

Provisional Town Council Response to Planning Application for Norwich Road Site

Planning Application Number 20222089

Aylsham Town Council's response to the first planning application from Norfolk Homes was on 9 February 2023.

Following the significant amendments presented by Norfolk Homes in the revised application, this is an updated response but should be read in conjunction with the initial response of 9 February.

At the time of writing Norfolk Homes have not submitted the updated Design and Access Statement which is meant to summarise all the changes and the reasons for the changes. This document should be available before the planning application is considered. The last Design and Access Statement was dated December 2022.

The Planning Inspectorate has approved this particular development at Norwich Road, Aylsham with clearly defined modifications.

1. Change in provision of number of homes from plans put forward in December 2022 to March 2024

- The number of dwellings is now 252 with an additional 90 unit extra care/independent living scheme instead of the 255 put forward a year ago. This is a marginal improvement but the development still has high density.

2. Affordable Homes and the 90 unit extra care/independent living scheme

- With the reduction of homes to 252 there has been a reduction of one in regard to affordable homes. A fall from 9.5% of affordable homes to 9.1%. According to the National Planning Policy Framework (NPPF) the minimum percentage is 10%. However, an 'extra care' facility can be affordable housing if the occupants are not dependent on care as in the proposed facility.
- The 90 unit extra care/independent living scheme enables the site to be compliant with South Norfolk Council's Housing Enabling Officer.
- This is achieved if all the 90 units are for affordable homes. Also, this facility does not support Aylsham and its hinterland. There is a demand from people who own property and wish to move into extra care/independent living scheme but they are not eligible.
- There is a demand from young people who need affordable housing in order to stay in the area.
- There should be discussions in respect of the 90 unit scheme. Should it be 50% affordable and 50% available for sale? Should there be more affordable homes overall?

3. Water Issues

- At the time of writing there has not been a report from Anglian Water since March 2023. However, the Planning Inspectorate did state that the treatment facilities would have to be updated once planning permission has been granted, as the

present facilities would not cope with new developments. This is included in the modifications.

- However, the recent problems with waste water indicate that new treatment facilities are needed now and planning permission should only be passed once the water treatment facilities have been improved. At present there are at least 10 roads in Aylsham that have problems of sewage affecting their properties.
- Anglian Water are aware of existing sewers beneath the site, though have not stated that they are inadequate. These need to be updated before any construction is started on the site. It is also not clear that the plans avoid homes being built above these pipes, See section 3 of Anglian Water statement. The developer needs to contact Anglian Water.
- Some concern over SUDs, see section 4 of Anglian Water statement. This was previously referred to in Town Council report of 9 February 2023 with the problems highlighted by Burgh Parish Council and a number of residents.
- The plans for surface water will need re-examining as at present there does not appear to be SUDs in the area of Buxton Road. According to the modifications, a drainage plan is required for the development that would not cause detriment to the capacity of the sewer system nor result in increased flood risk downstream.
- In February 2013 the application for building on the Norwich Road site was rejected (planning reference 2012111). The reason for this was the fact that the Anglian Water sewage system would not be able to cope with the increased demand. This is highlighted by the Anglian Water report. Planning permission should not be granted until the existing plant is able to cope adequately.

4. Planning Obligation

- The point made in the 9 February 2023 document is still pertinent to the revised planning application. There should be a signed Planning Obligation Section 106 agreement to determine that the relocated new primary school will be built at the proposed Burgh Road site, before any decision is made on the proposed Norwich Road site. Until the S106 is signed the community of Aylsham have no guarantee that the school will be built at the proposed Burgh Road site. Such an agreement, at the decision-making stage, is crucial to ensure that the development is acceptable in planning terms; is directly related to the proposed development; and is fairly and reasonably related in scale and kind to the development. (NPPF Paragraph 57).

5. Proposed changes to National Planning Policy

- The Department for Levelling Up produced a new National Planning Policy Framework (NPPF) in December 2023. Though the Planning Inspectorate did accept the site with modifications, there are issues that still need to be addressed.
- The Framework's first objective is that development should be sustainable in regard to an economic objective, a social objective and an environmental objective. Though the plan for Norwich Road site meets the first objective it seems to fail to meet the second and third objectives. The Framework regards these objectives as interchangeable.
- The presumption of sustainable development notes 'that all plans should promote a sustainable pattern of development that seeks to: meet the development needs of their area; align growth and infrastructure; improve the environment; mitigate climate

change (including by making effective use of land in urban areas) and adapt to its effects'. Area is not defined – is it Aylsham or a wider area?

