



**I HEREBY GIVE NOTICE OF A MEETING OF AYLSHAM TOWN
COUNCIL AND SUMMONS ALL MEMBERS TO ATTEND. THE
MEETING WILL BE HELD IN THE TOWN HALL ON
WEDNESDAY 4th FEBRUARY 2026 at 7.00 pm**

Faye LeBon

(Town Clerk)

Friday 30th January 2026

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

- 1. To Receive Apologies for Absence**
- 2. To Receive Declarations of Interest and Grant Requests for Dispensation**
- 3. To Agree the Minutes of the Meetings Held on:**
 - a) 7th January 2026 (1-6)
 - b) 13th January 2026 (7-10)
- 4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
- 5. To Receive Reports from County and District Councillors, and other Partnership Organisations**

Maximum of 3 minutes per report.
- 6. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
- 7. To Receive Town Clerk's Report (11-14)**
- 8. Capital Projects (15-17)**
 - a) To Note any Updates on Capital or Community Infrastructure Levy Projects, Including new Proposals
- 9. Highways (18-20)**
 - a) To receive update on Transport Hub and Agree Submission of Planning Application
 - b) To receive report from Transport Group Meeting and consider further actions
 - c) To consider resident request for a grit bin on Buxton Road
- 10. Finance**
 - a) To receive the bank reconciliation to 28th January 2026 (21)

- b) To receive year to date payments and receipts against budget (22-27)
- c) To agree the detailed payments 24th December 2025 to 28th January 2026 (28-31)
- d) To agree the detailed receipts from 24th December 2025 to 28th January 2026 (32-34)
- e) To note schedule of reserves (35)
- f) To Receive Interim Report from Internal Auditor

11. Governance

- a) To Agree Terms of Reference for Neighbourhood Plan Steering Group (36-38)
- b) To Consider Adoption of Updated Model Publication Scheme (39-49)
- c) To Consider Adoption of Freedom of Information Request Policy (50-56)
- d) To Consider Adoption of Subject Access Request Policy (57-60)
- e) To Review Winter Maintenance Policy (61-66)
- f) To Consider Member to Represent Aylsham Town Council on the Blickling Stakeholder Group (67)

12. To Consider Response to Norfolk County Council regarding Footway Lighting on the Burgh Road Development (68-69)

13. To Consider Attendee to Reservist Event on 5th March 2026 (70-71)

14. To Consider Attendees to the NPTS Spring Seminar (72-74)

15. Committee Reports

- a) **Aylsham Climate Emergency (75-78)**
 - i) To receive verbal report on the Live Well for Less event
 - ii) To consider proposition from ACE to purchase a pop up gazebo for events
 - iii) To consider project for films in 2026/2027
- b) **Planning (79-86)**
 - i) To note the Minutes of the committee meeting of 8th January 2026
- c) **Cittaslow (87-115)**
 - i) To note the Minutes of the committee meeting of 20th January 2026
 - ii) To Formally Consider Expression of Interest to the UK Town of Culture Competition
- d) **Visit Aylsham (116-119)**
 - i) To receive the minutes of 15th January 2026
 - ii) To consider transfer of £1,000 from Bottle Bank reserve to Snail Trail Project
- e) **Churchyard (120-122)**
 - i) To note the minutes of the Churchyard Committee held on 19th January 2026
- f) **Property (123-124)**
 - i) To note the minutes of the committee meeting of 27th January 2026
- g) **Staffing (125-126)**
 - i) To note the Minutes of the Staffing Committee meeting of 22nd January 2026
- h) **Events (127-128)**
 - i) To note the Minutes of the Events Committee of 21st January 2026

16. To Receive Feedback from Chairs' Meeting

17. To Note Items for Information or a Future Agenda

18. Meetings

- a) To Confirm the Date of the Next Ordinary Meeting as Wednesday 4th March 2026

19. Closure of Meeting to the Press and Public

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 20 and 21 in view of the confidential nature of the business to be transacted.

20. To Consider Appointment of Consultant to Assist in Resolution of IT Safety and Security Matters

21. Staffing

- a) To Consider Adoption of Staffing Structure
- b) To receive update from Staffing Committee on Confidential Staffing Matter from the Meeting of 22nd January 2026 and agree any subsequent actions.
- c) To receive notification of formal grievance
- d) To receive notification of Subject Access Request