



## **NOTICE OF MEETING & SUMMONS TO ATTEND**

**THERE WILL BE A MEETING OF THE AYLSHAM  
CHURCHYARD COMMITTEE  
HELD AT AYLSHAM TOWN HALL ON MONDAY 24  
JANUARY 2022 at 4p.m.**

### **A G E N D A**

**01 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence as notified to the Town Clerk

**02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**

To receive Members' Declarations of Interest in Agenda Items  
To note any Requests for Dispensations

**03. MINUTES** \*Pages 3-5

To receive, confirm and sign Minutes of the Churchyard Committee Meeting held on 23 August 2021\*

**04 ADJOURNMENT OF THE MEETING**

To adjourn the meeting for the time specified in the Resolution to allow public speaking

**05. INFORMATION ON MATTERS ARISING**

To receive information on any Matter Arising from the Minutes not listed elsewhere

**06 PATHWAYS/ROADWAYS**

a) To discuss any issues that have arisen

**07 WALLS** \*Page 6

a) To receive a report on work to the walls

**08 GROUNDS MAINTENANCE** \*Pages 7-9

a) To receive a report on work to the grounds

**09 WAR MEMORIAL**

To receive an update on the grant

**10 LYCH GATE**

To receive an update

**11 CHURCH BUILDING**

- a) To receive information on plans/work on the fabric of the church
- b) To discuss any progress on a 'Church Watch Group'

**12 CHURCH CLOCK**

To consider any issues relating to the Church Clock

**13 AYLSHAM CEMETERY**

- a) To note the Town Clerk is currently doing a full audit of the existing graves and records
- b) To consider tree planting at the cemetery as part of the Platinum Jubilee celebrations

**14 ITEMS FOR INFORMATION/NEXT AGENDA**

To note any items of information or for the next/future Agenda

**15 DATE OF NEXT MEETING**

- a) To agree date and time of next meeting



Sue Lake  
Aylsham Town Clerk

17<sup>th</sup> January 2022

NOTES

*This Meeting is open to the Public and the Press.*

**MINUTES OF THE MEETING OF THE AYLYSHAM TOWN COUNCIL  
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM  
ON MONDAY 23 AUGUST 2021 at 2.00pm**

**PRESENT:** Mrs A Overton Chairman  
Mrs M Evans  
Rev Canon Julie Boyd  
Mrs E Springall  
Mr M Martin

**OFFICER:** Mrs S Lake, Aylsham Town Clerk

2 members of the public

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Mr T Bennett

**2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS**

Mary Evans declared her interest as a governor of St Michaels School  
Mathew Martin declared an interest as his wife was treasurer of the PCC and he sometimes receives payment as an organist

**3. MINUTES**

The last meeting of the churchyard Committee was held on 3<sup>rd</sup> March 2021. The minutes were **AGREED**.

**4. ADJOURNMENT OF THE MEETING**

A parishioner spoke regarding the level of drug dealing witnessed in the church. The local PC was aware of their concerns and it appears little action is being taken. The issue is probably with the drug squad and the clerk will speak with the police to confirm what is happening.

Another parishioner was concerned that there was no mention of planting trees in between the existing leylandii.

**5. INFORMATION ON MATTERS ARISING**

These were all picked up under agenda items

**6. PATHWAYS/ROADS**

a) **To discuss any issues that have arisen**

The gravel is still an issue and it was questioned if another surface such as resin would be better. This has been used at churches at Burgh and Wood Dalling and looks good. The issue with the driveway is the amount and speed of some of the cars using the driveway to access the car park. This is especially a problem during school terms. The PCC were going to add signs but this has not materialised yet. Rev Boyd will look into this. Mary Evans will speak to the school.

The pathway from the Market Place to the Lychgate has considerable amount of weeds on it. This will be attended to by the Town Council facilities staff

## **7. WALLS**

### **a) To receive an update on the wall adjacent to Church Terrace**

The clerk has managed to secure a second quote for this and will take this to the Town Council for the next meeting. Once this has been agreed a faculty will be needed and will also need confirmation from Broadland District Council.

