

Aylsham Town Council

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 22/10/2024		
	Cash in Hand 01/04/2024		349,597.82
	ADD		
	Receipts 01/04/2024 - 22/10/2024		601,829.63
			951,427.45
	SUBTRACT		
	Payments 01/04/2024 - 22/10/2024		352,831.26
	Cash in Hand 22/10/2024		
	(per Cash Book)		598,596.19
B	Cash in hand per Bank Statements		
	Petty Cash	11/10/2024	250.00
	01 Barclays Current Account	11/10/2024	36,075.49
	02 Barclays Active Saver	11/10/2024	257,064.85
	Public Sector Deposit Fund	11/10/2024	220,107.88
	Shawbrook - Issue 7 Fixed Bond	11/10/2024	90,389.93
			603,888.15
			5,576.96
	Less unrepresented payments		
			598,311.19
Plus unrepresented receipts			
Adjusted Bank Balance			
		285.00	
		598,596.19	
	A = B Checks out OK		

Aylsham Town Council
Summary of Receipts and Payments
Summary – Cost Centre’s Only
22nd October 2024

Cost Centre	Receipts		Payments		Net Position
	Budgeted	Actual	Budgeted	Actual	+/- Under/over spend
01 General Purpose	124,200.00	152,144.84	122,200.00	86,465.79	63,679.05
02 Town Hall	96,200.00	78,689.29	96,200.00	40,944.14	37,745.15
03 Drill Hall	78,900.00	59,587.50	78,910.00	38,500.34	21,097.16
04 23 Market Place	5,500.00	2,500.00			-3,000.00
05 Cemetery Cottage	7,000.00	3,691.90	2,000.00		-1,308.10
06 Public Toilets			14,500.00	10,560.31	3,939.69
07 Other Properties	12,100.00	12,050.00	8,100.00	4,204.28	3,845.72
08 Cemetery	23,000.00	18,765.00	23,000.00	10,623.62	8,141.38
09 Allotments	34,000.00	31,370.00	34,005.00	14,978.98	16,396.02
10 Markets	9,000.00	4,344.08	2,400.00	769.20	-3,025.12
11 Open Spaces	198,800.00	191,584.43	193,950.00	103,022.72	83,711.71
12 Events		1,344.31	2,000.00	1,083.74	2,260.57
13 Churchyard			11,450.00	5,560.08	5,889.92
14 Street Scene	29,500.00	29,500.00	29,500.00	17,366.78	12,133.22
NET TOTAL	618,200.00	585,571.35	618,215.00	334,079.98	251,506.37
Total for ALL Cost Centres		585,571.35		334,079.98	
V.A.T.		16,258.28		18,751.28	
GROSS TOTAL		601,829.63		352,831.26	

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL, ON WEDNESDAY 18th SEPTEMBER 2024 AT 11am.**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mr G Margaron, Aylsham Community Partnership
Mr K Cunnane, Aylsham Town Council
Mrs M Evans - Aylsham Town Council
Mr T Briscoe – Aylsham Business Consortium (ABC)
Mrs M Anderson-Dungar – ABEF
Mrs J StClair – U3A

In the absence of an Officer, Mrs Anderson-Dungar agreed to take the Minutes.

01. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Mrs C Bould, Mrs W Sadler and Mr D Addy, Town Clerk.

02. MEMBERS' DECLARATIONS OF INTEREST & REQUEST FOR DISPENSATIONS

None received.

03. MINUTES

Minutes of the Meeting held on 18 September 2024, as previously circulated, were **agreed, confirmed, and signed by the Chairman.**

04. MATTERS ARISING

Nothing to report.

05. ADJOURNMENT OF THE MEETING

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

06. CITTASLOW UK & CITTASLOW INTERNATIONAL

It was planned to hold the Cittaslow UK AGM during the week commencing 4 November. The next International Co-Ordinating Committee meeting is on Friday 25 October 2024, in Rome. Mrs Anderson-Dungar will attend via Zoom and will share the login information once it is received.

07. CITTASLOW IN AYLSHAM

Planning is underway for the 2025 celebrations, working with LEAF on farm trails, probably in June, plus the business community for an Aylsham Restaurant Week. The annual Street Party has been moved to May, so the normal date in July could be available for a street food event with music. It was noted that a party from La Chausee Saint-Victor will visit at that time.

Market Towns Conference – Mr Prekopp, Mr Briscoe and Mrs Evans had attended this event organised by Norfolk County Council for all Norfolk market towns. Their report is attached. It was evident that all towns had the same concerns – a rapidly changing economy, housing developments, online shopping, etc and it had been interesting to

learn of different projects and initiatives. In Aylsham, the recent rejuvenation of Red Lion Street was exciting, but must be maintained, other ideas included pop-up shops in empty premises for new businesses, historical links, QR codes at arrival points to encourage town centre footfall.

08. FOOD AND CRAFT MARKET AND GENERAL MARKETS

a) Food & Craft Market – possibly needs further work as street food vendors would like different trading hours, also need variety. Hunstanton had seasonal markets/festivals rather than monthly which they considered “samey.” This was suggested for Aylsham but would need further consideration as some of the producers had been coming monthly for many years. Social media promotion needs to be more prominent especially in the days leading up to the market.

b) Monday and Friday markets – generally holding their own.

