



**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE  
HELD AT THE TOWN HALL, ON THURSDAY 8<sup>th</sup> JANUARY 2026 AT 10am**

**PRESENT:** Trevor Bennett (Chairman) Mary Evans  
Catherine Fletcher Kay Montandon  
Patrick Prekopp

Also in attendance: Faye LeBon, Clerk to Aylsham Town Council

**1. To Receive Apologies for Absence**

Apologies were received from David Anderson and Tim Briscoe.

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

None raised.

**3. To Agree the Minutes of the 11<sup>th</sup> December 2025**

The Minutes of the meeting held on 11<sup>th</sup> December 2025 were ***agreed*** by the committee and signed as a true and accurate record by the Chair.

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

No matters raised.

**5. To Receive Updates on Existing Applications**

Updates to previous applications under consideration by Broadland District Council were noted follows:

Reference	Address	Details	Town Council Response	Status
2024/3433	Shepherds Huts Green Lane Off Banningham Road	Placement of 2 shepherd huts (1 for holiday accommodation and 1 for a shower block) and change of use of land (retrospective)	No Objections	Pending
2024/3764	20 - 22 Market Place NR11 6EL	Installation of 2 louvres intake and extract within top section of windows to side elevation	No Objections	Pending

2025/1103	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) FULL PLANNING PERMISSION	No objections	Pending
2025/1104	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) LISTED BUILDING CONSENT	No objections, subject to the design and materials being in keeping and sympathetic to the original building	Pending
2025/1097	<i>15 Red Lion Street NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single storey building	Application supported	Pending (amended application submitted)
2025/1748	<i>The Retreat, 40 Hungate Street NR11 6AA</i>	Re-design and update of the current buildings on site and change of use to C3	No objections	Pending
2024/3707	<i>20-22 Market Place NR11 6EL</i>	AMENDED APPLICATION Installation of 2 louvres intake and extract within top section of windows to side elevation	Queries have arisen as to the application: 1) The noise guidance report cites policies in North Norfolk District Council's local plan. As this application is within the District of Broadland, do the noise levels comply with the relevant local planning policies? 2) Whilst the whole of the building is Grade 2 listed, the opposite side of the building where development is proposed is a lot less aesthetically pleasing and has significantly less footfall, only serving a car park. Whereas the footfall on the side of the building to be developed leads to Grade 1 listed church and a market place surrounded by listed buildings. Given the local strength of feeling, is there any merit to a	Pending  Certificate of Lawful Development issued for minor repairs and maintenance to the exterior of the building 2025/2507

			system which will allow the intake and extract to be on the opposite side of the building?	
2025/2418	<i>Barclays Bank 1-2 Market Place NR11 6EW</i>	Conversion of former Barclays Bank to part residential (11 Units)	Aylsham Town Council is broadly supportive of additional housing in the town centre, although would query why there is no affordable provision. Clarification is sought on the central building in the existing layout plan marked up as 'private dwellings, three storey brick construction'. This building is believed to be in the same ownership as the development site, although hasn't been marked up as such. Rather than private dwellings its existing usage is that of a barn construction. The town council would like to see this building forming part of a s106 agreement for community use.	Pending
2025/3009	<i>Clyde Cottage, 14 Cromer Road, NR11 6HE</i>	<i>Listed Building Consent</i> Rear extension and remodelling works to the existing ground floor room	No objections	Approval with conditions
2025/2777	<i>Abbots House, 25 White Hart Street, NR11 6HG</i>	Repair/replace existing sashes to all windows	No objections	Pending
2025/3401	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single-storey building.	No objections	Pending (amended application submitted)
2025/3063	<i>The Cottage, Petersons Lane, NR11 6HD</i>	Replacement of existing sheds with a new shed.	No objections	Approval with Conditions

