

E-mail sent to Helen Mellors and Mike Burrell

The Town council were made aware at their last meeting of a letter dated 9<sup>th</sup> August posted on the GNLP website regarding the progress of the emerging Local Plan. The Town Council were both surprised and disappointed that the existence of this letter was not directly communicated to the Town Council and would assume the expectation is that the site will be regularly checked for such information. This is, I am sure you would agree, an unrealistic expectation.

As you are aware the Town Council were challenging the legitimacy of the changes made at Regulation 19 as they do not believe that alternative and additional have the same meaning. Having attended the hearings to detail this objection then it would seem correct that some feedback on this should be received. From the letter it would seem that the Town Council view has not been considered justified and await the final report with interest.

The Town Council feels that once again both the District Council and GNLP have shown scant regard for the Town Council, from their understanding there were very few that spoke at the various hearings so it would not be an onerous task to inform those councils individually of the outcomes.

The Town Council are led to understand that there are some modifications to the Aylsham policies but have not been informed what these are. As both sites now have planning applications lodged it would be useful to know this information so a response can be made to the latest application with up-to-date knowledge of the policies for the site.

For information a similar letter has been sent to Mike Burrell at the GNLP.

## **RECEIVED FROM HELEN MELLORS RE GNLP**

Thank you for your email and attached letter.

I have also seen the letter you sent to Mike Burrell and the response he has sent on behalf of the GNLP team.

I would like to assure you that due process is being followed and the last letter posted on the website was factual only and not part of any consultation process, and the Council was required to publish this on the website. We do not notify individuals when this happens, but I will look at how this may be able to improve for future local plan processes.

As Mike has already explained the letter identifies what will be in the main modifications required to the plan for the Inspectors to consider it sound and legally compliant, without prejudice to their final conclusions on the plan as a whole. The consultation started today and will run until noon on December 6<sup>th</sup> and as such you will have the opportunity to comment on this. It has been publicised in accordance with the Greater Norwich Development Partnership Councils' Statements of Community Involvement, and this includes writing to town and parish councils and other stakeholders, as well as issuing a formal notice of consultation. We are happy that we have followed correct procedure in keeping people informed as the consultation is the outcome of the hearings.

The GNLP team has been proactive in keeping the web pages up to date with the Latest News page. This was set up so people can keep up to date with progress in addition to receiving formal notifications of consultations and other milestones in plan-making in line with our Statements of Community Involvement.

Feedback from the hearing's session is not directly provided by the Inspectors but comments made on the legitimacy of the plan will have been taken into account by the Inspectors and should be addressed in their final report.

I would refute that the Council and GNLP team have shown 'scant' regard to the views of the Town Council, which have been listened to and made at Cabinet meetings, the Inspectors hearings and meetings held with you and the GNLP team and a meeting attended by Phil Courtier.

The Inspectors final wording of the Aylsham policies will be part of the main modification consultation.

I hope this clarifies the process.

## **RESPONSE RECEIVED FROM MIKE BURRELL**

Thank you for your letter. The letter from the Inspectors was put on the website at the Inspectors' instruction and they were clear in their letter that they were not inviting any comments on it from other parties and that further comments can be made through the consultation on the proposed Main Modifications, which is the next stage in the examination before the Inspectors issue their report.

These are main modifications required to the plan in order for the Inspectors to consider it sound and legally compliant, without prejudice to their final conclusions on the plan as a whole. The consultation is due to start shortly and will run for 6 weeks. It will be publicised in accordance with the Greater Norwich Development Partnership councils' Statements of Community Involvement, and this will include writing to town and parish councils and other stakeholders, as well as issuing a formal notice of consultation. We are happy that we have followed correct procedure in keeping people informed as the forthcoming consultation is the outcome of the hearings.

We do not agree that it is an unrealistic expectation that interested parties would check the Latest News page on our website from time to time. It was set up so people can keep up to date with progress in addition to receiving formal notifications of consultations and other milestones in plan-making in line with our Statements of Community Involvement.

**Aylsham Town Council**  
**Summary of Receipts and Payments**  
**To 26/10/2023**

Cost Centre	Receipts		Payments	
	Budgeted	Actual	Budgeted	Actual
General Purpose	124,150	131,954	122,150	95,420
Town Hall	79,650	68,457	79,650	34,268
Drill Hall	62,800	51,367	62,800	35,877
23 Market Place	6,000	2,500	-	-
Cemetery Cottage	6,500	3,382	250	-
Public Toilets	-	-	12,000	8,526
Other Properties	6,550	6,550	6,800	3,095
Cemetery	23,680	17,675	23,680	17,888
Allotments	34,625	33,626	34,625	15,307
Markets	9,000	4,297	2,150	2,129
Open Spaces	184,900	187,248	177,950	99,462
Events	-	1,442	2,000	2,934
Churchyard	-	-	13,800	1,964
Street Scene	28,700	28,700	28,700	18,751
	<b>566,555</b>	<b>537,200</b>	<b>566,555</b>	<b>335,595</b>
VAT		27,647		22,363
		<b>564,847</b>		<b>357,958</b>

