

Aylsham Town Council
Summary of Receipts and Payments
To 31/07/ 2022

Cost Centre	Receipts		Payments		Net Position
	Budgeted	Actual	Budgeted	Actual	
General Purpose	423,320	218,703	114,800	99,807	-189,623
Town Hall	13,600	4,138	58,750	14,118	35,169
Drill Hall	29,500	9,024	62,985	14,940	27,569
23 Market Place	5,500				-5,500
Cemetery Cottage	7,000	1,559	1,500		-3,941
Public Toilets			11,800	5,789	6,011
Other Properties		1,300	5,700		7,000
Cemetery	8,000	3,100	23,600	1,890	16,810
Allotments	4,500	387	24,690	1,533	19,044
Markets	9,000	2,600	2,650	987	-4,737
Open Spaces	8,200	2,325	166,020	39,273	120,872
Events		10,379		12,982	-2,604
Churchyard		400	13,700	996	13,104
Street Scene			10,450	10,742	-292
	508,620	253,915	496,645	203,057	38,882
VAT		8,082		12,824	
		261,997		215,881	

Aylsham Town Council Current Year

Cash in hand 01/04/22	404,496.90
Plus Receipts	261,997.64
Sub total	666,494.54
Less Payments	215,881.35
Cash in hand	450,613.19
Represented by	
Current Bank A/C	17,560.18
Active Saver	316,845.47
Public Sector Deposit Fund	25,935.74
Shawbrook – Issue 7 Fixed Bond	89,271.80
Petty Cash	250.00
Unpresented Receipts	750.00
	450,613.19

	General Reserves		127,448	
	EMR Bottle Bank		4,950	
	EMR Cittaslow		1,200	
	EMR Community Events		7,400	
	EMR Christmas Decoration		1,600	
	EMR Election		2,000	
	EMR Marquees		1,200	
	EMR Drill Hall		22,000	
	EMR Town Hall		17,000	
	EMR Properties		24,100	
	EMR Cemetery		41,700	
	EMR Open Spaces		70,400	
	EMR Highway Verges		3,880	
	EMR Recreation Ground		34,400	
	EMR Churchyard		48,500	
	EMR Street Furniture		12,000	
	EMR Hall Hire Deposit		50	
	EMR CIL		22,930	
	EMR Cemetery Cottage		2,000	
	EMR Allotment Deposits		5,855	
				450,613



**EFFECTIVENESS OF INTERNAL CONTROL
WORKING PARTY MEETING
Wednesday 4th August 2022 –10.00am
AYLSHAM TOWN HALL**

PRESENT: Mrs A Overton Mr D Curtis

Mrs Wendy Murphy, Finance Officer

Apologies: Mr C Hodgson

A copy of the Internal Audit Report 2021-22 (Final Update) dated 20th May 2022 had previously been circulated. The report included the following recommendations

Assessment and management of Risk

Audit Recommendation

The Council should review the arrangements in place for ensuring that issues identified by the annual play inspections or internal reviews are addressed on a timely basis. We recommend that all issues raised are recorded on a monitoring schedule/log, which should identify the nature of each issue, the source (which could also include matters raised by a member of the public), the associated level of risk, the action required and the timescale for completion. It should also identify the member of staff responsible for ensuring appropriate action is taken and include evidence of manager review.

Response by Effectiveness of Internal Control Working Party

ROSPA Inspections and recommendations are now overseen and managed by the Maintenance Manger and a record kept.

Audit Recommendation

In future years, the key issues arising from the annual play inspections should be reported to the Council, given Members' responsibilities in relation to health & safety matters and potential budget implications of any significant remedial actions required. (NB: We acknowledge that no high-risk issues were identified in the 2021 annual inspections)

Response by Effectiveness of Internal Control Working Party

The Properties meeting needs to see a copy of the ROSPA Inspection reports and then these need to be reported to Full Council.

Review of Income

Audit Recommendation

A register of stall holders should be maintained and should be completed on each market day to record attendance. The register should be reconciled to the receipts book (which is also used to record payments made by card) to confirm that all attendees have paid for their pitch.

Response by Effectiveness of Internal Control Working Party

This is now in place with the Town Clerk/Assistant Town Clerk checking the income against the market log and then initialling the sheet. The Lone Policy needs to be checked that it covers collection of monies from Market Stallers.

