

Aylsham Neighbourhood Plan: The way forward?

- All Town councillors should have an electronic and a printed copy of the plan.
- They should also have a simple summary which should help if those less familiar with the plan can use if they are asked questions.
- The Neighbourhood Plan
- The main points from the scoping report to give the councillors a statistical background to the town.
- The other policies relating to planning that the ANP sits alongside.
- Perhaps each councillor could volunteer to look at one policy in depth.
- A small number of people should have some training in respect of using the Plan, this may be possible on line.
- There could be a new steering group set up to look into the plan in depth to prepare for using the plan in respect of the challenges that will come with the GNLP.

Hopefully I can produce the summaries when I get back from holiday, in time for the meeting, but not in time to put out with the papers. Perhaps something similar to what is above could go out with next month's papers.

Dear Parish / Town Clerk,

I am writing to you on behalf of Phil Courtier, Director of Place, to update you on changes to the Planning Service as part of the development of the “One Team” across Broadland and South Norfolk which are planned to commence from 1 July 2019.

For new planning applications received after 1 July 2019 all documents and consultation responses received during the consideration of the application will be made available on the planning pages of the Broadland District Council website (<https://www.broadland.gov.uk/plans>). The associated report and decision notice will also be published on line.

For applications which were registered prior to 1 July 2019, all documentation received from this date will be added to the file electronically. Any documentation received prior to 1 July 2019 will remain in paper format until determination of the file and will then be scanned at that point.

We hope that these changes will help you in the consideration of applications and will allow you to view comments as they are received at your convenience.

Should you have any questions regarding the implementation of these changes, please contact Moira White (moira.white@broadland.gov.uk 01603 430551) or Stuart Pontin (spontin@s-norfolk.gov.uk 01508 533796)

Regards,

Moira White
Planning Practice Manager

Month No: 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	General Purpose							
	Income	24	54,316	106,450	52,134			51.0%
	Expenditure	6,392	12,046	94,506	82,460		82,460	12.7%
	Net Income over Expenditure	(6,368)	42,270	11,944	(30,326)			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	(6,368)	42,270					
150	Town Hall							
	Income	1,003	30,026	69,000	38,974			43.5%
	Expenditure	17,066	25,597	79,279	53,682		53,682	32.3%
	Movement to/(from) Gen Reserve	(16,063)	4,430					
200	Drill Hall							
	Income	2,662	24,246	63,350	39,102			38.3%
	Expenditure	7,927	11,165	63,366	52,203		52,203	17.6%
	Movement to/(from) Gen Reserve	(5,065)	13,083					
250	23 Market Place							
	Income	0	0	5,500	5,500			0.0%
	Expenditure	0	145	600	455		455	24.2%
	Movement to/(from) Gen Reserve	0	(145)					
255	Cemetery Cottage							
	Income	0	400	6,750	6,350			5.9%
	Expenditure	0	0	1,500	1,500		1,500	0.0%
	Movement to/(from) Gen Reserve	0	400					
260	Public Toilets							
	Expenditure	3,977	4,970	17,450	12,480		12,480	28.5%
265	Other Properties							
	Income	0	6,150	12,350	6,200			49.6%
	Expenditure	431	662	5,032	4,170		4,170	17.1%
	Movement to/(from) Gen Reserve	(431)	5,288					
300	Cemetery							
	Income	0	7,755	21,250	13,495			36.5%
	Expenditure	1,651	2,927	21,256	16,331		16,331	13.6%
	Movement to/(from) Gen Reserve	(1,651)	4,828					
350	Norwich Road							
	Expenditure	0	7	0	(7)		(7)	0.0%
355	Cromer Road							
	Income	15	15	0	(15)			0.0%
	Expenditure	0	0	250	250		250	0.0%
	Movement to/(from) Gen Reserve	15	15					
360	Woodgate							
	Income	45	70	0	(70)			0.0%
	Expenditure	0	77	0	(77)		(77)	0.0%
	Movement to/(from) Gen Reserve	45	(7)					
365	Bure Meadows							
	Income	43	43	0	(43)			0.0%
	Expenditure	64	169	0	(169)		(169)	0.0%
	Movement to/(from) Gen Reserve	(20)	(146)					
370	Allotments General							
	Income	0	9,650	23,800	14,150			40.5%
	Expenditure	1,636	3,672	23,534	19,862		19,862	15.6%
	Net Income over Expenditure	(1,636)	5,978	266	(5,712)			
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	(1,636)	5,978					

