



email: [townclerk@aylsham-tc.gov.uk](mailto:townclerk@aylsham-tc.gov.uk)  
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## **NOTICE OF MEETING & SUMMONS TO ATTEND**

### **THERE WILL BE A MEETING OF AYLSHAM TOWN COUNCIL TO BE HELD IN THE TOWN HALL, ON WEDNESDAY 3 AUGUST 2022 at 7.00p.m.**

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. APOLOGIES FOR ABSENCE**  
To receive and accept Apologies for Absence as previously notified to the Town Clerk
- 2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**  
To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for Dispensations
- 3. MINUTES**  
To consider suggested changes to the minutes – B Lancaster  
To receive and confirm the Minutes of the Town Council Meeting held on 6<sup>th</sup> July 2022\*
- 4. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS**  
To receive information on any Matter Arising from previous meetings not on the agenda
- 5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**
  - a) To receive written and/or verbal Reports from Representatives (maximum 3minutes per report)
  - b) To consider any matter for Broadland Overview & Scrutiny Committee
- 6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK**
- 7. TO ANSWER QUESTIONS FROM COUNCILLORS**  
*Written questions should be given to the Clerk at least 3 days prior to the meeting.*

**8. TO CONSIDER PLANNING ISSUES**

**a) APPLICATIONS DETERMINED**

<b>Application no. &amp; Address</b>	<b>Town Council Comment</b>	<b>Broadland DC Decision</b>
20212080 <b>Barclays Bank, Aylsham</b>	although there were no planning grounds to object the council felt that the response should reflect the disappointment at losing another asset from the town	Full Approval 19.7.22
20212325 <b>Land off Spa Lane, Aylsham</b>	No Comment – David Harrison advised he wishes to call in this application	Full Approval 22.7.22
20220243 <b>Unicorn Public House, Hungate Street, Aylsham</b>	No Objection	Full Approval 19.7.22
20220182 <b>Coldham Hall, Tuttington Road, Aylsham</b>	No Objection	Approved 13.7.22
20220284 <b>Tollgate House, Norwich, Aylsham</b>	No Objection	Full Approval 20.7.22
20220654 <b>19 Industrial Estate</b>	No Objection	Approved 12.7.22

**b) APPLICATIONS FOR CONSIDERATION**

**20221004**

**34 Millgate**

Replacement fascias and installation of guttering

**20221075**

**6 Sir Williams Lane**

Details of Reserved Condition 2 of PP 20202160- layout change and additional 2 escape windows and a rooflight

**20221091**

**17 Holman Close**

Ground floor front and rear extensions. Extend dormer windows at first floor

**9. GNLP**

To report on meeting with Broadland District Council

**10. FINANCE**

- a) To receive and adopt the Monthly Financial Report for June 2022 \* Pages 1-2
- b) To consider the request to host SNAP Meetings
- c) To consider a request for a donation from the Emanuel Church Page 3
- d) To consider a request for re-instatement of grass Page 4

**11. TOWN CLERK'S REPORT**

To receive and adopt the Town Clerk's Monthly Report \*Pages 5-7

**12. TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**

**13. HIGHWAYS MATTERS**

- a) To receive an update on the request for change of priority at Penfold Street
- b) To receive a report on cycle stands to be supplied by Norfolk County Council
- c) To receive updates on Highway Matters

**14. RECREATION GROUND**

- a) To receive the Minutes dated 14<sup>th</sup> June 2022 \*Pages 8-9
- b) To receive any update on Funding Request for the provision of a Rainwater Harvesting system at Aylsham Recreation Ground
- c) To receive any update

**15. CITTASLOW**

- a) To note minutes of the Cittaslow Committee Meeting 20<sup>th</sup> July 2022 \*Pages 10-12
- b) To confirm the decisions made by the Cittaslow Committee

**16. AYLSHAM TRAFFIC MANAGEMENT GROUP**

- a) To receive an update

**17. CLIMATE COMMITTEE**

- a) To note minutes of the Aylsham Climate Emergency Meeting 4<sup>th</sup> July 2022 \*Pages 13-15
- b) To confirm the decisions made by the Cittaslow Committee

**18. EVENTS COMMITTEE**

- a) To note minutes of the Aylsham Events Committee Meeting 20<sup>th</sup> July 2022 \*Pages 16-17
- b) To confirm the decisions made by the Events Committee

**19. TOWN COUNCIL POLICIES**

To receive and agree the revised Co-option policy \*Pages 18-19

**20. NEW LICENCE APPLICATIONS**

To consider license applications for three new premises:

- a) The Book Hive, 18 Red Lion Street
- b) 23 Red Lion Street
- c) Laurel House, Dunkirk

**21. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**

To note any items of Information or for referral to a future Agenda

**22. DATE OF NEXT MEETING**

To confirm the date of the next Meeting as Wednesday September 7<sup>th</sup> 2022

**23. EXCLUSION OF THE PRESS AND THE PUBLIC**

To exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 during discussion of the following item

**24. CONTRACT DISPUTE**

- a) To receive a report regarding street light electric contract \*Pink Papers
- b) To discuss action taken to date
- c) To agree future action

**25. AYLSHAM STAFFING COMMITTEE**

- a) To note minutes of the Staffing Committee Meeting 20<sup>th</sup> July 2022 \*Pink Paper
- b) To confirm the decisions made by the Staffing Committee

Sue Lake

Mrs. S Lake

28<sup>th</sup> July 2022

**NOTES**

*This Meeting is open to the Public and the Press. The papers may be downloaded from the Town Council's website at [www.aylsham-tc.gov.uk](http://www.aylsham-tc.gov.uk) (go to Agenda and Minutes page). Copies of the signed Minutes of the Town Council Meeting held on 6<sup>th</sup> July 2022 will be available from the Council Office as soon as possible after the 4<sup>th</sup> August 2022.*

*All documents referred to in this agenda as "attached" are also available on the website (unless marked confidential).*

*Planning Applications listed above are those notified to the Town Council at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed on line please go to [www.broadland.gov.uk](http://www.broadland.gov.uk), and follow the links through to planning.*

