



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
Tel: 01953 456194 - email: enquiries@attleboroughtc.org.uk

**Minutes of the Virtual meeting of the Attleborough Town Council
Held on Monday, 13 July 2020 at 6.00 pm**

Present:

Cllr T Crouch - presiding
Cllr D Redmond Cllr K Montague Cllr B Bulmer Cllr B Cousins
Cllr J Ellis Cllr J Roper Cllr A Busk (arr. 6.10pm)
Cllr T Taylor Cllr E Tyrer Cllr A Westby Cllr P Leslie
Cllr W Loads Cllr L Grave Cllr V Dale
In attendance – Gina Lopes – CEO & Town Clerk to Attleborough Town Council
Anne Willett – CEO's Assistant (minute taker)
Cllr Sam Chapman-Allen, Leader of Breckland Council

017.20) Mayor's Welcome and Update

The Mayor, Cllr Crouch, apologise for the late start to the meeting and welcomed everyone to the meeting and welcomed Sam Chapman-Allen, Leader of Breckland Council.

018.20) Apologies for absence

None received

019.20) Declarations of Interest

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

None received.

b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests –

Cllr Taylor declared a pecuniary interest in Agenda Item 14a

020.20) Resident's Questions

RESOLVED that the meeting be adjourned to allow the Mayor to address questions submitted by email from various residents. (See Resident's Questions Notes attached.)

021.20a) Minutes of the Town Council meeting held on 1 June 2020

There was a lengthy debate and several suggested amendments. The CEO reminded members of the importance of the Minutes and asked her Assistant to confirm if she had typed the minutes using the audio recording which she confirmed she had. Agreement could not be reached.

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

RESOLVED to defer the minutes of the meeting of the Town Council meeting held on 1 June 2020.

The Chairman will seek clarification and verification from the independent Solicitor.

022.20b) Minutes of the Personnel Committee meeting held on the 18 June 2020

There was a long discussion regarding resolutions within the Minutes.

On the motion of Cllr Bulmer, seconded by Cllr Montague, it was **RESOLVED** to approve and accept the minutes of the Personnel Committee meeting held on 18 June 2020 as a true and accurate record of the meeting.

023.20) Planning and Highways

023.20a) Decision notices received to-date

Decision notices below were noted for information –

3PL/2020/0400/LU – 158 Ollands Road – Single Storey extension to the rear of the property (certificate of lawfulness) – Approved.

3PL/2020/0353/VAR – Building Plot, Leys Lane – Variation of Condition No 2 on 3PL/2019/0632/D – move property 3m forward – Approved.

3PL/2020/0082/O – Plot adjoining the Bungalow, Fiddlers Green – Erection of Cottage Style Dwelling and Double Garage- Approved.

3PL/2020/0465/HOU – 100 & 102 Station Road – Joint extension to the rear of properties 100 & 102 Station Road – Approved.

3PL/2020/0446/HOU – Beulah House, London Road – Alterations & extensions to existing dwelling - Approved.

023.20b) Planning Applications received to-date

After consideration of the following planning applications it was

RESOLVED to recommend as below:

3PL/2020/0498/F – Site to the rear of & 7 Police House fronting on to Constable Close – Proposed new three-bedroom bungalow with parking – Response – Concerns regarding overcrowding of site, provision of adequate parking and that approval of this application could set a precedent for future similar applications.

3PL/2020/0187/HOU – Hill House, Burgh Common – Car Store, entrance gate and kitchen single storey extension (retrospective) – Response – Approve subject to no neighbour concerns.

3PL/2020/0516/HOU – Dayjan, 12 Arlington Gardens – Demolition of existing garage and construction of storey extensions to front and rear - Response – Approve subject to no neighbour concerns.

3PL/2020/0463/HOU – 29 Ellingham Road – Wrap round extension to the rear and side of the property - Response – Approve subject to no neighbour concerns.

