



## **ATTLEBOROUGH TOWN COUNCIL**

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

Tel: 01953 456194 - email: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

### **ATTLEBOROUGH NEIGHBOURHOOD PLAN COMMITTEE**

#### **Minutes of the meeting of the Attleborough Neighbourhood Plan Committee Held on Monday, 21 October 2019 at 5.30 pm in the Town Hall**

#### **Present:**

Cllr E Tyrer – presiding

Cllr T Crouch

Cllr W Loades

Cllr D Redmond

Cllr T Taylor

Cllr P Leslie

Cllr A Westby

Cllr B Bulmer

In attendance – Gina Lopes – Chief Executive Officer & Town Clerk

Anne Willett – CEO's Assistant (minute taker)

Dist. Cllr K Martin, Dist. Cllr T Ashby

9 x public

#### **029.19) Apologies for absence**

Cllr V Dale - Other commitments

#### **030.19) Declarations of Interest**

##### **a) Declarations of interest received: -**

Cllr Tyrer Item 8) a The Local Economy – His professional practice “Lanpro”

Cllr Tyrer Item 8) f Sports & Community facilities - Governor of Attleborough Academy

##### **b) To receive any requests for dispensation of Disclosable Pecuniary Interest -**

None received.

#### **031.19) Attleborough Academy Norfolk - Appointment to Committee Proposal**

SLCC Advice Note AD98 – Committees: Appointment of Committees, Sub-Committees and Joint Committees was circulated. The CEO referenced both AD98 and the ANP Terms of Reference and advised whilst she fully supported youth inclusion any changes to membership or Terms of Reference would have to need to go before a Full Council. It seemed non-Councillor members would not have voting rights on the committee and it was unclear whether or not they should be 18 years or over and the CEO was seeking further advice on this matter. Cllr Tyrer believed this information to be incorrect as confirmed he had considered the Localism Act and believed a pupil could be a member and have voting rights in line with guidance to NP Steering Groups. There was long discussion and whilst all members fully supported the inclusion of young people it was unclear if the committee was the appropriate forum for such interaction. Many members suggested a working group would be more appropriate for the young people and this could be more informal with a better atmosphere. Cllr Redmond wished to approach the young people directly via the Schools and to ensure inclusion of all age groups not just Academy students.

On a motion from Cllr Loades, seconded by Cllr Bulmer, it was

**RESOLVED** to leave any decision in abeyance until clear guidance was obtained.

**ACTION: CEO**

**032.19) Public Participation**

**RESOLVED** the meeting be adjourned to allow the public to speak, see “Public Participation Notes” attached

**033.19) Minutes of the Attleborough Neighbourhood Plan Committee Meeting held on 16 September 2019**

The minutes of the Attleborough Neighbourhood Plan Committee meeting held on 16 September 2019 were noted.

**034.19) Attleborough Neighbourhood Plan: Projects List**

The previous minutes were referenced and noted the projects list was to be updated by the Chairman, however, the CEO confirmed she could do so if Committee wished her to complete. Cllr Tyrer invited all members and the CEO to participate in updating the projects list and to continue with monthly updates.

**ACTION: ALL CLLRS/CEO**

**035.19 S106 and Linear Park**

**a) Update from Simon Wood, Director of Planning and Building Control, Breckland District Council**

Simon Wood introduced himself and explained he was invited to give an update as to the progress made in terms of the application itself and of the Section 106 agreement that is currently being negotiated and agreed with the applicant. Until that S106 agreement which seeks to establish planning obligations in relation to the provision of affordable housing, the delivery of elements such as the Linear Park, the Community Centre, Schools primary and secondary contributions and the local neighbourhood centre, Highways infrastructure, health, drainage etc. until that is concluded agreed and signed then decision notices not issued and the decision hasn't formally been made so in terms of negotiations in respect of the legal agreement we have regular meetings with the applicant and their legal advisors, County Council and their legal advisors and we have come and had meetings on several occasions with representatives from the Town Council. The obligations to deliver many benefits and infrastructures requirements in terms of affordable housing there will be approx. 10-13% and uplift agreed. In terms of schools the contribution levels have been agreed, we have agreed the trigger points for those contributions and how schools are to be delivered. Also agreed to provide indoor sports provision which is likely to be provided as part of the Academy Masterplan but timings are still in discussion. The Community Centre forms part of that and we agreed in principal where it is to be located, some discussion to size but that is now being agreed in line with wishes of the Town Council. There is a contribution towards that being constructed as well there is the option for the Town Council to deliver it itself or get a building built for that sum and deliver for occupation and future management. The delivery of The Linear Park will be phased but we are looking for the Linear Park to be agreed as a scheme as a single reserve matters application, it will be a formal planning application and prior to any development commencing they will need to agree with us and other interested parties and there is a strategy around the delivery of the Linear Park. Its' objectives, its' means and the fact that within the Neighbourhood Plan a significant factor there in terms of forming the provision and the objective but going forward still in discussions about how to manage and maintain it and there will be future meetings with the Town Council to establish exactly what that format will be. Also one of the issues were the level crossings and the provision of a footbridge which has to be

provided and the Link Road have to be delivered before 1,200 houses are occupied. Dates for the next meeting to be held with ATC are being arranged at the moment.

