

RE: Land at Norwich Road, Aylsham

Dear Sue

I hope this finds you well.

Further to our meeting on 05 October last year, I wanted to follow up on behalf of Norfolk Homes, in relation to the above site.

As you may be aware, we have continued to promote the site through the emerging Greater Norwich Local Plan, with a view to making a planning application at some stage in the future. With that in mind, we just wanted to catch up on one of the matters discussed at our meeting last year. We talked about planning for an area of land on site for community and related uses and sought your Council's views on what it might like to see planned. We mentioned having had discussions with the Scouts about land for a new local HQ.

Are you able to advise of any particular use/s that might be in demand, and which we could consider being potentially planned for – by setting aside an appropriate area of land - as we progress our proposals?

We're of course happy to meet with you again if that would be beneficial.

I look forward to hearing from you.

Regards, Al.

**Alan Presslee**  
**Director**  
**CORNERSTONE**  
Planning Limited

		Month	Year	Budget	Variance	Available	% Spent
General Purpose	Income	8,67	116,0	106,4	(9,5		109.0%
	Expenditure	16,9	54,3	94,5	40,1	40,1	57.6%
	Net Income over	(8,25	61,6	11,9	(49,68		
	plus Transfer from	0	0				
	less Transfer to EMR	0	0				
	Movement to/(from) Gen	(8,25	61,6				
Town Hall	Income	745	62,4	69,0	6,51		90.6%
	Expenditure	2,25	46,6	79,2	32,5	32,5	58.9%
	Movement to/(from) Gen	(1,50	15,7				
Drill Hall	Income	1,50	52,8	63,3	10,4		83.4%
	Expenditure	10,6	86,9	63,3	(23,53	(23,53	137.1%
	Movement to/(from) Gen	(9,18	(34,0				
23 Market	Income	0	2,94	5,50	2,55		53.5%
	Expenditure	0	145	600	455	455	24.2%
	Movement to/(from) Gen	0	2,79				
Cemetery	Income	897	3,38	6,75	3,36		50.1%
	Expenditure	0	0	1,50	1,50	1,50	0.0%
	Movement to/(from) Gen	897	3,38				
Public Toilets	Expenditure	1,16	9,46	17,4	7,98	7,98	54.2%
Other	Income	0	12,3	12,3	0		100.0%
	Expenditure	431	3,01	5,03	2,01	2,01	59.9%
	Movement to/(from) Gen	(431	9,33				
Cemetery	Income	650	19,0	21,2	2,20		89.6%
	Expenditure	1,70	10,4	21,2	10,7	10,7	49.3%
	Movement to/(from) Gen	(1,05	8,58				
Norwich	Income	0	220	0	(220		0.0%
	Expenditure	0	7	0	(7)	(7)	0.0%
	Movement to/(from) Gen	0	213				
Cromer Road	Income	30	975	0	(975		0.0%
	Expenditure	250	250	250	0	0	100.0%
	Movement to/(from) Gen	(220	725				
Woodgate	Income	0	1,35	0	(1,3		0.0%
	Expenditure	0	77	0	(77)	(77)	0.0%
	Movement to/(from) Gen	0	1,27				
Bure	Income	45	2,01	0	(2,0		0.0%
	Expenditure	170	614	0	(614	(614	0.0%
	Movement to/(from) Gen	(125	1,40				

	Month	Year	Budget	Variance	Available	% Spent
Allotments General	0	19,3	23,8	4,50		81.1%
Expenditure	1,80	12,8	23,5	10,6	10,6	54.7%
Net Income over	(1,80)	6,43	266	(6,1)		
less Transfer to FMR	0	0				
Movement to/(from) Gen	(1,80)	6,43				
Markets	866	5,29	7,40	2,10		71.5%
Expenditure	0	1,97	2,55	578	578	77.3%
Movement to/(from) Gen	866	3,32				
Open Spaces	1,42	139,7	145,9	6,18		95.8%
Expenditure	7,06	91,5	150,8	59,2	59,2	60.7%
Net Income over	(5,64)	48,1	(4,9)	(53,04)		
plus Transfer from FMR	0	0				
Movement to/(from) Gen	(5,64)	48,1				
Street Scene	0	65,3	45,3	(20,00)		144.1%
Expenditure	1,83	27,0	45,3	18,3	18,3	59.6%
Movement to/(from) Gen	(1,83)	38,3				
Christmas	455	1,68	0	(1,6)		0.0%
Expenditure	235	384	1,65	1,26	1,26	23.3%
Movement to/(from) Gen	220	1,29				
Street Party	80	1,12	0	(1,1)		0.0%
Expenditure	0	2,15	0	(2,1)	(2,15)	0.0%
Movement to/(from) Gen	80	(1,03)				
General events	1,55	2,02	0	(2,0)		0.0%
Expenditure	1,18	2,41	0	(2,4)	(2,41)	0.0%
Movement to/(from) Gen	369	(395)				
Collectors Fair Income	383	1,92	0	(1,9)		0.0%
Grand Totals:-	17,3	510,0	507,1	(2,9)		100.6%
Expenditure	45,7	350,4	507,1	156,7	156,7	69.1%
Net Income over	(28,40)	159,6	(30)	(159,6)		
plus Transfer from	0	0				
less Transfer to FMR	0	0				
Movement to/(from) Gen	(28,40)	159,6				

## Aylsham Town Council

### **INTERNAL SCRUTINEER'S REPORT** **FOR THE QUARTER PERIOD : JULY - SEPTEMBER 2019**

The Internal Scrutineer is to be a person not involved either in the Council's financial processes or in preparing and completing the Council's Statement of Accounts.

