



## **MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE HELD AT DRILL HALL, ON TUESDAY 20<sup>th</sup> JANUARY 2026 AT 11am.**

**PRESENT:** Pat Prekopp (Chair) - Aylsham Slow Food, Town Council  
David Anderson – Aylsham Town Council  
Mo Anderson-Dungar - W.I. and Country Markets  
Kevin Cunnane - Aylsham Town Council  
Mary Evans – Aylsham Town Council  
Giles Margarson - Aylsham Community Partnership  
Graham Peers – Broadland District Council  
Jean St Clair – U3A  
Wendy Sadler – Aylsham in Bloom  
Grizelda Tyler – Aylsham Climate Emergency

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council.

### **1. To Receive Apologies for Absence**

Apologies were received from Mike Downes (Aylsham Rotary).

### **2. To Receive Declarations of Interest and Requests for Dispensation**

None raised.

### **3. To Agree the Minutes of the Cittaslow Aylsham Committee held on 18<sup>th</sup> November 2025**

The minutes from the meeting held on the 18<sup>th</sup> November 2025 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

### **4. To Note any Matters Arising from the Minutes, not Listed Elsewhere on the Agenda**

No matters raised.

### **5. Adjournment of the Meeting to Allow Members of the Public to Speak**

No members of the public in attendance.

### **6. Cittaslow UK and Cittaslow International**

Mo reported that a Cittaslow UK meeting needed to be arranged for March. Patrick raised concerns that there remains an issue with the Cittaslow UK website. Confirmation is required from Mold as to whether they would be looking into this.

Mo reported that the International Coordinating Committee would be meeting between the 17<sup>th</sup> and 19<sup>th</sup> April in Canada, and the General Assembly would be meeting in Italy between the 19<sup>th</sup> and 21<sup>st</sup> June. Cittaslow week would start on 20<sup>th</sup> September, culminating with Cittaslow Sunday on 27<sup>th</sup> September.

## **7. To Receive Market Updates**

### **a) Food and Craft Market**

Country Markets had yet to decide whether they would be continuing with the Food and Craft markets.

The facilities officer had advised that last months food and craft market had 7 stalls, including the charity stalls. The stalls were condensed down into the spaces outside the Co-op, and this format will remain in place until there are more attendees. The Clerk reported that entertainment for the food and craft markets has been contacted in the form of:

- Norwich Droids
- AB Enchanted (princesses)
- James D's party time (play trailer)
- Phil Cole Caricaturist
- Holt Ridge Morris Dancers

Dates offered are:

- Saturday 4th April
- Saturday 2nd May
- Saturday 6th June
- Saturday 4th July
- Saturday 1st August
- Saturday 5th September

Once all forms of entertainment have been booked in, promotion can take place.

Investigations have been taking place into whether buskers would require any form of licensing. This is not the case and work can be done to attract this type of informal entertainment.

### **b) General Markets on Monday and Friday**

The facilities officer had reported that Mondays are going well at almost full capacity. There is space for one small stall now that Earthglade has left. There are two larger stalls currently on the waiting list.

Fridays are low on numbers with the average attendance being four stalls. The market traders are putting the word about that there are spaces available, but it is acknowledged this is not the best time of year.

Mitchell Philpott is seeking to arrange a meeting of the market traders.

With the budget agreed, the new prices can be implemented on 1<sup>st</sup> April 2026.

**c) Country Markets**

As previously reported, Country Markets are still keeping under review their attendance at the Food and Craft market.

**8. Visit Aylsham**

**a) To note the minutes of the Visit Aylsham Working Group (20<sup>th</sup> November 2025)**

The draft minutes from the meeting of 20<sup>th</sup> November were noted.

**b) To receive update on Heritage Snail Trail**

Patrick showed the meeting potential designs for the stone snail plaques. It is planned to install these on the listed buildings that are part of the trail. The Heritage Officer has visited the listed buildings involved and is content in principle to the stone plaques and fixings. These would be subject to a listed building planning application. Other local artists would have their designs on tiles displayed on the non-listed buildings. Their work would be credited on the website.

Permission is required from business owners and the paper map and website connections are to be arranged.

The next meeting of the sub group is on 29<sup>th</sup> January 2026.

**c) To consider options for town planters**

The Town Council is not currently in a position to replace the town planters and alternative sources of funding, such as business sponsorship was suggested.

Wendy reported that Aylsham in Bloom is responsible for 30 planters. These included:

- 12 around the pump
- 12 in the market place
- At the town sign on Burgh Road
- The tubs by Tesco bus stop
- Two at the Drill Hall and the Drill Hall borders
- The Blickling Road Triangle
- At the town sign on Cawston Road/Henry Page Road

~~These are made of a composite plastic, and therefore are not subject to the same decay that the wooden planters are.~~

Apart from the tubs around the pump these are made of wood, and therefore require maintenance which Bloom will do. Bloom has plans to gradually replace these with composite plastic.

decay that the wooden planters are.

