

## **MINUTES OF THE SNAP MEETING HELD ON 9<sup>TH</sup> JANUARY 2020 19.00 IN TOWN HALL, AYLSHAM**

### **PRESENT**

Fran Wymark – Interim Chairman  
Lucas Ward - Temporary Aylsham & villages Beat Manager  
Wendy Murphy – Minute Taker

16 Councillors, Members of the Public and SNAP Representatives

PC Lucas Ward introduced himself and confirmed that PC Pete Magee was on long term sickness. He confirmed that going forward the SNAP Meetings may be twice a year and to work in conjunction with South Norfolk Police. He gave out his email address and confirmed that he could be contacted directly if needed.

#### **1. VOLUNTEER FOR MINUTE TAKER**

Wendy Murphy from Aylsham Town Council confirmed that she would be able to take on this role.

#### **2. NOMINATIONS FOR LONG TERM CHAIRMAN**

It was confirmed that either a member of the public or a councillor could be nominated. It was agreed that Colin Kerrison would take this role on from the next meeting.

#### **3. APOLOGIES FOR ABSENCE**

Apologies were received from Tony Shaw(Buxton) and Colin Hensby (Marsham)

#### **4. UPDATE FROM AYLSHAM BEAT MANAGER**

PC Lucas Ward confirmed there had been issues with anti-social behaviour, car theft and burglaries in the past few months but hoped that this would calm down now the school holidays had finished. He confirmed that there was no County Lines in Broadland or heavy drug issues. There have been 10 stop searches and £60 worth of cannabis has been confiscated. The main issue is that teenagers seem to be buying from other teenagers. There have been no reports of country lines in the area although there have been issues with child criminal exploitation and the police are looking at ways to deal with this

#### **5. BRIEF INTRODUCTIONS FROM SNAP REPRESENTATIVES**

All SNAP representatives introduced themselves and everybody else present confirmed if they were from committees or the general public.

#### **6. MINUTES OF MEETING 10<sup>TH</sup> October 2019**

These were signed by the Interim Chairman and confirmed as a true record

#### **7. MATTERS ARISING, NOT OTHERWISE COVERED BY THE BEAT MANAGER**

Frettenham representative wanted to know if emergency services could be identified on the SAM2 data – PC Lucas Ward confirmed the police can prove this and he could be contacted regarding this. He also has been given a black box to record data that can be fitted to lampposts but does not display speed.

Sue Catchpole, Broadland District Councillor for Aylsham, reported that she has had no response from Ben Rayner from Highways regarding the White lines at the top of Mill Road, Aylsham – PC Lucas Ward confirmed he will go and see Ben Rayner for updates.

## 8. LOCAL ISSUES

**AYLSHAM RECREATION GROUND** – there has been damage to the outside toilet and outside bin and somebody has done some work on their car in Sir Williams Lane car park and a large amount of oil has been spilt. The CCTV has been looked at for the damage to the toilet and leads are being followed up.

**HORSTEAD** – All SAM2 data will be sent to PC Lucas Ward so speeding issues can be looked at. There has been a lot of anti-social behaviour and drug taking at Horstead Mill. The police will be looking at putting posters up. Speeding was a concern on Norwich Road and the 20 mile an hour signs are not being adhered to. This road has become busier since the NDR has opened. PC Vicki Bailey confirmed that an advert will be put on Next Door website page asking for a speed watch coordinator so the speed watch may be able to restart.

**COLTISHALL VILLAGE HALL** – There has been some vandalism and PC Lucas Ward is following up on CCTV leads.

**BRAMPTON** – There has been 14 incidents of crime in 2019 and the representative wanted some clarification on these incidents. PC Lucas Ward gave his email address so more information on this could be given. It was mentioned about cybercrime and the vulnerability of the elderly on line. – There are lots of courses in the local area for residents to attend and to contact U3A in Aylsham who would be able to advise.

**AYLSHAM** - Cars are parking at the far end of Hungate Street on a bend causing travelling cars to go on the wrong side of the road. PC Lucas Ward will look into this. There has been a lot of anti-social behaviour at the shelter in the cemetery. Residents have asked for Jewels Lane to have some lighting, the majority of this lane belongs to Aylsham Town Council so the representative will take this back to their meeting.

## 9. ASSESS CURRENT PRIORITES AND HOW THEY WILL BE MEASURED

**VISABILITY** – PC Lucas Ward confirmed that his vision was to be very pro-active in communicating with all residents in his area. There has been adverts circulated promoting “coffee with a copper” and dates for this are being held in local village halls, libraries and Aylsham Town Hall at the Friday morning Country Market event. There is also a pop up café at the Tithe Barn, Horstead which is the 1<sup>st</sup> Tuesday in the month where the police attend. There is a net circle register that the police hold which can tell when the police have visited a parish or town and this can be given out on request.

**ANTI-SOCIAL BEHAVIOUR** – This is always being looked at and where teenagers congregate they are asked to move on. Year 8 onwards (12-17 year olds) seems to be the most problematic at the moment for vandalism and intimidation.

**SPEEDING** - PC Vicki Bailey confirmed that an advert will be put on Next Door website page asking for a speed watch coordinators so speed watch schemes may be able to be restarted.

## 10. AGREE PRIORITIES AND HOW THEY WILL BE MEASURED

PC Lucas Ward felt that these should remain the same with an emphasize on Aylsham Recreation Ground and Horstead Mill. By the police patrolling and discouraging this should make the local area a safe place to live.

## 11. ANY OTHER BUSINESS

PC Victoria Bailey mentioned that the police are always looking for volunteers to help them with watching CCTV evidence or washing police cars etc. - she will put an advert on next door and will speak to U3A.

## 12. AGREE DATE OF NEXT MEETING

Thursday April 2<sup>nd</sup> Drill Hall Aylsham 7.30PM

REPORT TO COUNCIL

Subject: **Street Name Gas House Hill**

Author: **Sue Lake** Date: **13<sup>th</sup> February 2020**

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In June 2018 the Town Council were asked to consider a name for the small group of houses being built on the site of the former police station. The Town Council chose The Beeches to reflect the trees nearby. This choice was passed onto Broadland District Council street naming department.

Early this month the manager at WH Brown asked about the site and whether it had a name or postcode. On checking with Broadland it appeared they had not received confirmation from the developer that they were happy with the choice. I contacted the developer direct who advised he was fine with it and I communicated that to Broadland.

Broadland replied with that The Beeches is the name of the house next to the development and is likely to cause confusion so the suggestion of Beech Gardens was made. Broadland were happy with that so I contacted the developer who replied:

*We have come up with another suggestion if we cannot have The Beeches as this is a unique site and location.*

*Not sure whether you knew or know of the late Tom Bishop. He owned Bridge House with the huge landscaped gardens in Millgate and was a Town Councillor, Historian and Antiques Dealer amongst other things but especially a 'Mr Aylsham'.*

*We would like to use '**Bishops Mews**' in honour of Tom.*

The Town Council are asked to consider this name

**Greater Norwich Local Plan 2020 and impact on Aylsham****Should Aylsham have a new housing development with 300 houses?**

For	Against
We live in a capitalist economy and market forces indicate that houses in Aylsham will always sell. Therefore they will be built	Market forces indicate that even more houses would sell, but that would change the town significantly, therefore should market forces be a major consideration
Whatever the people of Aylsham think there will be a new development	It will be unpopular, partly as Aylsham in the last 20 years has had a higher percentage increase in both population and number of houses than Broadland and the East of England.
The GNLP has allocated a site suitable for 300 houses	The figure 300 is arbitrary, for instance the Norwich Road site is 250. It should also be noted that Aylsham had 250 more houses built than were originally planned in the last GNLP
There will 2.5 h.a allocated at each site for a primary school, which Norfolk County Council is committed to build.	If this is not part of any phase 1 development, further problems of school overcrowding could occur and a new school is needed anyway
There is a demand in Aylsham for young people to be able to get on the housing ladder. A greater supply to meet the demand does mean the equilibrium price will not rise too quickly	Though some people in Aylsham want more houses built the majority in the town do not want further development
There is a demand from older people both in the town and the villages for suitable houses	Greater problems for health and social care
There is demand from people outside Aylsham who want to move to the town	The schools are full, therefore will cause problems until a new one is built
The rise in population should bring economic benefit to most businesses within the town.	Some people feel that developments near the A140 lead to people just using Norwich for retail and commercial needs.
The rise in population should be met with further opportunities for work.	This is an economic theory that is not always met, it will need investment from the District Council to support further work opportunities
Further development should lead to improvements in transport infrastructure as happened with Norfolk Homes Development and building of Henry Page Road	A new development will create increased traffic and parking problems. The only significant improvement in the road network in the last twenty years has been a roundabout on the A140
A new development should lead to an increase in the poor number of affordable houses in Aylsham	Will they be truly affordable, there appears little evidence at present of the role of council housing or even housing association involvement
A new development should lead to opportunities for self-build	There does not appear to be any clear information in the GNLP for this

Perhaps an increase in the Town's population might lead to improved medical services, such as more efficient use made of the Aylsham Health Centre	There is little evidence that Norfolk Community and Health Trust NHS will improve the service at Aylsham Health Centre
	All the sites will be subject to noise from the A140

**Key points concerning infrastructure that need to be discussed with both the Town Council and the GNLP before decisions are taken on the different sites.**

Hopefully we will discuss these points and the sites with the people from GNLP on February 11<sup>th</sup>.

