



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, 4 November 2019 at 6.00 pm in the Town Hall

Present:

| | | | |
|----------------------------|-----------------------------|---------------|---------------|
| | Cllr T Crouch - presiding | | |
| Cllr K Montague | Cllr B Cousins | Cllr W Loades | Cllr T Taylor |
| Cllr P Leslie | Cllr D Redmond | Cllr J Roper | Cllr V Dale |
| Cllr A Westby | Cllr A Busk | Cllr L Grave | Cllr J Ellis |
| Cllr E Tyrer (arr. 6.20pm) | Cllr B Bulmer (arr. 6.30pm) | | |

In attendance – Gina Lopes – CEO & Town Clerk to Attleborough Town Council
Anne Willett – CEO's Assistant (minute taker)
John Pennell, NALC Exc. Committee
12 x Public
Dist. Cllr Ashby Dist. Cllr Martin

068.19) Apologies for absence

To receive and accept apologies for absence:
All Members were present.

069.19) Declarations of Interest

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

Declarations of interest were received as follows:

Cllr Tyrer - 078.19) Attleborough Neighbourhood Plan Committee Request – Governor, Attleborough Academy Norfolk.

b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – Cllr Ellis - Item 077.19a) Payment of Cheques – Christmas Lights Committee.

070.19) Presentation by Greater Anglia

a) 'Attleborough Station; Proposed Car Park Development' by Joanna O'Donnell, Head of Projects, Kieran Gallagher, Project Manager and Mike Arthur, Director (MAD Design)

After initial introductions Joanna O'Donnell outlined plans for proposed car park development. Currently only 30 spaces at the moment, by 2026/27 an increase of up to 50% passengers using the train station and current proposal would provide 86 parking spaces. The plan shows 2 buildings they can remove building No 1 but they have been asked to retain building No 2 which would result in the loss of 12 car parking spaces, if any trees are removed they would be replaced within the planned landscaping. Cllr Busk asked what costs would be charged to park and it would involve Number Plate Recognition. It was queried whether Greater Anglia have communicated with the District and County Councils and confirmed they have been in discussions with both.

071.19) Public Participation

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

072.19a) Minutes of the Town Council meeting held on 7 October 2019

RESOLVED to approve and accept the minutes of the meeting of the Town Council meeting held on 7 October 2019, as a true and accurate record of the meeting, subject to minor amendments below, the Chairman duly signed the minutes:

- Cllr Westby, Cllr Dale, Cllr Grave attended the meeting and were present.

072.19b) Minutes of the Planning and Highways Committee meeting held on 7 October 2019

RESOLVED to approve and accept the minutes of the Planning and Highways Committee meeting held on 7 October 2019, as a true and accurate record of the meeting, the Chairman duly signed the minutes.

072.19c) Minutes of the Attleborough Neighbourhood Plan Committee meeting held on 21 October 2019

On the motion from Cllr Tyrer, seconded by Cllr Ellis it was

RESOLVED to defer acceptance of the minutes of the Attleborough Neighbourhood Plan Committee held on 21 October 2019 to the next ANP committee meeting.

073.19) Planning and Highways

a) Decision notices received to-date

Decision notices below were noted for information -

3PL/2019/1101/HOU - 8 West n Road – Removal of existing conservatory & replacement with a proposed ground floor family / garden room extension and incorporating an extension to existing first floor bedroom with proposed dormer and associated alterations– Approved.

3PL/2019/1054/O – Homestead, Ellingham Road – The erection of 1 no. dwelling with associated garden and parking – Refused.

3PL/2019/1096/HOU – 5 Balmoral Close – Conversion and extension of garage to form annex accommodation – Approved.

3PL/2019/1116/F – 42-44 Plandescil Ltd, Connaught Road – First Floor Extension to Existing Rear Extension to Provide Additional Office Floor Space. Construction of Ground Floor Extension to Provide WC Facility – Approved.

3PL/2019/1081/F – Dairy Lodge, London Road – Erection of new single storey dwelling – Refused.

