



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 4th MARCH 2026 at 7pm**

PRESENT:

Kay Montandon (Chair)
Gordon Clarke
Catherine Fletcher
Patrick Prekopp

Trevor Bennett
Kevin Cunnane
Jon Minns

Tim Briscoe
Mary Evans
Mitchell Philpott

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk), Sue Catchpole (Broadland District Council), Andy Bell (Aylsham Town Council) and 3 members of the public.

1. To Receive Apologies for Absence

Apologies were received from David Anderson, Cheryl Bould and Michael Goodwin.

2. To Receive Declarations of Interest and Grant Requests for Dispensation

None raised.

3. To Agree the Minutes of the Meeting held on:

a) 4th February 2026

It was **resolved** to accept the Minutes of the Town Council Meeting held on 4th February 2026. The Minutes were signed as a true and accurate record by the Chairman.

b) 13th February 2026

It was **resolved** to accept the Minutes of the Town Council Meeting held on 13th February 2026. The Minutes were signed as a true and accurate record by the Chairman.

4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda

None raised.

5. To Receive Reports from County and District Councillors, and the Police

Sue Catchpole reported that the Norfolk County Council elections will now be going ahead on 7th May. She had been selected as the candidate for the Liberal Democrats for the Aylsham Ward.

A basic crime report had been provided in the pack.

6. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

A member of public raised concerns about the condition of the driveway at the cemetery. It was felt that the grass and hedges are well maintained but the driveway is not befitting of a final journey. Concerns were raised that the driveway had been re-laid 2-3 years ago but the condition had deteriorated so quickly. The Clerk will review with the Maintenance Manager.

A member of the public raised concerns about the street lighting faults on Sir Williams Lane. Kay Montandon advised that the council were in the process of looking at all options for repair of this area.

A member of the public raised concerns about the poor condition of Penford Street where the gullies have collapsed. The Clerk advised that this had been reported to highways, but will follow up. It was noted that there is often problems of people ignoring the signage in this area.

A complaint was raised about an inoperative street light at the end of church terrace. Due to the condition of the column, quotes will have to be obtained for a full replacement.

7. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated and was *noted*.

8. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including any New Proposals

Updates were provided on the following potential capital and CIL projects and were *noted*:

Bank Barn	Community Lending Library
Market Place Greening	Inclusive Play Equipment at the Recreation Ground
Information Centre	Transport Hub
Skate / Wheeled Park	Aylsham Traffic Strategy
Sports and Fitness Provisions	New Pavilion for Recreation Ground
Council Waste Management	Council Building Disability Access Audit
Resurface/Revise MUGA Car Park	Road Safety at Burgh Road – Zebra Crossing
Road safety survey – Burgh Road	Traffic lights on Burgh Road
Cawston Road H Bars / Cages	Surfacing of Mileham Drive MUGA
Neighbourhood Plan	Surfacing of Mileham Drive Play Area
Community Information Bureau	

It was *noted* that the Cawston Road H Bars / Bus cages project had been completed. Correspondence about the Burgh Road zebra crossing will be considered under item 9d. It was *agreed* to add the Soame Pump traffic project to the list.

9. Highways

a) To receive report on the Transport Hub and agree budget allocation.

A report had been circulated to councillors. The planning application had been submitted and was awaiting validation. There had been a £229.25 overspend on this budget. It was *agreed* to move £1,000 from CIL to the Transport Hub project.

b) To receive results of the Market Place survey.

The results of the survey that had taken place on 31st January had been collated and circulated. There was a wide variety of responses with the market place greening being the

most popular suggested improvement. What was clear is that people were very passionate about the market place and it is seen as an important part of Aylsham.

It was noted that ABC had also conducted a survey of their customers and how they had arrived in the town. Gordon Clarke will see to it if the ABC survey results can be included in the summary document.

It was **noted** that any changes to parking in the market place would have to incorporate the new parking standards, which would involve larger spaces and greater turning circles, both of which would impact on the number of parking spaces.

There were differences in opinion about the role of buses in the market place, whether they were bringing in footfall to the town centre or being used as a park and ride. A survey of people using the buses would be useful to help with this.

Catherine Fletcher advised that the Transport Group surveys of people using Burgh Road car park had commenced. Those using the car park are being asked what purpose they are using the car park, whether this be for accessing employment, shopping or something different.

Consideration should be given to discussing the market place and parking at the Annual Town meeting. Kay Montandon will speak to Sanders about assistance with a survey of bus users.

c) To receive report from the Transport Group Meeting and Consider Further Actions

Kay Montandon had provided a written report from the Transport Group, which had been circulated. The report was **noted**.

d) To Consider Norfolk County Council Correspondence regarding crossing on Burgh Road

Initial plans had been provided for a proposed zebra crossing on Burgh Road. It was **agreed** to support a planned timescale of installation of Easter 2027, subject to there being no other works in the area which would prevent the buses servicing Aylsham.

e) To Consider Correspondence regarding Extension of 20mph Limit on Burgh Road

The council **agreed** to support the plans provided by Norfolk County Council, subject to road narrowing not impacting on larger vehicles, such as agricultural vehicles, buses or bin lorries.

10. Finance

a) To receive bank Reconciliation to 24th February 2026

The bank reconciliation was **noted**.

b) To receive year to date payments and receipts against budget

The budget document was **noted**.

c) To agree the detailed payments 29th January 2026 to 24th February 2026

The payments were **agreed**.

d) To agree the detailed receipts from 29th January 2026 to 24th February 2026

The receipts were **agreed**.

e) To note the schedule of reserves

The level of reserves were **noted**.

f) To receive Interim report from Internal Auditor

Comments are to be returned to the Internal Auditor about government guidance relating to pecuniary interests in setting the precept, and also the availability of the internal scrutineers report. The report was **noted**.

g) To consider grant application from Aylsham Rainbows

Councillors considered a grant request from Aylsham Rainbows for neckers and waterproof storage boxes. The full grant request of £500 was **approved** and will be taken from the bottle bank credits reserve.

h) To consider correspondence regarding Cemetery Fees

Correspondence had been received about the newly adopted cemetery fees and how a percentage increase was unwieldy for funeral directors. It was **agreed** to round up the fees to the nearest £1.

11. Governance

a) To Agree General Reserves Policy

A draft policy had been circulated to members. Subject to an amended final paragraph to reflect the Town Council's commitment to reviewing general reserves on an annual basis with the intention resolving the general reserves balance over a period of five years, the policy was **agreed**.

b) To Agree Persistent and Vexatious Complainant Policy

A draft policy had been circulated to members and was subsequently **agreed**.

c) To Receive Risk Matix

The risk matrix had been circulated to members. Items of the highest risk to the council, such as the outdated IT equipment, are in the process of being resolved. The risk matrix was **noted**.

d) To appoint member(s) to the staffing committee

It was **agreed** that Catherine Fletcher and Pat Prekopp should be appointed to the Staffing Committee.

e) To Agree date(s) for Cyber Security Training

The Clerk is to work with Mitchell Philpott to do an agenda for training. Mitchell will then create a video to accompany a training programme.

12. To Receive Information about the Cressey Henry Page Trust

Apologies had been received from a member of the public who had hoped to attend the meeting to talk about the Trust. A written report had been provided about the Trust and the need for a new trustee who was either a serving or previous member of the council. It was **agreed** that Mary Evans would be appointed to the Trust.

13. To Consider Correspondence Regarding Aylsham Skatepark

Correspondence had been received requesting the redevelopment of Aylsham Skatepark. The member of the public had been directed to the Recreation Ground Charity. The Town Council is supportive of the Recreation Ground proceeding with this project.

14. To Consider Correspondence Regarding Mobile Phone Signal in Aylsham

Correspondence had been received about the poor quality of mobile phone signal in Aylsham. It was reported that telecoms companies had fed back to Steff Aquarone MP about the problems they were encountering obtaining planning permission for their infrastructure.

Tim Briscoe will find out the results of the monitoring completed in the area, via the dustcarts.

The Clerk reported that the Neighbourhood Plan can provide support for this type of infrastructure, however advised that Hellesdon had recently encountered a speculative application for a 20m monopole supporting 6 no. antennas on the Recreation Ground owned by the Parish Council.

15. To Receive Update on IT Replacement Project and Consider Requirement for Network for the Archives and Potential new Boiler Set Up

It was reported that the replacement IT equipment for the staff had been supplied. The Clerk will work with Amerits Digital to obtain the correct Microsoft licenses.

Further work was to be done to establish the extent of the network. It had to be determined as to whether this should extend to the archives and whether it should reach to the basement, on the basis that any new boiler would require remote access controls. It was agreed to *defer* any decisions on this item until further information can be provided to members.

16. Committee Reports

a) Aylsham Climate Emergency

i) To receive the minutes of the meeting of 2nd February 2026 and approve decisions made.

The minutes of the meeting of 2nd February 2026 were *received*.

ii) To Consider Proposition from ACE to Purchase a Pop up Gazebo for Events

It was agreed to defer this, pending a formal project proposal from ACE.

b) Planning Committee

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

The minutes of the planning committee of 12th February 2026 had been circulated and were *noted*.

c) Cittaslow Committee

i) To note the Minutes of the committee meeting on 24th February 2026

The minutes of the Cittaslow Committee meeting of 24th February 2026 had been circulated and were *noted*.

Patrick Prekopp advised that representatives from the Town Council had attended the Market Towns Conference on 19th February. The key message from the seminar was collaboration.

ii) To Agree Delegation to a Working Group to Submit the Expression of Interest for UK Town of Culture

The Clerk corrected this item, in that the council can only delegate to a committee, an officer or another authority. It was *agreed* to delegate to the Clerk to work with the volunteers to submit an application.

d) Visit Aylsham

i) To receive the Minutes of the Visit Aylsham Working Group 11th February 2026

The minutes of 11th February 2026 had been circulated and were *received*.

Patrick Prekopp reported that very good progress was being made on the Snail Trail. Mitchell Philpott reported that the Visit Aylsham website is now up and has been well received.

It was agreed to waive Standing Order 17n to allow the meeting to extend over 2 hours

e) Churchyard Committee

i) To note the minutes of the committee meeting held on 2nd February 2026

The minutes of 2nd February 2026 had been circulated and were *noted*. This meeting had been called to appoint a consultant to assist the Town Council with the church wall repairs.

f) Property Committee

ii) To note the minutes of the committee meeting held on 24th February 2026

The minutes of 24th February 2026 had been circulated and were *noted*.

g) Events Committee

i) To note the Minutes of the meeting of 18th February 2026

The minutes of the Events Committee meeting of 18th February 2026 had been circulated and were *noted*.

h) Staffing Committee

i) To note the minutes of the committee meeting of the 20th February 2026

The minutes of the Staffing committee meeting of 20th February 2026 had been circulated and were *noted*.

i) Christmas Lights

i) To note the Minutes of the Christmas Lights Committee of 9th February 2026

The minutes of the Staffing committee meeting of 9th February 2026 had been circulated and were *noted*.

ii) To receive correspondence regarding offer of updated lighting.

Correspondence had been received from a local business about a decoration contribution to the Christmas Lights event. This was *agreed* in principle, with the detail of design agreement to be delegated to the Christmas Lights Committee.

j) Neighbourhood Planning

i) To receive the Minutes of the Neighbourhood Plan Working Group of 2nd February 2026 and Approve Decisions

The minutes of the meeting of the working group on 2nd February 2026 were received.

ii) To receive verbal report from the Neighbourhood Plan workshop held on 25th February 2026

It was reported that the workshop was very productive. The group looked at the vision of the plan, the existing polies and also started work on the Design Code by walking around Aylsham looking at both positive and negative design features.

iii) To receive the results of initial Neighbourhood Plan consultation

The results of the survey that had taken place on 31st January had been collated and circulated. These were *noted* by members.

17. To Note Items for Information or Future Agendas

- Mileham Drive MUGA car parking area
- Update on the Call for Sites
- Neighbourhood Plan
- Agree Date and Agenda for Annual Town Meeting

18. Meetings

a) To confirm the date of the next ordinary meeting as Wednesday 1st April 2026

This was *agreed*.

19. Closure of the Meeting to the Press and Public

It was *agreed* to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of items 20 to 22 due to the confidential nature of the business to be transacted.

The meeting was closed to the press and public

20. To Consider Revised Proposal from Neighbourhood Plan Consultant

The revised proposal was *agreed* by members.

21. Consider Quotations Received for the Contract for the Cleaning of the Public Toilets

Eleven quotes had been received for this contract. Members shortlisted the quotes to three. These companies will be asked:

- What experience they have in cleaning public conveniences
- What is the experience of the staff they would use
- Could two references be provided for their work

An extra ordinary meeting will be held at 11am on 24th March to appoint a contractor.

22. Staffing

a) To receive update from Staffing Committee on Confidential Staffing Matter and Appoint Panel Members

Panel members were appointed and the hearings booked for 12th March.

An update was provided on the Staffing Restructure.

The information provided under a recent Freedom of Information Request was reviewed.

The Clerk will feedback to the requestor.

The meeting was reopened to the press and public

The meeting closed at 9.55pm

Signed _____ Date _____



**MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON TUESDAY 24th MARCH 2026 at 11am**

PRESENT:

Kay Montandon (Chair)

David Anderson

Kevin Cunnane

Mary Evans

Jon Minns

Patrick Prekopp

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk)

1. To Receive Apologies for Absence

Apologies were received from Trevor Bennett, Michael Goodwin and Mitchell Philpott.

2. To Receive Declarations of Interest and Grant Requests for Dispensation

None raised.

3. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

4. Closure of the Meeting to the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of items 5 due to the commercial sensitivity of the business to be transacted.

The meeting was closed to the press and public

5. To Award Contract for the Cleaning of the Public Toilets

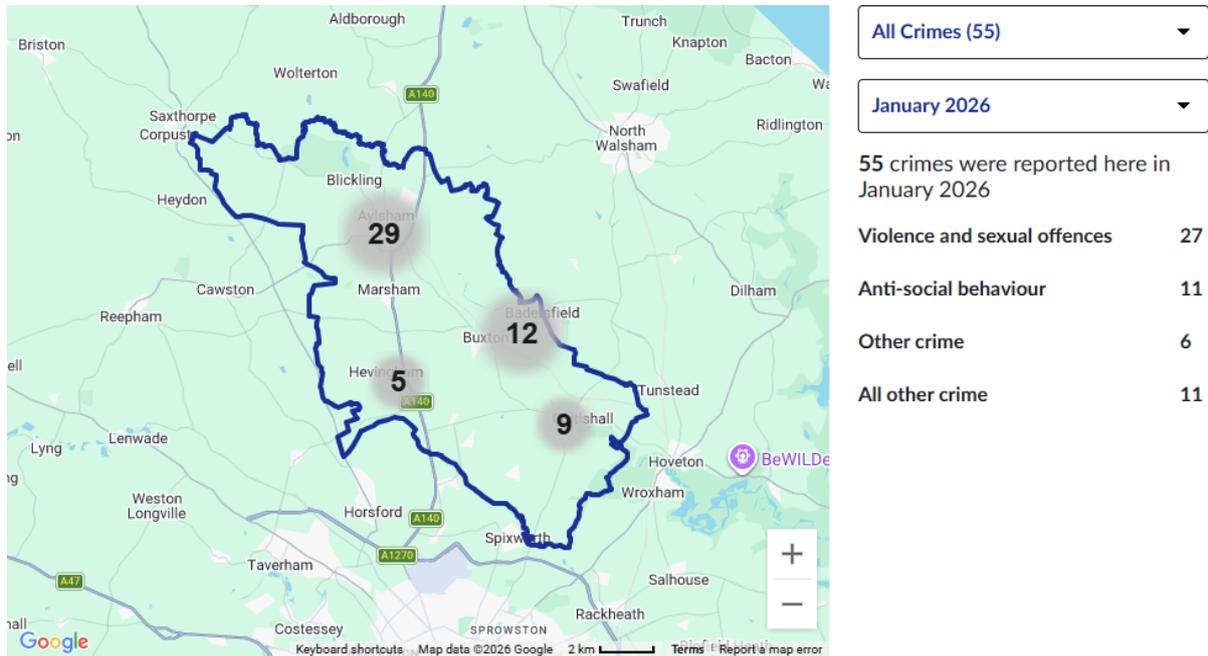
Three potential contractors had been shortlisted at the previous council meeting. All shortlisted contractors had provided additional details of their experience and references had been sought. The Council **agreed** to award the contract to Easy Clean. The Clerk will draw up a contract, to include a 2 month termination period for either party.

