



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

PRESENT:

Kay Montandon (Chair)
Kevin Cunnane
Jon Minns

Trevor Bennett
Catherine Fletcher
Mitchell Philpott

Gordon Clarke
Michael Goodwin
Patrick Prekopp

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk), Andy Bell (Town Council Groundsman) and four members of the public.

1. To Receive Apologies for Absence

Apologies were received from David Anderson, Cheryl Bould, Tim Briscoe and Mary Evans. Apologies were also noted from Sue Catchpole (Broadland District Council).

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

None raised.

3. To Agree the Minutes of the Meeting held on 3rd December 2025

It was *resolved* to accept the Minutes of the Town Council Meeting held 3rd December 2025. The Minutes were signed as a true and accurate record by the Chairman.

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

As a result of the media interest in the escaped pigs, Kevin Cunnane suggested whether the council should have a policy on livestock escaping. This is to ensure it is known that this is not under the jurisdiction of the Town Council. It was felt that it would be difficult to have a policy for all matters that the Town Council is not responsible for, however this could be kept under review.

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

No matters raised.

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

Two members of the public were in attendance to discuss item 15 (Town Planters). It was confirmed that additional information provided by the members of the public had been circulated to all councillors.

It was agreed to discuss item 15 at this point

15. To Consider Replacement of Town Planters

The materials for the proposed planters had been updated from softwood to hardwood, to increase longevity of the final product. It was also noted that the final product had to be constructed to allow for moving by Town Council staff.

Ongoing maintenance of the planters was also discussed and the requirement for assisting with watering. Reservoirs could be added to ease maintenance pressure.

Sponsorship from either local businesses or community groups was also discussed. Patrick Prekopp requested that this be placed on the Cittaslow agenda. This will also be taken forward to the budget meeting on 13th January.

7. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. The Clerk updated the following:

- The internal auditor has been appointed and has commenced work.
- After no response from BT as a result of the formal complaint submitted online, a letter of formal complaint about the broadband provided to the Town Council has been sent.

The Town Clerk's report was ***noted***.

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

The following potential capital and CIL projects were ***noted***:

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

b) To consider capital project for an Information Bureau

Kay Montandon advised that Cromer now has a banking hub run by the post office.

Mitchell Philpott reported that some initial investigations had been done to see if the original decision to decline a banking hub for Aylsham could be petitioned. There are potential units which could be used in the centre of town to house such an establishment. Further work on this project will continue.

9. Highways

a) To receive report on the Transport Hub

Potential plans of where the solar panels could be located over the transport hub were provided. The clerk will follow up with the consultant on the possible cost of the planning application. Of the £10,000 grant received for these works, £1,220.75 remains

b) To receive update from Transport Group

Kay Montandon reported that the Transport Group met with Norfolk County Council bus services with regards to feasibility of any changes to the traffic management of the market place and options for further consultation.

In principle, Norfolk County Council would be willing to undertake a detailed feasibility study to develop concept designs that could be progressed to public consultation and, subject to outcomes, delivery. Before commissioning this work, however, it would be important to establish broad consensus on an agreed brief over the coming weeks, clearly setting out shared objectives, constraints and priorities for the Market Place. Early engagement with the local community was strongly recommended, potentially using Gordon Clarke's concept as a discussion prompt, to help build agreement around the key principles that could then be formalised into a brief for Norfolk County Council to develop. The aspiration would be to issue a brief to the Norfolk County Council highways design team around March.

In conjunction with this, the discussion around use of the town centre car parks has progressed with Broadland District Council. Initial advice has been received from Broadland District Council and it was **agreed** to enquire of Broadland District Council if they would meet with the transport group to provide more detail into the initial advice given and whether any changes could positively impact the town centre. It was **agreed** that the clerk will invite a representative from Broadland District Council to the next transport group meeting.

c) To consider application for a 3 bay bus shelter at Market Surgery under the Bus Shelter Improvement Plan

After an initial assessment, this site could house a 3 bay reverse cantilever bus shelter with a bench seat. A quote has been sought.

It was **agreed** to defer this item until 13th January.

10. Finance

a) To receive bank Reconciliation to 23rd December 2025

The bank reconciliation was **noted**.

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

The budget document was **noted**. The clerk will review the document presented to the council further to make the information more user friendly.

c) To agree the detailed payments 26th November to 23rd December 2025

The payments were **agreed**.

d) To agree the detailed receipts from 26th November to 23rd December 2025

The receipts were **agreed**.

e) To note the schedule of reserves

The level of reserves were **noted**.

11. To Agree Terms of Reference for Neighbourhood Plan Steering Group

A draft Terms of Reference was presented. It was **agreed** that the Clerk will review to see how the ambitions of the Town Council committees and working groups can be worked into the objectives of the group. The clerk will also liaise with the Town Council's consultant to arrange an initial meeting with the group.

12. To Agree Structure of Cost Saving Event on 31st January 2026

It was **agreed** to use the cost saving event as a forum for consultation over the Neighbourhood Plan. This would be in the form of open questions to obtain a steer for the Neighbourhood Plan group. It was also **agreed** to display options for movement of traffic and pedestrians around the market place, as Norfolk County Council required initial feedback by 31st March.

13. To Consider Response to Government Consultation on Unitary Model(s).

The majority preference for the council was that of the three unitary model. This would be placed in the comments of the government consultation and also fed back to Norfolk ALC.

14. To Consider Response to Norfolk County Council Regarding Footway Lighting on the Burgh Road Development

The Clerk reported that a request had been sent to Hopkins Homes about the lighting to be installed on the new homes. It was **agreed** to defer this item until a response is received.

Item 15 was discussed after item 6

16. Committee Reports

a) Aylsham Climate Emergency

i) To receive Minutes of the meeting of 1st December and adopt recommendations made

The minutes were received and recommendations **adopted**.

b) Planning Committee

i) To note the Minutes of the committee meeting of 11th December 2025

The minutes of the planning committee of 11th December had been circulated and were **noted**.

ii) To consider project for Community Resilience Planning

Trevor Bennett reported that the planning committee had hosted a representative from Broadland District Council to discuss how the community can be supported in the short term in the event of an emergency. It was **agreed** to proceed with this project and delegate responsibility to the planning committee.

c) Property Committee

i) To note the Minutes of the committee meeting on 9th December 2025

The minutes of the Property Committee meeting of 9th December 2025 had been circulated and were **noted**.

d) Staffing Committee

i) To note the minutes of the committee meeting of the 19th December 2025

The minutes of the Staffing committee meeting of 8th October had been circulated and were **noted**.

ii) To consider adopted of councillor / officer protocol

The draft protocol had been circulated and was **adopted** by council.

e) Events Committee

i) To note the Minutes of the meeting of 17th December 2025

The minutes of the Events Committee meeting of 17th December 2025 had been circulated and were **noted**.

17. To Receive Feedback from Chairs' Meeting

Kay Montandon reported that the Chairs had not met due to the Christmas period. A meeting will be arranged.

18. To Note Items for Information or Future Agendas

No matters raised.

19. Meetings

a) To confirm the date of the next ordinary meeting as Wednesday 4th February 2026 and the Budget Meeting on Tuesday 13th January 2026.

This was **agreed**.

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

20. Closure of the Meeting to the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of items 21 and 22 due to the confidential nature of the business to be transacted.

The meeting was closed to the press and public

21. To Consider Appointment of Consultant to Assist in the Resolution of IT Safety and Security Matters

A report was provided to councillors. Costs would be obtained and brought to the budget meeting on 13th January. Thanks were recorded to the local resident who had been assisting with this project, Mitchell Philpott and the officers involved.

22. Staffing

a) To receive update from the Staffing Committee on Confidential Staffing Matters from the Meeting of 19th December 2025 and agree any subsequent actions

The following policies were agreed by the council:

- Holiday Policy.
- Wellbeing Policy
- Absence Management Policy
- Religious and National Holiday Celebration Policy
- Short Term Sickness Absence Policy
- Long Term Sickness Absence Policy

Amendments to job descriptions, as recommended by the Staffing Committee were agreed, as were proposed new job descriptions for roles deemed to be required for recruitment in 2026/2027.

An update was provided to council about an existing staffing matter.

The meeting was reopened to the press and public

The meeting closed at 9.30pm

Signed _____

Date _____

DRAFT



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON TUESDAY 13th JANUARY 2026 at 7pm**

PRESENT:

Kay Montandon (Chair)
Gordon Clarke
Michael Goodwin
Patrick Prekopp

David Anderson
Kevin Cunnane
Jon Minns

Trevor Bennett
Catherine Fletcher
Mitchell Philpott

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk).

1. To Receive Apologies for Absence

Apologies for absence were received from Cheryl Bould and Tim Briscoe.

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

None raised.

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

No matters raised.

4. To consider application for a 3 bay cantilever bus shelter at Market Surgery under the Bus Shelter Improvement funding

It was *agreed* to apply for funding of £4,168 from Norfolk County Council representing 80% of the cost of a 3 bay reverse cantilever bus shelter to be sited at the Market Surgery. The remaining £1,042 (20%) would be funded from the Street Furniture earmarked reserve.

5. To agree ACE budget of £100 to promote the Live Well for Less event.

Kay Montandon reported that the grant received for this event of £300 did not cover the cost of advertising. She had liaised with the Chairman of ACE and there were no objections to utilising £100 from the ACE budget to support this joint event. Members *agreed* to release £100 from the ACE budget for promotion of this event.

6. Closure of Meeting to the Press and Public

It was *agreed* to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of item 7 in view of the confidential nature of the business to be transacted.

The Meeting was Closed to the Press and Public

7. To Review Draft Budget

Trevor Bennett provided the meeting with information on historic budget setting. The tax base, past and present, was also discussed.

The clerk gave an introduction on the draft budget document and the rationale behind it. Each cost centre was reviewed in detail.

Staffing: The ambitions of the council were discussed in detail and what staffing structure would be required to achieve this. An agreement was made on the staffing budget and associated actions would be taken forward by the staffing committee.

General Purposes: A duplicate item was corrected in the draft budget and the contribution to the Archives for the second edition of A History of Aylsham was removed from the proposed revenue budget, to be taken from reserves. It was also agreed to move money from reserves to facilitate the IT improvements required for Assertion 10, into this financial year.

An additional amount was added for corrections to workstations.

Town Hall: The repairs and maintenance required for the town hall were raised. In addition to the responsibilities of running a Grade 2 listed building, it was noted that government legislation requiring the collection of food waste would also add to the expenditure of the Town Hall.

The Property Committee had proposed an increase in hire fees to help cover costs.

Drill Hall: The requirement to address the heating system in the Drill Hall was raised. £5,000 would be moved from reserves to assist with this.

The Property Committee had proposed an increase in hire fees to help cover costs.

Commercial Properties: The recommendations of the Property Committee were accepted over the Town Council's investment properties.

Public Toilets: The necessity to tender on the cleaning contract was emphasised.

Cemetery: The Property Committee had proposed an increase in fees to help cover costs.

Allotments: The Property Committee had proposed an increase in tenancy fees to help cover costs. However, as a years notice is required, these would only be effective for the 2027 season.

Markets: The Property Committee had put together a more effective pricing structure, which would reward those who had regular market stalls. The clerk and the facilities officer are to review the market application forms and bring recommendations back to the Property Committee.

Open Spaces: The costs of leasing the grounds machinery was discussed and whether consideration should be given in the future to purchasing the equipment.

The grant request of £61,000 from the Recreation Ground was considered. This was reduced to £51,000 for the following reasons:

- A previous expenditure allocation of £16,000 for grounds maintenance has been removed, but this reduction was not reflected in the grant request.
- Costs for administration and financial services have increased from £9,000 to £16,360, which the council felt required further review.
- The allocation for National Insurance and pension contributions should be revisited. As a registered charity, the Recreation Ground may be eligible to claim the Government's Employment Allowance, which would negate employer National Insurance contributions. In addition, it was unclear which pension provider has been selected and whether contributions are based on full or qualifying earnings.
- The Recreation Ground currently holds an emergency reserve of £47,675. In light of this, the additional emergency reserve provision shown was not considered necessary.
- It was felt that activities with directly attributable expenditure, such as cricket, bowls and pétanque, should be reviewed to consider whether income could more closely align with expenditure.

Events: All members were in favour of retaining a budget for events, which provided entertainment for the whole town. It was felt that the events were part of the identity of Aylsham.

Churchyard: No further revenue budget will be set aside for the church wall. When prices are received for the repair, if they are in excess of the earmarked reserves, consideration should be given to alternative sources of funding, such as a public works loan.

The footpath repairs will no longer be considered in this financial year, although the shingle will be scraped to even it out.

The memorial garden project will not be considered for revenue funding this year.

Alternative sources of funding should be looked at, or the project can be considered again next year.

Street Scene: Discussions occurred as to the level of street lighting repairs required, particularly on Sir Williams Lane and Penfold Street. £10,000 will be moved from reserves to support these works.

It was noted that the Salix loan is now paid off.

The Meeting was Reopened to the Press and Public

8. Formal Budget and Precept Setting

a) To formally agree the Aylsham Town Council budget for 2026/2027.

The Aylsham Town Council budget was **agreed** as follows:

Cost Centre	Budgeted Income	Budgeted Expenditure	Balance
General Purposes	£11,100.00	£152,861.02	£141,761.02
Town Hall	£37,250.00	£121,865.71	£84,615.71
Drill Hall	£39,650.00	£95,584.54	£55,934.54
Commercial Properties	£24,650.00	£25,077.38	£427.38
Public Toilets	£0.00	£25,224.18	£25,224.18
Cemetery	£7,100.00	£27,538.20	£20,438.20
Allotments	£4,000.00	£34,784.29	£30,784.29
Markets	£6,200.00	£19,909.69	£13,709.69
Opens Spaces	£12,100.00	£145,378.83	£133,278.83
Events	£9,550.00	£47,120.52	£37,570.52
Churchyard	£0.00	£16,452.68	£16,452.68
Street Scene	£0.00	£67,517.50	£67,517.50
	£151,600.00	£779,314.54	£627,714.54

b) Agree the Precept Request for Aylsham Town Council for 2026/2027

It was *agreed* that the precept request for 2026/2027 should be £627,715

The meeting closed at 10.50pm

Signed _____ Date

Item 7**Clerk's Report for the Meeting of 4th February 2026**

<u>ITEM</u>	<u>COMMENTS</u>
Town Hall	Action points from Fire Risk Assessment seen by Property Committee. Clerk and Maintenance manager to action Useful contact at Blickling with regards to maintenance and energy efficiency in a listed building. Clerk to follow up on. 2023 Energy report for the Town Hall located. Fee proposal requested for dilapidation report / programme of repairs. Second quote required (see property minutes) Initial quote received for window repair/replacement. Requested requote to isolate window in most urgent need of repair. Second quote required (see property minutes). Boiler quotes being revisited. Roof repairs required to the south of the town hall. Quotes being sought.
23 Market Place	Roof slate replaced but other areas where tiles have slipped require further works. A quote has been requested. Condition of whole roof raised as a concern. Fee proposal requested for dilapidation report / programme of repairs. Also for rent valuation. Second quote required (see property minutes).
Cemetery Cottage	Fee proposal requested for dilapidation report / programme of repairs. Second quote required (see property minutes).
Cemetery	Shelter cordoned off. Concerns raised over the number of informal edgings that have been installed around graves. To be addressed. Burial procedures to be reviewed.
Cittaslow	See minutes of meeting 20/01/26. Cittaslow looking to lead on UK Town of Culture submission
Allotments	Review of arrangements for closure of Norwich Road to take place. Ensure the Secretary of State has signed off. Check of segregation for deposits to be done.
Churchyard	Churchyard committee (agenda item) Initial report received from surveyor for the church wall. Fee proposals being sought to take project forwards. Further meeting booked for 02/02/26 to review proposals
Market Place	Transport group discussing ideas for traffic around the market place, balancing with pedestrian realm. Consultation to take place on 31/01/26
Markets	Grant obtained to bring entertainment to the Food and Craft market for 6 months in 2026. Clerk to get entertainment booked in and arrange advertising. Mitchell Philpott to arrange meeting with market traders.
Jannys Close Community Garden	Historical information to be sought to enable land registration
Staithe	No matters to report
"Little Staithe"	No matters to report

Highways	<p>Town Council escalated works to H-Bars on Cawston Road. The work took place on Wednesday 28th January, with assistance from Town Council staff mail dropping properties to ensure vehicles were removed.</p> <p>Request made to Highways for extra 20mph repeater signage on Bure Meadows (chased 30/01/26).</p> <p>Cllr Graham Plant has been chased over the plans for the proposed crossing on Burgh Road.</p> <p>Hopkins Homes has advised that the lighting to be provided on the homes at Burgh Road will be PIR lights will be provided adjacent all front entrance doors(see agenda item 12)</p>
Paupers Graveyard	<p>Application to fell TPO tree has been submitted (2025/2471) has been refused by Broadland District Council. To review tree again to see if any works can be done to cut back. Another application to Broadland District Council will be required.</p> <p>There continues to be problems with the apparent exercising of dogs in this area and the associated dog waste left onsite. The gate has been removed to discourage this, but there has been no reduction in dog waste so far.</p> <p>Clerk has reported to Broadland District Council. Churchyard committee agreed to lock up the area and explain to the public why this has been done. Access can be arranged through the Town Council. Churchyard committee has arranged an article to be published in JA to explain situation.</p>
Norfolk Homes large area off Mileham Drive	<p>RoPSA reports reviewed by the Property committee. To prioritise safety matting repairs.</p> <p>Broadland District Council has signed the new Public Spaces Protection Order on 6th October in relation to dogs in enclosed play areas. New signage design has been received from Broadland District Council to reflect this. New signs to be arranged.</p>
Recreation Ground	New play equipment installed.
St Michael's Way	<p>RoPSA reports reviewed by the Property committee.</p> <p>Broadland District Council has signed the new Public Spaces Protection Order on 6th October in relation to dogs in enclosed play areas. New signage design has been received from Broadland District Council to reflect this. New signs to be arranged.</p>
Car Parks	Representatives from Broadland District Council attended a meeting of the transport group on 26 th January. They provided information and advice about how the car parks are currently being managed and how they could be managed in the future.
Street Lighting	<p>Resolution of reconnection of lights on Sir Williams Lane is still ongoing. Faulty street light on the junction of Penford Street and Church Terrace reported. Column is iron and in an extensive condition of decay and is likely to require a full replacement. Clerk to enquire of contractor why this wasn't picked up as part of contractual visual inspections.</p> <p>Hopkins Homes has been contacted with regards to the lighting specification on the houses on the Burgh Road development. They are making contact with their technical team and will revert back to the Town</p>

	Council when they are in possession of the information required. (see agenda item)
Public Toilets	Quotes requested for cleaning in 26/27. Placed on 'Find a tender' for maximum exposure for contract.
COMMA/Archives	No matters to report
Litter & Dog Waste Bins	Broadland District Council is looking to reinstall a litter bin in place of the one that was removed as a result of the Norwich Road development. Trinity has been given notice that the Town Council would no longer be emptying the bins on Bure Meadows as this should have always been the responsibility of the Management Company. The Town Council would cease providing this service on 1 st April. Trinity has been asked to confirm that they have made alternative provision.
Bus Shelters	New Bus shelter on Millgate installed. Gold standard shelter outside Tesco has been installed but real time information still not in place. Application for new Bus shelter on Gashouse Hill was successful in receiving 80% funding. Application for new Bus shelter on Norwich Road, outside Market surgery was successful in receiving 80% funding.
Pump	No matters to report
Pillboxes	To review land registry for Norwich Road Pill box. Complaints about graffiti on Bure Meadows pillbox – escalated to Management Company.
War Memorial	No matters to report
Drill Hall	Action points from Fire Risk Assessment seen by Property Committee. Clerk and Maintenance manager to action. Useful contact at Blickling with regards to maintenance and energy efficiency in a listed building. Clerk to follow up on. 2023 Energy report for the Town Hall located. Fee proposal requested for dilapidation report / programme of repairs. Second quote required (see property minutes). The Clerk is in contact with a solicitor to assist with the lease/licensing works for hirers with exclusive use.
SAM2 and Community Speed Watch	Order placed for SAM3 sign after ward member funding by Cllr Steve Riley. This will now be under a parish partnership application but with Cllr Riley covering the 50% from the Town Council.
Vehicles	No matters to report
Councillor Chats	To be arranged
Other Matters	Data/cyber security training to be arranged before 31 st March. The Clerk will liaise with Mitchell Philpott. Two formal complaints have now been placed with BT about the broadband service. The Clerk attended a consultation at Dereham Town Council on their proposed skatepark upgrade, to establish a way forward for Aylsham
Future Meetings	9 th February – 7pm – Christmas Lights committee

	<p>12th February – 10am – planning committee 17th February – 11am – Cittaslow committee 18th February – 7pm – Events committee 24th February – 2pm – Property committee 4th March – 7pm – Full Council</p>
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Meeting of Aylsham Town Council – 4th February 2026

Item 8 - Capital and CIL Projects

Potential capital projects that CIL / Section 106 funds may be used for:

Recreation and Play

- a. Inclusive play equipment at the recreation ground.
- b. Skate/Wheel Park. *Clerk attended the Dereham Town Council consultation regarding their skate park upgrade. Consultant recommended visiting Activity First as a starting point (<https://www.activityfirst.org/>)*
- c. New Pavillion for the Recreation Ground.
- d. Sports and Fitness Provisions.
- e. Surfacing of Mileham Drive MUGA
- f. Surfacing of Mileham Drive Play Area
- g. Resurface/revise MUGA Car Park.

Highways

- a. Transport Hub. Agenda item
- b. Aylsham Traffic Strategy.
- c. Road Safety at Burgh Road – Zebra Crossing. *Clerk has chased Cllr Graham Plant for further details on the Norfolk County Council agreed scheme*
- d. Traffic Lights on Burgh Road
- e. Cawston Road H-Bars and Bus Cages. *H Bars installed 28/01. Bus stops being installed. A resident has objected to the bus stop close to the Drill Hall which has been addressed to Norfolk County Council (copy letter attached at the request of the resident).*

Local Amenity

- a. Bank Barn. *No update on planning application since October 2025*
- b. Community Lending Library.
- c. Market Place Greening.
- d. Multifunction Information Centre.
- e. Council Building Disability Access Audit.
- f. Town Council Waste Management.

Other

- a. Neighbourhood Plan (£30,000 of CIL allocation agreed)

Visit Aylsham group considering reapplying for a Bank Hub. Information on cash access on their website isn't accurate. Public consultation to be considered.

