

## Response to GNLP Regulation 19

Aylsham Town Council have discussed the draft Greater Norwich Local Plan at meetings attended by several members of the public and have unanimously agreed to object to the plan in its current state. The reasons for this are listed below.

### Is the plan legally compliant?

To ensure legal compliance the following must be adhered to:

- The process of community involvement for the plan should be in general accordance with the **LPA's Statement of Community Involvement [SCI]**. In regard to Aylsham no virtual engagement methods have been used to "to engage with community and stakeholder bodies "in the town.
- **1.6 Paragraph 155 of the National Planning Policy Framework (2012)**, states: 'Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged . . . In regard to Aylsham, the Town Council were not approached and there is no evidence that "a wide section of the community has been proactively engaged".'
- **Section 33A of the Planning and Compulsory Purchase Act 2004 [F133 Duty to co-operate]** requires Broadland to engage constructively, actively and on an ongoing basis with neighbouring authorities and certain other bodies over strategic matters during the preparation of the plan.  
The LPA will be expected to provide evidence of how they have complied with the duty. In regard to Aylsham, Broadland has not engaged constructively or otherwise with Aylsham Town Council, nor with North Norfolk District Council in respect of the Badersfield development near Aylsham.  
We ask that Broadland provide evidence of how they have complied with this duty.

From the above for Regulation 19 to be legally compliant there must be evidence of consultation. Below are the key points on this issue.

- Aylsham Town Council, the residents of the town and the District Councillors were consulted on Regulation 18 when there was one site put forward for Aylsham with 300 homes.
- There has been no consultation with Aylsham Town Council or the residents on the changes regarding the content of the sites section of Regulation 19. There are two sites in Regulation 19 with 550 homes, an increase of 83% on the homes consulted upon in Regulation 18.
- There was no consultation on Regulation 19 with Aylsham Town Council or residents in regard to the infrastructure as it was assumed by the GNLP board that Regulation 18 consultation was sufficient, despite the significant changes in the two plans.
- The GNLP suggested that the feedback for Reg 18 gave 'confidence to the deliverability of new residential development in Aylsham'. The only supportive responses came from the developers. Therefore, the understanding of the response is inadequate and therefore both not legally compliant and unsound.

### **Is Regulation 19 Sound?**

#### **Is Regulation 19 positively prepared?**

- There are inaccuracies within the information provided on Aylsham, such as the day of the main market and the cycle route to Norwich. This brings into question how well the GNLP understand Aylsham.
- Previous documents produced by Broadland District Council, the GNLP and Anglian Water highlight the problems of water supply and sewage disposal in respect of Aylsham. The requirement of an upgrade by Anglian Water is made but this does not come with guarantees or timescales. This issue was highlighted as a severe problem with the recent developments and with the one site put forward in Reg 18 this was considered a major issue. By putting forward two sites it becomes almost inevitable that there will be problems that could be insurmountable.
- By putting forward two sites the quality and speed of broadband will be severely tested and there will be a strong chance that the Central Government Target will not be met.
- Reg 19 describes the uniqueness of the town highlighting its history and the importance of retaining this. This has been a severe problem with the recent developments of 550 new homes at Willow Park and Bure Meadows, to add a further 300 as in Reg 18 would strain this considerably. However, to increase the number of new homes by a further 83% on the edge of the town indicates that Reg 19 could not have been positively prepared as the evidence points to significant damage to the uniqueness of the medieval town.
- Reg 19 states that it has considered the impact of Covid. However, there is a lack of analytical analysis to show how that will impact on Aylsham's way of life and economy post pandemic. In Reg 18, Aylsham was allocated one site. Then, in the middle of the Covid crisis, the town was allocated two sites without consultation, or consideration that more brownfield sites may become available when the crisis is over. This indicates that Reg 19 has not been positively prepared and opportunities to look beyond the large-scale developments on the edge of towns and cities have been lost.
- There is a similar lack of thought in Reg 19 concerning Brexit, which will have a significant impact on the greater Norwich area. To commit, without consultation, two sites for a small market town such as Aylsham, when the country will be in a significant period of economic flux demonstrates a lack of preparation and thought.

#### **Is Regulation 19 Justified?**

- As stated under legal compliance, the residents of the town were consulted on the need for ONE site. There were concerns with Reg 18, particularly in respect of the demands it would make on the infrastructure of the town. However, to have two sites as in Reg 19 magnifies these infrastructure issues. In Reg 18 there was no mention of Aylsham having two sites and there has been no consultation with the Town Council or the residents on the allocation of two sites in Reg 19. Therefore, Reg 19 has not met the test of being justified.
- Two sites brings an increase to the proposed level of development to 83% on the consultation figure – 550 homes increases the total number of homes by 15.6%. The population of the town is likely to increase by a similar figure. This increase contradicts point 188 in the Strategy section which states there should be *“reasonable levels of growth in the main towns.”* This increase cannot be met by the current infrastructure in the town or by improvements offered by the plans within Reg 19.
- There is a lack of clarity and urgency in Reg 19 on the building of a primary school. A sound approach would be to state that, with all the primary schools in Aylsham full, the building of the school should take place as a priority.

