



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 August 2015 at 7.00pm in the Town Hall

Present:

Cllr A Perkins – presiding
Cllr G Ellis Cllr R Bond Cllr E Tyrer Cllr T Crouch
Cllr J Burton Cllr J Blyth Cllr M Weaver Cllr J Williams
In attendance – Gina Lopes – Clerk to Attleborough Town Council
Dist Cllr K Pettitt

052.15) Apologies for absence

Apologies for absence were received and accepted as follows:-

Cllr J Taylor - personal
Cllr T Taylor - personal
Cllr S Taylor - personal
Cllr G Dickerson - holiday
Cllr A Heginbotham - work

Further apologies noted from NCC Cllr Byrne, Dist Cllr R Oliver, Dist Cllr K Martin and Dist Cllr T Ashby

053.15) Declarations of Interest

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

Cllr E Tyrer – Neighbourhood Plan

b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – None received

054.15) 8) Attleborough Neighbourhood Plan

a) To receive an update on progress –

Cllr Tyrer presented a written report as below:-

1 Introduction

This Note has been produced to provide an update on progress of the ANP since 30th June 2015. It summarises the works to date, meetings undertaken and update on programme and resource requirements.

2 Draft Plan

Work has continued on developing the Draft ANP, and the supporting Suit of Reports to support the Plan. These supporting documents at this stage are:

Basic Conditions Report – setting out the current context of Attleborough, opportunities and constraints

Evidence Base Report – sets out the evidence to support the Plan, using previous reports to support the then ASHAAP and Local Plan

Consultation Statement – review of all consultation undertaken, including the ASHAAP and identifying key comments and evidence to support the proposed Objectives of the ANP Sustainability Appraisal – to be agreed with Breckland Council

Delivery Strategy – In development with Breckland Council following the proposed Greater Attleborough Development Partnership. This will clearly set out how the Plan will be delivered and implemented

Draft Objectives are being developed and are currently being finalised to be consulted with the Sub-Groups prior to the main consultation event in the autumn.

Supporting documentation for the ANP is:

Basic Conditions Report

Evidence Base

Consultation Report

Consultation Statement

Delivery Strategy

3 Activities undertaken since 30th June 2015

Review of Plan development process from Core Strategy 2009 to Local Plan 2016

Meeting with Health Consultants re evolving strategy and options (Awaiting objectives, policy and option input)

Meeting with Phil Mileham/Iain Withington (Breckland) re: draft objectives, strategy and policies. Discussion on timescales and link to Local Plan.

Review of Transport Brief issued by NCC

Meeting with Neil McShane re AAN master plan and sports provision and management

Meeting with Sports and Leisure Sub-Group re strategy and objectives

Meeting with Broadland Housing Group

Contact with Developers

Review of Consultation programme

Meeting with Liz Wrigley re Policy development

Meeting with NCC Economic Development re Employment land and options

Development of Draft NP

4 Proposed next steps

Sector leads provide final inputs for objectives and policies for ANP

Finalise Health and Social Care Report

Complete Draft ANP 31st August 2015 for SG comments only

Continue to develop supporting documentation and programme

Meet all Developers to agree objectives and develop supporting policies

Sector Leads to develop with key community stakeholders Community projects to take forward

Arrange meeting with NCC Highways to discuss brief for transport interventions

Arrange further meetings with Breckland Council Planning Authority to discuss and agree: Objectives

Supporting Policies

Mapping input for land allocations plan and evidence report

Programme

Delivery Strategy

Discuss options for Urban Design input

Continued review of funding options for the ANP

*Plan with the Communications Group, consultation programme and event for Autumn and
Continue to consult through Attleborough Matters and Web
Agree with Planning Consultant the review of work and production of Final Drafts*

5 Programme

Next ANP SG (End July) to review Draft ANP which will not include specific community projects at this stage.

Sector leads to finalise community projects and options (September)

Public consultation (October)

All the above is subject to resources being made available.