3PL/2020/0522/LB – 52 Connaught Road – Partial Re Thatching and Repairs to rot and various items to be repaired - Response – Approve subject to no neighbour concerns.

3PL/2020/0535/HOU – Cwmanne Cottage, 6 Hargham Road – First floor rear extension above existing single storey extension - Response – Approve subject to no neighbour concerns.

3PL/2020/0487/HOU – Walnut Tree Farm, West Carr Road – Removal of conservatory and replacement with porch to front, replacement lean-to extension to side, change of roof material to slates extended to edges of flat roof to rear and pitched roof over first floor dormers - Response – Approve subject to no neighbour concerns.

3PL/2020/0523/A – 2A Exchange Street – A 50cm tall illuminated traditional barber pole - Response – Approve subject to no neighbour concerns.

3PL/2020/0595/HOU – 62 Blackthorn Road – Proposed Single Storey Rear Extension - Response – Approve subject to no neighbour concerns.

3PL/2019/1224/F – Unit 8, Orchard Garage, Station Road Industrial Estate – Industrial Unit Extension Response – Approve subject to no neighbour concerns.

3PL/2020/0521/F – West Farm, West Carr Road – Conversion of Outbuilding to Family Residential Annexe Response – Approve subject to no neighbour concerns.

3PL/2020/0660/LB – West Farm, West Carr Road – First Floor Rear Extension - Response – Approve subject to no neighbour concerns.

ACTION: CEO

023.20c) Other Planning Matters

- i. **Planning Application Appeal to Secretary of State following refusal by Breckland District Council:**
3PL/2019/1054/O – Homestead, Ellingham Road – The erection of 1 No dwelling with associated garden and parking – Appeal Ref. APP/F2605/W/20/3247816 – Noted for information
3PL/2019/1341/F – Land to the South of 31 Rye Lane – New single storey dwelling – Appeal Ref. APP/F2605/W/20/3251208 – Noted for information
- ii. **Konect Bus Service Update –** Noted for information
- iii. **Temporary Traffic Restriction Orders –** Noted for information
STRO3774 - affecting the U31154 Rose Croft for a distance of 65 metres south eastwards because of works to facilitate a new electrical connection. The road will be temporarily closed (except for access) from 15th June 2020 to 19^h July 2020 for the duration of the works.
- iv. **Residents email to Norfolk Highways and Breckland Planning –** Agreed to send a response to Breckland for them to investigate further

ACTION: CEO

024.20) Financial Matters

a) To authorise payments –

On the motion of Cllr Dale, seconded by Cllr Montague, it was **RESOLVED** to accept and approve the following payment list dated 6 July 2020 Total £29,503.25, subject to typing error petty cash amount from £484.14 to £484.18, additional payment list dated 13 July 2020, Total £3695.34.

b) To agree direct debits –

On the motion of Cllr Cousins, seconded by Cllr Bulmer, it was **RESOLVED** to approve and accept the direct debit list dated July 2020 Total £27,590.68

c) To receive Income –

On the motion of Cllr Crouch, seconded by Cllr Bulmer, it was **RESOLVED** to approve and accept the income list for June 2020 Total £1,931.66

d) Petty Cash Sheet – Noted for information

e) Income & Expenditure Report May 2020 – Noted for information

ACTION: CEO

025.20) Town Council Policy Reviews

a) Complaints Policy and Vexatious Guidance Review

There was discussion, Cllr Leslie advised a new Policy is part of the work of the Investigation Committee with the Solicitor and recommended deferment.

On the motion of Cllr Leslie, seconded by Cllr Crouch, it was **RESOLVED** to adjourn this policy for a maximum of two months

b) Social Media and Electronic Communication Policy Review

A discussion took place regarding Councillors having a Council email address, CEO & Town Clerk advised no cyber insurance is in place at the moment because of the use of Councillors own addresses rather than Council managed accounts.

