



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 2ND OCTOBER 2024 AT
7.00 PM**

PRESENT:

Mary Evans Deputy Chair	Joan Bennett
Cheryl Bould	Kay Montandon
Fiona O'Hara	Patrick Prekopp

Dave Addy – Town Clerk	Dan Apps – Communications Officer
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4 members of the public:

1. TO RECEIVE APOLOGIES

Catherine Fletcher, David Anderson, Dave Curtis, Trevor Bennett, Annette Overton.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

There were no declarations of a personal interest.

3. MINUTES

Minutes of the Town Council Meeting held on 4th September 2024 had previously been circulated and were confirmed and signed by the Deputy Chair.

4. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA

None.

5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

- a) Police** – PC Ward gave a verbal report that in the last 28 days there have been 58 calls to police and of those 32 crimes recorded in Aylsham. PC Ward has been extracted to do 1/3 response work. ASB issues reported on the Willows/Woodgate Estate, Crompton Road, and Former Barclays Bank, which is to be protected, and responsibility for building to be confirmed. Request that all issues reported to the Police, rather than Facebook posts, and reporting mechanism on ATC website requested.

District Council – Cllr. Sue Catchpole and Cllr. Abu Miah sent their apologies.

- b)** No matters for the matter for the Broadland Overview & Scrutiny Committee.

6. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

A resident raised the issue of obstructive parking on the grass on Cawston Road junction with Mill Lane, plus concerns about on-street parking related to a garage, for which a survey had been undertaken regarding double yellow lines. It was agreed that this matter would be followed up with Highways

7. TO ANSWER QUESTIONS FROM COUNCILLORS

None.

8. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

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

b) APPLICATIONS FOR CONSIDERATION

2024/2363

5 Mill Pightle

Single storey pitched roof extension to side and front of house. New detached garage. Single storey flat roof extension to rear.

Town Council Response – The plans are poor and should be precise.

No Objection

2024/2459

The Orchards Sir Williams Lane

Single storey side and rear extensions, flat roof dormer to rear, 2 x pitched roof dormers to front, erection of cartlodge, and front boundary wall, demolition of existing conservatory and utility rooms, existing garage and removal of front hedge

Town Council Response – No Objection

2024/2495

Fir Grove Cottage, Heydon Road

Demolition of existing extension and replacement single storey extension to south side. Small extension to east side, remove pitched roofs to existing extensions and replace with flat roofs forming canopies. Conversion of garage to gym/guest bedroom and study

Town Council Response – No Objection

2024/1929

67 Holman Road

Erection of a wooden pergola in the front garden

Town Council Response – No Objection

2024/2562

The Old Candle House, 25 Red Lion Street

Replacement of 4 no. sash windows to match existing

Town Council Response – No Objection

2024/2597

Aylsham Garden Centre, Norwich Road

Removal of existing garden plant storage area & extension of opensided polytunnel (temporary structure)

Town Council Response – No Objection

2024/0859

11 Cawston Road

Erection of Single Storey Front and Side Extension of the Existing Integral Garage and Replacement of Lean-To Porch Roof with Slate Style Tile

Town Council Response – No Objection. Noted that a re-consultation with garage not detached

9. POTENTIAL NEW HOUSING DEVELOPMENTS

a) To discuss any updated information Norwich Road site

Withdrawn from the Planning Committee the afternoon before. District Councillor Sue Catchpole expected it to go to the November Planning Committee, with noise stopping consideration before.

b) To discuss any updated information Burgh Road site

The Reepham and Aylsham Medical Practice has written to request £278k in developer contributions towards increased healthcare provision.

10. FINANCE

a) To receive and adopt the Monthly Financial Report to 25.9.24

This was adopted.

b) To consider adoption of Scribe Allotment Software

The time, accuracy and costs benefit of adopting Scribe Allotments via a paid subscription was discussed, as well as the free trial of the related Scribe Civic.ly asset management software whilst contributing to its development. The Scribe Allotments subscription and Civic.ly trial were AGREED.

c) To approve replacement play equipment expenditure

The expenditure to replace the accessible ground-recessed trampoline was AGREED.

d) To consider procuring property condition survey

The proposal to procure a property condition survey for the Town Hall was AGREED.

