



**MINUTES OF THE ANNUAL MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 6th MAY 2026 at 7pm**

PRESENT:

Kay Montandon (Chair)
Tim Briscoe
Mary Evans
Jon Minns

David Anderson
Gordon Clarke
Catherine Fletcher
Mitchell Philpott

Trevor Bennett
Kevin Cunnane
Michael Goodwin
Patrick Prekopp

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk), Sue Catchpole (Broadland District Council), Mr Chris Tilley (Amerits Digital) and two members of the public.

1. To Elect Chairman of the Council for 2026/2027 and Receive Declaration of Acceptance of Office

Kay Montandon was *elected* as Chairman for the forthcoming year, after a proposal from Patrick Prekopp and a second from Mary Evans. The declaration of acceptance of office was signed.

2. To Elect vice Chairman of the Council for 2026/2027

It was *agreed* to defer this item.

3. To Receive Apologies for Absence

Apologies were received from Cheryl Bould.

4. To Receive Declarations of Interest and Grant Requests for Dispensation

None raised.

5. To Agree the Minutes of the Meetings held on 1st April 2026:

It was *agreed* to accept the Minutes of the Town Council Meeting held on 1st April 2026. The Minutes were signed as a true and accurate record by the Chairman.

6. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda

No matters raised.

7. To Receive Reports from County and District Councillors, and other Partnership Organisations

Sue Catchpole provided an update from the Norfolk Community Safety Partnership regarding scams and fraud. Literature was given to the Town Council to distribute to the community.

8. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

A member of the public raised concerns that there was no police report, and also that the set up for the meeting made it difficult to hear what councillors were saying.

9. IT Improvement Project

a) To receive update on project and presentation from IT consultant

Mr Tilley provided councillors with an update on the IT improvement project. The preparatory work had been completed for the systems migration to Microsoft 365, with the migration planned for after 4pm on 8th May. Emails will stop working at this point, and councillors and staff will not be able to access them again until they have been onboarded. As an additional security measure, multi factor authentication will be put in place. All councillors were provided with a handout to advise how the migration will occur, and what will be required of councillors and staff prior to this to enable the process to run smoothly.

b) To consider inclusion of Archives in IT improvement project

As part of the IT Improvement project, it had become apparent that the Archives Team were utilising the Town Council's network. Research had been conducted on the history of the Archives and its relationship with the Town Council, and it was noted that the Archives in their current form was set up by the Town Council in 1960, with the Clerk being the custodian and responsible for the appointment of the honorary archivist. With this information, it was **agreed** that the Archives should have the protection of the same improved IT system that the Town Council was investing in. It was **agreed** that all archive volunteers should have a basic Town Council email address and that these could be upgraded if required.

It was noted that the Archives website is provided on a goodwill basis by a member of the public.

10. To Reaffirm Trustees of the Following:

a) Cressey Henry Page Trust

It was **agreed** that the current trustees of Mary Evans, Ellie Baker, Eileen Springall and Andrew Wilton should continue.

b) Queen Elizabeth II Jubilee Trust

It was **agreed** that the current trustees of Mike Bush, Eileen Springall, Julie Boyd and Catherine Fletcher should continue.

11. Committee Governance

a) To Appoint Members to the Following Committees and Review Terms of Reference Thereof:

- i) **ACE Working Group** – It was **agreed** that Kay Montandon, Patrick Prekopp, Kevin Cunnane and Catherine Fletcher should continue on the working group. The Terms of Reference were reviewed with no changes required.

- ii) **Christmas Light Committee** – It was **agreed** that Cheryl Bould, Mitchell Philpott and Michael Goodwin should continue on this committee. The Terms of Reference were reviewed with no changes required.
- iii) **Churchyard Committee** - It was **agreed** that Kay Montandon, David Anderson, Kevin Cunnane, Mary Evans and Jon Minns should continue on this committee. The Terms of Reference were reviewed with no changes required.
- iv) **Cittaslow Committee** - It was **agreed** that Patrick Prekopp, Mary Evans, David Anderson and Kevin Cunnane should continue on this committee. Patrick Prekopp suggested a revision to the Terms of Reference, which will be considered by the committee and then brought back to council for agreement.
- v) **Events Committee** - It was **agreed** that David Anderson, Cheryl Bould, Kevin Cunnane and Patrick Prekopp should continue on this committee. The Terms of Reference were reviewed with no changes required.
- vi) **Neighbourhood Plan Working Group** - It was **agreed** that Kay Montandon, Trevor Bennett, Kevin Cunnane, Mary Evans and Patrick Prekopp should continue on the working group. The Terms of Reference were reviewed with no changes required.
- vii) **Planning Committee** - It was **agreed** that Trevor Bennett, David Anderson, Tim Briscoe, Mary Evans, Catherine Fletcher, Kay Montandon and Patrick Prekopp should continue on this committee. The Terms of Reference were reviewed with no changes required.
- viii) **Property Committee** - It was **agreed** that Trevor Bennett, David Anderson, Gordon Clarke, Kevin Cunnane, Mary Evans, Michael Goodwin, Kay Montandon and Jon Minns should continue on this committee. The Terms of Reference were reviewed and it was **agreed** to increase the membership of this committee to ‘up to 8 councillors’.
- ix) **Staffing Committee** - It was **agreed** that Kay Montandon, David Anderson, Trevor Bennett, Cheryl Bould, Mary Evans, Catherine Fletcher, Michael Goodwin, Mitchell Philpott and Pat Prekopp should continue on this committee. The Terms of Reference were reviewed with no changes required.
- x) **Visit Aylsham Working Group** - It was **agreed** that Pat Prekopp, Tim Briscoe and Mitchell Philpott should continue on the working group. The Terms of Reference were reviewed with no changes required.
- xi) **Internal Scrutineer** – It was **agreed** that Catherine Fletcher should continue in this role.

12. To Appoint Members to Represent the Town Council on the Following External Bodies

- a) **Aylsham Twinning Association** – It was **agreed** to appoint Kevin Cunnane to represent the council on this body.
- b) **Aylsham Recreation Ground Liaison** - It was **agreed** to appoint Mitchell Philpott to represent the council on this body.
- c) **Blickling Stakeholders Meeting** - It was **agreed** to appoint Patrick Prekopp to represent the council on this body.

13. Document Review. To Review:

a) Scheme of Delegation

The Scheme of Delegation was reviewed. It was **agreed** to add the custodian of the archive

and appointment of honorary archivist under delegation to the Proper Officer. This policy will be kept under review and updated when the new staffing structure is in place.

b) Aylsham Town Council Standing Orders

The Town Council's Standing Orders were reviewed and **agreed** with no amendments.

c) Aylsham Financial Regulations

The Town Council's Financial Regulations were reviewed and **agreed** with no amendments.

d) Internal Control

The Town Council's Internal Control document was reviewed. It was **agreed** to remove any reference to the Internal Control Working Group in favour of bringing all information directly to full council.

14. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. The following updates were provided:

- The Enchanted Princesses were well received at the Food and Craft market on 2nd May.
- The decision to be made on the planning application for the repair of the church wall had been delayed due to a challenge in the consultation process.
- A reminder was given to members that there was a fundraiser for the Memorial Garden in the Town Hall on 9th May.
- It was noted that the Help Hub is at ACT on 18th May.
- The Clerk was due to give a presentation to the ACT Community Breakfast on 9th June, however the breakfast is likely to be rescheduled to 2nd June, which is not convenient for the Clerk.
- It was confirmed that real time information was now installed on the bus stops on both sides of Norwich Road near Tesco. A photoshoot will be arranged with Norfolk County Council. Mitchell Philpott confirmed that there was a 'how to get here' section on the Visit Aylsham website.
- Mitchell had also given a presentation to the Community Working Together group of Aylsham Rotary, on the subject of the new Visit Aylsham website.

The Clerk's report was **noted**.

15. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including any New Proposals

Updates were provided on the following potential capital and CIL projects and were **noted**:

Bank Barn	Community Lending Library
Market Place Greening	Inclusive Play Equipment at the Recreation Ground
Information Centre	Transport Hub
Skate / Wheeled Park	Aylsham Traffic Strategy
Sports and Fitness Provisions	New Pavilion for Recreation Ground
Council Waste Management	Council Building Disability Access Audit
Resurface/Revise MUGA Car Park	Road Safety at Burgh Road – Zebra Crossing
Road safety survey – Burgh Road	Traffic lights on Burgh Road
Surfacing of Mileham Drive MUGA	Neighbourhood Plan

It was **noted** that improvements to the car park at Mileham Drive had been completed.

Trevor Bennett had received correspondence regarding Barclays Bank and a proposed business use. The Clerk will forward on details of the agent detailed on the planning application for Barclays Bank.

Members discussed the lack of availability of community building space, with many buildings being at capacity. It was **agreed** to add additional community building space to the list.

16. Highways

a) To receive update on the Transport Hub and consider additional funding for extra works on the planning application

It was reported that the planning officer had requested further information on the planning application, resulting in extra consultant costs. It was **agreed** that £2,000 should be transferred from CIL to the transport hub project to support this additional work.

The Town Council's Grounds and Open Spaces officer had created a landscaping plan for the application.

The Clerk reported that the matter of biodiversity net gain had not yet been resolved. It was noted that the area on which the transport hub will stand was previously agricultural land and not brownfield, the latter of which can house significant biodiversity.

b) To receive report from Transport Group meeting and consider further actions.

Kay Montandon reported that Community Speed Watch will start up shortly and monitor traffic every three weeks. Two new sites, on Henry Page Road and Norwich Road, have been agreed with the police.

Chris Tilley has completed a renaming list for the bus stops.

A request has been made for the double yellow lines in the Market Place to be extended to the church gate, to prevent access to the church becoming blocked. Kay Montandon will make enquiries of highways.

The survey of users of the Buttlands car park is in progress. It was suggested that Broadland Council could improve some of the signage at Burgh Road car park.

c) To receive notification of aged Memorial Bench Project and Review Project

The Town Council has been contacted by a parishioner who had instigated a memorial bench installation with the Town Council. The location of the bench had been agreed with highways on Cawston Road, near the junction of Mill Pightle. Further work is required on whether the prices for benches are still relevant, and whether the donation is viable. The policy review will be deferred until the next meeting when further information has been received.

It was agreed to waive Standing Order 17n to allow the meeting to extend over 2 hours

17. Finance

a) To receive bank Reconciliation to 28th April 2026

The bank reconciliation was *noted*.

b) To receive year to date payments and receipts against budget

The budget document was *noted*. Further work will be conducted to see if Scribe can provide a cash flow report.

c) To agree the detailed payments 25th March 2026 to 28th April 2026

The payments were *agreed*.

d) To agree the detailed receipts from 25th March 2026 to 28th April 2026

The receipts were *agreed*.

e) To note the schedule of reserves

The level of reserves were *noted*.

f) To receive confirmation of the Town Council 's Insurance Cover for all Insurance Risks (pursuant to Financial Regulations)

Members received a report detailing the insurance cover for the council. This was *noted*.

g) To Review Banking Arrangements

The Town Council 's banking arrangements were reviewed as follows:

It was *agreed* to remove the former finance officer and add the deputy clerk, when the post is filled, for all accounts.

Redwood Bank – It was *agreed* to add Gordon Clarke and Mitchell Philpott to the mandate.

Shawbrook Bank – The current signatories are Trevor Bennett, Mary Evans, Kay Montandon and the Clerk. The Clerk advised that this account is receiving a poor rate of interest since the 1 year fixed bond matured. The Clerk will bring further information on a new 1-year bond to the next meeting.

CCLA - The current signatories are the office manager, the Clerk, Kay Montandon and Cheryl Bould.

Barclays - It was *agreed* to add Michael Goodwin and Mitchell Philpott to the mandate.

The Clerk will review the Barclaycard access and bring back to Council.

18. Social Media Responses

a) To consider how responses should be made on social media to correct postings

It was noted that sometimes social media posts contain incorrect information about the Town Council and its decisions. The Town Council's social media policy will be reviewed and brought back to council for consideration.

19. Committee Reports

a) Aylsham Climate Emergency

i) To receive the minutes of the meeting of 8th April 2026 and adopt decisions made.

The minutes of the meeting of 8th April 2026 were *received*.

ii) To consider extension of blister pack project to include stationery and dental products

A project proposal had been put forward for the extension of the blister pack recycling project, to include stationery items and dental products, with a £500 budget. This project was *agreed*.

iii) To consider project for PEB Film Screening

A project proposal had been put forward for the showing of the People's Emergency Briefing, with a budget of £60 to cover advertising and refreshments. This project was **agreed**.

iv) To ratify projects for Green Infrastructure Funding

Four projects had been put forward to Broadland Council for funding from Section 106 funds, in time for the deadline of the end of April 2026. These projects were:

- 1) Nest Places for Swifts (£1,913.00)
- 2) Wildflower Creation Areas (£1,223.65)
- 3) Improvement of Old Station Yard and other Open Spaces to Benefit Nature (£698.00)
- 4) Hedge Planting at Mileham Drive Multi Use Games Area (£2,096.06)

These projects were **ratified**, subject to the accommodation of the proposed memorial bench on Cawston Road (Mill Pightle junction). It was noted that these funds are in addition to the £5,000 green infrastructure funding for the nature trail.

b) Cittaslow Committee

i) To note the Minutes of the committee meeting of 28th April 2026

The minutes of the Cittaslow committee of 28th April 2026 had been circulated and were **noted**.

c) Planning Committee

i) To note the Minutes of the committee meeting on 9th April 2026

The minutes of the Planning Committee meeting of 9th April 2026 had been circulated and were **noted**.

d) Visit Aylsham

i) To receive the Minutes of the Visit Aylsham Working Group 8th April 2026

The minutes of 8th April 2026 had been circulated and were **received**.

e) Churchyard Committee

i) To note the minutes of the committee meeting held on 20th April 2026

The minutes of 20th April 2026 had been circulated and were **noted**. The application for the ward members' grant for the bench in the proposed Memorial Garden needs to be put together.

f) Property Committee

ii) To note the minutes of the committee meeting held on 28th April 2026

The minutes of 28th April 2026 had been circulated and were **noted**.

g) Events Committee

i) To note the minutes of the committee meeting of the 15th April 2026

The minutes of the events committee meeting of 15th April 2026 had been circulated and were **noted**.

h) Neighbourhood Planning

i) To receive the Minutes of the Neighbourhood Plan Working Group of 23rd April 2026 and Approve Decisions

The minutes of the meeting of the working group on 23rd April had been circulated and were **received**.

20. To Note Items for Information or Future Agendas

- Land to the west of Mileham Drive – ownership and potential uses.
- Play area resurfacing at Mileham Drive
- Plaques for Happy to Chat bench

- Shawbrook Bank bond.
- Election of Vice Chairman
- Annual Accounts and Governance Review

21. Meetings

a) To agree agenda for the Annual Town Meeting

Whilst the meeting is called by the Chairman, the agenda was **agreed** by the council as a matter of courtesy.

b) To agree 2026/2027 full council ordinary meeting dates

The dates for the ordinary meetings of the full council were **agreed** as every first Wednesday of the month.

c) To confirm the date of the next ordinary meeting as Wednesday 3rd June 2026

This was **agreed**.

22. Closure of the Meeting to the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of items 23 and 24 due to the confidential nature of the business to be transacted.

The meeting was closed to the press and public

23. Staffing

a) To note correspondence received on 17th April 2026

This correspondence was circulated and **noted**.

b) To agree response to correspondence sent to councillors on 16th April 2026

A draft response had been circulated. This was **agreed** subject to proof reading for typographical errors and a review by CHRGS.

c) To agree whether Comms Officer role should be employed or contracted.

Further information had been provided to members about the Comms Officer role which necessitated further consideration as to whether the position should be employed or contracted. After this further information has been received, it was **agreed** that it would be of best value to the council to offer position as an employee of the council.

24. To Consider Proposal for Additional Town Parking

The proposal has been circulated to members. It was agreed to do further work to enable a trial period. Patrick Prekopp will take this forwards.

The meeting was reopened to the press and public

The meeting closed at 10.10pm

_____ Signed _____ Date

Item 8

Clerk's Report for the Meeting of 3rd June 2026

<u>ITEM</u>	<u>COMMENTS</u>
Town Hall	<p>Action points from Fire Risk Assessment seen by Property Committee. Clerk and Maintenance manager to action</p> <p>Contractor appointed for dilapidation report / future programme of repairs. Quotes received for window replacement. One contractor suggests that double glazing could be possible. The opinion of the Heritage Officer has been sought. Boiler quotes being revisited – will need to go to sealed tender. Opinion of Heritage Officer has been sought, as allowable position of flue will determine specification.</p> <p>Roof repairs commenced to the south of the town hall. Further issues have been revealed as work has gone on. To be discussed by property committee on 2nd June.</p> <p>Sanitary bins upgraded to unisex version so that incontinence products can be placed in there. To also be placed in men's cubicle</p>
23 Market Place	<p>Roof slate replaced but other areas where tiles have slipped require further works. A quote has been requested. Condition of whole roof raised as a concern. Contractor appointed for dilapidation report / future programme of repairs. Contractor appointed for lease review</p>
Cemetery Cottage	<p>Contractor appointed for dilapidation report / future programme of repairs. This in the property that the contractor will start with</p>
Cemetery	<p>Concerns raised over the number of informal edgings that have been installed around graves. To be addressed. Burial procedures to be reviewed.</p>
Cittaslow	<p>Cittaslow AGM due to be arranged. See agenda item 15c</p>
Allotments	<p>Review of arrangements for closure of Norwich Road to take place. Ensure the Secretary of State has signed off.</p>
Churchyard	<p>Churchyard committee (agenda item 15e)</p> <p>Church wall detailed specification agreed and is being considered by Broadland District Council planning department. It was hoped that this would be decided by 8th May, after which the project could go out to sealed tender. However there has been a delay and the decision is now likely by 28th May.</p> <p>https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SAA8VMOQQI00</p>
Market Place	<p>No matters to report</p>
Markets	<p>All Entertainment slots have now been booked for the Food and Craft Markets. Enchanted Princesses on 2nd May very well received.</p> <p>6th June Harp Guitarist 4th July Caricaturist 1st August Singer/Acoustic Guitarist 5th September Violinist</p> <p>Several market traders have accepted payments in advance to take advantage of reduced fees.</p>

	<p>Correspondence has been sent to Market Traders about:</p> <ul style="list-style-type: none"> • New email address markets@aylsham-tc.gov.uk being monitored by multiple staff members. • New staff member recruited to support the markets • Visit Aylsham website – encourage market traders to send a blog about their stall • Potential projects of a bank hub and extended wifi
Jannys Close Community Garden	Historical information to be sought to enable land registration
Staithe	No matters to report
"Little Staithe"	No matters to report
Highways	<p>Highways engineer contacted for a possible grit bin on Buxton Road. Consultation response sent regarding speed limit reduction on section of A140. Collapsed gullies on Penfold Street have been marked out by Highways for repair, however works done are negligible and the gullies remain badly silted. Suggested that there will be resurfacing works to Red Lion Street and Penfold Street. To speak with Norfolk County Council to try to get resurfacing done with materials that would suit the Town Council's Traffic strategy.</p>
Paupers Graveyard	No matters to report
Norfolk Homes large area off Mileham Drive	<p>Maintenance team to action matters identified in RoSPA report. To prioritise safety matting repairs. Barrier installed in car park area. Green infrastructure project in place approved</p>
Recreation Ground	There remains a problem with transferring the electricity contract for the pavilion to the Recreation Ground committee.
St Michael's Way	Maintenance team to action matters identified in RoSPA report.
Car Parks	SORN'd / no MOT Van back in Buttlands after being asked to move by Broadland District Council last year. Advised Broadland District Council. Will remove
Street Lighting	<p>Resolution of reconnection of lights on Sir Williams Lane is still ongoing. Faulty street light on the junction of Penfold Street and Church Terrace reported. Column is iron and in an extensive condition of decay and is likely to require a full replacement. Clerk to enquire of contractor why this wasn't picked up as part of contractual visual inspections. Street lighting contract comes to and end in September. New tender to be spec'd</p>
Public Toilets	Sanitary bins upgraded to unisex version so that incontinence products can be placed in there. To also be placed in men's cubicle
COMMA/Archives	Archives are now officially on the Aylsham Town Council network

Litter & Dog Waste Bins	No matters to reports
Bus Shelters	Gold standard shelter outside Tesco. Real time information now in place. Application for new Bus shelter on Gashouse Hill was successful in receiving 80% funding. PO now received – clerk to chase for groundworks to be completed. Application for new Bus shelter on Norwich Road, outside Market surgery was successful in receiving 80% funding. PO received – clerk to place order. New bus stops along Banningham Road to support the industrial estate have been agreed by Norfolk County Council.
Pump	No matters to report
Pillboxes	To review land registry for Norwich Road Pill box.
War Memorial	No matters to report
Drill Hall	Clerk and Maintenance manager to action items from Fire Risk Assessment Contractor appointed for dilapidation report / future programme of repairs. New licenses agreed by Property committee. Sanitary bins upgraded to unisex version so that incontinence products can be placed in there.
SAM2 and Community Speed Watch	New SAM3 sign has been received. Norfolk County Council will settle invoice as 50% from Parish partnership and 50% from ward members grant.
Vehicles	Tyres replaces on van free of charge, after recall
IT Project	Agenda item 10
Councillor Chats	To be arranged
Other Matters	Successful recruitment for Deputy Clerk & maintenance positions. Currently recruiting for Comms (closing date 1 st June)
Future Meetings	1 st June – 7pm - Aylsham Climate Emergency (ACE) 11 th June – 10am – Planning Committee (Lidl application to be discussed) 16 th June – 11am - Cittaslow Committee 17 th June – 2pm – Events 24 th June – 7pm – Christmas Lights 29 th June – Midday - Churchyard

Meeting of Aylsham Town Council 3rd June 2026

Item 9 – Community Governance

Item a - To Consider a formal group to develop an Aylsham 10 year Development Plan, to incorporate 10 year traffic planning

Proposer – Gordon Clarke

The current structure of the Transport Group puts it as a working sub group of ACE. Much of work that the Transport Group is now doing seems to have a wider remit than just ACE and impacts the transport strategy within the whole town. An agenda item tends to be added to the full council agenda to reflect the importance of the work being done by this group. Given this importance, councillors are being asked to consider whether a more formal structure would be befitting of this group.

