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Agenda Pack for Meeting Of 5th February 2025

CONTENTS

The attached documents provide supporting information for the Town Council meeting scheduled for 5th February 2025. Minutes for meetings close to the 5th will be added if available in time, or appended to the Town Council meeting minutes.

Cheryl Bould	<i>Recreation Ground and proposed CIO status.</i>
Cheryl Bould	<i>Bowls line in the Recreation Ground budget.</i>
Locum Clerk	<i>Trees: Mileham Drive, Mill Lane, and policy.</i>
Aylsham & District u3a	<i>Post-Box toppers.</i>
Mary Evans/Locum Clerk	<i>Draft terms of reference for potential planning committee.</i>
Locum Clerk	<i>Risk management policy for new suppliers.</i>
Locum Clerk	<i>Street names for new development.</i>
	<i>Separate file for street plan re: lighting Norwich road development.</i>
	<i>Minutes from ACE meeting.</i>
	<i>Minutes from Cittaslow.</i>
	<i>Minutes from Rec. Ground.</i>
Locum Clerk	<i>Report on crossing feasibility study – Burgh Road.</i>
Locum Clerk	<i>Draft Email retention policy.</i>
Chair	<i>Reports on Burgh Road.</i>
Chair	<i>Report on Norwich Road.</i>

LINKS

Aylsham Neighborhood Plan

https://www.aylsham-tc.gov.uk/files/ugd/a67ca0_b7e2014ed6bf4803866f0edb0dd60f5c.pdf

Burgh Road Development

www.bit.ly/BurghRd

Norwich Road Development

www.bit.ly/NorwichRd

REPORT TO COUNCIL

Subject: To provide an update on the Recreation Ground and proposed CIO status

Author: Cheryl Bould

Date: 27 January 2025

Background:

The Aylsham Recreation Ground Trustees are proposing to transition from an unincorporated charity to a Charitable Incorporated Organisation (CIO). The change aims to modernise the governance structure and enhance protections for trustees.

The land on which the Recreation Ground operates is held by Aylsham Town Council as custodian trustee. The Town Council provides the trustees with funding via an annual grant to support them with the costs relating to the upkeep of the facilities provided for the residents of Aylsham

This report provides an update around the following resolution passed by the Town Council in October 2024:

The Town Clerk advised that if the Aylsham Recreation Ground changes its legal structure to a charitable incorporated organisation (CIO), it would need legal representatives to help with the land registration transfer, and to also update or replace the legal agreements pertaining to the arrangement with and funding from Aylsham Town Council. It was AGREED that the Council would seek legal advice from its Solicitors on these matters.

Review of minutes and reports:

Previous Recreation Ground minutes reveal **no specific agreement** by the Trustees that they wish the land to be transferred into their name when moving to a CIO status.

Instead, from the Recreation Ground Trustees' perspective, the CIO status is about "future proofing" the management of the Recreation Ground in so far as affording a degree of protection to the Trustees in undertaking their duties and modernising the Constitution under which they operate for e.g. permitting the use of hybrid meetings.

There *is* evidence however, in the Town Council's discussions and decisions, that *council* was informed at one stage that the change in CIO status involves the land:

Minutes of Aylsham Town Council 3 April 2024

17C. To consider a report on the Recreation Ground Committee becoming an Incorporated Charity

These were noted. The Committee received a training session from Community Action Norfolk regarding changing to an Incorporated Charity. This would limit any liability on individual trustees and therefore should make obtaining trustees easier. If the trustees go down this

route then the Town council would not need to be the Custodian Trustee. It was proposed and AGREED that the Town Council did not have an issue with this and this change alone would not impact future funding arrangements.

There is also evidence in the Recreation Ground minutes that the matter of the land was mentioned to the trustees by the previous Town Clerk, Sue Lake, in their discussions about the consequences of a move to CIO status:

Aylsham Recreation Ground Minutes from 19 March 2024

Feedback Sue

There would be no further relationship with the Town Council as they would no longer hold the Title deeds (Custodian trustee). The Town Council can still provide a precept to the Rec, but we need to check that the Town Council is happy to do so with this change in relationship

Funding:

With regards the question of the continued funding of the Recreation Ground by the Town Council, should the Trustees move to CIO status, the following information is pertinent:

Sue Lake, Former Town Clerk and locum RFO (Report to Council, January 2025):

On looking at this in detail there is no evidence that the change of status of the Recreation Ground has any bearing over its funding by the Town Council. The Town Council currently has the General Power of Competence which enables them to do anything an individual can do. This power will last until the Council elections of 2027.

Tonya Winsley, Community Development Worker for CAN (Email to Lauren Stroud, Chair of Aylsham Recreation Ground Trustees in October 2024):

"I can't see any reason why the Town Council can't make a grant to you if you change your charity structure. You are what is classed as an unincorporated charity, and you will still be a charity once you incorporate (but you will have a new charity number). Everything you do continues to be the same, it's simply your legal structure that changes."

Legislative Reference – Local Government Act 1972, Section 137:

"A council may incur expenditure on contributions to the funds of any charitable body in furtherance of its work in the United Kingdom."

Conclusion/way forward:

There is a need to formally clarify whether the Aylsham Recreation Ground Trustees wish for the land to transfer to them when they become a CIO. If this is not the case, then seeking legal advice about this becomes a moot point.

Report to Council

Subject: To provide an update on the Bowls line in the Recreation Ground budget

Author: Cheryl Bould

Date: 28.01.2025

Following discussion at the Town Council Budget meeting on 19th December 2024 about the Bowls line in the Recreation Ground Budget, I have queried this with the Aylsham Recreation Ground Trustees.

The Recreation Ground has several user groups which benefit from this open space, for e.g. the bowls, tennis and cricket clubs.

I have established that *no user group has a grant which is transferred to them*. Instead, groups are allocated a budget for agreed maintenance and groundskeeping costs which is held by the Recreation Ground Trustees.

User groups may then submit invoices for approval from the trustees which are then paid from that group's budget.

Once the agreed budget is reached, any overspend is clawed back from the user group. The Trustees are currently investigating a new procedure around this going forward.

Grounds keeping of the individual areas requires skills from specialist contractors and thus the individual user group does manage the relationship with whomever is engaged to undertake works.

CLERKS REPORT

Monday, 27 January 2025

Subject: Agenda Item 21 - Trees: Mileham Drive, Mill Lane, and Policy.

Background:

Two ongoing tree management issues have been raised by residents, requiring council consideration and decisions on appropriate actions.