There are 4 wooden **Town Council** planters left in the town (at the bus stop, by the Co-op wall, outside the public toilets and in front of the town hall). Wendy and the clerk will review them to see if there is any possible maintenance work that can be done.

Three **Town Council** planters were donated to the pizza place in the Market Place and required attention. Patrick will visit the business and open up a dialogue with regards to these works.

**9. To Receive Information on the UK Town of Culture competition and agree any further actions**

Information on the UK Town of Culture competition had been circulated. Should the town wish to enter, an expression of interest needed to be submitted by 31<sup>st</sup> March 2026. Whilst not committing to the project until this has been decided by full council, the clerk will:

- Discuss a partnership area with Blickling and Wolterton.
- Email community groups with some baseline questions and establish their ideas and enthusiasm for the project.
- Contact regional partners to ensure any plan Aylsham makes aligns with theirs.
- Speak to Mitchell Philpott about digital technology.
- Contact the Roman Dig project.

**10. To Note the Minutes from the Aylsham Climate Emergency Working Group (1<sup>st</sup> December)**

Grizelda reported that the Live Well for Less event will be held on 31<sup>st</sup> January. As part of this event, partners include:

- Slow Food will providing free bowls of soup and the recipes to make at home.
- Second hand school uniforms
- Upcycling materials
- The community shed
- Broadland District Council's Help Hub
- Thermal imaging camera
- Knitters and Sewers
- Country markets, selling dog coats from recycling materials.

The focus of the event will be a save money through reducing carbon. There will also be an explanation of where the various recycling goes.

There will be consultation opportunities for the Neighbourhood Plan and transport ideas.

The film 'Climate Scam' is being shown on 6<sup>th</sup> February and a series of films for 2026/2027 is being organised.

**11. To Note the Minutes from the Aylsham Community Events Committee (20<sup>th</sup> November and 17<sup>th</sup> December)**

The minutes were noted. The next meeting is on 21<sup>st</sup> January.

**12. To Receive the Following Group Reports**

**a) Slow Food Aylsham**

Patrick reported that the Slow Food Aylsham AGM was held last week, with all the officers re-elected. There are three new members to the group, and a commitment was made to the Slow Food Festival in October.

Grizelda thanked slow food for coming to the Live Well for Less event on 31<sup>st</sup> January.

**b) Aylsham High School**

No report.

**c) Aylsham in Bloom**

Wendy reported that the Open Gardens are to be held on 27<sup>th</sup> and 28<sup>th</sup> June, with tickets being sold from the Heritage Centre. So far there are eight gardens but the group is appealing for more.

**d) Aylsham Business Consortium (ABC)**

No report. The next meeting is on 10<sup>th</sup> February.

**e) Aylsham Parish Church**

No report.

**f) Aylsham Rotary Club**

No report.

**g) Aylsham U3A**

Jean reported that the group has seen an increase of membership. Plans are being put in place for the forthcoming year.

**h) Aylsham WI**

Mo reported that the group did the 'Lights Down breakfast for the volunteers on 18<sup>th</sup> January. The group is putting together the calendar of events from April 2026 to March 2027.

**13. To Note any Items for the Next Agenda**

UK Town of Culture

**14. To Agree the Date of the next Meeting**

This was agreed as Tuesday 17<sup>th</sup> February 2026, 11am at the Drill Hall.

There being no further business the meeting was closed at 12.05pm

## Visit Aylsham Working Group Meeting

### Held in the Council Chamber on

### Thursday 15<sup>th</sup> January 2026 at 3pm

#### Attendees:

Patrick Prekopp (Aylsham Town Council) Chairman.  
Sue Catchpole (Broadland Council)  
Mitchell Philpott (Aylsham Town Council)

Also in attendance: Faye LeBon (Town Clerk, Aylsham Town Council)

#### 1. To Receive Apologies for Absence

Apologies were received from Jayne Andrew, Tim Briscoe and Graham Peers.

#### 2. To Agree the Minutes of the Meeting held on 20<sup>th</sup> November 2025

The draft minutes had previously been circulated. These were **agreed** as a true and accurate record of the meeting by the group, and were signed by the Chairman.

#### 3. To Note Matters Arising from the Previous Meeting

The clerk updated the group on a possible valuations session with Charles Hanson. Whilst he is presently booked for 2026, he has asked for some dates to see if an extra session in Aylsham can be accommodated.

#### 4. To Receive Update on Norfolk County Council's High Streets Matter Love Your Market Town Funding and agree with the progression of:

##### a) Heritage Snail Trail

Jayne had sent a written update in preparation for the meeting. Members provided further updates.

