



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, 13 January 2020 at 6.00 pm in the Town Hall

Present:

Cllr T Crouch - presiding
Cllr D Redmond Cllr K Montague Cllr B Bulmer Cllr B Cousins
Cllr J Ellis Cllr J Roper Cllr W Loades Cllr A Busk
Cllr V Dale Cllr T Taylor Cllr E Tyrer Cllr L Grave
In attendance – Gina Lopes – CEO & Town Clerk to Attleborough Town Council
Anne Willett – CEO's Assistant (minute taker)
13 x Public

094.19) Apologies for absence

Apologies for absence were received and accepted as below:

Cllr A Westby - Other Commitments

Cllr P Leslie - Other Commitments

Further apologies were noted from Dist. Cllr Ashby.

095.19) Declarations of Interest

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

Declarations of interest were received as follows:

Cllr Tyrer - Planning Applications: 3PL/2019/1414/F & 3PL/2019/1415/F- Eastern House

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

096.19) Public Participation

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

097.194a) Minutes of the Town Council meeting held on 2 December 2019 -

RESOLVED to approve and accept the minutes of the meeting of the Town Council meeting held on 2 December 2019 as a true and accurate record of the meeting, subject to the minor amendments below, the Chairman duly signed the minutes.

Min 086.19b - ~~delete~~ 'stating' *add* 'questioned'

097.194b) Minutes of the Attleborough Neighbourhood Plan Committee meeting held on 18 November 2019

RESOLVED to accept the minutes of the meeting of the Attleborough Neighbourhood Plan meeting held on 18 November 2019 as a true and accurate record of the meeting, the Chairman duly signed the minutes.

097.194c) Minutes of the Personnel Committee held on 30 October 2019

RESOLVED to accept the minutes of the meeting of the Personnel Committee meeting held 30 October 2019 as a true and accurate record of the meeting, the Chairman duly signed the minutes.

097.194d) Minutes of the Personnel Committee held on 26 November 2019

RESOLVED to accept the minutes of the meeting of the Personnel Committee meeting held 26 November 2019 as a true and accurate record of the meeting, the Chairman duly signed the minutes.

097.194e) Minutes of the Personnel Committee held on 2 December 2019

RESOLVED to accept the minutes of the meeting of the Personnel Committee meeting held December 2019 as a true and accurate record of the meeting, the Chairman duly signed the minutes.

098.19) Planning and Highways –

098.19a) Decision notices received to-date –

Decision notices below were noted for information –

3PL/2019/1409/HOU – 22 New Road – Proposed Rear and Side Extension –
Approved.

3PL/2019/1336/O – Coronation Villa, 20 New North Road – Residential
Development site of 2 dwellings, garages and associated parking/access adjacent –
Approved.

3PL/2019/1153/VAR – Land north of Norwich Road – Variation of Conditions No
22 & 25 3PL/2013/1161O. The wording of conditions 22 and 25 need to be varied to
ensure that commencement of development is not delayed in any way - Approved.

3PL/2019/0026/OB – Land at Haverscroft House Farm, London Road –
Discharge of S106 planning obligations on (3PL/2016/0325/F) 1. Open space, 1.1
submission of open space works specification and 1.2 provision of open space red
land – made available 29th March 2019 – Approved.

3PL/2019/1341/F – Land to the South of 31 Rye Lane – New Single Storey
Dwelling – Refused.

3PL/2019/1326/F – East Anglia’s Children’s Hospices, 22 Exchange Street –
Change of use from B1A (offices) to A1 Retail – Approved.

3PL/2019/1340/HOU – 7 Snowdrop Drive – Single Storey Rear Extension –
Approved.

3PL/2019/1301/HOU – Oak Cottage, West Carr Road – Demolition of a dilapidated
side and rear extensions and construction of single storey lean-to rear extension,
and alterations to rear first floor extension – Approved.

3PL/2019/1415/F – Eastern House, Maurice Gaymer Road – Application for the
retention of a temporary ancillary storage building – Approved.

3PL/2019/1414/F – Eastern House, Maurice Gaymer Road – Application for the
retention of a temporary ancillary storage building for a further 3 years – Approved.

