



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF

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Minutes of the Meeting of Attleborough Town Council Held on Monday, 16 October 2017 at 7.00 pm in the Town Hall

Present:

Cllr J Burton - presiding

Cllr V Dale	Cllr T Crouch	Cllr K Montague	Cllr J Williams
Cllr R Bond	Cllr A Busk	Cllr S Burns	Cllr E Tyrer
Cllr S Taylor	Cllr A Perkins	Cllr T Cobb	Cllr J Ellis
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
8 x Public

074.17) Apologies for absence

To receive and accept apologies for absence:

Cllr T Taylor - Other commitments

Further apologies noted from County Cllr Oliver and Dist. Cllr Ashby

075.17) Declarations of Interest

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

Cllr Ellis – 080.17 – Cheque for J & K Fabrication

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

076.17) Public Participation

RESOLVED that the meeting be adjourned to allow the Public to speak – See Public Participation Notes attached.

077.17 4a) Minutes of the Town Council meeting held on 4 September 2017

RESOLVED to approve and accept the minutes of the meeting of Town Council meeting held on 4 September 2017, subject to the minor amendment below, as a true and accurate record of the meeting; the Chairman duly signed the minutes
Min 065.17a – delete ‘Norwich City Council’ **add** ‘Norfolk County Council’

Cllr Burton briefly spoke regarding the Public Participation Notes in the minutes; stating his wish to clarify the Town Council’s position regarding elections for Councillor vacancies and advised councillors as follows:

- The Town Council cannot call an election; ten electors from that Ward have to ask Breckland District Council for an election, this needs to be done fourteen days after the posting of the vacancy.

- The Town Council funds a cost of approximately £3,600.00 per election; there have been seven co-options; if an election was held for each vacancy since the last General Election, this would have cost approximately £25,200.00.
- Elections are often used for political lines and the Town Council is not party affiliated.

077.17 4b) Minutes of the Environment Committee held on 18 September 2017

RESOLVED to approve and accept the minutes of the meeting of the Environment Committee meeting held on 18 September 2017 as a true and accurate record of the meeting; the Chairman duly signed the minutes.

077.17 4c) Minutes of the Planning and Highways Committee meetings held on 4 September 2017 and the 18 September 2017

RESOLVED to approve and accept the minutes of the meetings of the Planning & Highways Committee meeting held on 4 September 2017 and 18 September 2017 as a true and accurate record of the meetings; the Chairman duly signed the minutes.

077.17 4d) Minutes of the Personnel Committee held on 18 September 2017

RESOLVED to approve and accept the minutes of the meeting of the Personnel Committee meeting held on 18 September 2017 as a true and accurate record of the meeting; the Chairman duly signed the minutes.

078.17) Councillors Reports

Brief verbal reports were received and included the following: -

- Cllr Busk reported he has met with Paul Wright, Norfolk County Council who is responsible for Apprenticeships and Melvin Rough from 'New Anglia Enterprise'; stating it was a 'fruitful discussion' regarding what the County are doing to assist the development of young people for preparation within the workplace. Also met with Mr Neil McShane, Principal and Mrs McConnell, Assistant Principal, at the Attleborough Academy. Mr McShane informed Cllr Busk he would very much like to be more involved with the Town Council regarding the support and preparation of young people; in context with the growth that is taking place within the Town. Circulated information leaflets regarding a unique 'A2A' one-year study programme being run by Attleborough Academy. Informed Members that three students are still seeking a placement for one day a week for work experience; mentors are provided and task objectives agreed.
- Cllr Burton attended the informal meeting with Market traders; there is to be a Christmas Market on Thursday 14 December 2017 and the Town Festival Team wish to be involved.
- Cllr Cobb communicated an email from Mr David Bickle, British Legion, regarding information for the Remembrance Parade. This will take place on 12 November 2017. All Council Members marching are to be at Edenside Car Park by 10.30 am at the latest. Dress is formal wear; (men - suits with ties; ladies - dresses or smart trousers). The Standard Bearer will lead the Parade and Cllr Tyrer agreed to carry the flag. Mr Bickle asked for access to the Town Hall to borrow chairs as usual. The Clerk stated that the wreaths have been ordered and the Office staff will arrange the rolling road closure.
- Cllr Crouch has attended the last Safer Neighbourhood Action Panel (SNAP) meeting with Cllr Dale and Cllr Montague; the minutes have been circulated for information.

- Cllr Bond attended the Station Road car park meeting with Cllr Perkins which was a useful meeting and will be discussed later in the meeting.

ACTION: All Cllrs

079.17 6) Other Reports

The following reports were received:

a) County and District Councillors

County Cllr Oliver sent a written report:

'The link road discussions are ongoing with the HCA, nothing material to report. The highways improvements are in the process of being finalised and will include improvements to car parking as well as the Surrogate Street scheme. Further information will be available in the next few weeks as they work up the tenders etc'.