Within the Traffic Group timelines were put in place for each of the 11 Projects and were then overlaid in the 10 Year Calendar, with budget costs. This highlights expenditure and income balance over time and would also inform funding requirements and possibilities

This model could be adapted to encompass the whole Town Council remit

This group could be set up as follows:

- 1) A Working Group reporting directly into the council. The working group would have no decision making powers but would be more flexible in its make up and meeting structure. This would be similar to the Visit Aylsham Group, which is working on a specific project, reporting into the Town Council. Agendas/minutes are not required (but advisable so there is clarity for all involved)
- 2) A committee. The committee would have decision making powers (and a budget if necessary) but would require more structure to the meetings. They would have to be open to the public and have agendas and minutes published.

POINT	COMMITTEE	WORKING GROUP
Status	Formal part of the council's decision-making structure	Informal advisory group unless formally given a different role
Decision-making	Can make decisions if the council has delegated powers to it	Usually cannot make decisions; it investigates, develops ideas, and reports back
Meetings	Subject to formal meeting rules: agenda, summons, minutes, public access, notice requirements	Not usually subject to the same statutory public meeting rules, because it is not making council decisions
Membership	Normally councillors, though non-councillors may sometimes be co-opted depending on the committee type and voting rules	Can include councillors, officers, residents, experts or stakeholders
Use case	Ongoing council functions: finance, planning, staffing, amenities, governance	Short-term or task-based work: reviewing a policy, scoping a project, gathering options
Output	Decisions, recommendations, minutes	Notes, findings, recommendations, draft proposals
Accountability	Directly accountable through formal reporting and minutes	Accountable through the parent committee or full council receiving its report

Could councillors please consider whether they would like to create a 10 year plan, incorporating the traffic plans, and if so how they would envisage the structure.

Item b To Consider Amendment to Terms of Reference for the Cittaslow Committee

The Cittaslow Committee has requested the following amendment to their Terms of Reference:

Para 2 – the aims of the Cittaslow Committee

*The aim is to encourage the culture of good living **and wellbeing** through active citizenship to improve the quality of life in the town.*

(item in red to be added)

Meeting of Aylsham Town Council - 3rd June 2026

Item 10 – IT Improvement Project

Item a - To Receive update on IT Improvement Project

The IT Improvement Project continues to run successfully. Staff are getting used to the new shared inbox system and using calendars and teams.

The intouch email system is running in tandem with the new 365 system. As there does not appear to be any loss of data from the transition on 9th May, it is proposed that the intouch email system is turned off from 9th June. Could councillors please confirm that they are happy with this?

The project is now moving to the physical network. The wifi has been upgrading the town hall, so all users now have access to a better signal. The staff are to meet with the IT consultant w/c 1st June to determine the best location for the new server, in terms of accessibility and security. The telephone system also requires review.

b) To agree to what extent external e-mail should be notified to councillors

As part of the new email system, warnings are currently in place for unusual emails. The warnings which advise members that 'you don't often get email from.....' will disappear when email is received on a regular basis from a correspondent. It is possible to put certain domains on a 'safe list'. This could include southnorfolkandbroadland.gov.uk and Norfolk.gov.uk

There is also a warning message about emails that come to members from people outside of the Town Council. Concerns have been raised about this message and its necessity. It can become tedious, and there is an argument that people become 'sign-blind' due to seeing it with such regularity.

It is in place to alert members to 'phishing' emails, such as the ones that often purport to be from the Chairman requesting a confidential discussion and then requesting the purchase of Amazon vouchers etc.

These external alerts can be turned off, but a council decision is required.

c) To consider addition of Digital Signage as part of project

Please see appended paper with regards to possibility to extend the project to improve local promotion and improved visitor experience.

Aylsham Town Hall Digital Signage

Chris Tilley | Tuesday, 19 May 2026

The purpose of this document is to propose the instatement of a digital signage solution within Aylsham Town Hall.

A Digital Signage system is a computer program that facilitates the display, management, design and scheduling of stills, audio and video multimedia assets that are used provide visual branding and marketing messages to passers-by of the screen.

The system provides a PowerPoint-like canvas onto which managing user(s) create and edit an infinite number of screens (or screen sequences) on which promotional materials can be shown.

Through the creation of campaigns and the use of schedules, screens can be displayed at certain times of the day/week/month/year as needed: From the trivial – such as saying “goodnight Aylsham” before the system shutdown for the night or setting a welcome message to automatically appear to greet visitors of a regularly scheduled town hall booking - through to running targeted campaigns which know when the event that they are publicising has been held.

A generic, yes expandable set of slides could be shown at other times, including a rotation of council events and committee meeting schedules intermixed with posters and event schedules for Town Council venue booking customers. Other events and information pertaining to local services in and around the town such as the Aylsham Picture House schedule or the promotion of Visit Aylsham.

The system will be able to display and promote web pages, images, videos, live web data, bus schedules and travel info, in sequences, or on schedules as required by the council.

It is also possible to display emergency alert information, news and data feeds from online sources, as well as live weather information (subject to sub-licensing and potentially additional costs).

The system could also be viewed as revenue generating through the sale of promotional slots alongside event bookings (e.g. £5 per-week to have your pre-approved event poster displayed) or even on a pure commercial basis (i.e. local business advertising).

It is proposed that the signage system be managed as part of the job description of the new **Communications Manager**. No technical expertise will be needed beyond basic Canva/PowerPoint design skills along with a desire to learn the system. All staff interactions will occur via a web browser interface using drag and drop editing. It will not be necessary for staff to physically touch the screen(s) or screen driving computer(s) as it will be manageable from any Town Hall office PC.

The proposal is for the implementation of a pilot for which this paper requests approval and funding. Additional ideas for future expansion are presented but funding is not requested for such works.

Pilot

The proposal will:

1. Make use of the existing screen situated in the lobby of the Town Hall.

Screen connectivity will be upgraded as it is not currently compatible with modern standards. To minimise cost this can be restricted to the use of cable adapters for the pilot.

2. Server software necessary to run the digital signage project will be installed to act as a central hub for this and any other future digital signage displays. The server software can run hundreds of displays, each with separate content if desired.

The extant Town Council owned server (soon to be decommissioned as part of the Microsoft 365 migration) is adequate for the needs of this service over the short to mid-term. The service can be migrated to commercial cloud hosting at any point to ensure continuity without new capital expenditure if the service is deemed to be a success.

The server software itself is open source and the pilot program (as well as any later business as usual operation of the service) can operate without any licensing expenditure. Licensing expenditure is currently only required for more advanced cloud functionality/hosting or to use non-Microsoft Windows display clients. Expenditure will be limited to the consultancy time needed to repurpose the server, the installation of prerequisites necessary to run the software and the installation and configuration of the display signage software itself.

3. A client PC will be needed to act as a screen driver. The computer will need to be installed and secured as part of the Microsoft 365 service and be appropriately installed & configured. With the recent upgrade of all staff IT, there are sufficiently specified hand-me-down devices available to act as a screen driver for 3-5 years. No expenditure will be required beyond consultancy time to create a reusable Microsoft 365 client image.

Finally, if the initial pilot is deemed to be successful, formal training will need to be provided for any interested member of staff. Funding is not requested for the initial proving and testing of the pilot but can be added at any time.

Costs

The following table outlines the costs for implementing the pilot through the reuse of server and client PC hardware already owned by the Town Council. All costs are shown ex. VAT.

Item	Cost
Cabling to modernising connectivity to the existing screen	£45.00
Server installation and configuration (for unlimited screens)	£500.00
Client installation, configuration and creation of a reusable Microsoft 365 Intune profile for Digital Signage Displays (reusable for unlimited Windows screen drivers)	£350.00
Server Hardware	£0.00
Client PC Hardware	£0.00
Total	£895.00

Potential Expansion

An expansion of the project would introduce additional physical screens within the Aylsham Town Council estate. This could include (but is not limited to):

- Inside the Town Hall: for use during public open events such as during the Country Market
- Inside the heritage centre in its role as a Tourist Information point
- Inside the Drill Hall lobby to catch bank customers and users of the Drill Hall
- The exterior of the Town Hall (subject to planning approval), replacing or extending analogue noticeboards while opening opportunities for more dynamic messaging (see mock-up below)
- Inside local tourist attractions and businesses who are willing to host a display board



Mock-up of signage outside Aylsham Town Hall showing an Aylsham Picture House poster

Long-term Expansion - Totems

A totem display would take the digital signage out and away from buildings and out into the town itself.

Starting in the Market Place - and subject to planning - it is conceivable for permission to be granted to permit street signage in a “totem” form. These are common place in shopping centres and larger cities. Totems could be placed at strategic points around the town and be automatically set to turn off at (say) 10:30pm so as to minimise light pollution, save power and not annoy residents. Two such examples are shown overleaf.

Faye Lebon

From: Mary Evans
Sent: 28 May 2026 14:49
To: Faye Lebon
Subject: Re: Cressey Henry Page

Hi Faye

Thanks for your reply to the query on behalf of the Trust and for placing it on the agenda for the June meeting.

It does not seem that the Trust has ever really been part of the Town Council although acknowledged and supported in the past.

It will be interesting to have the Council discuss the matter as the charity has traditionally provided support for small items which might be urgently needed.

Mary

From: Faye Lebon <faye.lebon@aylsham-tc.gov.uk>
Sent: 28 May 2026 14:31
To: Mary Evans <mary.evans@aylsham-tc.gov.uk>
Subject: RE: Cressey Henry Page

Hello Mary,

I will put this on the Town Council agenda for June. My initial thoughts are:

1. With the exception of the requirement for trustees to be past or serving members of the Town Council, there is no affiliation with the Town Council. They are two are separate legal entities and the Town Council has always declared on its AGAR that it is not responsible for any trust funds.
2. An email address would have to be agreed by the council and with our IT contractor as it would be giving someone external to the council access to our systems and network. Again, it would have to be a Town Council decision as to what external bodies appear on our website.
3. The Town Council will decide upon the 2027/2028 budget in December/January so I cannot commit to this at this point.

Kind Regards

Faye

Faye LeBon
Clerk to Aylsham Town Council
Town Hall, Market Place

Proud to be a Cittaslow Town
www.aylsham-tc.gov.uk

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From: Mary Evans <mary.evans@aylsham-tc.gov.uk>
Sent: 26 May 2026 09:16
To: Faye Lebon <faye.lebon@aylsham-tc.gov.uk>
Subject: Cressey Henry Page

Hi Faye

Following a meeting of the CHP Charitable Trust at the end of last week, I have been asked to contact you as Town Clerk in order to clarify the current position of the Charity in relation to the Town Council:

- Is the CHP Charitable Trust officially affiliated to the Town Council? It is to be noted that Trustees have to be town councillors or past councillors.
- In order for the public to apply for a donation the Trust needs a point of contact. Would it be possible to set a Town Council email for anyone wishing to contact the Trust? Also, would it be possible for the Charitable Trust to appear on the TC website as the Jubilee Trust is already represented?
- As mentioned to you previously, the Town Council gave an annual donation from the bottle bank to the Trust until fairly recently. Could this annual donation be re-instated in the budget for 2027-28?

I would be grateful if you could reply to these queries in writing as I will need to pass on the information to the other Trustees.

Thank you
Mary

Meeting of Aylsham Town Council – 3rd June 2026

Item 12 - Capital and CIL Projects

Potential capital projects that CIL / Section 106 funds may be used for:

Recreation and Play

- a. Inclusive play equipment at the recreation ground.
- b. Skate/Wheel Park. *Clerk attended the Dereham Town Council consultation regarding their skate park upgrade. Consultant recommended visiting Activity First as a starting point (<https://www.activityfirst.org/>). Recreation Ground is also liaising with residents. See agenda item 13*
- c. New Pavillion for the Recreation Ground.
- d. Sports and Fitness Provisions.
- e. Surfacing of Mileham Drive MUGA
- f. Surfacing of Mileham Drive Play Area

Highways

- a. Transport Hub.
- b. Aylsham Traffic Strategy.
- c. Road Safety at Burgh Road – Zebra Crossing. **To be completed by Norfolk County Council Highways.**

Local Amenity

- a. Bank Barn. *Planning application now reflects the barn rather than private housing. Application has been reduced from 11 residential dwellings to 9 thus falling outside the scope of s106 obligations. The Town Council has responded to the application as follows “The Town Council notes the reduction of residential dwellings from 11 to 9, which would reduce the s106 obligations of the applicant. Should the LPA be minded to grant permission, the town council would request a condition to safeguard against piecemeal development, in that should any additional building in the control of the applicant/developer (a blue line plan has not been submitted) be converted to a C3 dwelling, this should be classed as cumulative to this application and so subject to s106 obligations as a 10+ dwelling development. This would include the storage barn and the conversion of any of the three proposed commercial units to residential use”*
No update on planning application, with the exception of an updated plan to clarify that the barn does not form part of the planning application. **Consider asking planning committee to request Ward Member calls application in for a committee decision to ensure condition against piecemeal development is put in place, this safeguarding potential s106 obligations**
- b. Community Lending Library. **See ACE – possibility of a ‘Library of Things’**
- c. Market Place Greening.
- d. Multifunction Information Centre / Community Building space
- e. Council Building Disability Access Audit. **Access to Green Room has been raised as an issue as has suitability for those with hearing impairments.**
- f. Town Council Waste Management.

Other

- a. Neighbourhood Plan (£30,000 of CIL allocation agreed, £1,614.90 spent)

Visit Aylsham group considering reapplying for a Bank Hub. Information on cash access on their website isn't accurate. Public consultation to be considered.

Meeting of Aylsham Town Council – 3rd June 2026

Item 13a - Highways

a) To receive update on Transport Hub planning application

2026/0406

The updated plans have been received and uploaded to Broadland Council's planning portal. An extension of time has been agreed to allow for a re-consultation and the planning officer to review the updated plans and responses. The new decision date is 28th June.

Grant		£10,000.00
Transfer from CIL		£1,000.00
Transfer from CIL		£2,000.00
Canhams INV033517 (Liaison with NH)	£500.00	
Canhams INV033517 (Develop design of hub)	£250.00	
Canhams INV033587 (LLFA advice)	£239.25	
Canhams INV033708 (Liaison with NH)	£250.00	
Canhams INV033708 (Develop design of hub)	£1,000.00	
Canhams INV033708 (Swept path plans)	£350.00	
Canhams INV033708 (Surface water drainage design)	£500.00	
Micro Geotechnical	£2,190.00	
Canhams INV033862 (Liaison with NH)	£500.00	
Canhams INV033862 (Initial work on Drainage Strategy)	£450.00	
Canhams INV034076 (Surface water drainage design)	£750.00	
Canhams INV034076 (Design and layout of hub)	£500.00	
Canhams INV034277 (liaison with Kingspan)	£250.00	
Canhams INV034464 (drainage strategy)	£1,000.00	
Canhams INV034703 (transport statement)	£1,250.00	
Canhams INV034703 (Surface water design)	£250.00	
Canhams INV034904 (planning application fee)	£257.40	
Canhams INV035016 (Sub station works)	£727.50	
Canhams INV035203 (tracking planning app)	£605.00	
	£11,819.15	
Bal		£1,180.85

Norfolk Homes has clarified that that the proposed substation would be owned, operated and maintained by UK Power Networks.



Guidance for Town and Parish Councils in Norfolk: *Applying for Bus Grant Funding for Bus Shelters, Seating, Cycle Parking and Lighting.*

This guidance applies to all town and parish councils within Norfolk who wish to apply for Bus Grant funding 2026/27 to –

- **Purchase a new bus shelter.**
- **Purchase a replacement bus shelter.**
- **Refurbish an existing bus shelter.**
- **Purchase seating at the bus stop e.g. public bench.**
- **Purchase cycle parking (stands) at the bus stop.**
- **Purchase lighting for an existing bus shelter.**

If your council is interested in participating in this scheme, the information below will help guide you through the application process.

Contents

- Choosing a Bus Shelter
- Selecting a Location
- Consents and Consultation
- Grant Funding
- Bus Shelter Manufacturers

Choosing a Bus Shelter

Bus shelters are available in a range of materials including wood, brick, flint, glass, and metal, or polycarbonate and metal—ensuring options to suit every community. When selecting a shelter, consider the following:

- Ease of maintenance and repair.
- Accessibility for all users.
- Visibility of approaching buses.
- Installation requirements.
- Seating provision.
- Lighting provision.
- Impact on the local landscape, including nearby properties.
- Resistance to weather and vandalism.
- Notice board provision.
- Display options for bus stop flags and timetable information.
- Necessary consents and safety requirements.
- Sustainability including environmentally friendly materials and designs.

There are several local and national suppliers available, some of whom are listed later in this document. Alternatively, a local contractor may be able to offer a bespoke solution.

Selecting a Location

Key considerations for shelter placement include:

- Must be on an existing bus route and at a designated stop.
- Sufficient space for the shelter and a boarding area for passengers.
- A level, self-draining base is required.
- Shelters should provide clear sightlines for passengers to see approaching buses.
- Must not obstruct pedestrian access or visibility.
- Shelters on private land require the landowner's permission.
- Shelters on public highways require a **Street Furniture Licence**.

Consents and Consultation

Before proceeding, you will need:

- A **site** or **desktop assessment** by a local Highway Engineer to ensure safety and suitability (an on-site meeting with contractors may be requested).
- A **Street Furniture Licence** for shelters, seating and cycle parking located on public highways.

Apply for a Street Furniture Licence here

[https://online.norfolk.gov.uk/highwaylicencesandpermits/\(S\(kozhvd20ltvls545fmcz1o45\)\)/streetfurniture/Default.aspx](https://online.norfolk.gov.uk/highwaylicencesandpermits/(S(kozhvd20ltvls545fmcz1o45))/streetfurniture/Default.aspx)

you may need:

- Planning permission and/or conservation area consent – contact your district or borough council early in the process.

We also recommend consulting:

- Your local police officer (to address concerns about anti-social behaviour).
- Residents near the proposed shelter site.
- Local bus operator(s) for insights into passenger usage and timetable display requirements.

Grant Funding

As part of the scheme, Norfolk County Council is offering funding to support the installation, upgrade or refurbishment of bus shelters, new seating, cycle parking or shelter lighting. To be eligible:

- The Parish/Town Council must contribute 20% of the total cost*.

- The Council must agree to adopt the shelter as a community asset and take responsibility for its ongoing maintenance.
- The shelter must be fully accessible and located on a current bus route.
- The project must prioritise public safety.
- Approval from a local Highway Engineer through the completion of a Street Furniture Licence.
- Planning permission and/or conservation consent must be secured, if needed.

****Contributions can also be made from NCC Local Member Funds.***

Please note: Norfolk County Council retains discretion over final allocations based on demand. There is no set limit on the number of shelters that can be funded but we want to see a spread across Norfolk so will distribute the funding countywide.


How to Apply for Grant Funding

Applications should be submitted via email to: busshelters@norfolk.gov.uk

Your application should include the following:

1. A map showing the proposed location of the shelter.
2. A **Street Furniture Licence** (if located on public highway).
3. Evidence of consultation and support from the local bus operator(s) (desirable).
4. A quotation from your chosen supplier.
5. Total project cost, including the Parish/Town Council's percentage and monetary contribution.
6. A written commitment from the Parish/Town Council to adopt the shelter as an asset and maintain it.

