

REPORT TO COUNCIL

Subject: Computer Equipment

Author: Sue Lake

Date: 9th June 2021

The server used by the Town Council is approaching 10 years old. The average life span of a server is 3-5 years. It is considered appropriate to replace this prior to it breaking down. This would be the ideal opportunity to move to a cloud based back up.

At the same time three of the office computers need replacing and we would like to get a lightweight laptop for the facilities staff to carry with them when doing inspections etc.

Please find below a quote from our computer contractors for complete replacement of all older equipment.

<u>Item</u>	<u>Qty</u>	<u>Specification</u>	<u>Cost Price</u>	<u>Total</u>
Server	1	Dell Tower, 16Gb Ram, 2TB Mirror. Xeon CPU	£1,112.00	£1,112
Staff Desktop	3	Dell 3080, 8Gb Ram, 256SSD, Win10	455.00	£1,365
Dual Monitor Bracket	0	If required	112.00	£0
Staff Lightweight Laptop	1	Latitude 5300/13.3"/i5/8GB/256SSD	710.00	£710
Office Home and Business	3	One off Purchase	198.00	£594
E2420H Dell 24" LED MONITOR (If needed)	3	Smaller AV. But economical	134.00	£402
AVAST Cloudcare	0	Not due until 02/2022	0.00	£0
SERVER 2019 Essentials	1	Server software	286.00	£286
Router Replacement	1		286.00	£286
16 Port Switch	1		142.00	£142
Hosted Exchange Accounts	1		6.50	£7
Monthly Offsite Backup	0	Per Month Ongoing	49.00	£0
Monthly Offsite Backup Setup (one off)	1	One off cost for setup	485.00	£485
INSTALLATION	24	Estimated time based on Site Survey	75.00	£1,800
			Total Cost	£6,077

CLERK'S REPORT FOR COUNCIL MEETING 16.6.21

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall	Refurbishment	The Green Room has been decorated. Awaiting further quotes for new flooring.
23 Market Place		
Cemetery Cottage	Private Letting	New tenant from 30 th April
Cemetery		Currently working on new map
Allotments		Sea Buckthorn to be planted at Cromer Road in the autumn
Churchyard		Awaiting third quote for cemetery wall
Market Place		
Farmers' Markets		
Markets		Receiving complaints from shop owners re Friday market
Jannys Close Community Garden		
Staithe		Tree inspection report received. Two trees have decay and a picus test is recommended – cost is £440.
"Little Staithe"		
Hopkins Homes areas general		
Highways	Parish Partnership	Should be complete by the meeting date
Paupers Graveyard	Clearing	Tree work taken place – next stage to level ground
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		New gym equipment ordered
Land at Sapwell Close	Adverse Possession Claim	In discussions with solicitor
Car Parks		Still no update on survey originally scheduled for Spring 2020
Street Lighting		
Public Toilets		Work Completed – toilets re-opened
COMMA/Archives		Archives now back in the Council Chamber
Litter & Dog Waste Bins		
Bus Shelters		
Pump		
Pillboxes		The heritage project for Marriotts Way will include new gates for the area near the pill box. Waiting for contractors engaged by NCC to install
War Memorial		Looking at grants

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 no of any such areas and we will add it to the schedule we send them
Drill Hall		Nothing to report
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	To be discussed at properties meeting 14 th June
Bure Meadows Footpath	New Footpath across to Dunkirk	Work started on this now – bridge still to be installed
Staffing		Staff meeting scheduled for 1 st July

Items for Town Council to consider/note

- **Picus test for trees at the Staithe**
- **New footway in place on Penfold Street**

REPORT TO COUNCIL

Subject: Buxton Road/A140 Junction

Author: Sue Lake

Date: 9th June 2021

A resident of the town has sent the following correspondence in relation to the latest accident at the junction of Buxton Road and the A140:

Please find below reply from Norfolk County Council regarding an email I sent to the Police and then to NCC as advised by the police.

It seems that nobody is concerned about all these accidents happening on this junction.

