

**REPORT TO COUNCIL****Subject: Meeting at Broadland****Author: Sue Lake****Date: 26<sup>th</sup> September 2023**

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At the last Town Council Meeting mention was made briefly about a meeting that Trevor Bennett and I had at Broadland. I thought it would be helpful if a longer report of the meeting was available. Trevor and I received an e-mail requesting a meeting between ourselves and the new council leader (Sue Holland) and the Chief Executive (Trevor Holden). The meeting was to 'have a general catch up'. I do not know but I would imagine that similar invitations were sent to other larger Town and Parish Council in the District. The meeting took place at the new Broadland offices. Steve Riley was also in attendance – I do not know if the other District Councillors were invited.

**Communications**

I started off by expressing the difficulties in contacting the right person at the District and how messages do not always get passed on and how there have been so many changes of personnel it is difficult to know who to speak to anyway. The Chief Executive advised he would look into this and organise a directory and we have since had an e-mail regarding this.

**Nutrient Neutrality**

The meeting was shortly after the visit by the Prime Minister and the announcement he made. The Leader advised that they were still keen to pursue the concept and would continue the work already started. It was questioned whether South Norfolk were of the same mind set as the visit was in their area. The Chief Executive advised that South Norfolk were still onboard with this and the invitation was to highlight the issue for small local builders who were facing difficulties due to reduced work.

**GNLP & New Developments**

A long discussion took place regarding the GNLP and especially the issues with the motel site that had been previously raised. The Leader and Chief Executive were very quick to point out that they do not have any influence over planning decisions. Trevor did ask if they could make sure the current application is not brought to committee until after the GNLP is completed. The issue with the care unit and who the homes would be for and if they could really be counted as affordable homes was discussed and they will look into this.

**A140 Crossing**

They again apologised that the Town Council were not advised of the application when it was made. They will look into whether funding for this can come through central CIL in advance of the building of the new development.

**Pride In Place**

The meeting held at Act was initiated by the MP and officer led and the councillors are still looking at their position on this and much will come down to funding.

**Car Parks**

The issue of The Buttlands car park was discussed and the poor state and temporary repairs over several years. Steve Riley confirmed that they are looking for a way to fund the re-surfacing this year.

## **Timeline for GNLP Site Allocations in Aylsham (Prepared 7<sup>th</sup> September 2023)**

### **2016 – ‘Call for Sites’**

Maps show 5 sites promoted in Aylsham in 2016, including GNLPO596 at Norwich Road. 2 of the 3 parts of the Burgh Road site were also promoted (GNLP0311 and GNLPO595).

### **January to March 2018 – Stage A Regulation 18 Site Proposals and Growth Options**

This document consulted on the settlement hierarchy for the plan and options for focusing upon urban growth and dispersal of development. A settlement summary and details about the sites promoted were also consulted upon.

### **October to December 2018 – Stage B Regulation 18 New, Revised and Small Sites Consultation**

Two further sites were consulted upon in Aylsham, including the 3<sup>rd</sup> part of the Burgh Road site (GNLP2060).

### **January to March 2020 – Stage C Regulation 18 Draft Strategy and Site Allocations**

This document consulted on 300 new homes with GNLPO311/0595/2060 on Burgh Road as the preferred site and sites GNLPO336 (Land next to River Bure) and GNLPO596 (Land at Norwich Road) as reasonable alternatives.

During this consultation the promoter of GNLPO596 revised the site boundary to include additional frontage land along Norwich Road. For this reason, the site was re-referenced from GNLPO596 to GNLPO596R.

### **February to March 2021 – Regulation 19 Publication**

The proposed submission draft of the plan contained both the Norwich Road and Burgh Road allocations for 550 homes.

### **July 2021 – Submission of the GNLP to the Secretary of State**

Prior to its submission the [Greater Norwich Development Partnership](#) (GNDP) agreed to recommend submission of the plan on 24<sup>th</sup> June 2021.

[Broadland Cabinet](#) met on 6<sup>th</sup> July 2021 and minutes show consideration was given to concerns raised by the chairman of Aylsham Town Council. Cabinet recommended submission and [Broadland Council](#) agreed this on 22<sup>nd</sup> July 2021.

