



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL**  
**HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 6<sup>th</sup> AUGUST 2025 at 7pm**

**PRESENT:**

Kay Montandon (Chair)	Trevor Bennett	Cheryl Bould
Tim Briscoe (from item 5)	Gordon Clarke	Kevin Cunnane
Michael Goodwin	Jon Minns	Mitchell Philpott

**ALSO IN ATTENDANCE:**

Inspector Mike Austin (Norfolk Constabulary), Sue Catchpole (Broadland District Council), Faye LeBon (Town Clerk), Gavin Watson (Maintenance Manager), Andy Bell (Groundsman) and three members of the public.

**1. To Receive Apologies for Absence**

Apologies were received from David Anderson, Mary Evans and Catherine Fletcher. Apologies were also noted from Steve Riley (County and District Councillor) Abu Miah (District Councillor) and PC Arvinder Bhogal (Aylsham Beat Manager).

**2. To Receive Declarations of Interest and Grant Requests for Dispensation**

None raised.

**3. To Agree the Minutes of the Meeting held on 2<sup>nd</sup> July 2025**

It was **resolved** to accept the Minutes of the Town Council Meeting held on 2<sup>nd</sup> July 2025. The Minutes were signed as a true and accurate record by the Chairman.

**4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**

The Clerk reported that she and Kay Montandon had met with Richard Squires (Broadland District Council) to discuss options for the Neighbourhood Plan review, now that government funding for the project had been withdrawn. It was confirmed that Broadland District Council would still pay for the examination and referendum. It was noted that the Consultancy landscape will be forced to change to support Neighbourhood Plans. It was important for the Town Council to determine what it wants in the Neighbourhood Plan and whether the relevant tasks can be completed in house or whether a consultant would be required. It may be possible to do the Housing Needs Assessment in house, as all the information is in the public domain. The Design Code may be more difficult, however it was noted that the emerging Broadland District Council Design Code provide useful information.

Grant funding is still available from Broadland District Council with an amount dependent

on the complexity of the plan. This will be placed on the next agenda, with an informal discussion to be had beforehand to list all the required tasks.

Mitchell Philpott reported that he had obtained further information about cycle routes and storage in Aylsham. This will be collated and sent to the Clerk.

The Clerk provided an update on the new van.

**5. To Consider any Applications for Co-option**

An application for co-option from Mr Tim Briscoe had been circulated to all members. It was unanimously ***agreed*** that Tim Briscoe should be co-opted onto Aylsham Town Council. Mr Briscoe signed the declaration of acceptance of office and took his seat at the council table.

**6. To Receive Reports from County and District Councillors, and the Police**

Inspector Mike Austin reported that PC Arvinder Bhogal had been appointed as the new Beat Manager for Aylsham. He is a very keen and proactive member of the team and is looking forward to working with the people of Aylsham. Inspector Austin provided a breakdown of the investigations that the police had taken up in the Aylsham area between 1<sup>st</sup> July to date. There had been 51 investigations, of which 30 were crime related.

With regards to the recent stabbing, all people were known to each other and the case is currently with the CPS. He stressed that Aylsham remains a safe place to live.

The next priority setting meeting will be on 17<sup>th</sup> September at 6pm at Aylsham pavilion.

Tim Briscoe queried whether the police had entered local establishments to do swabs for drugs. Inspector Austin advised that this would be the responsibility of the Licensing Team, but this is not unusual.

Cheryl Bould raised to Inspector Austin that the barrier on the pavement close to the Recreation Ground had recently been destroyed in what was suspected as a vehicle strike. The Clerk will forward on photos of the barrier.

Sue Catchpole reported that Broadland District Council was to call an extra ordinary meeting of the full council in September, to discuss Local Government Reorganisation.

*Inspector Austin left the meeting and was thanked for his time.*

**7. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**

A member of the public queried whether there were any plans for a new skatepark.

Cheryl Bould explained that the Town Council is looking at an accessible wheelpark as part of its capital projects. Kay Montandon explained the CIL payments that the council will receive as part of the new development in the town which would help to fund this.

The member of the public was encouraged to leave their details with the Town Council and also to contact the Recreation Ground.

A member of the public raised concerns that item 20g could not be considered by the Town Council without committee input and felt that the Town Council could have handled the Christmas Lights committee differently. Kay Montandon explained the process and how any

Town Council committee had to operate within local government legislation and remain open and transparent to the public.