**Aylsham Town Council**  
**Reserves Balance**  
**2023-2024**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Bottle Bank	4,300.00	1,500.00	1,308.47	1,480.83	5,972.36
Cittaslow	700.00	1,500.00	1,783.29	84.25	500.96
Community Events	5,200.00	2,000.00			7,200.00
Christmas Decorations	160.00	2,000.00	2,898.38	531.50	-206.88
Election	2,000.00	500.00			2,500.00
Marquees	1,375.00		28.42	145.84	1,492.42
Drill Hall	10,000.00				10,000.00
Town Hall	17,000.00				17,000.00
Properties	19,100.00				19,100.00
Public Toilets					0.00
Cemetery	31,100.00		6,320.00		24,780.00
Open Spaces	70,400.00				70,400.00
Highway Verges	4,385.00		6,461.68	11,675.43	9,598.75
Recreation Ground	34,400.00	15,600.00			50,000.00
Churchyard	46,000.00				46,000.00
Street Furniture	11,500.00		2,156.50		9,343.50
Allotment Deposits	5,875.00		150.00	400.00	6,125.00
Hall Hire Deposit	50.00	-50.00			0.00
CIL	28,987.00			1,701.17	30,688.17
Cemetery Cottage	2,000.00				2,000.00
Youth	3,000.00				3,000.00
Skate Park	300.00		65.57	914.24	1,148.67
Communications	5,000.00		270.00		4,730.00
In House Grass	5,000.00	5,000.00			10,000.00
Boiler Reserve		10,000.00			10,000.00
Climate Group	409.00	500.00			909.00
<b>Total Earmarked</b>	<b>308,241.00</b>	<b>38,550.00</b>	<b>21,442.31</b>	<b>16,933.26</b>	<b>342,281.95</b>
<b>TOTAL RESERVE</b>	<b>308,241.00</b>	<b>38,550.00</b>	<b>21,442.31</b>	<b>16,933.26</b>	<b>342,281.95</b>
<b>GENERAL FUND</b>					247,146.82
<b>TOTAL FUNDS</b>					589,428.77

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## WHO WE ARE

Aylsham Runners is a friendly running club located in Aylsham, Norfolk, welcoming members of all abilities and experience. The club now has nearly 120 members, with several qualified coaches included, who partake in social runs and coached effort sessions on a weekly basis, all being held in and around the local area. As a club we are affiliated with England Athletics. The youth committee has been established from the existing members of Aylsham Runners, included within the team we have appointed a welfare officer who has already completed the Time to Listen training for club welfare officers.

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## OBJECTIVE

Having four years' experience of operating a running club, we now want to expand to reach those of a younger age by opening a youth section. We expect that this will present opportunities for the young people of Aylsham, providing an additional outlet for them within the community. We will provide a platform to develop basic skills in running, but with a focus of encouraging health, fitness and fun. Alongside these focuses, we are conscious of the increasing number of young people with SEMH

(Social Emotional Mental Health) needs and a primary aim of ours is to provide a safe environment for them to thrive and to be a positive influence to promote their wellbeing. We are planning to start in February 2024.

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## TARGET MARKET

The youth section will initially be aimed at young people aged 12 and above, with the hope of opening to an even younger demographic as we grow.

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## WHY THIS IS NEEDED

We are passionate about providing the youth in the community a chance to get involved in a low-cost sporting activity which they can grow and develop within as time goes on. There are no other youth aimed running clubs in the nearby vicinity, therefore we hope that this will fill a gap in the market. With events already in place like the annual June EPIC Aylsham 5k, which holds a junior race as part of the event, we believe this will provide encouragement and incentive for the members of the youth section to strive and achieve and get excited about the adventure.

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## PROPOSAL

We are reaching out to local organisations to ask for financial support in setting up the youth section, as we require the funds to purchase the necessary equipment and kit needed to establish ourselves as we begin this journey. Included below is a list of the equipment that we require to give the young people the best possible experience as members.

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## EQUIPMENT

Equipment	Cost	Quantity	Total
Cone (12 pack)	£12.99	2	£25.98
Area lighting	£55.99	4	£223.96
Hurdle (6 pack)	£24.99	2	£49.98
Head torch	£9.99	5	£49.95
Hi-Viz	£4.99	5	£24.95
Kit bag	£2.99	3	£8.97
Relay baton (6 pack)	£13.49	2	£26.98
Whistle (12 pack)	£9.99	1	£9.99
Tag rugby belt (10 pack)	£24.99	2	£49.98
Skipping rope	£9.99	5	£49.95
Coloured band (10 pack)	£10.49	2	£20.98
Stopwatch	£5.99	2	£11.98
Bib (10 pack)	£38.00	2	£76.00
Rope ladder	£11.99	2	£23.98
Total cost			£653.63

**REPORT TO COUNCIL**

**Subject: Bure Meadow Allotment access road**

**Author: Wendy Murphy**

**Date: 26<sup>th</sup> October 2023**

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Agreement has been given by the Landowners that the council can make good the pot hole on the access road.

We are also looking at making amends the car park at Mileham drive

The cost of this is as follows.

3 tons of type 1 MOT delivered is £234 + VAT

Wacker plate hire is £60

## CLERK'S REPORT FOR COUNCIL MEETING 1.11.23

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Still chasing plumbers for quotes for new boiler
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		Topple Testing took place on 17 <sup>th</sup> October. Currently recording results and will send letters as required. Only two headstones failed badly
Allotments	Entrance to Bure Meadows	<b>AGENDA ITEM</b>
Churchyard		Tree work has been completed and the Structural Engineer is working on the wall plan
Market Place		
Farmers' Markets		New look Farmers Market went very well
Markets		
Jannys Close Community Garden		
Staithe		Consideration for new fencing will be placed in the budget
"Little Staithe"		
Hopkins Homes areas general	Community Orchard	Trees have been ordered Possibility of having an 'opening event' will be considered
Highways		
Paupers Graveyard		Signage is currently being designed and a maintenance schedule put in place
Norfolk Homes Play Areas (equipped)	Wymer Drive	Issues with the trampoline and replacements being sought
Norfolk Homes large area off Mileham Drive		
Land at Sapwell Close	Adverse Possession Claim	Solicitor has been engaged to register all TC property
Car Parks		
Street Lighting		<b>AGENDA ITEM</b>
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		
Pump		
Pillboxes		
War Memorial	Remembrance Day	Remembrance Day service and Parade 12 <sup>th</sup> November



