

Mindful Towns and Villages

Broadland District Council is working with the NSFT Wellbeing Service, Thriving Workplaces and Evolve to make Broadland a more 'Mindful District' which enables a community-led approach to mental health and promotes resilience at a local level.

We want to facilitate the aspirations of our parish communities in achieving 'Mindful Town' or 'Mindful Village' status through the offer of a free mental health education and awareness training programme backed up with ongoing support. This will also provide opportunities to develop mindfully-focused community activity within local areas.

How do we become a Mindful Town or Village?

To be recognised as a 'Mindful' town or village, a number of representatives from a cross-section of the local community would need to commit to becoming Mental Health Champions. These could include sports clubs, the local pub, businesses, community organisations, the Town/Parish Council and more. These representatives will be offered a package of free training that supports communities to recognize mental health issues and to provide non-stigmatised low level support to individuals. Communities will also be able to access the council's Help Hub and a specialist mental health support worker should a resident need further assistance.

Business will have free access to this and more training through Thriving Workplaces who are commissioned by Norfolk County Council to promote and support workplace health.

Criteria

Communities wishing to become a Mindful Town or Village will need to commit a number of people to undertake training and become a champion. Where interest arises in our smaller parishes, individuals will be encouraged to collaborate to create a collective 'mindful village' that spans their boundaries where interest exists but capacity is stretched.

In becoming a 'Mindful' Town or Village, the organisations represented would commit to upskilling a minimum of one member to undertake the mental health awareness training. Following successful completion of the training, that member would become the Wellbeing Champion of that organisation and be:

- Someone who is better placed to identify and engage in conversation with anyone presenting as needing support with their Mental Health.
- Someone better informed to signpost those people on to appropriate support.

Those champions wishing to take their interest further would be able to undertake the further free training to become a Mental Health Community Champion. A summary of the training is below:

- Mental Health Awareness
 - An understanding of mental health, why people may struggle and common signs someone's mental health is worsening.
 - Empowering conversations about mental health
 - Knowledge of support available
 - Up to two hours
 - Can be online or in person

- Mental Health First Aid
 - A more in-depth understanding of mental health and the factors that affect wellbeing
 - Practical skills to spot the triggers and signs of mental health issues
 - Confidence to step in, reassure and support a person in distress
 - Enhanced interpersonal skills such as non-judgemental listening
 - Knowledge to help someone recover their health by guiding them to further support - whether that's self-help resources, through their employer, the NHS, or a mix
 - Two day training, can be split into two or four sessions
 - Can be online or in person
- Other awareness and support training will be available to Champions.

Kite mark/Status

On successful completion of the training, the Town/Village would achieve the 'Mindful' status, with the organisations represented receiving the 'Mindful' Town/Village Kite mark logo/branding kit (such as a town plaque and window stickers)

What would I have to do as a 'Wellbeing or Community Champion'?

We understand that people lead very busy lives, so a variety of different training options are provided to cater for varying levels of commitment and interest.

Becoming a Champion will involve what you feel is enough. It might mean just wanting to be the person who understands a bit more about mental health within your organisation, so that you are more empowered to signpost someone from your group on for support, or it could mean wanting to play a role in generating more mindful community activity in your local area.

Beyond the training

Mindful Town and Village Community Champions will also have access to a Peer Support Network, which will be hosted by the Council and offer the following additional resources:

- Network support meetings.
- Invitations to Mental Health Webinars.
- Community Capacity Building support from dedicated officers offering toolkits, advice and support.
- Funding support to develop mindful activities
- Support from the Help Hub including access to a specialise Mental Health Support Worker

How do I get involved?

Contact the team on 01603 430552 or communities@southnorfolkandbroadland.gov.uk for more information and to discuss how your community can become involved.

REPORT TO COUNCIL**Subject: Warm Spaces****Author: Sue Lake****Date: 23rd September 2022****1. Background**

As has been reported widely there is a cost-of-living crisis in the UK resulting in the likelihood of unprecedented pressures on some people this winter. Despite the support given by Government, many people in Aylsham will be forced to make tough decisions about when and what they eat, what they can do in life, and when they can afford to heat their home.

Aylsham Town Council would want to do as much as they can to help its residents.

The reason for Warm Spaces

From April 2022 Ofgem increased their price cap for default (standard variable tariffs) and prepayment meter tariffs by 54 per cent. This raised the bills of 22 million gas and electricity customers by an average of between £693 and £708 depending on how they pay. This is on top of the price increase that came in October 2021. The price cap for October 2022 has been set by the government but is estimated to add another 20%, this would see the average bill increase to around £2,500 a year for gas and electricity.

The government's position on support is evolving, with some measures already announced and paid, including a £150 council tax rebate, a £400 grant through the Energy Bill Support Scheme, £300 for pensioners, and extra £150 for those with disabilities and an expansion of the Household Support Fund. However, the reality is that for most families, this support is not enough to cover the price rises of food, fuel and other necessities. This means that although people will have extra money to go towards their energy costs it may not make enough of a difference. The full effects of the recent 'budget' are still to be felt and could exacerbate the situation further for some.

