

**REPORT TO TOWN COUNCIL**

**Subject: Code of Conduct**

**Author: Sue Lake**

**Date: 10<sup>th</sup> May 2023**

---

The Town Council must adopt a code of conduct which details the behaviour expected of Town Councillors both inside and outside of meetings. The code also expects you to record your interests etc.

The current code of conduct was first adopted by the Council in 2012. Since then the Local Government Association has reviewed and adapted the code to fit in with the issues that have arisen throughout councils. This has resulted in a model code which has been adopted by most principle authorities. Broadland District Council adopted the code in January this year.

Responsibility for investigating breaches of the code lies with the Monitoring Officer of the District Council and they would therefore prefer if all Parish and Town Councils adopted the same code. Copies of the code are included in your agenda packs for consideration.

**Correspondence with NCC Education – Paul Harker**

Letter to Paul Harker

**Primary education in Aylsham**

I refer to your e-mail exchange with Mary Evans (Vice-chair, Aylsham Town Council) regarding primary school provision in the town.

The contents of your e-mail were discussed at the last Town Council meeting and caused concern for some councillors as this contradicted so much from the report the Town Council received in July 2019 from Councillor David Harrison – see attached.

The Town Council would like some clarification on this statement as it seemed to indicate that the school was already planned and just waiting for land to become available. Was this ever the case? Also do you know if the proposed meeting ever occurred and if so what the outcome was? Unfortunately David Harrison is now too ill for us to ask him these questions direct.

We appreciate the discussions from the January cabinet meeting and the indication that a new school is still very much in the discussion phase. However, the information this was being based on relates to the situation at Regulation 18 of the GNLP and not the situation at Regulation 19 which allows for two developments in the town with another 300 houses planned. Admittedly the Town Council are challenging the legitimacy of this change but it has been part of the GNLP since January 2021 so naturally the Town Council are concerned at how the decision will be reached.

It would be really useful for future discussions on this matter if you could signpost us to the information the County Council uses to assess the need.

The Town Council is naturally concerned that should the school not be built then the land would be available for more housing. This would both increase the housing allocation to the town and at the same time reduce the benefits that additional housing should give to the town. It would be useful to know when the Education department feel that a final decision will be taken on the proposal. Are you able to give any information on this?

Response from Paul Harker

I have requested information from our Directors office to ascertain if the meeting occurred between David and Sara back in July 2019, when I receive a response I will let you know. In relation to the points raised, the information discussed relates to a significant issue that occurred for in year admissions, so admissions outside of the ordinary cycle of the process. The catchment at the time allowed for sufficient space within the existing school estate serving Aylsham, but because there was space available in the schools of the town, they had preference from school catchment out of area. When then new families moved into the area in certain year groups there presented an issue to accommodate those numbers in the existing estate.

This was before the additional development had started, but it was felt the school capacity could cope in the earliest phase of the development, but the LA would make provision as part of the Local Plan process to safeguard a site for a new school. This would give an option to consider how best to assess the ongoing pressure if it continued at that time.

The forecast information the County updates and develops on an annual basis is fed by different datasets. What might be useful for the Town Council is a select number of the group meet with me so I can present to them how we work on the forecasts and the information that drives it. I would not want the information to not be understood or incorrect conclusions to be drawn from the detail. Displaying the detail and discussing the information may help support the current understanding of the position.

With regards decisions relating to the school, we will be running the forecast again for the end of July and will have an updated position following that, an indication of our position will be in the updated Schools Local Growth and Investment Plan which will be released in January 2024. All the time we continue to have dialogue with schools and developers on the progress of the plans being made for the area and have an indication of proposed numbers, our modelling will include this detail further as it reaches particular points in the planning process. Behind this we cannot ignore the significant decline seen in the birth rate which is effecting Aylsham as well as large parts of the county, and this will further inform our decisions on when and if a new school will be required.

I hope this offer is useful and will support a response to the questions asked.

### **Follow Up Response**

I have tried to track down whether the meeting referred to by David ever occurred. I have liaised with both the Director of Children's Services and the Assistant Head of Education Infrastructure and have drawn a blank. There is no record of this meeting happening, we are also unfortunately in the position if the meeting was passed to the Assistant Director of Education or another senior Director they have left the organisation now, and there was no record found around the date specified.

I therefore must conclude that possibly the meeting didn't go ahead for some reason. I hope the information provided and offer of discussion will aid the Town Council in this regard.

### **E-Mail from Agents re Norwich Road site**

In considering the response of the Town Council and Norfolk County Council (Highways) – we have been investigating including possible upgrades to the existing walking routes in the area. Please see some preliminary proposals on the attached plan\*.