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 completed
Bure Meadows Footpath	New Footpath across to Dunkirk	The residents of Bure Meadows are unhappy that the maintenance of this path will fall exclusively on them but the path will be free for all to use. They are looking at lobbying the Town, District and County Council and have also contacted the MP to try and get the path adopted by the County Council

**Items for Town Council to consider/note**

- **Still waiting for plumbers to enable new boiler to be agreed**

**Minutes of the AYLSHAM RECREATION GROUND MEETING on Monday 25<sup>th</sup> September 2023 held at the Pavilion, Recreation Ground, Aylsham at 7.30**

**Present**

Lauren Stroud, Barry Lancaster, Sean Cannon, Sue Lake, Heather Morton, Francis Dodd

**1. Apologies and Welcome**

No apologies received.

Welcome to Francis Dodd (on behalf of Bowls Club)

Lucy Bambridge has decided to set down from her involvement due to other commitments. Thanks to be sent for her involvement to date and that she would be welcome back onto the committee if she would like to rejoin.

**2. To confirm the minutes of the meeting held on Thursday 24<sup>th</sup> August 2023-07-20**

Lauren agreed an accurate record.

**3. Constitutional matters**

a) Awaiting further information from Community Action Norfolk

**ACTION Sue**

Contact Tonya Winsley to ask her to attend next meeting to explain and advise on how to amend the Charity Document. Particularly with regards to representatives being part of the Committee but not being a Trustee, as this is putting people off joining.

b) Charity Commission Letter

A letter had been sent to the Recreation Ground after the last meeting from the Charity Commission. It had received an anonymous letter of complaint about the Rec Committee. Lauren and Sue responded to the Charity Commission and we have now received confirmation that the case has been closed. Copies of these letters remain on file at the Town Council.

**4. Finance**

Currently Income £43,294 Expenditure £40,651 The third payment of £13K is due soon, with final payment of £13K in January

The rec finances are to be taken over by Sue Lake

**5. Update on previous matters**

a. Lucy resigned as chair, vote of thanks

b. User group General Licence Agreement

All agreed document showed user groups what their relationship and requirements were to the Rec but some minor amendments were required. Felt that the licence should be reviewed and agreed yearly at the AGM. All agreed.

**ACTION Lauren**

To make minor adjustments to wording with regards to points 2 .

To consider the adding of reporting defects at the earliest opportunity to Town Council.

**ACTION Sue**

To obtain a copy of Insurance Policy to see what is actually covered and email out.

c Tree work

**ACTION Sue**

To contact Tree surgeon to complete the non-urgent work

d Budget 2024

The budget needs to be completed by the end of October so can feed into the Town Council budget in November

Barry stated that as every expenditure was being provided by the committee the rents played by the clubs should reflect our additional responsibilities.

There is no money in the budget for any further projects as the unexpected tree work, bowls fencing was more than expected. Plus the additional costs of safety reports produced by Labosport.

**ACTION Lauren and Sue**

To meet to finalise a budget for next year to bring to next meeting. Will include a review of rents that are paid by clubs in local area, as a comparison to help when looking at rents paid to the Rec.

e. Cricket square

Sean reported that the same contractor will continue to do the annual maintenance. He had also had another meeting with ECB. The cricket club is showing that they are reasonably exploring the options put forward by the Labosport report and trying to balance cost with mitigating risks. A sub-committee working with ECB, including Sean and a lawyer, are also meeting with Broadland District Council.

The rotation of the current strips has been discussed, but the setting sun would then cause more issues when playing.

ECB are now taking responsibility for the safety and it is hoped that Labosport will agree that the actions taken show due diligence as there will always be an element of risk.

So the proposal is to stop using the first 5 strips. One more strip is ready for next season and a further strip will be ready in 2025. Request for further strips to be made have been made in the likely region of £3000-£3500

Discussion of using hybrid strips in the future as grants may be available for these instead.

**ACTION Sean**

Report back costs of hybrid strips

**6. Update on previous matters**

a. Committee additions Francis has found someone to attend Rec meeting in the future, but at present doesn't want to be a trustee.

Cheryl Boyd from the Town Council agreed to be an observer for the Town Council

John Minns agreed to become Trustee and join the Rec Committee

**ACTION Sue**

Invite John and Cheryl to next meeting

- b Welcome document  
To be revisited at a later date  
**ACTION Lauren**  
Any welcome documents including code of conduct document to brought to next meeting for any new committee members
- c Basketball posts  
Completed
- d Power supply upgrade  
Completed
- e Weekly play inspection  
Sue is receiving and will report back if any issues
- f Skate Park Repairs  
Sue to ask Gavin to undertake small repairs
- g Rec Manager role  
Town Council have agreed to undertake HR role. Sue to formalise job description and place advert in Just Aylsham in the next edition. Deadline for end of October.  
**ACTION Sue**  
Job description and advertise Rec Caretaker Role
- h Local fencing and gate entrances  
Heather met with Norfolk Estate Fencing. A gate at Sir William's Lane end would need to be split into a third and two thirds as otherwise the expense is too much. To be given a price metal posts and gates with and without date 2023 incorporated into the design to match with Coronation date 1953 on Burgh Road gate.  
Also to give price for metal post fixings on Burgh Road gates as the weight of gates have caused excess strain on brick pillars, which are cracking.  
She has also arranged to meet with a builder to find out the costs of repairing the brick pillars and re-rendering of the walls.  
**ACTION Heather**  
To provide quotes at next meeting
- i Smile Park surfacing  
Heather has contacted person at Kompan who was already familiar with the site.  
The current surfacing is made from re-cycled rubber that if removed has to be disposed of in a special way that required an audit trail.  
Can apply a further 20mms of wet pour granules on top. However, this doesn't always stick well to underneath layer. Alternatively, apply a rubber mulch of rubber strips at a deeper depth however, over areas of high wear, such as under swings, the surface can rip. So tend to use wet pour granules here.  
No ideal solution. So have asked to quote for 1. Complete removal and re pour with granules 2. Granules only on top of existing wet pour 3. Mulch strips with wet pour pads where needed.  
**ACTION Heather**  
Supply costs at next meeting.

