

I am writing on behalf of Aylsham Swift Group to ask if the Town Council can support our work helping swifts. Residents are seeing fewer swifts return to Aylsham each year, a situation common across the UK with numbers falling by 62% between 1995 and 2021. This summer, we located 35 nests under pantiles in the older parts of town. There will be many we missed due to limitations in time periods we could cover and because swifts are superfast birds, so it's easy to miss them entering their nests. Property owners may not be aware of swifts, so we are concerned that traditional nest sites under roof tiles and eaves will disappear as buildings are insulated, renovated or demolished.

To help protect existing nest sites, we check planning applications that relate to properties in streets favoured by colonies of swifts. If proposed works could affect swifts, we leave a comment via the Broadland District Council website. For approved applications, we contact the architect (and property owner if possible) with information on preserving nest sites during roofing and building work and creating new sites with swift bricks and nest boxes or adapting soffits.

It would add weight to our work to protect swift nest sites if Aylsham Town Council could include a request for integrated swift bricks (or external nest boxes) in their response to planning applications in swift hot spots. So far, we have recorded nests in the following important streets for swifts: Hungate Street, Penfold Street, Cawston Road, Pound Lane, Red Lion Street, White Hart Street, Town Lane, Sir Williams Lane, Millgate and Mill Row. To raise awareness of swifts, we plan to distribute our leaflet (attached) to property owners in 'swift streets'. The leaflet asks homeowners to consider asking builders/roofers working on their properties not to install bird eaves combs. This is the most important thing people can do to protect existing nest sites, especially as we have had reports from residents about bird combs being put under their tiles without their knowledge.

Currently, swift groups in most areas rely on ecologists to recommend nest provision for swifts as a condition of planning consent. The new Biodiversity Net Gain approach to planning is a positive step towards formalising nature-friendly developments, but the BNG metric focuses on natural habitats, which will not provide swifts with places to nest. I have asked Broadland District Council to consider integrated nest bricks (which also help other red-listed cavity-nesting birds) as a condition of planning consent for new buildings and two-storey extensions. Sue Catchpole ensured the portfolio holders received this request, but we realise the process takes time.

In the meantime, we hope Aylsham Town Council can include a recommendation for universal swift bricks in their response to the applications for new housing developments in Burgh Road and Norwich Road. Swift bricks are easy to install and could deliver a significant long-term conservation impact for a small cost. To cover all bases, Aylsham Swift Group coordinator Pat Grocott has contacted the developers about the inclusion of nest bricks in these Aylsham developments. Hopkins Homes has already included Action for Swifts 'S' bricks in new houses in Suffolk and Swanton Morley, Norfolk, and Pat received an encouraging response from them.

In case it is useful, I have attached the Swift Local Network's guide on universal nest bricks, and a digital version of Aylsham Swift Group's trifold leaflet explaining what we do. Thank you for any support the Town Council can give to secure the future of swifts in Aylsham.

Response from Aylsham Town Council re Planning Application 2023/3003

Aylsham Town Council is of the opinion that the proposed plan for the development at Burgh Road should be rejected until the following matters are resolved:

Water and waste

- This is the most fundamental concern in regard to the Burgh Road Site for both surface water and flooding and also foul water. These issues reflect the problems that are there with open spaces, nature and climate change
- The flood assessment report from Rossi Long points out that the flood risk is at level 1. However, the assessment highlights a number of issues that need addressing. In regard to surface water that flows from the west and the south it is thought that changes are needed to the gardens and the properties that are near this movement of water. In respect of surface water other reports highlight this issue. The properties at Aegel Gardens have suffered from surface water issues with water running through their gardens. The Community and Environmental Services at County Hall highlight that the use of SUDS are well explained, but there is a lack of information to ensure that the system will work effectively. There is concern that the impermeable layers will create flooding issues unless more effective measures are taken. The report highlights 7 areas where more information is needed and until these questions are answered the plan cannot go ahead. There is concern throughout the community of Aylsham that the **surface water will not be contained within SuDS** and will drain into the waste water pipes.
- This Autumn has highlighted the problems of flooding in Norfolk following new developments. As yet the planning application does not meet the needs of the changing climate.
- The residents of Aylsham are very concerned that the Anglian Water Treatment works in Aylsham will not cope with the increase in waste water. At present there are numerous properties in Aylsham near to Burgh Road that suffer from sewage bubbling up through the toilets and at times coming up through the man hole covers in roads. Burgh and Tuttington Parish Council highlight the number of discharges into the River Bure and from this into the Broads National Park. **Aylsham Town Council consider that Anglian Water need to increase the capacity** before any building is started to ensure that it can cope with the existing homes in Aylsham. At present it fails to do this. Strong pressure should be placed on Anglian Water to fill their legal responsibilities before any houses are occupied.
- At present there is no effective measure to deal with nutrient neutrality and it is important that no planning permission can be given until this is resolved.

Affordable housing:

- There are a number of issues regarding affordable housing that have been raised by the housing enabling officer and the residents of the Town that mean that changes are needed to the Plan before it can go ahead.
- The Housing Enabling Officer points out that the number of affordable housing has to be 80 rather than 79. She also points out a number of changes to the different properties that are affordable. These changes will have to be made if the plan is to be passed. The issues

that are raised also highlight that the 3 storey flats are not suitable for many of the residents who will need affordable housing. The 3 storey buildings are not a feature of the housing landscape and it would certainly be advantageous for the plan to go through if the 3 storey flats were changed to 2 storey buildings.

Design:

- Residents of Aylsham have been concerned from the information provided regarding the design of the homes.
- Some of the requirements of the Aylsham Neighbourhood Plan do not appear to be incorporated such as garage blocks, bin provision and dementia friendly aspects.
- The information provided in regard to design is disappointing. The mix of homes has concerned many residents in that there are no private homes that are bungalows and there is a significant demand in the Town and its catchment area. The pictures provided for the different homes do not appear to match the quality of design in the Hopkings development at St Michaels. There is concern that the design does not reflect this area of Norfolk, there appears to be a lack of imagination and in the terms of the previous White Paper, '**beauty**'.
- The energy report highlights the different energy sources that were considered for the development. The decision to go forward with **air sourced heat pumps** does meet Government policy in regard to climate change. However, there is concern at the accumulative noise of 242 air sourced heat pumps. Will these be screened in anyway?
- The residents of Aylsham were also very concerned that **solar panels** were not planned as this appears to contradict the need for environmental forms of energy and the declaration of the Town Council of a climate emergency. Whilst acknowledging that not all homes will be the correct orientation for solar panels it is disappointing they are not even considered. The Aylsham Climate emergency group (ACE) is very concerned at this decision, when it appears it must have been taken on cost rather than consideration of the climate. There will be demand for homes in Aylsham and the increased cost of providing solar panels would not be a cause of a lack of demand.
- There should be triple glazing at the very least, but preferably acoustic glazing on all properties bordering the A140. The Environmental Quality Team at the district council emphasises the problem of the homes built near the A140 as does the acoustic report. There is a strong argument from the viewpoint of the climate emergency that all the properties have triple glazing.
- The design of the site does mean many properties and open spaces are near the A140 and Burgh Road. In addition to the levels of **noise pollution** there would be significant air pollution and it is vital that there is a significant increase in the planting of trees and bushes. This is proposed by many reports put forward including ecology, habitats and environment. Many residents of Aylsham are also concerned that the design of the site will have a detrimental impact on air, noise and habitat pollution. This is in conflict with the climate emergency passed by both Aylsham Town Council and Broadland District Council.
- There is significant concern that at present there is likely to be damage to the habitat of reptiles, birds, badgers and bats. At present the mitigation is not satisfactory. There has also not been any thought to providing swift boxes, or at least no evidence of this.

