



MINUTES OF THE MEETING OF THE **CITTASLOW AYLSHAM COMMITTEE HELD AT DRILL HALL, ON TUESDAY 16th SEPTEMBER 2025 AT 11am.**

PRESENT: Pat Prekopp (Chair) - Aylsham Slow Food, Town Council
Mo Anderson-Dungar - W.I. and Country Markets
Cheryl Bould – Aylsham Town Council
Tim Briscoe – ABC and Aylsham Town Council
Kevin Cunnane - Aylsham Town Council
Mary Evans – Aylsham Town Council
Giles Margaron - Aylsham Community Partnership
Graham Peers – Broadland District Council
Jean St Clair – U3A
Jo Tuttle – Aylsham High School
Wendy Sadler – Aylsham in Bloom

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

1. To Receive Apologies for Absence

Apologies were received from Mike Downes (Rotary) and Grizelda Tyler (ACE)

2. To Receive Declarations of Interest and Requests for Dispensation

None raised.

3. To Agree the Minutes of the Cittaslow Aylsham Committee held on 15th July 2025

The minutes from the previous meeting held on the 15th July 2025 had been circulated. These were **agreed** 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

a) To receive reports from Cittaslow UK and Cittaslow International

Patrick reported that he is now able to upload information to the Cittaslow International website. He continues to liaise with Mold Town Council over the updating of the Cittaslow UK website.

b) Cittaslow Sunday (28th September 2025)

It was **agreed** not to run an event for Cittaslow Sunday.

c) To Receive the August Goolwa 'Citta Chat' newsletter

The Goolwa Citta Chat newsletter had been circulated to all members. Part of this newsletter detailed the visit to Aylsham by representatives from Cittaslow Goolwa.

7. To Review Terms of Reference for the Committee

The draft Terms of Reference had been circulated with the pack. It was **agreed** to accept these, subject to making reference to inclusion in the purpose of the committee and clarification of the membership section, noting not to permit membership of political groups. The amended Terms of Reference will be put forward to full council for adoption.

8. To Receive Updates on the Cittaslow 2025 Celebrations.

Patrick reported that most of the events went quite well, but a better promotional programme was required in the future. More people are now aware of Cittaslow and Slow Food.

Cheryl Bould reported that the snail tapestry which was created by children attending the Community Fayre and the Family Learning Day required framing. The Community Shed is costing this and the proposal will be brought to the next meeting.

9. To Receive Market Updates

a) Food and Craft Market

The Clerk provided a report from the Food and Craft market. It was noted that there was only 3 stalls at the September market.

b) General Markets on Monday and Friday

the Clerk provided a report on the weekday markets. Concerns were raised over small incursions into car parking spaces by the stalls, rendering that car parking space unusable all day.

A part of the budgeting process, the Clerk will put together a paper on the market charges and also the proposed amount of space for that charge. Until this is agreed by full council, nothing can be enforced.

c) Country Markets

Mo reported that Country Markets celebrated their 50th anniversary on 15th August, with cake and Pimms for their customers.

They joined the 'Town Tent' at the Aylsham show, which was successful.

The group had a spot on Radio Norfolk on 12th September, which was well received.

They also ran the café at the recent Jobs Forum.

10. Visit Aylsham

a) To receive the draft minutes of the Visit Aylsham Working Group on 20th August 2025

The draft minutes from the meeting of 20th August were noted.

b) To receive notification of the formalisation of the Visit Aylsham Working Group

It was reported that the Town Council had agreed that the small group of people who were helping with the Visit Aylsham project should be better supported. To enable this, the team should be formalised into a Working Group and should report directly into the Town Council. The terms of reference for the working group were noted.

c) To receive update on Love Your Market Town's Pride of Place Grant Applications

It was reported that grant applications were submitted to Norfolk County Council for the following:

Project	Amount
Permanent Snail Trail	£4,659.47
Fabric Festival	£1100.00
Welcome Packs for New Residents	£1,653.98
Greening of the Market Place	£2,795.01
Increase Footfall to the Markets	£1,909.00
TOTAL	£12,117.46

There is £10,000 available in the fund, so not all projects will be funded. The result of the applications has yet to be determined.

