

Response to GNLP Regulation 19

This report details the areas proposed to include in the response to the Regulation 19 stage of the GNLP. The method for response is very proscriptive

Representations at this stage can only be made on the legal compliance and soundness of the GNLP, that is:

- has the plan been prepared in accordance with all legal and procedural requirements?
- and does the plan meet the prescribed tests of soundness?

This will apply to any of the comments below and any that come forward at the meeting.

Background

The publication of the draft plan in the Regulation 18 consultation stated

There is one site identified as a preferred option in Aylsham providing for 300 new homes. There are no carried forward allocations but a total of 225 additional dwellings with planning permission. This gives a total deliverable housing commitment for Aylsham of 525 homes between 2018 – 2038.

The wording of the plan can be confusing as the figures are approx. two years behind the publication date hence the 225 additional dwellings actual refers mainly to the last phases of Bure Meadows and The Willows. Therefore, it is fairly clear that the recommendation is for one site to be put forward.

The plan has now been finalised and has been agreed by the three district councils and the county council and goes to the next stage – Regulation 19. This consultation is different to the earlier stages as in this they are consulting on the legal soundness of the plan **not** the content. Therefore, there is no mileage in detailing the limitations of the sites but the method in which the GNLP was created.

These are the issues that have been identified to date:

1. The lack of consultation on the increase in the number of new homes.

The changes to the plan look at increasing the housing numbers for the GNLP area as a whole by 5,000 from the Regulation 18 level. This is a 10% increase and cannot be considered as insignificant. In addition, there are further allocations as a buffer in respect of chances that may come with the White Paper, that take the total of new homes allocated since 2016 to 49,500. At no stage during the latter half of 2020 when this increase was in discussion was there any communication with the Town Council regarding this either by way of formal consultation or informal contact. By selecting Aylsham to have two sites rather than one with an increase from 300 to 550 new homes there is an increase of 83% more houses than in regulation 18, without consultation. This is a clear example of a lack of soundness in respect of a failure to consult on a significant change.

2. The lack of infrastructure needed assimilate a further 550 new homes

At no point have discussions been held regarding the infrastructure requirement to enable the town to assimilate an increase in new homes of 44% above those put forward in regulation 18. Mention is made of a school, but no timescale has been placed on it nor mitigation for the traffic and parking issues it will bring forth. The town already has significant traffic issues with current numbers. There is also an ongoing issue of health and dental services that are lacking in the town. See below

In 2021 the primary schools in Aylsham are full. If there is to be new building it is important that a new school is built before a new site is completed and not when a second site is finished. Aylsham is a late medieval town and is recognised as such within the GNLP publication. To preserve the character of the Town any further development has to be carefully planned to enable the road network to cope with the increase in traffic and the demand for parking. This would not be possible over a limited period of building 550 new homes. This demonstrates a lack of soundness in regard to both consultation and planning. Other aspects of infrastructure would need to be improved such as improved health service.

3. The lack of democracy in the decision making

The draft plan was taken to overview and scrutiny, Cabinet and full council at Broadland. At no stage was a detailed debate held and the plan has been passed by the District Council without comment. Meetings of the GNLP do not seem to include any detail of the individual plans so it is not clear when councillors have actually discussed this. This plan should not be decided primarily by officers. There is no evidence that the District Councillors who represent the town were made aware of the proposed changes to the number of homes in Aylsham whilst this was under consideration.

4. The lack of willingness to consider phasing

This is a large increase to the number of houses. Aylsham is a popular town, where houses sell well and quickly. Although opposed to two sites if this is accepted against the wish of the town and the Town Council the sites should be phased with the second site not able to start until at least 2033. The first site should include the school and the second site the care home if required. The Aylsham Neighbourhood Plan also gives positive consideration for additional medical facilities to be built.

5. The lack of consideration of the long-term implications of Covid 19

There is scant evidence that the impacts of covid-19 have been considered let alone addressed. The paragraph relating to this indicates there is a belief that there will be an immediate bounce back but with no evidence to back this up. The bounce back is likely to be slow and with a growing move to working from home as a permanent feature. There will be a period when many people cannot afford a house and those who can have different expectations and needs for their homes to address this change in working arrangements.

6. Working to a possible future government policy

The GNLP was several years along when the government produced the white paper 'Planning for the Future'. The GNLP were keen to get the plan through before this white paper was converted to law. However, they appear to have taken the white paper and also the 'Changes to the Planning System' document as a fait accompli and they will be passed as per the draft. This does not seem logical. If the GNLP is happy with the proposals and the numbers why the rush? If they are pushing it through surely this is the opportunity to retain the lower figure previously agreed?

7. The issue with water and sewage

There is a lack of capacity at the treatment plant for additional housing and this has not been addressed in this local plan, other than Anglian Water are aware and hope to extend various sites including Aylsham. The consultation was on one site not two so the new plan doubles the problem,

8. The lack of a whole plan

The GNLP is meant to be a plan for the development of the three districts however, South Norfolk villages have been constantly excluded for 'discussion at a later date'. The plan needs to cover the entire districts or it lacks validity.

Aylsham Town Council Working Committee to consider infrastructure needs for the Town

Reasons for looking at infrastructure needs rather than looking at the road network in isolation

- The impact two new large developments will have on the infrastructure
- All infrastructure changes impact on transport.
- In the consultations on the Neighbourhood Plan there were frequent comments on the need to improve the infrastructure as the Town grows.

What areas of infrastructure should be examined:

- Transport infrastructure: Road network, parking, public transport, cycle paths, pedestrian paths
- Water supply and dispersal: Key issue for any developments
- Health and Social Care: To look at provision of primary care and plans for social care
- Education needs; this would simply be to contact NCC to ascertain the plans to meet the increased numbers of school age children.
- Leisure needs
- Impact of any changes on the retail and business areas of the Town

Who should be involved in the working committee

- Members of the Town Council who would wished to involved. Ideally the Chairman should be from the Town Council
- A member of the Town Council employees
- An invitation should be given to residents of the Town who wish to be involved, particularly if they have specific skills.