A warm space is a community building, open to all during advertised opening hours, where anyone can come and will be treated with dignity and respect. Individual reasons for seeking the warm space will be kept confidential and there will be no judgment on anyone needing to seek a warm space this winter.

The Warm space will provide hot drinks and WIFI as a minimum. Providers of Warm Spaces could consider offering a TV or film, music, public laptops and interaction with food bank services.

Safeguarding policies will need to be in place for the Warm Space.

The idea of sharing a warm space during the winter months has been widely adopted across the Country and some grants have been made available by some District Councils. I have asked Sue Catchpole if this is something Broadland are considering.

2. Options for Council

- a. Create a community Warm space using a Council owned building, apply for grant funding and enlist the help of volunteer organisations to support users of the Warm

Space by providing hot drinks, signposting users to energy saving advice and where appropriate services who can help with benefit advice and government grants for those in fuel poverty.

- b. Work with voluntary groups to support the opening of a community Warm Space in their own buildings. I am particularly thinking of the local churches, Act and Friendship Hall. Assist the organisers where possible by signposting them towards funding sources.
- c. Do not support the creation of a community Warm Space. If a Warm space is created by a community group eg. Church group, promote on Town Council website and social media but not be involved either operationally or financially.

3. Recommendation

That Aylsham Town Council approves the provision of a community warm space and agrees to work alongside town groups to meet the needs of those most vulnerable to the cost-of-living crisis.

4. Expected benefits

That the needs of the community are met. That anyone can seek a warm space in Aylsham this winter.

5. Implications and risks

That the running costs exceed income obtained via grant applications. That staff time is used in the absence of volunteers. That heating costs are higher than expected for the venue.

Recommendations: That Council:

Approves the provision of a community warm space and agrees to work alongside other groups to meet the needs of those most vulnerable to the cost-of-living crisis. Takes decisions necessary (through a scheme of delegation to the Clerk) to have a community warm space up and running by 1st November 2022 – 31st March 2023.

Aylsham Town Council
Summary of Receipts and Payments
To 29/09/ 2022

Cost Centre	Receipts		Payments	
	Budgeted	Actual	Budgeted	Actual
General Purpose	423,320	222,009	114,800	135,953
Town Hall	13,600	6,802	58,750	16,673
Drill Hall	29,500	15,799	62,985	16,191
23 Market Place	5,500			
Cemetery Cottage	7,000	2,783	1,500	
Public Toilets			11,800	6,498
Other Properties		1,300	5,700	
Cemetery	8,000	4,764	23,600	4,249
Allotments	4,500	1,667	24,690	1,793
Markets	9,000	3,546	2,650	1,010
Open Spaces	8,200	4,550	166,020	63,694
Events		10,928		13,840
Churchyard		400	13,700	1,515
Street Scene			10,450	16,194
	508,620	274,548	496,645	277,610
VAT		19,518		18,405
		294,066		296,015

Aylsham Town Council Current Year

Cash in hand 01/04/22	404,496.90
Plus Receipts	274,548.75
Sub total	679,045.65
Less Payments	277,610.95
Cash in hand	401,434.70
Represented by	
Current Bank A/C	59,131.69
Active Saver	226,845.47
Public Sector Deposit Fund	25,935.74
Shawbrook – Issue 7 Fixed Bond	89,271.80
Petty Cash	250.00
	401,434.70

	General Reserves		78,599	
	EMR Bottle Bank		4,950	
	EMR Cittaslow		1,200	
	EMR Community Events		7,400	
	EMR Christmas Decoration		1,600	
	EMR Election		2,000	
	EMR Marquees		1,200	
	EMR Drill Hall		22,000	
	EMR Town Hall		17,000	
	EMR Properties		24,100	
	EMR Cemetery		41,700	
	EMR Open Spaces		70,400	
	EMR Highway Verges		3,880	
	EMR Recreation Ground		34,400	
	EMR Churchyard		48,500	
	EMR Street Furniture		12,000	
	EMR Hall Hire Deposit		50	
	EMR CIL		22,930	
	EMR Cemetery Cottage		2,000	
	EMR Allotment Deposits		5,855	
				401,434

Hi Sue

I'm sure you are aware that I commenced my not for profit beginner's running club in Feb this year. My aim is to provide a service to local people to help keep them physically and mentally fit through attendance at the club. My group meets twice a week and with a core of app 25 people is well supported. To continue to make the group appealing to all I would like to purchase some fluorescent marker posts which will help us in the winter months by marking out our routes. I was wondering if this is something the recycling fund may be able to help me with pls? App cost £50-£75.

Kind thanks.