Deadline for applications: **31st March 2027**

For further information about the application process, contact the **Travel Development Officer**:  robert.pratt@norfolk.gov.uk

For advice on technical aspects or location-specific queries, contact your **local Highway Engineer**.

Successful applicants will be notified within 2 weeks of funding submission. Funds will be disbursed upon approval and provided via a purchase order, against which councils may invoice to recoup eligible costs. Further details will be provided on receipt of application.

NCC will require written email confirmation, and a photo of the new shelter(s) once installed. Please send both to the **Travel Development Officer** (details above).

Bus Shelter Manufacturers

Below is a list of suppliers who provide bus shelters locally and nationally. This list does **not** represent endorsement, recommendation, or approval by Norfolk County Council.

We strongly advise obtaining multiple quotes before selecting a supplier.

Abacus Sutton-in-Ashfield Nottinghamshire NG17 5FT	01623 511111 http://www.abacuslighting.com/
Able Engineering Ltd 1 Hamlin Way Hardwick Narrows Kings Lynn Norfolk PE30 4NG	01553 691870 http://www.ableengineering.co.uk/index.php
Bus Shelters Ltd Unit 60Dyffryn Business Park Llantwit Major Road Llandow Vale of Glamorgan South Wales, CF71 7PY	01446 795444 http://www.shelters.co.uk/
Garrick Outdoor Ltd Unit 4 Langley Place Burscough Industrial Estate Burscough Ormskirk L40 8JS	01772 816414 http://www.garrickoutdoor.org.uk/
Glasdon Manufacturing Ltd Industrial Estate Poulton-le-Fylde Lancashire FY6 8JW	01253 891131 http://www.glasdon.com/home.aspx?cid=2

<p>Littlethorpe of Leicester Ltd Unit 2 Lakeside Business park Pinfold Road Thurmaston Leicester LE4 8AT</p>	<p>0116 260 3777 http://www.bus-shelters.co.uk/</p>
<p>Macemain + Amstad Boyle Road Willowbrook Industrial Estate Corby Northants NN17 5XU</p>	<p>01536 401331 http://www.macemainamstad.com/</p>
<p>Polydon Polydon Park Radiance Road Doncaster South Yorkshire DN1 2TE</p>	<p>01302 327172 http://www.polydon.co.uk/index.htm</p>
<p>Queensbury Fitzherbert Road Farlington Portsmouth Hampshire PO6 1SE</p>	<p>023 9221 0052 http://www.queensbury.org/</p>
<p>SMF Parnall Road Fishponds Bristol BS16 3JD</p>	<p>0117 965 3438 http://www.smfdisplays.com/</p>
<p>Westcotec Ltd. 34 Bertie Ward Way Rash's Green Industrial Estate Dereham, Norfolk. NR19 1TE</p>	<p>T: 01362 853124 W: www.westcotec.co.uk</p>
<p>Trueform Pasadena Trading Estate Pasadina Close Hayes Middlesex UV3 3NQ</p>	<p>020 8561 4959 http://trueform.co.uk/</p>

Bauer Media Outdoor UK Ltd
(formerly Clear Channel)
33 Golden Square
London
W1

T: 02074 782 256

<https://www.clearchannel.co.uk/contact>

Title register for:

land at Aylsham (Freehold)

NK153996

Accessed on 29 May 2026 at 10:29:42

This information can change if we receive an application. This service can not tell you if HM Land Registry are dealing with an application.



This is not an official copy. It does not take into account if there's a pending application with HM Land Registry. If you need to prove property ownership, for example, for a court case, you'll need to order an official copy of the register.

Register summary

Title number	NK153996
Registered owners	NORFOLK HOMES LIMITED Weybourne Road, Sheringham, Norfolk NR26 8HF
Last sold for	No price recorded

A: Property Register

This register describes the land and estates comprised in this title.

Entry number	Entry date
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1

NORFOLK : BROADLAND

The Freehold land shown edged with red on the plan of the above Title filed at the Registry and being land at Aylsham.

The land edged and numbered 1, 2, 3, 4, 9 and 10 in blue on the filed plan has the benefit of the following rights granted by a Deed dated 24 August 1993 made between (1) Mary Winifred Gostling and Others (Grantor) (2) Phillip Henry Gostling and Roy Edward Gostling (Tenants) and (3) John Wade and Others (Grantees):-

"1. The Grantor as Beneficial Owner HEREBY GRANTS and the Tenants as beneficial owners HEREBY GRANT AND CONFIRM unto the Grantees for the benefit of the Blue Land and any land adjoining or adjacent hereto now or hereafter belonging to the Grantees FIRSTLY the right for the Grantees to enter upon the Red Land for the purpose of constructing and laying within eighty years from the date hereof (hereinafter called "the Perpetuity Period") a water course to re-align the existing water course shown by a broken green line on the Plan "A" annexed hereto the approximate position of the new water course is shown on the said plan by a broken blue line and the right thereafter to enter the Red Land for the purpose of reconstructing repairing and maintaining the same SECONDLY the right to enter upon the Red Land within the Perpetuity Period for the purpose of improving the water course between the points "A" and "B" on the said plan "A" and the right thereafter to enter the Red Land for the purpose of cleaning repairing and maintaining the same THIRDLY the right to re-align the "Mermaid" by removing the right angle bend adjoining O.S. 1295 the approximate new course of the Mermaid being shown on the plan "A" by the broken brown line. This right will only be exercised in the event of the Grantees being required by Upper Bure Internal Drainage Board and/or Anglian Water Services Plc requiring work to be carried out to the culvert passing under the Mermaid FOURTHLY the right to pass surface water through the new water course shown by the

broken blue line on the said Plan "A" and FIFTHLY the right to spread the spoils from such improvement/cleaning over the adjacent field in a position to be agreed by the Grantor

The rights hereinbefore contained to be exercised only insofar as shall be necessary to comply with the requirements of the Upper Bure Internal Drainage Board and Anglian Water Services Plc to enable Anglian Water Services Plc to adopt the Surface Water Attenuation Lagoon to be constructed on the Blue Land and the water course between the points "A" -"B" shown on the plan "A" annexed hereto TO HOLD the said rights unto the Grantees in fee simple

3. The Grantee shall in carrying out the works hereinbefore described make good any damage which may be caused to the Red Land to the reasonable satisfaction of the Grantor."

NOTE 1: The Blue Land referred to is edged and numbered 1, 2, 3, 4, 9 and 10 in blue on the filed plan in so far as it affects the land in this title

NOTE 2: The red land referred to above is edged yellow on the supplementary plan to the filed plan

NOTE 3: The remaining colour references and the points A-B are reproduced on the supplementary plan to the filed plan.

3	1994-07-29	The land edged and numbered in green on the title plan has been removed from this title and registered under the title number or numbers shown in green on the said plan.
4	1995-03-17	The reference shown by edging and numbering 11 in blue on the filed plan is no longer of any significance and should be ignored since the entry which gave rise thereto has been cancelled.

5	1997-02-25	The land edged and lettered A and B in red on the filed plan added to the title on 25 February 1997.
6	1997-02-25	<p>The Conveyance dated 2 January 1997 referred to in the Charges Register contains the following provision:-</p> <p>"IT IS HEREBY AGREED AND DECLARED that the Purchaser and its successors in title shall not by virtue of the Deed acquire any right of light or air which would prejudice the free use and enjoyment of any adjoining land of the Vendors for building or for other purposes and that any enjoyment of light or air had by the Purchaser or its successors in title from or over the adjoining land of the Vendors shall be deemed to be had by the consent (hereby given) of the Vendors"</p>
7	2000-04-06	The filed plan has been amended as to the western boundary.
8	2002-03-28	<p>The land has the benefit of the following rights reserved by the Transfer dated 20 March 2002 referred to in the Charges Register:-</p> <p>"The Transferor hereby reserves the right for themselves and their successors in title to Plot 102 to enter onto so much of the Property as may be necessary from time to time but only the presence of a representative of the Transferee for the purpose of inspecting maintaining cleansing repairing renewing and replacing the Party Wall the person exercising such right making good all damage caused thereby."</p>
9	2002-03-28	The Transfer dated 20 March 2002 referred to in the Charges Register contains the following provision:-

"It is hereby agreed and declared that the wall separating the Property from the garage of the adjoining property of the Transferors known as Plot 102 Mileham Drive (hereinafter referred to as "Plot 102") shall be deemed to be a party wall (hereinafter referred to as "the Party Wall") and shall be used and repaired accordingly and that the spouts fall pipes and water pipes which serve the two said properties jointly shall be maintained and repaired and the costs thereof borne by the owners and occupiers for the time being of the said two properties in equal shares."

10 2010-08-05 The land has the benefit of the rights reserved by a Transfer of the land edged and numbered NK401971 in green on the title plan dated 24 May 2010 made between (1) Norfolk Homes Limited and (2) Christopher Ralph Wade and Joyce Wade.

-NOTE: Copy filed under NK401971.

B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Class of Title: Title absolute

Entry number	Entry date	
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1	1994-01-18	PROPRIETOR: NORFOLK HOMES LIMITED (Co. Regn. No. 1910791) of Weybourne Road, Sheringham, Norfolk NR26 8HF.
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2	1997-02-25	RESTRICTION: Except under an order of the registrar no disposition by the proprietor of the land is to be registered without the consent of the proprietor of the Charge dated 2 January 1997 in favour of Lloyds Bank Plc referred to in the
---	------------	---

Charges Register.

3	2008-04-22	RESTRICTION: No disposition of the registered estate (other than a charge) by the proprietor of the registered estate or by the proprietor of any registered charge is to be registered without a certificate signed by the proprietor for the time being of the estate registered under title numbers NK153996 and NK154007 (or his conveyancer) or, if appropriate, signed on such proprietor's behalf by its secretary or conveyancer that the provisions of clause 3.3 of the Deed of Grant dated 11 April 2008 referred to in the Charges Register have been complied with.
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C: Charges Register

This register contains any charges and other matters that affect the land.

Class of Title: Title absolute

Entry number Entry date

1	1994-01-18	The parts of the land affected thereby are subject to the following rights contained in a Conveyance of the land edged and numbered 3, 4, 9 and 10 in blue on the filed plan and other land dated 16 November 1963 made between (1) Kathleen Jean Mary Hall and (2) Harry Stanley Wade and John Wade:-
---	------------	--

"SUBJECT to a right of drainage along the drain through the Kettlebrigg Meadow for the owners for the time being of a lake on property at Woodgate Aylsham SUBJECT to (b) all such rights easements quasi easements appurtenances and privileges as affect the said property hereby conveyed."

2	1994-01-18	The part of the land affected thereby is subject to
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the following right contained in a Conveyance of the land edged and numbered 1, 2, 5 and 6 in blue on the filed plan and other land dated 20 November 1964 made between (1) Walter William Wade and (2) John Wade:-

"Subject to a right of way for all purposes for the owners and occupiers for the time being of the piece of land edged with blue on the said plan and now belonging to John Swann over the piece of land fourteen feet wide lying at the North East corner of enclosure numbered 217 on the said Ordnance Survey Map and coloured green on the said plan."

NOTE 1: The land edged blue referred to is edged and numbered 7 and 8 in blue on the filed plan

NOTE 2: The land coloured green referred to is hatched blue on the filed plan.

3	1994-01-18	The parts of the land affected thereby are subject to the following rights granted by a Conveyance of the land edged and numbered 8 in blue on the filed plan dated 30 September 1980 made between (1) John Wade (Vendor) and (2) Harold John Swann (Purchaser):-
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"TOGETHER WITH the right for the purchaser and his successors in title owners and occupiers for the time being of the land hereby conveyed in common with the Vendor and his successors in title to pass and repass with or without vehicles over and along the strip of land hatched brown on the said plan the Purchaser or his successors in title contributing a fair proportion according to user of the cost of keeping such access way in repair."

NOTE: The land hatched brown referred to is

edged and numbered 6 in blue on the filed plan.

4

1994-01-18

An Agreement dated 24 August 1993 made between (1) John Wade Joyce Wade and Christopher Ralph Wade (Sellers) and (2) Norfolk Homes Limited (Buyer) contains the following provisions as to the granting of a lease, reconveyance and retransfer:-

"9. (1) The Buyer will on completion grant to the Sellers an agricultural tenancy of the Orange Land at a nominal rent of £1. per annum subject to a reservation of the Landlord of rights of entry upon the tenanted land for the purpose of installing therein and maintaining and using a pipeline from part of the Red Land to the Yellow Land and all such rights as shall be necessary to enable the pipeline to be taken over by the Adopting Authority such rights to be exercised only after reasonable notice to the Tenant

(2) The Landlord shall procure that during the exercise of the reserved rights there shall be maintained sufficient access for agricultural purposes across the Orange Land to enable the tenant to continue cultivations of the tenant's land on either side of the Orange Land.

(3) Upon the adoption by the relevant Authorities of the pipeline so installed in the Orange Land and the lagoon access ways and outfall pipes in the Yellow Land the Buyer shall reconvey to the Sellers at the price of £1. the freehold of the Orange Land and so much of the Yellow Land as is not required by the Adopting Authorities subject to any easements granted to the Adopting Authority in respect of any pipes laid in or under the Orange Land and the Yellow Land.

NOTE 1: The Orange Land referred to is edged and numbered 9 and 10 in blue on the filed plan

NOTE 2: The Red Land referred to is edged and numbered 1, 2, 4, 5 and 6 in blue on the filed plan

NOTE 3: The Yellow Land referred to is edged and numbered 3 in blue on the filed plan.

5	1994-07-29	<p>The parts of the land affected thereby are subject to the following rights granted by a Transfer of the land edged and numbered NK162998 in green on the title plan dated 25 July 1994 made between (1) Norfolk Homes Limited (Transferor) and (2) Eastern Electricity PLC (Company):-</p>
		<p>"together with the rights set out in the Schedule hereto</p>
		<p>THE SCHEDULE hereinbefore referred to</p>
		<p>(a) Full right and liberty for the Company and all persons authorised by it (in common with the Transferor and all persons having the like right) to pass and repass at all times and for all purposes with or without vehicles to and from the site over and along the land shown by black cross hatch on the said drawing</p>
		<p>(b) Full right and liberty for the Company to lay maintain inspect renew use alter and remove electric cables and lines and conduits or pipes for containing the same where necessary under the land shown by black cross hatch and by black diagonal hatch on the said drawing and to enter thereon and break up the surface thereof so far as necessary from time to time for the purpose of laying and thereafter as occasion shall require relaying repairing maintaining altering and removing the said electric cables and lines and conduits or pipes the Company making good so far as may be all damage occasioned thereby</p>

(c) Full right and liberty for the Company to open gates or doors outwards over the land shown by black cross hatch on the said drawing

(d) Full right and liberty for the Company to take in and expel air from and over the adjoining land of the Transferor through the ventilators in the walls and doors of the said building now or hereafter (but within the period of Eighty years from the date hereof which shall be the perpetuity period applicable hereto) to be erected on the site and to enter on so much of the said adjoining land of the Transferor as may be necessary from time to time for the purpose of maintaining such ventilators

(e) Full right and liberty for the Company to discharge rainwater from the roof spouts gutters and pipes of the said building into the surface water drains now or hereafter (but within the perpetuity period) to be laid under the said adjoining land of the Transferor

(f) Full right and liberty for the Company and all persons authorised by it from time to time to enter on so much of the said adjoining land of the Transferor as may be necessary for the purposes of inspecting and maintaining the walls doors and roof of the said building and inspecting cleansing repairing renewing and maintaining the said spouts gutters and pipes the Company causing as little inconvenience as possible in the exercise of such rights and making good and paying for any damage caused thereby."

NOTE: The land shown by black cross hatching and black diagonal hatching referred to is reproduced on the supplementary plan to the filed plan.

		way.
7	1994-10-06	The land is subject to rights of drainage and rights in respect of water gas electricity and other services and ancillary rights of entry.
8	1994-10-06	The parts of the land respectively affected thereby which adjoin the parts edged and numbered in green on the filed plan are subject to rights of way over the private driveways and forecourts, support overhang use of balanced flue and rights of entry for maintenance and repair.
9	1995-06-07	<p>The land is subject to the following rights granted by a Transfer of the land edged and numbered NK175772 in green on the title plan dated 2 June 1995 made between (1) Norfolk Homes Limited and (2) Martin William Webster and Richard James Webster:-</p> <p>"together with the following rights which the Transfer hereby also grants for the benefit of the adjoining land of the Transferees comprising the remainder of NG5765 Aylsham Norfolk.</p> <ol style="list-style-type: none"> 1. Full and free right in common with the Seller and all others now or hereafter having the like right to pass and repass with or without motor or other vehicles over the new road leading to Cawston and its adjacent footpath constructed by the Seller until such time as such road and footpaths shall have been adopted by the Local Highway Authority 2. Full and free right to the passage and running of water and soil gas electricity and other services through the sewers drains pipes wires cables and conduits and other conducting media as are now existing or before the expiration of eighty years from the 1st January 1994 (the Perpetuity Period)

shall be situated in or under the adjoining land belonging to the Seller.

3. Full and free right to enter upon the adjoining land belonging to the Seller for the purpose of constructing an access to the property and the remainder of NG5765 Aylsham in such location as the Buyer may require and of laying repairing or maintaining such sewers drains pipes wires cables conduits and other conducting media as are now existing or before the expiration of the Perpetuity Period shall be laid in or under the adjoining land forming the new road leading to Cawston and any footways or verges forming part thereof belonging to the Seller the Buyer or persons exercising such right doing no unnecessary damage and making good all damage done to the reasonable satisfaction of the Seller."

NOTE: The remainder of NG5765 Aylsham referred to adjoins the Southern boundary of the land in this title.

10	1995-06-07	By a Deed of Release dated 1 March 1995 made between (1) John Wade, Joyce Wade and Christopher Ralph Wade and (2) Norfolk Homes Limited the matters contained in the Agreement dated 24 August 1993 referred to above were expressed to be released as therein mentioned. -NOTE: Original filed.
11	1995-09-11	The parts of the land respectively affected thereby which adjoin the parts edged and numbered in green on the filed plan are subject to rights of way over the private footpaths.
12	1997-02-10	An Agreement (under Section 38 of the Highways Act 1980) dated 3 February 1997 made

between (1) The Norfolk County Council (2) Norfolk Homes Limited and (3) Aylsham Town Council relates to the development of the land tinted blue on supplementary plan 2 to the filed plan in the terms therein mentioned.

-NOTE: Copy filed.

13

1997-02-25

A Conveyance of the land edged and lettered A and B in red on the filed plan dated 2 January 1997 made between (1) Harold John Swann and Phyllis Clara Joan Swann (Vendors) and (2) Norfolk Homes Limited (Purchaser) contains the following covenants:-

"THE PURCHASER HEREBY covenants with the Vendors for the benefit of the Vendors' retained property shown edged yellow on the said plan and each and every part thereof:-

3.1 That the Purchaser and its successors in title shall not make any alteration to the type of dwelling or position of windows or doors shown on Plan Number 93.947.12.201B (being the plan for the proposed development of the land hereby conveyed which has been approved by the Vendor) without the prior written consent of the Vendor such consent not to be unreasonably withheld

3.2 That the Purchaser and its successors in title will henceforth maintain the southern side of the Golden Leyandai hedge on the southern boundary of the Vendors' retained property shown edged yellow on the plan annexed hereto trimmed and in a neat and tidy condition AND IT IS FURTHER AGREED that the Vendors shall maintain and cut the top of the hedge AND IT IS HEREBY AGREED AND DECLARED that the hedge is the property of the Vendors"

NOTE: The land edged yellow referred to is tinted pink on the filed plan.

14	1997-02-25	<p>The land edged and lettered A and B in red on the filed plan is subject to the following rights granted by the Conveyance dated 2 January 1997 referred to above:-</p> <p>"the Purchaser with full title guarantee hereby grants to the Vendors the right to enter upon the land of the Purchaser which adjoins the Southern Western and Eastern boundaries of the Vendors retained land edged yellow and coloured green on the plan annexed hereto with or without workmen and equipment and materials for the purpose of maintaining and repairing replacing and replanting the Vendor's boundary structures on the Southern Western and Eastern boundaries"</p> <p>NOTE: The land coloured green referred to is tinted brown on the filed plan.</p>
15	1997-02-25	REGISTERED CHARGE dated 2 January 1997 to secure the moneys including the further advances therein mentioned.
16	1997-02-25	Proprietor: LLOYDS BANK PLC (Co. Regn. No. 2065) of Dept. No. 9616 Cambridge Regional Securities Centre, P.O. Box 448, 1st Floor, Lloyds House, 95/97 Regent Street, Cambridge CB2 1BW.
17	1998-01-14	An Agreement under S38 of the Highways Act 1980 dated 30 December 1997 made between (1) Norfolk County Council (2) Norfolk Homes Limited and (3) Aylsham Town Council relates to the construction of highways, highway surface water drains and street lighting equipment.

