



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL**  
**HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 2<sup>nd</sup> SEPTEMBER 2026 at 7pm**

**PRESENT:**

|                       |                 |             |
|-----------------------|-----------------|-------------|
| Kay Montandon (Chair) | Trevor Bennett  | Tim Briscoe |
| Gordon Clarke         | Kevin Cunnane   | Mary Evans  |
| Catherine Fletcher    | Michael Goodwin | Jon Minns   |
| Mitchell Philpott     | Patrick Prekopp |             |

**ALSO IN ATTENDANCE:**

Faye LeBon (Town Clerk) and Harry Clark (Deputy Clerk).  
Sue Catchpole (Broadland Council and Norfolk County Council)  
Sgt James Marrison (Norfolk Constabulary)

**1. To Receive Apologies for Absence**

Apologies were received from David Anderson.

**2. To Elect Vice Chairman of the Council for 2026/2027**

It was **agreed** to defer this item. Nominations were encouraged for the next meeting.

**3. To Receive Declarations of Interest and Grant Requests for Dispensation**

None raised.

**4. Minutes**

**a) To Agree the Minutes of the Meeting held on 5<sup>th</sup> August 2026**

It was **agreed** to accept the Minutes of the Town Council Meeting held on 5<sup>th</sup> August 2026. The Minutes were signed as a true and accurate record by the Chairman.

**b) To Agree the Minutes of the Meeting held on 25<sup>th</sup> August 2026**

It was **agreed** to accept the Minutes of the Town Council Meeting held on 25<sup>th</sup> August 2026. The Minutes were signed as a true and accurate record by the Chairman.

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

No matters raised.

**6. To Receive Reports from County and District Councillors, and other Partnership Organisations**

Sue Catchpole thanked all those involved in the Snail Trail.

Sue has been working with ACE on the forthcoming Nature Trail. The Clerk will ensure that Visit Aylsham knows about the first walk around the trail.

The legislation relating to LGR and devolution is due to be made in January. There is a suggestion that the parish and town elections may align with the unitary elections.

Sergeant Marrison gave an update on relevant crime statistics for Aylsham. There had been a burglary and criminal damage at the Eastern Sea takeaway and unfortunately the suspects have yet to be identified. There had also been an incident in the church, where a person has been identified and released on bail.

It is unsure when the regular Beat Manager will return to this duty, but cover will be found if the situation continues.

Sergeant Marrison will follow up with the police architectural liaison officer over advice required for the churchyard and Paupers' graveyard.

Michael Goodwin queried if there was an update on the youths in balaclavas, as reported in the last meeting. Sergeant Marrison advised that this was likely to be connected with the youth that is already under arrest.

The patrol priorities for Aylsham remain the market place, churchyard and recreation ground.

An e-bike being ridden illegally was seized in Cawston. If the bike remains unclaimed it will be destroyed.

The next priority setting meeting will be held on 21<sup>st</sup> September, 6pm – 7pm. It is likely to be held in Cawston, but will be accessible online. Once the venue has been formalised the Clerk will place on the Town Council's social media to encourage members of the public to attend.

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

No matters raised.

#### **8. To Receive Town Clerk's Report**

The Town Clerk's report had been previously circulated. The Clerk provided updates on the Deputy Clerk's achievement in the CiLCA qualification, and the thanks from the Facilities Support Officer for the recent best wishes from the Town Council.

Kevin Cunnane queried whether the recent drought was impacting the allotments. The Clerk advised that whilst there is an exemption under the recent hosepipe ban for food crops grown at home or on private allotments where a watering can isn't a practical option, the Town Council has been requesting that hosepipes are not used due to the council's declaration of a climate emergency and the collective responsibility to conserve water.

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

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

Updates were provided on the following potential capital and CIL projects and 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 |
| Road safety survey – Burgh Road            | Traffic lights on Burgh Road             |
| Surfacing of Mileham Drive MUGA            | Neighbourhood Plan                       |
| Community Information Bureau               | Soame Pump traffic                       |
| Surfacing of Mileham Drive Play Area       |                                          |
| Road Safety at Burgh Road – Zebra Crossing |                                          |
| Community Building Space                   |                                          |

There had been no update on Bank Barn, after concerns were raised with inconsistencies in the ownership description in the planning application.