- j Cricket payments  
Have been paid for the year
- k Signing cheques  
Sean is going to sign cheques
- l Contract/procurement policy  
Action carried over to next meeting
- m Progress on amendments to constitution  
Awaiting advice from Tonya Winsley being invited to next meeting
- n. Water leak  
Insurance company has agreed that one quote is sufficient. The intention is now to re-route the pipe around the building.
- o Schedule of works  
**ACTION Barry**  
To provide a list to be sent to Sean to include chemical store in the Storage building
- p Vendor on Rec  
Sean agreed to take over from Lucy to liaise with vendor regarding start date. He will also check relevant food hygiene certificates.
- q Cricket safety  
Discussed previously
- r. Petanque  
No money in the budget to do repairs suggested by Derek in past.  
Option 1 £3,500 Option2 £5,000  
**ACTION Lauren**  
To contact Derek explain current situation regards to budget constraints

**Other issues raised not listed elsewhere**

1. A shelter for Petanque that is located near food vendor
2. Street snooker next to kick about area

Next meeting Tuesday 24<sup>th</sup> October 7.30pm at Pavilion

Meeting closed at 10pm

**REPORT TO COUNCIL**

**Subject: Disabled Parking**

**Author: Wendy Murphy**

**Date: 26<sup>th</sup> October 2023**

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We have received 2 complaints regarding people parking in disabled bays without the badge being displayed.

The council are asked to consider whether to request the installation of another disabled parking space in the Market Place.

**REPORT TO COUNCIL****Subject: Walking Wheeling and Cycling strategy for Norfolk****Author: Wendy Murphy****Date: 26<sup>th</sup> October 2023**

Norfolk County Council has opened a public consultation on a draft walking, wheeling and cycling strategy for the county.

The strategy is an updated version of the previous walking and cycling strategy which was published in 2017. Since then, there has been a step change in national and local policy which has placed walking, wheeling and cycling at the heart of decision making.

The proposed new strategy brings together Norfolk's local transport, environmental and public health ambitions and aims to make walking, wheeling or cycling the natural choice for both travelling from A to B and for leisure.

The draft strategy has been created following policy reviews, evidence collation and engagement with district councils and Active Norfolk. Now the county council wants to hear from residents, stakeholders and organisations to get their thoughts on the proposed strategy.

Graham Plant, cabinet member for highways, infrastructure and transport said: "Our draft strategy supports the Government's ambition for walking, wheeling and cycling to be the natural first choice for many journeys. We want to support the growing population in Norfolk to choose sustainable transport whenever possible. This will help create and support healthy communities, enable our transport network to run effectively, emit fewer harmful emissions, and help protect our environment as much as we can."

The scale and pace of delivering the strategy will be dependent on the level of funding the County Council can secure. Having this strategy alongside our already approved local cycling and walking infrastructure plans for Norfolk helps us to present our ambition to central Government and give us more likelihood of securing funding in the future.

**[The consultation is available online and will be open until Friday 24 November.](#)**

For anybody unable to complete the consultation online paper copies can be requested by contacting [haveyoursay@norfolk.gov.uk](mailto:haveyoursay@norfolk.gov.uk) or customer services on 0344 800 8020.

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD AT DRILL HALL, ON WEDNESDAY 18<sup>th</sup> OCTOBER 2023 AT 11am.**

**PRESENT:** Mr P Prekopp, Aylsham Slow Food, Chairman  
Mr G Margaron, Aylsham Community Partnership  
Mrs M Evans Aylsham Town Council  
Mrs M Anderson-Dungar ABEF  
Mr G Peers – Broadland District Council

Mrs C Bould, Aylsham Town Council  
Mr K Cunnane, Aylsham Town Council  
Mrs W Sadler – Aylsham In Bloom

**OFFICER:** Mrs S Lake Town Clerk

**01 APOLOGIES FOR ABSENCE**

Rev Canon Julie Boyd, Aylsham Parish Church  
Mrs T Newsome – Aylsham U3A  
Mr R Willis ABEF

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

There were no Declarations of Interests or any Requests for Dispensations.

**03 MINUTES**

The minutes of the Cittaslow Aylsham Meeting held on 20<sup>th</sup> September 2023, were **confirmed and signed by the chairman.**

**04 MATTERS ARISING**

Wendy Sadler asked about the Community Orchard. The Town Clerk will send the information received from the tree wardens

**05 ADJOURNMENT OF THE MEETING**

In the absence of any member of the public, the meeting continued without adjournment.

**06 CITTASLOW UK & CITTASLOW INTERNATIONAL**

**a) To receive an update**

Mold have a new clerk who has just started. The commitment is the same as previously but looking to review in one year.

Llangollen is still committed to Cittaslow but they have not had a meeting since the start of the year. They have instigated a climate committee which may be part of the reason.

A meeting will be planned for January.

International

Mo Anderson-Dungar will attend the conference via zoom. She will do a report on the UK work.