- The section Strategic Policies highlights the need for:
 - b) infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk
 - c) community facilities (such as health, education and cultural infrastructure)
 - d) conservation and enhancement of the natural, built and historic environment, including landscapes and green infrastructure, and planning measures to address climate change mitigation and adaptation.
- Not all of these objectives have been met as part of the present plans.

6. Design

- The revised Design and Access Statement is meant to summarise and explain the changes made to the layout and design of the proposed development. However, the updated Design and Access Statement has not yet been presented by Norfolk Homes. This document should be available before the planning application is considered.
- There is a lack of response to the demands of climate change and there appears to be no evidence of solar panels.

7. Transport and Traffic

- The issues of traffic mentioned in the Town Council report of 9 February 2023 are still pertinent and need to be considered.
- The land granted for a travel hub is not large enough to have buses entering the land provided. There will be space for cycle racks and parking for people to catch the bus and perhaps potential for a mini bus pick up for town.
- As space is limited, there should be a layby on both sides of Norwich Road for buses to safely stop, with the bus stop next to the travel hub.
- The laybys and the travel hub should be an early phase not as phase 8.
- There appears to be some rows of garages; this is contrary to the Aylsham Neighbourhood Plan. This is to avoid anti-social behaviour.

8. Open Spaces and Boundaries

- There has been a reduction in land for open spaces.
- There needs to be fencing round the attenuation pond, particularly as it is near the play area.
- There will be a play area and the Town Council will undertake research through the primary schools to determine the demand for certain types of play equipment. However, the amount of money available will determine the extent of the play area.
- There does not appear to be a clear policy to reduce the impact of noise and air pollution from the A140. The modification states that layout and design have to take account of noise from the A140.

9. Climate Issues

- There are electrical charging points, but a number of homes do not appear to have charging points. All houses need access to a charging point.

- Heating will be provided by heat pumps; these have the issue of noise pollution. This has been highlighted at Reepham and there may need to be mitigating factors put in place.
- The CCP report suggests the use of forms of solar heating and this should be considered for the majority of homes.

10. Archaeological Assessment

- The Archaeological Assessment gives a thorough explanation of archaeological finds in Aylsham.
- It is thought that the overall impact of the scheme on buried archaeological remains (should they be present) would be slight and that the potential of such remains should not affect the design and layout of the proposed development.
- It is considered appropriate for any field surveys, if required, to be undertaken in the period between the granting of outline planning permission and the submission of the details to Broadland District Council, such surveys to be the subject of a condition placed on the granting of outline planning permission.

11. Nutrient neutrality.

- Stantec has been instructed to prepare a Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS) to support the revised submission, which will be submitted together with an associated Habitat Regulations Assessment.

12. Assessment of costs and benefits to Aylsham

- The points raised in the 9 Feb 2023 document are still valid. The Inspectorate Report has been received but the decision to support the application was disappointing in many ways, not least that there has been no explanation as to the decision. This lack of transparency may reflect present government policies, but indicates that decisions may be made without a proper analytical approach to the needs of a community.
- The benefits could include increased employment and trade.
- The strain on the infrastructure is very apparent. The issues of social care, health, education, impact on the environment as well as water management have not been resolved.
- There is real concern from the local medical practises as to how they will cope with over 1500 more patients.
- Though there will be CIL money the only provision directly from the development will be the small travel hub. This is inadequate and contradicts the new planning framework.

Aylsham Town Council

April 2024

This is the opinion of the ACE Transport Group

Transport Hub, Norwich Road Development

To provide an effective Transport Hub, the area needs to provide enough space to:

- Provide parking for 50 cars to allow for use of the bus service without impacting the town centre parking capacity
- Include electric charging points for cars
- Allow for buses to enter and turn around within the hub
- Allow two buses to park within the hub
- Allow for facilities such as covered bus stops and toilets within the transport hub
- Provide space for a bus shuttle with electric charging points

If the space provided does not allow for the above, it cannot be considered to be a transport hub, merely a car park for the proposed restaurant facility and in which case it is not fit for purpose. Did the Developers ask the Town Council what they needed in terms of a transport hub before the development plan was proposed?

