

## **Nutrient Neutrality advice from Natural England**

Dear Parish Clerk,

I'm writing to update you in relation to recent advice issued by Natural England and the implications for the consideration of planning applications.

Alongside all other local planning authorities in Norfolk, Broadland District Council has received a [letter dated 16 March 2022](#) from Natural England concerning nutrient pollution in the protected habitats of the [River Wensum Special Area of Conservation](#) and the [Broads Special Area of Conservation and Ramsar site](#). The letter advised that new development within the catchment of these habitats comprising overnight accommodation has the potential to cause adverse impacts with regard to nutrient pollution.

The Conservation of Species and Habitats Regulations 2017 require local planning authorities to ensure that new development does not cause adverse impacts to the integrity of protected habitats such as the River Wensum or the Broads prior to granting planning permission. At present there are no identified mitigation solutions available locally to resolve these impacts, but we are actively seeking solutions and prioritising this area of work.

Whilst the Council assesses the implications of these matters, it cannot lawfully conclude that development within the catchment of the River Wensum or the Broads Special Area of Conservation and Ramsar site will not have an adverse effect. Therefore, until these matters are resolved, the Council will not be able to grant planning permission for developments comprising overnight accommodation within the affected catchments without an appropriate assessment.

The Council will be working closely with its neighbouring authorities and Natural England to better understand the implications and identifying possible options for mitigation to ensure sustainable development can proceed. Unfortunately, at present it is not possible to state how long this may take to resolve, but we are seeking to expedite this issue and will be looking at short term and long term solutions. However, the Council will keep this webpage up to date with more information as it arises.

Full details of the advice received from Natural England and the methods for calculating the nutrients generated by proposals can be seen on the Council's website at <https://www.southnorfolkandbroadland.gov.uk/planning-applications/apply/2>

Regards

**Stuart Pontin**  
Business Improvement Team Manager

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available
General Purpose	Income	1,686	217,127	104,350	(112,777)	
	Expenditure	11,632	134,541	102,350	(32,191)	(32,191)
	Net Income over Expenditure	<u>(9,946)</u>	<u>82,586</u>	<u>2,000</u>	<u>(80,586)</u>	
	plus Transfer from EMR	0	0			
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	<u>(9,946)</u>	<u>82,586</u>			
Town Hall	Income	1,530	63,121	59,000	(4,121)	
	Expenditure	3,495	57,643	58,980	1,337	1,337
	Movement to/(from) Gen Reserve	<u>(1,965)</u>	<u>5,478</u>			
Drill Hall	Income	1,723	73,016	64,700	(8,316)	
	Expenditure	3,009	59,789	64,685	4,896	4,896
	Movement to/(from) Gen Reserve	<u>(1,286)</u>	<u>13,227</u>			
23 Market Place	Income	1,250	5,517	5,500	(17)	
	Expenditure	0	0	400	400	400
	Movement to/(from) Gen Reserve	<u>1,250</u>	<u>5,517</u>			
Cemetery Cottage	Income	1,224	5,999	6,750	751	
	Expenditure	0	572	1,500	928	928
	Movement to/(from) Gen Reserve	<u>1,224</u>	<u>5,428</u>			
Public Toilets	Expenditure	508	28,952	14,850	(14,102)	(14,102)
Other Properties	Income	0	9,800	9,800	0	
	Expenditure	554	6,636	5,295	(1,341)	(1,341)
	Movement to/(from) Gen Reserve	<u>(554)</u>	<u>3,164</u>			
Cemetery	Income	880	25,730	22,100	(3,630)	
	Expenditure	1,554	20,184	22,095	1,911	1,911
	Movement to/(from) Gen Reserve	<u>(674)</u>	<u>5,546</u>			
Norwich Road	Income	0	193	200	8	
	Expenditure	0	0	375	375	375
	Movement to/(from) Gen Reserve	<u>0</u>	<u>193</u>			
Cromer Road	Income	0	1,026	1,000	(26)	
	Expenditure	0	323	275	(48)	(48)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>703</u>			
Woodgate	Income	(40)	1,149	1,650	501	
	Expenditure	0	3	375	372	372
	Movement to/(from) Gen Reserve	<u>(40)</u>	<u>1,146</u>			
Bure Meadows	Income	49	1,956	1,650	(306)	
	Expenditure	82	851	875	24	24
	Movement to/(from) Gen Reserve	<u>(33)</u>	<u>1,105</u>			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Allotments General	Income	0	20,300	20,300	0		
	Expenditure	2,248	28,799	22,915	(5,884)		(5,884)
	Net Income over Expenditure	<u>(2,248)</u>	<u>(8,499)</u>	<u>(2,615)</u>	<u>5,884</u>		
	plus Transfer from EMR	0	4,725				
	less Transfer to EMR	0	0				
Movement to/(from) Gen Reserve	<u>(2,248)</u>	<u>(3,774)</u>					
Markets	Income	1,020	8,873	8,500	(373)		
	Expenditure	0	3,139	2,650	(489)		(489)
	Movement to/(from) Gen Reserve	<u>1,020</u>	<u>5,733</u>				
Open Spaces	Income	0	159,920	165,250	5,330		
	Expenditure	8,111	174,482	171,118	(3,364)		(3,364)
	Net Income over Expenditure	<u>(8,111)</u>	<u>(14,563)</u>	<u>(5,868)</u>	<u>8,695</u>		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(8,111)</u>	<u>(14,563)</u>				
Street Scene	Income	0	31,050	29,150	(1,900)		
	Expenditure	4,865	28,694	29,150	456		456
	Movement to/(from) Gen Reserve	<u>(4,865)</u>	<u>2,356</u>				
Christmas	Income	50	1,451	0	(1,451)		
	Expenditure	0	834	2,000	1,166		1,166
	Movement to/(from) Gen Reserve	<u>50</u>	<u>618</u>				
General events	Income	255	(897)	0	897		
	Expenditure	630	3,174	0	(3,174)		(3,174)
	Movement to/(from) Gen Reserve	<u>(375)</u>	<u>(4,071)</u>				
Grand Totals:- Income		<b>9,626</b>	<b>625,330</b>	<b>499,900</b>	<b>(125,430)</b>		
Expenditure		<b>36,688</b>	<b>548,617</b>	<b>499,888</b>	<b>(48,729)</b>	<b>0</b>	<b>(48,729)</b>
Net Income over Expenditure		<b><u>(27,062)</u></b>	<b><u>76,714</u></b>	<b><u>12</u></b>	<b><u>(76,702)</u></b>		

