



Aylsham Town Council
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Agenda Pack for Meeting Of 5th March 2025

Part 1

CONTENTS

The attached documents provide supporting information for the Town Council meeting scheduled for 5th March 2025.

Cheryl Bould & Gavin Watson	<i>SAM2 – Community Speed Watch report</i>
Lizzie Took (Finance Officer)	<i>Reconciliation and Summary</i>
Phil Chapman (Locum Clerk)	<i>Explanation of Variance</i>
Andy Bell (Groundsman)	<i>Tree Policy</i>
	<i>Rec Minutes</i>
Cheryl Bould	<i>Rec CIO Report</i>
Cheryl Bould	<i>Rec Project Close Down Report</i>
RFO	<i>Rec Payments summary re grants</i>
Phil Chapman (Locum Clerk)	<i>Staffing Committee Minutes</i>
Phil Chapman (Locum Clerk)	<i>ACE Minutes</i>
Phil Chapman (Locum Clerk)	<i>Cittaslow Minutes</i>
Donna Butcher	<i>Events Minutes</i>

LINKS

Aylsham Neighborhood Plan

https://www.aylsham-tc.gov.uk/files/ugd/a67ca0_b7e2014ed6bf4803866f0edb0dd60f5c.pdf

Burgh Road Development

www.bit.ly/BurghRd

Norwich Road Development

www.bit.ly/NorwichRd

Devolution Consultation

<https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution/norfolk-and-suffolk-devolution-consultation>

REPORT TO COUNCIL

Subject: To provide an update on the use of the SAM2 and potential new Community Speed Watch Group

Author: Cheryl Bould and Gavin Watson

Date: 25 February 2025

SAM2

The council currently has 1 functioning SAM2 device which is used to record and store the speed of vehicles moving around the town at specific locations. The SAM2 device is moved to a new street every 2 weeks and its data is regularly reviewed. From April, an expert from a neighbouring Parish will also provide training to ATC staff around the analysis of its data and the efficient management of the unit. This data analysis will help council, local Police and the wider community understand where speeding issues are occurring in the town.

The current agreed areas for the deployment of the SAM2 device are as follows:

Norwich Road – either side of Tesco
Blickling Road – near St Michaels
Hungate Street – outside Bure Valley
Millgate – at the bottom of Gas House Hill
Cromer Road – near the church steps
Burgh Road – between the Recreation Ground and Oakfield Road
Henry Page Road – near Mileham Drive entrance

Further locations will be requested at:

Cawston Road – St Michaels Avenue – Mill pightle
Cawston Road – Mill Road – Fire Station
Sir William’s Lane – High School (Gas House Hill End) – Rec ground entrance
Henry Page Road – Mileham Drive – Woodgate Nursery
White Hart Street – Oakfield Road – Sir William’s Lane
Holman Road – Pound Lane – Tuddenham Road
Norwich Road – Near pedestrian crossing - Budgens

An area of the website will be established to house the Memorandum of Understanding with NCC Highways detailing the locations for deployment of the SAM2 and regular publishing of the data analysed will take place via the website, social media platforms and printed media where appropriate.

Community Speed watch (CSW)

Linking with this, Aylsham Town Council hosted the inaugural meeting of an Aylsham Community Speed Watch group on Wednesday 26 February 2025. Once the group is up and running, and subject to the council’s agreement, we can support by storing the operating equipment, providing a dedicated area on our website alongside the SAM2 information, publishing data via our social media and other printed media where appropriate. We can also provide the group with the use of a meeting room as needed *free of charge* and allow them to put any sensitive data in our confidential waste bin.

EXPLANATION OF VARIANCE

Variance of £100,000 in cost centre 01 General Purpose, on all recent financial reports.

The Council has a savings account with Redwood. £100,000 was recorded as a withdrawal from Redwood and income into the General Purpose cost centre. This was clear when I looked on Scribe, and I asked Catherine to look to see if she agreed. This money was paid in and out and therefore shows as a very significant variance for both receipt and payment although the net position does not show a significant difference.

Sue Lake (RFO) has now emailed to confirm:-

"I have taken another look at the finances and it is the £100,000 for Redwood that is the issue. Normally a bank transfer would not show up on the accounts but this is a withdrawal and an income amount."

