

Aylsham Neighbourhood Plan

Notes of Working Group Meeting held 3rd January 2020

Present

Trevor Bennett, Mary Evans, Pat Prekopp, Sue Lake

The group was formed to assist with aspects of interpretation of the Aylsham Neighbourhood Plan especially as it relates to the proposals in the Greater Norwich Local Plan (GNLP). Details of the preferred, alternative and rejected sites were now available from the GNLP Board – see below.

The GNLP Board will meet to discuss the draft plan and consider approving it for consultation on January 6th. It will then need to go to the three District Councils (Broadland, South Norfolk and Norwich) for approval by the councils. Trevor Bennett advised he would consider going to the GNLP meeting on January 6th.

Broadland District Council are holding a briefing meeting for Town and Parish Councils on Wednesday January 22nd. All three councillors present expressed an interest in attending and the clerk will talk to Broadland regarding additional attendees for the meeting.

Should the draft plan be accepted for consultation a roadshow of events is planned with one in Aylsham on 11th February 2020. Judging by previous experience it was felt that the Town Council would need to advertise this rather than relying solely on the GNLP.

The recommendations were discussed in detail and members were surprised at the preferred site as the Norwich Road site appears more suitable.

It was acknowledged that there would be a great deal of vocal and social media discussion on the proposals but this needs to be converted to reasonable and coherent responses to the GNLP.

Areas that need to be looked at in relation to the plan are water, transport infrastructure, education, leisure facilities and healthcare. It is acknowledged that the last matter is not considered a planning issue but cannot really be ignored as any response would lose credibility with the public. Discussion on what health services are available at the St Michaels site showed a lack of knowledge and what there is there. Are there facilities but no users?

It was agreed to try and investigate this so any response was from a position of greater knowledge. A further meeting was scheduled for the 13th January at 2pm

PREFERRED SITES – RESIDENTIAL TOWNS

Address	Site Reference	Area (Ha)	Proposal	Reason for allocating
Land to the South of Burgh Road	GNLP0311, 0595 and 2060 (combined)	12.86	300 dwellings, including a site for a new primary school	There are a number of similarly performing sites put forward in Aylsham, but this combination of sites is preferred for allocation as it is favoured in highway terms as long as two points of access are provided. The site allocation will need to include a requirement for a new primary school in Aylsham required to meet growth needs.

REASONABLE ALTERNATIVE SITES - RESIDENTIAL TOWNS

Address	Reference	Area	Proposal	Reason for not allocating
Next to River Bure	GNLP0336	21.34	Residential development of approx. 300 dwellings, a neighbourhood centre to include community and retail uses, a primary school, public open space, play areas, a Riverside County Park and new footpath links	This site is considered to be a reasonable alternative if additional growth is needed in the towns, subject to a satisfactory access strategy via existing allocation AYL2. A new school site is needed in Aylsham which is promoted as part of this scheme, however more evidence is needed regarding delivery. The potential to deliver a school on this site needs to be balanced against the fact that there are considered to be other more preferable sites for allocation in the town on highways grounds. This site is therefore of secondary preference for allocation in the town. The site does have some constraints including a large area in flood zones 2 and 3, impact on the Bure Valley landscape and heritage issues
Norwich Road	GNLP0596	11.95	Residential development for approx. 250 dwellings	This site is considered to be a reasonable alternative if additional growth is needed in the towns, subject to mitigation measures. For highways reasons, requirements would include a maximum of 100 dwellings with access from Norwich Road and a 2 metre wide footpath across the site frontage. 250 dwellings would require two points of access, but this would require further investigation as it would not be possible from either Copeman Road or Buxton Road. This site is therefore of secondary preference for allocation in the town

UNREASONABLE ALTERNATIVES - RESIDENTIAL TOWNS

Address	Reference	Area	Promoted for	Reason considered to be unreasonable
North of Marriotts Way	GNLP0287	12.85	Residential development of approx. 250 houses and 2.35ha of public open space for recreation and leisure	This site is not considered to be suitable for allocation as it is located on the western edge of the town, less centrally placed than the preferred and reasonable alternative sites. The site appears to be significantly constrained if there is a requirement to cross the Marriotts Way which is a County Wildlife Site and green infrastructure asset.

