



MINUTES OF THE MEETING OF THE **PLANNING COMMITTEE** HELD AT THE TOWN HALL, ON MONDAY 13th OCTOBER 2025 AT 10am

PRESENT: David Anderson Mary Evans
Kay Montandon

In the absence of Trevor Bennett, it was **agreed** that Kay Montandon should chair the meeting.

1. To Receive Apologies for Absence

Apologies were received from Trevor Bennett and Pat Prekopp.

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

None raised.

3. To Agree the Minutes of the 16th September 2025

The Minutes of the meeting held on 16th September 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
2024/3376	47 Cawston Road NR11 6EE	Notification for prior approval for change of use and conversion of existing commercial building (class E) into 1no dwelling (class C3)	No Objections	Pending
2024/3433	Shepherds Huts Green Lane Off	Placement of 2 shepherd huts (1 for holiday accommodation and 1 for a shower block) and	No Objections	Pending

	<i>Banningham Road</i>	change of use of land (retrospective)		
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	15 Red Lion Street NR11 6ER	Demolition of redundant outbuildings and erection of new single storey building	Application supported	Pending
2025/1954	8 Banningham Road NR11 6LP	Partial demolition to the rear and the erection of a single-storey rear extension, with associated	No objections	Approval with conditions
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	20-22 Market Place NR11 6EL	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	Pending Certificate of Lawful Development issued for minor repairs and maintenance to the exterior of the building 2025/2507

			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?	
2025/2550	26 Reeds Lane, Banningham Road, NR11 6LT	Variation of condition 2 of - change of external materials from brick to brick gable with weatherboarding side of consented permission 2025/0279 (which gave consent for single storey side and rear extensions)	No objections	Approval with conditions
2025/2172	23 Oakfield Road, NR11 6AL	Demolition of existing workshop and erection of new studio building with corridor link	Subject to comments from the Heritage Officer, there are no objections.	Approval with conditions
2025/2173	23 Oakfield Road, NR11 6AL	Demolition of existing workshop and erection of new studio building with corridor link LISTED BUILDING CONSENT	Subject to comments from the Heritage Officer, there are no objections.	Approval with conditions
2025/2533	3 Banningham Road, NR11 6LP	Notice of works to trees in Conservation Area: Winter flowering cherry - To fell.	Decision already made by planning officer – no objections	No objections
2025/2579	34 Mill Row. NR11 6HZ	Listed Building Consent Internal alterations to the attached granary to create ground floor bedroom, lobby and shower room and first floor ensuite bathroom and store.	No objections	Pending

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
2025/2675	<i>The Grange, 11 Cromer Road, NR11 6HE</i>	<i>Notice of Works to Frees in Conservation Area</i> T1 swamp cypress remove split and damaged branches crown clean/thin 25% T2 mulberry reduce weight from remaining stem by 2,5 meters before 8.5 after 6m	No objections	Pending
2025/2279	<i>Lark Rise, Heydon Road, NR11 6QT</i>	Alterations to existing porch and installation of 2 new dormer windows to front extension. Demolition of chimney and conservatory. Construction of replacement covered area. New rooflight to rear extension.	No objections	Pending

2025/2757	11 Cawston Road, NR11 6EB	Alteration and extension of dwelling to rear with new PV panels and roof. New garden room annexe to rear of the garden.	No objections	Pending
2025/2587	1-21 Joseph Clover Court	UPVC/Timber window and composite door replacement	No objections	Pending

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

The following were considered by the committee:

Reference	Address	Details	Committee Decision
2025/2970	26 Jannys Close, NR11 6DL	Single storey side and rear extensions	No objections
2025/3009	Clyde Cottage, 14 Cromer Road, NR11 6HE	Listed Building Consent Rear extension and remodelling works to the existing ground floor room	No objections

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

None received.

8. To Receive any Updates on Large Town Developments

a. **Norwich Road Site.**

It was reported that Kay Montandon and the Clerk had met with Canham Consulting to receive an update to the plans for the Transport Hub. Details are being obtained for the solar panels and an estimate for the planning application. It is hoped that this can be submitted as a reserved matter to the outline plans. It was noted that the Town Council should receive a 50% discount on planning application fees.

b. **Burgh Road Site.**

Concerns were raised about the lack on communication with the Town Council over the section 106 agreement between Broadland District Council and Hopkins Homes. It was **agreed** to put in a Freedom of Information request to obtain the correspondence to date.

9. Budget

a. **To Consider any Items for the Budget 2026/2027**

consideration should be given to budgeting for a planning consultant, should one be required if allocations under the new GNLP are deemed unsuitable by the town.

b. **To Consider any Projects for the Aylsham Master Plan**

The Neighbourhood Plan.

10. To Note Items for Information or Future Agendas

Community resilience planning.

Update on the Neighbourhood Plan.

Response to Burgh Road s106 Freedom of Information request.

11. To Confirm the Next Meeting as Thursday 13th November, 10am in the Town Hall

It was noted that there was a prior booking in the Town Hall. It was **agreed** to hold the meeting in the council chamber.

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 11am

Signed _____

Date _____

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PREVIOUSLY CONSIDERED APPLICATIONS

Reference	Address	Details	ATC	Status
<u>2024/3376</u>	47 Cawston Road NR11 6EE	Notification for prior approval for change of use and conversion of existing commercial building (class E) into 1no dwelling (class C3)	No Objections	Approval with conditions
<u>2024/3433</u>	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
<u>2024/3764</u>	20 - 22 Market Place NR11 6EL	Installation of 2 louvres intake and extract within top section of windows to side elevation	No Objections	Pending
<u>2025/1103</u>	The Feathers 54 Cawston Road NR11 6EB	Conversion of outbuilding to games room (retrospective) FULL PLANNING PERMISSION	No objections	Pending
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<u>2025/1097</u>	15 Red Lion Street NR11 6ER	Demolition of redundant outbuildings and erection of new single storey building	Application supported	Pending
<u>2025/1748</u>	The Retreat, 40 Hungate Street NR11 6AA	Re-design and update of the current buildings on site and change of use to C3	No objections	Pending

2024/3707	20-22 Market Place NR11 6EL	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 system which will allow the intake and extract to be on the opposite side of the building?	Pending Certificate of Lawful Development issued for minor repairs and maintenance to the exterior of the building 2025/2507
2025/2579	34 Mill Row. NR11 6HZ	<i>Listed Building Consent</i> Internal alterations to the attached granary to create ground floor bedroom, lobby and shower room and first floor ensuite bathroom and store.	No objections	Approval with conditions
2025/2418	Barclays Bank 1-2 Market Place NR11 6EW	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	Pending

			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.	
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2025/2757	<i>11 Cawston Road, NR11 6EB</i>	Alteration and extension of dwelling to rear with new PV panels and roof. New	No objections	Approval with conditions

		garden room annexe to rear of the garden.		
2025/2587	1-21 Joseph Clover Court	UPVC/Timber window and composite door replacement	No objections	Approval with conditions
2025/2970	26 Jannys Close, NR11 6DL	Single storey side and rear extensions	No objections	Pending
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NEW APPLICATIONS

Applications to be considered by the committee

<i>Reference</i>	<i>Address</i>	<i>Details</i>
<u>2025/2777</u>	<i>Abbots House, 25 White Hart Street, NR11 6HG</i>	Repair/replace existing sashes to all windows
<u>2025/3401</u>	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single-storey building.
<u>2025/3276</u>	<i>17 Millgate, NR11 6HX</i>	Internal alterations and change one window into a set of small double doors
<u>2025/3329</u>	<i>3 Holman Road, NR11 6DD</i>	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.