2025/1097	15 Red Lion Street, NR11 6ER	Demolition of redundant outbuildings and erection of new single-storey building. <b>Amended application</b>	No objections	Pending
2025/3401	15 Red Lion Street, NR11 6ER	Demolition of redundant outbuildings and erection of new single-storey building. <b>Amended application</b> (listed building consent)	No objections	Pending
2025/3532	Woodgate Farmhouse, Woodgate, NR11 6UJ	Installing rooflights, demolishing a lean-to cover and replacing with a shed, internal alterations and repairs, replacement of doors and one window	No objections	Pending
2025/3533	Woodgate Farmhouse, Woodgate, NR11 6UJ	Installing rooflights, demolishing a lean-to cover and replacing with a shed, internal alterations and repairs, replacement of doors and one window. (Listed Building Consent)	No objections	Pending
2025/3089	8 St Michael's Close	Proposed first floor side and front extension above existing garage.	No objections	Refusal - Loss of amenity to the neighbouring property - Loss of street scene (spacious feel of area) - harm to the conservation area
2025/3536	The Grain Store, Banningham Road, NR11 6LS	Variation of conditions 2, 3 & 5 - Change of design, external materials and on-site car parking arrangements of <b>consented permission 20212024 (Proposed demolition of existing barn, which has been</b>	Objection to the application on the grounds of: 1) Outside the settlement boundary 2) Development not in a sustainable location (access to services by car encouraged)	Pending

		<b><i>granted class Q permission under reference 20191719, and the erection of a new dwelling with integrated garaging, workshops &amp; pool) dated 23 March 2023</i></b>	3) Loss of agricultural land	
2025/3485	<i>Pendelfin, 1 Forster Way, NR11 6BE</i>	Removal of existing dead conifer hedges and replace with 6ft wooden fence.	No objections	Pending
2025/3008	<i>Clyde Cottage, 14 Cromer Road, NR11 6HE</i>	Rear extension and remodelling works to the existing ground floor room <b>Amended Application – Amended plans and tree survey</b>	No objections, subject to the review of the proposed wall with the neighbouring property	Approval with Conditions
2025/3009	<i>Clyde Cottage, 14 Cromer Road, NR11 6HE</i>	Rear extension and remodelling works to the existing ground floor room (Listed Building Consent) <b>Amended Application – Amended plans and tree survey</b>	No objections, subject to the review of the proposed wall with the neighbouring property	Approval with Conditions
2025/3642	<i>6 Holman Road, NR11 6BY</i>	Demolition of rear extension and conservatory and replacement with new single storey extension. Single storey front extension including porch, lean-to car port and cartshed style garage. Widening of existing access and addition of new single swing gate.	No objections	Approval with Conditions
2025/3162	<i>Land at Dunkirk</i>	Replacement office cabin constructed of steel and insulated cladding	No objections	Pending
2025/1103	<i>The Feathers, 54 Cawston</i>	Conversion of outbuilding to games room (retrospective)	No objections	Pending

	<i>Road, NR11 6EB</i>	<b>Amended Application – Noise management plan submitted</b>		
2025/3641	<i>49 Sir Williams Close, NR11 6AP</i>	Single-storey ground floor shower room extension	No objections	Pending
2025/3282	<i>9-11 Hungate Street, NR11 6AA (Kings Kebab and Pizza)</i>	Rear extension, installation of extraction and ventilation equipment and minor external alterations.	No objections	Pending
2025/3581	<i>14 Aegel Gardens, NR11 6GQ</i>	Single storey rear ground floor extension, ASHP and AC condenser unit in rear garden	Objection on the grounds of overdevelopment of the site. The area proposed for development is large compared to the size of the plot.	Pending
2025/3274	<i>12-13 Market Place</i>	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay accommodation. To include 6 short-stay accommodation rooms to support the nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground level. Fabric alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the market place, especially on market days.	Pending
2025/3275	<i>12-13 Market Place</i>	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the market place, especially on market days.	Pending

		accommodation. To include 6 short-stay accommodation rooms to support the nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground level. Fabric alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry <b>Listed Building Consent</b>		
2025/3283	9-11 Hungate Street, NR11 6AA (Kings Kebab and Pizza)	Rear extension, installation of extraction and ventilation equipment and minor external alterations. <b>Listed Building Consent</b>	No objections	Pending
2025/3063	The Cottage, Petersons Lane, NR11 6HD	Replacement of existing sheds with a new shed. <b>Amended application</b> to show existing and proposed north elevations of shed	No objections	Approval with conditions