Open Spaces

- The very large attenuation ponds should not be considered as part of the open space as these do not appear to be useable by the public.
- The play area is very near the attenuation ponds, there was no indication what safety measures would be available.
- There should be more trees and bushes especially along the A140 boundary as trees are considered one of the best methods of reducing noise and brings benefits to the habitats.
- The CPRE is opposed to the development, partly due to the loss of a greenfield site and though there is in theory a reasonable amount of open space, much of it is taken up with attenuation ponds.

Transport including footpaths and roads

- The development would have to provide a 'safe' crossing of the A140. The current proposal is for this to be light controlled. **This should be provided at an early stage of development.**
- There is also a comment in the Transport report on the need for **improvements to the west end of Burgh Road**. This would fit in with the adopted Transport strategy of the Town Council. This should form part of the planning application and will have support of the highways department.
- It was also felt that 4.8m was too narrow for roads and these should be extended and it was also felt there should be a requirement for a fire truck assessment for the complete estate.
- There is limited visitor parking available throughout the site
- The gate to Ripplingall Road is **not required** and could lead to issues with school traffic in the future and should therefore be removed.
- The footpath alongside Aegel Gardens leads to Burgh Road, but once there the footpath to walk into town is the other side of the road. The validity of this was questioned unless dropped kerbs to assist with road crossing are installed
- To assist with residents of the estate having more opportunities to use public transport consideration should be made of installing bus laybys on the A140 to allow additional services (that do not currently go through or stop near the town) to be accessed.

Historical Environment

- There has been a desk based assessment of the areas of potential archaeological interest, but as the Norfolk archaeological and environment team have highlighted that there should be further investigation. It is important that their concerns are not just noted, but acted upon before planning is passed.
- Given the fact that this site is near to the Aylsham Community Roman dig and Brampton site, as well as the importance of Aylsham's late medieval history, this site should be fully explored.

Other aspect of site investigation

- The geotechnical engineering report highlights issues that need exploring, as well as archaeology.
- There is the possibility that there was chalk extraction in the past and this needs fully exploring.
- There may be possible contamination from car boot sales
- There is a raised foul sewer running South

- They state that a number of investigations/actions are considered necessary and the Town Council fully supports their suggestions.

Infrastructure of the Town

- 242 new homes will cause a significant strain on the infrastructure of the Town. The provision of land for a new primary school is to be welcomed. However, the parking proposed would appear inadequate. If the school is not constructed during the development building phase it should be protected for future school use.
- The improvements in transport can also be welcomed, but only if the problem of the western end of Burgh Road is overcome by the introduction of the Traffic Management Group plans.
- The NHS Trust rejects the plan unless more finance is available to meet the needs of the expanding population. The Town Council does not regard money as the only answer, there needs to be pressure on the North Norfolk Primary Health Care to hand over the Aylsham Medical Centre to the Market Surgery in Aylsham, so that the Centre can be fully used to meet the expanding population. This development and the second development on Norwich Road will, undoubtedly, place strain on medical services.

In conclusion the main issue centres around the inability to process waste water from the new development. As there are significant drainage problems already it is essential that Anglian Water gives a firm commitment of their intention to deal with this matter and to increase the capacity to process the waste water from the site. This commitment should include timings. Local rivers and waterways have to be protected from further pollution.

Other issues are outlined in the document and these include the flooding risk from surface water and how the possible flooding of property can be avoided with certainty.

A date needs to be agreed for the construction of a safe crossing for the A140. It is necessary for Highways to provide some clarity and more information regarding this matter.

It has to be acknowledged that the growth in population will put an extra strain on the existing infrastructure of the town. There is growing concern regarding the provision of health care and the inability of local GP practices to expand their premises. Again, this need to be resolved before residents move into their new homes.

The issues outlined in this conclusion are urgent but there are many other concerns mentioned in the document that need to be taken into consideration.

Aylsham Town Council
Summary of Receipts and Payments
To 24/11/2023

Cost Centre	Receipts		Payments	
	Budgeted	Actual	Budgeted	Actual
General Purpose	124,150	134,790	122,150	115,032
Town Hall	79,650	69,670	79,650	43,189
Drill Hall	62,800	53,392	62,800	45,336
23 Market Place	6,000	2,500	-	-
Cemetery Cottage	6,500	3,992	250	-
Public Toilets	-	-	12,000	9,587
Other Properties	6,550	6,550	6,800	4,449
Cemetery	23,680	18,650	23,680	20,726
Allotments	34,625	34,541	34,625	21,971
Markets	9,000	4,943	2,150	2,329
Open Spaces	184,900	187,273	177,950	126,482
Events	-	1,997	2,000	3,183
Churchyard	-	-	13,800	3,656
Street Scene	28,700	28,700	28,700	22,603
	566,555	546,998	566,555	418,543
VAT		27,651		24,619
		574,649		443,162