09. CLIMATE EMERGENCY

The recent Green Day, which also coincided with Cittaslow Sunday, and organised by ACE, had been a successful event. Peter Purdy had supplied trees (in large pots!) which had been well received, and possibly strengthened the case for having trees in the Market Place. There was scope for some small trees to be included in the new planters, but the Chairman wanted to know exactly what the problems would be in having trees in the Market Place, and Mrs Evans agreed to consult the National Trust.

10. PROJECTS

Nothing to report.

11. AYLSHAM COMMUNITY EVENTS COMMITTEE

Arrangements were well in hand for the Christmas Lights Switch On Evening on 29 November. The Committee had drafted a programme of events for 2025.

12. SLOW FOOD AYLSHAM

The Food Festival had gone well, with all events well supported, and good weather.

13. AYLSHAM IN BLOOM

There was no formal report, but it was understood that winter planting would commence on 24 October.

14. AYLSHAM BUSINESS ENTERPRISE FORUM (ABEF)

ABEF would shortly be wound up and some funds transferred to the newly formed Aylsham Business Consortium (ABC). Mr Briscoe advised that there was much enthusiasm for the new group, with 49 businesses signed up to date. Plans were in hand for Late Night Opening in the run up to Christmas and a Christmas window competition.

15. AYLSHAM PARISH CHURCH

There was no formal report, but it was noted the Christmas Tree Festival would run from 29 November to 3 December, charities and organisations had been invited to take part, with the cost of the trees met from sponsorship. It was also noted that the Church Clock was striking on the quarter hour.

16. ITEMS FOR INFORMATION/NEXT AGENDA

No items for information or new items for the next agenda.

17. DATE OF NEXT MEETING

This was confirmed as Wednesday November 20th 2024, at 11:00 in the Drill Hall.

18. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 12:15

Norfolk Market Towns Conference – 1 October, 2024

Event organised by Norfolk County Council and sponsored by Lovell

Speakers from different organisation invited and each gave a PowerPoint presentation.

Introduction by **Chris Starkie – Director of Growth and Investment, Norfolk CC** followed by **Cllr Fabian Eagle – Cabinet Member for Economic Growth, Norfolk CC**. The need for sustained growth and investment in the market towns was outlined. A positive start was made with all 22 market towns in Norfolk represented at the Conference.

Changes and developments that have taken place outside Norfolk were discussed with a view that further cooperation can take place and that Norfolk can learn from the experience of other areas with similar market towns.

Norfolk County Council wants to be more proactive and is interested in developments already taking place in Melton Mowbray, Swaffham and North Walsham.

Simon Medler – Regional Manager, Lovell explained that Lovell had seven housing schemes locally and that these benefitted the community by supporting events and organisations. There are also educational partnerships and opportunities for young people in construction.

Lee Byrne – Assistant Director Regeneration, Melton Borough Council

Major project in Melton Mowbray centred around the Stockyard Development.

A rural area in need of regeneration – this is a long term project to promote more local products such as pies and stilton and encourage more tourism. Emphasis on working in partnership and creating careers for local people not just jobs. Funding is crucial with the use of Government funding and match funding. With a long term project, the costs are increasing on a continuous basis so it is important to have good communication and a clear vision of the end goal.

Joe Warburton – Project Manager Heritage and Culture, Breckland District Council

Project to improve the appeal of Swaffham as a historic market town

Try to be as innovative as possible and involve others such as Historic England and the National Lottery.

Swaffham is a Georgian town with the Assembly Rooms a feature in the middle of town. The Assembly Rooms have been carefully restored and is once more a building of significance used for conferences, weddings and other events.

There was an attempt to involve young people in the changes to improve the town's appearance and the use of old photographs proved invaluable in redesigning the shop fronts and to emulate as far as possible their earlier appearance as seen in the photos.

The environment within the town was improved by the planting of trees, adding pedestrian areas and establishing a Heritage Trail.

Local people were involved throughout and different skills and methods were used in the planning and in obtaining funding.

Rob Young – Assistant Director for Sustainable Growth, North Norfolk District Council

There was concern that the town of North Walsham had lost its civic pride and sense of identity. A cultural programme was set with advice from Heritage England. Building grants and external funding was also secured. Transport was improved with an emphasis on sustainability.

The aim was to concentrate on the history of the town and to give it a more individual identity by establishing a Heritage Action Zone.

Candy Richards – Development Manager, Federation of Small Businesses

This organisation works as a lobby organisation for small businesses from sole traders to small employers. Survey of small businesses highlight some of the requirements of small businesses such as better wi-fi

Mark Kacary – Managing Director, The Norfolk Delicatessen

Love your Market Town – Hunstanton

Food and drink festival in the town which is a fairly recent event but has proved to be very successful. Use of local seasonal food with plans to hold the event quarterly.

Use of posters and local radio to publicise the event.

Boost – Youth Skills and Employment

Jemma Curtis – Regeneration Programme Manager, King’s Lynn and West Norfolk Borough Council

Joanne McKenzie-English – King’s Lynn and Breckland Skills Partnership Manager, Norfolk County Council

Providing opportunities for 16-18 and 18-30 year olds who are generally without formal qualifications and are economically inactive.

Working with the College of West Anglia to improve skills and develop confidence to enter the workforce.

There were two panel discussions with audience participation - the emphasis being on working together. The aim of the conference was to establish a sense of community within the market towns in order to encourage growth and investment.