Kay thanked the member of the public for their feedback and conveyed apologies for any offence which may have been caused.

Michael Goodwin urged the member of the public to pull together and work with the Town Council, for the benefit of the town.

#### **8. To Consider Correspondence Regarding the Armed Forces Covenant**

Correspondence had been received from members of the public, both in support and against the council signing the Armed Forces Covenant.

Discussions occurred as to the need to treat people equally and also that the covenant, in its current form, is more relevant to District Councils than it is to the Town Council. It was **agreed** to sign up to the Armed Forces Covenant, subject to amendment of the pledges to demonstrate commitment. Amendment of the pledges will be an agenda item next month.

#### **9. To Review Committee Membership**

It was reported that committee membership was allocated on 7<sup>th</sup> May, with some positions taken up on a temporary basis until new councillors had joined. The new committees were **agreed** as follows:

*ACE* – Cheryl Bould, Kay Montandon, Kevin Cunnane and one vacancy.

*Churchyard Committee* – Kay Montandon, Mary Evans, Kevin Cunnane, David Anderson and Jon Minns.

*Cittaslow* – Patrick Prekopp, Cheryl Bould, Mary Evans and Kevin Cunnane. Mitchell Philpott will consider this committee after being allowed time to find out more about it.

*Events* – Patrick Prekopp, Kevin Cunnane, David Anderson and Cheryl Bould, subject to the terms of reference being amended to allow more members.

*Planning* – Kay Montandon, Mary Evans, Patrick Prekopp, Trevor Bennett and David Anderson. Both Mitchell Philpott and Tim Briscoe will consider this committee after being allowed some time to find out more about it.

*Property* – Kay Montandon, Gordon Clarke, Mary Evans, Kevin Cunnane, Cheryl Bould, Jon Minns and Michael Goodwin, subject to terms of reference being amended to allow more members. Tim Briscoe will also give consideration to this committee.

*Staffing* – Trevor Bennett, Mary Evans, Kay Montandon, Cheryl Bould, David Anderson, Mitchell Philpott and Michael Goodwin.

*Scrutiny* – Kevin Cunnane, Patrick Prekopp, David Anderson. Kay Montandon, Mitchell Philpott and Gordon Clarke, subject to the terms of reference being amended to allow more members.

*Christmas Lights* – Cheryl Bould, Mitchell Philpott and Trevor Bennett

#### **10. To Receive Town Clerk's Report**

The Town Clerk's report had been previously circulated. Verbal updates were given as follows:

- Norfolk County Council had not objected to the moving of the bus stop at Gashouse Hill, subject to the Town Council consulting with local residents and

the school. An application can be made to Norfolk County Council for 80% funding for the shelter.

- The next Christmas Lights committee can remain on the 8<sup>th</sup> September, but will have to be moved to the Drill Hall as the Town Hall is not available. Members will be informed of this change of venue.
- Cheryl Bould reported that Broadland District Council had adopted an updated Public Spaces Protection Order. Once the formal announcement has been made, new signage can be added to the enclosed play parks to advise that dogs are not permitted in these areas.

The Town Clerk's report was **noted**.

#### **11. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including any New Proposals**

The following potential capital and CIL projects were noted:

Bank Barn	Community Lending Library
Market Place Greening	Inclusive Play Equipment at the Recreation Ground
Information Centre	Transport Hub
Skate / Wheeled Park	Aylsham Traffic Strategy
Sports and Fitness Provisions	New Pavilion for Recreation Ground
Council Waste Management	Council Building Disability Access Audit
Resurface/Revise MUGA Car Park	Road Safety at Burgh Road – Zebra Crossing
Road safety survey – Burgh Road	Traffic lights on Burgh Road
Cawston Road H Bars / Cages	Surfacing of Mileham Drive MUGA

It was **agreed** to add the resurfacing of the Mileham Drive play area.

Gordon Clarke is working on presenting this information in a tabular format with priorities.

The Clerk will chase the Highways Engineer as to a start date for the installation of the Cawston Road H Bars.

Kevin Cunnane raised that there had been a recent article in the Dereham Times which reported that funding had been approved for a crossing at Burgh Road. The Clerk is to follow up to find out the detail of this project.

Tim Briscoe raised concerns about the safety of turning right from the A140 to Buxton.

Cheryl Bould advised that this had been raised with county councillor Steve Riley.

