



MINUTES OF THE MEETING OF THE **PLANNING COMMITTEE** HELD AT THE TOWN HALL, ON TUESDAY 16th SEPTEMBER AT 2pm

PRESENT: Mary Evans Kay Montandon
Pat Prekopp

In the absence of Trevor Bennett, it was **agreed** that Kay Montandon should chair the meeting.

1. To Receive Apologies for Absence

Apologies were received from David Anderson and Trevor Bennett.

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

None raised.

3. To Agree the Minutes of the 14th August 2025

The Minutes of the meeting held on 14th August 2025 were **agreed** and signed as a true and accurate record by the Chair.

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

None.

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

No matters raised.

6. 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
2024/3039	17 Hungate Street NR11 6AA	Demolition of holiday let property	No comments made	Refusal The proposal would result in an upper degree of less than substantial harm to the listed

				building. The building contributes to the overall significance of the listed building and the conservation area. There is insufficient justification provided for demolition of the building and a lack of evidence as to why this would help to secure optimum viable use
2024/3376	47 Cawston Road NR11 6EE	Notification for prior approval for change of use and conversion of existing commercial building (class E) into 1no dwelling (class C3)	No Objections	Pending
2024/3433	Shepherds Huts Green Lane Off Banningham Road	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	20 - 22 Market Place NR11 6EL	Installation of 2 louvres intake and extract within top section of windows to side elevation	No Objections	Pending
2025/1103	The Feathers 54 Cawston Road NR11 6EB	Conversion of outbuilding to games room (retrospective) FULL PLANNING PERMISSION	No objections	Pending
2025/1104	The Feathers 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
2025/1954	<i>8 Banningham Road NR11 6LP</i>	Partial demolition to the rear and the erection of a single-storey rear extension, with associated	No objections	Pending
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
2025/0986	<i>1 Anglian Way, NR11 6XQ</i>	2 bay extension to form MOT testing station	No objections	Approval with conditions
2024/3707	<i>20-22 Market Place NR11 6EL</i>	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 system which will allow the intake and extract to	Pending

			be on the opposite side of the building?	
2025/2550	<i>26 Reeds Lane, Banningham Road, NR11 6LT</i>	Variation of condition 2 of - change of external materials from brick to brick gable with weatherboarding side of consented permission 2025/0279 (which gave consent for single storey side and rear extensions)	No objections	Pending
2025/2172	<i>23 Oakfield Road, NR11 6AL</i>	Demolition of existing workshop and erection of new studio building with corridor link	Subject to comments from the Heritage Officer, there are no objections.	Pending
2025/2173	<i>23 Oakfield Road, NR11 6AL</i>	Demolition of existing workshop and erection of new studio building with corridor link LISTED BUILDING CONSENT	Subject to comments from the Heritage Officer, there are no objections.	Pending

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

The following were considered by the committee:

<i>Reference</i>	<i>Address</i>	<i>Details</i>	<i>Committee Decision</i>
2025/2533	<i>3 Banningham Road, NR11 6LP</i>	Notice of works to trees in Conservation Area: Winter flowering cherry - To fell.	It was noted that, due to the change in committee date, the local planning authority had determined this application with no objections.
2025/2579	<i>34 Mill Row. NR11 6HZ</i>	<i>Listed Building Consent</i> Internal alterations to the attached granary to create ground floor bedroom, lobby and shower room and first floor ensuite bathroom and store.	No objections
2025/2418	<i>Barclays Bank 1-2 Market Place NR11 6EW</i>	Conversion of former Barclays Bank to part residential (11 Units)	The committee is broadly supportive of additional housing in the town centre. No affordable provision proposed despite there being in excess of 10 dwellings. Would wish for the Barn to form part of the s106 agreement for community use.

2025/2675	<i>The Grange, 11 Cromer Road, NR11 6HE</i>	<i>Notice of Works to Frees in Conservation Area</i> T1 swamp cypress remove split and damaged branches crown clean/thin 25% T2 mulberry reduce weight from remaining stem by 2,5 meters before 8.5 after 6m	No objections
2025/2729	<i>Lark Rise, Heydon Road, NR11 6QT</i>	Alterations to existing porch and installation of 2 new dormer windows to front extension. Demolition of chimney and conservatory. Construction of replacement covered area. New rooflight to rear extension.	No objections

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

The following were considered by the committee:

<i>Reference</i>	<i>Address</i>	<i>Details</i>	<i>Committee Decision</i>
2025/2757	<i>11 Cawston Road, NR11 6EB</i>	Alteration and extension of dwelling to rear with new PV panels and roof. New garden room annexe to rear of the garden.	No objections
2025/2587	<i>1-21 Joseph Clover Court</i>	UPVC/Timber window and composite door replacement	No objections

9. To Receive any Updates on Large Town Developments

a. Norwich Road Site.

It was reported that infiltration tests have taken place as part of the Transport Hub project. The Town Council's consultants are in possession of the results and the clerk will follow up with the consultant to ensure that the project can have adequate surface water drainage.

The Town Council is in possession of the decorative lintel which has been removed from the existing bus stop.

b. Burgh Road Site.

It was noted that the civil engineer working on behalf of Hopkins Homes has contacted the Town Council in relation to the planning requirement for a new bus shelter immediately to the west of the highways depot on the northern side of Burgh Road. A specification has been provided to them for a 'Gold Standard' bus shelter.

