



MINUTES OF THE MEETING OF THE **CITTASLOW** AYLSHAM COMMITTEE HELD AT DRILL HALL, ON TUESDAY 17th MARCH 2026 AT 11am.

PRESENT: Pat Prekopp (Chair) - Aylsham Slow Food, Town Council
David Anderson – Aylsham Town Council
Kevin Cunnane - Aylsham Town Council
Mary Evans – Aylsham Town Council
Giles Margaron - Aylsham Community Partnership
Wendy Sadler – Aylsham in Bloom
Jean St Clair – U3A

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council.

1. To Receive Apologies for Absence

Apologies were received from Mo Anderson-Dungar, Mike Downes, Graham Peers, Jo Tuttle and Grizelda Tyler.

2. To Receive Declarations of Interest and Requests for Dispensation

None raised.

3. To Agree the Minutes of the Cittaslow Aylsham Committee held on 24th February 2026

The minutes from the meeting held on the 24th February 2026 had been circulated. Subject to correction of a typographical error, these were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

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

No matters raised.

5. Adjournment of the Meeting to Allow Members of the Public to Speak

No members of the public in attendance.

6. Cittaslow UK and Cittaslow International

Mo had provided a written report.

Cittaslow UK – Mo will be compiling an annual report to present to the June Assembly. This will be circulated to the towns.

Giles will follow up with Mo about arranging the annual UK meeting.

Cittaslow International - A save the date notice and details of various packages of

accommodation for the April Co-ordinating Committee in Canada have been received.

7. To Receive Market Updates

a) Food and Craft Market

The Clerk and Facilities Officer continue to book in entertainment for the food and craft market. When the programme is finalised, it will be sent to Patrick.

b) General Markets on Monday and Friday

Monday markets remain very buoyant, however Fridays are still not as popular.

c) Country Markets

Mo had provided a written report. The Annual Meeting was held on 6 March. Overall 2025, the 50th anniversary year, was a good one. The group took part in several town events, celebrated the 50th anniversary with customers in August, interviewed for Radio Norfolk in September.

The group has decided not to continue with Food & Craft Markets in 2026. They have been staunch supporters since the re-launch in June 2023, but with gradually decreasing number of stalls and declining customer numbers, they felt it was no longer viable, given the time needed to set up and clear down at the end. They will continue to support town events, e.g. Healthy Town etc, the Food Festival, Christmas Lights/Tree Festival.

On 24th March they are booked to speak about the markets to u3a.

8. Visit Aylsham

The draft minutes from the meeting of 24th February were had been circulated.

a) To receive update on Heritage Snail Trail

A picture of the stone plaques in progress had been circulated.

Giles requires more information on the artistry for the snails to be placed on listed buildings that haven't been selected for a stone plaque.

Jayne and Mitchell are in the process of agreeing the wording for the plaques.

Giles raised concerns about the time it is currently taking to validate planning applications.

9. Town of Culture

a) To receive update on Town of Culture Expression of Interest Project

This will be submitted by 31st March 2026.

10. To Note the Minutes from the Aylsham Climate Emergency Working Group (2nd March 2026)

The draft minutes had been circulated to the committee and were *noted*.

11. To Note the Minutes from the Aylsham Community Events Committee (18th February 2026)

The draft minutes had been circulated to the committee and were *noted*. It was noted that the fund raiser for the church memorial garden will be on Saturday 9th May.

12. To Receive the Following Group Reports

a) Slow Food Aylsham

Patrick reported that Slow Food met on 10th March. The group is now up to 24 members with the most recent member having a talent for social media which will aid with the promotion of the group.

A 'seasonal veg' quiz was trialled at the March Food and Craft market.

The group is co-sponsoring the Family Learning Day on 20th June.

b) Aylsham High School

Jo Tuttle had provided apologies for the meeting.

c) Aylsham in Bloom

Wendy advised that that the Open Gardens recruitment is going well, with 16 gardens signed up so far.

The group will attend the Paupers' Graveyard this week, with a view to tidying it up ready for re-opening on 1st April.

They will be joining in with the fundraiser for the church memorial garden, and also with the Family Learning Day where they have 100 French marigolds to pot up and give away.

d) Aylsham Business Consortium (ABC)

Patrick reported that at the next meeting there will be a presentation of the updated Visit Aylsham website.

e) Aylsham Parish Church

It was requested that the minutes of the Churchyard committee be added to the Cittaslow pack. Progress is being made on the church wall repair project and the memorial garden project can move forwards thanks to a Ward Members' grant from Broadland District Council.

f) Aylsham Rotary Club

Mike Downes had provided his apologies for the meeting.

g) Aylsham U3A

Jean reported that the Family History Group were continuing to work with the Heritage Centre to find more information out about those who were buried in the Paupers' Graveyard.

