



Minutes of the **Aylsham Climate Emergency Group Meeting held on 8th April 2026**



Present:

Sue Catchpole
Michael Dolling
Shelley Hudson

Bryce Davies
Michael Goodwin
Yvonne Stewart

Heather Davies-Walters
Louise Harlow

Also Present: Faye LeBon (Town Clerk).

It was **agreed** that Sue Catchpole would chair the meeting.

1. To Receive Apologies for Absence

Apologies were received from Grizelda Tyler, Catherine Fletcher, Kate MacKenzie and Kay Montandon.

2. To Receive Declarations of Interest and Requests for Dispensation

None received.

3. To Agree the Minutes of the 2nd March 2026

The minutes of the meeting held on 2nd March 2026 were **agreed** as a true record of the business conducted at the meeting.

4. To Note Matters Arising from the Minutes, not Included on the Agenda

No matters raised.

5. Existing Projects.

a) To receive update and agree project for further Green Infrastructure funding

Yvonne updated the group on the projects that are being put together for Green Infrastructure Funding. These are:

- Infrastructure to create 'Swift Streets'
- Wildflower and bulb planning at Old Station Yard, Henry Page Road and the Orchard.
- Project proposed by Andy Bell to create wildflower strips on 4 areas of land.

These will be priced and the Clerk will send to Broadland District Council.

b) To receive update on Power Station film event

This will be shown on 15th May. Tickets are on sale at Postles and online. Anna has been distributing the posters and there will be further promotion in Just Aylsham.

There will be nibbles and drinks available on the evening. Volunteers will be needed on the evening on the door and for teas and coffees. Louise and Sue will assist. The Clerk will send an appeal out to ACE members for help on the night and to promote the film.

Yvonne advised that the Town Council Office Manager had been of great assistance to the group in arranging this event.

c) To Receive Update on NEB Film Screening

It was noted that this project is now known as PEB (People's Emergency Briefing). The Town Hall has been booked to show the film on 4th July. It was noted that the film is being shown in Cromer and Fakenham this week, and members were encouraged to watch it in advance as it is very hard hitting.

A project form will be submitted for funding from the Town Council and donations will be collected on the night.

The group will make people aware that the film will be shown across the country.

Discussions occurred about having partnership organisations at the meeting.

It was also agreed that ACE members should be available on the evening to support attendees, as there is a tough message coming out of the film.

d) To Receive Town Council agreement to purchase of Gazebo

The Clerk confirmed that the Town Council had agreed to the request. The Clerk will order the gazebo.

e) Outward Communications

Yvonne, Grizelda and Patrick had met to discuss the website. The design of the site is to be changed to include a clear news section at the top of the site, followed by 'all about ACE'.

The distribution of incoming emails was discussed. Yvonne will send a test email from the website to make sure it is working.

An appeal was made for regular updates for the website.

f) To agree actions for other planned events

Yvonne advised that there were now a lot of planned events and it would be useful to have a rota of volunteers. This would be useful for the films and also for the Friday morning blister pack collections. Yvonne will send the Clerk a list of events and what is required and the Clerk will look to set up a Doodle poll or equivalent to send to ACE members.

6. To Consider Toothbrush and Pen Recycling Project

Michael advised that regrettably the recycling bin at the church is not being used for its intended purpose so it has now been closed. They will continue to collect contact lens packets and marigolds at the library and the Jubilee Centre.

Toothbrushes and other dental items, and stationery items can now be sent to the same recycling centre as the blister packs, as long as they are bagged up separately.

The Recycling in Aylsham scheme can be relaunched, advising people of what can be recycled and where. Once established, it was hoped to encourage schools to be satellite collection points, especially for stationery. It would be helpful if ACE could provide containers for collections, with ACE branding. Badges / stickers could also be considered for children. An agenda for the next meeting would be how to partner with schools.

A rota can be set up for the Friday mornings at Country Markets for ACE volunteers to collect recycling donations.

It was **agreed** to proceed with the toothbrush and pen recycling project.

Sue reported that it has been acknowledged by Broadland District Council that the logistics of blister pack recycling have been down to the Town Council. Broadland District Council has agreed in principle to take over the logistics District wide, however a storage area needs to be agreed with Veolia. Broadland District Council is also looking at using parcel lockers for people wishing to borrow items. There will also be a school uniform collection in the summer. Electrical and textile collections are also to be encouraged by Broadland District Council.

Aylsham and Reepham surgery will now be collecting blister packs.

The Clerk will arrange for sealed collection bucket for ACE, in accordance with the Code of Fundraising Practice.

7. To Discuss Lidl Proposals

It was noted that historically planning permission had been granted for a garage on the site as a result of an appeal to the Planning Inspectorate.

Concerns were raised about:

- The impact of town centre services.
- No other development south of Henry Page Road.
- Pedestrian access.

The Clerk will inform ACE when the formal planning application is received. ACE can then feedback to the Town Council's planning committee when Town Council is consulted on the application.

8. To Receive Group Updates, not elsewhere covered in the agenda

Transport

A survey of users of Burgh Road car park has been conducted. There were several vehicles that park overnight, then a lot of spaces taken by people who work in the town. Finally there were people who were parking to shop in town. The next survey will be of the Buttlands car park users.

