



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 1st APRIL 2026 at 7.00 pm

Faye LeBon

(Town Clerk)

Wednesday 25th March 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.

AGENDA

- 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) 4th March 2026 (1-7)
 - b) 24th March 2026 (8)
- 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 (9)**

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 Consider how Aylsham can become a Mental Health Aware town (10-11)**
- 8. To Receive Town Clerk's Report (12-14)**
- 9. Capital Projects (15-16)**
 - a) To Note any Updates on Capital or Community Infrastructure Levy Projects, Including new Proposals
- 10. Highways**
 - a) To receive update on Transport Hub and agree amendment to planning application(17)
 - b) To receive report from Transport Group Meeting and consider further actions
 - c) To consider correspondence regarding speed limit reduction on A140 (18-22)
 - d) To Receive update on Mileham Drive Car Park

11. Finance

- a) To receive the bank reconciliation to 24th March 2026 (23)
- b) To receive year to date payments and receipts against budget (24-34)
- c) To agree the detailed payments 24th February 2026 to 24th March 2026 (35-39)
- d) To agree the detailed receipts from 29th January 2026 to 24th February 2026 (40-42)
- e) To note schedule of reserves (43-44)
- f) To receive report of Internal Scrutineer (45)

12. To Receive Report from Aylsham Recreation Ground on Administration Handover Date (46)

13. To Consider Town Council attendance at the Family Learning Day (46)

14. Committee Reports

a) Aylsham Climate Emergency (47-51)

- i) To receive the minutes of the meeting of 2nd March 2026 and approve decisions made
- ii) To consider proposition from ACE to purchase a pop up gazebo for events

b) Planning (52-61)

- i) To note the Minutes of the committee meeting of 12th March 2026

c) Cittaslow (62-65)

- i) To note the Minutes of the committee meeting of 17th March 2026

d) Visit Aylsham (66-68)

- i) To receive the minutes of 11th March 2026
- ii) To Receive Expression of Interest sent for Town of Culture Application

e) Churchyard (69-70)

- i) To note the minutes of the Churchyard Committee held on 16th March 2026

f) Property

- i) To note the minutes of the committee meeting of 24th March 2026

g) Staffing (71-72)

- i) To note the Minutes of the Staffing Committee of 19th March 2026

h) Neighbourhood Planning (73-75)

- i) To receive the Notes of the Neighbourhood Plan Working Group of 25th February 2026 and 25th March 2026 and Approve Decisions ()

15. To Note Items for Information or a Future Agenda

16. Meetings (76)

- a) To Confirm the Date of the Next Meeting as Wednesday 6th May 2026 (Annual Meeting of the Town Council)
- b) To Agree Date and Format for the for Annual Town Meeting

17. 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 item 18 in view of the confidential nature of the business to be transacted.

18. Staffing

- a) To receive information regarding confidential staffing matters
- b) To consider final decision on Staffing Structure, subject to consultation feedback
- c) To Agree Job Description and Person Specification for Comms Office