Aylsham Town Council
Summary of Receipts and Payments
To 27/03/2024

Cost Centre	Receipts		Payments	
	Budgeted	Actual	Budgeted	Actual
General Purpose	124,150	149,912	122,150	149,505
Town Hall	79,650	75,207	79,650	75,489
Drill Hall	62,800	65,700	62,800	79,111
23 Market Place	6,000	5,000	-	-
Cemetery Cottage	6,500	7,001	250	-
Public Toilets	-	-	12,000	14,242
Other Properties	6,550	6,550	6,800	7,291
Cemetery	23,680	21,615	23,680	30,484
Allotments	34,625	36,371	34,625	34,798
Markets	9,000	7,429	2,150	3,234
Open Spaces	184,900	191,773	177,950	185,549
Events	-	3,058	2,000	4,974
Churchyard	-	300	13,800	5,362
Street Scene	28,700	28,700	28,700	38,701
	566,555	598,616	566,555	628,740
VAT		37,841		37,950
		636,457		666,690

Aylsham Town Council
Reserves Balance
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Bottle Bank	4,300.00	1,500.00	2,992.61	1,480.83	4,288.22
Cittaslow	700.00	1,500.00	1,783.29	157.05	573.76
Community Events	5,200.00	2,000.00			7,200.00
Christmas Decorations	160.00	2,000.00	5,429.99	2,522.97	-747.02
Election	2,000.00	500.00			2,500.00
Marquees	1,375.00		28.42	187.51	1,534.09
Drill Hall	10,000.00				10,000.00
Town Hall	17,000.00				17,000.00
Properties	19,100.00				19,100.00
Public Toilets					0.00
Cemetery	31,100.00		6,320.00		24,780.00
Open Spaces	70,400.00				70,400.00
Highway Verges	4,385.00		11,120.98	11,675.43	4,939.45
Recreation Ground	34,400.00	15,600.00			50,000.00
Churchyard	46,000.00				46,000.00
Street Furniture	11,500.00		3,546.50		7,953.50
Allotment Deposits	5,875.00	-650.00	800.00	1,710.00	6,135.00
Hall Hire Deposit	50.00	-50.00			0.00
CIL	28,987.00		1,228.60	1,701.17	29,459.57
Cemetery Cottage	2,000.00				2,000.00
Youth	3,000.00				3,000.00
Skate Park	300.00		65.57	914.24	1,148.67
Communications	5,000.00		270.00		4,730.00
In House Grass	5,000.00	5,000.00			10,000.00
Boiler Reserve		10,000.00			10,000.00
Climate Group	409.00	500.00			909.00
Total Earmarked	308,241.00	37,900.00	33,585.96	20,349.20	332,904.24
TOTAL RESERVE	308,241.00	37,900.00	33,585.96	20,349.20	332,904.24
GENERAL FUND					24,793.50
TOTAL FUNDS					357,697.74

CLERK'S REPORT FOR COUNCIL MEETING 2.4.24

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Still chasing plumbers for quotes for new boiler Asbestos survey recently undertaken – all clear
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		Topple Testing took place on 17 th October. Only two headstones failed badly
Allotments		
Churchyard		Planning applications lodged for wall and waste area
Market Place		New benches installed on Town Hall apron AGENDA ITEM
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general	Community Orchard	Initial trees planted on January 16 th A risk assessment has been received from the tree wardens Looking into watering solutions
Highways		
Paupers Graveyard		Signage is under order. Recently been an issue with dog fouling
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		The panels on the play equipment have been replaced
Property Registration		Town Hall registration complete Cemetery and fire station applications lodged
Car Parks		Work scheduled to start on The Buttlands April 29th
Street Lighting		
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins	Additional Bins	
Bus Shelters		
Pump		
Pillboxes		
War Memorial		

Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office know of any such areas and we will add it to the schedule we send them
Drill Hall	Lease agreement	Barclays have signed for a further 12 months at £11,000
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Bure Meadows Footpath	New Footpath across to Dunkirk	The residents of Bure Meadows are unhappy that the maintenance of this path will fall exclusively on them but the path will be free for all to use. They are looking at lobbying the Town, District and County Council and have also contacted the MP to try and get the path adopted by the County Council. Residents are now suggesting applying for planning permission to remove bridges
Barclays Barn		Have contacted agents to get owner information
Hornsea		An offer has been made to attend a meeting

Items for Town Council to consider/note

- **Start date for The Buttlands**
- **Dog Fouling at Paupers Graveyard**
- **Hornsea Meeting**

Two e-mails received regarding walking on Banningham Road

Good morning

I have been referred to yourselves from Highways Norfolk County Council I have spoken with Gavin Watson at Aylsham Town Council.

Who was very helpful and has asked me to send an e mail regarding the issue.

We moved to Aylsham Business Park, Richard Oakes road in September 2021 we are 1 of 12 upmarket office premises.