Annette Marsh

(Running Coach and Fitness Professional at Anyone Can Run)



CLERK'S REPORT FOR COUNCIL MEETING 5.10.22

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		AGENDA ITEM
23 Market Place		
Cemetery Cottage	Private Letting	No reported issues
Cemetery		
Allotments		
Churchyard		AGENDA ITEM
Market Place		
Farmers' Markets		
Markets		AGENDA ITEM
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general		Playground inspections have been received and show minor areas needing improvement – these will be discussed in detail at the next Properties Meeting. Repairs have started
Highways		Waiting for a response from Ex-Servicemans Club re bench on Hungate Street
Paupers Graveyard		Signage is currently being designed and a maintenance schedule put in place More detail to be added to the Town Council website
Norfolk Homes Play Areas (equipped)	Wymer Drive	Playground inspections have been received and show minor areas needing improvement – these will be discussed in detail at the next Properties Meeting. Repairs have started
Norfolk Homes large area off Mileham Drive		Playground inspections have been received and show minor areas needing improvement – these will be discussed in detail at the next Properties Meeting. Repairs have started
Land at Sapwell Close	Adverse Possession Claim	Completion of review of 1970's minutes. Extracts sent to solicitor
Car Parks		Review still in progress but no timescale available
Street Lighting	Cromer Road	Request from resident for support with Norfolk County Council for part time street lighting on Cromer Road
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		Request for bus stop at the top of Banningham Road with Norfolk County Council
Pump		
Pillboxes		
War Memorial		The Remembrance Service will take place on November 13 th . A volunteer to lay the wreath is required

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 in place and work to be finished
Bure Meadows Footpath	New Footpath across to Dunkirk	AGENDA ITEM
Licence Request	9 Red Lion Street	New Pizza Restaurant

Items for Town Council to consider/note

- **Support for request re street lighting on Cromer Road**
- **Volunteer for Remembrance Service**
- **Licence Request**

REPORT TO COUNCIL**Subject: Aylsham Town Hall****Author: Sue Lake****Date: 29th September 2022****Damage to Town Hall (outside)**

On 29th September a lorry hit the Town Hall causing serious damage and drove off. Luckily they were observed by Bon Bons and The Bookhive who took the details.

I have contacted the company involved who have (verbally) admitted responsibility and have also at their request contacted a builder for a quote. A further update will be made at the meeting.

Damage to Town Hall (inside)

The ceiling immediately outside the office door at the top of the stairs started to leak in certain weather conditions. On Friday September 16th this resulted in part of the ceiling coming down. This was investigated by a builder who eventually found a small hole which was the cause of the leak. This was repaired and left until it rained heavily again. This happened on the 28th September with no further problems. Repairs will be made shortly.

Noticeboard

A few months ago the Town Council applied for planning and advertising consent for a board to be placed outside the Town Hall listing the shops on Red Lion Street. I telephoned the conservation officer regarding this as no decision had been made. He advised he was opposed to the idea and if he did determine the plan would refuse it. I advised him that a couple of years ago it had been suggested to his predecessor that an electronic noticeboard be placed on the east wall of the Town Hall. She was very opposed to this but he was more amenable.

The proposal would be to remove the existing board, which can look untidy at times, and also needs to be checked regularly for unsuitable material. There are also often adverts for events some distance from the town. The electronic board would be updated weekly and would have a scrolling view to include the shops on Red Lion Street. These could just be a list with a further opportunity for businesses to pay for adverts.

However, they do not come cheap starting at over £1,300 and increasing in cost with size.

Should the Town Council alter the application to this then the current application could be withdrawn and this inserted in its place with no additional cost.

It would also enable all the various other boards to be removed at the same time.

Council are asked to consider this proposal

Rates Review

I have been in discussion with a company that looks at Business Rates for properties. The process is that an assessor will visit so they can establish the merits of lodging an appeal against the rateable value and present their findings. This can then be accepted or declined. If accepted further reviews take place and if no challenge is felt worthwhile no fee would be charged.

If it is felt there is a case then a fee of £1584 will be made. They will then take the case all the way with no further fee payable. If successful then a rebate of any overpayment since April 2017 would be made. When the reduction is applied, a further commission, based on 25% of the reduction to the rateable value will be made.

Council are asked to consider this proposal

REPORT TO COUNCIL**Subject: s106 path at Bure Meadows****Author: Sue Lake****Date: 29th September 2022**

As part of the s106 agreement covering Bure Meadows a path was to be created from the estate to Dunkirk. The agreement stated this should be completed by the sale of the 200th dwelling. This trigger point has long gone.

Over the years there have been various meetings to agree the path route and finally about a year ago the path was created. The path includes two bridges, both of which are excellent in construction, but the finishing and integration with the path was virtually non-existent. Also, the final section of the path from the second bridge to the road at Dunkirk was not clear and almost unpassable after bad weather.

These issues were flagged up by a variety of people, the Town Council, the District Councillors and the Bure Navigation Trust. Some further work was done in late summer but this has also proved very poor. The run-offs from the bridges were made up but are unlikely to last through bad weather, one bridge has a particularly poor end and could lead to a serious issue of people or animals falling into the water, the information board was put in the wrong place and in doing so damaged the farmers property. Finally the path from the final bridge was fenced off but the path is unmade and extremely difficult to walk on, the fence is poor quality with protruding wires and the small dykes have not been bridged. This has led to the fence being pulled back and the path continuing over private land.