The Finance officer confirmed that two councillors are still not using the Council email address that has been provided – This will be chased up

All mandates for all bank account/savings accounts are in the process of being checked.

The working party recommends that Council accept these recommendation

The meeting closed at 11.00am

REPORT TO COUNCIL**Subject: Breakfast Club****Author: Sue Lake****Date: 30th August 2022**

At the last meeting I mentioned that a resident is keen to open a breakfast club for children prior to attending school. It is also hoped this would be available during the school holidays.

I met with her on August 18th to discuss this and she is very keen that the project gets started but wants to use any funds raised for the provision of food.

She understands the need for a safeguarding policy and the DBS and food hygiene requirements of her volunteers and that is in hand. She is working with Rotary to try and come under their umbrella for insurance purposes. She has met with some retailers and will be meeting with more over the next few days.

The aim is to hold the club from 7am – 9am allowing time for setting up, serving and clearing up. The offering will be mainly cereal, toast and fruit with the occasional cooked breakfast. The breakfasts will be a universal offering available to all children up to the age of 16. The children will be responsible for getting themselves to school after breakfast so the number of children from primary schools will be limited and very young children would not be allowed to stay without a carer present.

She is requesting use of the hall free of charge for three mornings per week.. The hall is never normally used at this time (except Fridays which they are aware of) so will not impact on any other hire. When ACT used to hire the hall for their coffee morning they were charged £25.90 per morning. However, that tied up the hall for the whole morning whereas with this request the hall will still be available for the morning.

The Council are asked to consider this request

CLERK'S REPORT FOR COUNCIL MEETING 7.9.22

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Have chased planning re sign at Town Hall and waiting for a response Have approached a local company re mirror and waiting for costs
23 Market Place		
Cemetery Cottage	Private Letting	No reported issues
Cemetery		
Allotments		AGENDA ITEM
Churchyard		An application has gone to the diocese for the waste area and waiting their response
Market Place		
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general		Playground inspections have been received and show minor areas needing improvement – these will be discussed in detail at the next Properties Meeting. Repairs have started
Highways		Waiting for a response from Ex-Servicemans Club re bench on Hungate Street
Paupers Graveyard	Opening	Signage is currently being designed and a maintenance schedule put in place More detail to be added to the Town Council website
Norfolk Homes Play Areas (equipped)	Wymer Drive	Playground inspections have been received and show minor areas needing improvement – these will be discussed in detail at the next Properties Meeting. Repairs have started
Norfolk Homes large area off Mileham Drive		Playground inspections have been received and show minor areas needing improvement – these will be discussed in detail at the next Properties Meeting. Repairs have started
Development of motel site	Play areas	The developer has asked if there are any specific requirements for the proposed play area at the development. There is no rush for this and I advised the Council would consider it at the September meeting but may wish to consult with children via the schools when they return
Land at Sapwell Close	Adverse Possession Claim	Completion of review of 1970's minutes. Extracts sent to solicitor
Car Parks		Review still in progress but no timescale available

Street Lighting		Issue with a street light on a building at The Maltings. This is being looked at by TT Jones, Norfolk County Council and the Town Clerk
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		Request for bus stop at the top of Banningham Road with Norfolk County Council
Pump		
Pillboxes		
War Memorial		A grant for replacement of remaining three sides has been refused
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		
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	Now in place
Bure Meadows Footpath	New Footpath across to Dunkirk	Work considered not satisfactory and in dialogue with Broadland s106 officer

Items for Town Council to consider/note

- **Rospa Playground inspections satisfactory**
- **Consideration re new play areas**

REPORT TO COUNCIL**Subject: Parking Restrictions****Author: Sue Lake****Date: 30th August 2022**

Over the last 18 months the Traffic Group have been discussing the road system around the town with a view to making the town a safer place for pedestrians, cyclists, public transport users and motorists. At the same time there have been various times when the issues experienced by some at the Mill Lane/Cawston Road junction have been brought to the Town Council meetings.

