



Minutes of the **Aylsham Climate Emergency** Group Meeting held on **1st September 2025**



Present:

Grizelda Tyler (Chairman)
Kate MacKenzie
Heather Walters

Sue Catchpole
Kay Montandon

Bryce Davies
Shelley Hudson

Also Present: Faye LeBon (Town Clerk).

1. To Receive Apologies for Absence

Apologies were noted from Cheryl Bould and Yvonne Stewart.

2. To Receive Declarations of Interest and Requests for Dispensation

None received.

3. To Agree the Minutes of the 4th August 2025

The minutes of the meeting held on 4th August 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 reported that nominations for the Broadland District Council Community Awards and the Norfolk Biodiversity awards had been submitted. It was **agreed** to have a stand at the Norfolk Biodiversity awards on 4th October. The clerk will book this and forward the details to the group.

ACE has been invited by the National Trust to attend an event in Aldburgh on 21st September to discuss soil health. Heather will forward the details to the Nature and Biodiversity group to attend.

A further local person from the National Trust is keen to assist the group. Grizelda has extended an invitation to the meetings.

5. To Receive Update on the Aylsham Show

Heather and Bryce represented ACE at the Aylsham Show and the group had been very well received. The Hook a Duck had encouraged people to the stall, and 109 bulbs had been distributed. The spare bulbs can be distributed at the event in September. Contact was made with Cawston Church which is in the process of setting up an Environmental group. They will be holding an event in October and have invited ACE to attend.

6. To Agree Actions or Updates on Planned Events

After the event on 21st September as previously discussed, the next event is the film on 1st November which is Riverlands.

Sue has a contact involved in the development of the old school building in Marsham. The current plan is to create a non-profit group for home schooling. They have also spoken about starting a 'junior ACE' in Marsham. It was **agreed** to invite young people

from this group to the planned films.

Grizelda had contacted RWE about assistance to run a COP for secondary schools, but had yet to receive a response.

7. To Receive Update on ACE Noticeboard

The Town Council had agreed to a donation of up to £50 to the Community Shed to refurbish the ACE noticeboard. This was nearly complete and can soon be replaced at the east end of the Town Hall.

8. To Receive Information about Blister Pack Transportation

Andy has been researching the cost of transporting the blister packs. He has contacted Starlings who have agreed to transport the packs free of charge, due to the charitable purposes of the works. There will be gate fees of £100 + VAT and a date is awaited to book in the transport.

9. To Discuss Volunteer Roles within Groups

Grizelda stressed the need for more volunteers and has written an article for Just Aylsham.

Kate emphasised that clear roles need to be defined. Some people prefer to volunteer for individual projects such as litter picking, tree planting and raking, rather than regular committee meetings.

The need for ACE to highlight the work they have done around Aylsham was noted. Pictures would have been useful for the Aylsham Show.

It was noted that Aylsham no longer has a tree warden. Enquiries will be made to who may like to fulfil this role, and invite those who may be interested to the next ACE meeting.

10. To Receive Update and Consider Further Actions for ACE Comms

Heather now has access to the ACE Facebook and Instagram sites and is posting on behalf of ACE waste. Yvonne will be the representative for Nature and Biodiversity. Transport and Energy are meeting on 29th September and will discuss their representative at this meeting.

Further actions will be discussed at the brainstorming meeting to be held on 25th October at the Drill Hall between 10am and midday. A local website expert will also be attendance to give advice about updating the ACE website.

Some questions will be sent round prior to the meeting to help with the discussions.

11. To Consider Attending Broadland District Council 'Community Links Networking meeting' on 2nd October 4.30pm – 6.30pm

The latest Community Links newsletter was distributed, along with an invite to attend the next networking meeting at the Horizon Building on 2nd October. Grizelda will attend on behalf of ACE. The Clerk will send details of how to enrol.

12. To Receive Group Updates

Waste

Updates provided earlier in the meeting about the Aylsham Show and updates to transportation of blister packs.

Nature and Biodiversity

The raking has been completed. The group is looking forward to taking delivery of the plants for the old station yard. The clerk is to find out the status of the grant application.

Transport and Energy

Kay reported that a group with representatives from Aylsham Town Council, Sanders Buses and Norfolk County Council will be meeting on 9th September to brainstorm ideas to make the market place more pedestrian friendly.

Discussions occurred about contacting the local housing associations about residents not parking in allocated parking spaces, but in the public car parks.

Kay has spoken with the fire service about testing the possible changes to the vehicular movement around the Soame Pump with a fire engine.

The clerk will speak to Norfolk County Council and obtain an updated quote for double yellow lines on Cawston Road. Kay will advise the extent of the lines required.