Without prejudice – and acknowledging the Council's other concerns about the application proposals - we would welcome your Town Council's thoughts/advice on these proposals before we go back to NCC Highways.

Also, does the Council consider that this section of the A140 would benefit from a speed reduction, to aid crossing near the railway footpath and access/egress from Buxton Road?

I look forward to hearing from you.

[In due course, I will also respond more fully to the Town Council's letter].

### **Initial Response**

Thank you for your e-mail and we have taken a look at the plans but have not had the opportunity to speak with the Town Council so these are the views solely of the chairman and myself. However, they do mirror much of the discussion of the Town Council.

In regard to the possible upgrades to walking routes to the High School, we are concerned that a path by the A140 does create problems in regard to safety. It would only work if there is a fence and a thick hedge as High School children are not the most sensible when walking to and from school.

In regard to the idea of a 40mph speed limit to help the crossing of the A140 to link the footpath by the railway line we feel that would not be helpful. What is needed are one of the following a tunnel, bridge or most likely traffic lights. In regard to our discussions with Hopkins Homes and Broadland we have stated that the crossing must be one of the three options above to ensure safety of those crossing this busy and fast road. We are not sure (from experience elsewhere) that a reduced speed limit would be adhered to making the crossing more dangerous..

It is difficult to comment on any other issues beyond our previous paper sent in regard to the planning application, until we see any further plans and also the exact plans from Hopkins Homes which are still awaited.

- The map enclosed is hard to reproduce but will be displayed at the meeting

<b>Aylsham Town Council</b>					
<b>Summary of Receipts and Payments</b>					
<b>Cost Centre</b>	<b>Receipts</b>		<b>Payments</b>		<b>Net Position</b>
	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	
01 General Purpose	112,800.00	63,082.00	112,800.00	9,551.25	53,530.75
02 Town Hall	58,750.00	30,383.00	58,750.00	4,331.62	26,051.38
03 Drill Hall	63,000.00	17,610.00	62,985.00	5,094.59	12,500.41
04 23 Market Place	5,500.00				-5,500.00
05 Cemetery Cottage	7,000.00	453.70	1,500.00		-5,046.30
06 Public Toilets			11,800.00	869.37	10,930.63
07 Other Properties	6,450.00	3,250.00	5,700.00	584.50	1,915.50
08 Cemetery	23,600.00	7,090.00	23,600.00	1,845.35	5,244.65
09 Allotments	24,700.00	15,072.50	24,690.00	2,948.38	12,114.12
10 Markets	9,000.00	417.50	2,650.00	22.23	-5,954.73
11 Open Spaces	173,370.00	84,950.00	166,020.00	8,005.58	69,594.42
12 Events		60.00			60.00
13 Churchyard			13,700.00	316.31	13,383.69
14 Street Scene	24,450.00	14,350.00	24,450.00	917.72	13,432.28
<b>NET TOTAL</b>	<b>508,620.00</b>	<b>236,718.70</b>	<b>508,645.00</b>	<b>34,486.90</b>	<b>202,256.80</b>
<b>Total</b>	236,718.70			34,486.90	
<b>V.A.T.</b>	8,821.55			2,493.23	
<b>GROSS TOTAL</b>	<b>245,540.25</b>			36,980.13	

**Aylsham Town Council**  
**Reserves Balance**  
**2023-2024**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Bottle Bank	4,300.00		171.88	199.92	4,328.04
Cittaslow	700.00				700.00
Community Events	5,200.00				5,200.00
Christmas Decorations	160.00				160.00
Election	2,000.00				2,000.00
Marquees	1,375.00			41.67	1,416.67
Drill Hall	10,000.00				10,000.00
Town Hall	17,000.00				17,000.00
Properties	19,100.00				19,100.00
Public Toilets					0.00
Cemetery	31,100.00				31,100.00
Open Spaces	70,400.00				70,400.00
Highway Verges	4,385.00		821.02		3,563.98
Recreation Ground	34,400.00	15,600.00			50,000.00
Churchyard	46,000.00				46,000.00
Street Furniture	11,500.00				11,500.00
Allotment Deposits	5,875.00				5,875.00
Hall Hire Deposit	50.00				50.00
CIL	28,987.00			1,701.17	30,688.17
Cemetery Cottage	2,000.00				2,000.00
Youth	3,000.00				3,000.00
Skate Park	300.00			914.24	1,214.24
Communications	5,000.00				5,000.00
In House Grass	5,000.00				5,000.00
Traffic Group					0.00
<b>TotalEarmarked</b>	<b>307,832.00</b>	<b>15,600.00</b>	<b>992.90</b>	<b>2,857.00</b>	<b>325,296.10</b>
<b>TOTAL RESERVE</b>	<b>307,832.00</b>	<b>15,600.00</b>	<b>992.90</b>	<b>2,857.00</b>	<b>325,296.10</b>
<b>GENERAL FUND</b>					264,759.98
<b>TOTAL FUNDS</b>					590,056.08

