

REPORT TO COUNCIL

Subject: Broadland Street Naming Policy

Author: Sue Lake

Date: 11th November 2021

At the last Town Council meeting the new street Naming Policy was discussed. It appears that the information provided with the policy was badly worded as the following e-mail has been received from the Business Improvement Manager at the Councils

Further to my previous e mail, in which I outlined the consideration of new street names, I have received a number of concerns from Parish Councils regarding the consideration of names proposed by developers.

I can confirm that there has not been a change in policy and that we are still consulting with Parish Council's regarding new street names. We are also still encouraging developers to discuss with Parish Councils proposals for new street names before they are submitted to the District Council, as street naming authority. I apologise for any confusion caused.

Please note it is proposed to present a paper to the Place Shaping Policy Development Panel on 15 November 2021 explaining and expanding upon the current of policy.

The Place Shaping Policy Development Panel will also be considering a proposal to charge developers for the non-discretionary part of the street naming service.

REPORT TO COUNCIL

Subject: Meeting with Developers

Author: Sue Lake

Date: 11th November 2021

On the 9th November a zoom meeting was held between Iain Hill from Bidwells, Jonathan Lieberman from Hopkins homes and Trevor Bennett, Mary Evans and Sue Lake from Aylsham Town Council. Hopkins Homes are the proposed developers of the site on Burgh Road.

The main subject of the meeting concerned the location and timing of the new primary school. The very draft concept has the school on the corner of Burgh Road and the A140. It was felt this was not a good site and it would be better for both the children attending and the traffic on Burgh Road if this was further up the road towards the town centre.

It transpired that the developers had not chosen this location but it had been informed by conversations/meetings with Norfolk County Council Highways and Education Officers. It was generally felt by the Town Council representatives that this location had been based on incorrect interpretation of evidence. It would seem that the work had been based on how the children access the High School and the figures were all extrapolated from this. It was also assumed that people would use the bypass to access the school. Based on the experiences last year when Red Lion Street was made one-way this is unlikely to be the case.

Other matters discussed were the climate change issues with regard to new builds i.e. not putting in gas boilers – they appeared to be proactive with regard to new emerging policies in planning.

The crossing of the A140 was discussed and they did not seem to think this would be a bridge and were waiting for further information.

Next Steps

Following this meeting it seems to be imperative to:

1. Speak to GNLP/Broadland re timing of the school
2. Speak to education/highways regarding location of the school
3. Speak to GNLP/Broadland re crossing
4. Look at refreshing the Neighbourhood Plan

Agenda Item 10a

		Current Mth	To Date	Annual Bud	Annual Total	Funds Available
General Purpose	Income	57,535	130,082	104,350	(25,732)	
	Expenditure	25,555	64,006	102,350	38,344	38,344
	Net Income over Expenditure	<u>31,981</u>	<u>66,076</u>	2,000	(64,076)	
Town Hall	Income	24,791	54,937	59,000	4,064	
	Expenditure	5,788	39,762	58,980	19,218	19,218
	Movement to/(from) Gen Reserve	<u>19,003</u>	<u>15,174</u>			
Drill Hall	Income	23,910	64,218	64,700	482	
	Expenditure	2,058	32,016	64,685	32,669	32,669
	Movement to/(from) Gen Reserve	<u>21,852</u>	<u>32,202</u>			
23 Market Place	Income	0	2,500	5,500	3,000	
	Expenditure	0	0	400	400	400
	Movement to/(from) Gen Reserve	<u>0</u>	<u>2,500</u>			
Cemetery Cottage	Income	612	2,556	6,750	4,194	
	Expenditure	0	572	1,500	928	928
	Movement to/(from) Gen Reserve	<u>612</u>	<u>1,985</u>			
Public Toilets	Expenditure	905	27,905	2,000	(25,905)	(25,905)
Other Properties	Income	4,875	9,750	14,750	5,000	
	Expenditure	446	3,123	0	(3,123)	(3,123)
	Movement to/(from) Gen Reserve	<u>4,429</u>	<u>6,627</u>			
Cemetery	Income	8,470	21,890	0	(21,890)	
	Expenditure	1,982	11,107	0	(11,107)	(11,107)
	Movement to/(from) Gen Reserve	<u>6,488</u>	<u>10,783</u>			
Norwich Road	Income	0	193	0	(193)	
Cromer Road	Income	0	1,026	0	(1,026)	
	Expenditure	275	275	0	(275)	(275)
	Movement to/(from) Gen Reserve	<u>(275)</u>	<u>751</u>			
Woodgate	Income	45	1,260	0	(1,260)	
	Expenditure	0	3	0	(3)	(3)
	Movement to/(from) Gen Reserve	<u>45</u>	<u>1,257</u>			
Bure Meadows	Income	90	1,841	0	(1,841)	
	Expenditure	134	501	0	(501)	(501)
	Movement to/(from) Gen Reserve	<u>(44)</u>	<u>1,340</u>			
Allotments General	Income	10,150	20,300	0	(20,300)	
	Expenditure	1,919	18,155	0	(18,155)	(18,155)
	Net Income over Expenditure	<u>8,231</u>	<u>2,145</u>	0	(2,145)	
	plus Transfer from EMR	0	4,725			
	Movement to/(from) Gen Reserve	<u>8,231</u>	<u>6,870</u>			

