

Suggestion from the Archives

New Aylsham development Street names:

Adi came up with a really good idea ---- Aylsham photographers (examples of whose photos we have in the archive). They were both amateur and commercial and over 100 years ago so no inappropriate behaviour will be uncovered!

Otherwise, it will be tricky. The land was owned by the Warnes of Bolwick Hall which has been rather claimed by Marsham. It was open field known as the East Field before that.

Local Aylsham photographers [all 19thc-e20thc so not living, nothing contentious]

Examples of their work available on Aylsham Town Archive website. Dates are to their time in Aylsham

Bansall [Dr Walter B] 1890s doctor and amateur photographer

Beard [Captain Richard B] MBE, violin maker, amateur photographer etc

Dester [Joseph Dester D.] 1907-1919 , chemist [glass plate collection in Aylsham Archives]

Finch [Walter Juan F] 1870s-80s famous family of Norfolk photographers

Juba [Edmund J] 1875 also Norwich photographer

May or Bone [Miss May Bone 1908 was Norfolk female photographer]

Searson 1914-1916 military regimental photographer

Seymour [Berney S] 1892- 1920

REPORT TO COUNCIL

Subject: Budget 2025/26

Author: Sue Lake

Date: 2nd January 2025

Please find attached the final budget for the year 2025/26. This is slightly different from the draft agreed in December but the end figures remain the same. The changes I have made include adding a new cost centre for the churchyard, moving the markets from Open Spaces to Other Properties and changes to the percentages of salaries relating to the cost centres. A table of how each post salaries are attributed is included in the report. Hard copies will be available at the meeting.

In-house Grass Cutting

Please see the table below for costs of bringing the grass cutting. As can be seen there has been a cost saving. These figures do not take into account any savings made for low level tree work and the other benefits to the Town Council of having a new member of staff who is helpful and willing to help out in in other aspects of the Town Council work.

Having a full year with the in-house staff and equipment should avoid the issues we had at the start of the 2024 growing season. A schedule of work has been prepared so residents can be advised when the grass will be cut should they enquire – obviously weather dependent!

	Contractor for whole year	In-house for whole year	2024/25 Hybrid
Contractor Charge £4645.51 x12	55,746.12		
Contractor Charge £4645.51 x2			9,291.02
Hire of Equipment £1285 X 12		15,420	
Hire of Equipment £1285 X 9			1,1565
Fuel for Equipment		1,500	1,500
Staff Costs inc NI and Pension		35,684	19,623
Income from Recreation Ground		-16,000	
Totals	55,746.12	36,604	41,979.02

17 December 2024

Dear Sir/Madam,

The Broadland District Council Aylsham Tree Preservation Order 2024 No. BD0723

Tree(s) at : The Green At Liz Jones Way Liz Jones Way Aylsham Norfolk

Easting : 618054 Northing : 326423

Broadland District Council has served a new Tree Preservation Order (TPO) to protect tree(s) at the location detailed above. A copy of the TPO is enclosed. The Council has served this TPO because There is a risk of the tree being vandalised. The tree has scored a significant TEMPO (Tree Evaluation Method for Preservation Orders) score which indicates this is suitable for a TPO. The tree not only provides amenity value to the setting, but also provides a wealth of benefit to many birds, mammals and insects. Should you wish to comment or object to the TPO, details of how to do so are set out on the Notice; you can use the enclosed reply form for your comments.

Please note: that your comments will also be seen on our website, along with your address. We will redact your name, signatures and contact details such as phone number, e mail etc as set out in our “Planning Standards” and “Privacy Policy” which can be seen on the Council’s website. Personal data will be retained for 10 years as part of the lawful processing. Further details can be found at <https://www.southnorfolkandbroadland.gov.uk/data-protection>. Make sure that your comments are relevant and not defamatory or offensive, because you remain personally and legally responsible for them.

Your rights - Under data protection legislation you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed on our Data Protection Policy. You can contact our Data Protection Officer at data.protection@southnorfolkandbroadland.gov.uk. You also have the right to lodge a complaint with the regulator, the Information Commissioner’s Office.

Further information is set out on the back of this letter. If you have any other questions or concerns, please do not hesitate to contact us.