#### 6. To Consider Response to the Local Planning Authority on New Applications

None received

#### 7. To Consider Responses to the Local Planning Authority on Applications Received Since the Agenda was Issued.

The committee considered the following applications:

Reference	Address	Details	Committee Decision
2025/3732	10 Forster Way, NR11 6AA	Single-storey rear extension, demolition of the existing conservatory, partial conversion of the existing garage/store.	No objections
2025/3329	3 Holman Close, NR11 6DD	Removal of existing conservatory to rear, proposed wrap around ground floor extension and redesign to front porch area. Cladding of the existing house in a mixture of brick, render and timber. <b>Amended application</b> to show new design.	No objections

**8. To Receive any Updates on Large Town Developments**

**a. Norwich Road Site.**

There was no update on this development.

**b. Burgh Road Site.**

There was no update on this development. Planning permission has still yet to be granted.

It was **noted** that there had been an approach from a retailer to advise the Town Council of a proposed planning application. The Clerk will arrange a meeting.

**9. To Receive Update on the Neighbourhood Plan**

The Clerk will speak with the Town Council's consultant to obtain possible dates for the next meeting.

**10. To Note Items for Information or Future Agendas**

Community resilience planning.

Update on GNLP call for sites.

**11. To Confirm the Next Meeting as Thursday 12<sup>th</sup> February 2026, 10am in the Town Hall**

This was **agreed**.

**12. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 13 in View of the Confidential Nature of the Business to be Transacted.** The Local Planning Authority advises that enforcement reports are for the information of the Town Council and should not be passed on, shared or published in any way. It was **agreed** to close the meeting to the press and public.

*The Meeting was Closed to the Press and Public*

**13. To Note Planning Enforcement Cases from the Local Planning Authority**

The planning enforcement cases for Aylsham had been circulated and were **noted**.

There being no further business the meeting was closed at 10.35am

Signed \_\_\_\_\_

Date \_\_\_\_\_



Meeting of Aylsham Town Council Planning Committee  
12<sup>th</sup> February 2026 - Item 6

**PREVIOUSLY CONSIDERED APPLICATIONS**

<b>Reference</b>	<b>Address</b>	<b>Details</b>	<b>ATC</b>	<b>Status</b>
<a href="#"><u>2024/3433</u></a>	<i>Shepherds Huts Green Lane Off Banningham Road</i>	Placement of 2 shepherd huts (1 for holiday accommodation and 1 for a shower block) and change of use of land (retrospective)	No Objections	Pending
<a href="#"><u>2024/3764</u></a>	<i>20 - 22 Market Place NR11 6EL</i>	Installation of 2 louvres intake and extract within top section of windows to side elevation	No Objections	Withdrawn
<a href="#"><u>2025/1103</u></a>	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) FULL PLANNING PERMISSION	No objections	Pending
<a href="#"><u>2025/1104</u></a>	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) LISTED BUILDING CONSENT	No objections, subject to the design and materials being in keeping and sympathetic to the original building	Pending
<a href="#"><u>2025/1097</u></a>	<i>15 Red Lion Street NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single storey building	Application supported	Pending (amended application submitted)
<a href="#"><u>2025/1748</u></a>	<i>The Retreat, 40 Hungate Street NR11 6AA</i>	Re-design and update of the current buildings on site and change of use to C3	No objections	Approval with Conditions
<a href="#"><u>2024/3707</u></a>	<i>20-22 Market Place NR11 6EL</i>	AMENDED APPLICATION Installation of 2 louvres intake and extract within top section of windows to side elevation	Queries have arisen as to the application: 1) The noise guidance report cites policies in North Norfolk District Council's local plan. As this application	Withdrawn

