



**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL, ON WEDNESDAY 19th MARCH 2025 AT 11am.**

PRESENT: Pat Prekopp (Chair) - Aylsham Slow Food, Town Council
Cheryl Bould - Aylsham Town Council
Mary Evans - Aylsham Town Council
Kevin Cunnane - Aylsham Town Council
Giles Margaron - Aylsham Community Partnership
Tim Briscoe - Aylsham Business Consortium
Mo Anderson-Dungar - W.I.
Wendy Sadler - Aylsham in Bloom
Jean St.Clair - U3A
Mike Downes - Aylsham & District Rotary Club
Graham Peers - Broadland District Council
Jayne Andrew - Heritage Centre

Phil Chapman, Locum Clerk
No members of the public

1. APOLOGIES FOR ABSENCE

Apologies were received and noted from Dan Apps, and from Julie Boyd by email.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES

The minutes had been previously circulated for the previous meeting held on the 19th February 2025. These were **agreed** as a true record of the business conducted and were signed by the chairman.

4. MATTERS ARISING

The Clerk reported that he had investigated the question raised by the Chair at the last meeting regarding Sunday trading and for this event and there was no issue with trading in the market square on Sunday from the perspective of the Sunday Trading Laws.

The Clerk also reported that he had investigated a matter raised by Mo Anderson-Dungar at the previous meeting regarding the old Visit Aylsham app. The Clerk had spoken to Adam Payne, who had confirmed that there were no fees outstanding.

Adam has also confirmed that the old app was functioning and the server space was being paid for and would run up until December 2025.

5. PUBLIC PARTICIPATION

None.

6. CITTASLOW UK AND CITTASLOW INTERNATIONAL

Mo Anderson-Dungar reported that the Co-ordinating Committee Spring 2025 Meeting would take place on 29th March 2025 which she would attend by Zoom. The CITTASLOW UK CIC accounts had been filed and Mo had sent an email regarding dates for an AGM but would leave it until the new clerk is in position.

7. CITTASLOW 2025

- c. The chair gave a run-down of events currently proposed and rough dates including:
- i. **Open Farm Sunday** – No progress and no response from LEAF – so this will be in abeyance and likely cancelled.
 - ii. **International Street Food Fair** – This is now full, and street arrangements have been made. Red Lion Street will be closed. Tim Briscoe reported that businesses were excited and enthusiastic about the event.
 - iii. **Restaurant Week** – Patrick and ABC will work with Dan Apps on posters for the event.
 - iv. **Launch** – 12th April will be the soft launch of Cittaslow 2025, at Farmers Market and hopefully a piece in Just Aylsham.
 - v. **Community Fair** – 7th June, at the Town Hall and market in the square, has 24 community groups participating.
 - vi. **Market Towns Group** – This will be updated at the next meeting.
 - vii. **Rural Capital of Food** – Dan not present, but it will be moving forward.

8. MARKETS

The Clerk provided an update from Ryan Jeckell, who oversees the markets. The Monday market is full at 10 in attendance, and interest from a couple of others, so a waiting list is continuing to grow. The Friday markets are a bit low on traders due to holidays and illness. We have lost a couple of stalls, one being the pie man who is taking a break due to ill health. With the better weather some seasonal traders are likely to return to have a total of around 8 stalls.

Attendance at the Food and Craft Market has been lower than usual, which is considered typical for this time of year. Out of a maximum capacity of 18 traders, the next market looks set to have between 10 and 13 stalls, including charity stalls. In May there should be a couple more craft stalls.

9. ACE

Comms group is changing, and there will likely be a drop in posting. The decision had been made not to hold Green Day, instead there would be a range of evening talks and discussions and events of a different nature. The one-off event would therefore be replaced by a series of events.

10. PROJECTS

The previous visit Aylsham app was discussed. It was **resolved** not to continue with this following from advice from Dan Apps about duplication of work, and the fact that the purpose of the app could be achieved from mobile friendly version of the website. The question of funding was raised with it left to the new Clerk to update the committee at the next meeting about funding of the hosting. The first 3 months had been paid but would be running out soon.

Jayne discussed History week including the friendly invasion event, and walking trails.