The meeting was reopened to the press and public.

The meeting closed at 11.25am

_____ Signed _____ Date

Crime Reporting from Norfolk.Police.uk



Priority:

Road Safety

Issued 18 March 2026

Action taken:

Conduct speed checks in hotspot locations and offer safety education to all road users. Prosecution of speeding and dangerous driving where appropriate. Enforce the Public Space Protection Order where possible and appropriate to tackle vehicle anti-social behaviour.

Road safety operations will be carried out in multiple locations to target speeding, using a mobile phone, seatbelts and not having lights on, amongst other offences.

Actioned 18 March 2026

Priority:

Anti-social behaviour

Issued 18 March 2026

Action taken:

ASB: Daytime and evening patrols in hotspot and residential areas, with partnership working to develop further understanding of local issues. Issuing of ASB letters when appropriate to discourage continued behaviour.

Actioned 18 March 2026

Meeting of Aylsham Town Council – 1st April 2026

Item 7. To consider how Aylsham can become a Mental Health Aware town

The Town Council has been approached by a resident requesting that Aylsham become a Mental Health aware town. Aylsham achieved 'Mindful Town' status in 2023 by having the required number of Wellbeing Champions.

[Aylsham is Broadland's first Mindful Town | Broadland and South Norfolk](#)

However, the momentum for this project amongst community members has gone a little quiet. Broadland District Council has been contacted to see if they will re-run a course in course in Aylsham to re-start the process.



Subject to availability, this could be run in the Town Hall or Drill Hall and be actively promoted by the council via partners such as Cittaslow and ABC.

Other actions that could be taken are:

- a poster campaign "Aylsham Supports Mental Health" that we can produce and offer to shops and businesses to put in their windows to signify to customers that they can feel safe and supported when they enter.
- council could consider members and staff (those who haven't already) getting some basic mental health awareness training and promote that to the shops and businesses in town too. (for eg MIND has a free one : <https://www.mind.org.uk/information-support/helping-someone-else/conversations-in-the-community/>)

- councillors could commit to visiting the REST Hub in town to learn more about what they do

- use our Visit Aylsham page to have an article on REST and what it does, how it works etc and the fact that Aylsham is one of only 4 towns to have this facility in Norfolk, and promote our poster campaign

Item

Clerk's Report for the Meeting of 1st April 2026

<u>ITEM</u>	<u>COMMENTS</u>
Town Hall	Action points from Fire Risk Assessment seen by Property Committee. Clerk and Maintenance manager to action Contractor appointed for dilapidation report / future programme of repairs. (see property minutes) Initial quote received for window repair/replacement. Requested requote to isolate window in most urgent need of repair. Second quote required (contractor booked in to view project). Boiler quotes being revisited – will need to go to sealed tender Roof repairs required to the south of the town hall. Contractor appointed by Property committee.
23 Market Place	Roof slate replaced but other areas where tiles have slipped require further works. A quote has been requested. Condition of whole roof raised as a concern. Contractor appointed for dilapidation report / future programme of repairs. (see property minutes) Second quote required for rent valuation.
Cemetery Cottage	Contractor appointed for dilapidation report / future programme of repairs. (see property minutes)
Cemetery	Concerns raised over the number of informal edgings that have been installed around graves. To be addressed. Burial procedures to be reviewed.
Cittaslow	See minutes of 17 th March 2026
Allotments	Review of arrangements for closure of Norwich Road to take place. Ensure the Secretary of State has signed off.
Churchyard	Churchyard committee (agenda item) Fundraiser being arranged for Memorial Garden project. Church wall detailed specification being considered
Market Place	No matters to report
Markets	Revised prices have been communicated to market traders. There is only one spot required to be filled at the Food and Craft Market (increasing footfall grant)
Jannys Close Community Garden	Historical information to be sought to enable land registration
Staithe	No matters to report
"Little Staithe"	No matters to report
Highways	Request made to Highways for extra 20mph repeater signage on Bure Meadows. Request denied by highways Highways engineer contacted for a possible grit bin on Buxton Road. Consultation on speed limit reduction on section of A140 (see item 10c). Collapsed gullies on Penfold Street have been marked out by Highways for repair.

Paupers Graveyard	Application to fell TPO tree has been submitted (2025/2471) has been refused by Broadland District Council. Another application has been submitted for a crown lift. Area to be reopened on 1 st April following temporary closure to discourage dog fouling
Norfolk Homes large area off Mileham Drive	Maintenance team to action matters identified in RoSPA report. To prioritise safety matting repairs.
Recreation Ground	Rec Comm has been asked to confirm whether arrangements will be in place for reversion of admin on 1 st April. (agenda item)
St Michael's Way	Maintenance team to action matters identified in RoSPA report.
Car Parks	Transport group
Street Lighting	Resolution of reconnection of lights on Sir Williams Lane is still ongoing. Faulty street light on the junction of Penford Street and Church Terrace reported. Column is iron and in an extensive condition of decay and is likely to require a full replacement. Clerk to enquire of contractor why this wasn't picked up as part of contractual visual inspections.
Public Toilets	Contract in process of being placed
COMMA/Archives	Impact on Archives of Town Council's IT project being reviewed.
Litter & Dog Waste Bins	Trinity has confirmed that they have made alternative provision for the litter bins on Burgh Meadows.
Bus Shelters	Gold standard shelter outside Tesco. Real time information now in place. Application for new Bus shelter on Gashouse Hill was successful in receiving 80% funding. PO now received – clerk to chase for groundworks to be completed. Application for new Bus shelter on Norwich Road, outside Market surgery was successful in receiving 80% funding. PO received – clerk to place order. New bus stops along Banningham Road to support the industrial estate have been agreed by Norfolk County Council.
Pump	No matters to report
Pillboxes	To review land registry for Norwich Road Pill box.
War Memorial	No matters to report
Drill Hall	Clerk and Maintenance manager to action items from Fire Risk Assessment Contractor appointed for dilapidation report / future programme of repairs. (see property minutes) New licenses agreed by Property committee
SAM2 and Community Speed Watch	New SAM3 sign has been received.
Vehicles	No matters to report
IT Project	Computers and monitors have been ordered. Periperal

Councillor Chats	To be arranged
Other Matters	BT has agreed to cancellation of Broadband line and refund of charges from March 2025. Town Council website requires updating with information from publication scheme. LGR has announced a 3 council unitary model for Norfolk
Future Meetings	8 th April – 7pm - Aylsham Climate Emergency (ACE) 9 th April – 10am – Planning Committee 15 th April – 7pm – Community Events Committee 15 th April – 7pm – Christmas Lights Committee (clerk to check clash with Events) 28 th April – 11am – Cittaslow Committee 28 th April – 2pm – Property committee

Meeting of Aylsham Town Council – 1st April 2026

Item 9 - Capital and CIL Projects

Potential capital projects that CIL / Section 106 funds may be used for:

Recreation and Play

- a. Inclusive play equipment at the recreation ground.
- b. Skate/Wheel Park. *Clerk attended the Dereham Town Council consultation regarding their skate park upgrade. Consultant recommended visiting Activity First as a starting point (<https://www.activityfirst.org/>). Recreation Ground is also liaising with residents. See agenda item 13*
- c. New Pavillion for the Recreation Ground.
- d. Sports and Fitness Provisions.
- e. Surfacing of Mileham Drive MUGA
- f. Surfacing of Mileham Drive Play Area
- g. Resurface/revise MUGA Car Park.

Highways

- a. Transport Hub. *See agenda item 10a re: addition of sub-station to plans*
- b. Aylsham Traffic Strategy.
- c. Road Safety at Burgh Road – Zebra Crossing.

Local Amenity

- a. Bank Barn. *Planning application now reflects the barn rather than private housing. Application has been reduced from 11 residential dwellings to 9 thus falling outside the scope of s106 obligations. The Town Council has responded to the application as follows “The Town Council notes the reduction of residential dwellings from 11 to 9, which would reduce the s106 obligations of the applicant. Should the LPA be minded to grant permission, the town council would request a condition to safeguard against piecemeal development, in that should any additional building in the control of the applicant/developer (a blue line plan has not been submitted) be converted to a C3 dwelling, this should be classed as cumulative to this application and so subject to s106 obligations as a 10+ dwelling development. This would include the storage barn and the conversion of any of the three proposed commercial units to residential use”*
- b. Community Lending Library.
- c. Market Place Greening. *Agenda items for Cittaslow, to discuss proposal from Green Council solutions “Install integrated rain gardens and large native planters in the market place to capture rainwater from surrounding roofs and the square itself. This reduces surface water flooding, adds year-round greenery and colour, demonstrates the town's commitment to the Broads environment, and enhances the setting for the weekly market.” Motion fell.*
- d. Multifunction Information Centre.
- e. Council Building Disability Access Audit.
- f. Town Council Waste Management.

Other

- a. Neighbourhood Plan (£30,000 of CIL allocation agreed)

Visit Aylsham group considering reapplying for a Bank Hub. Information on cash access on their website isn't accurate. Public consultation to be considered.



My ref: PRZ306

Thursday 12th March 2026

Dear Sir/Madam,

Ref: PRZ306, S278 on A140 Aylsham Bypass (active travel and crossing improvements)

Norfolk County Council is carrying out the initial consultation related to the required Speed Limit Order for the proposed reduction of the national speed limit and installation of a toucan crossing on the A140 in Aylsham.

The developer is proposing:

- Reduction of the national speed limit to 50mph from the Burgh roundabout for 1058 metres south-westwards.
- Installation of a toucan crossing at a point 303 metres from the Burgh Road roundabout.

The aim of this scheme is to improve safety of those using these roads, including pedestrians, and ensure proposed realigned road speed limits align with the Norfolk speed management strategy.

The proposed extents of this new speed limit, along with the position of the proposed Toucan Crossing, are shown on the enclosed drawing, PRZ306-100-001-TRO to 003-Proposed speed limit reduction and Toucan Crossing.

I would be grateful if you could consider these proposals and return the enclosed reply slip to me by **Thursday 9th April**. If you require more time to respond, please do contact me as soon as possible to agree an extension. If I do not hear from you before this date, then I will deem that you have no comments at this stage and would advise that you will have the opportunity to comment again during the formal advertisement period.

If you have any queries regarding the scheme, please do contact me to discuss the proposals in more detail.

Yours

Victoria Hammond
TRO Project Coordinator



Ref: Ref: PRZ306, S278 on A140 Aylsham Bypass (active travel and crossing improvements)

From: «Address»

I / We have considered the above proposals and:

am/are in favour / do not object

Object

(please tick as appropriate)

Comments:

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.....
.....
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.....

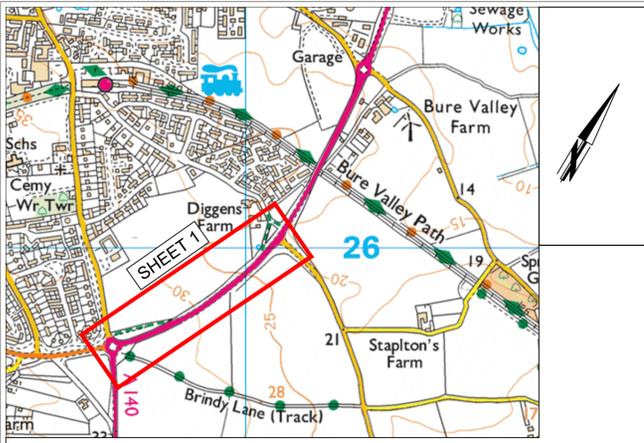
Signed: Dated:

Name (please print):

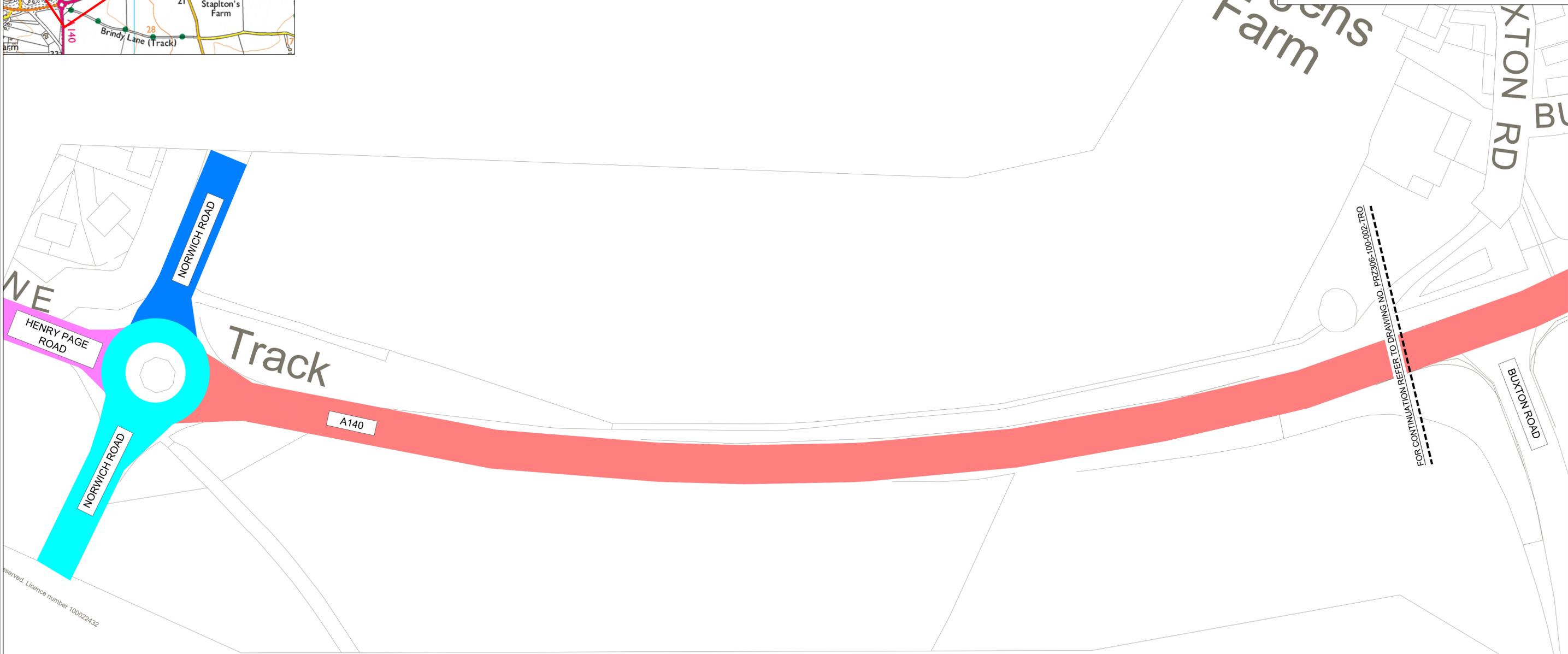
Please return by April 9th, 2026, to:

Norfolk County Council
 County Hall (Floor 1)
 Martineau Lane
 NORWICH
 Norfolk NR1 2SG

For the attention of Victoria Hammond



- KEY
- PROPOSED 50MPH SPEED LIMIT (TOTAL LENGTH-1058M)
 - EXISTING NATIONAL SPEED LIMIT
 - EXISTING 40MPH SPEED LIMIT
 - EXISTING 30MPH SPEED LIMIT



