

### Correspondence with Broadland

Sue

Please accept my sincere apologies regarding this matter. If the Town Council feels that its concerns and the concerns of its residents have not been addressed how do you want me to try to resolve this matter. Would you like a further written response or would you like a representative of the planning team to attend a mtg with the Town Council – what is best for you?

Regards

Phil

**From:** Town Clerk

**Subject:** Aylsham TC re planning

Dear Phil

The Town Council received an e-mail reply from Moira White on the 14<sup>th</sup> May regarding the issues raised regarding planning.

This response was read at the Town Council meeting on the 15<sup>th</sup> May and the overwhelming reaction by members was that it was one of the most condescending letters to have been received. This thought was also echoed by the District Councillors present at the meeting. I am sure this was not the intention.

Perhaps it was not clear in my letter but many of the issues relating to the website were not so much for the Town Council but residents who are not familiar with planning and how the plans are determined.

The Town Council did not feel the response regarding other comments answered the query. In this age of transparency it is incumbent on the authority to make information clear not for individuals to have to ask for information. As this is something that has been detailed in the press as an issue it was not felt the response was adequate or indeed helpful.

Hello Sue

I am hoping this is an appropriate time for the Gym to re-apply for funding. As you know we are still good value at £22/month, a non-profit making organisation, volunteer run with professional fitness instructors, offering a gym for all generations from teenage to later in life, along with support for less well, elderly, and non-gym types. Plus, a fifth of our membership continues to come through GP referrals.

We are again in the process of sourcing a new treadmill as our present treadmills have an unfortunate habit of playing up, which renders them unfit to use for short periods of time. They seem to alternate having problems!

We have decided to buy a new treadmill instead of re-furbished equipment this time, and can source one from an athletics company for just under £1200. Although this is a cheaper machine, we should get a good warranty with it and that may help with our maintenance costs.

As the Gym now has 120 members, we are trying to balance our need for reliable equipment with the reality of our limited purse.

I would be grateful if the Council would consider a donation towards this from the Recycling fund if possible.



**List Price £1,399.00**  
**Our Price**

**£1,099.00**



## SCOTTY'S LITTLE SOLDIERS

Unit 21 Bergen Way

King's Lynn

Norfolk

PE30 2JG

22<sup>nd</sup> May 2019

Dear Councillors,

### **Request for Parish Council support from Scotty's Little Soldiers**

#### **Background:**

Scotty's Little Soldiers is a UK registered military charity (reg no. 1136854) and a member of the Confederation of British Service charities (COBSEO). All our funding currently comes from public donations and charitable grants.

The charity was established in 2010 by Nikki Scott, following the death of her husband Corporal Lee Scott in Afghanistan in 2009, with a singular purpose, supporting children and young people who lose a parent from The British Armed Forces.

The long-term assistance the charity provides includes emotional support, such as access to professional bereavement counselling and respite breaks to help mental well-being, fun activities such as holiday breaks and group events to build confidence and reduce isolation and personal development assistance through educational grants, support with employment/training etc. It also acts as a connector between children and families going through similar tragic challenges to help build friendship and support groups and as a long-term link back to the British military family for many, assuring them they remain connected to something, large and special their lost parent belonged to and believed in.

Scotty's Little Soldiers now helps bereaved children and young people right across the UK and even overseas, who all have additional needs and challenges in their young lives, operating out of our sole base in Norfolk. It is now the 'go to' charity for this focussed long-term support and is featured in the 'purple pack' provided to families by the British Armed Forces in the aftermath of a death in service.

In 2018, Scotty's Little Soldiers was honoured to be one of seven military charities to be selected by HRH the Prince Harry and his fiancée Meghan to benefit from donations from their wedding.

**Current situation:**

Scotty's Little Soldiers currently supports a staggering 375 children and young people who have lost a parent from the British military and 11 of these are being raised and supported right here in Norfolk. Of the 190 respite and holiday breaks we have booked in so far in 2019 a significant number are at our first lodge to open in Great Yarmouth.

The charity has well-developed plans (including recruiting professional practitioners) to expand its current offer to provide even more emotional, educational and developmental support and extend its age range from 0-19 to 0-25 to replicate national best-practice in child and young person care, ensuring support remains as our beneficiaries negotiate the challenging path into adulthood and independence. However, the financial cost involved, due to the sheer number of children and young people needing our help, will constrain these plans if additional funding, over and above current levels is not forthcoming.

**Request for assistance:**

It is hoped that you concur, that in among all the worthy charity donation applications you receive, Scotty's Little Soldiers is a credit to our county, performing a unique, focussed and vital long-term role directly supporting Norfolk and British children in need and honouring society's commitment to their deceased parents, our protectors.

If this is the case, we ask that you favourably consider;

- Forging stronger links with our local charity going forward to allow closer co-operation
- Providing a donation, however small, on behalf of your parish to help us give the best possible support we can

We currently walk alongside these children and young people who have lost so much and stand ready to accept more if the worst possible tragedy befalls them. We sincerely hope that you can join us in this mission.

