

Response to GNLP Consultation March 2020

Responses to the Strategy

Do you agree with the proposed Settlement Hierarchy and the proposed distribution of housing within the hierarchy?

Although at this stage it is not of direct interest to Aylsham and its residents there is a view that too much emphasis has been placed on school catchment areas rather than geographical links

Do you support, object or have any comments relating to the specific requirements of the policy?
The policy on flooding (item 9) could be strengthened by actually encouraging no additional hard surfaces outside the highway within a distance of one mile into a flood plain. Recent issues have shown the devastation excessive rain can have when rivers fill and although this has not been an issue for Norfolk the situation is only likely to get worse.

Do you support, object or have any comments relating to approach to the built and historic environment?

There is a lack of acknowledgement within the policy that the historic asset maybe underground rather than visible on the surface. This is also badly covered in the NPPF. This would be an opportunity to ensure discovery and then protection of unknown sites

Do you support, object or have any comments relating to approach to transport?

There is nothing in the plan regarding connecting the market towns to Norwich and onward sites through long-distance all-weather cycle paths. This would appear to be an opportunity missed

Do you support, object or have any comments relating to approach to affordable homes?

With regard to affordable housing there is a need, from past experiences, to ensure there is no wiggle room for developers over the 33% figure. We would also like to see an addition so that the development is 'tenure blind'

41. Do you support or object or wish to comment on the approach for specific towns (Aylsham, Diss (with part of Roydon), Harleston, Long Stratton and Wymondham)? Please identify particular issues.

Aylsham

Whilst it is true that Aylsham has good transport links both North and South via the A140, there is an issue with transport through the town itself. The roads in the historic centre were not built for cars let alone the large buses that now regularly cross the town. The Town Council would like to address this through the provision of a transport hub to look at solutions for both the bus situation and the long-term parking issues experienced by the town. The Town Council does not agree with the chosen site – the full details of which are provided in the response to sites consultation.

The town is fortunate to have the long-distance trails of the Weavers Way and Marriots/Bure Valley Way. However, both these paths necessitate crossing the extremely busy A140 with no assistance to the pedestrian – this will need to be addressed.

Although the Town Council welcomes the addition of the school the policy does not specifically include this. The notes to the policy claim a new primary school which would indicate a third school will be built but the Town Council have been informed that it is more likely that an existing school will be moved and extended on a new site. This is not clear in the policy and is not the wished for expansion of primary education in the town

Do you support or object or wish to comment on the overall approach for Small Scale Windfall Housing Development? Please identify particular issues.

Clarification for size of site would be useful as how the policy stands it might not meet the requirement in your vision for homes:

Homes

To enable delivery of high-quality homes of the right density, size, mix and tenure to meet people's needs throughout their lives and to make efficient use of land.

Also, what measures are there in place to prevent repeated applications for three houses from small developers on basically the same site?

SITE RESPONSES

POLICY GNLP0311, 0595 and 2060 Land south of Burgh Road and west of the A140, Aylsham (approx. 12.86 ha) is allocated for residential development. The site is likely to accommodate at least 300 homes, 33% of which will be affordable, and new primary school.

This is the favoured site from the GNLP Board but Aylsham Town Council do not feel it is suitable for the development planned.

The policy indicates two entrances to the site, these will both need to be via Burgh Road. This road is a busy narrow road with no scope for widening as it heads towards the town centre. The junctions with Oakfield Road and Norwich Road will cause issues if more traffic utilises this road. Plans for a primary school on this road especially if it is a moved school will exacerbate the issues. The roundabout is still in its infancy and was not planned with this development and a school and as such there is no data on whether it could cope with the additional traffic this development would bring.

This is a higher density than other sites put forward. In view of the fact Aylsham took a larger number of houses than allocated in the last plan there should be scope for reducing the number this time.

This site is amber for flood risk.

The site is within the consultation area of a safeguarded water recycling centre. Any future development on this site will need to address the requirements of Norfolk Minerals Waste Core Strategy Policy CS16.

The close proximity to the A140 does not make this a good site for a school.

Do not understand the need for two entrances – have asked for a response from Highways but this has not been received.

POLICY AYL3 Land at Dunkirk Industrial Estate (west), south of Banningham Road, Aylsham (of approx. 1.0 ha) is allocated for employment use. This will accommodate B1, B2 & B8 uses.

The Town Council would welcome new employment to the area subject to the review of vehicular movements to the site and any emissions resulting from the business

POLICY AYL4 Land at Dunkirk Industrial Estate (east), south of Banningham Road, Aylsham (of approx. 3.0 ha) is allocated for employment use. This will accommodate B1, B2 & B8 uses.

The Town Council would welcome new employment to the area subject to the review of vehicular movements to the site and any emissions resulting from the business

Next to River Bure

GNLP0336

Support – this site would require an additional roundabout onto the A140 and is too close to the flood plain to be considered.

| | |
|---------------------|-----------------|
| Norwich Road | GNLP0596 |
|---------------------|-----------------|

Object – If Aylsham is to have a further site this is the site most favoured by the Town Council. The Town Council feels that the information used by the GNLP to investigate this site was flawed. There is the opportunity for two exits – again the Town Council still have not been advised of why this is a requirement – and Norwich Road is more capable of accepting the additional traffic. The site would provide an ideal location for a transport hub as requested by the Town Council.

| | |
|-------------------------------|-----------------|
| North of Marriotts Way | GNLP0287 |
|-------------------------------|-----------------|

Support – this is not a suitable site for expansion. This would put additional pressure on the existing estate roads and is an unwelcome urbanisation of the Marriotts Way. Its distance from the town centre makes this unsustainable

| | |
|--|-----------------|
| B1145 Henry Page Road/ Norwich Road | GNLP2059 |
|--|-----------------|

This small piece of land is not suitable for housing development. Any entrance would be too close to the roundabout with the A140. The site is also outside the natural boundary for the town.