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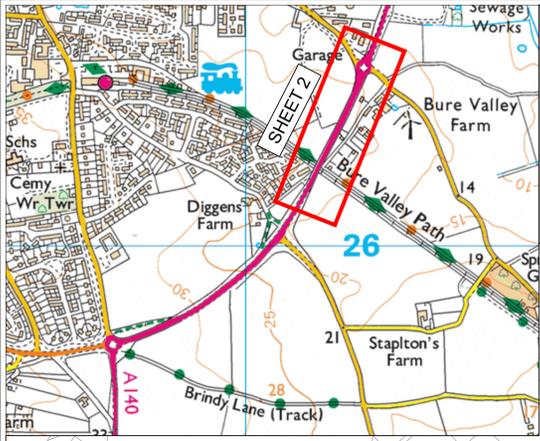


Grahame Bygrave
 Interim Executive Director of
 Community and Environmental Services
 Norfolk County Council
 County Hall, Martineau Lane
 Norwich NR1 2SG

DRAWING TITLE
 TRO PLAN
 PROPOSED SPEED LIMIT REDUCTION
 SHEET 01 OF 03

REV.	DESCRIPTION	CHECKED	DATE
P01	FIRST ISSUE	PD	10-03-26

DESIGNED BY	INITIALS	DATE	DRAWING No. PRZ306-100-001-TRO
	AH	10-MAR-26	PROJECT TITLE A140 AYLSHAM BYPASS, TOUCAN CROSSING ACTIVE TRAVEL
DRAWN BY	AH	10-MAR-26	
CHECKED BY	PD	10-MAR-26	
APPROVED BY			
SCALE 1:800 @ A1			FILE No. PRZ306



KEY	
█	PROPOSED 50MPH SPEED LIMIT (TOTAL LENGTH-1058M)
█	EXISTING NATIONAL SPEED LIMIT
█	EXISTING 40MPH SPEED LIMIT
█	EXISTING 30MPH SPEED LIMIT

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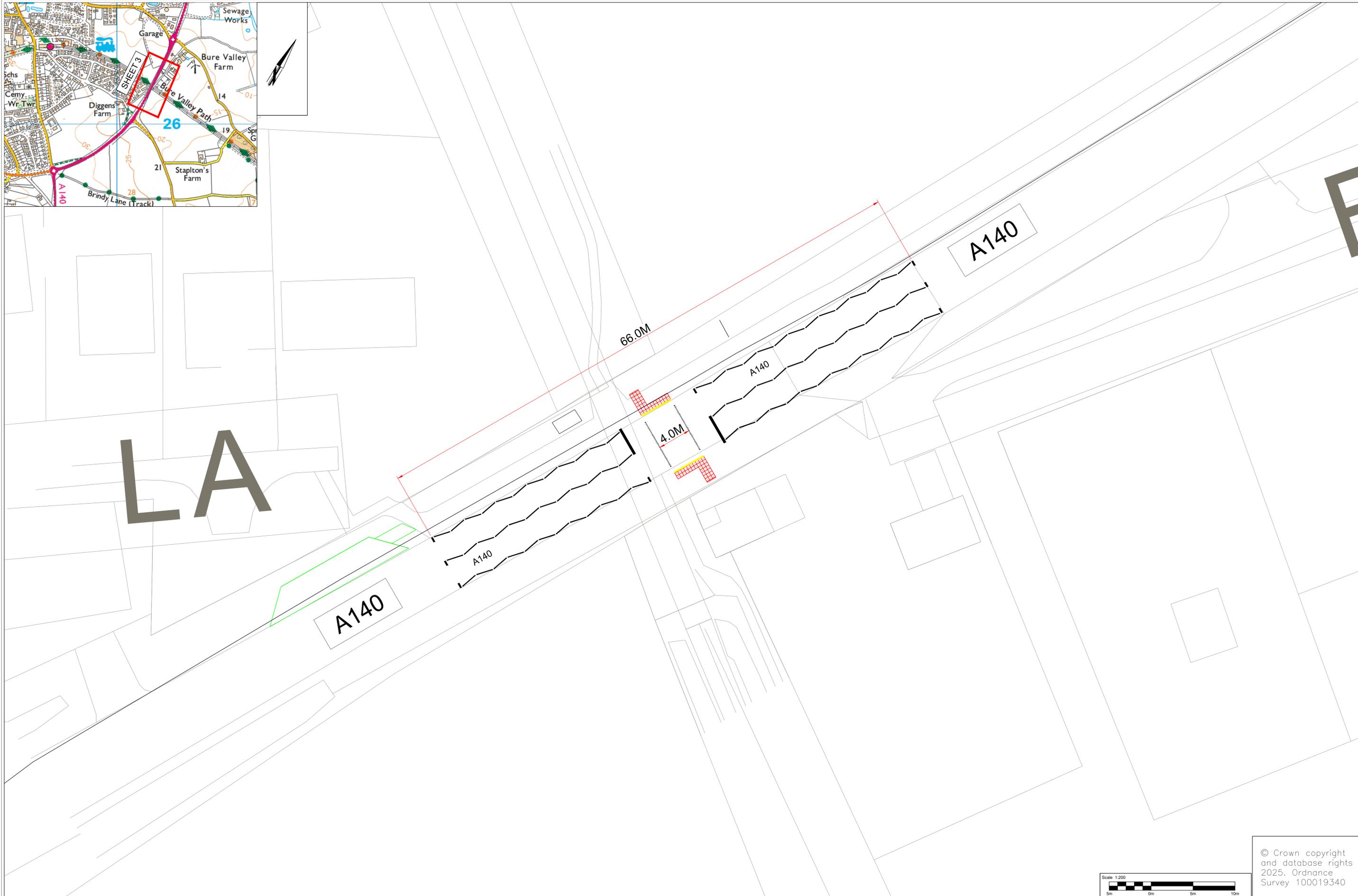
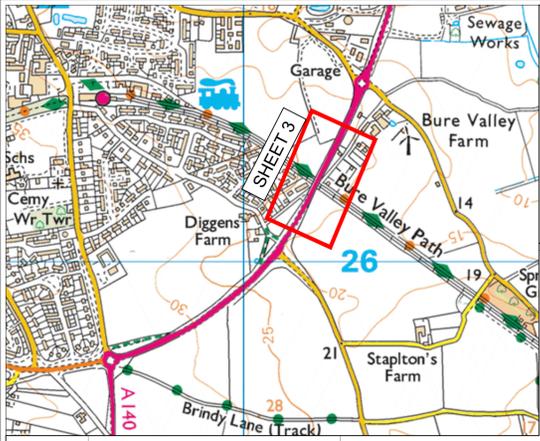


Grahame Bygrave
 Interim Executive Director of
 Community and Environmental Services
 Norfolk County Council
 County Hall, Martineau Lane
 Norwich NR1 2SG

DRAWING TITLE
 TRO PLAN
 PROPOSED SPEED LIMIT REDUCTION
 SHEET 02 OF 03

REV.	DESCRIPTION	CHECKED	DATE
P01	FIRST ISSUE	PD	10-03-26

INITIALS	DATE	DRAWING No. PRZ306-100-002-TRO
DESIGNED BY AH	10-MAR-26	PROJECT TITLE A140 AYLSHAM BYPASS, TOUCAN CROSSING ACTIVE TRAVEL SCALE 1:800 @ A1 FILE No. PRZ306
DRAWN BY AH	10-MAR-26	
CHECKED BY PD	10-MAR-26	
APPROVED BY		



LA

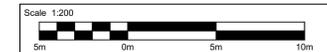
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Grahame Bygrave
Interim Executive Director of
Community and Environmental Services
Norfolk County Council
County Hall, Martineau Lane
Norwich NR1 2SG

DRAWING TITLE
NOTICE PLAN
TOUCAN CROSSING ACTIVE TRAVEL
SHEET 03 OF 03

REV.	DESCRIPTION	CHECKED	DATE
P01	FIRST ISSUE	PD	10-03-26

DESIGNED BY	INITIALS	DATE	DRAWING No.
	AH	10-MAR-26	PRZ306-100-003-TRO
DRAWN BY	AH	10-MAR-26	PROJECT TITLE
CHECKED BY	PD	10-MAR-26	A140 AYLSHAM BYPASS, TOUCAN CROSSING ACTIVE TRAVEL
APPROVED BY			SCALE 1:200 @ A1
			FILE No. PRZ306

Aylsham Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
01 General Purpose	148,520.00	202,089.41	53,569.41 (36%)	151,948.22	178,237.64	-26,289.42 (-17%)	27,279.99
02 Town Hall	77,750.00	68,725.08	-9,024.92 (-11%)	97,750.00	86,061.58	11,688.42 (11%)	2,663.50
03 Drill Hall	81,490.00	86,723.71	5,233.71 (6%)	81,485.00	85,209.45	-3,724.45 (-4%)	1,509.26
04 23 Market Place	5,600.00	4,425.03	-1,174.97 (-20%)	400.00		400.00 (100%)	-774.97
05 Cemetery Cottage	7,000.00	7,274.06	274.06 (3%)	500.00	1,437.19	-937.19 (-187%)	-663.13
06 Public Toilets			0.00 (N/A)	18,400.00	14,386.31	4,013.69 (21%)	4,013.69
07 Other Properties	9,050.00	9,012.00	-38.00 (-0%)	8,461.00	13,326.21	-4,865.21 (-57%)	-4,903.21
08 Cemetery	30,255.00	33,113.00	2,858.00 (9%)	29,257.00	26,672.12	2,584.88 (8%)	5,442.88
09 Allotments	35,380.00	37,092.78	1,712.78 (4%)	35,383.00	33,486.58	1,896.42 (5%)	3,609.20
10 Markets	9,000.00	5,406.22	-3,593.78 (-39%)	2,400.00	1,668.30	731.70 (30%)	-2,862.08
11 Open Spaces	192,220.00	177,857.80	-14,362.20 (-7%)	177,118.00	170,205.10	6,912.90 (3%)	-7,449.30
12 Events		3,412.42	3,412.42 (341242)	3,003.00	6,439.15	-3,436.15 (-114%)	-23.73
13 Churchyard	16,415.00	18,374.00	1,959.00 (11%)	16,373.00	15,597.52	775.48 (4%)	2,734.48
14 Street Scene	32,500.00	35,639.30	3,139.30 (9%)	32,500.00	28,482.33	4,017.67 (12%)	7,156.97
Earmarked Reserves		10,000.00	10,000.00 (100000)	344.14	10,830.79	-10,486.65 (-3047%)	-486.65
NET TOTAL	645,180.00	699,144.81	53,964.81 (8%)	655,322.36	672,040.27	-16,717.91 (-2%)	37,246.90

Total for ALL Cost Centres	699,144.81	672,040.27
V.A.T.	24,655.79	36,524.85
GROSS TOTAL	723,800.60	708,565.12

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 25/03/2026)

01 General Purpose		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Precept	120,000.00	120,000.00			136,520.00	136,588.00		136,588.00						
2	Bank Interest /Charge:	4,000.00	18,653.98		264.16	12,000.00	8,695.30		8,695.30		160.46		160.46		
3	CIL		11,423.19		9,214.40		29,536.52		29,536.52						
4	Marquee		104.17				294.27		294.27	1,371.22	1,371.22		1,371.22		
5	Recycling Credits/Bott		2,729.34	2,000.00	1,668.63		2,238.59		2,238.59		375.30		375.30		
6	Other Income		6,750.00												
7	Staff Costs			78,400.00	77,837.05					87,071.00	96,359.68		96,359.68		
10	Office Expenses			7,500.00	15,834.04					13,000.00	20,476.60		20,476.60		
11	Staff Training			500.00	1,527.00					1,000.00	971.00		971.00		
13	Equipment				225.80		100.00		100.00	500.00	539.49		539.49		
14	Advertising		58.33	500.00	1,901.02					500.00	1,360.00		1,360.00		
15	Audit Fees			2,300.00	1,735.00					2,200.00	1,735.00		1,735.00		
16	Election			500.00						500.00					
17	Subscriptions & Memt			2,500.00	2,428.87					3,100.00	3,666.19		3,666.19		
18	Professional Fees				2,724.00					2,500.00	4,670.70		4,670.70		
19	Insurance			11,500.00	11,183.20		30.39		30.39	11,800.00	13,440.45		13,440.45		
20	Chairman's Allowance			250.00	270.00					250.00	229.55		229.55		
21	Climate Change	200.00	1,160.53	5,000.00	3,280.86		6,918.94		6,918.94	5,000.00	1,412.95		1,412.95		
22	Cittaslow			1,500.00	1,500.00		1,737.00		1,737.00	1,500.00	3,908.67		3,908.67		
23	Traffic Group														
24	Youth Project														
25	Communications														
26	Van			5,500.00	4,812.99		307.43		307.43	6,600.00	7,342.26		7,342.26		
27	Miscellaneous		11,576.97	500.00	6,773.46		30.00		30.00	500.00	619.08		619.08		
28	Councillor Training			500.00						500.00	516.00		516.00		
29	Archive			250.00						250.00					
30	SAM2									700.00	30.00		30.00		

Aylsham Town Council

25 March 2026 (2025-2026)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 25/03/2026)

161	Christmas Lights Infas	408.20	2,000.00	1,677.20	964.33	964.33	2,000.00	2,431.81	2,431.81		
162	VAT			330.00							
163	Legal Expenses		1,000.00				2,500.00	1,195.52	1,195.52		
176	Skate Park Fundraisin										
178	Staff Uniform			611.27				967.82	967.82		
181	Repairs & Maintenanc			4,223.50			4,000.00	3,595.16	3,595.16		
190	Warm Spaces										
196	Credit			-671.77							
199	Community Speedwat							10.23	10.23		
200	CIL 2025/26				4,415.68	4,415.68					
204	ACE - Pallet Fund							884.22	884.22		
205	ACE Film Screening				893.50	893.50		149.68	149.68		
207	CCTV						3,000.00	2,615.00	2,615.00		
209	Visit Aylsham						1,606.00				
SUB TOTAL		124,200.00	172,864.71	122,200.00	149,350.68	148,520.00	192,749.95	192,749.95	151,948.22	171,034.04	171,034.04

		Last Year 2024-2025				Current Year 2025-2026				Next Year					
02 Town Hall		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
41	Other Income														
42	Storage Rent	1,500.00	1,225.00			1,500.00	1,075.00		1,075.00						
43	Curtains	1,000.00				500.00									
44	Hirings - Town Hall	17,000.00	19,298.04		195.25	20,000.00	21,900.08		21,900.08		142.00		142.00		
45	Staff Costs			37,400.00	34,826.92					37,050.00	40,446.83		40,446.83		
48	Utilities			8,000.00	13,051.41					8,000.00	14,111.44		14,111.44		
49	Rates			17,500.00	18,461.70					17,800.00	18,602.72		18,602.72		
50	Cleaning/Sanitary/Refi			7,000.00	8,274.39					8,500.00	7,791.97		7,791.97		
51	Repairs & Maintenanc			5,000.00	2,806.92					5,000.00	3,359.51		3,359.51		
52	Licensing			500.00	1,072.36					500.00	1,327.20		1,327.20		

Aylsham Town Council

25 March 2026 (2025-2026)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 25/03/2026)

53	Furniture		500.00	200.00			500.00	94.91	94.91		
164	Pest Control		250.00	175.00			300.00	185.00	185.00		
165	Incidentals		50.00	270.96			100.00				
183	Precept	66,700.00	66,700.00			45,750.00	45,750.00	45,750.00			
194	Boiler Reserve			96.37							
195	Boiler Reserve	10,000.00		20,000.00		10,000.00		20,000.00			
SUB TOTAL		96,200.00	87,223.04	96,200.00	79,431.28	77,750.00	68,725.08	68,725.08	97,750.00	86,061.58	86,061.58

