



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL  
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 3<sup>RD</sup> APRIL 2024 at 7.00 p.m.**

**PRESENT:** Trevor Bennett Chairman      Dave Curtis  
David Anderson                              Mary Evans  
Joan Bennett                                   Kay Montandon  
Cheryl Bould                                 Annette Overton  
Kevin Cunnane                                Pat Prekopp

Sue Lake - Town Clerk

**5 members of the public**

**1. TO RECEIVE APOLOGIES**

Apologies were received from Catherine Fletcher, Lorna Garner and Lloyd Mills.

**2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None declared.

**3. MINUTES**

Minutes of the Town Council Meeting held on 6<sup>th</sup> March 2024 had previously been circulated and were confirmed and signed by the chairman.

**4. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA**

Nothing further has been received regarding a meeting with Anglian Water. There has been a response regarding the sewage issue. However, they are citing the recent wet weather as the cause but the issues pre-date this by several months. They are investigating the issue at the moment.

**5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**

**Police** – No report available

**County Council** – No report available

**District Council** – Abu Miah sent his apologies.

Sue Catchpole advised that the GNLPA was adopted at the recent Council Meeting. She was the only councillor who voted against its adoption.

The Nutrient Neutrality project is moving forward and is in receipt of a government grant of £9.8m.

She had met with Graham Peers regarding the Visit sites which should improve visitor experience in the various towns.

She advised there were grants available for play equipment for those with disabilities. At the moment there is insufficient space to add to existing provision but this could be requested on the new sites.

**6. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION**

A resident was interested in more details regarding the Transport Hub. He was advised the Council would be discussing this later in the meeting.

**7. TO ANSWER QUESTIONS FROM COUNCILLORS**

None Received

**8. TO CONSIDER PLANNING ISSUES**

**a) APPLICATIONS DETERMINED**

Information provided with the agenda was **noted**.

**b) APPLICATIONS FOR CONSIDERATION**

**2024/0383**                      **81 Holman Road, Aylsham**  
Proposed Fencing  
**Town Council Response – No Objection**

**2024/0639**                      **Land west of Banningham Road**  
Erection of one self-build dwelling  
**Town Council Response – Object – there is a great deal of residents objecting, the site is outside the planning area and it will set a precedent for further building.**  
**The application has been called in by the District Councillor**

**2024/0821**                      **Aylsham Grain, Banningham Road**  
Removal and replacement of lorry loading hopper  
**Town Council Response – No Objection**

**c) APPEALS**

**2023/2897**                      **8 White Hart Street**  
Variation of condition 2 and 8 of 20210288. To allow street parking and removal of covered entrance porch and pergola  
The resident had taken this to appeal

**9. NORWICH ROAD APPLICATION**

**a) To discuss the revised planning application for the Norwich Road site**

Following the adoption of the GNLP this site is now included in the local plan. A provisional response was circulated with the agenda. Members felt it covered the

main points that are still an issue. Further reports added to the site need to be included in the response. The response will be revised and then sent to the planning officer.

**b) To discuss the requirements for the Transport Hub**

The Transport Group had looked at this aspect and felt the site was simply not big enough. Investigations of who owns the vacant site next to the application will be made. The Town Clerk had spoken to Robert Pratt regarding this and he will look into how the provision could be improved.

**c) To discuss the requirements for the play area**

It was felt that any play equipment should have disability inclusivity factored in. It is suggested contacting the schools to meet with the children to see what they would like to see.

**10. POTENTIAL NEW HOUSING DEVELOPMENTS**

**a) To discuss any updated information Burgh Road site**

Kay Montandon advised she had been speaking with a representative from the High School who felt it was very unlikely the school will be built in the short term but that the land would be retained. As there is poor provision of Special Needs Education in the area perhaps a Special Needs school could be the way forward.

The Town Clerk had spoken with Robert Pratt regarding a layby on the A140 to be provided as a bus stop.

It was suggested that new documents had been added to the site and this will be looked into.

**11. FINANCE**

**a) To receive and adopt the Monthly Financial Report to 27.3.24**

This was adopted.

**b) To receive and adopt the Bank Reconciliation as at 22.3.24**

This was adopted.

The clerk suggested that the petty cash balance be lowered as it was used very sparingly. Members were happy that the decision should be made in the office and would support whatever was chosen

**12. TOWN CLERKS REPORT**

The Town Clerk presented and updated her report.

**Town Hall** – a new toilet for the disabled toilet has been ordered

**Buttlands** – Broadland have advised that work will start on this on April 29<sup>th</sup> and the car park will be shut for six weeks

**Hornsea** – an offer has been made to attend a meeting this will be taken up.

**13. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**

Nothing to report

#### **14. HIGHWAYS MATTERS**

**a) To receive an update on Gold Standard Bus stop for Aylsham**

The Town Clerk and a member of the Transport Group met with Robert Pratt from Highways to look at the site and how the provision could be improved. He put forward a few ideas and will take them back to complete drawings before sending them back for the Town council to consider.