3PL/2019/1429/HOU – 15 Richmond Park – Two Storey Side Extension –
Approved.

098.19b) Planning Applications received to-date

After consideration of the following planning applications it was

RESOLVED to recommend as below:

3PL/2019/1475/HOU – 22 Hargham Road – First Floor Rear Extension and internal
alterations – No objections.

3PL/2019/1483/F – Ulric Computers, 3 Queens Square – Change of use from
retail A1 to D1 office/clinic area & replacement of shop front – No objections.

3PL/2019/1317/HOU – Melford House, Station Road – Removal of existing fence
and a number of conifer trees at the front of the property, and replace them with a
brick wall and gates – Approved.

3PL/2019/1490/VAR – Land at Norwich Road – Variation of condition Nos 16 and
18 on 3PL/2023/1161/O – Change of wording in accordance to Highways -
Approved.

3PL/2019/0967/F – Land to North of 2 Edenside Drive – Erection of bungalow and 2 parking bays for adjacent business unit – Refuse, over development of site, parking and access issues.

3PL/2019/0040/OB – Land to North of Norwich Road – Discharge of S106 Conditions on 3PL/2013/1161/O – Approve.

3PL/2019/1553/VAR – Bow Street, Gt Ellingham –Variation of Condition No 2 on 3PL/2019/0699/F – No comment.

FUL/2019/0056 – Land at SS Agri Power Limited, Ellingham Road - Expansion of existing Anaerobic Digestion facility to increase throughput to a maximum of 129,000 tonnes per annum, including the erection of a waste treatment reception building, four storage tanks, gas upgrading unit, and other associated infrastructure and landscape planting: Attleborough AD Plant Limited - Members voiced their concerns regarding the increase in vehicle movement and potential for offensive odours being omitted by the Anaerobic Digestion Facility.

3PL/2019/1560/VAR – Land at Chapel Road School – Removal of conditions 20,21, on 3PL/2017/0342/F – Tree has already been removed – Members request the tree that has been removed is replaced with a similar mature specimen.

ACTION: CEO

098.19c) Other Planning Matters

i) Breckland District Council; Adoption of the Breckland Local Plan 2011 – 2036 – Noted for information

ii) Breckland District Council Planning Committee; Monday 13th January 2020 at 9.30 am – Noted for information

- **3PL/219/0397/F** – Land adjacent to the Paddocks, Leys Lane - Proposed erection of Five Detached two storey dwellings with garages and associated parking.
- **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.
- **3PL/2019/0780/LB** – The Railway Station, Station Road – Demolition of two small ancillary buildings, redevelopment of the existing car park to include new car park area to be laid out including new car parking bays, ticket machine and cctv and lighting. Demolition of the existing boundary retaining wall and construction of new realigned wall, footway-cycle way and a new bus stop.
- **3PL/2019/00827/F** - The Railway Station, Station Road – Demolition of two small ancillary buildings, redevelopment of the existing car park to include new car park area to be laid out including new car parking bays, ticket machine and cctv and lighting. Demolition of the existing boundary retaining wall and construction of new realigned wall, footway-cycle way and a new bus stop

iii) Transport: Town Centre Improvements Update – Queen’s Road, Church Street and Queens Square – Noted for information, there may be a need to temporarily relocate the Charter Market whilst work is underway

iv) Attleborough Car Park Trial; Queens Square Update – Noted for information

v) M&Co; New Parking Enforcement; Cllr Busk to Report –

Cllr Busk circulated a letter he has sent to the M&Co Chief Executive, highlighting the distress caused by absence of notice regarding the implementation of parking restrictions and lack of clarity regarding the signage as to what the restrictions really are and there was a lengthy discussion during Public Participation.

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

RESOLVED to investigate through legal avenues the ownership of the land and if there can be a claim via Prescriptive Rights, if not use other means to enable a change as the Town is desperate for car parking.

