



**Minutes of the Aylsham Climate Action Co-ordination Meeting
Held in Town Hall Council Chamber on Monday 9th January 2023**

Present:

Anna Magyar – Waste	Ray Horne – Plastics
William Fisher – Biodiversity/Nature	
Grizelda Tyler – Energy.	Patrick Prekopp – Comms
Liz McGowan – Sustainable Food	

1. Welcome and apologies for absence

Apologies were received from the Nature and Transport groups.

2. Appointment of chair and secretary

- a) Patrick appointed chair and Anna appointed secretary for this meeting.
- b) Principle of appointing new chair for each meeting confirmed

3. Minutes

Minutes of the meeting held Monday 5 December 2022 confirmed. It was noted that the role of the co-ordinating group, although discussed at the meeting, was not included in the minutes.

4. Role of Co-ordinating Group

- To let each other know what their group was doing
- To identify overlaps where groups needed to work together
- To make recommendations to the full group meeting, so those are more succinct (see proposed agenda for February meeting)

5. Website

- a) Town council has agreed to fund website. A web designer has been chosen according to their sympathy with and understanding of ACE, its values and purpose. ACE brand will be created. The website should be up and running in March.
- b) Content: Web page will have links to each subgroup. Each sub group will have their own page and email. Social media and links to town council where minutes of meetings will be located. Each sub- group to supply comms with profile (purpose/objectives...photos) **(see 9c)**
- c) Need for communicator and moderator for social media
- d) Need for guidelines in terms of content and moderation of content supplied by public and public conversations

6. **Across group 'survey' of businesses**

The purpose of the 'survey' needs to be clarified further. It is not intended to highlight what businesses are not doing but what they are already doing, in other words, highlighting and sharing good practice. But would this be best done through a written survey or a more informal 'conversation'?

Is it about opening up conversations about how as a community we reduce and manage waste?

It should include all businesses, not just retail (**see 9e**). This could result in a booklet of local businesses and their green credentials.

7. **Raising the profile of ACE**

Comms team are keen to have a regular slot in *Just Aylsham* but this requires stories from each of the sub groups. These stories would need initially to go to the comms team so that there is a coherent style.

A concrete idea is for each group to run an ACE stall at the monthly Saturday Farmers market (**see 9b**). It could have general ACE publicity (with the ACE banner) but also information specific to their sub group. The waste group has effectively done this by joining up with the Quakers' refill stall. The practice has evolved of bringing out the various recycling bins in the church so that people can see them. This could be further publicized in *Just Aylsham* (until the website is up and running).

Anna has interviewed the vicar regarding their environmental efforts and this will be published in *Just Aylsham* with accompanying photos

8. **Community hub**

Top of the long term wishlist is a location that could function as a community hub where the foodbank could be located, a centre for foodshare initiatives and a central recycling point.

9. **Agenda for ACE full meeting**

Patrick reminded us that part of the purpose of ACE is not just to take forward its own projects but to hold the town council to account in terms of its own carbon/waste reduction practices (see a) below). Also, sub groups should send regular reports – these should be sent to the Comms team as well as the Town Clerk.

ATC strategy

– Aylsham Town Council to draft a formal climate emergency strategy based on its recommendations. (See attached - Climate Change Emergency and Aylsham 06 – 09 – 2021).

– Co-ordinating Group to review and monitor progress of each sub-group.

– Groups to write regular reports to send initially to comms and then filtered through Co-ordinating Group to Sue for agenda

– Groups to identify and prioritise projects with timelines to measure progress (see table examples attached).

– To consider web/publicity opportunities.

– To engage with the public with regular presence on market days.

- a) **Website**
 - Each group to prepare updated “About Us” summary and brief profile for social media. Photo/artwork to illustrate page welcomed.
- b) **Work programme**
 - Project updates to be sent monthly as reports to Comms group to prepare for Co-ordinating Group and inclusion on ACE agenda, and to note web/publicity opportunities.
- c) **Business survey**
 - To prepare survey or inventory of business “good practise”. Methodology to be decided (see attached Survey Advisory for guidance).
- d) **Aylsham traffic strategy**
 - To determine ACE response to Aylsham traffic strategy.

10. Date of next Co-ordinating Group meeting

Monday 6 March 2023.