



## **NOTICE OF MEETING & SUMMONS TO ATTEND**

### **THERE WILL BE A MEETING OF AYLSHAM TOWN COUNCIL TO BE HELD IN THE TOWN HALL, ON WEDNESDAY 2 OCTOBER 2024 at 7.00 pm**

email: [townclerk@aylsham-tc.gov.uk](mailto:townclerk@aylsham-tc.gov.uk)  
website: [www.aylsham-tc.gov.uk](http://www.aylsham-tc.gov.uk)

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.

## **A G E N D A**

- 1. APOLOGIES FOR ABSENCE**  
To receive and accept 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**  
To receive and confirm the Minutes of the Town Council Meeting held on 4<sup>th</sup> September 2024
- 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**
  - a) To receive written and/or verbal Reports from Representatives (maximum 3minutes per report)
  - b) To consider any matter for Broadland Overview & Scrutiny Committee
- 6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK**
- 7. TO ANSWER QUESTIONS FROM COUNCILLORS**  
*Written questions should be given to the Clerk at least 3 days prior to the meeting.*

**8. TO CONSIDER PLANNING ISSUES**

**a) APPLICATIONS DETERMINED**

<b>Application no. &amp; Address</b>	<b>Town Council Comment</b>	<b>Broadland DC Decision</b>
2024/1358 21 Swan Close	Object - overdevelopment	Approved 2.9.24
2024/1550 The Belt Lodge, Sir Williams Lane	No Objection, should support as solar panels are required	Approved 3.9.24
2024/2000 3 Penfold Street	Objection, due to BDC EQ Team and neighbour objection, plus insufficient information on noise, cooking and odour control, plus proximity to neighbours	Approved 20.9.24
2024/2042 16 Proudfoot Way	No Objection	Approved 9.9.24

**b) APPLICATIONS FOR CONSIDERATION Update**

**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.

**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

**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

**2024/1929**

**67 Holman Road**

Erection of a wooden pergola in the front garden

**2024/2562**

**The Old Candle House, 25 Red Lion Street**

Replacement of 4 no. sash windows to match existing

**2024/2597**

**Aylsham Garden Centre, Norwich Road**

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

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

**9. POTENTIAL NEW DEVELOPMENTS**

- a) To discuss any updated information on Norwich Road site
- b) To discuss any updated information on Burgh Road site

**10. FINANCE**

- a) To receive and adopt the Monthly Financial Report to 25.9.24 \* Pages 1-2
- b) To consider adoption of Scribe Allotment Software \* Pages 3-5
- c) To approve replacement play equipment expenditure
- d) To consider procuring property condition survey

**11. PROPOSALS FOR PROJECTS FOR FUTURE CIL MONIES**

- a) Aylsham Sports Hub
- b) CCTV
- c) Transport Hub \* Pages 6-10

**12. TOWN CLERK'S REPORT**

- a) To receive and adopt the Town Clerk's Monthly Report \* Pages 11-12

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

**14. CITTASLOW COMMITTEE**

- a) To receive minutes of Events Committee Meeting 18.9.24 \* Pages 13-15
- b) To confirm decisions made by the Events Committee
- c) To receive a Communications update on Visit Aylsham

**15. RECREATION GROUND**

- a) To receive report re request for temporary use of rec reserves for play park \* Pages 16
- b) To receive CIO update
- c) To receive any update

**16. HIGHWAYS MATTERS**

- a) To receive updates on Highway Matters

**17. CLIMATE COMMITTEE**

- a) To receive minutes of ACE Meeting 9.9.24 \* Pages 17-18
- b) To confirm decisions made by the Climate Committee
- c) To receive an update on Green Day
- d) To receive any update

**18. COMMUNITY EVENTS**

- a) To receive minutes of Events Committee Meeting 18.9.24 \* Pages 19-20

- b) To confirm decisions made by the Events Committee

**19. NEIGHBOURHOOD PLAN**

- a) To receive an update on funding  
b) To agree a date for Neighbourhood Plan Working Group  
c) To agree invitation of members of public to working group

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

To note any items of Information or for referral to a future Agenda

**21. DATE OF NEXT MEETING**

To confirm the date of the next Meeting as Wednesday 6<sup>th</sup> November 2024

**22. EXCLUSION OF THE PRESS AND PUBLIC**

To exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 during discussion of the following item

**23. STAFFING MATTERS**

- a) To receive any update. – CiLCA  
b) To agree a date for a Staffing Committee Meeting

*David Addy*

Mr. D Addy  
Aylsham Town Clerk

27<sup>th</sup> September 2024

*\*attached*

**NOTES**

*This Meeting is open to the Public and the Press. Copies of this Agenda and the Draft Minutes referred to above are available from the Council Office. They may also be downloaded from the Town Council's website at [www.aylsham-tc.gov.uk](http://www.aylsham-tc.gov.uk) (go to Agenda and Minutes page).*

*Planning Applications listed above are those notified to the Town Council at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed on line please go to <https://info.southnorfolkandbroadland.gov.uk/online-applications/> And add the requested details.*