Do we have to wait for someone to be killed before anyone will sit up and do something? It seems a simple solution to put a barrier up in the middle of the road at the junction and have a sign up for vehicles to go to the roundabout and back again.

Please could you do something to try to avoid any more accidents and possibly save lives.

Letter to Highways

Yesterday there was an accident in Aylsham and I therefore sent the following email to the Police - they have replied stating that it is you that make decisions on junction designs and traffic management so I have copied the email to you for your comments.

Yet another serious accident on the Buxton Road & A140 – Aylsham by-pass junction today.

Having lived in Buxton for over forty years and in Aylsham for the last five years I am concerned about the number of accidents there have been on that junction, admittedly many of them have been minor shunts but there have been quite a number of more serious ones. Can something be done before someone is killed!

With the reasonably new roundabout at the M&S garage it seems to me to be quite easy to stop traffic turning right – so from the Norwich direction vehicles wishing to go to Buxton would go round the M&S roundabout and back again and Buxton traffic wishing to go to Cromer would go left at the junction, round the other roundabout and back again towards Cromer.

Your comments would be appreciated before another accident happens

Response from Highways

Thank you for contacting Norfolk County Council.

Our road safety team review traffic collision data from Norfolk Constabulary and use this to plan and prioritise road improvements.

Given severely reduced funding, only those locations exhibiting the highest priority are likely to be considered (and these will normally relate to personal injury accident criteria or defined road safety hazards which are felt to require a speed limit reduction to achieve a good level of driver compliance).

If you feel there is a strong community need then we recommend you approach your local parish/town council as the lead stakeholder. Although they are not responsible, they are best placed to determine the local need and can then approach us to apply on your behalf or discuss options if funding is available.

Please do not hesitate to contact us should you have any further enquiries.

Minutes of the Aylsham Town Council Traffic Group Meeting held on Wednesday 26th May 2021

Present

Trevor Bennett	Barry Lancaster
Clare Alban	Andy Christie
Gordon Clarke	Mary Evans
Catherine Fletcher	Richard Laxen
Pat Prekopp	Arthur Rope
Joan Bennett	Nicholas Haag
Eileen Springall	Ginny Sylvester
Richard Preston	Steve Riley

Sue Lake

1. Apologies for Absence

Apologies were received and accepted from:

Lynda Hartley	Rebecca Davis
Ellie Baker	Paul Baker
David Faulkner	Val Shaw
Richard Anderson-Dungar	

2 Minutes

The minutes of the meeting held on 28th April 2021 were **AGREED**

3 Declarations of Interest

None

Eileen Springall advised that when she mentions previous experiences she did not wish to be thought negative she just wanted to ensure everyone was aware of previous initiatives.

4. To consider the remaining objectives:

The following two remaining objectives were agreed as follows-

Heritage

To ensure the numerous heritage assets in the town are not further compromised by any changes suggested

Well Being

To design an environmentally friendly and safe space for people . . . by reducing the carbon footprint of residents, businesses and visitors to the town, minimising non-renewable energy consumption and improving nature conservation and landscaping.

5. To receive an introduction to the work planner

Gordon Clarke introduced the work planner which has been based on a week y week system. Some events have been added to the planner as well as the various committee meetings. This planner will focus the committee on a countdown to

events so work can be prepared in advance of the event. The planner was very user friendly and creates mini programmes of events.
It will also list priorities under csm (could, should must)

6. To consider a proposed approach to the work programme

Gordon Clarke shared a PowerPoint of a proposed plan to approach the work. This showed a map of the town highlighting the main routes in and through the town and whether they were suitable for two-way traffic, difficult for two-way or not possible. Then it is an easy visual aid to see where the issues are and how many.

There was concern over the statement that one-way systems have been tried and not worked. It was felt this statement could be misleading as they were tried without reference to mitigation

Also need to add timings of buses as they often seem to meet in the town.

The plan also showed distance zones from the Market Place. It was suggested instead of a blanket 200m area to change this to the conservation area.

It was questioned whether there was a need to include issues that arise for those from outlying villages who may use Aylsham as a rat run to easy access to the A140. Marsham, Buxton, Oulton, Burgh and Blickling are the villages in the ward of Aylsham. Need to consider how people use Aylsham from outside its boundaries.