On Friday 23rd September a site meeting was called with a representative from David Wilson Homes, the Bure Navigation Trust, the Broadland s106 officer, Sue Catchpole and myself. The various issues were pointed out to the engineer from David Wilson Homes who appeared unaware how bad a job had been done and at the end of the visit promised to get this work attended to.

The learning outcome from this is to constantly apply pressure on both the developer and Broadland. The issues here were partly caused by covid, also there was some long negotiations with Natural England and also a lack of a s106 officer at Broadland for nearly two years.

The s106 officer advised that the nature elements of s106 agreements always tend to be an issue as they come last and often the builder is no longer onsite so the District Council have very little leverage. This was the case here and also the work was sub-contracted out.

Once again, thank you for speaking with me – I hope our conversation was informative

REPORT TO COUNCIL**Subject: Market Report****Author: Sue Lake****Date: 28th September 2022****Background**

According to Sapwell at probably a very early stage in its history a large open space in the centre of town was granted by the lord of the manor to the townsfolk for their weekly market and other social activities. This area is the current Market Place. The use of this area has changed over the last 100 years and is now chiefly a car park.

The Monday market was originally held on a Tuesday (Charter from Queen Anne (1705)) but changed to a Monday by Broadland District Council in 1984 under the 1955 Food and Drugs legislation. The Farmers Market started in 2002.

The situation with the Friday market is not as clear but there is reference to Aylsham Parish Council's Market Place & Buttsland Committee at its meeting on 27 September 1979 had resolved to request Broadland District Council to take action to designate Mondays, Wednesdays, Thursdays, Fridays and Saturdays as Statutory Market Days.

Rents payable

The current agreed rents for the markets are as follows

Mondays

Small pitch	3 parking spaces	£9.00
Medium Pitch	5 parking spaces	£15.00
Large Pitch	6 or more parking spaces	£18.00

Fridays

Small pitch	3 parking spaces	£7.50
Medium Pitch	5 parking spaces	£9.00
Large Pitch	7 or more parking spaces	£14.00

Farmers Market

Pitch	Marquee size	£13.50
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These were agreed in November 2018

However, these do not seem to be the rates charged and I can only apologise to the Town Council that this information wasn't communicated to the staff who collect and process the rents received.

Other Markets in Norfolk

Diss	£4.16 per metre (£1.27 per foot)
Watton	Small Pitch (up to 10sq metres) £10 Medium Pitch (up to 30sq metres) £20 Large Pitch (up to 60sq metres) £30
Dereham	89p per foot
North Walsham	0.85p per ft, min £8 small stall
Sheringham (Saturday)	Apr-Sept £592 Oct – March £306

Cromer & Sheringham (Wednesdays)	Apr-Sept £255 Oct – March £133
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Conclusion

As councillors are aware there has been a great many views expressed over recent months regarding the markets both positive and negative. Those who are opposed to the markets being in place I have advised that the TRO for parking in the Market Place means if anyone does park on market days they are liable to get a parking ticket. Unfortunately, the parking attendant appears to be visiting the town less and less and very seldom, if ever, on a Monday or Friday.

With regard to the Monday market this is fairly full, although more stalls would be appreciated. The correct fee needs to be implemented.

The Farmers Market is running well but unfortunately two of the original stalls have recently stopped attending – however one was due to retirement.

The main issue lies with the Friday market which does look rather sad with very few stalls. Advertising for this could take place to try and attract more stalls. If this is not successful to consider closing the market

Proposals to consider

1. To set a date for implementing the correct fee scheme
2. To agree to advertising for more stalls
3. To agree a date when the viability of the Friday market will be discussed and agreed.

Correspondence re Broadland survey on Cawston Road

To: Teri Munro <Teri.Munro@southnorfolkandbroadland.gov.uk>

Subject: Cawston Road, Aylsham

Teri

I understand from PC Ward that you were the officer at Broadland who undertook the traffic count relating to the issues of the garage at the junction of Cawston Road and Mill Lane.

At the last Town Council meeting a resident reported that this survey was taken when traffic lights were in place because of work that Anglian Water were undertaking in the area and therefore they felt the results were not really representative of the situation.

Could you confirm if this was the case (dates would be helpful) and if so whether there is a possibility of revisiting this?

Thanks

Hi Sue,

The officer who undertook the site visits did so when they had capacity and unfortunately, it was when the traffic lights were in place. However, they also visited other locations nearby to see if there was displacement.

That Officer was on a temporary contract and there is no capacity to undertake further work in the locality.

Miss Teri Munro

Minutes of the AYLSHAM RECREATION GROUND COMMITTEE
14th September 2022 Pavilion, Recreation Ground
7PM

Present

Myles Hague, Barry Lancaster, Eileen Springall, , Brendan Wilson, Francis Dodd, Lauren Stroud, , Derek Barber Sean Cannon, Gordon Simpson, Jerry Cocks

Sue Lake – Aylsham Town Clerk

1. Apologies and Welcome

Apologies received from Michael Simnett Jill Willis, Trevor Bennett, Charlie Hodson, Heather Morton

2. Minutes of the previous meeting

The minutes of meeting held on 10th August previously circulated were confirmed as a true record.

