

Aylsham Town Council Summary of Receipts and Payments Summary - Cost Centres Only


Cost Centre	Receipts		Payments		Net Position +/- Under/over spend
	Budgeted	Actual	Budgeted	Actual	
01 General Purpose	124,200.00	77,779.40	122,200.00	51,222.15	24,557.25
02 Town Hall	96,200.00	42,007.29	96,200.00	35,371.42	6,635.07
03 Drill Hall	76,900.00	33,265.00	76,910.00	33,006.69	-581.69
04 23 Market Place	5,500.00	1,250.00			-4,250.00
05 Cemetery Cottage	7,000.00	2,472.50	2,000.00		-2,527.50
06 Public Toilets			14,500.00	7,555.49	6,944.51
07 Other Properties	12,100.00	6,025.00	6,100.00	3,393.75	-1,368.75
08 Cemetery	23,000.00	11,135.00	23,000.00	6,916.24	2,216.76
09 Allotments	34,000.00	14,945.00	34,005.00	11,543.45	3,406.55
10 Markets	9,000.00	3,132.68	2,400.00	769.20	-4,236.52
11 Open Spaces	198,600.00	101,934.43	193,950.00	67,742.46	9,341.97
12 Events		1,129.31	2,000.00	935.09	2,194.22
13 Churchyard			11,450.00	2,650.00	6,799.92
14 Street Scene	29,500.00	14,750.00	29,500.00	12,040.27	2,709.73
NET TOTAL	618,200.00	309,845.61	618,215.00	256,028.49	53,832.12
Total for ALL Cost Centres		309,845.61		256,028.49	
V.A.T.		16,225.76		12,096.70	
GROSS TOTAL		326,071.39		268,125.19	

Market Place Planters Proposals

Following the August TC meeting, Trevor Bennett, Gavin Watson, Andy Bell and Wendy Sadler met to discuss a detailed proposal.

Their suggestions are as follows:

- **Earth Anchors Ltd, Blockade Planters -black**

	<p>Made entirely from recycled plastic with stainless steel fittings they are completely rot, rust and frost-proof. The integrated base plate comes fitted as standard removing the need for an additional liner.</p> <p>The four feet allow you to manoeuvre quickly and easily into position with a pallet truck.</p> <p>They fill to the base, rather than half way down, so less chance of being tipped over</p>
<p>Specifications Capacity – 600Ltr Length – 180cm Width – 60cm Height – 100cm (Including feet) Weight empty – 170Kg Weight full – 650kg (Approx)</p>	

Suggest six in the Market Place, which includes four to replace the four on the west side and two which could be placed on the apron by the Town Hall. Earth Anchors quote includes traffic reflectors.

The grey wooden planter behind the Town Hall, in front of the toilets, is in a reasonable condition, with acceptable planting, and could remain until it is no longer fit for purpose.

Aylsham in Bloom (AIB) £1000 budget for gravel/compost and plants would cover planting up the six Market Place planters.

Maintenance:

The placing of Mona Tanks inside the planters (each planter would require two) fits the brief to make maintenance for the TC team as easy as possible. With the addition of a bark mulch watering would be needed less often. Greentech Ltd has provided a quote for 12.

Logistics of planting up:

It was suggested it might be easier to plant up somewhere other than the Market Place. If the project proceeds we could ask Peter Purdy if he has space. AIB will buy the plants from Woodgate. Then ask Ben Burgess to move them to the Mkt Pl. Would they charge to move them?

- **Existing small brown planters:**

It was suggested that these be removed. They could be offered to anyone, free of charge, who wants to attempt repair. Possibly the Community Shed might like some to renovate and sell to help fund their running costs.

- **In Addition to the Market Place :**

Buttlands Car Park planters

The two planters by the Buttlands car park were discussed. However, watering these may be an issue in the future. An alternative suggestion was to plant an ornamental tree when these tubs finally fall apart. The quote from Earth Anchors includes the option of buying 6 or 8 planters if the TC decides on replacing these planters. **Quotes are available**

To give a quick idea of costs:

- **Blockade Planters x 6**
£4910.40 includes VAT plus Delivery £288.00
- **Mona Tanks x 12**
£636.48 includes VAT

In Conclusion

- Could the Town Council agree the Market Place proposal and suggest funding options?
- Make a decision on the Buttland planters.

CLERK'S REPORT FOR COUNCIL MEETING 4.9.24

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Still chasing plumbers for quotes for new boiler
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		
Allotments		Some of the raised beds are in need or repair. Will be repaired by using word from existing beds. Once completed will look at working a request for new beds into a grant for the Market Place planters
Churchyard		AGENDA ITEM
Market Place		Working on scheme for new planters
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		Fencing started
"Little Staithe"		
Hopkins Homes areas general	Community Orchard	
Highways		
Paupers Graveyard		
Norfolk Homes Play Areas (equipped)		Annual ROSPA Inspection received, working on recommendations. No significant issues.
Norfolk Homes large area off Mileham Drive		
Property Registration		Working on remaining areas.
Car Parks		
Street Lighting		
Public Toilets		No issues.
Litter & Dog Waste Bins		
Bus Shelters		See Highways update.
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		Diseased holly tree on boundary with residence needs to be removed.

Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Bure Meadows Footpath	New Footpath across to Dunkirk	The residents of Bure Meadows are unhappy that the maintenance of this path will fall exclusively on them but the path will be free for all to use. They are looking at lobbying the Town, District and County Council and have also contacted the MP to try and get the path adopted by the County Council. Residents are now suggesting applying for planning permission to remove bridges
Barclays Barn		Awaiting response from agents
In-House Grass Cutting		
Electronic Information Sign		AGENDA ITEM

Items for Town Council to consider/note

- **Waiting to hear re Bank Barn**
- **Waiting response from Highways re Electronic Sign**

Recreation Ground Minutes 30th July 2024

Members present

No.	Role	Person	Trustee?	Present
1	Chair	Lauren Stroud	Yes	Yes
2	Vice-chair	Sean Cannon	Yes	Yes
3	Treasurer	Sue Lake and David Addy - Town Clerk	No	Yes
4	Secretary	Heather Morton	Yes	Yes
5	Town Council rep	Cheryl Bould	Yes	No
	Cricket rep	Sean Cannon	Yes	As above
7	Tennis rep	Alan Marchbank	Yes	Yes
8	Bowls rep	Philip Kingsford	Yes	Yes
9	Elected member	Barry Lancaster	Yes	Yes
10	Co-opted member	Jon Minns	Yes	Yes
11	Caretaker	Neil Thirtle	No	yes

Welcome and Apologies

Introductions were made by committee members to David and David also introduced himself.

Confirmation of minutes of last meeting (June 2024)

Minutes of the last meeting were accepted by the committee as a fair and true reflection of the meeting.

Recreation Ground Caretakers report (any important aspects to note):

Neil provided a summary of the weekly observations and actions – no major issues to report

Finance

We received the financial report (£9408 in the bank as at 29/7/24; actual receipts to 29/7/24 are £28,818, with actual payments at £33,434). We discussed inflationary pressures on user clubs. Clubs need to look at cost cutting, fundraising and increasing revenues where possible. It was noted that any request for an increase in funding from the Rec Committee would need to be submitted with financial commentary and explanation for the request by the end of August.

Action Lauren / Sean to inform clubs of this (request of funding) before 12th August if possible

Matters arising (new since last meeting)

Recreation Ground Projects:

Play parks - £2k is available from the Paul Bassham Trust. Heather is meeting a working group tomorrow including a Broadland Council rep to look at further funding options towards the resurfacing of the play parks.

Action Heather to report back to committee at the next meeting.

Sue explained what funding might be available from TC towards the cost. Any funding would come out of CIL money (£2.5K) and earmarked reserves for rec ground (£10K). This means we have around £20k so far towards a circa £70k cost.

SC asked SL about the various pots of money that TC had that could be accessible by REC Com for appropriate projects: there is £50k earmarked reserves in TC bank account - for 'special projects'.

CIL money - TC money for infrastructure which we could apply to if possible - around £1M

Section 106 for skate park - £26K - community infrastructure fund - Moira White (can we apply to repurpose?).

Action - David will apply to Broadland to see if we can repurpose the 106 money – for example - towards football equipment.

Could we put an article in Just Aylsham and the EDP to see if any business or individuals would help fund the resurfacing of the play park. - **Action** Heather

Barry - CIL money is approaching £1M and was originally for upgrading the pavilion. There is still a possibility that the funding might come available for a new pavilion. SC requested that TC make the committee aware of any future discussions around the new pavilion. Action David / Sue to ensure Rec Comm are notified and included in any discussions around potential Recreation Ground infrastructure projects.

Sue mentioned ACRE new grant that could help with roof repairs, solar panels and rainwater harvesting

Action Sue / David to send details of this (ACRE) grant to Sean

Youth consultation:

LS reported he has consulted various local youth groups to ascertain what they want or need in order to use the rec more. LS is collating the responses and intends to continue building up the data set. Committee then discussed around five a side, trim trail, parkour, climbing wall etc. LS to continue investigating.

Procurement of contractors:

Procurement - agreement to pay £200 to Kevin for helping Neil for 5 half days with the kickabout area works. Action Neil to ask Kevin to submit and invoice to committee

Discussion around Neil doing more hours to include maintenance oversight - SC to submit a proposal at next committee if deemed viable

Composting of grass waste:

The area behind the kickabout area is very overgrown and the grass is rotting causing vermin issues.

Action Sue / David to source a brown bin from Biffa quote for the bowls club grass waste

Lease of Hooked on Stitching unit:

ACT lease of Hooked on Stitching - continued discussions around the new license agreement.

