



AYLSHAM TOWN COUNCIL

MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL HELD IN AYLSHAM TOWN HALL, ON THURSDAY 8 SEPTEMBER 2016 at 7.00pm

PRESENT:	Lloyd Mills	Chairman	Mr D Harrison
	Mrs E Baker		Mr B Lancaster
	Mr T Bennett (late arrival)		Mr W Mackie
	Ros Calvert		Mrs A M Overton
	Mr D Curtis		Mrs E E Springall
	Mrs M Evans (following co-option)		Mr S White

Mrs A Palmer Aylsham Assistant Town Clerk

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

1. TO RECEIVE APOLOGIES

Apologies were received and accepted from Mrs V Shaw.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Mr D Harrison – non pecuniary interest on items 10 & 18 – Drill Hall.

Mr D Harrison abstained from voting on all planning applications.

3. TOWN COUNCIL VACANCY

Two applications had been received and copied to all members. The two candidates were present and invited to speak. After a ballot vote Mary Evans was co-opted onto the council, signed her declaration of acceptance of office and joined the meeting. The other candidate was thanked for his interest.

4. MINUTES

Minutes of the Town Council Meeting held on 14th July 2016 had previously been circulated and were **confirmed and signed by the chairman.**

5. INFORMATION ON MATTERS ARISING

None

6. MATTERS REFERRED FROM PREVIOUS MEETING

a) Committee and Working Groups

The report previously circulated was discussed and the following was agreed:

- a) The Regulation adopted at the July Town Council meeting would be amended to read 'this does not not apply to the Cittaslow Events Committee who may co-opt any number of non-councillors'.
- b) The Cittaslow Events Committee had agreed to adjust their meeting night to the fourth Thursday of each month to ensure that their minutes could be presented at the next Town Council meeting.
- c) It was agreed that the PCC representative was not an automatic member of the Churchyard Committee.

b) Unoccupied Building – Clarkes

The report previously circulated was discussed and it was agreed that the Town Clerk should pursue the matter with the Conservation Manager (Barbara Hornbrook), Senior Planning Investigation Officer (Petra Whitton) and the Planning Investigation Officer (Steve Kenny) at Broadland District Council.

7. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Police: No report was available due to the new police computer system, reported at the last meeting, not being updated. In the absence of the police, the Town Clerk was asked to contact them regarding this issue. It was noted that the police had a visible presence on the A140/Burgh Road junction at the last car boot sale and the Clerk was requested to thank the police and request continued assistance with this matter.

Broadland District Council: – Councillor Steve Riley updated members on the recent devolution discussions.

County: Councillor Harrison provided a further update on devolution.

8 ADJOURNMENT OF THE MEETING

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

Sheila Merriman from Aylsham In Bloom provided further details on item 16.b (request for free allotment) and advised that Aylsham had won the Silver Gilt in the Anglia In Bloom competition. She also thanked the Town Council for the provision of a litter bin at Manor Court.

A resident spoke regarding item 19.b (buses in the Market Place). The resident felt that parking on Millgate contributed to the problem.

The applicant and a neighbour provided further details in support of and the opposition of the planning application for Meadow Way – item 11.b.

A member of the public advised that both he and D. Cllr Graham were opposed to devolution and requested clarification as to the Town Council's view on Clarkes. The

Chairman advised that the Town Council wished Broadland District Council to pursue enforcement in order for the building to be restored and trading to commence.

Re-CONVENE THE MEETING

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

9. FINANCE

a) To receive and adopt the Scrutineers Report for the quarter ended 30th June 2016

It was proposed and **AGREED** to adopt the report.

b) To note the completion of the external audit for the year ended 31st March 2016

The External Auditor had completed the audit and had signed the accounts off without comment.

c) To consider a request for a donation to the Citizens Advice Bureau

It was proposed and **AGREED** to pay the Citizens Advice Bureau the allocated amount in the 2016/2017 budget of £1,050.

d) To consider quotes for new carpeting in the Town Council offices

It was proposed and **AGREED** to authorise an additional £724 to the budget for new carpeting and to agree Quote A – A & M Carpets - for carpeting the main office and finance office.

e) To consider quotes for new events tent

It was proposed and **AGREED** to approve the purchase of a replacement tent from Norwich Camping & Leisure at a cost of £1,499.

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

The clerk was requested to provide further information of the in-ground trampoline including child capacity, details of the surround and the depth of the hollow underneath the trampoline in order for the report to be discussed in more detail.

g) To agree the purchase of a second bus shelter outside the Town Hall

It was proposed and **AGREED** to proceed with the purchase of the second bus shelter via the Parish Partnership Scheme at a cost to the Town Council of £898.25.

10. DRILL HALL

It was proposed and **AGREED** to defer this item to after item 18 (to consider property matters).

11. PLANNING ISSUES

a) APPLICATIONS DETERMINED

Information provided with the Agenda was noted.

b) APPLICATIONS FOR CONSIDERATION

20161344 Aylsham Water Mill, Mill Row

Conversion of existing watermill to 3 residential units (revised application)

Town Council Response – Support by majority vote



20161249 Woodgate Farm, Woodgate, Aylsham
Conversion of building to form 2 three bed dwellings

Town Council Response – Support by majority vote

20161354 Aylsham Manor Residential Home, 5-5a Norwich Road, Aylsham
Extension and alterations

Town Council Response – Support

20161371 Jubilee Family Centre, Norwich Road, Aylsham
Single storey front extension and two storey rear extension

Town Council Response – Support

20161459 Abbots Hill, 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 wall is removed and reconstructed (listed building)

Town Council Response – Support

20161454 Youngs Park, Woodgate Way, Aylsham
Erection of open sided spectator stand

Town Council Response – Support

20161400 Meadow Way, The Meadows, Aylsham
Subdivision of plot and erection of single storey dwelling

Town Council Response – Object by majority vote on the grounds that it is not in keeping with the local area and it is in a Conservation area. The boundary is right up against the current property as it stands in the plan. It was proposed and agreed by majority vote that D Cllr Riley call the application in to the next planning committee meeting.