11. EVENTS.

Giles gave a brief update but this was limited because the events committee was meeting later that evening.

12. SLOW FOOD.

A Report had been supplied by Patrick and is attached below. SlowFood had collaborated on a rotary event which had been successful.

13. AYLSHAM IN BLOOM

Wendy gave an update on the planters to say that Sue Lake had made a start on the lottery grant application with help from Andy Bell. Wendy was looking for an update on the plaques discussed at the previous meeting but this would have to wait for Dan to be available. Whilst the lottery grant is something the council will be assisting with in the first instance, this project was approved at full council, and if unsuccessful it would need to look for alternative sources of funding. AiB will be funding both the plaques and the planting of the planters which is estimated to be a total of around £1000.

14. AYLSHAM BUSINESS CONSORTIUM

ABC will be having a meeting on 1st April and will be able to provide an update after that meeting.

15. AYLSHAM SHOW

The clerk updated the committee on the outcome of research in regards to the marquees. The Town Council has two large 6m x 12m marquees but both are believed to be unserviceable. One is torn and stained and getting worse each time. The other has damaged poles and missing pieces. A smaller 3m x 6m marquee is also unserviceable having sustained wind damage. There is also a 3m x 3m gazebo but this is too small for the show. A new one is in the budget, and Gavin Watson has found one at a cost of £1200.

The Chair had spoken with the Aylsham Show organisers, and was waiting for feedback on the costs, power arrangements, and Wi-Fi. The idea is to share a tent/marquee which needs to be three to four at least. Country Market, U3a, W.I. ACE, are likely to be wanting to share, and commitments should be made for the next meeting.

16. AYLSHAM PARISH CHURCH

Julie Boyd is on sabbatical for 3 months and will return to attending meetings thereafter.

17. ITEMS FOR NEXT AGENDA

U3A update and Aylsham Rotary Club update to be added as standing items.

18. DATE OF NEXT MEETING

The date and time of the next meeting would be *16th April 2025*, at 11.00 in the Drill Hall. The Clerk made the committee aware that moving forward the Drill Hall meeting room would not be available as it would be a regular hire to TSB bank on a Wednesday. The Drill Hall is free on a Tuesday or it would need to be moved to the Town Hall.

There being no further business the meeting was closed at 12.11

DRAFT

Report to Cittaslow Aylsham Committee
Wednesday, 19 March 2025, at the Drill Hall, Aylsham

SFA update

Last meeting 10 March 2025.

Activity

Food& Craft Mkt – Sat 1 March

- Made £25 from sale of five recipe books
- Snail raffle – 16 so far (£8 raised) tbc at next F&C market.

Aylsham Rotary – Presentation on Slow movement at Community Collaboration session (13 March).

2025

Just Aylsham report (Part 1) – 8 March (part 2 in next issue)
– Soft launch for anniversary. How it started.

SFA + Cittaslow

- Farm Trail – Ongoing. LEAF negotiations abandoned.
- International Street Food Fair – Fully booked. Entertainment organised.
- Food & Drink Week – with ABC support.

Events

Aylsham Picture House – Bar preparation for “Six inches of Soil” screening.

Family Learning Day – 22 June – Preparations in hand.

Aylsham Show – 26 August – Discussion on “Town Tent”.
No news from Show.

Food Festival – 4,5,6 Oct

Entertainment organised – two buskers for Saturday Market + children’s entertainer.

Date of next meeting – 14 April.

Patrick Prekopp
Chair SFA





Minutes of the **Aylsham Climate Emergency** Group Meeting held on 7th April 2025.



Present:

Grizelda Tyler (Chairman)
Leslie Cannon
Adam Curtis
Anna Magyar
Reannon Tapp

Sue Bayliss
Sue Catchpole
Bryce Davies
Kay Montandon
Heather Walters

Sarah Bell
Philip Comer
Kate MacKenzie
Yvonne Stuart

Also Present: Faye LeBon (Town Clerk)

1. TO NOTE APOLOGIES FOR ABSENCE

Apologies received from Cheryl Bould, Patrick Prekopp, Jenny Haycocks and Shelley Hudson

2. DECLARATIONS OF INTEREST

None.