On the motion of Cllr Crouch, seconded by Cllr Bulmer, it was **RESOLVED** to accept Social Media and Electronic Communication Policy.

ACTION: CEO

026.20) Amended Standing Orders

a) Debate on Standing Order 5 - In line with new empowerment enshrined in the Coronavirus Act 2020 and associated 2020 Regulations.

There was a long discussion

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

RESOLVED that we vote for a new Mayor and Deputy Mayor and we agree after a vote if it's agreeable for a time it should be held.

A recorded vote was taken.

For: Cllr Ellis, Cllr Redmond, Cllr Cousins, Cllr Bulmer, Cllr Leslie, Cllr Grave, Cllr Loades, Cllr Westby, Cllr Tyrer, Cllr Taylor, Cllr Montague, Cllr Dale, Cllr Redmond,

Against: Cllr Busk, Cllr Crouch,

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

RESOLVED to hold an election for Mayor and Deputy Mayor at an Extraordinary Meeting on Monday 20 July 2020.

On the motion of Cllr Montague, seconded by Cllr Bulmer, it was **RESOLVED** to extend the meeting for no longer than 30 minutes

027.20) Coronavirus Recovery

a) Pandemic Plan and Contingency Plan – Noted for information

b) Grimsey Review; Covid 19 Supplement for Town Centres – Noted for information

c) Reopening and Economic Recovery of the Town and High Street –

The Chairman invited Breckland Council Leader Sam Chapman-Allen to speak and this included the following:-

Why I want to come and speak tonight is two-fold, firstly on the activity we have been undertaking and also to ask the Council where they want extra support. A massive thanks to the Town Council for support they have given to Attleborough Community. Attleborough has a vibrant economy and is a fantastic market town of which I am a resident. The ask tonight Chairman is how can we work together to ensure we support everyone, we have a good working relationship with many businesses and the Town Clerk has highlighted some examples of extra car parking, Lloyds Bank, Academy, Library and M & Co, I have written to these asking if they can provide greater provision. I think our next challenge is how we can we work together to support what is Attleborough's USP.

Cllrs questions included

- *What do you see our USP is?*
- *With your fantastic open space, you could make yourselves green energy efficient, monopolise on Queens Square & train station and provide walking & cycling routes - you've got a great USP there alone.*
- *Could Breckland assist with a car parking strategy and more clarity needed on Queens Square car park*
- *Breckland will issue a press statement but at this time there is no change, Breckland will not be charging for car parking.*
- *Vision of going forward is established in ANP and we look forward to working with Breckland and other key stakeholders.*

The Chairman thanked Sam Chapman-Allen for attending the meeting. Sam Chapman-Allen asked to receive the "wish list" within four weeks, the CEO & Town Clerk confirmed his letter had been circulated to Councillors for their consideration.

It was agreed to defer the correspondence items due to time constraints.

029.20) Exclusion of Press and Public

On the motion of Cllr Bulmer, seconded by Cllr Dale, it was **RESOLVED** to exclude the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

Cllr Taylor declared her pecuniary interest in Litigation Item and would leave the meeting but return for Staff Grievances.

8.25pm The Town Council staff left for the remainder of the meeting.

030.20) Update from Investigation Committee/Solicitor

a) Litigation

b) Staff Grievances

Members reviewed the Anthony Collins Solicitor's reports by the Investigation Committee.

Meeting closed at 8.45pm

Notes of Residents' Questions

The Chairman read out several questions, previously submitted by email, from residents within the time allowed for this item which included the following:

Q) Several questions on Freedom of Information all very similar -

To the council, it has been brought to my attention that there are a number of residents who claim that they contact the council with questions, complaints and FOI requests but receive no reply or acknowledgement? Are councillors aware of this issue and will they please investigate this matter as it is damaging the reputation of the council.

"Why does Attleborough Town Council not respond to all Freedom of Information requests?"