- On the original Reg 18 consultation there was a policy for a school in Aylsham, but this is watered down in Policy GNLP0311, 0595 and 2060 where it merely states “*2 ha of land at nil value to be provided for a new primary school on site*”. There are no details as to when this will come forward. The school needs to come before the houses. There is no capacity in Aylsham schools currently and the full impact of the new housing at Bure Meadows and Willow Park is still to be felt. Also, we understand, this is not a new school, but a replacement of the existing school and there is no indication of the increase in size. There is a lack of urgency in this policy. Schools in neighbouring villages are also at capacity and Aylsham High School is also near capacity. In Reg 18 there was consultation on one site and the provision of a school. As there has been no consultation for two sites, the significant impact this will have on the provision of education in Aylsham and the surrounding area has not been addressed. Therefore, the decision to allocate two sites is not justified.
- There is limited nursery provision in Aylsham. This will be put under significant pressure by 300 homes let alone the extra 250 homes allocated.
- The road network through the town will not cope with the extra traffic generated by the new school and the increased population. The developers of this site and the GNLP have put in some mitigating factors in the immediate vicinity of the sites but ignored the fact that the road from the town to the site is already busy and in places needs to be single tracked and cannot be widened to accommodate additional traffic. These road problems will be magnified with the second site on Norwich Road and the proposed site at Badersfield. In addition, creation of nearly 900 new homes within a short distance of Aylsham town centre will create severe parking problems, which, pre-Covid, was already a major issue in Aylsham and once some normality is returned will continue to be. These issues highlight that the plans for Aylsham in Reg 19 are not sound as the document has failed to make a case that they are justified and will not significantly harm the town.
- The Town Council have been extremely disappointed with recent work undertaken by both Broadland District Council and Norfolk County Council on making improvements to the road network. Both authorities have looked at small sections rather than the whole town. Consultation so far has been inadequate at best and a meaningless cost exercise at worst. The Town Council have looked at this and come up with an initial plan and are continuing to refine this work. Reg 18 with one site would obviously create real problems for the road network; Reg 19 with two sites would make the problem significantly worse. The Plan does not justify in any way that it can cope with these problems.
- Reg 19 fails to justify how two sites with 550 homes would not have an adverse impact on the health and social care of the town. The consultation in Reg 18 concerning the issue of health and social care was in regard to 300 homes. Aylsham Care Trust (ACT) responded to an earlier consultation that they would like to see a day unit built to try and keep people in their own home, which is in keeping with government policy. In addition, there are already urgent problems regarding medical care within the town, which Reg 19 fails to consider. In putting forward a second site, Reg19 offers a 90-bed care unit/extra care housing. However, without consultation, the response to the needs of health and social care and infrastructure in general within Aylsham have not been met and there is a real problem of soundness and in reality, neglect.
- The points above highlight how the allocation of two sites contradicts the Strategy section point 132 which states that new communities “*will be reasonable and sustainable communities*” and “*well integrated with our existing communities*”. To increase the number of homes in Aylsham in a short space of time by more than 15% will mean this objective of the Strategy document cannot be met.

- In point 136 it states that “homes will have good access to services and facilities” and they “will enhance local character to meet the needs of all mixed communities”. The failure to meet the infrastructure needs of the town, while wanting to expand the number of new homes by 83% from Reg 18, does mean that Reg 19 is not justified in respect of the document’s own strategy.

### **Is Regulation 19 effective?**

- There is no evidence in the document that there has been any consideration of what is happening in the area to the north, north east and north west of Aylsham, which is in North Norfolk Local Authority. Recent announcements regarding a development of 300+ houses at nearby Badersfield will have an impact on Aylsham, as the majority of children from Badersfield attend Aylsham High School. There would also be increased pressure on the town centre and other services. This development is almost akin to a third site in Aylsham. Therefore, Reg-19 fails to be sound on a basic issue, consulting with and working with the neighbouring authority (See **Section 33A of the Planning and Compulsory Purchase Act 2004 [F133 Duty to co-operate]**).

### **Is Regulation 19 Consistent with National Policy**

- An important strategy of the document and Central Government Policy is the move towards a carbon neutral footprint with awareness of climate change to be at the forefront of any decisions. Reg 19 fails to consider these issues in respect of Aylsham by putting forward two sites for development on the edge of the town where the residents will be dependent upon cars, thereby increasing the carbon footprint of the area, rather than looking to reach the carbon neutral target. One site, as was consulted upon in Reg 18, was a problem regarding working towards a climate neutral target, but to increase the number of new homes dependent on cars by 83% without consultation is negligent in respect of keeping to Central Government Policy and the Paris Accord.

### **Conclusion**

- Reg 18 stated that Aylsham would have one site that was put forward for consultation. Reg 19 states there will be two sites, which has never been consulted. Therefore, this means that Reg 19 has failed to be legally compliant.
- Reg 19 has failed in soundness in considering the impact of two sites with 550 homes on the infrastructure of the town.
- Reg 19 has failed in soundness in its failure to keep to the strategy put forward in the first part of the Plan and central government policy.
- An important strategy of the document and central government policy is the move towards a carbon neutral footprint with awareness of climate change to be at the forefront of any decisions. Reg 19 fails to consider these issues in respect of Aylsham by putting forward two sites for development on the edge of the town where the residents will be dependent upon cars, thereby increasing the carbon footprint of the area, rather than looking to reach the carbon neutral target.