- Land for a new primary school: This should not be a problem as all 3 sites are committed to providing the land and Norfolk County Council is committed to building a new school. This will either be a totally new school or moving St Michaels and having an expanded school. The Education Authority has been discussing these issues with the schools in Aylsham. The key decision would be what site is best for that school.
- Improvements to the road network and parking. This is a problem as not only will the new development create more traffic issues, but all 3 sites have issues of access and as yet none seem to have a satisfactory answer. To assist in the parking problem it is important that the new site offers long stay car park that can act as a bus hub. Since Henry Page Road was built there have been over 800 houses built, but the only significant road improvements has been one roundabout. With an increase of over 1000 more vehicles there has been a reduction in parking spaces.
- Hopefully this should lead to a hopper bus service, but that does mean a commitment from Norfolk County Council
- An increase in the population, perhaps to over a total of 10,000 will create considerable demands on the Health Service. However, Aylsham cannot request a Health Centre as we have one. Hopefully GNLP can put pressure on for it to be used properly, perhaps with a new surgery. In 1981, the population was 4,697 with 2 doctors' surgeries and a hospital, 2020 the population is over 8,000 with 2 surgeries and a Health Centre that is hardly used.
- An increase in the population should be matched by an increase in opportunities for work. Land is available at Dunkirk and I think we should push for Broadland to invest in an office complex. A complex like NWES workspaces would be beneficial. This would help cut the amount of people travelling to Norwich for office space.
- An increase in population will create greater demands on social care. Aylsham is fortunate to have ACT, but they do require more support. Perhaps this can be part of the demands on the developer.
- It is important that each site delivers at least 33% affordable housing would be better to see part of the development either run by Broadland as Council housing or by a housing association to ensure they truly are affordable.
- All the development sites need to provide footpaths and cycle ways, completed before the development finishes.

- It is important that the development leads to an improvement in green connectivity

**General Comments on the GNLP:**

- The plan is based on large private developments, which are good for landowners and large building companies, but create real problems for towns such as Aylsham.
- In the past this method has failed to provide sufficient affordable housing.
- There is little appreciation of the theory that housing shortage can be met by the building of a few affordable houses in many villages. In the expansion of housing in the 1950s' this was a successful policy, in far more difficult financial times, that helped economic expansion.

**There are a number of other issues related to the Aylsham Development Plan that need to be discussed with the GNLP to ensure they are adhered to:**

- Must be a range of types of property
- Must be at least 33% affordable housing
- Housing should be tenure blind
- Must be dementia friendly (6.17, 6.18)
- Number of issues within development such as space for bins, parking, road quality etc
- Ensure properties are carbon neutral
- Ensure development able to access water and effective disposal of water and sewage system before people move in (6.34)
- There are sufficient areas of green space to ensure water drains away and for environmental reasons
- Development must link into footpath and cycle ways in the town (6.21)
- Properties are designed with imagination (6.40 6.42)
- Opportunities within the development for some self-build housing (6.35)
- Position of garages (6.22)
- Charging points for electric vehicles (6.25)
- No unadopted roads (6.28, 6.29)
- Easy access to gardens (6.31)
- Sprinklers in all houses (6.37)
- Density should be in keeping with the density in the town (6.42)

Hopefully I can expand this list before formal discussions are held with the Local Authority to ensure that all aspects of the Aylsham Neighbourhood Plan are adhered to. It would be helpful if anyone else can add to the list, ideally with a reference back to the ANP.

In respect to the 3 alternative sites below we will have more information once we have discussed them with the GNLP. The critical area appears to be access and the road network. In the information on the GNLP there is information on why Aylsham will be allocated housing, the different sites considered and reasons for the decision they have reached. The section called 'Full evidence base' does give more information and the key points are included in the information below on the sites.

Until discussions are held with the GNLP I think it is difficult to put forward clear views as to whether any sites should be supported by the Town Council or if there is an acceptance we must have one, which site is preferable. I do have reservations on the general direction the GNLP tackles the need for more housing by its determination to build large estates without significant investment in infrastructure.

**Preferred Site: Land to the South of Burgh Road: Distance to Market Place: .8 mile**

<b>For</b>	<b>Against</b>
It has been partly chosen because there are meant to be two access points.	The plan indicates both on Burgh Road, therefore create real problems
The GNLP says that the carriageway will be widened.	Burgh Road is not suitable for increased traffic. Improvements that are really satisfactory will be expensive and if they are undertaken it may just lead to a greater problem at the junction with Norwich Road
Easy access to A140	Could lead to real traffic problems at the junction of Norwich Road, Red Lion Street and Burgh Road
Provision of land for a primary school	All the sites would provide land for a school
Land does include the site where car boot sale is that creates traffic problems	Some people do like the car boot
Land allocated for a Primary school that would be near the High School	Primary school would in the same area of the town as Bure Valley
Might lead to a proper crossing on Burgh Road	As so near to the Recreation Ground, could lead to more vandalism
A development will come with open space provision	As it will be near the recreation ground will it still provide open spaces in the development
Opportunity for a long stay car park suitable for park and ride	This would mean the housing density would increase
Is a site with existing footpaths and cycle ways, which could be added to? Suggestion non-vehicular access through Forester Way and Station Road	As there are footpaths would this mean the developer would try to avoid improving footpaths and cycle ways
3 different sites so might be competition	As yet we do not know who is the developer
Near to new roundabout	Will be increased pressure on the roundabout and therefore create more traffic delays on A140
The issues around Burgh Road are well known in Aylsham and this will highlight those issues	Are the GNLP aware of these problems and do they have plans to answer the long standing grievances
300 houses	Higher density than other sites and 300 houses
	In assessments talks about a higher figure than 300, 325 to 350
	Amber for flood risk
	The site is within the consultation area of a safeguarded water recycling centre. Any future development on this site will need to address the requirements of Norfolk Minerals and Waste Core Strategy Policy CS16



**Reasonable alternative site: Norwich Road: Distance to Market Place: .8 mile**

<b>For</b>	<b>Against</b>
Would improve the entrance to Aylsham	Only one access point
Developer is known, Norfolk homes, very proactive in the meeting with Sue, Trevor and Lloyd	Are areas such as motel and shelter that do need work
250 not 300 houses	250 not 300 houses
Ideal place for a long stay car park and park and ride	Would create greater pressure on Norwich Road
If only one access point only 100 houses could be built	If only one access point only 100 houses could be built
Highways against use of Buxton Road and Copeman Road. Therefore limit to number of houses.	Report talks about possible second access into Buxton Road
There is potential for a second access point.	Would mean significant highway expenditure
Possible access point onto A140 but only left turn left up to roundabout. To get into the development from A140 only possible turning left.	Would further slow traffic on A140
Land allocated for a Primary School	A primary school would be too near Bure Valley, therefore school could be at another site
Does get rid of problem of Aylsham Lodge	Lower density than Burgh Road
Easy access to A140	Need for footpath/ cycle ways
Would need a proper footpath crossing	Been trying to get a crossing across A140 for years
At present there is a footpath on Norwich Road as far as Tesco roundabout	Further footpath and cycle ways would be required
	Any future development on this site will need to address the requirements of Norfolk Minerals and Waste Core Strategy Policy CS16
	Has been refused planning permission before as outside settlement limit

**Reasonable alternative site: Next to River Bure: Distance to Market Place: 1 mile**

<b>For</b>	<b>Against</b>
Does offer 300 houses at lower density than other sites	Further from market place, but not as far as many would think
Flood plain would be used for a country park with access to the river	Near land that can flood
Developer was positive about supporting the town	Some doubt from GNLP about the developers intent to support town, not sure why more than others
Would be an extension of Bure Valley estate	Would mean increased traffic in the Bure Valley estate
Primary school would be near High School and away from Bure Valley	It does depend on where it is located, could be too far from other parts of the town
Could have second access point, but like Norwich Road would mean investment	Need for footpaths into town as well as away from town
Near industrial employment area	Does mean footpaths must be completed
Offer to include retail and community outlets	Not so suitable for a long stay car park, unless significant alteration to A140 with a new roundabout
Should mean footpath/ cycle way completed	
Possible access point onto A140, but only left turn left up to a new roundabout at Banningham Road, where it would be beneficial to have a roundabout for lorries turning into the Dunkirk area. To get into the development from A140 only possible turning left.	Would further slow traffic on A140, but all the developments will do this. There will still be far fewer roundabouts than in Milton Keynes.
Planned building well above the flood plain, though might need alterations to plans to avoid being too near the flood plain	Amber for flood risk, due to surface water management
Country Park may mitigate against bio-diversity concerns	Concern over bio-diversity impact
	Mineral safe guarding area for sand and gravel. Could have an impact on water management

## **Meeting concerning GNLP: Tuesday 11<sup>th</sup> February**

Present: Mike Burrell (GNLP) Sue Lake, Trevor Bennett, Pat Prekopp, Mary Evans

### **1. Reasons for 300 houses:**

- Aylsham is a designated main town, these will be 14% of the total allocation
- Aylsham has a lower number than Harleston and Diss and significantly lower than Wymondham and Long Stratton.
- Range of services and opportunities for growth in employment
- Market forces
- A choice of sites with good evidence of delivery have been submitted

### **2. Allocation of houses in villages will be 9%, higher than previous plans.** Though we questioned whether the number of houses in villages could be higher Mike pointed out that Norwich City Council wanted it less and more around the City so the allocations were always a compromise between the 3 authorities.

