

Re: Proposed closure of Mayton Wood Recycling Centre

Thank you for raising Aylsham Town Council's concerns with me directly about the Mayton Wood Recycling Centre, and I note the points made and the breadth and depth of concern too.

I can reassure you that at this stage it remains a proposal, which is to move the operations from that site to the new Norwich North Recycling Centre, as we have seen a drop in customer numbers at Mayton Wood of around 20% since the new site opened, and because the new site is capable of providing an improved level of service without steps and closures for bin movements.

As it is a proposal that means there will be a full public consultation on it to before any decision is made. I expect that consultation to be held later this spring, so please look out for that opportunity to record the Town Council's views and ensure that they are taken in to account, along with the views of residents and the local Parish Councils as well, before any decision is made on this proposal at a later date.

In the meantime I fully appreciate how much the recycling centre service is valued and hope that with regards to that, that you can alert others to another alternative recycling centre in the area in case they are unaware of it. That is the Worstead Recycling Centre on Sandy Lane, near North Walsham, which some local residents may also find convenient and which the County Council is committed to replacing with a new improved site to provide an improved recycling and reuse service and make it easier for customers in the future.

Yours sincerely

Eric

Councillor Eric Vardy

Cabinet Lead for Environment and Waste

Division: Holt

Extract from Town Council Minutes July 2019**Primary Education in Aylsham**

I was asked to find out whether primary school children living in Aylsham were being refused admission to Aylsham schools and sent to the school in Marsham. This is *not* the case; Marsham school is full, and has no students from Aylsham.

What is actually happening is very concerning. Aylsham parents apply to have their children admitted to Aylsham schools and the request is denied. They then appeal the decision, get it reversed and the child then goes to an Aylsham school which is already over full. The agreed maximum size for a primary school class is 30 pupils, and at the Bure Valley school seven out of the eight classes have more than 30 children in them, with an average of 33. The Head has agreed, reluctantly, to a maximum class size of 35, which means an extra load on the teaching staff and a poorer education for the pupils. As an ex-teacher myself, I am appalled at the situation. The situation is just as bad at St Michaels, the other primary school in Aylsham.

In the Reception years (Year 1), the situation is even worse. At St Michaels the next year's reception is hugely oversubscribed with a long waiting list, and a similar situation exists at the John of Gaunt School. In simple terms it means that there are insufficient school places for Aylsham children to start their education, and it seems likely that this situation will continue for some considerable time as more houses are completed on the Bure Meadows estate.

I have discussed the situation with the officer dealing with school admissions at County Hall. She tried to imply that things are okay, and that class sizes of 35 are quite acceptable. I disagreed, pointing out that class size would have to increase *even more* to accommodate the new influx of Aylsham children.

The long-term solution, agreed by Norfolk County Council, is to build a new, state-of-the-art, £8 million new school on the proposed development at the motel site on the Norwich Road. *St Michaels would then be closed.* As things stand at present the new school will only be built after a developer has put forward plans to develop the site. At the moment nothing is happening, and until it does the pressure on the Aylsham primary schools can only increase. I am going to raise this subject, as a matter of urgency, with the Head of Child Services when I see her at a prearranged meeting and will report back to the Town Council at our next meeting.

Aylsham Town Council
Summary of Receipts and Payments
To 30/03/ 2023

Cost Centre	Receipts			Payments		
	Budgeted	Actual		Budgeted	Actual	
General Purpose	112,800	137,379		112,800	163,526	
Town Hall	58,750	63,917		58,750	63,754	
Drill Hall	63,000	65,381		62,985	57,396	
23 Market Place	5,500	3,043		-	0	
Cemetery Cottage	7,000	6,220		1,500	0	
Public Toilets	-	-		11,800	13,019	
Other Properties	6,450	9,050		5,700	5,012	
Cemetery	23,600	22,814		23,600	29,817	
Allotments	24,700	26,272		24,690	30,480	
Markets	9,000	6,974		2,650	2,038	
Open Spaces	173,370	185,999		166,020	169,966	
Events	-	12,446		-	16,157	
Churchyard	-	400		13,700	2,903	
Street Scene	24,450	24,929		24,450	34,925	
	508,620	564,824		508,645	588,993	
VAT		37,259			37,614	
		602,083			626,607	

Aylsham Town Council Current Year

Cash in hand 01/04/22	404,496.90
Plus Receipts	601,707.15
Sub total	1,006,204.05
Less Payments	606,438.89
Cash in hand	399,765.16
Represented by	
Current Bank A/C	1,290.39
Active Saver	56,915.05
Public Sector Deposit Fund	252,037.92
Shawbrook – Issue 7 Fixed Bond	89,271.80
Petty Cash	250.00
	399,765.16

	General Reserves		76,930	
	EMR Bottle Bank		4,950	
	EMR Cittaslow		1,200	
	EMR Community Events		7,400	
	EMR Christmas Lights		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		16,000	
	EMR Hall Hire Deposit		50	
	EMR CIL		18,930	
	EMR Cemetery Cottage		2,000	
	EMR Allotment Deposits		5,525	
				399,765

QUOTATION: FOOTPATH ST.MICHAEL'S AVENUE TO HOLMAN ROAD

We have made enquiries as to the most cost effective provision of supply at the above location.

To install a suitable conventional supply network via an existing street lighting column to feed 70mtrs of private supply network the length of the footpath (70mtrs 6mm SWA trenched at 450mm in duct including excavation, installation, backfill and reinstate to finish). Our quotation for the works as outlined would be **£3,500.00 + VAT**.

To subsequently install onto the supply network as above:-

Street Lighting Column with LED Lantern

1no. 5m street lighting column with Holophane 25W LED lantern in the footpath. Our quotation for this work would be **£750.00 + VAT**.