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	250,237.88	122,200.00	223,427.84	24,810.04
02 Town Hall	96,200.00	84,151.79	96,200.00	69,414.05	14,737.74
03 Drill Hall	78,900.00	67,572.50	78,910.00	67,856.78	-274.28
04 23 Market Place	5,500.00	5,579.10			79.10
05 Cemetery Cottage	7,000.00	4,301.60	2,000.00		-698.40
06 Public Toilets			14,500.00	14,120.40	379.60
07 Other Properties	12,100.00	12,100.00	8,100.00	6,331.97	1,768.03
08 Cemetery	23,000.00	19,930.00	23,000.00	18,194.39	1,735.61
09 Allotments	34,000.00	35,316.67	34,005.00	27,219.09	8,102.58
10 Markets	9,000.00	5,920.51	2,400.00	1,467.20	-2,146.69
11 Open Spaces	198,800.00	199,084.43	193,950.00	183,754.18	10,480.25
12 Events		3,805.81	2,000.00	3,440.20	2,365.61
13 Churchyard			11,450.00	5,560.08	5,889.92
14 Street Scene	29,500.00	30,511.33	29,500.00	31,291.48	-780.15
NET TOTAL	618,200.00	718,511.62	618,215.00	652,077.66	66,448.96
Total for ALL Cost Centres		718,511.62		652,077.66	
V.A.T.		33,633.94		27,735.49	
GROSS TOTAL		752,145.56		679,813.15	

Aylsham Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 27/02/2025		
	Cash in Hand 01/04/2024		349,650.29
	ADD		
	Receipts 01/04/2024 - 27/02/2025		795,248.87
			1,144,899.16
	SUBTRACT		
	Payments 01/04/2024 - 27/02/2025		751,998.20
A	Cash in Hand 27/02/2025 (per Cash Book)		392,900.96
	Cash in hand per Bank Statements		
	Petty Cash 27/02/2025	250.00	
	01 Barclays Current Account 27/02/2025	17,090.42	
	02 Barclays Active Saver 27/02/2025	17,814.58	
	Public Sector Deposit Fund 27/02/2025	166,562.36	
	Shawbrook - Issue 7 Fixed Bond 27/02/2025	94,984.31	
	Redwood Savings Account 27/02/2025	100,630.52	
			397,332.19
	Less unrepresented payments		7,026.23
			390,305.96
	Plus unrepresented receipts		2,595.00
B	Adjusted Bank Balance		392,900.96
	A = B Checks out OK		

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

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
01 General Purpose	124,200.00	264,095.04	139,895.04 (112%)	122,200.00	241,181.74	118,981.74 (-97%)	20,913.30
02 Town Hall	96,200.00	85,130.79	-11,069.21 (-11%)	96,200.00	74,870.53	21,329.47 (22%)	10,260.26
03 Drill Hall	78,900.00	69,467.50	-9,432.50 (-11%)	78,910.00	72,585.66	6,324.34 (8%)	-3,108.16
04 23 Market Place	5,500.00	5,579.10	79.10 (1%)			0.00 (N/A)	79.10
05 Cemetery Cottage	7,000.00	4,301.60	-2,698.40 (-38%)	2,000.00		2,000.00 (100%)	-698.40
06 Public Toilets			0.00 (N/A)	14,500.00	15,288.70	-788.70 (-5%)	-788.70
07 Other Properties	12,100.00	12,100.00	0.00 (N/A)	8,100.00	6,657.74	1,442.26 (17%)	1,442.26
08 Cemetery	23,000.00	22,855.00	-145.00 (-0%)	23,000.00	19,695.12	3,304.88 (14%)	3,159.88
09 Allotments	34,000.00	35,316.67	1,316.67 (3%)	34,005.00	29,563.99	4,441.01 (13%)	5,757.68
10 Markets	9,000.00	6,481.28	-2,518.72 (-27%)	2,400.00	1,467.20	932.80 (38%)	-1,585.92
11 Open Spaces	198,800.00	220,840.81	22,040.81 (11%)	193,950.00	217,506.15	-23,556.15 (-12%)	-1,515.34
12 Events		3,935.81	3,935.81 (393581)	2,000.00	3,501.98	-1,501.98 (-75%)	2,433.83
13 Churchyard			0.00 (N/A)	11,450.00	5,560.08	5,889.92 (51%)	5,889.92
14 Street Scene	29,500.00	31,344.66	1,844.66 (6%)	29,500.00	33,412.90	-3,912.90 (-13%)	-2,068.24
NET TOTAL	618,200.00	761,448.26	143,248.26 (23%)	618,215.00	721,291.79	-103,076.79 (-16%)	40,171.47
Total for ALL Cost Centres		761,448.26			721,291.79		
V.A.T.		33,800.61			30,706.41		
GROSS TOTAL		795,248.87			751,998.20		