Thank you

*Stuart Dark,*

*Grants and Trusts Manager, Scotty's Little Soldiers*

**CLERK'S ANNUAL REPORT FOR COUNCIL MEETING 19.6.19**

| <b><u>ITEM</u></b>                               | <b><u>DESCRIPTION</u></b>      | <b><u>COMMENTS</u></b>  |
|--|--------------------------------|---|
| Town Hall  | Refurbishment                  | Planning Permission submitted   |
| 23 Market Place                                  | Let to W H Brown<br>Rent issue | Currently on a rolling lease. Request received to make permanent but with a 20% reduction – offer declined. |
| Cemetery Cottage                                 | Private Letting                | Tenant may have to leave – no date announced yet  |
| Cemetery   |                                | Full audit scheduled to start 19.6.19 – weather permitting!   |
| Allotments                                       | All sites                      | No known issues   |
| Churchyard                                       |                                | Issue with wall between church and 12 Church Terrace. Still waiting for quote from builders – reminder sent |
| Market Place                                     |                                |   |
| Farmers' Markets                                 |                                |   |
| Markets  |                                |   |
| Jannys Close<br>Community<br>Garden              |                                |   |
| Staithes   |                                |   |
| "Little Staithes"                                | Bench Request                  | Form to be completed and bench placed during summer   |
| Hopkins Homes<br>areas general                   |                                |   |
| Parish<br>Graveyard                              | Clearing                       | Weed killing undertaken   |
| Norfolk Homes<br>Play Areas<br>(equipped)        |                                | We're not successful with request for table tennis table  |
| Norfolk Homes<br>large area off<br>Mileham Drive |                                |   |
| Land at Sapwell<br>Close                         | Adverse<br>Possession<br>Claim | Still awaiting a response from the Treasury – reminder sent   |

|                          |                                |   |
|--------------------------|--------------------------------|---|
| Car Parks                |                                |   |
| Street Lighting          | Replacement Programme          | <b>AGENDA ITEM</b>  |
| Mill Road / Cawston Road | Installation of Bollards       | Additional bollards placed, again in the wrong place. Waiting for a response from the Highway Engineer.   |
|                          | On street parking              | Awaiting further details.   |
| Public Toilets           |                                | Will look at refurbishment proposals with the Properties Committee  |
| Offices - Public Toilets |                                |   |
| COMMA/Archives           |                                |   |
| Litter & Dog Waste Bins  |                                |   |
| Bus Shelters             |                                | Still waiting for £20,000 from Norfolk County Council to cover the cost of two bus shelters and ongoing maintenance   |
| Pump                     |                                |   |
| Pillboxes                |                                |   |
| War Memorial             |                                |   |
| Highway Rangers          |                                | The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc.<br>Please let the office no of any such areas and we will add it to the schedule we send them |
| Neighbourhood Plan       |                                | <b>AGENDA ITEM</b>  |
| Drill Hall               |                                | <b>AGENDA ITEM</b>  |
| Community Speedwatch     | Need to re-establish           | Still short of volunteers and someone to organise   |
| Mill Row                 | River Footpath                 | The footpath has now been created and will be registered with the land registry   |
| Telephone Box            | Refurbishment                  | Currently being refurbished   |
| Bure Meadows Footpath    | New Footpath across to Dunkirk | Awaiting further information from developer who advise that it is being held up by the Environment Agency   |

|                    |                              |   |
|--------------------|------------------------------|---|
| Staffing           |                              | All appraisals completed. Staff meeting required to discuss issues arising from appraisals<br>Paul Smith (Smudge) is scheduled to have his knee operation on June 25 <sup>th</sup> . Following this he will have six-eight weeks sick leave |
| Town Council Funds | T r e a s u r y Account      | Another Treasury Account has been opened to maximise interest from reserves   |
| Parish Partnership | H i g h w a y s Improvements | This years Parish Partnership scheme has been released and will be discussed at the July meeting. Any ideas please forward to the clerk.  |

**Items for Town Council to consider/note**

- Incorrect bollards on Cawston Road
- Opening of Treasury Account



**MINUTES OF THE ANNUAL MEETING OF THE  
CITTASLOW AYLSHAM COMMITTEE  
HELD IN THE COUNCIL CHAMBER AYLSHAM TOWN HALL  
ON THURSDAY 16 May 2019 at 7.00 p.m.**

**PRESENT:** Mr R Willis ABEF  
Mrs J Kerrison Aylsham WI  
Mrs M Evans Aylsham Town Council  
Mr G Margarson, Aylsham Community Partnership  
Mr P Prekopp, Aylsham Slow Food  
Mr R Preston, Walkers are Welcome  
Mrs V Shaw Aylsham Town Council  
Mrs J St Clare, Aylsham U3A

**OFFICER:** Mrs S Lake, Aylsham Town Clerk

**01 CHAIRMAN OF THE COMMITTEE FOR 2019/20**

Mr Prekopp was proposed and seconded. No other nomination was made and it was **AGREED** to elect Mr Prekopp as chair for the forthcoming year.

**02 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from  
Mrs J Marles Aylsham In Bloom  
Ms K Hughes, Broadland District Council

**03 VICE-CHAIRMAN OF THE COMMITTEE FOR 2019/20**

No nomination was made.

**04 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**

There were no Declarations of Interests or any Requests for Dispensations.

**05 MINUTES**

The Minutes of the Cittàslow Aylsham Meeting held on 18 April, were **confirmed and signed**.

**06 MATTERS ARISING**

There was nothing to report under this item

**07 ITEMS REFERRED FROM LAST MEETING**

There was nothing to report under this item.

**08 ADJOURNMENT OF THE MEETING**

In the absence of any member of the public, the meeting continued without adjournment.

**09 OTHER ORGANISATIONS IN AYLSHAM**

An invitation to Tracey Anne Moore from ABEF has been made and it is hoped she will attend at a later date.

It was suggested a representative from the Bure Valley Railway be invited. After a debate about the suitability, as the BVR is a private company, it was felt that the importance of the attraction was paramount.

**10 FARMERS MARKET**

The Farmers Market in May was extremely cold! However, it was still busy. Following the Sausage Bash a few more stalls have been identified.