11. PROPOSALS FOR PROJECTS FOR FUTURE CIL MONIES

a) Aylsham Sports Hub

Presentation from Jo Tuttle, Aylsham High School, regarding the Aylsham Gym & Fitness Hub, which is being delivered from next year. It was AGREED to add the project to the CIL long list for funding consideration.

b) CCTV

A proposal for CCTV provision around and within the Town Hall was presented. Due to public and staff safety concerns, it was AGREED to install CCTV funded from existing budgets rather than CIL.

c) Transport Hub

The Transport Hub proposals, and need for car park surfacing were considered, and it was AGREED to add the project to the CIL long list for funding consideration. It was noted that ATC could request that BDC require a s.106 agreement to require the provision and surfacing of the Transport Hub.

12. TOWN CLERKS REPORT

a) To receive and adopt the Town Clerk's Monthly Report

This was received and adopted.

Public access to Council Offices – public and Council Officer safety was discussed. It was AGREED that the office front door would be locked in future, keeping the normal

hours of public access to be requested via the intercom. It was AGREED to take a proposal for public access appointments to the Staffing Committee.

13. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

Mary announced that she and Patrick had attended the Norfolk Market Towns Conference, including presentations on Swaffham, North Walsham and SME funding.

14. CITTASLOW COMMITTEE

a) To receive minutes of Cittaslow Aylsham Committee Meeting 18.9.24

These were received and noted. The business community representation by the ABC was discussed.

b) To confirm decisions made by the Cittaslow Aylsham Committee

These were CONFIRMED.

c) To receive a communications update on visit Aylsham

Dan Apps presented an update on his development of the Visit Aylsham website, which is ready to launch once the domain access is transferred. Graham Peers praised work on the website, the Council, and work with the ABC. THANKS were given by the Council to Graham.

15. RECREATION GROUND

a) To receive report re request for temporary use of Rec reserves for play park

The report was received. It was AGREED that the Rec reserves could be used as needed to proceed with and manage the junior play park works, for contingency fund, and on a temporary basis as required until the Pride in Place Grant and s.106 funds are provided.

b) To receive CIO update

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.

c) To receive any update

The Town Clerk advised that the September Recreation Ground Committee minutes would be received during the November Town Council Meeting, as they arrived after the agenda was set. The Rec Committee proposal that the Town Council would take on ground maintenance duties for the Rec when the Groundsman retires in April was discussed, along with the support currently given. The Clerk had advised the Rec Committee to arrange for a boundary hedge to be cut.

16. HIGHWAYS MATTERS

a) To receive an update on Highway Matters

The Town Clerk has proposed to meet with the Area Highway Engineer, Cllr Steve Riley on 23 or 25/10 as these were the earliest dates suggested. Once a date has been confirmed the interested Town and District Cllrs will be invited. The Town Hall has been proposed to allow accessibility to areas of concern and interest.

17. CLIMATE COMMITTEE

a) To receive minutes of ACE Meeting 9.9.24

These were received and noted.

b) To confirm decisions made by the Climate Committee

These were AGREED.

c) To receive an update on Green Day

An update was received: Green Day was successful and well-attended.

d) To receive any update

It was recommended that the Council should be involved with organising future Green Day events.

Cheryl Bould and Kay Montandon are attending Broadland DC Carbon Literacy Training.

18. COMMUNITY EVENTS

a) To receive minutes of Events Committee Meeting 18.9.24

These were received and noted. The 2025 events were discussed along with proposals to discuss increasing booking fees at the next Event Committee Meeting.

b) To confirm decisions made by the Events Committee

These were AGREED.

19. NEIGHBOURHOOD PLAN

a) To receive an update on funding

An update was given on Government and Broadland DC provision of funding for neighbourhood plan work and consultancy.

b) To agree a date for Neighbourhood Plan Working Group

A date of Saturday 16th November from 10 am to 12 noon was AGREED.

c) To agree invitation of members of public to working group

It was AGREED that it would be promoted that members of the public, and organisations such as the Police, GPs and BDC were invited.

20. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

To consider proposals to increase hire and booking fees.

To consider Cllr Surgeries during public events.

To consider the Co-option of a new Cllr following an application.

21. DATE OF NEXT MEETING

The date was confirmed as **Wednesday November 6th 2024 at 7.00pm**

22. 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.

23. STAFFING MATTERS

a) To receive an update. – CilCA

The Councillors AGREED that the clerk should commence CiLCA qualification after one year in accordance with guidance.

- b) It was AGREED to hold a Staffing Committee Meeting on 15/11/24 @ 10 am, and to include Councillors Fiona O'Hara and Kay Montandon.

CLOSURE OF THE MEETING

There being no further business, the Chair closed the meeting at 9.35 pm.

Minutes Agreed.....