11. To Note the Minutes from the Aylsham Climate Emergency Working Group (4th August and 1st September)

Cheryl Bould reported that ACE had been shortlisted for a Broadland District Council Community award under the Environmental Champion category. In addition to this, two ACE members had been shortlisted for a Rising Star award. The clerk advised that the ACE Nature and Biodiversity group had also been nominated for a Norfolk Biodiversity Award.

£10,900 is being held by Broadland District Council for biodiversity projects. The ideas for projects to utilise this money has been delegated to ACE.

ACE will be holding a brainstorming morning to discuss communications, on 25th October.

12. To Note the Minutes from the Aylsham Community Events Committee (16th July)

There was no meeting held in August, with the next meeting to be held on 17th September.

Thanks were expressed to Fiona who had stepped down from the committee, for all her work in support of events in Aylsham.

13. Projects

a) To Receive Feedback on the Jobs, Training and Benefits Forum

Cheryl Bould reported that the event had been well supported by partners and well attended by members of the public. The Local MP had shown his support and there was evidence that the event had reached those with hidden disabilities.

Volunteering opportunities in the town had also been marketed.

Country markets had kindly run the café for those in attendance.

Feedback was to be analysed, but the aim is to run the event again with increased footfall without losing the safe environment that had been created.

Networking between providers was also very useful. An email will be sent to all

providers thanking them for their attendance and requesting permission for email addresses to be shared amongst providers for future networking.

b) To receive feedback on the Aylsham Show

The Aylsham Show was well attended and the 'Town Tent' gave good opportunity for community organisations to cluster into a larger group.

For next year, consideration should be given to a banner for the 'Aylsham Town Tent' rather than just the plain marquee.

Tim Briscoe queried whether the option for a public liability insurance policy for the larger group would be possible instead of each group paying for individual policies. It was noted that some community groups already had public liability insurance in place as part of an annual policy.

c) To receive update on Volunteer Forum (based in North Walsham model)

Cheryl Bould reported that she will begin this project proposal to take to full council, and it will focus on a whole town consultation about what they would like from Aylsham. Rotary is currently in conversation with the North Walsham networking group.

d) To receive update on informal meeting about transport in the Market Place and review initial idea

Informal plans on improving bus stops and the public realm in the market place were circulated. It was noted that there would be a positive aspect to the bus service, but concerns were raised about turning the market place into a 'bus station'. Alternative suggestions were put forwards, which will be looked into further by the Visit Aylsham group on 17th September.

14. To Receive the Following Group Reports

a) Slow Food Aylsham

Patrick reported that it had been a busy year for Slow Food. £500 had been donated to the foodbank.

The Food Festival dinner had sold out, although there remained some availability for the brunch.

b) Aylsham in Bloom

Compliments were paid to Aylsham in Bloom about how lovely the flowers around the town had looked this summer.

c) Aylsham Business Consortium (ABC)

Tim reported that there had been a positive response to the Aylsham Show, and that the group had attended the jobs forum.

Parking issues within the town had been discussed, and the group did not support the informal plans provided by Norfolk County Council to manage buses in the market place.

Market stall encroaching on parking spaces had previously been discussed.

d) Aylsham Parish Church

No report.

e) Aylsham Rotary Club

No report.

f) Aylsham U3A

Jean reported that Aylsham U3A is continuing to celebrate its 10th birthday. The group enjoyed the Aylsham Show and this could have contributed to an increase in membership, with the group now having close to 400 members.

g) Aylsham WI

Mo reported that the group did not meet in August, instead enjoyed a trip to Fairhaven.

Peter Purdy has update on the Roman Project, advising that on a recent dig a Roman bath house had been located. More information on this is located in the Heritage Centre.

Jo Tuttle provided an additional report. TACT Families had partnered with East Coast College to support lifelong learning and the GCSE offering. They had been successful in achieving grants to support local families, with the most recent grant being for white goods.

The new gym has opened and is proving to be a great success with approximately 600 members on the books to date.

The use of the school car park for events was discussed and the school will always consider requests, but is mindful of local residents and the level of traffic generated through the estate.

Graham offered to speak with the car parking officer at Broadland District Council to discuss cars being left in the car parks for an extended period of time, thus taking away spaces from those who support the local businesses.

15. To Note any Items for the Next Agenda

None raised

16. To Agree the Date of the next Meeting as Tuesday 21st October, 11am at the Drill Hall

This was agreed.