We have immediate neighbours including: Bakers Builders Merchants/Police Investigation Centre/Aylsham Police Station/Shepherds Close Commercial Units/Ben Burgess/etc,etc,etc Behind our office units another 35 Commercial Units are also being built.

The long & short is that there is a lot of Offices & Commercial premises at this end of Banningham Road near the bypass that have NO path into Aylsham Town Center.

From the Police station corner to the old existing pavement outside Aylsham Plant Hire this is straight and not very long there is already a large verge that could so easily be changed to a path.

I walk regularly into Aylsham and have to take my life in my hands and walk along the edge of the road being passed closely by cars,vans and some very Heavy trucks including the Waste Trucks.

I have been verbally abused on several occasions.

I have had a motorist stop and was very aggressive.

I regularly have vehicles pass me at 60 with in 2 feet of me this is an accident waiting to happen.

Why from the bypass to the old bridge is there a 60 speed limit this should be 30.

Why is there no path when all these new premises go through planning down at this end.

Why is there no Bike lane into Aylsham yet our premises have Bike stands that no body uses.

We are supposed to promote Wellbeing Lunchtime Walks etc with our staff & colleagues along with the other business but this is currently very dangerous.

I urge the Aylsham Council to look at this asap before there is a terrible accident it is amazing that with so many new premises at this end that a pavement has not been installed. I await your thoughts it is after a vehicle nearly hit me again yesterday that I have spent the time today with this issue.

I hope you will be very supportive dealing with this at your earliest convenience.

I am one of the Directors at Apex Health Associates.

Our office is next door to KKD Finance on the new Aylsham Business Park.

I understand they have had some recent discussions with your office about the urgent need for a footpath that runs along the length of Banningham Road.

The reason for my input is that I live in Aylsham and walk the Banningham Road to work on a daily basis.

It is an incredibly dangerous walk but unfortunately I have no choice.

I would ask to be kept informed of any developments in building a footpath or bike lane on Banningham Road and I would like to reiterate Kim's sentiment that the whole road should be 30mph.

I understand this won't be a quick process, that the bureaucracy within council will mean that this will take a long time to plan, agree and execute. But please be aware that people do regularly walk this road, we have told you that it is currently unsafe and that it is only a matter of time before someone is seriously injured or killed.

Thank you for your time and I look forward to receiving your response in due course.

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL, ON WEDNESDAY 20th MARCH 2024 AT 11am.**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mr G Margarson, Aylsham Community Partnership
Mrs M Evans Aylsham Town Council
Mrs M Anderson-Dungar ABEF
Mr K Cunnane, Aylsham Town Council
Mrs W Sadler – Aylsham In Bloom
Mr G Peers – Broadland District Council

OFFICER: Mrs S Lake Town Clerk
Mr D Apps Comms Officer

01 APOLOGIES FOR ABSENCE

Rev Canon Julie Boyd, Aylsham Parish Church
Mr R Willis ABEF
Mrs C Bould, Aylsham Town Council
Steve Riley – Broadland District Council

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 24th February 2024, were **confirmed and signed by the chairman.**

04 MATTERS ARISING

Nothing raised

05 ADJOURNMENT OF THE MEETING

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

06 CITTASLOW UK & CITTASLOW INTERNATIONAL

To receive an update

A meeting was arranged for March 16th but unfortunately only delegates from Aylsham were present. A further meeting will be arranged and there will be a move away from weekends.

Mold will remain in membership for at least a further two years.

The International meeting is scheduled for March 23rd Pat Prekopp will try to log into this as Mo Anderson-Dungar has a prior engagement. A request for contribution to an annual report has been made to be completed April 16th.

07 CITTASLOW IN AYLSHAM

a) To introduce the new Communication Officer for Aylsham

Daniel Apps has been appointed as the new Communications Officer starting on 18th March. He was introduced to members and his role explained.

b) To receive an update regarding Visit Aylsham website

This will be a major work stream for Daniel to get the website populated with information and then launched so everyone is aware of it.

The other Visit sites are coming on stream with Wymondham launching in April and Diss currently being built. Possibilities of a Reepham site are also in progress.

Graham advised that a grant has recently been given to Diss to create a trail leaflet linked to the Masters of the Air TV series set in Thorpe Abbots. This could provide a template for other councils to use.

c) 2025 Anniversary

an outline budget had been prepared but more information is needed before it can go to the Town Council. The main costs would be for promotion and advertising. It is hoped to look at sponsorship and also grants from Cittaslow UK, Broadland District Council and the Aylsham Show.

