



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
Tel: 01953 456194 - email:enquiries@attleboroughtc.org.uk

Minutes of the Meeting of Attleborough Town Council Held on Monday, 3 July 2017 at 7.00 pm in the Town Hall

Present:

Cllr J Burton - presiding
Cllr Dale Cllr T Crouch Cllr K Montague Cllr J Williams
Cllr E Tyrer Cllr A Busk Cllr S Burns Cllr P Spiby
In attendance – Gina Lopes – Clerk to Attleborough Town Council
Trisha Drewery – Admin Assistant (minute taker)
Dist. Cllr K Martin, Dist. Cllr A Stasiak
5 x Public

Prior to commencement of the meeting one minute's silence was held in memory of the late Councillor Geoff Ellis

035.17) Apologies for absence

To receive and accept apologies for absence:

Cllr Perkins - Other Commitment
Cllr Cobb - Other Commitment
Cllr Bond - Personal
Cllr S Taylor - Other Commitment
Cllr T Taylor - Other Commitment

Further apologies were noted from County Cllr R Oliver.

036.17) Declarations of Interest

a) To receive and consider declarations of interest in items below

None received.

b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests.

None received.

037.17) Public Participation

RESOLVED that the meeting be adjourned to allow the Public to speak – No comments received.

038.17a) Minutes of the Town Council meeting held on 5 June 2017 –

RESOLVED to approve and accept the minutes of the Town Council meeting held on 5 June 2017 as a true and accurate record of the meeting; the Chairman duly signed the minutes.

038.174b) Minutes of the Planning and Highways Committee meeting held on 5 June 2017 and 19 June 2017–

RESOLVED to approve and accept the minutes of the meeting of the Planning & Highways Committee meeting held on 5 June 2017 as a true and accurate record of the meeting; the Chairman duly signed the minutes.

038.174c) Minutes of the General Purposes & Finance Committee Meeting held on 31 May 2017 – RESOLVED to approve and accept the minutes of the meeting of the General Purposes & Finance Committee meeting held on 31 May 2017 as a true and accurate record of the meeting; the Chairman duly signed the minutes.

039.17) Councillors Reports

Brief verbal reports were received and included the following: -

Cllr Busk - Attended a Children's Services meeting at Norfolk County Council where he met Councillor Penny and two officers who are involved in the interface of preparing children for the world of work.

Cllr Tyrer - Attended a conference focussing on Self Build or Custom Build Homes. This was interesting from a Town Council perspective in terms of potential, ongoing local business relating to planning applications.

Cllr Crouch –

- Attended the Safer Neighbourhood Action Partnership meeting where issues regarding "boy racers" in Queens Square were noted.
- The Community Speed Watch has been active at several sites around the Town. Two sites showed no one was exceeding the limit; the notices were effective in drivers being speed aware. The highest recorded speed since the Community Speed Watch began was one driver doing thirty-nine miles in a thirty mile per hour limit.
- Continuing to work with the local Police Camera Van and informed members that five other sites are being assessed in Town, with a ten site rotation.

Cllr Spiby

- Attended a meeting for Allotment Tenants where there was consternation regarding a planned rent rise.
- Is happy to investigate the value the Town Council offers tenants working closely with the Clerk to Attleborough Town Council. Cllr Crouch informed members that he has obtained a Tenancy Agreement from a neighbouring Council. The Clerk is also seeking others for comparison.

Cllr Burton –

- Attended the Connaught Hall Annual General Meeting where the proposed extension was discussed; feedback was positive.
- Informed members that there was a positive meeting with the District Councillor in which discussion took place regarding the Queens Square Car Park.
- District Councillors continue to lobby Breckland District Council and Norfolk County Council with regards to the link road.

040.17) Other Reports

To receive reports from:

a) County and District Councillors -

The following brief reports were received and accepted –

Dist. Cllr Stasiak

- Informed members that he has accepted an invitation to re-join the Cabinet under his previous remit.

