properties Meeting. Repairs have started |
| Land at Sapwell Close | Adverse Possession Claim | Completion of review of 1970's minutes. Extracts sent to solicitor |
| Car Parks | | Review still in progress but no timescale available. The extreme poor state of The Buttlands has been reported (again) To Broadland District Council |
| Street Lighting | Cromer Road | Residents have been contacted re part-night lighting. Responses have been requested by November 4 th to allow for responses from people away for half-term |
| Public Toilets | | |
| COMMA/Archives | | |
| Litter & Dog Waste Bins | | |

| | | |
|-------------------------------|--------------------------------|--|
| Bus Shelters | | Request for bus stop at the top of Banningham Road with Norfolk County Council |
| Pump | | |
| Pillboxes | | |
| War Memorial | | The Remembrance Service will take place on November 13 th . The vicar would like to know how many councillors will be attending |
| Highway Rangers | | The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office know of any such areas and we will add it to the schedule we send them |
| Drill Hall | | |
| Community Speedwatch | Need to re-establish | Still short of volunteers and someone to organise |
| Telephone Box | Refurbishment | Telephone box has been refurbished and the charger will be installed shortly. Highways to return to replace slabs |
| Bure Meadows Footpath | New Footpath across to Dunkirk | Letter from s106 officer detailing all the work agreed with the developer |
| Licence Request | 23 Red Lion Street | Variation to hours |
| Blickling Stakeholder Meeting | December 8 th | The next meeting will take place on December 8 th A volunteer to attend is required |
| Warm Spaces | Starting Nov 3 rd | A meeting was held with various community groups and churches to ascertain what is already in place. There are various opportunities for people to access warm spaces but the gap appears to be the afternoons. There is limited availability at the Town Council buildings but from the 3 rd November the Town Hall will be open all day Thursday and The Pavilion at the recreation Ground will be available on Tuesdays initially up to the 20 th December to see what the uptake is. Grant applications have been submitted. |
| Jubilee Coins | | After distributing to children there are still some jubilee coins remaining. What do councillors suggest we do with these? |

Items for Town Council to consider/note

- **Faculty for the churchyard has been agreed**
- **Farmers Market re-vamp**
- **Numbers for Remembrance Service**
- **Additional grit bins installed**
- **Licence Request**
- **Blickling Stakeholders Meeting**
- **Warm Spaces start date**
- **Jubilee Coin decision**

Minutes of the AYLSHAM RECREATION GROUND COMMITTEE
18th October 2022 Pavilion, Recreation Ground 7pm

Present

Myles Hague, Barry Lancaster, Eileen Springall, Heather Morton, Derek Barber, Francis Dodd, Vivien Tunwell, Lauren Stroud, Tony Gray

Sue Lake – Aylsham Town Clerk

1. Apologies and Welcome

Apologies received from Trevor Bennett

2. Minutes of the previous meeting

The minutes of meeting held on 27th September previously circulated were confirmed as a true record.

3. Information on Matters Arising

As agreed at the last meeting The Nest were advised that it would not be possible to continue inside through the winter months as it is not within the charitable purposes of the Rec to provide a community building for the sole use of a commercial business. Not surprisingly this information was not well received and a 'Save our Café' campaign was launched by one of the users.

Myles Hague will write to them.

It has been confirmed the The Nest could be moved nearer to the Tennis Court area as there is capacity in the electrical unit. Derek Barber advised that the Petanque Group would object to all the benches in the area not being available when they play. This should not be a problem as more benches could be moved to the area and 20-30 chairs could be made available from the Town Council store.

There was an issue following the half-marathon on Sunday where the pavilion was left unlocked and entry was gained first by the runners and then by the football team which necessitated additional cleaning.

4. Finance Report

a) To receive a report on current finances

The reports sent with the agenda were noted. Total funds available are;
£6845.83 current account £14,105,68 deposit account
£20,951.51 Total

Francis Dodd advised that the bowls club were still owed £4000 and this will be looked at when Wendy returns from holiday

b) Completion of Barclays Account details

In line with many banks Barclays require details of trustees to prevent money laundering. The form was completed as appropriate and will be forwarded to the bank

5 **2023/24 Budget**

The draft budget previously prepared had been updated slightly but was not the finished article. The suggested grant request from the Town Council was shown as £67,420 a slight reduction on previous years.