The report was discussed at length and it was agreed that the draft plan would be presented for acceptance at the September meeting. It was highlighted that there was a need to agree further funding for the Plan at the next meeting

ACTION: ET

7.45pm - Cllr Tyrer left the meeting

055.15) Public Participation

No public present

056.15a) Minutes of the Town Council meeting held on 6 July 2015

RESOLVED to approve and accept the minutes of the meeting of Full Council held on 6 July 2015 as a true and accurate record of the meeting and the minutes were duly signed by the Chairman

056.15b) Minutes of the Planning & Highways Committee meetings held on 6 and 20 July 2015

RESOLVED to accept the minutes of the meetings of the Planning & Highways Committee held on 6 and 20 July 2015 and the recommendations therein.

057.15) Councillors Reports

Brief verbal reports were received and included the following:-

- Cllr Crouch reported that he had attended a meeting regarding the Carvers Lane application on 29 July 2015. Cllr Heginbotham, Norfolk Homes, District Cllrs Pettitt, Oliver and Ashby, Breckland Planners and MP George Freeman were also in attendance. It had been disappointing as previously it had been agreed that the residents and press would be invited, however, this was not the case and he believed this to be "unfair". Residents had since questioned him about the meeting

058.15) Other Reports

a) The Chairman - No diary received at this time

b) County and District Councillors –

District Cllr Pettitt reported that Dist Cllr Ashby had attended the Scouts AGM and the group was very short of volunteers. The meeting regarding Carvers Lane and organised via MP George Freeman's PA it had been agreed that Cllr Crouch and Cllr Heginbotham could attend to represent the residents. Bodo had agreed that if the report confirmed the lorries had enough room to turn in the designated area Bodo had no objections and this seemed a positive step. Gary Hancox was the chief

planner on this application and any comments should be directed to him to ensure he was aware of the situation. Cllr Pettitt was now on the Cabinet and felt this could be good for Attleborough. The S106 funds available had been confirmed and forwarded to the Clerk and Cllr Pettitt urged members to consider possible uses of the money. District Councillors were now going to attend the Town Council meeting in rotation to avoid duplication of reports

c) Other representatives & Town Affairs –

Cllr Blyth reported that the alleyway from Snowdrop Drive to Westfields has been blocked off and this was previously used by many residents – the Clerk offered to contact Highways and Breckland to investigate if this was a public right of way

Cllr Ellis commented that the Town Hall office would benefit from a second telephone line. Cllr Ellis had been in communication with Norwich City College and students could carry out improvements to the closed churchyard, more details to follow. A request from the Football Club for an additional bin had been received and the Clerk offered to arrange installation of same. Cllr Ellis expressed concern at the amount of rubbish and bags being left outside certain charity shops in the Town.

Cllr Burton requested a breakdown of how the Neighbourhood Plan funds have been spent – Clerk to report at the next meeting

Cllr Perkins reported that an additional grant for the Tour of Britain had been applied for in his name and been successful which meant there was a total of £1,000 funding agreed. There was also bike sponsorship money and he expressed thanks to all the members of the team as they have worked hard and succeeded in sponsorship of 90+ bikes at £30 per bike. The aim is to support two local charities; The Day Care Centre and Club 99. They are also considering future events and have a Halloween event planned

Cllr Ellis confirmed he is organising the car parking for the Tour of Britain and needed volunteers to help on the day; he had received an offer from the Academy students but needed to know if the Council's insurance would cover the volunteers – the Clerk to contact the insurance company to confirm

d) Clerk's report – Noted for information

New Van – The Van was delivered on 23 July 2015 and is now in operation by the Grounds staff and should make the working day more effective

Attempted break – in at the Chapel, Cemetery – The Groundsman reported an attempted break – in at the Chapel building on the cemetery site over the weekend of 25/26 July 2015. There was minor damage; the back doors seem to have been forced and a small piece of lead removed from the roof. This was reported to the Police and they attended the site but could not trace any finger prints. The Groundsmen repaired the damaged doors and all is now secure. Roof to be inspected asap

