

### **Future Office Accommodation**

*Thank you for your engagement and we look forward to receiving your feedback.*

We are keen to receive your thoughts on presentation material shown on this virtual platform as the information received from your feedback forms will be reviewed and fed into the options appraisal process by the consultant team. We anticipate a significant volume of feedback to this process, so please consider these making responses as concise as possible to aid the team in the review process.

In order for the team to meet their targeted programme of delivery for the commission, all responses should be submitted by **midday 26th August 2021**.

**1. Do you feel the method of approach is fair?**

**2. What particular needs do you have for the future premises that you may not have in the current premises?**

**3. What are the top 5 issues you feel are most important for future office premises?**

**4. Do you have any other issues you would like to raise?**

		Actual	Actual Year	Current	Variance	Funds
General Purpose	Income	1,328	72,532	104,350	31,818	
	Expenditure	5,627	26,589	102,350	75,761	75,761
	Net Income over Expenditure	(4,299)	45,944	2,000	(43,944)	
	plus Transfer from EMR	0	0			
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	(4,299)	45,944			
Town Hall	Income	1,300	27,850	59,000	31,151	
	Expenditure	2,840	28,016	58,980	30,964	30,964
	Movement to/(from) Gen Reserve	(1,540)	(167)			
Drill Hall	Income	2,313	37,218	64,700	27,482	
	Expenditure	2,491	25,901	64,685	38,784	38,784
	Movement to/(from) Gen Reserve	(178)	11,317			
23 Market Place	Income	0	1,250	5,500	4,250	
	Expenditure	0	0	400	400	400
	Movement to/(from) Gen Reserve	0	1,250			
Cemetery Cottage	Income	492	721	6,750	6,029	
	Expenditure	0	572	1,500	928	928
	Movement to/(from) Gen Reserve	492	149			
Public Toilets	Expenditure	2,188	26,405	2,000	(24,405)	(24,405)
Other Properties	Income	0	4,875	14,750	9,875	
	Expenditure	446	1,784	0	(1,784)	(1,784)
	Movement to/(from) Gen Reserve	(446)	3,091			
Cemetery	Income	690	12,210	0	(12,210)	
	Expenditure	1,392	6,977	0	(6,977)	(6,977)
	Movement to/(from) Gen Reserve	(702)	5,233			
Cromer Road	Income	0	66	0	(66)	
Bure Meadows	Income	0	11	0	(11)	
	Expenditure	101	300	0	(300)	(300)
	Movement to/(from) Gen Reserve	(101)	(289)			
Allotments General	Income	0	10,150	0	(10,150)	
	Expenditure	1,925	12,401	0	(12,401)	(12,401)
	Net Income over Expenditure	(1,925)	(2,251)	0	2,251	
	plus Transfer from EMR	0	4,725			
	less Transfer to EMR	0	0			
	Movement to/(from) Gen Reserve	(1,925)	2,474			
Markets	Income	865	3,082	0	(3,082)	
	Expenditure	91	2,995	0	(2,995)	(2,995)
	Movement to/(from) Gen Reserve	774	87			

		Actual	Actual Year	Current	Variance	Funds
Open Spaces	Income	(12)	82,555	0	(82,555)	
	Expenditure	11,047	60,090	0	(60,090)	(60,090)
	Net Income over Expenditure	(11,059)	22,465	0	(22,465)	
	plus Transfer from EMR	0	0			
	Movement to/(from) Gen Reserve	(11,059)	22,465			
Street Scene	Income	0	16,475	0	(16,475)	
	Expenditure	2,604	12,973	0	(12,973)	(12,973)
	Movement to/(from) Gen Reserve	(2,604)	3,502			
Christmas	Income	0	95	0	(95)	
	Expenditure	0	0	2,000	2,000	2,000
	Movement to/(from) Gen Reserve	0	95			
General events	Income	0	76	0	(76)	
	Expenditure	39	39	0	(39)	(39)
	Movement to/(from) Gen Reserve	(39)	37			
	Grand Totals:- Income	6,976	269,166	255,050	(14,116)	
	Expenditure	30,790	205,042	231,915	26,873	26,873
	Net Income over Expenditure	(23,814)	64,125	23,135	(40,990)	