It was emphasised that this was a concept rather than a confirmed plan and requires input from the group.

ACTION: Gordon will update based on the discussion.

7. To list the roads which are considered a problem for all or any users

A list had been sent out detailing the roads, parking areas etc. It was queried whether the car parks are actually signed for visitors.

Prior to talking about the roads, the chairman listed the details regarding the car parks. The Buttlands although it states 53 spaces more is possible as regular users use the grass areas. The most spaces used has been 71 but is rarely full whereas Burgh Road car park is often full. It was pointed out that ideally there should be regular movement in these car parks with a long-stay car park slightly further from the centre for those parking all day. This might also involve charging if using the car park for over 2 hours. A long-term car park was listed in the GNLP. Pat Prekopp has spoken to the MD of Keys auctioneers who was very positive about potential future use of the land to improve Aylsham. This could potentially solve many issues relating to parking.

After discussion it was noted that nearly all the roads that feed into the town and those in the centre of town have issues either through width, level of traffic or parking – or in some cases all three. Some roads will have additional issues when the new estates are built.

It was felt that data on road use needed to be collected.

8. To create a list of the issues as they may differ for:

- **Public transport**
- **Vehicles**
- **Pedestrians**

This item was deferred.

9. To review the document Traffic in Villages and identify ways it could be linked to Aylsham

The document was not aimed at towns and cities but more for villages but did offer some good suggestions. The first thing required was accurate data.

It was thought various groups in the town could collect the data. It was agreed that by the next meeting a structure would be prepared to collect the data. The collection of data was important and the methodology will need careful thought and a discussion on various requirements was held. It was also noted that there are traffic measuring devices available at relatively low cost.

ACTION ALL – Let the Town Clerk have ideas on what is required in the data collection.

10. To discuss what elements of the work could be part of the remit for a consultant

It was queried whether the consultant could do some of this work. Data collection is relatively easy but the skill comes into the interpretation and ability to forecast growth.

Richard Preston had looked at potential consultants and started with the Association of Consulting Engineers but these tend to be very techy based and a wider remit was required. Looked at planning and transportation consultants and three came to light. One of which was part of the team Broadland used, another had worked with all groups and had a broad remit with a wide range of skills. The third one was possibly too large to consider. Transportation Consultancy would appear the better option and also Urban Flow as it was not known what the brief they were given was. The clerk will write to both to get their initial feedback. Possibly also contact Tig Armstrong at Broadland with ideas.

Once a remit has been agreed it was thought a small panel should interview consisting of Richard Preston, Gordon Clarke and Barry Lancaster who can then do a report for council to consider a decision.

11. To note the key dates in the GNLP

The decision re the GNLP will go to Broadland Cabinet on 6th July. By the next meeting the cabinet papers will be available so an idea of the decision that is likely to be reached will be known

12. To note date of next meeting

Need to try and ensure there is a wider business representation on this group.
Wednesday June 30th 2021

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL, CAWSTON ROAD
ON THURSDAY MAY 20th 2021 at 10.30am**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mrs M Evans Aylsham Town Council
Mr D Harrison Aylsham Town Council
Mrs J St Clair Aylsham U3A
Mr G Margaron, Aylsham Community Partnership
Mr R Willis ABEP
Mr R Preston, Walkers are Welcome
Mrs M Anderson-Dungar

OFFICER: Mrs S Lake, Aylsham Town Clerk

01 ELECTION OF CHAIRMAN

It was proposed, seconded and **AGREED** that Pat Prekopp be elected chair for the year.

02 APOLOGIES FOR ABSENCE

Mrs H Jones Aylsham U3A
Mrs V Shaw Aylsham Town Council
Mrs J Kerrison Aylsham WI Gravenell

03 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

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

04 MINUTES

The Minutes of the Cittàslow Aylsham Meeting held on 22nd April, were **confirmed and signed by the chairman.**

05 MATTERS ARISING

None raised

06 ADJOURNMENT OF THE MEETING

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

07 FARMERS MARKET

The Farmers Market in May suffered due to appalling weather. The June market will see the first cookery demonstration by Slow Food.