Yours faithfully

Mark Symonds

Conservation & Tree Officer

Tree Report

Report Number: 006/24

Species: *Quercus robur*

Location: Liz Jones Way greenspace what3words:///redeemed.sprain.depravity

Description:

Provisional TPO application has been made by Broadland District Council

The greenspace was created with the tree as a centre piece

Recommendation

Strongly support the application as the tree is of significant amenity and natural value, providing huge benefits to both residents and wildlife

The tree is a prominent feature and needs to be protected and retained for the future

Minutes of Aylsham Recreation Ground Committee held
Tuesday 17th December 2024 at the Pavilion

PRESENT

Lauren Stroud (Chair)	Cheryl Bould
Heather Morton	Sean Cannon
Barry Lancaster	Jon Minns
Neil Thirtle	Philip Kingsford
Andy Bell	Sue Lake

1. Welcome and Apologies

Lauren Stroud opened the meeting and welcomed Andy Bell, new groundsperson employed by Town Council since end May. With Keith retiring he will be taking over this role from Keith 1st April. Andy shared that he has a background in tree maintenance. He said that he had already spoken with Keith and been shown how to mark out the football pitches and the maintenance required on the tennis court. Keith was clear when his contracted ended and offered to sell some equipment to the council to use. Apologies from Alan Marchbank.

2. Prior actions (updates by emails)

For note

Action	Owner	Progress
Find new basketball nets	Lauren	None – will get early Jan
Review caretaker contract for 2425	All	March 2025
Email CAN re barrier being placed by TC re legal situation if the rec becomes a CIO and if there is an issue with TC paying the grant to the rec	Lauren/ Cheryl	No update – awaiting report back from TC
Find out status of BT bill	Cheryl	?
Ask Andy to order and plant new trees when required	Lauren	Ongoing
Contact Phil about the information he has on rainwater harvesting. Also to look at new fund Norfolk Offshore Community Fund to see if we meet the criteria with this project.	Lauren/Phil	Discussed at meeting
To check schedules of use to see whether can reduce temperatures to 16 degrees when not being rented out	Lauren	Jan
Check whether VAT claimed is owed to ARGC	Cheryl	Jan
instruct Gavin to do the works (replace fence)	Cheryl/Gavin/Andy/Sue	Dec
obtain quotes for replacement fencing to match the fencing around the rest of the park.	Sean/Phil	Feb
Liaise with the Community shed regarding planters	Cheryl	Jan

Present ACT/HOS/ARGC lease and agree rental price	Lauren	Presented at Dec meeting; review again in Jan
Neil to identify slabs and notify Sean	Neil	done
to obtain quotes from Keith and report back next meeting	Sean	Jan
to email Gavin to instruct Keith to fill in pot holes.	Sean	New action below
invite Andy to next meeting and vote on him taking over grounds maintenance (from Keith)	Cheryl	Done
To contact Keith to give formal notice of completion date and to remove his things from the storage containers.	Sean	Done
to check with Sue Lake whether we have a dropbox in place for all rec documents	Cheryl	Done no dropbox in place but folders and files on TC servers
Check insurance documents to ensure volunteers etc are covered for undertaking work at the rec	Sean	done

3. To confirm minutes of the last meeting (November 2024)

Barry requested that minutes were amended.

*5 "potential VAT owing to Rec" should be "last January 7.4% **precept** was included to a grant to ATC, but this was not passed onto Rec. This needs to be checked when new Town Clerk is in place."*

Cheryl then informed the committee that when a new Town Clerk is appointed, they will no longer will be dealing with Rec work. There will be a temporary appointment initially and when a permanent clerk is in place she will pick up any actions and take back to the Council.

Barry also wanted clarification of "6f additional cricket strips" to be created
ACTION Sean to clarify number of strips

Cheryl requested amendment of 6c Fence damage
"ACTION Cheryl to instruct" to "Cheryl emailed town clerk and grounds maintenance to advise team"

4. Recreation Ground Caretaker's Report

- Report sent to Lauren
- Sunday am cleared up smashed bottle
- Start of second year and will put together main issue report for next meeting

- Lauren asked about the possibility of moving the bottom shelter as it was mentioned on an email thread with Neil (and others), as often littered and a place of anti-social behavior. Sue reminded us that at the time the location there was in conjunction with the police's recommendation.