| | | Month | Year | Budg et | Varia nce | Availabl e | % Spent |
|-----------------|------------------------|--------|--------|---------|-----------|------------|---------|
| General Purpose | Income | 2,38 | 121,5 | 106,4 | (15,08 | | 114.2% |
| | Expenditu | 5,89 | 83,1 | 94,5 | 11,4 | 11,4 | 87.9% |
| | Net Income over | (3,51) | 38,4 | 11,9 | (26,49) | | |
| | plus Transfer from FMR | 0 | 0 | | | | |
| | less Transfer to EMR | 0 | 0 | | | | |
| | Movement to/(from) Gen | (3,51) | 38,4 | | | | |
| | Income | 607 | 66,5 | 69,0 | 2,46 | | 96.4% |
| | Expenditu | 9,76 | 92,6 | 79,2 | (13,41 | (13,41 | 116.9% |
| | Movement to/(from) Gen | (9,15) | (26,1 | | | | |
| | Income | 2,73 | 61,2 | 63,3 | 2,14 | | 96.6% |
| | Expenditu | 3,00 | 152,3 | 63,3 | (88,95 | (88,95 | 240.4% |
| | Movement to/(from) Gen | (268) | (91,11 | | | | |
| 23 Market Place | Income | 0 | 4,19 | 5,50 | 1,30 | | 76.2% |
| | Expenditu | 0 | 145 | 600 | 455 | 455 | 24.2% |
| | Movement to/(from) Gen | 0 | 4,04 | | | | |
| Cemetery | Income | 0 | 4,39 | 6,75 | 2,35 | | 65.1% |
| | Expenditu | (243) | (224 | 1,50 | 1,72 | 1,72 | (14.9%) |
| | Movement to/(from) Gen | 243 | 4,61 | | | | |
| Public Toilets | Expenditu | 3,50 | 16,1 | 17,4 | 1,34 | 1,34 | 92.3% |
| | Income | 0 | 12,3 | 12,3 | 0 | | 100.0% |
| Other | Expenditu | 431 | 4,74 | 5,03 | 292 | 292 | 94.2% |
| | Movement to/(from) Gen | (431) | 7,61 | | | | |
| | Income | 170 | 20,0 | 21,2 | 1,17 | | 94.5% |
| Cemetery | Expenditu | 1,40 | 15,8 | 21,2 | 5,36 | 5,36 | 74.8% |
| | Movement to/(from) Gen | (1,23) | 4,18 | | | | |
| | Income | 0 | 220 | 0 | (220 | | 0.0% |
| Norwich Road | Expenditu | 0 | 7 | 0 | (7) | (7) | 0.0% |
| | Movement to/(from) Gen | 0 | 213 | | | | |
| | Income | 8 | 878 | 0 | (878 | | 0.0% |
| Cromer Road | Expenditu | 0 | 300 | 250 | (50) | (50) | 120.0% |
| | Movement to/(from) Gen | 8 | 578 | | | | |
| | Income | 0 | 1,31 | 0 | (1,3 | | 0.0% |
| Woodgate | Expenditu | 0 | 77 | 0 | (77) | (77) | 0.0% |
| | Movement to/(from) Gen | 0 | 1,23 | | | | |
| | Income | (8) | 2,00 | 0 | (2,0 | | 0.0% |
| Bure Meadows | Expenditu | 64 | 869 | 0 | (869 | (869 | 0.0% |
| | Movement to/(from) Gen | (71) | 1,13 | | | | |
| | | | | | | | |

| | Month | Year | Budget | Variance | Available | % Spent |
|------------------------|----------------|---------------|--------------|---------------|---------------|---------------|
| Allotments General | 0 | 19,3 | 23,8 | 4,50 | | 81.1% |
| Expenditure | 1,94 | 20,2 | 23,5 | 3,27 | 3,27 | 86.1% |
| Net Income over | <u>(1.94)</u> | <u>(956)</u> | <u>266</u> | <u>1.22</u> | | |
| less Transfer to FMR | 0 | 0 | | | | |
| Movement to/(from) Gen | <u>(1.94)</u> | <u>(956)</u> | | | | |
| Markets Income | 427 | 7,34 | 7,40 | 56 | | 99.2% |
| Expenditure | 0 | 1,97 | 2,55 | 578 | 578 | 77.3% |
| Movement to/(from) Gen | <u>427</u> | <u>5,37</u> | | | | |
| Open Spaces Income | 2,39 | 145,4 | 145,9 | 485 | | 99.7% |
| Expenditure | 19,9 | 151,0 | 150,8 | (232) | (232) | 100.2% |
| Net Income over | <u>(17.53)</u> | <u>(5.62)</u> | <u>(4.9)</u> | <u>717</u> | | |
| plus Transfer from FMR | 0 | 0 | | | | |
| Movement to/(from) Gen | <u>(17.53)</u> | <u>(5.62)</u> | | | | |
| Street Scene Income | 0 | 64,8 | 45,3 | (19,54 | | 143.1% |
| Expenditure | 7,38 | 47,1 | 45,3 | (1,8 | (1,84 | 104.1% |
| Movement to/(from) Gen | <u>(7.38)</u> | <u>17,7</u> | | | | |
| Christmas Income | 0 | 2,67 | 0 | (2,6 | | 0.0% |
| Expenditure | 0 | 4,96 | 1,65 | (3,3 | (3,31 | 301.0% |
| Movement to/(from) Gen | <u>0</u> | <u>(2.29)</u> | | | | |
| Street Party Income | (20) | 1,30 | 0 | (1,3 | | 0.0% |
| Expenditure | 0 | 2,15 | 0 | (2,1 | (2,15 | 0.0% |
| Movement to/(from) Gen | <u>(20)</u> | <u>(849)</u> | | | | |
| General events Income | 0 | 2,05 | 0 | (2,0 | | 0.0% |
| Expenditure | 0 | 2,62 | 0 | (2,6 | (2,62 | 0.0% |
| Movement to/(from) Gen | <u>0</u> | <u>(574)</u> | | | | |
| Collectors Fair Income | 0 | 2,45 | 0 | (2,4 | | 0.0% |
| Grand Totals:- | 8,69 | 540,1 | 507,1 | (33,04 | | 106.5% |
| Income | 7 | 56 | 10 | 6) | | |
| Expenditure | 53,0 | 596,2 | 507,1 | (89,10 | (89,10 | 117.6% |
| Net Income over | <u>(44,37)</u> | <u>(56,0)</u> | <u>(30)</u> | <u>56,0</u> | | |
| plus Transfer from EMD | 0 | 0 | | | | |
| less Transfer to FMR | 0 | 0 | | | | |
| Movement to/(from) Gen | <u>(44,37)</u> | <u>(56,0)</u> | | | | |