Norfolk Market Towns Conference

at Swaffham Assembly Rooms - Tuesday 1 October - **Norfolk County Council**

The purpose of the conference was for NCC to bring together district and town councils, businesses and organisations with an interest in market towns to share best practice on revitalising our market towns, encouraging pride in place and increasing footfall.

Building on the engagement work, NCC have completed over the last year including the Norfolk Economic Strategy workshops and 'Love Your Market Town initiative', this included presentations and panel discussions.

Making the high street a more attractive, engaging and vibrant place for people to live, work and spend time.

The towns presenting were:

Melton Mowbray, Swaffham, North Walsham, Hunstanton, and King's Lynn.

Friend or foe? Issues for Aylsham

Aylsham Town Council has an identity problem when dealing with local businesses and its residents – friend or foe?

This historic conflict comes from differences in working practices – businesses work from day to day; councils think long-term (15 to 20 years).

So, for Aylsham to continue to retain its historic market town status while managing the demands and pressures created by the prospect of two new housing estates and growing popularity with tourists, it must recognise the rapidly changing ecosystem of the High Street and the environmental impact on the townsfolk.

While Aylsham has so far seemingly weathered the storm of Covid and seen an exciting rejuvenation of Red Lion Street, there is no room for complacency and it must prepare for a transformed way of life.

The fact that Norfolk County Council and various local authorities have engaged over the last year to create Norfolk Economic Strategy workshops and the 'Love Your Market Town' initiative, shows there is a need for towns like Aylsham to invest in their heritage and culture as drivers for regeneration for economic benefit.

Below, along with Mary Evans, deputy chair of Aylsham Town Council, and Media Officer Dan Apps, I have tried to identify the key factors to come out of the conference, the common problems faced by all market towns, and the way some of them have successfully confronted the challenges.

Patrick Prekopp, Chair Cittaslow Aylsham
11-10-2024

Common drivers

- Declining town centre – in terms of perception and offer
- Retail parks
- Online shopping
- Covid-19 pandemic
- Cost of living
- Local funding
- Low business start-up and success rates
- Opportunity to better utilise key council assets (and potentially generate an income)
- Pedestrian and traffic conflicts
- Deteriorating public realm
- Wayfinding and interpretation – Signposting shops.
- Poor accessibility and legibility of pedestrian routes
- Dilapidating built fabric
- Lack of identity – not delivering on reputation eg ‘rural capital of food’ (Melton Mowbray)

Key points

- Creation of ‘Skills Department’ – one central team to coordinate, connect and refer businesses, young people and providers.
- **57%** of High Street small businesses say a diverse range of independent businesses is one of the most important factors for the long-term future of the high street. [*Fed of Small Businesses*]
- The biggest opportunities for the local High Street include:
 - Increased investment in **marketing and promotion** of the area (57%)
 - Increased investment in **public transportation or infrastructure** (50%)
 - Introduction of **new local businesses and services** (49%)
 - Establishment of **new tourist attractions or cultural events** (45%)
- Community engagement
- Offer pop-up shop facilities – “Meanwhile” project for new businesses/start-ups
- Free and capped parking costs & ‘hop on-off’ high street bus
- Co-ordination of tourism and local organisations – Visit Aylsham
- *An idea to make you stand out from the crowd*
- Celebrating the history of the High Street and its importance to local communities (Heritage).

Recommendations

1. Creation of a Town Council ‘Streetwise Project’ – **a shared vision for any investable project**. Appoint central team or manager to act as a conduit to all stakeholders including businesses, community groups and schools to prepare and collaborate on proposed town projects and event management, identify partners to secure funding, and to connect and refer businesses, young people and providers.
2. Combat misinformation as presented on social media – get smarter in responses, communicate with partners – update, consult, engage.
3. Establish “heritage action zones” to get buy-in from landlords, history groups, archivists to identify and promote sites of special historic interest.
4. Consider BDC proposal to brand Aylsham “Food capital of north Norfolk”.
5. Encourage bus usage – Free parking at weekends – when charges are imposed.

Market trading hours

All vendors are supposed to finish by 2 pm (this is covered by the signage), and the Road Traffic Orders (<https://www.norfolk.gov.uk/article/39688/Civil-parking-enforcement-and-legal-orders>).

The fish man is supposed to complete his pack-up by 3 pm – I think tolerated, as he's more out of the way and does not have a power supply, unlike the Hungarian Food vendor who was in the middle. I believe that strictly speaking, anyone could fall foul of parking enforcement after 2 pm on a Saturday.

We can ask for RTOs to be changed (I attach the email that I found on the Cawston Road double yellow lines, which I'm chasing up) and if similar to Richard Pearson, the Highway Engineer's advice it could cost £6k and take 12 months, but anyone objects (which is likely as it's about parking), the clock could re-start and cost another £6k.

Dave Addy, 07-10-2024

Aylsham market traders say 'use it or lose it'

<https://www.northnorfolknews.co.uk/news/24646900.aylsham-market-traders-say-use-lose/>



Aylsham Recreation Ground Minutes 16.9.24

Members present

No.	Role	Person	Trustee?	Present
1	Chair	Lauren Stroud	Yes	Yes
2	Vice-chair	Sean Cannon	Yes	Yes
3	Treasurer	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	No
8	Bowls rep	Philip Kingsford	Yes	No
9	Elected member	Barry Lancaster	Yes	No
10	Co-opted member	Jon Minns	Yes	Yes
11	Caretaker	Neil Thirtle	No	Yes

Welcome and Apologies

Attendance is shown, in the table above.