### **3. Improvements to infrastructure:**

- Land will be allocated to the building of a new Primary School. The location within the new development site and when it will be built will be decided by negotiations between the developer, the GNLP and NCC. Site allocation policy could provide greater specificity to reflect any progress on this.
- Allocation of land for economic development at Dunkirk. There has been planning permission put in for a unit to be used for offices. This is seen as encouraging, but the potential for employment opportunities will be influenced by the nature of the plans.
- There was a discussion about the need for investment in the road network in Aylsham. Mike felt this was more a matter for the Highways department, but it was pointed out on this and subsequent issues that the Town Council's faith in the Highways Department was limited.
- He gave little support for a long stay carpark at the new site, but was keen to see the Cittaslow report on the issue of the road network and parking and Pat will forward this to the GNLP when it is completed and it will form part of the evidence base to reach a decision.
- There was a discussion on the issue of Aylsham Health Centre and Mike said he would take our concerns to the health commissioning group who have regular meetings with the GNLP.
- The issues of footpaths and cycle ways are a priority within the GNLP strategy. Mike did point out that there will be opportunities to widen the network of paths with the development. (see below)

### **4. South of Burgh Road site**

- This is the preferred site and it seems likely it will be chosen. Support from the Town Council would strengthen the likelihood of it being chosen. However, if there are strong objections and there is strong evidence-based support for one of the alternative sites they may be chosen.
- We discussed the issue of the stated two access points, but Mike stated that the policy did not provide detail on where they would be. The policy does, however, provide detail on carriageway widening required to support the allocation. It was pointed out that the present building would add two more junctions onto Burgh Road and the road itself is not suitable for further traffic. We did emphasise our concerns with highways' judgement on traffic issues in Aylsham and the problems there are with Burgh Road. This problem needs further investigation, ideally with highways and a site meeting.
- There was a discussion on the density, higher than the other two sites. Mike stated it was the normal density for market towns (25) but we were still left uncertain if this was appropriate for Aylsham.
- Footpaths and cycle ways were seen as having potential, as well as the existing Bure Valley Path. The development plan could include a crossing on the A140 as part of the existing path. He also suggested a north south green connection path from the railway to Burgh Road and pedestrian access points at places such as Station Road.
- He could not say who the developers are and said the GNLP cannot decide upon plans by the company who wish to develop the site.
- Mary thought there was mention of this being partly a brownfield site. This will need further investigation, as will the comment on amber flood risk.

## 5. Norwich Road site

- This was an alternative site rather than the preferred site for two main reasons, only one access point and 250 rather than 300 houses.
- There seemed to have been little consideration of there being a second access point, but this may need to be explored with highways. The question was discussed as to why a second access point now appears to be a deciding factor, when the 3 recent developments all have only one. It is not government policy. The sites plan states: "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".
- This site has been under serious consideration, but the GNLP are in favour of Burgh Road.

## 6. Site next to Burgh Road

- This appears to be very much the third option.
- There are concerns over potential flooding issues

- A development would mean a further roundabout and cost issues seem to be a major issue.

**7. The ANP:**

- This does form part of the policy documents that have to be discussed and adhered to. It is important that when the planning stage discussions are held the Town uses the ANP to ensure all main points are followed.

**8. Affordable housing.** This was followed up after the meeting. It does form a clear point of the strategy and Mike Burrell was confident that the policy is much stronger than previously and is now backed by government policy, so there it is a greater likelihood that there will be 33% affordable housing. He stated that Broadland and South Norfolk are keener on using housing associations, the City more open to council housing.

January 2020

**GNLP Draft Plan – Regulation 18 Consultation – CPRE Norfolk initial advice**

Dear Clerk,

The Draft GNLP Local Plan has been approved for Regulation 18 Consultation to run from 29<sup>th</sup> January to 16<sup>th</sup> March, and if you haven't already been asked to present your views you will be shortly. CPRE Norfolk is preparing a detailed response, which we will circulate to you sometime in February, and feel free to use any of our submission points in your own consultation response.

If you are a CPRE Norfolk Alliance member signed up to the pledge which seeks to ensure that existing Joint Core Strategy (JCS) allocations are built-out before any new GNLP allocations can be developed, you will be disappointed to learn that this common sense request for phasing of housing development appears to have been overlooked in the Draft Plan. We ask that you express your disappointment to the GNLP ( [gnlp@norfolk.gov.uk](mailto:gnlp@norfolk.gov.uk) ) in regard to this omission at the earliest opportunity. We appreciate that this entails an additional communication with the GNDP to your full response, but we consider this point needs to be made powerfully as soon as possible.

We are also concerned as to why the new housing allocation for village clusters in South Norfolk is expressed as a minimum number, whereas in Broadland it is given as a maximum figure. This unfair inconsistency may be something else you would wish to comment on at this point.

If you have not already signed the CPRE Norfolk pledge a copy is attached for your consideration and we urge you to sign up now and to join us in and in our wider Alliance. With over 36,000 current commitments to be built and a maximum build-out which is unlikely to exceed 2,000 per annum, there are already enough housing sites allocated to satisfy another 18 years of housebuilding i.e. to 2038. Clearly there is no need for any new allocations to be made in the GNLP.

Yours faithfully,

David Hook  
Chair, Vision for Norfolk Committee, CPRE Norfolk

Michael Rayner  
Planning Campaigns Consultant, CPRE Norfolk

		Actual Current	Actual Year To	Current Annual	Varia nce Annual	Funds Availab le	% Spent
General Purpose	Income	321	119,1	106, 52	(12,7 02)		111.9%
	Expendit ure	8,08 1	77,2 04	94,5 06	17,3 02	17,3 02	81.7%
	Net Income over		(7,7)	41,9	11,9	(30,0)	
	plus Transfer from		0	0			
	less Transfer to EMR		0	0			
	Movement to/(from) Gen		(7,7)	41,9			
Town Hall	Income	1,25	65,9	69,0	3,07		95.6%
	Expendit ure	3,95 0	82,9 20	79,2 70	(3,6 50)	(3,65 51)	104.6%
	Movement to/(from) Gen		(2,7)	(16,9)			
Drill Hall	Income	1,91	58,3	63,3	4,97		92.1%
	Expendit ure	25,0 02	149, 326	63,3 59	(85,9 58)	(85,9 58)	235.6%
	Movement to/(from) Gen		(23,0)	(90,9)			
23 Market	Income	0	4,19	5,50	1,30		76.2%
	Expendit ure	0	145	600	455	455	24.2%
	Movement to/(from) Gen		0	4,04			
Cemetery	Income	419	4,39	6,75	2,35		65.1%
	Expendit ure	0	19	1,50 0	1,48 4	1,48 4	1.3%
	Movement to/(from) Gen		419	4,37			
Public Other	Expendit ure	1,46	12,5	17,4	4,85	4,85	72.2%
	Income	0	12,3	12,3	0		100.0%
	Expendit ure	431 0	4,30 0	5,03 2	723	723	85.6%
	Movement to/(from) Gen		(431)	8,04			
Cemetery	Income	820	19,9	21,2	1,34		93.7%
	Expendit ure	1,34 7	14,4 00	21,2 59	6,76 6	6,76 6	68.2%
	Movement to/(from) Gen		(527)	5,42			
Norwich	Income	0	220	0	(220)		0.0%
	Expendit ure	0	7	0	(7)	(7)	0.0%
	Movement to/(from) Gen		0	213			
Cromer	Income	0	870	0	(870)		0.0%
	Expendit ure	50 0	300	250	(50)	(50)	120.0%
	Movement to/(from) Gen		(50)	570			
Woodgate	Income	0	1,31	0	(1,3)		0.0%
	Expendit ure	0	77	0	(77)	(77)	0.0%
	Movement to/(from) Gen		0	1,23			
Bure	Income	0	2,01	0	(2,0)		0.0%
	Expendit ure	64 0	805	0	(805)	(805)	0.0%
	Movement to/(from) Gen		(64)	1,20			

	Actual Current	Actual Year To	Current Annual	Vari ance Annual	Funds Availab le	% Spent
Allotments General	0	19,3	23,8	4,50		81.1%
Expenditure	1,83	18,3	23,5	5,21	5,21	77.8%
Net Income over	<u>(1,8)</u>	<u>984</u>	<u>266</u>	<u>(718)</u>		
less Transfer to FMR	0	0				
Movement to/(from) Gen	<u>(1,8)</u>	<u>984</u>				
Markets	452	6,91	7,40	483		93.5%
Expenditure	0	1,97	2,55	578	578	77.3%
Movement to/(from) Gen	<u>452</u>	<u>4,94</u>				
Open Spaces	344	143,	145,	2,88		98.0%
Expenditure	7,30	131,1	150,	19,6	19,6	86.9%
Net Income over	<u>(6,9)</u>	<u>11,9</u>	<u>(4,9)</u>	<u>(16,8)</u>		
plus Transfer from FMR	0	0				
Movement to/(from) Gen	<u>(6,9)</u>	<u>11,9</u>				
Street Scene	0	64,8	45,3	(19,5		143.1%
Expenditure	9,69	39,8	45,3	5,53	5,53	87.8%
Movement to/(from) Gen	<u>(9,6)</u>	<u>25,0</u>				
Christmas	0	2,67	0	(2,6		0.0%
Expenditure	476	4,96	1,65	(3,3	(3,31	301.0%
Movement to/(from) Gen	<u>(476)</u>	<u>(2,2)</u>				
Street Party	0	1,32	0	(1,3		0.0%
Expenditure	0	2,15	0	(2,1	(2,15	0.0%
Movement to/(from) Gen	<u>0</u>	<u>(829)</u>				
General events	0	2,05	0	(2,0		0.0%
Expenditure	0	2,62	0	(2,6	(2,62	0.0%
Movement to/(from) Gen	<u>0</u>	<u>(574)</u>				
Collectors Fair Income	0	2,45	0	(2,4		0.0%
Grand Totals:-	<b>5.52</b>	<b>531,</b>	<b>507.1</b>	<b>(24.2</b>		<b>104.8%</b>
Expenditure	<b>59,7</b>	<b>543,</b>	<b>507,</b>	<b>(36,0</b>	<b>(36,0</b>	<b>107.1%</b>
Net Income over	<u><b>(54,1)</b></u>	<u><b>(11,8)</b></u>	<u><b>(30)</b></u>	<u><b>11,7</b></u>		
plus Transfer	0	0				
less Transfer to FMR	0	0				
Movement to/(from) Gen	<u><b>(54,1)</b></u>	<u><b>(11,8)</b></u>				

5th February 2020

Dear Members of Aylsham Town Council,

At certain times over the last few years you have been very generous to Aylsham Lights Committee by providing us with much needed funds to change the Christmas lighting in Aylsham.