Aylsham Town Council

INTERNAL SCRUTINEER'S REPORT FOR THE QUARTER PERIOD : October- December 2019

The Internal Scrutineer is to be a person not involved either in the Council's financial processes or in preparing and completing the Council's Statement of Accounts.

| Check Required | Date Check Completed | Result of Check | Report Result to Council Meeting |
|--|----------------------------|-----------------|----------------------------------|
| Bank reconciliation of accounts – undertaken once a quarter | 4 th March 2020 | Accurate | 18 th March 2020 |
| INCOME: Invoices, Receipts, Paying in Slips and Bank Statements for – 1) Town Hall 2) Drill Hall 3) Markets 4) Allotments 5) Events 6) Recreation Ground | 3 rd March 2020 | Accurate | 18 th March 2020 |
| EXPENDITURE: Invoices and Bank Statements for – 1) Payments by BACs/Cheques/ Direct Debits/Standing Orders/ Credit Cards 2) Staff Salaries 3) Pension/HMRC Returns 4) Petty Cash | 4 th March 2020 | Accurate | 18 th March 2020 |
| Burials – all relevant documentation | None | None | None to report |

Notes: All financial records and systems continue to be well produced and accurate.

Signed: *Valerie Shaw*

Name: Valerie Shaw

Date 4th March 2020

Agenda Item 10c



EFFECTIVENESS OF INTERNAL CONTROL

WORKING PARTY MEETING

Thursday 5th March 2020 – 15.00pm

COUNCIL OFFICE, AYLSHAM TOWN HALL

PRESENT: Mr S White Mrs E Springall

Mrs A Overton Mr D Curtis

Mrs Wendy Murphy, Finance Officer

APOLOGIES: None

A copy of the Internal Audit Report 2019-20 (First Interim Visit) dated 7th November 2019 and Interim update dated 11th February 2020 had previously been circulated. The reports have no recommendations.

The Financial Risk Assessments FRA1-FRA9 were circulated and discussed at the meeting and no changes were made. The working party recommends that Council adopt these assessments.

The meeting closed at 15.30pm

Town Council actions required in relation to the report:

Adopt the Financial Risk Assessments FRA1-FRA9

Dear Sue,

I am writing to ask if you would be willing to contribute to the start-up costs for a fantastic new sporting event for children in the Aylsham area.

I am an ambassador for parkrun (and an associate professor at UEA). Parkrun is a charity that organises a series of weekly, free community events, designed to encourage engagement with physical activity and volunteering in a social environment.

You may know about the 5k parkrun that takes place on the Blickling Estate every Saturday. In 6 years, nearly 8000 runners have completed 56000 5k parkruns there, which is incredible!

I am helping an enthusiastic team of volunteers from the Aylsham area to launch a junior parkrun at Blickling Hall. Junior parkruns are free two-kilometre events for children between the ages of 4 and 14. They take place every Sunday morning at 9am, and family members can take part with their children. Parkrun is dedicated to maximising accessibility to physical activity and volunteering opportunities, free of charge, through local, community-focused, volunteer-delivered events.

There are hundreds of junior parkrun events across the country, but only a handful in Norfolk. We have a wonderful team of local volunteers who are ready to put on a junior parkrun every week at Blickling Hall, and we have the permission of the National Trust to use the land there for the 2k route each Sunday. The only barrier to us launching the event is the start-up fee.

We need to raise a one-off start-up fee of £3000 to launch the event, and at the moment we are struggling to raise that amount. That fee covers all the equipment, training and support that the junior parkrun will need to operate for years to come. We have had some very kind donations from the local Rotary Club of Aylsham and the Aylsham and District Round Table, and we have approached several local businesses. However, we still need to raise £2600 to get this fantastic event going. Once established, the run will take place for years to come, benefitting hundreds of young people and their families. There are no further costs once the event has launched.

Might Aylsham Town Council be willing and able to provide some of the start-up costs that we need, please? Parkrun is having a hugely positive impact on the physical and mental health of children across the country and it would be wonderful if we can bring those benefits to Blickling, Aylsham and surrounding areas. If we can find a few organisations that each are willing to contribute £500 or more, then we can get the event going for local children and their families.

If you would like further information on junior parkrun, I will be very happy to provide it for you.

With best wishes and many thanks in advance,

Ian Edwards

Ambassador for parkrun, East of England

REPORT TO COUNCIL

Subject: **Support for Aylsham Library**

Author: **Sue Lake**

Date: **12th March 2020**

Sara Caistor, the Library Manager for Aylsham & Reepham Libraries came to see me seeking some support from the Town Council.

The library were aware of the issues for young families in the town when Dawnies Little Stars, Action for Children and Jubilee Tots all closed within a short period. To try and mitigate this they worked with the Norwich Puppet Theatre to provide a show for parents and young children. This proved very successful but they were aware that the cost, although low, was still a barrier for some families. They did try and work with the schools and the church to offer concessions but this was not very successful.

On the back of this event they have managed to secure another performance aimed at under 5's to the library. This leaflet for this shows that the normal style of library they attend is much larger – more the Forum than a market town. The cost for this is £160 and they were looking at charging £4 per family. They would like to offer some concessionary tickets themselves and are asking the Town Council for £50 to cover this.