Apologies received from Cheryl Bould, Alan Marchbank, and Philip Kingsford.

To confirm the minutes of the last meeting in August 2024

All present happy was a true record.

Recreation Ground caretaker's report

Main points were:

Ryan is sourcing new chairs for the pavilion

Neil enquired who takes responsibility for the ROSPA report. The last report was received in June, Sue sent the committee. At that meeting we asked Neil who said that he already checked the equipment daily. In response, Lauren stated it is the Rec's responsibility to maintain the equipment, as we have demonstrated by getting quotes for the repairs on the Skate Park.

Ryan also inspects weekly on behalf of the Town Council.

Keith is leaving in March and the new groundsman employed by Town Council, has his own COSSH. When Keith leaves there will be no harmful chemicals being stored in the storage unit, so no requirement to build an additional bunded store.

ACTION Lauren to contact Keith

1. To confirm his plans on leaving with date
2. To ask him to remove chemicals he is storing from the container

Need to agree a contract with the new Groundsman to cut grass on Rec

ACTION Dave to provide costings and schedule for new contract**Finance**

There is a new Finance Officer at the Town Council Lizzi Took, following Sue Lake's retirement

- a) Incoming and outgoing year-to-date
Incoming £48,103 Outgoing £54,320
- b) Bank balance to date £22,307

Update on previous matters

- Sir Williams Lane car park white lining works done, big thanks to Gavin and Neil
- Walls on entrances - Heather reported that the work had started on Burgh Road and would continue once the contractor returned from his annual leave in 2 weeks.
- Sean to chase plumber re water/sink/mains – followed up but job not yet completed
- Lauren to check storage area and discuss with Jason whether the shower tray could be removed to create more space – Sean has asked Jason
- Water cooler contract to be cancelled – LS asked Town Council to remove and cancel – done
- 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 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 still await reply
- SC & LS to review financials and propose budget to committee – updated versions provided and no further proposals or additions so this will go to TC by end of September
- Sue/Dave to complete the application (CIO) – constitution reviewed but committee wanted more time. This was reviewed again at the meeting and feedback needs to be taken on board and updates made.
- Digital lock – not done
- Concrete base for pétanque picnic bench – not done
- Cheryl to liaise with Town Council (to allow for repurposing of funds) – this has been done and repurposing is allowed
- Lauren to find out Richie's contract days. Contract seen and reviewed within the meeting and some suggestions will be put forward to Richie
- Barry to supply quotes for additional chemical storage. – not required
- Lauren/Neil To determine what chemicals are currently being stored and if the unit is still required – done and agreed that chemical storage is not required
- Phil will look at old Town Council minutes to see if he can find costings and would be interested in helping. – not yet seen
- Cheryl to speak to ACE re rainwater harvesting
- Lauren to liaise with ACE re water fountain – LS contacted ACE and they replied to follow the links to manufacturers to get them to come out/quote and then look at apply for any grants to pay for it. Contacted manufacturers has not been done.

Matters arising (new since last meeting)

Trees provided by Aylsham Show last year

1 of these had died, 1 has been broken off but the saplings are okay. Neil requested to remove the stakes off the broken one. All agreed.

Hedges alongside Sir William's Lane

Another email received from the owner on Sir William's Lane adjacent to Rec enquiring about tree cutting

From minutes April 2024 "Sue had contacted Mike Bush to discuss the history of the hedge. As yet he had not replied. Sue had contacted Dave Horne, whose hedge is in question, to explain nothing will be done at present as is bird-nesting season"

ACTION Dave to check the Town Council's deeds to see whose boundary this is. If not our boundary it is not our responsibility to cut the trees.

Update on **play areas** by email by Cheryl

The Town Council had agreed to match funding following the successful application to Pride in Place Award. The Rec would not also need to use its reserves for short fall in VAT, as the Town Council can pay in advance and reclaim the tax.

She requested a backup for her on the Rec Committee, although taking the lead on the application. Heather agreed to support her and explained that she had already been in contact with her to discuss appointing contractors and managing the project.

ACTION Cheryl and Heather to continue to liaise with contractors and seek start dates and order of work.

Budgeting

Lauren said this should be on time. Now no need to include proposal for extra storage.

ACTION Sean to check that the information for cricket was correct

Constitution

Some minor amendments and few typos noted in the draft proposal by Sue.

Considering amending a term of 2 rather than 3 years for trustees.

It is unclear who is now completing this application. The committee were under impression that Sue was as had attended the training and offered to draw up the constitution and would take it through to completion. Now she has retired, is she still completing this?

ACTION Dave to speak to Sue and report back. Lauren is happy to complete if Dave is not able to take this on.

ACTION All Check happy with constitution and suggest any amendments at next meeting

Cleaning contract

Sean had reviewed the contract and felt it was good.

At moment we are paying for a full clean of hall/kitchen/toilets Monday to Friday. Changing rooms 2 times a week. Public toilet daily and windows every 6 weeks.

Neil reviewed current users on weekdays.