The following request has been submitted from Barry Lancaster:-

Earlier in the year the Town Council were assessing the merits of Double yellow lines at the Mill road/ Cawston road junction, i.e. detriments, benefits, Costs etc. At the time PC Lucas Ward reported that he was in discussions with Broadland DC regarding these issues and the Town Council decided to put further work on hold pending the outcome of those discussions. At the July Meeting PC Ward reported that Broadland had undertaken an investigation with no further action proposed. Bearing in mind that the Council receives more complaints regarding the junction than from any other source, I propose the Council continue with its earlier assessment and report as originally intended

At the meeting of the Traffic Group on 29th June 2022 it was agreed by majority vote to recommend that:-

TTCs proposal “ To provide a double yellow line traffic regulation order (TRO), restricting any parking along the section of Cawston Road in question. Should **NOT** be removed from the scope of the Transport Strategy .

Procedure for Yellow Lines

As previously mentioned the start cost for yellow lines is £6,000 this covers the cost of formulating the proposals, the consultation and the progression of the associated legal traffic orders (TRO). The cost of the yellow lines and associated road signs account for a much smaller proportion of the total scheme. Should an objection be made the cost escalates as after each change to the application a new TRO has to be consulted on. The Town Council would need to consider setting a spending limit.

Even though this junction receives a great number of complaints this does not necessarily mean it is the most in need of these measures. The Council should consider whether there are other areas in the town which are more in need of these measures.

TRO's are NOT eligible for Parish Partnership funding.

AYLSHAM RECREATION GROUND COMMITTEE
10th August 2022 Pavilion, Recreation Ground
7PM

Present

Myles Hague, Barry Lancaster, Eileen Springall, Heather Morton, Brendan Wilson, Francis Dodd, Lauren Stroud, Michael Simnett

Wendy Murphy – Recreation Ground Manager/Secretary

1. Apologies and Welcome

Apologies received from Jill Willis, Trevor Bennett, Charlie Hodson, Derek Barber, Sean Cannon

2. Minutes of the previous meeting

The minutes of meeting held 12th July 2022 which had already been circulated were confirmed as a true record.

3. Matters Arising

None.

4. Financial Reports

a) The Finance Officer confirmed that the balance of the current account as at 10th August 2022 was £2411.83 and the Savings Account was £14100.88. The second grant payment £13484.00 has been passed for payment and she confirmed that she is waiting for a VAT claim to come in for £708.81

b) To review all leases for user groups – ongoing WM. It was agreed to pay £2500.00 to the Bowls Club this year for their Grant payment - Grants paid out to user groups will be review at the Budget meeting which will be held in the next couple of weeks.

c) Wendy confirmed that she is still waiting for the Tennis club insurance.

d) Wendy confirmed she is still waiting for the Tennis Club Risk Assessment

e) Wendy confirmed that Kevin Shepherd will be carrying out the Risk Assessment in the next few weeks

5. Recreation Ground Managers Report

- a) **Wendy confirmed that** Keith Edwards has not been cutting the grass during the hot weather but these cuts will be carried over to the end of the summer and the grass will be cut in October and November. More CCTV signs have been installed as well as a sign pointing towards the public toilet. There is a new hirers agreement which will be

sent out to all hirers to confirm that nothing should be left in the kitchen/fridge after their hire. Wendy has had a report from the cleaners that the shower had been left on after a cricket match on Sunday she has spoken to the cricket team and asked that the person responsible for locking the pavilion does a final check to make sure these are off as well as lights etc. She confirmed that tables/chairs and Marquees that have been acquired have been placed in the Town Council area of the storage unit. The ROSPA reports will be looked at by the Maintenance Manager and Keith Edwards and repairs will be done. Wendy confirmed that she will not be in the country from 15th September until 18th October. Any issues will be referred to Myles in her absence.

- b) Wendy has been contacted by Norfolk County Council who will be installing cycle stands in the Town centre as well as the Recreation Ground. They will be at both car parks.
- c) The Nest have purchased wooden games for the children to play with during the summer holidays they have also provided additional chairs.

6. Ground/Pavilion Maintenance/Zip Wire/Skate Park/Smile Park

a) Update on cricket grant for ladies' restroom – this has been submitted to England cricket board and is being processed.

b) Water Harvesting – Cllr Sue Catchpole has come back and confirmed that there is no grant available from Broadland for this. Barry Lancaster will approach the Town Council again.

c) Tree Planting by Aylsham Show Committee – Wendy confirmed that they have been in contact and asked if they could plant a Oak/Beech tree with a plaque – it was confirmed that this would be ok and could replace the tree that is going to be felled

d) Update on Trees – Wendy confirmed that the tree surgery will commence in the next few weeks and a notice will go in Just Aylsham regarding the felling of the Beech Tree

e) Hooked on Stitching request – A request from Jill Willis to have the Pavilion to use free of charge had already been circulated – it was agreed that this would not be feasible. Wendy will communicate this back to

]7. Future Projects

Skate Park – Wendy confirmed that a Quiz and pizza evening is being arranged for October at the Town Hall more details will be given at the next meeting. Wendy will look into crowd funding and Gift Aid. Wendy will speak to Max Ward about a demonstration being organised for an event at the Recreation ground.

