



**NOTICE OF MEETING & SUMMONS TO ATTEND**  
**THERE WILL BE A MEETING OF AYLSHAM**  
**TOWN COUNCIL TO BE HELD IN THE TOWN HALL**  
**ON THURSDAY 18<sup>TH</sup> NOVEMBER at 7.00p.m.**

**The Town Council requests that attendees:-**

1. Wear masks on entry and until seated. Masks must be worn if not seated
2. Use hand sanitiser

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

**A G E N D A**

- 1. APOLOGIES FOR ABSENCE**  
To receive and accept Apologies for Absence as previously notified to the Town Clerk
- 2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**  
To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for Dispensations
- 3. MINUTES**  
To receive and confirm the Minutes of the Town Council Meeting held on 21<sup>st</sup> October 2021\*
- 4. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS**  
To receive information on any Matter Arising from previous meetings not on the agenda
- 5. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS**
  - a) To receive written and/or verbal Reports from Representatives (maximum 3minutes per report)
  - b) To consider any matter for Broadland Overview & Scrutiny Committee
- 6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK**
- 7. TO ANSWER QUESTIONS FROM COUNCILLORS**  
*Written questions should be given to the Clerk at least 3 days prior to the meeting.*

## 8. TO CONSIDER PLANNING ISSUES

### a) APPLICATIONS DETERMINED

Application	Town Council	Broadland
20211604 <b>Units 1-12 Ay, Aylsham Business Park, Richard Oakes Road, Aylsham</b>	No Objection	Full Approval 03-11-2021
20211623 <b>The Parlour, Spratts Green Farm, Aylsham</b>	No Objection	Full Approval 29-10-21
20211671 <b>17 Mill Pightle, Aylsham</b>	No Objection	Full Approval 10-11-2021

### b) APPLICATIONS FOR CONSIDERATION

- 20211867                    **30 Market Place, Aylsham**  
Installation of high level signage to Market Place elevation
- 20211870                    **30 Market Place, Aylsham**  
Installation of high level signage to Market Place elevation – advertisement consent
- 20211939                    **21 Soame Close, Aylsham**  
Removal of existing 25 degree pitched roof and replacement with 30 degree pitched roof with ridge approx. 2.1m above original roof level, with dormers to front and rear to provide 3 bedrooms and a bathroom at second floor level; extensions to front and rear of main building to regularise the footprint; single storey extension to side and rear of garage to form two bedroom annexe for an elderly relative and her carer
- 20211964                    **117 Sir Williams Close, Aylsham**  
Conversion of existing single garage and store into self contained annexe
- 20211968                    **53 Buxton Road, Aylsham**  
Removal of conservatory and erection of two storey rear extension. Timber framed section to be reconstructed in brick
- 20211983                    **Land adjacent to Woodgate, Aylsham**  
Variation of Condition 4 of PP 20190447 to extend hours to include one Saturday per month
- 20212024                    **The Grain Store, Banningham Road, Aylsham**  
Replacement dwelling with integrated garaging workshop and pool

20211972                    **11 Red Lion Street, Aylsham**  
Change of use from class E retail to sui generis shop with wine bar  
including internal and external alterations

20212028                    **2 Liz Jones Way, Aylsham**  
Two storey rear extension and associated alterations

**c) Street Naming**

To receive an update on the policy from Broadland District Council \*Page 1

**9. GREATER NORWICH LOCAL PLAN**

- a) To receive a report on discussions with developer \*Page 2
- b) To consider a proposal to review the Neighbourhood Plan to strengthen green build elements

**10. FINANCE**

- a) To receive and adopt the Monthly Financial Report for October 2021 \*Pages 3-5
- b) To consider a request for a grant from the Recycling Fund by Aylsham St Giles Cricket Club \*Page 6
- c) To consider a request for a grant from the Recycling Fund by Hooked on Stitching \*Page 7
- d) To consider the installation of two bollard lights at Neale Close \*Page 8

**11. BUDGET**

To receive the initial draft budget for 2022/23 – to be provided at the meeting

**12. CLOSURE OF BARCLAYS BANK AYLSHAM**

- a) To note letter sent to Barclays \*Page 9
- b) To receive an update on satellite office

**13. TOWN CLERK'S REPORT**

To receive and adopt the Town Clerk's Monthly Report \*Pages 10-11

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

**15. RECREATION GROUND**

- a) To receive any update

**16. CITTASLOW**

- a) To note minutes of the Cittaslow Committee Meeting 4<sup>th</sup> November 2021 \*Pages 12-15
- b) To confirm the decisions made by the Cittaslow Committee
- c) To note that a full report on the Cittaslow Committees view to continued membership will be presented at the December meeting

- 17. CLIMATE CHANGE GROUP**
- a) To receive the minutes from the meeting held 1<sup>st</sup> November 2021 \*Pages 16-18
  - b) To agree the decisions made by the Climate Change Group
- 18. HIGHWAYS**
- a) To receive an update from the County Councillor on the request for change of priority at Penfold Street
  - b) To receive updates on Highway Matters
  - c) To receive a report on the road conditions on Hungate Street at school closing \*Page 19
  - d) To confirm the application for the Parish Partnership \*Page 20
- 19. AYLSHAM TRAFFIC MANAGEMENT WORKING GROUP**
- a) To receive the minutes from the meeting held 2<sup>nd</sup> November 2021 \*Pages 21-22
  - b) To agree the decisions made by the Traffic Management Group
- 20. EVENTS COMMITTEE**
- a) To note minutes of Events Committee Meeting held 3<sup>rd</sup> November 2021 \*Pages 23-25
  - b) To confirm the decisions made by the Events Committee
  - c) To receive a report on the recent Fireworks night
  - d) To note councillors available to assist at the Christmas Lights Switch On Event
- 21. PARKING ON MARKET DAYS**
- a) To receive a report regarding parking on Market Days \*Page 26
  - b) To agree the proposed recommendation regarding parking
- 22. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**
- To note any items of Information or for referral to a future Agenda
- 23. FUTURE MEETINGS**
- a) To receive and agree a calendar of meetings for 2022 \*Page 27
  - b) To confirm the date of the next Meeting as Thursday 16<sup>th</sup> December 2021

Sue Lake

Mrs. S Lake

11<sup>th</sup> November 2021

**NOTES**

*This Meeting is open to the Public and the Press. The papers may be downloaded from the Town Council's website at [www.aylsham-tc.gov.uk](http://www.aylsham-tc.gov.uk) (go to Agenda and Minutes page). Copies of the signed Minutes of the Town Council Meeting held on 21<sup>st</sup> October 2021 will be available from the Council Office as soon as possible after the 19<sup>th</sup> November 2021.. All documents referred to in this agenda as "attached" are also available on the website (unless marked confidential). Planning Applications listed above are those notified to the Town Council at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed on line please go to [www.broadland.gov.uk](http://www.broadland.gov.uk) and follow the links through to planning.*