The group visited Gressenhall Museum, receiving a private tour of the premises.

As reserves for the group are good, members will receive a free membership year.

Jean will send the Clerk details of the U3A for the Visit Aylsham website.

h) Aylsham WI

Mo had provided a written report. The craft day is 21st March, not 21st February as previously reported. At the March meeting, the speaker was Cora Mullenger, an artist with a talent for pastels. Using chalk and oil pastels members had the opportunity to produce their own masterpieces which were 'judged' by the speaker. Usual business followed, including planned attendance at Norfolk

Federation Annual Meeting, correspondence, ideas for outings, Bluebell Walk, and subs due in April. Advance notice of charity stall at the September Food and Craft Market.

13. To Note any Items for the Next Agenda

No matters raised.

14. To Agree the Date of the next Meeting

This was agreed as Tuesday 28th April 2026, 11am at the Drill Hall.

There being no further business the meeting was closed at 11.45pm

DRAFT

Visit Aylsham Working Group Meeting Held in the Council Chamber on Wednesday 8th April 2026 at 3pm

Attendees:

Patrick Prekopp (Aylsham Town Council) Chairman.
Jayne Andrew (Aylsham Heritage Centre)
Sue Catchpole (Broadland Council)
Graham Peers (Broadland District Council)
Mitchell Philpott (Aylsham Town Council)

Also in attendance: Mik Richardson (appointed artist) and 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 11th March 2026

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. To Note Matters Arising from the Previous Meeting

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 the feature snail was now complete. The working group was very pleased with the result and thanked Mr Richardson for his work.

Other artists had been approached to have their work featured as part of the trail. There were five positive responses to date. The high school was still on Easter Holidays so had yet to respond. It was agreed that all artists would be based in Aylsham.

Giles had submitted the listed building applications for the snail plaques. They had yet to be validated and this may impact the launch date which was originally hoped to be the May half term. The Clerk will contact the Heritage Officer at Broadland District Council to give them advance notice that the applications will be forthcoming.

The launch of the trail was discussed. It was agreed that the target date should be 1st August, to coincide with the Food and Craft market and Snail Race. There will be a competition to name the snail, with a post box situated at the Heritage Centre for

suggestions. There would also be an opportunity to make suggestions at the Family Learning Day on 20th June. The snail could be taken to this event, but would have all but its head covered. The Clerk will check the location of the plinth and whether any fixings are required.

In preparation for the launch day:

- Jayne will prepare a timetable for Comms
- Jayne will contact Mini Monsters to see if they can attend on 1st August
- The Clerk will arrange for a 'do not climb' sign.
- A red cover to unveil the snail will be sourced (Mik to see if Break have one)
- Mitchell to do the digital pages for the website. Mik will provide some imagery in keeping with his design.

b) Increasing Footfall to the Market Place

Entertainment for the Food and Craft Markets has been booked as follows:

2 nd May	Enchanted Princesses
6 th June	Harp Guitarist
4 th July	Caricaturist
1 st August	Singer/Acoustic Guitarist
5 th September	Violinist

There is a balance of £764 remaining in the budget. This will need to cover promotion of the entertainment, the Young Traders Market and a seasonal market. Part of this can be used for booking Mini Monsters for 1st August.

The possibility of buying in markets was discussed but booking was required 18 months in advance.

Jayne has collected business cards from the recent Black Barn Farmers Market. The requirement for a proposition to send to potential stallholders was discussed.

- Graham will speak to the Monday stallholders. Why Mondays work better than Fridays?
- Sue will put together a survey for market customers.
- The Clerk will put together some information on the market costs and what you get for this.
- All are to think about a markets 'champion'.

5. To Receive Update on Visit Aylsham Website

Mitchell reported that requests for new items have been received (eg: Aylsham in Bloom as a group and Open Gardens as an event).

The detail for the snail trail is to be added and a new community section will be built. There is collaboration with Just Aylsham over a news feed taken directly from the Just Aylsham site (with all credit being given to Just Aylsham). This will feed in to the community section of the site.

6. To Receive Update on Town of Culture Application

It was confirmed that the application had been submitted ready for the deadline of 31st March.

It was noted that there had to be a programme of actions that come from this in the event that the application does not progress.

7. To Receive Job Description / Person Spec for Comms Officer.

This was circulated, however it was reported that the Town Council had agreed at its meeting on 1st April that the position should be contracted out.

It was noted that Harleston Town Council do this, and that North Walsham Town Council had appointed a PR firm in Cromer.

The Clerk would have to obtain quotes for this work.

8. Items for Information / Next Agenda

Snail trail.

Right of reply on incorrect facebook posts (to place on the Town Council agenda).

CCTV in the town centre (this will be raised to ABC).

Graham introduced Broadland District Council's 'Let's Go' project, a series of circular walks around the District. This is to launch in June.