Dear Mr Pratt,

I am writing to formally raise concerns regarding the installation of a new bus stop outside No. 11 Cawston Road, Aylsham, which appeared yesterday without our prior knowledge.

[REDACTED] and were not aware that this installation was planned. I would be grateful if you could advise why we were not informed of, or invited to participate in, the consultation process that I understand took place over a year ago. I have opened a case with the Highways Public Transport Department (Ref: 5638-1381-0148-1180), as we are both saddened and disappointed that the Council did not contact us directly, particularly given that we live immediately next door to the Drill Hall and have always maintained amicable and open communication regarding matters affecting our neighbouring properties.

I would appreciate it if you could investigate this matter and provide evidence of how and when we were notified. For example, during our own recent planning application, notices were displayed on a post outside the property, which we monitored closely; at no point did we see any notice relating to a proposed bus stop. Please could you clarify what notification procedures were followed and what efforts were made to inform affected residents.

We feel overlooked as residents who are directly impacted, particularly given the obstruction to our access caused by the location of this bus stop. I would also ask that the impact is not minimised on the basis that buses stop only briefly or infrequently. Anyone familiar with this road during peak times will appreciate why this location presents significant challenges, which I outline further below.

After speaking with a neighbour opposite, I understand that they also received no notification. However, they advised that a Council or Highways representative attended No. [REDACTED] to discuss plans for a bus stop outside their property. I am told that the resident [REDACTED] successfully objected due to existing parking constraints, and that the stop was subsequently relocated to outside County Hall, where the road is notably wider. This raises questions as to why the stop has been positioned so close to our property, rather than outside the Drill Hall car park, which would appear to be a safer, more suitable location and closer to the town centre.

This leads me to question how this location was selected, what assessment process was followed, and why some residents were contacted directly while others were not. I work from home and would have been available to discuss this in person. Regrettably, the process feels inconsistent and insufficiently considered. While I would prefer not to personalise the issue, I do feel let down by the lack of engagement on a matter that directly affects our home and safety.

Our principal concern relates to the proximity of the bus stop to our dropped kerb, which is approximately five metres from the centre of the stop. This presents significant safety risks,

- **Visibility:** Groups waiting on the narrow pavement and grass verge will obstruct our view when exiting the driveway. A stationary bus (approximately 10–12 metres long) will completely block our access.
- **Road narrowing and congestion:** This section of Cawston Road already gets quite congested, with parking on one side requiring vehicles to pull in exactly where the stop is to allow traffic to pass. As a main route into Aylsham and a key school route, congestion and gridlock are already common, compounded by parking near Mill Lane and the garage opposite.
- **Junction obstruction:** When stationary, the bus will obstruct the T-junction at Foxes Loke.

- **Turning safety:** Visibility will be significantly reduced for residents and visitors turning into Foxes Loke from the direction of the town while a bus is present.
- **Pedestrian safety:** There is already a concerning volume of vehicles mounting the pavement in this area, particularly during peak times when many children, including my own, are walking along this road.
- **Personal safety concern** [REDACTED]
[REDACTED], the need for rapid emergency access is critical, and any obstruction or delay presents a serious concern for our family.

I would also appreciate clarification on whether the spacing of bus stops along Cawston Road has been reviewed. There is a newly installed stop further down the road, visible from the Mill Lane junction, meaning buses will stop twice within a very short distance—approximately a one-minute drive apart. Given the number of stops already present, it is difficult to understand why these stops are required in such proximity.

Would it not have been more logical to locate the stop closer to the town centre—such as outside the Church or the Drill Hall—where the road is wider and passing traffic can do so more safely? I would welcome an explanation as to why these options were not pursued and why the pavement directly outside our home was considered the most appropriate location. I hope I do not witness people either trampling the grass to get around waiting passengers or worse, stepping into the road.

I look forward to your response and would appreciate a prompt review of this matter.

Yours sincerely

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Meeting of Aylsham Town Council

4th February 2026

Item 9 – Highways

Item a) To receive update on Transport Hub

After seeking clarification on the rules about Biodiversity Net Gain (BNG) Canham Consulting is in a position to submit the planning application. The supporting documentation for this submission will be sent under separate cover due to its size.

The LPA will not confirm the planning fee until submission, but it is suggested this could be:

Full planning permission, for the construction of car park, service road, other means of access where development is required for a purpose incidental to existing land use, with reduction for application being made on behalf of parish or community council – planning fee would be £234 inc vat.

Other material change of use of building or land would have fee of £379.

The Clerk will check whether the 50% discount for Town and Parish councils has been applied.

The budget for these works currently stands at:

Grant	£10,000.00
Canhams INV033517	£750.00
Canhams INV033587 (LLFA advice)	£239.25
Canhams INV033708	£2,100.00
Micro Geotechnical	£2,190.00
Canhams INV033862	£950.00
Canhams INV034076	£1,250.00
Canhams INV034277	£250.00
Canhams INV034464 (drainage strategy)	£1,000.00
	£8,729.25
Bal	£1,270.75

Item b) To Receive Update from Transport Group

Petra Maryon and Gege Denton from Broadland District Council attended the transport group meeting on 26th January to discuss how local authority car parks were run. The intention to this was to see if the Buttlands and Burgh Road car parks could be run more efficiently to the benefit of the market place. Key points from this meeting were:

- The Buttlands and Burgh Road have no restrictions on them.
- To put any restrictions on them would require a Traffic Regulation Order (TRO).

- The cost of a TRO is anticipated to be between £5,000 and £20,000 depending upon the level of objection during consultation.
- The TRO would require enforcement.
- There is a TRO covering the market place, and is enforced by Parking Operations (on behalf of the Norfolk Parking Partnership).
- The Local Authority may not use ANPR.
- Discussions are taking place with Norfolk County Council over EV Charging Points in Burgh Road.
- The Market Place is deemed as 'on street parking', The Buttlards and Burgh Road are deemed as 'off street parking'.
- Broadland District Council leases the Bure Valley car park to BVR, with the exception of 10 spaces which are publicly available.
- Any changes to the car parks (including the market place) would have to come up to the improvement parking standards (eg: larger spaces / bigger turning circles).
- Aylsham is an economically successful market town. The Broadland average of retail vacancies is 14%, whereas Aylsham is only 4%.

The group discussed different layouts to the market place to improvement the pedestrian realm. A consultation will be held at the Live Well for Less event on 31st January, with the results being fed back to council.

Item c) To consider resident request for a grit bin on Buxton Road

The following has been received from a resident:

"When we have snow fall that melts to ice the entire Buxton road becomes an ice rink. We remain cut off as the road becomes very challenging. I am unable to walk my dog at all as both the limited pavements and roads are unwalkable. They are sheer ice. Is there any way we could apply for a grit bin as I am sure local residents would be only to happy to assist in keeping the road safe"

Resident resides between Lancaster Gardens and Bure Valley Lane.

The process for this is for the Town Council to purchase the grit bin, and Norfolk County Council will keep it filled with grit. The Town Council would also need permission from Norfolk County Council as they have to ensure that they can get their grit lorry to the chosen location. Assurances would be required from residents to ensure that it is truly required and will be used.

Should the Town Council wish to go ahead, the cost of grit bins start from £125



[View Product](#)

Nestor™ 400 Grit Bin

From: £258.39



[View Product](#)

Nestor™ 90 Grit Bin

From: £125.43



[View Product](#)

Slimline™ Grit Bin

From: £186.91

Aylsham Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 28/01/2026			
	Cash in Hand 01/04/2025		385,552.38
	ADD Receipts 01/04/2025 - 28/01/2026		691,536.35
	SUBTRACT Payments 01/04/2025 - 28/01/2026		1,077,088.73
A	Cash in Hand 28/01/2026 (per Cash Book)		474,974.72
	Cash in hand per Bank Statements		
	Petty Cash 28/01/2026	0.00	
	01 Barclays Current Account 28/01/2026	1,829.99	
	02 Barclays Active Saver 28/01/2026	151,152.03	
	Public Sector Deposit Fund 28/01/2026	123,721.52	
	Shawbrook - Issue 7 Fixed Bond 28/01/2026	94,984.31	
	Redwood Savings Account 28/01/2026	103,932.78	
			475,620.63
	Less unpresented payments		645.91
			474,974.72
B	Adjusted Bank Balance		474,974.72
	A = B Checks out OK		

Aylsham Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
01 General Purpose	148,520.00	185,754.66	37,234.66 (25%)	151,948.22	142,144.72	9,803.50 (6%)	47,038.16
02 Town Hall	77,750.00	65,358.75	-12,391.25 (-15%)	97,750.00	75,778.46	21,971.54 (22%)	9,580.29
03 Drill Hall	81,490.00	80,563.71	-926.29 (-1%)	81,485.00	74,896.38	6,588.62 (8%)	5,662.33
04 23 Market Place	5,600.00	4,425.03	-1,174.97 (-20%)	400.00		400.00 (100%)	-774.97
05 Cemetery Cottage	7,000.00	5,724.06	-1,275.94 (-18%)	500.00	934.61	-434.61 (-86%)	-1,710.55
06 Public Toilets			0.00 (N/A)	18,400.00	13,305.88	5,094.12 (27%)	5,094.12
07 Other Properties	9,050.00	9,012.00	-38.00 (-0%)	8,461.00	11,145.30	-2,684.30 (-31%)	-2,722.30
08 Cemetery	30,255.00	29,438.00	-817.00 (-2%)	29,257.00	22,482.01	6,774.99 (23%)	5,957.99
09 Allotments	35,380.00	36,897.78	1,517.78 (4%)	35,383.00	27,983.01	7,399.99 (20%)	8,917.77
10 Markets	9,000.00	4,554.72	-4,445.28 (-49%)	2,400.00	1,667.62	732.38 (30%)	-3,712.90
11 Open Spaces	192,220.00	177,857.80	-14,362.20 (-7%)	177,118.00	149,991.71	27,126.29 (15%)	12,764.09
12 Events		3,352.42	3,352.42 (335242)	3,003.00	6,290.80	-3,287.80 (-109%)	64.62
13 Churchyard	16,415.00	18,374.00	1,959.00 (11%)	16,373.00	10,255.74	6,117.26 (37%)	8,076.26
14 Street Scene	32,500.00	35,639.30	3,139.30 (9%)	32,500.00	26,139.65	6,360.35 (19%)	9,499.65
Earmarked Reserves		10,000.00	10,000.00 (100000)	344.14	9,073.39	-8,729.25 (-2536%)	1,270.75
NET TOTAL	645,180.00	666,952.23	21,772.23 (3%)	655,322.36	572,089.28	83,233.08 (12%)	105,005.31
Total for ALL Cost Centres		666,952.23			572,089.28		
V.A.T.		24,584.12			30,024.73		
GROSS TOTAL		691,536.35			602,114.01		

Aylsham Town Council
Summary of Income & Expenditure 2025-2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

01 General Purpose

Code	Title	Income			Expenditure			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1	Precept	136,520.00	136,588.00	68.00				68.00 (0%)
2	Bank Interest /Charges	12,000.00	7,775.18	-4,224.82		152.67	-152.67	-4,377.49 (-36%)
3	CIL		29,536.52	29,536.52				29,536.52 (N/A)
4	Marquee		294.27	294.27	1,371.22	1,371.22		294.27 (21%)
5	Recycling Credits/Bottle Bank		1,912.53	1,912.53		335.13	-335.13	1,577.40 (N/A)
6	Other Income		-2,250.00	-2,250.00				-2,250.00 (N/A)
7	Staff Costs				87,071.00	76,496.01	10,574.99	10,574.99 (12%)
10	Office Expenses				13,000.00	17,847.56	-4,847.56	-4,847.56 (-37%)
11	Staff Training				1,000.00	915.00	85.00	85.00 (8%)
13	Equipment	100.00	100.00		500.00	-292.95	792.95	892.95 (178%)
14	Advertising				500.00	520.00	-20.00	-20.00 (-4%)
15	Audit Fees				2,200.00	1,735.00	465.00	465.00 (21%)
16	Election				500.00		500.00	500.00 (100%)
17	Subscriptions & Memberships				3,100.00	1,814.99	1,285.01	1,285.01 (41%)
18	Professional Fees				2,500.00	698.00	1,802.00	1,802.00 (72%)
19	Insurance	30.39	30.39		11,800.00	19,006.05	-7,206.05	-7,175.66 (-60%)
20	Chairman's Allowance				250.00	229.55	20.45	20.45 (8%)
21	Climate Change	1,406.83	1,406.83		5,000.00	333.09	4,666.91	6,073.74 (121%)
22	Cittaslow	1,500.00	1,500.00		1,500.00	3,671.67	-2,171.67	-671.67 (-44%)
23	Traffic Group							(N/A)
24	Youth Project							(N/A)
25	Communications							(N/A)
26	Van	307.43	307.43		6,600.00	6,556.00	44.00	351.43 (5%)
27	Miscellaneous	30.00	30.00		500.00	119.08	380.92	410.92 (82%)
28	Councillor Training				500.00	224.00	276.00	276.00 (55%)
29	Archive				250.00		250.00	250.00 (100%)
30	SAM2				700.00	30.00	670.00	670.00 (95%)
161	Christmas Lights Infrastructure	964.33	964.33		2,000.00	2,193.46	-193.46	770.87 (38%)
162	VAT							(N/A)
163	Legal Expenses				2,500.00	1,195.52	1,304.48	1,304.48 (52%)
176	Skate Park Fundraising							(N/A)
178	Staff Uniform					823.78	-823.78	-823.78 (N/A)
181	Repairs & Maintenance				4,000.00	3,258.84	741.16	741.16 (18%)
190	Warm Spaces							(N/A)
196	Credit							(N/A)
199	Community Speedwatch					10.23	-10.23	-10.23 (N/A)
200	CIL 2025/26	4,415.68	4,415.68					4,415.68 (N/A)
204	ACE - Pallet Fund					884.22	-884.22	-884.22 (N/A)
205	ACE Film Screening	893.50	893.50			149.68	-149.68	743.82 (N/A)
207	CCTV				3,000.00	2,615.00	385.00	385.00 (12%)
209	Visit Aylsham				1,606.00		1,606.00	1,606.00 (100%)
SUB TOTAL		148,520.00	183,504.66	34,984.66	151,948.22	142,892.80	9,055.42	44,040.08 (N/A)

02 Town Hall

Code	Title	Income			Expenditure			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
41	Other Income							(N/A)
42	Storage Rent	1,500.00	1,075.00	-425.00				-425.00 (-28%)
43	Curtains	500.00		-500.00				-500.00 (-100%)

Aylsham Town Council
Summary of Income & Expenditure 2025-2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

44 Hirings - Town Hall	20,000.00	17,918.75	-2,081.25		142.00	-142.00	-2,223.25 (-11%)
45 Staff Costs				37,050.00	33,791.43	3,258.57	3,258.57 (8%)
48 Utilities				8,000.00	10,803.19	-2,803.19	-2,803.19 (-35%)
49 Rates				17,800.00	18,602.72	-802.72	-802.72 (-4%)
50 Cleaning/Sanitary/Refuse				8,500.00	6,617.28	1,882.72	1,882.72 (22%)
51 Repairs & Maintenance				5,000.00	3,359.51	1,640.49	1,640.49 (32%)
52 Licensing				500.00	1,327.20	-827.20	-827.20 (-165%)
53 Furniture				500.00	94.91	405.09	405.09 (81%)
164 Pest Control				300.00	185.00	115.00	115.00 (38%)
165 Incidental				100.00	-5.08	105.08	105.08 (105%)
183 Precept	45,750.00	45,750.00					(0%)
194 Boiler Reserve							(N/A)
195 Boiler Reserve	10,000.00		-10,000.00	20,000.00		20,000.00	10,000.00 (33%)
SUB TOTAL	77,750.00	64,743.75	-13,006.25	97,750.00	74,918.16	22,831.84	9,825.59 (N/A)

03 Drill Hall

Code	Title	Income			Expenditure			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
61 Storage Rent		800.00	485.00	-315.00				-315.00 (-39%)
62 Hirings - Drill Hall		33,000.00	28,282.50	-4,717.50				-4,717.50 (-14%)
63 Staff Costs					41,435.00	37,893.24	3,541.76	3,541.76 (8%)
66 Broadband					600.00	450.00	150.00	150.00 (25%)
67 Utilities					10,000.00	7,627.85	2,372.15	2,372.15 (23%)
68 PWLB					18,300.00	18,009.77	290.23	290.23 (1%)
69 Rates		4,030.21	4,030.21		5,500.00	3,493.00	2,007.00	6,037.21 (109%)
70 Cleaning/Sanitary/Refuse					3,500.00	2,459.65	1,040.35	1,040.35 (29%)
71 Repairs & Maintenance					1,000.00	2,982.53	-1,982.53	-1,982.53 (-198%)
72 Licensing					150.00	215.42	-65.42	-65.42 (-43%)
73 Furniture					500.00		500.00	500.00 (100%)
74 Other Income								(N/A)
166 Incidental					250.00	7.47	242.53	242.53 (97%)
167 Pest Control					250.00	185.00	65.00	65.00 (26%)
184 Precept		47,690.00	47,686.00	-4.00				-4.00 (-0%)
SUB TOTAL		81,490.00	80,483.71	-1,006.29	81,485.00	73,323.93	8,161.07	7,154.78 (N/A)

04 23 Market Place

Code	Title	Income			Expenditure			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
80 Rent/Insurance		5,600.00	4,425.03	-1,174.97				-1,174.97 (-20%)
169 23 Market Place Repairs					400.00	-50.00	450.00	450.00 (112%)
SUB TOTAL		5,600.00	4,425.03	-1,174.97	400.00	-50.00	450.00	-724.97 (-20%)

05 Cemetery Cottage

Code	Title	Income			Expenditure			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
81 Rent		7,000.00	5,724.06	-1,275.94				-1,475.88 (-21%)
82 Repairs/Maintenance					500.00	401.43	98.57	98.57 (19%)
203 Miscellaneous								(N/A)
206 Management Fees						333.24	-333.24	-333.24 (N/A)

Aylsham Town Council
Summary of Income & Expenditure 2025-2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

SUB TOTAL	7,000.00	5,724.06	-1,275.94	500.00	934.61	-434.61	-1,710.55 (N/A)
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06 Public Toilets

Code	Title	Income			Expenditure			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
85	Utilities				6,500.00	4,375.82	2,124.18	2,124.18 (32%)
86	Repairs & Maintenance				400.00	171.76	228.24	228.24 (57%)
87	Sanitary/Refuse/Materials				2,000.00		2,000.00	2,000.00 (100%)
88	Cleaning Contract				9,500.00	6,886.95	2,613.05	2,613.05 (27%)
SUB TOTAL					18,400.00	11,434.53	6,965.47	6,965.47 (57%)

07 Other Properties

Code	Title	Income			Expenditure			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
91	Staff Costs				8,461.00	11,145.30	-2,684.30	-2,684.30 (-31%)
94	Other Income	50.00	50.00					(0%)
185	Precept	9,000.00	8,962.00	-38.00				-38.00 (-0%)
SUB TOTAL		9,050.00	9,012.00	-38.00	8,461.00	11,145.30	-2,684.30	-2,722.30 (-31%)

08 Cemetery

Code	Title	Income			Expenditure			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
96	Interments	3,000.00	2,150.00	-850.00				-850.00 (-28%)
97	Memorials & Inscriptions	1,000.00	1,580.00	580.00		150.00	-150.00	430.00 (43%)
98	Exclusive Rights	2,500.00	1,950.00	-550.00				-550.00 (-22%)
99	Staff Costs				22,912.00	20,326.66	2,585.34	2,585.34 (11%)
102	Utilities				100.00	-202.43	302.43	302.43 (302%)
103	Rates				1,700.00	1,981.19	-281.19	-281.19 (-16%)
104	Drive Maintenance				500.00		500.00	500.00 (100%)
105	Grounds Maintenance				500.00		500.00	500.00 (100%)
106	Grass Cutting				3,045.00		3,045.00	3,045.00 (100%)
107	Repairs & Maintenance				500.00	24.16	475.84	475.84 (95%)
108	Equipment Loan (Grass Cutting)							(N/A)
109	Petrol Costs Grass Cutting Equipm							(N/A)
186	Precept	23,755.00	23,758.00	3.00				3.00 (0%)
SUB TOTAL		30,255.00	29,438.00	-817.00	29,257.00	22,279.58	6,977.42	6,160.42 (N/A)

09 Allotments

Code	Title	Income			Expenditure			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
111	Rents Received	4,500.00	4,688.78	188.78		1.10	-1.10	187.68 (4%)
112	Repairs & Maintenance				500.00	26.73	473.27	473.27 (94%)
113	Grass Cutting				508.00		508.00	508.00 (100%)
114	Staff Costs				34,000.00	26,561.23	7,438.77	7,438.77 (21%)
115	Equipment Loan (Grass Cutting)							(N/A)
116	Petrol Costs Grass Cutting Equipm							(N/A)
117	Allotment Deposits	1,325.00	1,325.00			445.00	-445.00	880.00 (N/A)
118	Rent-National Trust				275.00	300.00	-25.00	-25.00 (-9%)

Aylsham Town Council
Summary of Income & Expenditure 2025-2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

180 Water				100.00	298.16	-198.16	-198.16 (-198%)
187 Precept	30,880.00	30,884.00	4.00				4.00 (0%)
SUB TOTAL	35,380.00	36,897.78	1,517.78	35,383.00	27,632.22	7,750.78	9,268.56 (N/A)

10 Markets

Code	Title	Income			Expenditure			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
120 Market Rents		6,000.00	3,870.87	-2,129.13		1.61	-1.61	-2,130.74 (-35%)
121 Farmers Market Rent		3,000.00	560.85	-2,439.15				-2,439.15 (-81%)
122 Rates					1,500.00	1,397.20	102.80	102.80 (6%)
123 Repairs/Maintenance/Cleaning								(N/A)
124 Licensing					200.00		200.00	200.00 (100%)
170 Market Place Sundries					700.00	266.76	433.24	433.24 (61%)
171 Market Place Advertising								(N/A)
208 Card Charges Market						2.05	-2.05	-2.05 (N/A)
SUB TOTAL		9,000.00	4,431.72	-4,568.28	2,400.00	1,667.62	732.38	-3,835.90 (N/A)