Barry Lancaster advised that this budget did not include any of the maintenance projects discussed over the years as follows:

- Pavilion Roof
- Smile Park Surface
- Kickabout Area
- Unofficial access onto Sir Williams Lane to be blocked
- Fencing around kickabout area
- Three sided green waste compound
- Removal of surplus spoil
- Car Park marking
- Burgh Road entrance
- Rainwater Harvesting
- Picnic area
- Petanque Improvements
- Tennis court refurbishment

It was agreed that estimated costs should be investigated for all these items and a priority list made so that more accurate budgeting could be made in the future.

Myles Hague, Eileen Springall, Barry Lancaster and Wendy Murphy to meet to finalise the budget for the next meeting

In the meantime it was agreed to ask the Town Council for a grant figure of £75,000, but this could be amended, to enable the Town Council to prepare their budget.

6. **Recreation Ground Activities**

a) **To receive an update on creation of strip**

The new strip has been created and Barry Lancaster advised the job was excellent and would highly recommend the company.

Leave a Google Review for Parkers Pitches

b) **Disposal Of waste spoil**

The work to this and the existing strips have left a large amount of soil to dispose of. This is not included in the quotes and it was **AGREED** that in future years this must be included as part of the project and funded by whoever commissions and pays for the work.

A quote to be obtained from Aylsham Plant Hire to fill any divots etc and remove any soil left over,

Ascertain where soil could be used within the Recreation Ground

Obtain quote from Aylsham Plant Hire for the work and disposal of remaining soil

c) **Any other issues**

None Raised

7. Health and Safety and Risk Assessments

a) To receive the report from Kevin Shepherd

The report had been circulated and members felt it was quite basic with no indication whether the risk assessment from the user groups had been seen and agreed. It was not known what brief had been given to the consultant and this will be clarified when Wendy returns. There was confusion within the report between the role of the Town Council and the Rec Committee

Wendy Murphy to speak with the contractor re these points

b) To discuss the findings of the report

It was felt that the Risk Assessment should be sent to all the user groups to advise them that these are the recommendations of the Health and Safety contractor and the recommendations agreed by the Recreation Ground Committee and request an official response from all the user groups. If the user groups do not wish to act on the recommendations then any potential liability will fall on them not the committee.

The cricket club have already said they did not think the recommendation regarding boundary wedges is sound.

Wendy Murphy to contact all user groups

8 User Group Reports

Bowls Club – recently undertaken work to the green in preparation for winter. Still have the ongoing problem of the path. Better liaison with Keith, the Bowls Club and Wendy required.

Petanque – all going well. Eighteen attend each week and will continue through the winter.

Aylsham Runners – pretty positive at the moment with good numbers. Recently involved in the Blickling half-marathon and looking at partnering with other running groups

Tennis – the chairman, Richard Moore, has resigned with immediate effect. Numbers are currently good and the standard is excellent. Money is being raised and earmarked for new tennis courts in 3-5 years time

Discussion took place as to whether clubs could assist their members through the current economic issues.

9. Items for Future Meetings

As listed on the agenda

10. Any Other Business

It was asked if a representative from the Rec Committee would like to attend a Bowls Club Meeting

Next Meeting –Tuesday 15th November, Tuesday 20th December 2022

Meeting closed at 20.45



**Minutes of the Aylsham Climate Action Meeting
held on Monday 3RD October 2022**

Present:

| | |
|----------------|-----------------|
| Trevor Bennett | Kate Mackenzie |
| Lesley Cannon | Anna Magyar |
| Sue Catchpole | Jenna Owen |
| Mary Evans | Patrick Prekopp |
| Lillie Ferrari | Arthur Rope |
| Shelley Hudson | Grizelda Tyler |

Sue Lake Town Clerk

1. Welcome and apologies for absence

Apologies were received from

| | |
|------------------|----------------|
| Michael Dolling | Jenny Haycocks |
| Erica Fisher | Ian Hildrew |
| William Fisher | Sally Hildrew |
| Michael Goodwin | Ray Horne |
| Veronica Goodwin | Wendy Sadler |
| Clare Green | Fiona Scott |
| Stephen Green | Sue Sharpe |

2. Declarations of interest

None were declared

3. Minutes

The minutes of the meeting held on 5th October required some typing errors corrected but apart from that were accepted and will be signed by the chairman

4. Information on Matters Arising from previous minutes

Nothing raised

5. Green Day

a) To receive group reports on Green Day Activities

Energy – Stall manned by Arthur and Mary the camera was a big draw and led to a queue. Whilst in the queue people were reading and picking up leaflets. Ten bookings and one volunteer came forward. The camera has thrown a fault and that will be sent back to the manufacturer. Consideration of having the stall at the Christmas Craft Fair. An article will be placed in Just Aylsham.