### **What changes should be made to GNL Regulation 19 in respect of Aylsham?**

- The inclusion of a second site put forward in Reg 19 should be withdrawn.
- The second site was included in Reg 19 to meet a target of 5000+ new homes beyond Reg 18. The 250 new homes allocated for the second site in Aylsham can be met by several different options:

1. The approval of two further developments at Drayton and near Rackheath, that were not in Reg 19, increases the number of additional homes put forward by over 400;
  2. The GNLP could consider the allocation of a small number of homes in villages which need homes to maintain their viability;
  3. The impact of Covid and Brexit will almost certainly lead to an increase in the number of brownfield sites becoming available for development. This option is certain to provide space for at least 250 more homes. It is perhaps worth highlighting that the area that provided the largest percentage of new homes from Reg 18 to Reg 19 was the main towns – a decision that was taken without consultation.
- Even without a second site in Aylsham, there needs to be improvements in the infrastructure to deal with the demand of 300 new homes:
    1. The primary school should be in the first stage of development;
    2. Before any further development Aylsham should have improved health and care facilities with a viable medical centre, including a doctor's surgery, and a day care centre as put forward by ACT;
    3. There must be a viable road management system with increased parking to be able to meet the needs of an increased population;
    4. There must be significant improvements to the water supply and water management system before further development;
    5. There must be improved broadband access;
    6. There must be an upgrade to electrical sub-stations and provision of electrical charging points.
    7. There must be protection for the green infrastructure around the town.
  - All these infrastructure issues apply to Reg 18 where one site was put forward. However, to move to two sites, without consultation, creates a problem that may be insurmountable without significant investment, way beyond the support given by the developers for two sites. The local authority and the county council must be prepared to change their policies in respect of investment or accept that the damage caused by 550 new homes in a market town based on a medieval town structure with a population with a high percentage of senior people, is not suitable for this scale of development.
  - **Therefore, the second site put forward in Reg 19 should be withdrawn.**
  - Any further development must be in keeping with the points laid out in the Aylsham Neighbourhood Plan.

		Actual	Actual Year	Current	Variance	Funds
General Purpose	Income	1	115,420	98,500	(16,920)	
	Expenditure	5,673	106,847	91,745	(15,102)	(15,102)
	Net Income over Expenditure	<u>(5,673)</u>	<u>8,572</u>	<u>6,755</u>	<u>(1,817)</u>	
	plus Transfer from EMR	0	0			
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	<u>(5,673)</u>	<u>8,572</u>			
Town Hall	Income	4,432	69,527	58,980	(10,547)	
	Expenditure	3,218	80,996	64,080	(16,916)	(16,916)
	Movement to/(from) Gen Reserve	<u>1,214</u>	<u>(11,469)</u>			
Drill Hall	Income	60	57,805	65,000	7,195	
	Expenditure	2,524	63,817	64,985	1,168	1,168
	Movement to/(from) Gen Reserve	<u>(2,464)</u>	<u>(6,012)</u>			
23 Market Place	Income	0	2,979	5,500	2,521	
	Expenditure	0	0	400	400	400
	Movement to/(from) Gen Reserve	<u>0</u>	<u>2,979</u>			
Cemetery Cottage	Income	340	5,734	21,750	16,016	
	Expenditure	0	300	1,500	1,200	1,200
	Movement to/(from) Gen Reserve	<u>340</u>	<u>5,434</u>			
Public Toilets	Expenditure	449	10,726	36,700	25,974	25,974
Other Properties	Income	0	16,650	16,650	0	
	Expenditure	445	4,890	5,295	405	405
	Movement to/(from) Gen Reserve	<u>(445)</u>	<u>11,760</u>			
Cemetery	Income	975	30,190	22,100	(8,090)	
	Expenditure	1,355	17,666	22,095	4,429	4,429
	Movement to/(from) Gen Reserve	<u>(380)</u>	<u>12,524</u>			
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	<u>0</u>	<u>700</u>			
Woodgate	Income	26	1,282	0	(1,282)	
Bure Meadows	Income	0	1,985	0	(1,985)	
	Expenditure	107	759	0	(759)	(759)
	Movement to/(from) Gen Reserve	<u>(107)</u>	<u>1,226</u>			
Allotments General	Income	0	17,800	24,800	7,000	
	Expenditure	1,910	20,797	24,540	3,743	3,743
	Net Income over Expenditure	<u>(1,910)</u>	<u>(2,997)</u>	<u>260</u>	<u>3,257</u>	
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	<u>(1,910)</u>	<u>(2,997)</u>			

		Actual	Actual Year	Current	Variance	Funds
Markets	Income	362	8,130	8,500	371	
	Expenditure	0	2,078	2,650	572	572
	Movement to/(from) Gen Reserve	362	6,051			
Open Spaces	Income	0	148,741	148,190	(551)	
	Expenditure	6,808	158,662	154,028	(4,634)	(4,634)
	Net Income over Expenditure	(6,808)	(9,921)	(5,838)	4,083	
	plus Transfer from EMR	0	0			
	Movement to/(from) Gen Reserve	(6,808)	(9,921)			
Street Scene	Income	0	99,162	184,860	85,698	
	Expenditure	1,906	155,891	184,860	28,969	28,969
	Movement to/(from) Gen Reserve	(1,906)	(56,729)			
Christmas	Income	0	175	0	(175)	
	Expenditure	7	2,495	1,650	(845)	(845)
	Movement to/(from) Gen Reserve	(7)	(2,320)			
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					
		<b>6,196</b>	<b>576,719</b>	<b>654,830</b>	<b>78,111</b>	
	Expenditure	<b>24,403</b>	<b>626,923</b>	<b>654,778</b>	<b>27,855</b>	<b>27,855</b>
	Net Income over Expenditure	<b>(18,207)</b>	<b>(50,203)</b>	<b>52</b>	<b>50,255</b>	
	plus Transfer from EMR	<b>0</b>	<b>0</b>			
	less Transfer to EMR	<b>0</b>	<b>0</b>			
	Movement to/(from) Gen Reserve	<b>(18,207)</b>	<b>(50,203)</b>			