11 Open Spaces

Code	Title	Income			Expenditure			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
126 Verges - Highway			12,084.07	12,084.07	5,243.00		5,243.00	17,327.07 (330%)
127 Recreation Ground		9,000.00	1,697.73	-7,302.27	66,500.00	41,697.73	24,802.27	17,500.00 (23%)
128 Staff Costs		9,000.00	4,500.00	-4,500.00	84,375.00	74,441.91	9,933.09	5,433.09 (5%)
131 Equipment					4,500.00	2,952.47	1,547.53	1,547.53 (34%)
132 Repairs & Maintenance					500.00	356.93	143.07	143.07 (28%)
133 In House Grass Reserve		15,000.00		-15,000.00				-15,000.00 (-100%)
134 Tree Maintenance					15,000.00	6,423.31	8,576.69	8,576.69 (57%)
135 St Michaels Development						430.50	-430.50	-430.50 (N/A)
136 Staithes/Old Station Yard						-520.00	520.00	520.00 (N/A)
137 Sapwell Close								(N/A)
138 Paupers Grave					500.00	58.20	441.80	441.80 (88%)
139 Norfolk Homes						444.00	-444.00	-444.00 (N/A)
140 Town Sign/Noticeboards								(N/A)
141 Other Green Areas								(N/A)
143 Pump								(N/A)
144 Equipment Loan (Grass Cutting)						13,165.00	-13,165.00	-13,165.00 (N/A)
148 Petrol costs Grass Cutting Equipm						2,122.96	-2,122.96	-2,122.96 (N/A)
149 Verges - Equipment Loan (Grass C								(N/A)
150 Verges - Petrol Costs Grass Cuttin								(N/A)
172 Replacement Furniture					500.00		500.00	500.00 (100%)
188 Precept		159,220.00	159,228.00	8.00				8.00 (0%)
197 Recreation Grounds Maintenance			16.00	16.00		2,251.00	-2,251.00	-2,235.00 (N/A)
SUB TOTAL		192,220.00	177,525.80	-14,694.20	177,118.00	143,824.01	33,293.99	18,599.79 (N/A)

12 Events

Code	Title	Income			Expenditure			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
160 General Events			1,766.23	1,766.23	2,000.00	1,911.82	88.18	1,854.41 (92%)
177 Christmas Events			1,586.19	1,586.19	1,003.00	2,876.84	-1,873.84	-287.65 (-28%)
191 Events			200.00	200.00				200.00 (N/A)

Aylsham Town Council
Summary of Income & Expenditure 2025-2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

SUB TOTAL	3,552.42	3,552.42	3,003.00	4,788.66	-1,785.66	1,766.76 (N/A)
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13 Churchyard

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
142	War Memorial				100.00		100.00	100.00 (100%)
145	Wall and Footpath Maintenance		2,000.00	2,000.00	4,000.00		4,000.00	6,000.00 (150%)
146	Clock				300.00	280.00	20.00	20.00 (6%)
147	Lychgate				100.00		100.00	100.00 (100%)
157	Repairs & Maintenance					14.52	-14.52	-14.52 (N/A)
168	Grass Cutting				1,015.00		1,015.00	1,015.00 (100%)
182	Grounds Maintenance (churchyard)					172.83	-172.83	-172.83 (N/A)
198	Staff Costs				10,858.00	9,788.39	1,069.61	1,069.61 (9%)
201	Precept	16,415.00	16,374.00	-41.00				-41.00 (-0%)
SUB TOTAL		16,415.00	18,374.00	1,959.00	16,373.00	10,255.74	6,117.26	8,076.26 (N/A)

14 Street Scene

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
151	Utilities				10,500.00	7,821.80	2,678.20	2,678.20 (25%)
152	Street Lighting Maintenance				3,000.00	2,076.08	923.92	923.92 (30%)
153	Street Lighting Inspection				2,000.00	792.00	1,208.00	1,208.00 (60%)
154	Litter Bins				4,500.00		4,500.00	4,500.00 (100%)
155	Bus Shelter		3,139.30	3,139.30		3,925.66	-3,925.66	-786.36 (N/A)
156	Replacement Columns				1,500.00		1,500.00	1,500.00 (100%)
173	LED Replacement Programme							(N/A)
174	Bin Installation							(N/A)
175	Other Repairs				500.00		500.00	500.00 (100%)
179	Street Furniture				500.00		500.00	500.00 (100%)
189	Precept	32,500.00	32,500.00					(0%)
192	Salix Loan				10,000.00	10,000.00		(0%)
SUB TOTAL		32,500.00	35,639.30	3,139.30	32,500.00	24,615.54	7,884.46	11,023.76 (N/A)

Earmarked Reserves

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
193	Donations				344.14		344.14	(0%)
202	Transport		10,000.00	10,000.00		8,729.25	-8,729.25	1,270.75 (N/A)
SUB TOTAL		10,000.00	10,000.00		344.14	9,073.39	-8,729.25	1,270.75 (N/A)

Restated

(N/A)

NET TOTAL	645,180.00	663,752.23	18,572.23	655,322.36	558,736.09	96,586.27	115,158.50
V.A.T.		24,584.12			30,024.73		
GROSS TOTAL		688,336.35			588,760.82		

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 24-12-2025 and 28-01-2026)

01 General Purpose

Bank interest/ ch

Date	Description	Supplier	Net	Vat	Total
12/01/2026	Bank Charges	Square	0.38		0.38
12/01/2026	Bank Charges	Sumup	1.01		1.01
13/01/2026	Bank Charges	Sumup	0.25		0.25
13/01/2026	Bank Charges	Square	1.25		1.25
20/01/2026	Bank Charges	Sumup	0.55		0.55
14/01/2026	Bank Charges	Square	1.25		1.25
26/01/2026	Bank Charges	Square	1.25		1.25
	Subtotal for Code: Bank Interest /Charges		£5.94		£5.94

5 Recycling/Bottle

Date	Description	Supplier	Net	Vat	Total
29/12/2025	Bottle Bank	URM	38.63	7.73	46.36
28/01/2026	Bottle Bank	URM	17.92	3.58	21.50
	Subtotal for Code: Recycling Credits/Bottle		£56.55	£11.31	£67.86

7 Staff Costs

Date	Description	Supplier	Net	Vat	Total
23/01/2026	Staff Costs	Staff Costs	7,943.50		7,943.50
	Subtotal for Code: Staff Costs		£7,943.50		£7,943.50

10 Office Expenses

Date	Description	Supplier	Net	Vat	Total
05/01/2026	Various	Barclaycard	35.21	7.04	42.25
29/12/2025	Telephone & Broadband	British Telecom	150.07	30.01	180.08
29/12/2025	Telephone & Broadband	British Telecom	453.33	90.67	544.00
30/12/2025	Telephone & Broadband	British Telecom	159.09	31.82	190.91
02/01/2026	Website	Hugo Fox Ltd	2.49	0.50	2.99
02/01/2026	Computer/IT	Scribe	36.00	7.20	43.20
02/01/2026	Telephone & Broadband	Vodafone	76.05	15.21	91.26
30/12/2025	Computer/IT	Intouch	83.88	16.78	100.66
30/12/2025	Computer/IT	Intouch	31.18	6.24	37.42
01/01/2026	Telephone & Broadband	Shire Leasing	312.33	62.47	374.80
08/01/2026	Office Expenses	Viking	72.64	14.53	87.17
08/01/2026	Office Expenses	Shred Station	57.14	11.43	68.57
08/01/2026	Water Machine	Cooleraid	7.47	1.49	8.96
08/01/2026	Water Machine	Cooleraid	7.47	1.49	8.96
08/01/2026	Photocopy Expenses	Mayday	108.83	21.76	130.59
09/01/2026	Staff Costs	Brightpay	5.04		5.04
13/01/2026	Computer/IT	Intouch	62.50	12.50	75.00
20/01/2026	Photocopy Expenses	BNP Paribas Leasing Solutions	195.00	39.00	234.00
21/01/2026	Computer/IT	Intouch	14.50	2.90	17.40
21/01/2026	Telephone & Broadband	EE Limited	34.00	6.80	40.80
27/01/2026	Water Machine	Cooleraid	84.25	16.85	101.10
09/01/2026	Staff Costs	Brightpay	4.20	0.84	5.04
28/01/2026	Office Expenses	Viking	37.43	7.49	44.92
28/01/2026	Office Expenses	Employee expenses (postage)	12.75	2.55	15.30
22/01/2026	Computer/IT	Intouch	83.34	16.67	100.01
	Subtotal for Code: Office Expenses		£2,126.19	£424.24	£2,550.43

13 Equipment

Date	Description	Supplier	Net	Vat	Total
28/01/2026	Equipment	Amazon	6.66	1.33	7.99
	Subtotal for Code: Equipment		£6.66	£1.33	£7.99

14 Advertising

Date	Description	Supplier	Net	Vat	Total
08/01/2026	Advertising	Just Regional	210.00	42.00	252.00
	Subtotal for Code: Advertising		£210.00	£42.00	£252.00

17 Subscriptions an

Date	Description	Supplier	Net	Vat	Total
08/01/2026	National Trust Licence	National Trust	50.00		50.00

27/01/2026	Allotments	The National Allotment Society Subtotal for Code: Subscriptions & Member	70.00 £120.00	14.00 £14.00	84.00 £134.00
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18 Professional Fees

Date	Description	Supplier	Net	Vat	Total
28/01/2026	Professional charges Subtotal for Code: Professional Fees	Vaughan Ergonomics Limited Professional Fees	525.00 £525.00	105.00 £105.00	630.00 £630.00

21 Climate / ACE

Date	Description	Supplier	Net	Vat	Total
27/01/2026	ACE Subtotal for Code: Climate Change	Creative Lincs Ltd Climate Change	100.00 £100.00	20.00 £20.00	120.00 £120.00

22 Cittaslow

Date	Description	Supplier	Net	Vat	Total
27/01/2026	Cittaslow Subtotal for Code: Cittaslow	Wild In Art Cittaslow	2,300.00 £2,300.00	460.00 £460.00	2,760.00 £2,760.00

26 Van

Date	Description	Supplier	Net	Vat	Total
19/01/2026	Van Subtotal for Code: Van	ALD Automotive Van	393.13 £393.13	78.63 £78.63	471.76 £471.76

178 Staff Uniform

Date	Description	Supplier	Net	Vat	Total
05/01/2026	Various Subtotal for Code: Staff Uniform Subtotal for Cost Centre: 01 General Purpose	Barclaycard Staff Uniform	38.39 £38.39	7.68 £7.68	46.07 £46.07

Cost 02 Town Hall
45 Staff Costs

Date	Description	Supplier	Net	Vat	Total
23/01/2026	Staff Costs Subtotal for Code: Staff Costs	Staff Costs Staff Costs	3,360.24 £3,360.24		3,360.24 £3,360.24

48 Utilities

Date	Description	Supplier	Net	Vat	Total
29/12/2025	Electricity	Engie Gas Limited	165.65	33.13	198.78
29/12/2025	Electricity	Engie Gas Limited	801.20	160.24	961.44
21/01/2026	Water	Wave	148.10		148.10
28/01/2026	Electricity	Engie Gas Limited	829.31	165.86	995.17
28/01/2026	Electricity	Engie Gas Limited	168.43	33.69	202.12
22/01/2026	Water	Wave	251.45		251.45
22/01/2026	Gas	Engie Gas Limited	557.42	111.48	668.90
22/01/2026	Gas	Engie Gas Limited	121.42	24.28	145.70
	Subtotal for Code: Utilities		£3,042.98	£528.68	£3,571.66

50 Cleaning/Sanitary

Date	Description	Supplier	Net	Vat	Total
26/01/2026	Cleaning/Sanitary/Refuse Subtotal for Code: Cleaning/Sanitary/Refus	Biffa Waste Services Limited Cleaning/Sanitary/Refus	452.35 £452.35	90.47 £90.47	542.82 £542.82

51 Repairs & Maintenance

Date	Description	Supplier	Net	Vat	Total
08/01/2026	Repairs & Maintenance Subtotal for Code: Repairs & Maintenance Subtotal for Cost Centre: 02 Town Hall	S & M Supplies Repairs & Maintenance	25.72 £25.72	5.14 £5.14	30.86 £30.86

Cost 03 Drill Hall
63 Staff Costs

Date	Description	Supplier	Net	Vat	Total
23/01/2026	Staff Costs Subtotal for Code: Staff Costs	Staff Costs Staff Costs	3,849.33 £3,849.33		3,849.33 £3,849.33

66 Broadband

Date	Description	Supplier	Net	Vat	Total
29/12/2025	Computer/IT Subtotal for Code: Broadband	Intouch Broadband	50.00 £50.00	10.00 £10.00	60.00 £60.00

67 Utilities

Date	Description	Supplier	Net	Vat	Total
24/12/2025	Electricity	Engie Gas Limited	649.64	129.93	779.57
28/01/2026	Electricity	Engie Gas Limited	613.27	30.66	643.93

22/01/2026	Gas	Engie Gas Limited	392.70	78.54	471.24
		Subtotal for Code: Utilities	£1,655.61	£239.13	£1,894.74

70 Cleaning/Sanitary

Date	Description	Supplier	Net	Vat	Total
26/01/2026	Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	131.70	26.34	158.04
	Subtotal for Code: Cleaning/Sanitary/Refus		£131.70	£26.34	£158.04

71 Repairs & Maintenance

Date	Description	Supplier	Net	Vat	Total
28/01/2026	Repairs & Maintenance	Ace Fire	88.35	17.67	106.02
	Subtotal for Code: Repairs & Maintenance		£88.35	£17.67	£106.02
	Subtotal for Cost Centre: 03 Drill Hall		5,774.99	293.14	6,068.13

Cost 05 Cemetery Cottage

81 Fees

Date	Description	Supplier	Net	Vat	Total
30/12/2025	Rent	Sequence	99.97		99.97
	Subtotal for Code: Rent		£99.97		£99.97
	Subtotal for Cost Centre: 05 Cemetery Cottage		99.97		99.97

Cost 06 Public Toilets

85 Utilities

Date	Description	Supplier	Net	Vat	Total
29/12/2025	Electricity	Engie Gas Limited	304.01	60.80	364.81
22/01/2026	Water	Wave	787.82		787.82
28/01/2026	Electricity	Engie Gas Limited	180.82	36.16	216.98
28/01/2026	Electricity	Engie Gas Limited	186.65	37.33	223.98
28/01/2026	Electricity	Engie Gas Limited	166.59	33.32	199.91
	Subtotal for Code: Utilities		£1,625.89	£167.61	£1,793.50

88 Cleaning

Date	Description	Supplier	Net	Vat	Total
08/01/2026	Toilet Contract Cleaning	Barnett's Cleaning	725.00	145.00	870.00
	Subtotal for Code: Cleaning Contract		£725.00	£145.00	£870.00
	Subtotal for Cost Centre: 06 Public Toilets		2,350.89	312.61	2,663.50

Cost 07 Other Properties

91 Staff Costs

Date	Description	Supplier	Net	Vat	Total
23/01/2026	Staff Costs	Staff Costs	1,081.77		1,081.77
	Subtotal for Code: Staff Costs		£1,081.77		£1,081.77
	Subtotal for Cost Centre: 07 Other Properties		1,081.77		1,081.77

Cost 08 Cemetery

99 Staff Costs

Date	Description	Supplier	Net	Vat	Total
23/01/2026	Staff Costs	Staff Costs	1,998.87		1,998.87
	Subtotal for Code: Staff Costs		£1,998.87		£1,998.87
	Subtotal for Cost Centre: 08 Cemetery		1,998.87		1,998.87

Cost 09 Allotments

114 Staff Costs

Date	Description	Supplier	Net	Vat	Total
23/01/2026	Staff Costs	Staff Costs	2,643.25		2,643.25
	Subtotal for Code: Staff Costs		£2,643.25		£2,643.25

180 Water

Date	Description	Supplier	Net	Vat	Total
02/01/2026	Water	SES Business	53.22		53.22
	Subtotal for Code: Water		£53.22		£53.22
	Subtotal for Cost Centre: 09 Allotments		2,696.47		2,696.47

Cost 10 Markets

120 Rents

Date	Description	Supplier	Net	Vat	Total
27/01/2026	Bank Charges	Sumup	0.55		0.55
	Subtotal for Code: Market Rents		£0.55		£0.55

Cost 11 Open Spaces**127 Recreation Group**

Date	Description	Supplier	Net	Vat	Total
29/12/2025	Electricity	Engie Gas Limited	417.32	20.87	438.19
		Subtotal for Code: Recreation Ground	£417.32	£20.87	£438.19

128 Staff Costs

Date	Description	Supplier	Net	Vat	Total
23/01/2026	Staff Costs	Staff Costs	7,311.82		7,311.82
		Subtotal for Code: Staff Costs	£7,311.82		£7,311.82

131 Equipment

Date	Description	Supplier	Net	Vat	Total
27/01/2026	Equipment	Amazon	15.16	3.03	18.19
		Subtotal for Code: Equipment	£15.16	£3.03	£18.19

134 Tree Maintenance

Date	Description	Supplier	Net	Vat	Total
27/01/2026	Tree Maintenance	M J Tree Services Ltd	1,165.00	233.00	1,398.00
27/01/2026	Tree Maintenance	M J Tree Services Ltd	1,165.00	233.00	1,398.00
		Subtotal for Code: Tree Maintenance	£2,330.00	£466.00	£2,796.00

144 Equipment Lease

Date	Description	Supplier	Net	Vat	Total
07/01/2026	Grass Cutting	Ben Burgess	1,355.00	271.00	1,626.00
28/01/2026	Grass Cutting	Ben Burgess	1,460.00	292.00	1,752.00
		Subtotal for Code: Equipment Loan (Grass)	£2,815.00	£563.00	£3,378.00

148 Fuel

Date	Description	Supplier	Net	Vat	Total
05/01/2026	Various	Barclaycard	100.39	20.08	120.47
		Subtotal for Code: Petrol costs Grass Cuttr	£100.39	£20.08	£120.47
		Subtotal for Cost Centre: 11 Open Spaces	12,989.69	1,072.98	14,062.67

Cost 12 Events**160 General Events**

Date	Description	Supplier	Net	Vat	Total
05/01/2026	Various	Barclaycard	44.00	8.80	52.80
		Subtotal for Code: General Events	£44.00	£8.80	£52.80

177 Christmas Event:

Date	Description	Supplier	Net	Vat	Total
05/01/2026	Various	Barclaycard	194.31	38.86	233.17
27/01/2026	Christmas	Vocalights Choir	70.00	70.00	
		Subtotal for Code: Christmas Events	£264.31	£38.86	£303.17
		Subtotal for Cost Centre: 12 Events	308.31	47.66	355.97

Cost 13 Churchyard**198 Staff Costs**

Date	Description	Supplier	Net	Vat	Total
23/01/2026	Staff Costs	Staff Costs	975.39		975.39
		Subtotal for Code: Staff Costs	£975.39		£975.39
		Subtotal for Cost Centre: 13 Churchyard	975.39		975.39

Cost 14 Street Scene**151 Utilities**

Date	Description	Supplier	Net	Vat	Total
22/01/2026	Electricity	Npower Business Solutions	1,388.25	277.65	1,665.90
		Subtotal for Code: Utilities	£1,388.25	£277.65	£1,665.90
		Subtotal for Cost Centre: 14 Street Scene	1,388.25	277.65	1,665.90

TOTALS**£50,371.80****£3,792.52****£54,164.32**

Aylsham Town Council

29 January 2026 (2025-2026)

Listing of Receipts in each Code for All Cost Centres

(Between 24-12-2025 and 28-01-2026)

01 General Purpose

2 Bank Interest /Ch

Date	Description	Supplier	Net	Vat	Total
05/01/2026	Bank Interest Received	CCLA	408.99		408.99
	Subtotal for Code:	Bank Interest /Charges	£408.99		£408.99

21 Climate Change

Date	Description	Supplier	Net	Vat	Total
24/12/2025	Blister packs	ACE Group	26.93		26.93
	Subtotal for Code:	Climate Change	£26.93		£26.93

162 VAT

Date	Description	Supplier	Net	Vat	Total
06/01/2026	VAT	HMRC	-8,623.49		-8,623.49
06/01/2026	VAT	HMRC		8,623.49	8,623.49
06/01/2026	VAT	HMRC	-7,025.70		-7,025.70
06/01/2026	VAT	HMRC		7,025.70	7,025.70
	Subtotal for Code:	VAT	£-15,649.19	£15,649.19	
	Subtotal for Cost Centre:	01 General Purpose	-15,213.27	15,649.19	435.92

Cost 02 Town Hall

44 Hirings - Town Hall

Date	Description	Supplier	Net	Vat	Total
29/12/2025	Hirings	Town Hall Hirer	168.00		168.00
29/12/2025	Hirings	Town Hall Hirer	78.00		78.00
29/12/2025	Hirings	Town Hall Hirer	28.00		28.00
29/12/2025	Hirings	Town Hall Hirer	48.00		48.00
05/01/2026	Hirings	Town Hall Hirer	72.00		72.00
02/01/2026	Hirings	Town Hall Hirer	140.00		140.00
29/12/2025	Hirings	Town Hall Hirer	36.00		36.00
09/01/2026	Hirings	Town Hall Hirer	36.00		36.00
12/01/2026	Hirings	Town Hall Hirer	48.00		48.00
20/01/2026	Hirings	Town Hall Hirer	252.00		252.00
20/01/2026	Hirings	Town Hall Hirer	78.00		78.00
16/01/2026	Hirings	Town Hall Hirer	84.00		84.00
20/01/2026	Hirings	Town Hall Hirer	96.00		96.00
26/01/2026	Hirings	Town Hall Hirer	90.00		90.00
22/01/2026	Hirings	Town Hall Hirer	15.00		15.00
22/01/2026	Hirings	Town Hall Hirer	15.00		15.00
22/01/2026	Hirings	Town Hall Hirer	15.00		15.00
	Subtotal for Code:	Hirings - Town Hall	£1,314.00		£1,314.00
	Subtotal for Cost Centre:	02 Town Hall	1,314.00		1,314.00

Cost 03 Drill Hall

61 Storage Rent

Date	Description	Supplier	Net	Vat	Total
23/01/2026	Hirings	Drill Hall Hirer	20.00		20.00
23/01/2026	Hirings	Drill Hall Hirer	20.00		20.00
23/01/2026	Hirings	Drill Hall Hirer	20.00		20.00
	Subtotal for Code:	Storage Rent	£60.00		£60.00

62 Hirings - Drill Hall

Date	Description	Supplier	Net	Vat	Total
02/01/2026	Hirings	Drill Hall Hirer	500.00		500.00
07/01/2026	Hirings	Drill Hall Hirer	20.00		20.00
07/01/2026	Hirings	Drill Hall Hirer	90.00		90.00
14/01/2026	Hirings	Drill Hall Hirer	120.00		120.00