This would appear to be a very worthwhile initiative and the Town Council might like to consider extending their support further.

Dear Sue,

We hope that you and your Council have enjoyed the benefits of subscription to Norfolk Parish Training and Support during the past year; we've certainly enjoyed training and supporting so many councils.

Your current subscription will lapse on 31 March 2020 and attached is your invoice for 2020/21.

Just as a reminder the benefits to you and your Council are:

- **Support** via email (norfolkpts@gmail.com) and telephone (**01603 857004**). We work as a team to answer and respond during office hours (Mon-Fri 9-5) using a shared email address and phone number
- **Training** discount of 20% on our advertised courses and free attendance at our networking mornings
- **Document Library** including more than 200 model and template documents and topic briefings
- **News updates** emailed to your inbox on a regular basis
- **Minimum of fifteen minutes free telephone advice** from associates when you need an expert on subjects such as websites, HR, planning, accounting and legal services (see www.norfolkpts.org/associates), with guidance as to where to go next or the cost of further assistance.

If you have any queries or questions then please get in touch, we look forward to receiving payment by 31 March wherever possible.

Norfolk Parish Training & Support

I would like to invite you to join us as a member of Norfolk ALC for the coming year.

We provide member councils with both the highest quality and the most complete range of services.

The support of National ALC is also included. This is explained further in the attached.

As a new subscriber, we can be especially competitive on your subscription fee for the coming year. Please contact me to find out more.

I look forward to hearing from you.

Regards

Russell Reeve

County Officer, Norfolk Association of Local Councils

| <u>ITEM</u> | <u>DESCRIPTION</u> | <u>COMMENTS</u> |
|--|-----------------------------------|--|
| Town Hall | Refurbishment | Waiting for a start date. Further plans as detailed in the Properties Minutes |
| 23 Market Place | Let to WH Brown Rent issue | New lease in place |
| Cemetery Cottage | Private Letting | New tenant in place. Modernisation of the bathroom agreed |
| Cemetery | | Nothing to report |
| Allotments | | One allotment holder has not paid and has moved with no forwarding address. A notice of termination of the list has been placed on the allotment |
| Churchyard | | |
| Market Place | | |
| Farmers' Markets | | |
| Markets | | |
| J a n n y s C l o s e Community Garden | | |
| Staithes | | |
| "Little Staithes" | | |
| Hopkins Homes areas general | | |
| Highways | Bure Meadows Speed Limit | Norfolk County Council propose to place a 20mph speed limit to cover all the roads on the Bure Meadows Estate |
| Paupers Graveyard | Clearing | Meeting with the RHS, who have given a grant, and Aylsham In Bloom on 24 th March |
| Norfolk Homes Play Areas (equipped) | Wymer Drive | |
| Norfolk Homes large area off Mileham Drive | | An outdoor Table Tennis table has been installed A resident has complained at the proposals to install extra equipment |
| Norfolk Homes Car Park at Mileham Drive | Use by Norfolk County Council | Work started on the Marriots Way and should be completed by mid-April |
| Land at Sapwell Close | A d v e r s e Possession Claim | Have found some original documents which will be researched to see if they offer any assistance |
| Car Parks | | Awaiting details of BDC review |

| | | |
|--------------------------|--------------------------------|---|
| Street Lighting | Replacement Programme | AGENDA ITEM |
| Mill Road/Cawston Road | Installation of Bollards | Still waiting for installation |
| Public Toilets | | Ideas for refurbishment have been agreed – will now obtain quotes |
| Offices - Public Toilets | | |
| COMMA/Archives | | |
| Litter & Dog Waste Bins | | |
| Bus Shelters | | New bus shelters on order – installation late April |
| Pump | | |
| Pillboxes | | |
| War Memorial | | AGENDA ITEM |
| 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 |
| Drill Hall | | AGENDA ITEM |
| A140/Buxton Road | TPO Notice | Broadland District Council have placed TPO's on two oak trees at this location |
| Community Speedwatch | Need to re-establish | Still short of volunteers and someone to organise |
| Telephone Box | Refurbishment | Looking at moving back to Aylsham for refurbishment |
| Bure Meadows Footpath | New Footpath across to Dunkirk | |
| Staffing | | AGENDA ITEM |

Items for Town Council to consider/note

- **New tenants at Cemetery Cottage**
- **Grant for the Paupers Graveyard**
- **Bure Meadows 20mph zone**
- **TPO's on oak trees**

**MINUTES OF THE MEETING OF THE PROPERTIES COMMITTEE
HELD IN AYLSHAM DRILL HALL
ON WEDNESDAY 11 MARCH 2020 10.00am**

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

OFFICER: Mrs S Lake, Aylsham Town Clerk

1. APOLOGIES FOR ABSENCE

All members present.

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None made.

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on the 2nd July 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

Planning permission has been granted for the work to the Town Hall. As discussed at previous Town Council meetings the sliding doors cannot be upgraded (due to asbestos) but are to be replaced. Still waiting for a start date from the builder.

Tenants who use the cellar have been given notice to quit.

It was queried whether a survey was needed of the cellars. These are hard to access and it was confirmed that the rubble was placed there rather than having collapsed into the cellars.

b) To receive an update on Sound/Audio Improvements

This has now been installed and all comments have been positive. The only problem that has been encountered is with regard to the batteries in the microphones. These are left on by the users and at the end of the evening they complain the microphones do not work. To try and mitigate this rechargeable batteries are to be installed.

c) To receive an update on wall cladding

Two quotes had been received for re-cladding the wall. These were not like-for-like quotes as the contractors had suggested different methods of dealing with this. The cheaper solution was to place boarding over existing boarding. After a discussion it was **AGREED** that this was an ideal opportunity to look at the wall and make sure there were no obvious defects with the building.

It was **AGREED** that the clerk contact the two companies to try and get similar quotes and bring them back to the next meeting.

Once the cladding was completed it was felt that the whole hall would need decorating. The chairman would also like to see what the pictures would look like if placed lower on the walls. He felt that the height of them detracted from their size. This will be looked at when the work is being done.