Transport – the group was joined by the school with their electric car and also representatives of cycling UK. They had drafts from the traffic group strategy regarding proposed changes to the Market Place = which were well received. A survey had been prepared and to date over 30 responses had been made. Once analysed the results can be fed back to the Traffic Group.

Waste – listed recycling areas locally to inform people. Also worked with Broadland regarding what goes into the various bins.

Nature – constant trickle of visitors with a good level of interest in all the areas covered. Composting was a big draw and there was information on wasps, plants and trees for small gardens and what attracts wildlife.

Plastics – thought it was a most worthwhile community activity need to discuss and agree the next stages.

Communications – Lots of publicity before and during the event. Sent information via a press release to numerous papers, interview on Radio Norfolk the day before. Details on social media.

b) To discuss positive aspects of the day

- There was a good, but not excellent turnout for the day
- Variety of activities
- Good children's activity in the Market Place
- Building links and alliances with other groups
- Good first effort
- Weather was good!

c) To discuss negative aspects of the day

- Attendance could have been higher
- The Samba Band was not a band but just drums which some found very annoying
- The Red Rebels proved divisive and tended to kill the mood
- Communication may not have got to a wider audience
- Some groups may have been off-putting to the general public
- Not having music is an issue
- No speaker system outside the venue
- Lack of help of the facilities team due to poor communication

d) To consider holding future events

It was felt the event was worthwhile and should certainly be considered to become an annual event

e) Future dates

Discussion over day of the week and acknowledgement that no day will be suitable for all and possibly Sunday is the best.

Not really possible to start later as it is very difficult to keep the Market Place clear of parked cars.

Probably September is the best time of year

To be discussed at the next meeting when more people may be in attendance.

6. Steering Group

A long discussion on how this would work and how it would fit in with the sub-groups and the main ACE group. Felt there was a danger of being too many meetings – could lead to three per month which is unrealistic for most.

It was thought that maybe quarterly would be sufficient. The first task would be to set up Aims and Objectives and Terms of Reference so everyone knew how it would work.

It was **AGREED** to hold the first meeting in January 2023.

7. Climate Change Groups

Mary Evans has stepped down as chair of the energy group and Grizelda Tyler has taken her place.

Groups have been primarily focused on Green Day.

Groups are asked to send a written report for distribution with the agenda no later than one week before the meeting i.e. 31st October

8 Items for future discussion

To help inform the discussion at the Steering Group the next meeting will have a brain storming session of possible projects/ideas/actions etc. for the group to take forward over the coming months.

It was requested whether the Town Council could put together a spreadsheet or similar in how they are going in achieving net zero by 2030.

9. Date of Next Meeting

To confirm the date of the next Meeting as Monday September 7th November 2022

The meeting closed at 8.50pm

**Minutes of the Aylsham Town Council Traffic Group Meeting held on Wednesday 26th
October at Aylsham Recreation Ground**

Present

| | |
|------------------------|---------------|
| Pat Prekopp (chairman) | Richard Laxen |
| Sue Catchpole | Steve Riley |
| Gordon Clarke | Arthur Rope |
| Mary Evans | John Shenton |
| Catherine Fletcher | |
| Sue Lake | |

1. Apologies for Absence

Apologies were received and accepted from:

| | |
|----------------|-----------------|
| Clare Alban | David Faulkner |
| Paul Baker | Lynda Hartley |
| Ellie Baker | Lindsay Little |
| Trevor Bennett | David Harry |
| Maureen Burr | Barry Lancaster |
| Andy Christie | |

2 Minutes

The minutes of the meeting held on 31st August were circulated with the agenda. Additional comments on making Burgh Road a one-way for part of its length needed to be added together with discussion on Oakfield Road being a cul-de-sac.