When should the Committee report back to the Town Council

- There should be reports back to the Town Council
- However, difficult to give a timetable as any evidence during the pandemic will be significantly different to when it ends.

**Aylsham Town Council
Traffic Management Working Group
Terms of Reference**

1. NAME

The name of the Working Party shall be Aylsham Town Council **Traffic Management** Working Party called the 'Working Party' in these terms of reference.

2. PURPOSE

The main purpose of the Working Group is to prepare a report on potential changes to the road layout of the town of Aylsham, on behalf of the Town Council, in line with the requirements of any Highway Acts in force.

In undertaking this role, the Working Group will:

- Identify, quantify and list the major traffic management problems (parking, congestion, speeding etc.) that affect Aylsham
- Identify and evaluate feasible options for improving the traffic management problems in the town
- Consult with residents and businesses in the town to gain an understanding of their issues and needs
- Liaise with the relevant bodies in Norfolk County Council and Broadland District Council and other stakeholders, to produce a traffic management plan for Aylsham which will contain a range of measures that will best address the traffic management issues experienced in the town
- Liaise with Sanders to ensure a retention of the current bus service
- Submit the Draft Traffic Management Plan to the Town Council and seek its approval for public consultation
- Organise a consultation event for residents to include a survey
- Deliver the Traffic Management Plan to the Town Council and seek its approval for its implementation.
- Seek appropriate funding to meet the costs of developing the plan.
- Manage the implementation and management of the Traffic Management Plan.

3. MEMBERSHIP

The Working Party will be open to any members of the Town Council and may include any interested members of the community.

All members of the Working Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Working Group. This may include membership of an organisation, ownership or interest in land or a business or indeed any other matter likely to be relevant to the work undertaken by the Working Group.

4. MEETINGS

4.1. Frequency and calling of meetings

The Working Group shall meet every month, or as may be required. Notice of Working Group meetings shall be given to its members, by email at least five working days in advance of the meeting date. Notices must include details of the matters to be discussed.

4.2. Quorum

No decisions shall be made at a meeting of the Working Party unless three Members are present,

4.3 Chairmanship

The chairman of the committee must be a Town Councillor. The group shall appoint a chairman from the members present.

4.4. Attendance and role of Advisors at meetings

Aylsham Town Council Officers will have an advisory role and will not have voting rights. The Working Party or Town Clerk may invite other people to address the Working Party on matters under discussion.

4.5. Notes

The Working Party meetings will be serviced by Aylsham Town Council. Notes shall be taken of all Working Party meetings by the appointed Officer and shall be presented to the next appropriate meeting of Aylsham Town Council for formal adoption.

5. FINANCIAL MATTERS

5.1 The Working Party will not have a budget.

5.2 Any financial recommendations made by the Working Party will be agreed by Aylsham Town Council through adoption of the Working Party Notes.

6. TIMESCALE

The Working Group should seek to complete the Traffic Management Plan by 31st December 2022 at the latest.

The Traffic Management Plan should contain a timetable for its implementation and suggestions for funding.

7. CHANGES TO THE TERMS OF REFERENCE

These Terms of Reference may be altered and additional clauses added by agreement of the Working Group and Town Council.

Adopted by Aylsham Town Council
February 2021

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD VIA ZOOM
ON THURSDAY JANUARY 21 at 10am**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mrs M Evans Aylsham Town Council
Mr D Harrison Aylsham Town Council
Mrs J Kerrison Aylsham WI
Mrs V Shaw Aylsham Town Council
Mr G Margaron, Aylsham Community Partnership
Mr R Willis ABEF
Mrs J St Clair Aylsham U3A

OFFICER: Mrs S Lake, Aylsham Town Clerk

01 APOLOGIES FOR ABSENCE

Apologies were received and accepted from
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 Cittaslow Aylsham Meeting held on 2nd November, were **confirmed and will be signed by the chairman.**

04 MATTERS ARISING

Item 11– the Town Guide. The clerk has contacted the company and is waiting for a response
Item 16 – re waste collection – no decision has been made by Broadland regarding this.

05 ADJOURNMENT OF THE MEETING

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

06 FARMERS MARKET

There was no Farmers Markets in January but essential stalls will be able to attend in February.

07 PROJECTS

i) OLD STATION YARD

Giles Margaron advised that not much work had been done recently.

ii) WALKERS ARE WELCOME

Due to personal circumstances Richard Preston is no longer able to retain his involvement in Aylsham Walkers are Welcome. Giles Margaron and Roger Willis will keep the organisation going for this year but a new person to lead the organisation is required if it is to carry on.

The matter will be placed on the next Town Council agenda to see what action the Town Council wishes to take.

iii) TELEPHONE BOX

Refurbishment will start on this when the weather improves

iv) TOWN HALL NOTICEBOARD

The clerk contacted Broadland District Council and they do not like the idea of an electronic noticeboard due to the light it will emit in the conservation area.

08 AYLSHAM TOWN COUNCIL WEBSITE

A new website is currently being developed. The clerk showed the demonstration site to members.

09 AYLSHAM TOWN COUNCIL LOGO

a) To consider a report on creating a new logo

b) To look at examples of Town logos

A report was sent with the agenda detailing requirements of a logo and examples of other towns logos. The current logo is just the shield and it is not integrated with the name of the council. This makes it look both old fashioned and unprofessional. Members did think it was important to keep the historical aspect in some form.

c) To agree how to progress this

It was agreed to open up the design to residents with the proviso that the final design must be created by a professional artist. The clerk will advertise this on social media and in Just Aylsham with a closing date of February 28th. The schools will also be contacted so they can contact pupils regarding this.

