



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 4th MARCH 2026 at 7pm**

PRESENT:

Kay Montandon (Chair)

Trevor Bennett

Tim Briscoe

Gordon Clarke

Kevin Cunnane

Mary Evans

Catherine Fletcher

Jon Minns

Mitchell Philpott

Patrick Prekopp

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk), Sue Catchpole (Broadland District Council), Andy Bell (Aylsham Town Council) and 3 members of the public.

1. To Receive Apologies for Absence

Apologies were received from David Anderson, Cheryl Bould and Michael Goodwin.

2. To Receive Declarations of Interest and Grant Requests for Dispensation

None raised.

3. To Agree the Minutes of the Meeting held on:

a) 4th February 2026

It was **resolved** to accept the Minutes of the Town Council Meeting held on 4th February 2026. The Minutes were signed as a true and accurate record by the Chairman.

b) 13th February 2026

It was **resolved** to accept the Minutes of the Town Council Meeting held on 13th February 2026. The Minutes were signed as a true and accurate record by the Chairman.

4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda

None raised.

5. To Receive Reports from County and District Councillors, and the Police

Sue Catchpole reported that the Norfolk County Council elections will now be going ahead on 7th May. She had been selected as the candidate for the Liberal Democrats for the Aylsham Ward.

A basic crime report had been provided in the pack.

6. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

A member of public raised concerns about the condition of the driveway at the cemetery. It was felt that the grass and hedges are well maintained but the driveway is not befitting of a final journey. Concerns were raised that the driveway had been re-laid 2-3 years ago but the condition had deteriorated so quickly. The Clerk will review with the Maintenance Manager.

A member of the public raised concerns about the street lighting faults on Sir Williams Lane. Kay Montandon advised that the council were in the process of looking at all options for repair of this area.

A member of the public raised concerns about the poor condition of Penford Street where the gullies have collapsed. The Clerk advised that this had been reported to highways, but will follow up. It was noted that there is often problems of people ignoring the signage in this area.

A complaint was raised about an inoperative street light at the end of church terrace. Due to the condition of the column, quotes will have to be obtained for a full replacement.

7. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated and was **noted**.

8. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including any New Proposals

Updates were provided on the following potential capital and CIL projects and were **noted**:

Bank Barn	Community Lending Library
Market Place Greening	Inclusive Play Equipment at the Recreation Ground
Information Centre	Transport Hub
Skate / Wheeled Park	Aylsham Traffic Strategy
Sports and Fitness Provisions	New Pavilion for Recreation Ground
Council Waste Management	Council Building Disability Access Audit
Resurface/Revise MUGA Car Park	Road Safety at Burgh Road – Zebra Crossing
Road safety survey – Burgh Road	Traffic lights on Burgh Road
Cawston Road H Bars / Cages	Surfacing of Mileham Drive MUGA
Neighbourhood Plan	Surfacing of Mileham Drive Play Area
Community Information Bureau	

It was **noted** that the Cawston Road H Bars / Bus cages project had been completed. Correspondence about the Burgh Road zebra crossing will be considered under item 9d. It was **agreed** to add the Soame Pump traffic project to the list.

9. Highways

a) To receive report on the Transport Hub and agree budget allocation.

A report had been circulated to councillors. The planning application had been submitted and was awaiting validation. There had been a £229.25 overspend on this budget. It was **agreed** to move £1,000 from CIL to the Transport Hub project.

b) To receive results of the Market Place survey.

The results of the survey that had taken place on 31st January had been collated and circulated. There was a wide variety of responses with the market place greening being the

most popular suggested improvement. What was clear is that people were very passionate about the market place and it is seen as an important part of Aylsham.

It was noted that ABC had also conducted a survey of their customers and how they had arrived in the town. Gordon Clarke will see to it if the ABC survey results can be included in the summary document.

It was **noted** that any changes to parking in the market place would have to incorporate the new parking standards, which would involve larger spaces and greater turning circles, both of which would impact on the number of parking spaces.

There were differences in opinion about the role of buses in the market place, whether they were bringing in footfall to the town centre or being used as a park and ride. A survey of people using the buses would be useful to help with this.

Catherine Fletcher advised that the Transport Group surveys of people using Burgh Road car park had commenced. Those using the car park are being asked what purpose they are using the car park, whether this be for accessing employment, shopping or something different.