08 PROJECTS

i) OLD STATION YARD

The next few visits will look at clearing the pathway. A new couple of volunteers are keen to work on the project. The apple trees are in full blossom.

- ii) **WALKERS ARE WELCOME**
Still some time before activities can start again. A new walking guide is almost ready.
- iii) **TOWN GUIDE**
Still waiting for contact from the publishers.
- iv) **TOWN PEDESTRIAN MAP**
A grant has been applied for.
- 09 AYLSHAM TOWN COUNCIL WEBSITE**
This is now up and running.
- 10 AYLSHAM TOWN COUNCIL LOGO**
The Town Council have still to reach a decision on this. Hopefully, this will be made at the June meeting.
- 11 CITTASLOW in AYLSHAM**
Both Ray Horne and Rev Canon Julie Boyd will be attending the June meeting.
- 12 CLIMATE EMERGENCY**
At the Town Council meeting a member of the public had great doubts regarding this and felt using the word 'emergency' set the wrong tone. He also felt that this was a political manoeuvre.
It was questioned what the Town Councils Climate Sustainability Plan was. Also, as a Cittaslow town there are various issues that should be addressed.
It was proposed and **AGREED** to put the following statement to the Town Council

As a Cittaslow Town the Town Council is committed to taking action in the formulation and delivery of its plans and services to address the towns impact on the climate
- 13 CITTASLOW UK**
There was nothing further to report re towns. Cittaslow Italy are still under the impression that Aylsham will be holding the assembly in November. This was discussed and it was **AGREED** that this is not feasible. Pat Prekopp will write to Italy regarding this.
- 14. AYLSHAM COMMUNITY EVENTS COMMITTEE**
The Events Committee will meet in June to look at the possibility of forthcoming events for the autumn/winter.
- 15 SLOW FOOD AYLSHAM**
Work is progressing on organising the Food Festival with plans for the usual extended Farmers Market and Slow Breakfast. However, it is highly unlikely that the Gala Dinner at the school will take place so plans are being made for a Junkyard Style event in the Market Place.

16 AYLSHAM IN BLOOM

The painting of the planters has been rescheduled to June due to the Clear Company event in the Market Place. A representative from the RHS will visit the Paupers Grave next week.

17 ABEF

A meeting was held with three businesses in the town who are keen to establish a more proactive forum for businesses. This may result in two business organisations. There is an ongoing complaint regarding loss of parking on Market Days especially Fridays. It has been pointed out there is no parking allowed on those days anyway. It was also mentioned the address is 'Market Place' not 'Car Park'

18 ITEMS FOR INFORMATION/NEXT AGENDA

Pat Prekopp had visited Keys auctions who were willing to discuss potential use of the car park

The Aylsham App is out of date and is under discussion.

19 DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Thursday 17th June 2021 at 10.30am in the Drill Hall**

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 11.30am

REPORT TO COUNCIL

Subject: Town Council Logo

Author: Sue Lake

Date: 9th June 2021

At the last meeting I presented the various suggestions for changing the logo. It was agreed that members would let me know which ones they preferred so a decision could be made at the June meeting. I have had eight responses so far.

Of this two have opted for Option A – the shield but one of those votes prefers no change



Two do not wish the logo to change

Five have opted for Option G: the door of the Town Hall
Option with the door open and the bunting only for Events



AYLSHAM COMMUNITY EVENTS COMMITTEE

**MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD AT AYLSHAM TOWN HALL ON WEDNESDAY 2nd JUNE 2021 at 7:00pm**

PRESENT:

Eileen Springall		Councillor (chairman
Karen Smith	-	Vice Chairman (Town Resident)
Val Shaw	-	Councillor
Pat Prekopp	-	Councillor
Joan Bennett	-	Town Councillor
Ian Gravenell	-	Town Resident
Andrew Strange	-	Town Resident
Des Fulcher	-	Firework Representative
Sue Lake	-	Aylsham Town Clerk
Donna Butcher	-	Aylsham Town Council Admin

Before the meeting started the chairman advised that the election of chairman will take place at the July meeting.