		Current Mth	To Date	Annual Bud	Annual Total	Funds Available
Markets	Income	787	5,295	0	(5,295)	
	Expenditure	15	3,023	0	(3,023)	(3,023)
	Movement to/(from) Gen Reserve	<u>771</u>	<u>2,272</u>			
Open Spaces	Income	71,025	155,952	0	(155,952)	
	Expenditure	16,251	115,022	0	(115,022)	(115,022)
	Net Income over Expenditure	<u>54,774</u>	<u>40,930</u>	0	(40,930)	
	Movement to/(from) Gen Reserve	<u>54,774</u>	<u>40,930</u>			
Street Scene	Income	14,575	31,050	0	(31,050)	
	Expenditure	864	12,545	0	(12,545)	(12,545)
	Movement to/(from) Gen Reserve	<u>13,711</u>	<u>18,505</u>			
Christmas	Income	495	780	0	(780)	
	Expenditure	0	0	2,000	2,000	2,000
	Movement to/(from) Gen Reserve	<u>495</u>	<u>780</u>			
General events	Income	150	226	0	(226)	
	Expenditure	0	39	0	(39)	(39)
	Movement to/(from) Gen Reserve	<u>150</u>	<u>187</u>			
Grand Totals:- Income		217,509	503,855	255,050	(248,805)	
Expenditure		56,191	328,053	231,915	(96,138)	(96,138)
Net Income over Expenditure		<u>161,318</u>	<u>175,801</u>	<u>23,135</u>	<u>(152,666)</u>	
plus Transfer from EMR		0	4,725			
less Transfer to EMR		0	0			
Movement to/(from) Gen Reserve		161,318	180,526			

Aylsham Town Council Current Year

Detailed Balance Sheet - Month 7

A/C	Description	Actual	
	Current Assets		
100	Debtors	7,383	
105	VAT Control A/C	5,618	
200	Current Bank A/C	22,587	
210	Active Saver	373,818	
215	Public Sector Deposit Fund	25,859	
245	Shawbrook – Issue 7 Fixed Bond	88,476	
250	Petty Cash	250	
	Total Current Assets		523,991
	Current Liabilities		
500	Purchase Ledger	10,997	
525	HMRC	450	
535	Allotment Deposits	5,275	
	Total Current Liabilities	16,722	
	Net Current Assets		507,269
	Represented by:-		
300	Current Year Fund	175,766	
310	General Reserves	53,306	
320	EMR Bottle Bank	4,296	
321	EMR Cittaslow	1,200	
322	EMR Community Events	11,400	
323	EMR Christmas Decoration	300	
326	EMR Election	100	
327	EMR Marquees	1,200	
329	EMR Drill Hall	10,000	
330	EMR Town Hall	17,000	
331	EMR Properties	19,100	
332	EMR Public Toilets	25,000	
333	EMR Cemetery	36,700	
335	EMR Open Spaces	85,400	
336	EMR Highway Verges	3,600	
337	EMR Recreation Ground	34,400	
338	EMR Churchyard	18,500	
339	EMR Street Furniture	10,000	
			507,269

REPORT TO COUNCIL

Subject: Recycling Fund application

Author: Sue Lake

Date: 11th November 2021

Request from the Cricket Club

The particular item we need is a Hayter Harrier 56 Pro rotary mower (used), such as the one shown below.

This will be perfect to cut the cricket square during the off season, and will then mean we have all of the mowers we need for the square.