## Aylsham Town Council Current Year

### Detailed Balance Sheet

#### Month 12

A/C	Description	Actual	
	<b>Current Assets</b>		
100	Debtors	3,307	
105	VAT Control A/C	7,984	
200	Current Bank A/C	23,072	
210	Active Saver	266,845	
215	Public Sector Deposit Fund	25,873	
245	Shawbrook – Issue 7 Fixed Bond	88,476	
250	Petty Cash	250	
	<b>Total Current Assets</b>		<b>415,807</b>
	<b>Current Liabilities</b>		
500	Purchase Ledger	1,686	
535	Allotment Deposits	5,855	
540	Hall Hire Deposits	50	
	<b>Total Current Liabilities</b>	<b>7,591</b>	
	<b>Net Current Assets</b>		<b>408,216</b>

**Represented by: -**

300	Current Year Fund	76,714	
310	General Reserves	53,306	
320	EMR Bottle Bank	4,296	
321	EMR Cittaslow	1,200	
322	EMR Community Events	11,400	
323	EMR Christmas Decoration	300	
326	EMR Election	100	
327	EMR Marquees	1,200	
329	EMR Drill Hall	10,000	
330	EMR Town Hall	17,000	
331	EMR Properties	19,100	
332	EMR Public Toilets	25,000	
333	EMR Cemetery	36,700	
335	EMR Open Spaces	85,400	
336	EMR Highway Verges	3,600	
337	EMR Recreation Ground	34,400	
338	EMR Churchyard	18,500	
339	EMR Street Furniture	10,000	
			<b>408,216</b>

## Aylsham Town Council

### INTERNAL SCRUTINEER'S REPORT FOR THE PERIOD: Feb – Mar 2022

The Internal Scrutineer is to be a person not involved either in the Council's financial processes or in preparing and completing the Council's Statement of Accounts.

Check Required	Date Check Completed	Result of Check	Report Result to Council Meeting
Bank reconciliation of accounts – undertaken once a month checked by Clerk	EVERY MONTH	ACCUTATE	MAY 2022
<b>INCOME:</b> Invoices, Receipts, Paying in Slips and Bank Statements all checked	27 MARCH 2022	ACCURATE	MAY 2022
<b>EXPENDITURE:</b> Invoices and Bank Statements for –  1) Payments by BACs/Cheques/Direct Debits/Standing Orders/Credit Cards 2) Staff Salaries 3) Pension/HMRC Returns	27 MARCH 2022	ACCURATE	MAY 2022
Credit card payments increasing - useful summary from bank. All good – thank you to Wendy and Sue for their cooperation during my time being responsible for financial scrutiny.			

Notes: All financial records and systems continue to be well produced and accurate.

Signed: *M Evans* Name: M Evans

Date 27.04.2022

**REGULAR PAYMENTS TO BE MADE DURING THE 2022/2023 FINANCIAL YEAR  
(PRODUCED IN ACCORDANCE WITH FINANCIAL REGULATION 5.6)**

<b>Supplier</b>	<b>Description</b>	<b>Frequency</b>
Ace Fire	Inspection and repairs of Town Hall fire alarm system and extinguishers	Bi-annual
Anglian Water	Water - Town Hall, Drill Hall and Public Toilets	Quarterly
Auditing Solutions	Internal audit	Bi-annual
Avant Gas	Drill Hall – Gas	Monthly
Aylsham Business & Enterprise Forum	Membership	Annual
Biffa Waste Management	Town Hall refuse collection	Monthly
Brightpay	Salaries Package	Annual
British Telecom	Landline	Quarterly
Broadland District Council	Annual Premises Licence – Market Place & Red Lion Street Annual Premises Licence – Town Hall Business Rates – Town Hall, public toilets, cemetery, cemetery cottage (whilst empty) Dog & litter bin emptying (MUGA)	Annual
Came & Company	Insurance	Annual
Community Action Norfolk	Membership	Annual
Cooleraid	Water Bottles	Monthly
Corona	Electricity – Town Hall & Public Toilets	Quarterly
Drax	Electricity – Drill Hall	Quarterly
E.S.P.O	Town Hall gas	Monthly
Get Mapping	Parish online licence	Annual
Garden Guardian	Grounds maintenance	Monthly
HMRC	PAYE & VAT	Monthly
In Touch Systems	Broadband Remote monitoring Hosting internet account Annual domain fee Internet Security	Monthly, annual and every second year
Information Commissioner	Data Protection	Annual
Initial/phs	Sanitary contract and mats – Town Hall & Drill Hall	Annual
J H Lynch	Window cleaning – Town Hall and Drill Hall	Every six weeks
Just Regional	Newsletter	Bi-monthly
Littlejohns	External audit	Annual
Mayday Office Equipment	Photocopier charges	Bi-monthly
National Trust	Rent – Cromer Road allotments	Annual
Norfolk County Council	Child Protection	Annual
Norfolk Pension Fund	Pension Contributions	Monthly
N.P.T.S.	Membership	Annual