# Aylsham Town Council Current Year

## Detailed Balance Sheet

### Month 11

A/C	Description	Actual	
	<b>Current Assets</b>		
100	Debtors	313	
105	VAT Control A/C	3,364	
200	Current Bank A/C	33,143	
210	Active Saver	219,068	
215	Public Sector Deposit Fund	25,853	
245	Shawbrook – Issue 7 Fixed Bond	87,148	
250	Petty Cash	250	
	<b>Total Current Assets</b>		<b>369,139</b>
	<b>Current Liabilities</b>		
500	Purchase Ledger	1,181	
501	Opening Balance Creditors	4,507	
525	HMRC	0	
535	Allotment Deposits	1,425	
	<b>Total Current Liabilities</b>	<b>7,113</b>	
	<b>Net Current Assets</b>		<b>362,026</b>

### Represented by:-

300	Current Year Fund	(50,148)	
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	
			<b>362,026</b>



Date: 11/03/2021

## Aylsham Town Council Current Year

Page 1

Time: 09:17

## Bank Reconciliation up to 28/02/2021 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/02/2021	1	317.62		317.62		R	Shire Leasing PLC
12/02/2021	1951/50	31.20		31.20		R	CoolerAid Ltd
12/02/2021	1945-1949	205.53		205.53		R	S & M Supplies (Aylsham) LTD
12/02/2021	1944	420.00		420.00		R	Richie B C leaningServices
12/02/2021	1943	300.19		300.19		R	TT Jones Electrical Ltd
12/02/2021	1942	3,585.28		3,585.28		R	The Garden Guardian
12/02/2021	500022	114.93		114.93		R	M D Thompson
12/02/2021	1937/1938	42.75		42.75		R	Amazon
12/02/2021	1936	234.00		234.00		R	Just Regional
12/02/2021	1934/35	101.40		101.40		R	Intouch Systems
12/02/2021	1932	86.45		86.45		R	Biffa Waste Services Ltd
12/02/2021	1931	300.77		300.77		R	Biffa Waste Services Ltd
12/02/2021	1930	135.00		135.00		R	Ace Fire Ltd
15/02/2021	1933	264.00		264.00		R	C R Bailey
16/02/2021	1925	319.26		319.26		R	Alphabet (GB) Ltd
16/02/2021	19251	135.32		135.32		R	Haven Power Limited
16/02/2021	1955-1953	550.16		550.16		R	Corona Energy
16/02/2021	40.00		40.00	40.00		R	Receipt(s) Banked
16/02/2021	102680		140.50	140.50		R	Receipt(s) Banked
16/02/2021	102680		64.00	64.00		R	Receipt(s) Banked
17/02/2021	1923	371.29		371.29		R	AvantiGas ON Limited
19/02/2021	1929	33.60		33.60		R	Intouch Systems
22/02/2021	1926	94.40		94.40		R	Alphabet (GB) Ltd
25/02/2021	BACS	9,717.44		9,717.44		R	Wages
26/02/2021	1896	64.39		64.39		R	Viking
26/02/2021	BACS	100.00		100.00		R	Allotment Refunds
26/02/2021	1922	8.59		8.59		R	Amazon
26/02/2021	1915	40.00		40.00		R	Barclaycard Commercial
26/02/2021	1921	49.80		49.80		R	Ben Burgess Aylsham
26/02/2021	1920	300.77		300.77		R	Biffa Waste Services Ltd
26/02/2021	1919	86.45		86.45		R	Biffa Waste Services Ltd
26/02/2021	1917	50.00		50.00		R	Brightside Window Cleaning
26/02/2021	1916	27.33		27.33		R	Nisbetts
26/02/2021	1914	408.00		408.00		R	Asbestos Survey Solutions Ltd
26/02/2021	1913	32.40		32.40		R	URM (UK) LTD
26/02/2021	BACS	2,371.46		2,371.46		R	HMRC
26/02/2021	BACS	3,444.07		3,444.07		R	PENSION
26/02/2021	BACS		1,543.19	1,543.19		R	Receipt(s) Banked
26/02/2021	BACS		4,192.00	4,192.00		R	Receipt(s) Banked
26/02/2021	bacs		340.10	340.10		R	Receipt(s) Banked
26/02/2021	102681		650.00	650.00		R	Receipt(s) Banked
26/02/2021	102681		157.00	157.00		R	Receipt(s) Banked
		<u>24,352.87</u>	<u>7,426.79</u>				

## CLERK'S REPORT FOR COUNCIL MEETING 17.3.21

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall	Refurbishment	The Green Room has been decorated. Awaiting further quotes for new flooring. New curtains should be in place by the end of March
23 Market Place		
Cemetery Cottage	Private Letting	Tenants have moved out suddenly – looking at state of property before re-letting
Cemetery		Quotes to be obtained re roadway and gates
Allotments		Nothing to report
Churchyard		<b>AGENDA ITEM</b>
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 have been planted
Highways	Parish Partnership	Still waiting for a start date
Paupers Graveyard	Clearing	Work to trees taking place prior to area being levelled and seeded. Aylsham In Bloom have a £500 grant for planting. Will also look at moving some of the Red Lion Street planters to site
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		<b>AGENDA ITEM</b>
Land at Sapwell Close	Adverse Possession Claim	In discussions with solicitor
Car Parks		BDC did minor works on 25 <sup>th</sup> February – these only addressed half the issues
Street Lighting		
Public Toilets		Work ongoing – should be complete before the end of the month
COMMA/Archives		Archives closed again
Litter & Dog Waste Bins		
Bus Shelters		
Pump		
Pillboxes		A rumour was circulating that the pill box near Tesco was to be removed as part of the proposed development on