10 CITTASLOW in AYLSHAM

a) To receive an update on current covid issues in the town

The Town Council have requested that the TRO on Red Lion Street and Oakfield Road be removed. A response is still awaited. At the next Town Council meeting a proposal will go before the Town Council to create a committee, similar to the Neighbourhood Plan Committee to look all aspects of the traffic in the town and to create a report to act as a proposed traffic management plan and programme. The work from Shaping Aylsham Future will assist in the formation of this plan.

b) To consider an event for the 're-opening' of Aylsham

It is felt there will be an appetite for a celebration once the majority of people have been vaccinated and socialising can begin again. It is still not clear when the public will be ready for such an event but an article will be placed in Just Aylsham advising of the possibility of an event.

11 CLIMATE EMERGENCY

a) To discuss if Aylsham should declare a climate emergency

The local MP had written a paper called 'Building Back Greener' which very much focuses on rebuilding the community post covid and highlights the climate issues. It was felt that the Cittaslow Committee should lead on this and make a proposal to the Town Council to carry this forward. This was **AGREED**.

b) To discuss the practical issues relating to this

This would need to be a whole-town initiative and would need input from more than just the Town Council and Cittaslow. There are various schemes undertaken by other Cittaslow towns that could assist with this such as the Repair Café and Library of Things.

12 CITTASLOW UK

Nothing to report.

13. AYLISHAM COMMUNITY EVENTS COMMITTEE

The Events Committee have not met since the last Cittaslow Meeting.

The events put on for Christmas went down well but the take-up could have been much higher. The events were advertised on social media but may need continuous advertising to keep them in the fore front of people's thoughts.

14 SLOW FOOD AYLISHAM

The report sent with the agenda was noted. Work has continued with the Food Bank. Slow Food had also joined the Broadland lottery.

15 AYLISHAM IN BLOOM

It is hoped that Open Gardens will be going ahead this summer. The initial response has been very good.

16 ABEF

No meetings have been held since lockdown began and there has been no correspondence between members. This was felt to be worrying and it was queried if the group would continue.

17 ITEMS FOR INFORMATION/NEXT AGENDA

The Regulation 19 consultation on the GNLP will start on February 1st. The plan now lists two sites for Aylsham not the one as detailed in the Regulation 18 consultation. The Town Council will be discussing this in detail at the February meeting.

18 DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Thursday 18th February 2021 at 10.30am via Zoom**

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 11.19a.m.

Good Morning,

We are very keen to hear from as many of you as possible regarding your concerns and issues where you live, work or visit within the Broadland area. This information will then be used to guide the Police in choosing their neighbourhood priorities.

If you would like to be a part of this process, to have your say about the Policing in Broadland, then there are two ways in how to raise your concerns with us.

- 1 Please pick one of the below options, and reply to me via e mail, detailing your main concerns, or issues, in your area (please include the area / location you are referring to).
- 2 Complete the poll that has been added to 'Nextdoor', which is a social media platform that the Police use to get messages out to your local community.
<https://nextdoor.co.uk>.

1. Drugs
2. Speeding
3. Street drinking
4. Burglary/Theft
5. Violent Crime
6. Road Safety
7. ASB (Anti-Social Behaviour) Nuisance
8. ASB (Anti-Social Behaviour) Vehicles
9. Rural Crime
10. Other (Please specify in the return email)

The poll closes on the 28th February 2021, after this date the priorities will be discussed in a local engagement meeting, via Teams, for your area. The date and time for these meeting is still to be arranged. When details have been confirmed invites will be sent out via email, and also advertised on the social media platforms.

Thank you for your time and participation.

Stay safe

Vicky

Vicky BAILEY

Police Constable 1425

Broadland Engagement Officer

		Actual	Actual Year	Current	Variance	Funds
General Purpose	Income	3	115,419	98,500	(16,919)	
	Expenditure	7,112	101,174	91,745	(9,429)	(9,429)
	Net Income over Expenditure	(7,109)	14,245	6,755	(7,490)	
	plus Transfer from EMR	0	0			
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	(7,109)	14,245			
Town Hall	Income	6,877	65,110	58,980	(6,130)	
	Expenditure	3,894	77,778	64,080	(13,698)	(13,698)
	Movement to/(from) Gen Reserve	2,983	(12,668)			
Drill Hall	Income	7,037	57,745	65,000	7,255	
	Expenditure	3,455	61,293	64,985	3,692	3,692
	Movement to/(from) Gen Reserve	3,582	(3,547)			
23 Market Place	Income	0	2,979	5,500	2,521	
	Expenditure	0	0	400	400	400
	Movement to/(from) Gen Reserve	0	2,979			
Cemetery Cottage	Income	568	5,394	21,750	16,356	
	Expenditure	0	300	1,500	1,200	1,200
	Movement to/(from) Gen Reserve	568	5,094			
Public Toilets	Expenditure	670	10,277	36,700	26,423	26,423
Other Properties	Income	0	16,650	16,650	0	
	Expenditure	445	4,445	5,295	850	850
	Movement to/(from) Gen Reserve	(445)	12,205			
Cemetery	Income	840	29,215	22,100	(7,115)	
	Expenditure	1,372	16,311	22,095	5,784	5,784
	Movement to/(from) Gen Reserve	(532)	12,904			
Norwich Road	Income	0	179	0	(179)	
Cromer Road	Income	0	975	0	(975)	
	Expenditure	0	275	250	(25)	(25)
	Movement to/(from) Gen Reserve	0	700			
Woodgate	Income	34	1,256	0	(1,256)	
Bure Meadows	Income	0	1,985	0	(1,985)	
	Expenditure	65	652	0	(652)	(652)
	Movement to/(from) Gen Reserve	(65)	1,333			
Allotments General	Income	0	17,800	24,800	7,000	
	Expenditure	1,928	18,887	24,540	5,653	5,653
	Net Income over Expenditure	(1,928)	(1,087)	260	1,347	
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	(1,928)	(1,087)			

