



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 1st OCTOBER 2025 at 7pm

PRESENT:

Kay Montandon (Chair)
Kevin Cunnane
Patrick Prekopp

David Anderson
Mary Evans

Gordon Clarke
Jon Minns

ALSO IN ATTENDANCE:

Sue Catchpole (Broadland District Council), Merry Halliday (Norfolk County Council Armed Forces Covenant Senior Officer), Faye LeBon (Town Clerk), Andy Bell (Groundsman) and two members of the public.

1. To Receive Apologies for Absence

Apologies were received from Trevor Bennett, Cheryl Bould, Tim Briscoe, Catherine Fletcher, Michael Goodwin and Mitchell Philpott. Apologies were also noted from Dan Apps (Communications Officer)

2. To Receive Declarations of Interest and Grant Requests for Dispensation

None raised.

3. To Agree the Minutes of the Meeting held on 3rd September 2025

It was **resolved** to accept the Minutes of the Town Council Meeting held on 3rd September 2025. The Minutes were signed as a true and accurate record by the Chairman.

4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda

No matters raised.

5. To Receive Reports from County and District Councillors, and the Police

Sue Catchpole reported that ACE will have a stand at The Forum on 4th October between 10am and 2pm as part of the Norfolk Biodiversity Awards.

6. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

7. Armed Forces Covenant

a) To welcome Armed Forces Covenant senior officer to discuss pledges and how these can be applied

The Chairman welcomed Merry Halliday to the meeting, as Norfolk County Council's Armed Forces Covenant senior officer.

Merry advised that Norfolk County Council was a 'Gold Award' holder for the Armed Forces Covenant and this involved helping other organisations to support the armed forces. The pledges proposed by Aylsham Town Council had been reviewed and would be supported and these pledges would be put forward to an application to receive 'Bronze Award' status. Manners in which the pledges could be honoured included:

- Create a grant scheme to support the armed forces.
- Provide extra support to military employees who are settling into civilian life.
- Advertise jobs on www.forcesfamiliesjobs.co.uk
- If there is no requirement for a breakfast club locally, promote others such as at The Nest or in Fakenham.
- To develop a list of armed forces charities to have stalls on the market or take part in events.
- Mark Armed Forces Week with a flag raising.
- Encourage shops to sign up to discounts (eg: the Defence Privilege Card).

Kevin Cunnane suggested providing support for those impacted by nuclear tests in the 1950s. Merry advised that the NHS has signed up to the Covenant and so has pledges for those serving and those who have served.

Patrick Prekopp suggested speaking to ABC about what they can do.

It was noted that much of what is being pledged by the Town Council has historically always been provided. Many of the pledges do not mean change, just recognition of the work already being done.

b) To formally adopt pledges under the Armed Forces Covenant

Subject to the correction of a grammatical error, the Armed Forces Covenant pledges were adopted, with one abstention. A formal signing was agreed and this could be done at the Food and Craft market on Saturday 1st November, where the Royal British Legion has a pop up stall.

8. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. Verbal updates were given as follows:

- The reconnection of the power cable on Sir Williams Lane is more complicated than originally anticipated. Further information is being sought.
- A power supply pillar has been struck by Holman House. Options are being sought for the repair.

Sue Catchpole queried the grant application for Market Place greening. The Clerk advised that this was one of the Love Your Market Town grants but was regrettably not successful,

along with the Fabric Festival and new home owner welcome packs. However grants for the Heritage Snail Trail and increasing footfall to the markets were successful.

The Town Clerk's report was **noted**.

9. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including any New Proposals

The following potential capital and CIL projects were noted:

Bank Barn	Community Lending Library
Market Place Greening	Inclusive Play Equipment at the Recreation Ground
Information Centre	Transport Hub
Skate / Wheeled Park	Aylsham Traffic Strategy
Sports and Fitness Provisions	New Pavilion for Recreation Ground
Council Waste Management	Council Building Disability Access Audit
Resurface/Revise MUGA Car Park	Road Safety at Burgh Road – Zebra Crossing
Road safety survey – Burgh Road	Traffic lights on Burgh Road
Cawston Road H Bars / Cages	Surfacing of Mileham Drive MUGA
Surfacing of Mileham Drive Play Area	

It was noted that written confirmation has not been received from Norfolk County Council about the installation of a zebra crossing on Burgh Road.

Kay Montandon has chased Norfolk County Council about the completion of the H-Bars project on Cawston Road. She will also advise that the painting across the splay is inconsistent. It was noted that cars were still parked when painting commenced, however, no notice of the work was given.

10. To Agree Informal Information Policy

The amendments requested at the last meeting had been completed. The Informal Information Policy was **adopted**. Councillors are to send their mobile numbers to the Clerk (not for public distribution).

11. Assertion 10 for Annual Governance Statement

a) To Consider Adoption of IT Policy

A draft policy had been circulated. This was **agreed**.

b) To Agree Cyber Security Training

As part of the IT policy, staff and councillors should receive training. Mitchell Philpott had offered to facilitate this. It was **agreed** that this offer should be accepted.

Gordon Clarke raised the need to look at the IT provision for councillors and whether this is sufficient for the expectations of the role. Gordon will liaise with Mitchell over this.

12. Highways

a) To receive update on Community Speed Watch

A report was provided by the Community Speed Watch group. Two sites have been approved for speed monitoring:

- Burgh Road (Forster Way)

- Norwich Road (Taverham Vets)

Four further sites were proposed but were deemed unsuitable by the police.

Two sessions have been run on Burgh Road, with three speeders being logged on the first session and none on the second session.

Three further sites have been proposed:

- Cawston Road (towards St Michaels)
- Henry Page Road
- Banningham Road

It was agreed to install two of the permanent speed watch signs on Burgh Road and Norwich Road coming into the town.

b) To receive update on Transport Hub

The clerk reported that feedback is awaited on the recent infiltration tests and the next stage of design. An update to the accounts for this project was provided. The clerk is to find out how much the planning application will cost.

c) To consider application for new Bus Shelter on Gashouse Hill

As a result of the current bus stop in Gashouse Hill being unable to facilitate a shelter due to the narrowness of the footpath, Norfolk County Council had suggested an alternative site to the south. Consultation letters had been sent to properties on Sir Williams Close as those being closest to the proposed shelter, and to the school as the Gashouse Hill stop is used by several school children. There was no response from the residential properties and the school, whilst not objecting, had raised that a stop on the southern side of Sir Williams Lane meant that children would have to cross the road to reach the high school.

A quote for the bus shelter had been received at £4,519. Should the Town Council's application to the Bus Service Improvement Fund be successful, Norfolk County Council would pay 80% of this. It was **agreed** to proceed with the application but to highlight to Norfolk County Council the comments of the school and to ask whether a safety assessment could be carried out. The funding would come from the earmarked reserve for street furniture.

d) To receive information on relaunched Highway Rangers service

Information was circulated about the relaunched Highway Ranger service which covers services such as trimming of vegetation around signs, removal of illegal signs from street furniture, clearing of blocked highway drains and gullies, washing of signs, straightening of signs, and repair of potholes. Kay Montandon will draft an article for Just Aylsham to raise awareness of reporting of highway faults.

e) To feedback response to plans in principle from Norfolk County Council for bus stops in the market place.

Plans in principle had been provided for a bus hub in the market place. These would require support from the Town Council to progress the plans further. Concerns had been raised by the local business community about the loss of parking spaces in the town centre. As a result of this the Town Council **agreed** that the plans could not be supported. With money available for transport hubs, the clerk will enquire as to whether a gold standard bus shelter could be funded for the northbound Norwich Road bus stop to support the Norwich Road transport hub.

13. Finance

a) To receive bank Reconciliation to 24th September 2025

The bank reconciliation was *noted*.

b) To receive year to date payments and receipts against budget

The budget document was *noted*.

c) To agree the detailed payments 28th August to 24th September 2025

The payments were *agreed*.

d) To agree the detailed receipts from 28th August to 24th September 2025

The receipts were *agreed*.

e) To note the schedule of reserves

The level of reserves were *noted*.

f) To receive report of the External Auditor

The external auditor's report had been circulated to councillors. Two matters were raised: 'Except for' matter:

Section 1, Assertion 5 has been incorrectly completed. Information received from the internal auditor highlights that risk management arrangements were not reviewed and approved by the authority as a whole during the year. As a result, this assertion should have been answered 'No'.

This means that during the financial year 24/25 there was no formal review of risk by the council. This is in the process of being addressed in 25/26 but a formal risk management matrix will need to be presented to, and agreed by, council

'Other' matter

The smaller authority has not provided an explanation for the difference between the published PWLB loan balance as at 31 March 2025 and the figure in Section 2, Box 10.

It was agreed to challenge the latter matter raised by PKF Littlejohn. Despite being sent an explanation about the variance on 5th June, a subsequent query was asked on 23rd September. PKF Littlejohn did not follow the out of office instructions on the Clerk's autoresponder and issued a note as a non-response to this matter on 26th September. The external auditor's report was *noted*.

g) To consider purchase of VAT Advisory Service

A specialist VAT advisory service is not available through the Town Council's membership of NPTS. A direct service can be obtained through Parkinson Partnership for £250 per annum. It was *agreed* to subscribe to this service to ensure accurate VAT advice is being obtained.

h) To receive confirmation of the Town Council's Insurance cover

The clerk confirmed that the Town Council had insurance in place as of 1st October, renewed with the insurer Gallagher.

i) To agree donation to the Royal British Legion for purchase of poppy wreath

A donation of £100 was *agreed* to the Royal British Legion poppy appeal. This would be funded from the bottle bank credits.

14. To Receive Report of Damage to Tree at St Michael's Open Space

Information about a damage branch on a tree at St Michael's had been circulated to councillors. It was confirmed that all risk assessments and tree survey reports had been completed and the near miss report had been recorded. The matter will be referred to the Property Committee for review.

15. Aylsham Recreation Ground

a) To receive update on play equipment purchase

There had been a query about whether planning permission would be required to install the equipment at the Recreation Ground. Planning officers at Broadland District Council are investigating. Broadland District Council will be meeting on 9th October to discuss whether the community grant funding would be awarded to allow for the installation of a larger piece of equipment.

b) To receive update on transfer of service

It was reported that the Recreation Ground is currently exploring all options with regards to managing the charity. Assistance is being provided by the Town Council where requested to make the handover as seamless as possible.

The Clerk is reviewing the grant payment to ensure that the net balance is still received by the Recreation Ground.

The group is currently beginning their budget so they can apply for their grant for 26/27 from the Town Council.

16. Committee Reports

a) Aylsham Climate Emergency

i) To receive Minutes of the meeting of 1st September and adopt recommendations made

The minutes were received and recommendations **adopted**. Patrick Prekopp queried who would be advising on the ACE website on 25th October as he is currently responsible for it. It was noted that it was a local web designer.

b) Churchyard

i) To note the Minutes of the Churchyard meeting of 1st September

Mary Evans queried whether the initial report for the church wall had been received. The clerk will follow up with the structural engineer. The minutes were **noted**.

c) Cittaslow

i) To note the Minutes of the Cittaslow Committee of 16th September 2025

The minutes of the Cittaslow committee had been previously circulated and were **noted**.

ii) To agree the Terms of Reference for the Cittaslow Committee

A draft terms of reference had been circulated to the council, which had been approved by the Cittaslow committee. These terms of reference were **adopted** by the council.

d) Planning Committee

i) To note the Minutes of the Planning Committee meeting on 16th September 2025

The minutes of the Planning Committee meeting of 16th September 2025 had been circulated and were **noted**.

ii) To agree updated Terms of Reference to reflect addition of Planning Protocol

The updated planning protocol as agreed by the Planning Committee had been appended to the Terms of Reference for ease of use. The updated Terms of Reference were **agreed** by the council.

iii) To consider the appointment of additional members to the committee

This item will be deferred.

e) Christmas Lights

i) To note the Minutes of the meeting of 8th September 2025

The minutes of the Christmas Lights Committee meeting of 8th September 2025 had been circulated and were **noted**.

f) Events

i) To note the Minutes of the meeting of 17th September 2025

The minutes of the Events Committee meeting of 17th September 2025 had been circulated and were **noted**. Kay Montandon will contact the Events Officer about the inclusion of the Healthy Town event into the events calendar.

g) Visit Aylsham

i) To receive the Minutes of the Visit Aylsham Working Group of 17th September 2025

The Minutes of the Visit Aylsham Working Group had been circulated and were noted.

ii) To consider proposal for the Visit Aylsham strategy and associated funding.

A proposal had been circulated to members about the improvement of the Visit Aylsham website to help increase footfall to the town. A phased approach was proposed, with the first phase to create a clear scope of work and a costed resource plan. To do this would require an extra 80 hours of staff time for the Communications Officer.

The Clerk recommended that the money for this work should be taken from the earmarked reserve for Communications, as the funds allocated in this resource were not required for their original purpose. The proposal and funding source were **agreed**.

It was agreed to waive Standing Order 17n to allow the meeting to extend over 2 hours

17. To Discuss Ideas to Enable the Formulation of a Five Year Plan

The importance of future planning was discussed and how this could be tied in with the Neighbourhood Plan.

Long term planning is to be added to the agenda for each committee. Projects could then be tied in with Gordon Clarke's project management of the transport projects.

This will be a standing item on the Town Council agenda, and a councillor champion could be nominated to liaise with all committee chairs over the matter.

18. To note items for information or for future agendas

Penfold Street design	Red Lion Street traffic
Car Parking policing/policies	Neighbourhood Plan review
Feedback from Chairs' meeting	Planters for the Market Square

19. To confirm the date of the next meeting as Wednesday 5th November 2025

This was **agreed**.

The meeting closed at 9.18pm

Signed _____ Date _____

Item 7

Clerk's Report for the Meeting of 5th November 2025

<u>ITEM</u>	<u>COMMENTS</u>
Town Hall	Action points from Fire Risk Assessment seen by Property Committee. Clerk and Maintenance manager to action Condition of windows informally reviewed by the Heritage Officer at Broadland District Council. Useful contact at Blickling with regards to maintenance and energy efficiency in a listed building. Clerk to follow up on.
23 Market Place	Roof slate replaced but other areas where tiles have slipped require further works. A quote has been requested. Condition of whole roof raised as a concern.
Cemetery Cottage	No matters to report
Cemetery	Shelter cordoned off. Concerns raised over the number of informal edgings that have been installed around graves. To be addressed. Burial procedures to be reviewed.
Allotments	Stone damage caused to car window as a result of strimming at Woodgate allotments. Reported to insurer.
Churchyard	Churchyard committee (agenda item) Report awaited from Diocese recommended structural engineer on the church wall. Clerk has now escalated
Market Place	Transport group discussing ideas for traffic around the market place, balancing with pedestrian realm
Markets	New fruit and veg stall has decided not to continue. Progressing with project for Young Market Trader event on 12 th December. Grant obtained to bring entertainment to the Food and Craft market for 6 months in 2026.
Jannys Close Community Garden	Agenda Item re: registration
Staithe	No matters to report
"Little Staithe"	No matters to report
Highways	Highways advise that H Bars on Cawston Road not completed because of cars parking. Town Council has offered to assist with a maildrop and has requested details of next visit. A letter has been received from residents of Town Lane with regards to litter. Occasional accommodation of Town Lane can be made by the Town Council's street cleaner.
Paupers Graveyard	Application to fell TPO tree has been submitted (2025/2471) has been refused by Broadland District Council. To review tree again to see if any works can be done to cut back. Another application to Broadland District Council will be required.

	There continues to be problems with the apparent exercising of dogs in this area and the associated dog waste left onsite. The gate has been removed to discourage this, but there has been no reduction in dog waste so far. To take back to the Churchyard committee with the suggestion for a larger project for improvement of this area in 2026/2027
Norfolk Homes large area off Mileham Drive	RoPSA reports reviewed by the Property committee. To prioritise safety matting repairs. Broadland District Council has signed the new Public Spaces Protection Order on 6 th October in relation to dogs in enclosed play areas. To review signage in these areas to reflect the new legislation.
Recreation Ground	Reports to be received under item 17
St Michael's Way	RoPSA reports reviewed by the Property committee. Broadland District Council has signed the new Public Spaces Protection Order on 6 th October in relation to dogs in enclosed play areas. To review signage in these areas to reflect the new legislation.
Car Parks	Three Sorn'd vehicles have now been removed from The Buttlands. Correspondence has been sent Broadland District Council to have a discussion about better management of the car parks.
Street Lighting	Resolution of reconnection of lights on Sir Williams Lane is still ongoing. Correspondence has been received raising concerns about the quality of street lighting in the cut through between Cawston Road and the Buttlands. To review.
Public Toilets	No matters to report
COMMA/Archives	Agenda item 15
Litter & Dog Waste Bins	No matters to report
Bus Shelters	New Bus shelter on Millgate installed. Gold standard shelter outside Tesco due to be installed and Real Time display operational by Mid November Application for new Bush shelter on Gashouse Hill was successful in receiving 80% funding
Pump	No matters to report
Pillboxes	To review land registry for Norwich Road Pill box
War Memorial	No matters to report
Drill Hall	Action points from Fire Risk Assessment seen by Property Committee. Clerk and Maintenance manager to action Condition of windows informally reviewed by the Heritage Officer at Broadland District Council. Useful contact at Blickling with regards to maintenance and energy efficiency in a listed building. Clerk to follow up on.
SAM2 and Community Speed Watch	Permanent signage has now been installed by the Town Council.

Vehicles	No matters to report
Councillor Chats	Arranged for: 5th November 6.30pm Town Hall 21st November 9am Town Hall (country market) 3rd December 6.30pm Town Hall
Other Matters	Mitchell is working with Intouch and BT to establish connections to the Town Hall. Review of IT hardware and software in progress. Work has started on the budget
Future Meetings	3rd November – 7pm – ACE 4th November – 7pm – Christmas Lights 5th November – 7pm – Full Council 13th November – 10am - Planning 18th November – 11am - Cittaslow 18th November – 2pm – Property Committee 19th November - Events 24th November – midday – Churchyard 24th November – 2pm – Neighbourhood Plan 27th November – 10.30am – Staffing 1st December – 7pm - ACE

Meeting of Aylsham Town Council – 5th November 2025

Item 8 - Capital and CIL Projects

Potential capital projects that CIL / Section 106 funds may be used for:

Recreation and Play

- a. Inclusive play equipment at the recreation ground.
- b. Skate/Wheel Park.
- c. New Pavillion for the Recreation Ground.
- d. Sports and Fitness Provisions.
- e. Surfacing of Mileham Drive MUGA
- f. Surfacing of Mileham Drive Play Area
- g. Resurface/revise MUGA Car Park.

Highways

- a. Transport Hub. Agenda item
- b. Aylsham Traffic Strategy.
- c. Road Safety at Burgh Road – Zebra Crossing. (Confirmation awaited from highways)
- d. Traffic Lights on Burgh Road
- e. Cawston Road H-Bars and Bus Cages (Correspondence with Norfolk County Council about completion of this project)

Local Amenity

- a. Bank Barn.
- b. Community Lending Library.
- c. Market Place Greening.
- d. Information Centre.
- e. Council Building Disability Access Audit.
- f. Town Council Waste Management.

Other

- a. Neighbourhood Plan

Meeting of Aylsham Town Council – 5th November 2025

Item 9 – Governance

To Appoint Member to:

- a) Planning Committee – to fill existing vacancies. This committee has found it difficult to be quorate therefore extra members are required. Current members are Trevor Bennett, David Anderson, Mary Evans, Kay Montandon and Pat Prekopp. The Terms of Reference state ‘no fewer than 5 councillors’ with the quorum being 3.
- b) Citterslow Committee – Cheryl Bould has stepped down from this committee therefore a further council member is required
- c) Property Committee – Cheryl Bould has stepped down from this committee therefore a further council member is required
- d) ACE Working Group - Cheryl Bould has stepped down from this working group therefore a further council member is required

Item 10 - To consider requirement to appoint new Trustee(s) to Queen Elizabeth II Jubilee Trust

In accordance with the Trust Deed of the Queen Elizabeth II Jubilee Trust, the Managing Trustees shall be 5 in number of whom at least one shall be a serving Town Councillor and all being resident in the Parish of Aylsham. The current managing trustees are:

Cheryl Bould (stepping down)
Janette Kerrison (stepping down)
Mike Bush
Julie Boyd
Eileen Springall

Attempts at calling a meeting have been unsuccessful as a result of the meeting not being quorate.

Could members please agree to a new council representative and give consideration to who could be nominated for the fifth position.

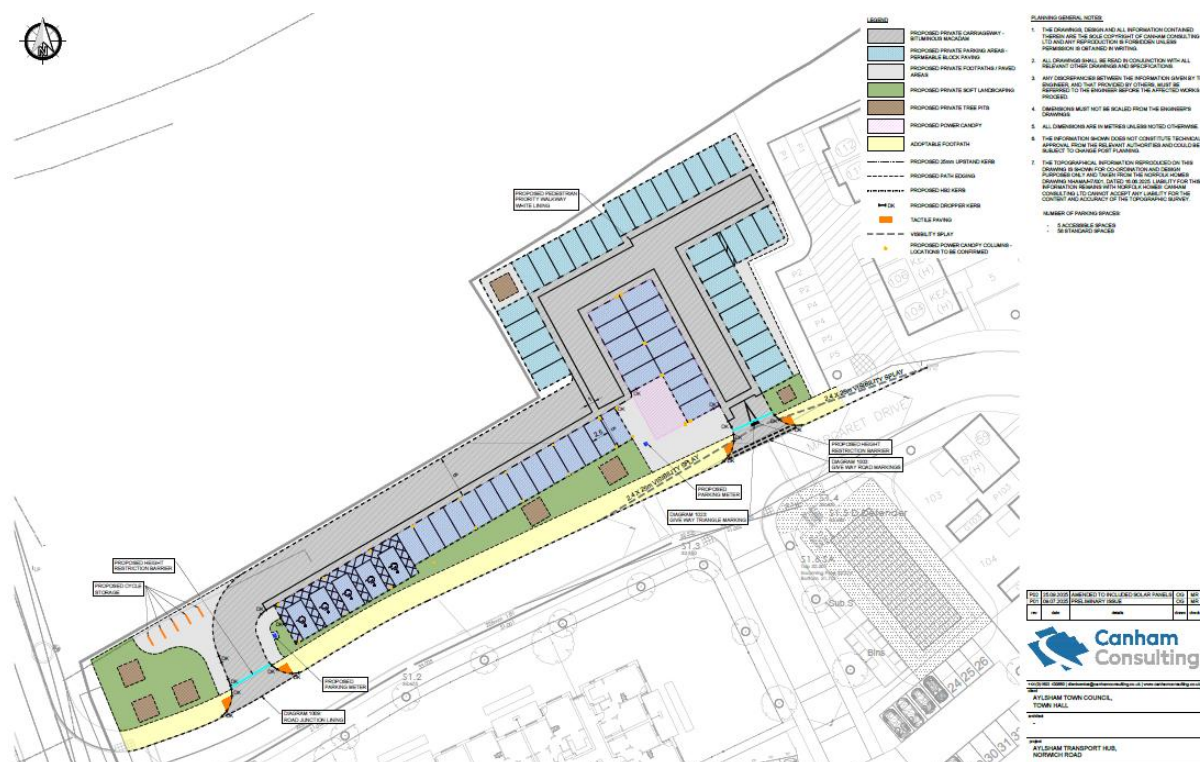
The next step is to review the bank mandate. A form for Unity Trust is ready to be signed by Mary and Mike as existing signatories.

It is hoped that the Town Council can assist in the rejuvenation of this Trust as it holds funds that could be of assistance to local young people. The objectives of the Trust are the advancement of public education, apprenticeships and sporting activities in the Parish of Aylsham.