20161400 Burgh Road Services, Burgh Road, Aylsham
Illuminated and non-illuminated signs for filling station

Town Council Response – Support

c) Street Name – Woodgate

It was proposed and **AGREED** by majority vote to suggest Roman Way as a further street name for the development at Woodgate.

d) Greater Norwich Local Plan

Mrs Baker and Mrs Evans expressed an interest in attending the meeting on the 21st September 2016.

12. ST MICHAELS OPEN SPACE

D. Cllr Riley was invited to speak and advised that he is still trying to organise a meeting with the Town Council, Broadland District Council and Hopkins Homes.

13. TOWN CLERK'S REPORT

The report was presented and updated as follows:

The temporary repairs to the churchyard drive were noted.

The revised social media policy was agreed.

The revised archives policy was agreed.

Due to work commitments David Muskett was finding it difficult to commit time to being the Hon Archivist. For the present time the remaining volunteers would continue to run the archives as a team and Lloyd Mills will try and assist as much as his time permits.

14. CHAIRMAN'S ANNOUNCEMENTS

The chairman advised that he had attended the SAM2 demonstration and training and that the unit was now operational.

15. QUESTIONS FROM COUNCILLORS

None received.

16. ALLOTMENTS

a) To receive an update on the new allotment sites

The Clerk had visited Bure Meadows and it was noted that remedial work was still required. This will be pursued by the Clerk upon her return from holiday.

b) To consider requests from Aylsham In Bloom for free allotments on new sites

It was proposed and **AGREED** that one plot would be allocated free of charge on the Bure Meadows site to Aylsham In Bloom for community starter plots.

It was proposed that Aylsham In Bloom should provide further details on the maintenance of the willow and an agreement that the willow would be removed should the plot be returned to the Town Council. Sheila Merriman, representing Aylsham In Bloom, advised that she wished to withdraw their request for a plot to grow willow.

17. CITTÀSLOW COMMITTEE

a) To receive minutes of Meeting held on 21st July 2016

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

b) To receive an update from the Events Committee

Mrs Springall advised that the regular meeting date had now been moved to the fourth Thursday of each month commencing the 22nd September 2016. The meeting held on the 1st September 2016 had focussed on the Christmas lights switch on event. The summer event would revert back to being a one day event held on the first Sunday in July.

18. TO CONSIDER PROPERTY MATTERS

a) To receive minutes of the meeting held on the 11th August 2016

The minutes previously circulated were adopted and **AGREED** with a minor amendment under item 3 to show that 'Mr Harrison was the Deputy Leader of Norfolk County Council when the disposal of the Drill Hall was discussed.'

b) To adopt Terms of Reference

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

10. DRILL HALL

a) To receive an update

Mrs Overton advised that she and the Clerk had met the user groups and some had indicated that they would take on extra sessions. The Assistant Clerk advised that negotiations were continuing and that Norfolk County Council, via Norse, had requested a copy of the surveyors report. It was **AGREED** to send this together with a request for the latest asbestos report to be made available to the Town Council.

b) To consider proposals on report

The report previously circulated was discussed in length and the following was agreed:

1. It was **AGREED** in principle to borrow up to £250,000 from the Public Works Loan Board.
2. It was **AGREED** that the Property Committee should discuss the time scale options and make a recommendation to the next full Town Council meeting.
3. It was **AGREED** to appoint Spire Solicitors to handle all legal work in relation to the purchase.

19. HIGHWAY ISSUES

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

The report previously circulated was discussed and it was **AGREED** to accept the proposed offer in order to provide a safer crossing.

b) To receive a report with regard to buses in the Market Place

The report previously circulated was discussed and it was **AGREED** to monitor the existing service and review the situation again should a reduction in service occur.

c) To receive a verbal update on the installation of SAM2

The unit is now operational and data is being monitored and collated. The Assistant Clerk reported that the office had received a couple of complaints regarding the first siting of the unit.

20. LICENSING

There was nothing to report.

21. RECREATION GROUND

Mr Lancaster updated members on the recent cases of vandalism to the Bowls Club door and the Pavilion window. The police have carried out a survey and made various recommendations which the Committee hope to implement during the year. One recommendation is the installation of a youth shelter. Following discussion of this item, members asked Mr Lancaster to convey to the next Recreation Ground Committee Meeting that in principle the Town Council supported the project.

22. ITEMS FOR INFORMATION/FUTURE AGENDA

Requests were received to include the following on the Agenda:

1. Highway verges
2. The increased use of multi-media (Ros Calvert to prepare a report)

23. DATE OF NEXT MEETING

The Chairman confirmed the date of the next Ordinary Council Meeting as **Thursday 13 October 2016 at 7.00pm**. There will be a budget workshop on **Thursday 29 September at 6.00pm**.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.07pm.