8. DRILL HALL

a) To receive an update on building work

The initial work to the toilets and kitchen has been completed and has improved the building greatly. The resurfacing of the car park was also considered a great improvement. It was felt some signage reflecting the car park was for Drill Hall use only would be appropriate.

b) To consider work to the ceilings

The suspended ceiling in the main hall looks very dirty. The clerk had received a quote for replacing the tiles and also for replacing the tiles and the framework. Although the framework looks fine it may spoil the look of new tiles. There is a possibility of receiving a few replacement tiles to see what they look like before deciding. The clerk will arrange this in time for the next meeting. The lighting would also need to be looked at.

The clerk has met with a member of the probation service regarding re-painting the hall. The cost for this would be equipment only. Once re-decoration has taken place then a new carpet for the meeting room can be considered.

c) To receive information regarding hirers

The gym has confirmed they will be leaving the Drill Hall in April. Members felt that the Town Council did all they could but could not favour one group over another.

9. PUBLIC TOILETS

The Town Council have agreed to budget for a refurbishment and the clerk wished to clarify what members were expecting. It was agreed that the following would be included:

- New Flooring
- Investigation and repairs to ceiling issues
- New sinks/taps and removal of drinking fountains
- Replacement of waterless urinals

10. 23 & 25 MARKET PLACE

No issues with 23 Market Place.

The tenants at 25 Market Place had visited the clerk to ask if there was any possibility of buying the freehold. Members felt this needed investigation of the original documents before an answer could be given. The clerk will research this.

11. CEMETERY COTTAGE

New tenants are in place. The bathroom required modernising and this has been agreed with the tenants.

12. RED TELEPHONE BOX

This was taken away for refurbishment by Robert Grey. Very little has been done to it. The clerk suggested that it be placed at the allotments while work was undertaken. Members felt this was not a safe location and that it should be moved to the Market Place, its final location and covered while the work is being completed.

13. PAUPERS GRAVEYARD

Meeting with Aylsham In Bloom on 24th March regarding an RHS grant. The fencing looks good and does not need replacing. The issue with regard to the closed walkway has been reported to Highways to deal with.

14. OPEN SPACES and PLAY AREAS

The 2019 reports were very positive. The next inspections are due in June 2020.

It was reported that there were some goal posts on the grass near the MUGA. The clerk will look into this.

15. OTHER PROPERTIES

It was queried whether the cemetery came under this committee or the churchyard. It was confirmed this rested better with the churchyard committee.

16. ITEMS FOR INFORMATION/NEXT AGENDA

None raised.

17. DATE OF NEXT MEETING

The next meeting will be Wednesday April 8th at 10am.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 11.25am

**MINUTES OF THE MEETING OF THE CITTASLOW ANNIVERSARY COMMITTEE
HELD IN AYLSHAM TOWN HALL
ON MONDAY 24 FEBRUARY 2020 12.00pm**

PRESENT: Joan Bennett Mary Evans
 Pat Prekopp Chairman

OFFICER: Sue Lake, Aylsham Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Lloyd Mills

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

Pat Prekopp declared his interest as chairman of Aylsham Slow Food which will be holding an anniversary celebration in October

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on the 10th February 2020 were 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. FINANCE

a) To note the decision of the Town Council re budget

At the Town Council meeting on the 19th February the budget sum requested of £20,000 was agreed.

b) To agree any updates required following the decision

With the budget secured it was now felt that the various matters discussed in previous meetings could be provisionally booked. The Town Clerk will look into accommodation in Aylsham and Mary Evans will check other hotels nearby should these be required.

The Town Clerk will speak to the Black Boys regarding the conference dinner and Banningham Crown regarding the Friday dinner. She will also speak to Aylsham WI regarding the Saturday refreshments.

Joan Bennett will look at a possible translator.

7. PUBLICITY AND PROMOTION

a) To discuss items raised by Clare Haylett

Clare Haylett (PR advisor) has prepared a press release for the launch on March 7th.

b) Discussion of soft launch – March 7th

Pat Prekopp has arranged for large snails to be created to use as publicity material.

Posters, flyers and leaflets would be required. The clerk will liaise with Clare Haylett on these. It was also thought necessary to have two PVC banners with the logo on. The Town Clerk will source these.

The Cittaslow page of the website requires work – the clerk will look at this in conjunction with Pat Prekopp.

Joan Bennett will look to see if there is any entertainment that could be arranged to showcase the launch.

Pat Prekopp will contact Giles Margarson regarding the speaker system.

It was agreed to meet at 8.30am on the Saturday. The launch will be between 9.30-10.30.

c) To discuss request from Globo Reporter Brazil

The Town Council had been approached by a Brazilian TV Company regarding a programme they are planning on 'slow cities'. The camera crew will be in Aylsham from the 12th – 15th March. It has been arranged for Lloyd Mills and Mo Anderson-Dungar to speak with them.

8 ITEMS FOR INFORMATION/NEXT AGENDA

Nothing raised

9. DATE OF NEXT MEETING

The next meeting will be Monday March 16th at 10am.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 11.30am

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD IN THE COUNCIL CHAMBER AYLSHAM TOWN HALL
ON THURSDAY 20 FEBRUARY 2020 at 7.00 p.m.**

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

OFFICER: Mrs S Lake, Aylsham Town Clerk

01 APOLOGIES FOR ABSENCE

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

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 January, were **confirmed and signed**.

04 MATTERS ARISING

None Raised

05 ITEMS REFERRED FROM LAST MEETING

None Raised

06 ADJOURNMENT OF THE MEETING

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

07 FARMERS MARKET

Despite the cold the Farmers Market in February was well attended. There was a great deal of interest in the Greater Norwich Local Plan which kept people in attendance.

08 PROJECTS

i) OLD STATION YARD

Aylsham Scouts are keen to be involved and will be coming along one Saturday.