		Last Year 2024-2025				Current Year 2025-2026				Next Year					
03 Drill Hall		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
61	Storage Rent	1,000.00	740.00			800.00	545.00		545.00						
62	Hirings - Drill Hall	35,000.00	30,920.00			33,000.00	34,462.50		34,462.50						
63	Staff Costs			39,560.00	36,989.30					41,435.00	45,407.67		45,407.67		
66	Broadband			500.00	100.00					600.00	500.00		500.00		
67	Utilities			5,000.00	12,405.34					10,000.00	11,152.11		11,152.11		
68	PWLB			18,700.00	18,298.83					18,300.00	18,009.77		18,009.77		
69	Rates			5,500.00	5,489.00		4,030.21		4,030.21	5,500.00	3,493.00		3,493.00		
70	Cleaning/Sanitary/Refi			4,500.00	2,536.03					3,500.00	2,717.73		2,717.73		
71	Repairs & Maintenanc			4,000.00	587.14					1,000.00	3,521.28		3,521.28		
72	Licensing			150.00	120.00					150.00	215.42		215.42		
73	Furniture			500.00						500.00					
74	Other Income														
166	Incidentals			250.00	32.11					250.00	7.47		7.47		
167	Pest Control			250.00	175.00					250.00	185.00		185.00		
184	Precept	42,900.00	42,900.00			47,690.00	47,686.00		47,686.00						

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 25/03/2026)

SUB TOTAL	78,900.00	74,560.00	78,910.00	76,732.75	81,490.00	86,723.71	86,723.71	81,485.00	85,209.45	85,209.45
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04 23 Market Place		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
80	Rent/Insurance	5,500.00	7,438.80			5,600.00	4,425.03		4,425.03						
169	23 Market Place Repa			400.00						400.00					
SUB TOTAL		5,500.00	7,438.80	400.00		5,600.00	4,425.03		4,425.03	400.00					

05 Cemetery Cottage		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
81	Rent	7,000.00	4,611.30			7,000.00	7,274.06		7,274.06		699.88		699.88		
82	Repairs/Maintenance			2,000.00						500.00	404.07		404.07		
203	Miscellaneous														
206	Management Fees										333.24		333.24		
SUB TOTAL		7,000.00	4,611.30	2,000.00		7,000.00	7,274.06		7,274.06	500.00	1,437.19		1,437.19		

06 Public Toilets		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
85	Utilities			3,000.00	6,284.08					6,500.00	5,088.21		5,088.21		
86	Repairs & Maintenanc				1,069.07					400.00	171.76		171.76		
87	Sanitary/Refuse/Mater			2,500.00	800.00					2,000.00	14.39		14.39		
88	Cleaning Contract			9,000.00	8,150.00					9,500.00	9,111.95		9,111.95		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 25/03/2026)

SUB TOTAL		14,500.00	16,303.15		18,400.00	14,386.31	14,386.31	
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07 Other Properties

		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
91	Staff Costs			7,700.00	6,901.06					8,461.00	13,326.21		13,326.21		
94	Other Income	50.00	50.00			50.00	50.00		50.00						
185	Precept	12,050.00	12,050.00			9,000.00	8,962.00		8,962.00						
SUB TOTAL		12,100.00	12,100.00	7,700.00	6,901.06	9,050.00	9,012.00		9,012.00	8,461.00	13,326.21		13,326.21		

08 Cemetery

		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
96	Interments	3,000.00	4,550.00			3,000.00	3,775.00		3,775.00						
97	Memorials & Inscriptio	3,000.00	920.00			1,000.00	2,330.00		2,330.00		150.00		150.00		
98	Exclusive Rights	2,500.00	3,575.00			2,500.00	3,250.00		3,250.00						
99	Staff Costs			17,800.00	17,937.72					22,912.00	24,341.77		24,341.77		
102	Utilities			100.00	17.61					100.00					
103	Rates			600.00	1,584.95					1,700.00	1,981.19		1,981.19		
104	Drive Maintenance			1,500.00						500.00					
105	Grounds Maintenance			500.00	222.74					500.00	175.00		175.00		
106	Grass Cutting			1,500.00	1,411.48					3,045.00					
107	Repairs & Maintenan			1,000.00	10.65					500.00	24.16		24.16		
108	Equipment Loan (Gras														
109	Petrol Costs Grass Cu														
186	Precept	14,500.00	14,500.00			23,755.00	23,758.00		23,758.00						

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 25/03/2026)

SUB TOTAL	23,000.00	23,545.00	23,000.00	21,185.15	30,255.00	33,113.00	33,113.00	29,257.00	26,672.12	26,672.12
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		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
111	Rents Received	4,500.00	4,631.67			4,500.00	4,783.78		4,783.78		1.10		1.10		
112	Repairs & Maintenanc			1,200.00	2,092.30					500.00	361.73		361.73		
113	Grass Cutting			1,000.00	518.21					508.00					
114	Staff Costs			31,430.00	27,967.00					34,000.00	31,818.11		31,818.11		
115	Equipment Loan (Gras														
116	Petrol Costs Grass Cu														
117	Allotment Deposits		1,300.00		850.00		1,425.00		1,425.00		691.69		691.69		
118	Rent-National Trust			275.00	275.00					275.00	300.00		300.00		
180	Water			100.00	92.91					100.00	313.95		313.95		
187	Precept	29,500.00	29,500.00			30,880.00	30,884.00		30,884.00						
SUB TOTAL		34,000.00	35,431.67	34,005.00	31,795.42	35,380.00	37,092.78	37,092.78	37,092.78	35,383.00	33,486.58	33,486.58	33,486.58		

		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
120	Market Rents	6,000.00	5,837.69			6,000.00	4,804.87		4,804.87		2.03		2.03		
121	Farmers Market Rent	3,000.00	1,155.53			3,000.00	601.35		601.35						
122	Rates			1,500.00	1,397.20					1,500.00	1,397.20		1,397.20		
123	Repairs/Maintenance/														
124	Licensing			200.00	70.00					200.00					
170	Market Place Sundries		8.85	700.00						700.00	266.76		266.76		
171	Market Place Advertisi														

Aylsham Town Council

25 March 2026 (2025-2026)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 25/03/2026)

208	Card Charges Market									2.31		2.31
SUB TOTAL		9,000.00	7,002.07	2,400.00	1,467.20	9,000.00	5,406.22	5,406.22	2,400.00	1,668.30		1,668.30

		Last Year 2024-2025				Current Year 2025-2026				Next Year					
11 Open Spaces		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
126	Verges - Highway		11,675.43		2,512.00		12,084.07		12,084.07	5,243.00					
127	Recreation Ground	9,000.00	49,990.38	65,000.00	115,397.38	9,000.00	1,697.73		1,697.73	66,500.00	45,547.73		45,547.73		
128	Staff Costs			98,450.00	85,437.63	9,000.00	4,500.00		4,500.00	84,375.00	89,135.02		89,135.02		
131	Equipment			3,000.00	2,530.68					4,500.00	2,961.90		2,961.90		
132	Repairs & Maintenan			500.00	1,249.11		332.00		332.00	500.00	727.67		727.67		
133	In House Grass Reser	15,000.00				15,000.00									
134	Tree Maintenance			15,000.00	11,220.00					15,000.00	9,363.31		9,363.31		
135	St Michaels Developm			1,800.00	803.39						430.50		430.50		
136	Staithe/Old Station Ya			400.00	173.06						980.00		980.00		
137	Sapwell Close				72.07										
138	Paupers Grave			400.00	444.00					500.00	58.20		58.20		
139	Norfolk Homes			8,000.00	3,059.50						444.00		444.00		
140	Town Sign/Noticeboar		375.00												
141	Other Green Areas			400.00	2,885.30										
143	Pump														
144	Equipment Loan (Gras				10,280.00						16,005.00		16,005.00		
148	Petrol costs Grass Cur				1,365.86						2,300.77		2,300.77		
149	Verges - Equipment Lc														
150	Verges - Petrol Costs														
172	Replacement Furniture			500.00						500.00					
188	Precept	174,800.00	174,800.00			159,220.00	159,228.00		159,228.00						
197	Recreation Grounds M						16.00		16.00		2,251.00		2,251.00		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 25/03/2026)

SUB TOTAL	198,800.00	236,840.81	193,450.00	237,429.98	192,220.00	177,857.80	177,857.80	177,118.00	170,205.10	170,205.10
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		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
160	General Events		588.36		103.03		1,826.23		1,826.23	2,000.00	3,562.31		3,562.31		
177	Christmas Events		1,921.50		1,901.04		1,586.19		1,586.19	1,003.00	2,876.84		2,876.84		
191	Events		1,885.95	2,000.00	1,497.91										
SUB TOTAL			4,395.81	2,000.00	3,501.98		3,412.42		3,412.42	3,003.00	6,439.15		6,439.15		

		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
142	War Memorial			500.00						100.00					
145	Wall and Footpath Ma			10,000.00	495.00		2,000.00		2,000.00	4,000.00	1,541.00		1,541.00		
146	Clock				4,580.00					300.00	280.00		280.00		
147	Lychgate									100.00					
157	Repairs & Maintenanc				11.66						1,864.52		1,864.52		
168	Grass Cutting				473.42					1,015.00					
182	Grounds Maintenance			1,450.00							172.83		172.83		
198	Staff Costs									10,858.00	11,739.17		11,739.17		
201	Precept					16,415.00	16,374.00		16,374.00						
SUB TOTAL				11,950.00	5,560.08	16,415.00	18,374.00		18,374.00	16,373.00	15,597.52		15,597.52		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 25/03/2026)

		Last Year 2024-2025				Current Year 2025-2026				Next Year					
14 Street Scene		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
151	Utilities			10,000.00	10,678.80					10,500.00	11,088.55		11,088.55		
152	Street Lighting Maintenance		2,677.99	3,000.00	7,169.58					3,000.00	2,676.12		2,676.12		
153	Street Lighting Inspection			2,000.00	1,079.10					2,000.00	792.00		792.00		
154	Litter Bins				4,949.85					4,500.00	4,693.00		4,693.00		
155	Bus Shelter				801.01		3,139.30		3,139.30		3,925.66		3,925.66		
156	Replacement Columns			3,000.00						1,500.00					
173	LED Replacement Project														
174	Bin Installation														
175	Other Repairs			500.00						500.00					
179	Street Furniture			1,000.00	100.00					500.00					
189	Precept	29,500.00	29,500.00			32,500.00	32,500.00		32,500.00						
192	Salix Loan			10,000.00	10,000.00					10,000.00	10,000.00		10,000.00		
SUB TOTAL		29,500.00	32,177.99	29,500.00	34,778.34	32,500.00	35,639.30		35,639.30	32,500.00	33,175.33		33,175.33		

Earmarked Reserves		Last Year 2024-2025				Current Year 2025-2026				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
193	Donations		-82.97							344.14	344.14		344.14		
202	Transport						10,000.00		10,000.00		10,486.65		10,486.65		
210	IT Improvement Project										7,203.60		7,203.60		
SUB TOTAL			-82.97				10,000.00		10,000.00	344.14	18,034.39		18,034.39		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 25/03/2026)

Summary

TOTAL	618,200.00	698,108.23	618,215.00	664,437.07	645,180.00	689,805.35	689,805.35	655,322.36	676,733.27	676,733.27
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Listing of Payments in each Code for All Cost Centres

(Between 24-02-2026 and 24-03-2026)

Cost 01 General Purpose

2 Bank Interest /Ch

Date	Invoice	Description	Supplier	Net	Vat	Total
24/02/2026		Market Rent	Sumup	0.93		0.93
02/03/2026	2271/2193	Bank Charges	Square	1.94		1.94
03/03/2026	2397	Bank Charges	Square	1.50		1.50
02/03/2026		Bank Charges	Sumup	0.42		0.42
02/03/2026		Bank Charges	Sumup	0.26		0.26
12/03/2026		Bank Charges	Sumup	1.14		1.14
16/03/2026		Bank Charges	Sumup	0.55		0.55
13/03/2026	Receipt 821	Bank Charges	Square	0.50		0.50
		Subtotal for Code:	Bank Interest /Charges	£7.24		£7.24

5 Recycling Credits

Date	Invoice	Description	Supplier	Net	Vat	Total
02/03/2026	SIV001950	Bottle Bank	URM	40.17	8.03	48.20
		Subtotal for Code:	Recycling Credits/Bottle	£40.17	£8.03	£48.20

7 Staff Costs

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026		Staff Costs	Wages	8,507.84		8,507.84
26/02/2026		Staff Costs	Wages	51.87		51.87
05/03/2026	55054	Staff Costs	Unity Occupational Health & Wellb	300.00		300.00
05/03/2026	55115	Staff Costs	Unity Occupational Health & Wellb	240.00		240.00
		Subtotal for Code:	Staff Costs	£9,099.71		£9,099.71

10 Office Expenses

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026		Office Expenses	Employee Expenses	11.75	2.35	14.10
02/03/2026	16376	Computer/IT	Scribe	36.00	7.20	43.20
03/03/2026	69132341211	Telephone & Broadband	Vodafone	76.05	15.21	91.26
02/03/2026	M043 BN	Telephone & Broadband	British Telecom	453.33	90.67	544.00
27/02/2026	816877	Computer/IT	Intouch	31.18	6.24	37.42
27/02/2026	816878	Computer/IT	Intouch	83.88	16.78	100.66
02/03/2026	816976	Computer/IT	Intouch	50.00	10.00	60.00
02/03/2026	22799	Website	Hugo Fox Ltd	2.49	0.50	2.99
05/03/2026		Office Expenses	Mitchell Philpott	11.75	2.35	14.10
05/03/2026		Office Expenses	Employee Expenses	1.37	0.28	1.65
11/03/2026	34872	Office Expenses	Halls Power Equipment Ltd	22.66	4.53	27.19
11/03/2026	1808427	Water Machine	Cooleraid	22.41	4.48	26.89
11/03/2026	1808428	Water Machine	Cooleraid	7.47	1.49	8.96
11/03/2026	4410445935	Office Expenses	Viking	42.88	8.58	51.46
11/03/2026	4410445935	Office Expenses	Viking	48.24		48.24
09/03/2026		Various	Barclaycard	111.67	22.33	134.00
06/03/2026	3888434	Staff Costs	Brightpay	4.20	0.84	5.04
18/03/2026	817834	Computer/IT	Intouch	62.50	12.50	75.00
19/03/2026	239426	Photocopy Expenses	Mayday	164.36	32.87	197.23
19/03/2026	10028084	Office Expenses	J B Postle	8.29	1.66	9.95
23/03/2026	818267	Office Expenses	Intouch	119.90	23.98	143.88
23/03/2026		Telephone & Broadband	EE Limited	34.00	6.80	40.80
24/03/2026	818305	Office Expenses	Intouch	14.50	2.90	17.40
		Subtotal for Code:	Office Expenses	£1,420.88	£274.54	£1,695.42

14 Advertising

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026	0013290	Advertising	Just Regional	210.00	42.00	252.00
11/03/2026	0013461	Advertising	Just Regional	210.00	42.00	252.00
19/03/2026	0013557	Advertising	Just Regional	210.00	42.00	252.00
		Subtotal for Code:	Advertising	£630.00	£126.00	£756.00

17 Subscriptions & I

Date	Invoice	Description	Supplier	Net	Vat	Total
09/03/2026		Various	Barclaycard	166.67	33.33	200.00
		Subtotal for Code:	Subscriptions & Member	£166.67	£33.33	£200.00

18 Professional Fee:

Date	Invoice	Description	Supplier	Net	Vat	Total
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11/03/2026	0069	Professional charges	Council HR and Governance Supp	2,250.00	450.00	2,700.00
19/03/2026	202526-Aylst	Professional charges	Rachel Leggett	1,035.70		1,035.70
			Subtotal for Code: Professional Fees	£3,285.70	£450.00	£3,735.70

