



## ATTLEBOROUGH TOWN COUNCIL

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

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### ENVIRONMENT COMMITTEE

**Minutes of the meeting of the Environment Committee  
Held on Monday, 21 May 2018 at 5.50 pm in the Town Hall**

#### **Present:**

Cllr T Crouch – presiding  
Cllr B Bulmer      Cllr V Dale      Cllr S Taylor      Cllr R Bond  
In attendance – Gina Lopes – Clerk to Attleborough Town Council  
Trisha Drewery – Admin Assistant (minute taker)  
County Cllr R Oliver, Dist. Cllr T Ashby, Dist. Cllr K Martin  
6 x public

#### **EN001.18) Election of Committee Chairman**

On the motion of Cllr Dale, seconded by Cllr S Taylor, it was  
**RESOLVED** to elect Cllr T Crouch as Committee Chairman for the municipal year 2018/19.

#### **EN002.18 Election of Committee Vice-Chairman**

On the motion of Cllr Crouch, seconded by Cllr Dale, it was  
**RESOLVED** to elect Cllr T Taylor as Committee Vice-Chairman for the municipal year 2018/2019.

#### **EN003.18) Apologies for absence**

None received.

#### **EN004.18) Declarations of Interest in items below**

- a) To receive and consider declarations of interest - None received
- b) To receive and consider any requests for dispensation of Disclosable Pecuniary Interest - None received

#### **EN005.18) Public Participation**

**RESOLVED** that the meeting be adjourned to allow the public to speak –  
Please see “Public Participation Notes” attached.

#### **EN006.18) Minutes of the Environment Committee meeting held on 16 April 2018**

The minutes of the Environment Committee meeting held on Monday, 16 April 2018 were noted.

#### **EN007.18 Gaymers Meadow**

##### **a) Car Park Update**

A short discussion took place; points included:

The Clerk informed Members the Consultation regarding Gaymers Meadow Car Park received only five responses.

Banham Poultry staff continue to park on Gaymers Meadow despite efforts by their Human Resource Department to deter them who have stated they have limited powers to prevent their staff parking elsewhere. They park at Gaymers because it is quicker for the cars to exit from. The Human Resources continue to seek a resolution with staff.

Alternative suggestions for a solution were:

- To put up notices stating a disclaimer that anyone parking there does so at their own risk. However, the legalities of doing so was uncertain.
- To put up notices saying 'No Overnight Parking - due to lack of responses from the community we will not be locking the gates at this particular time; however, they will be monitored'.
- To re-instate the gates and lock them after giving prior warning via notices; the health and safety aspect of doing so would have to be considered.
- That the Clerk investigate options for pay and display.

The Office is currently procuring quotations for car parking monitoring for all areas owned by the Town Council.

The Clerk was requested to seek advice regarding the legalities of putting up notices and locking the gates

On the motion of Cllr S Taylor, seconded by Cllr Dale, it was

**RESOLVED** to put up notices on Gaymers Meadow stating 'Due to the lack of the response from the community, at this stage we will not be locking the gates, but it will be monitored'.

**ACTION: Clerk**

**b) Resident's Comments re: Fence**

A short discussion took place, points include:

- The Town Council have been advised that they are compliant.
- The requirement is 'reasonable adjustment'.
- Queries were raised regarding the expectations of the resident who has made the complaint, it being unclear as to exactly what her expectations were from the Town Council.
- The cost of putting a hard surface down is significant and an estimated quotation for laying the affected areas with Grass Crete is £21,000; however, it was noted that the Health and Safety Officer have advised not to put down any surface and leave the Meadow in its natural state.
- Additionally, if tarmac was put in place, this would change the Meadow's appearance whilst bringing additional costs to the Town Council for repairs and increase the potential for accidents caused by deterioration of the tarmac over time.
- The Town Council's Health and Safety Officer is currently seeking additional ISOH advice regarding the minimum gate width for disability access on open spaces.
- It was noted, the resident who had access issues during the wet weather, has not herself made any complaint; in fact, the Groundsmen have informed the Office she is very amicable to them when she is on the Meadow.

**EN00.8.18) Quotations and Grant Request:**

**a) London Road Master Plan Quotations; Option 1 and Option 2**

Discussion took place; points included:

- It was better value to approve a plan for the whole site at a cost of £3,825; and this would be in line with the Attleborough Neighbourhood Plan.

- It was noted neither quotation included travel and subsistence costs.
- Queries were raised regarding obtaining the allocated funding of S106 monies for London Road in light of the potential improvements.
- The Clerk informed Members of a historic complication due to mismatching maps from the Breckland District Council's and the Town Councils actual area; however, having a Master Plan would strengthen the argument for the release of available funds to be relocated for the Attleborough Town Council area.
- The Clerk will advise Phil Doyle to be mindful of the potential for S106 funding.

On the motion of Cllr Bond, seconded by Cllr S Taylor, it was

**RESOLVED** to approve 'Option 1 – Master Plan for the whole site; £3,825.

**b) Play Equipment:**

i. Nest Swing Quotations

On the motion of Cllr Dale, seconded by Cllr S Taylor, it was

**RESOLVED** to approve 'Option 3', (Sovereign Play Equipment), at a cost of '£2,669' and for Cllr Crouch to meet with the Consultant to confirm siting.