3. To summarise failures and successes of the project

Gordon Clake apologised that due to personal circumstances he had not been able to complete this for the meeting, but will do so shortly. The context is to see how the group has performed. Any measurements can only be subjective as it is not possible to put detailed 'scores' against actions.

As stated before the engagement of consultants was a positive but it may be they were engaged before all the issues were identified. However, at the time this was thought to be the best option to get fresh eyes on the problem. In reality it may have taken several months for the group to identify all the issues.

4. A140 Signage

This has been included in the final strategy document although the maps are a little confusing as the signs are shown from the direction of the travel arrows. They are a good first stage and before any work is commissioned a full audit and plan of the signs will be required.

It was also noted that there should be signposting to Blickling via Ingworth when travelling from the north.

5. Traffic Strategy

a) To note receipt of October document

This had now been received all member.

b) Comments on Strategy

Issue 1 – Speed Limits

The suggestion to reduce the 20mph areas has been rejected by members. However, the determination of the 'Town Centre' has still to be agreed. It was suggested that larger signs were required.

As part of the ACE Green Day event the Transport Group had undertaken a survey. Sue Catchpole presented the findings which were circulated. Speeding was definitely a cause of concern to many respondents.

Issue 2 – Penfold Street

Notwithstanding the issues identified by the Fire Service it was considered this was still a good scheme making more of the pump and would also allow for the change of priority to take place. Rather than rejecting it the possibility of looking at how the right turn from the fire station could be made easier. It was also queried whether a three point turn was actually slower than going around the pump.

Issue 3 – Cawston Road

Many felt the main issue here is parking on Mill Road so if yellow lines are introduced it needs to be all around the junction area rather than down Cawston Road.

Issue 4 Buses in the Market Place

This was agreed. The buses are not scheduled to meet in the Market Place but road conditions that delay the buses can sometimes cause this to happen. It is noted that they often stop and wait for buses to ensure they do not meet on Red Lion Street. The clerk will contact Sanders to see if want communication methods they use

Issue 5 Burgh Road

This issue caused the most discussion.

The proposal would be to create a one-way section midway down Burgh Road leaving two-way access to the car park and Forster Close. The suggestion also recommended that Oakfield Road be made one-way and also included the provision of a crossing and a cycle way. Residents of Oakfield Road were strongly opposed to the suggestion of making it one-way as it caused issues with large vehicles especially refuse trucks and two-way traffic tended to reduce speeds.

There was concern of the impact on Sir Williams Lane and photographs were circulated showing cars mounting paths and marks on footways showing continued such breaches.

Another suggestion was to make Sir Williams Lane one-way as well but the same direction as Burgh Road thus forcing drivers to use the preferred routes of the bypass and Norwich Road.

Although there were many problems with these suggestions, possibly because they came later in the process, it was decided to proceed at the moment but be aware that major changes could be made further into the process.

All other matters were accepted

It was queried if the proposals had been costed or where the funding would be coming from. It is too early to undertake this work and with proposed developments all three councils will receive substantial CIL monies which could be utilised.

6. Traffic Strategy – Presentation to the public

This document had taken sometime to produce and although not endorsed in all its aspects it was agreed to present to the public as it is with the disclaimer that proposals are still up for discussion. It was felt to delay presenting to the public any longer would cause issues in itself.

a) To agree date for the event

This was suggested as Wednesday November 30th 2022 from 3.30pm to 8pm.

b) To agree format

The format will be a drop-in session with members of the committee available to answer questions and discuss elements of the strategy with visitors

c) To consider outline plan

The clerk had distributed suggested board concepts and these were agreed. Comments could be made on each board and also overall comments. How the results would be analysed would be discussed at the end of the presentation once level of response can be gauged.

d) To consider outline flyer

It is hoped to prepare a flyer with details of the meeting on one side and Christmas events on the other to try and ensure a good turnout.

