



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL  
HELD IN AYLSHAM TOWN HALL,  
ON WEDNESDAY 2<sup>nd</sup> AUGUST 2023 at 7.00 p.m.**

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

Sue Lake - Town Clerk

**7 members of the public**

**1. TO RECEIVE APOLOGIES**

Apologies were received David Anderson, Catherine Fletcher and Lloyd Mills

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

None made.

**3. MINUTES**

Minutes of the Town Council Meeting held on 5<sup>th</sup> July 2023 had previously been circulated and were confirmed and signed by the chairman.

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

The Town Clerk advised she tried to report the car on Cawston Road but this had already been reported. Councillors advised that it had been moved earlier in the day.

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

**a) To receive reports from Representatives**

**Police** – PC Ward was not able to attend the meeting but he sent a report of the crimes registered

**County Council** – Nothing Reported

**District Council** – Sue Catchpole and Steve Riley reported that;

- a climate emergency had been declared
- Two cars had been removed from Cawston Road
- Have spoken to the co-op about the bulk litter left in the loading bay and they have promised to improve this

- The District Council have purchased properties that will offer 35 beds for those who are homeless
- The members fund has been increased to £1000
- The Community Fund has been re-instated
- The resurfacing of the car park at The Buttlands was in the budget but the quotes have come in as double the amount allocated. Steve Riley is still hoping this will be completed this year

The matter of the rough sleeper in the phone box was discussed. PC Ward has spoken with him on several occasions and he does not wish to be homed. Broadland District Council have also got involved. He does require somewhere to leave his bags and it was **AGREED** that he could use Stephen's Shed.

**Formal Consultation Broadland: Public Spaces Protection Order - Vehicle Related Anti-social Behaviour** – the information on this was received after the agenda was published but the submission date is not until the 29<sup>th</sup> September. The Town Clerk will circulate the information and it will be on the agenda in September.

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

There were three members of the public who wished to address the meeting.

A resident spoke again of her issues with Aylsham Community Gym and the changes to class arrangements. She left details with members but the chairman advised there was very little the Town Council could do.

The other two members of the public spoke about the Tree Wardens (item 13b and c) and the Grass Verges (Item 17a). The two members of the public spoke before the discussion on each item.

## 7. **TO ANSWER QUESTIONS FROM COUNCILLORS**

None received

## 8. **TO CONSIDER PLANNING ISSUES**

### a) **APPLICATIONS DETERMINED**

Information provided with the agenda was **noted**.

### b) **APPLICATIONS FOR CONSIDERATION**

**2023/1762**

**2 Aegel Gardens**

Single storey rear extension

**Town Council Response – Object – Covenant in place which prohibits alterations for 5 years**

**2023/1779**

**61 Burgh Road**

Loft conversion, front and rear rooflights, rear dormer and window to west gable

**Town Council Response – No Objection**

**2023/1805**                      **28 Millgate**  
Alterations to fireplace (Listed Building)  
**Town Council Response – No Objection**

**2023/1814**                      **3 Sears Close**  
Single storey rear extension  
**Town Council Response – concerned at size but no objection**

**2023/2113**                      **33 John O’Gaunt Close**  
Single storey side extension and change of flat roof to pitched roof  
**Town Council Response – No Objection**

**NCC Plan**                      **Aylsham Waste Recycling, A140**  
Erection of kiosk to house electrical equipment  
**Town Council Response – Support**

**c) Neighbourhood Plan**

The chairman had prepared a report on the recent zoom meeting he attended and the various papers he was sent had been circulated to members. The chairman advised he would not be able to start looking at this until late October/early November but was happy for anyone to start the process before that.

**9. POTENTIAL NEW HOUSING DEVELOPMENTS**

**a) To discuss any updated information on Norwih Road site**

Nothing further has been received.

**b) To discuss any updated information on Burgh Road site**

Nothing further has been received.

**c) To receive an update from Norfolk County Council Education**

Details of the meeting with Paul Harker were circulated with the agenda. The numbers for pupils from Bure Meadows and Willow Park are higher than the prediction so they may need to review the figures. A request will be made for the figures being submitted to the DFE.

**d) To receive an update on the A140 Crossing**

A meeting will be held with officers of Broadland District Council on August 16<sup>th</sup>.