N.S.A.L.G	Membership	Annual
Npower	Street lighting electricity	Monthly
Ordnance Survey	Mapping licence	Annual
Pest Express	Pest control – Town Hall & Drill Hall	Annual
Play Safety	ROSPA inspections (play equipment) Play Company	Annual
PRS	Annual Licence	Annual
Public Works Loan Board	Loan Repayments	Bi-annual
Richie B	Contract Cleaning of Public Toilets	Monthly
Salix	Street Light Loan	Bi-annual
Scribe	Accounting/Cemetery computer packages	Annual
Shred Station	Disposal of confidential waste	Quarterly
Siemens Financial Services	Photocopier Lease	Quarterly
SLCC	Membership - Clerk	Annual
Staff	Ms D Butcher Mr R Jeckell Mrs W Murphy Mrs S Lake Mr R Lamb Mr S Newstead Mr G Watson	Monthly
T T Jones Electrical	Street lighting maintenance and repairs	Monthly
URM	Bottle Bank Collections	Monthly
Vodafone Limited	Mobile phones (facilities staff)	Monthly
Volkswagon	Van rental	Monthly

Good Morning Sue

As we discussed could you please ask the Town Council to consider our request for funding:

Emmanuel Church has now started work to refurbish the Chapel on Cawston Road and are including a Changing Places facility which will be freely available to the public 24/7 either when the church is open or via a radar key when it is closed. It will be a full adult Changing Places facility with a hoist, a facility which I understand is not currently available in the town.

Our Space4U group provides support for carers/parents of children with additional needs, and we are planning more opportunities for people in a similar position to meet up and enjoy events when the building work is complete.

The Government has given to local authorities funding to provide Changing Places in the community, and I am writing to ask if you would be able to help us with the cost of providing a similar facility at Emmanuel Church which would benefit our community and people visiting the town.

The provision of the space is part of our redevelopment of the Chapel so we are only seeking funding for the installation itself. I have attached the plan and the costings of £11,491.46 for the installation of the equipment which was put out to tender and found to be the most cost effective and appropriate to our needs.

We would very much appreciate your help to secure this funding.

Kind regards  
Diane Scott

Treasurer/Church Leader



## CLERK'S REPORT FOR COUNCIL MEETING 4.5.22

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Microphone system in place
23 Market Place		
Cemetery Cottage	Private Letting	Recent inspection no repairs required
Cemetery		
Allotments		A car went out of control at the Cromer Road allotments causing damage. This has been repaired and the car removed by the owner
Churchyard		
Market Place		
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		Work on the trees as recommended by the recent report will take place soon
"Little Staithe"		
Hopkins Homes areas general		Working with the tree officer regarding the trees on Jewels Lane – meeting early July
Highways		AGENDA ITEM
Paupers Graveyard	Opening	Signage is currently being designed and a maintenance schedule put in place
Norfolk Homes Play Areas (equipped)	Wymer Drive	Annual inspections due in June
Norfolk Homes large area off Mileham Drive		A second picnic bench has been vandalised
Land at Sapwell Close	Adverse Possession Claim	In discussions with solicitor
Car Parks		Broadland have been surveying the car parks over the last month and will be making recommendations to cabinet in the autumn. Trying to get in contact with the property manager at Blickling In 2017 the Town Council registered Burgh Road Car Park as an Asset of Community Value. This has come up for renewal and I have sent the necessary papers to Broadland
Street Lighting		
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		Dog poo bag stations have been installed at the Rec and the Muga
Bus Shelters		Request for bus stop at the top of Banningham Road with Norfolk County Council
Pump		

Pillboxes		The High School did excellent work in clearing the area around the pill box near Tesco
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 know of any such areas and we will add it to the schedule we send them
Drill Hall		
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	New glazing received.
Bure Meadows Footpath	New Footpath across to Dunkirk	Work started on this now – bridge has been installed, but not finished
Walkers are Welcome	Resignation from membership	Due to difficulties establishing a committee Aylsham has had to withdraw from membership
Welcome Back Campaign	Response to covid	All bar one sanitiser has been removed. This has been reported to Broadland

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

- **Burgh Road Car Park – renewal of community asset status**

**MINUTES OF AYLSHAM RECREATION GROUND COMMITTEE  
EXTRA MEETING 22<sup>nd</sup> March 2022  
Held by Zoom 7pm**

**1. Present, Welcome and Apologies**

Myles Hague, Barry Lancaster, Eileen Springall, Francis Dodd, Sean Cannon, Tony Gray, Jill Willis

Wendy Murphy – Rec Manager

Apologies received from Heather Morton and Derek Barber

**2. To discuss appointment of the Groundsman**

It was confirmed that one of the people who had been interviewed by the sub-committee had withdrawn their application, however he had been asked if he would be able to just look after the tennis courts which he confirmed he would.

This has left just Keith Edwards tender. It was proposed by Myles and seconded by Sean Cannon and all in favour that Keith Edwards should be given the whole of the contract and Wendy to contact the other party and ask them if they would be willing for the committee to keep their name on record for the future. Wendy will let Keith know and will finalise his contract with him.

**3. To discuss the possibility of a new Food/Drink Vendor**

Wendy has approached The Nest a food vendor that currently comes to Farmers Market and asked them if they would be interested in having their food trailer at the Recreation Ground on a permanent basis between the storage unit and the large small park. This was proposed by Sean Cannon and seconded by Barry Lancaster and all agreed. The goal posts are to be moved to another spot on the ground. A three-month trial was agreed at a reduced rent of £300 per calendar month with a review after and a potential rent of £500.00 per month.