3. MINUTES

The minutes of the meeting held on 3rd March 2025 were **agreed** as a true record of the business conducted at the meeting.

4. MATTERS ARISING

None raised.

5. PROJECT WORK

Presentation of new Projects for consideration.

Nature – Yvonne discussed two ongoing projects. These were the verge rewilding on Henry Page Road. A programme of maintenance had been put in place, which the Town Council's grounds officer had been very supportive about.

The second project was the tree planting project for the boundary of the old station yard. The Town Council's grounds officer has cleared the scrub and placed notices in the area so that members of the public are aware of the project.

A further project being considered is that of 'gardens matter'. The Cromer Green Spaces group has been helpful with this project. It is hoped to bring together Aylsham in Bloom and U3A along with ACE to work together to promote the importance of gardens and soil health. The intention of the project is to be similar to Open Gardens but for wilding.

Kay raised that the standards and ideas brought forwards could be incorporated into the Neighbourhood Plan.

The verges are to be left to grow longer before cutting. The Clerk is to try to locate the explanation boards.

Anna had circulated the feedback from the Six Inches of Soil film which had been shown in conjunction with Aylsham Picture House.

Waste – Heather reported that the blister pack recycling scheme was going strongly. Members of the public are now encouraged to take their blister packs directly to Boots. The high school is working with Terracycle, but regrettably the recycling scheme for toothbrushes and pens has ceased due to Philips and Rymans respectively withdrawing from the scheme.

Sistema is now working with the school to recycle lunchboxes and drinks bottles.

Comms – Reannon reported that there was five new followers on the Instagram account, and ACE had been tagged on the page of Six Inches of Soil. There was a real buzz as a result of the Six Inches of Soil film and all were agreed that this was an excellent community event. It is hoped that more people would join ACE as a result.

Adam was a panel member at the Six Inches of Soil event and offered to continue in this role for future events.

An appeal was made for someone to assist with the facebook page.

The video montage is in progress.

Sarah offered to write articles for Just Aylsham.

Discussions occurred about noticeboards specifically for ACE. It was noted that one couldn't be placed at Woodgate because the management company would not permit it. A noticeboard had been previous agreed by the Town Council to place on the Town Hall. The Clerk is to follow up with this project, and check whether permission would be required to attach it to a listed building.

Transport – Kay reported that work continues on the Transport Hub project to alleviate traffic coming into the town.

Energy – Grizelda reported that several training sessions have been run with the thermal imaging camera, but only three people have taken up the loan of the equipment. Consideration could be given as to whether Energy and Transport could join. This would make the group bigger and could cover projects such as electric charging stations.

6. GROUP UPDATES

To receive updates from all groups. To include the results of internal group reviews, and purpose of ACE

Yvonne raised that ACE had been going for several years and suggested that an update may be advisable. The aims and objectives should be reviewed. There was a need to ensure that the group is not working in silos and to be aware of what other groups are doing which may complement the work of ACE.

Kay suggested that ACE could take a leadership role for the town.

There was support for events similar to that of Six Inches of Soil, which was well attended.

Reannon suggested working in partnership with Eves Hill, with themes such as learning to buy local, waste food and seasonal food.

Adam raised the importance of influencing behaviour through motivation, and doing positive things.

Adam will see if he can assist the group to get funding for the hedge planting at the old station, particularly if the event is community led.

Yvonne is trying to get together a calendar of events where local people can join in. Events such as identifying plants on the verges and at the old station yard, and the raking of the grass verges will be included.

It was suggested that plants could also be incorporated at the food events, along with information about what the plants do. Reannon suggested that Eves Hill may be able to provide flowers to take away.

Heather advised that Eves Hill would allow the ACE group to piggy back off their events. It was **agreed** that a joint venture between ACE and Eves Hill would be beneficial. Heather will take this forwards.

Kay suggested that there may be other areas which are in the ownership of the Town Council which may be suitable for tree planting, hedging or wild flowers. This can be run through council when a project is put together.