**11 PROJECTS**

**i) OLD STATION YARD**

A lot of work has been done but is getting near to the end as nesting season has started. The forget-me-nots this year have been very good. The next work day is Saturday 25<sup>th</sup> May. It is reported there is a dead ash tree on the site and the clerk will look into its removal.

**ii) WALKERS ARE WELCOME**

It is intended to review all walks in the booklet and re-issue the publication.

A link to the site will be added to the Town Council site.

Working with the Events Committee and the BVR on Norfolk Day events.

Town walks are being organised for 19<sup>th</sup> July and 16<sup>th</sup> August.

**iii) BIG NORFOLK SAUSAGE BASH – May 12<sup>TH</sup>**

This was an excellent event, exceeding all expectations. A date for next year has been set as 10<sup>th</sup> May.

**iv) STREET PARTY – JULY 7<sup>TH</sup>**

A Playbus will be in attendance for young children.

**v) MAKE MUSIC DAY – JUNE 21<sup>ST</sup>**

This is starting to take shape with various bands and activities organised.

**vi) NORFOLK DAY – JUNE 21<sup>ST</sup>**

This will include a Tea Dance with Jeff Short. The WI will require a table outside to distribute the 100 cupcakes they will have baked.

**12 CITTÀSLOW UK & INTERNATIONAL MATTERS**

Nothing to report. The website is still out of date but space is available via the Town Council website.

**13 AYLSHAM COMMUNITY EVENTS COMMITTEE**

Nothing more to report. All events are currently in hand.

**14 SLOW FOOD AYLSHAM**

**1. Report from Slow Food**

Pat Prekopp advised that apart from the attendance at the Sausage Bash no further activity since the last meeting.

**2. Cittaslow Slow Food 15<sup>th</sup> Anniversary**

Slow Food started in 2004 but was not officially launched until 2005 making 2020 the 15<sup>th</sup> anniversary. It is hoped to have some form of celebration and this could coincide with the 2020 Street party

**15 AYLSHAM IN BLOOM**

No report available. Open Gardens will be held on the 12t/2<sup>nd</sup> June

**16 ABEF**

The AGM will be held on May 20<sup>th</sup> in the Heritage Centre.

ABEF are looking to place a TV screen at the BVR encouraging visitors into the town. It will feature a montage of Aylsham views and hopefully be supported by advertising.

The signage into the town is very disappointing and it was suggested some form of signage or painted trail could be installed. The clerk will check with Highways

**17 AYLSHAM PARISH CHURCH AND CHURCHES TOGETHER**

No report available.

**18 ITEMS FOR INFORMATION/NEXT AGENDA**

None raised

**19 DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Thursday 20<sup>th</sup> June 2019 at 7.00p.m.in the Council Chamber, Aylsham Town Hall**

**CLOSURE OF THE MEETING**

There being no further business the Chairman closed the meeting at 8.21 p.m.

**AYLSHAM COMMUNITY EVENTS COMMITTEE**

**MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE  
HELD IN THE DRILL HALL, CAWSTON ROAD, AYLSHAM ON WED 5<sup>th</sup> JUNE 2019 at 7:30pm**

**PRESENT:**

|                     |   |                                     |
|---------------------|---|-------------------------------------|
| Eileen Springall    | - | Chairman (Councillor)               |
| Smudge (Paul Smith) | - | Aylsham Town Council Events Officer |
| Natasha carver      | - | Aylsham Town Council Administrator  |
| Val Shaw            | - | Councillor                          |
| Trevor Bennet       | - | Councillor                          |
| Pat Prekopp         | - | Councillor                          |
| Joan Bennett        | - | Councillor                          |
| Rodney Clerk-Ward   | - | Councillor                          |
| Giles Margarson     | - | Town resident                       |
| Karen Smith         | - | Town Resident                       |
| Ian Gravenell       | - | Town Resident                       |
| Paul Moore          | - | Rocky's Road Event 2019             |

**1. TO ELECT A CHAIR TO THE COMMITTEE FOR 2019/2020**

Eileen was proposed as Chair and seconded by all and accepted.  
Karen was proposed as vice chair and accepted

**2. WELCOME INTRODUCTIONS & APOLOGIES**

There were apologies from Jack Branford, Brian Gaudett, Andrew Strange, Matt Miller, Ed Margarson, these were accepted.

**3. TO RECEIVE MEMBER'S DECLARATIONS OF INTEREST IN AGENDA ITEMS**

None Noted

**4. TO CONFIRM MINUTES OF MEETING HELD ON 1<sup>st</sup> MAY 2019\***

Minutes of the meeting held on 1<sup>st</sup> May 2019, as previously circulated were confirmed and signed.

**5. INFORMATION ON MATTERS ARISING**

None Noted

**6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK**

No members of the public present

**7. TO DISCUSS THE ACCOUNTS FOR THE AYLSHAM EVENTS COMMITTEE**

A copy of the account balance was previously circulated this was **ACCEPTED** by the committee. It was noted that we now have £431.21 earmarked for the Street Party. Eileen informed the new members of where part of the money comes from, antiques and collectors fair, tent hire.

**8. TO DISCUSS ANTIQUE AND COLLECTORS FAIRS**

No further update from the officer's report

**9. TO DISCUSS THE EVENTS OFFICER'S PROGRESS REPORT**

The event officer's report was previously circulated and **ACCEPTED** by all  
Smudge has a spreadsheet showing peoples availability for the events this year availability changes please can we let him know as soon as possible to ensure the event is covered.