3PL/2019/0828/O – Residential Site, London Road – Erection of eight dwellings and associated works – Approved.

3PL/2019/0632/D – Building Plot, Leys Lane – Reserved matters for erection of dwelling following outline approval – 3PL/2018/1318/O – Approved.

3PL/2019/1066/O – Brailsford, Buckingham Road – Erection of 2 bedroomed domestic property in the garden of applicant address – Refused.

3PL/2019/1072/F – 29 Haverscroft Industrial Estate, New Road – Mixed use to also include car sales – Approved.

3PL/2019/0693/O – Land at Leys Lane – Proposed Sub-Division of garden to provide building plot for a two bedroom bungalow – Approved.

b) Applications Withdrawn

3PL/2019/1131/O – Coronation Villa, New North Road – Residential development site of 5 dwellings – noted for information.

3PL/2019/1049/VAR – Westholme, R G Bales Development Site, Station Road - Removal of Condition 11 on 3PL/2018/0586/VAR (Repeat of condition 13 of pp 3PL/2007/0246/F discharged in 2008) – noted for information.

c) Planning Applications received to-date

After consideration of the following planning applications, it was

RESOLVED to recommend as below:

3PL/2019/1188/F – 1 a The Barn, Long Street, Great Ellingham – Erection of one bed dwelling – No objections.

3PL/2019/1175/EU – Oak View, Hypocrite Lane, Wroo Road – Building sited since 2014 used as residential accommodation (Site Address amended/clarified) – No objections.

3PL/2019/1218/VAR – Land Adjoining Estcourt Road – Variation of Conditions 2 & 3 pp 3PL/2018/0536/F – Revised position of dwelling and materials – Approved.

3PL/2019/1252/HOU – 6 Atling Close – Proposed two storey side extension - Approved.

3PL/2019/1282/HOU – Redevelopment of Sorting Office, High Street – Demolish postal sorting office and erect a steel-framed two-storey commercial building for use as a pet and garden supply store & single-storey clad lean-to to be used as a good display area and stock room, including associated drainage, hardstanding and boundary treatments – Approved in support of local business.

SCR/2019/0006 Aldborough: SS Agri Power Ltd, Ellingham Road – Request for EIA Screening Option: Extension of existing Anaerobic Digestion Facility: Mr David Conway.

The purpose of the screening option is to determine whether or not the proposal is for a form of development that is covered by Schedule 2 of the EIA Regulations and whether or not an EIA is required - Approved.

Please Note: full submission of documentation can be found at:

<http://eplanning.norfolk.gov.uk/PlanAppDisp.aspx?AppNo=SCR/2019/0006>

074.19) Other Planning Matters

i) Breckland Local Plan: Receipt of the Inspector's Report – Noted for information.

ii) Cancellation of Konect X6 Bus Service

Cllr Montague gave a short update. Following an earlier meeting with Steve Royal at Konect Bus the Service 9 had been extended to run from Attleborough to the Hospital, unfortunately up take was poor. Additionally, the extended bus route to Thetford was also proving unsuccessful due to various roadworks in Attleborough and Thetford. It was suggested a further meeting with Steve Royal with Cllr Montague and Cllr Busk be arranged.

iii) Breckland District Council Planning Committee; Monday 28th October 2019 at 9.30 am – Noted for information.

3PL/2019/0275/O – Land North of Blackthorn Road – Development of up to 80 dwellings with associated infrastructure including green space, swale and noise attenuation barrier.

- Dist. Cllr Martin informed Members this item was deferred.

iv) Temporary Traffic Restriction Orders

STRO3221 - affecting the C139 Bunwell Road from a point 635 metres east of its junction with U33095 School Lane for a distance of 250 metres eastwards in the PARISH OF BESTHORPE because of works to install BT ducting. The road will be temporarily closed (except for access) from 13th November 2019 to 15th November 2019 – Noted for information.

STRO3128 - affecting the C136 Long Street from a point 800 metres south of its junction with the U33138 Penhill Road for a distance of 40 metres in the PARISH OF GREAT ELLINGHAM because of a new water connection. The road will be temporarily closed (except for access) from 13th November 2019 to 15th November 2019 – Noted for information.