Dist. Cllr Martin

- Has attended several meetings including the Breckland District Council Planning meeting where the planning application for the land adjacent to 6 Dodds Lane was refused.
- Will be attending a scrutiny meeting on Thursday 6 July 2017 and a large Cabinet meeting.

b) Clerk's Report

- **Archive Office** – The Archive Office is in the process of moving into the new mobile office located to the rear of the Town Hall. Most of the archive material has already been moved and this should be complete soon.
- **Fires** - Part of the conifer hedge in the cemetery was destroyed by fire on 20 June 2017 and some other smaller fires were also reported. All have been logged with the Police; unfortunately the hedge will have to be removed as beyond salvage.
- **Scout Hut Break In** – The hut was broken in to over the weekend of 18/19 June and the Scout Leader reported this incident to the Police.
- **Funeral of Cllr Ellis** – Funeral will be held on 12 July 016 at 11.00 – meeting at Sainsbury's 10.40 for the procession to the Church.

041.17) Financial Matters

a) To authorise the payment of cheques: –

On the motion of Cllr Williams, seconded by Cllr Spiby, it was

RESOLVED to approve and accept the payment of cheques as per cheque list dated 3 July 2017 - £17,338.51.

b) To agree direct debits: –

On the motion of Cllr Crouch, seconded by Cllr Tyrer, it was

RESOLVED to approve and accept the direct debits list dated 3 July 2017 – Total £21,788.95.

c) To receive Income: –

On the motion of Cllr Montague seconded by Cllr Dale, it was

RESOLVED to approve and accept the income list for June 2017 – Total £3,749.75

d) Income & Expenditure Report to 31 May 2017 – noted for information.

e) Quotation for Ground water monitoring investigation at Warrens Lane, proposed cemetery land: -

A short discussion took place regarding the three quotes and items included:

- Some members were reluctant to fund this proposed ground survey and noted the landowner had confirmed surveys have already been completed.
- Ground water levels on the land tend to vary considerably which may affect potential burial depth.
- Members believed there are no historic issues of flooding. The Clerk confirmed that the Consultant had advised that borehole testing is carried out to ascertain the suitability of the site for burial ground. 3 quotes were provided. Also, the Council were required to take advice within their Financial Regulations.
- It was requested that the Clerk contact the landowner to invite him to a half an hour closed meeting, without prejudice, to take place before the next Full Council Meeting.

ACTION: CLERK

042.17) Attleborough Neighbourhood Plan

a) Appoint Examiners for the Attleborough Neighbourhood Plan –

Members considered the three potential Examiners. The Clerk confirmed that Cllr Perkins, Chairman of the Attleborough Neighbourhood Plan Steering Group whilst in existence, had stated his preference marked as (1), (2), and (3) on the papers circulated. Members agreed (1) seemed the most qualified but some felt he may be too busy to take on the Attleborough Plan and believed there would be an advantage to using this Examiner as he was based in East Anglia. Members were keen to proceed with the Examination as soon as possible and concerned about availability of the Examiners.

The Clerk advised that all should be available but advised members to choose on a scale of preference in case one examiner was not readily available and thus avoid delay by having to bring this item back to next month's meeting. The Clerk further advised that Breckland would have to agree the Council's choice.

On the motion of Cllr Burton, seconded by Cllr Crouch, it was

RESOLVED that members choice of Examiners for the Attleborough Neighbourhood Plan was reordered (2) Derek Stebbing; (1) Nigel McGurk; (3) Brian Dodd.

b) Membership of working group

Discussion took place regarding the Terms of Reference for the Attleborough Neighbourhood Projects Working Group and points included:

- That the document is a first draft compiled by the Clerk, Office Assistant using various other Terms of References. The document can be adjusted once the Working Group is formed.
- There must be clarity regarding membership from the beginning. Noted that most members of the former Neighbourhood Plan Steering Group wish to be involved in the Working Group, it was suggested having a smaller core group with interested parties invited in as necessary.
- There appears to be a difference in perception regarding the function of the Group among the former Neighbourhood Plan Steering Group and Breckland District Council and whether there is one group or two (one for the Attleborough Development Partnership).
- Cllr Tyrer stated that the document needs more work to bring it in line with the governance structure, as agreed in 2016 and he would leave his notes with the Clerk for reference.
- Members agreed that the Town Council should decide the Terms of Reference and membership.
- Remove 'Projects' from the title and correct some minor typing errors.

