

REPORT TO COUNCIL

Subject: Street Name Plates

Author: Sue Lake

Date: 8th December 2021

In July last year the Council agreed the names of the two small developments of Aegel Gardens and Gale Gardens. Also agreed was to have detailed name plates showing where these names were derived from – as shown below.

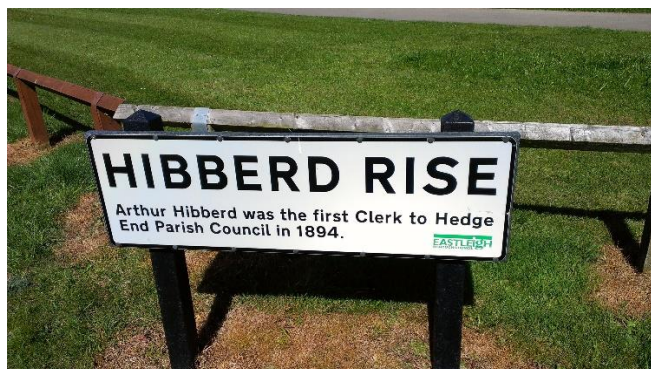
The then chairman agreed to write the additional information but unfortunately this was never actioned. The developments would now like the name plates so the following suggestions are made for consideration.

Gale Gardens

Elizabeth and Geoff Gale. Authors, councillors, and stalwarts of Aylsham Local History Society,

Aegel Gardens

Aegel – Saxon founder of Aylsham and site of the former care home Aegel House



Agenda Item 9a

		Current Mth	To Date	Annual Bud	Annual Total
100 General Purpose	Income	(3,056)	127,026	104,350	(22,676)
	Expenditure	20,379	84,385	102,350	17,965
	Net Income over Expenditure	<u>(23,434)</u>	<u>42,641</u>	<u>2,000</u>	<u>(40,641)</u>
	plus Transfer from EMR	0	0		
	less Transfer to EMR	0	0		
	Movement to/(from) Gen Reserve	<u>(23,434)</u>	<u>42,641</u>		
150 Town Hall	Income	2,069	56,974	59,000	2,027
	Expenditure	2,932	42,694	58,980	16,286
	Movement to/(from) Gen Reserve	<u>(863)</u>	<u>14,280</u>		
200 Drill Hall	Income	1,450	65,668	64,700	(968)
	Expenditure	11,633	43,649	64,685	21,036
	Movement to/(from) Gen Reserve	<u>(10,183)</u>	<u>22,019</u>		
250 23 Market Place	Income	0	2,500	5,500	3,000
	Expenditure	0	0	400	400
	Movement to/(from) Gen Reserve	<u>0</u>	<u>2,500</u>		
255 Cemetery Cottage	Income	612	3,168	6,750	3,582
	Expenditure	0	572	1,500	928
	Movement to/(from) Gen Reserve	<u>612</u>	<u>2,597</u>		
260 Public Toilets	Expenditure	(2,074)	25,831	14,850	(10,981)
265 Other Properties	Income	0	9,750	9,800	50
	Expenditure	446	3,569	5,295	1,726
	Movement to/(from) Gen Reserve	<u>(446)</u>	<u>6,181</u>		
300 Cemetery	Income	720	22,610	22,100	(510)
	Expenditure	1,693	12,801	22,095	9,294
	Movement to/(from) Gen Reserve	<u>(973)</u>	<u>9,809</u>		
350 Norwich Road	Income	0	193	200	8
	Expenditure	0	0	375	375
	Movement to/(from) Gen Reserve	<u>0</u>	<u>193</u>		
355 Cromer Road	Income	0	1,026	1,000	(26)
	Expenditure	0	275	275	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>751</u>		
360 Woodgate	Income	0	1,260	1,650	390
	Expenditure	0	3	375	372
	Movement to/(from) Gen Reserve	<u>0</u>	<u>1,257</u>		
365 Bure Meadows	Income	0	1,841	1,650	(191)
	Expenditure	67	568	875	307
	Movement to/(from) Gen Reserve	<u>(67)</u>	<u>1,273</u>		

		Current Mth	To Date	Annual Bud	Annual Total
370 Allotments General	Income	0	20,300	20,300	0
	Expenditure	1,948	20,103	22,915	2,812
	Net Income over Expenditure	(1,948)	197	(2,615)	(2,812)
	plus Transfer from EMR	0	4,725		
	less Transfer to EMR	0	0		
	Movement to/(from) Gen Reserve	(1,948)	4,922		
400 Markets	Income	915	6,210	8,500	2,291
	Expenditure	35	3,058	2,650	(408)
	Movement to/(from) Gen Reserve	879	3,152		
410 Open Spaces	Income	1,865	157,817	165,250	7,433
	Expenditure	18,016	133,037	171,118	38,081
	Net Income over Expenditure	(16,151)	24,779	(5,868)	(30,647)
	plus Transfer from EMR	0	0		
	Movement to/(from) Gen Reserve	(16,151)	24,779		
450 Street Scene	Income	0	31,050	29,150	(1,900)
	Expenditure	772	13,317	29,150	15,833
	Movement to/(from) Gen Reserve	(772)	17,733		
500 Christmas	Income	701	1,481	0	(1,481)
	Expenditure	285	285	2,000	1,715
	Movement to/(from) Gen Reserve	416	1,196		
512 General events	Income	272	498	0	(498)
	Expenditure	591	630	0	(630)
	Movement to/(from) Gen Reserve	(319)	(132)		
	Grand Totals:- Income	5,548	509,371	499,900	(9,471)
	Expenditure	56,722	384,776	499,888	115,112
	Net Income over Expenditure	(51,174)	124,595	12	(124,583)