Month No: 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
400 Markets	Income	634	1,663	7,400	5,717			22.7%
	Expenditure	1,066	1,664	2,550	666		666	73.9%
	Movement to/(from) Gen Reserve	(1,232)	(201)					
410 Open Spaces	Income	8,441	72,366	145,910	73,544			49.6%
	Expenditure	30,613	42,710	150,613	108,103		108,103	26.3%
	Net Income over Expenditure	(22,371)	29,656	(4,903)	(34,559)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(22,371)	29,656					
450 Street Scene	Income	0	22,675	45,350	22,675			50.0%
	Expenditure	(320)	5,854	45,350	39,496		39,496	12.9%
	Movement to/(from) Gen Reserve	320	16,821					
500 Christmas	Income	0	571	0	(571)			0.0%
	Expenditure	0	0	1,650	1,650		1,650	0.0%
	Movement to/(from) Gen Reserve	0	571					
510 Street Party	Income	376	431	0	(431)			0.0%
512 General events	Expenditure	391	391	0	(391)		(391)	0.0%
520 Collectors Fair	Income	147	452	0	(452)			0.0%
	Grand Totals:-	Income	13,591	230,852	507,110	276,258		45.5%
		Expenditure	72,096	112,495	507,140	394,645	0	394,645
		Net Income over Expenditure	(58,505)	118,357	(30)	(118,387)		22.2%
		plus Transfer from EMR	0	0				
		less Transfer to EMR	0	0				
		Movement to/(from) Gen Reserve	(58,505)	118,357				



EFFECTIVENESS OF INTERNAL CONTROL

WORKING PARTY MEETING

Tuesday 4th July 2019– 10.00am

COUNCIL OFFICE, AYLSHAM TOWN HALL

PRESENT: Mr S White Mrs E Springall
Mrs A Overton Mr D Curtis

Mrs Wendy Murphy, Finance Officer
Mrs Susan Lake, Town Clerk

APOLOGIES: None

A copy of the Internal Audit Report 2018-19 (Final update) dated 6th June 2019 had previously been circulated. The report shows two recommendations and the following comments were made:

R1 – As previously recommended, the Council should ensure that the review and documentation of the key financial procedures, and determination of the roles and responsibilities of staff in relation to them, is completed at the earliest opportunity.

Action Taken: As the RBS package is now in place and has been running for a year this has now been started and will be reviewed by the Effectiveness of Inter Control before the November 2019 Town Council meeting where it will be adopted. There is a new payroll package being used and this will also be adopted at the same time.

R2 – As previously recommended, in view of the changes introduced in the latest revision to the statutory guidance on local government investments (which apply from 1st April 2018), the Council should consider bringing forward the review date for its investment policy from January 2021

Action Taken: It was agreed by the Effectiveness of Internal Control that there are 3 thing to consider, Security, liquidity and Yield. As we do not place any emphasise on yield the policy can be retained as it is.

The Effectiveness of Internal Control – checklist was checked and updated along with the Internal Audit review checklist – Meeting Standards

The Action Plan for the Financial Year 2019/2020 was updated

The Town council adopted the recommendations shown in the Internal Auditors Action Plan in June

The Town Council adopted the Internal Audit Report 2018-2019 (Final Update) in June

The meeting closed at 10.30am

Aylsham Runners
c/o Aylsham Recreation Ground
Sir Williams Lane
Aylsham
e: aylshamrunners@gmail.com

FAO Sue Lake

We have revived Aylsham Running Club which went into hibernation back in 2013. We are a non-profit making club and currently have 40 members. The aim of the club is to encourage, help and promote fitness through running to all abilities. The club have applied for affiliation with UK Athletics and are meeting two to three times a week at the recreation ground. Each Thursday we offer an effort session on the recreation ground run by a voluntary coach. To be able to offer a wider range of activates during the session the club are looking at purchasing various equipment totalling £370.00

The Equipment Needed is as follows

Precision Ultimate Speed Agility Set	£135.00
Agility Poles and cones	£100.00
First aid kits	£30.00
High Viz Vests	£50.00
Relay Batons	£15.00
Stop Watches	£20.00

We would like to ask if the Town Council would support the club with funding from the bottle bank fund to enable us to purchase the equipment needed.

We look forward to hearing from you

Kind Regards

Lucy Baker
Treasurer
Aylsham Running Club

CLERK'S REPORT FOR COUNCIL MEETING 17.7.19

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall	Refurbishment	Planning Permission submitted additional information required which is being gathered
23 Market Place	Let to WH Brown Rent issue	Will contact them regarding a rent review
Cemetery Cottage	Private Letting	Tenant may have to leave – no date announced yet
Cemetery		Full audit scheduled to start in July – weather permitting!
Allotments	Woodgate	<p>There have been issues with behaviour of allotment holders especially regarding language. A meeting was held between the tenants with representatives to try and mediate the issue. Other matters relating to the estate were also brought up. At the end of the meeting both parties seemed content.</p> <p>However, we have since had further reports of bad language (especially aimed at young children), stealing and using noisy machinery at anti-social hours. We have written to all tenants reminding them of their responsibilities under their tenancy and that if this continues then we may need to look at revoking their agreements</p>
Churchyard		Issue with wall between church and 12 Church Terrace. Still waiting for quote from builders – reminder sent
Market Place		
Farmers' Markets		
Markets		
J a n n y s C l o s e Community Garden		
Staithes		
"Little Staithes"	Bench Request	Bench on order
Hopkins Homes areas general		
Paupers Graveyard	Clearing	Weed killing undertaken
Norfolk Homes Play Areas (equipped)		
Norfolk Homes large area off Mileham Drive		