Continued over page

		Actual	Actual Year	Current	Variance	Funds
	Income	349	7,768	8,500	732	
Markets	Expenditure	0	2,078	2,650	572	572
	Movement to/(from) Gen Reserve	349	5,690			
Open Spaces		0	148,741	148,190	(551)	
	Expenditure	21,563	151,854	154,028	2,174	2,174
	Net Income over Expenditure	(21,563)	(3,113)	(5,838)	(2,725)	
	plus Transfer from EMR	0	0			
	Movement to/(from) Gen Reserve	(21,563)	(3,113)			
Street Scene	Income	0	99,162	184,860	85,698	
	Expenditure	1,377	153,984	184,860	30,876	30,876
	Movement to/(from) Gen Reserve	(1,377)	(54,823)			
Christmas	Income	50	175	0	(175)	
	Expenditure	85	2,488	1,650	(838)	(838)
	Movement to/(from) Gen Reserve	(35)	(2,313)			
Street Party	Income	0	(20)	0	20	
	Expenditure	0	150	0	(150)	(150)
	Movement to/(from) Gen Reserve	0	(170)			
General events	Income	0	7	0	(7)	
	Expenditure	0	574	0	(574)	(574)
	Movement to/(from) Gen Reserve	0	(567)			
	Grand Totals:- Income	15,758	570,539	654,830	84,291	
	Expenditure	41,966	602,520	654,778	52,258	52,258
	Net Income over Expenditure	(26,208)	(31,981)	52	32,033	
	plus Transfer from EMR	0	0			
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	(26,208)	(31,981)			

Aylsham Town Council Current Year

Detailed Balance Sheet

Month 10

A/C	Description	Actual	
	Current Assets		
100	Debtors	1,542	
105	VAT Control A/C	1,817	
200	Current Bank A/C	50,069	
210	Active Saver	219,068	
215	Public Sector Deposit Fund	25,853	
245	Shawbrook – Issue 7 Fixed Bond	87,148	
250	Petty Cash	250	
	Total Current Assets		385,747
	Current Liabilities		
500	Purchase Ledger	(534)	
501	Opening Balance Creditors	4,507	
525	HMRC	0	
535	Allotment Deposits	1,525	
	Total Current Liabilities	5,498	
	Net Current Assets		380,249

Represented by:-

300	Current Year Fund	(31,926)	
310	General Reserves	100,000	
320	EMR Bottle Bank	3,250	
321	EMR Cittaslow	1,200	
322	EMR Community Events	11,400	
325	EMR New Homes Bonus	28,300	
326	EMR CIL	13,100	
327	EMR Marquees	1,200	
329	EMR Drill Hall	16,800	
330	EMR Town Hall	27,000	
331	EMR Properties	10,100	
332	EMR Public Toilets	5,700	
333	EMR Cemetery	25,400	
334	EMR Allotments	4,725	
335	EMR Open Spaces	88,900	
336	EMR Highway Verges	4,200	
337	EMR Recreation Ground	34,400	
338	EMR Churchyard	16,500	
339	EMR Street Furniture	20,000	
			380,249

Date: 11/02/2021

Aylsham Town Council Current Year

Page 1

Time: 12:26

Bank Reconciliation up to 31/01/2021 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
31/12/2020	BACS	142.65		142.65		R	Bank Interest
31/12/2020			142.65	142.65		R	Receipt(s) Banked
07/01/2021	BACS	13,131.00		13,131.00		R	Aylsham Recreation Ground
07/01/2021	BACS	75.60		75.60		R	Purchase Ledger
06/01/2021	1	32.00		32.00		R	J B Postle + Son Ltd
06/01/2021	2	50.00		50.00		R	Brightside Window Cleaning
06/01/2021	3	54.00		54.00		R	OTW Imaging Ltd
06/01/2021	4	60.34		60.34		R	M D Thompson
06/01/2021	5	126.00		126.00		R	Mayday Office Equipment Servic
06/01/2021	6	257.65		257.65		R	Biffa Waste Services Ltd
06/01/2021	7	322.05		322.05		R	British Telecom
06/01/2021	8	360.00		360.00		R	Richie B C leaningServices
06/01/2021	9	676.73		676.73		R	Biffa Waste Services Ltd
06/01/2021	10	1,672.00		1,672.00		R	Broadland District Council
16/01/2021	11	531.69		531.69		R	AvantiGas ON Limited
16/01/2021	12	446.62		446.62		R	Corona Energy
16/01/2021	13	319.26		319.26		R	Alphabet (GB) Ltd
19/01/2021	14	126.31		126.31		R	Haven Power Limited
19/01/2021	15	33.60		33.60		R	Inlouch Systems
19/01/2021	16	14.63		14.63		R	CoolerAid Ltd
21/01/2021	102676		323.75	323.75		R	Receipt(s) Banked
21/01/2021	102676		190.00	190.00		R	Receipt(s) Banked
21/01/2021	102676		50.00	50.00		R	Receipt(s) Banked
22/01/2021	BACS	1.13		1.13		R	Bank Charges
22/01/2021	17	31.97		31.97		R	Amazon
22/01/2021	18	32.27		32.27		R	Viking
22/01/2021	20	36.60		36.60		R	Swallowtail Boatyard
22/01/2021	21	36.02		36.02		R	Shred Station Ltd
22/01/2021	23	46.00		46.00		R	Norfolk Parish Training Suppor
22/01/2021	24	74.52		74.52		R	URM (UK) LTD
22/01/2021	25	60.16		60.16		R	OTW Imaging Ltd
22/01/2021	26	62.66		62.66		R	Viking
22/01/2021	27	90.00		90.00		R	Society of Local Council Clerk
22/01/2021	28	106.66		106.66		R	Mayday Office Equipment Servic
22/01/2021	30	254.30		254.30		R	Anglian Water Business
22/01/2021	31	371.01		371.01		R	Eastern Shires Purchasing Orga
22/01/2021	32	661.06		661.06		R	Anglian Water Business
22/01/2021	33	701.40		701.40		R	MJ & NM Partridge Electrical L
22/01/2021	35	1,652.10		1,652.10		R	TT Jones Electrical Ltd
22/01/2021	36	3,565.26		3,565.26		R	The Garden Guardian
22/01/2021	BACS		566.10	566.10		R	Receipt(s) Banked
22/01/2021	BACS		12,954.66	12,954.66		R	Receipt(s) Banked
22/01/2021	BACS		12,969.65	12,969.65		R	Receipt(s) Banked
22/01/2021	BACS		650.00	650.00		R	Receipt(s) Banked
25/01/2021	BACS	9,796.11		9,796.11		R	Wages
29/01/2021	39	57.12		57.12		R	Vodafone
29/01/2021	40	35.66		35.66		R	Anglian Water Business
29/01/2021	41	43.50		43.50		R	East Of England Ambulance Serv