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Item 11a – Transport Hub

The draft plans for the transport hub are currently as follows:



Canhams are in the process of sourcing details for the overhead solar panels. They are also establishing the cost of the planning application. The budget for these works currently stands at:

Grant	£10,000.00
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Canhams INV033517	£750.00
Canhams INV033587 (LLFA advice)	£239.25
Canhams INV033708	£2,100.00
Micro Geotechnical	£2,190.00
Canhams INV033862	£950.00
Canhams INV034076	£1,250.00

£7,479.25

Bal	£2,520.75
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The Group met to discuss some alternatives to the proposal for bus stops in the market square that were put forward by Norfolk County Council and rejected at the last Aylsham Town Council meeting.

4 scenarios were discussed with varying degrees of use of the market square by buses.

These are very early ideas and it was agreed that we would reconvene the expert team who met in September with representatives from the bus company, Norfolk County Council Transport team and Norfolk County Council Highways team, business representatives from ABC and councillors to see whether any of these options would be practical and could be implemented or if no change should be made.

Following this expert meeting extensive consultation would be carried out with residents should it be decided that a change would be beneficial. Residents would have the chance to discuss and agree/disagree with any proposed options.

The Town Council would then vote on whether to implement any changes.

ACTION – KM to convene the expert meeting before the next transport group meeting if Council agrees.

The next meeting was scheduled for 24th November 2025 in the Town Hall at 7pm.

Meeting of Aylsham Town Council – 5th November 2025

Item 11c – To Receive Updates on new Bus Shelters (Millgate and Gashouse Hill)

The bus shelter at Millgate, purchase under Norfolk County Council's Bus Shelter Improvement Scheme has been installed:



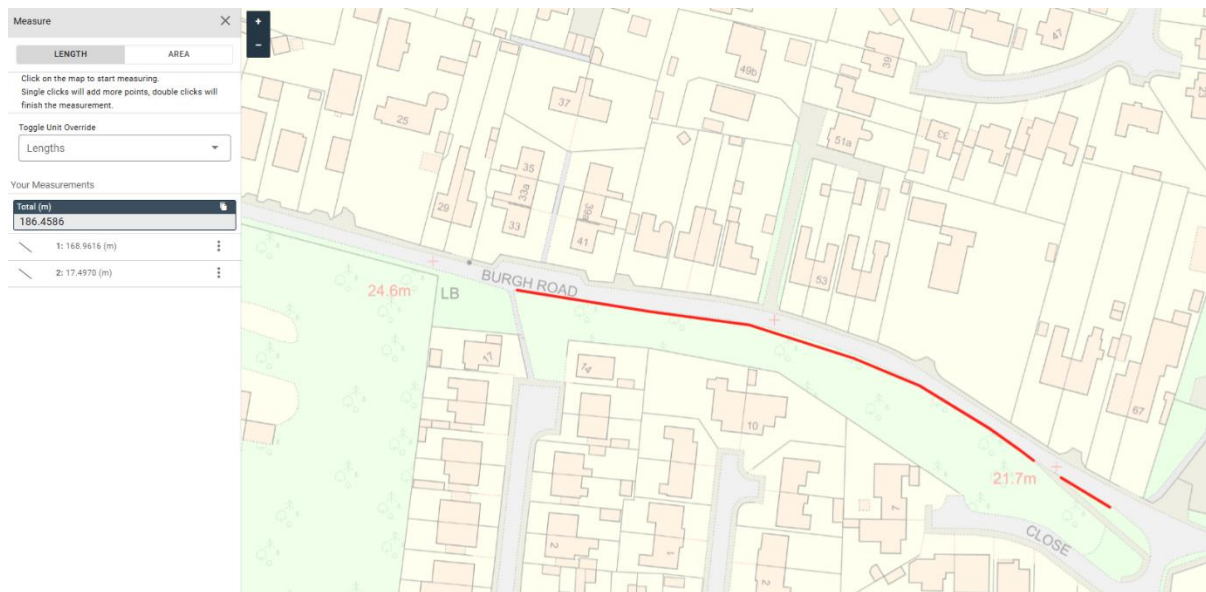
The Town Council's application for a new shelter on Gashouse Hill was also successful. Norfolk County Council will be funding £3615.20 of the total cost of £4,519.00.

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Item 11d – To consider Parish Partnership Project for Kerbing on Burgh Road

The Parish Partnership Scheme is a project run by Norfolk County Council for small scale highway projects. The cost of the project is split on a 50/50 basis between the two authorities.

Following complaints that the verge is being badly eroded on Burgh Road by vehicle movements, a cost was requested for kerbing this area.



The Highways designer has advised:

“I have made a rough estimate of 25k for the kerbing works on Burgh Road.

Please bare in mind this is using this years rates so next year financial when rates go up this will be slightly more expensive so I would estimate the works will be around 30k.”

Therefore, should the Town Council wish to apply for this work as part of the Parish Partnership Scheme, it would have to budget for £15,000 in the 2026/2027 budget.

Taking into account any other proposed improvements to Burgh Road, would the Town Council like to proceed with an application for funding?

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 30/10/2025		
	Cash in Hand 01/04/2025		385,552.38
	ADD Receipts 01/04/2025 - 30/10/2025		662,424.27
	SUBTRACT Payments 01/04/2025 - 30/10/2025		1,047,976.65
			435,265.58
	Cash in Hand 30/10/2025 (per Cash Book)		612,711.07
B	Cash in hand per Bank Statements		
	Petty Cash 30/10/2025	250.00	
	01 Barclays Current Account 30/10/2025	32,033.57	
	02 Barclays Active Saver 30/10/2025	260,536.33	
	Public Sector Deposit Fund 30/10/2025	121,666.13	
	Shawbrook - Issue 7 Fixed Bond 30/10/2025	94,984.31	
	Redwood Savings Account 30/10/2025	103,240.73	
			612,711.07
	Less unrepresented payments		
			612,711.07
	Plus unrepresented receipts		
	Adjusted Bank Balance		612,711.07
	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	148,520.00	204,229.78	55,709.78 (37%)	150,342.22	108,340.36	42,001.86 (27%)	97,711.64
02 Town Hall	77,750.00	58,402.75	-19,347.25 (-24%)	97,750.00	48,171.98	49,578.02 (50%)	30,230.77
03 Drill Hall	81,490.00	75,241.21	-6,248.79 (-7%)	81,485.00	50,132.13	31,352.87 (38%)	25,104.08
04 23 Market Place	5,600.00	1,925.03	-3,674.97 (-65%)			0.00 (N/A)	-3,674.97
05 Cemetery Cottage	7,000.00	4,649.06	-2,350.94 (-33%)	500.00	601.37	-101.37 (-20%)	-2,452.31
06 Public Toilets			0.00 (N/A)	18,400.00	9,161.57	9,238.43 (50%)	9,238.43
07 Other Properties	9,050.00	9,012.00	-38.00 (-0%)	8,861.00	7,841.83	1,019.17 (11%)	981.17
08 Cemetery	30,255.00	27,823.00	-2,432.00 (-8%)	29,257.00	15,402.76	13,854.24 (47%)	11,422.24
09 Allotments	35,380.00	34,537.78	-842.22 (-2%)	35,383.00	19,723.40	15,659.60 (44%)	14,817.38
10 Markets	9,000.00	3,434.37	-5,565.63 (-61%)	2,400.00	967.88	1,432.12 (59%)	-4,133.51
11 Open Spaces	192,220.00	177,060.89	-15,159.11 (-7%)	177,118.00	119,193.69	57,924.31 (32%)	42,765.20
12 Events		1,718.93	1,718.93 (171893)	8,703.00	3,161.60	5,541.40 (63%)	7,260.33
13 Churchyard	16,415.00	18,374.00	1,959.00 (11%)	16,373.00	6,872.62	9,500.38 (58%)	11,459.38
14 Street Scene	32,500.00	35,639.30	3,139.30 (9%)	32,500.00	16,574.34	15,925.66 (49%)	19,064.96
Earmarked Reserves		10,000.00	10,000.00 (100000)		7,479.25	-7,479.25 (-74792)	2,520.75
NET TOTAL	645,180.00	662,048.10	16,868.10 (2%)	659,072.22	413,624.78	245,447.44 (37%)	262,315.54

Total for ALL Cost Centres	662,048.10	413,624.78
V.A.T.	376.17	21,768.65
GROSS TOTAL	662,424.27	435,393.43

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 30/10/2025)

01 General

Purpose

		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Precept	120,000.00	120,000.00			136,520.00	136,588.00		136,588.00						
2	Bank Interest /Charge:	4,000.00	18,653.98		264.16	12,000.00	4,412.04		4,412.04		76.23		76.23		
3	CIL		11,423.19		9,214.40		37,771.85		37,771.85						
4	Marquee		104.17				294.27		294.27	1,371.22	1,371.22		1,371.22		
5	Recycling Credits/Bott		2,729.34	2,000.00	1,668.63		1,912.53		1,912.53		263.13		263.13		
6	Other Income		6,750.00												
7	Staff Costs			78,400.00	77,837.05					87,071.00	57,126.99		57,126.99		
10	Office Expenses			7,500.00	15,834.04					13,000.00	12,133.01		12,133.01		
11	Staff Training			500.00	1,527.00					1,000.00	600.00		600.00		
13	Equipment				225.80					500.00	314.39		314.39		
14	Advertising		58.33	500.00	1,901.02					500.00	100.00		100.00		
15	Audit Fees			2,300.00	1,735.00					2,200.00	370.00		370.00		
16	Election			500.00						500.00					
17	Subscriptions & Memt			2,500.00	2,428.87					3,100.00	3,103.73		3,103.73		
18	Professional Fees				2,724.00					2,500.00	1,957.00		1,957.00		
19	Insurance			11,500.00	11,183.20		30.39		30.39	11,800.00	11,834.53		11,834.53		
20	Chairman's Allowance			250.00	270.00					250.00	229.55		229.55		
21	Climate Change	200.00	1,160.53	5,000.00	3,280.86		596.40		596.40	5,000.00	183.09		183.09		
22	Cittaslow			1,500.00	1,500.00		500.00		500.00	1,500.00	1,060.00		1,060.00		
23	Traffic Group														
24	Youth Project														
25	Communications														
26	Van			5,500.00	4,812.99		307.43		307.43	6,600.00	6,435.32		6,435.32		
27	Miscellaneous		11,576.97	500.00	6,773.46		30.00		30.00	500.00	83.31		83.31		
28	Councillor Training			500.00						500.00	396.00		396.00		
29	Archive			250.00						250.00					
30	SAM2									700.00	30.00		30.00		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 30/10/2025)

161	Christmas Lights Infas	408.20	2,000.00	1,677.20	1,101.00	1,101.00	2,000.00	2,072.00	2,072.00		
162	VAT			330.00	15,649.19	15,649.19					
163	Legal Expenses		1,000.00				2,500.00	1,195.52	1,195.52		
176	Skate Park Fundraisin										
178	Staff Uniform			611.27				575.14	575.14		
181	Repairs & Maintenanc			4,223.50			4,000.00	3,024.26	3,024.26		
190	Warm Spaces										
193	Donations	-82.97						344.14	344.14		
196	Credit			-671.77				-3.24	-3.24		
199	Community Speedwat							10.23	10.23		
200	CIL 2025/26				4,415.68	4,415.68					
204	ACE - Pallet Fund							825.00	825.00		
205	ACE Film Screening				621.00	621.00		148.29	148.29		
207	CCTV						3,000.00	2,615.00	2,615.00		
SUB TOTAL		124,200.00	172,781.74	122,200.00	149,350.68	148,520.00	204,229.78	204,229.78	150,342.22	108,473.84	108,473.84

		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
41	Other Income														
42	Storage Rent	1,500.00	1,225.00			1,500.00	725.00		725.00						
43	Curtains	1,000.00				500.00									
44	Hirings - Town Hall	17,000.00	19,298.04		195.25	20,000.00	11,927.75		11,927.75		42.00		42.00		
45	Staff Costs			37,400.00	34,826.92					37,050.00	23,670.57		23,670.57		
48	Utilities			8,000.00	13,051.41					8,000.00	6,795.28		6,795.28		
49	Rates			17,500.00	18,461.70					17,800.00	9,302.72		9,302.72		
50	Cleaning/Sanitary/Refi			7,000.00	8,274.39					8,500.00	5,133.07		5,133.07		
51	Repairs & Maintenanc			5,000.00	2,806.92					5,000.00	2,804.31		2,804.31		
52	Licensing			500.00	1,072.36					500.00	215.42		215.42		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 30/10/2025)

53	Furniture			500.00	200.00				500.00	94.91	94.91
164	Pest Control			250.00	175.00				300.00		
165	Incidentals			50.00	270.96				100.00		
183	Precept	66,700.00	66,700.00			45,750.00	45,750.00	45,750.00			
194	Boiler Reserve				96.37						
195	Boiler Reserve	10,000.00		20,000.00		10,000.00			20,000.00		
SUB TOTAL		96,200.00	87,223.04	96,200.00	79,431.28	77,750.00	58,402.75	58,402.75	97,750.00	48,058.28	48,058.28

Last Year 2024-2025						Current Year 2025-2026								Next Year	
03 Drill Hall		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
61	Storage Rent	1,000.00	740.00			800.00	345.00		345.00						
62	Hirings - Drill Hall	35,000.00	30,920.00			33,000.00	23,140.00		23,140.00						
63	Staff Costs			39,560.00	36,989.30					41,435.00	26,451.62		26,451.62		
66	Broadband			500.00	100.00					600.00	381.18		381.18		
67	Utilities			5,000.00	12,405.34					10,000.00	5,743.54		5,743.54		
68	PWLB			18,700.00	18,298.83					18,300.00	9,041.02		9,041.02		
69	Rates			5,500.00	5,489.00		4,030.21		4,030.21	5,500.00	2,745.00		2,745.00		
70	Cleaning/Sanitary/Refi			4,500.00	2,536.03					3,500.00	2,099.23		2,099.23		
71	Repairs & Maintenanc			4,000.00	587.14					1,000.00	3,322.93		3,322.93		
72	Licensing			150.00	120.00					150.00	215.42		215.42		
73	Furniture			500.00						500.00					
74	Other Income														
166	Incidentals			250.00	32.11		40.00		40.00	250.00	132.19		132.19		
167	Pest Control			250.00	175.00					250.00					
184	Precept	42,900.00	42,900.00			47,690.00	47,686.00		47,686.00						

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 30/10/2025)

SUB TOTAL		78,900.00	74,560.00	78,910.00	76,732.75	81,490.00	75,241.21	75,241.21	81,485.00	50,132.13	50,132.13				
04 23 Market Place		Last Year 2024-2025				Current Year 2025-2026							Next Year		
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
80	Rent/Insurance	5,500.00	7,438.80			5,600.00	1,925.03		1,925.03						
SUB TOTAL		5,500.00	7,438.80			5,600.00	1,925.03		1,925.03						
05 Cemetery Cottage		Last Year 2024-2025				Current Year 2025-2026							Next Year		
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
81	Rent	7,000.00	4,611.30			7,000.00	4,649.06		4,649.06		99.97		99.97		
82	Repairs/Maintenance			2,000.00						500.00	401.43		401.43		
203	Miscellaneous														
206	Management Fees										99.97		99.97		
SUB TOTAL		7,000.00	4,611.30	2,000.00		7,000.00	4,649.06		4,649.06	500.00	601.37		601.37		
06 Public Toilets		Last Year 2024-2025				Current Year 2025-2026							Next Year		
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
85	Utilities			3,000.00	6,284.08					6,500.00	3,577.86		3,577.86		
86	Repairs & Maintenanc				1,069.07					400.00	171.76		171.76		
87	Sanitary/Refuse/Mater			2,500.00	800.00					2,000.00					
88	Cleaning Contract			9,000.00	8,150.00					9,500.00	5,411.95		5,411.95		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 30/10/2025)

SUB TOTAL		14,500.00		16,303.15		18,400.00		9,161.57		9,161.57	
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07 Other Properties		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
91	Staff Costs			7,700.00	6,901.06					8,461.00	7,841.83		7,841.83		
94	Other Income	50.00	50.00			50.00	50.00		50.00						
169	23 Market Place Repa			400.00						400.00					
185	Precept	12,050.00	12,050.00			9,000.00	8,962.00		8,962.00						
SUB TOTAL		12,100.00	12,100.00	8,100.00	6,901.06	9,050.00	9,012.00		9,012.00	8,861.00	7,841.83		7,841.83		

08 Cemetery		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
96	Interments	3,000.00	4,550.00			3,000.00	1,330.00		1,330.00						
97	Memorials & Inscriptio	3,000.00	920.00			1,000.00	1,110.00		1,110.00		150.00		150.00		
98	Exclusive Rights	2,500.00	3,575.00			2,500.00	1,625.00		1,625.00						
99	Staff Costs			17,800.00	17,937.72					22,912.00	14,261.57		14,261.57		
102	Utilities			100.00	17.61					100.00					
103	Rates			600.00	1,584.95					1,700.00	991.19		991.19		
104	Drive Maintenance			1,500.00						500.00					
105	Grounds Maintenance			500.00	222.74					500.00					
106	Grass Cutting			1,500.00	1,411.48					3,045.00					
107	Repairs & Maintenanc			1,000.00	10.65					500.00					
108	Equipment Loan (Gras														
109	Petrol Costs Grass Cu														
186	Precept	14,500.00	14,500.00			23,755.00	23,758.00		23,758.00						

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 30/10/2025)

SUB TOTAL		23,000.00	23,545.00	23,000.00	21,185.15	30,255.00	27,823.00	27,823.00	29,257.00	15,402.76	15,402.76				
		Last Year 2024-2025				Current Year 2025-2026								Next Year	
09 Allotments		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
111	Rents Received	4,500.00	4,631.67			4,500.00	2,828.78		2,828.78		1.10		1.10		
112	Repairs & Maintenan			1,200.00	2,092.30					500.00	297.65		297.65		
113	Grass Cutting			1,000.00	518.21					508.00					
114	Staff Costs			31,430.00	27,967.00					34,000.00	18,574.66		18,574.66		
115	Equipment Loan (Gras														
116	Petrol Costs Grass Cu														
117	Allotment Deposits		1,300.00		850.00		825.00		825.00		345.00		345.00		
118	Rent-National Trust			275.00	275.00					275.00	300.00		300.00		
180	Water			100.00	92.91					100.00	204.99		204.99		
187	Precept	29,500.00	29,500.00			30,880.00	30,884.00		30,884.00						
SUB TOTAL		34,000.00	35,431.67	34,005.00	31,795.42	35,380.00	34,537.78		34,537.78	35,383.00	19,723.40		19,723.40		
		Last Year 2024-2025				Current Year 2025-2026								Next Year	
10 Markets		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
120	Market Rents	6,000.00	5,837.69			6,000.00	2,954.52		2,954.52		1.92		1.92		
121	Farmers Market Rent	3,000.00	1,155.53			3,000.00	479.85		479.85						
122	Rates			1,500.00	1,397.20					1,500.00	699.20		699.20		
123	Repairs/Maintenance/														
124	Licensing			200.00	70.00					200.00					
170	Market Place Sundries		8.85	700.00						700.00	266.76		266.76		
171	Market Place Advertisi														

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 30/10/2025)

SUB TOTAL		9,000.007,002.07		2,400.001,467.20		9,000.003,434.373,434.37			2,400.00967.88967.88						
11 Open Spaces		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
126	Verges - Highway		11,675.43		2,512.00		12,084.07		12,084.07	5,243.00					
127	Recreation Ground	9,000.00	49,990.38	65,000.00	115,397.38	9,000.00	900.82		900.82	66,500.00	40,900.82		40,900.82		
128	Staff Costs			98,450.00	85,437.63	9,000.00	4,500.00		4,500.00	84,375.00	52,230.49		52,230.49		
131	Equipment			3,000.00	2,530.68					4,500.00	2,405.91		2,405.91		
132	Repairs & Maintenanc			500.00	1,249.11		332.00		332.00	500.00	282.99		282.99		
133	In House Grass Reser	15,000.00				15,000.00									
134	Tree Maintenance			15,000.00	11,220.00					15,000.00	7,033.31		7,033.31		
135	St Michaels Developm			1,800.00	803.39						430.50		430.50		
136	Staithe/Old Station Ya			400.00	173.06						980.00		980.00		
137	Sapwell Close				72.07										
138	Paupers Grave			400.00	444.00					500.00	58.20		58.20		
139	Norfolk Homes			8,000.00	3,059.50						444.00		444.00		
140	Town Sign/Noticeboar		375.00												
141	Other Green Areas			400.00	2,885.30										
143	Pump														
144	Equipment Loan (Gras				10,280.00						10,280.00		10,280.00		
148	Petrol costs Grass Cur				1,365.86						1,763.57		1,763.57		
149	Verges - Equipment Lc														
150	Verges - Petrol Costs														
172	Replacement Furniture			500.00						500.00					
188	Precept	174,800.00	174,800.00			159,220.00	159,228.00		159,228.00						
197	Recreation Grounds M						16.00		16.00		2,251.00		2,251.00		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 30/10/2025)

SUB TOTAL	198,800.00	236,840.81	193,450.00	237,429.98	192,220.00	177,060.89	177,060.89	177,118.00	119,060.79	119,060.79	

		Last Year 2024-2025				Current Year 2025-2026								Next Year	
12 Events		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
160	General Events		588.36		103.03		1,442.63		1,442.63	7,700.00	2,771.60		2,771.60		
177	Christmas Events		1,921.50		1,901.04		243.85		243.85	1,003.00	390.00		390.00		
191	Events		1,885.95	2,000.00	1,497.91		32.45		32.45						
SUB TOTAL			4,395.81	2,000.00	3,501.98		1,718.93		1,718.93	8,703.00	3,161.60		3,161.60		

		Last Year 2024-2025				Current Year 2025-2026								Next Year	
13 Churchyard		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
142	War Memorial			500.00						100.00					
145	Wall and Footpath Mai			10,000.00	495.00		2,000.00		2,000.00	4,000.00					
146	Clock				4,580.00					300.00					
147	Lychgate									100.00					
157	Repairs & Maintenanc				11.66						14.52		14.52		
168	Grass Cutting				473.42					1,015.00					
182	Grounds Maintenance			1,450.00											
198	Staff Costs									10,858.00	6,858.10		6,858.10		
201	Precept					16,415.00	16,374.00		16,374.00						
SUB TOTAL				11,950.00	5,560.08	16,415.00	18,374.00		18,374.00	16,373.00	6,872.62		6,872.62		

All Cost Centres and Codes (Between 01/04/2025 and 30/10/2025)

Summary

Aylsham Town Council - Listing of Payments for all Cost Centres

Between 25th September 2025 and 29th October 2025

30 October 2025 (2025-2026)

01 General Purpose

2 Bank Interest /Ch

Date	Invoice	Description	Supplier	Net	Vat	Total
17/10/2025	2176/2177/21	Bank Charges	Square	5.00		5.00
23/10/2025	2236	Bank Charges	Sumup	2.54		2.54
26/10/2025	2255/2257	Bank Charges	Sumup	0.76		0.76
24/10/2025	2206/2207	Bank Charges	Sumup	1.69		1.69
27/10/2025	2254/2248	Bank Charges	Sumup	1.02		1.02
		Subtotal for Code:	Bank Interest /Charges	£11.01		£11.01

5 Recycling Credits

Date	Invoice	Description	Supplier	Net	Vat	Total
29/09/2025	SIV001163	Bottle Bank	URM	60.26	12.05	72.31
29/09/2025	SIV001107	Bottle Bank	URM	54.08	10.82	64.90
28/10/2025	SIV001312	Bottle Bank	URM	54.54	10.91	65.45
		Subtotal for Code:	Recycling Credits/Bottle	£168.88	£33.78	£202.66

7 Staff Costs

Date	Invoice	Description	Supplier	Net	Vat	Total
25/09/2025		Staff Costs	Wages	7,575.99		7,575.99
24/10/2025		Staff Costs	Wages	7,575.99		7,575.99
		Subtotal for Code:	Staff Costs	£15,151.98		£15,151.98