Being a second hand item, the particular item shown below may have been sold by the time we are able to purchase it – but this at least confirms the price range we are looking at - £600.

Regards

Aylsham St Giles Cricket Club

2013 Hayter Harrier 56 Pro Auto Drive EcoPlus Lawn Mower

Manufacturer: Hayter
 Model: Harrier 56
 Condition: Used

1 Item Available Warning: Last items in stock!

[Tweet](#) [Share](#)

£ 600.00 (Vat incl.)
 £ 500.00 (Vat excl.)

Quantity: - +

[Add to cart](#)

SPECIFICATIONS	
Year	2013
Width Of Cut	56cm
Height Of Cut	13mm - 60mm
Cutting Action	Rotary
Number Of Blades	1
No Of Heights Of Cut	8
Drive	Self Propelled
Starter	Recoil

Grant needed to make our social enterprise more user-friendly for disabled visitors

HookedonStitching is a not-for-profit social enterprise, providing a safe, supportive space to bring members of the community together.

At *HookedonStitching* people are able to:

- Meet like-minded people with a shared interest in all crafts
- Relax and enjoy a cuppa and cake
- Connect with others and enjoy a laugh together
- Improve mental well-being by learning a new skill

There are no membership fees – all groups, classes and workshops are on a pay-as-you-go basis and *HookedonStitching* is run by volunteers.

Our social enterprise started in our current premises on 1st October 2019 with no capital funding, loans or grants. We are completely self-supporting and funds are raised from running our wool/craft shop, workshops and classes.

However, at times, we struggle to raise sufficient funds for larger pieces of equipment to carry out and make our activities pleasant and successful for all.

We urgently need to invest in some mobile units that can be moved quickly and easily to allow our less able members access to our activities and shop. At the moment, we have the embarrassment of having to ask people with wheelchairs and walkers to wait whilst we empty a table and move items one-by-one to allow wheelchairs and walkers into and through the shop to our meeting areas.

The two items we seek are:

Crystal Clear Tray Storage - 12 Extra-Deep Trays

Product Code: EF6511

£390+VAT

Variety 8 Tray Storage Unit Mobile

2 shallow, 2 deep, 2 Xtra, 2 jumbo - 2 columns of 4)

(Product Code: EF110

£220+VAT

Both items have lockable wheels so can be loaded with materials and stock items but quickly moved when access is needed.

REPORT TO COUNCIL

Subject: Neale Close Footpath Lights

Author: Sue Lake

Date: 11th November 2021

There is a footpath from Neale Close to Holman Road where there has been an issue with lighting for several years. Bollard lights are installed and they no longer work. We have looked at replacing with standard lights but the residents are not happy about this. We have looked at various different types of bollard lights but the street lighting contractor has recommended the most robust ones as a preference.

The cost of the bollard lights are £60 cheaper than standard lights.

Council are asked to approve the following

To supply and install:

- 2 x Commercial LED 20w Rooted Bollard in Graphite Black – dusk to dawn
- Transfer of service
- Removal and disposal of redundant bollards
- Cable wiring and bonding to BS 7671:2018

Price each £1,435

Total Cost £2870

Sent via e-mail terry.staff@barclays.com

Terry Staff - Barclays Bank PLC
Marketing Director - Norfolk & Suffolk

Dear Mr Staff

Closure of Barclays Bank, Aylsham

The Town Council were made aware of the proposal to close the Barclays Bank on Penfold Street in Aylsham. They were, along with many residents, deeply disappointed with this decision and still hope that this decision could be reversed.

We have read your document regarding the reasons for closure and feel this is slightly misleading. You quote that customers have been using other banks rather than exclusively Aylsham – this is because you closed Aylsham and redeployed the staff elsewhere during the early months of the pandemic so customers were left with little option.

It is surprising that you are closing Aylsham but keeping Drayton branch open. The age demographic of Aylsham is much higher than that of Drayton and would therefore tend to naturally lead to higher requirement for face-to-face banking. Aylsham is an expanding town and another 550 houses are expected to be built in the next five years.

It would seem more logical to close the Drayton branch and move the Aylsham branch to a smaller unit. This would reduce what must be a high rent for the current Aylsham branch but keep a full presence in the town.

The one element of the closure which is particularly concerning residents is the removal of the cash machine. This will leave only one cash machine in the town centre. Could a review be undertaken to see if any current business would be willing to host this for you?