Concerns have been raised about the impact a new unitary council will have on free parking in the town.

A survey of market place users has been completed. Further consultation is to take place at the Annual Town Meeting.

It was noted that new parking regulations would mean that any changes to the car parks would require larger spaces and increased turning circles.

Nature and Biodiversity

Yvonne reported that the Wildlife Garden competition has been arranged. Entries will be required by June, judging will take place in July (after Open Gardens) with a prize giving in August. The judging criteria has been agreed and one judge appointed, with a second judge required.

It was noted that there was now no tree warden for Aylsham. Sue is to ask at Broadland District Council about an appointment.

9. Finance

a) To receive updated ACE budget

The Clerk provided an update on the ACE budget in both the earmarked reserves and the revenue budget, along with committed funds.

Revenue Budget	£3,885,86
ACE Events	£787.24
Other Income	£1,686.04

This would be moved to ACE earmarked reserves as it was now at the end of the financial year. General ACE earmarked reserves currently stand at £909.00.

10. Items for Future Agendas

Partnering with schools

Volunteer rota

PEB film formal project proposal

Project: Young person to put together a video to showcase ACE projects.

11. To Agree the Date of the Next Meeting, taking into account the May Bank Holiday

It was **agreed** that the next meeting should be Monday 11th May at 7pm.

There being no further business the meeting was closed at 8.30pm.

Signed _____ Date _____

Green Infrastructure Funding Projects

Project 1 – Nest Places for Swifts

We propose to install swift nest boxes and peak boxes swift call systems at properties close to where swifts nest under pantiles and where we have seen swifts in screaming parties and prospecting. A professional builder would install nest boxes in the autumn after swifts have departed. Nest boxes would be placed on the front elevation in positions with a clear swoop zone and flight path, ideally close to a corner and/or drainpipe, which swifts seem attracted to, and not above windows.

In Cawston Road, these properties primarily include numbers 44, 42, 40, 36, 30, 26, 24, 22, 16 (facing southeast), and then 10, 8, 51, 53, 55 and 57 (facing northeast), depending on which homeowners would be happy to have nest boxes. In Hungate Street, the potential properties include numbers 57 and 61 (west facing) and 82, 104, 110 and 1 to 9 Trafalgar Yard (east facing). Some homeowners have expressed an interest in helping swifts; a funded, organised installation would be a strong incentive.

Expected outcomes: Although most swifts in Aylsham currently nest under pantiles, swifts have readily occupied boxes across the UK, especially when swift duet calls are played close to the nest box. These calls replicate the sound of nesting swifts and sound like a colony, attracting new breeders. Last summer, a resident in Cawston Road played calls for the first time and attracted interest from Swifts. Swift calls would be played from mid-May in 2027. Once a breeding pair select a nest box, they will return to the same box each year, so the call system is no longer needed and can be passed to another resident. We would add nest boxes to Swift Mapper and observe boxes for activity each summer. Cawston Road will be on the Aylsham Green Trail route, so nest boxes would help raise awareness of swifts, and hopefully, encourage other residents to put up boxes or support insects in gardens and green spaces.

Cawston Road – ten properties

Model 30 style Swift nest boxes (a) or (b) x 10	£400.00
Galvanised/stainless steel screws, washers and wall plugs x 40	£ 20.00
Installation by professional builder x 10	£400.00
Swift call system (c) x 2	<u>£136.50</u>
Total	£956.50