Vandalism incident at Lomond Road Play Area – PCSO Gary Szabo attended when a youth damaged the gate at Lomond Road Play Area and agreed with the youth's parents that they would pay for the repair to the damaged gate. It was then agreed that the Groundsmen would carry out the repair and staff time and any costs would be charged back to the youth's parents

Street light testing has been advised by Breckland and discussed at Planning Committee - the Council will be charged the costs - approximately £5,700

Meeting with Mr Seaman, AFC – Mr Seaman has requested an additional football pitch at Gaymers and the Groundsmen have agreed to do their best to prepare a pitch in the agreed location. There was also discussion about reinstating the old floodlights

Railings –The contractor has been emailed and called since the last meeting but received no response to-date – Members requested that new quotes be sought for supplying brackets and welding to install the uprights currently in storage

ACTION: CLERK

8.00pm – District Cllr Pettitt left the meeting

059.15) Financial Matters

a) To authorise the payment of cheques

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

RESOLVED to approve and accept the payment of cheques as per tabled list -Total £13,771.11

b) To agree direct debits

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

RESOLVED to approve and accept the direct debits as per tabled list -Total £13,909.16

c) To receive Income

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

RESOLVED to approve and accept the income for June as per tabled list –Total £3,890.40

d) Section 137 2015/16 expenditure limit £7.36 per elector – Noted for information

e) Grant applications –

Holly Court Social Club –

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

RESOLVED to donate £250 grant to Holly Court Social Club

Wymondham & Attleborough Talking Newspaper -

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

RESOLVED to donate £250 grant to Wymondham & Attleborough Talking Newspaper

f) Change of signatories on Nat West Accounts – The appointed signatories were requested to complete the mandate forms and return to the Bank asap

g) Replacement chain for the Deputy Mayor – Further quotes for the replacement chain were considered. On the motion of Cllr Burton, seconded by Cllr Blyth, it was **RESOLVED** to approve and accept Fattorini chain (design number 6) at a cost of £2,200 and for the existing medallion to be incorporated into the new chain

i) Income & Expenditure Report to 30 June 2015 – Noted for information

j) Approval of TOB Grant Funding £500 – Noted for information

k) Request to reinstate floodlights at Gaymers – Cllr Ellis confirmed that he was liaising with the electrician to establish the whereabouts of the cable and costs to reinstate the lights. The Clerk raised concern that the structure of the columns should be checked prior to commencing any electrical work and also advised that the bases of the old standards were buried in the ground and this was a potential H&S concern. Members discussed the possible use of existing S106 funds for new lights and the Clerk confirmed that she was awaiting a further response from Breckland on the existing funding. Members asked the Clerk to action an inspection of the existing lights and to report back to Council

ACTION: TP/ST/GE/CLERK

060.15) RESOLVED to continue the meeting past two hour deadline

061.15) Correspondence

- a) **Attleborough Town Sign, West Carr Road request – RESOLVED** that the Clerk seek a price to refurbish the Town sign and report back to Council
- b) **Italian Market request – RESOLVED** that the Clerk ask the applicant for more detail on the market
- c) **Attleborough Academy students request re park design – RESOLVED** that the students be invited to the September meeting to present their ideas
- d) **Breckland District Profile – Noted for information**

062.15) Date of next Meeting

Monday, 7 September 2015

063.15) Exclusion of Press and Public

RESOLVED to exclude the press and public from the meeting under the Local Government Act 1972 (section 100 (A) (4) given the sensitive nature of the business to be discussed.

064.15) Staff Matters

a) **Grounds Apprenticeships** – The possibility of offering apprenticeships was discussed at length and the Clerk also advised that there was an option to offer work experience to long term unemployed from the Job Centre.

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

RESOLVED that the Clerk should discuss the apprenticeship scheme and training/mentoring role with the Head Groundsman and if he is in agreement, confirm with Easton College the offer of appointing one apprentice asap

ACTION: CLERK