**Aylsham Town Council Current Year
Detailed Balance Sheet - Month 8**

A/C	Description	Actual	
Current Assets			
100	Debtors	6,542	
105	VAT Control A/C	9,371	
200	Current Bank A/C	47,031	
210	Active Saver	293,818	
215	Public Sector Deposit Fund	25,860	
245	Shawbrook – Issue 7 Fixed Bond	88,476	
250	Petty Cash	250	
	Total Current Assets		471,347
Current Liabilities			
500	Purchase Ledger	9,162	
525	HMRC	450	
535	Allotment Deposits	5,275	
	Total Current Liabilities	14,887	
	Net Current Assets		456,461
Represented by:-			
300	Current Year Fund	124,958	
310	General Reserves	53,306	
320	EMR Bottle Bank	4,296	
321	EMR Cittaslow	1,200	
322	EMR Community Events	11,400	
323	EMR Christmas Decoration	300	
326	EMR Election	100	
327	EMR Marquees	1,200	
329	EMR Drill Hall	10,000	
330	EMR Town Hall	17,000	
331	EMR Properties	19,100	
332	EMR Public Toilets	25,000	
333	EMR Cemetery	36,700	
335	EMR Open Spaces	85,400	
336	EMR Highway Verges	3,600	
337	EMR Recreation Ground	34,400	
338	EMR Churchyard	18,500	
339	EMR Street Furniture	10,000	
			456,461

REPORT TO COUNCIL

Subject: Potential purchase of staging

Author: Sue Lake

Date: 8th December 2021

The ACT centre have some staging they wish to dispose of and have offered it to the Town Council. The items match with the existing staging owned by the Town Council and also that of the Aylsham Players which we sometimes need to borrow.

Details from ACT

The staging is being disposed of by ACT, as it is now surplus to requirement, as the main hall, since the pandemic, is being used for day care provision. The sturdy staging has had little use and is in excellent condition. There are 16 separate floor units, covering an area of 256'sq / 23.7msq.. The purchase cost price was in the region of in excess of £2k, ACT would be looking to sell for **£750**. The complete set have their own stacking trolleys, enabling economic storage and easy manoeuvrability

Use by the Town Council

This staging would be an excellent additional resource for the Drill Hall and could also be combined with the existing equipment if a larger staged area is required.

The council are asked to consider this purchase.

REPORT TO COUNCIL

Subject: Payment to Hooked on Stitching

Author: Sue Lake

Date: 8th December 2021

At the last meeting the Town Council agreed a payment of up to £400 for Hooked on Stitching for the purchase of mobile units. Sue Catchpole advised that she would pay the remainder from her ward councillor budget.

Unfortunately, Broadland have stated they are unable to pay this direct to Hooked on Stitching and have paid it to the Town Council. The amount is £332.

I have no authority to pay this sum out as once it comes into the Town Council account it is deemed to be Town Council money. We have not budgeted for this and it is in excess of the grant allocated.

Councillors are asked to approve this payment of £332 to Hooked on Stitching and whether the Council requires confirmation the equipment has been purchased.

The grant agreed by the Town Council has not yet been paid as we have not received confirmation of purchase.

REPORT TO COUNCIL

Subject: Request from Aylsham Learning Federation

Author: Sue Lake

Date: 8th December 2021

Please see below a request from Aylsham Learning Federation re assistance regarding two defibrillators

We are also considering moving the defibrillator at Bure Valley School to an external wall and also one of the ones at Aylsham High School to an external wall which will allow community access; it is silly not to have these available to the community. However to do this each outside casing unit does cost around £500, I wondered whether there would be any support with this available from the town council?

There is no 24-hour access defibrillator near Bure Valley School however there is one at the Recreation Ground opposite the High School

Councillors are asked to consider this request

REPORT TO COUNCIL**Subject: Drill Hall Boxing Club Outside Area****Author: Sue Lake****Date: 8th December 2021**

When the driveway at the Drill Hall was re-surfaced the area outside the Boxing Club was not included.

It was agreed at the last Properties Meeting to look at re-surfacing this area following some accidents with children using the facility.

I have requested two types of quotes one to remove and replace the existing concrete and one to spray over with asphalt. The area is only used by pedestrians as the gate prevents vehicles accessing the Boxing Club area

Concrete Quotes

Quote 1	To remove uneven concrete and supply and install grey patio slabs	£11,896
Quote 2	To remove uneven concrete and lay concrete in large slabs with open joints	£12,548.80
Quote 3	To cover existing concrete with new concrete	£5241.68

Asphalt Quotes

Quote 4	To prepare and lay asphalt over area	£2,760
Quote 5	To prepare and lay asphalt over area	£2,950

The only contractor who has worked for the Town Council previously is Quote 5

REPORT TO COUNCIL**Subject: Cemetery Gates****Author: Sue Lake****Date: 8th December 2021**

Following the report from the structural engineers – Rossi Long – the drawings they provided were passed onto several builders to quote for the work. Please find details of all quotes received to date.

Quote 1	To take down cemetery piers and to rebuild with new reinforced concrete internal pier. To re hang gates.	£8,875
Quote 2	To take down cemetery piers and to rebuild with new reinforced concrete internal pier. To re hang gates.	£7,430
Quote 3	To take down cemetery piers and to rebuild with new reinforced concrete internal pier. To re hang gates.	£5,700
Quote 4	Not available at present – should be received for the meeting	TBA

All quotes would have requested that the driveway be closed while the work is being undertaken.

CLERK'S REPORT FOR COUNCIL MEETING 16.12.21

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		
Allotments	Annual Rents	Most allotment holders have paid but there are 2-3 outstanding who will be chased a final time before receiving an eviction notice
Churchyard		Working on plan for waste area
Market Place		
Farmers' Markets		
Markets		Writing to all stall holders re the vans – detailed policy an agenda item
Jannys Close Community Garden		
Staithe	Picus Test	The report on the picus test has been received and the recommendation is to reduce the height to ensure the trees stability – this is in hand
"Little Staithe"		
Hopkins Homes areas general		
Highways	Parish Partnership	AGENDA ITEM
Paupers Graveyard	Opening	High Sherriff has agreed to do the official opening. The date set is March 16 th
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		
Land at Sapwell Close	Adverse Possession Claim	In discussions with solicitor
Car Parks		Still waiting for Broadland survey scheduled to start soon
Street Lighting		
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		Request for bus stop at the top of Banningham Road with Norfolk County Council
Pump		