**10. TO DISCUSS THE BIG NORFOLK SAUSAGE BASH 12<sup>TH</sup> MAY 2019**  
The Big Norfolk Sausage Bash went off very well, with far more than was originally expected attending the event,  
The events committee did manage to make some money from the sale of refreshments and raffle tickets.  
A date for next year is already booked in the diary.

**11. TO DISCUSS AYLSHAM 5K TOWN RACE 7<sup>TH</sup> JUNE 2019**  
There are now 450 entrants to the race. Publicity has gone out to ask residents to support the race.  
Smudge has asked for volunteers to come from 4pm to help put up the start and finish post. Refreshments will need to be covered from 5pm.

**12. TO DISCUSS NETBALL TOURNAMENT 15<sup>TH</sup> JUNE 2019**  
Natasha has asked for volunteers from 6am till 8:30am and then from 4:30pm to put the court up and take down.

**13. TO DISCUSS SUMMER SOLSTICE 21<sup>ST</sup> JUNE 2019**  
Volunteers will be needed to help with refreshments and help with children's crafts during the event and email will be sent out.

**14. TO DISCUSS AYLSHAM STREET PARTY 7<sup>TH</sup> JULY 2019**  
Smudge let the committee know that he will not be available to help at this event due to having his knee operation. Natasha will send out information prior to the event and ask for volunteers and timings.

**15. TO DISCUSS CLASSIC CAR EVENT 14<sup>TH</sup> JULY 2019**  
9 main sponsors are now confirmed. Finance the event is now looking fully funded. Paul gave a verbal update on the event.

**16. TO DISCUSS NORFOLK DAY 27<sup>TH</sup> JULY 2019**  
Confirm that the Jeff Short event in the Town Hall has been booked at a cost of £700, Posters have now gone out and was advertised at the last Jeff Short event. Help will be required at this event and an email will be sent out.

**17. TO DISCUSS FESTIVAL OF DANCE, MUSIC AND SONG 06<sup>TH</sup>/07<sup>TH</sup> SEPTEMBER 2019**  
a) A written report was sent by Brian Gaudet this was sent out in the Officers Report:  
*'This year's A-Fest - Aylsham Festival of Dance, Music and Song - will have a strong East Anglian flavour.*  
*As well as free morris and other dance displays in the market place and other parts of the town there will be a full programme of concerts, informal music and song events ... and more.*  
*Topping the bill of the weekend festival, from 6-8 September, will be singer and concertina player Damien Barber who grew up in North Walsham.*

**CONT. ITEM 17**  
*Damien has enjoyed 30 years success on the national folk scene as a solo performer, in a duo with Mike Wilson and especially with his award-winning band The Demon Barbers and the folk and hip-hop stage shows Time Gentlemen Please and The Lock-in.*  
*Other concert acts booked for the Town Hall over the weekend include singer-guitarist Gemma Khawaja, Chanter's Jigge (ex-Norwich Waits), Rattlebox and Threesome.*  
*There will also be a special appearance by local singer, melodeon player and cartoonist Tony Hall, well-respected on the national folk scene, who is the festival patron.*

*The Rock the Lobster Roadshow, as well as dance displays will return to Bure Valley Railway along with craft stalls.*

*Other events over the weekend will include a folk archive film show, featuring traditional Norfolk singers, in the Heritage Centre, dance workshops in the Drill Hall, a beginners' ukulele workshop in the library, and informal concerts in local cafes and tearooms.*

*Tickets covering all the Saturday events are £16 and tickets for individual events will also be available.*

*Song and tune sessions - including one in memory of Aylsham singer and squeezebox player Percy Brown, will be held in the Unicorn pub.*

*A special event planned on the Sunday will be a Norfolk and Suffolk song, stepdance and music afternoon.*

*On Wednesday 11 September the library will continue its New Leaf Season with a musical talk "Norfolk Hero - The Songs of Lord Nelson, The Victory and Trafalgar".*

*Talks are still underway to book other weekend guest artists and there are hopes of a record fair offering folk, Americana, singer-songwriter and rock/pop vinyl and CDs.'*

b) The events committee **AGREED** not to cover the bar on the Saturday evening and to speak to the Aylsham Players to do this.

**18. TO DISCUSS WILDFEST EVENT 13<sup>th</sup>/14<sup>th</sup> SEPTEMBER 2019**

Natasha has now organised the Fire Engine and First Aid for the event and passed the details to Mike.

Mike has now been into the office to discuss the event and to let us know what he wants equipment wise etc. This event does not require heavy involvement from the committee mainly setting and taking down there will be more information as the event moves forward.

**19. TO DISCUSS CHRISTMAS LIGHT SWITCH ON 29<sup>TH</sup> NOVEMBER 2019**

No further Updates

**20. TO DISCUSS ANY FUTURE EVENTS TO BE HELD**

No further events planned

**21. CORRESPONDENCE RECEIVED**

No correspondence received

**22. ANY FURTHER BUSINESS**

No further business

**23. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING**

**24. DATE OF NEXT MEETING**

Wednesday 3<sup>rd</sup> July 2019

Meeting Closed at 21:00

Dear Town Council,

1. You will know that a small but dedicated steering group, with Tony Hall as Patron, is working to make A-Fest (formerly Aylsham Festival Of Dance Music & Song) a success this year.
2. In order to facilitate the dancing & other activities in the market place in particular, it will be necessary to apply for closure of the market place & adjoining road for Saturday 7th September, piggybacking the Farmers Market. This necessitates hefty PLI cover, an up front premium, & a smaller application cost.
3. We have no pot of funding to support our efforts & presently less than £200 sponsorship to date. We have, however, made good progress with the festival programme, with local businesses keen & willing to participate by providing a variety of venues free of charge, & we hope the charges we make for ticketed events in the Town Hall & the Recruiting Hall will subsidise all other costs we incur.
4. We therefore wonder if the Town Council would be able to help us by applying for the road closures required & the necessary PLI cover through its own Insurers, as with the Farmers Market, please?
5. Our intention would be to reimburse the Town Council the cost of so doing after A-Fest is over, but we believe this approach would work out much more cost effectively from our point of view bearing in mind our limited finances.
6. We should therefore be very grateful if you would give this suggestion serious consideration & will look forward to hearing from you further in this respect.