Report for Town Council re Rec Payments

Sue Lake Locum RFO

Recreation Ground Account

Date	Item	DR	CR
5.8.24	Paul Basham Trust		2,000.00
16.12.24	Kompan*	15,501.38	
16.12.24	Redlynch*	36,225.00	
23.1.25	District Councillor Grants		3,000.00
7.2.25	S106 Money		21,756.38
23.1.25	Reserves		25,000.00
25.2.25	Pride In Place		25,000.00
27.2.25	Transfer	25,000.00	0
		76,726.38	76,756.38

Town Council Account

Date	Item	DR	CR
13.9.24	District Councillor Grants**		3000.00
7.2.25	S106 Money**		21756.38
23.1.25	Transfer	3000.00	
23.1.25	Reserves	25,000.00	
7.2.25	Transfer	21756.38	
27.2.25	Transfer		25,000.00
		49,756.38	49,756.38

* VAT not included

** Paid to the wrong account by Broadland



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON MONDAY 24th FEBRUARY 2025 at 10.00am.**

PRESENT: Trevor Bennett (Chair) Mary Evans
 Kay Montandon Cheryl Bould
 David Anderson

Phil Chapman – Locum Town Clerk

No members of the public

1. TO RECEIVE APOLOGIES.

Apologies were received from David Curtis.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS.

None

3. MINUTES.

Not available.

4. MATTERS FROM PREVIOUS MEETINGS.

None

5. EXCLUSION OF THE PUBLIC.

There being no members of the public present it was not necessary to exclude.

6. CONFIDENTIAL STAFFING MATTERS.

a. Confidential staffing matters were discussed as outlined in the confidential staffing report. It was **agreed** to recommend to the Town Council that two positions are advertised, and some staff hours are increased:-

- i. Finance Officer/Deputy Clerk to be advertised.
- ii. Additional Maintenance Staff member to be appointed.
- iii. Cleaners hours to be increased from 15 to 18 hours/week.
- iv. Additional hours to be made available to media officer if clerk deems it necessary.

- b. It was **resolved** to appoint Julie King as temporary RFO for March subject to contract.

7. FUTURE AGENDAS.

None.

8. DATE OF NEXT MEETING

None set

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 12:47pm.

Minutes Agreed.....



**Minutes of AYLSHAM RECREATION GROUND meeting on Tuesday 18th February 2025
held at the Aylsham Recreation Ground at 7.15pm**

Present

Lauren Stroud
Philip Kingsford
Sean Cannon
Neil Thirtle
Barry Lancaster
Andy Bell
Jon Minns

1. Welcome and apologies

Apologies sent from: Cheryl Bould, Heather Morton, Gavin Watkins
Absent: Alan Marchbank

We also welcomed Belinda, who is interested in joining the committee and was present in an observation capacity. Belinda introduced herself and explained her background.

2. Prior actions (updated by email)

Action	Owner	Progress
Find new basketball nets	Lauren	Given to Neil at Jan meeting
Review caretaker contract for 2425	All	March 2025
Email CAN re barrier being placed by TC re legal situation if the rec becomes a CIO and if there is an issue with TC paying the grant to the rec	Lauren/ Cheryl	Discussed at Feb meeting in relation to transfer of land. The committee agreed to discuss again in March meeting as not all agreed on how it should work.
Find out status of BT bill	Cheryl	This has been paid, but we said someone would follow up and challenge this as we should not have incurred these costs.
Ask Andy to order and plant new trees when required	Lauren	Ongoing

To check schedules of use to see whether can reduce temperatures to 16 degrees when not being rented out	Lauren	Done — discussed with Neil and been reduced
Check whether VAT claimed is owed to ARGC	Cheryl	Update at Jan meeting (see below)
instruct Gavin to do the works (replace fence)	Cheryl	Rec instructed at Jan meeting
obtain quotes for replacement fencing to match the fencing around the rest of the park.	Sean/Phil	Update from Sean: ongoing - prob will have a quote by April. Assume meanwhile the issue with the temporary opening has been sorted?
Liaise with the Community shed regarding planters	Cheryl	Neil done
Review ACT/HOS/ARGC lease and price again for voting	All	Update from LS at Jan meeting
to obtain quotes from Keith and report back next meeting	Sean	?
to email Gavin to instruct Keith to fill in pot holes.	Sean	Instructed at Jan meeting
Check number of cricket strips that were installed	Sean	here was one additional strip installed. The club have been able to utilise a new rotation system meaning they are not using the first three strips for mens hardball cricket a advised by the labosport report to mitigate the small risk of a ball strike.
Potential moving of shelter (at bottom near the skate park) – all to consider pros and cons and where it would be moved to	All	No update