ACTION: CEO

097.19) Councillors Reports

To receive written reports of external meetings attended –

a) Cllr Montague; Attleborough Heritage Group – Noted for information
Cllr Montague attended an Attleborough Heritage Group meeting on 17 December 2019 at the Heritage Centre, Soma House and tabled a written report.

Main items discussed:

- Coffee morning 26 October 2019
- Attleborough Main Street Revisited – presentation at Connaught Hall, 2 November 2019
- Remembrance Day 10 November 2019 – a wreath was laid on behalf of the group
- Coffee morning 23 November 2019
- Attleborough Christmas Carnival 23 November 2019
- Craft Fair, Town Hall 7 December 2019

Move to new premises and storage:

- The Heritage Group will be moving to the Ellingham Suite, Attleborough Enterprise Centre and will open to the public at the new location on Wednesday 8 January 2020

Railway Adopter Scheme:

- A meeting was planned for 18 December 2019 to discuss the area beside the signal box
- An objection received to demolish some buildings with regard to the car park is because they are within the listed buildings area. The new car park does have some green areas which adopters would tend. Greater Anglia have held coffee mornings at both Norwich and Cambridge which Heritage Group members have attended.
- The Heritage Group AGM will be held on 31 January 2020 - details to follow

b) Cllr Roper; Community Event – Noted for information

Cllr Roper tabled a written report:

“Following on from the “Upping Our Game” conference held at Attleborough Town Hall in October myself and Gina Lopes, CEO met with Arnie McConnell from the Wymondham Community Kitchen on 7 January 2019 to find out about some of the community initiatives they have in Wymondham to get some inspiration for Attleborough.

The conference discussed the need to deal with social isolation and loneliness amongst transport and environmental issues, so we are looking at what can be offered in Attleborough.

We visited the community kitchen and saw the non-voucher scheme foodbank and community fridge in operation.

There will be a Community Event held in Attleborough in March to show such examples like this and ask residents what type of meeting point they would like to see to support the issue of loneliness and isolation in the town.

If any Councillors wish to volunteer to help with this event, please get in touch with Cllr Roper”.

098.19) 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:

- 30 November 2019 – Recreation Ground; Attended the planting of two trees.
- 4 December 2019 – Attleborough Academy Presentation Evening
- 6 December 2019 – ‘Equipmakers’ Electric Bus Manufactures Opening Event.

Cllr Crouch informed Members George Freeman has a £350m pot of money for electric buses. The Town Council or other groups can apply for a grant to fund an electric bus for the community with 14 seats or less.

- 11 December 2019 – Breckland Bridge Houses; Event at Chapel Road.
- 17 December 2019 – Christmas ‘Thank you’ Party for Staff and Volunteers.
- 22 December 2019 – St Mary’s Church; Christmas Service.

b) Deputy Mayor’s Report - No report at this time, however, he has attended lots of meetings as Chairman of the Attleborough Neighbourhood Plan Committee

c) County and District Councillors: -

Dist. Cllr Dale: -

- Has attended a Breckland District Council Planning Meeting which was interesting

Dist. Cllr Taylor: -

- Attended the Full Council Meeting last month
- Attended a Breckland District Council Planning Meeting held on 13 January 2020.
- Advised Dist Cllr Ashby’s apologies

Dist. Cllr Rhodri Oliver: -

- Informed Members of the plans to plant 1m trees in Norfolk over next 5 years, target to be carbon neutral by 2030.
- Spoke of the 20 mph speed limit.
- Confirmed that no Council has any power over the M&Co parking restrictions as it is private land; stating the fines are invoices which can be appealed in a civil court and advised those who have received a parking fine should write to the parking company saying “*Your signage is misleading; I will not pay the fine*”.
- Cllr Oliver/CEO will check the Land Registry to confirm ownership.

CEO & Town Clerk’s Report: - No report at this time.