1. Mileham Drive (Jewels Lane):

- A resident has raised ongoing concerns (over 2–3 years) regarding ash trees bordering their property along Jewels Lane. These concerns include falling debris, damage from deadwood, and reduced light due to the height of the trees.
- **Advice from Broadland District Council (BDC):**
 - The trees are not owned by BDC, but some trees in the area are subject to Tree Preservation Order (TPO) 2004 No.1 (691). Further clarification is needed to confirm if the specific trees are covered by the TPO.
 - Historical records indicate that Aylsham Town Council (ATC) has managed these trees, a responsibility confirmed by the former Town Clerk.
 - BDC's role is to assess TPO applications. While deadwood removal is exempt from requiring a formal application, other works require permission.
 - The High Hedges legislation referenced by the resident does not apply, as it pertains only to evergreen or semi-evergreen trees.
 - There is no legal obligation to reduce tree height unless there are safety concerns or deadwood issues.
- **Advice from ATC Groundsman:**
 - Reducing the height of the ash trees may harm their health and is unlikely to gain approval from BDC.
 - Monitoring the trees for signs of ash dieback is recommended, and any deadwood should be removed as required.
 - Four potential courses of action have been outlined for the council:
 1. Apply for TPO permissions to reduce the height of the trees, with ATC covering the cost.
 2. Apply for TPO permissions with the cost of the work shared between ATC and the resident.
 3. Allow the resident to apply for TPO permissions and carry out the work at their own expense, with ATC granting written approval.
 4. Decline to pursue height reduction, while committing to regular monitoring and addressing deadwood removal as needed.

2. Mill Lane (Oak Tree near Mill Pightle):

- A resident has raised concerns (over 3–4 months) regarding a mature oak tree near their property. The tree is reportedly undermining a boundary wall.

- **Advice from ATC Maintenance Staff:**
 - Monitoring the oak tree is essential to assess its potential impact on the structure.
 - If structural damage is confirmed, professional arboricultural advice should be sought, and any necessary works will require a formal TPO application to BDC.

Options for Council Consideration:

1. **Mileham Drive:**
 - Confirm whether the specific trees are covered by a TPO.
 - Determine the preferred course of action for managing the trees, based on the outlined options.
2. **Mill Lane:**
 - Monitor the oak tree and determine whether further investigation or professional advice is needed.
3. **Long-Term Protocols:**
 - Develop a formal policy for addressing similar tree-related concerns raised by residents. This could include:
 - Full council funding for tree works.
 - Cost-sharing between ATC and residents.
 - Resident-led work, with ATC approval if necessary.

Agenda Items for Consideration:

21. TREES. To consider any necessary actions in relation to:
 - a. **Mileham Drive (Jewels Lane):** Confirm ownership and TPO status and determine the approach for addressing resident concerns.
 - b. **Mill Lane (Mill Pightle):** Decide on actions regarding the oak tree and its impact on a boundary wall.
 - c. **Policy decision moving forward for tree maintenance and costs:** Discuss the development of a formal protocol for managing future tree-related concerns raised by residents.

Summary Prepared by:

Phil Chapman (Locum Clerk)

24th January 2025

Agenda item for discussion at the Town Council meeting 5th February 2025.

Proposed intermittent placement of a postbox topper on the postbox outside Aylsham Town Hall.

To Aylsham Town Council

Thank you for allowing me to speak at the Town Council meeting on 8th January 2025. Thank you for your support.

I should be grateful if you could sanction the placement of a postbox topper on the postbox outside Aylsham Town Hall. The topper will be made by members of Aylsham & District u3a,

The plan is that the topper would make its first appearance in June 2025 to help publicise Aylsham & District u3a's Open Day which will be in Aylsham Town Hall on 21st June 2025.

The topper would not be a permanent installation. It would be used, weather permitting, to advertise our monthly meetings in the Town Hall.

At January's Town Council meeting you asked for more information on the design of the topper. It is a work in progress. However, the main cover will definitely be blue and yellow (national u3a colours). Other colours will be used for attachments that will represent some of our u3a Special Interest Groups for example: table tennis bats; an open book, flowers, pétanque balls etc.

Postbox toppers created by Garforth, Kippax & District u3a

https://garforthkippaxdistrict.u3asite.uk/u3a_groups/crochet-post-box-toppers/ show a simplified version of what we're aiming for. As this is our first attempt at a postbox topper there's an element of trial and error. We'll use interesting images that can be attached securely to the base.

If you have any queries do, please, contact me.

Sheila Merriman

Business Secretary, Aylsham & District u3a. Bussecu3aaylsham@gmail.com

Consultative Document

Aylsham Town Council Planning Committee

Draft Terms of Reference with Recommendations from the Town Clerk

Acknowledgement

This proposal and first draft of the Planning Committee Terms of Reference was initially prepared by Councillor Mary Evans. The following document incorporates additional considerations and recommendations from the Town Clerk to ensure the proposed committee structure is efficient, sustainable, and aligned with legislative requirements.

DRAFT TERMS OF REFERENCE: PLANNING COMMITTEE

Purpose

1. To review and consider all planning application documents and associated materials referred by Broadland District Council (BDC).
2. To provide detailed recommendations and feedback on planning matters.
3. To ensure findings and recommendations are presented to the Full Town Council in a timely manner.
4. The Chair of the Planning Committee will present findings and recommendations to the full Town Council at its monthly meeting.

Remit

1. The Planning Committee will:
 - Review and recommend decisions on all planning applications received by the council.
 - Ensure public comments and representations are considered in decision-making.
 - Use existing electronic tablets for reviewing planning applications, with access to larger screens where necessary.
2. The Committee's decisions are advisory and subject to approval by the full Town Council.
3. Meetings will be scheduled approximately one week before full Town Council meetings to allow time for drafting minutes and preparing recommendations.
4. The Planning Committee will not be allocated a specific budget unless deemed necessary by the Town Council.

Membership

1. Members will be appointed by the full Town Council
2. The Planning Committee shall consist of:
 - a) A minimum of five members, all of whom must be Town Councillors approved by the full Town Council.
3. Meetings will be open to the public, with the following participation guidelines:
 - a) Public speakers are limited to three minutes per individual,
 - b) Requests to speak should be made to the Clerk in advance of the meeting or at the start of the meeting.
4. All members of the Planning Committee must adhere to the **Code of Conduct** and declare any personal or prejudicial interests in applications under discussion.
5. The Planning Committee to operate in accordance with Aylsham Town Council's Standing Orders, Financial Regulations, and any other relevant council policies and procedures.
6. A representative may be nominated to attend and present recommendations to Broadland District Council's Planning Committee when necessary.