Land at Sapwell Close	Adverse Possession Claim	Now with a different Government Department
Car Parks		
Street Lighting	Replacement Programme	In progression
Mill Road/Cawston Road	Installation of Bollards	Agreed final placement at a site meeting with Highway Engineer
	On street parking	Awaiting further details.
Public Toilets		See Properties Committee minutes
Offices - Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		Have received £20,000 from Norfolk County Council. Need to agree positioning bearing in mind the lack of a footway at Woodgate
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 no of any such areas and we will add it to the schedule we send them
Neighbourhood Plan		AGENDA ITEM
Drill Hall		AGENDA ITEM
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Mill Row	River Footpath	The footpath has now been created and will be registered with the land registry The complaint voiced at the last meeting has been responded to
Telephone Box	Refurbishment	Currently being refurbished

Bure Meadows Footpath	New Footpath across to Dunkirk	See correspondence
Staffing		All appraisals completed. Staff meeting required to discuss issues arising from appraisals

Items for Town Council to consider/note

- Issue with tenants at the Woodgate Allotments

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD IN THE COUNCIL CHAMBER AYLSHAM TOWN HALL
ON THURSDAY 20 JUNE 2019 at 7.00 p.m.**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mr R Willis ABEF
Mrs J Kerrison Aylsham WI
Mrs M Evans Aylsham Town Council
Mr G Margarson, Aylsham Community Partnership
Mrs V Shaw Aylsham Town Council
Mrs J Marles Aylsham In Bloom
Ms K Hughes, Broadland District Council

OFFICER: Mrs S Lake, Aylsham Town Clerk

01 APOLOGIES FOR ABSENCE

Apologies were received and accepted from
Mr R Preston, Walkers are Welcome
Mrs J St Clair, U3A

02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

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

03 MINUTES

The Minutes of the Cittàslow Aylsham Meeting held on 16 May, were **confirmed and signed**.

04 MATTERS ARISING

The Clerk had contacted Highways who advised they would not support a painted trail on the footway. Similarly, Broadland Planning would be unlikely to agree an electronic noticeboard at the end of the Town Hall.

05 ITEMS REFERRED FROM LAST MEETING

There was nothing to report under this item.

06 ADJOURNMENT OF THE MEETING

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

07 OTHER ORGANISATIONS IN AYLSHAM

Andrew Barnes had agreed to attend a future meeting and will attend the July meeting. There had been some discussion regarding this at the Town Council Meeting held the previous night as there was concern the matter could become sensitive. After the discussion the Town Council decided there were no issues with this.

08 FARMERS MARKET

The Farmers Market in June was very busy and the Market Place was full.

09 PROJECTS

i) OLD STATION YARD

Some work to the weeds will be undertaken on Saturday June 22nd. There were reports on social media of damage to the viewing platform.

ii) **WALKERS ARE WELCOME**

Norfolk Day walks have been organised linking with the Bure Valley Railway. Also looking at re-publishing the walks booklet. Funding has been received through the EPIC 5k run recently held

iii) **STREET PARTY – JULY 7TH**

Everything is in place for this event.

iv) **MAKE MUSIC DAY – JUNE 21ST**

This will be held on June 21st on the Recreation Ground. A variety of musical acts have been booked and it is hopeful the event will be a success.

v) **NORFOLK DAY – JUNE 21ST**

As previously minuted there will be walks organised through Walkers are Welcome.

The WI will be handing out 100 cupcakes

The Events Committee are working with Jeff Short to provide musical entertainment in the Town Hall in the afternoon.

10 **CITTASLOW UK & INTERNATIONAL MATTERS**

Giles Margarson advised that Selby In North Yorkshire had approached him showing interest in joining Cittaslow. Andrea Mearns from Mold is dealing with the enquiry

11 **AYLSHAM COMMUNITY EVENTS COMMITTEE**

The netball event had gone very well but a complaint from businesses had been received regarding closing the Market Place on a Saturday morning.

Next year the May Bank Holiday will be changed from the Monday to the Friday to commemorate VE Day. The Events Committee will discuss this at the July meeting with a view to holding the Street Party on that day.

Kirstin Hughes advised there was a VE Day website.