Pillboxes		The heritage project for Marriotts Way will include new gates for the area near the pill box. Waiting for contractors engaged by NCC to install
War Memorial		
Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office know of any such areas and we will add it to the schedule we send them
Drill Hall	Query from Town Band	Working with a ventilation engineer regarding required ventilation
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	To be installed in the New Year after the Christmas Lights are removed
Bure Meadows Footpath	New Footpath across to Dunkirk	Work started on this now – bridge has been installed, but not finished
Covid Plaques	Plaques for all communities	The plaque was presented at the Christmas Lights Switch On and will be displayed in the churchyard
Norfolk County Council	Budget	Consultation on the County Council budget is open until December 31 st . Comments can be made via the County Council website

Items for Town Council to consider/note

- **Covid Plaque presentation**

AYLSHAM RECREATION GROUND COMMITTEE
Held by Zoom 9th November 2021

Present

Myles Hague, Barry Lancaster, Eileen Springall, Francis Dodd, Heather Morton, Richard Moore, Derek Barber, Jill Willis,

Wendy Murphy – Rec Manager
Vivien Turnwell - Bowls

1. Apologies and Welcome

Apologies received from Dave Curtis, and Sean Cannon

2. Minutes of the previous meeting

The minutes of 12th October 2021 were circulated, and confirmed as a true record

3. Matters Arising

Wendy confirmed that the Town Council will be looking at and agreeing the Budget in January 2022

4. Financial Reports

The Finance Officer confirmed that the balance of Current Account as at 9th October 2021 was £3717.13 and the Savings Account was £8029.303. She confirmed that the 3rd payment of the Grant will be paid in November.

5. Policies

The Lone working, Financial Control Policy and the Risk assessment for the playground areas and the Pavilion Risk Assessment were adopted agreed by Myles and seconded by Eileen

6. Recreation Ground Managers Report

a) Wendy confirmed that she had spoken to Keith about the outstanding work that was needed to be done on the Recreation Ground and he had promised that this would be done in the next few weeks. She is waiting for the builder to come and do the wall and the door of the outside toilet. She also confirmed that any planned maintenance that needs to be done must firstly be approved by herself.

b) The Grounds Maintenance contract had already been issued to the committee members it was agreed and would be advertised in December.

c) Wendy confirmed that she has witnessed cars going onto the ground when it was wet and has now changed the padlocks to a number padlock on both gates and only herself and Keith and the Town Council Office know the number. This number is only to be given out with her authority

7. Ground/Pavilion Maintenance/Zip Wire/Skate Park/Smile Park

a) **Leaking Roof** – Wendy has received details from the insurance company regarding this and will work with Myles to get the information together that they require.

b) **Decorating Pavilion/Maintenance Review/Cricket Grant** – Wendy confirmed that Sarah

from the Ladies Cricket team would be looking to get a quote from a builder for the work on the ladies changing rooms. Wendy has also gone to Zeb to get a quote as well

c) **CCTV** – This has been completed and is now accessed by Wendy in her office and the Police..

8. Future Projects

Skate Park - Wendy confirmed that she had 4 members of the public who were interested in helping with this and she was waiting for the school council to meet to see if a committee could be set up. – This will remain as an ongoing project that will need to be looked into if the Pavilion project will go ahead as the position of the skate park may have to be changed.

Pavilion – Wendy confirmed that the Town Council had been given information about this project and would look for the committee to put forward ideas

9. AOB

Wendy had already forwarded a letter from the clerk at The Town council asking for permission to use the Recreation Ground on Thursday June 2nd. This was agreed.

Wendy has asked M J Tree services to do a Tree Survey and will get in contact with Highways to see who owns the trees on Burgh Road.

Wendy confirmed that somebody is looking to hold a music event on the Ground in September. The committee agreed that this would be ok.

Reports from user groups –

Running Club – All going well.

Bowls Club – Wendy had received an email from Francis regarding some issues with the clarification of who owns what. She will work through this and report back at the next meeting. They have had a new constitution done and they have confirmed that if the bowls club folds all monies will be transferred to the Recreation Ground Committee

Petanque – they are doing well – Derek confirmed that the 1/3 of the storage unit space that they have was meant to be shared with U3A but this is not happening so they will continue to use this space themselves. The sleepers will need some attention in the spring and they would like some more picnic tables around the petanque area. Wendy will look into this in the spring.

Hooked on Stitching – Jill confirmed that she is doing well.

Cricket – No representative

Tennis – They have had a 20-30-% increase in members and doing extremely well. They confirmed that they have been told they have the best hardcourts in the County. The surface will need to be re done in 5 years' time but they are hoping to have most of the money for this.

Meeting closed at 21.30pm

Date of next Meeting. 14thDecember1. Pavilion

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT TOWN HALL,
ON THURSDAY 2nd DECEMBER 2021 AT 11am.**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mrs M Evans Aylsham Town Council
Mr G Margaron, Aylsham Community Partnership
Mrs J Kerrison Aylsham WI

OFFICER: Mrs S Lake Town Clerk

01 APOLOGIES FOR ABSENCE

Rev Canon Julie Boyd – Aylsham Parish Church
Mrs M Anderson-Dungar ABEF
Mrs J St Clair Aylsham U3A
Mrs H Jones Aylsham U3A
Mr D Harrison Aylsham Town Council
Mr R Willis ABEF

02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

There were no Declarations of Interests or any Requests for Dispensations.

03 MINUTES

The Minutes of the Cittaslow Aylsham Meeting held on 4th November 2021, were **confirmed and signed by the chairman.**

04 MATTERS ARISING

None raised

05 ADJOURNMENT OF THE MEETING

In the absence of any member of the public, the meeting continued without adjournment.

06 FUTURE OF CITTASLOW IN AYLSHAM

Pat Prekopp had prepared a long report which was reviewed by the members present. A cost benefit report was created in about 2010 but no copy of this could be found and circumstances may have changed since then making its relevance less noteworthy. Members felt the report explained things very well but was perhaps too long and this will be edited down for presentation to the Town Council.