ACTION All Discuss at next meeting

ACTION Lauren to shadow Neil on a rec walk and to organise an end of year performance review of Neil

5. Finance

a. Incoming Receipts £69,102 Payments £69,323

b. Bank balance £14,941

Sue Lake joined the meeting

6. Matters arising (new since last minutes)

a. Invoice sign off process

Philip expressed his concern that the invoice for the bowls club had not been signed off for several weeks. He explained he was concerned that now they had found a good green keeper, that they didn't want to lose him from not being paid. (the green keeper was not putting any pressure on payment). Barry explained he was initially unhappy to sign the invoices as thought he was signing off an additional payment, above and beyond grant given.

Philip explained that this "additional payment" had been recommended by finance as a short-term measure and will be repaid by the bowls club back to the rec.

Lauren explained that in the next year an increase in bowls budget has been put forward, but this depends on how much increased funding is received from the Town Council grant. Any amounts above the agreed budgeted figure, the bowls club will have to apply for further funding from the Rec committee or again have a claw back mechanism. It was suggested that this could be done at more timely regular intervals so the amount does not build up.

Apologies to be sent to the Bowl's club contractor.

In future Barry and Sean will continue to go to Town Council to sign invoices

b. Rainwater harvesting

Cheryl explained she had not had time to pursue this.

Barry, supported by Jon explained that there wasn't a business case to apply for funding and this project was more environmental. Sue informed us grants were only going out to farmers.

There was some discussion about water usage, size of tanks required needed to store the water, and further costs to install.

Therefore, agreed in principle a worthwhile environmental project but not cost effective at this moment in time. It was, however, to remain on development plan and to be discussed again at a later date.

However, the Re-fill Station as suggested by Lauren should continue
ACTION Lauren to review costs

c. CIO and legal advice

Sue reported that the Town council are still waiting for a report back. She will ask the locum clerk in the new year to prioritise.

Barry proposed that there should be a time limit of 6 months and if we have not heard back from the Town Council, should proceed anyway.

Sean felt a collaborative approach was required rather than confrontational.

Vote For Barry and Jon, Against Lauren, Sean, Philip and Heather
Abstaining Cheryl

d. Playparks

Cheryl informed us that all the works had been completed. There were a few snagging points which Kompan will review and do tomorrow such as exposed hinges and protruding brackets. Practical completion certificate will then be completed after inspection by Cheryl and Andy.

At present the play area remains closed with car park opened.

Cheryl explained that the angle of the gate and path meant the path is now slightly out, making the use of wheelchair difficult. To make a stable surface looking at slabs or concrete is needed for accessibility. Neil suggested that approx. 20 slabs were required.

Suggested for quote for slabs and concrete could be included in jobs Jon Edwards is being asked to quote for already.

ACTION Sean to include works to Jon Edwards

Play Inspection report said that a padlock was required on the maintenance gate as has an eyelet for a lock

ACTION Neil to fit padlock supplied by Town Council as have a spare

Thanks was given to Andy, Gavin and Neil for their work during the installations.

Publicising the new park

Looking to have a soft opening and then an article in Just Aylsham and EDP. Cheryl to discuss with Pride in Place manager. Perhaps a formal opening?

ACTION All discuss at next meeting

e. ACT/HOS lease proposal and changes

Lauren had sent out the proposals with change effective from 1st April. Barry felt needed to have more time to review the proposals.

Lauren proposed the fees £4,200 with separate hiring of the hall on top.

ACTION All review proposals to vote on next meeting

f. Unauthorised installation of de-fib

Philip explained this asset had been relocated from the bowls club so would then be available for all. As he had been unwell he had missed the meetings regarding its installation. He thought that the wall fixing was not as secure as fixing to separate pipes installed next to the wall. Also that the back panel was too low and the copping stones couldn't be re-installed.

The instillation had been done by Cookes and paid for by Rotary.

After discussion the copings were not in place prior to installation and that the Rec committee should fit them, rather than completely refitting as felt wall was in a reasonable condition.

ACTION Sean To add to Jon Edwards quotes to fit copings

Thanks, given to Bowls club and Rotary for the Defib

ACTION Neil will include checking the defib as a daily check

g. Bowls club maintenance

- Philip informed us that in the high winds the last fence panel next to the tennis club had been blown down. This was fixed with a chain to allow grass cutting to be taken away. This was now unsafe and needed fixing.

