



AYLSHAM TOWN COUNCIL

MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL HELD IN AYLSHAM TOWN HALL, ON THURSDAY 13 OCTOBER 2016 at 7.00pm

PRESENT: Lloyd Mills Chairman Mrs M Evans
Mrs E Baker Mr B Lancaster
Mr T Bennett Mr D Harrison
Ros Calvert Mrs A M Overton
Mr D Curtis Mr S White

Mrs S Lake Town Clerk

7 Members of the Public and Councillor Riley (Broadland DC)

1. TO RECEIVE APOLOGIES

Apologies were received and accepted from Mr W Mackie, Mrs V Shaw and Mrs E Springall.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Mr D Harrison – non pecuniary interest on items relating to District and County Council and the Drill Hall.

3. MINUTES

The chairman proposed a change to the wording of the item relating to committees (item 6c). This proposal was accepted and **AGREED**.

Following this change the minutes of the Town Council Meeting held on 8th September 2016 which had previously been circulated and were **confirmed and signed by the chairman**.

The chairman wished to thank Annette Palmer the assistant clerk for taking the minutes at the last meeting and appreciated that it is not always easy to minute when you have no reference to previous discussions.

4. INFORMATION ON MATTERS ARISING

None

5. MATTERS REFERRED FROM PREVIOUS MEETING

a) Unoccupied Building – Clarkes

The details of officers quoted in the last minutes were not correct as staff changes had occurred last year. The clerk had contacted Matthew Rooke who line manages the Historic Building Officers and awaits his full response.

b) St Michaels Open Space

No progress had been made since the last meeting. District Councillor Riley advised he had sent an update via e-mail and this will be forwarded to all councillors

6. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Police: Several councillors attended the recent SNAP Meeting. The report produced by the office does not give the clarity councillors would wish for. The Town Clerk advised they would look into this to see if the information available can be interrogated better.

PC Shepherd and PCSO Kerr arrived at the meeting at this point

They apologised for being late but they were dealing with the person apprehended in regard to the broken window at WH Browns. They had also dispersed a large group gathering at the Recreation Ground. They advised that things were quiet in August but since the schools have gone back there has been an upsurge in anti-social behaviour. They also reported various new faces who are causing incidents. They agreed to work with the Town Council on the information in the report.

Broadland District Council: – Councillor Steve Riley updated members advising that no meeting is scheduled until 17th November as there is insufficient business to discuss. Devolution is still ongoing and the Liberal Democrats at Broadland will shortly receive a briefing from the Chief Executive on how he envisages this will work. He also updated members on the planning application for The Meadows which was withdrawn by the applicant.

County: Councillor Harrison provided a further update on devolution and also advised that the budget discussions are starting again but will rely on the detail in the governments autumn statement scheduled for November 23rd.

Community Engagement: This is a new development by the recently elected Police and Crime Commissioner. A first meeting is scheduled for 10th January 2017. It was **AGREED** that representatives from Aylsham will attend – details of attendees to be agreed nearer the time.

7 ADJOURNMENT OF THE MEETING

It was proposed and **AGREED** to adjourn the meeting for 10 minutes to take comments from the public.

Mr Hardy referred to his letters – to be discussed later in the meeting. The areas that he wished to highlight as of particular concern are:

- Waste ground on Henry Page Road
- Pedestrian access to Willow Park
- New Homes Bonus
- Lack of reference to new developments in the Business Plan

Re-CONVENE THE MEETING

It was proposed and **AGREED** that the meeting be re-convened.

8. MEMBERSHIP

There are still some vacancies on committees and representation.

It was proposed and **AGREED** to appoint the following

Cittàslow Aylsham	Mary Evans
Cittàslow Events	Trevor Bennett
Christmas Lights	Steve White
Recreation Ground	Eileen Springall

9. FINANCE

a) To receive and adopt the quarterly Report for the quarter ended 30th September 2016

It was proposed and **AGREED** to adopt the report and its request to transfer reserves. A request was made to include details of committed reserves in the report.

b) To consider new play equipment at Wymer Drive play area

The clerk had provided further information of the in-ground trampoline including child capacity, details of the surround and the depth of the hollow underneath the trampoline. It was proposed and **AGREED** to purchase the trampoline and install it at Wymer Drive.

c) To consider a request regarding spending from New Homes Bonus

This was deferred to item 23

10. PLANNING ISSUES

a) APPLICATIONS DETERMINED

Information provided with the Agenda was noted.