099.19) Financial Matters

a) To authorise the payment of cheques: -

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

RESOLVED to approve and accept the payment of cheques as per cheque list dated 13 January 2020 £26,798.93.

b) To agree direct debits: -

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

RESOLVED to approve and accept the direct debits list dated 13 January 2019 – Total £29,137.84.

c) To receive Income: -

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

RESOLVED to approve and accept the income list for December 2019 – Total £11,127.26.

d) Income & Expenditure Reports September and October 2019 – Noted for information.

e) Quotations– for consideration

i. Repairs to the War Memorial

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

RESOLVED to approve the repair quotation for £1,110.00.

ii. Repairs for Damage to St Mary’s Church Wall

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

RESOLVED to approve the repair quotation for £7,120.00.

(Cllr Tyrer declared an interest as the Church Warden)

iii. Attleborough Athletics Academy; Toilet Facilities

Discussion took place; points included:

- The Athletics Academy does not pay any rent to the Town Council who maintain the running track, including regular painting of the white lines.
- The Athletics Academy have been offered the use of the toilet facilities by the Football Club on a Monday evening and Saturday morning (Summer months only) at a cost of £10.00 per week.
- The Athletics Academy are asking the Town Council to pay for the hire of a 'Porta-loo' at "25.00 per week.
- Noted the Football Club pays a nominal rent for the football pitches which are maintained by the Town Council;
- No rent is charged by the Town Council for their facilities, which the Football Club then sub-lets.
- Both parties would need to sign an agreement for the use of the Football Club facilities which would be used under controlled conditions.
- The Football Club to ask the Athletics Academy for a small contribution of toilet rolls and cleaning products.

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

RESOLVED to contact the Football Club to ask if they would consider letting the Athletics Academy have use of their facilities in return for a small donation towards toilet rolls and cleaning.

Request for Donation (S137): – for consideration

- Old Buckenham Cricket Club

On the motion of Cllr Bulmer seconded by Cllr Cousins it was

RESOLVED to approve a donation of £250.00.

ACTION: CEO

***RESOLVED** to extend the meeting for half an hour.*

100.19) Draft Budget and Precept Request for 2020/21

Members to resolve the budget and precept request for 2020/21 –

A short discussion took place; point included:

- The Town is increasing in size with no budget allocated to counteract the cost of delivering the Attleborough Neighbourhood Plan.
- More houses are being built, budget planning for the future is vital to sustain the growth of service demand.
- Whilst the Town Council has some reserves, these are not an infinite resource.
- All budget items reflect an expected rise in current inflation rates.
- The precept for 2019/20 was set at £518.928, although this was well under the budgeted expenditure of £614,485.
- With this in mind, it would be advisable to increase the Precept request to ensure the Town can sustain the growth period over the coming years.
- The budgeted expenditure, if requested would result in a 28% rise in Precept. A partial increase could be considered to move the Precept amount in the right direction.

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

RESOLVED to approve and accept a 12% rise for 2020/21 and to make a precept request to Breckland District Council before the deadline.

ACTION: CEO

101.19) S106/SUE Community Assets

- The CEO tabled a briefing note
- Members were advised the item was on the agenda, as whilst it was discussed and agreed at the last meeting, there had been a challenge from a Councillor as

to the soundness of the vote. On taking advice from Norfolk ALC it had been confirmed the vote was unsound and the item returned to the agenda.

- Cllr Tyrer questioned the detail of the challenge and the Chairman confirmed this resulted from Cllr Tyrer himself abstaining from the item but then proceeding to debate the same item, following his own abstention, seconding the proposal then voting.

There was much discussion -

- Cllr Taylor advised members the S106 agreement was between Breckland Council and the developer not Attleborough Town Council.
- Management options were considered e.g. a separate committee to include members of the community, clubs and others, a charitable trust or similar.
- The inclusion of the community was supported.
- Attleborough Recreation Ground Charity – All Councillors are Trustees and already managing open spaces.
- Agreement in principle with the Drainage Board regarding management of the waterways/SUDs.
- Cllr Loades stated to not take ownership of the Linear Park was to give away the “jewel in the crown” and he could not support the CIC proposal put forward by Ptarmigan.

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

RESOLVED to seek full ownership of all public open spaces and community assets including the Linear Park and Community Centre and not support the CIC proposal put forward by Ptarmigan.

