



**AYLSHAM TOWN COUNCIL**  
**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL**  
**HELD IN AYLSHAM TOWN HALL, ON THURSDAY 9 FEBRUARY 2017 at 7.00pm**

**PRESENT:**   Lloyd Mills   Chairman                           Mr W Mackie  
              Ros Calvert                               Mrs A M Overton  
              Mr D Curtis                               Mrs V Shaw  
              Mrs M Evans                               Mrs E Springall  
              Mr D Harrison                           Mr S White  
              Mr B Lancaster

Sue Lake Town Clerk

4 Members of the Public

**1. TO RECEIVE APOLOGIES**

Apologies were received from Mr T Bennett.

It was proposed and **AGREED** to give a three-month dispensation to Mrs E Baker

**2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

Mr D Harrison – non-pecuniary interest on items relating to District and County Council, the Drill Hall and the Table Tennis Club (item 9)

**3. MINUTES**

The minutes of the Town Council Meeting held on 12<sup>th</sup> January 2017 which had previously been circulated were **confirmed and signed by the chairman.**

**4. INFORMATION ON MATTERS ARISING**

It was noted that the Neighbourhood Plan Meeting was changed from February 1<sup>st</sup> to February 8<sup>th</sup>. The school referred to is the High School.

**5. MATTERS REFERRED FROM PREVIOUS MEETING**

None raised

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

**Police:** The monthly report was not available in time for the meeting. Councillors had attended the recent SNAP Meeting.

**Broadland District Council:** – Mr Harrison advised that following a poor Ofsted inspection of the apprenticeship scheme this has been overhauled and is now rated Good.

**County:** Mr Harrison advised that they are still awaiting the final council tax settlement – this is scheduled to be agreed on February 20<sup>th</sup>.

**Overview and Scrutiny** – a work programme survey had been received. It was suggested that car parking be added to their agenda.

## 7 **ADJOURNMENT OF THE MEETING**

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

A resident advised she had been undertaking surveys with residents and the results indicated they were unhappy with the information provided by the Town Council.

## **Re-CONVENE THE MEETING**

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

## 8. **PLANNING ISSUES**

### a) **APPLICATIONS DETERMINED**

Information provided with the Agenda was noted.

### b) **APPLICATIONS FOR CONSIDERATION**

20170044 Land Adj to 147 Norwich Road, Aylsham  
New dwelling and garage

**Town Council Response – No Objection**

20161813 Former Norfolk County Council Offices, Gas House Hill, Aylsham  
Residential Development of 9 Dwellings – amended plans

**Town Council Response – concern over future management of the road and trees but subject to firm and enforceable arrangements regarding these No Objection**

20170109 Gordon House, The Meadows, Aylsham  
Single storey side and rear extension

**Town Council Response – No Objection**

20170166 Jubilee Family Centre, Norwich Road, Aylsham  
Retention of mobile classroom

**Town Council Response – Support for one year only**

c) **NEIGHBOURHOOD PLAN**

A meeting had been held on February 8<sup>th</sup> to discuss the results from the December 3<sup>rd</sup> event. This will be undertaken over the next 2-3 meetings. Further meetings have been scheduled for February 20<sup>th</sup> and March 1<sup>st</sup>

9. **FINANCE**

a) **To consider adopting the revised Financial Risk Assessment Number 3**

It was proposed and **AGREED** to adopt the Risk Assessment

b) **To consider a request for £400 from Aylsham Table Tennis Club**

It was proposed and **AGREED** to grant £400 from the Recycling Fund for the Table Tennis Club

D Harrison abstained from this vote

10. **TOWN CLERK'S REPORT**

The report was presented and updated as follows:

Allotments at Bure Meadows – there are issues with rabbits and it had been suggested that shooting may solve the problem. Council did not agree to this and asked the Town Clerk to look at rabbit proof fencing.

Broadland District Council have some funds to provide signage regarding smoke free play areas. It was **AGREED** by majority vote to designate all Town Council controlled play areas as smoke free.