The significant cost of the required supply network for the option detailed above has led us to investigate the opportunities for installing an “off-grid” solution for this particular location.

Please find below our quotation and justification for such a system.

To Supply & Install:

1no. Proelectric Solar LED AE3 split type solar lighting unit on 6m street lighting column would be **£2,650.00 + VAT**

Supply network as quoted above will not be required for this option.

Please find attached a detailed data sheet from Proelectric on the “permanent solar lighting” product AE3.

We have experience with the installation of these units having installed several over the last 2 or 3 years in various locations across Norfolk (eg. Hevingham, Acle and Shipdham). Norfolk County Council do not allow their use for highway lighting but we have utilized them to very successful effect in both alleyway, footpath and car parking scenarios.

The constraints of solar lighting that make them unsuitable for highway use are, in fact, extremely positive when utilized in off highway locations.

To clarify, in order for the solar charged battery system to last upto 16hours (maximum dark hours in the UK) the system will automatically dim the LED output to approximately 30% “moonglow” of its maximum and then go to its maximum 100% output only when a person enters its PIR field, ie. the alleyway/footpath.

Should you require any clarification, or have any questions, please do not hesitate to contact us.

Yours sincerely
For and on Behalf of
T T Jones Electrical Limited

Community transport – fighting loneliness and isolation

North Norfolk Community Transport (NNCT) supports people in the towns and villages of North Norfolk with accessible, affordable door-to-door transport. Our mission is to help anyone who does not have their own vehicle or access to suitable public transport. Many of the people who use our services are older people with mobility issues. We currently have 73 people registered to use our services in Aylsham.

This summer the 'Dial-a-Ride' route we piloted around Aylsham proved popular, so we have made it permanent, thank you for promoting this on your website and around the town on the notice boards. As you will be aware, this service collects people from their own home and takes them into town so they can get to the shops, bank or other essential services. Many people we support live alone, and an important element of the service for them is making friends on the bus and seeing them regularly.

We also have three wheelchair accessible cars which are constantly in high demand to get people to medical appointments. Unfortunately, demand far outweighs how many requests we can fulfil. Our drivers wait with people until they need to return home and this really helps to reduce any worry. People tell us they feel safe and looked after.

Our plea for support

We charge a small fare to passengers, but this only covers a small percentage of our running costs. Consequently, we are heavily reliant on grants and donations to keep providing our crucial services. Please would you consider our organisation for receipt of any funding you may have available to support local causes?

Finally, we want to make sure that everyone in Aylsham knows all about our services. We support Aylsham Care Trust and Aylsham Older People's Association with their transport needs, but please do not hesitate to get in touch if you know of anyone else who might benefit from our services, or if we can provide you with any more information.

Many thanks in anticipation of your help,

CLERK'S REPORT FOR COUNCIL MEETING 5.4.23

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Boiler Review completed – AGENDA Item
23 Market Place		
Cemetery Cottage	Private Letting	Tenant renewed lease
Cemetery		The gateway has been completed. The gates are in a very poor state and cannot be repaired economically. Suggest selling for scrap and not replacing An issue has occurred regarding a reserved grave which is currently being addressed
Allotments		Inspections after Easter
Churchyard		Met with representatives of PCC and Aylsham In Bloom to discuss garden area
Market Place		Noise complaint received from Broadland stating early set up of markets but timings are not likely. Have asked for further information
Farmers' Markets		New look Farmers Market first date 3 rd June
Markets		
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general		
Highways		
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	
Norfolk Homes large area off Mileham Drive		
Land at Sapwell Close	Adverse Possession Claim	Completion of review of 1970's minutes. Extracts sent to solicitor. Solicitor chased for a response
Car Parks		AGENDA ITEM
Street Lighting		AGENDA ITEM Claim started for repairs to light damaged on Penfold Street
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		A panel in the bus stop in the Market Place was shattered. This has been removed as a safety issue and will soon be replaced.

Pump		
Pillboxes		
War Memorial		
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		Boiler Review completed – AGENDA Item
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	Developer advises that contractor on site from March 29 th and bridge ramps repairs scheduled leaving only a culvert outstanding
Code of Conduct		A new code of conduct has been introduced by the Local Government Association. I would suggest not adopting this until the new council takes office in May. This is the same position as Broadland are taking.
Blickling	Stakeholders Meeting	Scheduled for April 4 th
Cressey Henry Page Trust	Closure	The various paperwork has been completed to liquidate the assets. Instructions to be sent in the new financial year. Proceeds will then be distributed.

Items for Town Council to consider/note

- Cemetery Gates disposal
- Reserved grave issue
- Noise complaint in Market Place
- Bus Stop repairs
- Cressey Henry Page Trust

**Minutes of the
AYLSHAM RECREATION GROUND COMMITTEE
21st February 2023 Pavilion, Recreation Ground 7pm**

Present

Myles Hague, Heather Morton, Eileen Springall, Francis Dodd, Sandi Westwood, Lauren Stroud, Michael Simnett, Lucy Bambridge, Tony Gray

Wendy Murphy – Recreation Ground Manager

Jill Willis

Gordon Simpson

Derek Barber

Jilly Gourlay

Vivien Turnwell

Wendy Murphy asked if the meeting could be recorded and all agreed

1. Apologies and Welcome

Apologies received from Barry Lancaster and Trevor Bennett

2. Minutes of the previous meeting

The minutes of meeting held on 23rd January (changed to this date because of adverse weather) previously circulated were confirmed as a true record.