Action: LS / SC to review ACT/HOS lease in detail and report back

Bowls Club report:

Bowls Club is unhappy with the cleaning in their toilets. PK to show Richie B what the issue is and see if it improves

Locks on toilet doors are still not done and fencing upgrades / fixes still outstanding –

Action: Sue / David to ask facilities to do this ASAP

Car park white lines - PK has sourced 3x quotes for 1. Cleaning and then 2. White Lining

IP Roadsweepers £318

White lining Roadart - £914.28 - voted to go ahead

Action: PK to fix date with the contractors and TC to sort signage and publicise

Budgets:

BL - we need to submit a budget to the TC in reasonable time. Councillors discuss the budget in November and it is finalised in December. The agreement with ATC requires the Committee to submit budgets by 30th September

Action: SC & LS to review financials and propose budget to committee in August meeting.

Update on previous matters

- To ensure that North Norfolk Petanque group payments of £435.00 are shown in the accounts – ‘there is a cost centre on the reports for pétanque’
- Plumber to assess the job and ask them to repair the broken tap in the bowls club male toilet (Sean): completed?
- Andy to check what Keith needs to do rec jobs (to assess what is required in the storage container). (Dave)
- Update/progress on becoming CIO (Dave) (and to hand over to the committee) – ‘just the constitution to be approved’
- Fencing/walls and gates (Heather) – no update
- Kickabout area progress: job completed

- Painting of pavilion and car park lines (Phil): car park lines contractor has been instructed (26th August for cleaning and 9th September for white lining)
- Benches in pétanque area – concrete pad (Dave)
- Repainting kitchen (Neil)
- Storage of chemicals review (Dave/Neil)
- NEST heating system (Dave)
- Digital lock to male and female toilets to be fitted (Dave?)
- Fence work (panel) to be completed at the bowls club (Keith to be instructed)

Any user group updates, any other business, concerns or proposals, or any other safety concerns not already discussed:

BL - Constitution / incorporated status - Sue shared a list of questions we need to answer. We then need to send it off and perhaps share it with Tonya too.

Action Sue/Dave to complete the application (CIO)

BL – raised some anecdotal reports of cricket balls clearing the new cricket netting. SC confirmed that there had been 1 reported cricket ball landing in the play park. Monitoring will continue until the end of the season where a full review will take place to determine whether additional measures are required to improve safety still further.

Date and time of next meetings – August 20th, 2024 7.15pm

Recreation Ground Minutes 20th August 2024

Members present

No.	Role	Person	Trustee?	Present
1	Chair	Lauren Stroud	Yes	Yes
2	Vice-chair	Sean Cannon	Yes	No
3	Treasurer	Sue Lake and David Addy - Town Clerk	No	Yes
4	Secretary	Heather Morton	Yes	Yes
5	Town Council rep	Cheryl Bould	Yes	Yes
	Cricket rep	Sean Cannon	Yes	As above
7	Tennis rep	Alan Marchbank	Yes	No
8	Bowls rep	Philip Kingsford	Yes	Yes
9	Elected member	Barry Lancaster	Yes	Yes
10	Co-opted member	Jon Minns	Yes	Yes
11	Caretaker	Neil Thirtle	No	Yes

Welcome and Apologies

Lauren opened the meeting. Apologies received from Sean Cannon and Alan Marchbank. The new Town Clerk was away on holiday.

Confirmation of minutes of last meeting (June 2024)

Minutes of the last meeting were accepted by the committee as a fair and true reflection of the meeting.

Recreation Ground Caretakers report (any important aspects to note):

This was sent to Lauren prior to meeting. Main issues are.

- New sink had been fitted in the old referee's room but Jill concerned was too small to wash up in. It also had been plumbed in incorrectly.
The committee reviewed the sink and unit it sat in, and all agreed it was fit for purpose.

ACTION Sean to chase plumber

- More space is required to store chairs
ACTION Lauren to check storage area and discuss with Jason whether the shower tray could be removed to create more space.

- Water cooler no longer required
ACTION Lauren to ask Gavin to cancel contract

Finance

Bank balance: £22,604

Income/expenditure year to date: not seen

Cheryl raised that at the last Town Council meeting there was verbal concerns about the Rec's budget and so the Town Council were requesting financial accounts from the Rec. Those present believed this was a misunderstanding at last meeting by the new town clerk when discussing future budgets. Concerns were raised that there was not enough in the budget if want to do further projects.

Cheryl was reassured that our current budget is on track.