075.19) Councillors Reports - None received

076.19) Other Reports

The following reports were received and accepted: -

a) Mayor's Report –

The Mayor presented his diary of events attended since the last meeting; as below:

- 1st October – Safer Neighbourhood Action Panel (SNAP) Meeting
- 7th October – Attleborough Town Council Meeting
- 8th October - SUE/106 Meeting
- 13th October - Dereham Civic Reception
- 18th October - Norfolk ALC Meeting with John Pennell at the Town Hall
- 23rd October – Radio Norfolk
- 24th October – Attended the Play Consultation at Cygnet Close
- 25th October – Attended the Play Consultations at Norfolk Drive and Lomond Road

b) Deputy Mayor's Report – No report at this time

c) County and District Councillors: -

Dist. Cllr Dale: -

- Suggested ATC apply for the grant for VE celebrations and requested a meeting with Town Councillors to discuss what they would like to do regarding VE day before taking back to the Town Hall office staff.

Dist. Cllr Taylor: -

- Had a “sit down chat” with Breckland Facilities Department and some emails with Communities Team and is in first stages of discussions of an exciting project. Should be meeting with Pete Thatcher, Connaught Hall, regarding the Community Shed.

Dist. Cllr Ashby: -

- In terms of X6 bus it would probably be helpful if District and County were present at the meeting with Steve Royal and Town Councillors as discussed earlier in the meeting. Queried why Play Consultation was during the day as he would have attended. Also queried why no Councillors attended Cabinet meeting held at Connaught Hall.

Dist. Cllr Martin: -

Attended Cabinet meeting and training. Expressed his disappointment that the Lighthouse Community Centre turned down a request to be a polling station for the next General Election taking place on 12 December 2019.

CEO & Town Clerk's Report: -

- The Town Council Community Cinema received good attendance of approximately 60 children and adults for its showing of the film ‘Pets 2’. The next showing is planned for Thursday 19 December 2019; film to be advised.
- Reported the Fireworks Extravaganza was a great success, with a big thank you to all concerned and to the Grounds Staff for their support.
- A reminder, the Remembrance Service and Parade taking place on Sunday 10 November 2019 and a Church Service will take place at the War memorial on Monday 11 November 2019 at 11am, Councillors were invited to attend where possible.

- Mayors' Civic Reception Friday 15 November 2019, please reply if you have not already responded.
- Councillor training scheduled on the evening of 18 November 2019, to be confirmed.

ACTION: ALL CLLRS

077.19) Financial Matters

a) To authorise the payment of cheques: -

On the motion of Cllr Cousins, seconded by Cllr Bulmer, it was **RESOLVED** to approve and accept the payment of cheques as per cheque list dated 4 November 2019 £35,447.44.

b) To agree direct debits: -

On the motion of Cllr Dale, seconded by Cllr Cousins, it was **RESOLVED** to approve and accept the direct debits list dated 4 November 2019 – Total £29,764.83.

c) To receive Income: -

On the motion of Cllr Dale seconded by Cllr Montague, it was **RESOLVED** to approve and accept the income list for October 2019 – Total £3,503.40.

d) Income & Expenditure Reports 31 August 2019 – Noted for information

e) Architects Fees for Gaymers Masterplan –

It was noted the architects' fees which were previously deferred at the previous GP&F meeting due to query regarding quotes. The Consultant confirms their proposed architects are on NHS-SBS CCS Framework which provides a procurement friendly OJEU compliant route to their appointment, with competitive, pre-tendered fee rates (both time charges and percentage fees for use by any UK public authority (not just the NHS).

On the motion of Cllr Bulmer, seconded by Cllr Montague it was **RESOLVED** to approve and accept Architects fees for Gaymers Masterplan on a show of hands and was carried by 8.

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

RESOLVED to have a recorded named vote: -

For:

Cllr Busk, Cllr Leslie, Cllrs Redmond, Cllr Roper, Cllr Loades.