ACTION: CLERK/CLLR TYRER

043.17) Correspondence

a) Car Park Resurfacing Programme, Breckland District Council – noted that Horse Pit Car Park, Attleborough will be resurfaced in September/October 2017.

b) Wild in Art, County Moongazer Trail GoGoHares in Norwich 2018 –

The Clerk informed members that five Market Towns are considering participation in the Moongazer GoGoHares and suggested that local business owners could be approached to assist with funding. The Clerk offered to send the information to Valerie Watson-Brown for circulation to the Attleborough & Snetterton Business Forum for member's consideration.

ACTION: CLERK

c) Minutes of the Safer Neighbourhood Action Panel (SNAP) Meeting held on Friday 16 June 2017 – noted for information.

d) Residents emails

The Town Council Caretaker, Mr John Wilson, has been highly praised for his noteworthy assistance. Mr David Bickel stated Mr Wilson went "*above and beyond his required duties*" on the day.

A local resident contacted the Town Council Office stating appreciation and thanks to the Groundsmen in respect of grass cutting in Decoy Common, allowing both dog walkers and deer to enjoy the environment.

Cllr Spiby seconded these positive communications.

044.17) 8.15 pm - Master Plan of the Recreation Ground; Presentation by Phil Doyle and Mrs Sioned Williams–

Reported that prior to the Full Council Meeting Mr Phil Doyle and Mrs Sioned Williams facilitated a public display to allow residents to comment on the design to improve the Recreation Ground.

Approximately 30 residents visited the display and there were many positive comments; although also some concerns that the proposals did not show the current football pitches and the bowls club area. It was stressed that this is only the first draft.

Mr Doyle and Mrs Williams presented the Master Plan of the Recreation Ground informing members that the Master Plan signals the start of a conversation about possible future design.

During the presentation, Mr Doyle and Mrs Williams made comments regarding the current layout and equipment, which included:

- The Recreation Ground is an asset it is to the Town.
- The close proximity of the Recreation Ground to Town Centre, would enable easy transformation into a Town Park.
- There is a lot of character, enhanced by mature trees.
- The entrances are obscured and unwelcoming and the Recreation Ground looks 'tired' and the Connaught Road entrance contains barbed wire.
- The Goal area is puddled and not very usable in wet weather.
- The current plan would cause issues around parking which would need coordination.
- The present equipment was 'interesting and historical'.
- The Wetpour flooring on the children's play area has an impact on absorbing properties. The area could have sand for safety and double up as a sandpit with access to water pump to encourage creativity and play; to include a small area with stepping stones.
- The park could include a concrete table tennis area, willow tunnels or trees placed on their sides for climbing/walking along.
- Modern Skate Parks are made of concrete to allow the skateboard to have continuous flow. This would encourage users of skateboards, roller skates, BMX bicycles and scooters.
- Current Multi Use Games Areas are known as 'cages' which have the potential to be an area of bullying – as children can only exit at the gate.
- The Council should consider what type of Ball Court they want to provide.
- There is some concern from residents about vandalism or late night noise from Youths. Mr Doyle stated 'equipment does not make noise'.
- If the design was changed to encourage more use, this would rise by 2-300% and be inclusive by residents of all ages. The design would include a hard 'promenade' allowing usage in all weather conditions and be accessible by all.
- The current Multi Use Games Area funding was from a Sport and Play Fund which must be spent by the end of October 2017. If the Council desire a landscaped Ball Court more funding of £60 - 65,000 would be required.

ACTION: Clerk to add to the next Environment Committee meeting for discussion.

045.17) Date of next Meeting

7 August 2017, Full Council Meeting

Meeting closed at 9.00 pm