Aylsham In Bloom have agreed that they can add the Cittaslow Snail to the backing boards for the planters. They will also look to replant the grey planters with ornamental plants.

d) Aylsham Food Trail

This concept for this will be a similar set up as Open Studios The idea comes from Somerset where there are 170 venues and over 300 events. It may fit into the 2025 celebrations. Still waiting to hear from the Aylsham Show

e) Healthy Towns

The first event will be held on April 18th in the Town Hall from 2pm – 6pm.

08 FOOD AND CRAFT MARKET AND GENERAL MARKETS

a) To receive an update on the Food and Craft Market

The March market was very cold

b) To receive an update on the general markets on Monday and Friday

These remain at the same level.

09 CLIMATE EMERGENCY

The meetings now focus on project work.

There is also a proposal linked to supplying insulation which has been approved by the Town Council – called *Insulace*.

10 PROJECTS

i) OLD STATION YARD

Giles Margarson has now handed this over to the Climate Group

ii) **TOWN PEDESTRIAN MAP**

These have now been received and will be installed soon

iii) **CENTRAL BANK HUB**

The Town Clerk had looked into registering for the scheme but it was not straight forward. Registration is linked to the number of cash machines available in the area and there are currently five in the town. Further work will be undertaken on this

iv) **HIGH STREET EVOLUTION**

An article on this has been placed in Just Aylsham

11 AYLSHAM COMMUNITY EVENTS COMMITTEE

Unfortunately the Mothers Day afternoon tea had to be cancelled.

12 SLOW FOOD AYLSHAM

The group will work with Rotary for the Family Learning Day this year. Still waiting to hear from Aylsham Show as not sure where abouts Slow Food will be placed.

13 AYLSHAM IN BLOOM

Work has started with church volunteers on the church garden. The Paupers Grave was visited and unfortunately there were several deposits from dogs which had to be removed.

14 ABEF

The newsletter has stalled again. Have spoken with Tracy Ann Moore who has started a networking lunch.

It might be time to re-launch Amazing Aylsham to take the place of ABEF but it needs to be led with someone who is really committed to the concept.

15 AYLSHAM PARISH CHURCH

Julie had sent her apologies.

16 ITEMS FOR INFORMATION/NEXT AGENDA

Graham Peers is looking to hold a Volunteers Fair

17. DATE OF NEXT MEETING

Due to holidays and recruitment of the new Town Clerk the April meeting was postponed. The date of the next meeting was confirmed as **Wednesday 15th May at 11.00am at the Drill Hall**

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 12.50pm

**MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM
ON MONDAY 11 March 2024 at 10am**

PRESENT:

Mrs A Overton Chairman	Natalie Rees
Mrs M Evans	Nonnie Williams
Rev Canon Julie Boyd	Wendy Sadler
Erica Fisher	Bill Fisher

OFFICER: Mrs S Lake, Aylsham Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr T Bennett, Mrs J Bennett and Mr M Martin

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None declared

3. MINUTES

The last meeting of the churchyard Committee was held on 27th November 2023. The minutes were **AGREED** and signed by the chairman.

4. ADJOURNMENT OF THE MEETING

Not required

5. INFORMATION ON MATTERS ARISING

All items on agenda

6. PATHWAYS/ROADS

To discuss any issues that have arisen

The paths are still an issue but any replacement will need to wait until after the wall project is finished. The Town Clerk had met with the Heritage Officer who would be willing to accept a resin path and did suggest possibly different colours could be used to differentiate areas where vehicles may be found. Members liked this idea. Before any plan is drawn up there would need to be a meeting with a builder or similar to make sure that resin would be hard wearing enough for the usage. The alternative would be tarmac.

The clerk will look at the issue of the drains to see if temporary repairs can be made

7. WALLS

a) To receive an update

The Town Clerk had submitted both planning and faculty applications for the repair of the walls. The diocese had contacted Rev Canon Julie Boyd to confirm the PCC were happy with the application. A positive response will be sent.

Once the planning has been agreed then the Town Clerk will work with Rossi Long to prepare the tender documents. Once the tender document has been prepared then the Party Wall Agreement arrangements will be put in hand.

Mention was made of issues with the low internal walls and any repairs to these will be added to the main walls contract.

8. GROUND MAINTENANCE

To receive an update on the garden area

The faculty has been agreed and the petition now needs to be completed once planning permission has been agreed. The application is currently with planning at Broadland.

A plan had been drawn up by Bill and Erica Fisher for the planting of the garden area next to the Heritage Centre. This was generally accepted and the view was that this needed to be started as soon as possible. A site meeting was held and the details agreed as to how to proceed. Volunteers together with Town Council staff will work on the area on Wednesday mornings.