19/01/2026	Hirings	Drill Hall Hirer	20.00	20.00
26/01/2026	Hirings	Drill Hall Hirer	40.00	40.00
22/01/2026	Hirings	Drill Hall Hirer	30.00	30.00
22/01/2026	Hirings	Drill Hall Hirer	20.00	20.00
26/01/2026	Hirings	Drill Hall Hirer	40.00	40.00
26/01/2026	Hirings	Drill Hall Hirer	250.00	250.00
26/01/2026	Hirings	Drill Hall Hirer	20.00	20.00
26/01/2026	Hirings	Drill Hall Hirer	60.00	60.00
26/01/2026	Hirings	Drill Hall Hirer	30.00	30.00
23/01/2026	Hirings	Drill Hall Hirer	100.00	100.00
23/01/2026	Hirings	Drill Hall Hirer	120.00	120.00
23/01/2026	Hirings	Drill Hall Hirer	20.00	20.00
23/01/2026	Hirings	Drill Hall Hirer	90.00	90.00
22/01/2026	Hirings	Drill Hall Hirer	90.00	90.00
		Subtotal for Code: Hirings - Drill Hall	£1,660.00	£1,660.00
		Subtotal for Cost Centre: 03 Drill Hall	1,720.00	1,720.00

Cost 04 23 Market Place

80 Rent/Insurance

Date	Description	Supplier	Net	Vat	Total
24/12/2025	Rent	Sequence	1,250.00		1,250.00
		Subtotal for Code: Rent/Insurance	£1,250.00		£1,250.00
		Subtotal for Cost Centre: 04 23 Market Place	1,250.00		1,250.00

Cost 05 Cemetery Cottage

81 Rent

Date	Description	Supplier	Net	Vat	Total
30/12/2025	Rent	Sequence	775.00		775.00
		Subtotal for Code: Rent	£775.00		£775.00
		Subtotal for Cost Centre: 05 Cemetery Cottage	775.00		775.00

Cost 08 Cemetery

96 Interments

Date	Description	Supplier	Net	Vat	Total
24/12/2025	Interment	Duckers Funeral Services	325.00		325.00
12/01/2026	Ashes Interment	Redacted	170.00		170.00
14/01/2026	Interment	Ivan Fisher	325.00		325.00
		Subtotal for Code: Interments	£820.00		£820.00

97 Memorials & Insc

Date	Description	Supplier	Net	Vat	Total
27/01/2026	Memorials & Inscriptions	Rob Wells	90.00		90.00
		Subtotal for Code: Memorials & Inscriptions	£90.00		£90.00

98 Exclusive Rights

Date	Description	Supplier	Net	Vat	Total
14/01/2026	Interment	Ivan Fisher	325.00		325.00
		Subtotal for Code: Exclusive Rights	£325.00		£325.00
		Subtotal for Cost Centre: 08 Cemetery	1,235.00		1,235.00

Cost 09 Allotments

111 Rents Received

Date	Description	Supplier	Net	Vat	Total
12/01/2026	Allotments	Allotment Tenant	15.00		15.00
12/01/2026	Allotments	Allotment Tenant	60.00		60.00
13/01/2026	Allotments	Allotment Tenant	50.00		50.00
14/01/2026	Allotments	Allotment Tenant	50.00		50.00
20/01/2026	Allotment Rent	Allotment Tenant	37.50		37.50
16/01/2026	Allotments	Allotment Tenant	50.00		50.00
21/01/2026	Allotments	Allotment Tenant	50.00		50.00
21/01/2026	Allotments	Allotment Tenant	50.00		50.00
26/01/2026	Allotments	Allotment Tenant	50.00		50.00
22/01/2026	Allotment Rent	Allotment Tenant	15.00		15.00
		Subtotal for Code: Rents Received	£327.50		£327.50

Date	Description	Supplier	Net	Vat	Total
20/01/2026	Allotment Rent	Allotment Tenant	100.00		100.00
		Subtotal for Code: Allotment Deposits	£100.00		£100.00
		Subtotal for Cost Centre: 09 Allotments	427.50		427.50

Cost 10 Markets

120 Market Rents

Date	Description	Supplier	Net	Vat	Total
13/01/2026	Market Rent	Market Rent	15.00		15.00
20/01/2026	Market Rent	Sumup	32.50		32.50
20/01/2026	Market Rent	Market Rent	127.50		127.50
27/01/2026	Market Rent	Market Rent	81.00		81.00
27/01/2026	Market Rent	Sumup	32.50		32.50
		Subtotal for Code: Market Rents	£288.50		£288.50
		Subtotal for Cost Centre: 10 Markets	288.50		288.50

Cost 11 Open Spaces

127 Recreation Groun

Date	Description	Supplier	Net	Vat	Total
28/01/2026	Electricity	Recreation Ground	417.32	20.87	438.19
		Subtotal for Code: Recreation Ground	£417.32	£20.87	£438.19
		Subtotal for Cost Centre: 11 Open Spaces	417.32	20.87	438.19

TOTALS **£-7,785.95** **£15,670.06** **£7,884.11**

Aylsham Town Council

Reserves Balance

2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Bottle Bank	5,312.93	-100.00	1,563.49	1,912.53	5,561.97
Cittaslow	573.76				573.76
Community Events	7,200.00	500.00			7,700.00
Christmas Decorations	1,820.26				1,820.26
Election	2,500.00				2,500.00
Marquees	1,638.26		1,371.22	294.27	561.31
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	24,769.35				24,769.35
Open Spaces	70,400.00				70,400.00
Highway Verges	14,102.88	-14,102.88			0.00
Recreation Ground	50,000.00	-2,235.00			47,765.00
Churchyard	46,000.00	9,505.00			55,505.00
Street Furniture	7,853.50	-784.80			7,068.70
Allotment Deposits	6,685.00		445.00	1,325.00	7,565.00
Hall Hire Deposit					0.00
CIL	31,668.36	-30,000.00			1,668.36
Cemetery Cottage	2,000.00				2,000.00
Youth	3,000.00				3,000.00
Skate Park	1,148.67				1,148.67
Communications	4,730.00	-3,076.00			1,654.00
In House Grass	10,000.00	-10,000.00			0.00
Boiler Reserve	29,903.63				29,903.63
Climate Group	909.00				909.00
ACE Events		149.68	893.50		743.82
CIL 2025.2026		33,952.20			33,952.20
Transport Hub Reserve			8,729.25	10,000.00	1,270.75
Neighbourhood Plan		30,000.00			30,000.00
Total Earmarked	368,315.60	13,658.52	12,258.64	14,425.30	384,140.78
TOTAL RESERVE	368,315.60	13,658.52	12,258.64	14,425.30	384,140.78
GENERAL FUND					103,300.25
TOTAL FUNDS					487,441.03

Aylsham Neighbourhood Plan Steering Group

Terms of Reference

1. Purpose

The Neighbourhood Plan Steering Group (the *Steering Group*) is established by Aylsham Town Council to lead, manage and oversee the preparation, review and delivery of the Neighbourhood Plan in accordance with the relevant legislation and guidance.

The Steering Group will act on behalf of the Town Council to ensure that the Neighbourhood Plan:

- Reflects the vision, needs and aspirations of the local community;
- Supports the aspirations of the Town Council, its committees and working groups
- Is prepared in compliance with statutory requirements;
- Aligns with the adopted Local Plan and national planning policy; and
- Is supported by appropriate consultation and evidence.

All of the above should be considered whilst the plan remains in keeping with the Basic Conditions set out in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act 1990 as applied to neighbourhood plans by section 38A of the Planning and Compulsory Purchase Act 2004.

2. Status and Authority

The Steering Group is an advisory body of the Town Council and has no executive powers. All key decisions, including approval of consultation documents and submission stages, remain the responsibility of the Town Council.

The Steering Group will make recommendations to the Town Council and its committees as appropriate.

3. Scope of Responsibilities

The Steering Group will:

- Oversee the review and/or preparation of the Neighbourhood Plan;
- Define the scope, objectives and programme for the Neighbourhood Plan;
- Commission and oversee supporting evidence and studies, within agreed budgets;
- Ensure meaningful community and stakeholder engagement throughout the process;
- Consider consultation feedback and recommend responses and amendments;
- Liaise with statutory bodies, neighbouring councils and other stakeholders;
- Monitor progress against the project plan and report regularly to the Town Council;

- Work with the Town Council appointed consultant to ensure compliance with relevant legislation, regulations and guidance; and
- Support the Neighbourhood Plan through examination and referendum stages.

4. Membership

The Steering Group shall comprise:

- A minimum of [X] Town Councillors appointed by the Town Council;
- Up to [X] co-opted members from the local community or relevant organisations;
- The Town Clerk (or nominated officer) in an advisory and administrative role.

Membership should reflect a balance of skills, experience and community representation.

5. Chair and Vice-Chair

The Steering Group shall appoint a Chair and Vice-Chair from among the Town Councillor members.

The Chair will:

- Provide leadership to the Steering Group;
- Agree agendas with the Town Clerk;
- Chair meetings in a fair and inclusive manner; and
- Act as the primary point of liaison with the Town Council.

6. Co-option and Advisors

The Steering Group may invite specialist advisors, consultants or representatives of partner organisations to attend meetings in a non-voting capacity where their expertise is required.

7. Quorum

The quorum for meetings shall be [X] members, of whom at least [X] must be Town Councillors.

8. Meetings

- Meetings will be held as required to meet the project timetable, normally at least monthly.
- Meetings may be held in person or online
- Agendas and papers will be circulated in advance.
- Minutes will be recorded and made available to the Town Council.

9. Decision-Making

The Steering Group will seek to make recommendations by consensus wherever possible.

Where a vote is required, each member shall have one vote. In the event of a tie, the Chair shall have a casting vote. Recommendations will be recorded in the minutes.

10. Reporting and Accountability

The Steering Group will:

- Report progress and key issues to the Town Council on a regular basis, including provision or information to the Town Council to enable councillors to make key decisions about the plan;
- Refer significant matters, risks or budgetary implications to the Town Council for decision; and
- Provide updates as requested by relevant committees.

11. Code of Conduct and Declarations of Interest

Town Councillor members are bound by the Town Council's Code of Conduct.

All members must declare any personal or pecuniary interests relevant to the Neighbourhood Plan and act in a transparent and impartial manner.

12. Budget and Resources

The Steering Group will operate within budgets approved by the Town Council.

Any expenditure must comply with the Town Council's financial regulations and procurement procedures.

13. Confidentiality and Data Protection

Members must respect confidentiality where appropriate and ensure compliance with data protection legislation when handling personal data.

14. Review of Terms of Reference

These Terms of Reference shall be reviewed by the Town Council as required and at least annually.

Adopted by the Town Council on: [Date]



Information available from Aylsham Town Council under the Freedom of Information Act model publication scheme

Aylsham Town Council's publication scheme defines information the Town Council holds which is accessible to the public. The Publication Scheme indicates the format of each publication. Where a member of the public is seeking to obtain a copy of information included in this Town Council's publications scheme, the Council may set reasonable charges for this. Costs are available on application and may include photocopying costs, postage (where incurred) and staff time.

Any information available on the Aylsham Town Council website may be obtained in hard copy from the parish office, but a charge may be levied.

Council website: www.aylsham-tc.gov.uk

Council Address: Town Hall, Market Place, Aylsham, NR11 6EL (open 9.30am – 3pm Monday to Thursday and 9.30am – 12.30pm Friday)

Telephone: 01603 301751

Email: info@aylsham-tc.gov.uk

Confidentiality Notice

The Town Council's policy is to be as open as possible and supply the information requested but the Town Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public information under the Freedom of Information Act 2000.

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
(Organisational information, structures, locations and contacts)		
Current information only		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Hard Copy Not held	Website information is free 10p per sheet for hard copy information
Postal and email address Contact details for Town Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Council website: www.aylsham-tc.gov.uk Council Address: Town Hall, Market Place, Aylsham, NR11 6EL (open to the public 9.30am – 3pm Monday to Thursday and 9.30am – 12.30pm Friday) Telephone: 01603 301751 Email: info@aylsham-tc.gov.uk Further detail available for councillors on the Town Council website and in Just Aylsham magazine	Website information is free. Just Aylsham is delivered free of charge to all households in Aylsham 10p per sheet for hard copy information

Location of main Council office and accessibility details	<p>Council Address: Town Hall, Market Place, Aylsham, NR11 6EL (open to the public 9.30am – 3pm Monday to Thursday and 9.30am – 12.30pm Friday. Other times by appointment).</p> <p>The office is not accessible for those with limited mobility, but staff will come to the entrance to facilitate an appointment</p>	
Staffing structure	Hard copy	

Class 2 – What we spend and how we spend it

(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)

Current and previous financial year as a minimum

Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard Copy	Website information is free 10p per sheet for hard copy information
Finalised budget	Website Hard Copy	Website information is free 10p per sheet for hard copy information
Precept	Website Hard Copy	Website information is free 10p per sheet for hard copy information
Borrowing Approval letter	Hard Copy	10p per sheet

All items of expenditure above £500	Website Hard Copy	Website information is free. 10p per sheet for hard copy information
Financial Standing Orders and Regulations	Website Hard Copy	Website information is free. 10p per sheet for hard copy information
Grants given and received	Website Hard Copy	Website information is free. 10p per sheet for hard copy information
List of current contracts awarded and value of contract	Hard Copy	Website information is free. 10p per sheet for hard copy information
Members' allowances and expenses	Hard copy	10p per sheet for hard copy information

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current and previous year as a minimum

Annual governance statement in format included in the Annual Return form	Website Hard copy	Website information is free. 10p per sheet for hard copy information
Neighbourhood Plan	Website and Broadland District Council website Hard Copy	Free Cost of postage

Annual Report to Town Meeting	Website (see Annual Town Meeting minutes) Hard copy	Website information is free. 10p per sheet for hard copy information
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Town Council Noticeboard Hard copy	Website information is free. 10p per sheet for hard copy information
Agendas of meetings (as above)	Website / Town Council Noticeboard Hard copy	Website information is free. 10p per sheet for hard copy information
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	Website information is free. 10p per sheet for hard copy information

Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	Website information is free. 10p per sheet for hard copy information
Responses to consultation papers	Website (minutes of meetings) Hard copy	Website information is free. 10p per sheet for hard copy information
Responses to planning applications	Website (minutes of Planning Committee meetings). Broadland District Council website or, where relevant, Norfolk County Council website Hard copy	Website information is free. 10p per sheet for hard copy information
Bye-laws	Not held	Not held

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers 	Website Hard copy	Website information is free. 10p per sheet for hard copy information
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<ul style="list-style-type: none"> • Code of Conduct • Policy statements 		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Website Hard copy</p>	<p>Website information is free. 10p per sheet for hard copy information</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Website Hard copy</p>	<p>Website information is free. 10p per sheet for hard copy information</p>
<p>Class 6 – Lists and Registers</p>		

<p>Currently maintained lists and registers only.</p> <p>(hard copy or website; some information may only be available by inspection)</p>		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	<p>These registers are maintained in accordance with statutory requirements and are available for inspection in line with existing legal access provisions.</p>	
Assets register, including details of public land and building assets	<p>By email</p> <p>Hard copy</p>	<p>Email information is free.</p> <p>10p per sheet for hard copy information</p>
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	<p>By email</p> <p>Hard copy</p> <p>(Information is only available from 1st April 2025)</p>	<p>Email information is free.</p> <p>10p per sheet for hard copy information</p>
Register of members' interests	<p>Website</p> <p>Broadland District Council website</p> <p>Hard copy</p>	<p>Website information is free.</p> <p>10p per sheet for hard copy information</p>
Register of gifts and hospitality	<p>Website</p> <p>Broadland District Council website</p> <p>Hard copy</p>	<p>Website information is free.</p> <p>10p per sheet for hard copy information</p>

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Allotments	Website By Email Hard copy	Website and email information is free. 10p per sheet for hard copy information
Burial grounds and closed churchyards	Website By Email Hard copy Burial records by inspection only	Website and email information is free. 10p per sheet for hard copy information
Community centres and village halls	Website By Email Hard copy	Website and email information is free. 10p per sheet for hard copy information
Parks, playing fields and recreational facilities	Website By Email Hard copy	Website and email information is free. 10p per sheet for hard copy information
Seating, litter bins, clocks, memorials and lighting	Website By Email Hard copy	Website and email information is free. 10p per sheet for hard copy information

Bus shelters	By Email Hard copy	Email information is free. 10p per sheet for hard copy information
Markets	Website By Email Hard copy	Website and email information is free. 10p per sheet for hard copy information
Public conveniences	Website By Email Hard copy	Website and email information is free. 10p per sheet for hard copy information
Agency agreements	Aylsham Town Council holds a delegation agreement with Norfolk County Council to cut the highway verges. By Email Hard Copy	Email information is free. 10p per sheet for hard copy information
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website By email Hard copy	Website and email information is free. 10p per sheet for hard copy information
Additional Information		

Information not itemised in the lists above		
Not held		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 10p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

Adopted by Aylsham Town Council _____

Review Date _____



Freedom of Information Policy

1. Introduction

Aylsham Town Council is committed to the Freedom of Information Act 2000 (FOI), to the principles of accountability and to the general right of access to information held by the Town Council, subject to the exemptions contained within the relevant legislation.

The FOI Act was introduced to promote greater openness and accountability across the public sector.

The Information Commissioner's Office (ICO) is responsible for regulating and enforcing the Act. The ICO is an independent authority which has legal powers to ensure Councils comply with the Act.

This policy outlines the Town Council's responsibilities to the Act and provides a framework for managing requests.

2. Background

The FOI Act provides the public with a statutory right of access to recorded information held by the Town Council, subject to certain exemptions, within 20 working days. The Act is fully retrospective and applies to all information that falls within the scope of the Act. Section 19 of the Act also obliges the Town Council to make information pro-actively available in the form of an approved 'publication scheme'.

In addition, individuals currently have a statutory right of access to their own personal data under the Data Protection Act (DPA). Individuals access rights to personal data are extended by the FOI Act through amendments to the access provisions of the Data Protection Act.

The Environmental Information Regulation (EIR) provides a statutory right of access to 'environmental information', as defined in these regulations. The EIR are also fully retrospective.

The Information Commissioner enforces these three information regimes. Each regime contains certain categories of exempt information, where information can be withheld. Any decision to withhold information under an exemption can be referred by the applicant to the Information Commissioner, who can overturn

any decision to withhold information. For the purposes of this policy, the 'public' is defined as any individual or organisation anywhere in the world and an 'information request' refers to any request for recorded information made under the FOI Act, EIR or DPA.

3. Scope

This policy applies to all recorded information held by the Town Council that relates to the business of the Town Council. This includes:

- Information created and held by the Town Council
- Information created by the Town Council and held by another organisation on the Town Council's behalf
- Information held by the Town Council provided by third parties, where this relates to a function or business of the Town Council (such as contractual information) and;
- Information held by the Town Council relating to the functions or business of the Town Council.

This policy informs recipients of Town Council services, members of the public and external parties to the processes the Town Council has established for complying with the FOI Act.

This policy operationally applies to all employees of the Town Council, contractors, agents and temporary staff working for or on behalf of the Town Council.

This policy does not cover personal written communications (such as personal emails sent by staff). The Town Council's Data Protection Policy establishes the standards regarding the use of 'personal data' (as defined in the DPA and General Data Protection Regulation). These requests are exempt from the FOI under section 40 and shall be processed in accordance with the Data Protection Act 2018 (DPA).

4. Roles and Responsibilities

Overall responsibility for ensuring that the Town Council meets the statutory requirements of the FOI Act, EIR and DPA lies with the full council. They have delegated the day-to-day responsibility of implementation to the Clerk and Responsible Officer.

The Clerk and Responsible Officer is required to ensure that the Town Council has in place adequate guidance on FOI and effective measures to comply with this policy.

All employees are responsible for ensuring that any request for information they receive is dealt with in line with the requirements of the FOI Act and in compliance with this policy and the prevailing procedures. All staff and councillors must recognise that all recorded information may be provided to the

public, and that the law requires that there will be full and unconditional disclosure to every case unless an exemption applies.

The Clerk and Responsible Officer has responsibility for ensuring compliance with the FOI Act, EIR and DPA.

All requests for information should be sent to:

townclerk@aylsham-tc.gov.uk or;

For the attention of the Clerk

Aylsham Town Council

Town Hall

Market Place

Aylsham

NR11 6EL

Third parties who are users of information supplied by the Town Council will be required to confirm that they will abide by the requirements of the FOI ACT and indemnify the Town Council against any prosecutions, claims, proceedings, actions or payment of compensation or damages, without limitation.

The Town Council will ensure that:

- Everyone managing, and handling information understands that they are responsible for following good information management practice;
- Staff who handle information are appropriately trained;
- Methods of handling information are regularly assessed and evaluated;
- Any disclosure of data will be in compliance with approved procedures;
- All necessary steps will be taken to ensure that data is kept secure at all times against unauthorised or unlawful loss or disclosure;
- All contractors who are users of information supplied by the Town Council will be required to confirm that they will comply with the requirements of the Act with regard to information supplied by the Town Council; and
- The Town Council will take account of any guidance which is issued by the Information Commissioner to promote good practice.

5. Principles

The following principles shall apply:

- The Act covers any recorded information held by the Town Council (staff and councillors). Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.
- People shall have a right to know about the activities of the Town Council, unless there is a good reason for them not to.

- An applicant (requester) shall not be required to provide a reason for requesting information. The Town Council shall however justify refusing a request.
- The Town Council shall treat all requests for information equally, except under some circumstances relating to vexatious requests and personal data.

6. Requesting information under the Freedom of Information Act

Any written request for information shall be regarded as a request for recorded information under the FOI Act unless:

- It forms a request for personal data relating to the individual requesting the information. This shall be dealt with under the General Data Protection Regulation (GDPR), and consequently shall be processed in line with the Town Council's Subject Access Request Policy.
- If an individual is asking for 'environmental information', the request shall be considered under the Environmental Information Regulation 2004.
- A freedom of information request shall only be accepted if made in writing.
- Requests for information shall be met within 20 working days of receipt. If more information is needed the 20 days will not start until this information has been received.
- A request for information shall not be refused because the recorded information is out of date, incomplete or inaccurate.
- The Town Council shall not make any changes or deletions to records as a result of a request.

7. Refusing a Request

The Freedom of Information Act contains 23 exemptions whereby information can be withheld. There are two categories; absolute and non-absolute. The Town Council will only withhold information if it falls within the scope of one or more of these exemptions.