Update on previous matters

- Lauren / Sean to inform clubs of this (request of funding) before 12th August if possible – bowls, tennis and cricket were aware
- Heather - an article in Just Aylsham and the EDP to see if any business or individuals would help fund the resurfacing of the play park – no update
- Sue / David to send details of this (ACRE) grant to Sean - done
- Sue / David to source a brown bin from Biffa quote for the bowls club grass waste – some links were provided for garden waste. LS to check who was to review these links
- LS / SC to review ACT/HOS lease in detail and report back – reviewed and reported back to ACT and await reply
- PK to fix date with the contractors and TC to sort signage and publicise – dates sorted as follows: 9th September for white lining, car park clean on 26th July
- SC & LS to review financials and propose budget to committee in August meeting.
- Sue/Dave to complete the application (CIO) – to review constitution at meeting
- Heather - fencing/walls and gates: Paul starting to take off coping stone on Friday 23rd and start properly next Wednesday
- Digital lock – not done
- Concrete base for pétanque picnic bench – not done

Matters arising (new since last meeting)

a) Play surfacing and new equipment update

Cheryl explained that the current play campaign drive is for equipment that is accessible and inclusive. Also that the Smile Park play surfaces need to be replaced.

A meeting was held with Lauren, Heather, Cheryl, District Councillors and representative from the play equipment Kompan, who supplied our current play equipment.

Cheryl had sourced 2 further quotes for equipment and Heather had supplied 3 quotes for the play surfacing replacement.

Cheryl had been in discussion with Broadland District Council regarding Section 106 monies available from the Aegel House and Knight's Way developments in the town. This amounted to £38,823.23. The Aegel House development had been provisionally allocated to a new Skate Park on the Rec, however it was agreed by Broadland District council the monies could be allocated instead to the play equipment and surfacing as also on the Rec. (incidentally the monies at Aegel House has to be spent /have an order in place by 29.12.25 or it will no longer be available. The cost of new skateboard would be in excess of £250K and the fundraising and implementation would not be achieved in this timescale).

Grants available

£25K Pride in Place Award (application submitted and awaiting outcome)

£3K District Councillor's grant (1K from each)

£2K Paul Bassham Trust

To achieve the project it was decided to split the project into 2 phases.

Phase 1 To resurface the older play area and to do a small extension of the area to include communication boards, and equipment that can be accessed from a seated position. This equipment would have sensory variations which help with sensory regulation especially children with ASD and ADHD.

Phase 2 To resurface the younger play area and include further pieces of play equipment such as a roundabout that can be used in a wheelchair.

Therefore, Cheryl is to ask Town Council to use £21K from Section 106 monies, so that if successful with Pride in Place application, can start phase 1. (The Pride in Place application requires the monies to be spent by the end of the year).

Then the outstanding Section 106 monies £18K be put towards phase 2 and continue to fundraise. Finally, VAT cannot be reclaimed on Section 106 monies so a motion of use of short-term use of Rec reserves to cover the shortfall.

Cheryl proposed that Rec Committee agreed to use the funds from Section 106 for the play areas rather than skate park.

Majority agreed with BL abstained.

Cheryl proposed that we ask the Town Council to re-purpose the funds and to ask for short-term use of reserves to cover VAT. Again majority agreed with BL rather keeping for Skate Park.

ACTION Cheryl to liaise with Town Council

b) Cleaning contract review

Lauren wanting to know whether

- Is the contract fit for purpose?
- Is it the standard we expect?
- Are we getting value for money? are there cost savings to be had by perhaps reallocating services

ACTION Lauren to find out Richie's contract days. To discuss with Jill daily views on cleanliness

Phil felt the service the bowls club were receiving was not appropriate with 300 players weekly, with only a weekly clean. Requesting from the committee to increase this to twice weekly until 30th September when the season finishes. This would cost another £15 week.

The cleaning schedule would then be reviewed in the new season. All agreed.

ACTION Lauren to clarify current contract with Donna and who manages the cleaning contract as not clear

6. Update on previous matters

Budget 2025/2026

Lauren provided the committee with a first draft with the aim for its submission on 30.9.24 as requested by Town Council.

Comments

- What are the professional services we are being provided for?
- Energy bills about to be increased, so need to review amount proposed.
- Budget should be linked to general inflation

Lauren explained that any extra expenditure needs to be costed and justified and submitted alongside the budget.

Phil then submitted a request for an increase in the budget for bowls by £1K to assist with an eco-dressing for the upkeep of the green. Has obtained 3 quotes, and expecting the bowls club also to raise 1K. All agreed with proposing an amendment to the budget submitted to Town Council

ACTION Phil to submit to Lauren reason for request for extra funding submitted alongside final budget

ACTION Lauren to submit a version 2 of the budget

Barry was concerned that there were chemicals being stored by Keith and felt this was a health and safety issue. He said that 3 quotes had been obtained when the unit was built to provide a secure store. There was no monies in the budget to build this store.

ACTION Barry to supply with quotes.

ACTION Lauren/Neil To determine what chemicals are currently being stored and if the unit is still required.