**REGULAR PAYMENTS TO BE MADE DURING THE 2023/2024 FINANCIAL YEAR  
(PRODUCED IN ACCORDANCE WITH FINANCIAL REGULATION 5.6)**

<b>Supplier</b>	<b>Description</b>	<b>Frequency</b>
Ace Fire	Inspection and repairs of Town Hall and Drill Hall fire alarm system and extinguishers	Bi-annual
Anglian Water	Water - Town Hall, Drill Hall and Public Toilets	Quarterly
Auditing Solutions	Internal audit	Bi-annual
British Gas Until Oct and then Engie	Drill Hall – Gas	Monthly
Aylsham Business & Enterprise Forum	Membership	Annual
BNP Leasing	Photocopier Lease	Quarterly
Biffa Waste Management	Town Hall, Drill Hall refuse collection	Monthly
Brightpay	Salaries Package	Annual
British Telecom	Landline	Quarterly
Broadland District Council	Annual Premises Licence – Market Place & Red Lion Street Annual Premises Licence – Town Hall Business Rates – Town Hall, public toilets, cemetery, cemetery cottage (whilst empty) Dog & litter bin emptying (MUGA)	Annual
Gallagher	Insurance	Annual
Community Action Norfolk	Membership	Annual
Cooleraid	Water Bottles	Monthly
Corona until Oct and then Engie	Electricity – Town Hall & Public Toilets	Quarterly
Drax Until October and then Engie	Electricity – Drill Hall	Quarterly
Engie	Town Hall gas	Monthly
Get Mapping	Parish online licence	Annual
Garden Guardian	Grounds maintenance	Monthly
HMRC	PAYE & VAT	Monthly
In Touch Systems	Broadband Remote monitoring Hosting internet account Annual domain fee Internet Security	Monthly, annual and every second year
Information Commissioner	Data Protection	Annual
Initial	Sanitary contract and mats – Town Hall & Drill Hall	Annual
J H Lynch	Window cleaning – Town Hall and Drill Hall	Every six weeks

Just Regional	Newsletter	Bi-monthly
Littlejohns	External audit	Annual
Mayday Office Equipment	Photocopier charges	Bi-monthly
National Trust	Rent – Cromer Road allotments	Annual
Norfolk County Council	Child Protection	Annual
Norfolk Pension Fund	Pension Contributions	Monthly
N.P.T.S.	Membership	Annual
N.S.A.L.G	Membership	Annual
Npower	Street lighting electricity	Monthly
Ordnance Survey	Mapping licence	Annual
Pest Express	Pest control – Town Hall & Drill Hall	Annual
Play Safety	ROSPA inspections (play equipment) Play Company	Annual
PRS	Annual Licence	Annual
Public Works Loan Board	Loan Repayments	Bi-annual
Richie B	Contract Cleaning of Public Toilets	Monthly
Salix	Street Light Loan	Bi-annual
Scribe	Accounting/Cemetery computer packages	Annual
Shred Station	Disposal of confidential waste	Quarterly
Siemens Financial Services	Telephone Hire	Quarterly
SLCC	Membership - Clerk	Annual
Staff	Ms D Butcher Mr R Jeckell Mrs W Murphy Mrs S Lake Mr R Lamb Mr S Newstead Mr G Watson	Monthly
T T Jones Electrical	Street lighting maintenance and repairs	Monthly
URM	Bottle Bank Collections	Monthly
Vodafone Limited	Mobile phones (facilities staff)	Monthly
Volkswagon	Van rental	Monthly



**REPORT TO TOWN COUNCIL**

**Subject: Community transport – fighting loneliness and isolation**

**Author: Sue Lake**

**Date: 10<sup>th</sup> May 2023**

---

Following last months discussion on a request for financial assistance I went back to North Norfolk Community Transport and explained the situation regarding the Town Council awarding funding.