Check Required	Date Check Completed	Result of Check	Report Result to Council Meeting
Bank reconciliation of accounts – undertaken once a quarter	15 <sup>th</sup> October 2019	Precise	20 <sup>th</sup> November 2019
<b>INCOME:</b> Invoices, Receipts, Paying in Slips and Bank Statements for –  1) Town Hall 2) Drill Hall 3) Markets 4) Allotments 5) Events 6) Recreation Ground	15 <sup>th</sup> October 2019	Precise	20 <sup>th</sup> November 2019
<b>EXPENDITURE:</b> Invoices and Bank Statements for –  1) Payments by BACs/Cheques/ Direct Debits/Standing Orders 2) Staff Salaries 3) Pension/HMRC Returns 4) Petty Cash	15 <sup>th</sup> October 2019	Precise	20 <sup>th</sup> November 2019
Burials – all relevant documentation	15 <sup>th</sup> October 2019	Precise	20 <sup>th</sup> November 2019

Notes: All financial records and systems continue to be presented for scrutiny in a straightforward way.

Signed: *Valerie Shaw*

Name: Valerie Shaw

Date 15<sup>th</sup> October 2019



Date 29/10/2019

To the Town Council Committee

**Reference; Request to help the 1<sup>st</sup> Aylsham Scout Group fund the St George Day parade 2020**

As Group Leader of the 1<sup>st</sup> Aylsham Scout Group, I have recently been in touch regarding the potential of funding for an upcoming event in the town. I know the Town Council is keen to support local charitable organisations, and I hope you will consider the Scouts a worthwhile cause.

Every year, the group supports community events and annually we are involved in the Aylsham Remembrance Day parade, the Aylsham Christmas light switch on, the Aylsham Sausage Bash and the Itteringham fair. We are also proud to be hosting the North Norfolk District Scouts annual St Georges Day parade in the town on the 19<sup>th</sup> April 2020 where we will be hosting 500 scouts from North Norfolk for a Church service, a parade in town and a community event in our new home at Woodgate. Naturally, this event will involve a lot of preparation and your support will be welcome.

We are writing to you to request a donation of £500 to the 1<sup>st</sup> Aylsham Scout Group. We will be using the donation to purchase a large marquee for guests and events for the St Georges Day Parade. Any money the group receives is managed and processed by our Executive Committee which oversees the spending and allocation of funds to support our excellent network of volunteers.

Thank you for considering our request, and do let us know if you need anything further from us to consider your donation

Yours faithfully

Leanne Brown

**Group Scout Leader- 1 Aylsham Scout Group**



## CLERK'S REPORT FOR COUNCIL MEETING 20.11.19

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall	Refurbishment	Work starting on screen and audio and blinds 18 <sup>th</sup> November Planning permission for doors with BDC
23 Market Place	Let to WH Brown Rent issue	Agreed a five-year lease – currently working with solicitors
Cemetery Cottage	Private Letting	Issues with ceilings cracking – awaiting builders report
Cemetery		No known issues.
Allotments		No known issues.
Churchyard		
Market Place		
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general		<b>AGENDA ITEM</b>
Paupers Graveyard	Clearing	Weed killing undertaken
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		<b>AGENDA ITEM</b>
Land at Sapwell Close	A d v e r s e Possession Claim	Now with a different Government Department
Car Parks		Awaiting details of BDC review
Street Lighting	R e p l a c e m e n t Programme	<b>AGENDA ITEM</b>
Mill Road/Cawston Road	Installation of Bollards	Agreed final placement at a site meeting with Highway Engineer
Public Toilets		Issue with ceiling in the ladies disabled toilets. Leaking badly and covered with a black mould. Have budgeted for additional work in the draft 2020/21 budget

Offices - Public Toilets		
COMMA/Archives		Will partner with Norfolk County Council on a National Lottery heritage project
Litter & Dog Waste Bins		Issues with a litter bin on Gashouse Hill which may need replacing
Bus Shelters		Have received £20,000 from Norfolk County Council. Need to agree positioning bearing in mind the lack of a footway at Woodgate. This is in negotiation with NCC and Persimmon
Pump		
Pillboxes		
War Memorial		
Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office no of any such areas and we will add it to the schedule we send them
Neighbourhood Plan		
Drill Hall		<b>AGENDA ITEM</b>
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	Planning application submitted
Bure Meadows Footpath	New Footpath across to Dunkirk	
Staffing		Member of staff currently on sick leave
Policing	Sickness	We have been advised that PC Magee is currently on sick leave for a while. His stand-in is PC Colin Bailey

**Items for Town Council to consider/note**

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD IN THE COUNCIL CHAMBER AYLSHAM TOWN HALL  
ON THURSDAY 17 OCTOBER 2019 at 7.00 p.m.**

**PRESENT:** Mr P Prekopp, Aylsham Slow Food, Chairman  
Mr R Willis ABEF  
Mrs C Albarn Aylsham WI  
Mrs M Evans Aylsham Town Council  
Mr G Margaron, Aylsham Community Partnership  
Mr R Preston, Walkers are Welcome  
Mrs V Shaw Aylsham Town Council

**OFFICER:** Mrs S Lake, Aylsham Town Clerk

**01 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from  
Ms K Hughes, Broadland District Council  
Mrs J Marles Aylsham In Bloom  
Mrs J St Clair Aylsham U3A

**02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**

There were no Declarations of Interests or any Requests for Dispensations.