Monday – Home school

Tuesday – ACT use of soft toys

Wednesday – Knit and natter

Thursday – Table tennis

Friday – Police cadets

In discussion it was felt that a full clean was not required on Monday evening. Changing rooms could be once a week on Monday. This change would help balance books as requesting increase cleaning of bowls toilet.

ACTION Lauren to meet with Richie to discuss

ACTION Lauren make sure user groups realise their responsibility to clear up after use.

Internet

Dave reported how frustrating this had been. For some reason, BT wasn't paid for 3 months but it was thought Sue had started a DDR. There had been no emails from BT giving any warning of disconnection. Dave had spent a long time trying to sort and was told if re-signed the contract with BT would stop the terminating clause penalty payment. He was still trying to sort this as appears BT still trying to charge for this penalty clause. It also appears data breaches made by BT actually sent a bill to Barry Lancaster who had not been their contact for some time. Reconnection is due 23.9.24.

Zip wire

Neil reported that the spring, that prevents a hard stop needed replacing following inspection by Ryan. When contacting the company that supplied the spring, they informed him that the wire had not been replaced since 2018. The company said that it is recommended to be replaced every 2 years.

However, when had our inspection by Rospa it was not mentioned and passed.

Ryan had tried to get quotes for the spring by other companies, but only the person who installed it was happy to do so.

ACTION Neil and Ryan to check just spring required, recheck our Rospa report and proceed to replace spring.

Back kick board - Neil will creosote and replace the broken boards before winter

Concrete pad for bins? Neil will try and keep area clear with the grass cuttings.

Lauren suggested a work morning to help tidy this area

ACTION Lauren To email dates for committee members to help with this (clearing grass cuttings)

ACTION next meeting formally propose concrete pad and name lead to get quotes
Lauren clarified what is in place in case of emergencies at Rec - Neil is first point of call for Jill if any issues. She already has his number.

7. Any other user updates and other proposals, safety concerns not already discussed. None.

Summary of actions:

- **Lauren** to contact Keith to confirm his plans on leaving with date & to ask him to remove chemicals he is storing from the container
- **Dave** to check the Town Council's deeds to see whose boundary this is. If not our boundary it is not our responsibility to cut the trees.
- **Dave** to provide costings and schedule for new contract
- **Cheryl and Heather** to continue to liaise with contractors and seek start dates and order of work.
- **Sean** to check that the information for cricket was correct

- **Dave** to speak to Sue and report back. Lauren is happy to complete if Dave is not able to take this on.
- **All** Check happy with constitution and suggest any amendments at next meeting
- **Lauren** to meet with Richie to discuss
- **Lauren** make sure user groups realise their responsibility to clear up after use
- **Neil and Ryan** to check just spring required, recheck our Rospa report and proceed to replace spring
- **Lauren** To email dates for committee members to help with this (clearing grass cuttings)
- Next meeting formally propose concrete pad and name lead to get quotes
- Walls on entrances - Heather reported that the work had started on Burgh Road and would continue once the contractor returned from his annual leave in 2 weeks.
- 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 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 still await reply
- Sue/Dave to complete the application (CIO) – constitution reviewed but committee wanted more time. This was reviewed again at the meeting and feedback needs to be taken on board and updates made.
- Digital lock – not done
- Concrete base for pétanque picnic bench – not done
- Lauren to find out Richie's contract days. Contract seen and reviewed within the meeting and some suggestions will be put forward to Richie
- Phil will look at old Town Council minutes to see if he can find costings and would be interested in helping. – not yet seen
- Cheryl to speak to ACE re rainwater harvesting
- Lauren to liaise with ACE re water fountain – LS contacted ACE and they replied to follow the links to manufacturers to get them to come out/quote and then look at apply for any grants to pay for it. Contacted manufacturers has not been done.

Next meeting Tuesday 15th October 2024

Closed meeting at 9pm.



**Minutes of the Aylsham Climate Emergency Meeting
Held in Town Hall on Monday October 7th 2024**

Present:

Grizelda Tyler (Chair)	Louise Harlow	Jenny Haycocks
Bryce Davies	Heather Walters	Kay Montandon
Cllr. Sue Catchpole	Pat Prekopp	Anna Magyar
Cheryl Bould	Michael Dolling	Ian
Kate		

Dave Addy – Town Clerk

1. Welcome and apologies for absence

Apologies were received from Adam Curtis, Lilie Ferrari, Richard Moore, Fiona Scott, Yvonne Stewart.

2. Minutes

Minutes of the meeting held Monday 9th September 2024 were confirmed and signed by the Chair.

3. Matters Arising

None.

4. Vice Chair

It was AGREED that Cheryl Bould would be the ACE Vice Chair.

5. Project Work

Presentation of new Projects for consideration.

a) Blister Packs

Discussed project and AGREED to take to Town Council as a project for approval. Grizelda and Bryce agreed to ask about storage options. It was considered that the Council had on suitable storage. Cllr. Sue Catchpole requested recycling ideas to take to BDC.

b) Transport Hub – Norwich Road

Discussed project and AGREED that the larger option 2 should be added to the Council's CIL long list.

6. Group Updates

Land purchase for rewilding

Jenny Heycocks requested details of suitable land to purchase for rewilding.

World Compassionate Communities Day

Jenny holding event 31/10/24.