**Meeting closed at 20.30**

**AYLSHAM RECREATION GROUND COMMITTEE**  
**12<sup>th</sup> April 2022 DRILL HALL,**  
**7PM**

**Present**

Myles Hague, Barry Lancaster, Francis Dodd, Eileen Springall, Heather Morton

Derek Barber - Petanque

Vivien Turnwell - Bowls

Wendy Murphy – Recreation Ground Manager/Secretary

Jill Willis – Hooked on Stitching

**1. Apologies and Welcome**

Apologies received from Sean Cannon

**2. Minutes of the previous meeting**

The minutes of 8<sup>th</sup> March and 22<sup>nd</sup> March 2022 were circulated. These were then confirmed as a true record.

**3. Matters Arising**

It was confirmed that Hooked on Stitching would be unable to share the pavilion with the cricket club on Saturdays but they could use the back changing rooms. It was agreed for them to use the changing room on the left-hand side as you look at the Pavilion

**4. Financial Reports**

**a)** The Finance Officer confirmed that the balance of Current Account as at 31st March 2022 was £604.00 and the Savings Account was £15,100.00

**b)** It was agreed that all leases and charges for user groups need to be reviewed. The cricket had asked for their grant to be reviewed. Wendy confirmed that the budget had already been set for this year and it would need to be looked at in September for next years Budget. It was confirmed that the Leases need to be implemented as a matter of priority and the charges would be reviewed in September. Myles and Wendy will look at this.

**c)** Wendy had already passed round the last 3 years water charges 2019/20 total is £488.15, 20/21 is £460.43 and 21/22 is £955.35. She confirmed that meter readings had been taken and there has been no leak. It was agreed that the Water harvesting should be looked into as soon as possible and it was agreed that the Recreation Ground Committee should take this on. Barry and Wendy will get more information regarding this

**d)** Wendy confirmed the Queens Jubilee – Party at the Rec progress was going well and she will give more details at next month's meeting

**e)** Wendy confirmed that she is still waiting to hear from some user groups to provide their insurance and finance details

## 5. Recreation Ground Managers Report and Ground Maintenance Review

- a) The timelock has been repaired on the outside toilet but still needs a lock so it can be open from the outside, she is speaking to Keith regarding this. She has given Keith his new contract and is closely working with him on a day-to-day basis.
- b) The outside electric socket has been put onto the outside of the storage unit and The Nest will be starting there from Thursday 14<sup>th</sup> April 2022. They will be there Thursday – Sunday. It was agreed that the hire charge would be £300 for the next 3 month with a review after.

## 6. Ground/Pavilion Maintenance/Zip Wire/Skate Park/Smile Park

- a) **Leaking Roof** – Wendy is still waiting for quotes
- b) **Decorating Pavilion/Maintenance Review/Cricket Grant** – there is no further update – still ongoing. Wendy will see if she can get further quotes.
- c) **Bowls Club Fence**– Wendy presented the estimate of work received from John Edwards for the replacement of the bowling fence. Option 1: Remove old fencing and renew £7833.00 Option 2: take down old panels fit concrete gravel boards and repair and refit existing panels £6063.00 It was agreed to go with Option 1 proposed by Heather and seconded by Barry, all in favour.
- d) **Tree Survey** – Wendy is still waiting to hear from Highways re boundaries.
- e) **Kick about area** – Wendy confirmed that this needed looking at and it would roughly cost around £150.00. It was agreed for John Edwards to go ahead and get this area repaired proposed by Heather and seconded by Barry all in favour

## 7. Future Projects

**Skate Park** – There is a meeting arranged for 25<sup>th</sup> April 2022. This has been advertised in Just Aylsham and all social media platforms

**Pavilion** – Ongoing project

## 8. AOB

Wendy asked if a Queens Jubilee Bench could be purchased to go the other side of the apron. This would be the same as the one already there. The cost would be approximately £1,000.00 this was proposed by Myles and seconded by Barry

Reports from user groups – these are attached to the AGM meeting

**Meeting closed at 22.15**

**Next Meeting AGM 10<sup>th</sup> May 2022**

**REPORT TO COUNCIL****Subject: Skate Park****Author: Sue Lake****Date: 26<sup>th</sup> April 2022**

The Skate Park at the Recreation Ground has been in place for just over twenty years and is showing signs of its age. The park is made from Skatelite boards which are no longer a favoured surface.

The skate park no longer meets the need of the various users. It is used by people using BMX bikes, Skateboards, roller blades and the main user, scooters. The ground surface (tarmac) is also no longer recommended and can cause damage both to equipment and bodies.

The Recreation Ground Committee are aware of this and have started looking at replacing the park. New parks have recently been installed in Cromer, Sheringham and North Walsham and all are concrete which has the advantage of being durable (it should last many decades) and is one concept rather than the individual pieces as in the current skate park.

However, this does come at a cost. The estimated cost of a concrete setting is £400 per m<sup>2</sup>, meaning the total cost is likely to be around the £150,000 mark.

On Monday 24<sup>th</sup> April a meeting was held at the Rec to gauge opinion. Unfortunately this was not well attended by adults but there were many young people there who were all keen to help raise money towards this facility. This money will need to come from numerous sources and by far the biggest would be grants.

Currently there is £9400 in the earmarked reserve created by the council (as discussed at the last meeting), there is also a general Recreation Ground reserve of £25,000. Broadland District Council are holding £35,338.10 s106 monies – see table.