Heather wanted to request that an allocated amount of initially suggested £5K for a replacement fund. Although we are costing for specific smaller projects in the coming year, mindful some of the long-term projects are expensive (such as replacing play equipment in 15-20 years). Starting to build a replacement fund now will be help in the future especially when applying for matched funding.

ACTION All To be considered in the future budget, to discuss at next meeting

Barry also brought up the rainwater harvesting as a future project off the new storage unit. Again, costings had been done in the past. Cheryl said that this was something that ACE (Aylsham Climate Emergency group) may be interested in being involved with.

ACTION Phil will look at old Town Council minutes to see if he can find costings and would be interested in helping.

ACTION Cheryl to speak to ACE re rainwater harvesting

Constitution

Sue Lake had written the Constitution in the format requested to acquire Charitable Incorporated Status.

Comments arising/ requiring clarification

- What is the length of time for officers? Three years? And can we re-apply or does there need to be a break in service?
- Minimum number of trustees 3 with one town council member
- Number of user groups? Do we need to state?
- What to do if don't have a minimum for several months? How will decisions be made?
- Will Dave, the new clerk, continue with the application and submission?

ACTION ALL Review these questions again at the next meeting to allow time for everyone to re-read (constitution) and consider responses.

7. Any other user updates and other proposals, safety concerns not already discussed.

Cheryl wanted to clarify that there was permission from the Rec Committee to extend the play area if phase 1 takes place. Although have given implied consent, felt need to formally agree on this.

All committee members agreed to give consent.

Neil had said that the grant of £200 offered for the person's help with installation of the kick about area was refused again. He was happy to help! This person, a friend of Neil's, is assist with the painting of the pavilion kitchen in the autumn.

Phil had queries from previous issues raised

- Road closure for cleaning car park before painting
- Car park closure for painting the white lines in the car park
- Fence repair works
- Digital lock for toilet
- Petanque seat base
- Biffa bin for grass cuttings

ACTION Lauren to check about bin

ACTION Lauren to check with Donna/Gavin regarding road closure

ACTION Lauren to liaise with Dan media officer at Town Council and advertise on Community pages when car park closure is in place

Water Fountain

Lauren, in discussions with high school students recently about what they wanted on the Rec, a water fountain was mentioned. A bottle re-filling station would also help the numerous runners and other sport and recreation users on the Rec.

ACTION Lauren to liaise with ACE. All agree this would be a good investment.

Summary of actions

ACTION Sean to chase plumber (re sink)

ACTION Lauren to check storage area and discuss with Jason whether the shower tray could be removed to create more space.

ACTION Lauren to ask Gavin to cancel contract on water cooler

ACTION Cheryl to liaise with Town Council (to allow for repurposing of funds)

ACTION Lauren to find out Richie's contract days. To discuss with Jill daily views on cleanliness

ACTION Lauren to clarify current contract with Donna and who manages the cleaning contract as not clear

ACTION Phil to submit to Lauren reason for request for extra funding submitted alongside final budget

ACTION Barry to supply with quotes.

ACTION Lauren/Neil To determine what chemicals are currently being stored and if the unit is still required

ACTION Phil will look at old Town Council minutes to see if he can find costings and would be interested in helping.

ACTION Cheryl to speak to ACE re rainwater harvesting

ACTION ALL Review these questions again at the next meeting to allow time for everyone to re-read (constitution) and consider responses

ACTION Lauren to check about bin

ACTION Lauren to check with Donna/Gavin regarding road closure

ACTION Lauren to liaise with Dan media officer at Town Council and advertise on Community pages when car park closure is in place

ACTION Lauren to liaise with ACE. All agree this would be a good investment.

Date and time of next meetings – 17th September, 2024 7.15pm

Report to Council – Aylsham SMILE Parks Project (PHASE 1)

Brief outline of the project:

To install new inclusive equipment and resurface the older children's (Junior) SMILE Park which will provide opportunities for play for the whole youth community of Aylsham, whatever their ability.

1. This project will see the provision of inclusive equipment. Referring to the design pillars of inclusive play, the proposal is to include equipment which provides for sensory play variation (tactile, visual, auditive, proprioceptive) and accessibility and useability from ground level. There will also be signage that aids communication and a sense of connectedness with this space for all.

2. This project will see the safety surface renewed. Guaranteed for 10 years, the SMILE park surface is now 15 years old and with daily and consistent use, it's wearing considerably in places, it *must* be resurfaced to continue to provide a safe environment for children to have fun.

Project need

More than 16 million people in the UK are registered with a disability which is approximately a quarter of the population. According to the 2021 Census, 6.4% of Broadland's population is disabled under the Equality Act. The National Disability Strategy, outlined by the Govt in 2021, encourages local councils to build more playgrounds for disabled children. Charities such as ROSPA, BSI, NPFA and CAPT recommend that play areas should have protective surfacing which is in good condition.

