



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 5th FEBRUARY 2025 at 7.00 p.m.**

PRESENT: Kay Montandon
Trevor Bennett
David Anderson
Gordon Clarke
Catherine Fletcher
Cheryl Bould
Mary Evans
Joan Bennett
Kevin Cunnane
Patrick Prekopp

Phil Chapman – Locum Town Clerk

District Councillor Sue Catchpole

District Councillor Abu Miah

7 members of the public

1. TO RECEIVE APOLOGIES.

Apologies were received from David Curtis and Annetts Overton due to ill health by email.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS.

None

3. MINUTES.

It was **resolved** to accept the Minutes of the Town Council Meeting held on 8th January 2025 as a true record of the business conducted.

It was **resolved** to accept the Minutes of the Town Council Meeting held on 23rd January 2025 as a true record of the business conducted.

4. MATTERS FROM PREVIOUS MEETINGS.

None

5. REPORTS.

Cllr Sue Catchpole from Broadland District Council (BDC) delivered a report. The County Council elections scheduled for May 2025 have been confirmed as being cancelled. Budget for BDC has been proposed, with further investment in temporary

accommodation planned and questions around reserves given the likely dissolution of Broadland. It is available on the BDC website to view.

6. PUBLIC PARTICIPATION.

One member of the public spoke raising concerns about the Norwich Road housing development and insufficient sewage capacity. He was under the impression new pumping facilities were to be incorporated and also raised concerns about highway encroachment by the developer. The chair thanked him for his comments and suggested that he contact the developer Norfolk Homes, Glen Beaumont at BDC and also Anglia Water to raise these important points.

7. QUESTIONS FROM COUNCILLORS.

None.

8. PLANNING – OLD.

The Clerk updated the council on those applications which were determined or yet to be considered.

9. PLANNING – NEW.

The following planning applications were considered.

- a. [2025/0199](#) : 8 Church Terrace, Aylsham, NR11 6EU. - **No Objection**
- b. [20220297](#): Abbotts Hall Drabblegate Aylsham NR11 6LR. - **No Objection**
- c. [2025/0076](#): 3 Clover Road Aylsham Norfolk NR11 6JW. - **No Objection**
- d. [2024/3575](#): 17 Hungate Street Aylsham Norfolk NR11 6AA. - **No Comment**

10. NEW DEVELOPMENTS.

a. **Norwich Road site:**

i. **Update and consider actions with regard to street names.**

The street names suggested by councillors and members of the public were considered. It had been decided to focus on female names from Aylsham's historic businesses as these are underrepresented in general and definitely within the town. It was **resolved** to take the following names to the developer for consideration: *Alice, Margaret, Cecily, Prudence, Susan, Henrietta, Constance, Dorcas, Isabella, Margery.*

ii. **Update and consider actions regarding street lighting.**

Councillors thoroughly discussed the advantages and disadvantages of permanently illuminated streetlights, as well as their presence - or absence - on other developments within the town. Current policies favour avoiding street lighting in these areas. Aylsham Town Council fully supports the objectives and values of Aylsham Climate Emergency (A.C.E.), which do not align with the installation of permanent streetlights. Consequently, the Council decided not to install permanently illuminated street lighting but instead **resolved** to endorse the developer's proposal for local sensor-based lighting.

iii. **To consider any other updates.**

The Town Council will assume responsibility for the transport hub at Phase 8 of the development. Initially, it was believed this would occur at the very end of the project; however, the Chair informed the Council that this transition will actually take place

upon the sale of the 100th property within the development. Discussions regarding the inclusion of fully accessible play equipment in the play area were highly positive, with strong support from all parties involved.

b. Burgh Road site:

i. To consider results of feasibility study and agree any actions.

A feasibility study conducted by Norfolk county council on behalf of Aylsham Town Council had recommended that a Zebra crossing on Burgh road would be a good idea.

ii. To receive an update on the Development Committee decision.

The chair had attended the planning committee meeting on 29th January 2025 (<https://www.youtube.com/watch?v=SAJOIXaX2g4>) and raised the subjects of the Zebra crossing on Burgh Road, Bus Stops on the main A140, and suggested it should be a condition that solar panels were included on all dwellings, but since this was not planning policy it would not be considered. The planning application was granted permission, subject to the satisfactory resolution of Nutrient Neutrality. As a condition of approval, the bus stops and zebra crossing must undergo further consultation between Norfolk County Council Highways and the planning office at BDC.

iii. To consider any other updates.

None.

11. TO DISCUSS CIL PROJECTS.

Other projects which had been discussed and should be added to the list include:- the Transport Hub, Skate Park/Wheel Park, The Aylsham Traffic Strategy, New Pavilion for the Recreation Ground, Sports Provisions. It was **resolved** for Councillors to research these projects and to email these and any other proposals to the Clerk to collate.

