



## AYLSHAM TOWN COUNCIL

email: [townclerk@aylsham-tc.gov.uk](mailto:townclerk@aylsham-tc.gov.uk)

website: [www.aylsham-tc.gov.uk](http://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 9 MARCH 2017 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 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 9 February 2017\*
- 4. INFORMATION ON MATTERS ARISING**  
To receive information on any Matter Arising from the Minutes not listed elsewhere on the Agenda
- 5. TO CONSIDER MATTERS REFERRED FROM PREVIOUS MEETING**

## 6. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

To receive written and/or verbal Reports from Representatives\* **Pages 1/2**

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

## 8. TO CONSIDER PLANNING ISSUES

### a) APPLICATIONS DETERMINED

Application no. & Address	Town Council	Broadland DC Decision
20162171 <u>Aylsham Mill, 1 Mill Row, Aylsham</u>	No Objection	Listed Building Approval 02-02-2017
20162157 <u>The Old Bank House, Burgh Road, Aylsham</u>	No Objection	Listed Building Approval 15-02-2017
20170044 <u>Land Adj to 147 Norwich Road, Aylsham</u>	No Objection	Full Refusal 15-02-2017

### b) APPLICATIONS FOR CONSIDERATION

- 20170231 33 Sir Williams Close, Aylsham  
Single Storey side and two storey rear extension
- 20170251 32 Mileham Drive, Aylsham  
Single and two storey rear extension
- 20170284 Riverside, Dunkirk, Aylsham  
Single Bay Cart Shed and Store – extension at front of existing building
- 20170241 Field opposite Heatcraft, Burgh Road, Aylsham  
Car Boot sales on Monday mornings March – October
- 20170296 25 Sir Williams Close, Aylsham  
Single Storey side and rear extension

### c) NEIGHBOURHOOD PLAN

- i) To receive minutes of the three meetings held on February 8<sup>th</sup>, February 20<sup>th</sup> and March 1<sup>st</sup>\* **Pages 3/6**
- ii) To confirm membership of non-councillors on steering group re Terms of Reference

## **9. FINANCE**

- a) To adopt the Scrutineers report for the quarter ended December 2016\* [Page 7](#)
- b) To consider the report on payments by BACS\* [Page 8](#)
- c) To consider the report on changes to the budget reporting process\* [Pages 9/11](#)
- d) To consider a request for a donation from Norfolk and Norwich Association for the Blind\* [Page 12](#)

## **10. TOWN CLERK'S REPORT**

To receive and adopt the Town Clerk's Monthly Report\* [Pages 13/17](#)

## **11. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**

## **12. TO ANSWER QUESTIONS FROM COUNCILLORS**

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

## **13. TO CONSIDER PROPERTIES MATTERS**

- a) To receive and adopt the Minutes of the Properties Committee Meeting held on 21<sup>st</sup> February 2017\* [Pages 18/20](#)
- b) To consider a recommendation regarding refurbishment of the Town Hall kitchen
- c) To consider a recommendation for of wall linings for the Town Hall\* [Page 21](#)

## **14. DRILL HALL**

To receive an update

## **15. TO CONSIDER CITTASLOW MATTERS**

- a) To receive and adopt the Minutes of the Cittàslow Aylsham Committee Meeting held on 16<sup>th</sup> February 2017\* [Pages 22/25](#)

## **16. TO CONSIDER EVENTS MATTERS**

- a) To receive and adopt the Minutes of the Events Committee Meeting held on 23<sup>rd</sup> February 2017\* [Pages 26/28](#)

## **17. LICENSING**

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

## **18. CORRESPONDENCE**

- a) Correspondence re work at Marriots Way\* [Pages 29/30](#)
- b) Minutes of Christmas Lights Committee meeting held 30<sup>th</sup> January 2017\* [Pages 31/37](#)
- c) To note annual accounts of Aylsham Older Peoples Association\* [Page 38](#)
- d) Letter from Bure Navigation Conservation Trust re Interpretation Boards\* [Page 39](#)

**19. RECREATION GROUND**

To receive any update

**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 **Thursday 13 April 2017 at 7.00pm**  
Aylsham Town Hall

*Sue Lake*

Mrs. S Lake  
Aylsham Town Clerk

2<sup>nd</sup> March 2017

*\*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](http://www.aylsham-tc.gov.uk) (go to Agenda and Minutes page). Copies of the signed Minutes of the Town Council Meeting held on 9 February 2017 will be available from the Council Office from 10 March 2017.*

*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](http://www.broadland.gov.uk) and follow the links through to planning.*