ACTION Sue to check with Gavin about this which he is aware of

- Toilet block still needed the keycode lock to be fitted. Gavin had said a new door was required which should be done when replace the lock. The committee would by the door.

ACTION SUE to check what was happening with Gavin

At this point Sue said there should be more clarity over the roles of the Rec and the Town Council and felt the Town Council was doing too much. Rec currently paying £9K to Town Council for admin.

Andy will take over Grounds maintenance at Rec for £16K. All agreed.

ACTION Sean and Sue to establish what and who is doing the admin, general and grounds maintenance and work out a schedule of rates.

ACTION Sue to ask town council staff to log their work for the rec, including phone calls

- Currently the green waste is being collected by Andy as there is no commercial organisation that does this. A concrete base to put the grass cuttings is not feasible and in the future Brendan will bag and remove to the Bure Meadow allotments.
- The double doors on the kitchen have been replaced, but the single door has now failed. A quote by the same company who provided the double doors is £1184 and needs approval. As we own the building it needs to be done.
- All agreed.

h. Bowls overspend.

Lauren said we need to make sure this maintenance spend is not attributed to bowls club as our building

ACTION Philip to keep a record of spending

ACTION Lauren To ask the finance officer to send copies of invoices so far

i. Walkway paving slabs

In hand Sean asking Jon Edwards to quote

j. Handover duties from Keith

Sean said he was having difficulties contacting Keith. Wanting to be sure he was aware he needed to clear the storage unit and changing locks 1st April. Andy re-iterated that Keith was aware of timescales.

ACTION Sean to contact Keith and to invite him to Rec meeting in March to thank him for the work he has done over the years

7. Update on previous matters

Seen on email

8. Any other updates

- Lauren said we had received £500 from the Aylsham Show for a bench in the play area
- Philip enquired about the fence damage
 - Cheryl said she had emailed Sue and Gavin and Andy had agreed to do the repair
 - **ACTION Philip** will get a quote for finishing the fencing
- Barry enquired about the alarms
 - Neil reported this was in-hand and waiting for Gavin.
 - Need to get this sorted as the insurance has been told we have an alarm.
 - **ACTION Neil** to liaise with Gavin asap re alarms
 - **ACTION Neil** to liaise with Gavin to re-introduce sign-off sheets with Town Council for COSH, Alarm and fire testing
- Neil reported that there were 4 potholes and can buy bags to fill them up. Also wondering whether fluorescent strips would be useful on speed humps. On discussion light was more of issue. Cheryl hopes to take this up at the next Town Council meeting when locum clerk present. Discussing the installation of new lamppost.
 - **ACTION Neil** to present cost and discuss at next meeting

Heather reported walls still not been rendered as needs better weather conditions.

Sue said that there wasn't a Dropbox. On the Town Council server there was a sub-folder with the Rec documents listed

ACTION Lauren to liaise with Sue to check what documents are being held.

Sue informed the committee that Neil is now on a new rate of pay and had back pay of £230. All agreed to these changes.

Finally, a locum clerk would be in place until Easter. Again, the new clerk will not be doing Rec work whilst Andy and Cheryl will do instead.

Actions:

Action	Owner	Deadline
Find new basketball nets	Lauren	Jan
Review caretaker contract for 2425	All	March 2025
Email CAN re barrier being placed by TC re legal situation if the rec becomes a CIO and if there is an issue with TC paying the grant to the rec	Lauren/ Cheryl	Jan
Find out status of BT bill	Cheryl	Jan
Ask Andy to order and plant new trees when required	Lauren	Ongoing
To check schedules of use to see whether can reduce temperatures to 16 degrees when not being rented out	Lauren	Jan
Check whether VAT claimed is owed to ARGC	Cheryl	Jan
instruct Gavin to do the works (replace fence)	Cheryl	Dec
obtain quotes for replacement fencing to match the fencing around the rest of the park.	Sean/Phil	Feb
Liaise with the Community shed regarding planters	Cheryl	Jan
Review ACT/HOS/ARGC lease and price again for voting	All	Jan meeting
to obtain quotes from Keith and report back next meeting	Sean	Jan
to email Gavin to instruct Keith to fill in pot holes.	Sean	Jan
Check number of cricket strips that were installed	Sean	Jan
Potential moving of shelter (at bottom near the skate park) – all to consider pros and cons and where it would be moved to	All	Jan
Water refill station – costs to be presented	Lauren	Jan meeting
Quote for paving slabs	Sean	Jan meeting
Fit padlock gate on playpark	Neil	By Feb
Fit copings at bowls club	Sean	By Feb
Fence at bowls/tennis club to be repaired/replaced	Sue/Gavin	By Feb
Check invoices related to bowls club to check on overspend amount	Lauren	By Feb
Invite Keith to rec meeting	Sean	For March
Get quote for finishing fencing off	Phil/Sean	Feb
Sort out pavilion alarms	Neil	Jan
Re-introduce sign off sheets for H & S	Neil	Feb
Present costs of filling in pot holes in car park	Neil	Jan