Pavilion – After a walk around the recreation ground. It was decided that the best place for the new building would be where the current petanque area is. This would enable the Tennis and Bowls club to use this building and the petanque could easily be moved to another area of the recreation Ground. If this was to be a double storey building it would give a nice view towards Marsham. Barry mentioned that the Recreation Ground should be looked at as a blank canvas and to accommodate a new building other areas may need to be changed. Wendy confirmed that the building should not be called the Goulder centre.

8. AOB

Reports were given: -

Aylsham Runners –they confirmed that there summer had been quiet and they would be promoting awareness over the coming months.

Aylsham Tennis Club – No report

Aylsham Bowls Club – the ground is struggling with the hot conditions and their charity tournament has been cancelled.

Aylsham St Giles Cricket Club – They confirmed that their matches were going well and will give an update at the end of their season.

Aylsham u3a Petanque Group – Aylsham U3A group are doing well – Wendy confirmed that no monies had been received from North Norfolk U3A group and she will chase their adjudicator.

Meeting closed at 20.30

Next Meeting –Wednesday 14th September 2022



**Minutes of the Aylsham Climate Action Meeting
held on Monday 1st August 2022**

Present:

Trevor Bennett	William Fisher	Jenna Owen
Eleanor Baker	Michael Goodwin	Pat Prekopp
Lesley Cannon	Veronica Goodwin	Arthur Rope
Sue Catchpole	Ian Hildrew	Fiona Scott
Michael Dolling	Sally Hildrew	Sue Sharpe
Mary Evans	Kate Mackenzie	
Erica Fisher	Richard Moore	

Sue Lake Town Clerk

1. Welcome and apologies for absence

Apologies were received from

Rev Canon Julie Boyd	Jenny Haycocks	Wendy Sadler
Chris Corby	Ray Horne	Grizelda Tyler
Linda Corby	Anna Magyar	
Lilie Ferrari	Sheila Preston	

2. Declarations of interest

None were declared

3. Minutes

The minutes of the meeting held on 4th July were agreed and signed by the chairman

4. Information on Matters Arising from previous minutes

Nothing raised

5. Working with Aylsham Schools

Jenna Owen, a teacher at Aylsham High School, attended the meeting and was very positive that the students at the school would wish to get involved. She advised they tend to have strong opinions and ideas with a different viewpoint from adults.

Most of them do the easy things already and would be willing to look at how they could assist.

She also felt they would be willing to attend the Green Day event and it was suggested they could showcase fast fashion.

6. Green Day Event

This is scheduled for Sunday 25th September – 10am – 2ppm.

It is anticipated that all the climate groups will have a stall at the event. The Town Clerk will contact the groups for details.

Various stalls, groups and activities were listed as possible attendees and these will all be followed up and a full report prepared for the next meeting.

It was AGREED that a leaflet be produced, cost £90, for distribution at the upcoming Farmers Market.

Information is required for the next edition of Just Aylsham on August 18th.

7. Climate Change Groups

A written report had only been received from one group

Contact & Connect

The website is being updated and the group is working with a volunteer on artwork. A survey of businesses is still in the planning stage.

Energy

The Town Council agreed to the thermal imaging camera and it is on order.

Biodiversity

The group would like to contact the Town Council regarding the contract to cut the grass.