I am aware that Freedom of Information requests made to the council are being unanswered. I have heard from Attleborough residents who have had this problem and have experienced it within my family. Are councillors aware that ATC employees are failing to meet their legal obligations under the Freedom of Information Act and what actions will councillors take to ensure that Freedom of Information requests are answered fully within the required timescale

A) The Town Council does respond to FOI requests, in line with GDPR and Data Protection Law, however, sometimes we do receive repeated requests, unfortunately the response given is not always the one desired by the receiver, most information requested is already on our website. Matters pertaining to staff details will not be disclosed in line with the above regulations

Q) Is the Investigation Committee undertaking 360-degree feedback to obtain evidence of ATC's staff and councillors interaction with their customers i.e. the businesses and residents of Attleborough in order to obtain the full picture? Who chose the solicitors involved? Are they the same Company that ATC usually use or are they independent of the events thus far?

A) It is not the role of the Investigation Committee to undertake research on how to engage with residents & Businesses, they have been appointed to liaise with the appointed Solicitors to resolve staff grievances of bullying and harassment by certain Councillors and a litigation matter.

The Solicitors are specialised in local government hence why they were chosen and are also new to the issues under investigation

Q) When is Queens Square seating area going to be sorted grass needs cutting and flower borders sorting out?

A) The Grass is cut on Thursday and flower borders will shortly receive attention, the new benches have been installed by Breckland to help with the reopening of shops etc.

Q) Resident's continued complaint regarding boundary issue, this matter relates to an insurance dispute that has been dealt with and the Council has been advised not to continue corresponding on this matter

- 1) Why if as stated by the Mayor, ATC has been run so efficiently over the preceding weeks/months, have my complaints NOT been acknowledged/actioned. I am still waiting to discuss this matter as per your published complaints procedure.
- 2) Why haven't you replied/acknowledged my email 02/06/2020?

- 3) Why have I not received the details of the plan of works/maintenance of the boundary hedge as requested? There are still two dead trees that will cause a further problem, ATC have yet to advise what they propose they do!?
 - 4) What in the opinion of the mayor constitutes "Correspondence"?
 - 5) Why has ATC rolled over on a potential £14,000 insurance claim, when the clerk went out her way to make sure my £2,000.00 was never brought forward for discussion in any way, shape or form!
- A) The Town Council has dealt with your complaints and we are sorry you have not been satisfied.

Q) At last month full council meeting Cllr Crouch said he would take a selection of the public's questions. On average how many questions are submitted each month? Who decides which questions are read out and answered? And do you reply individually to the questions that you do not read out in your full council meeting?

A) I read out as many as possible within the time limit and others are answered in due course

Q) You average £108.83 per month on mobile phone expenditure, how many phones are covered under this contract?

A) six

You average £286.58 per month on town hall phone bills. Are you confident this is a competitively priced service you are receiving?

A) Yes

In the last fiscal year, outgoings on staff salaries are broken down as follows:

Salary: £121,682.93.

Hmrc tax / nic: £60,450.06

Pension £61,232.87

Queries relating to the above are as follows:

How many people are employed on the itemised payroll data above?

A) Nine

Why are your pension contributions so high?

A) They are in line with local government pensions and other councils

Please find attached a spreadsheet I put together of last year's accounts based on account information posted on the ATC website.

As you will see from the figures processed, I make your staff costs out to be £243,365.86 for the last financial year.

I have clearly missed something when processing your figures, although all figures do tie up with your posted accounts.

Could you please explain why staff costs have been posted as £306,775 for the last financial year?

I'd like to know where the other £63,409.14 has been allocated.

Please also note I still await a response to the attached email submitted 01.06.20.

A) The variance is staff movement between the financial years

The Chairman confirmed the remaining long and detailed questions will receive a response in due course once adequate consideration can be given to them.