B1145 Henry Page Road/ Norwich Road	GNLP2059	1.32	15-20 dwellings	This site is not considered to be suitable for allocation as it is located outside the clear built form of the town. Residential development here would appear as a separate enclave divorced from the town and less well related to form and character than the other sites promoted
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		Month	Year	Budget	Variance	Availabl e	% Spent
General Purpose	Income	0	118,8	106,4	(12,38		111.6%
	Expenditu re	8,85	69,1	94,5	25,3	25,3	73.1%
		7	22	06	82		
	Net Income over	(8.85	49.7	11.9	(37.76		
	plus Transfer from	0	0				
	less Transfer to EMR	0	0				
	Movement to/(from) Gen	(8,85	49,7				
Town Hall	Income	564	64,6	69,0	4,32		93.7%
	Expenditu re	27,4	78,9	79,2	309	309	99.6%
		27	70	70			
	Movement to/(from) Gen	(26,86	(14,2				
Drill Hall	Income	2,34	56,4	63,3	6,88		89.1%
	Expenditu re	34,2	124,3	63,3	(60,95	(60,95	196.2%
		47	70	68	51	51	
	Movement to/(from) Gen	(31,90	(67,8				
23 Market	Income	1,25	4,19	5,50	1,30		76.2%
	Expenditu re	0	145	600	455	455	24.2%
	Movement to/(from) Gen	1,25	4,04				
Cemetery	Income	100	3,97	6,75	2,77		58.9%
	Expenditu re	0	19	1,50	1,48	1,48	1.3%
				0	1	1	
	Movement to/(from) Gen	100	3,95				
Public Toilets	Expenditu re	682	11,1	17,4	6,31	6,31	63.8%
Other	Income	0	12,3	12,3	0		100.0%
	Expenditu re	431	3,87	5,03	1,15	1,15	77.1%
			0	0	1	1	
	Movement to/(from) Gen	(431	8,47				
Cemetery	Income	0	19,0	21,2	2,16		89.8%
	Expenditu re	1,86	13,1	21,2	8,11	8,11	61.8%
		0	12	58	5	5	
	Movement to/(from) Gen	(1,86	5,94				
Norwich	Income	0	220	0	(220		0.0%
	Expenditu re	0	7	0	(7)	(7)	0.0%
	Movement to/(from) Gen	0	213				
Cromer Road	Income	(75)	870	0	(870		0.0%
	Expenditu re	0	250	250	0	0	100.0%
	Movement to/(from) Gen	(75)	620				
Woodgate	Income	0	1,31	0	(1,3		0.0%
	Expenditu re	0	77	0	(77)	(77)	0.0%

	Movement to/(from) Gen	0	1,23				
Bure	Income	0	2,01	0	(2,0		0.0%
	Expenditure	128	742	0	(742	(742	0.0%
	Movement to/(from) Gen	(128	1,27				

Agenda Item 9c

		Month	Year	Budget	Variance	Availabl e	% Spent
Allotments General		0	19,3	23,8	4,50		81.1%
	Expenditure	1,85	16,4	23,5	7,05	7,05	70.0%
	Net Income over	(1,85	2,81	266	(2,5		
	less Transfer to FMR	0	0				
	Movement to/(from) Gen	(1,85	2,81				
Markets		603	6,46	7,40	935		87.4%
	Expenditure	0	1,97	2,55	578	578	77.3%
	Movement to/(from) Gen	603	4,49				
Open Spaces		2,61	142,6	145,9	3,22		97.8%
	Expenditure	25,1	123,8	150,8	27,0	27,0	82.1%
	Net Income over	(22,57	18,8	(4,9	(23,78		
	plus Transfer from FMR	0	0				
	Movement to/(from) Gen	(22,57	18,8				
Street Scene		(453	64,8	45,3	(19,54		143.1%
	Expenditure	3,09	30,1	45,3	15,2	15,2	66.4%
	Movement to/(from) Gen	(3,55	34,7				
Christmas		580	2,67	0	(2,6		0.0%
	Expenditure	2,34	4,49	1,65	(2,8	(2,84	272.2%
	Movement to/(from) Gen	(1,76	(1,82				
Street Party		165	1,32	0	(1,3		0.0%
	Expenditure	4	2,15	0	(2,1	(2,15	0.0%
	Movement to/(from) Gen	161	(829				
General events		32	2,05	0	(2,0		0.0%
	Expenditure	210	2,62	0	(2,6	(2,62	0.0%
	Movement to/(from) Gen	(178	(574				
Collectors Fair Income		278	2,45	0	(2,4		0.0%
	Grand Totals:-	7,99	525,8	507,1	(18,72		103.7%
	Expenditure	106,3	483,4	507,1	23,6	23,6	95.3%
	Net Income over	(98,33	42,3	(30)	(42,40		
	plus Transfer from	0	0				