		Norwich Road. This was never true. However, it did make us take a look at the site and would like Council to agree to tidying up and general improvements to this area. Would look at talking to Norfolk Trails to see if there is any funding for improvements to the entrance way of Marriotts Way at the same time.
War Memorial		<b>AGENDA ITEM</b>
Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office no of any such areas and we will add it to the schedule we send them
Drill Hall		Nothing to report
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	Refurbishment to start soon. May need to discuss changing the proposed use in light of covid
Bure Meadows Footpath	New Footpath across to Dunkirk	Work started on this now – bridge still to be installed
Staffing	Covid Working	Everyone back in the office. Halls should be able to re-open for some activities from April 12th
Future Meetings	Removal of ability to use zoom	Still no update on this

#### Items for Town Council to consider/note

- Paupers Graveyard Grant
- Proposal re pill boxes

**MINUTES OF THE MEETING OF THE AYLYSHAM TOWN COUNCIL  
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM  
ON WEDNESDAY 3 MARCH 2021 at 10.00am**

**PRESENT:** Mrs A Overton  
Mrs V Shaw  
Mrs M Evans  
Rev Julie Boyd  
Mrs E Springall  
Mr T Bennett

**OFFICER:** Mrs S Lake, Aylsham Town Clerk

3 members of the public

**1. ELECTION OF CHAIRMAN**

It was proposed that Annette Overton be nominated as chairman – this was **AGREED**.

**2. APOLOGIES FOR ABSENCE**

Mathew Martin

**3. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS**

Mary Evans declared her interest as a governor of St Michaels School  
Val Shaw declared an interest as her son is a churchwarden

**4. MINUTES**

The last meeting of the churchyard Committee was held on 5<sup>th</sup> February 2020. The minutes were **AGREED**.

**5. ADJOURNMENT OF THE MEETING**

A parishioner wished to speak regarding the removal of the leylandii trees. He showed some pictures which he felt confirmed that the tree does not block the view of the church and for ecological reasons felt they should remain.

Another parishioner who lives next to the church advised of issues she had seen in the churchyard as follows

- People adding to the compost heap from their own gardens
- Children playing on the compost area
- Drinkers in the summer who also urinate in the churchyard
- People smoking cannabis in the churchyard
- Lots of bottles and other litter left around

She suggested setting up a Neighbourhood Network who could identify and report these issues.

This will be passed onto Debbie Graver Secretary of the PCC for action.

**6. INFORMATION ON MATTERS ARISING**

These were all picked up under agenda items

## **7. PATHWAYS/ROADS**

### **a) To discuss any issues that have arisen**

The gravel keeps being moved to the side by the traffic. The Town Clerk will arrange for this to be swept to the middle again.

### **b) To discuss signage re access, speed and parking**

The PCC had advised Rev Boyd that the signage is on order.

### **c) To discuss the railings**

Some of the railings around the church have a mustard coloured top which is not in keeping with the conservation area. It was **AGREED** to contact the PCC and request these all be painted black.

## **8. WALLS**

### **a) To note any issues with the internal walls**

There are a couple of areas where repairs are required, the corner near the lych gate and near the small gate by the school. These will be looked out when other repairs are made.

### **b) To discuss the issue of the wall adjacent to Church Terrace**

The wall near The Wildings has been damaged by the trees that were situated there. The wall has been propped up and fencing placed around the site. The clerk is still having problems obtaining a builder to give an estimate for the repairs. The matter will be pursued.

### **c) To note any issues with the outside walls**

No other issues have been reported.

## **9 WAR MEMORIAL**

The stone mason had prepared a diagram of how the war memorial would look if all three panels were replaced. Members felt this would be beneficial and the clerk will look to see if a grant can be obtained

## **10 LYCH GATE**

During the inspection last year it was noted that some of the wood is showing signs of rot. The clerk has obtained one quote to repair this amounting to just over £8000. Other quotes will be obtained.

## **11 GROUNDS MAINTENANCE**

### **a) To receive an update on removing green waste**

The area does need clearing and replacing with compost bins. The clerk will inspect the area with the maintenance manager and draw up a plan for consideration by the Town Council and PCC. There is a possibility of working with the school on some aspects of the project and this will be investigated.

### **b) To discuss the removal of the leylandii trees.**

Members were not clear on the need to remove the trees and feel that a recommendation should go to the Town Council that the previous decision should be rescinded. It was suggested that trees be planted between the existing leylandii so that when they do have to be felled there will trees ready to take their place. Mary Evans reminded the committee that

one of the trees to be replaced was to commemorate 100 years of suffrage. It was suggested that this go in the area reclaimed by removal of the compost together with something linked to covid to form a memorial area in the churchyard. This was **AGREED**.

**c) To consider any other issues relating to Grounds maintenance**

Members felt the contractors were doing a good job.

**12 CHURCH BUILDING**

Some plaster had fallen during the recent snow spell. This had been made safe but more work will be required. Work will take place on the renovation of the window in the Lady Chapel.

**13 CHURCH CLOCK**

Nothing to report but residents advised it was not working at the moment but it was ascertained that was due to work taking place on the bells.

**14 ITEMS FOR INFORMATION/NEXT AGENDA**

None raised.

**15 DATE OF NEXT MEETING**

This will be held in August/September – exact date to be agreed.