With thanks & yours faithfully,  
Peter Rushmer & Brian Gaudet.  
For the A-Fest Steering Group.

**REPORT TO COUNCIL**

**Subject:** **Street Lights**

**Author:** **Sue Lake**

**Date:** **12<sup>th</sup> June 2019**

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In June 2017 the Town Council discussed replacing all existing street lights to LED's. At the same time any columns considered at risk of failure could also be replaced. The Town Council has both concrete and iron columns which are far beyond their expected lifespan. This proposal was accepted in principle but unfortunately action on it was delayed firstly due to the resignation and recruitment and training of a new Finance Officer and then the fact the current council was nearing the end of their term of office and this is a major project.

However, it is now a good time to resurrect the plan whilst at the same time looking at the tender process for a street lighting contractor as the current contract only lasts until March 2020.

In 2017 the current street light contractors (TT Jones) undertook a survey of the assets and to provide costings for a full replacement.

The report allowed for the following

- all street lights to be replaced with LED's
- all lights in the conservation area to be heritage style)
- current modern LED lights in the Market Place to be re-used elsewhere
- replacement of concrete columns
- replacement of faux cast iron columns

The total cost for the project at that time was £201,369. TT Jones will be revisited this survey to give up-to-date costs. Since that time, we have replaced several lights thus reducing the requirement. Also, the cost of LED's has reduced significantly in the intervening two years.

The current electricity costs for the street lights is £12,750 per year. Switching to LED's is estimated to reduce this figure to 1/5<sup>th</sup> i.e. £2,550 making an annual saving of £10,200.

Each year we also have to replace columns as they fail figures for this vary considerably but the costs for this and repairs over the last five years are as follows

Although there will still be some repairs this will reduce considerably as will column replacement which will only be required due to accident damage.

|             | 2012/3 | 2013/4 | 2014/5 | 2015/6 | 2016/7 | 2017/18* | 2018/19** |
|-------------|--------|--------|--------|--------|--------|----------|-----------|
| Electricity | 10,710 | 10,897 | 11,504 | 11,052 | 11,618 | 13,816   | 12,758    |

|                       |        |        |        |        |        |        |        |
|-----------------------|--------|--------|--------|--------|--------|--------|--------|
| Repairs / Maintenance | 8,364  | 11,867 | 15,295 | 11,496 | 13,422 | 24,458 | 43,407 |
| Columns               | 1,375  | 23,904 | 7,376  | 3,458  | 18,086 | 9,337  | 18,363 |
| Total Cost            | 20,449 | 46,668 | 34,175 | 26,006 | 43,126 | 47,611 | 74,528 |

2017/18\* Electricity costs increased as the lights at St Michaels were adopted by the Town Council

2018/19\*\* These figures include the cost of replacing eight columns that had no isolater

**Council are asked to consider the following**

1. To re-agree to the project in principle
2. To consider suspending Standing Orders to work with the current contractor or to go out to competitive tender
3. To consider how many years in which to undertake the project (At least 2 years is recommended)
4. Options for funding the project. These include Public Works Loan Board, Salix Funding, Borrowing against future CIL, Reserves plus precept increase
5. Public consultation will be required to obtain borrow permission – how should this be undertaken

**AYLSHAM RECREATION GROUND COMMITTEE  
MINUTES OF MEETING HELD  
14<sup>th</sup> May 2019**

**Present**

Keith Hilton, Barry Lancaster, Eileen Springall, Michael Dolling, Heather Morton, Anita Godden, Barry Godden.

Wendy Murphy – Finance Officer/Secretary  
Richard Forest Hill – Recreation Ground Manager

**1. Apologies and Welcome**

Keith welcomed Richard the new Recreation Ground Manager and apologies were received from Chris Deller, Dave Curtis, and Francis Dodd

**2. Minutes of the previous meeting**

The minutes of 9<sup>th</sup> April 2019 have been circulated and were agreed as a true record.

**3. Matters Arising**

None

**4. Financial Reports**

Wendy confirmed that the reconciled balance as at 31/03/2019 was £26799.97. Purchase orders outstanding was £4947.00 and Hirers invoices due for payment was £934.00 so the true balance is £22786.97

As at 14<sup>th</sup> May 2019 the balance on the bank account is £46936.27. There has been a payment received £25140.00 which is the first grant payment (40%)

Wendy will contact Insurance Company to find out about Employers Liability Insurance – **Action WM**

**5. Tennis Court**

Keith has spoken to Rachel and dates for the cleaning of the court have been scheduled in.

**6. Storage Unit and Scoreboard**

Information submitted to Building control has been declined and they have asked for a fire report to be done and for the building to be moved 3 meters from the fence. They also need information on soakaways Barry is looking into this and speaking to CNC Building control and fire consultants. – **Action BL, WM**

Barry has received a quote from the groundworks company for soakaways at a cost of £1900.00 plus vat. He has asked K Barratt for a quote and this has come in at £1800.00. It was agreed that we should go with AMB Plant to do this work

## 7. Capital Schemes 2018/19

**Outside Gym** – This is a great addition to the Recreation Ground and is well used. Just Aylsham has published a report and photos

**Sir Williams Lane Entrance boundary** - The hedge has grown and is looking good and the holes have begun to be filled with the growth.