The clerk updated members regarding Gas House Hill development. No response has been received from the developer regarding pre-development requests so the matter has been handed to the enforcement team.

b) APPLICATIONS FOR CONSIDERATION

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

Town Council Response – Support

20161504 21 Oakfield Road, Aylsham
Two storey rear extension



Town Council Response – Support

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

Town Council Response – Support

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

Town Council Response – Support

20161676 48 Drabblegate, Aylsham
Dormer Window

Town Council Response – Support

20161583 Bushey Farm, Cromer Road, Aylsham
Replacement mobile home

Town Council Response – Support provided old mobile home is removed

c) NEIGHBOURHOOD PLAN

- i) The notes of the meeting held on October 5th were adopted. A request was made to ensure the Cittàslow objectives are shown within the plan. A re-launch event is scheduled for December 3rd.

- ii) The Terms of Reference were **AGREED**.

11. TOWN CLERK'S REPORT

The report was presented and updated as follows:

The road near the bus stop has been repaired.

The issue with parked cars is being handled by Broadland District Council. They have had some issues with this and the clerk will monitor the situation.

The anti-social behaviour in the toilets was noted and any future incidents of this type will be reported to the police.

The clerk gave details of the figures obtained from the SAM2 sign. A report for Just Aylsham will be prepared.

It was proposed and **AGREED** that the decision with regard to insuring the Recreation Ground fence would be delegated to the Town Clerk to decide.

12. CHAIRMAN'S ANNOUNCEMENTS

The chairman advised that he had attended the reception for the In Bloom team. It was noted that the planters in town had been refreshed and what a good job they do for the town



13. QUESTIONS FROM COUNCILLORS

None received.

14. ALLOTMENTS

a) To note details of Allotment Holders Meeting on 13.9.16

The notes were accepted but it was felt that any reference to walkers should be preceded by 'unauthorised'.

b) To consider recommendations from Allotment Holders Meeting

It was proposed and **AGREED** that future inspections take place solely between the months of March and September to better reflect the growing period.

c) To receive an update on allotment sites

The site at Bure Meadows had now been transferred to the Town Council. The plot is very large and the office staff are concerned that many allotments will remain unlet. Work is ongoing to advertise the availability of plots.

d) To consider the purchase of a rotavator to assist with maintenance of the allotment sites

The Town Council will have over 100 allotments once all the sites have been received. The waiting list is now severely depleted which will mean that allotments are likely to stand vacant and will require maintenance by the Town Council. Discussion took place as to whether it would be best to hire equipment. It was proposed that a rotavator be purchased but the proposal failed to find a seconder. It was proposed and **AGREED** to defer this to the next meeting.

15. CITTÀSLOW COMMITTEE

a) To receive minutes of Meeting held on 15th September 2016

The minutes previously circulated were proposed for adoption and **AGREED**.

16. TO CONSIDER EVENTS MATTERS

a) To receive minutes of the meeting held on the 22nd September 2016

The minutes previously circulated were adopted and **AGREED**.

17. TO CONSIDER CHURCHYARD MATTERS

a) To receive minutes of the meeting held on the 21st September 2016

The minutes previously circulated were adopted and **AGREED**.

b) To adopt Terms of Reference for Churchyard Committee

The terms of reference previously circulated were adopted and **AGREED**.

18. TO CONSIDER PROPERTY MATTERS

a) To receive minutes of the meeting held on the 21st September 2016

The minutes previously circulated were adopted and **AGREED**.

b) To consider adoption of red telephone kiosk in Millgate

BT have announced they will be removing the phone equipment from this box and are in consultation for removing the box. The Town Council can adopt the box for £1. It was proposed and **AGREED** that the Town Council adopts the box. Details of its future use will be discussed at a later date.