Aylsham Town Council
Reserves Balance
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Bottle Bank	4,300.00	1,500.00	2,068.00	1,480.83	5,212.83
Cittaslow	700.00	1,500.00	1,783.29	157.05	573.76
Community Events	5,200.00	2,000.00			7,200.00
Christmas Decorations	160.00	2,000.00	2,938.36	1,281.50	503.14
Election	2,000.00	500.00			2,500.00
Marquees	1,375.00		28.42	145.84	1,492.42
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	31,100.00		6,320.00		24,780.00
Open Spaces	70,400.00				70,400.00
Highway Verges	4,385.00		6,461.68	11,675.43	9,598.75
Recreation Ground	34,400.00	15,600.00			50,000.00
Churchyard	46,000.00				46,000.00
Street Furniture	11,500.00		2,156.50		9,343.50
Allotment Deposits	5,875.00		250.00	725.00	6,350.00
Hall Hire Deposit	50.00	-50.00			0.00
CIL	28,987.00			1,701.17	30,688.17
Cemetery Cottage	2,000.00				2,000.00
Youth	3,000.00				3,000.00
Skate Park	300.00		65.57	914.24	1,148.67
Communications	5,000.00		270.00		4,730.00
In House Grass	5,000.00	5,000.00			10,000.00
Boiler Reserve		10,000.00			10,000.00
Climate Group	409.00	500.00			909.00
Total Earmarked	308,241.00	38,550.00	22,341.82	18,081.06	342,530.24
TOTAL RESERVE	308,241.00	38,550.00	22,341.82	18,081.06	342,530.24
GENERAL FUND					173,749.12
TOTAL FUNDS					516,279.36



Aylsham Town Council

INTERNALSCRUTINEER'SREPORT

FORTHEQUARTERPERIOD:2023/24Q2:July2023-September2023

The Internal Scrutineer is to be a person not involved either in the Council's financial processes or in preparing and completing the Council's Statement of Accounts.

Check Required	Date Check Completed	Result of Check		Report Result to Council Meeting
		Satisfactory	See notes	
Bank reconciliation of accounts – undertaken once a month checked by Clerk	12th November 2023	X		6th December 2023
INCOME: Invoices, Receipts, Paying in Slips and Bank Statements all checked	12th November 2023	X		6th December 2023
EXPENDITURE: Invoices and Bank Statements for – 1) Payments by BACs/Cheques/Direct Debits/Standing Orders/Credit Cards 2) Staff Salaries 3) Pension/HMRC Returns	1) 12th November 2023	X		1) 6th December 2023
	2) 14th November 2023	X		2) 6th December 2023
	3) 14th November 2023	X		3) 6th December 2023
Notes: All checks found the records to be accurate.				

Signed: CFL

Name: C Fletcher

Date: 14th November 2023

CLERK'S REPORT FOR COUNCIL MEETING 6.12.23

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Still chasing plumbers for quotes for new boiler
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		Topple Testing took place on 17 th October. Only two headstones failed badly
Allotments		
Churchyard		
Market Place		
Farmers' Markets		New look Farmers Market went very well
Markets		
Jannys Close Community Garden		
Staithe		AGENDA ITEM
"Little Staithe"		
Hopkins Homes areas general	Community Orchard	Trees have been ordered Possibility of having an 'opening event' will be considered
Highways		
Paupers Graveyard		Signage is currently being produced and a maintenance schedule is in place
Norfolk Homes Play Areas (equipped)	Wymer Drive	Issues with the trampoline and replacements being sought
Norfolk Homes large area off Mileham Drive		
Land at Sapwell Close	Adverse Possession Claim	Solicitor has been engaged to register all TC property
Car Parks		
Street Lighting		Residents on Hungate Street unhappy with suggestion of support pole. Meeting with them later this month. Solar light installed on Banningham Road
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		
Pump		
Pillboxes		
War Memorial		
Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office know of any such areas and we will add it to the schedule we send them
Drill Hall		

Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	Now completed
Bure Meadows Footpath	New Footpath across to Dunkirk	The residents of Bure Meadows are unhappy that the maintenance of this path will fall exclusively on them but the path will be free for all to use. They are looking at lobbying the Town, District and County Council and have also contacted the MP to try and get the path adopted by the County Council. Residents are now suggesting applying for planning permission to remove bridges
Warm Spaces	Winter Pressure Grants	Last year the Town Council made the Town Hall and the Pavilion available as a warm space. Unfortunately there was no take up for this. Broadland are offering 'Winter Pressure Grants' for Warm Spaces etc. If anyone has any ideas for using this grant please let us know. Grants cannot be made to individuals.
Blickling	Invitation	Complimentary visit to the evening event for one family 4-7 th or 11 th -14 th December
Closure of Marsham School	Consultation	Proposal to close Marsham Primary from 31 st August 2024. The school currently has 13 children whilst there is space for 51. The proposal is to realign the catchment areas so that Marsham will fall into the Aylsham catchment
Christmas	Office Times	The office will close at 12.30 on Friday 22 nd December and reopen Tuesday January 2 nd
Staff Salaries		The NJC rates have been agreed for 2023/24 showing an increase of £1925 pa pro rata. This increase is contractual

Items for Town Council to consider/note

- **Still waiting for plumbers to enable new boiler to be agreed**
- **Christmas Hours**
- **Blickling Visit**
- **Winter Pressure Grants**
- **Closure of Marsham Primary School**

REPORT TO COUNCIL**Subject: Pride In Place****Author: Sue Lake****Date: 20th November 2023**

As part of the levelling up agenda Broadland have received money from Central Government for projects within the community. They have called this scheme Pride In Place.

It was originally thought that this fund could be applied for to fund a feasibility study for a new pavilion at the Recreation Ground. However I met with two offices from Broadland to discuss this possibility in detail.

It became obvious at the meeting that we are still some way from starting to look at a new pavilion. We looked at possible areas where we could site a new building and could not find one that would solve the issues of proximity to the cricket pitches that we already have. It would appear that the only viable option would be to rebuild on the existing footprint of the current pavilion but possibly look at it being a two story building. The first stage of this would be to work with the planning officers to see if this was possible.

However, I felt that it was important that the town did not miss out on the Pride in Place funding which has to be completed by January 31st 2024 and any projects emanating from it to be concluded by 31st December 2024.

Therefore it would appear the best proposal would be a multi-purpose proposal for the Recreation Ground and areas.

The application would consist of:-

- Repair of safety surfaces at the two Smile Parks
- Purchase of some equipment suitable for disabled children
- Repair to the footpath across the Recreation Ground
- Feasibility study for a zebra crossing on Burgh Road to link the Recreation Ground with Burgh Road

- Heather Morton is currently gathering costs for the play surface
- I will need to speak to Jilly Goulden to see how the raising of funds for the equipment is going
- This will need to be costed
- I have already spoken to Highways regarding this and got a likely cost/date

Councillors are asked to consider this proposal

From Broadland

Dear All

You may remember discussion of the **Clean Up & Bloom** application at the T&P summit.

I have pleasure in submitting details and I really hope you will be applying.

This grant is a small, easily accessible grant from the Pride in Place Community Grant Scheme. Funds available are £300 per parish and can be used to purchase plants for your community, arrange litter picking events throughout the year or even apply to the amazing, and successful, Anglia in Bloom scheme. Anything to help your parish and residents Clean Up & Bloom.