10 Office Expenses

Date	Invoice	Description	Supplier	Net	Vat	Total
01/10/2025	13031	Office Expenses	Scribe	36.00	7.20	43.20
02/10/2025	810515	Computer/IT	Intouch	83.34	16.67	100.01
02/10/2025	810516	Computer/IT	Intouch	14.50	2.90	17.40
02/10/2025	809957	Computer/IT	Intouch	62.50	12.50	75.00
02/10/2025	6913234121C	Telephone & Broadband	Vodafone	76.05	15.21	91.26
01/10/2025	17943	Website	Hugo Fox Ltd	2.49	0.50	2.99
01/10/2025	Q147 16	Telephone & Broadband	British Telecom	159.09	31.82	190.91
01/10/2025	05101702025	Telephone & Broadband	Shire Leasing	312.33	62.47	374.80
29/09/2025	Q028 DO	Telephone & Broadband	British Telecom	150.07	30.01	180.08
30/09/2025	M038 Q1	Telephone & Broadband	British Telecom	453.33	90.67	544.00
08/10/2025	236527	Photocopy Expenses	Mayday	22.00	4.40	26.40
08/10/2025		Various	Barclaycard	68.87	13.77	82.64
08/10/2025	3198612	Staff Costs	Office Expenses	4.20	0.84	5.04
22/10/2025	811485	Computer/IT	Intouch	62.50	12.50	75.00

22/10/2025	1787067	Water Machine	Cooleraid	7.47	1.49	8.96
22/10/2025	1787068	Water Machine	Cooleraid	7.47	1.49	8.96
22/10/2025	811218	Computer/IT	Intouch	83.88	16.78	100.66
22/10/2025	811217	Computer/IT	Intouch	31.18	6.24	37.42
23/10/2025	10023720	Office Expenses	J B Postle	10.00	2.00	12.00
21/10/2025		Telephone & Broadband	EE Limited	34.00	6.80	40.80
20/10/2025	B7200964	Photocopy Expenses	BNP Paribas Leasing Solutions	195.00	39.00	234.00
29/10/2025	6505156	Office Expenses	Viking	47.55	9.51	57.06
29/10/2025	GB52AY3AAI	Office Expenses	Amazon	21.62	4.32	25.94
29/10/2025	812085	Computer/IT	Intouch	83.34	16.67	100.01
29/10/2025	812057	Computer/IT	Intouch	14.50	2.90	17.40
		Subtotal for Code:	Office Expenses	£2,043.28	£408.66	£2,451.94

13 Equipment						
Date	Invoice	Description	Supplier	Net	Vat	Total
02/10/2025		Repairs & Maintenance	Staff Expenses	27.08	5.42	32.50
22/10/2025	GB525NJRAI	Equipment	Amazon	153.99	30.80	184.79
		Subtotal for Code:	Equipment	£181.07	£36.22	£217.29

17 Subscriptions & Memberships						
Date	Invoice	Description	Supplier	Net	Vat	Total
02/10/2025	2701004890	Licensing	Broadland District Council	180.00		180.00
		Subtotal for Code:	Subscriptions & Memberships	£180.00		£180.00

18 Professional Fees						
Date	Invoice	Description	Supplier	Net	Vat	Total
22/10/2025	SB20252806	Professional charges	PKF Littlejohn LLP	1,365.00	273.00	1,638.00
29/10/2025	1534	Professional charges	The Parkinson Partnership LLP	250.00	50.00	300.00
		Subtotal for Code:	Professional Fees	£1,615.00	£323.00	£1,938.00

19 Insurance						
Date	Invoice	Description	Supplier	Net	Vat	Total
25/09/2025	9658598	Insurance	Arthur J Gallagher Insurance Brokers	11,834.53		11,834.53
		Subtotal for Code:	Insurance	£11,834.53		£11,834.53

20 Chairman's Allowance						
Date	Invoice	Description	Supplier	Net	Vat	Total
22/10/2025	1051	Poppy Wreath	Royal British Legion	100.00		100.00
		Subtotal for Code:	Chairman's Allowance	£100.00		£100.00

26 Van						
Date	Invoice	Description	Supplier	Net	Vat	Total
02/10/2025	19468841	Van	Volkswagen Commercial	500.00		500.00
02/10/2025	CR03042765	Van	Volkswagen Commercial	-258.30		-258.30
02/10/2025		Repairs & Maintenance	Staff Expenses	35.00		35.00
02/10/2025	548062773	Van	Arthur J Gallagher Insurance Brokers	88.64		88.64
06/10/2025		Van	Arthur J Gallagher Insurance Brokers	1,119.31		1,119.31

08/10/2025		Various	Barclaycard	258.25	51.65	309.90
20/10/2025	21655645	Van	ALD Automotive	393.13	78.63	471.76
		Subtotal for Code:	Van	£2,121.26	£145.05	£2,266.31

163 Legal Expenses

Date	Invoice	Description	Supplier	Net	Vat	Total
08/10/2025	1102367	Professional charges	Birketts LLP	600.00	120.00	720.00
		Subtotal for Code:	Legal Expenses	£600.00	£120.00	£720.00

181 Repairs & Maintenance

Date	Invoice	Description	Supplier	Net	Vat	Total
02/10/2025	2007263127	Repairs & Maintenance	Screwfix	17.41	3.50	20.91
02/10/2025	I20613	Repairs & Maintenance	S & M Supplies	68.09	13.62	81.71
02/10/2025	I21154	Repairs & Maintenance	S & M Supplies	12.70	2.54	15.24
02/10/2025	I20819	Repairs & Maintenance	S & M Supplies	24.99	5.00	29.99
02/10/2025	GB5003LN5F	Repairs & Maintenance	Amazon	20.82	4.17	24.99
02/10/2025	GB51XB99AE	Repairs & Maintenance	Amazon	27.70	5.54	33.24
02/10/2025	GB51XLCCA	Repairs & Maintenance	Amazon	7.49	1.50	8.99
08/10/2025		Various	Barclaycard	16.66	3.33	19.99
22/10/2025	INV82167	Repairs & Maintenance	Total Re-Cal	90.00		90.00
22/10/2025	32176940	Repairs & Maintenance	Nisbets	136.60	27.32	163.92
22/10/2025	GB527JY5AE	Repairs & Maintenance	Amazon	44.16	8.83	52.99
22/10/2025	I20992	Repairs & Maintenance	S & M Supplies	71.91	14.40	86.31
29/10/2025	316154	Repairs & Maintenance	Ben Burgess	70.92	14.18	85.10
29/10/2025	230621	Repairs & Maintenance	Stacatruc	137.50	27.50	165.00
		Subtotal for Code:	Repairs & Maintenance	£746.95	£131.43	£878.38

199 Community Speedwatch

Date	Invoice	Description	Supplier	Net	Vat	Total
22/10/2025	2007703383	Community Speedwatch	Screwfix	6.57	1.32	7.89
22/10/2025	2007712343	Community Speedwatch	Screwfix	3.66	0.73	4.39
		Subtotal for Code:	Community Speedwatch	£10.23	£2.05	£12.28
		Subtotal for Cost Centre:	01 General Purpose	34,764.19	1,200.19	35,964.38

02 Town Hall

45 Staff Costs

Date	Invoice	Description	Supplier	Net	Vat	Total
25/09/2025		Staff Costs	Wages	3,331.07		3,331.07
24/10/2025		Staff Costs	Wages	3,318.44		3,318.44
		Subtotal for Code:	Staff Costs	£6,649.51		£6,649.51

48 Utilities

Date	Invoice	Description	Supplier	Net	Vat	Total
25/09/2025	2-05417432	Electricity	Engie Gas Limited	130.86	6.54	137.40
23/10/2025	1-01835819	Gas	Engie Gas Limited	53.37	2.67	56.04
23/10/2025	1-01835819	Gas	Engie Gas Limited	-27.79	-1.39	-29.18

23/10/2025	1-01835821	Gas	Engie Gas Limited	21.97	1.10	23.07
22/10/2025	15661251	Water	Wave	256.16		256.16
21/10/2025	15656150	Water	Wave	110.25		110.25
28/10/2025	2-05522629	Electricity	Engie Gas Limited	134.52	6.73	141.25
		Subtotal for Code:	Utilities	£679.34	£15.65	£694.99

50 Cleaning/Sanitary

Date	Invoice	Description	Supplier	Net	Vat	Total
02/10/2025	098	Window Cleaning	Mr Brightside Pure Water Window	40.00		40.00
02/10/2025	32032639	Cleaning/Sanitary/Refuse	Nisbets	19.28	3.85	23.13
02/10/2025	32041330	Cleaning/Sanitary/Refuse	Nisbets	12.38	2.47	14.85
22/10/2025	GB525HLVAI	Cleaning/Sanitary/Refuse	Amazon	107.50	21.50	129.00
27/10/2025	283T15638	Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	452.35	90.47	542.82
		Subtotal for Code:	Cleaning/Sanitary/Refus	£631.51	£118.29	£749.80

51 Repairs & Maintenance

Date	Invoice	Description	Supplier	Net	Vat	Total
02/10/2025	8949	Professional charges	Eastern Security Systems (ESS L	350.00	70.00	420.00
02/10/2025	GB5005GD4	Equipment	Amazon	75.00	15.00	90.00
22/10/2025	6112	Repairs & Maintenance	Ace Fire	150.00	30.00	180.00
		Subtotal for Code:	Repairs & Maintenance	£575.00	£115.00	£690.00
		Subtotal for Cost Centre:	02 Town Hall	8,535.36	248.94	8,784.30

03 Drill Hall

63 Staff Costs

Date	Invoice	Description	Supplier	Net	Vat	Total
25/09/2025		Staff Costs	Wages	3,749.94		3,749.94
24/10/2025		Staff Costs	Wages	3,743.62		3,743.62
		Subtotal for Code:	Staff Costs	£7,493.56		£7,493.56

66 Broadband

Date	Invoice	Description	Supplier	Net	Vat	Total
08/10/2025	810685	Computer/IT	Intouch	50.00	10.00	60.00
		Subtotal for Code:	Broadband	£50.00	£10.00	£60.00

67 Utilities

Date	Invoice	Description	Supplier	Net	Vat	Total
25/09/2025	2-05439074	Electricity	Engie Gas Limited	540.34	27.02	567.36
23/10/2025	1-01835818	Gas	Engie Gas Limited	0.63	0.03	0.66
28/10/2025	2-05522632	Electricity	Engie Gas Limited	605.98	121.20	727.18
		Subtotal for Code:	Utilities	£1,146.95	£148.25	£1,295.20

70 Cleaning/Sanitary

Date	Invoice	Description	Supplier	Net	Vat	Total
02/10/2025	052	Window Cleaning	Mr Brightside Pure Water Window	18.00		18.00
27/10/2025	283T15637	Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	131.70	26.34	158.04

		Subtotal for Code:	Cleaning/Sanitary/Refus	£149.70	£26.34	£176.04
71 Repairs & Maintenance						
Date	Invoice	Description	Supplier	Net	Vat	Total
02/10/2025	2007306305	Repairs & Maintenance	Screwfix	35.80	7.17	42.97
02/10/2025	8949	Professional charges	Eastern Security Systems (ESS L	250.00	50.00	300.00
02/10/2025	624316	Repairs & Maintenance	M D Thompson	41.93	8.38	50.31
08/10/2025		Various	Barclaycard	168.33	33.67	202.00
22/10/2025	6113	Repairs & Maintenance	Ace Fire	150.00	30.00	180.00
22/10/2025	2007712936	Repairs & Maintenance	Screwfix	26.06	5.21	31.27
22/10/2025	625895	Repairs & Maintenance	M D Thompson	85.64	17.13	102.77
		Subtotal for Code:	Repairs & Maintenance	£757.76	£151.56	£909.32
		Subtotal for Cost Centre:	03 Drill Hall	9,597.97	336.15	9,934.12
05 Cemetery Cottage						
81 Rent						
Date	Invoice	Description	Supplier	Net	Vat	Total
30/09/2025		Rent	Sequence	99.97		99.97
		Subtotal for Code:	Rent	£99.97		£99.97
		Subtotal for Cost Centre:	05 Cemetery Cottage	99.97		99.97
06 Public Toilets						
85 Utilities						
Date	Invoice	Description	Supplier	Net	Vat	Total
25/09/2025	2-05439075	Electricity	Engie Gas Limited	208.93	10.45	219.38
22/10/2025	15661015	Water	Wave	699.69		699.69
28/10/2025	2-05531877	Electricity	Engie Gas Limited	222.28	11.11	233.39
		Subtotal for Code:	Utilities	£1,130.90	£21.56	£1,152.46
86 Repairs & Maintenance						
Date	Invoice	Description	Supplier	Net	Vat	Total
22/10/2025	2007962005	Repairs & Maintenance	Screwfix	77.91	15.58	93.49
		Subtotal for Code:	Repairs & Maintenance	£77.91	£15.58	£93.49
88 Cleaning Contract						
Date	Invoice	Description	Supplier	Net	Vat	Total
08/10/2025	0955	Cleaning/Sanitary/Refuse	Barnett's Cleaning	811.95	162.39	974.34
		Subtotal for Code:	Cleaning Contract	£811.95	£162.39	£974.34
		Subtotal for Cost Centre:	06 Public Toilets	2,020.76	199.53	2,220.29
07 Other Properties						
91 Staff Costs						
Date	Invoice	Description	Supplier	Net	Vat	Total
25/09/2025		Staff Costs	Wages	1,095.45		1,095.45

24/10/2025	Staff Costs	Wages	1,089.14	1,089.14
		Subtotal for Code: Staff Costs	£2,184.59	£2,184.59
		Subtotal for Cost Centre: 07 Other Properties	2,184.59	2,184.59

08 Cemetery

99 Staff Costs				
Date	Invoice	Description	Supplier	Total
25/09/2025		Staff Costs	Wages	2,012.56
24/10/2025		Staff Costs	Wages	2,006.24
		Subtotal for Code: Staff Costs	£4,018.80	£4,018.80
		Subtotal for Cost Centre: 08 Cemetery	4,018.80	4,018.80

09 Allotments

111 Rents Received				
Date	Invoice	Description	Supplier	Total
09/10/2025	2156	Bank Charges	Sumup	0.25
10/10/2025	2157	Bank Charges	Sumup	0.85
		Subtotal for Code: Rents Received	£1.10	£1.10

114 Staff Costs				
Date	Invoice	Description	Supplier	Total
25/09/2025		Staff Costs	Wages	2,628.67
24/10/2025		Staff Costs	Wages	2,622.35
		Subtotal for Code: Staff Costs	£5,251.02	£5,251.02

117 Allotment Deposits				
Date	Invoice	Description	Supplier	Total
22/10/2025	BM31	Allotment deposit	Allotment Holder	100.00
29/10/2025		Allotment deposit	Allotment Holder	100.00
29/10/2025		Allotment deposit	Allotment Holder	35.00
		Subtotal for Code: Allotment Deposits	£235.00	£235.00

118 Rent-National Trust				
Date	Invoice	Description	Supplier	Total
02/10/2025	871772	National Trust	National Trust	300.00
		Subtotal for Code: Rent-National Trust	£300.00	£360.00

180 Water				
Date	Invoice	Description	Supplier	Total
01/10/2025	43	Water	SES Business	29.13
		Subtotal for Code: Water	£29.13	£29.13
		Subtotal for Cost Centre: 09 Allotments	5,816.25	5,876.25

10 Markets

120 Market Rents

Date	Invoice	Description	Supplier	Net	Vat	Total
29/09/2025		Bank Charges	Sumup	0.13		0.13
06/10/2025		Bank Charges	Sumup	0.36		0.36
13/10/2025		Bank Charges	Sumup	0.39		0.39
20/10/2025		Bank Charges	Sumup	0.26		0.26
		Subtotal for Code:	Market Rents	£1.14		£1.14
		Subtotal for Cost Centre:	10 Markets	1.14		1.14

11 Open Spaces

Date	127 Recreation Ground Invoice	Description	Supplier	Net	Vat	Total
14/10/2025		Recreation Ground Grant	Recreation Ground	13,300.00		13,300.00
		Subtotal for Code:	Recreation Ground	£13,300.00		£13,300.00

Date	128 Staff Costs Invoice	Description	Supplier	Net	Vat	Total
25/09/2025		Staff Costs	Wages	7,366.56		7,366.56
24/10/2025		Staff Costs	Wages	7,341.30		7,341.30
		Subtotal for Code:	Staff Costs	£14,707.86		£14,707.86

Date	134 Tree Maintenance Invoice	Description	Supplier	Net	Vat	Total
02/10/2025	233-25	Tree Maintenance	M J Tree Services Ltd	480.00	96.00	576.00
02/10/2025	228-25	Tree Maintenance	M J Tree Services Ltd	1,786.64	357.33	2,143.97
		Subtotal for Code:	Tree Maintenance	£2,266.64	£453.33	£2,719.97

Date	144 Equipment Loan (Grass Cutting) Invoice	Description	Supplier	Net	Vat	Total
02/10/2025	488516	Grass Cutting	Ben Burgess	1,285.00	257.00	1,542.00
29/10/2025	400363	Grass Cutting	Ben Burgess	1,285.00	257.00	1,542.00
		Subtotal for Code:	Equipment Loan (Grass Cutting)	£2,570.00	£514.00	£3,084.00

Date	148 Petrol costs Grass Cutting Invoice	Description	Supplier	Net	Vat	Total
08/10/2025		Various	Barclaycard	322.42	64.48	386.90
		Subtotal for Code:	Petrol costs Grass Cutting	£322.42	£64.48	£386.90
		Subtotal for Cost Centre:	11 Open Spaces	33,166.92	1,031.81	34,198.73

12 Events

Date	177 Christmas Events Invoice	Description	Supplier	Net	Vat	Total
22/10/2025		Christmas	Hooked on Stitching	15.00		15.00
		Subtotal for Code:	Christmas Events	£15.00		£15.00
		Subtotal for Cost Centre:	12 Events	15.00		15.00

13 Churchyard

198 Staff Costs

Date	Invoice	Description	Supplier	Net	Vat	Total
25/09/2025		Staff Costs	Wages	975.38		975.38
24/10/2025		Staff Costs	Wages	975.38		975.38
		Subtotal for Code:	Staff Costs	£1,950.76		£1,950.76
		Subtotal for Cost Centre:	13 Churchyard	1,950.76		1,950.76

14 Street Scene

151 Utilities

Date	Invoice	Description	Supplier	Net	Vat	Total
30/09/2025	13953488	Electricity	Npower Business Solutions	536.23	107.25	643.48
30/09/2025	13953507	Electricity	Npower Business Solutions	581.21	116.24	697.45
30/09/2025	13953511	Electricity	Npower Business Solutions	690.23	138.05	828.28
24/10/2025	IN14159397	Electricity	Npower Business Solutions	790.27	158.05	948.32
		Subtotal for Code:	Utilities	£2,597.94	£519.59	£3,117.53

152 Street Lighting Maintenance

Date	Invoice	Description	Supplier	Net	Vat	Total
22/10/2025	0373	Street Lighting Maintenance	T T Jones Electrical Ltd	300.00	60.00	360.00
22/10/2025	0378	Street Lighting Maintenance	T T Jones Electrical Ltd	150.00	30.00	180.00
23/10/2025	92272918	Street Lighting Maintenance	UK Power Networks	476.00	95.20	571.20
		Subtotal for Code:	Street Lighting Maintenance	£926.00	£185.20	£1,111.20

153 Street Lighting Inspection

Date	Invoice	Description	Supplier	Net	Vat	Total
29/10/2025	0386	Street Lighting Inspection	T T Jones Electrical Ltd	792.00	158.40	950.40
		Subtotal for Code:	Street Lighting Inspection	£792.00	£158.40	£950.40

155 Bus Shelter

Date	Invoice	Description	Supplier	Net	Vat	Total
22/10/2025	17231	Bus Shelter	Westcotec	3,924.00	784.80	4,708.80
		Subtotal for Code:	Bus Shelter	£3,924.00	£784.80	£4,708.80
		Subtotal for Cost Centre:	14 Street Scene	8,239.94	1,647.99	9,887.93

Earmarked Reserves

202 Transport

Date	Invoice	Description	Supplier	Net	Vat	Total
22/10/2025	INV034076	Norwich Road Transport Hub	Canham Consulting	1,250.00	250.00	1,500.00
		Subtotal for Code:	Transport	£1,250.00	£250.00	£1,500.00
		Subtotal for Cost Centre:	Earmarked Reserves	1,250.00	250.00	1,500.00

Aylsham Town Council

30 October 2025 (2025-2026)

Listing of Receipts in each Code for All Cost Centres

(Between 25-09-2025 and 29-10-2025)

Cost 01 General Purpose

3 CIL

Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
24/10/2025		01 Barclays Curren	CIL	Broadland District Council	29,536.52		29,536.52
			Subtotal for Code:	CIL	£29,536.52		£29,536.52

5 Recycling Credits/Bottl

Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
21/10/2025		01 Barclays Curren	Recycling Credits	Norfolk County Council	764.70		764.70
			Subtotal for Code:	Recycling Credits/Bottle	£764.70		£764.70

19 Insurance

Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
15/10/2025		01 Barclays Curren	Insurance	Arthur J Gallagher Insurance Brok	30.39	6.08	36.47
			Subtotal for Code:	Insurance	£30.39	£6.08	£36.47

21 Climate Change

Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
30/09/2025		01 Barclays Curren	ACE	Donation	92.99		92.99
08/10/2025		01 Barclays Curren	ACE	Donation	71.73		71.73
			Subtotal for Code:	Climate Change	£164.72		£164.72

162 VAT

Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
22/10/2025		01 Barclays Curren	CIL	HMRC		8,235.33	8,235.33
			Subtotal for Code:	VAT		£8,235.33	£8,235.33
			Subtotal for Cost Centre:	01 General Purpose	30,496.33	8,241.41	38,737.74

Cost 02 Town Hall

44 Hirings - Town Hall

Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
30/09/2025	2025-2026/21	01 Barclays Curren	Hirings	Private Hirer	102.00		102.00
30/09/2025	2025-2026/21	01 Barclays Curren	Hirings	Community Hirer	48.00		48.00
30/09/2025	2025-2026/21	01 Barclays Curren	Hirings	Community Hirer	48.00		48.00
01/10/2025	2025-2026/21	01 Barclays Curren	Hirings	Community Hirer	175.00		175.00
07/10/2025	2025-2026/21	01 Barclays Curren	Hirings	Community Hirer	24.00		24.00
07/10/2025	2025-2026/21	01 Barclays Curren	Hirings	Community Hirer	72.00		72.00

08/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Private Hirer	28.00	28.00
08/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	48.00	48.00
08/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	42.00	42.00
13/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Business	60.00	60.00
13/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	48.00	48.00
14/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	36.00	36.00
15/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	30.00	30.00
15/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	240.00	240.00
15/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	180.00	180.00
15/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	240.00	240.00
21/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	48.00	48.00
21/10/2025	2025-2026/22	01 Barclays Curre	Hirings	Community Hirer	84.00	84.00
22/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Business	98.00	98.00
29/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	107.00	107.00
29/10/2025	2025-2026/22	01 Barclays Curre	Hirings	Private Hirer	28.00	28.00
				Subtotal for Code: Hirings - Town Hall	£1,786.00	£1,786.00
				Subtotal for Cost Centre: 02 Town Hall	1,786.00	1,786.00

Cost 03 Drill Hall

61 Storage Rent							
Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
10/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	20.00		20.00
				Subtotal for Code: Storage Rent	£20.00		£20.00
62 Hirings - Drill Hall							
Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
02/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	250.00		250.00
02/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	25.00		25.00
02/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	30.00		30.00
01/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	100.00		100.00
01/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	50.00		50.00
01/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	10.00		10.00
01/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Private Hirer	40.00		40.00
30/09/2025	2025-2026/21	01 Barclays Curre	Hirings	Business Hirer	40.00		40.00
30/09/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	20.00		20.00
30/09/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	112.50		112.50
29/09/2025	2025-2026/20	01 Barclays Curre	Hirings	Business Hirer	50.00		50.00
03/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Business Hirer	500.00		500.00
03/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	200.00		200.00
10/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	125.00		125.00
15/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	40.00		40.00
16/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Community Hirer	150.00		150.00
21/10/2025	2025-2026/22	01 Barclays Curre	Hirings	Business	3,000.00		3,000.00
28/10/2025	2025-2026/21	01 Barclays Curre	Hirings	Business	40.00		40.00
28/10/2025	2025-2026/22	01 Barclays Curre	Hirings	Business	40.00		40.00
29/10/2025	2025-2026/22	01 Barclays Curre	Hirings	Community Hirer	250.00		250.00