There being no further business, the Chairman closed the meeting at 11.40 am

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD VIA ZOOM  
ON THURSDAY FEBRUARY 18 at 10am**

**PRESENT:** Mr P Prekopp, Aylsham Slow Food, Chairman  
Mrs M Evans Aylsham Town Council  
Mrs J Kerrison Aylsham WI  
Mr G Margarson, Aylsham Community Partnership  
Mr R Willis ABEF  
Mr R Preston, Walkers are Welcome  
Mrs J St Clair Aylsham U3A  
Mrs H Jones Aylsham U3A

**OFFICER:** Mrs S Lake, Aylsham Town Clerk

**01 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Mrs V Shaw Aylsham Town Council

**02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**

There were no Declarations of Interests or any Requests for Dispensations.

**03 MINUTES**

The Minutes of the Cittàslow Aylsham Meeting held on 21<sup>st</sup> January, were **confirmed and will be signed by the chairman.**

**04 MATTERS ARISING**

None raised

**05 ADJOURNMENT OF THE MEETING**

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

**06 FARMERS MARKET**

The Farmers Market in February had to consist of essential stalls only. This combined with the awful weather led to a very quiet market.

**07 PROJECTS**

**i) OLD STATION YARD**

The bulbs had started to appear again but little work has taken place in the area recently.

**ii) WALKERS ARE WELCOME**

The annual subscription has been paid and there will shortly be a regional meeting. Richard Preston advised he would be standing back due to personal commitments. It is hoped to re-publish the walks booklet and place an advert in Just Aylsham to see if anyone is interested in re-starting The Big Stroll.

iii) **TOWN GUIDE**

The publishers had been in touch with the clerk and will look to progress this after the current lockdown ends.

iv) **TOWN PEDESTRIAN MAP**

An example of a pedestrian map was shown to the members and they liked the concept. The clerk will find out more details.

**08 AYLSHAM TOWN COUNCIL WEBSITE**

The new website is progressing well and training will be given to the staff in mid-March and the site launched shortly afterwards.

**09 AYLSHAM TOWN COUNCIL LOGO**

a) **To receive an update**

Some very good ideas have been submitted and these can be looked at by the committee at the next meeting.

**10 CITTASLOW in AYLSHAM**

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

The planters on Red Lion Street have been removed and placed at the allotment site on Burgh Road. This means that the TRO could be removed.

b) **To note the decisions of the Town Council in relation to the Traffic Group**

At the Town Council meeting it was agreed to set up a group to discuss the issues with traffic throughout the town. This will be open to councillors and non-councillors.

**11 CLIMATE EMERGENCY**

a) **To note the decision of the Town Council on declaring a Climate Emergency**

The Town Council are willing to look at this further and it was agreed to bring it forward to a future meeting as an agenda item to discuss in detail.

b) **To discuss the practical issues relating to this**

It was agreed a full debate was required on this subject as there are many elements involved. It was also felt not to declare an emergency went against the ethos of Cittaslow. It was acknowledged there was much work to do.

Jerome Mayhew MP was at the Town Council meeting and he advised working on climate change and trying to steer those who are not already working towards this to consider the issues before a declaration is made.

**12 CITTASLOW UK**

There is a meeting in March. It was noted that the Cittaslow UK website requires work. Contact will also be made with Italy re the meeting that was originally scheduled for November 2020.

**13. AYLSHAM COMMUNITY EVENTS COMMITTEE**

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

The events committee will meet shortly to decide when and what type of event to start with. Something along the lines of the scarecrow competition or window displays may be the first events.



**14 SLOW FOOD AYLSHAM**

The Food Bank recipe books are still for sale. Sales have slowed down but are continuing. Cromer Foodbank are pleased with the book.  
Slow Food have joined the Broadland lottery.

**15 AYLSHAM IN BLOOM**

It has been decided it is too early to hold Open Gardens this year so this has been cancelled.  
The group have received £500 from the RHS for the Paupers Graveyard.

**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**

It was noted that there were new gates placed on the Marriott's Way at Mileham Drive and it was queried if there would be post-covid funding available from Norfolk Trails.

**18 DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Thursday 18<sup>th</sup> March 2021 at 10.30am via Zoom**

**CLOSURE OF THE MEETING**

There being no further business the Chairman closed the meeting at 11.29a.m.

**AYLSHAM RECREATION GROUND COMMITTEE  
MINUTES OF MEETING HELD BY ZOOM  
9<sup>th</sup> March 2021 via Zoom 7.00pm**

**Present**

Keith Hilton, Francis Dodd, Heather Morton, Eileen Springall, Barry Lancaster, Dave Curtis, Sean Cannon, Derek Barber, Myles Hague

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

**1. Apologies and Welcome**

None Received

**2. Minutes of the previous meeting**

The minutes of 9<sup>th</sup> February 2021 were circulated and agreed as a true record.

**3. Matters Arising**

Barry confirmed that Legionnaires results had been received and were satisfactory

**4. Financial Reports**

The Finance Officer confirmed that the balance of Current Account as at 9<sup>th</sup> March was £10676.76 and the Savings Account was £11028.53. This included another business grant from Broadland re Covid 19 for £2096.00 making a total of money received £19907.43

Wendy had previously sent round the insurance quote removing the 3 storage containers and adding the Storage unit and a rebuild cost of £101,500.00. Francis asked for the Bowls Hut to be increased to £25,000 for rebuild cost. Wendy will ask for this to be amended and to go ahead with a 3 year term. Proposed by Dave and 2<sup>nd</sup> by Barry. The figure at the moment will be £1954.26 but this will change slightly.

**5. Storage Unit**

**Update** – Building control have been to look at the building and hopefully the completion certificate will be received by the end of the week. Once we have this keys can be handed out to user groups.