There are some issues with Marriott's Way and these will be investigated for reporting at a future meeting.

Broadland District Council have not received the report from the structural engineer regarding 30 Market Place. It was noted that the owner has recently died.

The cemetery regulations do not stipulate that children's burials are free, although that had always been the practice of the Town Council. After discussion and various options considered it was proposed and **AGREED** to add free burials for children under 16 to the next cemetery rules revision.

11. **CHAIRMAN'S ANNOUNCEMENTS**

The chairman reported that he felt the last Neighbourhood Plan meeting was very positive. He and the clerk had met with a Broadland officer regarding car parks.

12. **QUESTIONS FROM COUNCILLORS**

None received

13. **CAR PARKS**

a) **To receive a report from the Town Clerk on car parking in the town**

The report from the Town Clerk was noted and felt it was a good overview of the situation

b) **To consider actions highlighted in the report**

It was proposed and **AGREED** to try and register the Burgh Road and Buttlands car parks as community assets.

A long discussion was held on the benefits and uses of a survey. It was proposed and **AGREED** to undertake a survey of the car parks. The survey would be a three-prong action, consisting of face-to-face surveys at the car parks, an online questionnaire and requests via businesses in town.

**c) To consider any further action required**

It was questioned when the oak bollards would be replaced at The Buttlands. The Town Clerk advised these had been reported to Broadland with suggestions for how to re-instate them but no response had been received. This will be followed up.

**14. HIGHWAY MATTERS**

**a) To note any issues with highways**

The roundabout on the A140 appears to be progressing well. The car park at Burgh Road will be partially closed for gas works in the week beginning February 20<sup>th</sup>.

**b) To consider a proposal re installation of a pinch point on Penfold Street**

Steve White had suggested this as a possible solution to the issue of no continuous footway from the Market Place to the Soame Pump. It would involve narrowing the road to make it one-way but it would create a refuge for pedestrians. This application would, most likely, be an acceptable project for the Parish Partnership. However, it is too late for the 2017/18 application. It is thought that Norfolk County Council may require a feasibility study. It was proposed and **AGREED** that the Town Clerk starts the application process and collects costings for further consideration.

**15. TOWN HALL FLOODING**

The report on the flooding of the Town Hall cellars was noted. The boiler has since been repaired. A claim against Anglian Water is currently ongoing.

**16. TO CONSIDER CHURCHYARD MATTERS**

**a) To receive and adopt the Minutes of the Churchyard Committee Meeting held on 1<sup>st</sup> February 2017**

It was proposed and **AGREED** that the draft minutes be adopted.

**17. DRILL HALL**

No response had been received from the response to the solicitors. The Town Council solicitors are waiting to hear from NPLaw. David Harrison was asked, and he agreed, to follow this up on behalf of the Town Council.

**18. TO CONSIDER CITTASLOW MATTERS**

**a) To receive minutes of Meeting held on 19<sup>th</sup> January 2017**

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

**19. LOCAL COUNCIL AWARDS**

It was proposed and **AGREED** to confirm that the Town Council publishes details of councillors and the Annual Report. The application can now be made.



**20. LICENSING**

There was nothing to report.

**21. RECREATION GROUND**

The CCTV has been installed. The system is on 24 hours and the tapes have a 14-day turnaround.

**22. ANNUAL TOWN MEETING**

The Annual Town Meeting is scheduled for Wednesday April 26<sup>th</sup>.

The format of the meeting was discussed and whether to have a guest speaker. The local MP was suggested but it was felt there was insufficient time to arrange this. After discussion, it was proposed and **AGREED** that the theme would be 'How is the Town Council spending your money and why have they asked for more'. This will be advertised with the press release regarding the precept.

**23. ITEMS FOR INFORMATION/FUTURE AGENDA**

None raised

**24. DATE OF NEXT MEETING**

The Chairman confirmed the date of the next Ordinary Council Meeting as **Thursday 9 March 2017 at 7.00pm.**

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 8.20pm.