Consideration should be given to discussing the market place and parking at the Annual Town meeting. Kay Montandon will speak to Sanders about assistance with a survey of bus users.

c) To receive report from the Transport Group Meeting and Consider Further Actions

Kay Montandon had provided a written report from the Transport Group, which had been circulated. The report was **noted**.

d) To Consider Norfolk County Council Correspondence regarding crossing on Burgh Road

Initial plans had been provided for a proposed zebra crossing on Burgh Road. It was **agreed** to support a planned timescale of installation of Easter 2027, subject to there being no other works in the area which would prevent the buses servicing Aylsham.

e) To Consider Correspondence regarding Extension of 20mph Limit on Burgh Road

The council **agreed** to support the plans provided by Norfolk County Council, subject to road narrowing not impacting on larger vehicles, such as agricultural vehicles, buses or bin lorries.

10. Finance

a) To receive bank Reconciliation to 24th February 2026

The bank reconciliation was **noted**.

b) To receive year to date payments and receipts against budget

The budget document was **noted**.

c) To agree the detailed payments 29th January 2026 to 24th February 2026

The payments were **agreed**.

d) To agree the detailed receipts from 29th January 2026 to 24th February 2026

The receipts were **agreed**.

e) To note the schedule of reserves

The level of reserves were **noted**.

f) To receive Interim report from Internal Auditor

Comments are to be returned to the Internal Auditor about government guidance relating to pecuniary interests in setting the precept, and also the availability of the internal scrutineers report. The report was **noted**.

g) To consider grant application from Aylsham Rainbows

Councillors considered a grant request from Aylsham Rainbows for neckers and waterproof storage boxes. The full grant request of £500 was **approved** and will be taken from the bottle bank credits reserve.

h) To consider correspondence regarding Cemetery Fees

Correspondence had been received about the newly adopted cemetery fees and how a percentage increase was unwieldy for funeral directors. It was **agreed** to round up the fees to the nearest £1.

11. Governance

a) To Agree General Reserves Policy

A draft policy had been circulated to members. Subject to an amended final paragraph to reflect the Town Council's commitment to reviewing general reserves on an annual basis with the intention resolving the general reserves balance over a period of five years, the policy was **agreed**.

b) To Agree Persistent and Vexatious Complainant Policy

A draft policy had been circulated to members and was subsequently **agreed**.

c) To Receive Risk Matix

The risk matrix had been circulated to members. Items of the highest risk to the council, such as the outdated IT equipment, are in the process of being resolved. The risk matrix was **noted**.

d) To appoint member(s) to the staffing committee

It was **agreed** that Catherine Fletcher and Pat Prekopp should be appointed to the Staffing Committee.

e) To Agree date(s) for Cyber Security Training

The Clerk is to work with Mitchell Philpott to do an agenda for training. Mitchell will then create a video to accompany a training programme.

12. To Receive Information about the Cressey Henry Page Trust

Apologies had been received from a member of the public who had hoped to attend the meeting to talk about the Trust. A written report had been provided about the Trust and the need for a new trustee who was either a serving or previous member of the council. It was **agreed** that Mary Evans would be appointed to the Trust.

13. To Consider Correspondence Regarding Aylsham Skatepark

Correspondence had been received requesting the redevelopment of Aylsham Skatepark. The member of the public had been directed to the Recreation Ground Charity. The Town Council is supportive of the Recreation Ground proceeding with this project.

14. To Consider Correspondence Regarding Mobile Phone Signal in Aylsham

Correspondence had been received about the poor quality of mobile phone signal in Aylsham. It was reported that telecoms companies had fed back to Steff Aquarone MP about the problems they were encountering obtaining planning permission for their infrastructure.

Tim Briscoe will find out the results of the monitoring completed in the area, via the dustcarts.

The Clerk reported that the Neighbourhood Plan can provide support for this type of infrastructure, however advised that Hellesdon had recently encountered a speculative application for a 20m monopole supporting 6 no. antennas on the Recreation Ground owned by the Parish Council.

15. To Receive Update on IT Replacement Project and Consider Requirement for Network for the Archives and Potential new Boiler Set Up

It was reported that the replacement IT equipment for the staff had been supplied. The Clerk will work with Amerits Digital to obtain the correct Microsoft licenses.

Further work was to be done to establish the extent of the network. It had to be determined as to whether this should extend to the archives and whether it should reach to the basement, on the basis that any new boiler would require remote access controls. It was agreed to **defer** any decisions on this item until further information can be provided to members.

16. Committee Reports

a) Aylsham Climate Emergency

i) To receive the minutes of the meeting of 2nd February 2026 and approve decisions made.

