



**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 3rd DECEMBER 2025 at 7.00 pm**

Faye LeBon

(Town Clerk)

Friday 28th November 2025

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 Meeting Held on 5th November 2025 (1-8)**
- 4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
- 5. To Receive Reports from County and District Councillors, and the Police**
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 (9-11)**
- 8. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including new Proposals (12)**
- 9. To Review Scheme of Delegation (13-16)**
- 10. Member to the Cittaslow Committee**
- 11. Highways**
 - a) To receive update on Transport Hub (17)
 - b) To receive report from Transport Group (17)
 - c) To consider correspondence on Bus Shelter Improvement Funding (18-19)
- 12. Finance**
 - a) To receive the bank reconciliation to 25th November 2025 (20)
 - b) To receive year to date payments and receipts against budget (21-30)

- c) To agree the detailed payments 30th October 2025 to 25th November 2025 (31-37)
- d) To agree the detailed receipts from 30th October 2025 to 25th November 2025 (38-43)
- e) To note schedule of reserves and agree amendment to Events reserve or revenue budget (44-45)
- f) To receive report from internal scrutineer (46-47)
- g) To appoint internal auditor (48-49)

13. Neighbourhood Plan

- a) To receive report from the Neighbourhood Plan group and consider appointment of Neighbourhood Plan Consultant and Funding Thereof (50)
- b) To Receive Feedback from Neighbourhood Plan Group on Broadland District Council Design Code Consultation and Consider Response (50-54)
- c) To Consider Response to GNLP Green Infrastructure Strategy SPD Consultation (54)
- d) To Consider Response to the GNLP Sustainable Communities SPD Consultation (54)

14. To Consider Response to Government Consultation on Unitary Model(s) (55-56)

15. To Consider Response to Norfolk County Council regarding Footway Lighting on the Burgh Road Development (57-58)

16. To Consider Replacement of Town Planters (59)

17. Committee Reports

- a) **Aylsham Climate Emergency (60-63)**
 - i) To receive Minutes of the meeting of 3rd November 2025 and adopt recommendations made
- b) **Churchyard (64-67)**
 - i) To note the Minutes of the committee meeting of 24th November 2025
- c) **Planning (68-73)**
 - i) To note the Minutes of the committee meeting of 13th November 2025
- d) **Property (74-78)**
 - i) To note the minutes of the committee meeting of 18th November 2025
- e) **Christmas Lights (79-81)**
 - i) To note the Minutes of the committee meeting of 4th November 2025
- f) **Visit Aylsham (82-84)**
 - i) To receive the Minutes of the Visit Aylsham Working Group of 20th November 2025 and adopt recommendations made
- g) **Staffing (85-87)**
 - i) To note the Minutes of the Staffing Committee meeting of 27th November 2025
- h) **Events (88-90)**
 - i) To note the Minutes of the Events Committee of 20th November 2025

18. To Receive Feedback from Chairs' Meeting

19. To Note Items for Information or a Future Agenda

20. Meetings

- a) To Confirm the Date of the Next Ordinary Meeting as Wednesday 7th January 2026

- b) To Agree Date for Extra Ordinary Meeting to Set Budget

21. 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 22 in view of the confidential nature of the business to be transacted.

22. Staffing

- a) To receive update from Staffing Committee on Confidential Staffing Matters from the Meeting of 27th November 2025 and agree any subsequent actions
- b) To review risk associated with petty cash and agree amendment to Financial Regulations to remove facility