Groups are asked to send a written report for distribution with the agenda no later than one week before the meeting i.e. 30th August

8 New Items for future discussion

Nothing new raised

9. Date of Next Meeting

To confirm the date of the next Meeting as Monday September 5th 2022

The meeting closed at 8.10pm

Agenda Item



NOTES OF THE ALLOTMENT TENANTS MEETING HELD IN AYLSHAM DRILL HALL ON TUESDAY 30th AUGUST 2022 AT 7.00PM

Present

Mr Trevor Bennett – Aylsham Town Council Chairman
Mr David Curtis – Aylsham Town Councillor
Mrs Wendy Murphy – Assistant Town Clerk
25 Allotment Holders

Welcome

Wendy welcomed all those present and introduced Trevor Bennett and David Curtis. This had been the first meeting since the Pandemic and the allotments had been a life saver for most during the lockdowns. Trevor Bennett had attended the inspections that had been done with Wendy and congratulated the allotment holders on the standard of their plots and acknowledged all the hard work that had gone into them. She confirmed that she had waiting lists for all 3 sites

- It was confirmed that allotment inspections would take place April, June and September. An email will be sent out to say they have taken place and if work is needed then an email or letter will be sent to tenant to advise.
- Cromer Road – It was mention that dog walkers were walking down the path and letting their dogs run over allotments – Wendy confirmed that signs have been put up saying no dogs but these go missing. Bigger signs will be put up at the allotment saying no dogs allowed. Wendy confirmed that the recent rubbish on plot no 1 was not a result of fly-tipping and she was aware that it was there and has now been removed.
- Cromer Road – A tenant asked if there was any update on water being installed. Wendy confirmed that she was waiting for Eves Hill Farm to get back to her as they were looking into getting a grant for this. Trevor Bennett mentioned the Green Day event that is being held in the Market Place on 25th September 2022 and Eves Hill Farm will be there doing organic gardening and composting and this can be discussed with them then.
- Norwich Road – A tenant asked if the ivy could be cut on the cemetery wall – this will be looked at later in the year. It was also asked how long the tenants would have before the Town Council would need the land back to extend the cemetery. Trevor Bennett confirmed that this would not be needed for a long time yet and the council were just preparing for the future and not letting any plots that have become available. An allotment holder congratulated Stephen Newstead on the job that he was doing reseeding the unused allotments.
- Woodgate – Wendy confirmed that this allotment was now looking good and now had tenants that were looking after there plots. It was mentioned what was happening with the unused area opposite the gates. Wendy confirmed that an allotment holder has asked for this to be made into a wildlife pond and he would like to do the work for this. Another

allotment holder said that he could arrange for help for this. A plan will be put together and handed to Wendy.

- Bure Meadows. – Wendy confirmed that the telephone box would be moved this week along with 3 planters and the area around it would be tidied up along with the Rose hip bushes being removed. It was asked if the farmer could be contacted to see if he would strim the area at the side of the allotments along with path leading up to them and the hedge. Wendy will see if she can contact him. She confirmed that the hedge on the right side of the allotments had previously been strimmed by the facilities team but would be strimmed again in the autumn
- Wendy asked for hosepipes not to be used at the allotments and there to be no bonfires during the hot weather.

Meeting closed at 8.00pm



Minutes of the Aylsham Town Council Traffic Group Meeting held on Thursday 11th August 2022 at Aylsham Town Hall

Present

Pat Prekopp (chairman)	Nicholas Haag
Clare Alban	David Harry
Ellie Baker	Lynda Hartley
Maureen Burr	Barry Lancaster
Sue Catchpole	Richard Laxen
Gordon Clarke	Lindsay Little
Andy Christie	Arthur Rope
Catherine Fletcher	

James McGavin via Zoom
Sue Lake

1. Apologies for Absence

Apologies were received and accepted from:

Paul Baker	Mary Evans
Trevor Bennett	David Faulkner

2. Minutes

The minutes of the meeting held on 25th May were circulated with the agenda. The minutes were **AGREED**

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

3. Traffic Strategy

New members attending for the first time asked how the committee came about and how people found out. It was reported items were placed in Just Aylsham and also on Social Media prior to the commencement of the committee in January 2021.

A further document had been prepared by ttc with adjustments made as discussed at the last meeting. These were discussed as follows.

Issue 1 – 20mph speed limit area

Awaiting the report from Trevor Bennett

Issue 2 – Penfold Street

Since the last meeting the Town Council have been informed that when the fire engine needs to turn right out of the station they use the pump as a roundabout as an immediate right turn is too tight.

Bearing this in mind it is proposed that the arrangement be modified slightly to allow for deliveries and emergency vehicles to access the built up side.

This was accepted.

Issue 3 – Mill Road/Cawston Road

Following the discussion last month this has been re-instated.

This was accepted.