			<p>is within the District of Broadland, do the noise levels comply with the relevant local planning policies?</p> <p>2) Whilst the whole of the building is Grade 2 listed, the opposite side of the building where development is proposed is a lot less aesthetically pleasing and has significantly less footfall, only serving a car park. Whereas the footfall on the side of the building to be developed leads to Grade 1 listed church and a market place surrounded by listed buildings. Given the local strength of feeling, is there any merit to a system which will allow the intake and extract to be on the opposite side of the building?</p>	
<a href="#">2025/2418</a>	<p><i>Barclays Bank</i>  <i>1-2 Market Place</i>  <i>NR11 6EW</i></p>	<p>Conversion of former Barclays Bank to part residential (11 Units)</p>	<p>Aylsham Town Council is broadly supportive of additional housing in the town centre, although would query why there is no affordable provision. Clarification is sought on the central building in the existing layout plan marked up as 'private dwellings, three storey brick construction'. This building is believed to be in the same ownership as the development site, although hasn't been marked up as such. Rather than private dwellings its existing usage is that of a barn construction. The town</p>	<p>Pending</p>

			council would like to see this building forming part of a s106 agreement for community use.	
<a href="#">2025/2777</a>	<i>Abbots House, 25 White Hart Street, NR11 6HG</i>	Repair/replace existing sashes to all windows	No objections	Approval with conditions
<a href="#">2025/3401</a>	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single-storey building.	No objections	Pending (amended application submitted)
<a href="#">2025/1097</a>	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single-storey building. <b>Amended application</b>	No objections	Pending
<a href="#">2025/3401</a>	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single-storey building. <b>Amended application</b> (listed building consent)	No objections	Pending
<a href="#">2025/3532</a>	<i>Woodgate Farmhouse, Woodgate, NR11 6UJ</i>	Installing rooflights, demolishing a lean-to cover and replacing with a shed, internal alterations and repairs, replacement of doors and one window	No objections	Approval with conditions
<a href="#">2025/3533</a>	<i>Woodgate Farmhouse, Woodgate, NR11 6UJ</i>	Installing rooflights, demolishing a lean-to cover and replacing with a shed, internal alterations and repairs, replacement of doors and one window. (Listed Building Consent)	No objections	Approval with conditions
<a href="#">2025/3536</a>	<i>The Grain Store, Banningham Road, NR11 6LS</i>	Variation of conditions 2, 3 & 5 - Change of design, external materials and on-site car parking arrangements of <b>consented</b>	Objection to the application on the grounds of: 1) Outside the settlement boundary	Approval with conditions

		<b>permission 20212024 (Proposed demolition of existing barn, which has been granted class Q permission under reference 20191719, and the erection of a new dwelling with integrated garaging, workshops &amp; pool) dated 23 March 2023</b>	2) Development not in a sustainable location (access to services by car encouraged) 3) Loss of agricultural land	
<a href="#">2025/3485</a>	<i>Pendelfin, 1 Forster Way, NR11 6BE</i>	Removal of existing dead conifer hedges and replace with 6ft wooden fence.	No objections	Pending
<a href="#">2025/3162</a>	<i>Land at Dunkirk</i>	Replacement office cabin constructed of steel and insulated cladding	No objections	Pending
<a href="#">2025/1103</a>	<i>The Feathers, 54 Cawston Road, NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) <b>Amended Application – Noise management plan submitted</b>	No objections	Pending
<a href="#">2025/3641</a>	<i>49 Sir Williams Close, NR11 6AP</i>	Single-storey ground floor shower room extension	No objections	Approval with conditions
<a href="#">2025/3282</a>	<i>9-11 Hungate Street, NR11 6AA (Kings Kebab and Pizza)</i>	Rear extension, installation of extraction and ventilation equipment and minor external alterations.	No objections	Pending
<a href="#">2025/3581</a>	<i>14 Aegel Gardens, NR11 6GQ</i>	Single storey rear ground floor extension, ASHP and AC condenser unit in rear garden	Objection on the grounds of overdevelopment of the site. The area proposed for development is large compared to the size of the plot.	Pending
<a href="#">2025/3274</a>	<i>12-13 Market Place</i>	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay accommodation. To include 6 short-stay	No objections, subject to there being a construction management plan in place to mitigate the impact of building	Pending