The application process is incredibly simple – please sign and date the form and return to prideinplace@southnorfolkandbroadland.gov.uk We will then write back to the successful applicants, requesting bank details and transfer funds. As part of the funding criteria, we ask that you provide evidence of your events or your flowers in bloom.

The **Clean Up & Bloom** grant is only available to parishes.

I look forward to receiving your applications and if you have any queries then please do not hesitate to contact me.

Dear Aylsham Town Councillors,

First of all I would like to thank you all again for previously showing your support for the Aylsham Older Peoples Association (AOPA) and the Friendship Hall.

The reason for this email is to ask if you would support the Aylsham Older Peoples Association (AOPA) application for a grant from the Pride in Place organization. The grant would be used to part fund the installation of a solar storage battery, the replacement of the halls lighting with LED units and the refurbishment of the hall's wooden floor. As part of the grant process we have to raise some matching funding. Therefore, could I also ask if there is any way that our Town Council could help the AOPA to raise this matching funding by make a donation to the AOPA.

As you are aware, the hall is a much used community asset. We already have lottery funding for the installation of solar panels and we aim to increase the value of this asset further by reducing its carbon footprint and reliance on outside energy sources and so help with the aims of the Aylsham Climate Emergency (ACE) organization, hence the intent to install storage batteries and LED lighting. Without taking into account the installation of the LED lighting, the tremendous environmental benefits of having solar panels and a battery are estimated at achieving a reduction of 1,421kgs of Carbon Dioxide per year or the equivalent of a car driving 5,075 miles.

Our hirers require a good quality, safe and robust floor on which to carry out their activities. A refurbished floor will result in increased confidence of the Hall's users that the state of the floor is safe to use for all their various activities, in particular, the Blind Club; the Toddlers Group; the National Childbirth Trust; Yoga and other keep fit classes; Ballroom, Lone and Scottish dancing classes, etc.

If you could send me a letter of support it would greatly improve the possibility of the application being successful. Obviously, if you are also able to make grant that would be much appreciated.

These estimated costings are based on quotes received from four separate businesses:

- Solar panels (already partially funded) and storage batteries. Based on the responses so far from various suppliers they quote solar panels and battery **costs** as varying between £11,550 + VAT and £15,302 including VAT and producing savings of between £2,008 and £2,075 for the first year. One quote states a payback in 5 years, one in 7 years and one in 9 years. Total benefits vary between £99,900 and £193,975, the larger figure taking inflation into account. The separate cost of the batteries for the size that the hall requires vary between £6,025 and £8,615. The **benefits** will be reduced use of, and dependence on external energy suppliers, therefore greater energy security; also the batteries will be charged up during low cost night time rate and the power in the battery used in lieu of the high cost day

rate; plus the sale of at least 50% of the power generated to the grid with the resultant income. The **environmental benefits**, not taking into account the replacement of standard lighting with LED, are tremendous. Apart from helping with the aims of the Aylsham Climate Emergency, i.e., the power produced will be clean and green, the carbon footprint savings are estimated at 1,421kgs per year or the equivalent of a car driving 5,075 miles (model not stated). Please note, that although I asked for like for like quotes, suppliers were unable to provide them as they all use different panels and batteries. That said, in all cases, the panels and batteries characteristics and capacity are very similar.

- Removal of standard tubes and bayonet lights and replacing with LED Approximately £900 + VAT
- Refurbishment of the main hall floor. Quotes vary between £2,500 with no VAT and £4,815 + VAT. The higher quote is from a local contractor. To my knowledge this will be the first time that the floor has been refurbished

Therefore the total costs, including the solar panels, are estimated at the lower end to be £17,440 and at the upper end £22,160. If we assume the solar panels are 50% funded and we only have to pay for the solar batteries the costs will reduce proportionality by approximately £3,000. That is £17,440 reduces to £14,740 and £22,160 reduces to £19,160.

I hope this information is sufficient for your needs. Please call me if you require any

Minutes of the AYLSHAM RECREATION GROUND MEETING on Tuesday 17th October 2023 held at the Town Hall, Aylsham at 7.30pm

Present

Lauren Stroud, Barry Lancaster, Sean Cannon, Sue Lake, Heather Morton, Jon Minns, Cheryl Bould

1. Welcome and apologies

Welcome to Jon Minns who has requested to join the committee as an independent representative after a break of a few years when was cricket rep. Vote in favour and vote of thanks.

Cheryl Bould present as an observer from the Town Council and therefore, unable to take part in any voting.

2. To confirm minutes of the last meeting held on 25th September 2023

Confirmed by Lauren, seconded by Barry.

3. Constitutional matters

Sue has contacted Community Action Norfolk (CAN) leaving phone messages and emails, but with no reply.

Barry was concerned whether we were quorate for the meeting. As a third needed to be present with the existing constitution saying 15, the 5 representatives present were enough for the meeting to continue.

ACTION Sue to chase CAN as we need to clarify parts of constitution.

4. Finance

Decided to discuss later on in the meeting

5. Matters arising

a) New members already addressed in Welcome

b) From user groups, nothing heard.

ACTION Heather to contact Francis re possible new member. Also to speak with Jill at Hooked on Stitching to see if she has any concerns

6. Update on previous matters (related to Strategic plan)

a) Constitution

Already discussed Sue to contact CAN

b) Tree work

Free tree report provided by MJ Tree Services on the state of trees on and around the Rec. As no work has been done for years, there is a lot of crown lifting required, with some branches over the road and Rec. Although low level risk, they are high volume areas. The report identified each tree, its condition and recommendations whether work was required immediately (red), amber (within 2 months) or green (within 4 months). Only 2 oak trees on the Burgh Road given amber status, all the rest were green. The position of these trees would require the work to need a road closure. All works on the trees would be provided by the company at a day rate. If we did not use the company to do the work, there would be fee for the report.

It was decided that we now need to follow a consistent procurement procedure. Sean will write a schedule of works initially to be undertaken on these two oak trees. He will then send out tenders to 2 other tree surgeons for prices.

ACTION Sean to create a schedule of works for the tree work required

c) Rec manager role update

Advert was placed in Just Aylsham and on Facebook. So far 3 inquiries, but no applications. Closing date 30th October 2023.

The Town Council will handle the paperwork. Sue will contact Lauren to arrange interviews with a sub-committee of Rec members as required.

d) Cricket strips

Sean reported that the 2 new strips would be £7K.

The planning department and ECB had met and agreed that temporary netting up to 5 metres could be erected when cricket matches were in progress. Holes could be placed permanently in the ground with a cover, and lightweight poles with netting placed in and then poles taken down and netting rolled up after the match. The cost of this was approximately £800-1400. The positioning of nets was still to be confirmed, but essentially in front of the pavilion and along the footpath.

