



## AYLSHAM TOWN COUNCIL

### MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL HELD IN AYLSHAM DRILL HALL, ON WEDNESDAY 20 NOVEMBER 2019 at 7.00p.m.

**PRESENT:** Lloyd Mills Chairman                      Mr B Lancaster  
                 Mrs J Bennett                                      Mrs A Overton  
                 Mr T Bennett                                        Mr P Prekopp  
                 Mr R Clark-Ward                                   Mrs V Shaw  
                 Mr D Curtis     Mrs E Springall  
  
Mrs M Evans    Mr S White  
                 Mr D Harrison  
  
Sue Lake Town Clerk

#### **15 members of the public**

Prior to the start of the meeting the chairman advised that Martin Davies, former market superintendent, had recently died in his new home in Corfu.

#### **1. TO RECEIVE APOLOGIES**

All members were present.

#### **2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

David Harrison declared his interests as a District and County Councillor

#### **3. MINUTES**

Minutes of the Town Council Meeting held on 16 October 2019 had previously been circulated and were **confirmed and signed by the chairman.**

#### **4. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA**

Page 1– the clerk had still not received a response from Tom McCabe despite sending a reminder. David Harrison agreed to follow this up.

#### **5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**

**Police** – no police officer was present.

**Broadland District Council** – Steve Riley had three matters to bring to the attention of the Town Council



Development at St Michaels – if requested when this is discussed in the meeting he will arrange to call this proposal in.

Environmental Policy – the district council passed a policy in April. A motion to recognise a climate change emergency to give this policy more status was defeated.

Bure Valley Railway – the district councillors have met with Phil Courtier who was new to the situation and he will be looking into the lease with regard to the parking and signage issues.

**Norfolk County Council** –David Harrison advised he may have a solution to the traffic management in Red Lion Street and once this has been discussed with the highway engineers he will bring the details to the Town Council.

## 6. **ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION**

It was proposed and **AGREED** to suspend standing orders and allow 3 minutes per person.

The chairman of Aylsham Community Gym spoke regarding the proposed rent increase agreed by the Town Council last month. She advised that this increase could potentially lead to closure of the gym which provides a service for a variety of local residents and helps with both social isolation and health issues such as obesity and type 2 diabetes.

The vice-chairman of the gym also addressed the council advising that the gym lost money each month and relied on grants and fundraising to break even. The treasurer also advised that grants are proving harder to find each year and this rent increase amounted to a nearly 25% increase.

The chairman advised that the matter would be on the agenda in December for discussion.

Three residents spoke about the planning application for the former hospital at St Michaels. They had all objected to the previous applications and apart from some welcome adjustments to the tree removal still objected to the detail of the proposal rather than the proposal itself.

## 7. **QUESTIONS FROM COUNCILLORS**

None received.

## 8. **PLANNING ISSUES**

a) **APPLICATIONS DETERMINED** - Information provided with the Agenda was **noted**.

b) **APPLICATIONS AGREED VIA PLANNING PROTOCOL**

20190597      St Michaels Hospital, Cawston Road, Aylsham

Demolition of existing building and erection of 16 dwellings (Amended)

**Town Council Response – Object – most of the comments made in the original objection have not been addressed. The Town Council requested that this plan be called in and Councillor Steve Riley advised he would.**

20191699      14 Morton Road, Aylsham

Front extension

**Town Council Response – No Objection**



20191718     The Old Pump House, 2 Holman Road, Aylsham  
Change of use from B&B to dwelling (retrospective)

**Town Council Response – No Objection**

20191719     Church Farm, Banningham Road, Aylsham  
Change of use of agricultural building to dwelling (prior Notification)

**Town Council Response – No response made at this stage**

20191720     37 Hungate Street, Aylsham  
Remove existing single glazed flush casement window and front door and replace with traditional heritage flush casement windows in timber fitted with this historical sealed units (listed Building)

**Town Council Response – No Objection**

20191721     90 Howard Way, Aylsham  
Single storey rear extension

**Town Council Response – No Objection**

20191729     60 Millgate, Aylsham  
Change of use from holiday let to residential with associated alterations and curved wall with railings