12 **SLOW FOOD AYLSHAM**

Pat Prekopp gave a full report on the plans for the coming months. He also advised that he had had various discussions with Slow Food UK and Slow Food Anglia. Both of whom are having issues retaining membership levels. Slow Food UK will consider holding its AGM in 2020 in Aylsham depending on what is planned for the 15th anniversary celebrations.

Two possible options were discussed joining in with the Street Party but this may now be a VE Day celebration and Aylsham Scouts have also approached the Town Council regarding their 110th anniversary. The other option was to look and see how the Make Music Day goes and possibly join in with that next year.

13 **AYLSHAM IN BLOOM**

The Open Gardens event went very well with over 850 tickets sold.

The tubs in the town centre have now been planted.

Work is ongoing on Traders Competition, Burgh Road Roundabout and Bure Meadows Scarecrow competition.

14 **ABEF**

At the recent AGM the existing committee was re-elected.

15 AYLSHAM PARISH CHURCH AND CHURCHES TOGETHER
No report available.

16 ITEMS FOR INFORMATION/NEXT AGENDA
The anniversary of Cittaslow and Slow Food is next year but exact dates unknown.
Possibility of including with another event (Street Party, Make Music Day, Sausage Bash)
To be added to July agenda.

17 DATE OF NEXT MEETING
The date of the next meeting was confirmed as **Thursday 18th July 2019 at 7.00p.m.in the Council Chamber, Aylsham Town Hall**

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 8.12 p.m.

AYLSHAM COMMUNITY EVENTS COMMITTEE

**MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD IN THE DRILL HALL, CAWSTON ROAD, AYLSHAM
ON WEDNESDAY 3rd JULY 2019 at 7:30pm**

PRESENT:

Eileen Springall	-	Chairman (Councillor)
Val Shaw	-	Councillor
Pat Prekopp	-	Councillor
Joan Bennett	-	Councillor
Rodney Clerk-Ward	-	Councillor
Ian Gravenell	-	Town Resident
Paul Moore	-	Rocky's Road Event 2019
Smudge (Paul Smith)	-	Aylsham Town Council Events Officer
Natasha Carver	-	Aylsham Town Council Administrator

1. WELCOME INTRODUCTIONS & APOLOGIES

There were apologies from Jack Branford, Brian Gaudett, Andrew Strange, Matt Miller, Ed Margarson, Giles Margarson, Karen Smith, Trevor Bennet these were accepted.

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

None Noted

3. TO CONFIRM MINUTES OF MEETING HELD ON 1st MAY 2019*

Minutes of the meeting held on 5th June 2019, as previously circulated were confirmed and signed.

4. INFORMATION ON MATTERS ARISING

None Noted

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

No members of the public present

6. TO DISCUSS THE ACCOUNTS FOR THE AYLSHAM EVENTS COMMITTEE

Unfortunately, we have not had an update of the latest accounts. The main movement is the money from the Collectors fair. However, there are now payments coming in for the Christmas lights event.

7. TO DISCUSS ANTIQUE AND COLLECTORS FAIRS

No update

8. TO DISCUSS THE EVENTS OFFICER'S PROGRESS REPORT

There was no report sent out.

9. TO DISCUSS AYLSHAM 5K TOWN RACE 7TH JUNE 2019

The Event was a huge success and well received. The Money raised from the event was £1,300 and this was given to local sporting groups and activities.

The committee thanked Steven Hintcham for all his hard work in the event. A date is already pencilled in for next year, this would include a children's race.

10. TO DISCUSS NETBALL TOURNAMENT 15TH JUNE 2019

The event went well and all teams entered really enjoyed it. Unfortunately, it did make a loss of around £200. This also received a number of complaints with regards to the Market Place being closed and it not suitable to have in the Market place. This was discussed and noted by the committee.

11. TO DISCUSS SUMMER SOLSTICE 21ST JUNE 2019

This went very well and all the performers had a fantastic time. However, there was limited number of people at the event. If held again we would need more advertising.

12. TO DISCUSS AYLSHAM STREET PARTY 7TH JULY 2019

All plans are now in place and emails have gone out to all attendees confirming details for the day. Help will be required for the event from 6:30am and then again at 6pm. Smudge has asked that committee members to email him with their availability.

13. TO DISCUSS CLASSIC CAR EVENT 14TH JULY 2019

Paul gave a verbal update.

Paul asked for help from 8am, through the morning for set up and again from approx. 6pm for brake down. Smudge to send an email to confirm if there will be a stand for the events committee and the number of people who are able to help.