Hungate Street – ten properties

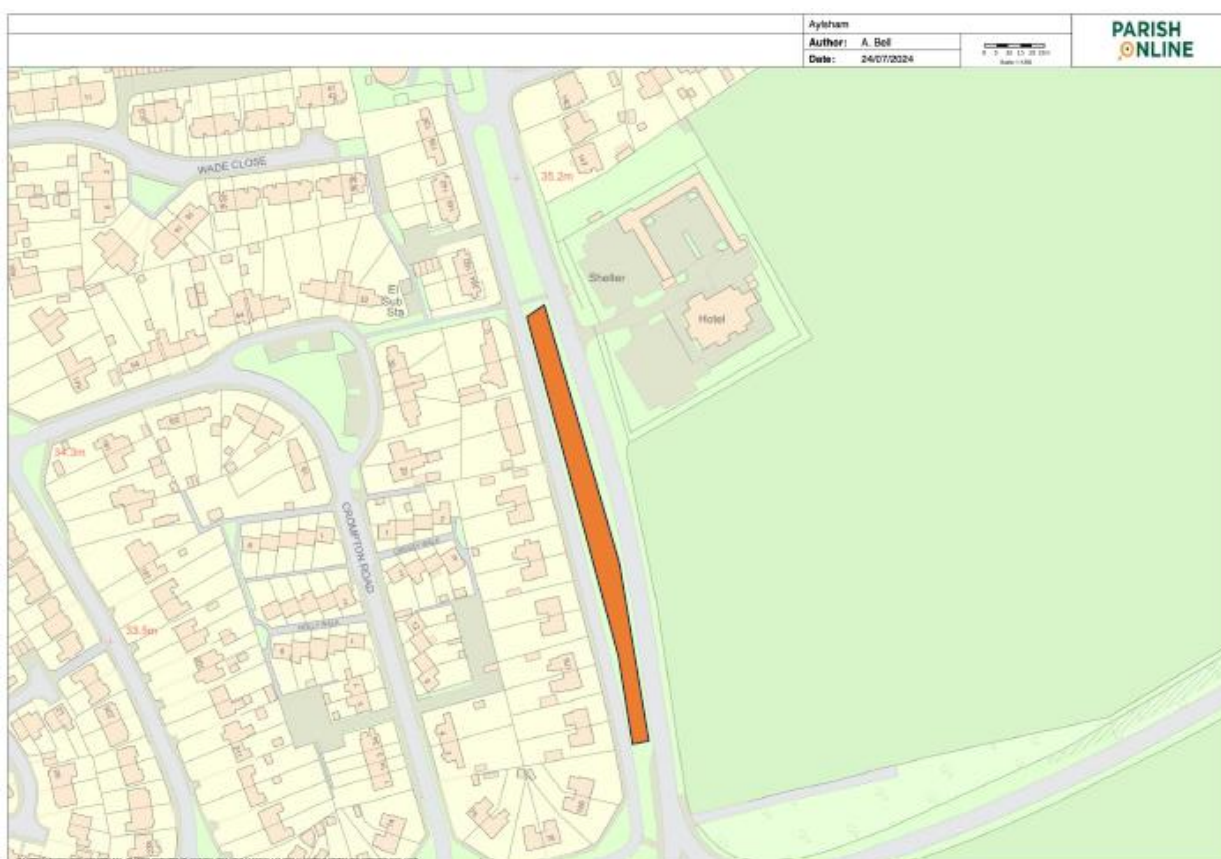
Model 30 style Swift nest boxes (a) or (b) x 10	£400.00
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Total	£956.50