Date: 11/02/2021

Aylsham Town Council Current Year

Page 2

Time: 12:26

Bank Reconciliation up to 31/01/2021 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
29/01/2021	42	65.70		65.70		R <input checked="" type="checkbox"/>	Ordnance Survey Limited
29/01/2021	43	118.37		118.37		R <input checked="" type="checkbox"/>	Barclaycard Commercial
29/01/2021	46	137.40		137.40		R <input checked="" type="checkbox"/>	Intouch Systems
29/01/2021	48	1,066.00		1,066.00		R <input checked="" type="checkbox"/>	Auditing Solutions Ltd
29/01/2021	102679		159.00	159.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2021	BACS		763.00	763.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2021	BACS	2,405.62		2,405.62		R <input checked="" type="checkbox"/>	HMRC
30/01/2021	BACS	3,476.30		3,476.30		R <input checked="" type="checkbox"/>	PENSION
		<u>43,666.15</u>	<u>26,971.21</u>				

WORKING PARTY MEETING

Tuesday 2nd February 2021 – 14.00pm

ZOOM MEETING

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 2020-2021 (First Interim) dated 19th January 2021 had previously been circulated. The report has no recommendations.

The Financial Risk Assessments FRA1-FRA9 were previously circulated and discussed at the meeting and changes were made to reflect the retirement of the Events and Farmers Officer. The working party recommends that Council adopt these assessments.

An updated Risk Management Policy was circulated and discussed and Eileen Springall confirmed that the Maintenance Manager needed to go on Health and Safety and Market Supervisor courses. Wendy confirmed she would remind the Town Clerk and that this would be arranged when face to face courses could take place. Also Officers are to undergo a First Aid Course when able to do so. The working party recommends that Council adopt this policy.

The Financial Regulations were previously circulated and discussed and it was agreed to amend the Petty Cash payments should be for no more than £40. There are other small cosmetic changes required to the Financial Regulations and this change will be incorporated when they are reviewed.

The Internal Control Policy was circulated and discussed and it was recommended that a procurement exercise should be undertaken regarding the internal auditor to the council. It was agreed that this could be discussed at the next effectiveness of internal audit when hopefully the meeting will be face to face.

Wendy confirmed that she is looking into getting the previous chairman removed from the Bank accounts and investment accounts. It was agreed that April/May time may be good to review the Town Council investments. Wendy will look into this

The meeting closed at 14.45pm

Town Council actions required in relation to the report:

Adopt the Financial Risk Assessments FRA1-FRA9

Adopt the Risk Management Policy

Adopt the Internal Control Policy

CLERK'S REPORT FOR COUNCIL MEETING 17.2.21

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall	Refurbishment	The Green Room has been decorated. Awaiting details of quotes for new flooring
23 Market Place		
Cemetery Cottage	Private Letting	Tenants have agreed a new fixed term contract
Cemetery		Further to the previous request I now have details of the requested gravestone – please see pictures below. The taller example is bigger than what will be requested they are looking at more like 60cm tall by max 80cm wide. They also prefer a honey coloured stone
Allotments		Nothing to report
Churchyard		AGENDA ITEM
Market Place		
Farmers' Markets		
Markets		The markets are essential stalls only in line with lockdown guidance
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general		Replacement trees for those felled in the summer will be planted later this month
Highways	Parish Partnership	Still waiting for a start date
Paupers Graveyard	Clearing	Area being weed killed prior to levelling and seeding.
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		New plans have been received and will be brought to the next meeting
Land at Sapwell Close	Adverse Possession Claim	AGENDA ITEM
Car Parks		BDC will be doing minor works on 25 th February
Street Lighting		
Public Toilets		AGENDA ITEM
COMMA/Archives		Archives closed again
Litter & Dog Waste Bins		
Bus Shelters		
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 know of any such areas and we will add it to the schedule we send them
Drill Hall		A chain has been installed to stop ad hoc parking and will start being used once notices are in place
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	Refurbishment to start soon
Bure Meadows Footpath	New Footpath across to Dunkirk	Work started on this now – bridge still to be installed
Staffing	Covid Working	Donna and Wendy are both working from home. The rest are still in the office but we are not letting visitors in.
Future Meetings	Removal of ability to use zoom	The regulations that came into force that allows the Town Council to meet via zoom are scheduled to end on May 7 th . The Government have announced they have no plans to extend the legislation. This will mean that from May the council will need to return to face-to-face meetings including admitting members of the public.
	Annual Town Meeting	The 2020 meeting was not held under Government advice. Council are asked to consider whether they wish to schedule a meeting for 2021.

Items for Town Council to consider/note

- **Gravestone Request at cemetery**
- **Removal of zoom meeting legislation**
- **Annual Town Meeting**



REPORT TO COUNCIL

Subject: Public Toilets

Author: Sue Lake

Date: 10th February 2021

The work has started on the upgrade to the public toilets. When the ceiling was taken down it revealed that the roof has been leaking as can be seen in the picture below.