14. TO DISCUSS NORFOLK DAY 27TH JULY 2019

Tickets are now selling well for the Jeff Short event and information has all gone out regarding the Walkers are welcome event in the morning. Help will be required on the day as unfortunately neither Smudge or Natasha are available to attend, however there will be an officer present at the start of the event to take the ticket money on the door. Ian will liaise with Natasha for the day's activities. Information on all day's activities have been sent to Just Regional for their next publication

15. TO DISCUSS FESTIVAL OF DANCE, MUSIC AND SONG 06TH/07TH SEPTEMBER 2019

No further updates

16. TO DISCUSS WILDFEST EVENT 13TH/14TH SEPTEMBER 2019

No Further Updates

17. TO DISCUSS CHRISTMAS LIGHT SWITCH ON 29TH NOVEMBER 2019

Stall forms have now all been sent out and are already being booked and paid for. Once we have given them a reasonable time to respond on their attendance, we will send out further forms to others that have shown interest. A discussion was had on Santa entering the market place, Smudge is in talks with the Scouts and the Rotary as to how they can safely have Santa arrive with the lantern procession

18. TO DISCUSS ANY FUTURE EVENTS TO BE HELD

Eileen did suggest that we need to be more selective on dates for events so not to have too many events in one period of time.

Events have already been pencilled in for 2020

The Big Norfolk Sausage Bash 10th May

Epic 5K Run 5th/19th June

Discussion was had over the Street Party Date as to whether it was held on 8th May or in July. There are a number of organisations Slow Food, Cittaslow and Scouts who have also shown interest in the Street Party being part of their Birthday celebrations and the May date being VE Day celebration. Smudge will take this all back to the office to speak with the town clerk.

19. CORRESPONDENCE RECEIVED

Correspondence was received from local businesses regarding the closure of the Market Place for the netball tournament, this was noted by the committee.

20. ANY FURTHER BUSINESS

No further business

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

Street Party Dates

22. DATE OF NEXT MEETING

Wednesday 4th September 2019

Meeting Closed at 21:00

REPORT TO COUNCIL

Subject: 5K Colour Fun Run

Author: Natasha Carver **Date:** 10th July 2019

The cost to hold the street party each year is approx. £1400.00. This year a collection was made on the day and it raised £450.00 and a previous event raised another £350. To ensure we cover the full cost of the event in advance various activities could take place to raise the funds.

With running becoming very popular and the focus on getting children active, the idea to hold a 5K colour run in Aylsham would help raise the money.

WHAT TO EXPECT...

- Crazy 5k fun run - great to do with your family or friends.
- Run, walk or skip the 5K course yourself
- Get a free white t-shirt and win a medal. (cost to these)
- Run through 5 zones and get blasted with colour.
- Amazing colour extravaganza for all at the finish.

Inspire races are a Norwich based company who organise the event on your behalf and provide all equipment needed including the paint, will do full risk management and event plans
The cost for this is £1000.

Recently Colby and Banningham School put on the race charging £10.00 per head and had 200 entrants. And children ran for free.

Norwich hold one every year with up to 700 entrants at £12 per person

Looking at this charging between £5-£10 we would be able to make the £1000 back and more.

Example

300 entrants at £5.00 per head total £1500
200 entrants at £10.00 per head total £2000

This would take little organising other than good publicity and this could be sponsored through a local business.

Additional costs would be
Medals £1.00 each
Tshirts £1.50 each approx

**MINUTES OF THE MEETING OF THE PROPERTIES COMMITTEE
HELD IN AYLSHAM DRILL HALL
ON TUESDAY 2 JULY 2019 10.00am**

PRESENT: Mr L Mills (Chairman) Mrs Overton
Mr D Curtis Mrs V Shaw
Mrs Evans Mrs E Springall

OFFICER: Mrs S Lake, Aylsham Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Mr Lancaster and Mr Clarke-Ward.

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None made.

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on the 5th March 2019 were confirmed and **AGREED** and signed by the chairman

4. ADJOURNMENT OF THE MEETING

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

5. RE-CONVENE THE MEETING

This item was not required.

6. INFORMATION ON MATTERS ARISING

All items on the agenda.

7. AYLSHAM TOWN HALL

a) To receive an update on Building Work

The planning application has been sent to Broadland who require more information before being able to process it. This is currently being obtained.

b) To receive an update on Sound/Audio Improvements

The grant application was unsuccessful as the project cannot demonstrate sufficient community support and input. The committee queried whether this could be re-submitted but the emphasis on grants appears to be more aimed at cohesion and learning rather than capital projects. Although we could demonstrate community involvement in the use of the equipment the lottery wished for '*community involvement in the design, development and delivery of the activities*'

The Committee therefore **AGREED** to propose to the Town Council that the project be funded from Town Council monies.

It was suggested that a maintenance contract should be considered for the blinds. This will be looked into.

At the moment we only have one quote for the equipment and one quote for the blinds to enable the grant to be applied for. Additional quotes will be needed for both aspects.