Sue sent Sean details of a grant form Broadland district council for up to £15K for sport and leisure they may help towards this funding. They will work together to apply for grants.

Sean also stated that the ECB may also be able to help with funding. The ECB also will be in contact with Labosport to approve these recommendations.

The current position of the adult gym equipment may need to be moved if the distance was less than 50 metres from the newly created strips.

Finally, discussion around cricket's annual maintenance and payments needed clarification.

ACTION Sue and Sean to work on grant applications needed to cricket strips and netting

ACTION Sean to contact cricket treasurer to clarify maintenance payments

e) Fencing

Heather reported the quote from Estate Fencing to make and supply gates at Sir William's Lane entrance. Made up of two gates one third and two thirds, as to big expanse for one gate. Also to supply fixing on metal posts.

£1389 for gates £260 for posts prices excluding VAT.

With regard to gates on Burgh Road entrance and fixing, Estate fencing can supply posts for gates that are currently fixed on brick pillars. The weight of these gates are putting strain on these brick walls.

With regards to renovation of these walls, the cost to rebuild the walls is an unnecessary expense with other works that are required. So as a compromise prices sought to stabilise the walls with stainless steel mesh, render the walls and placing larger copingstones on top to stop water running into brickwork. One price received from builder £10,620 and awaiting a second quote.

There was discussion around whether walls worth preserving and just replace with fencing. Therefore, to explore further options. Difficulty though that there are different ground levels, and so a retaining wall of sorts will be required.

ACTION Heather to consider further alternatives and report back, with further quotes on options available.

f) Smile Park Resurfacing

Heather has received a quote from Kompan for resurfacing the play areas. First quote to strip away current wet pour and replace with black wet pour is £67,983.58 plus VAT

Second quote to overlay wet pour £47,839 plus VAT.

First quote higher as the waste has to be disposed off with an audit trail.

Both quotes come with a 5 year guarantee.

Heather explained that the current surface actually put in 2009 and lasted therefore 14 years. Taking the census 2021 population 7184, of which 0-17 19% population 1,364.

If take 68K divided by 1364, £9.40 head child /year but 63p/year over 15 years!

All agreed the works are necessary but we need to obtain further quotes. Heather to work with Sean to create a schedule of works to sent out to prospective suppliers.

Cheryl to refer Heather a person who helped with funding for play areas locally.

ACTION Heather to work with Sean to create schedule of works and approach 2 other companies for quotes

g) Contract/procurement policy.

Sean set out the need for this and a consistent approach to all jobs

Sue suggested that delegated chairperson's powers should be raised to £3K. However, Sean felt limit was too high so proposed increasing limit to £2K from 1K. Seconded by Heater. All in agreement.

With the new recommendations Lauren proposed to action the work on Sir William's way to supply and fit new gates to this entrance. All in agreement.

ACTION Sue to contact Norfolk Estate Fencing to supply and fit gates at Sir William's Lane.

h) Schedule of works

It was unclear what work Keith Edwards had been instructed to undertake from the previous Rec Manager. Sue would therefore, meet Keith to see what he was expecting to do. From this conversation, list of jobs required could be drawn up. This included line markings in the Sir William's Lane car park, repainting inside and out the pavilion, widening of door in main hall for easier wheelchair access.

i) Food/drink hut

Sean reported that person interested would review this again in the New Year.

4. **Finance**

Incoming and out going to date

Receipts £48,025.01

Payments £44,575.72

Still a further 26K to be received from Town Council. Outstanding invoices of £11K.

Reviewing figures Health and Safety reports, including the Labosport was not budgeted for. Neither for the extra CCTV installed. Water bills remain high. (Sue reported the repair of the pipes are in hand. Insurance company is sorting out quotes to do the works.)

Sue reported outstanding bill £200 from an event held to raise money for play equipment on the Rec. Due to exceptional high temperatures, day was not a success and so event organiser decided to put any surplus made towards running another bigger event next year. The committee were in agreement that for this time only would waiver the fee, as long as have confirmation from organiser that another event would happen. Otherwise would need to chase the fee incurred. Also we needed better communication form the organiser and the committee, as she did not explain this directly to the committee.

Other outstanding monies £240 from NHS Charity which always paid late!

ACTION Sue to email organiser to confirm waiver of fee but to gain assurances of event next year.

Lauren wanting to review why we charge what we do to the different clubs, and what basis is it calculated.

Looking initially at the Tennis the club, it pays £750 but what exactly does this give them? The club pays for the surfacing and hires out the courts to its members. Non-members can use the cost at a small charge but the income received to the Rec, from this is less than the £60 yearly membership to the club.

Although as a Rec Committee we want to bring all costs under the committee, the reality of providing the maintenance for the clubs is way beyond our precept, and unlikely ever to receive the income required for this by Town Council.

Further work and an independent review needs to be taken with the club representatives also present. Dedicating a specific meeting to rents is probably required in the new year.

Lauren is wanting to promote the facilities to the Rec. Other places have on their website a sport and cost per hour to rent. Currently we do not have that information.

Aiming to encourage use of facility and increase income too.

ACTION Sue to see how other Council run and manage their recreational spaces. Initially contacting Thorpe and Sprowston as towns of similar size to Aylsham.

Budgeting

Needs to be submitted by 1st November. Discussion about outstanding longer term projects not listed elsewhere. Not in any priority:

Complete fencing along the perimeter

Rain water harvesting

Pavilion Roof repair (last quote 50K roughly for full replacement)

Petanque resurfacing

Grass cutting removal

ACTION Sue and Lauren to complete budget and supply to Aylsham Town Council

6. AOB

Broadland Waste provider Veola has requested that a large skip to be placed in the car park for the month of December. This is an attempt to reduce fly tipping.

All in agreement.

Remembrance Day request to lay wreath. All agreed that Keith should do as usual on our behalf.

Next meeting are Tuesday 21st November at 7.30pm Meeting closed at 9.50pm

REPORT TO COUNCIL**Subject: Open Spaces Maintenance****Author: Sue Lake****Date: 29th November 2023**

The Grounds Maintenance for the Town Council is currently undertaken by an outside contractor. This contact comes to an end in March 2024 and a decision needs to be taken as to whether to continue with a contractor or whether to bring this in-house.

If the advantages/disadvantages of taking this in-house are considered first;

Advantages	Disadvantages
Fully responsive to Town Councils needs	Requirement to employ additional staff and training/PPE
Will assist with the proposal to look at 'No Mow May	Issues with staff absence- holidays/illness
Can expand the service in future years should Norfolk turn unitary	Need for equipment or storage
The Town Council will be fully in control of costs	
Works with the Councils Climate Change Agenda	
No need for tender process	
Can respond to complaints/issues immediately	

The other main issue to consider are costs.