**03 MINUTES**

The Minutes of the Cittaslow Aylsham Meeting held on 19 September, were **confirmed and signed**.

**04 MATTERS ARISING**

None

**05 ITEMS REFERRED FROM LAST MEETING**

The Cittaslow video would play but the sound was not present. A link to the video will be sent to committee members

**06 ADJOURNMENT OF THE MEETING**

In the absence of any member of the public, the meeting continued without adjournment.

**07 OTHER ORGANISATIONS IN AYLSHAM**

No response had been received to the invitation to the Bure Valley Conservation Trust – a reminder will be sent. Val Shaw or Mary Evans will Rev Jack Branford from Aylsham Church.

**08 FARMERS MARKET**

The Farmers Market in October coincided with the Food Festival organised by Slow Food and was well attended. One stall holder thanked the Town Council in trying to organise an event in the Town Hall most months to compliment the market. A replacement baker and cake stall had been found.

**09 PROJECTS**

**i) OLD STATION YARD**

Still trying to organise a meeting with the lady from the Community Orchard.

ii) **WALKERS ARE WELCOME**

A winter walks programme is being brought together. Walkers are Welcome will be at the Christmas Lights switch on to promote the scheme. A leaflet regarding short walks around Aylsham is being developed.

iii) **STREET PARTY – 2020**

The date for 2020 has been set as July 5<sup>th</sup>. The Lovin Handful, Saturn AV and Felix Simpson have been booked. Arrangements are in hand to book the climbing wall. Unfortunately, the Playbus does not seem to be operating any longer so some replacement item for young children will be looked for.

**10 CITTASLOW UK & INTERNATIONAL MATTERS**

A meeting was held on 12<sup>th</sup> October in York. Giles Margerson reported back on the meeting. It looks like Berwick may soon relinquish membership. Queries relating to the finance report were raised and will be passed on at the next meeting.

**11 AYLSHAM CITTASLOW STATUS AND SLOW FOOD ANNIVERSARIES**

Following discussion on ways to celebrate the joint anniversary of SFA and Cittaslow in 2020, it was felt that the occasion would be a good time to relaunch both groups. To remind members about Cittaslow's purpose, it was suggested the original improvement plan be revisited.

Richard Preston presented extracts from the improvement plan with ideas on how some of the targets – married to the ambitions of the Neighbourhood Plan – could possibly be advanced. It was **AGREED** that this work would be further developed with a view to engaging in a conversation with the wider community, local businesses and principal local authorities about a vision for Aylsham as a Cittaslow town.

**12 AYLSHAM COMMUNITY EVENTS COMMITTEE**

The 5k colour run was a very successful event and will be looked at again for next year. The main focus now is on the Christmas Light Switch On and Christmas Craft Event. All plans are well in hand.

**13 SLOW FOOD AYLSHAM**

The Food Festival went very well although not all booked stalls turned up on the day. A social event to the Indian on the Cliff at Cromer has been arranged for November. Two new members have joined following the Food Festival.

**14 AYLSHAM IN BLOOM**

No report available.

**15 ABEF**

Business Breakfasts have been organised for November and January.  
The Christmas Meeting will be hosted by the Plough  
Plans are under way for a Spring Expo

**16 AYLSHAM PARISH CHURCH AND CHURCHES TOGETHER**

No report available.

**17 ITEMS FOR INFORMATION/NEXT AGENDA**

Nothing raised.

**18 DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Thursday 21<sup>st</sup> November 2019 at 7.00p.m.in the Council Chamber, Aylsham Town Hall**

**CLOSURE OF THE MEETING**

There being no further business the Chairman closed the meeting at 8.50 p.m.



**AYLSHAM COMMUNITY EVENTS COMMITTEE**

**MINUTES OF THE MEETING OF THE  
AYLSHAM COMMUNITY EVENTS COMMITTEE  
HELD IN THE DRILL HALL, CAWSTON ROAD, AYLSHAM  
ON WEDNESDAY 6<sup>th</sup> NOVEMBER 2019 at 7:00pm**

**PRESENT:**

Karen Smith	-	Vice Chairman Chairman (Town Resident)
Joan Bennett	-	Councillor
Pat Prekopp	-	Councillor
Trevor Bennett	-	Councillor
Rodney Clerk-Ward	-	Councillor
Giles Margaron	-	Town Resident
Ed Margaron	-	Town Resident
Valerie Shaw	-	Councillor
Richard Forrest-Hill	-	Recreation Ground Manager
Debbie Dangerfield	-	Trefoild Guild
Sue Lake	-	Aylsham Town Clerk
Paul Smith	-	Aylsham Town Council Events Officer

**1. WELCOME INTRODUCTIONS & APOLOGIES**

Apologies were received from Jack Branford, Ian Gravenell Matt Miller, Eileen Springall  
Andrew Strange these were accepted.

**2. TO RECEIVE MEMBER'S DECLARATIONS OF INTEREST IN AGENDA ITEMS**

None Received

**3. TO CONFIRM MINUTES OF MEETING HELD ON 2<sup>nd</sup> OCTOBER 2019**

Minutes of the meeting held on 2<sup>nd</sup> October 2019, as previously circulated were confirmed and signed.

**4. INFORMATION ON MATTERS ARISING**

None Raised

**5. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK**

None present

**6. TO RECEIVE AN UPDATE ON THE ACCOUNT BALANCE FOR THE AYLSHAM EVENTS COMMITTEE**

A copy of the accounts was circulated with the agenda. Since its preparation further money had been received from the colour run.