We have already had our first Committee Meeting for this new year and have various suggestions as to what new lights we may be able to provide in Aylsham. Various suggestions are:

Some coloured lights to be added to The Tree in The Square; further Down Lights to be added at each end of The Town Hall to complete it; lights on the large blank wall at the end of Red Lion Street, {left hand side}; lights on the large blank wall of Barclays Bank with electric socket to feed the lights; replacement of some of the large baubles in the Town Hall; replacement of some of the original icicle lights in certain part of the Town which are now looking rather weary and less bright.

These options, of course, will require funding and when I asked my Committee for suggestions as to where we might ask for donations to cover the cost of some of the new ideas, Rodney Clark-Ward, a member of your Council and also a member of our Committee ,suggested I write to you to request a donation from the Re-cycling Fund please. I did tell him that we had received money in the past from such a source but he said that applying again might be a good idea. Of course, we are grateful for the allowance we receive each year from you from The Budget and have already planned, at our meeting, to hold fund raising ventures ourselves, such as a Race Night on 29th May and a Grand Quiz and Chips Evening on 9th. October.

I hope to approach other organisations for donations if possible.

Although we have a certain sum of money available I wondered if you would consider, as you have kindly done in the past, giving us a further donation please towards some of these further developments .

I look forward to your reply, which I hope will be favourable, at your convenience.

With kindest regards,

Yours sincerely,

Keith Elphick. Chairman. Aylsham Christmas

Lights Community Committee.

## CLERK'S REPORT FOR COUNCIL MEETING 19.2.2020

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall	Refurbishment	Planning permission for doors etc Has been approved – waiting start date from Coverdales The sliding doors between the Green Room and the Main Hall will be removed. This has been approved by Broadland
23 Market Place	Let to W H Brown Rent issue	New lease in place
Cemetery Cottage	Private Letting	Existing tenant leaves on February 16 <sup>th</sup> .
Cemetery		Received one quote for the driveway. Will look for others for work to be completed during the summer months. It was reported that one of the issues is the amount of leaf litter that builds up and then decomposes on the roadway. A settee has been placed in the shelter.
Allotments		Nothing to report
Churchyard		<b>AGENDA ITEM</b>
Market Place		
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithes		
"Little Staithes"		
Hopkins Homes areas general		
Paupers Graveyard	Clearing	Have reviewed the site and fencing does not seem to be needed. Pedestrian entrance way is currently closed and this has been reported to NCC Highways. It is unclear from the map what the designation of this route is.
Norfolk Homes Play Areas (equipped)	Wymer Drive	

Norfolk Homes large area off Mileham Drive		An outdoor Table Tennis table has been installed
Norfolk Homes Car Park at Mileham Drive	Use by Norfolk County Council	Work to the Marriots Way has been delayed and will not start until March 10 <sup>th</sup> ..
Land at Sapwell Close	Adverse Possession Claim	Have found some original documents which will be researched to see if they offer any assistance
Car Parks		Awaiting details of BDC review
Street Lighting	Replacement Programme	<b>AGENDA ITEM</b>
Mill Road/Cawston Road	Installation of Bollards	Still waiting for installation
Public Toilets		The disabled toilet in the ladies was broken and has been repaired
Offices - Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		<b>AGENDA ITEM</b>
Pump		
Pillboxes		
War Memorial		<b>AGENDA ITEM</b>
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		<b>AGENDA ITEM</b>
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	Refurbishment work delayed due to staff sickness
Bure Meadows Footpath	New Footpath across to Dunkirk	
Staffing		<b>AGENDA ITEM</b>

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

- **Replacement of sliding doors at the Town Hall**
- **Closure of walkway at Sapwell Close**
- **Outdoor Table Tennis table installed at the MUGA**

Sue

We had an extraordinary committee meeting on Monday to discuss our way forward following on from the rent/storage increase news. The committee have asked me to contact you again and raise some points which I would appreciate if you can give us responses to. Firstly they thought it important that you and the councillors know that to try and make ACG viable we are actively seeking other premises. We consider that the only way we can be financially solvent is to increase membership fees. But members will naturally want more for this increase in terms of the gym being open more. Not your concern but more suitable premises where the gym could be set up all the time would undoubtedly decrease our service and maintenance bills.

In this light we would like to ask if the council would consider a capped rate for ACG? A set figure per month which would include some more opening times. (The specifics of this could be discussed). The same principle applies if we could open more in The Drill Hall we could increase our membership fees. As the tenant currently using the hall for the most hours it is clear that our revenue is important to the council.

As an aside a member has come forward with a suggestion centring around what they saw as fairness, asking could the council have two rates for hiring the hall? A cheaper rate for non profit community groups and a higher rate for commercial hirers like freelance class instructors, parties, businesses.

Sue myself and another committee member are happy to come in to see you again if you think this would be useful.

Kind regards.

Annette.

(Fitness Professional and Chair Aylsham Community Gym)

**MINUTES OF THE MEETING OF THE CITTASLOW ANNIVERSARY COMMITTEE  
HELD IN AYLSHAM TOWN HALL  
ON MONDAY 20 JANUARY 2020 12.00pm**

**PRESENT:**      Lloyd Mills      Chairman      Mary Evans  
                          Joan Bennett                            Pat Prekopp

**IN ATTENDANCE:** Clare Haylett  
**OFFICER:** Sue Lake, Aylsham Town Clerk

## **1. ELECTION OF CHAIRMAN**

It was proposed and **AGREED** that Lloyd Mills will be chairman of the committee

## 2. APOLOGIES FOR ABSENCE

All members present

### 3. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

Pat Prekopp declared his interest as chairman of Aylsham Slow Food which will be holding an anniversary celebration in October

#### 4. MINUTES OF THE LAST MEETING

The **notes\*** of the meeting held on the 9<sup>th</sup> January 2020 were accepted

\* The meeting was not an official meeting as no agenda was published and the meeting not advertised

## 5. ADJOURNMENT OF THE MEETING

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

## 6. RE-CONVENE THE MEETING

This item was not required.

## 7. TERMS OF REFERENCE

**TERMS OF REFERENCE**  
The Terms of Reference drawn up at the meeting of the 9<sup>th</sup> January had been agreed by the Town Council

## 8 EVENT OUTLINE

It is still not clear the exact format of the event as details are still to be received from Italy. However, on checking the Cittaslow International website the meeting is listed on the site and is for the co-ordinating committee which consists of 45 members.

Until details are advised the outline can only be a rough guide. It is also not clear when the delegates will be arriving and how much accommodation is required and who will be responsible for the accommodation.

It is also not clear what translation services will be required.

The initial concept will be as follows

Thursday/Friday	Arrive
Friday afternoon	Arranged outing
Friday evening	Drinks reception Blickling Hall
Saturday	9am meet at Town Hall
Saturday morning	Farmers Market
	Aylsham Tour

Saturday Late Morning	Conference starts
Saturday afternoon	Conference
Saturday Evening	Conference Dinner (Black Boys?)
Sunday	Town Hall for Breakfast
	Delegates leave

## **9. PUBLICITY AND PROMOTION**

Clare Haylett (PR advisor) was introduced to the group. She then outlined her ideas for promotion of the event. Clare will contact various media outlets to gauge interest prior to the event and to assist with this would require a list of people who would be suitable to contact regarding Cittaslow in Aylsham and who would be willing to speak to the press.

Would link in with the schools

Invitations to the chairman of Broadland District Council and Norfolk County Council  
A soft launch would take place at the March Farmers Market. Sue Lake to approach a local photographer to see if he was available to take pictures.

Clare asked for details on the following matters

- Timings
- Demographic of attendees

## **10. FINANCE**

Giles Margarson has had preliminary talks with other Cittaslow UK members and it is hoped to receive £5000 from them. A full budget cannot be decided until more information is available from Italy.

## **11. ITEMS FOR INFORMATION/NEXT AGENDA**

None raised.

## **12. DATE OF NEXT MEETING**

The next meeting will be Monday February 3<sup>rd</sup> at 10am.

## **CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 13.30pm

**MINUTES OF THE MEETING OF THE CITTASLOW ANNIVERSARY COMMITTEE  
HELD IN AYLSHAM TOWN HALL  
ON MONDAY 10 FEBRUARY 2020 12.00pm**

**PRESENT:**           Lloyd Mills     Chairman     Mary Evans  
                          Pat Prekopp

**OFFICER:**           Sue Lake, Aylsham Town Clerk

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Joan Bennett

**2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS**

Pat Prekopp declared his interest as chairman of Aylsham Slow Food which will be holding an anniversary celebration in October

**3. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on the 20<sup>th</sup> January 2020 were agreed and signed by the chairman

**4. ADJOURNMENT OF THE MEETING**

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

**5. RE-CONVENE THE MEETING**

This item was not required.