### **b) To note any issues with the remaining walls**

The wall near The Heritage Centre will need repairing and that will be looked at when the work to the main wall is undertaken.

Also near the Heritage Centre there is ivy growing on the wall. This will be removed.

## **8 WAR MEMORIAL**

The clerk will look at grants as soon as possible

## **9 LYCH GATE**

Still having trouble getting quotes for this. However, due to other expenditure required and the fact the state of the gate is not too bad this will be postponed for a year or so.

## **10 GROUNDS MAINTENANCE**

### **a) To receive an update on removing green waste**

A concept plan has been partly developed but the Town Council maintenance staff are concentrating on the Paupers Grave at the moment. There is still a proposal to bag the compost and offer it free to residents with larger amounts taken to the allotments.

### **b) To consider the plan for future work.**

There would still need to be an area for green waste but this could be in constructed pens that could not be used for seating as well. The area cleared would then be turned into a memorial garden linked to covid with seating etc. Trees could be planted between the leylandii to commemorate Women's Suffrage as discussed previously. This was accepted.

It was agreed that an article be placed in a future Just Aylsham explain what the plan was and to ask residents to stop adding to the existing waste. Signage would also be placed.

**c) Other Issues**

A further sycamore sapling is growing next to the walls and needs to be removed.  
One of the tomb graves is covered in ivy.

**11 CHURCH BUILDING**

**a) To receive information on plans/work on the fabric of the church**

The window in the Lady Chapel is scheduled to be finished in October.  
The main issue is the bells which require £40,000 of work. Some money has been raised from grants but a Just Giving page is to be launched.  
Keith Brooker has stood down as Church Warden.

**b) To discuss any progress on a 'Church Watch Group'**

The PCC agreed to this but have taken no action. The Town Clerk will write to all neighbours of the church to ascertain their interest.

**12 CHURCH CLOCK**

Nothing to report still not chiming due to the issue with the bells.

**13 AYLSHAM CEMETERY**

It was considered that Aylsham Cemetery falls more under the remit of the committee rather than the Properties Committee. However, Cemetery Cottage would remain with that committee.  
It was also considered that the Paupers Graveyard once completed should come under this committee.  
This will be put to the Town Council for agreement

**14 ITEMS FOR INFORMATION/NEXT AGENDA**

A question of where the gates are that used to close the entrance to the churchyard from the Market Place. This will be investigated  
The implanting of trees between the leylandii

**15 DATE OF NEXT MEETING**

This will be held in early December – exact date to be agreed.

There being no further business, the Chairman closed the meeting at 3.30pm

..... 24<sup>th</sup> January 2022

## REPORT TO CHURCHYARD COMMITTEE

**Subject: Plans for the Churchyard**

**Author: Sue Lake**

**Date: 17<sup>th</sup> January 2022**

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The committee have often discussed the waste heap in the churchyard and its potential removal. Linked with this is the wish for some form of reflective area to commemorate covid and also the wish to acknowledge 100 years of woman's suffrage. Also, taking into account the state of the wall outside The Wildings now would be an appropriate time to bring all these elements together. This would enable us to apply for one faculty to get all the work completed.

### **Wall alongside The Wildings**

The state of this wall is in need of substantial repair. Estimates were received sometime ago and these amounted to around £45,000. The Council felt this would be better managed by using a structural engineer and I have applied to Rossi Long (who assisted with the Cemetery Gates) for a quote and potential lead in time. As stated above this will require a faculty but this should prove to be a fairly straight forward as we will be rebuilding like-for-like and the existing structure is obviously dangerous. I will also need to liaise with the Conservation Officer at Broadland as this is a conservation area but it is unlikely that planning permission will be required.