**07 CITTASLOW IN AYLSHAM**

**a) To receive an update re Discover Aylsham website**

The dummy site link has been sent to members and has been well received. The Town Clerk will contact the designer to see what happens next. Broadland Comms team are happy to provide some copy similar to Wymondham, Harleston and Diss.

**b) 2025 Anniversary**

This will be discussed after the November Town Council meeting.

**c) Aylsham Food Trail**

This has not progressed and again will be looked at after the November meeting

**d) Presentation to the Town Council**

The chairman asked for paragraphs from the various groups to support the continuation of the Cittaslow Committee. Patrick is undecided how to present the item at the moment. The motion on the agenda will need to be to withdraw from Cittaslow so those wishing to take that stance will need to present their case and Cittaslow Committee will then defend.

**08 FARMERS MARKET AND GENERAL MARKETS**

**a) To receive an update on the Farmers Market**

The October market coincided with the Food Festival so was very successful

**09 CLIMATE EMERGENCY**

**a) To receive an update**

Green Day was quite successful although attendance could have been better.

Other events are being considered but only after full consultation.

The talk from Jerome Mayhew was cancelled but an alternative date is being arranged.

**10 PROJECTS**

**i) OLD STATION YARD**

Clearance work is needed. It was suggested that the Scouts maybe able to assist with this.

**ii) TOWN PEDESTRIAN MAP**

The order for this has been placed

**iii) CENTRAL BANK HUB**

When all banks close in a town an organisation gets together to offer a central hub. Although Aylsham still has one bank left the system will be investigated. Graham Peers will send out the details.

**11 AYLSHAM COMMUNITY EVENTS COMMITTEE**

A meeting will take place this evening. The lights are scheduled to go up on November 5<sup>th</sup> and the switch-on will be November 24<sup>th</sup>.

**12 SLOW FOOD AYLSHAM**

The Food Festival was very good with the dinner sold out and the breakfast was at full capacity.

Some books were sold with profits to the Food Bank.

**13 AYLSHAM IN BLOOM**

Recently tidied up the Paupers Graveyard for the winter. There are moles present but no intervention was requested. The window boxes at the Town Hall will be planted up for the winter soon.

Concern over types of trees being mooted for the Market Place.

**14 ABEF**

Will shortly do a membership leaflet regarding the Visit Aylsham website and the Central Bank Hub.

**15 AYLSHAM PARISH CHURCH**

A list of forthcoming dates was received as follows:

- 31<sup>st</sup> Oct 5-7pm Light Party
- 12<sup>th</sup> Nov – 2:30pm Remembrance Civic Service
- 24<sup>th</sup> Nov – 28<sup>th</sup> Nov – Christmas Tree Festival
- 17<sup>th</sup> Dec 4pm – Carol Service PLUS many other Christmas Services
- 25<sup>th</sup> Dec 12noon – 4pm – Christmas Day Lunch in the Town Hall

**16 ITEMS FOR INFORMATION/NEXT AGENDA**

The plans had been received for the Burgh Road development

Patrick Prekopp mentioned clearance of the cellars and wondered if this would be possible.

The issues that would need addressing to do this were outlined.

**17. DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Wednesday 15<sup>th</sup> November 2023 at 11.00am at the Drill Hall**

**CLOSURE OF THE MEETING**

There being no further business the Chairman closed the meeting at 12.35pm



**Minutes of the Aylsham Climate Action Meeting  
Held on Monday 2<sup>nd</sup> October 2023**

**Present**

Cheryl Bould            Patrick Hardiman  
Sue Catchpole        Anna Magyar  
Jane Coates            Kay Montandon  
Lilie Ferrari            Yvonne Steward  
Faye Hardiman

Sue Lake    Town Clerk

**1. Chairman**

Cheryl Bould was proposed and elected.

**2. Welcome and Apologies**

Apologies were received from Liz McGowan, Fiona Scott, Sue Sharpe, Pat Prekopp, Michael Dolling, Shelly Hudson , Trevor Bennett, Lesley Cannon and Jenny Haycocks.  
Two new members A and B were welcomed

**3. Declarations of interest**

None were declared

**4. Minutes**

The minutes of the meeting held on 7<sup>th</sup> August were read and accepted and signed by the chairman

**Co-Ordinating Group**

The minutes from the co-ordinating Group Meeting held on August 7<sup>th</sup> were circulated

**5. Information on Matters Arising from previous minutes**

Nothing Raised

**6. Aylsham Green Day**

**a) To discuss pre-Green Day publicity**

There was a mixed view of members over attendance with some happy and others disappointed that it was no greater than 2022.

There was concern that there was only 500 Green Day leaflets and that the newsletter did not mention Green Day.

Members felt there was no information in local villages although the Communications team had contacted all local Parish Council with details of the event. It was also felt that signs were needed on the way into town so people knew where the event was being held and to also pick up on passing traffic.

Some members felt Green Day should be about ACE and that didn't seem to be the case.