They responded as follows

*Thanks so much for your help. In an ideal world, we'd like two of these. We have three wheelchair accessible cars, and sometimes passengers (who don't use a wheelchair at home and in general) have really limited mobility and difficulties getting in and out of our access cars. We recently picked someone up who hadn't left their home for four years! Often people don't communicate the severity of their frailty, and probably don't want to admit this to themselves.*

*If we have these wheelchairs, we can keep them in the vehicle, and when we come across an unexpectedly frail passenger, which happens very often, we can use them so they don't have to transfer and can stay the wheelchair for the journey, safely strapped in and without struggling to get in the car.*

*As you can see these are £237.49 each so two, or even one, would be wonderful. The cost for two of them would be £474.98. If you were to give us the funds, we would be able to claim the VAT back.*



**REPORT TO TOWN COUNCIL**

**Subject: Cash Payments**

**Author: Sue Lake**

**Date: 10<sup>th</sup> May 2023**

---

Since Barclays closed there are issues with processing cash received. The Finance Officer can pay in cash at the Post Office but only if it is notes or whole bags of coins. If it is not whole bags then the money would need to be paid in at Wroxham.

Most of the payments received are either cheque or online, There is very little cash paid except for two occasions – markets and events.

The Events is not a problem as they are fairly infrequent and can justify a visit to the bank. However, the market is weekly and will be an issue. We also have one market trader who tries to pay his rent in 5p coins.

The Town Council are asked to consider a change in the Financial Regulations whereby market rents must be paid by cheque, card or bank payment.

## CLERK'S REPORT FOR COUNCIL MEETING 17.5.23

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		New mirror installed Quotes for boiler in progress
23 Market Place		
Cemetery Cottage	Private Letting	Tenant renewed lease
Cemetery		The gateway has been completed. The issue with the reserved grave has been resolved. The new benches have been installed
Allotments		Inspections scheduled this week
Churchyard		Met with representatives of PCC and Aylsham In Bloom to discuss garden area
Market Place		
Farmers' Markets		New look Farmers Market first date 3 <sup>rd</sup> June
Markets		Issue with payment of rents AGENDA ITEM
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general		
Highways		
Paupers Graveyard		Signage is currently being designed and a maintenance schedule put in place Entering the project for Norfolk Community Biodiversity Awards
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		
Land at Sapwell Close	Adverse Possession Claim	Completion of review of 1970's minutes. Extracts sent to solicitor. Solicitor chased for a response
Car Parks		AGENDA ITEM
Street Lighting		Will need to go out to tender for maintenance this summer
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		A panel in the bus stop in the Market Place was shattered. This has been removed as a safety issue and will soon be replaced.

Pump		
Pillboxes		
War Memorial		
Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office know of any such areas and we will add it to the schedule we send them
Drill Hall		New doors will be installed soon
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	Telephone box has been refurbished and the charger will be installed shortly. Highways to return to replace slabs
Bure Meadows Footpath	New Footpath across to Dunkirk	Developer advises that contractor on site from March 29 <sup>th</sup> and bridge ramps repairs scheduled leaving only a culvert outstanding
Code of Conduct		AGENDA ITEM

**Items for Town Council to consider/note**

- **Benches in the cemetery**
- **New look Farmers Market June 3<sup>rd</sup>**
- **Paupers Graveyard Award**
- **Streetlight maintenance tender due**

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD AT DRILL HALL, ON WEDNESDAY 19<sup>th</sup> APRIL 2023 AT 11am.**

**PRESENT:** Mrs M Evans Aylsham Town Council Chairman  
Mr G Margaron, Aylsham Community Partnership  
Mrs W Sadler – Aylsham In Bloom  
Mrs M Anderson-Dungar ABEF  
Mr G Peers – Broadland District Council  
Mrs J St Clair – Aylsham U3A  
Mr R Willis ABEF

**OFFICER:** Mrs S Lake Town Clerk

**01 APOLOGIES FOR ABSENCE**

Mr P Prekopp, Aylsham Slow Food,  
Rev Canon Julie Boyd – Aylsham Parish Church

**02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**

There were no Declarations of Interests or any Requests for Dispensations.

**03 MINUTES**

The minutes of the Cittaslow Aylsham Meeting held on 15<sup>th</sup> March 2023, were **confirmed and signed by the chairman.**

**04 MATTERS ARISING**

Nothing raised.

**05 ADJOURNMENT OF THE MEETING**

In the absence of any member of the public, the meeting continued without adjournment.

**06 CITTASLOW UK & CITTASLOW INTERNATIONAL**

**a) To receive an update**

Nothing to report

**b) To receive an update on the request for accounting details**

Nothing to report

**c) To discuss the meeting scheduled for May 3rd**

Nothing had been heard from Italy regarding this meeting.