Nature

Cutting and raking of Henry Page Way, and further work at Old Station Yard around cutting. Desire for location to compost arisings. The Town Clerk confirmed that Council has started composting

Waste

Blister packs and possible lending library discussed.

Transport

Kay is trying to move forward electric bus proposal, through meeting with operators.

Energy

Ian mentioned about high uptake of people signing up to training and to use the thermal imaging camera.

Communications

Cheryl discussed promotion of Slow Food, and Green Day article for Just Aylsham. High Social Media uptake for Green Day. Developing Facebook and Instagram.

Slow Food

Pat in the process of adding Slow Food to the ACE website. Have written a third recipe book specifically for food bank supplies. 200 copied to be donated to the food bank for their customers. Slow Food Festival went very well with 9/10 recognition of the brand.

7. Green Day

To receive update on Green Day 2024

Discussed impact of Green Day, with good discussions on local environment. Desire to move the date to a Saturday on the beginning of September, and combining with other events to draw more people in. AGREED for the Town Clerk to check available dates. Saturday 6th suggested, to combine with Country Market for a better draw. AGREED to allow Town Council to organise Green Day, with wish-list from ACE. AGREED not to close the road through the market place for Green Day and other events. Cheryl to approach U3A for photography next year. Aim to increase youth involvement.

8. Laptop refurbishment scheme

Paul Skuce repurposes and donates laptops, helping children in need of access to ICT. AGREED that donations could be received at the Town Hall. Hard drives will be wiped.

9. Recreation Ground rainwater harvesting system proposal

In June 2022, Rec Ground proposal to ATC on rainwater harvesting system was deferred, as a priority for Broadland DC at the time. Would cost £10-12k, and avoid using under-pressure drinking water supply. Proposed to submit Community Grant application to Broadland DC, alongside drinking water refill station. Mentioned that ACRE grant details already sent to the Rec.

10. Benchmarking/reporting of Council carbon footprint

To receive proposals for benchmarking/reporting of Council carbon footprint.

Would like concrete proposals to reduce the carbon footprint of the Council. AGREED to review street lighting timing. AGREED to undertake/recommence benchmarking.

- 11. Carbon Literacy Training**
Grizelda, Cheryl and Kay attending Broadland DC training. Town Clerk to circulate details to ACE.
- 12. Proposed Burgh Road and Norwich Road housing developments**
To receive views on the developments from ACE sub-groups
Ideas to be submitted to Grizelda.
- 13. Broadland DC Air Quality and Flooding Strategies**
Sue Catchpole advised that Broadland DC are devising an AQ Strategy, to be considered on Thursday. BDC seeking comments on a flooding plan. Comments to go to Sue.
- 14. Items for future discussion**
Christmas Craft Fayre.
Please send to the Town Clerk well in advance.
- 15. Date of Next Meeting**
The next ACE Meeting will be 4th November 2024.

The meeting closed at 9.12 pm

PROJECT TITLE: Blister Pack recycling scheme

ACE SUB-GROUP(S) INVOLVED: Waste

LEADER OF PROJECT: Michael Dolling

OUTLINE of the PROJECT

A practical and financially sustainable medicine blister pack recycling scheme that can meet the demand from local residents over the next year.

For this to be sustainable for the coming year a different system to the current way we go about this needs to be introduced to save money and make it practical in terms of volunteer time. To enable this, we would like to trial the introduction of a pallet box scheme that is run by ReFactory (part of MyGroup) who have been processing our recycling for the best part of this year. They are able to supply a pallet sized box (1 x 1.2 metres squared) that we fill with Blister packs, and they collect and replace when this is full.

We would continue to work in partnership with Earthglade and Quaker Refill stall to collect these and ask for a financial donation each time someone drops them off, whatever they can afford.

Donated blister packs would be put in liners and dropped into the pallet box stored in the town centre (perhaps in the shed behind WH Brown). On Quaker refill day we would weigh and mangle as many as we could to reduce volume and encourage financial contributions.

When full, the Town Council would organise collection and replacement by ReFactory as well as receiving the financial contributions.

It is unclear how many of these pallet boxes we would fill in a year, but ReFactory have estimated the quantity we would get in there and, based on this and the amount donated over the last few months it would fill up every 3 months. (4x a year). To allow for growing quantities being donated as the scheme becomes more popular, we have built in an assumed growth rate of 25%. (5 x collections a year). This is built into the costing below.

Timescale:

Jan 2025 – Jan 2026

External Funding (please specify):

Approximate funding required from ACE/Town Parish Council £

Item	Cost	Annual recurrence	Total
Collection and replacement of pallet	£350.00	5	£1,750.00
Rental of pallet box	£3.00	52	£156.00
Liners	£60.00	1	£60.00
		Total	£1,966.00
		Public donations	£460
		Total Town Council grant funding required	£1,506.00

ABOUT the PROJECT

What is the need for this Project?

We have been recycling medicine blister packs in Aylsham for the last year now and have sent a total of approximately 200kg for recycling from about 100 individual donations a month.

We receive donations of packs from around 100 people a month and there is currently no other practical way for people to recycle these packs in Aylsham.

This is a huge waste issue. Although individually we don't produce many of these each, the quantities we have collected from Aylsham residents alone is astounding.

We want to use this project (alongside running petitions and creating media interest to pressurise government and the global pharmaceutical companies) to change the legislation around these to ensure they are redesigned and/or recycled by the producers with a properly funded, accessible scheme. This may involve national government taxes on these items for the manufacturers and using this funding to put in place local government collection/processing facilities.