In-house	Details	Cost
Staff Costs	25 hours pw SCP10-13 + pension	£23,000pa
Equipment (hired)	1x New John Deere 1570 Out Front Rotary c/w 62" rear discharge Trimax Flail attachment 1x Scag 36" V Ride Rotary 1x Stihl Professional Rotary mower 1x Ifor Williams P8E Trailer c/w tail Ramp , Mesh Extension Sides. 1x Stihl FS 90R Brushcutter 1x Stihl BR600 Blower 1x Stihl HS 82RCE Hedgecutter 1x Stihl HL 94C-E	£15420
Fuel	Very small mileage	£2500
Additional Insurance	Quote still to be made	£1000
TOTAL	PER YEAR	£41920

The current contractor charges £44,700 per annum. This is likely to increase in April by at least the RPI which is currently standing at 6.1% making a likely minimum total of £47,400.



Aylsham Town Council

Biodiversity Policy

Background

Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England, including Town Councils to have regard to conserving biodiversity as part of their policy or decision making. This was further strengthened by the Environment Act 2021 so public authorities must now consider what they can do to conserve and enhance biodiversity in England and have a policy to that effect. This means a public authority must;

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver policies and achieve objectives .

Biodiversity refers to the variety of life on earth¹. Biodiversity is everywhere: in gardens, fields, hedgerows, mountains Rivers and the sea.

The Local Area

Aylsham Town Council is a small Market Town set in a rural area, with a considerable number of natural areas, including hedges, ditches, farmland, and the River Bure. In addition, just over a mile away is Blickling Park, a renowned National Trust property. Within the town are two Norfolk Trails – Marriotts Way and Weavers Way and also the Bure Valley Path.

Town Council responsibilities

The Town Council owns many pieces of land in the town – most of these are green areas, or play areas from developments. There is one large belt of land alongside Henry Page Road which is owned and managed by the Town Council. The council is also owns, the cemetery, the Paupers Graveyard, the Staiths on Banningham Road and Old Station Yard. The Town Council also has responsibility for the Churchyard. The Recreation Ground is run by a Management Committee and the Town Council is the Custodian Trustee.

The Town Council is also responsible for the grass cutting of verges, a delegated function from Norfolk County Council.

The Town Council declared a Climate Emergency in 2021 and work on this is overseen by ACE (Aylsham Climate Emergency).

What the Town Council will do

- Consider the impact on biodiversity in the decisions made through the Town Council, especially when commenting on planning applications.
- It will reduce the use of pesticides and herbicides used on Town Council owned land
- It will review how it manages the land it owes or is responsible for, this may include, but is not limited to.
 - Leaving standing and fallen dead wood as a habitat for invertebrates
 - Leaving leaf litter and dead vegetation wherever suitable as a habitat for invertebrates
 - Removing invasive and non-invasive species that are detrimental to native flora or fauna as required.
- The Aylsham Neighbourhood Plan NDP is being reviewed shortly and the working group will ensure that biodiversity is discussed and added to the plan as necessary.
- As Custodian Trustee for Aylsham Recreation Ground the Town Council will encourage the Management Committee to consider Biodiversity in its work.
- Hedge cutting takes place up to twice a year, and is very much a balancing act as many of the Town Council hedges run alongside well used footpaths so require cutting. All hedges are cut outside of the bird nesting season.
- The Town Council will be receptive to all new ideas linked to biodiversity

The Town Council will look to promote biodiversity via the ACE website

Policy created: December 2023

Adopted: December 2023

To be reviewed: December 2025

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL, ON WEDNESDAY 15th NOVEMBER 2023 AT 11am.**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mr G Margarson, Aylsham Community Partnership
Mrs M Evans Aylsham Town Council
Mrs M Anderson-Dungar ABEF
Mr G Peers – Broadland District Council
Mr R Willis ABEF
Mrs T Newsome – Aylsham U3A
Mrs C Bould, Aylsham Town Council
Mr K Cunnane, Aylsham Town Council
Mrs W Sadler – Aylsham In Bloom

OFFICER: Mrs S Lake Town Clerk

01 APOLOGIES FOR ABSENCE

Rev Canon Julie Boyd, Aylsham Parish Church

02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

There were no Declarations of Interests or any Requests for Dispensations.

03 MINUTES

The minutes of the Cittaslow Aylsham Meeting held on 18th October 2023, were **confirmed and signed by the chairman.**

04 MATTERS ARISING

With regard to the discussion on rubble in the Town Hall the chairman had spoken to Lloyd Mills who explained the issues in detail. In view of this the matter will be dropped.

05 ADJOURNMENT OF THE MEETING

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

06 CITTASLOW UK & CITTASLOW INTERNATIONAL

To receive an update

Giles Margarson advised he had spoken to the other towns and a meeting will be set up in January

Mo Anderson-Dungar had attended the international conference via zoom and had given a presentation on Cittaslow in the UK focusing on food festivals as all three towns had recently held a festival. She also included the recent Green Day in Aylsham.

Three new towns had recently joined the organisation one from Poland, China and Columbia.

07 CITTASLOW IN AYLSHAM

a) To receive an update on the Town Council decision

At the recent Town Council meeting there was no motion to withdraw from membership proposed and therefore the membership will continue.

It was asked if other organisations can use the Cittaslow logo and this will be requested of the Town Council.

b) To receive an update re Discover Aylsham website

The designer had advised that this was ready to launch. Work will be required after launch to populate the site but hopefully this will come from the businesses. And be a simple operation.

Graham Peers advised he was hoping to get the admins from the three towns to connect with one another.

c) 2025 Anniversary

If Aylsham is to host the International conference a budget will need to be set. Details of what is expected from the host town will need to be clarified with Italy. Once a budget has been prepared this will need to go to the Town Council to agree. Money should also be available from Cittaslow UK.

Work will start on this in the New Year

d) Aylsham Food Trail

This is still be worked up and ideas for it to follow along the lines of Norfolk Restaurant week were suggested. Need to speak to the restaurants in the immediate vicinity to gauge interest before progressing further.

e) Communication Officer for Aylsham – job outline

To enable this to go to the Town Council some outline of the job was required. The concept would be to engage an officer who would work on the promotion of the Town Council and its work both on social media and print media. Initially it was thought this should be 25 hours per week but committee members felt that 15 hours was more realistic.

Details will be put together and taken to the next Town Council meeting.