##### *Completed*

- Locations of the snails have been agreed and the type of snail at each location has been agreed
- Teucer Wilson has agreed to create 6 stone carvings for the main listed locations in the market place
- Richard Preston has agreed to make a planter for the pump
- Creative Lincs can print the designs for the 'painted' snail plaques onto an aluminium material.
- Wild in Art snail has been ordered and five artists have been approached to submit their designs by the end of January – these will be discussed and a design chosen at the next meeting

- Additional funding has been secured from Sue Catchpole and Cittaslow which means we can go ahead with the full plan.
- The creation of and support around the QR codes has been tested and will work for the needs of the project

*In progress*

- Mitchell is investigating costs for the QR code plaques – we need to review the design and size of these. The costs could be reduced by using the same QR code on each plaque which points to the Snail Trail webpage.
- Four local artists have been approached to submit their work for the snail trail. They will be recognised on the website.
- The group has met with Steven King (Broadland District Council conservation officer) to discuss plaques on listed buildings. Teucer will then create some designs for the planning applications and cost them up.

*To Do*

- Gain permissions from business owners and building owners once we have clearance from Broadland District Council.
- Finalize and contact artists with a brief for the plaque snails
- Order the metal snail from Etsy
- Order the rubbing plaques
- Write the content of the trail to go on the website
- Organise content into the paper map

**b) Increasing Footfall to the Market Place**

The Young Traders market due to take place on 12th December did not happen due to the Market Traders Federation not advertising the opportunity to their database of traders. A new date will be sought for this event.

Entertainment for the food and craft markets has been contacted in the form of:

- Norwich Droids
- AB Enchanted (princesses)
- James D's party time (play trailer)
- Phil Cole Caricaturist
- Holt Ridge Morris Dancers

Dates offered are:

- Saturday 4th April
- Saturday 2nd May
- Saturday 6th June
- Saturday 4th July
- Saturday 1st August
- Saturday 5th September

Once all forms of entertainment have been booked in, promotion can take place.

The Clerk will investigate whether buskers are permitted in Aylsham Market and if so further investigation can take place as to how to attract them.

The date of the Spring seasonal market has been agreed with the Events Committee as Sunday 10th May.

Mitchell has spoken with several of the market traders and they are open to a meeting to discuss what works and what doesn't with the markets. Phone numbers have been provided to establish a meeting.

The Clerk and Facilities Officer will review the current market application forms and rules, with a view to bringing back for committee approval.

#### **5. To Receive Update on Visit Aylsham Website**

Mitchell and the Clerk updated the group on the existing website.

Mitchell has been working on a new site with enhanced features such as the ability to subscribe to a newsletter, and explained to members how this can be updated.

It was unanimously agreed that this site should be used as the basis for Visit Aylsham and be uploaded as soon as is practicable due to the absence of the existing Visit Aylsham site.

Patrick will find the details of the Walkers are Welcome website.

Mitchell will present the new website to ABC on 20<sup>th</sup> January.

Mitchell was thanked for his work on this project.

#### **6. To Consider Future Application for a Bank Hub in Aylsham**

It was reported that applications from both the Town Council and the local MP had been unsuccessful, each being declined by LINK because of the perceived ability to access cash in the town. However, the maps shown by LINK where cash can be accessed appear to be significantly out of date.

It was agreed to put a business case together for LINK, including consultations with local people and business, potential premises and engagement with the Post Office.

It was suggested that a survey could be done as part of the Live Well for Less event. The clerk will contact Kay Montandon.

#### **7. To Receive Update on Market Planters**

The Town Council discussed the planters in town at its meeting on 7<sup>th</sup> January. The original estimate of £259 per planter from the Community Shed was for softwood. It was anticipated that a hardwood equivalent would be three times the cost.

Subsequently, the Town Council agreed not to budget for this project in 2026/2027. Discussions occurred as to whether local business/groups might be willing to sponsor a planter to cover the capital costs. Not only could local businesses sponsor planters

outside their premises, out of town businesses, such as garden centres, could sponsor a planter to raise awareness of their business to visitors to the town centre.

**8. Items for Information / Next Agenda**

The recently announced UK Town of Culture competition was discussed. It was agreed to proceed with an application, with the worst case scenario being awareness will be raised of the culture Aylsham has to offer.

**9. Date of Next Meeting**

Wednesday 11<sup>th</sup> February at 3pm, with a Snail Trail sub group on 29<sup>th</sup> January

With no further business to conduct, the meeting closed at 4.30pm

Signed (Chairman) \_\_\_\_\_ Date \_\_\_\_\_

## Visit Aylsham Working Group Meeting Held in the Council Chamber on Wednesday 11<sup>th</sup> February 2026 at 3pm

### Attendees:

Patrick Prekopp (Aylsham Town Council) Chairman.  
Jayne Andrew (Aylsham Heritage Centre)  
Tim Briscoe (Aylsham Town Council)  
Sue Catchpole (Broadland Council)  
Graham Peers (Broadland District Council)  
Mitchell Philpott (Aylsham Town Council)

Also in attendance: Faye LeBon (Town Clerk, Aylsham Town Council)

Local artist Mik Richardson joined the meeting briefly. Mr Richardson was the successful artist selected for the feature snail. Introductions were made and Mr Richardson congratulated on his selection. He will liaise further with the group when the feature snail is delivered.