Until this time, we want to show how this kind of scheme can work and encourage other organisations and market towns locally to introduce something similar (such as HEAT Hellesdon Environmental Action Team).

Without this funding the current scheme will cease at the end of December 2024.

Who will benefit?

Aylsham residents and the carbon footprint of the town/UK/World!

“To put this into perspective, last year Atorvastatin - the most commonly issued tablet with 54 million items dispensed in 2021 – incurred a blister pack carbon footprint of 586,774 CEq; equivalent to 2.3 million domestic flights. And that’s just for one medication”. [Nimbuscare Ltd - Nimbuscare gets backing for recycling project](#)

How will those taking part help design, implement & evaluate the project?

This project came from a survey completed of local residents asking what they would like to be able to recycle that they currently put in their residual waste. It has evolved with input from local residents, Quakers, Earthglade.

How many will be involved, and how they will contribute to the Project.

About 100 public donators a month

Quakers – Support on mangling day and receiving donations

Earthglade – Receive collections and financial donations

Is Town Council staff involvement required?

Yes, to financially administer the project and organise the collection and processing of blister packs by ReFactory. Also providing a convenient location to store the Pallet box (see attached)

If so, what will this entail?

See above

What are the publicity requirements and who will lead on this?

None, this has been done through previous funding through leaflets and posters at pharmacies.

Publicity and support will be needed around the petition and pushing for legislation change.

How will progress on the project be reported back to ACE?

Monthly feedback about rate that the pallet box is filling and an annual report of weight of blister packs recycled

How will the success of the project be evaluated?

We will recycle at least 432kg of blister packs over the next year.

We will also raise this with our MP who will be encouraged to take this to national government on our behalf.

We will expand the scheme to 2 other local areas (running their own schemes using ours as a blueprint).

We will raise this with District Council who will be encouraged to consider the feasibility of a district wide collection scheme.

WHEN WILL THE PROJECT BEGIN & END?

Estimate if unsure:

START:

END:

Month & Year: Jan 2025

Month & Year: Jan 2026

**Norfolk Minerals and Waste Local Plan: Publication of proposed Main Modifications and Additional Modifications
Invitation to make representations**

Please note that the links to online documents in the following text will only work once the consultation has started on 17 October.

I am writing to inform you that the County Council has published the proposed Main Modifications of the Norfolk Minerals and Waste Local Plan (NM&WLP). These have been published to allow representations on the soundness and legal compliance of the Main Modifications to be made, over an eight-week period, between **9am on 17 October to 5pm on 13 December 2024**. [View and respond to the proposed Main Modifications](#)

The draft Norfolk Minerals and Waste Local Plan (NM&WLP) was submitted to the Planning Inspectorate in December 2023 for examination. Examination hearings led by an independent Inspector appointed by the Secretary of State took place in July 2024. As set out in the hearings there are a number of main modifications required to the Plan in order for the Inspector to consider it sound and legally compliant. Proposed Main Modifications have been prepared and Norfolk County Council has been notified by the Inspector that the representations period on these modifications can proceed.

The Main Modifications are proposed without prejudice to the Inspector's final conclusions on the NM&WLP which will consider the representations submitted. The Main Modifications have been subject to updated Sustainability Appraisal (SA) and Habitats Regulations Assessment (HRA) which are also available for representations to be made on, along with consequent Policies Map changes. [View the supporting evidence documents](#).

Representations on the Main Modifications should only be made regarding legal compliance and soundness issues. The Inspector will only consider representations which relate specifically to the proposed Main Modifications and the updates to the SA and HRA before reaching his final conclusions on the NM&WLP.

Following the end of the representations period, all duly made representations received about the proposed Main Modifications will be submitted to the Planning Inspector and considered as part of the Examination.

Alongside the Main Modifications, a schedule of [proposed Additional Modifications](#) is also being published for information and comment until 5pm on 13 December 2024. The proposed Additional Modifications do not form part of the examination of the Plan. They are minor changes factual changes which Norfolk County Council intends to make on adoption of the NM&WLP.

These documents are available for public inspection via the County Council's NM&WLP examination website at: <https://norfolk.oc2.uk> .

The documents are alternatively available to view for public inspection **by appointment**, free of charge, within normal opening hours during the representations period, at:

- Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH (email LDF@norfolk.gov.uk to arrange an appointment)
- Breckland Council, Elizabeth House, Walpole Loke, East Dereham, NR19 1EE (email planning.policyteam@breckland.gov.uk to arrange an appointment)

- Broadland District Council and South Norfolk Council, The Horizon Centre, Peachman Way, Broadland Business Park, Norwich, NR7 0WF (email localplan.bdc@southnorfolkandbroadland.gov.uk for an appointment)
- Great Yarmouth Borough Council, Town Hall, Great Yarmouth, NR30 2QF (email localplan@great-yarmouth.gov.uk to arrange an appointment)
- Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, PE30 1EX (email receptionkingscourt@west-norfolk.gov.uk or planning@west-norfolk.gov.uk to arrange an appointment)
- North Norfolk District Council, Holt Road, Cromer, NR27 9EL (prior notice should be given by email to planningpolicy@northnorfolk.gov.uk or 01263 516318)
- Norwich City Council, City Hall, Bethel Street, Norwich, NR2 1NH (email planning@norwich.gov.uk to arrange an appointment)
- The Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY (email planningpolicy@broads-authority.gov.uk to arrange an appointment)

Where possible the County Council would prefer representations to be made directly to <https://norfolk.oc2.uk/> however, responses by post (to Planning Services, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH) and email (to LDF@norfolk.gov.uk) will also be accepted. [View the statement of representations procedure and the representations form](#)

Any representations that you make will be published on Norfolk County Council's website.

