



AYLSHAM TOWN COUNCIL

email: townclerk@aylsham-tc.gov.uk

website: www.aylsham-tc.gov.uk

NOTICE OF MEETING & SUMMONS TO ATTEND

THERE WILL BE A MEETING OF AYLSHAM TOWN COUNCIL TO BE HELD IN THE COUNCIL CHAMBER, AYLSHAM TOWN HALL, ON THURSDAY 13 OCTOBER at 7.00pm

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 Assistant 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, confirm and sign Minutes of the Town Council Meeting held on 8 September 2016*

4. INFORMATION ON MATTERS ARISING

To receive information on any Matter Arising from the Minutes not listed elsewhere on the Agenda

5. MATTERS REFERRED FROM PREVIOUS MEETING

- a) An update from Broadland re Clarkes
- b) St Michaels Open Space

6. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

- a) To receive written and/or verbal Reports from Representatives
- b) To note Community Engagement Meeting*

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

8. MEMBERSHIP

- a) To consider vacancies for representation and committees

9. FINANCE

- a) To receive and adopt the quarterly report for the quarter ended 30.9.16*
 b) To consider new play equipment at Wymer Drive play area*
 c) To consider a request regarding spending from New Homes Bonus/CIL*

10. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

Application no. & Address	Town Council Comment	Broadland DC Decision
20161249 <u>Woodgate Farm, Aylsham</u>	Support	Approved 27/9
20161354 <u>Aylsham Manor Residential Home, 5-5a Norwich Road, Aylsham</u>	Support	Approved 27/9
20161371 <u>Jubilee Family Centre, Norwich Road, Aylsham</u>	Support	Approved 20/9
20161459 <u>Abbots Hill, Drabblegate, Aylsham</u>	Support	Approved 29/9
20161454 <u>Youngs Park, Aylsham</u>	Support	Approved 20/9
20161400 <u>Meadow Way, The Meadows, Aylsham</u>	Object	Withdrawn

b) APPLICATIONS FOR CONSIDERATION

20161452 The Candle House, 25 Red Lion Street, Aylsham
Replacement windows

20161504 21 Oakfield Road, Aylsham
Two storey rear extension

20161626 Sankence Lodge, Cawston Road, Aylsham
Part change of use to include Bed and Breakfast

2 Plans 12 Hungate Street Aylsham
20161571 Rear mounted air conditioning units
20161603 Painted wall sign

- c) NEIGHBOURHOOD PLAN
 - i) To receive and adopt the Notes of the Neighbourhood Plan Meeting 5.10.16*
 - ii) To adopt Terms of Reference for Neighbourhood Plan Working Group*

11. TOWN CLERK'S REPORT

To receive and adopt the Town Clerk's Monthly Report*

12. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

13. TO ANSWER QUESTIONS FROM COUNCILLORS

Written questions should be given to the Assistant Clerk at least 3 days prior to the meeting.

14. ALLOTMENTS

- a) To note details of Allotment Holders Meeting on 13.9.16
- b) To consider recommendations from Allotment Holders Meeting
- c) To receive an update on allotment sites
- d) To consider the purchase of a rotavator to assist with maintenance of the allotment sites

15. TO CONSIDER CITTASLOW MATTERS

- a) To receive and adopt the Minutes of the Cittàslow Aylsham Committee Meeting held on 15th September 2016*

16. TO CONSIDER EVENTS MATTERS

- a) To receive and adopt the Minutes of the Events Committee Meeting held on 22nd September 2016*

17. TO CONSIDER CHURCHYARD MATTERS

- a) To receive and adopt the Minutes of the Churchyard Committee Meeting held on 21st September 2016*
- b) To adopt Terms of Reference for Churchyard Committee*

18. TO CONSIDER PROPERTY MATTERS

- a) To receive and adopt the Minutes of the Properties Committee Meeting held on 21st September 2016*
- b) To consider adoption of red telephone kiosk on Millgate

19. DRILL HALL

- a) To receive an update
- b) To consider proposals on attached report regarding purchase of Drill Hall*

20. HIGHWAY ISSUES

- a) To receive an update on proposed roundabout at Burgh Road/A140
- b) To consider an application for the Parish Partnership 2017/18
- c) To discuss maintenance of highway verges

21. LICENSING

To receive a verbal Report from Mrs Overton on any changes to Licensing Requirements

22. RECREATION GROUND

To receive any update

23. TO RECEIVE CORRESPONDENCE & AGREE ACTION/RESPONSE AS APPROPRIATE

- a) Information received from Norfolk ALC*
- b) Norfolk Vanguard Offshore Wind Farm*
- c) To receive details of issues raised by a local resident and the clerks response*
- d) To consider a request to remove trees on Henry Page Road*
- e) To consider a request to lay electricity cables across open space managed by the Council*

24. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

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

25. DATE OF NEXT MEETING

To confirm the date of the next Meeting as **Thursday 10 November 2016 at 7.00pm**
Aylsham Town Hall

Sue Lake

Mrs. S Lake
Aylsham Town Clerk

6th October 2016

**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, or for study in Aylsham Library, Hungate Street. They may also be downloaded from the Town Council's website at www.aylsham-tc.gov.uk (go to Agenda and Minutes page). Copies of the signed Minutes of the Town Council Meeting held on 8 September 2016 will be available from the Council Office from 14 October 2016.

All documents referred to in this agenda as "attached" are supplied to Town Councillors only. Copies are available (unless marked confidential) at the Council Offices during public opening hours.

Planning Applications listed above are those in the office 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 in the Council office during public opening hours, also at the meeting venue from 6.30p.m. on the date of the meeting. Alternatively, to view on line please go to www.broadland.gov.uk and follow the links through to planning.