1. WELCOME INTRODUCTIONS & APOLOGIES

Apologies were received from Giles Margaron, Rodney Clark-Ward, Trevor Bennett and Matt Miller

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

None Received

3. TO CONFIRM MINUTES OF MEETING HELD ON 5TH FEBRUARY 2019

Minutes of the meeting held on 11th November, as previously circulated were 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 ON THE ACCOUNTS

The amount held for the Events Committee amounts to £11,744

7. TO RECEIVE A REPORT on 2020 CHRISTMAS EVENTS

The committee started off by thanking Chris Ellis for his work in installing the Christmas Lights and although there was no event they were all well received.

Over the Christmas period there were four events held

Christmas Open Gardens

Not everyone placed their address on the map but there was enough who did to make this a worthwhile event.

Christmas Window Wanderland

There was not a large take up for this but those who did were excellent. Will look to repeat in the future

Christmas Shop Window Trail

This was very successful and enjoyed by many residents.

In lieu of Santa!

The numbers for this event were low but the weather on the days was awful and the signage could have been improved. Worth considering for future years. The grotto in the green room looked excellent!

8. TO RECEIVE A REPORT ON THE SCARECROW FESTIVAL

In 2020 a local resident created a scarecrow festival and this year asked the council to take it on and hopefully expand it. There were several scarecrows registered and more that were placed without being added to the map. It was an enjoyable, well-received event and will most likely be repeated in 2022 again at Easter.

9. TO DISCUSS EVENTS FOR 2021

Street Party

It was hoped to run this in 2021 and the musician previously booked for 2020 has been contacted to check his availability. After discussion it was suggested holding the event on the August Bank Holiday Monday as there is no Aylsham Show this year. Arrangements will be looked at once the government announcement regarding re-opening date has been confirmed.

VE DAY Celebrations

Last year the committee received a £500 grant to put on an event. The event was cancelled and it was felt that too much time had elapsed to hold an event in the original style. It was suggested an afternoon tea followed by a period appropriate film would be a more suitable event. This will be aimed more at the older residents. This was **AGREED**.

Fireworks

Unfortunately, Rodney Clarke-Ward could not be at the meeting but Des Fulcher had attended to update the committee on the event. He could only speak regarding the firework element. His company will be responsible for the area outside the public areas i.e. the area where the fireworks will be stored, placed and lit from. The display will be low noise but will still have the same level of light and sparkle. The display will last approx. 15 minutes. Arrangements for the actual event are being organised by a small committee.

Christmas

The light switch on will be on November 26th and follow similar arrangements to previous years. However, there will be some changes. A lead person will be appointed who will always be available at the Town Hall, we will work with the Fire Service over the risk assessment and try and organise better parking for attendees.

Open Day for Charity Organisations and Volunteers

Eileen Springall advised that she would like to offer a showcase for local groups to advertise themselves free of charge. This would be a Saturday in the Town Hall. It would not be possible for all of the groups in the town to attend and to ensure a full attendance it was suggested that a deposit be taken refundable on attendance. Members felt this was a good idea.

It was queried whether there was a full list of groups in the town. This has been tried in the past but has never been successful as it relies on groups informing when changes occur.

10. TO DISCUSS OTHER LARGE EVENTS FOR 2021

Beer Festival – this has moved to the Town Hall and will take place over the 10/11/12 September

Clear Company – scheduled to take place the third Sunday of each month

Food Festival – Taking place on the 1/2/3 October. There will be no gala dinner this year but the organisers are looking at A Junkyard Market type event

11. TO DISCUSS ADVERTISING OF EVENTS

For every event held there is always a follow up post on Social Media that people knew nothing about it! It was proposed and **AGREED** that a large banner be prepared to be placed on the Town Hall listing the proposed events for the year with the caveat to check the website. It was further proposed and **AGREED** that a banner be created for each individual event. It was also proposed and **AGREED** that as the Town Council has a page in every other edition of Just Aylsham that this be changed to every edition and the pages will alternate between Town Council news and Event news.