Site	Amount	Restrictions	To be used by
Aegel House	£23,829.00	To be used for the provision or improvement of play facilities within the recreation ground adjacent to the Site	29.12.25
Land West Side of Hungate Street	£1,252.36	For the acquisition, layout and maintenance of open space in the parish of Aylsham	27.04.26
Land West Side of Hungate Street	£10,256.74	For the acquisition, layout and maintenance of open space in the parish of Aylsham - Estimated release date 2023	Early 2028

It is suggested that this project be a joint project of the Town Council and the Recreation Ground Committee. The reasons for this are that some funding streams can only be accessed by registered charities and some by Town Councils by making it a joint project this enables all options to be utilised. Also, this will be a substantial project that will need to be carefully co-ordinated and it is felt the Town Council would be more able to do this.

The next stage is to increase the publicity on the project, and also to obtain expressions of interest from skate park constructors so a more realistic budget can be set.

**Before undertaking any further work Council are asked to agree that they wish to work with the Recreation Ground Committee on this project. Secondly they are asked to agree that the Town Council should be the lead partner.**

**NB – this has still to be discussed and agreed by the Recreation Ground Committee.**

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD AT DRILL HALL,  
ON WEDNESDAY 13<sup>th</sup> APRIL 2022 AT 11am.**

**PRESENT:** Mr P Prekopp, Aylsham Slow Food, Chairman  
Mrs M Evans Aylsham Town Council  
Mr G Margaron, Aylsham Community Partnership  
Mr R Willis ABEF  
Wendy Sadler – Aylsham In Bloom  
Rev Canon Julie Boyd – Aylsham Parish Church  
Sue Sharpe

**OFFICER:** Mrs S Lake Town Clerk

**01 APOLOGIES FOR ABSENCE**

Mrs H Jones Aylsham U3A  
Mrs J St Clair Aylsham U3A  
Mrs M Anderson-Dungar ABEF  
David Harrison – Aylsham Town Council

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

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

**03 MINUTES**

It was noted that Wendy Sadler was shown as both being present and sending her apologies. The Minutes were corrected to mend this error.  
The minutes of the Cittaslow Aylsham Meeting held on 23<sup>rd</sup> March 2022, were **confirmed and signed by the chairman.**

**04 MATTERS ARISING**

Roger Willis raised the poor level of attendance at the recent Easter Craft Fair and stated it had not been advertised. In fact it had been advertised by posters, Just Aylsham and social media. A request for a suggestion of other sources of advertising was made if these had not been seen. The town was quiet on the day, other events were being held and there was a high level of covid infections.

**05 ADJOURNMENT OF THE MEETING**

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

**By mutual agreement the item relating to the Aylsham Festival was discussed next**

**17 AYLSHAM FESTIVAL**

Sue Sharpe made a presentation on the Aylsham Festival which she ran from 2011. Lottery funding was available the first year but could not be accessed for subsequent years. The festival also received grants from other sources. The last festival cost £11,000. It ran for five



years with a different theme each year. The aim was that it would appeal to all although there were comments that it was too high brow. Numbers attending events were often disappointingly low.

The Chairman thanked Sue for her presentation. He thought it fitted well with Cittaslow but appreciated it needed a good, but small team to lead and organise.

## **06 CITTASLOW IN AYLSHAM**

### **a) To receive an update on the meeting of Aylsham Groups**

It was **AGREED** that this meeting should go ahead and a date will be set –after the Jubilee weekend. It was thought that the meeting needed some objectives so people knew what to expect and possibly a speaker.

### **b) To receive an update on the Platinum project with schools**

Pat Prekopp confirmed that the schools in the area had received the templates and will deliver the pictures to the Town Hall.

Nothing has been received from the School Council re the project called 'Our Town' in the Town Hall on Jubilee Saturday. The clerk will contact the school after the Easter holidays

## **07 FARMERS MARKET AND GENERAL MARKETS**

The Farmers Market in April was fairly full but the town was very quiet. Peter Ward one of the original stallholders will be retiring in the summer. A suitable replacement will be approached

There had been no response from the committee regarding the market survey so this will now be issued.

## **08 PROJECTS**

### **i) OLD STATION YARD**

This is looking good but additional bark is required. Giles Margarson will look at prices.

### **ii) TOWN PEDESTRIAN MAP**

Nothing to report.

### **iii) EMERGENCY PLAN FOR AYLSHAM**

The clerk had met Simon Farraday-Drake the emergency planning officer for Broadland who spoke about an emergency plan for Aylsham. He was willing to attend a meeting and members felt this would be useful.

## **09 CLIMATE EMERGENCY**

At the last meeting Ray Horne from Rotary made a presentation on a plastic project that Rotary are starting. The sub-groups have all been formed and have all met at least once. The name of the group will be Aylsham Climate Emergency (ACE). The logo would be an Ace formed as a tree.

## **10 CITTASLOW UK & CITTASLOW INTERNATIONAL**

### **a) To receive an update on the grant scheme request**

This will go on the agenda for the 30<sup>th</sup> April but the meeting may not be quorate so unsure if a decision will be reached.

**b) To receive details regarding Llangolen membership**

There is no update to this but the Town council is scheduled for elections in May and many new councillors are anticipated due to many of the existing councillors standing down.

**c) To receive an update on the request for accounting details**

Pat Prekopp had been advised that the membership money was used for social activities, he had reiterated his request for full accounts.

**11 AYLSHAM COMMUNITY EVENTS COMMITTEE**

The plans for the jubilee weekend are well under way. Unfortunately, the Sausage Bash looks as though it will be cancelled.

**12 SLOW FOOD AYLSHAM**

The Chief Executive of Slow Food should be visiting in May. There is a potential for chef demos over the sum providing chefs are available. Slow Food will be working on the Family Learning Day and also the Aylsham Show.

**13 AYLSHAM IN BLOOM**

The Paupers Grave opening was a great success. The future maintenance needs to be agreed. Open Gardens is going well with 15 gardens signed up. The summer planting should take place in late May in time for the jubilee.