The land is subject to the following rights granted by a Transfer of the land edged and numbered NK213272 in green on the title plan dated 6 February 1998 made between (1) Norfolk Homes Limited (Transferor) and (2) Anglian Water Services Limited (Transferee):-

"together with the easements and rights described in the Second Schedule

THE SECOND SCHEDULE

2. The right for the Transferee and its successors in title as owner of the Property to pass and repass at all times with or without vehicles equipment and machinery over and along the estate roads and footpaths laid out on the Retained Land together with all such that may be constructed during the period of eighty years from the date hereof ("the perpetuity period") until such time (if at all) as such access roads and footpaths become publicly adopted and maintainable at the public expense

3. The benefit (so far as the same are capable of benefiting the property) of all easements and rights granted to or reserved by the Transferor and in particular the right

(i) to lay within the perpetuity period retain inspect maintain protect use replace remove or render unusable and all necessary apparatus ancillary thereto ("the pipelines") under the Retained Land on the route marked approximately by a red line on the plan attached hereto ("the plan")

(ii) to pass and repass over the Retained Land for the purpose of exercising the above rights in respect of the pipelines at all reasonable times (and in an emergency at any time) whether or not

with workmen vehicles machinery and apparatus

(iii) the right to the free and uninterrupted passage of water soil gas electricity from and to the property through all such sewers drains watercourses pipes wires and cables as now or shall be before the expiration of the perpetuity period be laid or placed in under or over the Retained Land or any other part of the land originally registered under the above title."

NOTE: The route marked by a red line referred to is shown by broken yellow lines on the filed plan.

19	1998-02-23	An Agreement under S38 of the Highways Act 1980 dated 30 January 1998 made between (1) Norfolk County Council (2) Norfolk Homes Limited and (3) Aylsham Town Council relates to the construction of highways, highway surface water drains and street lighting equipment.
20	1998-03-27	An Agreement under S38 of the Highways Act 1980 dated 3 March 1998 made between (1) Norfolk County Council and (2) Norfolk Homes Limited relates to the construction of highways, highway surface water drains and street lighting equipment.
21	1998-03-27	An Agreement under S38 of the Highways Act 1980 dated 3 March 1998 made between (1) Norfolk County Council and (2) Norfolk Homes Limited relates to the construction of highways, highway surface water drains and street lighting equipment.
22	2001-01-10	The parts of the land affected thereby are subject to the following rights granted by a Transfer of the land edged and numbered NK258500 in green on the filed plan dated 2 January 2001 made between (1) Norfolk Homes Limited (Transferor)

and (2) Eastern Electricity PLC (Company):-

"Rights granted for the benefit of the Property

1. Full right and liberty for the Transferee and all persons authorised by it (in common with the Transferor and all persons having the like right) to pass and repass at all times and for all purposes with or without vehicles to and from the site over and along the land shown as black cross hatching on the Drawing
2. Full right and liberty for the Transferee to lay maintain inspect renew use alter and remove the Conduits where necessary under the Cable Route and upon giving a reasonable period of notice (save in the case of emergency when no notice will be necessary) to enter thereon and break up so much of the surface of the Retained Land as may be necessary from time to time for the purpose of laying and thereafter as occasion shall require relaying repairing maintaining altering and removing the Conduits the Transferee forthwith making good all damage occasioned thereby to the reasonable satisfaction of the Transferor
3. Full right and liberty for the Transferee to open gates or doors outwards over the land shown cross hatched black on the Drawing
4. Full right and liberty for the Transferee to take in and expel air from and over the Retained Land of the Transferor through the ventilators in the walls and doors of the Substation and to enter on so much of the Retained Land as may be necessary from time to time for the purpose of maintaining such ventilators
5. Full right and liberty for the Transferee to discharge rainwater from the roof spouts gutters and pipes (if any) of the Substation into the

surface water drains now or hereafter (but within the Perpetuity Period) to be laid under the Retained Land

6. Full right and liberty for the Transferee and all persons authorised by it from time to time to enter on so much of the Retained Land as may be necessary for the purposes of inspecting maintaining cleansing repairing and renewing the Substation equipment therein contained and the said spouts gutters and pipes the Transferee causing as little inconvenience as possible in the exercise of such rights and making good and paying for any damage caused thereby.

7. Full right and liberty for the Transferee of overhang of roofs gutters eaves downspouts and the right of encroachment of foundations over and under so much of the Retained Land as may be necessary for the Substation"

The said Transfer also contains the following covenants by the Transferor:-

" 1. Save in respect of any buildings shown on the Drawing nothing shall be done or suffered to be done upon the Cable Route which may in any way interfere with or damage the Conduits or interfere with or obstruct the Transferee's access thereto and without prejudice to the generality of the foregoing no building or other erection shall be constructed and no trees shall be planted over the Cable Route

2. The ground cover or the depth of soil over the Cable Route will not in any way be altered

3. No excavations in or over the Cable Route will be carried out without prior notification of the Transferee and affording a representative of the Transferee the opportunity of being in attendance.

NOTE: The Drawing referred to has been reproduced on Supplementary Plan 3 of the filed plan.

23 2001-05-08 A Transfer of the land edged and numbered NK262801 in green on the filed plan dated 20 April 2001 made between (1) Norfolk Homes Limited (Transferor) and (2) Rosemary Jane Jackson (Transferee) contains the following covenants by the Vendors:-

"The Transferor for itself and its successors in title hereby covenants with the Transferee and her successors in title that the Transferor will not construct or erect nor allow to be constructed or erected a pitch or floodlights or similar lighting on the open space shown edged green on plan number 2 attached hereto."

NOTE: The land edged green referred to is edged and numbered 1 in brown on the filed plan.

24 2002-02-19 An Agreement under S38 of the Highways Act 1980 dated 6 February 2002 made between (1) The Norfolk County Council (2) Norfolk Homes Limited and (3) Aylsham Town Council relates to the construction of highways, highway surface water drains and street lighting equipment.

25 2002-03-28 The parts of the land affected thereby are subject to the following rights granted by a Transfer of the land edged and numbered NK276331 in green on the filed plan dated 20 March 2002 made between (1) Norfolk Homes Limited (Transferor) and (2) EPN Distribution Limited (Transferee):-

"Definitions

13.1.1 "Cable Route" means so much of the land

as falls within the above mentioned title as is shown diagonally hatched superimposed on pink colouring and cross hatched superimposed on pink colouring on the Plan

13.1.2 "Conduits" means electric cables and lines and conduits or pipes for containing the same

13.1.3 "Perpetuity Period" means the period of 80 years from the date of this transfer which is the perpetuity period for this transfer

.....

13.1.8 "Substation" means any building or other erection housing equipment for the transformation and distribution of electrical energy and any doors gaes fences spouts gutters and pipes appurtenant thereto which may be constructed on the Property during the Perpetuity Period and any addition or alteration thereto and replacement thereof which may be constructed.

The Property is transferred together with the Rights

3.8 RIGHTS

Full right and liberty for the Transferee and all persons authorised by it from time to time:-

3.8.1 (In common with the Transferor and all persons having the like right) to pass and repass at all times and for all purposes with or without vehicles to and from the Property over and along the land shown with cross hatching superimposed on pink colouring and dot screen superimposed on pink colouring on the Plan

3.8.2 To lay maintain inspect renew use alter and remove the Conduits where necessary under the

Cable Route and upon giving a reasonable period of notice (save in case of emergency) to enter thereon and break up so much of the surface of the Retained Land as may be necessary from time to time for the purpose of laying and thereafter as occasion shall require relaying repairing maintaining altering and removing the Conduits the Transeree making good all damage caused thereby

3.8.3 To open gates or doors outwards over the Retained Land

3.8.4 To take in and expel air from and over the Retained Land through ventilators in the walls and doors of the Substation and to enter on so much of the Retained Land as may be necessary from time to time for the purpose of maintaining such ventilators

3.8.5 To discharge rainwater from the roof spouts gutters and pipes (if any) of the Substation into the surface water drains now or hereafter (but within the Perpetuity Period) to be laid under the Retained Land

3.8.6 To enter on to so much of the Retained Land as may be necessary from time to time for the purpose of inspecting maintaining cleansing repairing renewing and replacing the Substation the Transferee making good all damage caused thereby

3.8.7 To enter on to so much of Plot 102 as may be necessary from time to time for the purpose of inspecting maintaining cleansing repairing renewing and replacing the Party Wall and the Transferee making good all damage caused thereby

3.8.8 Of overhang of roofs gutters eaves

downspouts and the right of encroachment of foundations over and under so much of the Retained Land as may be necessary for the Substation."

The said Transfer also contains the following covenants by the Grantor:-

"The Transferor with intent to bind the Cable Route into whosoever hands the same may come and for the benefit and protection of the Transferee's undertaking and the Cable Route covenants with the Transferee that:-

3.7.1 Save in respect of any buildings shown on the Plan nothing shall be done or suffered to be done upon the Cable Route which may in any way interfere with or damage the Conduits or interfere with or obstruct the Transferee's access thereto and without prejudice to the generality of the foregoing no building or other erection shall be constructed and no trees shall be planted over the Cable Route

3.7.2 The ground cover or the depth of soil over the Cable Route will not in any way be altered

1.7.3 No excavations in or over the Cable Route will be carried out without written notification to the Transferee and affording a representative of the Transferee the opportunity of being in attendance."

NOTE: The Retained Land referred to is the land in this title and other land. The buildings shown on the Plan referred to form part of the Vendors Development. The Cable Route shown by cross hatching and dot screen superimposed on pink colouring is shown by cross hatching and dot screen on supplementary plan no. 4 to the filed plan.

26	2003-01-06	<p>Agreement dated 6 December 2002 made between (1) Broadland District Council, (2) Norfolk Homes Limited, (3) Aylsham Town Council and (4) Lloyds TSB Bank Plc pursuant to section 106 of the Town and Country Planning Act 1990 contains restrictive conditions and provisions relating to the development of the land in this title.</p> <p>-NOTE: Copy filed.</p>
27	2005-05-25	<p>An Agreement under S38 of the Highways Act 1980 dated 3 May 2005 made between (1) The Norfolk County Council (2) Norfolk Homes Limited and (3) Aylsham Town Council relates to the construction of highways, highway surface water drains and street lighting equipment.</p> <p>-NOTE: Copy filed.</p>
28	2007-02-01	<p>An Agreement dated 25 January 2007 made between (1) The Norfolk County Council (2) Norfolk Homes Limited and (3) Aylsham Town Council relates to the construction maintenance and adoption of an estate road.</p> <p>The said Deed also contains restrictive conditions.</p> <p>-NOTE: Copy filed.</p>
29	2008-04-22	<p>The land is subject to the rights granted by a Deed of Grant dated 11 April 2008 made between (1) Norfolk Homes Limited (2) Hopkins Homes Limited and (3) Lloyds Bank Plc.</p> <p>The said Deed also contains restrictive covenants by the grantor.</p> <p>-NOTE: Copy filed under NK339527.</p>

Happy to Chat Bench Officially Launched in Hellesdon

Published on 17 September 2024 01:47 PM

On Tuesday 17th September, Hellesdon saw its very first 'Happy to Chat' bench being opened to the local community to help reduce loneliness and isolation. The bench is designed to encourage conversations and foster a sense of belonging among residents of all ages.

The event attracted 30 attendees, including local residents, community leaders, and representatives from various age-friendly organisations. Three key speakers shared their insights on the importance of age-friendly communities and the positive impact of social interaction. William Armstrong, Age UK Norwich's patron provided valuable perspectives on the challenges faced by older adults and the benefits of creating inclusive spaces where they can connect with others. He said, "Tackling ageism and assumptions around growing older in Norwich, the Age Friendly Norwich project will look at how infrastructure, services and attitudes can be improved to make the fine City of Norwich more accessible and welcoming to over 50s."

Following the short speeches, a symbolic ribbon-cutting ceremony was held to officially open the new Happy to Chat bench.



Speeches by *Bill Johnson (Chairman of Hellesdon Council)*, *William Armstrong (Age UK Norwich patron)* and *Mary McGivern (The People Kit founder)*



Bill Johnson cutting the ribbon to officially open the 'Happy to Chat' bench.

This bench provides a public seating area specifically designed to promote social interaction and community building. Chatty Benches can be found in parks, gardens, and other public spaces, and they have proven to be effective in reducing loneliness and isolation, particularly among older adults.

The Happy to Chat bench was generously funded by the People Kit, a community-driven initiative that supports local projects and initiatives. The funding allowed us to purchase and install the bench, ensuring that it would be a valuable addition to the community for years to come.

Dan Skipper, Age UK Norwich CEO said on BBC Radio Norfolk "Norwich has a really difficult level of loneliness. About 42% of people live alone in Norwich, and in some areas, it can be as high as 65%. I hope this bench, and future benches, highlights the Age Friendly City initiative in Norwich".

The launch of the Happy to Chat bench is a significant step towards making Norwich a more age-friendly city and we endeavour to scatter more around Norwich. If you would like to find out more about Age Friendly City, please visit our website: <https://www.ageuk.org.uk/norwich/about-us/age-friendly/>



Happy to Chat Bench - Sit here if you don't mind someone stopping to say hello

Meeting of Aylsham Town Council 3rd June 2026

Item 13e – To Receive Update on VAT Treatment for Memorial Benches

The following has advice has been received about the Town Council’s policy on Memorial Benches. It is recommended that the Town Council’s policy is reviewed and amended to ensure that the Town Council retains the ownership of the bench and upkeep remains also with the Town Council

Hi Faye,

Thank you for sending me the policy. Unfortunately, it’s a bit ambiguous and it is hard to predict how an HMRC inspector would treat it.

Where a council purchases the bench, retains ownership of it as a council asset and is responsible for maintaining the bench, it can treat the payment as a donation and reclaim VAT as a non-business activity. Attaching a small commemorative plaque does not alter the right to reclaim VAT – the donor is not regarded as receiving a taxable supply of goods or services ([see HMRC Internal Manuals and VATGPB8780 - Other local authority activities: miscellaneous \(F to M\): memorial benches - HMRC internal manual - GOV.UK](#)).

In a situation where the buyer is treated as owning the memorial bench and/or has responsibility for the upkeep of a bench, then the council is making a taxable supply of goods and services, so charges are standard-rated. This increases the cost for potential donors, due to unrecoverable VAT and the potential cost of future repairs.

The council’s policy is unclear, because it starts as if donations are being made towards a public bench, but 3.4 says that “The Town Council will notify the applicant in the event that the memorial bench is damaged” and 3.5 refers to the removal of benches not “repaired within four weeks of the notification”. In addition, 3.10 adds provision for “maintenance carried out by a third party”. Your email said “it remains an asset of the Town Council” but that is not obvious from the policy.

Based on the existing wording, it sounds like the council is making a taxable supply. If it hasn't been charging VAT, it should either review whether it owes anything to HMRC, or revise its policy to be clear that the council owns and accepts responsibility for the bench.

We don't recommend this approach for memorial benches. Apart from the increased cost, if a member of the public sits on a bench on council land and is injured, they are going to pursue a claim against the council, not the donor of the bench. Trying to pass the responsibility to a recently bereaved person who made a donation carries a risk of reputational damage to the council and might not be a successful defence in court.

We generally recommend that the council owns the bench, is responsible for its upkeep and is able to reclaim VAT on any costs, with the money being treated as a donation with no ongoing liability for the donor. This council may want to consider ensuring that its approach complies with VATGPB8780 above.

Regards

Steve Parkinson

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Bank Reconciliation to 27th May 2026

Error of £123.35 relates to an unaccounted for direct debit to Screwfix, taken from the account of 1st May.

Friday, 1 May 2026	Total: £123.35
SCREWFIX DIRECT LT BALANCE : £108,085.92	£123.35

The screwfix statements are now being tracked back to the original error which appears to be February 2025.

All payments to Screwfix since then have been made using invoices only and not reconciled back to the screwfix statement.

As a result the direct debit has been cancelled until this can be resolved. We will continue to work with the aged Screwfix invoices and statement until resolved.

Aylsham Town Council

29 May 2026 (2026-2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 29/05/2026)

01 General Purpose		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Precept	136,520.00	136,588.00												
2	Bank Interest /Charç	12,000.00	10,656.96		160.46	10,000.00	2,656.22		2,656.22	300.00	31.77		31.77		
3	CIL		29,536.52				27,019.28		27,019.28						
4	Marquee		294.27	1,371.22	1,371.22	50.00				100.00					
7	Staff Costs			87,071.00	95,803.49										
10	Office Expenses (General)			13,000.00	20,835.06					900.00	332.33		332.33		
11	Staff Training			1,000.00	971.00					3,000.00					
13	Equipment		100.00	500.00	539.49					500.00	150.72		150.72		
14	Advertising			500.00	1,360.00					4,200.00	840.00		840.00		
15	Audit Fees			2,200.00	1,735.00					2,500.00	180.00		180.00		
16	Election			500.00						2,000.00					
17	Subscriptions & Memberships			3,100.00	3,666.19					4,000.00	1,427.00		1,427.00		
18	Professional Fees			2,500.00	4,175.00					3,000.00					
19	Insurance		30.39	11,800.00	13,520.05					15,000.00					
20	Chairman's Allowance			250.00	229.55					500.00					
21	Climate Change		6,918.94	5,000.00	1,110.83		174.50		174.50						
22	Cittaslow		737.00	1,500.00	1,608.67					1,500.00	1,000.00		1,000.00		
25	Communications									2,000.00					
26	Van		307.43	6,600.00	7,342.26					5,217.56	786.26		786.26		
27	Miscellaneous		30.00	500.00	119.08					250.00					
28	Councillor Training			500.00	516.00					1,000.00					
29	Archive			250.00						250.00					
30	SAM2			700.00	30.00					500.00					
161	Christmas Lights Infastructure		964.33	2,000.00	2,505.79	1,000.00				1,500.00					
162	VAT						10,805.90		10,805.90						
163	Legal Expenses			2,500.00	1,195.52					3,500.00					
178	Staff Uniform / PPE				893.84					750.00	114.07		114.07		
181	Repairs & Maintenance			4,000.00	3,595.16					4,000.00	145.11		145.11		
199	Community Speedwatch				10.23										
200	CIL 2025/26		4,415.68												
205	ACE Film Screening		893.50		224.25		105.00		105.00		175.00		175.00		

207	CCTV			3,000.00	2,615.00									
209	Visit Aylsham	1,000.00		1,606.00	2,408.00				1,606.00					
216	Telephone and Broadband								7,734.00	558.49			558.49	
217	Office Software								5,000.00	2,329.82			2,329.82	
218	Printing and Secure Destruction								2,250.00	552.33			552.33	
219	IT Support								3,723.00	578.24			578.24	
220	Website (Town Council)								499.00	189.81			189.81	
221	Stationery & Postage								1,000.00	36.70			36.70	
	SUB TOTAL	148,520.00	192,473.02	151,948.22	168,541.14	11,050.00	40,760.90		40,760.90	78,279.56	9,427.65		9,427.65	

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
02 Town Hall		Receipts		Payments		Receipts			Payments			Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
41	Other Income														
42	Storage Rent	1,500.00	1,325.00			1,300.00	475.00		475.00						
43	Curtains	500.00				100.00									
44	Hirings - Town Hall	20,000.00	23,137.08		142.00	20,250.00	2,772.35		2,772.35						
45	Staff Costs			37,050.00	40,446.83										
48	Utilities			8,000.00	15,080.30					15,000.00	2,435.35		2,435.35		
49	Rates			17,800.00	18,602.72					19,000.00	8,301.14		8,301.14		
50	Cleaning/Sanitary/Refuse			8,500.00	7,791.97					9,000.00	1,155.18		1,155.18		
51	Repairs & Maintenance			5,000.00	3,359.51					18,500.00	2,385.00		2,385.00		
52	Licensing			500.00	1,356.28					1,500.00	70.00		70.00		
53	Furniture			500.00	94.91					500.00					
164	Pest Control			300.00	185.00					300.00					
165	Incidentals			100.00						100.00					
183	Precept	45,750.00	45,750.00												
194	Boiler Reserve														
195	Boiler Reserve	10,000.00		20,000.00											
	SUB TOTAL	77,750.00	70,212.08	97,750.00	87,059.52	21,650.00	3,247.35		3,247.35	63,900.00	14,346.67		14,346.67		