13. Finance

a) To receive update on ACE budget

The Clerk provided an update on the ACE budget in both the earmarked reserves and the revenue budget, along with committed funds. It was noted that there is a further invoice to be provided for the Aylsham Show.

b) To consider projects for the Veolia Sustainability Fund

It was **agreed** to submit an application for use of an allotment to grow food for the community fridge. Heather and Bryce will list all that is required for the grant application and send to the clerk, and the clerk will submit the application before the deadline of 30th September.

14. Items for Future Agendas

Tree Warden for Aylsham

Update on hedge planting at the Old Station Yard

Finalise questions for 25th October.

Sue, Kay and the clerk to attend the Town and Parish Forum to find out if there is any update to the climate change workshops.

15. To Agree the Date of the Next Meeting as Monday 6th October 2025 at 7pm

This was **agreed**.

There being no further business the meeting was closed at 8.05pm.

Signed _____

Date _____

Item 5 – To Recognise Nominations for the Following Awards

a) Broadland District Council Community Awards

ACE has been shortlisted in the Environmental Champion category, and Heather and Brice have been nominated in the Rising Star category.

The awards will be held on 16th October.

b) Norfolk Biodiversity Awards

The ACE Nature and Biodiversity Group has been nominated in the 'Groups' category. The awards ceremony is on 4th October, and will be preceded by a public event in the forum to showcase the nominees. An appeal has been made for volunteers to assist with the ACE stand between 10am and 2pm.

Item 6 - To Receive Update on ACE Noticeboard

The ACE noticeboard has been refurbished by the Community Shed and is in the possession of the Town Council. It is hoped that this can be installed week commencing 29th September

Item 7 - To Agree Questions to be Raised in Brainstorming Session on 25th October

Could the group please consider some questions to be thought about in advance of the brainstorming session.

A key for the Drill Hall will need to be collected prior to the 25th

Item 8 - To Receive Update on Hedge Planting at the Old Station Yard

A grant application has been submitted to the Network Rail Community Tree Planting fund. Applicants were due to receive information on their application at the end of September, so it is hoped that this information will be forthcoming.

Item 9 - Broadland District Council's Fund for Nature

a) To Consider Projects for this Funding (deadline 21st November)

As part of Broadland District Council's commitment to the climate and ecological emergency, they launched the 'Future for Nature Fund' in October 2025.

The fund will consist of grants of up to £5,000 for Town and Parish Councils, community groups and charities, to fund biodiversity projects across Broadland.

What can be funded:

Funds will be awarded to projects that best meet the following criteria:

- Carbon sequestration: Projects that actively contribute to tackling carbon emissions.
- Biodiversity benefit: Initiatives that enhance local ecosystems and support a diverse range of plant and animal life.

- Public accessibility to greenspace: Creating and improving green spaces that are accessible and enjoyable for the entire community.

All ideas are welcomed; however, priority will be given to proposals that deliver one or more of the following projects:

- A Miyawaki mini forest
- Pond creation and restoration
- A circular walk
- Wildflower meadows and restoration
- Community orchards
- Scrubland creation

There are ten grants available in total.

Applications will open on the 20th October and close on the 21st November 2025.

Successful applicants will be informed no later than December 31st 2025.

Projects must be completed by December 31st 2026.

b) To Consider Delegates to Attend Application Support Workshop on 15th October

To support with the application process, Broadland District Council is holding a workshop* designed to support potential applicants in developing and delivering their project ideas and understanding the practical and technical considerations to project delivery (such as acquiring planning permission, licenses, and landowner permission).

Workshop details:

When: 15th October 2025, 1-4pm

Where: Lingwood Village Hall

Who: Potential applications (Town and Parish Councils, community groups and charities). Up to two members of an organisation can attend the workshop.

To sign up for the workshop, please email environmentalstrategy@southnorfolkandbroadland.gov.uk.

*Attending the workshop is not a condition of the grant funding.

Item 10 - To Receive Refill Report from Aylsham Quakers

Aylsham Quakers

Refill and Recycle

The monthly market stall continues to be well supported both by volunteers and customers. Our best sellers are always laundry liquid and washing up liquid, but we also supply a range of products including shampoo and handwash, fabric conditioner and multi-surface cleaner. We also sell soap, kitchen roll and toilet paper.

Our hope is to encourage the use of sustainably sourced products at affordable prices and to reduce the number of plastic bottles sent to landfill. We estimate that we have filled over 1500 bottles in the last year.

We operate on a not-for-profit basis and have made several donations of cash and refilled bottles to the Food Bank. Lupin the dog remains a draw and customers enjoy guessing our slightly superfluous seasonal password.

The Quaker stall contributes well to the waste groups aims and is very supportive of our mangling sessions once a month, pitching alongside us and their volunteers are a great help on the day.

Item 11 - To Receive Update on Tree Warden for Aylsham

Report from Helen Bowman, Broadland Tree Warden:

Since the issue of the Aylsham Community Orchard Management Plan Issue 2, the Broadland Tree Warden Network has just recently carried out formative pruning of the orchard. A couple of trees will require replacing during the next planting season and John Fleetwood has ordered these already. Nevertheless, we are both delighted with the success to date. Overall, the trees are really doing well.