Sound equipment for dial in from Llangollen and Mold had been organised.

The Banningham Crown will do the lunch but have requested pre-orders. The clerk will send out the menus.

The clerk will meet with the chairman to formulate an agenda

**07 CITTASLOW IN AYLSHAM**

**a) To receive an update**

Nothing to report

**b) To consider the Visit... website**

The Visit Harleston site has been launched with a soft launch and examination of the site shows the content has grown over the last month. Graham advised it was very easy to update. The clerk had met with the developers and a report was included with the agenda.

The website would need to be managed by the Town Council to ensure it remains up-to-date. It would need to be linked into the social media of the council which can also drive the content.

Representatives from ABEF spoke about the Discover Aylsham website and app which has never been used to its full potential. Before a final decision on a new website is agreed it was felt that a meeting should be held with the website designer to see what could be done.

**c) To discuss the video competition**

Graham Peers had asked the Broadland video team to help but they could not make the time frame. Graham advised he could assist and it was agreed to shoot a video over the Coronation weekend concentrating on the activities in the Market Place, Church and Heritage Centre.

**08 FARMERS MARKET AND GENERAL MARKETS**

**a) To receive an update on the Farmers Market**

The new style market will launch in June. Publicity will be starting soon.

**b) To receive an update on the general markets on Monday and Friday**

Nothing to report.

**09 CLIMATE EMERGENCY**

The new website has been launched <https://ace-aylsham.org/>

The Town Clerk is currently working on calculating the Town Councils carbon footprint starting in 2019 to give a base year. Both 2020 and 2021 would have the figures compromised due to the various lockdowns. Once this has been completed the climate strategy can be written and hopefully engage more residents in the town.

**10 PROJECTS**

**i) OLD STATION YARD**

The daffodils have started to flower. Giles Margaron asked if the Town Council could cut the path

**ii) TOWN PEDESTRIAN MAP**

The Town Clerk is trying to obtain permission from Broadland regarding the siting on Station Road but is having difficulty tracking an officer who deals with this. Graham

advised he knew someone who could help. It was also suggested that Garden Guardian may cut the grass so they will also be contacted.

iii) **MINDFUL AYLSHAM**

Still waiting for the packs to arrive.

**11 AYLSHAM COMMUNITY EVENTS COMMITTEE**

The Mothers Day Tea did not have large numbers but was well received and likely to be repeated.

The quiz is scheduled for April 28<sup>th</sup>.

Arrangements for the coronation on May 6<sup>th</sup> are in hand. The Street Party will be on July 9<sup>th</sup>.

**12 SLOW FOOD AYLSHAM**

Meeting next week to agree the arrangements for Family Learning Day, Aylsham Show and the Food Festival.

**13 AYLSHAM IN BLOOM**

Wendy thanked Gavin Watson for the repairs to the gate at the Paupers Grave which now opens easily. The mowing of the grass will need to start soon.

Some of the tubs in the Market Place need some maintenance work and this will be undertaken in the next few weeks. Summer planting will also take place. The jubilee crowns from last year will be re-furbished to tie in with the Coronation.

A pothole on the road to Bure Meadows allotments is causing issues for both car users and walkers. This has been reported to the owners.

**14 ABEF**

The open meeting was held on April 17<sup>th</sup>. Attendees were positive but the turnout was low.

**15 AYLSHAM TRAFFIC GROUP**

The project is nearer completion with the draft strategy to be presented to the council after the election.

**16 AYLSHAM PARISH CHURCH**

On May 7<sup>th</sup> there will be a special 10:15am Church service to celebrate followed by a picnic hopefully outdoors.

**17 ITEMS FOR INFORMATION/NEXT AGENDA**

Nothing brought forward for the next meeting.

**18. DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Wednesday 17<sup>th</sup> May 2023 at 11.00am at the Drill Hall**

**CLOSURE OF THE MEETING -**

There being no further business the Chairman closed the meeting at 12.30pm

**Minutes of the Aylsham Climate Action Meeting  
held on Monday 3<sup>rd</sup> April 2023**

**Present:**

Sue Catchpole	Anna Magyar
Jakki Dehn	Liz McGowan
Lillie Ferrari	Richard Moore
Sally Hildrew	Patrick Prekopp
Ian Hildrew	Grizelda Tyler

Sue Lake    Town Clerk

**1. Welcome and apologies for absence**

Apologies were received from

Trevor Bennett	Ray Horne
William Fisher	Shelly Hudson
Erica Fisher	Wendy Sadler
Jenny Haycocks	

**2. Chairman**

**a) To note that Trevor Bennett is stepping down as chairman**

Trevor advised that due to other Council commitments and that the ACE Group is now established he is no longer able to stand as chairman

**b) To elect a new Chairman**

It was discussed whether there could be a rolling chair -this was confirmed. Grizelda Tyler was proposed and **AGREED** as chairman for this meeting.