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
03 Drill Hall		Receipts		Payments		Receipts			Payments			Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
61	Storage Rent	800.00	545.00			650.00	120.00		120.00						
62	Hirings - Drill Hall	33,000.00	38,427.00			34,000.00	9,120.00		9,120.00						
63	Staff Costs			41,435.00	45,407.67										
66	Broadband			600.00	600.00		60			650.00	100.00		100.00		

67	Utilities			10,000.00	11,785.40					13,000.00	1,777.44		1,777.44
68	PWLB			18,300.00	18,009.77					18,000.00			
69	Rates	4,030.21		5,500.00	3,493.00					3,750.00	1,646.80		1,646.80
70	Cleaning/Sanitary/Refuse			3,500.00	2,717.73					4,000.00	268.54		268.54
71	Repairs & Maintenance			1,000.00	3,521.28					2,000.00	543.40		543.40
72	Licensing			150.00	244.50					1,000.00			
73	Furniture			500.00						500.00			
166	Incidentals			250.00	7.47					250.00			
167	Pest Control			250.00	185.00					200.00			
184	Precept	47,690.00	47,686.00										
	SUB TOTAL	81,490.00	90,688.21	81,485.00	85,971.82	34,650.00	9,240.00	9,240.00	9,240.00	43,350.00	4,336.18		4,336.18

04 23 Market Place

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts			Payments			Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
80	Rent/Insurance	5,600.00	5,675.03			5,600.00	1,227.64		1,227.64						
169	23 Market Place Repairs			400.00										10,000.00	
	SUB TOTAL	5,600.00	5,675.03	400.00		5,600.00	1,227.64		1,227.64	10,000.00					

05 Cemetery Cottage

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts			Payments			Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
81	Income	7,000.00	8,049.06			9,600.00	800.00		800.00						
82	Repairs/Maintenance			500.00	404.07					600.00					
206	Management Fees				999.79					1,032.00	233.20		233.20		
224	Utilities										37.14		37.14		
	SUB TOTAL	7,000.00	8,049.06	500.00	1,403.86	9,600.00	800.00		800.00	1,632.00	270.34		270.34		

06 Public Toilets

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts			Payments			Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
85	Utilities			6,500.00	5,268.35					6,500.00	937.64		937.64		
86	Repairs & Maintenance			400.00	171.76					400.00					
87	Sanitary/Refuse/Materials			2,000.00	14.39					2,000.00	29.97		29.97		
88	Cleaning Contract			9,500.00	9,111.95					9,500.00	1,600.00		1,600.00		

SUB TOTAL		18,400.00	14,566.45		18,400.00	2,567.61	2,567.61
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07 Other Properties		Last Year 2025-2026					Current Year 2026-2027					Next Year			
		Receipts		Payments			Receipts			Payments			Receipts	Payments	
		Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total

91	Staff Costs			8,461.00	13,326.21										
94	Other Income	50.00	50.00			50.00									
185	Precept	9,000.00	8,962.00												
	SUB TOTAL	9,050.00	9,012.00	8,461.00	13,326.21	50.00									

08 Cemetery		Last Year 2025-2026					Current Year 2026-2027					Next Year			
		Receipts		Payments			Receipts			Payments			Receipts	Payments	
		Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total

96	Interments	3,000.00	5,245.00			3,100.00									
97	Memorials & Inscript	1,000.00	2,330.00		150.00	1,500.00	232.00		232.00						
98	Exclusive Rights	2,500.00	4,550.00			2,500.00	676.00		676.00						
99	Staff Costs			22,912.00	24,341.77										
102	Utilities			100.00						100.00					
103	Rates			1,700.00	1,981.19					2,100.00	1,105.00		1,105.00		
104	Drive Maintenance			500.00						500.00					
105	Grounds Maintenance			500.00	175.00					3,972.00					
106	Grass Cutting			3,045.00						3,045.00					
107	Repairs & Maintenance			500.00	24.16					250.00					
108	Equipment Loan (Grass Cutting)														
109	Petrol Costs Grass Cutting Equipment														
186	Precept	23,755.00	23,758.00												
	SUB TOTAL	30,255.00	35,883.00	29,257.00	26,672.12	7,100.00	908.00		908.00	9,967.00	1,105.00		1,105.00		

09 Allotments		Last Year 2025-2026					Current Year 2026-2027					Next Year			
		Receipts		Payments			Receipts			Payments			Receipts	Payments	
		Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total

111	Rents Received	4,500.00	4,783.78		1.10	4,000.00	127.67		127.67			14.32		14.32	
112	Repairs & Maintenance			500.00	361.73					750.00	89.18		89.18		
113	Grass Cutting			508.00											
114	Staff Costs			34,000.00	31,818.11										
115	Equipment Loan (Grass Cutting)														
116	Petrol Costs Grass Cutting Equipment														

118	Rent-National Trust			275.00	300.00					300.00			
180	Water			100.00	313.95					200.00			
187	Precept	30,880.00	30,884.00										
223	Deposits							312.00	312.00				
	SUB TOTAL	35,380.00	35,667.78	35,383.00	32,794.89	4,000.00	439.67	439.67	1,250.00	103.50	103.50		

Last Year 2025-2026					Current Year 2026-2027					Next Year					
10 Markets		Receipts		Payments		Receipts			Payments			Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
120	Market Rents	6,000.00	4,837.37		2.03	5,000.00	1,345.00		1,345.00						
121	Farmers Market Rer	3,000.00	643.98			1,200.00	400.56		400.56						
122	Rates			1,500.00	1,397.20					1,500.00	392.00		392.00		
123	Repairs/Maintenance/Cleaning									250.00					
124	Licensing			200.00						200.00					
170	Market Place Sundries			700.00	266.76										
171	Market Place Advertising										770.00		770.00		
208	Card Charges Market				2.86						4.45		4.45		
	SUB TOTAL	9,000.00	5,481.35	2,400.00	1,668.85	6,200.00	1,745.56	1,745.56	1,950.00	1,166.45	1,166.45				

Last Year 2025-2026					Current Year 2026-2027					Next Year					
11 Open Spaces		Receipts		Payments		Receipts			Payments			Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
126	Verges - Highway		12,084.07	5,243.00		12,100.00				2,979.00					
127	Recreation Ground	9,000.00	1,697.73	66,500.00	45,547.73					51,000.00	20,750.00		20,750.00		
128	Staff Costs	9,000.00	4,500.00	84,375.00	89,135.02										
131	Equipment			4,500.00	2,961.90					4,500.00	27.93		27.93		
132	Repairs & Maintenance		332.00	500.00	727.67					600.00	97.60		97.60		
133	In House Grass Res	15,000.00													
134	Tree Maintenance			15,000.00	9,363.31					15,000.00	4,582.00		4,582.00		
135	St Michaels Development				430.50					1,000.00					
136	Staithe/Old Station Yard				980.00					100.00					
137	Sapwell Close									250.00					
138	Paupers Grave			500.00	58.20					749.00					
139	Mileham Drive				444.00					1,000.00					
140	Town Sign/Noticeboards									250.00					
141	Other Green Areas									500.00					
143	Pump									500.00					

144	Equipment Loan (Grass Cutting)				16,005.00				7,944.00	3,110.00		3,110.00
148	Petrol costs Grass Cutting Equipment				2,300.77					531.61		531.61
172	Replacement Furniture		500.00						500.00			
188	Precept	159,220.00	159,228.00									
197	Recreation Grounds Maintenance		16.00		2,251.00							
	SUB TOTAL	192,220.00	177,857.80	177,118.00	170,205.10	12,100.00			86,872.00	29,099.14		29,099.14

12 Events					Last Year 2025-2026					Current Year 2026-2027					Next Year	
Code	Title	Receipts		Payments		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	
160	General Events		1,826.23	2,000.00	3,562.31		358.00		358.00	2,000.00			280.91		280.91	
177	Christmas Events		1,586.19	1,003.00	2,876.84					1,003.00						
191	Events												14.16		14.16	
	SUB TOTAL		3,412.42	3,003.00	6,439.15		358.00		358.00	3,003.00			295.07		295.07	

13 Churchyard					Last Year 2025-2026					Current Year 2026-2027					Next Year	
Code	Title	Receipts		Payments		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	
142	War Memorial			100.00						250.00						
145	Wall and Footpath Maintenance		2,000.00	4,000.00	1,541.00											
146	Clock			300.00	280.00					600.00						
147	Lychgate			100.00						500.00						
157	Repairs & Maintenance				1,864.52					550.00						
168	Grass Cutting			1,015.00												
182	Grounds Maintenance (churchyard)				172.83		682.66		682.66							
198	Staff Costs			10,858.00	11,739.17											
201	Precept	16,415.00	16,374.00													
	SUB TOTAL	16,415.00	18,374.00	16,373.00	15,597.52		682.66		682.66	1,900.00						

14 Street Scene					Last Year 2025-2026					Current Year 2026-2027					Next Year	
Code	Title	Receipts		Payments		Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	
151	Utilities			10,500.00	11,088.55					11,000.00			1,707.49		1,707.49	
152	Street Lighting Maintenance			3,000.00	2,676.12					10,000.00						
153	Street Lighting Inspection			2,000.00	792.00					2,000.00			712.80		712.80	
154	Litter Bins			4,500.00	4,693.00					1,500.00						
	SUB TOTAL			19,000.00	19,659.67					24,500.00			2,420.29		2,420.29	

155	Bus Shelter		3,139.30		3,925.66				250.00					
156	Replacement Columns			1,500.00						10,000.00				
175	Other Repairs			500.00						500.00				
179	Street Furniture			500.00						750.00				
189	Precept	32,500.00	32,500.00											
192	Salix Loan			10,000.00	10,000.00									
	SUB TOTAL	32,500.00	35,639.30	32,500.00	33,175.33					36,000.00	2,420.29		2,420.29	

Last Year 2025-2026					Current Year 2026-2027					Next Year					
15 Staff Costs		Receipts		Payments		Receipts			Payments			Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
213	Staff Costs (Admin)									195,892.25	22,203.32		22,203.32		
214	Staff Costs (Maintenance)									213,106.73	34,176.13		34,176.13		
	SUB TOTAL									408,998.98	56,379.45		56,379.45		

Last Year 2025-2026					Current Year 2026-2027					Next Year					
16 Precept		Receipts		Payments		Receipts			Payments			Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
215	Precept					627,715.00	313,857.50		313,857.50						
	SUB TOTAL					627,715.00	313,857.50		313,857.50						

Last Year 2025-2026					Current Year 2026-2027					Next Year					
Earmarked Reserves		Receipts		Payments		Receipts			Payments			Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
5	Recycling Credits/Bottle Bank		2,238.59		393.84		252.40		252.40		47.90		47.90		
117	Allotment Deposits		1,425.00		691.69		500.00		500.00		640.00		640.00		
193	Grants and Donations			344.14	844.14										
202	Transport		10,000.00		10,486.65						1,332.50		1,332.50		
204	ACE - Pallet Fund				884.22						129.48		129.48		
210	IT Improvement Project				7,203.60		10.00		10.00		1,600.99		1,600.99		
211	EMR Green Infrastructure				227.55						207.10		207.10		
212	EMR Neighbourhood Plan				1,035.70						579.20		579.20		
222	Church Wall Reserve										695.21		695.21		
	SUB TOTAL		13,663.59	344.14	21,767.39		762.40		762.40		5,232.38		5,232.38		

Summary

TOTAL	645,180.00	702,088.64	655,322.36	679,189.35	739,715.00	374,029.68	374,029.68	765,502.54	126,749.73	126,749.73
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Aylsham Town Council

29 May 2026 (2026-2027)

Listing of Payments in each Code for All Cost Centres

(Between 29-04-2026 and 27-05-2026)

Cost Centre 01 General Purpose

Code Number 2 Bank Interest /Charges

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
95	05/05/2026		Bank Charges	Barclays Bank	Z	12.78		12.78
150	22/05/2026		Bank Charges	Square	Z	1.60		1.60
Subtotal for Code: Bank Interest /Charges						£14.38		£14.38

Code Number 10 Office Expenses (General)

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
89	06/05/2026		Various	Barclaycard	Z	29.65		29.65
100	08/05/2026	1817240	Water Machine	Cooleraid	S	14.94	2.99	17.93
101	08/05/2026	1817241	Water Machine	Cooleraid	S	7.47	1.49	8.96
141	27/05/2026	4410701311	Stationery	Viking	Z	30.89		30.89
Subtotal for Code: Office Expenses (General)						£82.95	£4.48	£87.43

Code Number 13 Equipment

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
145	27/05/2026	GB617D04AE	Equipment	Amazon	S	24.99	5.00	29.99
Subtotal for Code: Equipment						£24.99	£5.00	£29.99

Code Number 14 Advertising

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
112	08/05/2026	0013984	Advertising	Just Regional	S	210.00	42.00	252.00
140	27/05/2026	0014080	Advertising	Just Regional	S	210.00	42.00	252.00
Subtotal for Code: Advertising						£420.00	£84.00	£504.00

Code Number 15 Audit Fees

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
107	08/05/2026		Professional charges	Per Pro Services	Z	180.00		180.00
Subtotal for Code: Audit Fees						£180.00		£180.00

Code Number 26 Van

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
147	27/05/2026	22811829	Van	ALD Automotive	S	393.13	78.63	471.76
Subtotal for Code: Van						£393.13	£78.63	£471.76

Code Number 181 Repairs & Maintenance

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
134	27/05/2026	GB6003KO1\	Repairs & Maintenance	Amazon	S	15.05	3.01	18.06
Subtotal for Code: Repairs & Maintenance						£15.05	£3.01	£18.06

Code Number Vchr.	Date	205 ACE Film Screening Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
89	06/05/2026		Various	Barclaycard	S	175.00	35.00	210.00
Subtotal for Code: ACE Film Screening						£175.00	£35.00	£210.00

Code Number Vchr.	Date	216 Telephone and Broadband Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
86	30/04/2026	M045 JN	Telephone & Broadband	British Telecom	S	89.32	17.86	107.18
90	01/05/2026	69132341211	Telephone & Broadband	Vodafone	S	81.58	16.31	97.89
153	21/05/2026		Telephone & Broadband	EE Limited	S	37.00	7.40	44.40
Subtotal for Code: Telephone and Broadband						£207.90	£41.57	£249.47

Code Number Vchr.	Date	217 Office Software Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
88	05/05/2026	16003	Professional charges	Scribe	S	598.00	119.60	717.60
91	01/05/2026	18109	Computer/IT	Scribe	S	52.00	10.40	62.40
92	01/05/2026	18397	Computer/IT	Scribe	S	157.00	31.40	188.40
93	06/05/2026	18185	Computer/IT	Scribe	S	36.00	7.20	43.20
115	07/05/2026	4198941	Software	Brightpay	S	194.10	38.82	232.92
142	27/05/2026	17044	Software	Scribe	S	210.00	42.00	252.00
Subtotal for Code: Office Software						£1,247.10	£249.42	£1,496.52

Code Number Vchr.	Date	218 Printing and Secure Destruc Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
105	08/05/2026	240762	Photocopy Expenses	Mayday	S	188.43	37.69	226.12
Subtotal for Code: Printing and Secure Destructio						£188.43	£37.69	£226.12

Code Number Vchr.	Date	219 IT Support Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
80	29/04/2026	819982	Computer/IT	Intouch	S	83.88	16.78	100.66
81	29/04/2026	819981	Computer/IT	Intouch	S	31.18	6.24	37.42
119	14/05/2026	821342	Computer/IT	Intouch	S	119.90	23.98	143.88
120	14/05/2026	822068	Computer/IT	Intouch	S	83.88	16.78	100.66
122	14/05/2026	820808	Computer/IT	Intouch	S	62.50	12.50	75.00
Subtotal for Code: IT Support						£381.34	£76.28	£457.62

Code Number Vchr.	Date	220 Website (Town Council) Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
94	01/05/2026	26716	Website	Hugo Fox Ltd	S	3.99	0.80	4.79
Subtotal for Code: Website (Town Council)						£3.99	£0.80	£4.79

Code Number Vchr.	Date	221 Stationery & Postage Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
141	27/05/2026	4410701311	Stationery	Viking	S	36.70	7.35	44.05
Subtotal for Code: Stationery & Postage						£36.70	£7.35	£44.05
Subtotal for Cost Centre: 01 General Purpose						3,370.96	623.23	3,994.19

Cost Centre 02 Town Hall

Code Number 48 Utilities

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
69	29/04/2026	2-05970676	Electricity	Engie Gas Limited	S	181.68	36.34	218.02
70	29/04/2026	2-05970677	Electricity	Engie Gas Limited	S	726.09	145.22	871.31
157	21/05/2026	1-02082125	Gas	Engie Gas Limited	S	39.50	7.90	47.40
158	21/05/2026	1-02082126	Gas	Engie Gas Limited	S	415.07	83.01	498.08
Subtotal for Code: Utilities						£1,362.34	£272.47	£1,634.81

Code Number 49 Rates

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
123	15/05/2026		Rates	Broadland District Council	Z	7,900.50		7,900.50
126	15/05/2026		Rates	Broadland District Council	Z	256.47		256.47
127	15/05/2026		Rates	Broadland District Council	Z	144.17		144.17
Subtotal for Code: Rates						£8,301.14		£8,301.14

Code Number 50 Cleaning/Sanitary/Refuse

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
89	06/05/2026		Various	Barclaycard	S	227.40	45.48	272.88
132	26/05/2026	283T022295	Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	S	382.80	76.56	459.36
136	27/05/2026	101	Cleaning/Sanitary/Refuse	Mr Brightside Pure Water Window Z		40.00		40.00
Subtotal for Code: Cleaning/Sanitary/Refuse						£650.20	£122.04	£772.24

Code Number 51 Repairs & Maintenance

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
97	08/05/2026	239421	Repairs & Maintenance	Stacatruc	S	135.00	27.00	162.00
106	08/05/2026	146	Repairs & Maintenance	LRW Lead Specialist Ltd	Z	2,100.00		2,100.00
138	27/05/2026	8521	Repairs & Maintenance	Ace Fire	S	150.00	30.00	180.00
Subtotal for Code: Repairs & Maintenance						£2,385.00	£57.00	£2,442.00

Code Number 52 Licensing

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
83	30/04/2026	2701005945	Licensing	Broadland District Council	Z	70.00		70.00
Subtotal for Code: Licensing						£70.00		£70.00
Subtotal for Cost Centre: 02 Town Hall						12,768.68	451.51	13,220.19

Cost Centre 03 Drill Hall

Code Number 66 Broadband

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
79	29/04/2026	820043	Computer/IT	Intouch	S	50.00	10.00	60.00
121	14/05/2026	821563	Computer/IT	Intouch	S	50.00	10.00	60.00
Subtotal for Code: Broadband						£100.00	£20.00	£120.00

Code Number 67 Utilities

Vchr.	Date	Invoice No	Description	Supplier	Vat Type	Net	Vat	Total
71	29/04/2026	2-05970681	Electricity	Engie Gas Limited	S	710.18	142.04	852.22
154	21/05/2026	1-02103090	Gas	Engie Gas Limited	S	-419.73	-83.95	-503.68
155	21/05/2026	1-02103089	Gas	Engie Gas Limited	S	704.29	140.86	845.15
156	21/05/2026	1-02082123	Gas	Engie Gas Limited	S	362.97	72.59	435.56
Subtotal for Code: Utilities						£1,357.71	£271.54	£1,629.25

Code Number		69 Rates		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No							
128	15/05/2026			Rates	Broadland District Council	Z	1,646.80		1,646.80
				Subtotal for Code:	Rates		£1,646.80		£1,646.80

Code Number		70 Cleaning/Sanitary/Refuse		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No							
131	26/05/2026	283T022294		Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	S			
133	26/05/2026	283T022294		Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	S	111.74	22.35	134.09
135	27/05/2026	056		Cleaning/Sanitary/Refuse	Mr Brightside Pure Water Window Z		18.00		18.00
				Subtotal for Code:	Cleaning/Sanitary/Refuse		£129.74	£22.35	£152.09

Code Number		71 Repairs & Maintenance		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No							
139	27/05/2026	8522		Repairs & Maintenance	Ace Fire	S	150.00	30.00	180.00
				Subtotal for Code:	Repairs & Maintenance		£150.00	£30.00	£180.00
				Subtotal for Cost Centre:	03 Drill Hall		3,384.25	343.89	3,728.14

Cost Centre 05 Cemetery Cottage

Code Number		206 Management Fees		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No							
113	01/05/2026	L0346L0606-		Management Fees	Sequence	S	130.00	26.00	156.00
114	01/05/2026			Management Fees	Sequence	Z	103.20		103.20
				Subtotal for Code:	Management Fees		£233.20	£26.00	£259.20

Code Number		224 Utilities		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No							
87	30/04/2026	16451332		Water	Wave	Z	37.14		37.14
				Subtotal for Code:	Utilities		£37.14		£37.14
				Subtotal for Cost Centre:	05 Cemetery Cottage		270.34	26.00	296.34