It was agreed to look at getting a Bunded storage Unit made so that Keith Edwards containers would be able to fit in. If more than 275 litres is held a certificate will be required which would last for 3 years. Wendy will check to see if this is what is being stored at the Rec. once the unit is made. –

**Action WM/KE**

**6. Corporate Identity for the Recreation Ground**

There is now a website for Aylsham Recreation Ground however this is still being developed. Wendy has an email for the Recreation Ground [aylshamrec@hotmail.com](mailto:aylshamrec@hotmail.com) which can now be used. The new logo was circulated and it was agreed that this should now be used on all correspondence and the facebook page. Wendy will get everything updated and she will promote these on Town Council website and put a notice in Just Aylsham – **Action WM**

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

**a) Pavilion** – The mains water pipe has been installed and a new outside tap has been added.

**b) Leaking Roof** – 2 quotes have been previously circulated, one was for fibreglass and the other one was for a felt roof repair. It was agreed that another fibreglass quote should be obtained to the same spec as already quoted for – **Action WM**

**c) Apron Repair** – It was reported that the cost of this would need to go up by approx. £500.00 to cover replacing the paving slabs with concrete as some of these had broken – Barry asked if a survey should be taken before this is done to make sure that the concrete would be able to support the overhang and posts. It was agreed to ask Keith Edwards to not go ahead with this until a full survey of Pavilion has taken place. The roof could also be looked at – Myles confirmed that he would ask a surveyor to come and have a look. – **Action MH/WM**

**d) ROSPA** – Wendy and Keith have looked at this and equipment/spares will be ordered in the next few weeks – **Action WM**

**e) Cleaning of Tennis Courts** – It was agreed that these should be cleaned in twice a year - a full clean in April which the Recreation Ground would pay for and then a mini clean in November which would be paid for by the Tennis Club

**f) CCTV** – there has been a incident at the Recreation Ground and Lucas was asked to look at the CCTV – He confirmed that there is capacity for another 4 cameras. It was agreed that Oaks CCTV should come out and do a survey to see what else may be needed at the Recreation Ground – **Action WM**

**g) Waste Bins** – Wendy had already circulated 2 prices for 4 new waste bins it was agreed to go with Brunel bins at £2315.24 + VAT for 4. These will be held down by long stakes at an extra cost – Wendy will ask if Gavin will be able to install these - **Action WM**

**h) Decorating** – it was discussed that the main areas to paint would be the main hall, corridors, toilets and showers – Myles Hague confirmed that he would look at these areas to see if the committee members could do this themselves – **Action MH**

## **8. AOB**

### **Reports from users-**

**Bowls** – The Leagues are all set up and ready to start playing by the end of June

**Tennis Club** - No representative

**Petanque** – There has been 29 new petanque members registered and they are looking to start playing again from 2<sup>nd</sup> April with the rule of 6 adhered to and pre booking required

**Cricket** – They are looking to have a full season. They will also have a Sunday friendly team, 2 youth teams and 1 ladies team. It was mentioned that the scoreboard is very bright and can be

seen on the Norwich Road however it can be adjusted if complaints are received. New sponsorship boards have gone up on the fence surrounding the nets,

**Hooked on Stitching** – They are looking to commence outside groups of 6 from 29<sup>th</sup> March and not inside until middle of June

**Running Club** – They are not meeting until end of April.

Wendy asked if the committee could look at putting a brightly coloured bench at the Recreation Ground with a sign saying “The Happy to Chat Bench”. “Sit here if you don’t mind someone stopping to say hello”. She had seen this on an Aylsham facebook page where other towns had done this. It would represent a positive move with mental health being a huge factor during the Covid 19 Pandemic. The committee agreed that this would be a great idea and Wendy will get cost together for this – she felt that the money that had been received from Broadland could go towards this cost. All agreed.

**AGM** – Keith Hilton will be resigning from Chairmanship at the AGM and a new chairperson will be needed. If nobody comes forward the Recreation Ground will come under the Town Council as the Management Trustees (operating separately from the Town Council) and the current committee could have an advisory role and only able to make recommendations to the Town Council. Sue Lake has offered to come to the meeting to discuss this with the committee in full. Wendy confirmed that all representatives of the committee will become trustees and a charity commission trustee eligibility declaration form will need to be signed by each member.

Wendy asked user groups if they could all do a report for the AGM

**Meeting closed at 20.51**

**Date of next Meeting 13<sup>th</sup> April 2021 AGM followed by a full committee meeting by Zoom 19.00**

**REPORT TO COUNCIL****Subject: Recreation Ground Future Management****Author: Sue Lake****Date: 10<sup>th</sup> March 2021**

---

At the December budget meeting a proposal was made that all future new projects initiated by the Recreation Ground Committee and costing over £10,000 should be pre-approved by the Town Council. It was agreed that Barry Lancaster and Eileen Springall would prepare a report for detailed discussion by the Town Council. A meet was held on March 9<sup>th</sup> with the three councillors who sit on the Rec Committee (Barry Lancaster, Eileen Springall and Dave Curtis), Trevor Bennett, Keith Hilton (Rec chairman) and Sue Lake and Wendy Murphy.

The gist of the reports from Barry and Eileen were discussed and also the issue of the future management of the Recreation Ground after the AGM. Keith Hilton will be stepping down and it is not known who the new chairman will be as there does not seem to be anyone putting themselves forward.

Should the situation arise where a full committee cannot be formed then Sue Lake explained what could happen and how the Recreation Ground could be managed in future.

It was agreed that any discussion on the proposal made in December should wait until after the AGM so any new chairman can be aware of this and if no chairman comes forward what new arrangements could be made.

