



MINUTES OF THE MEETING OF THE **PLANNING COMMITTEE HELD AT THE TOWN HALL, ON THURSDAY 11th DECEMBER 2025 AT 10am**

PRESENT: Trevor Bennett (Chairman) Mary Evans
Catherine Fletcher Kay Montandon
Patrick Prekopp

Also in attendance: Faye LeBon, Clerk to Aylsham Town Council and Simon Faraday-Drake, Community Resilience Officer from Broadland District Council.

1. To Receive Apologies for Absence

Apologies were received from David Anderson.

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

None raised.

3. To Agree the Minutes of the 13th November 2025

The Minutes of the meeting held on 13th November 2025 were **agreed** by the committee and signed as a true and accurate record by the Chair.

4. To Welcome Representative from Broadland District Council to Discuss Community Emergency Planning

Simon Faraday-Drake presented the District Council's role in Community Resilience planning. Whilst this is the responsibility of the District Council, local assistance can help to support residents in the short term when something goes wrong. Examples of events which may require a local response are fire, extreme weather and loss of power. Local people should be encouraged to look out for their neighbours or vulnerable people. Local examples where a local response has been required included the use of the Diamond Centre in Sprowston when a utility company struck a suspected bomb, and the use of Poringland Community Centre when there was a fire in fields nearby to houses.

Aylsham high School is the designated emergency rest centre for Aylsham, however it would be useful to have smaller venues for short term rest centres to avoid disruption to children.

Action Points:

- A Community Resilience Plan template is to be sent to the Town Council to help in the formulation of the plan.
- Consideration should be given to offering the Town Hall and Drill Hall as rest centres in the event of a local emergency.
- The Clerk will liaise with the Recreation Ground to establish their thoughts on offering the pavilion. In some ways this is a more useful building as it is fitted with showers.
- Consideration should be given to a lead should the plan need to be enacted, and a deputy.
- Thought is to be given on how to promote the plan to local residents should they need it.

Mr Faraday-Drake was thanked for his time and useful presentation in support of Aylsham residents.

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

No matters raised.

6. To Receive Updates on Existing Applications

Updates to previous applications under consideration by Broadland District Council were noted follows:

Reference	Address	Details	Town Council Response	Status
2024/3433	<i>Shepherds Huts Green Lane Off Banningham Road</i>	Placement of 2 shepherd huts (1 for holiday accommodation and 1 for a shower block) and change of use of land (retrospective)	No Objections	Pending
2024/3764	<i>20 - 22 Market Place NR11 6EL</i>	Installation of 2 louvres intake and extract within top section of windows to side elevation	No Objections	Pending
2025/1103	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) FULL PLANNING PERMISSION	No objections	Pending
2025/1104	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) LISTED BUILDING CONSENT	No objections, subject to the design and materials being in keeping and sympathetic to the original building	Pending

2025/1097	15 Red Lion Street NR11 6ER	Demolition of redundant outbuildings and erection of new single storey building	Application supported	Pending (amended application submitted)
2025/1748	The Retreat, 40 Hungate Street NR11 6AA	Re-design and update of the current buildings on site and change of use to C3	No objections	Pending
2024/3707	20-22 Market Place NR11 6EL	AMENDED APPLICATION Installation of 2 louvres intake and extract within top section of windows to side elevation	<p>Queries have arisen as to the application:</p> <p>1) The noise guidance report cites policies in North Norfolk District Council's local plan. As this application is within the District of Broadland, do the noise levels comply with the relevant local planning policies?</p> <p>2) Whilst the whole of the building is Grade 2 listed, the opposite side of the building where development is proposed is a lot less aesthetically pleasing and has significantly less footfall, only serving a car park. Whereas the footfall on the side of the building to be developed leads to Grade 1 listed church and a market place surrounded by listed buildings. Given the local strength of feeling, is there any merit to a system which will allow the intake and extract to be on the opposite side of the building?</p>	<p>Pending</p> <p>Certificate of Lawful Development issued for minor repairs and maintenance to the exterior of the building 2025/2507</p>
2025/2418	Barclays Bank 1-2 Market Place NR11 6EW	Conversion of former Barclays Bank to part residential (11 Units)	Aylsham Town Council is broadly supportive of additional housing in the town centre, although would query why there is no affordable provision.	Pending

			Clarification is 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.	
2025/2970	26 Jannys Close, NR11 6DL	Single storey side and rear extensions	No objections	Approval with conditions
2025/3009	Clyde Cottage, 14 Cromer Road, NR11 6HE	Listed Building Consent Rear extension and remodelling works to the existing ground floor room	No objections	Pending
2025/2777	Abbots House, 25 White Hart Street, NR11 6HG	Repair/replace existing sashes to all windows	No objections	Pending
2025/3401	15 Red Lion Street, NR11 6ER	Demolition of redundant outbuildings and erection of new single-storey building.	No objections	Pending (amended application submitted)
2025/3276	17 Millgate, NR11 6HX	Internal alterations and change one window into a set of small double doors	No objections	Approval with conditions
2025/3063	The Cottage, Petersons Lane, NR11 6HD	Replacement of existing sheds with a new shed.	No objections	Pending

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

The following were considered by the committee:

