



**I HEREBY GIVE NOTICE OF A MEETING OF THE AYLSHAM TOWN  
COUNCIL AND SUMMONS ALL MEMBERS TO ATTEND. THE  
MEETING WILL BE HELD IN THE TOWN HALL ON WEDNESDAY  
2<sup>nd</sup> APRIL 2025 at 7.00 pm**

*Faye LeBon*

(Clerk)

Thursday, 27 March 2025

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

## **AGENDA**

### **PRELIMINARY BUSINESS**

**1. APOLOGIES FOR ABSENCE.**

To note Apologies for Absence as previously notified to the Town Clerk.

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

To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for Dispensations.

**3. MINUTES. (1-7)**

To receive and confirm the minutes of the Town Council meeting held on 5<sup>th</sup> March 2025.

**4. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS.**

To receive information on any Matter Arising not on the agenda.

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

To receive written and/or verbal Reports from Representatives. Maximum of 3 minutes per report.

**6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK.**

**7. COMMUNITY INFRASTRUCTURE LEVY.**

To discuss and consider Community Infrastructure Levy (CIL) projects including new proposals.

- a. Bank Barn.
- b. Community Lending Library.
- c. Inclusive play equipment at the recreation ground.
- d. Market Place Greening.
- e. Information Centre.
- f. Transport Hub.
- g. Skate/Wheel Park.
- h. Aylsham Traffic Strategy.
- i. New Pavillion for the Recreation Ground.
- j. Sports Provisions.
- k. Council Building Disability Access Audit.
- l. Town Council Waste Management.
- m. Resurface/revise MUGA Car Park.

- n. Road Safety at Burgh Road – Zebra Crossing.

## **8. NEIGHBOURHOOD PLAN REVIEW.**

To consider and agree actions regarding the neighbourhood plan review.

## **OTHER MATTERS**

### **9. DEVOLUTION. (8)**

To consider and agree response to consultation on devolution.

### **10. WASTE MANAGEMENT.**

To receive a report about Town Council Waste Management provisions.

### **11. HIGHWAYS MATTERS.**

To receive updates and agree actions on Highways Matters.

### **12. TRANSPORT.**

To consider and decide actions regarding traffic strategy projects:-

- a. Design development of the transport hub at Norwich Road.
- b. Update on designs to improve safety and access to Penfold street/Cawston Road/Holman Road without moving the pump.
- c. Update on traffic lights at the Town end of Burgh Road.
- d. Update on shrub clearance at Mileham Drive MUGA car park and increase spaces for car parking to access the walking routes in town and park area.

### **13. TRAFFIC SPEED MONITORING MEASURES.**

- a. To receive an update of SAM2 operations and approve costs.
- b. Update on Aylsham Community Speed Watch.

### **14. CLIMATE STRATEGY**

To consider and agree actions.

### **15. VE DAY**

To consider and agree actions relating to VE Day.

### **16. TOWN CLERK'S REPORT (9-10)**

- a. Training for councillors and officers.
- b. General report to be made at the meeting.

### **17. PROJECT PROPOSAL - JOBS, TRAINING AND BENEFITS FORUM (11-13)**

To consider project proposal from Cllr Cheryl Bould

## **GOVERNANCE**

### **18. FINANCE (14-15)**

- a. To receive and adopt the monthly financial report to 26/3/25 and the reconciliation to 26/3/25.

### **19. SCRUTINY (16-50)**

- a. To receive Internal Interim Audit Report. (17-22)
- b. To note the External Auditor's report, and minute any consideration. (23-25)
- c. To review Statement of Internal Control (26-30)
- d. To review Data Protection Policy (31-41)
- e. To review Financial Risk Assessments (42-50)

## **COMMITTEES**

### **20. CHURCHYARD**

- a. Update and consider actions regarding repairs to the churchyard wall.  
(Planning application [2024/0791](#))

- b. Update and consider actions regarding green waste containment area (Planning application **2024/0461**)
- c. Update appointments to the committee and schedule next meeting.

**21. RECREATION GROUND**

- a. To receive an update on the change of status and decide any actions necessary.
- b. Update on expressions of interest to design a new accessible wheeled park for the rec.
- c. To update and consider and approve actions relating to new boiler.

**22. AYLSHAM CLIMATE EMERGENCY (51-57)**

- a. To receive the minutes of previous ACE meetings.
- b. To confirm and adopt any decisions of the ACE group.

**23. CITTASLOW COMMITTEE (58-63)**

To receive and adopt the minutes of the previous Cittaslow Committee Meetings.

**24. SCRUTINY COMMITTEE**

Update appointments to the committee and schedule next meeting if necessary.

**25. EVENTS COMMITTEE (64-65)**

To receive and adopt the minutes of the last events committee.

**26. PLANNING COMMITTEE (66-69)**

To receive and adopt the minutes of the last events committee.

**ADMIN**

**27. COUNCILLOR SURGERY**

Update on the Councillor Surgery sessions.

**28. TO NOTE ITEMS FOR INFORMATION OR FUTURE AGENDA**

To note any items of information only or for possible inclusion in a future agenda.

**29. DATE OF NEXT MEETING**

To confirm the date of the next Meeting as *Wednesday 7<sup>th</sup> May 2025*.