Cllr Tyrer confirmed he had met with Robert Campbell (Breckland Council) in Cambridge on employment and felt it would be good to meet with him and Mr Wood quarterly.

**b) Meeting notes of informal SUE/S106 Meeting** – Noted for information and the CEO confirmed an email response had been sent to Mr Wood, Breckland, and a further meeting will be held to tweak the last few issues within the S106 document.

### **036.19) Attleborough Academy Norfolk - Appointment to Committee Proposal**

The Chairman revisited the appointment of an Academy student to the committee and the membership of the Committee was further discussed. The CEO confirmed a previous resolution existed where members of the Community were resolved as leads on the different themes within the ANP and she agreed to locate for consideration at the next meeting. Several members could not see any merit in adding to the membership and felt a smaller group was beneficial to make decisions and make progress. Many suggested working groups were the appropriate way to engage with the public and include the youth. The Chairman stated the views of the Council were not respected by the community and the ANP is community led not Council led. There was a very lengthy discussion with much difference of opinion.

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

**RESOLVED** by use of the Chairman's casting vote to recommend to Full Council the appointment to the ANP Committee of a member who will be an Academy student.

**ACTION: CEO**

### **037.19) Cllr Tyrer to report**

Cllr Tyrer reported on the following items

- a) The Local Economy
  - i. Additional Employment Land – Cllr Tyrer has had discussions with Breckland and land is being identified and there is ongoing discussion
- b) Housing – No updates
- c) Transport and Communications – Cllr Tyrer has contacted BT regarding broadband and will speak with Robert Campbell (Breckland) who knows where we are with road improvements and need for parking strategy, suggests a meeting is needed with Norfolk County Council
  - i. Car Parking Strategy
- d) Education – Update on Porta cabins, new mobile units being delivered this week.
- e) Health and Social Care – Try to engage with ATTCARE, Cllr Bulmer confirmed she is on the ATTCARE Committee but has not heard anything since July. Cllr Bulmer will report after the next meeting. Cllr Taylor and Dist. Cllr Ashby advised they met with trustees but Committee has not met for a while.
  - i. Working with Doctors
  - ii. New Health Centre
- f) Sports and Community facilities – progressing S106, Cllr Tyrer advised the Breckland Council Leader wants a meeting with the Academy Governors and how to progress with indoor sports
  - i. Gaymers Master Plan Scope – Ian Barclay has been appointed, the brief has been completed, waiting for additional architects' quotes
  - ii. London Road – Master Plan CEO & Town Clerk met with Phil Doyle, Play Consultant and S106 Officer who has come back to say she does not have the necessary resources to find out the information requested. The CEO will pursue

with the Consultant and arrange a further meeting with the Officer in due course.

- g) Environmental, Sustainability and Design Quality
  - i. Design Guide – Has been approved and have asked Simon Wood to consider process to make a supplementary planning document to ANP
- h) SUE/S106 Updates – Already discussed f) ii
- i) ANP Committee and Governance – Proposed individual Councillors take responsibilities and for liaising
- j) ANP Budget – Cllr Tyrer requested confirmation of the agreed ANP budget and to be circulated to all members by the end of the week
  - Procurement – Cllr Tyrer requested clear brief for 3 quotes and 3 tenders
  - On the motion of Cllr Tyrer, seconded by Cllr Westby, it was **RESOLVED** a brief must be agreed and 3 quotes obtained for all projects processed through ANP Committee and by Full Council if necessary
- k) Attleborough Academy Norfolk (AAN) Representation – previously discussed – see 031.19 & 036.19
- l) Attleborough Development Partnership – Cllr Tyrer discussed ADP with Breckland Council Leader at how to relaunch the ADP and he would like to have further discussions
- m) ANP Monitoring and Review - Cllr Tyrer stated there is a need to monitor and review with CEO and all members
- n) Future Open Events and Workshops – Cllr Tyrer wanted an Open Day before Christmas and members to consider and for next agenda

**ACTION: ALL CLLRS/CEO**

**038.19) Public Participation**

**RESOLVED** the meeting be adjourned to allow the public to speak, see “Public Participation Notes” attached

**039.19) Items for Next Agenda**

Items suggested for next agenda -  
Resources  
Terms of Reference.

Meeting closed at 8.35 pm

**Public Participation Notes:**

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

- Residents queried trees being felled at Gaymers Meadow and was informed the tree survey had been sent to Breckland' Tree Officer for his comments but no reply to-date. Simon Wood said he would ask the Officer to respond to the query. Resident hoped no action would be taken until clarification received.
- An ex school governor requested all schools would be invited to get involved with ANP
- Reported litter bins for Queen's Square car park are being delivered on 22 October 2019 and the Roadworks are on target.
- Resident queried if the terms of reference and newsletter were on the website
- Resident expressed disappointment as he attended Breckland Cabinet meeting last week not a single member of Town Council was present
- Trustee of ATTCARE stated a lot of their work was confidential and asked what sort of social housing was planned for Attleborough as she was very interested in passive housing.
- Resident queried how do they know when trees are going to be felled and suggested it could be on ATC website.
- Dist. Cllr Ashby stated the ADP had not been dissolved they had just not met for a while and the previous Chairman's contract had ended