<i>Reference</i>	<i>Address</i>	<i>Details</i>	<i>Committee Decision</i>
2025/1097	15 Red Lion Street, NR11 6ER	Demolition of redundant outbuildings and erection of new single-storey building. Amended application	No objections
2025/3401	15 Red Lion Street, NR11 6ER	Demolition of redundant outbuildings and erection of new single-storey building. Amended application (listed building consent)	No objections
2025/3532	Woodgate Farmhouse, Woodgate, NR11 6UJ	Installing rooflights, demolishing a lean-to cover and replacing with a shed, internal alterations and repairs, replacement of doors and one window	No objections
2025/3533	Woodgate Farmhouse, Woodgate, NR11 6UJ	Installing rooflights, demolishing a lean-to cover and replacing with a shed, internal alterations and repairs, replacement of doors and one window. (Listed Building Consent)	No objections
2025/3089	8 St Michael's Close	Proposed first floor side and front extension above existing garage.	No objections
2025/3536	The Grain Store, Banningham Road, NR11 6LS	Variation of conditions 2, 3 & 5 - Change of design, external materials and on-site car parking arrangements of consented permission 20212024 (Proposed demolition of existing barn, which has been granted class Q permission under reference 20191719, and the erection of a new dwelling with integrated garaging, workshops & pool) dated 23 March 2023	Objection to the application on the grounds of: 1) Outside the settlement boundary 2) Development not in a sustainable location (access to services by car encouraged) 3) Loss of agricultural land
2025/3485	Pendelfin, 1 Forster Way, NR11 6BE	Removal of existing dead conifer hedges and replace with 6ft wooden fence.	No objections
2025/3008	Clyde Cottage, 14 Cromer Road, NR11 6HE	Rear extension and remodelling works to the existing ground floor room Amended Application – Amended plans and tree survey	No objections, subject to the review of the proposed wall with the neighbouring property
2025/3009	Clyde Cottage, 14 Cromer Road, NR11 6HE	Rear extension and remodelling works to the existing ground floor room (Listed Building Consent) Amended Application – Amended plans and tree survey	No objections, subject to the review of the proposed wall with the neighbouring property

2025/3642	<i>6 Holman Road, NR11 6BY</i>	Demolition of rear extension and conservatory and replacement with new single storey extension. Single storey front extension including porch, lean-to car port and cartshed style garage. Widening of existing access and addition of new single swing gate.	No objections
2025/3162	<i>Land at Dunkirk</i>	Replacement office cabin constructed of steel and insulated cladding	No objections
2025/1103	<i>The Feathers, 54 Cawston Road, NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) Amended Application – Noise management plan submitted	No objections
2025/3641	<i>49 Sir Williams Close, NR11 6AP</i>	Single-storey ground floor shower room extension	No objections
2025/3282	<i>9-11 Hungate Street, NR11 6AA (Kings Kebab and Pizza)</i>	Rear extension, installation of extraction and ventilation equipment and minor external alterations.	No objections
2025/3581	<i>14 Aegel Gardens, NR11 6GQ</i>	Single storey rear ground floor extension, ASHP and AC condenser unit in rear garden	Objection on the grounds of overdevelopment of the site. The area proposed for development is large compared to the size of the plot.
2025/3274	<i>12-13 Market Place</i>	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.
2025/3275	<i>12-13 Market Place</i>	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	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the

		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 Listed Building Consent	market place, especially on market days.
--	--	--	--

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>
2025/3283	9-11 Hungate Street, NR11 6AA (Kings Kebab and Pizza)	Rear extension, installation of extraction and ventilation equipment and minor external alterations. Listed Building Consent	No objections
2025/3063	The Cottage, Petersons Lane, NR11 6HD	Replacement of existing sheds with a new shed. Amended application to show existing and proposed north elevations of shed	No objections

Trevor Bennett left the meeting. It was **agreed** that Kay Montandon should Chair the remainder of the meeting.

9. To Receive any Updates on Large Town Developments

a. **Norwich Road Site.**

There was no update on the development. The Town Council's planning consultant had sent proposed plans for the Transport Interchange with solar panels over some of the parking spaces.

b. **Burgh Road Site.**

The Town Council's Freedom of Information request regarding correspondence about the s106 agreement had been declined on the grounds of Legal Professional Privilege.

Broadland District Council's planning portal showed an extension of time agreed until a decision should be made until 7th November, but there has been no update since then.

10. To Receive any Update on the GNLP

The call for sites is expected in the New Year.

11. Budget

a. To Consider any Items for the Budget 2026/2027

Legal fees to challenge the GNLP should any aspect of the proposed plan not be acceptable for Aylsham.

Councillor planning training

b. To Consider any Projects for the Aylsham Master Plan

No matters raised.

12. To Receive Update on the Neighbourhood Plan

The Town Council had agreed to Rachel Leggett to be commissioned to support the Neighbourhood Plan. The Clerk is to feed this back and extend an invitation to a meeting to establish the full requirements.

A terms of reference for the Steering Group are to be created.

13. To Note Items for Information or Future Agendas

Patrick stressed the need to ensure that the future use of Bank Barn is kept on the radar.

14. To Confirm the Next Meeting as Thursday 8th January 2026, 10am in the Town Hall

This was **agreed**.

15. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 16 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

16. 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 11.30am

Signed _____

Date _____