ACTION: CEO

102.19) Anglia In Bloom

a) Autumn Seminar; Cllr Crouch to Report –

Cllr Crouch gave a verbal report from information received from the Anglia In Bloom Judges as to how the award of points had been affected:

- The submitted Portfolio had too much wording and not enough relevant photographs.
- On the day they were not taken around the submitted areas by the nominated person.
- The person taking the judges around did not take them on route submitted.

Discussion took place; points included.

- Cllr Taylor, on behalf of the group known as ‘The Attleborough Bloomers’ had sent an email to Members stating the group’s refusal to undertake the project on Town Council land.
- As the Town Council needs to prepare and plant the Council owned areas to submit the ATC Portfolio, it was essential the Grounds staff and other volunteers continue with this work as in previous years.
- The Grounds staff combine experience and horticulture qualifications to enable good planning and planting designs.
- It was noted the project last year included substantial input of time and work by the Grounds Staff and Clerk’s Assistant.
- It was suggested the schools and community groups could be involved and will be invited with other volunteers to participate.

A recorded vote was requested as follows:

For: Cllr Cousins, Cllr Montague, Cllr Redmond, Cllr Busk, Cllr Bulmer,

Against: Cllr Ellis, Cllr Tyrer, Cllr Taylor, Cllr Grave, Cllr Dale,

Abstained: Cllr Loades, Cllr Roper.

Chairman was required to use his casting vote - For

On the motion of Cllr Crouch, seconded by Cllr Cousins, it was **RESOLVED** to appoint Cllr Crouch as the Lead Councillor with Kate Kett, Grounds Person, to prepare a planting plan and design to submit all areas, including those withdrawn from last year's entry, for Anglia In Bloom.

ACTION: CEO/TCh

103.19) Correspondence

a) Request to use the Recreation Ground for the Spring Fair; 11-20 May 2020

On the motion of Cllr Dale, seconded by Cllr Crouch, it was **RESOLVED** to approve the request to use the Recreation Ground on 11-20 May for the 2020 Spring Fair on the same terms as last year.

b) Request to use the Recreation Ground for Fireworks/Halloween Extravaganza 1 November 2020; Funfest Team

RESOLVED to approve the request from Funfest Team to hold the Fireworks/Halloween Extravaganza on the Recreation Ground on 1 November 2020.

c) Norfolk & VE Day 75

Cllr Dale will work with the Clerk's Assistant in applying for a grant for the Council's VE Day events.

d) Police & Crime Commissioner Budget Consultation – Noted for information

e) Thank you letters – Noted for information

- i. Royal British Legion, Poppy Appeal; for a donation of £250.00
- ii. Main Academy Presentation Evening and Sixth Form Presentation Evening; for a donation of £100.00
- iii. Resident; praised the Town Council for the instillation of six new Benches on Gaymers Meadow
- iv. Resident; installation of Memorial Bench on Queens Square

ACTION: CEO/VD

Meeting closed at 8.55 pm

Public Participation Notes

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

- Representative of Attleborough Football Club informed Members they have offered Attleborough Athletics Academy the use of the toilets for a nominal contribution towards running costs.
- Resident requested support from the Town Council regarding the 'pursuit of prescriptive rights' over the car parking land between M&Co and the Lloyds Chemist as the land has been used without licence for 40 years. Cllr Dale confirmed she has spoken to the Breckland District Council Leader, Sam Chapman-Allen, who has appointed a designated Officer to deal with this.
- Resident informed Members that an 82-year-old had parked outside M&Co for only four minutes and had since received a fine for £60 and felt so ashamed they have not been able to tell their family. Cllr Busk informed Members he has tried to make contact with M&Co; the subject is on the Agenda for discussion.
- Business owner voiced concerns that his staff will have nowhere to park once Queens Square Car Park restrictions come into place; stating the changes will greatly impact on businesses and staff alike. Cllr Tyrer said the trial is a step forward which needs to be managed as it moves the problem elsewhere as Attleborough is the Hinterland for the surrounding community. Cllr Tyrer stated the need for a proper informed decision via a Transport and Car Parking Strategy.
- Former member of the Steering Group asked Cllr Tyrer to confirm who he had met with and details of his meetings.