**6. FINANCE**

An e-mail had been received from Cittaslow International outlining what was expected of the event. Delegates would pay a 'Committee Fee' which would include accommodation costs, food etc. They ask as a courtesy that Aylsham hosts the President, Secretary and two staff members.

Based on this information the following outline costs were calculated:-

Coach Hire (Fri)	500
Blickling Reception (Fri pm)	2000
Friday Night Meal ?Banningham Crown	2500
Translation Service (Sat)	3000
Refreshments (Sat)	500
Saturday Night Meal in Town Hall	2500
Breakfast Sunday	500
Accommodation 4 people x 3 nights	2000
	13500

Most of this outlay will be returned through the Committee Fee, funding from Cittaslow UK and other grants being investigated. These were only rough costs as a guide. It was proposed and **AGREED** that the committee ask the Town Council for a budget sum of

£20,000 to meet all costs in arranging this event. It was noted this was an overestimate but would cover any or all eventualities.

## **7. PUBLICITY AND PROMOTION**

Clare Haylett (PR advisor) has started working on the event doing some preliminary research. It was **AGREED** to get her to look at working with a local vineyard to provide wine for the Friday night reception at Blickling Hall. She will also be asked to look at translation service options.

The 'soft launch' is scheduled for the March Farmers Market and a local photographer has agreed to work with her on this.

Pat and Lloyd advised of media outlets they know and this information will be fed back to Clare.

## **8. EVENT OUTLINE**

The event outline was discussed when preparing the budget and will be as follows:

### **Friday afternoon**

Coach outing to Blickling to look at the rivers project etc, followed by a drink's reception with canapes

### **Friday Evening**

An evening meal at a local pub – suggestion of the Bannington Crown

### **Saturday Morning**

Farmers Market Tour  
Conference – to include a sandwich lunch

### **Saturday Afternoon**

Aylsham Tour

### **Saturday Evening**

Conference Dinner in the Town Hall

### **Sunday Morning**

Slow Food Breakfast in the Town Hall

### **Sunday Afternoon**

Delegates depart

## **9. ITEMS FOR INFORMATION/NEXT AGENDA**

A response will be sent to Cittaslow regarding the information they recently provided

## **10. DATE OF NEXT MEETING**

The next meeting will be Monday February 24<sup>th</sup> at 10am.

## **CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 13.20pm

**Agenda Item 15a**

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD IN THE COUNCIL CHAMBER AYLSHAM TOWN HALL  
ON THURSDAY 16 JANUARY 2020 at 7.00 p.m.**

**PRESENT:** Mr P Prekopp, Aylsham Slow Food, Chairman  
Mrs M Evans Aylsham Town Council  
Mrs J Marles Aylsham In Bloom  
Mrs J Kerrison Aylsham WI  
Mr G Margarson, Aylsham Community Partnership  
Mr R Preston, Walkers are Welcome

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

**01 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from  
Mrs J St Clair Aylsham U3A  
Mr R Willis ABEF  
Mrs V Shaw Aylsham Town Council

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

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

**03 MINUTES**

The Minutes of the Cittàslow Aylsham Meeting held on 21 November, were **confirmed and signed**.

**04 MATTERS ARISING**

None

**05 ITEMS REFERRED FROM LAST MEETING**

None

**06 ADJOURNMENT OF THE MEETING**

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

**07 OTHER ORGANISATIONS IN AYLSHAM**

No speaker this month. It was **AGREED** that with other matters being discussed at the moment that this item be dropped for a year.

**08 FARMERS MARKET**

No Farmers Market was held in January so the first market will be in February. The Town Council try to have an event in the Town Hall on Farmers Market Days as this does encourage attendance.

**09 PROJECTS**

**i) OLD STATION YARD**

Work is continuing to clear the area. Will look at a litter pick up in National Spring Clean period 20<sup>th</sup> March – 13<sup>th</sup> April 2020.

**ii) WALKERS ARE WELCOME**

The first Big Stroll will be held on Sunday January 19<sup>th</sup>. Look to incorporate the Litter Pick with the March event.

**iii) STREET PARTY – 2020**

Nothing to report.

**10 AYLSHAM CITTASLOW ANNIVERSARY**

The Town Council have set up a committee to organise this event. They have also agreed to the engagement of Clare Haylett. Full details of what will be required are still unclear as these are still to come from Italy.

**11 AYLSHAM CITTASLOW**

Richard Preston had drafted a report entitled Aylsham – shaping the future. This was tabled at the meeting and a brief discussion held. This will be taken to the Town Council at their next meeting.

**12 AYLSHAM COMMUNITY EVENTS COMMITTEE**

A calendar of Events had been agreed by the Events Committee with the first event being an Easter Breakfast on April 4<sup>th</sup>.

**13 SLOW FOOD AYLSHAM**

Work on the food bank recipe book is ongoing.

Slow Food will be attending the Family Learning Day and Aylsham Show this year. Interest from two new members.

**14 AYLSHAM IN BLOOM**

An application has been made to RHS for a grant for the Paupers Graveyard.

More volunteers are required for the community allotment

The tubs in the town centre are scheduled for planting in March.

**15 ABEF**

Business Breakfast has been organised for 29<sup>th</sup> January.

Plans are under way for a Spring Expo on 7<sup>th</sup> March

**16 AYLSHAM PARISH CHURCH AND CHURCHES TOGETHER**

No report available.

**17 ITEMS FOR INFORMATION/NEXT AGENDA**

Covered by agenda items

**18 DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Thursday 20<sup>th</sup> February 2020 at 7.00p.m.in the Council Chamber, Aylsham Town Hall**

**AYLSHAM RECREATION GROUND COMMITTEE  
MINUTES OF MEETING HELD  
14<sup>th</sup> January 2020**

**Present**

Keith Hilton, Francis Dodd, Barry Lancaster, Myles Hague, Heather Morton, Richard Moore, Springall, Ben Norton

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

**1. Apologies and Welcome**

Apologies were received from Chris Deller and David Curtis

**2. Minutes of the previous meeting**

The minutes of 10<sup>th</sup> December 2019 have been circulated and were agreed as a true record.

**3. Matters Arising**

There has been a meeting arranged for 14<sup>th</sup> January with TT Jones Barry Lancaster and the Town Council to discuss the pathway lighting.

**4. Financial Reports**

Wendy Murphy distributed the finances and confirmed that the reconciled balance in the current account as at 29/11/2019 was £11960.10 and the saving account was £11000.00. Hirer's invoices outstanding were £2045.00.

**5. Storage Unit and Scoreboard**

Amended planning application has been submitted and should be passed by 4<sup>th</sup> February 2020. Richard has not had a response from AMB but will chase. It was agreed that we should look at proceeding with the storage unit if all is okay in April. Wendy will contact Bambridge to remove the tree once planning has come through – **ACTION RFH, WM**

**6. Corporate Identity for the Recreation Ground**

Wendy Murphy is still arranging for her Daughter to produce a logo and for the website and Facebook page to be done – **Action WM**

**7. Recreation Ground Managers Report**

**Vandalism** - The outside toilet has been vandalised and is currently locked – PC Lucas Ward will be looking at CCTV image re this.

**Recreation Ground** – The Ground is very muddy at the moment and no vehicles will be allowed onto it.

**Football** – Another football team called Red Rose will be using the pitch until the end of the season

**8. Ground Maintenance**

Keith is in the middle of spraying the moss, Keith will re-do his contract and get him to sign it again eliminating the cricket ground maintenance. **Action KH**

## **9. Skate Park / Smile Park**

No known issues

## **10. AOB**

**Water Supply** – There is an issue with the drinking water in the Pavilion and Barry will be doing a Legionnaires risk assessment and ordering a chlorine kit so the water can be checked – Please see Barry Report attached Action BL

**Clarify Committee Terms of Reference** – See Barry's report attached

**Grants to User Organisations** – See Barry Report attached

**Public access to facilities on Recreation Ground** – It was brought up at the Town Council meeting that the Bowls Club is not accessible to the public even though they receive a grant from the Recreation ground committee that is funded from public money. Francis will go back to his committee for their comments and find it if the Bowls club could be opened one a week or month to the public. – Action FD

### **Reports from User Representatives –**

**Tennis Club** – There AGM is 10<sup>th</sup> February and they are looking at doing a card entry system. They are looking at doing £2k worth of fund raising in the coming year. They have 250 members

**Cricket Club** – Cricket practice will start at the end of January and they have 50 child members and 40 adults and have 2 teams playing Saturdays and Sundays

**Bowls Club** – They are still looking into the defibrillator being moved so the general public can have access to this

**Pétanque** – Still being used well.

**Courses** – A first aid course and Health and Safety course has been arranged for Richard to attend

Meeting closed at 21.05

Date of next Meeting – 11<sup>th</sup> February 2019 7.00pm in the Town Hall Council Chambers

**AYLSHAM RECREATION GROUND COMMITTEE**

**MINUTES OF MEETING HELD**

**11<sup>th</sup> February 2020**

**Present**

Keith Hilton, Francis Dodd, Barry Lancaster, Heather Morton, Richard Moore, Eileen Springall, Mike Graver, Derek Barber

Wendy Murphy – Finance Officer/Secretary

**1. Apologies and Welcome**

Apologies were received from Myles Hague, David Curtis and Richard Forrest-Hill. Keith Hilton welcomed Mike Graver from St Giles Cricket Club and Derek Barber from Petanque

**2. Minutes of the previous meeting**

The minutes of 14<sup>th</sup> January 2020 have been circulated and were agreed as a true record.