less Transfer to FMR	0	0
Movement to/(from) Gen	(98,33	42,3

Agenda Item 10a

CLERK'S REPORT FOR COUNCIL MEETING 15.1.2020

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall	Refurbishment	Work to the audio system completed and the new system has received numerous compliments. The new blinds have been installed and look good – new curtains for the fire exit and entrance doors could be considered. Planning permission for doors with BDC should be determined this month
23 Market Place	Let to WH Brown Rent issue	Agreed a five-year lease – almost ready for signature
Cemetery Cottage	Private Letting	Issues with ceilings cracking – awaiting builders report
Cemetery		Report of potholes in the driveway. Will look to see if these can be repaired in the spring
Allotments		Contacted Anglian Water/Wave regarding the water bills. They have not responded yet.
Churchyard		
Market Place		
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general		

Paupers Graveyard	Clearing	Proposals to fence the area will be brought to the Town Council in February/March
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		
Norfolk Homes Car Park at Mileham Drive	Use by Norfolk County Council	Work will commence on the resurfacing work for the Marriotts Way between 10 th February and 6 th March. The footpath between Mileham Drive and Woodgate Crossing will be closed during this work. The car park at Mileham Drive will be used by the contractors for this period.
Land at Sapwell Close	A d v e r s e Possession Claim	Now with a different Government Department
Car Parks		Awaiting details of BDC review
Street Lighting	R e p l a c e m e n t Programme	Tender document posted to contract finder with closing date of 31 st January.
Mill Road/Cawston Road	Installation of Bollards	Agreed final placement at a site meeting with Highway Engineer. One of the existing posts has been hit (probably by a lorry) and a request to repair this has been sent
Public Toilets		Issue with a root growing down from the roof which caused back up flooding. In discussions with Broadland Consultants re roof garden
Offices - Public Toilets		
COMMA/Archives		New laptop purchased
Litter & Dog Waste Bins		
Bus Shelters		AGENDA ITEM
Pump		
Pillboxes		
War Memorial		
Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office no of any such areas and we will add it to the schedule we send them

Drill Hall		AGENDA ITEM
C o m m u n i t y Speedwatch	Need to re- establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	Planning application agreed will look to install in January/February
Bure Meadows Footpath	New Footpath a c r o s s t o Dunkirk	
Staffing		AGENDA ITEM
Town Council Office	Clearing	The office will be closed on Tuesday February 21st

Items for Town Council to consider/note

- **Completion of lease for 23 Market Place**

Notes of Cittaslow Anniversary Committee Meeting Thursday January 9th 2020

Present:

Pat Prekopp
Joan Bennett

Mary Evans

Sue Lake

Apologies - Lloyd Mills

Introduction

The Town Clerk advised that the meeting was not a properly constituted meeting of the committee as the necessary notices and agenda had not been published. It had been called to discuss terms of reference so these could go to Town Council in January. It was also an opportunity to discuss what requirements are necessary for the event to give a rough working plan.

Terms of Reference

Draft Terms of Reference had been drawn up by the clerk. Members looked at these and agreed they covered all the basics and were supportive of them being taken to council

Outline of the Event

The Cittaslow Anniversary Event will take place around the 7/8th November to coincide with the monthly Farmers Market. This is the 15th anniversary of Aylsham obtaining Cittaslow status. As part of the celebrations Cittaslow International will hold their autumn meeting in the town.

The clerk had written to Cittaslow International to confirm the actual date and also requested details of likely numbers and what was expected. An answer is still awaited. However, on checking the Cittaslow website the event is listed on the events page for that weekend.

Outline Plan of the weekend

Until an indication of numbers is received details of what is required to organise are not available. However the event was talked through and the most likely timetable is thought to be as follows:

Arrival Thursday pm or Friday am

Friday

pm Tour of Blickling

ppm Drinks reception/buffet at Blickling

Saturday

9am Start at 9am with tour of Farmers Market and Aylsham Town Centre

11.00am Coffee at Town Hall and start of conference

4.30pm Conference ends

Ppm Conference dinner in the Town Hall

Sunday

9am Breakfast in the Town Hall?

12.00pm Delegates depart

This was only a very draft plan and further details would need to be considered. The Sunday is Remembrance Day and it was not sure how or if to incorporate that into the event.

Next Meeting

The next meeting was agreed as 12pm on Monday January 20th 2020.

Aylsham Town Council

Terms of Reference for the Cittaslow Anniversary Committee

1. Authority

- The Cittaslow Anniversary Committee is appointed by and is solely responsible to Aylsham Town Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time to modify the Committee's powers.