Water refill station – costs to be presented	Lauren	No update
Quote for paving slabs	Sean	Done
Fit padlock gate on playpark	Neil	By Feb
Fit copings at bowls club	Sean	?
Fence at bowls/tennis club to be repaired/replaced	Sue/Gavin	By Feb
Check invoices related to bowls club to check on overspend amount	Lauren	Done
Invite Keith to rec meeting	Sean	Attended January meeting
Get quote for finishing fencing off	Phil/Sean	Long term
Sort out pavilion alarms	Neil	Done
Re-introduce sign off sheets for H & S	Neil	?
Present costs of filling in pot holes in car park	Neil	Sean – John Edwards for holes and slabs – for £535

Minutes of the Last Meeting

- Minutes from the January meeting were reviewed and approved with no amendments.

Caretaker's Report

- Showers left on (3rd Feb) – noted.
- Pest control visit (6th Feb) – access issue resolved, follow-up required on contract details.
- Found mobile phone - handed to police.
- Minor vandalism in toilets – addressed.
- Noise complaints regarding pavilion – volume adjusted.
- Community Shed to assess plant repairs.
- Weekly fire alarm tests running smoothly.
- Pavilion alarm system updated and some staff trained

Action:

- Train all committee staff on the operation of the alarm system
- Follow up on pest control contract details.
- Ensure noise complaints are monitored.

Finance Report

- Current receipts: £132,405
- Payments: £145,383
- Bank balance: £2,184
- Discussion regarding £5,000 maintenance fund reduction by Town Council - for budget year 25/26

Action:

- Confirm Town Council funding position for 2025.
- Review budget implications and financial structure.

Security System Upgrade

- Proposal for alarm system upgrade (£175 for app access).
- Individual key fobs for each user group.
- Discussion about user deposits for key fobs.

Action:

- Confirm final cost of fobs.
- Implement app-based alarm monitoring.
- Establish deposit policy for key fobs.

Land Ownership Discussion

- Debate on whether the committee should take custodianship of the recreation ground deeds.
- Decision deferred for further discussion at the next meeting.

Action:

- Clarify legal implications of land transfer.
- Gather historical documentation for reference.

Insurance Review

- Bowling Club valuation requires update.
- Discussion on covering sports surface repairs in insurance.

Action:

- Obtain updated valuations.
- Confirm insurance coverage for sports surface.

Community Consultation Event

- Proposal to host event at the pavilion to gather input on future recreational provisions – all agreed this is a good idea and should happen

Action:

- Work with Town Council on event planning.

Inclusive Play Area Plaque

- Agreed to proceed with obtaining quotes for plaque installation.

Action:

- Obtain quotes for plaque.

Car Park Repairs

- Quote received (£525) for pothole filling and pathway repair.

Action:

- Proceed with repairs.

Other Business

- Review of potential roles for new members (Treasury, fundraising).
- Meeting adjourned at 9.10pm.

Next Meeting: Third Tuesday of the month at 7:15 PM.

Actions carried forward (and new actions):

Action	Owner	Progress
Review caretaker contract for 2425	All	March 2025
Email CAN re barrier being placed by TC re legal situation if the rec becomes a CIO and if there is an issue with	Lauren/ Cheryl	Discussed at Feb meeting in relation to transfer of land. The committee agreed to discuss again in March meeting as not all

TC paying the grant to the rec		agreed on how it should work.
Ask Andy to order and plant new trees when required	Lauren	Ongoing
obtain quotes for replacement fencing to match the fencing around the rest of the park.	Sean/Phil	Update from Sean: ongoing - prob will have a quote by April. Assume meanwhile the issue with the temporary opening has been sorted?
to obtain quotes from Keith and report back next meeting	Sean	?
Potential moving of shelter (at bottom near the skate park) – all to consider pros and cons and where it would be moved to	All	No update
Water refill station – costs to be presented	Lauren	No update
Fit padlock gate on playpark	Neil	By Feb
Fit copings at bowls club	Sean	?
Fence at bowls/tennis club to be repaired/replaced	Sue/Gavin	By Feb
Get quote for finishing fencing off	Phil/Sean	Long term
Re-introduce sign off sheets for H & S	Neil	?
Follow up on pest control contract.	Sean	Feb
Confirm Town Council funding for 2025	LS	March
Finalise key fob deposit policy (for users) & train staff in alarm system and use of fobs	All	March
Clarify legal implications of land transfer	All	March

Obtain updated insurance valuations	Sean	March
Proceed with inclusive play area plaque	Cheryl	March

The meeting closed at 9.10 pm.