There being no further business the meeting was closed at 12.20pm

Visit Aylsham Working Group Meeting

Held in the Council Chamber on
Wednesday 17th September 2025 at 3.30pm

Attendees:

Patrick Prekopp (Aylsham Town Council)
Mary Evans (Aylsham Town Council)
Tim Briscoe (ABC and Aylsham Town Council)
Graham Peers (Broadland Council)
Sue Catchpole (Broadland Council)
Mitchell Philpott (Aylsham Town Council)

Dan Apps (Communications Officer, Aylsham Town Council)
Faye LeBon (Town Clerk, Aylsham Town Council)

1. To Elect the Chairman of the Working Group

It was **agreed** that Patrick Prekopp should chair this working group.

2. To Receive Apologies for Absence

Apologies were received from Jayne Andrew (Aylsham Heritage Centre).

3. To Agree the Notes of the Meeting held on 20th August 2025

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

4. Matters Arising

The clerk advised that the signage company approached to quote for the Red Lion Street sign had declined to do so on the grounds of the proposal being too onerous to change the signage when necessary. Tim Briscoe will provide the clerk with details of an alternative company.

5. To Receive Terms of Reference for the Working Group.

It was reported that the Town Council had agreed that the small group of people who were helping with the Visit Aylsham project should be better supported. To enable this, the team should be formalised into a Working Group and should report directly into the Town Council. The terms of reference for the working group were **noted** and it was **agreed** that the group should provide a representative to Cittaslow.

6. To Receive Update on Norfolk County Council's High Streets Matter Project and Love Your Market Town Funding.

A report was provided on the project, which consists of:

- a) The Retail Excellence Programme. This consist of six workshops, two of which will be held in person at Aylsham Town Hall. Businesses are encouraged to sign up at <https://www.newangliagrowthhub.co.uk/retail-excellence-tool-kit/>
- b) The Digital Business Grant, whereby business owners and managers can apply for a grant of up to £500 to help implement a digital action plan.
- c) The Love Your Market Town Pride in Place Fund. The Town Council has submitted the following grant applications:

Project	Amount
Permanent Snail Trail	£4,659.47
Fabric Festival	£1,100.00
Welcome Packs for New Residents	£1,653.98
Greening of the Market Place	£2,795.01
Increase Footfall to the Markets	£1,909.00
TOTAL	£12,117.46

There is £10,000 available in the fund, so not all projects will be funded. The result of the applications has yet to determined.

7. To Agree Proposal for Full Council to commit resource to the Visit Aylsham Website and the Associated Aylsham Marketing Strategy

Mitchell Philpott presented a proposal document on improvements to the Visit Aylsham website. This provided comparisons to other 'visit' sites such as Wymondham and Melton Mowbray which were acknowledged as being effective in encouraging people to visit the respective market town. All websites were tested using AI and the findings presented to the group.

Any improvement project would require a phased approach. The initial phase would be the scoping phase and would require 80 additional hours of staff time over a period of 8 weeks. At the conclusion of this period, a costed proposal can be taken to the Town Council, to consider as part of the budgeting process, to better digitally engage with its residents and visitors.

It was **agreed** to cost the investment required for the scoping phase, and present this to the Town Council on 1st October for funding.

8. To Consider Initial Ideas from Norfolk County Council to Improve the Public Relam in the Market Place

Norfolk County Council had provided an initial design to improve the public realm and bus stops in the market place, but at the expense of car parking spaces. It was felt that the plans would have too much adverse impact on town centre businesses and other ideas should be considered.

The plans will be discussed by the Transport Group on 29th September. It would be useful for Tim Briscoe to meet with Gordon Clarke prior to discuss alternative ideas and their feasibility.

9. Items for Information / Next Agenda

Feedback on the initial plans for buses in the market place

Feedback on the scoping phase of the Visit Aylsham project

10. Date of Next Meeting

Thursday 23rd October 3.30pm in the Council Chamber.

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

Signed (Chairman)_____ Date_____

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 **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 **Aylsham Climate Emergency** Group Meeting held on 3rd November 2025



Present:

Grizelda Tyler (Chairman)
Kate Mackenzie

Sue Catchpole
Kay Montandon

Adam Curtis
Yvonne Stewart

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

1. To Receive Apologies for Absence

Apologies were noted from Cheryl Bould, Bryce Davies, Jenny Haycocks and Heather Walters.