21 Climate Change

Date	Invoice	Description	Supplier	Net	Vat	Total
02/03/2026		Website	Peter Jolly	619.99		619.99
11/03/2026	I24835	ACE	S & M Supplies	63.87	12.77	76.64
11/03/2026	I24833	ACE	S & M Supplies	160.63	32.13	192.76
11/03/2026	I25152	ACE	S & M Supplies	3.05	0.61	3.66
19/03/2026	GBLD1LABE	ACE	Amazon	10.82	2.16	12.98
19/03/2026	GB6KWSQAI	ACE	Amazon	10.82	2.16	12.98
			Subtotal for Code: Climate Change	£869.18	£49.83	£919.01

26 Van

Date	Invoice	Description	Supplier	Net	Vat	Total
18/03/2026	22490341	Van	ALD Automotive	393.13	78.63	471.76
			Subtotal for Code: Van	£393.13	£78.63	£471.76

27 Miscellaneous

Date	Invoice	Description	Supplier	Net	Vat	Total
19/03/2026		Donations Made	Aylsham Rainbows	500.00		500.00
			Subtotal for Code: Miscellaneous	£500.00		£500.00

181 Repairs & Mainte

Date	Invoice	Description	Supplier	Net	Vat	Total
11/03/2026	I24928	Repairs & Maintenance	S & M Supplies	6.98	1.40	8.38
11/03/2026	I24596	Repairs & Maintenance	S & M Supplies	67.97	13.60	81.57
11/03/2026	GB6JZCKABI	Repairs & Maintenance	Amazon	9.76	1.95	11.71
09/03/2026		Various	Barclaycard	21.47	4.29	25.76
19/03/2026	I25371	Repairs & Maintenance	S & M Supplies	55.82	11.17	66.99
19/03/2026	I25192	Repairs & Maintenance	S & M Supplies	118.02	23.60	141.62
			Subtotal for Code: Repairs & Maintenance	£280.02	£56.01	£336.03
			Subtotal for Cost Centre: 01 General Purpose	16,692.70	1,076.37	17,769.07

Cost 02 Town Hall

45 Staff Costs

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026		Staff Costs	Wages	3,337.62		3,337.62
			Subtotal for Code: Staff Costs	£3,337.62		£3,337.62

48 Utilities

Date	Invoice	Description	Supplier	Net	Vat	Total
26/02/2026	2-05802695	Electricity	Engie Gas Limited	194.98	39.00	233.98
26/02/2026	2-05802767	Electricity	Engie Gas Limited	742.38	148.48	890.86
23/03/2026	1-02028432	Gas	Engie Gas Limited	730.46	146.09	876.55
23/03/2026	1-02005225	Gas	Engie Gas Limited	651.27	130.25	781.52
23/03/2026	1-02028433	Gas	Engie Gas Limited	-475.15	-95.03	-570.18
23/03/2026	1-02028465	Gas	Engie Gas Limited	-145.85	-29.17	-175.02
23/03/2026	1-02028464	Gas	Engie Gas Limited	48.13	9.63	57.76
23/03/2026	1-02009653	Gas	Engie Gas Limited	110.50	22.10	132.60
			Subtotal for Code: Utilities	£1,856.72	£371.35	£2,228.07

50 Cleaning/Sanitary

Date	Invoice	Description	Supplier	Net	Vat	Total
19/03/2026	33061038	Cleaning/Sanitary/Refuse	Nisbets	92.91	18.58	111.49
19/03/2026	100	Window Cleaning	Mr Brightside Pure Water Window	40.00		40.00
23/03/2026	283T020373	Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	380.00	76.00	456.00
			Subtotal for Code: Cleaning/Sanitary/Refus	£512.91	£94.58	£607.49
			Subtotal for Cost Centre: 02 Town Hall	5,707.25	465.93	6,173.18

Cost 03 Drill Hall

63 Staff Costs

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026		Staff Costs	Wages	3,762.66		3,762.66
			Subtotal for Code: Staff Costs	£3,762.66		£3,762.66

67 Utilities

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026	2-05816843	Electricity	Engie Gas Limited	725.28	145.06	870.34
23/03/2026	1-02009655	Gas	Engie Gas Limited	771.00	154.20	925.20
			Subtotal for Code: Utilities	£1,496.28	£299.26	£1,795.54

70 Cleaning/Sanitary

Date	Invoice	Description	Supplier	Net	Vat	Total
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19/03/2026	054	Window Cleaning	Mr Brightside Pure Water Window	18.00		18.00
19/03/2026	055	Window Cleaning	Mr Brightside Pure Water Window	18.00		18.00
23/03/2026	283T020372	Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	111.04	22.21	133.25
			Subtotal for Code: Cleaning/Sanitary/Refuse	£147.04	£22.21	£169.25
			Subtotal for Cost Centre: 03 Drill Hall	5,405.98	321.47	5,727.45

Cost 05 Cemetery Cottage

81 Rent

Date	Invoice	Description	Supplier	Net	Vat	Total
05/03/2026		Rent	Sequence	99.97		99.97
			Subtotal for Code: Rent	£99.97		£99.97
			Subtotal for Cost Centre: 05 Cemetery Cottage	99.97		99.97

Cost 06 Public Toilets

85 Utilities

Date	Invoice	Description	Supplier	Net	Vat	Total
24/02/2026		Electricity	Engie Gas Limited	-38.37	-7.67	-46.04
26/02/2026	2-05802726	Electricity	Engie Gas Limited	188.47	37.69	226.16
			Subtotal for Code: Utilities	£150.10	£30.02	£180.12

87 Sanitary/Refuse/M

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026	GB6EPO4AB	Cleaning/Sanitary/Refuse	Amazon	14.39	2.88	17.27
			Subtotal for Code: Sanitary/Refuse/Materia	£14.39	£2.88	£17.27

88 Cleaning Contrac

Date	Invoice	Description	Supplier	Net	Vat	Total
11/03/2026	1086	Toilet Contract Cleaning	Barnett's Cleaning	700.00	140.00	840.00
			Subtotal for Code: Cleaning Contract	£700.00	£140.00	£840.00
			Subtotal for Cost Centre: 06 Public Toilets	864.49	172.90	1,037.39

Cost 07 Other Properties

91 Staff Costs

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026		Staff Costs	Wages	1,094.93		1,094.93
			Subtotal for Code: Staff Costs	£1,094.93		£1,094.93
			Subtotal for Cost Centre: 07 Other Properties	1,094.93		1,094.93

Cost 08 Cemetery

99 Staff Costs

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026		Staff Costs	Wages	2,012.03		2,012.03
			Subtotal for Code: Staff Costs	£2,012.03		£2,012.03

105 Grounds Mainten

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026		Pest Control	Control Pest Solution	175.00		175.00
			Subtotal for Code: Grounds Maintenance	£175.00		£175.00
			Subtotal for Cost Centre: 08 Cemetery	2,187.03		2,187.03

Cost 09 Allotments

114 Staff Costs

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026		Staff Costs	Wages	2,634.86		2,634.86
			Subtotal for Code: Staff Costs	£2,634.86		£2,634.86

117 Allotment Deposi

Date	Invoice	Description	Supplier	Net	Vat	Total
05/03/2026		Allotment deposit	Allotment holder	129.19		129.19
11/03/2026		Allotment deposit	Allotment holder	100.00		100.00
19/03/2026		Allotment Rent	Allotment holder	17.50		17.50
			Subtotal for Code: Allotment Deposits	£246.69		£246.69
			Subtotal for Cost Centre: 09 Allotments	2,881.55		2,881.55

Cost 10 Markets

208 Card Charges Ma

Date	Invoice	Description	Supplier	Net	Vat	Total
23/03/2026		Bank Charges	Sumup	0.26		0.26
			Subtotal for Code: 37 Card Charges Market	£0.26		£0.26

Subtotal for Cost Centre: 10 Markets

0.26

0.26

Cost 11 Open Spaces**128 Staff Costs**

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026		Staff Costs	Wages	7,364.45		7,364.45
24/03/2026		Staff Costs	Wages	1,907.38		1,907.38
			Subtotal for Code: Staff Costs	£9,271.83		£9,271.83

132 Repairs & Maintenance

Date	Invoice	Description	Supplier	Net	Vat	Total
11/03/2026	319792	Repairs & Maintenance	Ben Burgess	17.07	3.41	20.48
19/03/2026	320401	Repairs & Maintenance	Ben Burgess	12.50	2.50	15.00
			Subtotal for Code: Repairs & Maintenance	£29.57	£5.91	£35.48

144 Equipment Loan

Date	Invoice	Description	Supplier	Net	Vat	Total
11/03/2026	406044	Grass Cutting	Ben Burgess	1,555.00	311.00	1,866.00
			Subtotal for Code: Equipment Loan (Grass)	£1,555.00	£311.00	£1,866.00

148 Petrol costs Grass

Date	Invoice	Description	Supplier	Net	Vat	Total
09/03/2026		Various	Barclaycard	85.71	17.14	102.85
			Subtotal for Code: Petrol costs Grass Cutting	£85.71	£17.14	£102.85
			Subtotal for Cost Centre: 11 Open Spaces	10,942.11	334.05	11,276.16

Cost 12 Events**160 General Events**

Date	Invoice	Description	Supplier	Net	Vat	Total
05/03/2026	2024113	General Events	BCW Office Products Ltd	102.00	20.40	122.40
			Subtotal for Code: General Events	£102.00	£20.40	£122.40
			Subtotal for Cost Centre: 12 Events	102.00	20.40	122.40

Cost 13 Churchyard**145 Wall and Footpath**

Date	Invoice	Description	Supplier	Net	Vat	Total
19/03/2026	25563	Church Wall	Whitworth	1,541.00	308.20	1,849.20
			Subtotal for Code: Wall and Footpath Main	£1,541.00	£308.20	£1,849.20

157 Repairs & Maintenance

Date	Invoice	Description	Supplier	Net	Vat	Total
11/03/2026		Repairs & Maintenance	Robin Worton	1,850.00		1,850.00
			Subtotal for Code: Repairs & Maintenance	£1,850.00		£1,850.00

198 Staff Costs

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026		Staff Costs	Wages	975.39		975.39
			Subtotal for Code: Staff Costs	£975.39		£975.39
			Subtotal for Cost Centre: 13 Churchyard	4,366.39	308.20	4,674.59

Cost 14 Street Scene**151 Utilities**

Date	Invoice	Description	Supplier	Net	Vat	Total
25/02/2026	IN14912487	Electricity	N Power Commercial	1,315.88	263.18	1,579.06
20/03/2026	IN15071928	Electricity	Npower Business Solutions	1,026.80	205.36	1,232.16
			Subtotal for Code: Utilities	£2,342.68	£468.54	£2,811.22
			Subtotal for Cost Centre: 14 Street Scene	2,342.68	468.54	2,811.22

Cost Earmarked Reserves**202 Transport**

Date	Invoice	Description	Supplier	Net	Vat	Total
19/03/2026	034904	Professional charges	Canham Consulting	257.40	51.48	308.88
			Subtotal for Code: Transport	£257.40	£51.48	£308.88

210 IT Improvement F

Date	Invoice	Description	Supplier	Net	Vat	Total
11/03/2026	1405798621	IT Improvements	Dell Technologies	4,084.56	816.91	4,901.47
11/03/2026	1405798625	IT Improvements	Dell Technologies	263.30	52.66	315.96
11/03/2026	1405798623	IT Improvements	Dell Technologies	234.88	46.98	281.86
11/03/2026	1405798622	IT Improvements	Dell Technologies	2,217.86	443.57	2,661.43
11/03/2026	1405798624	IT Improvements	Dell Technologies	403.00	80.60	483.60

Subtotal for Code:	IT Improvement Project	£7,203.60	£1,440.72	£8,644.32
Subtotal for Cost Centre:	Earmarked Reserves	7,461.00	1,492.20	8,953.20

TOTALS	£60,148.34	£4,660.06	£64,808.40
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Aylsham Town Council

25 March 2026 (2025-2026)

Listing of Receipts in each Code for All Cost Centres

(Between 24-02-2026 and 24-03-2026)

Cost 01 General Purpose

2 Bank Interest /Charges

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
02/03/2026	02 Barclays Active		Bank Interest Received	Barclays Bank	439.15		439.15
Subtotal for Code: Bank Interest /Charges					£439.15		£439.15

21 Climate Change

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
27/02/2026	01 Barclays Curre		ACE	Broadland District Council	5,000.00		5,000.00
10/03/2026	01 Barclays Curre		ACE	ACE Group	232.90	46.58	279.48
09/03/2026	01 Barclays Curre		Blister packs	ACE Group	155.35		155.35
24/03/2026	01 Barclays Curre		Blister packs	ACE Group	63.18		63.18
Subtotal for Code: Climate Change					£5,451.43	£46.58	£5,498.01
Subtotal for Cost Centre: 01 General Purpose					5,890.58	46.58	5,937.16

Cost 02 Town Hall

44 Hirings - Town Hall

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
24/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	72.00		72.00
24/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	36.00		36.00
24/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	48.00		48.00
25/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	112.00		112.00
25/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	132.00		132.00
03/03/2026	01 Barclays Curre		Hirings	Town Hall Hirer	60.00		60.00
04/03/2026	01 Barclays Curre		Hirings	Town Hall Hirer	36.00		36.00
03/03/2026	01 Barclays Curre		Hirings	Town Hall Hirer	60.00		60.00
25/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	28.00		28.00
26/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	21.00		21.00
26/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	252.00		252.00
26/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	78.00		78.00
27/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	375.00		375.00
27/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	150.00	30.00	180.00
27/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	83.33	16.67	100.00
27/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	125.00	25.00	150.00
27/02/2026	01 Barclays Curre		Hirings	Town Hall Hirer	56.00		56.00
02/03/2026	01 Barclays Curre		Hirings	Town Hall Hirer	72.00		72.00
02/03/2026	01 Barclays Curre		Hirings	Town Hall Hirer	72.00		72.00
02/03/2026	01 Barclays Curre		Hirings	Town Hall Hirer	48.00		48.00
13/03/2026	01 Barclays Curre		Hirings	Town Hall Hirer	70.00		70.00
16/03/2026	01 Barclays Curre		Hirings	Town Hall Hirer	63.00		63.00
24/03/2026	01 Barclays Curre		Hirings	Town Hall Hirer	56.00		56.00
24/03/2026	01 Barclays Curre		Hirings	Town Hall Hirer	252.00		252.00
24/03/2026	01 Barclays Curre		Hirings	Town Hall Hirer	78.00		78.00
Subtotal for Code: Hirings - Town Hall					£2,435.33	£71.67	£2,507.00
Subtotal for Cost Centre: 02 Town Hall					2,435.33	71.67	2,507.00

Cost 03 Drill Hall

61 Storage Rent

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
03/03/2026	01 Barclays Curre		Hirings	Town Hall Hirer	20.00		20.00
03/03/2026	01 Barclays Curre		Hirings	Town Hall Hirer	20.00		20.00
Subtotal for Code: Storage Rent					£40.00		£40.00

62 Hirings - Drill Hall

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
24/02/2026	01 Barclays Curre		Hirings	Drill Hall Hirer	30.00		30.00
05/03/2026	01 Barclays Curre		Hirings	Drill Hall Hirer	40.00		40.00
03/03/2026	01 Barclays Curre		Hirings	Drill Hall Hirer	100.00		100.00
03/03/2026	01 Barclays Curre		Hirings	Drill Hall Hirer	15.00		15.00
03/03/2026	01 Barclays Curre		Hirings	Drill Hall Hirer	15.00		15.00
03/03/2026	01 Barclays Curre		Hirings	Drill Hall Hirer	90.00		90.00
03/03/2026	01 Barclays Curre		Hirings	Drill Hall Hirer	15.00		15.00