Play is important for children's mental, physical and social development. Play deprivation can inhibit a child's social and emotional learning and a child who doesn't have access to play may find it harder to interact with others and have poorer resilience. These issues can result in young adults who have greater need for health and well-being support and less ability to contribute to wider society.

It can also create and exacerbate social isolation and loneliness for disabled children and their families who don't have access to play opportunities, as well as increased health needs.

Looking at the accepted design pillars for an inclusive public playground, Aylsham Recreation Ground Committee must be mindful of the different needs of all our potential playground users in managing our SMILE Parks. Whilst we are conscious that no user can play on every piece of equipment, we want to ensure that there is something for everyone here.

In planning a project to offer an inclusive public play area, we have asked the playground designers we have approached, to include signs which ensure that everyone's communication needs are recognised and supported on entering the space, equipment which is accessible in terms of the surface on which it is sited and whether the user is seated or standing, and pieces which provide for sensory play variation.

One of the design elements of a safe playground is its surfacing, and there is arguably no doubt that head injuries to children are reduced in severity by the provision of such protective surfaces. We have asked companies to quote for a wet-pour surface, mindful of its efficiency and longevity. Such surfaces also enable accessibility to the playground for young people and adults who use mobility aids.

Project Outcomes / Impact

1. Providing a public playground area which adheres to the design pillars of inclusive playgrounds in which the environment removes the barriers which are disabling
2. Fostering a sense of unity and connectedness between different groups within the community – a space which brings people together in play
3. Providing a space for children to play which continues to be as safe as possible

Total project cost: **£51,756.38 (net)** **£62,107.65 (inc VAT)**

Pride in Place Grant: **£ 25,000**

(Provisionally awarded)

Match funding required:

Councillor Grant x 3	(secured)	£3,000
Paul Bassam Fund	(secured)	£2,000
Section 106	(requested)	£21,756.38

Request to Council

As detailed in this report, two of the *immediate needs* of the existing play provision at the Recreation Ground are to ensure it is accessible to the whole youth community and to make it safe for continued use.

On behalf of Aylsham Recreation Ground Committee, I am therefore seeking the Council's approval to use part of the Section 106 money from the Aegel House Development which totals **£23,829.00** to match fund Phase 1 of this project. This is not new money, and it is currently noted as allocated to a Skate Park project.

The clawback date for this Section 106 money is **29.12.25** – if the money is not committed by this time, it is returned to the developer. To date, no work has been forthcoming on a Skate Park project which is estimated to cost upwards of £200,000.

This Junior Smile Park project is fully planned and costed and has the support of the Rec Committee Trustees, the District Councillors (who have contributed their ward grants) and the District Council who has provisionally awarded a £25,000 grant from the Pride in Place fund. We also have a £2,000 grant from the Paul Bassam Community First Revenue Fund.

In an email from Jen Roope, Section 106 Officer, dated 8 Aug 2024, the District Council gives its' permission to use the Aegel House Section 106 money for the Junior Smile Park project. Jen confirms that the S106 will allow for "the provision or improvement of play facilities within the recreation

ground adjacent to the site” and that the money shall be committed (by way of expenditure of the monies or by way of contract) within 5 years of receipt.

It’s important to highlight that this project would not be happening instead of a Skate Park, but that, given the pressing section 106 money timescale, other funding already secured and need and readiness of this project to commence, that it is a pertinent, pragmatic and sensible use of the money to repurpose it. Other section 106 and CIL money is on the horizon for further projects.

If required, I should also like to request council approval for use of the Recreation Ground Reserves to cover the cost of the VAT for this project (**£10,351.27**) with the proviso that it be *immediately* returned to the Reserves as soon as it can be reclaimed.

Aylsham Smile Parks Project - PHASE 2

The SMILE Parks Project was divided into two phases to be able to successfully secure match funding.

Phase 2 of this project is to add pieces of inclusive play equipment to the Infant Smile Park and resurface it using wet pour. This project will potentially be more costly due to the nature of the equipment envisaged, for example, a wheelchair accessible swing.

On behalf of Aylsham Recreation Ground Committee, I should like to request the Council’s approval to repurpose the remainder of the Aegel House Section 106 money and the Hungate Street development Section 106 money to Phase 2 (clawback 29.07.27) to be able to start applying for match funded grants.

The Hungate Street Section 106 money is also currently allocated to the Skate Park project.

There is the possibility of receiving £15,000 towards this phase from the Community Grant Fund in January 2025 or March 2025 and many other funding pots which can be applied for.

Section 106 monies requested for Phase 2:

Proposed designs





**Minutes of the Aylsham Climate Emergency Meeting
Held in Town Hall on Monday August 5th 2024**

Present:

Cheryl Bould (Chair)	Leslie Cannon	Jenny Haycocks
Yvonne Stewart	Fiona Scott	Kay Montandon
Lilie Ferrari	Pat Prekopp	Shelley Hudson
Adam Curtis	Kate Mackenzie	

Dave Addy – Town Clerk Andy Bell – Grounds Maintenance, ATC

1. Welcome and apologies for absence

Apologies were received from Grizelda Tyler, Ian and Sally Hildrew.