Dist. Cllr Ashby sent a written report:

'The Queens Square car park trial is to go ahead in Spring 2017, which I hope will be welcomed by the Town Council. I have attached a survey report from 2016 which provides us with some useful background data. (Clerk to circulate).

Is looking at providing some support for the Sports Centre which is and has been under used for some time. New Management has been put in place and they are keen to increase footfall and I hope that the Town Council will support any initiative that is devised. I will provide more details when they become available.

Following the fatality on Station Road two weeks ago, which caused major congestion in the Town; I have spoken with our County Councillor to identify a contingency plan for such situations to improve the flow of traffic with the help of highways. Again, I/we will keep you informed on developments'.

Dist. Cllr Stasiak:

- Spoke of the recent unfortunate fatality on Station Road, stating there was confusion regarding responsibilities for managing the situation and after effects, the road was closed for a long time with little traffic management. While it is hopeful it will never happen again, Dist. Cllr Stasiak reiterated County Cllr Oliver's assurance that future plans have been put in place.

Dist. Cllr Martin:

- Spoke of the Queens Square car park trial in the Spring of 2018, stating it will be interesting to see what transpires from the trial.
- Informed Members that he attended a planning meeting at Breckland District Council and has another one Monday 23 October 2017; the Breckland Bridge, Chapel Road application will be on the Agenda for discussion, this has been recommended for approval. (Cllr S Taylor offered to attend the meeting to represent the Town Council).
- On 25 September 2017, following consideration, the appeal for the planning application for Still Waters, Long Street (3PL/2017/0900/F) was approved by the Breckland District Council Planning Committee.
- An appeal notice for the planning application for Wentworth, London Road has been approved by the Inspector who looked all over the boundaries etc.; the adjacent property, Sunningdale resident is likely to appeal.
- Will be going to Cabinet on Tuesday 17 October 2017 and will meet with Simon Wood, Breckland District Council afterwards.

b) Clerk's Report – Nothing to report; the Clerk has just returned from annual leave.

080.17) Financial Matters

a) To authorise the payment of cheques

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

RESOLVED to approve and accept the payment of cheques as per cheque list dated 16 October 2017 - £24,198.06.

Cllr Ellis left the room for the above item.

b) To agree direct debits

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

RESOLVED to approve and accept the direct debits list dated 16 October 2017 – Total £22,884.85.

c) To receive Income

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

RESOLVED to approve and accept the income list for September 2017 – Total £231,840.15.

d) Income & Expenditure Report to 31 August 2017 – Noted for information.

e) 2017 Christmas Lights Update

A short discussion took place and comments included:

- Cllr J Ellis informed members will continue the excellent work of his late brother, Cllr G Ellis.
- The Christmas lights installation has begun, the Christmas tree is going up on the 19 November and Cllr J Ellis will attend.
- Julie Blyth, (Christmas Lights Committee) has approached local businesses for donations to the Christmas lights.
- Councillors stated their support of the Christmas Lights Committee; it was suggested the Council give future consideration for future investment and sustainability of up to date lighting.

f) Quotations –

i. Gaymers Meadow Fencing

A short discussion took place and points included:

- The original quotations were considered at the Environment Committee held 18 September 2017 where Councillors had then requested quotations for picket fencing instead; Cllr Crouch had made a site visit and supplied the original measurement of 210 metres for the quotes.
- The Clerk informed Members that a like for like specification was given to suppliers for the quotations; Quote G (£9,660.00) and Quote H (£4,594.01) were identical for planed and treated timber.
- Members suggested that to decrease the cost, the length of the fence could be reduced: - to continue from the existing fencing from the end of the play area to the tree line, but not across the middle of the meadow.
- It was suggested that the existing hedge could be infilled to make it less accessible for dogs to enter the other area.
- The Clerk confirmed that the new signs have been ordered; one for each entrance as requested.
- Cllrs requested additional signage; stating 'Keep Off Sports Pitches' and one pointing dog walkers down onto the second field. The Clerk to liaise with Cllr Crouch and Cllr Cobb following delivery of the ones already on order, regarding additional signage, positioning, quantity and removal of any old signs.

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

RESOLVED to accept KMS Services (Quote H) and instruct them to install fencing with the amended measurement and placement to continue from the existing fencing from the end of the play area to the start of the tree line

ACTION: Clerk/TCh/TCb

ii. Planning Specifications/Design of the Additional Storage and Welfare Area

– Deferred to the next General Purpose and Finance Committee meeting.

g) S137 Request for Donation

i. Attleborough Town Football Club

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

RESOLVED to approve the grant application of £250.00.