Issue 4 – Buses in Market Place Issue 6 – Red Lion Street

Market Place –

This was accepted.

Red Lion Street

Red Lion Street is exceptionally narrow and ttc advised that traffic calming would likely cause more of an issue with congestion and vehicle on vehicle conflict. The suggestion from ttc was to omit Red Lion Street from the strategy and retain as a two-way road.

Some members felt that all options had not been explored sufficiently and were very opposed to this and felt that more could be done to increase pedestrian safety.

Suggestions made and discussed during the meeting would either cause more issues or would not be allowed by the Highway Authority.

James agreed to look into this again and see if there was anything he could suggest.

Issue 5 – Burgh Road Give Way

This became an issue at this meeting with residents of Burgh Road saying the give way did not work. and wondered why it was installed. The reason why it was in place was explained to residents but they were still not happy with it.

The issue of the additional traffic on Burgh Road was discussed at length and it was universally acknowledged that this would be an issue going forwards. It was suggested that signage should be altered on the A140 so no traffic would come down Burgh Road as a means of accessing the town.

Transport Hubs

It was suggested that further conversations are required regarding Keys Sale Yard

Cycle Routes

Happy to re-visit this if local data could be obtained. All suggestions were based on the data gathered.

4. To summarise failures and successes of our 1st year (to 30 March)

It was noted that there are only 20 weeks left of the original 2 year timetable set. Once the strategy is agreed then it would require a Stakeholders Meeting prior to going out to public consultation. It was felt unconsulting with the public before stakeholders could be counter-productive.

James and Gordon Clarke will work together on a programme of work for the last four meetings.

5. To note any items for future discussion

Residents of Burgh Road and Red Lion Street were still unhappy about how things were left. It was suggested that they meet as two groups to come up with a solution to the issues which would retain public transport, not include unworkable detours nor adversely impact other roads. Both groups agreed to this and would meet and report back at the next meeting.

6. To note date of next meeting Wednesday August 31st 2022

The meeting closed at 9pm



Minutes of the Aylsham Town Council Traffic Group Meeting held on Wednesday 31st August 2022 at Aylsham Town Hall

Present

Trevor Bennett (chairman)	David Faulkner
Clare Alban	David Harry
Paul Baker	Lynda Hartley
Maureen Burr	Barry Lancaster
Sue Catchpole	Richard Laxen
Gordon Clarke	Lindsay Little
Andy Christie	Richard Moore
Catherine Fletcher	Pat Prekopp
Mary Evans	

Sue Lake

1. Apologies for Absence

Apologies were received and accepted from:

Ellie Baker	Nicholas Haag
Rebecca Davies	Arthur Rope

2 Minutes

The minutes of the meeting held on 11th August were circulated with the agenda. The minutes were **AGREED**

3. Report on Meeting with Broadland District Council

Members of the Town Council met with three planning officers from the District Council to talk about the proposed developments. One condition of the GNLP is the creation of a safe crossing of the A140. It had previously been stated in writing and was re-emphasised at the meeting that a safe crossing would need to be a tunnel, bridge or lights. A traffic island in the middle of the road was not deemed safe by the Town Council.

A feasibility study had been commissioned on a crossing but the three officers were not fully aware of this. They will be looking into this and reporting back. A further reminder will be sent to them in early September. A request for a meeting with Highways has also been made and this will also be followed up in early September once most holidays will have been completed.

4. Traffic Strategy – Areas in Agreement

The meeting agenda had been split into three sections. This first section consists of areas where the group is in agreement with the draft strategy. These consist of the items relating to;-

- Wayfinder signage
- Transport hubs
- Pedestrian crossings

- Improvements to Marriott's Way
- Bure Valley School
- Footpaths
- Car Parks

5. Traffic Strategy – Areas in Dispute

a) Failure to look at the impact of the developments

The chairman still felt this was a missed opportunity but acknowledged this was not detailed in the brief given to the consultants. The main issue with the developments will be the location of the school. It was suggested we ask ttc how much (and long) it would be to model the traffic implications.

b) Red Lion Street

See item 6

c) Burgh Road

See item 7

6 Red Lion Street

Paul Baker and Arthur Rope had consulted with residents and businesses on Red Lion Street and had written a report that was circulated with the agenda.

It has been generally acknowledged by the group that although it would be good if Red Lion Street was pedestrianised or made one-way the implications on other roads make this impractical.