The minutes of the meeting held on 2nd September 2022 were subject to questioning about the legality of the meeting.

The meeting was called with less than 24 hours' notice which it was felt was both insufficient and against the terms of the constitution of the committee. It was queried how emergencies could be dealt with without this but the cricket representatives felt that this was not an emergency as discussions had taken place since April without any questions being raised.

It was decided to discuss the whole matter of the meeting and the cricket strip at this point.

3. Matters Arising

Cricket Strip

The cricket club advised that the cost of the strip was known in April and that the amount, though over budget had never been questioned in the intervening months. Due to the discussions on this matter at the meeting held on 2nd September the current rep from the cricket club had stood down. They felt the outcome of the meeting i.e. the cancellation of the work could lead to a dangerous precedent if decisions made at the monthly meetings could be overturned at a hurriedly arranged additional meeting. The cricket club feel there is a move against the cricket club.

The chairman advised that this was not the case and the cricket club could stay at the Recreation Ground as long as they want to.

The history of the problem was discussed at length and also the additional £450 required to meet the full cost. The cricket club advised that it was not their initiative to have the additional strip and they felt they should not have to pay for this. There

was a suggestion of the additional sum being split three ways – Recreation Committee, Cricket Club and Town Council – but that had not been agreed by any of the parties.

After a lengthy discussion it was agreed that the strip needed to be created and the additional cost would need to be met by someone but this could be agreed at a later date and possibly paid in instalments. There was concern that as the contractor needed to come to site twice there would be additional costs. It was agreed that Barry Lancaster would ring the contractors the next morning and organise the work provided that the cost remained the same.

The members of the cricket club left the meeting to meet privately and when they returned agreed to meet the additional £450 (plus VAT).

It was fairly clear from the discussions that communication was not great and better relationships were required.

It was also requested that a schedule of proposed works and their progress be prepared and brought to each meeting - Action Wendy Murphy
It was also noted that orders should always come from the Recreation Ground Committee not individual user groups. – Action all

4. Financial Reports

- a) The balance of the current account as at 31st August 2022 was £10,543.41 and the Savings Account was £14100.88.
- b) Cricket Strip – see above
- c) Leases for user groups are ongoing
- d) User Groups Insurance - Unfortunately there was no rep from the Tennis Club present
- e) User Groups Risk Assessments - Unfortunately there was no rep from the Tennis Club present
- f) Keven Shepherd will be visiting the Rec on Sunday 18th September

5. Recreation Ground Managers Report

- a) Nothing to report since the last meeting
- b) **Nest – using the kitchen during the winter months**
A request to use the kitchen was discussed but no decision could be made as the meeting was no longer quorate. The initial thoughts were that this would probably not be possible.
- c) **Bowls Club path**
Somebody had tripped and fallen as the path is uneven. Some hazard tape has been placed as a temporary measure. This will be looked at by Kevin Shepherd.

6. Ground/Pavilion Maintenance/Zip Wire/Skate Park/Smile Park

- a) **Update on cricket grant for ladies' restroom** – the final version has been submitted
- b) **Water Harvesting** – Cllr Sue Catchpole has come back and confirmed that there is no grant available from Broadland for this. She did provide a list of possible grant funders and this will be explored by Brendon Wilson
- c) **Request from Hooked on Stitching for free use of pavilion**
Jill Willis joined the meeting to discuss her request which had been rejected at the August meeting. She emphasised the community aspect of the work, how it helped those in isolation and is one of very few such activities available. The committee advised that the same argument could be made for most other organisations and the committee needs to ensure they retain a good level of income especially with the likely impact of increased utility bills coming in the near future.

7. Future Projects

No updates at present

8. Any Other Business

Reports were given as follows: -

Aylsham u3a Petanque Group – Aylsham U3A group are doing well – the extra benches are well used. North Norfolk U3A group are now paying. At some point the ground will need refreshing

Aylsham Bowls Club – the season has been extended by one week. Top soil being ordered.

It was mentioned that there was a water tank and BBQ belonging to the cricket club behind the storage unit and requested these be removed – this was agreed.

Meeting closed at 21.25

Next Meeting –Tuesday 27th September 2022

**Minutes of the
AYLSHAM RECREATION GROUND COMMITTEE
27th September 2022 Pavilion, Recreation Ground 7pm**

Present

Myles Hague, Barry Lancaster, Eileen Springall, Gordon Simpson, Trevor Bennett, Heather Morton, Jill Willis

Sue Lake – Aylsham Town Clerk

1. Apologies and Welcome

Apologies received from Francis Dodd

2. Minutes of the previous meeting

The minutes of meeting held on 27th September previously circulated were confirmed as a true record.

3. Information on Matters Arising

Nothing raised.