Abstained:-

Cllr Dale, Cllr Ellis, Cllr Taylor, Cllr Grave, Cllr Westby.

f) Hedge Cutting; Quotations for various sites –

On the motion of Cllr Leslie, seconded by Cllr Ellis, it was **RESOLVED** to accept and accept 'Quotation B' Palmers Paddock Services at a cost of £945.00 + VAT

g) Request for Donation (S137) Main Academy Presentation Evening and Sixth Form Presentation Evening Sponsorship

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

RESOLVED to approve a donation £100.00.

ACTION: CEO

On the motion of Cllr Dale, seconded by Cllr Tyrer it was **RESOLVED** to continue the meeting longer than 1 hour 30 minutes.

078.19) Attleborough Neighbourhood Plan Committee Request

a) ANP Committee Request a Pupil of Attleborough Academy Norfolk is appointed to the ANP Committee as a Youth Representative

- SLCC Advice Note AD98 and NALC LTN had been circulated.

- The question of whether an under 18-year-old can join a Committee has been referred to a solicitor for advice.

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

RESOLVED to appoint a pupil from Attleborough Academy to the ANP committee subject to voting rights.

RESOLVED by Cllr Tyrer to do a vote.

For: 10

Against: 2

Motion carried to appoint a pupil from Attleborough Academy to the ANP committee without voting rights.

79.19) Correspondence

a) Attleborough Athletics Academy; Request to site Portable Toilet

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

RESOLVED to provide a portable toilet on a temporary basis to be sited in the car park at Gaymers meadow and to arrange a meeting with representatives from the Football Club to discuss letting Attleborough Athletics Club use their facilities.

b) Request to use Town Council Tractor for Christmas Carnival –

On the motion of Cllr Montague, seconded by Cllr Bulmer, it was

RESOLVED to pay the Ground Staff overtime for driving the tractor pulling Father Christmas sleigh if no other alternative. Confirm with Adam Cossey to see if they still need a tractor and driver.

c) List of Assets for Community Value; the Library, Connaught Road – Noted

d) Norfolk ALC AGM; 20th November 2019; Request for a Motion – Cllr Roper, Cllr Cousins and Cllr Crouch will attend

e) Safer Neighbourhood Action Panel (SNAP) Minutes of the Meeting held on 1st October 2019 – Cllr Crouch reported SAM 2 data showed speeds of 75mph along Hargham Road and 80 mph along Old Buckenham Road. Cllr Cousins called for volunteers for Community Speed watch to get in touch.

f) Date of Next Safer Neighbourhood Action Panel (SNAP) Meeting; 16th January 2020 at Attleborough Town Hall – Noted for information

g) Rural Crime Prevention Workshop; Friday 15th November Midday to 3.00 pm – Noted to be held at East Harling

ACTION: CEO

080.19) Public Participation

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

Meeting closed at 8.55 pm

Public Participation Notes

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

- Dist. Cllr Martin was in favour of the proposed Attleborough Car Park Development and felt it was a good layout and start date which could be in the New Year.
- Resident asked if there would be room for coaches but there will be no access for public buses.
- Dist. Cllr Dale thought it a brilliant idea as a package and hoped they could get on with it.
- Resident asked what would happen if they don't get permission to demolish No 2 building. It was confirmed Greater Anglia would have to withdraw as it would no longer be a viable proposition.
- Resident queried why no Councillors are replying to their emails and queried item 9) e and 11) a on the agenda in relation to the covenants on Gaymers meadow.
- Resident queried why no Councillors attended Cabinet Meeting held at Connaught Hall.
- Resident invited Councillors to next meeting of 'Meet Up Mondays' being held at the Town Hall on Monday 11 November. During a previous meeting a lady had been involved in an incident which was dealt with promptly and successfully but after returning home had received an email from the Clerk's Assistant enquiring if the group had insurance. This could be costly and result in the group having to disband. The CEO will look into this and resident would be informed of the outcome.
- Resident queried fencing around skate park and made reference to an insurance claim.
- Resident queried why she had not received the tree report; confirmed the tree survey is available on the website