Speaking of businesses Aylsham is a town with a high percentage of traders who are sole traders in Aylsham. Removal of the banking services will be particularly detrimental to them as they will now need to travel to other towns in the middle of their own trading periods.

We know there have been talks with the Town Council regarding a non-counter service in the town and the Town Council is still happy to facilitate this but ideally would prefer to see a full banking service available to customers – including the Town Council who also bank with yourselves!

The Town Council hope that it is still possibly for some reconsideration of what is deemed a poor decision and look forward to hearing from you.

Yours Sincerely

CLERK'S REPORT FOR COUNCIL MEETING 18.11.21

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		
23 Market Place		
Cemetery Cottage	Private Letting	
Cemetery		
Allotments		
Churchyard		Working on plan for waste area
Market Place		AGENDA ITEM
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe	Picus Test	The report on the picus test has been received and the recommendation is to reduce the height to ensure the trees stability
"Little Staithe"		
Hopkins Homes areas general		
Highways	Parish Partnership	AGENDA ITEM
Paupers Graveyard	Opening	High Sherriff has agreed to do the official opening. The date set is March 16 th
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		
Land at Sapwell Close	Adverse Possession Claim	In discussions with solicitor
Car Parks		Still waiting for Broadland survey scheduled to start soon
Street Lighting		AGENDA ITEM
Public Toilets		
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters		Request for bus stop at the top of Banningham Road with Norfolk County Council
Pump		

Pillboxes		The heritage project for Marriotts Way will include new gates for the area near the pill box. Waiting for contractors engaged by NCC to install
War Memorial		Looking at grants
Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office know of any such areas and we will add it to the schedule we send them
Drill Hall	Query from Town Band	Working with a ventilation engineer regarding required ventilation
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	To be installed in the New Year after the Christmas Lights are removed
Bure Meadows Footpath	New Footpath across to Dunkirk	Work started on this now – bridge has been installed, but not finished
Covid Plaques	Plaques for all communities	The plaque will be presented at the Christmas Lights Switch On. Who should receive this on behalf of the community?
Christmas Break		The office will close on Thursday December 23 rd and re-open on Tuesday January 4 th . There is one booking during this time, New Years Eve. The hall will be set up before closing on the 23 rd . The public toilet cleaner will be on holiday over the Christmas period so the toilets will also be closed

Items for Town Council to consider/note

- **Covid Plaque presentation**
- **Christmas Opening Hours**

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD AT TOWN HALL, CAWSTON ROAD
ON THURSDAY 4th NOVEMBER AT 11am.**

PRESENT: Mr P Prekopp, Aylsham Slow Food, Chairman
Mrs M Evans Aylsham Town Council
Mr G Margaron, Aylsham Community Partnership
Mrs J Kerrison Aylsham WI
Mrs M Anderson-Dungar ABEF
Mr D Harrison Aylsham Town Council
Mr R Willis ABEF

Helen Jermy National Trust
Megan Dennis National Trust

OFFICER: Mrs S Lake Town Clerk

01 APOLOGIES FOR ABSENCE

Rev Canon Julie Boyd – Aylsham Parish Church
Mrs J St Clair Aylsham U3A
Mrs H Jones Aylsham U3A
Mr R Preston has resigned from the committee

02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

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

03 MINUTES

The Minutes of the Cittaslow Aylsham Meeting held on 7th October 2021, were **confirmed and signed by the chairman.**

04 MATTERS ARISING

None raised

05 ADJOURNMENT OF THE MEETING

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

06 CITTASLOW IN AYLSHAM

Heather Jermy (General Manager) and Megan Dennis (property Manager) from Blickling Hall attended the meeting and explained the current work at the National Trust. The Trust has two main priorities starting in 2022 and being the main focus for the next 10 years – Everyone Welcome and Climate Action. Under climate action they are hoping to be carbon neutral by 2030. They are working on planting woodlands and clearing rivers working with their tenants.

Blickling is part of the Upperlands projects working around the chalk streams which are fairly unique to Norfolk. They are also looking to restore the health of the lake and will be undertaking a veteran tree survey.

The Trust is really keen on building up relationships with their tenants and other stakeholders and hope to re-start the meetings with Parish Councils in the near future. They are still in recovery from covid so 2022 will be a planning year rather than an action year.