Where an absolute exemption applies, the Town Council can automatically withhold the information. However, where the exemption is non-absolute the information can only be withheld where the Town Council decides that the public interest is best served by withholding the information. Certain exemptions also contain a "prejudice test", which means that the exemption can only be claimed if disclosing the information would prejudice the interest protected by the exemption.

The Town Council will only withhold information covered by the exemption. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

The Town Council will only apply an exemption where it has reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a "public interest" exemption is being considered, the Town Council will only withhold that information which it can demonstrate that the

public interest will be best served by withholding. When considering withholding information under a non-absolute exemption the Town Council will consider whether the release of the information would:

- Promote further understanding of current issues of public debate
- Promote the accountability of decisions taken by the Town Council and the spending and allocation of public money
- Bring to light matters of public safety
- Allows the public to understand and challenge decisions made by the Town Council
- Be otherwise in the public interest

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld. The applicant will also be given details of the right to challenge the decision the Town Council and the right of appeal to the Information Commissioner's Office.

The Town Council will also refuse to supply information under the FOI Act, where the request is considered "vexatious" or "repeated" and under the EIR, where the request is considered 'manifestly unreasonable'.

8. Third Party Information

The release of third-party information will be considered carefully to prevent actions for breach of confidence or, in the case of living individuals, breaches of the DPA and/or GDPR. Both the EIR and FOI Act permit information to be withheld when its release would breach the provisions of the DPA and/or GDPR.

When the requested information relates to a living individual's personal data as defined in the DPA/GDPR, its disclosure could breach. Therefore, the release of third-party personal information relating to living individuals will be considered in accordance with the data protection principles and, in particular, the "third party" provisions of the DPA/GDPR.

The Town Council will endeavour to inform individuals and organisations submitting information that the information might be released following an information request and, where appropriate, will provide the supplier of the information opportunity to request confidentiality or supply reasons as to why the information should be treated confidentially.

9. Information held within contracts with the Town Council

Any contractual information, or information obtained from organisations during the tendering process, held by the Town Council are subject to the provisions of the FOI Act and EIR. Whenever the Town Council enters into contracts, it will seek to exclude contractual terms forbidding the disclosure of information beyond the restrictions contained in the legislation. A standard form of wording

will be included in contracts to cover the impact of FOI ACT and EIR in relation to the provision of information held in contracts.

The Town Council can withhold contractual information where its disclosure under either the FOI Act or EIR could be treated as actionable breach of confidence. Where the Town Council intends to include non-disclosure provisions in a contract, it will agree with the contractor a schedule of the contract that clearly states which information should not be disclosed.

The Town Council will only agree to enter into confidentiality clauses where the information is confidential in nature and that it is confident that the decision to restrict access to the information could be justified to the Information Commissioner.

Where information is not covered by the exemption relating to information accepted in confidence, a further exemption specifically under FOI Act may be relevant, relating to commercial interests. This exemption is subject to a "public interest" test. Whenever the Town Council has to consider the release of such information, it will contact the relevant organisation to obtain its opinions on the release of the information and any exemptions they may think relevant. However, the Town Council will make the final decision relating to the disclosure of the information.

The Town Council can also withhold information contained in contracts where any of the other exemptions listed in the FOI Act or EIR are appropriate. All future contracts should contain a clause obliging contractors to co-operate fully and in a timely manner where assistance is requested in responding to an FOI Act or EIR request.

10. How information will be published

The Town Council will reply directly to the requester of information.

The Town Council's information will be published on the Town Council's website via a publication scheme. It is the responsibility of the Clerk and Responsible Officer to ensure that the information covered by this scheme is routinely available.

In exceptional circumstances some information may be available only by viewing in person. An appointment to view the information will be arranged within a reasonable timescale.

The Town Council shall make a disclosure log available on the Town Council website that sets out responses to previous FOI requests.

11. Charges

The Town Council will make no initial charges for making an FOI request. We are entitled to make a charge for photocopying or other direct costs, but will

endeavour to keep this to a minimum by making everything available electronically.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

If we estimate that the cost of the request will be in excess of £450 (2.5 days work) to retrieve the information, we are entitled to refuse your request.

12. Request for a review

The Town Council shall carry out a review of a request whenever the requestor expresses dissatisfaction with the outcome. This request should be made within 20 working days of receipt to the Town Council's response and the requester should set out what they are not satisfied with. The Town Council shall conduct a review within 20 working days.

If the requester is not happy with the outcome of the review, they have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can

be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

13. Review of Policy

This policy will be reviewed periodically and updated as necessary to reflect changes in legislation or guidance.

Adopted by the Council: [date]
Next review date: [date]



Subject Access Request (SAR) Policy

1. Purpose of this Policy

This policy sets out how the Council will respond to **Subject Access Requests (SARs)** made under the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. It ensures that requests for personal data are handled lawfully, consistently, and transparently.

2. Scope

This policy applies to:

- All Subject Access Requests made by individuals seeking access to their personal data
- All personal data held by the Council in any format, including paper records, electronic files, emails, CCTV, and audio recordings
- All councillors, employees, contractors, and volunteers who handle personal data on behalf of the Council

This policy does **not** apply to requests made under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

3. Legal Framework

This policy is based on the following legislation:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Information Commissioner's Office (ICO) guidance

4. What is a Subject Access Request?

A Subject Access Request is a request made by an individual (the **data subject**) for confirmation that their personal data is being processed and, if so, access to that data.

A SAR can be made:

- Verbally or in writing
- By email, letter, or other recorded means

- Without using the phrase “subject access request”

There is **no requirement** for a request to be in a specific format.

5. What Information is Covered?

Personal data includes information that relates to an identified or identifiable individual, such as:

- Name, address, contact details
- Opinions or views about an individual
- Correspondence where the individual is identifiable
- Employment-related records
- CCTV or body-worn camera footage (where applicable)

It does not include:

- Anonymous information
- Information relating to deceased persons (unless linked to a living individual)

6. How to Make a Subject Access Request

Requests should be submitted to the Council’s Data Protection Lead. Requests may be made:

- In writing (letter or email)
- Verbally (in which case the Council will assist in recording the request)

The Council may ask the requester to:

- Clarify the scope of the request (to help locate the information)
- Provide proof of identity, where necessary

The statutory response period does **not** begin until sufficient identification has been received.

7. Timescales for Response

The Council will respond to a Subject Access Request **within one calendar month** of receipt.

The response period may be extended by up to **two further months** if the request is complex or numerous. Where an extension is applied, the requester will be informed within one month of receipt, with reasons for the delay.

8. Fees

Subject Access Requests are normally processed **free of charge**.

A reasonable fee may be charged where a request is:

- Manifestly unfounded, or
- Excessive, particularly if it is repetitive

Alternatively, the Council may refuse to act on such requests. Any decision to charge a fee or refuse a request will be explained to the requester.

9. Exemptions and Redactions

Some personal data may be withheld or redacted where an exemption applies, including:

- Personal data relating to another individual
- Information subject to legal professional privilege
- Information that could prejudice crime prevention or regulatory functions

Where information is withheld, the Council will explain the reasons, unless doing so would itself breach the law.

10. Third-Party Information

Where requested information contains personal data relating to third parties, the Council will:

- Consider whether disclosure is lawful and fair
- Seek consent where appropriate
- Redact information where disclosure would infringe another individual's rights

11. Format of Response

Information will be provided:

- In a commonly used electronic format, where possible
- In hard copy if requested and practicable

The response will also include:

- Confirmation of whether personal data is being processed
- The purposes of processing
- Categories of personal data concerned
- Recipients or categories of recipients
- Retention periods
- Details of the individual's rights

12. Refusal of Requests

Where a request is refused, in whole or in part, the Council will:

- Provide a written explanation
- Inform the requester of their right to complain to the Information Commissioner's Office (ICO)
- Explain the right to seek a judicial remedy

13. Responsibilities

- The Council is the **Data Controller** for personal data it holds
- The Clerk (or nominated officer) is responsible for coordinating SAR responses
- All staff and councillors must promptly forward any SAR they receive to the Data Protection Lead

14. Complaints

If an individual is dissatisfied with the handling of their request, they may complain to:

Information Commissioner's Office (ICO)

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

www.ico.org.uk

15. Review of Policy

This policy will be reviewed periodically and updated as necessary to reflect changes in legislation or guidance.

Adopted by the Council: [date]

Next review date: [date]

**Aylsham Town Council
Winter Management Policy**

Aylsham Town Council does not have a statutory duty to prepare for and deal with snow and ice (except around their own property) and although we do not have the resources to make a commitment to provide a snow clearing service we will endeavour to assist where practicable. This plan has been created to clarify what can be expected from the Town Council.

The Town Council is not responsible for gritting roads or car parks including the carriageway of the Market Place.

WHERE GRITTING WILL/WILL NOT BE UNDERTAKEN BY THE TOWN COUNCIL

During periods of severe/persistent frost, ice or snow the Town Council will ENDEAVOUR to treat the following locations where the public have access;

- Market Place
- Red Lion Street
- Church Footpaths
- Penfold Street
- Town Hall Loke

Ground staff will endeavour to grit/clear snow on arrival on site. Priority to be given to areas of special risk i.e. access to the public toilets, Market Place bus stops and entrance to the Town Hall and Drill Hall. Gritting and clearing to be carried out on a priority basis on a daily assessment.

If you feel your circumstances are such that you need assistance from the Town Council please contact us and if possible, we will endeavour to assist.

It should be noted that in extreme weather conditions where transport is difficult or dangerous it may not be possible to treat the above-named locations as staff themselves may have difficulty in reaching the locations. It is also to be noted that in very low temperatures the effectiveness of salt is significantly reduced.

Property or land owned by the Town Council which will NOT be gritted by the Town Council;

- All allotment sites
- Cemetery Driveway
- Outlying bus shelters

**Please note the Recreation Ground is not the responsibility of the Town Council
Car Parks are the responsibility of Broadland District Council**

PPE

The Town Council will ensure all Ground staff have appropriate PPE which will include hi-vis waterproofs and boots.

Grit Bins.

Grit bins are purchased by the Town Council and filled by Norfolk County Council free of charge at the commencement of each winter. Currently the bins are located in the following areas:

Road Name	Exact Location
Burgh Road Car Park	Next to entrance to Blofield Loke
Wade Close	Parking Circle
Hungate Street	Near Railway Bridge
Gas House Hill	Junction with Sir Williams Lane

When Aylsham Town Council receive requests for additional grit bins the location, cost and need are considered by the Town Council for recommendation

The grit bins are available for any parishioners to use, to make the footpaths or roads safer in icy weather. Please only take the minimum amount that is required as there is no guarantee when Norfolk County Council will be able to refill it again.

ROLE OF THE PRINCIPAL AUTHORITY – Norfolk COUNTY COUNCIL - Website statement

We cannot grit all of Norfolk's 6,125 mile (9,857 km) road network because of the time it would take and the cost involved.

Priorities for gritting roads have been established on the basis of the route hierarchy and level of use. The main roads will be gritted before other routes.

Our three hour gritting runs cover a total of approximately 2,200 miles (3,500 km) on A, B and some C class roads - commuter and major bus routes and as far as is possible one route into all villages. Some footways in the pedestrian areas of central King's Lynn, central Great Yarmouth and central Norwich are also treated as priority.

Highways England treats 143 miles of trunk roads including the A11 and A47.

[View the map of priority gritting routes](#)

Clearing your path or driveway - the snow code

Clearing snow and ice from the pavement outside your home or public spaces can help prevent slips and falls. Here's some handy advice issued by the Department for Transport. Don't be put off clearing paths because you're afraid someone will get injured. Remember, people walking on snow and ice have a responsibility to be careful themselves. Follow the advice from the Department for Transport below to make sure you clear the pathway safely and effectively. And don't believe the myths - it's unlikely you'll be sued or held legally responsible for any injuries if you have cleared the path carefully.

Clear the snow and ice early in the day

It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

Clear and prevent slips

- Pay extra attention to clearing snow and ice from steps and steep pathways - you might need to use more salt on these areas
- Use salt or sand - not water. If you use water to melt the snow, it may refreeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery
- You can melt snow or prevent black ice by spreading some salt on the area you have cleared. You can use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work. Don't use the salt found in salting bins - this will be needed to keep the roads clear unless your council advises otherwise. Please contact your local council for more advice.
- Be careful not to spread salt on plants or grass as it may damage them
- If you don't have enough salt, you can also use sand or ash. These won't stop the path icing over as effectively as salt, but will provide good grip underfoot

Take care where you move the snow

When you're shovelling snow, take care where you put it so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

Offer to clear your neighbour's paths

If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well. Check that any elderly or disabled neighbours are alright in the cold weather. If you're worried about them, try contacting their relatives or friends, or if necessary the local council.

This Snow Code advice comes from the [Department for Transport](#).

Adopted by Aylsham Town Council 16th December 2021
To be reviewed December 2023

Aylsham Town Council Winter Maintenance Policy

1. Purpose

This policy sets out the Town Council's approach to **winter maintenance**, including snow clearance and gritting, in order to manage risk, prioritise safety, and make best use of limited resources during periods of cold weather.

2. Scope

This policy applies to:

- Land, buildings, and assets owned or directly managed by the Town Council
- Town Council employees and contractors carrying out winter maintenance

This policy does not replace or duplicate the responsibilities of:

- Norfolk County Council (or the relevant Highway Authority) for adopted highways and footways. Areas gritted by Norfolk County Council and location of grit bins can be found here: [View the map of priority gritting routes](#)
- Private landowners or businesses for areas outside their premises

3. Legal Context

The Town Council:

- Has a duty of care to take reasonable steps to manage risks on land it owns or controls
- Is not legally required to grit public highways or footpaths

4. Principles

Winter maintenance will be carried out in line with the following principles:

- Safety first, with priority given to areas of highest risk and usage
- Resources are limited and must be used proportionately
- Actions will be reasonable and practicable
- The Council will not guarantee ice- or snow-free surfaces at all times

5. Areas Maintained by the Town Council

Subject to resources and conditions, the Town Council will prioritise winter maintenance at:

- Entrances to The Town Hall and the Drill Hall
- The Buttlands and Burgh Road car parks are the responsibility of Broadland District Council
- The Recreation Ground is operated by a separate charitable trust

6. Areas Not Maintained by the Town Council

The Town Council will **not normally carry out winter maintenance** on:

- Adopted highways, footways, and cycleways (responsibility of the Highway Authority)
- Areas outside private homes or businesses
- Land not owned or managed by the Council

Residents and businesses are encouraged to take reasonable steps to clear snow and ice from outside their properties where safe to do so.

7. Gritting and Snow Clearance

Where winter maintenance is undertaken, this may include:

- Gritting or salting of priority areas
- Manual snow clearance using appropriate tools

Operations will:

- Be weather dependent
- Take place during normal working hours where possible
- Be prioritised based on risk rather than attempting full coverage
- Depend upon whether staff have been able to attend work

8. Staffing, Equipment, and Safety

- Only trained staff or appointed contractors will undertake winter maintenance
- Appropriate personal protective equipment (PPE) will be used
- Staff will not be expected to work in unsafe conditions

9. Use of Volunteers

Where volunteers assist informally, they do so at their own risk unless covered by a specific agreement. Volunteers will not be directed to carry out winter maintenance unless appropriate insurance, training, and risk assessments are in place.

10. Public Communication

During periods of severe weather, the Town Council may:

- Provide updates via its website, noticeboards, or social media
- Clarify which areas are and are not maintained by the Council

The Council cannot respond to individual requests for gritting or snow clearance.

11. Liability and Claims

The Town Council will take reasonable steps to reduce risk but cannot accept liability for accidents arising from snow or ice where it has acted reasonably and within this policy.

12. Review of Policy

This policy will be reviewed periodically and updated as necessary to reflect changes in legislation, guidance, or local arrangements.

Meeting of Aylsham Town Council

4th February 2026

Item 11f – To Consider Member to Represent Aylsham Town Council on the Blickling Stakeholder Group

Mary Evans has requested to stand down from this group, with the meeting on 9th February being her last.

Would members consider who would like to become the new representative. Should the new representative wish to join the meeting on 9th February, details are below:

Location: Blickling Estate (Suffield Room)

Date: Monday 9th February 2026

Time: 2-4 pm.

Agenda:

- Welcome/Introduction
- Apologies
- Reviewing minutes from last meeting
- Updates from National Trust
- Updates and questions from external Stakeholders
- Date of next meeting

via e-mail
info@aylsham-tc.gov.uk

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

Your Ref:
Date: 26 November 2025

My Ref: 9/5/23/3003
Tel No.: 0344 800 8020
Email: laura.vincent2@norfolk.gov.uk

Dear Sir or Madam

**Development at Burgh Road, Aylsham
By Hopkins Homes**

The County Council will not accept responsibility for street lighting on this estate as it is considered that there is no highway need.

If your Council requires lighting and wishes to accept its future responsibility then it must be to a footway lighting standard (where no street lamp is mounted above 13 feet (3.9 metres), or where no street lamp is mounted more than 20 feet (6 metres) above ground level and there is at least one interval of more than 50 yards (45.75 metres) between adjacent street lamps in the system), but the actual positions and equipment used is your Council's decision subject to the County Council's approval as Highway Authority.

Would you please complete the attached form and return it to me in order that I may know your Council's requirements.

Yours faithfully

L Vincent

Laura Vincent
Electrical Services Technician

Encl.

Continued.../

To: Highways Maintenance Manager
Infrastructure
County Hall
Martineau Lane
NORWICH
NR1 2SG

For the Attention of the Street Lighting Section

Development at Burgh Road, Aylsham
By Hopkins Homes

Please select which statement applies to your Council, as the local lighting authority:

(Please tick one statement only)

The local lighting authority does not want street lighting to be installed on the above development.	
The local lighting authority would like street lighting to be provided on the above development and wishes to accept responsibility for it. The lighting will be designed and installed to a footway lighting standard.	

Name (Print): _____ Signed: _____

On behalf of the local lighting authority

You may wish to keep a copy of this for your records.

Town Clerk

From: EA - AO Employer Engagement 2 (Katie Conetta) <ea-empspasst2@rfca.mod.uk>
Sent: 13 January 2026 10:21
To: Town Clerk
Subject: Invitation to a Reserve Forces Training Evening – Thursday 5th March 2026.

Follow Up Flag: Follow up
Flag Status: Flagged



**Ministry
of Defence**

Kristina Carrington
East Anglia RFCA
250 Springfield Road
Chelmsford
Essex
CM2 6BU
Tel: 01245 244817
Mob: 07920 194138

Email: ea-empsp@rfca.mod.uk
13th January 2026

Mrs. Faye LeBon
Aylsham Town Council
townclerk@aylsham-tc.gov.uk

Dear Faye,

RE: Invitation to a Reserve Forces Training Evening – Thursday 5th March 2026.

With kind permission of the Commanding Officer 3 Royal Anglian and No 1 Coy, Lt Col Ed Matts, I have pleasure in inviting you to join us at the Army Reserve Centre, 325a Aylsham Road, Norwich, NR3 2AB for a presentation exploring our Reserve Forces.

Please arrive from 1830hrs for registration and coffee in readiness to be welcomed by Lt Col Matts at 1900hrs followed by a Curry Supper.

There will then be a few short presentations on the roles, skills and abilities of the Reserves, how they contribute to the Defence of the Country, the benefit to you should you employ a member of the Reserve Forces and how you can support the Armed Forces Community.

You will have the opportunity to see various equipment stands from 3 Royal Anglian, 6 Army Air Corps, 254 Medical Regt, and 2620 RAuxAF Squadron. The evening should conclude at 2130hrs.

To confirm your attendance, please RSVP to Katie Conetta at ea-empspasst2@rfca.mod.uk at your earliest convenience.

I look forward to hearing from you and do hope that you are able to join us for what will be an interesting and insightful look into your Reserve Forces.

Kind regards,



Kristina Carrington
Defence Relationship Manager



Ministry of Defence

Multi-Unit Reserve Forces Training Evening - Thursday 5th March 2026

Please complete either a) or b) or c

a) I have pleasure in accepting the invitation to the Reserve Forces Training Evening on Thursday 5th March

Full Name			
Job Title			
Organisation			
Dietary Requirements?	YES / NO		
If yes, please state:			
Accessibility Requirements?			
Vehicle Make		Vehicle Model	
Vehicle Colour		Vehicle Registration	

b) I will not be able to attend but would like to nominate the following company representative:

Full Name			
Job Title			
Email Address			
Organisation			
Dietary Requirements?	YES / NO		
If yes, please state:			
Accessibility Requirements?			
Vehicle Make		Vehicle Model	
Vehicle Colour		Vehicle Registration	

[View this email in your browser](#)

NPTS Spring Seminar!



Spring is nearly here and that can mean only one thing...our **Spring Seminar is open for bookings!**

This is your chance to catch up on the latest topics shaping parish and town councils.

Spend the day connecting with clerks, councillors, and sector professionals, gaining practical insights you can take straight back to your council.

And yes, we're also putting on a **rather good buffet lunch!**

Tuesday 10 March 2026
Queen's Hill Community Centre, Costessey near Norwich
10am - 3pm

Fee for in person place: £56 (+ VAT) subscribers | £70 (+ VAT) non-subscribers
(includes refreshments and lunch)

Fee for remote access place: £24 (+ VAT) subscribers | £30 (+ VAT) non-subscribers

What can you expect?

The day includes sessions led by the Norfolk PTS team and invited speakers, as well as break-out sessions during the afternoon.

We are delighted to bring you a range of guest speakers who will bring with them knowledge and experience in their subject area. Delegates will have the chance to ask them questions and 'in person' delegates will be able to take part in topical breakout sessions.

SPEAKERS

This session will provide an overview of Operation Menai Bridge, the national plan that will be enacted upon the death of King Charles III. Attendees will gain insight into:

- The objectives and scope of the operation
- Key challenges and how they are planned to be managed
- Coordination between agencies and stakeholders
- Lessons learned from Operation London Bridge (death of Queen Elizabeth II)

The session offers a look at the preparation and planning required to ensure a smooth and respectful execution during a period of national significance

James Corrigan from HR & Governance Support

Bullying, Harassment and the Council's Duty of Care

James will share his experience of bullying and harassment in local government and how councils can respond outside the Code of Conduct using staff wellbeing, good management, and duty of care. He will cover real examples, consequences for those involved, and practical ways to support employees and create safer workplaces.

With over 33 years in local government, including Head of Paid Service at three councils, lawyer, Parish Clerk, and now Director of Councils HR & Governance Support, James brings practical insight and proven expertise. He holds Chartered Lawyer, Chartered Manager, CIPD, and CILCA qualifications.