**b) To note grant awarded for a feasibility study for a crossing on Burgh Road**

£5,000 has been received from the Pride in Place scheme for this. The clerk will contact Highways to get to get this booked in.

**c) To receive details of concerns over lack of footpath on Banningham Road**

The Town Clerk had received two e-mails regarding concerns regarding the danger of walking on this road. Members agreed it is not a safe area to walk.

The Town Hall has been booked for a consultation event on some planning proposals for the industrial site on April 22<sup>nd</sup> but no details have been received to date. Should this come to fruition then there would be a very strong case for both a path and a reduced speed limit.

However, if this does not materialise the clerk will start the process of looking at placing a path or a trod as part of the next Parish Partnership scheme.

**d) To consider the issues of parking on the Town Hall apron area**

Despite the introduction of picnic tables in this area there are still cars parking, especially at night. The edge pavers are all broken where delivery vehicles pull up half on the road and half on the path.

It has been suggested placing bollards, that could be removed when required, around the area to stop the excessive parking. It was **AGREED** that the Town Clerk look into this.

**e) To receive details of the Parish Partnership funding**

£6000 has been received to provide drop-down kerbing areas for temporary bus stops for when the Market Place or other roads are closed so buses do not enter the Market Place.

#### **15. CITTASLOW COMMITTEE**

**a) To note minutes of the Aylsham Cittaslow Meeting 20<sup>th</sup> March 2024**

These were noted

**b) To confirm the decisions made by the Aylsham Cittaslow Committee**

These were **AGREED**.

Pat Prekopp advised that the Visit Aylsham website will be launched on 16<sup>th</sup> April. He was unable to attend the International meeting as the zoom link was not received. He is still waiting to hear from the Aylsham Show with regard to funding for the food trail.

He is attending a meeting tomorrow to discuss the future of ABEF and whether to close it and work with business owners on the Amazing Aylsham scheme.

- 16. AYLSHAM CHURCHYARD COMMITTEE**
- a) **To note minutes of the Aylsham Churchyard Committee Meeting 11<sup>th</sup> March 2024**  
These were noted
- b) **To confirm the decisions made by the Aylsham Churchyard Committee**  
These were **AGREED**.  
Planning and Faculty applications have been made for the wall and the waste unit.  
Work has started on clearing the garden area for planting
- 17. RECREATION GROUND**
- a) **To note the minutes of the Aylsham Recreation Meeting 20<sup>th</sup> February 2024**  
These were noted.
- b) **To receive an update**  
The Recreation Ground Committee are working together very well at the moment.  
The new Parkkeeper has settled in well and oversees the area every day.
- c) **To consider a report on the Recreation Ground Committee becoming an Incorporated Charity**  
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.
- 18. AYLSHAM CLIMATE EMERGENCY (ACE)**
- a) **To note minutes of the Aylsham Climate Emergency Meeting 4<sup>th</sup> March 2024**  
These were noted
- b) **To confirm the decisions made by the Aylsham Cittaslow Committee**  
These were **AGREED**.  
Pat Prekopp, Cheryl Bould and Kay Montandon detailed some of the projects the group were working on including the mapping of Prows, Bus connectivity, Old Station Yard and the recycling of items such as blister packs.
- 19. COMMUNITY EVENTS**
- a) **To receive an update on Healthy Aylsham**  
This is going well with the first event scheduled for April 18<sup>th</sup>. There are over 20 attendees so far. All councillors are invited to attend. A grant of £300 has been received which covers the cost of printing and refreshments.
- b) **To receive details of a proposed Community Fayre**  
Working with officers at Broadland District Council Cheryl Bould had proposed a Community Fayre to showcase the work of volunteers in the town and hopefully recruit more. The Town Council will provide the refreshments and link it to a commemoration of D Day. It was proposed and **AGREED** for this to go ahead.

**20. STANDING ORDERS**

The Town Clerk had reviewed the Standing Orders and recommended making no changes. This was proposed and **AGREED**.

**21. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**

Nothing Raised

**22. DATE OF NEXT MEETING**

The date was confirmed as **Wednesday May 1<sup>st</sup> 2024** at 7.00pm

**23. EXCLUSION OF THE PRESS AND THE PUBLIC UNDER THE PUBLIC BODIES (ADMISSION OF STRANGERS) ACT 1960**

It was proposed and unanimously **AGREED**, that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the Press and Public should be excluded.

**24. STAFFING MATTERS**

**a) To receive an update on recruitment of Communications post**

Dan Apps has been recruited to this post – his e-mail address is [media@aylsham-tc.gov.uk](mailto:media@aylsham-tc.gov.uk)

**b) To receive an update on recruitment of Grounds Staff post**

The situation with TUPE seems to be resolved and adverts will now be placed.

**c) To receive an update on recruitment of Town Clerk**

Applications have been shortlisted and five candidates selected for interview on Wednesday April 10<sup>th</sup>.

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 9.20p.m.

Minutes Agreed.....