## 8. Recreation Ground Manager – updates

Richard has repaired the skate park; He will obtain 2 quotes to repair the fence behind the pavilion and is meeting Keith Edwards to discuss grounds maintenance work. It was agreed that he would have an allowance to spend up to £100. Keith Hilton has delegated authority up to £1000.00. Anything over £500 needs to have a purchase order done.

Richard was asked to arrange removal of the metal posts at Sir Williams Lane and the bar to be padlocked – **Action RFH**

Contract is being done and will be available for next meeting – **Action KH**

Routine Inspection reports are being done by Ryan and sent to Richard to analyse – **Action RFH**

## 9. Corporate Identity for the Recreation Ground

Wendy has been in contact with Aylsham High School to see if they would like to make a logo as part of a competition. They will ask their Art department and School council if this is something they would like to look at and come back after the Easter Holidays – Still ongoing Wendy will chase this up - **Action WM**

Website is still be looked into – **Action WM**

## 10. Action for Children

Wendy confirmed that for the last tax year the Recreation Ground received £5200.00 in rent Excl. Vat and £2560.00 Excl. Vat in additional hire. This is a big chunk of the income received and the committee needed to actively look at replacing this income when Action for Children vacated the Pavilion

M Dolling will update us when information is received. – **Action MD**

## 11. Ground Maintenance.

An email has been received from St Giles about the condition of the cricket square. Barry felt that this was not down to Keith but Willmott's who done the end of season groundwork. Barry confirmed that he thought they had not done a very good job. Barry confirmed that Scott Hawkins was involved in the new Grounds maintenance Contract and was done to his specifications.

Reseeding – it was agreed that the area between the outfield and the football pitch could be reseeded at a cost £200 this will be done in the next few weeks once there are no more football matches. This has not been done and Richard will speak to Keith about this – **Action RFH**

Football Kick about area – when the portable goal posts have arrived the existing goal posts will be moved to this area along with the matting being replaced, the cost of this will be approx. £200. The committee agreed this. – **Action RFH**

Smile Park Surface – this has not been done yet, Richard will liaise with Keith to get this done – **Action RFH**

## **12. AOB**

Barry has had an enquiry regarding the Recreation Ground being used for a Hot Air Balloon to be launched. Wendy will make contact and gather more information – **Action WM**

Keith mentioned that he would like to see the Recreation ground become more family orientated with a village green effect. He suggested that mature trees could be planted on the bank for shade and he thought that the Town Council could be approached to see if CIL money could be used. The committee thought that this was a good idea and Keith and Richard will get some more information regarding this – **Action KH, RFH**

It was suggested that a drinks/ food vendor (van) could be found for the recreation ground – **Action All committee members**

**Meeting closed at 21.07**

**Date of next Meeting – 11<sup>th</sup> June 2019, Council Chambers, 19.00pm**

**AYLSHAM RECREATION GROUND COMMITTEE  
MINUTES OF MEETING HELD  
11<sup>th</sup> June 2019**

**Present**

Keith Hilton, Barry Lancaster, Eileen Springall, Heather Morton, Anita Godden, Barry Godden, Chris Deller, Francis Dodd

Katherine Tulley – Tennis representative  
Wendy Murphy – Finance Officer/Secretary  
Richard Forest Hill – Recreation Ground Manager

**1. Apologies and Welcome**

Apologies were received from R Moore and D Curtis

**2. Minutes of the previous meeting**

The minutes of 14<sup>th</sup> May 2019 have been circulated and were agreed as a true record.

**3. Matters Arising**

Wendy confirmed that the Employers Liability was already included in the Recreation Grounds Insurance so there would be no further costs

**4. Ground Maintenance**

An email was received from Jerry Cocks regarding the cricket square not being prepared for their forthcoming Cricket Match. Keith Edwards had gone on holiday and left his brother to prepare this which had not happened. Richard and Keith Hilton tried to contact Keith as they had been told he was back from holiday on the Thursday which was not correct and did not return until the Friday. They both met Keith Edwards at the Recreation ground Saturday morning and the square was prepared in time. Keith Hilton, Richard and Eileen are to meet with Keith Edwards to discuss his Contract in detail and make sure that work is carried out correctly. – **Action KH,RFH,ES**

The Cricket club have received 2 quotes for preparing the end of season work and looking after the cricket square.

TH Groundcare: end of season £1500.00 and Cricket Pitch Maintenance including outfield £3500.00

Sports Turf First: end of season and cricket pitch maintenance £5250.00 (this does not include the outfield).

It was discussed and the committee confirmed that they would need to have a discussion with Keith as the cricket pitch preparation and outfield is included in his contract for the next three years and there is no break clause in this. It was confirmed that this season would have to continue as per Keith Edwards contract. – **Action KH,RFH,ES**

Chris Deller asked if there was any monies left over from the amount given to them for last 3 years for the end of season preparation – Barry confirmed that there was not as the committee had funded power supply to the nets with no charge to the Cricket club.

**5. Financial Reports**

Wendy distributed the finances and confirmed that the reconciled balance as at 31/05/2019 was £48,996.01. Purchase orders outstanding were £1,942.80 and Hirers invoices due for payment was £164.00. There is also invoices that have not come through the bank account £2,976.84 so the true balance is £44,240.37

It was agreed that the committee should pay Wendy 4 hours a week for her time as officer/secretary in addition to the amount that is paid to the Town Council for the role as Finance Officer. This will be discussed with Sue Lake as the best way to do this but it was preferred that Wendy could be on the payroll for the Recreation Ground and paid in the same way that Richard is. Barry proposed this and Eileen 2<sup>nd</sup> and all in favour.