Next meeting March 18th 2025 at 7.15pm

REPORT TO COUNCIL

Subject: To provide a further update on the Recreation Ground and proposed CIO status

Author: Cheryl Bould

Date: 25 February 2025

Following my report to the council dated 27 January 2025, I have further investigated the situation with the recreation ground land, currently held by Aylsham Town Council as Custodian Trustee, in the event of the proposed change in status to CIO of its Managing Trustees.

Guidance reference: [Incorporation of charity trustees - GOV.UK](#)

Section 9.1 states –

Any land vested in the Official Custodian before the granting of the certificate [of incorporation] can remain so. It may, upon request be transferred to the incorporated body, by an order made by the commission. Any land not vested in the Official Custodian is automatically transferred to the incorporated body, but please note that for any registered land trustees will need to apply to the Land Registry so that the registered details can be amended.

This guidance would imply that, even if the current Managing Trustees of the Recreation Ground confirm that they do not wish the land to be transferred to them at this point, they and future trustees still have the option to have it transferred to them by request to the Charities Commission, if they become a CIO.

I have been advised by our locum Clerk that to make more sense of what this may mean in practice, it is necessary to look in detail at the legal clauses on which this guidance is based.

Proposal: To ensure that the council undertakes its duty to safeguard this land for the benefit of town residents, now and in the future, I propose that the council seeks advice from specialist trust lawyers over how to protect the recreation ground in the event of any changes in status of its Managing Trustees.



Minutes of the **Aylsham Climate Emergency Group** Meeting held on 3rd February 2025.



Present:-

Cheryl Bould (Vice Chair)	Sue Catchpole
Kay Montandon	Adam Curtis
Shelley Hudson	Reannon Tapp
Yvonne Stuart	Louise Harlow
Faye LeBon	Jenny Haycocks
Patrick Prekopp	

Phil Chapman Locum Clerk

1. TO NOTE APOLOGIES FOR ABSENCE

Apologies received from Fiona Scott, Grizelda Tyler, Kate Mackenzie.

2. MINUTES

The minutes of the meeting held on 2nd December 2024 were confirmed as a true record of the business conducted at the meeting.

3. MATTERS ARISING

It was noted that the dark skies comment in the minutes might have been misunderstood and this was not related to costs.

4. PROJECT WORK

Patrick Prekopp discussed the written project proposal which had been circulated in advance. This related to the showing of the film "*Six inches of soil*" proposed to be shown on 22nd March 2025 at the Town Hall. The event would need funding to a maximum of £350 including payment of a licencing fee. It was **agreed** to support this.

5. GROUP UPDATES

Energy:- The thermal imaging camera project was discussed. This camera is used to identify heat loss in dwellings. To use the camera requires the completion of an online training course, before the camera can be borrowed. Retrofitting of insulation was also discussed.

Waste:- No report.

Nature and Biodiversity:- This group strongly believes that a review not only of the group but of ACE and its purpose, and objectives. It was stated that things have changed significantly since its inception and wider questions should now be asked.

Transport:- Kay discussed the traffic management strategy, parking, H bars, and bus stop cages and the Norwich Road transport hub. On a related subject the Burgh Road development had been passed by the planning committee at Broadland District Council the week before albeit without Nutrient Neutrality having been resolved. Bus stops on the A140 and a Zebra crossing on Burgh were also to be finally negotiated with the developer.

Slow Food:- Little movement as there is a definite shortage of volunteers. Slow Food promotes ACE objective with buy local, shop local, eat properly, and food demonstrations in the market place are proposed but need chefs.

6. GREEN DAY

The Green Day event had previously been held for several years in September. Much discussion took place regarding the question of if this should be continued. In the end a definitive decision was not made but it was decided to leave it pencilled in for the 6th September. In the meantime it was **agreed** that a publicly accessible workshop would be organised for the end of March, for a weekend daytime, provisionally booked for 22nd March before the *six inches of soil* film showing. Jenny, Lou, Reannon, Shelley and Yvonne volunteered to organise event. The purpose of this event is to help develop plans for possible Green Day event and a wider discussion around ACE.

7. COMMUNICATIONS

The question of how to engage with the community was discussed in detail. It was considered that talks and workshops, regular films and activities are the best way to engage with the public. It was decided that the activities would be planned and the costs estimated and a proposal sent to the clerk to distribute. Social media posts would be created and passed to communications group to distribute. It was noted that these must not be political.