Discussions occurred as to how to engage and empower young people. Ideas discussed included:

- After school activities for older children.
- Engaging in Activities Week at the school.
- Making space available for children to cook and take home what they eat.
- Engaging with the Eagles nurture group.
- Bryce volunteers with the Papillon Project, which works with schools with gardens to promote sustainable living and environmental awareness.

7. CIL PROJECTS

There were no further updates on this subject. Kay encouraged any projects that required capital spending to be submitted to the council.

Grizelda raised the subject of community land trusts, whereby a parcel of land is purchased and the trustees work in conjunction with a Housing Association. Under these schemes, Passivhaus design can be insisted upon, therefore helping to alleviate fuel poverty.

Community Heating Systems were also discussed, due to their popularity in Europe. Adam advised that these projects tend to work well on a larger scale. He also noted that community solar works well, as does chicken waste as a fuel.

Discussions occurred as to a project for reducing light pollution to support nocturnal creatures as well as saving energy.

Kate will send Reannon the dark skies flow chart.

The Clerk will circulate the project proposal form.

8. EVENTS

- a) To consider and decide actions regarding any events planned.** It was reported that Yvonne and Grizelda had attended the Carbon Literacy training course. It was noted that the next Saturday that the Town Hall is available is 1st November, although the Drill Hall may be available on an alternative date. Options for films were considered but it was **agreed** to create an event which replicated 'speed dating' but for environmental matters. A question is discussed, and then attendees move onto a different table for a different question. This will help with communication, networking and reduce the concern of working in silos.
- b) To consider expression of interest for Aylsham Tent at Aylsham Show, 25th August 2025.** Kay advised that she had seen the invoice for the new marquee. Heather and Bryce advised that they would be happy to man the stall.
- c) To receive report on success of 'Six Inches of Soil' and consider use for profit made from event.** All were agreed that this was a very successful event, with £621 made from ticket sales and 120 people engaged with on the evening. Slow Food kindly provided the food and drink for the evening. Ideas for use of the profit were taken from the feedback forms and included:

- i. Tree planting
- ii. Giving away plants
- iii. Access to food
- iv. Starting a group for young people

Concerns were raised that future events may not have the level of sponsorship that Six Inches of Soil had, so a reserve would be needed for future events. It was **agreed** that the money would be ringfenced for future ACE events in case sponsorship was not forthcoming.

9. TOWN WASTE

Sue Catchpole advised that she had sought funding from Broadland Council for dual recycling / litter bins for the open spaces in Aylsham, but no funds were presently available.

The Clerk advised that the Veolia sustainability fund would be opening soon.

10. ITEMS FOR FUTURE DISCUSSION

No matters raised.

11. DATE OF NEXT MEETING

As the next scheduled meeting fell on a bank holiday, it was agreed to defer the next meeting until Monday 12th May, commencing at 7pm.

There being no further business the meeting was closed at 8.48pm.



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE
AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD IN THE COUNCIL CHAMBER, TOWN HALL
ON WEDNESDAY 19TH MARCH 2025 at 7:00pm

PRESENT:

Fiona O'Hara	-	Chair (Town Resident)
Patrick Prekopp	-	Councillor
Joan Bennett	-	Councillor
Kevin Cunnane	-	Councillor
David Anderson	-	Councillor
Giles Margaron	-	Town Resident
Faye Le Bon	-	Incoming Town Clerk
Caron Lawrence	-	Aylsham Business Consortium
Donna Butcher	-	Office & Events Manager

1. WELCOME INTRODUCTIONS & APOLOGIES

Apologies received from Emma Payne.

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

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON 19TH FEBRUARY 2025

The minutes of the meeting held on Wednesday 19th February 2025, as previously circulated were then confirmed and signed.

4. INFORMATION ON MATTERS ARISING

None.

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

None present.

6. TO RECEIVE AN UPDATE FOR THE COMMUNITY FAYRE

Patrick recapped for the committee, on Cheryl Bould's behalf, that the event will be held on 7 June from 10am-2pm. There will be children's activity sessions and biscuit decorating in the Green Room, supervised by the church's volunteers. Joan offered to man the Aylsham Town Council table.