**Town Council Response – No Objection**

20191794     95 Stuart Road, Aylsham  
Front Porch/Boot Room

**Town Council Response – No Objection**

**c) OTHER PLANNING MATTERS**

A letter had been received from Cornerstone Planning who are working with the developers who have an interest in the site on the east side of Norwich Road just past the roundabout. This site is being put forward for development under the Greater Norwich Local Plan which will be open for consultation in January next year. They were enquiring what potential community uses were in current demand. The Town Council discussed the various potential projects that could be put forward and came up with the following suggestions

- i)            a bus interchange. To create a park and ride system to enable people to access the bus without blocking car spaces in the town. Linked with this would be a smaller bus        t o distribute passengers through the town and keep the larger buses out of the town centre
- ii)          should the population continue to rise then an additional primary school will be needed
- iii)        Leisure facilities so the community could have greater use and not have to rely on the school facilities.

**9. FINANCIAL MATTERS**

**a) To receive and adopt the Monthly Finance Report for October 2019**

This was agreed.

**b) To receive and adopt the Scrutineers Report for July-September 2019**

This was agreed. Thanks were expressed to Wendy Murphy and Val Shaw for their work in regard to the finances.

**c) To consider an application for funding from Aylsham Scouts**

A request for £500 from the Scout Group to purchase a marquee was **AGREED**

**d) To receive a report on the recent Internal Audit**

The auditor visited the council on November 7<sup>th</sup>. A written report is still awaited but there were no issues raised at the time.

**10. TOWN CLERK'S REPORT**

The Town Clerk presented and updated her report. The only matter highlighted were the possible issues with the ceilings in Cemetery Cottage which may require remedial work.

**11. CHAIRMAN'S ANNOUNCEMENTS**

The chairman advised he had seen a newspaper article regarding the closure of the National Portrait Gallery and had asked the clerk to write and see if a proposal for a one-day exhibition of paintings of Norfolk figures could be considered.

**12. TOWN HALL**

**a) To receive an update on the planned work to the Town Hall**

The audio/visual work is almost complete and should be available for the Picture House on November 22<sup>nd</sup>.

The replacement windows in the Council Chamber were also in the process of being fitted.

**13. DRILL HALL**

**a) To receive an update on the building works**

The only work remaining is the installation of the toilet roll holders and soap dispensers. This is scheduled for November 22<sup>nd</sup>.

**b) To receive details of new hirer**

A dance school has agreed to hire the old nursery rooms starting in January. A lease is currently being prepared. The cadets also wish to hire an additional room every Wednesday evening.

One potential hirer visited the building but was put off by the décor. The clerk will contact the Community Payback Scheme to see if they are able to assist with re-decoration.

**14. CITTÀSLOW COMMITTEE**

**a) To receive minutes of Meeting held on 17<sup>th</sup> October 2019**

The minutes previously circulated were noted.

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

These were **AGREED**.



- c) **To receive details of the 15<sup>th</sup> anniversary of Cittaslow status**  
2020 sees the 15<sup>th</sup> anniversary of Aylsham acquiring Cittaslow status. Various ideas on how to commemorate this were discussed at the Cittaslow meeting and this culminated with the idea of hosting the autumn meeting of Cittaslow International in the town. This would be a meeting of 40-50 delegates from around the world. This could lead to sponsorship and national publicity
  - d) **To agree to host the autumn Cittaslow International Meeting – November 2020**  
Due to the time restrictions a request to hold the meeting was required by November 9<sup>th</sup>. This request had been sent and confirmed and retrospective authorisation from the Town Council was being sought. There was some debate over cost for this and a request for detailed costings. It was acknowledged there would be costs but the full details are not available at the moment. It was also stated that previous meetings attended had appeared extremely costly. It was proposed and **AGREED** to confirm the request and to organise the event through a working party with detailed reports coming to every Town Council meeting.
- 15. TO CONSIDER EVENTS MATTERS**
- a) **To receive minutes of Meeting held on 6<sup>th</sup> November 2019**  
The minutes previously circulated were proposed for adoption and **AGREED**.
  - b) **To confirm the decisions made by the Events Committee**  
These were then **AGREED**.
  - c) **To receive details of the arrangements for the Christmas Lights Event**  
These were circulated by the Town Clerk.
- 16. TO CONSIDER CHRISTMAS LIGHTS MATTERS**
- a) **To receive minutes of Meeting held on 7<sup>th</sup> October 2019**  
The minutes previously circulated were proposed for adoption and **AGREED**.
  - b) **To confirm the decisions made by the Lights Committee**  
These were then **AGREED**.
- 17. RECREATION GROUND**
- a) **To receive minutes of Meeting held on 5<sup>th</sup> November 2019**  
The minutes previously circulated were noted.
  - b) **To receive any further update**  
It was queried why the defibrillator was stored in the Bowls Club and not somewhere with open access. It was proposed and **AGREED** that if it was moved to the outside of the pavilion the Town Council would pay for the cabinet and installation.  
There is an issue with the lighting at the Recreation Ground and a request for this to be investigated was made in the minutes. A formal request to the Town Council is still awaited.