# Aylsham Town Council Current Year

## Detailed Balance Sheet

### Month 4

A/C	Description	Actual	
	<b>Current Assets</b>		
100	Debtors	3,145	
105	VAT Control A/C	2,402	
200	Current Bank A/C	53,198	
210	Active Saver	239,068	
215	Public Sector Deposit Fund	25,858	
245	Shawbrook – Issue 7 Fixed Bond	88,476	
250	Petty Cash	250	
	<b>Total Current Assets</b>		<b>412,397</b>
	<b>Current Liabilities</b>		
500	Purchase Ledger	10,950	
525	HMRC	450	
535	Allotment Deposits	5,425	
	<b>Total Current Liabilities</b>	<b>16,825</b>	
	<b>Net Current Assets</b>		<b>395,572</b>

### Represented by:-

300	Current Year Fund	64,070	
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	
		<b>395,572</b>	

**CLERK'S REPORT FOR COUNCIL MEETING 18.2.21**

<b><u>ITEM</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>COMMENTS</u></b>
Town Hall		
23 Market Place		
Cemetery Cottage	Private Letting	New tenant from 30 <sup>th</sup> April
Cemetery		Working with structural engineer re gates
Allotments		All full with waiting lists
Churchyard		Working on plan for waste area – meeting 23 <sup>rd</sup> August
Market Place		
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general		
Highways	Parish Partnership	To consider new schemes
Paupers Graveyard	Clearing	Ground level and paths marked read to prepare. Aylsham In Bloom have organised raking parties to clear the stones
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		Gym equipment scheduled to be installed starting 20 <sup>th</sup> August
Land at Sapwell Close	Adverse Possession Claim	In discussions with solicitor
Car Parks		Still waiting for Broadland survey scheduled to start soon
Street Lighting		
Public Toilets		Had some examples of anti-social behaviour recently. Firstly hair dye and then human faeces
COMMA/Archives		Archives now open again
Litter & Dog Waste Bins		
Bus Shelters		
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 no of any such areas and we will add it to the schedule we send them
Drill Hall	Query from Town Band	A member of the Town Band approached a councillor with concerns regarding the Drill Hall being suitable for them to return. Having looked at what is required I cannot seem what their issue is.
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	Soon to be completed
Bure Meadows Footpath	New Footpath across to Dunkirk	Work started on this now – bridge still to be installed. Delay being investigated by Broadland planning
Request for ramp at The Willows	Response from Management Company	Following on from your conversation with my colleague in regards to the skate park. We have had a response from the developer and they have advised that this is not something which would be able to be completed at this time. When resident directors are appointed, they have no issue with this being discussed across the development. Unfortunately we do not have a time scale when this will be handed to the residents but soon as this is done we can get the ball rolling for this to be discussed.

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

- **Request for ramp at The Willows**  
**Town Band query re Drill Hall**

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD AT DRILL HALL, CAWSTON ROAD  
ON TUESDAY AUGUST 10<sup>th</sup> 2021 at 11am**

**PRESENT:** Mr P Prekopp, Aylsham Slow Food, Chairman  
Mrs M Evans Aylsham Town Council  
Mr D Harrison Aylsham Town Council  
Mr G Margaron, Aylsham Community Partnership  
Mr R Preston Walkers are Welcome

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

One member of the public

**01 APOLOGIES FOR ABSENCE**

Mr R Willis ABEF  
Mrs M Anderson-Dungar  
Mrs J St Clair Aylsham U3A  
Mrs H Jones Aylsham U3A  
Mrs J Kerrison Aylsham WI  
Rev Canon Julie Boyd – Aylsham Parish Church

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

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

**03 MINUTES**

The Minutes of the Cittaslow Aylsham Meeting held on 19<sup>th</sup> July 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**

There had been no response from Ray Horne from ACT regarding the Community Transport project.

Heather Jermy, General Manager at Blickling, is scheduled to attend the next meeting.

**07 FARMERS MARKET**

**a) August Farmers Market**

There were several stalls not in attendance but the weather was predicted to be bad and it did rain heavily during the morning.

The Quakers refill stall is proving very successful.

**b) To consider how to improve and/or expand general markets on a Monday and Friday**

Pat Prekopp had spoken to the stallholders to ask for ideas regarding promoting the market. They felt it needed advertising more, with signage available. They also felt it would be good to offer discounts to new stalls as an introductory offer. There were issues with stalls encroaching each other but it was felt this was their problem to sort.

He also mentioned to them the amount of vans present but they are strongly opposed to moving them.