Cost	29/10/2025	2025-2026/22	01 Barclays Current	Hirings	Community Hirer	20.00	20.00		
					Subtotal for Code: Hirings - Drill Hall	£5,092.50	£5,092.50		
					Subtotal for Cost Centre: 03 Drill Hall	5,112.50	5,112.50		
Cost	04 23 Market Place	80 Rent/Insurance							
		Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
	29/09/2025			01 Barclays Current	Rent	Sequence	1,250.00		1,250.00
					Subtotal for Code: Rent/Insurance		£1,250.00		£1,250.00
					Subtotal for Cost Centre: 04 23 Market Place		1,250.00		1,250.00
Cost	05 Cemetery Cottage	81 Rent							
		Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
	30/09/2025			01 Barclays Current	Rent	Sequence	775.00		775.00
					Subtotal for Code: Rent		£775.00		£775.00
					Subtotal for Cost Centre: 05 Cemetery Cottage		775.00		775.00
Cost	07 Other Properties	94 Other Income							
		Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
	24/10/2025	2025-2026/22		01 Barclays Current	Lease Income	Broadland Consultants Ltd	50.00		50.00
					Subtotal for Code: Other Income		£50.00		£50.00
					Subtotal for Cost Centre: 07 Other Properties		50.00		50.00
Cost	08 Cemetery	96 Interments							
		Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
	22/10/2025	2025-2026/21		01 Barclays Current	Ashes Interment	Ivan Fisher	170.00		170.00
					Subtotal for Code: Interments		£170.00		£170.00
Cost	08 Cemetery	98 Exclusive Rights							
		Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
	22/10/2025	2025-2026/21		01 Barclays Current	Ashes Interment	Ivan Fisher	325.00		325.00
					Subtotal for Code: Exclusive Rights		£325.00		£325.00
					Subtotal for Cost Centre: 08 Cemetery		495.00		495.00
Cost	09 Allotments	111 Rents Received							
		Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
	14/10/2025	2025-2026/21		01 Barclays Current	Allotments	Allotment Holder	50.00		50.00
	14/10/2025	2025-2026/21		01 Barclays Current	Allotment Rent	Allotment Holder	50.00		50.00

27/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	30.00	30.00
27/10/2025	2025-2026/21	01 Barclays Curre	Allotments	Allotment Holder	50.00	50.00
27/10/2025	2025-2026/21	01 Barclays Curre	Allotments	Allotment Holder	50.00	50.00
27/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	30.00	30.00
27/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	13.78	13.78
26/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	15.00	15.00
26/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	30.00	30.00
24/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	50.00	50.00
24/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	50.00	50.00
27/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	30.00	30.00
27/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	30.00	30.00
28/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	30.00	30.00
29/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	50.00	50.00
29/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	15.00	15.00
29/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	30.00	30.00
Subtotal for Code: Rents Received					£2,698.78	£2,698.78

117 Allotment Deposits

Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
14/10/2025	2025-2026/21	01 Barclays Curre	Allotments	Allotment Holder	100.00		100.00
22/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	100.00		100.00
23/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	100.00		100.00
27/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	100.00		100.00
28/10/2025	2025-2026/22	01 Barclays Curre	Allotments	Allotment Holder	100.00		100.00
Subtotal for Code: Allotment Deposits					£500.00		£500.00
Subtotal for Cost Centre: 09 Allotments					3,198.78		3,198.78

Cost 10 Markets

120 Market Rents

Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
29/09/2025		01 Barclays Curre	Market Rent	Market Rent	7.50		7.50
02/10/2025		01 Barclays Curre	Market Rent	Market Rent	387.00		387.00
02/10/2025		01 Barclays Curre	Market Rent	Market Rent	75.00		75.00
06/10/2025		01 Barclays Curre	Market Rent	Sumup	7.50		7.50
08/10/2025		01 Barclays Curre	Market Rent	Market Rent	99.00		99.00
14/10/2025		01 Barclays Curre	Market Rent	Market Rent	99.00		99.00
13/10/2025		01 Barclays Curre	Market Rent	Market Rent	22.50		22.50
21/10/2025		01 Barclays Curre	Market Rent	Market Rent	77.00		77.00
20/10/2025		01 Barclays Curre	Market Rent	Market Rent	15.00		15.00
29/10/2025		01 Barclays Curre	Market Rent	Market Rent	81.00		81.00
Subtotal for Code: Market Rents					£870.50		£870.50

121 Farmers Market Rent

Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
02/10/2025		01 Barclays Curre	Farmers Market	Farmers Market	10.00		10.00
06/10/2025		01 Barclays Curre	Farmers Market	Sumup	13.50		13.50

08/10/2025		01 Barclays Curre	Farmers Market	Farmers Market	27.00		27.00
				Subtotal for Code: Farmers Market Rent	£50.50		£50.50
				Subtotal for Cost Centre: 10 Markets	921.00		921.00
Cost 11 Open Spaces							
	197 Recreation Grounds Ma						
Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
07/10/2025	2025-2026/20	01 Barclays Curre	Repairs & Maintenance	Recreation Ground	11.00	2.20	13.20
07/10/2025	2025-2026/20	01 Barclays Curre	Repairs & Maintenance	Recreation Ground	5.00	1.00	6.00
				Subtotal for Code: Recreation Grounds Ma	£16.00	£3.20	£19.20
				Subtotal for Cost Centre: 11 Open Spaces	16.00	3.20	19.20
Cost 12 Events							
	160 General Events						
Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
03/10/2025		01 Barclays Curre	Grants & Donations Received	Broadland District Council	300.00		300.00
				Subtotal for Code: General Events	£300.00		£300.00
	177 Christmas Events						
Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
30/09/2025		01 Barclays Curre	Christmas light infastructure	Christmas	88.85		88.85
09/10/2025		01 Barclays Curre	Christmas	Christmas	15.00		15.00
16/10/2025		01 Barclays Curre	Christmas	Christmas	40.00		40.00
16/10/2025		01 Barclays Curre	Christmas	Christmas	20.00		20.00
				Subtotal for Code: Christmas Events	£163.85		£163.85
				Subtotal for Cost Centre: 12 Events	463.85		463.85
Cost 13 Churchyard							
	145 Wall and Footpath Main						
Date	Invoice	Bank	Description	Supplier	Net	Vat	Total
30/09/2025		01 Barclays Curre	Church	Donation	2,000.00		2,000.00
				Subtotal for Code: Wall and Footpath Main	£2,000.00		£2,000.00
				Subtotal for Cost Centre: 13 Churchyard	2,000.00		2,000.00
TOTALS					£46,564.46	£8,244.61	£54,809.07

Aylsham Town Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Bottle Bank	5,312.93	479.26	825.00		4,967.19
Cittaslow	573.76				573.76
Community Events	7,200.00				7,200.00
Christmas Decorations	1,820.26				1,820.26
Election	2,500.00				2,500.00
Marquees	1,638.26		1,371.22	294.27	561.31
Drill Hall	10,000.00				10,000.00
Town Hall	17,000.00				17,000.00
Properties	19,100.00				19,100.00
Public Toilets					0.00
Cemetery	24,769.35				24,769.35
Open Spaces	70,400.00				70,400.00
Highway Verges	14,102.88	-14,102.88			0.00
Recreation Ground	50,000.00		2,251.00	16.00	47,765.00
Churchyard	46,000.00	9,505.00			55,505.00
Street Furniture	7,853.50				7,853.50
Allotment Deposits	6,685.00				6,685.00
Hall Hire Deposit					0.00
CIL	31,668.36				31,668.36
Cemetery Cottage	2,000.00				2,000.00
Youth	3,000.00				3,000.00
Skate Park	1,148.67				1,148.67
Communications	4,730.00				4,730.00
In House Grass	10,000.00	-10,000.00			0.00
Boiler Reserve	29,903.63				29,903.63
Climate Group	909.00				909.00
ACE Events			148.29	621.00	472.71
CIL 2025.2026		33,952.20			33,952.20
Transport Hub Reserve			7,479.25	10,000.00	2,520.75
Total Earmarked	368,315.60	19,833.58	12,074.76	10,931.27	387,005.69
TOTAL RESERVE	368,315.60	19,833.58	12,074.76	10,931.27	387,005.69
GENERAL FUND					245,745.61
TOTAL FUNDS					632,751.30

Email

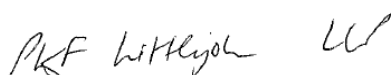
To:	TownClerk@aylsham-tc.gov.uk	Date:	21 October 2025
Organisation:	Aylsham Town Council	Our ref:	NO0018
From:	sba@pkf-l.com	Your ref:	

Dear Ms LeBon

We issued our final report and certificate for Aylsham Town Council on 27 September 2025 which contained an 'other' matter in relation to the smaller authority not providing an adequate explanation for the difference between the published PWLB loan figure as at 31 March 2025 and the balance included in Box 10 of Section 2.

Additional information in relation to Section 2, Box 10 has been provided which confirms the difference relates in full to the balance outstanding on a Salix loan as at 31 March 2025 of £10,000. This sufficiently confirms the balance and accordingly the 'other' matter raised no longer applies.

Unfortunately, once we issue our opinion and certify closure we are unable to reissue our report; however this email may be published alongside the final report and certificate for clarification.



Kind Regards

SBA Team
For and on behalf of PKF Littlejohn LLP
sba@pkf-l.com

Tel: +44 (0)20 7516 2200 • www.pkf-l.com
PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

If there are any problems receiving this message please telephone +44 (0)20 7516 2200

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n:\ajs\saaa\planning\2024-25\s3 report corrections\no0018 aylsham town council - post closure letter re other matter.docx

Meeting of Aylsham Town Council – 5th November 2025

Item 12 - Finance

g) To Receive Report of Community Infrastructure Levy Funds

A payment of £29,536.52 has been received from Broadland District Council in relation to Community Infrastructure Levy collected between 1st April and 30th September 2025. This is broken down as follows:

Planning Application	Detail	Amount
20230055	Aylsham Garden Centre	£8,831.36
20222089	Norwich Rd P2/1	£20,705.16
	TOTAL	£29,536.52

This has been moved into earmarked reserves.

The Town Council's CIL balance now stands at:

CIL Received Pre 2025	£31,668.36
CIL Received 25/26	£33,952.20
TOTAL	£65,520.56

Meeting of Aylsham Town Council – 5th November 2025

Item 12 - Finance

h) To Consider moving of £1'470 from Communications EMR to revenue account to support regular page in Just Aylsham until 31st March 2026

The Communications Earmarked Reserve shows as £4,730. Of this, £1,606 has been allocated to the Visit Aylsham project, which leaves a balance of £3,124.

The Town Council has regularly come under criticism of how it distributes information. Since the employment of a Communications Officer, transfer of information via Social Media has been much improved. However, Just Aylsham is the only method of guaranteeing that information is distributed to the whole of Aylsham. The cost to a council for a page is £210. There are five editions due between 1st January 2026 and financial year end, with a further two editions before Christmas. This would mean a transfer from Earmarked Reserves to revenue of £1,470, leaving a balance in Earmarked reserves of £1,654.

Could councillors consider whether this would be an appropriate use of some of this reserve money.



AYLSHAM TOWN COUNCIL ACE PROJECT PROPOSAL



Approved in Principle:

Full Approval:

PROJECT TITLE: Publicising Aylsham business greening projects

ACE SUB-GROUP(S) INVOLVED:

LEADER OF PROJECT: Grizelda Tyler and Kay Montandon

OUTLINE of the PROJECT

Please write a brief description of the project, including full details of how the project will be delivered and any working partnerships involved.

Aylsham declared a climate emergency 5 years ago. Progress has been made in the town with carbon footprint reduction, biodiversity enhancement and sustainable transport projects. ACE would like to celebrate the contribution that has also been made by businesses in the town and encourage them to promote their successes and seek further environmental improvements.

ACE proposes sending out letters / emails from the TC / ACE asking businesses to shout about their green progress and credentials. Articles will then be written about these businesses to go in local magazine and on ACE website / social media.

Timescale: November

External Funding (please specify):

Approximate funding required from ACE/Town Council £ a day of media officer time

ABOUT the PROJECT

What is the need for this Project? Promoting businesses in Aylsham and the progress made on environmental issues

Who will benefit? Businesses from publicity. ACE/TC from the promotion of further environmental improvements. Residents from the benefits that these bring.

How will those taking part help design, implement & evaluate the project? Several members of ACE and the TC will collaborate.

Is Town Council staff involvement required? Putting the info on the website and social media will require the media officer

What are the publicity requirements and who will lead on this? Project leaders and media officer.

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

How will the success of the project be evaluated? New projects identified by businesses. Amount of publicity generated.

WHEN WILL THE PROJECT BEGIN & END?

Estimate if unsure:

START:

Month & Year: Nov 2025

END:

Month & Year: Feb 2026

Procedure for ACE Projects

In the first instance, members are required to complete this Project Form, giving an outline of what the project involves and an approximate cost. This will be considered by ACE, and if it is supported, it will receive approval 'in principle', and will be able to progress to the next stage.

Members are then required to provide more details of the project, including plans, maps, drawings and work programmes.

The full proposal will be considered at an ACE Meeting and if necessary the following Town Council Meeting. If the project gains full approval, it will be managed by the relevant sub-group with regular reports to ACE.

Please complete this form and send to the Town Clerk (townclerk@aylsham-tc.gov.uk) at least one week prior to the ACE meeting at which it will be considered.

Submitted by Kay Montandon 29/10/2025

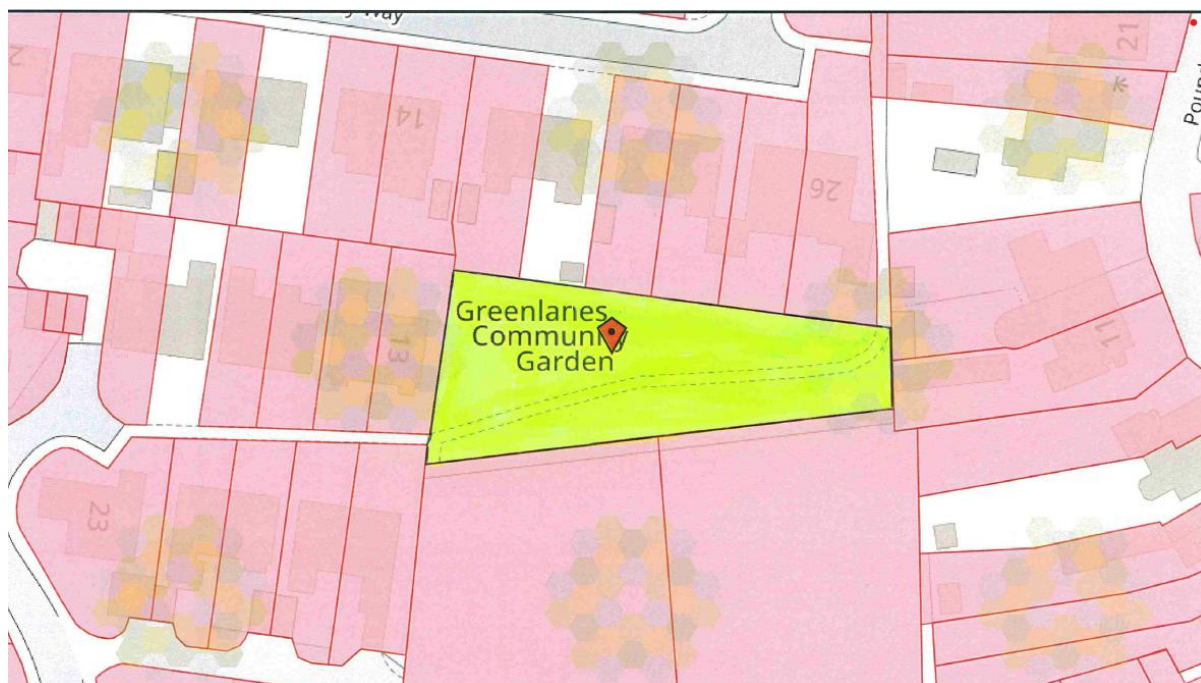
Meeting of Aylsham Town Council – 5th November 2025

Item 14 To Consider Application to Land Registry to Register the Community Gardens in the name of the Town Council

Aylsham Town Council continues to work with Birketts to register land under the Town Council's ownership, with Land Registry. The application to register land on Sapwell Close has been made and is awaiting a decision from Land Registry. In the meantime, Birketts has produced the draft documentation for the Community Gardens, however, further assistance is required to make the Town Council's case stronger.

Birketts has stated:

Aylsham Parish Council (now referred to as Aylsham Town Council (since 1993) has owned the land known as Greenlanes Community Garden since at least [earliest], this being the earliest date that anybody employed by Aylsham Town Council has memory of the land being in their ownership. It used to be used as an equipped children's play area, colloquially known as the 'Little Rec' but in 2010, it was transformed into a community garden (which won an award upon creation). Now, Aylsham Town Council continues to maintain the Property through activities such as grass cutting and the removal of refuse and rubbish. It is open space amenity land that we provide for the enjoyment and use of residents of the town.



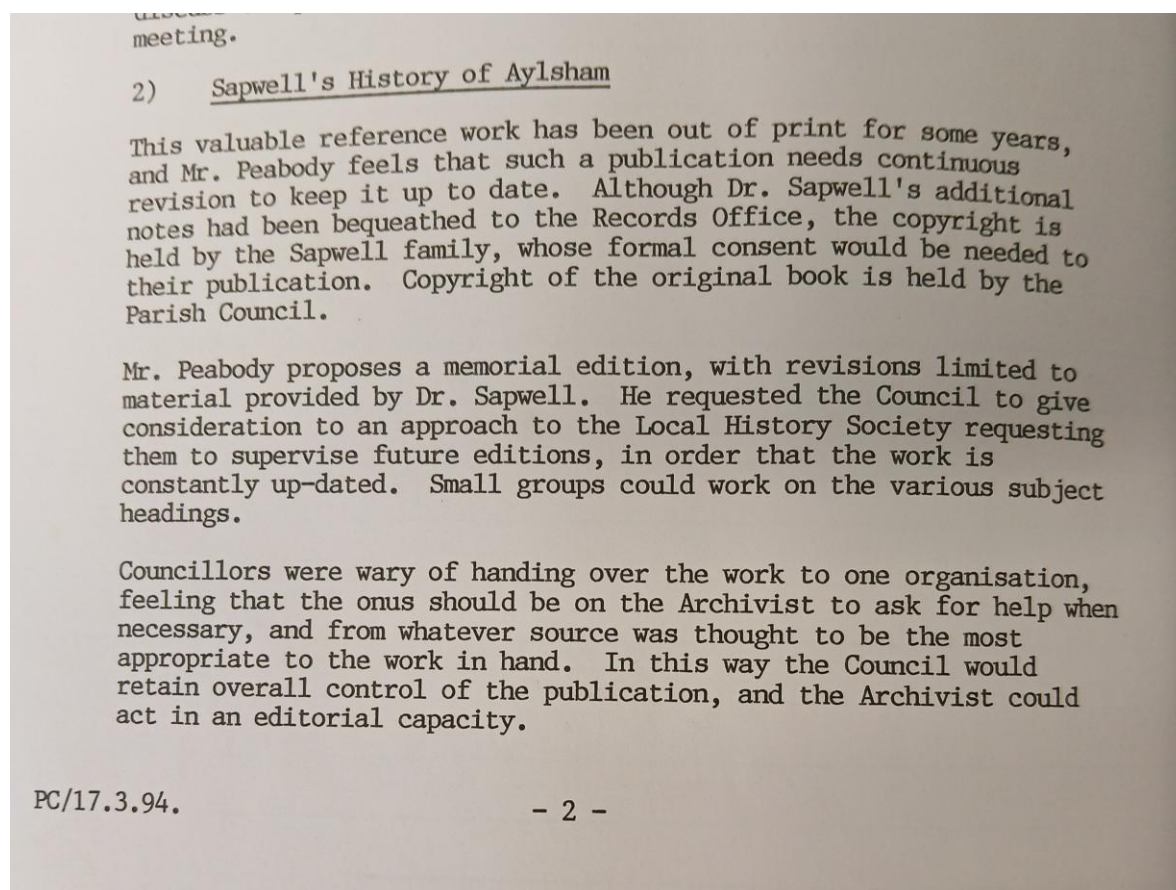
If there is any known history, preferably with dates so the minutes can be referred to, please let the Clerk know.

Meeting of Aylsham Town Council – 5th November 2025

Item 15 - To Consider Proposal from Aylsham Archives for the Publishing of a Second Edition of A History of Aylsham

Aylsham archives has been given permission by Philip Sapwell to publish a second edition of his father's History of Aylsham (1960). This will be a revision with additions that Dr John collected in the 1970s with a view to updating his work and including corrections based on research undertaken during the last 60 years.

Detailed in the Parish Council Minutes of March 1994 it has been discovered that the copyright in the original book lies with the council and that they were at that time happy to publish and for the then archivist to have editorial control. The Sapwells have copyright in the additional notes collected by Dr John and that has been agreed.



Honorary Town Archivist Oct 2025

Could the Town Council please consider:

- 1) As owner of the copyright, could permission be granted for a second edition
- 2) For consideration of a contribution to printing (total cost anticipated to be £2300) in the 2026/2027 budget.

Town Clerk

From: PFR <PFR@norfolk.gov.uk>
Sent: 01 October 2025 18:45
Subject: PFR engagement pack and questionnaire
Attachments: Questions for Parish Councils.docx; Engagement Info Pack_V4 .pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good evening,

I am contacting parish/town councils in Norfolk that have been affected by flooding. We are seeking your opinions on our existing Property Flood Resilience (PFR) schemes and how we as a Council look at options to mitigate flood risk.

The current property flood resilience (PFR) process has been affected by the increased frequency of storm events, including Storm Babet, meaning resources were diverted to respond to flooding reports across the county. Norfolk County Council have taken steps to reduce any further delays by employing a dedicated Flood Risk Officer to deliver PFR schemes. However, there are areas within the process that we believe we can improve on. This engagement process will then in turn help us to review our current processes, with the aim to improve how we deliver these projects going forward.

I have attached an information pack with further details and questions. Please can you either return your responses to the questionnaire and any additional comments you wish to share via:

- Email to PFR@norfolk.gov.uk
- Post to Flood and Water Team, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH

Please let me know if you are having trouble accessing these and I can arrange for a copy to be posted.

Kind regards,

Ellen

Ellen Moore BSc (Hons), MCIWEM
Flood Risk Officer
Flood and Water Management
Infrastructure
Tel: 0344 800 8020

You can report flooding to the Norfolk Flooding Hotline on 0344 800 8013

Email: pfr@norfolk.gov.uk for property flood resilience applications

Email: suds@norfolk.gov.uk for flood schemes/projects

Email: lfra@norfolk.gov.uk for any pre-planning or statutory consultee enquiries

Email: water.management@norfolk.gov.uk for any reports of flooding, watercourse regulation or general enquiries

Disclaimer

We have relied on the accuracy and completeness of the information supplied to us in providing the above advice and can take no responsibility for incorrect data or interpretation, or omissions, in such information. If we have not referred to a particular issue in our response, it should not be assumed that there is no impact associated with that issue.