Meetings

1. The Planning Committee will meet monthly, with meetings scheduled approximately one week before full Town Council meetings to ensure sufficient time for preparation of minutes and recommendations.
2. Additional meetings may be convened to address urgent or time-sensitive applications, particularly those nearing the end of their 21-day consultation period.
3. Planning applications will be circulated to Committee members by the Town Clerk or the Office / Events Manager as they are received and accessed through the Broadland planning portal.
4. All planning applications to appear on the Town Council website as soon as they are received so that all councillors and the public are aware of what will be discussed at the monthly Planning Committee
5. The Town Clerk will record and circulate minutes of all meetings to the full Town Council.

Additional Responsibilities

1. The Town Clerk on behalf of the Planning Committee will liaise with Broadland District Council and other relevant bodies to address significant or complex applications.
2. For applications involving major housing developments, prearranged meetings may be held with officials from Broadland District Council, local stakeholders and/or professional representatives.
3. For applications under Appeal, the Committee may:
 - a) Submit written statements detailing its recommendations.
 - b) Nominate a representative to attend hearings or meetings.

Responses and Communications

1. The Town Clerk will act as the sole point of communication with external bodies, including Broadland District Council, and will forward application notifications digitally to Committee members.
2. The Clerk will provide clear and reasoned justifications for all recommendations communicated externally.

Training and Development

1. Training on planning legislation, policies, and procedures will be mandatory for all Committee members to ensure informed and consistent decision-making.

Review

1. The Terms of Reference will be reviewed annually by the full Town Council to ensure they remain relevant and effective.

Adopted:

Signed:

AYLSHAM TOWN COUNCIL RISK MANAGEMENT POLICY FOR NEW SUPPLIERS

Effective Date:

Review Date:

Purpose

This policy outlines the procedures and safeguards to prevent fraudulent transactions and financial loss when dealing with new suppliers. It ensures robust due diligence, especially in cases where payments in advance are requested.

Scope

This policy applies to all **new suppliers** or service providers seeking to engage with Aylsham Town Council, particularly where advance payments are requested.

Policy Principles

1. **Preference for Credit Terms**
 - a. As a public authority, Aylsham Town Council is recognized as a safe and reliable customer.
 - b. All suppliers will be encouraged to issue invoices for payment on credit terms wherever possible, to reduce the need for prepayment.
 - c. Advance payments will only be considered in exceptional cases where no alternative suppliers or arrangements can be found.
2. **Supplier Eligibility Requirements**
 - a. **Minimum Business Age:**
 - Suppliers must have been registered and trading for at least two years.
 - b. **Registered Address:**
 - Verify that the registered address is not a company formation agent or virtual office.
 - c. **Online Presence:**
 - Confirm the supplier has a credible online presence, including a professional website.
3. **Bank Account Verification**
 - a. Payment will only be made to a bank account where the account name **exactly** matches the company name on record.
 - b. The verification must be conducted independently by two members of staff to ensure absolute certainty.
 - c. If the bank account name cannot be confirmed to match 100%, payment will not proceed.
4. **Risk Assessment Process**
 - a. Conduct a thorough risk assessment of all new suppliers requesting advance payment, including:
 - Verifying company details through Companies House.
 - Reviewing trade references and previous transaction history.
 - Comparing quoted prices to market standards; exceptionally low prices should be treated with caution.
 - b. Consider alternative suppliers even if they involve higher costs, prioritizing safety and reliability over cost-saving.
 - c. Document the findings of the risk assessment and retain these records for audit purposes.
5. **Approval and Escalation**
 - a. All new supplier arrangements must be reviewed and approved by BOTH the finance

officer and the Clerk.

b. Payments exceeding £1000 OR deemed high-risk must also be approved by the Council Chair.

6. Incident Reporting and Monitoring

a. Any suspected fraud or irregularity must be immediately reported to the Council.

b. Maintain detailed documentation of incidents, including supporting evidence and actions taken.

c. Following any fraudulent incident, review this policy to identify and implement improvements.

Policy Implementation

1. Staff Training

- Ensure all relevant staff are trained to conduct due diligence and recognize red flags in supplier arrangements.

2. Regular Policy Review

- This policy will be reviewed annually or after any fraud-related incidents to ensure its effectiveness.

3. Accountability

- Responsibility for compliance with this policy lies with the Clerk.

Example Application Based on Prior Incident

Case: Container Fraud Incident

1. Minimum Business Age:

- The fraudulent company (from bank details not from invoice), being less than two years old, would have failed the eligibility criteria.

2. Price and Supplier Reliability:

- The unusually low price would have triggered additional checks and likely led to exploring safer suppliers, even if at a higher cost.

3. Bank Account Verification:

- A failure to **absolutely** match the bank account name would have prevented payment.

4. Alternative Supplier Options:

- The Council would prioritize finding a safer supplier rather than proceeding with a high-risk arrangement.

By adhering to these practices, Aylsham Town Council ensures a high standard of financial security and supplier reliability.

Approved By:

Date:

Clerk's Report

Subject: Street Names for new development

Prepared by: Phil Chapman, Locum Town Clerk

Date: 14/1/25

Purpose of the Report

This report provides an overview of street naming suggestions for the new development on the site of the former Aylsham Motel. It summarises proposals from councillors, local residents, and historical sources. Additionally, it outlines relevant street naming policies and considerations to assist the Town Council in making informed decisions. A list of current street names is also below for reference.

1. Background

The development on the former Aylsham Motel site requires new street names. Naming streets is a statutory function managed by Broadland District Council, with input from developers and town/parish councils.

The primary objectives for naming streets include:

- Ensuring names are relevant to local history or geography.
- Reflecting Aylsham's unique heritage and character.
- Meeting Broadland District Council's street naming policy guidelines.

The development's street names were commissioned solely based on the availability of grant funding. It is essential that suggestions align with Broadland District Council's guidelines to avoid delays or rejections.

2. Street Naming Policy

Broadland District Council's guidelines outline key criteria:

- Names must be easy to spell and pronounce.
- Duplication of existing names within the district must be avoided.
- Historical or geographical relevance is encouraged.
- Only first or last names (not full names) of individuals should be used.

3. Summary of Suggestions

3.1. Female Publicans of Aylsham

Catherine Fletcher and the Aylsham Local History Society proposed honouring Aylsham's rich brewing history by naming streets after notable female publicans who contributed significantly to the community. Examples include:

- **The King's Head:** Alice Emans, Elizabeth Weston
- **The Black Boys:** Margaret Tuck, Anna Barnett, Elizabeth Whittacre
- **The Bull:** Margaret Hawkins, Elizabeth Green
- **The New Inn:** Cecily Howard, Margaret Cope, Susan Boon

- **The Unicorn:** Elizabeth Chalker, Widow Cubitt
- **The Angel:** Joan Collett, Prudence Howes

These names celebrate women's roles in Aylsham's history, bringing recognition to often-overlooked contributors.