The minutes of the meeting of 2nd February 2026 were **received**.

ii) To Consider Proposition from ACE to Purchase a Pop up Gazebo for Events

It was agreed to defer this, pending a formal project proposal from ACE.

b) Planning Committee

i) To note the Minutes of the committee meeting of 12th February 2026

The minutes of the planning committee of 12th February 2026 had been circulated and were **noted**.

c) Cittaslow Committee

i) To note the Minutes of the committee meeting on 24th February 2026

The minutes of the Cittaslow Committee meeting of 24th February 2026 had been circulated and were **noted**.

Patrick Prekopp advised that representatives from the Town Council had attended the Market Towns Conference on 19th February. The key message from the seminar was collaboration.

ii) To Agree Delegation to a Working Group to Submit the Expression of Interest for UK Town of Culture

The Clerk corrected this item, in that the council can only delegate to a committee, an officer or another authority. It was **agreed** to delegate to the Clerk to work with the volunteers to submit an application.

d) Visit Aylsham

i) To receive the Minutes of the Visit Aylsham Working Group 11th February 2026

The minutes of 11th February 2026 had been circulated and were **received**.

Patrick Prekopp reported that very good progress was being made on the Snail Trail. Mitchell Philpott reported that the Visit Aylsham website is now up and has been well received.

It was agreed to waive Standing Order 17n to allow the meeting to extend over 2 hours

e) Churchyard Committee

i) To note the minutes of the committee meeting held on 2nd February 2026

The minutes of 2nd February 2026 had been circulated and were *noted*. This meeting had been called to appoint a consultant to assist the Town Council with the church wall repairs.

f) Property Committee

ii) To note the minutes of the committee meeting held on 24th February 2026

The minutes of 24th February 2026 had been circulated and were *noted*.

g) Events Committee

i) To note the Minutes of the meeting of 18th February 2026

The minutes of the Events Committee meeting of 18th February 2026 had been circulated and were *noted*.

h) Staffing Committee

i) To note the minutes of the committee meeting of the 20th February 2026

The minutes of the Staffing committee meeting of 20th February 2026 had been circulated and were *noted*.

i) Christmas Lights

ii) To note the Minutes of the Christmas Lights Committee of 9th February 2026

The minutes of the Staffing committee meeting of 9th February 2026 had been circulated and were *noted*.

iii) To receive correspondence regarding offer of updated lighting.

Correspondence had been received from a local business about a decoration contribution to the Christmas Lights event. This was *agreed* in principle, with the detail of design agreement to be delegated to the Christmas Lights Committee.

j) Neighbourhood Planning

i) To receive the Minutes of the Neighbourhood Plan Working Group of 2nd February 2026 and Approve Decisions

The minutes of the meeting of the working group on 2nd February 2026 were received.

ii) To receive verbal report from the Neighbourhood Plan workshop held on 25th February 2026

It was reported that the workshop was very productive. The group looked at the vision of the plan, the existing policies and also started work on the Design Code by walking around Aylsham looking at both positive and negative design features.

iii) To receive the results of initial Neighbourhood Plan consultation

The results of the survey that had taken place on 31st January had been collated and circulated. These were *noted* by members.

17. To Note Items for Information or Future Agendas

- Mileham Drive MUGA car parking area
- Update on the Call for Sites
- Neighbourhood Plan
- Agree Date and Agenda for Annual Town Meeting

18. Meetings

a) To confirm the date of the next ordinary meeting as Wednesday 1st April 2026

This was *agreed*.

19. Closure of the Meeting to the Press and Public

It was *agreed* to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of items 20 to 22 due to the confidential nature of the business to be transacted.

The meeting was closed to the press and public

20. To Consider Revised Proposal from Neighbourhood Plan Consultant

The revised proposal was *agreed* by members.

21. Consider Quotations Received for the Contract for the Cleaning of the Public Toilets

Eleven quotes had been received for this contract. Members shortlisted the quotes to three. These companies will be asked:

- What experience they have in cleaning public conveniences
- What is the experience of the staff they would use
- Could two references be provided for the their work

An extra ordinary meeting will be held at 11am on 24th March to appoint a contractor.

22. Staffing

a) To receive update from Staffing Committee on Confidential Staffing Matter and Appoint Panel Members

Panel members were appointed and the hearings booked for 12th March.

An update was provided on the Staffing Restructure.

The information provided under a recent Freedom of Information Request was reviewed.

The Clerk will feedback to the requestor.

The meeting was reopened to the press and public

The meeting closed at 9.55pm

_____ Signed _____ Date