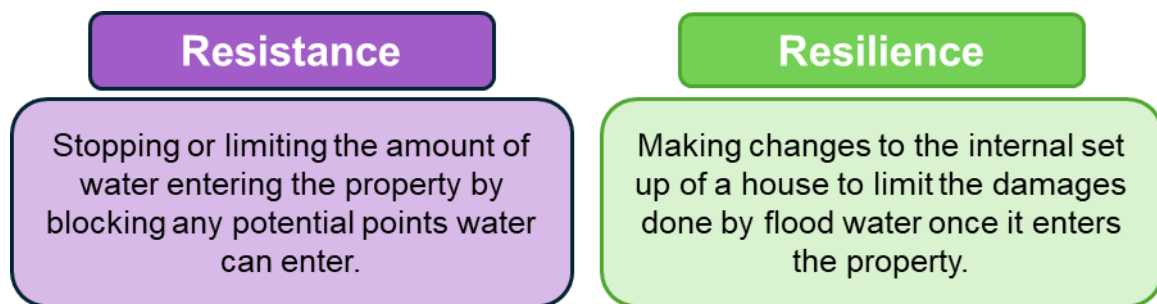
Property Flood Resilience: Engagement Pack



Background

What is Property Flood Resilience?

Property Flood Resilience (PFR) is a term that covers measures that adapt properties to cope with flooding and its effects. This can be separated into two approaches: resistance and resilience.



Resistance measures

Water can enter a property through any small opening or cavity. Therefore, having resistance measures installed at these openings will limit or stop flood water entering the property.

The below diagram shows the different points on a typical residential property that flood water could enter.

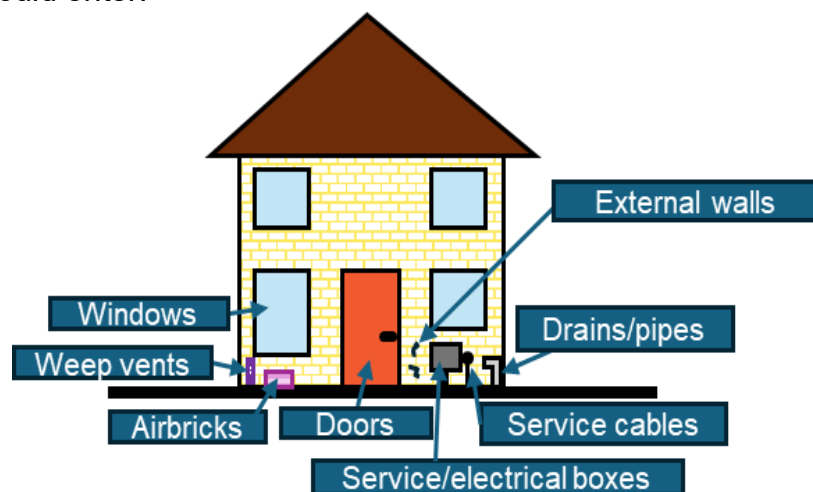


Figure 1: Examples of different water entry points into a building.

Flood resistance measures aim to prevent or reduce the amount of flood water that enters a property. The diagram overleaf has some different examples of resistance measures that can be installed into a property.

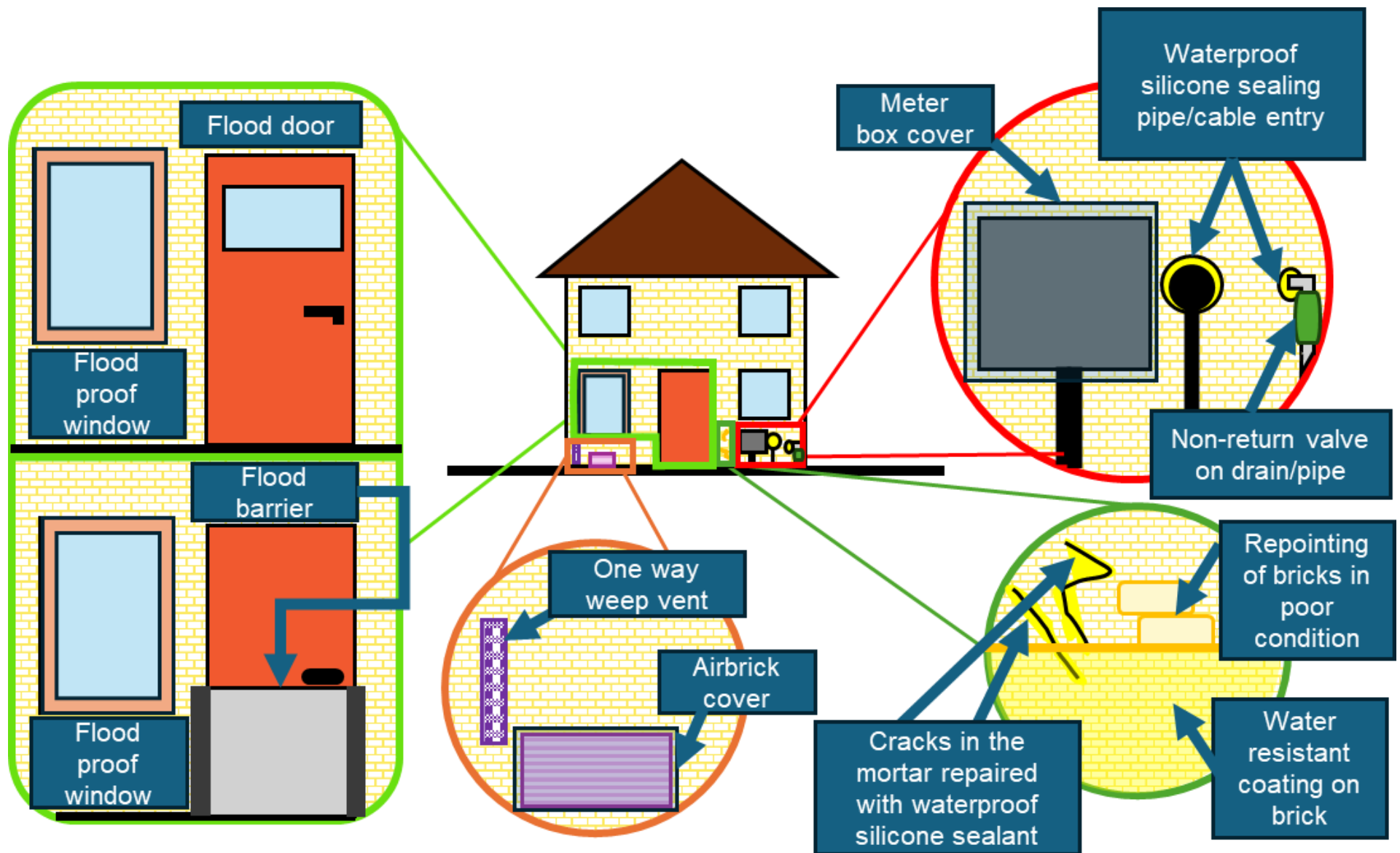


Figure 2: Examples of resistance measures that can be installed at a property. These measures stop water entering through the holes, entrances and/or gaps in the building.

Manual and passive resistance measures

Resistance measures can be divided into two categories based on how they are activated to defend your home from flooding. These are manual or passive measures.

A common entry point for water into a property is the door. A way to protect this entry point and stop water coming into the property can be to install a resistance measure. Two examples of resistance measures that can be installed here are a flood barrier (manual) or a flood door (passive). Figure 3 below shows both examples.

Manual measures require manual activation by a property owner to be deployed. These structures will need to be set up ahead of any potential flood event. An example would be flood barriers. A common type of flood barrier provides protection to a doorway by having boards that slot into rails attached to either the inside or outside of the door opening. The homeowner would have to be physically able and present to set this up before flooding occurs. Once the flooding has subsided, owners will need to clean, remove and store this barrier, as per the manufacturer's instructions.

On the other hand, passive measures do not require the homeowner to manually install it before each event and therefore can protect your home during periods where you may be away, or where the flood occurs too quickly to install measures. A flood door stops water entering the property. Most products on the market have a locking mechanism that seals the door when it is locked. This means every time the door is locked, the flood defence is active. This can be useful in times where the property owner may be away from home and flooding occurs.

If both measures are correctly maintained and installed, they would stop the water entering a property through the entrance, up to a depth of 600mm for most properties*.



Figure 3: Image of a flood door (on the left) and a flood barrier (on the right)

*Any height above 600mm would require a structural engineer to confirm if the property is able to withstand the increased depth and therefore pressure from the flood water.

The above are just a few examples of different products available for the different water entry points. Other entry points, such as airbricks, can be protected by either manual or passive PFR measures.

Resilience measures

The aim of flood resilience is to reduce the impact and damage of flood water once it enters a property. It does not necessarily stop the water entering but rather focusses on mitigating the impacts of flood water once inside the home.

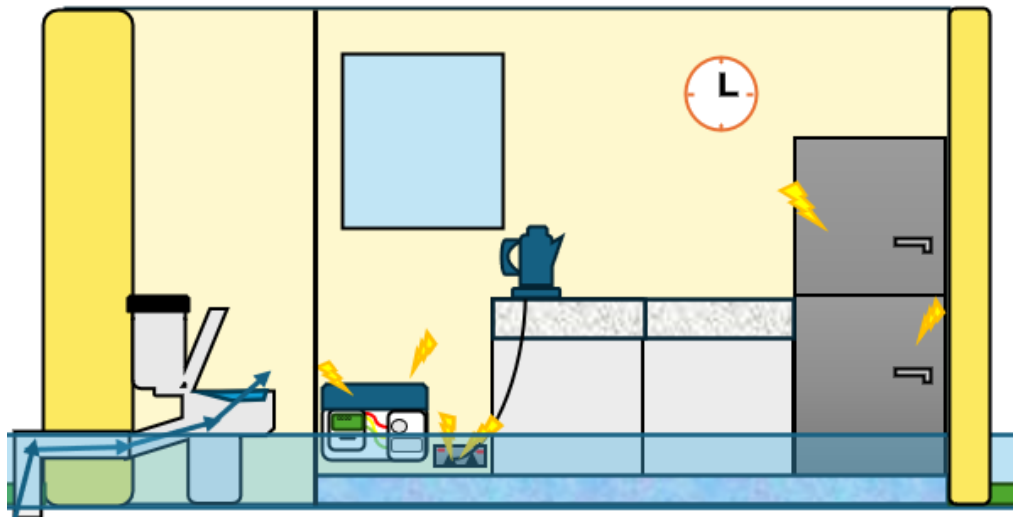


Figure 4: A diagram showing a house not fitted with resilience measures that has flooded. The electrical goods are damaged from the flood water. The flooring and walls are not flood water resilient. Water has also entered the property via the toilet.

These measures usually include replacing existing structures with water resistant materials and moving electrical wiring/goods above the height of flood water. This means should flooding occur and water enters the property, the damage and the time needed for the recovery and reoccupation of the property is minimised. Examples of resilience measures are shown in the diagram overleaf.

Whilst the risk of flooding cannot be fully removed, having PFR installed reduces the likelihood of a property being flooded and damages to properties if flooding does occur.

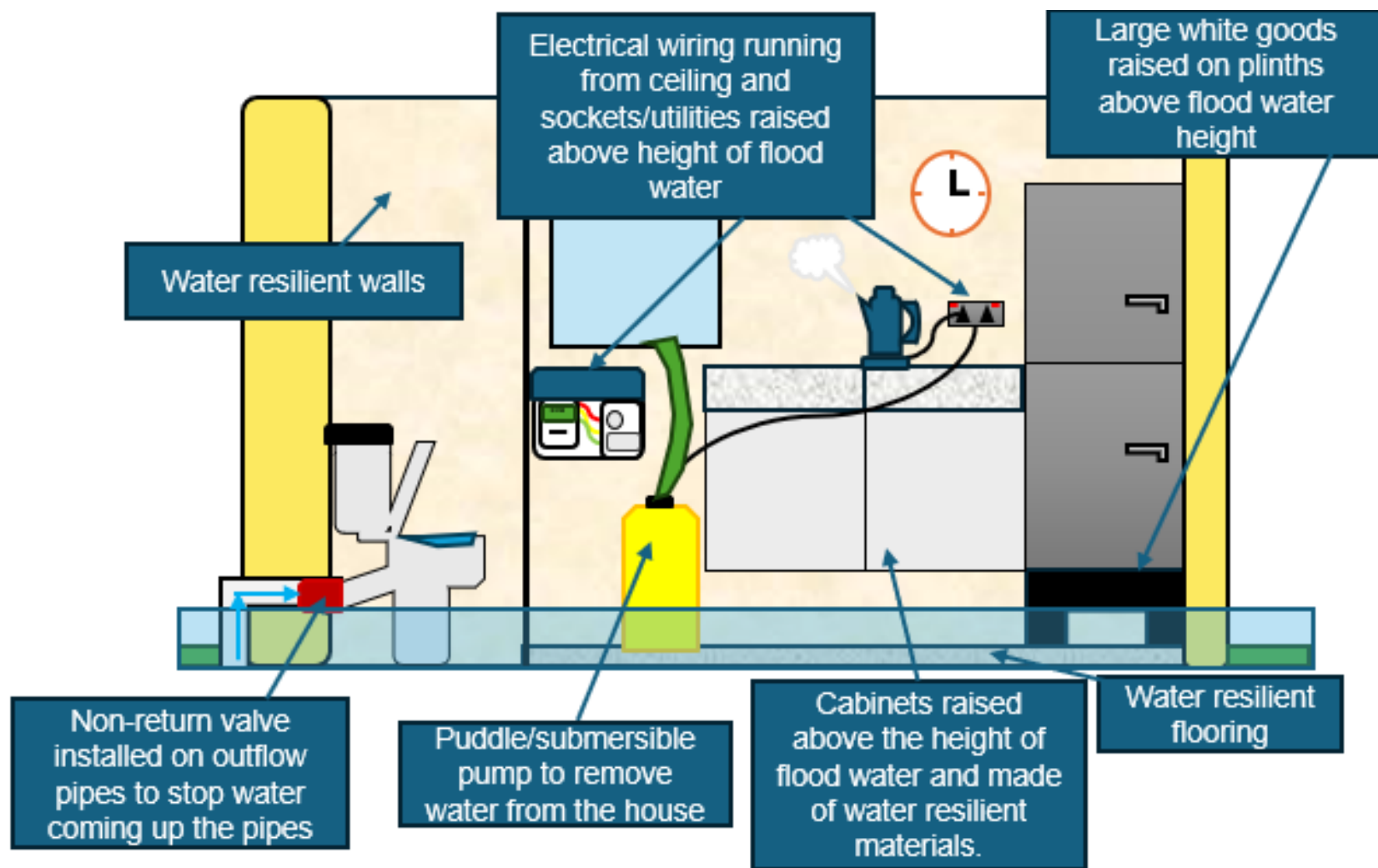


Figure 5: A diagram showing a house fitted with resilience measures during a flood event. The furnishings are raised above the height of flood water and are made of a water-resistant material. The flooring and walls are replaced with water resistant options. A portable pump is being used to remove the water in the property via the window.

Norfolk County Council PFR projects

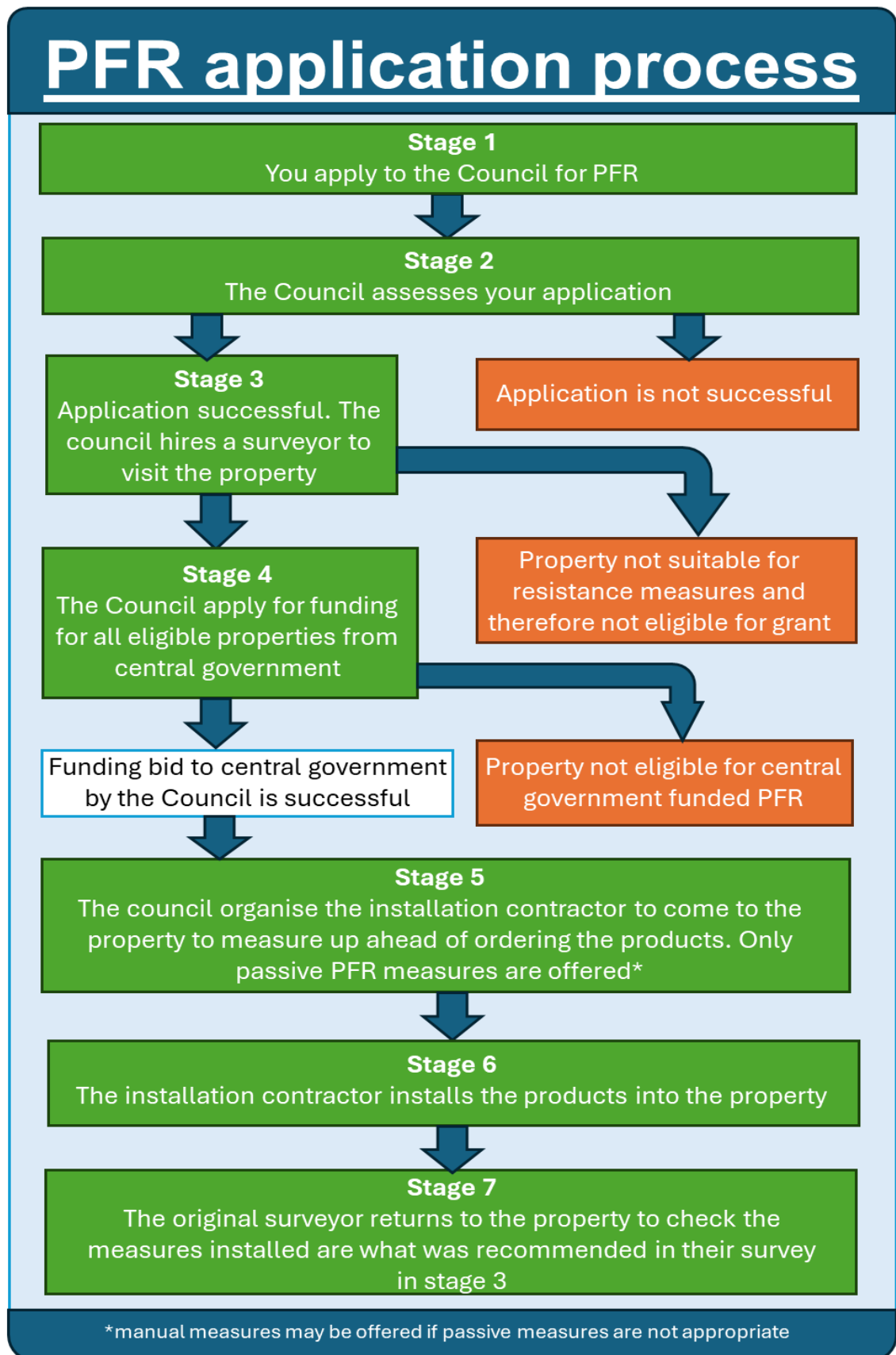


Figure 6: The current application process for PFR projects at Norfolk County Council.

Whilst many homeowners choose to personally fund the installation of PFR measures to improve their property's flood resistance/resilience themselves, Norfolk County Council can apply to the Environment Agency (a public organisation that works for central government) for funding to deliver PFR projects.

The aim of these PFR projects is to install resistance PFR measures into residential properties at flood risk across Norfolk. As this is funded by central government, we cannot fund retrospectively (i.e. if you had self-funded PFR measures in your property, you would not be reimbursed via this scheme). The general application process is shown in Figure 6.

Stage 1

Residents can apply online by submitting an application to the Council. A paper version of this is also available.

Stage 2

Once we receive your application, we will review it to confirm if we would be able to apply for funding from central government. The review process will involve the Council looking at all options for flood protection for the area and determining if PFR is the most appropriate. As we apply to central government for funding, we must make sure PFR is the best option in each location, otherwise we will not get the funding. Therefore, we have to consider what options are appropriate on an area based scale. Some typical options we consider may include:

- *Natural Flood Management Schemes (NFM)*

These usually involve slowing the flow of water in the upper reaches of the catchment and includes storage areas to hold the water. This can help stop flood water rushing through the catchment in smaller storm events. Examples of these would be the construction of grassed basins upstream to hold back water and leaky dams which slow the flow of water in smaller watercourses.

- *Civil Engineering Projects*

These can include culvert (a piped watercourse) upgrades (such as culvert upsizing or the improvement/addition of trash screen/s). The idea is to improve the existing infrastructure which may contribute to flood risk.

For example, if a culvert is undersized (i.e. it cannot convey water efficiently in storm events, as the volume of water is greater than the size of the pipe), this can contribute to flooding. Therefore, if an undersized culvert is either replaced or the ditch is reopened, this will increase the ability of the watercourse to convey a greater volume of water.

Other options can include underground storage tanks/soakaways, multiple small scale above ground water containers, rain gardens and the use of kerbing / hard landscaping to guide floodwater away from buildings.

In addition to considering whether is the most appropriate flood risk management tool for a property, there are other rules which we must follow to apply for this funding, such as the property age. Currently, central government funding rules dictate that properties built after 01 January 2012 are not eligible for funding. This coupled with other factors will dictate whether an application would be accepted.

If your application was not successful, we will contact you to inform you of this, with the reason/s why your property is not eligible.

Stage 3

If the property is eligible, we hire a specialist surveyor to visit each property and create a report. This report will be bespoke to each property and will cover the flood risk (i.e. where the flood water comes from), flood history and what PFR measures would be suitable. This survey will also consider any measures the homeowner may have installed to mitigate their flood risk. The survey also will identify properties that may not be appropriate for us to take forward for central government funded PFR. This can be due to several factors, such as the building type itself not being suitable for resistance PFR measures. The applicant will be provided with the survey and notified whether their application is able to progress.

Stage 4

Once we know how many properties we can take forward, we write a business case to apply for funding from central government. Depending on how many properties are taken forward, this may take several months to complete. Once completed, we send this off to be assessed and approved. If we are successful with our bid for funding, we will then hire a contractor who can install PFR measures.

Stage 5

The installation contractor will visit the property and check the report to see what measures can be installed in the property. They will measure up the areas to be fitted and show you a selection of products to choose from (i.e. different colours, styles etc.). Once you have decided, you will sign an agreement detailing what PFR measures you have chosen. If the amount of funding we have for your property does not cover all the measures needed to protect your property, we will ask for you to pay the difference. For example, if we secured a grant of £6,000 and the measures proposed for your property were £7,000, we would request you contributed £1,000 (plus VAT). We would not be able to provide partial protection (i.e. the grant can only be used to fund all proposed measures, rather than a selection). Any contribution required from a property owner will need to be paid prior to the measures being installed.

Stage 6

Once the homeowner signs the agreement and the installer has ordered the products, they will schedule convenient dates for their installation with the homeowner. Once the products are installed, the installation contractor will talk you

through how each installed product is to be used/deployed and its maintenance requirements. Once it is installed into your property, you will be responsible for the PFR measures upkeep and maintenance.

Stage 7

The original surveyor (in step 3) will return to the property once the measures are installed. They will check what was installed to make sure it aligns with their recommendations from their report. This is called a 'post installation audit'. Once completed and any snagging issues are identified and resolved, the scheme is finished.

The PFR framework

To complete the PFR process described above, we use defined contractors from a framework set up by the Environment Agency (the public organisation who are responsible for administering the funding). Essentially, this framework outlines what contractors we can use for these projects and what types of resistance products can be funded.

Whilst Norfolk County Council can create its own framework, we have opted to use the Environment Agency's one to deliver PFR projects. Our reasoning for this is all the contractors have been vetted previously to ensure they provide services and products in line with industry best practices. This means that we can offer Norfolk residents the best contractors and measures available.

In addition, we can focus on delivering PFR schemes, without having to take time to run a procurement exercise. If the Council were to create their own framework, we must submit tenders for each contractor and make a selection in compliance with the various procurement regulations, which would delay the PFR process further.

Engagement process for the County Council's PFR projects

Why are we reaching out?

The current application process has been affected by the increased frequency of large storm events, including Storm Babet. This meant internal resources were diverted to respond to the increased flooding reports across the county during these periods, therefore delaying applications.

The need for a review of the current PFR process was highlighted both by local residents within communities affected by these various flood events, as well as the County Council's commitment to objectives and policies covered within the Local

Flood Risk Management strategy (specifically policy UC 14, available here: [Local Flood Risk Management strategy - Norfolk County Council](#)).

The aim of this engagement process is to hear various stakeholders' views on PFR and their thoughts on different parts of the current application process by completing questionnaires. Our aim is to use this feedback to help improve the delivery rate of PFR projects and increase transparency with current and potential applicants by creating a protocol.

What does this engagement cover?