Note: Councillor Joan Bennett expressed her strong support for the publicans' names, considering the idea excellent. Councillor Kevin Cunnane also supported the principle of recognising female publicans. Additionally, Councillor Trevor Bennett suggested prioritising the following names from the publicans' list: Margaret (due to its six occurrences), Cecily, Prudence (both considered very old-fashioned names), Anna (to be placed before Avenue), Alice, Hannah, and Cubitt (noting that "Widow" might not be appropriate).

3.2. Female Writers of Norfolk

Catherine Fletcher also suggested naming streets after notable female writers from Norfolk, celebrating their contributions to literature and culture:

- Julian of Norwich
- Margery Kempe
- Margaret Paston
- Mary Hardy
- Anna Sewell
- Amelia Opie
- Harriet Martineau
- Fanny Burney

This approach broadens the scope of historical recognition while maintaining regional relevance.

3.3. Councillors' and Residents' Suggestions

Councillors and residents suggested names inspired by historical figures and themes associated with Aylsham's inns and hotels, particularly the significant role women played in their operation. Examples include:

- Adelaide
- Alma
- Bertha
- Cecily
- Dorcas
- Eugenie
- Henrietta
- Isabella

4. Recommendations

Revised List of Names

Following a review of the proposed names and their compliance with Broadland District Council's street naming policy, the following refinements were made:

1. **Duplicates Removed:** Names too similar to existing street names in Aylsham were excluded to avoid confusion (e.g., "Elizabeth" due to "Elizabeth Way"). Index of existing street names attached below.
2. **First or Last Names Only:** In accordance with the naming policy, names were split into first and last names, with both to be considered individually.

The final alphabetised list of names is as follows:

Adelaide, Alice, Alma, Amelia, Anna, Barnett, Bertha, Boon, Burney, Chalker, Collett, Cope, Cubitt, Dorcas, Emans, Eugenie, Fanny, Harriet, Henrietta, Howes, Joan, Julian, Kempe, Margery, Mary, Martineau, Opie, Paston, Prudence, Sewell, Susan, Tuck, Weston, Whittacre.

Total Names for Consideration: 34

Conclusion

The street naming process provides an opportunity to celebrate Aylsham's heritage and community. By selecting historically significant names, the Town Council can honour the contributions of women and other notable figures while complying with district guidelines.

Prepared by:

Phil Chapman

Locum Town Clerk

Aylsham Town Council

Index of Existing Street Names

Abbots Close	Howard Way	Proudfoot Way
Adey Close	Hungate Lane	Pumphrey Way
Aegel Gardens	Hungate Street	Purdy Way
Albert Close	Jannys Close	Rawlinsons Lane
Alexandra Road	Jegon Close	Ray Bond Way
Aylsham Industrial Estate	Jenny Lind Close	Red Lion Street
Banningham Road	John Gaunt Close	Red Lion Yard
Blickling Road	Joseph Clover Court	Replan Close
Blofields Loke	Jubilee Road	Rippingall Close
Breeze Avenue	Keymer Close	Rippingall Road
Buckenham Road	Knights Way	Roman Way
Bure Valley Lane	Lancaster Gardens	Saint Michaels Avenue
Bure Way	Laver Close	Saint Michaels Close
Burgh Road	Liz Jones Way	Sandy Lane
Buxton Road	Long Lane	Sankence Lane
Canon Hoare Road	Manor Close	Sapwell Close
Cawston Road	Manor Court	Schoolhouse Lane
Charles Ewing Close	Market Place	Scott Walk
Church Terrace	Mashs Row	Sears Close
Clover Road	The Mayflowers	Sir Williams Close
Copeman Road	The Meadows	Sir Williams Lane
Cottage End	Mileham Drive	Soame Close
Cressy Walk	Millgate	Spa Lane
Cromer Road	Mill Lane	Spratts Green
Crompton Road	Mill Pightle	The Staithe
Defiance Way	Mill Road	Starling Close
Donthorn Court	Mill Row	Station Road
Dove Gardens	Morton Close	Stonegate
Drabblegate	Morton Road	Stuart Road
Dunkirk	Muskett Way	Swan Close
Dyes Loke	Neale Close	Town Lane
Elizabeth Way	Nelson Close	Tuddenham Road
Ernest Close	New Road	Tuttington Road
Ethel Tipple Drive	Norwich Road	Unicorn Yard
Ethnie Gleaner Drive	Oakfield Road	Union Road
Forster Close	Orchard Lane	Wade Close
Forster Way	The Paddocks	Waterway Lake
Foxes Loke	Palmers Lane	Wherry Lake
Gale Gardens	Palmerston Way	White Hart Street
Gashouse Hill	Parmeter Close	Woodgate
Goulder Drive	Partridge Road	Woodgate Way
Green Lane	Peabody Road	Wrench Close
Heydon Road	Penfold Street	Wrights Close
Hobart Lane	Petersons Lane	Wymer Drive
Holley Walk	Pound Lane	Yaxleys Lane
Holman Close	Prince Of Wales Drive	
Holman Road	Prospect Drive	

Aylsham Town Council

Pedestrian Crossing Feasibility Study – Burgh Road, Aylsham

Date: January 2025

Introduction

This report summarises the findings of a feasibility study commissioned by Aylsham Town Council through Norfolk County Council, with WSP undertaking the assessment. The study evaluates the potential for a pedestrian crossing on Burgh Road near Forster Way, a key route for schoolchildren and local residents. It aims to determine suitable options for enhancing pedestrian safety at this location. It is also highly related to the Burgh Road Housing development. www.bit.ly/BurghRd

Study Overview

The feasibility study assessed site characteristics, traffic conditions, pedestrian demand, and infrastructure constraints. Key data and findings include:

1. Site Context:

- Burgh Road connects Aylsham town centre to the A140.
- The site lies near Aylsham High School and the Recreation Ground, with significant pedestrian traffic, particularly during school peak times.
- Current infrastructure lacks formal crossing facilities, requiring pedestrians to use grass verges.

2. Traffic and Pedestrian Data:

- Average daily traffic: 3,291 vehicles (including HGVs at 2.9–4.3%).
- Observed pedestrian crossings: 456 over 12 hours, with 50% being children.
- Speed surveys confirm compliance with the 30mph limit.