It suggested that the Cittaslow status of the town does need greater explanation to the general public and this would need to be considered in the future and possibly the committee needs a full review if there is a positive outcome.

07 FARMERS MARKET

a) November Farmers Market

The market went well despite the weather.

b) To receive an update on the general markets on a Monday and Friday

Following agreement at the Town Council meeting to the policy regarding vans at the market the clerk will be writing to all traders. At the same time she will suggest a meeting to discuss the future of the markets and how the Town Council can assist. This meeting may be best via zoom.

08 PROJECTS

i) OLD STATION YARD

Clearance work being undertaken regularly. Some bluebells have been planted

ii) WALKERS ARE WELCOME

Richard Preston will be writing the annual report with a last push to get the group new members. The walks book is still selling well

iii) TOWN PEDESTRIAN MAP

Still not heard from the Tesco Grant Scheme so may need to look elsewhere for funding.

09 CLIMATE EMERGENCY

No meeting held since the last Cittaslow Meeting.

10 CITTASLOW UK

A recent meeting was held but the papers are not available yet. The Cittaslow website needs updating.

11 AYLSHAM COMMUNITY EVENTS COMMITTEE

The Christmas Lights Switch On was a great success with plenty of compliments from the public. It may not have been as busy as previous years but there was still a substantial number present.

The Firework event was also very successful and plans are already underway for next year.

12 SLOW FOOD AYLSHAM

No meeting or events since the last Cittaslow meeting

13 AYLSHAM IN BLOOM

No report available

14 ABEF

The meeting between the two business groups is still to take place

16 ITEMS FOR INFORMATION/NEXT AGENDA

Nothing to report.

17 DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Wednesday 19th January 2022 at 11.00am**
venue to be confirmed

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 12.15pm

Cittaslow Aylsham

Meeting of Aylsham Town Council, Aylsham Town Hall, Thursday 4 November 2021

Subject: Future of Cittaslow in Aylsham

Author: Patrick Prekopp

Date: 16 December 2021

BACKGROUND

Following discussion on October 21st the Cittaslow Committee have prepared a report – the full report can be found on the Town Council Website under Cittaslow Committee. This abridged version highlights the main points.

REPORT

Compiled by Patrick Prekopp, Chair Cittaslow Aylsham for consideration at Aylsham Town Council meeting held on Thursday 16 December 2021

Sustainable development and good living

The following observations are taken from [academic research](#) into what makes Cittaslow towns and people so special.*

Cittaslow membership sets a generous aspiration that incorporates principles of sustainable development and good living.

The aims encompass infrastructure and environmental policies, the enhancement of urban fabric, the awareness and promotion of local produce and products, and a heightened emphasis on hospitality, social cohesion and partnerships. When guided by these aims, Cittaslow towns can actively shift the local agenda.

Cittaslow struggles to sustain itself in towns where its value becomes reduced to seeking ‘fast’ benchmarked justifications of its worth.

It brings a capacity to draw together disparate parts of a town’s character and population: making links between groups that may not otherwise communicate and joining-the-dots between details that would not otherwise be connected.

Cittaslow towns benefit from a raised profile within district and county councils, often leading to favourable consideration for funding applications.

Limited time, money, administrative support, and technical expertise constrain Cittaslow UK's ability to proactively promote its agenda. Unlike in other European contexts, the UK model of local government does not easily allow for dedicated funding and staff. Consequently, the ability of Cittaslow UK to meet the needs of its members is compromised.

* [Thesis on Cittaslow UK](#), by Dr Tessa Holland
Visit www.cittaslow.org.uk / Academic

From the research, it is clear that there can be no actual monetary value placed on Cittaslow's contribution to the local economy or calculate any cash returns.

The same could be said for much of the community work carried out by the Town Council. There is a cost – but the financial return to the council cannot be measured.

But, just looking at the recent Press coverage of the food festival alone and the article written on living in Aylsham sponsored by WH Brown, plus the coverage in Just Aylsham, we have probably more than covered the £1,500.

• **SLOW FOOD AYLSHAM – Food Festival 2021**

Report from SFA October 2021

It is estimated that about 500 townspeople attended or were directly involved in the various events: 100 guests at the dinner (plus 200 staff and students at Aylsham High School), steady footfall through the Town Hall on Farmers' Market (plus 10 stallholders), 90 at the Brunch.

In addition, 10 local producers and suppliers including butchers, greengrocers, and fishmongers, contributed to the event as well as raffle prize contributors from four other outlets.

All costs paid for by SFA.

Without established internal structures and administrative support, town projects are totally reliant on volunteers . . . and they can get volunteer fatigue.

So if Cittaslow was replaced by another committee (and why re-invent the wheel?) or subsumed into an existing one, it would still require council funding and support from the volunteer sector which is already overstretched.

And what would be lost?

The Cittaslow "badge" marks out Aylsham as "different" and stamps it with a singular distinction among all other market towns.

This brand, among other reasons, is what brings people to the town – tourists, walkers, history buffs, heritage hunters – and house buyers. (See recent [EDP article sponsored by W H Brown Estate Agents](#) – if estate agents understand the value of Cittaslow status then it must be a selling point for the town.)

It's a unique selling point – Cittaslow has put Aylsham on the map.

What have the Romans ever done for us?

The membership fee of £1,500 – or less than 40p per household – has been criticised for going abroad, specifically to Italy, rather than being spent in Aylsham.

This conflict between the Slow philosophical approach advocated by the international organisation and the often 'fast' pressures exerted within UK town councils, constrained as they are within a system that constantly demands justifications of value for money, does not appear to worry donors to other national and international NGOs.

For example, what do contributors to such groups as National Trust, British Legion, Greenpeace, Amnesty International, Doctors Without Borders, expect in return?

Simply, a better world.

In 2021, Cittaslow International has embarked on the following projects:

URBAN PLANNING - A revitalisation program for 14 Polish towns. The main aim is to solve social problems and have a positive influence on citizen's lives by restoring the function of social, economic, and cultural principles to degraded urban areas. Budget amounts to €51 million.