The committee then had the opportunity to ask questions which gave the following answers:

- No plans for The Buttsland
- The lake has blue/green algae
- Not keen on a northern bypass
- The heat pump has been very effective
- Hoping to purchase a bio-chipper to reduce waste further

Heather and Megan were thanked for this and stayed for most of the rest of the meeting.

07 FUTURE OF CITTASLOW IN AYLSHAM

The possibility of withdrawing from Cittaslow was discussed at the last Town Council meeting and it was agreed by the council that before a decision is made the Cittaslow Committee would have time to discuss this and put forward a case for retaining membership.

Members were disappointed at the move. Aylsham is the oldest Cittaslow town in the UK and if they withdrew membership Cittaslow UK would have to fold as it requires a minimum of three members. Members felt the Cittaslow status marked Aylsham as different. It was queried as to whether Cittaslow could raise its own subscription. It was felt that over the years Cittaslow had done a lot for the town and it was proposed that membership should be retained.

A paper will need to go to the Town Council detailing why and it was further agreed to ask for more time to prepare the report to enable other groups to be contacted and to contribute

At the Town Council it was suggested that we look at other towns who are not in Cittaslow to see how they compare. Stamford was mentioned but that is a much larger town and a well-known tourist destination. It was thought Bungay or Harleston would be better comparisons.

08 FARMERS MARKET

a) October Farmers Market

The market is back up to full strength again

b) To receive an update on the general markets on a Monday and Friday

The Monday market is busy and generally full but there is still an issue regarding Fridays. Longevity may also be a problem as existing stall holders get older and retire. There is an issue with parking and the clerk will be producing a policy for the next Council meeting regarding who receives parking permits for market days as these seem to be issued randomly. Once this is in place the stall holders can be approached regarding the vans.

09 PROJECTS

i) OLD STATION YARD

Clearance work being undertaken regularly

ii) WALKERS ARE WELCOME

Richard Preston will be withdrawing from the organisation in the near future.

iii) TOWN PEDESTRIAN MAP

Still not heard from the Tesco Grant Scheme so may need to look elsewhere for funding.

10 CLIMATE EMERGENCY

The first meeting of the group took place on the 1st November. Aims and objectives have still to be written and this will be completed in draft before the next meeting.

A carbon footprint audit for the Town Council will be looked into together with a carbon budget. A 'Green Day' event will be planned for the spring.

11 CITTASLOW UK

A meeting is scheduled for November 6th.

12 AYLHAM COMMUNITY EVENTS COMMITTEE

The preparations for the Christmas Lights Switch On are in hand and it is anticipated that numbers will be high.

The Firework Event has good pre-event sales so should be a successful event.

Plans are under way for the Platinum Jubilee celebrations in June 2022.

13 SLOW FOOD AYLHAM

Slow Food attended the Charity day on 30th October and sold some of the cookery books. Plans for 2022 are in progress to include a spring breakfast

14 AYLHAM IN BLOOM

Winter planting has recently taken place.

Work at the Paupers Grave has been completed and an official opening will take place in March with the High Sherriff.

15 ABEF

Numerous info packs were handed out at the Charity event. Adam Payne will be looking at combining the app and website.

A meeting is scheduled between the two business groups.

16 ITEMS FOR INFORMATION/NEXT AGENDA

Nothing to report.

17 DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Thursday 2nd December 2021 at 11.00am in the Council Chamber**

The Town Council have changed their meeting date to the first Wednesday so new dates for 2022 will need to be agreed.

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 12.45pm

**Minutes of the Aylsham Town Council Climate Change Group Meeting
held on Monday 1st November 2021**

Present:

Trevor Bennett	Steve Riley
Vicky Mijnlieff	Helen Reilly
Ray Horne	Paul Thompson
Rev Julie Boyd	Pat Prekopp
Grizelda Tyler	Sue Catchpole
Anna Magyar	Mary Evans
Ellie Baker	Veronika Goodwin
Michael Dolling	Margaret Hayward

Sue Lake

1. Election of Chairman

Trevor Bennett was proposed and **AGREED**.

2. Introductions

All participants introduced themselves and where appropriate what organization they represented.

3. Apologies for absence

Apologies were received from

Arthur Rope
Annette Overton
Sue Sharpe
Jenny Haycocks
Hazel Jones
William Fisher

4. Declarations of interest

None were declared

5. To receive Terms of Reference

Terms of Reference had previously been agreed by the Town Council and had been circulated with the agenda

6. To receive details of the reasoning behind the formation of the group

Background

At the August meeting, the Town Council declared a Climate Emergency.