The report stated that the area of issue was from Peggs Yard through to the junction of White Hart Street. This is the narrowest part of the road and is the limit of visibility when entering Red Lion Street from the north.

The proposals were as follows:

- Different colour tarmac possibly with pedestrian silhouettes added to show this is a high pedestrian area
- Declare the street a pedestrian priority area (but not exclude vehicle)
- Provide appropriate signage
- Introduce a yellow box but with no priority stated

The coloured tarmac was considered favourable as was the signage. However, there was a dislike for the introduction of a yellow box as it would not be aesthetically pleasing and could be in issue with the conservation officer.

After discussion it was considered that white lines showing the road narrowing might be a better option.

This was agreed and will be communicated to ttc.

7. Burgh Road

Residents of Burgh Road had met to discuss the road issues and had prepared a report that was circulated to members.

This report detailed the problems identified by residents

- Speeding

- Safety for all road users
 - Narrowness of road causing blockages
 - Road rage at Oakfield Road junction
 - High level of children crossing road
 - Vehicles too wide meaning pavements have to be used and therefore drivers are breaking the Highway Code
 - Narrow pavements
 - Noise
 - Erosion of green space
 - Poor visibility exiting Burgh Road
 - Lack of consultation
 - Proof that people adapt as when the road was closed for gas works
 - Current proposals are not radical enough
- i) That the speed check (SAM2) equipment is installed to establish the actual speed of vehicles travelling along Burgh Road at various points. That the data collected is shared with the local police in order to encourage speed checks if found to be appropriate.
This has been put in place and the results will be ready for the next meeting
- ii) That the signs at the A140 roundabout are altered to encourage traffic wishing to enter Aylsham to use the Norwich Road entrance to the town.
See agenda item 8f
- iii) That vehicle weight limits of 7.5t are introduced as per Millgate (except busses and refuse collection vehicles) to reduce the number of heavy vehicles using the road.
The regulations for imposing weights would need to be checked
- iv) That four new traffic-calming platform crossings are installed at:
 - the end of Forster Way across to the Recreation Ground
 - where the footpath emerges from Parmeter Close
 - across the top (town) end of the road
 - across to the bus stop/M&S at the roundabout end (as part of the new development).*Traffic calming points would encourage both pedestrians and motorists to take care. Suggestion of a zebra or pelican crossing to be included*
- v) That a cycleway is marked clearly along the length of the road.
Possible cycle stencils in road to make drivers of motorised vehicles more aware of other users
- vi) That Burgh Road be made one-way, with traffic moving away from town towards Forster Way, then two-way from Forster Way to the roundabout.
The issue of the car park was raised and therefore the one-way would need to start at the Oakfield Road junction. This will be suggested to ttc who could speak to highways
- vii) That Burgh Road be made 20mph along its full length and that 'Check your speed' signs are installed.
The concept was for permanent lit signs similar to the SAM2 but possible bespoke

viii) That the non-present residents of the Forster Way Estate, Burgh Road and Aegel Gardens be consulted on the changes proposed for the longer term.
This will happen naturally when the strategy is completed.

ix) That construction vehicles of any size are only allowed to enter the development site via A140.
This needs to be a planning condition

8. Traffic Strategy – Areas Requiring further discussion

a) Penfold Street

The Fire Service are concerned regarding the proposal for shared use. Some members felt this was unjustified so will need to be re-discussed

b) Cycle routes

Arthur Rope has prepared some alternative ideas and these will be put forward

c) Vehicle Speeds - linked to 20mph zone possibly being changed.

The current boundaries seem correct

d) Expansion of roads with double yellow lines, possible areas to consider

Members were asked to advise the Town Council of any areas they feel would benefit from the introduction of yellow lines

e) One way systems are any possible?

This was not thought possible

f) Signage on A140

Gordon Clarke had prepared a report on possible signage for the entrances at Dunkirk, Burgh Road, Norwich Road and Cawston Road. This was universally welcomed and Gordon will add more detail for the next meeting

9. To summarise failures and successes of the project

This was originally added in March as an anniversary of the project. The idea is to see if what the group has done is adequate and positive. This will be placed earlier in the agenda next meeting.

10 To note any items for future discussion

Whether part of the Market Place could be closed to traffic

11. To note date of next meeting Wednesday September 28th 2022

The meeting closed at 9.35pm