There is an issue looming in that most stallholders are nearing retirement age and there is no succession in place.

It was suggested that the traders should look at changing their hours so they are available to those who work all day. There is resistance to this from the traders and could cause problems with shop owners.

It was suggested that a meeting be organised with stall holders.

**08 PROJECTS**

**i) OLD STATION YARD**

Clearance will start in September.

It was noted that the verges around town were not particularly well kept and a suggestion of extending the current delegated verge cutting could be considered via a management plan sent to Norfolk County Council.

**ii) WALKERS ARE WELCOME**

The walks book is near completion and will shortly be going to print. Following that an article will be placed in Just Aylsham to see if interest in the organisation can be regenerated.

**iii) TOWN GUIDE**

A proof had been received the previous day and a printing date set.

**iv) TOWN PEDESTRIAN MAP**

No update from last month.

**09 CLIMATE EMERGENCY**

Following the article in Just Aylsham various members of the public had contacted the council – the vast majority in favour of the suggestion.

It was proposed by David Harrison that the Town Council be asked to declare a Climate Emergency and if not to explain the reasons. This was seconded and **AGREED**.

Should the Town Council agree this then a group would need to be set up to instigate and monitor the various proposals and create a strategic plan as to how to move forward.

**10 CITTASLOW UK**

A meeting is still to be organised but there has been a delay due to personal issues.



**11 CITTASLOW INTERNATIONAL**

The chairman had e-mailed Italy advising of the cancellation of the Assembly and had followed this up with a second e-mail but had still not had a response.

**12 AYLSHAM COMMUNITY EVENTS COMMITTEE**

The Events Committee had met and had agreed to cancel the street party as they were unsure of numbers. A firework display will be held on November 5<sup>th</sup> and the Christmas Lights switch on will be Friday November 26<sup>th</sup>.

Next year is the platinum Jubilee and it is hoped to have a full weekend of events starting with a fete and possibly a carnival on the Thursday, a 5k race on the Friday, Farmers Market on Saturday and a street party on the Sunday.

**13 SLOW FOOD AYLSHAM**

Slow Food attended the Farmers Market and sold some of the cookery books and tickets for the dinner and breakfast.

**14 AYLSHAM IN BLOOM**

The team are working at the Paupers Graveyard. This has now been cleared and is being raked to remove the stones prior to grass setting.

**15 ABEF**

The AGM is scheduled for 22<sup>nd</sup> September.

**16 ITEMS FOR INFORMATION/NEXT AGENDA**

Nothing to report.

**17 DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Tuesday 14<sup>th</sup> September 2021 at 11.00am in the Drill Hall.**

**CLOSURE OF THE MEETING**

There being no further business the Chairman closed the meeting at 12.15pm

**REPORT TO COUNCIL**

**Subject:** Buxton Road Junction with A140

**Author:** Sue Lake

**Date:** 12<sup>th</sup> August 2021

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Following the discussion at the Town Council meeting last month I contacted the Highway Engineer regarding re-painting the white lines at the junction and this he has agreed to when they are next line painting in the area.

Whilst speaking to him I relayed the discussions the Council have had regarding the junction. He asked what the favoured option would be. I repeated the idea of making it no right turn into and out of Buxton Road. He agreed with this and this mirrored his thoughts on how to improve things.

He suggested this could be put forward by the Town Council as a Parish Partnership scheme. The requirements would be re-configuration of the islands at the site to preclude the right turns and additional signage.

Council are asked to consider this as a formal proposal.

REPORT TO COUNCIL

**Subject:** Penfold Street Priority

**Author:** Sue Lake

**Date:** 12<sup>th</sup> August 2021

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Following the discussion at the Town Council meeting last month I contacted the Highway Engineer and the audit team regarding a request to change direction.

The response received was as follows

*Notwithstanding how the site was arranged under the temporary scheme, a system giving priority to traffic leaving the town could not be provided due to the unclear priority at the western end. In the event of a collision at this location my view is that there would be a risk of litigation against the County Council. To mitigate this would require closure of one of the sides of the triangle around the bandstand. I note that this is suggested by the fire fighter. This may introduce other issues, such as visibility to the left along Blickling Road, and would need checking if there was a desire to pursue.*

I have also contacted Steve Riley on this matter but he was on holiday at the time.