ACTION: Clerk

081.17) Current Vacancies on Committees and Outside Bodies

RESOLVED to appoint the following Members to fill current vacancies as below:

a) Planning, Lighting & Highways – Cllr Burns

b) General Purpose & Finance – Cllr Cobb

c) Environment – Cllr Ellis

d) Personnel – Cllr Montague

e) Banham Poultry – Cllr Ellis

f) East Harling Drainage Board – Vacancy not filled

ACTION: SB/TCb/JE/KM

082.17) Car Park Proposals

a) Station Car Park

A long discussion took place; points included:

The Clerk, Cllr Bond and Cllr Perkins met with Mr Richard Doleman and Mr Rod Kelly, Norfolk County Council and Mr Colin MacConnachie, Greater Anglia to discuss a scheme to improve the existing railway car park; a reconfiguration would enable additional parking spaces.

The meeting was very productive; brief meeting notes had been previously circulated to Members.

The Clerk had suggested to Mr MacConnachie, Greater Anglia, there may be merit in a joint venture if there was a possibility of incorporating the proposed Station car park work with a new plan and resurfacing of the existing recreation ground informal parking area. Norfolk County Council Officers present were very interested in this idea and felt it may be a project that could be funded by growth funding and were keen to explore this further with all parties.

The additional car parking would help to alleviate current parking issues and could be a positive step.

One of the station buildings is to be refurbished and offered for lease and the Clerk expressed an interest to Mr MacConnachie that this may be an ideal venue for the Tourist Information Office or other use by the Town Council

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

RESOLVED that Members support the proposals for the Station car park and also that Cllr Bond, Cllr Perkins and the Clerk progress the suggestions for the recreation ground parking with Greater Anglia and Norfolk County Council.

ACTION: Clerk/RB/TP

b) Queen's Square Car Park

Mr Ralph Burton, Strategic Property Manager, Breckland District Council sent a response letter to the Town Council confirming that Breckland Council Executive Members have reviewed the Town Council's request. Mr Burton confirmed that it is Breckland's intention to proactively enforce car parking via a time limited waiting restriction in Queen's Square car park for a trial period of six months. The start date for this trial is to be confirmed. Breckland will continue to liaise with the Town Council.

Concerns were voiced regarding the effect of the time restriction on the other car parks and how this trial fits into the overall Transport Strategy; this is to be monitored by Breckland District Council during the trial.

The Clerk reminded Members that they had requested this restriction to be implemented now Breckland District Council had responded favourably. On the motion of Cllr Crouch, seconded by Cllr S Taylor it was **RESOLVED** to accept the invitation from Breckland District Council to undertake a six-month car park trial in Queens Square.

ACTION: Clerk

083.17) Correspondence

- a) **Attleborough Neighbourhood Plan Draft Plan - Examination decision notice and Breckland District Council Information Statement** – Noted for information.
- b) **Breckland Council Delegated Decision Record; Discretionary Retail Rate Relief Scheme (Business Rates for the Dereham Pilot Scheme)** – Noted for information.
- c) **Queens Square Banners email** – Noted for information.
- d) **Resident's email re: Gaymers Meadow** – Deferred to the next Environment Committee.
- e) **Thank You Letter; East Anglia's Children's Hospices;** – Noted for information.
- f) **Minutes of the Safer Neighbourhood Action Panel (SNAP) Meeting held on Tuesday 12 September 2017**– Noted for information.

084.17) Public Participation

RESOLVED that the meeting be adjourned to allow the Public to speak – See Public Participation Notes attached.

085.17) Date of next Meeting

6 November 2017, Full Council Meeting
6 November 2017, Planning & Highways Committee
20 November 2017, Environment Committee

The Public were thanked for attending.

Meeting closed at 8.40 pm

Public Participation Notes

The Chairman invited members of the public to speak and points raised included the following:

- A member of the campaign group for the Referendum period of the Attleborough Neighbourhood Plan queried the budget available for the campaign from the Council.

The Council responded:

Breckland District Council released their Information Statement this morning and the Referendum expenses limit is £2,905.39. The budget is set according to the number of persons entitled to vote in the Referendum by reference to which that limit has been calculated is 9,210. The campaign group must not exceed this limit; any expenses incurred by the campaign group can be claimed back from Breckland District Council.

The member of the campaign group stated his disappointment that the Council is unable to contribute towards the budget.

- The Mayor reminded Members that the Council is in now “Purdah” and guidance has been circulated to advised Councillors of their responsibilities and actions during this time - the Clerk to recirculate this guidance.
- A resident queried the possibility of using the “Attleborough Matters” for informing residents of the Referendum. The member of the campaign group informed those present that this is being organised by the campaign group. Resident also queried whether the new Archive Centre was successful and whether there is a new Volunteer Assistant Archivist. The Clerk responded that a new assistant has applied to work with Mrs Barbara Waters, Honorary Archivist, who is very happy with the success of the new Archive Centre.
- The Mayor stated that Queen’s Square looked very nice following the resolution regarding the banner policy at the last meeting.
- A resident queried whether the public are allowed to attend the Safer Neighbourhood Action Panel (SNAP) meetings. The Council responded that as far as they are aware the public are welcome; the Clerk offered to check and feedback.
- A resident also reported that a camper van is still parking on the Station Road and Football Club car park and has also been seen parking at the Cemetery.