I should like to offer many thanks to the Grounds Maintenance Team for kindly visiting the orchard with a bowser and watering the trees. The recent hot weather would undoubtedly have resulted in the loss of far more trees had you not managed to do this for us.

Unfortunately, losses in the copse have been greater than on the orchard but, again, the Network will replace them in the next planting season. Indeed, with the Town Council's permission the Network would like to "expand" the copse by planting twelve additional native trees and shrubs?

We are delighted to report that the disease resistant elm that we planted in the copse appears to be thriving. Hopefully it will continue to do so and Aylsham will have played a major part in helping to save the species. The elm is one of five supplied to the Network by the research project and I understand that all five are doing very well.

At the end of the summer we plan to replace some of the stakes, ties and guards, replacing the guards with spirals to protect the bases of the trees from rabbit and other species' damage.

I regret to have to inform the Council that Rob Dack, my fellow Tree Warden for Aylsham, has decided not to continue as a Tree Warden, leaving me as the sole Tree Warden for the parish. However, our Network Co-ordinator, John Fleetwood, has agreed to support me. In particular, he will guide and help me with the work in the orchard and copse.

Could the group consider whether there would be any further nominations for tree wardens for Aylsham?



**Department
for Environment,
Food & Rural Affairs**

Mary Creagh CBE MP
Parliamentary Under Secretary of State for Nature

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Faye LeBon
Clerk
Aylsham Town Council
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Our ref: PO2025/16866/FP

10⁶ September 2025

Dear Ms LeBon,

Thank you for your letter of 5 August about the of recycling pharmaceutical blister packs.

I understand your desire for reform around blister packs and similar items, which are difficult to recycle due to the mix of different materials they are made from and, as such, tend not to be collected through kerbside recycling services. I thank Aylsham Town Council and their volunteers for their support in collecting blister packs to be recycled. The department appreciates the ongoing work to maintain this.

New Producer Responsibility Regulations came into effect on 1 January 2025, introducing Extended Producer Responsibility for packaging (pEPR). This will place financial responsibility on businesses that place packaging on the market, for the cost of managing that packaging once it becomes waste. The costs they will pay as part of pEPR will be varied to incentivise the use of packaging that is more recyclable. As a result, businesses who use packaging that is difficult to recycle or unrecyclable, including packaging such as blister packs, may be charged higher fees. This provides a strong financial incentive for businesses to make better, more sustainable decisions in their design and use of packaging, and to take greater responsibility for the environmental impacts of the packaging they use.

For medicine and pharmaceutical products however, the scheme administrator, PackUK, will need to take limitations into account (i.e. other regulatory requirements for that product packaging) when determining how recyclable this packaging can be, and this may impact on any increase in fees that is made.

Through the pEPR scheme, producers that take back difficult to recycle packaging such as blister packs before recycling it will get a discount on their fees, which will incentivise wider producers to set up take back schemes. I am also supportive of retailers running initiatives to provide collection points for difficult to recycle packaging and hope to see them increase.

Thank you, once again, for taking the time to contact me about this important issue.

M. Creagh
MARY CREAGH CBE MP

ACE FINANCIAL REPORT OCTOBER 2025

Revenue Budget (1st April 2025 – 31st March 2026)

Budget Allocated	£5,000
Expenditure	
Expenses 6" of Soil	£130.91
Expenses 6" of Soil	£21.61
Aylsham Show	£33.88
Notice Board	£50.00
BALANCE	£4,777.60

Earmarked Reserves (ACE Events)

Income (6" of Soil)	£621.00
Expenditure (Cornwall Climate Care)	£50.00
Expenditure (Hungry for Change)	£98.29
Proposed Expenditure (Films Nov 25 and Feb 26)	£100.00
BALANCE	£372.71

Other Expenditure

Blister Packs (taken from Bottle Bank credits 25/26)	£825.00
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Other Income

Blister Pack Donations (April)	£84.06
Blister Pack Donations (May)	£108.80
Blister Pack Donations (June)	£102.77
Blister Pack Donations (Aug / Sept)	£92.99
	£388.62

b) To consider items for ACE budget 2026/2027

The Town Council is in the process of considering it's budget for April 2026 to March 2027. Could ACE please give consideration to what it would like as part of this next year's budget?

c) To consider biodiversity projects for Green Infrastructure Funding

There is £10,900 of Green Infrastructure funding available as a result of the development of the land West of Hungate Street.

This needs using by April 2026 and Broadland District Council has invited biodiversity projects to be considered.

Could the ACE group please consider some projects to submit to Broadland District Council for potential funding

d) To receive update on Veolia Sustainability Grant Application

A grant application was submitted to Veolia for an allotment and ancillary products to grow food for the Aylsham Community Cupboard.

The deadline for this application was 30th September, so it hoped that we will hear in due course.