12. NEIGHBOURHOOD PLAN REVIEW.

The neighbourhood plan review process would start with a meeting in the Town Hall on 27th February at 10.am with guidance on the process being the first order of business.

13. HIGHWAYS MATTERS.

- a. After discussion it was **resolved to approve** the Highways proposals to paint H bars on the road to ease anti-social parking on Cawston road. There would be no cost to the Town Council. It was further **resolved to approve** the painting of bus stop cages on the road to mark bus stops at several locations on Cawston road.
- b. In April or thereabouts yellow line repainting in the town and specifically Red Lion Street would be conducted.

14. FINANCE.

- a. It was **resolved to approve** and accept the reconciliation up to 13/1/25, relating to the financials at the previous meeting.

- b. It was **resolved to approve** and accept the reconciliation up to 30/1/25. The councillors requested an explanation for one aspect of the monthly financial report to 30/1/25. *Cost Centre 01, General Purpose* showed a variance of over £100,000 for both receipts and purchases between the budgeted figure and the actual figure, although the net figures were as expected. This variance needed explaining. Clerk to raise this with RFO and report to councillors.

15. TOWN CLERKS REPORT.

- a. It was **resolved to adopt** the email retention policy.
- b. It was **resolved to adopt** the supplier risk management policy.
- c. The Clerk delivered a short verbal report to explain that the council had been defrauded when attempting to purchase a shipping container/workshop unit for use by the council staff. The new supplier risk management policy would put in place stronger checks to ensure this could not happen again. After meeting with the communications officer, a long term background project would be the modernisation and navigation improvement of the town council website. The clerk had worked with Mary Evans on the planning committee terms of reference. Neither the Cittaslow minutes nor ACE minutes will be available due to the proximity to the meeting. The Council had chased the owners of land adjacent to the transport hub and been advised they did not want to lease or sell the land. The council had now received an invoice in relation to the feasibility study on Burgh Road, had paid the invoice and was now able to submit paperwork to claim the grant funding which would be done in the coming days.

16. TREES

Both the trees on Mileham drive and on Mill Lane were the subject of Tree Preservation Orders and therefore protected by statute. The Town Council therefore had no power to remove the trees. One member of the public from Mill Lane spoke about how it was affecting the property. The Town Councils groundman spoke to the councillors about the situation and confirmed the advice he had already rendered, summarised in the meeting pack. His opinion was that it was very unlikely indeed that BDC would grant permission for removal of the tree. Councillors suggested that the member of the public contact BDC directly. On the subject of the Tree Policy it was due for review which would be undertaken by the groundsman.

17. POST-BOX TOPPER.

It was resolved to approve the plan to install a post-box topper on the post-box adjacent to the town hall on occasions.

18. Planning committee

- a. It was resolved to set up a separate planning committee.

- i. After discussion the draft Terms of Reference were accepted with minor amendments as stipulated by the Councillors and included in the final amended version attached.
- ii. It was resolved to appoint the following councillors to the planning committee:- *Mary Evans, Trevor Bennett, Cheryl Bould, Kay Montandon, Patrick Prekopp.*

19. CHURCHYARD.

- a. Planning application [2024/0791](#). The chair of the town council had spoken to the chair of the churchyard committee. A meeting had not been held for some while and would need to be called. The planning application extension submitted by the town council was scheduled to run out in early March.
- b. Planning application [2024/0461](#). This planning application from the Town Council was also scheduled for the extension to run out in early March. There had been some confusion over the word “clear” in the application. Clerk to write to planning to clarify what was meant.

20. RECREATION GROUND.

- a. The minutes of the recreation ground committee were **approved**.
- b. It was clarified by Cheryl Bould that the rec. committee trustees do not want ownership of the land. Cheryl would suggest that the rec. committee consider a motion to officially state this is their position for clarification.

21. ACE.

The minutes will not be available until the next meeting.

22. CITTASLOW.

The minute will not be available until the next meeting.

23. COUNCILLOR SURGERY.

It was **resolved** to hold councillors surgery where members of the public can raise concerns, questions or issues directly with councillors. These would be scheduled to coincide with the market on a Friday and a little before the Wednesday council meetings. Dates would be set once councillors had confirmed availabilities. In the mean time all councillors should read the associated risk assessment, and once set a rota would be circulated.

24. FUTURE AGENDAS.

Speed Watch is a new program that will be being promoted in the near future.

25. DATE OF NEXT MEETING

It was confirmed that the date of the next Meeting is *Wednesday 5th March 2025.*

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 20:50.

Minutes Agreed.....