08 FOOD AND CRAFT MARKET AND GENERAL MARKETS

a) To receive an update on the Food and Craft Market

The November market, despite the weather was busy.

b) To receive an update on the general markets on Monday and Friday

These remain at the same level

09 CLIMATE EMERGENCY

a) To receive an update

The meeting with Jerome Mayhew was cancelled due to his illness. A further date is still awaited.

The last meeting agreed that all future ACE work would be project based and to ensure everyone was aware what the groups were doing a project form would be completed and this would form the basis of discussion at meetings.

The Communications Team have launched 'Think Climate Friendly' a campaign which will follow the seasons.

10 PROJECTS

i) OLD STATION YARD

A decision needs to be made on what will happen to this area – whether to manage or leave it wild. Giles Margaron will look at this for the New Year.

ii) TOWN PEDESTRIAN MAP

Awaiting delivery

iii) CENTRAL BANK HUB

Looking at the website the main issue would appear to be finding a suitable property. The first stage is to apply and this can be done even if there is still a bank left in the town.

11 AYLSHAM COMMUNITY EVENTS COMMITTEE

A meeting will take place this evening. The main topic will be the details for the lights switch-on on November 24th.

12 SLOW FOOD AYLSHAM

The Food Festival was very good with the dinner sold out and the breakfast was at full capacity. A small loss was made.

The AGM will be held in January.

13 AYLSHAM IN BLOOM

The autumn planting has been completed.

The Paupers Grave is in good order but there has been some fly tipping that the Town Council will remove.

Recently tidied up the Paupers Graveyard for the winter.

The wording for the sign has been agreed.

14 ABEF

Will shortly do a membership leaflet regarding the Visit Aylsham website and the Central Bank Hub.

15 AYLSHAM PARISH CHURCH

No report received

16 ITEMS FOR INFORMATION/NEXT AGENDA

A waste skip will be available at the Recreation Ground on December 6th. Full details are still awaited from Veola

17. DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Wednesday 17th January 2024 at 11.00am at the Drill Hall**

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 12.25pm



**Minutes of the Aylsham Climate Action Co-ordination Meeting
Held in Town Hall Council Chamber on Monday November 6th 2023**

Present:

Grizelda Tyler – Chairperson / Energy
 Patrick Prekopp – Comms
 Mike Dolling – Waste
 Kay Montandon – Town Councillor
 Cheryl Bould – Town Councillor
 Yvonne Stuart – Nature
 Jenny Haycocks – Outreach
 Shelley Hudson

Sue Lake – Town Clerk

1. Welcome and apologies for absence

Apologies were received from Sue Catchpole, Fiona Scott and Jane Coates

2. Minutes

Minutes of the meeting held Monday 4th September were confirmed and signed.

3. Matters Arising

Jerome Mayhew was unable to attend the meeting on October 13th. Grizelda is trying to obtain a new date but is having difficulty contacting his office. If nothing has been agreed in the next week a notice to that effect will be published

4. Green Day

The members present were asked to give their thoughts on the day..

The following points were raised

Positive

- Newsletter and event together is a good idea
- Lots of one-liner comments received
- Good feedback and community feel
- Interesting and useful
- Event brings different audience
- Green Day encouraged members to continue

Negative

- Does it divert attention
- Is the effort worthwhile
- Disappointing layout
- No details on Green Day on the leaflet
- Need to think about the message
- Very spread out

After discussion it was **AGREED** to repeat the event next year. This will be organised by a Working Group of ACE members starting in the New Year

5. Decision Making Process

a) To consider a proposal from C & C Group regarding future projects

The proposal was submitted with the agenda. There was some confusion, and also lack of awareness, over what all the sub-groups were doing. The proposal was that the work should, in the main, be project based and a proposal form had been created to clarify this. The form also allowed for multi-group projects, or at least suitable input from other groups.

It was **AGREED** to test the system and see how it works. Existing projects could also be included. The proposal forms would be e-mailed to all the groups.

Completed proposals forms should be sent to the Town clerk who would check them to make sure there was sufficient information for them to be considered by ACE and add them to the next agenda. Any that were not considered ready the clerk would work with the group to make them suitable for consideration.

As this would now form the basis for the agenda it was **AGREED** that the co-ordination group would no longer function and instead there would be a full ACE group meeting once a month.

b) To receive clarification on how funding for ACE works

The ACE Group is part of the Town Council and therefore all expenditure has to be agreed using the existing Town Council financial procedures. The group has been allocated a budget of £5000 per year and this can be used on small items and advertising etc. Any larger projects requiring more funding would need to be agreed by the Town Council. It could also be the situation that the Town Council would take ownership of some projects if they are aligned with the core business of the Town council.

6. To receive details of Proposed C&C campaigns

a) Think Climate Friendly Campaign

The C&C Group are looking at a campaign – *Think Climate Friendly*

This will be a mixed media campaign and started with Think Halloween which was well received. The next campaign will be based on Christmas

b) "How did you hear about us?" survey

The group will also be undertaking this survey in the near future.

7. ACE Groups

a) To receive any new information from groups

The waste group has received a £1000 sustainability grant to improve waste publicity.

Quakers will also help out with blister pack recycling.

An interactive map will be available soon on the website.

b) To consider the proposal to advertise sub-group meetings on the ACE website/soc med

This was rejected as many of the meetings are held at private residences. There was a suggested of a generic post to be placed on the website and noticeboard about how to contact the groups

c) To receive updated information on members of sub-groups

It was agreed that the Town clerk would send an e-mail requesting this

d) To locate ACE sub-group banners

The electricity banner was in the Town Hall and Nature advised they had theirs. The others will try and be located

8. Community Orchard

A community orchard will be planted in the spring alongside Henry Page Road. An article on this was placed in Just Aylsham

The clerk made reference to Old Station Yard and the nature group advised they had looked at this when they inspected all the open spaces in the town.

9. ACE Programme 2024

Item deferred.

10 Future Meetings

It was earlier **AGREED** that these would be held once a month and be the full ACE Meetings and the co-ordination meetings would cease

11 Items for future discussion

It was noted that the planning application for Burgh Road had been received.

12. Date of Next Meeting

The next ACE Meeting will be 4th December 2023

The meeting closed at 9.05pm

**MINUTES OF THE MEETING OF THEAYLSHAM COMMUNITY EVENTS COMMITTEE
HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 15TH NOVEMBER 2023 at 7:00pm**

PRESENT:

Giles Margaron	-	Chairman (Town Resident)
Patrick Prekopp	-	Councillor
Joan Bennett	-	Councillor
Cheryl Bould	-	Councillor
Kevin Cunnane	-	Councillor
David Anderson	-	Councillor
Fiona O'Hara	-	Town Resident
Donna Butcher	-	Events & Administration Officer

1. WELCOME INTRODUCTIONS & APOLOGIES

Apologies received from Sue Lake, Richie Barnett and Revd Natalie Rees

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

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON 18TH OCTOBER 2023

The minutes of the meeting held on 18th October 2023, as previously circulated were then confirmed and signed.