### **February and March 2022, March 2023 and July 2023 – Examination Hearing Sessions**

The relevant hearing session for Aylsham was Matter 10, held on 2<sup>nd</sup> March 2022. Representatives from Aylsham Town Council made their points to the inspectors and the Partnership responded by saying that plan-making consultation processes were followed, and the matter is explained in the Statement of Consultation (Appendix 11b, reference: [A8.20, page 60](#)).

The inspectors appeared also to accept the explanation for not allocating a third site in Aylsham. GNLPO336 was also a reasonable alternative but did not perform as well as GNLPO596R. See the Statement of Consultation (Appendix 11b, reference: [A8.20, page 65](#)).

In the Partnership’s opinion the hearing session on 2<sup>nd</sup> March 2022 did not raise concerns about the process for selecting two sites for allocation in Aylsham. The inspectors did not raise further questions, or seek further information, which possibly indicates they are satisfied, but this will not be known until they publish their report at the end of 2023.

### *Anticipated Future Milestones*

**October 2023 – Main Modifications Public Consultation**

There are modifications to the policies for both Aylsham allocations, but they do not alter either site boundary, the number of homes, or substantively change the criteria.

**December 2023 – Inspectors’ Report**

This will be when the inspectors’ findings are known. Including their opinion on the Matter 10 hearing of 2<sup>nd</sup> March 2022 when the allocations in Aylsham were discussed.

**March 2024 – Local Plan Adoption**

**REPORT TO COUNCIL****Subject: Councillor Tablets****Author: Sue Lake****Date: 28<sup>th</sup> September 2023**

Last year when the budget for 2023/24 was set an amount of £3000 was included to purchase tables for councillors to use for Town Council work. These tablets would be used in place of producing hard copy papers. Longer documents, such as the Traffic Strategy last month, would still be available in paper format for those who wished to receive them. The tablets would be set up with the councillors e-mail already installed. When the councillor leaves the council the tablet would be returned and all information on that e-mail account cleared to avoid any future issues with FOI request.

Please see below quotes from three suppliers. I have allowed for 14 tablets – one for each councillor and one in the office

Ref	Details	£
A	Samsung Galaxy Tab A8 10.5" tablet – 64 GB Wi-Fi	£164 per unit £60 per hour setting up costs if required Equipment Total £2296
B	Samsung Galaxy Tab A8 10.5" tablet – 32GB Wi-Fi	£137.47 per unit No setting up offered Equipment Total £1924.58
C	Samsung Galaxy Tab A7 8.7" tablet – 32GB Wi-Fi	£116.62 per unit No setting up offered but would be available Equipment Total £1632.68

**REPORT TO COUNCIL****Subject: Internal Audit****Author: Sue Lake****Date: 28<sup>th</sup> September 2023**

For several years the Town Council have received auditing services from Auditing Solutions. The Town Council was scheduled to go out to tender for this years audit (something we do usually every 3-5 years). However, before we started this process Auditing Solutions advised that they would not be able to undertake the audit this year due to internal staffing issues.

We obtained details of various auditors from Norfolk Parish Training Support and Wendy Murphy contacted those on the list who were willing to do a council with the level of accounts of Aylsham. Only two positive responses were received.

Ref	Details
A	I would anticipate a charge covering two visits of approximately 4 to 5 hours each at a cost of £20 per hour plus travel costs, giving a total estimate of approximately £250
B	The cost for interim and year end audits, including travel, two reports and completion of the year end AGAR would be £740

**REPORT TO COUNCIL****Subject: Aylsham Map Surround****Author: Sue Lake****Date: 28<sup>th</sup> September 2023**

I have met with the Conservation Officer at Broadland and he is happy with the proposal to install the town map outside the Town Hall. He asked if it could match with the existing style of the interpretation boards found around the town. There will also be a standard shape board at the Bure Valley Railway

Please find below costs from various companies to create the installation. Funding is available via grants from Cittaslow and Tesco Community Grant scheme

Ref	Details	Total
A	Maps 2 @£3555 Display Stand 2 @ £629 Delivery £325	£2293
B	Standard Board £625 Shaped Board £695	£1320
C	£3725 to include installation Unsure if this includes VAT – it is not mentioned on the quote	£3725

