



**I HEREBY GIVE NOTICE OF A MEETING OF AYLSHAM TOWN
COUNCIL AND SUMMONS ALL MEMBERS TO ATTEND. THE
MEETING WILL BE HELD IN THE TOWN HALL ON
WEDNESDAY 3rd JUNE 2026 at 7.00 pm**

Faye LeBon

(Town Clerk)

Friday 29th May 2026

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

AGENDA

- 1. To Receive Apologies for Absence**
- 2. Election of Vice Chairman**
- 3. To Receive Declarations of Interest and Grant Requests for Dispensation**
- 4. To Agree the Minutes of the Meeting Held on 6th May 2026 (1-8)**
- 5. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
- 6. To Receive Reports from County and District Councillors, and other Partnership Organisations**
Maximum of 3 minutes per report.
- 7. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
- 8. To Receive Town Clerk's Report (9-11)**
- 9. Committee Governance (12-13)**
 - a) To Consider a formal group to develop an Aylsham 10 year Development Plan, to incorporate 10 year traffic planning
 - b) To Consider Amendment to Terms of Reference for the Cittaslow Committee
- 10. IT Improvement Project (14-18)**
 - a) To Receive update on IT Improvement Project
 - b) To agree to what extent external e-mail should be notified to councillors
 - c) To consider addition of Digital Signage as part of project

11. To Consider Correspondence from the Cressey Henry Page Trust (19-20)

12. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including new Proposals (21-22)

13. Highways

- a) To receive update on Transport Hub planning application (23)
- b) To receive correspondence about extension to Bus Shelter Improvement Project (24-29)
- c) To Consider Viability of Land on Mileham Drive for Potential Car Parking (30-52)
- d) To Consider Project for Happy to Chat Bench(es) (53-54)
- e) To Received Update on VAT Treatment for Memorial Benches (55-56)

14. Finance

- a) To receive the bank reconciliation to 27th May 2026 (57-58)
- b) To receive year to date payments and receipts against budget (59-66)
- c) To agree the detailed payments 29th April 2026 to 27th May 2026 (67-74)
- d) To agree the detailed receipts from 29th April 2026 to 27th May 2026 (75-79)
- e) To note schedule of reserves (80-81)
- f) To consider investment into one year bond (82-83)
- g) To Receive Report Regarding Internal Audit 2025/2026 and Consider Resolution

15. Committee Reports

a) Aylsham Climate Emergency (84-87)

- i) To receive the minutes of the meeting of 11th May 2026 and approve decisions made
- ii) To consider proposition from ACE for a 'Library of Things'
- iii) To consider proposition from ACE for support of the Plant Based Treaty

b) Planning (88-95)

- i) To note the Minutes of the committee meeting of 14th May 2026

c) Cittaslow (96-99)

- i) To note the Minutes of the committee meeting of 19th May 2026

d) Visit Aylsham (100-102)

- i) To receive the minutes of 13th May 2026

e) Churchyard (103-104)

- i) To note the minutes of the Churchyard Committee held on 18th May 2026
- ii) To Agree Design of Plaques for Memorial Garden

f) Staffing (105-109)

- i) To note the Minutes of the Staffing Committee of 7th May and 26th May 2026

g) Events (110-111)

- i) To note the Minutes of the Events Committee of 20th May 2026

16. To Note Items for Information or a Future Agenda

17. To Confirm the Date of the Next Meeting as Wednesday 1st July 2026 and Extra Ordinary Meeting to Agree AGAR