Tracey Francis and Mark Duff-Dick from Norfolk Fire and Rescue Service

Protecting Property and People: Managing Fire Risks

Mark, an Operational Station Manager experienced in managing summer wildfires, will offer practical tips to reduce wildfire risk and protect property during hot, dry periods.

Tracey's background is in Home Fire Safety, and she will also provide practical guidance on keeping properties safe, reducing fire risks, and protecting occupants.

Together, they will offer a useful, real-world session focused on:

- Reducing fire risk to property and land
- Managing and understanding summer wildfire risks
- Home fire safety and prevention
- Practical steps councils and property owners can take to protect people and buildings

Simon Lee, Clerk to Great Ringstead Parish Council

The Advantages of Going Paperless

Simon is back by popular demand! An engaging and entertaining speaker, Simon is known for bringing real-world local council experience to life with humour, clarity, and practical insight.

Simon will be sharing practical experience on a topic relevant to many councils.

Discover how moving to digital systems can:

- Save time and reduce costs
- Improve efficiency and accessibility
- Support transparency and modern ways of working
- Help councils become more environmentally sustainable

Whether you're just starting to explore paperless working or looking to refine your current approach, Simon's session promises useful takeaways, real examples, and plenty of inspiration.

Break-out sessions - there will be an opportunity for 'in person' delegates to sign up for two of the following:

- Cemetery and Closed Churchyard Q&A - Alan Fairchild
- Investment opportunities - Lee Jagger, CCLA
- Village Hall & Charity Q&A - Clare Fiander, Community Action Norfolk
- Planning Q&A - David Fowler
- James Corrigan - HR Q&A
- Simon Lee - going paperless
- General Q&A - the NPTS Team
- Scribe Accounting - India Greenwood & Nathan Foster
- Fire Safety - Tracey Francis & Mark Duff-Dick, Norfolk Fire and Rescue Service

Book in Person Place Here

Book Remote Access Place Here



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AYLSHAM TOWN COUNCIL

ACE PROJECT PROPOSAL



Approved in Principle:

Full Approval:

PROJECT TITLE: ACE Climate Conversations – Film Series

Following on from the success of ours series of films over 2024 and 2025 we would like to capitalise on Aylsham's enthusiasm and engagement with the issues raised, by scheduling a series of four film evenings, over the next 12 months from September 2026 to 2027.

ACE SUB-GROUP(S) INVOLVED:

This is a collaborative cross-group initiative from Waste, Nature and Biodiversity, and Energy.

LEADERS OF PROJECT: Grizelda Tyler, Anna Magyar, Yvonne Stewart

OUTLINE of the PROJECT

Please write a brief description of the project, including full details of how the project will be delivered and any working partnerships involved.

We have identified a range of environmental films that outline the key issues surrounding the climate emergency but focussing on films that are positive in outlook and offer achievable solutions.

Four films have been planned so far:

Power Station (Power Station Screening)— Two artists set out to kickstart a people powered energy system. Power Station began in the depths of lockdown with the question “what could we do from where we live, with the people around us, to build power - of energy and imagination?” Working to turn a street and local schools solar, Power Station is an example of community led power. The film charts the fun, financial and emotional trials and tribulations of making change together. Community spirit and resilience are at the heart of this documentary.

A Plastic Ocean (Hong Kong A Plastic Ocean Foundation)— ‘Everyone should see this film’ ‘David Attenborough. The film explores the fragile state of our oceans and uncovers alarming truths about the consequences of our disposable lifestyle. The film explores the fragile state of the oceans, but importantly with innovative solutions, that everyone can do to create a cleaner and greener ocean. The film documents the global effects of plastic pollution and highlights workable technologies and innovative solutions that everyone, from governments to individuals can do, to create a cleaner and greener ocean

Kiss the Ground (ROCCO Films) – Promotes healthy soil as a climate solution is an optimistic documentary that presents regenerative agriculture as a key solution to the climate crisis, explaining how restoring soil health can draw down atmospheric carbon, combat desertification, improve human health, and create abundant food supplies. The film follows scientists, farmers, and activists showcasing how practices like composting and reducing tillage can rebuild healthy soil teeming with life, bringing hope for a sustainable future.

Living on the Edge (Cornwall Climate)- As climate change brings rising sea levels and worsening storms, what will this mean for coastal communities? The film is presented by passionate ultra runner Emma Hazeldine, who takes us on a journey around the Cornish coast path, visiting places that are already being impacted in sometimes surprising ways – and coming up with a range of responses to the challenges that lie just beyond the horizon. **“Brilliant. Really the first time I have seen such a balanced account of the challenges facing coastal communities and the causes. Also, the right balance between personal experience and ‘expert’ commentary”**. Prof. Gerd Masselink, head of the Coastal Processes Research Group at the University of Plymouth.

Timescale: 4 films over 12 months

External Funding (please specify):

Approximate funding required from ACE/Town Parish Council : £600

Licences for screening four films:

Power Station Team - £175 +VAT

Hong Kong A Plastic Ocean Foundation – USD\$135 (approx. £100)

Rocco Films – No payment required

Cornwall Climate - £50

Publicity (A frame posters £100; A4 posters £100)

Refreshments for four screenings £200 – covered by ticketing funds

ABOUT the PROJECT

What is the need for this Project?

- To raise ACE's profile in the Town;
- To build on the success of previous ACE film screenings;
- To encourage more people to engage with the issues surrounding the climate crisis, and in doing so recruit more people to get involved in ACE projects;
- To inspire people to take action in their everyday lives;
- To provide enjoyable and thought-provoking evenings for the people of Aylsham. After each film there will be time for discussion. To facilitate this, we will provide wine and food;
- This is also an opportunity for ACE groups to come out of their silos and work collaboratively on a project.

Who will benefit?

ACE, The community of Aylsham

How will those taking part help design, implement & evaluate the project?

The screening will be followed by discussion. A variety of feedback tools will be used to evaluate the evenings.

How many will be involved, and how they will contribute to the Project.

See above?

Is Town Council staff involvement required?

At a minor level

If so, what will this entail?

Room will need setting up

What are the publicity requirements and who will lead on this?

Comms will lead on this. Suggestion of asking Book Hive to publicise in the bookshop and to perhaps publicise relevant books at the event.

How will progress on the project be reported back to ACE?

Evaluation at each screening and reported back to ACE in terms of an evaluation report.

How will the success of the project be evaluated?

Feedback forms on response to event and potential sign up to the sub groups

WHEN WILL THE PROJECT BEGIN & END?

Estimate if unsure:

September 2026

Month & Year:

END: May 2027

Month & Year:

Procedure for ACE Projects

In the first instance, members are required to complete this Project Form, giving an outline of what the project involves and an approximate cost. This will be considered by ACE, and if it is supported, it will receive approval 'in principle', and will be able to progress to the next stage.

Members are then required to provide more details of the project, including plans, maps, drawings and work programmes.

The full proposal will be considered at an ACE Meeting and if necessary the following Town Council Meeting. If the project gains full approval, it will be managed by the relevant sub-group with regular reports to ACE.

Please complete this form and send to the Town Clerk (townclerk@aylsham-tc.gov.uk) at least one week prior to the ACE meeting at which it will be considered.

Submitted by.....Anna Magyar, Yvonne Stewart Grizelda Tyler.....

Date.....May 12th 2025



MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD AT THE TOWN HALL, ON THURSDAY 8th JANUARY 2026 AT 10am

PRESENT: Trevor Bennett (Chairman)
Catherine Fletcher
Patrick Prekopp

Mary Evans
Kay Montandon

Also in attendance: Faye LeBon, Clerk to Aylsham Town Council

1. To Receive Apologies for Absence

Apologies were received from David Anderson and Tim Briscoe.

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

None raised.

3. To Agree the Minutes of the 11th December 2025

The Minutes of the meeting held on 11th December 2025 were *agreed* by the committee and signed as a true and accurate record by the Chair.

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

No matters raised.

5. To Receive Updates on Existing Applications

Updates to previous applications under consideration by Broadland District Council were noted follows:

Reference	Address	Details	Town Council Response	Status
2024/3433	<i>Shepherds Huts Green Lane Off Banningham Road</i>	Placement of 2 shepherd huts (1 for holiday accommodation and 1 for a shower block) and change of use of land (retrospective)	No Objections	Pending
2024/3764	<i>20 - 22 Market Place NR11 6EL</i>	Installation of 2 louvres intake and extract within top section of windows to side elevation	No Objections	Pending

2025/1103	<i>The Feathers</i> 54 Cawston Road NR11 6EB	Conversion of outbuilding to games room (retrospective) FULL PLANNING PERMISSION	No objections	Pending
2025/1104	<i>The Feathers</i> 54 Cawston Road NR11 6EB	Conversion of outbuilding to games room (retrospective) LISTED BUILDING CONSENT	No objections, subject to the design and materials being in keeping and sympathetic to the original building	Pending
2025/1097	<i>15 Red Lion Street NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single storey building	Application supported	Pending (amended application submitted)
2025/1748	<i>The Retreat, 40 Hungate Street NR11 6AA</i>	Re-design and update of the current buildings on site and change of use to C3	No objections	Pending
2024/3707	20-22 <i>Market Place</i> NR11 6EL	AMENDED APPLICATION Installation of 2 louvres intake and extract within top section of windows to side elevation	Queries have arisen as to the application: 1) The noise guidance report cites policies in North Norfolk District Council's local plan. As this application is within the District of Broadland, do the noise levels comply with the relevant local planning policies? 2) Whilst the whole of the building is Grade 2 listed, the opposite side of the building where development is proposed is a lot less aesthetically pleasing and has significantly less footfall, only serving a car park. Whereas the footfall on the side of the building to be developed leads to Grade 1 listed church and a market place surrounded by listed buildings. Given the local strength of feeling, is there any merit to a	Pending Certificate of Lawful Development issued for minor repairs and maintenance to the exterior of the building 2025/2507

			system which will allow the intake and extract to be on the opposite side of the building?	
2025/2418	<i>Barclays Bank 1-2 Market Place NR11 6EW</i>	Conversion of former Barclays Bank to part residential (11 Units)	Aylsham Town Council is broadly supportive of additional housing in the town centre, although would query why there is no affordable provision. Clarification is sought on the central building in the existing layout plan marked up as 'private dwellings, three storey brick construction'. This building is believed to be in the same ownership as the development site, although hasn't been marked up as such. Rather than private dwellings its existing usage is that of a barn construction. The town council would like to see this building forming part of a s106 agreement for community use.	Pending
2025/3009	<i>Clyde Cottage, 14 Cromer Road, NR11 6HE</i>	<i>Listed Building Consent</i> Rear extension and remodelling works to the existing ground floor room	No objections	Approval with conditions
2025/2777	<i>Abbots House, 25 White Hart Street, NR11 6HG</i>	Repair/replace existing sashes to all windows	No objections	Pending
2025/3401	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single-storey building.	No objections	Pending (amended application submitted)
2025/3063	<i>The Cottage, Petersons Lane, NR11 6HD</i>	Replacement of existing sheds with a new shed.	No objections	Approval with Conditions

2025/1097	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single-storey building. Amended application	No objections	Pending
2025/3401	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single-storey building. Amended application (listed building consent)	No objections	Pending
2025/3532	<i>Woodgate Farmhouse, Woodgate, NR11 6UJ</i>	Installing rooflights, demolishing a lean-to cover and replacing with a shed, internal alterations and repairs, replacement of doors and one window	No objections	Pending
2025/3533	<i>Woodgate Farmhouse, Woodgate, NR11 6UJ</i>	Installing rooflights, demolishing a lean-to cover and replacing with a shed, internal alterations and repairs, replacement of doors and one window. (Listed Building Consent)	No objections	Pending
2025/3089	<i>8 St Michael's Close</i>	Proposed first floor side and front extension above existing garage.	No objections	Refusal - Loss of amenity to the neighbouring property - Loss of street scene (spacious feel of area) - harm to the conservation area
2025/3536	<i>The Grain Store, Banningham Road, NR11 6LS</i>	Variation of conditions 2, 3 & 5 - Change of design, external materials and on-site car parking arrangements of consented permission 20212024 (Proposed demolition of existing barn, which has been	Objection to the application on the grounds of: 1) Outside the settlement boundary 2) Development not in a sustainable location (access to services by car encouraged)	Pending

		<i>granted class Q permission under reference 20191719, and the erection of a new dwelling with integrated garaging, workshops & pool) dated 23 March 2023</i>	3) Loss of agricultural land	
2025/3485	<i>Pendelfin, 1 Forster Way, NR11 6BE</i>	Removal of existing dead conifer hedges and replace with 6ft wooden fence.	No objections	Pending
2025/3008	<i>Clyde Cottage, 14 Cromer Road, NR11 6HE</i>	Rear extension and remodelling works to the existing ground floor room Amended Application – Amended plans and tree survey	No objections, subject to the review of the proposed wall with the neighbouring property	Approval with Conditions
2025/3009	<i>Clyde Cottage, 14 Cromer Road, NR11 6HE</i>	Rear extension and remodelling works to the existing ground floor room (Listed Building Consent) Amended Application – Amended plans and tree survey	No objections, subject to the review of the proposed wall with the neighbouring property	Approval with Conditions
2025/3642	<i>6 Holman Road, NR11 6BY</i>	Demolition of rear extension and conservatory and replacement with new single storey extension. Single storey front extension including porch, lean-to car port and cartshed style garage. Widening of existing access and addition of new single swing gate.	No objections	Approval with Conditions
2025/3162	<i>Land at Dunkirk</i>	Replacement office cabin constructed of steel and insulated cladding	No objections	Pending
2025/1103	<i>The Feathers, 54 Cawston</i>	Conversion of outbuilding to games room (retrospective)	No objections	Pending

	<i>Road, NR11 6EB</i>	Amended Application – Noise management plan submitted		
2025/3641	<i>49 Sir Williams Close, NR11 6AP</i>	Single-storey ground floor shower room extension	No objections	Pending
2025/3282	<i>9-11 Hungate Street, NR11 6AA (Kings Kebab and Pizza)</i>	Rear extension, installation of extraction and ventilation equipment and minor external alterations.	No objections	Pending
2025/3581	<i>14 Aegeal Gardens, NR11 6GQ</i>	Single storey rear ground floor extension, ASHP and AC condenser unit in rear garden	Objection on the grounds of overdevelopment of the site. The area proposed for development is large compared to the size of the plot.	Pending
2025/3274	<i>12-13 Market Place</i>	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay accommodation. To include 6 short-stay accommodation rooms to support the nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground level. Fabric alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the market place, especially on market days.	Pending
2025/3275	<i>12-13 Market Place</i>	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the market place, especially on market days.	Pending

		accommodation. To include 6 short-stay accommodation rooms to support the nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground level. Fabric alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry Listed Building Consent		
2025/3283	<i>9-11 Hungate Street, NR11 6AA (Kings Kebab and Pizza)</i>	Rear extension, installation of extraction and ventilation equipment and minor external alterations. Listed Building Consent	No objections	Pending
2025/3063	<i>The Cottage, Petersons Lane, NR11 6HD</i>	Replacement of existing sheds with a new shed. Amended application to show existing and proposed north elevations of shed	No objections	Approval with conditions

6. To Consider Response to the Local Planning Authority on New Applications

None received

7. To Consider Responses to the Local Planning Authority on Applications Received Since the Agenda was Issued.

The committee considered the following applications:

Reference	Address	Details	Committee Decision
2025/3732	<i>10 Forster Way, NR11 6AA</i>	Single-storey rear extension, demolition of the existing conservatory, partial conversion of the existing garage/store.	No objections
2025/3329	<i>3 Holman Close, NR11 6DD</i>	Removal of existing conservatory to rear, proposed wrap around ground floor extension and redesign to front porch area. Cladding of the existing house in a mixture of brick, render and timber. Amended application to show new design.	No objections

8. To Receive any Updates on Large Town Developments

a. Norwich Road Site.

There was no update on this development.

b. Burgh Road Site.

There was no update on this development. Planning permission has still yet to be granted.

It was **noted** that there had been an approach from a retailer to advise the Town Council of a proposed planning application. The Clerk will arrange a meeting.

9. To Receive Update on the Neighbourhood Plan

The Clerk will speak with the Town Council's consultant to obtain possible dates for the next meeting.

10. To Note Items for Information or Future Agendas

Community resilience planning.

Update on GNLP call for sites.

11. To Confirm the Next Meeting as Thursday 12th February 2026, 10am in the Town Hall

This was **agreed**.

12. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 13 in View of the Confidential Nature of the Business to be Transacted. The Local Planning Authority advises that enforcement reports are for the information of the Town Council and should not be passed on, shared or published in any way. It was **agreed** to close the meeting to the press and public.

The Meeting was Closed to the Press and Public

13. To Note Planning Enforcement Cases from the Local Planning Authority

The planning enforcement cases for Aylsham had been circulated and were **noted**.

There being no further business the meeting was closed at 10.35am

Signed_____

Date_____



MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE HELD AT DRILL HALL, ON TUESDAY 20th JANUARY 2026 AT 11am.

PRESENT: Pat Prekopp (Chair) - Aylsham Slow Food, Town Council
David Anderson – Aylsham Town Council
Mo Anderson-Dungar - W.I. and Country Markets
Kevin Cunnane - Aylsham Town Council
Mary Evans – Aylsham Town Council
Giles Margarson - Aylsham Community Partnership
Graham Peers – Broadland District Council
Jean St Clair – U3A
Wendy Sadler – Aylsham in Bloom
Grizelda Tyler – Aylsham Climate Emergency

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council.

1. To Receive Apologies for Absence

Apologies were received from Mike Downes (Aylsham Rotary).

2. To Receive Declarations of Interest and Requests for Dispensation

None raised.

3. To Agree the Minutes of the Cittaslow Aylsham Committee held on 18th November 2025

The minutes from the meeting held on the 18th November 2025 had been circulated. These were *agreed* by the committee as a true and accurate record of the meeting and were signed by the Chairman.

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

No matters raised.

5. Adjournment of the Meeting to Allow Members of the Public to Speak

No members of the public in attendance.

6. Cittaslow UK and Cittaslow International

Mo reported that a Cittaslow UK meeting needed to be arranged for March. Patrick raised concerns that there remains an issue with the Cittaslow UK website. Confirmation is required from Mold as to whether they would be looking into this.

Mo reported that the International Coordinating Committee would be meeting between the 17th and 19th April in Canada, and the General Assembly would be meeting in Italy between the 19th and 21st June. Cittaslow week would start on 20th September, culminating with Cittaslow Sunday on 27th September.

7. To Receive Market Updates

a) Food and Craft Market

Country Markets had yet to decide whether they would be continuing with the Food and Craft markets.

The facilities officer had advised that last months food and craft market had 7 stalls, including the charity stalls. The stalls were condensed down into the spaces outside the Co-op, and this format will remain in place until there are more attendees. The Clerk reported that entertainment for the food and craft markets has been contacted in the form of:

- Norwich Droids
- AB Enchanted (princesses)
- James D's party time (play trailer)
- Phil Cole Caricaturist
- Holt Ridge Morris Dancers

Dates offered are:

- Saturday 4th April
- Saturday 2nd May
- Saturday 6th June
- Saturday 4th July
- Saturday 1st August
- Saturday 5th September

Once all forms of entertainment have been booked in, promotion can take place.

Investigations have been taking place into whether buskers would require any form of licensing. This is not the case and work can be done to attract this type of informal entertainment.

b) General Markets on Monday and Friday

The facilities officer had reported that Mondays are going well at almost full capacity. There is space for one small stall now that Earthglade has left. There are two larger stalls currently on the waiting list.

Fridays are low on numbers with the average attendance being four stalls. The market traders are putting the word about that there are spaces available, but it is acknowledged this is not the best time of year.

Mitchell Philpott is seeking to arrange a meeting of the market traders.

With the budget agreed, the new prices can be implemented on 1st April 2026.

c) Country Markets

As previously reported, Country Markets are still keeping under review their attendance at the Food and Craft market.

8. Visit Aylsham

a) To note the minutes of the Visit Aylsham Working Group (20th November 2025)

The draft minutes from the meeting of 20th November were noted.

b) To receive update on Heritage Snail Trail

Patrick showed the meeting potential designs for the stone snail plaques. It is planned to install these on the listed buildings that are part of the trail. The Heritage Officer has visited the listed buildings involved and is content in principle to the stone plaques and fixings. These would be subject to a listed building planning application. Other local artists would have their designs on tiles displayed on the non-listed buildings. Their work would be credited on the website.

Permission is required from business owners and the paper map and website connections are to be arranged.

The next meeting of the sub group is on 29th January 2026.

c) To consider options for town planters

The Town Council is not currently in a position to replace the town planters and alternative sources of funding, such as business sponsorship was suggested.

Wendy reported that Aylsham in Bloom is responsible for 30 planters. These included:

- 12 around the pump
- At the sign on Burgh Road
- The tubs by Tesco
- Two at the Drill Hall and the Drill Hall borders
- The Blickling Triangle
- At the town sign on Cawston Road/Henry Page Road

These are made of a composite plastic, and therefore are not subject to the same decay that the wooden planters are.

There are 4 wooden planters left in the town (at the bus stop, by the Co-op wall, outside the public toilets and in front of the town hall). Wendy and the clerk will review them to see if there is any possible maintenance work that can be done.

Three planters were donated to the pizza place in the Market Place and required attention. Patrick will visit the business and open up a dialogue with regards to these works.

9. To Receive Information on the UK Town of Culture competition and agree any further actions

Information on the UK Town of Culture competition had been circulated. Should the town wish to enter, an expression of interest needed to be submitted by 31st March

2026. Whilst not committing to the project until this has been decided by full council, the clerk will:

- Discuss a partnership area with Blickling and Wolterton.
- Email community groups with some baseline questions and establish their ideas and enthusiasm for the project.
- Contact regional partners to ensure any plan Aylsham makes aligns with theirs.
- Speak to Mitchell Philpott about digital technology.
- Contact the Roman Dig project.

10. To Note the Minutes from the Aylsham Climate Emergency Working Group (1st December)

Grizelda reported that the Live Well for Less event will be held on 31st January. As part of this event, partners include:

- Slow Food will providing free bowls of soup and the recipes to make at home.
- Second hand school uniforms
- Upcycling materials
- The community shed
- Broadland District Council's Help Hub
- Thermal imaging camera
- Knitters and Sewers
- Country markets, selling dog coats from recycling materials.

The focus of the event will be a save money through reducing carbon. There will also be an explanation of where the various recycling goes.

There will be consultation opportunities for the Neighbourhood Plan and transport ideas.

