

Burgh Road Development – response re air quality

E-mail from Town Clerk

As you may be aware the Town Council has declared a climate emergency and there is a keen committee who looks into the various aspects of climate change. At the last Town Council Meeting the following question was asked and it was agreed to ask the planning authority for their response.

Could I ask the council to agree to put a response to the planning requesting further air monitoring once the development is complete and fully occupied to determine whether the levels they predict are indeed what we get. If levels are above what they predict (which are over the standards that will be in force by then anyway) what redress will they propose to keep Aylsham healthy?

Is this something that Broadland do to ensure the promises in planning applications are actually adhered to?

If not does anyone else monitor and measure this – or is it just a statement made and not followed up?

I look forward to your response

Whilst writing I assume there is no movement on this application?

Response from Planning Officer

I suppose that a question here is whether monitoring air quality before, during construction, upon completion, after (pick as necessary) the development would be necessary to make the development acceptable? While there are a series of planning reforms in the offing on a range of matters, there is no guidance available yet on what local planning authorities should be doing for the assessment and monitoring of air quality – by which I mean PM10s, PM25s and NOx – in locations such as this e.g. outside of an Air Quality Management Area or Clean Air Zone. As such and noting what has been submitted with the application, there isn't yet a policy hook for me to grab onto for me to justify ongoing monitoring. I am not aware of any other party that would pick this up either.

However, measures are available to control matters such as dust and nowadays, for most larger developments that are close to sensitive receptors such as other residential properties, planning conditions are used that require construction management plans or similar to be submitted for approval.

As far as the application goes, I have had a few meetings with Hopkins and Bidwells over the last few months and the information on the website is up to date. There are some matters around highways, flood risk and ecology that need dealing with and it's likely that there will be some adjustments to the layout but Hopkins is trying to deal with those and other matters raised during the consultations before it submits amended drawings.

Let me know if you need anything else.

Aylsham Town Council
Summary of Receipts and Payments
To 31/01/2024

Cost Centre	Receipts		Payments	
	Budgeted	Actual	Budgeted	Actual
General Purpose	124,150	143,350	122,150	136,896
Town Hall	79,650	74,038	79,650	70,851
Drill Hall	62,800	61,280	62,800	74,559
23 Market Place	6,000	3,750	-	0
Cemetery Cottage	6,500	6,391	250	0
Public Toilets	-	-	12,000	13,137
Other Properties	6,550	6,550	6,800	6,684
Cemetery	23,680	21,290	23,680	28,569
Allotments	34,625	36,171	34,625	32,492
Markets	9,000	6,775	2,150	3,234
Open Spaces	184,900	189,523	177,950	159,580
Events	-	3,018	2,000	4,974
Churchyard	-	300	13,800	5,098
Street Scene	28,700	28,700	28,700	37,665
	566,555	581,136	566,555	573,739
VAT		27,659		34,589
		608,795		608,328

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	2,906.19	1,480.83	4,374.64
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		10,189.12	11,675.43	5,871.31
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	1,600.00	6,025.00
Hall Hire Deposit	50.00	-50.00			0.00
CIL	28,987.00			1,701.17	30,688.17
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	31,339.08	20,239.20	335,041.12
TOTAL RESERVE	308,241.00	37,900.00	31,339.08	20,239.20	335,041.12
GENERAL FUND					60,180.90
TOTAL FUNDS					395,222.02



Aylsham Town Council

INTERNAL SCRUTINEER'S REPORT FOR THE QUARTER PERIOD : 2023/34 Q3: October 2023 - December 2023

