



AYLSHAM TOWN COUNCIL

**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM DRILL HALL,
ON WEDNESDAY 19 FEBRUARY 2020 at 7.00p.m.**

PRESENT:	Lloyd Mills Chairman	Mr B Lancaster
	Mrs J Bennett	Mrs A Overton
	Mr T Bennett	Mr P Prekopp
	Mr R Clark-Ward	Mrs V Shaw
	Mr D Curtis	Mr S White
	Mr D Harrison	Mrs E Springall
	Mrs M Evans	
	Sue Lake Town Clerk	

8 members of the public

1. TO RECEIVE APOLOGIES

All members were present

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

David Harrison declared his interests as a District and County Councillor

Rodney Clark-Ward declared an interest as a member of Aylsham Community Gym

Eileen Springall declared an interest on the planning application on Spa Lane

3. MINUTES

The minutes of the Town Council Meeting held on 15 January 2020 had previously been circulated and were **confirmed and signed by the chairman**.

4. INFORMATION ON MATTERS ARISING NOT ON THE AGENDA

a) To receive information on any Matter Arising from previous meetings not on the agenda
Nothing raised

b) Lighting request for Jewels Lane

The clerk had contacted the streetlighting contractor who in turn had contacted UKPN regarding this suggestion. Jewels Lane has no mains network so this would need to be installed. It would cost £500 to request a quote. Based on a similar issue elsewhere the contractor had extrapolated the details for Jewels Lane and the likely cost of UKPN would be just over £25,000. On top of that would be the street lighting columns, making good the path, possibly tree work and negotiation with residents. The information will be passed on to the residents requesting this and no further action will be taken by the Town Council at the present time.

5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Police – PC Lucas Ward reported on damage to the churchyard with various surfaces being spray painted. He is looking into possible culprits. There has been an incident on the Marriott's Way with someone being hit by a rider on a motocross bike. This is a particular issue in the Willow Park area.

Broadland District Council – Steve Riley reported that the next council meeting was scheduled for 20th February. There will be a discussion on community grants as there is currently no parity with South Norfolk. He also encouraged people to respond to the GNLP. Sue Catchpole advised that Broadland will be discussing an increase in members allowances at the scheduled meeting and also a proposal to increase borrowing.

It was questioned what was happening regarding the Bure Valley Railway – a paper should be produced next month from the Director of Place.

Norfolk County Council – David Harrison advised that Council Tax for Norfolk will be increasing by 3.99% but the situation regarding social services and health issues are not improving and the County Council have agreed to cut disability payments.

He also advised that the prospect of a Unitary Norfolk was being discussed again.

6. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

This item was not required.

7. QUESTIONS FROM COUNCILLORS

None received.

8. PLANNING ISSUES

a) **APPLICATIONS DETERMINED** – Information provided with the Agenda was **noted**.

b) **APPLICATIONS FOR CONSIDERATION**

20200039 Dell Farm, Heydon Road, Aylsham

Extension of house into existing attached barn

Conversion of two redundant agricultural barns to holiday accommodation

Town Council Response – No Objection

20200130 Land at Banningham Road, Aylsham

Erection of 3 Office Buildings with Associated Servicing and Parking Areas, Landscaping and Access from Richard Oakes Road

Town Council Response – No Objection

20200193 Lavenders Blue, 7 Red Lion Street, Aylsham (Listed Building)

Replacement of 2 first floor windows to front

Town Council Response – No Objection

20200124 47 Sir Williams Close, Aylsham

Replacement single storey extension

Town Council Response – No Objection

20200114 47 Cawston Road, Aylsham

Conversion of commercial buildings to a dwelling with detached garage/office

Town Council Response – No Objection

20200210 Belt Farm, Mill Row, Aylsham (Listed Building)

Partial dismantling of roof and wall of barn, dismantling of section adjacent roof of The Coach House, weatherproofing to party wall between barn and The Coach House and temporary stabilising scaffolding and propping to existing barn, stable roofs and walls

Town Council Response – No Objection

20200253 65 Sir Williams Close, Aylsham

Single storey side and rear extension

Town Council Response – No Response made

20200229 Frogshall Barn, Dairy Farm, Spa Lane, Aylsham

Agricultural to residential (prior Notification)

Town Council Response – The plans for this are misleading regarding the highway boundary. This will be communicated to Broadland

20200260 White House Cottage, Petersons Lane, Aylsham

New window to west elevation (Listed Building)

Town Council Response – No Objection

c) STREET NAME FOR GAS HOUSE HILL DEVELOPMENT

The Town Council had agreed a name of 'The Beeches' for this development which was approved by the developer. However, Broadland District Council advised that the house next door had the same name and this could cause confusion.