		accommodation rooms to support the nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground level. Fabric alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry	works upon the market place, especially on market days.	
<a href="#">2025/3275</a>	<i>12-13 Market Place</i>	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay accommodation. To include 6 short-stay accommodation rooms to support the nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground level. Fabric alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry <b>Listed Building Consent</b>	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the market place, especially on market days.	Pending
<a href="#">2025/3283</a>	<i>9-11 Hungate Street, NR11 6AA (Kings Kebab and Pizza)</i>	Rear extension, installation of extraction and ventilation equipment and minor external alterations. <b>Listed Building Consent</b>	No objections	Pending
<a href="#">2025/3732</a>	<i>10 Forster Way, NR11 6AA</i>	Single-storey rear extension, demolition of the existing conservatory, partial conversion of the existing garage/store.	No objections	Pending
<a href="#">2025/3329</a>	<i>3 Holman Close, NR11 6DD</i>	Removal of existing conservatory to rear, proposed wrap around ground floor	No objections	Pending

		<p>extension and redesign to front porch area. Cladding of the existing house in a mixture of brick, render and timber.</p> <p><b><i>Amended application</i></b> to show new design.</p>		
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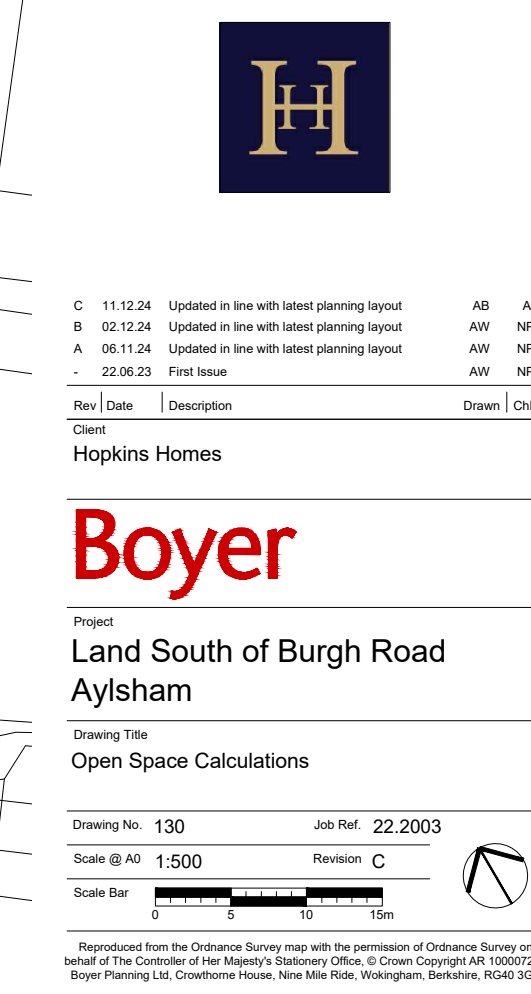
**Meeting of Aylsham Town Council Planning Committee**  
**12<sup>th</sup> February 2026**  
**Item 7**