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

Check Required	Date Check Completed	Result of Check		Report Result to Council Meeting
		Satisfactory	See note	
Bank reconciliation of accounts – undertaken once a month checked by Clerk	22nd February 2024	X	a)	6th March 2024
INCOME: Invoices, Receipts, Paying in Slips and Bank Statements all checked	22nd February 2024	X	b)	6th March 2024
EXPENDITURE: Invoices and Bank Statements for: 1) Payments by BACs/Cheques/Direct Debits/Standing Orders/Credit Cards 2) Staff Salaries 3) Pension/HMRC Returns	1) 22nd February 2024	X	c)	6th March 2024
	2) 28th February 2024	X	-	6th March 2024
	3) 28th February 2024	X	-	6th March 2024
<p>Notes:</p> <p>a) Weekly bank reconciliations were completed throughout the period, and full monthly reconciliations were completed in Oct 23 and Nov 23 but not in Dec 23 due to staff changes.</p> <p>b) Two receipt payments in Dec 23 have not been able to be tracked, however, the weekly bank reconciliations show all receipts were banked. The lack of paper trail for these payments may be due to staff changes.</p> <p>c) One invoice in Nov 23 did not match the amount paid due to the invoice being split with the Rec Committee. Recommendation to add a note to future invoices, stating the split payment amounts.</p> <p>All other checks were found to be well produced and accurate.</p>				

Signed: CFL

Name: C Fletcher

Date: 28th February 2024

Aylsham Town Hall Hire Fees

Main Hall

Not for Profit and Health Teams	£12 per hour
Private & Commercial	£14 per hour
Parties 2pm-midnight	£140

An additional cost of £30 is charged for the Green Room

All bookings must include 30 minutes either side of event times

Wedding Rates

Winter (October - March)

Monday - Thursday	£400
Friday - Sunday (inc Bank Holidays)	£550

Summer (April - September)

Monday – Thursday	£550
Friday - Sunday (inc Bank Holidays)	£750

Optional Extras

Seat Covers (100 available)	£1 each
Table Cloths	£5 each
Wall Voile and Lights	£150

Drill Hall

The charge for hiring the Drill Hall is £10 per hour

BURIAL FEES

	Current Non-Resident	Current Resident (50% Discount)
Gravespace	650.00	325.00
Interment Fee	650.00	325.00
Subsequent Interments	650.00	325.00
Interment of Cremated Remains	340.00	170.00
New Memorials	380.00	190.00
Cremation Tablet	180.00	90.00
Vase	180.00	90.00
Additional Inscriptions	80.00	40.00
Searches in Records	27.00	27.00
Burials for under 18's	No Charge	No Charge

Allotments

Charges for 2024/2025

Norwich Road

Type	Size	Rental Fee
Small	up to 70sqm	13.75
Medium	71 - 119sqm	27.50
Large	over 120sqm	55.00

Cromer Road

Type	Size	Rental Fee
Small	up to 150sqm	15.00
Medium	151 - 249sqm	30.00
Large	over 250sqm	60.00

Woodgate*

Type	Size	Rental Fee
Standard	up to 121sqm	50.00

Bure Meadows*

Type	Size	Rental Fee
Standard	up to 121sqm	50.00

* Notice of Increase was sent to existing allotment holders in October 2023 to come into effect in October 2024

CLERK'S REPORT FOR COUNCIL MEETING 6.3.24

<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 – mixed reaction!
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
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 lodged
Car Parks		
Street Lighting		Have been approached by a local Fire Fighter who is very active in the provision of defibrillators, He has access to ones that can be fitted to streetlights and he wishes to place two in town. One on Norfolk Homes and one off Norwich Road. There will be no cost. I have contacted the street lighting contractors who advised that as long as they do not obstruct the access door at the bottom and also that they are fitted to modern, sound steel columns they have no objection
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
Telephone Box		
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

Items for Town Council to consider/note

- **Play panels fitted**
- **Defibs on street lights**
- **Drill Hall**

**Minutes of the Aylsham Climate Emergency Meeting
Held in Town Hall on Monday February 5th 2024**

Present:

Grizelda Tyler (Chair)	Anna Magyar
Lesley Cannon	Kay Montandon
Sue Catchpole	Richard Moore
Lilie Ferrari	Patrick Prekopp
Kate Mackenzie	Yvonne Stewart

Sue Lake – Town Clerk

1. Welcome and apologies for absence

Apologies were received from, Jane Coates, Jenny Haycocks, Trevor Bennett, Michael Dolling, Cheryl Bould, Shelley Hudson and Fiona Scott

2. Minutes

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

3. Matters Arising Nothing raised**4 Project work****Projects carried over from last meeting****a) World Environment Day**

The Town Hall is booked on June 8th to show the film 2040, with assistance from Aylsham Picture House.

