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, 1 October 2018 at 7.00 pm in the Town Hall

Present:

Cllr V Dale - presiding

Cllr R Bond	Cllr T Crouch	Cllr J Williams	Cllr S Taylor
Cllr T Taylor	Cllr T Cobb	Cllr T Perkins	Cllr J Ellis

In attendance – Gina Lopes – Clerk to Attleborough Town Council
Trisha Drewery - Administration Assistant (minute taker)
Dist. Cllr K Martin, Dist. Cllr A Stasiak, County Cllr R Oliver
15 x Public

Prior to commencement of the meeting one minute's silence was held in memory of the late Robert Plumbly a previous Town Clerk for Attleborough Town Council for over 25 years.

063.18) Apologies for absence

To receive and accept apologies for absence:

Cllr K Montague	-	Holiday
Cllr B Bulmer	-	Holiday
Cllr J Burton	-	Holiday

064.18) Declarations of Interest

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

Cllr T Taylor	-	Item 072.18) Christmas Lights Committee
Cllr J Ellis	-	Item 072.18) Christmas Lights Committee

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

065.18) Public Participation

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

066.18a) Minutes of the Town Council meeting held on 3 September 2018

RESOLVED to approve and accept the minutes of the meeting of Town Council meeting held on 3 September 2018, as a true and accurate record of the meeting; the Chairman duly signed the minutes.

066.18b) Minutes of the Planning and Highways Committee meeting held on 3 September 2018 and 17 September 2018

RESOLVED to approve and accept the minutes of the meetings of the Planning and Highways Committee meetings held on 3 September 2018 and 17 September 2018, as a true and accurate record of the meeting and recommendations therein; the Chairman duly signed the minutes.

066.018c) Minutes of the Personnel Committee meeting held on 10 September 2018

RESOLVED to approve and accept the minutes of the meetings of the Personnel Committee meeting held on 10 September 2018, as a true and accurate record of the meeting and recommendations therein; the Chairman duly signed the minutes.

066.18d) Minutes of the Environment Committee meeting held on 17 September 2018

RESOLVED to approve and accept the minutes of the meeting of the Environment Committee held on 17 September 2018, as a true and accurate record of the meeting and recommendations therein; the Chairman duly signed the minutes.

066.18e) Minutes of the Attleborough Neighbourhood Plan Committee meeting held on 25 September 2018 – The Minutes of the Attleborough Neighbourhood Plan Committee meeting held on 25 September 2018 were deferred to the next meeting.

067.18 Anglia In Bloom Award Presentation: -

Cllr Dale, Mayor to Attleborough Town Council, presented framed certificates of the Anglia In Bloom Bronze Award to Cllr T Crouch, Chairman, Environment Committee and Mr Barry Smart, Senior Groundsman; thanking them for their excellent work and achievement.

068.18) Councillors Reports

Councillors submitted no reports for this meeting.

069.18) Other Reports

To receive written reports of external meetings attended - for information

a) Mayor's Report –

Cllr Dale tabled her report in calendar format which informed Members of her attendance at events during the last month.

b) County and District Councillors –

The following verbal report was received and included the following:

County Cllr Oliver:

- Informed Members there will be a closed meeting with the Town Council to discuss the future of the Attleborough Development Partnership.
- Spoke of the current roadworks by Norfolk County Council Highways which should see a significant improvement in the gyratory system within the Town when finalised.

Dist. Cllr Martin:

- Informed Members the Breckland District Council Local Plan Consultation has finished.
- Informed Members of Breckland District Council's intention to hold a SUE meeting in Attleborough before Christmas; the date is not yet known.
- Stated the New North Road refuse collection day is planned to change to a Wednesday.
- Stage 1 invitations for Tender regarding Sports Provision assessment for Attleborough and the surrounding area will begin in the New Year.

Dist. Cllr Stasiak

- Has raised issues for residents at the end of Hargham Road regarding flooding if a new factory is built nearby and will continue to work on their behalf.

c) Clerk's Report

- Informed Members there has been an update to the NALC Standing Orders to ensure they are GDPR compliant.