TOTAL FOR PROJECT 1 £1,913.00

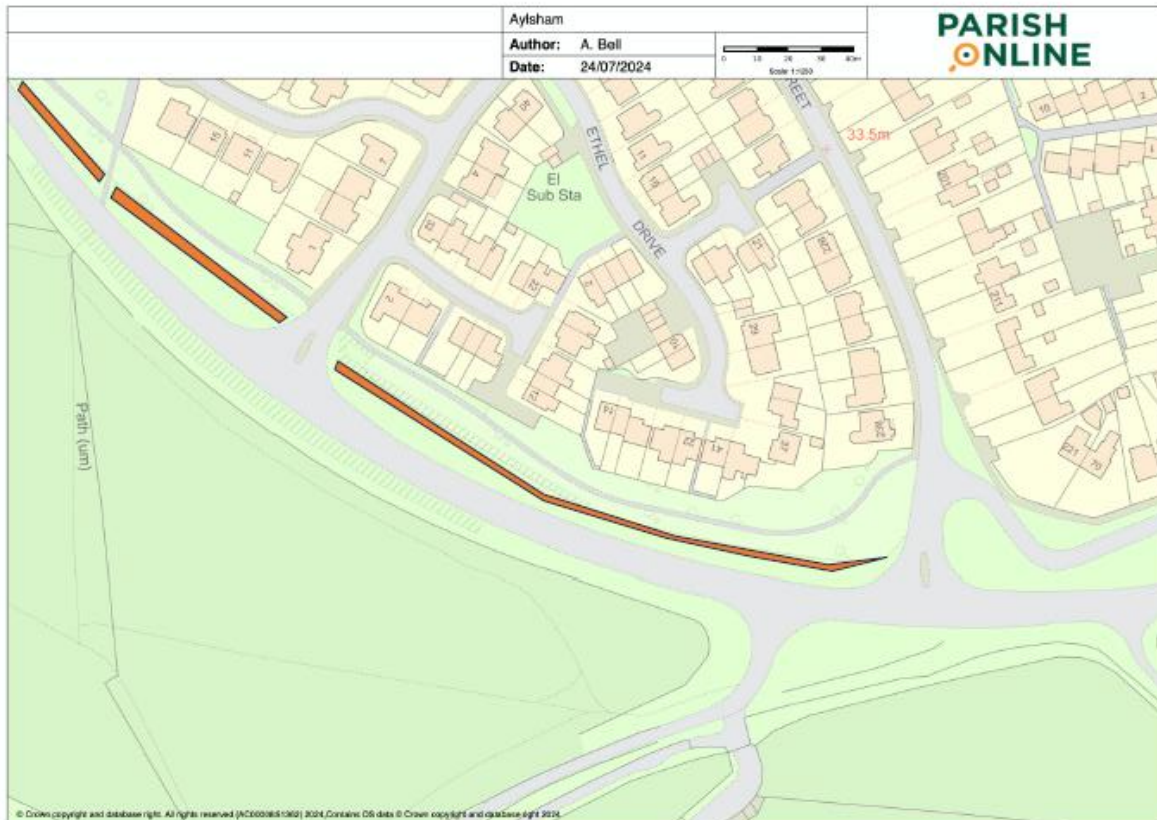
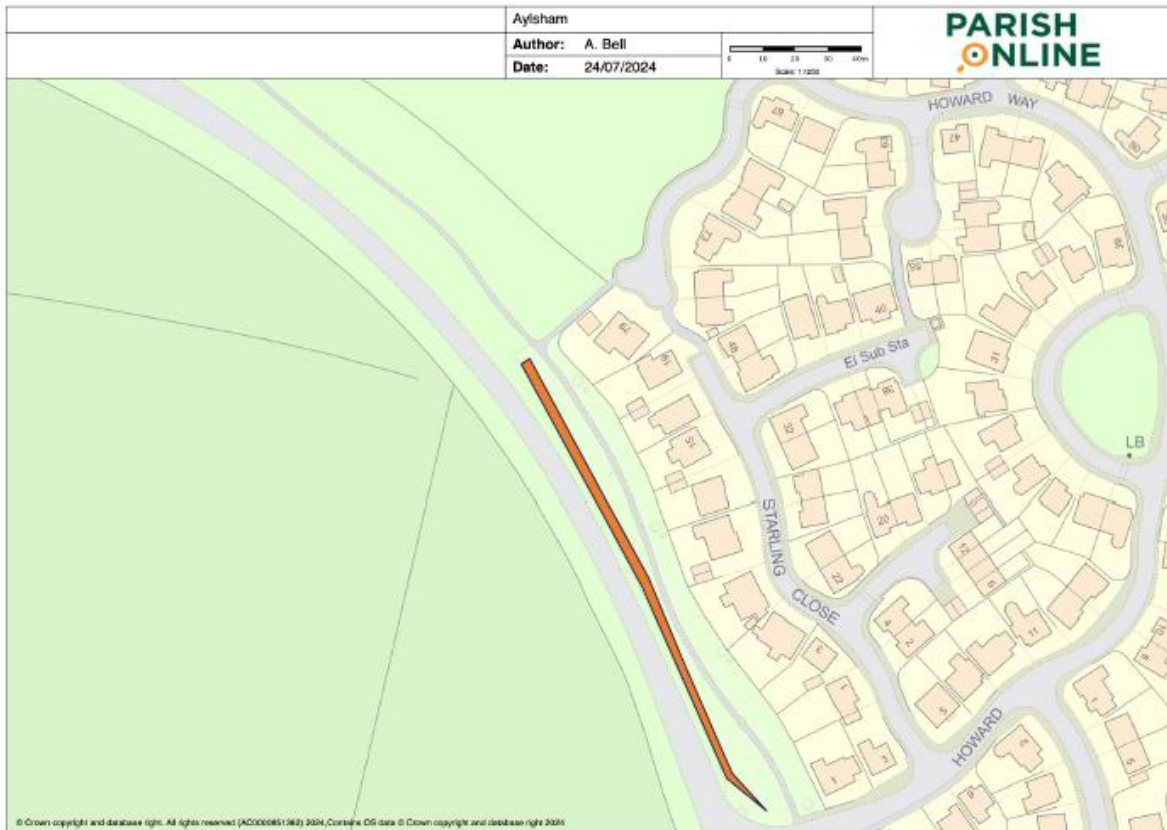
Project 2 – Wildflower Creation Areas

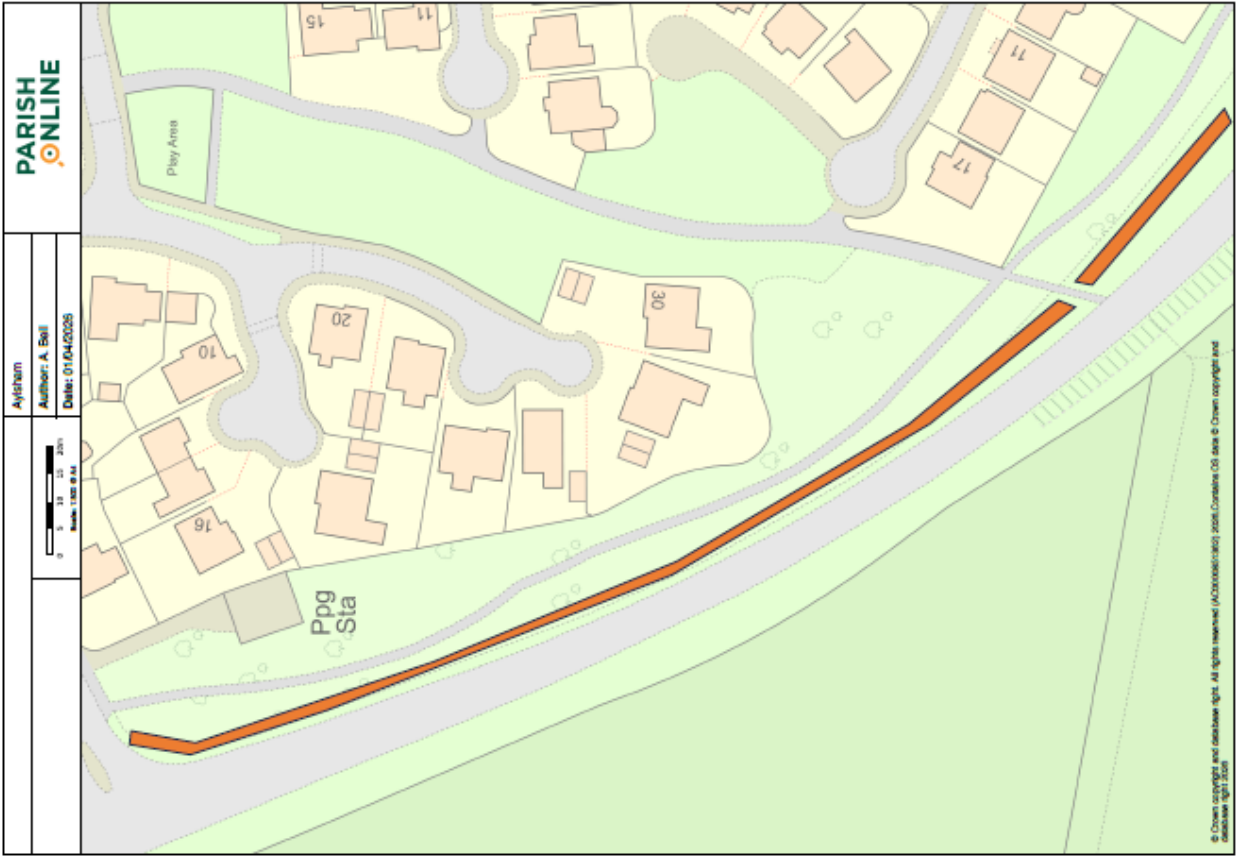
Create wildflower strips along highway verges, ensuring safety and sightlines for drivers are still retained. Areas to prepare and seed:

The strip of land dividing Norwich Road and Orchard Lane - 1000 m2

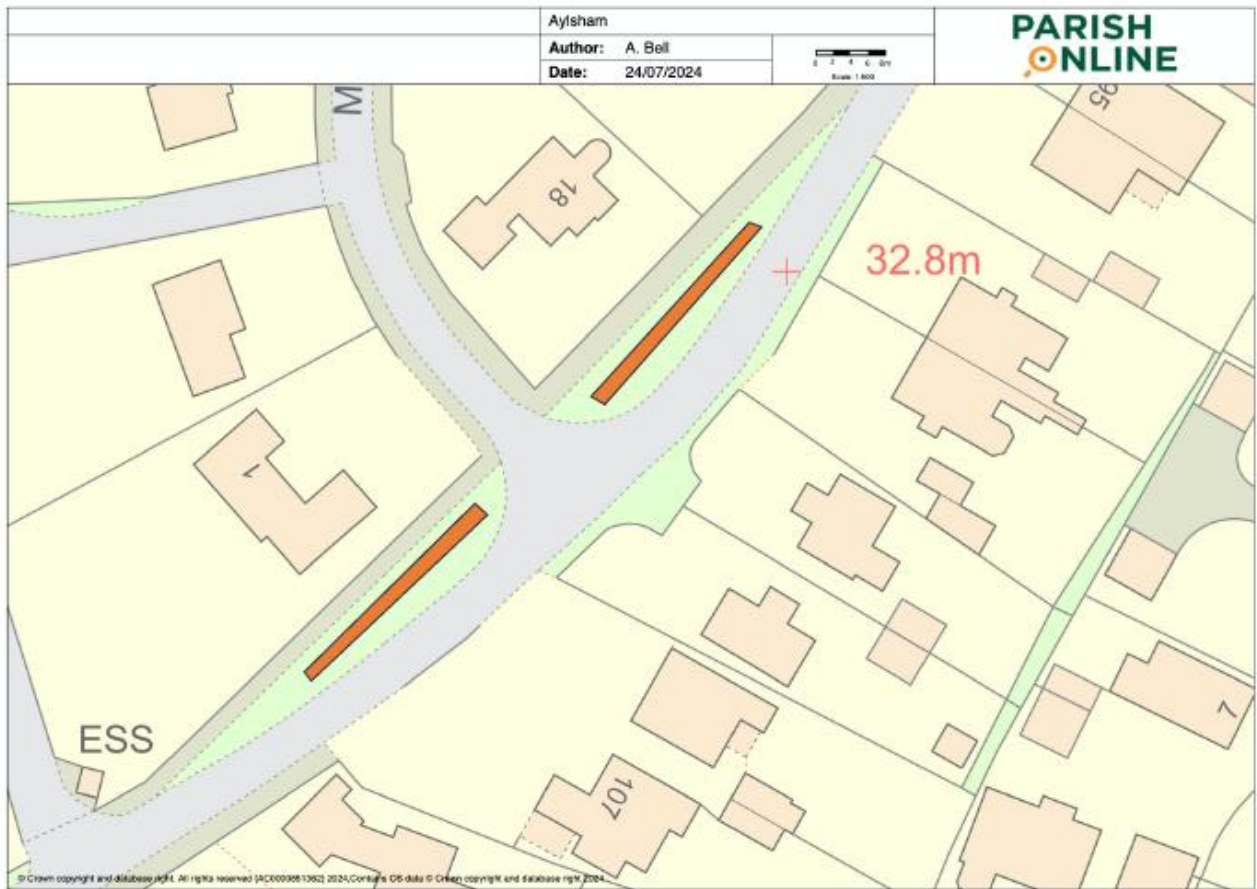


The strips of land along Henry Page Road Approx 1819 m2





The land either side of Mill Pightle Approx 67 m2



Approximate area for wildflower seeding 2886 m2

Planting wildflowers can deliver a wide range of positive outcomes—environmental, social, and even economic. Here are some of the key benefits:

Environmental benefits

Wildflowers play an important role in supporting biodiversity. They provide food and habitat for pollinators like bees, butterflies, and other insects, many of which are in decline. By encouraging these species, wildflowers also help maintain healthy ecosystems and support natural food chains.

They also improve soil health. Deep-rooted species can enhance soil structure, increase nutrient cycling, and reduce erosion. In addition, wildflower areas can help absorb rainwater, reducing surface runoff and lowering the risk of localised flooding.

Support for pollinators

Wildflowers are especially valuable for pollinators, offering nectar and pollen throughout the growing season. This is crucial for species such as bumblebees and solitary bees, which rely on diverse flowering plants to survive. In turn, pollinators are essential for crop production and food security.

Climate and sustainability benefits

Wildflower meadows can contribute to carbon storage in the soil and reduce the need for

chemical inputs like pesticides and fertilisers. This makes them a more sustainable landscaping choice and supports broader climate and environmental goals.

Wellbeing and community value

Wildflower spaces are visually appealing and can boost mental wellbeing. Access to natural, colourful environments has been shown to reduce stress and improve mood. They can also create opportunities for community involvement, education, and local pride.

Economic advantages

Enhancing the attractiveness of an area, supports tourism and local businesses.

Cost for Project 2

6kg Native British wildflower seeds	£1,020
Ground prep costs	£45.65
Seed spreader	£158

TOTAL FOR PROJECT 2 £1,223.65

Project 3 – Improvement of the Old Station Yard and other Open Spaces to Benefit Nature

Proposal

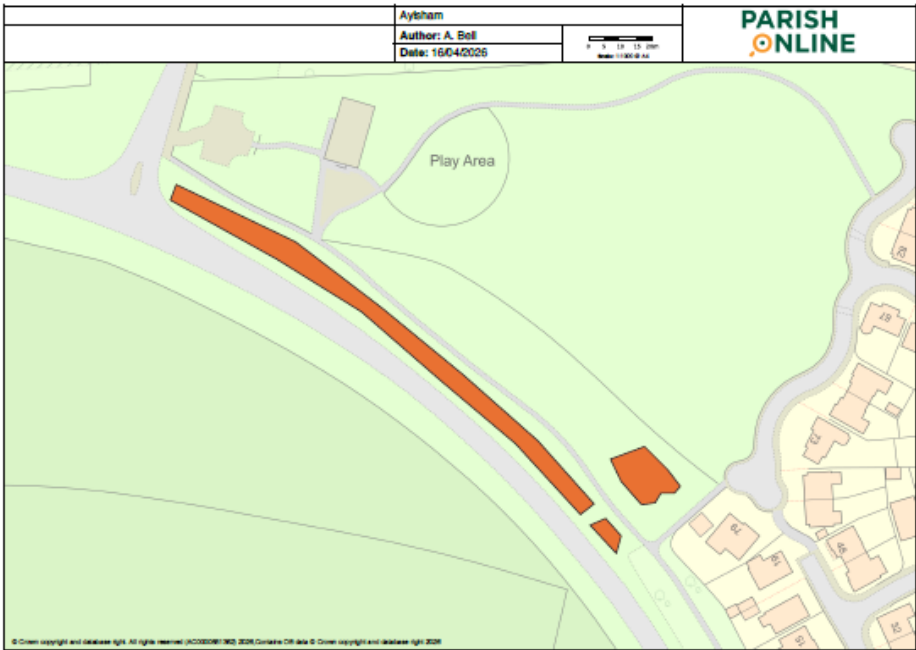
To plant on the exposed bank of the Old Station Yard and add spring interest and early nectar source and help to stabilise the bank. The proposal would be to plant a woodland bulb mix of native bluebells, winter aconite, wood anemone, and snowdrops. 500 bulbs for planting in Autumn 2026.

We would extend the project to the grassed areas of Henry Page Road. We would sow yellow rattle seed to supplement other seed mix and for use on the heavily grassed areas at Henry Page Road and also the bulb borders at Paupers Graveyard. This would be sown in Autumn 2026 after the grass has been scarified.