2. Membership

- The Committee will consist of no more than 5 Councillors. A chairman will be elected from these councillors. A quorum will be a minimum of 3 members.
- The Committee may invite guidance from professionals to assist in its deliberations.

3. Records of Proceedings

- The Committee will meet as and when required
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next Committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

4. Duties and Functions

- The purpose of the Committee is to organise all aspects of the celebrations of the 15th anniversary of Aylsham obtaining Cittaslow status
- This will also include the hosting of the autumn meeting of the Cittaslow Board
- To ensure Risk Assessments are completed for the event.
- To ensure all necessary insurances are in place prior to event.
- To ensure the event is widely advertised.
- To prepare a budget for the event
- To have delegated authority to spend within the budget agreed by the Town Council
- To have emergency spending power of up to £250 on items not detailed in the budget.

5. Other Matters

- The Town Council standing orders are applicable to all members and meetings of the committee

6 Review

- The committee will be disbanded after completion of the event and a review is not deemed necessary

Agenda Item 17a

**MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD IN THE DRILL HALL, CAWSTON ROAD, AYLSHAM ON 8th JANUARY 2020 at 7:00pm**

PRESENT:

Eileen Springall	-	Chairman (Councillor)
Karen Smith	-	Vice Chairman (Town Resident)
Joan Bennett	-	Councillor
Pat Prekopp	-	Councillor
Giles Margaron	-	Town Resident
Debbie Dangerfield	-	Trefoild Guild
Sam Dangerfield	-	Girl Guides
Jack Branford	-	Vicar
Sue Lake	-	Aylsham Town Clerk
Paul Smith	-	Aylsham Town Council Events Officer

1. WELCOME INTRODUCTIONS & APOLOGIES

Apologies were received from Trevor Bennett, Rodney Clark-Ward, Val Shaw, Ed Margaron and Ian Gravenell these were accepted.

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

None Received

3. TO CONFIRM MINUTES OF MEETING HELD ON 6TH NOVEMBER 2019

Minutes of the meeting held on 6th November, as previously circulated were 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 ACCOUNT BALANCE FOR THE AYLSHAM EVENTS COMMITTEE

A copy of the accounts was tabled at the meeting. A small loss was made on the Christmas Lights Switch On event mainly due to the curtailed time Santa was available.

7. TO RECEIVE A CALENDAR OF EVENTS FOR 2020

A calendar of known and suggested events had been circulated with the agenda. This was prepared to give an indication of the commitment by the Events Committee over the year and to try and ensure events were evenly spaced. The first event, Pancake Breakfast, was changed to an Easter Breakfast. The date was considered to be too far removed from Shrove Tuesday and too close to prepare and advertise. This was **AGREED**.

Pat Prekopp advised of the Cittaslow 15th anniversary on the first weekend in November which is being organised by a Town Council Committee.

8. TO RECEIVE A REPORT ON OPERATION LONDON BRIDGE

The clerk had prepared a report on Operation London Bridge and how it may impact on an event. The report will also be discussed by the Town Council.

9. TO DISCUSS ANTIQUE AND COLLECTORS FAIRS

No Fair to be held until March.

10. TO DISCUSS THE EVENTS OFFICER'S PROGRESS REPORT

The main issue on the report was the Christmas Lights Switch On. The report was accepted.

11. TO DISCUSS CHRISTMAS LIGHT SWITCH ON 29TH NOVEMBER 2019

The officers report detailed the issues with the lights switch on. Apart from the fire on Red Lion Street the event went well and was well attended and enjoyed.

Issues to take forward include:

- Better signage for car parking required
- A banner advertising Santa's Grotto
- The earlier start was not a success
- Street parking to the north of the town
- Do not take bookings for the day after the event

The 2020 event will be held on Friday November 27th

12. TO DISCUSS VE DAY CELEBRATIONS 2020

The committee discussed this event at great length and various suggestions were made including:

- | | |
|-----------------------|--------------------|
| • Traders Competition | • Film show |
| • Maypole Dancing | • Photo exhibition |
| • Music | • Marching band |
| • Entertainment | • Muster event |
| • Refreshments | |

Members were concerned there was insufficient ideas to attract and keep people at the event. It was **AGREED** that the Town Clerk and the Events Officer would look at the event in detail, see what can be arranged and report back to the next meeting to allow final decisions to be made.

13. CORRESPONDENCE RECEIVED

None received.

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

All covered by the agenda

15. DATE OF NEXT MEETING

The chairman confirmed the date of the next meeting as Wednesday February 5th 2020 at 7.00pm in the Drill Hall

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.45p.m.