- The Christmas Lights Committee have now confirmed their group's constitution in line with Council's previous request.
- The Draft London Road Masterplan is being presented for Members' consideration
- Reminded Members on the 19 September 2018, the Norfolk's Branch of the Royal British Legion 'Torch of Remembrance' will be coming to the Town at approximately 14.00 in Queens Square; all Councillors are encouraged to attend.

070.18) Financial Matters

a) To authorise the payment of cheques: -

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

RESOLVED to approve and accept the payment of cheques as per cheque list dated 3 September 2018 - £31,917.61.

b) To agree direct debits: -

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

RESOLVED to approve and accept the direct debits list dated 1 October 2018 – Total £23,714.13.

c) To receive Income: -

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

RESOLVED to approve and accept the income list for September 2018 – Total £2,735.00.

a) **Income & Expenditure Reports 31 August 2018**: – Noted for information
b) **Request for Donation (S137)**: –
   i. Creative Arts East; 25 Years Celebrations

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

RESOLVED to donate £100.00 to Creative Arts East.

ACTION: Clerk

071.18) NALC L09-18 | 2018 Model Standing Orders – Amendments:

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

RESOLVED to accept the required amendments to Attleborough Town Council Standing Orders.

ACTION: Clerk

072.18) Correspondence

a) **Update from Zurich Insurance**: –

The Clerk informed Members that the Claimant had proceeded to take his claim to a hearing; however the claimant did not attend and the previous agreement to pay his excess of £100.00 still stands.

b) **Attleborough Christmas Lighting**: -
   i. Minutes of the Committee Meeting held on 11 August 2018: – Noted for information
   ii. Attleborough Draft Christmas Lights Constitution: – Noted for information
c) **Minutes of the Safer Neighbourhood Action Panel (SNAP) Meeting held on Thursday 6 September 2018**: – Noted for information
d) **Thank You Correspondence**: – Noted for information
   i. Royal British Legion Poppy Appeal; WW1 Veteran Silhouettes

073.18) Presentation of London Road Play Area Masterplan Design; by Mr Phil Doyle; Playlink Consultant

a) **Draft Masterplan Design; London Road Play Area Costings**

Mr Phil Doyle, Play Consultant, and Mrs Sioned Williams, Landscape Design, attended the meeting to present the draft London Road Play Area Masterplan Design

Initial observations by the Consultants:

- The play area is known by some as 'Dodds Lane' or alternatively 'Cedar Drive' depending on the demographical approach.
- It is a small play area; the entrances are not very welcoming, the London Road one being quite hidden and the Cedar Drive one is a little bit 'tired'.
- The play equipment is very prescriptive, which does not encourage children to use their imagination.
- The area includes some goal ends which were moved from another open space; consideration should be given as to whether they are in the right place and are functional.
- The prettiest area is the dog walking area which is nice and shady during the hot weather.

Aspects for consideration whilst planning the design: -

- There are plenty of seats/benches.
- There is plenty of space to play football.
- It was good that the dog walking area is completely separate, as an unusually unique space.
- Flooding can be bad in the winter.
- The fencing is square and functional, yet creates separate spaces.
- The hedgerows form part of the character of the area.
- The entrances needed to be more prominent to potential users.

Two different ideas were presented at the Consultation on the 8 September 2018 recommending:

- Keeping the area as a green local park for play.
- To enhance the entrances to signify users are going into a special place.
- Have a 'buffer' space at the entrance if funding allows; the design may not happen all at once.
- To have new fencing for the dog walking area with only two gates and a stile, and have the fencing curve to enhance the area as a better experience for users.
- A maintenance double-gate would also be necessary for the Groundsmen.
- There is potential for stone-dust 'self-binding' gravel paths.
- To include a large sand area, with potential for a water area.
- Keep the area natural and visually low key as a natural landscape; options were fallen trees, nets, or sensitively placed rocks for children to climb on.
- Picnic tables could also be introduced at a later stage.
- It would be lovely to leave some of the area to have longer grass for meadow flowers and annual displays making it more environmentally friendly and to encourage sharing of the space, more in line with a Village Green.
- Plans would need to include the potential for a wide use of all ages, without compromising on fun.
- A wide slide was suggested to enable more than one child so they can slide together, this would also support disabled children to go down with a carer.
- To introduce robust planting for children to interact with nature, having a variety of native grasses as the trees are already in place.