3. Issues Identified:

- Limited pedestrian infrastructure, particularly at the Forster Way junction.
 - Safety concerns due to turning traffic and inadequate crossing surfaces.
 - Poor road and footway conditions, including potholes and damaged guardrails.
-

Proposals

The study outlines two potential solutions:

1. Option 1: Uncontrolled Crossing at the Primary Desire Line

- Located at the primary crossing point near Forster Way.
- Includes kerb radius reduction, footpath improvements, and tactile paving.

- Estimated Cost: **£102,900**.

2. **Option 2: Zebra Crossing West of Forster Way**

- Formal crossing with high-visibility beacons and tactile paving.
- Positioned west of the primary desire line to improve pedestrian safety.
- Estimated Cost: **£269,200**.

Conclusion

This feasibility study provides detailed data and proposed options to improve pedestrian safety on Burgh Road. The next steps involve Aylsham Town Council's review of the findings and consideration of the financial implications for implementing either option.

Phil Chapman (Locum Clerk)

22/1/25

Aylsham Town Council

Email Policy and Management

Adopted on: 5th February 2025

Review Date: February 2027

1. Introduction

This policy outlines the procedures for the use and management of Aylsham Town Council email accounts. It covers responsibilities, acceptable use, and account management upon councillor resignation. The aim is to ensure compliance with data protection regulations, maintain the integrity of council records, and uphold the principles of data minimisation and security.

2. General Email Use Policy

2.1 Use of .gov Email Accounts

- Councillors must use their assigned .gov.uk email accounts for all council-related communications. Personal email accounts must not be used for council business.
- .gov.uk email accounts are subject to Freedom of Information (FOI) requests, and all communications may be disclosed if required.
- Councillors must not use .gov.uk email accounts for personal or non-council business.
- All communications must comply with the Council's Code of Conduct and other relevant policies.

2.2 Security and Access

- The Clerk has administrative access to all .gov.uk email accounts and can change passwords unless the councillor has independently altered them. If a councillor changes their password, they must provide access credentials to the Clerk for compliance purposes.
- Strong passwords must be used, and councillors should not share their passwords with unauthorised individuals.
- Councillors must promptly report any suspected security breaches involving their .gov.uk email accounts to the Clerk.

2.3 Handling Personal Identifiable Information (PII)

- Councillors must avoid including sensitive personal data in emails unless absolutely necessary.
- When PII must be shared, ensure it is done securely and only with authorised individuals.

2.4 Training and Awareness

- All councillors and staff must complete regular training on email security, FOI requirements, and GDPR compliance.
- Training sessions will be arranged and monitored by the Clerk.

2.5 Use of Email Signatures

- Councillors are required to use a standardised email signature for all .gov.uk email communications. The standard format for Aylsham Town Council is as follows:

[Councillor Name]

[Role, e.g., Councillor for Aylsham Town Council]

Email: [councillor.email@Aylshamparish.gov.uk]

Disclaimer: This email and its content are subject to Freedom of Information requests and GDPR compliance. Any views expressed are those of the individual and do not necessarily represent Aylsham Town Council.

3. Responsibilities

- **Clerk:** Responsible for ensuring compliance with this policy, reviewing email content during account management, and coordinating with the email hosting/IT company.
- **Email Hosting/IT Company:** Responsible for implementing technical actions such as password resets, account disabling, and permanent deletions as instructed by the Clerk.

4. Procedure for Email Account Management Upon Councillor Resignation

4.1 Notification of Resignation

- Upon receipt of a councillor's written resignation, the Clerk will notify the email hosting/IT company to initiate account management actions.

4.2 Password Change

- The Clerk will reset the password for the resigned councillor's email account or instruct the email hosting/IT company to do so. This prevents unauthorised access.

4.3 Email Content Review

- The Clerk will review the email account to:
 - Identify and extract any emails relevant to ongoing council matters, legal requirements, or operational purposes.
 - Archive pertinent emails within the council's record-keeping systems.
 - Delete personal or irrelevant emails in accordance with data minimisation principles.
 - Set an autoresponder with the a relevant message.

4.4 Temporary Retention

- After the content review, the email account will be disabled (as above) but retained by the email hosting/IT company in a disabled state for a period of **ideally 2 months, or as required by the situation**. This period allows for the retrieval of any unforeseen necessary information.

4.5 Permanent Deletion

- At the end of the retention period, the Clerk will instruct the email hosting/IT company to permanently delete the account and all associated data. This ensures all information is irretrievable, in compliance with data protection laws.

5. Legal and Regulatory Compliance

This policy complies with the following regulations and guidelines:

- **General Data Protection Regulation (GDPR):** Ensures that personal data is not retained longer than necessary and is securely deleted.
- **Local Government Act 1972:** Governs the retention of council records.
- **Best Practices:** Aligns with retention guidelines from the Society of Local Council Clerks (SLCC) and the National Association of Local Councils (NALC).

5.1 Freedom of Information and Subject Access Requests

- All .gov.uk email accounts are subject to FOI and SAR requests. The Clerk is responsible for ensuring timely responses to such requests in accordance with statutory requirements.

6. Review and Updates

This policy will be reviewed annually or when significant changes to data protection laws or council procedures occur.

7. Policy Approval

This policy was approved by Aylsham Town Council on 5th February 2025.

Appendix: Summary of Actions

Action	Responsible Party	Timeline
Notify Clerk of resignation	Chair	Immediately upon resignation
Change email account password	Clerk/Email Hosting/IT Company	Within 24 hours
Review and archive/delete emails	Clerk	Within 1 month
Disable email account	Email Hosting/IT Company	After review
Permanently delete email account	Email Hosting/IT Company	Ideally 2 months, or as required



Minutes of AYLSHAM RECREATION GROUND meeting on Tuesday 21st January 2025 held at the Aylsham Recreation Ground at 7.15pm

Present

Lauren Stroud Philip Kingsford
 Sean Cannon Neil Thirtle
 Cheryl Bould Heather Morton
 Barry Lancaster Andy Bell
 Jon Minns Alan Marchbank
 Gavin Watkins (Town Council Maintenance Manager)

1. Welcome and apologies

Welcome given to Gavin, Town Council’s maintenance manager. Keith Edwards will also be joining meeting at 7.30 to give update on final dates and handover.