**7. TO DISCUSS ANTIQUE AND COLLECTORS FAIRS**

No Update as such. The clerk advised the event does not look as busy as it used to. The Events Office advised that the adverts for next years fairs have been placed and they are always on the EDP website. An enquiry from a new stall holder was received in the office this week.

**8. TO DISCUSS THE EVENTS OFFICER'S PROGRESS REPORT**

This was previously circulated and accepted and updated mostly under each item heading. Items discussed at this point were

**Street Party** – the clerk had contacted a band but the price quoted was far in excess of the budget available. Bands were discussed in general and it was decided if the budget could not be met to approach Agent Orange who had always proved popular at previous events.

**2020 Plan** – The Town Clerk presented her thoughts on the need to have a pre-planned event programme to ensure sufficient volunteers and to avoid ‘volunteer fatigue’. This will be discussed in detail at the January meeting. Also, to be discussed would be Operation London Bridge (death of the sovereign) and what would be required and what impact it could have on scheduled events.

9. **TO RECEIVE UPDATE FESTIVAL OF DANCE, MUSIC AND SONG 06<sup>th</sup>/07<sup>th</sup> SEPTEMBER 2019**  
Unfortunately, Brian Gaudet was not at the meeting to give the final report.

10. **TO DISCUSS 5K COLOUR RUN 13<sup>th</sup> OCTOBER**  
The event was very well supported and ran smoothly. There were nearly 150 entrants. The thoughts of those helping on the day were that the event organiser did not provide value for money and should the event be held again then it would be organised in-house.

11. **TO DISCUSS CHRISTMAS LIGHT SWITCH ON 29<sup>TH</sup> NOVEMBER 2019**  
Arrangements are well in hand and the event is full. The trailer will be parked outside the Town Hall and Ed Margaron will liaise with ITV over the details for the evening. Giles Margaron has agreed parking with Keys and the BVR until 10pm. The Scouts and the Cadets will be available to assist with parking. A spotlight will be arranged to light Santa on the Black Boys balcony. The gifts from Santa have been received and are currently being wrapped.  
The Events Committee will be responsible for the refreshments in the Town Hall. It was agreed to provide tea, coffee, hot chocolate, squash and mulled wine. With regard to food this would be kept simple – mainly mince pies (homemade if possible!)

**Still to be confirmed/organised**

Pre-event warning signs – Town Council  
School Procession – Town Council  
Map/details of the night – Town Council  
Exact Timings for Santa and Chris Page – Ed Margaron  
Availability on the night, an e-mail will be sent by the clerk – All  
Mince pies – All

12. **TO DISCUSS VE DAY CELEBRATIONS 2020**  
Karen Smith had contacted Paterson Lodge and the Girl Guides have various items in their archives that we can have. Debbie Dangerfield will meet with the archivist to choose what is required.  
The church will be doing the usual childrens activities and also bell ringing but were happy to fit in where possible.  
The scouts will bring sandbags and climbing frame  
The Heritage Centre will do a month long display in the Church.  
The Military Vehicle Group will bring 6 vehicles and the Fire Brigade will bring an ATV (All-Terrain Vehicle) and TL (Turntable Ladder).  
The Town Clerk will contact the WI, Country Market and Slow Food to see what involvement they wish to have. An early ‘save the date’ will be placed in Just Aylsham.

Entertainment – the Events Officer will approach a possible singing group. Joan Bennett will contact a Cîroc group. The outdoor cinema will not be suitable as it needs to be really dark to use this. However, we will look at suitable films to show in the Town Hall

13. **CORRESPONDENCE RECEIVED**

None received.

14. **TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING**

Street Party 5<sup>th</sup> July 2020

2020 Calendar

Open Air Cinema

15. **DATE OF NEXT MEETING**

The committee do not usually meet in December but hold a social meeting to discuss the good and the bad of the Switch On Event – The Events Officer will organise this.

The next scheduled meeting is the first Wednesday in January. However, this is the 1<sup>st</sup> so it was **AGREED** to hold the meeting one week later on the 8<sup>th</sup> January 2020 at 7.00pm in the Drill Hall

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 8.35p.m.

Minutes Agreed..... 8<sup>th</sup> January 2020

**EVENTS OFFICER'S REPORT  
COMMUNITY EVENTS COMMITTEE  
November 6<sup>th</sup> 2019 Meeting  
Report by Sue Lake – Aylsham Town Council**

**Accounts**

The accounts do not include all of the income from the colour run.

**Antiques and Collectors Fairs**

No current updates

**Festival of Dance Music & Song – 6/7<sup>th</sup> September 2019**

Brian Gaudet to report to the committee on how the event went

**Aylsham 5K Colour Run**

Nearly 150 people joined in the event as participants with many others watching from the side-lines. The feedback on the day was very positive.

Should the event be repeated in 2020 it is not thought necessary to engage a professional company to assist. However, there would need to be positive commitment from volunteers to enable the course to be set up and marshalled on the day.

Overall the event made a profit of between £250-£300 which could be increased by approximately £700 should the work be undertaken in-house.