On March 21st there will be a litter pick starting at the Bure Valley Railway. At that time the Marriott's Way is scheduled to be closed from Mileham Drive. It was suggested adding the walkway near Wade Close to the area to be picked.

ii) WALKERS ARE WELCOME

The accreditation has been completed. The Big Stroll scheduled for February was cancelled due to the weather. However, the January event was very well attended.

iii) STREET PARTY – 2020

First booking had been received for 40 people.

09 AYLSHAM CITTASLOW ANNIVERSARY

The Town Council agreed the requested budget to enable the event to be set up. Most of the money will be returned but expenditure will occur before income. The main issue at the moment is the translation service. The launch date for the event is the 7th March at the Farmers Market.

Slightly linked to this event is an approach by Brazilian TV who are doing a documentary on slow cities and have approached Aylsham for various events to film. This will take place around the weekend of 13-15 March.

10 AYLSHAM CITTASLOW

The document Aylsham – Shaping the Future had been presented to the Town Council who had agreed to proceed with publication. It will be launched at the Annual Town Meeting scheduled for April 8th in the Town Hall. The question of printing copies was discussed and some will be printed in the office with flyers being available to point to its location on the website. The possibility of having an open day to discuss it will also be considered

An e-mail had been received regarding a school exchange trip in 2021. Roger Willis and Pat Prekopp will talk to the school regarding this.

11 CITTASLOW UK

Berwick has ceased membership of Cittaslow so the UK is down to only three towns. The next meeting is scheduled for 14th March. A request for £5000 to help fund the anniversary event will be made.

12 AYLSHAM COMMUNITY EVENTS COMMITTEE

The first event is the Easter Breakfast and the planning for this has now been completed. The next major event will be the VE Day commemorations. An outline plan for this has been agreed and more details will be available soon.

13 SLOW FOOD AYLSHAM

Pat Prekopp distributed his report.

There will be no cookery demonstrations at the Farmers Markets during the summer.

Work is continuing on the celebrations for the fifteenth anniversary of Slow Food.

Work on the cook book for the Food Bank is progressing.

14 AYLSHAM IN BLOOM

No report available

15 ABEF

A successful Business Breakfast was held on the 29th January at the Black Boys.

The Expo will be held on 7th March

16 AYLSHAM PARISH CHURCH AND CHURCHES TOGETHER

No report available.

17 ITEMS FOR INFORMATION/NEXT AGENDA

The Town Clerk had been approached regarding a new edition of the Town Guide.

Kirstin Hughes advised that there was to be a Future High Street Conference on 18th March in Nottingham. The event will be free.

18 DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Thursday 19th March 2020 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 8.30 p.m.

PROPOSED Programme of Works for Replacing Aylsham Street Lights

APRIL

Replace existing concrete columns 35no
Install 5m Metro column 16w LED Lantern
Put all 35no to DNO for transfer
Deadline Friday 24 April
10% pre-payment deposit to be paid in the first week of April
20% to be paid by 30/04/20

MAY

i) Replace all existing lighting in the heritage areas 75no with LED Heritage Style Lanterns
ii) Replace Sears Close 5no Heritage 16w LED Lantern
iii) Market Place – remove existing modern lights and replace with Heritage Style 16w LED Lanterns
iv) Install removed lights on footpath along Henry Page Road.
v) DNO Transfer Remove existing redundant concrete columns
20% to be paid by 30/05/20

JUNE

Replace all existing lighting with LED 249no 16w lights
20% to be paid by 30/06/20

JULY

Replace all existing lighting with LED 249no 16w lights
20% to be paid by 30/07/20

AUGUST

Re-number and label ALL street lighting assets. Assist TC Admin in preparing a new asset register
10% to be paid 30/08/20 assuming Council is happy with delivery of project.

BROADLAND CABINET MEETING 10 March 2020

Decision List

Resolutions are subject to a five working day call-in, recommendations to Council cannot be called-in.

| ITEM & HEADING | DECISION |
|----------------|---|
| 11 | <p>B U L e a .</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. to agree to separate budgets for the BVR/ BVP and Marriott's Way and to increase the annual budget allowance for the BVR/ BVP to £29,000 per annum, as contained within 4.6 of this report; 2. to agree to a separate budget and allowance of £9,000 per annum for the Marriott's Way, as contained within section 4.7 of this report; 3. to reallocate the £30,000 per annum rental income from the BVR Ltd into the asset to cover all annual maintenance costs for the site. Under this proposal any under spends could also be allocated into the reserve for 'large-capital' items; 4. to approve the additional funding required to make good the outer-fence along the Bure Valley Railway line and to delegate the procurement strategy for these works to the Director of Place in consultation with the Portfolio Holder for Economic Development and the Portfolio Holder for Finance; 5. to approve the annual overspend, as outline in 4.19 of this report, incurred in the period 2019-2020 on the combined BVR/BVP and Marriott's Way budget. |



AYLSHAM COMMUNITY EVENTS COMMITTEE

**MINUTES OF THE MEETING OF THE
AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD IN THE DRILL HALL, CAWSTON ROAD, AYLSHAM
ON WEDNESDAY 4th MARCH 2020 at 7:00pm**

PRESENT:

| | | |
|-------------------|---|-------------------------------|
| Eileen Springall | - | Chairman (Councillor) |
| Karen Smith | - | Vice Chairman (Town Resident) |
| Val Shaw | - | Councillor |
| Trevor Bennett | - | Councillor |
| Pat Prekopp | - | Councillor |
| Giles Margarson | - | Town Resident |
| Ian Gravenell | - | Town Resident |
| Rodney Clark-Ward | - | Councillor |
| John Brown | - | Aylsham Scouts |
| Jeremy Harrison | - | Aylsham Fire Service |
| Neil Partridge | - | Aylsham Fire Service |
| Johnny Rayner | - | Aylsham Fire Service |
| | | |
| Sue Lake | - | Aylsham Town Clerk |
| Donna Butcher | - | Aylsham Town Council Admin |

1. WELCOME INTRODUCTIONS & APOLOGIES

Apologies were received from Ed Margarson, Jack Branford, Matt Miller, Joan Bennett and Andrew Strange and these were accepted.