CITTASLOW NEIGHBOURHOODS – The Cittaslow Metropolis concept to make big cities slow and small. To decentralise them. Where residents will be able to meet basic needs within a short walking distance or a bicycle ride.

INTERNATIONAL BEE MANIFESTO - Projects dedicated to bees and biodiversity.

EDUCATION – Implementing the ideology of Cittaslow in schools

TOURISM – A new way of looking at the "tourism business" to co-ordinate worldwide, to create tourist packages under the so-called "Experience Tourism" .

As one of the original towns in the UK to join the network, Aylsham should be proud to make its contribution to programmes that create sustainability and good living around the world.

However, that does not mean Aylsham can sit back and be complacent. More certainly needs to be done to sustain a marketing programme promoting the town's activities, greater involvement of the community and a closer partnership with local business and traders.

The committee itself could be more proactive in community involvement and promoting itself more to foster better understanding of its aims and aspirations.

BUNGAY – A town like ours

The committee was asked to compare Aylsham to a similar market town which was not Cittaslow – Bungay was suggested. (*See report below.*)

I spent a day walking round Bungay and was soon approached by someone asking if I was lost. This illustrated rather well the “small town” vibe that both towns share.

It seems to suffer the same traffic/parking issues, has narrow streets, many independent shops, a “mini” supermarket, at least three pubs and a couple of restaurants.

I am also in correspondence with Bungay Town Council who were most interested in our Cittaslow organisation. It seemed to provide a template for what they are contemplating – “ways to provide a central process to bring together” all the community groups as there is “often an overlap with the council.”

Even if they choose not to follow the Cittaslow route, the council fully expects to make a financial commitment to whatever system is introduced.

BUNGAY – Market town in Suffolk

Population: Approx 5,000

Civil parish: Town Council

Georgian architecture

Places of interest: Butter Cross at the Market Place , Bungay Castle (ruins), St Mary's Church, the Fisher Theatre, Riverside Walk (Waveney).



The Butter Cross area is owned by the Town Trust which manages the market and pays for the maintenance and repair of the Butter Cross. The market dates from the 14th Century.

The Trust owns and maintains lands and properties around the town and uses the income from its land and buildings to make grants to individuals or other deserving causes around the town.

Also on a Thursday morning is the weekly Country Market. This is held in the Community Centre, less than 5 minutes’ walk from the town centre (there is also a car park here).

There are many similarities with Aylsham – except that it is not a Cittaslow Town. Yet it aspires to establish a council-led “umbrella group” incorporating community groups, local businesses, and heritage group and the Castle Trust (a heritage charity).

According to Edwin Rosier, Deputy Town Clerk, the aim is to “provide a central process to bring together all these groups as there is often an overlap with the council.”

There is a “difficult relationship” with BEBA, the Bungay Events and Business Association (formerly the Chamber of Trade and (historically independent of the council)) which promotes Bungay as a great place for visitors, businesses, and residents.

“We don’t subscribe to this – and this is our problem. We are looking to centralise things and – as a council – help local groups.”

Bungay Town Council is currently investigating ways to establish an “umbrella group” and has seed money of £15,000 budgeted by the East Suffolk District Council to fund this project.

That umbrella group is the Bungay Tourism & Heritage Working Party, which will focus on town improvement – specifically the town centre, tourism and events.

From an interesting and fruitful telephone conversation with the Mayor of Bungay, Cllr John Adams, (Thursday 25 November 2021), the group is seen as essential for the future welfare of Bungay. To such an extent, that the council is budgeting £5,000 per year for the group and are hiring a consultant to create "*branding*" for the town.

Incidentally, he told me that Southwold is paying £40,000 a year for a "Town Manager" – a sort of marketing manager to promote the town - events, attract footfall, etc.

CONCLUSION

Cittaslow Aylsham is generally recognised as an umbrella organisation, not only for the services the council provides, but for the work done by the voluntary sector, schools, churches and bringing the community together.

Its value to the town cannot be expressed in cash terms, reduced to simple profit and loss accounting. This brand gives Aylsham an exclusive status among the UK's market towns, one steeped in principles of "good living", environmental concern, heritage protection - it is what brings people to the town; tourists, walkers, history buffs, heritage hunters and house buyers. And with them come the economic benefits.

It's a unique selling point – Cittaslow has put Aylsham on the map.

The submissions by member groups and other community representatives are mainly supportive of retaining the Cittaslow committee, but there seems to be an unfortunate misunderstanding and some confusion between Slow Food and Cittaslow. For example, suggestions that the Food Festival could be organised by the Town's Events committee completely misses the point. It is purely a Slow Food event and, apart from the associated regular markets, has nothing to do with the council.

So, the question arises of what, if anything, could or should replace the Cittaslow committee. There is clearly a need for a group like this, as illustrated by Bungay Town Council, who are currently in the process of creating just such a group which to all intents and purposes has Cittaslow values and principles - but, significantly, will still attract council funding.

Alternative arrangements to accommodate Cittaslow's functions, like subsuming the group into the Events or Climate Change group will simply add a greater burden on already over-stretched community groups with the added danger of volunteer fatigue.

Another committee or organisation in the town for bringing issues together is not likely to be viable without the Town Council having an input and overview. So why do away with something that generally works well but could be improved.

And once lost, it would be difficult - and expensive - to replace. The groundwork has been done, but it now needs a new lease of life, particularly after the debilitating effects of the pandemic.

It is evident that more needs to be done to inform the public of Aylsham's Cittaslow status and what it means. This can only be done by greater promotion and marketing as well as consistent branding, not only of the council itself, but of council events.

Many people ask what Cittaslow is, but maybe we could throw it back and say: "What would you like it to be?"

Subject: Future of Cittaslow in Aylsham

Author: Eileen Springall

Date: 16 December 2021

MY REASONS FOR SUGGESTING THAT WE LEAVE THE CITTASLOW MOVEMENT.

Please may I make it absolutely clear that I am not against the efforts of our Cittaslow Committee. The idea of different clubs and organisations working together and exchanging ideas is excellent. The Slow Food movement, in situ prior to Cittaslow, promoting the use of local produce and producers cannot be faulted. Everything that points towards Aylsham being a good place to live can only be applauded.