The builders do not think it will be possible to patch repair the roof because of the green covering on the roof. They are arranging for scaffolding to come on site so they can review in detail but this has been delayed due to the weather.

It maybe that a new roof is required. I have spoken to Broadland Consulting, who are the only ones who can really see the roof, and they have no issues with the greenery being removed. I also spoken to Eloise Limmer (BDC Heritage Officer) and no planning or building permissions are required to make the change.

Hopefully, I will have an update on costs in time for the meeting.



REPORT TO COUNCIL

Subject: Sapwell Close

Author: Sue Lake

Date: 10th February 2021

The issue of ownership of Sapwell Close has been in discussion for several months now.

To refresh the background is the Town Council became aware that the piece of land between Sapwell Close and Partridge Road was never transferred to the Town Council when the surrounding estate was developed. When the council looked to submit an adverse possession claim on the land it was noted that the developer of the estate had ceased trading but there was a legal charge on the land. The company who held this legal charge had also ceased trading and the Town Council could not ascertain from either the Land Registry, HM Treasury or Bona Vacantia (unclaimed estates) whether this charge still existed and if so for how much.

Following a recent meeting I have sent two further e-mails. Firstly, to a solicitor who specializes in land issues for Town and Parish Councils. His response is as follows:

Thank you for your enquiry, and we should be pleased to assist the Council.

If the Developer has been dissolved the title to the property will have been vested in the Crown Estate, as will any benefit of the mortgage.

The title which the Crown can pass to you will be free of any mortgage, but the terms of the Crown Estate are exacting. They will require a minimum payment of £5,000 for the land in addition to costs of a minimum of £2,500 plus VAT. For these sums you will receive a clean absolute title to the land.

I note the occupation for 20 years. Depending upon when the developer was dissolved there is often a question whether the 12-year period for claiming adverse possession runs against the Crown. To obtain adverse possession requires undisputed possession of the land without consent or complaint for at least 12 years. The possession must be such as to exclude the true owner and the Land Registry normally requires the land to be fenced. You would not be bound by the mortgage.

We would be happy to investigate the matter further and advise the Council on the way forward in respect of which you should budget a figure of £750 plus VAT.

I have also written to the insurers and their response is as follows:

Further to your recent email and our subsequent telephone conversation I have been in discussion with a colleague from our Legal Indemnities division following which the undernoted quotation has been provided. A summary of the cover provided is attached.

Please note if the policy is taken out it continues indefinitely; it is not renewable.

Quote details

Property: Land at Sapwell Close Aylsham Norwich NR11 6EF as shown edged blue on the plan annexed hereto

Type of cover: Outstanding Charges

Premium: £295.00 (including Insurance Premium Tax)

Policy limit: £500,000.00

There will also be an Administration Fee charged of £40.00 making a total amount payable of £335.00

This quotation is provided on the understanding that the following are correct, and if this is the case, you do not need to confirm them further:

- There has been no communication with any person(s) or organisation that may be able to enforce the charge
- The current owner(s) was not party to the charge

In addition, this quotation is also subject to the underwriters receiving and being satisfied with:

A copy of the registered title and filed plan for the defective land, once this has been registered at the Land Registry

Please kindly ensure that all parties to the transaction including the sellers confirm any assumptions/statement of facts issued by the underwriter in providing terms

Obviously, the insurance quote is cheaper but there is no guarantee that an adverse possession claim will be successful if it is against the Crown. There is also the danger that there is a lag between registering the land and commencement of the policy which could lead to claim being made in that time period.

Council are asked to consider these options.

REPORT TO COUNCIL

Subject: War Memorial

Author: Sue Lake

Date: 10th February 2021

In 2017 the War Memorial in the churchyard was upgraded by the installation of a new panel on the south face. The original panel was well worn and some of the names had become difficult to read. The upgrade was well received.

Following the refurbishment there were suggestions regarding upgrading the whole memorial. I have recently been in discussions with the stone mason who did the work and he has come up with the following proposal.

Proposed Replacement panels for Aylsham War memorial

REMEMBER THOSE		WHO LOST THEIR LIVES		IN WWI 1914-1918	
BAKER P	CORKE W	GIBBONS H J	LEE S	RISEBOROUGH J T	WADE RALPH
BALLS H	DOUGHTY G W	GILES W	LEMAN S	ROE O	WARNE F
BARBER L	DUCKER CC	GOULDER C H	MARSHALL B	RUDD C	WATSON A
BARRETT F	DUCKER JACK	GOULDER J L	MOY F	RUMP C	WILLIAMSON E
BODDY R	DUCKER JAMES	GOULDER R C	NORTON W	SHEPHEARD P	WILSON S
BRAWN H	DYBALL H C	HALL A	PAYNE J C	SKOYLES C A	WINTERBORN A
CHAMBERLAIN W	DYBALL E	HORNE A J	PEGG F	STONE S W	WOOD C H
COOKE F	DYBALL W	HORNER E	PITCHER W J	TINKLER G	WOOD J H
COOKE N H	FIELD W	HUNT G	PRESTON E J	TORTICE F	WYMER J E
COPEMAN E H	FISHER S	KNIGHTS F	RISEBOROUGH C	TORTICE F	
COPEMAN H C H	FROSTICK F H	LEE C	RISEBOROUGH E	TURNER B	LEST WE FORGET

Three granite panels to replace weathered inscriptions in the plinth. This will include all sandblasting, masonry work and painting. It will also allow all names to be placed in alphabetical order again.

The total cost for this would be £ 5252.00. There maybe an opportunity to obtain a grant from the War Memorials Trust to meet some of the cost.