**14 ABEF**

The meeting between the two business groups is scheduled to take place soon.

**15 AYLSHAM TRAFFIC GROUP**

The last meeting discussed the base line survey in detail. The draft strategy should be available shortly.

**16 AYLSHAM PARISH CHURCH**

Rev Canon Julie Boyd reported that a procession would take place on Good Friday from Bure Valley Railway to the church. For the Jubilee weekend there will be childrens activities on the Thursday morning, a concert on the Saturday night and additional picnic areas for the Street Party on the Sunday.

On the 24<sup>th</sup> June there will be a charity dinner at the High School.

**18. ITEMS FOR INFORMATION/NEXT AGENDA**

Nothing raised

**19. DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Wednesday 18<sup>th</sup> May 2022 at 11.00am at the Drill Hall**

**CLOSURE OF THE MEETING**

There being no further business the Chairman closed the meeting at 12.55pm



**AYLSHAM COMMUNITY EVENTS COMMITTEE**

**MINUTES OF THE MEETING OF THE  
AYLSHAM COMMUNITY EVENTS COMMITTEE  
HELD IN THE COUNCIL CHAMBER, TOWN HALL  
ON WEDNESDAY 20<sup>TH</sup> APRIL at 7:00pm**

**PRESENT:**

Karen Smith	-	Vice Chairman (Town Resident)
Rodney Clark-Ward	-	Councillor
Joan Bennett	-	Councillor
Giles Margaron	-	Town Resident
Angela Brook	-	Volunteer & Community Manager Blickling Estate
Sue Lake	-	Aylsham Town Council Town Clerk
Donna Butcher	-	Aylsham Town Council Admin

**1. WELCOME INTRODUCTIONS & APOLOGIES**

Apologies received from Ian Gravenell, Patrick Prekopp and Andrew Strange

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

None received.

**3. TO CONFIRM MINUTES OF MEETING HELD ON 16 FEBRUARY 2022**

The minutes of the meeting held on 16 March 2022, as previously circulated were then confirmed and signed.

**4. INFORMATION ON MATTERS ARISING**

None.

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

Angela Brook introduced herself and briefly explained her role as Volunteer and Community Manager at Blickling Estate.

**6. TO RECEIVE AN UPDATE ON THE EASTER CRAFT FAIR**

It was reported that the event had a slow start and to possibly change timings to begin the events at 10am instead of 9am. Footfall may have been affected by the fact that there were other events in the town; the church, the Friendship Hall and the first car boot of the season. Positive feedback was received on the day from a few of the traders. Some comments received regarding lack of advertising again.

**7. TO RECEIVE AN UPDATE ON OTHER PLANS THE JUBILEE WEEKEND**

**Thursday 2<sup>nd</sup> June** - Sue Lake raised concerns that the road closure on Norwich Road may present an issue to people travelling by car to the Recreation Ground on Thursday 2<sup>nd</sup> June. It was discussed that we would hope the majority of people attending the event would be

Aylsham residents and would walk. Sue also confirmed the purchases of a generator and 300 foldable chairs with a storage trolley. Donna Butcher confirmed that an outside bar has been booked and invites have been sent to traders for the craft stall, a Jubilee Programme leaflet will be in the April issue of Just Aylsham and a half page advert in the May issue. Banners have been ordered. Portaloos will be ordered and the Pavilion will be kept locked to members of the public. A risk assessment needs to be carried out to send to the SAG. The high school to be contacted regarding possible use of their rear car park and arrange signage. Cones will be needed for Burgh Road and Sir Williams Lane.

**Friday 3<sup>rd</sup> June** – Donna raised concerns that entrants already listed for the 2K race would be expecting it to be a timed race rather than just a fun run. This had been communicated with Steven Hitcham.

**Saturday 4<sup>th</sup> June** – It was confirmed that the snail colouring templates have been sent out. Sue Lake informed the committee that no contact has been made with the high school regarding the Our Town exhibition, Sue will try and contact Tanya Wiseman regarding this. It was also noted that St Michael's church are holding a concert on the Saturday evening, with the proceeds going to the Queen Elizabeth II Trust. Angela Brook mentioned the event at Bickling and again concerns were raised if the road closure on Norwich Road should over-run.

**Sunday 5<sup>th</sup> June** – Transport was discussed for getting the tables and chairs to the Market Place, it was agreed to hire a bigger van for the weekend if necessary. Giles Margaron to contact John Gray for the possibility of a lorry to use. It was noted that the church are having a 'quiet area' in their grounds should people wish to participate in the event but away from the crowds. John Brown to be contacted regarding the Scouts helping with seating people at their tables.

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

Nothing raised.

**9. TO AGREE DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 18<sup>th</sup> May 2022 at 7pm in the Council Chamber.

**10. CLOSURE OF THE MEETING**

There being no further business, the Vice Chairman closed the meeting at 8:10pm

**Minutes of the Aylsham Climate Action Meeting  
held on Monday 4<sup>th</sup> April 2022**

**Present:**

Trevor Bennett	Ray Horne
Sue Catchpole	Shelley Hudson
Cathie Corbin	Carole Lee
Anna Dolling	Neville Lee
Mary Evans	Anna Magyar
Lilie Ferrari	Richard Moore
Erica Fisher	Arthur Rope
William Fisher	Sue Sharpe
Margaret Hayward	Grizelda Tyler
Ian Hildrew	
Sally Hildrew	

Sue Lake      Town Clerk

**1. Welcome and apologies for absence**

Apologies were received from

Ellie Baker	Kate Mackenzie
Lesley Bennett	Liz McGowan
Rev Canon Julie Boyd	Phillippa Neale
Michael Dolling	Pat Prekopp
Chris Corby	Sheila Preston
Linda Corby	Wendy Sadler
Veronika Goodwin	Fiona Scott
Jenny Haycocks	

**2. Declarations of interest**

None were declared

**3. Minutes**

The minutes of the meeting held on 7<sup>th</sup> March were agreed and signed by the chairman

**4. Information on Matters Arising from previous minutes**

Nothing raised

**5. To receive a presentation on plastics**

Ray Horne had been working with Rotary on a project regarding waste plastics. This has come about as a result of the findings from litter picks the Rotary organised where it was discovered that the vast majority of the litter was plastic based. The project needs to be long-term and engage with all groups – schools, retailers, residents – to be effective. Ray was thanked for his presentation which can be seen on the Town Council website.