So you may ask “ what is your problem ?”.

I have lived in Aylsham for forty eight years (a newcomer compared with some of you). I just do not see that belonging to Cittaslow has made it better than it has always been. The small privately owned businesses are still here, co-existing quite happily with Tescos The community spirit is second to none. We have good schools. There is no doubt that the increase in population has had an impact on our medical provisions but that seems to be a countrywide problem. We have seen the closure of some shops due to the financial climate. Cittaslow hasn't been able to prevent that!!

It has been claimed that people visit and come to live in Aylsham because it is a Cittaslow Town. I disagree. I believe it has far more to do with its location. Equidistant from Norwich, The Broads and the coast. The good reputation of our schools also plays a large part for people looking for a home.

I have tried to do some research as to why there was at one time ten UK towns belonging to the Cittaslow movement now there are only three. Unfortunately, I haven't been able to establish the reasons behind the decline in numbers but whatever they are it suggests that those towns ceased to feel the benefit of continued membership.

So my suggestion is this. We stop paying £1,500 per year to Cittaslow. We rename the said committee and earmark that amount for their use if they should need it.

**Minutes of the Aylsham Climate Action Meeting
held on Monday 6th December 2021**

Present:

Trevor Bennett	Ray Horne
Pat Prekopp	Sue Catchpole
Ellie Baker	Veronika Goodwin
Michael Dolling	Margaret Hayward
Arthur Rope	Lilie Ferrari
Sue Sharpe	Michael Goodwin
Erica Fisher	William Fisher
Jenny Haycocks	David Harrison

Sue Lake

1. Welcome and apologies for absence

Apologies were received from

Grizelda Tyler

Anna Magyar

Rev Julie Boyd

Steve Riley

Mary Evans

2. Declarations of interest

None were declared

3. Minutes

The minutes of the meeting held on 1st November were agreed and signed by the chairman

4. Information on Matters Arising from previous minutes

Nothing Raised

By agreement Item 13 was discussed at this point

13. Update on Norfolk County Council and Broadland District Council Actions

No details available for Norfolk County Council

Sue Catchpole advised she had spoken with Kirsty Burns, the Broadland Environmental Coordinator who was unable to attend the meeting as she is currently on leave. She has recently been working on information relating to a tree grant which has been received by Town and Parish Councils.

It is early days for Broadland with giving advice on climate change actions and it maybe that information is more likely to come from Aylsham to Broadland rather than the other way round.

It was suggested that North Norfolk may be able to assist with advice and the clerk will contact them.

It is still planned for officers from both the district and county to attend a future meeting

6. To agree the draft aim of the group

A suggestion for the aim was To work towards making Aylsham carbon neutral by 2035. After discussion it was **AGREED** to amend this to

To work towards making Aylsham carbon neutral by 2030

7. To agree the draft objectives of the Group

The draft aims were as follows:

- To set out a clear net zero strategy that commits Aylsham Town Council to making climate change a priority.
- To create sub-groups to develop action plans to deliver local solutions to the main causes of greenhouse gas emissions – plastics, energy, waste, transport, ecology Each sub-group to determine its own aims and objectives.
- To establish partnership with national, regional, county, district and local partners and communities to progress clear and positive outcomes for climate action in Aylsham and surrounding villages.
- To monitor delivery of Aylsham Town Council's commitment to Net Zero and ensure scrutiny and consideration of policies, processes and decisions against national legal commitments, as well as declarations of policy
- To communicate agreed recommendations via all media platforms
- To promote behavioural change to combat the causes of climate change

All aims were discussed in turn and **AGREED**.

Further suggestion had been made but these were felt to be more actions rather than objectives and could be discussed by the various sub-groups.

8. To agree name of the group

This item was deferred from the previous meeting. It was felt that this was a community initiative led by the Town Council rather than a Town Council initiative and it might be best if Town Council was removed from the group name.

Various suggestions were made regarding how a name should be chosen including contacting the schools to ask them to come up with a name. It was felt that this would be a large commitment in the lead up to Christmas when staff at the schools are also

dealing with rising covid cases. Instead a request will go out via social media, the council website, and Just Aylsham.

As an interim measure the Group will be known as **Aylsham Climate Action**.

9. To consider branding of the group

This item was also deferred from the last meeting and will need to be decided after the name is chosen.

10. Carbon Audits

Individual Audits - The Town Clerk had researched some online climate audits for individuals. The initial idea was to undertake the survey with the chairman's details but it was agreed that the link would be sent to members to try for themselves.

Council Audit – The Town Clerk had contacted the Carbon Trust to see if they could undertake an audit of the council. Unfortunately, they are at capacity at the moment and could not do it. It was suggested asking either North Norfolk District Council or the UEA to see if they could help.

11. Review of Town Council Activities in relation to climate change policies

Allotments – The only issue here would be the use of plastic in sheds and poly tunnels and the disposal of plastic flowerpots. However, a local garden center is working on a plan for recycling these.

Cemetery – a large percentage of the flowers left on graves are plastic and this is such a delicate subject could take time to address

Grass Cutting – this is undertaken twice a week in the summer months. Most of the grass is either recreational or verges and requires shorter grass. It was asked if there could be larger margins left uncut at places like the Rec

Markets – no real issues here that could be addressed

Neighbourhood Plan – this is being looked at to 'green' some of the policies

Street Lighting – this was converted to LED's last year

Toilets – some of the initial green issues were removed when re-furbished as they did not work and caused problems with smell and ingress of plants

Town Hall & Drill Hall – both venues will need new boilers in the near future but the technology for a boiler to heat such large spaces is not great. Some issues would need to be agreed with the conservation officer at Broadland

Vehicles – the Town Council have just changed the van to an electric van

12. Communications Group

It was felt that this would be one of the most important factors of the group and would expect a representative from each sub-group to be on the Communications Team.

