



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 AYLSHAM TOWN HALL, ON THURSDAY 8 SEPTEMBER 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. TOWN COUNCIL VACANCIES

To consider co-option to fill vacancy – two applications received*

4. MINUTES

To receive, confirm and sign Minutes of the Town Council Meeting held on 14 July 2016*

5. INFORMATION ON MATTERS ARISING

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

6. MATTERS REFERRED FROM PREVIOUS MEETING

- a) Committees and Working Groups - To clarify items*
- b) An update from Broadland re Clarkes*

7. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

- a) To receive written and/or verbal Reports from Representatives

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

9. FINANCE

- a) To receive and adopt the Scrutineers Report for the quarter ended 30th June 2016*
- b) To note the completion of the external audit for the year ended 31st March 2016
- c) To consider a request for a donation to the Citizens Advice Bureau*
- d) To consider quotes for new carpeting in the Town Council offices*
- e) To consider quotes for new events tent*
- f) To consider new play equipment at Wymer Drive play area*
- g) To agree purchase of second bus shelter outside Town Hall via the Parish Partnership at a cost to the Town Council of £898.25

10. DRILL HALL

- a) To receive an update
- b) To consider proposals on attached report*

11. TO CONSIDER PLANNING ISSUES

- a) APPLICATIONS DETERMINED

Application no. & Address	Town Council Comment	Broadland DC Decision
20160207 <u>Land adjacent to Woodgate Farm, Aylsham</u> Phase 3	Object Strongly	Approved 14/7/16
20160789 <u>Land north of Burgh Road, Aylsham</u> Demolition of existing commercial building and erection of petrol filling station with ancillary sales kiosk and associated parking	Approved	Approved 10/08/16
20161104 <u>117 Norwich Road, Aylsham</u> Demolition of existing bungalow and erection of replacement dwelling Siting of temporary mobile home for use during construction	Support	Approved 3/8/16
20161119 <u>61 Hungate Street, Aylsham</u> Single storey rear extensions	Support	Approved 29/7/16
20161145 <u>16 Soame Close, Aylsham</u> Car port to front	Support	Refused 15/8/16

20161163 <u>Aylsham</u> Single storey side and rear extensions	<u>1 Holman Close,</u>	Support	Approved 11/08/16
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b) APPLICATIONS FOR CONSIDERATION

- 20161344 Aylsham Water Mill, Mill Row
Conversion of existing watermill to 3 residential units (revised application)
- 20161249 Woodgate Farm, Woodgate, Aylsham
Conversion of building to form 2 three bed dwellings
- 20161354 Aylsham Manor Residential Home, 5-5a Norwich Road, Aylsham
Extension and alterations
- 20161371 Jubilee Family Centre, Norwich Road, Aylsham
Single storey front extension and two storey rear extension
- 20161459 Abbots Hall, Drabblegate, Aylsham
Repair and reinstatement of damage caused by a fallen tree. Roof structure is removed and reconstructed in its entirety. A proportion of the south and west well is removed and reconstructed (listed building)
- 20161454 Youngs Park, Woodgate Way, Aylsham
Erection of open sided spectator stand
- 20161400 Meadow Way, The Meadows, Aylsham
Subdivision of plot and erection of single storey dwelling
- 20161479 Burgh Road Services, Burgh Road, Aylsham
Illuminated and non-illuminated signs for filling station

c) STREET NAME - WOODGATE

To suggest a further street name for the development at Woodgate*

d) GREATER NORWICH LOCAL PLAN

Invitation to Meeting 21st September 2016*

12. ST MICHAELS OPEN SPACE

To receive any update from Councillor Riley regarding proposed meeting

13. TOWN CLERK'S REPORT

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

14. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

15. TO ANSWER QUESTIONS FROM COUNCILLORS

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

16. ALLOTMENTS

- a) To receive any update on new allotment sites
- b) To consider requests from Aylsham In Bloom for free allotments on new sites*

17. TO CONSIDER CITTASLOW MATTERS

- a) To receive and adopt the Minutes of the Cittàslow Aylsham Committee Meeting held on 21st July 2016*
- b) To receive an update from the Events Committee

18. TO CONSIDER PROPERTY MATTERS

- a) To receive and adopt the Minutes of the Properties Committee Meeting held on 11th August 2016*
- b) To adopt Terms of Reference for Properties Committee*

19. HIGHWAY ISSUES

- a) To receive report regarding proposed roundabout at Burgh Road/A140*
- b) To receive a report with regard to buses in the Market Place*
- c) To receive a verbal update on the installation of SAM2

20. LICENSING

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

21. RECREATION GROUND

To receive any update

22. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

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

23. DATE OF NEXT MEETING

To confirm the date of the next Meeting as **Thursday 13 October 2016 at 7.00pm**
Aylsham Town Hall

To note date of Budget Workshop as **Thursday 29 September 2016 at 6.00pm**

Sue Lake

Mrs. S Lake

1st September 2016

Aylsham Town Clerk

**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 14 July 2016 will be available from the Council Office from 9 September 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.