It was agreed to set up a group to look at policies and projects. The group will consist of councillors and public.

Although the decision to declare a Climate Emergency was a close vote all councillors agreed with the principle of the work that would emanate from a declaration but some were wary of the term 'emergency'

It was suggested that the first course of action would be to receive presentations from officers at Broadland and Norfolk to see what they are doing and what could be available to the group in terms of both physical resources, information and grants. It could also be an opportunity to ask why the two councils had not declared an emergency themselves. It was also suggested that North Norfolk District Council be contacted as they had declared a climate emergency and to see how they may be working with the towns and parishes in their district.

ACTION: Sue Catchpole and Steve Riley to contact the relevant officers to invite them to attend (possibly virtually) the next meeting.

7. To discuss overall aims of the group

a) Aims and Objectives

The aim of the group will be what we would like to achieve and would become central to the work of the Town Council. This could be in all aspects of the Town Councils work with a special need to look at future development to ensure it is as green as possible. It is acknowledged it is difficult to retro-fit green technology in existing houses. Unfortunately planning law is not keeping up-to-date with green initiatives.

It was felt that a meeting was not the best method of writing aims and objectives so members were asked to submit their suggestions to the town clerk (townclerk@aylsham-tc.gov.uk) for aims and objectives to be drafted to be discussed at future meetings.

The document [Britain Talks Climate](#) was recommended as a good resource.

b) To identify key stakeholders

The main stakeholders for this project will be the people of Aylsham who need to 'own' the concept in order for it to be successful. Also need to find out what other groups in the town are doing around climate emergency work. Often Aylsham has led the way in new initiatives.

c) To identify key players

These will be mainly councils from other tiers, businesses in the town and the MP

d) To identify key considerations

i) Council issues

Town Hall
Planning

ii) Town Issues

It was queried whether the people of Aylsham knew that a climate emergency had been declared. It was felt a flyer detailing the climate emergency and asking for feedback may be useful.

8. To agree name of the group

Item deferred

9. To consider branding of the group

Item deferred

10. Plans for future meetings

- It was commented that there were no young people in attendance and that we need to contact the school to try and address this.
- One member felt there was still work to do on recycling .
- It was also felt important to have a 'Green Day' event and this will be looked at for the spring
- It was felt that the council should undertake a carbon audit to see what the starting point is and where they need to improve
- Communication will be a vital component to the work of this group

Dates of Next Meetings

It was agreed that the meetings be held on the first Monday of every month with the next meeting on December 6th at 7pm.

The meeting closed at 9.05pm

REPORT TO COUNCIL

Subject: Hungate Street Traffic Issues

Author: Sue Lake

Date: 11th November 2021

The road crossing patrol officer for this area of Norfolk contacted the Town Council over his concern for the safety of the crossing officer on Hungate Street. Together with Trevor Bennett we met him and Mr Olney (headteacher) at 3pm one afternoon. The Headteacher advised they have tried numerous times to get parents to be more considerate and the vast majority responded to this but they still have an issue with cars parking too close to the school, reversing into the crossing area and blocking the road – please see pictures below. The situation was far worse than Trevor or I expected.

I have contacted the Highway Engineer and hope to meet with him on site soon, however the current officer will be leaving his post soon. Once I have met with him I will report back as to what he advises.

There is a new fund from Norfolk County Council, the road safety community fund, which has been launched in West Norfolk and hopefully will be available in Broadland soon which may offer funding for any identified issues. I will ask Steve Riley about this.



Parish Partnership bid application form

Fund applied for:	Parish Partnership Fund		
Applicant details:	Aylsham Town council		
Submitted by/contact:	Mrs S Lake		
Phone Number:	01263 733354		
Email:	townclerk@aylsham-tc.gov.uk		
Sum applied for:	Not Known – waiting for Highway Engineer		
Total project cost:	Not Known – waiting for Highway Engineer		
Project title:	Buxton Road/A140 Junction Improvement		
Project detail: (please include a plan/map of the extents of the scheme):	The Town Council wish to install an island to prevent right turns into or out of Buxton Road to the A140. There are two roundabouts either side of the junction which could be used as a means of enabling cars to access the turns without doing a U-turn on the road		
plan/map attached:	Yes / No		
Any other funding:	CIL/Reserves		
Parish Income:	Precept	Other Income	Total Yearly Income
	409,500	75,400	484,900
Reason for works:	The Buxton Road junction to the A140 is the scene of numerous accidents. Luckily, on the whole these are minor shunts but there have been some more serious incidents.		
Any relevant supporting documents (e.g. supportive correspondence) :	Letter from resident Facebook Discussion		
Discussed with:	Ben Rayner		