7. To note any items for future discussion

Nothing Raised

8. To note date of next meeting

A brief meeting will be held at the end of the presentation evening 30th November. A follow up meeting was suggested for January 11th 2023*

The meeting closed at 8.30pm

*** This date is not available in the Town Hall and as it might be necessary to use the projection equipment suggest revert back to usual date of the last Wednesday in the month being January 25th 2023**

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL,
ON WEDNESDAY 19th OCTOBER 2022 AT 11am.**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mrs J St Clair Aylsham U3A
Mr G Margaron, Aylsham Community Partnership
Mrs M Evans Aylsham Town Council
Mrs W Sadler – Aylsham In Bloom
Rev Canon Julie Boyd – Aylsham Parish Church
Curate Natalie Rees
Graham Peers – Broadland District Council
Mrs M Anderson-Dungar ABEF
Mr D Anderson – Aylsham Town Council
Mr R Willis ABEF
Michaela Beaumont – Broadland District Council
Gemma Spall – Broadland District Council

OFFICER: Mrs S Lake Town Clerk

01 APOLOGIES FOR ABSENCE

Mrs J Kerrison – Aylsham WI
David Harrison – Aylsham Town Council

02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

There were no Declarations of Interests or any Requests for Dispensations.

03 MINUTES

The minutes of the Cittaslow Aylsham Meeting held on 20th July 2022, were **confirmed and signed by the chairman.**

04 MATTERS ARISING

Nothing Raised.

05 ADJOURNMENT OF THE MEETING

In the absence of any member of the public, the meeting continued without adjournment.

06 CITTASLOW UK & CITTASLOW INTERNATIONAL IN AYLSHAM

a) To receive an update regarding a Llangolen & Mold Councils

The clerk at Llangolen is currently unwell and the council is suffering because of this. The Cittaslow Committee has merged with the Climate Change Committee.

Mold have a new chair but they are in a similar position as Aylsham was last year with members questioning membership.

A UK meeting will be called soon to ascertain the situation.

b) To receive an update on the request for accounting details

Still no real information.

07 CITTASLOW IN AYLSHAM

Graham Peers the tourism officer from Broadland attended the meeting and updated members from his attendance in July. The District Council has purchased the visit#townname#.com for the six towns in the two districts. Funding is being sourced to employ a webmaster to manage all the sites.

The site would be overseen by a committee from each town – a group like the Cittaslow Committee would be ideal. Wymondham have employed a town co-ordinator who will look at this.

He also advised that a £300 Get It Started grant available for new groups.

08 MINDFUL AYLSHAM

Michaela Beaumont and Gemma Spall from Broadland District Council attended the meeting to discuss this project, which the Town Council agreed to be a pilot council for. This will involve local businesses and residents training to be mental health champions with the training provided by NSFT and Thriving workplaces. This will enable people to talk about Mental Health and wellbeing at a lower level and enable more serious problems to be identified hopefully earlier and signpost to assistance.

Anyone interested in attending the training should let either the Town Clerk or Broadland Help Hub know. There are two training courses a mental awareness session of two hours or Mental Health First Aider which is a full day.

09 WARM SPACES

A meeting had been held the previous day to ascertain what is available for residents who do not feel able to heat their own homes constantly and would like a warm space to attend. This information will be collated and the Town Council have agreed that any serious gaps could, if possible, be filled by the Town Council.

The main issue appears to be the afternoons and that will be a priority. It was also suggested that a venue to enable those who work from home to use would be useful.

Grants are available from Norfolk Community Foundation and Broadland District Council

10 FARMERS MARKET AND GENERAL MARKETS

a) To receive an update on the October Farmers Market

This coincided with the Food Festival. Unfortunately Duncan Jeary has also left the market but a suitable replacement has been found.

b) To receive an update on the general markets on Monday and Friday

This was discussed at the last Town Council meeting and it was agreed to take some action on stall sizes, advertising and the viability of the Friday market.

Graham Peer advised after the last meeting he had contacted the various towns in the districts to see how their markets were fairing. This proved to be a mixed picture.

Diss – looking at extending

Wymondham – in decline especially the Farmers Market. Looked at themed markets with mixed success

Reepham – no market

Loddon – indoors only

Harleston – public realms work underway at the moment so no market

11 CLIMATE EMERGENCY

The Green Day event on September 25th went well although there were some issues with some of the activities. A new stall from the market came from the event.

A steering group to be formed to help plan the work of the group.

Still to get information from the business community and the Town Council will also be advising how it is progressing to net zero.

A Men's Shed project is about to be launched with an open meeting on November 19th at the High School.

12 PROJECTS

i) OLD STATION YARD

Have received bulbs to plant

ii) TOWN PEDESTRIAN MAP

Some examples from the map were distributed.