2. Prior actions (updated by email)

Action	Owner	Progress
Find new basketball nets	Lauren	Given to Neil at Jan meeting
Review caretaker contract for 2425	All	March 2025
Email CAN re barrier being placed by TC re legal situation if the rec becomes a CIO and if there is an issue with TC paying the grant to the rec	Lauren/ Cheryl	Update at Jan meeting but action not closed off
Find out status of BT bill	Cheryl	?
Ask Andy to order and plant new trees when required	Lauren	Ongoing

To check schedules of use to see whether can reduce temperatures to 16 degrees when not being rented out	Lauren	Done—discussed with Neil and been reduced
Check whether VAT claimed is owed to ARGC	Cheryl	Update at Jan meeting (see below)
instruct Gavin to do the works (replace fence)	Cheryl	Rec instructed at Jan meeting
obtain quotes for replacement fencing to match the fencing around the rest of the park.	Sean/Phil	Update from Sean: ongoing - prob will have a quote by April. Assume meanwhile the issue with the temporary opening has been sorted?
Liaise with the Community shed regarding planters	Cheryl	?
Review ACT/HOS/ARGC lease and price again for voting	All	Update from LS at Jan meeting
to obtain quotes from Keith and report back next meeting	Sean	Sean meeting Keith on 21 st Jan
to email Gavin to instruct Keith to fill in pot holes.	Sean	Instructed at Jan meeting
Check number of cricket strips that were installed	Sean	here was one additional strip installed. The club have been able to utilise a new rotation system meaning they are not using the first three strips for mens hardball cricket a advised by the labosport report to mitigate the small risk of a ball strike.
Potential moving of shelter (at bottom near the skate park) – all to consider pros and cons and where it would be moved to	All	No update
Water refill station – costs to be presented	Lauren	No update
Quote for paving slabs	Sean	Sean meeting Keith 21 st Jan
Fit padlock gate on playpark	Neil	By Feb

Fit copings at bowls club	Sean	
Fence at bowls/tennis club to be repaired/replaced	Sue/Gavin	By Feb
Check invoices related to bowls club to check on overspend amount	Lauren	By Feb
Invite Keith to rec meeting	Sean	Attended January meeting
Get quote for finishing fencing off	Phil/Sean	Feb
Sort out pavilion alarms	Neil	Jan
Re-introduce sign off sheets for H & S	Neil	Feb
Present costs of filling in pot holes in car park	Neil	Jan

Cheryl gave clarification regarding the increase of 7.4% to the Town council, which was not passed onto Rec and Barry had queried why this was. She explained that like our budget, the Town Council has individual parts, which are seen as individual costs, and the increased monies received is not applied across all areas. So, the Rec did not receive any further monies than requested in our previous budget.

She also gave feedback regarding the Rec budget request for this coming year. Although she did not have the figures to hand, she explained that 2 items were not approved.

1. £1K for notice boards – thought that this could be raised from local funding sources
2. £5K for maintenance fund, monies set aside for future repairs or replacement. The Town Council said that there is already £50K held in Rec reserves. She understood that the Town Council cannot give money to the Rec for to build up savings. There was some discussion following. Previously told that the £50K should not be used, unless for a defined large project which will then help with match funding. Now concerned not having a maintenance fund, how will deal with unforeseen maintenance? Do we therefore draw down on the reserves?

ACTION Lauren to contact Sue Lake regarding actual budget figures

Minutes of AYLSHAM RECREATION GROUND

meeting on Tuesday 21st January 2025

Cheryl explained regarding becoming CIO she felt that was a misunderstanding regarding the land. The previous Town Clerk was under the impression that the land registered to the Town Council on behalf of the Town, would be transferred to the Rec at the same time. Hence, a motion at the Town Council to seek further advice. As a motion has been put in place the Town Council have to follow through this procedure.

Jon said that at the Town Council meeting in October it had been minuted in our Rec minutes that this was what was intended. He could not recall this ever being discussed at our meeting or ever, as far as we were concerned the transfer of land ownership was never in question. All agreed.

Cheryl then clarified that the motion in question was included in Town Council minutes.

Heather said she had supplied a document to Cheryl which summarised all our minutes and this was never an issue brought up.

There was general frustration of the delay not of our making.

Cheryl said that she is to give a clear report to the Town Council of the sequence of events in an attempt to move the process forward as soon as possible.

ACTION Cheryl to report and explain to Town Council at update next meeting

Other updates

- **BT** Can't give an update until there is a new clerk
- **Planters** – one is left by HOS. Neil is to attend Community Shed AGM on 8.2.25 with view to mending it.
- **Play equipment invoicing**
Currently she is working to consolidating the money to pay for the invoices. Monies are held in Rec and Town Council. All monies need to be paid from Rec account, so monies will need to be transferred there.

Kompan came last Friday to do the final snagging with Gavin and Ryan in attendance. The equipment is safe, but access is difficult for those with additional needs using a chair as the surface is uneven. This was discussed at last meeting and was agreed that paving would be put down. Having looked again matting could be used which would be cheaper and quicker to install. The whole project must be completed by 15.2.24 otherwise cannot recoup the Pride in Place Grant funding (this is paid to the Town Council when completed).

ACTION Gavin and Andy to get quote and fit within time scale

Minutes of AYLSHAM RECREATION GROUND

meeting on Tuesday 21st January 2025

3.To confirm minutes of December 2024

Cheryl requested the following amendments

“Finally, a locum clerk would be in place until Easter. Again, the new clerk will not be doing Rec Work. Andy and Cheryl will *liaise* between the Rec and Town Council.”

Also on ACTIONS Cheryl is unable to “instruct” Gavin to replace fencing but again liaise between the Rec and Town Council.

Cheryl left the meeting.

Keith Edwards joined the meeting

He stated that he started work on the Rec as a volunteer and had been doing paid work since 2004. His contract ends March 31st 2025 and Andy bell will start on 1.4.25. His floor space will be cleared and can leave shelving and table as required. There is the potential that the Town Council will purchase some of his equipment. He had met with Andy to discuss this and given a handover to Andy, how to mark out lines on pitch etc.

Vote of thanks to Keith for all his work to date. Keith left meeting.

ACTION Lauren to contact Sue for copy of the groundsman job

ACTION Sean to sort leaving gift for Keith

Lauren clarified; no user group has a grant they are allocated a budget. If this is exceeded further monies can be approved, but this overspend will be clawed back.

If there is likely to be an overspend this will be brought to the following Rec meeting and highlighted.

ACTION Lauren and Phil to reconcile monies for bowls

4.Recreation Ground caretaker’s report

Report sent to Lauren. Has been fairly good recently. Small fire in the shelter and an abandoned bike.

Lauren had done performance review after first year. Thank you to Neil, all agreed he was doing a great job.

He will still provide a checklist of jobs he does for reference.