The Town Clerk advised that a grant of £300 had been received to assist with plants – this was the Clean Up and Bloom grant from the Pride in Place Fund.

The chairman thought the laurel tree in a garden on Cromer Road was possibly dangerous. This will be looked into and if required discussed with the property owner

9 WAR MEMORIAL

Nothing to report

10 LYCH GATE

Nothing to report

11 CHURCH BUILDING

Rev Canon Julie Boyd thanked the Town Council facilities staff for their assistance in placing the bike racks. These are proving very useful.

12 CHURCH CLOCK

The church bells are all in place and used regularly. It has been agreed to restrict the number of quarter peels during the first year and there will also be no full peels this year.

The Town Clerk is still waiting to hear from the horologist and will chase him up regularly until he attends. It is still the intention to have the clock strike just between the hours of 7am – 10pm.

13 AYLSHAM CEMETERY

a) To receive any update

Nothing to report.

A date will be set for Topple Testing in the Churchyard

14 PAUPERS GRAVEYARD

a) To receive an update on maintenance

The Bloom volunteers will cut back the ornamental grasses soon. Some bags have been left on one of the seats. It is not known who owns them and they will be removed.

The front gates are beginning to show signs of wear.

b) To receive an update on signage

The sign has been ordered. A second sign for the gate will also be ordered.

15 ITEMS FOR INFORMATION/NEXT AGENDA

Nothing Raised

16 DATE OF NEXT MEETING

There being no further business, the Chairman closed the meeting at 11.25am. The next meeting is scheduled for 29th April 2024 at 10am.

Recreation Ground Minutes 20.2.24

PRESENT

Lauren Stroud (Chair from Item 4)	Barry Lancaster
Sean Cannon	Philip Kingsford
Alan Marchbank	Cheryl Bould
Neil Thirtle	Sue Lake

1. Welcome and Apologies

Sean Cannon opened the meeting and welcomed everyone. Apologies were received from Jon Minns and Heather Morton.

Alan Marchbank was welcomed, and the various Recreation Ground documents will be sent to him and Philip - Action Sue

2. To confirm minutes of last meeting (January 2024)

The actions from the meeting were detailed and those not listed elsewhere on the agenda were updated as follows:

Grounds Work Contract

As time was getting short to undertake a full procurement exercise Sean proposed that the contract be rolled over for one year with a full review in January 2025. Barry requested a proviso that the chemicals stored in the storage unit should be fully COSHH assessed and stored appropriately. This was **AGREED**.

Insurance

Sean had reviewed the insurance cover which runs out in March. Included in this was sports equipment this relates to the football goals etc.

Key person cover was not thought to be necessary

Sean agreed to be the 'Insurance Trustee'

3. Recreation Ground Caretakers Report

Neil circulated copies of his report.

Items raised

- Gerry Grimes bench – to be repaired by Community Shed – Action Sue
- Disabled Toilet Lock – handle needs replacing – Action Sue
- Water Bottle to be replaced in main room of pavilion - Action Neil
- Request for a key to the pavilion – this was given to Neil
- Signs to be placed regarding potability of water - Action Sue

4 Finance

a) Incoming and outgoing year to date (April 23 to January end 2024)

Sue presented the current financial reports. There is still an issue with the mandate and whilst this is being resolved the Town Council has approved making payments on the Recreation Grounds behalf.

b) Bank balance

These showed a current balance of just over £16,000. However, there are some payments to come including the work from T W Page for the waterpipes. There is still a further payment to come from the Town Council. In view of the relatively healthy finances consideration will be given to paying for the tree work in the current financial year.

Projected year end figures will be provided for the next meeting - Action Sue

c) Budget

Lauren has updated the budget to consider the grant to come from the Town Council and will e-mail this to members- Action Lauren

6. Update on previous matters

a) Town Clerk assistance to Recreation Ground

There was confusion over whether the 2016 agreement would cover this with the new clerk. Reports on the agreement will be brought to the next meeting - Action Barry and Sue

b) Cricket maintenance payments

This has been paid

c) Play parks re-surfacing funding application

Application made by deadline of 31st January. Result in March.

d) Plaque relocation and family history

The plaque relocation is in hand. – Action Sue

The contact details have been passed to Lauren, but this is postal address only but will be followed up – Action Lauren

e) Cleaning – schedule of works/contract

This is in progress – delayed due to recent bereavement issue for contractor

f) Funding proposal – Pride in Place

Application made by deadline of 31st January. Result in March.

g) Tree work

Sean has instructed MJ Tree Services to do the work. A road closure will be required – looking at Easter holidays for this aspect of the work.

h) Cricket strips and cricket work update (Sean re Labosport)

Sean detailed the current issues. Following the Labosport report there were two options open to the cricket club – either install 6.5m fencing or move the strip.