**3. Matters Arising**

TT Jones has agreed to reimburse the Recreation Ground £1279.87 + VAT to the remedial work that was charged. This has been accepted.

**4. Financial Reports**

Wendy Murphy distributed the finances and confirmed that the reconciled balance in the current account as at 31/01/2020 was £5664.02 and the saving account was £18010.68. The final amount of grant from the Town Council will come into February's accounts

**5. Storage Unit and Scoreboard**

The amended planning application has been approved. AMB Groundworks will be commencing on 14<sup>th</sup> April 2020 and Norfolk Steel will commence 10-14 days later. Bambridge has been contacted to remove the tree.

**6. Corporate Identity for the Recreation Ground**

Wendy Murphy is still arranging for her Daughter to produce a logo and for the website and Facebook page to be done— **Action WM**

**7. Recreation Ground Managers Report**

There are no major problems to report

Wendy confirmed that she has had some complaints of the outside toilet being locked – This will be looked at when Richard is back to see about fixing the damage and re-opening it – **Action KH, RFH**

## **8. Ground Maintenance**

A revised Contract has been drawn up with the Cricket square taken out. Wendy will arrange for Keith Edwards to come to the office to get this signed. – **Action WM**

## **9. Skate Park / Smile Park**

No known issues

## **10. AOB**

**Water Supply** – Wendy highlighted the risks from the current water situation and that this needed to be done as soon as possible. T W Paige have been and looked at the water issues at the Pavilion they have advised that a chlorination and UV treatment needs to be done to the water that is stored. There is also a problem with the water coming from the storage tank to the cold taps being at 20 degrees. The original plumbing contractor has been out and will be replacing non return valves; the cost of this was expected to be approx. £500.00. It was agreed by the committee that this work could go ahead without referring back to the committee. Proposed by Eileen Springall and 2<sup>nd</sup> by Richard Moore

**Public access to facilities on Recreation Ground** –The Bowls club has drawn up a draft public engagement and access policy – please see attached.

### **Reports from User Representatives –**

**Tennis Club** – They have had their AGM and they have £21k in the sinking fund for the courts to be resurfaced. They estimate that £45k is needed and that they will need to be replaced in 2025.

**Cricket Club** – They are looking at having an U13 hard ball team and ladies and U11 soft ball teams. They are looking at ways to improve links with the High School hoping that they may want to use their nets more.

**Bowls Club** – The Defibrillator does not belong to the Bowls Club and is not working correctly at the moment. Wendy will go back to the Town Council to see if they would help to get a new one purchased along with a case for this.

**Pétanque** – This is extremely popular, they have 4 teams with 47 members. Each team member now has a key to the Pavilion with a register kept for this.

Meeting closed at 21.14

Date of next Meeting – 10<sup>th</sup> March 2020 7.00pm in the Town Hall Council Chambers

**Public Engagement and Access Policy for Aylsham Bowling Club**

This document is a draft 10 February 2020 for comment only

Members of the public are welcome to watch and play bowls during Club sessions between April and September. A weekly programme is posted in the Clubs notice board outside the Club.

Members of the club attend the April Farmer' Market giving out slips with information regarding the bowls beginner's course and the 'Have a go' session which takes place at out April Coffee Morning and distribute posters in and villages around Aylsham.

On Tournament Saturdays and other special dates, a sign will be put outside the green inviting members of the public to come in, take a seat and watch. Members will be very pleased to discuss what's going on and how to take part.

Roll-ups (open sessions) take place every Tuesday and Thursday at 18.00 everybody is welcome

**Beginners**

The club runs an annual six-session coaching course each summer. Bowls Club training sessions are normally held on Monday from 6:30 - 7:30pm and are Free of Charge.

Players, under the age of 16 must be accompanied by an adult (Parent, Carer, Responsible person)

**Equipment**

All the equipment, needed to play bowls, is provided by the club. Players **MUST** wear flat-soled shoes (no heels or deeply patterned trainer soles) some shoes are available on loan.



**Norfolk County Council**

Sue Lake  
Aylsham Town Council  
Town Hall, Market Place  
Aylsham  
NR11 6EL

Community and Environmental Services  
County Hall  
Martineau Lane  
Norwich, Norfolk  
NR1 2SG  
NCC contact number: 0344 800 8020  
Text relay no.: 18001 0344 800 8020  
Email: [ces.es@norfolk.gov.uk](mailto:ces.es@norfolk.gov.uk)  
CES Ref: CES0435

Date: 31/1/2020

Dear Mrs Lake

Thank you for your letter dated 9 October 2019 and I am very sorry for the delay in responding to you and the Town Council. A formal crossing of the A140 near the Bure Valley Railway would be a complex and expensive scheme. Unfortunately, there is very limited funding available for local highway improvements such as this, so at the current time, we are unable to progress a scheme.

However, we are aware of the local desire for highway improvements at this location and will ensure that if and when opportunities arise, through development, other infrastructure schemes, or external funding bids, that improvements at this location will be considered and if possible progressed.

I hope this answers your question and explains the County Council's position, but I do understand it might not be the answer you were hoping for.

Kind regards  
Yours sincerely

A handwritten signature in black ink, appearing to read 'Tom McCabe'.

Tom McCabe  
Executive Director of Community and Environmental Services

## REPORT TO COUNCIL

**Subject:** **Bus Shelter, Norwich Road**

**Author:** **Sue Lake** **Date:** **6<sup>th</sup> February 2020**

---

Following the discussion at the last Town Council Meeting I visited the bus shelter on Norwich Road on 30<sup>th</sup> January to assess what could be done.

The shelter was in a disgusting state and I could not imagine anyone wishing to sit in it to wait for a bus. There was a vast amount of litter and the smell was fairly pungent.

On the 5<sup>th</sup> February the Facilities staff went and cleaned the rubbish and leaf debris from the shelter. This will now be added to their regular work rota.

With regard to the shelter itself I noted that it was built to commemorate the coronation of the Queen and it looks in a fairly robust state. The painting undertaken by the youth group last summer is not brilliant but is not offensive either.

### Options for the future

1. Leave as it is, but replace the bin and request a timetable board from Sanders. Ensure regular cleaning
2. Consider re-painting the whole bus shelter with a more detailed picture. Ideally it would be good to get High School students to do this but there are two major issues with this. Firstly, the supervision time from the school staff and secondly whether it would be considered too dangerous by the school due to the close proximity of the main road

**MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE  
HELD IN THE DRILL HALL, AYLSHAM ON WEDNESDAY 5<sup>th</sup> FEBRUARY 2020 at 7:00pm**

**PRESENT:**

Eileen Springall	-	Chairman (Councillor)
Karen Smith	-	Vice Chairman (Town Resident)
Trevor Bennett	-	Councillor
Joan Bennett	-	Councillor
Pat Prekopp	-	Councillor
Giles Margarson	-	Town Resident
Ian Gravenell	-	Town Resident
Rodney Clark-Ward	-	Councillor
Sue Lake	-	Aylsham Town Clerk

**1. WELCOME INTRODUCTIONS & APOLOGIES**

Apologies were received from, Val Shaw, Ed Margarson, Jack Branford, Matt Miller and Andrew Strange and these were accepted.

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

None Received

**3. TO CONFIRM MINUTES OF MEETING HELD ON 6<sup>th</sup> NOVEMBER 2019**

Minutes of the meeting held on 8<sup>th</sup> January, as previously circulated were confirmed and signed.

**4. INFORMATION ON MATTERS ARISING**

The Fire Service would like to meet with representatives from the Town Council regarding issues experienced on the night of the Christmas Lights Switch On. The Town Clerk will organise this and report back.

**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.

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

No Fair to be held until March.

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

The report was noted and detailed matters were discussed under the relevant agenda items.

**9. TO DISCUSS EASTER BREAKFAST – 4<sup>th</sup> APRIL 2020**

This event will be held in conjunction with the April Farmers Market and arose following the success of the Pancake Breakfast in 2019. Apart from the breakfast there will also be a small craft fair (approx. 6 stalls) and will also look at the feasibility of showing a film suitable for children.

Eileen Springall, Joan Bennett and Karen Smith all volunteered to help during the morning.

**10. TO DISCUSS CHRISTMAS LIGHT SWITCH ON 27<sup>TH</sup> NOVEMBER 2020**

Booking forms are prepared and ready to go for stalls for next year. Will need to rethink use of the Post Office Yard and Black Boys car park over the next month.

In view of the difficulty with parking close to the Market Place it was suggested starting the parade from the BVR. This would mean that parents would park there rather than the town centre. The issues of a rolling roadblock would need to be examined and the clerk and the events officer will discuss this with the police and highways and report back.

It had been suggested that the committee asks Keith Elphick to switch on the lights and this was agreed.

The clerk will look to book a band for the night.

**11. TO DISCUSS VE DAY CELEBRATIONS 2020**

Following the last meeting the clerk met with Jack Branford and Kelly Shaw to discuss the event to be held to commemorate the VE Day anniversary. A copy of her report and the outline of the day was tabled.

The suggestion was for an entertainment-based event using mainly local groups with one band to link the event together. There would also be a May Day theme with maypole dancing to acknowledge that this is also the May Day Bank Holiday. Around the Market Place would be stalls from local voluntary groups with some food stalls as well. Food would also be available in the Town Hall from the Country Market.