**3. Declarations of interest**

None were declared

**4. Minutes**

The minutes of the meeting held on 6<sup>th</sup> February were accepted and signed by the chairman

**5. Information on Matters Arising from previous minutes**

Nothing raised

**6. Co-Ordinating Group**

**a) To receive and confirm the minutes of the meeting held on 6<sup>th</sup> March 2023**

The minutes were confirmed.



**7. ACE Website**

**a) To note the website is now live**

The website is now live and waiting for content, news items etc. It was requested by the Communications group to receive something every week. The website has been liked by some people but there has been no comment from members of the Group.

There was an issue with the groups listed on the website as food was omitted as it was not one of the original sub-groups.. It was agreed to amalgamate plastics and waste so there was room for food without a major redesign.

Just Aylsham cannot cope with various large articles from different groups every edition so these need to come via the communications group.

It was confirmed that Food would be a sub-group of the full ACE Group.

**b) To agree Social media contacts**

These had been agreed.

**8. Work Programme of Sub-Groups**

**a) To receive written updates from Groups**

The Communications report sent with the agenda was noted.

**Food**

The Group have completed their first food map. Looking to meet with the nature group regarding public spaces.

**Waste**

Looking at organising a workshop regarding recycling clothes in June

**Energy**

Thanks to Arthur Rope for all the work regarding the camera. Now the weather has improved the project will be placed on hold until the winter. More volunteers will be needed.

**Nature/Biodiversity**

Still looking for tree wardens and also plan to survey private gardens. Looking at areas around Aylsham and what is managed and by whom.

**Transport**

Still working with the Transport Strategy Group and will start properly as an independent group in June. One aspect to consider will be car sharing.

**b) To agree a letter to Councillor candidates**

The Communications Group wish to send a letter detailing ACE to all candidates in the forthcoming local elections. This was **AGREED**.

**c) To agree which Meeting receive Group Updates**

The clerk advised that there is some confusion as to when and how often reports need to be prepared and sometimes this can be too onerous for the groups. It was suggested that reports on the groups activities should be prepared for this meeting alone rather than the co-ordination meeting.

**9. Business Survey**

**a) To consider Draft Survey**

A draft of the suggested questions to ask in an interview with the businesses was sent with the agenda. Not all the questions will be appropriate for all businesses and the interviewer would need to tailor the interview to the recipient.

**b) To agree final survey**

Some additional questions were also considered. Jakki and Anna will work on this to provide a final template.

**c) To agree which businesses to approach initially**

The businesses to be approached were discussed as follows:

Energy – Postles

Waste – Harvest

Transport – Dunkirk Garage

Plastics – CT Baker

Communications – Barnwells

Food – Eves Hill

Nature - Woodgate

**10 Aylsham Climate Change Strategy**

**a) To receive an update on assessing the carbon footprint of the Town Council**

The Town Clerk had gathered all the evidence for the 2019 baseline carbon footprint. The calculations showed this as 65.05 cubic tons. The subsequent years are in progress.

**b) To receive an update from the groups re the strategy**

This will need to wait for the final calculations on the carbon footprint.

**11 Items from Co-Ordinating Meeting**

**a) Distribution of ACE leaflets**

These had been distributed to Bure Meadows and Woodgate

**b) Monthly Talks in the Town Hall**

This will be placed on hold for the time being

**c) Attendance at Country Market**

This was agreed as a good idea. The clerk will prepare a calendar for members to complete

**d) Outside Events**

**i) Family Learning Day – 10<sup>th</sup> June**

A table has been booked next to Rotary. It was thought to show the camera and what it can do. Also look at the bin sorting from Broadland. Sue Catchpole will speak to Broadland re this.