## CLERK'S REPORT FOR COUNCIL MEETING 4.10.23

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Quotes for boiler in progress
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		Topple Testing to take place soon
Allotments		<b>AGENDA ITEM</b>
Churchyard		<b>AGENDA ITEM</b>
Market Place		
Farmers' Markets		New look Farmers Market went very well
Markets		
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general	Community Orchard	Trees have been ordered Possibility of having an 'opening event' will be considered
Highways		
Paupers Graveyard		Signage is currently being designed and a maintenance schedule put in place
Norfolk Homes Play Areas (equipped)	Wymer Drive	Issues with the trampoline and replacements being sought
Norfolk Homes large area off Mileham Drive		
Land at Sapwell Close	Adverse Possession Claim	With the solicitor
Car Parks		
Street Lighting		New contract in place
Public Toilets		Regular low scale anti-social behaviour being experienced
COMMA/Archives		Carole Matthews who ran COMMA has recently died
Litter & Dog Waste Bins		
Bus Shelters		
Pump		
Pillboxes		
War Memorial	Remembrance Day	Volunteer needed to lay the poppy wreath at the Remembrance Day service
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	Telephone box has been refurbished and the charger installed. Waiting for Highways to return to replace slabs
Bure Meadows Footpath	New Footpath across to Dunkirk	The residents of Bure Meadows are unhappy that the maintenance of this path will fall exclusively on them but the path will be free for all to use. They are looking at lobbying the Town, District and County Council and have also contacted the MP to try and get the path adopted by the County Council

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

- **Issue with the trampoline**
- **Anti-social activities in the public toilets**
- **Volunteer to lay Poppy Wreath**
- **Bure Meadows Fotpath**



**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD AT DRILL HALL, ON WEDNESDAY 20<sup>th</sup> SEPTEMBER 2023 AT 11am.**

**PRESENT:** Mr P Prekopp, Aylsham Slow Food, Chairman  
Mr G Margaron, Aylsham Community Partnership  
Mrs M Anderson-Dungar ABEF  
Mr G Peers – Broadland District Council  
Mrs T Newsome – Aylsham U3A  
Mr R Willis ABEF  
Mrs C Bould, Aylsham Town Council  
Mr K Cunnane, Aylsham Town Council

**OFFICER:** Mrs S Lake Town Clerk

**01 APOLOGIES FOR ABSENCE**

Rev Canon Julie Boyd, Aylsham Parish Church  
Mrs M Evans Aylsham Town Council  
Mrs W Sadler – Aylsham In Bloom

**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 19<sup>th</sup> July 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 on Cittaslow UK – a meeting will be arranged soon – slight delay due to the resignation of the Mold Town Clerk.

Mo Anderson-Dungar may not be able to attend the meeting in Turkey in person but hopefully there will be online access

**07 CITTASLOW IN AYLSHAM**

**a) To receive an update re Discover Aylsham website**

A dummy site has been created and the link will be sent to members. A booklet on Wymondham has been prepared by the Broadland Comms team and this will also be circulated.

**b) 2025 Anniversary**

This was placed on the last Town Council agenda but before making a decision members of the Town Council advised that the resolution passed in December 2021 gave Cittaslow two

years in which to prove its value. This will be discussed at the next Town Council meeting and Pat Prekopp asked for details of any innovations that came through the Cittaslow Committee to feed into his report.

**c) Aylsham Food Trail**

Graham Peers had gathered some details regarding local suppliers but further work is still needed to fully understand what the concept of the project is.

**08 FARMERS MARKET AND GENERAL MARKETS**

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

The new style market is still going well but the street food element does not appear to be a success and may have to be re-thought

**09 CLIMATE EMERGENCY**

**a) To receive an update**

Green Day would be taking place on Sunday 24<sup>th</sup> September which coincides with Cittaslow Sunday. Flyers for the event have been delivered.

The various components of the day were highlighted.

The carbon footprint of the Town Council shows a reduction year on year.

A Community Orchard will be planted off Henry Page Road in the spring.

The chairman of ACE has organised a meeting in the Town Hall on October 13<sup>th</sup> for Jerome Mayhew to discuss the government stance on climate change.

**10 PROJECTS**

**i) OLD STATION YARD**

Nothing to report.

**ii) TOWN PEDESTRIAN MAP**

Quotes will be discussed at the October Town Council meeting

**iii) TREES IN THE MARKET PLACE**

The owner of a property in the Market Place is keen to plant a tree outside the venue.