2. Minutes

Minutes of the meeting held Monday 3rd June 2024 were confirmed and signed by the Chair.

3. Matters Arising

Nothing raised.

4 Project work

Presentation of new Projects for consideration

None received.

a) Update on Hustings Meetings

Considered to be a valuable exercise. Discussion that it would be useful to allocate roles next time, such as a lead organiser, and to learn from these experiences.

b) Update on Big Green week

This included film screenings, stalls and the fixery. It was thought that not many people attended the ACE stall and looking around. Jenny Haycocks captured the conversations that arose from the film viewing, and has circulated this to some members, and agreed to be share this more widely.

c) Update on Noticeboards

Trevor Bennett is writing as Chairman of the Council to the management company for the Willows to seek consent for a noticeboard after the previous refusal. The intention is to order all of the noticeboards at once.

5. **Group Updates**

Nature

Yvonne Stewart, Chair. 6 members, including Adam Curtis, National Trust Biodiversity Manager, Blickling. Thanks were expressed for Andy Bell's cutting work at Old Station Yard, following a meeting between Yvonne, Dave, and Andy. Thanks also for Andy leaving a bee orchid in the mowing around the Community Orchard. Adam explained about his long-term bat study, with two transects to the north and south of the town, and encouraging citizen-science participation. The biodiversity surveys around the wildflowers have taken place, and it is planned to rake up the cuttings to reduce the fertility. Would like to publicise findings at Green Day.

Slow Food

Pat Chairs. Plan to work with Norwich City Council Officer on a Nature café, which could help local people meet together to talk and share about nature recovery.

Transport

Kay Chairs. 8 members.

Trevor attended the last sub-group meeting. Seeking agreement from ACE for the Transport sub-group to meet and work with the Council to work on the Traffic management Strategy already agreed by Council (https://www.aylsham-tc.gov.uk/files/ugd/a67ca0_a8479420385149fa963da183f356c697.pdf). The yellow lines, Burgh Road crossing, transport hub etc. ACE agreed to support.

Energy

No update.

Waste

No update.

Communications

Cheryl is Chair, with four members. Thanks very much to Lilie (especially during the elections), and Pat with regard to the hustings poster. The family learning Day was very busy, with public engagement, particularly with the hook-a-duck game and charity shop soft toys, resulting in sign-ups to ACE emails.

The most popular posts on Facebook and Instagram are those locally-based. The bee orchid photo was the most successful.

6. **Grass Verges**

Andy Bell presented upon his proposal for wildflower areas, and seeking sponsorship, which will go before Council. Supported, but concerns that there should be wildflower areas that are unplanted, such as the area around the community orchard. Also that signage should be placed and communication is key. The Clerk explained that the signage had recently been put out.

7. Green Day

a) Suggested expenditure

Suggested costs of £20 for pens, £16 on stickers, and £360 for 40 t-shirts. Agreed that Clerk will arrange purchase, as within budget, and can authorise. Leslie to share finalised details. Yvonne to provide cost of printing three t-shirts for children's design competition. Printing of limited number of A3 posters can be done by Council.

b) Proposals

Three food providers. The blister pack stall by waste information is required – Grizelda to chase. Hook a duck from Comms. Transport: survey and feedback. Nature: t-shirt design for kids over 10, dressing up and parade, stand with Henry Page update, a nature menu, nature pledge, and bug-house, 'What can you do for Bure River', nature raffle, swift group may be on the stand. Comms to distribute business flyers and speak to the businesses, with Cheryl to obtain business survey details from Anna. The leaflets can be collected from the Town Hall. Cheryl to contact Ian Gravnall about photography.

c) Volunteer details

Nature – all 6 members. Comms – Lilie and Cheryl as stewards. Slow Food – Pat and one other. Transport – Kay. Waste & Energy – Grizelda/the Planning Committee are to chase for information.

d) Stalls

A gazebo is needed for the musicians, which the Council will provide and erect, along with tables. ATC arranging road closures. Waste will probably use the Quakers gazebo. Eco stall and workshop from Jenny, maybe in the churchyard, using church gazebo. The National Trust hope to provide a nature table from Blickling. Grizelda is arranging the trees and bales setting out. The Clerk is to chase the insurance company regarding whether the fire cover will allow the bales. The wet and dry weather plans can be discussed next meeting.

8. Water

Kate Mackenzie updated on the River Bure Water Quality Group, including water quality testing, species surveys, consideration of inputs to water from agriculture and residents, information provision, and work on invasive species.

9. Items for future discussion

Laptop refurbishment scheme presented by Paul. Requesting donations of old laptops for refurbishment and redistributed to schools and families. Older laptops over 10 years are recycled, and data deleted. For future discussion on where to donate laptops, and how ACE/the Waste sub-group could support and publicise. The wet and dry weather plans for Green Day.