The quote for the audio/visual work is £17,535.91 plus VAT

The quote for the blinds is £2,588 plus VAT

c) To consider clearance of the cellars

Part of the Town Council cellars are filled with rubble from the roof collapse in the 1950's. To remove this would require a structural survey before, during and after the clearance. It would also require an ongoing health and safety investigation as there is no indication what materials are included in the rubble. The rubble would need to be moved by hand giving large labour costs and also disposal costs. Members felt that the cost of the work could not be justified for the benefits it could bring and therefore **AGREED** not to pursue the matter any further.

8. DRILL HALL

a) To receive an update

The work commences on Thursday July 25th and should finish before the end of the school holidays.

All groups except the band and the gym have been accommodated at the Town Hall during the work. The gym could not move as we have nowhere to store their equipment. The band did not want to move.

9. PUBLIC TOILETS

It is now 10 years since the toilets were installed and are beginning to look it. They are used a great deal and refurbishment of some of the units is required.

The Town Clerk will look at grants for this. Also, from April next year the toilets will no longer be charged business rates so some additional funds could be released.

10. 23 MARKET PLACE

After the last meeting and the decision to undertake a rent review a letter was received from the agents advising they were willing to sign a new lease providing the Town Council offered a 20% rent reduction. This offer was refused and they have not contacted the Town Council again. It was **AGREED** to write to them requesting the rent review discussed at the last meeting.

11. CEMETERY COTTAGE

The current resident is happy there but may have to move due to family circumstances. No issues known.

12. RED TELEPHONE BOX

Currently being refurbished

13. PAUPERS GRAVEYARD

Plans have been drawn up by Aylsham In Bloom and shared with the residents. Work should start next year as this year will be used to continue with the weedkilling in the area.

14. OPEN SPACES and PLAY AREAS

The latest reports on the playground inspections show no issue. The annual ROSPA reports had been received that morning. They had not been reviewed in detail but a quick inspection showed no red flags.

15. OTHER PROPERTIES

Nothing to report

16 ITEMS FOR INFORMATION/NEXT AGENDA

None raised.

17 DATE OF NEXT MEETING

To be advised. The annual meeting timetable will be re-issued.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 10.35am

Minutes of the Christmas Decorations Community Committee held on Monday 24th. June 2019.

1. To receive/accept apologies for absence and welcome all attending.

Those present were Mr. Keith Elphick, Chairman, Ms. Catherine Hayes, Mrs. Mary Johnston, Mrs. Carol Kisis, Mrs. Lorene Rouse, Mr. Francis Dodd, Mr. Allan Groombridge, Mr. Vic Hill, Mr. Nigel Scarlett, and Mr. Steve White.

Apologies were received from Mrs. Ruth Hill, Mr. Trevor Bennett, Mr. Paul Davis Mr. Chris Ellis and Mr. Tom Wilkinson.

The Chairman welcomed everyone to the meeting.

2. The Minutes of the meeting of 1st. April 2019 were confirmed and were unanimously agreed by all present and were signed by the Chairman.

3. Matters Arising.

The Chairman thanked everyone who helped in any way in organising and running The Grand Quiz and Chips evening. As usual the evening went very well, I understand, and £685 was raised. A grand total.

4. Classic Car Event to be held on Aylsham Recreation Ground on Sunday 14th. July.

It was agreed that we would hold a small money raising stall at this event so the Chairman had contacted Paul Moore of Rocky's Road, the organiser and completed the form for a site on the recreation Ground. As we were an Aylsham Association we were not charged a fee. We must be set up by 10a.m. with no exit of vehicles until 6p.m. Entrance for vehicles is via the Sir Williams Road entrance.

The Chairman asked who would be willing to attend and he suggested to meet on the Recreation Ground around 9a.m. Francis and Catherine said they would be there and Francis would obtain tables and chairs from The Bowling Club. A Gazebo would be a useful addition and we thought Paul had one. Anyone else who might be able to provide one should contact Keith. Catherine would organise a Jar with Christmas Chocs in it. Guess how many Chocs. Keith has obtained the Bowling Equipment with perhaps money as a prize. One for Adult and one for a child; Lorene had all the equipment for How Many Pegs can you hold in one Hand. As she would be away Francis agreed to fetch it from her house together with A Christmas Tree and Lights as an advertisement for The Aylsham Christmas Lights Committee; Paul would organise Name the Lion as Keith had obtained a large lion(Pyjama Case) Paul would provide the names etc.; Bowl of Water with 50p at bottom. Can you drop a coin so that it goes onto the middle of it? Keith would obtain a 'Float'. He would also complete the necessary signs and posters.

Any other members of the Committee who can give some time during the day should contact Keith. (732396).