**NEW APPLICATIONS**

Applications to be considered by the committee

<b>Reference</b>	<b>Address</b>	<b>Details</b>
<a href="#"><u>2025/4000</u></a>	<i>Land at Heydon Road</i>	Retention of existing tarmac bell mouth on Heydon Road created by RWE for the Norfolk Vanguard Offshore Wind Farm Project
<a href="#"><u>2025/3845</u></a>	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Alterations to existing connected stable block to incorporate it into the home. 2 single storey extensions with associated internal works
<a href="#"><u>2025/3847</u></a>	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Alterations to existing connected stable block to incorporate it into the home. 2 single storey extensions with associated internal works <b>Listed Building Consent</b>
<a href="#"><u>2025/3979</u></a>	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Proposed conversion of historic agricultural barns to three residential dwellings with associated infrastructure
<a href="#"><u>2026/0218</u></a>	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Proposed conversion of historic agricultural barns to three residential dwellings with associated infrastructure <b>Listed Building Consent</b>
<a href="#"><u>2025/3581</u></a>	<i>14 Aegel Gardens NR11 6GQ</i>	Single storey rear ground floor extension, ASHP and AC condensor unit in rear garden (Updated application – updated information about air source heat pump)
<a href="#"><u>2025/0169</u></a>	<i>1 Anglian Way, NR11 6XQ</i>	Removal of condition 4 (surface water drainage) of existing application 2025/0986 (2 bay extension to form MOT testing station)
<a href="#"><u>2026/0043</u></a>	<i>115 Stuart Road, NR11 6HN</i>	First floor extension over garden room.
<a href="#"><u>2026/0100</u></a>	<i>43 Hungate Street, NR11 6AA</i>	Installation of a single row of photovoltaic panels.
<a href="#"><u>2026/0273</u></a>	<i>43 Hungate Street, NR11 6AA</i>	Installation of a single row of photovoltaic panels. <b>Listed Building Consent</b>
<a href="#"><u>2026/0006</u></a>	<i>35 Hungate Street, NR11 6AA</i>	Proposal to move a beam in an existing chimney structure. <b>Listed Building Consent</b>
<a href="#"><u>2026/0079</u></a>	<i>27 Oakfield Road, NR11 6AL</i>	Replacement French Windows. <b>Listed Building Consent</b>









## **MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLAN STEERING GROUP HELD AT THE DRILL HALL ON MONDAY 2<sup>nd</sup> FEBRUARY 2026 AT 2.00PM**

### **PRESENT:**

Kay Montandon (Town Councillor)	David Anderson (Town Councillor)
Trevor Bennett (Town Councillor)	Kevin Cunnane (Town Councillor)
Mary Evans (Town Councillor)	Pat Prekopp (Town Councillor)
Sue Catchpole (Broadland District Council)	Kate Bywater (Market Surgery)
Richard Crockett (Local Resident)	Lilie Ferrari (Local Resident)
Peter Lavender (Local Resident)	Peter Riseborough (Local Resident)
Philip MacDonald (Aylsham Care Trust)	Kate MacKenzie (Local Resident)
Chris Tilley (Local Resident)	Grizelda Tyler (Local Resident)

### **Also in Attendance:**

Rachel Leggett (Rachel Leggett & Associates)  
Andrea Long (Compass Point Planning and Rural Consultants)  
Faye LeBon, Clerk to Aylsham Town Council.

### **Apologies received from:**

Jo Tuttle (Aylsham High School)

### ***Project Inception Meeting***

#### **1. Introductions**

Rachel Leggett welcomed everyone to the meeting. Each member of the Steering Group introduced themselves.

Rachel and Andrea introduced themselves and their specialist roles in the Neighbourhood Plan process.

All members agreed that their email addresses could be shared with other members, solely for the purpose of the Aylsham Neighbourhood Plan.

Rachel provided the meeting with a flow chart and approximate time scale for the Aylsham Neighbourhood Plan (appended)

#### **2. Overview of the Process of Reviewing the Aylsham Neighbourhood Plan**

- **Review Scope of Neighbourhood Plan Review**

The scope of the review needed to be established. This could range from just bringing the plan up to date, to a complete rewrite.