The film 'Climate Scam' is being shown on 6th February and a series of films for 2026/2027 is being organised.

11. To Note the Minutes from the Aylsham Community Events Committee (20th November and 17th December)

The minutes were noted. The next meeting is on 21st January.

12. To Receive the Following Group Reports

a) Slow Food Aylsham

Patrick reported that the Slow Food Aylsham AGM was held last week, with all the officers re-elected. There are three new members to the group, and a commitment was made to the Slow Food Festival in October.

Grizelda thanked slow food for coming to the Live Well for Less event on 31st January.

b) Aylsham High School

No report.

c) Aylsham in Bloom

Wendy reported that the Open Gardens are to be held on 27th and 28th June, with tickets being sold from the Heritage Centre. So far there are eight gardens but the group is appealing for more.

d) Aylsham Business Consortium (ABC)

No report. The next meeting is on 10th February.

e) Aylsham Parish Church

No report.

f) Aylsham Rotary Club

No report.

g) Aylsham U3A

Jean reported that the group has seen an increase of membership. Plans are being put in place for the forthcoming year.

h) Aylsham WI

Mo reported that the group did the 'Lights Down breakfast for the volunteers on 18th January. The group is putting together the calendar of events from April 2026 to March 2027.

13. To Note any Items for the Next Agenda

UK Town of Culture

14. To Agree the Date of the next Meeting

This was agreed as Tuesday 17th February 2026, 11am at the Drill Hall.

There being no further business the meeting was closed at 12.05pm



Department
for Culture,
Media & Sport

Guidance

UK Town of Culture 2028 Expression of Interest: Guidance for bidders

Published 14 January 2026

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This publication is available at <https://www.gov.uk/government/publications/uk-town-of-culture-2028-expression-of-interest/uk-town-of-culture-2028-expression-of-interest-guidance-for-bidders>

Ministerial foreword



I am proud that the last Labour government launched the UK City of Culture competition in 2009 to celebrate the enormous contribution people and places across the UK have made to our cultural life. Since its launch, the programme has gone from strength to strength and now has a firm footing in the UK's culture calendar. Four incredible cities - Derry/Londonderry, Hull, Coventry and now Bradford - have delivered a year of rich cultural activity rooted in their unique identities and drawing on local strengths and stories. In each place, being the UK City of Culture has been a transformative experience, with the impacts for places and people extending well beyond the title year.

Now, we are building on that success by launching the search for the UK's first Town of Culture.

Great culture is not confined to our largest metropolitan centres; it is everywhere, rooted in communities across the country. But for too long that talent and contribution has gone unrecognised. In my town, Wigan, we are fiercely proud of the contribution we have and continue to make to the UK's cultural life, from brass bands and Northern Soul to the Verve and Ian McKellan. Every town has its own story and unique contribution. Our government believes it should be seen and valued, and reflected in the story we tell ourselves about ourselves as a nation.

Everybody deserves the chance to share their pride in the place they call home and to have access to quality art, music, dance and drama wherever they live. That is why we are launching the UK Town of Culture. To celebrate

towns and help to create a lasting cultural legacy. We will select the best small, medium and large towns from the full applications we receive. One of these will be named UK Town of Culture 2028 and receive £3 million, while the other two finalists will each receive £250,000 to deliver an ambitious programme of cultural activity in 2028. This is in addition to development grants for shortlisted places to work up their full bids.

I hope you will consider bidding to become the first UK Town of Culture, and showing the whole country what makes your town unique.

Lisa Nandy

Secretary of State for Culture, Media and Sport

Introduction

This guidance has been produced by the Department for Culture, Media & Sport (DCMS) to assist towns that wish to bid for the title of UK Town of Culture 2028. This guidance outlines the aims of the competition and details the requirements for the initial Expression of Interest (EOI) stage. This guidance also sets out the bidding and selection process for the later stages of the competition to support planning.

Places wishing to apply for the UK Town of Culture 2028 competition are advised to read the guidance in full.

A Welsh language version of this guidance will follow.

UK Town of Culture explained

UK Town of Culture is a brand new DCMS competition. For the first time, DCMS is inviting towns across the UK to enter the competition to showcase original storytelling, and empowering, accessible culture. The competition is targeted at all towns, whether small, medium or large. Please refer to the 'Who can bid?' section of this guidance, any town that can fulfil these requirements will be considered. Inspired by the success of the flagship UK City of Culture, which is a proven model for cultural placemaking, this competition aims to spotlight the cultural contribution of towns to our national story. In order to ensure we are able to showcase towns of different sizes, we will be introducing small, medium and large-size category winners and from these three designations, an overall UK Town of Culture winner will be selected.

The winning town will be awarded £3 million to deliver a cultural programme in 2028 of around six months. Additionally, the two finalists from their category will receive £250,000 each to deliver elements of their bid.

It is a UK-wide programme, developed in collaboration with the devolved governments in Northern Ireland, Scotland and Wales.

Aims

The UK Town of Culture competition aims to celebrate the significant contributions of towns to our national story. The competition focuses on building a more socially cohesive country where communities feel proud of their place and empowered to celebrate it. The UK Town of Culture is an opportunity for places and communities to use culture and creativity to tell their story and why they are proud of their community.

Benefits of winning

In addition to the £3 million main prize and £250,000 finalist prizes, we anticipate that winning will lead to significant, demonstrable outcomes, including a boost in civic pride, greater participation in cultural activities, and the formation of enduring community partnerships. These partnerships will help build a strong sense of place and champion grassroots arts and culture, mirroring the proven impact of the UK City of Culture programme. Research has shown that for the UK City of Culture programme more than 70% of attendees to UK City of Culture events feel a greater sense of pride. We also know that the benefits for places extend well beyond their title period, leading to a lasting legacy of social and cultural change. We expect to see similar benefits for the UK Town of Culture.

Benefits of bidding

Competing for the title, irrespective of whether or not a place wins, can have a hugely positive impact on the local community. It fosters a sense of local pride and strengthens collaboration among local partners. Previous bidders for the UK City of Culture report that the process brought the community together to develop strategic and cohesive cultural leadership. In turn, this enabled them to showcase – and open up access to – local heritage, art, and culture.

We want as many places as possible from across the UK to have the opportunity to draw on the benefits of bidding. We have designed the competition with this in mind: with an initial EOI stage and funding to support bidders in the later stage of the competition.

Funding

We are pleased to announce a guaranteed £3.5 million prize fund for the UK Town of Culture competition. The panel will select the best small, medium and large towns from the full applications we receive. One of these will be named UK Town of Culture 2028 and receive £3 million, while the other two finalists will each receive £250,000 to ensure they are able to take forward key parts of their bids. We recognise that commitment of funding up front can provide places with the confidence and security to engage with the competition and launch ambitious bids.

We also recognise that there are costs associated with developing and submitting a bid and we want places to feel able to bid and to benefit from the bidding process. There is a simple EOI phase and has been designed to keep costs to a minimum at the outset. DCMS will award bid development grants of £60,000 to each of the shortlisted places which are invited to submit a full application.

You need to outline in your EOI how you would spend this £60,000 grant. It is a flexible source of funding to strengthen your full application and help to develop a scalable plan, for example on:

- Research & Development
- Consultation
- Human resources
- Data gathering
- Commercial expertise for capital plans

Competition criteria

The UK Town of Culture 2028 criteria sets out the strategic objectives of the programme and should be used by bidding places to inform their bids. They will be used by the Expert Advisory Panel to assess bids at all stages of the competition.

To be successful, EOIs must demonstrate how they meet the criteria and show potential to make a significant contribution to the aims of the UK Town of Culture programme.

Please note: If a large number of applications are received, an initial sift will take place on the first criterion, 'Your Story' only.

Table 1: UK Town of Culture 2028 competition aims and criteria

Aims	Criteria
1. Your story: tell us about the unique story and culture of your town.	1. Vision: A strong, compelling local story that uses culture to bring people together, reflecting place, pride, and contribution to the national story. 2. Local Need: How your programme builds on local strengths while addressing specific local priorities. 3. Empower: Commitment to involving communities, grassroots artists, creatives, and local leaders in shaping the bid, programme, and legacy, devolving decision-making where possible.
2. Culture for Everyone: how you will design a cultural programme that provides visible, accessible culture and boosts your town's profile.	5. Quality and Innovation: A high-quality, bold programme drawing on arts, heritage, and creative industries, demonstrating excellence, creativity, innovation, and use of technology to widen access. 6. Opportunity: Expanding opportunities for those who currently do not access cultural infrastructure, especially young people, while creating new opportunities for existing participants. 7. Accessibility: Ensuring the programme is accessible to all ages and underserved communities, providing a safe, supportive,

Aims	Criteria
	non-discriminatory environment.
	8. Communication: A well-resourced communications plan that reaches multiple audiences and shines a spotlight on the town's contribution to national life.
3. Making it happen: how you will deliver a successful programme.	9. Partnerships: Strong, collaborative leadership with clear commitment from local authorities, community organisations, and cultural/heritage partners, including pursuit of new opportunities and lasting connections.
	10. Programme Management: Evidence of capacity, capability, and effective processes to deliver the programme successfully.
	11. Financial Management: A realistic, viable budget representing value for money, with clear monitoring processes and plans to attract appropriate funding.
	12. Monitoring, Evaluation & Legacy: A clear plan for evaluating impact (including environmental sustainability), sharing insights, and strengthening or rejuvenating cultural and heritage infrastructure with realistic expectations.

Who can bid?

We welcome bids from places across the UK. To be eligible, bidding places must demonstrate the capability to successfully manage, fund, and deliver a programme that clearly meets the established criteria. Bidders will be required to show their confidence in, and readiness for, programme delivery both in the EOI application and, in greater detail, during the full application stage. For the largest towns, the UK City of Culture competition may be more suitable and these towns should consider applying to [UK City of Culture 2029](https://www.gov.uk/government/publications/uk-city-of-culture-2029-expression-of-interest/uk-city-of-culture-2029-expression-of-interest-guidance-for-bidders) (<https://www.gov.uk/government/publications/uk-city-of-culture-2029-expression-of-interest/uk-city-of-culture-2029-expression-of-interest-guidance-for-bidders>).

The only areas precluded from bidding are any parts of Greater London, but we would encourage these areas or London-based organisations being partners in a bid for an area outside London.

We want to ensure that towns of all different sizes are showcased when applying for the competition, therefore, we have introduced three prize categories. We will be introducing small, medium and large-size category winners and from these three finalists, an overall UK Town of Culture winner will be selected. We will be using the Office of National Statistics definitions for [towns/urban areas based on population size](#)

(<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/articles/understandingtownsinenglandandwales/anintroduction#things-you-need-to-know-about-this-release>) to determine categories and you will not be expected to apply to a specific category.

Category	Population Size
Small Town	Under 20,000 people
Medium Town	20,000 - 75,000
Large Town	Over 75,000

Which organisations can bid?

We expect bids to be from a partnership for your bidding place and include the relevant local authorities. This partnership may be well-established, but it does not need to be and we welcome bids from newly formed place partnerships. Bids will need to specify a single organisation to be 'Lead applicant' for information and communication purposes during the competition process. The Lead applicant must be a formally constituted accountable organisation; they do not need to be a local authority, but the relevant local authority will need to be in a dedicated role in the bid partnership.

The partnership should demonstrate commitment to work collaboratively and could include a range of community and cross-sector partners such as: local businesses, industry and civic leaders, cultural bodies, local library services, voluntary, community and social enterprise organisations. It should also demonstrate commitment to actively including local communities in decision-making and supporting them to directly shape what happens in their area. This commitment to community collaboration should be demonstrated at all stages of the competition.

Accountability for the programme

If successful, the winning places will be required to specify a chosen ‘Accountable Body’ and ‘Delivery Body’ for their programme (which may be the same organisation but does not need to be). You will need to set out your plan for this at the EOI stage, in reference to the below definitions.

Accountable Body: A place’s chosen party, who are the recognised Accountable Body in relation to a planned UK Town of Culture programme e.g. the relevant local or regional public authority. If successful, the Accountable Body will have overall responsibility and ownership for the programme. The responsibilities of the Accountable Body may include, but are not limited to:

- Ensuring the safe and successful delivery of a UK Town of Culture programme;
- Managing the financial and legal requirements associated with the delivery of a UK Town of Culture programme;
- Taking responsibility for the organisation of a UK Town of Culture programme, including leading on the necessary coordination between relevant partners;
- Taking responsibility for any grant funding associated with a UK Town of Culture programme, for which the Accountable Body is the recipient organisation; and
- Monitoring delivery of a UK Town of Culture programme and undertaking relevant reporting as may be required by DCMS.

Delivery Body: A place’s chosen party who will be responsible for the planning, procuring, commissioning and delivery of a planned UK Town of Culture programme.

What do we mean by culture?

Culture means different things to different places and communities, and we want local stories and the unique character of places to shine through in bids. We expect bidders to showcase the strengths of the cultural offer in the area, acknowledge its weaknesses, and its ambition and potential to improve. It will be up to you to make the case for which activities are

included in your proposed cultural programme and articulate the step change you aim to achieve. We expect programmes to be able to appeal to a wide range of audiences and to increase participation in cultural activities, especially amongst young people, as well as contributing to community cohesion and wellbeing.

Applicants are encouraged to include activities encompassing a broad definition of culture and its creative industries and how it relates to the town's history, story and community. This includes but is not limited to: visual arts; literature; music; theatre; dance; combined arts; architecture; crafts; design; heritage and the historic and natural environment; museums and galleries; libraries and archives; film; broadcasting and media; video games; animation; visual and special effects; photography; and publishing.

Alignment with UK government missions & priorities

The UK Town of Culture, along with the UK City of Culture competition complements other UK government initiatives to support culture to thrive, such as the £270 million Arts Everywhere Fund, which will ensure that everyone, everywhere has the opportunity to experience great culture and access to high quality institutions in the places they call home.

Local government is foundational to the sharing of cultural opportunity across the UK, and to the successful delivery of UK Town of Culture. Local authorities should work with local people to ensure that their bid and creative vision is reflective of their communities. In this way, the UK Town of Culture competition embodies the principles set out in the English Devolution White Paper, the biggest transfer of power out of Westminster to England's regions this century.

It further complements other UK government place-based initiatives, notably the Pride in Place Strategy which sets out a plan to create safer, healthier neighbourhoods where communities can thrive. The Pride in Place Programme represents one of the largest investments in deprived neighbourhoods for a generation - up to £5 billion over 10 years to support up to 250 places.

We encourage bidders to think about how their bid aligns with, builds on or prepares for other funds and initiatives as well as how it is integrated in wider local and regional inclusive growth plans. This will be assessed in a light touch way at this EOI stage and bidders will be expected to demonstrate this in more detail at the full application stage.

Bids should actively complement, rather than duplicate or compete with funding already delivering or set to deliver in their areas. Areas should not consider the UK Town of Culture competition as an opportunity to plug any gap in funding not realised by other government funds. Nor should places that did or do not receive support through other funds feel that they are at a disadvantage in applying to the UK Town of Culture competition. We want to support all bidders to realise culture's contribution to transformational step change

Environmental considerations

One of the UK government's missions is to make Britain a clean energy superpower and accelerate to net zero by 2050. Tackling climate change is the one of the most urgent shared endeavours of our lifetimes, demanding bold action from us all. Our towns and cities are on the front line of climate change and culture is a powerful tool in tackling environmental challenges. Bids for UK Town of Culture 2028 should consider embedding environmentally sustainable practices into their plans, demonstrating contribution to the UK's net zero and nature protection objectives, and promote and inspire environmental responsibility.

Support during bidding process

DCMS plans to host an online information session for all interested bidders on 21 January 2026. Details will follow, please contact uktownofculture2028-competition@dcms.gov.uk with any questions and to register interest.

We would encourage interested bidders to attend this information session to access information from experts. DCMS, other government departments, and arms-length bodies will not be available to provide further support for bidders at the EOI stage of the competition. Shortlisted places will have access to further expertise, support and advice during the preparation of their full applications, and we will provide further guidance on this in due course.

Competition stages

The competition selection process for UK Town of Culture 2028 is designed to identify and designate places from across the UK that offer the best possible bids. Bidders must not only present an ambitious and unique vision for its 2028 programme, but also demonstrate credible and realistic plans to successfully turn that vision into a reality.

There are three main stages to the competition.

Stage 1 - Expression of Interest (EOI)

1. The EOI phase is an opportunity for bidding places to succinctly articulate their vision, key elements of their proposed programme, and readiness to deliver. The EOI form asks for responses to the three criteria with prompts. We recognise the challenge on resources at this early stage, so do not expect detailed economic data, research, or in depth delivery plans. For more information on how to apply, see the 'How to make an Expression of Interest (EOI)' section below. The deadline for EOIs will be 31 March 2026.
2. The Expert Advisory Panel will assess the EOIs against the relevant competition criteria and select a shortlist of places. DCMS intends to announce the shortlist of places that will proceed to the next stage of the competition in Spring 2026.

Stage 2 - Shortlisted places make a full application

3. The shortlisted places will be awarded a grant of £60,000 each to support them with developing and strengthening their full application. We intend to publish detailed full application guidance in Spring 2026, including our expectations for data submission. Applicants will have up to five months to complete the full application.
4. The full application will ask questions in more depth and will expect you to set out a detailed plan for how you will deliver your vision, including a programme plan and narrative, partnerships and budget. We will require information about your local context, priority needs and challenges and how you will use UK Town of Culture to address them. We may require applicants to undertake research, present data relating to expected impact, as well as delivery, fundraising and governance plans. We will also require applicants to consider how they will deliver digital content for wider public engagement through the competition.

Stage 3 - Shortlisted places host and present to the panel

5. The panel will visit the shortlisted places, who will be invited to present to the panel and engage in detailed discussions about their plans.
6. The panel will assess the full applications and presentations of the shortlisted places including any outcomes of public engagement and communications, and against the competition criteria.
7. The panel will submit their recommendation for the finalists and overall winner of UK Town of Culture 2028 to the Secretary of State for DCMS, who will make the final decision. We will provide feedback to all the shortlisted places.
8. DCMS aims to announce the UK Town of Culture 2028 winners in early 2027.

Key milestones and dates

Table 2: Key competition milestones

Milestone	Dates
Expressions of Interest (EOI)	Opens: 14 Jan 2026 Deadline: 31 March 2026
Information event for bidders	21 January 2026
Shortlisted places announced	Spring 2026
Full application period	Spring 2026 – Autumn 2026
Panel visits	Autumn 2026
Finalists and winner announced	Early 2027
Delivery Period	2028

How to make an Expression of Interest (EOI)

Register as a bidder

The first step is to register as a bidder for the UK Town of Culture 2028 title by emailing uktownofculture2028-competition@dcms.gov.uk and providing the following information which will allow us to contact you quickly if we need to, send the branding guidelines and share information about the information workshop for prospective bidders:

- Place name of bidding place
- Brief geographical description of bidding place
- Named contact and contact details for the bidding team

EOI form

Bidders should download and complete the EOI form template and return by email to uktownofculture2028-competition@dcms.gov.uk

Download the [EOI form template](#)

(https://assets.publishing.service.gov.uk/media/6964cd638d599f4c09e1ff41/UK_ToC_EOI_ApplicationForm.odt)

The EOI form comprises three sections which each require a statement response:

- 1 Your story: tell us about the unique story and culture of your town
- 2 Culture for everyone: tell us how you will design a cultural programme which will provide visible, accessible culture that boosts the profile of your town

3 Making it happen: tell us how you will deliver a successful programme

Further instructions, including word limits and prompts to use as a guide in your responses, are detailed in the EOI form template. Please note, where a large number of applicants are received, bids will be sifted on the second section only ‘Your Story’.

The deadline to submit the EOI form is 31 March 2026. DCMS will not accept EOIs received after this date.

‘UK Town of Culture 2028’ title, trade mark and branding

The competition winner will be designated as “UK Town of Culture 2028”. We will issue branding guidance to all registered bidders to outline how bidding, winning and legacy places are able to use the title and trade mark in the years running up to and after 2028.

Media and publicity

We expect there to be significant publicity associated with the selection process, with coverage at a local and national level. We will issue press releases on the results of the shortlisting and final selection processes. All the bidding places will be listed on the DCMS website (with links to their respective bid website if applicable) and may be referenced in press releases. The DCMS communications team will be in touch with communications teams in bidding locations as needed to update on plans and embargos.

Data sharing and transparency

The UK Town of Culture programme and its evaluation will be crucial to our developing understanding of the social and economic impacts of cultural investment. We expect to receive an incredible volume of information and data as part of the application process. Once the 2028 title has been awarded, we plan to deposit all bids (initial EOIs and full applications) in the

National Archives, the official public archive of the UK government, to allow researchers and the public free access to this wealth of detail. We understand that some data may be commercially sensitive, so we will work with all bidders to provide redacted versions as necessary.

Data protection

DCMS is committed to using any personal information we collect on a lawful, fair and transparent basis, respecting your legal rights as an individual in accordance with the UK General Data Protection Regulation, the UK Data Protection Act 2018 and other applicable laws that regulate the use and privacy of personal data (Data Protection Law).

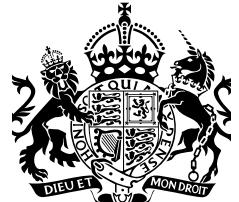
As part of us meeting this requirement, we have published our General Privacy Notice for you to refer to. For further information about our obligations and your rights under Data Protection Law, as well as how to report a concern if you believe that your personal data is being collected or used illegally, please also see the Information Commissioner's Office.

Contact

For further information please contact uktownofculture2028-competition@dcms.gov.uk



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UK Town of Culture 2028 Competition

Expression of Interest (EOI)

Thank you for your interest in the UK Town of Culture 2028.

Please ensure you have read the “UK Town of Culture 2028 Expression of Interest: Guidance for bidders” document before applying. All EOIs must be submitted using this standard template.

The form comprises four sections which each require a statement response. You are provided with a series of prompts to use as a guide. You do not need to answer each prompt individually but your responses should address all prompts. The prompts draw from the competition criteria and bidding places should refer back to the criteria when completing the form to show the potential of their programme to make a contribution to the aims of the UK Town of Culture programme.

The form has set formatting (e.g., font size and line spacing) which should be adhered to. Please note that the EOI form is strictly word limited and we do not expect at this stage detailed economic data, research or in depth fundraising or delivery plans. Responses should also only include text.

The application deadline is **31 March 2026**. Applications received after this date will not be considered. **If a large number of applications are received, an initial sift will be conducted on the section, 'Section 2: Your Story', only.**

Contact: uktownofculture2028-competition@dcms.gov.uk

SECTION 1: BID INFORMATION

In this section, we ask for information relating to your bidding team and place. The information will not be scored but will be used to confirm your eligibility.