Following on from the presentation the Town Clerk showed some information from a Christmas Lights retailer that makes light fittings from a biodegradable material made from sugar cane. They also manufacture decorations from recycled plastic bottles.

It was **AGREED** to recommend that the Christmas Lights Committee ensure that all future decorations be made from materials such as these.

**6. Climate Change Groups**

**a) To receive group information**

The groups have now all established themselves and had met.

**b) To receive a report from each group**

The sub-groups had all met and gave verbal reports.

**Transport**

The group met and thought the primary objective would be to look at funding to bring forward projects. Much of the work will overlap with the Traffic Group and will work with them. A baseline report has been prepared by the consultants engaged by the Town Council and the draft strategy will follow shortly.

A Norfolk Transport Plan is currently being consulted on and this is open until early May. The clerk gave an update on the car park situation and installation of EVCP (Electric Vehicle Charging Points) which may get installed by Broadland later in the year.

**Biodiversity**

It was queried what the boundaries of this group were. After discussion it was agreed that initially it could only be the civil parish of Aylsham but hopefully will expand in time.

The group are looking at ways to promote peat free composting and looking at increasing composting.

**Energy**

The energy group have held two meetings and agreed terms of reference for the group and are looking at the impact of the current energy crisis, They will look at what government grants are available and how the people of Aylsham can access them. They will look at obtaining a thermal imaging camera so people can see what the energy loss in their homes or businesses are.

**Waste**

The group have looked at the hierarchy of waste and that recycling is not the only answer but replacing and reusing must come first. They are looking at different ways of communicating this message.

It is hoped to have a presentation from the Broadland waster team at a future meeting

**Communications**

The group have met and have renamed themselves contact and connect. Rough terms of reference have been drawn up. They were going to contact local parishes but felt it was too early. They do have contacts for all schools in the town.

The groups were thanked for their reports but members felt written reports would be better.

**Groups are asked to send a written report for distribution with the agenda no later than one week before the meeting.**

**C) To consider a name and logo ideas**

The Communications group had discussed this and talked with a designer and came up with the name ACE (Aylsham Climate Emergency) with an ace symbol which can be likened to a tree – see below.

The group liked this suggestion and were keen to pursue it with some concern over colours.



**7. Climate Change and the Town Council Activities**

**a) To receive information on wild flowers**

The clerk presented some information on creating wild flower areas in the grass beds managed by the Town Council. This concept was also suggested to the developer of the Norwich Road site. The clerk will look into this further

**b) GNLP and planning**

The developer of the Norwich Road site held a consultation meeting on March 31<sup>st</sup>. The Town Council were also present and handed out questionnaires to attendees to ascertain the residents thoughts on the developments.

It has since come to light that Natural England have instructed various local councils including Broadland that no new permissions should be approved until the issue of nutrient neutrality has been fully investigated. It is not clear how long this will take or what will happen with the GNLP.

**C) To consider a Green Day**

Broadland are unable to assist with this so will need to be planned by the group

**8. Items for future discussion**

- Sustainability of Council buildings
- Green Day Event

**9. Date of Next Meeting**

To confirm the date of the next Meeting as Monday May 9<sup>th</sup> 2022

The meeting closed at 9.20pm

## Minutes of the Aylsham Town Council Traffic Group Meeting held on Wednesday 30<sup>th</sup> March 2022

### Present

Ellie Baker	Lynda Hartley
Paul Baker	Mary Evans
Gordon Clarke	Arthur Rope
Sue Catchpole	

Sue Lake

### 1. Apologies for Absence

Apologies were received and accepted from:

Clare Alban	Richard Laxen
Trevor Bennett	Pat Prekopp
Andy Christie	

In the absence of the chairman Mary Evans took the chair.

### 2. Minutes

The minutes of the meeting held on 26<sup>th</sup> January were circulated with the agenda. The minutes were **AGREED**

### 3. Traffic Survey

The baseline Traffic Survey had been received and distributed to members of the group. The survey covered various aspects of the road network in the town and was very detailed. The next stage will be to bring this data together to formulate a strategy to be considered by the Traffic Group, the Town Council and the public.

The survey had mixed reviews with some members finding it difficult to navigate whilst others felt it was well written and presented. This document was never meant to give conclusions and ideas.

It was felt there were some issues that may need to be addressed and these would be fed back to the consultants.

- Width of roads – no mention is made of vehicular traffic using peoples gardens on some roads e.g. Petersons Lane
- Stakeholder comment by the NFU that they would ignore any new regulations
- Oakfield Road pedestrian numbers were thought to not reflect the amount of Aylsham High School students who use this route
- Some of the summaries were incorrect

### 4. Next Stages

As stated the consultants are currently reviewing the data and creating an initial draft strategy. This should be available for the next meeting and will be sent to members as soon as it is received..