The fencing solution is not workable. Apart from being quite unsightly, it would also need planning permission which is unlikely to be agreed.

The other option of moving the strip is the favoured option but takes time and money. The cricket club are looking at raising the money.

In the meantime, to continue to play cricket at the Recreation Ground the suggestion is to buy temporary netting and install it in the area most vulnerable to a ball strike. However, this is not the full mitigation suggested by Labosport.

Sean asked for the committee's thoughts on this. It was suggested going back to Labosport advising of the action suggested and asking if this was sufficient mitigation while the strip is being created. It was also suggested contacting the insurance company to make them aware and get their agreement.

The committee felt that the cricket club were taking all reasonable efforts to ensure the safety of other users of the Recreation Ground and the temporary netting proposal would be supported.

i) Fencing/walls and gates

Heather has instructed the contractor

j) Kickabout area progress

Unfortunately, the ground is still too wet to access as soon as there is a dry spell these will be fitted

k) Safety of chairs

Sean, Neil, and Philip will arrange to meet to clear the room and assess all the chairs.

- Action Sean, Neil & Philip

There was also a comment that the fabric chairs do not have fire retardant labels on them. Lauren will check on the requirements for this - Action Lauren

l) Painting of pavilion and car park lines

Sue had received quotes from John Edwards for painting the inside and outside. It was not clear exactly what this would cover, and this will be ascertained - Action Sue

Sue

There was also a quote for £400 for line painting . This was accepted with the proviso that they are aware of and will adhere to the requirements for line painting - Action Sue

Sue

m) Constitutional reform updates (CAN training) (LS)

This has been arranged for March 12th

n) Licence agreements update (cricket, bowls, tennis) (LS)

Lauren has now received copies of all of these. Sue advised that Pétanque also

wanted an agreement and she had drafted one for them. She will send this to Lauren

- Action Sue

o) Hooked on Stitching agreement on office space (Sue & LS update)

The rent for this space was reduced following covid and it was unclear if this was a permanent reduction. The committee thought it was. The agreement has been sent to Lauren

Lauren had contacted Jill regarding the cricket netting, so she is aware of the situation.

- p) **Booking forms (these are now with LS to review)**
Sue had amended the forms to show rent of the pavilion only included the main hall and kitchen with access to the toilets and furniture store
- q) **Painting of external fence (Philip)**
The requirements for this are 60l of Ronseal Fence Lite Plus in Forest Green. - Action Sue
- r) **2nd March cricket quiz**
Teams for the quiz were agreed,
- s) **Water sampling**
The water has been sent off for analysis. The legionella test results take longer to process, and these are still awaited. There had previously been an instrument to check this regularly and the Town Clerk will check to see if this is still about, If not a new one will be purchased Action Sue and Barry
The water leak has been repaired and the good news is this was not under the building.
- t) **Food outlets**
No update yet – to be investigated - Action Sean
- u) **Annual calendar**
Lauren has completed this and will send out - Action Lauren

7. Any user group updates, concerns or proposals, or any other safety concerns not already discussed

Town Council Funding of the Recreation Ground

Sue presented a copy of the report she intends to present at the next Town Council meeting regarding continued funding of the Recreation Ground. Her report concluded that she recommends retaining the present situation. The committee members were happy with the report. Cheryl also advised she would verbally back the report at the meeting.

Aylsham Show

The grant received needs to be spent and Sue will look and see what is required and present a suggested purchase list for the next meeting - Action Sue

Bowls Club

A new Greenkeeper has been appointed on a year's contract at a greater cost than that provided by the committee. The Bowls Club will make up the difference. Fundraising will be required to make up this shortfall.

Benches at the Pétanque area

Not all of these are concreted in – Action Sue

Documents and Information from Rec Users

It was queried what was required from the various user groups. After discussion it was **AGREED** that the only requirements were the risk assessment and copies of the insurance documents. As no funds are now going direct to the groups copies of accounts were not considered necessary

REPORT TO COUNCIL**Subject: Aylsham Recreation Ground Committee****Author: Sue Lake****Date: 27th March 2024**

The Recreation Ground Committee recently held a training session delivered by Community Action Norfolk.

One of the main areas of discussion surrounded the status of the charity and whether it should consider changing to an incorporated charity.