Cost Centre 06 Public Toilets

Code Number		85 Utilities		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No							
72	29/04/2026	2-05970682		Electricity	Engie Gas Limited	S	206.31	41.26	247.57
				Subtotal for Code:	Utilities		£206.31	£41.26	£247.57

Code Number		87 Sanitary/Refuse/Materials		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No							
143	27/05/2026	GB61QTNAB		Cleaning/Sanitary/Refuse	Amazon	S	29.97	6.00	35.97
				Subtotal for Code:	Sanitary/Refuse/Materials		£29.97	£6.00	£35.97

Code Number		88 Cleaning Contract		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No							
104	08/05/2026	1140		Toilet Contract Cleaning	Barnett's Cleaning	S	825.00	165.00	990.00
				Subtotal for Code:	Cleaning Contract		£825.00	£165.00	£990.00
				Subtotal for Cost Centre:	06 Public Toilets		1,061.28	212.26	1,273.54

Cost Centre 08 Cemetery

Code Number **103 Rates**
Vchr. **Date** **Invoice No**

125 15/05/2026

Description	Supplier	Vat Type	Net	Vat	Total
Rates	Broadland District Council	Z	1,105.00		1,105.00
	Subtotal for Code: Rates		£1,105.00		£1,105.00
	Subtotal for Cost Centre: 08 Cemetery		1,105.00		1,105.00

Cost Centre 09 Allotments

Code Number **111 Rents Received**
Vchr. **Date** **Invoice No**

84 30/04/2026 CR9B

Description	Supplier	Vat Type	Net	Vat	Total
Allotment deposit	Katie Patterson	Z	12.50		12.50
	Subtotal for Code: Rents Received		£12.50		£12.50
	Subtotal for Cost Centre: 09 Allotments		12.50		12.50

Cost Centre 10 Markets

Code Number **120 Market Rents**
Vchr. **Date** **Invoice No**

118 11/05/2026

Description	Supplier	Vat Type	Net	Vat	Total
Market Rent	Market Rent	Z			
	Subtotal for Code: Market Rents				

Code Number **122 Rates**
Vchr. **Date** **Invoice No**

124 15/05/2026

Description	Supplier	Vat Type	Net	Vat	Total
Rates	Broadland District Council	Z	392.00		392.00
	Subtotal for Code: Rates		£392.00		£392.00

Code Number **208 Card Charges Market**
Vchr. **Date** **Invoice No**

116 11/05/2026
 117 06/05/2026
 117 06/05/2026
 148 18/05/2026
 149 19/05/2026
 151 26/05/2026

Description	Supplier	Vat Type	Net	Vat	Total
Bank Charges	Sumup	Z	0.68		0.68
Market Rent	Market Rent	Z	0.31		0.31
Market Rent	Market Rent	Z	0.51		0.51
Bank Charges	Sumup	Z	0.34		0.34
Market Rent	Market Rent	Z	0.25		0.25
Bank Charges	Sumup	Z	0.17		0.17
	Subtotal for Code: Card Charges Market		£2.26		£2.26
	Subtotal for Cost Centre: 10 Markets		394.26		394.26

Cost Centre 11 Open Spaces

Code Number **127 Recreation Ground**
Vchr. **Date** **Invoice No**

68 01/05/2026
 96 01/05/2026
 103 08/05/2026 0037

Description	Supplier	Vat Type	Net	Vat	Total
Recreation Ground Grant	Recreation Ground	Z			
Recreation Ground Grant	Recreation Ground	Z	20,400.00		20,400.00
Storage Rent	Aylsham Recreation Ground	Z	350.00		350.00
	Subtotal for Code: Recreation Ground		£20,750.00		£20,750.00

Code Number **132 Repairs & Maintenance**
Vchr. **Date** **Invoice No**

71

Description	Supplier	Vat Type	Net	Vat	Total
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109	08/05/2026	I26295	Repairs & Maintenance	S & M Supplies	S	68.67	13.74	82.41
110	08/05/2026	20469	Repairs & Maintenance	S & M Supplies	S	2.28	0.46	2.74
			Subtotal for Code:	Repairs & Maintenance		£70.95	£14.20	£85.15

Code Number 134 Tree Maintenance
Vchr. Date Invoice No

98	08/05/2026	70-26	Tree Maintenance	M J Tree Services Ltd	S	1,865.00	373.00	2,238.00
			Subtotal for Code:	Tree Maintenance		£1,865.00	£373.00	£2,238.00

Code Number 144 Equipment Loan (Grass Cut
Vchr. Date Invoice No

108	08/05/2026	410064	Grass Cutting	Ben Burgess	S	1,555.00	311.00	1,866.00
			Subtotal for Code:	Equipment Loan (Grass Cuttin		£1,555.00	£311.00	£1,866.00

Code Number 148 Petrol costs Grass Cutting E
Vchr. Date Invoice No

89	06/05/2026		Various	Barclaycard	S	361.97	72.40	434.37
			Subtotal for Code:	Petrol costs Grass Cutting Equ		£361.97	£72.40	£434.37
			Subtotal for Cost Centre:	11 Open Spaces		24,602.92	770.60	25,373.52

Cost Centre 12 Events

Code Number 160 General Events
Vchr. Date Invoice No

102	08/05/2026		General Events	Poppyland Ltd	Z	20.00		20.00
			Subtotal for Code:	General Events		£20.00		£20.00
			Subtotal for Cost Centre:	12 Events		20.00		20.00

Cost Centre 14 Street Scene

Code Number 151 Utilities
Vchr. Date Invoice No

152	22/05/2026	IN15470357	Electricity	Npower Business Solutions	S	791.74	158.35	950.09
			Subtotal for Code:	Utilities		£791.74	£158.35	£950.09
			Subtotal for Cost Centre:	14 Street Scene		791.74	158.35	950.09

Cost Centre 15 Staff Costs

Code Number 213 Staff Costs (Admin)
Vchr. Date Invoice No

129	22/05/2026		Staff Costs	Staff Costs	Z	8,325.42		8,325.42
129	22/05/2026		Staff Costs	Staff Costs	Z	1,623.47		1,623.47
129	22/05/2026		Staff Costs	Staff Costs	Z	1,061.16		1,061.16
			Subtotal for Code:	Staff Costs (Admin)		£11,010.05		£11,010.05

Code Number 214 Staff Costs (Maintenance)
Vchr. Date Invoice No

129	22/05/2026		Staff Costs	Staff Costs	Z	11,979.71		11,979.71
129	22/05/2026		Staff Costs	Staff Costs	Z	2,336.07		2,336.07

129	22/05/2026	Staff Costs	Staff Costs	Z	1,458.35		1,458.35
130	22/05/2026	Staff Costs	Staff Costs	Z	1,867.32		1,867.32
			Subtotal for Code: Staff Costs (Maintenance)		£17,641.45		£17,641.45
			Subtotal for Cost Centre: 15 Staff Costs		28,651.50		28,651.50

Cost Centre Earmarked Reserves

Code Number 117 Allotment Deposits
Vchr. Date Invoice No

84	30/04/2026	CR9B	Allotment deposit	Allotment Tenant	Z	100.00		100.00
				Subtotal for Code: Allotment Deposits		£100.00		£100.00

Code Number 202 Transport
Vchr. Date Invoice No

99	08/05/2026	035203	Professional charges	Canham Consulting	S	605.00	121.00	726.00
				Subtotal for Code: Transport		£605.00	£121.00	£726.00

Code Number 204 ACE - Pallet Fund
Vchr. Date Invoice No

144	27/05/2026	15117	Blister packs	Starlings Transport	S	68.26	13.65	81.91
				Subtotal for Code: ACE - Pallet Fund		£68.26	£13.65	£81.91

Code Number 210 IT Improvement Project
Vchr. Date Invoice No

89	06/05/2026		Various	Barclaycard	S	246.88	49.38	296.26
137	27/05/2026	MRCA0916	IT Improvements	Amerits Digital Ltd	S	563.29	112.66	675.95
146	27/05/2026	GB617VGTAI	IT Improvements	Amazon	S	187.50	37.50	225.00
				Subtotal for Code: IT Improvement Project		£997.67	£199.54	£1,197.21

Code Number 222 Church Wall Reserve
Vchr. Date Invoice No

111	08/05/2026	26025	Repairs & Maintenance	Whitworth	S	369.71	73.94	443.65
				Subtotal for Code: Church Wall Reserve		£369.71	£73.94	£443.65
				Subtotal for Cost Centre: Earmarked Reserves		2,140.64	408.13	2,548.77

TOTALS £78,574.07 £2,993.97 £81,568.04

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Aylsham Town Council

29 May 2026 (2026-2027)

Listing of Receipts in each Code for All Cost Centres

(Between 29-04-2026 and 27-05-2026)

Cost 01 General Purpose

2 Bank Interest /Charges

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
29/04/2026		Bank Interest Received	Redwood Savings account	Z	1,603.37		1,603.37
30/04/2026		Gross Interest Bank Interest Received	Redwood Savings account	E	298.83		298.83
Subtotal for Code: Bank Interest /Charges					£1,902.20		£1,902.20

21 Climate Change

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
15/05/2026		Blister packs	ACE Group	Z	110.08		110.08
Subtotal for Code: Climate Change					£110.08		£110.08

205 ACE Film Screening

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
15/05/2026		Ace Film Screening	ACE Group	Z	105.00		105.00
Subtotal for Code: ACE Film Screening					£105.00		£105.00
Subtotal for Cost Centre: 01 General Purpose					2,117.28		2,117.28

Cost 02 Town Hall

42 Storage Rent

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
30/04/2026		Storage Rent	Aylsham Picture House	Z	75.00		75.00
Subtotal for Code: Storage Rent					£75.00		£75.00

44 Hirings - Town Hall

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
29/04/2026		Hirings	Town Hall Hirer	Z	128.00		128.00
29/04/2026		Road Closure	Town Hall Hirer	Z	46.35		46.35
29/04/2026		Hirings	Town Hall Hirer	Z	36.00		36.00
30/04/2026		Hirings	Town Hall Hirer	Z	36.00		36.00
29/04/2026		Hirings	Town Hall Hirer	Z	32.00		32.00
05/05/2026		Hirings	Town Hall Hirer	Z	42.00		42.00
30/04/2026		Hirings	Town Hall Hirer	Z	60.00		60.00
08/05/2026		Hirings	Town Hall Hirer	Z	192.00		192.00
21/05/2026		Hirings	Town Hall Hirer	Z	60.00		60.00
20/05/2026		Hirings	Town Hall Hirer	Z	108.00		108.00

19/05/2026	Hirings	Town Hall Hirer	Z	25.00	25.00
18/05/2026	Hirings	Town Hall Hirer	Z	112.00	112.00
15/05/2026	Hirings	Town Hall Hirer	Z	32.00	32.00
18/05/2026	Hirings	Town Hall Hirer	Z	36.00	36.00
22/05/2026	Hirings	Town Hall Hirer	Z	64.00	64.00
26/05/2026	Hirings	Town Hall Hirer	Z	32.00	32.00
26/05/2026	Hirings	Town Hall Hirer	Z	32.00	32.00
27/05/2026	Hirings	Town Hall Hirer	Z	252.00	252.00
27/05/2026	Hirings	Town Hall Hirer	Z	78.00	78.00
27/05/2026	Hirings	Town Hall Hirer	Z	72.00	72.00
Subtotal for Code: Hirings - Town Hall				£1,475.35	£1,475.35
Subtotal for Cost Centre: 02 Town Hall				1,550.35	1,550.35

Cost 03 Drill Hall

61 Storage Rent

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
05/05/2026		Hirings	RFCA East Anglia	Z	20.00		20.00
05/05/2026		Hirings	RFCA East Anglia	Z	20.00		20.00
01/05/2026		Hirings	Aylsham Band	Z	20.00		20.00
26/05/2026		Hirings	Aylsham Band	Z	20.00		20.00
Subtotal for Code: Storage Rent					£80.00		£80.00

62 Hirings - Drill Hall

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
05/05/2026		Hirings	Drill Hall Hirer	Z	240.00		240.00
05/05/2026		Hirings	Drill Hall Hirer	Z	120.00		120.00
05/05/2026		Hirings	Drill Hall Hirer	Z	75.00		75.00
05/05/2026		Hirings	Drill Hall Hirer	Z	15.00		15.00
05/05/2026		Hirings	Drill Hall Hirer	Z	125.00		125.00
05/05/2026		Hirings	Drill Hall Hirer	Z	100.00		100.00
01/05/2026		Hirings	Drill Hall Hirer	Z	120.00		120.00
01/05/2026		Hirings	Drill Hall Hirer	Z	30.00		30.00
01/05/2026		Hirings	Drill Hall Hirer	Z	500.00		500.00
01/05/2026		Hirings	Drill Hall Hirer	Z	67.50		67.50
30/04/2026		Hirings	Drill Hall Hirer	Z	20.00		20.00
20/05/2026		Hirings	Drill Hall Hirer	Z	250.00		250.00
20/05/2026		Hirings	Drill Hall Hirer	Z	75.00		75.00
15/05/2026		Hirings	Drill Hall Hirer	Z	150.00		150.00
26/05/2026		Hirings	Drill Hall Hirer	Z	90.00		90.00
26/05/2026		Hirings	Drill Hall Hirer	Z	30.00		30.00
26/05/2026		Hirings	Drill Hall Hirer	Z	30.00		30.00
27/05/2026		Hirings	Drill Hall Hirer	Z	157.50		157.50
Subtotal for Code: Hirings - Drill Hall					£2,195.00		£2,195.00
Subtotal for Cost Centre: 03 Drill Hall					2,275.00		2,275.00

Cost 04 23 Market Place

80 Rent/Insurance

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
29/04/2026		Rent	Sequence	Z	1,227.64		1,227.64
			Subtotal for Code: Rent/Insurance		£1,227.64		£1,227.64
			Subtotal for Cost Centre: 04 23 Market Place		1,227.64		1,227.64

Cost 05 Cemetery Cottage**81 Income**

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
02/05/2026		Rent	Sequence	Z	800.00		800.00
			Subtotal for Code: Income		£800.00		£800.00
			Subtotal for Cost Centre: 05 Cemetery Cottage		800.00		800.00

Cost 08 Cemetery**97 Memorials & Inscriptio**

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
06/05/2026		Memorials & Inscriptions	Rob Wells	Z	190.00		190.00
			Subtotal for Code: Memorials & Inscriptions		£190.00		£190.00

98 Exclusive Rights

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
18/05/2026		Exclusive Rights	ER Holder	Z	676.00		676.00
			Subtotal for Code: Exclusive Rights		£676.00		£676.00
			Subtotal for Cost Centre: 08 Cemetery		866.00		866.00

Cost 09 Allotments**111 Rents Received**

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
05/05/2026		Allotments	Allotment Tenant	Z	12.50		12.50
26/05/2026		Allotments	Allotment Tenant	Z	21.00		21.00
			Subtotal for Code: Rents Received		£33.50		£33.50

223 Deposits

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
05/05/2026		Allotments	Allotment Tenant	Z	100.00		100.00
01/05/2026		Allotments	Allotment Tenant	Z	100.00		100.00
01/05/2026		Allotments	Allotment Tenant	Z	12.00		12.00
26/05/2026		Allotments	Allotment Tenant	Z	100.00		100.00
			Subtotal for Code: Deposits		£312.00		£312.00
			Subtotal for Cost Centre: 09 Allotments		345.50		345.50

Cost 10 Markets**120 Market Rents**

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
06/05/2026		Market Rent	Market Rent	Z	105.00		105.00
11/05/2026		Market Rent	Market Rent	Z	207.00		207.00
11/05/2026		Market Rent	Market Rent	Z	40.00		40.00
06/05/2026		Market Rent	Market Rent	Z	30.00		30.00
11/05/2026		Market Rent	Market Rent	Z			
15/05/2026		Market Rent	Market Rent	Z	102.50		102.50
18/05/2026		Market Rent	Market Rent	Z	20.00		20.00
19/05/2026		Market Rent	Market Rent	Z	15.00		15.00
26/05/2026		Market Rent	Market Rent	Z	10.00		10.00
Subtotal for Code: Market Rents					£529.50		£529.50

121 Farmers Market Rent

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
06/05/2026		Market Rent	Market Rent	Z	18.50		18.50
18/05/2026		Farmers Market	Market Rent	Z	109.31		109.31
Subtotal for Code: Farmers Market Rent					£127.81		£127.81
Subtotal for Cost Centre: 10 Markets					657.31		657.31

Cost 12 Events

160 General Events

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
05/05/2026		General Events	The Market Surgery	Z	74.00		74.00
30/04/2026		Donations Received	Reepham & Aylsham Medical Prac	Z	74.00		74.00
Subtotal for Code: General Events					£148.00		£148.00
Subtotal for Cost Centre: 12 Events					148.00		148.00

Cost 13 Churchyard

182 Grounds Maintenance

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12/05/2026		Memorial Garden Coffee Morning	Aylsham in Bloom	Z	221.20		221.20
14/05/2026		Memorial Garden Coffee Morning	Aylsham Church	Z	461.46		461.46
Subtotal for Code: Grounds Maintenance (church)					£682.66		£682.66
Subtotal for Cost Centre: 13 Churchyard					682.66		682.66

Cost Earmarked Reserves

5 Recycling Credits/Bott

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
22/05/2026	EBC0010951	Recycling Credits	Broadland District Council	E	252.40		252.40
Subtotal for Code: Recycling Credits/Bottle Bank					£252.40		£252.40

210 IT Improvement Projec

Date	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
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Subtotal for Code: IT Improvement Project

£10.00

£10.00

Subtotal for Cost Centre: Earmarked Reserves

262.40

262.40

TOTALS

£10,932.14

£10,932.14

Aylsham Town Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Bottle Bank	4,829.32		47.90	252.40	5,033.82
Cittaslow	452.09				452.09
Community Events	7,700.00	-7,700.00			0.00
Christmas Decorations	2,096.82				2,096.82
Election	3,000.00	2,000.00			5,000.00
Marquees	561.31				561.31
Drill Hall	13,500.00	-5,000.00			8,500.00
Town Hall	29,500.00	-10,600.00			18,900.00
Properties					0.00
Public Toilets	2,500.00				2,500.00
Cemetery	10,269.35				10,269.35
Open Spaces	50,400.00	-15,000.00			35,400.00
Recreation Ground	47,765.00				47,765.00
Churchyard	57,964.00		695.21		57,268.79
Street Furniture	7,068.70				7,068.70
Allotment Deposits	7,418.31		640.00	500.00	7,278.31
Hall Hire Deposit					0.00
CIL	668.36	-668.36			0.00
Cemetery Cottage	10,000.00				10,000.00
Youth					0.00
Skate Park	1,148.67				1,148.67
Communications	1,654.00				1,654.00
Boiler Reserve	29,903.63	5,000.00			34,903.63
Climate Group	5,619.85		129.48	174.50	5,664.87
ACE Events	669.25		175.00	105.00	599.25
CIL 2025.2026	33,952.20	25,687.64			59,639.84
Transport Hub Reserve	513.35	2,000.00	1,332.50		1,180.85
Neighbourhood Plan	28,964.30		579.20		28,385.10
IT Reserve	12,796.40	1,000.00	1,600.99	10.00	12,205.41
23 Market Place	5,600.00	-2,000.00			3,600.00
Green Infrastructure and Veolia	5,497.45		207.10		5,290.35
Visit Aylsham	4,248.00				4,248.00
Total Earmarked	386,260.36	-5,280.72	5,407.38	1,041.90	376,614.16
TOTAL RESERVE	386,260.36	-5,280.72	5,407.38	1,041.90	376,614.16

Aylsham Town Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
GENERAL FUND					299,101.58
TOTAL FUNDS					675,715.74

SUMMARY BOX

ACCOUNT NAME	1 Year Fixed Rate Bond Issue 121			
WHAT IS THE INTEREST RATE? Rates effective 1st May 2026	Annual Interest (Fixed)		Monthly Interest (Fixed)	
	Gross	AER	Gross	AER
	4.30%	4.30%	4.22%	4.30%
	Interest is calculated daily. Interest will be paid on the anniversary of the date we receive your first deposit – this will be monthly or annually depending on the product you choose. If you take out a 1 Year Bond and opt for interest to be paid annually, your interest will be credited on closure of the account. If the anniversary falls on a weekend or a bank holiday your interest will be credited on the next working day. For accounts opened on 29 February in a leap year, the anniversary in non-leap years will be treated as 28 February.			
CAN SHAWBROOK BANK CHANGE THE INTEREST RATE?	As the interest rate is fixed, the interest rate cannot be changed over the term of the account.			
WHAT WOULD THE ESTIMATED BALANCE BE AFTER 1 YEAR BASED ON A £1,000 DEPOSIT?	A deposit of £1,000 at an annual Gross rate of 4.30% (fixed) would generate an estimated balance of £1,043 in one year - This is for illustrative purposes only. (This illustrative example assumes no withdrawals, no changes to the fixed interest rate over the period and interest is paid and compounded annually on a cleared deposit. Interest is rounded to the nearest pound. The illustrative example does not take into account the individual circumstances of a customer).			
HOW DO I OPEN AND MANAGE THE ACCOUNT?	<ul style="list-style-type: none"> ■ You can only apply for this product online ■ Once your account is open, you can manage the account online or by telephone on 0345 266 6611 ■ The minimum opening and operating account balance is £1,000 ■ Maximum account balance of £2,000,000 ■ You can fund your account within 28 days after opening. We'll close it if it remains unfunded by this time ■ The account is only available to individuals who are 18 years of age or over, permanently resident in the UK, only liable for UK tax and can provide a UK bank account as a linked account 			
CAN I WITHDRAW MONEY?	<ul style="list-style-type: none"> ■ This account has a fixed term, so you can only withdraw your money at the end of the fixed term (also known as 'maturity') ■ If the end of the fixed-term falls on a non-working day, your funds will be made available on the next working day ■ We'll write to you before maturity to remind you of the date that your fixed term ends. ■ At maturity, you can either withdraw your funds or transfer them into a new Shawbrook account of your choice (subject to any specific account terms and conditions). If you do not let us know what you wish to do by the maturity date, your account will revert to a Matured Funds account and the interest rate will be confirmed to you in writing 			
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> ■ Interest is paid Gross ■ Your savings with Shawbrook are protected by the Financial Services Compensation Scheme (FSCS). The FSCS protects eligible deposits up to £120,000 per person, per authorised institution, across all accounts you hold with Shawbrook. For joint accounts, the protection limit is £240,000. Any amount above this limit is unlikely to be protected 			

This document gives you important information to help you to decide whether our Fixed Rate Bond Account is right for you. You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference. The information provided in the summary box above is a summary of the key features of the savings account and is not intended to be a substitute for reading the terms and conditions that apply to the account.