**5. Car Parks**

The Town Clerk had contacted Broadland District Council regarding the car parks – upgrading and possible charging – and EVCP (Electric Vehicle Charging Point) installation. The response was as follows:

*We have made some counts and so far we can see that Burgh Road has virtually no churn whatsoever and is space blocked. Butts Land was better, although both the weekday and Saturday so far, were both pretty wet and the town was quiet on both occasions. We will take more counts when the weather improves just to see if it was an anomaly – though I suspect it wasn't. My job will be to put the evidence to members with recommendations sometime in October, at this stage, it's too early to say what they'll be, but there is definitely an issue that is affecting footfall and access which needs a solution of some kind. We're now in discussion with the National Trust about a long lease on Butts Land and that, when agreed will allow us to make confident long term investment in the site. This will mean a redesign, resurface and almost certainly some more infrastructure work to bring it up to scratch to accommodate better lighting and EVCP's at some stage. There will be EVCP's in Burgh Road first potentially, and we are drawing up plans to include them in this year's delivery plan rather than wait.*

**6. GNLP**

The hearings in front of the Planning Inspectors were held in February and March. The Town Council presented the case for just one development and the final report is anticipated later in the year.

A presentation by the developer of the site on Norwich Road will be held in the Town Hall on Thursday March 31<sup>st</sup> and can also be viewed on

<https://www.norfolkhomes.co.uk/aylsham-information-graphics.pdf>

**7. To note items for future discussion**

Details re strategy and workshop.

**8. To note date of next meeting**

Next scheduled meeting Wednesday April 27<sup>th</sup> 2022

The meeting closed at 8.30pm

## Minutes of the Aylsham Town Council Traffic Group Meeting held on Wednesday 27<sup>th</sup> April 2022

### Present

Clare Alban	Mary Evans
Ellie Baker	Catherine Fletcher
Paul Baker	Lynda Hartley
Trevor Bennett	Barry Lancaster
Gordon Clarke	Richard Laxen
Sue Catchpole	Pat Prekopp
Andy Christie	Arthur Rope

Sue Lake

### 1. Apologies for Absence

Apologies were received and accepted from:

Nicholas Haag          David Faulkner

### 2. Minutes

The minutes of the meeting held on 30<sup>th</sup> March were circulated with the agenda. The minutes were **AGREED**

### 3. Traffic Survey

The draft Traffic Survey had been received and circulated to all members

### 4. Discussion on Draft Strategy

#### a) Initial Thoughts

The chairman opened the discussion advising he didn't usually comment first on items such as this but in this instance felt he had to state that he was disappointed with the document with its main fault being no reference to the impact the possible two new developments will have on the town. There also appeared to be no modelling, or at least it has not been referenced.

Others also felt the strategy needed a lot more work and felt it reflected little knowledge of the town. One member did not like the phrase fear and intimidation and felt it was particularly inappropriate.

It was noted that paragraph 1.2 referred to a 'suite of documents' therefore there may be other documents that are still to be received which will clarify the situation.

#### b) Review of the Issues

The document was then discussed under the various issue headlines

#### Issue 1 - Vehicle speeds and reduction of 20mph zone

Many felt this was a backward step and did not agree with the argument for this. This could only work if enforcement was also increased.

#### Issue 2 – Penfold Street Give Way

Support for reducing carriage width providing this did not cause issues for the Black Boys and other residents. Also did not agree/understand the argument for keeping the current

priority. The stopping up of the section of Penfold Street south of the island was thought to be not workable.

Mary Evans and Andy Christie who both use this area frequently will provide written information on this.

### **Issue 3 – Cawston Road/Mill Road**

Some thought this had not been addressed adequately.

### **Issue 4 – Buses in Market Place**

Confused as to what route the southbound buses would be taking as this is not mentioned or not clear in the document. Not happy at loosing parking spaces in the Market Place.

### **Issue 5 – Burgh Road Give Way**

No issues with this but interesting that the same argument is used to give a different result to the Penfold Street issue. However, there is no indication of the strain on Burgh Road when the new developments start.

### **Issue 6 – Red Lion Street**

It was felt that making Red Lion Street a pedestrian priority route would not work as was proven during the covid arrangements. The impact of displacing the traffic had not been discussed and the signage suggested for Oakfield Road would have little or no impact as was proved in 2020. It was also felt that mixing pedestrians with buses could be a serious issue and could lead to some unwanted results.

### **Issue 7 Red Lion Street/White Hart Street Crossing**

No issues with this proposal

### **Issue 8 – Wayfinder Signage**

No issue with this proposal

### **Cycle Routes**

These were thought to be very dangerous and Paul Baker and Arthur Rope as keen cyclists will provide written information on this.

### **Car Parks**

Possibly now is the time that charging will need to be looked at but it was agreed that if Broadland introduced charging then there should be a period of two hours offered free of charge initially.

It was **AGREED** that all members send in their written comments to the Town Clerk by Tuesday May 3<sup>rd</sup> for the clerk to write a response letter to the strategy.

- 5. Car Parks**  
See above

- 6. GNLP**  
A letter had been received by the District Council from Natural England stating that no applications can be agreed that consist of 'overnight accommodation' until the effect of nitrates and phosphates on the water supply can be mitigated. This has effectively stopped all plans being approved. Barry Lancaster advised that this is really Anglian Waters issue as

they are financed when a new development is built to deal with this situation – they have been paid so they need to do the work.

This issue is likely to delay the agreement of the GNLP by the Planning Inspectors.

**7. To summarise failures and successes of the first year**

There was little time to discuss this but members were reminded that there is only 34 weeks until the project is scheduled to end.

**8. To note items for future discussion**

Feedback on the Strategy.

**9. To note date of next meeting**

Next scheduled meeting Wednesday May 25th 2022

The meeting closed at 9.25pm