**b) To receive Group reports on activities**

Waste –

- Lots of conversations took place

Food -

- Children's Mosaic enjoyed by the children and gave opportunity to speak to parents while children were occupied
- 

Energy – no member present to give report

- Thermal Camera

Communications –

- Treasure Tree game helped by donation of items from the Co-op – undertaken by 75 people compared to 50 at the Family Fun Day
- Again opportunity to talk to adults while children were engaged

Nature –

- Book to raffle (free)
- Facts and figures on loss of diversity
- Hedgehog House
- Birds – RSPB
- Verges and Plant Life
- Insects and butterflies
- Bug House
- 10 things in the garden
- How to make Aylsham a wildlife town – very popular activity

Transport –

- Good discussions
- People highlighted need to encourage behavioural changes

**c) To discuss positive aspects of Green Day**

- Engagement with the community
- Creative ideas by sub-groups
- Much better music
- Variety of things
- Ability to find someone to answer any questions

**d) To discuss any negative aspects of Green Day**

- Lack of external stalls
- No eye catching advertising – large banners required
- Needed to showcase ACE as a cumulative group rather than stalls dotted around
- No discussion between groups beforehand so activities were not duplicated
- Felt ACE groups should be allocated set no of tables and display boards inside and advise if they are not required
- Day was poorly attended
- Disappointed at lack of stalls

- Large empty car park and groups set on fringes
- ACE Banners were not used
- Lack of large screen being used
- Could no parking notices be displayed
- Town Council staff feel the event should either be a fully ACE event or a Town Council event not both
- Lack of helpers at the start and end of the day to help with barriers
- Some demanding behaviour from some groups
- Logistics sheets not filled in or filled in too late to accommodate
- Negative social media comments
- Some complaints about delivery of leaflets – some handy tips have been prepared

**e) To consider holding future events**

It was questioned 'What was the purpose of Green Day' – is it to have a stall or provide a message. Would a different time of year be better. Members felt this was something that needed discussing in detail before a decision on future events is agreed.

**7. News Items**

**a) The need for groups to send regular updates**

This was emphasised again that regular small news items keep ACE fresh and are perfect fodder for social media. Longer, in-depth items can be written for the website with teasers in the social media items. Even small progress should be forwarded to the Comms group.

**b) To consider the production of a regular newsletter**

In order to do this groups must make contact with the Comms team. The last newsletter had been extremely hard work to write as no information was provided. A regular newsletter needs co-operation from all to work well. It was agreed that members go back to their groups and ask if this is a requirement.

**c) Format and Regularity**

If a newsletter was agreed it would need to be an online resource – possibly via mailchimp or similar. Regularity would still need to be discussed.

**8. ACE Venue**

This has been mentioned several times in the past but no details have ever been forthcoming. There are insufficient volunteers to man it every day so possibly 1-2 days per week. If the Quakers refill is part of the project then storage would be required. Mainly it would be an information centre so good graphics etc would be needed to line the space and provide information and assistance. These two factors preclude the use of a pop-up shop. The Town Clerk advised there was a room at the Drill Hall might be suitable for this purpose.

**9. Meeting with Jerome Mayhew**

**a) To note date and time for meeting**

This will be held at 7pm on Friday October 13<sup>th</sup> in the Town Hall. It is being advertised as a chance to hear what the government policy is on climate change. Publicity for the event is ongoing.

**b) To receive details on how the meeting will run**

Griselda will chair the meeting and will consist of questions to the MP with him then providing the answers. The room will be laid out theatre style with a maximum capacity of 120. Griselda and Jerome Mayhew would be on a stage in the front with the ACE website as a backdrop. Volunteers will be needed to help on the night. Various members volunteered.

**c) To consider questions for the event**

Griselda requested that groups think of a few questions beforehand and e-mail them to either her or the Town Clerk.

**10. Work Programme**

The Communications Report had been circulated prior to the meeting

The Transport group have a meeting set for the 18<sup>th</sup> October

The Country Market will not be able to accommodate the stall every week. Unavailable dates have been advised. Outside space will always be available.

**11. Business Survey**

This still needs to be publicised in some way bearing in mind any confidentiality issues that may have been promised. The document will be circulated again to aid discussion at the next meeting.

**12. Items for Future Discussion**

These were identified during the meeting

**13. Date of Next Meeting**

To confirm the date of the next Meetings as:

Monday December 4<sup>th</sup> 2023 – Co-ordinating Group Monday November 6<sup>th</sup> 2023

The meeting closed at 9.10pm



**c) To discuss any future work**

The next large project for the Town Hall will be replacement or refurbished windows. All windows are single glazed and the frames are in a poor state with many showing signs of earlier repairs. The previous Heritage Officer at Broadland was against installing new windows but due to the amount of heat likely lost the situation may have changed. The clerk will arrange for the Town Hall to be assessed by the Thermal Imaging Camera to see what the heat loss actually is.

**9. DRILL HALL**

The new door has been installed at the Drill Hall.

**10. PUBLIC TOILETS**

Nothing to report other than there have been incidents of petty vandalism recently

**11. 23 & 25 MARKET PLACE**

Nothing to report

**12. CEMETERY COTTAGE**

Nothing to report. The current tenant has an agreement taking it to April 2024

**13. RED TELEPHONE BOX**

This is now open

**14. OPEN SPACES and PLAY AREAS**

**a) To note the latest play inspections**

Copies of the latest inspections were circulated at the meeting. The only main area of concern is the shrinkage of the safety surface. The Recreation Ground Committee are looking at this at the moment and should have a price available soon. The Town Clerk advised she has spoken to a Play Company rep about this and it will be very expensive. Once the details are available for the Recreation Ground the issue at the Town Council play area can be assessed.

**b) To receive update on the Community Orchard**

Plans are in progress from the Tree Wardens for the orchard to be planted in the spring. The Events Committee are looking at a small event for the opening and it was suggested that a name would be an additional touch.

**15. SUMMER INSPECTIONS**

The summer Inspection schedule was reviewed in detail, items relating to the churchyard and allotments will be dealt with by the respective committees, and the following were **AGREED..**

**MUGA Car Park**

The dip at the entrance will be repaired

**Basketball Court**

Court to be measured and priced for resurfacing



**Climbing Frame in Play Park**

Look at replacement panels

**Norwich Road Grass area**

Part of the wildflower project

**Cemetery**

The hedge that was inspected was not the issue. The hedge that requires work can easily be strimmed by the facilities staff.