**ii) Aylsham Show – 28<sup>th</sup> August**

As Family Learning Day

**iii) Green Day 2023 – 24<sup>th</sup> September**

To be discussed at future meeting(s)

**12. Items for Future Discussion**

Nothing Raised

**13. Date of Next Meeting**

To confirm the date of the next Meetings as:

Tuesday May 2<sup>nd</sup> 2023 – Co-ordinating Group

Monday June 5<sup>th</sup> 2023 – ACE Group

The meeting closed at 8.50pm

**Minutes of the Aylsham Town Council Traffic Group Meeting held on Wednesday 26<sup>th</sup>  
April 2023 at Aylsham Town Hall**

**Present**

Trevor Bennett (chairman)	Nicholas Haag
Clare Alban	David Harry
Andy Christie	Barry Lancaster
Gordon Clarke	Lindsay Little
Mary Evans	John Minns
Catherine Fletcher	
Sue Lake	

**1. Apologies for Absence**

Apologies were received and accepted from:

Richard Anderson-Dungar (ABEF), Sue Catchpole, Richard Laxen and Pat Prekopp

**2 Minutes**

The minutes of the meeting held on 29th March 2023 were circulated with the agenda. The minutes were **AGREED**

**3. Traffic Strategy – Presentation to the public – updates on previous discussions  
Red Lion Street**

Still awaiting confirmation from Norfolk County Council that the concept of the type of crossing discussed would be acceptable. This will be chased. It was thought that signs would be required on the hill just prior to the entrance to Red Lion Street to make sure drivers were aware that they were about to enter a pedestrian priority area.

**Cycles and Trails**

Still awaiting a response from the group cyclists. It was felt that cycling through the town was OK. It was suggested contacting Heather Jermy at Blickling regarding a cycling route to the hall.

**Signage**

It was queried whether the road could be widened on the southbound side on the approach to Banningham Road. This was discussed at length but could actually cause accidents rather than prevent them and was therefore dismissed. However, an additional sign warning of the turn was felt to be a sound idea and will be included in the strategy. The sign proposal for the A140 was accepted and will be added.

### **Parking**

The Town Clerk had presented the draft policy on parking to ABEF (Aylsham Business and Enterprise Forum) who agreed this was the most suitable proposal but also were quite strong in the opinion that more parking was required. This will be taken to the Town Council to get agreement that the council can actively seek additional parking in the town.

### **Yellow Lines**

Still awaiting a response from NPLaw. A resident who attended the Annual Town Meeting had previously worked for the Department of Transport and was quite knowledgeable on the process and indicated it was more straight forward than originally thought. The clerk will start the process of contacting residents to gauge their thoughts.

### **Penfold Street**

The Town Clerk had contacted a company that felt they would be able to move the pump and would be sending details of costs in the next two weeks.

Linked to all these projected proposals would be funding. The Chairman, vice-chairman and Town Clerk would be meeting with representatives of Broadland District Council re Pride In Place which is part of the Levelling Up programme. The District Council has money for projects that would enhance communities and many of the issues identified may qualify. This will be discussed at the meeting scheduled for May 16<sup>th</sup>.

#### **4. To agree details of final strategy**

Gordon Clarke had prepared a draft of a suggested front sheet which outlined all the proposals and who they were supported by and what the outcome for the final strategy was. Behind that would lie the full details of the proposal. It was also agreed to include ideas that were rejected and why.

The Town Clerk and Clare Alban will assist in drawing up the final document.

#### **5. Update on Group Members Survey**

The workbook that had been created will be circulated

#### **7 To note any items for future discussion**

Nothing Raised

#### **8. To note date of next meeting**

It was agreed that the work on the strategy would not be completed by next month. The next meeting will therefore be Wednesday June 21<sup>st</sup> 2023

The meeting closed at 8.40pm



**AYLSHAM COMMUNITY EVENTS COMMITTEE**

**MINUTES OF THE MEETING OF THE  
AYLSHAM COMMUNITY EVENTS COMMITTEE  
HELD IN THE COUNCIL CHAMBER, TOWN HALL  
ON WEDNESDAY 19 APRIL at 7:00pm**

**PRESENT:**

Giles Margaron	-	Chairman (Town Resident)
Joan Bennett	-	Councillor
David Anderson	-	Councillor
Richie Barnett	-	Town Resident
Ian Gravenell	-	Town Resident
Sue Lake	-	Aylsham Town Council Town Clerk
Donna Butcher	-	Aylsham Town Council Events & Administration Officer

**1. WELCOME INTRODUCTIONS & APOLOGIES**

The chairman welcomed everyone to the meeting. Apologies received from Andrew Strange, Natalie Rees, Fiona O'Hara, Patrick Prekopp.

**2. TO RECEIVE MEMBER'S DECLARATIONS OF INTEREST IN AGENDA ITEMS**

None received.

**3. TO CONFIRM MINUTES OF MEETING HELD ON 18 JANUARY 2023**

The minutes of the meeting held on 15<sup>th</sup> March 2023, as previously circulated were then confirmed and signed.