### 1. To Receive Apologies for Absence

None received

### 2. To Agree the Minutes of the Meeting held on 15<sup>th</sup> January 2026

The draft minutes had previously been circulated. These were **agreed** as a true and accurate record of the meeting by the group, and were signed by the Chairman.

### 3. To Note Matters Arising from the Previous Meeting

None raised.

### 4. To Receive Update on Norfolk County Council's High Streets Matter Love Your Market Town Funding and agree with the progression of:

#### a) Heritage Snail Trail

It was confirmed that the Town Council had granted the project £1,000 from the bottle bank credits reserve.

Jayne advised that Broadland District Council had confirmed that planning permission would not be required for snails that would be placed in the Conservation Area. The next stage would be obtaining permissions from the building owners and the business owners.

The main artist has been selected to decorate the feature snail. Amongst the design there will be 20 small snails on there with the challenge of finding them. It was agreed that the small snails should be the Cittaslow logo.

Mitchell and Jayne will be meeting to discuss the QR codes on the plaques, and where the QR codes will direct the user to on the website.

Discussions occurred as to the stone snails being designed by the local artist.

Decisions are yet to be made as to whether the plaques should be Dibond or Perspex  
Creative Lincs has a sample of the Dibond for members to look at.

It was agreed that the group will continue arranging the plaques, leaving the local artist to focus on the stone carvings.

Mitchell will circulate some mocks ups of the plaque and QR code and circulate. Pat will circulate the local artist's mock up of the stone carving.

It was agreed the next meeting to focus on the snail trail will be 4<sup>th</sup> March at 2pm.

Mitchell advised that there was a desire to engage with the artistic community of the town. An art trail project is currently being worked up. As well as being of benefit to the local community as a stand alone project, it would be a useful addition to the Town of Culture application.

**b) Increasing Footfall to the Market Place**

The Clerk reported that the Young Traders market due to take place on 12<sup>th</sup> December did not happen due to the Market Traders Federation not advertising the opportunity to their database of traders. A new date will be sought for this event.

Entertainment has been contacted in the form of:

Norwich Droids – **chasing for a response**

AB Enchanted (princesses) – **In process of being booked in**

James D's party time (play trailer) – **In process of being booked in**

Phil Cole Caricaturist – **chasing for a response**

Holt Ridge Morris Dancers – **unable to attend on any of the dates**

Dates offered are:

Saturday 4<sup>th</sup> April, Saturday 2<sup>nd</sup> May, Saturday 6<sup>th</sup> June, Saturday 4<sup>th</sup> July, Saturday 1<sup>st</sup> August and Saturday 5<sup>th</sup> September

The date of the Spring seasonal market has been agreed with the Events Committee as Sunday 10<sup>th</sup> May.

The Facilities Officer now has a list of all contact emails for the market traders, to improve communications / support the arrangement of a meeting.

The Clerk will send Patrick the new market prices. The prices for the Street Food Festival will be agreed at the Events Committee on 18<sup>th</sup> February.

**5. To Receive Update on Visit Aylsham Website**

Mitchell reported that the placeholder website is now in place with basic content giving links to the heritage of the town, sporting activities, shops and eateries. All members were encouraged to check and feedback on the project.

The events capability can be developed quite quickly, and businesses should be encouraged to promote their events via Visit Aylsham.

The use of the blog facilities should also be encouraged. The benefit of blogs is that it assists with search engines and it will also allow local residents to write content. It can then be validated and scheduled in.

Mitchell has attended the recent ABC meeting to present the new site and ask for content to be checked. Other local businesses will be asked as to whether they would like their businesses added. Graham suggested scheduling in 'renewal dates' for the businesses listed on the site, so they can review their content on a regular basis to ensure the information is still relevant.

People are already starting to subscribe for more information. The site also has the possibility of creating a ticketing or RSVP system.

There is now a need to rationalise the Town Council website a the Visit Aylsham website and reference between the two.

#### **6. Items for Information / Next Agenda**

Graham will bring to Aylsham section of the 'Let's Go' website for review.

To discuss the Rural Capital of Food for the website.