5. Finance

Nil else of note

Minutes of AYLSHAM RECREATION GROUND

meeting on Tuesday 21st January 2025

6. Matters arising (new since last meeting)

a. CIO and legal advice Town Council, and VAT

Already covered by Cheryl

b. ACT/HOS lease proposals and charges

£4,200 will be paid by ACT from April 2025 and HOS is happy with the agreement. Jill will continue to run HOS.

ACTION Lauren To complete small amendments and will liaise with HOS and ACT

c. Water refill station cost

No update

d. Replacement fence

Gavin will repair the hole and bank. The replacement of matting is the priority but should be done by end of February.

e. Email from Dave Horne

Letter of thanks for cutting of hedge. He has asked whether we want his contractor to cut our side as an annual cut at the same time as does his. We will be billed for our side.

Discussion again, this is his hedge so we should not pay for the cut

ACTION All Next meeting to discuss future management of hedge.

f. Copings at bowls club.

When the walls are rendered, the copings will be replaced automatically by the contractor

7. Update on previous matters

- **Security Alarm**
Gavin had quote for £70 for a service and a demonstration. Agreed Neil, Andy and Sean initially to be shown how to do.

Neil suggested a monthly call out plan to be drawn out if the alarm goes off. The alarm is only an audiovisual alarm.

ACTION Sean to oversee these actions
- **Automatic closing gate**, mechanism needs mending reported by Neil
ACTION Andy to sort
- **Incorrect minutes reported at Town Council** meeting. Jon was concerned this had happened in the October meeting and this needs to be checked and corrected. Andy looked at the Town Council minutes and agenda items for the October meeting and the Rec minutes were not attached.

ACTION Lauren to invite the new Town Council Chair Kay Montandon to next meeting
- **Card entry system** reported by Alan, needs replacing so to be aware if children on courts not playing tennis

Minutes of AYLSHAM RECREATION GROUND

meeting on Tuesday 21st January 2025

- **Gate on Sir William's** Lane Phil enquired whether this is locked at night as concerned players playing late in the evening may be locked in. Gavin confirmed it is not locked at night.
- **Panel fencing** still needs to be secured. Gavin will do.
- **New male and female toilet doors** required
ACTION Phil to order and liaise with Gavin to fix
- **Aylsham Show** had donated £500

- **Aylsham Runners** have requested to hire storage space in containers and Lauren enquired of the cost.

Barry stated that third of bay is £15 so half a bay will be £22.50.

Actions carried forward:

Action	Owner	Target
Review caretaker contract for 2425	All	March 2025
Email CAN re barrier being placed by TC re legal situation if the rec becomes a CIO and if there is an issue with TC paying the grant to the rec	Cheryl	Feb 2025
Find out status of BT bill	Cheryl	Feb 2025
Ask Andy to order and plant new trees when required	Lauren	Ongoing
obtain quotes for replacement fencing to match the fencing around the rest of the park.	Sean/Phil	April 2025
Liaise with the Community shed regarding planters	Cheryl	?
to obtain quotes from Keith and report back next meeting	Sean	Sean meeting Keith on 21 st Jan
Potential moving of shelter (at bottom near the skate park) – all to consider pros and cons and where it would be moved to	All	Ongoing
Water refill station – costs to be presented	Lauren	Feb 2025
Quote for paving slabs	Sean	Feb 2025
Fit padlock gate on playpark	Neil	By Feb
Fit copings at bowls club	Phil	April

Fence at bowls/tennis club to be repaired/replaced	Sue/Gavin	By Feb
Check invoices related to bowls club to check on overspend amount	Lauren	By Feb
Get quote for finishing fencing off	Phil/Sean	Feb
Sort out pavilion alarms	Neil	Feb
Re-introduce sign off sheets for H & S	Neil	Feb
Present costs of filling in pot holes in car park	Neil	Feb
Ask town clerk for exact Rec grant value from TC for 25/26	Lauren	Feb
Provide quote and timescale for fitting of matting for playpark	Gavin/Andy	Feb
Find groundsman contract/spec	LS	March
Buy leaving gift for Keith	Sean	March
Automatic close gate to be fixed	Andy	March
Order doors at bowls	Phil	Feb
Invite Kay to next rec meeting	Lauren	Feb
Card entry system to be fixed	Alan	March

The meeting closed at 9.10 pm.

Next meeting February 18th 2025 at 7.15pm

Aylsham Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts		Payments		Net Position +/- Under/over spend
	Budgeted	Actual	Budgeted	Actual	
01 General Purpose	124,200.00	250,237.88	122,200.00	223,427.84	24,810.04
02 Town Hall	96,200.00	84,151.79	96,200.00	69,414.05	14,737.74
03 Drill Hall	78,900.00	67,572.50	78,910.00	67,856.78	-274.28
04 23 Market Place	5,500.00	5,579.10			79.10
05 Cemetery Cottage	7,000.00	4,301.60	2,000.00		-698.40
06 Public Toilets			14,500.00	14,120.40	379.60
07 Other Properties	12,100.00	12,100.00	8,100.00	6,331.97	1,768.03
08 Cemetery	23,000.00	19,930.00	23,000.00	18,194.39	1,735.61
09 Allotments	34,000.00	35,316.67	34,005.00	27,219.09	8,102.58
10 Markets	9,000.00	5,920.51	2,400.00	1,467.20	-2,146.69
11 Open Spaces	198,800.00	199,084.43	193,950.00	183,754.18	10,480.25
12 Events		3,805.81	2,000.00	3,440.20	2,365.61
13 Churchyard			11,450.00	5,560.08	5,889.92
14 Street Scene	29,500.00	30,511.33	29,500.00	31,291.48	-780.15
NET TOTAL	618,200.00	718,511.62	618,215.00	652,077.66	66,448.96
Total for ALL Cost Centres		718,511.62		652,077.66	
V.A.T.		33,633.94		27,735.49	
GROSS TOTAL		752,145.56		679,813.15	

Aylsham Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/01/2025		
	Cash in Hand 01/04/2024		349,597.82
	ADD Receipts 01/04/2024 - 30/01/2025		752,145.56
			1,101,743.38
	SUBTRACT Payments 01/04/2024 - 30/01/2025		679,813.15
A	Cash in Hand 30/01/2025 (per Cash Book)		421,930.23
	Cash in hand per Bank Statements		
	Petty Cash	30/01/2025	250.00
	01 Barclays Current Account	30/01/2025	16,217.88
	02 Barclays Active Saver	30/01/2025	17,814.58
	Public Sector Deposit Fund	30/01/2025	222,932.93
	Shawbrook - Issue 7 Fixed Bond	30/01/2025	90,389.93
	Redwood Savings Account	30/01/2025	100,000.00
			447,605.32
	Less unrepresented payments		28,240.09
			419,365.23
	Plus unrepresented receipts		2,565.00
B	Adjusted Bank Balance		421,930.23
	A = B Checks out OK		

REPORT TO COUNCIL

Subject: To provide an update on Burgh Road Development

Author: Kay Montandon

Date: 29 January 2025

Report from telephone conversation with Glen Beaumont, planning officer for the Burgh Road Development: 28/1/25

Discussed the need for a zebra crossing, bus stop on A140, solar panels and health provision.