All representations, using whatever method, must be made by 5pm on 13 December 2024. Late representations will not be accepted.

Representations may be accompanied by a request to be notified, at a specified address, of any of the following:

- the publication of recommendations of the Planning Inspector appointed to carry out the independent examination of the NM&WLP
- the adoption of the Norfolk Minerals and Waste Local Plan

Any enquiries should be made to LDF@norfolk.gov.uk or to Caroline Jeffery, at the address below.

Kind regards

Police and Crime Plan 2025/29 Consultation *PLEASE SHARE*

This is your chance to have your say and to make your voice heard! Sarah Taylor, Police and Crime Commissioner for Norfolk, has launched her Police and Crime Plan Consultation, which has been designed in collaboration with the Community Safety Partnership and will also inform its Strategic Plan.



The Community Safety Plan will set priorities and establish how key community safety issues will be tackled in Norfolk by partners, including local authorities, Fire and Rescue Service, Probation, Health and Police. The Police and Crime Plan will set out the policing objectives for the county for the next four years and will demonstrate how the OPCCN will work with other key stakeholders and partners to help keep Norfolk safe.

[> Take the survey](#)

The consultation will run until Friday 1st November and the new Police and Crime Plan for Norfolk will be implemented in April 2025.

Aylsham Christmas Decorations Community Committee
Committee Minutes of 8th October 2024
19:00 in the Town Hall

Present:

Paul Smith – Smudge (Chair)
Francis Dodd – (minutes)
Paul Davis
Chris Ellis
Mary Johnston
Carol Kisis
Nigel Scarlett
Carmel Stoney
Richard Tyler
Sue Jay
Jackie Young

1. Welcome Introductions & Apologies

Apologies from Lorene Rouse, Catherine Hayes – Catherine thanked the committee for an enjoyable few years with them but felt she was no longer able to participate as fully as she wished and was therefore withdrawing from the committee.

Smudge welcomed those present and introduced Richard Tyler to the committee.
Francis requested those present to provide a contact number

2. To confirm minutes of the meeting on Tuesday 22nd July 2024

No items raised. Chris Ellis Proposed, Carol Kisis Seconded -Carried

3. Matters arising from the minutes

Library - external Socket: No movement on this and so it was decided to stop any further enquires.

Card Machine – request to purchase and be added to councils account system: the Council are still settling in after recent changes and so this has also been put on hold.

4. Financial Position

As mentioned in Item 3, council are settling in, so we are still awaiting an update on finance.

5. Comments on recent fund-raising events held, and proposed events for 2025

Possible Valentines day dance - Backtracking are already booked for Feb 2025. A summer event would need to avoid any Council event such as a street party, Smudge to check dates.

Smudge suggested a dance on 15th August which is VJ Day, he will enquire as to the availability of Backtracking and the Hall, it was suggested that it could be themed in some appropriate way given the sensitive nature of the date, to be reviewed at the Jan 2025 meeting. Smudge informed the committee that he was aware of the availability of grants from the Armed Forces Governance Board to support VJ Day events and suggested that it may be worth applying, he will discuss with Francis.

The possibility of obtaining a grant from the 'Norfolk Offshore Wind Zone Community Fund'

due to the infrastructure work being carried out in the area was raised, Paul Davis will make enquires.

6. New expenditure and ongoing maintenance issues

Chris Ellis has purchased the 8 sets of lights for the Pump and Fig tree (Barclays bank car park) at a cost of £415.02 inc VAT, he just needs to fit plugs.

Chris also raised the poor brightness of some of the Light strings when compared to the new lights that have been recently installed (Black boys to church) it was suggested that the lights from the Town Hall to the Church entrance be changed this year. This would require 10 Strings, it was also suggested that subject to funds, that a further 10 strings be purchased at an estimated cost @£1300, Proposed Nigel, Seconded Sue Jay, Carried

It was agreed to move the Barclays display to the Co-op where it would be more prominent, Chris will look into suitable fixtures, he also mentioned that there appears to be no likelihood of any work being carried out on the Co-op this side of Christmas.

7. Christmas Lights switch on

Smudge confirmed 08:00 on 17th November for lights up, Mo and the WI ladies to provide breakfast – extra Bacon to be ordered 2 slices per roll !

Switch on 18:00 on 29th November

Lights down on 08:00 on 5th January 2025

No new requirements for Town Hall – decorations to be checked as they go up and recycle any old decorations before disposal..

Smudge to ask about using collecting 'buckets' at the Switch On night at the Council

8. Date and time of next meeting

Smudge to check free dates in January 2025

Francis to check that all members receive an email after posting these minutes

Meeting Closed 7:50pm

Francis Dodd for the Minutes Secretary

Poscript 12 October:Smudge confirmed that the Town Hall internal decorations will be put up on Sunday 24th November starting at 09:00 refreshments will be provided.