#### **7. Date of Next Meeting**

Wednesday 11<sup>th</sup> March at 3pm, with a Snail Trail sub group on 4<sup>th</sup> March

With no further business to conduct, the meeting closed at 4.30pm

Signed (Chairman) \_\_\_\_\_

Date \_\_\_\_\_

## Cittaslow Meeting 24<sup>th</sup> February 2026

### Item 9 – Town of Culture Project

Since the last meeting, the following organisations have been approached directly for support with the project:

| Date Contacted | Organisation                                  | Response |
|----------------|---|----------|
| 23/01/26       | Blickling                                     | Yes      |
| 23/01/26       | Wolterton                                     |          |
| 23/01/26       | Mannington                                    |          |
| 23/01/26       | Norfolk and Suffolk Culture Board             |          |
| 16/02/26       | Roman Project                                 |          |
| 16/02/26       | Church  |          |
| 16/02/26       | Library                                       |          |
| 16/02/26       | Aylsham Learning Federation                   |          |
| 16/02/26       | Keepers Daughter Theatre Company              | Yes      |
| 16/02/26       | Aylsham Players                               |          |
| 16/02/26       | RBL   | Yes      |
| 18/02/26       | Broadland District Council (Communities team) |          |

An appeal for 'champions' of this project will be placed in JA and on social media. The JA article will read:

*In January, the Government's Department for Culture, Media and Sport launched the UK Town of Culture initiative. The successful town will have the opportunity to showcase its local vision, attract investment, foster civic pride and, ultimately, make arts and culture accessible to all.*

*The Town Council believes that Aylsham already has a rich and distinctive cultural heritage. Our story stretches back to Roman times, as evidenced by the remarkable discoveries of the Aylsham Roman Project, and continues through the centuries. From the Tudor connections at nearby Blickling Hall, to our once-thriving weaving industry, to our proud status as a Cittaslow town, Aylsham's heritage is woven into every part of our community. Today, that legacy lives on through our vibrant local artists, writers and creative groups.*

*We believe Aylsham's cultural community stands out, and we want to tell Government what makes our town special — and what we could achieve with the right investment.*

*However, with a short deadline of 31 March 2026 to submit our expression of interest, we need the support of the local community to help shape a strong and ambitious proposal.*

*Can you help us tell the story of Aylsham?*

*Do you have an interest in local culture and ideas for an inspiring programme in 2028?*

*Do you have project management skills to help scope and cost our plans?*

*Do you have insight into potential funding opportunities?*

*If any of these apply to you and you can spare some time, please contact Faye at [townclerk@aylsham-tc.gov.uk](mailto:townclerk@aylsham-tc.gov.uk) to become one of our UK Town of Culture champions and help make this vision a reality.*

Michael Goodwin has been appointed the champion from Aylsham Town Council, with Patrick Prekopp deputising.

## Cittaslow Meeting 24<sup>th</sup> February 2026

### Item 9 – b) To consider Area for Submission

As a reminder, the categories are:

| Category    | Population Size     |
|-------------|---------------------|
| Small Town  | Under 20,000 people |
| Medium Town | 20,000 - 75,000     |
| Large Town  | Over 75,000         |