**10. FINANCE**

**a) To receive and adopt the Monthly Financial Report to 28.7.23**

This was adopted.

**b) To consider a request for funding from Youngs Park**

It was proposed and **AGREED** to fund the purchase of the dug outs at a cost of £1000.

**11. TOWN CLERK'S REPORT**

The Town Clerk presented and updated her report.

**Council Training** – September 19<sup>th</sup> .

**Summer Inspections** – 9<sup>th</sup> and 16<sup>th</sup> August at 2pm – proposed routes were circulated and which one chosen each day will depend on the weather

**Sapwell Close** – the clerk has contacted solicitors about registering all Town Council owned land and should have prices available for the next meeting

**Banking** – We have now been informed that Barclays at Wroxham will be closing in December so the only branches available to pay in large sums will be in Norwich or Great Yarmouth

**12. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**

Nothing to report

**13. CLIMATE COMMITTEE**

**a) To receive verbal report on meeting 3<sup>rd</sup> July**

Those members who were at the meeting reported that there is an issue with lack of volunteers within the sub-groups. They did feel the co-ordination group meetings were worthwhile. Green Day is going ahead and a request has been made for attendance at the Aylsham Show.

**b) To introduce Tree Wardens for Aylsham**

Aylsham has two tree wardens Robert Dack and Keith Oakey

**c) To receive details of Broadland Tree Warden Scheme – John Fleetwood**

John Fleetwood from the Broadland Tree Warden Scheme attended the meeting and gave a brief overview of the work of the scheme. There are 39 wardens covering 27 parishes in Broadland under the umbrella of the Tree Council. It was started 33 years ago and was originally part of Broadland District Council. Five years ago Broadland closed it down but John carried it on with an annual grant of £7000 from the District Council. They can advise and assist on all matters pertaining to trees and can access trees for planting.

The clerk will contact him regarding the planting of trees on Henry Page Road.

**d) To consider a request for funding to recycle blister packs**

There was a long discussion over this as it was mentioned that blister packs themselves are not the most ideal thing to recycle and this seemed an expensive option. It was **AGREED** that if ACE were happy with the spend then that would be agreed.

**14. PRIDE IN PLACE**

**a) To receive a report on the meeting held 14<sup>th</sup> July 2023**

A meeting had been held on the 14<sup>th</sup> July to look at the potential of Aylsham having a Community Covenant based around Health and Social Care. This is one of the elements within the Levelling Up agenda and has not yet been fully researched as to how it would work in practice.

The District Councillors were concerned that they were not invited to the meeting, which was not what the Town Council were told, and also were not aware the scheme was being discussed.

There then followed a long discussion on what it was about, whether it was too political, what role had the Town Council in this and as there appears to be no money would it ever be implemented.

**b) To consider continuous engagement in the scheme**

This was not discussed as this will be a matter that will need to be agreed at Broadland District Council first.

**15. AYLSHAM CITTASLOW COMMITTEE**

**a) To note minutes of the Cittaslow Committee Meeting 19<sup>th</sup> July 2023**

These were noted.

**b) To discuss the principal of providing a budget for Cittaslow 2025**

It was pointed out that in December 2021 the Town Council passed a resolution to review membership of Cittaslow. Before discussing this budget request the review needs to take place. To assist new members the minutes from that meeting will be circulated and the review will be on a future agenda.

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

These were confirmed.

**16. HIGHWAYS MATTERS**

**To receive updates on Highway Matters**

A consultation will be launched on August 4<sup>th</sup> regarding the permanent closure of Valley Lane off Burgh Road. This road has been closed for sometime already and the closure is linked to the stability of the bridge over the Bure Valley Path.

**b) To receive suggestions for possible Parish Partnership Projects**

Two possible projects were identified and detailed with the agenda papers. Firstly the placement of signs and speed roundels on the road at Holman Road/Sandy Lane. The second would be for a pedestrian crossing on Burgh Road near the Recreation Ground. This is a project identified in the Traffic Strategy. Steve Riley advised he would also look to contribute some of his County Councillor Highway grant towards this.

It was **AGREED** to investigate both schemes.