3. Information on Matters Arising

The cricket club would like it noted that they are disappointed with the references to Jerry Cocks that had been made in previous communications. Cricket have been to HMRC regarding exemption certificate for VAT. They are not registered and does not think that this needs to be obtained. Wendy confirmed that HMRC are looking into the charges of VAT on sporting events. Wendy confirmed there are 3 legal documents the Charity Commission constitution/Schedule 1991, the Conveyance document 1920 and the Town Council agreement between themselves and the Recreation Ground of 1991 has been superseded with the 2016 agreement. Wendy confirmed that the Charity commission constitution will be updated soon.

4. Finance Report

a) To receive a report on current finances

Total funds available are;

£2,898.76 current account

£16,112.54 deposit account

£19,011.30 Total

Wendy confirmed she had £30 to give to Cricket Club towards medals for the sale of their water container

b) To receive a verbal report from the working party re rents grants and hire/licence agreements

Myles confirmed that there had been a working party set up with himself, Barry Lancaster and Eileen Springall. Wendy was in attendance to take notes and advise. There had been 3 meetings to discuss this and a report was read- a copy is attached to the minutes. It was recommended that as the money given to the Recreation Ground from the Town Council is public money which is then given to private clubs as a grant should cease immediately. It was also suggested that the annual rent should go up by 9.2% which is the consumer price index for December 2022. (Although this in fact Nov CPI. However, this will stay at 9.2% increase. Grant money will not be requested from the Town Council. Licence agreements for all 3 groups will be available at the next meeting.

It was agreed that all monies taken in the office of the Town Council for the Hire of the Tennis courts will be given to the Tennis Club.

After lots of discussion it was proposed by Eileen Springall and seconded by Sandi Westwood that a vote be taken to agree in principle that no grants should be paid directly to private clubs with immediate effect. 5 people voted for this and 3 people abstained.

It was agreed to have individual meetings with Cricket, Bowls and Tennis club to see how we can move forward with this.

c) Insurance – Recreation Ground and User Groups

Wendy confirmed that she had received the Insurance renewal which is the last year for the 3-year agreement.

Wendy requested insurance from all user groups. Accounts are still needed from Tennis and Bowls.

5 Report by Recreation Manger

a) Wendy gave a report on the following items

There was a smell of gas and cadent were called out. The boiler has been serviced and repaired and the landlord certificate has been done.

There is a member of the public on Sir Williams Close that wants to put a new fence up and he is looking at taking some of the recreation ground and putting a dog leg in. It was agreed that a surveyor and a solicitor would need to look into this and to ask the Town Council to look into this. Wendy will do a report.

Wendy asked for somebody from the Recreation Committee to come to the Recreation ground on Monday 27th February to meet Aylsham Show when they want to plant 3 substantial trees. It is to mark the 75th Anniversary of Aylsham Show. Wendy will represent the committee.

It was confirmed that there is still a water leak – this is being looked into.

b) Playground Inspection reports

Wendy confirmed that inspections are being done and nothing is being done about small repairs – ie screws/bolts looses

It was confirmed that as the Town Council pay for these services, small jobs need to be repaired. Myles will speak to Sue re this.

6. Recreation Ground Activities

a) To arrange a meeting to discuss delegated responsibilities

This was agreed to be looked at after the AGM

b) To discuss arrangement for a fun day/weekend 9/10th September

Jilly Gourlay is arranging this to raise funds for Disabled play equipment/skatepark.

Day will run from 10-4 with dog show, bouncy castles and stalls. Rec committee volunteers will be required to run the bar or BBQ therefore all the money can come to the committee. All users are encouraged to have a stall. There will be a small entrance fee. The schools will also be involved. The Cricket square will be protected. Skate Park club can sell ice creams. Jilly's email is twinklingjilly@gmail.com

7. User Group Reports

Bowls Club – there has been no committee meetings but they do have a new treasurer. Wendy confirmed that the Bowls pay their own electric. The water is paid by the Recreation Ground Committee. The concrete behind the fence has all disappeared and the dirt has fallen out. Myles and Wendy will look at this. They are very happy with the new fence.

Petanque – Numbers have been quiet over the winter, but the numbers are picking up. There are 36 members. Money is paid to the recreation ground for using the terrain and Wendy will chase Keith to look at the terrain in March. There is a problem with dog fouling – Wendy confirmed this is happening all over the ground. Wendy will look at putting an item in Just Aylsham to remind people to clear up after their dogs.

Aylsham Runners – They now have a newsletter and they are hosting a 10k marathon to raise funds to go towards the school. They now have a website.

Tennis – They have an AGM on 16th March 2023. Winter tennis has continued this year. They have a record membership. They have 6 summer teams. 2025 is a potentially time when the courts will need to be resurfaced they have a business plan in place to cover most of this cost. Children can have coaching without being members.

Cricket – Sarah from the lady's team confirmed that she had been working with England Cricket Board for a grant to improve women and girls' facilities. A room has been allocated in the pavilion (Changing room 1) to be refurbished and to be extended to other women and girl user groups. The ladies/girls only have the outside toilet to use. Facilities will be used when training is being done. £5692 has been received by the cricket club. The builder is ready to come and measure up. Myles confirmed that Sarah needed to liaise with Wendy to confirm dates and that to see approved contractors' public liability. Gavin will be asked to do the electrics. Myles proposed that the Recreation Ground fund this. All agreed. A water cooler is still available for the use of this room. Wendy confirmed that the builder would not be able to do any work whilst the pavilion was being used. Lucy confirmed that Brendan was happy with the pitch at the moment – the orange fencing has been removed and the square has been cut.

Hooked on stitching –

8. Items for Future Meetings

a) Update on skate park

Wendy has received another donation of £30 toward this.