The meeting closed 9.50 pm.

Next meeting 21st January at 7.15pm Aylsham Pavilion

REPORT TO COUNCIL

Subject: To rescind a previous resolution

Author: Sue Lake

Date: 2nd January 2025

In October 2024 the Town Council passed a resolution to seek legal advice on the proposed changes to the Recreation Ground status.

On looking at this in detail there is no evidence that the change of status of the Recreation Ground has any bearing over its funding by the Town Council.

An initial enquiry was made to a legal firm who quoted £300 per hour to assist with this. The likely total is therefore going to be in the region of £1000.

The Town Council currently has the General Power of Competence which enables them to do anything an individual can do. This power will last until the Council elections of 2027.

In view of these factors the Town Council are asked to rescind their previous decision.

As required by Standing Orders two councillors are proposing this – Cheryl Bould and Trevor Bennett

**Minutes of the Aylsham Climate Emergency Meeting
Held in Pavillion on Monday December 2nd 2024**

Present:

Grizelda Tyler (Chair)	Shelley Hudson	Fiona Scott
Cllr. Sue Catchpole	Kay Montandon	Yvonne Stewart
Kate Mckenzie		

Sue Loke – Town Clerk (locum)

1. Welcome and apologies for absence

Apologies were received from Adam Curtis, Cheryl Bould and Jenny Haycocks

2. Minutes

Minutes of the meeting held Monday 7th October 2024 were confirmed and signed by the Chair.

3. Matters Arising

The Locum clerk queried the item regarding street lights. If this suggestion related to energy saving then this was not a solution. Members advised it related to retaining the dark skies. They appreciated this was not feasible in the town centre but could possibly work on the estates. This will need to be carefully handled as there will be objections. It was thought this would make a project to enable time to canvas opinion and stress why it was needed over the next few months with possible implementation next year, The clerk will contact the street lighting contractor for feasibility and costs.

4. Project Work

No new projects presented.

a) Blister Packs

The Town Council has agreed to fund this and is making arrangements for locating the recycling

b) Transport Hub – Norwich Road

No money was attached to the s106 agreement.

5. Group Updates

Nature

A report was tabled and is attached to these minutes

The verges project will continue for next year but should be better managed as the staff will be in place from the start.

Ivy is being removed from the Old Station site.

Waste

A lending library is still on the cards

Energy

E-mailed various members of the public with regard to training in the use of the camera. Two training sessions have been undertaken with more planned after Christmas

Insulation project – no companies are interested but will re-launch in January

Comms – no representative present

Griselda advised she has been speaking to someone who is willing to help with Instagram.

The nature group were unhappy that an article they had written was not published and asked what the rules are for articles.

It was felt that there may need to be a need for reflection of the purpose of ACE and this could be the topic for the next meeting.

6. Green Day

What is Green Day for?

Could this be part of the review?

To consider a 2025 event

Agreed to postpone until after the review

7. Carbon Literacy Training

Grizelda Tyler, Cheryl Bould, Kay Montandon and Sue Catchpole all attended this event and thought it was very good.

A suggestion was made that the material could be used to hold a Carbon Literacy event in Aylsham.

As part of the training the participants require to make a pledge.

It was agreed that the pledge should be:-

To have events in Aylsham to educate and inform residents on climate change matters

8. Bure Action Group

Looking at a stretch between the National Trust land and the Broads Authority boundary. The nature group will affiliate to the group and hopefully this will be reciprocated. Looking at setting up a volunteer group which will just be practical with no meeting attendance required.

9. Items for future discussion

Review of ACE

10. Date of Next Meeting

The next ACE Meeting will be 3rd February 2025.

The meeting closed at 8.25 pm