**17. GRASS VERGES AND GROUNDS MAINTENANCE**

**a) To consider a report from ACE Nature Group**

Members of the ACE Nature Group expanded on the report sent with the agenda. The report outlined a proposed trial of not cutting the grass to the same extent as at present but instead just twice a year but to mow paths through and at the edges to ensure road safety and areas to walk and to also show that the grass was intentionally long. The probable boost to the biodiversity of the area was great. There would be the need for signs and pre-information on the scheme. They advised

that although they had suggested Henry Page Road for the trial this is not imperative other areas could be considered as an alternative site. Members then asked various questions regarding the proposal.

**b) To consider a report on future grounds maintenance**

The Town Clerk had prepared a report on the future grounds maintenance of all the green areas currently managed by the Town Council. The current grounds maintenance contract ends in March 2024 and in view of the above proposal now might be the time to investigate whether the Town Council should take the grounds maintenance back in-house. Preliminary talks with Ben Burgess have been made but much more investigation and comparison is needed but a requirement that the Town Council agrees in principle was needed before undertaking all the additional work.

**c) To discuss reports and consider future actions**

The view on the report from ACE was positive and it was proposed and **AGREED** that in principle the Town Council were in favour but await the finer details. The Town Council also **AGREED** that the clerk should look at both taking the grass cutting in-house and also at how flexible the current contractor would be with regard to the ACE proposal.

**18. RECREATION GROUND**

**To receive any update**

The Town Clerk had written to the chair of the Recreation Ground Committee regarding the resolution passed at the last meeting and stated that in effect this could also be considered as the six months notice required to break the agreement. The Town Clerk had attended part of the last Recreation Ground Meeting to explain the resolution in more detail.

The Recreation Ground Committee now only consists of four members, there is no representation from the Town Council, so they are not working according to their constitution. The Town Clerk has suggested that they ask the Town Council to become sole managing trustees and the current Recreation Ground Committee becomes a User Group which would be advisory only and therefore have no liability. This is being resisted.

Earlier in the week an e-mail was sent to the Recreation Ground Manager and copied to the Town Clerk. In the Town Clerks opinion this e-mail amounted to bullying and harassment of the Recreation Ground Manager. The Town Clerk called the sender out on this but he denied this. He is not a Trustee and the group he is a member of has been asked to deal with this so it does not happen again. This led to the Recreation Ground Manager cementing her resignation and as she had worked her contracted hours left with immediate effect.

Full minutes of the meeting are awaited.

In the meantime the Town Clerk has agreed to take on the role of Recreation Ground Manager until a new one is appointed to ensure there is something in place over the summer holidays.

The next meeting is scheduled for Monday August 14<sup>th</sup> and the Town Clerk will suggest a meeting between the trustees and representatives from the Town Council. Sue Catchpole advised that Broadland District Council have received a complaint and asked her to investigate. She wanted to know why the Town Council are not intervening. The chairman explained that they are doing everything they can but have no authority to compel action.

**19. ALLOTMENTS**

To consider an increase in allotment rents for Bure Meadows and Woodgate from £45 to £50 effective October 2024. This was **AGREED**

**20. CHURCHYARD COMMITTEE**

a) To note minutes of the Churchyard Committee Meeting 24<sup>th</sup> July 2023  
These were noted

b) **To receive details of the PCC decision with regard to the trees**  
Details of meeting had been requested but not received. It was proposed and **AGREED** that if the PCC was in agreement to the tree work the faculty could be applied for.

c) **To receive details of the PCC decision with regard to the waste area**  
Details of meeting had been requested but not received. It was proposed and **AGREED** that if the PCC was in agreement to the revised waste area design the faculty could be updated and applied for.

d) **To confirm decisions made by the Churchyard Committee**  
These were **AGREED**

**21. EVENTS COMMITTEE**

a) **To note minutes of the Events Committee Meeting 19<sup>th</sup> July 2023**  
These were noted

b) **To note offer of £750 sponsorship for Switch-On Event**  
A Broadband provider has offered £750 towards the Switch On event. A suitable item is being researched

c) **To note proposed Events for 2024**  
These were noted and Council felt there was a good mix of events

d) **To confirm decisions made by the Events Committee**  
These were **AGREED**

**22. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**

Nothing raised

**23. DATE OF NEXT MEETING**

This was confirmed as **Wednesday September 6<sup>th</sup> 2023** at 7.00pm

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 9.58p.m.

Minutes Agreed..... 6<sup>th</sup> September 2023