4. INFORMATION ON MATTERS ARISING -None.

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

None present.

6. TO DISCUSS THE JUNIOR RACES FOR 2024 EPIC 5K

It was discussed whether the Events Committee would fund the medals for the EPIC 5K junior races again in 2024. This was agreed in principal but will be carried over to the February meeting when the account balance can be reviewed.

7. TO DISCUSS FINAL PLANS FOR THE CHRISTMAS LIGHTS SWITCH ON

Donna advised the committee of the final plans and asked for volunteers to meet at the Town Hall in the afternoon. After a lengthy discussion it was voted against having Santa arrive at the event on the sleigh and to just be in the grotto from 5pm.

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

Norfolk restaurant week, to include local businesses and those in the surrounding area. Possibly to be held over the May half term week to attract tourists. Maybe to coincide with the anniversary celebrations of Cittaslow and ACT in 2025.

9. TO AGREE DATE OF NEXT MEETING

The next meeting will be held on Wednesday 20th December 2023 at 7pm in the Black Boys.

10. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 7:50pm



**MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM
ON MONDAY 27 NOVEMBER 2023 at 12.00pm**

PRESENT:

Mrs A Overton Chairman Mrs J Bennett
Mrs M Evans Mr M Martin
Rev Canon Julie Boyd

Two members of the public

OFFICER: Mrs S Lake, Aylsham Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr T Bennett and Mr L Mills

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None declared

3. MINUTES

The last meeting of the churchyard Committee was held on 2nd October 2023. The minutes were **AGREED** and signed by the chairman.

4. ADJOURNMENT OF THE MEETING

Two members of the public were in attendance.

Wendy Sadler from Aylsham In Bloom attended the meeting on the invitation of the Town Clerk to provide more detail on planting in the churchyard. It was agreed that she would speak whilst that item was being discussed.

The other resident wished to talk about the church clock and again it was agreed to come to him when this item was discussed.

5. INFORMATION ON MATTERS ARISING

All items on agenda

6. PATHWAYS/ROADS

To discuss any issues that have arisen

There is concern over the drain cover near the Lychgate and this could be seen as a trip hazard, especially at night. The Town Clerk will look into this and see if it can be replaced.

7. WALLS

a) To receive an update

The Town Clerk handed out drawings received from Rossi Long with regard to the wall.

b) To consider next stages

The drawings will be presented at the next Town Council to get agreement on engaging Rossi Long to undertake the tender works and oversee the building.

The plans will also be taken to the PCC.

Once both are happy the clerk will prepare the planning application and faculty application.

c) To receive information on Party Wall Agreements

The clerk had researched this matter and it appears very straight forward and a relatively easy process. This will be put in place at the appropriate time.

8. GROUND MAINTENANCE

a) To receive an update on the faculty re constructing waste areas

The faculty has been agreed and the petition now needs to be completed together with any planning application that may be required.

b) To receive an update on creating the garden area

The clerk had reviewed the Wildlife Plan prepared by the Diocese but it was considered this was not really suitable for this area of the churchyard.

U3A have now pulled out of providing a bench so alternatives will be sourced – this will most likely be either recycled material or the metal style as already installed at the Recreation Ground.

The garden is to be low-maintenance as volunteers will not always be available. It was suggested that the area be defined by an edging, similar to that installed at the Paupers Graveyard. This will prevent the grass migrating into the flower bed and assist with mowing.

At first the area will look fairly bare allowing for growth of plants and a suitable membrane and bark would need to be placed.

The plants will be a mixture of lilac and white and limited in height. Dwarf lilacs, hardy geraniums, agapanthus, alliums and other bulbs were suggested as the type of plants to be installed.

A detailed planting plan will be prepared for the next meeting

c) To receive an update on the trees

the tree work has now been completed.

Discussion took place regarding the removal of trees in the small walled garden next to Holman House. This was very overgrown and after inspection the Town Council staff set about clearing it. The area had too many plants including fruit trees and bushes. It was then reported that there were ashes buried there and these trees were memorial trees. No record of either the ashes or the trees can be found. The family visits each Christmas and it is hoped to ascertain what the situation is when they visit. It was agreed that both the church and the Town Council will inform the other party if they are contacted by the family.

9 WAR MEMORIAL

Nothing to report

- 10 LYCH GATE**
Nothing to report
- 11 CHURCH BUILDING**
Bike racks are awaiting permission from the Archdeacon.
- 12 CHURCH CLOCK**
Now the bells have returned the clock needs updating to allow it to strike. Both the clerk and the bell captain have tried to contact the horologist but so far without luck.
There is still concern over the clock striking through the night.
The committee felt the clock should be silent at night and suggested no chimes between 10pm and 7am. This will be put to the Town Council.
There is also the issue of what should happen if it is not possible to get the clock silent at night and it was agreed this would need to be considered before any action is taken to get the clock striking again.
- 13 AYLSHAM CEMETERY**
a) To receive an update on headstone testing
This has taken place and letter will be issued soon.
Testing in the churchyard will take place in the New Year.
- 14 PAUPERS GRAVEYARD**
a) To receive an update on maintenance
Maintenance work has continued over the summer months.
- b) To receive an update on signage**
The sign has been designed and should be completed soon.
- 15 ITEMS FOR INFORMATION/NEXT AGENDA**
Nothing Raised
- 16 DATE OF NEXT MEETING**
There being no further business, the Chairman closed the meeting at 1.20pm.. The next meeting is scheduled for 11th March 2024 at 10am.

REPORT TO COUNCIL**Subject: Aylsham Archives****Author: Sue Lake****Date: 29th November 2023**

The Town Council is responsible for the Town Archives which are managed by the archivist, Maggie Vaughn-Lewis together with a number of volunteers. Copies of the images are available for sale but the amount received each year is minimal.

The Archivist has informed me of the following:

‘A website hosting the 1000s of photographs held in the Town Archive - the majority given or lent by local residents - was first suggested about 7 years ago by a previous archivist. In June 2023 the offer of free design work by a retired web designer who had local history experience created a real opportunity for the image archive to be made accessible to the wider world. At present, the images can be seen only one morning a week at the Archive or during the summer months, at the Heritage Centre.’

The archivist spoke to me about the idea and I thought the archive should have a stand-alone site, linked to the Council's own site. (I was concerned about the capacity of the Town Council website). In principle I agreed that the idea should go ahead.

Several months of work, meetings and emails have resulted in a working website which is due to go live to test public reaction soon.

The Town Council are asked to approve this.