



**I HEREBY GIVE NOTICE OF A MEETING OF THE AYLSHAM TOWN
COUNCIL AND SUMMONS ALL MEMBERS TO ATTEND. THE
MEETING WILL BE HELD IN THE TOWN HALL ON WEDNESDAY
5TH FEBRUARY 2025 at 7.00 pm**

Phil Chapman

(Locum Clerk)

28th January 2025

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.

A G E N D A

PRELIMINARY BUSINESS

1. APOLOGIES FOR ABSENCE

To note Apologies for Absence as previously notified to the Town Clerk.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for Dispensations

3. MINUTES

a. To receive and confirm the minutes of the Town council meeting held on 8th January 2025.

b. To receive and confirm the minutes of the Town council meeting held on 23rd January 2025.

4. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS

To receive information on any Matter Arising not on the agenda.

5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

a. To receive written and/or verbal Reports from Representatives. Maximum of 3 minutes per report.

b. To consider any matter for Broadland Overview & Scrutiny Committee

6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK

7. TO ANSWER QUESTIONS FROM COUNCILLORS

Written questions should be given to the Clerk at least 3 days prior to the meeting.

PLANNING MATTERS

8. APPLICATIONS DETERMINED/CONSIDERED

a. **2024/3376**: 47 Cawston Road Aylsham Norfolk NR11 6EE. Notification for prior approval for change of use and conversion of existing commercial building (class E) into 1 no dwelling (class C3).

b. **2024/3763**: 15 Cromer Road Aylsham Norfolk NR11 6HE. Details of condition 5 of 20212243- Detailed drawings of the proposed windows, doors and roof-light.

- c. **2024/3661**: 12 Millgate Aylsham Norfolk NR11 6HX. Rear porch extension, replacement of 2 x windows on front elevation and 3 x windows on rear elevation (retrospective). **[Approved with Conditions]**
- d. **2024/3433**: Shepherds Huts Green Lane Off Banningham Road Aylsham Norfolk. Placement of 2 shepherd huts (1 for holiday accommodation and 1 for a shower block) and change of use of land (retrospective).
- e. **2024/3764**: 20 - 22 Market Place Aylsham Norfolk NR11 6EL. Installation of 2 louvres intake and extract within top section of windows to side elevation.
- f. **2024/3602**: 57 Holman Road Aylsham Norfolk NR11 6DN. Dormer extensions to two first floor bedrooms. **[Approved with Conditions]**
- g. **2024/3614**: Bure House 56 Millgate Aylsham Norfolk NR11 6HX. Details of condition 3 of 2024/0188 - (3) Details of replacement access gates. **[Approval of details]**
- h. **2025/0257**: 10 Town Lane Aylsham Norfolk NR11 6HH. T1 Cherry Fell under an exception of the Conservation Area restrictions for dangerous trees.

See Separate Document in Agenda Pack.

9. APPLICATIONS FOR CONSIDERATION

- a. **2025/0199** : 8 Church Terrace, Aylsham, NR11 6EU. Replacement roof to lean-to shed (Norfolk pantiles to concrete clay-style pantiles), with 'like for like' replacement of fascia board and gutters, together with repointing of brickwork.
- b. **20220297**: Abbotts Hall Drabblegate Aylsham NR11 6LR. Change of use of former stable block to a dwelling.
- c. **2025/0076**: 3 Clover Road Aylsham Norfolk NR11 6JW. Demolition of existing carport & construction of new attached single garage.
- d. **2024/3575**: 17 Hungate Street Aylsham Norfolk NR11 6AA. Demolition of holiday let property.

10. NEW DEVELOPMENTS

- a. Norwich Road site:
 - i. Update and consider actions with regard to street names.
 - ii. Update and consider actions regarding street lighting.
 - iii. To consider any other updates.
- b. Burgh Road site:
 - i. To consider results of feasibility study and agree any actions.
 - ii. To receive an update on the Development Committee decision.
 - iii. To consider any other updates.

11. To discuss and consider Community Infrastructure Levy (CIL) projects.

- a. Bank Barn
- b. Community Lending Library
- c. Inclusive play equipment at the recreation ground
- d. Market Place Greening
- e. Information Centre

12. NEIGHBOURHOOD PLAN REVIEW

To consider and agree actions regarding the neighbourhood plan review.

OTHER MATTERS

13. HIGHWAYS MATTERS

- a. To receive an update and agree any decisions regarding traffic management on Cawston road.

- b. To receive updates on Highways Matters.

14. FINANCE

- a. To adopt the reconciliation to 13/1/2025.
- b. To receive and adopt the Monthly Financial Report to 30/1/2025 and the reconciliation to 30/1/2025.

15. TOWN CLERK'S REPORT

- a. To consider and adopt email retention policy.
- b. To consider and adopt supplier risk management policy.
- c. General report to be made at the meeting.

16. TREES

To consider any necessary actions in relation to trees on:

- a. Mileham Drive.
- b. Mill Lane.
- c. Policy decision moving forward for tree maintenance and costs.

17. POST-BOX TOPPER

To consider and approve design for post-box topper

COMMITTEES

18. PLANNING

- a. To consider and agree any actions regarding setting up a separate planning committee.
 - i. If resolved: to consider and adopt Terms of Reference for planning committee.
 - ii. If resolved: to consider and appoint members of the planning committee.

19. CHURCHYARD

- a. Update and consider actions regarding repairs to the churchyard wall. (Planning application [2024/0791](#))
- b. Update and consider actions regarding green waste containment area (Planning application [2024/0461](#))

20. RECREATION GROUND

- a. To receive minutes of Recreation Ground Committee Meeting of 21/1/25.
- b. To receive an update on the change of status.

21. AYLSHAM CLIMATE EMERGENCY

- a. To receive the minutes of ACE meeting of 3/2/25.
- b. To confirm any decisions of the Climate Group

22. CITTASLOW

To receive minutes of Cittaslow Committee Meeting of 29/1/25.

ADMIN

23. COUNCILLOR SURGERY

To decide the rota for Councillor Surgery sessions and agree on the necessary arrangements.

24. TO NOTE ITEMS FOR INFORMATION OR FUTURE AGENDA

To note any items of information only or for possible inclusion in a future agenda.

25. DATE OF NEXT MEETING

To confirm the date of the next Meeting as *Wednesday 5th March 2025*.