#### **12. To Consider Town Council Statement of Values**

The Town Council statement of values was **agreed** as:

*Aylsham town has 13 councillors, each focused on developing and maintaining services and facilities to help residents enjoy a better quality of life. The councillors are the decision makers acting as a bridge between residents and the full-time paid officers in the Town Hall who are responsible for implementing our decisions, managing day-to-day operations, and providing advice.*

*Together, we work hard to maximise opportunities and address any challenges faced by the town*

#### **13. To Consider Requirements for the Civility and Respect Pledge**

The requirements for the Civility and Respect Project were that the council:

- has put in place a training programme for councillors and staff
- has signed up to the Code of Conduct for councillors
- has good governance arrangements in place including staff contracts and a Dignity at Work policy
- will seek professional help at early stages should civility and respect issues arise
- will commit to calling out bullying and harassment if and when it happens
- will continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme
- supports the continued lobbying for change in legislation to support the civility and respect, including sanctions for elected members where appropriate

The Clerk will draft a Dignity at Work policy and a training programme for councillors and staff, ready for the next meeting.

#### **14. To Receive Report on Local Government Reorganisation Seminar**

The Clerk attended a seminar on Local Government Reorganisation, arranged by the Norfolk Association of Local Councils (Norfolk ALC) on 24th July 2025.

Discussions occurred about further devolution of services to Town and Parish Councils. It was emphasised that no assets or services will be devolved unless the Town Council actually wants them.

Norfolk ALC advised that they are committed to supporting all Town and Parish Councils through Local Government Reorganisation and any associated devolution of services, not just member councils.

For devolution of assets and services a business case should be put together. Whether funding comes with the asset/service will be taken on a case by case basis. It will take into account whether the Town Council can earn an income from the asset/service.

Ideas were provided about assets and services which could be devolved to the Town Council.

It was **agreed** that the Clerk should obtain a definitive list of all assets in Aylsham owned by the principal councils.

#### **15. To Consider Report on Tree in Paupers' Graveyard**

A complaint has been received by the council about a tree in the Paupers' Graveyard impacting on a neighbouring property. An report was presented to the council detailing that the only way to mitigate further damage by the tree is to fell it. This would also give opportunity to improve the canopies of the neighbouring trees. It was **agreed** that, as the tree has a preservation order on it, to make an application to Broadland District Council for removal.

#### **16. To Consider Attendees to NPTS Autumn Seminar**

Details of the seminar, to be held at the Costessey Centre on 9<sup>th</sup> October at a cost of £56 per delegate, had been circulated to councillors. It was **agreed** that Kay Montandon and the Clerk should attend.

## **17. To Receive Update on Martyn's Law**

The latest information from the SLCC on the Terrorism (Protection of Premises) Act 2025 had been circulated to councillors. It is likely that events such as the Christmas Lights switch on and the Street Party may be covered by the Act. Whilst formal statutory guidance has not yet been issued, the Clerk will sign up to the Protect UK website to monitor for updates and training which will assist in preparation.

## **18. Highways**

### **a) To receive update on Community Speed Watch**

It was reported that two initial sites have been agreed for community speed watch monitoring. Delivery of equipment and training by the police has been arranged for 22<sup>nd</sup> August. Cheryl Bould extended thanks to all the community speed watch volunteers.

### **b) To consider options for Transport Hub**

The Town Council's consultant had provided two possible options for the design of the transport hub. The Town Council **agreed** with the consultant's recommendation of option two, which would provided in excess of 60 spaces (inclusive of disabled spaces) as well as cycle storage and soft landscaping, and will instruct to proceed on this basis.

The Clerk is to ask the consultant whether it would be possible to have a solar roof to generate electricity.

Kay Montandon thanked the community shed for offering to create a bench, incorporating the lintel from the bus stop which will be demolished as part of the development plan. The lintel will be stored by the Town Council.

## **19. Finance**

### **a) To receive bank Reconciliation to 28<sup>th</sup> July 2025**

The bank reconciliation was **noted**.

### **b) To receive year to date payments and receipts against budget**

The budget document was **noted**.

### **c) To agree the detailed payments 26<sup>th</sup> June 2025 to 28<sup>th</sup> July 2025**

The payments were **agreed**.

### **d) To agree the detailed receipts from 26<sup>th</sup> June 2025 to 28<sup>th</sup> July 2025**

The receipts were **agreed**.