**11 AYLSHAM COMMUNITY EVENTS COMMITTEE**

A meeting will take place this evening

**12 SLOW FOOD AYLSHAM**

The group were at the Aylsham Show – next year looking at having a Community tent. The Food Festival plan is all in place.

Slow Food members had received advanced Food Hygiene training.

The cookery classes have been cancelled due to illness of the trainer.

**13 AYLSHAM IN BLOOM**

The Open Gardens will be held next year on 15/16 June.

**14 ABEF**

It was left too late to have a stand at the Aylsham Show.

**15 AYLSHAM PARISH CHURCH**

A written report was received and distributed. It is hoped to have a Christmas lunch again

**16 ITEMS FOR INFORMATION/NEXT AGENDA**

Central Bank Hub

**17. DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Wednesday 18<sup>th</sup> October 2023 at 11.00am at the Drill Hall**

**CLOSURE OF THE MEETING**

There being no further business the Chairman closed the meeting at 12.35pm

**Minutes of the Aylsham Climate Action Co-ordination Meeting  
Held in Town Hall Council Chamber on Monday 4<sup>th</sup> September 2023**

**Present:**

Grizelda Tyler – Chairperson / Energy  
Liz McGowan – Sustainable Food  
Mike Dolling – Waste  
Kay Montandon – Town Councillor  
Pat Prekopp – Communications  
Sue Sharpe – Communications  
Lesley Canon – Communications  
Cheryl Bould – Communications  
Jenny Haycocks  
Yvonne Stewart - Nature

Sue Lake – Town Clerk

**1. Welcome and apologies for absence**

Apologies were received from Ray Horne, Sue Catchpole, Shelly hudson and Anna Magyar

**2. Minutes**

Minutes of the meeting held Monday 3<sup>rd</sup> July 2023 were confirmed and signed.

**3. Matters Arising**

The stall at the Country Market is working well and recently this has been outside which has proved very beneficial. A Doodle Poll has been created with dates available for others to sign up to. This will continue until at least Christmas and then be reassessed.

**4. Green Day 2023**

**a) To receive an update**

Details of the arrangements for the event were communicated. The Events Officer had booked various stands for both inside and outside the hall. It is important that the sub-groups advise of their requirements for the day so that the Town Council staff can ensure there is sufficient equipment available. A request has been sent out and all groups were asked to complete this.

It was felt a chalk board with timings of activities would be useful to have as a display.

**b) To agree distribution of leaflets**

It was now imperative that Green Day is advertised as widely as possible. Leaflets are due from the printer on Friday 8<sup>th</sup> September. Members were asked to distribute these and a road list with estimated numbers had been prepared and names were requested to undertake the delivery.

Large posters will be prepared for display around the town.

5. **ACE Groups**  
No information received.
6. **Business Survey**  
No information received.
7. **Agenda for ACE full meeting**
  - a) **Green Day**  
Full debrief
  - b) **News Items**  
The need for regular reports and the possible creation of an e-mail newsletter
  - c) **Meeting with Jerome Mayhew**  
Grizelda Tyler has arranged for the local MP to attend a meeting on Friday October 13<sup>th</sup> at 7pm to detail the current Government thinking on all matters relating to climate change
  - d) **Possible venue**  
To look at requirements for a permanent climate change 'shop'
  - e) **Programme for the autumn/winter and early 2024**  
To go to the November meeting
8. **Date of next Co-ordinating Group meeting**  
The next ACE Meeting will be 3<sup>rd</sup> October 2023  
The next co-ordination meeting will be 6<sup>th</sup> November 2023

The meeting closed at 7.55pm



**AYLSHAM COMMUNITY EVENTS COMMITTEE**

**MINUTES OF THE MEETING OF THE  
AYLSHAM COMMUNITY EVENTS COMMITTEE  
HELD IN THE COUNCIL CHAMBER, TOWN HALL  
ON WEDNESDAY 21 JUNE at 7:00pm**

**PRESENT:**

Giles Margaron	-	Chairman (Town Resident)
Joan Bennett	-	Councillor
Cheryl Bould	-	Councillor
Patrick Prekopp	-	Councillor
Kevin Cunnane	-	Councillor
Fiona O'Hara	-	Town Resident
Richie Barnett	-	Town Resident
Ian Gravenell	-	Town Resident
Philip Macdonald	-	CEO Aylsham & District Care Trust
Donna Butcher	-	Aylsham Town Council Events & Administration Officer

**1. WELCOME INTRODUCTIONS & APOLOGIES**

The chairman welcomed everyone to the meeting and introduced Philip and Kevin. Apologies received from David Anderson.