The developer had come back with Bishop Mews. The Town Council did not like this suggestion as the development is not a Mews and if roads were to be named after people some gender balance was thought desirable. After discussion the name Gale Close was agreed in recognition of the work of Liz and Geoff Gale.

9. GREATER NORWICH LOCAL PLAN (GNLP)

a) To receive a report re GNLP

Trevor Bennett had prepared a detailed analysis of the three proposed sites listed as preferred and reasonable alternatives in the plan. Also notes from the meeting with Mike Burrell from the GNLP. These documents were all circulated with the agenda.

b) To receive a letter from CPRE Norfolk re GNLP

Noted but not discussed.

c/d) To discuss proposals in the GNLP and agree a response

There then followed a lengthy discussion on the sites listed in the GNLP. It was acknowledged that one site would be put forward into the final plan. Whichever site is chosen will include a primary school. It is not clear whether this would be a third school, or, the more likely situation, a replacement school for St Michaels. It is also not detailed as to when this school will be built. Councillors felt this should be in Phase 1 of any development. To clarify the developer would not pay for the school but gift the land to Norfolk County Council who have committed to build it. The other issue that concerns many residents relates to health facilities. Members of the Council are looking at the Health Centre near the ACT Centre but there is no definitive information on how this is used.

The three sites were then discussed in detail. The site as an extension to Bure Meadows heading north is probably the least favourable site. This has issues with its proximity to the river and therefore flooding and wet ground and would also require another roundabout on the A140.

The Town Council believe the two other sites – Burgh Road and Norwich Road – are the only two realistic options. The site favoured in the GNLP report is the three plots on Burgh Road which are detailed for 300 houses. The information states that two exits to the development would be required but gives no details as to where they would be. At the recent consultation event the representatives from the GNLP when questioned regarding Burgh Road advised that it would be widened if necessary. Again, no indication as to how. Ideally the Town Council would like to meet with representatives from Highways to discuss these matters but so far that has not proved possible.

The site on Norwich Road lists 250 houses and was downgraded as a reasonable alternative as there was only room for one entrance onto site. Shortly before the meeting the clerk had received information on behalf of the developer (which was circulated to all members) showing an alternative layout that did include two entrances. This had been sent to the GNLP but had been omitted from the final document.

The Town Council welcomed the inclusion of a school but felt another important requirement of a development would be some form of transport hub/long stay car park. This had been mentioned to Mike Burrell but he gave little support to the concept.

A representative from Norfolk Homes attended the meeting and advised he would be willing to look at this aspect with the Town Council as a possibility at the Norwich Road site.

The Town Council **AGREED** the following response to the GNLP.

The town accepted that one site would need to be accommodated but this must include a primary school and this must be commissioned in the first phase of the project. The affordable housing element must be strictly adhered to. The Town Council would like a transport hub included in the development. The Town Council rejected Burgh Road as the most favourable site and instead would only agree to Norwich Road. The Town Clerk will draft a response and circulate for comments.

Also included in the response would be a view on the recent consultation event which most people felt was sub-standard for such an important policy.

10. FINANCIAL MATTERS

a) To receive and adopt the Monthly Finance Report for January 2020

This was agreed.

b) To receive a verbal report on the Internal Audit – 14th February 2020

The report on the interim audit had been received. No recommendations had been made.

c) To consider a request for a donation from the Recycling Fund by the Christmas Lights Committee

It was advised that a couple of years ago the Town Council had increased the budget for this committee on the proviso that they could no longer claim from this fund. Therefore, the request could not be granted.

11. TOWN CLERK'S REPORT

The Town Clerk presented and updated her report.