The following are 2024 population estimates

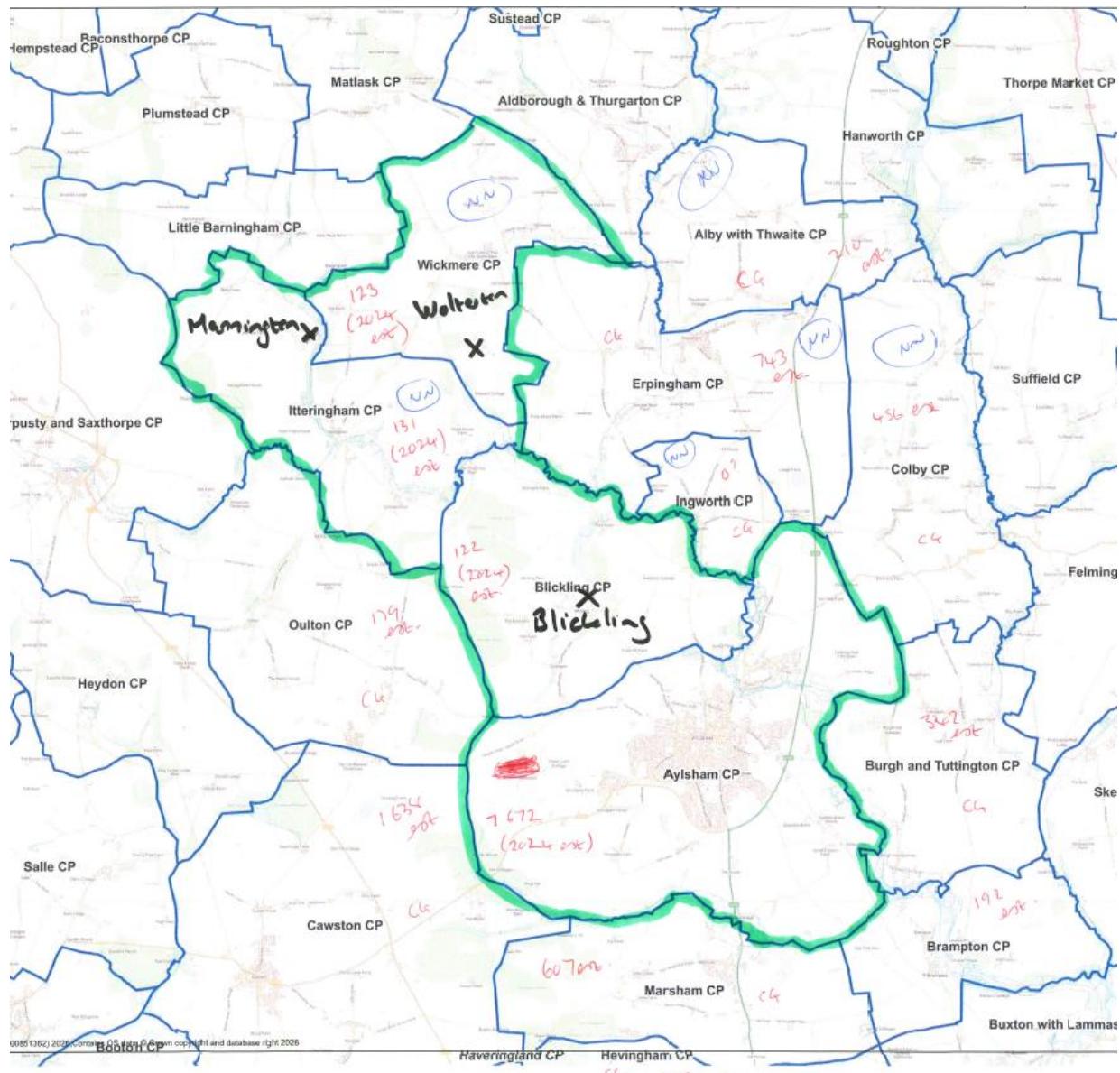
| Parish       | 2024 population estimate | Comments                  |
|--------------|--------------------------|---------------------------|
| Aylsham      | 7,672                    |                           |
| Blickling    | 122                      | To include Blickling Hall |
| Wickmere     | 123                      | To include Wolterton      |
| Itteringham  | 131                      | To include Mannington     |
| <b>TOTAL</b> | <b>8,048</b>             |                           |

Would the committee also consider the surrounding villages, many of which Kay already has a good rapport with as part of the Chairs' group. This could increase engagement and volunteer support:

| Parish             | 2024 population estimate | Comments                  |
|--------------------|--------------------------|---------------------------|
| Aylsham            | 7,672                    |                           |
| Blickling          | 122                      | To include Blickling Hall |
| Wickmere           | 123                      | To include Wolterton      |
| Itteringham        | 131                      | To include Mannington     |
| Alby with Thwaite  | 210                      | Chairs' Group             |
| Erpingham          | 743                      | Chairs' Group             |
| Ingworth           | 50                       | (estimate) Chairs' Group  |
| Colby              | 456                      | Chairs' Group             |
| Burgh & Tuttington | 342                      | Chairs' Group             |
| Brampton           | 192                      |                           |
| Marsham            | 607                      | Chairs' Group             |
| Cawston            | 1,638                    | Chairs' Group             |
| Oulton             | 179                      | Chairs' Group             |
| <b>TOTAL</b>       | <b>12,465</b>            |                           |

Even with the extra settlements the area remains in the 'small town' category.

It should be noted that some of the area falls in the North Norfolk District, therefore funding could be leveraged from 2 DCs.



## **Cittaslow Meeting 24<sup>th</sup> February 2026**

### **Item 10**

#### **Town Centre Planters**

The Town Council has been approached by a company called Green Council Solutions with a view to discuss biodiversity projects. One of these is:

#### ***'Market Place' Sustainable Drainage & Native Planters***

*Project Focus: Install integrated rain gardens and large native planters in the market place to capture rainwater from surrounding roofs and the square itself. This reduces surface water flooding, adds year-round greenery and colour, demonstrates the town's commitment to the Broads environment, and enhances the setting for the weekly market.*

Would the committee like the Clerk to reach out to discuss this further and the costs for their services?

<https://www.greencouncilsolutions.org/>

# Minutes of the Aylsham Climate Emergency Group Meeting held on 2<sup>nd</sup> February 2026

**Present:**

|                           |                |                    |
|---------------------------|----------------|--------------------|
| Grizelda Tyler (Chairman) | Sue Catchpole  | Kevin Cunnane      |
| Adam Curtis               | Bryce Davies   | Catherine Fletcher |
| Louise Harlow             | Jenny Haycocks | Corrine Houldon    |
| Kate Mackenzie            | Kay Montandon  | Yvonne Stewart     |
| Heather Walters           |                |                    |

**Also Present:** Faye LeBon (Town Clerk) and Helen Sibley (Broadland District Council).

**1. To Receive Apologies for Absence**

None received.