We would like your feedback on the existing process, specifically the areas that are administered by the County Council, in order to improve this service. As the funding is provided by central government, some parts of this service are therefore dictated by these funding rules. Therefore, we will not be looking for feedback on application eligibility within this review, as this is outside the scope of what Norfolk County Council can adjust.

We are currently looking for feedback from a range of stakeholders within Norfolk and the surrounding counties, including:

- other Lead Local Flood Authorities (LLFA's) who administer PFR projects
- residents
- parish councils
- mortgage lenders and insurance companies

The current areas we are reviewing are as follows:

Table 1: Options to be considered within our review of the existing process

Stage	Options to be Considered
Framework	- Use the existing EA PFR framework or create a new framework.
1 Application submitted	- How can property owners apply. - Application form. - Closure of application submission.
2 Assessment	- Timescales. - Property priority ranking. - Property specific eligibility check.
3 Initial Survey	n/a
4 Funding	- What measures will be funded.

Stage		Options to be Considered
5	Pre-installation Survey	n/a
6	Installation	n/a
7	Post Installation Survey	n/a

Stages 3, 5, 6 and 7 are services provided by the contractors. Therefore, they are not within the scope of this review.

It is hoped that by answering the questions provided, we will be able to use this to tailor our review. If you have any other additional thoughts or comments, please do include them.

Further information on PFR

Examples of options for passive and active resistance measures

Further information on the different options can be found on the Flood Hub's website: <https://thefloodhub.co.uk/wp-content/uploads/2018/09/FT-Q-R38-R2-Property-Flood-Resilience-PFR-booklet.pdf>.

The below tables are a summary of the benefits and drawbacks for manual and passive PFR measures (this is not an exhaustive list).

Tables 1 and 2 below: Some pros and cons of manual and passive PFR measures

Manual PFR measures

Advantages	Disadvantages
Cheaper Generally, these products can be cheaper than passive measures, in terms of both installation and upkeep.	Time needed to deploy Time is needed prior to each flood event to deploy the measures. With certain types of flooding, such as surface water flooding, there may be limited time between the warning and its onset. In addition, if a property has lots of external doors, more time is required to manually install all of the manual measures.
Less requirement to replace existing features/fittings Some measures won't need to replace existing entry/exit points, such as a flood barrier. This will sit in front of/behind the door/entry point, meaning fewer alterations are required to the existing structures. This may be preferable to some homeowners, as they would not need to replace the existing doors/windows.	Physically able to use The resident will need to be physically able to deploy the measures and store them after use (now and over the lifetime of the PFR product), as per their instructions.
Some measures may be more appropriate for buildings with non-standard constructions/conservation areas Some buildings are not able to accommodate passive measures. For example, older homes may have narrower doorframes, which may limit what flood doors can be installed. In addition, some manual measures may be preferable for conservation officers, as they can be removed and will not alter the fabric/appearance of a building.	Maintenance There will be a general upkeep cost for all PFR products. In addition, you will need to have adequate space to store the products when not in use, as these often need to be covered and out of direct sunlight.

Passive PFR measures

Advantages	Disadvantages
24/7 flood protection Providing they are maintained appropriately, passive measures will offer round the clock protection, as they do not need to be deployed prior to an event like manual measures.	Expensive Can be more expensive, as they will replace the entire structure- e.g. traditional exit points (i.e. flood windows, doors).
Greater accessibility As they are passive and do not require manual installation, more property owners with different physical abilities are likely to be able to use them.	Quicker wear on parts of the mechanisms (flood doors) As the flood door is deployed regularly (i.e. every time it is locked- it creates a seal), these parts of the structure (seals) may need replacing more often. However, appropriate care as per the maintenance manual of the products will reduce the likelihood of this.
Will not require slots to be installed outside/in front of doors (e.g. barriers) Some residents may not wish to have the slot or parts installed on the outside/inside of the doorframe, which are needed for some manual measures (e.g. flood barriers). Replacing existing doors/windows with flood resistant options may maintain the outside appearance of the property. In addition, this approach may be more suitable in areas of conservation/listed buildings, as options are available which may be suitable with Local Planning Authority requirements.	Maintenance There will be a general upkeep cost for all PFR products.

Definitions

Environment Agency- A public organisation that carries out functions on behalf of central government. They are responsible for environmental protection and flood risk management in England.

PFR- An abbreviation for 'Property Flood Resilience'. This is an umbrella term which encompasses the measures undertaken to protect properties from flood damage. This can be broken down into resistance and resilience measures.

Resilience- The aim of this method is to reduce the impact and damage of flood water once it enters a property. These measures are usually replacing existing structures with water resistant materials which can be easy to clean should water enter the home.

Resistance- Flood resistance aims to prevent or reduce the amount of flood water that enters a property. The measures can be divided into two categories, passive or active measures.

Manual PFR- PFR measures that will need to be deployed/installed prior to flooding. These measures will require the property owner to be present and able to deploy, remove, clean and store the measures after each use. This type may also be referred to as 'active PFR'.

Passive- Unlike active measures, these automatically deploy in the presence of flood water or provide permanent protection, therefore offer flood protection 24/7.



Questions for Parish Councils in areas that have experienced flood/s

Name of Parish/Town that you are responding on behalf of:

- 1) Do you think the Council should prioritise resources to PFR projects or wider community options (such as Natural Flood Management)?

Please refer to the section titled 'Norfolk County Council PFR projects' (page 7-10) in the engagement pack for more information.

A) Yes

B) No

- 2) Which approach would you prefer for the Council to use when undertaking PFR projects in Norfolk?

A) Allow residents to apply for PFR funding on an individual basis.

B) The Council invites communities to apply for PFR funding based on their risk of flooding.

C) Other, please specify:



- 3) Should funding/prioritisation be offered based on:
- A) The risk of flooding for individual properties
 - B) The financial need of property owners
 - C) The vulnerability of residents
 - D) Order of when application is received
 - E) Other, please specify:

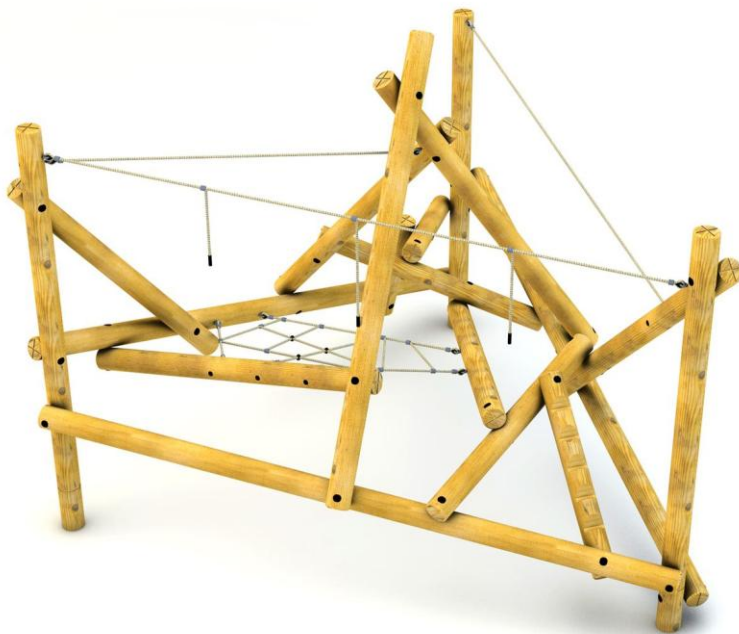
Meeting of Aylsham Town Council – 5th November 2025

Item 17 – Aylsham Recreation Ground

a) To Receive Update on Play Equipment Purchase

Aylsham Recreation Ground has been successful in raising funds, via S106 monies and the Community Grant Scheme, for a new item of play equipment at the Recreation Ground.

The order has been placed and it is hoped to have the equipment installed prior to Christmas



b) To receive update on transfer of services

The Recreation Ground has made progress in sourcing alternative service providers. A draft budget has been produced, with the finalised budget in progress. Their grant application is anticipated by 31st October.

Winter Pressures Grant

In this section

Page 1 / 5 



Please note South Norfolk Winter Pressure grant applications are now closed. We are still accepting applications for Broadland Winter Pressure Grants.

We are keen to support community cohesion and provide support for vulnerable individuals and families at the earliest opportunity. The Winter Pressures Grant has been created to allow community organisations to create projects that will support individuals and families that are struggling with the rising costs of living.

We want to support projects that:

- provide support to individuals and families during the colder months
- provide safe non-judgmental spaces for people to come together
- support our communities to support themselves and each other
- provide essential items (food, baby provisions and toiletries) for vulnerable families and individuals

The Winter Pressures Grant welcomes applications from any community organisation that has an idea for a project that provides support during the winter period for Broadland and South Norfolk residents, this may be a community space, Christmas hamper appeal or a new initiative that you can evidence a need for this winter.

Aim

The aim of Winter Pressures Grant is to allow community organisations and volunteer groups to provide essential support for local vulnerable families and individuals

Who can apply

Community groups, faith organisations, CIC's, CIO's, parish and town councils, and trusts within Broadland and South Norfolk can all apply provided they have a bank account that the grant can be paid in to.

Proposals that promote a religious or political purpose are not eligible to apply.

Winter Pressures criteria

1. Grants can be used for any means that supports community cohesion. This includes but is not limited to; provision of free or subsidised warm food/drinks, providing new activities, provision of supporting warmth by purchasing hats, scarves, blankets to be given to residents, provision of Christmas food hampers and gifts.
2. Where a community space is provided it must be available for a minimum of one session of at least four hours each month.
3. Innovative applications that bring together partners to offer a range of non-judgement based, practical support are welcomed (for example, local libraries, charities and district/county council).
4. Projects are expected to engage with other local voluntary and community organisations to link residents with local support services where possible and appropriate.
5. Projects are required to publicise the Help Hub contact details and liaise with the Communities Team to ensure wider support can be offered to residents in need.
6. Multiple bids from varying organisations across a town or parish council area are welcomed, though groups are expected to coordinate their offer to avoid duplication and spread availability.
7. The grant value is up to £500. To ensure an equitable spread across the districts and fair access to all residents, the Council reserves the right to refuse an otherwise eligible grant application on the grounds it considers the Town or Parish to already contain adequate provision.
8. Grant applicants who are successful with their grant application will need to provide the District Council with monthly figures which show the total number of residents accessing support.

All grant applications must have a separate confirmation of bank details to evidence that they are valid. This evidence must be a copy (paper copy, photo, scanned picture) of either a paying in slip or header of a bank statement.

How to apply

South Norfolk Winter Pressure grants are now closed. We are still accepting applications for Broadland.

[Apply for a Winter Pressure Grant \(/asset-library/winter-pressures-application-form-1.docx\)](/asset-library/winter-pressures-application-form-1.docx)

All grant applications must have a separate confirmation of bank details to evidence that they are valid. This evidence must be a copy (paper copy, photo, scanned picture) of either a paying in slip or header of a bank statement.

We recognise that running a community group can be tricky for several reasons. In addition to funding, the Communities Team at South Norfolk and Broadland District Council can help you by providing any advice and guidance you might need. Contact us at communities@southnorfolkandbroadland.gov.uk for further information.

Winter Pressure Grant spend

Broadland

[Broadland Winter Pressure Grant Financial Year 2023-24 \(/community-safety/community/funding/winter-pressures-grant/winter-pressure-grant-spend-2023-24-broadland\)](/community-safety/community/funding/winter-pressures-grant/winter-pressure-grant-spend-2023-24-broadland)

[Broadland Winter Pressure Grant Financial Year 2024-25 \(/community-safety/community/funding/winter-pressures-grant/winter-pressure-grant-spend-2024-25-broadland\)](/community-safety/community/funding/winter-pressures-grant/winter-pressure-grant-spend-2024-25-broadland)

South Norfolk

[South Norfolk Winter Pressure Grant Financial Year 2023-24 \(/community-safety/community/funding/winter-pressures-grant/winter-pressure-grant-spend-2023-24-south-norfolk\)](/community-safety/community/funding/winter-pressures-grant/winter-pressure-grant-spend-2023-24-south-norfolk)

[South Norfolk Winter Pressure Grant Financial Year 2024-25 \(/community-safety/community/funding/winter-pressures-grant/winter-pressure-grant-spend-2024-25-south-norfolk\)](/community-safety/community/funding/winter-pressures-grant/winter-pressure-grant-spend-2024-25-south-norfolk)



AYLSHAM TOWN COUNCIL ACE PROJECT PROPOSAL



Approved in Principle:

Full Approval:

PROJECT TITLE: Cost-saving seminar / fair

ACE SUB-GROUP(S) INVOLVED:

LEADER OF PROJECT: Grizelda Tyler and Kay Montandon

OUTLINE of the PROJECT

Please write a brief description of the project, including full details of how the project will be delivered and any working partnerships involved.

The benefits of carbon reduction include cost savings. Yet many people consider environmental improvements to cost money. ACE wishes to promote the benefits of carbon reduction to residents in Aylsham as well as other cost saving measures to help residents with the rising cost of living. West Norfolk have a roadshow they take around their villages which we can use as a model for the cost reduction methods we pick.

Would incorporate the Help Hub and promoting Ask Bill website and CAB if possible.

Timescale: January

External Funding (please specify): Possibly BDC warm grant or another grant – Get it started? Which would be £300 and therefore negate any cost to council.

Approximate funding required from ACE/Town Parish Council £ cost of hall hire and a couple of promotional signs

ABOUT the PROJECT

What is the need for this Project?

To raise awareness of the benefits of environmental change and carbon reduction. To

help residents meet the challenges of the cost of living crisis.

Who will benefit? Residents of Aylsham and surround.

How will those taking part help design, implement & evaluate the project? With help from BDC, TC and ACE this project will be carefully designed to promote behaviours that reduce carbon and reduce costs.

How many will be involved, and how they will contribute to the Project. Event manager will help with the organisation.

Is Town Council staff involvement required? Hall hire, hall set up, events committee, media officer to promote, marketing materials

What are the publicity requirements and who will lead on this? Articles, social media. Media officer and event manager and ACE.

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

How will the success of the project be evaluated? Attendees and publicity.

WHEN WILL THE PROJECT BEGIN & END?

Estimate if unsure:

START: Jan 2026
Month & Year:

END: Jan 2026
Month & Year:

Procedure for ACE Projects

In the first instance, members are required to complete this Project Form, giving an outline of what the project involves and an approximate cost. This will be considered by ACE, and if it is supported, it will receive approval 'in principle', and will be able to progress to the next stage.

Members are then required to provide more details of the project, including plans, maps, drawings and work programmes.

The full proposal will be considered at an ACE Meeting and if necessary the following Town Council Meeting. If the project gains full approval, it will be managed by the relevant sub-group with regular reports to ACE.

Please complete this form and send to the Town Clerk (townclerk@aylsham-tc.gov.uk) at least one week prior to the ACE meeting at which it will be considered.

Submitted by Kay Montandon

Date 29/10/2025



Minutes of the **Aylsham Climate Emergency** Group Meeting held on 6th October 2025



Present:

Grizelda Tyler (Chairman)
Corinne Houlden
Heather Walters

Sue Catchpole
Shelley Hudson

Bryce Davies
Yvonne Stewart

Also Present: Faye LeBon (Town Clerk) and four guests.

The Chairman welcomed guests Ali, Charlie, Dee and Phil to the meeting.

1. To Receive Apologies for Absence

Apologies were noted from Cheryl Bould, Jenny Haycocks, Kate Mackenzie and Fiona Scott.

2. To Receive Declarations of Interest and Requests for Dispensation

None received.

3. To Agree the Minutes of the 1st September 2025

The minutes of the meeting held on 1st September 2025 were **agreed** as a true record of the business conducted at the meeting.

4. To Note Matters Arising from the Minutes, not Included on the Agenda

Yvonne raised that there needed to be better communication after meetings, citing the agreement to have a stall at the Biodiversity fayre. Sue Catchpole was thanked for her work on the stand. Shelley also popped in to assist.

It was noted that the Aylsham Show was a great success.

5. To Recognise Nominations for the Following Awards

a) Broadland District Council Community Awards

It was reported that ACE has been shortlisted in the Environmental Champion category, and Heather and Bryce have been nominated in the Rising Star category. The award ceremony will be held on 16th October when the winners will be announced. Broadland District Council has assisted with short films about each shortlisted nominee.

b) Norfolk Biodiversity Awards

Yvonne reported that the awards were held on 4th October at which there were 38 nominees, many of which were large organisations. There was an opportunity to network, most notably with the Felbeck Trust, the Chair of which gave the keynote speech at the event. It was noted that there should be a balance of people and projects. If there are too many people for the projects, people get fed up and leave the

group. If there are too many projects for people, people become overwhelmed. In development is the Felbeck, upper Bure and Glaven Trust, which covers Aylsham. A volunteer from the Felbeck Trust wishes to join ACE to be a link between the two groups.

Sue Catchpole advised that the local groups at the Biodiversity Fayre included 'Greening Wymondham' and similar groups in Ryburgh and Blofield and Brundall.

Kate and Yvonne will be attending a Norfolk Wildlife Trust event in Wymondham to network.

6) To Receive Update on ACE Noticeboard

The Clerk reported that the ACE noticeboard has now been refurbished and reinstalled. It was agreed to retain the key with the Town Council and ACE members wishing to place items in the board will collect the key from the office.

7) To Agree Questions to be Raised in Brainstorming Session on 25th October

A brainstorming session will be held between 10am and midday at the Drill Hall. Grizelda stressed the need to be absolutely clear about the purpose of ACE, and how ACE and its activities are promoted, particularly to those who are sceptical about the climate crisis.

Yvonne suggested a household membership at £7.50 per annum, for which an email newsletter would be received.

The clerk will ensure that all those on the distribution list are made aware of the brainstorming session.

Grizelda will collect the key to the Drill Hall on 24th October.

8) To Receive Update on Hedge Planting at the Old Station Yard

A grant application has been submitted to the Network Rail Community Tree Planting fund and the response is awaited. Should the grant application be successful, a working party will be advertised for the planting. The Town Council groundsman has placed signage up in the area to explain the project.

9) Broadland District Council's Fund for Nature

a) To Consider Projects for this Funding (deadline 21st November)

It was reported that, as part of Broadland District Council's commitment to the climate and ecological emergency, they launched the 'Future for Nature Fund' in October 2025. The fund will consist of grants of up to £5,000 for Town and Parish Councils, community groups and charities, to fund biodiversity projects across Broadland.

Funds will be awarded to projects that best meet the following criteria:

- Carbon sequestration: Projects that actively contribute to tackling carbon emissions.
- Biodiversity benefit: Initiatives that enhance local ecosystems and support a diverse range of plant and animal life.
- Public accessibility to greenspace: Creating and improving green spaces that are accessible and enjoyable for the entire community.

It was **agreed** to create a project for a circular nature walk in Aylsham, with signage detailing QR codes to make the walk more interactive. Extensions to the walk to places such as Blickling should also be considered.

b) To Consider Delegates to Attend Application Support Workshop on 15th October

To support with the application process, Broadland District Council is holding a workshop designed to support potential applicants in developing and delivering their project ideas and understanding the practical and technical considerations to project delivery (such as acquiring planning permission, licenses, and landowner permission). This will be held on 15th October between 1pm and 4pm at Lingwood Village Hall. It was **agreed** to give further consideration to this outside of the meeting.

10) To Receive Refill Report from Aylsham Quakers

A report was received as follows:

The monthly market stall continues to be well supported both by volunteers and customers. Our best sellers are always laundry liquid and washing up liquid, but we also supply a range of products including shampoo and handwash, fabric conditioner and multi-surface cleaner. We also sell soap, kitchen roll and toilet paper.

Our hope is to encourage the use of sustainably sourced products at affordable prices and to reduce the number of plastic bottles sent to landfill. We estimate that we have filled over 1500 bottles in the last year.

We operate on a not-for-profit basis and have made several donations of cash and refilled bottles to the Food Bank. Lupin the dog remains a draw and customers enjoy guessing our slightly superfluous seasonal password.

It was noted that the Quaker stall contributes well to the aims of ACE Waste and is very supportive of the monthly mangling sessions, pitching alongside ACE. Their volunteers are a great help on the day.

11) To Receive Update on Tree Warden for Aylsham

Yvonne will meet with Helen Bowman next week and will discuss the need for additional tree wardens in Aylsham. It was noted that there needs to be a stronger link between the Nature and Biodiversity group and the tree wardens.

12) To Receive Response from Mary Creagh MP regarding Blister Pack Recycling

A letter had been written to Mary Creagh MP about the blister pack recycling that Aylsham is doing and the cost incurred, comparing this to the profits made by the large pharmaceutical companies. Ms Creagh advised that new Producer Responsibility Regulations came into effect on 1st January 2025 placing financial responsibility on businesses that place packaging on the market to incentivise the use of packaging that is more recyclable. However, there will be limitations in place for businesses where there are other regulatory requirements in place.

Bryce advised that there have been blister packs donated which filled five large green bags, meaning there was insufficient time to mangle.

Discussions occurred over the Terracycle scheme, whereby a zero-waste pack can be ordered from Terracycle, filled at home and then sent back. It was noted that the

Terracycle zero waste boxes started at £25 and therefore made recycling unaffordable to many.

The benefits of having collections at the Food and Craft market included encouraging footfall into the town and also being able to receive donations.

Grizelda suggested contacting the EDP and Look East to raise awareness of the extent of the problem.

13) To Agree Actions or Updates on Planned Events

The next event is the film event Riverlands on 1st November. There will be two films, Riverwoods and Re-wiggling Rivers, which will then be followed by a panel discussion on Soil and River Health. Food will be provided by 'Society Alive'. Tickets are £3 and available from Postles, on the door or via ACE directly.

Grizelda advised that she had contacted RWE about potentially sponsoring a 'mini COP'. To date there had been no response from RWE.

14) To Receive Group Updates

Nature and Biodiversity

Updates from Nature of Biodiversity had been covered in other areas of the agenda. Shelley was thanked for all her work with the group, as she is now relocating.

Waste

A recycling collection bin has been placed at the Community Church. The church would like some flyers so they can hand them out and push the service a bit more.

Heather and Bryce are unable to attend the Food and Craft market on 1st November, so volunteers are required.

Transport and Energy

Sue reported that the group continues to look at the Aylsham Traffic Strategy, with approximately 12 projects being worked up and prioritised. These include the possibility of changing vehicular priorities around the Soame pump, and making improvements to Burgh Road. The projects are moving forwards, just slowly. The group would also like to see how more consultation can be done.

Concerns were raised over the weight limit on Millgate Bridge and how buses can be permitted to use this route.

The Town Council agreed with the transport group that Norfolk County Council's indicative ideas for a bus hub in the market place are not suitable due to the impact on town centre businesses.

15) Finance

a) To receive update on ACE budget

The Clerk provided an update on the ACE budget in both the earmarked reserves and the revenue budget, along with committed funds.

b) To consider items for the ACE budget 2026/2027

It was noted that the 4th film due to be shown falls into the 2026/2027 budget period. Further budget ideas will be discussed on 25th October.

c) To consider biodiversity projects for Green Infrastructure Funding

It was reported that there is £10,900 of Green Infrastructure funding available as a result of the development of the land West of Hungate Street. This needs using by April 2026 and Broadland District Council has invited biodiversity projects to be considered. It was ***agreed*** to defer this until the next meeting.

d) To consider projects for the Veolia Sustainability Fund

It was reported that an application was submitted in time for the deadline of 30th September, for a project to utilise an allotment for the benefit of the Community Cupboard. A response is awaited.

16) Items for Future Agendas

Feedback from the brainstorming session on 25th October

17) To Agree the Date of the Next Meeting as Monday 3rd November 2025 at 7pm

This was ***agreed***.

There being no further business the meeting was closed at 8.30pm.

Signed _____ Date _____



MINUTES OF THE MEETING OF THE **CHURCHYARD COMMITTEE** HELD AT ST MICHAEL'S CHURCH ON MONDAY 13th OCTOBER AT 12.00PM

PRESENT: David Anderson Julie Boyd
Kevin Cunnane Mary Evans
Mathew Martin Wendy Sadler

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council and Andy Bell, Aylsham Town Council Groundsman.