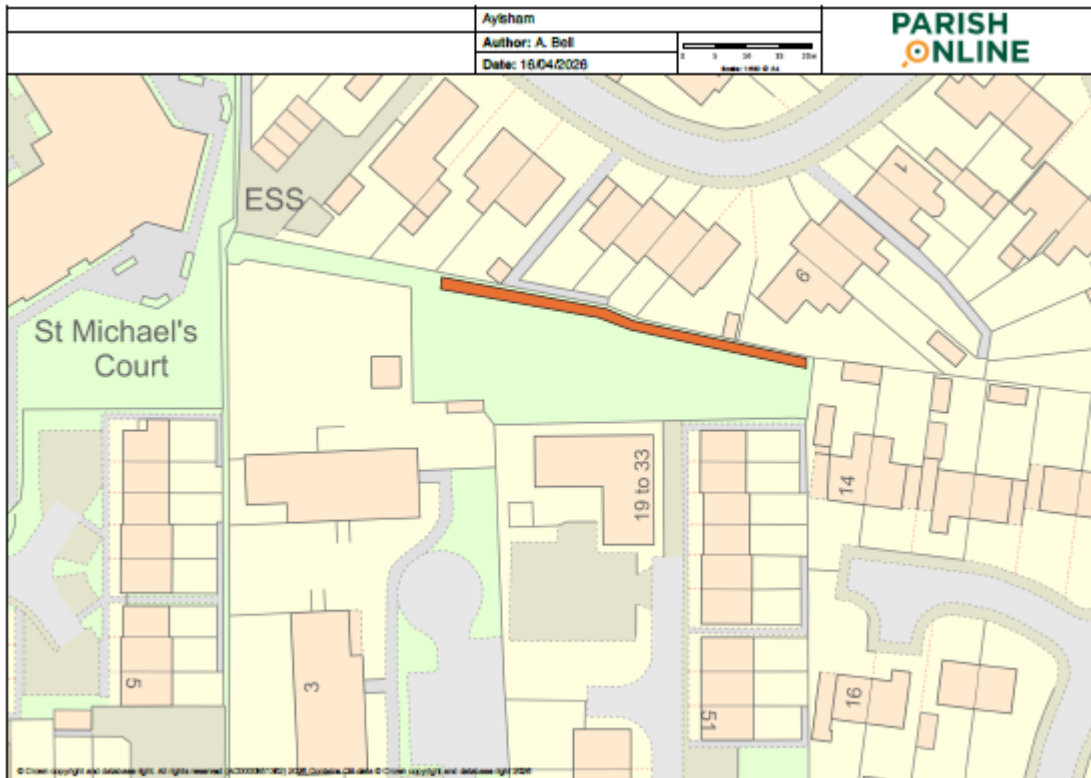
In addition to this, we would work with the community shed to provide owl, bat and bird boxes on trees that the Town Council is responsible for.



Planting area at the Old Station Yard



Planting area at Henry Page Road



Planting area at the Paupers' Graveyard

Cost for Project 3

Woodland Bulbs	£126.00
Yellow Rattle and Seed Mix	£72.00
Owl, bird and bat boxes	£500.00
TOTAL FOR PROJECT 3:	£698.00

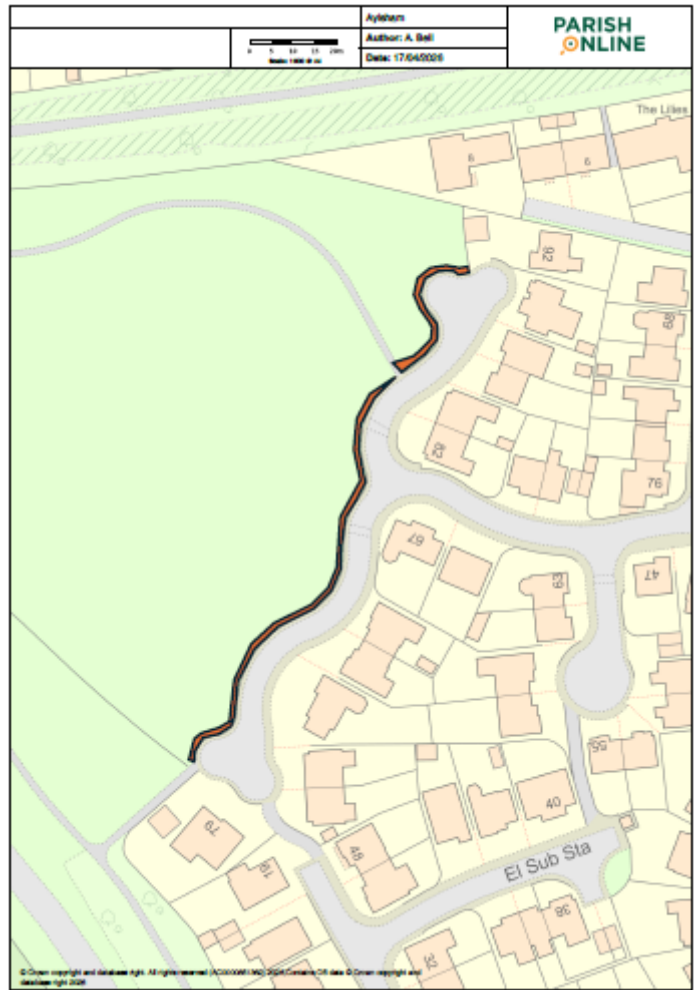
Project 4 – Hedge Planting at Mileham Drive Multi Use Games Area

Proposal

The Mileham Drive MUGA has provision for sports and recreation, catering for a wide range of ages. Alongside the equipment, the space provides an area for picnics and is popular with residents throughout the year.