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

None received.

**3. TO CONFIRM MINUTES OF MEETING HELD ON 19<sup>th</sup> APRIL 2023**

The minutes of the meeting held on 19<sup>th</sup> July 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**

Philip Macdonald introduced himself and explained his role within Aylsham & District Care Trust (ACT). He discussed the idea of having an event or events to celebrate the 40<sup>th</sup> anniversary of ACT in 2025, possibly in the form of a ball. Philip wanted to raise this so as not to clash with any other planned events. Patrick Prekopp informed the meeting that it is the 25<sup>th</sup> anniversary of Aylsham being a Cittaslow town and it may be possible to celebrate the two together. The chairman advised this would need to go to Council and thought it would be supported. Cheryl Bould invited Philip to attend the next Town Council meeting.

## **6. TO CONFIRM DATES FOR 2024 EVENTS**

The dates for 2024 events were confirmed as follows:

9 <sup>th</sup> March	-	Mother's Day Afternoon Tea
10 <sup>th</sup> May	-	Quiz Night
22 <sup>nd</sup> June	-	Mid-Summer Ball
7 <sup>th</sup> July	-	Street Party
3 <sup>rd</sup> August	-	Slow Food Snail Race
26 <sup>th</sup> October	-	Halloween Event
29 <sup>th</sup> November	-	Christmas Lights Switch On
7 <sup>th</sup> December	-	Christmas Craft Fair

Donna to follow up on the Colour Run and afternoon cinema. The Food Trail, to be discussed at the next meeting.

## **7. TO DISCUSS ATTENDING THE AYLSHAM SHOW IN 2024**

This idea is in the early stages of discussions with David Hitcham. The plan would be for Aylsham Town Council, businesses and organisations to have a presence at the show to raise the profile of Aylsham. After discussing the high cost of having marquee, Ian Gravenell suggested an 'Aylsham Village', which was agreed. This is to be put to the Town Council, Giles will discuss with Sue Lake.

## **8. TO DISCUSS A POSSIBLE EVENT FOR THE 80<sup>TH</sup> ANNIVERSARY OF D-DAY**

Initial ideas were that there would be a parade finishing in the Market Place with the Last Post being played, followed by a fish and chip supper in the Town Hall. The committee decided that the gas beacon was too expensive and that 'The Lamp Light of Peace' would be a better option. This was agreed in principle. Donna to check with the church and British Legion to see what their plans are.

## **9. TO DISCUSS PLANS FOR REMEMBRANCE DAY PARADE AND CHRISTMAS LIGHTS**

Donna asked for volunteers to assist her with the road closures for the Remembrance Day parade; Giles, Joan and Richie said they would be available to help. A number of committee members agreed they would be available to help at the Christmas lights switch on. Donna informed the committee that Bill Downes had been booked for the music and Vocalights Choir have also agreed to perform again this year. Contact still to be made with Aylsham High School to ascertain whether they will be performing as in previous years. It was also discussed who, if anyone, should switch on the lights. No conclusion was reached.

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

To discuss afternoon cinema and food trail.

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

The next meeting will be held on Wednesday 18 October 2023 at 7pm in the Council Chamber.

## **12. CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 8:00pm



**NOTES OF THE  
ALLOTMENT TENANTS MEETING  
HELD IN AYLSHAM TOWN HALL  
ON TUESDAY 25<sup>th</sup> SEPTEMBER 2023 AT 7.00PM**

Present Mr David Curtis – Aylsham Town Councillor -Chair  
Mr Gavin Watson – Maintenance manager  
27 Allotment Holders

Apologies Wendy Murphy – Finance manager

Dave Curtis agreed to chair the meeting in Wendy Murphys absents, however no agenda was set therefore DC worked from the previous minutes.

DC welcomed everybody

- Following a blanket email sent to all allotment holders, dated 11 September 2023 Re: Allotment Inspections and Allotment Meeting, it was generally felt that the content should have been directed to the tenants/plots in question and not everyone, as some allotment holders who have been working hard took offence.  
Discussion also took place by those who had recently taken a vacant allotment plot, which had been uncultivated, left overgrown and full of rubbish. They had also received the same letter; they were concerned that they would be unable to fulfil the requirements of the letter (see 2.4 – 2.5 below) and after spending time money and effort in getting the allotment ready they would be given notice. It was suggested that an alteration to this agreement be made for those found to be in this situation.