After a query about the play equipment on Mileham Drive it was reported that the maintenance team will attempt repairs on the play equipment surfacing, if not obtain quotations to replace. With regards to the MUGA surfacing, there would unlikely to be any funding for a repair, but to replace and improve, as a result of public consultation, may attract funding.

As the proposed locations of either the Town Hall or Buttlands and Burgh Road car parks for the Library of Things had been deemed as not suitable by the locker supplier, alternative locations were being sought. The High School or Budgens car park were suggested.

## **10. Highways**

### **a) To receive update on the Transport Hub**

A meeting will be held onsite with Norfolk Homes on 11<sup>th</sup> September to discuss the proposed transport hub and any help that Norfolk Homes can provide.

### **b) To receive report regarding site meeting with Cllr Tom Dickerson, Norfolk County Council Cabinet Member for Highways and Transport**

Kay Montandon reported that a productive site meeting was held with Tom Dickerson, Cabinet member for Highways and Transport. Firstly, the Soame Pump was discussed and the directional priority of the traffic. Mr Dickerson will find the original safety report for the scheme to find out why the existing priority was agreed.

Red Lion Street was also visited so that Mr Dickerson could see the problems arising from the narrow road and pavements.

Gordon Clarke will put together two concept documents and send to Mr Dickerson for further consideration. It was noted that Mr Dickerson was encouraged by Aylsham Town Council's engagement and work already in progress with these projects.

Trevor Bennett queried how the highway feasibility studies are funded. It was noted that the ward member typically used their member's fund, however as this fund had now been withdrawn, the cost would likely fall on the Town Council.

### **c) To receive update from meeting with Norfolk County Council regarding proposed A140 speed restrictions**

Kay Montandon, Sue Catchpole and the Clerk attended a meeting with Norfolk County Council officers to discuss the proposed A140 speed restrictions to 50mph, as opposed to the 40mph which was originally discussed. As a result of objections to the proposal, Sue Catchpole had not signed off the Traffic Regulation Order. The matter will be escalated to the Cabinet member for Highways and Transport to decide.

**d) To receive update from Transport Group**

A report from this group had been provided in the pack. The group had focussed on preparing a terms of reference.

**e) To receive notification of Parish Partnership 2027/2028 and consider possible projects**

Information had been provided about the 2027/2028 parish partnership scheme, whereby small local highway projects could receive 50% funding from Norfolk County Council. Discussions occurred about a length of footpath or trod between the roundabout at Woodgate to the bus stop.

**11. Finance**

**a) To receive bank Reconciliation to 25<sup>th</sup> August 2026**

The bank reconciliation to 25<sup>th</sup> August, showing a balance of £513,466.24, was *noted*.

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

The budget document was *noted*.

**c) To agree the detailed payments from 29<sup>th</sup> July 2026 to 25<sup>th</sup> August 2026**

The payments totalling £53,223.18 were *agreed*.

**d) To agree the detailed receipts from 29<sup>th</sup> July 2026 to 25<sup>th</sup> August 2026**

The receipts totally £14,144.71 were *agreed*.

**e) To note the schedule of reserves**

The level of reserves was *noted*.

**f) To receive update on Internal Audit Process**

A report was provided responding to an earlier document on the council's finances. The report was accepted and it was *agreed* that no further action would be required. An internal audit had been completed and the external audit is now in progress.

**12. Local Plan**

**a) To consider any response required to GNLP Scoping Consultation**

It was *agreed* to delegate this response to the planning committee which is meeting on 10<sup>th</sup> September. Feedback should be sent to the Clerk by 9<sup>th</sup> September. Members were encouraged to remember the ACE commitments in any response.

**b) To note sites submitted under Call for Sites.**

It was *noted* that there were five sites submitted under the recent call for sites. Once the sites had been assessed, then there will be a public consultation.

**c) To note new National Planning Policy Framework and updated guidance for Neighbourhood Plans.**

A report had been circulated on the new NPPF and its impact on Neighbourhood Plans. It was noted that the NPPF comes in with immediate effect and all forthcoming decisions on planning applications will be based on this document. The Neighbourhood Plan group will meet on 17<sup>th</sup> September to discuss further.