10. To Consider Amendments to the Planning Protocol

Amendments were **agreed** to the Aylsham Town Council Planning Protocol to reflect the readily available nature of planning applications, supporting documentation and comments on the Local Planning Authority website. It was **agreed** that the protocol should be added to the planning committee terms of reference so all information is in one document. This will be presented to full council for ratification.

11. To Receive Report on Housing Land Supply and Impact on the GNLP

It was noted that, due to changes in housing targets as dictated by central government, the recently adopted GNLP was now deemed as out of date because the Housing Land Supply was only 4.85 years (as opposed to the target of 5 years plus a 10% buffer). The Local Planning Authority will be doing another call for sites, in late 2025/early 2026 and will also be reviewing sites which were not successfully allocated for residential development as part of the existing GNLP. These sites were noted as GNLP0336 (land north of Bure Meadows) and GNLP0287 (land west of St Michaels Avenue).

The Town Council will be a consultee when sites have been formally submitted to the Local Planning Authority for consideration.

12. To Note Items for Information or Future Agendas

No matters raised.

13. To Confirm the Next Meeting as Thursday 9th October, 10am in the Town Hall

As this date clashed with the NPTS autumn seminar, it was agreed that the next meeting should be on Monday 13th October at 10am.

14. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 15 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

15. 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 3pm

Signed _____

Date _____

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PREVIOUSLY CONSIDERED APPLICATIONS

Reference	Address	Details	ATC	Status
<u>2024/3376</u>	47 Cawston Road NR11 6EE	Notification for prior approval for change of use and conversion of existing commercial building (class E) into 1no dwelling (class C3)	No Objections	Pending
<u>2024/3433</u>	Shepherds Huts Green Lane Off Banningham Road	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
<u>2024/3764</u>	20 - 22 Market Place NR11 6EL	Installation of 2 louvres intake and extract within top section of windows to side elevation	No Objections	Pending
<u>2025/1103</u>	The Feathers 54 Cawston Road NR11 6EB	Conversion of outbuilding to games room (retrospective) FULL PLANNING PERMISSION	No objections	Pending
<u>2025/1104</u>	The Feathers 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
<u>2025/1097</u>	15 Red Lion Street NR11 6ER	Demolition of redundant outbuildings and erection of new single storey building	Application supported	Pending
<u>2025/1954</u>	8 Banningham Road NR11 6LP	Partial demolition to the rear and the erection of a single-storey rear extension, with associated	No objections	Approval with conditions

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	<i>20-22 Market Place NR11 6EL</i>	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 system which will allow the intake and extract to be on the opposite side of the building?	Pending Certificate of Lawful Development issued for minor repairs and maintenance to the exterior of the building 2025/2507
2025/2550	<i>26 Reeds Lane, Banningham Road, NR11 6LT</i>	Variation of condition 2 of - change of external materials from brick to brick gable with weatherboarding side of consented permission 2025/0279 (which	No objections	Approval with conditions

		gave consent for single storey side and rear extensions)		
2025/2172	23 Oakfield Road, NR11 6AL	Demolition of existing workshop and erection of new studio building with corridor link	Subject to comments from the Heritage Officer, there are no objections.	Approval with conditions
2025/2173	23 Oakfield Road, NR11 6AL	Demolition of existing workshop and erection of new studio building with corridor link LISTED BUILDING CONSENT	Subject to comments from the Heritage Officer, there are no objections.	Approval with conditions
2025/2533	3 Banningham Road, NR11 6LP	Notice of works to trees in Conservation Area: Winter flowering cherry - To fell.	Decision already made by planning officer – no objections	No objections
2025/2579	34 Mill Row. NR11 6HZ	Listed Building Consent Internal alterations to the attached granary to create ground floor bedroom, lobby and shower room and first floor ensuite bathroom and store.	No objections	Pending
2025/2418	Barclays Bank 1-2 Market Place NR11 6EW	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	Pending

			is that of a barn construction. The town council would like to see this building forming part of a s106 agreement for community use.	
2025/2675	<i>The Grange, 11 Cromer Road, NR11 6HE</i>	<i>Notice of Works to Frees in Conservation Area</i> T1 swamp cypress remove split and damaged branches crown clean/thin 25% T2 mulberry reduce weight from remaining stem by 2,5 meters before 8.5 after 6m	No objections	Pending
2025/2279	<i>Lark Rise, Heydon Road, NR11 6QT</i>	Alterations to existing porch and installation of 2 new dormer windows to front extension. Demolition of chimney and conservatory. Construction of replacement covered area. New rooflight to rear extension.	No objections	Pending
2025/2757	<i>11 Cawston Road, NR11 6EB</i>	Alteration and extension of dwelling to rear with new PV panels and roof. New garden room annexe to rear of the garden.	No objections	Pending
2025/2587	<i>1-21 Jospeh Clover Court</i>	UPVC/Timber window and composite door replacement	No objections	Pending

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NEW APPLICATIONS

Applications to be considered by the committee

<i>Reference</i>	<i>Address</i>	<i>Details</i>
<u>2025/2970</u>	26 Jannys Close, NR11 6DL	Single storey side and rear extensions
<u>2025/3009</u>	Clyde Cottage, 14 Cromer Road, NR11 6HE	Listed Building Consent Rear extension and remodelling works to the existing ground floor room