**Christmas Lights switch on 29<sup>th</sup> November 2019**

- Saturn AV have contacted ITV regarding sound for the night.
- Larger trailer has been booked along with additional lighting and sound for the event
- Confirmed that Santa will be in Eclipse from 4:30pm
- Email has been sent to Rotary to confirm the use of the sleigh
- Local Dancers and school choirs will perform before the lights are switched on.
- Email has been sent to St Michaels School to confirm times for the precession
- Stalls are booked for the Market Place, Black Boys car park, Post Office Yard, Town Hall and Red Lion Street. The only area with spaces still available is Red Lion Street
- Our apprentice, Peter Savory, is co-ordinating the stalls so please direct any enquiries to him **ON THIS MATTER ONLY.**
- **Please can you confirm availability for the event to Sue Lake by Friday November 22nd**

**VE Day May 2019**

Girl guiding and Scouts have been contacted. We have also contacted local military vehicle group.

**Street Party 5<sup>th</sup> July 2020**

Loving Handful have had to cancel but it is hoped to source a new band to take their place.

**2020 Plan**

At the January meeting a calendar of events will be prepared to show what events we will be involved with to ensure there is no oversaturation of volunteer time. We will also look into Operation London Bridge (death of the sovereign) to have plans in place should this occur.

Minutes of the Christmas Decorations Community Committee held on 7th. October 2019.

1. To receive/accept apologies for absence and welcome all attending.

Those present were Mr. Keith Elphick, Chairman, Ms.Catherine Hayes ,Mrs. Sue Jay, Mrs. Carol Kisis, Mrs. Lorene Rouse, Mr.Rodney Clark-Ward, Mr. Trevor Bennett , Mr. Paul Davis, Mr. Francis Dodd, Mr. Ian Gravenell, Mr. Allan Groombridge, and Mr. Nigel Scarlett, .

Apologies were received from Mrs. Ruth Hill, Mrs. Mary Johnston, Mr. Chris Ellis and Mr. Tom Wilkinson.

The Chairman welcomed everyone to the meeting. He also gave a very warm welcome to Rodney who has joined the Committee as a member of Aylsham Town Council and also an Aylsham Fireman and also Ian who has decided to join us. The Chairman hoped that they will enjoy their time with us.

2. The Minutes of the meeting of 24th. June 2019 were confirmed and were unanimously agreed by all present and were signed by the Chairman.
3. Matters Arising. The Chairman thanked everyone who helped in any way in organising and running The Classic Car Event - Catherine, Francis, Paul, Vic and Keith. £80.30 was raised and 'We showed our face'.
4. Barn Dance. Everything was arranged for this Event but because we did not sell many tickets, this Event was unfortunately cancelled.
5. Financial Position of The Christmas Lights Fund -October2019.Copy attached. Wendy had presented us with an up to date copy of our financial position. This showed that the fund had a sum of £2152.88 in it.
6. Necessary Spending so far. The Chairman stated that the two large Christmas Scenes -the Nativity and The Stars- had had to be refurbished at a cost of £215.Graham Reeve had once again done this at no charge.

The Chairman suggested that he write 'a thank you letter' to Graham. All members agreed to this.

The Chairman stated that as the old Barnwells Shop had now been taken over by the Opticians the electrics outside the shop which fed the large Christmas tree had been taken away. New outlets for plugs to feed the lights which went around the building had been replaced but a feed for the Christmas Tree needed new cables and plug. Jonathan Postle was arranging for this to come from the fuse box in his shop. The cost would be approximately £200.

7. Additional Lighting. Stalls are to be erected in the Black Boys Car Park during the Switch On Evening and Matthew would like Christmas lights erected too. He is willing to pay for some of them. Chris has measured up the area and has worked out the length of new lights needed .We await Matthew's decision on the number to be purchased.

Rodney, who is a member of Aylsham Fire Brigade, has asked if we can purchase lights for erection on Aylsham Fire Station as he wishes for the Fire Station and the firemen to become more involved in the Community. This, I think is a brilliant idea. He has measured up for the lights required and he needs six sets. I hope the Committee will agree with this request. Agreed unanimously.

Rodney stated that the firemen periodically hold car washing sessions and after the next one half the money raised will be returned to the Light's Fund.

The Chairman stated that there are also to be stalls behind the old Post Office.

The Chairman asked Committee members if they wished for lights to be erected in any other areas of Aylsham. No other suggestions were forthcoming.

The Chairman stated that the lights above The Black Boys were now looking rather weak as they were the first lights to be replaced several years ago so he was going to replace these this season with new ones.

8. The Christmas lights would be erected around Aylsham on Sunday 17th. October starting at 8a.m. They would be taken down on Sunday 5th January 2020. The Chairman had sent a letter to Just Aylsham with these details and would put these details around the Town on posters and also in The North Norfolk News.

The Chairman and Chris had chosen a tree for the Town Square from Philip Clarke. The members of the W.I. would cook breakfast as usual and the members of the Flower Club would decorate The Pump on 8th December. The Town Sign would be decorated by the W.I. The inside of the Town Hall would be decorated on 24th. November.

9. Switch On. This would be performed by Chris Page, ITV Weather Man at 6.30p.m. on Friday 29th. November. Please note half an hour later than usual as the TV cameras will be here. The Chairman asked if members could be at various positions, as usual, to switch on the lights.
10. A.O.B. Rodney asked the Chairman if he would ask Sue if it were possible to ask for a Road Closure on the Sunday mornings when the lights were erected and taken down. This would be safer for all concerned and allow the firemen to take part.

He also stated that the local Councillors had a grant of £500 each to distribute to worthy causes. He suggested that the Chairman ask Sue about this matter, with a possibility of getting some for the Lights Committee.

11. Date of next Meeting. The date of the next meeting will be Monday 13th. January 2020 in the Green Room. After thanking everyone for attending the Chairman closed the meeting at 8.45.p.m.