Town Council are putting on a quiz on 28th April 2023. There will also be a bingo night in June. It would be nice if user groups could get a team together for this to support this.

b) Update on disabled play equipment

It was suggested that the equipment should be inclusive with the other play equipment. Wendy gave a report which is attached. She has received a quote from ngfplay for £25842.00 for a roundabout and a wheelchair swing to be installed. Proludic rep is coming to the Recreation Ground on 2nd March at 10am.

9. Any Other Business

The Nest will not be coming back and Wendy will look at replacing them with a different food vendor. Location will need to be considered as well.

Next Meeting –Tuesday 21st March 2023 Meeting closed 21.06

**Minutes of the
AYLSHAM RECREATION GROUND COMMITTEE
21st March 2023 Pavilion, Recreation Ground 7pm**

Present

Francis Dodd, Heather Morton, Sandi Westwood, Michael Simnett, Lucy Bambridge, Tony Gray, Trevor Bennett, Barry Lancaster

Wendy Murphy – Recreation Ground Manager

Jill Willis

Gordon Simpson

Derek Barber

Jilly Gourlay

Vivien Turnwell

Belinda Nortley

Wendy Murphy asked if the meeting could be recorded and all agreed. She confirmed that recordings are deleted after the minutes have been approved.

1. Apologies and Welcome

Apologies received from Myles Hague. Francis Dodd stood in as chairman and it was noted that Eileen Springall had resigned from the committee.

2. Minutes of the previous meeting

The minutes of meeting held on 21st February 2023 previously circulated were amended with a correction to a spelling mistake and an alteration to item 3 to add a letter from Myles Hague referring to Jeremy cocks instead of previous communication. These were then confirmed as a true record.

3. Information on Matters Arising

None received

4. Finance Report

To receive a report on current finances

Total funds available are;

£2,827.08 Current account

£16,112.54 Savings account

£18939.62 Total

Wendy confirmed that most of the bills have been paid and there were only a few hirers' payments to be received.

5. Reports by Recreation Manger

- Trees – Aylsham Show Committee have planted 3 substantial trees.
- Vandalism in the outside toilets - New fire beacon replaced and a wire cage over have been installed to protect this.

- Painting of the front of the pavilion – a quote has been received from John Edwards for £650.00. Wendy will get another two quotes
- Cleaning of play equipment – It was agreed to purchase a pressure washer that for this – Francis and Michael confirmed that they would be able to help with this
- Concrete of the area behind the new fence in the bowls area – Wendy confirmed this had now been removed and will be replaced with bark or wood chipping.
- Soul Church – they will again be ending their marathon on the Recreation Ground with a BBQ and fun activities. This is on Monday May 1st 2023.
- Cleaner – The pavilion is getting busy and needs to be cleaned more – this is currently being done twice a week – Wendy will speak to Richie to see if another two days per week can be added to his contract.

6. Recreation Ground Activities

a) To arrange a meeting to discuss delegated responsibilities

This was agreed to be looked at after the AGM

b) To give update on fun day 9th September 2023

Arrangements are going well with a dog show, bouncy castles, stalls, food and a bar

Jilly's email is twinklingjilly@gmail.com for user groups to have a stall. Wendy confirmed that the bouncy castles and dog show would need their own insurance in place.

c) Basket Ball posts

One of the posts has had to be removed and the other one is damaged. Wendy confirmed that they are well used and had 3 people request them to be replaced. It was agreed for two more posts to be purchased at approx £2000.00. It was agreed that the area needs to be revamped when the skate park is being done.

d) New Food Vendor

Wendy has approached the Waffle Wagon and they would like to be on the Recreation Ground this year. They would like to install a temporary shed to work/serve from. It was agreed to be put in the same position as the previous food vendor and Michael will arrange to meet them to discuss their requirements. It was confirmed that a rent should be negotiated with them starting at £450.00 per month for the first 3 months. On Event days, a contribution of 20% of their takings to be given to the organiser.

7. Update on meeting that has been had with Aylsham St Giles regarding grants/rents

A meeting was held last night and it was suggested that the Recreation Ground pays for the upkeep of the Cricket outfield and square up to £5k which has been agreed for the financial year 2023/2024. This was recommended by the Recreation Ground Committee Auditor. The agreement would need to be reviewed each year when the budget is prepared and will need to be approved by the committee and Aylsham Town Council. The same would apply to the Bowls Club, the Tennis club would still have their courts cleaned. Barry Lancaster and Wendy will submit a full report on the finer details regarding the contract. This will then be discussed with Brendan Wilson. Wendy will meet with Brendan to discuss safety issues. It was proposed that as there already is money in the budget for the maintenance of the cricket square and bowls green for 2023/2024 and that this has been approved by the Town Council. Wendy will supervise and manage the contractor (ie Brendan Wilson, who will be the Recreation Grounds Contractor) and paying of the contractors bills and materials after they have been signed off by the cricket team up to the value of the money that has been agreed.

This is already in place with the Bowls Club. This was proposed by Barry Lancaster and seconded by Trevor and 7 people voted for and 1 against.

A meeting will be arranged with the Tennis and Bowls Club to discuss rents and how we can move forward with monies available for maintenance.

8. **Licence agreements for Cricket, Bowls and Tennis Club**
These will need to be presented and agreed at the AGM

9. **User Group Reports**

Petanque – Still strong and Keith has done the edges of the terrain and put weed killer down
Aylsham Runners – No representatives

Tennis – They have had AGM on 16th March 2023. They have in excess of 300 members. The courts should last another 3-5 years, they have had a quote to replace the courts in excess of £50k which they have a business plan in place for along with fundraising. They have 6 teams playing in the League. Alan Marchant is continuing as Chairman this year. Tony will chase up regarding the accounts.