For clarification

What is the difference between incorporated and unincorporated charities? Incorporation provides the protection of limited liability for the charity trustees. Unincorporated charities are not legal entities and, therefore, when they enter into commercial contracts, the trustees are effectively the parties to the contract

The effect of this would remove the issue of possible trustees not coming forward because they are concerned over their personal financial risk as this will be limited to a very small sum usually between £1 -£10. There is also evidence that being incorporated can help in obtaining grants.

At the moment the Town Council are Custodian Trustees but in effect, in this role, they have no say on the running of the Rec – that comes with the finance contribution!

Should the charity change to incorporated then the role of custodian trustee would no longer be required.

As custodian trustee the Town Council are the registered owners of the land and this aspect would need to be considered but should be a fairly easy exercise.

As far as I can ascertain whether a charity is incorporated or not they can still receive a grant from the Town Council.

Before taking a decision on whether to change the Rec Committee would welcome the Town Councils opinion on whether this would effect the relationship between the two organisations.



**Minutes of the Aylsham Climate Emergency Meeting
Held in Town Hall on Monday March 4th 2024**

Present:

Grizelda Tyler (Chair)	Anna Magyar	Shelly Hudson
Lesley Cannon	Yvonne Stewart	Fiona Scott
Kate Mackenzie		

Sue Lake – Town Clerk

1. Welcome and apologies for absence

Apologies were received from, Jenny Haycocks, Michael Dolling, Cheryl Bould, Sue Sharp, Sue Catchpole, Pat Prekopp, Kay <Montandon, Lillie Ferrari and Ian Hildrew

2. Minutes

Minutes of the meeting held Monday 4th December 2023 were confirmed and signed.

3. Matters Arising

The Norfolk Wildlife Trust will be undertaking a survey of the Old Station Yard on March 3rd.

4 Project work

Presentation of new Projects for consideration

a) Think Easter

The group had met since this proposal was made and had agreed that the time scale was too short for it to be considered. Instead they will look to create a calendar for the year but this does depend on all groups contributing.

b) Insulace

This project is linked to the Heat camera project. It will ascertain the need for insulation material and will offer residents the opportunity to order this through the scheme. The material will be bought in bulk thus offering a better price for the individuals. The project would be non-profit making. It was felt that this was not clear in the concept website.

Members were basically in favour of the proposal.

c) To agree which projects to proceed with

Think Easter – delayed

Insulace – Supported

5. Group Updates

Waste

A report was submitted with the agenda. Members were concerned about where some of the recycling goes, but Anna reassured them this was looked into before signing up with an organisation. Fiona advised she is currently building a greenhouse with recycled plastic bottles.

Mention was made of The Fixery at Reepham. This is a Repair Café which has just started.

Communications

Patrick has put together a report on the website

Family Learning Day – June 8th. Will require a display from every group, can be seen as a recruitment opportunity and will be an opportunity to show what ACE is.

6. Grass Verges

Fiona has spoken with Lucy Seely who will do a plant survey on April 17th. An article will appear in a future edition of Just Aylsham

In-house grass cutting is still in abeyance due to an HR issue but will be resolved soon.

7. Green Day

As it has already been agreed to do this a sub-committee to organise it will be required. Griselda will organise an e-mail to be distributed.

8. Items for future discussion

As candidates for the forthcoming election are announced to get their statements on climate change

To consider signing up for plastic watch

9. Date of Next Meeting

The next ACE Meeting will be 8th April 2024 and the May meeting will be 13th May 2024

The meeting closed at 8.10pm

REPORT TO COUNCIL

Subject: Community Fayre

Author: Cheryl Bould

Date: 27th March 2024

I would like to investigate holding a Community Fayre which would showcase Aylsham's many clubs, charities and organisations whilst also linking in with our new Healthy Aylsham event and combatting loneliness.

During my short time as a Town Councillor in Aylsham, I have observed how much wonderful work goes on among our community groups but have also heard their shared issues around how to publicise their work, reach more people in the community and recruit volunteers.

I believe such a Fayre would provide an opportunity to encourage engagement from residents, whether through attending activities or helping run them.

I believe there would be minimal costs to the council, and that these would be around advertising which should now sit under the remit of the Communications Officer anyway.

I'm also planning to meet with Graham Peers, Economic Development Officer (Tourism) and Michaela Beaumont (Community Capacity Officer) from Broadland District Council to see if we could tie this in with events they are planning to coincide with National Volunteers Week.

I am seeking the Council's approval to pursue this further.