Council are asked to consider this proposal

Re: The remaining three conifers in the Churchyard

Could the situation relating to Council plans for these three trees on the east side of the churchyard be clarified? When this was last discussed in a Council meeting (Wednesday 18th November 2020), I asked as a member of the public what the plans were. I was told firmly that all three were to be felled, despite the fact that the most recent minuted discussion mentioned only removing the northernmost tree one (Churchyard Committee 5 Feb 2020, confirmed at full meeting of 19th February). Since that point, there has been a change of personnel. There has also been a considerable degree of public concern from people who had previously been unaware of the plans.

I do not claim that trees are entirely uncontroversial but the Council has a Tree Policy and within it are the following clauses:

- Where works are more impacting, for example, felling larger trees, carrying out works to a veteran tree or a tree with a Tree Protection Order (TPO), we will erect an informative site notice on or very close to the affected tree. If more than one tree at the same location are affected it may be more appropriate to erect a site notice including a map / schedule. We will also tell houses opposite and either side by letter (if applicable). We will also publicise the proposed work through social media

-

Trees in Conservation Areas

It is an offence to cut down, prune, lop, top, uproot or willfully damage or destroy a tree in a conservation area without getting prior written permission from Broadland District Council.

The Town Council recognizes its obligations when undertaking works to trees in conservation areas.

To the best of my knowledge over 6.5 years, I believe that these clauses have not been followed in relation to these three trees.

I live right next to the southernmost of the three. It is my opinion, and that of two at least of my nearest neighbours (at Holman House and Repton House), that felling of these trees is not justified. Their ecological value resides in their absorption of harmful CO₂ and in the habitat they provide for local bird life. Without them, there would be fewer birds in the churchyard – or in our gardens, in fact.

There was some mention of replacing the northernmost tree with a lilac. However, the faculty from the Diocese requires a tree whereas a lilac is, with respect, only a shrub. Its ecological contribution would be much less and would be delayed by the time-scale of a new plant maturing to any appreciable size.

The churchyard acts partly as a kind of park for the centre of the town and the trees have a definite amenity value. In my personal view, instead of proposing felling trees, consideration should be given to enhancing amenity by planting more. As a Cittàslow town, we should surely be protective and supportive towards the natural world.

Name and address redacted re GDPR

AYLSHAM RECREATION GROUND COMMITTEE
MINUTES OF MEETING 9th February 2021 via Zoom 7.00pm

Present

Keith Hilton, Francis Dodd, Heather Morton, Eileen Springall, Tony Gray, Barry Lancaster
Dave Curtis, Jeremy Cocks, Derek Barber

Wendy Murphy – Finance Officer/Secretary
Jill Willis – Hooked on Stitching

1. Apologies and Welcome

Apologies received from Myles Hague

2. Minutes of the previous meeting

The minutes of 12th January 2021 were circulated and an amendment was made to say projects should be communicated with the Town Council. They were then agreed as a true record.

3. Matters Arising None

4. Financial Reports

The Finance Officer confirmed that the balance of Current Account as at 9th February was £12864.85 and the Savings Account was £11028.35. This included more business grants from Broadland totalling £5334.00 making a total of money received £17811.43

The Town Council has approved their budget and the Recreation Ground Committee will be receiving their grant in instalments as they have done in previous years. The reports that Barry Lancaster and Eileen Springall will be doing will be presented at either the March or April Town Council meeting, Barry asked the committee if they wanted to make any comments to let him know and he would add these to his report.

The Town council will be receiving S106 monies totalling £23829.00 from the development at Aegel House. This has to be spent on play equipment and will be given to the Town Council on presentation of invoices. It was agreed at the Town Council meeting that this money should be earmarked to go towards a new skate park. The committee felt it would have been courteous of the Town Council to have discussed this with the committee prior to a decision being made. Barry Lancaster said he would mention this at the next meeting

5. Storage Unit

a) Update – The Electric work and partitioning is almost complete. The weather is holding up the ramps being completed. The cricket club have a roller and grass cutter that they need to store in the storage unit and it was agreed that they are to liaise with Keith Edwards about using the groundsman's storage area. Once the area is complete they will be able to see what storage area is available to use.

It was agreed £15.00 per month should be charged for the two larger storage areas and £5.00 per month for the smaller ones. This is to be reviewed after 12 months.

It was agreed that the CCTV should be removed from the storage unit expenses spreadsheet as this would be an overall cost for the Recreation ground and not just the storage unit

6. Corporate Identity for the Recreation Ground

Ongoing – Wendy is still waiting details from the tennis club for the website. Tony Gray will arrange this. She put forward ideas for the logo and will present them at the next meeting - **Action WM**

7. Ground/Pavilion Maintenance/Zip Wire/Skate Park/Smile Park

a) **Pavilion** – Jason Slaughter from Piping Hot will be looking at connecting a mains water feed into the kitchen on 4th March 2021. Legionnaires test has been done and come back clear.

b) **Zip Wire** – Due to the weather this will be looked at in the spring along with the ROSPA report – **Action WM/KH**

c) **ROSPA** – This will be looked at by Keith and Wendy in the spring – **Action KH/WM**

d) **Pavilion Leak** - There is a leak in the changing room corridor that needs to be addressed – it was agreed to get quotes for the flat roof to be changed to a fibre glass roof. Wendy will look into getting these quotes – **Action WM**

8. AOB

The rotten support post will be repaired by Keith Edwards and he has given a quote of £300.00 for all the posts to be replaced with box steel posts before the apron is concreted – Keith Hilton will get this price confirmed in writing. Heather Morton asked if the front of the pavilion could be painted once this has been done. All in agreement – **Action KH**

Keith Edwards has given a quote for the car park lines to be repainted – Still outstanding

The Hand dryer has been replaced. Barry will be taking water samples at the Pavilion De-fib has been fitted and Wendy will look into extra signage for this – **Action WM**

Bins – There has been more vandalism and it was suggested that some of the Grant money received because of Covid 19 should be spent on replacing the bins to more substantial ones like the ones the Town Council have in the Market Place – Wendy will look into the cost of these for the next meeting – **Action WM still outstanding**

Reports from users-

Bowls – Nothing to report

Tennis Club - They will be celebrating 100 years in the summer and asked if there were any photos or information available. Wendy will give them details of the email for Archives as she was sure they would have photos etc.

