



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 5TH JUNE 2024 at 7.00 p.m.**

PRESENT: Trevor Bennett Chairman Dave Curtis
David Anderson Mary Evans
Joan Bennett Kay Montandon
Cheryl Bould Annette Overton
Kevin Cunnane Pat Prekopp

Sue Lake - Town Clerk

4 members of the public

1. TO RECEIVE APOLOGIES

Apologies were received from Catherine Fletcher.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Annette Overton and Dave Curtis declared an interest with regard to the planning application for the Friendship Hall.

Minutes month.

5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Police – No report available

County Council – No report available

District Council .

Sue Catchpole advised that things had become very quiet since the announcement of the General Election. The Buttlands car park refurbishment is going well and should be finished on time – despite the weather.

6. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

A resident was concerned at the overgrown hedges on Holman Road and Holman Close. It was agreed that the clerk would contact highways regarding these.

He also mentioned the parcel drop unit placed outside the shop on Cawston Road. Sue Catchpole advised she would follow this up with planning at Broadland.

7. TO ANSWER QUESTIONS FROM COUNCILLORS

None Received

8. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

No plans determined this month.

b) APPLICATIONS FOR CONSIDERATION

- 2023/3563** **Land North East of 83 Cawston Road**
Erection of new dwelling – revised plans
Town Council Response – still concerned at traffic using Jewels Lane but providing entrance remains as stated on plans no objection
- 2024/1483** **22 Cromer Road**
Demolition of existing garage and car port and erection of new timber garage and car port
Town Council Response – No Objection
- 2024/1342/3** **34 Mill Row**
Installation of roof mounted PV solar panels
Town Council Response – No Objection
- 2024/1312** **Friendship Hall, Cawston Road**
Removal of chimney, upgrade to roof covering and installation of solar panel array
Town Council Response – No Objection
- 2024/1358** **21 Swan Close**
Single storey side extension
Town Council Response – Object due to overdevelopment
- 2024/1240** **149 Hungate Street**
Front and Rear extension
Town Council Response – No Objection
- 2023/2796** **20 and 22a Red Lion Street**
Reinstatement of internal doors, replacement of two roof windows and insulation
Town Council Response – No Objection

9. POTENTIAL NEW HOUSING DEVELOPMENTS

a) To discuss any updated information Norwich Road site

A meeting was held between the chairman, vice-chairman, clerk, planning officer and developers. Please see report attached at the end of these minutes.

There are still issues with the sewage works, which has been linked to poor management at the site. A meeting is still trying to be arranged.

The chairman has also contacted the doctors' surgeries to gain their current position.

The developers are keen for this plan to go before the planning committee.

- b) **To discuss any updated information Burgh Road site**
The developers from this site are still working through the comments to the application and have still to obtain a site to mitigate the nutrient neutrality issue.

10. FINANCE

- a) **To receive the Internal Audit Report 2023/24**
This was noted. There was one comment regarding the level of general reserves and this will be looked at in detail by the Effectiveness of Internal Audit Group.
It was noted that the auditor had remarked on the helpfulness of the staff and the well presented documentation and the council also expressed their thanks.
- b) **To receive the income and expenditure account and balance sheet**
This was noted. These showed a deficit for the year of £33,765 with net current assets of £353,006.
- c) **To complete and agree the Annual Governance Statement on the Annual Return**
The Clerk read out the statements on the Annual Governance and Accountability Return (AGAR) for the council to agree. All questions were answered 'yes'.
- d) **To complete and agree the Accounting Statement on the Annual Return**
This was completed and **AGREED**.
- e) **To receive and adopt the Monthly Financial Report to 31.5.24**
This was adopted.
- f) **To receive suggestions for projects for future CIL monies**
A proposal on requirements for the parking area were submitted to the meeting. It was stated that more ideas, ideally partly costed, were required to utilise the CIL funding which will be forthcoming.

11. TOWN CLERKS REPORT

The Town Clerk presented and updated her report.

Mileham Park Play Area – it was agreed to fell the trees that are causing an issue with the basketball surface

Bank Barn – the clerk had visited the barn earlier in the day and reported visually it appeared to be solid. It was agreed that she should proceed with looking into the possibility of either buying or renting the property.

12. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

The chairman advised members that a Hustings Meeting would take place in the Parish Church on June 21st.

Discussion was held regarding a Town Meeting and it was proposed and **AGREED** to hold a meeting in March next year to enable more information to be gathered on CIL receipts and ideas of how to spend them will be clearer.

13. RECREATION GROUND

a) To consider a report on funding for the safety surface

The application for funding from Pride in Place for the full cost of the funding was unsuccessful. Alternative sources of funding were being investigated and if they were successful there may be a need to match fund to some degree. The proposal was to earmark £2500 CIL, £2500 s106 and £10,000 of earmarked reserves. These funds would only be needed if other grants were successful.

The Council agreed this in principle.

b) To receive an update

there is also a possibility that the grant would be more successful if the application included further equipment to make the playground more diverse. A representative from MAP will attend the next meeting to discuss this with the committee.

