



NOTICE OF MEETING & SUMMONS TO ATTEND

**THERE WILL BE A MEETING OF AYLSHAM TOWN COUNCIL
TO BE HELD IN THE TOWN HALL,
ON WEDNESDAY 7 FEBRUARY 2024 at 7.00p.m.**

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

A G E N D A

- 1. APOLOGIES FOR ABSENCE**
To receive and accept Apologies for Absence as previously notified to the Town Clerk
- 2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**
To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for Dispensations
- 3. MINUTES**
To receive and confirm the Minutes of the Town Council Meeting held on 11th January 2024*
- 4. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS**
To receive information on any Matter Arising from previous meetings not on the agenda
- 5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**
 - a) To receive written and/or verbal Reports from Representatives (maximum 3minutes per report)
 - b) To consider any matter for Broadland Overview & Scrutiny Committee
- 6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK**
- 7. TO ANSWER QUESTIONS FROM COUNCILLORS**
Written questions should be given to the Clerk at least 3 days prior to the meeting.
- 8. TO CONSIDER PLANNING ISSUES**
 - a) **APPLICATIONS DETERMINED**

Application no. & Address	Town Council Comment	Broadland DC Decision
2023/3495 103 Norwich Road	No Objection	Approved 11.1.24
2023/3609 194 Hungate Street	No Objection	Approved 23.1.24

b) APPLICATIONS FOR CONSIDERATION

- 2023/3146** **Orchard End, Palmers Lane**
New replacement roof construction, including gable, elevation redesign and new front porch
- 2024/0150** **Tudor Rose Barn, Blickling Road**
Garden room extension with verandah, summerhouse and canopy
- 2024/0188** **Bure House, 56 Millgate**
Internal alterations and improvements, extension to south wall, improve access and replace gates
- 2024/0168** **Unit 6, Council Depot**
Change of use to coach hire business
- 2023/3563** **83 Cawston Road – Amended Plans**
Erection of new dwelling using existing access
- 2023/3566** **83 Cawston Road – Amended Plans**
Demolition of existing builders store and erection of new single storey dwelling

c) LICENSING APPLICATION

To consider an application for an alcohol licence for 17 Red Lion Street

9. POTENTIAL NEW DEVELOPMENTS

- a) To discuss any updated information on Norwich Road site including demolition of old motel
- b) To discuss any updated information on Burgh Road site
Request from Kay Montandon
Could I ask the council to agree to put a response to the planning requesting further air monitoring once the development is complete and fully occupied to determine whether the levels they predict are indeed what we get. If levels are above what they predict (which are over the standards that will be in force by then anyway) what redress will they propose to keep Aylsham healthy?

10. FINANCE

- a) To receive and adopt the Monthly Financial Report to 31.1.24* **Pages 1-2**
- b) To consider quotes for fence replacement at the Staithe* **Page 3**
- c) To consider a report and any to be agreed on an outstanding insurance claim* **Page 4**
- d) To receive the notes of the Effectiveness of Internal Audit Meeting* **Page 5**
- e) To accept the recommendation on Financial Risk Assessments
- f) To accept the recommendation on review of Financial Regulations
- g) To agree the proposal about emergency payments on behalf of the Recreation Ground Committee

- 11. TOWN CLERK'S REPORT**
To receive and adopt the Town Clerk's Monthly Report *Pages 6-7
- 12. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**
- 13. HEALTHY AYLSHAM PROJECT**
 - a) To receive project proposal * Pages 8-9
 - b) To consider supporting proposal
- 14. EMERGENCY PLANNING**
To consider the introduction of an emergency plan
- 15. RECREATION GROUND**
 - a) To receive the Recreation Ground Minutes 16th January 2024 *Page 10-17
 - b) To note Charity update meeting
 - c) To receive any update
- 16. HIGHWAYS MATTERS**
To receive updates on Highway Matters
- 17. CITTASLOW COMMITTEE**
 - a) To note minutes of the Aylsham Cittaslow Meeting 17th January 2024 *Pages 18-20
 - b) To confirm the decisions made by the Aylsham Cittaslow Committee
- 18. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**
To note any items of Information or for referral to a future Agenda
- 19. DATE OF NEXT MEETING**
To confirm the date of the next Meeting as Wednesday March 6th 2024
- 20. EXCLUSION OF THE PRESS AND PUBLIC**
To exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 during discussion of the following item
- 21. DRILL HALL**
 - a) To consider renewing long term rental agreement
 - b) To consider the fee for long term rental
- 22. STAFFING MATTERS* Pink Papers**
 - a) To receive and accept minutes of the staffing Committee Meeting held 24th January
 - b) To consider a report on staffing
 - c) To receive an update on recruitment of Communications post
 - d) To receive an update on recruitment of Grounds Staff post
 - e) To receive detail of the recruitment pack for the Town Clerk (available at meeting)
 - f) To agree process of recruitment of Town Clerk
 - g) To agree delegation in relation to recruitment of Town Clerk

- h) To consider the engagement of ongoing HR and Governance Support at a cost of:
 - 3 year contract £1650 per annum
 - 5 year contract £1450 per annum
- i) To consider engaging HR Support for recruitment of Town Clerk

Sue Lake

Mrs. S Lake

1st February 2024

NOTES

This Meeting is open to the Public and the Press. The papers may be downloaded from the Town Council's website at www.aylsham-tc.gov.uk (go to Agenda and Minutes page). Copies of the signed Minutes of the Town Council Meeting held on 11th January 2024 will be available from the Council Office as soon as possible after the 8th February 2024.

All documents referred to in this agenda as "attached" are also available on the website (unless marked confidential).

Planning Applications listed above are those notified to the Town Council at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed on line please go to www.broadland.gov.uk, and follow the links through to planning.