4. Additional Cricket Strip

a) To receive an update on creation of strip

The existing strip has been planed and levelled ready for the new strip to be added. This is scheduled for October 10th/11th. It was noted that there appeared to be extra work on the existing strips this year compared with previous years and this had resulted in approx. 10 tons of topsoil being deposited at the side of the Recreation Ground and also the additional cost. A further 10 tons should be delivered in October and hopefully the full amount can be used in the levelling up process, with any excess being utilised for divots and holes elsewhere on the site.

b) To agree protective fencing

There is already some orange fencing in place and there is more available both at the Rec and also from the Town Council so this will not be an issue

c) Risk Assessment

Kevin Shephead had visited on Sunday 25th and his report had been received just before the meeting. This will be circulated to all members.

A quick scan of the report had not shown any major concerns and with regard to the fencing at the Smile Park he had verbally advised there should not be a problem with this and also that there is case law to back this up. It was considered that the ball enters the Smile Park only about twice per season.

He did advocate a raised boundary as he was more concerned with ground shots. However, the initial reaction to this is that it is impractical but will be considered when the report is discussed in full.

d) Any other issue relating to creation of new strip

Sue Lake advised that there were two possible causes of the issues relating to the lack of communication on this matter. Firstly, the contractor does not issue formal quotes but lists the work on an e-mail so this could have been missed assuming that a separate document would be received. Secondly there has been a habit of contacting Wendy by phone rather than e-mail. It was agreed that anything like this should always be sent by e-mail so there is a full audit trail and other staff can pick things up if necessary.

5. Items deferred from last meeting

a) Nest – using the kitchen in winter

It was felt that this was not a good idea as the use of the pavilion would be severely restricted.

It was proposed by Myles Hague and seconded by Barry Lancaster that the request be refused.

The location of the Nest caravan was discussed in detail and it was felt that a better location would be nearer to the Bowls Club and petanque area. This would improve safety of customers during cricket matches, make The Nest more obvious and possibly increase turnover. The only issue would be access to electricity and this will be investigated.

b) Request from Hooked on Stitching for free use of pavilion

Jill Willis reprised the reasons for making this request and how important she felt it was for her participants. On the whole the committee were supportive but were also concerned at setting a precedent.

After a thorough discussion it was **AGREED** that Jill would be charged the usual rate for the room hire but if this resulted in a loss then the committee would subsidise it. This would need to be reviewed early next year.

Jill advised she would move for a new regular hirer and also accommodate planned bookings

6. Any Other Business

Gordon Simpson asked if the e-mail Jerry Cocks sent regarding the discussions at the last meeting could be added to the minutes

The BBQ and water tank have been moved. If anyone wants the water tank they are welcome to it.

The bunting put up for the Platinum Jubilee needs to be removed. Myles Hague and Heather Morton will attend to this.

Next Meeting –Tuesday 18th October 2022

The third Tuesday will be the new timing for the meeting in order that the minutes can feed into the Town Council meeting in a timely way. The budget will need to be agreed at this meeting.

Meeting closed at 20.15



**Minutes of the Aylsham Climate Action Meeting
held on Monday 5th September 2022**

Present:

Trevor Bennett	William Fisher	Jenna Owen
Jakki Dehan	Michael Goodwin	Jenny Haycocks
Lesley Cannon	Veronica Goodwin	Arthur Rope
Sue Catchpole	Ian Hildrew	Ray Horne
Liz McGowan	Sally Hildrew	
Mary Evans	Sue Sharpe	
Erica Fisher	Lillie Ferrari	

Wendy Murphy Deputy Town Clerk

1. Welcome and apologies for absence

Apologies were received from

Fiona Scott	Richard Moore
Michael Dolling	
Patrick Prekopp	
Elanor Baker	

2. Declarations of interest

None were declared

3. Minutes

The minutes of the meeting held on 1st August were agreed and signed by the chairman

4. Information on Matters Arising from previous minutes

Nothing raised

5. Steering Group

There was a discussion about setting up a steering group to help improve communication and enable the group to steer the direction of ACE, rather than be dominated by the Town Council. It was agreed that there should be one member from each ACE group, who would meet and then help the Town Clerk establish the agenda for the monthly ACE meetings. It was agreed that this could happen by zoom. The first meeting would be after the Green Day event.

6. Green Day Stalls

Please see attached list for details

7. Green Day arrangements

a) Time will be 10am – 2pm

b) Wendy confirmed that there was an event in the Town Hall Saturday evening. A plan for tables can be given to Sue Lake/Ryan so the hall can be set up. The Road closure will be from 6am in the morning. Stalls can be set up from 8am. Any purchase should come via the Town Council so that the VAT can be reclaimed

c) Details will be put in Just Aylsham and the leaflet will be shared on all Facebook pages relating to Aylsham. The Town Council website and Facebook will also be updated.

d) Trevor will be available on the day and any negative attitudes should be directed his way or to Jenny Haycocks, who has attended many public events, and she gave some helpful advice on how to deal with people who are anxious or negative.

e) The MP to be invited to come along. Patrick Barkham – President of Norfolk Wildlife trust will be asked to come and open the event

f) Bunting to be put up round the hall on Saturday – Wendy will ask the facilities team if they can do this if nobody else is available.