12. TO DISCUSS PLANS FOR 2022 EVENTS TO INCLUDE THE PLATINUM JUBILEE

2022 will see HM The Queens Platinum Jubilee which will be an extended bank holiday, from Thursday 2nd to Sunday 5th June. It was **AGREED** that a street party be held but also consideration of another event to be decided.

Usual events will be held in 2022 and will also include a colour run and pancake breakfast.

13. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING

Nothing raised

14. DATE OF NEXT MEETING

Wednesday July 7th at 7pm – venue to be confirmed

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.00p.m.

AYLSHAM RECREATION GROUND COMMITTEE
TOWN HALL, AYLSHAM
8TH June 2021 7pm

Present

Myles Hague, Barry Lancaster, David Curtis, Sean Cannon, Derek Barber, Eileen Springall,
Francis Dodd, Jill Willis
Wendy Murphy – Rec Manager

1. Apologies and Welcome

Apologies received from Heather Morton

2. Minutes of the previous meeting

The minutes of 11th May 2021 were circulated, Derek Barber had been missed off those present this was amended and were then agreed and signed as a true record.

3. Matters Arising

Nothing was noted

4. Financial Reports

The Finance Officer confirmed that the balance of Current Account as at 8th June 2021 was £3142.19 and the Savings Account was £31028.53. There is one regular hirer of the pavilion which is the Table Tennis Club. Aylsham Football Club are using the bottom football field for the rest of June. They have been charged £75.00 for the pitch to be marked out but not for the use of the pitch. The committee agreed for Wendy to send them an email asking for a Donation to be made that can be used on benches for the Recreation Ground. Hooked on Stitching have £260.00 on account, this will be used for Julys account and will be review at the next meeting. Proposed by Barry and 2nd by Eileen, all in favour.

Wendy has received a quote from OAKS CCTV for the CCTV cameras to be accessed on her computer at the Town Council. The cost of this is £118.00, it was agreed that this could go ahead. She will also get a quote for further CCTV cameras at the recreation ground.

5. Recreation Ground Manager.

Wendy confirmed that she has looked on the ACAS website and the position does not need to be advertised and it would be ok to increase Wendy hours. As she is on a temporary contract, this will be reviewed again at next month's meeting.

Wendy confirmed that the office phone number can be used from 3pm and she will put the answerphone on when she finishes work. It was agreed to make a contribution of £7.00 + VAT per month towards her mobile phone that will be used out of hours and when she is not in the office.

6. Storage Unit Update.

Wendy confirmed that she has spoken to the electricians and they are looking to finish and sign off by the end of the week. She will speak to Keith to get the partitions re-instated. As soon as the certificates come through she will contact CNC for the building to be signed off. Myles confirmed to Barry that he had spoken to Barry Hipwell who had been down to the storage unit and confirmed that the Constrado process could not be used as the building was already in place and the was not taken into consideration the pad was put down.

Wendy confirmed that the Town Council would not need the full storage 1/3 that has been given to them and that this area could be shared with the cricket club. No partitions would be needed. The cost of this area would be divided between the Town Council and the Cricket Team – **Action WM**

Wendy will go back to the MOP who had a concern regarding access to the storage unit when it had not been signed off and confirm that permission was given for the roller door to be accessed from outside and the gate and side door are to be locked as soon as the cricket board has been switched on and the shutter is up. – **Action WM**

Sean Cannon has asked for a written report to be done to detail the over spend on the storage unit and where things went wrong – it was agreed that any new big projects would have a project manager in place to oversee the build. Wendy will produce an updated spreadsheet and report once the Building has been signed off. – **Action WM**

7. Corporate Identity for the Recreation Ground

A sign will be put up at the recreation ground with the website and Facebook details on for contact.