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

None Received

3. TO CONFIRM MINUTES OF MEETING HELD ON 5th FEBRUARY 2019

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

4. INFORMATION ON MATTERS ARISING

None.

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

None present

6. TO RECEIVE AN UPDATE ON THE ACCOUNT BALANCE FOR THE AYLSHAM EVENTS COMMITTEE

A copy of the accounts was circulated with the agenda. No matters were raised.

7. TO DISCUSS CHRISTMAS LIGHT SWITCH ON 27th NOVEMBER 2020

Prior to discussing the 2020 event a full review of the issues experienced due to the fire at the 2019 event was discussed with the three representatives from the Fire Service present. It was acknowledged that the likelihood of something similar happening again was remote but the Town Council would be placed in an invidious position if it did not take action, where possible, from the matters highlighted on the night.

A long discussion took place about what went wrong but also what went right on the night and it is not the intention of the Fire Service to curtail the event.

Elements highlighted in the discussion were as follows:

- The Fire service had a station open evening and felt this was not ideal and that they should be in the Market Place **ACTION** the location plan for the night will be redrawn
- Contact between the Fire Service and the Event Organiser needs to be improved – **ACTION** the Event Officer will wear a different colour High-viz vest and will always be in a designated area outside the Town Hall. A communication link will be established for future events
- Stall Holders did not always move when requested. **ACTION** the booking forms will be redesigned to add a clause about moving when requested
- Communication could be improved **ACTION** look at radio mikes or Whats App Group. Agree code words that can be used via the sound system so volunteers know what is happening
- The Risk Assessment will be looked at with the Fire Service **ACTION** Forward current risk assessment document. The Risk Assessment needs to include how to assist the Fire Service when leaving the Market Place for any reason
- Volunteers were not aware of the risk assessment procedures **ACTION** a briefing for all volunteers to be held one week before the event
- Lack of information on parking arrangements **ACTION** a leaflet will be prepared and published on the website, social media and Just Aylsham detailing the additional parking for the event. Also provide more signage on the night
- One of the main issues was parking on White Hart Street and Burgh Road **ACTION** liaise with the police to see what can be done regarding this – possibility of more cones?
- An event was also held at the High School on the evening causing further issues **ACTION** Early liaison with the High School for large events.

2020 Event

Booking forms will be adapted in reference to the above and then will be distributed.

8. TO DISCUSS POSSIBLE FIREWORK DISPLAY IN AYLSHAM – 6th November 2020

Rodney Clarke-Ward and John Brown led the discussion on this item.

Contact had been made with a company with a view to doing a 'silent' fireworks display. Although it is not possible to have completely silent fireworks it is possible to considerably reduce the noise and therefore reduce the disturbance for animals and vulnerable people. The fireworks would also have a lower environmental impact.

The upfront cost needed would be £2000 but this should be more than covered by ticket sales and other fundraising elements of the event. Sponsors would be sought and if this was not possible then a request to underwrite the event would need to go to the Town Council. Any profit from the event, after deducting a contingency sum for future years, would go to the Scout Group.

The Scout Association has designated insurance for Events and also a complete Health and Safety Pack.

The Committee were in favour of this proposal subject to confirmation from the Town Council.

9. TO DISCUSS EASTER BREAKFAST – 4th APRIL 2020

The event has been advertised and has gained some popularity via social media. Apart from the breakfast there will also be craft stalls, the Roman Project and Rotary with Biking for Polio in the Market Place. A rota for helpers will be drawn up.

10. TO DISCUSS VE DAY CELEBRATIONS 2020

Following the discussions at the last meeting various items have been booked.

This month will include contact with various community groups for stalls, additional catering and advertising.

It will not be possible to have the Scouts Climbing wall as the area required is too great for anywhere other than the Recreation Ground. The Guides will be invited to the next meeting.

11. TO DISCUSS THE EVENTS OFFICER'S PROGRESS REPORT

Most items were covered in the agenda. The Town Council will need to monitor the situation with the coronavirus and will follow any advice issued by the statutory authorities. This may have an impact on events.

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

The clerk will discuss with the police the suggestion of the Christmas Parade starting from the Bure Valley Railway.

13. DATE OF NEXT MEETING

The chairman confirmed the date of the next meeting as Wednesday April 1st 2020 at 7.00pm in the Drill Hall

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.25p.m.

Minutes Agreed..... 1st April 2020

**AYLSHAM RECREATION GROUND COMMITTEE
MINUTES OF MEETING HELD
10th March 2020**

Present

Keith Hilton, Francis Dodd, Barry Lancaster, Heather Morton, Richard Moore, Eileen Springall, Ben Norton, David Curtis, David Barber, Tony Gray

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

1. Apologies and Welcome

Apologies were received from Myles Hague,

2. Minutes of the previous meeting

The minutes of 11th February 2020 have been circulated and were amended to include that an inventory needs to either be found or a new one completed to make sure our insurance is adequate. The sinking fund for the tennis club is for the floodlight replacement as well.

3. Matters Arising

None

4. Financial Reports

Wendy Murphy distributed the finances and confirmed that the reconciled balance in the current account as at 29/02/2020 was £6988.00 and the saving account was £26011.00. The true balance including creditors and debtors was £34,605.00

5. Storage Unit and Scoreboard

AMB have been to site and dug the holes needed, the building inspector has been and inspected these and asked for a plasticity tests to be carried out. This has been arranged and the tests have been completed. The results of this will take 5 days so should be available 13th March. Recommendations will be sent to the building inspector and then groundworks can be restarted. The matting is still being kept in place whilst this work is being done at a cost of £750.00 + VAT per week which is an extra cost. The cost of the test is £1010.00 + VAT.