14. Date of Next Meeting

It was agreed at the last meeting that the meetings would be held the first Monday of the month. However, in January that is a Bank Holiday so no meeting will be held in January. Instead the next meeting will be **7th February**

Dates for 2022 are as follows:

7 th March	1 st August
4 th April	5 th September
2 nd May – Bank Holiday suggest following week 9 th May	3 rd October
6 th June	7 th November
4 th July	5 th December

The meeting closed at 9.00pm

REPORT TO COUNCIL

Subject: Policies & Grit Bins

Author: Sue Lake

Date: 8th December 2021

There are two policies for the Town Council to consider.

Market Place Parking Policy.

This policy reflects the decision made at the last meeting and merely creates a document that can be issued and/or referred to if the parking policy is challenged.

Winter Maintenance Policy

Last winter when there was a large fall of snow the expectations of some residents as to what the Town Council could achieve when clearing the paths was excessively high. This policy lays out what the Town Council can do and more importantly what it can't do i.e. the carriageway of the Market Place.

Whilst undertaking the research for this policy the paucity of grit bins in the town became obvious. We have also received requests from residents for grit bins at the following locations:

Bure Meadows

The Willows

Stuart Road

The cost of a grit bin supplied by a street furniture company is £150.

Councillors are asked to consider this purchase.

AYLSHAM TOWN COUNCIL

MARKET PLACE PARKING POLICY

1. The Market Place in Aylsham is available for general parking when the market is or event is not in progress. Parking is limited to two hours and is checked by Parking Control on an ad hoc basis.
2. The Town Council can issue parking permits and access permits for the Market Place and they will be issued as follows
3. During the Monday, Friday and Farmers Markets general parking is not allowed in the Market Place. Market Stall holders whose van is part of their stall may park their vehicle alongside the rest of the stall. These stallholders will issues a Parking Permit.
4. Those stallholders whose van is a storage facility will be issued an access permit for loading and unloading.
5. Each Friday a Country Market is held in the Town Hall. All stall holders attending this market will be issued an access permit for loading and unloading.
6. All residents who access their parking via the Market Place will be issued access permits.
7. Town Council staff will not be issued permits. However the Town Council van will have a parking permit.
8. Any exception to these rules must be agreed by the Town Clerk who may refer to the Town council for guidance
9. All parking and access permits will be renewed every six months.

Agreed by Aylsham Town Council 16th December 2021
To be reviewed December 2023

Aylsham Town Council Winter Management Policy

Aylsham Town Council does not have a statutory duty to prepare for and deal with snow and ice (except around their own property) and although we do not have the resources to make a commitment to provide a snow clearing service we will endeavour to assist where practicable. This plan has been created to clarify what can be expected from the Town Council.

The Town Council is not responsible for gritting roads or car parks including the carriageway of the Market Place.

WHERE GRITTING WILL/WILL NOT BE UNDERTAKEN BY THE TOWN COUNCIL

During periods of severe/persistent frost, ice or snow the Town Council will ENDEAVOUR to treat the following locations where the public have access;

- Market Place
- Red Lion Street
- Church Footpaths
- Penfold Street
- Town Hall Loke

Ground staff will endeavour to grit/clear snow on arrival on site. Priority to be given to areas of special risk i.e. access to the public toilets, Market Place bus stops and entrance to the Town Hall and Drill Hall. Gritting and clearing to be carried out on a priority basis on a daily assessment.

If you feel your circumstances are such that you need assistance from the Town Council please contact us and if possible, we will endeavour to assist.

It should be noted that in extreme weather conditions where transport is difficult or dangerous it may not be possible to treat the above-named locations as staff themselves may have difficulty in reaching the locations. It is also to be noted that in very low temperatures the effectiveness of salt is significantly reduced.

Property or land owned by the Town Council which will NOT be gritted by the Town Council;

- All allotment sites
- Cemetery Driveway
- Outlying bus shelters

**Please note the Recreation Ground is not the responsibility of the Town Council
Car Parks are the responsibility of Broadland District Council**

PPE

The Town Council will ensure all Ground staff have appropriate PPE which will include hi-vis waterproofs and boots.

Grit Bins.

Grit bins are purchased by the Town Council and filled by Norfolk County Council free of charge at the commencement of each winter. Currently the bins are located in the following areas:

Road Name	Exact Location
Burgh Road Car Park	Next to entrance to Blofield Loke
Wade Close	Parking Circle
Hungate Street	Near Railway Bridge
Gas House Hill	Junction with Sir Williams Lane

When Aylsham Town Council receive requests for additional grit bins the location, cost and need are considered by the Town Council for recommendation

The grit bins are available for any parishioners to use, to make the footpaths or roads safer in icy weather. Please only take the minimum amount that is required as there is no guarantee when Norfolk County Council will be able to refill it again.

ROLE OF THE PRINCIPAL AUTHORITY – Norfolk COUNTY COUNCIL - Website statement

We cannot grit all of Norfolk’s 6,125 mile (9,857 km) road network because of the time it would take and the cost involved.

Priorities for gritting roads have been established on the basis of the route hierarchy and level of use. The main roads will be gritted before other routes. Our three hour gritting runs cover a total of approximately 2,200 miles (3,500 km) on A, B and some C class roads - commuter and major bus routes and as far as is possible one route into all villages. Some footways in the pedestrian areas of central King’s Lynn, central Great Yarmouth and central Norwich are also treated as priority.

Highways England treats 143 miles of trunk roads including the A11 and A47.

[View the map of priority gritting routes](#)

Clearing your path or driveway - the snow code

Clearing snow and ice from the pavement outside your home or public spaces can help prevent slips and falls. Here's some handy advice issued by the Department for Transport.

Don't be put off clearing paths because you're afraid someone will get injured. Remember, people walking on snow and ice have a responsibility to be careful themselves. Follow the advice from the Department for Transport below to make sure you clear the pathway safely and effectively. And don't believe the myths - it's unlikely you'll be sued or held legally responsible for any injuries if you have cleared the path carefully.