TERMS AND CONDITIONS

- Please read this leaflet in conjunction with the terms and conditions for Personal Savings Accounts.
- We'll send you a statement on the anniversary of the date of receipt of your first deposit and at the closure of your account.
- Please note that the Bank reserves the right to withdraw this product at any time. If the product is withdrawn from sale you will be able to put more money into your account for a further 28 days.
- Please note that if we withdraw this product you will not be notified in writing.
- Shawbrook Bank only provides savings accounts for individuals who are permanent UK residents (excludes Channel Islands, Isle of Man and other Crown dependencies) and only liable to pay tax in the UK. Please notify us immediately if your circumstances change and you are no longer a permanent UK resident and/or no longer only liable for UK tax.
- The Matured Funds account is subject to the following conditions:
 - You cannot make additional deposits into the account
 - Withdrawals can be made without giving prior notice
 - Interest earned on the Matured Funds account will be paid annually on 31st December and at closure of the account.

POINTS TO NOTE

- **AER.** This stands for Annual Equivalent Rate. If you left a sum of money in your account all year, the AER would be the interest rate you'd get if we paid you interest during the course of the year and your subsequently higher balance then earned more interest (this is known as Compound Interest). The AER will only be higher than the gross interest rate where we pay you interest more than once a year. We quote the AER on all of our accounts so that you can compare our products with those of other banks.
- **Gross.** This is the interest rate without the deduction of income tax. Interest is paid gross to your account.
- **Financial Services Compensation Scheme (FSCS).** This product is covered by the Financial Services Compensation Scheme (FSCS).
The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations.
For further information about the compensation provided by the FSCS (including amounts covered and eligibility to claim), refer to the FSCS website www.FSCS.org.uk or call the FSCS on 0800 678 1100.
- **Prudential Regulation Authority (PRA)/Financial Conduct Authority (FCA).** Shawbrook is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. The FCA & PRA regulate many different kinds of financial services companies, and make sure that banks treat their customers fairly. Find out more at www.fca.org.uk or www.bankofengland.co.uk/pru.

TEL: 0345 266 6611

Shawbrook Bank, Sunderland SR43 4AG

SHAWBROOK BANK LIMITED

REGISTERED OFFICE: LUTEA HOUSE, WARLEY HILL BUSINESS PARK, THE DRIVE, GREAT WARLEY, BRENTWOOD, ESSEX, CM13 3BE.

REGISTERED IN ENGLAND AND WALES - COMPANY NUMBER 388466. AUTHORISED BY THE PRUDENTIAL REGULATION AUTHORITY AND REGULATED BY THE FINANCIAL CONDUCT AUTHORITY AND THE PRUDENTIAL REGULATION AUTHORITY.

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Minutes of the **Aylsham Climate Emergency Group Meeting held on 11th May 2026**



Present:

Grizelda Tyler (Chair)	Tracy Brighten	Sue Catchpole
Kevin Cunnane	Adam Curtis	Bryce Davies
Heather Davies-Walters	Michael Dolling	Catherine Fletcher
Louise Harlow	Kate MacKenzie	Yvonne Stewart

Also Present: Faye LeBon (Town Clerk) and two guests.

1. To Elect Chairman for the Forthcoming Year

It was **agreed** that Grizelda Tyler should Chair this working group for the forthcoming year, after a proposal from Yvonne Stewart and a second from Kate Mackenzie.

2. To Receive Apologies for Absence

Apologies were received from Kay Montandon and Shelley Hudson.

3. To Receive Declarations of Interest and Requests for Dispensation

None received.

4. To Agree the Minutes of the 8th April 2026

The minutes of the meeting held on 8th April 2026 were **agreed** as a true record of the business conducted at the meeting.

5. To Note Matters Arising from the Minutes, not Included on the Agenda

The following were raised:

- Broadland Council will not be going ahead with the blister pack collections.
- The charity collection boxes have been arranged for donations for blister pack collections. £60 has been collected at Country Markets as donations. Michael has arranged for the buckets and security tags for collections.
- Collections of empty contact lens packaging and marigolds are continuing from the Jubilee Centre and the Library. Stationery and dental products will be brought to Country Market on a Friday. Michael has ordered some sack hoops to attach to a table for ease of sorting. The Community Shed will be asked to cut holes in the table to facilitate the hoops.
- The Town Council is in the process to moving onto Microsoft 365 so the form function can be used to collect volunteer information for events.
- Adam advised that the Tree Council has now opened its funding window for his year. An approach has been made by Aylsham Scouts and Adam will work with them on a project. The application window will close at the end of July. The

Clerk will speak with the Grounds and Green Spaces Officer to establish any need from the Town Council.

6. Existing Projects.

a) To receive update and agree projects for further Green Infrastructure funding

Four projects had been put forward to Broadland Council for funding from Section 106 funds, in time for the deadline of the end of April 2026. These projects were:

- 1) Nest Places for Swifts (£1,913.00)
- 2) Wildflower Creation Areas (£1,223.65)
- 3) Improvement of Old Station Yard and other Open Spaces to Benefit Nature (£698.00)
- 4) Hedge Planting at Mileham Drive Multi Use Games Area (£2,096.06)

These projects were **agreed**

Tracy will write an article for Just Aylsham on the swift project.

All projects could commence. Invoices made out to Aylsham Town Council should be sent to The Clerk.

b) To receive update on Power Station film event

This will be shown on 15th May. Grizelda will check who is monitoring the 'connect' email for tickets.

As it is quite a long film, there will be shorter time for discussions afterwards.

The Clerk requested VAT receipts should be obtained for the refreshments so the VAT can be reclaimed.

c) To Receive Update on PEB Film Screening

The next film is on 4th July and this is the People's Emergency Briefing screening. Louise has seen the film and now has a better understanding of the format. There could be an addition to the event, such as 'sustainable stalls'.

d) To Receive Update on Pen and Dental Recycling

This was covered in item 5. It was noted at Aylsham and Reepham surgeries will recycle blister packs.

e) To agree actions for other planned events

Yvonne advised that the judges for the garden competition have been appointed. All are from outside Aylsham. The deadline for entry to the competition is 18th June. The judging will be on 18th / 19th July and the prize giving will be in August. Yvonne will look at prizes. Options discussed were a trophy, a bird box with a plaque or a wooden planter. The person who wins this year will become a judge next year.

Kate reported that the Community Shed have now made 30 bird boxes for the green spaces trail. These will be put up in the autumn. Peter Jolly is working on a map for the trail. Two dates will be agreed for guided walks. The Eagles at the school tend to have availability every other Thursday. They could assist with bulb planting. The walk could be promoted at the Family Learning Day.

7. To Consider 'Library of Things' Project

Michael advised that Broadland and South Norfolk councils are looking for pilot sites for a 'Library of Things'. This would be a set of lockers containing items which tend to be used infrequently which would save people having to buy them. It would require

footprint space of about 140cm². It was suggested that either Burgh Road or Buttlands car park could be suitable. In addition to their convenient locations to move items into a parked vehicle, the areas are under the management of Broadland Council.

It was **agreed** in principle to become a pilot site.

8. To Consider Correspondence About the Plant Based Treaty

Correspondence had been received about a proposal, as follows:

- Endorse the general principles of the Plant Based Treaty, joining more than 70 towns and cities worldwide that have done so
- Seek to increase the availability of plant-based options at council events and in community venues where appropriate
- Encourage and support local initiatives that raise awareness of sustainable and healthy food choices.

It was **agreed** in principle to support what the plant based treaty is trying to achieve, albeit it was noted that the group should not come across as preaching to people.

9. To Receive Group Updates, not elsewhere covered in the agenda

Transport

People were encouraged to attend the Annual Town Meeting on 19th May. As part of this there will be further consultation on whether the design of the market place can be improved.

Nature and Biodiversity

Yvonne reported that the Nature and Biodiversity group had put together some comments on the Lidl proposal. Concerns were raised about the loss of a soft entrance to the town, highway safety and loss of green space. It was noted that the planning application had yet to be submitted.

Yvonne advised that the hedges and verges on the periphery of Aylsham (not under the jurisdiction of the Town Council) had been cut at the wrong time. Grizelda will draft a letter to the relevant landowners to raise concerns about the method and timing of cutting.

A query had been raised about the cutting down of the copper beech at the Staithe. The Town Council's Grounds and Green Spaces Officer had advised that tests had revealed it was severely decayed on the inside, so permission had been given by Broadland Council to cut it down. Another tree will be planted to mitigate the impact of the removal. It was **agreed** to add a section on the ACE website about reporting improper cutting down of trees to Broadland Council and damage to Public Rights of Way to Norfolk County Council.

10. Finance

a) To receive updated ACE budget

The Clerk provided an update on the ACE budgets:

ACE Earmarked Reserve	£5,601.08
ACE Events Reserve	£699.25
Projects – Green Trail Reserve	£4,565.35
Projects – Veolia / Allotment	£725.00

Green Infrastructure s106

Projects agreed:

Swift Streets	£1,913.00
Wildflower Creation Areas	£1,223.65
Improvements to OSY and other open spaces	£698.00
Low hedge planting at Mileham Drive	£2,096.06

TOTAL **£5,930.71**

Income has not yet been received for these projects. Broadland District Council will pay on receipt of valid invoices.

The finance report was *noted*.

11. Items for Future Agendas

Discussions occurred regarding:

- Whether the group should run a wellbeing day/emotional resilience day
- Working more closely with school and the library
- Green prescribing (via GP surgeries and MIND)
- Pathmakers has received funding from the Norfolk Community Foundation for training walk leaders.
- A list of events is to be circulated.

12. To Agree the Date of the Next Meeting as Monday 1st June at 7pm

This was *agreed*

There being no further business the meeting was closed at 8.20pm.

Signed _____

Date _____

			sought on the central building in the existing layout plan marked up as 'private dwellings, three storey brick construction'. This building is believed to be in the same ownership as the development site, although hasn't been marked up as such. Rather than private dwellings its existing usage is that of a barn construction. The town council would like to see this building forming part of a s106 agreement for community use.	
2025/3274	12-13 Market Place	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay accommodation. To include 6 short-stay accommodation rooms to support the nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground level. Fabric alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the market place, especially on market days.	Pending
2025/3275	12-13 Market Place	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay accommodation. To include 6 short-stay accommodation rooms to support the	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the market place, especially on market days.	Pending

		nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground level. Fabric alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry Listed Building Consent		
2025/3845	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Alterations to existing connected stable block to incorporate it into the home. 2 single storey extensions with associated internal works	No objections	Approval with conditions
2025/3847	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Alterations to existing connected stable block to incorporate it into the home. 2 single storey extensions with associated internal works Listed Building Consent	No objections	Approval with conditions
2025/3979	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Proposed conversion of historic agricultural barns to three residential dwellings with associated infrastructure	No objections	Approval with conditions
2026/0218	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Proposed conversion of historic agricultural barns to three residential dwellings with associated infrastructure Listed Building Consent	No objections	Approval with conditions
2025/0169	<i>1 Anglian Way, NR11 6XQ</i>	Removal of condition 4 (surface water drainage) of existing	No comment to make, in deference to those with	Approval with conditions

		application 2025/0986 (2 bay extension to form MOT testing station)	environmental expertise on surface water management.	
2026/0336	3 Abbots Close, NR11 6HQ	First floor side extension	No objections	Pending
2026/0293	37 Town Lane, NR11 6HH	Roof replacement to create a first floor for additional bedrooms	Objection on the grounds of loss of amenity to the neighbouring properties. Numbers 1 and 3 Wrights Close, to the rear of the applicant, will be overlooked. In particular number 3 as the new rear windows will look directly into the windows of this property. Should the local planning authority be minded to grant permission, the Town Council would request a condition to provide a construction management plan to detail how large deliveries (eg: roof trusses) and trades can be accommodated on a narrow town centre single track road with no pavement, so that there can be no danger to pedestrians nor inconvenience to vehicular access to other Town Lane residents	Pending
2025/2418	Barclays Bank 1-2 Market Place	Conversion of former Barclays Bank to part residential (9 Units - Use Class C3) with retention of part of ground floor for continued Commercial, Business and Service use (Use Class E) Amended application Change of description and amended plans (now 9 residential units)	Objection to this revised application. The plans still remain factually incorrect despite the Town Council raising this in the previous response. The building to the west of the commercial car park is not 'private housing' as detailed in the plans. This is a barn used for storage. This plan needs to be corrected, or clarified as to whether this is part of the proposal for private housing. The Town Council also supports the response from	Pending

			<p>Anglian Water. The Town Council notes the reduction of residential dwellings from 11 to 9, which would reduce the s106 obligations of the applicant. Should the LPA be minded to grant permission, the town council would request a condition to safeguard against piecemeal development, in that should any additional building in the control of the applicant/developer (a blue line plan has not been submitted) be converted to a C3 dwelling, this should be classed as cumulative to this application and so subject to s106 obligations as a 10+ dwelling development. This would include the storage barn and the conversion of any of the three proposed commercial units to residential use</p>	
2026/0406	<i>Land Adj. former Aylsham Lodge Hotel</i>	Transport Hub, car parking and cycle parking. Covered parking in some areas with solar panels.	As this is the Town Council's application, no comment will be made. It was noted that an amended application will be forthcoming with the addition of the substation.	Pending
2025/4001	<i>Land North of Aylsham Road</i>	Retention of existing tarmac bell mouth on Heydon Road created by RWE for the Norfolk Vanguard Offshore Wind Farm Project (additional information supplied)	There is nothing in the additional information to mitigate the original objection of the Town Council. The council continues to object to the application on the grounds of lost agricultural land and ecology. Assurance of reversion to the original condition prior to operations was given, and the town council would like to see this adhered to. In addition to this, the council supports the comments of the highways	Pending

			officer consulted with regards to the suitability of the bell mouth on this road, without appropriate traffic management.	
2026/0575	4 The Maltings, Millgate, NR11 6GX	Erection of Hazel Hurdle fencing on one side of the garden	No objections	Pending
2026/0729	Bure House, 56 Millgate, NR11 6HX	Erection of a free standing greenhouse	No objections	Pending
2026/0768	2 Jegon Close, NR11 6JP	Single storey side and front extensions. Side carport and a garage replacement at the rear.	No objections	Pending
2026/0689	Flat 14, Market Place, NR11 6EH	Internal reconfiguration to provide one additional HMO-Compliant Bedroom, the works will involve relocating the shared kitchen, relocating the communal WC and bathroom and undertaking minor internal partition adjustments. (Listed Building Application)	No objections	Pending

7. To Consider Response to the Local Planning Authority on New Applications

The following were considered by the committee:

Reference	Address	Details	Committee Decision
2024-0791	St Michael's Church	Rebuild part of churchyard boundary wall (Amended application)	The committee declined to make a comment as this was the Town Council's application.
2026/0928	Hungate Lodge, Hungate Street, NR11 6JZ	change of surface material (retrospective) of permission 20181340 (which consented to Variation of Condition 2 of Previous Permission 20142017 (Approved Plans) - Revised	No objections

		Phasing Plan, Reduce Plot Numbers to Eight, Revised Dwelling Details Plots 3, 4, 5, 6, 7 and 8 and Details of Visitor Car Parking Area, Bin Storage Area and Electricity Sub-Station)	
2026/0920	<i>Various</i>	Plaques for Heritage Snail Trail (Listed building permissions)	The committee declined to make a comment as this was the Town Council's application.
2026/0922	<i>Land south of church farm cottages, Banningham Road,</i>	To erect a new agricultural storage building	No objections
2026/1096	<i>9 Oakfield Road</i>	Replacement of timber windows with UPVC to front side and rear of existing house	No objections
2026-1077	<i>12 Clover Road</i>	Extensions and modifications works	No objections

8. To Consider Responses to the Local Planning Authority on Applications Received Since the Agenda was Issued.

The committee considered the following applications:

<i>Reference</i>	<i>Address</i>	<i>Details</i>	<i>Committee Decision</i>
2026/1171	<i>12 Hungate Street, NR11 6AA</i>	External fabric repairs and redecoration, installation of secondary glazing and installation of a new a/c condenser. (Full Planning Application)	No objections
2026/1172	<i>12 Hungate Street, NR11 6AA</i>	External fabric repairs and redecoration, installation of secondary glazing and installation of a new a/c condenser. (Listed Building Application)	No objections

9. To Receive any Updates on Large Town Developments

a. Norwich Road Site.

It was **noted** that there had been complaints about dust again from the development site.

b. Burgh Road Site.

It was **noted** that the Section 106 agreement was due to be agreed in May.

10. To Receive any Update to 2026/0282 – Construct an Anaerobic Digestion (AD) plant, with landscaping, drainage and associated development, infrastructure and works (Oulton Parish)

Further information had been received by the committee for information. A watching brief would be kept on this application.

11. To Receive Update on the Greater Norwich Local Plan

Information on the call for sites is likely to be available at the end of June.

12. To Receive Update on the Neighbourhood Plan

The draft notes from the meeting of 23rd April had been circulated. It was *noted* that this project is moving at a good pace.

13. To Receive Update on Community Resilience Planning

There was no update to this item. To defer.

14. To Note Items for Information or Future Agendas

No matters raised.

15. To Confirm the Next Meeting as Thursday 11th June 2026, 10am in the Town Hall

This was *agreed*.

16. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 17 in View of the Confidential Nature of the Business to be Transacted. The Local Planning Authority advises that enforcement reports are for the information of the Town Council and should not be passed on, shared or published in any way. It was *agreed* to close the meeting to the press and public.

The Meeting was Closed to the Press and Public

17. To Note Planning Enforcement Cases from the Local Planning Authority

The planning enforcement cases for Aylsham had been circulated and were *noted*.

There being no further business the meeting was closed at 10.45am

Signed _____

Date _____



MINUTES OF THE MEETING OF THE **CITTASLOW** AYLSHAM COMMITTEE HELD AT DRILL HALL, ON TUESDAY 19th MAY 2026 AT 11am.

PRESENT: Pat Prekopp (Chair) - Aylsham Slow Food, Town Council
David Anderson – Aylsham Town Council
Mo Anderson-Dungar – Cittaslow UK and Aylsham Country Markets
Kevin Cunnane – Aylsham Town Council
Mary Evans – Aylsham Town Council
Giles Margarson - Aylsham Community Partnership
Wendy Sadler – Aylsham in Bloom

Also in Attendance: Donna Butcher, Office Manager - Aylsham Town Council.

1. Election of Chairman for the Forthcoming Year

It was **agreed** that the Chairman for the forthcoming year should be Patrick Prekopp, after a proposal from Giles Margarson and a second from David Anderson. Patrick was thanked for his time given to chairing this committee.