HOS – They have a weekend craft fair coming up and are everything is looking busy. Their age group is 9-90 and Wednesdays are looking very busy. They do have a problem getting to the disabled toilet. Wendy will look into this

Cricket – They are looking forward to their season starting in the middle of April. Wendy will be liaising with Sarah regarding the Ladies Changing room.

Bowls – They have a committee meeting on 30th March at 1.00pm Wendy will attend. The tarpaulin has come down between the hut and the toilets and they will be looking at mending this. Their season starts mid-April.

10. **Items for Future Meetings**

a) **Update on skate park**

Wendy's daughter will be doing some work on a logo for the skate park and some graphic designs and posters as work experience for her degree in graphic design.

Town Council are putting on a quiz on 28th April 2023. It would be nice if user groups could get a team together for this to support this. A design will be looked at for the skate park in the spring.

b) **Update on disabled play equipment**

Representative from Kompan is meeting Wendy on 28th March and Proludic are meeting on 4th April. Jilly confirmed that her lady's lunch was a great success and she had raised in excess of £750.00

9. **Any Other Business**

Policies will be submitted for approval along with aims and objectives. The constitution will also be discussed at the AGM. This will be only be an AGM meeting as there are lots of discussions that need to take place.

Sandi Westwood resigned from the committee.

There was a suggestion made that somebody needs to look at helping Wendy with her workload. I.e a caretaker. This can be looked at in the future.

WENDY CONFIRMED THAT ALL CORRESPONDANCE NEEDS TO COME TO HERSELF SO THAT EVERYTHING CAN BE HELD ON ONE COMPUTER. SHE WOULD THEN SEND ROUND TO COMMITTEE MEMBERS IF APPROPRIATE.

Meeting closed 21.25

Next Meeting –Tuesday 18th April 2023 AGM

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL,
ON WEDNESDAY 15th MARCH 2023 AT 11am.**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mr G Margaron, Aylsham Community Partnership
Mrs M Evans Aylsham Town Council
Mrs W Sadler – Aylsham In Bloom
Mrs M Anderson-Dungar ABEF
Ms Sandi Westwood – Aylsham Town Council
Mr G Peers – Broadland District Council

OFFICER: Mrs S Lake Town Clerk

01 APOLOGIES FOR ABSENCE

Mr R Willis ABEF
Rev Canon Julie Boyd – Aylsham Parish Church
Jean St Clair – Aylsham U3A

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 15th February 2023, 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

a) To receive an update

A Board Meeting and AGM for Cittaslow UK will be held on Saturday 18th March. Unfortunately Llangollen will not have a councillor present for the meeting. Still investigating the UK issue regarding €1500/£1500.

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

The International issue is getting near to a conclusion and Sandi Westwood has spoken with them and although they initially they were offended they now realise it is the system that is being queried as it is so different to UK accounting. The Italians advised of various projects

they are working on and expressed disappointment that Aylsham are not participating in Cittaslow work.

07 CITTASLOW IN AYLSHAM

The Italian representatives will be visiting on May 3rd. After discussion it was agreed that the meeting be held at the Town Hall and then go to lunch at the Banningham Crown. The Town Clerk will look into online facilities so the towns in Wales can also participate. It was felt any costs should be borne by Cittaslow UK.

Graham Peers advised that the Harleston website has launched and the Town Clerk would be meeting with him and the developer after the meeting.

A video competition is being held by Cittaslow however the deadline is May 15th which gives limited time.

08 FARMERS MARKET AND GENERAL MARKETS

a) To receive an update on the Farmers Market

The new style market will launch in June. The Country Market are keen to have a presence at the market.

Broadland are currently working with The Lively Crew and Clear Company regarding themed markets and will have a proposition available soon.

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

The markets have been very quiet over the last month and the Friday market is looking very depleted.

09 CLIMATE EMERGENCY

Leaflets are being distributed to houses in the new estates. A business survey is being composed to ascertain how businesses in the town are doing..

The website is ready to launch.

The next stage is for the group to agree a strategy for adoption by the Town Council. The Town Clerk is currently calculating the carbon footprint of the town.

10 PROJECTS

i) OLD STATION YARD

The daffodils have started to flower.

ii) TOWN PEDESTRIAN MAP

This has been agreed by the Town Council and the planning will now be processed.

iii) MINDFUL AYLSHAM

Not really sure what is happening with this. Graham Peers will contact the relevant officers at the District Council.

iv) AYLSHAM WARM SPACES

The Recreation Ground space is used – but not heavily and the Town Hall receives no visitors. The scheme will cease this month.

11 AYLSHAM COMMUNITY EVENTS COMMITTEE

The Mothers Day Tea will be held on Saturday March 18th.

The plan for the Coronation is to show the ceremony on the screen in the Town Hall and then have street food and music for the afternoon. The street party will be held on July 9th.

12 SLOW FOOD AYLSHAM

Things have been quiet over the last month. New criteria are being introduced but the group meets most of these. Unfortunately, a member has recently left so the group needs to decide whether to stay as an independent group or join an online group.

13 AYLSHAM IN BLOOM

The tubs in the Market Place are looking good. Work is continuing at the Paupers Graveyard with regular litter picks to start with and maintenance as the year progresses. The gate can be stiff so the Town Clerk will get this looked at.

14 ABEF

The open meeting will be held on April 17th. Details will be sent out soon.

15 AYLSHAM TRAFFIC GROUP

The project is nearer competition with the draft strategy to be presented to the council after the election.

16 AYLSHAM PARISH CHURCH

The bells have now been removed.

17 ITEMS FOR INFORMATION/NEXT AGENDA

Nothing brought forward for the next meeting.

18. DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Wednesday 19th April 2023 at 11.00am at the Drill Hall**

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 12.30pm



**Minutes of the Aylsham Climate Action Co-ordination Meeting
Held in Town Hall Council Chamber on Monday 6th March 2023**

Present:

Yvonne Steward – Biodiversity/Nature
Lesley Cannon – Comms
Grizelda Tyler – Energy
Ray Horne – Plastics
Liz McGowan – Sustainable Food
Jakki Dehn – Sustainable Food
Lou Harlow – Sustainable Food
Anna Magyar – Waste

1. Welcome and apologies for absence

Apologies were received from the Transport group.

2. Appointment of chair

- a) Anna Magyar appointed chair for this meeting.
- b) The principle that the chair works with the Town Clerk to prepare the agenda for the full meeting was confirmed

3. Minutes

Minutes of the meeting held Monday 9th January 2023 confirmed.

4. Matters Arising

Nothing raised

5. Aylsham Co-ordinating Group

The report from the communications group was noted. Other groups will endeavour to give reports but the individual meeting timetables do not always coincide.

6. ACE Strategy

a) To note the position re creation of ACE Strategy for the Town Council

Prior to developing a strategy the carbon footprint of the Town Council needs to be measured. The Town Clerk had a Teams Meeting earlier with Kirsty Burns from Broadland who gave some very helpful advice on how to calculate this. The Town clerk asked the group if they would like this measured over a calendar year or financial year. It was Agreed that calendar year made more sense. The clerk will calculate the figure for 2019 as the base year as subsequent years will be skewed due to the pandemic.

b) To agree how groups achieve aims of strategy and measure progress

An example of the type of report had been provided by the Nature/Biodiversity Group on a form provided by the Communications Group, It was thought all groups should receive this and see if they can complete it with some targets.

The nature group expanded on their ideas and advised they were currently walking Aylsham using Green Corridors. As part of this they had noted work from other Groups in the town – such as Aylsham In Bloom and Rotary.

They are looking at garden surveys, tree wardens and composting classes. The Town Clerk asked for any pertinent information they could provide which could be used for responding to new planning applications especially the two new developments.

7. Business Survey

Some suggested questions for a business survey had been prepared by a member of the group. These were reviewed in detail and amended and will be added to the next agenda of the main group. These were to be part of a one-to-one interview with the businesses which should last no longer than 15 minutes.

It was thought to get started each group should take the questionnaire to a business they already have a 'relationship' with to see how it worked in practice. The interviews would be recorded and Anna Magyar volunteered to transcribe them.

The Town Clerk will look into the GDPR aspects of obtaining and retaining the data

8. Website

The website is almost ready to launch and groups were asked to provide an e-mail address for contacts. This e-mail address would not be published on the website.

Members were happy with the generic names such as ACE-Waste as user names etc.

9. Agenda for ACE full meeting

a) Distribution of Leaflets

The Comms Group wish to distribute the ACE leaflets to Willow Park and Bure Meadows. Groups agreed to take some roads each. The outcome of this will be added to the agenda.

b) Monthly Talks

The food group wish to introduce these. It was suggested each group identifies a speaker from either within the group or outside.

c) Presence at Aylsham Country Market (Fridays

A rota will be required

d) Family Learning Day, Green Day 2023 and Aylsham Show

10. Items for Future Discussion

Trevor Bennett will no longer be standing as chair for this committee

11. Date of next Co-ordinating Group meeting

The first Monday in May is a Bank Holiday so the date was changed to Tues May 2nd.

REPORT TO COUNCIL**Subject: Climate Change Terms of Reference****Author: Sue Lake****Date: 30th March 2023**

The Climate Emergency group has been meeting for nearly 18 months and has evolved greatly during that period. In view of this, and the interest from the public it was felt that the terms of reference should be altered to reflect this.

The main change is based around membership. The original number of committee members listed as 12 does not allow for the varied activities and areas of interest of the members. It is therefore felt there should only be a minimum number with no maximum.

Also, as the group have no delegated financial responsibilities the need for the chairman to be a councillor was not relevant. However, there will be a need for a representative (either staff or employee) to be present to ensure nothing is agreed which would be detrimental to the Town Council.

Please see suggested changes below.

Aylsham Town Council**Aylsham Climate Emergency Working Group****TERMS OF REFERENCE****Approved by Aylsham Town Council on 5th April 2023****Background**

Climate change is already affecting the entire world, with extreme weather conditions such as drought, heat waves, heavy rain, floods and landslides becoming more frequent, including in the UK. Other consequences of the rapidly changing climate include rising sea levels, ocean acidification and loss of biodiversity.

Serious steps need to be taken to limit global warming to 1.5 degrees Celsius, a threshold the Intergovernmental Panel for Climate Change (IPCC) suggests is safe.

Aylsham Town Council declared a climate emergency on 18th August 2021.

Purpose

1. Coordinate action towards making Aylsham a sustainable community, by making Aylsham Town Council Zero Net Carbon neutral before 2030
2. Set targets and measure progress against that goal.
3. Work with other organisations and stakeholders in Aylsham towards the same aims.
4. To investigate all possible sources of external funding and match funding to support this commitment.

Membership and Quorum

5. The group shall have an open membership.

6. Quorum will be 5. At least one member of the Town Council or a Town Council staff member must be present
7. The group will appoint a chairman..
8. The Aylsham Climate Emergency Working Group will meet as called by the Chairman.
9. The Clerk, or other Town Council officer, may attend each meeting to advise or take notes.
10. The Aylsham Climate Emergency Working Group may co-opt members and liaise with a community panel as they so wish.