8. TO REVIEW TERMS OF REFERENCE

Things have moved on and it was considered necessary to update the terms of reference for the group. A draft Terms of Reference had been distributed prior to the meeting and this was debated and the wording of the initial statements revised.

9. TO REVIEW MEMBERSHIP LISTS

The membership lists were reviewed and updated as follows:-

Comms (Press Office):

Cheryl Bould (lead)
Pat Prekopp
Lilie Ferrari
Lesley Cannon

Nature & Biodiversity:

Yvonne Stewart
Kate Mackenzie
Tracy Brighten
Chris Williams
Fiona Scott
Shelley Hudson

Waste:

Michael Dolling
Anna Magyar
Sally Hildrew

Philippa Neale
Michael Goodwin
Voky Goodwin

Transport:

Kay Montandon
Sue Catchpole
Patrick Prekopp
Cath Fletcher
Gordon Clarke
Lindsay Little
David Harry

Energy:

Grizelda
Sue
Ian Hildrew

Slow Food:

David Harper
Maureen Harper
Giles Margaron
Sue Margaron
Lesley Prekopp
Malcolm Pim
Mike Downes
Barbara Downes
Mo Anderson-Dungar
Richard Anderson-Dungar
Richard Preston

10. ITEMS FOR FUTURE DISCUSSION

- All groups should consider Community Infrastructure Levy projects, both large and small and report back to the group.
- Jobs needed should be submitted/posted on Voluntary Norfolk.
- Jenny, Lou, Reannon, Shelley and Yvonne volunteered to organise workshop event. Report progress at next meeting.
- All groups would review their own purpose and the purpose of ACE.
- Yvonne to begin drafting a “Talks and Workshops” proposal and send to clerk for distribution and comment

11. DATE OF NEXT MEETING

To confirm the date of the next meeting as 3rd March 2025.

There being no further business the meeting was closed at 20.49.



**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL, ON WEDNESDAY 29th JANUARY 2025 AT 11am.**

PRESENT: Pat Prekopp (Chair) - Aylsham Slow Food, Town Council
Giles Margarson - Aylsham Community Partnership
Kevin Cunnane, Aylsham Town Council
Tim Briscoe - Aylsham Business Consortium
Mo Anderson-Dungar - W.I.
Graham Peers - Broadland District Council
Wendy Sadler - Aylsham in Bloom
Jayne Andrew - Heritage Centre
Chris Williams - Bure River Action
Dan Apps - Aylsham Town Council Communications Officer

Phil Chapman, Locum Clerk
3 members of the public

As only two councillor members of the committee were present, the meeting was not quorate in accordance with ***Standing Order 4(d)(viii)***, which requires a minimum of three council members. However, given the presence of a significant number of non-councillor members, those present proceeded with discussions. The **Clerk and Chair agreed** that any provisional decisions made would be subject to ratification at a future quorate meeting or at a full council meeting.

1. APOLOGIES FOR ABSENCE

Apologies were received and noted from Cheryl Bould and Jean St.Clair by email to the clerk, and from Mary Evans to the chair.

2. DECLARATIONS OF INTEREST

None received.

3. MINUTES

The minutes had been previously circulated for the previous meeting held on the 20th November 2024. These were **agreed** as a true record of the business conducted and signed by the chairman.

4. MATTERS ARISING

None

5. PUBLIC PARTICIPATION

Although three members of the public were present none spoke at this point.

6. CITTASLOW UK AND CITTASLOW INTERNATIONAL

Cittaslow international would be dealt with at the March meeting and Cittaslow UK would be dealt with later in the meeting.

7. CITTASLOW 2025

a. The chair gave a run down of events currently proposed and rough dates including:

- Local Farmers Market
- July - Street Food
- Restaurant Week
- August – VJ Day and Aylsham Show
- September - Green Day
- October – Food Festival
- Other events could potentially be branded with Cittaslow 2025.

b. The chair outlined his thoughts regarding funding. He stated that he considered the entire project would cost about £5,000 to be used for promotional materials, plus a budget for potential rental. Most of the promotion would be done via the Town Council's own social media as well as those of Slow Food and any participating partners. The chair believed that Cittaslow UK and Slow Food Aylsham also had some budget available and the Town Council would be asked to contribute the balance.