Groups are asked to send a written report for distribution with the agenda no later than one week before the meeting i.e. 30th August

8 Climate Change Groups

No other reports were received and all groups are working hard getting information together for their stalls

Groups are asked to send a written report for distribution with the agenda no later than one week before the meeting i.e. 30th September

9. Items for future discussion

Update on Green Day

10. Date of Next Meeting

To confirm the date of the next Meeting as Monday September 3rd October 2022
The meeting closed at 8.55pm

6. Green Day Updates

- a) To receive details from each ACE Group for the Day's activities

ACE Energy – Thermal Imaging Camera plus noticeboards/leaflets

ACE Transport – Survey on travel this week. Update on Traffic Management group.

ACE Waste - Pledge Tree

Recycling bins

Fun activity matching recycling

Recycling Map – Being arranged by the Clerk

Waste Hierarchy

ACE Nature

Information on trees

Composting/Water Butt

Garden Biodiversity/mini pond kits

Powerpoint on wasps

ACE Plastics

Create awareness and what people can do

- b) To confirm details of Town Business/Group Stalls

WI

Town Council – Tea and coffee

Extended Bread Source

Eves Hill

To approach

Scouts etc

School

- c) To receive details of outside stalls

BDC re what is recycled and where/how

waste food recycling info

Fat Teds Street Food

Broadland Pizza

Vattenfall

Rooted in Nature

Bee Wraps

Sweet Stall

Samba Band

Red Rebels' walking around – to get changed in council chambers

Hugh Lupton – story teller in churchyard and then to the Green Room

Uinte Community store – Mandy Mckenna

Book Stall – recycling books

Earth Glade
Ethical Financial advice
Mind to be contacted
Eco Car – Aylsham High School, needs an area to be barred off in Market Place – to be near cycle stand and Transport Group
Face painting and children’s activity stall

Shops that will be open are
Book Hive
New Art Gallery – Red Lion Street

Photographer – A member confirmed that they would see if they could contact somebody to do this

Risk assessment completed

Insurance aware – Wendy to contact Came and Company - Done

Road Closure applied for

Fire engine may be in attendance

**Minutes of the Aylsham Town Council Traffic Group Meeting held on Wednesday 28th
September at Aylsham Recreation Ground**

Present

Trevor Bennett (chairman)	David Harry
Maureen Burr	Alan Kerrison
Sue Catchpole	Barry Lancaster
Gordon Clarke	Richard Laxen
Andy Christie	Pat Prekopp
Catherine Fletcher	Graham Ramm
Nicholas Elphinstone	Arthur Rope
Nicholas Haag	Patricia Taylor

Sue Lake

1. Apologies for Absence

Apologies were received and accepted from:

Clare Alban	David Faulkner
Paul Baker	Lynda Hartley
Ellie Baker	Lindsay Little
Mary Evans	

2 Minutes

The minutes of the meeting held on 31st August were circulated with the agenda.
The minutes were **AGREED**

3. To summarise failures and successes of the project

This is to quantify whether we have headed in the right direction over the length of the project, and how will it be concluded.

Gordon Clarke offered to do a schedule of events and set a timeline to enable a report to the public to be made.

The group will need to look at how the strategy will be managed – will a new group need to be formed also what has worked well and areas that had not worked so well and the immediate thoughts were.

Things that worked well;

Consultants
Survey
Baseline Strategy

Areas for improvement;

Consultant Brief
Interaction with businesses
Communication generally – but not through lack of trying

4. Traffic Strategy

a) Response from ttc to 31st August Meeting

It was felt that the response was broadly positive to the suggestions made.

b) Initial report on stakeholder meetings

Ttc have spoken to most of the major stakeholders and the reaction so far has been positive with the County Council welcoming 'shovel ready' projects.

The final document is currently being prepared and should be received by the end of September.

The document will form a baseline for the new developments which could be delayed further by the Nutrient Neutrality issue and the current economic situation.

5. Burgh Road/Red Lion Street

a) Report on findings of SAM2 on Burgh Road

The SAM2 findings were circulated and on the whole showed that the vast majority of drivers were either below or within 5mph of the speed limit. The excessive speeds tended to be in the night. The highest speeds recorded was 65mph.

Unfortunately the road was closed for some of the time due to water works but the findings then reflected the speed of residents.

Residents of Burgh Road were not happy with the placement of the SAM2 and the clerk will look at placing it in a different location on Burgh Road.

b) Feedback on items discussed at August meeting – Burgh Road

The suggestion of making Oakfield Road one-way was rejected by residents. The fact it is two-way reduces traffic speeds. Also the bin lorry cannot use the Burgh Road junction as the turning circle is not big enough.

The crossing at Forster Way was considered a good project and details of type of crossing will follow later in the process.

c) Feedback on items discussed at August meeting – Red Lion Street

Residents on Red Lion Street advised they did not receive details of the recent consultation. Arthur Rope was adamant that he leafleted every home and this once again shows that communication is difficult as people do not always notice or read information sent to them.