*2.4 To keep the plot clean and in a good state of cultivation and to keep any path or roadway included therein or abutting thereon reasonably free from weeds. Tenants have a duty of care under the Occupiers Liability Act 1957 to neighbouring allotment holders and anyone found on the site, whether they have permission to be there or not.*

*2.5 To cultivate 50% of the plot within the first three months of tenancy increasing to 75% of the plot by the end of the first year. Failure to comply will result in a one-month termination notice being issued*

- A query was raised around the amount and timings of the allotment inspections, it was confirmed that there are 3 inspections by the allotment manager and 1 by the town councillors. Dates for this year are to be confirmed, Due to WM absence.
- Bure Meadows - criticism was raised over the fact that the town council are on the Bure Meadows Facebook page. It was suggested this is for allotment holders to discuss issues without being observed. GW agreed to bring this to WM attention
- Bure Meadows – A suggestion was raised to advertise the unoccupied raised beds at Bure Meadows, to make those who maybe disabled or less able aware of their existence

Cromer Road – discussion took place about the previously proposed mains water connection GW advised that a quotation had been received from Anglian water, but was not complete and further quotes were necessary, as the pipework would need to cross the land between. A brief site meeting had been held that day with the land owner, Eve’s hill and Aylsham Town Council to initially establish if they were in agreement for this to happen, which they agreed they were. ATC agreed to obtain further quotes for laying the additional pipework across this land.



- Cromer Road – Following a recent email regarding allotment holders refraining from depositing green waste on the bank between the allotment track and Eves Hill, one of the allotment holders had mentioned Wendy Murphy had suggested a skip for this purpose. However, as WM was not present, we could not comment and would need to speak to WM on her return. Discussion followed regarding new allotment holders finding a significant amount of unusual waste when cultivating their plots, i.e., a fridge door and several small sheets of fibre board etc, whilst on this occasion they were taken to the tip, a cost was incurred. A question was asked if the council could provide assistance with this? GW to advise WM
- Bure Meadows – Following a report from a Bure Meadows resident, that fly tipping was occurring on the adjacent land by tenants of the allotments, BM allotment tenants were asked to cease this activity and an email will be sent out accordingly.
- Cromer Road – A tenant asked, if the water installation went ahead and they didn't want or use the water would they still be expected to pay? GW to speak with WM
- Eves Hill Farm - Following the earlier meeting at Cromer Road allotments, Eves Hill advised that they run courses for gardeners, some of which would be specifically suitable for allotment beginners, it was suggested that these could be sent out to potential beginners when applying for an allotment in future.
- Access road to BM allotments

Concerns were again raised about the state of the access road to Bure Meadows allotments and the adjacent footpath to Bure Meadows estate itself. DC advised that as this was only a permissive right away, it is the responsibility of the landowner to carry out repairs and despite WM contacting them on at least three occasions, nothing had been done to date.

DC also advised that we would need to seek approval from the town council before any repairs could be carried out and subsequently the council would have to obtain agreement from the land owner.

Allotment holders raised the following concerns:

1. The large dip in the track was causing issues with cars, it was reported that some cars are grounding on the uneven surface
2. The dip fills with rain, which covers the whole track surface making access dangerous and difficult for pedestrians to pass
3. Wheelchair, mobility scooter and pushchair users find accessing the allotments difficult, due to the dip in the track
4. The overgrown bushes are causing safety concerns as pedestrians have nowhere to go if a car comes down the track
5. The ramp up to the allotments was becoming steeper as the track is deteriorating

It was suggested that we contact Sue Catchpole – District Councillor to contact the landowner if the council is not receiving a response.

- Bure Meadows – One of the allotment holders reported that on at least three occasions recently, the gate had been left open and the padlock hanging with the code on display. GW agreed to fit another sign on the gate and to ask WM to advise all new allotment holders accordingly
- Discussion took place regarding tenants having bonfires during the day, especially if the weather was fine, generally it was felt this was antisocial behaviour and unnecessary. GW will discuss this with WM, who will advise tenants accordingly

Meeting closed at 8.10pm