**AYLSHAM RECREATION GROUND COMMITTEE  
MINUTES OF MEETING HELD  
5<sup>th</sup> November 2019**

**Present**

Keith Hilton, Francis Dodd, Heather Morton, Richard Moore. Barry Lancaster. Eileen Springall

Wendy Murphy – Finance Officer/Secretary  
Richard Forrest Hill – Recreation Ground Manager

**1. Apologies and Welcome**

Apologies were received from Anita and Barry Godden,

**2. Minutes of the previous meeting**

The minutes of 8<sup>th</sup> October 2019 have been circulated and were agreed as a true record.

**3. Matters Arising**

Heather suggested that when looking at painting the Pavilion main hall to look at Youngs Park as they have done a strip of grey paint to prevent marks

It was noted that when cutting hedges to be aware of birds nesting

**4. Financial Reports**

Wendy Murphy distributed the finances and confirmed that the reconciled balance in the current account as at 31/10/2019 was £3752.00 and the saving account was £13000.00. Hirer's invoices outstanding were £2546.00 and Payments to be made are £667.00. There was also a Vat amount to be claimed back £2639.00. The true balance is £21269.00

The Alarm was discussed and it has not been used for a long time – Wendy will look into this and check the Insurance to see if this is a condition of our policy. – **Action WM**

Wendy asked if the Recreation Ground committee could look at putting their hire cost up to £10 per hour to come in line with the Drill Hall – Heather proposed and Eileen 2<sup>nd</sup> all agreed. This will be implemented in January.

**5. Storage Unit and Scoreboard**

Please see attached report

**Lighting on Public footpath** – it was decided to ask the Town Council to investigate.

Storage Building – We are waiting for the decision from planning on how to proceed – Wendy will chase – **Action WM**

It was suggested that if the tree was to come down we would instruct B Bambridge to do this as a cost of £400.00 - All in favour

**6. Corporate Identity for the Recreation Ground**

Wendy Murphy is still arranging for her Daughter to produce a logo – **Action WM**

## **7. Hooked on Stitching**

The cost of removing the door code passes is very expensive – it was agreed the door leading to the office should be removed as this is not a fire door. – **Action RFH**

## **8. Recreation Ground Managers Report**

**Pavilion** - Richard is waiting to receive another quote for remedial electrical work

**Tennis Courts** – Trimming of the hedges has started

## **9. Ground Maintenance**

It was agreed to monitor the extra work that Keith Edwards is doing and everything going forward now has to be authorised before commencement

## **10. Skate Park / Smile Park**

No known issues

## **11. AOB**

### **Reports from User Representatives –**

**Tennis Club** – No Report

**Cricket Club** – No Report.

**Bowls Club** – The Bowls club discussed the de-fib and they were not happy for it to move to the pavilion, however they could move it to the tennis club in the winter. Wendy will look into how much one would be to install near the pavilion – **Action WM**

**Aylsham Running Club** – No Report

**Pétanque** – Still being used well even in the rain.

**Cleaning Schedule/Chairs** – This is being done and the chairs are looking good. The carpet tiles have been cleaned in the pavilion hall

**Colour Run** – This was a great success and 148 people took part. Keith Hilton helped throw paint over people which he thoroughly enjoyed.

**Christmas Light Switch On** – Keith Hilton has completed his game and asked for volunteers to help on the night. Wendy reminded those present who had offered a pledge that their monies was still needed.

**Sanitary Contract** – The committee agreed with the contract that Wendy obtained from Initial was ok – **Action WM to finalise**

Meeting closed at 20.50

Date of next Meeting – 10th November 2019, venue to be advised

## **Lighting on Public Footpath**

During the initial stages of work on the storage building it has come to light a number of three-way resin joints and the cable connecting the electricity supply to the lamp posts have been left with very close to the surface. The joints which were uncovered were within 75mm of the surface.

From the information I have obtained to date is that the original lighting bollards were regularly being vandalised and replaced with lamp posts in 2014.

It is unclear when and why this situation has arisen and could be dangerous if these joints and cable are exposed and tampered with.

It has also come to light that ducting has been laid alongside the footpath to take an eclectic cable but not in use.

In view of the safety aspect, the decision was taken to replace the supply cable using the ducting that is already in place and elevate any possible dangerous situations.

We currently do not have any funds available for this work. I think we would be fully justified in informing the Town Council of the situation and that we will need to use money from our reserves or request additional funding from them if they have monies available from the street lighting budget to pay for this work.

## **Current Situation on Storage Building**

We have encountered two problems since commencing the groundworks, firstly whilst doing the soil tests it became apparent that an electrical cable ran alongside the new building and the pavilion which would be in the foundations which would not be permitted. It was decided to re-route by laying new ducting and cabling to the lights on the Burgh Road side of the recreation ground. When this work was being carried out the problem with the cabling and resin joints effecting all the lights became too light, requiring the action as indicated in the above report.

The excavation of the foundations identified another problem with tree roots in two of the deep foundation points. We called in Ravenscroft the company who had prepared the tree report which was submitted as part of our planning application. It became apparent during the onsite discussion with them and the Broadland Council Tree Officer, Mark Symonds that the plan had been drawn up incorrectly by Ravenscroft. The Tree Officer undertook to contact the planning department to ascertain what we need to do to solve this problem.

This situation arose last Thursday 31st October and we hope to hear from the Area Planning Manager tomorrow, Wednesday 6th November on the way forward to resolve this matter. The groundworks contractor currently is off site awaiting the resolution of this problem.