ATTLEBOROUGH TOWN COUNCIL

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ATTLEBOROUGH NEIGHBOURHOOD PLAN COMMITTEE

Minutes of the meeting of the
Attleborough Neighbourhood Plan Committee
Held on Monday, 20 January 2020 at 6.30 pm in the Town Hall

Present:

Cllr P Leslie – presiding
Cllr V Dale Cllr W Loades Cllr D Redmond
Cllr T Taylor Cllr T Crouch Cllr B Bulmer

In attendance – Gina Lopes – Chief Executive Officer & Town Clerk
Anne Willett – CEO's Assistant (minute taker)
Dist. Cllr K Martin
Amy Good (Attleborough Academy)
9 x public

Cllr Crouch asked for nominations to elect a Chair in the absence of Cllr Tyrer on the motion of Cllr Dale, seconded by Cllr Loades, it was resolved to elect Cllr Leslie as stand in Chair for the meeting.

058.20) Apologies for absence

Apologies for absence were received and accepted as follows:

Cllr E Tyrer – Other commitment
Cllr A Westby – Other commitment

059.20) Declarations of Interest

a) **Declarations of interest received:** - None received

b) **To receive any requests for dispensation of Disclosable Pecuniary Interest -**
None received.

060.20) Public Participation

RESOLVED the meeting be adjourned to allow the public to speak, no public elected to speak at this time

061.20) Minutes of the Attleborough Neighbourhood Plan Committee Meeting held on 16 December 2019

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

RESOLVED to accept and approve the minutes of the Attleborough Neighbourhood Plan Committee meeting with two amendments held on 16 December 2019.

- **054.19)** Cllr Loades voted Against and not Abstained, **055.19)** ANP Monitoring & review 'query if ANP needs to be changed; delete 'changed' and replace with 'reviewed'

ACTION: CEO

062.20) Projects List; Cllr Tyrer to Report

For information only as agreed at last meeting to be updated February meeting.

063.20) Resources

Deferred to next meeting as an agenda item, CEO was instructed to update the Project List spreadsheet.

064.20 Cllr Tyrer to report:

a) The Local Economy

- Theme leads were discussed last meeting and are going to be developed over the next few months.
- Cllr Tyrer will provide a suggested brief for these for the next meeting and would like to discuss briefly with each lead and will be contacting them to discuss their views and understanding of what is required.
- It as queried whether it would be worthwhile arranging a meeting with all leads for a workshop exercise to summarise the ANP, its purpose, role and policy need to ensure an effective delivery arrangement of the plan.
- Cllr Tyrer informed Members he has had a meeting with Robert Campbell, Economic Development Officer at Breckland Council
- A further meeting to be arranged to discuss strategy for taking employment land forward and discussing opportunities for A11 Tech Corridor programme of promoting Attleborough further, there will be a further open meeting for all ANP members.
- Cllr Dale stated her concern that local shop owners are struggling with road works effecting trade.
- There was a short discussion regarding updating the Business Directory on Town Council Website as information not current
- On the motion of Cllr Taylor, seconded by Cllr Dale, it was
- **RESOLVED** to start a fresh on Business Directory, advertise on website with accurate listings with a two-month deadline

ACTION: to contact Valerie Watson-Brown for up to date listings

b) Housing

Cllr Tyrer has been in discussions with Breckland Council the implications of newly adopted Local Plan the 5-year supply status and the potential impacts on Attleborough CEO queried which Officer was spoken to as she had received a report from an Officer, Susan Heinrich, who has said there is no need for a review.

The Chair asked all members if they had a copy and had read the Attleborough Neighbourhood Plan, all members confirmed they had.

c) Transport & Communications

Cllr Tyrer informed Members he has contacted Norfolk County Council to discuss opportunities to further sustainable transport opportunities and programmes to look at developing and promoting a better walking, cycling and public transport in Attleborough, located on the A11 Tech Corridor aline with growth aspirations there is a real policy opportunity to take this further.

Cllr Tyrer is also looking at strategic car parking scheme and will present a report for this at the next meeting.