2. To Receive Declarations of Interest and Requests for Dispensation

None received.

3. To Agree the Minutes of the 6th October 2025

The minutes of the meeting held on 6th October 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

None raised

5. To Receive Feedback on Brainstorming Session on 25th October

Grizelda reported that the meeting was very productive with 15-20 people in attendance. The following was discussed:

- To retain the current website and keep it updated. An events column and a 'things to do' panel on the home page would be helpful. It was important to keep giving Pat Prekopp information to keep the website updated.
- To remain part of the Town Council but to assess this annually.
- To have an article in Just Aylsham on a regular basis. Groups should be on rota to ensure information is sent to Pat on a regular basis, although there should be flexibility in this rota should one group be in a position to have more information to publish.
- A discussion was had about the name 'ACE'. There was no proposal to change it yet, but to keep it under review.
- Awards could be considered to encourage people to help meet climate objectives.
- Carbon footprint training should be considered.
- A cost saving seminar, to include cost saving though energy efficiency methods is being proposed to the Town Council on Wednesday. This is linked to the Neighbourhood Plan and the design of houses.

- Letters to businesses should be considered to ask for positive stories of how they are trying to combat climate change and what they propose to do in the future. The good news stories should be promoted.
- Given the popularity of the films put on by ACE, Yvonne will put in a proposal for a further 4 films. Riverlands attracted 88 people. At the next film on 6th February there will be more promotional material for ACE, including leaflets on chairs.
- Sue stressed that it was important to make sure any Neighbourhood Plan policies carry through to the Unitary council when created. It was also noted that Broadland and South Norfolk council is consulting on its Design Code SPD. It would be useful if the Town Council could respond to this.
- Yvonne had circulated the RHS report on the 'State of Gardening 2025'.

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

Adam reported that he has submitted an application for trees in the Old Station Yard to the Network Rail Tree Planting Fund. This is a joint application with Corpusty to maximise the grant, with approximately 870 trees requested. Adam will press for a response to the grant application. If successful an appeal will be made for volunteers to plant the trees and make it into a community event. People can be encouraged to 'Bring Your Own Spade' and consideration should be given to asking if Rev. Cannon Julie Boyd is available to bless the hedge. It was noted that a register needs to be made of everyone attending so that there are sufficient trees for everyone to plant. Ideally the trees will be planted in January or February.

The Town Council grounds team will clear the fence.

It was noted that there are larger schemes in operation should Aylsham wish to team up with surrounding villages. Up to £40,000 can be applied for, with the District Council acting as the bank for these large projects.

7) To Agree Application(s) to Broadland District Council's Future Fund for Nature and other Green Infrastructure Funding.

The Clerk explained that whilst the maximum application under the grant scheme was £5,000, Aylsham would be permitted to apply for more as there is currently £10,900 in green infrastructure funding resulting from development in Aylsham.

Kate had drafted a proposal for an Aylsham Town Nature Walk, a circular walk starting at the market square and taking in the church yard, the community garden, Paupers' Graveyard, Marriott's Way, Henry Page Road verges, Jewels Lane and finishing back at the market square. Any existing longer walks can also be signposted. Information boards and QR codes would be required at each site so that the information at each site can be kept live. Leaflets would also be produced and seating was discussed.

Accessibility was emphasised as was the relevant Public Liability insurance.

The inclusion of a Miyawaki Forest was considered but it was felt that this could be included in a future application.

The Clerk will send details of the recycled plastic bench that was recently considered for the churchyard.

It was agreed that Kate would complete this application, with the Clerk signing it off as the Town Council holds the bank account.

8) To Receive Update on Tree Warden for Aylsham

Helen Bowman has recently attended a Nature and Biodiversity meeting and is keen to become more involved, particularly in relation to the copse.

9) To Agree Actions or Updates on Planned Events

Kay has created a proposal to take to the Town Council on Wednesday about a cost saving seminar to be held on a Saturday in the new year. This will include cost savings through energy efficiency.

After the success of the recent films, Yvonne will book in additional dates with the Town Council.

10) To Receive Group Updates

Nature and Biodiversity

Updates had already been provided on:

- The tree warden
- The Future for Nature bid
- Information about gardens
- Extra films

Waste

Grizelda and Kay helped with the mangling on Saturday at the Food and Craft market.