Discussions occurred as to whether sites should be considered for allocating and providing the plan with more protection from speculative development. It was noted that the Greater Norwich Local Plan will shortly be doing a call for sites and information from this exercise could be used if site allocations are considered. The importance of communicating the benefits of site allocations was emphasised. It was noted that sites for employment use could also be allocated, but this would not give the same protection as a housing allocation. A Strategic Environmental Assessment (SEA) will be required if allocating sites.

A Design Code is to be considered. It was noted that Broadland District Council is currently in the process of creating a District wide design code, which could be used as a starting point and then made more relevant to Aylsham. The need for new development to be environmentally friendly was emphasised.

A Housing Needs assessment should also be considered.

Trevor Bennett will send Rachel the 2017 Scoping data, if available.

Rachel and Andrea will design the Household survey after information has been gathered at the workshop, but the survey shouldn't be distributed until the information from the call for sites has been received, as this could be included.

- **Amendments to the Proposal due to Funding Changes**

The proposal dated March 2025 has been circulated to the meeting. It was noted that this had to be amended as a result of the withdrawal of government funding for Neighbourhood Plans. It is believed that Broadland District Council no longer has funding for 2025/2026, but will have funds for 2026/2027. The Clerk will speak to Broadland District Council after the workshop to establish whether a small grant (£3,000) or large grant (£6,000) would be applicable, depending on the level of review work required.

### **3. Steering Group Practicalities and Organisation**

- **Meetings, agendas, minutes, Zoom**

Rachel will create the agendas for the meetings. The clerk will take the minutes/action points. Zoom meetings were encouraged to save time and money.

- **Updates to the Town Council**

The Clerk will ensure that there is a Standing Item on the Town Council agendas for the Neighbourhood Plan.

- **Timesheets, working days and times**

Both Andrea and Rachel will keep timesheets. Both Rachel and Andrea are flexible regarding time, subject to levels of reasonableness.

- **Funding and Invoicing**

Invoices will be generated at the end of each stage (or earlier if funding requires). Rachel and Andrea will invoice separately from their own companies.

- **Confidentiality Issues**

Andrea explained that certain parts of the plan, at specific stages, may be confidential. Members of the Steering Group will also be required to declare any interests in the plan (eg: land ownership or business interests) so as to not undermine the plan at a later stage. An interest does not preclude a person from being part of the Steering Group, it would just be advisable for them to not participate in an item where it could be perceived poorly by a member of the public.

- **Email**

Rachel has set up an email specifically for the Aylsham Neighbourhood Plan. This is [aylshamplan@gmail.com](mailto:aylshamplan@gmail.com)

- **Saving Files**

Rachel will set up a google drive for the Aylsham Neighbourhood Plan where members of the Steering Group can access documents.

- **Relationship with Broadland District Council**

It was reported that there has been significant historic difficulties with the Broadland District Council planning department. However this had improved. There was an established good relationship with the Planning Policy team.

- **Mapping**

Rachel will be able to use the Town Council's license for Parish Online.

#### 4. **Work to Date**

- **Consultation Work Undertaken**

Kay updated the meeting on the consultation which took place at the Live Well for Less event on 31<sup>st</sup> January. In excess of 170 forms were distributed with local residents continuing to complete and return. There had also been some feedback from the Annual Town Meeting.

The clerk will arrange for this data to be collated and sent to Rachel and Andrea.

- **Communication**

It was noted that the Town Council pays for a page in Just Aylsham, which is distributed to every household in the town every 3 weeks. The town council also uses Facebook (its own page and the local community groups). The power of word of mouth was also emphasised.

#### 5. **Workshop**

- **Outline for the day**

Rachel outlined the workshop day, which would involve brainstorming and walking round areas of interest in the town.

- **Three Top Issues Arising from Work to Date**

Each member is to send Rachel their 'top 3' planning issues so these can be considered in the workshop.

There being no further business the meeting was closed at 3.20pm.