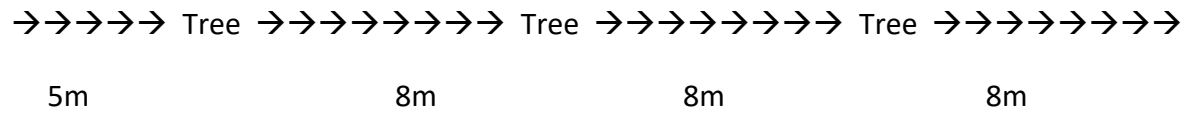
Due to the size of the contract this will need to be listed on the Contract Finder website. There are reserves of £28,500 and a budget figure for next year of £10,000. This will be enough to start the contract and further amounts can be budgeted for 2023/4 if necessary. One of the items in the detailed estimate I received was £12,000 for new bricks and this has a five month lead in time. Depending on who wins the contract the timescale for the work could be lengthy especially if it is awarded to a sole contractor.

### **East Side Garden – alongside the Heritage Centre**

This area has recently had a garden created around the trees that remain (three trees were removed about six years ago). In the past there have been issues with green waste dumped behind the trees and also an outbreak of Japanese Knotweed that was treated in 2014 and the following three years.

When I visited the area recently the garden looked somewhat overgrown but this may just be the time of year. The garden was created without reference to the Town Council and without

thought as to who would maintain it. The area size is approximately 29m x 6m and laid out as shown.



The garden area needs tidying before it once again is used as a rubbish area. The trees were trimmed into their current shape several years ago (again without reference to the Town Council or any form of faculty) and could be improved in shape as they are to be retained. It was suggested planting in between the current trees so that when they do have to be removed there is already something in place. This is the area suggested as suitable for a commemoration of 100 years of woman’s suffrage. A plaque relating to Alice Hoare was presented in 2018 and if this is suitable to go outside could be placed here.

Some research on suffragette trees showed that holly was planted to celebrate women working for the right to vote and conifers for the more militant women who had been imprisoned. Neither of these would appear suitable for the location. So looking at the suffragette colours of purple, white and green then a mix of white and purple lilacs would seem suitable. These grow quite fast, are relatively low maintenance and are ideal for bees and butterflies.

Maintenance to the garden area needs to be clarified and also what planting scheme should be looked at. Memorial trees require faculties but I am not sure whether these would count under that classification. There is also a memorial tree just outside this area that will need to be incorporated.

### North Side Waste Area

This large area alongside the north wall is the area in greatest need of improvement. At the moment there is an area approximately 20m x 3m of garden waste that will require clearing. Much of this is good compost and could be bagged up and given away for free or for a small donation. However, firstly new compost bins will be needed as the churchyard does generate a lot of green waste that needs to be contained in some way. The facilities staff at the Town Council could build three pens similar to those created at the cemetery. These would probably best to be more enclosed pens to deter people from bringing green waste to the site. The tops of the walls of the pens would need to be pointed as per the image to stop people sitting on them. The location for this will be to the immediate left of the existing waste site which is not fully visible.



The waste that cannot be bagged as compost could be placed in the bins to rot down.

The area that is cleared could then be created into a reflective space for people to sit. The plaque presented at the Christmas Lights switch on could go there together with one or two benches – see examples below.

We could also install some of the planters that were removed from Red Lion Street and re-plant them appropriately.





## **Suggested Timetable**

January	Engage Structural Engineers
February	Install planters
February	Conifers Trimmed
Early March	Structural Engineers Report
March	East Garden tidied
Late March	Faculty Application
April	Discussions with Broadland
April	Contract advertised
April	Pens along north wall
April	Move top layer of compost material
May	Purchase seats
May/June	Move and dispose of Compost
June	East Garden maintenance agreed
June	Wall Contract awarded
July	Install covid Plaque
July	Install seats
October	Lilacs planted
October	Move plaque re Alice Hoare
November	Wall Contract start