The application to Tesco has finally been agreed and is currently in stores. Bearing in mind the Cittaslow grant also received part of this could be used for the Warm Spaces project if agreed by the board.

iii) AYLSHAM FESTIVAL

This is still pencilled in for early September next year but no further details are available at the moment.

13 AYLSHAM COMMUNITY EVENTS COMMITTEE

The next meeting is scheduled for this evening. The plans for Christmas are well in hand and events for 2023 will be discussed at the meeting.

14 SLOW FOOD AYLSHAM

The Food Festival was a success with good numbers for the three main events. Plans for next year will include a membership drive as the current team are finding the workload demanding.

The food bank book continues to do well and more reprints have been ordered.

15 AYLSHAM IN BLOOM

Autumn replanting will take place on the 2/3 November and 7th November with plants being available should anyone require them.

The Paupers Grave had been tidied and the wild flowers had performed well.

The beech hedge will be trimmed soon.

16 ABEF

An open meeting will be held in January as it was not possible to get a date in November.

17 AYLSHAM TRAFFIC GROUP

The final strategy has been completed and this will be presented to the public in an open meeting at the end of November.

18 AYLSHAM PARISH CHURCH

Interested in both 'Warm Spaces' and 'Warm Inside' i.e. feeding people. A scheme entitled 'Filling The Gap' will run during school holidays.

The Remembrance Day Service will be held on November 13th.

The Christmas Tree Festival will run from 25th – 29th November.

19. ITEMS FOR INFORMATION/NEXT AGENDA

Nothing brought forward for the next meeting.

The state of the Buttlands car park was questioned and the clerk advised what she had been told by the District Council. The lease has almost been agreed and a survey will be commissioned before resurfacing takes place. There is no indication of timescale. Graham Peers advised he would ask the relevant officer prior to the next meeting for an update.

20. DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Wednesday 16th November 2022 at 11.00am at the Drill Hall**

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 12.58pm



AYLSHAM COMMUNITY EVENTS COMMITTEE

**MINUTES OF THE MEETING OF THE
AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD IN THE COUNCIL CHAMBER, TOWN HALL
ON WEDNESDAY 19TH OCTOBER at 7:00pm**

PRESENT:

| | | |
|-----------------|---|---|
| Giles Margaron | - | Chairman (Town Resident) |
| Joan Bennett | - | Councillor |
| Patrick Prekopp | - | Councillor |
| Fiona O'Hara | - | Town Resident |
| Richie Barnett | - | Town Resident |
| Ian Gravenell | - | Town Resident |
| Natalie Rees | - | Aylsham Parish Church |
| Sue Lake | - | Aylsham Town Council Town Clerk |
| Donna Butcher | - | Aylsham Town Council Events & Admin Officer |

1. WELCOME INTRODUCTIONS & APOLOGIES

The chairman welcomed Natalie and Richie to the meeting. Apologies received from Andrew Strange.

2. TO RECEIVE MEMBER'S DECLARATIONS OF INTEREST IN AGENDA ITEMS

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON 20 JULY 2022

The minutes of the meeting held on 20th July 2022, as previously circulated were then confirmed and signed.

4. INFORMATION ON MATTERS ARISING

None.

5. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK

None present.

6. TO RECEIVE AN UPDATE FROM FIONA O'HARA REGARDING BABY SCREEN CINEMA

A date of 14th February was agreed for the first event. A ticket price of £5 to include coffee and tea was agreed. Age limit of 1 year for babies. Fiona will draft flyers and send to Donna and Sue for approval.