As highways has not noted the need for zebra crossing or new stop on A140, Glen felt this was not something he could push for. Solar panels are also not required by planning at the moment.

The good news is that the provision for sports will be valued at about £450k which will be held by BDC and for which we can bid in for a project possibly at the Rec. I mentioned potentially the council may want to look at projects such as a new skate park. (Others – ie the school, could also bid for the money so I wanted to plant a seed!)

Discussed why total provision for health care is just shy of £500k when the ICB asked for £800k. Glen noted that the developers are not required to fund shortcomings in the town, just those that are directly contributed by the new housing. Therefore they had made a fairly arbitrary calculation and arrived at the number in the plan.

Affordable Housing is 60 homes that are rented through housing assocs and 20 that are shared ownership which is very good for a development of this type.

Glen was very pleasant but he cannot push the developers for things that are not required by planning.

Report from the Planning Committee at Broadland District Council where the Burgh Road development was considered. 29/1/25

Planning officer Glen Beaumont provided a summary of the planning application, which incorporated a couple of new features, namely the provision of 0.98 Ha of land equivalent to the Town for the purposes of sports provision and also traffic calming on Burgh road (which will seriously affect bus access I feel!).

Cllrs made the following comments:

Concerns about Anglian Water capacity.

The need for proper fencing on the railway path bordering the estate to prevent children running on to the track.

The concern about the options available to expand the GP surgeries.

Solar panels should be added.

Air quality prediction has been changed- how?

Affordable homes level is great.

Kay Montandon then made representations from Town Council:

Congratulated the planning app on the money for healthcare and A140 crossing, and the provision of sports funding for the Town.

Concerned that there is no provision for solar panels when the recently approved Norwich Road site is providing them. Made the point that in these times Hopkins Homes will look like a luddite developer.

Concerned about safety of children, elderly and dog walkers crossing to the rec with no zebra crossing. Pointed out that the 20 mph zone will not protect them given our SAM data from the other 20 mph area shows between 55 and 59% of cars speed and the highest recorded speed is 75 mph. Also quoted our feasibility study saying that zebra crossing is the safest option. The new estate will increase car traffic on Burgh Road and it will be much less safe for the pedestrians crossing to the rec and school without a zebra.

Sustainable transport has not been fully considered. The bus stop on Burgh Road only has limited service 5 times a day or so and buses will not be increased because of access in Burgh Road being so narrow – and the traffic calming proposed will make that worse! The A140 has 25 x40 buses a day and would be accessible to both Burgh Road new development and the Bure Meadow estate if a new stop was put on the A140.

Fiona the business manager from Market Surgery then spoke in support of the healthcare provision but explained the difficulties of practically expanding the surgeries given space and location limitations.

Councillors then commented in support of my concerns about traffic calming, solar panels and bus routes. They also expressed concerns about the capacity for expanding the health facilities in town and water treatment facilities.

The decision was made to approve the application with the proviso that the Planning officer re-consult with highways. Hopkins said they would consider the comments about the solar panels, with no promises as they just don't do them.

Action point for Kay: email everyone I know at highways and ask them to email Glen Beaumont in support of the road safety and sus trans issues. Action completed and my email has been forward to Stuart Blake at Highways who is the consultee for the development.

REPORT TO COUNCIL

Subject: To provide an update on Norwich Road Development

Author: Kay Montandon

Date: 29 January 2025

Minutes of meeting with Craig Lockwood, Norfolk Homes, Kay Montandon Chair Aylsham Town Council, Cheryl Bould Vice-Chair Aylsham Town Council, Cllr Trevor Bennett and Cllr Mary Evans on 28/1/29.

Norfolk Homes provision for healthcare in the town as a part of its S106 obligations was commended.

The need to preserve the commemorative beam on the Norwich Rd bus shelter when demolished was agreed. Possibly it could be integrated into a bench or other street furniture.

Street names. The long list in preferential order will be agreed at the Town Council meeting on 5 Feb and forwarded to Craig to send on the BDC afterwards.

Play area location was discussed. It is positioned away from the A140 and the plans incorporate inclusive play equipment, provided by Miracle Play. Norfolk Homes welcome the Town Council input into what equipment should be incorporated. Cheryl will email notes on ideas and forward on to Craig after consultation with the council. Norfolk Homes will then fine tune and forward to Chair of Planning Committee at BDC for her comments.

Craig reassured the meeting that the Flood Authority had approved the drainage system and balancing ponds on the site.

Street lighting can be decided by the Town Council, but Craig advised against having lighting as it is not required by highways and can lead to increased anti-social behaviour, faster driving speeds and is not necessary for pedestrians as there will be sensor lights on every property which will provide back ground light for paths. Mary considered this a matter for the Town Council to decide. It is on the agenda for 5th Feb and the Town Council will then advise highways and Norfolk Homes of our decision.

Craig advised about the residents' management company approach for maintenance of the estate. Norfolk Homes will use Watsons, a local company, who will contract local providers to do grass cutting etc (and could include the Town Council's grounds people in this). The control for the management is entirely in the hands of the residents. Watsons are keen to engage with the Town Council to ensure that the management is acceptable to everyone. The management fees are of the order of £150 a year to residents.

The s106 agreement is taking time to agree, so planning permission has not been finalised yet. This is due to detailed agreements of the nutrient neutrality arrangements being completed.

The trigger point for handing over the Transport Hub is to be clarified by the s106 agreement but is likely to be around the completion and sale of the 100th dwelling. This will probably be in around 4 years. Norfolk Homes are happy to consider the siting of an electricity sub station and surface treatment of the Transport Hub on handover so that the costs to the Town of finishing the car park off are minimized.

The land next to the hub has changed hands recently. Covenants are applied which means it can never be developed for housing. Craig suggests we keep trying to purchase it as once construction starts the owner may be open to a sale.

There were general discussions around visitor parking on the estate (not a good idea according to Norfolk Homes and the show home location (fronting Norwich Road).

Craig left us with a map of the site and a plan of the play area.