10. Date of Next Meeting

The next ACE Meeting will be 9th September 2024, being delayed one week to allow the Town Clerk to attend and minute.

The meeting closed at 8.52 pm



**MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM
ON MONDAY 12 AUGUST 2024 at 10am**

PRESENT:

Mrs A Overton Chairman	Mr K Cunnane
Mr T Bennett	Mrs M Evans
Mrs J Bennett	
Rev Canon Julie Boyd	Wendy Sadler

OFFICER: Mr D Addy, Aylsham Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Natalie Rees, and Mr M Martin.

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None declared.

3. MINUTES

The last meeting of the churchyard Committee was held on 10th June 2024. The minutes were **AGREED** and signed by the chairman.

4. ADJOURNMENT OF THE MEETING

Not required.

5. INFORMATION ON MATTERS ARISING

To consider the bench

The clerk will send out a schedule of possible bench options for decision at the next meeting.

6. PATHWAYS/ROADS

To discuss any issues that have arisen

The drains uphill of the Lychgate, and the drain at the churchyard entrance from Church Terrace and Schoolhouse Lane require repairs to eliminate trip hazards. A section of footpath wall opposite the Lychgate also requires repair. The Clerk is to consult with the Maintenance Manager and Rev Canon Julie on any existing quotations obtained by the Council for the drains/the drain surrounds, completing the works, and the need for any Faculties for the works.

Undertakers have raised the difficulty with manoeuvring hearses through the narrow market place entrance, and that it used to be possible to lift the gatepost with the gap covered by a falling metal plate. It was agreed that the Clerk would investigate a replacement falling metal plate and the means of lifting the post.

7. WALLS

To receive an update

The Council's engineering and construction advisors have recommended a suitably experienced MRICS Chartered Surveyor to undertake a detailed survey of the section of walls, in order to inform and support the listed building application, and for the preparation of any Party Wall Act Notices required. The Surveyor has been contacted.

8. GROUND MAINTENANCE

a) To receive an update on the garden area

Wendy Sadler informed that there has been a lot of pulling of the bindweed, and there is a concentration of work on the cleared and wood-chipped strip to the west of the churchyard. The work on this is going well but needs to be maintained. The two recently planted lilac trees have been crowded by growth of other vegetation, and so other planting has been put on hold at present.

The Groundsman has obtained his pesticide qualifications, and so will commence spraying of the brambles, bindweed, and the recently identified patch of knotweed. The adjacent householder has been informed, their garden checked (there was none apparent), and advised about treatment if needed in future.

b) To receive an update on the waste area

The Ministry of Justice has recently sent a Memorandum of Understanding for agreement for Probationers to carry out the planned clearance works. The Clerk will review and sign the MoU, and ask the MoJ to contact the Maintenance Manager to agree a date for the works in the Clerk's absence.

c) To note any issues with general grounds maintenance

The triangular area at the entrance of the church was mentioned as it is a highly visible area at the main churchyard entrance, and the memorials are well-tended. There has been a concentration of cutting work here recently. The Clerk agreed to view with the Rev Canon Julie following the meeting, and also look at the other works. Thanks were expressed to the Town Council staff.

8. WAR MEMORIAL

Nothing to report.

9. LYCH GATE

Nothing to report.

10. CHURCH BUILDING

Rev Canon Julie updated that it is intended to repair the notice board near the market place entrance. The possible installation of solar panels is ongoing. It had been agreed at a previous meeting that the Covid and Suffragette signs would be installed on the wall - the Clerk is to confirm the location of the signs and arrange installation.

There are issues with inconsiderate parking at the Market Place entrance. It was agreed that the Clerk would investigate installing signage to deter this.

11. CHURCH CLOCK/BELLS

a) To receive an update on the church bells

The bells are working well.

b) To receive an update on the Church Clock

The horologist's quotations to repair the clock and to install a silencing system for between 10 pm and 7 am have been approved by the Town Council. The Clerk is to arrange for the works to take place, as the horologist should be available now.

12. AYLSHAM CEMETERY

There have been a few complaints about cutting and mole hills, but the Maintenance Team have since focussed on cutting here, and chased the mole contractor to attend.

13. PAUPERS GRAVEYARD

a) To receive an update on maintenance

Wendy Sadler met with the Groundsman, and was pleased with their work. It was noted that some of the fencing to the left of the entrance needed repair, but this is planned. The site has been used positively, including families who have been enjoying the outside space.

b) To receive an update on signage

Works are planned to repair the gate, which will then enable installation of the name sign on the gate.

14. ITEMS FOR INFORMATION/NEXT AGENDA

Nothing Raised

15. DATE OF NEXT MEETING

There being no further business, the Chairman closed the meeting at 11.15 am. The next meeting is scheduled for 21st October 2024 at 10 am.