## REPORT TO COUNCIL

**Subject:** Street Light Replacement

**Author:** Sue Lake

**Date:** 13<sup>th</sup> November 2019

### Introduction

The Town Council is the main lighting authority for the town of Aylsham. The Town Council is currently responsible for a total of 434 street lights in the town. (Lights on Red Lion Street, Norwich Road and Sir Williams Close are the responsibility of Norfolk County Council). As street lights fail they are replaced with LED heads. Around 18% of the current stock is LED's. The cost of running LED's is substantially lower than the existing form of light.

The current budget costs for street lighting are:

Electricity      £12,000

Repairs £25,000

Actual costs over the last years are

Year	2016/17	2017/18	2018/19	2019/20
Electric	11,620	13,820	12,758	7,315
Repairs	31,508	33,797	64,877	19,496
Total	<b>43,128</b>	<b>47,617</b>	<b>77,635</b>	<b>26,811</b>

### Replacement Requirements

There are various aspects to the replacement proposals. All these figures are based on the numbers at at 1<sup>st</sup> November 2019. These are likely to fluctuate before the project start as lights fail over the winter.

**Concrete columns** – 35 street lights are on concrete columns. The life expectancy of these columns is 25 years. All of the columns in Aylsham are a minimum of 25 years old. The potential for failure is increasing as each year goes by and the replacement of these should be seen as a priority. – Total Number 35

**Heritage Lighting** – the proposal suggests placing heritage style lights in the conservation area. These are still LED lights but do cost more than the standard lights to buy but running costs are the same – Total Number 75

**Market Place** – when the last regeneration of the Market Place took place Norfolk County Council installed eight lights. It is proposed moving these (to an individual area with 8 lights) and replace them with heritage style – Total Number 8

**Sears Close** – this development has very decorative lighting columns and the standard LEDs would look out of place. There is a cheaper style heritage type lamp that could be fitted here. This may also be suitable for other conservation areas. – Total Number 5

**Standard Lights** – all other lights would be replaced with LED lamps – Total Number 249

## Costs

The current costs for replacement are as follows:

Category	Price per Unit	Cost
Replace Concrete Columns	£1,280	44,800
Sears Close	£480	2,400
Heritage Lights	£650	48,750
Standard Lights	£240	59,760
<b>Total</b>		<b>155,710</b>

## Funding Options

There are various options for funding. Firstly, there is £41,200 New Homes Bonus and Cil money that can be used. £25,000 has been earmarked for street lights in the budget for 2020/21. If the Town Council are looking to replace them all very little of that will be needed for usual use so £20,000 could be earmarked towards this scheme. That leaves £94,710 to complete the project. Salix Funding offers interest free loans based on reductions in energy costs. This is repayable over five years. Providing the council meets the criteria £50,000 could be borrowed from this source with a £10,000 payback each year. The remaining £44,710 could be taken from general reserves which stood at £232,000 at the end of 2018/19.

## Other issues to consider

**Loan Application** – if The Town Council look at Salix Funding the council will need to obtain borrowing permission. That will not be possible until after the General Election but the process is simple. However, one of the criteria for borrowing money is public consultation. There would therefore be a requirement to hold a public meeting/drop-in session to explain what the Town Council intend to do.

**Tender** – this scheme is of sufficient size to require tendering via the Government Contract Finder Scheme. I have prepared the tender document and placed it on this site as it can always be removed if the scheme does not progress for any reason. Also requiring a tender is the maintenance contract which is also scheduled for renewal in April. This has also been added to contract finder.

**Asset Register** – a benefit of this scheme would be the creation of a new asset register, new numbering and labelling of street lights. This will make monitoring and reporting faults far simpler

**Painting** – the one issue that will not be addressed is the standard of some of the older lampposts. These are virtually indestructible but are looking old and tatty. Once the scheme is complete these could be audited and painted to give them a fresh look.

## Actions for the Town Council to consider

1. To approve the replacement proposals listed in this report
2. To agree the funding proposals
3. To agree to borrow £50,000
4. To agree a timescale for the project

**REPORT TO COUNCIL****Subject: Open Space at Henry Page Road****Author: Sue Lake****Date: 13<sup>th</sup> November 2019****Introduction**

Councillors were concerned that when they visited this site it was under used. Members of the Town Council staff who visit the area regularly also advised that they felt it was not well used. The facilities staff visit every week to undertake the playground inspections and reported seeing a maximum of 10 people using the area during the summer holidays. It was felt this was a shame as it is such a large open space.

Articles were placed on Facebook and Just Aylsham to gauge residents' views. This elicited 17 responses and these are summarised below.

Some respondents thought the area was being looked at for development. This is not something the council want to do nor can they legally do so.

Comments were made regarding the lighting on Henry Page Road. The footway lighting may be upgraded soon. Some confusion still exists regarding the lights switched off by Norfolk County Council.

**Usage**

The majority of responses advised that despite what the Town Council thought the area was used regularly by a variety of people. One consistent user group were dog walkers who enjoyed the opportunity to have this space to exercise their dogs.

**Equipment**

Several residents felt the equipment was only suitable for very young children and more equipment for older children would be welcome. There was also issues with a broken gate and this will be attended to.