The required budget for the event is £350. This is to cover the cost of a complimentary glass of wine and food costs for canapes to be made by volunteers. Also included in the budget is money for publicity posters etc.

b) Wild about Mannington

There is a substantial cost for attending this event which was not known when submitted. It is also being held very close to many other activities in the town, some of which are ACE related.

c) Old Station Yard

The group met with Giles Margaron who has been heavily involved in this site. It is thought a more realistic project is to enhance what is already there. Norfolk Wildlife Trust are prepared to do a survey of the area at no cost. The main proposal would be to add a history board and section cut the ivy and wait for the report from Norfolk Wildlife Trust and then look at a plan.

Presentation of new Projects for consideration**d) Noticeboard – C&C**

This came from the Communications Group. The proposal is to install three noticeboards Primarily for ACE. These would be located at Bure Meadows, Willow Park and the Town Hall. Depending on size and style the cost would be either £1721.74 or £2371.95. This would be subject to agreement by the Town Council and also the management companies at both the estates.

e) Liftshare

This project is to try and encourage residents to use one app – Liftshare – to ascertain if anyone is travelling the same route as themselves and is willing to share transport and the costs.

f) Walking Bus

This project is to contact the primary schools to see what they have done with regard to this and whether they need assistance and can ACE help with this.

g) To agree which projects to proceed with

World Environment Day - Supported

Wild about Mannington - Not to proceed

Old Station Yard- Supported

Noticeboard – C&C- Supported

Liftshare - Supported

Walking Bus – Supported

A further application was also discussed regarding an extension to the Thermal Imaging Camera. To work with suppliers to provide insulation material at a discount price – **further details required**

5. Group Updates

Waste

Blister pack slips have been placed with the surgeries and pharmacies. The mangling of packs went well and was very popular.

Food Group

This is currently parked as there are no members of the group with the time to promote it.

6. Grass Verges

A meeting was held with Lucy Seely regarding this which proved very useful. A survey will be undertaken in May on what is currently growing so any change can be noted later on.

7. Position of ACE in relation to Town Council and the Community

There was some concern over an event that appeared to be branded as an ACE event but had not been Brought to this group. After discussion it became apparent that there was a communication issue and a misunderstanding.

It was thought this might be solved by a What's App group. The Town Clerk will contact those on the e-mail list to see if any wish to be on the What's App group

8. Items for future discussion

The Friday Markets can start again.

Jerome Mayhew will be attending the market on March 8th.

Green Day

9. Date of Next Meeting

The next ACE Meeting will be 4th March 2024

The meeting closed at 8.50pm

REPORT TO COUNCIL**Subject: ACE Noticeboards****Author: ACE Committee****Date: 29th February 2024**

To create and erect three permanent notice boards in and around Aylsham to promote the activities of ACE and the Town Council, and help residents - especially those on outlying estates - feel more included in town events and activities. The boards to be funded by the Town Council.

Proposal for three noticeboards

Ideally, ACE would have preferred to have wooden noticeboards, although that did raise questions about upkeep in the longer term, and the cost of wooden boards was (in most companies) more than double the cost of aluminium.

ACE would be unhappy about erecting plastic boards, as this goes against ACE principles. Aluminium is more eco-friendly than plastic and would be a good compromise.

