



**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 MARCH 2025 at 7.00 pm**

Phil Chapman

(Locum Clerk)

26th February 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.

AGENDA

PRELIMINARY BUSINESS

1. TRIBUTE TO ANNETTE OVERTON.

The Council acknowledges with sadness the passing of Councillor Annette Overton. A few words will be shared in recognition of her dedication and service to Aylsham.

2. APOLOGIES FOR ABSENCE.

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

3. 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.

4. MINUTES.

- a. To receive and confirm the minutes of the Town Council meeting held on 5th February 2025.

5. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS.

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

6. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS.

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

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

PLANNING MATTERS

Individual new planning applications will be considered by the separate planning committee and reported to council.

8. NEW DEVELOPMENTS.

- a. *Norwich Road site (formally approved 21/2/25):*
To consider any updates.
- b. *Burgh Road site:*
- c. To consider any other updates.

9. COMMUNITY INFRASTRUCTURE LEVY.

To discuss and consider Community Infrastructure Levy (CIL) projects including new proposals.

- a. Bank Barn.
- b. Community Lending Library.
- c. Inclusive play equipment at the recreation ground.
- d. Market Place Greening.
- e. Information Centre.
- f. Transport Hub.
- g. Skate/Wheel Park.
- h. Aylsham Traffic Strategy.
- i. New Pavillion for the Recreation Ground.
- j. Sports Provisions.

10. NEIGHBOURHOOD PLAN REVIEW.

To consider and agree actions regarding the neighbourhood plan review.

OTHER MATTERS

11. DEVOLUTION.

To consider and agree a response and any actions regarding the Norfolk and Suffolk devolution consultation.

12. WASTE MANAGEMENT.

To consider and agree actions regarding Separation of Waste (England) Regulations 2025, commonly known as the *Simpler Recycling* reforms.

13. HIGHWAYS MATTERS.

To receive updates and agree actions on Highways Matters.

14. TRANSPORT.

To consider and decide actions regarding traffic strategy projects:-

- a. Design development of the transport hub at Norwich Road.
- b. Roadway designs to improve safety and access to Penfold street/Cawston Road/Holman Road without moving the pump.
- c. Traffic Lights at the Town end of Burgh Road.
- d. Shrub clearance at Mileham Drive MUGA car park and increase spaces for car parking to access the walking routes in town and park area.
- e. To discuss potential of Station Yard at Weavers Way to increase car parking for use of Weavers Way.

15. TRAFFIC SPEED MONITORING MEASURES.

- a. To receive an update of SAM2 operations.
- b. Update on Aylsham Community Speed Watch.
- c. Consider and agree what support the Council can offer to Speed Watch.

16. FINANCE

- a. To consider and accept financial report from previous meeting, with explanation of variance.
- b. To receive and adopt the monthly financial report to 27/2/25 and the reconciliation to 27/2/25.

17. TOWN CLERK'S REPORT

- a. To note new Health and Safety policy.
- b. Training for councillors and officers.
- c. General report to be made at the meeting.

18. TREES

To consider and adopt the revised tree policy.

COMMITTEES

19. STAFFING

- a. To consider and accept the Minutes of the last meeting.
- b. To confirm the status of the Staffing Committee as a Committee.
- c. To confirm the membership and appoint new members.
- d. To consider and adopt new Terms of Reference.
- e. To consider and agree actions regarding the two staffing appointments decided at the last meeting and changes in hours for staff.

20. 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](#))
- c. Update appointments to the committee and schedule next meeting.

21. RECREATION GROUND

- a. To receive minutes of the last Recreation Ground Committee Meeting.
- b. To receive an update on the change of status and decide any actions necessary.
- c. To invite expressions of interest to design a new accessible wheeled park for the rec.
- d. To receive the Junior Smile Park Project Closedown report under Recreation ground.
- e. To consider and approve actions relating to new boiler.
- f. Update on Rec payments made to/from Town Council account.

22. AYLSHAM CLIMATE EMERGENCY

- a. To receive the minutes of previous ACE meetings.
- b. To confirm and adopt any decisions of the ACE.

23. CITTASLOW COMMITTEE

To receive and adopt the minutes of the previous Cittaslow Committee Meetings.

24. SCRUTINY COMMITTEE

Update appointments to the committee and schedule next meeting if necessary.

25. EVENTS COMMITTEE

To receive and adopt the minutes of the last events committee.

ADMIN

26. COUNCILLOR SURGERY

Update on the Councillor Surgery sessions.

27. TO NOTE ITEMS FOR INFORMATION OR FUTURE AGENDA

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

- a. Update Grant Policy.

28. DATE OF NEXT MEETING

To confirm the date of the next Meeting as *Wednesday 2nd April 2025*.