**2. To Receive Declarations of Interest and Requests for Dispensation**

None received.

**3. To Agree the Minutes of the 1<sup>st</sup> December 2025**

The minutes of the meeting held on 1<sup>st</sup> December 2025 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**

The clerk confirmed that the latest film project proposal was on the Town Council agenda for 4<sup>th</sup> February.

**5. To Welcome Helen Sibley from Broadland District Council to Discuss Further Green Infrastructure Funding.**

Helen was welcomed to the meeting. It was noted that the Town Council/ACE had been successful in achieving a grant for £5,000 from the Future for Nature fund for the Nature Walk project. However, Aylsham could also receive further funding of £5,925 via Green Infrastructure S106 funding. This could be used to enhance the Nature Walk project or create a new Green Infrastructure project. It was noted that there had to be a project agreed by April 2026 to qualify for this funding. Ideas included:

- Expanding the Nature Walk project to include the Old Station Yard
- Link in to existing public rights of way eg: Bure Valley Railway, and add hedge planting.
- Improving derelict sites
- Pond creation (planning permission will be required)
- Planters for perennials or vegetables
- Homes for wild bees

- It was suggested to look at 'Greening Wymondham' and 'Our Nature Recovery' for more ideas. Rothbury park in Wymondham and a park in Queens Hills have put in rainwater harvesting systems.

Helen was thanked for her time and assistance.

## 6. Existing Projects.

### a) To receive update on and agree further actions on Broadland District Council's Future Fund for Nature (Nature Walk Project)

This had already been discussed under item 5.

### b) Tree Planting at the Old Station Yard

Adam reported that all the whips had now been planted. Assistance had been received from the Eagles at Aylsham High School. The trees selected had been 60% hawthorn and 40% other species. This combination, with blossom and berries, was better for biodiversity.

It was noted that it was difficult to plant up this area due to the areas of old concrete which remain.

There was a small amount of the grant left over. Adam and Andy will look to allocate this.

Yvonne has some photos to send to Just Aylsham, and the project will go on the Tree Council social media. Louise suggested showing some of the photos at the Climate Scam film on Friday. Yvonne is putting together a calendar to enable people to find out about events over the course of a year.

### c) Expenditure of Veolia Grant

The clerk confirmed that the Town Council was in receipt of £725 for the allotment project. Bryce and Heather will confirm what is required.

### d) Receive report on Live Well for Less event

Grizelda reported that this was very well attended and was successful in raising awareness of carbon reduction. It was agreed that this should go ahead on an annual basis.

The social media promotion on the build up for this event was commended.

### e) Climate Scam Film

Climate Scam will be shown on 5<sup>th</sup> February at 7.15pm (doors at 6.45pm, helpers to be there at 6pm). After the film there will be a discussion, looking at all the positive things that people can do.

It was agreed to do more promotion over the next couple of days.

### f) Carbon Reduction and Local Businesses

It was agreed to defer this item.

### g) Family Learning Day

Grizelda reported that ACE had been invited to attend the next Family Learning Day at Aylsham High School. This event brings together families and local organisations for a day of fun and learning. It attracts good footfall so would be good promotion for ACE. Bryce, Heather and Louise offered to attend.

### h) To agree actions for other planned events

The film planned for May is from the Norfolk Wildlife Trust

In March, the Nature and Biodiversity group will be sending out information about the garden project.

**7. To Agree Purchase of ACE Gazebo for use at Events**

This was raised by ACE Waste as more space was required for mangling at the Food and Craft market. The clerk confirmed that there would be space to store a 3x3 pop up gazebo at the Town Hall. It was agreed that this would be a worthwhile project.

Heather will complete the project proposal form detailing the type of gazebo required.

**8. To Discuss the National Emergency Briefing and Agree Associated Actions**

**a) To Agree Actions in regards to the Cost Saving Event in January 2026**

Jenny had circulated some information to the group. She introduced the project which started as a gathering at Westminster, attended by 9 specialists, 100 MPs and 1,000 people. The National Emergency Briefing has been made into a series of short films. Snippets from each of these films will be made into a 45 minute documentary/film. It is hoped that this film will be available for showing in mid/late April. The film can be quite hard hitting therefore, if ACE were to show this film, it would have to be shown in a way whereby people will receive it.

More MPs are needed to get involved in the project. And the BBC and ITV are being lobbied to show the film.

Jenny is speaking to faith groups about the project, and will then reach out to other sectors.

It was agreed to show this film in the Town Hall, when the film is available.