19. DRILL HALL

a) To receive an update

The offer made by the Town Council of £185,000 to purchase the Drill Hall had been accepted by Norfolk County Council. Draft Heads of Terms had been received and it is hoped that completion could take place by the end of the year.

b) To consider proposals on report

The report previously circulated was prepared following detailed discussion at the Properties Committee Meeting on September 21st. The report was discussed in length and the following was agreed:

- i) It was **AGREED** to purchase the Drill Hall, Cawston Road, Aylsham from Norfolk County Council for £185,00
- ii) It was **AGREED** to borrow up to £250,000. This sum to include the purchase price and legal expenses and to allow immediate repairs as highlighted in the recent survey, the cost to upgrade the kitchen and toilets and to allow a contingency for anything identified during the work.
- iii) It was **AGREED** to borrow from the Public Works Loan Board as an EIP (Equal Instalment of Payments)
- iv) It was **AGREED** to borrow for a period of 16 years

The Town Council expressed their thanks to the Town Clerk for her work in securing this asset.

20. HIGHWAY ISSUES

a) To receive a report regarding the proposed roundabout at Burgh Road/A140

The Town Clerk updated members on recent developments. As the construction of the roundabout has to go to tender there will be a slight delay. Work is anticipated to start in January and conclude by the end of April.

b) To consider an application to the Parish Partnership 2017/18

The Town Clerk had discussed the paths in the churchyard and the Highway Engineer has advised they maybe a suitable project for this scheme. It was proposed and **AGREED** to apply.

Other possible projects were discussed and councillors were asked to let the Town Clerk have suggestions for possible schemes to enable discussion at the November meeting.

21. LICENSING

A license application had been received for the proposed petrol station.

22. RECREATION GROUND

Mr Lancaster updated members on developments at the Recreation Ground. CCTV has been approved and should be ready to install by Christmas.

A youth shelter is being considered and he would welcome any information anyone has on these. It was noted that grants should be available for this.

23. ITEMS FOR INFORMATION/FUTURE AGENDA

a) Norfolk ALC

The information received from Norfolk ALC was noted. It was proposed and **AGREED** to purchase a copy of the new Good Councillors Guide for all councillors

b) Norfolk Vanguard Offshore Wind Farm

A promotional event regarding this scheme will be held in the Town Hall on Tuesday October 18th. A further event from Dong is scheduled for November

Councillor Harrison left the meeting at this point

c) Letters from Mr Hardy

Copies of the letters received and the clerk's responses were circulated with the agenda. The Town Council felt that many of the points had been answered by the clerk who confirmed that Mr Hardy had responded to that effect. There were, however, some issues that required discussion by the Town Council. With regard to the access to Woodgate the Town Council feel let down by the developers, Broadland District Council and Norfolk County Council who have not addressed the concerns expressed. Various options were discussed including lighting and resurfacing the Marriott's Way. Last year Norfolk Trails had undertaken consultation on this issue and results from this consultation will be requested.

However, it was felt that even with improvements to the Marriott's Way there would still be a large amount of pedestrians using the Cawston Road to access the town. This left the issue of the railway bridge where there is no footway. It was suggested that this could be narrowed to one-way traffic thereby allowing room for a path for pedestrians. It was proposed and **AGREED** that the clerk pursue this suggestion with the Highways Engineer with a view to making an application to the Parish Partnership.

The land at Henry Page Road is still owned by Norfolk Homes. The council felt that if they were to reinstate the land then the council would be willing to consider taking it on. The clerk will contact Norfolk Homes regarding this suggestion.

d) To consider a request to remove trees on Henry Page Road

A letter from a resident on Wymer Drive had been received requesting permission to cut down five trees on Henry Page Road at the back of his property. Pictures of the trees were circulated and it was noted that these had been pollarded in the past. Councillors felt this would set an unwelcome precedent and it was proposed and **AGREED** to deny the request.

It was also suggested contacting the Broadland tree officer for his advice and guidance regarding this belt of trees.

- e) **To consider a request to lay electricity cables across open space managed by the council**
A request had been received from ukpowernetworks to lay cables around the MUGA to connect a new development on Hungate Street. It was proposed and **AGREED** that this be allowed provide the ground was made good after the work is completed. The clerk was also requested to look into an easement to allow this.

24. ITEMS FOR INFORMATION/FUTURE AGENDA

Ros Calvert advised she had attended a meeting of the Bure Valley Navigation Trust and they are concerned regarding the Steam Mill at Dunkirk

25. DATE OF NEXT MEETING

The Chairman confirmed the date of the next Ordinary Council Meeting as **Thursday 10 November 2016 at 7.00pm.**

CLOSURE OF THE MEETING

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