**ACTION: Clerk/Cllr TCch**

ii. Play Tractor Designs

A short discussion took place; it was

**RESOLVED** to seek quotation for the 1<sup>st</sup> design, 4<sup>th</sup> design and the 6<sup>th</sup> design.

**ACTION: Clerk**

**c) Attleborough Athletics Academy**

i. Request for Grant

- The grant request was discussed; concerns were raised as to potential health and safety issues resulting from the use of javelins, discus and shot puts on an open field which is used by all members of the community.
- As the applicant was not in attendance, this item was deferred until he is able to attend to speak to the Committee.

ii. Correspondence re: Portacabin

- As the applicant was not in attendance, this item was deferred until he is able to attend to speak to the Committee.

**EN009.18) Correspondence**

**a) Requests from Attleborough Boxing Club – for consideration**

a. Use of the Town Crest

- The Clerk informed Members of a request for the Attleborough Boxing Club to make use of the Town Crest which was considered by Members at the Full Council meeting held on 14 May 2018. It was resolved to grant permission on the condition that the Clerk would investigate any heraldic ownership rights and the legality of a third party using the Crest.
- The Clerk informed Members, investigations have identified the Town Crest was donated by the Chamber of Commerce.
- Unfortunately, the Boxing Club have since received an email from an individual Councillor stating the resolution was agreeing use of the Crest, which was incorrect.
- The Clerk raised her concerns that merchandise may have been ordered when official permission has not been confirmed as the investigation of legalities is still ongoing. The Clerk was requested to contact the Boxing Club to inform them of receipt of misinformation.
- There was also potential for confusion from children regarding the Town Council Groundsmen and potential safeguarding issues.
- This item is to be further discussed on the next Full Council Agenda.

**ACTION: Clerk**

b. Use of the Recreation Ground

Following a short discussion, it was

**RESOLVED** to approve the request for the Boxing Club to erect a marquee on the Recreation Ground for the weekend's of either 4 May 2019 or 11 May 2019.

**b) Allotment Tenants requests**

a. Queens Road, Plot 6 (6ft x 4 ft); Permission to erect a Shed.

Granted on the conditions the shed is removed if the tenant relinquishes the allotment.

b. Chapel Road, Plot 8 (5.5ft x 7.5ft); Permission to erect a Shed.

Granted on the conditions the shed is removed if the tenant relinquishes the allotment.

c. Chapel Road, Plot 3A; Permission to erect a Green House (size 6ft x 5ft); aluminium frame with Perspex windows.

Granted on the conditions the green house is removed if the tenant relinquishes the allotment.

d. Chapel Road, Plot 11 – to relinquish half the allotment

Granted as this will allow allocation of the remaining half to someone on the waiting list.

**c) Battle's Over – A Nation's Tribute (Light a Beacon)**

The style of the beacon and siting was discussed for Sunday 11 November 2018 at 7.00 pm:

Cllr S Taylor informed Members that she will check whether she still has the beacon used for the Queen's Diamond Jubilee. This is one built by former Cllr J Taylor and is a traditional bonfire beacon.

The siting of the beacon could be Queens Square; Cllr S Taylor stated she would take responsibility for the health and safety aspects of siting the beacon.

The Clerk will inform Mr Bruno Peek, Pageant Master of the siting and style of beacon.

**ACTION: Clerk/Cllr ST**

**d) Consultation – unauthorised developments and encampments** – Noted for information.

**e) Residents communication re: Footballers**

A resident has complained regarding foul language and behaviour by adults using the field. The Clerk has forwarded the communication on to the footballers and is currently arranging a meeting with Bar 33.

**ACTION: Clerk to respond to resident**

**f) Update on tree damage –**

The Clerk gave a verbal update which was noted.

**g) Funfest Newsletter**

- The Funfest Team have circulated an item in their latest newsletter asking local businesses to buy individual external flower displays, under the name of 'Attleborough In Bloom'.
- Concerns were raised due to this being the named project implemented by the Town Council over several past years.
- The newsletter is likely to reduce funding, by causing confusion for the Sponsored Planters around the Town, due to the use of the same name resulting in businesses believing they are being asked to 'double dip'.
- Attleborough In Bloom project has some cost to Town Council and with two separate entities with the same name, it will further affect the potential for donations/sponsorship.

**h) Fair Departure Praise**

Noted for information

**i) Connaught Bowls Club request to cone off parking**

It was noted the Bowls Club rent does not include parking facilities, however, Members supported this request providing cones were sited only within the times specified within the email.

**ACTION: Clerk**

The meeting closed at 6.45 pm

**Public Participation Notes:**

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

- Resident endorsed a comment during the last Attleborough Neighbourhood Plan Committee which stated the 'hoop must be kept off the ground to keep the plan moving forward'. Resident stated the Town Council should work with people who have a lot of knowledge to keep the ball rolling.