ACTION: ET

Cllr Tyrer is also in discussion with BT Open Reach regarding opportunities to ensure fibre is included in the new development and can be tapped into existing routes.

The CEO queried in what capacity is Cllr Tyrer was having these meetings as she had no knowledge of them.

ANP Mins 20.1.20

Cllr Loades stated prescriptive Rights could be the solution for the M&Co car park situation and wants assurance from Town Council they are giving it top priority and to be an agenda item for the next available meeting.

d) Education

New building at Academy making great progress and should be completed by Easter

e) Health & Social Care

Cllr Bulmer attended an AttCare meeting nothing to report but there is a lot of work going on in the background.

f) Sports & Community Facilities

Cllr Taylor and Cllr Dale want to progress the London Road play park after speaking to officers at Breckland the application needs to be submitted which would include three quotes for the work to be carried out. CEO informed Play Consultant Phil Doyle contacted Charlotte Brennan, Breckland Council before Christmas 2019 they already have the Masterplan and it was resolved in the minutes for Phil Doyle to manage as a consultant. CEO will chase S106 Officer

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

RESOLVED to add as an agenda item at the next Town Council meeting and to advertise consultation.

Attleborough Academy have asked for a meeting with Breckland Council to discuss the Sports Centre, part of this is 100 parking spaces to supplement Queens Square, this is part of the meeting and information will be circulated once it has taken place.

g) Environmental, Sustainability & Design Quality

Cllr Tyrer has asked what is the situation with the SPD the Core Connections produced. CEO queried which one but thought it had been approved and accepted by Town Council. Cllr Taylor reported Breckland Council had declared a Climate emergency and requested this is added as an agenda item to the next Town Council meeting and is happy to take the lead on becoming more green and will circulate a full report to all members. CEO informed that NorfolkALC have an officer that could be available to come and give a talk.

h) SUE/S106 Updates

Cllr Tyrer nothing to report from last meeting.

i) ANP Budget & Procurement

Cllr Tyrer no update from last meeting

j) ADP

Cllr Tyrer review next meeting

k) ANP Monitoring & review

Cllr Tyrer review next meeting

l) Future Open Events & Workshops

Potentially May 2020 or earlier if Briefs are completed

065.20) Public Participation

RESOLVED the meeting be adjourned to allow the public to speak, see "Public Participation Notes" attached

066.20) Items for Next Agenda

None received.

Meeting closed at 7.50 pm

Public Participation Notes:

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

- Resident queried Community Fridge, Cllr Roper explained a suitable site for a fridge had not been able to be found last year but are looking at possibilities at the moment and we will contact Officer at Breckland to try to progress this.
- Resident voiced his concern over social media comments regarding London Road development area now being just factories with no green space and green infrastructure going to be lost. Cllr Leslie confirmed that the land on each side of the access lane have a green buffer area and hedgerow in place.
- Resident stated Norfolk County Council have a Sustainable Transport Officer who visited their Heritage Group last year. Both went to look at Grosvenor Park, London Road, because the officer was under the impression all the transport problems were caused by people living there. The resident then took the Officer to Rose Croft School, London Road which has no drop off point, no parking or traffic plan to show him this is the cause of the traffic problems. The Officer has not returned since. The Chair asked for the Officer's details.
- Resident attended Council meeting held on 2 December 2019 in the minutes it was noted there was approx. £7 million available to the Town Council and wanted to know if the was correct. CEO explained the circumstances relating to CIC and the change in decision, a commuted sum would be available in phases along with the phases of the land but unable to evidence this sum only available to Town Council as it was advised verbally at a meeting and not written.
- Elizabeth Burrows Chair of Attleborough Health Care and Well Being Trust (ATTCARE) informed work is going to start this year on a Care Home with medical care. ATTCARE have received a letter from Breckland stating they have been awarded £56,000 106 monies from Grampian site specifically to go towards a new Doctors Surgery. Regarding sustainable environment 40 years ago Breckland offered free trees for planting and wondered if Dist. Cllrs could suggest to Breckland they offer the scheme again.
- Resident stated their concerns regarding the M&Co parking situation; if this is not resolved it could mean another empty shop in the town. Informed Members, Robert Campbell no longer an Officer at Breckland having left in December 2019.
- Dist. Cllr Martin suggested the old Library site would make a good car parking site.
- Resident queried the meetings Cllr Tyrer mentioned in his report; asking if anyone else from the Town Council has attended with him for the purpose of transparency. Stated his strong criticism regarding the of lack of progress for ANP, also stating his opinion that the only group which is making progress and is working as it was intended is the Health Group.