There was a discussion about the additional signage which was not welcome – nor was there a wish for roundels on the road. A different surface, cobble type but suitable for walking and cycling, which can be more indicative for drivers than signs was welcome. Also the possibility of removing the pavements could be considered. A real problem area for pedestrians is when they leave the shops and businesses on Red Lion Street and it was thought some form of signage on the inside of shops could be considered. This maybe a way of really connecting with the business community in the town

6 A140 Signage

Gordon Clarke advised he was in the process of putting together a more detailed proposal and this will be ready for the next meeting.

7. Traffic Strategy – Consultation with public

a) To agree format of consultation

It was agreed that rather than heading this as a consultation it would instead be a presentation of findings. Rather than a formal meeting this would be better as a drop-in session with members of the committee available to speak to residents. Display boards of the suggestions would be created as well as details of items that had been rejected and why.

b) To agree dates etc

It was thought that towards the end of November would be the best time. The session to run from the afternoon into the evening. A firm date to be agreed. Consideration of a flyer circulated with Just Aylsham will be considered.

8. Market Place - To consider any possible changes on top of that agreed

It was felt that we were too far along the process for significant changes. The changes already proposed for the Market Place may enable other smaller works to be considered.

9. Double Yellow Lines

It was advised that when yellow lines were first introduced into the town the colour was agreed as primrose rather than bright yellow. The clerk will check this with Highways.

10. To note any items for future discussion

Nothing Raised

11. To note date of next meeting Wednesday October 26th 2022

The meeting closed at 9.10pm

**MINUTES OF THE MEETING OF THE AYLYSHAM TOWN COUNCIL
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM
ON MONDAY 26 SEPTEMBER 2022 at 10.00am**

PRESENT:

Mrs A Overton Chairman
Mr T Bennett
Mrs M Evans
Mrs J Bennett
Mr M Martin

OFFICER: Mrs S Lake, Aylsham Town Clerk

2 member of the public

1. APOLOGIES FOR ABSENCE

Rev Canon Julie Boyd

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None declared

3. MINUTES

The last meeting of the churchyard Committee was held on 20th June 2022. The minutes were **AGREED**.

4. ADJOURNMENT OF THE MEETING

Not Required

5. INFORMATION ON MATTERS ARISING

All items on agenda

6. PATHWAYS/ROADS

There is still an issue regarding the stones but it was felt that no action should be taken until the work on the bells has been completed.

7. WALLS

A date for the quinquennial inspection has been scheduled and once the report has been received the matter can be pursued.

The crack by the War Memorial is being monitored.

8 GROUND MAINTENANCE

a) To receive an update on constructing waste areas

Initially the diocese advised that the application would be considered as a List B application, which is a lighter form of faculty. The clerk submitted this and was then advised it would have to be a full faculty application. Extra details were needed but due to the short time given could not make the September meeting but instead will be discussed in October.

The clerk has also been informed that planning permission will be needed from Broadland District Council. The officer there advised that as long as there is emphasis placed on the green aspects of the project there should not be an issue. Plans will be drawn up and submitted.

The church organised a clean-up day in the churchyard which was very well supported.

b) To receive an update on creating the garden area

This has still to be planned

c) To discuss information board

The interpretation board in the churchyard is looking fairly shabby. A new board is in the process of being designed for the Paupers Graveyard so the clerk will look at any others around the town which may require updating .

9 WAR MEMORIAL

Nothing to report.

10 LYCH GATE

There is some graffiti on one of the benches. There is an issue with drug use here which the police are aware of and are dealing with.

11 CHURCH BUILDING

Masonry work is needed on the walls. The steps to the tower will soon be repaired. There has been some vandalism but no real damage. The CCTV identified the offenders and the police have dealt with it.

The floodlights have all been converted to LED's

12 CHURCH CLOCK

A faculty application has gone in for the repair of the bells but this is being held up by the DAC. Instead of repairs they are suggesting replacing them with bells from a closed church. The PCC are not happy about this suggestion and are in discussions regarding this. It was hoped to make an event of the bells being replaced and involve the public to a certain extent. The original intention was to remove the bells in November and replace them in April so hopefully they can be ready for Easter.

13 AYLSHAM CEMETERY

The cemetery is visited regularly by the clerk and it is getting into a better state because of this.

The repair work to the gates originally scheduled for September has hit a snag in regard to the delivery of the bricks. The builder has asked if the council would like the gate posts reduced as a safety measure and this was agreed.

The clerk will obtain prices for concrete benches.

14 PAUPERS GRAVEYARD

This work is still outstanding and the clerk will prioritise this so it is completed before the next meeting.

15 ITEMS FOR INFORMATION/NEXT AGENDA

A resident had noticed some loose stones around one of the tombs. These will be looked at and assessed.

16 DATE OF NEXT MEETING

There being no further business, the Chairman closed the meeting at 11.30am. The next meeting is scheduled for November 28th 10am