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

a) Any matters requiring committee attention – The outside tap is still waiting to be finished. Wendy will chase this again with Keith. It was suggested that this could be accessed by the public so that bottles etc could be filled up. The Zip wire has now been mended and needs to be tested; Wendy will arrange this – **Action WM**

b) Leaking Roof – Barry Hipwell will be looking at this in the next few weeks

c) Replacing Apron – Barry Hipwell will be looking at this in the next few weeks but he is aware that this cannot be started until after the cricket season.

d) Cleaning of Pavilion and Hire re Kitchen Use– Sue Lake had received an email from a hirer that was replied to and also sent out to the committee. Wendy confirmed that she had had the pavilion cleaned Thursday before the hiring and again on the Tuesday after the hiring as the pavilion was not being used in between the dates – the Cricket club were only to get there equipment out of and then lock the doors. On further investigation the pavilion had been used and the toilets had been left uncleaned. It was agreed that the doors will be locked at all Cricket matches and training sessions so the pavilion cannot be accessed. Sean will go back to the Cricket teams to make them aware - **Action SC**

e) Decorating Pavilion/Maintenance Review – Wendy has asked for 3 quotes and only one person has come back to her with a cost of £1760.00. She will see if she can find other people to get quotes from. Sean suggested that some of the cricketers have mentioned that they could do this after their season. Sean will go back to see if this is still an option. Myles has been given a quote from Barry Hipwell £425.00 for a condition report to be done on the Pavilion – The committee agreed that this was acceptable and Myles will get this arranged - **Action WM/SC/MH**

f) Smile park flooring/cost of repairs – Keith is still doing the repairs to the flooring, the ROSPA reports are due to take place in June. Wendy confirmed that she has ordered approx £3,000 worth of spares and equipment for the Smile parks which the facilities team at the Town Council will repair. Wendy confirmed that the orange parts of the monthly condition report will be turned green after this has been done and that when first reported in 2015 nothing

had been done to rectify the issues. She felt that the Smile parks had been side lined over the past few years and now needed some attention. – Action WM

9. AOB

Wendy has received an email from a neighbour asking for access to the recreation ground as he has 3 large Lombard Poplar trees that need felling due to internal rot. He is looking to do this Friday 18th to 21st of June; Wendy confirmed that she had already told him that there was a cricket match on Saturday 19th June so no felling will be done on that day. Wendy suggested that the Smile Park would need to be locked and if the weather looked bad then no access would be allowed to protect the outfield. Committee all agreed – Wendy will go back to confirm and liaise with Keith and resident– Action WM

Myles suggested that the wooden boards at the football kick around area be replaced with concrete gravel boards and then the schools could be asked if they could arrange for these to be painted or graffiti – Wendy will get a price for this for next meeting – Action WM
Myles also suggested having a charging point for phones outside the pavilion – Francis will look into the cost of this – Action FD

It was also suggested if more benches could be put outside the pavilion – Wendy will get costs as she has already had it agreed for a friendship bench to be installed – Action WM
Another suggestion was to see if external events could be arranged at the Recreation ground – This will be looked into over the next few months
Wendy will review the signage up at the recreation ground as she needs to get some car park closing signs done and look at dogs on leads signs. She will also ask Richie B if he can clean the blue signs at both gates.

Reports from user groups –

Running Club – They will be having a running line put in around the bottom football pitch as they did before

Bowls Club – They asked if the cricket team could use Burgh road car park first when they both have matches on. They appear to be having water come in through the windows in the Bowls hut – this is being looked into, their floor is also getting wet – this is being investigated. They have asked if Anglian water can come and have a look at their water pipe leading into the bowls area so that they can increase this to get more water onto the green. Wendy has asked them about this and they have sent her a form to fill in Barry has offered to have a look at. – Action BL

Petanque – Going very well and they have a book on line system in place, Wendy asked if a sign could be put near the petanque so people were aware of this facility – this will be looked into – Action WM

Hooked on Stitching – There are a few classes that have been arranged but still very quiet.

Cricket – Sean had brought in Just Aylsham Magazine that featured the Ladies team on the front page and had a large article about the cricket club in which is becoming more and more popular. They have a fun day planned for 4th July with mini tournaments and invited all committee members. They are looking for a TENS to be put in place so they can sell alcohol. Wendy confirmed that she would look into this for them and see if she needed to do this or they could do this as users – Action WM

Meeting closed at 21.53

Date of next Meeting 13th July 2021