**Hungate Street Bridge**

Will remove graffiti

**Old Station Yard**

To be referred to the ACE Group

**Staithe**

Reduce brambles and replace fencing

**16. OTHER PROPERTIES**

There has been no communication from the owners of Broadland Consultants regarding the sale of the lease.

The state of the shed in the car park still needs to be addressed and the first action is to obtain agreement regarding ownership

**17. PROPERTY COMMITTEE TERMS OF REFERENCE**

The Terms of Reference were reviewed and a change was made to the frequency of meetings from four times per year to twice

**18. ITEMS FOR INFORMATION/NEXT AGENDA**

Nothing raised.

**19. DATE OF NEXT MEETING**

The next meeting will be in April 2024.

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 3.20pm



**AYLSHAM COMMUNITY EVENTS COMMITTEE**

**MINUTES OF THE MEETING OF THE  
AYLSHAM COMMUNITY EVENTS COMMITTEE  
HELD IN THE COUNCIL CHAMBER, TOWN HALL  
ON WEDNESDAY 18<sup>TH</sup> OCTOBER 2023 at 7:00pm**

**PRESENT:**

Patrick Prekopp	-	Councillor
Joan Bennett	-	Councillor
Cheryl Bould	-	Councillor
Kevin Cunnane	-	Councillor
David Anderson	-	Councillor
Fiona O'Hara	-	Town Resident
Revd Natalie Rees	-	St Michael's Church
Sue Lake	-	Town Clerk
Donna Butcher	-	Aylsham Town Council Events & Administration Officer

**1. WELCOME INTRODUCTIONS & APOLOGIES**

In the absence of the Chairman, it was agreed that Patrick Prekopp would chair the meeting.

Apologies received from Giles Margaron, Ian Gravenell and Richie Barnett.

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

None received.

**3. TO CONFIRM MINUTES OF MEETING HELD ON 19<sup>TH</sup> APRIL 2023**

The minutes of the meeting held on 20<sup>th</sup> September 2023, as previously circulated were then confirmed and signed.

**4. INFORMATION ON MATTERS ARISING**

Patrick requested updates on points raised in the previous meeting regarding the D-Day celebrations by the church and the British Legion and also the Christmas lights switch on. Donna advised that the D-Day plans hadn't been followed up yet as it's too early, Natalie confirmed that the church hadn't had any thoughts as regards to celebrations as yet. Donna also responded that the next events meeting is the week before the Christmas lights night so final arrangements can be discussed then.

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

None present.

- 6. TO DISCUSS THE OPENING OF THE COMMUNITY ORCHARD AT THE MUGA**  
Sue Lake informed the committee that the Town Council had been given funding from the Broadland Tree Wardens for a Community Orchard, which will be located on the green space at the MUGA. The idea of an opening ceremony similar to that of the Paupers Grave was agreed. It was suggested that a competition could be run to name the orchard, possibly involving the school children and that they could potentially plant a tree. Patrick to contact the tree warden regarding this.
- 7. TO DISCUSS THE FOOD TRAIL**  
Patrick didn't have any further information regarding this and it will be re-visited in the new year.
- 8. TO DISCUSS AN AFTERNOON CINEMA IN THE TOWN HALL**  
Donna reported that she had looked into a company used by Sprowston Town Council for their film events, this seemed as though it would be quite expensive. She also said that the Town Hall premises licence should cover the showing of films but is waiting for confirmation from Broadland District Council.
- 9. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING**  
To receive final plans and timings for Christmas lights night.
- 11. TO AGREE DATE OF NEXT MEETING**  
The next meeting will be held on Wednesday 15 November 2023 at 7pm in the Council Chamber.
- 12. CLOSURE OF THE MEETING**  
There being no further business, the Chairman closed the meeting at 7:30pm

**MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL  
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM  
ON MONDAY 2 OCTOBER 2023 at 10.00am**

**PRESENT:**

Mrs A Overton Chairman  
Mrs J Bennett  
Mrs M Evans  
Mr L Mills  
Mr M Martin  
Rev Canon Julie Boyd

Three members of the public

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

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Mr T Bennett

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

None declared

**3. MINUTES**

The last meeting of the churchyard Committee was held on 24<sup>th</sup> July 2023. The minutes were **AGREED**.

**4. ADJOURNMENT OF THE MEETING**

A resident advised that he felt the appointment of a builder without going through the tender process was fiscally irresponsible. He also wanted to know where the waste area was going to be created – this was explained. He also hoped that the Town Council were aware of the Diocese report on Churchyard maintenance especially the Do's and Don'ts. Another resident wanted the council to enter into a Party Wall Agreement with them with regard to the church wall repairs.

**5. INFORMATION ON MATTERS ARISING**

All items on agenda

**6. PATHWAYS/ROADS**

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

Nothing has been reported. The speed signs have been placed on the gate posts. A future plan will be created once the work to the walls has been completed

**7. WALLS**

The Town Clerk advised although it had been suggested to appoint a contractor at the last meeting further research has led her to the conclusion this will not be acceptable and

asked the committee to recommend to the Town Council that this decision be rescinded. This was AGREED. A full tender process will now be designed and implemented.

The builder and structural engineer at a recent meeting had identified that the bond on the wall was not a standard bond and had suggested using a Flemish Bond to match existing brickwork, This suggestion had been made to the Conservation Officer and he could not see it would be a problem but this will be subject to agreement at the planning stage and also when the faculty is applied for.

The clerk will look into the details of a Party Wall Agreement.