The event would start at 11am and finish just after 3pm having observed the two-minute silence and also taken part in the Nations Toast. Consideration of a suitable film in the Town Hall from 3.30-4pm will be given.

The committee liked the outline and agreed the format.

**12. CORRESPONDENCE RECEIVED**

No correspondence had been received but the meeting was informed of the retirement of the Events Officer later this year. Discussions on his replacement are to be held by the Town Council and once a decision has been agreed the committee will be informed. Members felt he would be sorely missed.

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

Rodney Clark-Ward advised he had been speaking to John Brown (Scout Leader) regarding holding a firework display in the town again. The suggested location would be adjacent to the new Scout HQ at Woodgate. Whilst not agreeing this the committee were keen to explore it further and the matter will be discussed in detail at the next meeting. In the meantime the Town Clerk would discuss the proposal with the councils insurers to see what they would need in place to insure such an event.

It was asked if there had been any contact regarding a Folk Festival – nothing had been received

**14. DATE OF NEXT MEETING**

The chairman confirmed the date of the next meeting as Wednesday March 4<sup>th</sup> 2020 at 7.00pm in the Drill Hall

**EVENTS OFFICER'S REPORT  
COMMUNITY EVENTS COMMITTEE  
February 5<sup>th</sup> 2020 Meeting**

## Report by Sue Lake – Aylsham Town Council

### Antiques and Collectors Fairs

No current updates – scheduled to restart in March

### Easter Breakfast 4<sup>th</sup> April 2020

This event comes on the back of the very successful Pancake Breakfast in 2019. The dates for Shrove Tuesday do not work well for an event this year so an Easter Breakfast will be held instead. The event coincides with the Farmers Market.

The breakfast will be a choice of eggs cooked various ways (Fried, scrambled, ?poached, boiled and pancakes) or Hot Cross Buns. Possibly also include bacon. Teas and coffees will also be available. We are looking to have six craft stalls and will also look at the feasibility (lighting, space and viewing angle) of showing a film suitable for children – possibly a cartoon compilation.

### Christmas Lights Switch On – 27<sup>th</sup> November 2020

Booking forms have been prepared and will go out soon – some people have already booked. Need to agree a band and someone to switch the lights on.

### VE Day 8<sup>th</sup> May 2020

Following last months meeting I met with Jack and Kelly from the church to try and draw all the threads discussed together. This only happened on Wednesday January 29<sup>th</sup> so a more detailed report will come to the meeting.

### Other 2020 Events

Sausage Bash – Meeting to be held with Coxhords to discuss details

Epic 5k – much the same as last year. Steve Hitchins will be organising the event with the Events Committee support

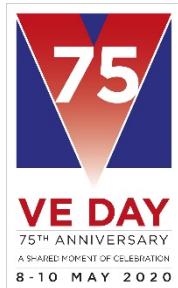
Street Party – bands booked information to go out after Easter

VJ Day – no event planned

Colour Run – work to begin after VE Day

Christmas Craft Fair – Forms prepared will be sent out in the next month

Aylsham  
VE DAY 2020  
Report to Events Committee – February 5<sup>th</sup> 2020



Following on from last months meeting I met with Rev Jack Branford and Kelly Shaw to discuss the format of the proposed event. I think everyone at the last meeting were somewhat confused as to the theme and type of event being organised.

There is a website <https://www.veday75.org/> which details the events being held and the discussions for the Aylsham event were based on this. We decided to start with the finish! The last event would be a 3pm toast so that gave an end time for the event and from there we agreed a start time and also a pre-event activity. The out line programme will be as follows.

The event will be a combined VE Day 75 commemoration and also a May Day event. Period dress is optional but will be encouraged

10.45 Short Memorial service at the War Memorial. This will enable those who wish to mark the day more quietly an opportunity to do so

11.00 Activities start in the Market Place and the churchyard

bear      The church will organise activities for children in the churchyard – possibly to include teddy bear parachutes

The Town Square will see the following permanent activities

Entertainment will be programmed throughout the session and will finish at 2.45pm

2.45 Announcement of what happens next

2.50 Distribution of glasses (lemonade provided by the Town Council, anything stronger self-sourced)

2.55 Play extract of Winston Churchills Speech

2.57 Start of Two minute silence – maybe 1 minute!?

2.59 Last Post or similar played from Black Boys balcony

3.00 Take part in 'The Nations Toast'

3.30 Film in the Town Hall

**MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL  
CHURCHYARD COMMITTEE HELD IN THE TOWN HALL AYLSHAM  
ON WEDNESDAY 5 FEBRUARY at 10.00am**

**PRESENT:** Lloyd Mills Chairman  
Mrs A Overton  
Mrs V Shaw  
Mrs M Evans  
Rev Jack Branford (Tour only)

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

**Prior to the start of the meeting members had a tour of the churchyard to ascertain any issues**

**1. ELECTION OF CHAIRMAN**

It was proposed that Lloyd Mills be nominated as chairman – this was AGREED.

**2. APOLOGIES FOR ABSENCE**

Rev Jack Branford

**3. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS**

None

**4. MINUTES**

The last meeting of the churchyard Committee was held on 28<sup>th</sup> February 2018. This meeting was not quorate but notes were made and these were AGREED.

An informal meeting was held on February 6<sup>th</sup> 2019 and these notes were also AGREED.

**5. ADJOURNMENT OF THE MEETING**

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

**6. INFORMATION ON MATTERS ARISING**

These would mainly be picked up during the meeting. It was noted that the PCC had agreed to paint the tops of the railings in black. This has not yet been done. A letter will be sent to the PCC and the Town Council will offer to do this for them.

**7. PATHWAYS/ROADS**

**a) To discuss any issues that have arisen**

The gravel keeps being moved to the side by the traffic. The Town Clerk will arrange for this to be swept to the middle again.

**b) To discuss signage re access, speed and parking**

At the 2019 meeting the PCC representatives did agree to place signage advising of parking for church visitors and speed roundels. These have not yet been placed. A reminder will be sent to the PCC.

A request has been made to Highways regarding access – a further reminder will be sent.

**8. WALLS**

**a) To note any issues with the internal walls**

Repairs on these were completed last year. After the work was undertaken some bricks were damaged on the corner near the lych gate. However, these appear sturdy and will be monitored but no action was deemed necessary at the moment.

**b) To note any issues with the outside walls**

The only issue here is the damaged corner at The Wildings. However, the previous owner was adamant that this wall belonged to her so it is the current owner's responsibility to repair.

**9 WAR MEMORIAL**

Following the improvements to the war memorial undertaken previously it was suggested that the three other sides be updated in a similar manner. The proposal will be put to the Town Council and the clerk will obtain a price from the stone mason.

**10 LYCH GATE**

During the inspection prior to the meeting it was noted that some of the wood is showing signs of rot. The clerk will get someone to look at the gate to give an indication of cost.

The bench placed by Rotary is in need of a varnish and this will be advised to the group. The drains were filled with leaf litter and other debris and this is scheduled for removal in the next two weeks. This will be added to a regular work pattern for the facilities staff.

**11 GROUNDS MAINTENANCE**

**a) To receive an update on removing green waste**

At the 2019 meeting it was agreed that the church would continue working on this to reduce. However, it appears to have grown over the last year. It was agreed that the Town Clerk write to the PCC to see what action is proposed over the summer months

**b) To receive an update on the removal of the leylandii trees.**

A faculty to remove all three trees has been granted. It was suggested that the Town Council remove just one tree – the most northly – to enable a good view of the church from Red Lion Street. A condition of the faculty was the replacement by another tree. It had previously been suggested something to commemorate women's suffrage. The colour for this is white or purple, and it was suggested something like a white lilac would be suitable and would also be beneficial to bees and butterflies.

**c) To consider any other issues relating to Grounds maintenance**

Nothing further was raised

**12 PAROCHIAL CHURCH COUNCIL PROJECTS**

No new projects in development.

**13 CHURCH CLOCK**

Nothing to report.

**14 TERMS OF REFERENCE**

These were due for review. The only change suggested and **AGREED** was the reduction of meetings to two per year. Additional meetings can always be scheduled if deemed necessary.

**15 ITEMS FOR INFORMATION/NEXT AGENDA**

None raised.

**16 DATE OF NEXT MEETING**

This will be held in August – exact date to be agreed.

There being no further business, the Chairman closed the meeting at 11.15 am

..... August 2020

**Aylsham Town Council**  
**Terms of Reference for the Churchyard Committee**

**1. Authority**

- The Churchyard 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 fewer than 4 Councilors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 3 elected members.
- The Churchyard Committee may co-opt members of the public onto the committee to assist its deliberation however co-opted members will have no voting rights.
- The Churchyard Committee may invite guidance from professionals to assist in its deliberations subject to prior agreement of the Town Council of any fees to be charged.