It was agreed that the money given to the bowls club would be given throughout the financial year and £1000 should be given to them in June – **Action WM**

## **6. Storage Unit and Scoreboard**

Building Control has been approved with conditions which Barry is going to discuss with CNC – **Action BL**

A new quote has been received from Norfolk Steel for £31,873.00 + VAT, this has increased by £9,000 partly because of the extra outside PA doors. A suggestion has been made that this should be reduced and an internal corridor be made with doors leading to storage compartment. Barry to contact Jonathan Raven at Norfolk steel to discuss further – **Action BL**

## **7. Recreation Ground Manager.**

There was a few queries regarding Richards's contract and these were discussed – Richard will come into the office and sign the contract in the next few days – **Action RFH, KH, WM**

## **8. Corporate Identity for the Recreation Ground**

Wendy is still looking into this – Aylsham High School has exams at the moment and she will speak to then again towards the end of June

## **9. Action for Children**

No update as Michael was not at the meeting

## **10. Recreation Ground Managers Report**

Football kick about area has been completed

Smile park surface is in the process of being repaired

Skate Park rivets have been repaired and Richard mentioned that a mattress had been set fire at the skate park and this had been reported to the High School and the police, he was waiting for an update.

Tree planting and family area – Richard has done a costing on this and it will cost approx. £2,500 - £2,800 per tree plus the cost of planting – it was agreed that fundraising and grants would need to be obtained to fund this.

Tennis court – this has been completed and Wendy confirmed that the inspection of the court would not take place until early next year. She will get in contact with Clearcourt for some Red paint for the Tennis committee/Richard to paint onto the courts.

Keith confirmed that the lids on the bins have been vandalised and broken off, Richard and Keith will look at seeing what can be done to sort this.

## 11. AOB

**Hot Air Balloon** – It was discussed that the committee will Agree to this on a trial basis Wendy to liaise with them to discuss times, dates and prices – proposed Barry and 2<sup>nd</sup> Eileen. 6 people agreed this and 2 against – **Action WM**

**Drinks/food Vendor** – Wendy has sent an email to Whippy Nicks and is waiting for a reply as he has made an enquiry about using the Recreation ground. Wendy will find out more information to see if he is able to do tea and coffee – **Action WM**

**Office Space Rental** - Wendy has had an enquiry from Dandelion Nursery requiring office space for 21/2 days per week, they would only require half of the office space so it was mentioned that the office could be used as a hot desk area. They require an office space as soon as possible so in the meantime they will be using the Council chambers. This will be discussed when Michael is at the next meeting.

Wendy has also had an enquiry from a café currently in the market place and she will be showing them around the pavilion in the next few days.

**Risk Assessment** – there has been an enquiry for the cricket club for a copy of the Risk assessment that has been done at the Pavilion and outside areas – Wendy will look into this and see if one has been done. – **Action WM**

Keith Hilton would like there to be a Recreation Ground representative on the Town Council events committee and it was agreed the Richard would do this.

Keith confirmed that there had been a 5k run organised and that there would be money donated to local charities – Wendy will find out if the Recreation ground would be considered for this as it was used for part of the run. – **Action WM**

Francis confirmed that there was still a gap in the hedge and rubbish behind their toilets – Richard will take a look at this – **Action RFH**

Katherine confirmed that there were still gaps in the hedging behind the tennis courts, Richard will look at this as well – **Action RFH**

Meeting closed at 20.55

Date of next Meeting – 9<sup>th</sup> July 2019, Pavilion, Recreation Ground, 19.00pm

Agenda Item 17c

**Aylsham Recreation Ground Committee**  
c/o Aylsham Town Council The Town Hall, Market Place,  
Aylsham NR11 6EL

Sue Lake  
Town Clerk

7<sup>th</sup> June 2019

Dear

*Sue*,

**Project - Tree Planting and Family Picnic area**

As you are aware over the past two years the committee have endeavoured to promote and increase the use of the recreation ground by the community while continuing to support the groups already there.

The provision of a petanque terrain, picnic benches and the outdoor gym equipment are examples of this.

A total of £17,000 has been spent on these projects, with £12,000 being raised by the committee through grants from TESCO, The Big Lottery Fund Community Fund, The Geoffrey Watling Charity, The Aylsham Show, and the Norfolk Community Foundation.

The next project that the committee are considering will not only, in my opinion, improve the overall appearance of the recreation ground but further our aim of encouraging a more general use as a recreational space, not just for those taking part in the sports or activities currently available.

TI1e vision is to plant a number of mature trees along the top of the bank outside the cricket boundary and football pitch, and provide more seating and picnic benches. This we feel would improve the overall appearance of the recreation ground and the trees would give shade, of which there is very little at the moment which in turn would we hope would encourage the community to just sit and enjoy the space or watch the activities that are taking place on what is an incredible asset to the town.

It was interesting to read the support from the community that they placed on the provision and enhancement (notes 6.68 [p.40] and 6.82 [p44]) of open and recreational spaces in the recently published Aylsham Neighbourhood Plan.

We appreciate we would have to raise funds for this project but would like to ask if the Town Council would, in principle, be prepared to consider committing CIL funds to a project of this nature?

We are currently seeking professional advice on the feasibility and cost implications of this project. If the council is able to offer advice or information on funding streams for this type of project that would be greatly appreciated.