7. TO RECEIVE AN UPDATE FOR MOTHER'S DAY AFTERNOON TEA

Donna advised the committee that the event had been cancelled due to lack of bookings. It was thought that this could be due to more competition with Mother's Day events and the continuing cost of living crisis.

- 8. TO RECEIVE AN UPDATE FOR HEALTHY TOWNS**
Heathy Towns event being held Thursday 3rd April, 10am-1pm. The event is being managed by the Market Surgery PPG.
- 9. TO RECEIVE AN UPDATE FOR THE STREET FOOD FESTIVAL**
Patrick confirmed that 15 vendors have signed up for the event. Road closure to be put in place for the Market Place and Red Lion Street. This event will be followed by the Food and Drink Festival, which is to take place the week after with offers and vouchers from local businesses. Fiona confirmed as Event Manager on the day, in Donna's absence. Volunteers needed for duties on the day. Fiona to meet with Donna to formulate an event plan.
- 10. TO RECEIVE AN UPATE FOR THE VE DAY STREET PARTY**
Donna confirmed that the Bands have been booked. Kitty Collins, a 40s tribute singer, and Agent Orange. Also that a £300 community VE Day grant from Broadland District Council has been applied for to go toward the cost of bunting for the Town Hall and Market Place. Fiona will look into the King's Fund for any further grants available. Road closure to be put in place for the Market Place and Red Lion Street. Joan to deliver letters to the residents in these areas to inform them of this. A small supply of bunting to be given to the businesses on Red Lion Street, Caron to liaise with the businesses regarding this.
- 11. TO DISCUSS PLANS FOR THE VE DAY TRAIL**
Donna informed the committee that, following a meeting with Michelle Steadman regarding organising the VE Day trail, there would be no involvement required from the committee regarding this.
- 12. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING**
None.
- 13. TO AGREE DATE OF NEXT MEETING**
The next meeting will be held on Wednesday 16th April 2025 at 7pm in the Council Chamber.
- 14. CLOSURE OF THE MEETING**
There being no further business, the Chairman closed the meeting at 7:35pm



AYLSHAM TOWN COUNCIL PROJECT PROPOSAL

Approved:

PROJECT TITLE: Jobs, Training and Benefits Forum

LEADER OF PROJECT: Cheryl Bould

OUTLINE of the PROJECT

Please write a brief description of the project, including full details of how the project will be delivered and any working partnerships involved.

This would be a new event to the Town Council sitting across Events and Cittaslow. It is designed to provide a service to the community (subject to engagement from relevant partners) offering information about:

- ✓ local job opportunities direct from businesses and national employers for e.g. in shortage areas
- ✓ training courses and apprenticeships from colleges, businesses, providers and NCC
- ✓ help with job applications and careers advice from Broadland District Council Help Hub Employability, NCC, Education establishments and DWP work coaches
- ✓ Benefits advice covering for e.g. Pension Credit, Universal credit from DWP and Citizens Advice
- ✓ support with housing from Broadland District Council, Norfolk County Council and relevant Charities
- ✓ in-work support information from Trade Union representatives

Working partnerships – Aylsham High School, local colleges, Aylsham Business Consortium, Broadland District Council, Norfolk County Council, DWP etc

Timescale: Initial event in September with a view to making it a yearly forum if well-attended. Suggest holding on a weekday due to availability of some partners, potentially 10-4 to give access to as many as possible. It may be that one person will need to speak to several organisations for a period and queues form - this would also represent a working day for staff involved.

External Funding (please specify): Funding for a banner – local businesses/BDC/NCC?

Approximate funding required from Town Council £..... Hire of Town Hall

ABOUT the PROJECT

What is the need for this Project?

To support a diverse range of community groups such as -

- ✓ young people leaving college or school
- ✓ those wishing for a career change
- ✓ those who are unemployed
- ✓ parents wanting to work while raising a family or get back into work after a break
- ✓ our older population or those with conditions meaning they are unable to work who need help with benefits
- ✓ those experiencing housing difficulties
- ✓ people working in challenging conditions
- ✓ local and national businesses / employers
- ✓ local schools and colleges

Who will benefit?

See above

How will those taking part help design, implement & evaluate the project?