- i. Despite several attempts at communication the chair had received no response from Linking Environment and Farming (LEAF - <https://leaf.eco/>). Tim Briscoe suggested that it might be more effective to contact local farms directly.
- ii. The chair updated on the International Street Food Fair which is scheduled for July had a commitment from 15 vendors to attend. The Town Council events coordinator is organising paperwork.
- iii. The chair also updated on restaurant week scheduled for July. Although the chair had sent info to all local food outlets none had responded yet. He would make contact directly with them all.
- iv. This would be discussed under item 13b.
- v. Discussions were held around when to launch the Cittaslow 2025 launch event. Since February was close this had already been missed and it was considered that March would be the very earliest, and April was a preferred date with the 12th for a wine tasting at the heritage centre having been discussed. It was felt that an event with a celebrity chef would generate interest and Graham Peers stated there was a mobile kitchen available albeit at a cost. The committee asked Graham to investigate the cost and report back.

- vi. A number of Cittaslow members had attended a market towns group late in 2024 for a conference in Swaffham. 22 Councils were represented with the joint interest of promoting market towns.

- 8. Dan Apps updated the group on the launch of the Visit Aylsham website (<https://www.visitaylsham.org/>). The site was now live and gradually getting a wider reach. It would continue developing as more community groups and businesses joined.

9. MARKETS

No update was available.

10. ACE

The Aylsham Climate Emergency (ACE) group was to review its terms of reference. Additionally it was shortly to consider the Green Day event. The film “6 inches of soil” will be screened at the Town Hall on 22 March, and is highly recommended.

11. PROJECTS

- a. No discussion
- b. Chris Williams from Bure River Action (BRA) spoke about training which he had recently attended in respect to water testing kits. BRA focus on the health of the River, and he had conducted a physical survey in late 2024 from Dunkirk to Oxnead where Chris had seen signal Crayfish.
- c. The possibility of a central banking hub in Aylsham is one that had previously been looked into but was rejected because cash was available at cashpoints, and at TSB as well as the Post Office. The Barclays service in the Drill Hall 3 days a week is advice only – no cash, and with the TSB now scheduled to close early in 2024, the question was raised if the situation were any different now?

12. EVENTS COMMITTEE

Events are being planned for VE Day, 11th May for the Street Party, 7th June for the community fair, and VJ day in August, and Slow Food in October. More detailed report after the next committee meeting on 19th February.

13. SLOW FOOD

- a. Slow food had held its AGM and would hold another meeting next month.
- b. Detailed discussions were held about the name of the project previously circulated and previously termed the “**Aylsham: Rural Capital of Food**”. The project was to support and promote the recent growth in hospitality industries within Aylsham, which has meant for the first time in a while many more town shops are occupied. Various names were considered and it was agreed to call the project “**Aylsham: Norfolk’s Rural Capital of Food**”.

14. IN BLOOM

Wendy Sadler updated on the planters situation in and around the town centre. 6 grey Planters had previously been installed around lockdown time, but were now deteriorating and in need of replacement. The Town Council had already discussed

the matter. Aylsham in Bloom (AiB) could not afford to fund the replacements and was looking to the Town Council to replace them via an application for a Lottery Grant. Alternatively if this is not successful then it will be for the Town Council to consider, and sponsorship of the planters could also be a matter for consideration. AiB would work with the clerk to submit a grant application in the first instance.

15. ABC

Tim Briscoe gave an update on the newly formed Aylsham Business Consortium (ABC). It now had 54 members, and had recently met in January. Late opening in the town had previously been a success.

16. PARISH CHURCH

No official report was received but Ray Horne the *Aylsham Churches Together* co-ordinator talked about some of the work his group undertakes. The group works with 7 fellowships and supports need in the community. They would participate in Green Day, have run warm spaces where between 100 and 200 people attend, and try generally to reduce isolation. They work with Mind, Break, ACT, the Food Bank and other groups.

17. NEXT AGENDA

None

18. NEXT MEETING

The date and time of the next meeting would be *19th February 2025*, at 12.00 in the Drill Hall.

There being no further business the meeting was closed at 12.17



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY **EVENTS COMMITTEE** HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 19TH FEBRUARY 2025 at 7:00pm

PRESENT:

Fiona O'Hara	-	Chair (Town Resident)
Patrick Prekopp	-	Councillor
Joan Bennett	-	Councillor
Kevin Cunnane	-	Councillor
Giles Margaron	-	Town Resident
Kay Montandon	-	Chair, Aylsham Town Council
Phil Chapman	-	Locum Town Clerk
Revd Natalie Rees	-	St Michaels Church
Faye Le Bon	-	Incoming Town Clerk
Emma Payne	-	Aylsham Business Consortium
Caron Lawrence	-	Aylsham Business Consortium
Donna Butcher	-	Office & Events Manager

1. WELCOME INTRODUCTIONS & APOLOGIES

The Chair welcomed everyone and introductions were given from all attendees. Apologies received from David Anderson. It was stated the Cheryl Bould and Richie Barnett would be standing down from the committee but would be available to help at events when needed.