## **18. STREETLIGHTS**

### **a) To receive a report on the upgrading of the Street Lights**

The report was clarified and noted.

### **b) To consider the reports recommendations**

Members were of the opinion that this upgrade, especially with reference to the concrete columns was long overdue.

The following proposals were AGREED.

1. To approve the replacement of all concrete columns with galvanised steel
2. To replace all non-led lights with LED lights of various designs to meet heritage requirements
3. To agree the outline funding schedule for the project as follows

Estimated Total Cost	155,710
New Home Bonus/Cil	41,000
Budget	20,000
Salix Interest Free Loan	50,000
General Reserves	44,710
	<b>155,710</b>

4. To complete the project in one year.

The Town Council will also look at preparing a climate change policy.

## **19. OPEN SPACES**

### **a) To receive a report on the feedback received regarding the open space at Henry Page Road**

The report was noted and it was commented it was a shame more responses had not been received.

### **b) To consider the reports recommendations**

It was thought a dog exercise area was not a requirement.

Members felt the running track and outdoor gym equipment had possibilities. As did additional seating. The clerk will obtain more details and costings.

## **20. HIGHWAY ISSUES**

### **a) To receive details for alterations to Penfold Street**

A plan had been received from the Highway Engineer regarding adding a footway to a section of Penfold Street to increase safety for pedestrians. The design was very basic and a price of £26,000 had been quoted. It was advised that the safety team would in all



likelihood have to review this before it was confirmed. An application to the Parish Partnership could be made based on this cost and it was proposed and **AGREED** to do this.

- b) **To confirm application to Parish Partnership Scheme for 'wig wags' on Norwich Road**  
This had been discussed earlier in the year when the reports of safety issues from the road crossing patrol were raised. Highways have confirmed this would be acceptable. It was proposed and **AGREED** to make a bid to the Parish Partnership scheme for these signs.

## **21. BUDGET 2020/21**

### **a) To receive members comments/questions on the draft budget 2020/21**

The budget was discussed by cost centre and only two areas required further discussion

### **b) To note the changes to the draft budget**

Public Toilets – It was **AGREED** to transfer £10,000 from general reserve to the earmarked reserve for the public toilets. This together with the existing reserve of £5700 and the budget amount of £5000 will give a £20,000 budget for refurbishment.

Street Lights – the additional spending on street lights detailed in Minute 18 will be factored in but will not change the overall position.

Recreation Ground – a discussion regarding the requested increase took place. It was proposed and **AGREED** that the Town Council should meet the request in full.

It was proposed and **AGREED** to submit a precept request for £411,760.

### **c) To note the estimated Band D rate**

Based on the preliminary numbers provided by Broadland the precept for Band D properties should reduce by 3.8%.

## **22. POLICIES**

### **a) GDPR Policy**

The clerk had reviewed this policy and did not recommend any changes. This was **AGREED**.

### **b) Lone Worker Policy**

The policy was **AGREED**.

## **23. ITEMS FOR INFORMATION/FUTURE AGENDA ITEMS**

These were picked up during the meeting.

## **24. DATE OF NEXT MEETING**

The Chairman confirmed the date of the next Meeting as Wednesday 18 December 2019, at 7.00pm at the Drill Hall

## **25. 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.

## **26. STAFFING ISSUES**

### **Administrator**

Following interviews held last month Donna Butcher was offered and accepted the post and will start on Monday 25<sup>th</sup> November.

A member of the Facilities staff is currently on sick leave. The clerk detailed the actions she had taken regarding this matter.

Previous council agreements relating to outstanding TOIL do not appear to have been carried through. The clerk will look into the full details of this and report to the next meeting

It was also commented that the apprentice, Peter Savory, had settled in very well and had proved an asset to the council.

### **CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 9.30p.m.

Minutes Agreed..... 18<sup>th</sup> December 2019