Eileen Springall commented that she felt that her original impression had been that the cricket club were intending to contribute to the cost of the storage unit and that they had asked for the committee to support them in building a unit to house the electronic scoreboard. It was suggested to make this bigger so that it could be used as a storage facility. Wendy will look through the minutes to see when the unit was decided to be built and if anything was minuted. The Cricket Club had been able to get a donation from Persimmon homes of £1000.00 that has already been given to the committee and banked. Ben will go back to the cricket committee to discuss this issue

6. Corporate Identity for the Recreation Ground

Work is still in progress to produce a logo and has also started work on producing a website and updating the Facebook page to be done – **Action WM**

7. Recreation Ground Managers Report

There has been a couple of incidents of bottles being smashed and signs sprayed with spray paint and it was suggested that the police should put an article in Just Aylsham following the report of vandalism at the Recreation Ground that was in the last issue.

An electrician will be attending the pavilion next week to give a quote on remedial work that is outstanding and look at the locking mechanism on the outside toilet. – **Action RF-H**

8. Ground Maintenance

The groundsman has been given dates to clean the tennis courts and Wendy is waiting to hear from him. – **Action WM**

9. Skate Park / Smile Park

The smile park could do with being cleaned and it was suggested that a day could be set aside to clean this and try and get the user groups and the public involved with this. It was agreed that a date for this would be April 25th and an email would be sent to user groups to ask them for their help. Wendy will also contact Barclays Bank to see if they would be interested in helping and donating. – **Action WM**

10. Cleaner Vacancy

Wendy confirmed that the cleaner has now been given additional hours by the Town Council so will not be able to clean the Recreation Ground from the beginning of April. It was suggested that we contact contract cleaners to find out if they would be interested and the costing.

If there were no interest or cost prohibitive the committee would advertise for their own cleaner - **Action WM**

11. AOB

Water Supply – The return valves have been replaced and the water pressure is much improved and is a lot colder. T W Page has been contacted to chlorinate the system and they will advise of a date. Testing will be carried out once this has been completed – **Action BL**

Defibrillator – As the one that is currently in the Bowls Cub is not working properly it was agreed that the committee would look at prices to purchase one for the Recreation Ground as this was something that the Town Council at their last meeting thought would be a good idea to have for public use. Aylsham Town Council has agreed to pay for box to house the defibrillator. – **Action WM**

Reports from User Representatives –

Tennis Club – They are still looking to a card entry system and will give further updates on this at future meetings. Their fundraising is going well and they are looking to replace the nets.

Bowls Club – They reported that there are still gaps in the hedge behind the toilet block and children were still trying to get through this. They have put posters around Aylsham to promote their spring general meeting coffee meetings in response to the request for the club to be more accessible to the general public.

Pétanque – This is extremely popular and friendship groups are being made outside the club. An additional team has been entered into the City of Norwich Wednesday Morning League now make a total of four teams from Aylsham

Cricket Club – The wicket is looking good and they will look to start rolling this in the next couple of weeks. U13 team have been booked to play midweek and advertising is being done so that a women's team can be started. They have a very busy season ahead and will liaise with Keith

Edwards to let him know when to stop cutting the outfield.

Date of next Meeting – AGM 14th April 2020 7.00pm in the Town Hall Council Chambers

**MINUTES OF THE MEETING OF THE STAFF WORKING GROUP
HELD IN AYLSHAM DRILL HALL
ON TUESDAY 10 MARCH 2020 12.00pm**

Present:

Lloyd Mills (Chairman)
Barry Lancaster
Annette Overton
Eileen Springall
Val Shaw
Sue Lake – Town Clerk

1. Apologies for Absence

No apologies received

2. Members Declaration of Interest and Dispensations

None made.

3. MINUTES

The minutes of the meeting held 12th February were confirmed and **AGREED** and signed by the chairman

4. Adjournment of the Meeting

Not required.

5. Exclusion of the Press and the Public

It was proposed and unanimously **AGREED**, that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the Press and Public should be excluded.

6. Facilities Staff

a) To receive an update on the employment of Robert Grey

The clerk updated members on the situation with Robert Grey. His employment with the Town Council ceased on 29th February 2020. There are a couple of outstanding matters still to be addressed and these will be resolved prior to the next Town Council Meeting.

b) To receive confirmation of additional hours for Rupert Lamb

Following the decision made at the Town Council Meeting Rupert Lamb was offered additional hours and has accepted an increase to 25 hours per week.

c) To consider third post and agree a timetable for recruitment

In view of the hours agreed with Rupert Lamb it was proposed and **AGREED** that a third post should be advertised at full time hours. This will be taken to the Town Council Meeting on 18th March and adverts placed as soon as possible if agreed.

7. Events Officer

a) To note the date for the proposed retirement of Paul Smith

Paul Smith has confirmed he will retire on July 31st 2020.

b) To note the decisions of the Town Council regarding the post

The Town Council were in agreement with the proposed new post.

c) To consider the hours and salary for the post

The job description was discussed in detail and some minor changes to content and changes to the layout were agreed.

With regard to hours the current post has annualised hours which are difficult to manage and may be one of the reasons why hours have built up in the past. It was suggested that this be changed to 25 hours per week. After discussion it was **AGREED** that this would equate to 5 hours a day Monday-Thursday with five flexible hours. These hours would not be available to take as a lump sum but would be worked with agreement from the Town Clerk.

With regard to salary this is a different role to the current post and this should be reflected in the salary. There will be a need for greater core skills to be in place such as detailed recent knowledge of Health and Safety, Risk Assessment and computer skills. Some form of multi-skilled practical knowledge would also be needed. The salary was considered in light of other staff salaries and members felt there was some discrepancies between levels of staff pay. It was proposed and **AGREED** to recommend to the Town Council that as part of the appraisal of the Town Clerk a full salary review of all staff takes place.

d) To agree a timetable for recruitment

Once the salary review has been completed advertising for the post will be placed.

08 ITEMS FOR INFORMATION/NEXT AGENDA

Nothing raised

09 DATE OF NEXT MEETING

The next meeting will be Thursday April 2nd at 10am.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 1.15pm