Reporting

11. The Aylsham Climate Emergency Working Group will report to the Full Council. All recommendations will be reported to Full Council for consideration.
12. The working group shall advise the Council on how it wishes to spend any grant funding.
13. The Clerk, in discussion with the group, shall be able to incur expenditure up to £500.
14. All expenditure must be in accordance with the Town Council's Financial Regulations.
15. On matters that require further research, for example requesting a more detailed report or seeking clarification from third parties on a specific item, then the Aylsham Climate Emergency Working Group shall have a delegated power to act but not incur expenditure.
16. All members of the group shall conduct themselves in accordance with the general obligations of the Town Council's code of conduct.
17. All meetings will be open to the public and maybe conducted by Zoom (or other online portals)

Minutes of the Aylsham Town Council Traffic Group Meeting held on Wednesday 29th March 2023 at Aylsham Town Hall

Present

Mary Evans (chairman)	Barry Lancaster
Sue Catchpole	Lindsay Little
Gordon Clarke	John Minns
Catherine Fletcher	Pat Prekopp
David Harry	
Sue Lake	

1. Apologies for Absence

Apologies were received and accepted from:

Trevor Bennett, Clare Alban, Nicholas Haag, Andy Christie, David Faulkner and Richard Laxen

2 Minutes

The minutes of the meeting held on 22nd February 2023 were circulated with the agenda. The chairman reviewed the minutes in detail as they did include recommendations on proposals to be included in the final strategy. The minutes were **AGREED**

**3. Traffic Strategy – Presentation to the public – continuation from previous meetings
Red Lion Street**

The crossing had been agreed at a previous meeting but it was noted there could be issues with cars not stopping. This could possibly be mitigated by creating Red Lion Street as a pedestrian priority road.

A resident had contacted the Town Clerk as she had been hit by a car whilst walking down Red Lion Street. The Town Clerk also advised she had recently seen a woman pushing a pushchair on the road. Both these incidents occurred because the footpath is very narrow. It was suggested that possible removal of the raised footpaths making the road one height with bollards placed at intervals along the road to offer refuge for pedestrians and slow traffic down could be a solution.

The Town Clerk will write to highways regarding this suggestion

Cycles and Trails

Unfortunately neither of the two keen cyclists on the group were present at the meeting. The Town Clerk will contact them to get their views

**4. Any update on previous discussions
Penfold Street/Blickling Road junction**

Some councillors were a bit taken aback about the suggestion to move the pump but when explained could see the logic behind it. The town Clerk had had difficulty in identifying a firm that could do this. Various suggestions were made and these will be followed up.

Yellow Lines

At the recent Annual Town Meeting a resident had advised she used to work for the Ministry of Transport and had undertaken work on installation of yellow lines and that any

objection made needs to be substantial. The Town Clerk had written to NPLaw about the process and is waiting for a response. It was reported that the parking situation appears to be getting worse.

Parking

The Town Clerk had drawn up a draft planning policy. This was discussed and some minor changes made.

It was proposed and **AGREED** that this should be taken to the Town Council for agreement.

5. To agree next stage

6. To agree format for final documents

Gordon Clark had prepared a one-page summary in table format as a front sheet to any final report. This details the suggestions made, the discussion and the recommendations pointing the reader to more detailed information should they wish. This concept was considered ideal.

Gordon will populate with more information before sending to the committee for detailed comments

7 To note any items for future discussion

The group survey had received 12 responses with 62% negative and 38% positive comments. It is not too late to respond and details will be brought to the next meeting.

8. To note date of next meeting Wednesday April 26th 2023

The meeting closed at 8.00pm

Parking Proposal

Aylsham Town Council believes that the car parks within the town should retain free parking. The potential displacement of vehicles on already overcrowded and narrow roads would be a detriment to the town. Furthermore in these difficult times for the High Street this would make the situation for the retail outlets in the town even worse.

However, the Town Council is aware that Broadland District Council are looking at charging for parking in the near future. Therefore the Town Council would like to suggest the following parking arrangements to ensure the car parks are well used, have a regular churn of vehicles and provide a reasonable service for its residents, businesses and visitors.

Car Parking Charges

Up to 2 hours – free

2-4 hours - £2

Over 4 Hours - £4

Charges to apply 08:00 - 18:00 Monday to Saturday inclusive (excluding bank holidays.)

Employees Charges

The businesses in the town have numerous employees who need to park all day whilst at work. Often these employees are on lower wages and a cost of £20 a week – nearly £1000 per year to park would be very prohibitive.

Instead the Town Council would recommend that businesses pay £200 per year for a parking permit for staff up to a maximum of three permits. This charge can either be paid by the business owner or recharged to the member of staff at their discretion. Should the business move or cease trading the permit would become invalid immediately.

Residents Charges

There are some properties in Aylsham which either have no parking outside the properties or the area is unsuitable for parking. In these circumstance a residents permit could be applied for. The cost for this would be £50 per annum with a maximum of two permits per residential address. In order to qualify for a residents car park permit the address must be within 100 metres of the car park in question.

Other Option

The Town Council would like to suggest to the ACE Transport Group that they look into a 'Park at My House' scheme



AYLSHAM COMMUNITY EVENTS COMMITTEE

**MINUTES OF THE MEETING OF THE
AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD IN THE COUNCIL CHAMBER, TOWN HALL
ON WEDNESDAY 15 MARCH at 7:00pm**

PRESENT:

Giles Margaron	-	Chairman (Town Resident)
Joan Bennett	-	Councillor
Patrick Prekopp	-	Councillor
David Anderson	-	Councillor
Fiona O'Hara	-	Town Resident
Sue Lake	-	Aylsham Town Council Town Clerk
Richie Barnett	-	Town Resident
Ian Gravenell	-	Town Resident
Natalie Rees	-	Aylsham Church

1. WELCOME INTRODUCTIONS & APOLOGIES

The chairman welcomed everyone to the meeting. Donna Butcher had sent her apologies

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

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON 18 JANUARY 2023

The minutes of the meeting held on 18th January 2023, as previously circulated were then confirmed and signed.