## **8. GROUND MAINTENANCE**

### **a) To receive an update on the faculty re constructing waste areas**

The faculty has been agreed and the petition now needs to be completed together with any planning application that may be required.

### **b) To receive an update on creating the garden area**

There had been a communications breakdown with regard to clearing the area. The Town Council had agreed a contractor to clear the area and was working as the meeting was being held. Investigation of the area had shown there were pernicious weeds such as bindweed and bramble rampant in the area and full clearance was the only reliable method of removing them. In the meantime a church working party had undertaken some work and were keen to keep some plants. In view of the issues elsewhere the clerk was insistent that the wall must be kept clear of growth to ensure there are no issues in the future. The committee agreed with this. Therefore, some of the saved plants would be removed.

This is also the area where Japanese Knotweed had been discovered in the past and although there had been reports it was there again no evidence of it had been found. Plant experts from the local nursery had searched the area and found no trace.

The Town Clerk will work with Wendy Sadler and Erica Fisher to complete the garden plan.

### **c) To receive an update on the trees**

Both planning and faculty had been agreed and the clerk will contact the tree surgeon to organise the work prior to the Remembrance Day Service.

## **9 WAR MEMORIAL**

Nothing to report

## **10 LYCH GATE**

Nothing to report

## **11 CHURCH BUILDING**

Bike racks will not be forthcoming from the County Council so the church will go ahead with the purchase. A request for help from the Town Council grounds staff to install them was agreed.

The church bells are back and members commented on how good the service was to welcome them back.

**12 CHURCH CLOCK**

Now the bells have returned the clock needs updating to allow it to strike. The clerk will liaise with the bell captain regarding this.

A letter had been received from a resident to advise that the lack of the clock striking during the night has really improved the well being of her disabled son. Other people have also commented they would like to see the clock silent at night.

**13 AYLSHAM CEMETERY**

**a) To receive an update on headstone testing**

This has still to take place and a date will be set soon.

**14 PAUPERS GRAVEYARD**

**a) To receive an update on maintenance**

Maintenance work has continued over the summer months

**b) To receive an update on signage**

Still in hand.

**15 ITEMS FOR INFORMATION/NEXT AGENDA**

Wildlife Plan

Party Wall Agreement

**16 DATE OF NEXT MEETING**

There being no further business, the Chairman closed the meeting at 11.10am. The next meeting is scheduled for 27<sup>th</sup> November 2023 at midday.

**REPORT TO COUNCIL**

**Subject: Street Light Cable – Hungate Street**

**Author: Wendy Murphy**

**Date: 26<sup>th</sup> October 2023**

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The street lighting cabling on Hungate Street Our Street Light is sagging badly in one location.

The streetlighting contractors attended the site and reported that whilst they were in attendance to draw up the hanging cable, they did not feel this was entirely successful.

They recommended that a 6m street lighting support pole be installed midway to support the overhead line cable run, in the back of the verge, to lift the sag. This would be adjacent to 184/186 Hungate Street.

Planning is not required as this is considered permitted development and consultation would be made with the two properties effected before the work was agreed.

The cost of this work would be £460.00 + VAT

**REPORT TO COUNCIL**

**Subject: Solar Lighting at Banningham Road**

**Author: Wendy Murphy**

**Date: 26<sup>th</sup> October 2023**

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A request has been received for lighting on Banningham Road near the bus stop by the Dunkirk junction as it is very dark particularly early in the mornings.

Our lightning contractor has suggested a solar lighting unit on a 6m street lighting column at a cost of £2560.00

**EMAIL RECEIVED FROM PETER BAKER – DOCUMENTS ARE AVAILABLE ON REQUEST**

Dear All

A little while ago BNCT arranged a meeting with John Findlay from the Environment Agency (EA) about the quality of the water in the River Bure between Aylsham Mill and Coltishall Lock.

John also talked about how the public can get involved in monitoring water quality and reporting on a regular basis to EA.

As the talk was held in Burgh several Burgh parishioners attended who expressed their worries about the declining wildlife in and around the river.

Following the meeting several of those people expressed an interest in becoming involved with water quality monitoring.

BNCT members discussed John's talk at length and concluded that whilst supporting the idea of collecting data to send to EA, but due to our small membership and that most members are involved in other projects BNCT could not take a lead in this but thought we should canvas others who could be interest, particularly the town and parishes adjacent the river.

I am therefore contacting you, as town and parish clerks, and ask if you will put an item on your next meeting agenda to discuss the subject.

I have attached some information John sent me to circulate to your members.

I am also sending this email to those present at the meeting who expressed an interest at the talk.

Many thanks

*Peter Baker*  
Chair

Bure Navigation Conservation Trust



**REPORT TO COUNCIL**

**Subject: Review of Polling Districts and Places**

**Author: Wendy Murphy**

**Date: 26<sup>th</sup> October 2023**

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South Norfolk and Broadland District Council are currently carrying out a review of polling districts and polling places (stations) in the district. Every Council is required to carry out such a review every five years, so they need to complete the next one by January, 2025. However, with the uncertainty over the date of the next parliamentary election, they have decided to carry out the review earlier so it will not conflict with any elections next year.

The aim of the review is to ensure that, where practical, electors have reasonable facilities for voting and polling stations are accessible. The review cannot make changes to parish/town boundaries which are, in the main, designated as polling districts. The review cannot consider changes to electoral wards/divisions or parliamentary constituencies either.

More information on the review using the following link.

<https://www.southnorfolkandbroadland.gov.uk/elections/review-polling-districts-places-2023-24>

They would be interested to hear from us if we have any comments on existing polling stations or whether we have any suggestions for other suitable premises that could be used. The deadline for responses is **23 November, 2023**.