A request had been received from a resident of Knights Close (Off Hungate Street) for white 'H' lines as there were issues with entering and leaving the close at peak times due to school parking. It was noted this was exactly the issue the Town Council raised when the plans were submitted. It was proposed and **AGREED** that the council writes to Highways to request these lines.

12. CHAIRMAN'S ANNOUNCEMENTS

Nothing to report

13. DRILL HALL

a) To receive an update on the building works

The clerk had received an initial quote for replacing the ceiling in the main hall which amounted to £2700 with the existing framework and £4800 for complete replacement. This price was thought to be reasonable and will be taken to the Properties Meeting to discuss. The car park looks good and consideration for painting parking lines will be given.

b) To discuss a request from Aylsham Community Gym re rental charge

The e-mail from the Community Gym mentioned at the last meeting was discussed in detail. Members felt that there was no case for reducing the rent as virtually all the users are community groups and it would not therefore be equitable. A response will be sent to the gym regarding this.

c) To note receipt of plans for the Emanuel Church

The architects for the church next door had sent in plans for proposals to alterations to the church building. These have still to be submitted to planning and were sent to the Town Council as neighbours. Members could not see anything in the plans that caused concern but would reserve judgement until the plans were discussed when received by Broadland.

14. CITTÀSLOW ANNIVERSARY COMMITTEE

a) To receive minutes of Cittaslow Anniversary Meetings held on 20th January 2020 and 10th February 2020.

The minutes previously circulated were noted.

b) To Confirm the decisions made by the Cittaslow Anniversary Committee

These were **AGREED**.

c) To agree the budget request from the Cittaslow Anniversary Committee

The committee had prepared an outline budget which was submitted with the agenda. The known costs were calculated at around £13,500 but a request for £20,000 was made. The vast majority of this would be returned in fees and grants but the expenditure would need to come before the income. It was proposed and AGREED that a sum of £20,000 be placed in a budget for this event.

15. CITTÀSLOW COMMITTEE

- a) **To receive the minutes of the meeting held on 16th January 2020**
The minutes previously circulated were noted.
- b) **To Confirm the decisions made by the Cittaslow Committee**
These were **AGREED**.
- c) **To receive and discuss in principle a report from the Cittaslow Committee re 'Aylsham In The Future'**

The document was well received. Pat Prekopp advised there was now a version 3 of the document which included a foreword from him as chairman of the Cittaslow Committee and also an appendix from David Harrison as the County Councillor.

It was **AGREED** that the Cittaslow Committee could produce and launch the document for discussion. Details of how this will be done will be discussed by the Cittaslow Committee and brought back to the next meeting.

16. RECREATION GROUND

- a) **To receive minutes of the Meetings held on 14th January and 11th February 2020**
These were noted
- b) **To receive any further update**
The issue with the water is being addressed. Work on the storage unit will recommence before the end of the month.
- c) **To consider the item relating to the public use of the Bowls Club**
The Town Council were happy with the proposed extended use of this facility.

The issue with the defibrillator at the Bowls Club was also discussed. The Town Council felt it was unconscionable that this was in place but did not work and no actions were being taken to get it in a state ready for use. It was queried whether it was on the ambulance service list of publicly available units. The Town Council feel it is outrageous that a Recreation Ground of this size does not have a readily available, working defibrillator. The chairman reiterated his proposal that the Town Council would purchase a cabinet to be placed on the pavilion. This was **AGREED**. Discussions will be held with the Recreation Ground Committee to move this issue on.

17. HIGHWAY ISSUES

- a) **To receive a response from Tom McCabe re A140 crossing**
A response had finally been received from Tome McCabe some 16 weeks after the letter was originally sent. This had been followed up by a letter of complaint from the chairman which had still not been answered.

The response to providing a crossing was a negative as there is no money in the budget for this. He did however advise that they would look for suitable funding should any opportunities arise.

18. BUS STOP ON NORWICH ROAD

- a) **To receive and discuss a report on the brick bus shelter on Norwich Road**
The clerk had reported on the state of the shelter. This had been cleaned and will be placed on a schedule to ensure this is regularly attended to.

The options discussed in the report were considered and at the present time it was **AGREED** to replace the timetable board and leave as it is and monitor the situation.