**3. Records of Proceedings**

- The Committee will meet at least two times per annum
- Additional meetings will be arranged as 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 Churchyard 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 ensure that the Closed Churchyard remains an area of peace and tranquility for the benefit of residents and visitors to Aylsham
- To ensure that all walls, paths and roadways within the area of the churchyard are kept in good condition and repaired in as timely a manner as possible bearing in mind the need to address the function of obtaining both facilities and conservation agreement
- To ensure the necessary inspections of gravestones, trees and other structures is undertaken
- To ensure the grounds maintenance is undertaken to the satisfaction of the council and users of the churchyard
- To maintain the War Memorial
- To maintain the church clock

#### **5. Other Matters**

- The Town Clerk will have the delegated responsibility for the day-to-day running of the closed churchyard
- The Town Clerk will have the delegated responsibility for the management of any projects relating to the churchyard
- The Town Council standing orders are applicable to all members and meetings of the committee

#### **6 Review**

- These Terms of Reference will be subject to review every two years. The next review will therefore be scheduled for February 2022

February 2020

**Agenda Item 21**

**Minutes of the Christmas Decorations Community Committee held on**  
**Monday 27<sup>th</sup> January 2020.**

**1. To receive/accept apologies for absence and welcome all attending.**

Those present were Mr. Keith Elphick, Chairman, Ms. Catherine Hayes, Mrs. Sue Jay, Mrs. Mary Johnston, Mrs. Carol Kisis, Mrs. Lorene Rouse, Mr. Rodney Clark-Ward, (A.T.C.), Mr. Chris Ellis, Mr. Paul Davis, Mr. Francis Dodd, Mr. Allan Groombridge, and Mr. Nigel Scarlett, .

Apologies were received from Mr. Ian Gravenell, Mr. Vic and Mrs. Ruth Hill, and Mr. Tom Wilkinson.

The Chairman welcomed everyone to the meeting ,wishing them a Very Happy New Year and Very Best Wishes for 2020 and was very pleased with the 'large turnout' again.

**2. The Minutes of the meeting of 7th. October 2019**

These were confirmed and were unanimously agreed by all present and were signed by the Chairman.

**3. Matters Arising.**

All new lighting mentioned in the previous minutes had been erected and had worked well. The new areas behind The Black Boys, behind The Old Post Office and at Aylsham Fire Station had been well attended .

Further to Rodney's request for a Road Closure when we erected and dismantled the lights the Chairman had asked Sue about this matter but she stated that this was not possible. The Chairman also asked Sue about the £500 that the local Councillors had in their Grant, also mentioned by Rodney. This too was not possible.

**4. Election of Chairman, Vice Chairman, Secretary and Treasurer.**

Keith asked for a proposal of a name for the position of Chairman. Chris proposed that Keith should remain as Chairman, seconded by Lorene with all in favour. Chris then proposed that every thing should be left as the 'Status Quo' with Keith continuing to be Secretary and Treasurer too and Francis continuing as Vice Chairman. This was unanimously agreed by all members of the Committee. Keith thanked everyone for their continued support and their work on the Committee throughout 2019.

**5. To Review Christmas 2019.**

All new lights erected worked well, thanks to Chris, Francis, Rodney and his colleagues, the Firemen. The Switch On went well with a large crowd attending, yet again, and with the added excitement of Aylsham being on the Local TV. News. The only sad news was the Fire down Red Lion Street for which we pass on our commiserations.

Siting the Children's Amusements behind The Old Post Office was a much better idea as this left more space in The Town Square for all visitors. Once again we had had many lovely comments from members of the public, which made our job of providing the lights well worth while.

During the season we had a few problems with some of the Down Lights which did not come on automatically some mornings. Some of the colours did not work correctly on the Down lights later in the season. These problems need to be sorted out for the next season and Olly has been informed.

Thank You Letters. The Chairman stated that he had sent his usual Thank You letter for the whole Community to Just Aylsham. He had also sent a Thank You to Philip Clarke for the Christmas Tree in the Town Square, to Flour and Bean and Tesco for donating the rolls, to The Co-op Stores for donating the tea, sugar, coffee, milk etc., to Coxhords for giving us a large discount for the sausages and bacon, and to the ladies of the W.I. who had cooked the breakfasts.

The Chairman also thanked all members of the Committee most sincerely who had helped to erect and dismantle the lights around the Town, and who had decorated the Town Hall so beautifully once again. Many thanks also were given to members of The Flower Club who had, once again, decorated The Pump.

The Town of Aylsham looked magnificent again, thanks to all this hard work given so freely.

#### **6. Tentative Plans for Christmas 2020.**

The Chairman stated that Switch On Night would be Friday 27th. November so we would erect the lights around the Town on Sunday 15th. November and lights would be taken down on Sunday 10th. January 2021,

#### **7. Financial Position of Christmas lights Fund- January 2020.**

Prepared by Wendy. The Statement showed that there was £56. 85 left in the account from last year. The Chairman stated that the Council had voted the fund £1650 for the coming year, for which he thanked the members of Aylsham Town Council.

#### **8. Fund Raising 2020.**

The Chairman hoped that we could organise another Quiz and asked Lorene if she would be willing to act as quiz master again. She agreed to do this and 9th. October was suggested. The Chairman stated he would inform the office of this date.

Further discussion took place and Rodney suggested a Race Night. All committee members agreed that this was a good idea so Rodney agreed to follow this up. NB. Keith has asked about the dates we mentioned at our meeting but they are not available so the Chairman and Rodney, have fixed a date for Friday 29th May which is a date available for the Town Hall. Rodney has booked Paul and Steve who will run the Race Night and further details will be organised by the Committee at our next meeting.

**9. A.O.B.**

Chris stated that he and Francis would reorganise the lights over the Co-op Store windows for the coming season.

Catherine stated that several people have suggested that we add some coloured lights to the Christmas tree in the Square. This we agreed to do

Lorene stated the we should look at the firm Xmas Direct as they had some Christmas Decorations which were reasonably priced. She also asked if it were possible to have more lighting under the roof of The Pump. Chris agreed to look at this idea for this season.

Francis stated that Lorene and her ladies should be given a sum of money to spend on decorations for the inside of the Town Hall. The Chairman stated that she had permission to spend whatever sum she wished within our Budget. Lorene stated that she was considering getting new large baubles for around the walls of the Town Hall.

The Chairman asked Committee members if any one had any ideas of firms to ask for further donations. Tesco Stores and The co-op Store were suggested and Rodney suggested that the Chairman write again to the Council to be considered for a donation from The Re-cycling Fund as there was a considerable sum available. The Chairman stated that we had done this several years ago, but not recently, and had 'our request granted, which was very pleasing.

**10. Date of next Meeting.**

The date of the next meeting will be Monday 20th April. 2020 in the Green Room at 7.30p.m ..After thanking everyone for attending and stating that he was pleased with what we had achieved during the evening the Chairman closed the meeting at 8.45.p.m. N.B. **PLEASE NOTE CHANGE OF DATE., DUE TO RACE NIGHT BEING LATER THAN ORIGINALLY PLANNED.**

I was very much looking forward to talking to you about an exciting project we are starting up.

It is called the GreenPower ( [www.greenpower.co.uk](http://www.greenpower.co.uk) ) project and it involves students building, designing and racing an electric car. Other schools in the area have seen a significant uptake of sciences and engineering subjects from students that have participated in the project and it has also had a positive impact on student's behaviour, engagement and attendance. The project involves 15 to 20 students from across the age ranges.

It is also a great opportunity for the local community to see young people using their energy and enthusiasm in positive ways. We are aiming to engage the local community in the project as much as possible, from media coverage to 'Have a go' sessions where local people can see and even have a go in the car itself – which will provide amazing exposure for any organisation.

At the moment we have secured a £1200 grant from Motorola for some of the costs of the project. We still estimate that we will need approximately £2300 to get the project off the ground this year, as well as networking with some industry experts in engineering, materials manufacturing (such as fibreglass and carbon fibre) and motorsport.

I was hoping that you or your organisation may be willing to sponsor our project and help contribute towards getting the project going. In return we can offer some advertising space on the car itself, as well as on all of our promotional material and social media. We could also offer the possibility of you hosting the car for a period of time to display or for you to come and see the races themselves.

If you are able to make a financial contribution towards our exciting new project, the school can accept a cheque (Payable to Aylsham Learning Federation) or I can provide bank details for a transfer.

If you need any more information regarding the project and what we are hoping to achieve, then please do get in touch.

Dear Sue

It has been a while since I have contacted you to ask if you would like me to share an update from Vattenfall's Norfolk Vanguard and Norfolk Boreas Offshore Wind Farm projects, which are currently in the planning stages of development.

While the planning process continues and we await to hear the decision of the Secretary of State for Business Energy and Industrial Strategy on our Norfolk Vanguard project this summer, and for our Norfolk Boreas project at the end of 2020, we continue to try to make the best use of time, by completing some additional site investigations and surveys. The results of these surveys will feed into detailed project design and methodologies, along with any planning conditions and other improvements emerging from the planning process, for example. The planned surveys will take place on privately owned land, and won't impact on public access areas, however some activity that is a little out of the ordinary in your locality may be noticed, and we thought you'd like to get an impression of what is work is planned over Spring / Summer.

We'd also like to share with you our thoughts on how we'd like to keep people informed during more intense periods of work, should the projects be consented and proceed to construction – and get your feedback on those ideas.

I note that you have a Parish Council Date on the **18<sup>th</sup> March** - would it be convenient for me to share a 10 minute update and take questions?

I very much look forward to meeting the Parish Councillors again and look forward to your response.

Kind Regards

Sue

**Agenda Item 22c**

Good Morning,

As the new MP for Broadland, Jerome Mayhew would like to get out and visit as many parish councils as possible.

Unfortunately he is only able to commit to a Friday evening, I know that several councils in the past have set up special meetings on Fridays so that parishioners can meet their MP and I'm hoping that we may be able to do the same.

At the moment, apart from the month of August, most Friday evenings are free this year.

I do hope you will be able to help as I'm sure it would be a good thing for both Mr Mayhew and yourselves to meet and discuss local issues etc.

Many thanks