**Minutes of the Aylsham Town Council Traffic Group Meeting held on Wednesday 28<sup>th</sup> July 2021**

**Present**

Trevor Bennett	Richard Preston
Clare Alban	Andy Christie
Richard Laxen	Lynda Hartley
Pat Prekopp	David Faulkner
Joan Bennett	Nicholas Haag
Barry Lancaster	Gordon Clarke
Ellie Baker	

Sue Lake

**1. Apologies for Absence**

Apologies were received and accepted from:

Ginny Sylvester	Rebecca Davis
Arthur Rope	Richard Anderson-Dungar
Paul Baker	Mo Anderson-Dungar

**2 Minutes**

The minutes of the meeting held on 30<sup>th</sup> June 2021 were circulated with the agenda. There was a discussion relating to the minute at Item 9 (GNLP) as some thought it may give the wrong impression regarding the views on the GNLP. However, Reg 19 is about process rather than sites so was deemed correct. The minutes were **AGREED**

**3 Declarations of Interest**

None

**4. Use of Consultants**

The clerk had circulated a brief to be sent to consultants. An alternative version with the objectives included was proposed. This was **AGREED**. The clerk will send this to the consultants contacted before.

**5. To create a list of the issues as they may differ for Public Transport, Vehicles and Pedestrians**

See list attached.

Members felt this had highlighted that one of the principle issues is with through traffic

**6. To consider data collection**

Richard Preston explained in detail the data collection scheme. It was also suggested that the car parks be added to the data collection points. It was also suggested trying to get access to any data held by police.

There then followed a discussion as to whether the consultants would use this data or wish to collect their own. The scheme could be presented when we meet with the consultants and the

question asked at that point. If the chosen consultant would not wish to use it then the date could be cancelled.

**7. To receive a report on initial discussions with Sanders Transport and National Trust**

The report from the National Trust was circulated after the last meeting.

The report relating to the bus trip with Ian Richardson from Saunders was circulated with the agenda. It was suggested contacting Norfolk County Council to get an independent view of the bus service. The clerk will contact the officer responsible for public transport.

**8. To receive details on the strategic maps**

Gordon Clarke presented the various maps he had created showing the main arterial routes and junctions in both the town as a whole and the conservation area.

The maps are available to view on the Town Council website. .

**9. To update the work planner**

This was presented on the screen but unfortunately the clerk had not uploaded the latest version

**10. To note discussion on the GNLP with Broadland**

The chairman, vice-chairman and clerk had met with the portfolio holder and Head of Planning at Broadland and also the senior officer from the GNLP. The plan is likely to go to the Inspectorate unchanged and this meeting was to try and start the discussion on future requirements to meet the needs of the new development(s).

Any conversations held with the council or the developers does not preclude the council from objecting to the GNLP or the detailed plans when received.

**11. To note date of next meeting**

Wednesday August 25<sup>th</sup> 2021

## **Issues re Public Transport**

- Bus stops in the correct place
- Turning areas esp. Keys
- Burgh Road
- Buses wanted to come through the town
- Size of buses
- Differing funding regimes
- County Council subsidy
- Through Route
- Desire for town centre stops
- Use X40 as Park & Ride
- Dial a bus from Wroxham
- Community Bus Service
- Buses on narrow roads
- Damage to building
- Double parking in the Market Place
- Football Bus

## **Vehicles**

- Agricultural vehicles
- Short journeys
- Cycleways
- School Run
- Footways
- Visitors/Workers
- Parking
- Through Journeys
- Cycle parking

## **Pedestrians**

- Footways
- Footpaths
- Pushchairs
- Wheelchairs
- Dog Walkers
- Aylsham High School Students
- Motorised chairs
- Window shopping/Dwell time
- Secure waiting/seating areas



**AYLSHAM COMMUNITY EVENTS COMMITTEE**

**MINUTES OF THE MEETING OF THE  
AYLSHAM COMMUNITY EVENTS COMMITTEE  
HELD AT AYLSHAM TOWN HALL  
ON WEDNESDAY 4 AUGUST 2021 at 7:00pm**

**PRESENT:**

Eileen Springall	-	Councillor (Chairman)
Pat Prekopp	-	Councillor
Rodney Clark-Ward	-	Councillor
Giles Margarson	-	Town Resident
Sue Lake	-	Aylsham Town Clerk
Donna Butcher	-	Aylsham Town Council Admin

**1. WELCOME INTRODUCTIONS & APOLOGIES**

Apologies were received from Karen Smith, Andrew Strange and Joan Bennett.