Petanque – Derek Barber will be taking over when Keith Hilton moves away

Cricket – They are looking to have a ladies team and have 5 people who are interested, they are looking for another 3 ladies and then they will need to look into booking fixtures.

Hooked on Stitching – Nothing to report.

Running Club – No representative

Meeting closed at 20.25

Date of next Meeting 9th March 2021

REPORT TO COUNCIL

Subject: Policy Reviews

Author: Sue Lake

Date: 10th February 2021

I have recently reviewed various policies which are either due for review or in some cases past their review date. Following this review, I would like the Town Council to consider the following items.

Scheme of Delegation

No changes recommended

Investment Policy

No changes recommended

Archive Policy

I have liaised with the archives over this and some changes have been made.

The Heritage Centre and the Archives work very closely together and the archivist is delighted they administer provision of any copies of images to the public. They do not think there should be a charge for this and that has been removed.

The Just Aylsham magazine is also working more closely with the archives who are shortly to get access to the material visible on the web version which has more photos and material than the printed version. This allows an increase to the archive collection and so feel that they should not be charged for use of images.

As to social media (original clause v) the image collection is on the internet and there is no chance of controlling any use of the images now.

Internal Control Policy & Financial Risk Assessments

See Effectiveness of Internal Control Minutes

Copies of all existing policies can be found on the Town Council website.

USE OF MATERIAL FROM THE AYLSHAM TOWN ARCHIVE

1. REQUESTS

A written request should be submitted to the Town Clerk with full details of the material (manuscript or photographic) to be used and the project for which it is intended. Email requests are acceptable.

The Town Clerk will liaise with the Hon. Archivist on requests and a written response given.

2. CHARGES

- (i) If the publication is for charitable purposes, and any proceeds to be put to a registered charity, trust or other not-for-profit organisation, there will be no charge.
- (ii) If the publication is for commercial use, charges may be applied as appropriate at the discretion of the Town Clerk. Any revenue will be added to the Archive cost centre.
- (iii) Just Aylsham magazine. This is a community magazine and as such it may use any photographs free of charge. The editor or publisher should inform the Town Clerk in writing in advance of their use. In return, articles or images on the web version of the magazine may be made available for the archive.
.
- (iv) Aylsham Heritage Centre. An electronic copy of the whole photographic collection is stored for use by the public at the Heritage Centre. The Heritage Centre is the 'hub' for printing and selling individual pictures, as ordered by the public. Any requests made direct to the Archive by the public for individual photographs will be referred to the Heritage Centre. The charges made by the Heritage Centre will be reviewed annually in consultation with the Town Clerk and Hon. Archivist. The Heritage Centre will maintain an off-site backup of the image collection for security.

The Heritage Centre will be allowed to copy free of charge any material held in the Archives for any exhibitions or similar that it wishes to stage. Any publications using Archive material that the Heritage Centre may wish to produce will be subject to a charge as appropriate at the discretion of the Town Clerk.
.

3. ACKNOWLEDGEMENT

In **ALL** cases, acknowledgement should be made that the material has been used "Courtesy of Aylsham Town Archive". In addition, in the case of a publication or similar a copy will be donated free of charge to the Town Archive.

4. PERMISSIONS

In all cases, permission is given on the basis that no further reproductions will be made.

Adopted Feb 2021

Last Reviewed: Feb 2021

Next Review: Feb 2023

AYLSHAM TOWN COUNCIL INTERNAL CONTROL POLICY

1. SCOPE OF RESPONSIBILITY

Aylsham Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council. The Council reviews its obligations and objectives and approves budgets for the following year at its meetings during October to December. The January meeting of the Council approves the level of precept for the following financial year. The Council will receive reports and recommendations from the Effectiveness of Internal Control Working Party. The Council receives a monthly summary financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations.

3.2 The Effectiveness of Internal Audit Working Party:

The Council has appointed an Effectiveness of Internal Control Working Party to meet twice yearly following receipt of the Internal Audit Report who will monitor progress against objectives, financial systems and procedures and budgetary control. The Effectiveness of Internal Control Working Party will review annually the Financial Risk Assessment. The Effectiveness of Internal Control Working Party will make recommendations to the council regarding the appointment of an Internal Auditor.

3.3 Town Clerk and Responsible Finance Officer:

The Council has appointed a Town Clerk as the Council's advisor and administrator who is also the Responsible Finance Officer. The Council has also appointed a Finance Officer who is responsible for administering the Council's finances. The Town Clerk and Finance Officer are responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Town Clerk and Finance Officer also ensure that the Council's procedures, control systems and policies are maintained.

3.4 Internal Auditor:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of it's:

- Proper bookkeeping arrangements
- Corporate governance, financial regulations and risk management procedures
- Payment, petty cash and salaries procedures
- Precept determination
- Budgetary control
- Income control
- Asset registers
- Investment and loans
- Bank reconciliation
- Financial statements

The Council appoints the Independent Internal Auditor on an annual basis. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

4. Review of Effectiveness:

The Council has responsibility for conducting an annual review of the effectiveness of internal control. The review of the effectiveness of internal control is informed by the work and any issues identified by:

- Full Council – identification of new activities
- Effectiveness of Internal Control Working Party – report and recommendations
- Town Clerk and Finance Officer who have responsibility for the development and maintenance of the internal control environment and managing risks
- Independent Internal Auditor who reviews the Council's system of internal control. The Independent Internal Auditor will make written reports to the Council (in addition to the report contained in Section 4 of the Annual Governance and Accountability Return - AGAR)
- The Council's External Auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Finance Officer, the Town Clerk, the Chairman and the Internal Auditor. The External Auditor issues an annual audit certificate.

Reviewed January 2021

Next Review January 2022