5. Barn Dance.

It was agreed to hold a Barn Dance in the Town Hall The original date of 28th. September has had to be changed. The date will now be 19th October. The tickets will cost £9 and Keith will call. Paul has agreed to print the Tickets and the Posters. Bring your own Wine. It was agreed to provide a Ploughman's Supper with Fruit Pie We would ask Jimmy Dale to run the Raffle and The Chairman asked if the members of The Committee would be willing to provide the prizes, as usual. The Dance would run from 7p.m. until 11p.m.

6. Financial position.

I have now been informed that we have been given £1600 in this years Budget and with the £1072.25 we have from the Quiz and Balance carried forward we now have £2672.25 in our account.

7. A.O.B.

None.

8. Date of next Meeting.

The date of the next meeting will be Monday 7th October in the Green Room. PLEASE NOTE CHANGE OF DATE. After thanking everyone for attending the Chairman closed the meeting at 8.30pm.

AYLSHAM RECREATION GROUND COMMITTEE

MINUTES OF MEETING HELD

9th July 2019

Present

Keith Hilton, Becky Marshall, Richard Moore, Barry Lancaster, Eileen Springall, Heather Morton, David Curtis, Jeremy Cocks

Wendy Murphy – Finance Officer/Secretary
Richard Forest Hill – Recreation Ground Manager

1. Apologies and Welcome

Apologies were received from Anita and Barry Godden, Francis Dodd, Robert Bingham, Chris Deller and Mike Dolling

2. Minutes of the previous meeting

The minutes of 11th June 2019 have been circulated and were agreed as a true record.

3. Matters Arising

Richard Forrest Hill's contract has now been signed and he has received a copy of his job description

4. Financial Reports

Wendy Murphy distributed the finance report and confirmed that the reconciled balance as at 30/06/2019 was £39050.06. Purchase orders outstanding were £958.00 and Hirers invoices due for payment was £2318.00. The True position is £40409.26.

It was agreed that a savings account should be opened and called Projects and that the monies left over from Grants should be moved to this account. Wendy Murphy also asked if she could transfer some of the balance that was in the current account to leave a smaller working balance. This was proposed by Barry Lancaster and 2nd by Eileen Springall and all in favour – **Action WM**

Wendy Murphy has received audited accounts from the Bowls Club and the Tennis Club. She will chase the Cricket Club, these will be used when the budget details are drawn up in September – **Action WM**

Wendy Murphy confirmed that the Recreation Ground Committee has received £250.00 from EPIC (5k run) to be used for sporting equipment – she will send a letter of thanks – **Action WM**

5. Storage Unit and Scoreboard

Barry has had a reply from CNC stating that they need a 5.5m gap at the back of the unit if additional fire retardant treatments are to be avoided, this is not doable, therefore three 4m long x 2m high block work (thermalite or Celcon) walls with three 200x450 pillars built into each of the 3 bays would be needed Barry does not have a cost at this stage

It was suggested that maybe we could look at fireproofing the boundary fence with concrete posts and gravel boards – Barry Lancaster will contact CNC to see if this would be acceptable – **Action BL**

Norfolk Steel have commitments until November now and it was agreed that a meeting should be arranged with Jonathan Raven to get a fixed price and a start date – **Action BL and WM**

6. Trees & Picnic Area

Keith Hilton has confirmed that it was agreed at the Town Council meeting that the councillor's made a decision not to allocate any future CIL funding toward the tree project. It was agreed that due to other commitments in the pipeline that this item would be parked and brought up at a later date

7. Corporate Identity for the Recreation Ground

Wendy has had an email from Aylsham High School to confirm that now exams are over the Art Department will be contacted to see if they would like to design a logo – Action WM to follow up

8. Action for Children

Becky Marshall confirmed that 3 months' notice has been given and they are still due to vacate their offices at the end of September. It was agreed that somebody from the Recreation ground will do an inspection with them just before they leave – **Action WM**

9. Recreation Ground Managers Report

Football kick about area has been completed

Smile park surface is in the process of being repaired however this is not progressing very quickly. It was agreed for Richard to get a quote for somebody to repair this as soon as possible.

Quotes have been received for portable football goals and Wendy confirmed that the office has had an enquiry from a football team to use the Recreation ground along with Erpingham Football club so this will be needed before September.

Bins – it was agreed that 6 bins could be purchased the same as the bins that are already on the Recreation Ground at a cost of approx. £750.00

Classic Car Event – this is taking place this weekend and it was confirmed that there would be no cars or stalls around the cricket wicket.

Tennis/Bowls club hedge this has now been sorted.

