



I HEREBY GIVE NOTICE OF A MEETING OF AYLSHAM TOWN COUNCIL AND SUMMONS ALL MEMBERS TO ATTEND. THE MEETING WILL BE HELD IN THE TOWN HALL ON WEDNESDAY 4th MARCH 2026 at 7.00 pm

Faye LeBon

(Town Clerk)

Wednesday 25th February 2026

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

AGENDA

- 1. To Receive Apologies for Absence**
- 2. To Receive Declarations of Interest and Grant Requests for Dispensation**
- 3. To Agree the Minutes of the Meetings Held on:**
 - a) 4th February 2026 (1-6)
 - b) 13th February 2026 (7)
- 4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
- 5. To Receive Reports from County and District Councillors, and other Partnership Organisations (8)**

Maximum of 3 minutes per report.
- 6. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
- 7. To Receive Town Clerk's Report (9-11)**
- 8. Capital Projects (12-13)**
 - a) To Note any Updates on Capital or Community Infrastructure Levy Projects, Including new Proposals
- 9. Highways**
 - a) To receive update on Transport Hub and agree budget allocation (14)
 - b) To receive the results of the Market Place survey (15-26)
 - c) To receive report from Transport Group Meeting and consider further actions (27-28)
 - d) To consider Norfolk County Council correspondence regarding crossing on Burgh Road (29-30)
 - e) To consider correspondence regarding extension of 20mph limit on Burgh Road (31-34)

10. Finance

- a) To receive the bank reconciliation to 24th February 2026 (35)
- b) To receive year to date payments and receipts against budget (36-46)
- c) To agree the detailed payments 29th January 2026 to 24th February 2026 (47-49)
- d) To agree the detailed receipts from 29th January 2026 to 24th February 2026 (50-51)
- e) To note schedule of reserves (52-53)
- f) To receive Interim Report from Internal Auditor (54-61)
- g) To consider grant application from Aylsham Rainbows (62-75)
- h) To consider correspondence regarding Cemetery Fees (76)

11. Governance

- a) To Agree General Reserves Policy (77-79)
- b) To Agree Persistent and Vexatious Complainant Policy (80-85)
- c) To Receive Risk Matrix (86-88)
- d) To appoint member(s) to Staffing Committee
- e) To agree date(s) for Cyber Security Training

12. To Receive Information about the Cressey Henry Page Trust (89)

13. To Consider Correspondence Regarding Aylsham Skatepark(90-91)

14. To Consider Correspondence Regarding Mobile Phone Signal in Aylsham (92)

15. To Receive Update on IT Replacement Project and consider requirement for network for the Archives and Potential new Boiler set up

16. Committee Reports

- a) **Aylsham Climate Emergency (93-96)**
 - i) To receive the minutes of the meeting of 2nd February 2026 and approve decisions made
 - ii) To consider proposition from ACE to purchase a pop up gazebo for events
- b) **Planning (97-106)**
 - i) To note the Minutes of the committee meeting of 12th February 2026
- c) **Cittaslow ()**
 - i) To note the Minutes of the committee meeting of 24th February 2026
 - ii) To Agree Delegation to a Working Group to Submit Expression of Interest for UK Town of Culture
- d) **Visit Aylsham (107-109)**
 - i) To receive the minutes of 11th February 2026
- e) **Churchyard (110-111)**
 - i) To note the minutes of the Churchyard Committee held on 2nd February 2026
- f) **Property ()**
 - i) To note the minutes of the committee meeting of 24th February 2026
- g) **Events (112-113)**
 - i) To note the Minutes of the Events Committee of 18th February 2026
- h) **Staffing (114-115)**
 - i) To note the Minutes of the Staffing Committee of 20th February 2026

i) Christmas Lights (116-119)

- i) To note the Minutes of the Christmas Lights Committee of 9th February 2026
- ii) To receive correspondence regarding offer of updated lighting.

j) Neighbourhood Planning

- i) To receive the Minutes of the Neighbourhood Plan Working Group of 2nd February 2026 and Approve Decisions (120-123)
- ii) To receive verbal report from the Neighbourhood Plan workshop held on 25th February 2026
- iii) To receive the results of original Neighbourhood Plan consultation (124-139)

17. To Note Items for Information or a Future Agenda

18. Meetings

- a) To Confirm the Date of the Next Ordinary Meeting as Wednesday 1st April 2026

19. Closure of Meeting to the Press and Public

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 20 to 22 in view of the confidential nature of the business to be transacted.

20. To consider revised proposal from Neighbourhood Plan consultant

21. To Consider Quotations Received for the Contract for the Cleaning of the Public Toilets

22. Staffing

- a) To receive information regarding confidential staffing matter and to appoint panel members