We propose:

- One for the back or front of the Town Hall (small, A3 size) for ACE information only :
- One each for the two housing estates, Bure Meadows and Willow Park (larger 6xA4 size), incorporating Town Council information:

Options**Single Noticeboard – Wall Mounted**

[Tradition 30 Wall Mounted External Notice Board | School Notice Boards | Lockable | Signage \(noticeboardcompany.com\)](https://www.noticeboardcompany.com/tradition-30-wall-mounted-external-notice-board)

Cost £229

<https://noticeme.org.uk/product/secure-external-notice-board/>

Cost £170

<https://www.earth-anchors.com/product/economy-2-x-a4-h40-x-w55cm-single-door-3/>

Cost £143**Large Freestanding Noticeboard**

<https://www.noticeboardcompany.com/products/classic-58-post-mounted-external-notice-board--painted-frame.html>

Cost £619

[External Noticeboards | Freestanding Noticeboard With Header | UK Made \(xldisplays.co.uk\)](https://www.xldisplays.co.uk/external-noticeboards-freestanding-noticeboard-with-header-uk-made)

Cost £901

<https://www.earth-anchors.com/product/standard-8-x-a4-h83-x-w98cm-single-door/>

Cost £515**Total cost - £1173 - £2031**

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT DRILL HALL, ON WEDNESDAY 21st FEBRUARY 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
Mrs T Newsome – Aylsham U3A
Mr K Cunnane, Aylsham Town Council
Mrs W Sadler – Aylsham In Bloom
Mr G Peers – Broadland District Council
Mrs K Montandon – Aylsham Town Council

OFFICER: Mrs S Lake Town Clerk

01 APOLOGIES FOR ABSENCE

Rev Canon Julie Boyd, Aylsham Parish Church
Mr R Willis ABEF
Mrs C Bould, 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 Cittaslow Aylsham Meeting held on 17th January 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

Giles Margarson advised there would be a meeting on 16th March. Unfortunately the Mold rep cannot be present as although she strongly supports Cittaslow there is some dissent elsewhere. The clerk from Llangollen has sent various literature to Mold to promote Cittaslow.

The annual accounts have been signed off.

The host for the Cittaslow website has pulled out and Pat Prekopp is looking at a replacement. This will be discussed at the meeting. The website itself needs updating.

Mo Anderson-Dungar reported the next International meeting is on 23rd March but unfortunately she is unable to attend.

07 CITTASLOW IN AYLSHAM

- a) To receive an update regarding Visit Aylsham website
This has now been completed and launched <https://visitaylsham.com/>
Graham had provided some branding to match the other towns Visit... sites
This will be fully launched when the new officer is in post so they can take ownership of the site.
- b) **2025 Anniversary**
Pat Prekopp had written a proposal on the ideas for Cittaslow 2025. Members felt this was a more realistic approach to commemorating the anniversary than an international seminar and happy for it to go to the Town Council. However, some costings will need to be added prior to this and the original estimate of £10,000 is unlikely to get supported. Pat and the Town Clerk will meet to calculate more realistic costs. Following this the proposal will go to the Town Council in April.
- c) **Aylsham Food Trail**
This may fit into the 2025 celebrations. Still waiting to hear from the Aylsham Show
- d) **Communication Officer for Aylsham – Town Council decision**
Over 20 completed applications were received. Interviews to take place on March 7th.
Graham Peers advised of a quarterly meeting of marketing officers from the various towns which the postholder would be welcome to attend – these are usually zoom/teams meetings.

08 FOOD AND CRAFT MARKET AND GENERAL MARKETS

- a) **To receive an update on the Food and Craft Market**
The January market was a bit sparse with poor attendance. It was noted that the March market falls on the exact date when the market was started 22 years ago.
- 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. Various projects were agreed such as Liftshare, Walking Bus and Noticeboards.
There is also a proposal linked to supplying insulation but full details are not yet available.

10 PROJECTS

- i) **OLD STATION YARD**
Giles Margaron had met with the ACE Nature group and they are looking at keeping the site mainly wild. Norfolk Wildlife Trust will be undertaking a survey soon.
- ii) **TOWN PEDESTRIAN MAP**
Delivery for this has been chased and there was an issue with receipt of the first e-mail.
- iii) **CENTRAL BANK HUB**
Holt and Fakenham are looking into this. It was **AGREED** that the Town Clerk register an interest in the scheme.

iv) **HIGH STREET EVOLUTION**

The Chairman had formulated a proposal on trying to increase awareness and therefore usage of the High Street. Also to look at other aspects rather than just retail and services. Initially retail units to be visited to see what their needs are and how can Cittaslow help.. This also turned into a discussion as to how effective ABEF were and why do people not join. Are two organisations needed – one for retail and one for services. Graham Peers agreed to find out how the other towns operate their business forums.