Suggestions included:

- The sunken trampoline at Canon Hoare road/Wymer Drive park was a good popular addition so something similar/ bigger scale?
- Zip wire
- Running trail
- Outdoor Gym
- Table Tennis tables
- Water Play Park/Sand Pits as at Waterloo Park
- Running, walking track around the edge of the area with regular circuit stops. If there were low level solar lights around the circuit it could be used in the winter evenings when people finish work.
- More Swings
- Trim Trail

**Cage Area**

This did cause some users concern due to perceived anti-social behaviour and use into the night. One comment suggested demolishing the cage and removing the lights. However, most people were happy with it as it offered an area for older children but there was a tendency for it to be monopolised.

The cage also led to comments on the car park and whether this could be gated and locked at night. I have tried contacting Norfolk Trails who were going to use the car park while they worked on the Marriott's Way and then possible upgrade it but have not yet received a response.

**Other Comments**

- Additional benches/picnic tables as there is nowhere to sit other than the 'bandstand' and one bench in the play area.
- There were a couple of suggestions for some form of wildflower area and also a request for large trees.
- Also a request for a toilet but understood the issues with this with regard to vandalism.
- Only one person suggested leaving it alone.
- Large rubbish bins with lids. They also need to be emptied regularly in the holiday period, it's a windy area and children are often unfairly blamed when rubbish has been blown around from the top of the bins.

**Suggestions for extended use**

- Annual kite festival.
- Junior Parkrun (weekly event) – proven to improve mental & physical health.
- BBQ area. I have seen this facility in Australia, Canada and USA where all recreational areas have permanent BBQs.( this would encourage whole families to use the facility)

**Suggestions with difficulties**

- With regard to the car park area gating and locking this would prove to be difficult to implement. Two people would be required to lock the area for safety reasons.
- Toilet and Water Park – there is no access to water and electricity at the moment

**Recommendations for Town Council to consider**

- To review the play equipment with a view to installing new items aimed at older children
- To consider installing Outdoor Gym Equipment/trim trail
- To consider creating a Dog Exercise area
- To consider installing a selection of Picnic Tables/Benches

**REPORT TO COUNCIL**

**Subject: Policy Reviews**

**Author: Sue Lake**

**Date: 13<sup>th</sup> November 2019**

---

I have undertaken the monthly review of policies and this month the GDPR policy was scheduled for review. The high level of concern surrounding the implementation of this scheme has not been apparent and the policy does not require any changes. I would therefore recommend renewing as it stands with a review period of three years.

The other policy is a new Lone Worker Policy. Although the Town Council staff have been working to this it has never been officially adopted by the Town Council.

Copies of all existing policies can be found on the Town Council website.

## **Aylsham Town Council**

### **Lone Working Policy**

#### **1. Introduction**

1.1. Aylsham Town Council recognises that staff are required to work by themselves in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.

1.2. Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 Aylsham Town Council has a legal obligation to look after the health, safety and welfare of their employees and contractors. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

#### **2. Scope of the Policy**

2.1. This policy applies to all situations involving lone working arising in connection with the duties and activities of Aylsham Town Council staff.

2.2. Lone workers include:

- Those working at their main place of work where:
- Only one person is working on the premises
- People work separately from each other, eg in different locations.
- People working outside normal office hours
- Those working away from their fixed base where:
- One worker is visiting another premises or meeting venue;
- One worker is making a home visit to an individual;
- One worker is working from their own home.

#### **3. Aims of the Policy**

The aim of the policy is to:

- Increase employee awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- Ensure that appropriate training is available so that employees are able to recognise risk and to provide practical advice of safety when working alone.
- Encourage full reporting and recording of any incidents relating to lone working
- Reduce the number of incidents and injuries to staff related to lone working.

#### **4. Responsibilities**

4.1. Aylsham Town Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that they regularly review the effectiveness of the policy.
- Ensuring that all employees are aware of this policy Ensuring that risk assessments are carried out and reviewed regularly, putting procedures and safe systems into practice which are designed to eliminate or reduce risks associated with working alone.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Ensuring that appropriate support and equipment is given to staff involved in any incident.

#### 4.2. Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions.
- Following guidance and procedures designed for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in any training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

### 5. Guidance for Risk Assessment of Lone Working

- Is the person fit and suitable to work alone?
- Are there adequate channels of communication?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Travelling to site or meetings - what procedures are in place? Is the equipment safe for individual use?

### 6. Good Practice for Lone Workers

- 6.1. During work hours, all staff leaving the workplace (or home) should leave the details of where they are going and their estimated time of arrival back with the Town Council office.
- 6.2. If, during the trip away, any plans change significantly this should be communicated back to the office.
- 6.3. When meeting with contractors arrangements must be made to meet in a public place and not in their home.
- 6.4. If a visit is being made to a member of the public in their home the office must be informed of the visit and the approximate times.
- 6.5. Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries with them. This kit should be available in the Town Council van at all times.

- 6.6. Lone workers should have a mobile phone and other personal safety equipment where this is necessary. The mobile phones owned by the Town Council will have the facility to remotely monitor their whereabouts.
- 6.7. All incidents must be reported to the Council. Employees / Members should ensure that all incidents, where they feel threatened or unsafe, are reported. This includes incidents of verbal abuse. If emergency assistance is required whilst out and about all employees should dial 999.
- 6.8. A Member of Staff is at liberty to refuse to meet with a Council Member, Contractor, Member of the Public alone, if they feel threatened or feel it would be inappropriate.
- 6.9. The Town Council office should always be manned by at least two members. If the number of staff falls below this the office should be closed to visitors.
- 6.10. Whilst undertaking late evening caretaking the member of staff should use the Town Council staff What's App group to advise when they start work and when they finish.

Policy Adopted	November 2019
For Review	November 2021