**4. INFORMATION ON MATTERS ARISING**

None.

**5. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK**

None present.

**6. TO RECEIVE A REPORT FROM THE TOWN CLERK ON THE MOTHER'S DAY TEA EVENT**

Sue Lake reported that the afternoon tea was successful, enough people attended to make it worthwhile and the hall full enough. Sue suggested that 50 people would be the maximum for any future event and that the service times should be staggered.

**7. TO CONFIRM ARRANGEMENTS FOR THE QUIZ NIGHT**

Donna Butcher confirmed there were 14 teams booked at the time of the meeting. Wendy Murphy was approaching businesses and collating raffle prizes, a prize for the

winning team would need to be purchased or a donation received. Paper dishes to be ordered for serving the potatoes.

**8. TO RECEIVE AN UPDATE ON PLANS FOR THE KING'S CORONATION CELEBRATION**

It was confirmed that the hall would open at 9am for the screening of the service. Bacon rolls, tea and coffee would be served from the kitchen. 250 burgers from Coxfords, 150 sausages and 100 chipolatas from White's to be ordered for the barbeque. Music would be played through the outside speaker. Food vendors Waffle Wagon, Poke Nom, Bakes Norfolk and Le Le's Ice Cream confirmed for the afternoon.

**9. TO RECEIVE AN UPDATE ON THE COMMEMORATIVE CORONATION GIFT**

Sue Lake confirmed that the Town Council agreed to seed packets being purchased for distribution to Aylsham residents. Seeds to be purchased from Woodgate Nursery and Aylsham Garden centre.

**10. TO DISCUSS IDEAS FOR AN AYLSHAM FESTIVAL 2024**

The Chairman read out an email from Patrick Prekopp. A number of possibilities were discussed; a 60s theme, building on from the Green Day event, a traditional family fayre. Points to be considered; security regarding the new Martyn's Law, to start with a small event and work up to something bigger, a separate focus group for organising.

**10. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING**

To discuss any points from the financial report.

**11. TO AGREE DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 21<sup>st</sup> June 2023 at 7pm in the Council Chamber.

**12. CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 8:20pm

## River Bure at Aylsham Flood Risk Management Investigation



Until the investigation is complete, we won't know exactly what form this project could take.

### What should you do and how can you get involved?

Please get in contact\* via the details below:

- If your house or business is located in the Mashles Row and surrounding area of Aylsham and has been flooded
- Or you would like to be informed of the project's findings and next steps or would like to give feedback

### What happens next?

In the coming months we hope to be able to report on options to reduce flood risk to the properties involved. For us to do this, please get in contact\* so we can share the results with you.

### Contact details

For any questions or comments, please contact\*:

**Rob Brooks**  
 Environment Agency Flood and Coastal Risk Management Officer  
**Telephone:** 0203 025 8336  
**Email:** [rob.brooks@environment-agency.gov.uk](mailto:rob.brooks@environment-agency.gov.uk)

*\*We, the Environment Agency, are collecting this information to improve our understanding of flood risk in your area and to help inform flood risk management options. We will process your information for these purposes in accordance with GDPR. Your information may also be shared with your local and county councils for them to use for the same purposes, and with consultants working on our behalf. By getting in contact, you consent to the information you provide being used in this way unless you specify otherwise. You can withdraw your consent at any time by contacting [PSOENS@environment-agency.gov.uk](mailto:PSOENS@environment-agency.gov.uk). Your personal details (name and contact information) will be held for 3 years, the rest of the information provided, including the address of the property, will be held until it is no longer necessary. The Environment Agency is the data controller for the personal data you provide.*

### What are we telling you about?

This briefing is to let you know we are investigating how to reduce flood risk from the River Bure and associated watercourses to properties at Mashles Row and the surrounding area of this part of Aylsham.

The project is led by the Environment Agency, supported by our flood risk consultants, Jacobs.

### What will we be doing?

We are exploring the principle of whether there is a solution that would be feasible and cost beneficial to reduce the flood risk. This stage is expected to be completed soon, after which we would like to share our findings with the community and gather feedback.

If there is a potentially feasible solution, we will need to undertake further analysis, apply for permissions and secure funding.

### How will this work benefit you?

The project aim is to deliver better protection against flooding to local homes and businesses that may be at risk.

customer service line  
03708 506 506

incident hotline  
0800 80 70 60

floodline  
03459 88 11 88

[www.gov.uk/environment-agency](http://www.gov.uk/environment-agency)