- 7. TO RECEIVE AN UPDATE FROM SUE LAKE OF THE MEETING WITH GRAHAM PEERS**
Sue reported that the meeting consisted of plans to link the 6 towns in Broadland and South Norfolk on one website – Visit Norfolk, to show events happening in the individual towns. The domain name Visit Aylsham has been acquired. Funding is currently being sought for the website.
- 8. TO DISCUSS EVENTS FOR THE KING’S CORONATION**
It was agreed that the Town Hall would be open for showing the Coronation on the big screen, with allocated tickets. Possibly approach the Black Boys to supply sandwich platters for people attending. Fiona suggested that we partner with ACT as there could possibly be a lot of interest from their members. Ryan to check with traders to establish whether the Farmers’ Market will take place on the day. It was agreed that the street party would be arranged for 9th July.
- 9. TO RECEIVE AN UPDATE ON CHRISTMAS LIGHTS SWITCH ON**
Donna suggested, if the Salvation Army band aren’t attending this year, the possibility of having a Dutch Organ. This was agreed. Donna to check cost and availability of stilt walkers to lead the parade. It was suggested that we close off Barclays Bank car park early to keep it clear for the reindeers. Donna to check when the hall decorations will be done by the Flower Club. Sue reported that Blinking lights are being held 28 November – 13 December. Richie and Joan volunteered to help at the barriers for the Remembrance Day parade.
- 10. TO DISCUSS EVENTS FOR 2023**
A number of events were discussed for next year; including, but not limited to,
- Pancake Race
 - Quiz night to raise funds for the skatepark
 - Mother’s Day afternoon tea
 - Aylsham Festival
- 11. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING**
None received
- 10. TO AGREE DATE OF NEXT MEETING**
The next meeting will be held on Wednesday 14th December 2022 at 7:00pm in the Black Boys
- 11. CLOSURE OF THE MEETING**
There being no further business, the Chairman closed the meeting at 8:20pm

**Minutes of the Christmas Decorations Community Committee held on Monday 25th
September 2022.**

1. To receive/accept apologies for absence and welcome all attending.
Those present were Mr. Keith Elphick, Chairman , Ms. Catherine Hayes, Mrs. Sue Jay ,Mrs. Mary Johnston, Mrs Carol Kisis, Mrs. Lorene Rouse, Mrs. Jackie Young, Mr.Francis Dodd, Mr. Chris. Ellis ,Mr. Nigel Scarlett

Apologies were received from Mr. Ian Gravenell, Mr. Alan Groombridge and Mr Colin Spinks.

The Chairman gave a very warm welcome to everyone attending.

The Chairman asked if Committee members present had received their Minutes by Email. They all said 'Yes'. He repeated his request for everyone to put their Email address on the sheet as the Minutes will be sent by Email in future to save paper. If you were not at this meeting would you please send me your Email to enidelphick@outlook.com Thank you.

2. Minutes of the meeting of Monday 18th. July 2022 were confirmed and were unanimously agreed by all present and were signed by the Chairman.
3. Matters arising from the Minutes.

The new decoration at the end of Red Lion Street and on The Spire Solicitors had now been ordered and received. The Chairman showed a picture of both items taken from the Blachere brochure.

Chris explained that the Down Lights, some of which were not working would cost a large sum of money to replace, as the firm which supplied them had gone out of business ,so it was agreed that they should be left as they were. Sue, our Clerk, and all Committee Members agreed.

4. Financial position of the Christmas Lights Fund - September 2022.

Wendy was away for several weeks so it was not possible to receive a printout. The Chairman stated that the £4223.52 in our last account minus £1543.52 spent on the new items already mentioned gave us a present figure remaining of £2679.72 in the account.

5. Barn Dance. Keith stated that it was not possible to hold a Barn Dance with him as Caller as he has had problems with the tapes he uses. However Alan has said that he is in a 7 piece band playing 60's and 70's music and they would be willing to put on a night if the Committee wished them to do so. Ian had heard them and said they were very good. The Chairman stated that it may be better to hold such a dance in the spring Term to which everyone agreed. The

Chairman had got available dates from Donna for the Town Hall and after a little discussion Saturday 21 January 2023 was decided upon. Since the meeting Keith has spoken to Alan and the band is available on the date. Keith has also booked the Town Hall for that date. After further discussion it was decided the cost of a ticket would be £10 and further arrangements would be made at the next meeting.

6. New Developments. Chris stated that after speaking to Giles Margaron he requested that lights should be erected down the path leading to The Lynch Gate to lighten that area.
7. Lights Switch On was to be Friday 25 November, however it was not possible to hold a Raffle as usual on the date as no one was available.
8. A.O.B. The lights would be erected on Sunday 6th November and taken down on Sunday 8th January 2023. The Chairman had sent the usual letter to The Aylsham Post to inform the Town and request volunteers to help.
9. Date of next meeting. As there was no other business the date of the next meeting was arranged for Monday 9. January 2023 in the Town hall at 7.30p.m. and after thanking everyone for attending the Chairman closed the meeting at 8.45p.m