There are well established hedges and trees within most boundaries of the area as well as a recently planted orchard and wild meadow neighbouring to the southwest.

There is a 145 metre metal fence that runs along the eastern edge of area (see image below). The current boundary provides no habitat corridor linking both sides of the area.



The proposal is to plant a low hedge alongside the length of the fence to provide habitat and food for pollinators while improving the aesthetics.

The hedge would provide a corridor linking the orchard to the established habitats found on Marriotts Way.

To create contrast and a point of interest, the plants chosen provide various colour and scents in both flower and foliage.

The selection would be as follows.

- 35 x Cotton Lavender (*Santolina chamaecyparissus*) @ £4.68 = £163.80
 - 35 x Euonymus Silver (*Euonymus fortuneii* 'Emerald Gaiety') @ £8.40 = £294.00
 - 35 x Hypericum Hidcote (*Hypericum x hidcoteense* 'Hidcote') @ £5.40 = £189.00
 - 35 x Lavender Hidcote (*Lavandula angustifolia*) @ £7.68 = £268.80
 - 35 x Olearia X Haastii (*Olearia x haastii*) @ £9.24 = £323.40
 - 35 x Rosemary (*Rosmarinus officinalis*) @ £9.24 = £323.40
- Total = £1,532.40**

Ground preparation cost

- 4 x Tree and Shrub Topsoil Mix 800kg bulk bag (Baileys) @ £86.40 = £345.60
 - 10 x Bone Meal 1.5kg bag (Hopes Grove Nurseries) @ £8.39 = £83.90
 - 4 x Bulldog Premier Planting Tool (Pitchcare) @ £33.54 = £134.16
- Total = £563.66**

Project 4 Total = **£2,096.06**

TOTAL FOR ALL PROJECTS: £5,930.71

Town Clerk

From: [REDACTED]
Sent: 23 April 2026 21:43
To: [REDACTED]; Town Clerk
Cc: [REDACTED]
Subject: Library of things

Hi Grizelda and Faye,

Could I make a request for an agenda item for the next meeting please?

Although the blister pack interim storage offer from the district council is not going to go ahead, there is some other good news. They are looking to set up a library of things contained within a n "In post-style set of lockers and are looking for a sight for this in Broadland. It thought his might be right up our street!

It's early days but I'd like to see what people think.

Michael

Sent from [Outlook for Android](#)

Town Clerk

From: [REDACTED]
Sent: 30 April 2026 15:18
To: Town Clerk
Subject: Agenda item request - Plant Based Treaty endorsement

Dear [REDACTED]

I am writing ask whether it would be possible for Aylsham Town Council to consider supporting the [Plant Based Treaty](#), and to explore stronger plant-based food options within council activities.

Councils across the UK are increasingly looking at how food policy can contribute to climate commitments and public health goals. **Norwich** and 5 other UK councils have already endorsed the Plant Based Treaty, alongside more than [70 towns & cities globally](#).

While town councils have a more local role, they can still show leadership through the food served at events, community initiatives, and by supporting positive public awareness. Increasing plant-based options is a practical way to reduce emissions, improve public health, and demonstrate local leadership.

I would welcome the opportunity for the council to consider:

- Supporting or endorsing the Plant Based Treaty
- Increasing plant-based options at council events and community venues
- Supporting local awareness initiatives around sustainable food

I would be happy to provide a short draft motion or proposal if helpful, and would really appreciate your guidance on whether this could be considered at a future meeting, or the best way to bring this forward.

Many thanks,

[REDACTED]

ACE FINANCIAL REPORT (to 30th April 2026)

There was no revenue budget from the precept allocated for 2026/2027. The ACE underspend from 2025/2026 was transferred to earmarked reserves for use by ACE

ACE Earmarked reserves:

Existing Earmarked reserves balance	£909.00
Underspend from 2026/2027	£4,710.85
TOTAL General Budget	£5,619.85

Income 01/04/26 to date:

Blister Pack Donations	£64.42
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Expenditure 01/04/26 to date:

Starlings Transport (blister packs)	-£61.22
2no. Eco plastic charity collection boxes	-£21.97

Balance of General ACE Earmarked Reserves	£5,601.08
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Earmarked Reserves (ACE Events):

Opening Balance 01/04/26	£669.25
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Projects

Green Infrastructure Grant (Nature Trail)

Grant Income		£5,000.00
Expenditure		
S&M Supplies (Comm Shed)	-£227.55	
S&M Supplies (Comm Shed)	-207.10	
Balance		£4,565.35

Veolia (allotment project)

Grant Income	£725.00
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Green Infrastructure s106

Projects agreed:

Swift Streets	£1,913.00
Wildflower Creation Areas	£1,223.65
Improvements to OSY and other open spaces	£698.00
Low hedge planting at Mileham Drive	£2,096.06
TOTAL	£5,930.71

Income has not yet been received for these projects. Broadland District Council will pay on receipt of valid invoices.