



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 15TH JULY at 2:00pm

PRESENT:

Kay Montandon	-	Aylsham Town Council Chair
Patrick Prekopp	-	Councillor
David Anderson	-	Councillor
Kevin Cunane	-	Councillor
Caron Lawrence	-	Aylsham Business Consortium
Giles Margaron	-	Town Resident
Donna Butcher	-	Office & Events Manager
Harry Clark	-	Deputy Clerk

1. WELCOME INTRODUCTIONS & APOLOGIES

In the absence of Cheryl Bould, Kay Montandon agreed to chair the meeting. 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 20TH MAY 2026

The minutes of the meeting held on Wednesday 20th May 2026, 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 EVENT REPORT FOR THE STREET FOOD FESTIVAL

Patrick reported that from 13 vendors booked for the event, 9 attended. With a good mix of food, the vendors' feedback was positive and they would be happy to return next year. Patrick and Giles suggested that a 'horseshoe' shaped layout of the stalls might suit better. There was an issue with three cars being parked in the market place, which hindered the original plan slightly. There was some confusion over the road closure for the event, with Sanders thinking that there was no access to busses through the market place. Donna confirmed that the road closure

application requested for **only** the parking spaces to be closed off not the through road. Kay suggested Faye and/or Harry contact Highways to ask what their procedure is and to prevent this misunderstanding happening again. It was agreed that there must be a more structured plan in place for next year regarding event management. Harry to raise invoice for Slow Food for income received.

7. TO RECEIVE AN UPDATE FOR THE STREET PARTY

Donna informed the committee that there are currently 571 places booked for the event. The road closure for the Market Place and Red Lion Street has been submitted. Tables and chairs have been secured from Aylsham High School. EMP and risk assessment will be produced ready for the next meeting.

8. TO RECEIVE ANY UPDATES FROM THE ABC GROUP

No updates

9. TO RECEIVE ANY UPDATE FROM THE VISIT AYLSHAM GROUP

Patrick confirmed that the committee had agreed on a name for the snail from the competition entrants. Advertising for the unveiling of the snail will begin with a piece within the Council page in Just Aylsham.

10. TO DISCUSS APPLICATION FOR A PITCH AT THE 2027 AYLSHAM SHOW

It was agreed that the planning for the town tent at next year's Aylsham Show should be organised by the events committee. Patrick to contact David Hitcham and advise him to include Donna in any correspondence regarding applications for 2027.

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

Healthy Town

11. TO AGREE DATE OF NEXT MEETING

Wednesday 19th August at 2pm.

12. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 3pm.