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

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON 15TH NOVEMBER 2023

The minutes of the meeting held on Wednesday 20th November 2024, as previously circulated were then confirmed and signed.

4. INFORMATION ON MATTERS ARISING

Item 8 of the minutes; price increase for Town Hall hire. Giles Margaron proposed that any price increase should be decided by the Town Council and not the Events Committee. This was agreed.

Item 9 of the minutes; plans to enlist more committee members. Donna to speak to Dan Apps to arrange social media promotion and Fiona to contact Cheryl for a table at the Community Fayre. Emma Payne agreed that she would mention the need for more members at the next ABC meeting.

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

None present.

6. TO DISCUSS FEEDBACK FROM CHRISTMAS LIGHTS NIGHT

Fiona to forward the notes from the 'wash up' meeting to Donna.

7. TO DISCUSS PLANS FOR MOTHER'S DAY AFTERNOON TEA

Donna confirmed that the promotional poster has been sent to Dan for advertising on social media and the website. Joan agreed to contact ACT and Dig In for quote to supply. Emma agreed to approach Misti Garnish from Bake Addiction for a quote to supply. Donna to arrange an advert for Just Aylsham.

8. TO RECEIVE AN UPDATE FOR HEALTHY TOWNS

Kay informed the committee that the event is taking place on 3rd April 2025, and that the management of the event has been taken over by the Market Surgery PPG (patient participation group), who will be liaising with Kay and Donna. The participants will consist of local groups, classes and organisations advising of help and advice available to residents.

9. TO DISCUSS PLANS FOR THE STREET FOOD FESTIVAL

Patrick confirmed that 15 vendors have signed up for the event. It was proposed that the Market Place and Red Lion Street should be closed for the event, this was agreed. Emma to approach the traders on Red Lion Street to gauge interest in participating with tables and chairs outside their businesses. Donna reiterated to the committee that she is on holiday at the time of the event and that an Event Manager will need to be appointed in her absence. Donna informed the committee that Council staff will be available at the beginning of the event to assist with putting barriers out and connecting the vendors to the electricity, all other duties will need to be covered by the Events Committee members.

10. TO DISCUSS PLANS FOR THE VE DAY STREET PARTY

It was agreed that the street party will be promoted with a forties theme, optional fancy dress etc. Bands to be booked for the event with a short performance of forties music. It was, again, proposed that the Market Place and Red Lion Street are closed for this event to enable the traders to participate with tables and chairs outside their businesses. This was agreed in principle providing there is a need to do so. Donna to investigate funding for the event to go towards payment for decorations, bunting etc, to be distributed to the businesses and for the Town Hall, Market Place and Red Lion Street. Giles informed the committee that the Heritage Centre, in conjunction with Broadland District Council, will be holding some events in September. An email from a resident, Michelle Stedman, was distributed to the committee with some ideas for the commemoration of VE Day (see attached). This was agreed in principle with further discussions with Michelle required.

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

Update on all items on February agenda.

12. TO AGREE DATE OF NEXT MEETING

The next meeting will be held on Wednesday 19th March 2025 at 7pm in the Council Chamber.

10. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 7:54pm

Dear TC,

I would like to submit some ideas to complement the town's plans for commemorating and celebrating VE Day 80.

Unfortunately I am currently overseas and therefore unable to attend the town council mtg this evening.

However, if not doing so already, please could you consider highlighting how the Aylsham community was prepared and ready to fight should the progress of the war lead to a German invasion of our shores. VE Day would have been such a relief to those charged with the responsibility of defending our town and to residents that would have worked at the nearby air bases of RAF Oulton and Coltishall.

I would like to work with the TC, Heritage Centre and any other groups to research photographs/documents relating to this era and memoirs from residents and members of the home guard that are still residing in our town.

I have attached/linked some examples of documents that have been created to highlight home defence; the North Walsham Defence leaflet, the North Norfolk pillbox trail and lastly a map of the defences of Aylsham from the Extended Defence of Britain database.

I think something similar created for Aylsham would help bring the realities of the impact of war on our community to the children living here now.

Please consider a trail of our home defences, volunteer work to clear the area around the town pillbox by Tesco so it is more visible, and any other events that could highlight the home defence responsibilities etc leading up to the town's party celebration.

Thank you