The committee are also of the opinion that much more use can be made of the recreation ground by encouraging local voluntary and charitable organisations to use it for events and fund raising activities. This is an aspect that we will be asking Richard Forrest-Hill our recently appointed Recreation Ground Manager to promote and liaise with the Town Council Events Committee.

Agenda Item 18

**Aylsham Town Council**

**Action Plan for 2019/20**

Each year in the autumn the Town Council starts to prepare its budget for the next financial year. This budget together with the Town Council Business Plan allows the Town Council to deliver their Action Plan for the year's activities. Details of this Action Plan are listed below. The budget and Business Plan are available on the Town Council website.

## **Outstanding Actions 2017/18 – Priority for 2019/20**

| Action   | Target Month for completion |
|--|-----------------------------|
| • Street Light replacement to undertake meetings with residents to discuss the proposals         | Summer 2019                 |
| • Obtain any planning permission or conservation area agreement for improvements at the staithes | July 2019                   |
| • To create picnic area at the Staithes  | Autumn 2019                 |

## **Outstanding Actions 2018/19 – Priority for 2019/20**

| Action  | Target Month for completion |
|---|-----------------------------|
| • Improvements to the Town Hall                               | November 2019               |
| • Street Light replacement programme and maintenance contract | March 2020                  |
| • Upgrade the Telephone Box                                   | July 2019                   |

## **New Actions 2019/20**

- To organise 2019 Street Party
- To hold the initial Music Festival in the Recreation Ground
- To completely re-work Health and Safety and Risk Assessment Procedures
- To complete the improvement works at the Drill Hall
- To hold a referendum on the Neighbourhood Plan
- To agree, with input from residents, future plans for the Paupers Graveyard
- To complete the path at the Woodgate Allotments
- To audit the graves and grave spaces at the cemetery
- To update the website or migrate to a new site
- To obtain a planting licence for the Burgh Road roundabout, agree a scheme and implement
- Resolve the situation of land ownership at Sapwell Close

- Organise the process for 'Making Tax Digital'

### **Ongoing Actions**

- To work with the Recreation Ground Committee via the established agreement
- To continue to hold and promote the general markets on Monday and Fridays
- To promote the first Saturday Farmers Market
- To work with the Christmas Lights Committee for the lights switch on event
- To continue the Town council Information Point at the Farmers Market
- To continue with litter pick events
- Consideration and response to consultations on issues specifically affecting the town now and, in the future,
- Respond to all planning consultations

Agreed by Aylsham Town Council – June 2019

## Agenda Item 19a

We at the Bure Valley Railway have been receiving a number of complaints from both organisations and individuals regarding the condition of The Bure Valley path and the associated access points / steps.

We had previously reached agreement with Broadland District Council to take over responsibility for the path and we had been monitoring the state of the path and financing additional maintenance work.

The agreement has now been withdrawn by the Council whilst they explore alternatives.

As a consequence, the railway is no longer monitoring or financing any additional works.

We are seeing a sharp increase in the number of complaints about the state of the path and related access points being directed to the railway company, in some cases by Parish councils along the route.

The path is a permissive path and cycleway and is owned by and all maintenance is the responsibility of Broadland District Council.

Please can we ask that is any of your members or parishioners contact you about the state of the path that you direct them to Broadland District Council

Andrew Barnes  
Managing Director  
Bure Valley Railway (1991) Limited  
Tel 01263 733858

Apologies for troubling you again, however I should advise that the railway company have been reporting any serious defects with the path to Broadland District Council.

Sadly we have received a response that unless we supply photographs they are unable to take any action.

In view of this you may wish to advise any complainants to take photographs, although I would suspect many may not readily have the means to do so.

Our track inspection walkers will take pictures where defects come to their attention, but their primary concern is the railway.

On this note we should also advise that we are receiving complaints about the fencing along the path between the path and the railway. This is also the responsibility of Broadland District Council both contractually and under statute, sadly they are not undertaking any repairs.

We have now filed a formal complaint about this to Broadland District Council.

Andrew Barnes  
Managing Director  
Bure Valley Railway (1991) Limited  
Tel 01263 733858

## Agenda Item 19b

**TO Parish Councils call for joint approach**

### **Concerns about increased traffic and noise on the B1145**

Residents of all the parishes and towns on the B1145 are likely to share the concerns of Billingford about the increase and speed of traffic along this route and have used various actions such as speed checks and signs.

Despite a lot of voluntary time expended there is more to be done.

We would like to join with yourselves in making a combined approach to Norfolk Highways and Police for actions such as general speed limits and avoidance of too much through traffic, to reduce this disturbance which particularly affects residents on the B1145 itself.

In addition to our individual actions a combined approach from representatives of the several thousand residents along this routes exerts more pressure on the authorities.

We suggest a meeting of PC representatives here in Billingford to form a joint approach, during the week beginning June 3rd.

#### **Dear Colleagues**

A meeting on the above for community representatives from Aylsham, Cawston, Reepham, Bawdeswell, North Elmham, Mileham, Litcham and Gayton has now been arranged for Wednesday June 19th 7.30 pm at Billingford Hall, which is on the south side of the B1145 at the very west end of Billingford.

The aim is to work out a combined approach on what calming and through traffic limitations we want from the County Council, Highways and the Police to put at a meeting with them say next month. Hopefully we can get input from a representative of each of the above communities.

#### **We look forward to seeing you.**

**Mike Davies**

**Chairman Billingford PC**

Thank you for this invitation.

Unfortunately, Aylsham Town Council's next meeting is the same night so we will need to send our apologies. However, we would welcome any minutes from the meeting.