By researching appropriate groups to invite and contacting them, gathering information on attendees (including stallholder requirements) and liaising regularly with Events Manager and Media Officer, helping plan hall layout, composing a feedback form for attendees, volunteering on the day

How many will be involved, and how they will contribute to the Project.

As many as possible please plus potential support from BDC and NCC.

Is Town Council staff involvement required?

Yes

If so, what will this entail?

Supporting with organisation, setting up hall, help with refreshments

What are the publicity requirements and who will lead on this?

Dan Apps will lead

How will progress on the project be reported back?

Report to council following event

How will the success of the project be evaluated?

Comments from feedback form and numbers in attendance

WHEN WILL THE PROJECT BEGIN & END?

Estimate if unsure:

START:

Month & Year:

April 2025

END:

Month & Year: Sept 2025 with potential to be repeated

Procedure for Projects

In the first instance, members are required to complete this Project Form, giving an outline of what the project involves and an approximate cost. This will be considered by the Town Council, and if it is supported, it will receive approval.

Submitted by.....*Cheryl Bould*.....

Date.....26.03.2025.....



AYLSHAM TOWN COUNCIL PROJECT PROPOSAL

Approved:

PROJECT TITLE: Decorative Tree on St Michael's Avenue Open Space

LEADER OF PROJECT: Faye LeBon / Andy Bell

OUTLINE of the PROJECT

Please write a brief description of the project, including full details of how the project will be delivered and any working partnerships involved.

There is a dead cherry tree in St Michael's Avenue Open space which requires removal. Andy has consulted with a local tree carver and it will be possible to remove the majority of the tree and carve the Cittaslow snail into the top of the remaining trunk.

A plaque could be installed next to the sculpture which would explain the snail, and perhaps detail a QR code which would link to the Cittaslow website.

The cost of the sculpture would be approximately £750, plus the plaque (max total budget £1,000).

As the tree is cherry wood, it is hard wearing so the sculpture would last.

The cherry tree is TPO'd so there is already a necessity to replace.

Timescale: Time would be required to seek further details for the project (eg: sign/design/formal quote) and whether any grant funding is available for this project, and then present to council. If successful, we would then look to work around the timescale of the wood carver

External Funding (please specify): We would look to achieve a minimum of 50% match funding.

Love Your Market Town grants are currently closed, but there may be another round. There are a number of local Norfolk charities that may also provide funding, as well as the Arts Council. Also consider the 'Visit.....' franchise for funding.

Approximate funding required from Town Council £.....

Max funding £500, if full match funding is required. Budget line to be discussed further.

ABOUT the PROJECT

What is the need for this Project?

- To increase the awareness of Cittaslow amongst the local community
- To become one of the features that draws footfall to Aylsham

Who will benefit?

Local businesses that will benefit from increased footfall.
Cittaslow Aylsham and its associated groups by raised profile.

How will those taking part help design, implement & evaluate the project?

Andy will help to liaise with the sculptor
Dan can help monitor hits to the Cittaslow
We can ask for social media photos to be tagged (eg: #AylshamSnail) to see social media reach

How many will be involved, and how they will contribute to the Project.

Faye: Lead and seeking grants
Andy: Sculptor Liaison
Dan: Promotion and Monitoring
Councillors / Cittaslow Group: Unveiling Event.

Is Town Council staff involvement required?

Yes

If so, what will this entail?

Faye: Lead and seeking grants
Andy: Sculptor Liaison
Dan: Promotion and Monitoring

What are the publicity requirements and who will lead on this?

Dan Apps will lead

How will progress on the project be reported back?

Report to council and Cittaslow following unveiling

How will the success of the project be evaluated?

Hits to Cittaslow website and reach of tagged social media

WHEN WILL THE PROJECT BEGIN & END?

Estimate if unsure:

START:
Month & Year:
Spring 2025

END:
Month & Year: Autumn 2025

Procedure for Projects

In the first instance, members are required to complete this Project Form, giving an outline of what the project involves and an approximate cost. This will be considered by the Town Council, and if it is supported, it will receive approval.

Submitted by.....*Faye LeBon*.....

Date.....10.04.2025.....