



AYLSHAM TOWN COUNCIL

MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL HELD IN AYLSHAM DRILL HALL, ON WEDNESDAY 15 JANUARY 2020 at 7.00p.m.

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

Sue Lake Town Clerk

8 members of the public

1. TO RECEIVE APOLOGIES

Apologies were received and accepted from Mr S White

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

David Harrison declared his interests as a District and County Councillor

3. MINUTES

The minutes of the Town Council Meeting held on 18 December 2019 had previously been circulated and were **confirmed and signed by the chairman.**

4. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA

Nothing raised

5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Broadland District Council – Steve Riley apologised for not attending the planning meeting due to illness.

He advised there were some constitutional changes at Broadland brought in so joint meetings of Broadland and South Norfolk could be closed to the public. Also, as chairman of overview and scrutiny they are still waiting to be allocated a research officer. Without this person in post it makes the work of the committee very challenging and no reason has been given for the lack of an officer.



Norfolk County Council – David Harrison advised that Council Tax for Norfolk will be increasing by 3.99% but the situation regarding social services and health issues are not improving and he feels eventually this has got to be taken up by central government.

Police – Lucas Ward advised that a fence has been placed around the former motel to deter trespassers. He has moved people on from the cemetery shelter and also dealt with vandalism at the Recreation Ground.

SNAP Meeting – Annette Overton reported on the SNAP meeting held on January 10th which was very well attended. The minutes will be available for the next meeting. Colin Kerrison is the new chair.

6. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

It was proposed and **AGREED** to suspend standing orders for 5 minutes.

A resident addressed the council regarding an issue relating to planning permission in which he was having difficulties with Broadland District Council planning officer. He requested a letter of support for his proposals from the Town Council. The chairman explained the planning process to him, advising that once an application had been received by the planning authority it is sent to the Town Council for comment. This plan will be discussed at the next council meeting and he would be able to address the council at that time giving more detailed information than that which might appear on the plan.

7. QUESTIONS FROM COUNCILLORS

None received.

8. PLANNING ISSUES

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

b) APPLICATIONS FOR CONSIDERATION

20191941 TSB 12-13 Market Place, Aylsham
Removal of step and replacement with ramp

Town Council Response – No Objection

20191956 Wier Cottage, Dunkirk, Aylsham
Infill to existing car port structure with new pitched roof

Town Council Response – No Objection

20191968 St Brides, Burgh Road, Aylsham (Listed Building)
2020001 Internal alterations and installation of roof lights and sky dish

Town Council Response – No Objection

20191474 Blickling Lodge, Cromer Road, Aylsham
Construction of timber summerhouse_

Town Council Response – No Objection



20200003 Aegel House, Burgh Road, Aylsham
Variation of Planning conditions

Town Council Response – No Response made

20191912 5-7 White Hart Street Aylsham
Removal of chimney stack and breast at rear; rebuild central stack above roofline
and repair internal chimney stack internally – listed building

Town Council Response – No Objection

20200021 2 Pound Lane Aylsham
Description: Erection of 2.7m – 2.9m brick wall to side boundary

Town Council Response – No Objection

c) GREATER NORWICH LOCAL PLAN (GNLP)

The next consultation on the GNLP will start on January 29th. Details of the recommendations relating to the sites put forward in Aylsham were circulated to members. One site (consisting of three areas of land) on Burgh Road is classified as a preferred site for 300 houses. A consultation event is proposed for February 11th at the Town Hall.

A small working group has been set up to look at how the GNLP works with the Neighbourhood Plan and has met to discuss the draft proposals and the implications for the town. The notes of the meeting were also included in the meeting papers. The group had identified areas of infrastructure that would need to be explored as part of this consultation. Although health provision is not a planning matter it cannot be ignored as to do so would lose credibility with the public. The group discussed the provision at St Michaels and acknowledged they were unclear as to what it was and how it was utilised. Trevor Bennett and Pat Prekopp went to investigate and also took the opportunity to meet with Danial Williams from ACT. Any new development will have an impact on the services ACT provide and they are already at full stretch.

Information on the Health Centre was a lot harder to gather. It appears to be little used and both surgeries in the town were contacted and they had little information but would like to know more. The North Norfolk Primary Care Group- a GP alliance for North Norfolk practices - of which both the practices in Aylsham are members also had little information. The organisation which oversees the centre is Norfolk Community Health and Care Trust which have proved impossible to contact. Investigations are ongoing and will be reported back at the next meeting.

9. FINANCIAL MATTERS

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

This was agreed.

10. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report. The tenant from Cemetery Cottage has given notice and will be vacating on February 16th. A new tenant is being sought.



The planning permission for the Town Hall came through on the day of the meeting so the builder will be contacted to organise a start date. There may be some issues with the sliding doors which will need to be discussed prior to commencement of the work. The lease for 23 Market Place was signed.

11. CHAIRMAN'S ANNOUNCEMENTS

Nothing to report

12. DRILL HALL

a) To receive an update on the building works

The work has now been completed and signed off by Building Control

b) To receive an update on the Driveway

The driveway is currently being resurfaced and should be complete by Friday January 17th.

The clerk read an e-mail from Aylsham Community Gym regarding the rent increase which had been received on the morning of the meeting. The Letter will be added to the agenda for next month to enable members to fully consider the request.

13. CITTASLOW COMMITTEE

a) To receive notes of Cittaslow Anniversary Meeting held on 9th January 2020.

The notes previously circulated were noted.

b) To Agree the Terms of Reference for the Cittaslow Anniversary Committee

These were **AGREED**.

14. RECREATION GROUND

a) To receive details of the Meeting held on 14th January 2020

The storage unit plans have been re-submitted and work will probably start in April once the ground is drier

There are some complications with the water storage at the Pavilion and a series of solutions are being investigated

The outside toilet has been vandalised again and is currently closed

b) To receive any further update

A meeting was held with TT Jones today regarding the electrical problems identified and it is hoped there will be a positive outcome.

15. HIGHWAY ISSUES

a) To receive any update on the communication with Tom McCabe re A140 crossing

As agreed at the last meeting the chairman had sent a letter to Tom McCabe and to date no response or acknowledgement had been received. It was suggested that if nothing is received within two weeks that a further letter would be sent to the Leader of the Council with a copy and request to the County Councillor for Aylsham to look into this matter. This was **AGREED**.

16. BUS STOPS



a) **To discuss the brick bus shelter on Norwich Road**

At the last meeting PC Ward brought up the issue of the bus shelter on Norwich Road and how he felt it was being abused by some residents. He wondered if it would be possible to replace it with a clear bus shelter. Members discussed aspects of the bus shelter and were loath to agree to replace it immediately. It was agreed that the clerk would look at it and come back to a future meeting with options.

b) **To receive an update on the bus shelters funded through s106 agreement**

Funding had been agreed (and received) 18 months ago to install two bus shelters to serve the new estates. Placement of these had been delayed due to access at Woodgate. The clerk has been informed that a gate will be installed in the fence at Woodgate on January 20th. Following its installation, the bus stops can be placed.

A request had also been received for a bus stop at Dunkirk and this will be investigated at the same time.

17. EVENTS COMMITTEE

a) **To receive minutes of Meeting held on 8th January 2020**

The minutes previously circulated were proposed for adoption and **AGREED**.

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

These were agreed.

18. ITEMS FOR INFORMATION/FUTURE AGENDA ITEMS

Rodney Clarke-Ward advised he had been approached regarding the possible provision of lighting on Jewels Lane. This will be placed on the next agenda.

David Harrison advised that he was becoming increasingly frustrated with the lack of involvement from Highways to improve the traffic situation in Red Lion Street and felt this was something the Town Council needed to get more directly involved with. Pat Prekopp informed councillors that this is something the Cittaslow Committee are looking into and a draft of the discussions should be brought to the next meeting. Members were also reminded that a full traffic survey was one of the ambitions/projects detailed in the Neighbourhood Plan.

19. DATE OF NEXT MEETING

The Chairman confirmed the date of the next Meeting as Wednesday 19 February 2020, at 7.00pm at the Drill Hall

20. 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.

21. STAFFING ISSUES



The Facilities staff member is still on sick leave with a note that lasts until February 18th. The clerk read the letter she had sent detailing the clause in his contract giving the council the right to obtain an examination by an independent medical practitioner. It was proposed and **AGREED** to take this action.

Paul Smith (Events Officer) has advised that he will be retiring before the end of the year. Members wished him well in his retirement. Options regarding how he will be replaced will be discussed at a staffing committee meeting.

22. OPERATION LONDON BRIDGE

The clerk had prepared a report which was issued with the agenda on this matter. It is generally acknowledged that the reaction to the death of the sovereign is not predictable. Various options are being undertaken by councils and it was not thought necessary for Aylsham to adopt all of these. It was **AGREED** to let the clerk and staff react to the feelings of residents and put in place items as required.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.05p.m.

Minutes Agreed..... 19th February 2020

DRAFT