11 **AYLSHAM COMMUNITY EVENTS COMMITTEE**

A meeting is scheduled for later today.

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. Working with TACT to teach adults how to cook. Also working on the next cook book using air fryers. Congratulations were expressed to Pat and Lesley Prekopp for the recent community award they received.

13 **AYLSHAM IN BLOOM**

Open Gardens will be held over the 15th/16th June. There are 12 gardens plus Eves Hill on the Saturday. There is also a fundraiser on April 28th in the grounds of Burgh House. Wendy had visited the Paupers Grave which was looking good but pointed out an issue on the website that the Town Clerk will look into

14 **ABEF**

Still struggling with the newsletter – but have been talking with businesses recently.

15 **AYLSHAM PARISH CHURCH**

Julie had sent her apologies but sent a report regarding forthcoming events at the church

16 **HEALTHY TOWN INITIATIVE**

Kay Montandon attended the meeting and talked through the proposal that had been agreed by the Town Council. The project is aiming to combat lack of service knowledge by residents and also help combat loneliness. It will involve regular drop-in events where agencies will be present to explain their offerings. Free refreshments will be available. The first event is April 18th.

17 **ITEMS FOR INFORMATION/NEXT AGENDA**

The Heritage Centres exhibition this year will be based around the history of Red Lion Street.

18. **DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Wednesday 20th March at 11.00am at the Drill Hall**

CLOSURE OF THE MEETING

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

REPORT TO COUNCIL**Subject: Recreation Ground****Author: Sue Lake****Date: 1st March 2024**

At the July Town Council Meeting the following resolution was agreed.

Due to the concerns and confusion surrounding the governance of the Recreation Ground in Aylsham by the Committee of Members this council will not grant funds to the Committee from April 2024 until or unless Aylsham Town Council is satisfied that the said Committee is functioning as it should (ie following the rules as laid down in the Recreation Ground Constitution and as required by the Charity Commissioners)

The background to this decision were the reports received regarding acrimonious meetings, numerous trustee resignations and complaints of bullying by a staff member from user group representatives.

The Recreation Ground receives funding from the Town Council which is a significant amount of the annual precept. Therefore, if the Recreation Ground is not operating to an agreed standard it will reflect badly on the Town Council who are using public money to fund it.

I have been attending meetings of the Recreation Ground Committee since August and the difference in the meetings and work of the Committee is marked. The meetings are well run, agreeable and productive. In the past there were some attendees who did cause issues and created issues and problems consistently. These now no longer attend and the trustees who are there work well together and have each been tasked with investigating possible actions and have brought them back to the committee for action. A new member of staff has been engaged and his role is that of a caretaker rather than a manager so he is on the Rec every day inspecting and meeting users. The management tasks previously undertaken by a staff member are now delegated to the committee.

Policies are being put in place – starting with an agreed procurement policy. Other documentation created is a development plan – a form of Business Plan that the committee works to. This has stopped the adhoc spending of money on mini projects without any real debate.

The trustees are also working with Community Action Norfolk on the legal documents and the status of the Recreation Ground to ensure everyone knows what their roles and responsibilities are and also with the intention of protecting the trustees to encourage more participation from the user groups.

The Committee now has representatives from the cricket, bowls and running group and it is hoped that the tennis club will also soon be sending a member. There are also three members who are not directly linked to a user group but one of these is very passionate about the Smile Parks.

In conclusion I would have no hesitation in recommending that the Town Council continues with its current funding of the Recreation Ground.

REPORT TO COUNCIL**Subject: Gold Standard Bus Stop****Author: Sue Lake****Date: 1st March 2024**

The Transport group of ACE have been discussing public transport in and around Aylsham especially the bus services.