10. Ground Maintenance

Jerry Cocks confirmed that last weekend the cricket pitch preparation was not completed until Saturday morning (the day of the match) which is not acceptable. Keith Hilton has written a letter to Keith Edwards confirming that he is not keeping to his contract and not doing the pre match preparation in accordance with his contract. It was agreed that a meeting with Keith is needed as he had contacted Wendy in the office and confirmed that if he was not going to be doing the end of season work to the wicket then he would resign from doing the wicket during the season. – **Action WM to arrange a meeting**

Jerry Cocks asked for an email to be sent to him confirming the cost of Keith Edwards contract in relation to the cricket club – **Action WM to send this out.**

David Curtis confirmed that the Town Council has no involvement with the day to day running of the Recreation Ground.

11. AOB

Hot Air Balloon - Wendy has emailed and confirmed that the Recreation Ground Committee is happy for the ground to be used – they will contact her or Richard in the morning of the day they would like to use the premises.

Drinks/food Vendor – Wendy has sent an email and had confirmation that Whippy Nicks would like to use Sir Williams Car park on a Wednesday or Thursday once every 2 months.

Office Space Rental - A meeting has been arranged with an interested party to discuss the rental. An update will be given at the next meeting

Risk Assessment – This will be actioned for the Pavilion after Action for Children have vacated there offices

Food bank – it was confirmed that they would be able to continue to use the Pavilion free of charge – Wendy will send them a letter to confirm this – **Action WM**

BIFFA – It was agreed that during the summer holidays another pickup should be arranged – **Action WM**

MUSIC FESTIVAL/SKATE PARK EVENT – Wendy confirmed that she would like to arrange this for next year and to arrange crowdfunding for a new Skate park – it was agreed that this would be a great idea and maybe held August bank holiday – **Action WM**

Meeting closed at 20.35

Date of next Meeting – 10TH September 2019, Council Chambers, Town Hall, 19.00pm



County Hall
Martineau Lane
Norwich
NR1 2SG

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

cc Local Members

Your Ref:
Date: June 2019

My Ref: HI/12/GEN/DH/KT
Tel No.: 0344 800 8020
Email: martin.wilby@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last seven years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2020/21. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has again provisionally allocated £325,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 6 December 2019. If you need any advice in developing your ideas, especially around the practicalities and cost estimates, please consult your local Highway Engineers based at your local Area Office.

Once all bids have been received we will assess them and inform you of our decision in March 2020 following approval by the ETD Cabinet.

Continued ...

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any other income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes, and would be owned and maintained by the Parish/Town Council**
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council trialled these in 2008/9, and generally had a favourable community response, with some moderate reductions in average speeds during peak times. Whilst the County Council supports the aspiration to have part-time 20mph speed limits outside each school in Norfolk, to do this would cost in the region of £3,750,000.

“Keep Clear” carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school), however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order it would have to be wholly funded by the Parish or the Local Member.

New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**

Schemes can be within or off the highway provided they are linked to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Continuation sheet

Dated : June 2019

-3-

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. Any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

What schemes will not be considered?

- Bids for minor traffic management changes such as speed limits or waiting restrictions or any Traffic Regulation Order will not qualify.
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway

What information should you include in your bid?

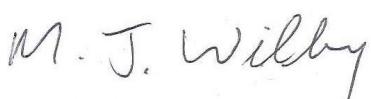
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- How it supports the objectives of the Local Transport Plan.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby
Cabinet Member for Highways, Infrastructure & Transport

Hi Sue,

As we discussed, here is the information about the bid we are hoping to put together at the Heritage Centre.

I am contacting you in the hope that you may be able to help!

The Heritage Centre in Aylsham is looking to source some funding to create a mobile exhibition to help us to bring more of the history of the town to more of the residents. As part of our bid for funds, we would like to involve as many groups as possible to identify the support, need and interest in the project so that we can produce the best possible outcome.

This project would enable us to purchase mobile exhibition boards and materials for interactive games and activities which we could then take to different venues and/or events around the town throughout the year.

The exhibitions could be responsive to the event or venue we would be attending and would showcase the elements of the history of the town which are most relevant to the theme of the event. For example a classic car show could possibly lend itself to a display about the history of transport in the town – including cars, trams and stagecoaches; a street party could possibly lend itself to an exhibition of some of the archives and photos we have in the town which relate to street parties from the Victorian era. Creating such event specific exhibitions would enable us to bring the history of the town to a wider audience. Developing interactive elements of the displays and more games to play would also help to engage more families.

In order to be successful in accessing funding for this project we need to demonstrate that there is interest in this project and have some idea about the size of the audience which it could possibly reach. We are contacting you to see if this would be of interest to your organisation and if a visiting exhibition would enhance your events.

If this is something you could be interested in in the future and you would feel willing to give the project your support and endorsement, I would be grateful you could contact us so that we can include your endorsement in our funding applications. If you run an event which you think could benefit from this project we love to hear about it and the size of the audience it could attract.

I appreciate how busy you are, so I am grateful for your time.

Jayne

--

Jayne Andrew

Learning Officer

Aylsham Heritage Centre