Consultation Feedback of comments on 8 September 2018:

- People of all ages came to give comments.
- The neighbouring properties voiced concerns regarding how close the park was to their homes; as the park is improved this will bring more people to the area which could increase noise levels, increase vandalism and litter.

- Suggested acoustic fencing be introduced as a solution.
- The need for more bins.
- To have the grass cut more often.
- Better crossing in the play area from Grosvenor Park.
- To have access to musical equipment/an outdoor gym.
- It was noted the space already had real respect and harmony for users, partially due to the separation of a dog area/play area.
- There was a need for shade in the summer.
- Residents liked the idea of an improved play area and the winding nature of the paths.
- Parents liked the idea of a separate dog walking area from the children's play area.
- Grandparents stated if the play area was improved this would encourage them to bring their grandchildren more often.
- The general consensus was very positive for the area to be improved.
- Road users would have to use the London Road entrance as it is more accessible.

Questions from Councillors:

- How does a resident with special needs access the play equipment over the sand? Consultant's responded that many with special needs are not in wheelchairs and an accessible route could be designed within the final Masterplan.
- How could a resident with special needs be lifted onto play equipment? Consultant advised that special needs children sitting on sand are enabled; whilst it is difficult to provide for everyone's needs, consideration could be given to this within the design; such as including a wheelchair roundabout.
- What sort of access gates would suit wheelchair users? Weighted 'soft closure' gates could be considered

On the motion of Cllr Crouch, seconded by Cllr Busk, it was
RESOLVED to accept the indicative design of the Masterplan and for the Environment Committee to progress this project
ACTION: Clerk/Env Committee Members

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

075.18) Date of next Meeting
5 November 2018, Full Council Meeting

Meeting closed at 8.45 pm

Public Participation Notes

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

- Resident queried which Council has the final decision regarding projects which need planning permission with regard to any changes at Gaymers Meadow
- Breckland and Norfolk County Councillors confirmed the final decision for any planning matters rests with Breckland District Council; in line with other planning applications. Breckland District Council will work with Attleborough Town Council and the developers. The Breckland District Council Local Plan is in the development stage; this will interlink with the Attleborough Neighbourhood Plan. Policies are in place to ensure planning decisions are made in line with what is legal and appropriate for each application. Any covenant placed on land is a civil matter and each would be specific.
- Queried whether there was any point in making representations to Breckland District Council regarding the future plans for Gaymers Meadow – representation could be made at the point of any planning application pertaining to Gaymers Meadow being considered by Breckland District Council. Breckland and Norfolk County Councillors advised that planning applications have a 4-6-week consultation period and it would be available to view on the Breckland District Council Planning Committee Website. The appropriate person for residents to approach would be the relevant Breckland District Council Planning Officer.
- Resident stated the positive referendum result for the Attleborough Neighbourhood Plan did not indicate that residents had given the Town Council permission to 'destroy' Gaymers Meadow. Resident requested Councillors hold an open forum with the sole purpose of discussing Gaymers Meadow.
- Query as to the design of the proposed Sports Hub on Gaymers Meadow; the resident felt 'nothing else should be placed there nor should there be a change of use as it was left to the people of Attleborough'.
- A resident that lives near the Recreation Ground made reference to the temporary compound in use by Norfolk County Council Highways Department; residents were finding it extremely difficult to cope with the noise disruption which begins as early as 6.00 am Monday through to Saturday and finishing at 5.30 pm Monday to Friday. The resident has been in touch with the Environmental Health Officer at Breckland District Council who will monitor noise levels - The Town Clerk confirmed she had contacted the Lead Engineer at Norfolk County Council raising residents' concerns.
- Request for provision of a new Skatepark and more youth facilities - The Town Clerk invited the resident to send in his ideas as there are long term plans to refurbish the Skatepark and there will be consultation with users
- Resident requested Councillors reconsider the suggested layout for the London Road Draft Master Plan; stating local residents concerns about the potential noise disturbance; as the play area is so close to their boundaries. Suggested some areas could be repositioned to alleviate noise for the four homeowners nearby.
- Resident queried if the gates on the London Road Play Area improvements could be ones which swing both ways.
- Suggestion to fence the perimeter of the new Multi-Use Games Area on the Recreation Ground.