The AGM is scheduled for April therefore a full discussion will take place (depending on outcome) at either the April or May meeting.

With the possibility that no committee maybe formed council are asked to agree that the Town Council can if needed take on the management of the Recreation Ground on an emergency basis until either a new committee can be formed or the Charity Commission agree to the Town Council becoming both sole and management trustees

**REPORT TO COUNCIL****Subject: Policy Reviews****Author: Sue Lake****Date: 10<sup>th</sup> 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

## REPORT TO COUNCIL

Subject: Outdoor Gym Equipment

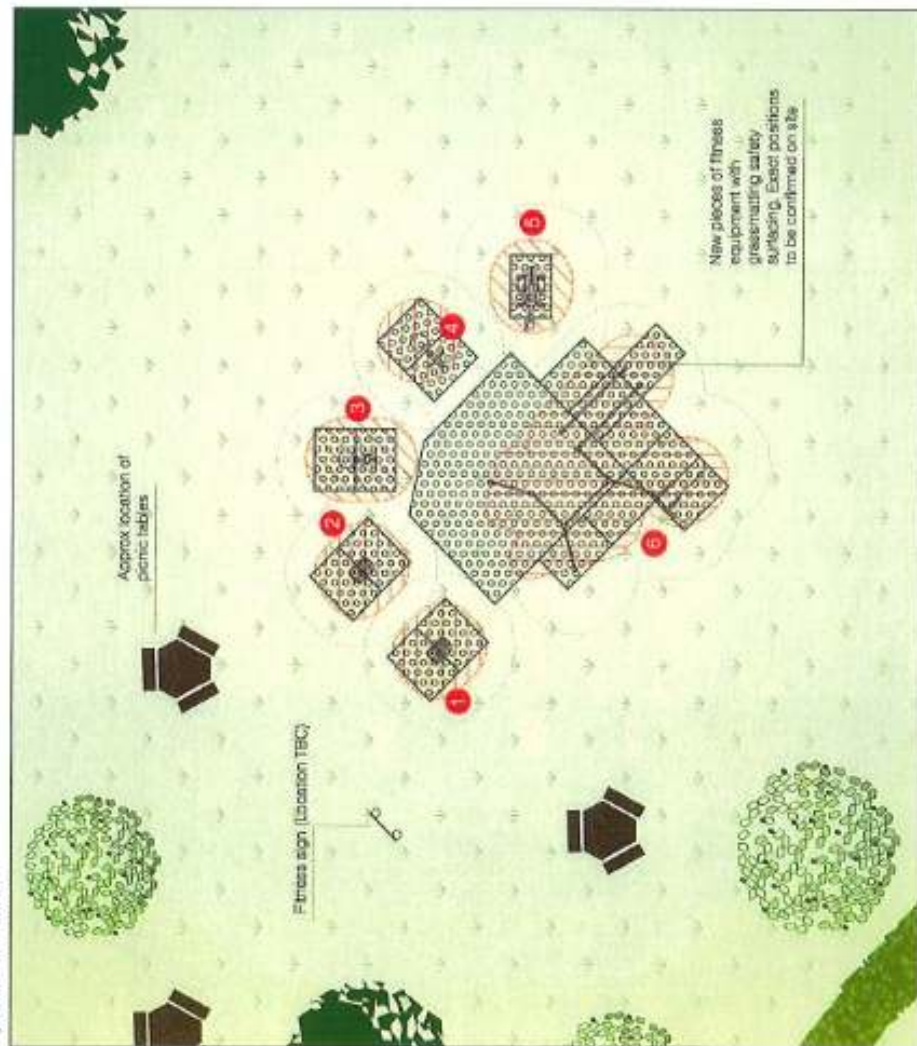
Author: Sue Lake

Date: 10<sup>th</sup> March 2021

At the December meeting five potential schemes were detailed for the provision of outdoor gym equipment. The Town Council agreed that two of these should be asked to provide further details and below are details of the two new schemes. The schemes are as similar as possible bearing in mind that not all companies do the same equipment. Each scheme can be varied by adding or deleting pieces of equipment. However, the schemes have been drawn up following advice received from an independent fitness instructor and should give all-round fitness and will suit all abilities.

Item	Reference	Option A	Reference	Option B
Multi Unit	6	4710.00	1	5620.92
Cross Trainer	5	3030.00	2	1314.00
Flex Wheel/Pulley	3	1420.00	3	1222.00
Hand Bike	4	2070.00	4	2772.00
Arm Pulley		-	5	2143.00
Step Ups	1/2	1530.00		-
Installation		3424.66		2174.60
Sign Post		334.07		246.00
Surfacing		2126.66		2184.00
Prelims		352.74		1250.00
Post Installation Inspection		421.43		450.00
Delivery		886.94		1198.61
Discount		<b>-4306.50</b>		<b>-1900.00</b>
<b>Total</b>		<b>16000.00</b>		<b>18675.13</b>

# **FITNESS AREA** Aylesham Town Council



## **SURFACING KEY:**



New pieces of fitness equipment with grassmatting safety surfacing. Exact positions to be confirmed on site

## **NEW EQUIPMENT:** PLEASE NOTE EQUIPMENT NUMBERS SHOWN BELOW RELATES TO THE LAYOUT PLAN AND ACCOMPANYING VISUAL SET



Option A



Notes:  
1. The site plan is a plan of the site and does not show the exact location of the equipment.  
2. The equipment is to be installed in the area shown on the plan.  
3. The equipment is to be installed in the area shown on the plan.  
4. The equipment is to be installed in the area shown on the plan.





Option B