14. HIGHWAYS MATTERS

a) To receive any update on Highway Matters

Nothing to report.

b) To consider a proposal re bus stops in the Market Place

An outline proposal had been sent to Steve Riley as the County Councillor with a copy to the Town Council for information.

Opinions on the change were divided as it would mean losing some parking spaces and also placing a bus stop on the northbound route which could cause issues for large events in the Market Place. It was not known whether Councillor Riley had replied to the e-mail.

It was thought that the businesses should be consulted prior to any decision being made.

It was agreed that the clerk respond that the council are undecided about the plan, although it does tie in with the transport strategy, and would need more consultation to take place before giving a final view.

15. AYLSHAM CHURCHYARD COMMITTEE

a) To note minutes of the Aylsham Churchyard Committee Meeting 29th April 2024

These were noted

b) To receive and action a report on the church wall

There has been an objection to the planning application for the wall. The clerk had been in contact with the structural engineers regarding this. There is a possibility of needing to serve a notice, which is separate from the party wall agreement.

The clerk felt this issue was getting to the stage where it needed to be handed over to a professional surveyor, working with the structural engineer to ensure the planning application is approved. The Town Council proposed and **AGREED** that the clerk could start looking for professional assistance in this matter.

c) To receive any update

The application for the waste area should be determined by the end of the month.

16. CITTASLOW COMMITTEE

a) To note minutes of the Aylsham Cittaslow Meeting 15th May 2024

These were noted

b) To confirm the decisions made by the Aylsham Cittaslow Committee

These were **AGREED**.

Pat Prekopp advised that the 25th anniversary is progressing slowly.

There is also work on a new business forum Amazing Aylsham and many have been approached on this with an inaugural meeting planned for September.

There has been a meeting of the Bure River Action Group which is an independent group looking at monitoring the river water quality between Aylsham and Coltishall.

17. AYLSHAM CLIMATE EMERGENCY (ACE)

a) To note minutes of the Aylsham Climate Emergency Meeting 13^h May 2024

These were noted

b) To confirm the decisions made by the Aylsham Cittaslow Committee

These were **AGREED**.

The Big Green Week will be celebrated with a film in the Town Hall on June 8th and earlier in the day The Fixery will be in attendance.

Green Day is scheduled for September 22nd.

18. COMMUNITY EVENTS

a) To note minutes of the Aylsham Events Committee Meeting 15th May 2024

These were noted

b) To confirm the decisions made by the Aylsham Events Committee

These were agreed.

Thanks and congratulations were expressed to Cheryl Bould on the successful Community Fayre held on June 1st.

19. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

Nothing Raised

20. DATE OF NEXT MEETING

The date was confirmed as **Wednesday July 3rd 2024** at 7.00pm

21. EXCLUSION OF THE PRESS AND THE PUBLIC UNDER THE PUBLIC BODIES (ADMISSION OF STRANGERS) ACT 1960

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

22. STAFFING MATTERS

a) To receive an update on the Grounds Staff post

Andrew Bell has started at the Town Council. There has been a delay in obtaining the correct equipment which has led to some issues with grass cutting but this should be resolved shortly.

b) To receive an update on recruitment of the Finance Officer

Interviews for this post will take place on June 19th.

c) To receive an update on recruitment of Town Clerk

Interviews are scheduled for June 12th. This will follow a similar format to last time. Five candidates have been invited for interview.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.50p.m.

Minutes Agreed.....

DRAFT

Key issues discussed:

Water

Aware of the capacity issues at the recycling centre – already causing problems for residents. Norfolk Homes have undertaken CCTV investigation of the whole system – no problem with the pipes. The treatment works is at capacity but the system is in good condition. The rate of pumping may be causing problems.
It is possible to report Anglian Water to Ofwat if necessary.

NHS

Discussed the current situation regarding the extra demand on the medical services. Lack of suitable premises in order to expand.
Representative from Saffron Homes there – he agreed that health demands may increase as residents of the Extra Care unit become older.
Meeting Hungate Street Surgery next Monday - the development is now becoming a reality.

Highways

There are four entry points into Norwich Road from the development – two main ones plus two coming from a few houses.

Transport Hub

Land next to the Hub discussed. Norfolk Homes aware of this land – it has changed hands several times. TC needs to decide where the access into the Hub should be.
Norfolk Homes not prepared to extend the land allowed for the Hub

Affordable Housing

The Extra Care Unit will be available for rent or shared ownership.
A person downsizing from owner occupier home not excluded.
Most units will be rented and be eligible for housing benefit. Don't know the exact split yet between rent and shared ownership

Design and layout

Landscaping a priority
Use of multi brick for variety and different roof colours.

Open Spaces/Play areas

Need to calculate the amount of open spaces
Town Council to decide what's appropriate for the play areas
Norfolk Homes to install a management company but TC could take on some responsibilities
The offsite woodland for Nutrient Neutrality will also need a management arrangement – for the lifetime of the scheme.

More documents need to be submitted. Plan may be approved by September.