As part of these discussions they have met with officers from Norfolk County Council Public Transport unit who floated the idea of a 'Gold Standard' Bus stop for the Market Place. These are defined as stops that have

- Covered waiting area e.g. bus shelter
- Equalities Act 2010 compliant boarding point
- Safe crossing and disabled access including drop-kerbs
- Improved public realm including additional seating provision and lighting
- Cycle parking provision
- Bus stop flag
- RTPi stop-specific departure display with audio announcements/disruption messaging
- Printed stop-specific timetable
- QR code linking to mobile bus departure board

Full details of the different types of bus stops (Bronze, Silver, Gold and Platinum) can be found in the Bus Service Improvement Plan <https://www.norfolk.gov.uk/busstrategy>

Southbound buses

The initial concept would be to move the loading bay one space and use the existing space to increase the pavement and make way for a larger bus shelter. The existing bus shelter would be moved elsewhere.

Northbound Buses

Ideally would like to move the stop as it is immediately across from the southbound stop which could cause issues. Before any outline proposal can be brought forward a site visit will be required

This work would be zero cost to the Town Council

Council are asked to consider this in principle and agree that discussions can continue

**MINUTES OF THE MEETING OF THE STAFF WORKING GROUP
HELD ON THURSDAY 8 FEBRUARY 2024 11.00am**

Present:

Trevor Bennett (Chairman) Mary Evans
Dave Curtis Annette Overton

Sue Lake – Town Clerk

1. Apologies for Absence

Apologies were received from Lloyd Mills

2. Members Declaration of Interest and Dispensations

None made.

3. Minutes

The minutes of the meeting held 24th January 2024 were confirmed and **AGREED** and signed by the chairman

4. Adjournment of the Meeting

Not required.

5. Exclusion of the Press and the Public

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

6. Communications Officer

a) To receive an update

the advert will be placed either the 8th or 9th February with a closing date of February 19th. Interviews to be held on February 28th.

The interview panel will consist of Pat Prekopp, Cheryl Bould and Mary Evans. Sue Lake will be in attendance.

Once selected the decision will need to go to the Town council on March 6th so confirmation will be made on March 7th.

7. Grounds Post

a) To receive an update

After advising the current contractor of the end of the contract they advised that TUPE may apply to this application. The Town Council gave delegated authority to the Town Clerk with communication with the staffing committee to deal with this issue.

8. Town Clerk

a) To note decisions made by the Town Council

The Town Council delegated to the Interview Panel to appoint the candidate they think most suitable. The Town Council approved the suggested process.

b) To agree the recruitment pack

The position regarding CiLCA was discussed and it was **AGREED** that if the candidate does not have the qualification then it will be a condition of employment they attain it within 12 months. This will be added to the recruitment pack.

It was also felt there should be some reference to CIL as not all districts operate the scheme. Again this will be added.

Discussion on a DBS check was also held and this will need to be clarified.

The recruitment pack was accepted, with these changes. This will be circulated to all councillors for comments with responses by February 15th.

c) To agree the recruitment process

The interview will be in two stages a presentation and then formal interview. Also an opportunity to meet the staff and a short tour of the town. Exact details to be confirmed when number of interviewees are known.

The closing date will be 28th March, with shortlisting on the 2nd April and interview, at the Drill Hall, on 10th April.

The interview panel will consist of Trevor Bennett, Mary Evans, Lloyd Mills, Catherine Fletcher and David Anderson. Annette Overton and Dave Curtis to be reserves.

d) To discuss any other aspects of the Town Clerk recruitment

the chairman was also keen on some form of written test and this will be considered at shortlisting stage.

9 ITEMS FOR INFORMATION/NEXT AGENDA

The chairman reported on the staff meeting held yesterday and felt it went well, targets were given and the importance of the jobs were stressed. It was suggested holding something similar every couple of months.

10 DATE OF NEXT MEETING

To be confirmed

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 12.30pm