2. To Receive Apologies for Absence

Apologies were received from Mike Downes (Rotary), Jo Tuttle (Aylsham High School) and Jean St Clair (U3A).

3. To Receive Declarations of Interest and Requests for Dispensation

None raised.

4. To Agree the Minutes of the Cittaslow Aylsham Committee held on 28th April 2026

The minutes from the meeting held on the 28th April 2026 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

5. To Note any Matters Arising from the Minutes, not Listed Elsewhere on the Agenda

No matters raised.

6. Adjournment of the Meeting to Allow Members of the Public to Speak

No members of the public in attendance.

7. To Consider Update to Terms of Reference

It was **agreed** to request that full council amend the committee terms of reference to

rephrase the aim of the committee to 'to encourage the culture of good living **and wellbeing** through active citizenship to improve the quality of life in the town'.

8. Cittaslow UK and Cittaslow International

It was **noted** that Mold had made the decision to leave the Cittaslow movement. Giles advised it would be Italy that that would decide whether Aylsham, being the only English town, could remain with Cittaslow status. The committee were keen for this to carry on. Mo will arrange an AGM to discuss further.

9. To Receive Market Updates

a) Food and Craft Market

A written report was provided. Last month's market had an attendance of 10 stalls, including charity stalls. With the increase in attendance the decision was made to relocate the market back to the centre of the market square, helping to create a busier more vibrant atmosphere.

The addition of the princess characters at last month's event was extremely well received by visitors. The next market will feature Paul Thompson, a local singer/song writer who performs with a rare 20 string harp guitar.

Next month's market is expected to feature a similar number of stalls, continuing the positive momentum of recent events.

b) General Markets on Monday and Friday

A written report was provided.

The Monday market is currently trading with 6-7 stalls each week. At present there are 2 small pitches available and one larger pitch, which is hoped to soon be filled by a new fruit and veg stall.

Friday markets have seen a slight reduction in numbers, with the average attendance being four stalls. However, due to his popularity on Mondays, Aish Bakery is now attending the Friday market on a regular basis.

c) Country Markets

Mo reported that with Aish Bakery now attending the Friday market and Coxford's doing their 'hot food Friday', it was having an impact on the trade in the kitchen. Aside from that all is going well.

Patrick advised that it was hoped to do a questionnaire for traders and visitors at the markets on the different days - why they visit/trade on a particular day etc.

10. Visit Aylsham.

a) To receive update on Heritage Snail Trail

Patrick reported that the feature snail will be at the Family Learning Day, albeit under wraps (except for its head). The press release is ready, but there has already been coverage in the EDP and North Norfolk News. Giles advised that planning permission for the plaques has not yet been granted but no problems are foreseen with this process and a decision should be made next week. 15 plaques are to be fixed to

buildings around town, with a decision to be made as to what resource is required to fix the plaques.

b) To receive update on Entertainment at the Food and Craft Markets

As previously reported, the princess characters were received very well. Further monthly entertainment is booked up to September.

c) To receive update on Visit Aylsham website

A presentation of the website by Mitchell Philpott at Blickling was very well received. The Office Manager has scheduled several social media posts across the Aylsham Town Council and the Aylsham Town Council Events pages. The committee was asked for content for the Cittaslow section.

11. Town of Culture

a) To receive update on Town of Culture Expression of Interest Project

No decision had been made by the Department for Culture, Media and Sport.

12. To Consider Bookmarks Project and Funding Thereof

It was *agreed* that there was no budget for this project.

13. To Note the Minutes from the Aylsham Climate Emergency Working Group

These were not available.

14. To Note the Minutes from the Aylsham Community Events Committee

There had been no events committee meeting since the last Cittaslow meeting.

15. To Receive the Following Group Reports

a) Slow Food Aylsham

Patrick reported that the Snail Trail plans were progressing. The Street Food Festival now has 10 vans, 2 gazebos and 1 table booked. Preferably 3 or more vans were needed.

b) Aylsham High School

Jo Tuttle had provided apologies for the meeting.

c) Aylsham in Bloom

Wendy report that the summer planting, including The Pump, was to begin in the next 2 weeks and the window boxes at the Town Hall within next 10 days. The coffee morning at the Town Hall raised £682.66 for the memorial garden in the churchyard. The Open Gardens project is on track.

d) Aylsham Business Consortium (ABC)

No report available.

e) Aylsham Parish Church

Thanks to the fundraiser, there is now funding to install plaques at memorial garden to commemorate the Aylsham women's right to vote and those affected during the Covid 19 pandemic.

f) Aylsham Rotary Club

No report available.

g) Aylsham U3A

No report available.

h) Aylsham WI

Mo reported that May's meeting was held at the Friendship Hall and the speaker was Lesley Polly who has a B&B in France. June's speaker will be Tony Brown talking about Wildflower Meadows

16. To Note any Items for the Next Agenda

Town Tent for the Aylsham Show (contact groups, publicity and banners etc)

17. To Agree the Date of the next Meeting

This was agreed as Tuesday 16th June 2026, 11am at the Drill Hall.

There being no further business the meeting was closed at 11.40am

Signed _____ (Chairman) Date _____

DRAFT

Visit Aylsham Working Group Meeting Held in the Council Chamber on Wednesday 13th May 2026 at 3pm

Attendees:

Patrick Prekopp (Aylsham Town Council) Chairman.
Jayne Andrew (Aylsham Heritage Centre)
Tim Briscoe (Aylsham Town Council)
Sue Catchpole (Broadland Council)
Graham Peers (Broadland District Council)
Mitchell Philpott (Aylsham Town Council)

Also in attendance: Faye LeBon (Town Clerk, Aylsham Town Council)

Mitchell Philpott provided an update on the Visit Aylsham website:

- The website is now live and available and is gaining traction.
- Feedback from initial subscribers has been actioned
- The site is now hosting about 50 events.
- The blog area of the site has been redesigned. People are being asked to create a blog to support the advertisement of their event.
- The history section has been extended.
- A second edition of the events guide has been published.
- On subscription, people receive an automated welcome email and the latest events guide.
- Just Regional is now providing a news feed. This will be placed in the Community section when implemented.
- The email in the footer has been updated to 'hello@visitaylsham.org'
- Each event has a specific URL so is suitable for forwarding
- The sports section has been elevated
- The focus is now on social media. Circumstances have left the group starting from scratch, however there can be leverage via the existing Town Council social media, which has in excess of 1,000 followers.
- The handles are now visitaylsham_uk (Instagram) and visitaylsham (facebook).
- All blogs have unique URLs so can be easily shared on social media.
- The hello@visitaylsham.org is now a shared email account and can be used in correspondence.
- Google analytics has been integrated into the site
- Search Engine Optimisation has been integrated into the site, and it has also been optimized for ChatGPT.

- A meeting will be held with Blickling on 18th May, so there can be collaborative working.

Contact is to be attempted with Meta to try and have the old Instagram and facebook handles taken down.

1. To Elect Chairman of the Working Group for the forthcoming Year

It was **agreed** that this should be Patrick Prekopp.

2. To Receive Apologies for Absence

None received.

3. To Agree the Minutes of the Meeting held on 8th April 2026

The draft minutes had previously been circulated. These were **agreed** as a true and accurate record of the meeting by the group and were signed by the Chairman.

4. To Note Matters Arising from the Previous Meeting

None raised.

5. To Receive Update on Norfolk County Council's High Streets Matter Love Your Market Town Funding and agree with the progression of:

a) Heritage Snail Trail

Jayne reported that:

- All 8 local artist snails are in progress (4 have been received, with a further 4 coming in).
- The wording has been agreed for the website.
- The EDP has published an article on the snail trail as a result of the planning applications being sent to Broadland Council. This has forced the hand of the group with regards to releasing information.
- Timings for the launch event on 1st August were agreed as follows:
 - 10.30am Unveiling of feature snail
 - 11am Snail race
 - 10am – 11am – giant land snails will be available
 - 10am – midday – crafts available
- Businesses are to be encouraged to do snail themed items.
- Patrick has interviewed Mik and Teucer

b) Increasing Footfall to the Market Place

It was reported that the Enchanted princesses were very well received at the food and Craft market on 2nd May.

Graham has spoken with some of the Monday market traders regarding feedback on the markets. They have advised:

- They are disappointed with the price increases and the notice given.

- They struggle with signal to enable card payments. The Clerk will look into boosting signal from the Town Hall.
- They feel that trade is down because of the bank closures. Mitchell has met with a representative from Barclays who has provided a useful steer on how to improve an application to LINK for a bank hub.

The market traders should be encouraged to do a blog for Visit Aylsham to help re-energise the markets.

It was noted that Country Markets have started trading at Black Barn Farmers' Markets – they would have details of rates etc.

The need for a 'markets champion' was re-emphasised.

Patrick will be meeting with the Comms Officer from Wymondham to discuss how they successfully promote their markets.

6. To Receive Update on Visit Aylsham Website

This had been previously covered.

7. To Receive Update on Town of Culture Application

There had been no update from the Department of for Culture, Media and Sport. However, other suggestions for cultural events had been received from members of the public.

8. Items for Information / Next Agenda

Snail trail.

Graham advised that the 'Let's Go' project is to launch on 26th June.

Discussions occurred about the lack of hireable community space in the town. It was noted that the existing community buildings could be listed as assets of community value to protect them in the future.

9. Date of Next Meeting

To be agreed.

With no further business to conduct, the meeting closed at 4.50pm

Signed (Chairman) _____

Date _____



MINUTES OF THE MEETING OF THE **CHURCHYARD COMMITTEE** HELD AT ST MICHAEL'S CHURCH ON MONDAY 18th MAY 2026 AT MIDDAY

PRESENT: Kay Montandon (Chair) David Anderson
Julie Boyd Kevin Cunnane
Mary Evans Wendy Sadler

Also in Attendance: Faye LeBon (Clerk to Aylsham Town Council) and Andy Bell (Groundsman to the Town Council)

1. To Receive Apologies for Absence

Apologies were received from Mathew Martin.

2. To Receive any Declarations of Interest and Requests for Dispensation

None raised.

3. To Agree the Minutes of the Meeting of 20th April 2026

The minutes from the previous meeting held on the 20th April 2026 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

4. Matters Arising from the Previous Meeting, not forming part of the agenda

No matters raised.

5. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

6. To Receive Update on Church Wall Repairs

The Clerk reported that the consultation period had been extended to accommodate those who claimed to have not been consulted on the revised planning application. It is anticipated that a decision will be made by 28th May.

7. To Receive Update on Memorial Garden Project and Finalise Details for the Fund Raiser

The fund raising event for the memorial garden raised £682.66, which is ample to pay for the two plaques.

Examples of possible wording for the two plaques was consulted upon at the fundraiser, with the result being no obvious preference between the shorter or longer wording. The committee agreed the following wording but with the addition of dates, to be put forward to full council for agreement:

Blue Memorial: In Memoriam. Dedicated to the people of Aylsham affected by the Covid-19 pandemic. Those we lost, those who suffered, and those who gave so much to help others.

Green Memorial: Women's Suffrage. To remember and celebrate the women of Aylsham who fought for the right to vote, and whose legacy continues to inspire equality and justice today, and into the future.

Once the exact wording is agreed by full council, this will be forwarded to Julie for faculty consideration.

Andy will send Julie a copy of the plans for the memorial garden so they can be displayed in the church.

It was noted that this project and associated fundraiser was an excellent example of collaboration between the church, the Town Council and Aylsham in Bloom. The thanks of the committee were extended to all volunteers who have assisted with the project and the fundraiser.

The Clerk is to arrange for the ward members grant for the seating and associated fixings to be paid across.

Anything left from the fundraiser can be spent on plants.

8. To Receive any Further Representation on Reinforcement of Car Parking Area in the Church

Julie had yet to receive a response from the Archdeacon, however it was agreed to be mindful of the aging nature of the congregation and not to restrict car parking, with the exception of a post to prevent parking between graves. During inclement weather consideration could be given to temporarily cordoning off the grassed area to prevent the grass being damaged by vehicles.

9. To Agree Date, Time and Location of Next Meeting

The next meeting will be Monday 29th June 2026 at midday, at St Michael's Church.

There being no further business the meeting was closed at 12.30pm.

Signed _____ (Chairman) Date _____



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON THURSDAY 7th MAY 2026 AT MIDDAY

PRESENT:

David Anderson
Catherine Fletcher
Michell Philpott

Trevor Bennett
Michael Goodwin
Patrick Prekopp

Mary Evans
Kay Montandon

Also in attendance: Faye LeBon (Town Clerk) and Gavin Watson (Maintenance Manager).

1. Election of Chaiman

It was agreed that Kay Montandon should Chair the Staffing Committee for the forthcoming Year

2. To Receive Apologies for Absence

Apologies were received from Cheryl Bould.

3. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

4. To Agree Minutes from the Meeting of 19th March 2026

The minutes of the meeting of 19th March 2026 were *agreed*. The minutes were signed as a true and accurate record by the Chair.

5. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

6. To Receive Employer Briefing on Unpaid Leave and Family Leave

A paper had been circulated regarding changes to the Local Government Pension Scheme rules that are designed to reduce the impact that unpaid leave and caring responsibilities can have on pension outcomes, particularly for women. The Clerk is to check whether the payroll system can be amended to prevent the reduction of pensionable pay for short periods of absence (less than 15 days).

7. Policy Review

a) Flexible Working and Predictable Terms Policy

The draft policy circulated was **adopted**, subject to the removal of reference to an appeal process.

b) Maternity and Family Friendly Policy

The draft policy circulated was **adopted**.

c) Homeworking Policy

The draft policy circulated was **adopted**.

d) Right to Work Policy

The draft policy circulated was **adopted**.

e) Computers, Email and Internet Policy

The draft policy circulated was **adopted**.

f) Neonatal Care Leave Policy

The draft policy circulated was **adopted**.

8. Exclusion of the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for the duration of item 9, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

9. Recruitment

a) To Shortlist Applications for Finance Manager and Deputy Clerk Role

Four applications had been received. These had been anonymised, numbered and circulated to the committee. It was **agreed** to interview applicants 1 and 2.

b) To Agree Interview Method, Panel, Date and Time for Finance Manager and Deputy Clerk Role

It was **agreed** that interviewees would be requested to do a presentation on 'The Challenge of Change'. This should last no more than 10 minutes. This would be followed by a formal interview and, if available, meeting the staff. Subject to room availability, these will be held on Thursday 21st May. The interview panel would consist of Catherine Fletcher, Michael Goodwin and Kay Montandon. The Clerk would be in support.

c) To Shortlist Applications for Maintenance Assistant and Facilities Support Role

Eight applications had been received. These had been anonymised, numbered and circulated to the committee. It was **agreed** to interview applicants 1, 4 and 8.

d) To Agree Interview Method, Panel, Date and Time for Maintenance Assistant and Facilities Support Role

It was **agreed** that interviewees would be requested to attend the Recreation Ground and check for any matters for repair and maintenance or general health and safety. Findings would then be presented to the panel at the formal interview. If available, interviewees would then be invited to meet the staff. Subject to room availability, these will be held on Friday 22nd May. The interview panel would consist of David Anderson, Trevor Bennett and Mitchell Philpott. The Maintenance Manager would be in support.

The meeting was reopened to the press and public

10. To Note Items for Information and Inclusion in a Future Agenda

Ratification of interview panel recommendations

Staff member TOIL

11. Date of Next Meeting

Tuesday 26th May at 10am

There being no further business to conduct the meeting was closed at 1.15pm

Signed _____ Date _____

DRAFT



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON TUESDAY 26th MAY 2026 AT 10am

PRESENT:

Kay Montandon (Chair)
Michell Philpott

Mary Evans
Patrick Prekopp

Michael Goodwin

Also in attendance: Faye LeBon (Town Clerk) and Gavin Watson (Maintenance Manager).

1. To Receive Apologies for Absence

Apologies were received from Trevor Bennett, Cheryl Bould and Catherine Fletcher.

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

3. To Agree Minutes from the Meeting of 7th May 2026

The minutes of the meeting of 7th May 2026 were **agreed** by the committee and signed as a true and accurate record by the Chair.

It was noted that after the meeting of 7th May, Patrick Prekopp replaced Trevor Bennett on the interview panel for the role of Maintenance Officer and Facilities Support.

4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

5. Policy Review

a) Drugs and Alcohol Policy

The draft policy circulated was **adopted**, subject to the removal of section 8.4

b) Whistleblowing Policy

The draft policy circulated was **adopted**.

c) Bribery Policy

The draft policy circulated was **adopted**.

d) Lone Working Policy

The draft policy circulated was **adopted**. It was **agreed** to put this on a future agenda to consider improved protection for those lone working.

e) AI Powered Services Policy

The draft policy circulated was **adopted**. The importance of training on this subject was emphasised. Mitchell Philpott will do a short training session for staff.

f) Dress Code Policy

The draft policy circulated was **adopted**.

6. Exclusion of the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for the duration of item 7, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

7. Recruitment

a) To Receive Recommendations of the Interviewing Panel and Appoint Person to the Role of Finance Manager and Deputy Clerk.

Michael Goodwin and Kay Montandon had formed the interview panel for this role, with the Clerk in support. Regrettably Catherine Fletcher had to leave the interview process early.

It was **agreed** to accept the recommendation of the panel and Harry Clark was appointed to the position.

b) To Receive Recommendations of the Interviewing Panel and Appoint Person to the Role of Maintenance Officer and Facilities Support

David Anderson, Patrick Prekopp and Mitchell Philpott had formed the interview panel for this role, with the Maintenance Manager in support.

It was **agreed** to accept the recommendation of the panel and Connor Osborne was appointed to the position.

c) To Receive Update on the Recruitment of the Communications Officer

Twelve applications had been received to date, with the closing date being 1st June.

The meeting was reopened to the press and public

8. To Note Items for Information and Inclusion in a Future Agenda

Shortlist applications for Communications Officer, agreement interview panel, date, time and format. The Clerk will send applications to committee members on Monday afternoon.

Staff member TOIL

9. Date of Next Meeting

Wednesday 3rd June at 10am

There being no further business to conduct the meeting was closed at 11.25am

Signed _____

Date _____



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 20TH MAY at 2:00pm

PRESENT:

Patrick Prekopp	-	Councillor
David Anderson	-	Councillor
Kevin Cunane	-	Councillor
Kay Montandon	-	Aylsham Town Council Chair
Caron Lawrence	-	Aylsham Business Consortium
Giles Margaron	-	Town Resident

1. WELCOME INTRODUCTIONS & APOLOGIES

In the absence of Cheryl Bould, Kay Montandon agreed to chair the meeting. Apologies received from Joan Bennett. Donna informed the committee that although Joan will not be able to attend the meetings, due to the change of time, she is happy to assist at any events whenever she can.

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

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON WEDNESDAY 15TH APRIL 2026

The minutes of the meeting held on Wednesday 15th April 2026, as previously circulated were then **confirmed** and signed.

4. INFORMATION ON MATTERS ARISING

None raised.

5. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK

None present.

6. TO RECEIVE AN UPDATE ON THE ROAD CLOSURES FOR THE STREET FOOD FESTIVAL

It was **agreed** that, with no response being forthcoming from the ABC members, the road closure would be for the Market Place parking spaces only and not to include Red Lion Street. The matter was raised as to whether the event was to be held under Slow Food or Cittaslow. Patrick to speak to Faye regarding Town Council staff working at the event on the day. It was **agreed** to change the time of the event from 10am-6pm to 10am-4pm. Patrick to change the promotional material.

7. TO RECEIVE AN UPDATE FOR THE STREET PARTY

Donna informed the committee that initial posts on social media had been well received and that there had been a few booking forms returned. She confirmed that Saturn Av is booked and that Medlers Haulage have been contacted regarding use of a trailer for the stage. It was also reported that a request for bands and/or singers was posted on social media and that those who had responded were being reviewed. Caron confirmed that the ABC had been informed of the change of date for the event.

8. TO RECEIVE ANY UPDATES FROM THE ABC GROUP

Caron reported that ABC are planning a social media campaign for the World Cup in which a video will be made to look as though the participating businesses are kicking a football to each other throughout the reel. They will then auction off the football for charity (yet to be decided).

9. TO RECEIVE ANY UPDATE FROM THE VISIT AYLSHAM GROUP

Patrick confirmed that the Town Snail will be unveiled at the Snail Race morning at the August Food and Craft Market. A discussion took place regarding a celebrity to perform the unveiling, possibly somebody dressed as Anne Boleyn. Donna reported that, following a structured social media campaign, a number of people have subscribed to the website.

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

Discuss arrangements for the Aylsham Show. Patrick to contact David Hitcham and Johnny Payne.

11. TO AGREE DATE OF NEXT MEETING

Wednesday 17 June at 2pm.

12. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 3:10pm.