19. EVENTS COMMITTEE

a) To receive minutes of Meeting held on 5th February 2020

The minutes previously circulated were proposed for adoption and **AGREED**.

b) To confirm the decisions made by the Events Committee

These were agreed. Rodney Clark-Ward expanded on the firework plan advising that the scouts would be responsible for the insurance and they are looking at silent fireworks. The matter will be discussed in detail at the next events meeting.

20. CHURCHYARD COMMITTEE

a) To receive minutes of Meeting held on 5th February 2020

The minutes previously circulated were proposed for adoption and **AGREED**.

b) To confirm the decisions made by the Events Committee

These were agreed.

c) To agree revised Terms of Reference for the Churchyard Committee

These were proposed and **AGREED**.

d) To agree the proposal to examine replacing the remaining faces of the War Memorial

This was proposed and **AGREED**.

21. CHRISTMAS LIGHTS COMMITTEE

a) To receive the minutes of the Christmas Lights Committee held on 27th January 2020.

The minutes previously circulated were noted.

b) To confirm the decisions made by the Christmas Lights Committee

These were **AGREED**.

22. CORRESPONDENCE

a) To receive a letter from Aylsham High School re the GreenPower Project

It was felt this was a generic letter sent to various businesses in the area and more appropriate for them than the Town Council.

b) To consider a request from Vattenfall to attend a meeting

A letter had been received requesting attendance at the March meeting to update councillors. It was felt this was not required at the moment.

c) To consider a request from Jerome Mayhew MP to attend a Town Council Meeting

A request had been received from the new MP to attend a Town Council Meeting. By necessity this would need to be on a Friday night. Members felt this was a marked improvement on the previous MP and welcomed the possibility of a meeting.

23. ITEMS FOR INFORMATION/FUTURE AGENDA ITEMS

It was advised that the TV programme Repair Shop had been contacted regarding refurbishing the old gas light on Gas House Hill. A decision should be known in the next month.

24. DATE OF NEXT MEETING

The Chairman confirmed the date of the next Meeting as Wednesday 18 March 2020, **at 7.00pm at the Drill Hall**

The Chairman also advised that the Annual Town Meeting will be held on Wednesday 8th April 2020, **at 7.00pm at the Town Hall**

25. EXCLUSION OF THE PRESS AND THE PUBLIC UNDER THE PUBLIC BODIES (ADMISSION OF STRANGERS) ACT 1960

It was proposed and unanimously **AGREED**, that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the Press and Public should be excluded.

26. STREETLIGHTS

Tender for replacement

Five completed tender forms had been received and these had been analysed as per the report distributed with the agenda.

Councillors questioned some of the detail not listed on the report and after discussion it was proposed and **AGREED** to proceed with Tender 5 for a total of £140,462.09. Although this was not the lowest tender it did include all the elements requested some of which had been omitted from the lowest bid.

Tender for Maintenance

Four complete bids had been received and these had been analysed as per the report distributed with the agenda.

All of them gave prices for extras except Tender A where everything was included. The clerk advised that although this price included emergency call outs there had only been three in the six years she had been in post and two of those were fully recoverable.

After discussion it was proposed and **AGREED** to proceed with Tender D for an annual sum of £1085.

27. STAFFING ISSUES

a,b,c) To receive report and minutes and discuss recommendations from Staff Working Group held on February 12th

The report and minutes were discussed in detail and the following proposals were all **AGREED**.

I) To accept the proposed job description for the revised post now titled Facilities and Premises Officer

II) To note that hours and salary rate will be discussed at the next Staff Working Party Meeting

III) to agree the proposal to increase the hours of one member of the Facilities Staff so the Town Council will employ one staff member on full time hours and two members on 30 hours per week. All three members of staff will be given the same job description and be expected to undertake the work equally.

iv) To agree that Ryan Jeckell can apply for a personal and premises licence funded by the Town Council. Funding to include any necessary training required

v) To agree Staff working Party Terms of Reference

- vi) To confirm the permanent appointment of Donna Butcher following her probation period
- d) **To receive an update on current staff member on long term sick**
The Town Clerk and the chairman detailed various matters relating to the staff member. Some of the details reported were considered very serious.
After a lengthy discussion a course of action was **AGREED** the full outcome of which will be clarified at the next meeting.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.50p.m.

Minutes Agreed..... 18th March 2020

DRAFT