### **13. To Receive Update on Licenses and Consider Exemptions for the Town Council**

A report had been circulated to councillors. Further clarification had been requested of the licensing team at Broadland Council to ask why there appear to be two separate premises licenses for the Town Hall. Regardless, it is likely that as a result of deregulatory laws, the Town Council and Drill Hall could operate under a community building exemption with a TENS licence required for the supply of alcohol. The Market Place and Red Lion Street are not classed as community building so a license may be required for the regulated entertainment in this area.

### **14. Committee Reports**

#### **a) Planning Committee**

##### **i) To note the Minutes of the planning committee meeting of 13<sup>th</sup> August 2026**

The minutes of the Planning committee meeting of 13<sup>th</sup> August 2026 had been circulated and were *noted*.

#### **b) Visit Aylsham**

##### **i) To receive the notes of the Meeting of 18<sup>th</sup> August 2026**

Mitchell Philpott reported that the group's new initiative was 'Meet the Business' and is being led by the Communications Officer.

There had been over 100,000 views of the Visit Aylsham and Town Council social media over the last month.

Expressions of Interest had been submitted for funding for projects to increase Wi-Fi in the market place and for digital signage.

#### **c) Cittaslow**

##### **i) To consider report on the future of running Cittaslow Aylsham**

Further to the withdrawal of Mold and Llangollen from the Cittaslow network, Patrick Prekopp had been investigating different models of single Cittaslow towns in a country. Information had been provided by Goolwa in Australia.

The Cittaslow UK AGM will take place on 16<sup>th</sup> September and the next Cittaslow committee meeting will be held on 22<sup>nd</sup> September. It was *agreed* to defer this item until the next meeting to allow these two groups to meet.

#### **d) Staffing Committee**

##### **i) To note the Minutes of the Staffing Committee of 10<sup>th</sup> August 2026**

The Staffing Committee minutes of 10<sup>th</sup> August 2026 had been circulated and were *noted*.

#### **e) Property Committee**

##### **i) To note the minutes of the committee meeting held on 18<sup>th</sup> August 2026**

The Property Committee minutes of 18<sup>th</sup> August 2026 had been circulated and were *noted*.

#### **f) Churchyard Committee**

##### **i) To note the minutes of the churchyard committee held on 10<sup>th</sup> August 2026**

The minutes of the churchyard committee meeting held on 10<sup>th</sup> August 2026 had been circulated and were *noted* by the council.

### **15. To Note Items for Information or Future Agendas**

Plan for unauthorised encampments, when work commences out of officer hours.

**16. To Confirm the Date of the Next Meeting as Wednesday 7<sup>th</sup> October 2026**

This was **agreed**.

**17. Closure of the Meeting to the Press and Public**

It was agreed to exclude the press and public from items 18 and 19 under the Public Bodies (admission to meetings) Act 1960 in view of the commercial sensitivity of the business to be transacted (item 18) and the confidential personnel nature of the business to be transacted (item 19).

*The meeting was closed to the press and public.*

**18. Contracts**

**a) To Receive Quotations for Street Light Maintenance Contract and Agree Contractor.**

The offer to price for the Town Council's street light maintenance contract had been sent to two local contractors and also publicised on Find a Tender. The submissions were reviewed and the council agreed to appoint Cozens Electrical.

**b) To Agree Update from IT Contractor and Agree any Further Actions**

Members **agreed** to move £10,000 from the Town Hall earmarked reserves to the IT Improvement project to facilitate the commissioning of Phase 2 of the project (networking) and also to allow IT support to the 31<sup>st</sup> March 2027.

**19. To Receive Notification of Pay Agreement 2026/2027 and Consider Impact of Deletion of SCP 2**

It was **noted** that an agreement has been reached on the 2026/27 National Joint Council (NJC) Green Book pay award, providing a 3.3% increase on all pay points and allowances effective from 1 April 2026. The deletion of scale point 2 was also noted, therefore it was **agreed** that all members of staff on Scale Point 2 should be moved to Scale Point 3.

*The meeting was re-opened to the press and public*

There being no further business to transact, the meeting closed at 9pm

\_\_\_\_\_ Signed \_\_\_\_\_ Date