(6a)

**Supplementary Planning List - Full Council Meeting of Attleborough
Town Council held on 13 July 2020**

4) Planning and Highways –

Please Note: All planning applications and associated documents are available to view via the Breckland District Council Planning Link:

<http://planning.breckland.gov.uk/OcellaWeb/planningSearch>

a) Decision notices received to-date – Noted for information

3PL/2020/0487/HOU – Walnut Tree, West Carr Road – Removal of conservatory and replacement with porch to front, replacement lean-to extension to side, change of roof materials to slates extended to edges of flat roof to rear and pitched roof over first floor dormers – Approved.

3PL/2020/0200/F – Sorting Office, High Street – To demolish an old postal sorting office and erect a steel-framed two storey commercial building with a single-storey clad lean-to to be used as a goods display area and stock room, including associated drainage, hard standing boundary treatments – Approved.

b) Planning Applications received to-date

To Resolve recommendations on the following planning applications: -

3PL/2020/0670/HOU – West Farm, West Carr Road – Conversion of outbuilding to family residential annexe – *No comment.*

3PL/2020/00661/LB – West Farm, West Carr Road – First floor rear extension.

3PL/2020/0659/F – Land at 42 and 44, New North Road – Erection of two new dwellings and car ports – *No comment.*

c) Other Planning Matters

i Breckland District Council Virtual Planning Committee; 14th July 2020 at 1 pm:

- Noted for information

3PL/2020/0157/PIP – Land Adjacent to West Carr Road – Permission in principle for six self build dwellings (Town & Country Planning (Permission in Principle) (Amendment) Order 2017.

ii. Norfolk County Council; Queens Square Speed Table Notice – Noted for information



6dii



Tom McCabe
Head of Paid Services
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Telephone: (01603) 223029
Email: hollie.adams@norfolk.gov.uk

My Ref: HLA/PRC

23 July 2020

Dear Town Clerk,

Re: Planning (Regulatory) Committee – Friday 31 July 2020

I enclose, for your information, a copy of a report which will be considered at the above virtual meeting to be held on Friday 31 July 2020 at 11am. As you can see, the subject of the report relates to the area covered by your Town Council. The virtual meeting can be viewed [here](#).

At meetings of this Committee, members of the public are entitled to speak before decisions are made on planning applications. There is a set order in which the public or local members can speak on items at this Committee, as follows:

- Those objecting to the application
- District/Parish/Town Council representatives
- Those supporting the application (the applicant or their agent.)
- The Local Member for the area.

Anyone wishing to speak regarding one of the items going to the Committee must give written notice to the Committee Officer (committees@norfolk.gov.uk) at least 48 hours before the start of the meeting.

The Committee Officer will ask which item you would like to speak about and for a copy of what you would like to say, to ensure that this can be read out by someone else in the case of technical difficulties.

Registered speakers will be "dialled in" to the virtual meeting via their phone at the beginning of the item they have registered to speak about, so I will also require their phone number. Further information can be found [in appendix 28 of the Constitution](#), although please note, this has not been updated to reflect changes made since the Covid-19 epidemic to incorporate protocol related to Virtual Meetings.

Yours sincerely,

H L Adams

Hollie Adams
Committee Officer

Enc