



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 7TH AUGUST 2024 AT
7.00 PM**

PRESENT:

Trevor Bennett Chairman	Dave Curtis
David Anderson	Mary Evans
Catherine Fletcher	Fiona O'Hara
Joan Bennett	Annette Overton
Kevin Cunnane	Pat Prekopp
Kay Montandon	Cheryl Bould

Dave Addy - Town Clerk Sue Lake – Town Clerk Advisor
Andy Bell – Groundsman

3 members of the public

1. TO RECEIVE APOLOGIES

No apologies from Town Councillors were received.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

There were no declarations of a personal interest.

3. MINUTES

Minutes of the Town Council Meeting held on 3rd July 2024 had previously been circulated and were confirmed and signed by the chairman.

4. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA

Item 4 High hedges – still waiting for a response from Highways.

5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

a) Police – PS Marrison sent his apologies and responded to Councillor and Community Concerns regarding the recent serious assault. PC Ward has given good feedback to the SNAP Meeting.

County Council – No report available

District Council – Abu Miah sent his apologies. Sue Catchpole encouraged to report incidents and hate crimes via her or directly to the Police. Carbon Literacy training available from Broadland DC to Councillors and groups. Clerk to circulate details.

b) No matters for the matter for the Broadland Overview & Scrutiny Committee.

6. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

Wendy Saddler in attendance for Aylsham in Bloom to support Patrick Prekopp regarding the planter proposals. Andy Bell in attendance for Aylsham TC regarding wildflowers proposals.

7. TO ANSWER QUESTIONS FROM COUNCILLORS

Councillors had raised questions regarding item 19, and so this was brought forward on the agenda.

8. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS DETERMINED

Information provided with the agenda was **noted**.

b) APPLICATIONS FOR CONSIDERATION

2023/3003

Land Adjacent Aegel House, Burgh Road

Hybrid planning application comprising: 1. Full Planning Application for construction of 242 dwellings (including affordable homes), garages, parking, vehicular access onto Burgh Road, open spaces, landscaping, drainage and other associated infrastructure. 2. Outline Planning Application for land for a Primary School, with all matters reserved except access.

Town Council Response – planning consent should be delayed until issues addressed. See item 10

2024/1550

The Belt Lodge, Sir Williams Lane

Install ground mounted solar panels

Town Council Response – No Objection, should support as solar panels are required

2024/1747

Bure House, 56 Millgate

Works required to facilitate approval 2024/0188, including demolition and rebuilding external kitchen wall and re-instating window into gable end.

Town Council Response – No Objection, the works are required

2024/2000

3 Penfold Street

Extraction unit to be installed to the roof with cladded screening.

Town Council Response – Objection, due to BDC EQ Team and neighbour objection, plus insufficient information on noise, cooking and odour control, plus proximity to neighbours

2024/2010

Play area at St. Michael's Park, St. Michael's Avenue

Cherry Tree within the boundary of the small play area on St. Michael's Avenue – Fell.

Town Council Response – No Objection, Town Council application for public safety reasons, and replacement cherry tree planting is required

2024/2033

2 Yaxleys Lane Aylsham Norfolk NR11 6DX

Single storey rear extension.

Town Council Response – very little information, and so cannot comment

2024/2042

16 Proudfoot Way

Replacement of existing conservatory with rear extension

Town Council Response – No Objection

2024/2129

Bure House, 56 Millgate

Listed Building Consent: Works required to facilitate approval 2024/0188 including demolition and rebuilding external kitchen wall, and reinstating window into gable end.

Town Council Response – No Objection

9. POTENTIAL NEW HOUSING DEVELOPMENTS

a) To discuss any updated information Norwich Road site

b) To discuss any updated information Burgh Road site

The Chairman has spoken with Norfolk & Waveney Integrated Care Officer, who will now support the two Doctors Surgeries in seeking s.106 monies from the proposed developments. The nutrient neutrality for Burgh Road is not resolved. Norwich Road going to Planning Committee in September and likely to be approved. Mary and Kay to speak at the committee, to seek favourable conditions on GP funding, transport Hub, affordable homes, providing solar panels, and Anglian Water resolving sewage issues first. Kay advised that development contrary to National and draft Local Design Codes – Sue Catchpole to advise Planner. DECIDED: To seek meeting with developers, and Councillors to provide comments before planning committee.

10. FINANCE

a) To receive and adopt the Monthly Financial Report to 31.7.24

This was adopted.

b) To receive the internal scrutineers report

This was adopted. Catherine Fletcher was thanked for her work, and responded to queries about financial controls.