1.1 Contact Information

Please provide contact information for the single point of contact for your bidding team.

Name, Position, Team / Organisation, Telephone Number, Email Address.

1.2 The Bidder

Please provide information for the bidder. With reference to the definitions of the Accountable Body and Delivery Body in “UK Town of Culture 2028 Expression of Interest: Guidance for bidders”. You should include information on who the lead bidder is and who the key partners are.

1.3 The Geographical Area

Please specify the geographical area that you are bidding for, with reference to the relevant geographical boundary designations. You may want to note the town categories set out in the “UK Town of Culture 2028 Expression of Interest: Guidance for bidders”. We will use your geographical area’s population size to categorise your bid.

SECTION 2: YOUR STORY

In this section, we want to understand the unique story and culture of your town. [Maximum 400 words for each section]

2.1 Vision

Please use the following prompts to guide your response:

- *What is the story of your town (e.g., places and landscapes, people, communities, culture and heritage) and what is special about it (e.g., including, how it has contributed to a local identity - and, if relevant, how it has contributed to the national story)?*
- *How will your programme celebrate the story of your town, and what themes will be explored in your programme?*
- *How will your programme help to build knowledge of your town (e.g., improving, celebrating, raising the profile)?*

2.2 Local Needs

Please use the following prompts to guide your response:

- *What local challenges and issues does your town face that your bid can help to address? What priorities, needs, groups and demographics will your programme target and why?*
- *How does your bid align with any other local and / or regional plans to tackle local needs?*

2.3 Empowerment

Please use the following prompts to guide your response:

- *How have you developed the ideas within this bid? To what extent have you already consulted your local community and community groups (i.e., residents, businesses, institutions, creative providers, and cultural organisations) on your interest in UK Town of Culture?*
- *How will your local community and community groups be involved in developing and delivering the full application, programme and its legacy? How will you hold yourself accountable to community groups and members when making decisions about the programme?*

SECTION 3: CULTURE FOR EVERYONE

In this section, we want to understand how you will design a cultural programme for all which will provide visible, accessible culture that boosts the profile of your town. [Maximum 400 words for each section]

3.1 Quality and Innovation

Please use the following prompts to guide your response:

- *What is your cultural and heritage infrastructure, and how will you use it and build upon them in your programme? If your infrastructure is more limited, how could you leverage UK Town of Culture to develop your infrastructure on a permanent or temporary basis?*
- *What type of activities will your programme deliver, and how will they work together? Please refer to proposed lead artists / creatives, if they are known. You may refer to creating and / or promoting existing events that could become a returning event using the leverage generated by UK Town of Culture investment*

3.2 Opportunity

Please use the following prompts to guide your response:

- *How will you ensure the initiatives and opportunities (e.g., learning and skills-building, career awareness, bringing different communities together) you are planning are genuinely aligned with your community's needs and interests, especially for younger members of the community?*
- *What social and community impacts will these help you to achieve in your area, and why are these important to your town?*

3.3 Accessible

Please use the following prompts to guide your response:

- *How will you embed accessibility across the design and content of your programme?*
- *How would you aim to reach the widest possible audience?*

3.4 Communication

Please use the following prompts to guide your response:

- *How will you build a communication plan that utilises a breadth of media formats and reaches different types of audiences?*

SECTION 4: MAKING IT HAPPEN

In this section, we want to understand how you will deliver a successful programme.
[Maximum 400 words for each section]

4.1 Partnerships

Please use the following prompts to guide your response:

- *How will you secure and work with additional external partners (e.g., artists and creatives, cultural and heritage organisations, funders, institutions, businesses, voluntary sector and civic society partners, and residents) to deliver the programme?*
- *How will you ensure your partners are representative of your town population?*

4.2 Programme Management

Please use the following prompts to guide your response:

- *How will the programme be managed throughout the year, including leadership structure and delivery model?*
- *How will you provide clear roles and responsibilities, and ensure the team has the skills and capacity to deliver?*
- *What are the key risks associated with your proposed programme (i.e., risk, mitigating action, RAG rating)?*

4.3 Financial Management

Please use the following prompts to guide your response:

- *If shortlisted, how would you use a £60,000 grant to strengthen your full application?*
- *How much do you expect it will cost to deliver your programme?*
- *How much additional funding will you need to raise to deliver the programme, and where will you get that additional funding (e.g., existing / reallocated budgets, income from charitable trusts and foundations, income from public funding bodies, business investment / sponsorship, crowdfunding, cultural partnership cash contributions / joint funding applications, in-kind support)?*

4.4 Monitoring, Evaluation and Legacy

Please use the following prompts to guide your response:

- *What outcomes of your programme can be monitored and evaluated? Please refer to outcomes referenced throughout your bid, including those referenced in "Local Needs" and "Opportunity".*
- *How are you currently monitoring the impact of any culture and heritage programme(s) and how could these methods be adapted and used to evaluate UK Town of Culture?*
- *What baseline information is available to help assess the impact of your*

programme?

Visit Aylsham Working Group Meeting

Held in the Council Chamber on

Thursday 15th January 2026 at 3pm

Attendees:

Patrick Prekopp (Aylsham Town Council) Chairman.
Sue Catchpole (Broadland Council)
Mitchell Philpott (Aylsham Town Council)

Also in attendance: Faye LeBon (Town Clerk, Aylsham Town Council)

1. To Receive Apologies for Absence

Apologies were received from Jayne Andrew, Tim Briscoe and Graham Peers.

2. To Agree the Minutes of the Meeting held on 20th November 2025

The draft minutes had previously been circulated. These were **agreed** as a true and accurate record of the meeting by the group, and were signed by the Chairman.

3. To Note Matters Arising from the Previous Meeting

The clerk updated the group on a possible valuations session with Charles Hanson. Whilst he is presently booked for 2026, he has asked for some dates to see if an extra session in Aylsham can be accommodated.

4. To Receive Update on Norfolk County Council's High Streets Matter Love Your Market Town Funding and agree with the progression of:

a) Heritage Snail Trail

Jayne had sent a written update in preparation for the meeting. Members provided further updates.

Completed

- Locations of the snails have been agreed and the type of snail at each location has been agreed
- Teucer Wilson has agreed to create 6 stone carvings for the main listed locations in the market place
- Richard Preston has agreed to make a planter for the pump
- Creative Lincs can print the designs for the 'painted' snail plaques onto an aluminium material.
- Wild in Art snail has been ordered and five artists have been approached to submit their designs by the end of January – these will be discussed and a design chosen at the next meeting

- Additional funding has been secured from Sue Catchpole and Cittaslow which means we can go ahead with the full plan.
- The creation of and support around the QR codes has been tested and will work for the needs of the project

In progress

- Mitchell is investigating costs for the QR code plaques – we need to review the design and size of these. The costs could be reduced by using the same QR code on each plaque which points to the Snail Trail webpage.
- Four local artists have been approached to submit their work for the snail trail. They will be recognised on the website.
- The group has met with Steven King (Broadland District Council conservation officer) to discuss plaques on listed buildings. Teucer will then create some designs for the planning applications and cost them up.

To Do

- Gain permissions from business owners and building owners once we have clearance from Broadland District Council.
- Finalize and contact artists with a brief for the plaque snails
- Order the metal snail from Etsy
- Order the rubbing plaques
- Write the content of the trail to go on the website
- Organise content into the paper map

b) Increasing Footfall to the Market Place

The Young Traders market due to take place on 12th December did not happen due to the Market Traders Federation not advertising the opportunity to their database of traders. A new date will be sought for this event.

Entertainment for the food and craft markets has been contacted in the form of:

- Norwich Droids
- AB Enchanted (princesses)
- James D's party time (play trailer)
- Phil Cole Caricaturist
- Holt Ridge Morris Dancers

Dates offered are:

- Saturday 4th April
- Saturday 2nd May
- Saturday 6th June
- Saturday 4th July
- Saturday 1st August
- Saturday 5th September

Once all forms of entertainment have been booked in, promotion can take place.

The Clerk will investigate whether buskers are permitted in Aylsham Market and if so further investigation can take place as to how to attract them.

The date of the Spring seasonal market has been agreed with the Events Committee as Sunday 10th May.

Mitchell has spoken with several of the market traders and they are open to a meeting to discuss what works and what doesn't with the markets. Phone numbers have been provided to establish a meeting.

The Clerk and Facilities Officer will review the current market application forms and rules, with a view to bringing back for committee approval.

5. To Receive Update on Visit Aylsham Website

Mitchell and the Clerk updated the group on the existing website.

Mitchell has been working on a new site with enhanced features such as the ability to subscribe to a newsletter, and explained to members how this can be updated.

It was unanimously agreed that this site should be used as the basis for Visit Aylsham and be uploaded as soon as is practicable due to the absence of the existing Visit Aylsham site.

Patrick will find the details of the Walkers are Welcome website.

Mitchell will present the new website to ABC on 20th January.

Mitchell was thanked for his work on this project.

6. To Consider Future Application for a Bank Hub in Aylsham

It was reported that applications from both the Town Council and the local MP had been unsuccessful, each being declined by LINK because of the perceived ability to access cash in the town. However, the maps shown by LINK where cash can be accessed appear to be significantly out of date.

It was agreed to put a business case together for LINK, including consultations with local people and business, potential premises and engagement with the Post Office.

It was suggested that a survey could be done as part of the Live Well for Less event. The clerk will contact Kay Montandon.

7. To Receive Update on Market Planters

The Town Council discussed the planters in town at its meeting on 7th January. The original estimate of £259 per planter from the Community Shed was for softwood. It was anticipated that a hardwood equivalent would be three times the cost.

Subsequently, the Town Council agreed not to budget for this project in 2026/2027. Discussions occurred as to whether local business/groups might be willing to sponsor a planter to cover the capital costs. Not only could local businesses sponsor planters

outside their premises, out of town businesses, such as garden centres, could sponsor a planter to raise awareness of their business to visitors to the town centre.

8. Items for Information / Next Agenda

The recently announced UK Town of Culture competition was discussed. It was agreed to proceed with an application, with the worst case scenario being awareness will be raised of the culture Aylsham has to offer.

9. Date of Next Meeting

Wednesday 11th February at 3pm, with a Snail Trail sub group on 29th January

With no further business to conduct, the meeting closed at 4.30pm

Signed (Chairman) _____ Date _____



MINUTES OF THE MEETING OF THE CHURCHYARD COMMITTEE HELD AT ST MICHAEL'S CHURCH ON MONDAY 19th JANUARY 2026 AT 12.00PM

PRESENT: Kay Montandon (Chair) David Anderson
 Julie Boyd Kevin Cunnane
 Mary Evans Wendy Sadler

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council and Andy Bell, Aylsham Town Council Groundsman.

1. To Receive Apologies for Absence

Apologies were accepted from Mathew Martin.

2. To Receive any Declarations of Interest and Request for Dispensation

None raised.

3. To Agree the Minutes of the Meeting of 24th November 2025

The minutes from the previous meeting held on the 24th November 2025 had been circulated. Subject to a typographical amendment these were *agreed* by the committee as a true and accurate record of the meeting and were signed by the Chairman.

4. Matters Arising from the Previous Meeting, not forming part of the agenda

Julie reported that the faculty for the bench had been approved.

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

No matters raised.

6. To Receive Update to Improve Drainage at the School House Lane Entrance.

An alternative builder had been sought for this project, as the original builder had not responded to the authority to commence works. An alternative cost of £1,850 had been received with availability in February. The quote was accepted and the clerk will establish what impact the works will have on pedestrians and local residents. The clerk will also encourage the works to be programmed in over half term when there will be less impact to school children.

Andy will arrange for signage to be put up when it is established what is required.

7. To Receive Confirmation of Churchyard Committee Budget 2026/2027

The committee budget was presented as follows:

Budget Line	Requested 26/27 Budget	Agreed 26/27 Budget
War Memorial	£250	£250
Wall Repairs ¹	£9,000	£0
Footpath Repairs ²	£1,000	£0
Clock	£600	£600
Memorial Garden ³	£1,000	£0
Lychgate	£500	£500
Repairs and Maintenance	£250	£250
Green waste bin(s) ⁴		£300
TOTAL	£12,600.00	£1900.00

¹ The Town Council remains committed to the church wall repairs. There is currently £55,505 in earmarked reserves for the wall. When tenders have been received for the project and there is an accurate budget, consideration can be given to where any balance may come from. This could include a public works loan should public consultation favour this.

² The Town Council considered the footpath as in satisfactory condition. The shingle will still be scraped to even it out. To be considered in a future budget.

³ Completion of this project could be considered in a future budget, or alternative sources of income sought. The Town Council encouraged seeking grants for this project and Mary will speak with Sue Catchpole about any District grants. Julie will look into a fund raising event by the church. It was agreed that should this event be held in the Town Hall, this would be offered free of charge.

Andy and Wendy will look at the Memorial Garden area to see what areas can be grassed.

⁴ To complete the green waste area project. The clerk will send Julie details of the bin in question.

The budget does not show staff costs and grounds maintenance costs. The Town Council remains committed to the continued high level of grounds maintenance in the churchyard.

8. To Receive Update on the Paupers' Graveyard

It was reported that the door has been put back on the graveyard and the area locked as a result of people allowing their dogs to foul here. A note has been placed on the gate explaining the reason for the closure and allowing people to contact the Town Council for access. It was agreed to keep the area closed until 1st April. Aylsham in Bloom will provide volunteers in March to conduct tasks such as weeding the pathway. Andy will look at the hedging in this area.

Wendy will approach Just Aylsham to publish the reason as to why this area has been temporarily closed off.

9. To Receive Items for Information and for Future Agendas

David reported that there were two stone steps outside of the church boundary which were loose. Andy confirmed that these were the responsibility of Norfolk County Council highways and will report this to them.

David reported that the metal drainage grating under the lychgate had become dislodged. Andy will review to see if this can be remediated.

10. To Agree Date, Time and Location of Next Meeting

The next meeting will be Monday 16th March 2026 at midday, at St Michael's Church.

11. To Consider Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 12 due to the Commercial Sensitivity of the Business to be Transacted

This was *agreed*

The Meeting was Closed to the Press and Public

12. To Consider Fee Proposals for Drawings and Specification for Repair of Church Wall

Two proposals had been received for the works, which satisfied the Town Council's financial regulations. It was agreed to request further information of both parties, which is to be received by the Town Council by 30th January. An extra ordinary meeting will be held on Monday 2nd February at midday to review both proposals further.

The Meeting was Reopened to the Press and Public

There being no further business the meeting was closed at 12.45pm.



MINUTES OF THE MEETING OF THE PROPERTY COMMITTEE HELD AT THE TOWN HALL ON TUESDAY 9th DECEMBER 2025 AT 2PM

PRESENT:	Trevor Bennett (Chairman)	David Anderson
	Kevin Cunnane	Mary Evans
	Michael Goodwin	Kay Montandon

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council and Gavin Watson, Maintenance Manager.

1. To Receive Apologies for Absence

Apologies were received from Gordon Clarke

2. To Receive any Declarations of Interest and Request for Dispensation

None raised.

3. To Agree the Minutes of the Meeting of 9th December 2025

The minutes from the previous meeting held on the 9th December 2025 had been circulated. These were *agreed* by the committee as a true and accurate record of the meeting and were signed by the Chairman.

4. Matters Arising from the Previous Meeting, not forming part of the agenda

After a query from Kay Montandon, the Clerk advised that Trinity had been given notice that the Town Council would no longer be emptying the bins on Bure Meadows as this should have always been the responsibility of the Management Company. The Town Council would cease providing this service on 1st April. Trinity has been asked to confirm that they have made alternative provision.

The 2023 energy surveys of the Town Hall and Drill Hall have been located and were provided for members to review.

Quotes had been received for the forward maintenance plans for all council properties. They were above the level for singular quotes to be accepted under Financial Regulations, so the Clerk will obtain further quotes.

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

No members of the public in attendance. No matters raised.

6. To Receive Update on Town Hall Window Replacement and Consider Replacement of most Urgent Window

A report was provided detailing the cost of repairs to the ten windows in most need of remedial work. A further quote was provided for the most urgent sash window, both with and without secondary glazing. This was above the level for a singular quote to be accepted under Financial Regulations, so the Clerk will obtain a further quote.

The Clerk will seek guidance from the Chairman of ACE about the effectiveness and ease of maintenance of secondary glazing.

7. To Consider Fee and Approve Appointment of Agent for Perform Lease Renewal Negotiations of 23 Market Place.

Further to the requirement for a new lease for 23 Market Place, a quote had been sought for lease renewal. The quote obtained was above the level for a singular quote to be accepted under Financial Regulations, so the Clerk will obtain a further quote.

8. To Receive Quote for Lease / License Review of Drill Hall Exclusive Use

The Clerk is in contact with a solicitor to assist with these works. More information and the cost will be provided at the next meeting.

9. To Note Items for Information or for Inclusion in Future Agendas

Advice on leases for exclusive use.

Quotes for Lease Negotiations for 23 Market Place.

Quotes for Forward Maintenance Reports on all Council Properties.

Town Hall roof repairs (additional quote).

Review of existing boiler quotes.

10. To Confirm Date and Time of Next Meeting

Tuesday 24th February 2026 at 2pm at the Drill Hall

There being no further business the meeting was closed at 2.45pm



MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE TOWN HALL ON THURSDAY 22nd JANUARY 2026 AT 10AM

PRESENT:

Kay Montandon (Chair)
Cheryl Bould

David Anderson
Mary Evans

Trevor Bennett

Also in attendance: Faye LeBon (Town Clerk).

1. To Receive Apologies for Absence

Apologies were received Michael Goodwin and Mitchell Philpott.

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

3. To Agree Minutes from the Meeting of 19th December 2025

The draft minutes of the previous meeting had been previously circulated. These were **agreed** by the committee and signed by the Chairman as a true and accurate record of the meeting.

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

No matters raised.

5. Review of Selected Policies

The following draft policies were considered for adoption by the council.

Recruitment Policy. Cheryl Bould raised the possibility of the Town Council being part of the Employers Disability Charter. Cheryl will speak to the DWP to see if they are able to speak with the Town Council about it. This will be placed on the next agenda. The policy was **agreed** subject to the following amendments:

-2.6 – Addition of ‘Only councillors on the panel may vote, with the Chair of the panel having the casting vote. Officers in attendance will act in an advisory role to councillors’.

-2.7 a – Add ‘which will be reviewed by the interview panel’.

-2.7e – amend ‘advanced DBS’ to ‘enhanced DBS’

Level 1 Safeguarding training was discussed. The clerk will look into this for councillors and staff.

Equal Opportunities Policy. This was **agreed** subject to the following amendments.

-To add to section 2, definitions of Equity (recognises that everyone is not the same and provides the appropriate resources and opportunity to address inequality) and Inclusion (create an environment where everyone feels accepted and welcome).

Redundancy Policy. This was **agreed** subject to:

- The removal of section 6 in its entirety as this was not applicable to the Town Council.
- Clarifying in section 7 that any holiday taken in excess to what had been accrued would lead to a deduction in remuneration, as detailed in the contract of employment.

6. Exclusion of the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for items 7 and 8, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

7. To Review Staffing Structure

During the budget meeting, a restructure was asked to be considered to better align with the Council's strategic direction and to enhance the efficiency of the staffing team. A draft was presented to the committee which, subject to a typographical amendment, would be recommended to council on 4th February.

8. To Receive Update on Confidential Staffing Matters and Agree Subsequent Actions

The report provided was **accepted** by the committee. The clerk will arrange for further procedural guidance from CHRGs.

The meeting was reopened to the press and public

9. To Note Items for Information and Inclusion in a Future Agenda

Adoption of HR Policies
Employers Disability Charter
Town Council safeguarding training.

10. Date of Next Meeting

The date of the next staffing committee meeting will be agreed in due course.

There being no further business to conduct the meeting was closed at 11.35pm



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 21ST JANUARY at 7:00pm

PRESENT:

Cheryl Bould (Chair)	-	Councillor
Patrick Prekopp	-	Councillor
David Anderson	-	Councillor
Kevin Cunane	-	Councillor
Kay Montandon	-	Aylsham Town Council Chair
Joan Bennett	-	Town Resident
Giles Margarson	-	Town Resident
Caron Lawrence	-	Aylsham Business Consortium
Donna Butcher	-	Aylsham Town Council Office & Events Manager

1. WELCOME INTRODUCTIONS & APOLOGIES

The chair welcomed the committee. No apologies received.

2. TO RECEIVE MEMBER'S DECLARATIONS OF INTEREST IN AGENDA ITEMS

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON WEDNESDAY 17TH DECEMBER 2025

The minutes of the meeting held on Wednesday 17th December 2025, as previously circulated were then *confirmed* and signed.

4. INFORMATION ON MATTERS ARISING

None raised.

5. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK

None present.

6. TO RECEIVE AN UPDATE FOR THE LIVE WELL FOR LESS EVENT

Kay Montandon started by asking for volunteers for the event. Posters have been distributed and banners have been put up at Bure Valley Railway and on the Town Hall. **Kay** and **Donna** to meet to discuss layout. **Kay** asked for ideas for more promotion for the event. Stewards to arrive at 9am for a 10am start. Grizelda Tyler and Mo Anderson-Dungar will be providing refreshments from Country Market in the kitchen. Slow Food will be giving out samples of stew. **Cheryl** to send carbon footprint link to Kay and Patrick. **Kay** will approach Ian Gravenell regarding taking photos on the day.

Kay to check with Gavin Watson regarding PAT testing all electrical appliances on the day.

7. TO REVIEW 2026 EVENTS CALENDAR

All current events for 2026 calendar were **agreed**. It was noted that the Healthy Town event on 24th October had been missed off of the calendar, **Donna** to do a new poster with this included. It was agreed that the Visit Aylsham Food & Craft Seasonal Market grant would tie in with existing events, namely:

- Spring Craft Fair
- Street Party
- Food Festival
- Christmas Craft Fair

With a possibility of extending the Spring event into the evening by having an event in the hall. It was **noted** that this would put a lot of pressure on the Town Council staff, working long hours.

It was **agreed** that the Street Food Festival would be held on Sunday, 12th July.

Donna to check dates of other local events.

8. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING

- Event Management Plan for Spring Food & Craft Market.
- Town of Culture Competition
- Debrief on the Live Well for Less event

10. TO AGREE DATE OF NEXT MEETING

Wednesday 18th February 2026 at 7pm in the Council Chamber.

11. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8pm