Clear the snow and ice early in the day

It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow and ice in the morning. If you

remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

Clear and prevent slips

- Pay extra attention to clearing snow and ice from steps and steep pathways - you might need to use more salt on these areas
- Use salt or sand - not water. If you use water to melt the snow, it may refreeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery
- You can melt snow or prevent black ice by spreading some salt on the area you have cleared. You can use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work. Don't use the salt found in salting bins - this will be needed to keep the roads clear unless your council advises otherwise. Please contact your local council for more advice.
- Be careful not to spread salt on plants or grass as it may damage them
- If you don't have enough salt, you can also use sand or ash. These won't stop the path icing over as effectively as salt, but will provide good grip underfoot

Take care where you move the snow

When you're shovelling snow, take care where you put it so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

Offer to clear your neighbour's paths

If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well. Check that any elderly or disabled neighbours are alright in the cold weather. If you're worried about them, try contacting their relatives or friends, or if necessary the local council.

This Snow Code advice comes from the [Department for Transport](#).

Adopted by Aylsham Town Council 16th December 2021

To be reviewed December 2023

REPORT TO COUNCIL

Subject: Queen Elizabeth II Jubilee Trust

Author: Sue Lake

Date: 6th December 2021

The Trustees of the Queen Elizabeth II Trust have been reviewing the Trust Deed. Since this was first implemented some small modifications have been made via supplementary deeds. Further changes were thought necessary as circumstances have changed. Rather than creating a further supplementary deed it was thought that it would be better to cancel all existing deeds and create a new deed that superseded them.

Once the concept of these changes has been agreed by the Town Council the trustees would need to have the deed legally reviewed. The Trustees would like to request that the Town Council bear the cost of this legal review

THE AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST

This TRUST DEED is made the First day of January Two Thousand and Twenty-Two by the Town Council of Aylsham in the County of Norfolk (hereinafter called the council)

In this Queen Elizabeth II's Platinum Jubilee Year the Trustees of the Trust and the Town Council believe that the details of the Trust need reforming but still retain the ethos.

To this end the existing deeds as listed shall all not apply and this deed will be the sole deed relating to the Trust

- Deed made 29th January 1987
- Deed made 10th March 2003
- Deed made 20th July 2005
- Deed made 2016/7

The history of the Trust is as follows:-

In 1976 with the object of organising celebrations in the parish of Aylsham during the year of the Silver Jubilee of Her Majesty Elizabeth II the Aylsham Silver Jubilee Committee was formed

The Committee collected certain money to defray the cost of such celebrations and after payment of all expenses there remained in the hands of the Committee surplus money amounting to £1,119-08

The said sum of £1,119-08 was on the last day of November 1979 deposited by the Committee in the name of the Council with the Aylsham Branch of the Trustee Savings Bank of Eastern England and the Committee was then dissolved

The Council has resolved at a meeting held for that purpose on the 29th day of January 1987 to settle the said surplus money upon trust

Now this deed witnesses as follows:

1. The Trust shall be called **THE AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST**
2. The objects of the Trust shall be the advancement of public education, apprenticeships and sporting activities in the Parish of Aylsham in accordance with Rule 2 of the following schedule
3. The Trust shall be managed by managing Trustees and the existing Trustees are Mary Evans, Mike Bush and Eileen Springall and their successors shall be appointed as set out in the schedule

4. The powers and duties of the Managing Trustees shall be as set out in the Schedule hereto
5. The Council shall be Custodian Trustee
6. The Council and/or the Trustees shall be at liberty at any time and from time to time to receive from any person or body of persons any sum of money investments or other property real or personal as a gift to the **THE AYLSHAM QUEEN ELIZABETH II JUBILEE TRUST** and all such money shall be held upon the same terms as existing funds

Managing Schedule

1. Managing Trustees shall be appointed by the Council and shall be five in number of whom at least one shall be a serving Town Councillor and all shall be resident in the Parish of Aylsham
2. In furtherance of the objects declared in Clause 2 hereof but not further or otherwise the Managing Trustees shall have the following powers:
 - (a) to make grants organise public exhibitions and award prizes;
 - (b) to do all such other lawful things as shall from time to time be necessary for the furtherance of the objects hereof
3. Those eligible for a grant shall be young people aged between 12 and 22 years old on 31 August of the year in which the grant is to be used and on such date
 - (i) shall have been resident in the Parish of Aylsham for two years prior to the final application date determined by the Managing Trustees of the year in which the grant is to be used; or
 - (ii) shall have either attended an Aylsham School or been an active member of a recognised organisation meeting in Aylsham for the same qualifying period of two years.
4. Applications for grants shall be submitted to the Managing Trustees at the office of the Town Clerk on the official application form obtainable from the Town Clerk and also available via the Town Council website.
5. The recipient of a grant will be expected to write a short report to the Managing Trustees on completion of the course or event.
6. Managing Trustees shall hold office for three years and shall be eligible for re-election
7. The Town Clerk shall be the Honorary Secretary and Treasurer of the Trust
8. The Managing Trustees shall meet at least once in each calendar year and every Managing Trustee shall receive not less than seven days' notice of all meetings. Special

meetings may be convened by the Secretary upon the written request of any Managing Trustee upon similar Notice which shall state the business to be considered at the meeting

9. At any meeting of the Managing Trustees the quorum shall be three.
10. At any meeting of the Managing Trustees every Trustee including the Chairman shall have one vote and in the case of equality of votes the Chairman shall have a second or casting vote
11. At the first meeting of the Managing Trustees following their appointment a Chairman shall be appointed
12. All sums collected or held by the Council on behalf of the Trust shall be handed over to the Treasurer who shall pay the same into a Bank Account in the name of the Trust. All payments will be authorised by two of the Managing Trustees
13. The Managing Trustees shall have power by any deed or deeds revocable or irrevocable to supplement or alter or amend the provisions of this deed other than Clause 2 (objects) provided that they shall not supplement or alter or amend the provisions hereof so as to cause the charity to cease to be charitable in law. Any alterations must be agreed by the Town Council before implementation.
14. In pursuance of the advancement of public education the Trustees shall have power to pay
Payment to individuals to purchase equipment to assist in school work or apprenticeships. However, this excludes electronic equipment provided to individuals although alternative arrangements may be made to provide them in a communal environment.