Transport and Energy

Kay reported that Norfolk County Council had provided indicative plans of improved bus facilities in the market place. The plans had not received support from the business community due to the loss of car parking spaces, therefore were not taken forward.

Gordon Clarke and Time Briscoe had been working on alternatives, which would be put before Norfolk County Council to see which ones were feasible from a highways perspective. After this, a consultation would be held with the public.

Kay had spoken with the community shed about the condition of the planters in the town. It is anticipated that the community shed could replace the planters at a cost of £259 each.

11) 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.

The Clerk reported that, after receiving professional advice, changes would have to be made to the way tickets are accounted for as they attract a VAT liability.

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

Discussions occurred regarding moving any unspent funds in 25/26 to earmarked reserves, so as to be available for 2026/2027.

c) 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.

12) Items for Future Agendas

New films

Cost saving event

13) To Agree the Date of the Next Meeting as Monday 1st December 2025 at 7pm

This was ***agreed.***

There being no further business the meeting was closed at 8.25pm.

Signed _____

Date _____

DRAFT



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 17TH SEPTEMBER 2025 at 7:00pm

PRESENT:

Patrick Prekopp	-	Councillor
Cheryl Bould	-	Councillor
Kevin Cunnane	-	Councillor
Joan Bennett	-	Town Resident
Giles Margarson	-	Town Resident
Caron Lawrence	-	Aylsham Business Consortium
Donna Butcher	-	Office & Events Manager

1. ELECTION OF CHAIRMAN

Patrick Prekopp proposed Cheryl Bould. The committee agreed.

2. WELCOME INTRODUCTIONS & APOLOGIES

The chair welcomed the committee. No apologies received.

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

None received.

4. TO CONFIRM MINUTES OF MEETING HELD ON WEDNESDAY 16TH JULY 2025

The minutes of the meeting held on Wednesday 16th July 2025, as previously circulated were then confirmed and signed.

5. INFORMATION ON MATTERS ARISING

None.

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

None present.

7. TO RECEIVE UPDATED TERMS OF REFERENCE FOR THE COMMITTEE

With one amendment – “the quorum shall consist of 4 members” to include - *one of which to be a councillor*, the terms of reference were agreed.

8. TO CONSIDER ADOPTION OF AN EVENTS MANAGEMENT POLICY

The Events Management Policy was agreed by the committee.

9. TO DISCUSS PLANS FOR THE CHRISTMAS LIGHTS SWITCH ON

Donna proposed the idea of not having a musician at the event and just have Christmas music playing instead. It was agreed that Donna would cost out the use of the sound system for the trailer and whether any savings could be made. Giles confirmed that Edward Margaron is available to DJ the event. Caron to send a WhatsApp to the ABC members regarding a £10 fee if they wish to have a stall outside their premises. Donna to purchase a new event parking sign with clear indication of the time the car park will be locked. It was agreed that there should be volunteers to cover the car park on the night. It was agreed that a separate group should be formed to plan a new set up for Santa's Grotto. Donna suggested a member or members of the Royal British Legion or ex-military, possibly Michelle Steadman, to switch on the lights. The committee agreed to defer this to the next meeting.

10. TO DISCUSS A RE-ARRANGED DATE FOR THE QUIZ NIGHT

Donna informed the committee that there are no suitable dates for the remainder of the year. It was agreed that, as there are already a number of well-established quiz nights in the town, we would cancel this event.

11. TO DISCUSS EVENTS FOR 2026

A list of events were agreed – as follows:

10 May - Spring Market & Craft Fair

30 May - Community Fayre

21 June - Summer Solstice Street Party

19 Sept - Jobs Forum

27 Nov - Christmas Lights Switch On

5 Dec - Christmas Craft Fair

Caron put forward the idea of ABC organising a carnival, Cheryl suggested contacting North Walsham Business Network to get advice from them on how they organise their event.

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

An event proposal form, for other committees to present to the Events Committee. Finance update (inc reserves) for every meeting. Volunteers form. Volunteer roles for Christmas lights night and the event management plan.

13. TO AGREE DATE OF NEXT MEETING

It was agreed that future events meetings would take place during the day. The next meeting will be held on Wednesday 22nd October at 11am in the Drill Hall, Cawston Road.

14. CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 8:27pm