Minutes of the Aylsham Town Council Traffic Group Meeting held on Tuesday 2nd November 2021 via zoom

Present

Trevor Bennett	Gordon Clarke
Clare Alban	Mary Evans
Ellie Baker	Nicholas Haag
Paul Baker	Pat Prekopp
Andy Christie	Arthur Rope

James McGavin – TTC

Sue Lake

1. Apologies for Absence

Apologies were received and accepted from:

Ginny Sylvester	Rebecca Davis
Barry Lancaster	David Faulkner
Richard Laxen	

2 Minutes

The minutes of the meeting held on 29th September 2021 were circulated with the agenda. The minutes were **AGREED**

3 Declarations of Interest

None

4. Consultants

James McGavin from TTC attended the meeting and was introduced to the group. He then made a presentation of the work programme TTC will be undertaking on behalf of the Town Council. This presentation was subsequently e-mailed to members and placed on the Town Council website.

5. Initial Meeting with consultants

Members of the traffic Group had met with the consultants on 1st October and explained the problems as previously identified. Following that briefing a tour of the town took place with two members of the consultancy. A third member visited the town on his own so he could identify any issues himself.

The consultants have now contacted the various people suggested by the group although they have not received any response from

6. Data collection

The consultant then explained the data collection programme. This will capture most of the information required, however there may not be full data regarding through traffic as the cost of the cameras make this unviable. It was suggested that the group approach Broadland or Norfolk for assistance with financing.

As well as the cameras a survey has been created which should go live fairly soon. Details of this were shown to members and the full survey will be available prior to its launch.

It was suggested that a leaflet be distributed prior to the launch to make people aware of this. Ellie Baker agreed to distribute this at the forthcoming Farmers Market. The survey will also be as widely advertised as possible through social media, Just Aylsham, press and via e-mail to businesses and the schools.

7. Next Stages

The next stage will be to collect and collate the data and then information from this can be used to write the traffic strategy and can also be used as part of the work with the developers and GNLP.

8. To note items for future discussion

Provision of bike racks

Norfolk County Council have received funding to install additional bike racks in market and coastal towns, Suggestions for placement have been sent to Norfolk County Council and we wait their response.

9. To note date of next meeting

Wednesday November 24th 2021

This meeting will be via zoom to enable the consultants to participate

The meeting closed at 8.30pm

**MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD AT HERITAGE CENTRE ON WEDNESDAY 3rd November 2021 at 7:00pm**

PRESENT:

Eileen Springall	-	Councillor (Chairman)
Giles Margarson	-	Town Resident
Joan Bennett	-	Councillor
Karen Smith	-	Town Resident
Lucas Ward	-	Police
Rodney Clark-Ward	-	Councillor
Donna Butcher	-	Aylsham Town Council Admin
Sue Lake	-	Aylsham Town council

1. WELCOME INTRODUCTIONS & APOLOGIES

Apologies were received from Ian Gravenell and Andrew Strange.

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

None Received.

3. TO CONFIRM MINUTES OF MEETING HELD ON 6 OCTOBER 2021

The minutes of the meeting held on 6 October 2021, as previously circulated were then confirmed and signed.

4. INFORMATION ON MATTERS ARISING

None.

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

None present.

6. TO RECEIVE AN UPDATE ON THE VIRTUAL TRAIL

Donna Butcher reported positive feedback on the trail and it had been accessed by nearly 200 people.

It was felt this would be worth pursuing again

7. TO RECEIVE AN UPDATE ON THE CHARITY OPEN DAY

The event held on the 30th October attracted nearly 20 different organisations in the town. The number of visitors not already aligned to a group was disappointing but this could be because of the very bad weather on the day.

All in attendance enjoyed the event and it raised about £250 towards next years jubilee celebrations.