25/02/2026	01 Barclays Curre	Hirings	Drill Hall Hirer	50.00	50.00
26/02/2026	01 Barclays Curre	Hirings	Drill Hall Hirer	80.00	80.00
26/02/2026	01 Barclays Curre	Hirings	Drill Hall Hirer	70.00	70.00
26/02/2026	01 Barclays Curre	Hirings	Drill Hall Hirer	20.00	20.00
26/02/2026	01 Barclays Curre	Hirings	Drill Hall Hirer	20.00	20.00
26/02/2026	01 Barclays Curre	Hirings	Drill Hall Hirer	20.00	20.00
27/02/2026	01 Barclays Curre	Hirings	Drill Hall Hirer	45.00	45.00
02/03/2026	01 Barclays Curre	Hirings	Drill Hall Hirer	80.00	80.00
02/03/2026	01 Barclays Curre	Hirings	Drill Hall Hirer	40.00	40.00
02/03/2026	01 Barclays Curre	Hirings	Drill Hall Hirer	10.00	10.00
06/03/2026	01 Barclays Curre	Hirings	Drill Hall Hirer	500.00	500.00
10/03/2026	01 Barclays Curre	Hirings	Drill Hall Hirer	120.00	120.00
23/03/2026	01 Barclays Curre	Hirings	Drill Hall Hirer	45.00	45.00
Subtotal for Code: Hirings - Drill Hall				£1,405.00	£1,405.00
Subtotal for Cost Centre: 03 Drill Hall				1,445.00	1,445.00

Cost 05 Cemetery Cottage

81 Rent

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
05/03/2026	01 Barclays Curre		Rent	Sequence	775.00		775.00
Subtotal for Code: Rent					£775.00		£775.00
Subtotal for Cost Centre: 05 Cemetery Cottage					775.00		775.00

Cost 08 Cemetery

96 Interments

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
25/02/2026	01 Barclays Curre		Exclusive Rights	Funeral Director	325.00		325.00
Subtotal for Code: Interments					£325.00		£325.00

97 Memorials & Inscriptions

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
02/03/2026	01 Barclays Curre		Memorials & Inscriptions	Stone Masons	190.00		190.00
12/03/2026	01 Barclays Curre		Memorials & Inscriptions	Co-op Funeralcare Stubbington	380.00		380.00
20/03/2026	01 Barclays Curre		Memorials & Inscriptions	Nick Hindle Stonemasons	90.00		90.00
20/03/2026	01 Barclays Curre		Memorials & Inscriptions	Nick Hindle Stonemasons	90.00		90.00
Subtotal for Code: Memorials & Inscriptions					£750.00		£750.00

98 Exclusive Rights

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
13/03/2026	01 Barclays Curre		Exclusive Rights	Funeral Director	325.00		325.00
Subtotal for Code: Exclusive Rights					£325.00		£325.00
Subtotal for Cost Centre: 08 Cemetery					1,400.00		1,400.00

Cost 09 Allotments

111 Rents Received

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
02/03/2026	01 Barclays Curre		Allotments	Sue Fisher	27.50		27.50
02/03/2026	01 Barclays Curre		Allotments	David Edwards	50.00		50.00
09/03/2026	01 Barclays Curre		Allotments	Dawn Collyer	17.50		17.50
Subtotal for Code: Rents Received					£95.00		£95.00

117 Allotment Deposits

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
09/03/2026	01 Barclays Curre		Allotments	Dawn Collyer	100.00		100.00
Subtotal for Code: Allotment Deposits					£100.00		£100.00
Subtotal for Cost Centre: 09 Allotments					195.00		195.00

Cost 10 Markets

120 Market Rents

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
24/02/2026	01 Barclays Curre		Market Rent	Sumup	55.00		55.00
26/02/2026	01 Barclays Curre		Market Rent	Market Rent	213.00		213.00
02/03/2026	01 Barclays Curre		Market Rent	Sumup	25.00		25.00
02/03/2026	01 Barclays Curre		Market Rent	Sumup	15.00		15.00
07/03/2026	01 Barclays Curre		Farmers Market	Farmers Market	40.50		40.50
10/03/2026	01 Barclays Curre		Market Rent	Market Rent	123.50		123.50
09/03/2026	01 Barclays Curre		Market Rent	Sumup	40.00		40.00
16/03/2026	01 Barclays Curre		Market Rent	Market Rent	32.50		32.50
24/03/2026	01 Barclays Curre		Market Rent	Market Rent	143.00		143.00
24/03/2026	01 Barclays Curre		Market Rent	Market Rent	15.00		15.00

Subtotal for Code: Market Rents £702.50 £702.50

121 Farmers Market Rent

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
26/02/2026	01 Barclays Curre		Farmers Market	Farmers Market	13.50		13.50
07/03/2026	01 Barclays Curre		Farmers Market	Sumup	27.00		27.00
Subtotal for Code: Farmers Market Rent					£40.50		£40.50
Subtotal for Cost Centre: 10 Markets					743.00		743.00

Cost 12 Events

160 General Events

Date	Bank	Cheq. No.	Description	Supplier	Net	Vat	Total
13/03/2026	01 Barclays Curre		Craft Fair Table Charge	Lynda Amey	20.00		20.00
Subtotal for Code: General Events					£20.00		£20.00
Subtotal for Cost Centre: 12 Events					20.00		20.00

TOTALS £12,903.91 £118.25 £13,022.16

Created by  **Scribe**

Aylsham Town Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Bottle Bank	5,312.93	-100.00	1,603.66	2,238.59	5,847.86
Cittaslow	573.76				573.76
Community Events	7,200.00	500.00			7,700.00
Christmas Decorations	1,820.26				1,820.26
Election	2,500.00				2,500.00
Marquees	1,638.26		1,371.22	294.27	561.31
Drill Hall	10,000.00	5,000.00			15,000.00
Town Hall	17,000.00	12,500.00			29,500.00
Properties	19,100.00	-19,100.00			0.00
Public Toilets		2,500.00			2,500.00
Cemetery	24,769.35	-14,500.00			10,269.35
Open Spaces	70,400.00	-20,000.00			50,400.00
Highway Verges	14,102.88	-14,102.88			0.00
Recreation Ground	50,000.00	-2,235.00			47,765.00
Churchyard	46,000.00	9,505.00			55,505.00
Street Furniture	7,853.50	-784.80			7,068.70
Allotment Deposits	6,685.00		691.69	1,425.00	7,418.31
Hall Hire Deposit					0.00
CIL	31,668.36	-30,000.00			1,668.36
Cemetery Cottage	2,000.00	8,000.00			10,000.00
Youth	3,000.00				3,000.00
Skate Park	1,148.67				1,148.67
Communications	4,730.00	-3,076.00			1,654.00
In House Grass	10,000.00	-10,000.00			0.00
Boiler Reserve	29,903.63				29,903.63
Climate Group	909.00				909.00
ACE Events			149.68	893.50	743.82
CIL 2025.2026		33,952.20			33,952.20
Transport Hub Reserve			10,486.65	10,000.00	-486.65
Neighbourhood Plan		30,000.00			30,000.00
IT Reserve		20,000.00	7,203.60		12,796.40
23 Market Place		5,600.00			5,600.00
Total Earmarked	368,315.60	13,658.52	21,506.50	14,851.36	375,318.98
TOTAL RESERVE	368,315.60	13,658.52	21,506.50	14,851.36	375,318.98

Aylsham Town Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
GENERAL FUND					30,331.18
TOTAL FUNDS					405,650.16



Aylsham Town Council

Internal Scrutiny Report For the quarter period 2025/26 Q3 October to December 2025

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
		Satisfactory	See note	
Bank reconciliation of accounts.	17th March 2026	Yes	-	1st April 2026
INCOME: Invoices, Receipts and Bank Statements	17th March 2026	Yes	-	1st April 2026
EXPENDITURE: Invoices and Bank Statements for: 1) Payments by BACs/Cheques/Direct Debits/Standing Orders/Credit Cards 2) Staff Salaries 3) Pension/HMRC Returns	17th March 2026	Yes	-	1st April 2026
	17th March 2026	Yes	-	1st April 2026
	17th March 2026	Yes	-	1st April 2026
Notes: The checks found the records to be well produced and accurate.				

Signed: CFL

Name: C Fletcher

Date: 17th March 2026

Meeting of Aylsham Town Council – 1st April 2026

Item 12 – Aylsham Recreation Ground – Administration Handover

The Recreation Ground has advised:

- Bookkeeping/accounting - the contractor has been officially appointed and we have been given them trustee ID and details to get an agreement set up; then they are sending me a list of what they need - in regards to bookkeeping and banking. As soon as I have the list, I will send through what is required
- Although the booking system is not fully functioning yet - we are going to be using Hallmaster and all bookings will go through that. In the interim, all bookings can come straight to me - I will keep a diary until everything is working as it should do

Clarification has been sought as to whether a full handover will be possible on 31st March

Item 13 – To Consider Town Council Attendance at the Family Learning Day

TACT Families has confirmed that the Town Council can have a stand at the Family Learning Day on Saturday 20th June at Aylsham High School. Staff will be onsite at 8.30am for setting up. Doors open to the public at 10am with a prompt 2pm finish.

Could councillors consider volunteers for the event and what would form the stand.



Minutes of the **Aylsham Climate Emergency Group Meeting held on 2nd March 2026**



Present:

Grizelda Tyler (Chairman)
Michael Dolling
Yvonne Stewart

Sue Catchpole
Louise Harlow

Kevin Cunnane
Kate Mackenzie

Also Present: Guests Bidy Fisher (Felbeck Trust), Phil and Delia Arthur, Keith and Margaret Brooker, Hilary Lucier and Michael Scott
Faye LeBon (Town Clerk).

1. To Receive Apologies for Absence

Apologies were received from Bryce Davies, Catherine Fletcher, Corinne Houlden, Kay Montandon and Heather Walters.

2. To Receive Declarations of Interest and Requests for Dispensation

None received.

3. To Agree the Minutes of the 2nd February 2026

The minutes of the meeting held on 2nd February 2026 were **agreed** as a true record of the business conducted at the meeting.

4. To Note Matters Arising from the Minutes, not Included on the Agenda

It was confirmed that the Family Learning Day would be on the 20th June.
The clerk will find out when the s106 Green Infrastructure funding would need to be spent.

5. Existing Projects.

a) To receive update and agree project for further Green Infrastructure funding

Kate advised that she is looking at a list and is awaiting extra costings.

b) To receive update on Climate Scam film event

It was reported that there was good feedback from the Climate Scam film. It was agreed that the film programme was a better alternative to Green Day. Yvonne will do an analysis of the discussion that took place after the film.

Whilst attendance was good, it was acknowledged that there was a need to attract people who were not already convinced that there is a climate crisis. It was also important to attract young people.

The next film is on 15th May.

Yvonne reported that she had been contacted by Cornwall Climate Care about a film they are working on specifically for young people.

Other suggestions for attracting young people to ACE were:

- Work with the Norfolk Wildlife Trust, which has attracted a group of young people already.
- Work with the community shed. Young people could assist with making swift boxes.
- Work with the school's Duke of Edinburgh co-ordinator
- Work with the uniformed groups eg: scouts
- It was acknowledged that it is sometimes difficult to work with the schools because their curriculum is already very full. Working with 16-30 year olds could be considered.
- A Youth ACE
- Bulb planting for families / uniformed groups
- Engage young people to help with marketing for films.
- Link up with the National Trust
- Biofluorescent walks and bat searches

It was noted that events to be held with those already engaged in the process could help to raise money for events for those who were not so engaged.

Grizelda suggested an ACE ceilidh.

c) Carbon Reduction and Local Businesses

Kay Montandon has been working on this project. She had recently visited businesses on the industrial estate to begin a line of engagement with them.

It was noted that the proposed Lidl store was planned with solar panels.

d) Outward Communications

Yvonne advised that she was unable to place a poster in the ACE noticeboard due to its height and composition. The Clerk will find out if cork board can be installed within the board.

It was agreed that the website needs a revamp. A small group should liaise with Patrick and Peter to decide what is needed. Grizelda and Yvonne will get a date from Patrick. A problem with the website was noted, in that an error message came up when submitting the contact form.

e) To agree actions for other planned events

Michael had provided a proposal to support recycling, in view of the dwindling projects through Terracycle. This will be discussed at the next meeting.

The Clerk will arrange for a sealable donations container for the blister packs.

6. To Agree Purchase of ACE Gazebo for use at Events

It was agreed to defer this item.

7. To consider showing of the National Emergency Briefing Film

Jenny Haycocks joined the meeting via zoom

Jenny updated the meeting to advise that the film will be ready to be broadcast after 7th April. So far in excess of 500 places have agreed to show the film. Discussions occurred as to when a suitable time to show the film. It was agreed to show the film after the elections on 7th May, in the hope of encouraging political figures to attend.

The National Emergency Briefing is creating a supporters pack which will help with promotion of the film.

Work continues to lobby the mainstream television stations to show the film.

Momentum needs to be maintained after the showing of the film.

There are links associated with the National Emergency Briefing and a WhatsApp group that can be joined. Jenny will send these details to the Clerk to circulate. The WhatsApp group can also be joined through the Zero Hour website.

Jenny was thanked for her update

8. To Receive Group Updates, not elsewhere covered in the agenda

Transport

This group continues to look at the Penfold Street junction. The alternative design has now been tested with a fire engine and a bus.

The Clerk will circulate the results of the market place survey.

The Clerk will find out what the uptake has been for the Cargo Bike.

A new crossing at Burgh Road is now quite likely.

Energy

It was reported that people are still requesting to use the thermal imaging camera. Michael advised that the Green Doctor is hoping to link up with ACE. Concerns were raised over cowboy builders that had been associated with the government's home insulation scheme. The Clerk advised that the Town Council would not recommend specific companies, but would refer to Trusted Trader.

9. Finance

a) To receive updated ACE budget

The Clerk provided an update on the ACE budget in both the earmarked reserves and the revenue budget, along with committed funds.

Revenue Budget	£3,907.50
ACE Events	£554.34
Other Income	£1,406.83

This would be moved to ACE earmarked reserves at the end of the financial year.

General ACE earmarked reserves currently stand at £909.00.

Grizelda will bring the cash from the Climate Scam film to the Town Council for banking.

10. Items for Future Agendas

Proposal for Lidl store

Green Doctor
Recycling project

The microphones are to be set up for the next meeting.

It was noted that The Book Hive wishes to start a Climate Reading Group. The first meeting will be in the Quaker Hall at 5.30pm on 1st April.

11. To Agree the Date of the Next Meeting as Wednesday 8th April 2026 at 7pm

This was *agreed*.

There being no further business the meeting was closed at 8.40pm.

Signed _____

Date _____

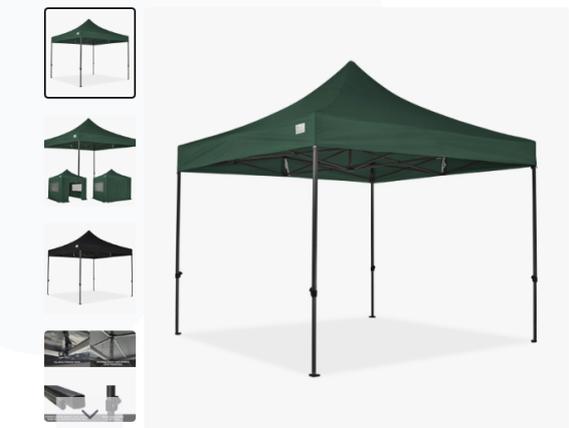
DRAFT

Meeting of Aylsham Town Council – 1st April 2026

Item 14aii

To Consider Proposition from ACE to purchase a Pop-up Gazebo for Events

ACE has requested a pop up gazebo from their budget. This is because they are running out of space for mangling at the Food and Craft Market, and it would also be useful for external events they attend. There is ample money in their budget and it has been confirmed that there is space for storage at the Town Hall. Cost £198.96



EXPLORER POP UP GAZEBO 3MX3M (10FT X10FT)

In stock

£198.96

Colour: Green

Walls: No Side Walls Required

SELECT ADDITIONAL OPTIONS

- 15Kg Gazebo Cast Weights (Set of 4) + £139.96
- Gazebo Sandbag Leg Weights (Set of 4) + £19.96
- HD Tie Down Kit (4 Corkscrew Ground Stakes + 4 Cam Buckles Straps) + £39.99
- Water Weights (Set of 4) + £49.99

UPF 50+
WATERPROOF
LIGHT COMMERCIAL
NEXT DAY DELIVERY

would also be useful to have better pedestrian access to the site from Dunkirk. This could be in the form of a trod.