A government document was identified – ‘Global Biodiversity Loss, Ecosystem Collapse and National Security’ which has not received any publicity. This document identifies food loss as a matter of national security.

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

***Transport***

There was a lot of feedback at the Live Well for Less Event about traffic in the market place. There was a lot of discussion about buses in the market place, and a lot of support for greening of the market place.

It was noted that vegetation has a positive impact on cooling ‘grey areas’. Camden Town and Elephant & Castle have good examples of ‘greening the grey’. SUDs systems can be installed to help keep trees watered.

***Comms***

The ACE website, from a cost and design perspective was discussed. There was a desire to have an events page on the website and to keep this updated. The designer is to be asked to attend an ACE meeting. Members were unaware of the cost of the website. Grizelda will speak with Pat Prekopp to discuss further, and the clerk will speak to the designer about updating the accessibility statement.

**10. 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.

|                       |                  |
|-----------------------|------------------|
| <b>Revenue Budget</b> | <b>£4,663.60</b> |
| <b>ACE Events</b>     | <b>£643.82</b>   |
| <b>Other Income</b>   | <b>£1,406.83</b> |

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

#### **11. Items for Future Agendas**

Adam noted that the 'M' from the trees outside the school, the initials of which spelt out 'Aylsham' would be replaced with a Mountain Ash.

Adam advised that the leader of the Broadland Tree Network would be stepping down.

Yvonne advised that that person would still be overseeing the orchard and the copse.

Items for future agendas:

Outward communications – the website designer should be asked to attend the next meeting.

#### **12. To Agree the Date of the Next Meeting as Monday 2<sup>nd</sup> March 2026 at 7pm**

This was *agreed*.

There being no further business the meeting was closed at 8.40pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_



## AYLSHAM COMMUNITY EVENTS COMMITTEE

### MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 21ST JANUARY at 7:00pm

#### **PRESENT:**

|                      |   |  |
|----------------------|---|--|
| Cheryl Bould (Chair) | - | Councillor                                   |
| Patrick Prekopp      | - | Councillor                                   |
| David Anderson       | - | Councillor                                   |
| Kevin Cunane         | - | Councillor                                   |
| Kay Montandon        | - | Aylsham Town Council Chair                   |
| Joan Bennett         | - | Town Resident                                |
| Giles Margarson      | - | Town Resident                                |
| Caron Lawrence       | - | Aylsham Business Consortium                  |
| Donna Butcher        | - | Aylsham Town Council Office & Events Manager |

#### **1. WELCOME INTRODUCTIONS & APOLOGIES**

The chair welcomed the committee. No apologies received.

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

None received.

#### **3. TO CONFIRM MINUTES OF MEETING HELD ON WEDNESDAY 17<sup>TH</sup> DECEMBER 2025**

The minutes of the meeting held on Wednesday 17<sup>th</sup> December 2025, as previously circulated were then *confirmed* and signed.

#### **4. INFORMATION ON MATTERS ARISING**

None raised.

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

None present.

#### **6. TO RECEIVE AN UPDATE FOR THE LIVE WELL FOR LESS EVENT**

**Kay Montandon** started by asking for volunteers for the event. Posters have been distributed and banners have been put up at Bure Valley Railway and on the Town Hall. **Kay** and **Donna** to meet to discuss layout. **Kay** asked for ideas for more promotion for the event. Stewards to arrive at 9am for a 10am start. Grizelda Tyler and Mo Anderson-Dungar will be providing refreshments from Country Market in the kitchen. Slow Food will be giving out samples of stew. **Cheryl** to send carbon footprint link to Kay and Patrick. **Kay** will approach Ian Gravenell regarding taking photos on the day.

**Kay** to check with Gavin Watson regarding PAT testing all electrical appliances on the day.

**7. TO REVIEW 2026 EVENTS CALENDAR**

All current events for 2026 calendar were **agreed**. It was noted that the Healthy Town event on 24<sup>th</sup> October had been missed off of the calendar, **Donna** to do a new poster with this included. It was agreed that the Visit Aylsham Food & Craft Seasonal Market grant would tie in with existing events, namely:

- Spring Craft Fair
- Street Party
- Food Festival
- Christmas Craft Fair

With a possibility of extending the Spring event into the evening by having an event in the hall. It was **noted** that this would put a lot of pressure on the Town Council staff, working long hours.

It was **agreed** that the Street Food Festival would be held on Sunday, 12<sup>th</sup> July.

**Donna** to check dates of other local events.

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

- Event Management Plan for Spring Food & Craft Market.
- Town of Culture Competition
- Debrief on the Live Well for Less event

**10. TO AGREE DATE OF NEXT MEETING**

Wednesday 18<sup>th</sup> February 2026 at 7pm in the Council Chamber.

**11. CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 8pm