As apologies been received from Kay Montandon, it was **agreed** that Mary Evans should Chair the meeting.

1. To Receive Apologies for Absence

Apologies were received from Kay Montandon.

2. To Receive any Declarations of Interest and Request for Dispensation

None raised.

3. To Agree the Minutes of the Meeting of 1st September 2025

The minutes from the previous meeting held on the 1st September 2025 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

4. Matters Arising from the Previous Meeting, not forming part of the agenda

Julie queried ideas for waste bins as this needs to be taken to PCC for a faculty application. Andy will send this to Julie.

Julie queried whether the resurfacing of the roadway could be considered as part of the budget discussions. The Clerk advised that it was not believed that a full resurface was required, but a re-shingle could be costed.

5. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

6. To Receive Update on the Church Wall

a) To Receive Report from Onsite Meeting on 26th August 2025

There had yet to be a report sent from the Structural Engineer who attended site on 26th August. The Clerk will continue to chase for this information.

7. To Receive Update to Improve Drainage at School House Lane Entrance.

The Clerk reported that the Maintenance Manager had approached two contractors about these works but neither had responded with availability. The Clerk and Maintenance Manager will follow this up as a matter of urgency as funds had been received to complete these works. It was noted that it would be useful to complete the works over the half term period, as this area is often used as a thoroughfare to access the school.

8. Ground Maintenance

a) To Receive Update on Completion of Memorial Garden Project

Aylsham in Bloom had completed a significant amount of clearance works over the weekend, with Andy taking away the green waste. Wendy distributed a diagram of with the proposed place for the paving slabs on which the bench would be installed. It was proposed to use shingle in a demarcated area to prevent the eventual degradation of bark. Edging would be installed to prevent the slippage of the shingle.

Colours of shingle/slate were discussed, with Julie's preference not to have white. It was **agreed** to budget for a mixture of greys with darker colour paving slabs.

Wendy will send Julie the updated design, along with the slate and paving colours.

Andy will check the dimensions of the paving slabs in relation to the size of the seating. Julie will need all this detail to enable a faculty to be submitted.

The Clerk will progress with the plaques.

b) To Receive Update on the Maintenance of the Repton Grave

The effort of a local volunteer was noted to remove the diseased box hedging. Andy presented two options for replacement, both of which were more resilient than box. These were:

Japanese Holly at £2.71 each.

Euonymus Green Spire at £2.80 each.

It was **agreed** to proceed with the Japanese Holly as this is a closer match to the box.

Julie presented information on the Repton Grave from the Norfolk Gardens Trust.

This group would like to be involved in this work and *may* be able to give a contribution. Andy will contact the Norfolk Gardens Trust.

It was **agreed** to add the cost of compost to the project cost.

9. To Receive Update on Night Silencer for the Church Clock

It was reported that the clock is no longer chiming on the quarter hour. The Clerk will raise this with the maintenance manager.

10. To Receive Update on Repairs / Replacement Fencing at the Paupers' Graveyard

Wendy reported that there continues to be a problem with dogs being exercised in this area, with dog toys being left along with dog waste. It was noted that the fence and gates were installed by local developers and therefore had no history to them.

It was agreed to a trial removal of the gate to make the area more open and discourage disrespectful behaviour in a graveyard.

11. Budget

a) To Consider Items for the 2026/2027 Budget

Shingling of roadway

Completion of Memorial Garden Project

Bins near the lychgate

b) To Consider any Projects for the 5 Year Aylsham Master Plan

Lychgate – does this require maintenance or any more substantial works?

12. To Note Items for Information or for Inclusion on a Future Agenda

- To carry forwards items from this meeting.

13. Date of Next Meeting

The next meeting will be Monday 24th November at midday, at St Michael's Church.

There being no further business the meeting was closed at 12.45pm.



**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD AT THE TOWN HALL, ON MONDAY 13th OCTOBER 2025 AT 10am**

PRESENT: David Anderson Mary Evans
Kay Montandon

In the absence of Trevor Bennett, it was **agreed** that Kay Montandon should chair the meeting.

1. To Receive Apologies for Absence

Apologies were received from Trevor Bennett and Pat Prekopp.

2. To Receive any Declarations of Interest and Requests for Dispensation

None raised.

3. To Agree the Minutes of the 16th September 2025

The Minutes of the meeting held on 16th September 2025 were **agreed** by the committee and signed as a true and accurate record by the Chair.

4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

5. To Receive Updates on Existing Applications

Updates to previous applications under consideration by Broadland District Council were noted follows:

Reference	Address	Details	Town Council Response	Status
2024/3376	47 Cawston Road NR11 6EE	Notification for prior approval for change of use and conversion of existing commercial building (class E) into 1no dwelling (class C3)	No Objections	Pending
2024/3433	Shepherds Huts Green Lane Off	Placement of 2 shepherd huts (1 for holiday accommodation and 1 for a shower block) and	No Objections	Pending

	<i>Banningham Road</i>	change of use of land (retrospective)		
2024/3764	20 - 22 Market Place NR11 6EL	Installation of 2 louvres intake and extract within top section of windows to side elevation	No Objections	Pending
2025/1103	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) FULL PLANNING PERMISSION	No objections	Pending
2025/1104	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) LISTED BUILDING CONSENT	No objections, subject to the design and materials being in keeping and sympathetic to the original building	Pending
2025/1097	15 Red Lion Street NR11 6ER	Demolition of redundant outbuildings and erection of new single storey building	Application supported	Pending
2025/1954	8 Banningham Road NR11 6LP	Partial demolition to the rear and the erection of a single-storey rear extension, with associated	No objections	Approval with conditions
2025/1748	<i>The Retreat, 40 Hungate Street NR11 6AA</i>	Re-design and update of the current buildings on site and change of use to C3	No objections	Pending
2024/3707	20-22 Market Place NR11 6EL	AMENDED APPLICATION Installation of 2 louvres intake and extract within top section of windows to side elevation	Queries have arisen as to the application: 1) The noise guidance report cites policies in North Norfolk District Council's local plan. As this application is within the District of Broadland, do the noise levels comply with the relevant local planning policies? 2) Whilst the whole of the building is Grade 2 listed, the opposite side of the building where development is proposed is a lot less aesthetically pleasing and has	Pending Certificate of Lawful Development issued for minor repairs and maintenance to the exterior of the building 2025/2507

			significantly less footfall, only serving a car park. Whereas the footfall on the side of the building to be developed leads to Grade 1 listed church and a market place surrounded by listed buildings. Given the local strength of feeling, is there any merit to a system which will allow the intake and extract to be on the opposite side of the building?	
2025/2550	26 Reeds Lane, Banningham Road, NR11 6LT	Variation of condition 2 of - change of external materials from brick to brick gable with weatherboarding side of consented permission 2025/0279 (which gave consent for single storey side and rear extensions)	No objections	Approval with conditions
2025/2172	23 Oakfield Road, NR11 6AL	Demolition of existing workshop and erection of new studio building with corridor link	Subject to comments from the Heritage Officer, there are no objections.	Approval with conditions
2025/2173	23 Oakfield Road, NR11 6AL	Demolition of existing workshop and erection of new studio building with corridor link LISTED BUILDING CONSENT	Subject to comments from the Heritage Officer, there are no objections.	Approval with conditions
2025/2533	3 Banningham Road, NR11 6LP	Notice of works to trees in Conservation Area: Winter flowering cherry - To fell.	Decision already made by planning officer – no objections	No objections
2025/2579	34 Mill Row. NR11 6HZ	Listed Building Consent Internal alterations to the attached granary to create ground floor bedroom, lobby and shower room and first floor ensuite bathroom and store.	No objections	Pending

2025/2418	<i>Barclays Bank 1-2 Market Place NR11 6EW</i>	Conversion of former Barclays Bank to part residential (11 Units)	Aylsham Town Council is broadly supportive of additional housing in the town centre, although would query why there is no affordable provision. Clarification is sought on the central building in the existing layout plan marked up as 'private dwellings, three storey brick construction'. This building is believed to be in the same ownership as the development site, although hasn't been marked up as such. Rather than private dwellings its existing usage is that of a barn construction. The town council would like to see this building forming part of a s106 agreement for community use.	Pending
2025/2675	<i>The Grange, 11 Cromer Road, NR11 6HE</i>	<i>Notice of Works to Frees in Conservation Area</i> T1 swamp cypress remove split and damaged branches crown clean/thin 25% T2 mulberry reduce weight from remaining stem by 2,5 meters before 8.5 after 6m	No objections	Pending
2025/2279	<i>Lark Rise, Heydon Road, NR11 6QT</i>	Alterations to existing porch and installation of 2 new dormer windows to front extension. Demolition of chimney and conservatory. Construction of replacement covered area. New rooflight to rear extension.	No objections	Pending

2025/2757	11 Cawston Road, NR11 6EB	Alteration and extension of dwelling to rear with new PV panels and roof. New garden room annexe to rear of the garden.	No objections	Pending
2025/2587	1-21 Joseph Clover Court	UPVC/Timber window and composite door replacement	No objections	Pending

6. To Consider Response to the Local Planning Authority on New Applications

The following were considered by the committee:

Reference	Address	Details	Committee Decision
2025/2970	26 Jannys Close, NR11 6DL	Single storey side and rear extensions	No objections
2025/3009	Clyde Cottage, 14 Cromer Road, NR11 6HE	Listed Building Consent Rear extension and remodelling works to the existing ground floor room	No objections

7. To Consider Responses to the Local Planning Authority on Applications Received Since the Agenda was Issued.

None received.

8. To Receive any Updates on Large Town Developments

a. **Norwich Road Site.**

It was reported that Kay Montandon and the Clerk had met with Canham Consulting to receive an update to the plans for the Transport Hub. Details are being obtained for the solar panels and an estimate for the planning application. It is hoped that this can be submitted as a reserved matter to the outline plans. It was noted that the Town Council should receive a 50% discount on planning application fees.

b. **Burgh Road Site.**

Concerns were raised about the lack on communication with the Town Council over the section 106 agreement between Broadland District Council and Hopkins Homes. It was **agreed** to put in a Freedom of Information request to obtain the correspondence to date.

9. Budget

a. **To Consider any Items for the Budget 2026/2027**

consideration should be given to budgeting for a planning consultant, should one be required if allocations under the new GNLP are deemed unsuitable by the town.

b. **To Consider any Projects for the Aylsham Master Plan**

The Neighbourhood Plan.

10. To Note Items for Information or Future Agendas

Community resilience planning.

Update on the Neighbourhood Plan.

Response to Burgh Road s106 Freedom of Information request.

11. To Confirm the Next Meeting as Thursday 13th November, 10am in the Town Hall

It was noted that there was a prior booking in the Town Hall. It was ***agreed*** to hold the meeting in the council chamber.

12. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 13 in View of the Confidential Nature of the Business to be Transacted. The Local Planning Authority advises that enforcement reports are for the information of the Town Council and should not be passed on, shared or published in any way. It was ***agreed*** to close the meeting to the press and public.

The Meeting was Closed to the Press and Public

13. To Note Planning Enforcement Cases from the Local Planning Authority

The planning enforcement cases for Aylsham had been circulated and were ***noted***.

There being no further business the meeting was closed at 11am

Signed _____

Date _____



MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE** HELD AT THE TOWN HALL ON WEDNESDAY 8th OCTOBER AT 3PM

PRESENT: Gordon Clarke Kevin Cunnane
Mary Evans

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council and Gavin Watson, Maintenance Manager.

1. Election of Chairman

It was **agreed** that Mary Evans should Chair this individual committee meeting.

2. To Receive Apologies for Absence

Apologies were received David Anderson, Cheryl Bould, Michael Goodwin and Kay Montandon.

3. To Receive any Declarations of Interest and Request for Dispensation

None raised.

4. To Agree the Minutes of the Meeting of 9th July 2025

The minutes from the previous meeting held on the 9th July 2025 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

5. To Receive the Notes of the Site Visits held on 9th July 2025

The notes were received and noted.

6. Matters Arising from the Previous Meeting, not forming part of the agenda

Mary Evans queried the progress on the condition of the dishwasher in the Town Hall kitchen. The maintenance manager will obtain quotes for a replacement, but it may be better to equip the kitchen with a machine that cleans on a longer, more thorough cycle, rather than a short, convenience, cycle.

Mary Evans queried the progress on the replacement of the Town Hall windows. The Clerk reported that the Heritage Officer from Broadland District Council had given an informal opinion on all of the windows in the Town Hall. It was comforting to know that, should a listed building application be put in for replacement, the heritage officer may refuse it if it is felt that the windows can be repaired.

Making the windows more energy efficient was discussed and double glazing is an

option. Internal secondary glazing was also discussed for windows which are never opened. Whilst not as aesthetically pleasing, this is a more cost effective option. The window above the door to the south of the Town Hall could be changed to pivot open to allow the movement of air through the hall.

The Clerk has made contact with a company about the creation of a programme of repair / replacement.

The replacement shed for the street cleaner was discussed. This is located to the rear of the Drill Hall and is nearing completion.

7. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No members of the public in attendance.

8. To Receive Reports of RoSPA Inspections

a) St Michael's Play Area

b) St Michael's Trim Trail

Matters raised in the inspections are not of high priority and can be worked through as time permits. It was noted that there were a lot of 'missing caps' raised.

Ordinarily the Town Council keeps a supply of these but it may be time to replenish.

A rolling replacement of equipment was discussed.

9. Town Hall

a) To Receive Fire Risk Assessment

The recent fire risk assessment had been circulated. It was noted that the report had deemed the building a 'Tolerable Risk'. An action plan has been created, including suitable fire detection, replacement intumescent strips, a zone chart, fire action notices and staff training.

10. Drill Hall

a) To Receive Fire Risk Assessment

The recent fire risk assessment had been circulated. It was noted that the report had deemed the building a 'Tolerable Risk'. An action plan has been created, including replacement intumescent strips, training for all staff and fire action notices.

Booking forms for both buildings were discussed and the need to ensure that all hirers know what to do in the event of a fire when the building isn't manned.

b) To Receive Update on Valuations Office Correspondence

The clerk reported that, as a result of the planning application submitted by the Boxing Club, a revaluation of the Drill Hall by the Valuations Office had been triggered. The Town Council has had to declare that two groups have exclusive use of the rooms within the building and as a result this has generated a business rate liability to these groups. This will require further investigation as one license specifies inclusivity of rates.

c) To Discuss Energy Efficiency in the Drill Hall

The Maintenance Manager reported that the Drill Hall, and indeed the Town Hall, is not zoned in its heating and that if only one room is being used, the whole building has to be heated. The Boxing Club has a higher level commercial heater, in that if

the heating it on, it blows out warm air. The Drill Hall has been fitted with a wireless stat which can be controlled by a smart phone.

Both the gas and electricity bills for the Drill Hall are excessive.

The Maintenance Manager and the Clerk will create a spec for both buildings and how they can be better zoned.

11. To Commence Committee Budget Discussion

a) To Review Hire Rates for the Town Hall, with effect from 1st April 2026

It was noted that the current rates were effective from 1st April 2023

Service	Current Rates	Proposed changes
Main Hall and Kitchen (Private and Commercial Hirers)	£14 per hour	£16 per hour
Main Hall and Kitchen (Not for profit group & health teams)	£12 per hour	Remain at £12 per hour
Parties (2pm – midnight)	£140	£180
+ Green Room	£30	£35
+ Stage	£35	£35 ½ stage £50 full stage
+ Raised seating	£40	£60
Green Room / Council Chamber		
Morning (7am – 1pm) Standard	£50	Remains
Afternoon (noon – 6pm) Standard	£40	Change time to 1pm – 6pm
Evening (5pm – midnight) Standard	£50	Change time to 6pm – midnight
Morning (7am – 1pm) Not for Profit	£25	Remains
Afternoon (noon – 6pm) Not for Profit	£20	Change time to 1pm – 6pm
Evening (5pm – midnight) Not for Profit	£25	Change time to 6pm – midnight
Wedding Receptions		
October – March (Monday to Thursday)	£400	To defer until VAT clarification received
October – March (Friday – Sunday)	£550	
April – September (Monday – Thursday)	£550	
April – September (Friday – Sunday)	£750	
Seat Covers	£1 each	
Table Cloths	£5 each	
Wall voile and lights	£150	

The Clerk will review the bookings to see what impact these changes would have, prior to a final decision being made.

b) To Review Hire Rates for the Drill Hall, with effect from 1st April 2026

It was noted that the current rates were effective from 1st April 2023

Service	Current Rates	Proposed changes
Not for Profits	£10 per hour	Remains
Profit making	£10 per hour	£15 per hour

c) To Review Rates for the Market, with effect from 1st April 2026

The current market rates were noted as follows:

Day	Pitch	Cost
Monday	Small (3 car parking spaces)	£9.00
	Medium (5 parking spaces)	£15.00
	Large (6 or more parking spaces)	£18.00
Friday	Small (3 car parking spaces)	£7.50
	Medium (5 parking spaces)	£9.50
	Large (6 or more parking spaces)	£14.00
Saturday	Marquee size (3m x 3m)	£13.50

It was noted that there was no extra charge for electricity, and all fees were collected on the day with no penalty for booking and then not turning up. There were also concerns about stall holders taking up more than their allotted space.

It was **agreed** that the Clerk would review the rules relating to booking market pitches and seek comparisons with other market towns. Recommendations on improvements and implementation of the rules, after receiving feedback from the facilities officer, should be brought back to the committee.

d) To Review Rates for the Cemetery, with effect from 1st April 2026

It was noted that the current rates were effective from 1st April 2017

	Resident	Non Resident
Exclusive Right of Burial	£325	£650
Interment (Over age 16*)	£325	£650
Subsequent Interment	£325	£650
Interment of Cremated Remains	£170	£340
New Memorial	£190	£380
Cremation Tablet	£90	£180
Vase	£90	£180
Additional Inscription	£40	£80
Searches in Records	£27	£27

* Mary Evans advised that it had previously been agreed that the age should be changed to over 18.

Comparisons to other market town cemeteries were provided.

It was **agreed** to defer this item until the next meeting so that the Clerk could establish:

- The annual cost of maintaining the cemetery
- Whether Exclusive Rights of Burial are charged on ash interments
- Whether the process of appointment of the grave digger is appropriate

It was **noted** that enforcement of the rules around informal kerbsets and extent of ornaments had not been enforced for some time, leaving to tensions between grave owners. It was **agreed** to move the noticeboard to a more appropriate location in the cemetery and ensure the rules are displayed.

It was reported that there continues to be problems with waste removal.

e) To Review Rates for Allotments, with effect from 1st October 2027

Gordon Clarke took no part in the discussion for this item due to an interest in an allotment plot

It was noted that changing of fees for allotments requires a minimum of one year's notice due to the growing season. Therefore, to be in line with the tenancies and the allotment year, any notice given at this point would be effective from 1st October 2027.

Prices for allotments in North Walsham, Reepham

It was noted that the current rates were effective from 1st October 2024:

	Norwich Road		Cromer Road		Woodgate		Bure Meadows	
	Current	Proposed*	Current	Proposed	Current	Proposed	Current	Proposed
Small (<70sqm)	£13.75	No Change	£15.00	£20.00				
Medium (71-119sqm)	£27.50	No Change	£30.00	£35.00				
Large (>120sqm)	£55.00	No Change	£60.00	£65.00				
Standard (up to 121sqm)					£50.00	£60.00	£50.00	£60.00

* The proposal not to change the prices for the Norwich Road allotments due to these being decommissioned to allow for more cemetery space.

It was noted that all require a deposit of £100 which is refundable upon the plot returning to the Town Council in a satisfactory condition. It was further noted that the raised beds are currently not being let due to the wood rotting.

f) To Consider Items for 2026/2027 Budget, including proposal for Asset Management software

The clerk provided a business case for the inclusion of Civic.ly asset management software into the 2026/2027. The benefits of the software would be:

- Accurate mapping of parish assets with photo evidence
- Record of age of assets to enable replacement to be planned

- Online, real time inspection reporting.
- Allocation of faults and remediations.
- Ability to upload contractor inspection documents and automate rescheduling.
- Evidence trail for defence of insurance claims
- Instant report generation for clerk/maintenance manager

It was **agreed** that the cost of Civic.ly (£157 per month) should be included in the budget to better streamline the maintenance of the assets of the Town Council.

g) To Consider Items to be Included in the Aylsham Five Year Plan

Consideration should be given to the car parks and the transport hub.

12. To Note Items for Information or for Inclusion on a Future Agenda

- Dishwasher
- Windows
- Assets of other local authorities
- Licenses

13. Date of Next Meeting

The next meeting will be Tuesday 18th November at 11am

14. Closure of the Meeting to the Press and Public

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 15 in view of the personal nature of the business to be transacted.

This matter was deferred

15. To Review Exclusive Use Leases

This matter was deferred until the next meeting

There being no further business the meeting was closed at 1.10pm



MINUTES OF THE MEETING OF THE CHRISTMAS LIGHTS COMMITTEE HELD AT THE DRILL HALL ON MONDAY 13th OCTOBER AT 7PM

PRESENT:

Cheryl Bould	Town Councillor (Chairman)
Mitchell Philpott	Town Councillor
Francis Dodd	Committee Member
Mary Johnston	Committee Member
Carol Kisis	Committee Member
Tom Wilkinson	Committee Member
Alan Groombridge	Committee Member

Also in attendance: Faye LeBon (Town Clerk) and Gavin Watson (Maintenance Manager).

It was ***noted*** that the meeting called for the 7th October did not take place due to the lack of quorum.

1. To Receive Apologies for Absence

Apologies were received from Nigel Scarlett, Jackie Young, Ian Gravenell, Gill Finch and Michael Goodwin.

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

3. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

4. To Agree Minutes from the Meeting of 8th September 2025

The draft minutes had been previously circulated. These were ***agreed*** by the committee and signed by the Chair as a true and accurate record of the meeting.

5. To Note Matters Arising from the Meeting of 8th September 2025 (not otherwise included on the agenda)

No matters raised.

6. Health and Safety

a) To Agree Risk Assessments

Subject to the amendment of the 'Electricity' section to reflect the functional testing of installed lights, and the addition of helmets to the required PPE, the Risk Assessments were **agreed**.

b) To Agree Event Management Plan

Subject to the addition of 'check power points are functioning where the power is obtained from an internal source' to the One Week Prior to Installation section, the Event Management Plan was **agreed**. The Maintenance Manager will speak to the relevant businesses.

c) To Agree Volunteer Disclaimer Form

This was **agreed** as circulated.

7. Finance

a) To Receive Updated Budget for Christmas Light 2025/2026

The Clerk reported that the budget the Town Council currently holds is:

£1,820.26 for decorations in earmarked reserves (no change).

£610.35 in the revenue budget for infrastructure. Any money not spent from the revenue budget in this financial year would be moved into earmarked reserves to ring fence it for the next financial year.

b) To Consider Budget Required for 2026/2027

The Maintenance Manager will check that there are enough lights for the tree. The Clerk and the Maintenance Manager will get ideas for outside tree decorations.

c) To Consider any Projects for the Five Year Aylsham Master Plan

Consideration should be given as to whether a new indoor tree is required, or whether repairs would suffice (Reephram Fixery may be able to assist).

8. To Nominate Person to Switch on the Christmas Lights

It was unanimously **agreed** to ask Smudge Smith, in recognition of his community work for the town.

9. To Consider Wrap up Fund Raiser

A Quiz and Chips night was suggested. The Clerk will check the diary for the 10th January 2026.

A collection for the Christmas Lights can also take place at the Switch on Event.

10. To Note Items for Information and Inclusion in a Future Agenda

Procedures for bucket collection

Wrap Up Social (Quiz and Chips?)

To confirm event manager

Check all PPE is in place.

Advert for volunteers in Just Aylsham to be passed to the Events Committee.

11. Date of Next Meeting

The next meeting will be Tuesday 4th November at 7pm. The clerk will check that the Drill Hall is available.

