

## **NOTICE OF MEETING & SUMMONS TO ATTEND**

**THERE WILL BE A MEETING OF AYLSHAM  
TOWN COUNCIL  
TO BE HELD IN THE DRILL HALL,  
ON WEDNESDAY 19 SEPTEMBER 2018 at  
7.00p.m.**



**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)

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. TOWN COUNCIL VACANCY**  
To consider co-option to fill vacancy – Two applications received Pages 1-2
- 4. MINUTES**  
To receive, confirm and sign Minutes of the Town Council Meeting held on 15<sup>th</sup> August 2018\*
- 5. INFORMATION ON MATTERS ARISING**  
To receive information on any Matter Arising from the Minutes of the July and August meetings not listed elsewhere on the Agenda
- 6. TO CONSIDER MATTERS REFERRED FROM PREVIOUS MEETING**
- 7. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**  
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. TO CONSIDER PLANNING ISSUES

### a) APPLICATIONS DETERMINED

Application	Town Council	Broadland
20180494 <u>Aylsham Business Estate, Shepherds Close, Aylsham</u>	No Objection	Full Approval 17-08-2018
20180619 <u>Aylsham Plant Hire, Aylsham Industrial Estate, Aylsham</u>	The Town Council had received a copy of a letter of objection from a resident. Members were also concerned about the development and its impact. After discussion it was proposed and <b>AGREED</b> by majority vote that the Town Council would have <b>no objections provided that both the Highway Authority and Environment Agency had been contacted and had also responded with no objections.</b>	Full Refusal 20-08-2018
20181011 <u>The Belt, Mill Row, Aylsham</u>	<b>No Objection</b>	Full Refusal 14-08-2018
20181019 <u>8 Tuddenham Road, Aylsham</u>	<b>No Objection</b>	Full Approval 17-08-2018
20181071 <u>Hungate Lodge, Hungate Street, Aylsham</u>	<b>No Objection</b>	Full Approval 21-08-2018
20181113 <u>25 Alexandra Road, Aylsham</u>	<b>object due to visibility, creation of hard landscaping and precedent.</b> This is also against Policy 6 of the emerging Aylsham Neighbourhood Plan	Full Refusal 23-08-2018

### b) APPLICATIONS FOR CONSIDERATION

- 20181340 Hungate Lodge, Hungate Street, Aylsham  
Variation of Condition 2 of previous permission 20142017
- 20181357 17 Pound Lane, Aylsham  
Subdivision of dwelling into Two Flats & Installation of External Staircase
- 20181424 Ash House, 28 Bure Way, Aylsham NR11 6HJ  
Addition of garage to north side of property

### c) NEIGHBOURHOOD PLAN

- i) To receive an update Pages 3-4

## 10. FINANCE

- a) To consider report on insurance renewal **Pages 5-7**
- b) To receive Finance Reports for May - August **Appendix**
- c) To consider a report on accepting card payments **Pages 8-9**

## 11. TOWN CLERK'S REPORT

To receive and adopt the Town Clerk's Monthly Report\* **Pages 10-11**

## 12. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

## 13. TO ANSWER QUESTIONS FROM COUNCILLORS

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

## 14. DRILL HALL

- a) To receive an update
- b) To consider engaging A VAT specialist to undertake an on-site VAT survey and report – cost £850

## 15. ALLOTMENTS

- a) To receive a verbal report on the tenants meeting scheduled for September 18<sup>th</sup>.

## 16. HIGHWAYS

- a) To receive an update on the proposals for the junction Cawston Road/ Mill Road
- b) To receive an update on Parish Partnership projects
- c) To receive preliminary details of grass cutting tender to commence in April 2019

## 17. NEW BUS SHELTERS

- b) To consider bus stop upgrades **\*Att. report**

## 18. TO CONSIDER CITTASLOW MATTERS

- a) To receive and adopt the Minutes of the Cittaslow Aylsham Committee Meeting held on 19<sup>th</sup> July 2018\* **Pages 12-15**
- b) To receive a verbal report on the meeting with Clarion Housing scheduled for September 19<sup>th</sup> (10am)

## 18. TO CONSIDER EVENTS MATTERS

- a) To receive and adopt the Minutes of the Events Committee Meeting held on 26<sup>th</sup> July 2018\* **Pages 16-17**

## 19. PROPERTIES COMMITTEE

- a) To receive and adopt the Minutes of the Properties Committee Meeting held on 14<sup>th</sup> August 2018\* **Pages 19-22**
- b) To accept in principle the suggestions for improvements to the Town Hall and progress with obtaining necessary permissions

- c) To agree new Terms of Reference which include responsibility for Open Spaces and Play Areas\* **Pages 23-24**

## 20. SUMMER INSPECTIONS

- a) To receive a report of the summer inspections on August 13<sup>th</sup>\* **Page 25**  
b) To consider a replacement bench for Jannys Gardens

## 21. RECREATION GROUND

- a) To receive minutes of the meeting held 10<sup>th</sup> July 2018\* **Pages 26-29**  
b) To discuss the proposal for the Recreation Ground Committee to employ a manager to look after the Rec (this will be discussed by the Recreation Ground Committee on September 11<sup>th</sup>)  
c) To receive any update

## 22. POLICIES

- a) To agree revised Standing Orders previously circulated  
b) To note report regarding policies reviewed\* **Page 30**  
c) To agree changes to Social Media Policy\* **Page 31-32**

## 23. TOWN COUNCIL COMMITTEES

- a) To receive the minutes of the meeting held on 9<sup>th</sup> August regarding Committees linked to the Town Council\* **Page 33-34**  
b) To discuss the findings of the Working Group

## 24. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

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

## 25. DATE OF NEXT MEETING

- a) To confirm the date of the next Meeting as Wednesday 17<sup>th</sup> October 2018 at 7.00p.m

*Sue Lake*

Mrs. S Lake  
Aylsham Town Clerk

12<sup>th</sup> September 2018

### **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 15<sup>th</sup> August 2018 will be available from the Council Office from 20<sup>th</sup> September 2018.*

*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.*