8. TO RECEIVE AN UPDATE FOR THE FIREWORKS DISPLAY

Rodney Clark-Ward advised that the funfair will be setting up on Thursday. A curtain-sider had been agreed with Medlers. Various food stalls will in place But unfortunately the craft stall had not really taken off. All the paperwork had been completed from a safety point of view. The timings for the event are:-

5.30 Gates Open
6.00 First Display
6.30 Fire lit
8.00 Second display
10.00 Close

Ticket sales have been going really well and parking has now been secured at Youngs Park.

9. TO DISCUSS PLANS FOR THE CHRISTMAS LIGHTS SWITCH ON

The Town Hall is now full and various food stalls will be available outside, together with about 14 other stalls.

The trailer for the switch-on and entertainment has been organised as has the sound system and some music.

Father Christmas will be in the Heritage Centre and additional lights will be installed along the path.

Letters will be needed for residents and these will be prepared next week.

A plaque for communities celebrating the work undertaken by each community during covid period has been made available by the Lord Lieutenant and it is hoped this will be presented on the night – confirmation is still required from the Lieutenancy

Concern was expressed regarding numbers in the Town Hall, this will be monitored but to a large extent this has to be self-decided. A one-way system will be considered and there will be no café tables for the refreshments. A timetable for those helping in the kitchen will be prepared.

The hall is not booked for the weekend so clearing up can be delayed.

10. TO DISCUSS PLANS FOR PLATINUM JUBILEE WEEKEND

The Jubilee weekend will be June 2nd – 5th.

Both the Town Council and the Recreation Ground Committee have agreed that a beacon can be placed at the Rec for the Thursday night beacon lighting. It was suggested that instead of the fete originally discussed for the Thursday that an event be held in the evening starting at about 5pm. This will consist of food stalls, an outside bar and live music. All the local sporting organisations will be invited to showcase what they do and

have little taster sessions at the Rec. The beacon would be lit at 9.15, a final live music set with the event closing at 10pm. All agreed that this sounded like a good event to start the weekend.

Thursday – Beacon and sporting event

Friday – 5k run

Saturday – Farmers Market

Sunday – Street Party

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

Nothing raised.

12. DATE OF NEXT MEETING

The Town Council have changed the date of their meetings for 2022 to the first Wednesday of the month so the Events Meeting will also need to change. It was agreed that meetings be held on the third Wednesday.

The next meeting will be on Wednesday 19th January 2022 – venue to be confirmed.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.45pm

REPORT TO COUNCIL

Subject: Parking on Market Days

Author: Sue Lake

Date: 11th November 2021

In recent months there has been some complaints made regarding the parking of vans and also private cars in the Market Place on Market Days.

The agreement that traders sign states the following:

Stalls shall be erected by 8.30a.m. on any day designated as a market day on which these Regulations shall be in force. Any vehicle owned by the stallholder shall be removed from Aylsham Market Place as soon as possible after goods and equipment have been unloaded and in any event by 9.30a.m. and shall not return save for such reasonable period as may be necessary for re-loading. Stallholders' vehicles shall be parked in the area designated by Aylsham Town Council. The only vehicles permitted to remain on the Market Place are those that are an integral part of the stallholders stall.

Over the covid period and since this has not been enforced as strictly as it should be and it is intended to contact all stall holders to advise that this will be enforced as stated from January 1st 2022.

The other issue is the Country Market, many of these also have permits for the Friday. It is suggested that these all be re-classified as access only with no parking between 8.30am and 11.30am.

Farmers Market stallholders will also need to follow these rules with timings being 8.30 – 12.30.

All Town Council staff will no longer have a permit but there will be a permit for the Town Council van.

Councillors are asked to approve this recommendation

Aylsham Town Council Meetings 2022

	Week 1		Week 2	Week 3	Week 4	Week 5
January	5*		Staffing	{19}	26	
February	2		7	{16}	23	
			Properties			
March	2		7	{16}		30
			Churchyard			
April	6	4		{20}	27	
May	4	2	Properties	{18}	25	
June	1		6	{15}		29
			Churchyard			
July	6	4	Staffing	{20}	27	
August	3	1	Properties	{17}		31
September	7	5	Churchyard	{21}	28	
October	5	3		{19}	26	
November	2		7	{16}		30
			Properties			
December	7	5	Churchyard			

*TC Meeting on 5th January will be for the budget only due to proximity to December meeting and notice of meeting requirements

Town council (7pm)
Climate(7pm)
Cittaslow (11 am)
Events (7pm)
Traffic(7pm)

Exact Dates for Properties, Staffing and Churchyard to be arranged