Discussions occurred as to the proposed Lidl site to the south of the town, and whether this was the most appropriate site, given the industrial area is to the north of the town. The northern area is allocated for employment under the GNLP, whereas the southern site is not.

The committee **agreed** that applications 2026/0174 and 2026/0175 would be supported due to the benefit of employment opportunities and the general economy of Aylsham, with the request that better pedestrian access be made between the site and Dunkirk.

5. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

The Meeting was Adjourned for 10 minutes

6. To Receive Updates on Existing Applications

Updates to previous applications under consideration by Broadland District Council were noted follows:

Reference	Address	Details	Town Council Response	Status
2024/3433	<i>Shepherds Huts Green Lane Off Banningham Road</i>	Placement of 2 shepherd huts (1 for holiday accommodation and 1 for a shower block) and change of use of land (retrospective)	No Objections	Pending
2025/1103	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) FULL PLANNING PERMISSION	No objections	To be considered by committee
2025/1104	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) LISTED BUILDING CONSENT	No objections, subject to the design and materials being in keeping and sympathetic to the original building	To be considered by committee
2025/1097	<i>15 Red Lion Street NR11 6ER</i>	Demolition of redundant outbuildings and	Application supported	Pending (amended application submitted)

		erection of new single storey building		
2025/2418	<i>Barclays Bank 1-2 Market Place NR11 6EW</i>	Conversion of former Barclays Bank to part residential (11 Units)	Aylsham Town Council is broadly supportive of additional housing in the town centre, although would query why there is no affordable provision. Clarification is sought on the central building in the existing layout plan marked up as 'private dwellings, three storey brick construction'. This building is believed to be in the same ownership as the development site, although hasn't been marked up as such. Rather than private dwellings its existing usage is that of a barn construction. The town council would like to see this building forming part of a s106 agreement for community use.	Pending
2025/2777	<i>Abbots House, 25 White Hart Street, NR11 6HG</i>	Repair/replace existing sashes to all windows	No objections	Approval with conditions
2025/3401	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single-storey building.	No objections	Pending (amended application submitted)
2025/1097	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single-storey building. Amended application	No objections	Pending
2025/3401	<i>15 Red Lion Street, NR11 6ER</i>	Demolition of redundant	No objections	Pending

		outbuildings and erection of new single-storey building. Amended application (listed building consent)		
2025/3485	<i>Pendelfin, 1 Forster Way, NR11 6BE</i>	Removal of existing dead conifer hedges and replace with 6ft wooden fence.	No objections	Approval with conditions
2025/3162	<i>Land at Dunkirk</i>	Replacement office cabin constructed of steel and insulated cladding	No objections	Approval with conditions
2025/1103	<i>The Feathers, 54 Cawston Road, NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) Amended Application – Noise management plan submitted	No objections	Pending
2025/3641	<i>49 Sir Williams Close, NR11 6AP</i>	Single-storey ground floor shower room extension	No objections	Approval with conditions
2025/3282	<i>9-11 Hungate Street, NR11 6AA (Kings Kebab and Pizza)</i>	Rear extension, installation of extraction and ventilation equipment and minor external alterations.	No objections	Withdrawn
2025/3581	<i>14 Aegel Gardens, NR11 6GQ</i>	Single storey rear ground floor extension, ASHP and AC condenser unit in rear garden	Objection on the grounds of overdevelopment of the site. The area proposed for development is large compared to the size of the plot.	Approval with conditions
2025/3274	<i>12-13 Market Place</i>	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay accommodation. To include 6 short-stay	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the market place, especially on market days.	Pending

		accommodation rooms to support the nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground level. Fabric alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry		
2025/3275	<i>12-13 Market Place</i>	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay accommodation. To include 6 short-stay accommodation rooms to support the nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground level. Fabric alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry Listed Building Consent	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the market place, especially on market days.	Pending
2025/3283	<i>9-11 Hungate Street, NR11 6AA (Kings Kebab and Pizza)</i>	Rear extension, installation of extraction and ventilation equipment and minor external alterations. Listed Building Consent	No objections	Withdrawn

2025/3732	10 Forster Way, NR11 6AA	Single-storey rear extension, demolition of the existing conservatory, partial conversion of the existing garage/store.	No objections	Approval with conditions
2025/3329	3 Holman Close, NR11 6DD	Removal of existing conservatory to rear, proposed wrap around ground floor extension and redesign to front porch area. Cladding of the existing house in a mixture of brick, render and timber. Amended application to show new design.	No objections	Approval with conditions
2025/4000	Land at Heydon Road	Retention of existing tarmac bell mouth on Heydon Road created by RWE for the Norfolk Vanguard Offshore Wind Farm Project	Objection on the grounds of lost agricultural land and ecology. Assurance of reversion to the original condition prior to operations was given, and the town council would like to see this adhered to.	Pending
2025/3845	Abbotts Hall Farm House, Drabblegate NR11 6LR	Alterations to existing connected stable block to incorporate it into the home. 2 single storey extensions with associated internal works	No objections	Pending
2025/3847	Abbotts Hall Farm House, Drabblegate NR11 6LR	Alterations to existing connected stable block to incorporate it into the home. 2 single storey extensions with associated internal works Listed Building Consent	No objections	Pending

2025/3979	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Proposed conversion of historic agricultural barns to three residential dwellings with associated infrastructure	No objections	Pending
2026/0218	<i>Abbotts Hall Farm House, Drabblegate NR11 6LR</i>	Proposed conversion of historic agricultural barns to three residential dwellings with associated infrastructure Listed Building Consent	No objections	Pending
2025/3581	<i>14 Aegel Gardens NR11 6GQ</i>	Single storey rear ground floor extension, ASHP and AC condensor unit in rear garden (Updated application – updated information about air source heat pump)	Original objections to the application on the grounds of overdevelopment of the site are retained. The area proposed for development is large compared to the size of the plot.	Approval with conditions
2025/0169	<i>1 Anglian Way, NR11 6XQ</i>	Removal of condition 4 (surface water drainage) of existing application 2025/0986 (2 bay extension to form MOT testing station)	No comment to make, in deference to those with environmental expertise on surface water management.	Pending
2026/0043	<i>115 Stuart Road, NR11 6HN</i>	First floor extension over garden room.	No objections	Pending
2026/0100	<i>43 Hungate Street, NR11 6AA</i>	Installation of a single row of photovoltaic panels.	No objections	Pending
2026/0273	<i>43 Hungate Street, NR11 6AA</i>	Installation of a single row of photovoltaic panels. Listed Building Consent	No objections	Pending
2026/0006	<i>35 Hungate Street, NR11 6AA</i>	Proposal to move a beam in an existing chimney structure. Listed Building Consent	Application withdrawn	Withdrawn

7. To Consider Response to the Local Planning Authority on New Applications

The following were considered by the committee:

<i>Reference</i>	<i>Address</i>	<i>Details</i>	<i>Committee Decision</i>
2026/0174	<i>Land South of Richard Oakes Park</i>	6 Units (3 buildings) comprising 1859 m2 of (Class B2/B8/E(d)) with associated servicing and parking areas, landscaping and access (full)	The council supports this application for the economic benefits it will bring to the town, particularly local employment opportunities. As part of the offsite works, the town council would like to see improved pedestrian access to the site from Dunkirk, perhaps in the form of a trod. Norfolk County Council has already agreed to install formal bus stops on Banningham Road, close to Richard Oakes Road, which has been supported by the Town Council
2026/0175	<i>Land East of Richard Oakes Park</i>	18 Industrial, office buildings, storage units and a cafe comprising 4616 m2 (Class E(b)(c)(g), B2 & B8) for the site with associated servicing and parking areas, landscaping and access. (outline)	The council supports this application for the economic benefits it will bring to the town, particularly local employment opportunities. As part of the offsite works, the town council would like to see improved pedestrian access to the site from Dunkirk, perhaps in the form of a trod. Norfolk County Council has already agreed to install formal bus stops on Banningham Road, close to Richard Oakes Road, which has been supported by the Town Council
2026/0293	<i>37 Town Lane NR11 6HH</i>	Raised roof to create first floor with dormers (Amended application – change of description - Roof replacement to create a first floor for additional bedrooms)	The council is pleased that the revised plans show mitigation measures to allow privacy for both the residents of this property and for those of Wrights Close. If the LPA is minded to approve, the town council would still like to see a condition for a construction management plan to allow deliveries and trades for the construction to attend site safely without inconveniencing other residents in this narrow road with no pathway
2025/4001	<i>Land North of Aylsham Road</i>	Retention of existing tarmac bell mouth on Heydon Road created by RWE for the Norfolk Vanguard Offshore Wind Farm Project (new application and description of development change)	Objection on the grounds of lost agricultural land and ecology. Assurance of reversion to the original condition prior to operations was given, and the town council would like to see this adhered to.

8. To Consider Responses to the Local Planning Authority on Applications Received Since the Agenda was Issued.

The committee considered the following applications:

<i>Reference</i>	<i>Address</i>	<i>Details</i>	<i>Committee Decision</i>
2025/3846	<i>Abbotts Hall Farm House Drabblegate NR11 6LR</i>	Alterations to existing connected stable block to incorporate it into the home. 2 single storey extensions with associated internal works. FULL PLANNING PERMISSION AMENDED APPLICATION – Amended plans and updated heritage information	No objections
2025/3847	<i>Abbotts Hall Farm House Drabblegate NR11 6LR</i>	Alterations to existing connected stable block to incorporate it into the home. 2 single storey extensions with associated internal works. LISTED BUILDING PERMISSION AMENDED APPLICATION – Amended plans and updated heritage information	No objections
2025/3979	<i>Abbotts Hall Farm House Drabblegate NR11 6LR</i>	Proposed conversion of historic agricultural barns to three residential dwellings with associated infrastructure FULL PLANNING PERMISSION AMENDED APPLICATION – Amended plans and updated heritage information	No objections
2026/0218	<i>Abbotts Hall Farm House Drabblegate NR11 6LR</i>	Proposed conversion of historic agricultural barns to three residential dwellings with associated infrastructure LISTED BUILDING PERMISSION AMENDED APPLICATION – Amended plans and updated heritage information	No objections
2026/0293	<i>37 Town Lane NR11 6HH</i>	Raised roof to create first floor with dormers Amended Plans	As previously discussed in item 7

9. To Receive any Updates on Large Town Developments

a. Norwich Road Site.

It was noted that the show house is now open.

b. Burgh Road Site.

i) To Consider Correspondence from Broadland District Council Regarding Development Open Space

There had yet to be a response as to how the potential commuted sum was calculated and what land it refers to. The Clerk is to chase the planning officer.

10. To Consider Response to 2026/0282 – Construct an Anaerobic Digestion (AD) plant, with landscaping, drainage and associated development, infrastructure and works

(Oulton Parish)

It was agreed that the Town Council would place a holding objection to this application until the following information is received:

- 1) The transport assessment only covers The Street in Oulton. It is likely that materials to and from the site will be transported via the most direct route - through Aylsham Town centre. The transport assessment should be extended to include the impact on Aylsham Town Centre. This should include number of vehicle movements, direction and size of vehicles.
- 2) The town council requires the raw data which made up the analysis in the Traffic and Transport report that determined a weekday average of vehicles along The Street as 1158 vehicles per day.

Once the Town Council is in possession of this information then further consideration can be given to the application.

Catherine Fletcher Left the Meeting for a Prior Council Engagement

11. To Receive Update on the Greater Norwich Local Plan

It was noted a call for sites commenced on 9th February, and would last until 23rd March.

12. To Receive Update on the Neighbourhood Plan

It was reported that a Workshop had been held on 25th February. The next meeting will be held on 25th March via Zoom.

13. To Receive Update on Community Resilience Planning

There was no update to this item.

14. To Note Items for Information or Future Agendas

Oulton Anaerobic Digester.

15. To Confirm the Next Meeting as Thursday 9th April 2026, 10am in the Town Hall

This was ***agreed***.

16. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 17 in View of the Confidential Nature of the Business to be Transacted. The Local Planning Authority advises that enforcement reports are for the information of the Town Council and should not be passed on, shared or published in any way. It was ***agreed*** to close the meeting to the press and public.

The Meeting was Closed to the Press and Public

17. To Note Planning Enforcement Cases from the Local Planning Authority

The planning enforcement cases for Aylsham had been circulated and were ***noted***.

There being no further business the meeting was closed at 11.45am

Signed _____ Date _____



MINUTES OF THE MEETING OF THE **CITTASLOW** AYLSHAM COMMITTEE HELD AT DRILL HALL, ON TUESDAY 17th MARCH 2026 AT 11am.

PRESENT: Pat Prekopp (Chair) - Aylsham Slow Food, Town Council
David Anderson – Aylsham Town Council
Kevin Cunnane - Aylsham Town Council
Mary Evans – Aylsham Town Council
Giles Margaron - Aylsham Community Partnership
Wendy Sadler – Aylsham in Bloom
Jean St Clair – U3A

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council.

1. To Receive Apologies for Absence

Apologies were received from Mo Anderson-Dungar, Mike Downes, Graham Peers, Jo Tuttle and Grizelda Tyler.

2. To Receive Declarations of Interest and Requests for Dispensation

None raised.

3. To Agree the Minutes of the Cittaslow Aylsham Committee held on 24th February 2026

The minutes from the meeting held on the 24th February 2026 had been circulated. Subject to correction of a typographical error, these were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

4. To Note any Matters Arising from the Minutes, not Listed Elsewhere on the Agenda

No matters raised.

5. Adjournment of the Meeting to Allow Members of the Public to Speak

No members of the public in attendance.

6. Cittaslow UK and Cittaslow International

Mo had provided a written report.

Cittaslow UK – Mo will be compiling an annual report to present to the June Assembly. This will be circulated to the towns.

Giles will follow up with Mo about arranging the annual UK meeting.

Cittaslow International - A save the date notice and details of various packages of

accommodation for the April Co-ordinating Committee in Canada have been received.

7. To Receive Market Updates

a) Food and Craft Market

The Clerk and Facilities Officer continue to book in entertainment for the food and craft market. When the programme is finalised, it will be sent to Patrick.

b) General Markets on Monday and Friday

Monday markets remain very buoyant, however Fridays are still not as popular.

c) Country Markets

Mo had provided a written report. The Annual Meeting was held on 6 March. Overall 2025, the 50th anniversary year, was a good one. The group took part in several town events, celebrated the 50th anniversary with customers in August, interviewed for Radio Norfolk in September.

The group has decided not to continue with Food & Craft Markets in 2026. They have been staunch supporters since the re-launch in June 2023, but with gradually decreasing number of stalls and declining customer numbers, they felt it was no longer viable, given the time needed to set up and clear down at the end. They will continue to support town events, e.g. Healthy Town etc, the Food Festival, Christmas Lights/Tree Festival.

On 24th March they are booked to speak about the markets to u3a.

8. Visit Aylsham

The draft minutes from the meeting of 24th February were had been circulated.

a) To receive update on Heritage Snail Trail

A picture of the stone plaques in progress had been circulated.

Giles requires more information on the artistry for the snails to be placed on listed buildings that haven't been selected for a stone plaque.

Jayne and Mitchell are in the process of agreeing the wording for the plaques.

Giles raised concerns about the time it is currently taking to validate planning applications.

9. Town of Culture

a) To receive update on Town of Culture Expression of Interest Project

This will be submitted by 31st March 2026.

10. To Note the Minutes from the Aylsham Climate Emergency Working Group (2nd March 2026)

The draft minutes had been circulated to the committee and were *noted*.