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

None Received

**3. TO CONFIRM MINUTES OF MEETING HELD ON 2 JUNE 2021**

Minutes of the meeting held on 2 June 2021, as previously circulated were 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 DISCUSS THE POSSIBILITY OF RUNNING THE BEPUZZLED TREASURE TRAIL**

After an explanation on how the trail would work and discussion it was decided that it would be too late to get it up and running for over the school summer holidays but it was agreed to get everything in place to start in October to coincide with the half term holiday and Halloween. It was suggested that flyers to advertise the event be passed to Monica Harding and sent out via the schools cluster group. The locations of the decals are yet to be decided.

**7. TO DISCUSS PLANS FOR THE STREET PARTY**

It was hoped that the street party would go ahead later this year. However, after a discussion and the fact that two events to be held have been cancelled (the Beer Festival and a live music event in the Town Hall) it was agreed to cancel the event for this year and to plan for the Platinum Jubilee street party in 2022.

**8. TO DISCUSS PLANS FOR THE VE DAY AFTERNOON TEA**

It was decided to cancel the original plans for the afternoon tea and film. With other events being cancelled and considering the age group of the people attending it was agreed that it may not be well attended at this time.

Sue informed the committee that she has a meeting arranged with Sarah Cook to discuss possible grants for events possibly for a street food market similar to the Junkyard Market to enhance the Food Festival. Patrick and Giles advised that the timetable of events for the Food Festival would not allow such a thing to take place. The possibility of a Gin Festival was discussed to be held the Friday night before the Food Festival. To contact James Marks of the Round Table for advice.

**9. TO DISCUSS PLANS FOR THE CHARITY OPEN DAY**

A date of 6 November was agreed for the Open Day to coincide with the Farmers' Market. This will be held in the Town Hall, possible overspill to Drill Hall depending on the amount of attendees. Clubs and societies to be contacted inviting them to have a stand. Although this will be a free event a £10 deposit will be taken and refunded on arrival and set up. It was asked that the contact details of the attendees be collated and passed to Cittaslow Committee. It was suggested to contact Gemma Shepherd at Tesco for a donation of a hamper.

**10. TO DISCUSS PLANS FOR THE CHRISTMAS LIGHTS SWITCH ON**

It was discussed that there would be fewer stalls down Red Lion Street this year, possibly from Whites Butchers up to No23 Aesthetics (previously Santander). The possibility of having the fire engine and a police car for 'display' down the remainder of Red Lion Street was suggested. Applications for stall holders to be sent out by the end of August. The booking for the musician originally booked for the Street Party to be transferred to this date. With reference to the question of who should switch on the lights, it was suggested that members of the Covid-19 vaccination team from the GP surgeries should be invited to take part, this was agreed.

**11. TO DISCUSS PLANS FOR THE PLATINUM JUBILEE**

The Queen's Platinum Jubilee will celebrated next year with 2<sup>nd</sup> – 5<sup>th</sup> June being made a public holiday. With so many events being cancelled over the past 18 months the committee agreed that we need to make the most of this time to make a comeback.

The following was discussed:

**Thursday 2 June** – traditional fete, possible locations; the recreation ground, Keys Sale Yard, Purdy's field.

**Friday 3 June** – the EPIC Aylsham 5k race is already booked in for this date. Discuss with Steven Hitcham the possibility of doing this as part of the Jubilee celebrations with maybe a junior 1k race incorporated.

**Saturday 4 June** – Farmers' Market

**Sunday 5 June** – Street Party



**12. TO ADVISE OF THE CANCELLATION OF THE BEER FESTIVAL AND CLEARCOMPANY EVENTS**

It was announced that the Beer Festival has been cancelled for this year due to the ongoing uncertainty of Covid-19. Also, the ClearCompany events that were held in the Town Hall and Market Place have been cancelled due to poor attendance and unpredictability of the parking in the Market Place when they were setting up for the event.

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

**Fireworks Display** – Rodney Clark-Ward advised us that the paperwork had been sent to Broadland District Council and an attendance figure of 1500 people has been agreed. The possibility of the tickets being sold from the Town Council office was suggested. A cost for wristbands to be looked at. Contact details for funfair to be given to Rodney.

**14. DATE OF NEXT MEETING**

Wednesday 1<sup>st</sup> September 2021 at 7pm in the Town Hall

**CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 9.25pm