9. Date of Next Meeting

Wednesday 13th May at 3pm.

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

Signed (Chairman) _____

Date _____



Minutes of the **Aylsham Climate Emergency Group Meeting held on 8th April 2026**



Present:

Sue Catchpole
Michael Dolling
Shelley Hudson

Bryce Davies
Michael Goodwin
Yvonne Stewart

Heather Davies-Walters
Louise Harlow

Also Present: Faye LeBon (Town Clerk).

It was **agreed** that Sue Catchpole would chair the meeting.

1. To Receive Apologies for Absence

Apologies were received from Grizelda Tyler, Catherine Fletcher, Kate MacKenzie and Kay Montandon.

2. To Receive Declarations of Interest and Requests for Dispensation

None received.

3. To Agree the Minutes of the 2nd March 2026

The minutes of the meeting held on 2nd March 2026 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

No matters raised.

5. Existing Projects.

a) To receive update and agree project for further Green Infrastructure funding

Yvonne updated the group on the projects that are being put together for Green Infrastructure Funding. These are:

- Infrastructure to create 'Swift Streets'
- Wildflower and bulb planning at Old Station Yard, Henry Page Road and the Orchard.
- Project proposed by Andy Bell to create wildflower strips on 4 areas of land.

These will be priced and the Clerk will send to Broadland District Council.

b) To receive update on Power Station film event

This will be shown on 15th May. Tickets are on sale at Postles and online. Anna has been distributing the posters and there will be further promotion in Just Aylsham.

There will be nibbles and drinks available on the evening. Volunteers will be needed on the evening on the door and for teas and coffees. Louise and Sue will assist. The Clerk will send an appeal out to ACE members for help on the night and to promote the film.

Yvonne advised that the Town Council Office Manager had been of great assistance to the group in arranging this event.

c) To Receive Update on NEB Film Screening

It was noted that this project is now known as PEB (People's Emergency Briefing). The Town Hall has been booked to show the film on 4th July. It was noted that the film is being shown in Cromer and Fakenham this week, and members were encouraged to watch it in advance as it is very hard hitting.

A project form will be submitted for funding from the Town Council and donations will be collected on the night.

The group will make people aware that the film will be shown across the country.

Discussions occurred about having partnership organisations at the meeting.

It was also agreed that ACE members should be available on the evening to support attendees, as there is a tough message coming out of the film.

d) To Receive Town Council agreement to purchase of Gazebo

The Clerk confirmed that the Town Council had agreed to the request. The Clerk will order the gazebo.

e) Outward Communications

Yvonne, Grizelda and Patrick had met to discuss the website. The design of the site is to be changed to include a clear news section at the top of the site, followed by 'all about ACE'.

The distribution of incoming emails was discussed. Yvonne will send a test email from the website to make sure it is working.

An appeal was made for regular updates for the website.

f) To agree actions for other planned events

Yvonne advised that there were now a lot of planned events and it would be useful to have a rota of volunteers. This would be useful for the films and also for the Friday morning blister pack collections. Yvonne will send the Clerk a list of events and what is required and the Clerk will look to set up a Doodle poll or equivalent to send to ACE members.

6. To Consider Toothbrush and Pen Recycling Project

Michael advised that regrettably the recycling bin at the church is not being used for its intended purpose so it has now been closed. They will continue to collect contact lens packets and marigolds at the library and the Jubilee Centre.

Toothbrushes and other dental items, and stationery items can now be sent to the same recycling centre as the blister packs, as long as they are bagged up separately.

The Recycling in Aylsham scheme can be relaunched, advising people of what can be recycled and where. Once established, it was hoped to encourage schools to be satellite collection points, especially for stationery. It would be helpful if ACE could provide containers for collections, with ACE branding. Badges / stickers could also be considered for children. An agenda for the next meeting would be how to partner with schools.

A rota can be set up for the Friday mornings at Country Markets for ACE volunteers to collect recycling donations.

It was **agreed** to proceed with the toothbrush and pen recycling project.

Sue reported that it has been acknowledged by Broadland District Council that the logistics of blister pack recycling have been down to the Town Council. Broadland District Council has agreed in principle to take over the logistics District wide, however a storage area needs to be agreed with Veolia. Broadland District Council is also looking at using parcel lockers for people wishing to borrow items. There will also be a school uniform collection in the summer. Electrical and textile collections are also to be encouraged by Broadland District Council.

Aylsham and Reepham surgery will now be collecting blister packs.

The Clerk will arrange for sealed collection bucket for ACE, in accordance with the Code of Fundraising Practice.

7. To Discuss Lidl Proposals

It was noted that historically planning permission had been granted for a garage on the site as a result of an appeal to the Planning Inspectorate.

Concerns were raised about:

- The impact of town centre services.
- No other development south of Henry Page Road.
- Pedestrian access.