4. INFORMATION ON MATTERS ARISING

Pat Prekopp advised he had spoken with Fiona O'Hara and would not be pursuing the Oak Apple Day concept.

Nothing further had been heard regarding the music festival and it was thought the possible organiser was still in Australia. The concept of a festival for 2024 will be placed on the next agenda so ideas, themes and dates can be discussed.

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

None present.

6. TO CONFIRM ARRANGEMENTS FOR THE MOTHERS DAY TEA

Numbers were not as high as original hoped but there are still sufficient to make the event worthwhile. The food would be prepared by ACT on the Saturday morning and collected by Fiona O'Hara. Curtains and fairy lights will be placed around the room. Floral bunting, serviettes and table clothes will also decorate the room.

Fiona O'Hara, Joan Bennett and Sue Lake will help in the afternoon.

7. TO CONFIRM PLANS FOR THE KING'S CORONATION

The timings for the Coronation service are still not known. The concept is to show the ceremony on the screen in the Town Hall, with prior booking required. The Farmers Market will also be held on the morning but are not sure how many of the usual stalls will be present. Additional food vendors will be invited. The afternoon will see street food stalls in the Market Place with music available via the speaker outside the Town Hall.

8. TO DISCUSS A COMMEMORATIVE CORONATION GIFT

The Town Council considered this matter at the March meeting and could not reach a majority conclusion and asked the Events Committee to come forward with a specific proposal.

The Town Clerk had prepared details of potential coronation gifts. These included book marks, mugs and wildflower seeds. It was unanimously **AGREED** to recommend the seed option. This consisted of wildflower seeds, envelopes and bespoke stickers. The total price for 1000 gifts ranged from £414.50 - £594.50 depending on the type of seeds used and also based solely on internet prices. This will be put to the Town Council

9. TO DISCUSS THE SNOW GLOBE FOR CHRISTMAS LIGHTS EVENT

The cost of a human snow globe would be £1055 which would include the globe, staff and premium for hard standing. This was obviously a higher cost than had been hoped for but members still felt it should be pursued. Various suggestions for possible sponsors or part sponsors were considered and this would be followed up.

10. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING

There is still a wish to look at a festival for the town. If this is to go ahead in 2024 then planning would need to start soon.

11. TO AGREE DATE OF NEXT MEETING

The next meeting will be held on Wednesday 19th April 2023 at 7pm in the Council Chamber.

12. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8:25pm

REPORT TO TOWN COUNCIL**Subject: Coronation Gifts****Author: Sue Lake****Date: 10th March 2023**

At the last Town Council Meeting an item to purchased something to commemorate the Coronation of King Charles III was discussed. The item did not reach a conclusion and instead the councillors asked the Events Committee to consider items and make a recommendation to the Town Council.

The Events Committee discussed this at the meeting of the 15th March and from the suggestions made agreed the following to recommend to the Town Council

The proposal is to provide 1000 envelopes of wild flower seeds, brought in bulk, decorated with a bespoke sticker as detailed below. The costs listed are costs gathered from the internet and lower priced options may be available.

This proposal also meets one of the aims of the Climate Change group.

Wildflower Seeds – in bespoke envelopes

Seeds	£300-£480 (depending on variety)
Stickers	£64.50
Envelopes	£50
Total	£414.50 - £594.50



River Bure at Aylsham Flood Risk Management Investigation



What are we telling you about?

This briefing is to let you know we are investigating how to reduce flood risk from the River Bure and associated watercourses to properties at Mashes Row and the surrounding area of this part of Aylsham.

The project is led by the Environment Agency, supported by our flood risk consultants, Jacobs.

What will we be doing?

We are exploring the principle of whether there is a solution that would be feasible and cost beneficial to reduce the flood risk. This stage is expected to be completed soon, after which we would like to share our findings with the community and gather feedback.

If there is a potentially feasible solution, we will need to undertake further analysis, apply for permissions and secure funding.

How will this work benefit you?

The project aim is to deliver better protection against flooding to local homes and businesses that may be at risk.



Until the investigation is complete, we won't know exactly what form this project could take.

What should you do and how can you get involved?

Please get in contact* via the details below:

- If your house or business is located in the Mashes Row and surrounding area of Aylsham and has been flooded
- Or you would like to be informed of the project's findings and next steps or would like to give feedback

What happens next?

In the coming months we hope to be able to report on options to reduce flood risk to the properties involved. For us to do this, please get in contact* so we can share the results with you.

Contact details

For any questions or comments, please contact*:

Rob Brooks

Environment Agency Flood and Coastal Risk Management Officer

Telephone: 0203 025 8336

Email: rob.brooks@environment-agency.gov.uk

**We, the Environment Agency, are collecting this information to improve our understanding of flood risk in your area and to help inform flood risk management options. We will process your information for these purposes in accordance with GDPR. Your information may also be shared with your local and county councils for them to use for the same purposes, and with consultants working on our behalf. By getting in contact, you consent to the information you provide being used in this way unless you specify otherwise. You can withdraw your consent at any time by contacting PSOENS@environment-agency.gov.uk. Your personal details (name and contact information) will be held for 3 years, the rest of the information provided, including the address of the property, will be held until it is no longer necessary. The Environment Agency is the data controller for the personal data you provide.*

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88

www.gov.uk/environment-agency