11. PROPOSALS FOR PROJECTS FOR FUTURE CIL MONIES

CIL and S.106 funding were explained following a request.

a) Bank Barn – funding will be considered further when made available following approved developments.

b) Letter received from a resident regarding Bank Barn – as 11. a).

c) Community Lending Library – as 11. a).

d) Inclusive Play Equipment Recreation Ground – delay in response from Broadland DC regarding enquiry on viability of reallocating s.106 money from the skatepark to replacing the needed safe ground surfacing around the play equipment and new play equipment. It was resolved that the Clerk is to involve District Councillor Sue Catchpole in seeking response. Town Councillor Cheryl Bould will apply for BDC Pride in Place grant funding on behalf of the Recreation Ground Committee for the project. Council will review funding when BDC provide the information.

12. TOWN CLERKS REPORT

The Town Clerk presented and updated his report.

Town Hall – seeking contractors able to complete Town Hall gas boiler replacement works.

Speed Watch – ATC and Police Officers are to deploy the SAM2 speed monitoring and warning device to signposts around town and review compared to national data.

Purchase of smart watch to assist with safe lone working – approved as alternative to providing a mobile phone, due to lone working, fall detection, and being able to detect communications whilst using machinery.

13. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

The resignation of Lloyd Mills as Town Councillor was noted.

14. RECREATION GROUND

a) To receive an update

Verbal report given regarding (excluding matters covered elsewhere) repairs, fundraising, cleansing, and waste. The timing of the Council Meeting Agenda precluded presenting minutes of Recreation Ground Meeting minutes. To be provided for the next Town Council Meeting papers.

15. HIGHWAYS MATTERS

a) To receive an update on Highway Matters

Kay reported on the need to progress the Aylsham Traffic Strategy, agreed by Council in September 2023. It was agreed that the Town Clerk would contact NCC Highways to arrange a meeting. The proposed Burgh Road crossing feasibility study by Highways may take several more months due to a backlog.

b) To consider requesting Highways to install a dropped kerb on Norwich Road

A business had suggested NCC Highways were responsible for the pavement past their landlord's curtilage. A Freedom of Information Request will be made to BDC Planning check their planning application archive to confirm pavement ownership.

c) To consider projects for the Parish Partnership for 2025

None received.

d) To receive update on Market Place bus stop proposals

The Chairman and the Clerk met with Highways: it is not possible to carry out the previously proposed Gold Standard Bus Stop changes within the market place before the funding spending deadline of March 2025. Highways alternatives of real time bus information in the market place, or Gold Standard Bus Stops outside Tesco and the Market Surgery were considered, with the latter preferred because most used. Highways to be informed.

16. CITTASLOW COMMITTEE

a) To note minutes of the Aylsham Cittaslow Meeting 17th July 2024

These were noted

- b) **To confirm the decisions made by the Aylsham Cittaslow Committee**
These were **AGREED**.
- c) **To consider report with proposals for the Market Place planters**
Report from Wendy Sadler on planters: it was concluded that they were too rotten to repair, and that a National Lottery 'Awards for all' grant bid could be made. Wendy to meet with Maintenance Manager and Groundsman to plan requirements and costs to before grant bid.
- 17. AYLSHAM CLIMATE EMERGENCY (ACE)**
- a) **To consider letter from resident proposing wildlife conservation area**
It was agreed that Andy Bell to review before report back to Council.
- b) **To consider 'Proposal for wildflower areas' report**
Discussion that ACE supportive, but to allow the approach agreed around Henry Page Way/the Community Orchard, and that recycling money could be used if insufficient sponsorship. The proposals in the report were **AGREED**.
- 18. AYLSHAM HEALTHY TOWN INITIATIVE**
To take place in the Recreation Ground Pavilion focussing on winter health prevention. Support and attendance are requested. The event is all at no cost. Kay was thanked for her work on this.
- 19. TOWN HALL**
This was brought forward under agenda item 7.
- 20. TOWN TWINNING**
An update on the cordial Twinning Association visit to La Chaussée Saint-Victor was received.
- 21. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**
A Neighbourhood Plan Review Group is needed. Volunteers are to contact the Town Clerk.
- 22. DATE OF NEXT MEETING**
The date was confirmed as **Wednesday September 4th 2024** at 7.00pm
- 23. EXCLUSION OF THE PRESS AND THE PUBLIC UNDER THE PUBLIC BODIES (ADMISSION OF STRANGERS) ACT 1960**
It was proposed and unanimously **AGREED**, that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the Press and Public should be excluded.
- 24. STAFFING MATTERS**
- a) **To confirm further to the decision made in July 2024 item 23c.**

It was proposed and AGREED that the Administrator and Events Officer Job Title be amended to Assistant Town Clerk to reflect greater responsibilities. It was AGREED that a Staffing Meeting is to be held during the Autumn.

b) To receive an update on the July 2024 item 24d.

It was AGREED that further consideration was required, with Councillors to send information to the Town Clerk.

c) To consider introduction of ATC photo ID badges.

It was AGREED that ID badges be adopted for staff (unless they objected), and are optional for Councillors.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 10.03 pm.

Minutes Agreed.....

DRAFT