The Clerk will inform ACE when the formal planning application is received. ACE can then feedback to the Town Council's planning committee when Town Council is consulted on the application.

8. To Receive Group Updates, not elsewhere covered in the agenda

Transport

A survey of users of Burgh Road car park has been conducted. There were several vehicles that park overnight, then a lot of spaces taken by people who work in the town. Finally there were people who were parking to shop in town. The next survey will be of the Buttlands car park users.

Concerns have been raised about the impact a new unitary council will have on free parking in the town.

A survey of market place users has been completed. Further consultation is to take place at the Annual Town Meeting.

It was noted that new parking regulations would mean that any changes to the car parks would require larger spaces and increased turning circles.

Nature and Biodiversity

Yvonne reported that the Wildlife Garden competition has been arranged. Entries will be required by June, judging will take place in July (after Open Gardens) with a prize giving in August. The judging criteria has been agreed and one judge appointed, with a second judge required.

It was noted that there was now no tree warden for Aylsham. Sue is to ask at Broadland District Council about an appointment.

9. Finance

a) To receive updated ACE budget

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

Revenue Budget	£3,885,86
ACE Events	£787.24
Other Income	£1,686.04

This would be moved to ACE earmarked reserves as it was now at the end of the financial year. General ACE earmarked reserves currently stand at £909.00.

10. Items for Future Agendas

Partnering with schools

Volunteer rota

PEB film formal project proposal

Project: Young person to put together a video to showcase ACE projects.

11. To Agree the Date of the Next Meeting, taking into account the May Bank Holiday

It was **agreed** that the next meeting should be Monday 11th May at 7pm.

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 20th APRIL 2026 AT MIDDAY

PRESENT: Kay Montandon (Chair) Julie Boyd
Kevin Cunnane Mary Evans
Wendy Sadler

Also in Attendance: Faye LeBon (Clerk to Aylsham Town Council) and Andy Bell (Groundsman to the Town Council)

1. To Receive Apologies for Absence

Apologies were received from David Anderson and Mathew Martin.

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

None raised.

3. To Agree the Minutes of the Meeting of 31st March 2026

The minutes from the previous meeting held on the 31st March 2026 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

The Clerk reported that the Paupers' Graveyard had reopened and, to date, there had been no evidence of antisocial behaviour in the area.

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 Church Wall Repairs

The updated specification had been submitted to the Local Planning Authority, which was currently consulting on the plans. To date there had been no objections on the planning portal, but the Clerk will keep a watching brief. It is hoped that a decision on the application would be made by 8th May, at which point the project will go out to tender.

Julie has made the Diocese aware of the plans, but it is too early for a full faculty application. It is anticipated that the Diocese will want details of the successful tenderer and evidence of the tender process.

7. To Receive Update on Memorial Garden Project and Finalise Details for the Fund Raiser

Prices and suggested working for the plaques were presented. It was requested that the wording for the plaque for women's suffrage was amended to add specific reference to the women of Aylsham. 300mm x 300mm plaques would be preferred at a cost of £239.17 + VAT each. A design should be mocked up ready for the fund raiser on 9th May and those attending the fund raiser should be consulted as to the wording.

Donations have started to be made for raffle prizes and the tombola. Further donations can be dropped off to the church office on a Monday or Wednesday morning.

It was suggested that donations should be requested for teas and coffees, as this often attracts more funds than a set price. For the plant stall, it was suggested that a donation is requested for small plants, but larger plants should have a set price. Children's activities should be on a donation basis.

A compere for the human fruit machine has been arranged.

Wendy and Julie have volunteers arranged. An appeal will be made for councillor volunteers.

The Clerk will send the event poster to Visit Aylsham.

Julie and Wendy will bring Sum Up machines. The council machine should also be made available. Julie will also bring a bucket for cash collections.

8. To Receive any Further Representation on Reinforcement of Car Parking Area in the Church

There had not been opportunity to liaise with the Archdeacon over the matter to seek advice on Ecclesiastical law.

It was noted that the boundaries of ancient burials in the churchyard are unknown.

There was no appetite for removing car parking spaces in the churchyard, in support of those in the congregation with limited mobility, hearses and wedding cars.

There was an appreciation of the sensitivity of the matter, however it was felt reasonable to install a post to prevent parking between the gravestones.

Consideration should also be given to barrier off the area in periods of inclement weather to prevent damage to the churchyard.

Julie will continue to seek advice from the Archdeacon for future reference.

9. To Agree Date, Time and Location of Next Meeting

The next meeting will be Monday 18th May 2026 at midday, at St Michael's Church.

Items for the next agenda:

Car parking area in churchyard

Update on fundraiser on 9th May

There being no further business the meeting was closed at 12.35pm.

Signed _____ (Chairman) Date _____