There being no further business the meeting was closed at 7.50pm

Visit Aylsham Working Group Meeting Held in the Council Chamber on Thursday 23rd October 2025 at 3.30pm

Attendees:

Patrick Prekopp (Aylsham Town Council) Chairman.
Mary Evans (Aylsham Town Council)
Tim Briscoe (ABC and Aylsham Town Council)
Jayne Andrew (Aylsham Heritage Centre)
Graham Peers (Broadland Council)
Sue Catchpole (Broadland Council)
Mitchell Philpott (Aylsham Town Council)

Faye LeBon (Town Clerk, Aylsham Town Council)

1. To Receive Apologies for Absence

None received.

2. To Agree the Minutes of the Meeting held on 17th September 2025

The draft minutes had previously been circulated. These were *agreed* as a true and accurate record of the meeting by the group, and were signed by the Chairman.

3. Matters Arising

None raised

4. To Receive Update on Norfolk County Council's High Streets Matter Love Your Market Town Funding and agree with the progression of:

a) Heritage Snail Trail

It was reported that £4,659 in funding had been approved for this project.

Jayne has put together a proposal to take to ABC with regards to what businesses would be best suited to hosting a 'snail'. Jayne will also put together the heritage information about the trail locations and send this to the Honorary Archivist for approval.

Broadland District Council's Heritage Officer has given an informal opinion of the market place sites, but formal listed building consent would need to be applied for the listed buildings.

b) Increasing Footfall to the Market Place

It was reported that £1,909 in funding had been approved for this project.

The first part of this project was the Young Traders Market on 12th December. The Clerk will seek assistance from the Events officer and the Facilities officer to help with the arrangements of this.

Concerns were raised about the level of market traders and footfall in general. Mitchell reported that as part of the 'councillor chats' he hosted, feedback was given as the lack of banking facilities causing the lack of footfall.

Discussions occurred as to:

- The frequency of the markets
- The impact on the Town's Market Charter should the markets become less frequent.
- Whether proposed improvements to the public realm of the market place would increase footfall.

5. To Receive Feedback from the Town Council on:

a) Norfolk County Council's Bus Hub in the Market Place

It was reported that the indicative plans did not receive support from the Town Council after concerns were raised by the business community. Gordon and Tim have been looking at alternatives, which will be discussed at the next transport meeting on 27th October.

b) Visit Aylsham Proposal

It was reported that Aylsham Town Council had been very supportive of this proposal and had allocated the requested funds for the first phase of the project. Mitchell has started the project by doing a site map of the current Visit Aylsham site, A proposed site map and contact reference will then be worked on.

6. Items for Information / Next Agenda

Graham mentioned that he has some documentation on Martyn's Law which may be useful for the Town Council. It was noted that the Town Council is likely to fall out of the scope of Martyn's Law because its building holds less than 200 people and all of its large events are not ticketed. However, even if the Town Council is outside of the scope, measures to help keep the public safe during events would always be appreciated.

7. Date of Next Meeting

Thursday 20th November 3pm in the Council Chamber.

With no further business to conduct, the meeting closed at 5pm

Signed (Chairman)_____

Date_____



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON MONDAY 13th OCTOBER AT 9AM

PRESENT:

David Anderson
Mitchell Philpott

Mary Evans

Kay Montandon

Also in attendance: Faye LeBon (Town Clerk).

It was **agreed** that Kay Montandon would chair this committee meeting.

1. To Receive Apologies for Absence

Apologies were received Trevor Bennett, Cheryl Bould and Michael Goodwin.

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

3. To Agree Minutes from the Meeting of 24th February 2025

The draft minutes had been previously circulated. These were **agreed** and signed by the Chairman as a true and accurate record of the meeting.

4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

5. Exclusion of the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for item 6, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

6. To Appoint Person as Detailed in Confidential Report to Councillors

A report and subsequent recommendation had been sent to councillors on 8th October. This was considered and it was **agreed** to appoint Council HR and Governance Support.

The meeting was reopened to the press and public

7. To Note Items for Information and Inclusion in a Future Agenda

Review of staffing policies and subsequent adoption of handbook
HR Software – brainstorming
Delegation in Clerk's absence
Staff Appraisals
Staffing Budget 2026/2027

8. Date of Next Meeting

The next meeting will be Monday 20th October at 2pm.

There being no further business to conduct the meeting was closed at 9.24am



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON MONDAY 20th OCTOBER AT 2PM

PRESENT:

David Anderson

Mary Evans

Kay Montandon

Also in attendance: Faye LeBon (Town Clerk).

It was **agreed** that Kay Montandon would Chair this committee.

1. To Receive Apologies for Absence

Apologies were received Trevor Bennett, Cheryl Bould, Michael Goodwin and Mitchell Philpott.

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

3. To Agree Minutes from the Meeting of 13th October 2025

The draft minutes had been previously circulated. These were **agreed** by the committee and signed by the Chairman as a true and accurate record of the meeting.

4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

5. To Consider Programme of Review / Adoption of Staffing Policies, followed by adoption of new Staff Handbook

A list of model HR policies available to the council was provided. It was **agreed** to move forward with this project, to amend the policies to make them relevant to Aylsham, and then consider the staff handbook.

6. To Consider Updates to Financial Regulations to Ensure Delegated Authority in Clerk's Absence

Concerns had been raised about delegation to make urgent expenditure in the absence of the Clerk. It was **agreed** to propose to full council that the following amendment, detailed in bold, is made to Financial Regulation 4:

*Under the Local Government Act 1972 s101, urgent expenditure of up to £2500 (net sums) may be authorised by the clerk, notwithstanding any budgetary provision. Urgent is seen as items which pose a risk to the delivery of council services or to public safety on council property. **In absence of the clerk, delegation is passed to the Maintenance Manager.** Such spending should be reported to the Chairman and then to the Council as soon as possible and the budget should be amended accordingly.*

7. To Consider Merits of Increased use of HR Software

Mitchell Philpott had sent a report about consideration of HR Software which could assist in the administration of HR. An option for software had been suggested, which can be trialled. This is all part of a larger discussion around better utilisation of IT.

8. Staff Appraisals

a) To Review Staff Appraisal Forms

Consideration was given to amending the current appraisal forms to improve the process for both staff, and the council as the employer. The current appraisal form and two alternatives were provided for consideration. It was agreed to roll out form option 1 for this years appraisals.

b) To Appoint Members to Conduct Clerk's Probation Review and Appraisal

It was agreed that the Council Chairman and a volunteer from the Staffing Committee would conduct these. This will be done after the other staff appraisals had been completed.

9. Exclusion of the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for items 10 to 12, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

10. To Consider Staffing Budget for 2026/2027

A report was provided. It was agreed that:

- The Clerk would provide a report based on an alternative uplift.
- A review would be conducted to ensure all documentation was up to date.

11. To Receive Update on Confidential Staffing Matter

The Clerk provided an update. No decisions were required by the Staffing Committee at this point.

12. To Consider Process for Newly Raised Staffing Matter

Reports were provided for the committee to consider. The Clerk will take forward the agreed action points.

The meeting was reopened to the press and public

13. To Note Items for Information and Inclusion in a Future Agenda

Adoption of HR Policies

HR Software

Staff Appraisals

Staffing Budget 2026/2027

14. Date of Next Meeting

The next meeting will be Thursday 27th November at 10.30am.

There being no further business to conduct the meeting was closed at 3.40pm

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP 21/10/2025

Attendees: Chris Tilley, Grizelda Tyler, Kay Montandon, Sue Catchpole, Peter Lavender, Kevin Cunane, Mary Evans, Lilie Ferrari.

Chris talked us through the Broadland District Council meeting on NPs that he attended. Key points to note:

We must put sites forward to protect against speculative less controlled applications.

We must ratify our revised NP asap to prevent further uncontrolled development.

We can propose a mix of brownfield, smaller sites for self-build or community land trust options as well as bigger sites for developers to take forward.

We need to understand better where development could happen in the town and where we would as a community rather not have development.

We need to communicate with residents what needs to happen and get their input.

There are resources we can use from BDC like housing needs assessment data and their new design code info, and also we can find out where applications have been targeted over the years. Sue C to find out what she can.

What other parishes are reviewing their NPs right now and can we partner up to utilise resources? Kay M to find out who regionally is doing stuff.

We can utilise the department at BDC including Lola Poole and Richard Squires to get things moving especially regarding using CIL money for NP work.

Aylsham needs a long term vision of where the town should be and also needs to bring residents along with the plan.

The council needs to approve spending on the NPR. This requires a project proposal.

We agreed to meet again on 24th November at 2pm in the Town Hall. We must finish at 3.30 as someone else is using the hall at 3.45pm.



Minutes

Date	22 nd October 2025
Subject	Stakeholders Meeting -Suffield Room
Location	Blickling
Start time	14:00

- Welcome/Introduction
- Apologies
- Reviewing minutes from last meeting
- Updates from National Trust
- Updates and questions from external Stakeholders
- Date of next meetings

Internal: Heather Jermy (Chair) (HJ), Lucy Curtis (LC), Andrew Brooks (ANB) Aloys Feeney (AF), Geoff Morley (GM)

External: Mary Evans (ME) & Faye Le Bon (FLB) Aylsham Town Council, Keith Reeves (KR)- Oulton Parish Council, John Woodeson (JW) Blickling Parish Council

Apologies: Rev Julie Boyd- St Andrews Church, Blickling (JB), Itteringham PC, Ingworth PC, Megan Dennis (MD) Andrew Dawson (AD) Angela Brook (AB), Seb Billington (SB)

Actions from previous minutes

LC- Future meeting dates booked through to November 26, incorrect date listed on last minutes for next meeting date -should be 9th February 2026 not 22nd February 2026

HJ-Trees in marketplace- unfortunately internal funding won't apply, would still like to help if we can, will need to understand what funding might be needed.

JW/AB- in correspondence regarding location for PC meetings, **HJ to follow up with AB**

AF/FLB- To have a conversation after the meeting regarding listed buildings and access

JW- defibrillator due to be fitted outside the old hangman building, should be sorted in due course.

ME- St Micheal's School listed application was turned down

Internal Updates

Heather Jermy (HJ) General Manager

- NT going through Restructure, losing some team members, asked stakeholders to bear with us, as may have impact on workloads and slower response times etc. Doing our best to manage this, positive outcome is that we are dedicated to the strategy- restoring nature, increasing access and inspiring future generations to support us. Please see link to our Strategy [Our strategy to 2035 | National Trust](#)
- Aylsham Business Consortium- AF is ~~107~~ now going to be attending on regular basis. Are there any

other meetings that you would NT to join? Please let us know and we can see if we can have a dedicated person to attend. We may not always be able attend Parish Council Meetings, and that's why these meetings are held, so we can get together collectively.

- AB and HJ looking at a review of the stakeholder meetings, whether the format still works and if we should be inviting any additional stakeholders (ie Aylsham Cluster Trust) AB will be picking this up in new year, to either discuss at a future meeting or one to one conversations.

Aloys Feeney (AF) Operations Manager

- Parking meters and carparks, waiting on approval, planning now in, with the central projects team, now in their pipeline, we have an approved supplier and product, go live date has been suggested 5th Jan 26 (TBC)- not confirmed yet, logistics still to work out.

JW- Flagged it was due to happen September 25

AF- Explained planning application was delayed, and long lead time for machines, original suggested dates would have clashed with winter lights event, one issue for January will be cold weather and hard ground conditions, although will still be able to go ahead

JW- Asked whether this will be for all carparks (main and satellite?)

AF- Just main carpark will have new machines (options to pay by apple pay/google pay/ card) not possible in our satellite carparks due to signal, this has been flagged centrally, were not able to replace existing car park machines, issues with vandalism due to cash, only option until signal issue resolved for them to be removed with signage displayed to allow visitors to pay on an app before or after their visit.

JW- Will there be an option to pay for shorter time periods?

HJ- aware it has been raised previously, we are not shying away from idea, but needs to be done in stages, let's get the meters in first and can then review the tariffs, we have pushed back on increase for our current tariff, to keep it reasonable for our visitors. Will be looking at this further in due course.

JW- Woodgate carpark- can parking spaces be increased? people parking all over place at busy times.

HJ- This comes down to costs and finances, top of our list in terms of projects

AF- We have explored all other options and tried to push back on app option for satellite carparks, ie satellite system, not possible due to tree cover, issues with cabling and costs when we looked at ground cables. The signage and app option to pay is the best option for us now.

KR – asked for clarity on number of satellite carparks this applies to

AF- All 3 satellite carparks, will be looked all under one project, machines to be removed, signage added to ask visitors to pay by app, signal may be an issue to download app on site, but when installed, should be enough signal to pay onsite.

Andrew Brooks (ANB) – Countryside Manager

- Itteringham Parish council has raised issue with Himalayan Balsam at Mossyemere wood- Riverlands have been working with contractors to try and eradicate it and will be working at Mossyemere, we have had corporate volunteers helping too, clearance works are having an impact.

GM- gave a description Himalayan Balsam, pretty flower which bees love, but it takes over other plants, etc, grows quickly, dies off and exposes riverbeds, seeds spread and travel, impact on quality of water and habitat. Contractors, volunteers and Ranger team working hard to control it, needs to be pulled out as strimming doesn't work, aware of hot spots and growth has moved upstream, working with Community groups to pull balsam, main focus to keep on top of it.

- Deer management- update on what we are doing, recently attend Oulton Parish Council meeting and aware its priority top, shared a presentation and slides covering the below:
-Why we are managing deer pollutions and how are we going to address the issue. External contractor carrying out thermal imaging drone survey, will analysis footage and reports, data will provide basis of cull targets moving forward. Spring deer impact assessment (by our Ranger team) looking for signs of damage, to monitor over the next 5 years, we can then review whether it's having its required impact. What happens to the deer that has been culled?-venison processed to sell it to business's, including charity foods trust where venison will be turned into high protein meals, for people who are in need in our local area. No carcass will be wasted; staking will begin in November through to March.

KR- in reference to the local area, how wide will that be?

ANB – Will be targeted local area of around Aylsham

- Changes on our how we are doing our Let Estate tree surveys, contracted out to specialist, they have already visited south side of Estate (south of Blickling Road,) they are producing a report, with commission work to be carried out from his findings, North area to be surveyed next year, biannual surveys going forward. Specialist will also be mapping trees for us, which help us moving forward.

JW- are they looking at trees which might damage properties?

AND- Specialist briefed to look at trees which might damage property or above 300 mm in diameter.

HJ- survey will capture information at that time, Tenants to contact LC if have any tree concerns in meantime.

ADB – Tenants been informed after storm events they should contact us if they have any tree concerns

Geoff Moreley (GM) Riverlands

- Focus on Himalayan Balsam clearing and pond creations
- Please find attached poster at the bottom of the minutes for our screening coming up on 1st November 2025 at 6pm in Aylsham Town Hall.
- Launch of Wellbeing immersive soundwalks, again details shared at the end of the minutes,
- Collaboration with artist exploring landscapes, emotions, and dualities, creating layered

collages inspired by the River Bure, ghost ponds, biodiversity, habitats, and land use, drawing on the research carried out by the Riverlands organisation and the National Trust. Please see details at the end of the minutes.

HJ- mentioned dredging Silvergate meadow was raised as agenda item from Blickling PC.

JW- queried why dredging was carried out when stream was dry, that any effluent lifted could be harmful, why was it done.

GM- drainage board responsible to de silt it, supposed to contact lands owners ahead of works taking place, often correspondence goes to head office at Swindon and gets lost. tenant farm was spoken to on the day, happy to come out and have a look and take photos to get an explanation from drainage board. **JW to email GM to pick up.**

HJ- We are continuing to look at water management across the Estate, silver gate stream project, successful to a degree, more natural improvements needed, working closing with Tom and Charlie (Tenant farmers), floods in July caused kitchen and restaurant to flood. Looking at a broader community water management scheme, managing best way as we can, removing septic tanks, looking at nature resources etc

AF- Introduction of weather impact app, assigned to two people at the property to record flooding, culverts blocked etc, which will help build a bigger picture on the issues we face, data goes into HJ's briefing which will help towards seeking funding.

Seb Billington- Experience & Visitor Programming Manager (SB)- HJ shared updates as SB not present

- Review of our bigger events this summer, Aylsham Show and Classic Ibiza- all went well, smooth running as usual, asked group for any feedback or issues?

JW- was volunteering on the gates at the Aylsham Show, trying to take card payments, just wasn't working, due to signal issues.

HJ- Classic Ibiza don't seem to have an issue with signal, find out how they manage to run things.

- Winter lights events back as usual, fully ticketed, which allows us to control traffic and queuing, hoping event will run as smoothly as last year. Dates are 6th to 21st December.

AF- Pilot for this year, introducing Paws evening for Winter lights, allowing visitors to bring their dogs into garden- 9th December

- Our Active Outdoors Coordinator, Katie Patterson, running free social wellbeing walks on the Estate, helping combat rural loneliness, and encouraging socialising in outdoor, bringing people together, interest has grown from 5 participants to latest walk having 12, looking at introducing more free events like this, reminder of the Trust 10, which is run once a month (10 k run in the park) Link to the next Social Walks dates, Kate is looking to run these weekly from January 26 [Social Walks | National Trust](#)

External Updates

John Woodeson (JW)- Blickling Parish Council

- In correspondence with AB trying to find a meeting/gathering place, somewhere where the community can come together, SB has arranged for us of the book shop for next meeting, towards end of November, had some issues with the outdoor summer event at Blickling due to

weather conditions.

- Looking at funding options with the North off shore windfarms community fund(£10k) deadline has been extended , needing some input from Rev Julie Boyd on her return from Sabbatical , as looking at seeking improvements for the cemetery, other idea is looking at the Orchard project (Orchards at Silvergate, Park Gates and Moorgate) ,to be used as a shared community space, increase knowledge about apples tress, apple pressing etc, to bring people together.

AWB- Flagged regulations around food safety when juice is bottled.

AF- mentioned the Gressingham "apple day", external expert contractor brought in to deal with rules and regulations, Orchard Bob based in the Fens.

HJ- great to do something together- apple day or weekend, happy to support any ideas.

JW-Asked for support in writing from the Trust to help in funding application. **HJ to pick up**

JW- Sign for Silvergate ready to go up, clearer signposting for properties 35-39 Silvergate.

JW- proposal for 30 mph on stretch of Blickling Road near church to carpark, likely that will go ahead.

HJ- Was contacted last December about the proposal and has been supported by the Trust. would be good to see stretch of road proposed for 30 mph to be extended, will help with traffic flow, especially traffic tuning into the showground entrance. Also looking at application for 20 mph on road at Park Gates outside the pub which is currently the National Speed limit.

Keith Reeves (KR) Oulton Parish Council

- New member of Parish Council, taking over from Alison Shaw to attend meetings
- Parish council held last night, main topics of discussions where 4 planning applications and concerns of impact in the village around traffic, concerns that land in the village is slowly being removed from farming. One the applications is for a haulage company where could be up to 50 vehicle movements a day, 6 days a week, large 20-ton lorries. **KR to share info with HJ regarding the planning applications particularly the haulage company one.**
- Deer Management was also discussed. KR will feedback update shared earlier from ANB
- Discussed Small plot of land near play area, 0.7 acres land given to council, currently being used for horse grazing, looking at option to change to allotments, although no water supply, looking at funding and feasibility options.

GM- Mentioned funding and grant help available for changes in land use back to farming, Riverlands may be able to provide some help and advice around this.

Faye Le Bon (FLB) - Aylsham Town Council

- Commented on the issues with deer even in urban settings, previous issues at a site in Hellesdon, where muntjac deer still got in even jumping high fencing.

HJ- As part of our deer management, looking to get things in order here first, looking to meet with local landowners to discuss wood land and deer management. Taking about working to together,

looking at biodiversity and habitat.

- May have seen in press, E cargo bike, bike with basket at the front, pilot scheme now, to review millage. Wrong time of year, hopefully usage will pick up.
- Looking at car parking, met with NCC bus manager with regards to schemes in town centre and bus stops and carparking spaces in Market Place, also looking at other carparks like the Butlands. Carparks being used for “park and ride” basis for individuals travelling into Norwich, which reduces spaces for people wanting to pop into town on short term basis, issues with long stay being used as a dumping ground, for SWORN vehicles. Piece of land will be given to council as part of the Norfolk Homes development, currently being used as the developer’s compound area. Will provide 55 spaces and will hopefully free up spaces in the Town centre. also looking at option of solar panels to run the site.

HJ- Brilliant to know still going, let us know if there is anything we can do, would be great to see improvement.

- Some kick back from local residents. Need to get all our ducks in a row and will then start consultation.
- Ace (Aylsham Climate Emergency) group, funds available for certain project relating to climate action, looking at circular biodiverse walk, funding has tight deadline. Would be great if they can scope walk out to Blickling, group meeting for workshop this weekend to discuss further.
- Funding successful for heritage snail trail to come Aylsham, to encourage footfall in town centre, small snails to be displayed in shop windows or attached to buildings.

ME- advised unsuccessful with funding bid for planting project

Mary Evans (ME) Aylsham Town Council

- CCTV cameras set up inside townhall and some outside- to prioritise safety etc
- Neighbour Plan Meeting, linking projects and impact on future developments
- Aylsham Business Consortium, been discussing the marketplace
- Church yard- memorial garden, planting started with white and purple flowers.
- Cittaslow group assisting with signs and links to snail trail.
- Demand for more sites for housing in area

FY- Housing targets always challenging

HJ- Flagged the impact, more cars on roads

- Part of issue with increasing housing is demand on services, already pushed to limit

JW- commented effects the stores in Alysham, parking always restricted.

Next Meetings Dates

9th February 2026 2-4 pm (**not 22nd Feb 2026**)

18th May 2026 2-4 pm

10th August 2026 2-4 pm

17th November 2026 10-12 pm



National
Trust

Riverlands

Restoring a healthy, beautiful, natural environment



ACE
AYLSHAM CLIMATE EMERGENCY



SCOTLAND
THE BIG PICTURE
RIVERWOODS
AN UNTOLD STORY
NARRATED BY PETER CAPALDI



RE-WIGGLING RIVERS

**An evening
of River and
Land Health**

6:15pm Bar and
Food Vendor
(Society Alive)
open
7:00
Riverwoods
8:10 NRT: Re-
wiggling Rivers
film
8:40 Panel Dis-
cussion: Soil
health and river
health.

The Upper Bure Vally Partnership and
Aylsham Climate Emergency group.
Aylsham Town Hall Saturday 1st November 2025
Followed by a panel discussion with local farming and food
specialists. Tickets £3 from Postles, on the door or
connect@ace-aylsham.org

**SPECIES
SURVIVAL
FUND**

 Funded by
UK Government

 Heritage
Fund

Forgotten Water

My name is Maraid and I am an artist exploring landscapes, emotions, and dualities. For this project, I have been creating layered collages inspired by the River Bure, ghost ponds, biodiversity, habitats, and land use, drawing on the research carried out by the Riverlands organisation and the National Trust. As part of the final stage, we are inviting local people: farmers, gardeners, and community members to take part in a collaborative collage-making workshop. Together we will create a shared artwork that reflects people's memories, experiences and hopes for the wetlands. The workshop will be a space to meet others and express your thoughts, imagining positive futures for the landscape through a different, creative lens.

If you would like to tell us your stories, provide photos or anything else that you would like to share please get in touch with Maraid directly to arrange a zoom call on maraidmcewan@gmail.com

We hope to produce something in the next few weeks to help us communicate the importance of having a healthy river, what it means to people and what we'd like to see for the future of the river.

Thank you in advance for any contribution your able to make.



Wellbeing immersive soundwalks

As part of our wellbeing season in Riverlands, we're offering immersive experiences close to you. If

you'd like a paid for specialist wellbeing walk in your village please contact Geoffrey.morley@nationaltrust.org.uk to arrange.

Join our digital sounds specialist Martin Scaiff of Homesounds on an immersive walk through nature. Using specialised microphones and noise cancelling headphones we'll explore our own perspectives and senses and follow the sounds to hidden worlds and strange realities in air, water and soil. Explore our work here [HomeSounds](#)