11. To Note the Minutes from the Aylsham Community Events Committee (18th February 2026)

The draft minutes had been circulated to the committee and were *noted*. It was noted that the fund raiser for the church memorial garden will be on Saturday 9th May.

12. To Receive the Following Group Reports

a) Slow Food Aylsham

Patrick reported that Slow Food met on 10th March. The group is now up to 24 members with the most recent member having a talent for social media which will aid with the promotion of the group.

A 'seasonal veg' quiz was trialled at the March Food and Craft market.

The group is co-sponsoring the Family Learning Day on 20th June.

b) Aylsham High School

Jo Tuttle had provided apologies for the meeting.

c) Aylsham in Bloom

Wendy advised that that the Open Gardens recruitment is going well, with 16 gardens signed up so far.

The group will attend the Paupers' Graveyard this week, with a view to tidying it up ready for re-opening on 1st April.

They will be joining in with the fundraiser for the church memorial garden, and also with the Family Learning Day where they have 100 French marigolds to pot up and give away.

d) Aylsham Business Consortium (ABC)

Patrick reported that at the next meeting there will be a presentation of the updated Visit Aylsham website.

e) Aylsham Parish Church

It was requested that the minutes of the Churchyard committee be added to the Cittaslow pack. Progress is being made on the church wall repair project and the memorial garden project can move forwards thanks to a Ward Members' grant from Broadland District Council.

f) Aylsham Rotary Club

Mike Downes had provided his apologies for the meeting.

g) Aylsham U3A

Jean reported that the Family History Group were continuing to work with the Heritage Centre to find more information out about those who were buried in the Paupers' Graveyard.

The group visited Gressenhall Museum, receiving a private tour of the premises.

As reserves for the group are good, members will receive a free membership year.

Jean will send the Clerk details of the U3A for the Visit Aylsham website.

h) Aylsham WI

Mo had provided a written report. The craft day is 21st March, not 21st February as previously reported. At the March meeting, the speaker was Cora Mullenger, an artist with a talent for pastels. Using chalk and oil pastels members had the opportunity to produce their own masterpieces which were 'judged' by the speaker. Usual business followed, including planned attendance at Norfolk

Federation Annual Meeting, correspondence, ideas for outings, Bluebell Walk, and subs due in April. Advance notice of charity stall at the September Food and Craft Market.

13. To Note any Items for the Next Agenda

No matters raised.

14. To Agree the Date of the next Meeting

This was agreed as Tuesday 28th April 2026, 11am at the Drill Hall.

There being no further business the meeting was closed at 11.45pm

DRAFT

Visit Aylsham Working Group Meeting Held in the Council Chamber on Wednesday 11th March 2026 at 3pm

Attendees:

Patrick Prekopp (Aylsham Town Council) Chairman.
Jayne Andrew (Aylsham Heritage Centre)
Tim Briscoe (Aylsham Town Council)
Sue Catchpole (Broadland Council)
Graham Peers (Broadland District Council)
Mitchell Philpott (Aylsham Town Council)

Also in attendance: Faye LeBon (Town Clerk, Aylsham Town Council)

1. To Receive Apologies for Absence

None received

2. To Agree the Minutes of the Meeting held on 11th February 2026

The draft minutes had previously been circulated. These were **agreed** as a true and accurate record of the meeting by the group, and were signed by the Chairman.

3. To Note Matters Arising from the Previous Meeting

None raised.

4. To Receive Update on Norfolk County Council's High Streets Matter Love Your Market Town Funding and agree with the progression of:

a) Heritage Snail Trail

Jayne reported that contact has been made with all bar one of the building owners associated with the listed building permission. After the 21 day notice period, listed building permission will be sought. The stone plaque designs have been agreed and the artist has started work. There is a requirement to be selective for the design outside the Bridewell. Although a stone snail plaque has not been arranged for this building, it is still listed and requires sensitivity. Mitchell suggested a ceramic art form from a local artist.

Work has commenced on painting the feature snail.

b) Increasing Footfall to the Market Place

The Clerk will continue to work with the facilities officer to book in entertainment for the Food and Craft market. Also to find a suitable date for the Young Traders' market. The Clerk will also contact the violinist which often plays on a Saturday. Discussions occurred as to how Wymondham Farmers' Market has become so

successful. Graham advised that they have worked very hard with social media. Patrick advised that Slow Food had attracted two new members that were particularly savvy with social media. This is difficult for Aylsham Town Council at present with no Comms Officer in post.

The council also had an option to 'buy in' a market if necessary.

It was noted that North Walsham is providing an 'incubator programme' to support new traders. It was suggested that there could be a possibility of teaming up with North Walsham and Stalham to share resources.

The Clerk will send out the new payment schedules to the existing stall holders.

5. To Receive Update on Visit Aylsham Website

Mitchell reported that the placeholder website is going well and is ready to be marketed when taken over by the Comms Officer. He will clean up the Visit Aylsham social media accounts ready to be used.

A marketing strategy is to be presented to ABC, but it will need the buy in of the businesses to collaboratively promote Aylsham.

Discussions occurred as to whether projects such as 'Norfolk's Rural Capital of Food' or the independence of Aylsham's traders is a USP or a sales campaign.

Community services were discussed and whether they should form part of the Visit Aylsham website or whether a new website should be created for them. It was agreed that a community section would be added to the existing Visit Aylsham website but in a hierarchical position that would prioritise the attractions for visitors. This will have a subsection of events that are important to the local community but may not be seen as a visitor attraction.

Sue reported that the Transport Group is in the process of doing car park surveys to find out why people are visiting Aylsham.

6. To Receive Update on Town of Culture Application

Mitchell reported that a number of people have come forwards to assist with the project. A zoom call was held and an associated WhatsApp group set up.

He had been researching successful applications of the City of Culture competition and these applications had included a programme of events on a large scale. An example of the Edinburgh Fringe was given, using a large campus with multiple venues.

Discussions occurred as to a programme of events versus investment into a capital project. It was noted that a programme of events can be attractive to all demographics, whereby investment in a capital asset is more restrictive. However it could be more attractive for a different fund, particularly if land is donated as match funding in lieu.

Priority is to be given to looking at section two of the application form, as this will be the only area reviewed should there be a large amount of applications.

Mitchell has provided a first draft of section two. The Clerk will circulate the second draft.

7. Items for Information / Next Agenda

Town of Culture – resulting application
Snail trail

8. Date of Next Meeting

Wednesday 8th April at 3pm.

With no further business to conduct, the meeting closed at 4.50pm

Signed (Chairman) _____ Date _____

DRAFT



MINUTES OF THE MEETING OF THE **CHURCHYARD COMMITTEE** HELD AT ST MICHAEL'S CHURCH ON MONDAY 16th MARCH 2026 AT 12.00PM

PRESENT: Kay Montandon (Chair) David Anderson
 Julie Boyd Kevin Cunnane
 Mary Evans Mathew Martin
 Wendy Sadler

Also in Attendance: Sue Catchpole (Broadland District Council) Faye LeBon (Clerk to Aylsham Town Council) and Andy Bell (Groundsman to the Town Council)

1. To Receive Apologies for Absence

None received.

2. To Receive any Declarations of Interest and Requests for Dispensation

None raised.

3. To Agree the Minutes of the Meeting of 2nd February 2026

The minutes from the previous meeting held on the 2nd February 2026 had been circulated. These were *agreed* by the committee as a true and accurate record of the meeting and were signed by the Chairman.

4. Matters Arising from the Previous Meeting, not forming part of the agenda

None raised.

5. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

Sue Catchpole was welcomed to the meeting. After a request from Mary Evans, she had looked into funding available from Broadland District Council for the Memorial Garden. It was noted that items that would provide community benefit, such as the seating, would qualify for the Ward Members' funding scheme, which will fund up to £1,000. This would exclude the plaques.

Cllr Abu Miah had offered his Ward Members' grant for 2026/2027 for this project.

6. To Consider Additional Funding for the Memorial Garden.

It was agreed to gratefully accept Cllr Miah's offer of his Ward Members' grant to put towards this project. This will be spent on the seating, pavers, edging, decorative aggregate and weed suppressing matting. A fund raiser will be held on 9th May at the town hall to raise money for the plaques and plants.

Andy will do a plan of the project to display at the fund raiser.

7. To Receive Update on Church Wall Repair Project

The Clerk will send the plans to the committee as soon as they are received. Julie can then start a conversation with the Diocese about a faculty for the project. Once the plans are agreed, the planning application can be updated and the tender process started.

8. To Receive Project for Churchyard Car Parking Area

Andy advised that there had been extensive damage to the grass area that forms part of the car park. The proposal is to address this with the installation of Grass Protection Matting. The matting would follow the contours of the existing ground, not impacting on the levels. In due course the grass will grow through the matting so that it would not be seen, leaving a more robust grassed area.

The estimated cost for these works were £450. It was agreed to proceed in the 2026/2027 financial year, using £250 from the Churchyard repairs and maintenance budget, and a contribution of £200 from the church.

A further project to prevent people parking too close to the gravestones will be investigated.

Andy and Julie will review the area to be improved. Andy will provide Julie with a proposed schedule.

9. To Receive Notification of Completion of School House Lance Entrance Drainage Project

The Clerk confirmed that this work had been completed over the half term holidays.

Julie reported that the PCC were happy with the design of the green waste bin. This is to be used for flowers only. The area where green waste was being dumped is to be cleared and tidied, and the screen removed. When the area is tidy and exposed it will be less open to abuse. The Town Council will provide the street sweeper a bag for leaves that have been swept up so they can be removed from site.

Mathew advised that there have been small fires by the Lychgate and the police have been made aware. Aside from this, the antisocial behaviour in the churchyard has improved. Sue advised that Broadland District Council has adopted a new anti-social behaviour policy to give the team more powers.

10. To Agree Date, Time and Location of Next Meeting

The next meeting will be Monday 20th April 2026 at midday, at St Michael's Church. However, this can be brought forward if plans for the wall are received prior to then.

There being no further business the meeting was closed at 12.50pm.

Signed _____ (Chairman) Date _____



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON THURSDAY 19th MARCH 2026 AT 1PM

PRESENT:

Cheryl Bould

Catherine Fletcher

Patrick Prekopp

Also in attendance: Faye LeBon (Town Clerk).

1. To Receive Apologies for Absence

None received

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

3. To Agree Minutes from the Meeting of 20th February 2026

The draft minutes of the previous meeting had been previously circulated. It was **agreed** to defer this item as none of the committee members had been in attendance.

4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

5. Exclusion of the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for item 6, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

6. To Ratify Decisions of Panels

The grievance appeal panel decision was reviewed. The committee **agreed** with the findings.

The disciplinary appeal panel decision was reviewed. The committee **agreed** with the findings.

The Clerk will communicate the decisions.

The meeting was reopened to the press and public

7. To Note Items for Information and Inclusion in a Future Agenda

Staffing structure.

8. Date of Next Meeting

To be agreed

There being no further business to conduct the meeting was closed at 1.15pm

Signed _____

Date _____

DRAFT



NOTES OF THE WORKSHOP OF THE NEIGHBOURHOOD PLAN STEERING GROUP HELD AT THE DRILL HALL ON WEDNESDAY 25th FEBRUARY 2026 AT 10.00AM

PRESENT:

Kay Montandon (Town Councillor)	Kevin Cunnane (Town Councillor)
Mary Evans (Town Councillor)	Pat Prekopp (Town Councillor)
Sue Catchpole (Broadland District Council)	Angela Brook (National Trust)
Lilie Ferrari (Local Resident)	Peter Lavendar (Local Resident)
Philip MacDonald (Aylsham Care Trust)	Kate MacKenzie (Local Resident)
Chris Tilley (Local Resident)	Grizelda Tyler (Local Resident)

Also in Attendance:

Rachel Leggett (Rachel Leggett & Associates)
Andrea Long (Compass Point Planning and Rural Consultants)
Faye LeBon, Clerk to Aylsham Town Council.

Apologies received from:

Trevor Bennett (Aylsham Town Council)
Grizelda Tyler (Local Resident)

WORKSHOP

Introductions were made.

Rachel introduced the concept of Neighbourhood Planning. This being that Neighbourhood Plans were brought in as a result of the Localism Act 2011, which was designed to make planning a 'bottom up' process as opposed to 'top down'. Plans are designs to shape development, not prevent it. Neighbourhood Plans have EQUAL WEIGHT to the local plan and any other planning documents in the decision making process. Neighbourhood Plans can only influence matters which require planning permission. They cannot influence subjects which are outside the scope of planning (eg: speeding or lack of dentists).

The most recent version of the National Planning Policy Framework (NPPF), which is the government's overarching planning policy document, is December 2024. Although a new version is currently being consulted upon.

The Neighbourhood Plan in place at the determination of the planning application is used as part of the decision making process.

The Neighbourhood Plan needs to be focussed on Aylsham, not a carbon copy of another town plan.

Rachel provided a background as to what has changed since the adoption of the Aylsham Neighbourhood Plan.

- Neighbourhood Plans now have full weight for 5 years. And the new GNLP will have to conform to the new Aylsham Neighbourhood Plan.
- Design codes have now become central to policy
- The Environment Act 2021 has seen the requirement for a Biodiversity Net Gain (10% increase).
- Climate change (net zero and flood risk)
- Levelling Up Act – and its impact on housing figures
- GNLP and the new call for sites. This will see what the appetite for development is.

It was agreed to run the new plan to 2040.

Prior to the meeting, the group had been invited to send to Rachel their top 3 planning issues in the town. The issues were circulated and discussed. (appended)

The vision was considered and wording brought together as a working draft.

Rachel introduced the concept of planning policies to the group. Policies had to be:

- Clear and unambiguous
- Allow confidence in the determination of planning applications
- Distinct to Aylsham

The existing policies were considered. Each was categorised into:

- No change of policy required
- Policy required updating
- Policy no longer relevant
- New ideas for policies

The consultation evidence for the policies will be gathered by:

- A household consultation
- A pre-submission exhibition

Allocation of sites was considered. It was agreed, where possible, that the group would allocate sites for housing, industrial, and car parking.

Rachel advised that the data profile work for Aylsham would begin soon. This would include:

- Demographic data
 - Population
 - Health and wellbeing
 - Qualifications
 - Deprivation
 - Crime
 - Education
- Community
- Open Spaces
- Historic Environment
- Housing
- Transport (including public transport, car ownership and air quality)
- Environment (including Landscape character, rivers & flooding and biodiversity & geography).

The design code was discussed, which is much more specific than just design policies. The design code will determine what is in-keeping for Aylsham.

The group walked around parts of Aylsham, commenting on what characteristic of design were befitting to Aylsham, and what aspect would rather not be replicated on another development.

Updates of progress with the Neighbourhood Plan are to be placed in Just Aylsham. The initial consultation results are to be placed in the public domain

Next Steps:

Spring 2026

Data Profiling

Sites work (determined by when the data from the call for sites is released)

Draft the household survey

Summer/Autumn 2026

Design Code Drafting

Draft policy ideas

Next meetings:

25th March, 1pm via zoom

22nd April, 1pm via zoom

There being no further business the meeting was closed at 3.20pm.

Meeting of Aylsham Town Council – 1st April 2026

Item 16b

To Agree Date and format for the Annual Town Meeting

Suggested Date – 19th May 6.30-9pm

Outline ideas for the event:

6.30pm coffee and cakes,

7pm apologies, minutes and summary of council achievements

7.20pm budget overview - what does Aylsham Town Council spend your money on.

7.40pm Gordons market place drawings - 1-8, briefly outlining where these ideas came from and what is possible/not possible for safety issues. Feedback to the residents the analysis of views from market place consultation and outline of opportunities to fill in forms still and do consultation online.

8.10pm opportunity for residents to speak about their views on the market place.

8.30pm Thanks and networking - more tea and cake!

9pm Close

Other items could be added subject to information in the public domain eg: Lidl planning application, result of call for sites, 3 Unitary Model.