### **e) To review the schedule of reserves**

The schedule of reserves was presented with accompanying notes regarding what each reserve was for. It was **agreed** to move the open spaces reserve and highways reserve into the revenue account. A further review of the earmarked reserves will be done when the Town Council sets the budget.

## **20. Committee Reports**

### **a) Aylsham Climate Emergency**

#### **i) To receive Minutes of the meeting of 7<sup>th</sup> July and adopt recommendations made**

The minutes were received and recommendations **adopted**.

#### **ii) To agree budget of £100 to support ACE attending the Aylsham Show**

The request for £100 was **agreed** by the council. In addition to this, a further £50 was

**agreed** for the community shed to refurbish the noticeboard located on the east of the Town Hall, so that it can be used by ACE.

**b) Cittaslow**

**i) To receive the Minutes of the meeting of 15<sup>th</sup> July 2025**

The minutes of the Cittaslow committee had been previously circulated and were **noted**.

**ii) To receive the Minutes of the Visit Aylsham / Market Towns Working Group of 16<sup>th</sup> July 2025**

The notes of this working group had been previously circulated and were **noted**.

**c) Planning Committee**

**i) To receive the Minutes of the committee meeting on 10<sup>th</sup> July 2025**

The minutes of the Planning Committee meeting of 10<sup>th</sup> July 2025 had been circulated and were **noted**.

**d) Events Committee**

**i) To receive the minutes of the committee meeting of 15<sup>th</sup> July 2025**

The minutes of the committee meeting of 15<sup>th</sup> July 2025 had been circulated and were **noted**. It was reported that the outgoing Chairman had been written to thanking her for her service.

**e) Property Committee**

**i) To receive the minutes of the committee meeting of 15<sup>th</sup> July 2025**

The minutes of the committee meeting of 15<sup>th</sup> July 2025 had been circulated and were **noted**.

**ii) To agree commissioning of Fire Risk Assessments for the Town Hall and Drill Hall**

The Clerk reported prices had been received for the risk assessments to be created. It was **agreed** to commission ESS for the works, based on a best value price.

**f) Churchyard Committee**

**i) To receive the minutes of the committee meeting of 21<sup>st</sup> July 2025**

The minutes of the committee meeting of 21<sup>st</sup> July 2025 had been circulated and were **noted**. It was reported that a meeting with the Diocese approved structural engineer would take place on 26<sup>th</sup> August to discuss the church wall.

**f) Christmas Lights Committee**

**i) To receive the minutes of the committee meeting of 14<sup>th</sup> July 2025**

The minutes of the committee meeting of 14<sup>th</sup> July 2025 had been circulated and were **noted**.

**ii) To consider recommendations for amendments to the Terms of Reference**

The Christmas Lights Committee had recommended amendments to the committee terms of reference under which the committee is to operate. This amendments were **agreed** by the council.

**iii) To consider correspondence to former Chair of the Christmas Lights Committee**

It was agreed that the Chairman and Clerk will write to the former Chair to apologise for the timing of the agreement of the terms of reference.

**21. To note items for information or for future agendas**

Items for the next meeting:

Neighbourhood Plan

s106 Money for Aegel Gardens

Armed Forces Covenant pledges

Green spaces funding

Civility and Respect pledge

**22. To confirm the date of the next meeting as Wednesday 3<sup>rd</sup> September 2025**

This was **agreed**.

*It was agreed to waive Standing Order 17n to allow the meeting to extend over 2 hours*

**23. Closure of the Meeting to the Press and Public**

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of items 24 and 25 due to the commercial sensitivity of the business to be transacted.

**24. To Consider Quotes for the Following Contracts**

**a) Replace Overhead Lines on Sir Williams Lane**

Two quotes had been received to restore the power to six street lights on Sir Williams Lane.

It was **agreed** to award the contract to Cozens, as the best value quote for the council.

**b) Office Photocopier**

Three proposals had been received from local photocopier suppliers. It was **agreed** to award the contract to Office Flow as the best value quote for the council.

**c) Soakaway Tests for the Transport Hub**

The Clerk will check what tests had already been completed as part of the Norfolk Homes planning application. If further tests are required, then it was **agreed** to award the contract to Micro Geotechnical, as the best value quote for the council

**25. To Consider Confidential Report of Services and Facilities**

The report was discussed at length by members and the options considered. Members came to an agreement which the Clerk will action.

Meeting Closed at 9.45pm

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Signed \_\_\_\_\_ Date \_\_\_\_\_